

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

May 2, 2016
7:00 p.m.

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

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

There were no additions or deletions to the agenda.

Council Member Fagerlie offered a motion to adopt the Consent Agenda which included the following items: City Council Minutes of April 18, Labor/City Council Minutes of April 27, Willmar Municipal Utilities Board Minutes of April 25, Rice Hospital Board Minutes of April 20, Accounts Payable Report through April 27, Human Rights Commission Minutes of March 15, Willmar Lakes Area CVB Board Minutes of March 15, Central Community Transit Minutes of March 22 and CER Joint Powers Board Minutes of April 22, 2016. Council Member Mueske seconded the motion which carried.

At 7:01 p.m. Mayor Calvin opened the hearing to consider the rezone of Erickson Land Co. parcels from Agricultural to General Business and One and Two-Family Residential. Planning and Development Services Director Bruce Peterson informed the Council Erickson Land Co. wishes to expand two existing parcels for development of an assisted-living facility that requires larger lots to meet setback requirements. Erickson Land Co. is combining existing lots with land they own to the north with a replat. The land to the north is zoned AG and thus to be combined with the existing parcels in Trentwood Estates and rezoned to the current zoning of the lots GB and R-2 respectively. The rezoning was approved by the Planning Commission. It is staff's recommendation to adopt, assign a number and publish the ordinance.

There was no one to speak for or against the Ordinance for Rezoning. Mayor Calvin closed the hearing at 7:02 p.m. and opened it up for discussion by the Council. Council Member Christianson offered a motion to adopt, assign a number and order final publication of the Ordinance for Rezoning. Council Member Nelsen seconded the motion, which carried on a roll call vote of Ayes 6, Noes 0.

At 7:04 p.m. Mayor Calvin opened the hearing on a Zoning Ordinance Text Amendment. Planning and Development Services Director Bruce Peterson explained the text amendment began with staff and later the Planning Commission formed a subcommittee which included some downtown business people and residents who put together a draft ordinance which would directly impact Central Business District design standards. The standards address building placement, general design of buildings, scales, materials, entrances, windows, architectural projections, awnings and design review. Also included are specifics on landscaping, parking, storm water and signs. The Planning Commission conducted a public hearing and subsequently approved the ordinance text amendment and recommends it be adopted by the Council.

There being no one to speak for or against the text amendment to the Zoning Ordinance, Mayor Calvin closed the hearing at 7:05 p.m. Council Member Christianson offered a motion to adopt, assign a number and order final publication of the Zoning Ordinance Text Amendment. Council Member Nelsen seconded the motion, which carried on a roll call vote of Ayes 6, Noes 0.

No one signed up to speak during the Open Forum.

The Finance Committee Report for April 25, 2016 was presented to the Mayor and Council by Council Member Johnson. There were seven items for consideration.

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

Item No. 2 Staff explained to the Committee that, per Council direction, the recently adopted Purchasing Policy is again being brought to the Committee with the intent to continue discussion for clarification of sections within the adopted policy document. There was some concern by Council Members about when capital purchases need to be presented to the Council for approval.

The Committee was recommending the Council introduce a resolution to revise the Purchasing Policy as follows: under "Spending Not Requiring Council Action" in the first sentence strike "unless the project, in aggregate, was previously approved by the City Council", in the second sentence change "unbudgeted" to "capital" and to strike bullet #5 "Items that were previously approved by the Council". Further, to include the requirement that monthly reports for all capital expenditures reflecting amounts budgeted in the current year CIP, items and amounts not budgeted in the CIP, amounts actually expended, year to date expended, and date put in service shall be provided to the Council by the City Administrator.

Resolution No. 1 was introduced by Council Member Johnson, seconded by Council Member Plowman, reviewed by Mayor Calvin, and approved on a roll call vote of Ayes 6, Noes 0.

RESOLUTION NO. 1

BE IT RESOLVED by the City Council of the City of Willmar, Minnesota, that the Purchasing Policy of the City of Willmar be revised under the "Spending Not Requiring Council Action" section as follows:

In the first sentence, strike "unless the project, in aggregate, was previously approved by the City Council", in the second sentence change "unbudgeted" to "capital", and to strike bullet #5 "Items that were previously approved by the Council".

BE IT FURTHER RESOLVED that the required monthly report to the Council by the City Administrator include all capital expenditures reflecting amounts budgeted in the current year CIP, items and amounts not budgeted in the CIP, amounts actually expended, year to date expended amounts, and the date put in service.

Dated this 2nd day of May, 2016.

/s/ Marv Calvin
Mayor

/s/ Kevin Halliday
Attest: City Clerk

Item No. 3 Staff explained to the Committee that it has been some time since the City has adjusted its compensation rates for reimbursement of meals in its Travel Policy. The current rates of \$7.00 for breakfast, \$9.00 for lunch, and \$14.00 for dinner have been in place since April, 1999. Staff is proposing to increase these amounts to \$10.00 for breakfast, \$12.00 for lunch, and \$18.00 for dinner to more accurately reflect reasonable costs. Council Members raised the option of setting meal reimbursement rates to follow those rates established for State of Minnesota employees which according to a quick search are currently \$9.00 for breakfast, \$11.00 for lunch, and \$16.00 for dinner. The Committee was recommending the Council introduce a resolution amending compensation rates for reimbursement of meals in the Travel Policy to follow those rates established for State of Minnesota employees.

Resolution No. 2 was introduced by Council Member Johnson, seconded by Council Member Fagerlie. Council Member Mueske offered a friendly amendment to the motion to adjust the policy to include higher meal rates in metro cities according to the state published higher meal rates. The resolution was reviewed by Mayor Calvin, and approved on a roll call vote of Ayes 5, Noes 1. Council Member Christianson cast the “no” vote.

RESOLUTION NO. 2

WHEREAS, the City of Willmar has a Travel Policy establishing compensation rates for reimbursement of meals; and

WHEREAS, the current meal reimbursement rates have been in existence since April, 1999;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Willmar, Minnesota, that the compensation rates for reimbursement of meals in the Travel Policy be established to follow the same rates in effect for the State of Minnesota employees which would revise the City of Willmar rates effective May 3, 2016, as follows:

	<u>From</u>	<u>To</u>
Breakfast	\$ 7.00	\$ 9.00
Lunch	\$ 9.00	\$11.00
Dinner	\$14.00	\$16.00

BE IT FURTHER RESOLVED that the above rates will follow established State of Minnesota meal reimbursement rates as they may change in the future, and

BE IT FURTHER RESOLVED that the State Meal Reimbursement Rates in High Cost Metropolitan Areas be used.

Dated this 2nd day of May, 2016.

/s/ Marv Calvin
Mayor

/s/ Kevin Halliday
Attest: City Clerk

Item No. 4 Staff reported to the Committee that Wastewater staff solicited quotes for the purchase of a honey wagon in accordance with the 2016 Capital Improvements Program. Quotes were received from Boss Supply of Janesville, Inc. in the amount of \$78,500 and Dairyland Supply, Inc. in the amount of \$75,335. The honey wagon is used in the field to inject bio-solids as required by our land application program. The current unit was purchased in 2001 and was deferred from the ten-year replacement schedule to 2016. It is a key component to the bio-solids program and, as it has aged, the tank is starting to corrode from the inside out as well as needing wheel spindles, bearings, wheel hubs and a rebuild of the pump. Staff recommended purchase of the Nuhn 6000 Honey Wagon Slurry Tank from Dairyland Supply, Inc. less trade-in of the current unit of \$16,000 for a net cost of \$59,335. The Committee’s recommendation to the Council was to introduce a resolution to approve the purchase of the Nuhn 6000 Honey Wagon Slurry Tank from Dairyland Supply, Inc. in the amount of \$59,335 as presented.

Resolution No. 3 was introduced by Council Member Johnson, seconded by Council Member Fagerlie, reviewed by Mayor Calvin, and approved on a roll call vote of Ayes 6, Noes 0.

RESOLUTION NO. 3

BE IT RESOLVED by the City Council of the City of Willmar to authorize the purchase of one Nuhn 6000 Honey Wagon Slurry Tank from Dairyland Supply, Inc., in the amount of \$75,335 less \$16,000 trade-in of the current unit for a net cost of \$59,335 and that funds to be utilized for this purchase are per the 2016 Capital Improvement Program.

Dated this 2nd day of May, 2016.

/s/ Marv Calvin
Mayor

/s/ Kevin Halliday
Attest: City Clerk

Item No. 5 Staff presented to the Committee the preliminary budget for the Fairgrounds Lift Station Project which is identified in the 2016 Improvement Projects as needing 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. Bolton & Menk, Inc. was awarded the design engineering and construction related services contract for this project on March 21, 2016. Staff has prepared the preliminary construction budget for the Fairgrounds Lift Station estimated at \$640,000. Funding for the project will be through a Public Facilities Authority (PFA) loan. The Committee was recommending the Council approve the Fairgrounds Lift Station Project Preliminary Budget as presented.

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

RESOLUTION NO. 4
FAIRGROUNDS LIFT STATION

OTHER SERVICES:		RECEIVABLES:	
Mtce. of Other Impr.	\$500,000.00	WTP - Rates	<u>\$640,000.00</u>
Other Services	<u>\$50,000.00</u>	TOTAL	\$650,000.00
TOTAL	\$550,000.00		
OTHER CHARGES:		FINANCING:	
Prof. Serv.	<u>\$90,000.00</u>	PFA Loan	<u>\$640,000.00</u>
TOTAL	\$90,000.00	TOTAL	\$640,000.00
GRAND TOTAL	\$640,000.00		

Dated this 2nd day of May, 2016.

/s/ Marv Calvin
Mayor

/s/ Kevin Halliday
Attest: City Clerk

Item No. 6 Intent to Reimburse for Costs. Staff explained to the Committee that prior to incurring costs on the 2016 Street Improvement Projects, it is necessary per bond regulations under the Internal Revenue Code that the Council adopts a Resolution of Intent to Reimburse. This will ensure the City will be reimbursed for project costs after the date of the resolution. The Committee was recommending the Council adopt a resolution establishing procedures relating to compliance with reimbursement bond regulations under the Internal Revenue Code for the 2016 Street Improvement Projects.

Resolution No. 5 was introduced by Council Member Johnson, seconded by Council Member Mueske, reviewed by Mayor Calvin, and approved on a roll call vote of Ayes 6, Noes 0.

RESOLUTION NO. 5

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.

Dated this 2nd day of May, 2016.

/s/ Marv Calvin
Mayor

/s/ Kevin Halliday
Attest: City Clerk

Budget. Staff presented to the Committee the budget for the 2016 Improvement Projects totaling \$2,869,200. It was noted that Council action is required to approve the budgets outlining the estimated cost and funding sources for the projects. Estimated bond financing for these improvements is \$1,600,000. It was the Committee's recommendation the Council adopt a resolution to approve the 2016 Improvement Projects Budget for a total of \$2,869,200 as presented.

