

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

March 7, 2016
7:00 p.m.

The regular meeting of the Willmar City Council was called to order by the Honorable Mayor Pro Tempore Ron Christianson. Members present on a roll call were Mayor Pro Tempore Ron Christianson, Council Members Denis Anderson, Audrey Nelsen, Steve Ahmann, Andrew Plowman, Tim Johnson and Shawn Mueske. Present 7, Absent 2. Mayor Marv Calvin and Council Member Rick Fagerlie were excused from the meeting.

Also present were City Administrator Larry Kruse, City Clerk Kevin Halliday, Police Chief Jim Felt, Fire Chief Frank Hanson, Public Works Director Sean Christensen and City Attorney Robert Scott.

Council Member Ahmann requested an item be added to the agenda under miscellaneous.

Council Member Anderson offered a motion to adopt the Consent Agenda which included the following items: City Council Minutes of February 15, Labor/City Council Minutes of February 24, Willmar Municipal Utilities Board Minutes of February 22, Rice Hospital Board Minutes of February 17, Planning Commission Minutes of February 17, Application for Exempt Permit - Kandiyohi Friends of Firearms, Accounts Payable Report through March 2, Willmar Lakes Area CVB Minutes of January 19, Building Inspection Report for February, 2016, and CER Joint Powers Board Minutes of February 26, 2016. Council Member Mueske seconded the motion which carried.

Mayor Pro Tempore Christianson recognized the retirement of Richard "Dick" Doll, Public Works Operator of over 30 years. Mr. Doll spoke and thanked the Mayor and Council for the opportunity to work for the City and for recognizing him with a gift of appreciation. Mr. Doll spoke of the changes over the years, one being the merging of the Streets and Parks and its benefits to the community. He also commented on a concern for the placement of garbage containers in the streets by City residents and the effect it has on snow plowing and equipment.

At 7:10 p.m. Mayor Pro Tempore Christianson opened the hearing for consideration of the proposed 2016 Street and Other Improvements. Public Works Director Sean Christensen gave a brief overview of the 2016 Improvements to include: reconstruction (.7 mile) - overlay (2.75 miles) and miscellaneous projects which include some parking lot repair, crack seal and seal coat for a total estimated cost of \$2.94 million. He overviewed the funding sources and schedule for payment of assessments.

Mary Quale, 1409 SW 8th Street, came forward to address the Council during the hearing explaining that their lot goes all the way through to 7 ½ Street SW and she was inquiring as to the possibility of service lines being made available at the back of the lot in case a home would ever be built. Staff will address her questions and would highly recommend the service lines be put in at the time of construction.

Paul Tinklenberg, 2105 SE 4th Avenue, voiced his concern that more street work to be done and brought forth a question of it determined where fabric should be installed.

Mayor Pro Tempore Christianson presented correspondence submitted by Ms. Kathryn Petrick, who was unable to be present at the hearing. Ms. Petrick lives at 813 Lakeland Driver NE. Each of Ms. Petrick's questions were presented to staff and answered in the ordered presented. Ms. Petrick stated she would be watching the live video feed to acquire her answers.

There being no further requests to speak at the Improvement Hearing, Mayor Pro Tempore Christianson closed the hearing at 7:42 p.m. and opened it up for discussion by the Council.

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

RESOLUTION NO. 1

ORDERING 2016 STREET AND OTHER IMPROVEMENTS
(AND DIRECTING PREPARATION OF FINAL PLANS AND SPECIFICATIONS)

WHEREAS, after due Notice of Public Hearing on the construction of street and other improvements for the City of Willmar, Minnesota, hearing on said improvements was duly held and the Council heard all persons desiring to be heard on the matter and fully considered the same.

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

1. It is advisable, expedient, and necessary that said improvements as described in the Notice of Hearing thereon be constructed and the same are hereby ordered made.
2. The improvements described in said Notice of Hearing are hereby designated and shall be known as 2016 Street and Other Improvements.
3. The City's Engineer is hereby directed to prepare final plans and specifications for said improvements.
4. The City Council shall let the contract for all or part of the work for said improvements or order all or part of the work done by day labor or otherwise as authorized by Minnesota Statutes, Section 429.041, Subdivision 2, within one year of the date of this resolution ordering said improvements.

Dated this 7th day of March, 2016.

/s/ Ron Christianson
Mayor Pro Tempore

/s/ Kevin Halliday
Attest: City Clerk

Following approval of the 2016 Improvements, it was staff's recommendation to the Council to expedite the timeline for construction by approving the plans and specifications and authorizing the advertisement for bids to be opened April, 5 2016.

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

RESOLUTION NO. 2

WHEREAS the City Engineer of the City of Willmar has presented to the City Council plans and specifications for Project Nos. 1601, 1602, 1603-A, 1603-B, and 1604 for the City of Willmar;

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Willmar that:

Final plans and specifications are hereby approved, and publication of the advertisement for bids is herewith authorized. Multiple bid packages will be publicly opened and read with the first opening scheduled

for 1:00 p.m. on the 5th day of April, 2016, at the City Office Building, 333 Southwest Sixth Street, Willmar, Minnesota.

Dated this 7th day of March, 2016.

/s/ Ron Christianson
Mayor Pro Tempore

/s/ Kevin Halliday
Attest: City Clerk

It was noted no one signed up to speak during the Open Forum.

The Finance Committee Report for February 22, 2016 was presented to the Mayor Pro Tempore and Council by Council Member Anderson. There were ten items for consideration.

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

Item No. 2 Staff requested the reallocation of Capital Improvement Program funding for Thin Clients and use it for the City Council and staff tablets in the amount of \$18,000 and purchase of a Document Management System in the amount of \$41,000. City staff further requested that the \$18,000 for tablets be tabled. IT Coordinator Ross Smeby explained the need for a secure electronic document management system. The system would ensure the protection of documents, help in auditing, contains all City's documents, and aid in record retention.

It was the recommendation of the Committee that the Council introduce a resolution to authorize the Mayor and City Administrator to repurpose \$41,000 from the Information Systems Thin Client Capital Improvement Project to the Document Management System Project.

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

RESOLUTION NO. 3

DOCUMENT MANAGEMENT APPROVAL

WHEREAS, the City of Willmar needs to purchase a Document Management System for archiving, preserving, auditing, and for increasing staff workflow efficiency and;

WHEREAS, the City of Willmar has explored multiple systems and has determined that a Laserfische system as the best suited for the City's needs;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Willmar that the Mayor and City Administrator be authorized to repurpose \$41,000 from the Information Systems Thin Client Capital Improvement Project to the Document Management System.

Dated this 7th day of March, 2016.

/s/ Ron Christianson
Mayor Pro Tempore

/s/ Kevin Halliday
Attest: City Clerk

Item No. 3 Staff presented to the Committee an agreement with Revize Software Systems to create a new City website with an estimated cost of \$24,700. IT Coordinator Ross Smeby explained the need for a new website with software that will provide a variety of applications for citizens' engagement, staff

productivity, mobile devices, and accessibility features. It was the recommendation of the Committee to the Council to adopt a resolution to authorizing the Mayor and City Administrator to enter into an agreement with Revize LLC in the amount of \$24,700 to create a new city website.

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

RESOLUTION NO. 4

WHEREAS, the City of Willmar needs to create a new public website for the City and;

WHEREAS, the City of Willmar has explored multiple vendors and has determined that Revize Software Systems will provide the services, updates and hosting that are best suited for the City's needs;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Willmar that the Mayor and City Administrator are authorized to enter into an agreement with Revize LLC in the amount of \$24,700.00 to create a new city website.

Dated this 7th day of March, 2016.

/s/ Ron Christianson
Mayor Pro Tempore

/s/ Kevin Halliday
Attest: City Clerk

Item No. 4 Staff presented to the Committee a donation of \$250 to the Willmar Police Department Law Enforcement Explorer program from Duinick Concrete Company. It is a requirement that the Council accept all donations by resolution. The Committee was recommending the Council introduce a resolution accepting the \$250 donation from Duinick Concrete Company and to direct the City Administrator to send a letter of appreciation.

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

RESOLUTION NO. 5

WHEREAS, the City of Willmar has received a donation of \$250.00 to the Willmar Police Department designated for the Enforcement Explorer Program;

NOW, THEREFORE, BE IT RESOLVED by the City Council of Willmar, Minnesota, that the City accept the donation from Duinick's Incorporated and the City Administrator is directed to express the community's appreciation.

Dated this 7th day of March, 2016.

/s/ Ron Christianson
Mayor Pro Tempore

/s/ Kevin Halliday
Attest: City Clerk

Item No. 5 Staff presented to the Committee a proposed change in protocol for staff to acknowledge all donations by letter and regularly inform the Council for acceptance of these donations by resolution. It was proposed that staff will accumulate all donations to be presented at the end of the year for

formal approval for audit purposes and State compliance. It was the Committee's recommendation to approve the Donation Protocol as amended to be presented quarterly to the Council for formal approval. Council Member Anderson moved the recommendation of the Committee. Council Member Nelsen seconded the motion, which carried.

Item No. 6 Chair Anderson presented to the Committee an agreement for the purchase of LED conversion kits from Etterman Enterprises for \$17,420.13 and installation by Kim's Electric for \$6,840 for the Public Works Garage totaling \$24,260.13. The 2016 Capital Outlay Program has included \$35,000 for LED lighting. The Committee was recommending the Council to approve the agreements for the LED conversion kits.

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

RESOLUTION NO. 6

Whereas the City of Willmar desires to enter into agreements with Etterman Enterprises and Kim's Electric for the purchase of LED conversion kits and installation at the Public Works Garage facility in the total amount of \$24,260.13; and

Whereas agreements have been prepared detailing the terms of the services;

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

Dated this 7th day of March, 2016.

/s/ Ron Christianson
Mayor Pro Tempore

/s/ Kevin Halliday
Attest: City Clerk

Item No. 7 Chair Anderson presented to the Committee a recommendation to accept and authorize final payment to Vreeman Construction in the amount of \$42,798.46 for Project No. 1404 for the 12th Street SE new construction from 11th Avenue SE to Willmar Avenue SE. It was the recommendation of the Committee to the Council to approve the final payment of \$42,798.46 to Vreeman Construction

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

RESOLUTION NO. 7

ACCEPTING PROJECT AND AUTHORIZING FINAL PAYMENT

IMPROVEMENT: Project No. 1404 – 12th Street SE New Construction

CONTRACTOR:	Vreeman Construction
DATE OF CONTRACT:	June 16, 2014
BEGIN WORK:	July 30, 2014
COMPLETE WORK:	October 21, 2015
APPROVE, ENGINEERING DEPT:	February 11, 2016

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

1. The said City of Willmar Project No. 1404 be herewith approved and accepted by the City of Willmar.

2. The following summary and final payment be approved:

ORIGINAL CONTRACT AMOUNT:	\$301,140.47
Change Order (None)	0.00
FINAL NET CONTRACT AMOUNT, PROPOSED:	\$294,229.08
ACTUAL FINAL CONTRACT AMOUNT AS CONSTRUCTED:	\$294,229.08
Less Previous Payments & Liquidated Damages	-\$251,430.61
FINAL PAYMENT DUE CONTRACTOR:	\$42,798.46

Dated this 7th day of March, 2016.

/s/ Ron Christianson
Mayor Pro Tempore

/s/ Kevin Halliday

Item No. 8 Chair Anderson presented to the Committee a recommendation to approve the purchase of five complete sets of NFPA approved firefighting turnout clothing at an estimated cost of \$2,029 each with a total cost estimated at \$10,145. The Committee's recommendation to the Council was to approve the purchase of the NFPA approved firefighting turnout clothing for a total estimated cost of \$10,145. Council Member Anderson moved the recommendation of the Committee. Council Member Nelsen seconded the motion, which carried.

Item No. 9 Chair Anderson presented to the Committee for review the Rice Memorial Hospital Financial Statement, with the Rice Memorial Hospital Board addressing the City Council at a future Council Meeting. This matter was received by the Council for information only.

Item No. 10 Staff presented to the Committee an Arden Hills purchasing policy in legislative print with changes setting levels of authority made from the February 8, 2016, meeting. Council Member Nelsen made a motion to table any action on the proposed policy and asked staff to bring back information to clarify the processes and timing of the Capital Improvement and Vehicle Replacement Policies. Council Member Christianson seconded the motion which carried. The Council received the purchasing policy for information only.

Council Member Anderson made a motion to approve and file the Finance Committee Report for February 22, 2016. Council Member Nelsen seconded the motion.

Council Member Nelsen asked for clarification of the process for the public to use in making donations which was brought up at the Finance Committee meeting. City Administrator Kruse noted her concerns responding the donation protocol will be addressed by staff and availability of donation information will be available on the new City website. Council Member Nelsen requested clarification in writing be brought back to the Finance Committee for review. The motion to file the minutes carried.

City Clerk Kevin Halliday presented an application for a Special Event by On-Sale Liquor License. The Civic Center has rented space to the Willmar Curling club who will hold a three-day Curling Novice Bonsel on March 11-13, 2016 at which the club plans to serve alcohol. The Baker's Eagle Creek Eatery LLC, dba The Oaks at Eagle Creek has applied for this permit and will provide an on-site employee. It was staff's recommendation to the Council to approve the license. Council Member Anderson moved the recommendation of staff to approve the Special Event by On-Sale Liquor License as presented. Council Member Ahmann seconded the motion, which was approved on a roll call vote of 7 Ayes, 0 Noes.

City Clerk Kevin Halliday brought forth an application for a Premise Permit for New London-Spicer Booster Club at the Ruff's Wings & Sports Bar. This application was before the Council in November of 2015 whereby the Council was inquiring as to if any local groups wanted to work on this premise permit. Staff investigated this whereby many requests to other Willmar organizations by Ruff's Wings & Sports Bar were performed, with the New London-Spicer Booster Club being the only interested group. It is the recommendation of staff to approve the premise permit by resolution which will be submitted with the application to the Gambling Control Board.

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

RESOLUTION NO. 8

REQUESTING THAT THE MINNESOTA GAMBLING
CONTROL BOARD APPROVE THE APPLICATION FOR A
PREMISE PERMIT FOR THE NEW LONDON-SPICER BOOSTER CLUB

WHEREAS, the New London-Spicer Booster Club has applied to the Minnesota Gambling Control Board to obtain a Premise Permit for a Gambling License at the Ruff's Wings & Sports Bar, 2100 Hwy 12 SE, Suite 2, Willmar, Minnesota;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Willmar that the City approves of the Premise Permit for the New London-Spicer Booster Club and respectfully requests that the State of Minnesota Gambling Control Board approve the Premise Permit to the New London-Spicer Booster Club.

Dated this 7th day of March, 2016.

/s/ Ron Christianson
Mayor Pro Tempore

/s/ Kevin Halliday

Council Member Ahmann requested staff inquire as to a requirement that any publication that is required by State Statute to be published in the newspaper should also be posted on the newspaper's website, such as Improvement Hearing Notices. City Clerk Halliday stated this will be addressed.

Council Member Nelsen asked to refer back to the Consent Agenda Items stating she believed there were three sets of minutes that have not been approved by their respective board and noted that the Municipal Utilities Minutes are normally stamped "subject to approval of the Municipal Utilities Commission." She asked for consistency of this for all the minutes so that the Council is aware they are subject to change. This was noted by staff.

Council Member Ahmann brought up the issue of audio recordings of all meetings noting the CER Joint Powers Board and the Economic Development Commission are two examples of meetings that are not recorded and made available on the website. Council Member Nelsen questioned knowing just which Boards and Commissions the Council is responsible for. City staff will look into this and report back to.

Announcements for Council Committee meeting dates were as follows: Finance, 4:45 p.m. at City Hall, March 14; Public Works/Safety, 4:45 p.m. at City Hall, March 15; Labor Relations, 4:45 p.m. at City Hall March 23, and Community Development Committee, 4:45 p.m., at City Hall, March 17, 2016.

Council Member Anderson offered a motion to adjourn the meeting with Council Member Ahmann seconding the motion, with carried. The meeting adjourned at 8:10 p.m.

Attest:

MAYOR PRO TEMPORE

SECRETARY TO THE COUNCIL

WILLMAR MUNICIPAL UTILITIES MINUTES
MUNICIPAL UTILITIES AUDITORIUM
MARCH 14, 2016

The Municipal Utilities Commission met in its regular scheduled meeting on Monday, March 14, 2016 at 11:45 a.m. in the Municipal Utilities Auditorium with the following Commissioners present: Dan Holtz, Joe Gimse, Justin Mattern, Abdirizak Mahboub and Nathan Weber. Absent were Commissioners Carol Laumer & Jeff Nagel.

Others present at the meeting were: General Manager Wesley Hompe, Power Supply Manager Chris Carlson, Customer Service Supervisor Stacy Stien, Power Production Supervisor Jon Folkedahl, Administrative Secretary Beth Mattheisen, Staff Electrical Engineer Jeron Smith, Compliance Officer/Safety Director Janell Johnson, Power Resources Analyst Michelle Marotzke, City Attorney Robert Scott, City Councilman Shawn Mueske, City Administrator Larry Kruse, and WC Tribune Journalist Shelby Lindrud.

Due to the absence of Commission Secretary Nagel, President Holtz opened the meeting by appointing Commissioner Mattern to serve as Acting Secretary. Following the appointment, Commissioner Holtz informed the Commission that due to the absence of Energy Services Representative Mary Kosbab, Item #4 (website upgrade presentation) was being withdrawn from the current agenda and rescheduled for the March 28th MUC meeting. Commissioner Holtz next requested the Commission to offer a resolution to approve the Consent Agenda. Following review and discussion, Commissioner Mahboub offered a resolution to approve the Consent Agenda as amended. Commissioner Gimse seconded.

RESOLUTION NO. 9

"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 February 22, 2016 Commission meeting; and,
- ❖ Bills represented by vouchers No. 160391 to No. 160493 inclusive in the amount of \$214,108.80 with a MISO charge in the amount of \$10,686.06, and Westmoreland Resources (coal) payment in the amount of \$83,811.75.

Dated this 14th day of March, 2016.

President

ATTEST:

Acting Secretary

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

Commissioner Mattern (Chair) reviewed with the Commission minutes from the March 1st WMU Planning Committee meeting (see attached). The two main topics of discussion focused on an update/report of the proposed new WMU facilities and continued discussion on the Local Resource Strategic Plan. Supv. of Facilities & Purchasing Kevin Marti led the discussion on the proposed new facilities with reports on recent meetings and discussions held regarding the project (i.e. formation

of committees, timeline, facility tours, etc.). Staff Electrical Engineer Smith followed by presenting the basis and background information associated with a Local Resource Strategic Plan which would include both short-term and long-term plans for local generation. It was the recommendation of Staff to request that a study be conducted of the local transmission system. Following discussion, Commissioner Mattern offered a motion to approve the minutes of the March 1st WMU Planning Committee meeting as presented. Commissioner Gimse seconded the motion which carried by a vote of five ayes and zero nays.

In conjunction with the approval of the minutes from the March 1st WMU Planning Committee meeting, Staff Electrical Engineer Smith was requesting the Commission to enter into an agreement with Great River Energy (GRE) to perform a Local Resource Planning Study. This study would assist in identifying the amount of generation required by WMU to maintain a stable system during worst case scenarios (i.e. "black start"). The study would also address any reliability concerns or anticipated transmission deficiencies in the Willmar area (Kandiyohi County). The cost of the GRE study would be based on actual hours at a cost not to exceed \$21,360. Following discussion, Commissioner Gimse offered a resolution to approve the service agreement with GRE to conduct a Local Resource Planning Study in an amount not to exceed \$21,360. Commissioner Mattern seconded.

RESOLUTION NO. 10

"BE IT RESOLVED, by the Municipal Utilities Commission of the City of Willmar, Minnesota, that the agreement for professional services with Great River Energy (GRE) to perform a Local Resource Planning Study in an amount not to exceed \$21,360 be approved."

Dated this 14th day of March, 2016.

President

ATTEST:

Acting Secretary

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

At this time, a number of utility-related reports were presented to the Commission by Staff. These informational reports and analyses included:

1. 2015 Annual NERC Compliance Activity Summary (Compliance Officer/Safety Dir. Johnson)
2. 2015 Annual Safety Program Update (Compliance Officer/Safety Director Johnson)
3. January & February 2016 Wind Turbine Reports (Power Production Supervisor Folkedahl)
4. January 2016 Power Supply Report (Power Resources Analyst Marotzke)

Following the presentations, the Commission expressed their appreciation to Staff for the thorough data and reporting as presented.

General Manager Hompe informed the Commission that a meeting of the WMU Planning Committee is scheduled for March 29th beginning at 12:00 noon. The main topics to be addressed would include updates on the Water Treatment Project and the Wellhead Protection Plans/Impacts (Public Hearing - May 23rd).

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

- WMU Planning Committee Meeting – March 29th @ 12:00 noon
- Annual Home Show (WC Builders Assn.) – April 2-3 (Willmar Civic Center)
- APPA Governance Webinar Series (3 of 9): [Federal Legislative and Regulatory Issues for Boards](#) – April 7th @ 1:00-2:30 p.m. (WMU Conference Room)
- 2016 APPA Events:
 - Lineworkers 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 (Cragun's)
- Annual Open House (Public Power Week) – Tues., October 4 (Willmar Civic Center)

There being no further business to come before the Commission, Commissioner Mattern made a motion to adjourn the meeting. Commissioner Gimse seconded the motion which carried by a vote of five ayes and zero nays, and the meeting was adjourned at 12:33 p.m.

Respectfully Submitted,

WILLMAR MUNICIPAL UTILITIES

Beth Mattheisen
Administrative Secretary

ATTEST:

Justin Mattern, Acting Secretary



WILLMAR MUNICIPAL UTILITIES
WMU PLANNING COMMITTEE MEETING MINUTES
Tuesday, March 1, 2016
12:00 Noon - WMU Conference Room

Present: Commissioners Justin Mattern, Jeff Nagel & Abdirizak Mahboub, General Manager Wesley Hompe, Director of Operations John Harren, Staff Electrical Engineer Jeron Smith, Supervisor of Facilities & Purchasing Supervisor Kevin Marti, and Supervisor of Power Production Jon Folkedahl.

Committee Chair Mattern called the meeting to order at 11:59 a.m.

AGENDA ITEM(S):

➤ **Proposed New Facilities Report/Update:** Supervisor of Facilities & Purchasing Marti led discussion on the proposed 2020 Facilities Project.

1. 01.14.16: WMU Staff members met & agreed that the creation of two separate committees would be the best approach to proceed with the project. Two project committees will be created.
 - a. Committee #1 will consist of Staff & Commission representation to assist in determining the design & functionality of a facility that would best meet the needs of the WMU and the citizens of Willmar.
 - b. Committee #2 will consist of Staff & Commission representation along with members of the business and private community to address public views and advisory aspects of the facility.
2. 02.10.16: WMU Building Committee met. Discussion included:
 - a. Project timeline: tentative completion date - spring of 2020
 - b. Schedule tours of various facilities
 - c. Discussed pros & cons of joint facility with COW
3. 02.22.16: Participated in facility tours (KPC and Runestone Electric)
4. 02.23.16: Informal meeting with City of Wilmar
 - a. Staff met with reps from City & Rice Hospital - City presented a plan designed to build a joint office facility/parking facility in downtown Willmar Block 50 would make combing WMU Administration and Operations difficult.
5. Next steps:
 - a. Finalize a Request for Proposals (RFP) to update the existing 2010 Building Study (RFP is near completion). Committee #1 will meet to further review the proposed RFP.
 - b. Continue discussion with COW on proposed project(s) (City & Hospital)
 - c. Marketing, designing & project management of the entire facility

➤ **Local Resource Strategic Plan:** Staff Electrical Engineer Smith lead discussion by presenting the basis & background associated for the study based on the Burns & McDonnell study (2015). The study would include both short-term (1-2 yrs.) & long-term (20+ yrs.) plans for the local electric generation system with a target of January 1, 2017 to have the strategic plan defined. We would also like to have a "black start" procedural process in place at that time.

Local electric generation is essential to ensure WMU" stability & reliability of its electric service at competitive rates. The electric generation also contributes to the diversity of WMU's energy portfolio which protects against unfavorable market swings and provides bargaining leverage for power contract negotiations

1. Reasons for the project:
 - a. Present market prices for energy & capacity are significantly less than WMU' cost to generation energy locally.
 - b. Future air quality regulations must be addressed. Possible future government legislation may limit the combustion of coal
 - c. Question of electric generation plant's ability to reliably operate independently of the area transmission system.
 - d. WMU's Plant is a multimillion dollar operation that employs approx. 20 people.
 - e. Development of a strategic plan to address this issue is crucial
2. Project components reviewed included:
 - a. Deliverable list
 - b. Tentative schedule (project kickoff was in 2014; target date of 2017 for implementation of the Local Resource Strategic Plan.
 - c. Stakeholders:
 - i. Project Team – WMU Supervisory Staff Members
 - ii. WMU Planning Committee
 - iii. WMU Commission.
3. PowerPoint presentation update of Local Resource Strategic Plan (Jeron Smith):
 - a. Burns & McDonnell Report Review
 - b. HX Steam Cost Analysis
 - c. GRE Transmission Planning Study
 - d. Defining next steps in the study process
 - i. Identify costs associated with various scenarios
 - ii. Technology exploration
 - iii. Strategic Plan
 - iv. "Black-Start" procedure

Following discussion, Staff Electrical Engineer Smith was requesting permission to recommend to the full Commission that a study be conducted of the local transmission system. The study would identify the amount of generation required by WMU to maintain a stable system at all times. The study would also address any reliability concerns in the Willmar/Kandiyohi County area.

➤ **Miscellaneous:**

1. Schedule the next WMU Planning Committee Meeting during the week of March 28th
2. Agenda items to include:
 - Water Treatment Project Update
 - Update Wellhead Protection Plans/Impacts (Public Hearing – May 23rd)

Adjournment:

Following discussion, Commissioner Nagel offered a motion to adjourn the meeting of the WMU Planning Committee at 1:37 p.m. Commissioner Mahboub seconded the motion which carried, and the meeting was adjourned by a vote of three ayes and zero noes.

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: Heartland Community Action Agency Previous Gambling Permit Number: X-93569

Minnesota Tax ID Number, if any: 41-0904860 Federal Employer ID Number (FEIN), if any: 41-0804860

Mailing Address: 200 4th St SW PO Box 1359

City: Willmar State: MN Zip: 56201 County: Kandiyohi

Name of Chief Executive Officer (CEO): Joan Macik

Daytime Phone: 320-235-0850 Email: joanm@heartlandcaa.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 Secretary of State website, phone numbers:
 60 Empire Drive, Suite 100 www.sos.state.mn.us
 St. Paul, MN 55103 651-296-2803, or toll free 1-877-551-6767

IRS income tax exemption (501(c)) letter in your organization's name
 Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.

IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)
 If your organization falls under a parent organization, attach copies of both of the following:
 1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling, and
 2. the charter or letter from your parent organization recognizing your organization as a subordinate.

GAMBLING PREMISES INFORMATION

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

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

City or Township: Willmar Zip: MN County: 56201

Date(s) of activity (for raffles, indicate the date of the drawing): 5/20/14

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

Bingo* Paddlewheels* Pull-Tabs* Tipboards*
 Raffle (total value of raffle prizes awarded for the calendar year: \$ _____)

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

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

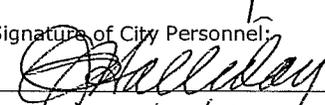
**CITY APPROVAL
for a gambling premises
located within city limits**

The application is acknowledged with no waiting period.

The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).

The application is denied.

Print City Name: City of Willmar

Signature of City Personnel: 

Title: City Clerk Treasurer Date: 3-8-2016

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

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

The application is acknowledged with no waiting period.

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

The application is denied.

Print County Name: _____

Signature of County Personnel: _____

Title: _____ Date: _____

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

Print Township Name: _____

Signature of Township Officer: _____

Title: _____ Date: _____

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

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

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

Print Name: _____

REQUIREMENTS

Complete a separate application for:

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

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

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

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

MAIL APPLICATION AND ATTACHMENTS

Mail application with:

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

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

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

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Department of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

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

**WILLMAR PLANNING COMMISSION
CITY OF WILLMAR, MN
WEDNESDAY, MARCH 9, 2016**

MINUTES

1. The Willmar Planning Commission met on Wednesday, March 9, 2016, at 7:00 p.m. at the Willmar City Offices Conference Room #2.

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

** Members Absent: Margaret Fleck.

** Others Present: Bill Paterson, and Megan DeSchepper- Planner.

2. MINUTES: The February 17, 2016 minutes were approved as submitted.

3. DONATION OF LAND TO CITY- NELSON FAMILY: Staff presented a proposal of donation of land from the Nelson family of a small unbuildable parcel that abuts city owned property legally described as follows: part of Lot 1, Block A, Third Addition to Willmar (137 Benson Ave. SE/corner of Benson Ave. SE and Highway 12 SE- see file for full legal). Rather than let the parcel go tax forfeiture the family wishes to donate the parcel to the City of Willmar as it abuts other City owned green space. Staff explained, as required by the City Charter all acquisition of land by the City is required to be reviewed by the Planning Commission.

Mr. Geiger made a motion, seconded by Mr. Standfuss, to recommend to the City Council approval and acceptance of the donation of land.

The motion carried.

4. ELECTRONIC SIGNS IN RESIDENTIAL AREAS DISCUSSION: Staff explained they had been approached by a sign contractor inquiring about digital signage at a church. As a majority of churches are in residentially zoned areas they are prohibited from having digital signs by the current Zoning Ordinance language. Bill Paterson, speaking on behalf of Redeemer Lutheran Church, explained that their sign only abuts apartment buildings and would be at such a distance/angle from the sign that it wouldn't be an issue. The Commission talked about that opening then language up in the Ordinance would be for all churches not just this one that may not be as ideally situated. They also discussed regulating the time and brightness as possible ways of not affecting abutting homes. The Commission asked Staff to supply a copy of the draft language they worked on previously to see how they were planning on regulating commercial digital signs at their next meeting.

Mr. Gardner made a motion, seconded by Mr. Larson, to table the matter until the next meeting.

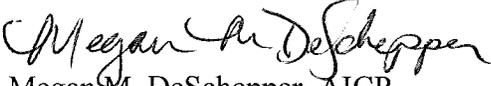
The motion carried.

5. DOWNTOWN DESIGN STANDARDS DISCUSSION CONTINUED: Staff asked the Commission if the amendments on the draft document met their intent from the previous meetings discussion. They concurred with the changes to the language regarding height of buildings. However, they were still uncomfortable with the section on windows and clear view percentages etc. They asked staff to work on the language of that section perhaps checking how other Cities handle windows in Central Business Districts.

The Planning Commission then discussed the previous meetings presentation by the Minnesota Historical Society regarding historic preservation. The Commission talked about liking property owners to have the opportunity to use tax credit and have access to other financial incentives to maintain properties with the National Historic Designation. They do not however support creating a local Historic Preservation Ordinance and Board.

6. With no further business to come before the Commission the meeting adjourned at 7:40 p.m.

Respectfully submitted,


Megan M. DeSchepper, AICP
Planner/Airport Manager

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
ACCESSORIES 4 TRUCKS UNL			000329											
	45380	03/16/16	WEATHERTECH FLR LINERS	352.53		042900		D	N				MTCE. OF EQUIPME	101.42411.0224
	45380	03/16/16	WEATHERTECH FLR LINERS	219.90		042952		D	N				MTCE. OF EQUIPME	101.42411.0224
			VENDOR TOTAL	572.43		*CHECK TOTAL								
				572.43										
AMERICAN WELDING & GAS I			000057											
	45381	03/16/16	FIRE EXT. REFILL	28.95		03839941		D	N				MTCE. OF EQUIPME	101.42411.0334
	45381	03/16/16	WELDING GAS	62.22		03845488		D	N				GENERAL SUPPLIES	101.43425.0229
	45381	03/16/16	WELDING GAS	22.45		03887454		D	N				GENERAL SUPPLIES	101.43425.0229
			VENDOR TOTAL	113.62		*CHECK TOTAL								
				113.62										
AMERIPRIDE LINEN & APPAR			000051											
	45382	03/16/16	TOWEL SERVICE	30.32		2200746082		D	N				CLEANING AND WAS	101.43425.0338
	45382	03/16/16	TOWEL SERVICE	34.37		2200751300		D	N				CLEANING AND WAS	101.43425.0338
			VENDOR TOTAL	64.69		*CHECK TOTAL								
				64.69										
ANDERSON LAW OFFICES			002954											
	45383	03/16/16	LEGAL SERVICES-FEB	9,977.81		STMT/2-16		D	M	07			PROFESSIONAL SER	101.41406.0446
BEHRENBRINKER/STEPHEN C			003160											
	45384	03/16/16	ASSESSING SERVICES-FEB	3,200.00		030216		D	M	07			PROFESSIONAL SER	101.41404.0446
BERNICK'S PEPSI-COLA CO			000103											
	45385	03/16/16	CONCESSION SUPPLIES	475.44		20893		D	N				GENERAL SUPPLIES	101.45433.0229
	45385	03/16/16	OFFICE COFFEE	78.96		4085		D	N				GENERAL SUPPLIES	101.43425.0229
	45385	03/16/16	CONCESSION SUPPLIES	131.64CR		4299		D	N				GENERAL SUPPLIES	101.45433.0229
			VENDOR TOTAL	422.76		*CHECK TOTAL								
				422.76										
BEST WESTERN			000900											
	45386	03/16/16	COUNCIL RETREAT-MEALS	738.38		17776		D	N				TRAVEL-CONF.-SCH	101.41400.0333
BOLTON & MENK INC			001010											
	45387	03/16/16	PRE-TREATMENT PROGRAM	1,752.00		0187536		D	N				PROFESSIONAL SER	651.48484.0446
	45387	03/16/16	IND. PARK 4TH ADDITION	1,891.50		0187537		D	N				PROFESSIONAL SER	414.48455.0446
	45387	03/16/16	WESTWOOD COURT L.S.	12,022.50		0187538		D	N				MTCE. OF OTHER I	432.48508.0336
	45387	03/16/16	REIMBURSABLE EXPENSES	4,098.60		0187538		D	N				MTCE. OF OTHER I	432.48508.0336
			VENDOR TOTAL	19,764.60		*CHECK TOTAL								
				19,764.60										
BSE			001980											
	45388	03/16/16	DISCONNECT SWITCH	65.00		910817084		D	N				MTCE. OF EQUIPME	651.48484.0224
	45388	03/16/16	OUTLET COVER/ELEC TAPE	4.04		910818348		D	N				MTCE. OF STRUCTU	101.45433.0225
	45388	03/16/16	ELEC OUTLET/WIRE/PIPE	17.84		910823283		D	N				MTCE. OF STRUCTU	101.45433.0225
	45388	03/16/16	ELEC OUTLET/SWITCH	41.42		910885617		D	N				MTCE. OF STRUCTU	101.45433.0225
	45388	03/16/16	DUCT TAPE	10.49		910885617		D	N				GENERAL SUPPLIES	101.45433.0229

Vendor Payments History Report
INCLUDES ONLY POSTED TRANS

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
BSE						001980								
	45388	03/16/16	HARD HAT	12.00										
				150.79	*CHECK	910900202							SUBSISTENCE OF P	101.42412.0227
			VENDOR TOTAL	150.79										
BUTTERFIELD/JIM						.02114								
	45389	03/16/16	SIOUX FALLS SPORT SHOW	422.81			031416						TRAVEL-CONF.-SCH	208.45006.0333
C D & T INC AUTO PARTS						000145								
	45390	03/16/16	#130012-FITTING	1.28			936119						MTCE. OF EQUIPME	101.43425.0224
	45390	03/16/16	#073639-HYD FITTING	8.45			936254						MTCE. OF EQUIPME	101.43425.0224
				9.73	*CHECK									
			VENDOR TOTAL	9.73										
CARD SERVICES						002552								
	45378	03/14/16	CONCESSION SUPPLIES	39.33			020112						GENERAL SUPPLIES	101.45433.0229
	45378	03/14/16	COOKIES FOR EVENT	17.37			020413						GENERAL SUPPLIES	101.45435.0229
	45378	03/14/16	CONCESSION SUPPLIES	27.16			020510						GENERAL SUPPLIES	101.45433.0229
	45378	03/14/16	CONCESSION SUPPLIES	49.46			021213						GENERAL SUPPLIES	101.45433.0229
	45378	03/14/16	DOLL-RETIREMENT CARD	3.73			022216						GENERAL SUPPLIES	101.43425.0229
	45378	03/14/16	CONCESSION SUPPLIES	37.94			022513						GENERAL SUPPLIES	101.45433.0229
	45378	03/14/16	DOLL-FAREWELL COFFEE	57.51			022608						GENERAL SUPPLIES	101.43425.0229
				232.50	*CHECK									
			VENDOR TOTAL	232.50										
CARDMEMBER SERVICE						002365								
	45391	03/16/16	OFFICE CHAIR	309.92			STMT/2-16						SMALL TOOLS	101.41400.0221
	45391	03/16/16	LATE FEE/INTEREST	32.05			STMT/2-16						OTHER CHARGES	101.41402.0449
	45391	03/16/16	MISCELLANEOUS SUPPLIES	15.98CR			STMT/2-16						GENERAL SUPPLIES	101.42412.0229
	45391	03/16/16	HANSON-CODE CLASS/MEALS	21.43			STMT/2-16						TRAVEL-CONF.-SCH	101.42412.0333
	45391	03/16/16	LATE FEE/INTEREST	97.94			STMT/2-16						OTHER CHARGES	101.42412.0449
	45391	03/16/16	SOFTWARE LICENSE	32.00			STMT/2-16						PREPAID EXPENSES	101.128000
	45391	03/16/16	OFFICE SUPPLIES	92.41			STMT/2-16						OFFICE SUPPLIES	101.41409.0220
	45391	03/16/16	15' PRINTER CORD	18.90			STMT/2-16						SMALL TOOLS	101.41409.0221
	45391	03/16/16	ANTI-STATIC BAGS	35.48			STMT/2-16						SMALL TOOLS	101.41409.0221
	45391	03/16/16	WIRELESS MOUSE/CARD READ	59.32			STMT/2-16						SMALL TOOLS	101.41409.0221
	45391	03/16/16	WIRELESS KEYBOARD/MOUSE	31.16			STMT/2-16						SMALL TOOLS	101.41409.0221
	45391	03/16/16	PHONE HOLSTERS	41.89			STMT/2-16						SMALL TOOLS	101.41409.0221
	45391	03/16/16	CORDS	52.73			STMT/2-16						SMALL TOOLS	101.41409.0221
	45391	03/16/16	WIRELESS KEYBOARD/MOUSE	74.89			STMT/2-16						SMALL TOOLS	101.41409.0221
	45391	03/16/16	PHONE CASE	29.35			STMT/2-16						SMALL TOOLS	101.41409.0221
	45391	03/16/16	CABLE TIES	8.42			STMT/2-16						GENERAL SUPPLIES	101.41409.0229
	45391	03/16/16	WEBSITE REGIS. FEE	125.00			STMT/2-16						SUBSCRIPTIONS AN	101.41409.0443
	45391	03/16/16	BROADCASTER SUBSCRIP.	49.00			STMT/2-16						SUBSCRIPTIONS AN	101.41409.0443
	45391	03/16/16	SOFTWARE LICENSE	160.00			STMT/2-16						LICENSES AND TAX	101.41409.0445
	45391	03/16/16	WEBSITE HOSTING FEE	151.30			STMT/2-16						PROFESSIONAL SER	101.41409.0446
	45391	03/16/16	OFFSITE BACKUP	17.49			STMT/2-16						PROFESSIONAL SER	101.41409.0446
	45391	03/16/16	WEBSITE HOSTING FEE	142.84			STMT/2-16						PROFESSIONAL SER	101.41409.0446
	45391	03/16/16	LATE FEE/INTEREST	64.43			STMT/2-16						OTHER CHARGES	101.41409.0449
	45391	03/16/16	24 BARRELS FOR RIFLES	2,469.80			STMT/2-16						SMALL TOOLS	101.42411.0221

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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
CENTERPOINT ENERGY														
	45395	03/16/16	NATURAL GAS-FEB	3,499.28		6085332/2-16		D	N				CLEANING AND WAS	101.45433.0228
	45395	03/16/16	NATURAL GAS-FEB	16.94		6093527/2-16		D	N				UTILITIES	101.43425.0332
			VENDOR TOTAL	7,235.53		*CHECK TOTAL								
CENTERPOINT ENERGY														
	45395	03/16/16	NATURAL GAS-FEB	3,499.28		6085332/2-16		D	N				CLEANING AND WAS	101.45433.0228
	45395	03/16/16	NATURAL GAS-FEB	16.94		6093527/2-16		D	N				UTILITIES	101.43425.0332
			VENDOR TOTAL	7,235.53		*CHECK TOTAL								
CENTRAL LAKES REST. SUPP														
	45396	03/16/16	GREEN SHELF	175.00		167128		D	N				MTCE. OF STRUCTU	101.45433.0225
	45396	03/16/16	3 CAMBRO HOT PANS	67.25		169720		D	N				GENERAL SUPPLIES	101.45433.0229
			VENDOR TOTAL	242.25		*CHECK TOTAL								
CENTRAL LAKES REST. SUPP														
	45396	03/16/16	GREEN SHELF	175.00		167128		D	N				MTCE. OF STRUCTU	101.45433.0225
	45396	03/16/16	3 CAMBRO HOT PANS	67.25		169720		D	N				GENERAL SUPPLIES	101.45433.0229
			VENDOR TOTAL	242.25		*CHECK TOTAL								
CHAMBERLAIN OIL CO														
	45397	03/16/16	OIL	1,924.80		155640		D	N				INVENTORIES-MDSE	101.125000
CHAMBERLAIN OIL CO														
	45397	03/16/16	OIL	1,924.80		155640		D	N				INVENTORIES-MDSE	101.125000
CHAPPELL CENTRAL INC														
	45398	03/16/16	REPAIR RADIATOR LEAKS	23.06		00067566		D	N				MTCE. OF STRUCTU	101.41408.0225
	45398	03/16/16	REPAIR RADIATOR LEAKS	154.50		00067566		D	N				MTCE. OF STRUCTU	101.41408.0335
	45398	03/16/16	FURNACE FILTERS	33.68		00158650		D	N				MTCE. OF STRUCTU	101.43425.0225
			VENDOR TOTAL	211.24		*CHECK TOTAL								
CHAPPELL CENTRAL INC														
	45398	03/16/16	REPAIR RADIATOR LEAKS	23.06		00067566		D	N				MTCE. OF STRUCTU	101.41408.0225
	45398	03/16/16	REPAIR RADIATOR LEAKS	154.50		00067566		D	N				MTCE. OF STRUCTU	101.41408.0335
	45398	03/16/16	FURNACE FILTERS	33.68		00158650		D	N				MTCE. OF STRUCTU	101.43425.0225
			VENDOR TOTAL	211.24		*CHECK TOTAL								
CHARTER COMMUNICATIONS														
	45399	03/16/16	PHONE SERV 03/16-04/15	47.29		1136/3-16		D	N				COMMUNICATIONS	101.41409.0330
	45399	03/16/16	PHONE SERV 03/16-04/15	313.88		3552/3-16		D	N				COMMUNICATIONS	208.45005.0330
	45399	03/16/16	PHONE SERV 03/12-04/11	53.50		3941/3-16		D	N				COMMUNICATIONS	101.41409.0330
	45399	03/16/16	PHONE SERV 03/16-04/15	651.45		4184/3-16		D	N				COMMUNICATIONS	101.41409.0330
	45399	03/16/16	PHONE SERV 03/10-04/09	154.56		4972/3-16		D	N				COMMUNICATIONS	101.41409.0330
			VENDOR TOTAL	1,220.68		*CHECK TOTAL								
CHARTER COMMUNICATIONS														
	45399	03/16/16	PHONE SERV 03/16-04/15	47.29		1136/3-16		D	N				COMMUNICATIONS	101.41409.0330
	45399	03/16/16	PHONE SERV 03/16-04/15	313.88		3552/3-16		D	N				COMMUNICATIONS	208.45005.0330
	45399	03/16/16	PHONE SERV 03/12-04/11	53.50		3941/3-16		D	N				COMMUNICATIONS	101.41409.0330
	45399	03/16/16	PHONE SERV 03/16-04/15	651.45		4184/3-16		D	N				COMMUNICATIONS	101.41409.0330
	45399	03/16/16	PHONE SERV 03/10-04/09	154.56		4972/3-16		D	N				COMMUNICATIONS	101.41409.0330
			VENDOR TOTAL	1,220.68		*CHECK TOTAL								
CHIEF SUPPLY CORPORATION														
	45400	03/16/16	DEPUTY CHIEF BADGE	111.00		433056		D	N				SUBSISTENCE OF P	101.42412.0227
	45400	03/16/16	TACTICAL PANTS	63.49		460423		D	N				SUBSISTENCE OF P	101.42412.0227
	45400	03/16/16	FIREFIGHTER BOOTS	89.00		466070		D	N				SUBSISTENCE OF P	101.42412.0227
	45400	03/16/16	NAME PLATES	129.49		469990		D	N				SUBSISTENCE OF P	101.42412.0227
			VENDOR TOTAL	392.98		*CHECK TOTAL								
CHIEF SUPPLY CORPORATION														
	45400	03/16/16	DEPUTY CHIEF BADGE	111.00		433056		D	N				SUBSISTENCE OF P	101.42412.0227
	45400	03/16/16	TACTICAL PANTS	63.49		460423		D	N				SUBSISTENCE OF P	101.42412.0227
	45400	03/16/16	FIREFIGHTER BOOTS	89.00		466070		D	N				SUBSISTENCE OF P	101.42412.0227
	45400	03/16/16	NAME PLATES	129.49		469990		D	N				SUBSISTENCE OF P	101.42412.0227
			VENDOR TOTAL	392.98		*CHECK TOTAL								
CNA SURETY														
	45401	03/16/16	RIGHT OF WAY BOND	33.28		71226749/16		D	N				PREPAID EXPENSES	101.128000
	45401	03/16/16	RIGHT OF WAY BOND	66.72		71226749/16		D	N				INSURANCES AND B	101.41428.0441
			VENDOR TOTAL	100.00		*CHECK TOTAL								
CNA SURETY														
	45401	03/16/16	RIGHT OF WAY BOND	33.28		71226749/16		D	N				PREPAID EXPENSES	101.128000
	45401	03/16/16	RIGHT OF WAY BOND	66.72		71226749/16		D	N				INSURANCES AND B	101.41428.0441
			VENDOR TOTAL	100.00		*CHECK TOTAL								
COMPASS MINERALS AMERICA														
	45402	03/16/16	ROAD SALT	4,094.15		71461492		D	N				GENERAL SUPPLIES	101.43425.0229
	45402	03/16/16	ROAD SALT	1,986.94		71462648		D	N				GENERAL SUPPLIES	101.43425.0229

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INCLUDES ONLY POSTED TRANS

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
FLEETPRIDE			002973											
	45422	03/16/16	LIGHTS/GLADHAND SEALS	41.22		75604208		D	N				INVENTORIES-MDSE	101.125000
FRONTIER PRECISION INC			001696											
	45423	03/16/16	TRIMBLE TABLET W/ACCES	7,438.51		146086		D	N				FURNITURE AND EQ	450.43417.0552
	45423	03/16/16	ROBOTIC SURVEY STATIO	27,087.67		146086		D	N				FURNITURE AND EQ	450.43417.0552
	45423	03/16/16	TRIMBLE GPS ROVER UNI	12,575.57		146086		D	N				FURNITURE AND EQ	450.43417.0552
			VENDOR TOTAL	47,101.75										
														*CHECK TOTAL
GENERAL MAILING SERVICES			000293											
	45424	03/16/16	POSTAGE 02/22-02/26/16	7.55		19738		D	N				POSTAGE	101.41401.0223
	45424	03/16/16	POSTAGE 02/22-02/26/16	21.24		19738		D	N				POSTAGE	101.41402.0223
	45424	03/16/16	POSTAGE 02/22-02/26/16	3.83		19738		D	N				POSTAGE	101.41403.0223
	45424	03/16/16	POSTAGE 02/22-02/26/16	5.67		19738		D	N				POSTAGE	101.41404.0223
	45424	03/16/16	POSTAGE 02/22-02/26/16	2.70		19738		D	N				POSTAGE	101.41405.0223
	45424	03/16/16	POSTAGE 02/22-02/26/16	15.00		19738		D	N				POSTAGE	101.41408.0223
	45424	03/16/16	POSTAGE 02/22-02/26/16	1.18		19738		D	N				POSTAGE	101.43417.0223
	45424	03/16/16	POSTAGE 02/22-02/26/16	0.59		19738		D	N				POSTAGE	101.43425.0223
	45424	03/16/16	UPS CHARGES	16.62		19764		D	N				POSTAGE	101.42412.0223
	45424	03/16/16	POSTAGE	510.62		19821		D	N				POSTAGE	208.45006.0223
	45424	03/16/16	POSTAGE	12.11		19823		D	N				POSTAGE	101.42411.0223
	45424	03/16/16	POSTAGE	2.95		19858		D	N				POSTAGE	208.45005.0223
	45424	03/16/16	POSTAGE	1,046.51		19859		D	N				POSTAGE	208.45006.0223
			VENDOR TOTAL	1,646.57										
				1,646.57										*CHECK TOTAL
GRAINGER INC			000786											
	45425	03/16/16	IN FLOOR HEAT VALVE	137.00		9035234377		D	N				MTCE. OF STRUCTU	651.48485.0225
	45425	03/16/16	AIR COMPR. REPAIR-PARTS	16.62		9041292427		D	N				MTCE. OF EQUIPME	651.48484.0224
			VENDOR TOTAL	153.62										
				153.62										*CHECK TOTAL
GREEN MILL			001985											
	45426	03/16/16	CONVENTION COMMITMENT	100.00		10586		D	N				OTHER CHARGES	208.45008.0449
HACH COMPANY			000316											
	45427	03/16/16	D.O. PROBE/CAP	2,541.36		9779472		D	N				MTCE. OF EQUIPME	651.48484.0224
HARDWARE HANK EXPRESS			000452											
	45428	03/16/16	BROOM/DUST PAN	45.95		134300		D	N				CLEANING AND WAS	101.45427.0228
	45428	03/16/16	NUTS/BOLTS/FASTENERS	2.80		134387		D	N				MTCE. OF EQUIPME	101.45427.0224
	45428	03/16/16	TRASH BAGS	25.98		134447		D	N				GENERAL SUPPLIES	101.41409.0229
	45428	03/16/16	GUN RANGE SUPPLIES	8.38		134607		D	N				GENERAL SUPPLIES	101.45427.0229
	45428	03/16/16	MINERAL SPIRITS	9.99		134653		D	N				GENERAL SUPPLIES	101.45433.0229
	45428	03/16/16	ROPE FOR FLAG POLES	39.13		134718		D	N				GENERAL SUPPLIES	101.43425.0229
	45428	03/16/16	BATTERIES	20.64		134752		D	N				GENERAL SUPPLIES	101.41408.0229
	45428	03/16/16	SHOP LIGHT REPAIR-PARTS	7.98		134777		D	N				MTCE. OF STRUCTU	101.43425.0225

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
HARDWARE HANK EXPRESS 000452														
	45428	03/16/16	WIRE STRIPPER	13.49		186067		D	N				SMALL TOOLS	101.41408.0221
	45428	03/16/16	ADHESIVE/AIR DUSTER	12.78		186067		D	N				GENERAL SUPPLIES	101.41408.0229
	45428	03/16/16	NUTS/BOLTS/FASTENERS	47.27		186319		D	N				MTCE. OF EQUIPME	101.45427.0224
	45428	03/16/16	KEY	5.61		186414		D	N				GENERAL SUPPLIES	101.42411.0229
	45428	03/16/16	RAKES	35.97		186425		D	N				SMALL TOOLS	101.43425.0221
	45428	03/16/16	IMPOUND KEYS	17.08		186500		D	N				GENERAL SUPPLIES	101.42411.0229
	45428	03/16/16	ICE MELT	26.99		186566		D	N				GENERAL SUPPLIES	101.41408.0229
	45428	03/16/16	KEY/HOSE/WASHERS	13.32		186838		D	N				MTCE. OF EQUIPME	101.45433.0224
			VENDOR TOTAL	333.36		*CHECK TOTAL								
Haug IMPLEMENT CO - JOHN 000324														
	45429	03/16/16	CHOPPER PUMP-LABOR	177.64		220128		D	N				MTCE. OF EQUIPME	651.48486.0334
HAVE FUN BIKING 003003														
	45430	03/16/16	MN BIKE/HIKE GUIDE 2016	750.00		1769		D	M	07			ADVERTISING	208.45006.0447
	45430	03/16/16	MN BIKE/HIKE GUIDE 2016	750.00		1769		D	M	07			OTHER CHARGES	208.45010.0449
			VENDOR TOTAL	1,500.00		*CHECK TOTAL								
HAWKINS INC 000325														
	45431	03/16/16	FERRIC CHLORIDE	4,686.34		3847939 RI		D	N				GENERAL SUPPLIES	651.48484.0229
HAYNES WINDOW CLEANING S 000327														
	45432	03/16/16	WINDOW CLEANING	32.00		26900		D	N				CLEANING AND WAS	101.41409.0338
HERITAGE BANK 000001														
	45433	03/16/16	2013 HOSP REV NOTE	55,415.21		030116		D	N				INTEREST	350.47402.0444
HILLYARD FLOOR CARE SUPP 000333														
	45434	03/16/16	FILTERS	62.74		601980879		D	N				GENERAL SUPPLIES	101.45433.0229
	45434	03/16/16	HOSE FOR CLEANING MACH.	51.11		601980880		D	N				MTCE. OF EQUIPME	101.45427.0224
			VENDOR TOTAL	113.85		*CHECK TOTAL								
HOME STATE BANK 003067														
	45435	03/16/16	2013 HOSP REV BOND-I	5,789.81		030116		D	N				INTEREST	350.47402.0444
HOUR MEDIA 002697														
	45436	03/16/16	AAA LIVING AD MAR/APR	938.00		3-16-AAA1114		D	N				ADVERTISING	208.45006.0447
HUBEL-COLEMAN/HEATHER .02292														
	45437	03/16/16	2016 AMEM MBRSHP DUES	130.00		101		D	N				SUBSCRIPTIONS AN	101.42412.0443
HYDRO KLEAN .02268														
	45438	03/16/16	GAS DETECTION MONITOR	772.10		54297		D	N				SMALL TOOLS	651.48484.0221

