

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

December 7, 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, Denis Anderson, Audrey Nelsen, Shawn Mueske, Steve Ahmann, and Rick Fagerlie. Present 7, Absent 2. Council Members Plowman and Johnson were excused from the meeting.

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

Mayor Calvin requested the addition of consideration of dissolving the special committee that was set up to work with non-organized employees to the Council agenda.

Council Member Anderson offered a motion to adopt the Consent Agenda which included the following items: City Council Minutes of November 16, Finance/Council Minutes of November 23, Labor/Council Minutes of December 1, Rice Hospital Board Minutes of November 18, Willmar Municipal Utilities Board Minutes of November 23,, Accounts Payable Report through December 2, the Building Inspection Report for the Month of November, 2015 and committee applications for both appointment and reappointment.

Council Member Anderson requested a correction to the Finance/Council Minutes of November 23 on page 5 whereby the last two motions indicate him as abstaining from the vote. A correction to state Council Member Johnson as abstaining in both instances was recommended. The changes were so noted by Mayor Calvin. Council Member Fagerlie seconded the motion to adopt the consent items, which carried.

Mayor Calvin entertained a motion to remove the minutes from the October 30, 2015 Labor Relations/Full Council from the table. Council Member Ahmann made the motion to remove the minutes from the table. Council Member Anderson seconded the motion, which carried. Mayor Calvin explained the minutes were tabled in order to provide several documents dated October 30, 2015 as attachments to the Labor Relations Committee. Those documents have been prepared by Labor Attorney Frank Madden and are attached. Council Member Ahmann made a motion to approve the October 30, 2015 Labor Relations/Full Council minutes. Council Member Christianson seconded the motion

Council Member Ahmann presented for the Council's consideration the policy prepared by Labor Attorney Frank Madden for the Administrative Assistant to the City Administrator. Council Member Ahmann made a motion to approve the policy for the Administrative Assistant to the City Administrator as presented. Council Member Christianson seconded the motion, which carried.

Mayor Calvin presented for the Council's consideration the policy prepared by Labor Attorney Frank Madden for the Non-Organized Employees noting the most significant change was the issuance of deferred compensation to the two employees affected. Council Member Christianson made a motion to approve the policy for the Non-Organized Employees as presented. Council Member Nelsen seconded the motion, which carried.

At 7:09 p.m. Mayor Calvin opened the Truth in Taxation Hearing. Each year, as part of the budgeting process, the City is required by Minnesota law to conduct a public hearing. The County Auditor is responsible for mailing statements to each resident indicating their tax rates for the coming year.

Finance Director Steve Okins gave a PowerPoint presentation detailing the Proposed 2016 Budget. Mr. Okins noted each affected resident should have received notice of the hearing and the action tonight was strictly for the City's budget. The City Charter gives direction to the Mayor to compile a budget to present to the City Council. Mayor Calvin and staff have met to develop the balanced budget noting the expenditures cannot exceed the revenues. The proposed budget had a general operating fund of \$14.4 million, capital improvements of \$7.6 million, special revenue/internal of just over \$1 million, debt service of \$2.4 million, enterprise fund for Wastewater of \$9.1 million with a total for all funds of approximately \$34.745 million. The changes for 2016 include the additions of Human Resources and Downtown/Neighborhood Coordinator positions and an additional \$250,000 dedicated to Pavement Management. The Capital Improvements for the next five years were introduced and changes noted reducing the fund by approximately \$400,000. The City has been informed by the Department of Revenue that an estimated \$159,000 needs to be repaid to the Local Options Sales Tax fund due to an over collection of funds from an area business. Changes to the Mayor's budget leave a balance of a little over \$67,000 that is available to be appropriated.

Marv Packer who recently purchased a townhouse at 300 Valleyview Drive SE came before the Council to speak at the public hearing. He stated Valleyview Drive is not a City street, but rather owned by the Association where upon maintenance is done by the Association. Mr. Packer stated he believes he pays the same amount of property taxes as a home of comparable value that has its maintenance done by the City. In response to his statement, Interim City Administrator Kevin Halliday explained that when the developer constructed that street it was not built to the same specifications as a typical City street. If the developer chose to develop a narrower street or if it was not engineered the same, the City would not take it over. The property owner would be taxed the same and this is determined by the value of the home, although it is possible the City Assessor may take this into consideration when valuing the property.

Alana Ziehl, Executive Director of the Willmar Area Food Shelf, came before the Council seeking funding. She stated they serve 840 families on average with monthly food orders. Currently they are operating at a net loss of \$30,000 and would request funds to assist with operational expenses. She stated the Food Shelf has not received funding in the past as other Community Partners have, but plans to request funding in the future.

Finance Director Steve Okins explained that is not required at this time to appropriate the \$67,000 in excess revenues. The two required actions of the Council at this meeting are to set the property tax levy and also adopt the total budget. There being no further residents to speak at the public hearing, Mayor Calvin closed the hearing at 7:25 p.m. and opened it up to Council discussion.

Council Member Anderson commented he felt the Council should deal with the \$67,000 surplus fund and reiterated the possibility of designating these funds toward facility improvements as the expenditure level from the consultant's report is unknown and the funds can be reappropriated later. Council Member Anderson made a motion to appropriate the \$67,347 to facilities. Council Member Ahmann seconded the motion, which carried.

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 6, Noes 0.

RESOLUTION NO. 1

BE IT RESOLVED by the City Council of the City of Willmar, Kandiyohi County, Minnesota, that the following sums of money be levied for the current year collectable in 2016, upon the taxable property in said City of Willmar, for the following purposes:

General Fund	\$ 4,054,028
Street/Infrastructure Improvements	<u>\$ 397,000</u>
Total	\$ 4,451,028

BE IT RESOLVED, that there is a sufficient sum of money in the Debt Service Funds of the City, together with the above Debt Service Fund Tax Levy, to pay principal and interest in 2016 on all outstanding bond issues, and the deferred annual tax levies previously certified to the County Auditor are hereby cancelled;

The City Clerk is hereby instructed to transmit a certified copy of this Resolution to the County Auditor of Kandiyohi County, Minnesota.

Dated this 7th day of December, 2015.

/s/ Marv Calvin
Mayor

/s/ Kevin Halliday
Attest: City Clerk

Resolution No. 2 was introduced by Council Member Anderson, seconded by Council Member Fagerlie, reviewed by Mayor Calvin, and approved on a roll call vote of Ayes 6, Noes 0.

RESOLUTION NO. 2

ADOPTING THE BUDGET FOR THE FISCAL YEAR 2016

BE IT RESOLVED by the City Council of the City of Willmar that the Annual Budget for the fiscal year beginning January 1, 2016, which has been submitted by the Mayor and modified and approved by the City Council, is hereby adopted, the totals of the said budget and the Mayor's division thereof being as follows:

EXPENDITURE REQUIREMENTS

General Operating	\$ 14,141,636
Capital Improvements	7,246,507
Special Revenue/Internal	1,054,260
Debt Service	2,404,267
Enterprise (Wastewater)	<u>9,165,051</u>
Total 2016 Budget	\$ 34,011,721

Dated this 7th day of December, 2015.

/s/ Marv Calvin
Mayor

/s/ Kevin Halliday
Attest: City Clerk

At 7:30 p.m. Mayor Calvin opened the Hearing to consider the property tax abatement for MinnWest Technology Campus. Planning and Development Services Director Bruce Peterson came before the Council to present the application filed by MinnWest Technology Campus Management requesting a ten-year tax abatement for the properties that were previously a part of the state JOBZ program. A brief history was given of when the campus was purchased and redevelopment began. The owners approached the City, County and School District with a request for JOBZ which at that point was primarily the City's decision as the zone

sponsor. The Council at that time agreed that a tax break should be given and agreed to the JOBZ program. That program ends December 31, 2015. The entire campus was not eligible for JOBZ so some were abated until 2015. There are seven to eight properties in JOBZ that are requesting tax abatement and the balance of the properties will go fully on the tax roles in 2016 with a City portion of approximately \$51,000. The applicant has agreed to goals in the business subsidy agreement, specifically that an additional minimum of 175 jobs will be created in the next ten-year period and a minimal capital investment of \$8 million. Consideration needs to be given to the facts that there will be business growth, tax rate growth, employment and payroll. It is staff's recommendation that the Council approve the resolution approving the property tax abatement contingent on the execution of a business subsidy agreement that includes the goals of 175 additional jobs and \$8 million in capital investments over that ten-year period. It was noted that the new job requirement and \$1.5 million capital investment requirements during the JOBZ program were met and exceeded in both cases.

Bob Enos, 905 Trott Avenue SW, addressed the Council during the tax abatement hearing stating MinnWest Technology Campus has been very beneficial to this community. He commented on a two-year study done by the Kaufman Foundation of Kansas City, MO on tax schemes for stimulating the economy. He found that as high as 75% of the jobs that were created by incentive were jobs that were going to be created anyway. He proposed performing a study to ascertain if the tax abatement actually gets us anything.

John Benson, 623 SW 11th Street, commented that when he moved into Willmar in 1998 and purchased a home he had to pay property taxes and when 11th Street SW was reconstructed he had to pay an additional \$3,500 for his portion making his tax bill four times higher than normal. Looking into options to reduce this amount, his only option was to pay it off over a ten-year period with interest. He expressed his concern about fairness in taxation. He asked the Council to consider a compromise. Rather than a 100% abatement he asked the Council consider the tax liability be increased gradually, for instance 10% the first year, 20% the second, etc. until you pay 100% in year ten.

Steve Renquist, EDC Director, spoke at the hearing. He acknowledged the time when the State announced the closing of the Willmar Regional Treatment Center they commissioned a study to be done based on deferred maintenance which came in between \$30-32 million. He stated he believes that somewhere around half of that dollar figure has been spent and if they do finish the campus it will take approximately another \$16 million in that affect. Several facilities similar to this were closed around the state with this being the only facility that turned into a technology-creating mecca. This facility has created over 450 jobs and is expected to grow to somewhere between 600-800 jobs before it's completed with an \$18.9 million payroll. With the State's bounce back factor of three before the money leaves the community and county, and being on the conservative side only using two, that puts it at \$37.8 million. He felt it important to send out a message throughout the State to continue that growth and that Willmar is a city that is open for business.

Jim Sieben, Director of the MinnWest Technology Campus, gave a brief presentation to the Council noting the improvement dollars being put into the campus, the employment of over 450 individuals and the benefits that are happening as a result of this facility renovation. He presented the timeline of each stage of the project and the dollars spent and employee growth and how these salaries are in turn spent in the area.

Hearing all who wished to speak during the tax abatement hearing, Mayor Calvin closed the hearing at 8:05 p.m.

Council Member Mueske questioned when the bench marks are assessed. Planning and Development Director Bruce Peterson stated the performance of the applicants in meeting the goals is addressed annually with reports filed with the City to the Department of Employment and Economic Development.

Council Member Christianson inquired on the percentage of use of the buildings on campus. Jim Sieben stated the State is currently still using four facilities and MinnWest Technology Campus is currently at 60% leased of what is available at this time or at 47% of the whole campus. Council Member Christianson

also raised the question of what the tax abatement is at this time. Planning and Development Director Bruce Peterson stated the total amount of property taxes abated as part of the JOBZ program was just under \$42,000 for the last tax year. For the balance of the campus, the City's portion of the abatement was about \$51,000 which will begin to be collected in 2016. Through 2015 the total annual abatement would be about \$92,000 of which MinnWest Technology Campus would get \$41,000 back should the tax abatement be authorized.

Planning and Development Director Bruce Peterson clarified the action requested of the Council which is to approve the resolution approving the property tax abatement contingent on the execution of a business subsidy agreement that includes the goals of 175 additional jobs and \$8 million in capital investments over that ten-year period.

Resolution No. 3 was introduced by Council Member Fagerlie, seconded by Council Member Nelsen, reviewed by Mayor Calvin, and approved on a roll call vote of Ayes 5, Noes 1, with Council Member Ahmann casting the "no" vote.

RESOLUTION NO. 3

RESOLUTION APPROVING PROPERTY TAX ABATEMENT

BE IT RESOLVED by the City Council (the "Council") of the City of Willmar, Minnesota (the "City"), as follows:

1. Recitals.
 - a. MinnWest Technology Campus Management (the "Developer") proposes to further develop the MinnWest Technology Campus by adding new employers/employees and making additional capital investments in real estate (the "Project"). The developer has requested that the City provide financial assistance to the Developer for the project. The City proposes to use tax abatement for the purposes provided for in the Abatement Law (as hereinafter defined), including the Project. The proposed term of the abatement will be for ten years in an amount not to exceed \$416,000. The abatement will apply to all or a portion of the City's share on the property taxes (the "Abatement") derived from the value of the Project of part of the MinnWest Technology Campus (parcel numbers 95-508-0240, 95-508-0250, 95-508-0260, 95-508-0270, 95-508-0300, 95-508-0310, 95-508-0380, 95-508-0400).
 - b. On December 7, 2015 the Council held a public hearing on the question of the Abatement, with proper notice being duly given.
 - c. The Abatement is authorized under Minnesota Statutes, Section 469.1812 through 469.1815 (the "Abatement Law").
2. Finding for the Abatement. The City Council hereby makes the following findings:
 - a. The Council expects the benefits to the City of the Abatement to at least equal or exceed the costs to the City thereof.
 - b. Granting the Abatement is in the public interest because it will increase or preserve the tax base of the City and provide employment opportunities in the City.
 - c. The property is not located in a tax increment financing district.
 - d. In any year, the total amount of property taxes abated by the City by this and other resolutions, if any, does not exceed the greater of ten percent (10%) of the current levy or \$200,000.

3. Terms of Abatement. The Abatement is hereby approved; provided, however, this approval is contingent upon the approval by Kandiyohi County of an abatement program for the Project. The terms of the abatement are as follows:
 - a. The Abatement shall be for ten (10) years and shall apply to the taxes payable in the years 2016 through 2025 inclusive.
 - b. The City will abate a portion of the City's share of property tax amount derived from the Project which the City receives from the Property, not to exceed as follows:
100% of those taxes previously forgiven under the JOBZ program, not to exceed \$41,600/year.
 - c. The Abatement shall be subject to all the terms and limitations of the Abatement Law.
 - d. The Abatement may not be modified or changed during its term.

Dated this 7th day of December, 2015.

/s/ Marv Calvin
Mayor

/s/ Kevin Halliday
Attest: City Clerk

There was no one present to speak at the Open Forum.

Interim City Administrator Kevin Halliday presented the agenda item of appointing officials to Council Committees and Liaison Assignments which resulted initially from the resignation of Council Member Dokken. It was recommended these opening be filled by the newly-elected Council Member Mueske placing him into the positions that were vacated and temporarily filled by various members of the Council noting that for the Willmar Municipal Utilities Commission the position was filled by the Alternate who desired to remain an Alternate. In contacting Council Member Mueske, he is able to fulfill those time frames. It is staff's recommendation to approve the resolution so designating the new assignments.

Resolution No. 4 was introduced by Council Member Christianson, seconded by Council Member Fagerlie, reviewed by Mayor Calvin, and approved on a roll call vote of Ayes 6, Noes 0.

RESOLUTION NO. 4

BE IT RESOLVED, by the City Council of the City of Willmar, Minnesota, that the 2015 through 2016 Committee and Council Liaison appointments for members of the Council shall be provided in the list of appointments as follows:

Labor Relations Committee: Chair: Ahmann
Vice Chair: Anderson
Christianson
Mueske

Finance Committee: Chair: Anderson
Vice Chair: Johnson
Fagerlie
Mueske

Community Development Committee: Chair: Fagerlie
Vice Chair: Plowman
Nelsen
Johnson

Public Works/Safety Committee: Chair: Christianson
Vice Chair: Nelsen
Ahmann
Plowman
Plowman

Airport Commission:

Community Education/Recreation Joint Powers Board and Park Board:
Johnson
Nelsen

Economic Development Commission: Anderson
Christianson
Mayor Calvin
Alternate: Ahmann

Fire Code Appeals Board: Chair: Mayor Pro Tempore
Vice Chair: Anderson

Mid-Minnesota Development Commission: Fagerlie

Municipal Utilities Commission: Mueske
Alternate: Plowman

Human Rights Commission: Anderson

Pioneerland Library System: Anderson

Rice Hospital Board: Nelsen
Alternate: Ahmann

Central Community Transit Board Fagerlie
Calvin

Vision 2040 Committee: Calvin

Willmar Cable Advisory Board: Christianson
Anderson

Willmar Convention and Visitors Bureau: Nelsen

Willmar Community and Activity Center Council: Johnson

Willmar Downtown Development: Fagerlie

Kandiyohi County HRA: Ahmann
Alternate: Christianson

Dated this 7th day of December, 2015.

/s/ Marv Calvin
Mayor

/s/ Kevin Halliday
Attest: City Clerk

Mayor Calvin questioned a co-chair for the Human Rights Commission. Council Member Anderson stated as the representative he would have no problem adding another Council Member. Council Member Mueske spoke saying he would be willing to serve in that capacity should the Council so chose. Council Member Christianson opined he felt a liaison person would be all that is required. Council Member Fagerlie inquired about a staff liaison being assigned to the Human Rights Commission.

Public Works Director Sean Christensen presented a request to the Council to adopt the resolution ordering the preparation of the 2016 Improvement Report pursuant to State Statue. The report will be given at the December 21st Council meeting.

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 6, Noes 0.

RESOLUTION NO. 5

ORDERING PREPARATION OF REPORT ON IMPROVEMENTS

WHEREAS, it is proposed to construct the following improvements under the 2016 Improvement Projects:

Grading, aggregate base, curb and gutter, edge drain, sump pump connections, milling, bituminous pavement, sidewalk, service lines, sanitary sewer, storm pond, and watermain

And to assess the benefited property for all or a portion of the cost of the improvement, pursuant to Minnesota Statutes, Section 429.011 to 429.111 (Laws 1953, Chapter 398, as amended).

NOW, THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF WILLMAR, MINNESOTA:

That the proposed improvement be referred to the City Engineer for study, and that he is instructed to report to the Council advising the Council in a preliminary way as to whether the proposed improvement is feasible, and as to whether it should be best be made as proposed or in connection with some other improvement, and the estimated cost of the improvement as recommended.

Dated this 7th day of December, 2015.

/s/ Marv Calvin
Mayor

/s/ Kevin Halliday
Attest: City Clerk

Interim City Administrator Kevin Halliday presented an ordinance amendment to the Willmar Charter. The Charter Commission has suggested three administrative amendments be made to the Willmar City Charter. City Attorney Robert Has prepared a draft ordinance detailing those amendments. It is staff's recommendation to set a public hearing to consider the amendments for the next City Council meeting.

Council Member Ahmann made a motion to set a hearing to consider the amending ordinance for 7:01 p.m., December 21, 2016. Council Member Anderson seconded the motion, which carried.

Mayor Calvin requested discussion to dissolve the Labor Subcommittee. The three policies with staff have been completed and the committee will no longer be meeting.

Announcements for Council Committee meeting dates were as follows: Finance, 4:45 p.m. at City Hall, December 14; Public Works/Safety, 4:45 p.m. at City Hall, December 15; Labor Relations, 4:45 p.m. at City Hall, December 16, Community Development, 4:45 p.m., at City Hall, December 17, 2015.

Council Member Ahmann offered a motion to adjourn the meeting with Council Member Anderson seconding the motion, with carried. The meeting adjourned at 8:45 p.m.

Attest:

MAYOR

SECRETARY TO THE COUNCIL

WILLMAR MUNICIPAL UTILITIES MINUTES
MUNICIPAL UTILITIES AUDITORIUM
DECEMBER 14, 2015

The Municipal Utilities Commission met in its regular meeting on Monday, December 14, 2015 at 11:45 a.m. in the Municipal Utilities Auditorium with the following Commissioners present: Matt Schrupp, Carol Laumer, Jeff Nagel, Joe Gimse, Justin Mattern, and Abdirizak Mahboub. Absent was Commissioner Dan Holtz.

Others present at the meeting were: General Manager Wesley Hompe, Director of Operations John Harren, Power Supply Manager Chris Carlson, Power Production Supervisor Jon Folkedahl, Information Systems Coordinator Mike Sangren, City Councilmen Andrew Plowman & Shawn Mueske, City Attorney Robert Scott (via teleconference), and WC Tribune Journalist David Little.

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

RESOLUTION NO. 48

“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 November 23, 2015 Commission meeting; and,
- ❖ Bills represented by vouchers No. 144669 to No. 144770 inclusive in the amount of \$237,483.66 with a MISO credit in the amount of \$34,970.91.

Dated this 14th day of December, 2015.

President

ATTEST:

Secretary

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

General Manager Hompe reviewed with the Commission the proposed 2016 WMU Budget. Hompe informed the Commission that at this time, there are no rate adjustments anticipated in either the Electric or Water Divisions for 2016. Hompe further stated that related to the operational costs, we anticipate a reduction in power supply costs due to the new GRE power supply contract. The District Heating Division will begin 2016 with 4 less customers than in 2015. This factor along with operational costs will have a negative effect on the District Heating Division. However at this time, there is no rate adjustment being requested. It was noted that any rate adjustment would involve a detailed study, involvement by both the WMU Planning Committee and Commission, and be subject to Commission and City Council approval. The proposed 2016 WMU Budget was set at \$32.6 million with the largest budgeted cost item being purchased power estimated at \$12.2 million. It

was also noted that the Intergovernmental Transfer to the City of Willmar would remain the same at \$2,136,842 for 2016. Following a review and discussion, Commissioner Laumer offered a resolution to approve the 2016 WMU Budget as presented. Commission Gimse seconded.

RESOLUTION NO. 49

“BE IT RESOLVED, by the Municipal Utilities Commission of the City of Willmar, Minnesota, that the 2016 WMU Budget be approved as presented.”

Dated this 14th day of December, 2015.

President

ATTEST:

Secretary

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

In conjunction with the 2016 WMU Budget, Commissioner Gimse requested additional clarification related to the operations and costs associated with the District Heating Division. General Manager Hompe presented an overview of the operational system of the district heating.

Commissioner Gimse reviewed with the Commission the minutes from the November 23rd WMU Labor Committee meeting (see attached). The two main topics of discussion focused on the current wage market related to the Line Department personnel and a review of the Early Retirement Program offered to qualifying employees (program was established in 2008). Disparity in the wage structure and the current market for Line personnel will require additional discussions. The Early Retirement Program currently has a sunset date of December 31, 2017. A requirement of the current program was to review the program prior to the end of 2015 (done at the meeting). Additional discussions will be held in the future concerning the program. Following discussion, Commissioner Gimse offered a motion to approve the minutes of the November 23rd WMU Planning Committee meeting as presented. Commissioner Laumer seconded the motion which carried by a vote of six ayes and zero nays.

General Manager Hompe reviewed with the Commission the proposed I.B.E.W. Local Union #160 labor contract agreement. The two-year agreement would include a 2.5% wage increase for 2016, and a 2.5 % wage increase for 2017. The proposed Terms and Conditions of Settlement between WMU and I.B.E.W. Local Union #160 were presented and accepted by the membership on December 7, 2015. One change to note in the contract will be to “swap” the Columbus Day holiday for the day after Thanksgiving. Other than this one change, only minor wording clarifications and modifications were included on the agreed upon settlement. Following discussion, Commissioner Laumer offered a resolution to approve the two-year contract agreement with the union employees as presented. Commissioner Gimse seconded.

RESOLUTION NO. 50

“BE IT RESOLVED, by the Municipal Utilities Commission of the City of Willmar, Minnesota, that the two-year labor agreement between the Willmar Municipal Utilities and I.B.E.W. Local Union #160

employee-members incorporating a 2.5% wage increase both in 2016 and 2017 be approved as presented.”

Dated this 14th day of December, 2015.

President

ATTEST:

Secretary

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

General Manager Hompe reviewed with the Commission the Federal Energy Regulatory Commission (FERC) approval of WMU's Forward Looking Test Year (FLTY). This is related to WMU's transmission system's MISO Attachment O submission. This will assist in reducing Willmar's future transmission costs as related to MISO costs. The ultimate goal remains transmission cost neutrality.

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

1. September & October 2015 Financial Statements (General Manager Hompe)
2. Sept. 30, 2015 & Oct. 31, 2015 Investment Reports (General Manager Hompe)
3. October 2015 Power Supply Report (Power Supply Manager Carlson)
4. November 2015 Wind Turbine Report (Power Production Supervisor Folkedahl)

At this time, Commissioner Schrupp introduced City Councilman Shawn Mueske who was recently appointed by Mayor Marv Calvin to serve as Council Liaison to the Municipal Utilities Commission. Councilman Andrew Plowman has been appointed Alternate for this position.

General Manager Hompe reviewed with the Commission a draft listing of educational subjects to be presented throughout the year to the Commission to expand/enhance their knowledge in the utility field. Hompe requested comments and/or suggestions from the Commissioners concerning this listing.

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)
- 2016 MMUA Events:
 - Legislative Conference – Tues., April 19 (note: 1 day only)
 - Annual Summer Meeting – August 15-17 (location TBD)

Commission President Schrupp informed the Commission that he will be resigning from the Commission effective the end of 2015 (he will attend the Dec. 28th MUC meeting). Schrupp stated

that with his new position and objectives at his place of business, time constraints would limit his ability to continue to serve on the Commission.

There being no further business to come before the Commission, Commissioner Nagel made a motion to adjourn the meeting. Commissioner Mattern seconded the motion which carried by a vote of six ayes and zero nays, and the meeting was adjourned at 12:40 p.m.

Respectfully Submitted,

WILLMAR MUNICIPAL UTILITIES

John Harren
Director of Operations

ATTEST:

Carol Laumer, Secretary



WILLMAR MUNICIPAL UTILITIES
WMU Labor Committee Meeting Minutes
Willmar Conference Center
Monday, November 23, 2015 – 1:00 P.M.

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

Committee Chair Gimse called the meeting to order at 12:55 p.m. (immediately following the MUC meeting) by requesting any additions to the agenda.

AGENDA ITEMS:

➤ **Market for Linemen's Wages:**

General Manager Hompe presented the Committee with a summary of the current wage market related to the Line Department personnel. Factors associated with the current wage market were reviewed along with the adjustments made to this division in recent history. (Note: The shortage of linemen in recent years has fueled the acceleration of wages in this field.) Further discussion continued on the future outlook of the Line Dept. personnel (i.e. retirements, etc.).

No action was taken at this time. Future discussions will continue.

➤ **Early Retirement Program Review:**

General Manager Hompe reviewed with the Committee the Early Retirement Program which has been available to qualifying employees since 2008. This program has been offered to full-time employees with 20+ years of continuous service with WMU and who are eligible to collect pension from PERA. Following a review of the program in 2012, the Commission authorized extending the program to December 31, 2017 (sunset date) with a review to be conducted prior to the end of 2015. (A brief review of the City's similar retirement program was discussed.) Hompe provided data on the current standing of qualifying personnel who have reached (or will be in the near future) eligibility.

Upon review, the WMU Labor Committee was requesting additional data prior to determining whether to sunset the program at the end of 2017 or to extend the program. Further discussion will be held.

➤ **Adjournment:**

There being no further business to come before the WMU Labor Committee, Commissioner Holtz offered a motion to adjourn the meeting at 1:40 p.m. Commissioner Gimse seconded the motion which carried by a vote of two ayes and zero nays.

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 raffle prize value for the calendar year will be \$1,500 or less, contact the Licensing Specialist assigned to your county by calling 651-539-1900.

Application Fee (non-refundable)
Applications are processed in the order received. If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**.
Due to the high volume of exempt applications, payment of additional fees prior to 30 days before your event will not expedite service, nor are telephone requests for expedited service accepted.

ORGANIZATION INFORMATION

Organization Name: Meeker County Drills Unlimited Previous Gambling Permit Number: X-47002-15-016

Minnesota Tax ID Number, if any: _____ Federal Employer ID Number (FEIN), if any: _____

Mailing Address: 506 S Donnelly AVE

City: Litchfield State: MN Zip: 55355 County: Meeker

Name of Chief Executive Officer (CEO): Statt Christensen

Daytime Phone: 320-221-0164 Email: 1fd_116@yahoo.com

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

Fraternal Religious Veterans Other Nonprofit Organization

Attach a copy of one of the following showing proof of nonprofit status:

(DO NOT attach a sales tax exempt status or federal employer ID number, as they are not proof of nonprofit status.)

A current calendar year Certificate of Good Standing
Don't have a copy? Obtain this certificate from:
MN Secretary of State, Business Services Division Secretary of State website, phone numbers:
60 Empire Drive, Suite 100 www.sos.state.mn.us
St. Paul, MN 55103 651-296-2803, or toll free 1-877-551-6767

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 toll free at 1-877-829-5500.

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

GAMBLING PREMISES INFORMATION

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

Address (do not use P.O. box): 240 23rd St SE

City or Township: Willmar Zip: 56201 County: Kandiyohi

Date(s) of activity (for raffles, indicate the date of the drawing): January 16th 2016

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

Bingo* Paddlewheels* Pull-Tabs* Tipboards*

Raffle (total value of raffle prizes awarded for the calendar year: \$ 4,000)

* **Gambling equipment** for bingo paper, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo number selection devices may be borrowed from another organization authorized to conduct bingo. To find a licensed distributor, go to www.mn.gov/gcb and click on **Distributors** under **LIST OF LICENSEES**, or call 651-539-1900.

LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT (required before submitting application to the Minnesota Gambling Control Board)

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 Treasurer Date: 12-9-2015

The city or county must sign before submitting application to the Gambling Control Board.

COUNTY APPROVAL
for a gambling premises located in a township

The application is acknowledged with no waiting period.

The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.

The application is denied.

Print County Name: _____

Signature of County Personnel: _____

Title: _____ Date: _____

TOWNSHIP (if required by the county)
On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.213.)

Print Township Name: _____

Signature of Township Officer: _____

Title: _____ Date: _____

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

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: _____ Date: _____
(Signature must be CEO's signature; designee may not sign)

Print Name: _____

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.

Financial report to be completed within 30 days after the gambling activity is done:
A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.

Your organization must keep all exempt records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).

MAIL APPLICATION AND ATTACHMENTS

Mail application with:

- a copy of your proof of nonprofit status, and
- application fee (non-refundable). If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**. Make check payable to **State of Minnesota**.

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

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

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.

MINNESOTA LAWFUL GAMBLING
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 raffle prize value for the calendar year will be \$1,500 or less, contact the Licensing Specialist assigned to your county by calling 651-539-1900.

Application Fee (non-refundable)

Applications are processed in the order received. If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**.

Due to the high volume of exempt applications, payment of additional fees prior to 30 days before your event will not expedite service, nor are telephone requests for expedited service accepted.

ORGANIZATION INFORMATION

Organization Name: PRAIRIE LAKES CHAPTER OF Rocky Mountain Elk Foundation Previous Gambling Permit Number: 04845

Minnesota Tax ID Number, if any: _____ Federal Employer ID Number (FEIN), if any: 81-0421425

Mailing Address: 12773 212th Ave. N.E.

City: New London State: MN Zip: 56273 County: Kandiyohi

Name of Chief Executive Officer (CEO): Marlin K. Niss - Chapter Chairman

Daytime Phone: 320-894-8061 Email: marlinniss@formaxfield.com

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

Fraternal Religious Veterans Other Nonprofit Organization

Attach a copy of one of the following showing proof of nonprofit status:

(DO NOT attach a sales tax exempt status or federal employer ID number, as they are not proof of nonprofit status.)

A current calendar year Certificate of Good Standing
 Don't have a copy? Obtain this certificate from:
 MN Secretary of State, Business Services Division Secretary of State website, phone numbers:
 60 Empire Drive, Suite 100 www.sos.state.mn.us
 St. Paul, MN 55103 651-296-2803, or toll-free 1-877-551-6767

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 toll free at 1-877-829-5500.

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:
 1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling, and
 2. 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): Kandi's Entertainment Center

Address (do not use P.O. box): 500 19th Ave S.E.

City or Township: Willmar Zip: MN 56201 County: Kandiyohi

Date(s) of activity (for raffles, indicate the date of the drawing): Feb 27th, 2016

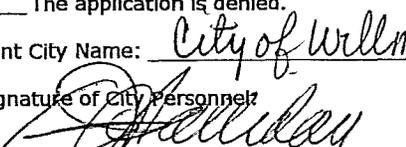
Check each type of gambling activity that your organization will conduct:

Bingo* Paddlewheels* Pull-Tabs* Tipboards*

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

* **Gambling equipment** for bingo paper, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo number selection devices may be borrowed from another organization authorized to conduct bingo. To find a licensed distributor, go to www.mn.gov/gcb and click on **Distributors** under **LIST OF LICENSEES**, or call 651-539-1900.

LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT (required before submitting application to the Minnesota Gambling Control Board)

<p style="text-align: center;">CITY APPROVAL for a gambling premises located within city limits</p> <p><input checked="" type="checkbox"/> The application is acknowledged with no waiting period.</p> <p><input type="checkbox"/> 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).</p> <p><input type="checkbox"/> The application is denied.</p> <p>Print City Name: <u>City of Willmar</u></p> <p>Signature of City Personnel: </p> <p>Title: <u>City Clerk Treasurer</u> Date: <u>12-11-2015</u></p> <div style="border: 1px solid black; padding: 5px; text-align: center; margin-top: 20px;"> <p>The city or county must sign before submitting application to the Gambling Control Board.</p> </div>	<p style="text-align: center;">COUNTY APPROVAL for a gambling premises located in a township</p> <p><input type="checkbox"/> The application is acknowledged with no waiting period.</p> <p><input type="checkbox"/> The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.</p> <p><input type="checkbox"/> The application is denied.</p> <p>Print County Name: _____</p> <p>Signature of County Personnel: _____</p> <p>Title: _____ Date: _____</p> <p>TOWNSHIP (if required by the county) On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.213.)</p> <p>Print Township Name: _____</p> <p>Signature of Township Officer: _____</p> <p>Title: _____ Date: _____</p>
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CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

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:  Date: 12-11-15

(Signature must be CEO's signature; designee may not sign)

Print Name: Martin K. Niss

<p>REQUIREMENTS</p> <p>Complete a separate application for:</p> <ul style="list-style-type: none"> • all gambling conducted on two or more consecutive days, or • all gambling conducted on one day. <p>Only one application is required if one or more raffle drawings are conducted on the same day.</p> <p>Financial report to be completed within 30 days after the gambling activity is done: A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.</p> <p>Your organization must keep all exempt records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).</p>	<p>MAIL APPLICATION AND ATTACHMENTS</p> <p>Mail application with:</p> <p><input type="checkbox"/> a copy of your proof of nonprofit status, and</p> <p><input type="checkbox"/> application fee (non-refundable). If the application is postmarked or received 30 days or more before the event, the application fee is \$100; otherwise the fee is \$150. Make check payable to State of Minnesota.</p> <p>To: Gambling Control Board 1711 West County Road B, Suite 300 South Roseville, MN 55113</p> <p>Questions? Call the Licensing Section of the Gambling Control Board at 651-539-1900.</p>
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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.

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

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
ASPEN MILLS														
	44589	12/17/15	NAME TAGS	130.08		173801		D	N				SUBSISTENCE OF P	101.42412.0227
ASSN OF MN BUILDING OFFI														
	44590	12/17/15	KARDELL-MEMBERSHIP DUES	100.00		2016		D	N				PREPAID EXPENSES	101.128000
BAKER GRAPHICS														
	44591	12/17/15	CINCO DE MAYO MKTG MAT'L	75.00		12813		D	N				OTHER CHARGES	208.45010.0449
BAUMGARN/ROB														
	44592	12/17/15	OFFICE SUPPLIES	93.43		120115		D	N				OFFICE SUPPLIES	101.45433.0220
BECKER ARENA PRODUCTS IN														
	44593	12/17/15	VINYL GOAL LINES	112.66		00104745		D	N				GENERAL SUPPLIES	101.45433.0229
BEHAVIORAL FORENSIC SERV														
	44594	12/17/15	EMPLOYEE EVALUATIONS	1,750.00		112315		D	N				PROFESSIONAL SER	101.42412.0446
BEHRENBRINKER/STEPHEN C														
	44595	12/17/15	ASSESSING SERVICES-NOV	2,800.00		11302015		D	M	07			PROFESSIONAL SER	101.41404.0446
BERNICK'S PEPSI-COLA CO														
	44596	12/17/15	CONCESSION SUPPLIES	340.80		20711		D	N				GENERAL SUPPLIES	101.45433.0229
	44596	12/17/15	CONCESSION SUPPLIES	132.48		20730		D	N				GENERAL SUPPLIES	101.45433.0229
	44596	12/17/15	CONCESSION SUPPLIES	1,497.44		20735		D	N				GENERAL SUPPLIES	101.45433.0229
	44596	12/17/15	CONCESSION SUPPLIES	107.64		20747		D	N				GENERAL SUPPLIES	101.45433.0229
	44596	12/17/15	CONCESSION SUPPLIES	705.51		51812		D	N				GENERAL SUPPLIES	101.45433.0229
	44596	12/17/15	CONCESSION SUPPLIES	192.79		54396		D	N				GENERAL SUPPLIES	101.45433.0229
	44596	12/17/15	CONCESSION SUPPLIES	355.00		57188		D	N				GENERAL SUPPLIES	101.45433.0229
	44596	12/17/15	CONCESSION SUPPLIES	24.78		6293		D	N				GENERAL SUPPLIES	101.45433.0229
			VENDOR TOTAL	3,356.44										
													*CHECK TOTAL	
BLEESS AUTOMOTIVE INC														
	44597	12/17/15	SIGN DEPOSIT REF 2015-24	100.00		2015-24		D	N				DEPOSITS-SIGN PE	101.230001
BRETH-ZENZEN FIRE PROTEC														
	44598	12/17/15	ANNUAL SPRINKLER INSP.	75.00		5319		D	N				MTCE. OF STRUCTU	101.42412.0335
BSE														
	44599	12/17/15	SELVIG PARK PROJECT	180.40		910168761		D	N				OTHER SERVICES	811.45432.0339
	44599	12/17/15	SELVIG PARK PROJECT	7.52		910184699		D	N				OTHER SERVICES	811.45432.0339
	44599	12/17/15	SELVIG PARK PROJECT	52.31		910227050		D	N				OTHER SERVICES	811.45432.0339
	44599	12/17/15	SELVIG PARK PROJECT	89.58		910227181		D	N				OTHER SERVICES	811.45432.0339
	44599	12/17/15	SELVIG PARK PROJECT	96.29		910265395		D	N				OTHER SERVICES	811.45432.0339
	44599	12/17/15	SELVIG PARK PROJECT	2.92CR		910285836		D	N				OTHER SERVICES	811.45432.0339
	44599	12/17/15	SELVIG PARK PROJECT	8.96		910290576		D	N				OTHER SERVICES	811.45432.0339
	44599	12/17/15	SECURITY LIGHT BULBS	37.88		910299289		D	N				MTCE. OF EQUIPME	101.45437.0224

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
BSE			001980											
	44599	12/17/15	WASHERS, MACHINE SCRUB	102.26		910378040		D	N				MTCE. OF EQUIPME	101.45433.0224
	44599	12/17/15	SELVIG PARK PROJECT	50.92CR		910389103		D	N				OTHER SERVICES	811.45432.0339
	44599	12/17/15	LIGHT BULBS FOR BLDG	36.90		910401458		D	N				MTCE. OF STRUCTU	101.45433.0225
	44599	12/17/15	LT BULBS FOR BLDG	113.04		910439798		D	N				MTCE. OF STRUCTU	101.41408.0225
				671.30										
			VENDOR TOTAL	671.30		*CHECK TOTAL								
BULLET PROOF MECHANICAL			003181											
	44600	12/17/15	CK COOLING TOWER FANS	89.00		1879		D	N				MTCE. OF EQUIPME	101.45433.0334
C D & T INC AUTO PARTS			000145											
	44601	12/17/15	OIL STORAGE CONTAINER	60.16		925309		D	N				MTCE. OF EQUIPME	101.43425.0224
CALVARY LUTHERAN CHURCH			000136											
	44602	12/17/15	SIGN DEPOSIT REF 2015-26	100.00		2015-26		D	N				DEPOSITS-SIGN PE	101.230001
CARD SERVICES			002552											
	44603	12/17/15	CONCESSION SUPPLIES	27.42		110907		D	N				GENERAL SUPPLIES	101.45433.0229
	44603	12/17/15	CONCESSION SUPPLIES	18.69		111214		D	N				GENERAL SUPPLIES	101.45433.0229
	44603	12/17/15	CONCESSION SUPPLIES	42.31		111313		D	N				GENERAL SUPPLIES	101.45433.0229
	44603	12/17/15	TIGER PRESS EVENT	101.53		111314		D	N				SUBSISTENCE OF P	101.41401.0227
	44603	12/17/15	CONCESSION SUPPLIES	73.00		111508		D	N				GENERAL SUPPLIES	101.45433.0229
	44603	12/17/15	PLANT-WRIGHT FUNERAL	38.66		111709		D	N				GENERAL SUPPLIES	101.43425.0229
	44603	12/17/15	CONCESSION SUPPLIES	35.14		112011		D	N				GENERAL SUPPLIES	101.45433.0229
	44603	12/17/15	CONCESSION SUPPLIES	20.16		112412		D	N				GENERAL SUPPLIES	101.45433.0229
	44603	12/17/15	CONCESSION SUPPLIES	20.52		112512		D	N				GENERAL SUPPLIES	101.45433.0229
				377.43		*CHECK TOTAL								
			VENDOR TOTAL	377.43										
CARDMEMBER SERVICE			002365											
	44604	12/17/15	EXCHANGED DROP BOX SERV	247.50CR		STMT/11-15		D	N				PREPAID EXPENSES	101.128000
	44604	12/17/15	DROP BOXES FOR AGENDAS	90.75		STMT/11-15		D	N				PREPAID EXPENSES	101.128000
	44604	12/17/15	DROP BOXES FOR AGENDAS	90.75		STMT/11-15		D	N				PREPAID EXPENSES	101.128000
	44604	12/17/15	DROP BOXES FOR AGENDAS	90.75		STMT/11-15		D	N				PREPAID EXPENSES	101.128000
	44604	12/17/15	WIRELESS HEADPHONES	39.98		STMT/11-15		D	N				SMALL TOOLS	101.41409.0221
	44604	12/17/15	TRAINING VIDEO SERIES	37.50		STMT/11-15		D	N				TRAVEL-CONF.-SCH	101.41409.0333
	44604	12/17/15	BROADCASTER SUBSCRIP.	49.00		STMT/11-15		D	N				SUBSCRIPTIONS AN	101.41409.0443
	44604	12/17/15	EXCHANGED DROP BOX SERV	36.51CR		STMT/11-15		D	N				SUBSCRIPTIONS AN	101.41409.0443
	44604	12/17/15	DROP BOXES FOR AGENDAS	8.25		STMT/11-15		D	N				SUBSCRIPTIONS AN	101.41409.0443
	44604	12/17/15	DROP BOXES FOR AGENDAS	8.25		STMT/11-15		D	N				SUBSCRIPTIONS AN	101.41409.0443
	44604	12/17/15	DROP BOXES FOR AGENDAS	8.25		STMT/11-15		D	N				SUBSCRIPTIONS AN	101.41409.0443
	44604	12/17/15	OFF SITE BACKUP	17.49		STMT/11-15		D	N				PROFESSIONAL SER	101.41409.0446
	44604	12/17/15	WEBSITE HOSTING FEE	146.55		STMT/11-15		D	N				PROFESSIONAL SER	101.41409.0446
	44604	12/17/15	2016 MEMBERSHIP DUES	364.00		STMT/11-15		D	N				PREPAID EXPENSES	101.128000
	44604	12/17/15	CITY ADMIN. INTERVIEWS	239.76		STMT/11-15		D	N				TRAVEL-CONF.-SCH	101.41401.0333
	44604	12/17/15	CALENDAR	15.95		STMT/11-15		D	N				OFFICE SUPPLIES	101.43417.0220
	44604	12/17/15	CHRISTENSEN-ATP MEETING	9.73		STMT/11-15		D	N				TRAVEL-CONF.-SCH	101.43417.0333
	44604	12/17/15	RENEW BLDG OFFICIAL LIC.	80.00		STMT/11-15		D	N				PREPAID EXPENSES	101.128000
	44604	12/17/15	HANSON-INSPECTOR I TEST	80.00		STMT/11-15		D	N				TRAVEL-CONF.-SCH	101.42412.0333

Vendor Payments History Report
INCLUDES ONLY POSTED TRANS

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
CARDMEMBER SERVICE			002365											
	44604	12/17/15	HANSON-CODE SEMINAR	7.04		STMT/11-15		D	N				TRAVEL-CONF.-SCH	101.42412.0333
	44604	12/17/15	ADJ. STANDING DESK	375.00		STMT/11-15		D	N				SMALL TOOLS	101.42411.0221
	44604	12/17/15	MEDICAL KIT FOR SNIPERS	36.35		STMT/11-15		D	N				SMALL TOOLS	101.42411.0221
	44604	12/17/15	SNIPER RAIN GEAR	340.90		STMT/11-15		D	N				SUBSISTENCE OF P	101.42411.0227
	44604	12/17/15	EXPLORER DUTY BELTS	158.29		STMT/11-15		D	N				SUBSISTENCE OF P	101.42411.0227
	44604	12/17/15	MEALS-NEGOTIATIONS	22.21	000003	STMT/11-15		D	N				TRAVEL-CONF.-SCH	101.41401.0333
			VENDOR TOTAL	2,032.74		*CHECK TOTAL								
CARRANZA/NOE			002547											
	44605	12/17/15	INTERPRETED 11/28/15	50.00		120415		D	M	07			PROFESSIONAL SER	101.42411.0446
CENTERPOINT ENERGY			000467											
	44606	12/17/15	NATURAL GAS-NOV	48.55		6072309/11-15		D	N				UTILITIES	101.45437.0332
CENTRAL COMMUNITY TRANSIT			003178											
	44607	12/17/15	CITY'S SHARE TRANSIT	20,000.00		5573		D	N				OTHER SERVICES	101.43001.0339
CHAMBERLAIN OIL CO			000154											
	44608	12/17/15	OIL	595.65		151236		D	N				INVENTORIES-MDSE	101.125000
	44608	12/17/15	SCREW PUMP GREASE	315.57		151618		D	N				MOTOR FUELS AND	651.48484.0222
	44608	12/17/15	SCREW PUMP GREASE	318.76		151619		D	N				MOTOR FUELS AND	651.48484.0222
	44608	12/17/15	MINERAL OIL FOR GBT'S	860.16		151842		D	N				MOTOR FUELS AND	651.48486.0222
			VENDOR TOTAL	2,090.14		*CHECK TOTAL								
CHAPPELL CENTRAL INC			000156											
	44609	12/17/15	REPL. ACTUATOR VALVE	145.40		00066198		D	N				MTCE. OF STRUCTU	101.41408.0225
	44609	12/17/15	REPL. ACTUATOR VALVE	180.25		00066198		D	N				MTCE. OF STRUCTU	101.41408.0335
	44609	12/17/15	RTU REPAIR-LABOR	103.00		00066435		D	N				MTCE. OF STRUCTU	101.45435.0335
			VENDOR TOTAL	428.65		*CHECK TOTAL								
CHARTER COMMUNICATIONS			000736											
	44610	12/17/15	PHONE SERV 12/16-01/15	46.94		1136/12-15		D	N				COMMUNICATIONS	101.41409.0330
	44610	12/17/15	PHONE SERV 12/16-01/15	315.49		3552/12-15		D	N				COMMUNICATIONS	208.45005.0330
	44610	12/17/15	PHONE SERV 12/12-01/11	41.85		3941/12-15		D	N				COMMUNICATIONS	101.41409.0330
	44610	12/17/15	PHONE SERV 12/10-1/09	51.85		4972/12-15		D	N				COMMUNICATIONS	101.41409.0330
			VENDOR TOTAL	456.13		*CHECK TOTAL								
CITY OF WILLMAR-GENERAL			000292											
	44611	12/17/15	CAFE/ SOFTDRINK LICENSE	60.00		120115		D	N				PREPAID EXPENSES	101.128000
COMPASS MINERALS AMERICA			003116											
	44612	12/17/15	ROAD SALT	3,989.75		71417108		D	N				GENERAL SUPPLIES	101.43425.0229