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

RESOLUTION NO. 6
2016 IMPROVEMENTS BUDGET

OTHER SERVICES:		RECEIVABLES:	
Mtce. of Other Impr.	\$2,280,430.00	Assessments Property Owners	\$906,938.00
Other Services	<u>\$228,043.00</u>	Community Investment	\$693,062.00
TOTAL	\$2,508,473.00	General	\$397,000.00
		State Aid	\$679,300.00
		WTP	\$40,000.00
OTHER CHARGES:		MUC	\$52,900.00
Prof. Serv.	\$342,065.00	Kandiyohi County	<u>\$100,000.00</u>
Other Chargers	<u>\$18,662.00</u>	TOTAL	\$2,869,200.00
TOTAL	\$360,727.00		
		FINANCING:	
		General	\$397,000.00
		Bonds	\$1,600,000.00
		State Aid	\$679,300.00
		WTP	\$40,000.00
		MUC	\$52,900.00
		Kandiyohi County	<u>\$100,000.00</u>
		TOTAL	\$2,869,200.00
GRAND TOTAL	\$2,869,200.00	GRAND TOTAL	\$2,869,200.00

Dated this 2nd day of May, 2016

/s/ Marv Calvin
Mayor

/s/ Kevin Halliday
Attest: City Clerk

Item No.7 The Committee received the following reports: Quarter End 03/31/16 Investment Activity, Quarter End 03/31/16 Interest Activity, Quarter End 03/31/16 Cash/Investment Portfolio, Quarter End 03/31/16 Ten-Year Historical Interest Received Per Quarter, Quarter End 03/31/16 Ten-Year Historical Investment Balances Per Quarter, and 03/31/16 Rice Trust Fund. Staff explained to the Committee the restrictions attached to the various City funds which dictate how those funds may be used. This matter was received by the Council for information only.

The Finance Committee Report for April 25, 2016, was approved as presented and ordered placed on file in the City Clerk's Office upon motion by Council Member Johnson, seconded by Council Member Fagerlie, which carried.

The Community Development Committee Report for April 28, 2016 was presented to the Mayor and Council by Council Member Fagerlie. There were six items for consideration.

Item No. 1 Ron Davis addressed the Committee regarding the Sex Offender Housing Ordinance. He requested that the Council move forward and adopt an Ordinance. He suggested that to determine the appropriate distance for "safe zones" the Council either make the decision or ask the stakeholders for input. He also suggested that the Ordinance include a standard limiting how close together sex offenders are permitted to reside. The Council received this item for information only.

Item No.2 Staff outlined the mandated Backflow/Cross Connection Program. Primary responsibility to administer the program lies with the Willmar Municipal Utilities as the purveyor of water. The program requires all backflow valves and cross connections be inspected and maintained on an annual basis and will apply to all properties. The Council asked several questions regarding City Staff involvement in the process, length of time to bring the program up to speed, and asked for examples of where cross connections have posed problems in other cities. Building Official Randy Kardell was able to cite several examples where products such as embalming fluid and pesticides have been introduced into the potable water supply due to faulty backflow prevention devices. It was the recommendation of the Committee to the Council that the City initiate the mandated Municipal Backflow/Cross Connection Program and direct Willmar Municipal Utilities to implement the program as the purveyor of water. Council Member Fagerlie moved the recommendation of the Committee. Council Member Nelsen seconded the motion.

Council Member Christianson stated he was not in favor of the Council implementing the program. Staff was asked to report on the nature of the mandates the council is facing and the consequence for saying "no." Council Member Plowman asked the City Attorney what ramifications there would be in this case if the City did not implement this program. City Attorney Robert Scott will report back to the Council.

Council Member Christianson moved to table the initiation of the mandated Municipal Backflow/Cross Connection Program until the City Attorney can report back to Council. Council Member Plowman seconded the motion. Upon a roll call vote, the motion to table the program was tied with a 3-3 vote. Mayor Calvin broke the tie voting "yes" to table the motion.

Item No. 3 Staff informed the Committee that May was Building Safety Month. To recognize Building Safety Month, staff is doing some public service announcements to explain the value of building codes and the inspections process. Additionally, it was requested that a proclamation be read by the Mayor to proclaim May as Building Safety Month, and to recognize the work done by local code enforcement personnel to maintain public health and safety.

The Committee was recommending to the Council that the Mayor issue the proclamation as submitted. It was at this time that Mayor Calvin read the Building Safety Month Proclamation.

Item No. 4 The Committee renewed discussion of the possibility of reestablishing the local option sales tax. Public comments were solicited. Loren Schultz spoke to the Committee and said he favored a sales tax increase rather than a property tax increase. He would like to see the money used for drainage and infrastructure projects.

City Administrator Kruse led the Committee through a PowerPoint presentation which covered the City's past use of sales tax and the statutory requirements for the local option sales tax process. It is estimated that a local .5% tax would generate approximately \$2.2 million annually. Projects eligible for a local option sales tax must be of regional significance.

A list of potential projects was reviewed and discussed. High priority projects as identified by staff were Civic Center refrigeration system improvements, Swansson Field lighting, and a new Community Center. A calendar for pursuing a local option sales tax was presented and discussed. Additional Council priorities in the past had been expressed as the field house, transportation projects, and Becker Avenue plan implementation. It was noted that the idea of a local option sales tax was advanced by the Council at the past retreat. Since then, staff has met with a number of community stakeholders and quantified projects and impacts. A list of project cost estimates was presented and reviewed. The total costs of all projects recommended by staff were approximately \$19.5 million dollars. The Committee discussed the public process and how to best identify projects with a broad range of benefits.

Council Member Plowman offered that his priorities for sales tax projects would be street improvements, municipal building improvements, new community center, and recreation facilities/opportunities. Council Member Nelson said the City should pursue a local option sales tax, but do it for the right reasons. She was not sure how streets and buildings can be shown to serve a regional purpose. Administrator Kruse said that some latitude exists for the Council in determining project eligibility. Council Member Johnson said his three priorities would be Swansson Field lighting, Civic Center refrigeration, and street improvements. Council Member Fagerlie said his priorities were a community center/field house complex, Civic Center refrigeration, and street improvements. Council Member Nelson said she needed more community input on specific projects, but suggested the local option sales tax should be enacted.

The Committee was recommending to the Council that the City pursue a one half cent Local Option Sales Tax, with eligible projects to be determined. Council Member Fagerlie moved the recommendation of the Committee. Council Member Nelsen seconded the motion.

At this time Council Member Christianson read an email he received from Chris Peterson of 419 12th Street NW stating his opposition to the Local Option Sales Tax.

Roll call on the motion was taken with it passing with 5 Ayes and 1 No. Council Member Christianson cast the "no" vote.

The Committee's recommendation to the Council was to direct staff to find ways to include the community in the project selection process. A motion was made by Council member Fagerlie, seconded by Council member Nelsen to direct staff to gather public input on projects of regional significance and local option sales tax funding. The motion carried with Council member Christianson voting no.

Council Member Fagerlie motioned to take the Sex Offender Housing Ordinance off the table. Council Member Christianson seconded the motion, which carried.

Mayor Calvin called a recess to the meeting at 8:28 p.m. At 8:31 p.m. the Council reconvened.

Item No. 5 Council Member Johnson reopened discussion of the Sex Offender Housing Ordinance. He presented a revised ordinance that would further regulate residency for sex offenders. Under the amendment, sex offenders would be prohibited from living within 500 feet of each other. The 500 foot standard is similar to the separation distance required from specific facilities that attract and deal with youth. There was a suggestion that the separation distance from youth facilities and distance between sex offenders to be set at 1,000 feet, as opposed to 500 feet as stated in the previous draft.

The Committee was recommending to the Council that the revised sex offender housing ordinance be considered for a public hearing with a new designated separation distance of 1,000 feet and with the inclusion of language to restrict the density of sex offenders to reflect the facility separation distance of 1,000 feet. Council Member Fagerlie moved the recommendation of the Committee to approve the new designated distance of 1,000 feet of separation and to set a public hearing for the proposed Sex Offender Ordinance for June 6, 2016. Council Member Johnson seconded the motion, which carried.

Item No. 6 Staff provided updates on a number of projects; among them being residential, commercial, and industrial projects, as well as a brief update on the railroad wye project. This was received by the Council for information only.

The Community Development Committee Report for April 28, 2016, was approved as presented and ordered placed on file in the City Clerk's Office upon motion by Council Member Fagerlie, seconded by Council Member Johnson, which carried.

City Administrator Larry Kruse presented a proposed ordinance abolishing the City Assessor's Office within the City Clerk's Department. He explained the County is ready to accept these duties and the cost is reasonable. The hearing would allow the public and employees to speak to the Council. The goal is to transfer the assessing duties to the County effective July 5, 2016. Council Member Fagerlie made a motion to set a hearing to consider an ordinance abolishing the Assessing Department for May 16, 2016. Council Member Johnson seconded the motion, which carried.

Announcements for Council Committee meeting dates were as follows: Finance, 4:45 p.m. at City Hall May 9; Public Works/Safety, 4:45 p.m. at City Hall, May 10; Labor Relations/Full Council, 4:45 p.m. at City Hall, May 11; Community Development, 4:45 p.m. at Council Chambers, May 12, 2016.

Mayor Calvin stated the filing dates for City Council positions will open on May 17th and run through May 31st. Also the Mayor's Prayer Breakfast will be held on May 5th and thanked everyone who has committed to attend.

Council Member Christianson offered a motion to adjourn the meeting with Council Member Mueske seconding the motion, with carried. The meeting adjourned at 8:55 p.m.

Attest:

MAYOR

SECRETARY TO THE COUNCIL

WILLMAR MUNICIPAL UTILITIES MINUTES
MUNICIPAL UTILITIES AUDITORIUM
MAY 9, 2016

The Municipal Utilities Commission met in its regular scheduled meeting on Monday, May 9, 2016 at 11:45 a.m. in the Municipal Utilities Auditorium with the following Commissioners present: Dan Holtz, Carol Laumer, Jeff Nagel, Joe Gimse, Justin Mattern, Abdirizak Mahboub, and Nathan Weber.

Others present at the meeting were: General Manager Wesley Hompe, Director of Operations John Harren, Director of Finance Denise Runge, Power Supply Manager Chris Carlson, Customer Service Supervisor Stacy Stien, Power Resources Analyst Michelle Marotzke, Power Production Supervisor Jon Folkedahl, Administrative Secretary Beth Mattheisen, City Attorney Robert Scott, City Councilman Shawn Mueske, and WC Tribune Journalist Shelby Lindrud.

Commission President Holtz opened the meeting by requesting 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 presented. Commissioner Nagel seconded.

RESOLUTION NO. 18

"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 April 25, 2016 Commission meeting; and,
- ❖ Bills represented by vouchers No. 160754 to No. 160833 inclusive in the amount of \$137,032.94 with a MISO credit in the amount of \$3,532.48.

Dated this 9th day of May, 2016.

President

ATTEST:

Secretary

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

Commissioner Laumer (Chair) reviewed with the Commission minutes from the April 25th WMU Labor Committee meeting (see attached). The first topic of discussion focused on possible position adjustments being considered in the Meter Department. These adjustments would include job duties and position description modifications. Factors that have contributed to the need to address this current situation are staff retirements along with implementation of the Automated Meter Reading (AMR) system. The second item of discussion related to the executive hiring process being established to fill the impending General Manager vacancy (effective July 15, 2016). Included in the discussion was a tentative timeline created to complete the search and hiring process in a timely manner. Following discussion, Commissioner Laumer offered a motion to approve the minutes of the April 25th WMU Labor Committee meeting as presented. Commissioner Gimse seconded the motion which carried by a vote of seven ayes and zero nays.

Commissioner Holtz informed the Commission that with the hiring of Director of Finance Denise Runge, a resolution is required to establish Ms. Runge as the permanent Chief Financial Officer (CFO) for the Willmar Municipal Utilities. According to the Willmar City Charter, the CFO's responsibilities would include the authority, together with the Chief Executive Officer (General Manager), over all disbursements for WMU (Charter Sec. 4.05, subd.3). Holtz continued by thanking Director of Operations Harren for his service as the Interim Chief Financial Officer since being designated January 25th. Following discussion, Commissioner Holtz offered a resolution to designate Denise Runge (Director of Finance) to serve as the Chief Financial Officer. Commissioner Mattern seconded.