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
JAGUSH/JEFFREY			003037											
	45439	03/16/16	MILEAGE 2/16-3/11/16	37.80		031416		D	N				TRAVEL-CONF.-SCH	101.43425.0333
	45439	03/16/16	MILEAGE 2/16-3/11/16	37.80		031416		D	N				TRAVEL-CONF.-SCH	651.48484.0333
			VENDOR TOTAL	75.60										
				75.60		*CHECK TOTAL								
JMD MANUFACTURING INC			001898											
	45440	03/16/16	CHOPPER PUMP LABOR	60.00		90323		D	N				MTCE. OF EQUIPME	651.48486.0334
KANDIYOHI CO AUDITOR			000376											
	45441	03/16/16	LANDFILL CHARGES-FEB	15.00		355613		D	N				CLEANING AND WAS	101.41408.0338
	45441	03/16/16	LANDFILL CHARGES-FEB	101.09		355948		D	N				CLEANING AND WAS	101.45433.0338
	45441	03/16/16	LANDFILL CHARGES-FEB	75.63		355949		D	N				CLEANING AND WAS	101.45433.0338
	45441	03/16/16	LANDFILL CHARGES-FEB	91.84		355950		D	N				CLEANING AND WAS	101.45433.0338
	45441	03/16/16	LANDFILL CHARGES-FEB	92.60		355951		D	N				CLEANING AND WAS	101.45433.0338
	45441	03/16/16	LANDFILL CHARGES-FEB	104.18		355962		D	N				CLEANING AND WAS	101.45433.0338
	45441	03/16/16	LANDFILL CHARGES-FEB	61.74		355963		D	N				CLEANING AND WAS	101.45433.0338
	45441	03/16/16	LANDFILL CHARGES-FEB	122.71		355964		D	N				CLEANING AND WAS	101.45433.0338
			VENDOR TOTAL	664.79										
				664.79		*CHECK TOTAL								
KANDIYOHI CO SAFE COMMUN			003238											
	45442	03/16/16	JOYRIDE SOBER CAB PRGRM	500.00		031316		D	N				PROFESSIONAL SER	800.42411.0446
KANDIYOHI CO-OP ELECTRIC			000375											
	45443	03/16/16	WELCOME TO WILLMAR SIGN	67.73		STMT/3-16		D	N				UTILITIES	101.43425.0332
	45443	03/16/16	CO RD 23/HWY 71 BYPASS	155.00		STMT/3-16		D	N				UTILITIES	101.43425.0332
	45443	03/16/16	ELEC SERV-LIFT STATIONS	813.00		STMT/3-16		D	N				UTILITIES	651.48485.0332
	45443	03/16/16	ELEC SERV-SECURITY LIGHT	36.00		STMT/3-16		D	N				UTILITIES	651.48486.0332
			VENDOR TOTAL	1,071.73										
				1,071.73		*CHECK TOTAL								
KEY ENTERPRISES LLC			003069											
	45444	03/16/16	AD/TWIN CITIES BUS.-MA	1,750.00		2016-57135		D	N				OTHER CHARGES	208.45008.0449
KING'S ELECTRIC LLC			003138											
	45445	03/16/16	REPL. LIGHT-LABOR	65.00		263		D	M	07			MTCE. OF STRUCTU	101.42412.0335
	45445	03/16/16	AIR TANK STATION-LABOR	122.00		263		D	M	07			FURNITURE AND EQ	438.42412.0552
	45445	03/16/16	CHNG BALLAST/REPL. LAMPS	93.50		275		D	M	07			MTCE. OF STRUCTU	101.41408.0335
			VENDOR TOTAL	280.50										
				280.50		*CHECK TOTAL								
LAKE REGION BANK			002886											
	45446	03/16/16	2013 HOSP REV BOND-I	3,307.81		030116		D	N				INTEREST	350.47402.0444
LEAGUE OF MN CITIES			000412											
	45447	03/16/16	HANSON-WORKSHOP REGIS.	20.00		233598		D	N				TRAVEL-CONF.-SCH	101.42412.0333

Vendor Payments History Report
INCLUDES ONLY POSTED TRANS

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
MEREDITH CORPORATION						003046								
	45457	03/16/16	AD/MIDWEST LIVING	2,922.00			20007016		D	N			OTHER CHARGES	208.45010.0449
METRO CHIEF FIRE OFFICER						002114								
	45458	03/16/16	HANSON-2016 MBRSHP DUES	100.00			031016		D	N			SUBSCRIPTIONS AN	101.42412.0443
MID-STATES ORG CRIME INF						001343								
	45459	03/16/16	2016 MEMBERSHIP DUES	200.00			43046-2016		D	N			SUBSCRIPTIONS AN	101.42411.0443
MIKE'S SMALL ENGINE CENT						002699								
	45460	03/16/16	STIHL SAW REPAIR-PARTS	100.05			2305		D	N			MTCE. OF EQUIPME	101.43425.0224
	45460	03/16/16	STIHL SAW REPAIR-LABOR	39.00			2305		D	N			MTCE. OF EQUIPME	101.43425.0334
	45460	03/16/16	STIHL SAW REPAIR-PARTS	20.14			2312		D	N			MTCE. OF EQUIPME	101.43425.0224
	45460	03/16/16	STIHL SAW REPAIR-LABOR	45.50			2312		D	N			MTCE. OF EQUIPME	101.43425.0334
				204.69										
			VENDOR TOTAL	204.69										
														*CHECK TOTAL
				204.69										
MILLER SANITATION						002936								
	45461	03/16/16	GARBAGE SERVICE-MARCH	154.50			1298/3-16		D	N			CLEANING AND WAS	101.45433.0338
	45461	03/16/16	GARBAGE SERVICE-MARCH	52.70			1300/3-16		D	N			CLEANING AND WAS	101.42412.0338
	45461	03/16/16	GARBAGE SERVICE-MARCH	64.74			1301/3-16		D	N			CLEANING AND WAS	101.41408.0338
	45461	03/16/16	GARBAGE SERVICE-MARCH	64.74			1301/3-16		D	N			CLEANING AND WAS	101.45427.0338
	45461	03/16/16	GARBAGE SERVICE-MARCH	251.31			1302/3-16		D	N			CLEANING AND WAS	101.43425.0338
	45461	03/16/16	GARBAGE SERVICE-MARCH	24.34			1303/3-16		D	N			CLEANING AND WAS	651.48484.0338
	45461	03/16/16	GARBAGE SERVICE-MARCH	48.67			1304/3-16		D	N			CLEANING AND WAS	651.48484.0338
	45461	03/16/16	GARBAGE SERVICE-MARCH	161.04			1304/3-16		D	N			CLEANING AND WAS	651.48484.0338
	45461	03/16/16	GARBAGE SERVICE-MARCH	49.67			1305/3-16		D	N			CLEANING AND WAS	101.45435.0338
	45461	03/16/16	GARBAGE SERVICE-MARCH	46.15			1306/3-16		D	N			CLEANING AND WAS	101.43425.0338
	45461	03/16/16	GARBAGE SERVICE-MARCH	58.64			1378/3-16		D	N			CLEANING AND WAS	101.43425.0338
				976.50										
			VENDOR TOTAL	976.50										
														*CHECK TOTAL
				976.50										
MINI BIFF LLC						001805								
	45462	03/16/16	TOILET RENTALS-FEB	87.21			A-76860		D	N			RENTS	101.43425.0440
	45462	03/16/16	TOILET RENTALS-FEB	87.21			A-76862		D	N			RENTS	101.43425.0440
				174.42										
			VENDOR TOTAL	174.42										
														*CHECK TOTAL
				174.42										
MINNEAPOLIS FINANCE DEPA						000466								
	45463	03/16/16	AUTO PAWN TRANS FEE-JAN	115.20			400413006914		D	N			PROFESSIONAL SER	101.42411.0446
MN DEPT OF HEALTH						002797								
	45464	03/16/16	PLAN REVIEW FEE-1601	150.00			031516		D	N			LICENSES AND TAX	416.48451.0445
MN POLLUTION CONTROL AGE						000511								
	45465	03/16/16	LICENSE RENEWAL FEE	23.00			031416		D	N			LICENSES AND TAX	651.48485.0445
MONARCH DIGITAL						003169								
	45466	03/16/16	WEBSITE SUPPORT- FEB	38.50			104343		D	N			PROFESSIONAL SER	101.41409.0446

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
MORRIS ELECTRONICS														
			003199											
	45467	03/16/16	LOGIS VPN CHANGES	112.50		20137348		D	N				PROFESSIONAL SER	101.41409.0446
	45467	03/16/16	CNTY FIREWALL SERVICES	112.50		20137385		D	N				PROFESSIONAL SER	101.41409.0446
			VENDOR TOTAL	225.00		*CHECK TOTAL								
				225.00										
MUNICIPAL UTILITIES			000541											
	45468	03/16/16	UTILITIES FOR FEBRUARY	3,514.28		2/16		D	N				UTILITIES	101.41408.0332
	45468	03/16/16	UTILITIES FOR FEBRUARY	848.73		2/16		D	N				UTILITIES	101.41409.0332
	45468	03/16/16	UTILITIES FOR FEBRUARY	2,509.70		2/16		D	N				UTILITIES	101.43425.0332
	45468	03/16/16	UTILITIES FOR FEBRUARY	3,905.38		2/16		D	N				UTILITIES	101.45427.0332
	45468	03/16/16	UTILITIES FOR FEBRUARY	15,168.37		2/16		D	N				UTILITIES	101.45433.0332
	45468	03/16/16	UTILITIES FOR FEBRUARY	949.54		2/16		D	N				UTILITIES	101.45435.0332
	45468	03/16/16	UTILITIES FOR FEBRUARY	106.16		2/16		D	N				UTILITIES	101.45437.0332
	45468	03/16/16	UTILITIES FOR FEBRUARY	70.76		2/16		D	N				UTILITIES	230.43430.0332
	45468	03/16/16	UTILITIES FOR FEBRUARY	1,379.92		2/16		D	N				UTILITIES	651.48484.0332
	45468	03/16/16	UTILITIES FOR FEBRUARY	1,646.44		2/16		D	N				UTILITIES	651.48485.0332
			VENDOR TOTAL	30,099.28		*CHECK TOTAL								
				30,099.28										
MUNICIPAL UTILITIES			002393											
	45469	03/16/16	GOPHER ONE LINE LOCATES	522.25		149		D	N				PROFESSIONAL SER	101.43417.0446
	45469	03/16/16	GOPHER ONE LINE LOCATES	522.25		149		D	N				PROFESSIONAL SER	101.43425.0446
			VENDOR TOTAL	1,044.50		*CHECK TOTAL								
				1,044.50										
MVTL LABORATORIES INC			000544											
	45470	03/16/16	LAB TESTING	45.00		797754		D	N				PROFESSIONAL SER	651.48484.0446
	45470	03/16/16	LAB TESTING	45.00		798182		D	N				PROFESSIONAL SER	651.48484.0446
			VENDOR TOTAL	90.00		*CHECK TOTAL								
				90.00										
MWOA			000545											
	45471	03/16/16	MARCUS-MBRSH DUES	15.00		031416		D	N				SUBSCRIPTIONS AN	651.48484.0443
	45471	03/16/16	TEMPLER-MBRSH DUES	15.00		031416		D	N				SUBSCRIPTIONS AN	651.48485.0443
			VENDOR TOTAL	30.00		*CHECK TOTAL								
				30.00										
NATIONWIDE GLASS OF WILL			000564											
	45472	03/16/16	DOOR STOP WEATHERSTRIP	57.50		2021		D	N				MTCE. OF STRUCTU	101.45427.0225
	45472	03/16/16	DOOR STOP WEATHERSTRIP	85.00		2021		D	N				MTCE. OF STRUCTU	101.45427.0335
			VENDOR TOTAL	142.50		*CHECK TOTAL								
				142.50										
NELSON INTERNATIONAL			000568											
	45473	03/16/16	#108390-DOT INSP./MTCE	68.37		R101001996:01		D	N				MTCE. OF EQUIPME	651.48486.0224
	45473	03/16/16	#108390-DOT INSP./MTCE	237.50		R101001996:01		D	N				MTCE. OF EQUIPME	651.48486.0334
	45473	03/16/16	#108390-TIRE REPAIR	97.97		R101001996:02		D	N				MTCE. OF EQUIPME	651.48486.0334

Vendor Payments History Report
INCLUDES ONLY POSTED TRANS

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
NELSON INTERNATIONAL														000568
	45473	03/16/16	#069956-DOT INSP./MTCE	489.63		R101001997:01		D	N				MTCE. OF EQUIPME	651.48486.0224
	45473	03/16/16	#069956-DOT INSP./MTCE	477.50		R101001997:01		D	N				MTCE. OF EQUIPME	651.48486.0334
	45473	03/16/16	#069956-TIRE REPAIR	48.25		R101001997:02		D	N				MTCE. OF EQUIPME	651.48486.0334
	45473	03/16/16	DEF FLUID	15.50		X101005369:01		D	N				MOTOR FUELS AND	101.42412.0222
	45473	03/16/16	DEF FLUID	38.75		X101006010:01		D	N				MOTOR FUELS AND	101.43425.0222
			VENDOR TOTAL	1,473.47		*CHECK TOTAL								
NELSON/MARIE														.02255
	45474	03/16/16	SIGN DEPOSIT REF 2016-2	100.00		2015-2		D	N				DEPOSITS-SIGN PE	101.230001
NORTH AMERICAN STATE BAN														003068
	45475	03/16/16	2013 HOSP REV BOND-I	8,270.90		030116		D	N				INTEREST	350.47402.0444
NORTHERN BUSINESS PRODUC														002322
	45476	03/16/16	OFFICE SUPPLIES	87.68		17571-0		D	N				OFFICE SUPPLIES	651.48484.0220
	45476	03/16/16	OFFICE SUPPLIES	27.77		17676-0		D	N				OFFICE SUPPLIES	101.41410.0220
	45476	03/16/16	OFFICE SUPPLIES	3.42		17676-1		D	N				OFFICE SUPPLIES	101.41410.0220
	45476	03/16/16	OFFICE SUPPLIES	15.48		17676-2		D	N				OFFICE SUPPLIES	101.41410.0220
			VENDOR TOTAL	134.35		*CHECK TOTAL								
NORTHERN STATES SUPPLY														000585
	45477	03/16/16	SMALL TOOLS	15.39		10-536360		D	N				SMALL TOOLS	101.42412.0221
	45477	03/16/16	PLAY EQUIP REPAIR-PARTS	38.79		10-536464		D	N				MTCE. OF OTHER I	101.43425.0226
	45477	03/16/16	PLAY EQUIP REPAIR-PARTS	153.72		10-536639		D	N				MTCE. OF OTHER I	101.43425.0226
	45477	03/16/16	BELT FOR WOODSHOP	19.35		10-536769		D	N				MTCE. OF EQUIPME	101.45435.0224
	45477	03/16/16	BACKING PAD FOR DRILL	29.24		10-536822		D	N				SMALL TOOLS	101.43425.0221
	45477	03/16/16	SANDBAPER DISC	21.17		10-536822		D	N				GENERAL SUPPLIES	101.43425.0229
	45477	03/16/16	PLAY EQUIP REPAIR-PARTS	22.20		10-536851		D	N				MTCE. OF OTHER I	101.43425.0226
	45477	03/16/16	PLAY EQUIP REPAIR-PARTS	3.34		10-537087		D	N				MTCE. OF OTHER I	101.43425.0226
	45477	03/16/16	HAND WIPES	39.55		10-537138		D	N				GENERAL SUPPLIES	101.42412.0229
	45477	03/16/16	PLAY EQUIP REPAIR-PARTS	22.04		10-537150		D	N				MTCE. OF OTHER I	101.43425.0226
	45477	03/16/16	6" & 4" DRILL PRESS VISE	229.00		1015915		D	N				SMALL TOOLS	101.43425.0221
	45477	03/16/16	50 TRAFFIC CONES	898.80		1017361		D	N				SMALL TOOLS	101.43425.0221
	45477	03/16/16	4 TRAFFIC CONES	68.00		1018204		D	N				SMALL TOOLS	651.48485.0221
	45477	03/16/16	NUTS AND BOLTS	23.68		1018504		D	N				MTCE. OF EQUIPME	101.43425.0224
	45477	03/16/16	NUTS AND BOLTS	10.16		1018505		D	N				MTCE. OF EQUIPME	101.43425.0224
	45477	03/16/16	#169535-TOOL BOX	437.12		1018846		D	N				MACHINERY AND AU	450.43417.0553
	45477	03/16/16	#169535-TOOL BOX	437.13		1018846		D	N				MACHINERY AND AU	450.43417.0553
	45477	03/16/16	SANDBAPER	14.90		1021001		D	N				GENERAL SUPPLIES	101.45435.0229
	45477	03/16/16	TARP STRAPS	63.27		1021219		D	N				GENERAL SUPPLIES	101.42412.0229
	45477	03/16/16	WISE FOR WORK BENCH	289.00		1022443		D	N				SMALL TOOLS	101.43425.0221
			VENDOR TOTAL	2,835.85		*CHECK TOTAL								
O'REILLY AUTOMOTIVE INC														000650
	45478	03/16/16	WIPER BLADES	22.48		1528-406189		D	N				MTCE. OF EQUIPME	101.42411.0224

Vendor Payments History Report
INCLUDES ONLY POSTED TRANS

VENDOR NAME AND NUMBER													
CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
POWER PLAN OIB		000342											
45486	03/16/16	#114532-RADAR SENSOR	1,047.15		P44357		D	N				MTCE. OF EQUIPME	101.43425.0224
45486	03/16/16	#114532-VALVING/SWITCHES	820.14		W12154		D	N				MTCE. OF EQUIPME	101.43425.0224
45486	03/16/16	#114532-VALVING/SWITCH	1,337.12		W12154		D	N				MTCE. OF EQUIPME	101.43425.0334
		VENDOR TOTAL	3,204.41		*CHECK TOTAL								
PREMIUM WATERS INC		000374											
45487	03/16/16	DRINKING WATER	25.00		329949/2-16		D	N				SUBSISTENCE OF P	101.42412.0227
PRINT MASTERS		000624											
45488	03/16/16	1,000 REGULAR ENVELOPES	98.00		81084		D	N				OFFICE SUPPLIES	101.42411.0220
PRO ACTION		001782											
45489	03/16/16	FIRE/EMS INSIGNIAS	42.00		13608		D	N				SUBSISTENCE OF P	101.42412.0227
PRO COLOR GRAPHICS		002719											
45490	03/16/16	CHAIR DECALS	27.73		4225		D	M	07			GENERAL SUPPLIES	101.45433.0229
QUICK SIGNS		001093											
45491	03/16/16	REPL. DATE ON SIGN	15.00		172109		D	N				MTCE. OF OTHER I	101.43425.0226
RULE TIRE SHOP		000665											
45492	03/16/16	USED TIRE	40.00		1-11631		D	N				MTCE. OF EQUIPME	651.48484.0224
45492	03/16/16	TIRE INSTALL	15.00		1-11631		D	N				MTCE. OF EQUIPME	651.48484.0334
		VENDOR TOTAL	55.00		*CHECK TOTAL								
RUNNING'S SUPPLY INC		001418											
45493	03/16/16	RAKE/WHEELBARROW HANDLE	39.96		3867486		D	N				SMALL TOOLS	101.43425.0221
45493	03/16/16	HVAC DRAIN LINES-PARTS	5.27		3870078		D	N				MTCE. OF EQUIPME	651.48484.0224
45493	03/16/16	HVAC DRAIN LINES-PARTS	3.96		3870333		D	N				MTCE. OF EQUIPME	651.48484.0224
45493	03/16/16	DELUXE PET PORTER	69.95		3873278		D	N				SMALL TOOLS	101.42411.0221
45493	03/16/16	INSULATED KENNEL JACKET	84.99		3873278		D	N				SMALL TOOLS	101.42411.0221
45493	03/16/16	DOG FOOD	95.90		3873278		D	N				GENERAL SUPPLIES	101.42411.0229
45493	03/16/16	BLO GUN/OIL HOSE	31.98		3874902		D	N				SMALL TOOLS	101.43425.0221
45493	03/16/16	CARRUTHERS-SAFETY BOOTS	159.99		3876907		D	N				SUBSISTENCE OF P	101.43425.0227
45493	03/16/16	COMP. PRESSURE SWITCH	47.99		3881201		D	N				MTCE. OF EQUIPME	651.48484.0224
		VENDOR TOTAL	539.99		*CHECK TOTAL								
SAMANAGE USA INC		003239											
45494	03/16/16	ASSET/HELP DESK SUBSCRIP	466.66		2016-278		D	N				PREPAID EXPENSES	101.128000
45494	03/16/16	ASSET/HELP DESK SUBSCR	2,333.34		2016-278		D	N				SUBSCRIPTIONS AN	101.41409.0443
		VENDOR TOTAL	2,800.00		*CHECK TOTAL								
SERVICE CENTER/CITY OF W		000685											
45495	03/16/16	EQUIPMENT REPAIR-OIL	27.04		STMT/2-16		D	N				MOTOR FUELS AND	101.42411.0222
45495	03/16/16	EQUIPMENT REPAIR-PARTS	454.48		STMT/2-16		D	N				MTCE. OF EQUIPME	101.42411.0224

Vendor Payments History Report
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VENDOR NAME AND NUMBER		DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
CHECK#	DATE								
SERVICE CENTER/CITY OF W		000685							
45495	03/16/16	EQUIPMENT REPAIR-PARTS	549.38		STMT/2-16		D N	MTCE. OF EQUIPME	101.43417.0224
45495	03/16/16	EQUIPMENT REPAIR-OIL	29.12		STMT/2-16		D N	MOTOR FUELS AND	101.43425.0222
45495	03/16/16	EQUIPMENT REPAIR-PARTS	65.88		STMT/2-16		D N	MTCE. OF EQUIPME	101.43425.0224
45495	03/16/16	GAS-50.43 GALLONS	70.33		STMT/2-16		D N	MOTOR FUELS AND	101.41402.0222
45495	03/16/16	GAS-4.92 GALLONS	6.40		STMT/2-16		D N	MOTOR FUELS AND	101.41408.0222
45495	03/16/16	GAS-1906.08 GALLONS	2,662.59		STMT/2-16		D N	MOTOR FUELS AND	101.42411.0222
45495	03/16/16	DIESEL-70.32 GALLONS	88.75		STMT/2-16		D N	MOTOR FUELS AND	101.42412.0222
45495	03/16/16	GAS-170.9 GALLONS	240.96		STMT/2-16		D N	MOTOR FUELS AND	101.42412.0222
45495	03/16/16	GAS-52.24 GALLONS	72.07		STMT/2-16		D N	MOTOR FUELS AND	101.43417.0222
45495	03/16/16	DIESEL-1413.25 GALLONS	1,791.84		STMT/2-16		D N	MOTOR FUELS AND	101.43425.0222
45495	03/16/16	GAS-641.09 GALLONS	894.22		STMT/2-16		D N	MOTOR FUELS AND	101.43425.0222
45495	03/16/16	GAS-24.92 GALLONS	37.88		STMT/2-16		D N	MOTOR FUELS AND	101.45433.0222
45495	03/16/16	GAS-22.3 GALLONS	33.90		STMT/2-16		D N	MOTOR FUELS AND	651.48484.0222
45495	03/16/16	DIESEL-73.71 GALLONS	93.25		STMT/2-16		D N	MOTOR FUELS AND	651.48485.0222
			7,118.09						
		VENDOR TOTAL	7,118.09						
					*CHECK TOTAL				
SMEBY/ROSS		002570							
45496	03/16/16	MILEAGE 2/1-2/29/16	138.24		030416		D N	TRAVEL-CONF.-SCH	101.41409.0333
SOUTHWEST MN CHAPTER OF		001282							
45497	03/16/16	ROSEMEIER-MERSHP DUES	60.00		030916		D N	SUBSCRIPTIONS AN	101.41402.0443
STEIN'S INC		000720							
45498	03/16/16	HAND TOWELS	216.36		749373		D N	GENERAL SUPPLIES	101.43425.0229
STEVENS ENGINEERS INC		003126							
45499	03/16/16	HVAC IMPROVEMENTS	816.00		10378		D N	PROFESSIONAL SER	101.41428.0446
45499	03/16/16	REIMBURSABLE EXPENSES	148.50		10378		D N	PROFESSIONAL SER	101.41428.0446
			964.50						
		VENDOR TOTAL	964.50						
					*CHECK TOTAL				
STREICHER'S		000722							
45500	03/16/16	AMMUNITION	107.40		I1198790		D N	GENERAL SUPPLIES	101.42411.0229
SURPLUS WAREHOUSE INC		000728							
45501	03/16/16	#985577 TRAILER WIRE	45.81		571		D N	MTCE. OF EQUIPME	101.43425.0224
45501	03/16/16	#985577 CAPS AND SEALS	97.91		572		D N	MTCE. OF EQUIPME	101.43425.0224
			143.72						
		VENDOR TOTAL	143.72						
					*CHECK TOTAL				
SW - WEST CNTRL SERVICES		000892							
45377	03/10/16	HEALTH INSURANCE-APR	2,734.50		C296		D N	COBRA INS PREMIU	101.120001
45377	03/10/16	HEALTH INSURANCE-APR	1,428.00		C296		D N	EMPLOYER INSUR.	101.41400.0114
45377	03/10/16	HEALTH INSURANCE-APR	7,240.04		C296		D N	EMPLOYER INSUR.	101.41402.0114
45377	03/10/16	HEALTH INSURANCE-APR	2,478.21		C296		D N	EMPLOYER INSUR.	101.41403.0114
45377	03/10/16	HEALTH INSURANCE-APR	3,128.76		C296		D N	EMPLOYER INSUR.	101.41404.0114
45377	03/10/16	HEALTH INSURANCE-APR	4,830.26		C296		D N	EMPLOYER INSUR.	101.41405.0114
45377	03/10/16	HEALTH INSURANCE-APR	1,332.00		C296		D N	EMPLOYER INSUR.	101.41408.0114