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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
COMPUTER PROF. UNLIMITED			000065											
	44613	12/17/15	CAMA MONTHLY SUPPORT-NOV	156.00		12012015		D	N				MTCE. OF EQUIPME	101.41404.0334
	44613	12/17/15	TAX WEB APPRAISAL SUMMR	100.00		12012015		D	N				MTCE. OF EQUIPME	101.41404.0334
			VENDOR TOTAL	256.00										
				256.00										*CHECK TOTAL
COUNTRY INN & SUITES			002696											
	44614	12/17/15	LODGING-SOC. MEDIA WKND	159.31		39866		D	N				OTHER CHARGES	208.45010.0449
CROW CHEMICAL & LIGHTING			000186											
	44615	12/17/15	CLEANING SUPPLIES	127.72		6221		D	N				CLEANING AND WAS	101.43425.0228
	44615	12/17/15	CLEANING SUPPLIES	54.00		6250		D	N				CLEANING AND WAS	651.48484.0228
	44615	12/17/15	HAND TOWELS	86.95		6250		D	N				GENERAL SUPPLIES	651.48484.0229
			VENDOR TOTAL	268.67										
				268.67										*CHECK TOTAL
CUNNINGHAM/CAROL			002191											
	44616	12/17/15	YR END SEMINAR-MILEAGE	69.58		121115		D	N				TRAVEL-CONF.-SCH	101.41405.0333
DAN'S SHOP INC			002212											
	44617	12/17/15	FILTERS	61.40		70446		D	N				INVENTORIES-MDSE	101.125000
	44617	12/17/15	FILTERS	418.33		70608		D	N				INVENTORIES-MDSE	101.125000
			VENDOR TOTAL	479.73										
				479.73										*CHECK TOTAL
DAVID DROWN ASSOCIATES I			003216											
	44618	12/17/15	ADMINISTRATOR SEARCH	14,000.00		00003301		D	N				PROFESSIONAL SER	101.41401.0446
DENNIS BENSON PIANO SERV			002790											
	44619	12/17/15	PIANO TUNING	190.00		112415		D	M	07			MTCE. OF EQUIPME	101.45435.0334
DEPT OF HUMAN SERVICES			000009											
	44620	12/17/15	CLEANING SERVICES-NOV	112.00		00000316645		D	N				CLEANING AND WAS	101.45435.0338
	44620	12/17/15	CLEANING SERVICES-NOV	1,406.00		00000316651		D	N				CLEANING AND WAS	101.45433.0338
			VENDOR TOTAL	1,518.00										
				1,518.00										*CHECK TOTAL
DIAMOND VOGEL PAINT CENT			000205											
	44621	12/17/15	PAINT FOR CIVIC CENTER	47.57		821059363		D	N				GENERAL SUPPLIES	101.45433.0229
	44621	12/17/15	PAINT FOR BUILDING	63.20		821059401		D	N				MTCE. OF STRUCTU	101.42412.0225
	44621	12/17/15	PAINTING SUPPLIES	1.32		821059401		D	N				GENERAL SUPPLIES	101.42412.0229
	44621	12/17/15	PAINT FOR THIN ICE SIGNS	49.89		821059402		D	N				MTCE. OF EQUIPME	101.43425.0224
	44621	12/17/15	PAINT FOR BUILDING	63.20		821059491		D	N				MTCE. OF STRUCTU	101.42412.0225
	44621	12/17/15	PAINTING SUPPLIES	3.24		821059491		D	N				GENERAL SUPPLIES	101.42412.0229
	44621	12/17/15	PAINT FOR THIN ICE SIGNS	49.89		821059505		D	N				MTCE. OF EQUIPME	101.43425.0224
	44621	12/17/15	PAINT FOR THIN ICE SIGNS	5.80		821059509		D	N				MTCE. OF EQUIPME	101.43425.0224
	44621	12/17/15	TRAFFIC PAINT	71.95		821059533		D	N				GENERAL SUPPLIES	101.43425.0229
	44621	12/17/15	PAINT FOR BUILDING	63.20		821059536		D	N				MTCE. OF STRUCTU	101.42412.0225

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DIAMOND VOGEL PAINT CENT			000205											
	44621	12/17/15	TRAFFIC PAINT	67.40		821059545		D	N				GENERAL SUPPLIES	101.43425.0229
				486.66	*CHECK	TOTAL								
			VENDOR TOTAL	486.66										
DOMINO'S PIZZA			000210											
	44622	12/17/15	CONCESSION SUPPLIES	48.50		0024891		D	N				GENERAL SUPPLIES	101.45433.0229
	44622	12/17/15	CONCESSION SUPPLIES	51.49		0024892		D	N				GENERAL SUPPLIES	101.45433.0229
	44622	12/17/15	CONCESSION SUPPLIES	34.53		0024893		D	N				GENERAL SUPPLIES	101.45433.0229
	44622	12/17/15	CONCESSION SUPPLIES	124.55		0024963		D	N				GENERAL SUPPLIES	101.45433.0229
				259.07	*CHECK	TOTAL								
			VENDOR TOTAL	259.07										
DONNERITE			001422											
	44623	12/17/15	INST. DR EDGE-EXPLORERS	30.00		273548		D	N				MTCE. OF EQUIPME	101.42411.0224
	44623	12/17/15	INST. DR EDGE-EXPLORERS	46.00		273548		D	N				MTCE. OF EQUIPME	101.42411.0334
				76.00	*CHECK	TOTAL								
			VENDOR TOTAL	76.00										
DOOLEY'S PETROLEUM INC			002163											
	44624	12/17/15	4,000 GALLONS DIESEL	6,055.88		24757		D	N				INVENTORIES-MDSE	101.125000
	44624	12/17/15	4,000 GALLONS UNLEADED	6,815.95		24757		D	N				INVENTORIES-MDSE	101.125000
				12,871.83	*CHECK	TOTAL								
			VENDOR TOTAL	12,871.83										
DOUGLAS MFG CORP			.02317											
	44625	12/17/15	DOOR CURTAIN	39.20		150329		D	N				GENERAL SUPPLIES	101.41424.0229
	44625	12/17/15	DOOR CURTAIN	93.20		150334		D	N				GENERAL SUPPLIES	101.41424.0229
				132.40	*CHECK	TOTAL								
			VENDOR TOTAL	132.40										
DUININCK CONCRETE			000151											
	44626	12/17/15	SELVIG PARK PROJECT	26.88		76471		D	N				OTHER SERVICES	811.45432.0339
	44626	12/17/15	SELVIG PARK PROJECT	458.40		76472		D	N				OTHER SERVICES	811.45432.0339
	44626	12/17/15	CONCRETE FOR SIGNS	57.30		77201		D	N				MTCE. OF OTHER I	101.43425.0226
				542.58	*CHECK	TOTAL								
			VENDOR TOTAL	542.58										
DUININCK INC			000222											
	44627	12/17/15	WESTWIND SOCCER FIELD	15,076.00		107877		D	N				OTHER IMPROVEMEN	101.45431.0554
DYNA SYSTEMS			000223											
	44628	12/17/15	DRILL BITS	275.40		20963268		D	N				SMALL TOOLS	101.43425.0221
	44628	12/17/15	PAINT	267.30		20963268		D	N				MTCE. OF EQUIPME	101.43425.0224
				542.70	*CHECK	TOTAL								
			VENDOR TOTAL	542.70										
ED'S SERVICE CENTER & SA			000231											
	44629	12/17/15	TOWING CHARGES-NOV	1,870.00		STMT/11-15		D	N				OTHER SERVICES	101.42411.0339

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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
EPG MEDIA LLC														
	44630	12/17/15	2016 SNOW GOER AD	375.00		0017291		D	N				PREPAID EXPENSES	208.128000
ERIC'S AVIATION SERVICES														
	44631	12/17/15	ON SITE MGMT SERV-JAN	6,524.00		STMT/1-16		D	N				PREPAID EXPENSES	230.128000
EXCEL OVERHEAD DOOR														
	44632	12/17/15	REPL. NORTH DOOR-MAT'L	2,410.00		25567		D	N				MTCE. OF STRUCTU	450.42412.0225
	44632	12/17/15	REPL. NORTH DOOR-LABOR	840.00		25567		D	N				MTCE. OF STRUCTU	450.42412.0335
			VENDOR TOTAL	3,250.00		*CHECK TOTAL								
FARM-RITE EQUIPMENT														
	44633	12/17/15	OIL	98.42		P06573		D	N				MOTOR FUELS AND	101.45433.0222
	44633	12/17/15	OIL FILTER	12.33		P06573		D	N				MTCE. OF EQUIPME	101.45433.0224
			VENDOR TOTAL	110.75		*CHECK TOTAL								
FARNAM'S GENUINE PARTS														
	44634	12/17/15	BRAKE PARTS	222.14		739213		D	N				INVENTORIES-MDSE	101.125000
	44634	12/17/15	BRAKE PARTS	559.72		739952		D	N				INVENTORIES-MDSE	101.125000
			VENDOR TOTAL	781.86		*CHECK TOTAL								
FASTENAL COMPANY														
	44635	12/17/15	SCOREBOARD PARTS	32.12		MNWIL138371		D	N				MTCE. OF STRUCTU	101.45433.0225
	44635	12/17/15	PLANT SUPPLIES	7.37		MNWIL138901		D	N				GENERAL SUPPLIES	651.48484.0229
			VENDOR TOTAL	39.49		*CHECK TOTAL								
FIESTA TIME RENTAL														
	44636	12/17/15	MOVIE SCREEN RENTALS	2,846.00		2011768		D	N				RENTS	101.45432.0440
FIREBYTES LLC														
	44637	12/17/15	2016 BIT DEFENDER PRGR	1,761.18		INV-0325		D	M	07			PREPAID EXPENSES	101.128000
	44637	12/17/15	2017 BIT DEFENDER PRGR	1,761.18		INV-0325		D	M	07			PREPAID EXPENSES	101.128000
	44637	12/17/15	2018 BIT DEFENDER PRGR	1,761.18		INV-0325		D	M	07			PREPAID EXPENSES	101.128000
	44637	12/17/15	2015 BIT DEFENDER PRGRM	146.77		INV-0325		D	M	07			LICENSES AND TAX	101.41409.0445
			VENDOR TOTAL	5,430.31		*CHECK TOTAL								
FIRST COVENANT CHURCH														
	44638	12/17/15	SIGN DEPOSIT REF 2015-20	100.00		2015-20		D	N				DEPOSITS-SIGN PE	101.230001
FLAHERTY & HOOD P.A.														
	44639	12/17/15	LEGAL SERVICES-NOVEMBE	6,884.27		8331		D	M	07			PROFESSIONAL SER	101.41406.0446
GALLS														
	44640	12/17/15	BARRIER TAPE	257.57		004460033		D	N				GENERAL SUPPLIES	101.42411.0229

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GENERAL MAILING SERVICES			000293											
	44641	12/17/15	POSTAGE 11/23-11/27/15	1.18		18792		D	N				POSTAGE	101.41400.0223
	44641	12/17/15	POSTAGE 11/23-11/27/15	2.60		18792		D	N				POSTAGE	101.41401.0223
	44641	12/17/15	POSTAGE 11/23-11/27/15	10.53		18792		D	N				POSTAGE	101.41402.0223
	44641	12/17/15	POSTAGE 11/23-11/27/15	8.53		18792		D	N				POSTAGE	101.41403.0223
	44641	12/17/15	POSTAGE 11/23-11/27/15	1.18		18792		D	N				POSTAGE	101.41404.0223
	44641	12/17/15	POSTAGE 11/23-11/27/15	2.36		18792		D	N				POSTAGE	101.41405.0223
	44641	12/17/15	POSTAGE 11/23-11/27/15	15.00		18792		D	N				POSTAGE	101.41408.0223
	44641	12/17/15	POSTAGE 11/23-11/27/15	1.18		18792		D	N				POSTAGE	101.41409.0223
	44641	12/17/15	POSTAGE 11/23-11/27/15	0.59		18792		D	N				POSTAGE	101.42411.0223
	44641	12/17/15	POSTAGE 11/23-11/27/15	1.77		18792		D	N				POSTAGE	101.43417.0223
	44641	12/17/15	POSTAGE 11/23-11/27/15	1.18		18792		D	N				POSTAGE	101.43425.0223
	44641	12/17/15	POSTAGE 11/23-11/27/15	0.59		18792		D	N				POSTAGE	651.48484.0223
	44641	12/17/15	POSTAGE	1.18		18830		D	N				POSTAGE	208.45005.0223
	44641	12/17/15	POSTAGE	907.28		18831		D	N				POSTAGE	208.45006.0223
	44641	12/17/15	POSTAGE	5.43		18904		D	N				POSTAGE	101.42412.0223
	44641	12/17/15	POSTAGE	12.02		18961		D	N				POSTAGE	208.45006.0223
	44641	12/17/15	POSTAGE	13.75		18965		D	N				POSTAGE	101.42411.0223
				986.35										
			VENDOR TOTAL	986.35		*CHECK TOTAL								
HACH COMPANY			000316											
	44642	12/17/15	LAB SUPPLIES	707.04		9676271		D	N				GENERAL SUPPLIES	651.48484.0229
HANSEN ADVERTISING SPECI			000321											
	44643	12/17/15	SHIRTS FOR STAFF	469.50		34778		D	N				GENERAL SUPPLIES	101.45433.0229
HARDWARE HANK EXPRESS			000452											
	44644	12/17/15	SELF-LIGHTING TORCH	41.99		110315		D	N				SMALL TOOLS	651.48484.0221
	44644	12/17/15	WELDING GAS	10.99		110315		D	N				GENERAL SUPPLIES	651.48484.0229
	44644	12/17/15	BATTERIES	19.99		110915		D	N				GENERAL SUPPLIES	101.41408.0229
	44644	12/17/15	MISCELLANEOUS SUPPLIES	14.98		110915		D	N				GENERAL SUPPLIES	101.41409.0229
	44644	12/17/15	KEYS	5.61		110915		D	N				GENERAL SUPPLIES	101.45432.0229
	44644	12/17/15	CLEANING SUPPLIES	30.99		111215		D	N				CLEANING AND WAS	101.45427.0228
	44644	12/17/15	WALL CLOCK	8.99		111215		D	N				GENERAL SUPPLIES	101.45427.0229
	44644	12/17/15	NUTS/BOLTS/FASTENERS	0.79		111315		D	N				MTCE. OF EQUIPME	101.45427.0224
	44644	12/17/15	2 TRASH CANS	62.98		111615		D	N				GENERAL SUPPLIES	101.45427.0229
	44644	12/17/15	PLASTIC HOOK, SUPPLIES	8.48		111815		D	N				GENERAL SUPPLIES	101.45427.0229
	44644	12/17/15	WALL PLATE/SWITCH	37.84		111815		D	N				GENERAL SUPPLIES	101.45433.0229
	44644	12/17/15	CLEANING SUPPLIES	3.99		111915		D	N				CLEANING AND WAS	101.41408.0228
	44644	12/17/15	COMMAND STRIPS	12.08		111915		D	N				EMPLOYER INSUR.	101.45427.0114
	44644	12/17/15	NUTS/BOLTS/FASTENERS	16.49		111915		D	N				MTCE. OF EQUIPME	101.45427.0224
	44644	12/17/15	DUCT TAPE	44.66		112315		D	N				GENERAL SUPPLIES	101.43425.0229
	44644	12/17/15	NUTS/BOLTS/FASTENERS	10.92		112315		D	N				MTCE. OF EQUIPME	101.45427.0224
	44644	12/17/15	BATTERIES	11.99		112315		D	N				GENERAL SUPPLIES	101.45427.0229
	44644	12/17/15	HEATER BASEBOARD	39.99		112415		D	N				MTCE. OF STRUCTU	101.41409.0225
	44644	12/17/15	KEY FOR SQUAD CAR	5.61		112715		D	N				MTCE. OF EQUIPME	101.42411.0224
	44644	12/17/15	DRILL BITS	2.41		113015		D	N				SMALL TOOLS	101.41408.0221
	44644	12/17/15	ICE MELT	26.99		113015		D	N				GENERAL SUPPLIES	101.41408.0229
	44644	12/17/15	ICE MELT	33.96		113015		D	N				GENERAL SUPPLIES	101.45435.0229

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HORIZON COMMERCIAL POOL			003075											
	44654	12/17/15	WATER SLIDE RESTORATIO	9,600.00		J150824049-2		D	N				OTHER IMPROVEMEN	450.45437.0554
IAFC MEMBERSHIP RENEWAL			001337											
	44655	12/17/15	MEMBERSHIP DUES	209.00		120715		D	N				PREPAID EXPENSES	101.128000
IDSS GLOBAL LLC			002707											
	44656	12/17/15	2016 DMS SUBSCRIPTION	1,800.00		519806		D	N				PREPAID EXPENSES	208.128000
JOHN E REID & ASSOCIATES			001296											
	44657	12/17/15	HANNEMAN-SEMINAR REGIS.	500.00		162995		D	N				PREPAID EXPENSES	101.128000
	44657	12/17/15	LIEBL-SEMINAR REGIS.	500.00		162995		D	N				PREPAID EXPENSES	101.128000
	44657	12/17/15	VAZQUEZ-SEMINAR REGIS.	500.00		162995		D	N				PREPAID EXPENSES	101.128000
				1,500.00										
			VENDOR TOTAL	1,500.00										
KANDIYOHI CO AUDITOR			000376											
	44658	12/17/15	LANDFILL CHARGES-NOV	731.09		10182		D	N				CLEANING AND WAS	101.43425.0338
KANDIYOHI CO PUBLIC HEAL			000378											
	44659	12/17/15	CIVIC CNTR LICENSE APPL.	285.00		120115		D	N				PREPAID EXPENSES	101.128000
KANDIYOHI CO RECORDER'S			000382											
	44660	12/17/15	RECORDING FEE	46.00		631105		D	N				PROFESSIONAL SER	101.41401.0446
	44660	12/17/15	RECORDING FEE	46.00		631133		D	N				PROFESSIONAL SER	101.41401.0446
	44660	12/17/15	RECORDING FEE	46.00		631303		D	N				PROFESSIONAL SER	101.41401.0446
				138.00										
			VENDOR TOTAL	138.00										
KANDIYOHI CO RECYCLING A			002296											
	44661	12/17/15	LAMP RECYCLING	43.50		186		D	N				CLEANING AND WAS	101.45433.0338
KING'S ELECTRIC LLC			003138											
	44662	12/17/15	EXIT LIGHT SIGNS-PARTS	87.00		234		D	M	07			MTCE. OF STRUCTU	101.45435.0225
	44662	12/17/15	EXIT LIGHT SIGNS-LABOR	122.00		234		D	M	07			MTCE. OF STRUCTU	101.45435.0335
	44662	12/17/15	DISCONNECTED HAND DRYERS	65.00		236		D	M	07			MTCE. OF EQUIPME	101.45435.0334
	44662	12/17/15	REPL. BALLAST-LABOR	65.00		237		D	M	07			MTCE. OF STRUCTU	101.41408.0335
				339.00										
			VENDOR TOTAL	339.00										
LAKESIDE PRESS			001646											
	44663	12/17/15	PRINTED CARDS/ENVELOPES	132.00		5677		D	N				PRINTING AND PUB	208.45005.0331
	44663	12/17/15	AD DEVELOPMENT	20.00		5677		D	N				ADVERTISING	208.45006.0447
	44663	12/17/15	500 ENVELOPES	162.24		5696		D	N				OFFICE SUPPLIES	101.42412.0220
				314.24										
			VENDOR TOTAL	314.24										
LEAGUE OF MN CITIES			000412											
	44664	12/17/15	ANNUAL STORMWATER FEE	506.64		213019		D	N				PREPAID EXPENSES	101.128000
	44664	12/17/15	ANNUAL STORMWATER FEE	253.36		213019		D	N				SUBSCRIPTIONS AN	101.43425.0443

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LEAGUE OF MN CITIES			000412											
			VENDOR TOTAL	760.00										
				760.00										*CHECK TOTAL
LINCOLN FINANCIAL GROUP			002789											
44574	12/15/15	LIFE	INSURANCE-DECEMBER	17.33		M293		D	N				COBRA INS PREMIU	101.120001
44574	12/15/15	LIFE	INSURANCE-DECEMBER	12.50		M293		D	N				EMPLOYER INSUR.	101.41400.0114
44574	12/15/15	LIFE	INSURANCE-DECEMBER	62.50		M293		D	N				EMPLOYER INSUR.	101.41402.0114
44574	12/15/15	LIFE	INSURANCE-DECEMBER	20.83		M293		D	N				EMPLOYER INSUR.	101.41403.0114
44574	12/15/15	LIFE	INSURANCE-DECEMBER	37.50		M293		D	N				EMPLOYER INSUR.	101.41404.0114
44574	12/15/15	LIFE	INSURANCE-DECEMBER	50.00		M293		D	N				EMPLOYER INSUR.	101.41405.0114
44574	12/15/15	LIFE	INSURANCE-DECEMBER	12.50		M293		D	N				EMPLOYER INSUR.	101.41408.0114
44574	12/15/15	LIFE	INSURANCE-DECEMBER	50.00		M293		D	N				EMPLOYER INSUR.	101.41409.0114
44574	12/15/15	LIFE	INSURANCE-DECEMBER	4.17		M293		D	N				EMPLOYER INSUR.	101.41424.0114
44574	12/15/15	LIFE	INSURANCE-DECEMBER	383.40		M293		D	N				INS. PASS THROUG	101.41428.0819
44574	12/15/15	LIFE	INSURANCE-DECEMBER	450.00		M293		D	N				EMPLOYER INSUR.	101.42411.0114
44574	12/15/15	LIFE	INSURANCE-DECEMBER	37.50		M293		D	N				EMPLOYER INSUR.	101.42412.0114
44574	12/15/15	LIFE	INSURANCE-DECEMBER	56.25		M293		D	N				EMPLOYER INSUR.	101.43417.0114
44574	12/15/15	LIFE	INSURANCE-DECEMBER	240.00		M293		D	N				EMPLOYER INSUR.	101.43425.0114
44574	12/15/15	LIFE	INSURANCE-DECEMBER	12.50		M293		D	N				EMPLOYER INSUR.	101.45432.0114
44574	12/15/15	LIFE	INSURANCE-DECEMBER	43.75		M293		D	N				EMPLOYER INSUR.	101.45433.0114
44574	12/15/15	LIFE	INSURANCE-DECEMBER	7.50		M293		D	N				EMPLOYER INSUR.	101.45435.0114
44574	12/15/15	LIFE	INSURANCE-DECEMBER	6.25		M293		D	N				EMPLOYER INSUR.	101.45437.0114
44574	12/15/15	LIFE	INSURANCE-DECEMBER	102.50		M293		D	N				EMPLOYER INSUR.	651.48484.0114
44574	12/15/15	LIFE	INSURANCE-DECEMBER	12.50		M293		D	N				EMPLOYER INSUR.	651.48485.0114
44574	12/15/15	LIFE	INSURANCE-DECEMBER	12.50		M293		D	N				EMPLOYER INSUR.	651.48486.0114
			VENDOR TOTAL	2,631.98										*CHECK TOTAL
				2,631.98										
LUTHERAN SOCIAL SERVICE			003167											
44665	12/17/15	MEALS-DINING	PROMOTION	160.00			121415	D	N				GENERAL SUPPLIES	101.45435.0229
MACVB			001218											
44666	12/17/15	2016 MEMBERSHIP	DUES	385.00			199	D	N				PREPAID EXPENSES	208.128000
MADDEN, GALANTER, HANSEN			000429											
44667	12/17/15	LABOR RELATIONS-NOV		3,473.57			STMT/11-15	D	N				PROFESSIONAL SER	101.41406.0446
MAGNUSON SHEET METAL INC			001121											
44668	12/17/15	CHECKED HTR UNIT-LABOR		50.00			127538	D	N				MTCE. OF EQUIPME	101.45433.0334
MENARDS			000449											
44669	12/17/15	SELVIG PARK PROJECT		3.34			88250	D	N				OTHER SERVICES	811.45432.0339
44669	12/17/15	K-9 SUPPLIES		56.97			91047	D	N				GENERAL SUPPLIES	101.42411.0229
44669	12/17/15	CLAMPS FOR SPEAKERS		46.46			91210	D	N				MTCE. OF EQUIPME	101.45433.0224
44669	12/17/15	HOLIDAY DECORATIONS		138.87			91321	D	N				GENERAL SUPPLIES	101.45435.0229
44669	12/17/15	CLAMPS FOR SPEAKERS		15.48			91561	D	N				MTCE. OF EQUIPME	101.45433.0224
44669	12/17/15	CABLE ENDS		6.47			91634	D	N				GENERAL SUPPLIES	101.45433.0229

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MN ELEVATOR INC			000499											
	44676	12/17/15	ELEVATOR SERVICE	147.12		645308		D	N				MTCE. OF STRUCTU	101.41408.0335
MN MUNICIPAL UTILITIES A			001257											
	44677	12/17/15	DRUG TESTING CONSORTIUM	35.50		45976		D	N				SUBSISTENCE OF P	101.43425.0337
MN STATE FIRE CHIEFS ASS			000520											
	44678	12/17/15	WASIK-SEMINAR REGIS.	200.00		200000699		D	N				PREPAID EXPENSES	101.128000
MN STATE FIRE DEPARTMENT			000519											
	44679	12/17/15	2016 MEMBERSHIP DUES	385.00		120715		D	N				PREPAID EXPENSES	101.128000
MONSON EXCAVATING LLC/GA			002040											
	44680	12/17/15	NEW FIRE HYDRANT	2,345.00		3886CC		D	N				MTCE. OF OTHER I	101.43425.0336
	44680	12/17/15	SNOW HAULING	700.00		3984CC		D	N				OTHER SERVICES	101.43425.0339
			VENDOR TOTAL	3,045.00										
													*CHECK TOTAL	
MOSS & BARNETT			001655											
	44681	12/17/15	CATV LEGAL SERV-NOV	986.00		637589		D	N				PROFESSIONAL SER	101.41406.0446
MSCIC			.02217											
	44575	12/15/15	TRAINING REGISTRATIONS	150.00		121515		D	N				PREPAID EXPENSES	101.128000
MUNICIPAL UTILITIES			000541											
	44682	12/17/15	UTILITIES FOR NOVEMBER	2,907.38		STMT/11-15		D	N				UTILITIES	101.41408.0332
	44682	12/17/15	UTILITIES FOR NOVEMBER	300.42		STMT/11-15		D	N				UTILITIES	101.41409.0332
	44682	12/17/15	UTILITIES FOR NOVEMBER	636.00		STMT/11-15		D	N				UTILITIES	101.42412.0332
	44682	12/17/15	UTILITIES FOR NOVEMBER	3,234.12		STMT/11-15		D	N				UTILITIES	101.43425.0332
	44682	12/17/15	UTILITIES FOR NOVEMBER	1,906.03		STMT/11-15		D	N				UTILITIES	101.45427.0332
	44682	12/17/15	UTILITIES FOR NOVEMBE	15,251.10		STMT/11-15		D	N				UTILITIES	101.45433.0332
	44682	12/17/15	UTILITIES FOR NOVEMBER	842.84		STMT/11-15		D	N				UTILITIES	101.45435.0332
	44682	12/17/15	UTILITIES FOR NOVEMBER	103.63		STMT/11-15		D	N				UTILITIES	101.45437.0332
	44682	12/17/15	UTILITIES FOR NOVEMBER	89.11		STMT/11-15		D	N				UTILITIES	230.43430.0332
	44682	12/17/15	UTILITIES FOR NOVEMBER	695.47		STMT/11-15		D	N				UTILITIES	651.48484.0332
	44682	12/17/15	UTILITIES FOR NOVEMBER	3,540.99		STMT/11-15		D	N				UTILITIES	651.48485.0332
			VENDOR TOTAL	29,507.09										
													*CHECK TOTAL	
MUNICIPAL UTILITIES			002393											
	44683	12/17/15	11/15/15 TAX STLMNT-CU	3,209.95		12012015		D	N				DUE TO COMPONENT	295.210001
	44683	12/17/15	11/15/15 TAX STLMNT-DEL	478.79		12012015		D	N				DUE TO COMPONENT	295.210001
			VENDOR TOTAL	3,688.74										
													*CHECK TOTAL	
MVTL LABORATORIES INC			000544											
	44684	12/17/15	LAB TESTING	45.00		786508		D	N				PROFESSIONAL SER	651.48484.0446
	44684	12/17/15	WASTEWATER TESTING	45.00		787064		D	N				PROFESSIONAL SER	651.48484.0446

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POMP'S TIRE SERVICE INC	003170													
	44690	12/17/15	#115439-TIRES	546.80		210204201		D	N				MTCE. OF EQUIPME	101.42412.0224
PREMIUM WATERS INC	000374													
	44691	12/17/15	DRINKING WATER	10.00		329949/11-15		D	N				SUBSISTENCE OF P	101.42412.0227
PRINT MASTERS	000624													
	44692	12/17/15	RECEIPT FORMS	177.00		80421		D	N				OFFICE SUPPLIES	101.45432.0220
PRO COLOR GRAPHICS	002719													
	44693	12/17/15	BLDG SIGNS	655.05		4096		D	M	07			MTCE. OF STRUCTU	101.45433.0225
QUICK SIGNS	001093													
	44694	12/17/15	LOGO TO UPDATE SIGN	393.00		171828		D	N				GENERAL SUPPLIES	208.45005.0229
	44694	12/17/15	APPOINTMENT CALENDARS	32.00		171851		D	N				OFFICE SUPPLIES	101.43425.0220
				425.00										
			VENDOR TOTAL	425.00										
R & R SPECIALTIES INC	000636													
	44695	12/17/15	BEARING/BOLT FLANGE	44.55		0058575		D	N				MTCE. OF STRUCTU	101.45433.0225
R.M. COTTON CO	000656													
	44696	12/17/15	HEAT PUMP PARTS	582.00		0095096		D	N				MTCE. OF EQUIPME	651.48486.0224
RAILROAD MANAGEMENT CO I	002582													
	44697	12/17/15	SEWER PIPELINE LEASE	176.86		326368		D	N				PREPAID EXPENSES	101.128000
RICE HOSPITAL	001166													
	44698	12/17/15	DRAW CHG-CASE 15016849	34.09		6916		D	N				PROFESSIONAL SER	101.42411.0446
ROOF 1 - RBR INC	002649													
	44699	12/17/15	ROOF REPAIR	896.61		15236		D	N				MTCE. OF STRUCTU	101.42412.0335
RUNNING'S SUPPLY INC	.02214													
	44700	12/17/15	SIGN DEPOSIT REF 2015-22	100.00		2015-22		D	N				DEPOSITS-SIGN PE	101.230001
RUNNING'S SUPPLY INC	001418													
	44701	12/17/15	BLDG MTCE-PARTS	54.05		3794417		D	N				MTCE. OF STRUCTU	101.45433.0225
	44701	12/17/15	PVC GLOVES	21.98		3799378		D	N				GENERAL SUPPLIES	651.48484.0229
	44701	12/17/15	1.5 TON SCISSOR JACK	15.99		3800509		D	N				SMALL TOOLS	651.48484.0221
	44701	12/17/15	HOSE REPAIR-PARTS	25.13		3805273		D	N				MTCE. OF EQUIPME	101.45433.0224
	44701	12/17/15	DOG FOOD/SUPPLIES	74.97		3809950		D	N				GENERAL SUPPLIES	101.42411.0229
	44701	12/17/15	RETRACTABLE PENS	7.99		3810794		D	N				OFFICE SUPPLIES	651.48484.0220
	44701	12/17/15	FLY SPRAY	31.96		3810794		D	N				GENERAL SUPPLIES	651.48484.0229
				232.07										
			VENDOR TOTAL	232.07										
SERVICE CENTER/CITY OF W	000685													
	44702	12/17/15	EQUIPMENT REPAIR-OIL	62.40		STMT/11-15		D	N				MOTOR FUELS AND	101.42411.0222
	44702	12/17/15	EQUIPMENT REPAIR-PARTS	362.53		STMT/11-15		D	N				MTCE. OF EQUIPME	101.42411.0224

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SERVICE CENTER/CITY OF W			000685											
	44702	12/17/15	EQUIPMENT REPAIR-OIL	16.64		STMT/11-15		D	N				MOTOR FUELS AND	101.42412.0222
	44702	12/17/15	EQUIPMENT REPAIR-PARTS	19.13		STMT/11-15		D	N				MTCE. OF EQUIPME	101.42412.0224
	44702	12/17/15	EQUIPMENT REPAIR-OIL	572.26		STMT/11-15		D	N				MOTOR FUELS AND	101.43425.0222
	44702	12/17/15	EQUIPMENT REPAIR-PARTS	1,230.93		STMT/11-15		D	N				MTCE. OF EQUIPME	101.43425.0224
	44702	12/17/15	EQUIPMENT REPAIR-PARTS	36.54		STMT/11-15		D	N				MTCE. OF EQUIPME	101.45427.0224
			VENDOR TOTAL	2,300.43										
				2,300.43		*CHECK TOTAL								
SPICER COMMERCIAL CLUB			002264											
	44703	12/17/15	2015 WINTERFEST DONATI	1,000.00		121515		D	N				OTHER CHARGES	208.45013.0449
STACY'S NURSERY INC			000706											
	44704	12/17/15	SELVIG PARK LANDSCAPI	14,404.32		15677		D	N				OTHER SERVICES	811.45432.0339
STAR TRIBUNE			000710											
	44705	12/17/15	MN EXPLORER AD	290.00		I00062221-1152		D	N				OTHER CHARGES	208.45010.0449
STERLING WATER-MINNESOTA			000188											
	44706	12/17/15	SOFTENER RENTAL-DEC	31.75		112508-9/12-15		D	N				RENTS	101.45435.0440
STREICHER'S			000722											
	44707	12/17/15	AMMUNITION	442.99		I1182856		D	N				GENERAL SUPPLIES	101.42411.0229
SW - WEST CNTRL SERVICES			000892											
	44576	12/15/15	HEALTH INSURANCE-JAN	143,557.12		C293		D	N				PREPAID EXPENSES	101.128000
	44576	12/15/15	HEALTH INSURANCE-JAN	12,443.88		C293		D	N				PREPAID EXPENSES	651.128000
	44576	12/15/15	HEALTH INSURANCE-DEC	584.50		121515		D	N				EMPLOYER INSUR.	651.48484.0114
			VENDOR TOTAL	156,585.50										
				156,585.50		*CHECK TOTAL								
TASER			003186											
	44708	12/17/15	TASER INSTRUCTOR COURSE	780.00		TASE37866		D	N				PREPAID EXPENSES	101.128000
TIRES PLUS			000747											
	44709	12/17/15	VALVE STEM	2.00		274093		D	N				MTCE. OF EQUIPME	101.42411.0224
	44709	12/17/15	LABOR ON IMPALA	21.00		274093		D	N				MTCE. OF EQUIPME	101.42411.0334
	44709	12/17/15	VALVE STEM	8.00		274605		D	N				MTCE. OF EQUIPME	101.42411.0224
	44709	12/17/15	LABOR ON #4 EXPLORER	48.00		274605		D	N				MTCE. OF EQUIPME	101.42411.0334
	44709	12/17/15	VALVE STEM	8.00		274633		D	N				MTCE. OF EQUIPME	101.42411.0224
	44709	12/17/15	LABOR ON EXPLORER	48.00		274633		D	N				MTCE. OF EQUIPME	101.42411.0334
	44709	12/17/15	VALVE STEM	8.00		274651		D	N				MTCE. OF EQUIPME	101.42411.0224
	44709	12/17/15	LABOR ON #2 EXPLORER	48.00		274651		D	N				MTCE. OF EQUIPME	101.42411.0334
	44709	12/17/15	VALVE STEM	8.00		274658		D	N				MTCE. OF EQUIPME	101.42411.0224
	44709	12/17/15	LABOR ON #15 EXPLORER	48.00		274658		D	N				MTCE. OF EQUIPME	101.42411.0334
	44709	12/17/15	VALVE STEM	8.00		274667		D	N				MTCE. OF EQUIPME	101.42411.0224
	44709	12/17/15	LABOR ON #11 EXPLORER	63.00		274667		D	N				MTCE. OF EQUIPME	101.42411.0334
	44709	12/17/15	VALVE STEM	8.00		274722		D	N				MTCE. OF EQUIPME	101.42411.0224
	44709	12/17/15	LABOR OR #5 IMPALA	48.00		274722		D	N				MTCE. OF EQUIPME	101.42411.0334

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TIRES PLUS 000747														
	44709	12/17/15	VALVE STEM	8.00		274763		D	N				MTCE. OF EQUIPME	101.42411.0224
	44709	12/17/15	LABOR ON IMPALA	48.00		274763		D	N				MTCE. OF EQUIPME	101.42411.0334
	44709	12/17/15	#4 BILLED WRONG	15.00	CR	274776		D	N				MTCE. OF EQUIPME	101.42411.0334
				415.00										
			VENDOR TOTAL	415.00										
*CHECK TOTAL														
TORKELSON'S LOCK SERVICE 002583														
	44710	12/17/15	LOCK CYLINDERS	281.00		454038		D	N				MTCE. OF STRUCTU	101.45433.0225
	44710	12/17/15	REKEYED LOCKS-LABOR	232.00		454038		D	N				MTCE. OF STRUCTU	101.45433.0335
	44710	12/17/15	REKEYED LOCKS-PARTS	39.50		454064-1		D	N				MTCE. OF STRUCTU	101.45433.0225
	44710	12/17/15	REKEYED LOCKS-LABOR	97.00		454064-1		D	N				MTCE. OF STRUCTU	101.45433.0335
				649.50										
			VENDOR TOTAL	649.50										
*CHECK TOTAL														
TWEDT/SOREN .02298														
	44711	12/17/15	ENTERTAINER-MOVIE IN PRK	25.00		083115		D	N				OTHER SERVICES	101.45432.0339
ULINE 002687														
	44712	12/17/15	EVIDENCE SUPPLIES	28.32		72598693		D	N				GENERAL SUPPLIES	101.42411.0229
UNCOMMON USA INC 001286														
	44713	12/17/15	US FLAG	34.20		794176		D	N				GENERAL SUPPLIES	101.45433.0229
US BANK EQUIPMENT FINANC 003143														
	44577	12/15/15	COPIER LEASE-DEC	131.75		292650207		D	N				RENTS	101.41405.0440
	44577	12/15/15	COPIER LEASE-DEC	340.00		292822723		D	N				RENTS	741.48001.0440
				471.75										
			VENDOR TOTAL	471.75										
*CHECK TOTAL														
US BANK NATIONAL ASSN .02316														
	44714	12/17/15	SURVEILLANCE TAPE	23.00		S2015-14068		D	N				PROFESSIONAL SER	101.42411.0446
US POST OFFICE 000759														
	44715	12/17/15	PO BOX RENTAL	164.00		120215		D	N				PREPAID EXPENSES	101.128000
UV DOCTOR SYSTEMS LLC 002968														
	44716	12/17/15	UV SYSTEM-PARTS	3,170.00		3077		D	N				MTCE. OF EQUIPME	651.48484.0224
VRUWINK/PAM 003194														
	44717	12/17/15	HOLIDAY DECORATIONS	35.30		120815		D	N				GENERAL SUPPLIES	101.45435.0229
WEST CENTRAL COMMUNICATI 000796														
	44718	12/17/15	RADIO REPAIR-PARTS	39.05		080858S		D	N				MTCE. OF EQUIPME	101.42411.0224
	44718	12/17/15	RADIO REPAIR-LABOR	93.75		080858S		D	N				MTCE. OF EQUIPME	101.42411.0334
	44718	12/17/15	RADIO REPAIR-PARTS	37.05		080860S		D	N				MTCE. OF EQUIPME	101.42411.0224
	44718	12/17/15	RADIO REPAIR-LABOR	30.00		080860S		D	N				MTCE. OF EQUIPME	101.42411.0334
				199.85										
			VENDOR TOTAL	199.85										
*CHECK TOTAL														

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WEST CENTRAL INDUSTRIES	000801													
	44719	12/17/15	DONATION	15,000.00		113015		D	N				CIVIC PROMOTION	101.45428.0812
WEST CENTRAL SANITATION	000805													
	44720	12/17/15	GARBAGE SERVICE-DECEMBER	26.47		6806100/12-15		D	N				CLEANING AND WAS	230.43430.0338
WEST CENTRAL TRIBUNE	000807													
	44721	12/17/15	ORDINANCE PUBLISHED	216.30		CL03074844		D	N				PRINTING AND PUB	101.41401.0331
	44721	12/17/15	2015 INFO PAGES	179.85		36787/11-15		D	N				ADVERTISING	101.45432.0447
			VENDOR TOTAL	396.15										
														*CHECK TOTAL
WILLMAR CHAMBER OF COMME	000812													
	44722	12/17/15	EXEC. COMMITTEE LUNCHES	5.37		CC STMT/11-15		D	N				TRAVEL-CONF.-SCH	101.41403.0333
	44722	12/17/15	PHONE SERV 11/16-12/15	618.24		CC STMT/11-15		D	N				COMMUNICATIONS	208.45005.0330
	44722	12/17/15	EXEC. COMMITTEE LUNCHES	20.87		CC STMT/11-15		D	N				TRAVEL-CONF.-SCH	208.45005.0333
	44722	12/17/15	FISCHER-WEBINAR REGIS.	45.00		CC STMT/11-15		D	N				OTHER CHARGES	208.45008.0449
	44722	12/17/15	FISCHER-WEBINAR REGIS.	45.00		CC STMT/11-15		D	N				OTHER CHARGES	208.45008.0449
	44722	12/17/15	WCCO-BEST COFFE SHOP	8.52		CC STMT/11-15		D	N				OTHER CHARGES	208.45010.0449
	44722	12/17/15	CINCO DE MAYO MTG-MEALS	5.17		CC STMT/11-15		D	N				OTHER CHARGES	208.45010.0449
	44722	12/17/15	SCENIC BYWAY CONF.-MEALS	14.93		CC STMT/11-15		D	N				OTHER CHARGES	208.45010.0449
	44722	12/17/15	SCENIC BYWAY CONF.-HOTEL	98.24		CC STMT/11-15		D	N				OTHER CHARGES	208.45010.0449
	44722	12/17/15	FISCHER-WINTERFEST MTG	8.96		CC STMT/11-15		D	N				OTHER CHARGES	208.45010.0449
	44722	12/17/15	GIFT CRD-SOC. MEDIA WKND	30.00		CC STMT/11-15		D	N				OTHER CHARGES	208.45010.0449
	44722	12/17/15	GIFT CRD-SOC. MEDIA WKND	25.00		CC STMT/11-15		D	N				OTHER CHARGES	208.45010.0449
	44722	12/17/15	GIFT CRD-SOC. MEDIA WKND	30.00		CC STMT/11-15		D	N				OTHER CHARGES	208.45010.0449
	44722	12/17/15	GIFT CRD-SOC. MEDIA WKND	50.00		CC STMT/11-15		D	N				OTHER CHARGES	208.45010.0449
	44722	12/17/15	GIFT CRD-SOC. MEDIA WKND	25.00		CC STMT/11-15		D	N				OTHER CHARGES	208.45010.0449
	44722	12/17/15	GIFT CRD-SOC. MEDIA WKND	40.00		CC STMT/11-15		D	N				OTHER CHARGES	208.45010.0449
	44722	12/17/15	GIFT CRD-SOC. MEDIA WKND	40.00		CC STMT/11-15		D	N				OTHER CHARGES	208.45010.0449
	44722	12/17/15	GIFT CRD-SOC. MEDIA WKND	50.00		CC STMT/11-15		D	N				OTHER CHARGES	208.45010.0449
	44722	12/17/15	GIFT CRD-SOC. MEDIA WKND	25.00		CC STMT/11-15		D	N				OTHER CHARGES	208.45010.0449
	44722	12/17/15	GIFT CRD-SOC. MEDIA WKND	40.00		CC STMT/11-15		D	N				OTHER CHARGES	208.45010.0449
	44722	12/17/15	FACEBOOK ADVERTISING	8.23		CC STMT/11-15		D	N				OTHER CHARGES	208.45010.0449
	44722	12/17/15	DIRECTOR SALARY	4,207.49		STMT/11-15		D	N				SALARIES-REG. EM	208.45005.0110
	44722	12/17/15	ASSISTANT SALARY	2,184.00		STMT/11-15		D	N				SALARIES-REG. EM	208.45005.0110
	44722	12/17/15	FICA & INSURANCE	1,415.13		STMT/11-15		D	N				EMPLOYER PENSION	208.45005.0113
	44722	12/17/15	IRA CONTRIBUTION	191.74		STMT/11-15		D	N				EMPLOYER PENSION	208.45005.0113
	44722	12/17/15	PHOTO COPIES-NOVEMBER	5.04		STMT/11-15		D	N				OFFICE SUPPLIES	208.45005.0220
	44722	12/17/15	PAYROLL/FLEX FEE	61.76		STMT/11-15		D	N				OTHER SERVICES	208.45005.0339
	44722	12/17/15	OFFICE RENT-NOVEMBER	626.61		STMT/11-15		D	N				RENTS	208.45005.0440
	44722	12/17/15	SERVER BATTERY	37.08		43148		D	N				MTCE. OF EQUIPME	208.45005.0224
	44722	12/17/15	BATTERY INST. & MTCE	49.54		43148		D	N				MTCE. OF EQUIPME	208.45005.0334
	44722	12/17/15	MAIL PICKUP FEE-OCT	50.00		43150		D	N				POSTAGE	208.45005.0223
			VENDOR TOTAL	10,061.92										*CHECK TOTAL
				10,061.92										
WILLMAR CURLING CLUB	002551													
	44723	12/17/15	SPECIAL PROJ. FUNDING	1,000.00		121515		D	N				OTHER CHARGES	208.45013.0449

Vendor Payments History Report
 INCLUDES ONLY POSTED TRANS

VENDOR NAME AND NUMBER												
CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M ACCOUNT NAME	ACCOUNT
WILLMAR DOWNTOWN DEVELOP		002348										
44578	12/16/15	EXPENSE REIMBURSEMENT	5,792.41		10/23-11/19/15		D	N			CIVIC PROMOTION	101.45428.0812
WILLMAR WATER & SPAS		000831										
44724	12/17/15	DRINKING WATER	18.75		E39429		D	N			SUBSISTENCE OF P	651.48484.0227
WINDSTREAM		002100										
44725	12/17/15	PHONE SERVICE-NOV	53.96		STMT/11-15		D	N			COMMUNICATIONS	101.45433.0330
44725	12/17/15	PHONE SERVICE-NOV	742.39		STMT/11-15		D	N			COMMUNICATIONS	101.41409.0330
			796.35									
		VENDOR TOTAL	796.35		*CHECK TOTAL							

ACS FINANCIAL SYSTEM
12/17/2015 12:07:37

Vendor Payments History Report
INCLUDES ONLY POSTED TRANS

CITY OF WILLMAR
GL540R-V07.27 PAGE 20

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
REPORT TOTALS:				430,812.12										

RECORDS PRINTED - 000457

ACS FINANCIAL SYSTEM
12/17/2015 12:07:39

Vendor Payments History Report

CITY OF WILLMAR
GL060S-V07.27 RECAPPAGE
GL540R

FUND RECAP:

FUND	DESCRIPTION	DISBURSEMENTS
101	GENERAL FUND	341,309.27
208	CONVENTION & VISITORS BUREAU	17,421.83
230	WILLMAR MUNICIPAL AIRPORT	6,969.58
295	COMMUNITY INVESTMENT	3,688.74
415	S.A.B.F. - #2015	1,110.24
450	CAPITAL IMPROVEMENT FUND	12,850.00
651	WASTE TREATMENT	30,357.34
741	OFFICE SERVICES	1,830.96
811	TRUST & AGENCY	15,274.16
TOTAL ALL FUNDS		430,812.12

BANK RECAP:

BANK	NAME	DISBURSEMENTS
HERT	HERITAGE BANK	430,812.12
TOTAL ALL BANKS		430,812.12

**Willmar Community Ed & Recreation
Joint Powers Board
December 4, 2015**

Members Present: Eric Banks, Dave Baumgart, Scott Guptil, Audrey Nelsen, Pablo Obregon, Rachel Skretvedt, Darin Strand

Staff Present: Steve Brisendine, Casey Hagert, Ryan Harper, Tammy Rudningen, Becky Sorenson, Jena Tollefson, Pam Vruwink, Jodi Wambeke

Guest Present: Tony LaPatka

Chairman Eric Banks called the meeting to order and introduced Tony LaPatka from the Willmar Curling Club who presented the Club's request for approval of a liquor license for the upcoming Curling events. The first event is the Junior National Event that will have 20 teams and around 80 people participating in the Jan. 16-23 Tournament. There will also be a Valentine's Bonspiel in February and a Novice Bonspiel March 12-14. Eric Banks asked if the Board needed to make three separate recommendations or if one for all three tournaments was all right. Steve Brisendine stated that one for all three would be okay. It was clarified that the liquor was kept on the second floor and not allowed to be taken into the public areas. Dave Baumgart made a motion to approve the request for the Curling Club to serve liquor at their upcoming tournaments. Darin Strand seconded and the motion carried.