RESOLUTION NO. 19

"BE IT RESOLVED, by the Municipal Utilities Commission of the City of Willmar, Minnesota, that Denise Runge be permanently designated to serve as the Chief Financial Officer for the Willmar Municipal Utilities Commission effective immediately."

Dated this 9th day of May, 2016.

President

ATTEST:

Secretary

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

Director of Finance Runge reviewed with the Commission the need to determine the amount of liability limits they wish to set regarding the League of Minnesota Liability Insurance renewal. Staff was recommending that the Willmar Municipal Utilities does not waive the limits on municipal tort liability established by Minnesota Statutes 466.04. If WMU 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 WMU 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. Following discussion, Commissioner Laumer offered a resolution to not waive the limits on municipal tort liability established by Minnesota Statutes 466.04. Commission Mahboub seconded.

RESOLUTION NO. 20

"BE IT RESOLVED, by the Municipal Utilities Commission of the City of Willmar, Minnesota, that the Willmar Municipal Utilities does not waive the limits on municipal tort liability established by Minnesota Statutes 466.04."

Dated this 9th day of May, 2016.

President

ATTEST:

Secretary

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

For information & review, Power Resources Analyst Marotzke presented the Commission with the March 2016 Power Supply Report.

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

- WMU Labor Committee Meeting – May 9 (immediately following MUC mtg.)
- WMU Planning Committee Meeting – May 13 @ 1:00 p.m.
- MRES 51st Annual Meeting – May 11-12 (Sioux Falls, SD)
- APPA National Conference – June 10-15 (Phoenix, AZ)
- MMUA Annual Summer Mtg. – August 15-17 (Cragun's)
- WMU Annual Open House (Public Power Week) – Tues., October 4

There being no further business to come before the Commission, Commissioner Laumer offered a motion to adjourn the meeting. Commissioner Nagel seconded the motion which carried by a vote of seven ayes and zero nays, and the meeting was adjourned at 12:00 p.m.

Respectfully Submitted,

WILLMAR MUNICIPAL UTILITIES

Beth Mattheisen
Administrative Secretary

ATTEST:

Jeff Nagel, Secretary



WILLMAR MUNICIPAL UTILITIES
WMU Labor Committee Meeting Minutes
Willmar Conference Room
Monday, April 25, 2016 – 12:25 P.M.

Attendees: Commissioners Carol Laumer (Chair), Joe Gimse, Nathan Weber, General Manager Wesley Hompe, Director of Operations John Harren, and Customer Service/Meter Dept. Supervisor Stacy Stien.

Committee Chair Laumer called the meeting to order at 12:25 p.m.

AGENDA ITEMS:

➤ **Meter Dept. Discussion:**

In an effort to keep the Labor Committee (and subsequently the full Commission) up to date in all aspects of WMU staffing, General Manager Hompe informed the Committee of departmental changes that are being looked into, specifically in the Meter Dept. It has become increasingly apparent that changes in the Meter Dept. warrant modifications that would result in an increase in the efficiencies in the department and ultimately in the WMU. Items of discussion focused on areas associated with the department including: personnel, job descriptions, labor contracts, etc.

Customer Service/Meter Dept. Supv. Stien presented background information regarding the Meter Dept. and the current five positions associated with the department (Meter Foreman, Lead Meter Reader, Lead Electric Meter Mechanic, Electric Meter Technician & Electric Meter Reader). Job descriptions and proposed adjustments to the positions were reviewed. One factor that has greatly impacted the Meter Department and staffing needs/duties has been the implementation of the Automated Meter Reading (ARM) system. Discussions have been held with the Union Business Rep (IBEW Local Union #160) to keep the Union informed regarding possible staffing changes and modifications that may be in the near future.

Director of Operations Harren & Customer Service/Meter Dept. Supv. Stien departed the meeting at this time.

➤ **General Manager Hiring Process:**

Due to the upcoming retirement of General Manager Hompe (effective July 15, 2016), the WMU Labor Committee discussed the hiring process required to fill the impending vacancy. General Manager Hompe presented an outline of the process previously followed (2012) along with a job description for the GM position. Among the items for consideration reviewed were:

- Hiring an executive search firm to administer the entire process.
- Develop & issue a RFP to select a search firm; review with a recommendation made by the WMU Labor Committee to the Commission; and, approve award by the Commission naming the executive search firm.
- Contact City Attorney regarding the hiring process.
- Contact associate organizations for input (MMUA, City of Willmar).
- Name an Interim General Manager.

- Tentative timeline:
 - Wesley's last date of employment: July 15, 2016
 - Week of May 16th - WMU Labor Committee to meet to review RFP (Wesley will assist in creating the document)
 - May 23rd - Create & solicit RFP for hiring of search firm (request MUC approval)
 - Week of June 6th - Deadline for submission of proposals; WMU Labor Committee would meet to establish recommendation to be presented to full Commission
 - June 13th - Award contract to engage search firm (request MUC approval)
 - June 13th - Name & installation of Interim General Manager
 - June 15th/16th - Meet with selected executive search firm for "kickoff" meeting to begin the process
 - Executive search firm would determine timeline of recruitment process
 - November 24th - Complete process with installation of new General Manager

➤ **Miscellaneous:**

Commissioner Laumer requested an update of the linemen's wage situation. Update will be presented at the next WMU Labor Committee meeting,

➤ **Adjournment:**

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

**WILLMAR PLANNING COMMISSION
CITY OF WILLMAR, MN
WEDNESDAY, MAY 11, 2016**

MINUTES

1. The Willmar Planning Commission met on Wednesday, May 11, 2016, at 7:00 p.m. at the Willmar City Offices Conference Room #2.

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

** Members Absent: Margaret Fleck.

** Others Present: Warren Erickson, Martin DeZeeuw, and Megan DeSchepper-Planner.

2. MINUTES: The April 13, 2016 minutes were approved as submitted.

3. DEZEEUW GRAPHIC DESIGN/SIGN HOME OCCUPATION CONDITIONAL USE PERMIT- FILE NO. 16-02: The public hearing opened at 7:01 p.m. Martin DeZeeuw, Willmar, MN, presented his request for a conditional use permit to operate a home occupation graphic design/sign business on property legally described as follows: Lot 3, Block 4, Original Town of Willmar (310 10th St. NW). Mr. DeZeeuw explained that he plans on making vinyl self-adhesive vehicles decals and signs in his basement. For the majority of his clients he goes to them to install the signs. He wouldn't store or do work outside of the home or garage. He anticipates his hours of operation would be 9 am to 5 pm.

With no one to speak for or against the request, the public hearing closed at 7:11 p.m.

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

The Commission inquired about deliveries of product to the home and about chemicals used in the process. Mr. DeZeeuw anticipates at the most there would be two shipments to the home via UPS or FedEx. He said he's more likely to have more deliveries from personal shopping than he is related to his business. The applicant also explained that the only spraying that would occur on some installs would be a light top coat spraying that he compared to the same amount of spray that would go on a bird house.

Staff explained that the request meets all the standards for a home occupation and would likely have little effect on the neighborhood.

Mr. Gardner made a motion, seconded by Mr. Larson, to approve the conditional use permit with the following condition:

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

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

The motion carried.

- 4. TRENTWOOD ESTATES THIRD ADDITION FINAL PLAT- FILE NO. 16-01: Staff presented the final plat of the two lot replat to enlarge two lots by adding an additional 24' along the north property line by Erickson Land Co., Willmar, MN, on property legally described as follows: Lot 1 & 2, Block One, Trentwood Estates AND also part of the NW ¼ of Section 12, Township 119, Range 35 (Upper Trentwood Circle). The rezone of the additional land has been completed with Lot 1 being GB (General Business) and Lot 2 R-2 (One and Two Family Residential). The 6' utility easements have been added as per Municipal Utilities request.

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

Warren Erickson stated that he is working on the homeowner association declaration amendment to include the new legal of the residential lot that is being created so they can be part of the association.

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

- A. Declarations/bylaws for the homeowners association shall be updated to include new the new legal description and submitted to staff for review prior to final plat signatures and shall be recorded with the plat.

The motion carried.

- 5. DOOLEY'S PETROLEUM OFFICE & SHOP PLAN REVIEW- FILE NO. 16-03: Staff presented plans on behalf of Dooley's Petroleum, Murdock, MN for construction of a corporate office (9,810 sq. ft.), shop (11,025 sq. ft.), and shed (6,120 sq. ft.) on property legally described as follows: Lots 4, 5, & 7, Block 4, Willmar Industrial Park Fourth Addition. The property is zoned I-1 (Limited Industry) and the use is permitted with plan review. All setbacks and parking requirements are met. The property is accessed via 3rd Ave. SW and Trott Ave. SW. The architectural style of the facilities will fit in well with the industrial park.

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

The Commission talked about staff reviewing a landscape plan once one is completed. They also talked about onsite safety and meeting MPCA and MNDOT regulations for any possible leaks/spills etc.

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

- A. The use shall meet all applicable local, state, and federal rules and regulations including MPCA and MNDOT at all times.

The Planning Commission reviewed and made affirmative findings of fact as per Zoning Ordinance Section 9.4.a.1-7.

The motion carried.

6. MISCELLANY: Staff stated that Joanna Schrupp from MinnWest Technology Campus asked that the Planning Commission give their opinion about some new office requests they've been fielding on the campus. Specifically some folks that have been using the WorkUp office space are growing or have the wish to transition to more permanent space on the campus for private office space. Not necessarily doing work with other campus users or representing the company they work for; they simply don't want to work out of their homes or coffee shops any longer. The Commission was of the opinion that as long as the uses were business professional or other items that are allowed in the Technology District and the campus has office space for them to use they would support the endeavors.
7. With no further business to come before the Commission the meeting adjourned at 7:35 p.m.

Respectfully submitted,



Megan M. DeSchepper, AICP
Planner/Airport Manager

PLANNING COMMISSION-MAY 11, 2016

STAFF COMMENTS

1. DEZEEUW GRAPHIC DESIGN/SIGN HOME OCCUPATION CONDITIONAL USE PERMIT- FILE NO. 16-02:

- The applicant is Martin DeZeeuw, Willmar, MN.
- The applicant is requesting a conditional use permit for a home occupation for a graphic design and sign manufacturing business on property legally described as follows: Lot 3, Block 4, Original Town of Willmar (315 10th St. NW).
- The applicant will operate all business operations within the home and garage.
- There are no other applicants for the business.
- There is off-street parking available in the driveway, but the applicant will generally leave the home to install graphics or make deliveries of product to the client.
- There will be no exterior storage of product or equipment used to make graphics or signs.
- Number of deliveries to property per week?
- Hours of operation?

RECOMMENDATION: Approve the conditional use permit with the following conditions:

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

2. DOOLEYS PETROLEUM OFFICE & SHOP PLAN REVIEW- FILE NO. 16-03:

- The applicant is Dooley Petroleum, Murdock, MN.
- The applicant is requesting plan review for construction of a corporate office, shop and shed for Dooley's Petroleum on property legally described as follows: Lots 4, 5, & 7, Block 4, Willmar Industrial Park Fourth Addition.
- The property is zoned I-1 Limited Industry. Transportation facilities/businesses are a permitted use with Plan Review.
- There are three proposed buildings. One office building 9,810 sq. ft., one shop 11,025 sq. ft., and one shed 6,120 sq. ft.
- The property is accessed via 3rd Ave. SW and Trott Ave. SW.
- All building setbacks are met as well as parking setbacks. The parking lot is curbed and guttered.
- The 50 proposed office spaces meet the parking requirements.
- There are 18 proposed trailer stalls.
- The architectural style of the office building is in keeping with other offices in the area, as are the shop and shed with other industrial buildings.
- There is a stormwater pond proposed on site that shall be as per the City's Engineer's review and approval.
- Landscape plan?
- Any sign permits shall be ancillary to plan review.