Vendor Payments History Report
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VENDOR NAME AND NUMBER		DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
WE LEAD		003198							
45509	03/16/16	WE LEAD CONF REGIS.	15.00		58223		D N	TRAVEL-CONF.-SCH	101.41400.0333
45509	03/16/16	WE LEAD CONF REGIS.	30.00		58223		D N	TRAVEL-CONF.-SCH	101.41402.0333
45509	03/16/16	WE LEAD CONF REGIS.	30.00		58223		D N	TRAVEL-CONF.-SCH	101.41404.0333
45509	03/16/16	WE LEAD CONF REGIS.	45.00		58223		D N	TRAVEL-CONF.-SCH	101.41405.0333
45509	03/16/16	WE LEAD CONF REGIS.	15.00		58223		D N	TRAVEL-CONF.-SCH	101.41409.0333
45509	03/16/16	WE LEAD CONF REGIS.	30.00		58223		D N	TRAVEL-CONF.-SCH	101.42411.0333
45509	03/16/16	WE LEAD CONF REGIS.	15.00		58223		D N	TRAVEL-CONF.-SCH	101.43425.0333
45509	03/16/16	WE LEAD CONF REGIS.	15.00		58223		D N	TRAVEL-CONF.-SCH	651.48484.0333
		VENDOR TOTAL	195.00		*CHECK TOTAL				
WEST CENTRAL COMMUNICATI		000796							
45510	03/16/16	#169534-RADIO INSTALL.	143.28		081243S		D N	INVENTORIES-MDSE	101.125000
45510	03/16/16	#169535-RADIO INSTALL.	143.28		081243S		D N	INVENTORIES-MDSE	101.125000
		VENDOR TOTAL	286.56		*CHECK TOTAL				
WEST CENTRAL ROOFING		000927							
45511	03/16/16	ROOF REPAIR-LABOR	1,197.60		12681		D N	MTCE. OF STRUCTU	101.45435.0335
WEST CENTRAL SANITATION		000805							
45512	03/16/16	GARBAGE SERVICE-MARCH	26.14		6806100/3-16		D N	CLEANING AND WAS	230.43430.0338
WEST CENTRAL STEEL INC		000806							
45513	03/16/16	STEEL	339.76		1188206		D N	INVENTORIES-MDSE	101.125000
WEST CENTRAL TRIBUNE		000807							
45514	03/16/16	AD FOR BIDS-PROJ. 1511	309.00		CL03076073		D N	ADVERTISING	432.48508.0447
45514	03/16/16	WLMR COMM. CENTER AD	102.00		36787/2-16		D N	ADVERTISING	101.45435.0447
		VENDOR TOTAL	411.00		*CHECK TOTAL				
WIERSCHEM/ALLEN L		003240							
45515	03/16/16	AFO CLASS-MONTICELLO	255.89		213		D N	TRAVEL-CONF.-SCH	101.43425.0333
WILLMAR AUTO VALUE		002689							
45516	03/16/16	FACE MASK	19.80		22163725		D N	GENERAL SUPPLIES	651.48484.0229
45516	03/16/16	PLAY EQUIP REPAIR-PARTS	190.85		22164314		D N	MTCE. OF OTHER I	101.43425.0226
45516	03/16/16	VBELTS	17.99		22164525		D N	MTCE. OF EQUIPME	101.45433.0224
45516	03/16/16	GENERAL SUPPLIES	30.70		22164525		D N	GENERAL SUPPLIES	101.45433.0229
		VENDOR TOTAL	259.34		*CHECK TOTAL				
WILLMAR CHAMBER OF COMME		000812							
45517	03/16/16	DIRECTOR SALARY	4,375.84		STMT/2-16		D N	SALARIES-REG. EM	208.45005.0110
45517	03/16/16	ASSISTANT SALARY	2,217.28		STMT/2-16		D N	SALARIES-REG. EM	208.45005.0110
45517	03/16/16	FICA & INSURANCE	1,412.16		STMT/2-16		D N	EMPLOYER PENSION	208.45005.0113
45517	03/16/16	IRA CONTRIBUTION	197.80		STMT/2-16		D N	EMPLOYER PENSION	208.45005.0113
45517	03/16/16	PHOTO COPIES-FEB	27.72		STMT/2-16		D N	OFFICE SUPPLIES	208.45005.0220

Vendor Payments History Report
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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
WILLMAR CHAMBER OF COMME			000812											
	45517	03/16/16	PAYROLL/FLEX FEE	99.38		STMT/2-16		D	N				OTHER SERVICES	208.45005.0339
	45517	03/16/16	OFFICE RENT-FEB	626.61		STMT/2-16		D	N				RENTS	208.45005.0440
	45517	03/16/16	INTERNET-4TH QUARTER	125.16		43825		D	N				COMMUNICATIONS	208.45005.0330
	45517	03/16/16	MAIL PICKUP FEE-JAN	50.00		43831		D	N				POSTAGE	208.45005.0223
	45517	03/16/16	IT SERVICES 12/12-2/11	118.50		43833		D	N				PROFESSIONAL SER	208.45005.0446
	45517	03/16/16	2016 MTG ROOM SUPPLIES	250.00		43835		D	N				GENERAL SUPPLIES	208.45005.0229
	45517	03/16/16	2016 D & O INSURANCE	460.00		43836		D	N				INSURANCES AND B	208.45005.0441
	45517	03/16/16	IT SERVICES FOR 2015	103.56		43840		D	N				PROFESSIONAL SER	208.45005.0446
			VENDOR TOTAL	10,064.01		*CHECK TOTAL								
				10,064.01										
WILLMAR ELECTRIC SERVICE			000816											
	45518	03/16/16	ANNUAL ALARM MONITORING	25.50		32032		D	N				PREPAID EXPENSES	101.128000
	45518	03/16/16	ANNUAL ALARM MONITORING	280.50		32032		D	N				MTCE. OF STRUCTU	101.45433.0335
			VENDOR TOTAL	306.00		*CHECK TOTAL								
				306.00										
WINDSTREAM			002100											
	45519	03/16/16	PHONE SERV-FEB	757.81		STMT/2-16		D	N				COMMUNICATIONS	101.41409.0330
	45519	03/16/16	PHONE SERV-FEB	42.77		STMT/2-16		D	N				COMMUNICATIONS	101.45433.0330
			VENDOR TOTAL	800.58		*CHECK TOTAL								
				800.58										
WINGO/NAOMI			.02330											
	45520	03/16/16	REFUND EQUIP. DEPOSIT	50.00		031516		D	N				REFUNDS AND REIM	101.41428.0882
WODASH/JOHN			.02328											
	45521	03/16/16	WOOD-SKATE ROOM RACK	5.98		01-43567850		D	N				GENERAL SUPPLIES	101.45433.0229
3D SPECIALITIES INC			002726											
	45522	03/16/16	SIGN POST	1,894.95		451341		D	N				MTCE. OF OTHER I	101.43425.0226

ACS FINANCIAL SYSTEM
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Vendor Payments History Report
INCLUDES ONLY POSTED TRANS

CITY OF WILLMAR
GL540R-V08.00 PAGE 20

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
REPORT TOTALS:				624,289.92										

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Vendor Payments History Report

CITY OF WILLMAR
GL060S-V08.00 RECAPPAGE
GL540R

FUND RECAP:

FUND	DESCRIPTION	DISBURSEMENTS
101	GENERAL FUND	411,197.02
208	CONVENTION & VISITORS BUREAU	20,277.19
230	WILLMAR MUNICIPAL AIRPORT	6,620.90
307	D.S. - 2007A BOND	450.00
308	D.S. - 2008 BOND	450.00
327	D.S. - 2007B BOND	450.00
350	RICE HOSPITAL DEBT SERVICE	75,714.82
414	S.A.B.F. - #2014	1,891.50
416	S.A.B.F. - #2016	150.00
432	C.P. - WASTE TREATMENT	16,430.10
438	C.P. - MISC. PROJECTS	276.97
450	CAPITAL IMPROVEMENT FUND	47,976.00
651	WASTE TREATMENT	40,205.43
800	LAW ENFORCEMENT FORFEITURE	2,199.99
TOTAL ALL FUNDS		624,289.92

BANK RECAP:

BANK	NAME	DISBURSEMENTS
HERT	HERITAGE BANK	624,289.92
TOTAL ALL BANKS		624,289.92

**Willmar Lakes Area CVB Board Meeting
EBO Room of the CVB/Chamber
Tuesday, February 16, 2016 @ 12:00 Noon**

Members Present: Janet Demuth, David Feist, Denny Baker, Doug Kuehnast, Sue Steinert , Kevin Halliday, Audrey Nelsen and Donna Boonstra

Members Excused: Michelle Olson, Ken Warner, Roger Imdieke, Jim Butterfield and Rob Baumgarn

Members Absent: Dave Henle

Staff Present: Beth Fischer and Tanya Rosenau

- I. **Call to Order:** Demuth called the meeting to order at 12:15pm.
 - a. **Additions or corrections to the agenda:** There were no additions or corrections.
- II. **Approve Minutes from the January 19, 2016 Meeting:** It was MSC (m/Kuehnast; s/Boonstra) to approve the minutes from the January 19, 2016 meeting.
- III. **Financial Report:** Halliday reviewed the lodging tax revenues report. It was MSC (m/Steinert, s/Feist) to approve the financial report as it was presented.
- IV. **Committee Reports & Requests:**
 - a. **Sports Committee:** Fischer said we had the USA Curling Junior National Championship here and they loved the facility and the experience in our area. Hockey tournaments are done for the season and they were well attended. For the Squirt and Girls Hockey Tournaments they filled hotels in Willmar and Spicer. The ice will be off in the Cardinal Arena at the end of February and will stay on in the Blue Line Arena for 3 more weeks. The Willmar Basketball Boosters tournament is this weekend and there is a Women's Volleyball Tournament February 27th in Willmar. Also, Fischer shared that Willmar submitted their Bike Friendly Community application and encouraged businesses to apply for a Bike Friendly Business designation.
 - b. **Special Events Committee:** Baker shared that the I-500 was cancelled so no funding was provided to them.
 - c. **Meetings & Conventions Committee:** Feist said they have been busy with conventions. They just wrapped up MN Ducks Unlimited and booked them for another two years.
 - d. **Visitor Guide Committee:** Steinert shared that they met with Lakeside Press and they are working on a new layout for the 2017 visitor guide that would include more feature articles. The 2016 visitor guides are available at the CVB office if you would like some.
 - e. **Leisure Travel Committee:** Boonstra said they met at the Spicer Castle and had amazing food and were given a great history on the land and the area. They went over the advertising tracking report, the calendar of events and recapped the St. Cloud Sport Show. Overall it was a good show and they distributed over 600 guides. Fischer shared about the iSnap photo station she purchased and reminded everyone that Dave Lais will be given the Reuel Harmon Award. Atwater is full of changes such as Vern's closing, Peaceful Thymes now selling some groceries, the Dollar General will be opening in the Spring, the Handle Bar expanding and the IDK Sports Bar closing. Also, the Sleigh & Ski Festival at Prairie Woods Environmental Learning Center was comparable to last year for attendance.
 - f. **Executive Committee:** No new business to report.
- V. **Affiliated Partnership Updates/Reports:**

- a. **Vision 2040 Update:** Nelsen shared on February 29 at the Willmar Conference Center at 6pm there will be a large Vision 2040 meeting with Rebecca Ryan. There are handouts on the Chamber counter if you are interested. Fischer shared that the Movie on Ice event is February 20th at 6pm and the movie is Minions.
- b. **Other:**

VI. Executive Director Report: Fischer distributed the report and went over some of the larger events that are coming up. Such as the sport shows, MN Junior Holstein Convention, MN Metal Craftsmen Association Conference and many more events. She has submitted ads to MN Explorer (three issues), Twin Cities Business Meeting Resource Guide, AAA MN Bike Page, Have Fun Biking and meetingpages.com. We were awarded the 2017 MN Ducks Convention, 2018 VFW Convention and the 2017 AAUW Convention. She has submitted bids to 2017 MN All Dairy Breeds Convention and 2017 MN Farm Bureau Leadership Conference and lost a bid to host the 2016 MN Childcare Conference. She has assisted conventions such as Pheasants Forever, Willmar Curling Club, MN Ducks Unlimited and more. A complete copy of the Executive Director's Report is available upon request from the CVB office.

VII. Other Business:

a. **Word Around the Community:**

- i. **Boonstra:** The new EDC director starts February 24th and he attended their meeting last week. The broadband committee is making headway and they are meeting with representatives this week.
- ii. **Nelsen:** There will be active shooter training before the City Council Meeting and the Park Plan is on the agenda. The Rotary Clubs are bringing a couple of bands to town this summer at Robbins Island.
- iii. **Baker:** TPI is building the new hotel in Spicer and they are breaking ground in mid-April. They will be replacing the Lake Avenue North sewer and water pipes after the July 4th Celebration. They are meeting with the businesses on that street to talk about how they can help them during the construction. They are also looking at a new lighting system for the city. The 2016 County Fair is pretty well planned and they hope to build another arena for sheep and hogs.
- iv. **Halliday:** The KAT bus combined with the Renville bus service in the start of 2015 to create the Central Community Transit and this year they will combine with Meeker County.
- v. **Demuth:** They are updating the inside of the hotel and it will have a completely new look by the end of the year.

b. **Next Meeting Date:** March 15, 2016

VIII. Adjournment: Demuth adjourned the meeting at 1:04pm.

Respectfully Submitted by,

Tanya Rosenau, Administrative Assistant

Willmar Lakes Area Convention & Visitors Bureau



City of Willmar
CONVENTION & VISITORS BUREAU
Balance Sheet as of February 29, 2016
(As of 03/03/16)

(2015 Not Yet Closed So Information Subject to Change)

Assets

Cash	\$ (2,878.46)
Petty Cash	50.00
Investments	243,314.30
Taxes Receivable	91.18
Accounts Receivable	-
Prepaid Expenses	13,430.70
Interest Receivable	892.34
Total Assets	\$ 254,900.06

Liabilities

Accounts Payable	\$ -
Due to General Fund	-
Due to Capital Improvements	-
Total Liabilities	-

Fund Balance

Restricted Fund Balance - Prepaid Expenses	12,766.43
Committed Fund Balance - CVB	31,193.62
Assigned Fund Balance - Petty Cash/CVB	50.00
Assigned Fund Balance - CVB	210,890.01
Total Fund Balance	254,900.06

Total Liabilities & Fund Balance **\$ 254,900.06**





City of Willmar
CONVENTION & VISITORS BUREAU
COMPARATIVE INCOME STATEMENT
 For the Period Ended February 29, 2016
 (As of 03/03/16)

(2015 Not Yet Closed So Information Subject to Change)

	<u>Budget</u>	<u>2016 Actual</u>	<u>2015 Actual</u>
Revenues			
Lodging Receipts	\$ 184,000.00	\$ 16,969.31	\$ 12,481.92
State Tourism Grant	7,000.00	-	-
Kandiyohi County	14,500.00	-	-
Kandiyohi Co. Tourism Phone Reim	1,000.00	-	-
Kandiyohi Co. Tourism Partnerhip	34,000.00	34,000.00	34,000.00
Advertising Sales	2,000.00	-	2,039.63 *
Miscellaneous	-	-	-
Interest Earnings	-	44.64 *	110.76 *
Market Value Increase (Decr)	-	-	-
Refunds & Reimbursements	-	31.48 *	2,000.00 *
Total Revenues	242,500.00	51,045.43	50,632.31
Expenditures			
Operating			
Full Time Exec Director Salary	91,000.00	6,647.20	7,495.50
Temporary Employee Salaries	-	-	-
Benefits and Taxes	19,000.00	1,615.70	1,724.47
Office Supplies/Copies	3,000.00	87.64	90.64
Small Tools	2,000.00	-	-
Postage	1,500.00	-	114.68
Mtce. of Equipment	1,000.00	-	-
Mtce. Of Structures	-	-	-
General Supplies	2,200.00	-	250.00
Telephone/Fax	5,000.00	1,651.85	389.89
Printing & Publishing	5,000.00	-	585.00
Travel/Lodging/Dues	6,000.00	192.85	619.74
Mtce. of Equipment	5,000.00	-	-
Other Services	-	126.69 *	105.15
Rents	8,000.00	626.61	626.61
Insurances & Bonds	460.00	-	460.00 *
Awards & Indemnities	250.00	-	-
Subscription/Membership	2,000.00	189.06	214.06
Professional Services	3,000.00	60.00	60.00
Advertising/Marketing	-	-	-
Other Charges	-	-	-
Contingency Fund	500.00	40.00	-
City Transfer (5%)	-	-	-
Transfer Out Capital Improvements	9,000.00	-	-
Refunds and Reimbursements	-	-	-
Market Value Adjustment	-	-	-
Tourism Expenses	40,000.00	5,377.20	6,333.56
Ad Development & Revisions	300.00	-	-
Conference & Convention	22,000.00	10,550.00	2,215.90
Group Tour Promotions	1,290.00	-	1,500.00
Leisure Travel	28,000.00	2,250.00	3,007.34
Fall/Winter Promotions	7,000.00	-	511.96
Spring/Summer Promotions	-	-	-
Special Projects	4,000.00	-	-
Strategic Marketing	4,000.00	-	-
Total Expenditures	270,500.00	29,414.80	26,304.50
Net Income (Loss)	(28,000.00)	21,630.63	24,327.81
Fund Balance January 1	233,269.43	233,269.43	187,847.83
Prior Period Adjustment	-	-	-
Fund Balance December 31	\$ 205,269.43	\$ 254,900.06	\$ 212,175.64

* Indicates Over Budget



Lodging Tax History

	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016
January	\$ 7,257.21	\$ 7,998.33	\$ 7,855.69	\$ 8,682.75	\$ 9,803.51	\$ 10,143.12	\$ 9,356.74	\$ 8,863.45	\$ 8,485.83	\$ 8,884.20	\$ 8,809.36	\$ 9,592.37	\$ 10,146.02	\$ 11,242.91	\$ 12,481.92	\$ 16,072.96
February	\$ 8,301.68	\$ 8,273.68	\$ 8,564.69	\$ 8,499.71	\$ 10,224.37	\$ 10,054.13	\$ 9,566.54	10,602.01	\$ 8,480.61	\$ 10,444.66	\$ 10,611.48	\$ 11,908.11	\$10,911.35	\$ 13,578.53	\$ 13,861.89	
March	\$ 9,310.62	\$ 8,369.92	\$ 7,834.79	\$ 8,617.73	\$ 9,891.40	\$ 9,769.91	10,355.41	\$ 11,159.67	\$ 9,627.34	\$ 11,072.50	\$ 10,383.91	\$ 11,246.07	\$ 12,266.25	\$ 11,960.20	\$ 13,266.74	
April	\$ 7,911.69	\$ 8,364.42	\$ 8,217.88	\$ 8,791.84	\$ 10,683.76	\$ 10,486.74	\$ 10,298.58	\$ 11,256.15	\$ 8,896.70	\$ 10,582.99	\$ 11,572.47	\$ 9,979.39	\$ 11,762.97	\$ 12,280.28	\$ 20,893.77	
May	\$ 9,234.55	\$ 10,054.26	\$ 9,078.07	\$ 9,523.49	\$ 11,180.11	\$ 11,916.43	\$ 12,498.33	\$ 11,400.34	\$ 9,590.19	\$ 10,405.48	\$ 12,184.92	\$ 13,372.89	\$ 13,011.30	\$ 13,953.56	\$ 27,168.41	
June	\$ 12,152.89	\$ 12,103.69	\$ 11,693.46	\$ 13,263.93	\$ 13,222.78	\$ 14,656.50	\$ 14,272.52	\$ 13,587.59	\$ 14,138.00	\$ 14,192.88	\$ 16,310.94	\$ 17,056.44	\$ 17,723.80	\$ 21,493.18	\$ 31,353.36	
July	\$ 13,656.84	\$ 13,956.28	\$ 14,304.97	\$ 16,313.57	\$ 16,679.03	\$ 17,455.49	\$ 17,601.37	\$ 18,627.95	17,670.65	\$ 18,118.86	\$ 21,102.74	\$ 19,419.80	\$ 20,870.17	\$ 23,504.27	\$ 31,335.96	
August	\$ 12,932.30	\$ 12,484.49	\$ 12,430.55	\$ 13,557.57	\$ 15,367.67	\$ 15,914.31	\$ 16,146.49	\$ 15,076.77	\$ 14,583.62	\$ 16,871.90	\$ 17,099.31	\$18,441.81	\$ 19,836.73	\$ 19,602.33	\$ 26,012.06	
September	\$ 8,815.63	\$ 8,761.79	\$ 9,282.67	\$ 11,132.73	\$ 11,735.70	\$ 13,352.34	\$ 12,661.74	\$ 12,474.13	\$ 12,845.44	\$ 12,965.58	\$ 14,485.25	\$ 16,027.03	\$ 16,596.08	\$ 15,996.62	\$ 19,337.47	
October	\$ 10,148.01	\$ 10,165.02	\$ 10,461.69	\$ 10,748.60	\$ 12,588.44	\$ 12,889.49	\$ 11,976.87	\$ 12,486.39	\$ 10,180.03	\$ 12,657.71	\$ 13,417.43	\$ 13,824.00	\$ 15,507.78	\$ 16,011.42	\$ 17,588.17	
			\$ 12,994.55	\$ 12,147.50				\$14,931.70*	\$15,814.85*	\$14,889.20*						
November	\$ 7,893.51	\$ 6,602.76	\$ 8,430.63	\$ 8,898.66	\$ 10,188.40	\$ 10,176.16	\$ 9,264.87	\$ 9,444.09	\$ 8,785.56	\$ 9,312.75	\$ 11,366.74	\$ 11,414.80	\$ 12,603.31	\$ 12,749.26	\$ 13,727.63	
		\$ 10,746.10			\$ 12,061.86	12,886.81*	13,780.05*				\$ 14,625.30	\$ 14,728.80	\$ 14,885.55	\$14,858.75	\$14,785.45	
December	\$ 8,725.40	\$ 7,875.14	\$ 8,583.87	\$ 8,521.55	\$ 10,286.25	\$ 9,985.78	9,345.52	\$ 8,746.64	\$ 6,998.74	\$ 9,662.25	\$10,045.27	\$ 10,378.89	\$ 11,250.37	\$ 12,489.86	\$ 13,694.93	
Total Lodging tax	\$ 116,340.33	\$ 125,755.88	\$ 129,733.51	\$ 138,699.63	\$ 153,913.28	\$ 149,046.17	\$ 157,316.91	\$ 149,764.53	\$ 138,486.75	\$ 145,171.76	\$ 161,969.85	\$ 177,390.40	\$ 187,391.68	\$ 199,721.17	\$ 255,509.76	\$ 16,072.96

*Kandiyohi County Camping Receipts

HUMAN RIGHTS COMMISSION

MINUTES

The Human Rights Commission met on Thursday, February 18, 2016 at 4:45 p.m. in the Multi-Purpose Room at the Kandiyohi County Historical Society.

Members present were: Kristal Dahlager, Richard Engan, Jill Benson, Shelly Huseby, Abdala Abdulahi Mohamed, Bashir Abdi, Barbara Little, Columba Ferdinand, Marlin Breems, and Lynn Travaglio.

Others present: Mayor Marv Calvin, Council Members Denis Anderson and Shawn Mueske, City Administrator Larry Kruse, and Janell Sommers, Recording Secretary.

Mayor Marv Calvin welcomed the members of the Commission and stated his responsibility as Mayor is to present names to the Council to be ratified to the Human Rights Commission and appoint the Chair and Vice Chair. The Mayor then declared Kristal Dahlager as Chair and Richard Engan as Vice Chair and thanked the members for their willingness to serve.

Item No. 1 Call to Order

The meeting was called to order by Chair Kristal Dahlager at 4:47 p.m. Chair Dahlager turned the floor over to Council Member Denis Anderson who is the appointed Council Liaison for the Commission. He stated the importance of the Human Rights Commission and its role to the City Council was to make sure residents are treated equally and to educate and inform. He informed the Commission it has no authority and it makes recommendations to the City Council the same as all the other Boards and Commissions of the City. It was also specified the Commission has no money budgeted for 2016, yet the Council can take into consideration funding in 2017 if the group felt it was necessary. A motion as made by Marlin Breems and seconded by Council Member Anderson to approve the agenda as presented.

Item No. 2 Bylaws, Mission Statement and Ordinance

The Commission briefly discussed the bylaws for the Human Rights Commission which were given to each member along with the mission statement and ordinance establishing the Human Rights Commission in 1994. It was the consensus of the Commission to allow members time to review these documents prior to the next meeting where they will be presented for discussion. The election of officers was postponed until members can become familiar with the Human Rights Commissions responsibilities and with each member. At this point in the meeting all those present gave a brief introduction of themselves and their backgrounds. City Administrator Kruse read aloud a Brief History of the Human Rights Commission which will be emailed to each member.

Item No. 3 Establish Meeting Date and Times

Chair Dahlager brought forth the question of how often the Commission would like to meet and establishing a common meeting date. It was the consensus of the Commission to meet once a month to start with and possibly quarterly in the future. The Commission discussed possible dates and times being the third Tuesday of each month from 5:00 p.m. - 6:00 p.m. A motion was made by Council Member Anderson, seconded by Richard Engan, and passed for the next meeting to be held at the Multi-Purpose Room of the Historical Society on March 15, 2016 at 5:00 p.m.

Item No. 4 Public Comment

There were no public comments.

Item No. 5 Miscellaneous

Members of the Commission brought forth items and concerns for the Human Rights Commission which included: handicapped accessibility, the community getting to know each other and our cultures, educating the community on the values of diversity and the recruitment of a Hispanic individual to serve as a Commission member. The Commission also discussed the need of having interpreters present for the meetings.

The 2040 Community Conversations event was announced and members were encouraged to attend to update the community on goals and hear what's positive in the community.

Council Member Anderson expressed the necessity of having two Council liaisons who report to the City Council for the Human Rights Commission. A motion was made by Richard Engan to recommend the City Council appoint a second liaison to the Human Rights Commission. Columba Ferdinand seconded the motion, which carried.

A motion was made Marlin Breems, and seconded by Council Member Anderson to adjourn. The motion carried and the meeting was adjourned at 5:57 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Janell Sommers".