Steve Brisendine stated that the City Council would be approving the 2016 budget and that \$706,000 is allocated for park development. What is not decided is what the money will be spent on. The board should review the park plan and start creating a recommendation for the City Council to act upon early in 2016. That would allow for any debate to take place while allowing for engineering work and ultimately construction to take place in 2016.

Steve said he had met with a representative of Musco Lighting Company who checked out the lights at Baker and North Swansson. Baker and Orange should have a 50 candle power rating in the infield and 30 in the outfield with the standard of 70/50 CP ratings recommended.

Cost for new lighting:

Baker 50 and 30 candle power	\$235,000
Baker 70 and 50 candle power	\$318,000
Orange 70 and 50 candle power	\$327,000
Softball fields	
30 and 20 candle power	\$108,000 per field
50 and 30 candle power	\$158,000 per field
Install on Blue	\$144,000-\$187,000

**Willmar Community Ed & Recreation
Joint Powers Board
December 4, 2015, Page 2**

If we contract for a five year lease to own, the yearly cost would be \$54,000 for Baker, \$56,000 for Orange and \$30,000 to \$40,000 per softball field. There would be a 25 year warranty if we don't use existing poles. The lease would start when the lights are installed. If we used current poles the price of the install goes down as does the lease to 10 years.

The Capital Improvement Plan was handed out for review. The board will review the 5 year capital improvement plan and make recommendations to the City Council on the projects to be completed in 2016.

Rachel Skretvedt asked about Baker, if the Stingers and the College are the only lessees of the field. Steve replied that they are the main users but other groups use the field as well.

Rachel also talked about lighting. She does not feel we can purchase lighting outright because there would be very little remaining for park upgrades. From her perspective the best decision would be to do a lease to own.

Rachel advocates spending the \$700,000 in one location (Rice Park) as a showcase to the public. Eric Banks agreed, saying he had spoken to many people who want one park completed instead of trying to do smaller projects in many of the 37 parks. Pablo Obregon asked about the \$700,000 and why we don't know for sure what the money will be spent on. When the council last discussed this portion of the budget there was not consensus on the use of those dollars and that will need to be gathered in early 2016.

Program Reports: Casey Hagert spoke first about summer programs. He mentioned that baseball numbers have come down a bit. Darin Strand asked Dave Baumgart if he had any ideas why that is. Dave responded that he felt traveling has taken some kids away from Rec baseball. Traveling is not really an option for softball, except for tournament teams thus why the numbers of participants in softball have remained steady.

Darin Strand said he thought it was great that we have opportunities through grade 9. Audrey Nelsen asked if we had no grade 7 and 8 girls registered for softball. Casey stated that we did but they had been moved into the 16U group to field a team that was representative of the registrants.

Casey stated that all sports are on a break even basis, except for T-Ball which requires many more staff for the number of kids registered. Darin Strand said that it is very important to have staff who are eager to teach the sport. Casey responded that he feels that the best way to improve our programs is to have a great staff. Darin asked if we had parent involvement. Casey said the teams have volunteer parent coaches. Rachel Skretvedt expressed her gratitude to Darin Strand for his great coaching in the hockey program.

**Willmar Community Ed & Recreation
Joint Powers Board
December 4, 2015, Page 3**

Eric Banks asked if fees cover the cost of our programs. Steve Brisendine replied that, generally, yes unless there are additional expenses such as bussing, etc. that might increase program costs.

Darin Strand asked everyone to keep their ears to the ground and bring new program ideas to everyone's attention.

Scott Guptil asked about broadband at the Arena. Steve stated the project has been completed.

It was mentioned that the parking lot lines at the Arena are a mess. Steve said that is typically an annual or every other year project and would be corrected.

Steve announced that today was Eric Banks' last meeting after serving for six years. Steve thanked Eric for his service.

Jena Tollefson gave a PowerPoint presentation about Cardinal Place. Cardinal Place has been in existence since the early 70's. We have two locations: Kennedy and Roosevelt which are open from 6:30 am to 6 pm. Kennedy has a dedicated space for Cardinal Place while Roosevelt doesn't. Kennedy has a school enrollment of 878 with 133 in Cardinal Place. There are 998 students in Roosevelt with 154 in Cardinal Place which works out to 15% attendance at either Cardinal Place.

Studies show that crimes triple between 3 and 6 pm. There is a 50% reduction in petty crimes, drug use in those kids enrolled in after school programs.

Cardinal Place's mission is to provide a safe, caring and fun environment. The day is broken up into Active Time, Creative Time, Homework Help (with certified staff), Social and Play Time with Field Trips during summer and other break times. Rachel Skretvedt asked if homework help is an extra cost. Jena replied that it was included in the cost.

During the summer, Cardinal Place provides breakfast and a snack. Families provide lunch for their child(ren).

Jena reported that she and Allie have created a more flexible fee schedule, now providing daily options.

Cardinal Place employs 45 staff with 25 working each day.

**Willmar Community Ed & Recreation
Joint Powers Board
December 4, 2015, Page 4**

Jena's role is marketing, program development, scheduling staff, hiring and firing staff, registrations, purchase orders, field trip planning, family contact, open house fairs, voice of Cardinal Place, compliance food safety.

Jena listed the strengths and weaknesses of Cardinal Place

Strengths	Weakness
Staff	Aging equipment
Programming	Behaviors/Student IEP's
Academic Support	Staff Development
Communication	Hiring
Field Trips	Space
Growth	
Flexible Enrollment	

Rachel Skretvedt asked if the new school will have Cardinal Place. Jena stated that yes, hopefully it would be like Kenedy and have a dedicated space to use as a home base.

Pablo Obregon asked if Cardinal Place had any parent involvement. Jena responded that she is hoping to form a council.

Audrey Nelsen asked if staff development is specialized. Jena said that some is specialized.

Tammy Rudningen announced the free concert at the Community Center this Monday, December 7. It will be a holiday theme concert put on by the Barbershop Chorus.

Audrey Nelsen asked about the tour of lights. Tammy reported that two of the Center's volunteers, Ella Mae Dengerud and Larry Hagemeyer coordinate a trip before the concert, hiring a CCT bus and driver to drive around viewing the lights and ending up at the Community Center for a lunch furnished by Ella Mae and Larry. A fee is charged to cover the bus expenses.

As there was no further business, the meeting was adjourned.

Willmar Community and Activity Center

Board Meeting

Friday, December 13, 9 am

Call to Order. The meeting was called to order by Claudia Cederstrom, Chair. The following were present:

Board members: Claudia Cederstrom, Phyllis Williams, Darlene Schroeder and Ernie Carlson

Staff: Pam Vruwink and Tammy Rudningen

Minutes. The Minutes from the October 9 2015 meeting were approved. Members requested that hard copies be available at future meetings.

Agenda. The proposed agenda was reviewed and approved. Members requested that hard copies be made available at future meetings.

Utilization. Facility utilization information for 2015 was emailed as PDF documents to board members prior to the meeting including monthly calendars, client use list and monthly facility use lists for January through November 2015. Board members noted that the client and a facility use lists were lengthy and requested information be sent in Excel or another format that would allow data analysis. Staff replied that Affinity, the application used did not have that capacity.

2016 Holiday Schedule. Staff brought a copy of 2016 dates that the Center would be closed. The proposal was circulated. Members requested that closure dates be placed on the December meeting agenda and be part of a larger discussion on utilization.

Strategic Planning.

Information on other centers. Board members shared information collected from other Community and Senior Centers to date including Montevideo, Redwood Falls, Marshall and Alexandria. Darlene Schroeder had also contacted the Minnesota Board on Aging (MBA) regarding the availability of statewide information on community/senior centers. She was referred to Minnesota Association of Senior Services (MASS). Darlene volunteered to follow up with the MBA and MASS to see if they would be willing to work on a statewide survey.

Information on other centers will be organized and compiled for use in future strategic planning efforts as it becomes available.

Staff training on planning. Community education staff have been participating in training on planning. They indicated that the training focused primarily on community education and was not directly applicable to the community center planning.

Community Engagement. Strategies for engaging the broader community in planning and utilization were discussed.

Brain-storming on stakeholders to engage, included:

- Inter and cross-generational representation: Children and youth, young adults, families and seniors, e.g. Scouting, K-12 school personnel, 4-H, Ridgewater College.
- People of varying abilities, e.g. People First, service providers.
- Community partners with similar or shared vision, values and goals, e.g. Willmar Community Foundation, United Way, service clubs, Vision 2040.
- Health and wellness partners. Statewide Health Improvement Program (SHIP)
- New immigrant communities; Latino and Somali
- Faith communities, e.g. ministerial association.
- Business community.

It was decided to schedule community engagement meetings in the near future. Claudia Cederstrom and Darlene Schroeder agreed to contact a number of people associated with the stakeholders listed above to get input on how to proceed prior to the December meeting.

Board Membership. The need for a larger board that represents the diversity of the community was discussed. It was decided to use the strategic planning process to engage more stakeholders in order to identify stakeholder/constituent representation needs and to identify potential members.

The meeting was adjourned.

Respectfully submitted,

Darlene Schroeder, Secretary Pro-tem

**WILLMAR PLANNING COMMISSION
CITY OF WILLMAR, MN
WEDNESDAY, DECEMBER 16, 2015**

MINUTES

1. The Willmar Planning Commission met on Wednesday, December 16, 2015, at 7:00 p.m. at the Willmar City Offices Conference Room #2.

Members Present: Andrew Engan, Gary Geiger, Aaron Larson, Bob Poe, Randy Czarnetzki, Steve Gardner, and Rolf Standfuss.

Members Absent: Margaret Fleck, and Scott Thaden.

Others Present: Megan M. DeSchepper-Planner.

2. MINUTES: The minutes of the October 28, 2015 meeting were approved as submitted.
3. MINNWEST TECHNOLOGY CAMPUS PETERSON ARCHITECTURAL DRAFTER PLAN REVIEW- FILE NO. 15-10: Staff presented, on behalf of the applicant MinnWest Technology Campus, the plan review for an office lease for Dan Peterson an architectural drafting office on property legally described as follows: Unit 5, MinnWest Technology Campus, CIC #40 A Planned Community (1700 Technology Dr. NE). Mr. Peterson will be partnering with an Architectural firm out of the metro and will be a satellite office.

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

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

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

The Planning Commission reviewed and made affirmative findings of fact as per Zoning Ordinance Section 9.E.3.a.1-7.

The motion carried.

4. SCHMITT SECOND ADDITION FINAL PLAT- FILE NO. 12-02: Staff presented the final plat on behalf of the applicant Ken Schmitt of a two lot and two outlot subdivision on property legally described as follows: Lot 1, Block 1, Schmitt Addition (202 19th Ave. SE). Mr. Schmitt wishes to subdivide the existing lot that Culvers is on and create a second lot with a private drive on Outlot A and Outlot B is an existing stormwater pond. There will be articles/declarations spelling out the ownership, maintenance, and access for the outlots. The applicant is planning on paying off the existing assessments.

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

The Commission talked about additional easements and setbacks. Staff assured the Commission that the requested easements did not affect setback or buildability of the lot.

Mr. Czarnetzki made a motion, seconded by Mr. Standfuss, to approve the final plat with the following conditions:

- A. Declarations/articles for the outlots shall be submitted for City review prior to final plat signatures and it shall be recorded with the plat.
- B. Assessments shall either be paid in full or reapportioned.

The motion carried.

- 5. GIBBY ADDITION FINAL PLAT-F ILE NO. 15-05: Staff presented, on behalf of Adam and Holly Gibson, the replat subdivision of their residential lot and a portion of an adjacent outlot to allow for a garage addition on property legally described as follows: Lot 4, Block 2, Eagle's Landing Phase II AND part of the Outlot B Eagles Landing Phase II (101 34th Ave. NE). Staff explained that the garage addition would have been very limited and required a variance; the applicant is purchasing land from the homeowners association to combine with their existing parcel. There is still a portion of Outlot B between the newly created lot and the County Road right-of-way, so a 10' side yard setback is required not a 30' from right-of-way setback. There is a mitigated wetland buffer area in the outlot but the garage addition will not impede the buffer.

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

Mr. Gardner made a motion, seconded by Mr. Standfuss, to approve the preliminary plat as presented.

The motion carried.

- 4. With no further business to come before the Commission the meeting adjourned at 7:20 p.m.

Respectfully submitted,



Megan M. DeSchepper, AICP
Planner/Airport Manager

PLANNING COMMISSION-DECEMBER 16, 2015

STAFF COMMENTS

1. MINNWEST TECHNOLOGY CAMPUS PLAN REVIEW-PETERSON ARCHITECTURAL DRAFTER- FILE NO. 15-10:

- The applicant is MinnWest Technology Campus, Willmar, MN.
 - The applicant wishes to lease a 213 sq. ft. office to Dan Peterson for an architectural drafting office on property legally described as follows: Unit 5, MinnWest Technology Campus, CIC #40 A Planned Community (1700 Technology Dr. NE).
 - The use fits in the Technology District as it is a business/professional office use.
- RECOMMENDATION: approve the plan review with the following condition:
- A. The use shall meet all applicable local, state, and federal rules and regulations at all times.

2. SCHMITT SECOND ADDITION FINAL PLAT- FILE NO. 12-02:

- The applicant is Ken Schmitt (Culver's) Willmar, MN 56201.
 - The applicant is replatting one parcel into two parcels and two outlots on property legally described as follows: Lot 1, Block 1, Schmitt Addition (202 19th Ave. SE).
 - The property is zoned GB (General Business).
 - The applicant is requesting to subdivide the existing parcel into two lots, one with the existing Culver's Restaurant on it and the other to be parceled off for resale. Outlot A will be a shared drive access, and Outlot B is and will be stormwater retention area. Shared access, maintenance, etc. for both lots will be spelled out in articles of declaration and shall be recorded congruous with the plat.
 - Proposed Lot 2 does meet frontage and sq. ft. area requirements for a GB lot.
 - Employee parking for Culver's Works will be lost in the subdividing of the property, plans for parking adjustment?
 - The existing assessments shall be paid in full or reapportioned prior to final plat signatures.
 - The utility easements were added as requested.
- RECOMMENDATION: Approve the final plat with the following conditions:
- A. Declarations/Articles for the outlots shall be submitted for City review prior to final plat signatures and it shall be recorded with the plat.
- B. Assessments shall either be paid in full or reapportioned.

3. GIBBY ADDITION FINAL PLAT- FILE NO. 15-05:

- The applicants are Adam and Holly Gibson, Willmar, MN.
- The applicants are requesting subdividing land on property legally described as follows: Lot 4, Block 2, Eagle's Landing Phase II AND part of Outlot B Eagles Landing Phase II (101 34th Ave. NE).

- The applicant proposes combining a portion of the adjacent Outlot owned by the homeowner's association with their lot to allow an addition onto their existing garage to meet required setbacks.
- There is still a portion of the existing Outlot between the lot and the County Rd. 41 (10' side yard setback for garage addition).
- The lot is zoned R-2 One and Two Family Residential.
- Portions of the outlot are mitigated wetland, but the applicants home addition and garage addition will not impede into the wetland buffer area.

RECOMMENDATION: Approve final plat as submitted.

**Application for Appointment to
City Board/Committee/Commission**

Please indicate the Board/Committee(s)/Commission(s) to which you are interested in being appointed. *(If more than one, please number in order of choice.)*

- _____ Airport Commission (meets monthly)
- _____ Cable Advisory Board (meets as needed)
- _____ Charter Commission (meets as needed)
- _____ Community Education & Recreation Advisory Board (meets monthly)
- _____ City/County Economic Development Operations Board (meets monthly)
- _____ Housing and Redevelopment Authority (meets monthly)
- _____ Human Rights Commission (meets as needed)
- _____ Municipal Utilities Commission (meets bi-monthly)
- _____ Pioneerland Library System Board (meets monthly)
- _____ Planning Commission (meets bi-monthly)
- _____ Police Civil Service Commission (meets first Monday in February each year and on as-needed basis thereafter)
- XX _____ Rice Memorial Hospital (meets bi-monthly)
- _____ Willmar Convention and Visitors Bureau
- _____ Zoning Appeals Board (meets monthly)
- _____ Ad hoc Task Forces (will be posted and will meet on an as-needed basis)

Applicant Information

Name: Lee L. Cafferty, MD Date of Application: December 1, 2015

Address: 3855 105th St SE, Kandiyohi, MN 56251 Phone No. 320-382-6316
(Certain Boards and Commissions may require that you are a resident of the City of Willmar)

Email: LLC@Rice.willmar.mn.us

What prompted you to make application for a citizen committee? Discussion with CEO Mike Schramm, Rice Hospital.

Briefly tell us why you want to serve on this Board/Committee/Commission:

I hope that my experience in clinical medicine (Anatomic and Clinical pathology), quality improvement, and administration can bring some expertise to the board that might help Rice grow and prosper during this very challenging time for hospitals and medicine in general.

List any special background or experience you have which would be helpful to this Board/Committee/Commission:

I have 23 years of experience in pathology and laboratory medicine, 21 of those at Rice Hospital. During that time, I served on multiple hospital committees at Rice and at outreach hospitals in the area, including on various Quality, Transfusion, and Information Technology committees. I have served as Chief of the Medical Staff and as Chairman of the Department of Pathology/Laboratory Medicine. I have also served as CEO of, and in other Officer positions of, our independent group of pathologists, Minnesota Pathologists Chartered. During these years I have had to deal with a number of challenges in the Medical and Hospital fields.

List your educational background: BS, Biology (top 3%), University of New Mexico; Doctor of Medicine (MD), Johns Hopkins University; Pathology residency and fellowships at Johns Hopkins Medical Institutions, UTMB Galveston, UTMD Anderson Cancer Center, Baylor College of Medicine (Houston).

List any social, fraternal, patriotic, governmental, or service organizations, which you have or currently are serving on:

Previously served as a Captain in the Civil Air Patrol (Air Force Auxiliary), Willmar branch. Current and past Assistant Coroner, Kandiyohi County.

If you are employed, please provide the name and address of your employer and your position:

Minnesota Pathologists, Chartered, 301 Becker Ave SW, Willmar, MN 56201; Pathologist and CEO

Please return completed application to: Mayor's Office
333 SW 6th Street
Willmar, MN 56201

Or fax completed forms to: (320) 235-4917



November 30, 2015

The Honorable Marv Calvin
Mayor of Willmar
333 6th St SW
Willmar, MN 56201

Dear Mayor Calvin,

The Rice Hospital Board Nominating Committee wishes to formally recommend Dr. Lee Cafferty for the physician board member seat that will be vacated by Dr. Lachlan Smith at the end of this year.

The nominating committee consists of the hospital board's executive committee members, those being David Anfinson, Dr. Douglas Allen and Dr. Michael Gardner.

It is the duty and commitment of the hospital board to ensure a candidate brought forward to the mayor and council embodies the characteristics needed to ensure the success and viability of our city hospital. In our search for such a candidate the nominating committee requested each clinic; APMC, Family Practice Medical Center and Minnesota Pathologists Chartered, provide a potential physician candidate to be reviewed by the committee. The committee met and individually interviewed each of the respective candidates. During the interviews the candidates were asked a series of questions related to board governance and to issues of local and regional health care.

After the interview process, the nominating committee found Dr. Cafferty to be an outstanding candidate who clearly understands the needs of the local health care community. He is a medical school graduate of Johns Hopkins and completed his residency at Johns Hopkins and Baylor University. He has practiced in Willmar since 1992 and we have found him to be highly respected by his peers. He is active in the community, his local church and has previously served as the Hospital Chief of Staff.

Dr. Cafferty is deeply passionate about local healthcare access and will make an excellent addition to the hospital board.

Sincerely,

A handwritten signature in cursive script that reads 'David Anfinson'.

David Anfinson, President
Rice Memorial Hospital Board of Directors

**Application for Appointment to
City Board/Committee/Commission**

Please indicate the Board/Committee(s)/Commission(s) to which you are interested in being appointed. (If more than one, please number in order of choice.)

- X Airport Commission (meets monthly)
- Cable Advisory Board (meets as needed)
- Charter Commission (meets as needed)
- Community Education & Recreation Advisory Board (meets monthly)
- City/County Economic Development Operations Board (meets monthly)
- Housing and Redevelopment Authority (meets monthly)
- Human Rights Commission (meets as needed)
- Municipal Utilities Commission (meets bi-monthly)
- Pioneerland Library System Board (meets monthly)
- Planning Commission (meets bi-monthly)
- Police Civil Service Commission (meets first Monday in February each year and on as-needed basis thereafter)
- Rice Memorial Hospital (meets bi-monthly)
- Willmar Convention and Visitors Bureau
- Zoning Appeals Board (meets monthly)
- Ad hoc Task Forces (will be posted and will meet on an as-needed basis)

Applicant Information

Name: David Little Date of Application: 12-1-15
Address: 2201 21st St. S.W. Phone No. 320-235-9154
(Certain Boards and Commissions may require that you are a resident of the City of Willmar)
Email: d1m11ittle@charter.net

What prompted you to make application for a citizen committee? My interest in city government

Briefly tell us why you want to serve on this Board/Committee/Commission:
I want to help the commission plan for the 10th anniversary celebration of the airport in 2016.

List any special background or experience you have which would be helpful to this Board/Committee/Commission:

As a reporter for the West Central Tribune, I covered city government for a total of 14 years and am familiar with various programs and city services, including the airport.

List your educational background: Bachelor's degree in Mass Communications from Moorhead State University.

List any social, fraternal, patriotic, governmental, or service organizations, which you have or currently are serving on:

Secretary ~~with~~ West Central Concert Series Board.

If you are employed, please provide the name and address of your employer and your position:

I will be retiring from the West Central Tribune on Dec. 31, 2015, and would like to be

Please return completed application to:

Mayor's Office
333 SW 6th Street
Willmar, MN 56201

Or fax completed forms to: (320) 235-4917

considered for the appointment effective Jan. 1, 2016.

**Application for Appointment to
City Board/Committee/Commission**

Please indicate the Board/Committee(s)/Commission(s) to which you are interested in being appointed. (If more than one, please number in order of choice.)

- _____ Airport Commission (meets monthly)
- _____ Cable Advisory Board (meets as needed)
- _____ Charter Commission (meets as needed)
- X_____ Community Education & Recreation Advisory Board (meets monthly)
- _____ City/County Economic Development Operations Board (meets monthly)
- _____ Housing and Redevelopment Authority (meets monthly)
- _____ Human Rights Commission (meets as needed)
- _____ Municipal Utilities Commission (meets bi-monthly)
- _____ Pioneerland Library System Board (meets monthly)
- _____ Planning Commission (meets bi-monthly)
- _____ Police Civil Service Commission (meets first Monday in February each year and on as-needed basis thereafter)
- _____ Rice Memorial Hospital (meets bi-monthly)
- _____ Willmar Convention and Visitors Bureau
- _____ Zoning Appeals Board (meets monthly)
- _____ Ad hoc Task Forces (will be posted and will meet on an as-needed basis)

Applicant Information

Name: ABDIRAHMAN IBRAHIM Date of Application: 11-15-2015
Address: 401 Trotter Ave SW # 1803 Phone No. 320-262-1940
(Certain Boards and Commissions may require that you are a resident of the City of Willmar)
Email: Abdirahman_Ibrahim2015@hotmail

What prompted you to make application for a citizen committee? I felt that this position closely matches my interests

Briefly tell us why you want to serve on this Board/Committee/Commission:
The two main reasons as to why I want serve this committee is the desire to have a voice in decision making on behalf on representing the community on a key legislative. While the other one is Learning opportunities so that I can gain experience in this Board

List any special background or experience you have which would be helpful to this Board/Committee/Commission:

speaking of been Bilingual I am able to ^{to speak} both English and My Native Language Somali
Which facilitate the common barriers that ^{to exist} between our board & our community. With that
been said I have also had 4 years work experience and this would make me a good
asset for the board & the community to be served

List your educational background: pursuing Bachelor Degree in Political Science & Global
Studies at the University of SCSU soon to be

List any social, fraternal, patriotic, governmental, or service organizations, which you have or currently are serving on:

Somali Community Organizations in Willmar Which recently Collapsed
Due to Lack of Leadership & Dysfunctional Issues !!!

If you are employed, please provide the name and address of your employer and your position:

Divine House Inc # 320-231-2738
328 5th st SW Willmar MN 56201

Please return completed application to:

Mayor's Office
333 SW 6th Street
Willmar, MN 56201

Or fax completed forms to:

(320) 235-4917

**Application for Appointment to
City Board/Committee/Commission**

Please indicate the Board/Committee(s)/Commission(s) to which you are interested in being appointed. (If more than one, please number in order of choice.)

- _____ Airport Commission (meets monthly)
- _____ Cable Advisory Board (meets as needed)
- _____ Charter Commission (meets as needed)
- _____ Community Education & Recreation Advisory Board (meets monthly)
- _____ City/County Economic Development Operations Board (meets monthly)
- _____ Housing and Redevelopment Authority (meets monthly)
- Human Rights Commission (meets as needed)
- _____ Municipal Utilities Commission (meets bi-monthly)
- _____ Pioneerland Library System Board (meets monthly)
- _____ Planning Commission (meets bi-monthly)
- _____ Police Civil Service Commission (meets first Monday in February each year and on as-needed basis thereafter)
- _____ Rice Memorial Hospital (meets bi-monthly)
- _____ Willmar Convention and Visitors Bureau
- _____ Zoning Appeals Board (meets monthly)
- _____ Ad hoc Task Forces (will be posted and will meet on an as-needed basis)

Applicant Information

Name: Barbara E. Little Date of Application: 11-19-15

Address: 1400 Willmar Ave S.E. Cell Phone No. 954-654-4469

(Certain Boards and Commissions may require that you are a resident of the City of Willmar)

Email: belit8@aol.com

What prompted you to make application for a citizen committee? Recent events in the world

Briefly tell us why you want to serve on this Board/Committee/Commission:

I am interested in Human lives, all deserve to be treated with dignity, respect and equality. Human rights and respect for the mentally ill is an important aspect that has prompted me to submit this application.

List any special background or experience you have which would be helpful to this Board/Committee/Commission:

I have worked in mental health for over 35
years.

List your educational background: Masters Degree in Mental Health Nursing

List any social, fraternal, patriotic, governmental, or service organizations, which you have or currently are serving on:

DFL (Family Focus)
AAUW First Presbyterian Church. In the past
The Samaritans of Green Valley AZ - humanitarian efforts
The Red Cross - Florida - Disaster Relief for Mental Health's support.

If you are employed, please provide the name and address of your employer and your position:
Woodland Centers Staff Nurse Practitioner
1125 SE 6th St (Director Dr. Rick Lee)

Please return completed application to: Mayor's Office
333 SW 6th Street
Willmar, MN 56201

Or fax completed forms to: (320) 235-4917

Application for Appointment to City Board/Committee/Commission

Please indicate the Board/Committee(s)/Commission(s) to which you are interested in being appointed. (If more than one, please number in order of choice.)

- _____ Airport Commission (meets monthly)
- _____ Cable Advisory Board (meets as needed)
- _____ Charter Commission (meets as needed)
- X _____ Community Education & Recreation Advisory Board (meets monthly)
- _____ City/County Economic Development Operations Board (meets monthly)
- _____ Housing and Redevelopment Authority (meets monthly)
- _____ Human Rights Commission (meets as needed)
- _____ Municipal Utilities Commission (meets bi-monthly)
- _____ Pioneerland Library System Board (meets monthly)
- _____ Planning Commission (meets bi-monthly)
- _____ Police Civil Service Commission (meets first Monday in February each year and on as-needed basis thereafter)
- _____ Rice Memorial Hospital (meets bi-monthly)
- _____ Willmar Convention and Visitors Bureau
- _____ Zoning Appeals Board (meets monthly)
- _____ Ad hoc Task Forces (will be posted and will meet on an as-needed basis)

Applicant Information

Name: Allen Huselid Date of Application: 12/8/2015

Address: 3100 Eagle Ridge Drive East, Willmar, MN Phone No. 320-894-1633
(Certain Boards and Commissions may require that you are a resident of the City of Willmar)

Email: ajhuselid@bremer.com

What prompted you to make application for a citizen committee? Desire to serve the community I grew up in, live in and work in.

Briefly tell us why you want to serve on this Board/Committee/Commission:

This committee would allow me to serve our community by making use of my finance background and passion for youth activities.

List any special background or experience you have which would be helpful to this Board/Committee/Commission:

Involvement in multiple finance committees.

List your educational background: BS of Finance from St. Cloud State University
AA Degree from Ridgewater College

List any social, fraternal, patriotic, governmental, or service organizations, which you have or currently are serving on:

Willmar Rotary Club, Finance Committee for United Way, Finance Committee for Habitat for Humanity and Treasurer for the Safe Avenues Gala.

If you are employed, please provide the name and address of your employer and your position:

Business Banker at Bremer Bank : 500 Willmar Avenue, SE
Willmar, MN 56201

Please return completed application to:

Mayor's Office
333 SW 6th Street
Willmar, MN 56201

Or fax completed forms to:

(320) 235-4917

Name BASHIR ABDI

Phone. Call me 380-262-6488

thanks

Application for Appointment to City Board/Committee/Commission

Please indicate the Board/Committee(s)/Commission(s) to which you are interested in being appointed. (If more than one, please number in order of choice.)

- _____ Airport Commission (meets monthly)
- _____ Cable Advisory Board (meets as needed)
- _____ Charter Commission (meets as needed)
- _____ Community Education & Recreation Advisory Board (meets monthly)
- _____ City/County Economic Development Operations Board (meets monthly)
- _____ Housing and Redevelopment Authority (meets monthly)
- _____ Human Rights Commission (meets as needed)
- _____ Municipal Utilities Commission (meets bi-monthly)
- _____ Pioneerland Library System Board (meets monthly)
- _____ Planning Commission (meets bi-monthly)
- _____ Police Civil Service Commission (meets first Monday in February each year and on as-needed basis thereafter)
- _____ Rice Memorial Hospital (meets bi-monthly)
- _____ Willmar Convention and Visitors Bureau
- _____ Zoning Appeals Board (meets monthly)
- _____ Ad hoc Task Forces (will be posted and will meet on an as-needed basis)

Applicant Information

Name: BASHIR ABDI Date of Application: 11-14-2015

Address: 1401 19th Ave SE #204 Willmar MN 56201 Phone No. 380-262-6488

(Certain Boards and Commissions may require that you are a resident of the City of Willmar)

Email: Bashircade@hotmail.com

What prompted you to make application for a citizen committee? I am applying this city board position committee and human right committee board because I have the desire to have voice

Briefly tell us why you want to serve on this Board/Committee/Commission: Because I have the knowledge and ability to turn the wheel of the core there is a reason as to why I am applying this position and main theme is I do have the passion skills of the human right activist and I believe the knowledge which I have for the position is helpful. On the other hand I can speak three languages which is also helpful in terms of the community that we are from because the community have got so many different back ground as well as different language.

List any special background or experience you have which would be helpful to this Board/Committee/Commission:

First of all I speak three different languages which ^{are} so important specially for our Community whose so ~~in~~ need to be united and need to facilitate the common barriers between our Community, second I do have ability to make ~~the~~ ^{design} design

List your educational background: I am pursuing Bachelor Degree in international relation and Political Science at ~~the~~ Ridge Ridgewater college

List any social, fraternal, patriotic, governmental, or service organizations, which you have or currently are serving on:

Former Somali Community Member in Willmar;
and active Community organizer, right now.

If you are employed, please provide the name and address of your employer and your position:

Divers house, as a Human Service Technician
300-231-2738 - 308 5th St SW Willmar MN 56201

Please return completed application to:

Mayor's Office
333 SW 6th Street
Willmar, MN 56201

Or fax completed forms to:

(320) 235-4917

Name: Abdala Abdulahi Mohamed

phone number can be reached at

~~206-474-8706~~

206-474-8726

Application for Appointment to City Board/Committee/Commission

Please indicate the Board/Committee(s)/Commission(s) to which you are interested in being appointed. (If more than one, please number in order of choice.)

- Airport Commission (meets monthly)
- Cable Advisory Board (meets as needed)
- Charter Commission (meets as needed)
- Community Education & Recreation Advisory Board (meets monthly)
- City/County Economic Development Operations Board (meets monthly)
- Housing and Redevelopment Authority (meets monthly)
- Human Rights Commission (meets as needed)
- Municipal Utilities Commission (meets bi-monthly)
- Pioneerland Library System Board (meets monthly)
- Planning Commission (meets bi-monthly)
- Police Civil Service Commission (meets first Monday in February each year and on as-needed basis thereafter)
- Rice Memorial Hospital (meets bi-monthly)
- Willmar Convention and Visitors Bureau
- Zoning Appeals Board (meets monthly)
- Ad hoc Task Forces (will be posted and will meet on an as-needed basis)

I did a double major at the state university and I graduated last year in December 2014. There two major that I did was political science and international relations.

Applicant Information

Name: Abdala Abdulahi Mohamed

Date of Application: 11/14/15

Address: 2601 15th Ave NW Apt #5
(Certain Boards and Commissions may require that you are a resident of the City of Willmar, MN. 56201)

Phone No. 206-474-8726

Email: Hamaas343@gmail.com

What prompted you to make application for a citizen committee?

~~because~~ I am apply in the City Board

Briefly tell us why you want to serve on this Board/Committee/Commission:

because I have communication skills also I have ability to maintain high level of commitment

Because I have experience and knowledge of how to help Willmar Community. my strengths include being self-motivated, honest, respectful, flexible, organized, positive attitude and working well under pressure. I am also fluent in English and Somali. I believe my knowledge skills, along with the international relations experience makes me an ideal candidate to work with. I am capable of doing the same job I have an experience of what I am doing since it was my first time.

Name - Abdala Abulabbir Mohamed

List any special background or experience you have which would be helpful to this Board/Committee/Commission:

I Completed a Bachelor of Art in International relation and political Science at the st. cloud state university in 2014. My core areas of study were just focused on International relations and political science. As part of my degree, I was involved in health promotion.

List your educational background: I Completed a Bachelor of Art at the St. cloud state university. My major was international relation and Political science.

List any social, fraternal, patriotic, governmental, or service organizations, which you have or currently are serving on:

Tutor = Central Academy, Hagadera Dadaab, Kenya, Certificate FGM (Female genital mutilation) prevention, Dadaab, Kenya Certificate, Peace Education Community Workshop, Dadaab, Kenya

If you are employed, please provide the name and address of your employer and your position:

I am currently employed at Interpreting Willmar Handijohi Int Hospitals, School. Also, I work a full-time a divine house.

Please return completed application to:

Mayor's Office
333 SW 6th Street
Willmar, MN 56201

Or fax completed forms to: (320) 235-4917

Cover letter / Resume -

I Completed a Bachelor of Art at st. cloud state university in December 2014. My core areas just on International relation and political science. I am capable of developing a detailed project and can support to improve both the organizations interest and the community needs. I can work collaboratively with any team and I have strong problem solving skills. I am detail oriented person with strong written and verbal communication skills.

Please refer to my resume (attached) for full details of my training and experience. I have strong interest in working with your organization and wish to contribute to your great service to the minnesotans. I look forward to hearing from you. I can be contacted ~~and~~ at any time on the telephone number or e-mail ~~at~~ which is Kamasas 343@gmail.com
Sincerely by Abdala Mohamed

Willmar Charter Commission
Minutes of Meeting
City Office Building
Willmar, Minnesota

November 17, 2015

The Willmar Charter Commission was called to order by Secretary Dan Reigstad. Members present were Kelly Welch, Bob Bonawitz, Pat Curry, Richard Engan, Dan Reigstad, and Richard Larson. Members absent was Richard Falk and Joe Thompson. Present 6 Absent 2. Also in attendance was City Clerk-Treasurer Kevin Halliday.

Commissioner Larson moved to approve the minutes of September 22, 2015, amending item #3 with concerns to a specific Commissioner. Commissioner Curry seconded the motion which carried.

Item 1 Consideration of Officers

Secretary Reigstad noted the resignation letter remitted to the District Court from Shawn Mueske resigning as member and Chair of the Charter Commission and further noting the need for a new Chairman.

Commissioner Larson moved to nominate Commissioner Thompson for Chairman. Commissioner Engan seconded the motion which carried.

Item 2 Reappointments

Commissioner Curry moved to nominate Commissioner Bonawitz for Vice-Chairman. Commissioner Welch seconded the motion which carried.

Commissioner Curry moved to reappoint Richard Falk and Richard Engan, whose terms will expire on December 31, 2015, and requested the City Attorney to petition the District Court for their respective reappointments. Commissioner Larson seconded the motion which carried.

City Clerk-Treasurer Kevin Halliday reported to the Commission that in anticipation of the Mueske vacancy, he asked the four individuals who the District Court Judge did not appoint whether they were still interested in remitting their names back to the Court for consideration. Only two of the candidates called back at this time. Commissioner Reigstad moved to wait for the next assembled meeting to know the intent of the remaining two candidates. Commissioner Engan seconded the motion which carried.

Item 3 Ordinance Amendments

The Commission reviewed the draft Ordinance of the recommended changes from previous Commission meetings. Commissioner Larson moved to approve the draft Ordinance and directed staff to present it to the Willmar City Council. Commissioner Reigstad seconded the motion which carried. Staff informed the Commissioners that the Ordinance would be introduced for a hearing on December 7, 2015, with the hearing scheduled for December 21, 2015. The Chairman and Vice-Chairman will be available at the December 21, 2015, City Council meeting to offer testimony of the reasons for the amendments.

Item 4 Other

Commissioner Bonawitz offered for consideration the requirement that the City Council develop a Vision, Mission Statement, and Strategic Plan for the City. Comments were noted that a written plan would be beneficial to the community and should not be optional.

Following discussion Commissioner Engan moved that the Charter require a written Vision, Mission Statement, and Strategic Plan. Commissioner Welch seconded the motion which carried. Staff will prepare a draft paragraph for consideration of the next amending Ordinance.

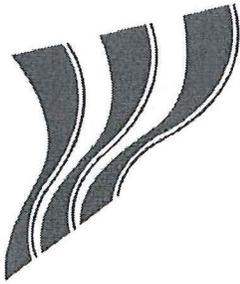
Commissioner Curry brought up for information only that next September 5, 2016, a 10 year anniversary program will be held at the Willmar Municipal Airport.

Meeting was adjourned at 1:45 p.m.

Respectfully Submitted,

Dan Reigstad
Secretary

ds



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

Agenda Item Number: 7

Meeting Date:

Attachments: Yes No

CITY COUNCIL ACTION

Date: December 21, 2015

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

Originating Department: City Clerk-Treasurer

Agenda Item: Consideration of Amending Ordinance to the Willmar Charter

Recommended Action: Adopt, Number, and Publish the Ordinance

Background/Summary:

The Charter Commission has suggested three administrative amendments be made to the Willmar City Charter. City Attorney Scott has prepared a draft Ordinance detailing those amendments. This Ordinance, being heard at the December 21, 2015, City Council Meeting, needs to be approved unanimously or it fails. City Charter Commissioners will attend the hearing to offer testimony of the reasons for the amendments.

Alternatives: Deny

Financial Considerations: N/A

Preparer: City Clerk-Treasurer

Signature:

Comments:

ORDINANCE NO. _____

AN ORDINANCE AMENDING THE CHARTER OF THE CITY OF WILLMAR

Pursuant to Minn. Stat. § 410.12, subd. 7, the City Council of the City of Willmar hereby ordains as follows:

Section 1. AMENDMENT OF CHARTER SECTION 2.11. Charter Section 2.11 is hereby amended as follows (deleted material is crossed out; new material is underlined; sections and subsections not being amended are omitted):

Section 2.11. - Procedure.

* * * *

Subdivision 2. Rules and journal. The Council shall adopt, at the meeting prescribed in Subdivision 1, an ~~authorized established~~ set of parliamentary rules, ~~ie. "Robert's Rules of Order", "Mason's Manual", Thomas Jefferson's "A Manual of Parliamentary Practice", Alice Sturgis' "Rules of Order", or "Minnesota Mayor's Association Rules of Order for City Councils"~~ and shall provide for a journal of its proceedings, which journal shall be a public record. The rules adopted by the City Council are applicable to all Commissions, Boards, and Committees.

* * * *

Section 2. AMENDMENT OF CHARTER SECTION 7.05. Charter Section 7.05 is hereby amended as follows (deleted material is crossed out; new material is underlined; sections and subsections not being amended are omitted):

Section 7.05. - Recall.

The exercise in each instance of the power of recall shall be by a committee of not less than five (5) registered voters of the City. ~~None of the members of such committee shall accept any remuneration for the services performed on such committee, but the committee and its members shall be entitled to be reimbursed for and to expend a reasonable amount for legal services, supplies, printing and notarial fees.~~ The City shall not be liable for the payment of any expenditures for or on behalf of the committee and the Council shall not make any appropriation therefore, except for the cost of any election that may result from the actions of such committee.

Section 3. AMENDMENT OF CHARTER SECTION 9.04. Charter Section 9.04 is hereby amended as follows (deleted material is crossed out; new material is underlined; sections and subsections not being amended are omitted):

Section 9.04. - Oath of office.

Every Council member, elected or appointed official, and board and commission member shall, before entering upon the duties of their office take and subscribe an oath of

office in the following form: "I do solemnly swear (or affirm) that I will support the Constitutions of the United States and of the state of Minnesota, and the Willmar City Charter and that I will discharge faithfully the duties of ~~the office~~ _____ of the City of Willmar to the best of my judgment and ability."

Section 4. EFFECTIVE DATE. Pursuant to Minn. Stat. § 410.12, subd. 7, this ordinance shall be effective 90 days after its adoption and second publication.

Passed by the City Council of the City of Willmar this ____ day of _____, 2015.

This Ordinance introduced by Council Member: Ahmann

This Ordinance introduced on: December 7, 2015

This Ordinance published on: December 12, 2015

This Ordinance given a hearing on: _____

This Ordinance adopted on: _____

This Ordinance published on: _____

FINANCE COMMITTEE

MINUTES

The Finance Committee of the City of Willmar met on Monday, December 14, 2015, in Conference Room No. 1 at the City Office Building.

Present: Denis Anderson Chair
Tim Johnson Vice-Chair
Rick Fagerlie Member
Shawn Mueske Member

Others present: Finance Director Steve Okins, Mayor Marv Calvin, Council Member Audrey Nelsen, "West Central Tribune" Journalist David Little, and Accounting Supervisor Carol Cunningham.

