

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

December 21, 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, Andrew Plowman, Tim Johnson, Steve Ahmann, and Rick Fagerlie. Present 8, Absent 1. Council Member Shawn Mueske was excused from the meeting.

Also present were City Administrator Larry Kruse, City Clerk 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 recognized "West Central Tribune" News Reporter, David Little, who is retiring at year's end after nearly 43 years in the newspaper reporting business and announced his Open House Farewell Party to be held on December 30<sup>th</sup>. Mayor Calvin read a bio of Mr. Little's career and thanked him for his years of service to our community. Afterward he introduced the new reporter, Shelby Lindrud, who will be covering City events.

Mayor Calvin thanked City Clerk Kevin Halliday for his eight months of service as Interim City Administrator noting his willingness to step up. He then introduced the newly hired City Administrator, Larry Kruse, and gave a brief background of his experience and welcomed him to Willmar.

There were no additions or deletions to the agenda.

Council Member Anderson offered a motion to adopt the Consent Agenda which included the following items: City Council Minutes of December 7, Willmar Municipal Utilities Board Minutes of December 14, Application for Exempt Permit - Meeker County Ducks Unlimited, Application for Exempt Permit - Prairie Lakes Chapter of Rocky Mountain Elk Foundation, Accounts Payable Report through December 17, Willmar CER Joint Powers Board Minutes of December 4, Willmar Community and Activity Center Minutes of December 13, Planning Commission Minutes of December 16, and committee applications for both appointment and reappointment.

Council Member Johnson requested Item I. be pulled for discussion. Council Member Fagerlie seconded the motion to adopt the remainder of the consent items, which carried.

Council Member Johnson questioned the appointment to the Human Rights Commission stating it would be appropriate to have a disabled person serving on the commission. Mayor Calvin noted not all the positions have been filled and Barb Little who is up for appointment works with persons with disabilities and encouraged any disabled person interested to apply. Council Member Johnson made a motion to approve Item I. Council Member Christianson seconded the motion, which carried.

At 7:07 p.m. Mayor Calvin opened the hearing for consideration of an Ordinance Amending the Willmar City Charter. Bob Bonawitz, representing the Charter Commission, recommended the changes to the Charter that the Commission has suggested. Under Section 2.11 Procedure - the amendment deletes the named parliamentary rules and offers "established" rules to be adopted by the City Council. In Section 7.05 - Recall, the amendment removes comments pertaining to remuneration for services and in Section 9.04 - Oath of Office, words were amended for clarification of the office of the individual taking the oath. There being no one to speak for or against the ordinance amendment, Mayor Calvin closed the hearing at 7:11 p.m. and

opened it up for discussion by the Council.

Council Member Ahmann made a motion to adopt the amendment to the ordinance, assign it a number and order final publication. Council Member Johnson expressed concerns pertaining to the language change in Section 7.05 – Recall. Mr. Johnson felt the original drafters of the City Charter were wise to put that language in the Charter. Richard Larson of the Charter Commission addressed Council Member Johnson’s concerns stating the purpose of the change was to prevent payment. Council Member Ahmann withdrew his motion. Council Member Anderson clarified to the public that it takes eight affirmative votes to amend the Charter, and with one Council Member absent no action can be taken. Action is required within 30 days and if none is taken the amendment fails. City Attorney Robert Scott determined action on the amendment can be delayed until January 18, 2016. Extra clarification will be sought from the Charter Commission and brought to the Council.

The Finance Committee Report for December 14, 2015 was presented to the Mayor and Council by Council Member Anderson. There were six items for consideration.

Item No. 1        There was no public comment.

Item No. 2        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. The Council received this for information only.

Item No. 3        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.

The Committee was recommending the Council introduce a resolution authorizing the Mayor and the City Administrator to execute the agreement as presented in the amount of \$21,686.86.

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

RESOLUTION NO. 1

WHEREAS Dovre Township annually contracts with the City of Willmar Fire Department for fire protection services; and

WHEREAS it is the established practice of the City of Willmar to use a statewide formula to calculate the Township cost sharing proposal;

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Willmar that the Mayor and City Administrator be authorized to execute the fire protection agreement with Dovre Township for the period 01/01/16 – 12/31/16 in the amount of \$21,686.86.

Dated this 21st day of December, 2015.

/s/ Marv Calvin  
Mayor

/s/ Kevin Halliday  
Attest: City Clerk

Item No. 4 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 \$10,520 was donated toward this project by various individuals and businesses including: Warren Hagen, Don Pearce, CDS Administrative Services, Main Street Willmar, Delores Hogleund, Building 330, Quick Return Tax Service/Sunvold Accounting, West Central Association of Realtors, Willmar Fests, Steve and Kelly Gardner, Rick's Cycling and Sport, Central Community Transit, Randy and Susie Czarnetzki, and other cash donations.

Council Member Anderson informed the Council that two additional donations were received today - \$100 from Johnson, Moody, Schmidt & Kleinhuizen and \$100 from Elite Insurance Group Agency. The Committee was recommending the Council 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.

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 7, Noes 0.

RESOLUTION NO. 2

WHEREAS, the City of Willmar has received numerous donations for the Selvig Park Improvements totaling \$10,720;

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 Hogleund
\$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
\$ 100.00	Elite Insurance Group Agency
\$ 100.00	Johnson, Moody, Schmidt & Kleinhuizen, P.A.

Dated this 21st day of December, 2015.

/s/ Marv Calvin  
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 Mayor

/s/ Kevin Halliday  
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 Attest: City Clerk

Item No. 5 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 was received by the Council for information only.

Item No. 6 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 received by the Council for information only.

Council Member Christianson requested to comment on the item received for information only regarding salaries for elected City officials. The resolution recently voted on by the County Commissioners of Kandiyohi County dictated a 2% increase bringing current Commissioner salaries to \$30,161.01 per year plus \$70 per diem and offers eligibility to the single health insurance option currently offered to County employees..

Council Member Anderson made a motion to approve and file Finance Committee Report for December 14, 2015. Council Member Fagerlie seconded the motion.

The Public Works/Safety Committee Report for December 15, 2015 was presented to the Mayor and Council by Council Member Christianson. There were eleven items for consideration.

Item No. 1 Ralph Olson, 2029 5<sup>th</sup> 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. This was referred to staff and received by the Council for information only.

Item No. 2 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. 3 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. The Committee was recommending the Council approve the purchase of the Self Contained Breathing Apparatus and bottles in the amount of \$332,002.37.

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

### RESOLUTION NO. 3

BE IT RESOLVED by the City Council of the City of Willmar, a Municipal Corporation of the State of Minnesota, by the City Council of the City of Willmar to accept the bid from Emergency Response Solutions for the fire department's SCBA's, SCBA bottles and miscellaneous equipment, for a January 1st, 2016 purchase, in the amount of \$332,002.37.

BE IT FURTHER RESOLVED that the Mayor and City Administrator of the City of Willmar are hereby authorized to enter into an agreement with Emergency Response Solutions for the terms and consideration of the contract in the amount of \$332,002.37.

Dated this 21st day of December, 2015.

/s/ Marv Calvin  
Mayor

/s/ Kevin Halliday  
Attest: City Clerk

Item No. 5 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. The Committee's recommendation to the Council was 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.

Resolution No. 4 was introduced by Council Member Christianson, seconded by Council Member Nelsen, reviewed by Mayor Calvin, and approved on a roll call vote of Ayes 7, Noes 0.

RESOLUTION NO. 4

BE IT RESOLVED by the City Council of the City of Willmar, a Municipal Corporation of the State of Minnesota, by the City Council of the City of Willmar to accept the bid from Alex Air Apparatus, Inc. for the fire department's SCBA air compressor, fill station and miscellaneous equipment, for a January 1st, 2016 purchase, in the amount of \$39,780.00.

BE IT FURTHER RESOLVED that the Mayor and City Administrator of the City of Willmar are hereby authorized to enter into an agreement with Alex Air Apparatus, Inc. for the terms and consideration of the contract in the amount of \$39,780.00.

Dated this 21st day of December, 2015.

/s/ Marv Calvin  
Mayor

/s/ Kevin Halliday  
Attest: City Clerk

Item No. 6 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. The Council received this for information only.

Item No. 7 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. The Council received this for information only.

Item No. 8 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 22<sup>nd</sup> Street SW and CSAH 5. The improvements consist of a new railroad crossing with improvements to accommodate a Quiet Zone. It was the recommendation of the Committee to the Council to accept Project No. 1302-A and to authorize final payment to Duinick, Inc. in the amount of \$50,140.85.

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

RESOLUTION NO. 5

**ACCEPTING PROJECT AND AUTHORIZING FINAL PAYMENT**

IMPROVEMENT: Project No. 1302-A

CONTRACTOR:	Duinick, Inc.
DATE OF CONTRACT:	July 15, 2013
BEGIN WORK:	September 18, 2013
COMPLETE WORK:	November 6, 2015
APPROVE, ENGINEERING DEPT:	November 6, 2015

**BE IT RESOLVED** by the City Council of the City of Willmar, Minnesota, that:

1. The said City of Willmar Project No. 1302-A be herewith approved and accepted by the City of Willmar.
2. The following summary and final payment be approved:

ORIGINAL CONTRACT AMOUNT:	\$1,068,195.47
FINAL NET CONTRACT AMOUNT, PROPOSED:	\$1,068,195.47
ACTUAL FINAL CONTRACT AMOUNT AS CONSTRUCTED:	\$ 974,748.31
Less Previous Payments	\$ 924,607.46
<b>FINAL PAYMENT DUE CONTRACTOR:</b>	<b>\$ 50,140.85</b>

Dated this 21st day of December, 2015.

/s/ Marv Calvin  
Mayor

/s/ Kevin Halliday  
Attest: City Clerk

Item No. 9 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. The Committee was recommending the Council approve Change Order No. 2 with Cool Air Mechanical in the amount of \$571.00.

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

RESOLUTION NO. 6

BE IT RESOLVED by the City Council of the City of Willmar, a Municipal Corporation of the State of Minnesota, that the Mayor and City Administrator of the City of Willmar are hereby authorized to modify the contract for the Civic Center HVAC Design & Construction Services between the City of Willmar and Cool Air Mechanical Inc. of Ham Lake, MN by Change Order No. 2 in the increased amount of \$571.00.

Dated this 21st day of December, 2015.

/s/ Marv Calvin  
Mayor

/s/ Kevin Halliday  
Attest: City Clerk

Item No. 10 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. The Committee was recommending the Council approve the Westwood Court lift station easement with the Langsjoen-Hogan Trust in the amount of \$2,500.00.

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

RESOLUTION NO. 7

*AUTHORIZATION TO EXECUTE LIFT STATION UTILITY EASEMENT*

WHEREAS, a utility easement has been prepared for relocation of the Westwood Court Lift Station to construct, operate and maintain such lift station on or under the described lands; and

WHEREAS, an agreement has been prepared for the terms and conditions of easement with compensation to the landowner in the amount of \$2,500.00;

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

Dated this 21st day of December, 2015.

/s/ Marv Calvin  
Mayor

/s/ Kevin Halliday  
Attest: City Clerk

Item No. 11 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 2<sup>nd</sup> 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 5<sup>th</sup> 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. It was the recommendation of the Committee that the Council receive the Improvement Report and order the Improvement Hearing for March 7, 2016 at 7:01 p.m.

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

RESOLUTION NO. 8

***RECEIVING PRELIMINARY REPORT AND CALLING PUBLIC HEARING ON  
YEAR 2016 IMPROVEMENT PROJECTS***

WHEREAS:

1. The City Council deems it necessary and expedient that the City of Willmar, Minnesota, construct certain improvements to-wit: grading, gravel base, bituminous paving, curb and gutter, sidewalk, signal systems, sanitary sewer, water main, storm pond, in the City as described in and in accordance with the preliminary plans and report prepared by the City Engineer.

2. The Council has been advised by the City Engineer that said Year 2016 Improvement Projects contained in the Preliminary Report are feasible and should best be made as proposed, and the City Engineer's report to this effect has heretofore been received by the Council, and filed with the Clerk-Treasurer; and

3. The statute provides that no such improvements shall be made until the Council shall have held a public hearing on such improvements following mailed notice and two publications thereof in the official newspaper stating time and place of the hearing, the general nature of the improvement, the estimated costs thereof and the area proposed to be assessed, in accordance with the law;

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

1. A public hearing will be held at the time and place set forth in the Notice of Hearing hereto attached to consider said proposed improvements.

2. The nature of the improvements, the estimated cost of each major portion thereof, and the areas proposed to be assessed therefore are described in the form of Notice of Hearing hereto attached.

3. The notice of said public hearing shall be in substantially the form contained in the notice hereto attached.

4. The Clerk-Treasurer is hereby authorized and directed to cause notice of said hearing to be given two publications in the official newspaper. Said publications shall be one week apart, and at least three days shall elapse between the last publication and the hearing. Not less than ten days before the hearing the Clerk-Treasurer shall mail notice of the hearing to the owner of each parcel of land within the area proposed to be assessed as described in the notice. For the purpose of giving such mailed notice, owners shall be those shown to be such on the records of the County Auditor or, if the tax statements in the County are mailed by the County Treasurer, on the records of the County Treasurer. As to properties not listed on the records of the County Auditor or the County Treasurer, the Clerk-Treasurer shall ascertain such ownership by any practicable means and give

Dated this 21st day of December, 2015.

/s/ Marv Calvin  
Mayor

/s/ Kevin Halliday  
Attest: City Clerk

Item No. 12 The Committee discussed the future of the vacant Mills properties. No action was taken by the Council.

Council Member Christianson made a motion to approve and file Public Works/Safety Committee Report for December 15, 2015. Council Member Nelsen seconded the motion.

The Community Development Committee Report for December 17, 2015 was presented to the Mayor and Council by Council Member Fagerlie. There were five items for consideration.

Item No. 1 There were no public comments.

Chair Fagerlie recognized Shelby Lindrud as the replacement for David Little on the West Central Tribune "City beat". Chair Fagerlie thanked Mr. Little for his years of service and fine work done for the City.

Item No. 2 Staff presented a work order as an amendment to the Professional Services Contract the City has with Bolton & Menk. Bolton & Menk performed most of the work in completing the submittals for the phase three and final land release. The first two land releases were prepared by City staff. The information required for phase three was at a technical level beyond staff capability. Staff had engaged the services of Bolton & Menk because of the ongoing relationship the City has with them as airport engineers.

Staff acknowledged that the work order should have been brought to the Council sooner, but in the process of completing the submittals for the final land release it was overlooked. The information required for the final land release has been filed with the FAA. It is now in their hands to review and grant the final land release for the former airport. The FAA has indicated the review could take up to 12 months. Staff has begun discussions with persons at the FAA and the Federal Railway Administration to move the process along more quickly, in light of the TIGER Grant for the Willmar WYE Project that will require right-of-way from the final land release area.