Janell Sommers
Recording Secretary



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: DAN ANDERSON Date of Application: 3/1/2016
 Address: 615 GRACE AVE SW WILLMAR, MN Phone No. 320-262-2368
(Certain Boards and Commissions may require that you are a resident of the City of Willmar)
 Email: danderson@heritagebankna.com

What prompted you to make application for a citizen committee? _____

Briefly tell us why you want to serve on this Board/Committee/Commission:
Born and raised in Willmar, now work and have a family here.
I want to contribute to the growth and success of my
community.

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

Eagle Creek Board, Grow MN Board, neXt social & education co-chair,
neXt leadership board

List your educational background: Graduated from SCSU

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

See above

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

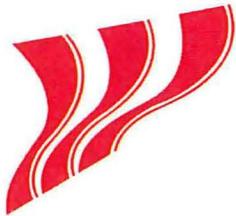
Heritage Bank - Willmar MN
310 1st St. SW

Please return completed application to:

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

Or fax completed forms to:

(320) 235-4917



WILLMAR



City Administrator

City Office Building
333 SW 6th Street
Willmar, MN 56201
Main Number 320-214-5160
Fax Number 320-235-4917

COUNCIL ACTION REQUEST

DATE: March 21, 2016

SUBJECT: Appointment to Planning Commission

RECOMMENDATION: It is respectfully requested the City Council consider the following Mayoral recommendation:

To appoint Julie Asmus to the Planning Commission.

BACKGROUND: There are currently two vacancies on the City's Planning Commission which normally meets twice a month. An application has been received from Julie Asmus for consideration of appointment to one of the openings vacant since the end of the year

Some past and current activities and/or organizations Ms. Asmus participates in are: Vision 20/40 Leadership Design Team, Business and Professional Women – Past President, Currently on State Board of Directors, Mentor Program Chair, Home Front Connection – Treasurer, Willmar Area Community Foundation – Women's Fund Steering, D.A.R.E. – Mentor on Training Team for U.S. Committee, American Legion Auxiliary Unit 167 of Willmar, VFW Auxiliary Post 1639 of Willmar, American Legion Auxiliary Unit 158 – Madison, MN, YMCA Board of Directors and Charter Member (past), United Way of Kandiyohi County – Board of Directors (past), SW MN Peacepipe Girl Scout Council – Board of Directors, City of Willmar Aquatic Center Task Force (1998-99) (past), MN DARE Officers Association – Board of Directors (past), and Willmar Police and Peace Officers Association – past President.

FINANCIAL CONSIDERATION: N/A

LEGAL: N/A.

Department/Responsible Party: City Administration

Reviewed by: Larry Kruse, City Administrator

**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: Julie Asmus Date of Application: 12/10/15
Address: 1404 16th St SW, Willmar Phone No. 320-979-2035
(Certain Boards and Commissions may require that you are a resident of the City of Willmar)
Email: julieasmus2@gmail.com

What prompted you to make application for a citizen committee? Expiring members term

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

As an employee for the Police Department for almost 33 years, I care deeply about what happens in our city and for our city. I would like to continue to serve the city in some capacity.

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

Resident of Willmar for over 35 years
Police Officer/Sgt for City of Willmar for 33 years
Blandin Community Leadership participant

List your educational background: H.S. Diploma - Madison, MN, AAA - Willmar Community College, BS - St. Cloud State University

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

See Below

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

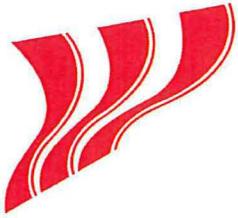
Ridgewater College - Instructor
DARE Officer Mentor - train throughout the U.S.

Please return completed application to:

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

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

Vision 20/40 Leadership Design Team
Business + Professional Women - Past President, Currently on State Board of Directors, Mentor Program Chair
HomeFront Connection - Treasurer
Willmar Area Community Foundation - Women's Fund steering
D.A.R.E. - DARE Mentor training team for U.S. Committee
American Legion Post No. 167 - Willmar
VFW Auxiliary Post 1639 - Willmar
American Legion Auxiliary Unit 158 - Madison, MN
YMCA Board of Directors + charter member (Past)
United Way of Kandiyohi County - Board of Directors (Past)
SW MN Peacepipe Girl Scout Council - Board of Directors (Past)
City of Willmar Aquatic Center Task Force (1998-99) (Past)
MN DARE officers Assn - Board of Directors (Past)
Willmar Police + Peace officer's Assn - Past President



WILLMAR

City Administrator

City Office Building
333 SW 6th Street
Willmar, MN 56201
Main Number 320-214-5160
Fax Number 320-235-4917

COUNCIL ACTION REQUEST

DATE: March 21, 2016

SUBJECT: Appointment to Zoning Appeals Board

RECOMMENDATION: It is respectfully requested the City Council consider the following Mayoral recommendation:

To appoint Tom Butterfield to the Zoning Appeals Board.

BACKGROUND: There are currently two vacancies on the City's Zoning Appeals Board which meets on an as-needed basis. An application has been received from Tom Butterfield for consideration of appointment to one of the openings.

Some past and current activities and/or organizations Mr. Butterfield participates in are: Advisory Board for Ridgewater College, Marketing Management Department since 2008.

FINANCIAL CONSIDERATION: N/A

LEGAL: N/A.

Department/Responsible Party: City Administration

Reviewed by: Larry Kruse, City Administrator

**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: Tom BUTTERFIELD Date of Application: 12/17/2015
Address: 1508 SW 6th ST. Phone No. 320-441-8655
(Certain Boards and Commissions may require that you are a resident of the City of Willmar)
Email: thomas.butterfield@commandonline.com

What prompted you to make application for a citizen committee? I WANT TO HELP MOVE WILLMAR IN THE RIGHT DIRECTION

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

I WANT TO GIVE BACK TO THE CITY OF WILLMAR

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

ECONOMIC DEVELOPMENT I DEAL WITH A NUMBER OF
BUSINESS ON THEIR NEEDS

List your educational background: WILLMAR VOCATIONAL COLLEGE

DEGREE IN MARKETING MANAGEMENT

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

ADVISORY BOARD RIDGE WATER COLLEGE MARKETING
MANAGEMENT DEPARTMENT SINCE 2008

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

COMMAND CENTER 423 BENSON AVE SW WILLMAR, MN.
BRANCH MANAGER

Please return completed application to:

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

Or fax completed forms to:

(320) 235-4917

Tom Butterfield
1508 SW 6th ST
WILLMAR, MN. 56201
320-441-8655



WILLMAR

City Administrator

City Office Building
333 SW 6th Street
Willmar, MN 56201
Main Number 320-214-5160
Fax Number 320-235-4917

COUNCIL ACTION REQUEST

DATE: March 21, 2016

SUBJECT: Appointment to Planning Commission

RECOMMENDATION: It is respectfully requested the City Council consider the following Mayoral recommendation:

To appoint Rebecca Trongaard to the Planning Commission.

BACKGROUND: There are currently two vacancies on the City's Planning Commission which normally meets twice a month. An application has been received from Rebecca Trongaard for consideration of appointment to one of the openings vacant since the end of the year

Some past and current activities and/or organizations Ms. Trongaard participates in are: the State of Minnesota and the National Realtor Association and the West Central Association of Realtors. Ms. Trongaard has worked in real estate in Willmar for sixteen years and is interested in improving housing in Willmar.

FINANCIAL CONSIDERATION: N/A

LEGAL: N/A.

Department/Responsible Party: City Administration

Reviewed by: Larry Kruse, City Administrator

**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 - Applications are kept on file for two years)

- _____ Airport Commission (meets monthly)
- _____ Community Education & Advisory Board (meets monthly)
- _____ City/County Economic Development Operations Board (meets monthly)
- _____ Housing and Redevelopment Authority (meets monthly)
- _____ Municipal Utilities Commission (meets bi-monthly)
- _____ Pioneerland Library System Board (meets monthly)
- X _____ Planning Commission (meets bi-monthly)
- _____ Police Civil Service Commission (meets monthly)
- _____ Rice Memorial Hospital (meets bi-monthly)
- _____ Zoning Appeals Board (meets monthly)
- _____ Ad hoc Task Forces (will be posted and will meet on an as-needed basis)

Applicant Information

Name: Rebecca Trongaard Date of Application: 1/12/14

Address: 1217 Campbell Ave NW Phone No. 350-905-4992
(must be a resident of the City of Willmar)

Email: Rebecca.Trongaard@gmail.com

What prompted you to make application for a citizen committee? interested in improving housing in Willmar

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

16 years experience in RE I have witnessed some housing issues, in short our town needs to be better.

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

16 years full time Real Estate in Willmar.

List your educational background: currently 2 classes short of BA Psychology (enrolled in UND currently).

RE classes and all needed continuing Ed. (includes Fair housing & Ethics.)

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

Realtor® Association, West Central Assoc. of
↑ (State AND NATL.) Realtors.

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

Century 21 Kandi Realty Ltd
118 W. Bus M1, Willmar - RE Sales
Professional (self-employed.)

Please return completed application to:

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

Or fax completed forms to:

(320) 235-4917

FINANCE COMMITTEE

MINUTES

The Finance Committee of the City of Willmar met on Monday, March 14, 2016, in Conference Room No. 1 at the City Office Building.

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

Others present: City Administrator Larry Kruse and Finance Director Steve Okins.

Item No. 1 Call to Order

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

Item No. 2 Public Comments

There were no comments from the public.

Item No. 3 Westwood Court Lift Station PFA Financing (Resolution)

Staff explained to the Committee that the City of Willmar had previously entered into an agreement with Bolton & Menk for the engineering and construction related services for the Westwood Court Lift Station Project. Bids were opened on March 10th and will be brought forth to the Public Works/Safety Committee Meeting on March 15th for award. Staff is seeking authority to apply for PFA funding for the project estimated in the amount of \$1,140,000.

Following discussion, Council Member Fagerlie made a motion to introduce a resolution to authorize the City to apply for the Minnesota Public Facilities Authority loan from the Clean Water Revolving Fund in the amount of \$1,140,000. Council Member Mueske seconded the motion which carried.

Item No. 4 Donation Policy and Procedure (Information)

Staff explained to the Committee that there has been discussion and concerns that the City does not have a clear and concise Policy for Accepting Donations and Procedures from the general public, and that they be able to receive documentation in order for the individual or company to meet the IRS Rules and Regulations to take a tax deductible donation when they file their income taxes. A sample policy was presented to the Committee for their review and comments. However, it was noted that under the existing practice, a check made payable to the City of Willmar is normally acceptable to the donor's accountant. The City also would have an individual receipt which could be mailed back to the proper address. If any donor's accountant insisted on a further letter of clarity, the City Clerk-Treasurer would prepare said document on City letterhead and mail it to the proper address. It was the consensus of the Committee that the current Donation Policy and Procedure remain in place at this time and that this matter should be taken for information only.

Item No. 5 Purchasing Policy (Resolution)

Staff explained to the Committee that at a previous Finance Committee Meeting, Council Members recommended some changes to the City of Willmar's Purchasing Policy and requested some additional time to consider various policy amounts. It was noted that back in 2004 the City had authorized the City Administrator to approve purchases up to \$20,000 then in 2013, the City Council amended that policy to

require Council approval of all Vehicle and Capital Improvement expenditures above \$10,000, whether budgeted or unbudgeted, which creates redundancies. It is staff recommendation that the amount the City Administrator may approve for both budgeted and unbudgeted items be set at \$25,000. A draft of the revised Purchasing Policy incorporating various recommended changes was presented to the Committee for their review.

Following considerable discussion, Council Member Fagerlie made a motion to introduce a resolution to approve the City of Willmar's Purchasing Policy as presented, which includes authorization of the City Administrator to approve purchases up to \$25,000, either budgeted or unbudgeted, and that this policy will be reviewed at the end of the year. Council Member Mueske seconded the motion which carried on a 3-1 vote with Council Member Johnson voting no.

Item No. 6 Statutory Municipal Liability Coverage Limits (Resolution)

Staff presented details of the current statutory tort liability limits to the extent of the coverage purchased from the League of Minnesota Cities Insurance Trust. A decision must be made annually whether to waive the limits.

If the City does not waive the statutory tort limits, an individual claimant would be able to recover no more than \$500,000 on any claim to which the statutory tort limits apply. The total which all claimants would be able to recover in a single occurrence to which the statutory tort limits apply would be limited to \$1,500,000. If the City waives the statutory tort limits and purchases excess liability coverage, a single claimant could potentially recover an amount up to the limit of the coverage purchased. The total which all claimants would be able to recover for a single occurrence to which the statutory tort limits apply would also be limited to the amount of coverage purchased, regardless of the number of claimants. Staff was recommending not to waive the statutory tort limits at this time.

Following discussion, Council Member Fagerlie made a motion to introduce a resolution stating the City will not waive the statutory tort limits established at \$500,000 per claimant, \$1,500,000 per occurrence. Council Member Mueske seconded the motion which carried.

Item No. 7 Treasurer Duties, Presented by City Administrator (Information)

City Administrator Kruse informed the Committee that he will be preparing a plan for redistribution of the City Clerk-Treasurer's duties pursuant to the upcoming retirement of Kevin Halliday which has been tentatively given for September 15, 2016. Chair Anderson asked about the possibility of outsourcing investments. Administrator Kruse said that the Finance Department typically performs those duties in other communities. Chair Anderson expressed concerns about the additional work for the Finance Department. Staff noted that a Human Resources position will be added in the future which will be absorbing some duties as well. It is anticipated that a preliminary concept of the redistribution of duties will be presented at the March 30, 2016, Labor Committee Meeting. This matter was taken for information only.

Item No. 8 Miscellaneous

Staff noted that the Willmar Municipal Utilities is looking at updating their website. Given the City's intent to do the same, the City Administrator will be meeting with the Utilities to determine possible collaboration in this process. This matter was taken for information only.

It was also noted that the Willmar Municipal Utilities is in the process of updating their building study so staff will be meeting with the Utilities to determine possible collaboration in this process as well, such as using a common architect, etc. Kruse reported he will be working with the Utilities to develop a Request for Proposals for architectural services looking into a new Municipal Utilities Building, City Hall, Civic Center and possibly other collaborative partners regarding space study and facility development. This matter was taken for information only.

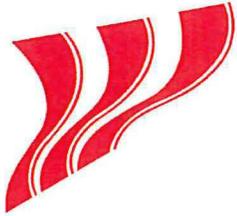
There was discussion on the proposed new Local Option Sales Tax. City Administrator Kruse is in the process of meeting with various local government partners for input on regional building needs. It was noted that the Civic Center needs substantial improvements, the Facilities Study shows that City Hall and the Community Center need improvement/replacement, ball fields' lighting is substandard with quality below acceptable levels, and Robbins Island, as a regional park, could use some improvements. Within the next couple of months, staff intends to provide a presentation of a proposed plan to utilize a new local option sales tax to the Council for their review. The Committee was reminded that the Council needs to adopt a resolution to establish a ballot question for a local option sales tax at least 90 days prior to the November election. This matter was taken for information only.

There being no further business to come before the Committee the meeting adjourned at 6:00 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Carol Cunningham".

Carol Cunningham
Accounting Supervisor



WILLMAR

Public Works Director

City Office Building
333 SW 6th Street
Willmar, MN 56201
Main Number 320-214-5160
Fax Number 320-235-4917

COUNCIL ACTION REQUEST

DATE: March 10, 2016

SUBJECT: Westwood Court Lift Station PFA Funding

RECOMMENDATION: It is respectfully requested the City Council consider the following recommendation:

Authorize the City to apply for the Minnesota Public Facilities Authority loan from the Clean Water Revolving Fund in the amount of \$1,140,000.00

BACKGROUND: The City of Willmar entered into an agreement with Bolton & Menk for the engineering and construction related services for the Westwood Court Lift Station project. Bids were opened on March 10th and will be brought forth to the Public Works/Safety Committee Meeting on March 15th for award. Staff is seeking authority to apply for PFA funding for the project.

FINANCIAL CONSIDERATION: The loan amount is estimated to be \$1,140,000.00 or the as-bid cost of the project.

LEGAL: N/A

Department/Responsible Party: Sean E. Christensen, Public Works Director

Reviewed By: Larry Kruse, City Administrator

RESOLUTION NO. _____
RESOLUTION OF APPLICATION FOR PFA FINANCING

BE IT RESOLVED that the City of Willmar is hereby applying to the Minnesota Public Facilities Authority for a loan from the Clean Water Revolving Fund for improvements to its municipal wastewater treatment system as described in the loan application.

BE IT FURTHER RESOLVED that the City of Willmar estimates the loan amount to be \$ 1,140,000.00 or the as-bid cost of the project for the Westwood Court Lift Station.

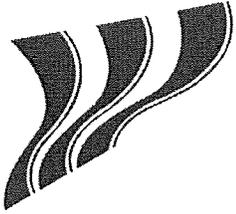
BE IT FURTHER RESOLVED that the City of Willmar has the legal authority to apply for the loan, and the financial, technical, and managerial capacity to repay the loan and ensure proper construction, operation and maintenance of the project for its design life.

I CERTIFY THAT the above resolution was adopted by the Willmar City Council on March 21th, 2016.

MAYOR

Attest:

CITY CLERK



WILLMAR

Finance Director

City Office Building
333 SW 6th Street
Willmar, MN 56201
Main Number 320-235-4913
Fax Number 320-235-4917

COUNCIL ACTION REQUEST

DATE: March 14, 2016

SUBJECT: Consideration of Donation Policy & Procedure

RECOMMENDATION: Review sample policy and recommend changes to accomplish City Council objectives

BACKGROUND: There has been discussion and concerns that the City does not have a clear and concise Policy for Accepting Donations and Procedures from the general public, and that they be able to receive documentation in order for the individual or company to meet the IRS Rules and Regulations to take a tax deductible donation when they file their income taxes. Included is a Sample Policy for Committee to review and comment on.

Dog Park Donations are the only example where a party wanted to donate funds but did not trust the City to receive the money. They wanted to give the money to the Dog Park Committee which is not an entity, thus would not be able to deduct contributions due to IRS Rules and Regulations. The donor could have given the donation directly to the City to do so.

A check made payable to the *City of Willmar* is normally acceptable to a Donor's accountant. The City also would have an individual receipt which could be mailed back to the proper address. If any Donor's accountant insisted on a further letter of clarity the City Clerk Treasurer would prepare said document on City letterhead and mail it to the proper address.

FINANCIAL CONSIDERATION: N/A

LEGAL: The Council has the authority to set policy and direct staff to develop procedures in order to comply with IRS Rules and Regulations.

Department/Responsible Party: Steven B. Okins, Finance Director
Larry Kruse, City Administrator



COUNCIL ACTION REQUEST

DATE: February 22, 2016

SUBJECT: Revised Draft of City Purchasing Policy

RECOMMENDATION: It is respectfully requested the City Council consider the Finance Committee's recommendation to:

Adopt the March 2016 City of Willmar Purchasing Policy

BACKGROUND: Staff was requested by Administrator Kruse to update the Purchasing Policy, setting levels of authority. In 2004, the City adopted a purchasing policy setting the amount the City Administrator could approve at \$20,000. In 2013, the City Council amended that policy to request the Council approve all Vehicle and Capital Improvement expenditures above \$10,000. This means that for every capital purchase that is in the budget, staff must bring them to Committee and justify the purchase for a second or third time and then the Council must again approve the purchase.

City Administrator Kruse has requested the amount the City Administrator can approve for both budgeted and unbudgeted items be set at \$25,000. Records indicate all items approved through the Capital Improvement Process for the last 25 years have never been rejected after formally adopted by the City Council. A few recent examples show why this is relevant for the Council to do.

1) In the past month, the ice plant at the Civic Center went down. The cost to repair and get the operation back on line was \$15,000. City Administrator Kruse responded to a request from Community Education and Recreation Director Brisendine to continue to complete the repairs. Technically, based on the current policy, this amount is over \$10,000 and should have had an emergency City Council meeting to authorize.

2) At the last City Council meeting, two pickups and some GIS equipment was submitted to Public Works Committee and Council for approval. The proposed purchases had already gone through an extensive review by the Capital Improvement Committee comprised of mechanics, operator, Directors, City Administration and ultimately the City Council. Funds were identified and appropriated. This results in the repetitive approvals of items which, when reviewed, have always been purchased. The exception is when the Department Director decides to delay the purchase for good reason.

3) In today's Finance Committee packet, the Public Works Director submitted a request to purchase and install lighting in the Public Works Building. This amount was \$ 24,261. Staff was prepared to bring this one and only item to the Public Works Committee, but that being the only item it did not make sense to have a meeting just for that. Staff redirected the lighting purchase to the Finance Committee. The work was evaluated and included in the CIP budget at \$35,000, and it seems unnecessary due to the actual amount being less than the approved level of funding, to bring it back to another Committee and the Council.

In 2004, \$ 20,000 was the amount the City Administrator could approve. In today's dollars, at 3% inflation, that amount would be over **\$ 28,000**. So it seems reasonable to entrust the City Administrator with up to \$25,000 with the direction that the Administrator keep the Council informed, especially about unbudgeted items like the ice plant.

At the February 8th Finance Committee meeting they recommended some changes which staff has included. Further, they requested some additional time to think about the various policy amounts.

FINANCIAL CONSIDERATION: None

LEGAL: The Council has the authority to set policy and spending limits on staff.

Department/Responsible Party: Steven B. Okins, Finance Director

Reviewed By: Larry Kruse, City Administrator

CITY OF WILLMAR **PURCHASING POLICY**

GENERAL PHILOSOPHY

The City of Willmar is committed to be responsible, prudent, and wise in spending the taxpayer's funds.

The purchasing policy was developed by the City to be followed and enforced. It is difficult to identify every possible scenario in this document that might be considered prudent or imprudent. In addition, the city is cognizant of the value not only of the following spending policies, but also the public perception of prudence. The City employees should make every attempt to adhere to the policies and exercise good business judgment in spending. It is recognized that even the best policies will need to be revised periodically and modified as needed.

PURCHASING

POLICY:

The City's policy is to purchase goods and services at the most cost effective and competitive rates, yielding the desired service, turnaround and value for the dollar. This practice must ensure the best utilization of funds, vendor selection, and adherence to ethical business practices including integrity, honesty, and avoidance of conflict of interest.

SCOPE:

This policy applies to purchase of goods or services that includes: competitive bidding, vendor selection, signature authority, purchase orders, and coding.

COMPETITIVE BIDDING

The City follows the rules pursuant to Minnesota State Statute 471.345.

1. If the amount of the contract is estimated to exceed \$100,000, sealed bids shall be solicited by public notice in the manner and subject to the requirements of the law governing contracts by the particular municipality or class thereof.
2. Purchases between \$25,000 and \$100,000, the contract may be made either upon sealed bids or by direct negotiation, by obtaining two or more quotations for the purchase or sale when possible, and without advertising for bids or otherwise complying with the requirements of competitive bidding. All quotations obtained shall be kept on file for a period of at least one year after receipt thereof.

3. Purchases under \$25,000 may be made either upon quotation or in the open market, in the discretion of the governing body. If the contract is made upon quotation it shall be based, so far as practicable, on at least two quotations which shall be kept on file for a period of at least one year after their receipt.
4. Other provisions of the statute as listed in the statute.

Note: The current statute should always be referenced or referred to for the most recent revisions to the law.

It is not the policy of the City to accept the lowest bidding vendor. The acceptance of the bid may be based on a number of factors, including: Cost, demonstrated working experience in the specific area, past experience with the City, overall quality of work, and in emergency situations.

Exception to this policy may be made in order to maintain continuity of services, their in-depth knowledge of the City's operations or systems, the uniqueness of the services offered, and in emergency situations. Examples include, but not limited to: Auditing Services, Financial Services, Engineering Services, Legal Services, Maintenance Contracts, Building Maintenance, Architectural Services, and other similar services. Exception can also be made if the project requires unique skills or if bids cannot be obtained due to lack of interest from the vendors. It is the responsibility of the department head to document the rationale for the vendor selection, particularly when the lowest bid is not accepted and/or if a bid was only received or obtained from one vendor.

Spending Not Requiring Council Action

AUTHORIZATION LIMITS

Individual	\$ Limit - Budgeted	\$ Limit - Unbudgeted
City Administrator	up to \$ 25,000	up to \$ 25,000
Department Directors	up to \$ 5,000	up to \$ 5,000

Note: All payments for capital purchases in excess of \$25,000 must be preapproved by the City Council, unless the project, in aggregate, was previously approved by the City Council. Monthly reports for all approved unbudgeted expenditures shall be provided to the City Council by the City Administrator. The department director, along with the concurrence of the Finance Director, may delegate signature authority to another individual in their department for a set dollar amount, which should be significantly lower than their own signing authority. This authority must be in writing and be kept in the Finance Department.

Items not requiring Council authorization prior to payment, but is part of the approved budget and over the authorization limits as described above:

- Payroll and payroll related payments
 - Employee Expense reimbursements
 - Insurance Premiums
 - Routine Operations (utilities, supplies, cleaning services, etc.)
 - Items that were previously approved by the Council.
 - Emergency payments or other payments to avoid late fees or interest charges.
1. Finance will process payments on a bi-weekly basis. Payments that do not require Council authorization will be issued the same time as Council authorized ones.
 2. Payments that require Council action will be issued after the approval.
 3. A complete list of all paid and unpaid claims will be presented at the regular Council meeting under the consent agenda items.

PURCHASE ORDERS & CODING INVOICES

It is a prudent business practice to issue purchase orders prior to the purchase of goods and services. As a practical matter, no purchase orders are required for purchases under \$5,000. Purchase orders can only be signed by the authorized individuals as outlined above with their respective signing authority. The City Administrator or their designee may co-sign a purchaser order if the order exceeds the director's authorization level.

Purchase orders are issued by the individual departments and retained by them until the goods and services are received. Upon the receipt of the invoice, the department head will approve the invoice for payment and forward the invoice, along with the purchase order to the Finance Department for processing.

All invoices are required to be coded and signed by the department head, or authorized delegate, before forwarding them to the Finance Department for processing.

NEW VENDORS

Selecting new vendors is at the discretion of the department head. When selecting a new vendor the department head or authorized delegate is required to also obtain an IRS Form W-9 from the vendor. The City requires the IRS Form W-9 before payment can be processed for the vendor.

RESOLUTION NO. _____

BE IT RESOLVED by the City Council of the City of Willmar to adopt the City's Purchasing Policy as on file in the office of the City Clerk, whereby all payments for capital purchases in excess of \$25,000 must be preapproved by the City Council, unless the project, in aggregate, was previously approved by the City Council. Monthly reports for all approved unbudgeted expenditures shall be provided to the City Council by the City Administrator. The department director, along with the concurrence of the Finance Director, may delegate signature authority to another individual in their department for a set dollar amount, which should be significantly lower than their own signing authority. This authority must be in writing and be kept in the Finance Department. Further, the City Administrator has authorization to approve purchases up to \$25,000, either budgeted or unbudgeted, and that this policy will be reviewed at the end of the year.