Item No. 1 Call to Order

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

Item No. 2 Public Comments

There were no comments from the public.

Item No. 3 Consideration of Salary Increases for Elected Officials (Information)

Mayor Marv Calvin explained to the Committee that, at the request of a couple of council members, he raised the issue of salary increases for the council and directed Interim City Administrator Kevin Halliday to obtain salary information from other cities state-wide. After reviewing the information collected, it appears that the current salary of Willmar's City Council is comparable with other regional cities and Mayor Calvin is not recommending an increase at this time. Following discussion, the Committee took no action on this item.

Item No. 4 Consideration of Fire Contract For Dovre Township (Resolution)

Staff reviewed with the Committee the proposed 2016 Fire Protection Contract with Dovre Township. The state-wide formula used to calculate the amount due from the Township is based on information from the previous year, which includes operating costs of the Fire Department, depreciation of the fire station and equipment, the number of firefighter hours used and market values of the area covered in Dovre Township. It was noted that the amount of the contract is down slightly from last year.

Following discussion, Council Member Fagerlie made a motion to introduce a resolution authorizing the Mayor and the City Administrator to execute the agreement as presented in the amount of \$21,686.86. Council Member Johnson seconded the motion which carried.

Item No. 5 Acceptance of Selvig Park Donations (Resolution)

Staff explained to the Committee that throughout late summer, Tom Amberg solicited donations from donors to augment the funds available in the Clara Selvig Park Trust to make over \$18,000 in landscape improvements to the downtown park. A total of \$10,180 was donated for this project including: Warren Hagen \$800, Don Pearce \$25, CDS Administrative Services \$50, Main Street Willmar \$1,200, Delores Hogle \$2,500, Building 330 \$1,305, Quick Return Tax Service/Sunvold Accounting \$650, West Central Association of Realtors \$2,200, Willmar Fests \$500, Steve Gardner \$250, Rick's Cycling and Sport \$200, and Central Community Transit \$500.

Following discussion, Council Member Mueske made a motion to introduce a resolution to accept these donations for the Selvig Park Improvements and to direct the City Administrator to send a letter of appreciation to each donor.

Item No. 6 Annual Investment Policy Review (Information)

Staff presented the Investment Policy to the Committee for its required annual review. No changes are being recommended at this time. Staff provided an overview of the investment process, noting that no more than 40% of the City's total deposits will be invested in any one institution or investment type on the day of purchase. This matter was for information only.

Item No. 7 Reports (Information)

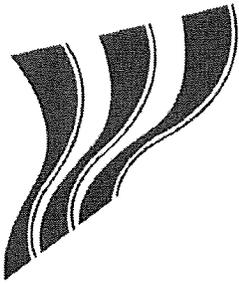
The Committee received the following reports: 09/30/15 Quarterly Interest/Dividends Report, 09/30/15 Quarterly Investment Activity Report, 09/30/15 Cash/Investment Portfolio Report, 09/30/15 10-Year Historical Quarterly Interest/Dividends Report, 09/30/15 10-Year Historical Quarterly Investment Balances Report, and 09/30/15 Quarterly Rice Trust Report. This matter was taken for information only.

There being no further business to come before the Committee, the meeting was adjourned at 5:02 p.m.

Respectfully submitted,



Carol Cunningham
Accounting Supervisor



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

Agenda Item Number: 3

Meeting Date:

Attachments: ___ Yes ___ No

CITY COUNCIL ACTION

Date: December 21, 2015

- Approved Denied
- Amended Tabled
- Other

Originating Department: City Clerk-Treasurer

Agenda Item: Consideration of Salary Increases for Elected Officials

Recommended Action: Mayor is Recommending No Salary Increase for Elected Officials

Background/Summary:

The law on Elected Official salary increases has been reviewed by staff upon the Mayor's request. Basically a municipality must set the new salaries by Ordinance and then wait until after the next municipal election (General election of November 8, 2016) for them to take effect.

415.11 SECOND TO FOURTH CLASS CITIES; GOVERNING BODY SALARIES.

Subdivision 1. Set by ordinance. Notwithstanding the provisions of any general or special law, charter, or ordinance, the governing body of any statutory or home rule charter city of the second, third or fourth class may by ordinance fix their own salaries as members of such governing body, and the salary of the chief elected executive officer of such city, in such amount as they deem reasonable.

Subd. 2. After next election. No change in salary shall take effect until after the next succeeding municipal election.

Subd. 3. Temporary reductions. Notwithstanding subdivision 2 or a charter provision to the contrary, the governing body may enact an ordinance to take effect before the next succeeding municipal election that reduces the salaries of the members of the governing body. The ordinance shall be in effect for 12 months, unless another period of time is specified in the ordinance, after which the salary of the members reverts to the salary in effect immediately before the ordinance was enacted.

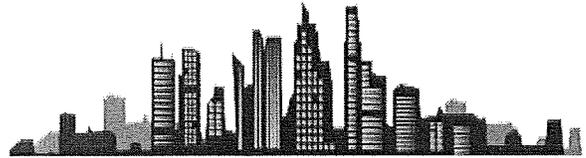
Alternatives:

Financial Considerations:

Preparer: City Clerk-Treasurer

Signature:

Comments:



Organization Officials

We have compared the salary entered for each Job Title selected utilizing the location matching the criteria indicated.

For multi-job search results, click on a **Job Title** to jump directly to the search results for that **Job Title**.



- Overview
- Your Account
- Organization Info.
- Salaries
- Organization Officials
- Benefits
- myFavorites
- Directory of Contacts
- Free Resources
- Sign Out

Job Title(s) selected Click on Title to View	Council Member
Output Sorted by	Organization Name
Region(s) selected	All regions
Organization Size(s) selected	All org sizes
Organization(s) selected	
Budget Restrictions	Greater or equal to \$1,000,000
Total Number of Employees	More than 100
Your search has returned 66 records.	



[Printer Friendly](#)

[Make Excel](#)

Municipality <i>Contract Date</i>	Population	Region	Num. of Elected Officials	Annual Wages	Add'l Pmt. for Special Meetings	Health Provider	Org ANNUAL Cost for Single Health Cov.	Org ANNUAL Cost for Family Health Cov.	Elected officials allowed to participate in your group health plan
Albert Lea 1/1/2013	18,061	Southeast	6	\$8,000.00					No
Alexandria 1/1/2012	12,441	Central	5	\$6,124.00		N/A			No
Apple Valley 1/1/2014	49,376	Metro	4	\$8,028.00		BCBS	\$10,024.00	\$13,800.00	Yes
Austin	23,743	Southeast	7	\$6,600.00	\$0	N/A			-
Becker 1/1/2009	4,289	Central	4	\$3,600.00	\$25/ meeting	N/A	\$0.00	\$0.00	-
Bemidji 1/1/2013	13,541	Northwest	6	\$10,000.00	\$25 per 2 hr meeting	N/A			No
	58,020	Metro	6	\$9,384.00	NA	NA			No

Blaine 1/1/2014										
Bloomington 1/1/2012	84,701	Metro	6	\$12,396.00	\$35 to \$50 comm/boards	Medica	\$7,261.92	\$14,424.00	Yes	
Brainerd 1/1/2009	13,956	Central	7	\$6,600.00	Pres&Com Chairs-Addl \$50	HealthPartners	\$7,152.00	\$12,114.00	-	
Brooklyn Center 1/1/2013	29,810	Metro	4	\$8,805.00					No	
Brooklyn Park 1/1/2013	75,306	Metro	6	\$11,400.00					No	
Burnsville 1/1/2014	61,042	Metro	4	\$8,400.00		Health Partners	\$7,200.00	\$7,200.00	Yes	
Cass County 1/1/2014	28,654	Central	5	\$23,655.50	75.00 PER MEETING	BLUE CROSS BLUE SHEILD	\$8,736.00	\$12,072.00	Yes	
Chaska 1/1/2010	24,177	Metro	4	\$6,948.00	0	n.a.	\$0.00	\$0.00	-	
Columbia Heights 1/1/2014	18,361	Metro	4	\$7,800.00	0	PreferredOne	\$7,111.56	\$10,380.00	Yes	
Coon Rapids	63,162	Metro	5	\$10,500.00		N/A			-	
Cottage Grove 1/1/2014	34,502	Metro	4	\$6,780.00					No	
Duluth 1/1/2012	85,530	Northeast	9	\$9,996.00	\$0	N/A	\$0.00	\$0.00	No	
Eagan 1/1/2014	65,933	Metro	4	\$10,004.00		BCBS	\$542.00	\$542.00	Yes	
East Grand Forks 1/1/2009	7,908	Northwest	7	\$6,000.00					-	
Eden Prairie 1/1/2014	62,536	Metro	4	\$10,740.00		Health Partners	\$6,784.20	\$11,193.84	Yes	
Edina	49,491	Metro	4	\$5,101.00	0	None of members take insurance			-	
Elk River 1/1/2012	23,633	Central	4	\$7,000.00	\$1800 annual for EDA				No	
Fairmont 1/1/2012	10,619	Southwest	5	\$2,400.00	\$40	Blue Cross Blue Shield			-	
Faribault 1/1/2008	23,312	Southeast	6	\$7,220.00					-	
Fergus Falls 1/1/2014	13,733	Central	8	\$7,800.00			\$0.00	\$0.00	No	
Fridley 1/1/2011	26,347	Metro	4	\$7,647.15		Medica	\$6,478.56	\$13,756.80	Yes	
Golden Valley 1/1/2012	20,312	Metro	4	\$8,696.00	\$50/mtg, up to 3 monthly				No	
Grand Rapids 1/1/2014	10,576	Northeast	4	\$7,200.00			\$0.00	\$0.00	No	
Hastings 1/1/2013	22,491	Metro	6	\$6,000.00	0				No	
Hopkins 1/1/2010	17,290	Metro	4	\$4,600.00	0	N/A			-	
Hutchinson 1/1/2013	14,073	Central	4	\$5,278.00					No	
Lakeville 1/1/2014	55,772	Metro	4	\$8,664.00	25.00				No	
Mankato 1/1/2012	37,032	Southeast	6	\$9,068.00	n/a	n/a	\$0.00	\$0.00	No	
Maple Grove 1/1/2014	62,660	Metro	4	\$12,500.00					No	
Maplewood 1/1/2014	37,755	Metro	4	\$11,654.00	None	N/A			No	

Salaries

Minneapolis	386,691	Metro	13	\$74,616.00	0	Medica	\$3,830.00	\$13,266.00	-
Minnnetonka 1/1/2014	51,451	Metro	6	\$9,000.00	0	NA	\$0.00	\$0.00	No
Monticello 4/1/2014	11,501	Central	4	\$7,200.00	0				No
Moorhead 1/1/2014	36,962	Northwest	8	\$10,212.00	0	Blue Cross Blue Shield Minnesota	\$0.00	\$0.00	Yes
New Ulm 1/1/2013	13,396	Southwest	5	\$8,000.00					No
Northfield 1/1/2011	19,786	Central	6	\$7,200.00	0	N/A	\$0.00	\$0.00	No
Olmsted County 1/1/2012	141,326	Southeast	7	\$34,694.00		Self Insured			-
Owatonna	25,433	Southeast	7	\$7,200.00			\$0.00	\$0.00	-
Plymouth 1/1/2009	71,930	Metro	6	\$10,145.00		Medica	\$0.00	\$0.00	-
Red Wing 1/1/2014	16,294	Southeast	7	\$7,550.40		N/A	\$0.00	\$0.00	No
Redwood Falls 1/1/2013	5,198	Southwest	5	\$4,800.00	\$5/EACH BOARD OF REVIEW				No
Richfield 1/1/2009	33,859	Metro	4	\$7,746.00		HealthPartners	\$0.00	\$0.00	No
Robbinsdale	13,775	Metro	4	\$8,097.00					-
Rochester 1/1/2009	104,578	Southeast	6	\$19,097.00		Self- Insured/MMSI is TPA	\$552.83	\$1,528.54	-
Roseville 1/1/2014	34,178	Metro	4	\$7,020.00	0	NA	\$0.00	\$0.00	No
Savage 1/1/2014	27,567	Metro	4	\$6,000.00	0				No
Shakopee 1/1/2014	34,691	Metro	4	\$7,500.00	0				No
Springfield 1/1/2013	2,185	Southwest	4	\$2,760.00	\$30 per meeting	NA			No
St. Anthony Village 1/1/2014	8,437	Metro	4	\$6,000.00					No
St. Cloud 1/1/2013	65,741	Central	7	\$11,000.00					Yes
St. Louis Park 1/1/2014	46,293	Metro	6	\$6,807.00	EDA - \$4,385/yr				No
St. Peter 6/1/2013	10,917	Southeast	6	\$4,017.72	\$25 per meeting	BLUE CROSS BLUE SHIELD	\$0.00	\$0.00	Yes
Stillwater 1/1/2013	18,235	Metro	4	\$7,200.00		Blue Cross Blue Shield (2 plans)	\$658.50	\$1,731.50	Yes
Waconia 1/1/2013	10,183	Metro	4	\$4,000.00	0	n/a			No
Waseca 1/1/2008	9,328	Southeast	6	\$7,044.00		none			-
Wayzata 1/1/2012	4,115	Metro	5	\$16,500.00					No
Willmar 1/1/2012	19,072	Central	8	\$7,500.00	\$20 per hour	N/A	\$0.00	\$0.00	Yes
Winona 1/1/2014	27,474	Southeast	6	\$6,696.00		Blue Cross, Blue Shield			-
Woodbury 1/1/2014	59,338	Metro	4	\$8,100.00					No
Worthington 3/1/2014	11,405	Southwest	5	\$6,000.00	\$50/ mtg (max \$50/day)	Public Employees Insurance Program (PEIP)	\$8,241.12	\$12,276.00	Yes

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Mayor

Organization	Population	Region	Num. of Elected Officials	Annual Wages	Add'l Pmt. for Special Meetings	Health Provider	Org ANNUAL Cost for Single Health Cov.	Org ANNUAL Cost for Family Health Cov.
Albert Lea	18,061	Southeast	1	\$12,000.00				
Alexandria	12,441	Central	1	\$7,964.00		N/A		
Apple Valley	49,376	Metro	1	\$11,220.00		BCBS	\$0.00	\$13,800.00
Austin	23,743	Southeast	1	\$9,000.00	\$0	N/A		
Becker	4,289	Central	1	\$4,200.00	\$25/ meeting	N/A	\$0.00	\$0.00
Bemidji	13,541	Northwest	1	\$12,000.00	\$25 per 2 hr meeting	N/A		
Blaine	58,020	Metro	1	\$12,792.00	NA	NA		
Bloomington	84,701	Metro	1	\$26,400.00	\$35 for Port Authority	Medica	\$7,261.92	\$14,424.00
Brainerd	13,956	Central	1	\$7,800.00	n/a	HealthPartners	\$7,152.00	\$12,114.00
Brooklyn Center	29,810	Metro	1	\$11,500.00				
Brooklyn Park	75,306	Metro	1	\$17,100.00				
Burnsville	61,042	Metro	1	\$12,000.00		Health Partners	\$7,200.00	\$7,200.00
Chaska	24,177	Metro	1	\$8,208.00	0	n.a.	\$0.00	\$0.00
Columbia Heights	18,361	Metro	1	\$13,800.00	0	PreferredOne	\$7,111.56	\$10,380.00
Coon Rapids	63,162	Metro	1	\$14,000.00		N/A		
Cottage Grove	34,502	Metro	1	\$9,216.00				
Duluth	85,530	Northeast	1	\$78,000.00	\$0	Self-funded; administered by BCBS	\$475.08	\$1,170.21
Eagan	65,933	Metro	1	\$13,624.00		BCBS	\$542.00	\$542.00
East Grand Forks	7,908	Northwest	1	\$9,600.00				
Eden Prairie	62,536	Metro	1	\$13,500.00	0	Health Partners	\$6,784.20	\$11,193.84
Edina	49,491	Metro	1	\$7,051.00	0	Does not take City Health Insurance		
Elk River	23,633	Central	1	\$10,000.00	\$1800 annual for EDA			
Fairmont	10,619	Southwest	1	\$4,800.00	\$40	Blue Cross Blue Shield		
Faribault	23,312	Southeast	1	\$8,480.00				

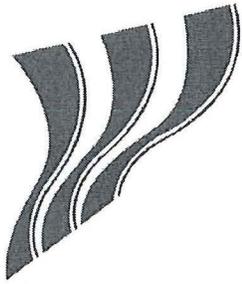
Organization	Population	Region	Num. of Elected Officials	Annual Wages	Add'l Pmt. for Special Meetings	Health Provider	Org ANNUAL Cost for Single Health Cov.	Org ANNUAL Cost for Family Health Cov.
Fergus Falls	13,733	Central	1	\$12,900.00			\$0.00	\$0.00
Fridley	26,347	Metro	1	\$10,530.57		Medica	\$6,478.56	\$13,756.80
Golden Valley	20,312	Metro	1	\$11,619.00	\$50/mtg, up to 3 monthly			
Grand Rapids	10,576	Northeast	1	\$9,600.00			\$0.00	\$0.00
Hastings	22,491	Metro	1	\$8,400.00	0			
Hopkins	17,290	Metro	1	\$6,000.00	0	N/A		
Hutchinson	14,073	Central	1	\$8,246.00	\$60<3hr \$90>3hr \$4980max			
Lakeville	55,772	Metro	1	\$9,996.00	25.00			
Mankato	37,032	Southeast	1	\$18,138.00	n/a	n/a	\$0.00	\$0.00
Maple Grove	62,660	Metro	1	\$14,500.00				
Maplewood	37,755	Metro	1	\$13,241.00	None	N/A		
Minneapolis	386,691	Metro	1	\$98,031.00		Medica	\$3,830.00	\$13,266.00

Mayor

Minnetonka	51,451	Metro	1	\$12,000.00	0	NA	\$0.00	\$0.00
Monticello	11,501	Central	1	\$8,400.00	0			
Moorhead	36,962	Northwest	1	\$19,476.00	0	Blue Cross Blue Shield Minnesota	\$0.00	\$0.00
New Ulm	13,396	Southwest	1	\$10,500.00				
Northfield	19,786	Central	1	\$9,600.00	0	N/A	\$0.00	\$0.00
Owatonna	25,433	Southeast	1	\$9,000.00	Council Pres. = \$9000.00		\$0.00	\$0.00
Plymouth	71,930	Metro	1	\$14,004.00		Medica	\$0.00	\$0.00
Red Wing	16,294	Southeast	1	\$7,550.40		N/A	\$0.00	\$0.00
Redwood Falls	5,198	Southwest	1	\$6,000.00				
Richfield	33,859	Metro	1	\$9,979.00		HealthPartners	\$0.00	\$0.00
Robbinsdale	13,775	Metro	1	\$10,151.00				
Rochester	104,578	Southeast	1	\$33,123.00		Self-Insured/MMSI is TPA	\$552.83	\$1,528.54
Roseville	34,178	Metro	1	\$9,300.00	0	NA	\$0.00	\$0.00

Mayor

Organization	Population	Region	Num. of Elected Officials	Annual Wages	Add'l Pmt. for Special Meetings	Health Provider	Org ANNUAL Cost for Single Health Cov.	Org ANNUAL Cost for Family Health Cov.
Savage	27,567	Metro	1	\$8,000.00				
Shakopee	34,691	Metro	1	\$15,000.00	0			
Springfield	2,185	Southwest	1	\$3,480.00	\$30 per meeting	NA		
St. Anthony Village	8,437	Metro	1	\$7,500.00		Mayor Pro-Tem Annual Wages \$6,756.00		
St. Cloud	65,741	Central	1	\$45,000.00				
St. Louis Park	46,293	Metro	1	\$11,796.00	EDA - \$4,385/yr			
St. Peter	10,917	Southeast	1	\$5,357.04	\$25 per meeting.	BLUECROSS BLUESHIELD	\$0.00	\$0.00
Stillwater	18,235	Metro	1	\$9,000.00		Blue Cross Blue Shied (2 plans)	\$658.50	\$1,731.50
Waconia	10,183	Metro	1	\$4,900.00		n/a		
Waseca	9,328	Southeast	1	\$8,736.00		none		
Willmar	19,072	Central	1	\$12,000.00	\$20 per hour	N/A	\$0.00	\$0.00
Winona	27,474	Southeast	1	\$9,407.00		Blue Cross, Blue Shield		
Woodbury	59,338	Metro	1	\$11,000.00				
Worthington	11,405	Southwest	1	\$10,000.00	\$50/meeting (max \$50/day)	Public Employee Insurance Program (PEIP)	\$8,241.12	\$12,276.00



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

Agenda Item Number: 4
Meeting Date: December 14, 2015
Attachments: Yes No

CITY COUNCIL ACTION

Date: December 21, 2015

- Approved Denied
 Amended Tabled
 Other

Originating Department: City Clerk-Treasurer

Agenda Item: Consideration of Fire Contract for Dovre Township

Recommended Action:

Approve the contract with Dovre Township and authorize the Mayor and Interim City Administrator to execute the contract.

Background/Summary:

Dovre Township is under an annual contract for Willmar Fire Department service. A statewide formula has been used for decades to calculate the Township cost sharing proposal and is enclosed with current numbers.

Dovre Township

2016	\$21,686.86
2015	\$23,164.20
2014	\$27,198.20
2013	\$29,434.58
2012	\$30,487.92
2011	\$22,415.12

Financial Considerations: \$21,686.86 for the Townships fiscal year

Preparer: City Clerk-Treasurer

Signature:

Comments: Approve the agreement for 2016 fire services

AGREEMENT FOR FIRE DEPARTMENT SERVICE

THIS AGREEMENT, made this ____ day of _____, 20__, by and between the City of Willmar, a municipal corporation of Kandiyohi County, Minnesota, hereinafter referred to as "City", and the Township of Dovre, a political subdivision of the State of Minnesota, hereinafter referred to as "Township".

WHEREAS, the Township deems it advisable to have available for the benefit of the residents of said Township (Sections 25, 26, 27, 34, 35, & 36) services of the City's Fire Department, and the electors of said Township having, pursuant to law, provided a fund for the furnishing of said services, and

WHEREAS, the City has authorized its Mayor and City Administrator to enter into a contract with the Township for the furnishing of said services;

NOW, THEREFORE, IT IS AGREED between the parties hereto, that for the period commencing January 1, 2016, and terminating December 31, 2016, the Fire Department of the City will answer fire calls within the Township of Dovre which the City is requested to answer by the Township, and will respond to such calls with such fire fighting apparatus of the City Fire Department as may be authorized by the Insurance Services Office, and all equipment and resources deemed necessary by the incident commander, and will render all assistance possible in the saving of life and property, subject to City retaining in its corporate limits sufficient firefighters and equipment to maintain its fire class rating, and subject to the terms of this Agreement.

As payment for such services, the Township agrees to pay, pursuant to the formula attached hereto and made a part hereof, the amount of TWENTY-ONE THOUSAND, SIX HUNDRED EIGHTY-SIX DOLLARS AND EIGHTY-SIX CENTS, (\$21,686.86) payable TEN THOUSAND, EIGHT HUNDRED FORTY-THREE DOLLARS AND FORTY-THREE CENTS, (\$10,843.43) on January 1, 2016, and TEN THOUSAND, EIGHT HUNDRED FORTY-THREE DOLLARS AND FORTY-THREE CENTS, (\$10,843.43) on July 1, 2016.

IT IS FURTHER UNDERSTOOD AND AGREED that at times weather and road conditions through the seasons of the year demand for City's firefighters and equipment to be used at a fire within the City, or other special circumstances, may interfere in the rendering of the service contemplated herein, and in the event, failure to furnish the service herein agreed upon shall not be a breach of this Agreement. In an event whereby equipment and firefighters can not leave the City, Willmar Fire Command will activate mutual aid to render service to the township. Failure of the City to provide the services herein contracted for shall not result in the City being liable to Township or its residents for actual or consequential damages or for any other damages.

IT IS FURTHER UNDERSTOOD AND AGREED that the City will submit a billing statement to the Township within five (5) working days subsequent to a fire call listing the number of firefighters involved, firefighter hours, vehicles in use, and other data pertinent to assisting the township in making a "bill for services rendered" to the property owner receiving fire assistance. It shall be further understood that the sum total of the billings will not necessarily equal the annual contract price between the

City and Township due to various formula charges such as building and/or vehicle depreciation costs and administration and training costs which will not be a part of the individual billing statements.

IT IS FURTHER UNDERSTOOD AND AGREED that in the event of a hazardous materials incident the City reserves the right to exclude the call from the annual Funding Formula and bill the cost of the services rendered for special hazardous materials equipment and related costs directly to the owner of the property.

Township does hereby guarantee to the City that it is an equal opportunity employer and that it meets all United States Government and State of Minnesota Equal Opportunity Employment Requirements or that they are exempt from these provisions.

This Agreement may be terminated upon thirty (30) calendar days written notice by either party or the other party, and the cost of services prorated to the time of termination.

IN WITNESS WHEREOF, the parties have caused this instrument to be executed by the respective officers thereof, and the respective seals of the parties have been affixed thereto.

CITY OF WILLMAR, A MUNICIPAL CORPORATION

BY: _____
MARVIN CALVIN, MAYOR

(S E A L)

BY: _____
KEVIN HALLIDAY, INTERIM CITY ADMINISTRATOR

(S E A L)

In the Presence of:

TOWNSHIP OF DOVRE
BY: _____
Beth Johnston

(S E A L)

DOVRE TOWNSHIP - 2015
FIRE COST FORMULA

For Sections 25, 26, 27, 34, 35 & 36

$$S = [(C \times 1.05) + E/20 + P/50] \frac{(U + V)}{2}$$

- S = Cost of fire service for one year.
- C = 2014 actual operating cost of the Fire Department.
- E/20 = Cost of apparatus used for township fires depreciated for 20 years.
- P/50 = Cost of physical plant depreciated over 50 years.
- 1.05 = A number that when C is multiplied by it, the answer will be C plus an additional 5 percent charge for administration and accounting.
- U = Percent of Firefighter hours used by the Township in 2014.
- V = Percent market valuation of buildings and mobile home personal property for the area of the contracting unit being served as to the total market value of buildings and mobile home personal property in the area served by the Fire Department.
- C = \$597,196.67 (2014 Fire Department costs).
- E/20 = \$55,347.75 (cost of apparatus sent to township \$718,633.00)
[units (5257) \$181,013 + (5276) \$315,942 + (5298) \$610,000]
- P/50 = \$3,888.85 (cost of building to maintain trucks \$194,442.50).

Payment for Actual Fire Calls

Protection

U = Use of Fire Department by Firefighter Hours
2014

V = Market Value in Fire Service
2015

<u>Unit</u>	<u>Firefighter Hours</u>	<u>Percent of Total</u>	<u>Unit</u>	<u>Market Value</u>	<u>Percent of Total</u>
City of Willmar	5,253	.9753	City of Willmar	\$851,392,300	.9025
Willmar Township	94	.0175	Willmar Township	39,132,500	.0415
Dovre Township	39	.0072	Dovre Township	52,867,500	.0560
TOTAL	5,386	1.0000	TOTAL	\$943,392,300	1.0000

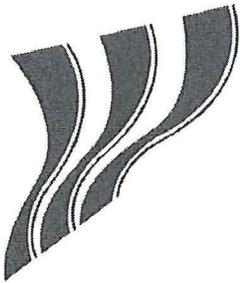
U = .0072

V = .0560

$$S = [(\$597,196.67 \times 1.05) + \$55,347.75 + \$3,888.85] \times \frac{.0072 + .0560}{2}$$

S = \$686,293.10 x .0316

S = \$21,686.86



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

Agenda Item Number: 5

Meeting Date: December 14, 2015

Attachments: Yes No

CITY COUNCIL ACTION

Date: December 21, 2015

- Approved Denied
- Amended Tabled
- Other

Originating Department: City Clerk-Treasurer

Agenda Item: Consideration to Accept \$10,520 in Donations from Various Donors for the Selvig Park Improvements

Recommended Action: Accept the Donation and Direct Staff to Write Letters of Appreciation to the Donors

Background/Summary:

Throughout late summer, Tom Amberg solicited donations from the listed donors to augment the funds available in the Clara Selvig Park Trust to make over \$18,000 in landscape improvements to our downtown park. The Council needs to officially accept the donations and direct staff to write letters of appreciation to the donors.

Alternatives: N/A

Financial Considerations: The City will realize a cost sharing of \$10,520 by accepting the donations from the donors

Preparer: City Clerk-Treasurer

Signature:

Comments:

RESOLUTION NO. _____

WHEREAS, the City of Willmar has received numerous donations for the Selvig Park Improvements totaling \$10,520;

NOW, THEREFORE, BE IT RESOLVED by the City Council of Willmar, Minnesota, that the City accepts the donations for the Selvig Park Improvements, and the City Administrator is directed to express the community's appreciation to the following donors.

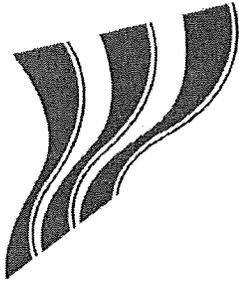
\$ 140.00	Cash Donations
\$ 800.00	Warren Hagen
\$ 25.00	Don Pearce
\$ 150.00	CDS Administrative Services
\$1,200.00	Main Street Willmar
\$2,500.00	Delores Hogle
\$1,305.00	Building 330
\$ 650.00	Quick Return Tax Service/Sunvold Accounting
\$2,200.00	West Central Association of Realtors
\$ 500.00	Willmar Fests
\$ 250.00	Steven & Kelly Gardner
\$ 200.00	Rick's Cycling and Sport
\$ 500.00	Central Community Transit
\$ 100.00	Randy & Susie Czarnetzki

Dated this 21st day of December, 2015.

MAYOR

Attest:

CITY ADMINISTRATOR



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

Agenda Item Number: 6

Meeting Date: December 14, 2015

Attachments: Yes No

CITY COUNCIL ACTION

Date: December 21 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: Annual Investment Policy Review

Recommended Action: Receive policy with no recommended changes.

Background/Summary: Section 16.0 Investment Policy Adoption of the City of Willmar Investment Policy requires an annual review by the Finance Committee.

Alternatives: N/A

Financial Considerations: None

Preparer: Steven B. Okins, Finance Director

Signature:

Comments:

CITY OF WILLMAR INVESTMENT POLICY

Dated: December 20, 1995
Revised: January 13, 1997
Revised: January 21, 1998
Revised: February 3, 1999
Revised: January 24, 2000
Revised: January 6, 2002
Revised: December 15, 2003
Revised: March 16, 2009
Revised: September 20, 2010
Revised: March 7, 2011
Revised: September 4, 2012

1.0 **Policy:**

It is the policy of the City of Willmar to invest public funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow demands of the entity and conforming to all state and local statutes governing the investment of public funds.

2.0 **Scope:**

This investment policy applies to all financial assets of the City of Willmar. These funds are accounted for the City's **Annual Financial Report** and include:

2.1 **Funds:**

2.1.1 General Fund

2.1.2 Special Revenue Funds

2.1.3 General Debt Service Funds:

2.1.4 Capital Projects Funds:

2.1.5 Enterprise Funds:

2.1.6 Internal Service Funds:

2.1.7 Trust and Agency Funds

3.0 **Prudence:**

Investments shall be made with judgment and care - under circumstances then prevailing - which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

3.1 The standard of prudence to be used by investment officials shall be the "prudent person" standard and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures and the investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectation are reported in a timely

fashion and appropriate action is taken to control adverse developments.

4.0 **Objective:**

The primary objectives, in priority order, of the City of Willmar investment activities shall be:

4.1 **Safety:** Safety of principal is the foremost objective of the investment program. Investments of the City of Willmar be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. To attain this objective, **diversification** is required in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio.

4.2 **Liquidity:** The City of Willmar investment portfolio will remain sufficiently liquid to enable the City to meet all operating requirements which might be reasonably anticipated.

4.3 **Return on Investments:** The City of Willmar investment portfolio shall be designed with the objective of attaining a rate of return throughout budgetary and economic cycles, commensurate with the City's investment risk constraints and the cash flow characteristics of the portfolio.

5.0 **Delegation of Authority:**

Authority to manage the City of Willmar's investment program is derived from trading resolutions and Minnesota statutes. Management responsibility for the investment program is hereby delegated to the City Clerk-Treasurer,

who shall establish written procedures for the operation of the investment program consistent with this investment policy. Procedures should include reference to: safekeeping, repurchase agreements, wire transfer agreements, banking service contracts and collateral/depository agreements. Such procedures shall include explicit delegation of authority to person responsible for investment transactions. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the City Clerk-Treasurer. The City Clerk-Treasurer shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials.

6.0 **Ethics and Conflicts of Interest:**

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decision. Employees and investment officials shall disclose to the City Administrator any material financial interests in financial institutions that conduct business within this jurisdiction, and they shall further disclose any large personal financial/investment positions that could be related to the performance of the City of Willmar, particularly with regard to the time of purchases and sales.

7.0 **Authorized Financial Dealers and Institutions:**

The City Clerk-Treasurer will maintain a list of financial institutions authorized to

provide investment services. In addition, a list will also be maintained of approved security **broker/dealers** selected by credit worthiness who are authorized to provide investment services in the State of Minnesota. These may include “**primary**” **dealers** or regional dealers that qualify under **Securities & Exchange Commission Rule 15C3-1 (uniform net capital rule)**. No public deposit shall be made except in a **qualified public depository** as established by state laws.

All financial institutions and broker/dealers who desire to become qualified bidders for investment transactions must supply the City Clerk-Treasurer with a **Notification to Broker and Certification by Broker** pursuant to Minnesota Statute 118A.04.

8.0 Authorized and Suitable Investments

Minnesota Statutes, Section 118A.04, Subdivision 1 through Subdivision 7, lists all permissible investments for municipalities. This list established the maximum investments risk permitted for a Minnesota municipality. The City of Willmar will not authorize its employees to invest in all of these investments, staying consistent with its number one priority of safety of capital. The following are investments the City will be authorized to invest in:

8.1 Government Securities: Instruments such as bonds, notes, bills, mortgages and other securities which are direct obligations of the federal government or its agencies and instrumentalities, with the principal fully guaranteed by the U.S. government or its agencies. The City will

not invest in any mortgage or mortgage related security unless a return of principal is completely guaranteed by a federal entity.

8.2 Certificate of Deposit: A negotiable or nonnegotiable instrument issued by commercial banks and insured up to \$100,000 by the Federal Deposit Insurance Corporation (FDIC). (See 9.0 “Collateralization”)

8.3 Repurchase Agreement: An investment which consists of two simultaneous transactions, where the City purchases securities from a bank or dealer. At the same time, the selling bank or dealer agrees to repurchase the securities at the same price plus interest at some agreed-upon future date. The security purchased is the collateral protecting the investment.

8.4 Prime Commercial Paper: An investment used by corporations to finance receivables. A short-term (matures in 270 days or less) unsecured promissory note is issued for maturity specified by the purchaser. The City will only invest in commercial paper that has the highest rating of two (2) of the three (3) rating agencies.

8.5 Any security which is a **general obligation of the State of Minnesota** or any of its municipalities.

8.6 Bankers Acceptances of United States banks eligible for purchase by the Federal Reserve System.

8.7 Investment Pools: Governmental sponsored pools and money market mutual funds are allowable short-term cash management facilities. These

pools/funds can provide safety, liquidity and yield in a single investment instrument. However, the City will follow due diligence standard which applies to the use of pools/funds. A thorough investigation of the pool/fund is required prior to investing. Currently the City uses the Minnesota Money Market Mutual Fund (4M) sponsored by the League of Minnesota Cities.

8.8 Mutual Funds: Shares of an investment company registered under the Federal Investment Company Act of 1940, whose shares are registered under the Federal Securities Act of 1933 whose portfolio consists of direct obligations or are guaranteed issued of the United States, its agencies or instrumentalities. ***Effective January 1, 1997, mutual funds will be limited to funds held as of December 31, 1996, or a funds whose portfolio consists of the aforementioned obligations with a maturity of thirteen (13) months or shorter. Reinvestment of dividends paid from a fund holding obligation maturing beyond thirteen months will be prohibited.*** Generally speaking, participation in this investment type shall maintain a target balance of 15-20% of the portfolio and staff shall exercise discretion in setting mutual fund investment levels given market conditions and cash flow projections.

Investing in mutual funds is deemed long term and local restrictions therefore, prohibit the purchase of shares from any **general debt service fund** or any other city funds anticipating investment proceeds within a 36 month period and forcing the liquidation of shares in an unfavorable market.

9.0 Collateralization:

Collateralization will be required on two types of investments: certificates of deposit where the par value exceeds the Federal Deposit Insurance Corporation (FDIC) coverage limit, and repurchase agreements. In order to anticipate market changes and provide a level of security for all funds, the collateralization level shall be at least 10 percent more than the amount on deposit at the close of the financial institution's banking day, except when the collateral is irrevocable standby letters of credit issued by Federal Reserve Banks. In that case, the amount of collateral must be at least equal the amount of deposit.

Collateral will always be held by an independent third party with whom the entity has a current custodial agreement or physically remitted to the City. A clearly marked evidence of ownership (safekeeping receipt) must be supplied to the entity and retained.

10.0 Safekeeping and Custody:

All security transactions entered into by the City of Willmar shall be held in safekeeping by the respective investment dealer on behalf of the City of Willmar and evidenced by safekeeping receipts. Each investment dealer must provide evidence to the City of possessing customer account insurance protection of \$500,000 from Securities Investor Protection Corporation (SIPC) plus other insurance totaling at a minimum \$10,000,000 per account.

11.0 Diversification:

The City will diversify its investments by

security type and institution. No more than **40%** of the City's total deposits will be invested with a single financial institution or broker/dealer on the day of purchase.

12.0 **Maximum Maturities:**

To the extent possible, the City will attempt to match its investments with anticipated cash flow requirements. Unless matched to a specific cash flow, the City will not directly invest in securities maturing more than 10 years from date of purchase. Funds dedicated to capital projects anticipated to be completed within one year shall not be invested in instruments maturing beyond one year. Reserve funds may be invested in securities exceeding 10 years if the maturity of such investments are made to coincide as nearly as practicable with the expected use of the funds.

13.0 **Internal Control:**

The development of a system of internal controls shall be established by the City Clerk-Treasurer.

The City Clerk-Treasurer shall assist in an annual process of independent review by an external auditor. This review will provide internal control by assuring compliance with policies and procedures.

14.0 **Performance Standards:**

The investment portfolio shall be designed with the objective of obtaining a rate of return throughout budgetary and economic cycles, commensurate with the investment risk constraints and the cash flow needs.

14.1 Market Yield (Benchmark): The City's investment strategy is active and mildly aggressive, yet it always yields to the objective of safety of principal. Given this strategy, the basis used by the City Clerk-Treasurer to determine whether market yields are being achieved shall be the annual goal of one and one-half (1 ½) percent above the annualized earnings at the Fed Funds rate during the year.

15.0 **Reporting:**

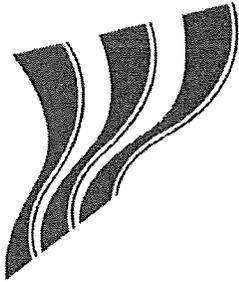
The Finance Director shall provide to the City Council quarterly investment reports which provide a clear picture of the status of the current investment portfolio. The report should include comments on the markets and economic conditions, discussions regarding restrictions on percentage of investment by categories, possible changes in the portfolio structure going forward and thoughts on investment strategies.

Schedules in the quarterly report should include the following:

- A listing of individual securities held at the end of the reporting period by authorized investment category
- Average life and final maturity of all investments listed
- Coupon, discount or earnings rate
- Par value and Market Value

16.0 **Investment Policy Adoption:**

The City of Willmar investment policy shall be adopted by resolution of the Willmar City Council. The policy shall be reviewed annually by the Finance Committee and any modifications made thereto must be approved by the City Council.



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

Agenda Item Number: 7

Meeting Date: December 14, 2015

Attachments: Yes No

CITY COUNCIL ACTION

Date: December 21, 2015

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

Originating Department: Finance

Agenda Item: Reports

Recommended Action: Receive and review the following reports:

- A) 09/30/15 Quarterly Interest/Dividends Report
- B) 09/30/15 Quarterly Investment Activity Report
- C) 09/30/15 Cash/Investment Portfolio Report
- D) 09/30/15 10-Year Historical Quarterly Interest/Dividends
- E) 09/30/15 10-Year Historical Quarterly Investments Balances
- F) 09/30/15 Quarterly Rice Trust Report

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

Alternatives: N/A

Financial Considerations: Review Financial Status.