The Committee was recommending that the Council adopt a resolution approving Work Order No. 5 with Bolton & Menk for the final phase of the land release process. The motion passed, with a vote of 3-1, with Council Member Johnson voting "No."

Resolution No. 9 was introduced by Council Member Fagerlie, seconded by Council Member Nelsen. Council Member Johnson opined on the proper procedure and requested more information on the submittal by Bolton and Menk to the FAA with a review of the timeline for when the work was completed. He also requested the City Attorney review Section 5.09 of the Charter advising the scope of Subdivision 2. City Attorney Robert Scott stated he was willing to offer an interpretation. Council Member Johnson made a motion to table any action on the resolution. Council Member Christianson seconded the motion, which carried.

Item No. 3 Staff presented a proposal from Dooley Brothers LLP to acquire three lots in Willmar Industrial Park Fourth Addition. The offer is made at full asking price and includes a proposal to utilize the City's Industrial Land Write-Down policy. The Committee viewed a preliminary site plan that includes new corporate offices and maintenance facilities for Dooley's Petroleum. The use is permitted with plan review in the Limited Industry district and the company would like to begin construction in early spring.

Staff suggested that because the purchase proposal was written at full asking price that staff be directed to work out the details and negotiate a final purchase agreement consistent with the listing price and the terms of the Industrial Land Write-Down policy. It was the recommendation of the Committee to direct staff to complete negotiations for the purchase and to bring the final negotiated deal back to the Committee in January. Council Member Fagerlie made a motion in support of the Committee's recommendation. Council Member Nelsen seconded the motion, which carried.

Item No. 4 The Committee discussed the Tax Abatement and Business Subsidy Agreement prepared for the recently granted MinnWest tax abatement. Questions were asked regarding the wage requirements in the City's Economic Development Incentives policy. Staff informed the Committee that all jobs created for projects that receive municipal incentives require the applicant to pay a minimum wage of \$12 per hour. Language in the agreement will require MinnWest to meet any changes to the wage requirements that are adopted as policy during the term of the tax abatement. The agreement includes the goals of eight million dollars in capital investments and an additional 175 jobs over the ten year abatement period. Failure to meet the goals will result in the City pursuing repayment of all or a part of the abated taxes.

The Committee was recommending the Council adopt a resolution approving the Tax Abatement and Business Subsidy Agreement for the MinnWest tax abatement consistent with the terms of City Council Resolution No. 3, dated December 7, 2015.

Resolution No. 9 was introduced by Council Member Fagerlie, seconded by Council Member Nelsen. During discussion Council Member Christianson expressed concerns from constituents who were not in favor of the tax abatement. The issue of using a wage qualifier (\$12) should be updated and it was recommended to have this item on a future Community Development agenda. After a lengthy discussion, a motion was made by Council Member Ahmann to table the approval of the tax subsidy agreement. Council Member Christianson seconded the motion, which failed with 2 Ayes and 5 Noes. Council Members Fagerlie, Nelsen, Johnson, Anderson and Plowman cast the "no" votes. The resolution was reviewed by Mayor Calvin, and approved on a roll call vote of Ayes 5, Noes 1 and 1 Abstention. Council Member Ahmann cast the "no" vote and Council Member Christianson abstained.

#### RESOLUTION NO. 9

BE IT RESOLVED by the City Council of the City of Willmar, a municipal corporation of the State of Minnesota, that the Mayor and City Administrator be authorized to enter into a Tax Abatement and Business Subsidy Agreement between the City of Willmar and MinnWest Technology Campus Management Company, LLC.

Dated this 21st day of December, 2015.

/s/ Marv Calvin  
Mayor

/s/ Kevin Halliday  
Attest: City Clerk

Item No. 5 Staff informed the Committee that information regarding sex offender residency and zoning restrictions will be brought before the Committee in January. City Attorney Scott has indicated he has completed preliminary work on the matter and it is ready to go to Committee.

Staff also informed the Committee that it was working with EDC staff to prepare a site proposal for an industrial prospect seeking between 20-40 acres of land for a production facility. These items were received by the Council for information only.

Council Member Fagerlie made a motion to approve and file Community Development Committee Report for December 17, 2015. Council Member Christianson seconded the motion.

Council Member Anderson introduced the AFSCME Council 65 Public Works two-year labor agreement of January 1, 2016 through December 31, 2017. He commented on the two-tier health insurance program that was within both of the AFSCME contracts whereby employees hired post 2012 paid a higher premium rate than those hired prior to that date. This was eliminated within the contract. The wage increase proposed is 2.5% in 2016 and 2.5% in 2017. The clothing allowance was increased from \$175 to \$200 effective January 1, 2016 and increased to \$225 effective January 1, 2017. Council Member Anderson made a

motion to approve the agreement with the AFSCME Public Works Unit as presented. Council Member Christianson seconded the motion, which carried.

Council Member Anderson introduced the AFSCME Council 65 General Unit two-year labor agreement of January 1, 2016 through December 31, 2017. Again the wage increase is 2.5% for each year and also includes the removal of the two-tier health insurances. Council Members Anderson stated there are some employee titles that would be evaluated to update them to current terminology. Language under sick leave was modified to direct severance payments to a post-retirement account. The addition of a clothing allowance up to \$50 was added for Wastewater Treatment Plant, Building Inspectors and Engineering employees. Council Member Anderson made a motion to approve the agreement with the AFSCME General Unit as presented. Council Member Christianson seconded the motion, which carried.

Council Member Anderson presented the labor agreement for the Law Enforcement Labor Services (LELS). This will also be a two-year agreement with the wage increase of 2.5 % in both 2016 and 2017. The clothing allowance is increased to \$750 in 2016 and to \$800 in 2017. The compensation for senior officer differential is proposed to be increased to \$.75 in 2016 and \$1.00 in 2017. Some compensation language was added for a new officer assigned as a Field Training Officer and it was noted there are some language changes to be made pertaining to the premiums on health care. Council Member Anderson made a motion to approve the agreement with the Law Enforcement Labor Services as presented subject to clarification of the health insurance premiums. Council Member Christianson seconded the motion, which carried.

City Clerk Kevin Halliday presented an application for a Special Event by On-Sale Liquor License Holder Permit for an event at the Civic Center where the Willmar Curling Club is planning to hold a ten-day Junior National Curling Tournament on January 14 - 23, 2016. Staff has reviewed the permit and the applicant is Kandi Entertainment Center with the on-site employee listed as Keith Pattison. Council Member Fagerlie made a motion to approve the On-Sale Liquor License for this event. Council Member Christianson seconded the motion which carried on a roll call vote of 7 Ayes, 0 Noes.

City Clerk Kevin Halliday also presented applications for renewals of 2016 On-Sale Sunday Liquor Licenses. All applicants are in compliance and the Police Department has approved the applications. Council Member Anderson made a motion to approve the On-Sale, Club On-Sale 2016 Sunday Liquor Licenses Renewals as listed. Council Member Fagerlie seconded the motion, which carried on a roll call vote of 7 Ayes, 0 Noes.

Planning and Development Director Bruce Peterson reviewed the final plat for Gibby Addition, which is a one-lot replat of an existing parcel and a portion of Outlot B in Eagles Landing by Adam and Holly Gibson. The purpose of the acquisition was to allow room for an attached garage addition and still meet required setbacks. The plat has been approved by the Planning Commission and the addition will not impede into the wetland buffer area. Council Member Anderson made a motion to approve the final plat for Gibby Addition. Council Member Christianson seconded the motion, which carried.

A final plat for Schmitt Second Addition, a two-lot plat being proposed by Ken Schmitt of the Culvers Restaurant property on 19<sup>th</sup> Avenue SE was presented to the Council for consideration by Planning and Development Director Bruce Peterson. The existing Culvers 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 storm water pond will be addressed in articles and declarations covering maintenance and ownership of those outlots. The Planning Commission approved the plat with conditions regarding assessments to be evaluated or paid at the time of the filing along the details of the articles/declarations. A motion was made by Council Member Fagerlie to approve the final plat for Schmitt Second Addition. Council Member Nelsen seconded the motion, which carried.

City Clerk Kevin Halliday recapped the direction of the Council in October where the City became aware that Kandiyohi County added a \$10.00 fee for each parcel certified for a lien in the subsequent year. This includes the City's grass/weed mowing, snow removal/cleanup, garbage cleanup 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's recommendation is to call for a hearing on the 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. Council Member Anderson made a motion to set a hearing for the Amending Ordinance for January 4, 2016 at 7:01 p.m. Council Member Christianson seconded the motion, which carried.

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

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

Attest:

\_\_\_\_\_  
MAYOR

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

**WILLMAR MUNICIPAL UTILITIES MINUTES**  
**MUNICIPAL UTILITIES AUDITORIUM**  
**DECEMBER 28, 2015**

The Municipal Utilities Commission met in its regular scheduled meeting on Monday, December 28, 2015 at 11:45 a.m. in the Municipal Utilities Auditorium with the following Commissioners present: Matt Schrupp, Dan Holtz, Carol Laumer, Jeff Nagel, Joe Gimse, Justin Mattern and Abdirizak Mahboub.

Others present at the meeting were: General Manager Wesley Hompe, Director of Finance Tim Hunstad, Director of Operations John Harren, Power Supply Manager Chris Carlson, Customer Service Supervisor Stacy Stien, Power Production Supervisor Jon Folkedahl, Administrative Secretary Beth Mattheisen, Project Assistant Kim Wesbur, City Councilman Shawn Mueske, City Attorney Robert Scott (via teleconference), and WC Tribune Journalists David Little & Shelby Lindrud.

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

**RESOLUTION NO. 51**

"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 December 14, 2015 Commission meeting; and,
- ❖ Bills represented by vouchers No. 144771 to No. 144851 inclusive in the amount of \$2,252,685.05 with a MISO charge in the amount of \$99,795.93, and a Westmoreland Resources (coal) payment of \$82,261.62.

Dated this 28<sup>th</sup> day of December, 2015.

\_\_\_\_\_  
President

ATTEST:

\_\_\_\_\_  
Secretary

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

Commissioner Laumer (Chair) reviewed with the Commission minutes from the December 28<sup>th</sup> WMU Labor Committee meeting (see attached). The two main topics of discussion focused on the non-union wage adjustment and the current wage market related to the Line Department personnel. Laumer informed the Commission that it was the recommendation of the WMU Labor Committee to approve a 2.5% rate increase for the non-union employees for the years 2016 and 2017. Following discussion, Commissioner Schrupp offered a motion to approve the minutes of the

December 28<sup>th</sup> WMU Labor Committee meeting as presented. Commissioner Gimse seconded the motion which carried by a vote of seven ayes and zero nays.

Following the approval of the WMU Labor Committee meeting minutes, Commissioner Laumer was requesting the Commission to formally approve a 2.5% wage increase for WMU's non-union employees for the years 2016 and 2017. Laumer noted that a two-year agreement for the same terms (2.5% increase for both 2016 and 2017) had been reached between WMU and IBEW Local Union #160 employees and had been approved by the Commission at the Dec. 14<sup>th</sup> MUC meeting. Following discussion, Commissioner Laumer offered a resolution to approve the 2016-2017 non-union wage adjustment as presented. Commission Holtz seconded.

#### **RESOLUTION NO. 52**

"BE IT RESOLVED, by the Municipal Utilities Commission of the City of Willmar, Minnesota, that a two-year agreement between the Willmar Municipal Utilities and WMU's non-union employees incorporating a 2.5% wage increase both in 2016 and 2017 be approved as presented."

Dated this 28<sup>th</sup> day of December, 2015.

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President

ATTEST:

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Secretary

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

General Manager Hompe presented the Commission with a brief historic recap of the WMU along with predictions for the upcoming year. Hompe anticipates 2016 to be a year filled with a number of exciting changes and transformations for the Utilities. Among the items Hompe touched on were: 1) strive for revenue neutrality (enhance transmission revenues through future investments); 2) will be established as a Transmission Owner (TO) beginning 1/1/16; 3) new power supply contract; 4) upgrading of Water Treatment Plants; 5) continue to utilize the new billing and accounting software systems installed in 2015 (NISC); 6) celebrate WMU's 125 anniversary; 7) new facilities planning; and, 8) projected personnel changes (i.e. retirements, new hires, etc.).

Commissioner Schrupp recognized West Central Tribune Journalist David Little for his years of thorough and accurate reporting on the business matters of the Willmar Municipal Utilities. David has been the WMU's primary journalist since 2003. On behalf of the Commission and Staff, Schrupp expressed his sincere appreciation for David's journalistic integrity demonstrated throughout the years. Congratulations & best wishes on your well-deserved retirement, David!

At this time, Commissioner Holtz recognized Commissioner Schrupp for his years of service and dedication as a Municipal Utilities Commissioner. Holtz continued by emphasizing Commissioner Schrupp's unwavering leadership and consistent insight related to the matters concerning the Willmar Municipal Utilities. Commissioner Schrupp previously informed the Commission and Staff 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. Matt served as a Commissioner from 2009-2015.

We would all like to extend our sincere appreciation for the years of service and leadership Matt has dedicated to the Willmar Municipal Utilities. Congratulation and best wishes, Matt!

General Manager Hompe presented the Commission 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 (St. Paul – one day only)
  - Annual Summer Meeting – August 15-17 (location TBD)

There being no further business to come before the Commission, Commissioner Nagel made a motion to adjourn the meeting. Commissioner Laumer seconded the motion which carried by a vote of seven ayes and zero nays, and the meeting was adjourned at 12:15 p.m.

Respectfully Submitted,

WILLMAR MUNICIPAL UTILITIES

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Beth Mattheisen  
Administrative Secretary

ATTEST:

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Carol Laumer, Secretary



**WILLMAR MUNICIPAL UTILITIES  
WMU Labor Committee Meeting Minutes  
Willmar Conference Center  
Monday, December 28, 2015 – 11:00 A.M.**

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

Committee Chair Laumer called the meeting to order at 11:02 a.m. by requesting any additions to the agenda.

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**AGENDA ITEMS:**

➤ **Non-Union Wage Adjustment:**

General Manager Hompe opened discussion with the Labor Committee regarding a wage adjustment for the non-union employees. Hompe noted that the two-year wage adjustment for the union-employees was formally approved by the Commission at their December 14<sup>th</sup> meeting. The adjustment received for the years 2016 & 2017 was in the amount of 2.5% for each of the two years.

Following discussion, Commissioner Gimse offered a motion to approve a 2.5% wage adjustment for the years 2016 & 2017 for the non-union employees. Commissioner Holtz seconded the motion which carried by a vote of three ayes and zero nays.

**Action:**

Formal approval of the non-union wage adjustment will be recommended to the full Commission at the Dec. 28<sup>th</sup> MUC meeting (following the WMU Labor Committee meeting).

➤ **Market for Linemen's Wages:**

General Manager Hompe presented the Committee with additional information concerning the linemen's wage market.

Further discussion of the topic will be continued at a future date. No action was taken at this time.