Dated this 21st day of March, 2016.

MAYOR

Attest:

CITY CLERK



COUNCIL ACTION REQUEST

DATE: March 14, 2016

SUBJECT: Statutory Municipal Liability Coverage Limits—City Options

RECOMMENDATION: It is respectfully recommended the City Council approve the following:

Approve a Resolution adopting the municipal tort limits set at \$500,000 per claimant, \$1,500,000 per occurrence.

BACKGROUND:

The statutory municipal tort liability limits for 2016 are set at \$500,000 per claimant, \$1,500,000 per occurrence.

The city will have \$1,500,000 of coverage limits available for most claims. But on those claims to which the statutory limits apply, the city, and LMCIT will be able to use the statutory tort liability limit to limit an individual claimant's recovery to no more than \$500,000.

The statutory liability limit only comes into play if somebody has been injured by the city's negligence, and has proved to the court that his/her actual injuries exceed \$500,000. The statutory liability limit means, very literally, that the city and LMCIT won't fully compensate that individual for his/her injuries, which the city caused. Because of this, some cities may decide that as a matter of public policy you want to have more than \$500,000 available to compensate a citizen who has been injured by the city's negligence.

Since it increases the exposure, there is an additional premium charge of 3.5% if the city decides to waive the statutory per-person limit. Options for the Council to consider are:

- If the city does not waive the statutory tort limits*, an individual claimant would be able to recover no more than \$500,000 on any claim to which the statutory tort limits apply. The total which all claimants would be able to recover for a single occurrence to which the statutory tort limits apply would be limited to \$1,500,000. These statutory tort limits would apply regardless of whether or not the city purchases the optional excess liability coverage.
- If the city waives the statutory tort limits and does not purchase excess liability coverage*; a single claimant could potentially recover up to \$2,000,000 on a single occurrence. The total which all claimants would be able to recover for a single occurrence to which the statutory tort limits apply would be limited to \$2,000,000, regardless of the number of claimants.
- If the city waives the statutory tort limits and purchases excess liability coverage*, a single claimant could potentially recover an amount up to the limit of the coverage purchased (example \$10 Million). The total which all claimants would be able to recover for a single occurrence to which the statutory tort limits apply would also be limited to the amount of coverage purchased, regardless of the number of claimants.

FINANCIAL CONSIDERATION: No Financial impact unless a new option is selected.

LEGAL:

Department/Responsible Party: Kevin J. Halliday, City Clerk-Treasurer

RESOLUTION NO. ____

WHEREAS, cities obtaining liability coverage from the League of Minnesota Cities Insurance Trust must decide whether or not to waive the statutory tort liability limits to the extent of coverage purchased, and

WHEREAS, the City Council has reviewed the various options for monetary limits on municipal tort liability, and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Willmar that the City does not waive the monetary limits on municipal tort liability established by Minnesota Statutes 466.04.

Dated this 21st day of March, 2016

Mayor

Attest:

City Clerk-Treasurer

PUBLIC WORKS/SAFETY COMMITTEE

MINUTES

The Public Works/Safety Committee of the Willmar City Council met on Tuesday, March 15, 2016, in Conference Room No. 1 at the City Office Building.

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

Others present: City Administrator Larry Kruse; Public Works Director Sean Christensen; Police Chief Jim Felt; Fire Chief Frank Hanson; Steve Brisendine, Director of Community Education and Recreation; Shelby Lindrud "West Central Tribune"; Josh Halvorson, Bolton & Menk, Inc.; Mary Lou Arne.

Item No. 1 Call to Order

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

Item No. 2 Public Comments (Information)

Mary Lou Arne addressed the Committee on pedestrian crossing at the Library. Mrs. Arne requested a midblock crossing be placed in front of the Library. Public Works Director Christensen discussed opposition to the idea but took into consideration the removal of a parking space to open up sight lines for motorists. The potential reconfiguration of the Block 50 parking lot to address pedestrian concerns was also discussed.

Item No. 3 Police and Fire Update (Information)

Police Chief Jim Felt noted the jail census for March 15, 2016 was 124; 56 inmates from the Department of Corrections, 60 inmates from Kandiyohi County, 4 inmates from Swift County, 1 inmate from Lac Qui Parle County, 1 inmate from Pine County, and 2 inmates from Stevens County. The calls for service the previous two weeks totaled 806 and are 11 days ahead of this date last year. The majority of the calls for the previous two weeks were for traffic stops, followed by public assists and suspicious people/vehicles.

Fire Chief Frank Hanson noted the total Fire Department calls for service for the previous two weeks totaled 17. The calls included 4 alarm activations, 3 car accidents, 3 cooking fires, 3 car fires, 1 dryer fire and 1 building fire with major damage. Year to date calls for 2016 totals 68, and is 7 calls down from this time last year. The Committee discussed the calls for service and the mutual aid agreement with other fire departments in Kandiyohi County.

Item No. 4 International Association of Fire Chiefs Foundation HazMat Grant (Resolution)

Staff brought forth, for approval, the authorization for the Fire Department to apply for the IAFC Foundation for a 2016 Hazardous Materials conference grant. The conference is an annual event held in Baltimore and the Foundation is offering a scholarship for registration fees and a \$250 stipend towards lodging.

A motion was made by Council Member Nelsen, seconded by Council Member Ahmann to authorize the application and if awarded, acceptance of the IAFC Foundation for a 2016 Hazardous Materials conference grant. The motion carried.

Item No. 5 Shakopee Mdewakanton Sioux Community Grant Application (Resolution)

Staff brought forth, for approval, the authorization to apply for the Shakopee Mdewakanton Sioux Community for a \$3,000 grant for firefighter protective hoods. The grant is offered annually to public safety agencies for needed equipment, with a 20% match required which would be funded from within their budget.

A motion was made by Council Member Ahmann, seconded by Council Member Nelsen to authorize the application and if awarded, acceptance of the Shakopee Mdewakanton Sioux Community for a \$3,000 grant for firefighter protective hoods. The motion carried.

Item No. 6 Playground Unit Installation (Resolution)

Staff brought forth, for approval, the purchase of 1,612 cubic yards of Flex Fiber from Fiber Flex in the amount of \$18,655.00. The purchase is for the cover material to be placed around the new playground units to be installed this summer. Staff received three quotes, with the lowest being from Fiber Flex and the product meets all ADA requirements and is mold and flame resistant. The Committee discussed using funds from 2015 in lieu of 2016 CIP funds designated for park development.

A motion was made by Council Member Nelsen, seconded by Council Member Plowman to approve the purchase of 1,612 cubic yards of Flex Fiber from Fiber Flex in the amount of \$18,655.00 pending staff researching utilizing funds from 2015 for the purchase. The motion carried.

Item No. 7 Purchase of a Pressure Washer (Motion)

Staff brought forth, for approval, the purchase of a pressure washer from Swanson Equipment Company in the amount of \$6,372.00. Public Works staff received two quotes for the purchase of the unit in accordance with the 2016 CIP.

A motion was made by Council Member Ahmann, seconded by Council Member Nelsen to approve the purchase of a pressure washer from Swanson Equipment Company in the amount of \$6,372.00. The motion carried.

Item No. 8 Country Club Drive Lift Station Consideration of Bids (Resolution)

Staff brought forth, for approval, to award the contract to Quam Construction of Willmar, MN in the amount of \$458,398.70 for the Country Club Drive Lift Station. Three bids were received, with the low bid submitted by Quam Construction. They anticipate starting mid-summer on the project following a notice to proceed.

A motion was made by Council Member Nelsen, seconded by Council Member Ahmann to award the contract to Quam Construction for the Country Club Drive Lift Station in the amount of \$458,398.70. The motion carried.

Item No. 9 Westwood Court Lift Station Consideration of Bids (Resolution)

Staff brought forth, for approval, to award the contract to GM Contracting of Lake Crystal, MN in the amount of \$835,318.72 for the Westwood Court Lift Station. Four bids were received, with the low bid submitted by GM Contracting. They anticipate starting immediately after receiving a notice to proceed. The Committee questioned using the same contractor for both lift station projects, with Josh Halverson of Bolton and Menk stating the competitive bid process was followed in accordance with Minnesota State Statutes.

A motion was made by Council Member Ahmann, seconded by Council Member Plowman to award the contract to GM Contracting for the Westwood Court Lift Station in the amount of \$835,318.72. The motion carried.

Item No. 10 Fairgrounds Lift Station Engineering/CRS Agreement Recommendation
(Resolutions - 2)

Staff brought forth, for approval, to award the Fairgrounds Lift Station Design and Construction Related Services to Bolton and Menk, Inc. with an amount not to exceed \$89,565.00 and to adopt a resolution of intent to reimburse to insure the City will be reimbursed for project costs after the date of the resolution. Staff reviewed proposals from two firms and took into consideration both a technical and price score.

A motion was made by Council Member Nelsen, seconded by Council Member Plowman to award the Fairgrounds Lift Station Design and Construction Related Services to Bolton and Menk, Inc. with an amount not to exceed \$89,565.00 and adopt the resolution establishing procedures relating to compliance with reimbursement regulations under the Internal Revenue Code. The motion carried.

Item No. 11 Accept Project and Authorize Final Payment Project 1504 (Resolution)

Staff brought forth, for approval, acceptance of Project No. 1504 and authorizing final payment to Duininck, Inc. in the amount of \$11,465.52 for path overlays and striping. The total cost of the project is \$168,353.64 and is within the project budget of \$171,492.75.

A motion was made by Council Member Ahmann, seconded by Council Member Nelsen to accept Project No. 1504 and authorize final payment to Duininck, Inc. in the amount of \$11,465.52. The motion carried.

Item No. 12 Removal of Parking- Lakeland Drive (Resolution)

Staff brought forth, for approval, the removal of parking on Lakeland Drive from TH No. 12 to Civic Center Drive. Lakeland Drive has been approved for an overlay as part of the 2016 Street Improvement projects and parking needs to be permanently removed from the street to allow for two bike lanes in accordance with State Aid Requirements.

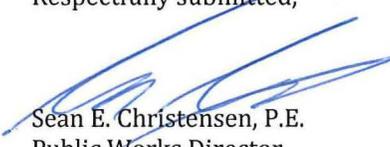
A motion was made by Council Member Nelsen, seconded by Council Member Plowman to approve the removal of parking along Lakeland Drive from TH No. 12 to Civic Center Drive. Discussion included whether property owners had been notified. The motion carried.

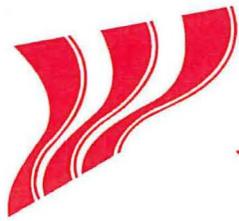
Item No. 13 Non Agenda Items (Information)

The Committee discussed stormwater tasks and reviewing the list of stormwater issues to be addressed as well as obtaining an education piece provided by Loren Engelby on the Grass Lake project. The Committee discussed salt reduction mandates with staff noting Donohue and Associates were previously contracted to work with the Wastewater Treatment Facility and MPA to approve a 20-year compliance schedule. Staff brought forth the professional services agreement with SRF in the amount of \$56,827.00 for the Rice Park project. The Committee requested the agreement be formally presented at the Council Meeting for Council action.

There being no further business to come before the Committee, the meeting was adjourned at 6:01 p.m. by Chair Christianson.

Respectfully submitted,


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



WILLMAR
★

WILLMAR FIRE DEPARTMENT FIRE CHIEF

515 SW 2ND ST
WILLMAR, MN 56201
320-235-1354
FAX 320-235-1607

COUNCIL ACTION REQUEST

DATE: March 10, 2016

SUBJECT: International Association of Fire Chiefs Foundation grant application

RECOMMENDATION: It is respectfully recommended the City Council approve the following:

Approval for the Fire Department to apply to the IAFC Foundation for a 2016 HAZMAT Conference Grant.

DESCRIPTION: Each year the International Association of Fire Chiefs hosts a national Hazardous Materials Conference. This year the IAFC Foundation is offering a scholarship for registration fees and a \$250 Stipend towards lodging. This being an international conference hosted in Baltimore, much knowledge would be gained to Hazardous Materials incidents in our city.

FINANCIAL CONSIDERATIONS: No Matching funds are required. However airfare and other expenses are needed. These would be used from the fire departments operating budget.

LEGAL: N/A

DEPARTMENT/RESPONSIBLE PARTY: Frank Hanson, Fire Chief

REVIEWED BY: Larry Kruse, City Administrator

RESOLUTION NO. _____

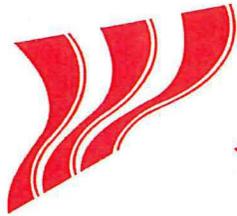
BE IT RESOLVED by the City Council of the City of Willmar to approve an application by the Willmar Fire Department for, and the acceptance of, the International Association of Fire Chiefs Foundation Grant for the 2016 Hazardous Materials Conference for registration fees and a \$250.00 stipend towards lodging.

Dated this 21st day of March, 2016

MAYOR

Attest:

CITY ADMINISTRATOR



WILLMAR



WILLMAR FIRE DEPARTMENT FIRE CHIEF

515 SW 2ND ST
WILLMAR, MN 56201
320-235-1354
FAX 320-235-1607

COUNCIL ACTION REQUEST

DATE: March 10, 2016

SUBJECT: Shakopee Mdewakanton Sioux Community grant application for equipment

RECOMMENDATION: It is respectfully recommended the City Council approve the following:

Approval for the Fire Department to apply to the Shakopee Mdewakanton Sioux Community for a \$3,000 grant for firefighter protective hoods.

DESCRIPTION: Each year the Shakopee Mdewakanton Sioux community offers grants to public safety agencies for needed equipment. Because of the high cancer rate in firefighters and the fact that one of the causes is chemicals in the firefighter protective hoods, we have chosen to replace all of the hoods.

About the Shakopee Mdewakanton Sioux Community

The Shakopee Mdewakanton Sioux Community is a federally recognized, sovereign Indian tribe located southwest of Minneapolis/St. Paul. With a focus on being a good neighbor, good steward of the earth, and good employer, the SMSC is committed to charitable donations, community partnerships, a healthy environment, and a strong economy. Together the SMSC and the SMSC Gaming Enterprise (Mystic Lake Casino Hotel and Little Six Casino) are the largest employer in Scott County. Out of a Dakota tradition to help others, the SMSC has donated more than \$325 million to organizations and causes and has contributed millions more to regional governments and infrastructure such as roads, water and sewer systems, and emergency services. The SMSC is the largest philanthropic benefactor for Indian Country nationally and one of the largest charitable givers in Minnesota.

FINANCIAL CONSIDERATIONS: A 20% grant match is required. These funds would be used from the fire departments operating budget.

LEGAL: N/A

DEPARTMENT/RESPONSIBLE PARTY: Frank Hanson, Fire Chief

REVIEWED BY: Larry Kruse, City Administrator

RESOLUTION NO. _____

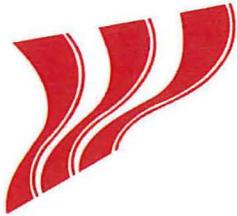
BE IT RESOLVED by the City Council of the City of Willmar to approve an application by the Willmar Fire Department for, and the acceptance of, the Shakopee Mdewakanton Sioux Community Grant in the amount of \$3,000 for firefighter protective hoods.

Dated this 21st day of March, 2016

MAYOR

Attest:

CITY ADMINISTRATOR



★ WILLMAR

CER Director

City Office Building
333 SW 6th Street
Willmar, MN 56201
Main Number 320-214-5160
Fax Number 320-235-4917

COUNCIL ACTION REQUEST

DATE: March 4, 2016

SUBJECT: Playground Unit Installation

RECOMMENDATION: To approve staff purchasing 1,612 cubic yards of Flex Fiber from Fiber Flex totaling \$18,655.00.

BACKGROUND: This past winter the City purchased 7 playground units to be installed in 6 parks this summer. This purchase is for the cover material to be placed around the playground units. This material has been approved as being ADA compliant thus meeting that standard for our new playgrounds. Staff will be installing this material once Game Time staff have completed the playground installations. Staff received 3 quotes for this product and recommend using Flex Fiber as our vendor. The quotes are attached to this document.

FINANCIAL CONSIDERATION: Staff are requesting to use \$18,655.00 from CIP funds designated for 2016 to Park Development. These funds total \$706,000, thus reducing the amount available for the Rice Park project by \$18,655. This is a necessary expense for the playground installation and funds are not available in operation budgets.

Department/Responsible Party: CER/Steve Brisendine

Resolution No. _____

Whereas the City of Willmar desires to enter into an agreement with Fiber Flex to provide 1,612 cubic yards of Flex Fiber in the amount not to exceed \$18,655.00; and

Whereas an agreement has been prepared detailing the terms of the services;

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

Dated this 21st day of March, 2016

Mayor

Attest:

City Clerk



WILLMAR

Public Works Director

City Office Building
333 SW 6th Street
Willmar, MN 56201
Main Number 320-214-5160
Fax Number 320-235-4917

COUNCIL ACTION REQUEST

DATE: March 8, 2016

SUBJECT: Purchase of a Pressure Washer

RECOMMENDATION: It is respectfully requested the City Council consider the following recommendation:

To approve the purchase of a pressure washer from Swanson Equipment Company in the amount of \$6,372.00.

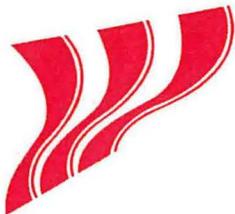
BACKGROUND: Public Works staff solicited quotes for the purchase of a pressure washer in accordance with the 2016 Capital Improvement Program. The current unit in the wash bay is ten years old and had multiple repairs as well as the pressure pump and heat exchanger needing major repairs in the near future. Quotes were received from PSI Powerwashers, Inc. in the amount of \$6,755.00 and from Swanson Equipment Company in the amount of \$6,372.00.

FINANCIAL CONSIDERATION: The 2016 Capital Improvement Program includes \$9,000.00 for the purchase of the unit.

LEGAL: N/A

Department/Responsible Party: Sean E. Christensen, Public Works Director

Reviewed By: Larry Kruse, City Administrator



★ WILLMAR

Public Works Director

City Office Building
333 SW 6th Street
Willmar, MN 56201
Main Number 320-214-5160
Fax Number 320-235-4917

COUNCIL ACTION REQUEST

DATE: March 10, 2016

SUBJECT: Country Club Drive Lift Station Consideration of Bids

RECOMMENDATION: It is respectfully requested the City Council consider the following recommendation:

Award the contract to Quam Construction in the amount of \$458,398.70 for the Country Club Drive Lift Station.

BACKGROUND: Bids were opened for the Country Club Drive Lift Station on March 10th. Three bids were received; Geislinger & Sons in the amount of \$673,652.60, Duininck, Inc. in the amount of \$528,196.90 and Quam Construction in the amount of \$458,398.70. The engineer's estimate on the project was \$472,000. The project includes the demolition of the existing lift station constructed in 1987 and relocating it with a custom submersible pump lift station.

FINANCIAL CONSIDERATION: The 2015 Wastewater Collection Budget includes sufficient funds to approve and award the contract to Quam Construction.

LEGAL: N/A

Department/Responsible Party: Sean E. Christensen, Public Works Director

Reviewed By: Larry Kruse, City Administrator

RESOLUTION NO. _____

BE IT RESOLVED by the City Council of the City of Willmar, a Municipal Corporation of the State of Minnesota, that the bid of Quam Construction for Project No. 1510 is accepted, and be it further resolved that the Mayor and City Administrator of the City of Willmar are hereby authorized to enter into an agreement with the bidder for the terms and consideration of the contract in the amount of \$458,398.70.

Dated this 21st day of March, 2016

Mayor

Attest:

City Clerk-Treasurer



WILLMAR

Public Works Director

City Office Building
333 SW 6th Street
Willmar, MN 56201
Main Number 320-214-5160
Fax Number 320-235-4917

COUNCIL ACTION REQUEST

DATE: March 10, 2016

SUBJECT: Westwood Court Lift Station Consideration of Bids

RECOMMENDATION: It is respectfully requested the City Council consider the following recommendation:

Award the contract to GM Contracting in the amount of \$835,318.72 for the Westwood Court Lift Station.

BACKGROUND: Bids were opened for the Westwood Court Lift Station on March 10th. Four bids were received; Geislinger & Sons in the amount of \$975,343.25, Duinick, Inc. in the amount of \$883,604.70, Quam Construction in the amount of \$844,192.50, and GM Contracting in the amount of \$835,318.72. The engineer's estimate on the project was \$844,000. The project includes the demolition of the existing lift station constructed in 1972 and relocation.

FINANCIAL CONSIDERATION: The funding for the project will be from a Minnesota Public Facilities Authority loan used for improvements to municipal wastewater treatment systems.

LEGAL: N/A

Department/Responsible Party: Sean E. Christensen, Public Works Director

Reviewed By: Larry Kruse, City Administrator

RESOLUTION NO. _____

BE IT RESOLVED by the City Council of the City of Willmar, a Municipal Corporation of the State of Minnesota, that the bid of GM Contracting for Project No. 1511 is accepted, and be it further resolved that the Mayor and City Administrator of the City of Willmar are hereby authorized to enter into an agreement with the bidder for the terms and consideration of the contract in the amount of \$835,318.72.

Dated this 21st day of March, 2016

Mayor

Attest:

City Clerk-Treasurer



WILLMAR

Public Works Director

City Office Building
333 SW 6th Street
Willmar, MN 56201
Main Number 320-214-5160
Fax Number 320-235-4917

COUNCIL ACTION REQUEST

DATE: March 8, 2016

SUBJECT: Fairgrounds Lift Station Engineering/CRS Agreement Recommendation

RECOMMENDATION: It is respectfully requested the City Council consider the following recommendations:

Award the Fairgrounds Lift Station Design and Construction Related Services to Bolton and Menk, Inc. in the amount not to exceed \$89,565.00.

Adopt the resolution establishing procedures relating to compliance with reimbursement regulations under the Internal Revenue Code.

BACKGROUND: The Fairgrounds Lift Station is identified in the 2016 improvement projects for replacement. The lift station is located at 908 Park Avenue, on the south side of the Fairgrounds and is a custom dry pit station constructed in 1931. Staff reviewed proposals from Bolton and Menk and AE2S on March 7th for design engineering and construction related services for the Fairgrounds Lift Station project. It is staff's recommendation to award the project to Bolton and Menk. The proposals were reviewed by a committee of five and took into consideration both a technical and price score. Prior to incurring costs, it is necessary the Council adopt a resolution of Intent to Reimburse. The Intent to Reimburse will ensure the City will be reimbursed for project costs after the date of this resolution.

FINANCIAL CONSIDERATION: Staff has prepared the preliminary construction budget for the Fairgrounds Lift Station and it is estimated at \$650,000. The funding for the project will be from a PFA loan.

LEGAL: N/A

Department/Responsible Party: Sean E. Christensen, Public Works Director

Reviewed By: Larry Kruse, City Administrator

Resolution No. _____

Whereas the City of Willmar desires to retain a firm to provide engineering and construction related services for the Fairgrounds Lift Station; and

Whereas a proposal has been made by the firm of Bolton & Menk, Inc. at an estimated cost of \$89,565.00;

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

Dated this 21st day of March, 2016

Mayor

Attest:

City Clerk-Treasurer

RESOLUTION NO. _____

RESOLUTION ESTABLISHING PROCEDURES
RELATING TO COMPLIANCE WITH REIMBURSEMENT BOND
REGULATIONS UNDER THE INTERNAL REVENUE CODE

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

1. Recitals.

A. The Internal Revenue Service has issued Treasury Regulations, Section 1.150-2 (as the same may be amended or supplemented, the "Regulations"), dealing with "reimbursement bond" proceeds, being proceeds of the City's bonds used to reimburse the City for any project expenditure paid by the City prior to the time of the issuance of those bonds.

B. The Regulations generally require that the City make a declaration of intent to reimburse itself for such prior expenditures out of the proceeds of subsequently issued bonds, that such declaration be made not later than 60 days after the expenditure is actually paid, and that the bonding occur and the written reimbursement allocation be made from the proceeds of such bonds within 18 months after the later of (1) the date of payment of the expenditure or (2) the date the project is placed in service (but in no event more than 3 years after actual payment).

C. The City heretofore implemented procedures for compliance with the predecessor versions of the Regulations and desires to amend and supplement those procedures to ensure compliance with the Regulations.

D. The City's bond counsel has advised the City that the Regulations do not apply, and hence the provisions of this Resolution are intended to have no application, to payments of City project costs first made by the City out of the proceeds of bonds issued prior to the date of such payments.

2. Official Intent Declaration. The Regulations, in the situations in which they apply, require the City to have declared an official intent (the "Declaration") to reimburse itself for previously paid project expenditures out of the proceeds of subsequently issued bonds. The Council hereby authorizes the City Clerk to make the City's Declarations or to delegate from time to time that responsibility to other appropriate City employees. Each Declaration shall comply with the requirements of the Regulations, including without limitation the following:

A. Each Declaration shall be made not later than 60 days after payment of the applicable project cost and shall state that the City reasonably expects to reimburse itself for the expenditure out of the proceeds of a bond issue or similar borrowing. Each Declaration may be made substantially in the form of the Exhibit A, which is attached to and made a part of this Resolution, or in any other format which may at the time comply with the Regulations.

B. Each Declaration shall (1) contain a reasonably accurate description of the "project," as defined in the Regulations (which may include the property or program to be financed, as applicable), to which the expenditure relates and (2) state the maximum principal amount of bonding expected to be issued for that project.

C. Care shall be taken so that the City, or its authorized representatives under this Resolution, not make Declarations in cases where the City doesn't reasonably expect to issue reimbursement bonds to finance the subject project costs, and the City officials are hereby

authorized to consult with bond counsel to the City concerning the requirements of the Regulations and their application in particular circumstances.

D. The Council shall be advised from time to time on the desirability and timing of the issuance of reimbursement bonds relating to project expenditures for which the City has made Declarations.

3. Reimbursement Allocations. The designated City officials shall also be responsible for making the "reimbursement allocations" described in the Regulations, being generally written allocations that evidence the City's use of the applicable bond proceeds to reimburse the original expenditures.

4. Effect. This Resolution shall amend and supplement all prior resolutions and/or procedures adopted by the City for compliance with the Regulations (or their predecessor versions), and, henceforth, in the event of any inconsistency, the provisions of this Resolution shall apply and govern.

Adopted this 21st day of March, 2016, by the Willmar City Council

MAYOR

Attest:

CITY CLERK

EXHIBIT A

DECLARATION OF OFFICIAL INTENT

The undersigned, being the duly appointed and acting City Clerk of the City of Willmar, Minnesota (the "City"), pursuant to and for purposes of compliance with Treasury Regulations Section 1.150-2 (the "Regulations"), under the Internal Revenue Code of 1986, as amended, hereby states and certifies as follows:

1. The undersigned has been and is on the date hereof duly authorized by the Willmar City Council to make and execute this Declaration of Official Intent (the "Declaration") for and on behalf of the City.