Preparer: Steven B. Okins, Finance Director

Signature:

Comments:



WILLMAR

FINANCE

City Office Building
Box 755
Willmar, Minnesota 56201
320-235-4984
Fax 320-235-4917
www.willmarmn.gov

2015 Interest/Dividends Received By Institution

<u>Institution</u>	<u>July</u>	<u>August</u>	<u>September</u>	<u>2015 Year-To-Date</u>	<u>2014 Year-To-Date</u>
Heritage Bank	\$ 1,523.94	\$ 1,230.88	\$ 1,726.24	\$ 10,552.77	\$ 7,985.39
Morgan Stanley Smith Barney	\$ 10,379.49	\$ 3,482.84	\$ 35,000.00	\$ 110,841.48	\$ 102,759.53
Multi-Bank Securities	\$ -	\$ -	\$ 10,000.00	\$ 36,250.00	\$ 56,750.00
UBS	\$ 75,000.00	\$ 5,000.00	\$ 10,000.00	\$ 243,625.00	\$ 238,625.00
Wells Fargo	\$ 20,000.00	\$ -	\$ -	\$ 121,100.00	\$ 121,100.00
Wells Fargo Advisors	\$ 10,093.08	\$ -	\$ -	\$ 89,807.05	\$ 109,987.61
Totals	\$ 116,996.51	\$ 9,713.72	\$ 56,726.24	\$ 612,176.30	\$ 637,207.53



WILLMAR

FINANCE

City Office Building
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INVESTMENT ACTIVITY REPORT FOR QUARTER ENDING SEPTEMBER 30, 2015

BALANCE AT PRIOR QUARTER ENDED JUNE 30, 2015	\$ 41,645,493.62
SUMMARY OF JULY THROUGH SEPTEMBER, 2015, TRANSACTIONS:	
(08/05/2015) PURCHASED: MSSB, CD-14042E5F3, 2.300%	245,000.00
(08/10/2015) SOLD: MSSB, CD-02005QP64, 1.100%	(96,000.00)
(08/10/2015) Market Value Adjustment: MSSB, CD-02005QP64	(85.44)
(08/10/2015) SOLD: MSSB, CD-795450NT8, 1.100%	(150,000.00)
(08/10/2015) Market Value Adjustment: MSSB, CD-795450NT8	(133.50)
(09/08/2015) SOLD: MSSB, FHLB-313380GQ4, 1.500-5.000%	(4,000,000.00)
(09/08/2015) SOLD: MSSB, FHLB-313380GQ4, 1.500-5.000%	31,400.00
(09/29/2015) SOLD: UBS, FHLMC-3134G3XL9, 2.000%	(1,000,000.00)
(09/29/2015) Market Value Adjustment: UBS, FHLMC-3134G3XL9	10,450.00
(09/30/2014) Market Value Adjustment at Quarter End	593,155.28
<hr/>	
SEPTEMBER 30, 2015 BALANCE	\$ 37,279,279.96

Historical Interest/Dividends Received Per Quarter 2005 through 09/30/2015

<u>Year</u>	<u>1st Quarter</u>	<u>2nd Quarter</u>	<u>3rd Quarter</u>	<u>4th Quarter</u>	<u>Annual Totals</u>
2015	\$ 187,662.01	\$ 241,077.82	\$ 183,436.47	\$ -	\$ 612,176.30
2014	\$ 196,385.66	\$ 258,307.26	\$ 182,514.61	\$ 259,763.87	\$ 896,971.40
2013	\$ 221,647.55	\$ 231,204.91	\$ 171,397.74	\$ 264,878.39	\$ 889,128.59
2012	\$ 143,871.89	\$ 345,677.26	\$ 175,728.62	\$ 159,483.59	\$ 824,761.36
2011	\$ 281,807.02	\$ 275,608.48	\$ 290,307.92	\$ 211,444.35	\$ 1,059,167.77
2010	\$ 234,241.45	\$ 446,351.92	\$ 233,012.97	\$ 365,903.94	\$ 1,279,510.28
2009	\$ 509,706.62	\$ 484,844.91	\$ 342,331.25	\$ 343,882.12	\$ 1,680,764.90
2008	\$ 531,303.45	\$ 435,311.50	\$ 478,334.39	\$ 554,954.62	\$ 1,999,903.96
2007	\$ 622,474.29	\$ 495,977.22	\$ 582,224.88	\$ 728,080.25	\$ 2,428,756.64
2006	\$ 392,269.92	\$ 398,251.19	\$ 435,489.27	\$ 424,705.40	\$ 1,650,715.78
2005	\$ 297,617.30	\$ 358,311.00	\$ 323,683.93	\$ 417,349.67	\$ 1,396,961.90

CASH/INVESTMENT PORTFOLIO AS OF SEPTEMBER 30, 2015

	<u>BANK</u>	<u>SECURITY TYPE</u>	<u>MATURITY DATE</u>	<u>INTEREST RATE</u>	<u>PAR VALUE</u>	<u>MARKET VALUE</u>
1	MSSB	CD-36160TE51	12/09/2016	2.100%	150,000.00	152,430.00
2	MSSB	CD-06740KFC6	12/14/2016	1.950%	245,000.00	248,995.95
3	MSSB	CD-38143ADT9	12/14/2016	2.050%	150,000.00	152,355.00
4	MSSB	CD-02587DJS8	12/15/2016	2.050%	150,000.00	152,446.50
5	MSSB	CD-2546703M2	02/08/2017	1.750%	245,000.00	249,211.55
6	Wells Fargo Advisors	CD-36157PFB0	06/08/2018	2.000%	150,000.00	151,816.50
7	MSSB	CD-87164YBX1	07/18/2019	2.050%	97,000.00	97,036.86
8	MSSB	CD-74267GUQ8	07/22/2019	2.000%	247,000.00	246,975.30
9	MSSB	CD-856284X58	07/22/2019	2.000%	247,000.00	247,064.22
10	MSSB	CD-38147JU59	07/23/2019	2.050%	97,000.00	96,845.77
11	MSSB	CD-02587CAJ9	07/24/2019	2.000%	247,000.00	247,049.40
12	MSSB	CD-140420PS3	10/08/2019	2.100%	245,000.00	245,323.40
13	MSSB	CD-17284A3Z9	12/12/2019	1.600%	245,000.00	240,112.25
14	Wells Fargo	FFCB-3133EAYB8	04/17/2020	1.840%	2,000,000.00	2,000,326.00
15	MSSB	CD-36161TS30	07/20/2020	2.200%	97,000.00	96,949.56
16	MSSB	CD-14042E5F3	08/05/2020	2.300%	245,000.00	244,860.35
17	UBS	FHLMC-3134G3YP9	07/26/2021	2.000%	6,000,000.00 *	6,007,860.00
18	Wells Fargo	FHLMC-3134G3D49	11/23/2021	2.000%	2,000,000.00	1,996,988.00
19	Wells Fargo	FHLB-313381C60	06/07/2022	2.080%	2,000,000.00	1,979,754.00
20	UBS	FHLMC-3134G3WU0	06/21/2022	2.250%	1,000,000.00	986,900.00
21	Wells Fargo Advisors	FHLB-313379VX4	07/12/2022	2.530%	797,872.34 ^	797,864.35
22	UBS	FNMA-3136G0TG6	07/26/2022	2.000%	1,000,000.00 *	977,400.00
23	Wells Fargo	FNMA-3136G0TG6	07/26/2022	2.000%	2,000,000.00 *	1,954,796.00
24	UBS	FNMA-3136G0D65	09/27/2022	2.000%	3,000,000.00 *	2,901,960.00
25	UBS	FNMA-3135G0RC9	10/25/2022	2.200%	1,000,000.00	1,000,100.00
26	UBS	FNMA-3136G0Z23	11/15/2022	2.250%	1,900,000.00	1,884,420.00
27	Wells Fargo	FHLB-313381DA0	12/05/2022	2.190%	2,000,000.00	1,976,522.00
28	Wells Fargo Advisors	FHLB-313381GY5	12/27/2022	1.500-5.000%	3,000,000.00	2,997,840.00
29	Multi-Bank Securities	FHLB-313381H40	12/28/2022	1.500-9.000%	1,000,000.00	996,600.00
30	Multi-Bank Securities	FHLB-313382G49	03/27/2023	2.000-6.000%	1,000,000.00	996,570.00
31	Wells Fargo Advisors	FHLB-313382VW0	04/25/2023	1.625-5.500%	1,150,000.00	1,138,557.50
32	Wells Fargo Advisors	FHLB-313382TV5	04/25/2023	1.625-6.000%	850,000.00	850,399.50
33	Multi-Bank Securities	FHLB-3133832Q3	05/23/2023	1.750-8.000%	1,000,000.00	997,410.00
34	Wells Fargo Advisors	FHLB-313383A27	06/13/2023	1.625-10.000%	2,000,000.00	1,967,540.00
TOTAL INVESTMENT					\$ 37,554,872.34	\$ 37,279,279.96
35	Heritage Bank	Flex Gold Ckg	None	0.230%	9,678,049.86	9,678,049.86
36	Heritage Bank	Commercial Ckg	None	0.080%	217,194.91	217,194.91
37	Heritage Bank	Law Enf Forfeitur Fd	None	0.080%	59,543.37	59,543.37
38	Heritage Bank	Law Enf Explorer Fd	None	0.000%	1,176.26	1,176.26
TOTAL PORTFOLIO FOR SEPTEMBER 30, 2015					\$ 47,510,836.74	\$ 47,235,244.36

* Par Value is not equal to Purchase Amount

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

Historical Balances At the End of Each Quarter 2005 through 09/30/2015

Year	Investments				Operating Cash (Flex Gold and Checking)			
	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
2015	\$42,089,898.87 #	\$41,645,493.62 #	\$37,279,279.96 #	\$ - #	\$ 6,052,923.58	\$ 7,746,033.30	\$ 9,955,964.40	\$ -
2014	\$44,669,958.48 #	\$44,497,454.10 #	\$44,393,573.89 #	\$44,192,171.67 #	\$ 2,692,337.80	\$ 7,288,512.71	\$ 5,397,016.71	\$ 7,929,545.18
2013	\$45,036,646.37 #	\$43,145,874.09 #	\$45,544,516.83 #	\$43,871,669.60 #	\$ 4,864,300.48	\$ 7,115,084.74	\$ 2,428,725.91	\$ 6,945,509.90
2012	\$41,122,817.67 #	\$37,855,613.32 #	\$44,310,158.10 #	\$47,119,283.92 #	\$ 8,136,948.46	\$11,647,103.27	\$ 6,473,162.53	\$ 7,735,728.32
2011	\$41,498,738.04 #	\$42,926,445.51 #	\$33,053,338.89 #	\$46,841,372.72 #	\$ 6,566,351.65	\$ 9,181,801.11	\$18,167,922.89	\$ 7,404,105.73
2010	\$41,358,462.50	\$40,144,176.24 #	\$44,577,231.24 #	\$48,797,293.88 #	\$ 5,700,619.84	\$ 8,771,348.62	\$ 3,304,736.92	\$ 4,417,038.74
2009	\$40,055,806.99	\$41,062,156.99	\$38,897,050.00	\$45,863,584.72	\$ (2,077,111.26)	\$ 7,201,418.64	\$ 8,850,416.77	\$ 5,516,985.71
2008	\$41,205,848.94	\$43,736,011.19	\$45,244,926.32	\$42,945,529.36	\$ 3,167,634.31	\$ 1,718,731.16	\$ 1,997,209.74	\$ 6,351,625.00
2007	\$43,139,351.72	\$48,100,353.36	\$47,115,305.03	\$50,105,966.14	\$ 926,179.01	\$ 663,940.06	\$ 926,179.01	\$ (341,184.39)
2006	\$40,287,460.83	\$39,045,724.67	\$45,986,724.51	\$48,565,446.01	\$ 239,513.13	\$ 982,309.33	\$ 1,133,968.89	\$ 171,495.87
2005	\$36,768,248.22	\$37,768,170.45	\$48,355,084.17	\$48,354,326.94	\$ 1,513,953.62	\$ 961,246.67	\$ 1,454,324.57	\$ 1,007,718.38

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

**4M, Flex Gold, General Ckg



Wealth Management

1100 West St. Germain Street
St. Cloud, MN 56301

Relationship Manager: Jeffrey C Schultz
Phone Number: 320-231-8126

Associate: Kwynn M Bruess
Phone Number: 320-231-8176

Go green and clutter free. Your Wealth Management statements along with your Bremer Bank statements are all available online. Your Relationship Manager can show you how to turn off the paper and go green today.

Account Statement

Statement of Value and Activity

July 1, 2015 - September 30, 2015

Cushman Albert Rice Trust
180205

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0006192 - 0800559

Willmar City Offices
ATTN: City Administrator
PO Box 755
Willmar MN 56201-0755



Wealth Management

1100 West St. Germain Street
St. Cloud, MN 56301

Account Summary

Statement of Value and Activity

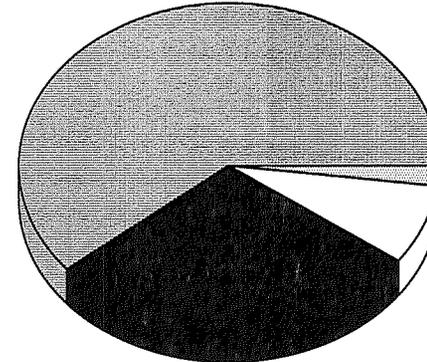
July 1, 2015 - September 30, 2015

Market Value Reconciliation

	<i>This Period</i>	<i>1/1/15 to 9/30/15</i>
Beginning Market Value	\$3,052,428.84	\$3,061,232.09
Additions	\$0.00	\$0.00
Withdrawals	-\$8,706.21	-\$48,365.50
Expenses/ Fees/ Taxes	-\$5,657.78	-\$29,242.46
Income	\$11,180.93	\$33,374.16
Other	\$0.00	\$0.00
Change in Market Value	-\$170,083.46	-\$137,835.97
Ending Market Value	\$2,879,162.32	\$2,879,162.32
Realized Gains/Losses (Included in Total Above)	\$25,998.87	\$53,258.48

Asset Allocation

	<i>Asset Class</i>	<i>Balance</i>
61%	Equities	\$1,777,153.12
29%	Fixed Income	\$830,137.16
8%	Alternative	\$216,381.31
2%	Other	\$44,232.33
0%	Cash and Money Market	\$11,258.40
100%	Total Assets Value	\$2,879,162.32



0006193 - 08005999

Asset Detail**Statement of Value and Activity**

July 1, 2015 - September 30, 2015

Asset Detail

<i>Description</i>	<i>Shares/Par Value</i>	<i>Current Price</i>	<i>Market Value</i>	<i>Tax Cost</i>	<i>Est. Ann. Income</i>	<i>Current Yield</i>
<i>Cash and Money Market</i>						
Federated Government Obligations Tax-Managed Fund TICKER: GOTXX	10,909.82	1.000	\$10,909.82	\$10,909.82	\$1.59	0.01%
Cash			\$348.58	\$348.58		
Total Cash and Money Market			\$11,258.40	\$11,258.40	\$1.59	
<i>Equities</i>						
<i>Stocks</i>						
Abbott Labs TICKER: ABT	488.00	40.220	\$19,627.36	\$13,902.59	\$468.48	2.39%
Air Products & Chemicals Inc TICKER: APD	227.00	127.580	\$28,960.66	\$15,813.51	\$735.48	2.54%
Akamai Technologies Inc TICKER: AKAM	560.00	69.060	\$38,673.60	\$15,878.82	\$0.00	0.00%
Altria Group Inc TICKER: MO	283.00	54.400	\$15,395.20	\$15,058.34	\$639.58	4.15%
Apple Inc TICKER: AAPL	343.00	110.300	\$37,832.90	\$5,273.24	\$713.44	1.89%
BlackRock Inc CL A TICKER: BLK	29.00	297.470	\$8,626.63	\$10,569.75	\$252.88	2.93%
Cameron International Corp TICKER: CAM	241.00	61.320	\$14,778.12	\$12,866.81	\$0.00	0.00%
Celgene Corp TICKER: CELG	394.00	108.170	\$42,618.98	\$8,075.44	\$0.00	0.00%
Cisco Systems Inc TICKER: CSCO	745.00	26.250	\$19,556.25	\$13,498.81	\$625.80	3.20%

0006193 - 0800599

Asset Detail (continued)**Statement of Value and Activity**

July 1, 2015 - September 30, 2015

Description	Shares/Par Value	Current Price	Market Value	Tax Cost	Est. Ann. Income	Current Yield
Colgate Palmolive Co TICKER: CL	264.00	63.460	\$16,753.44	\$9,683.21	\$401.28	2.39%
Comcast Corp-CL A TICKER: CMCSA	813.00	56.880	\$46,243.44	\$13,575.13	\$813.00	1.76%
Delta Air Lines Inc TICKER: DAL	290.00	44.870	\$13,012.30	\$12,470.55	\$156.60	1.20%
eBay Inc TICKER: EBAY	627.00	24.440	\$15,323.88	\$10,287.19	\$0.00	0.00%
Ecolab Inc TICKER: ECL	157.00	109.720	\$17,226.04	\$17,877.62	\$207.24	1.20%
EMC Corp Mass TICKER: EMC	677.00	24.160	\$16,356.32	\$13,437.57	\$311.42	1.90%
Expeditors Intl Wash Inc TICKER: EXPD	326.00	47.050	\$15,338.30	\$14,202.81	\$234.72	1.53%
Express Scripts Hldg TICKER: ESRX	377.00	80.960	\$30,521.92	\$25,750.23	\$0.00	0.00%
ExxonMobil Corp TICKER: XOM	163.00	74.350	\$12,119.05	\$9,871.93	\$475.96	3.93%
Ford Motor Co DEL TICKER: F	1,004.00	13.570	\$13,624.28	\$13,249.39	\$602.40	4.42%
F5 Networks Inc TICKER: FFIV	259.00	115.800	\$29,992.20	\$18,649.42	\$0.00	0.00%
Google Inc Class C TICKER: GOOG	34.00	608.420	\$20,686.28	\$9,237.94	\$0.00	0.00%
Halliburton Co TICKER: HAL	338.00	35.350	\$11,948.30	\$23,120.01	\$243.36	2.04%
Home Depot Inc TICKER: HD	84.00	115.490	\$9,701.16	\$9,374.95	\$198.24	2.04%

0006194 - 0800599

Asset Detail (continued)**Statement of Value and Activity**

July 1, 2015 - September 30, 2015

Description	Shares/Par Value	Current Price	Market Value	Tax Cost	Est. Ann. Income	Current Yield
Honeywell International Inc TICKER: HON	204.00	94.690	\$19,316.76	\$19,042.44	\$422.28	2.19%
ITC Holdings Corp TICKER: ITC	852.00	33.340	\$28,405.68	\$17,701.21	\$639.00	2.25%
JP Morgan Chase & Co TICKER: JPM	461.00	60.970	\$28,107.17	\$29,579.57	\$811.36	2.89%
Mylan NV TICKER: MYL	590.00	40.260	\$23,753.40	\$34,045.95	\$0.00	0.00%
Nike Inc-Class B TICKER: NKE	298.00	122.970	\$36,645.06	\$14,310.24	\$333.76	0.91%
Nvr Inc TICKER: NVR	15.00	1,525.220	\$22,878.30	\$21,120.43	\$0.00	0.00%
Paypal Holdings Inc TICKER: PYPL	627.00	31.040	\$19,462.08	\$15,156.19	\$0.00	0.00%
Philip Morris International TICKER: PM	177.00	79.330	\$14,041.41	\$15,105.69	\$722.16	5.14%
Procter & Gamble Co TICKER: PG	203.00	71.940	\$14,603.82	\$11,529.86	\$538.36	3.69%
Qualcomm Inc TICKER: QCOM	250.00	53.730	\$13,432.50	\$10,032.22	\$480.00	3.57%
St Jude Medical Inc TICKER: STJ	262.00	63.090	\$16,529.58	\$8,956.30	\$303.92	1.84%
State Street Corp TICKER: STT	540.00	67.210	\$36,293.40	\$25,792.29	\$734.40	2.02%
Stericycle Inc TICKER: SRCL	145.00	139.310	\$20,199.95	\$8,027.09	\$0.00	0.00%
T Rowe Price Group Inc TICKER: TROW	355.00	69.500	\$24,672.50	\$17,061.43	\$738.40	2.99%
Target Corp TICKER: TGT	359.00	78.660	\$28,238.94	\$12,938.51	\$804.16	2.85%



0006194 - 0800599

Asset Detail (continued)**Statement of Value and Activity**

July 1, 2015 - September 30, 2015

<i>Description</i>	<i>Shares/Par Value</i>	<i>Current Price</i>	<i>Market Value</i>	<i>Tax Cost</i>	<i>Est. Ann. Income</i>	<i>Current Yield</i>
Thermo Fisher Scientific Inc TICKER: TMO	209.00	122.280	\$25,556.52	\$9,730.97	\$125.40	0.49%
Union Pac Corp TICKER: UNP	227.00	88.410	\$20,069.07	\$21,773.66	\$499.40	2.49%
United Technologies Corp TICKER: UTX	114.00	88.990	\$10,144.86	\$10,532.57	\$291.84	2.88%
UnitedHealth Group Inc TICKER: UNH	39.00	116.010	\$4,524.39	\$4,639.15	\$78.00	1.72%
VMware Inc. TICKER: VMW	131.00	78.790	\$10,321.49	\$10,460.42	\$0.00	0.00%
Wells Fargo & Co TICKER: WFC	311.00	51.350	\$15,969.85	\$17,070.79	\$466.50	2.92%
3M Co TICKER: MMM	141.00	141.770	\$19,989.57	\$8,436.73	\$578.10	2.89%
			\$948,072.91	\$654,768.97	\$15,646.92	
<i>Mutual Funds</i>						
Baron Growth Fund-Ins TICKER: BGRIX	1,254.33	69.280	\$86,899.77	\$51,217.76	\$0.00	0.00%
Diamond Hill Large Cap Fd-I TICKER: DHLRX	4,640.73	21.360	\$99,125.95	\$63,513.05	\$1,113.77	1.12%
Federated Strategic Val Div Is TICKER: SVAIX	23,012.42	5.670	\$130,480.40	\$84,481.78	\$4,602.48	3.53%
Harbor International Fd-Ins TICKER: HAINX	2,039.32	60.570	\$123,521.55	\$78,996.90	\$2,891.75	2.34%
ICM Small Company Port Instl TICKER: ICSCX	2,105.91	26.740	\$56,312.06	\$37,704.99	\$159.84	0.28%
JP Morgan Mid Cap Value Fund-I TICKER: FLMVX	2,012.78	35.010	\$70,467.43	\$48,487.34	\$807.12	1.14%

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Asset Detail (continued)

Statement of Value and Activity

July 1, 2015 - September 30, 2015

<i>Description</i>	<i>Shares/Par Value</i>	<i>Current Price</i>	<i>Market Value</i>	<i>Tax Cost</i>	<i>Est. Ann. Income</i>	<i>Current Yield</i>
Oppenheimer Developing Mkt-Y TICKER: ODVYX	2,327.20	28.860	\$67,162.99	\$48,610.80	\$521.29	0.78%
Oppenheimer Intl Small Co-Y TICKER: OSMYX	1,270.47	35.230	\$44,758.62	\$45,177.88	\$294.75	0.66%
SPDR S&P Regional Banking ETF TICKER: KRE	493.00	41.180	\$20,301.74	\$16,307.90	\$354.47	1.75%
Vanguard International Growth Fd-lv TICKER: VWIGX	6,505.74	19.990	\$130,049.70	\$84,474.12	\$3,213.83	2.47%
			\$829,080.21	\$558,972.52	\$13,959.30	
Total Equities			\$1,777,153.12	\$1,213,741.49	\$29,606.22	
Fixed Income						
Taxable Individual Bonds						
United States Treasury Strips Stripped Coupon DTD 02/15/1986 Zero Cpn 02/15/2016 TICKER: 21516	60,000.00	99.968	\$59,980.80	\$59,456.17	\$0.00	0.00%
Cisco Systems Inc DTD 02/22/2006 5.500% 02/22/2016 Non Callable	50,000.00	101.922	\$50,961.00	\$48,882.40	\$2,750.00	5.40%
United States Treasury Strips Stripped Coupon DTD 08/15/1987 Zero Cpn 02/15/2017	100,000.00	99.289	\$99,289.00	\$98,507.43	\$0.00	0.00%
Montclair Twp New Jersey General Obligation DTD 11/07/2012 1.960% 04/01/2017 Non Callable	25,000.00	101.279	\$25,319.75	\$25,275.32	\$490.00	1.93%

8850080 - 9619000

Asset Detail (continued)**Statement of Value and Activity**

July 1, 2015 - September 30, 2015

Description	Shares/Par Value	Current Price	Market Value	Tax Cost	Est. Ann. Income	Current Yield
United States Treasury Notes DTD 08/31/2010 1.875% 08/31/2017	25,000.00	102.336	\$25,584.00	\$25,545.90	\$468.75	1.83%
United States Treasury Notes DTD 02/15/2009 2.750% 02/15/2019	25,000.00	105.578	\$26,394.50	\$23,875.86	\$687.50	2.60%
Fedl Natl Mtge Assn Pool #765251 15 Yr Gtd Single Family Mortgage DTD 03/01/2004 4.000% 03/01/2019 Non Callable TICKER: 765251A	1,835.99	104.632	\$1,921.03	\$1,836.52	\$73.44	3.82%
Federal National Mortgage Assn DTD 09/09/2014 2.000% 03/09/2020 Callable	50,000.00	100.941	\$50,470.50	\$49,820.00	\$1,000.00	1.98%
Charles Schwab Corp DTD 07/22/2010 4.450% 07/22/2020 Non Callable	25,000.00	110.313	\$27,578.25	\$26,582.87	\$1,112.50	4.03%
Fedl Natl Mtge Assn Pool #829079 15 Yr Gtd Single Family Mortgage DTD 09/01/2005 4.000% 09/01/2020 Non Callable TICKER: 829079A	7,637.72	104.654	\$7,993.18	\$7,718.05	\$305.51	3.82%
Quest Diagnostic Inc DTD 03/24/2011 4.700% 04/01/2021 Non Callable	50,000.00	108.571	\$54,285.50	\$52,808.58	\$2,350.00	4.33%
Burlington North Santa Fe DTD 05/19/2011 4.100% 06/01/2021 Callable	50,000.00	107.023	\$53,511.50	\$52,482.62	\$2,050.00	3.83%

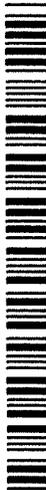
0006196 - 0800599

Asset Detail (continued)

Statement of Value and Activity

July 1, 2015 - September 30, 2015

<i>Description</i>	<i>Shares/Par Value</i>	<i>Current Price</i>	<i>Market Value</i>	<i>Tax Cost</i>	<i>Est. Ann. Income</i>	<i>Current Yield</i>
Federal Home Loan Mortgage Corp Medium Term Note DTD 01/13/2012 2.375% 01/13/2022 Non Callable	25,000.00	102.991	\$25,747.75	\$24,898.75	\$593.75	2.31%
Cameron Intl Corp DTD 05/17/2012 3.600% 04/30/2022 Callable	25,000.00	100.785	\$25,196.25	\$25,371.30	\$900.00	3.57%
United States Treasury Notes DTD 05/15/2015 2.125% 05/15/2025	25,000.00	100.602	\$25,150.50	\$24,783.20	\$531.25	2.11%
Mcdonald's Corp Medium Term Note DTD 05/26/2015 3.375% 05/26/2025 Callable	25,000.00	100.387	\$25,096.75	\$24,696.25	\$843.75	3.36%
Clear Creek Texas Indep Sch Dist School District Revenue DTD 11/01/2012 3.700% 02/15/2026 Non Callable Psf-Gtd	25,000.00	104.833	\$26,208.25	\$26,566.49	\$925.00	3.53%
Govt Natl Mtge Assn Pool #738040 15 Yr Gtd Single Family Mortgage DTD 03/01/2011 3.500% 03/15/2026 Non Callable TICKER: 738040X	12,924.65	106.186	\$13,724.17	\$13,274.43	\$452.36	3.30%
Govt Natl Mtge Assn Pool #553351 30 Yr Gtd Single Family Mortgage DTD 07/01/2003 4.500% 07/15/2033 Non Callable TICKER: 553351X	4,758.44	109.113	\$5,192.08	\$4,710.85	\$214.13	4.12%



6650080 - 9619000

Asset Detail (continued)**Statement of Value and Activity**

July 1, 2015 - September 30, 2015

Description	Shares/Par Value	Current Price	Market Value	Tax Cost	Est. Ann. Income	Current Yield
Federal Natl Mtge Assn Pool #Ma1527 20 Yr Gtd Single Family Mortgage DTD 07/01/2013 3.000% 08/01/2033 Non Callable TICKER: MA1527A	20,792.95	103.904	\$21,604.71	\$20,585.04	\$623.79	2.89%
Federal Home Loan Mortgage Corp Gold Pool #C01676-30 Yr Gtd Mtge DTD 11/01/2003 6.000% 11/01/2033 Non Callable TICKER: C01676F	13,640.44	114.219	\$15,579.97	\$13,589.27	\$818.43	5.25%
Fedl Natl Mtge Assn Pool #357883 30 Yr Gtd Single Family Mortgage DTD 08/01/2005 5.000% 05/01/2035 Non Callable TICKER: 357883A	11,524.38	110.698	\$12,757.26	\$11,394.97	\$576.22	4.52%
Federal Home Loan Mortgage Corp Gold Pool #G02884-30 Yr Gtd Mtge DTD 04/01/2007 6.000% 04/01/2037 Non Callable TICKER: G02884F	11,566.79	113.226	\$13,096.61	\$11,629.07	\$694.01	5.30%
Federal Home Loan Mortgage Corp Gold Pool #G05634-30 Yr Gtd Mtge DTD 09/01/2009 4.000% 10/01/2039 Non Callable TICKER: G05634F	37,444.69	106.790	\$39,987.18	\$39,061.34	\$1,497.79	3.75%

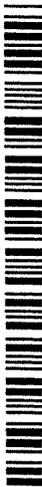
0006197 - 0800599

Asset Detail (continued)

Statement of Value and Activity

July 1, 2015 - September 30, 2015

<i>Description</i>	<i>Shares/Par Value</i>	<i>Current Price</i>	<i>Market Value</i>	<i>Tax Cost</i>	<i>Est. Ann. Income</i>	<i>Current Yield</i>
Federal Home Loan Mortgage Corp Gold Pool #C03478-30 Yr Gtd Mtge DTD 06/01/2010 4.500% 06/01/2040 Non Callable TICKER: C03478F	13,150.87	108.505	\$14,269.35	\$13,437.09	\$591.79	4.15%
			\$746,899.84	\$726,789.77	\$20,549.97	
<i>Taxable Mutual Funds</i>						
Sit Emerging Markets Debt Fund TICKER: SITEX	4,600.37	8.730	\$40,161.19	\$50,009.84	\$877.29	2.18%
SIMT High Yield Bond Fund TICKER: SHYAX	6,136.20	7.020	\$43,076.13	\$46,027.36	\$2,539.71	5.90%
			\$83,237.32	\$96,037.20	\$3,417.00	
Total Fixed Income			\$830,137.16	\$822,826.97	\$23,966.97	
<i>Alternative</i>						
Diamond Hill Long/Short Fund TICKER: DHLSX	4,705.25	22.960	\$108,032.54	\$109,969.39	\$0.00	0.00%
John Hancock Funds II - Global Absolute Return Strategies Fund TICKER: JHAIX	9,823.10	11.030	\$108,348.77	\$109,829.76	\$5,687.57	5.25%
			\$216,381.31	\$219,799.15	\$5,687.57	
Total Alternative			\$216,381.31	\$219,799.15	\$5,687.57	



6690080 - 7619000

Asset Detail (continued)

Statement of Value and Activity

July 1, 2015 - September 30, 2015

Description	Shares/Par Value	Current Price	Market Value	Tax Cost	Est. Ann. Income	Current Yield
<i>Other</i>						
Mineral Interest In Se4 16-159-67 Towner Co ND	1.00	1,600.000	\$1,600.00	\$1.00	\$0.00	0.00%
Mineral Interest Ne4 31-8-30 W1m Storthoaks Area, Saskatchewan (Cert of Title)	1.00	16,000.000	\$16,000.00	\$1.00	\$0.00	0.00%
75% Mineral Interest In E2sw4 W2se4 17-119-34 Kandiyohi Co MN	1.00	600.000	\$600.00	\$1.00	\$0.00	0.00%
75% Mineral Interest In Lot 1 2-161-78 Bottineau Co ND	1.00	750.000	\$750.00	\$1.00	\$0.00	0.00%
75% Mineral Interest In Lot 4 of Govt Lot 5 4-121-35 Kandiyohi Co MN	1.00	150.000	\$150.00	\$1.00	\$0.00	0.00%
75% Mineral Interest In Lots 3-4 and E2sw4 31-162-77 Bottineau Co ND	1.00	2,926.125	\$2,926.13	\$1.00	\$0.00	0.00%
75% Mineral Interest In Lots 3-4 and S2nw4 1-161-78 Bottineau Co ND	1.00	3,000.000	\$3,000.00	\$1.00	\$0.00	0.00%
75% Mineral Interest In Lots 3-7 Se4nw4 E2sw4 N2se4 6-161-77 Bottineau Co ND	1.00	7,500.000	\$7,500.00	\$1.00	\$0.00	0.00%
75% Mineral Interest In Ne4nw4 20-119-34 Kandiyohi Co MN	1.00	150.000	\$150.00	\$1.00	\$0.00	0.00%
75% Mineral Interest In Ne4se4 9-118-34 Kandiyohi Co MN	1.00	150.000	\$150.00	\$1.00	\$0.00	0.00%
75% Mineral Interest In Nw4 33-162-78 Bottineau Co ND	1.00	3,000.000	\$3,000.00	\$1.00	\$0.00	0.00%

0006198-08005999

Asset Detail (continued)

Statement of Value and Activity

July 1, 2015 - September 30, 2015

Description	Shares/Par Value	Current Price	Market Value	Tax Cost	Est. Ann. Income	Current Yield
75% Mineral Interest In Nw4nw4 4-122-36 Kandiyohi Co MN	1.00	150.000	\$150.00	\$1.00	\$0.00	0.00%
75% Mineral Interest In Nw4se4 29-119-34 Kandiyohi Co MN	1.00	150.000	\$150.00	\$1.00	\$0.00	0.00%
75% Mineral Interest In N2nw4 Except W 18.25 Acres N2ne4 4-120-33 Kandiyohi Co MN	1.00	231.200	\$231.20	\$1.00	\$0.00	0.00%
75% Mineral Interest In Part of Govt Lot 4 34-121-35 Kandiyohi Co MN	1.00	150.000	\$150.00	\$1.00	\$0.00	0.00%
75% Mineral Interest In Sw4 S2nw4 W2se4 Sw4ne4 24-119-36 Kandiyohi Co MN	1.00	1,350.000	\$1,350.00	\$1.00	\$0.00	0.00%
75% Mineral Interest In Sw4 10-162-77 Bottineau Co ND	1.00	3,000.000	\$3,000.00	\$1.00	\$0.00	0.00%
75% Mineral Interest In Sw4 28-162-78 Bottineau Co ND	1.00	3,000.000	\$3,000.00	\$1.00	\$0.00	0.00%
75% Mineral Interest In S2se4 33-121-33 Kandiyohi Co MN	1.00	300.000	\$300.00	\$1.00	\$0.00	0.00%



0006199-0900599

Asset Detail (continued)

Statement of Value and Activity

July 1, 2015 - September 30, 2015

Description	Shares/Par Value	Current Price	Market Value	Tax Cost	Est. Ann. Income	Current Yield
75% Mineral Interest In S2se4ne4 9-118-34 Kandiyohi Co MN	1.00	75.000	\$75.00	\$1.00	\$0.00	0.00%
Total Other			\$44,232.33	\$20.00	\$0.00	
Total All Assets			\$2,879,162.32	\$2,267,646.01	\$59,262.35	

Publicly traded assets are valued using pricing sources we believe to be reliable. Assets for which a current value is not available may be shown at a value of \$1. Values are updated based on internal policy and may not be updated monthly.

0006199 - 0800559

Transaction Summary

Statement of Value and Activity

July 1, 2015 - September 30, 2015

Transaction Summary

<i>Transaction</i>	<i>Principal Cash</i>	<i>Income Cash</i>
Beginning Cash Balance on 7/1/15	\$0.00	\$706.46
Additions	\$0.00	\$0.00
Disbursements		
Withdrawals	\$0.00	-\$8,706.21
Transfers	\$0.00	\$0.00
Expenses	\$0.00	-\$7.46
Fees	-\$2,825.18	-\$2,825.14
Taxes	\$0.00	\$0.00
Total Disbursements	-\$2,825.18	-\$11,538.81
Income		
Taxable Interest	\$0.00	\$6,143.93
Tax Exempt Interest	\$0.00	\$0.00
Dividends	\$0.00	\$5,037.00
Rental Income	\$0.00	\$0.00
Other Income	\$0.00	\$0.00
Total Income	\$0.00	\$11,180.93
Security Purchases	-\$171,086.59	\$0.00
Security Sales/Maturities		
Security Sales/Maturities	\$171,953.16	\$0.00
Gain Distributions	\$0.00	\$0.00
Total Security Sales/Maturities	\$171,953.16	\$0.00
Money Market Purchases/Sales	\$1,958.61	\$0.00
Other	\$0.00	\$0.00
Ending Cash Balance on 9/30/15	\$0.00	\$348.58

6650080 - 6619000

Transaction Detail

Statement of Value and Activity

July 1, 2015 - September 30, 2015

Transaction Details By Category				
<i>Date</i>	<i>Transaction Description</i>	<i>Principal Cash</i>	<i>Income Cash</i>	<i>Tax Cost</i>
7/1/15	Beginning Balance	\$0.00	\$706.46	
	Withdrawals			
9/30/15	Paid to Rice Memorial Hospital Distribution Quarterly Income Distribution	\$0.00	-\$8,706.21	\$0.00
		\$0.00	-\$8,706.21	
	Expenses			
8/5/15	ADR Issuer Fee Vodafone Group SPONS ADR ADR Fee of 0.02 Per Share Due 08/05/15	\$0.00	-\$7.46	\$0.00
		\$0.00	-\$7.46	
	Fees			
7/22/15	Account Portfolio Fee Collected Total Charges: \$1,896.93 Fees up To: 6/30/15 Issue Maintenance Fee: \$41.67	-\$948.47	\$0.00	\$0.00
7/22/15	Account Portfolio Fee Collected Total Charges: \$1,896.93 Fees up To: 6/30/15 Issue Maintenance Fee: \$41.67	\$0.00	-\$948.46	\$0.00
8/24/15	Account Portfolio Fee Collected Total Charges: \$1,887.25 Fees up To: 7/31/15 Issue Maintenance Fee: \$41.67	-\$943.63	\$0.00	\$0.00
8/24/15	Account Portfolio Fee Collected Total Charges: \$1,887.25 Fees up To: 7/31/15 Issue Maintenance Fee: \$41.67	\$0.00	-\$943.62	\$0.00

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Transaction Detail (continued)

Statement of Value and Activity

July 1, 2015 - September 30, 2015

<i>Date</i>	<i>Transaction Description</i>	<i>Principal Cash</i>	<i>Income Cash</i>	<i>Tax Cost</i>
9/18/15	Account Portfolio Fee Collected Total Charges: \$1,866.14 Fees up To: 8/31/15 Issue Maintenance Fee: \$41.67	-\$933.08	\$0.00	\$0.00
9/18/15	Account Portfolio Fee Collected Total Charges: \$1,866.14 Fees up To: 8/31/15 Issue Maintenance Fee: \$41.67	\$0.00	-\$933.06	\$0.00
		-\$2,825.18	-\$2,825.14	
Total Disbursements		-\$2,825.18	-\$11,538.81	

Taxable Interest

7/1/15	University OK Revs 2.659% 7/01/15	\$0.00	\$332.38	\$0.00
7/1/15	Federated Gov Obl TX Mgd-I Dividend from 6/1/15 to 6/30/15	\$0.00	\$0.15	\$0.00
7/1/15	SEI SIMT High Yield Bond CL A 59 Dividend from 6/1/15 to 6/30/15	\$0.00	\$223.56	\$0.00
7/7/15	SEI Sit Emerging Mkt Debt CL A 98	\$0.00	\$207.02	\$0.00
7/13/15	FHLMC MTN 2.375% 1/13/22	\$0.00	\$296.88	\$0.00
7/15/15	GNMA PL #553351 4.500% 7/15/33 June GNMA Due 7/15/15	\$0.00	\$19.53	\$0.00
7/15/15	GNMA PL #738040 3.500% 3/15/26 June GNMA Due 7/15/15	\$0.00	\$40.68	\$0.00
7/15/15	FHLMC Gd PL #C01676 6.000% 11/01/33 June FHLMC Due 7/15/15	\$0.00	\$72.48	\$0.00
7/15/15	FHLMC Gd PL #G02884 6.000% 4/01/37 June FHLMC Due 7/15/15	\$0.00	\$62.89	\$0.00
7/15/15	FHLMC Gd PL #C03478 4.500% 6/01/40 June FHLMC Due 7/15/15	\$0.00	\$52.46	\$0.00
7/15/15	FHLMC Gd PL #G05634 4.000% 10/01/39 June FHLMC Due 7/15/15	\$0.00	\$131.07	\$0.00
7/22/15	Charles Schwab Corp 4.450% 7/22/20	\$0.00	\$556.25	\$0.00



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Transaction Detail (continued)

Statement of Value and Activity

July 1, 2015 - September 30, 2015

<i>Date</i>	<i>Transaction Description</i>	<i>Principal Cash</i>	<i>Income Cash</i>	<i>Tax Cost</i>
7/27/15	FNMA PL #357883 5.000% 5/01/35 June FNMA Due 7/25/15	\$0.00	\$49.13	\$0.00
7/27/15	FNMA PL #765251 4.000% 3/01/19 June FNMA Due 7/25/15	\$0.00	\$6.98	\$0.00
7/27/15	FNMA PL #829079 4.000% 9/01/20 June FNMA Due 7/25/15	\$0.00	\$27.70	\$0.00
7/27/15	FNMA PL #Ma1527 3.000% 8/01/33 June FNMA Due 7/25/15	\$0.00	\$53.62	\$0.00
8/3/15	Federated Gov Obl TX Mgd-I Dividend from 7/1/15 to 7/31/15	\$0.00	\$0.34	\$0.00
8/3/15	SEI SIMT High Yield Bond CL A 59 Dividend from 7/1/15 to 7/31/15	\$0.00	\$210.23	\$0.00
8/17/15	FHLMC Gd PL #C01676 6.000% 11/01/33 July FHLMC Due 8/15/15	\$0.00	\$70.92	\$0.00
8/17/15	FHLMC Gd PL #G02884 6.000% 4/01/37 July FHLMC Due 8/15/15	\$0.00	\$61.93	\$0.00
8/17/15	FHLMC Gd PL #C03478 4.500% 6/01/40 July FHLMC Due 8/15/15	\$0.00	\$51.13	\$0.00
8/17/15	FHLMC Gd PL #G05634 4.000% 10/01/39 July FHLMC Due 8/15/15	\$0.00	\$128.41	\$0.00
8/17/15	GNMA PL #553351 4.500% 7/15/33 July GNMA Due 8/15/15	\$0.00	\$19.44	\$0.00
8/17/15	GNMA PL #738040 3.500% 3/15/26 July GNMA Due 8/15/15	\$0.00	\$39.48	\$0.00
8/17/15	Clear Creek TX Sch 3.700% 2/15/26	\$0.00	\$462.50	\$0.00
8/17/15	U.S. Treasury Notes 2.750% 2/15/19	\$0.00	\$343.75	\$0.00
8/24/15	CISCO Systems Inc 5.500% 2/22/16	\$0.00	\$1,375.00	\$0.00
8/25/15	FNMA PL #357883 5.000% 5/01/35 July FNMA Due 8/25/15	\$0.00	\$48.79	\$0.00
8/25/15	FNMA PL #765251 4.000% 3/01/19 July FNMA Due 8/25/15	\$0.00	\$6.70	\$0.00
8/25/15	FNMA PL #829079 4.000% 9/01/20 July FNMA Due 8/25/15	\$0.00	\$26.41	\$0.00

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Transaction Detail (continued)

Statement of Value and Activity

July 1, 2015 - September 30, 2015

<i>Date</i>	<i>Transaction Description</i>	<i>Principal Cash</i>	<i>Income Cash</i>	<i>Tax Cost</i>
8/25/15	FNMA PL #Ma1527 3.000% 8/01/33 July FNMA Due 8/25/15	\$0.00	\$53.02	\$0.00
8/31/15	U.S. Treasury Notes 1.250% 8/31/15	\$0.00	\$281.25	\$0.00
9/1/15	Paid Accrued Interest on Purchase of Mcdonald's Corp MTN 3.375% 5/26/25	\$0.00	-\$222.65	\$0.00
9/1/15	Paid Accrued Interest on Purchase of U.S. Treasury Notes 1.875% 8/31/17	\$0.00	-\$1.29	\$0.00
9/1/15	Paid Accrued Interest on Purchase of U.S. Treasury Notes 2.125% 5/15/25	\$0.00	-\$157.35	\$0.00
9/1/15	Federated Gov Obl TX Mgd-I Dividend from 8/1/15 to 8/31/15	\$0.00	\$0.56	\$0.00
9/2/15	SEI SIMT High Yield Bond CL A 59 Dividend from 8/1/15 to 8/31/15	\$0.00	\$217.45	\$0.00
9/9/15	FNMA 2.000% 3/09/20	\$0.00	\$500.00	\$0.00
9/15/15	GNMA PL #553351 4.500% 7/15/33 August GNMA Due 9/15/15	\$0.00	\$17.92	\$0.00
9/15/15	GNMA PL #738040 3.500% 3/15/26 August GNMA Due 9/15/15	\$0.00	\$38.57	\$0.00
9/15/15	FHLMC Gd PL #C01676 6.000% 11/01/33 August FHLMC Due 9/15/15	\$0.00	\$69.68	\$0.00
9/15/15	FHLMC Gd PL #G02884 6.000% 4/01/37 August FHLMC Due 9/15/15	\$0.00	\$59.57	\$0.00
9/15/15	FHLMC Gd PL #C03478 4.500% 6/01/40 August FHLMC Due 9/15/15	\$0.00	\$49.94	\$0.00
9/15/15	FHLMC Gd PL #G05634 4.000% 10/01/39 August FHLMC Due 9/15/15	\$0.00	\$126.35	\$0.00
9/25/15	FNMA PL #357883 5.000% 5/01/35 August FNMA Due 9/25/15	\$0.00	\$48.33	\$0.00
9/25/15	FNMA PL #765251 4.000% 3/01/19 August FNMA Due 9/25/15	\$0.00	\$6.37	\$0.00
9/25/15	FNMA PL #829079 4.000% 9/01/20 August FNMA Due 9/25/15	\$0.00	\$25.94	\$0.00



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Transaction Detail (continued)

Statement of Value and Activity

July 1, 2015 - September 30, 2015

Date	Transaction Description	Principal Cash	Income Cash	Tax Cost
9/25/15	FNMA PL #Ma1527 3.000% 8/01/33 August FNMA Due 9/25/15	\$0.00	\$52.46	\$0.00
		<hr/>	<hr/>	
		\$0.00	\$6,143.93	
	Dividends			
7/6/15	Nike Inc-Class B	\$0.00	\$83.44	\$0.00
7/10/15	Schlumberger LTD	\$0.00	\$121.00	\$0.00
7/15/15	Ecolab Inc	\$0.00	\$51.81	\$0.00
7/15/15	Thermo Fisher Scientific Inc	\$0.00	\$31.35	\$0.00
7/16/15	State Street Corp	\$0.00	\$183.60	\$0.00
7/22/15	Cisco Systems Inc	\$0.00	\$156.45	\$0.00
7/22/15	Comcast Corp-CL A	\$0.00	\$203.25	\$0.00
7/23/15	EMC Corp Mass	\$0.00	\$77.86	\$0.00
7/31/15	JP Morgan Chase & Co	\$0.00	\$202.84	\$0.00
7/31/15	St Jude Medical Inc	\$0.00	\$75.98	\$0.00
7/31/15	Federated Strategic Val Div Is	\$0.00	\$202.51	\$0.00
8/5/15	Vodafone Group SPONS ADR	\$0.00	\$444.36	\$0.00
8/10/15	Air Products & Chemicals Inc	\$0.00	\$183.87	\$0.00
8/13/15	Apple Inc	\$0.00	\$178.36	\$0.00
8/14/15	Colgate Palmolive Co	\$0.00	\$100.32	\$0.00
8/17/15	Abbott Labs	\$0.00	\$117.12	\$0.00
8/17/15	Procter & Gamble Co	\$0.00	\$134.57	\$0.00
8/31/15	Federated Strategic Val Div Is	\$0.00	\$430.33	\$0.00
9/1/15	Ford Motor Co DEL	\$0.00	\$150.60	\$0.00
9/1/15	Wells Fargo & Co	\$0.00	\$116.63	\$0.00
9/10/15	ExxonMobil Corp	\$0.00	\$118.99	\$0.00
9/10/15	Honeywell International Inc	\$0.00	\$105.57	\$0.00
9/10/15	Target Corp	\$0.00	\$201.04	\$0.00
9/14/15	3M Co	\$0.00	\$144.53	\$0.00
9/15/15	ITC Holdings Corp	\$0.00	\$159.75	\$0.00
9/17/15	Home Depot Inc	\$0.00	\$49.56	\$0.00

0006202 - 0800589

Transaction Detail (continued)

Statement of Value and Activity

July 1, 2015 - September 30, 2015

<i>Date</i>	<i>Transaction Description</i>	<i>Principal Cash</i>	<i>Income Cash</i>	<i>Tax Cost</i>
9/22/15	BlackRock Inc CL A	\$0.00	\$63.22	\$0.00
9/22/15	UnitedHealth Group Inc	\$0.00	\$19.50	\$0.00
9/23/15	Halliburton Co	\$0.00	\$60.84	\$0.00
9/23/15	Qualcomm Inc	\$0.00	\$120.00	\$0.00
9/28/15	SPDR S&P Regional Banking ETF	\$0.00	\$89.72	\$0.00
9/29/15	T Rowe Price Group Inc	\$0.00	\$184.60	\$0.00
9/30/15	Union Pac Corp	\$0.00	\$124.85	\$0.00
9/30/15	ICM Small Company Port Instl	\$0.00	\$37.91	\$0.00
9/30/15	Federated Strategic Val Div Is	\$0.00	\$310.67	\$0.00
		\$0.00	\$5,037.00	
Total Income		\$0.00	\$11,180.93	

Security Purchases

7/21/15	Purchased 15 Shares of Nvr Inc Trade Date 7/16/15 Paid \$1.20 Brokerage 15 Shares at \$1,407.94899273	-\$21,120.43	\$0.00	\$21,120.43
7/21/15	Purchased 283 Shares of Altria Group Inc Trade Date 7/16/15 Paid \$11.32 Brokerage 283 Shares at \$53.169673	-\$15,058.34	\$0.00	\$15,058.34
7/21/15	Purchased 177 Shares of Philip Morris International Trade Date 7/16/15 Paid \$7.08 Brokerage 177 Shares at \$85.302886	-\$15,105.69	\$0.00	\$15,105.69



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Transaction Detail (continued)**Statement of Value and Activity**

July 1, 2015 - September 30, 2015

<i>Date</i>	<i>Transaction Description</i>	<i>Principal Cash</i>	<i>Income Cash</i>	<i>Tax Cost</i>
7/21/15	Purchased 227 Shares of Union Pac Corp Trade Date 7/16/15 Paid \$9.08 Brokerage 227 Shares at \$95.87920013	-\$21,773.66	\$0.00	\$21,773.66
8/27/15	Purchased 114 Shares of United Technologies Corp Trade Date 8/24/15 Paid \$9.12 Brokerage 114 Shares at \$92.311	-\$10,532.57	\$0.00	\$10,532.57
8/27/15	Purchased 290 Shares of Delta Air Lines Inc Trade Date 8/24/15 Paid \$23.20 Brokerage 290 Shares at \$42.9219	-\$12,470.55	\$0.00	\$12,470.55
9/1/15	Purchased 25,000 Par Value of Mcdonald's Corp MTN 3.375% 5/26/25 Trade Date 8/27/15 Purchase Interest \$222.65 25,000 Par Value at 98.785 %	-\$24,696.25	\$0.00	\$24,696.25
9/1/15	Purchased 25,000 Par Value of U.S. Treasury Notes 1.875% 8/31/17 Trade Date 8/31/15 Purchase Interest \$1.29 25,000 Par Value at 102.18359375 %	-\$25,545.90	\$0.00	\$25,545.90