RECOMMENDATION: Approve the plan review with the following condition:

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

3. TRENTWOOD ESTATES THIRD ADDITION FINAL PLAT- FILE NO. 16-01:

- The applicant is Erickson Land Co. (Warren Erickson), Willmar, MN.
- The two lot replat is to enlarge both lots with some adjacent land also owned by the applicant to allow for future assisted living development on property legally described as follows: Lot 1 & 2, Block One, Trentwood Estates AND also part of the NW ¼ Section 12, Township 119, Range 35 (Upper Trentwood Circle NE).
- The properties are accessed via Upper Trentwood Circle NE and the proposed Lot 1 also has access via Lakeland Dr. NE.
- The rezone of the northerly 24' of each proposed lot has been completed with Lot 1 being GB (General Business) and Lot 2 R-2 (One and Two Family Residential).
- The 6' utility easements have been added to the plat as requested by Willmar Municipal Utilities.
- Updated declarations for the owners association with the new legal description of the lots shall be submitted and approved prior to mylar signatures.

RECOMMENDATION: Approve the final plat with the following condition:

- A. Declarations/bylaws for the homeowners association shall be updated to include new legal descriptions and submitted to city staff for review prior to final plat signatures.

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
BONNEMA SURVEYS			001716											
	45926	05/11/16	SURVEYING-RICE PARK	1,950.00		16-115		D	N				PROFESSIONAL SER	450.45432.0446
BORGERDING/LAURA			.02398											
	45927	05/11/16	LEAGUE FEE OVER PYMT	20.00		050416		D	N				REFUNDS AND REIM	101.41428.0882
BSE			001980											
	45928	05/11/16	FUSES FOR ASD	228.96		911095871		D	N				MTCE. OF EQUIPME	651.48484.0224
	45928	05/11/16	BATTERIES	104.76		911102496		D	N				GENERAL SUPPLIES	101.42412.0229
	45928	05/11/16	LT BULBS FOR BLDG	22.50		911109589		D	N				MTCE. OF STRUCTU	101.45435.0225
	45928	05/11/16	LT BULBS FOR BLDG	41.25		911109593		D	N				MTCE. OF STRUCTU	651.48484.0225
	45928	05/11/16	REPL. FAILED ASD-PUMP	2,457.09		911123006		D	N				MTCE. OF EQUIPME	651.48484.0224
	45928	05/11/16	FUSES FOR ASD	228.96		911123076		D	N				MTCE. OF EQUIPME	651.48484.0224
	45928	05/11/16	CREDIT FOR SHIPPING	12.31CR		911125863		D	N				MTCE. OF STRUCTU	651.48484.0225
	45928	05/11/16	BATTERIES	87.84		911180381		D	N				GENERAL SUPPLIES	101.42412.0229
			VENDOR TOTAL	3,159.05										
													*CHECK TOTAL	
BUSHMILLS ETHANOL INC			.02403											
	45929	05/11/16	GLYCOL HOLDING TANKS	150.00		00000002105		D	N				SMALL TOOLS	101.45433.0221
	45929	05/11/16	GLYCOL HOLDING TANKS	50.00		00000002106		D	N				SMALL TOOLS	101.45433.0221
			VENDOR TOTAL	200.00										
													*CHECK TOTAL	
BUSINESSWARE SOLUTIONS			002776											
	45930	05/11/16	HP ELITE TABLET	1,079.00		254761		D	N				SMALL TOOLS	101.41409.0221
C D & T INC AUTO PARTS			000145											
	45931	05/11/16	#009449-BALL JOINTS/PRTS	100.30		937157		D	N				MTCE. OF EQUIPME	101.43425.0224
CALVIN/MARVIN B			001998											
	45932	05/11/16	LMC MAYOR'S CONFERENCE	276.22		316		D	N				TRAVEL-CONF.-SCH	101.41401.0333
CARD SERVICES			002552											
	45933	05/11/16	CONCESSION SUPPLIES	11.52		040312		D	N				GENERAL SUPPLIES	101.45433.0229
	45933	05/11/16	CONCESSION SUPPLIES	20.14		040907		D	N				GENERAL SUPPLIES	101.45433.0229
	45933	05/11/16	CONCESSION SUPPLIES	37.37		040912		D	N				GENERAL SUPPLIES	101.45433.0229
	45933	05/11/16	CONCESSION SUPPLIES	16.58		041008		D	N				GENERAL SUPPLIES	101.45433.0229
	45933	05/11/16	CONCESSION SUPPLIES	33.80		041409		D	N				GENERAL SUPPLIES	101.45433.0229
	45933	05/11/16	CONCESSION SUPPLIES	78.78		041514		D	N				GENERAL SUPPLIES	101.45433.0229
	45933	05/11/16	THOMPSON-WELCOME COFFEE	63.12		041812		D	N				TRAVEL-CONF.-SCH	101.42412.0333
			VENDOR TOTAL	261.31										
													*CHECK TOTAL	
CARLSON/HOWARD			001049											
	45934	05/11/16	FIRE CALL-SCANDIA WOODS	148.45		105		D	N				TRAVEL-CONF.-SCH	101.42412.0333
CARLSON/RENEE			.02396											
	45909	04/29/16	HOCKEY EQUIP DEPOSIT	50.00		042816		D	N				REFUNDS AND REIM	101.41428.0882

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
DELL MARKETING LP			001747											
	45945	05/11/16	DELL 19" MONITOR	214.99		XJX8T3JK6		D	N				SMALL TOOLS	101.41409.0221
DIAMOND VOGEL PAINT CENT			000205											
	45946	05/11/16	BEADS FOR TRAFFIC PAINT	29.50		821060079		D	N				GENERAL SUPPLIES	101.43425.0229
	45946	05/11/16	PAINT FOR BLDG	63.20		821060157		D	N				MTCE. OF STRUCTU	101.42412.0225
	45946	05/11/16	PAINTING SUPPLIES	4.26		821060157		D	N				GENERAL SUPPLIES	101.42412.0229
	45946	05/11/16	PAINTING SUPPLIES	8.93		821060168		D	N				GENERAL SUPPLIES	101.42412.0229
				105.89										
			VENDOR TOTAL	105.89		*CHECK TOTAL								
DOOLEY'S PETROLEUM INC			002163											
	45910	05/04/16	2,700 GALLONS DIESEL	4,074.38		34345		D	N				INVENTORIES-MDSE	101.125000
	45910	05/04/16	5,000 GALLONS UNLEADED	9,610.16		34346		D	N				INVENTORIES-MDSE	101.125000
				13,684.54		*CHECK TOTAL								
	45947	05/11/16	94.8 GALLONS UNLEADED	202.01		270357		D	N				MOTOR FUELS AND	651.48484.0222
	45947	05/11/16	543 GALLONS DIESEL	1,032.78		270358		D	N				MOTOR FUELS AND	651.48486.0222
	45947	05/11/16	300 GALLONS DIESEL	458.71		34345A		D	N				INVENTORIES-MDSE	101.125000
				1,693.50		*CHECK TOTAL								
			VENDOR TOTAL	15,378.04										
ELECTRIC PUMP INC			000788											
	45948	05/11/16	L.S. CONTROL FLOATS	534.43		0057672		D	N				MTCE. OF EQUIPME	651.48485.0224
EMERGENCY RESPONSE SOLUT			003048											
	45949	05/11/16	PROTECTIVE HOODS	74.02		6322		D	N				SUBSISTENCE OF P	101.42412.0227
ETTERMAN ENTERPRISES			001567											
	45950	05/11/16	#130012-GREASE HOSE/FTNG	132.60		240292		D	M	07			MTCE. OF EQUIPME	101.43425.0224
	45950	05/11/16	LT BULBS FOR BLDG	89.97		240375		D	M	07			MTCE. OF STRUCTU	101.43425.0225
	45950	05/11/16	LED LIGHTING PROJECT	17,420.13		240381		D	M	07			BUILDINGS AND ST	450.43425.0551
				17,642.70		*CHECK TOTAL								
			VENDOR TOTAL	17,642.70										
EXCEL OVERHEAD DOOR			002443											
	45951	05/11/16	REPL. DOOR SECTIONS	159.00		26399		D	N				INSURANCE DEDUCT	101.41428.0822
FARM-RITE EQUIPMENT			003002											
	45952	05/11/16	2016 BOBCAT TOOLCAT	46,551.10		E00707		D	N				MACHINERY AND AU	450.43425.0553
	45952	05/11/16	#151934-OIL/FILTER	49.88		P07892		D	N				MTCE. OF EQUIPME	101.45433.0224
	45952	05/11/16	#151934-AIR FILTER	21.73		P07897		D	N				MTCE. OF EQUIPME	101.45433.0224
	45952	05/11/16	ROLLER RENTAL	100.00		R01797		D	N				RENTS	101.43425.0440
				46,722.71		*CHECK TOTAL								
			VENDOR TOTAL	46,722.71										
FARNAM'S GENUINE PARTS			000249											
	45953	05/11/16	BALL FOR HITCH	13.04		747864		D	N				SMALL TOOLS	101.45433.0221
	45953	05/11/16	CARB. CLEANER/BATTERY	16.85		747864		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
FARNAM'S GENUINE PARTS			000249											
	45953	05/11/16	TORO PARTS/BATTERY	140.36		748245		D	N				MTCE. OF EQUIPME	101.45433.0224
	45953	05/11/16	#009449-BRAKE PARTS	68.58		748375		D	N				MTCE. OF EQUIPME	101.43425.0224
			VENDOR TOTAL	238.83	*CHECK	TOTAL								
				238.83										
FASTENAL COMPANY			001188											
	45954	05/11/16	CHAIN	11.74		MNWIL143286		D	N				MTCE. OF EQUIPME	651.48484.0224
	45954	05/11/16	BOLT	1.00		MNWIL143449		D	N				MTCE. OF EQUIPME	651.48484.0224
	45954	05/11/16	MOLY LUBRICANT	25.68		MNWIL143579		D	N				MOTOR FUELS AND	651.48484.0222
			VENDOR TOTAL	38.42	*CHECK	TOTAL								
				38.42										
FELT/JAMES E			000993											
	45955	05/11/16	PUBLIC FORUM EVENT	22.44		155		D	N				SUBSISTENCE OF P	101.42411.0227
FERGUSON ENTERPRISES INC			000810											
	45956	05/11/16	RESTROOM HANDICAP BAR	28.19		3916962		D	N				MTCE. OF STRUCTU	101.43425.0225
	45956	05/11/16	DRINKING FOUNTAIN PARTS	59.37		3918025		D	N				MTCE. OF OTHER I	101.43425.0226
	45956	05/11/16	IRRIGATION PARTS	24.54		3923119		D	N				MTCE. OF OTHER I	101.43425.0226
	45956	05/11/16	DRINKING FOUNTAIN PARTS	3.54		3924134		D	N				MTCE. OF OTHER I	101.43425.0226
	45956	05/11/16	PLUMBING PARTS	20.34		3925895		D	N				MTCE. OF STRUCTU	101.43425.0225
			VENDOR TOTAL	135.98	*CHECK	TOTAL								
				135.98										
FIREBYTES LLC			003090											
	45957	05/11/16	SERVER UPDATE SUPPORT	452.75		INV-0407		D	M	07			PROFESSIONAL SER	101.41409.0446
FISCHER/BETH			002484											
	45958	05/11/16	CELL PHONE-MAY	50.00		050916		D	M	07			COMMUNICATIONS	208.45005.0330
	45958	05/11/16	MILEAGE 1/1-5/8/16	1,077.63		050916		D	M	07			TRAVEL-CONF.-SCH	208.45005.0333
			VENDOR TOTAL	1,127.63	*CHECK	TOTAL								
				1,127.63										
FIVE-STAR PUMPING			000234											
	45959	05/11/16	BIOSOLIDS LAND APPLIC.	3,355.00		3660		D	N				OTHER SERVICES	651.48486.0339
	45959	05/11/16	BIOSOLIDS LAND APPLIC.	2,235.00		3662		D	N				OTHER SERVICES	651.48486.0339
	45959	05/11/16	BIOSOLIDS LAND APPLIC.	7,920.00		3663		D	N				OTHER SERVICES	651.48486.0339
			VENDOR TOTAL	13,510.00	*CHECK	TOTAL								
				13,510.00										
FLAHERTY & HOOD P.A.			001449											
	45960	05/11/16	LEGAL SERVICES-APR	6,825.94		8888		D	M	07			PROFESSIONAL SER	101.41406.0446
FLEETPRIDE			002973											
	45961	05/11/16	#101303-U JOINTS	46.89		76809515		D	N				MTCE. OF EQUIPME	101.43425.0224
GAUER/JIM			000989											
	45962	05/11/16	LEADERSHIP TRNG PROGRAM	301.48		194		D	N				TRAVEL-CONF.-SCH	651.48484.0333