➤ **Adjournment:**

There being no further business to come before the WMU Labor Committee, Commissioner Holtz offered a motion to adjourn the meeting at 11:20 a.m. Commissioner Gimse seconded the motion which carried by a vote of three ayes and zero nays.

Rice Memorial Hospital

Board of Directors

December 16, 2015

**PRESENT:** David Anfinson, President; Dr. Douglas Allen, Vice President; Dr. Michael Gardner, Treasurer; Directors Dr. Lachlan Smith and Andrea Carruthers

**EXCUSED:** Eric Weiberg, Secretary; Director Jon Saunders

**ADMINISTRATIVE STAFF:** Michael Schramm, CEO; Bill Fenske, Dr. Ken Flowe, Teri Beyer, Wendy Ulferts, Sandy Roelofs, Dr. Fred Hund

**GUESTS:** Audrey Nelsen, Shirley Carter, Joyce Elkjer, Mary Kjolsing

**Call to Order/Minutes:** President Anfinson called the meeting to order at 5:30 p.m. **ACTION:** A motion was made by Director Gardner, seconded by Director Allen and carried to approve the consent agenda including the November 18, 2015 Board of Directors meeting minutes, the November 17, 2015 Medical Staff Executive and Credentials Committee minutes; and the October 31, 2015 financial statements.

**Patient Experience:** Teri Beyer reviewed a success story relative to the progress being made with the integration of the Hospital's Adult Health Care and Intensive Care Units. In this case, the patient's surgeon was very complimentary of the nursing staff and the wonderful care the patient had received.

**Quality Report:** Mary Kjolsing presented information to the Board of Directors on the Hospital's Workplace Violence Program in regard to the following: A) Number of violent acts that occur in the workplace. B) A coalition of Minnesota organizations has been formed to work on efforts collaboratively as regards violence in the workplace. C) Sponsors of the healthcare collaborative. D) First steps: 1) Sign commitment form. 2) Complete Gap Analysis. 3) Over 100 organizations have signed the commitment form and joined the Task Force. E) Rice's Violence Prevention Task Force membership. F) Legislation passed in 2015 by the Minnesota Legislature regarding violence prevention. G) Rice Hospital's definition of violence. H) Rice Hospital's Violence symbol and patient identification. I) 2014 violence incidents with staff injuries – 9. J) 2015 violence incidents with staff injuries – 25 through November, 2015. K) Work Plan items completed in 2015 were reviewed. L) 2016 goals were also reviewed.

**Medical Staff Report – Dr. Fred Hund:** A) Dr. Steven Shelver has retired from ACMC but will continue to work on-call/as needed in the Hospital's Emergency Services Department. B) ACMC has successfully recruited a new Pediatrician who will be starting in February. **ACTION:** A motion was made by Director Gardner, seconded by Director Allen and carried that the following applications to the Medical Staff of Rice Memorial Hospital be approved for appointment as presented and recommended: Locum Tenens Privileges: John Eincks, M.D. – Radiation Oncology / Department of Internal Medicine, Cancer Carepoint, Atlanta, GA. Gordon Herral, M.D. – Obstetrics/Gynecology/ Department of Obstetrics-Gynecology, Weatherby Healthcare, Fort Lauderdale, FL. Provisional Affiliate Staff: Anand Joshi, M.D. – Psychiatry/Department of Psychiatry, Avera Behavioral Health, Sioux Falls, SD. Mark E. Johnson, M.D. – Cardiology/Department of Internal Medicine, CentraCare Clinic River Campus/Heart & Vascular Center, St. Cloud, MN. Provisional Allied Health Professional: Douglas Lee Huff, PA-C – Physician Assistant/Department of Radiology, Suburban Imaging Coon Rapids, Coon Rapids, MN. Responsible Physician: Paul Hunt, M.D. Mollie Pennings, LDA – Licensed Dental Assistant/Department of Surgery, Oral Facial Surgery, P.A., Willmar, MN. Responsible Physician: James Hughes, DDS. Angela Jo Sprague, PA-C – Physician Assistant/Department of Surgery, Affiliated Community Medical Center, Willmar, MN. Responsible Physician: Mathew Putnam, M.D. Additional Privilege Requests: Michael Lee, M.D. – Hand Surgery/Department of Surgery, Affiliated Community Medical Center, Willmar, MN. Steven Kidd, M.D. – Robotic Surgery/Department of Surgery, Affiliated Community Medical Center, Willmar, MN. Transfer from Temporary Privileges to Provisional Active Staff: Joseph Mayland, DO – Emergency Medicine/Department of Emergency Medicine. Rice Memorial Hospital, Willmar, MN. Temporary

privileges granted: 9/2/2015. Transfer from Temporary Privileges to Provisional Affiliate Staff: *Noel Collis, M.D.* – Internal Medicine/Department of Internal Medicine, Affiliated Community Medical Center, Willmar, MN. Transfer from Temporary Privileges to Provisional Allied Health Professional: *Darla Miles, APRN* – Nurse Practitioner/Department of Psychiatry, Rice Memorial Hospital, Rice Institute, Willmar, MN. REAPPOINTMENT APPLICATIONS: Active Staff: *Anthony Amon, M.D.* – Family Medicine/Department of Family Practice, Family Practice Medical Center, Willmar, MN. *Mary Amon, M.D.* – Family Medicine/Department of Family Practice, Family Practice Medical Center, Willmar, MN. *Daniel Fuglestad, M.D.* – Family Practice / Department of Family Medicine, Affiliated Community Medical Center, Willmar, MN. *Martin Janning, M.D.* Otolaryngology/ Department of Surgery, Janning ENT Center, LLC – Willmar, MN. *Rachel Tollefsrud, M.D.* – Family Medicine/Department of Family Medicine, Family Practice Medical Center, Willmar, MN. Affiliate Staff: *Sharon Banister, M.D.* – Pathology/Department of Pathology, MN Pathologists Chartered/301 Becker Ave SW, Willmar, MN. *Elizabeth Bisinov, M.D.* – Cardiovascular Disease/Department of Internal Medicine, Park Nicollet Heart Center, St. Louis Park, MN. *Evelyn Erickson, M.D.* – Plastic & Reconstructive Surgery/Department of Surgery, Midsota Plastic Surgeons, PA, St. Cloud, MN. *Jeffery Gerdes, M.D.* – Neurological Surgery/Department of Surgery, CentraCare Clinic River Campus, St. Cloud, MN. *Richard Horecka, M.D.* – Family Medicine/Department of Family Medicine, Affiliated Community Medical Center/Benson, MN. *Margaret Johnson, M.D.* – Family Medicine/Department of Family Medicine, Affiliated Community Medical Center, Willmar, MN. *Terrence Longe, M.D.* – Cardiology/Department of Internal Medicine, Minneapolis Heart Institute, Minneapolis, MN. *Charles L. Pinkerman, D.O.* – Cardiologist/Department of Internal Medicine, Park Nicollet Heart Center, St. Louis Park, MN. *Daniel Tiede, M.D.* – Cardiology/Department of Internal Medicine, CentraCare Clinic River Campus, St. Cloud, MN. *James J. Teide, M.D.* – Internal Medicine/Department of Internal Medicine, Hospice - Rice Memorial Hospital, Willmar, MN. *Christopher Widstrom, M.D.* – Orthopedics/Department of Surgery, St. Cloud Orthopedics Associates, LTD, Sartell, MN. Allied Health Staff: *Shawn Dischinger, PA-C* – Physician Assistant/Department of Family Medicine, Family Practice Medical Center, Willmar, MN. Responsible physician: Andrew Hoffmann, M.D. *Warren Hagen, C.O./P* – Orthotist/Prosthetics, Hagen Orthotics & Prosthetics, Inc. Willmar, MN. *John Held, C.O.* – Orthotist, Great Step O and P Solutions, Sartell, MN. *Elgin Johns, LPN* – Surgical Assistant/Department of Surgery, Affiliated Community Medical Center, Willmar, MN. Responsible physician: Kevin Unger, M.D. *Catherine Miller, EdD, LP* – Psychology/Department of Psychiatry, Rice Institute for Counseling, Rice Memorial Hospital, Willmar, MN.

Updated Application (change of employer) – Certified Registered Nurse Anesthetist. The following CRNA's will become employees of Willmar Medical Services as of 01/01/2016. Responsible physician remains Dr. John Seifert:

*Gibson, Holly J., RN-CRNA*

*Janitschke Jr., Wayne B., RN-CRNA*

*Janitschke, Cathleen M., RN-CRNA*

*Loeppke, Jay E., RN-CRNA*

*Nelson, Ann M., RN-CRNA*

*Peterson, Eric J., RN-CRNA*

*Rupp-Montpetit, Kimberly D., RN-CRNA*

*Swalin, Grayson J., RN-CRNA*

*Volk, Shane P., RN-CRNA*

## CEO Report – Mike Schramm:

- A. Physician Recruitment: 1) APMC recently signed a contract with a Pediatrician who will be starting her practice here in February. 2) Dr. Flowe continues to work on the recruitment of physicians for Rice's Emergency Services Department. 3) We are awaiting the decision of a Psychiatrist candidate who has been providing locum coverage at Rice. We hope to hear back from this candidate by the end of the month.
- B. Facility Projects: The Rice Rehab Center project continues to progress and at this point the project remains on schedule.
- C. Union Negotiations: 1) The AFSCME bargaining unit #3296 did ratify their proposed contract with the Hospital on November 30. 2) Mediation sessions will be held in the near future with the two remaining bargaining units: IAFF and AFSCME unit #105.
- D. Willmar Medical Services: 1) Willmar Regional Cancer Center: Dr. Speer has agreed to take on the responsibility of Medical Director for the Cancer Center. 2) Willmar Surgery Center: Planning continues for the construction of a new Ambulatory Surgical Center with both the Steering and Working Committees.
- E. Rice Health Foundation (RHF): The Foundation Board meets tomorrow and will be reviewing their strategic plan for a second time. The RHF's fundraising campaign for the Rice Rehab Center construction project continues to progress and as of today approximately \$1.2 million has been raised toward the goal of \$1.5 million.

## New Business:

- A. 2015 AFSCME 3296 Executive Summary: The Executive Summary of the proposed contract settlement between Rice Memorial Hospital and AFSCME 3296 was reviewed in regard to language revisions, market adjustments, health insurance benefits and general salary increases. The tentative agreement was reached on November 2, 2015 and the AFSCME 3296 bargaining unit's members voted on November 30, 2015 to ratify the proposed agreement with Rice Memorial Hospital. **ACTION: A motion was made by Director Gardner, seconded by Director Allen and carried that the proposed Executive Summary Agreement between Rice Memorial Hospital and AFSCME 3296 be approved as presented and recommended.**
- B. Lab Renovation Project: A memorandum from CEO Schramm and Bill Fenske was reviewed in regard to the Hospital's proposed Lab renovation/move project bids, as follows: 1) In order to accommodate the new PET/CT Scanner for Imaging Services, a portion of the Laboratory Department would need to be moved. 2) It was determined that the best possible location for moving some of the Lab Department services to the former ICU space would be in the best interest of clinical care for the future. 3) Although this plan does not include moving 100% of the current Lab services, it does include the renovation of the vacated ICU space for Histology and Cytology services. 4) Rice has contracted with JE Dunn for construction management services, Perkins + Will for architectural services and Dunham for engineering services. 5) Design development occurred in late summer/early fall, and bids were solicited in October 2015. 6) This project was not formally budgeted in the 2015 capital budget due to the uncertain requirements of the move/renovation. 7) Contingency dollars will be utilized to fund the project. 8) Bids from Trade Groups were received for a total construction cost of \$848,690. 9) A major portion of this cost is the requirement to purchase a new air handler due to the necessity of exhausting air from the Lab services to the outside and not being able to recycle this air. 10) The proposed timeframe for this project is seven weeks. 11) Once completed then WMS will commence the renovation of this vacated space for the new PET/CT Scanner. **ACTION: A motion was made by Director Gardner seconded by Director Smith, and carried to approve the proposed trade bid packages, for the Rice Memorial Hospital Laboratory renovation/move project, in the amount of \$848,690.**
- C. CRNA Potential PERA Privatization: Mike Schramm reviewed the following information for the Board in regard to the CRNA potential PERA Privatization: 1) As previously approved by the Hospital Board and the Willmar Medical Services (WMS) Joint Venture Board, the Certified Registered Nurse Anesthetists (CRNA's) will be employed by WMS effective January 1, 2016. 2) On October 1, Rice authorized the Public Employees Retirement Association of Minnesota (PERA) to conduct an actuarial study to determine the impact of a potential PERA Privatization for the group of nine CRNA's moving from Rice employment to WMS employment effective January 1. 3) Rice received the results of the actuarial study today which determined that, "the cost to provide the 2% augmentation is less than the ongoing cost if the members continued under PERA. Therefore there is no additional cost to provide the coverage allowed under MN Statute 353F (Privatization)." 4) There is no cost to

Rice for the potential CRNA PERA Privatization, and there is no cost to the nine CRNA's moving to WMS employment. **ACTION: A motion was made by Director Smith, seconded by Director Allen and carried that the potential PERA Privatization, for the nine Certified Registered Nurse Anesthetists moving from Rice Memorial Hospital employment to Willmar Medical Services employment, effective January 1, 2016, be approved as presented and recommended.**

**Other:**

- A. City Council Report – Audrey Nelsen: The new City Administrator, Larry Kruse, will begin his new position with the City of Willmar on Monday, December 21, 2015.
- B. Board/CEO Evaluations: President Anfinson reminded the Board members to complete the annual Board self-evaluation and CEO Evaluation forms and return to Sandy Roelofs in Administration by December 18.
- C. President Anfinson also gave a special thank you to Director Smith for providing exemplary services to the Hospital Board, its Medical Staff and to the community.