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Transaction Detail (continued)

Statement of Value and Activity

July 1, 2015 - September 30, 2015

<i>Date</i>	<i>Transaction Description</i>	<i>Principal Cash</i>	<i>Income Cash</i>	<i>Tax Cost</i>
9/1/15	Purchased 25,000 Par Value of U.S. Treasury Notes 2.125% 5/15/25 Trade Date 8/31/15 Purchase Interest \$157.35 25,000 Par Value at 99.13281228 %	-\$24,783.20	\$0.00	\$24,783.20
Total Security Purchases		-\$171,086.59	\$0.00	
Security Sales/Maturities				
7/1/15	Matured 25,000 Par Value of University OK Revs 2.659% 7/01/15 Trade Date 7/1/15 25,000 Par Value at 100 %	\$25,000.00	\$0.00	-\$25,000.00
7/15/15	Paid Down 24.65 Par Value of GNMA PL #553351 4.500% 7/15/33 for Record Date of June Due 7/15/15 June GNMA Due 7/15/15	\$24.65	\$0.00	-\$24.40
7/15/15	Paid Down 410.55 Par Value of GNMA PL #738040 3.500% 3/15/26 for Record Date of June Due 7/15/15 June GNMA Due 7/15/15	\$410.55	\$0.00	-\$422.17
7/15/15	Paid Down 311.59 Par Value of FHLMC Gd PL #C01676 6.000% 11/01/33 for Record Date of June Due 7/15/15 June FHLMC Due 7/15/15	\$311.59	\$0.00	-\$310.42
7/15/15	Paid Down 192.16 Par Value of FHLMC Gd PL #G02884 6.000% 4/01/37 for Record Date of June Due 7/15/15 June FHLMC Due 7/15/15	\$192.16	\$0.00	-\$193.25



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Transaction Detail (continued)

Statement of Value and Activity

July 1, 2015 - September 30, 2015

<i>Date</i>	<i>Transaction Description</i>	<i>Principal Cash</i>	<i>Income Cash</i>	<i>Tax Cost</i>
7/15/15	Paid Down 355.71 Par Value of FHLMC Gd PL #C03478 4.500% 6/01/40 for Record Date of June Due 7/15/15 June FHLMC Due 7/15/15	\$355.71	\$0.00	-\$363.74
7/15/15	Paid Down 799.73 Par Value of FHLMC Gd PL #G05634 4.000% 10/01/39 for Record Date of June Due 7/15/15 June FHLMC Due 7/15/15	\$799.73	\$0.00	-\$835.45
7/21/15	Sold 299 Shares of Pepsico Inc Trade Date 7/16/15 Paid \$11.96 Brokerage Paid \$0.53 SEC Fee 299 Shares at \$97.01026256	\$28,993.58	\$0.00	-\$10,731.84
7/21/15	Sold 409 Shares of Emerson Elec Co Trade Date 7/16/15 Paid \$16.36 Brokerage Paid \$0.40 SEC Fee 409 Shares at \$53.39841894	\$21,823.19	\$0.00	-\$18,771.16
7/21/15	Sold 242 Shares of Schlumberger LTD Trade Date 7/16/15 Paid \$9.68 Brokerage Paid \$0.37 SEC Fee 242 Shares at \$84.00388665	\$20,318.89	\$0.00	-\$13,936.78
7/27/15	Paid Down 82.21 Par Value of FNMA PL #357883 5.000% 5/01/35 for Record Date of June Due 7/25/15 June FNMA Due 7/25/15	\$82.21	\$0.00	-\$81.24

00002904 - 08005598

Transaction Detail (continued)

Statement of Value and Activity

July 1, 2015 - September 30, 2015

<i>Date</i>	<i>Transaction Description</i>	<i>Principal Cash</i>	<i>Income Cash</i>	<i>Tax Cost</i>
7/27/15	Paid Down 83.51 Par Value of FNMA PL #765251 4.000% 3/01/19 for Record Date of June Due 7/25/15 June FNMA Due 7/25/15	\$83.51	\$0.00	-\$83.54
7/27/15	Paid Down 387.3 Par Value of FNMA PL #829079 4.000% 9/01/20 for Record Date of June Due 7/25/15 June FNMA Due 7/25/15	\$387.30	\$0.00	-\$391.71
7/27/15	Paid Down 238.49 Par Value of FNMA PL #Ma1527 3.000% 8/01/33 for Record Date of June Due 7/25/15 June FNMA Due 7/25/15	\$238.49	\$0.00	-\$236.11
8/17/15	Paid Down 248.15 Par Value of FHLMC Gd PL #C01676 6.000% 11/01/33 for Record Date of July Due 8/15/15 July FHLMC Due 8/15/15	\$248.15	\$0.00	-\$247.22
8/17/15	Paid Down 472.84 Par Value of FHLMC Gd PL #G02884 6.000% 4/01/37 for Record Date of July Due 8/15/15 July FHLMC Due 8/15/15	\$472.84	\$0.00	-\$475.45
8/17/15	Paid Down 316.75 Par Value of FHLMC Gd PL #C03478 4.500% 6/01/40 for Record Date of July Due 8/15/15 July FHLMC Due 8/15/15	\$316.75	\$0.00	-\$323.77
8/17/15	Paid Down 616.73 Par Value of FHLMC Gd PL #G05634 4.000% 10/01/39 for Record Date of July Due 8/15/15 July FHLMC Due 8/15/15	\$616.73	\$0.00	-\$643.81
8/17/15	Paid Down 404.73 Par Value of GNMA PL #553351 4.500% 7/15/33 for Record Date of July Due 8/15/15 July GNMA Due 8/15/15	\$404.73	\$0.00	-\$400.68



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Transaction Detail (continued)

Statement of Value and Activity

July 1, 2015 - September 30, 2015

<i>Date</i>	<i>Transaction Description</i>	<i>Principal Cash</i>	<i>Income Cash</i>	<i>Tax Cost</i>
8/17/15	Paid Down 311.5 Par Value of GNMA PL #738040 3.500% 3/15/26 for Record Date of July Due 8/15/15 July GNMA Due 8/15/15	\$311.50	\$0.00	-\$320.12
8/25/15	Paid Down 111.33 Par Value of FNMA PL #357883 5.000% 5/01/35 for Record Date of July Due 8/25/15 July FNMA Due 8/25/15	\$111.33	\$0.00	-\$110.05
8/25/15	Paid Down 99.08 Par Value of FNMA PL #765251 4.000% 3/01/19 for Record Date of July Due 8/25/15 July FNMA Due 8/25/15	\$99.08	\$0.00	-\$99.11
8/25/15	Paid Down 142.02 Par Value of FNMA PL #829079 4.000% 9/01/20 for Record Date of July Due 8/25/15 July FNMA Due 8/25/15	\$142.02	\$0.00	-\$143.57
8/25/15	Paid Down 221.63 Par Value of FNMA PL #Ma1527 3.000% 8/01/33 for Record Date of July Due 8/25/15 July FNMA Due 8/25/15	\$221.63	\$0.00	-\$219.41
8/27/15	Sold 465 Shares of Quanta Services Incorporated Trade Date 8/24/15 Paid \$37.20 Brokerage Paid \$0.19 SEC Fee 465 Shares at \$22.3151	\$10,339.13	\$0.00	-\$15,808.21
8/27/15	Sold 216 Shares of Dover Corp Trade Date 8/24/15 Paid \$17.28 Brokerage Paid \$0.23 SEC Fee 216 Shares at \$58.2798	\$12,570.93	\$0.00	-\$8,673.34

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Transaction Detail (continued)

Statement of Value and Activity

July 1, 2015 - September 30, 2015

<i>Date</i>	<i>Transaction Description</i>	<i>Principal Cash</i>	<i>Income Cash</i>	<i>Tax Cost</i>
8/31/15	Matured 45,000 Par Value of U.S. Treasury Notes 1.250% 8/31/15 Trade Date 8/31/15	\$45,000.00	\$0.00	-\$45,000.00
9/15/15	45,000 Par Value at 100 % Paid Down 21.31 Par Value of GNMA PL #553351 4.500% 7/15/33 for Record Date of August Due 9/15/15 August GNMA Due 9/15/15	\$21.31	\$0.00	-\$21.10
9/15/15	Paid Down 300.16 Par Value of GNMA PL #738040 3.500% 3/15/26 for Record Date of August Due 9/15/15 August GNMA Due 9/15/15	\$300.16	\$0.00	-\$308.28
9/15/15	Paid Down 296.26 Par Value of FHLMC Gd PL #C01676 6.000% 11/01/33 for Record Date of August Due 9/15/15 August FHLMC Due 9/15/15	\$296.26	\$0.00	-\$295.15
9/15/15	Paid Down 346.48 Par Value of FHLMC Gd PL #G02884 6.000% 4/01/37 for Record Date of August Due 9/15/15 August FHLMC Due 9/15/15	\$346.48	\$0.00	-\$348.35
9/15/15	Paid Down 167.27 Par Value of FHLMC Gd PL #C03478 4.500% 6/01/40 for Record Date of August Due 9/15/15 August FHLMC Due 9/15/15	\$167.27	\$0.00	-\$170.91
9/15/15	Paid Down 460.57 Par Value of FHLMC Gd PL #G05634 4.000% 10/01/39 for Record Date of August Due 9/15/15 August FHLMC Due 9/15/15	\$460.57	\$0.00	-\$480.45
9/25/15	Paid Down 73.92 Par Value of FNMA PL #357883 5.000% 5/01/35 for Record Date of August Due 9/25/15 August FNMA Due 9/25/15	\$73.92	\$0.00	-\$73.09



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Transaction Detail (continued)

Statement of Value and Activity

July 1, 2015 - September 30, 2015

<i>Date</i>	<i>Transaction Description</i>	<i>Principal Cash</i>	<i>Income Cash</i>	<i>Tax Cost</i>
9/25/15	Paid Down 73.91 Par Value of FNMA PL #765251 4.000% 3/01/19 for Record Date of August Due 9/25/15 August FNMA Due 9/25/15	\$73.91	\$0.00	-\$73.93
9/25/15	Paid Down 143.94 Par Value of FNMA PL #829079 4.000% 9/01/20 for Record Date of August Due 9/25/15 August FNMA Due 9/25/15	\$143.94	\$0.00	-\$145.45
9/25/15	Paid Down 192.96 Par Value of FNMA PL #Ma1527 3.000% 8/01/33 for Record Date of August Due 9/25/15 August FNMA Due 9/25/15	\$192.96	\$0.00	-\$191.03
Total Security Sales/Maturities		\$171,953.16	\$0.00	
	Money Market Purchases/Sales			
	Combined Purchases for the Period 7/1/15 - 9/30/15 of Federated Gov Obl TX Mgd-I	-\$127,363.84	\$0.00	\$127,363.84
	Combined Sales for the Period 7/1/15 - 9/30/15 of Federated Gov Obl TX Mgd-I	\$129,322.45	\$0.00	-\$129,322.45
Total Money Market Purchases/Sales		\$1,958.61	\$0.00	

00062205 - 08005399

Transaction Detail (continued)

Statement of Value and Activity

July 1, 2015 - September 30, 2015

<i>Date</i>	<i>Transaction Description</i>	<i>Principal Cash</i>	<i>Income Cash</i>	<i>Tax Cost</i>
	Other			
7/20/15	Spin Off Received 627 Shares Distribution at 1 Share of Paypal Holdings Inc for Each Share of eBay Inc Due 07/17/15 Market Value of \$0.00 Each Share Held of eBay Inc (278642103) Entitles The Holder to Receive 1 Share of Paypal Holdings Inc (70450y103). Non-Taxable	\$0.00	\$0.00	\$15,156.19
		\$0.00	\$0.00	
	Security Changes			
7/1/15	Amortized Premium on University OK Revs 2.659% 7/01/15 Fed Basis Decreased by \$3.75 to \$25,000.00 7/1/15 Current Year Amortization	\$0.00	\$0.00	-\$3.75
7/15/15	Amortized Premium on GNMA PL #738040 3.500% 3/15/26 Fed Basis Decreased by \$8.55 to \$14,341.53 7/15/15 Current Year Amortization	\$0.00	\$0.00	-\$8.55
7/15/15	Amortized Premium on FHLMC Gd PL #G02884 6.000% 4/01/37 Fed Basis Decreased by \$1.82 to \$12,649.61 7/15/15 Current Year Amortization	\$0.00	\$0.00	-\$1.82



6650060 - 9029000

Transaction Detail (continued)

Statement of Value and Activity

July 1, 2015 - September 30, 2015

<i>Date</i>	<i>Transaction Description</i>	<i>Principal Cash</i>	<i>Income Cash</i>	<i>Tax Cost</i>
7/15/15	Amortized Premium on FHLMC Gd PL #C03478 4.500% 6/01/40 Fed Basis Decreased by \$5.57 to \$14,306.32 7/15/15 Current Year Amortization	\$0.00	\$0.00	-\$5.57
7/15/15	Amortized Premium on FHLMC Gd PL #G05634 4.000% 10/01/39 Fed Basis Decreased by \$28.95 to \$41,077.83 7/15/15 Current Year Amortization	\$0.00	\$0.00	-\$28.95
7/20/15	Spin Off Book Value of eBay Inc Adjusted by \$-15,156.19 Old: \$25,443.38 /New \$10,287.19	\$0.00	\$0.00	\$0.00
7/20/15	Spin Off Federal Cost Basis of eBay Inc Adjusted by \$-7,911.22 Old: \$13,280.92 /New \$5,369.70	\$0.00	\$0.00	-\$7,911.22
7/20/15	Spin Off State Cost Basis of eBay Inc Adjusted by \$-7,911.22 Old: \$13,280.92 /New \$5,369.70	\$0.00	\$0.00	\$0.00
7/20/15	Spin Off Federal Cost Basis of eBay Inc Adjusted by \$-7,244.97 Old: \$12,162.46 /New \$4,917.49	\$0.00	\$0.00	-\$7,244.97

0006207 - 0800599

Transaction Detail (continued)

Statement of Value and Activity

July 1, 2015 - September 30, 2015

<i>Date</i>	<i>Transaction Description</i>	<i>Principal Cash</i>	<i>Income Cash</i>	<i>Tax Cost</i>
7/20/15	Spin Off State Cost Basis of eBay Inc Adjusted by \$-7,244.97 Old: \$12,162.46 /New \$4,917.49	\$0.00	\$0.00	\$0.00
7/22/15	Amortized Premium on Charles Schwab Corp 4.450% 7/22/20 Fed Basis Decreased by \$145.41 to \$26,582.87 7/22/15 Current Year Amortization	\$0.00	\$0.00	-\$145.41
7/27/15	Accreted Discount on FNMA PL #357883 5.000% 5/01/35 Fed Basis Increased by \$3.04 to \$11,653.33 7/27/15 Market Discount	\$0.00	\$0.00	\$3.04
7/27/15	Amortized Premium on FNMA PL #765251 4.000% 3/01/19 Fed Basis Decreased by \$0.04 to \$2,093.16 7/25/15 Current Year Amortization	\$0.00	\$0.00	-\$0.04
7/27/15	Amortized Premium on FNMA PL #829079 4.000% 9/01/20 Fed Basis Decreased by \$3.75 to \$8,405.53 7/25/15 Current Year Amortization	\$0.00	\$0.00	-\$3.75
8/17/15	Amortized Premium on FHLMC Gd PL #G02884 6.000% 4/01/37 Fed Basis Decreased by \$1.80 to \$12,454.56 8/15/15 Current Year Amortization	\$0.00	\$0.00	-\$1.80



0006207 - 0890599

Transaction Detail (continued)

Statement of Value and Activity

July 1, 2015 - September 30, 2015

<i>Date</i>	<i>Transaction Description</i>	<i>Principal Cash</i>	<i>Income Cash</i>	<i>Tax Cost</i>
8/17/15	Amortized Premium on FHLMC Gd PL #C03478 4.500% 6/01/40 Fed Basis Decreased by \$5.52 to \$13,937.06 8/15/15 Current Year Amortization	\$0.00	\$0.00	-\$5.52
8/17/15	Amortized Premium on FHLMC Gd PL #G05634 4.000% 10/01/39 Fed Basis Decreased by \$28.84 to \$40,213.54 8/15/15 Current Year Amortization	\$0.00	\$0.00	-\$28.84
8/17/15	Amortized Premium on GNMA PL #738040 3.500% 3/15/26 Fed Basis Decreased by \$8.43 to \$13,910.93 8/15/15 Current Year Amortization	\$0.00	\$0.00	-\$8.43
8/17/15	Amortized Premium on Clear Creek TX Sch 3.700% 2/15/26 Fed Basis Decreased by \$63.07 to \$26,566.49 8/15/15 Current Year Amortization	\$0.00	\$0.00	-\$63.07
8/25/15	Accreted Discount on FNMA PL #357883 5.000% 5/01/35 Fed Basis Increased by \$3.06 to \$11,575.15 8/25/15 Market Discount	\$0.00	\$0.00	\$3.06
8/25/15	Amortized Premium on FNMA PL #765251 4.000% 3/01/19 Fed Basis Decreased by \$0.03 to \$2,009.59 8/25/15 Current Year Amortization	\$0.00	\$0.00	-\$0.03

6650080 - 5025000

Transaction Detail (continued)

Statement of Value and Activity

July 1, 2015 - September 30, 2015

<i>Date</i>	<i>Transaction Description</i>	<i>Principal Cash</i>	<i>Income Cash</i>	<i>Tax Cost</i>
8/25/15	Amortized Premium on FNMA PL #829079 4.000% 9/01/20 Fed Basis Decreased by \$3.45 to \$8,010.37 8/25/15 Current Year Amortization	\$0.00	\$0.00	-\$3.45
8/31/15	Amortized Premium on U.S. Treasury Notes 1.250% 8/31/15 Fed Basis Decreased by \$156.54 to \$45,000.00 8/31/15 Current Year Amortization	\$0.00	\$0.00	-\$156.54
9/15/15	Amortized Premium on GNMA PL #738040 3.500% 3/15/26 Fed Basis Decreased by \$8.10 to \$13,582.71 9/15/15 Current Year Amortization	\$0.00	\$0.00	-\$8.10
9/15/15	Amortized Premium on FHLMC Gd PL #G02884 6.000% 4/01/37 Fed Basis Decreased by \$1.69 to \$11,977.42 9/15/15 Current Year Amortization	\$0.00	\$0.00	-\$1.69
9/15/15	Amortized Premium on FHLMC Gd PL #C03478 4.500% 6/01/40 Fed Basis Decreased by \$5.29 to \$13,608.00 9/15/15 Current Year Amortization	\$0.00	\$0.00	-\$5.29
9/15/15	Amortized Premium on FHLMC Gd PL #G05634 4.000% 10/01/39 Fed Basis Decreased by \$27.94 to \$39,541.79 9/15/15 Current Year Amortization	\$0.00	\$0.00	-\$27.94



6650080 - 8029000

Transaction Detail (continued)

Statement of Value and Activity

July 1, 2015 - September 30, 2015

<i>Date</i>	<i>Transaction Description</i>	<i>Principal Cash</i>	<i>Income Cash</i>	<i>Tax Cost</i>
9/25/15	Accreted Discount on FNMA PL #357883 5.000% 5/01/35 Fed Basis Increased by \$2.96 to \$11,468.06 9/25/15 Market Discount	\$0.00	\$0.00	\$2.96
9/25/15	Amortized Premium on FNMA PL #765251 4.000% 3/01/19 Fed Basis Decreased by \$0.03 to \$1,910.45 9/25/15 Current Year Amortization	\$0.00	\$0.00	-\$0.03
9/25/15	Amortized Premium on FNMA PL #829079 4.000% 9/01/20 Fed Basis Decreased by \$3.30 to \$7,863.50 9/25/15 Current Year Amortization	\$0.00	\$0.00	-\$3.30
		\$0.00	\$0.00	
Total Other		\$0.00	\$0.00	
9/30/15	Ending Balance	\$0.00	\$348.58	

0006209 - 0900599

Pending Trades

Statement of Value and Activity

July 1, 2015 - September 30, 2015

No pending trades.



0006209 - 0800599

Messages and Notices Section

Statement of Value and Activity

July 1, 2015 - September 30, 2015

The enclosed statement is provided to authorized recipients pursuant to state law or the account agreement. The statement reflects the receipts, disbursements, and market value of the assets and liabilities of the account managed by Bremer, as well as Bremer's compensation. If you have any questions about this statement, please contact your relationship manager.

PUBLIC WORKS/SAFETY COMMITTEE

MINUTES

The Public Works/Safety Committee of the Willmar City Council met on Tuesday, December 15, 2015, in Conference Room No. 1 at the City Office Building.

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

Others present: Council Member Shawn Mueske; Assistant City Engineer Lynden Wittman; Police Chief Jim Felt; Fire Chief Frank Hanson; Josh Halvorson, Bolton & Menk; David Little "West Central Tribune", Citizen Ralph Olson.

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

Ralph Olson, 2029 5th Street SW, addressed the Committee with concerns over the safety of pedestrians crossing Benson Avenue SW at Frieda's Café. Mr. Olson is requesting signage or a railing to obstruct movement of pedestrians so they will utilize the crosswalk.

Item No. 3 Police and Fire Update (Information)

Police Chief Jim Felt noted the jail census for December 15, 2015 was 173; 91 inmates from the Department of Corrections, 75 inmates from Kandiyohi County and 7 inmates from Swift County. The calls for service since December 1 totaled 776 and are 598 calls ahead of the total number of calls for all of 2014, with 16 days to go in the current year. The majority of the calls were for traffic stops, followed by public assists and crashes. Chief Felt reminds citizens to slow down in the winter months for driving.

Fire Chief Frank Hanson noted the total Fire Department calls for service for the previous two weeks totaled 11, and included 2 car fires, 1 cooking fire, 5 accidents, 1 gas leak and 2 alarm activations. The total calls for service so far this year is 327, 26 calls above last year. The Fire Department reminds citizens about safety when burning candles and not heating homes by use of the oven.

Item No. 4 Request to Purchase/Replace SCBA and Bottles (Resolution)

Staff brought forth, for approval, the purchase and replacement of Self Contained Breathing Apparatus (SCBA) and bottles in January. The items are included in the CIP and would be purchased from Emergency Response Solutions in the amount of \$332,002.37. The Committee questioned purchasing the 60 minute tanks rather than the 30 minute tanks, with Chief Hanson explaining they are heavier and constructed different. The bottles and apparatus are noted as a National Purchasing Contract.

A motion was made by Council Member Ahmann, seconded by Council Member Nelsen to approve the purchase of the Self Contained Breathing Apparatus and bottles in the amount of \$332,002.37. The motion carried.

Item No. 5 Request to Purchase/Replace SCBA Air Compressor and Fill Station (Resolution)

Staff brought forth, for approval, the purchase and replacement of the SCBA air compressor and fill station. These items are included in the CIP and would be purchased from Alex Air Apparatus, Inc. in the amount of \$39,780.00, reflecting the \$3,500.00 trade in value of the existing unit. The current unit is showing signs of wear and cannot produce a high enough air pressure through the fill station to completely fill the new SCBA bottles. It was noted the fill station is tested quarterly and the bottles are tested yearly.

A motion was made by Council Member Nelsen, seconded by Council Member Plowman to approve the purchase and replacement of the SCBA air compressor and fill station from Alex Air Apparatus, Inc. in the amount of \$39,780.00. The motion carried.

Item No. 6 Consideration of Removal of Saturday Parking Time Limit Restrictions in the Central Business District (Information)

Staff brought forth, for approval, the consideration of removing the Saturday parking time limit restrictions in the central business district. After review of the current ordinance and speaking with downtown Willmar business owners, staff is requesting review and potential removal of the time limits, which currently state in the ordinance as between the hours of 8:00 a.m. and 11:00 p.m. on any Saturday. The Committee requested additional research with the downtown groups for further discussion.

Item No. 7 Consideration of Expanding Truck and Unattached Trailer Parking (Information)

Staff brought forth, for approval, the consideration of expanding the truck and unattached trailer parking from a 2 hour limit to 24 hours. After review of the current ordinance and speaking with Willmar residents, staff is requesting review of the time limit to accommodate the short term parking most often requested for non-commercial utility and boat trailers parked on City streets. The Committee discussed expanding the time limit to 12 hours, increasing ticket fines and the average number of tickets issued for trailers this year. Further research is requested on the topic by staff and the City attorney.

Item No. 8 1302-A Project Final (Resolution)

Staff brought forth, for approval, acceptance of Project No. 1302-A and to authorize final payment to Duinick, Inc. in the amount of \$50,140.85. The City Council entered into an agreement with Duinick on July 1, 2013 for the improvements to Willmar Avenue between 22nd Street SW and CSAH 5. The improvements consist of a new railroad crossing with improvements to accommodate a Quiet Zone.

A motion was made by Council Member Ahmann, seconded by Council Member Nelsen to accept Project No. 1302-A and to authorize final payment to Duinick, Inc. in the amount of \$50,140.85. The motion carried.

Item No. 9 Civic Center HVAC Change Order No. 2 (Resolution)

Staff brought forth, for approval, the Civic Center HVAC Change Order No. 2. The design and construction related services contract of the HVAC was awarded to Cool Air Mechanical in June, 2015. The project includes the replacement of the dehumidification in the Cardinal and Blue Line Arena, infrared heater adjustments and updating electrical equipment. The provided 600A trip unit in the new electrical switchgear needed to be replaced with a 300A trip unit to accommodate the existing refrigeration system in the Cardinal Arena, resulting in Change Order No. 2 in the amount of \$571.00.

A motion was made by Council Member Ahmann, seconded by Council Member Nelsen to approve Change Order No. 2 with Cool Air Mechanical in the amount of \$571.00. The motion carried.

Item No. 10 Westwood Court Lift Station Easement (Resolution)

Staff brought forth, for approval, the utility easement for the Westwood Court Lift Station. Additional property was required for the relocation of the lift station off of the County right of way and also for the safety of staff servicing it and motorists traveling along the road. The easement and amount have been negotiated at \$2,500.00.

A motion was made by Council Member Nelsen, seconded by Council Member Ahmann to approve the Westwood Court lift station easement with the Langsjoen-Hogan Trust in the amount of \$2,500.00. The motion carried.

Item No. 11 Receive Improvement Report and Order Improvement Hearing (Resolution)

Staff brought forth, for approval, the Engineering Improvement Report for 2016 and ordering the

Improvement Hearing for March 7, 2016 at 7:01 p.m. The Committee discussed the overlay work proposed to be done on Lakeland Drive and the history of the street. The 2nd Street SW reconstruction in front of the Fire Hall was noted, with staff to work with the Fire Department on retaining access for their trucks throughout the project. The Committee discussed the timeline of the improvement schedule for the 2016 projects and advantages and disadvantages of bidding the projects earlier than the tentative April 5th date. The Technology Drive repair was noted, as staff is requesting to fix a 320 foot section of heaving as they further investigate a perforated corrugated pipe below the section that may be the cause of the damage.

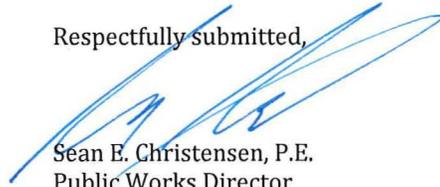
A motion was made by Council Member Nelsen, seconded by Council Member Plowman to receive the Improvement Report and order the Improvement Hearing for March 7, 2016 at 7:01 p.m. The motion carried.

Item No. 12 Non-Agenda Items (Information)

The Committee discussed the future of the vacant Mills properties.

There being no further business to come before the Committee, the meeting was adjourned at 5:55 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: 12-15-2015
Attachments: Yes No

CITY COUNCIL ACTION

Date:

- Approved
- Amended
- Other
- Denied
- Tabled

Originating Department: Fire Department

Agenda Item: Request to Purchase/Replace Self Contained Breathing Apparatus (SCBA) and bottles in January of 2016

Recommended Action: Requesting approval to order the SCBA's , bottles and miscellaneous equipment in January 2016 from Emergency Response Solutions (ERS)

Background/Summary: These items have been approved in the Capital Improvement Program (CIP) budget for 2016. The new equipment would be purchased from Emergency Response Solutions. For the amount of \$332,002.37 which is less than what is budgeted for. ERS was able to beat the price of the HGAC-Buy national purchasing powers agreement. Attached is information about HGAC-Buy.

Alternatives:

Financial Considerations: Actual cost is \$332,002.37 CIP budget is \$340,000.00

Preparer: Frank Hanson, Fire Chief

Signature:

Comments: The SCBA packs do not meet the current NFPA 1981 standards (2013 edition). The SCBA bottles, useful life expires April 1, 2016.

EMERGENCY RESPONSE SOLUTIONS

4817 Viking Blvd NE
 East Bethel, MN 55092
 651-464-1010

Date	S.O. No.
11/5/2015	1705

Name / Address
Willmar Vol Fire Department 515 SW 2nd St Willmar, MN 56201

Ship To
Willmar Vol Fire Department 515- SW 2nd St Willmar, MN 56201

P.O. No.	Rep	Project
Rick-Verbal	JAC	

Item	Description	Ordered	Rate	Amount
MSA GIFS-422M...	MSA G1 SCBA; 4500 PSI, CGA Threaded Remote Connection, Standard Harness with Chest Strap, Metal Cylinder Band, Fixed Swiveling Lumbar Lumbar, Solid Cover Regulator - Left Shoulder, Continuous Hose, NO. EBS, Left Chest Amp, Right Chest PASS with Telemetry, Akaline battery Pack.	50	4,242.00	212,100.00
MSA 10156423	CYL & VALVE ASSY, H-30 G1 Lightweight, 4500, PKG	80	675.44	54,035.20
MSA 10156426	CYL & VALVE ASSY, H-60 G1 Lightweight, 4500, PKG	29	1,012.98	29,376.42
MSA 10161809	Fcpc, G1, FS, SM, SM NC, 4PT C-HARN,C-NS	4	246.19	984.76
MSA 10161810	Fcpc, G1, FS, MD, MD NC, 4PT C-HARN,C-NS	36	246.19	8,862.84
MSA 10161811	Fcpc, G1, FS, LG, LG NC, 4PT C-HARN,C-NS	21	246.19	5,169.99
MSA 10165336	Kit, Conversion, Reg, Rescueaire II G1	2	525.20	1,050.40
MSA 10062089	KIT,UPGRADE,COUPLING NUT/INSERT,4500	2	37.80	75.60
MSA 474352	SPRING,COMPR.AUDILARM	2	12.60	25.20
SCBA Flow Test	SCBA Flow Test - Includes (1) Face Piece	2	65.00	130.00
Labor	2216 to 4500 RIT Pack Upgrade	1	95.00	95.00
MSA 10161130	Rescueaire II, HP, 4500, G1, with 60 MIN Cylinder	3	3,500.00	10,500.00
MSA 485332	HOSE ASSY,QUICK-FILL,25' W/FQD X FQD	1	873.13	873.13
MSA 10144230	Spectacle Kit for G1 Face Piece	10	74.06	740.60
MSA 10148740-SP	Battery Pack, G1, Alkaline	12	134.66	1,615.92
MSA 10121416-A1	SAME AS EXCEPT FOR G1; RESPIRATOR, AIRLINE, PD, MMR, LESS FCPC, 42"	5	551.52	2,757.60
MSA 10042423-SP	CYL & VALVE ASSY,3000 PSIG,17 CU FT, PKG	2	592.04	1,184.08
MSA 10111404	REPLACEMENT KIT, EXTEND. II, POUCH	3	133.94	401.82
MSA 10111642	HOSE KIT IN POUCH, QUICK-FILL, 3 FT.	1	552.19	552.19
MSA 10144231-SP	Kit, Filter Adapter Assy, G1 Facepiece	14	29.33	410.62
MSA 10126797	CARRYING CASE, SCBA, STANDARD	2	180.00	360.00
MSA 10144194-SP	Lens, G1 Face Piece	5	105.00	525.00
MSA 10144215-SP	Head Harness, G1 Facepiece, Kevlar, 4pt	2	88.00	176.00
			Total	\$332,002.37

Frank Hanson

From: Kevin Halliday
Sent: Monday, July 06, 2015 3:54 PM
To: Frank Hanson
Subject: FW: SCBA Purchase

Our attorney's comments.

From: Robert Scott [<mailto:rtscott@flaherty-hood.com>]
Sent: Monday, July 06, 2015 2:14 PM
To: Kevin Halliday
Subject: RE: SCBA Purchase

Kevin,

I have previously looked into HGAC and they appear to be a legitimate national joint powers purchasing cooperative, so the City may purchase equipment through it pursuant to under Minn. Stat. 471.345, subd. 15(b):

Subd. 15. **Cooperative purchasing.** (a) Municipalities may contract for the purchase of supplies, materials, or equipment by utilizing contracts that are available through the state's cooperative purchasing venture authorized by section 16C.11. For a contract estimated to exceed \$25,000, a municipality must consider the availability, price and quality of supplies, materials, or equipment available through the state's cooperative purchasing venture before purchasing through another source.

(b) If a municipality does not utilize the state's cooperative purchasing venture, a municipality may contract for the purchase of supplies, materials, or equipment without regard to the competitive bidding requirements of this section if the purchase is through a national municipal association's purchasing alliance or cooperative created by a joint powers agreement that purchases items from more than one source on the basis of competitive bids or competitive quotations.

The City must still compare what it proposes to buy through a national purchasing cooperative like HGAC with what is available on through the state's cooperative purchasing venture under the highlighted language in subd. 15(a) above, but if the city in good faith determines that it is in its best interests to buy through HGAC it may do so under subd. 15(b).

Thanks,

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

GENERAL PURPOSE & EMERGENCY VEHICLES	INFRASTRUCTURE EQUIPMENT & SERVICES	COMMUNICATIONS EQUIPMENT & SERVICES	GROUNDS FACILITIES & PARKS EQUIPMENT	PUBLIC WORKS EQUIPMENT	EMERGENCY EQUIPMENT & SUPPLIES	CONSULTING LEASING & STAFFING SERVICES	EMERGENCY PREPAREDNESS & DISASTER RECOVERY	COOPERATIVE ENERGY PURCHASING
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EMERGENCY EQUIPMENT & SUPPLIES

EMERGENCY MEDICAL & RESCUE EQUIPMENT - EE08-15

Contract No.: EE08-15

Effective Date: August 01, 2015 thru July 31, 2017

- [A. In-Home Work & Onsite Public Access AED](#)
- [B. Biphasic Automated External Defibrillator](#)
- [C. Semi-Automatic Biphasic Defibrillator w/ECG Monitoring](#)
- [D. Manual Biphasic Defibrillator w/ECG Monitoring](#)
- [E. Semi-Automatic Manual Biphasic Defibrillator w/Escalating Joules](#)
- [F. Chest Compression Systems](#)
- [A. Self-Contained Breathing Apparatus \(SCBA\)](#)
- [B. Spreaders](#)
- [C. Cutters](#)
- [D. Combination Spreader/Cutter Tools](#)
- [E. Rams](#)
- [F. Stabilization/Shoring Struts](#)
- [G. Air Lift Rescue Bags](#)
- [H. Hand-Held Thermal Imaging Equipment](#)
- [I. Fire Rescue Saws](#)
- [J. Electronic Personnel Accountability System \(Stand-Alone\)](#)
- [K. Breathing Air Systems](#)
- [L. Bunker Gear](#)

Portable Defibrillators & Chest Compression Systems

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A. In-Home Work & Onsite Public Access AED

A11	Cardiac Science	Powerheart AED G3 PLUS	\$ 1,379.21	Cardiac Science Corp.
A21	HeartSine	HeartSine Samaritan 350P	\$ 845.00	HeartSine Technologies, Inc.; CPR Savers & First Aid Supply LLC
A31	Medtronic	LIFEPAK CR Plus Defibrillator Semi Automatic Cat. #80403-000148 (AHA Guidelines 2005)	\$ 1,399.00	HeartSafe America, Inc.
A71	Defibtech	Defibtech Lifeline DCF-100 Automated External Defibrillator	\$ 1,050.00	HeartSafe America, Inc.

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B. Biphasic Automated External Defibrillator

B11	Cardiac Science	Powerheart AED G3 Automatic/Semi-Automatic	\$ 1,379.21	Cardiac Science Corp.
B21	HeartSine	HeartSine Samaritan 350P	\$ 845.00	HeartSine Technologies, Inc.; CPR Savers & First Aid Supply LLC
B31	Medtronic	LIFEPAK 1000 AED, (Kit #1) Cat. #99425-000023	\$ 2,150.00	HeartSafe America, Inc.
B41	Philips	HeartStart Onsite	\$ 899.00	HeartSafe America, Inc.
B61	Zoll Medical	ZOLL AED Pro / Manual Biphasic Defibrillator with ECG Monitoring	\$ 2,448.20	First Aid & Safety of Texas Inc.; Sterlington Medical

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C. Semi-Automatic Biphasic Defibrillator w/ECG Monitoring

C11	Cardiac Science	Powerheart AED G3 Pro	\$ 2,400.00	HeartSafe America, Inc.
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D. Manual Biphasic Defibrillator w/ECG Monitoring

D41	Philips	HeartStart MRx, w/Monitor	\$ 6,955.00	HeartSafe America, Inc.
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H-GAC CONTACTS

- **Palmer Jackie**
(P): 713-993-2466
(F): 713-993-4548
jackie.palmer@h-gac.com

VENDOR CONTACTS

- **AAA Emergency Supply CO**
Steve Rossi
(P): 914-949-0512
(F): 914-949-8344
[Click here for Email](#)
- **Air One Equipment, Inc.**
Martin Svihra
(P): 847-289-9000
(F): 847-289-9001
[Click here for Email](#)
- **AMKUS, Inc.**
Michelle Carlson
(P): 630-515-1800
(F): 630-515-8866
[Click here for Email](#)
- **Atlantic Emergency Solutions, Inc.**
Chelsea Peters
(P): 757-369-0911
(F): 757-369-0651
[Click here for Email](#)
- **BAUER Compressors**
George R. Hoppe Jr.
(P): 757-858-5136
(F): 757-857-1041
[Click here for Email](#)
- **BGS, LLC**
Ginger Guillot
(P): 225-644-4545
(F): 225-644-5253
[Click here for Email](#)
- **Bonaventure, Inc.**
Paul Simon
(P): 800-650-4900
(F): 888-426-6234
[Click here for Email](#)
- **Bullard**
Steve Barnett
(P): 713-384-3028
(F): 859-234-8987
[Click here for Email](#)
- **Cardiac Science Corporation**
Roger Mattei
(P): 504-615-5483
(F): 800-925-2825
[Click here for Email](#)
- **Casco Industries, Inc.**
David Stewart
(P): 800-551-8787
(F): 253-681-7877
[Click here for Email](#)
- **Churchville Fire Equipment Corp**
Dave Versteeg
(P): 585-293-1688
(F): 585-293-1833
[Click here for Email](#)
- **CPR Savers & First Aid Supply LLC**
Maribel Duarte
(P): 800-480-1277
(F): 480-275-7002
[Click here for Email](#)
- **Daco Fire Equipment**
Wesley Dobmeier
(P): 888-347-3868
(F): 817-281-6576
[Click here for Email](#)
- **Emergency Response Solutions, LLC**

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E. Semi-Automatic Manual Biphase Defibrillator w/Escalating Joules

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F. Chest Compression Systems

F82	Jolife AB	Lucas 2	\$12,320.75	HeartSafe America, Inc.
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Rescue Equipment

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A. Self-Contained Breathing Apparatus (SCBA)

ABA	Avon Protection Systems	Deltair, 30 minute service life, 2216 PSI cylinder pressure rating, carbon cylinder	\$ 6,418.00	NAFECO
ABB	Avon Protection Systems	Deltair, 30 minute service life, 4500 PSI cylinder pressure rating, carbon cylinder	\$ 6,418.00	NAFECO
ABC	Avon Protection Systems	Deltair, 45 minute service life, 4500 PSI cylinder pressure rating, carbon cylinder	\$ 6,618.00	NAFECO
ACA	MSA	G1 SCBA 30 minute service life, 2216 PSI cylinder pressure rating, Carbon cylinder w/facepiece NFPA 2013 Standard	\$ 5,740.00	Casco Industries, Inc.; Mine Safety Appliances, LLC; Sea-Western, Inc.; Newton's Fire & Safety Equipment, Inc.; Sunbelt Fire, Inc.; Wilmer Public Safety Group, Inc.; Emergency Response Solutions, LLC; Air One Equipment, Inc.; Churchville Fire Equipment Corp; Jerome Fire Equipment Co., Inc.; Safe Industries; Fire Protection Equipment Company Inc.
ACB	MSA	M7XT SCBA, w/facepiece 30 minute service life, 2600 PSI cylinder pressure rating, aluminum cylinder NFPA 2013 Standard	\$ 6,250.00	Casco Industries, Inc.; Mine Safety Appliances, LLC; Sea-Western, Inc.; Newton's Fire & Safety Equipment, Inc.; Sunbelt Fire, Inc.; Wilmer Public Safety Group, Inc.; Emergency Response Solutions, LLC; Air One Equipment, Inc.; Churchville Fire Equipment Corp; Jerome Fire Equipment Co., Inc.; Safe Industries; Fire Protection Equipment Company Inc.
ACC	MSA	M7XT SCBA, w/facepiece 30 minute service life, 4500 PSI cylinder pressure rating, Carbon cylinder NFPA 2013 Standard	\$ 6,425.00	Casco Industries, Inc.; Mine Safety Appliances, LLC; Sea-

Brian Bramley
(P): 612-840-4010
(F): 651-464-1011
[Click here for Email](#)

- **Equipment Management Company**
Kristine Gillson
(P): 815-467-8762
(F): 815-467-8763
[Click here for Email](#)
- **EVS Emergency Vehicle Specialists-**
Jimmie Smith
(P): 901-948-1625
(F): 901-946-4754
[Click here for Email](#)
- **EVS Mid-South**
Jimmie Smith
(P): 901-948-1625
(F): 901-946-4754
[Click here for Email](#)
- **Fire Protection Equipment Company Inc.**
Robert Leahey
(P): 804-262-1594
(F): 804-262-1023
[Click here for Email](#)
- **Fire Supply, Inc.**
Rich McKittrick
(P): 817-389-2377
(F): 817-389-3413
[Click here for Email](#)
- **First Aid & Safety of Texas Inc.**
Michael Riggs
(P): 972-733-0073
(F): 972-248-7099
[Click here for Email](#)
- **First Out Rescue Equipment**
Pete Toennissen
(P): 716-874-2428
(F): 716-873-1526
[Click here for Email](#)
- **Fisher Scientific LLC**
Brian McWhirter
(P): 724-517-2268
(F): 724-517-1547
[Click here for Email](#)
- **Georgia Fire And Rescue Supply**
Jeff Whidby
(P): 866-479-5495
(F): 770-479-9040
[Click here for Email](#)
- **Grace Industries, Inc.**
Tammy Sakony
(P): 724-962-9231
(F): 724-962-3611
[Click here for Email](#)
- **HeartSine Technologies, Inc.**
Brian Duffield
(P): 520-668-5538
(F): 888-872-3504
[Click here for Email](#)
- **Hurst Jaws of Life, Inc.**
Paul Felegy
(P): 980-404-3639
(F): 803-551-4658
[Click here for Email](#)
- **Interspiro, Inc.**
James Gunter
(P): 281-217-1689
(F): 262-947-9901
[Click here for Email](#)
- **Jerome Fire Equipment Co., Inc.**
Russell Jerome
(P): 315-699-5288
(F): 315-699-8895
[Click here for Email](#)
- **L.N. Curtis & Sons**
Brendon Norton
(P): 602-453-3911
(F): 602-453-3910
[Click here for Email](#)
- **L.N. Curtis & sons**
Brendon Norton
(P): 602-453-3911
(F): 602-453-3910
[Click here for Email](#)
- **Metro Fire Apparatus Specialists, Inc.**
Andy King
(P): 713-692-0911

ACD	MSA	G1 SCBA, 45 minute service life, 4500 PSI cylinder pressure rating, Carbon cylinder, w/facepiece NFPA 2013 Standard	\$ 5,720.00
ACE	MSA	G1 SCBA, 30 minute service life, 4500 PSI cylinder pressure rating, Carbon cylinder, w/facepiece NFPA 2013 Standard	\$ 5,670.00
ACF	MSA	G1 SCBA, 60 minute service life, 4500 PSI cylinder pressure rating, Carbon cylinder w/facepiece NFPA 2013 Standard	\$ 5,893.00

Western, Inc.; Newton's Fire & Safety Equipment, Inc.; Sunbelt Fire, Inc.; Witmer Public Safety Group, Inc.; Emergency Response Solutions, LLC; Air One Equipment, Inc.; Churchville Fire Equipment Corp; Jerome Fire Equipment Co., Inc.; Safe Industries; Fire Protection Equipment Company Inc.

Casco Industries, Inc.; Mine Safety Appliances, LLC; Sea-Western, Inc.; Newton's Fire & Safety Equipment, Inc.; Sunbelt Fire, Inc.; Witmer Public Safety Group, Inc.; Emergency Response Solutions, LLC; Air One Equipment, Inc.; Churchville Fire Equipment Corp; Jerome Fire Equipment Co., Inc.; Safe Industries; Fire Protection Equipment Company Inc.

Casco Industries, Inc.; Mine Safety Appliances, LLC; Sea-Western, Inc.; Newton's Fire & Safety Equipment, Inc.; Sunbelt Fire, Inc.; Witmer Public Safety Group, Inc.; Emergency Response Solutions, LLC; Air One Equipment, Inc.; Churchville Fire Equipment Corp; Jerome Fire Equipment Co., Inc.; Safe Industries; Fire Protection Equipment Company Inc.