Vendor Payments History Report
INCLUDES ONLY POSTED TRANS

VENDOR NAME AND NUMBER		DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
CHECK#	DATE												
GENERAL MAILING SERVICES		000293											
45963	05/11/16	POSTAGE 03/28-04/01/16	3.82		20052		D	N				POSTAGE	101.41401.0223
45963	05/11/16	POSTAGE 03/28-04/01/16	42.56		20052		D	N				POSTAGE	101.41402.0223
45963	05/11/16	POSTAGE 03/28-04/01/16	43.61		20052		D	N				POSTAGE	101.41403.0223
45963	05/11/16	POSTAGE 03/28-04/01/16	1.18		20052		D	N				POSTAGE	101.41404.0223
45963	05/11/16	POSTAGE 03/28-04/01/16	61.36		20052		D	N				POSTAGE	101.41405.0223
45963	05/11/16	POSTAGE 03/28-04/01/16	15.00		20052		D	N				POSTAGE	101.41408.0223
45963	05/11/16	POSTAGE 03/28-04/01/16	2.36		20052		D	N				POSTAGE	101.41409.0223
45963	05/11/16	POSTAGE 03/28-04/01/16	1.18		20052		D	N				POSTAGE	101.42411.0223
45963	05/11/16	POSTAGE 03/28-04/01/16	8.26		20052		D	N				POSTAGE	101.42412.0223
45963	05/11/16	POSTAGE 03/28-04/01/16	7.64		20052		D	N				POSTAGE	101.43417.0223
45963	05/11/16	POSTAGE 03/28-04/01/16	32.81		20052		D	N				POSTAGE	101.43425.0223
45963	05/11/16	POSTAGE 03/28-04/01/16	0.86		20052		D	N				POSTAGE	101.45432.0223
45963	05/11/16	POSTAGE 03/28-04/01/16	4.72		20052		D	N				POSTAGE	101.45433.0223
45963	05/11/16	POSTAGE 03/28-04/01/16	5.90		20052		D	N				POSTAGE	208.45005.0223
45963	05/11/16	POSTAGE 03/28-04/01/16	13.25		20052		D	N				POSTAGE	230.43430.0223
45963	05/11/16	POSTAGE 03/28-04/01/16	5.26		20052		D	N				POSTAGE	651.48484.0223
45963	05/11/16	POSTAGE 04/04-04/08/16	1.57		20174		D	N				POSTAGE	101.41401.0223
45963	05/11/16	POSTAGE 04/04-04/08/16	26.27		20174		D	N				POSTAGE	101.41402.0223
45963	05/11/16	POSTAGE 04/04-04/08/16	80.82		20174		D	N				POSTAGE	101.41403.0223
45963	05/11/16	POSTAGE 04/04-04/08/16	1.45		20174		D	N				POSTAGE	101.41404.0223
45963	05/11/16	POSTAGE 04/04-04/08/16	0.59		20174		D	N				POSTAGE	101.41405.0223
45963	05/11/16	POSTAGE 04/04-04/08/16	15.00		20174		D	N				POSTAGE	101.41408.0223
45963	05/11/16	POSTAGE 04/04-04/08/16	74.82		20174		D	N				POSTAGE	101.41424.0223
45963	05/11/16	POSTAGE 04/04-04/08/16	1.18		20174		D	N				POSTAGE	101.42411.0223
45963	05/11/16	POSTAGE 04/04-04/08/16	1.18		20174		D	N				POSTAGE	101.42412.0223
45963	05/11/16	POSTAGE 04/04-04/08/16	0.59		20174		D	N				POSTAGE	101.43425.0223
45963	05/11/16	POSTAGE 04/04-04/08/16	0.59		20174		D	N				POSTAGE	101.45432.0223
45963	05/11/16	POSTAGE 04/04-04/08/16	3.81		20174		D	N				POSTAGE	101.45433.0223
45963	05/11/16	POSTAGE 04/04-04/08/16	1.18		20174		D	N				POSTAGE	230.43430.0223
45963	05/11/16	POSTAGE 04/11-04/15/16	1.14		20229		D	N				POSTAGE	101.41400.0223
45963	05/11/16	POSTAGE 04/11-04/15/16	14.80		20229		D	N				POSTAGE	101.41401.0223
45963	05/11/16	POSTAGE 04/11-04/15/16	26.93		20229		D	N				POSTAGE	101.41402.0223
45963	05/11/16	POSTAGE 04/11-04/15/16	83.76		20229		D	N				POSTAGE	101.41403.0223
45963	05/11/16	POSTAGE 04/11-04/15/16	0.57		20229		D	N				POSTAGE	101.41404.0223
45963	05/11/16	POSTAGE 04/11-04/15/16	2.28		20229		D	N				POSTAGE	101.41405.0223
45963	05/11/16	POSTAGE 04/11-04/15/16	15.00		20229		D	N				POSTAGE	101.41408.0223
45963	05/11/16	POSTAGE 04/11-04/15/16	1.14		20229		D	N				POSTAGE	101.41409.0223
45963	05/11/16	POSTAGE 04/11-04/15/16	0.57		20229		D	N				POSTAGE	101.42411.0223
45963	05/11/16	POSTAGE 04/11-04/15/16	0.57		20229		D	N				POSTAGE	101.42412.0223
45963	05/11/16	POSTAGE 04/11-04/15/16	0.57		20229		D	N				POSTAGE	101.43417.0223
45963	05/11/16	POSTAGE 04/11-04/15/16	5.55		20229		D	N				POSTAGE	101.43425.0223
45963	05/11/16	POSTAGE 04/11-04/15/16	4.43		20229		D	N				POSTAGE	101.45432.0223
45963	05/11/16	POSTAGE 04/11-04/15/16	9.12		20229		D	N				POSTAGE	208.45005.0223
45963	05/11/16	POSTAGE 04/11-04/15/16	3.13		20229		D	N				POSTAGE	651.48484.0223
45963	05/11/16	POSTAGE 04/18-04/22/16	1.97		20270		D	N				POSTAGE	101.41401.0223
45963	05/11/16	POSTAGE 04/18-04/22/16	30.78		20270		D	N				POSTAGE	101.41402.0223
45963	05/11/16	POSTAGE 04/18-04/22/16	100.75		20270		D	N				POSTAGE	101.41403.0223
45963	05/11/16	POSTAGE 04/18-04/22/16	0.83		20270		D	N				POSTAGE	101.41404.0223
45963	05/11/16	POSTAGE 04/18-04/22/16	15.00		20270		D	N				POSTAGE	101.41408.0223

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
GENERAL MAILING SERVICES		000293										
45963	05/11/16	POSTAGE 04/18-04/22/16	6.27		20270		D	N			POSTAGE	101.42412.0223
45963	05/11/16	POSTAGE 04/18-04/22/16	2.35		20270		D	N			POSTAGE	101.43417.0223
45963	05/11/16	POSTAGE 04/18-04/22/16	0.57		20270		D	N			POSTAGE	101.45433.0223
45963	05/11/16	POSTAGE 04/18-04/22/16	0.57		20270		D	N			POSTAGE	208.45005.0223
45963	05/11/16	POSTAGE 04/18-04/22/16	3.42		20270		D	N			POSTAGE	651.48484.0223
45963	05/11/16	POSTAGE 04/11-04/30	2,518.36		30358		D	N			POSTAGE	208.45006.0223
45963	05/11/16	POSTAGE	141.59		30444		D	N			POSTAGE	208.45006.0223
45963	05/11/16	POSTAGE	10.38		30458		D	N			POSTAGE	101.42412.0223
		VENDOR TOTAL	3,461.22		*CHECK TOTAL							
GRAINGER INC		000786										
45964	05/11/16	HAND PUMP FOR BLEACH	166.28		9083165895		D	N			SMALL TOOLS	651.48484.0221
45964	05/11/16	HAND PUMP FOR BLEACH	737.10		9093353523		D	N			SMALL TOOLS	651.48484.0221
		VENDOR TOTAL	903.38		*CHECK TOTAL							
HACH COMPANY		000316										
45965	05/11/16	LAB SUPPLIES	261.96		9892771		D	N			GENERAL SUPPLIES	651.48484.0229
HANSEN ADVERTISING SPECI		000321										
45966	05/11/16	PROMOTIONAL ITEMS	554.37		35392		D	N			OTHER CHARGES	208.45010.0449
45966	05/11/16	NAME BADGE HOLDERS	1,148.83		35408		D	N			OTHER CHARGES	208.45008.0449
45966	05/11/16	LANYARDS/RING FOR BADG	2,991.09		35409		D	N			OTHER CHARGES	208.45008.0449
		VENDOR TOTAL	4,694.29		*CHECK TOTAL							
HARTLAND OFFICIALS ASSOC		002608										
45967	05/11/16	VB LEAGUE OFFICIALS	1,120.00		041016		D	N			PROFESSIONAL SER	101.45432.0446
HAUG IMPLEMENT CO - JOHN		000324										
45968	05/11/16	ELECTRIC GREASE GUN	261.11		222097		D	N			MTCE. OF EQUIPME	101.43425.0224
45968	05/11/16	OIL FILTER SEALS	34.08		224955		D	N			INVENTORIES-MDSE	101.125000
		VENDOR TOTAL	295.19		*CHECK TOTAL							
HEGLUND CATERING		002036										
45969	05/11/16	CVB BOARD LUNCHES	10.33		9223		D	N			TRAVEL-CONF.-SCH	101.41401.0333
45969	05/11/16	CVB BOARD LUNCHES	10.33		9223		D	N			TRAVEL-CONF.-SCH	101.41403.0333
45969	05/11/16	CVB BOARD LUNCHES	10.33		9223		D	N			TRAVEL-CONF.-SCH	101.45433.0333
45969	05/11/16	CVB BOARD LUNCHES	92.99		9223		D	N			TRAVEL-CONF.-SCH	208.45005.0333
		VENDOR TOTAL	123.98		*CHECK TOTAL							
HEIMAN FIRE EQUIPMENT IN		000330										
45970	05/11/16	TURNOUT GEAR REPAIR	324.75		0845495		D	N			SUBSISTENCE OF P	101.42412.0337