**Adjournment:** There being no further business, the meeting was adjourned at 6:35 p.m.

Submitted by:

Sandy Roelofs, Acting Secretary

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: Pheasants Forever, Inc. Previous Gambling Permit Number: X-35511-15-006  
Minnesota Tax ID Number, if any: ES29354 Federal Employer ID Number (FEIN), if any: 41-1429149  
Mailing Address: PO Box 91  
City: South Haven State: MN Zip: 55382 County: Wright  
Name of Chief Executive Officer (CEO): Eran Sandquist  
Daytime Phone: 763-242-1273 Email: esandquist@pheasantsforever.org

**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  
60 Empire Drive, Suite 100  
St. Paul, MN 55103  
Secretary of State website, phone numbers:  
[www.sos.state.mn.us](http://www.sos.state.mn.us)  
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 Street S.E.  
City or Township: Willmar Zip: 56201 County: Kandiyohi  
Date(s) of activity (for raffles, indicate the date of the drawing): January 29, 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: \$2,500.00)

\* **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](http://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;"><b>CITY APPROVAL</b> 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: <u>[Signature]</u></p> <p>Title: <u>City Clerk Treasurer</u> Date: <u>12-21-2015</u></p> <div style="border: 1px solid black; padding: 5px; text-align: center; margin-top: 20px;"> <p><b>The city or county must sign before submitting application to the Gambling Control Board.</b></p> </div>	<p style="text-align: center;"><b>COUNTY APPROVAL</b> 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><b>TOWNSHIP (if required by the county)</b> 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: Evan Sandquist Date: 12-18-15  
(Signature must be CEO's signature; designee may not sign)

Print Name: Evan Sandquist

<b>REQUIREMENTS</b>	<b>MAIL APPLICATION AND ATTACHMENTS</b>
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<p><b>Complete a separate application for:</b></p> <ul style="list-style-type: none"> <li>• all gambling conducted on two or more consecutive days, or</li> <li>• all gambling conducted on one day.</li> </ul> <p>Only one application is required if one or more raffle drawings are conducted on the same day.</p> <p><b>Financial report to be completed within 30 days after the gambling activity is done:</b> 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><b>Mail application with:</b></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 <b>\$100</b>; otherwise the fee is <b>\$150</b>. Make check payable to <b>State of Minnesota</b>.</p> <p><b>To:</b> Gambling Control Board 1711 West County Road B, Suite 300 South Roseville, MN 55113</p> <p><b>Questions?</b> Call the Licensing Section of the Gambling Control Board at 651-539-1900.</p>
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<p>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</p>	<p>application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Depart-</p>	<p>ment of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management &amp; 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.</p>
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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
AFFORDABLE PUMPING SERVI	002404													
44732	12/31/15	SEPTIC PUMPING	250.00			31273		D	N				CLEANING AND WAS	230.43430.0338
AFSCME COUNCIL 65	.02317													
44733	12/31/15	UNION DUES 12/6-12/19/15	111.43			122415		D	N				SALARIES-REG. EM	101.41402.0110
44733	12/31/15	UNION DUES 12/6-12/19/15	20.43			122415		D	N				SALARIES-REG. EM	101.41403.0110
44733	12/31/15	UNION DUES 12/6-12/19/15	78.74			122415		D	N				SALARIES-REG. EM	101.41404.0110
44733	12/31/15	UNION DUES 12/6-12/19/15	49.09			122415		D	N				SALARIES-REG. EM	101.41405.0110
44733	12/31/15	UNION DUES 12/6-12/19/15	23.09			122415		D	N				SALARIES-REG. EM	101.41408.0110
44733	12/31/15	UNION DUES 12/6-12/19/15	71.96			122415		D	N				SALARIES-REG. EM	101.41409.0110
44733	12/31/15	UNION DUES 12/6-12/19/15	6.81			122415		D	N				SALARIES-REG. EM	101.41424.0110
44733	12/31/15	UNION DUES 12/6-12/19/15	72.94			122415		D	N				SALARIES-REG. EM	101.42411.0110
44733	12/31/15	UNION DUES 12/6-12/19/15	43.39			122415		D	N				SALARIES-REG. EM	101.42412.0110
44733	12/31/15	UNION DUES 12/6-12/19/15	68.12			122415		D	N				SALARIES-REG. EM	101.43417.0110
44733	12/31/15	UNION DUES 12/6-12/19/15	534.02			122415		D	N				SALARIES-REG. EM	101.43425.0110
44733	12/31/15	UNION DUES 12/6-12/19/15	24.88			122415		D	N				SALARIES-REG. EM	101.45432.0110
44733	12/31/15	UNION DUES 12/6-12/19/15	28.50			122415		D	N				SALARIES-REG. EM	101.45433.0110
44733	12/31/15	UNION DUES 12/6-12/19/15	10.57			122415		D	N				SALARIES-REG. EM	101.45435.0110
44733	12/31/15	UNION DUES 12/6-12/19/15	14.25			122415		D	N				SALARIES-REG. EM	101.45437.0110
44733	12/31/15	UNION DUES 12/6-12/19/15	216.84			122415		D	N				SALARIES-REG. EM	651.48484.0110
44733	12/31/15	UNION DUES 12/6-12/19/15	28.50			122415		D	N				SALARIES-REG. EM	651.48485.0110
44733	12/31/15	UNION DUES 12/6-12/19/15	28.50			122415		D	N				SALARIES-REG. EM	651.48486.0110
			1,432.06										*CHECK TOTAL	
		VENDOR TOTAL	1,432.06											
ALEX AIR APPARATUS INC	002061													
44734	12/31/15	DROP DOWN NAME PANEL	75.00			28787		D	N				SUBSISTENCE OF P	101.42412.0227
AMERICAN WELDING & GAS I	000057													
44735	12/31/15	FIRE EXT. INSPECTION	65.00			03718465		D	N				MTCE. OF EQUIPME	651.48484.0334
44735	12/31/15	FIRE EXT. INSPECTION	1,135.00			03718466		D	N				MTCE. OF EQUIPME	651.48484.0334
44735	12/31/15	HAZ-MAT TRLR EXT. INSP	192.70			03722618		D	N				MTCE. OF EQUIPME	230.43430.0334
			1,392.70										*CHECK TOTAL	
		VENDOR TOTAL	1,392.70											
AMERIPRIDE LINEN & APPAR	000051													
44736	12/31/15	TOWEL SERVICE	35.18			2200725788		D	N				CLEANING AND WAS	101.43425.0338
44736	12/31/15	TOWEL SERVICE	34.37			2200731574		D	N				CLEANING AND WAS	101.43425.0338
			69.55										*CHECK TOTAL	
		VENDOR TOTAL	69.55											
ANNUAL OUTDOORS	002672													
44737	12/31/15	SNOW REMOVAL 12/01/15	15.00			1239		D	M	07			OTHER SERVICES	101.41409.0339
44737	12/31/15	SNOW REMOVAL 12/16/15	15.00			1239		D	M	07			OTHER SERVICES	101.41409.0339
			30.00										*CHECK TOTAL	
		VENDOR TOTAL	30.00											
APPERT'S FOOD SERVICE	002526													
44738	12/31/15	CONCESSION SUPPLIES	33.95CR			0046416PU		D	N				GENERAL SUPPLIES	101.45433.0229



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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
BUSINESSWARE SOLUTIONS 002776														
	44744	12/31/15	PRINT/PAGE COUNT	5.68		247865		D	N				OFFICE SUPPLIES	101.41400.0220
	44744	12/31/15	PRINT/PAGE COUNT	33.10		247865		D	N				OFFICE SUPPLIES	101.41402.0220
	44744	12/31/15	PRINT/PAGE COUNT	7.33		247865		D	N				OFFICE SUPPLIES	101.41403.0220
	44744	12/31/15	PRINT/PAGE COUNT	15.65		247865		D	N				OFFICE SUPPLIES	101.41404.0220
	44744	12/31/15	PRINT/PAGE COUNT	161.65		247865		D	N				OFFICE SUPPLIES	101.41405.0220
	44744	12/31/15	PRINT/PAGE COUNT	49.01		247865		D	N				OFFICE SUPPLIES	101.41409.0220
	44744	12/31/15	PRINT/PAGE COUNT	87.76		247865		D	N				OFFICE SUPPLIES	101.42411.0220
	44744	12/31/15	PRINT/PAGE COUNT	42.42		247865		D	N				OFFICE SUPPLIES	101.43417.0220
	44744	12/31/15	PRINT/PAGE COUNT	78.00		247865		D	N				OFFICE SUPPLIES	101.43425.0220
	44744	12/31/15	PRINT/PAGE COUNT	30.21		247865		D	N				OFFICE SUPPLIES	101.45433.0220
	44744	12/31/15	PRINT/PAGE COUNT	1.71		247865		D	N				OFFICE SUPPLIES	101.45435.0220
	44744	12/31/15	PRINT/PAGE COUNT	94.61		247865		D	N				OFFICE SUPPLIES	651.48484.0220
				607.13										
			VENDOR TOTAL	607.13										
														*CHECK TOTAL
CALVIN/MARVIN B 001998														
	44745	12/31/15	SELVIG PARK PRESENTATION	9.00		110615		D	N				TRAVEL-CONF.-SCH	101.41401.0333
	44745	12/31/15	BREMER MTG-CER DONATION	7.00		112015		D	N				TRAVEL-CONF.-SCH	101.41401.0333
	44745	12/31/15	LEADERSHIP COMCAST MTG	9.00		121715		D	N				TRAVEL-CONF.-SCH	101.41401.0333
				25.00										
			VENDOR TOTAL	25.00										
														*CHECK TOTAL
CARRANZA/NOE 002547														
	44746	12/31/15	INTERPRETED 12/29/15	100.00		122915		D	M	07			PROFESSIONAL SER	101.42411.0446
CENTERPOINT ENERGY 000467														
	44747	12/31/15	NATURAL GAS-DEC	16.94		6007936/12-15		D	N				UTILITIES	230.43430.0332
	44747	12/31/15	NATURAL GAS-DEC	1,740.00		6007939/12-15		D	N				UTILITIES	101.43425.0332
	44747	12/31/15	NATURAL GAS-DEC	532.06		6102726/12-15		D	N				UTILITIES	101.42412.0332
	44747	12/31/15	NATURAL GAS-DEC	448.68		6725927/12-15		D	N				UTILITIES	230.43430.0332
	44747	12/31/15	NATURAL GAS-DEC	16.94		7177865/12-15		D	N				UTILITIES	230.43430.0332
	44747	12/31/15	NATURAL GAS-DEC	250.35		8503501/12-15		D	N				UTILITIES	651.48485.0332
	44747	12/31/15	NATURAL GAS-DEC	532.06		8512023/12-15		D	N				UTILITIES	651.48485.0332
	44747	12/31/15	NATURAL GAS-DEC	6,323.25		8795475/12-15		D	N				UTILITIES	651.48484.0332
				9,860.28										
			VENDOR TOTAL	9,860.28										
														*CHECK TOTAL
CENTRAL LAKES REST. SUPP 002049														
	44748	12/31/15	REPL. STEAM PANS	72.75		168922		D	N				MTCE. OF EQUIPME	101.45433.0224
CHAMBERLAIN OIL CO 000154														
	44749	12/31/15	OIL	1,258.40		152850		D	N				INVENTORIES-MDSE	101.125000
	44749	12/31/15	DRUM RETURN	80.00	CR	152850		D	N				INVENTORIES-MDSE	101.125000
				1,178.40										
			VENDOR TOTAL	1,178.40										
														*CHECK TOTAL
CHAPPELL CENTRAL INC 000156														
	44750	12/31/15	HTG EQUIP REPAIR-PARTS	483.53		00065979		D	N				MTCE. OF STRUCTU	101.43425.0225
	44750	12/31/15	HTG EQUIP REPAIR-LABOR	2,420.50		00065979		D	N				MTCE. OF STRUCTU	101.43425.0335





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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
FASTENAL COMPANY			001188											
	44764	12/31/15	SANDING WHEEL	1.50		MNWIL139360		D	N				SMALL TOOLS	101.43425.0221
	44764	12/31/15	SAFETY GLASSES	20.52		MNWIL139360		D	N				MTCE. OF EQUIPME	101.43425.0224
				22.02	*CHECK	TOTAL								
			VENDOR TOTAL	22.02										
FLATTEN/CHRISTOPHER			002647											
	44765	12/31/15	USPCA NARCOTICS TRIAL	60.00		716		D	N				TRAVEL-CONF.-SCH	101.42411.0333
FLEXIBLE PIPE TOOL CO			000273											
	44766	12/31/15	FLUSHER TRUCK HOSE	660.00		19493		D	N				MTCE. OF EQUIPME	651.48485.0224
GENERAL MAILING SERVICES			000293											
	44767	12/31/15	POSTAGE 11/30-12/04/15	4.59		18852		D	N				POSTAGE	101.41401.0223
	44767	12/31/15	POSTAGE 11/30-12/04/15	32.94		18852		D	N				POSTAGE	101.41402.0223
	44767	12/31/15	POSTAGE 11/30-12/04/15	16.20		18852		D	N				POSTAGE	101.41403.0223
	44767	12/31/15	POSTAGE 11/30-12/04/15	23.91		18852		D	N				POSTAGE	101.41404.0223
	44767	12/31/15	POSTAGE 11/30-12/04/15	1.77		18852		D	N				POSTAGE	101.41405.0223
	44767	12/31/15	POSTAGE 11/30-12/04/15	15.00		18852		D	N				POSTAGE	101.41408.0223
	44767	12/31/15	POSTAGE 11/30-12/04/15	0.45		18852		D	N				POSTAGE	101.41409.0223
	44767	12/31/15	POSTAGE 11/30-12/04/15	1.18		18852		D	N				POSTAGE	101.42411.0223
	44767	12/31/15	POSTAGE 11/30-12/04/15	1.18		18852		D	N				POSTAGE	101.42412.0223
	44767	12/31/15	POSTAGE 11/30-12/04/15	8.33		18852		D	N				POSTAGE	101.43425.0223
	44767	12/31/15	POSTAGE 11/30-12/04/15	0.59		18852		D	N				POSTAGE	101.45432.0223
	44767	12/31/15	POSTAGE 11/30-12/04/15	2.36		18852		D	N				POSTAGE	208.45005.0223
	44767	12/31/15	POSTAGE 11/30-12/04/15	20.87		18852		D	N				POSTAGE	230.43430.0223
	44767	12/31/15	POSTAGE 11/30-12/04/15	4.84		18852		D	N				POSTAGE	651.48484.0223
	44767	12/31/15	POSTAGE 12/07-12/11/15	9.71		18985		D	N				POSTAGE	101.41401.0223
	44767	12/31/15	POSTAGE 12/07-12/11/15	35.31		18985		D	N				POSTAGE	101.41402.0223
	44767	12/31/15	POSTAGE 12/07-12/11/15	76.65		18985		D	N				POSTAGE	101.41403.0223
	44767	12/31/15	POSTAGE 12/07-12/11/15	12.98		18985		D	N				POSTAGE	101.41404.0223
	44767	12/31/15	POSTAGE 12/07-12/11/15	10.62		18985		D	N				POSTAGE	101.41405.0223
	44767	12/31/15	POSTAGE 12/07-12/11/15	15.00		18985		D	N				POSTAGE	101.41408.0223
	44767	12/31/15	POSTAGE 12/07-12/11/15	1.18		18985		D	N				POSTAGE	101.41409.0223
	44767	12/31/15	POSTAGE 12/07-12/11/15	0.59		18985		D	N				POSTAGE	101.41424.0223
	44767	12/31/15	POSTAGE 12/07-12/11/15	1.18		18985		D	N				POSTAGE	101.42411.0223
	44767	12/31/15	POSTAGE 12/07-12/11/15	7.03		18985		D	N				POSTAGE	101.43425.0223
	44767	12/31/15	POSTAGE 12/07-12/11/15	0.59		18985		D	N				POSTAGE	101.45432.0223
	44767	12/31/15	POSTAGE 12/07-12/11/15	5.26		18985		D	N				POSTAGE	101.45433.0223
	44767	12/31/15	POSTAGE 12/07-12/11/15	3.54		18985		D	N				POSTAGE	208.45005.0223
	44767	12/31/15	POSTAGE 12/07-12/11/15	8.50		18985		D	N				POSTAGE	230.43430.0223
	44767	12/31/15	POSTAGE 12/07-12/11/15	2.95		18985		D	N				POSTAGE	651.48484.0223
				325.30	*CHECK	TOTAL								
			VENDOR TOTAL	325.30										
GRAINGER INC			000786											
	44768	12/31/15	HYDRAULIC DOOR CLOSER	338.40		9914897732		D	N				MTCE. OF STRUCTU	101.45433.0225