Casco Industries, Inc.; Mine Safety Appliances, LLC; Sea-Western, Inc. Newton's Fire & Safety Equipment,

(F): 713-692-1591
[Click here for Email](#)

▪ **Metro Fire Apparatus Specialists, Inc.**
 Jim Minton
 (P): 713-724-8610
[Click here for Email](#)

▪ **Mine Safety Appliances, LLC**
 Richard Rocco
 (P): 724-742-8097
 (F): 800-967-0398
[Click here for Email](#)

▪ **Municipal Emergency Services, Inc.**
 Lonnie Stephens
 (P): 800-784-0404
 (F): 281-442-9199
[Click here for Email](#)

▪ **Newton's Fire & Saety Equipment, Inc.**
 Seth Newton
 (P): 800-672-5918
 (F): 336-578-1982
[Click here for Email](#)

▪ **North America Fire Equipment CO., Inc. (NAFECO)**
 Ronald Woodall
 (P): 256-353-7100
 (F): 256-355-0852
[Click here for Email](#)

▪ **River Country Rescue**
 Steve Bornkessel
 (P): 225-567-5297
 (F): 225-567-5297
[Click here for Email](#)

▪ **Safe Industries**
 Lee Perkins
 (P): 864-845-7175
 (F): 864-845-7176
[Click here for Email](#)

▪ **Sea-Western, Inc.**
 Susan Doyle
 (P): 425-821-5858
 (F): 425-823-0636
[Click here for Email](#)

▪ **Sterlington Medical**
 Dereck Dietrich
 (P): 713-647-8240
 (F): 713-647-9294
[Click here for Email](#)

▪ **Sunbelt Fire, Inc.**
 Kent Bradley
 (P): 800-642-8484
 (F): 251-928-9933
[Click here for Email](#)

▪ **Wally's Fire & Safety Equipment, Inc.**
 Wally Elliott
 (P): 888-784-2224
 (F): 843-464-1001
[Click here for Email](#)

▪ **Witmer Public Safety Group, Inc.**
 Glenn Shaw
 (P): 804-267-3424
 (F): 888-335-9800
[Click here for Email](#)

▪ **Witmer Public Safety Group, Inc.**
 Kevin Moul
 (P): 800-834-0839
 (F): 888-335-9800
[Click here for Email](#)

Inc.; Sunbelt
Fire, Inc.;
Witmer
Public Safety
Group, Inc.;
Emergency
Response
Solutions,
LLC; Air One
Equipment,
Inc.;
Churchville
Fire
Equipment
Corp;
Jerome Fire
Equipment
Co., Inc.;
Safe
Industries;
Fire
Protection
Equipment
Company
Inc.

ACG	MSA	G1 SCBA W/facepiece, 5500-psi 30, 45, 60, & 75 minute HP carbon cylinder NFPA 2013 Standard	\$ 6,340.00	Casco Industries, Inc.; Mine Safety Appliances, LLC; Sea-Western, Inc.; Newton's Fire & Safety Equipment, Inc.; Sunbelt Fire, Inc.; Witmer Public Safety Group, Inc.; Emergency Response Solutions, LLC; Air One Equipment, Inc.; Churchville Fire Equipment Corp; Jerome Fire Equipment Co., Inc.; Safe Industries; Fire Protection Equipment Company Inc.
ADA	Scott H & S	Air-Pak AP75 SCBA X3212021000201 w/pass device, 2.2, 2216 psi 30 minute carbon cylinder 804840-01 & face piece 201215-02.	\$ 4,597.00	Municipal Emergency Services, Inc.
ADB	Scott H & S	Air-Pak 75 SCBA X3214021000201 w/ pass device, 4.5, 4500 psi 30 minute carbon cylinder 804721-01 & face piece 201215-02	\$ 4,939.00	Fisher Scientific LLC
ADC	Scott H & S	Air-Pak X3 SCBA X3414021000201 w/ pass device, 4.5 4500 psi 30 minute carbon snap-change cylinder 200128-01 & face piece 201215-02	\$ 5,199.00	Fisher Scientific LLC
ADD	Scott H & S	Air Pak 75 SCBA X3212021000201 w/ pass device, 4.5; 45 min. carbon cylinder 804722-01 & face piece 201215-02	\$ 4,920.00	Municipal Emergency Services, Inc.
ADE	Scott H & S	Air-Pak X3 SCBA AP - X3215021000201 w/PASS device, 5.5, 5500 psi 30 minute carbon cylinder & face piece	\$ 5,432.00	Municipal Emergency Services, Inc.
ADF	Scott H & S	Air-Pak X3 SCBA AP - X3215021000201 w/PASS device, 5.5, 5500 psi 45 minute carbon cylinder & face piece	\$ 5,670.00	Municipal Emergency Services, Inc.
ADG	Scott H & S	Air-Pak X3 SCBA AP - X3215021000201 w/PASS device, 5.5, 5500 psi 60 minute carbon cylinder & face piece	\$ 5,745.00	Fisher Scientific LLC
ADH	Scott H & S	Air-Pak X3 SCBA AP - X3215021000201 w/PASS device, 5.5, 5500 psi 30 minute carbon cylinder & face piece	\$ 5,444.00	Fisher Scientific LLC
ADI	Scott H & S	Air-Pak X3 SCBA AP - X3215021000201 w/PASS device, 5.5, 5500 psi 45 minute carbon cylinder & face piece	\$ 5,738.00	Fisher Scientific LLC
ADJ	Scott H & S	Air-Pak X3 SCBA AP - X3215021000201 w/PASS device, 5.5, 5500 psi 60 minute carbon cylinder & face piece	\$ 5,750.00	Fisher Scientific LLC
AEA	Interspiro	S8 SCBA, 2216psi, with mask, PASS, & buddy breathing, NFPA 1981 and 1982 (2013 Edition) compliant - includes 30 minute aluminum cylinder	\$ 4,139.09	Interspiro, Inc.; Fire Supply, Inc.; Bonaventure, Inc.
AEB	Interspiro	S8 SCBA, 2216psi, with mask, PASS, & buddy breathing, NFPA 1981 and 1982 (2013 Edition) compliant - includes 30 minute carbon fiber cylinder	\$ 4,519.09	Interspiro, Inc.; Fire Supply, Inc.; Bonaventure, Inc.
AEC	Interspiro		\$ 4,519.09	

You are here: [Home](#) > [Information About The Program](#) > [Frequently Asked Questions \(FAQs\)](#)

INFORMATION ABOUT THE PROGRAM

FREQUENTLY ASKED QUESTIONS (FAQS)

Q: What is H-GAC?

A: The Houston-Galveston Area Council (H-GAC) is a regional council of governments operating under the laws of the State of Texas and governed by a board comprised of 36 elected officials from the 13 county region. The H-GAC Board awards all contracts, which can then be made available to local governments nationwide thru HGACBuy.

Q: How does HGACBuy work?

A: Government entities join by executing an Interlocal Contract to participate in HGACBuy. This document sets out the conditions, requirements and processes through which an entity's purchase orders are received, confirmed to contract and processed.

Q: Can my entity purchase through HGACBuy?

A: The Texas Interlocal Cooperation Act permits joint participation by local governments, states, state agencies, and certain non-profit corporations. Most states have interlocal cooperation authority or other joint power provisions that allow participation in cooperative activities.

Q: I have to advertise for bids therefore I can't purchase thru HGACBuy.

A: HGACBuy uses mass circulation, minority emphasis print media, and internet services to post legal notices and bid solicitations. Therefore, posting of public notices to solicit bids and the formal competitive bid process are satisfied thru HGACBuy procedures.

Q: What other services are offered through the HGACBuy program?

A: Researching products, writing specifications, holding pre-bid conferences, assisting with order placement, contacting vendor reps, helping to resolve order issues, and reviewing and certifying purchase orders to confirm compliance with any specific HGACBuy contract.

Q: What is the difference between HGACBuy and some other cooperatives?

A: HGACBuy is a unit of local government and a political subdivision of the State of Texas. The HGACBuy Program is over 30 years old and specializes in high ticket, capital intensive products and services that require technical, detailed specifications and extensive professional skills to evaluate bid responses. All products offered through HGACBuy have been awarded by virtue of a public competitive process. There are no annual membership dues required to purchase thru HGACBuy.

Q: Where do I find information on products offered through HGACBuy?

A: Access HGACBuy's web site at www.hgacbuy.org for a complete listing of products with descriptions, prices, contractors and/or contacts.

Q: What products are available thru HGACBuy?

A: Primarily, products that are utilized in Public Safety, Public Works, and Communications, in addition to professional consulting, personnel and financing services. A wide variety of capital equipment is under contract, and thru a unique feature of HGACBuy it can be customized through the use of published and unpublished options to fit your specifications and requirements.

Q: Can I purchase on-line?

A: Because of the nature of most of the products and services we have under contract, we prefer that you speak with a contractor's representative and get a detailed price quote before placing an order. This is to insure that you get what you want, configured like you want it. Use the HGACBuy website to for basic information and to get the contractor's telephone and email address. After you receive your written quotation and have reviewed it, prepare your purchase order to the Contractor and fax a copy to HGACBuy.

Q: What does it cost to join HGACBuy? How is HGACBuy funded?

A: HGACBuy is a self-funded "Enterprise Fund" government agency, self-supported thru an administrative fee assessed to the contractor. An "Order Processing Charge" (Administrative Fee) will appear on quotation forms for purchases of motor vehicles in the State of Texas in accordance with State of Texas, Department of Transportation, Division of Motor Vehicles requirements.

Q: What are the benefits of HGACBuy? I want to inform my elected officials and staff:

A: We give you access to volume purchasing and discounts. • We put over 200 years of combined purchasing experience to work on your behalf. • We write technical specifications eliminate the need to hire consultants for that purpose. • We absorb the costs associated with publishing legal notices. • We offer you an expedited procurement process so you need not be delayed for months preparing specifications and satisfying all of the other requirements for competitive bids and proposals.

Q: Where to send my payments to H-GAC?**A: Sending Coop Payments to H-GAC:**

In order to avoid delays in the receipt and/or application of your remittance we recommend that you forward all **Coop payment** checks made payable to the Houston-Galveston Area Council and sent to our

bank lock box **P.O. Box 301427**, Dallas TX 75303-1427. On all remittances please reference the H-GAC invoice number(s) you wish payment to be applied.

Sending Energy Payments to H-GAC:

In order to avoid delays in the receipt and/or application of your remittance we recommend that you forward all **Energy payment** checks made payable to the Houston-Galveston Area Council and sent to our bank lock box **P.O. Box 301497**, Dallas TX 75303-1427. On all remittances please reference the H-GAC invoice number(s) you wish payment to be applied.

Also feel free to contact the H-GAC Finance Department with questions regarding invoices, wiring instructions, or remittance advice.

For more information, contact us:

HGACBuy

3555 Timmons Lane; Suite 120
Houston, TX 77027

Phone: (800) 926-0234

Fax: (713) 993-4548

Web: www.hgacbuy.org



CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 5
Meeting Date: 12-15-2015
Attachments: Yes No

CITY COUNCIL ACTION

Date:

- Approved
- Amended
- Other
- Denied
- Tabled

Originating Department: Fire Department

Agenda Item: Request to Purchase/Replace the SCBA air compressor and fill station in January of 2016

Recommended Action: Requesting approval to order the SCBA air compressor and fill station in January 2016.

Background/Summary: These items have been approved in the Capital Improvement Program (CIP) budget for 2016. The new equipment would be purchased from Alex Air Apparatus, Inc. in the total amount of \$39,780.00. We received quotes from both Alex Air Apparatus, Inc. and Crow River Marketing. The current unit is showing signs of wear and cannot produce a high enough air pressure thru the fill station to completely fill the new SCBA bottles. The existing unit will be traded in and the purchase price reflects the trade in value of \$3,500.00.

Alternatives: Keep the current unit.

Financial Considerations: The 2016 Capital Improvement Program has included \$40,000.00 for the purchase of this equipment.

Preparer: Frank Hanson, Fire Chief

Signature:

Comments: This equipment needs to be installed prior to the new SCBA's being put into service. Right now there is a 2-3 month turnaround time on this equipment.

Alex Air Apparatus, Inc.

11897 Co. Rd. 87 SE
Alexandria, MN 56308

Phone: 320-763-7803; 800-264-2320

Fax: 320-763-9077; 800-204-8682

PRICE QUOTATION

DATE	SALES REP.	QUOTE NO.	PAGE
6-Dec-15	MARK SKINDELIEN (320)905-0208	1	1
Customer Name		ATTENTION:	
Willmar Fire Department		Rick and Frank	
ADDRESS		PHONE	
515 2nd Street SW			
CITY, STATE, ZIP CODE		FAX	
Willmar, MN 56201			
ITEM	QTY	DESCRIPTION	EXTENDED PRICE
1	1	Bauer- MVT10-E1 Mini Verticus 6000psi, P2 Securus, 9.7 scfm, and 7.5 hp Compressor.	\$25,300.00
2	1	Bauer- CFS11-3S Three position fill station, inlet pressure gauge adjustable regulator, regulated pressure gauge, fill control valve, and fill pressure gauges.	\$7,800.00
3	1	Dual Function, top mount, four bank cascade panel. The Dual function feature offers the ability to refill a storage bank, even with the bank valve closed, while filling SCBA's from another bank. It also includes an air direction valve allowing the operator to select "Fill from Storage" or "Fill from compressor"	\$2,300.00
4	4	UN- 6000psi Storage Cylinders	\$1,200.00
5	1	Remote Fill Hose Connection	\$1,170.00
6	1	Shipping and Installation	\$2,000.00
			\$43,370.00
		Trade-In Allowance on 1995 Bauer Compressor and 1991 3-Position Fill Station	(\$3,500.00)
		TAX:	
		TOTAL:	\$39,780.00

Shipping: Pre-paid and Charged Back

TERMS: NET 30 Days Upon Credit Approval
OFFER VALID FOR 30 DAYS FROM DATE OF QUOTE

Signed:

Mark Skindeliem

CROW RIVER MARKETING.

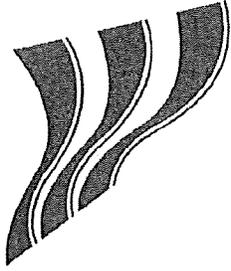
JERRY HAYDEN
 25 Michigan St. SE
 Hutchinson, MN
 PHONE 320-234-7096
 Cell 612-991-6160

PRICE QUOTATION			
DATE	SALES REP.	QUOTE NO.	PAGE
8-Dec-15	Jerry Hayden	120815-JH	
CUSTOMER NAME		ATTENTION:	
Willmar Fire Department		Rick / Frank	
ADDRESS		PHONE	
515 2nd St. SW			
CITY, STATE, ZIP CODE		FAX	
Willmar, Mn. 56201			
QTY	DESCRIPTION	UNIT PRICE	EXTENDED PRICE
1	Bauer Compressor MVT10-E1 Mini Verticus 6000 psi 9.7 scfm, 7.5 hp with P2 Securus.	\$27,280.00	\$27,280.00
1	Bauer CFSII-3S Three position fill station, regulated pressure gauge, fill control valve, inlet pressure gauge adjustable regulator and fill pressure gauge	\$8,331.00	\$8,331.00
1	Dual function, top mount four bank cascade panel.	\$2,516.00	\$2,516.00
4	UN-6000 psi storage Cylinders	\$1,785.00	\$7,140.00
1	Remote Fill Hose Connection	\$1,170.00	\$1,170.00
1	Freight and Installation	\$2,500.00	\$2,500.00
	Trade in allowance on Bauer Compressor and Fill Station		(\$3,000.00)
		TAX:	
		TOTAL:	\$45,937.00

Terms: Net 30 Days
 OFFER VALID FOR 30 DAYS FROM DATE OF QUOTE

Signed:

Jerry Hayden



CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 6

Meeting Date:

Attachments: Yes X No

CITY COUNCIL ACTION

Date:

- Approved Denied
 Amended Tabled
 Other

Originating Department: Willmar Police

Agenda Item: Consideration of removal of Saturday parking time limit restrictions in the Central Business District on Saturdays

Recommended Action: After review of the current ordinance and speaking with downtown Willmar business owners, requesting review and potential removal of time limits for parking, on Saturday, in the Central Business District (Downtown).

Request review by the committee of the parking limitations on Saturdays and to direct the Willmar City Attorney to review and draft an ordinance to reflect the change, if approved.

Background/Summary:

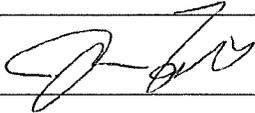
Sec. 15-120. - Limited parking zones.

The city engineer, by a written designation approved in writing by the mayor, and filed with the city clerk-treasurer, may designate certain streets or certain portions of streets within the congested district as ten-minute, twenty-minute, thirty-minute, forty-five-minute, one-hour or two-hour limited parking zones, and shall mark by appropriate signs any zones so designated. Such zones may be established in the congested district wherever necessary for the convenience of the public or to minimize traffic hazards and to preserve the free flow of traffic. No person shall park any vehicle in any limited parking zone so established and marked, between the hours of 8:00 a.m. and 6:00 p.m. on Monday through Friday inclusive of any week, or between the hours of 8:00 a.m. and 11:00 p.m. on any Saturday, for a longer period of time than is specified on the signs marking such zones.

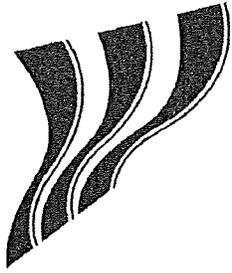
Alternatives: Keep current ordinance intact or consider alternate wording / time periods.

Financial Considerations: Potentially less parking tickets issued & reflection on fines. Would require changes to existing parking limit signs in the downtown area.

Preparer: Chief Jim Felt

Signature: 

Comments:



CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 7
Meeting Date:
Attachments: Yes No

CITY COUNCIL ACTION

Date:

- Approved Denied
 Amended Tabled
 Other

Originating Department: Willmar Police

Agenda Item: Consideration of expanding truck and unattached trailer parking from 2 hours to 24 hours.

Recommended Action: After review of the current ordinance and speaking with Willmar residents, request consideration of expanding truck and unattached trailer parking from the current 2 hour limit to 24 hours. This request is to help accommodate the short term parking most often requested for non-commercial utility and boat trailers parked on city streets.

If approved for consideration, request that the City Attorney be instructed to review and submit updated ordinance wording for council consideration and potential implementation.

Background/Summary:

Sec. 15-55. - Truck parking. (CURRENT ORDINANCE)

No trucks classified as one-ton vehicles or over, semitrailers or tractors, unattached camping or house trailers, implement trailers, or similar vehicles shall be permitted to park on any public street, thoroughfare, public alley, parking lot or public property for a period longer than two (2) hours, except where such vehicle is parked on a street or thoroughfare on which the adjacent property on both sides of the street or thoroughfare is zoned for light industry (LI) or heavy industry (HI). This restriction shall not apply to vehicles actually engaged in moving household furniture or furnishings, small delivery trucks, service trucks, or service trailers, however, each vehicle or trailer exempted in this section shall be subject to section 15-50.

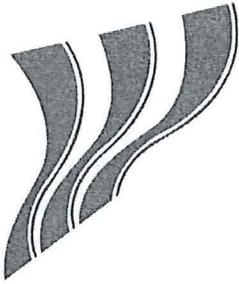
Alternatives: Keep current ordinance intact or consider alternate wording / time periods.

Financial Considerations: Potentially less parking tickets issued with negligible fine decrease to city

Preparer: Chief Jim Felt

Signature:

Comments:



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

Agenda Item Number: 8

Meeting Date: December 15, 2015

Attachments: X Yes No

CITY COUNCIL ACTION

Date: December 21, 2015

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

Originating Department: Engineering

Action Requested: Accept Project No. 1302-A and Authorize Final Payment.

Recommended Action: Accept Project No. 1302-A and authorize final payment to Duininck, Inc. in the amount of \$50,140.85

Background/Summary: The City Council entered into an agreement with Duininck on July 1, 2013 for the improvements to Willmar Avenue between 22nd Street SW and CSAH 5. The improvements consist of a new railroad crossing with improvements to accommodate a Quiet Zone. The final pay request with quantities is hereby submitted for consideration and staff is recommending payment be made.

Alternatives: N/A

Financial Considerations: The funding associated with the project includes State Aid Funds, Kandiyohi County State Aid Funds, and Local Option Sales Tax Funds and are within the project budget.

Preparer: Sean E. Christensen, PE
Public Works Director

Signature:

Comments:

CONTRACTOR'S PAY REQUEST
 2013 WILLMAR AVENUE IMPROVEMENTS
 SAP 175-080-005/SAP 34-623-027
 PROJECT NO. 1302-A
 WILLMAR, MINNESOTA
 BMI PROJECT NO. W18.105961

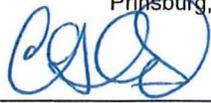
CONTRACTOR
 OWNER
 ENGINEER

TOTAL AMOUNT BID PLUS APPROVED CHANGE ORDERS.....	\$	974,748.31
TOTAL, COMPLETED WORK TO DATE.....	\$	974,748.31
TOTAL, STORED MATERIALS TO DATE.....		\$0.00
DEDUCTION FOR STORED MATERIALS USED IN WORK COMPLETED.....		\$0.00
TOTAL, COMPLETED WORK & STORED MATERIALS.....	\$	974,748.31
RETAINED PERCENTAGE (0%).....	\$	-
TOTAL AMOUNT OF OTHER PAYMENTS OR (DEDUCTIONS).....	\$	-
NET AMOUNT DUE TO CONTRACTOR TO DATE.....	\$	974,748.31
TOTAL AMOUNT PAID ON PREVIOUS ESTIMATES.....	\$	924,607.46
PAY CONTRACTOR AS ESTIMATE NO. FINAL	\$	50,140.85

Certificate for Final Payment

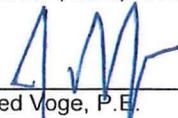
I hereby certify that, to the best of my knowledge and belief, all items quantities and prices of work and material shown on this Estimate are correct and that all work has been performed in full accordance with the terms and conditions of the Contract for this project between the Owner and the undersigned Contractor, and as amended by any authorized changes, and that the foregoing is a true and correct statement of the amount for the Final Estimate, that the provisions of M. S. 290.92 have been complied with and that all claims against me by reason of the Contract have been paid or satisfactorily secured.

Contractor: Duinick, Inc.
 408 6th Street
 Prinsburg, MN 56281

By  Vice President 11.20.15
 Name Title Date

Approved: 
 Contractor's Surety
 Attorney-in-Fact

CHECKED AND APPROVED AS TO QUANTITIES AND AMOUNT:
 BOLTON & MENK, INC., ENGINEERS, 2040 HIGHWAY 12 EAST, WILLMAR, MN 56201

By  Project Manager 12/2/15
 Jared Vogt, P.E. Title Date

APPROVED FOR PAYMENT:
 Owner: WILLMAR, MINNESOTA

By  CITY ENGINEER 12.7.15
 Name Title Date

PAY ESTIMATE NO.

FINAL

2013 WILLMAR AVENUE IMPROVEMENTS
 SAP 175-080-005/SAP 34-623-027
 PROJECT NO. 1302-A
 WILLMAR, MINNESOTA
 BMI PROJECT NO. W18.105961

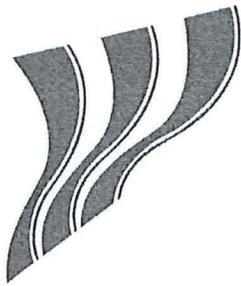
WORK COMPLETED THROUGH SEPTEMBER 28,2015

ITEM NO.	DESCRIPTION	UNIT PRICE	ESTIMATED		QUANTITY PREVIOUS ESTIMATE		QUANTITY COMPLETED TO DATE		DIFFERENCE QUANTITY TO DATE	DIFFERENCE AMOUNT TO DATE
			BID QUANTITY	BID AMOUNT						
1	MOBILIZATION	\$48,000.00	1	LUMP SUM \$ 48,000.00	1.00	LUMP SUM \$ 48,000.00	1.00	LUMP SUM \$ 48,000.00		\$ -
2	REMOVE SEWER PIPE (STORM)	\$15.00	196	LIN FT \$ 2,940.00	223	LIN FT \$ 3,345.00	223	LIN FT \$ 3,345.00	27	\$ 405.00
3	REMOVE CONCRETE CURB & GUTTER	\$3.00	150	LIN FT \$ 450.00	153	LIN FT \$ 459.00	153	LIN FT \$ 459.00	3	\$ 9.00
4	REMOVE BITUMINOUS PAVEMENT - STREET	\$4.00	7120	SQ YD \$ 28,480.00	7,121	SQ YD \$ 28,484.00	7,121	SQ YD \$ 28,484.00	1	\$ 4.00
5	REMOVE BITUMINOUS PAVEMENT - TRAIL	\$4.00	269	SQ YD \$ 1,076.00	213	SQ YD \$ 852.00	213	SQ YD \$ 852.00	-56	\$ (224.00)
6	REMOVE SIGN	\$35.00	15	EACH \$ 525.00	14	EACH \$ 490.00	14	EACH \$ 490.00	-1	\$ (35.00)
7	SAWING BIT PAVEMENT	\$3.00	413	LIN FT \$ 1,239.00	368	LIN FT \$ 1,104.00	368	LIN FT \$ 1,104.00	-45	\$ (135.00)
8	COMMON EXCAVATION (P)	\$4.25	6858	CU YD \$ 29,146.50	6,648	CU YD \$ 28,254.00	6,648	CU YD \$ 28,254.00	-210	\$ (892.50)
9	SUBGRADE EXCAVATION (EV)	\$8.00	550	CU YD \$ 4,400.00	233	CU YD \$ 1,864.00	233	CU YD \$ 1,864.00	-317	\$ (2,536.00)
10	COMMON BORROW (FROM STOCKPILE) (CV)	\$10.00	4170	CU YD \$ 41,700.00	4,348	CU YD \$ 43,480.00	4,348	CU YD \$ 43,480.00	178	\$ 1,780.00
11	TOPSOIL BORROW (FROM STOCKPILE) (LV)	\$8.50	3588	CU YD \$ 30,498.00	100	CU YD \$ 850.00	100	CU YD \$ 850.00	-3488	\$ (29,648.00)
12	COMMON EXCAVATION (SALVAGE AGGREGATE) (EV)	\$5.00	1680	CU YD \$ 8,400.00	1,452	CU YD \$ 7,260.00	1,452	CU YD \$ 7,260.00	-228	\$ (1,140.00)
13	GEOTEXTILE FABRIC TYPE V	\$1.65	5881	SQ YD \$ 9,703.65	4,495	SQ YD \$ 7,416.75	4,495	SQ YD \$ 7,416.75	-1386	\$ (2,286.90)
14	COMMON LABORER	\$70.00	15	HOUR \$ 1,050.00	4	HOUR \$ 280.00	4	HOUR \$ 280.00	-11	\$ (770.00)
15	1.5 CU YD SHOVEL	\$175.00	15	HOUR \$ 2,625.00	4	HOUR \$ 700.00	4	HOUR \$ 700.00	-11	\$ (1,925.00)
16	DOZER	\$185.00	15	HOUR \$ 2,775.00		HOUR \$ -		HOUR \$ -	-15	\$ (2,775.00)
17	12 CU YD TRUCK	\$120.00	15	HOUR \$ 1,800.00		HOUR \$ -		HOUR \$ -	-15	\$ (1,800.00)
18	3 CU YD FRONT END LOADER	\$150.00	15	HOUR \$ 2,250.00	4	HOUR \$ 600.00	4	HOUR \$ 600.00	-11	\$ (1,650.00)
19	SKID LOADER	\$150.00	15	HOUR \$ 2,250.00	4	HOUR \$ 600.00	4	HOUR \$ 600.00	-11	\$ (1,650.00)
20	TRUCK (1500 GALLON WATER TRUCK)	\$120.00	50	HOUR \$ 6,000.00	10	HOUR \$ 1,200.00	10	HOUR \$ 1,200.00	-40	\$ (4,800.00)
21	AGGREGATE BASE (CV) CLASS 5 (P) (STREET)	\$25.00	3368	CU YD \$ 84,200.00	2,815	CU YD \$ 70,375.00	2,815	CU YD \$ 70,375.00	-553	\$ (13,825.00)
22	AGGREGATE BASE (CV) SALVAGED AGGREGATE	\$9.00	1137	CU YD \$ 10,233.00	1,452	CU YD \$ 13,068.00	1,452	CU YD \$ 13,068.00	315	\$ 2,835.00
23	AGGREGATE BASE (CV) CLASS 5 (P) (BITUMINOUS WALK)	\$30.00	686	CU YD \$ 20,580.00	625	CU YD \$ 18,750.00	625	CU YD \$ 18,750.00	-61	\$ (1,830.00)
24	AGGREGATE BASE (CV) CLASS 5 (P) (WALK)	\$30.00	101	CU YD \$ 3,030.00	100	CU YD \$ 3,000.00	100	CU YD \$ 3,000.00	-1	\$ (30.00)
25	AGGREGATE SURFACING CLASS 5 (GRAVEL DRIVEWAY RESTORATION)	\$25.00	34	TON \$ 850.00	34	TON \$ 850.00	34	TON \$ 850.00		\$ -
26	TYPE SP 9.5 WEARING COURSE MIXTURE (2.B)	\$90.00	501	TON \$ 45,090.00	483	TON \$ 43,470.00	483	TON \$ 43,470.00	-18	\$ (1,620.00)
27	TYPE SP 12.5 WEARING COURSE MIXTURE (3.B)	\$84.00	3208	TON \$ 269,472.00	3,313	TON \$ 278,292.00	3,313	TON \$ 278,292.00	105	\$ 8,820.00
28	TYPE SP 12.5 NON WEARING COURSE MIXTURE (3.B)	\$69.00	1816	TON \$ 125,504.00	1,503	TON \$ 103,707.00	1,503	TON \$ 103,707.00	-113	\$ (7,797.00)
29	BITUMINOUS MATERIAL FOR TACK COAT	\$2.75	1434	GALLON \$ 3,943.50	1,700	GALLON \$ 4,675.00	2,200	GALLON \$ 6,050.00	766	\$ 2,106.50
30	12" RC PIPE APRON	\$600.00	1	EACH \$ 600.00	1	EACH \$ 600.00	1	EACH \$ 600.00		\$ -
31	15" RC PIPE APRON	\$610.00	2	EACH \$ 1,220.00	2	EACH \$ 1,220.00	2	EACH \$ 1,220.00		\$ -
32	INSTALL CULVERT MARKER	\$250.00	13	EACH \$ 3,250.00		EACH \$ -		EACH \$ -	-13	\$ (3,250.00)
33	TRASH GUARD FOR 12" APRON	\$350.00	1	EACH \$ 350.00	1	EACH \$ 350.00	1	EACH \$ 350.00		\$ -
34	TRASH GUARD FOR 15" APRON	\$400.00	2	EACH \$ 800.00	2	EACH \$ 800.00	2	EACH \$ 800.00		\$ -
35	4" PERF PIPE DRAIN	\$10.00	1778	LIN FT \$ 17,780.00	1,781	LIN FT \$ 17,810.00	1,781	LIN FT \$ 17,810.00	3	\$ 30.00
36	12" RC PIPE SEWER, CLASS V	\$50.00	322	LIN FT \$ 16,100.00	302	LIN FT \$ 15,100.00	302	LIN FT \$ 15,100.00	-20	\$ (1,000.00)
37	15" RC PIPE SEWER, CLASS V	\$45.00	91	LIN FT \$ 4,095.00	84	LIN FT \$ 3,780.00	84	LIN FT \$ 3,780.00	-7	\$ (315.00)
38	24" DUCTILE IRON PIPE SEWER	\$200.00	40	LIN FT \$ 8,000.00	40.0	LIN FT \$ 8,000.00	40.0	LIN FT \$ 8,000.00		\$ -
39	RECONSTRUCT DRAINAGE STRUCTURE	\$800.00	9.25	LIN FT \$ 7,400.00	4.00	LIN FT \$ 3,200.00	4.00	LIN FT \$ 3,200.00	-5.25	\$ (4,200.00)
40	CONSTRUCT DRAINAGE STRUCTURE DESIGN G	\$325.00	4.37	LIN FT \$ 1,420.25	4.40	LIN FT \$ 1,430.00	4.40	LIN FT \$ 1,430.00	0.03	\$ 9.75
41	CONSTRUCT DRAINAGE STRUCTURE DESIGN 48-4020	\$340.00	14.14	LIN FT \$ 4,807.60	12.55	LIN FT \$ 4,267.00	12.55	LIN FT \$ 4,267.00	-1.59	\$ (540.60)
42	CONSTRUCT DRAINAGE STRUCTURE DESIGN 66-4020	\$500.00	5.50	LIN FT \$ 2,750.00	4.00	LIN FT \$ 2,000.00	4.00	LIN FT \$ 2,000.00	-1.50	\$ (750.00)
43	CONNECT TO EXISTING STORM SEWER (PIPE)	\$750.00	7	EACH \$ 5,250.00	7	EACH \$ 5,250.00	7	EACH \$ 5,250.00		\$ -
44	CONNECT TO EXISTING STORM SEWER (MANHOLE)	\$1,300.00	10	EACH \$ 13,000.00	6	EACH \$ 7,800.00	6	EACH \$ 7,800.00	-4	\$ (5,200.00)
45	ADJUST GATE VALVE & BOX	\$260.00	7	EACH \$ 1,820.00	10	EACH \$ 2,600.00	10	EACH \$ 2,600.00	3	\$ 780.00
46	ADJUST FRAME AND RING CASTING (EXISTING STORM)	\$400.00	16	EACH \$ 6,400.00	5	EACH \$ 2,000.00	5	EACH \$ 2,000.00	-11	\$ (4,400.00)
47	CASTING ASSEMBLY (STORM)	\$665.00	4	EACH \$ 2,660.00	6	EACH \$ 3,990.00	6	EACH \$ 3,990.00	2	\$ 1,330.00
48	RANDOM RIPRAP CLASS III	\$75.00	16	CU YD \$ 1,200.00	16	CU YD \$ 1,200.00	16	CU YD \$ 1,200.00		\$ -
49	5" CONCRETE WALK	\$3.30	3226	SQ FT \$ 10,645.80	3176	SQ FT \$ 10,480.80	3207	SQ FT \$ 10,583.10	-19	\$ (62.70)
50	6" CONCRETE WALK	\$6.00	1188	SQ FT \$ 7,128.00	1338	SQ FT \$ 8,028.00	1338	SQ FT \$ 8,028.00	150	\$ 900.00
51	CONCRETE CURB & GUTTER DESIGN B624	\$15.00	2791	LIN FT \$ 41,865.00	2818	LIN FT \$ 42,270.00	2818	LIN FT \$ 42,270.00	27	\$ 405.00

ITEM NO.	DESCRIPTION	UNIT PRICE	ESTIMATED		QUANTITY		QUANTITY		DIFFERENCE QUANTITY TO DATE	DIFFERENCE AMOUNT TO DATE
			BID QUANTITY	BID AMOUNT	PREVIOUS ESTIMATE	COMPLETED TO DATE				
52	CONCRETE CURB & GUTTER DESIGN B824	\$18.00	684	LIN FT \$ 12,312.00	685	LIN FT \$ 12,330.00	685	LIN FT \$ 12,330.00	1	\$ 18.00
53	TRUNCATED DOMES	\$45.00	87.4	SQ FT \$ 3,933.00	87.4	SQ FT \$ 3,933.00	87.4	SQ FT \$ 3,933.00		\$ -
54	RELOCATE SIGN	\$150.00	3	EACH \$ 450.00	2	EACH \$ 300.00	2	EACH \$ 300.00	-1	\$ (150.00)
55	PERMANENT BARRICADES (JERSEY BARRIER)	\$75.00	140	LIN FT \$ 10,500.00	48	LIN FT \$ 3,600.00	48	LIN FT \$ 3,600.00	-92	\$ (6,900.00)
56	TRAFFIC CONTROL	\$18,000.00	1	LUMP SUM \$ 18,000.00	1.00	LUMP SUM \$ 18,000.00	1.00	LUMP SUM \$ 18,000.00		\$ -
57	FLAG PERSON (BNSF CROSSING)	\$100.00	40	HOUR \$ 4,000.00	40	HOUR \$ 4,000.00	40	HOUR \$ 4,000.00		\$ -
58	SIGN PANEL TYPE C	\$48.00	239.88	SQ FT \$ 11,514.24	301.20	SQ FT \$ 14,457.60	301.20	SQ FT \$ 14,457.60	61.32	\$ 2,943.36
59	SIGN PANEL TYPE SPECIAL (STREET NAME SIGNS)	\$325.00	6	EACH \$ 1,950.00	6	EACH \$ 1,950.00	6	EACH \$ 1,950.00		\$ -
60	FILTER LOG TYPE STRAW BIOROLL	\$4.00	237	LIN FT \$ 948.00	87.5	LIN FT \$ 350.00	87.5	LIN FT \$ 350.00	-149.5	\$ (598.00)
61	SILT FENCE. TYPE MACHINE SLICED	\$2.00	5042	LIN FT \$ 10,084.00	3,942	LIN FT \$ 7,884.00	3,942	LIN FT \$ 7,884.00	-1100	\$ (2,200.00)
62	STORM DRAIN INLET PROTECTION	\$200.00	23	EACH \$ 4,600.00	23	EACH \$ 4,600.00	23	EACH \$ 4,600.00		\$ -
63	TEMPORARY ROCK CONSTRUCTION ENTRANCE	\$750.00	3	EACH \$ 2,250.00		EACH \$ -		EACH \$ -	-3	\$ (2,250.00)
64	EROSION CONTROL BLANKETS CATEGORY 3	\$1.40	2891	SQ YD \$ 4,047.40	800	SQ YD \$ 1,120.00	800	SQ YD \$ 1,120.00	-2091	\$ (2,927.40)
65	HYDRAULIC SOIL STABILIZER, TYPE B	\$1.20	13449	POUND \$ 16,138.80	9000	POUND \$ 10,800.00	9000	POUND \$ 10,800.00	-4449	\$ (5,338.80)
66	EROSION AND SEDIMENT CONTROL	\$1,500.00	1	LUMP SUM \$ 1,500.00	1	LUMP SUM \$ 1,500.00	1	LUMP SUM \$ 1,500.00		\$ -
67	TURF ESTABLISHMENT (SEED & FERTILIZE)	\$4,500.00	4.44	ACRE \$ 19,980.00	3.2	ACRE \$ 14,400.00	3.2	ACRE \$ 14,400.00	-1.24	\$ (5,580.00)
68	PAVEMENT MESSAGE (RR XING)-EPOXY	\$700.00	2	EACH \$ 1,400.00	2	EACH \$ 1,400.00	2	EACH \$ 1,400.00		\$ -
69	PAVEMENT MESSAGE (RIGHT OR LEFT ARROW)-EPOXY	\$125.00	21	EACH \$ 2,625.00	19	EACH \$ 2,375.00	19	EACH \$ 2,375.00	-2	\$ (250.00)
70	PAVEMENT MESSAGE (LEFT-THRU ARROW)-EPOXY	\$175.00	1	EACH \$ 175.00	1	EACH \$ 175.00	1	EACH \$ 175.00		\$ -
71	PAVEMENT MESSAGE (THRU ARROW)-EPOXY	\$125.00	4	EACH \$ 500.00	4	EACH \$ 500.00	4	EACH \$ 500.00		\$ -
72	4" SOLID LINE YELLOW-EPOXY	\$0.36	3668	LIN FT \$ 1,320.48	3724	LIN FT \$ 1,340.64	3724	LIN FT \$ 1,340.64	56	\$ 20.16
73	4" DOUBLE SOLID LINE YELLOW-EPOXY	\$0.72	1882	LIN FT \$ 1,355.04	1,570	LIN FT \$ 1,130.40	1,570	LIN FT \$ 1,130.40	-312	\$ (224.64)
74	4" BROKEN LINE YELLOW-EPOXY	\$0.36	610	LIN FT \$ 219.60	620	LIN FT \$ 223.20	620	LIN FT \$ 223.20	10	\$ 3.60
75	4" SOLID LINE WHITE-EPOXY	\$0.27	6863	LIN FT \$ 1,853.01	6,450	LIN FT \$ 1,741.50	6,450	LIN FT \$ 1,741.50	-413	\$ (111.51)
76	8" DOTTED LINE WHITE-EPOXY	\$5.00	24	LIN FT \$ 120.00	24	LIN FT \$ 120.00	24	LIN FT \$ 120.00		\$ -
77	12" SOLID LINE YELLOW-EPOXY	\$5.00	133	LIN FT \$ 665.00	130	LIN FT \$ 650.00	130	LIN FT \$ 650.00	-3	\$ (15.00)
78	24" SOLID LINE WHITE-EPOXY	\$8.00	115	LIN FT \$ 920.00	117	LIN FT \$ 936.00	117	LIN FT \$ 936.00	2	\$ 16.00
79	CROSSWALK MARKING-EPOXY	\$4.45	468	SQ FT \$ 2,082.60	450	SQ FT \$ 2,002.50	450	SQ FT \$ 2,002.50	-18	\$ (80.10)
SUBTOTAL=				\$ 1,068,195.47		\$ 965,420.39		\$ 966,897.69		\$ (101,297.78)

CHANGE ORDER NO. 1

ITEM NO.	DESCRIPTION	UNIT PRICE	ESTIMATED		QUANTITY		QUANTITY			
			BID QUANTITY	BID AMOUNT	PREVIOUS ESTIMATE	COMPLETED TO DATE				
1	MOBILIZATION	\$1,320.00	1	LUMP SUM \$ 1,320.00	1	LUMP SUM \$ 1,320.00	1	LUMP SUM \$ 1,320.00		\$ -
2	BARRICADES AT INDUSTRIAL DRIVE & WILLMAR AVENUE INTERSECTION (INCLUDES ROAD CLOSED SIGNS)	\$4,620.00	1	LUMP SUM \$ 4,620.00	1	LUMP SUM \$ 4,620.00	1	LUMP SUM \$ 4,620.00		\$ -
3	4" DOUBLE SOLID LINE YELLOW-PAINT	\$0.79	578	LIN FT \$ 456.62	578	LIN FT \$ 456.62	578	LIN FT \$ 456.62		\$ -
4	4" SOLID LINE WHITE-PAINT	\$0.40	1,160	LIN FT \$ 464.00	1,160	LIN FT \$ 464.00	1,160	LIN FT \$ 464.00		\$ -
5	TEMPORARY MULCH	\$220.00	4.5	TON \$ 990.00	4.5	TON \$ 990.00	4.5	TON \$ 990.00		\$ -
SUBTOTAL=				\$ 7,850.62		\$ 7,850.62		\$ 7,850.62		\$ -
TOTAL=				\$ 1,076,046.09		\$ 973,271.01		\$ 974,748.31		\$ (101,297.78)



CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 9
Meeting Date: December 15, 2015
Attachments: Yes No :

CITY COUNCIL ACTION

Date: December 21, 2015

- Approved
- Amended
- Other
- Denied
- Tabled

Originating Department: Civic Center

Agenda Item: Civic Center HVAC Change Order No. 2

Recommended Action: Approve the Civic Center HVAC Change Order No. 2 in the amount of \$571.00.

Background/Summary: The City contracted with Stevens Engineering for the Mechanical Systems Evaluation Study in August, 2014. The evaluation provided a refrigeration and mechanical assessment of the Civic Center HVAC system. The design and construction related services contract with Cool Air Mechanical was approved by the Council in June, 2015 and details Phase I of the project, which includes the replacement of the dehumidification system in the Cardinal and Blue Line Arena, infrared heater adjustments and updating electrical equipment. The provided 600A trip unit in the new electrical switchgear needed to be replaced with a 300A trip unit to accommodate the existing refrigeration system in the Cardinal Arena, resulting in Change Order No. 2 in the amount of \$571.00.

Alternatives: N/A

Financial Considerations: The 2015 CIP includes funds for the Civic Center HVAC project and is within the project budget.

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

Signature:

Comments:

November 23, 2015

Mr. Rob Baumgarn
City of Willmar
333 6th Street SW
P.O. Box 755
Willmar, MN 56201

Via email: rbaumgarn@willmarmn.gov

Re: **Change Order No. 2**
Willmar Civic Center HVAC Improvements
Stevens File No. 900-14-231

Dear Mr. Baumgarn:

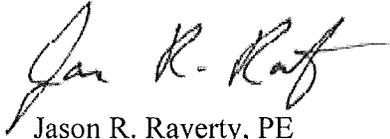
Enclosed is Change Order No. 2 for the Willmar Civic Center HVAC Improvements Project. This change order includes replacing the provided 600A trip unit in the new electrical switchgear with a 300A trip unit as required for the existing refrigeration system in the Cardinal Arena. This change is necessary to ensure that the refrigeration equipment has the correct over current protection.

We recommend the City accept this change order in the amount of \$571.00.

Please have the first page of the change order signed and emailed back to me and I will distribute to the Contractor.

If you have any questions regarding this documentation or the project in general please feel free to call us anytime. Our office number is 651.436.2075.

Sincerely,
STEVENS



Jason R. Raverty, PE
Project Manager

C:

Enclosures: Change Order No. 2 with supporting documentation.

Date of Issuance: November 6, 2015

Effective Date: November 6, 2015

Project: Willmar Civic Center HVAC Improvements	Owner: City of Willmar	Owner's Contract No.: NA
Contract:		Date of Contract: June 2, 2015
Contractor: Cool Air Mechanical Inc.		Engineer's Project No.: 900-15-231

The Contract Documents are modified as follows upon execution of this Change Order:

Description:

Replace the provided 600 amp trip unit with a 300 amp trip unit as required for the existing refrigeration system in the Cardinal Arena.

Attachments (list documents supporting change):

Cool Air Mechanical Change Order Proposal

CHANGE IN CONTRACT PRICE:

Original Contract Price:

\$ 595,800.00

Change from previously approved Change Orders
No. 1 to No. 1:

\$19,567.00

Contract Price prior to this Change Order:

\$ 615,367.00

INCREASE of this Change Order:

\$ 571.00

Contract Price incorporating this Change Order:

\$ 615,938.00

CHANGE IN CONTRACT TIMES:

Original Contract Times: Working days Calendar days

Substantial completion (days or date): 10/2/2015

Ready for final payment (days or date): 10/16/2015

Change from previously approved Change Orders
No. 0 to No. 0:

Substantial completion (days): NONE

Ready for final payment (days): NONE

Contract Times prior to this Change Order:

Substantial completion (days or date): 10/2/2015

Ready for final payment (days or date): 10/16/2015

Change from this Change Order:

Substantial completion (days or date): NONE

Ready for final payment (days or date): NONE

Contract Times with all approved Change Orders:

Substantial completion (days or date): 10/2/2015

Ready for final payment (days or date): 10/16/2015

RECOMMENDED:

By: Jan R. Kauf

Engineer (Authorized Signature)

Date: 11/6/2015

ACCEPTED:

By: _____

Owner (Authorized Signature)

Date: _____

ACCEPTED:

By: [Signature]

Contractor (Authorized Signature)

Date: 11-23-15



COOL AIR
MECHANICAL, INC.