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
HERITAGE BANK														
			000001											
	239	04/28/16	WFA FHLMC-3134G9CK	2,000,000.00		042816		M	N				INVESTMENTS	101.109000
	239	04/28/16	UBS FHLB-3130A7UX1	1,997,920.00		042816		M	N				INVESTMENTS	101.109000
	239	04/28/16	UBS FHLB-3130A7UE3	2,996,997.00		042816		M	N				INVESTMENTS	101.109000
				6,994,917.00									*CHECK TOTAL	
	240	05/06/16	INTEREST OVER PYMT	125.00		050616		M	N				MISCELLANEOUS	101.38351.3001
			VENDOR TOTAL	6,995,042.00										
HILLYARD FLOOR CARE SUPP			000333											
	45971	05/11/16	GYM FLOOR FINISH	556.00		602058132		D	N				MTCE. OF STRUCTU	101.45435.0225
	45971	05/11/16	FLOOR PADS/SUPPLIES	184.62		602058132		D	N				GENERAL SUPPLIES	101.45435.0229
				740.62									*CHECK TOTAL	
			VENDOR TOTAL	740.62										
HOLME/MICHAEL			002511											
	45972	05/11/16	GANG TRAINING	81.37		190		D	N				TRAVEL-CONF.-SCH	101.42411.0333
HORIZON COMMERCIAL POOL			003075											
	45973	05/11/16	POOL CHEMICALS	5,790.50		160415029		D	N				MTCE. OF OTHER I	101.45437.0226
ICMA			000346											
	45974	05/11/16	MEMBERSHIP DUES	516.00		363110		D	N				PREPAID EXPENSES	101.128000
	45974	05/11/16	MEMBERSHIP DUES	516.00		363110		D	N				SUBSCRIPTIONS AN	101.41400.0443
				1,032.00									*CHECK TOTAL	
			VENDOR TOTAL	1,032.00										
JAGUSH/JEFFREY			003037											
	45975	05/11/16	MILEAGE 4/12-5/6/16	43.20		050616		D	N				TRAVEL-CONF.-SCH	101.43425.0333
	45975	05/11/16	MILEAGE 4/12-5/6/16	43.20		050616		D	N				TRAVEL-CONF.-SCH	651.48484.0333
				86.40									*CHECK TOTAL	
			VENDOR TOTAL	86.40										
JOBSHQ			002923											
	45976	05/11/16	ENGINEERING TECH. AD	688.00		103559/4-16		D	N				ADVERTISING	101.43417.0447
JORSCHUMB/CORY			.02399											
	45977	05/11/16	SEWER REPLACEMENT	1,500.00		6660		D	N				MTCE. OF OTHER I	651.48485.0336
KANDIYOHI CO AUDITOR			000376											
	45912	05/11/16	REAL ESTATE TAX-PAYABLE	100.00		121		D	N				LICENSES AND TAX	101.41408.0445
	45912	05/11/16	REAL ESTATE TAX-PAYABLE	50.00		121		D	N				LICENSES AND TAX	101.41409.0445
	45912	05/11/16	REAL ESTATE TAX-PAYABLE	201.00		121		D	N				LICENSES AND TAX	101.42412.0445
	45912	05/11/16	REAL ESTATE TAX-PAYABL	1,060.06		121		D	N				LICENSES AND TAX	101.43425.0445
	45912	05/11/16	REAL ESTATE TAX-PAYABLE	151.00		121		D	N				LICENSES AND TAX	101.45427.0445
	45912	05/11/16	REAL ESTATE TAX-PAYABL	1,005.00		121		D	N				LICENSES AND TAX	101.45433.0445
	45912	05/11/16	REAL ESTATE TAX-PAYABLE	100.00		121		D	N				LICENSES AND TAX	101.45435.0445
	45912	05/11/16	REAL ESTATE TAX-PAYABLE	268.00		121		D	N				LICENSES AND TAX	101.45437.0445
	45912	05/11/16	REAL ESTATE TAX-PAYABL	4,976.60		121		D	N				LICENSES AND TAX	205.41001.0445
	45912	05/11/16	REAL ESTATE TAX-PAYAB	46,482.22		121		D	N				LICENSES AND TAX	230.43430.0445

Vendor Payments History Report
INCLUDES ONLY POSTED TRANS

VENDOR NAME AND NUMBER		DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
CHECK#	DATE								
MADISON NATIONAL LIFE		003237							
45987	05/11/16	LIFE INSURANCE-APRIL	20.70		M297		D N	EMPLOYER INSUR.	101.41400.0114
45987	05/11/16	LIFE INSURANCE-APRIL	51.75		M297		D N	EMPLOYER INSUR.	101.41402.0114
45987	05/11/16	LIFE INSURANCE-APRIL	18.11		M297		D N	EMPLOYER INSUR.	101.41403.0114
45987	05/11/16	LIFE INSURANCE-APRIL	31.05		M297		D N	EMPLOYER INSUR.	101.41404.0114
45987	05/11/16	LIFE INSURANCE-APRIL	41.40		M297		D N	EMPLOYER INSUR.	101.41405.0114
45987	05/11/16	LIFE INSURANCE-APRIL	10.35		M297		D N	EMPLOYER INSUR.	101.41408.0114
45987	05/11/16	LIFE INSURANCE-APRIL	41.40		M297		D N	EMPLOYER INSUR.	101.41409.0114
45987	05/11/16	LIFE INSURANCE-APRIL	2.59		M297		D N	EMPLOYER INSUR.	101.41424.0114
45987	05/11/16	LIFE INSURANCE-APRIL	1,388.25		M297		D N	INS. PASS THROUG	101.41428.0819
45987	05/11/16	LIFE INSURANCE-APRIL	372.60		M297		D N	EMPLOYER INSUR.	101.42411.0114
45987	05/11/16	LIFE INSURANCE-APRIL	102.05		M297		D N	EMPLOYER INSUR.	101.42412.0114
45987	05/11/16	LIFE INSURANCE-APRIL	46.57		M297		D N	EMPLOYER INSUR.	101.43417.0114
45987	05/11/16	LIFE INSURANCE-APRIL	209.07		M297		D N	EMPLOYER INSUR.	101.43425.0114
45987	05/11/16	LIFE INSURANCE-APRIL	10.35		M297		D N	EMPLOYER INSUR.	101.45432.0114
45987	05/11/16	LIFE INSURANCE-APRIL	31.05		M297		D N	EMPLOYER INSUR.	101.45433.0114
45987	05/11/16	LIFE INSURANCE-APRIL	6.21		M297		D N	EMPLOYER INSUR.	101.45435.0114
45987	05/11/16	LIFE INSURANCE-APRIL	5.18		M297		D N	EMPLOYER INSUR.	101.45437.0114
45987	05/11/16	LIFE INSURANCE-APRIL	95.22		M297		D N	EMPLOYER INSUR.	651.48484.0114
45987	05/11/16	LIFE INSURANCE-APRIL	10.35		M297		D N	EMPLOYER INSUR.	651.48485.0114
45987	05/11/16	LIFE INSURANCE-APRIL	10.35		M297		D N	EMPLOYER INSUR.	651.48486.0114
45987	05/11/16	LIFE INSURANCE-MAY	20.70		M298		D N	EMPLOYER INSUR.	101.41400.0114
45987	05/11/16	LIFE INSURANCE-MAY	51.75		M298		D N	EMPLOYER INSUR.	101.41402.0114
45987	05/11/16	LIFE INSURANCE-MAY	18.11		M298		D N	EMPLOYER INSUR.	101.41403.0114
45987	05/11/16	LIFE INSURANCE-MAY	20.70		M298		D N	EMPLOYER INSUR.	101.41404.0114
45987	05/11/16	LIFE INSURANCE-MAY	41.40		M298		D N	EMPLOYER INSUR.	101.41405.0114
45987	05/11/16	LIFE INSURANCE-MAY	10.35		M298		D N	EMPLOYER INSUR.	101.41408.0114
45987	05/11/16	LIFE INSURANCE-MAY	41.40		M298		D N	EMPLOYER INSUR.	101.41409.0114
45987	05/11/16	LIFE INSURANCE-MAY	2.59		M298		D N	EMPLOYER INSUR.	101.41424.0114
45987	05/11/16	LIFE INSURANCE-MAY	1,388.25		M298		D N	INS. PASS THROUG	101.41428.0819
45987	05/11/16	LIFE INSURANCE-MAY	372.60		M298		D N	EMPLOYER INSUR.	101.42411.0114
45987	05/11/16	LIFE INSURANCE-MAY	102.05		M298		D N	EMPLOYER INSUR.	101.42412.0114
45987	05/11/16	LIFE INSURANCE-MAY	46.57		M298		D N	EMPLOYER INSUR.	101.43417.0114
45987	05/11/16	LIFE INSURANCE-MAY	209.07		M298		D N	EMPLOYER INSUR.	101.43425.0114
45987	05/11/16	LIFE INSURANCE-MAY	10.35		M298		D N	EMPLOYER INSUR.	101.45432.0114
45987	05/11/16	LIFE INSURANCE-MAY	31.05		M298		D N	EMPLOYER INSUR.	101.45433.0114
45987	05/11/16	LIFE INSURANCE-MAY	6.21		M298		D N	EMPLOYER INSUR.	101.45435.0114
45987	05/11/16	LIFE INSURANCE-MAY	5.18		M298		D N	EMPLOYER INSUR.	101.45437.0114
45987	05/11/16	LIFE INSURANCE-MAY	95.22		M298		D N	EMPLOYER INSUR.	651.48484.0114
45987	05/11/16	LIFE INSURANCE-MAY	10.35		M298		D N	EMPLOYER INSUR.	651.48485.0114
45987	05/11/16	LIFE INSURANCE-MAY	10.35		M298		D N	EMPLOYER INSUR.	651.48486.0114
45987	05/11/16	LIFE INSURANCE-APRIL	1,055.70CR		031416		D N	DEPOSITS	101.131000
VENDOR TOTAL			3,943.15		*CHECK TOTAL				
MENARDS			000449						
45988	05/11/16	SMALL TOOLS	59.98		1887		D N	SMALL TOOLS	651.48484.0221
45988	05/11/16	SEAT CUSHION	14.97		1887		D N	GENERAL SUPPLIES	651.48484.0229
45988	05/11/16	TRASH BUCKET/SUPPLIES	30.88		1887		D N	GENERAL SUPPLIES	651.48484.0229