2. This Declaration relates to the following project, property or program (the "Project") and the costs thereof to be financed: Fairgrounds Lift Station Bond.

3. The City reasonably expects to reimburse itself for the payment of certain costs of the Project out of the proceeds of a bond issue or similar borrowing (the "Bonds") to be issued by the City after the date of payment of such costs. As of the date hereof, the City reasonably expects that \$650,000.00 is the maximum principal amount of the Bonds, which will be issued to finance the Project.

4. Each expenditure to be reimbursed from the Bonds is or will be a capital expenditure or a cost of issuance, or any of the other types of expenditures described in Section 1.150-2(d)(3) of the Regulations.

5. As of the Date thereof, the statements and expectations contained in this Declaration are believed to be reasonable and accurate.

Dated: March 21, 2016

Kevin Halliday
City Clerk
City of Willmar, Minnesota

CERTIFICATION

The undersigned, being the duly qualified and acting City Clerk of the City of Willmar, Minnesota, hereby certifies the following:

The foregoing is true and correct copy of a Resolution on file and of official, publicly available record in the offices of the City, which Resolution relates to procedures of the City for compliance with certain IRS Regulations on reimbursement bonds. Said Resolution was duly adopted by the governing body of the City (the "Council") at a regular meeting of the Council held on March 21, 2016. Said meeting was duly called, regularly held, open to the public, and held at the place at which meetings of the Council are regularly held. Council Member _____ moved the adoption of the Resolution, which motion was seconded by Council Member _____. A vote being taken on the motion, the following members of the Council voted in favor of the motion to adopt the Resolution:

and the following voted against the same:

Whereupon said Resolution was declared duly passed and adopted. The Resolution is in full force and effect, and no action has been taken by the Council, which would in any way alter or amend the Resolution.

WITNESS MY HAND officially as the City Clerk of the City of Willmar, Minnesota, this 21st day of March, 2016.

City Clerk
City of Willmar, Minnesota



WILLMAR

Public Works Director

City Office Building
333 SW 6th Street
Willmar, MN 56201
Main Number 320-214-5160
Fax Number 320-235-4917

COUNCIL ACTION REQUEST

DATE: March 8, 2016

SUBJECT: Accept Project and Authorize Final Payment for Project No. 1504

RECOMMENDATION: It is respectfully requested the City Council consider the following recommendation:

Accept the project and authorize final payment to Duininck, Inc. in the amount of \$11,465.52 for Project No. 1504.

BACKGROUND: The City Council entered into an agreement with Duininck, Inc. on June 1, 2015 for the path overlay and striping along the North 7th Street path, Hedin Park path, and the Robbins Island Beach path. The final pay request is hereby submitted for consideration and staff is recommending final payment be made.

FINANCIAL CONSIDERATION: The total cost of the project is \$168,353.64, and is within the project budget of \$171,492.75.

LEGAL: N/A

Department/Responsible Party: Sean E. Christensen, Public Works Director

Reviewed By: Larry Kruse, City Administrator

RESOLUTION NO. _____

ACCEPTING PROJECT AND AUTHORIZING FINAL PAYMENT

IMPROVEMENT: Project No. 1504 – Path Overlay and Striping

CONTRACTOR: Duininck, Inc.
DATE OF CONTRACT: June 1, 2015
BEGIN WORK: August 13, 2015
COMPLETE WORK: September 28, 2015
APPROVE, ENGINEERING DEPT: October 15, 2015

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

1. The said City of Willmar Project No. 1504 be herewith approved and accepted by the City of Willmar.
2. The following summary and final payment be approved:

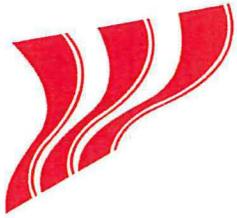
ORIGINAL CONTRACT AMOUNT:	\$171,492.75
FINAL NET CONTRACT AMOUNT, PROPOSED:	\$171,492.75
ACTUAL FINAL CONTRACT AMOUNT AS CONSTRUCTED:	\$168,353.64
Less Previous Payments	\$156,888.12
FINAL PAYMENT DUE CONTRACTOR:	\$11,465.52

Dated this 21st day of March, 2016

Mayor

Attest:

City Clerk



WILLMAR

Public Works Director

City Office Building
333 SW 6th Street
Willmar, MN 56201
Main Number 320-214-5160
Fax Number 320-235-4917

COUNCIL ACTION REQUEST

DATE: March 14, 2016

SUBJECT: Removal of Parking- Lakeland Drive NE

RECOMMENDATION: It is respectfully requested the City Council consider the following recommendation:

Approve the resolution to remove parking along Lakeland Drive from TH No. 12 to Civic Center Drive.

BACKGROUND: Lakeland Drive NE from TH No. 12 to Civic Center Drive has been approved for an overlay as part of the 2016 Street Improvement Projects. In order to meet State Aid requirements for the proposed street width with a bike lane, parking needs to be removed from the street following completion of the improvements.

FINANCIAL CONSIDERATION: The City will be expending Municipal State Aid funds on the improvements of this street.

LEGAL: N/A

Department/Responsible Party: Sean E. Christensen, Public Works Director

Prepared By: Larry Kruse, City Administrator

RESOLUTION NO. _____

RELATING TO PARKING RESTRICTIONS on S.A.P. 175-152-005; Lakeland Drive from TH No. 12 to Civic Center Drive in the City of Willmar, Minnesota.

WHEREAS, the "City" has approved the improvement of Lakeland Drive, State Aid Route No. 175-152-005 from TH No. 12 to Civic Center Drive in the City of Willmar, Minnesota; and

WHEREAS, the "City" will be expending Municipal Street Aid Funds on the improvements of this street; and

WHEREAS, this improvement does not provide adequate width for parking on both sides of the street; and approval of the proposed construction as a Municipal State Aid Street Project must therefore be conditioned upon certain parking restrictions.

NOW, THEREFORE, BE IT RESOLVED that the "City" shall ban the parking of motor vehicles on either side of Lakeland Drive from TH No. 12 to Civic Center Drive at all times.

Dated this 21st day of March, 2016

MAYOR

Attest:

CITY CLERK



WILLMAR

CER Director

City Office Building
333 SW 6th Street
Willmar, MN 56201
Main Number 320-214-5160
Fax Number 320-235-4917

COUNCIL ACTION REQUEST

DATE: March 16, 2016

SUBJECT: Professional Services Agreement-SRF for Rice Park Project

RECOMMENDATION: Staff recommends allowing the City Administrator to enter into an agreement with SRF Consulting Group, Inc. for project management of the Rice Park CIP project.

BACKGROUND: The Public Works Committee received this information verbally at their March 15, 2016 meeting and agreed to move it on to the full City Council. \$706,000.00 has been allocated in the 2016 CIP for Rice Park Improvements. These improvements would include removal of existing aged amenities, splash pad, shelter, bathroom/changing facility, walkways and landscaping to enhance Rice Park. The Scope of Services included in this agreement would include;

- Design Development
- Construction Documents
- Project Management
- Construction Assistance
- Miscellaneous Expenses

See document for more details of this agreement.

SRF has enlisted the services of Engan and Associates to provide Architectural Services on this project.

FINANCIAL CONSIDERATION: \$56,827.00 is required for the proposal with SRF Consulting Group which would come out of the \$706,000 that has been allocated in the 2016 CIP.

LEGAL: This is an agreement for professional services and given SRF was involved with the creation of the Park Plan for the City of Willmar we feel they are the firm in the best position to guide us through this project.

Department/Responsible Party: Steve Brisendine

Reviewed by: Larry Kruse, City Administrator

Resolution No. _____

Whereas the City of Willmar desires to retain a firm to provide professional services for the Rice Park Improvements Project; and

Whereas a proposal has been made by the firm of SRF Consulting Group, Inc. at an estimated cost of \$56,827.00;

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

Dated this 21st day of March, 2016

Mayor

Attest:

City Clerk-Treasurer

March 10, 2016

Mr. Steve Brisendine
Director of Community Education & Recreation
CITY OF WILLMAR/WILLMAR PUBLIC SCHOOLS
1234 Kandiyohi Avenue SW
Willmar, MN 56266

**SUBJECT: PROPOSAL FOR PROFESSIONAL SERVICES FOR RICE PARK DESIGN AND
CONSTRUCTION SERVICES — WILLMAR, MINNESOTA**

Dear Mr. Brisendine:

Based on your request, we are pleased to submit this proposal to provide professional services for design and construction administration services for Rice Park in downtown Willmar. It is our understanding that the City of Willmar (City) wishes to develop a splash pad, a restroom/picnic shelter and an outdoor patio area, and pedestrian circulation in Rice Park, replacing the existing wading pool and picnic shelter. SRF Consulting Group, Inc. (SRF) is pleased to be partnering with Engan Associates, a local Willmar architecture firm with extensive experience designing similar park structures.

Initial design tasks will include working with a splash pad vendor to develop a concept for the splash pad and developing a concept for a park building that will include restroom and picnic facilities. Once the concepts have been approved by City staff, the design tasks will continue with design development, construction documents and in-construction assistance.

SCOPE OF SERVICES

We propose to carry out the work as described as follows:

- Design Development \$3,830
 - Refine splash pad concept with splash pad vendor.
 - Refine park building concept with Project Architect and present City staff with revised design concept.
 - Prepare revised site concept drawings incorporating splash pad and park building concepts.
 - Attend one (1) meeting with City staff to review revised site concept.

www.srfconsulting.com

One Carlson Parkway North, Suite 150 | Minneapolis, MN 55447-4443 | 763.475.0010 Fax: 763.475.2429

An Equal Opportunity Employer

- Construction Documents \$17,166
 - Prepare construction documents, specifications and engineer's estimate.
 - Submit P, S & E package to City staff for review and make appropriate revisions as necessary (assume one (1) round of revisions).
 - Assist City staff in securing necessary permits for construction and prepare supporting documentation for necessary permits including preparation of the required Stormwater Pollution Prevention Plan (SWPPP) and NPDES permit.
 - Assist City staff in responding to questions from contractors during the bidding process.
 - Review contractor bids for accuracy.

- Project Management \$1,398
 - Day-to-day project coordination, project oversight, and quality control reviews of preliminary and final plans.

- Construction Assistance \$6,480
 - Conduct construction administration and periodic on-site construction observation including one (1) preconstruction meeting with contractor and City staff.
 - Attend one (1) weekly site inspection during construction to verify project is proceeding in accordance with the contract documents (assume that construction period will be eight (8) weeks).
 - Review and approve shop drawings, samples, and submittals of the contractor.

- Expenses \$938
 - Mileage for travel and copy duplication

- Total SRF Costs: \$29,827**

ASSUMPTIONS

- Steve Brisendine, Director of Community Education & Recreation, will serve as the formal project liaison on behalf of the City of Willmar. In this role, Mr. Brisendine will serve as the point of contact for SRF and the information conduit to the City.
- Construction is intended to begin in summer 2016 with completion that same year.
- The City of Willmar has allocated \$706,000 for this project, which will include design fees and construction costs.
- It is assumed that the City will procure the necessary permits for construction. SRF will assist the City in obtaining regulatory permits from local authorities by providing technical drawings

and information necessary to make the permit application(s). It is not known at this time if a watershed permit is required. If required, the time and expense for its preparation and securing will be considered an additional expense.

- The City will advertise and distribute plans and special provisions to contractors through the City's standard methods.
- The City will provide SRF with a site survey.
- Geotechnical services needed for site work and construction are not included in this contract. SRF assumes the City will provide this information or SRF can contract with a local firm to provide this service as an out-of-scope expense.
- Engineering services for the splash pad design will be provided by the splash pad provider.

SCHEDULE

We will complete this work within a mutually agreed-upon time schedule.

BASIS OF PAYMENT/BUDGET

We propose to be reimbursed for our services on an hourly basis for the actual time expended. Other direct project expenses, such as printing, supplies, reproduction, etc., will be billed at cost, and mileage will be billed at the current allowable IRS rate for business miles. Invoices are submitted on a monthly basis for work performed during the previous month. Payment is due within 30 days.

Based on our understanding of the project and our scope of services, we estimate the cost of our services to be \$56,827.00, which includes both time and expenses.

CHANGES IN THE SCOPE OF SERVICES

It is understood that if the scope or extent of work changes, the cost will be adjusted accordingly. Before any out-of-scope work is initiated, however, we will submit a budget request for the new work and will not begin work until we receive authorization from you.

STANDARD TERMS AND CONDITIONS

The attached Standard Terms and Conditions (Attachment A), together with this proposal for professional services, constitute the entire agreement between the Client and SRF Consulting Group, Inc. and supersede all prior written or oral understandings. This agreement may only be amended, supplemented, modified or canceled by a duly executed written instrument.

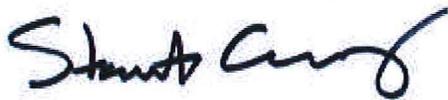
ACCEPTANCE/NOTICE TO PROCEED

A signed copy of this proposal, mailed or emailed to our office, will serve as acceptance of this proposal and our notice to proceed. The email address is scrosby@srfconsulting.com.

We sincerely appreciate your consideration of this proposal and look forward to working with you on this project. Please feel free to contact us if you have any questions or need additional information.

Sincerely,

SRF CONSULTING GROUP, INC.



Stewart F. Crosby, PLA, ASLA (MN)
Senior Associate



Ken J. Grieshaber, PLA, ASLA (MN IA ND)
Principal

SFC/KJG/jal

Attachment A – Standard Terms and Conditions
Attachment B – Engan Associates Architects proposal

cc: Sean Christensen, City of Willmar
Scott Ledeboer, City of Willmar

APPROVED:

CITY OF WILMAR

(signature)

Name _____

Title _____

Date _____

This cost proposal is valid for a period of 90 days. SRF reserves the right to adjust its cost estimate after 90 days from the date of this proposal.

SRF P160238

ATTACHMENT A
STANDARD TERMS AND CONDITIONS

The Standard Terms and Conditions together with the attached Proposal for Professional Services constitute the entire Agreement between the CLIENT and SRF Consulting Group, Inc. ("SRF") and supersede all prior written or oral understandings. This Agreement may only be amended, supplemented, modified, or canceled by a duly executed written instrument.

1. STANDARD OF CARE

- a. The standard of care for all professional services performed or furnished by SRF under this Agreement will be the care and skill ordinarily used by members of SRF's profession practicing under similar circumstances at the same time and in the same locality. SRF makes no warranties, expressed or implied, under the Agreement or otherwise, in connection with SRF's service.
- b. The CLIENT shall be responsible for, and SRF may rely upon, the accuracy and completeness of all requirements, programs, instructions, reports, data, and other information furnished by CLIENT to SRF pursuant to this Agreement. SRF may use such requirements, reports, data, and information in performing or furnishing services under this Agreement.

2. INDEPENDENT CONTRACTOR

All duties and responsibilities undertaken pursuant to this Agreement will be for the sole and exclusive benefit of the CLIENT and SRF and not for the benefit of any other party. Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against either the CLIENT or SRF. SRF's services under this Agreement are being performed solely for the CLIENT's benefit, and no other entity shall have any claims against SRF because of this Agreement or the performance or nonperformance of services hereunder.

3. PAYMENT TO SRF

Invoices will be prepared in accordance with SRF's standard invoicing practices and will be submitted to the CLIENT by SRF monthly, unless otherwise agreed. Invoices are due and payable within thirty (30) days of receipt. If the CLIENT fails to make any payment due SRF for services and expenses within forty-five (45) days after receipt of SRF's invoice thereafter, the amounts due SRF will be increased at the rate of 1-1/2% per month (or the maximum rate of interest permitted by law, if less). In addition, SRF may, after giving seven days written notice to the CLIENT, suspend services under this Agreement until SRF has been paid in full of amounts due for services, expenses, and other related charges.

4. OPINION OF PROBABLE CONSTRUCTION COST

Any opinions of costs prepared by SRF represent its judgment as a design professional and are furnished for the general guidance of the CLIENT. Since SRF has no control over the cost of labor, materials, market condition, or competitive bidding, SRF does not guarantee the accuracy of such cost opinions as compared to contractor or supplier bids or actual cost to the CLIENT.

5. INSURANCE

SRF will maintain insurance coverage for Workers' Compensation, General Liability, Automobile Liability and Professional Liability and will provide certificates of insurance to the CLIENT upon request.

6. INDEMNIFICATION AND ALLOCATION OF RISK

- a. To the fullest extent permitted by law, SRF agrees to indemnify and hold harmless the CLIENT, their officers, directors and employees against all damages, liabilities or costs (including reasonable attorneys' fees and defense costs) to the extent caused by SRF's negligent acts under this Agreement and that of its subconsultants or anyone for whom SRF is legally liable.
- b. To the fullest extent permitted by law, the CLIENT agrees to indemnify and hold harmless SRF, their officers, directors and employees against all damages, liabilities or costs to the extent caused by the CLIENT's negligent acts under this Agreement and anyone for whom the CLIENT is legally liable.

7. TERMINATION OF AGREEMENT

Either party may at any time, upon seven days prior written notice to the other party, terminate this Agreement. Upon such termination, the CLIENT shall pay to SRF all amounts owing to SRF under this Agreement, for all work performed up to the effective date of termination.

8. OWNERSHIP AND REUSE OF DOCUMENTS

All documents prepared or furnished by SRF pursuant to this Agreement are instruments of service, and SRF shall retain an ownership and property interest therein. Reuse of any such documents by the CLIENT shall be at CLIENT's sole risk; and the CLIENT agrees to indemnify, and hold SRF harmless from all claims, damages, and expenses including attorney's fees arising out of such reuse of documents by the CLIENT or by others acting through the CLIENT.

9. USE OF ELECTRONIC MEDIA

- a. Copies of Documents that may be relied upon by the CLIENT are limited to the printed copies (also known as hard copies) that are signed or sealed by SRF. Files in electronic media format of text, data, graphics, or of other types that are furnished by SRF to the CLIENT are only for convenience of the CLIENT. Any conclusion or information obtained or derived from such electronic files will be at the user's sole risk.
- b. When transferring documents in electronic media format, SRF makes no representations as to long-term compatibility, usability, or readability of documents resulting from the use of software application packages, operating systems, or computer hardware differing from those used by SRF at the beginning of this Assignment.
- c. If there is a discrepancy between the electronic files and the hard copies, the hard copies govern.
- d. Because data stored in electronic media format can deteriorate or be modified inadvertently or otherwise without authorization of this data's creator, the party receiving electronic files agrees that it will perform acceptance tests or procedures within sixty (60) days, after which the receiving party shall be deemed to have accepted the data thus transferred. Any errors detected within the sixty (60) day acceptance period will be corrected by the party delivering the electronic files. SRF shall not be responsible to maintain documents stored in electronic media format after acceptance by the CLIENT.

10. FORCE MAJEURE

SRF shall not be liable for any loss or damage due to failure or delay in rendering any service called for under this Agreement resulting from any cause beyond SRF's reasonable control.

11. ASSIGNMENT

Neither party shall assign its rights, interests or obligations under this Agreement without the express written consent of the other party.

12. BINDING EFFECT

This Agreement shall bind, and the benefits thereof shall inure to the respective parties hereto, their legal representatives, executors, administrators, successors, and assigns.

13. SEVERABILITY AND WAIVER OF PROVISIONS

Any provisions or part of the Agreement held to be void or unenforceable under any laws or regulations shall be deemed stricken, and all remaining provisions shall continue to be valid and binding upon the CLIENT and SRF, who agree that the Agreement shall be reformed to replace such stricken provision or part thereof with a valid and enforceable provision that comes as close as possible to expressing the intention of the stricken provision. Non-enforcement of any provision by either party shall not constitute a waiver of that provision, nor shall it affect the enforceability of that provision or of the remainder of this Agreement.

14. SURVIVAL

All provisions of this Agreement regarding Ownership of Documents and Reuse of Documents, Electronic Media provisions, Indemnification and Allocation of Risk, and Dispute Resolution shall remain in effect.

15. DISPUTE RESOLUTION

If negotiation in good faith fails to resolve a dispute within the thirty (30) days of notice of the dispute, or time period specified by applicable law, then the parties agree that each dispute, claim or controversy arising from or related to this Agreement or the relationships which result from this Agreement shall be subject to mediation as a condition precedent to initiating legal or equitable actions by either party. Unless the parties agree otherwise, the mediation shall be in accordance with the Commercial Mediation Procedures of the American Arbitration Association then currently in effect. A request for mediation shall be filed in writing with the American Arbitration Association and the other party. No legal or equitable action may be instituted for a period of ninety (90) days from the filing of the request for mediation unless a longer period of time is provided by agreement of the parties. Cost of mediation shall be shared equally between the parties. Mediation shall be held in a location mutually agreed upon by the parties. The parties shall memorialize any agreement resulting from the mediation in a mediated settlement agreement, which agreement shall be enforceable as a settlement in any court having jurisdiction thereof.

16. CONTROLLING LAW

This Agreement is to be governed by the law of the principal place of business of SRF.

17. SITE SAFETY

SRF shall not at any time supervise, direct, control or have authority over or charge of, nor be responsible for, the construction means, methods, techniques, sequences or procedures, or for safety and security precautions and programs in connection with the work performed by any Contractor for the Project, nor for any failure of any Contractor to comply with laws and regulations applicable to such Contractor's work, since these are solely the Contractor's rights and responsibilities. SRF shall not be responsible for the acts or omissions of any Contractor or Owner, or any of their agents or employees, or of any other persons (except SRF's own employees and consultants), furnishing or performing any work for the Project, except as specifically outlined in SRF's scope of services.



March 10, 2016

Stewart Crosby
SRF Consulting Group
One Carlson Parkway North, Suite 150
Minneapolis, MN 55447-4443

RE: Rice Park Shelter Upgrades, Willmar, MN (#296.16)

Dear Stewart:

This letter responds to your request for a proposal to provide Architectural services for the Park Shelter structure at Rice Park in Willmar, Minnesota. We are proposing to be a subcontractor to you to provide building design services for the Park Shelter Community Room building. Our services are intended to begin with looking at the Park Master Plan as previously prepared and that we have received.

Our services:

A. Preliminary Planning

1. Become familiar with the issues related to the development of this project.
2. Meet with you and the Owner to review size and features required.
3. The minutes of this meeting (#2) will be the program for this building project.
4. With you and the City establish how utilities such as water, electricity, and sewer will serve this building.
5. Develop schematic design of the building.
6. Review preliminary plans.

Outcomes:

1. Preliminary floor plan.
2. Sketch indicating appearance of the structure.
3. Estimate of probable construction cost.

B. Design Development & Construction Documents

1. Review schematic design with our Structural, Mechanical, and Electrical Engineers.
2. Develop construction documents for the proposed building.
3. Develop technical specifications for the proposed building.
4. Review work of our engineers and incorporate required changes with the engineers and into our documents.
5. Review construction documents with you and the City.

Outcomes:

1. Construction drawings.
2. Technical specifications.
3. Estimate of probable construction cost.
4. Building code summary.

C. Bidding & Negotiations

1. Work with you and the City to distribute construction documents.
2. Answer any questions that arise.
3. Follow up with Addenda for any required items.
4. Assist with bid opening if required and/or necessary.
5. Review bids and make recommendations to the Owner.

D. Construction Administration

1. Work with construction team to promote a seamless construction process.
2. Prepare for and attend the Pre-construction Meeting.
3. Review shop drawings.
4. Answer Contractor's questions.
5. Attend on-site Progress Meetings.
6. Assist in color selection.
7. Conduct Substantial Completion Inspection and prepare memo and Certificate of Substantial Completion.

Our services will conform with the Owner Architect Agreement AIA B105 and Architect Consultant's Agreement AIA C401 modified for this project.

E. Our costs are as follows:

Schematic Design	\$ 4,000
Construction Documents	\$ 19,000
Architect	\$ 6,250
Structural Engineer	\$ 3,000
Mechanical Engineer	\$ 6,000
Electrical Engineer	\$ 3,480
Bidding/Negotiation & Construction Administration	<u>\$ 4,000</u>
TOTAL	\$ 27,000

We look forward to working with you and your team to provide a new park shelter to the City of Willmar.

Respectfully,



Andrew Engan
AME/mml

**COMMUNITY DEVELOPMENT COMMITTEE
MINUTES**

The Community Development Committee of the Willmar City Council met on Thursday, March 17, 2016, in Conference Room No. 1 at the City Office Building.

Present:	Rick Fagerlie	Chair
	Andrew Plowman	Member
	Shawn Mueske	Member
	Tim Johnson	Member

Others present: Bruce Peterson - Director of Planning and Development Services, Larry Kruse - City Administrator, Jim Felt - Police Chief, Ron Davis, Ryan Tillman, Andy Engan, Shelby Lindrud- "West Central Tribune"

Item No. 1 Call to Order

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

Item No. 2 Public Comments (For Information Only)

Ryan Tillman is the manager for a number of apartments in the City. He requested that the City shift the responsibility for bed bug extermination from the apartment owner to the tenant. The City has an Ordinance that states that if an infestation exists in two or more of the dwelling units or in the shared or public parts of any dwelling containing two or more units, extermination shall be the responsibility of the owner. Mr. Tillman interoperates that to read that it is also the financial responsibility of the owner. He stated that attempts to pass the costs on to their tenants have been met with resistance by the tenants and tenants' attorneys. The Committee told Mr. Tillman that the matter would be looked into.

Mr. Tillman also requested that the meter charge for apartments be charged directly to the tenants rather than the building owner. Committee members suggested that the charge be built into the rent. Council Member Mueske, who is the Council Member liaison to the Municipal Utilities Commission, said that he would talk to Utilities staff about the matter.

Item No. 3 Ordinance Imposing Residency Restrictions on Sexual Offenders and Sexual Predators (Motion)

Staff presented a Council Action Request for an ordinance that would impose residency restrictions on sexual offenders. The ordinance was drafted by City Attorney Robert Scott as a follow up to past discussions held at the Committee level. Under the ordinance, sexual offenders would be prohibited from living within 500 feet of a school, licensed daycare center, park, public playground, or place of worship. Council Member Johnson stated that he had talked to the Mayor about having the separation distance be mapped at 1,000 feet, as he did not believe 500 feet was adequate. He cited several other cities that used the 1,000 foot standard. The Committee discussed the process for offender resettlement. Jim Felt, Police Chief, said that the Department of Corrections notifies the City of level two and level three offenders. Level three offenders are those that require the full public notification. The Chief said that, with or without the ordinance, the procedure would not change for level two and level three notifications.

Ron Davis stated that he was worried about the 720 current offenders who could be released from Moose Lake or Saint Peter. He added that the City has an obligation to protect citizens and recommended the use of the 1,000 separation distance. The Committee requested that a map showing a 1,000 separation zone be prepared for the Council to view at their next meeting, in addition to the map with a 500 foot separation zone.