1544 134TH AVE NE
HAM LAKE, MN 55304
P. 763-205-0821 F. 763-432-7394

CHANGE ORDER PROPOSAL

Project: Willmar Civic Center Arena Date: 11/03/15

Attention: Jason Raverty COP#: 3

Description of Extra Work:

Replace 600A trip breaker with 300A

CONTRACTOR: Cool Air Mechanical

LABOR:

Man-hours	0
Rate	\$ 97

LABOR SUBTOTAL \$0

MATERIAL:

MATERIAL SUBTOTAL \$0

FEES:

Labor Fee	10%	\$0
Material Fee	10%	\$0

TOTAL LABOR, MATERIAL AND FEES \$0

CONTRACTOR: J&R Electric

LABOR:

Man-hours	1
Rate	\$ 60

LABOR SUBTOTAL \$60

MATERIAL:

Breaker	\$473

MATERIAL SUBTOTAL \$473

FEES:

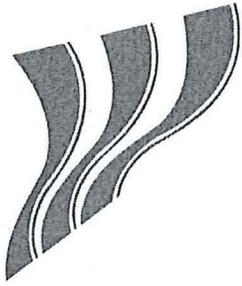
Labor Fee	0%	\$0
Material Fee	0%	\$0
Cool Air Fee	5%	\$27
TOTAL LABOR, MATERIAL AND FEES		\$560

OTHER COSTS:

Sales Tax	0.00% Material Fee	\$0
Bond	2% Total Change Order Costs	\$11
Incidental Expenses		
TOTAL OTHER COSTS		\$11

TOTAL CHANGE ORDER PRICE	\$571
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NOTE: This RFCOP adds 30 days to substantial completion.



CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 10

Meeting Date: December 15, 2015

Attachments: Yes No

CITY COUNCIL ACTION

Date: December 21, 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: Westwood Court Lift Station Utility Easement

Recommended Action: Approve the utility easement for property owned by the Langsjoen-Hogan Trust.

Background/Summary: It is necessary to obtain an easement for the relocation of the Westwood Court Lift Station. An easement and amount have been negotiated at \$2,500.00.

Alternatives: N/A

Financial Considerations: The Westwood Court Lift Station was budgeted for in the 2015 CIP.

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

Signature: 

Comments:

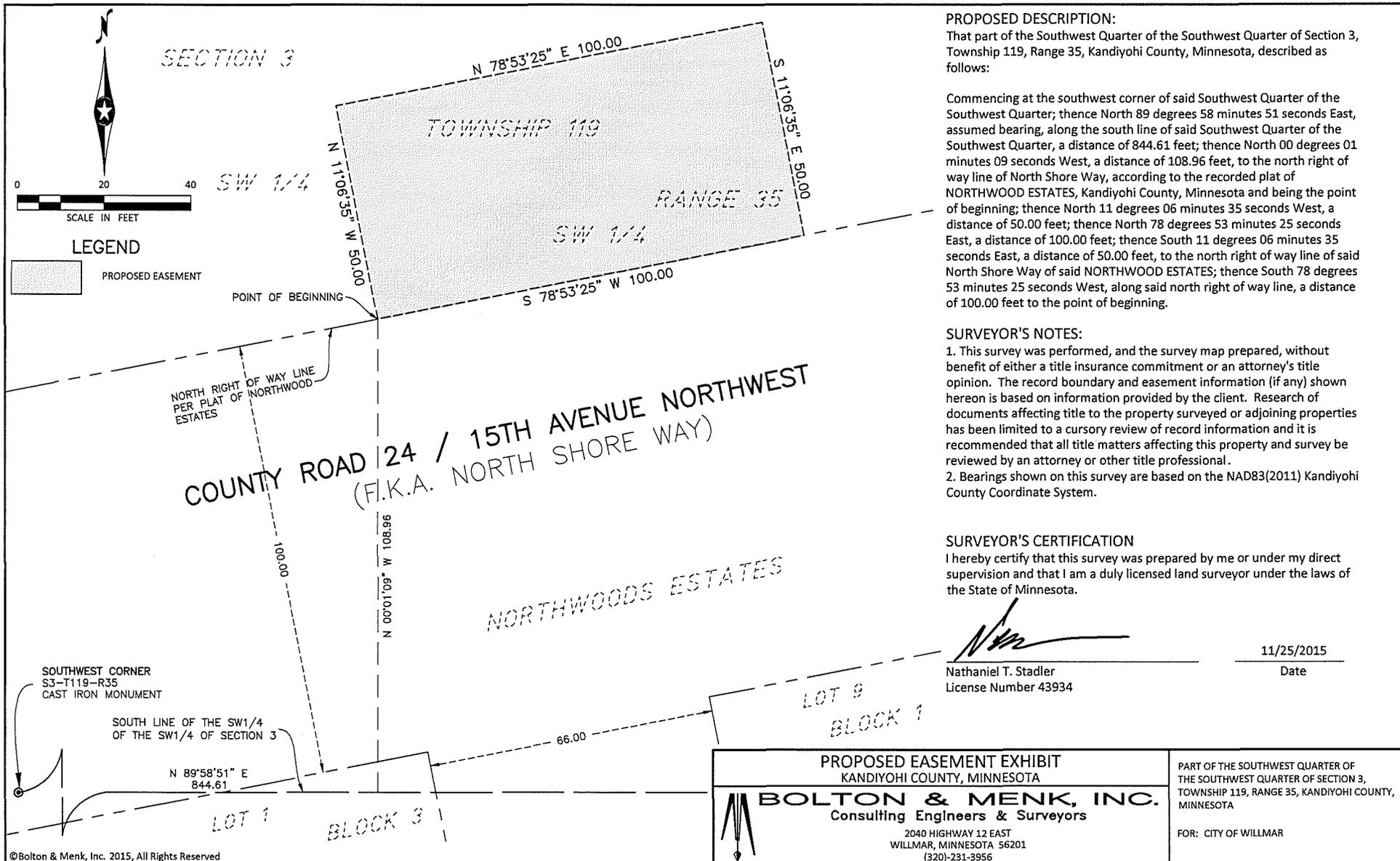
CITY OF WILLMAR

Westwood Court Lift Station Proposed Easement Description

PROPOSED DESCRIPTION:

That part of the Southwest Quarter of the Southwest Quarter of Section 3, Township 119, Range 35, Kandiyohi County, Minnesota, described as follows:

Commencing at the southwest corner of said Southwest Quarter of the Southwest Quarter; thence North 89 degrees 58 minutes 51 seconds East, assumed bearing, along the south line of said Southwest Quarter of the Southwest Quarter, a distance of 844.61 feet; thence North 00 degrees 01 minutes 09 seconds West, a distance of 108.96 feet, to the north right of way line of North Shore Way, according to the recorded plat of NORTHWOOD ESTATES, Kandiyohi County, Minnesota and being the point of beginning; thence North 11 degrees 06 minutes 35 seconds West, a distance of 50.00 feet; thence North 78 degrees 53 minutes 25 seconds East, a distance of 100.00 feet; thence South 11 degrees 06 minutes 35 seconds East, a distance of 50.00 feet, to the north right of way line of said North Shore Way of said NORTHWOOD ESTATES; thence South 78 degrees 53 minutes 25 seconds West, along said north right of way line, a distance of 100.00 feet to the point of beginning.



PROPOSED DESCRIPTION:

That part of the Southwest Quarter of the Southwest Quarter of Section 3, Township 119, Range 35, Kandiyohi County, Minnesota, described as follows:

Commencing at the southwest corner of said Southwest Quarter of the Southwest Quarter; thence North 89 degrees 58 minutes 51 seconds East, assumed bearing, along the south line of said Southwest Quarter of the Southwest Quarter, a distance of 844.61 feet; thence North 00 degrees 01 minutes 09 seconds West, a distance of 108.96 feet, to the north right of way line of North Shore Way, according to the recorded plat of NORTHWOOD ESTATES, Kandiyohi County, Minnesota and being the point of beginning; thence North 11 degrees 06 minutes 35 seconds West, a distance of 50.00 feet; thence North 78 degrees 53 minutes 25 seconds East, a distance of 100.00 feet; thence South 11 degrees 06 minutes 35 seconds East, a distance of 50.00 feet, to the north right of way line of said North Shore Way of said NORTHWOOD ESTATES; thence South 78 degrees 53 minutes 25 seconds West, along said north right of way line, a distance of 100.00 feet to the point of beginning.

SURVEYOR'S NOTES:

1. This survey was performed, and the survey map prepared, without benefit of either a title insurance commitment or an attorney's title opinion. The record boundary and easement information (if any) shown hereon is based on information provided by the client. Research of documents affecting title to the property surveyed or adjoining properties has been limited to a cursory review of record information and it is recommended that all title matters affecting this property and survey be reviewed by an attorney or other title professional.
2. Bearings shown on this survey are based on the NAD83(2011) Kandiyohi County Coordinate System.

SURVEYOR'S CERTIFICATION

I hereby certify that this survey was prepared by me or under my direct supervision and that I am a duly licensed land surveyor under the laws of the State of Minnesota.

Nathaniel T. Stadler
 Nathaniel T. Stadler
 License Number 43934

11/25/2015
 Date

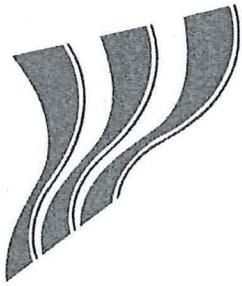
PROPOSED EASEMENT EXHIBIT
 KANDIYOHI COUNTY, MINNESOTA

BOLTON & MENK, INC.
 Consulting Engineers & Surveyors

2040 HIGHWAY 12 EAST
 WILLMAR, MINNESOTA 56201
 (320)-231-3956

PART OF THE SOUTHWEST QUARTER OF
 THE SOUTHWEST QUARTER OF SECTION 3,
 TOWNSHIP 119, RANGE 35, KANDIYOHI COUNTY,
 MINNESOTA

FOR: CITY OF WILLMAR



CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 11

Meeting Date: December 15, 2015

Attachments: Yes No

CITY COUNCIL ACTION

Date: December 21, 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: Receive Improvement Report and Order Improvement Hearing

Recommended Action: Approve the Resolution receiving the Improvement Report and order the Improvement Hearing. Said Hearing to be held by the City Council on March 7, 2016 at 7:01 p.m. in accordance with the requirements of Chapter 429, State of Minnesota Statutes. Authorize the Engineer to prepare plans and specifications for the 2016 Improvements.

Background/Summary: The 2016 Improvements include street and utility construction in several locations throughout the city. The areas were selected based on the 5-year CIP as well as input from Engineering Staff and Municipal Utility Commission Staff. The City Council is required to order the Improvement Hearing explaining the proposed improvements and receive public comment.

Alternatives: 1. Delay execution of the hearing until a further date.

Financial Considerations: The funding associated with the project includes Special Assessments, Local Funds, and State Aid Funds.

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

Signature:

Comments:

Below is a listing of this year's improvement project with a brief description of the proposed improvements. The improvements can be discussed in more detail at the Improvement Hearing which is scheduled for 7:01 p.m., March 7, 2016, at the Willmar Municipal Utilities building.

Reconstruction



7-½ Street SW – 19th Avenue SW to Willmar Avenue SW (0.50 miles) Year Built: 1923, 1987

Reconstruction: Remove bituminous, remove & replace curb and gutter as needed, replace water main, replace sanitary sewer as needed, storm sewer improvements, grading, gravel base, bituminous paving and turf establishment.

7-1/2 St SW (Haley St):

19th Ave SW to Willmar Ave SW

Street History:

Original Year Built:	1923	Street Width:	36
Year Reconstructed:	1987	ROW Width:	50
Year Overlaid:	0	Sidewalk:	None
Year Sealcoat:	0	Curb / Gutter Type:	B-624
Year Crack Sealed:	0	Bituminous Depth (In):	4
Rating:	60	Aggregate Depth (In):	6
		Overlay Depth (In):	
		Total Depth (In):	10

Proposed Improvement: Reconstruction/Underground Utilities

Proposed Width (ft): 36
Proposed Section: Aggregate 10
Bituminous: 4
Sidewalk: No
Curb / Gutter Type: B-624 As Needed
Segment Length (mi): 0.5
Assessable Footage: 3396.7
Estimated Cost: \$735,800.00

Comments:

Formerly Haley Street
Transverse cracking common. Some alligator cracking and pavement surface failure. Numerous potholing, but isolated.

** ROW and Street Width from 15th Ave. to 19th Ave. is 45.5' and 34', respectfully.
(2007) From 100' North of 15th Ave to 525' South extensive surface decay due to subsurface moisture, unable to patch due to constant standing water. Surface very uneven in this area.
(2010) Depressed transverse cracking, rough ride from settling/patching, gravel cut at #1503
(2011) Water main breaks south of 15th Ave in 1989, 1993, 1994, 1994, 2003, 2005, 2009
(2012) Water main breaks



15th Avenue SW –8th Street SW to 7th Street SW (1.21 miles)

Year Built: 1967

Reconstruction: Remove bituminous, remove & replace curb and gutter as needed, storm sewer improvements, grading, gravel base, bituminous paving and turf establishment.



2nd Street SW –Minnesota Avenue SW to Trott Avenue SW (0.08 miles)

Year Built: 1950

Reconstruction: Remove bituminous, remove & replace curb and gutter, replace water main, replace sanitary sewer, storm sewer improvements,, remove & replace sidewalk as needed, remove & replace concrete driveways as needed, grading, gravel base, turf establishment and concrete paving.

15th Ave SW (Short Ave.):**8th St SW to 7th St SW****Street History:**

Original Year Built:	1967	Street Width:	40
Year Reconstructed:	0	ROW Width:	66
Year Overlaid:	0	Sidewalk:	None
Year Sealcoat:	0	Curb / Gutter Type:	B-624
Year Crack Sealed:	0	Bituminous Depth (In):	3
Rating:	25	Aggregate Depth (In):	7
		Overlay Depth (In):	
		Total Depth (In):	10

Proposed Improvement: Reconstruction

Proposed Width (ft): 40
Proposed Section: Aggregate 10
Bituminous: 4
Sidewalk: No
Curb / Gutter Type: Replace as Needed
Segment Length (mi): 0.086
Assessable Footage: 602.2
Estimated Cost: \$0.00

Comments:

Between 8th and 7th St - 66' RW, 40' road
Advanced pavement deterioration and weathering. Alligator and block cracking. Large patches and repairs, longitudinal and transverse cracks as well as ruts and sags.

(2008) Repair Frost Boil
(2010) Repair Frost Boil @ 700
(2011) Frost Boils just west of 7th St.

2nd St SW:**Minnesota Ave SW to Trott Ave SW****Street History:**

Original Year Built:	1950	Street Width:	42
Year Reconstructed:	0	ROW Width:	60
Year Overlaid:	1979	Sidewalk:	None
Year Sealcoat:	0	Curb / Gutter Type:	V
Year Crack Sealed:	0	Bituminous Depth (In):	1.5
Rating:	40	Aggregate Depth (In):	3
		Overlay Depth (In):	1.5
		Total Depth (In):	6

Proposed Improvement: Reconstruction - Concrete

Proposed Width (ft): 42
Proposed Section: Aggregate 6
Bituminuous: 0
Sidewalk: Replace as Needed
Curb / Gutter Type: B-624
Segment Length (mi): 0.08
Assessable Footage:
Estimated Cost: \$0.00

Comments:

A lot of transverse cracking, some longitudinal and block cracking. Alligator cracking on block from Trott to Minnesota. Entire road rough due to the large amount of past patching.
(2012) Councilman Ahmann request - replace or overlay street
(2012) Water main repair @ #515

Overlay



Lakeland Drive –TH No. 12 to Civic Center Drive (1.07 miles)

Year Built: 1962, 1984

Mill and Overlay: Mill bituminous 3", correct damaged areas, ADA improvements, pave 3" of bituminous. On road bike lanes.

Lakeland Dr:**Trott Ave SE to Civic Center Dr NE****Street History:**

Original Year Built:	1962	Street Width:	44
Year Reconstructed:	1984	ROW Width:	66
Year Overlayed:	0	Sidewalk:	5'
Year Sealcoat:	0	Curb / Gutter Type:	B-624
Year Crack Sealed:	0	Bituminous Depth (In):	6
Rating:	55	Aggregate Depth (In):	12
		Overlay Depth (In):	
		Total Depth (In):	18

Proposed Improvement: 3" Overlay

Proposed Width (ft): 44
Proposed Section: Aggregate
Bituminuous:
Sidewalk: Replace as Needed
Curb / Gutter Type: Replace as Needed
Segment Length (mi): 1.22
Assessable Footage:
Estimated Cost: \$813,120.00

Comments:

MSAS # 175-152-10, # 175-152-20, # 175-152-30

Transverse cracks are common. Transverse cracks are wide but have been repaired. There is some longitudinal cracking. Coordinate with WWTP project.

RR Crossing: Mill and Overlay. 2002

Proposed ForceMains:

7th St SE to High Ave. NE: 27"

7th St SE to the south (point E 1.1) 30"

High Ave NE to north (point E6.2) 21"

Gravity flow:

E6.2 to WL 1.1 Lift station: 18"

(2007) Requires extensive annual patching

2008 - County Road No. 124 TURNBACK to City as MSAS Road

(2014) 3" Overlay in 2015 ?

(2015) 3" Overlay in 2016 - US Hwy 12 to Civic Center Dr NE



Minnesota Avenue SW –18th Street SW to 1st Street S (1.21 miles) **Year Built: 1948, 1987**
Mill and Overlay: Mill bituminous 1-1/2", correct damaged areas, ADA improvements, pave 1-1/2"
of bituminous.



Ella Avenue NW –7th Street NW to N Bus. 71 (0.46 miles) **Year Built: 1953, 2000**
Mill and Overlay: Mill bituminous 1-1/2", correct damaged areas, ADA improvements, pave 1-1/2"
of bituminous.

Minnesota Ave SW:**15th St SW to 9th St SW****Street History:**

Original Year Built:	1948	Street Width:	40
Year Reconstructed:	1987	ROW Width:	70
Year Overlayed:	0	Sidewalk:	4'
Year Sealcoat:	0	Curb / Gutter Type:	B-624
Year Crack Sealed:	0	Bituminous Depth (In):	4
Rating:	70	Aggregate Depth (In):	6
		Overlay Depth (In):	
		Total Depth (In):	10

Proposed Improvement: 1-1/2" Overlay

Proposed Width (ft): 40
Proposed Section: Aggregate
Bituminous:
Sidewalk: Replace as Needed
Curb / Gutter Type: Replace as Needed
Segment Length (mi): 0.47
Assessable Footage:
Estimated Cost: \$0.00

Comments:

New Curb and Gutter from 1st to 15th.
15th to 18th C&G exist.

Recent seal coat. Minor cracking and weathering. Overall, smooth even surface in good condition.
(2007) Transverse & longitudinal cracking, wide areas of surface decay between 3rd & 4th St. Some settling in 1500 block area.
(2010) Block cracking & areas of surface deterioration.

Minnesota Ave SW: 18th St SW to 15th St SW

Street History:

Original Year Built:	1948	Street Width:	40
Year Reconstructed:	1987	ROW Width:	70
Year Overlaid:	0	Sidewalk:	4'
Year Sealcoat:	0	Curb / Gutter Type:	B-624
Year Crack Sealed:	0	Bituminous Depth (In):	4
Rating:	70	Aggregate Depth (In):	6
		Overlay Depth (In):	
		Total Depth (In):	10

Proposed Improvement: 1-1/2" Overlay

Proposed Width (ft): 40
Proposed Section: Aggregate 0
Bituminous: 0
Sidewalk: Replace as Needed
Curb / Gutter Type: Replace as Needed
Segment Length (mi): 0.22
Assessable Footage:
Estimated Cost: \$0.00

Comments:

New Curb and Gutter from 1st to 15th.
15th to 18th C&G exist.

Recent seal coat. Minor cracking and weathering. Overall, smooth even surface in good condition.
(2007) Transverse & longitudinal cracking, wide areas of surface decay between 3rd & 4th St. Some settling in 1500 block area.
(2010) Block cracking & areas of surface deterioration.
(2011) Frost Boils @ 16th St intersection

Minnesota Ave SW:**8th St SW to 1st St S****Street History:**

Original Year Built:	1948	Street Width:	40
Year Reconstructed:	1987	ROW Width:	70
Year Overlaid:	0	Sidewalk:	4'
Year Sealcoat:	0	Curb / Gutter Type:	B-624
Year Crack Sealed:	0	Bituminous Depth (In):	4
Rating:	70	Aggregate Depth (In):	6
		Overlay Depth (In):	
		Total Depth (In):	10

Proposed Improvement: 1-1/2" Overlay

Proposed Width (ft): 40
Proposed Section: Aggregate 0
Bituminous: 0
Sidewalk: Replace as Needed
Curb / Gutter Type: Replace as Needed
Segment Length (mi): 0.52
Assessable Footage:
Estimated Cost: \$0.00

Comments:

New Curb and Gutter from 1st to 15th.
15th to 18th C&G exist.

Recent seal coat. Minor cracking and weathering. Overall, smooth even surface in good condition.
(2007) Transverse & longitudinal cracking, wide areas of surface decay between 3rd & 4th St. Some settling in 1500 block area.
(2010) Block cracking & areas of surface deterioration.
(2011) Frost Boils from 3rd St to 4th St, 5th St intersection
(2012) Councilman Ahmann request - overlay 8th St to Willmar Ave

Ella Ave NW:

7th St NW to 1st St North- (Business 71)

Street History:

Original Year Built:	1953	Street Width:	38
Year Reconstructed:	0	ROW Width:	66
Year Overlaid:	2000	Sidewalk:	None
Year Sealcoat:	0	Curb / Gutter Type:	B-624
Year Crack Sealed:	2002	Bituminous Depth (In):	3
Rating:	80	Aggregate Depth (In):	5
		Overlay Depth (In):	1.5
		Total Depth (In):	9.5

Proposed Improvement: 1-1/2" Overlay

Proposed Width (ft): 38
Proposed Section: Aggregate
Bituminuous:
Sidewalk: No
Curb / Gutter Type: B-624
Segment Length (mi): 0.46
Assessable Footage:
Estimated Cost: \$0.00

Comments:

MSAS # 175-118-30

Surface is in good condition. There is some wear and rutting. Transverse and longitudinal cracks are more prevalent (and wider about .75 inch).

Miscellaneous

Crack sealing
Seal coating



Technology Drive NE – Parking Lot adjacent to #1801 Technology Drive NE
Repair: Remove heaved area, correct damaged areas, construct cross gutter.

TO: MAYOR AND CITY COUNCIL

FROM: SEAN CHRISTENSEN, PUBLIC WORKS DIRECTOR

DATE: DECEMBER 21, 2015

**RE: PRELIMINARY REPORT
2016 IMPROVEMENTS
CONSTRUCTION OF STREET AND OTHER IMPROVEMENTS**

As required by Minnesota Statute 429, the Public Works Director hereby submits to the City Council of the City of Willmar the following Preliminary Report for 2016 Street and Other Improvements:

2016 STREET IMPROVEMENTS

RECONSTRUCTION

2nd Street SW – Minnesota Avenue SW to Trott Avenue SW
 15th Avenue SW – 8th Street SW to 7th Street SW
 7 ^{1/2} Street SW – 19th Avenue SW to Willmar Avenue SW

OVERLAY

Lakeland Drive SE – Trunk Highway No. 12 to Civic Center Drive
 Ella Avenue NW – 7th Street NW to 1st Street
 Minnesota Avenue SW – 18th Street SW to 1st Street

MISCELLANEOUS

Technology Drive NE – Repair Parking Lot Adjacent To #1801 Technology Drive NE

Estimated Total Cost (Reconstruction and Overlay)	\$2,727,881.00
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Estimated Total Cost Miscellaneous Construction	\$37,000.00
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Estimated Total Costs 2016 Projects	\$2,764,881.00
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Estimated Total Assessments	\$802,842.40
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Estimated City Share	\$1,962,038.60
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Estimated Total Revenue	\$2,764,881.00
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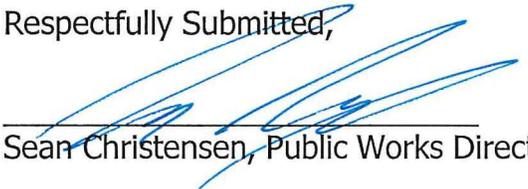
FINDINGS:

The projects as presented are feasible and can be substantially completed during the 2016 construction season.

RECOMMENDATION:

The Public Works Director recommends that the project be constructed as proposed, and that a Public Hearing be held by the City Council in accordance with the requirements of Chapter 429, State of Minnesota Statutes.

Respectfully Submitted,



Sean Christensen, Public Works Director

I hereby certify that this plan, specification or report was prepared by me or under my direct supervision, and that I am a duly Registered Professional Engineer under the laws of the State of Minnesota.

Dated: 12, 15, 15 Reg. No. 51631



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

Agenda Item Number: 12

Meeting Date:

Attachments: X Yes No

CITY COUNCIL ACTION

Date: December 21, 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: Consideration of Approval of Agreements with Labor Unions

Recommended Action: Approve the labor contracts for each union group for 2016-2017.

Background/Summary:

The City has reached agreements with AFSCME and LELS* for the two-year term of 2016-2017. The items that have changed from the previous agreement are detailed on the attachments. Staff's recommendation is to approve the agreements and authorize the respective City representatives to sign on behalf of the City.

*LELS Stewards reported to be waiting for one point of clarity from the Labor Attorney. If this is completed it could be ratified.

Alternatives: Not enter into the agreements.

Financial Considerations: NA

Preparer: Kevin Halliday, Interim City Administrator

Signature:

Comments:

TENTATIVE AGREEMENT

**CITY OF WILLMAR
and
AFSCME COUNCIL 65, LOCAL 559
(Public Works Unit)**

1. ARTICLE 28 – DURATION.

28.1 Two year agreement effective January 1, 2016 through December 31, 2017.

2. ARTICLE 25 – WAGES AND BENEFITS.

25.1 Insurance. Eliminate two tier insurance and update insurance language.

WAGES.

2016 2.5% general increase.

2017 2.5% general increase.

4. ARTICLE 24 – CLOTHING ALLOWANCE.

24.1 Increase clothing allowance to \$200 effective January 1, 2016 and increase to \$225 effective January 1, 2017.

TENTATIVE AGREEMENT

**CITY OF WILLMAR
and
AFSCME COUNCIL 65, LOCAL 559
(General Unit)**

1. ARTICLE 26 – DURATION AND EFFECTIVE DATE.

Two year agreement effective January 1, 2016 through December 31, 2017.

2. ARTICLE 22 – WAGES AND BENEFITS.

2016 2.5% general increase.

2017 2.5% general increase.

21.2 Update titles

22.4 Insurance. Eliminate two tier insurance and update insurance language.

4. ARTICLE 19 – SICK LEAVE.

19.5 The bargaining unit shall elect upon renewal of this agreement whether sick leave severance payments as outlined in section 9.4 will be directed to ~~MSRS~~ a post-retirement account or taken as cash payments. The choice shall apply to 100% of the bargaining unit.

5. CLOTHING ALLOWANCE.

22.11 (New) Annual clothing allowance up to fifty dollars (\$50) for Water/Wastewater Treatment Plant building inspectors and engineers.

TENTATIVE AGREEMENT

**CITY OF WILLMAR
and
LAW ENFORCEMENT LABOR SERVICES, INC., LOCAL 24**

1. Article 34: Duration

Two year agreement effective January 1, 2016 through December 31, 2017.

2. Article 18: Insurance

18.1 A. Update language and dates and retain current formula.

3. Wages: Exhibit A

2016	2.5% general increase
2017	2.5% general increase

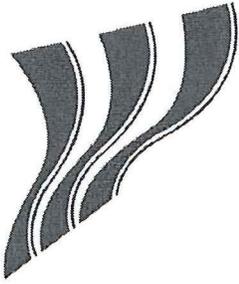
4. Article 19: Clothing Allowance

Increase uniform allowance to \$750 effective January 1, 2016 and increase to \$800 effective January 1, 2017.

5. Article 25: Compensation Schedule

25.2 Increase senior officer differential to \$.75 effective January 1, 2016 and increase to \$1.00 effective January 1, 2017.

25.4 (New) An officer assigned as a Field Training Officer (FTO) shall be compensated one hour of pay at the officer's straight time rate for each full shift worked as an FTO. (If an officer assigned as an FTO works one-half or less of a full shift as an FTO, the officer will be paid one-half hour of pay. If an officer works more than one-half of a full FTO shift, the officer will be paid the full one hour of FTO pay.)



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

Agenda Item Number: 13

Meeting Date:

Attachments: ___ Yes No

CITY COUNCIL ACTION

Date: December 21, 2015

- Approved Denied
- Amended Tabled
- Other

Originating Department: City Clerk-Treasurer

Agenda Item: Consideration of Civic Center Arena Special Event by On-Sale Liquor License Holder Permit

Recommended Action: Motion for Approval on a Roll Call Vote

Background/Summary:

The Civic Center has rented space to the Willmar Curling Club who will hold a 10 day Jr. National Curling Tournament. On January 14-23, 2016, the Willmar Curling Club has plans to serve alcohol. A Civic Center Arena Special Event Permit is required to distribute or consume alcohol on the Civic Center grounds. Kandi Entertainment Center Inc. dba Kandi Entertainment Center has applied for this permit with on-site employee listed as Keith Pattison.

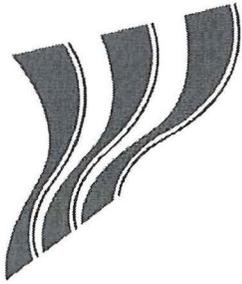
Alternatives: Deny Permit and Hold a Non-Alcoholic Event

Financial Considerations: \$100 Application Fee

Preparer: City Clerk-Treasurer

Signature: *[Handwritten Signature]*

Comments: Approval of the Community Education & Recreation Board was given on December 4, 2015



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

Agenda Item Number: 14

Meeting Date:

Attachments: ___ Yes No

CITY COUNCIL ACTION

Date: December 21, 2015

- Approved Denied
- Amended Tabled
- Other

Originating Department: City Clerk-Treasurer

Agenda Item: Consideration of On-Sale, Club On-Sale 2016 Sunday Liquor Licenses Renewals

Recommended Action: Motion to Approve the Applications on a Roll Call Vote

Background/Summary:

The following establishments are requesting renewal of their current Sunday Liquor Licenses:

On-Sale

Club On-Sale

Applebee's Neighborhood Grill & Bar

Willmar Frat. Order of Eagles

Austin F. Hanscom Post 167

El Tapatio Mexican Restaurant

Finstad-Week Post 1639

Green Mill Willmar

Grizzly's Grill N' Saloon

Kandi Entertainment Center

Ruff's Wings & Sports Bar

The Oaks at Eagle Creek

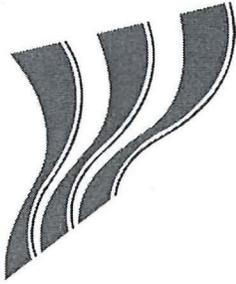
Alternatives: Deny

Financial Considerations: \$200 per establishment

Preparer: City Clerk-Treasurer

Signature:

Comments:



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

Agenda Item Number: 15

Meeting Date: December 16, 2015

Attachments: Yes No

CITY COUNCIL ACTION

Date: **December 21, 2015**

- Approved Denied
- Amended Tabled
- Other

Originating Department: Planning and Development Services

Agenda Item: Consideration of Gibby Addition- Final Plat

Recommended Action: Approve the final plat.

Background/Summary: Gibby Addition is a one lot replat of one existing parcel and a portion of Outlot B (Eagles Landing Phase II) by Adam and Holly Gibson, Willmar, MN. The purpose of the land acquisition and lot combination is to allow room for an attached garage addition and still meet required setbacks. The Planning Commission approved the final plat. And the additions will not impede into the wetland buffer area.

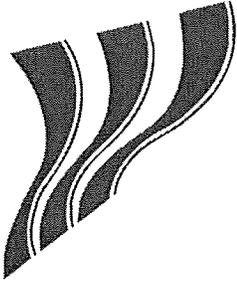
Alternatives: N/A

Financial Considerations: N/A

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

Signature: *Megan M DeSchepper*

Comments:



CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 16

Meeting Date: December 16, 2015

Attachments: Yes No

CITY COUNCIL ACTION

Date: December 21, 2015

- Approved
- Amended
- Other
- Denied
- Tabled

Originating Department: Planning and Development Services

Agenda Item: Consideration of Schmitt Second Addition- Final Plat

Recommended Action: Approve the final plat.

Background/Summary: Schmitt Second Addition is a two lot plat being proposed by Ken Schmitt, of his Culvers Restaurant property on 19th Ave. SE (202 19th Ave. SE). The existing Culver's Restaurant will remain on one parcel, and a new parcel will be made at the south end of the property. There are two outlots in which the existing drive/access and stormwater pond will be of part shared articles and declarations covering maintenance, ownership etc. The Planning Commission approved the plat with conditions regarding assessments, and the articles/declarations.

Alternatives: N/A

Financial Considerations: Existing assessments will be paid in full.

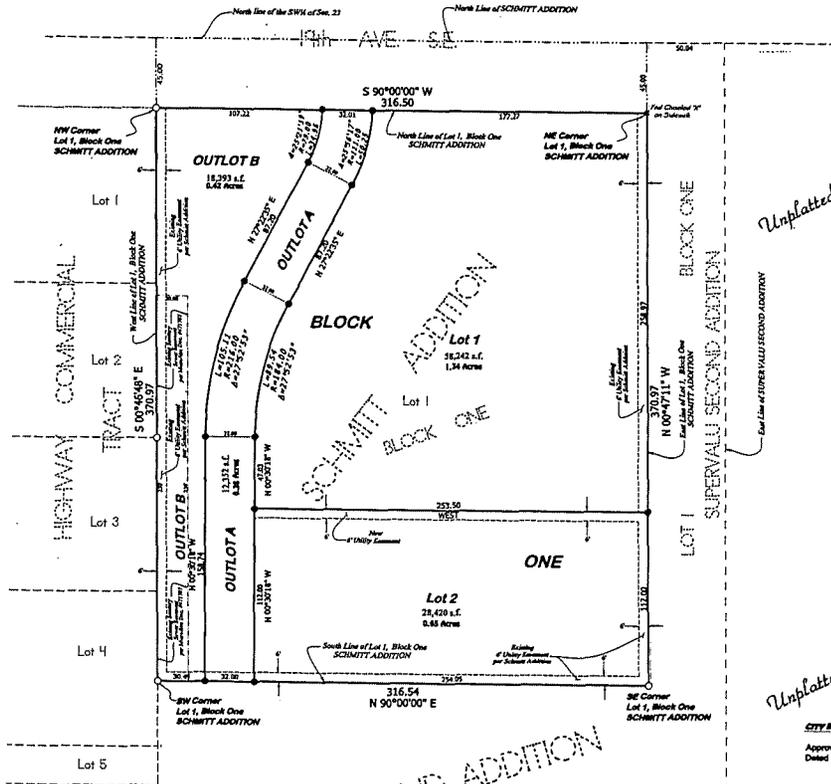
Preparer: Megan M. DeSchepper, AICP
Planner/Airport Manager

Signature: *Megan M DeSchepper*

Comments:

Plat of:
SCHMITT SECOND ADDITION

Located in:
**Lot 1, Block One
SCHMITT ADDITION**



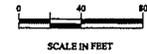
SUPERVALU SECOND ADDITION
LOT 1
BLOCK ONE



This plat prepared by:
BONNEMA SURVEYS INC.
Professional Land Surveying
1809 22nd Street SW Wilmar, MN 56201
Office (507) 233-2664
Fax (507) 233-2627

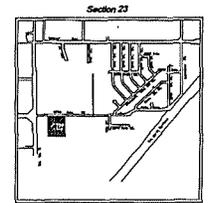
Developer: Kent Bonema
361 1/2 S. 9th St
Wilmar, MN 56201

SCALE 1" = 40'



LEGEND

- Found Iron Monument from former survey
- Existing Survey Found Copper Iron Monument
- Cast Iron Monument



ORIENTATION OF THIS BEARING SYSTEM IS BASED ON THE NORTH LINE OF BLOCK ONE OF SCHMITT ADDITION HAVING AN ASSUMED BEARING OF S 90° 00' 00" W.

DEDICATION

KNOW ALL MEN BY THESE PRESENTS that Schmitt Family Real Estate, LLC, a Minnesota Limited Liability Company, Owners and Proprietors, of the following described property, situated in the County of Kandiyohi, State of Minnesota, to wit:

Lot 1, Block 1, Schmitt Addition, Kandiyohi County, Minnesota
has caused the same to be surveyed and platted as SCHMITT SECOND ADDITION, as shown on this plat and hereby dedicates to the public use forever, all easements as shown on this plat.

Witness our hands this ___ day of _____, 20__ A.D.

SCHMITT FAMILY REAL ESTATE, LLC.

By: _____ Partner

STATE OF MINNESOTA)
COUNTY OF KANDIYOHI) SS The foregoing instrument was acknowledged by me this ___ day of _____, 20__ by _____ partner of Schmitt Family Real Estate, LLC., a Minnesota Limited Liability Company, on behalf of the company.

My Commission Expires _____
Notary Public, Kandiyohi Co, Minnesota

LAND SURVEYOR

I hereby certify that I have surveyed and platted the property described on this plat as SCHMITT SECOND ADDITION, that this plat is a correct representation of the survey; that all distances are correctly shown on the plat in feet and hundredths of a foot; that all monuments will be correctly placed in the ground as shown; that the outside boundary line are correctly designated on the plat and that there are no wet lands as defined in Minnesota Statutes 505.02, Subd. 1 or public highways to be designated other than as shown.

Duane A. Bonnema, Land Surveyor, Minnesota
License No. 14955

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

My Commission Expires _____
Notary Public, Kandiyohi Co, Minnesota

CITY ENGINEER
Approved by the City Engineer of the City of Wilmar
Dated this ___ day of _____, 20__.

Wilmar City Engineer

ATTORNEY
I hereby certify that the proper evidence of title has been presented to me and that all parties with an interest in said property have been included in the execution of the above instrument. Dated this ___ day of _____, 20__ A.D.

Attorney

CITY COMMISSION
Passed and adopted this ___ day of _____, 20__

Signed: _____
Mayor

ATTEST: _____
City Clerk

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

Signed: _____
Chair

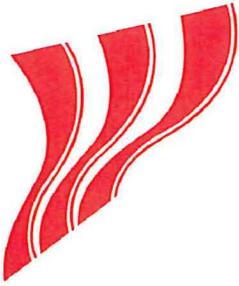
ATTEST: _____
Secretary

COUNTY AUDITOR / TREASURER
TAX STATEMENT
I hereby certify that all taxes for 20__ on the land described herein are paid; and no delinquent taxes are due and thereafter entered this ___ day of _____, 20__.

Kandiyohi County Auditor / Treasurer

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

Kandiyohi County Recorder



CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 17

Meeting Date:

Attachments: X Yes No

CITY COUNCIL ACTION

Date: December 21, 2015

- Approved
- Amended
- Other
- Denied
- Tabled

Originating Department: Administration

Agenda Item: Consideration of Nuisance Administrative Fee Ordinance

Recommended Action: Approve the fee ordinance as prepared by City Attorney Robert Scott and set a hearing for January 4, 2015 at 7:01 p.m.

Background/Summary:

In October 2015 the City became aware that Kandiyohi County added a \$10.00 fee for each parcel certified for a lien in the subsequent year. It includes the City's grass/weed mowing liens; snow removal/cleanup liens; garbage cleanup liens and any unpaid utility lien referred from the Municipal Utilities Commission. The City Attorney has prepared an Amending Ordinance that removes the set dollar fee for an Administrative Charge and replaces it with language that would allow the Council to set the fee by resolution. Staff is recommending calling for a hearing on this Amending Ordinance on January 4, 2016 and then subsequently putting in a new fee structure in the annual resolution setting fees for the ensuing year.

Alternatives:

Financial Considerations: NA

Preparer: Kevin Halliday, Interim City Administrator

Signature:

Comments:

ORDINANCE NO. _____

AN ORDINANCE AMENDING CHAPTER 9, NUISANCES, ARTICLE I, IN GENERAL, SECTION 9-3, ABATEMENT, ARTICLE III, WEEDS, SECTION 9-43, REMOVAL BY CITY, ARTICLE IV, TREE DISEASES AND PESTS, SECTION 9-66, ABATEMENT OF NUISANCE ON PRIVATE PROPERTY, CHAPTER 13, STREETS, SIDEWALKS AND OTHER PUBLIC PROPERTY, ARTICLE I, IN GENERAL, SECTION 13-2, PAYMENT OF COSTS OF CURRENT SERVICE, AND CHAPTER 16, UTILITIES, ARTICLE IV, RATES AND CHARGES, DIVISION 1, GENERALLY, SECTION 16-127, COLLECTION OF UNPAID CHARGES

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

Section 1. AMENDMENT OF MUNICIPAL CODE SECTION 9-3. Chapter 9, Article I, Section 9-3 of the Willmar Municipal Code is hereby amended as follows (deleted material is crossed out; new material is underlined; sections and subsections not being amended are omitted):

Sec. 9-3.—Abatement.

* * * *

- (c) *Removal of conditions by city.* The city engineer and chief of police shall also have the right, when an order has not been complied with, to cause the public nuisance to be removed and to remove such conditions or remedy such defect on the premises as may constitute a public nuisance, through the employment-use of city labor or outside contractor. The owner of the property shall be personally liable for the cost of such abatement and shall be invoiced therefore. Any unpaid charges, together with a nuisance abatement administrative fee in an amount not to exceed the actual administrative costs incurred by the city in addressing the noncompliance in a standard amount to be set by the city council by resolution, shall be certified as a special assessment against the property as provided in Minn. Stat. Ch. 429. ~~The cost of such removal or remedial measures, shall be assessed by action of the city council against the property, under such terms and conditions as the city council may require.~~

Section 2. AMENDMENT OF MUNICIPAL CODE SECTION 9-43. Chapter 9, Article III, Section 9-43 is hereby amended as follows (deleted material is crossed out; new material is underlined; sections and subsections not being amended are omitted):

Sec. 9-43.—Removal by city.

* * * *

- (b) The assessment and collection of charges for such service, including a nuisance abatement administrative fee in an amount not to exceed the actual administrative costs incurred by the city in addressing the noncompliance in a standard amount to be set by the city council by resolution, shall be pursuant to section 13-2.
- (e) ~~In addition to the actual charge incurred for removal of such weeds or grass, an administrative fee of thirty-five dollars (\$35.00) shall be added to the cost to be billed to the property owner.~~

Section 3. AMENDMENT OF MUNICIPAL CODE SECTION 9-66. Chapter 9, Article VI, Section 9-66 is hereby amended as follows (deleted material is crossed out; new material is underlined; sections and subsections not being amended are omitted):

Sec. 9-66.—Abatement of nuisance on private property.

Whenever the tree inspector finds with reasonable certainty that infection, or danger of infection exists, the owner will be notified by certified mail, return receipt, or a hand delivered note, of the existence of the nuisance and directed to remove or effectively treat in an approved manner within thirty (30) days of receipt of notification. In the event the owner fails to comply with the notification, the city will abate the nuisance and ~~assess the property~~ the owner of the property shall be personally liable for the cost of such abatement and shall be invoiced therefore. Any unpaid charges, together with a nuisance abatement administrative fee in an amount not to exceed the actual administrative costs incurred by the city in addressing the noncompliance in a standard amount to be set by the city council by resolution, shall be certified as a special assessment against the property as provided in Minn. Stat. Ch. 429. Any expenses incurred by the city or its approved agent will be assessed to said property as provided in M.S.A. Ch. 429..

Section 4. AMENDMENT OF MUNICIPAL CODE SECTION 13-2. Chapter 13, Article I, Section 13-2 is hereby amended as follows (deleted material is crossed out; new material is underlined; sections and subsections not being amended are omitted):

Sec. 13-2.—Payment of costs of current service.

- (c) *Special assessment.* On or before September 1 of each year, the clerk-treasurer shall list the total unpaid charges for each type of current service against each separate lot or parcel to which they are attributable under this section. The council may then ~~spread-certify~~ certify the charges against the property benefitted receiving the service, together with a nuisance abatement administrative fee in

an amount not to exceed the actual administrative costs incurred by the city in addressing the noncompliance in a standard amount to be set by the city council by resolution, as a special assessment under M.S.A. Minn. Stat. § 429.101 and other pertinent statutes for certification to the county auditor and collection the following year along with current taxes.

Section 5. AMENDMENT OF MUNICIPAL CODE SECTION 16-127. Chapter 16, Article IV, Division 1, Section 16-127 is hereby amended as follows (deleted material is crossed out; new material is underlined; sections and subsections not being amended are omitted):

Sec. 16-127.—Collection of unpaid charges.

(a) Charges to be lien on property served; exception.

- (1) All utility charges are hereby made a lien upon the real property receiving services for which utility charges are incurred. All utility charges shall be billed directly to the owner of the real property receiving the services. Where utility charges remain unpaid thirty (30) days after the date payment is due, written notice shall be forwarded by mail to the owner of the real property served, stating that if the utility charges are not paid within ten (10) days from the date of the notice, the amount thereof shall be certified to the county auditor for collection with the taxes on the real property, together with an administrative fee in an amount not to exceed the actual administrative costs incurred by the city and the municipal utilities commission in collecting the delinquent charges. If the utility services are to be discontinued because of delinquent utility charges, the notice shall so state. The notice shall also state that, during the ten-day period, the owner or his representative may request an appearance at the next regularly scheduled meeting of the municipal utilities commission to make objections to payment. Any objections shall be heard and passed upon by the commission. If the utilities charges have not been paid and the commission has not relieved the owner from liability therefor, the amount of the utilities charges and administrative fee shall be certified by the city clerk-treasurer to the county auditor, prior to October 10 of each year, to be extended on the tax rolls against such real property in the same manner as other taxes and collected by the county treasurer, and paid to the city clerk-treasurer along with other taxes. Until so collected, the charges shall be a lien upon the real estate so served. The city clerk-treasurer, in certifying such charges to the county auditor, shall specify the amount thereof, the description of the premises served, and the name of the owner of the premises.

* * * *

Section 6. EFFECTIVE DATE. This ordinance shall be effective from and after its adoption and second publication.

Passed by the City Council of the City of Willmar this ___ day of _____, 2016.

ATTEST:

Kevin Halliday, City Clerk

Marvin Calvin, Mayor

VOTE: _____ AHMANN _____ ANDERSON _____ CHRISTIANSON
_____ FAGERLIE _____ JOHNSON _____ NELSEN _____ PLOWMAN _____ MUESKE

This Ordinance introduced by Council Member: _____

This Ordinance introduced on: _____

This Ordinance published on: _____

This Ordinance given a hearing on: _____

This Ordinance adopted on: _____

This Ordinance published on: _____