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
MENARDS														
						000449								
	45988	05/11/16	TRASH BUCKET/SUPPLIES	8.46		1971		D	N				GENERAL SUPPLIES	651.48486.0229
	45988	05/11/16	SMALL TOOLS	19.88		2326		D	N				SMALL TOOLS	101.45437.0221
	45988	05/11/16	MULCH/WEED KILLER	89.46		2391		D	N				GENERAL SUPPLIES	101.42412.0229
	45988	05/11/16	PLANT SUPPLIES	26.44		2395		D	N				GENERAL SUPPLIES	651.48484.0229
	45988	05/11/16	TRASH BAGS	8.97		2398		D	N				GENERAL SUPPLIES	101.43425.0229
	45988	05/11/16	GLYCOL HLDNG TANK-PARTS	10.06		2493		D	N				SMALL TOOLS	101.45433.0221
	45988	05/11/16	VACUUM BAGS	5.83		2930		D	N				GENERAL SUPPLIES	101.43425.0229
	45988	05/11/16	DOG PARK PLUMBING PARTS	30.17		2961		D	N				MTCE. OF OTHER I	101.43425.0226
			VENDOR TOTAL	305.10		*CHECK TOTAL								
				305.10										
MIKE'S SMALL ENGINE CENT						002699								
	45989	05/11/16	WEED TRIMMER	199.95		109122		D	N				SMALL TOOLS	101.43425.0221
	45989	05/11/16	GRINDING WHEEL	64.90		3767		D	N				SMALL TOOLS	101.43425.0221
			VENDOR TOTAL	264.85		*CHECK TOTAL								
				264.85										
MILLER SANITATION						002936								
	45990	05/11/16	GARBAGE SERVICE-MAY	154.50		1298/5-16		D	N				CLEANING AND WAS	101.45433.0338
	45990	05/11/16	GARBAGE SERVICE-MAY	52.70		1300/5-16		D	N				CLEANING AND WAS	101.42412.0338
	45990	05/11/16	GARBAGE SERVICE-MAY	64.74		1301/5-16		D	N				CLEANING AND WAS	101.41408.0338
	45990	05/11/16	GARBAGE SERVICE-MAY	64.74		1301/5-16		D	N				CLEANING AND WAS	101.45427.0338
	45990	05/11/16	GARBAGE SERVICE-MAY	251.31		1302/5-16		D	N				CLEANING AND WAS	101.43425.0338
	45990	05/11/16	GARBAGE SERVICE-MAY	24.34		1303/5-16		D	N				CLEANING AND WAS	651.48484.0338
	45990	05/11/16	GARBAGE SERVICE-MAY	48.67		1304/5-16		D	N				CLEANING AND WAS	651.48484.0338
	45990	05/11/16	GARBAGE SERVICE-MAY	161.04		1304/5-16		D	N				CLEANING AND WAS	651.48484.0338
	45990	05/11/16	GARBAGE SERVICE-MAY	49.67		1305/5-16		D	N				CLEANING AND WAS	101.45435.0338
	45990	05/11/16	GARBAGE SERVICE-MAY	58.64		1378/5-16		D	N				CLEANING AND WAS	101.43425.0338
	45990	05/11/16	GARBAGE SERVICE-MAY	646.12		1379/5-16		D	N				CLEANING AND WAS	101.43425.0338
	45990	05/11/16	GARBAGE SERVICE-MAY	251.60		1388/5-16		D	N				CLEANING AND WAS	101.43425.0338
	45990	05/11/16	GARBAGE SERVICE-MAY	78.84		1456/5-16		D	N				CLEANING AND WAS	101.45437.0338
			VENDOR TOTAL	1,906.91		*CHECK TOTAL								
				1,906.91										
MILLS AUTOMOTIVE GROUP						000432								
	45991	05/11/16	TIRE RIM	171.50		3581956		D	N				INVENTORIES-MDSE	101.125000
	45991	05/11/16	TIRE RIM	171.50		3591358		D	N				INVENTORIES-MDSE	101.125000
			VENDOR TOTAL	343.00		*CHECK TOTAL								
				343.00										
MINI BIFF LLC						001805								
	45992	05/11/16	TOILET RENTALS-APR	77.01		A-77733		D	N				RENTS	101.43425.0440
	45992	05/11/16	TOILET RENTALS-APR	138.62		A-77734		D	N				RENTS	101.43425.0440
	45992	05/11/16	TOILET RENTALS-APR	77.01		A-77735		D	N				RENTS	101.43425.0440
	45992	05/11/16	TOILET RENTALS-APR	25.66		A-77737		D	N				RENTS	101.43425.0440
	45992	05/11/16	TOILET RENTALS-APR	15.40		A-77738		D	N				RENTS	101.43425.0440
	45992	05/11/16	TOILET RENTALS-APR	77.01		A-77739		D	N				RENTS	101.43425.0440

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NARTEC INC						002884								
	45999	05/11/16	METH TEST AMPULES	176.04		8478		D	N				GENERAL SUPPLIES	101.42411.0229
NBS CALIBRATIONS						001167								
	46000	05/11/16	LAB BALANCE/CALIBRATION	306.00		00100089		D	N				MTCE. OF EQUIPME	651.48484.0334
NELSON AUTO CENTER						002398								
	46001	05/11/16	2016 FORD F150 4WD	29,924.15		F6899		D	N				MACHINERY AND AU	450.43425.0553
NORTHERN BUSINESS PRODUC						002322								
	46002	05/11/16	OFFICE SUPPLIES	32.40		33548-0		D	N				OFFICE SUPPLIES	101.41410.0220
	46002	05/11/16	2 CHAIRS	189.48		34718-0		D	N				SMALL TOOLS	101.45435.0221
	46002	05/11/16	OFFICE SUPPLIES	26.29		36167-0		D	N				OFFICE SUPPLIES	101.41410.0220
	46002	05/11/16	2 MONITOR STANDS	79.15		36737-0		D	N				SMALL TOOLS	208.45005.0221
	46002	05/11/16	OFFICE SUPPLIES	29.00		37610-0		D	N				OFFICE SUPPLIES	101.41410.0220
	46002	05/11/16	38 CHAIRS	3,600.12		40488-0		D	N				SMALL TOOLS	101.45435.0221
	46002	05/11/16	1 OFFICE CHAIR	230.00		41055-0		D	N				SMALL TOOLS	101.42411.0221
	46002	05/11/16	3 OFFICE CHAIRS	690.00		41055-0		D	N				SMALL TOOLS	101.42411.0221
				4,876.44										
			VENDOR TOTAL	4,876.44										
														*CHECK TOTAL
NORTHERN STATES SUPPLY						000585								
	46003	05/11/16	GENERAL PURPOSE LUBE	20.89		10-538399		D	N				MOTOR FUELS AND	101.43425.0222
	46003	05/11/16	TAPE MEASURE	45.21		10-538452		D	N				SMALL TOOLS	101.43425.0221
	46003	05/11/16	COMPO-CAST HAMMER	129.85		10-538589		D	N				SMALL TOOLS	101.42412.0221
	46003	05/11/16	NUTS/BOLTS-WTR HOOKUP	0.86		10-538653		D	N				MTCE. OF STRUCTU	101.43425.0225
	46003	05/11/16	SHOVELS	292.08		10-538658		D	N				SMALL TOOLS	101.43425.0221
	46003	05/11/16	ROPE-PICKLE BALL NETS	5.27		10-538786		D	N				GENERAL SUPPLIES	101.43425.0229
	46003	05/11/16	FIELD MARKING PAINT	82.95		10-538802		D	N				GENERAL SUPPLIES	101.43425.0229
	46003	05/11/16	BEARING FOR PLAY EQUIP	52.66		1032468		D	N				MTCE. OF OTHER I	101.43425.0226
	46003	05/11/16	STORAGE UNIT FOR TOOLS	119.96		1037562		D	N				SMALL TOOLS	101.45433.0221
	46003	05/11/16	METAL LATHE DRIVE BELT	86.30		1039505		D	N				MTCE. OF EQUIPME	101.43425.0224
	46003	05/11/16	PLAY EQUIP REPAIR-PARTS	23.00		1040044		D	N				MTCE. OF OTHER I	101.43425.0226
				859.03										
			VENDOR TOTAL	859.03										
														*CHECK TOTAL
OFFICE SERVICES						000589								
	46004	05/11/16	PHOTO COPIES-APRIL	0.30		STMT/4-16		D	N				OFFICE SUPPLIES	101.41400.0220
	46004	05/11/16	PHOTO COPIES-APRIL	45.15		STMT/4-16		D	N				OFFICE SUPPLIES	101.41401.0220
	46004	05/11/16	PHOTO COPIES-APRIL	143.34		STMT/4-16		D	N				OFFICE SUPPLIES	101.41401.0220
	46004	05/11/16	PHOTO COPIES-APRIL	167.33		STMT/4-16		D	N				OFFICE SUPPLIES	101.41402.0220
	46004	05/11/16	PHOTO COPIES-APRIL	39.93		STMT/4-16		D	N				OFFICE SUPPLIES	101.41402.0220
	46004	05/11/16	PHOTO COPIES-APRIL	88.88		STMT/4-16		D	N				OFFICE SUPPLIES	101.41403.0220
	46004	05/11/16	PHOTO COPIES-APRIL	35.87		STMT/4-16		D	N				OFFICE SUPPLIES	101.41403.0220
	46004	05/11/16	PHOTO COPIES-APRIL	54.08		STMT/4-16		D	N				OFFICE SUPPLIES	101.41404.0220
	46004	05/11/16	PHOTO COPIES-APRIL	54.65		STMT/4-16		D	N				OFFICE SUPPLIES	101.41404.0220
	46004	05/11/16	PHOTO COPIES-APRIL	2.03		STMT/4-16		D	N				OFFICE SUPPLIES	101.41405.0220
	46004	05/11/16	PHOTO COPIES-APRIL	59.29		STMT/4-16		D	N				OFFICE SUPPLIES	101.41405.0220
	46004	05/11/16	PHOTO COPIES-APRIL	0.08		STMT/4-16		D	N				OFFICE SUPPLIES	101.41409.0220
	46004	05/11/16	PHOTO COPIES-APRIL	2.71		STMT/4-16		D	N				OFFICE SUPPLIES	101.41409.0220

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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
POWER PLAN OIB						000342								
	46012	05/11/16	#040410-BRNGS/INSERTS	1,174.25		P45190		D	N				MTCE. OF EQUIPME	101.43425.0224
PREMIUM WATERS INC						000374								
	46013	05/11/16	DRINKING WATER	103.00		329949/4-16		D	N				SUBSISTENCE OF P	101.42412.0227
R & B SUPPLY CO INC						003092								
	46014	05/11/16	DRILL BIT SET	331.95		53772		D	N				SMALL TOOLS	101.43425.0221
RAILROAD MANAGEMENT CO I						002582								
	46015	05/11/16	SEWER PIPELINE LEASE	697.90		330869		D	N				PREPAID EXPENSES	101.128000
	46015	05/11/16	SEWER PIPELINE LEASE	498.45		330869		D	N				RENTS	101.43425.0440
			VENDOR TOTAL	1,196.35		*CHECK TOTAL								
REYES/VANESSA						.02402								
	46016	05/11/16	REFUND SHELTER DEPOSIT	50.00		050516		D	N				DEPOSITS	101.230000
RICE HOSPITAL						001166								
	46017	05/11/16	DRAW CHG-CASE 16004869	35.45		7694		D	N				PROFESSIONAL SER	101.42411.0446
	46017	05/11/16	DRAW CHG-CASE 16004876	35.45		7694		D	N				PROFESSIONAL SER	101.42411.0446
			VENDOR TOTAL	70.90		*CHECK TOTAL								
RULE TIRE SHOP						000665								
	46018	05/11/16	FLAT REPAIR-LABOR	25.00		1-12642		D	N				MTCE. OF EQUIPME	651.48485.0334
	46018	05/11/16	FLAT REPAIR-LABOR	25.00		1-12691		D	N				MTCE. OF EQUIPME	651.48484.0334
			VENDOR TOTAL	50.00		*CHECK TOTAL								
RUNNING'S SUPPLY INC						001418								
	46019	05/11/16	GREASE GUN LOADER FTNG	2.49		3900522		D	N				MTCE. OF EQUIPME	101.43425.0224
	46019	05/11/16	TRACTOR PARTS	9.99		3900522		D	N				MTCE. OF EQUIPME	101.43425.0224
	46019	05/11/16	4' BLOW GUN	27.99		3901041		D	N				SMALL TOOLS	101.43425.0221
	46019	05/11/16	CABLE TIES/SUPPLIES	23.97		3907377		D	N				GENERAL SUPPLIES	651.48484.0229
	46019	05/11/16	FUEL HOSE	29.99		3911514		D	N				MTCE. OF EQUIPME	651.48484.0224
	46019	05/11/16	STEERING WHL PULLER/PRTS	23.45		3911514		D	N				MTCE. OF EQUIPME	651.48484.0224
	46019	05/11/16	PRUNER/LOPPER	44.97		3911622		D	N				SMALL TOOLS	101.43425.0221
	46019	05/11/16	SHOP SUPPLIES	41.38		3918024		D	N				GENERAL SUPPLIES	651.48484.0229
	46019	05/11/16	IMPACT TOOL KIT	499.99		3918111		D	N				SMALL TOOLS	101.45433.0221
	46019	05/11/16	PAINT FOR MOWER	19.99		3918111		D	N				GENERAL SUPPLIES	101.45433.0229
			VENDOR TOTAL	724.21		*CHECK TOTAL								
S.E.W. ENTERPRISES						000688								
	46020	05/11/16	UMBRELLA REPAIR-LABOR	140.00		289		D	M	07			MTCE. OF EQUIPME	101.45437.0334
SAFARILAND LLC						003020								
	46021	05/11/16	EVIDENCE BAGS	83.00		I010-018440		D	N				GENERAL SUPPLIES	101.42411.0229