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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
HOCKEY ZONE MN			003219											
	44776	12/31/15	RENTAL SKATES	3,370.00		5337		D	N				SMALL TOOLS	101.45433.0221
HOME DEPOT CREDIT SERVIC			000058											
	44777	12/31/15	LT BULBS FOR BLDG	92.82		121415		D	N				MTCE. OF STRUCTU	101.43425.0225
	44777	12/31/15	OIL BASED PAINT PEN	5.31		121515		D	N				GENERAL SUPPLIES	101.42411.0229
			VENDOR TOTAL	98.13										
				98.13										*CHECK TOTAL
INNOVATIVE FLUID POWER			003217											
	44778	12/31/15	GBT PRESSURE SWITCH	525.03		1248101		D	N				MTCE. OF EQUIPME	651.48486.0224
INT'L CODE COUNCIL			000355											
	44779	12/31/15	2016 CODE AMENDMENTS	414.00		1000640376		D	N				PREPAID EXPENSES	101.128000
JACOBSON/SARA			003218											
	44780	12/31/15	ENV. SPECIALIST MEETING	41.98		460		D	N				TRAVEL-CONF.-SCH	651.48484.0333
K M FIRE PUMP SPECIALIST			000371											
	44781	12/31/15	#885700-INST. BATTERIE	1,161.86		6614		D	M	07			MTCE. OF EQUIPME	101.42412.0224
	44781	12/31/15	#885700-INST. BATTERIES	170.00		6614		D	M	07			MTCE. OF EQUIPME	101.42412.0334
			VENDOR TOTAL	1,331.86										
				1,331.86										*CHECK TOTAL
KANDI STEEL CO			000867											
	44782	12/31/15	STEEL RODS FOR EQUIPMENT	5.61		11351		D	N				MTCE. OF EQUIPME	101.45433.0224
KANDIYOHI CO PUBLIC HEAL			000378											
	44730	12/29/15	DOAC LICENSE APPLICATION	470.00		121815		D	N				PREPAID EXPENSES	101.128000
KANDIYOHI CO-OP ELECTRIC			000375											
	44783	12/31/15	CO RD 23/HWY 71 BYPASS	161.00		STMT/12-15		D	N				UTILITIES	101.43425.0332
	44783	12/31/15	ELEC SERV-LIFT STATIONS	550.00		STMT/12-15		D	N				UTILITIES	651.48485.0332
	44783	12/31/15	ELEC SERV-SECURITY LIGHT	36.00		STMT/12-15		D	N				UTILITIES	651.48486.0332
			VENDOR TOTAL	747.00										
				747.00										*CHECK TOTAL
KATANA FORENSICS INC			003124											
	44784	12/31/15	SOFTWARE MTCE AGRMT	500.00		2015000827		D	N				PREPAID EXPENSES	101.128000
KING'S ELECTRIC LLC			003138											
	44785	12/31/15	HOOK-UP POOL MOTOR/PUMP	20.81		243		D	M	07			MTCE. OF OTHER I	101.45437.0226
	44785	12/31/15	HOOK-UP POOL MOTOR/PUMP	65.00		243		D	M	07			MTCE. OF OTHER I	101.45437.0336
			VENDOR TOTAL	85.81										
				85.81										*CHECK TOTAL
LANGNER/LUKE			003070											
	44727	12/23/15	2016 ANNUAL MTG REGIS.	210.00		200000978		D	N				PREPAID EXPENSES	101.128000

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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
LIFELINE INC			003191											
	44786	12/31/15	ZOLL AED DEFIBRILLATOR	1,369.75		LL-6811		D	N				SMALL TOOLS	101.42411.0221
	44786	12/31/15	ZOLL AED DEFIBRILLATOR	1,369.75		LL-6811		D	N				SMALL TOOLS	101.42411.0221
				2,739.50										
			VENDOR TOTAL	2,739.50		*CHECK TOTAL								
LOCATORS & SUPPLIES INC			002162											
	44787	12/31/15	SAFETY GLOVES	326.54		0241168		D	N				SUBSISTENCE OF P	101.43425.0227
MADISON NATIONAL LIFE			002249											
	44731	12/29/15	LTD PREMIUM-DECEMBER	45.44		233		D	N				EMPLOYER INSUR.	101.41400.0114
	44731	12/29/15	LTD PREMIUM-DECEMBER	90.86		233		D	N				EMPLOYER INSUR.	101.41402.0114
	44731	12/29/15	LTD PREMIUM-DECEMBER	33.80		233		D	N				EMPLOYER INSUR.	101.41403.0114
	44731	12/29/15	LTD PREMIUM-DECEMBER	36.14		233		D	N				EMPLOYER INSUR.	101.41404.0114
	44731	12/29/15	LTD PREMIUM-DECEMBER	61.09		233		D	N				EMPLOYER INSUR.	101.41405.0114
	44731	12/29/15	LTD PREMIUM-DECEMBER	10.07		233		D	N				EMPLOYER INSUR.	101.41408.0114
	44731	12/29/15	LTD PREMIUM-DECEMBER	48.63		233		D	N				EMPLOYER INSUR.	101.41409.0114
	44731	12/29/15	LTD PREMIUM-DECEMBER	2.97		233		D	N				EMPLOYER INSUR.	101.41424.0114
	44731	12/29/15	LTD PREMIUM-DECEMBER	596.62		233		D	N				EMPLOYER INSUR.	101.42411.0114
	44731	12/29/15	LTD PREMIUM-DECEMBER	42.49		233		D	N				EMPLOYER INSUR.	101.42412.0114
	44731	12/29/15	LTD PREMIUM-DECEMBER	77.71		233		D	N				EMPLOYER INSUR.	101.43417.0114
	44731	12/29/15	LTD PREMIUM-DECEMBER	281.35		233		D	N				EMPLOYER INSUR.	101.43425.0114
	44731	12/29/15	LTD PREMIUM-DECEMBER	10.85		233		D	N				EMPLOYER INSUR.	101.45432.0114
	44731	12/29/15	LTD PREMIUM-DECEMBER	39.04		233		D	N				EMPLOYER INSUR.	101.45433.0114
	44731	12/29/15	LTD PREMIUM-DECEMBER	4.61		233		D	N				EMPLOYER INSUR.	101.45435.0114
	44731	12/29/15	LTD PREMIUM-DECEMBER	6.81		233		D	N				EMPLOYER INSUR.	101.45437.0114
	44731	12/29/15	LTD PREMIUM-DECEMBER	124.58		233		D	N				EMPLOYER INSUR.	651.48484.0114
	44731	12/29/15	LTD PREMIUM-DECEMBER	13.62		233		D	N				EMPLOYER INSUR.	651.48485.0114
	44731	12/29/15	LTD PREMIUM-DECEMBER	14.24		233		D	N				EMPLOYER INSUR.	651.48486.0114
				1,540.92		*CHECK TOTAL								
			VENDOR TOTAL	1,540.92										
MATHESON TRI-GAS INC			002898											
	44788	12/31/15	WELDING GAS	65.69		12422481		D	N				GENERAL SUPPLIES	101.45433.0229
MENARDS			000449											
	44789	12/31/15	PAINTING SUPPLIES	20.32		91936		D	N				GENERAL SUPPLIES	101.45435.0229
	44789	12/31/15	SUPPLIES	66.47		92393		D	N				GENERAL SUPPLIES	101.45433.0229
	44789	12/31/15	PLANT SUPPLIES	24.16		92400		D	N				GENERAL SUPPLIES	651.48484.0229
	44789	12/31/15	POLYURETHANE/BRUSHES	19.19		92488		D	N				GENERAL SUPPLIES	101.45433.0229
	44789	12/31/15	ICE MELT/SUPPLIES	33.68		92740		D	N				GENERAL SUPPLIES	101.45435.0229
	44789	12/31/15	BUNGEE CORDS	10.52		92938		D	N				INVENTORIES-MDSE	101.125000
	44789	12/31/15	7' CHRISTMAS TREE	50.00		93083		D	N				GENERAL SUPPLIES	101.45435.0229
	44789	12/31/15	50 GAL. TOTE W/LID	39.74		93083		D	N				GENERAL SUPPLIES	101.45435.0229
				264.08		*CHECK TOTAL								
			VENDOR TOTAL	264.08										
METRO SALES INC			003016											
	44790	12/31/15	REMOVED OLD COPIERS	150.00		INV411079		D	N				MTCE. OF EQUIPME	741.48001.0334

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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
MGIA			002200											
	44791	12/31/15	2016 GANG CONF REGIS.	600.00		122915		D	N				PREPAID EXPENSES	101.128000
MIAMA			000453											
	44792	12/31/15	2016 MEMBERSHIP DUES	150.00		3282		D	N				PREPAID EXPENSES	101.128000
MILLS AUTOMOTIVE GROUP			000432											
	44793	12/31/15	#088184-DOME LT REPAIR	50.30		12740		D	N				MTCE. OF EQUIPME	101.43425.0224
	44793	12/31/15	#088184-DOME LT REPAIR	245.00		12740		D	N				MTCE. OF EQUIPME	101.43425.0334
	44793	12/31/15	PROGRAM 3 ROMOTE FOBS	41.95		12925		D	N				MTCE. OF EQUIPME	101.42411.0334
	44793	12/31/15	CORE RETURN	75.00CR		3429484		D	N				INVENTORIES-MDSE	101.125000
	44793	12/31/15	#073219-PASS. DR WINDOW	59.44		3453967		D	N				MTCE. OF EQUIPME	101.43425.0224
	44793	12/31/15	CAR RIMS	514.66		3459904		D	N				INVENTORIES-MDSE	101.125000
			VENDOR TOTAL	836.35										
				836.35									*CHECK TOTAL	
MINNEAPOLIS FINANCE DEPA			000466											
	44794	12/31/15	AUTO PAWN TRANS FEE-NOV	106.20		400413006569		D	N				PROFESSIONAL SER	101.42411.0446
MN DEPT OF REVENUE			000492											
	228	12/18/15	SALES TAX-NOVEMBER	974.00		STMT/11-15		M	N				SALES TAX PAYABL	101.206000
	228	12/18/15	USE TAX-NOVEMBER	110.94		STMT/11-15		M	N				SALES TAX PAYABL	101.206000
	228	12/18/15	USE TAX-NOVEMBER	8.25CR		STMT/11-15		M	N				SMALL TOOLS	101.41409.0221
	228	12/18/15	USE TAX-NOVEMBER	5.16CR		STMT/11-15		M	N				MTCE. OF STRUCTU	101.41409.0225
	228	12/18/15	USE TAX-NOVEMBER	1.06CR		STMT/11-15		M	N				GENERAL SUPPLIES	101.43417.0229
	228	12/18/15	DIESEL FUEL TAX-NOVEMBER	246.02		STMT/11-15		M	N				MOTOR FUELS AND	101.43425.0222
	228	12/18/15	USE TAX-NOVEMBER	72.19		STMT/11-15		M	N				MOTOR FUELS AND	101.43425.0222
	228	12/18/15	USE TAX-NOVEMBER	5.87		STMT/11-15		M	N				MOTOR FUELS AND	101.45433.0222
	228	12/18/15	USE TAX-NOVEMBER	0.53CR		STMT/11-15		M	N				GENERAL SUPPLIES	101.45435.0229
	228	12/18/15	DIESEL FUEL TAX-NOVEMBER	15.61		STMT/11-15		M	N				MOTOR FUELS AND	651.48485.0222
			VENDOR TOTAL	1,409.63										
				1,409.63									*CHECK TOTAL	
MN PETROLEUM SERVICE			002167											
	44795	12/31/15	FUEL SYSTEM REPAIR-LABOR	479.88		113954		D	N				MTCE. OF OTHER I	101.43425.0336
MN STATE FIRE CHIEFS ASS			000520											
	44796	12/31/15	FIRE OFFICER SCHL REGIS.	200.00		200000725		D	N				PREPAID EXPENSES	101.128000
MOTION INDUSTRIES INC			000853											
	44797	12/31/15	RWW PUMP REPAIR-PARTS	27.30		MN28-435063		D	N				MTCE. OF EQUIPME	651.48484.0224
MUNICIPAL UTILITIES			000541											
	44798	12/31/15	UTILITIES FOR DECEMBER	692.13		12/15		D	N				UTILITIES	101.42412.0332
	44798	12/31/15	UTILITIES FOR DECEMBER	1,131.37		12/15		D	N				UTILITIES	101.43425.0332
	44798	12/31/15	UTILITIES FOR DECEMBER	2,734.79		12/15		D	N				UTILITIES	230.43430.0332
	44798	12/31/15	UTILITIES FOR DECEMBER	31,830.58		12/15		D	N				UTILITIES	651.48484.0332
	44798	12/31/15	UTILITIES FOR DECEMBER	2,619.24		12/15		D	N				UTILITIES	651.48485.0332