A motion was made by Council Member Johnson, seconded by Council Member Plowman and passed to send the matter to the full Council for discussion along with maps of the 500 foot and 1,000 foot separation zones.

Item No. 4 Wye Project Update (For Information Only)

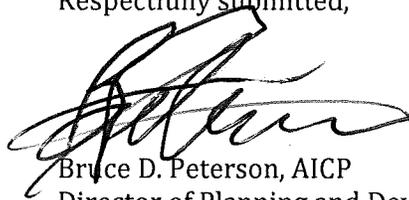
Staff provided a brief update on the status of the Wye project. The southerly realignment of Highway 12 has been selected by the partners as the preferred alternative. Discussions continue among the partners regarding various project details including the spur and south county road/bridge issues. Meetings will occur in the near future with the Federal Railway Administration to discuss the level of environmental review required for the project. The environmental review needs to be completed so that a final grant agreement can be executed by not later than September of 2017.

Item No. 5 Zoning/Nuisance Violations (For Information Only)

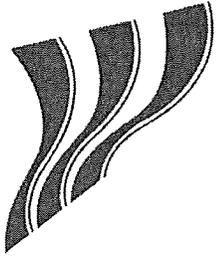
Staff presented information regarding enforcement efforts dealing with zoning and nuisance violations. In 2015, 630 properties were dealt with for violations of the Zoning Ordinance, resulting in property owner contacts and/or citations. Through Mid-March of 2016, staff has dealt with 130 properties that have been cited for zoning violations. It was noted that compliance is typically achieved rather easily, but there are sometimes violations that require the involvement of the Police Department and City Attorney for prosecution.

There being no further business to come before the Committee, the meeting was adjourned at 6:50 p.m. by Chair Fagerlie.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Bruce D. Peterson".

Bruce D. Peterson, AICP
Director of Planning and Development Services



CITY OF WILLMAR

Planning and Development Services
City Office Building
333 SW 6th Street
Willmar, MN 56201
320-235-8311

COUNCIL ACTION REQUEST

DATE: March 17, 2016

SUBJECT: An Ordinance Imposing Residency Restrictions on Sexual Offenders and Sexual Predators
(see attached)

RECOMMENDATION: It is respectfully requested the City Council consider the following recommendation: That the Ordinance be introduced for a Public Hearing to be held April 4, 2016, and to ultimately adopt the Ordinance.

BACKGROUND: For the past several months, the Community Development Committee and full City Council have discussed the issue of regulating housing for convicted sexual offenders. These discussions were held in response to several citizen concerns over safety and neighborhood property values.

City Attorney Robert Scott previously advised the City Council as to its authority and limitations regarding the City's regulation of sexual offender housing. Although the City cannot impose an outright ban on such housing, it can reasonably restrict the location and concentration of the use by an ordinance that defines specific areas within which such housing is not permitted. For the purposes of this Ordinance, no designated offenders shall live within 500 feet of a school, licensed daycare center, park, public playground, or place of worship.

An initial part of the regulatory process will be to map areas where offenders may not live. Due to changes in property uses, said map will need to be updated annually. Contact with the Office of the Minnesota Commissioner of Corrections will be required to get information about, and track the residencies of, designated offenders.

FINANCIAL CONSIDERATION: The cost of enforcing the Ordinance is expected to be primarily for staff time. No additional funds have been budgeted for such enforcement. At this time, it would be difficult to estimate the budgetary impact of enforcement.

LEGAL: N/A

DEPARTMENT/RESPONSIBLE PARTY: Bruce D. Peterson, AICP – Director of Planning and Development Services

ORDINANCE NO. _____

AN ORDINANCE ADDING A NEW ARTICLE V IMPOSING RESIDENCY RESTRICTIONS
ON SEXUAL OFFENDERS AND SEXUAL PREDATORS TO MUNICIPAL CODE
CHAPTER 10, OFFENSES AND MISCELLANEOUS PROVISIONS

The City Council of the City of Willmar hereby ordains as follows:

Section 1. AMENDMENT OF MUNICIPAL CODE, CHAPTER 10, OFFENSES AND MISCELLANEOUS PROVISIONS. Chapter 10 of the Willmar Municipal Code is hereby amended by adding a new Article V, Sexual Offenders and Sexual Predators, imposing residency restrictions on sexual offenders and sexual predators as follows:

ARTICLE V. - SEXUAL OFFENDERS AND SEXUAL PREDATORS

Sec. 10-76. – Findings and Intent.

Sec. 10-77. – Definitions.

Sec. 10-78. – Residence Prohibition; Penalties; Exceptions.

Sec. 10-79. – Renting Real Property; Penalties.

Sec. 10-80. – Severability.

Sec. 10-76. – Findings and Intent.

- (a) Repeat sexual offenders, sexual offenders who use physical violence, and sexual offenders who prey on children are sexual predators who present an extreme threat to the public safety. Sexual offenders are likely to use physical violence and to repeat their offenses, and most sexual offenders commit many offenses, have many more victims than are ever reported, and are prosecuted for only a fraction of their crimes. The costs of this sexual offender victimization to society at large are severe.
- (b) Offenders who have committed certain statutorily designated sexual offenses and other identified offenses are required by Minnesota statutes to register their addresses, secondary addresses, work locations and vehicles with the Minnesota Department of Corrections.
- (c) Offenders who have committed the designated sexual and predatory offenses and are confined in Minnesota correctional facilities or treatment facilities are subject to review by an End of Confinement Review Committee (ECRC) established by the Minnesota Commissioner of Corrections, which assesses, reviews and assigns a risk level to the offender before the offender is released from confinement, all pursuant to Minnesota Statutes, Section 244.052. The offender is entitled to notice of the ECRC meeting and has the right to be present and be heard at the meeting.

- (d) The ECRC assigns offenders a risk level from I to III, with those assigned a risk level III having been assessed to have the highest risk of reoffending and thus posing the greatest risk to other residents of the city.
- (e) Research indicates the measurement of individual characteristics are the best predictors of likelihood of reoffending and the end of confinement review process follows the procedures for such individualized review identified in Minnesota Statutes, Section 244.052, resulting in the assigned risk level.
- (f) It is the intent of this Article to serve the city's compelling interest to promote, protect and improve the health, safety and welfare of the citizens of the city by creating areas around locations where children regularly congregate in concentrated numbers wherein those sexual offenders and sexual predators assessed to have the greatest likelihood of reoffending are prohibited from residing.

Sec. 10-77. – Definitions.

The following words, terms and phrases, when used in this Article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

- (a) *Designated Offender.* The term “designated offender” means any person who has committed a designated sexual offense, regardless of whether adjudication has been withheld, in which the victim of the offense was less than 16 years of age, or who has been categorized as a level III sex offender under Minnesota statutes section 244.052 or successor statute.
- (b) *Designated sexual offense.* The term “designated sexual offense” means a conviction, adjudication of delinquency, commitment under Minnesota Statutes, Chapter 253B, or admission of guilt under oath without adjudication involving any of the offenses identified under Minnesota Statutes, Section 243.166, Subdivision 1b, requiring the offender to register with the Department of Corrections, including offenses under a similar law of another state, as identified under Minnesota Statutes, Section 243.166, Subdivision 1b.
- (c) *Permanent residence.* The term “permanent residence” means a place where the person abides, lodges, or resides for 14 or more consecutive days.
- (d) *Temporary residence.* The term “temporary residence” means a place where the person abides, lodges, or resides for a period of 14 or more days in the aggregate during any calendar year and which is not the person's permanent address, or a place where the person routinely abides, lodges, or resides for a period of four or more consecutive or nonconsecutive days in any month and which is not the person's permanent residence.

- (e) *School*. The word “school” means any public or nonpublic elementary or secondary school, and shall include any structure, land, or facility owned, leased or used for operation of the school or school activities.
- (f) *Licensed day care center*. The term “licensed day care center” means any facility, center, home or institution where children are cared for pursuant to a license issued by the Kandiyohi County Health and Human Services Department.
- (g) *Park*. The word “park” means an outdoor area owned by a local government and maintained for public recreational use and/or preservation of natural space.
- (h) *Public playground*. The term “public playground” means an improved outdoor area owned by a local government and designed, equipped, and set aside for children’s play, and includes in that area such facilities as play equipment, surfacing, fencing, sign, internal pathways, internal land forms, vegetation and related structures.
- (i) *Place of worship*. The term “place of worship” means a place where persons regularly assemble for religious worship and which provides regular educational programs for children.

Sec. 10-78. – Residence Prohibition; Penalties; Exceptions.

- (a) *Prohibited Location Of Residence*. It is unlawful for any designated offender to establish a permanent residence or temporary residence within 500 feet of any school, licensed daycare center, park, public playground or place of worship.
- (b) *Prohibited Activity*. It is unlawful for any designated offender to participate in a holiday event involving children under 18 years of age, such as distributing candy or other items to children on Halloween, wearing a Santa Claus costume on or preceding Christmas, or wearing an Easter bunny costume on or preceding Easter. Holiday events in which the offender is the parent or guardian of the children involved, and no nonfamilial children are present, are exempt from this subsection.
- (c) *Measurement of Distance*.
 - (1) For purposes of determining the minimum distance separation, the requirement shall be measured by following a straight line from the outer property line of the permanent residence or temporary residence to the nearest outer property line of a school, daycare center, park, public playground, place of worship, or other place where children regularly congregate.

- (2) The city clerk shall maintain an official map showing prohibited locations as defined by this Article. The clerk shall update the map at least annually to reflect any changes in the location of prohibited zones.
- (d) *Penalties.* Any person violating any provision of this Article shall be guilty of a misdemeanor and, upon conviction thereof, shall be punished as provided in Section 1-15 of this code. Each day a person maintains a residence in violation of this Article constitutes a separate violation.
 - (e) *Exceptions.* A designated offender residing within a prohibited area as described in subsection (a) of this section does not commit a violation of this section if any of the following applies:
 - (1) The person established the permanent residence or temporary residence and reported and registered the residence pursuant to Minnesota Statutes, Sections 243.166, 243.167, or successor statute, prior to July 1, 2016.
 - (2) The person was a minor when he/she committed the offense and was not convicted as an adult.
 - (3) The person is a minor.
 - (4) The school or daycare center within 500 feet of the person's permanent residence was opened after the person established the permanent residence or temporary residence and reported and registered the residence pursuant to Minnesota Statutes, Sections 243.166 or 243.167.
 - (5) The residence is also the primary residence of the person's parents, grandparents, siblings, spouse, or children.
 - (f) Nothing in this section shall require any person or designated offender to sell or otherwise dispose of any real property acquired or owned prior to the conviction restricting residency under this Article.

Sec. 10-79. – Renting Real Property; Penalties.

- (a) It is unlawful to let or rent any place, structure, or part thereof, trailer or other conveyance, with the knowledge that it will be used as a permanent residence or temporary residence by any person prohibited from establishing such permanent residence or temporary residence pursuant to this Article, if such place, structure, or part thereof, trailer or other conveyance, is located within a prohibited location zone described in Section 10-78(a).

- (b) A property owner's failure to comply with provisions of this section shall constitute a violation of this section.
- (c) If a property owner discovers or is informed that a tenant is a designated offender after signing a lease or otherwise agreeing to let the offender reside on the property, the owner or property manager may evict the offender.

Sec. 10-80. – Severability.

Should any section, subdivision, clause or other provision of this Article be held to be invalid by any court of competent jurisdiction, such decision shall not affect the validity of this Article as a whole, or of any part thereof, other than the part held to be invalid.

Secs. 10-81. – 10.85.—Reserved.

Section 2. EFFECTIVE DATE. This ordinance shall be effective from and after July 1, 2016.

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 ___ MUESKE ___ NELSEN ___ PLOWMAN

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 Office Building
333 SW 6th Street
Willmar, MN 56201
Main Number 320-214-5166
Fax Number 320-235-4917

COUNCIL ACTION REQUEST

DATE: March 21, 2016

SUBJECT: On-Sale, On-Sale Club, On-Sale Wine, On-Sale 3.2% Intoxicating Malt, Brewer Off-Sale, and Off-Sale Liquor License Renewals

RECOMMENDATION: It is respectfully recommended the City Council approve the following:

Approve the Renewal Applications from April 25, 2016 to April 25, 2017 on a Roll Call Vote.

BACKGROUND:

The following establishments are requesting renewal of their current Liquor Licenses:

On-Sale

American Legion Post 167
Applebee's Neighborhood Grill & Bar
El Tapatio Mexican Restaurant
Finstad-Week Post 1639
Grizzly's Grill N' Saloon
Holiday Inn / Green Mill Willmar
Peps Sports Bar
Ruff's Wings & Sports Bar
The New Fireside
The Oaks at Eagle Creek

On-Sale Club

Willmar Frat. Order of Eagles
Willmar Elks Lodge

Off-Sale

Cash Wise Liquor
Cub Foods
Sunray Spirits
Wal-Mart SuperCenter
West Side Liquor

On-Sale Wine

Golden Palace Chinese Restaurant
The Barn Theatre
Willmar Stingers

On-Sale 3.2% Intoxicating Malt Liquor

Golden Palace Chinese Restaurant
KRA Speedway
Valley Golf of Willmar Inc.
Willmar Stingers

Brewer Off-Sale

Foxhole Brewhouse

FINANCIAL CONSIDERATION: \$46,700

LEGAL:

Department/Responsible Party: Kevin J. Halliday, City Clerk-Treasurer



WILLMAR

City Clerk-Treasurer

City Office Building
333 SW 6th Street
Willmar, MN 56201
Main Number 320-214-5166
Fax Number 320-235-4917

COUNCIL ACTION REQUEST

DATE: March 21, 2016

SUBJECT: Civic Center Arena Special Event by On-Sale Liquor License Holder Permit

RECOMMENDATION: It is respectfully recommended the City Council approve the following:

Approve the Civic Center Arena Special Event by On-Sale Liquor License Holder pending Police Chief and Community Education & Recreation Board approval.

BACKGROUND:

The Civic Center has rented space to the West Central Builders Association; a nonprofit corporation (State Charter #1H-316) organized under the laws of the State of Minnesota, who will hold a two day show April 2 and April 3, 2016. On Saturday, April 2, 2016, the West Central Builders Association has plans to offer free alcohol to their members after closing hours and all the patrons have gone home. A Civic Center Arena Special Event Permit is required to distribute or consume alcohol on the Civic Center grounds. The Green Mill has applied for this permit with on-site employee listed as Tim Mattern.

The Community Education & Recreation Board will meet on Wednesday, March 30, 2016.

FINANCIAL CONSIDERATION: \$100

LEGAL: N/A

Department/Responsible Party: Kevin J. Halliday, City Clerk-Treasurer



CITY OF WILLMAR

**Planning and Development Services
City Office Building
333 SW 6th Street
Willmar, MN 56201
320-235-8311**

COUNCIL ACTION REQUEST

DATE: March 21, 2016

SUBJECT: Consideration of Annexation Petition- William and Carol Cairns

RECOMMENDATION: 1. Adopt resolution verifying ownership.
2. Introduce the Ordinance for a public hearing on April 18, 2016.

BACKGROUND: William and Carol Cairns petitioned for annexation of .96 acres on 19th Avenue SW. They will be utilizing municipal services. Planning Commission approved the Annexation at their February 17, 2016 meeting. Willmar Township signed a waiver of the 90 day review period as they have no concerns with the annexation.

FINANCIAL CONSIDERATION: One year's tax reimbursement to Willmar Township totaling \$35.35.

LEGAL: For full legal see attached resolution.

DEPARTMENT/RESPONSIBLE PARTY: Megan DeSchepper, City Planner

REVIEWED BY: Larry Kruse, City Administrator

RESOLUTION NO. _____

WHEREAS, a proceedings for Annexation (File No. 16-01) have commenced for the following described piece of property:

That part of the Northwest Quarter of the Southwest Quarter, Section 21, Township 119 North, Range 35 West of the Fifth Principal Meridian, Willmar Township, Kandiyohi County, Minnesota described as follows:

- Commencing at the northwest corner of said Southwest Quarter;
- thence on an assumed bearing of South 89 degrees 41 minutes 40 seconds East, along the north line of said Southwest Quarter, a distance of 932.80 feet;
- thence on a bearing of South 0 degrees 16 minutes 39 seconds West a distance of 75.00 feet to the southerly boundary of the Highway right of way, which is the point of beginning of the land to be described;
- thence continuing on a bearing of South 0 degrees 16 minutes 39 seconds West a distance of 150.00 feet;
- thence on a bearing of North 89 degrees 41 minutes 40 seconds West a distance of 11.96 feet;
- thence on a bearing of South 0 degrees 30 minutes 08 seconds West, parallel with the east line of said Northwest Quarter of the Southwest Quarter, a distance of 67.00 feet;
- thence on a bearing of South 89 degrees 41 minutes 40 seconds East, parallel with the north line of said Southwest Quarter, a distance of 200.00 feet;
- thence on a bearing of North 0 degrees 30 minutes 08 seconds East, parallel with the east line of said Northwest Quarter of the Southwest Quarter, a distance of 217.00 feet to the southerly boundary of the Highway right of way;
- thence on a bearing of North 89 degrees 41 minutes 40 seconds West, along the southerly boundary of the Highway right of way, a distance of 188.63 feet to the point of beginning.

WHEREAS, the petitioner has certified and stated that they are the sole owner of said property.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Willmar that ownership of the afore described property, by the petitioners, in the manner stated has been verified.

Be IT FURTHER RESOLVED that it has been verified that the Annexation will include City services/improvements/facilities/utilities.

Dated this 21st day of March 2016.

MAYOR

ATTEST:

CITY CLERK--TREASURER

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF WILLMAR, MINNESOTA ANNEXING
LAND LOCATED IN WILLMAR TOWNSHIP, KANDIYOHI COUNTY, MINNESOTA
PURSUANT TO MINNESOTA STATUTES § 414.033 SUBDIVISION 2(3),
PERMITTING ANNEXATION BY ORDINANCE

WHEREAS, a petition signed by all the property owners, requesting that property legally described herein be annexed to the City of Willmar Minnesota, was duly presented to the Council of the City of Willmar on the day of,; and

WHEREAS, said property is unincorporated and abuts the City of Willmar on its southwest boundary; is less than 120 acres; is not presently served by public sewer facilities or public sewer facilities are not otherwise available; and

WHEREAS, said property is currently zoned R-2 (Community Residence) and annexation is requested to facilitate the extension of city services for the residential R-2 (One and Two Family Residential) development of the property; and

WHEREAS, the City of Willmar held a public hearing pursuant to Minnesota Statutes §414.033 Subd. 2b, on _____, 2016, following thirty (30) days written notice by certified mail to the Town of Willmar and to all landowners within and contiguous to the area legally described (herein or attached exhibit), to be annexed; and

WHEREAS, provisions of Minnesota Statutes 414.033 Subd. 12 are not applicable in that there will be no change in the electric utility service provider resulting from the annexation of the territory to the municipality.

NOW, THEREFORE THE CITY COUNCIL OF CITY OF WILLMAR HEREBY
ORDAINS AS FOLLOWS:

1. The City council hereby determines that the property as hereinafter described abuts the city limits and is or is about to become urban or suburban in nature in that residential use is being proposed for said property the construction of which requires or will need city services, including public sewer facilities.

2. None of the property is now included within the limits of any city, or in any area that has already been designated for orderly annexation pursuant to Minnesota Statute §414.0325.

3. The corporate limits of the City of Willmar, Minnesota, are hereby extended to include the following described property, said land abutting the City of Willmar and being 120 acres or less in area, and is not presently served by public sewer facilities or public sewer facilities are not otherwise available, and the City having received a petition for annexation from all the property owners of the land, to wit:

That part of the Northwest Quarter of the Southwest Quarter, Section 21, Township 119 North, Range 35 West of the Fifth Principal Meridian, Willmar Township, Kandiyohi County, Minnesota described as follows:

- Commencing at the northwest corner of said Southwest Quarter;
- thence on an assumed bearing of South 89 degrees 41 minutes 40 seconds East, along the north line of said Southwest Quarter, a distance of 932.80 feet;
- thence on a bearing of South 0 degrees 16 minutes 39 seconds West a distance of 75.00 feet to the southerly boundary of the Highway right of way, which is the point of beginning of the land to be described;
- thence continuing on a bearing of South 0 degrees 16 minutes 39 seconds West a distance of 150.00 feet;
- thence on a bearing of North 89 degrees 41 minutes 40 seconds West a distance of 11.96 feet;
- thence on a bearing of South 0 degrees 30 minutes 08 seconds West, parallel with the east line of said Northwest Quarter of the Southwest Quarter, a distance of 67.00 feet;
- thence on a bearing of South 89 degrees 41 minutes 40 seconds East, parallel with the north line of said Southwest Quarter, a distance of 200.00 feet;
- thence on a bearing of North 0 degrees 30 minutes 08 seconds East, parallel with the east line of said Northwest Quarter of the Southwest Quarter, a distance of 217.00 feet to the southerly boundary of the Highway right of way;
- thence on a bearing of North 89 degrees 41 minutes 40 seconds West, along the southerly boundary of the Highway right of way, a distance of 188.63 feet to the point of beginning.

The above described property consists of a total of .96 acres, more or less. Copies of the corporate boundary map showing the property to be annexed and its relationship to the corporate boundaries and all appropriate plat maps are attached hereto.

4. That the population of the area legally described herein and hereby annexed is zero.
5. The City of Willmar, pursuant to Minnesota Statutes §414.036, that with respect to the property taxes payable on the area legally described herein, hereby annexed, shall make a cash payment to the Town of Willmar in accordance with the following schedule:
 - a. In the first year following the year in which the City of Willmar could first levy on the annexed area, an amount to \$17.67; and
 - b. In the second and final year an amount equal to \$17.68.
6. That pursuant to Minnesota Statutes §414.036 with respect to any special assessments assigned by the Town to the annexed property and any portion of debt incurred by the Town prior to the annexation and attributable to the property to be annexed, but for which no special assessments are outstanding, for the area legally described herein there are no special assessments.
7. That the City Clerk of the City of Willmar is hereby authorized and directed to file a copy of this Ordinance with the Municipal Boundary Adjustment Unit of the Office of Administrative

Hearings, the Minnesota Secretary of State, the Kandiyohi County Auditor, and the Willmar Township Clerk.

8. That this Ordinance shall be in full force and effect and final upon the date this Ordinance is approved by the Office of Administrative Hearings.

This Ordinance introduced by Councilman: _____

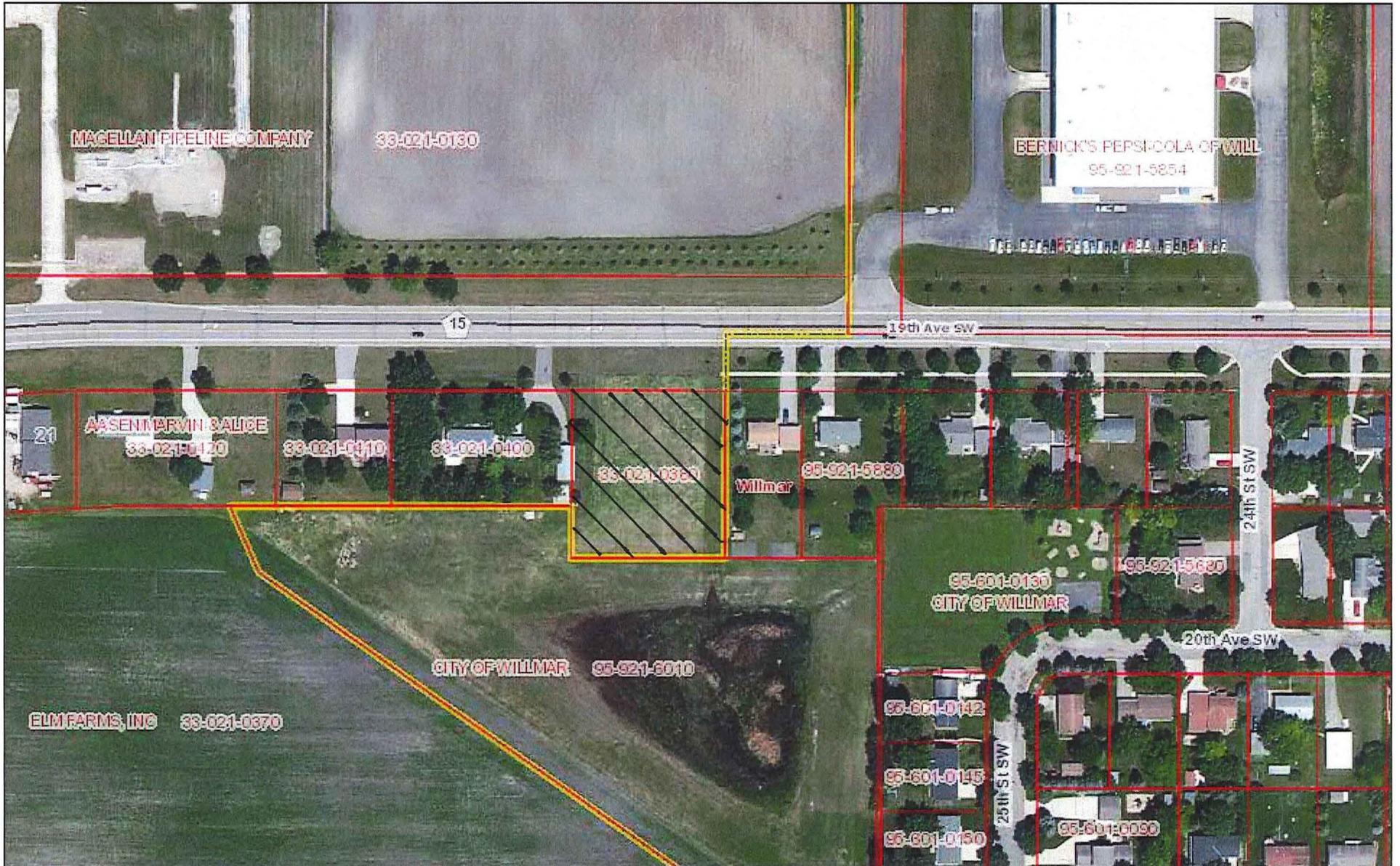
This Ordinance introduced on: _____

This Ordinance published on: _____

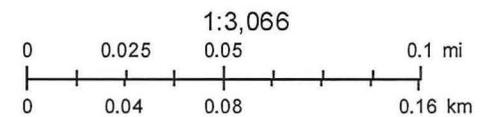
This Ordinance given a hearing on: _____

This Ordinance adopted on: _____

This Ordinance published on: _____



March 17, 2016



Source: Esri, DigitalGlobe, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AEX, Getmapping, Aerogrid, IGN, IGP, swisstopo, and

City of Willmar
This is NOT an Official City Map or Survey