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MUNICIPAL UTILITIES			000541											
	44798	12/31/15	ADMIN FEE FOR OCTOBER	1,500.00		92		D	N				PROFESSIONAL SER	651.48484.0446
	44798	12/31/15	ADMIN FEE FOR NOVEMBER	1,500.00		93		D	N				PROFESSIONAL SER	651.48484.0446
	44798	12/31/15	ADMIN FEE FOR DECEMBER	1,500.00		94		D	N				PROFESSIONAL SER	651.48484.0446
			VENDOR TOTAL	43,508.11										
				43,508.11										
MUNICIPAL UTILITIES			002393											
	44799	12/31/15	2015 PERA STATE AID	7,604.00		122415		D	N				REFUNDS AND REIM	101.41428.0882
MVTL LABORATORIES INC			000544											
	44800	12/31/15	LAB TESTING	260.00		788391		D	N				PROFESSIONAL SER	651.48484.0446
	44800	12/31/15	LAB TESTING	45.00		788954		D	N				PROFESSIONAL SER	651.48484.0446
	44800	12/31/15	LAB TESTING	45.00		789849		D	N				PROFESSIONAL SER	651.48484.0446
			VENDOR TOTAL	350.00										
				350.00										
NELSON INTERNATIONAL			000568											
	44801	12/31/15	#088959-AIR DRYER VALVE	63.99		X101002171:01		D	N				MTCE. OF EQUIPME	101.43425.0224
NEW LIFE COMMUNICATIONS			000574											
	44802	12/31/15	FUSES FOR SOUND SYSTEM	12.00		105358		D	N				MTCE. OF EQUIPME	101.45433.0224
NEXTEL COMMUNICATION			000578											
	44803	12/31/15	CELL PHONE USAGE-NOV	2,222.73		317498885-091		D	N				COMMUNICATIONS	101.41409.0330
NORTHERN STATES SUPPLY			000585											
	44804	12/31/15	1/2" 18V HAMMER DRILL	139.99		10-533798		D	N				SMALL TOOLS	101.43425.0221
	44804	12/31/15	10 - 18" TRAFFIC CONES	105.00		10-533933		D	N				SMALL TOOLS	101.42412.0221
	44804	12/31/15	ZIP TIES FOR BANNERS	12.39		10-534112		D	N				MTCE. OF EQUIPME	101.43425.0224
	44804	12/31/15	MANDREL FOR DIE GRINDER	26.19		10-534465		D	N				INVENTORIES-MDSE	101.125000
	44804	12/31/15	#148179-HITCH PIN CLIPS	3.76		10-534490		D	N				MTCE. OF EQUIPME	101.43425.0224
	44804	12/31/15	HEARING PROTECTION	40.00		10-534519		D	N				SUBSISTENCE OF P	101.43425.0227
	44804	12/31/15	BOLTS	4.67		10-534612		D	N				MTCE. OF EQUIPME	101.43425.0224
	44804	12/31/15	PARTICLE MASKS	17.00		10-534808		D	N				SUBSISTENCE OF P	101.43425.0227
	44804	12/31/15	SAND PAPER	35.77		10-534808		D	N				GENERAL SUPPLIES	101.43425.0229
	44804	12/31/15	NUTS & BOLTS	16.98		1001496		D	N				MTCE. OF EQUIPME	101.43425.0224
	44804	12/31/15	NUTS & BOLTS	26.91		1006442		D	N				MTCE. OF EQUIPME	101.43425.0224
	44804	12/31/15	NUTS & BOLTS	8.85		1006443		D	N				MTCE. OF EQUIPME	101.43425.0224
	44804	12/31/15	AERATION PUMP DRIVE BELT	46.45		998282		D	N				MTCE. OF EQUIPME	101.43425.0224
	44804	12/31/15	BLADE FOR WOODSHOP EQUIP	26.06		998671		D	N				SMALL TOOLS	101.45435.0221
	44804	12/31/15	SMALL TOOLS	34.88		999031		D	N				SMALL TOOLS	101.43425.0221
	44804	12/31/15	BOLTS	14.63		999031		D	N				MTCE. OF EQUIPME	101.43425.0224
			VENDOR TOTAL	559.53										
				559.53										
O'REILLY AUTOMOTIVE INC			000650											
	44805	12/31/15	WIPER BLADES	32.28		1528-397849		D	N				MTCE. OF EQUIPME	101.42411.0224

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OFFICE SERVICES			000589											
	44806	12/31/15	PHOTO COPIES 11/18-12/14	3.83		122215		D	N				OFFICE SUPPLIES	101.41400.0220
	44806	12/31/15	PHOTO COPIES 11/18-12/14	2.58		122215		D	N				OFFICE SUPPLIES	101.41400.0220
	44806	12/31/15	PHOTO COPIES 11/18-12/14	5.18		122215		D	N				OFFICE SUPPLIES	101.41401.0220
	44806	12/31/15	PHOTO COPIES 11/18-12/14	73.72		122215		D	N				OFFICE SUPPLIES	101.41401.0220
	44806	12/31/15	PHOTO COPIES 11/18-12/14	93.38		122215		D	N				OFFICE SUPPLIES	101.41402.0220
	44806	12/31/15	PHOTO COPIES 11/18-12/14	11.56		122215		D	N				OFFICE SUPPLIES	101.41402.0220
	44806	12/31/15	PHOTO COPIES 11/18-12/14	13.13		122215		D	N				OFFICE SUPPLIES	101.41403.0220
	44806	12/31/15	PHOTO COPIES 11/18-12/14	91.49		122215		D	N				OFFICE SUPPLIES	101.41403.0220
	44806	12/31/15	PHOTO COPIES 11/18-12/14	28.80		122215		D	N				OFFICE SUPPLIES	101.41404.0220
	44806	12/31/15	PHOTO COPIES 11/18-12/14	57.97		122215		D	N				OFFICE SUPPLIES	101.41404.0220
	44806	12/31/15	PHOTO COPIES 11/18-12/14	19.95		122215		D	N				OFFICE SUPPLIES	101.41405.0220
	44806	12/31/15	PHOTO COPIES 11/18-12/14	5.27		122215		D	N				OFFICE SUPPLIES	101.41405.0220
	44806	12/31/15	PHOTO COPIES 11/18-12/14	1.28		122215		D	N				OFFICE SUPPLIES	101.41409.0220
	44806	12/31/15	PHOTO COPIES 11/18-12/14	57.95		122215		D	N				OFFICE SUPPLIES	101.41409.0220
	44806	12/31/15	PHOTO COPIES 11/18-12/14	17.40		122215		D	N				OFFICE SUPPLIES	101.43417.0220
	44806	12/31/15	PHOTO COPIES 11/18-12/14	33.99		122215		D	N				OFFICE SUPPLIES	101.43417.0220
	44806	12/31/15	PHOTO COPIES 11/18-12/14	4.88		122215		D	N				OFFICE SUPPLIES	101.43425.0220
	44806	12/31/15	PHOTO COPIES 11/18-12/14	0.81		122215		D	N				OFFICE SUPPLIES	101.43425.0220
	44806	12/31/15	PHOTO COPIES 11/18-12/14	9.05		122215		D	N				OFFICE SUPPLIES	101.45432.0220
			VENDOR TOTAL	532.22		*CHECK TOTAL								
				532.22										
OSMAN HUSSEIN/AMINA			.02318											
	44807	12/31/15	INTERPRETED 12/17/15	87.50		0000002		D	N				PROFESSIONAL SER	101.42411.0446
PERKINS LUMBER CO INC			000604											
	44808	12/31/15	CONCRETE FRAMING MAT'L	6.73		43562463		D	N				GENERAL SUPPLIES	101.43425.0229
PETERSON *PETTY CASH/BR			000609											
	44809	12/31/15	TO REIMBURSE PETTY CASH	39.23		121715		D	N				SUBSISTENCE OF P	101.41402.0227
	44809	12/31/15	TO REIMBURSE PETTY CASH	102.16		121715		D	N				TRAVEL-CONF.-SCH	101.41402.0333
			VENDOR TOTAL	141.39		*CHECK TOTAL								
				141.39										
PETERSON SHOE STORE			000608											
	44810	12/31/15	KLUVER-SAFETY BOOTS	175.00		170789		D	N				SUBSISTENCE OF P	101.43425.0227
PLUMBING & HEATING OF WI			000618											
	44811	12/31/15	RESTROOM FIXTURE REPAIR	14.90		20744		D	N				MTCE. OF STRUCTU	101.45427.0225
	44811	12/31/15	RESTROOM FIXTURE REPAIR	85.00		20744		D	N				MTCE. OF STRUCTU	101.45427.0335
	44811	12/31/15	STOOL REPAIR-PARTS	91.65		20764		D	N				MTCE. OF STRUCTU	101.45427.0225
	44811	12/31/15	STOOL REPAIR-LABOR	255.00		20764		D	N				MTCE. OF STRUCTU	101.45427.0335
			VENDOR TOTAL	446.55		*CHECK TOTAL								
				446.55										
POMP'S TIRE SERVICE INC			003170											
	44812	12/31/15	TIRES FOR SQUADS	369.24		210207263		D	N				MTCE. OF EQUIPME	101.42411.0224

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POMP'S TIRE SERVICE INC			003170											
	44812	12/31/15	TIRES FOR SQUADS	378.60		210208164		D	N				MTCE. OF EQUIPME	101.42411.0224
				747.84										
			VENDOR TOTAL	747.84										
						*CHECK TOTAL								
POWER PLAN OIB			000342											
	44813	12/31/15	#133257-WINDOW LATCH	221.12		P43416		D	N				MTCE. OF EQUIPME	101.43425.0224
RAMBOW INC			000639											
	44814	12/31/15	CRIME PREV. MATERIALS	416.11		526319		D	N				GENERAL SUPPLIES	101.42411.0229
	44814	12/31/15	CRIME PREV. MATERIALS	966.54		526320		D	N				GENERAL SUPPLIES	101.42411.0229
	44814	12/31/15	CRIME PREV. MATERIALS	359.36		526321		D	N				GENERAL SUPPLIES	101.42411.0229
			VENDOR TOTAL	1,742.01										
				1,742.01										
						*CHECK TOTAL								
RICE HOSPITAL			001166											
	44815	12/31/15	2015 PERA STATE AID	70,326.00		122415		D	N				REFUNDS AND REIM	101.41428.0882
RUNNING'S SUPPLY INC			001418											
	44816	12/31/15	ROPE FOR HOCKEY NETS	9.98		3822910		D	N				MTCE. OF EQUIPME	101.43425.0224
	44816	12/31/15	AMMUNITION	25.56		3822910		D	N				GENERAL SUPPLIES	101.43425.0229
	44816	12/31/15	DOG FOOD	99.90		3828414		D	N				SUBSISTENCE OF P	101.42411.0227
	44816	12/31/15	LT BULBS FOR BLDG	30.98		3829458		D	N				MTCE. OF STRUCTU	101.43425.0225
	44816	12/31/15	RUBBER BOOTS	29.99		3829523		D	N				SUBSISTENCE OF P	651.48484.0227
	44816	12/31/15	NUTS/BOLTS	0.60		3829768		D	N				GENERAL SUPPLIES	101.45433.0229
	44816	12/31/15	RADUNZ-SAFETY BOOTS	175.00		3834688		D	N				SUBSISTENCE OF P	101.43425.0227
	44816	12/31/15	DOG SUPPLIES	25.98		3847305		D	N				GENERAL SUPPLIES	101.42411.0229
			VENDOR TOTAL	397.99										
				397.99										
						*CHECK TOTAL								
SAND ELECTRIC			000678											
	44817	12/31/15	SCOREBOARD INSTALLATIO	2,974.58		4414		D	N				FURNITURE AND EQ	450.45433.0552
SCHWIETERS			003031											
	44818	12/31/15	#129440 REPAIR-PARTS	123.67		116995		D	N				MTCE. OF EQUIPME	101.42411.0224
	44818	12/31/15	#129440 REPAIR-LABOR	247.18		116995		D	N				MTCE. OF EQUIPME	101.42411.0334
			VENDOR TOTAL	370.85										
				370.85										
						*CHECK TOTAL								
SERVICE CENTER/CITY OF W			000685											
	44819	12/31/15	GAS-66.05 GALLONS	137.95		STMT/11-15		D	N				MOTOR FUELS AND	101.41402.0222
	44819	12/31/15	GAS-15.8 GALLONS	32.74		STMT/11-15		D	N				MOTOR FUELS AND	101.41408.0222
	44819	12/31/15	GAS-2073.69 GALLONS	4,221.17		STMT/11-15		D	N				MOTOR FUELS AND	101.42411.0222
	44819	12/31/15	DIESEL-45 GALLONS	98.10		STMT/11-15		D	N				MOTOR FUELS AND	101.42412.0222
	44819	12/31/15	GAS-129.57 GALLONS	268.51		STMT/11-15		D	N				MOTOR FUELS AND	101.42412.0222
	44819	12/31/15	GAS-67.25 GALLONS	139.95		STMT/11-15		D	N				MOTOR FUELS AND	101.43417.0222
	44819	12/31/15	DIESEL-1982.28 GALLONS	4,023.63		STMT/11-15		D	N				MOTOR FUELS AND	101.43425.0222
	44819	12/31/15	GAS-695.95 GALLONS	1,424.20		STMT/11-15		D	N				MOTOR FUELS AND	101.43425.0222
	44819	12/31/15	DIESEL-90.03 GALLONS	166.56		STMT/11-15		D	N				MOTOR FUELS AND	101.45433.0222
	44819	12/31/15	GAS-63.41 GALLONS	127.41		STMT/11-15		D	N				MOTOR FUELS AND	101.45433.0222

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SERVICE CENTER/CITY OF W			000685											
	44819	12/31/15	DIESEL-55.32 GALLONS	120.60		STMT/11-15		D	N				MOTOR FUELS AND	651.48485.0222
			VENDOR TOTAL	10,760.82		*CHECK TOTAL								
SESAC			001285											
	44820	12/31/15	2016 MUSIC LICENSE FEE	156.00		4139129		D	N				PREPAID EXPENSES	101.128000
SHARROW LIFTING PRODUCTS			002661											
	44821	12/31/15	SHOP HOIST INSPECTION	672.00		95154		D	N				MTCE. OF STRUCTU	101.43425.0335
SHERWIN WILLIAMS CO			000690											
	44822	12/31/15	PAINIT FOR PICNIC TABLES	279.54		0465-8		D	N				MTCE. OF EQUIPME	101.43425.0224
	44822	12/31/15	PAINTING SUPPLIES	37.26		0465-8		D	N				GENERAL SUPPLIES	101.43425.0229
	44822	12/31/15	PAINIT FOR BLDG	121.26		0632-3		D	N				MTCE. OF STRUCTU	101.45435.0225
	44822	12/31/15	PAINIT FOR BLDG	161.24		0636-4		D	N				MTCE. OF STRUCTU	101.45435.0225
	44822	12/31/15	PAINIT FOR BLDG	296.25		0734-7		D	N				MTCE. OF STRUCTU	101.45435.0225
	44822	12/31/15	PAINIT FOR PICNIC TABLES	139.77		0755-2		D	N				MTCE. OF EQUIPME	101.43425.0224
	44822	12/31/15	PAINIT FOR BLDG	168.75		9227-3		D	N				MTCE. OF STRUCTU	101.45435.0225
			VENDOR TOTAL	1,204.07		*CHECK TOTAL								
SPICER/CITY OF			003220											
	44823	12/31/15	E-DISPATCH SERVICES	227.20		FD-121715		D	N				PREPAID EXPENSES	101.128000
	44823	12/31/15	E-DISPATCH SERVICES	56.80		FD-121715		D	N				COMMUNICATIONS	101.42412.0330
			VENDOR TOTAL	284.00		*CHECK TOTAL								
STAR TRIBUNE			000710											
	44824	12/31/15	26 WEEK SUBSCRIPTION	70.90		7986818/12-15		D	N				PREPAID EXPENSES	101.128000
	44824	12/31/15	26 WEEK SUBSCRIPTION	35.44		7986818/12-15		D	N				SUBSCRIPTIONS AN	101.41402.0443
			VENDOR TOTAL	106.34		*CHECK TOTAL								
STONE/ROBBERT			002841											
	44825	12/31/15	INST. SIREN BATTERIES	400.00		1		D	N				CIVIL DEFENSE	101.42428.0809
THOMPSON/JUDY			000949											
	44826	12/31/15	MILEAGE 1/12-12/1/15	89.70		122815		D	N				TRAVEL-CONF.-SCH	101.41404.0333
UL LLC			003106											
	44827	12/31/15	AERIAL/GRND LADDER TST	3,240.00		72020107713		D	N				PROFESSIONAL SER	101.42412.0446
VANDER HAGEN/DUSTIN			002316											
	44828	12/31/15	EMPL. EDUCATION PROGRA	2,520.00		123115		D	N				TRAVEL-CONF.-SCH	101.42411.0333
VAZQUEZ/ENRIQUE			003187											
	44829	12/31/15	INTERPRETED 12/02/15	50.00		121815		D	M	07			PROFESSIONAL SER	101.42411.0446

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
VIKING COCA-COLA BOTTLIN			000777											
	44830	12/31/15	COFFEE SUPPLIES	240.00		280270		D	N				GENERAL SUPPLIES	101.45435.0229
WAL-MART COMMUNITY			000789											
	44831	12/31/15	COFFEE/FLTRS/BATTERIES	56.58		120415		D	N				GENERAL SUPPLIES	101.42411.0229
	44831	12/31/15	PLANT SUPPLIES	69.48		120915		D	N				GENERAL SUPPLIES	651.48484.0229
			VENDOR TOTAL	126.06										
				126.06										
WAL-MART VISION CENTER			003119											
	44832	12/31/15	SAFETY GLASSES	249.90		1023891		D	N				SUBSISTENCE OF P	651.48484.0227
WEST CENTRAL COMMUNICATI			000796											
	44833	12/31/15	RADIO REPAIR-PARTS	122.95		080848S		D	N				MTCE. OF EQUIPME	101.43425.0224
	44833	12/31/15	RADIO REPAIR-LABOR	90.00		080848S		D	N				MTCE. OF EQUIPME	101.43425.0334
	44833	12/31/15	RADIO REPAIR-LABOR	93.75		080862S		D	N				MTCE. OF EQUIPME	101.42412.0334
			VENDOR TOTAL	306.70										
				306.70										
WEST CENTRAL TRIBUNE			000807											
	44834	12/31/15	DOG/CAT LICENSE NOTICES	166.86		CL03074773		D	N				PRINTING AND PUB	101.41403.0331
	44834	12/31/15	ORD. AMENDING CITY CHRTR	216.30		CL03074844		D	N				PRINTING AND PUB	101.41401.0331
	44834	12/31/15	COUNCIL PROCEEDINGS PUB.	173.04		CL03074993		D	N				PRINTING AND PUB	101.41401.0331
	44834	12/31/15	ORD.-AMENDING CHPTR 9	432.60		CL03075097		D	N				PRINTING AND PUB	101.41401.0331
	44834	12/31/15	AERATION WARNING	395.52		DI03184323		D	N				PRINTING AND PUB	101.43425.0331
	44834	12/31/15	AERATION WARNING	395.52		DI03184324		D	N				PRINTING AND PUB	101.43425.0331
	44834	12/31/15	2015 INFO PAGES	29.95		36787/11-15		D	N				ADVERTISING	101.45432.0447
	44834	12/31/15	AMERICAN EDUCATION WEEK	90.00		36787/11-15		D	N				ADVERTISING	101.45432.0447
			VENDOR TOTAL	1,899.79										
				1,899.79										
WILLMAR AUTO VALUE			002689											
	44835	12/31/15	DOUBLE FACE TAPE	13.99		22157834		D	N				GENERAL SUPPLIES	101.45433.0229
	44835	12/31/15	AIR FRESHENERS	2.99		22157834		D	N				GENERAL SUPPLIES	101.45433.0229
	44835	12/31/15	WIPER BLADES	71.96		22158030		D	N				INVENTORIES-MDSE	101.125000
	44835	12/31/15	WIPER BLADES	143.92		22158034		D	N				INVENTORIES-MDSE	101.125000
	44835	12/31/15	OIL FILTER	6.39		22158192		D	N				MTCE. OF EQUIPME	651.48485.0224
	44835	12/31/15	GAS SHOCK	34.99		22158330		D	N				INVENTORIES-MDSE	101.125000
	44835	12/31/15	WIPER BLADES	35.98		22158365		D	N				MTCE. OF EQUIPME	651.48484.0224
	44835	12/31/15	WORK LIGHT	60.25		22158772		D	N				SMALL TOOLS	651.48484.0221
	44835	12/31/15	OIL FILTER	2.49		22158772		D	N				MTCE. OF EQUIPME	651.48484.0224
	44835	12/31/15	HITCH BALL/PIN	36.97		22158817		D	N				GENERAL SUPPLIES	651.48486.0229
			VENDOR TOTAL	409.93										
				409.93										
WILLMAR WATER & SPAS			000831											
	44836	12/31/15	LAB WATER	30.50		E40051		D	N				GENERAL SUPPLIES	651.48484.0229
	44836	12/31/15	SOFTENER SALT	4.60		E40099		D	N				GENERAL SUPPLIES	230.43430.0229

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12/31/2015 11:53:16

Vendor Payments History Report  
INCLUDES ONLY POSTED TRANS

CITY OF WILLMAR  
GL540R-V07.27 PAGE 16

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
WILLMAR WATER & SPAS			000831											
	44836	12/31/15	LAB WATER	23.25		E40213		D	N				GENERAL SUPPLIES	651.48484.0229
				58.35										
			VENDOR TOTAL	58.35		*CHECK TOTAL								
WINDSTREAM			002100											
	44837	12/31/15	PHONE SERV-DEC	52.86		STMT/12-15		D	N				COMMUNICATIONS	101.45433.0330
XEROX BUSINESS SERVICES			000131											
	44838	12/31/15	PAYROLL YR END SEMINAR	255.00		1221875		D	N				TRAVEL-CONF.-SCH	101.41405.0333

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12/31/2015 11:53:16

Vendor Payments History Report  
INCLUDES ONLY POSTED TRANS

CITY OF WILLMAR  
GL540R-V07.27 PAGE 17

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
REPORT TOTALS:				1,028,212.23										

RECORDS PRINTED - 000396

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Vendor Payments History Report

CITY OF WILLMAR  
GL060S-V07.27 RECAPPAGE  
GL540R

FUND RECAP:

FUND	DESCRIPTION	DISBURSEMENTS
101	GENERAL FUND	167,840.79
208	CONVENTION & VISITORS BUREAU	5.90
230	WILLMAR MUNICIPAL AIRPORT	3,694.02
305	D.S. - 2005 BOND	346,205.00
306	D.S. - 2006 BOND	202,555.00
330	D.S. - 2004C BOND AIRPORT	171,150.00
413	S.A.B.F. - #2013	50,140.85
450	CAPITAL IMPROVEMENT FUND	19,561.58
651	WASTE TREATMENT	66,909.09
741	OFFICE SERVICES	150.00
TOTAL ALL FUNDS		1,028,212.23

BANK RECAP:

BANK	NAME	DISBURSEMENTS
HERT	HERITAGE BANK	1,028,212.23
TOTAL ALL BANKS		1,028,212.23

### 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: 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 6<sup>th</sup> 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  
 Briefly tell us why you want to serve on this Board/Committee/Commission: because I have the desire to have voice  
BECAUSE I HAVE THE KNOWLEDGE AND ABILITY TO TURN THE WHEEL OF THE CORE  
HERE IS A REASON AS TO WHY I AM APPLYING THIS POSITION AND MAIN THEME IS  
I DO HAVE THE POSITION 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  
THE COMMUNITY THAT WE ARE FROM BECAUSE THE COMMUNITY HAVE GOT SO MANY  
DIFFEREN 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 <sup>are</sup> so important specially for our Community whose so in ~~ed~~ need to be united and need to facilitate the common barriers between our Community, second I do have ability to make the <sup>design</sup> decision

List your educational background: I am pursuing Bachelor Degree in international relation and Political Science at 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 6<sup>th</sup> Street  
Willmar, MN 56201

Or fax completed forms to:

(320) 235-4917

Name: Abdala Abdulahi Mohamed  
 phone number can be reached at  
~~206-474-8726~~  
 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)
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- 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 45 Phone No. 206-474-8726  
 (Certain Boards and Commissions may require that you are a resident of the City of Willmar) Willmar, MN. 56201  
 Email: Hamaas343@gmail.com

What prompted you to make application for a citizen committee? because I am apply in the City Board  
 Committee Commission because I have communication skills also I have ability to  
 Briefly tell us why you want to serve on this Board/Committee/Commission: maintain high level of

Because I have experience and knowledge of how to help Willmar  
communities. 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  
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 job.

Name - Abdala Abdulkabi 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'l Hospitals, School. Also, I work a full-time a divine house.

Please return completed application to:

Mayor's Office  
333 SW 6<sup>th</sup> 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 Kansas 343 @ gmail. com  
Sincerely by Abdala Mohamed

**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
- 4 \_\_\_\_\_ Zoning Appeals Board (meets monthly)
- \_\_\_\_\_ Ad hoc Task Forces (will be posted and will meet on an as-needed basis)

**Applicant Information**

Name: Andy Engal Date of Application: Jan 1  
Address: 311 4<sup>th</sup> st Phone No. 612 770 4348  
(Certain Boards and Commissions may require that you are a resident of the City of Willmar)

Email: andy.engal@engal.com

What prompted you to make application for a citizen committee? I like this town

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

~~was~~ interested in community  
development & ~~growth~~ growth

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

For Willmar resident For 3 Yrs, Architect  
in town, ~~was~~ <sup>was</sup> on planning commission 6 yrs

List your educational background: '96 UHS Graduate 2006

masters in Architecture From UofM minneapolis

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

LIONS CLUB Willmar MN

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

311 4th St SW Willmar, MN

Please return completed application to:

Mayor's Office  
333 SW 6<sup>th</sup> 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)
- X \_\_\_\_\_ 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: Shelly Huseby Date of Application: 12/18/15

Address: 2009 Prairie Ln SW Willmar Phone No. 220-1602  
(Certain Boards and Commissions may require that you are a resident of the City of Willmar)

Email: shuseby@goodwillcenterseals.org

What prompted you to make application for a citizen committee? Saw poll in WCTribune, talked with Councilman Nelson

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

I have worked in Human Services for 23 years, I have a vast background of working with people with disabilities, people on public assistance and new Americans, just to name a few. I believe in treating all persons with respect and dignity.

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

I have extensive <sup>of experience</sup> volunteering with hospice, church and the beginning of Family Promise in Willmar. My agency has been asked + I have led the development of job training programs for new Americans

List your educational background: Bachelor of Arts - Human Services ; Associate in

Arts - General ; Legal Secretary Certificate

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

Willmar Area Chamber of Commerce Board ; Rice Health Foundation Gala Board,  
Rice Hospice, Vinje Personnel Committee

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

Goodwill East Sealaska - Workforce Development Manager  
100 19th Ave SW Willmar

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)
- X   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: Nathan (Nate) Weber Date of Application: 05 Nov 2015  
Address: 3331 Eagle Ridge Dr West Phone No. 320-212-7271  
(Certain Boards and Commissions may require that you are a resident of the City of Willmar)

Email: nweber@j-ots.com

What prompted you to make application for a citizen committee? Asked by my Supervisor

Briefly tell us why you want to serve on this Board/Committee/Commission:  
Replace resigning Commissioner Matt Schrupp and to represent Jennie O

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

United Way Board 2002-2004, Willmar Chamber of  
Commerce Board 2005-2008 Board Chair 2007  
Willmar Hockey Association Board 2009-2011 President  
List your educational background: BA University of Minnesota - Economics.

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

None

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

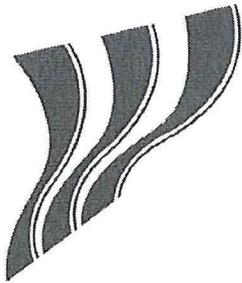
Jennie O Turkey Store, Inc. Plant Manager  
1530 30<sup>th</sup> Street SW, Willmar

Please return completed application to:

Mayor's Office  
333 SW 6<sup>th</sup> Street  
Willmar, MN 56201

Or fax completed forms to:

(320) 235-4917



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

**Agenda Item Number:**   7    
**Meeting Date:** January 4, 2016  
**Attachments:**  Yes  No

**CITY COUNCIL ACTION**

**Date:** January 4, 2016

- |                                   |                                 |
|-----------------------------------|---------------------------------|
| <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 Nuisance Administrative Fee Ordinance

**Recommended Action:** Motion to Adopt, Number, and Publish the Nuisance Administrative Fee Ordinance

**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, infected tree removal, 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 recommends Adopting the Amending Ordinance and then subsequently agreeing on a new fee structure in the annual resolution setting fees for the ensuing year (later on this evening's Agenda).

**Alternatives:**

**Financial Considerations:** \$75.00 per event

**Preparer:** Kevin Halliday, City Clerk-Treasurer

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



CITY OF WILLMAR, MINNESOTA  
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 9  
Meeting Date: Jan. 4, 2016  
Attachments:  Yes No

CITY COUNCIL ACTION

Date: January 4, 2016

- Approved  Denied
- Amended  Tabled
- Other

Originating Department: City Administrator

Agenda Item: Designate the Responsible Authority for Data Practices as the City Administrator

**Recommended Action:** The Minnesota Government Data Practices Act regulates data collected, created, received, maintained, disseminated or stored by a state agency, political subdivision or state-wide system regardless of its physical form, storage media or conditions of use. Minnesota Statute, Section 13.02, Subd. 6 requires the City to appoint one person as the Responsible Authority to administer the requirements for collection, storage, use and dissemination of data on individuals within the City.

**Background/Summary:**

MN Statutes 13.025 GOVERNMENT ENTITY OBLIGATION.

Subdivision 1. Data inventory.

The Responsible Authority shall prepare an inventory containing the authority's name, title, address, and a description of each category of record, file, or process relating to private or confidential data on individuals maintained by the authority's government entity. Forms used to collect private and confidential data may be included in the inventory. The responsible authority shall update the inventory annually and make any changes necessary to maintain the accuracy of the inventory. The inventory must be available from the Responsible Authority to the public according to the provisions of sections 13.03 and 15.17.

**Alternatives:** No other option, the City must comply with state statute.

**Financial Considerations:** No monetary impact

Preparer: Larry Kruse, City Administrator

Signature:

Comments:

RESOLUTION NO. \_\_\_\_\_

APPOINTING A RESPONSIBLE AUTHORITY

WHEREAS, Minnesota Statutes, Section 13.02, Subd. 6, requires that the City of Willmar appoint one person as the Responsible Authority to administer the requirements for collection, storage, use and dissemination of data on individuals within the City; and

WHEREAS, the City Council of the City of Willmar shares the concern expressed by the Legislature on the responsible use of all City data and wishes to satisfy this concern by immediately appointing an administratively and technically qualified Responsible Authority as required under the Statute.

BE IT RESOLVED by the City Council of the City of Willmar Minnesota, that the City Administrator Larry Kruse be appointed as the Responsible Authority for the purpose of meeting all requirements of Minnesota Statutes, Sections 13.02-13.87, as amended, and with rules as lawfully promulgated by the Commissioner of Administration as published in the State Register.

Dated this 4th day of January, 2016.

\_\_\_\_\_  
MAYOR

Attest:

\_\_\_\_\_  
CITY CLERK



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

**Agenda Item Number:** 10

**Meeting Date:** Jan. 4, 2015

**Attachments:** X Yes    No

**CITY COUNCIL ACTION**

**Date:** January 4, 2016

- Approved     Denied
- Amended     Tabled
- Other

**Originating Department:** City Clerk-Treasurer

**Agenda Item:** Consideration of New Established Fees

**Recommended Action:** Adopt the Fees as Recommended by Staff

**Background/Summary:**

Various departments of the City establish charges, fees, and rental rates for the myriad of programs offered Willmar citizens. New recommendations are listed on the resolution as underlined and removed charges as a ~~striketrough~~. It is staff's recommendation that the Council adopt the new resolution covering 2016 charges, fees, and rental rates.

**Alternatives:**

**Financial Considerations**

**Preparer:** City Clerk-Treasurer

**Signature:**

**Comments:**

RESOLUTION NO. \_\_\_\_\_

WHEREAS, the City Council of the City of Willmar duly establishes fees for service, sets fees for permits and licenses, and establishes rental rates for City equipment.

NOW, THEREFORE, BE IT RESOLVED that the below listed fees be duly adopted for the year 2016 and the same hereby ordered kept on file in the office of the City Clerk-Treasurer.

CITY CLERK:

Liquor License Investigation Fees:

Sole Proprietor	\$100.00
Partnership	150.00
Corporation	300.00
Limited Liability Company	300.00

Liquor Licenses:

On-Sale Liquor	\$4,000.00 per year
Off-Sale Liquor	950.00 per year
Club On-Sale Liquor	300.00 per year
On-Sale Wine	200.00 per year
On-Sale Sunday	200.00 per year
On-Sale 3.2% Malt Liquor	150.00 per year
Temporary On-Sale Liquor	100.00 per year
On-Sale Taproom	150.00 per year
Off-Sale Taproom	150.00 per year

ADMINISTRATIVE FEES:

Chapter 9, Article I, Section 9-3

Nuisance Abatement — Administrative Fee	\$75.00
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Chapter 9, Article III, Section 9-43

Removal of Weed/Grass Nuisance — Administrative Fee	\$75.00
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Chapter 9, Article VI, Section 9-66

Removal of Infected Trees — Administrative Fee	\$75.00
--	---------

Chapter 9, Article I, Section 13-2

Payment for Current Service — Administrative Fee	\$75.00
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(snow removal, sidewalk repairs, etc.)

PUBLIC WORKS:

Maintenance Trucks:

3 -5 Ton Trucks	\$ 35.00/hour
1 Ton Truck	18.00/hour
3 -5 Ton Truck/Plow/Sander	41.00/hour
3 -5 Ton Truck/Plow/Sander/Wing	55.00/hour
1 Ton Truck Plow	27.00/hour
½ - ¾ Ton Pickup	17.00/hour
1 Ton /Water Tank	27.00/hour

Tractors, Loaders, Motor Graders:

2 -3 CY Loaders	\$ 82.00/hour
Loader/Plow/Wing	102.00/hour
Loader/Snow Blower	122.00/hour
Motor Grader	96.00/hour
Motor Grader/One-Way Plow	102.00/hour
Motor Grader/One-Way Plow/Wing	115.00/hour
40-50 Hp Tractor	21.00/hour
40-50 Hp Tractor/Attachments	35.00/hour
MT Trackless/Blower/Mower	61.00/hour
90 Hp Tractor/22' Flail Mower	55.00/hour

30-40 Hp Unit Mower/Blower/Sweeper	35.00/hour
Skid-Loader	35.00/hour
Skid-Loader/Attachments	50.00/hour
Snowplowing Sidewalks (incl. labor and equipment)	0.60/LF
Specialty Equipment:	
Air Conveyance Unit	\$ 55.00/hour
Elgin Sweeper (4 CY)	\$ 70.00/hour
Hydraulic Sewer Cleaner	68.00/hour
Sewer Rodder	41.00/hour
Paint Sprayer	9.00/hour
Paint Sprayer and 1 Ton Truck	27.00/hour
50' Bucket Truck	70.00/hour
30' Bucket Truck	41.00/hour
Brush Chipper	29.00/hour
Tamper	9.00/hour
Bituminous Distributor and Truck (less material)	50.00/hour
Bituminous Roller	55.00/hour
Grass and Leaf Pickup Broom	29.00/hour
Chain Saws	10.00/hour
Trailers	12.00/hour
Over Seeder	29.00/hour
Turf Pro	29.00/hour
Gator and Sprayer	27.00/hour
Generator	9.00/hour
Trash Pumps	9.00/hour
Utility Vehicle with Crane Hoist	42.00/hour
Air Compressor	25.00/hour
Materials:	
Winter Sand Mixed with Salt	\$55.00 CY
Gravel	20.00/Ton
Bituminous Cold Mix	105.00/Ton
Chalk Dust (50lb. bag)	7.00/bag
Diamond Dry (50lb. bag)	13.00/bag
Bituminous Repair (incl. labor and equipment)	55.00/SY
Facilities or Equipment:	
Bleachers - 3 or 5 High	\$27.00/day
Minimum moving charge	75.00/day
Picnic Tables - Rental per table (12 maximum)	10.00/day
(for pickup only-no delivery)	
Barricades	\$ 2.00/day
Minimum charge for hauling barricades	20.00
Lights for ball fields	\$25.00/day for each field
Labor:	
Regular	Contract rate plus 53%
Overtime	Contract rate plus 53%
Access Fees:	
Industrial Park Storm Pond	\$ 835.00/acre
Radio Station Drive Lift Station	595.00/acre
Abbott Drive, Lift Station	895.00/acre
Wastewater Treatment:	
5,000 gallon tanker with hydraulic boom:	\$ 30.00/hour
Portable Lab Sampler	\$ 5.00/hour

Airport:

Conference Room \$40.00/non-airport related meetings

COMMUNITY EDUCATION AND RECREATION:

Adult recreation programs will charge cost of program, officials, balls, sanctioning fees, etc., plus \$7.00 per team court fee for volleyball/basketball and \$10.00 per team field fee for softball.

Baseball/Softball Fields Minimum \$ 50.00 or \$30.00 per game  
With a 250.00 daily rate  
Robbins Island Enclosed Shelters \$100.00/day April – November and  
\$50.00 damage deposit

Open Shelter No. 1 (has electricity) \$32.00/day and \$50.00 damage deposit  
Open Shelter No. 2 & Lions Shelter (no electricity) \$20.00/day and \$50.00 damage deposit

Showmobile:

Events in Willmar (not for profit) \$215.00/day + staff expenses  
(Plus Clean-up/Damage Deposit) 200.00

Plus Staff Costs  
Events in Willmar (for profit) \$500.00/day + staff expenses

Civic Center:

Dry floor events \$580.00/day  
Ice Rental \$145.00/hour

Blue Line

Dry Floor events \$400.00/day  
Ice Rental \$145/hour

Aquatic Center:

Individual season pass \$ 85.00  
Family of 2 125.00  
Family of 3 135.00  
Family of 4 145.00  
Family of 5 155.00  
Family of 6 165.00  
Each Additional Family Member 15.00  
Daily Admission Rate 3.00  
Observers 3.00  
Group Admission 2.50

Discount Coupons:

10 Coupons \$ 25.00  
20 Coupons 45.00

Pool Rental:

2-hour minimum \$100.00 per hour plus guard/staff fees

FIRE DEPARTMENT:

Firefighter hours that are billed are taken directly from the roll call list.

Firefighters receive a \$14.30 per hour and are paid in one-hour increments.

Equipment:

	<u>First Hour</u>	<u>Additional Hour</u>
1 <sup>st</sup> line pumper - 5251, 5257	\$300	\$200/hour
Tanker/pumpers 5276	300	200/hour
Ladder trucks – 5298 and 5299	500	400/hour
Grass rig - 5285	150	100/hour
Support Vehicles – 5296, 5297	75	50/hour
Trailers	75	50/hour

Equipment charges are billed by the quarter hour as time listed on the fire report, after initial one-hour charge.

Special equipment and supplies used will be billed on a cost basis.

A 25% administrative fee will be added to \$25.00 per hour per Firefighter for fire watch/standby conducted by the Fire Department for special events and any standby conducted during fire protection/detection system ~~downtown~~ down time (as described in the Minnesota State Fire Code).

<u>Training Room Rental Fee:</u>	<u>\$50.00 per hour with a 2 hour minimum</u>
Fire Alarm Permit	\$ 30.00
Fire Alarm Permit Renewals	\$ 30.00 every 3 years
Alarm Malfunction	\$500.00
<u>Bottle Filling Fees</u>	<u>2216 PSI air tank filling fee \$5.00/bottle</u>
	<u>3000 PSI air tank filling fee \$10.00/bottle</u>
	<u>4500 PSI air tank filling fee \$15.00/bottle</u>
	<u>5000-6000 PSI air tank filling fee \$25.00/bottle</u>
<u>3000 PSI (only) air tank filling fee</u>	<u>\$15.00</u>
Fire Reports	\$ 0.25/page plus postage

POLICE DEPARTMENT:

\$60.00 per hour for off-duty police officers  
\$ 1.40 Automated Pawn Transaction Fee-each electronic reportable transaction

Contracted Towing (Per tow)	\$ <del>45.00</del> <u>25.00</u> per towed vehicle
	\$ <del>61.52</del> <u>68.57</u> towing administrative fee
	\$ <del>8.48</del> <u>6.43</u> tax
Base Total	\$ <del>115.00</del> <u>100.00</u>

Possible extra tow costs depending upon circumstances involved:

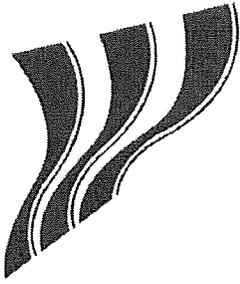
\$160.00 per hour for "extra work" labor  
\$160.00 per hour for flat hourly tow rate  
\$ 5.50 per mile outside of City limits  
\$ 10.00 per day storage fee after 48 hours

Dated this 4th day of January, 2016.

\_\_\_\_\_  
MAYOR

Attest:

\_\_\_\_\_  
CITY CLERK



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

**Agenda Item Number:** 11  
**Meeting Date:** Jan 4, 2016  
**Attachments:**  Yes  No

**CITY COUNCIL ACTION**

**Date:** January 4, 2016

Approved  Denied  
 Amended  Tabled  
 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 prepared the draft Ordinance detailing those amendments, which was heard at the December 21, 2015, City Council Meeting.

All Charter amendments must be approved unanimously or the Amendments cannot be adopted. The matter was not acted upon at the Council meeting (nor tabled) pending eight Council Members in attendance. If less than eight show up on January 4, 2016, staff recommendation is to not begin any discussions as January 18, 2016, Council date will still be an acceptable time frame for adoption or rejection.

**Alternatives:** Amend the Ordinance for sections unacceptable without further re-writes

**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 \_\_\_\_\_, 2016.

This Ordinance introduced by Council Member: Ahmann

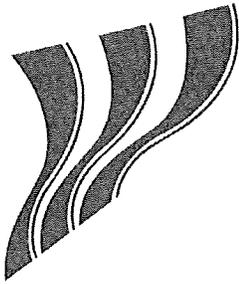
This Ordinance introduced on: December 7, 2015

This Ordinance published on: December 12, 2015

This Ordinance given a hearing on: December 21, 2015

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

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



CITY OF WILLMAR, MINNESOTA  
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 12

Meeting Date: Jan. 4, 2016

Attachments:  Yes  No

CITY COUNCIL ACTION

Date: January 4, 2016

- |                                   |                                 |
|-----------------------------------|---------------------------------|
| <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: Transportation Alternatives Program Resolutions

**Recommended Action:** Approve the resolution authorizing the City to act as the sponsoring agency for the Transportation Alternatives Program proposed project application and if funds are awarded, approve the resolution to maintain the facilities constructed for the useful life of the improvement.

**Background/Summary:** The Transportation Alternatives Program provides funds for transportation alternatives for pedestrians, bicyclists, and other non-motorized forms of transportation to be constructed in 2019. The City is applying for a trail along Highway 12 East beginning at the intersection of Lakeland Drive and will continue along the south side to the intersection of Highway 12 and 23<sup>rd</sup> Street SE. This intersection will serve as the connection point in the Willmar Trail System and would provide approximately 2,150 feet of green corridor along with pedestrian pathway facilities.

**Alternatives:** Do not apply for the funds.

**Financial Considerations:** The funding requires a 20% match of the proposed project, which is estimated at a total project cost of \$100,000.

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

Signature: 

Comments:

**RESOLUTION NO. \_\_\_\_\_**

WHEREAS: The Federal Highway Administration (FHWA) requires that states agree to operate and maintain facilities constructed with federal transportation funds for the useful life of the improvement and not change the use of right of way or property ownership acquired without prior approval from the FHWA; and

WHEREAS: Transportation Alternatives projects receive federal funding; and

WHEREAS: the Minnesota Department of Transportation (MnDOT) has determined that for projects implemented with alternative funds, this requirement should be applied to the project proposer; and

WHEREAS: City of Willmar is the sponsoring agency for the Transportation

Alternatives project identified as Highway 12 East Trail.

THEREFORE BE IT RESOLVED THAT the sponsoring agency hereby agrees to assume full responsibility for the operation and maintenance of property and facilities related to the aforementioned Transportation Alternatives project.

Dated this 4<sup>th</sup> day of January, 2016

\_\_\_\_\_  
MAYOR

Attest:

\_\_\_\_\_  
CITY ADMINISTRATOR

RESOLUTION NO. \_\_\_\_\_

BE IT RESOLVED that the City of Willmar agrees to act as a sponsoring agency for a "Transportation Alternatives" project identified as Highway 12 East Trail and has reviewed and approved the project as proposed. Sponsorship includes a willingness to secure and guarantee the local share of costs associated with this project and responsibility for seeing this project through to its completion, with compliance of all applicable laws, rules and regulations.

BE IT FURTHER RESOLVED that the City of Willmar is hereby authorized to act as agent on behalf of this sponsoring agency.

Dated this 4<sup>th</sup> day of January, 2016

\_\_\_\_\_  
MAYOR

Attest:

\_\_\_\_\_  
CITY ADMINISTRATOR