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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
SERVICE CENTER/CITY OF W			000685											
	46022	05/11/16	GAS-45.06 GALLONS	76.60		STMT/4-16		D	N				MOTOR FUELS AND	101.41402.0222
	46022	05/11/16	GAS-26.24 GALLONS	47.43		STMT/4-16		D	N				MOTOR FUELS AND	101.41408.0222
	46022	05/11/16	GAS-2019.34 GALLONS	3,520.46		STMT/4-16		D	N				MOTOR FUELS AND	101.42411.0222
	46022	05/11/16	DIESEL-252.29 GALLONS	318.94		STMT/4-16		D	N				MOTOR FUELS AND	101.42412.0222
	46022	05/11/16	GAS-105.99 GALLONS	184.32		STMT/4-16		D	N				MOTOR FUELS AND	101.42412.0222
	46022	05/11/16	GAS-77.07 GALLONS	140.43		STMT/4-16		D	N				MOTOR FUELS AND	101.43417.0222
	46022	05/11/16	DIESEL-1355.82 GALLONS	1,732.89		STMT/4-16		D	N				MOTOR FUELS AND	101.43425.0222
	46022	05/11/16	GAS-805.95 GALLONS	1,394.06		STMT/4-16		D	N				MOTOR FUELS AND	101.43425.0222
	46022	05/11/16	GAS-20.65 GALLONS	35.11		STMT/4-16		D	N				MOTOR FUELS AND	101.45433.0222
	46022	05/11/16	DIESEL-73.59 GALLONS	91.25		STMT/4-16		D	N				MOTOR FUELS AND	651.48485.0222
	46022	05/11/16	EQUIPMENT REPAIR-OIL	93.60		STMT/4-16		D	N				MOTOR FUELS AND	101.42411.0222
	46022	05/11/16	EQUIPMENT REPAIR-PARTS	686.45		STMT/4-16		D	N				MTCE. OF EQUIPME	101.42411.0224
	46022	05/11/16	EQUIPMENT REPAIR-OIL	535.36		STMT/4-16		D	N				MOTOR FUELS AND	101.42412.0222
	46022	05/11/16	EQUIPMENT REPAIR-PARTS	256.43		STMT/4-16		D	N				MTCE. OF EQUIPME	101.42412.0224
	46022	05/11/16	EQUIPMENT REPAIR-OIL	255.22		STMT/4-16		D	N				MOTOR FUELS AND	101.43425.0222
	46022	05/11/16	EQUIPMENT REPAIR-PARTS	655.07		STMT/4-16		D	N				MTCE. OF EQUIPME	101.43425.0224
			VENDOR TOTAL	10,023.62		*CHECK TOTAL								
				10,023.62										
SHI CORP			000275											
	46023	05/11/16	2017 WINDOWS LICENSE	2,572.85		B04648981		D	N				PREPAID EXPENSES	101.128000
	46023	05/11/16	2016 WINDOWS LICENSE	12,864.25		B04648981		D	N				LICENSES AND TAX	101.41409.0445
			VENDOR TOTAL	15,437.10		*CHECK TOTAL								
				15,437.10										
SMEBY/ROSS			002570											
	46024	05/11/16	MILEAGE 4/1-4/30/16	125.28		051016		D	N				TRAVEL-CONF.-SCH	101.41409.0333
STEIN'S INC			000720											
	46025	05/11/16	CLEANING SUPPLIES	75.86		753113-1		D	N				CLEANING AND WAS	101.43425.0228
STERLING WATER-MINNESOTA			000188											
	46026	05/11/16	SOFTENER SALT	7.95		01465137/4-16		D	N				GENERAL SUPPLIES	230.43430.0229
	46026	05/11/16	LAB WATER	170.54		01465285/4-16		D	N				GENERAL SUPPLIES	651.48484.0229
			VENDOR TOTAL	178.49		*CHECK TOTAL								
				178.49										
STEVENS/CHARLENE			002905											
	46027	05/11/16	ICMA CONF-MILEAGE	125.35		051016		D	M	07			SEPARATION SEVER	101.203001
	46027	05/11/16	ICMA CONF-AIRPORT PRKNG	43.91		051016		D	M	07			SEPARATION SEVER	101.203001
	46027	05/11/16	ICMA CONF-WESTIN HOTEL	1,272.52		051016		D	M	07			SEPARATION SEVER	101.203001
	46027	05/11/16	ICMA CONF-YELLOW CAB	49.68		051016		D	M	07			SEPARATION SEVER	101.203001
	46027	05/11/16	ICMA CONF-AIRFARE	382.20		051016		D	M	07			SEPARATION SEVER	101.203001
	46027	05/11/16	LMC CONF-MILEAGE	236.90		051016		D	M	07			SEPARATION SEVER	101.203001
	46027	05/11/16	LMC CONF-HOTEL	220.92		051016		D	M	07			SEPARATION SEVER	101.203001
	46027	05/11/16	LMC CITY GOV'T-DINNER	10.00		051016		D	M	07			SEPARATION SEVER	101.203001
	46027	05/11/16	LMC CONF-MEALS	7.85		051016		D	M	07			SEPARATION SEVER	101.203001
	46027	05/11/16	LMC CONF-MEALS	9.54		051016		D	M	07			SEPARATION SEVER	101.203001
	46027	05/11/16	ATTORNEY'S FEES	975.00		051016		D	M	07			SEPARATION SEVER	101.203001

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STEVENS/CHARLENE			002905											
			VENDOR TOTAL	3,333.87										
				3,333.87										*CHECK TOTAL
STREICHER'S			000722											
46028	05/11/16	AMMUNITION		1,300.00		I1206985		D	N				GENERAL SUPPLIES	101.42411.0229
SW - WEST CNTRL SERVICES			000892											
46029	05/11/16	HEALTH INSURANCE-JUNE		2,734.50		C298		D	N				COBRA INS PREMIU	101.120001
46029	05/11/16	HEALTH INSURANCE-JUNE		1,428.00		C298		D	N				EMPLOYER INSUR.	101.41400.0114
46029	05/11/16	HEALTH INSURANCE-JUNE		5,453.00		C298		D	N				EMPLOYER INSUR.	101.41402.0114
46029	05/11/16	HEALTH INSURANCE-JUNE		2,499.01		C298		D	N				EMPLOYER INSUR.	101.41403.0114
46029	05/11/16	HEALTH INSURANCE-JUNE		1,998.00		C298		D	N				EMPLOYER INSUR.	101.41404.0114
46029	05/11/16	HEALTH INSURANCE-JUNE		4,868.50		C298		D	N				EMPLOYER INSUR.	101.41405.0114
46029	05/11/16	HEALTH INSURANCE-JUNE		1,428.00		C298		D	N				EMPLOYER INSUR.	101.41408.0114
46029	05/11/16	HEALTH INSURANCE-JUNE		5,365.00		C298		D	N				EMPLOYER INSUR.	101.41409.0114
46029	05/11/16	HEALTH INSURANCE-JUNE		356.99		C298		D	N				EMPLOYER INSUR.	101.41424.0114
46029	05/11/16	HEALTH INSURANCE-JUNE		8,500.50		C298		D	N				RETIRED EMPLOYEE	101.41428.0818
46029	05/11/16	HEALTH INSURANCE-JUNE		22,369.00		C298		D	N				INS. PASS THROUGH	101.41428.0819
46029	05/11/16	HEALTH INSURANCE-JUNE		43,987.50		C298		D	N				EMPLOYER INSUR.	101.42411.0114
46029	05/11/16	HEALTH INSURANCE-JUNE		4,974.00		C298		D	N				EMPLOYER INSUR.	101.42412.0114
46029	05/11/16	HEALTH INSURANCE-JUNE		6,922.50		C298		D	N				EMPLOYER INSUR.	101.43417.0114
46029	05/11/16	HEALTH INSURANCE-JUNE		22,893.40		C298		D	N				EMPLOYER INSUR.	101.43425.0114
46029	05/11/16	HEALTH INSURANCE-JUNE		584.50		C298		D	N				EMPLOYER INSUR.	101.45432.0114
46029	05/11/16	HEALTH INSURANCE-JUNE		4,521.50		C298		D	N				EMPLOYER INSUR.	101.45433.0114
46029	05/11/16	HEALTH INSURANCE-JUNE		350.70		C298		D	N				EMPLOYER INSUR.	101.45435.0114
46029	05/11/16	HEALTH INSURANCE-JUNE		714.00		C298		D	N				EMPLOYER INSUR.	101.45437.0114
46029	05/11/16	HEALTH INSURANCE-JUNE		10,438.40		C298		D	N				EMPLOYER INSUR.	651.48484.0114
46029	05/11/16	HEALTH INSURANCE-JUNE		1,428.00		C298		D	N				EMPLOYER INSUR.	651.48485.0114
46029	05/11/16	HEALTH INSURANCE-JUNE		1,428.00		C298		D	N				EMPLOYER INSUR.	651.48486.0114
			VENDOR TOTAL	155,243.00										*CHECK TOTAL
				155,243.00										
THOMPSON/JUDY			000949											
46030	05/11/16	ASSESSOR LICENSE RENEWAL		55.00		042916		D	N				LICENSES AND TAX	101.41404.0445
TIRES PLUS			000747											
46031	05/11/16	DISMOUNT/REMOUNT TIRES		8.00		2352244		D	N				MTCE. OF EQUIPME	101.41408.0224
46031	05/11/16	DISMOUNT/REMOUNT TIRES		48.00		2352244		D	N				MTCE. OF EQUIPME	101.41408.0334
46031	05/11/16	DISMOUNT/REMOUNT TIRES		8.00		279552		D	N				MTCE. OF EQUIPME	101.42411.0224
46031	05/11/16	DISMOUNT/REMOUNT TIRES		48.00		279552		D	N				MTCE. OF EQUIPME	101.42411.0334
46031	05/11/16	DISMOUNT/REMOUNT TIRES		8.00		279566		D	N				MTCE. OF EQUIPME	101.42411.0224
46031	05/11/16	DISMOUNT/REMOUNT TIRES		48.00		279566		D	N				MTCE. OF EQUIPME	101.42411.0334
46031	05/11/16	DISMOUNT/REMOUNT TIRES		48.00		279731		D	N				MTCE. OF EQUIPME	101.41408.0334
46031	05/11/16	DISMOUNT/REMOUNT TIRES		8.00		279731		D	N				MTCE. OF EQUIPME	101.42411.0224
46031	05/11/16	DISMOUNT/REMOUNT TIRES		8.00		279739		D	N				MTCE. OF EQUIPME	101.42411.0224
46031	05/11/16	DISMOUNT/REMOUNT TIRES		48.00		279739		D	N				MTCE. OF EQUIPME	101.42411.0334
46031	05/11/16	DISMOUNT/REMOUNT TIRES		8.00		279746		D	N				MTCE. OF EQUIPME	101.42411.0224
46031	05/11/16	DISMOUNT/REMOUNT TIRES		48.00		279746		D	N				MTCE. OF EQUIPME	101.42411.0334

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TIRES PLUS 000747															
	46031	05/11/16	DISMOUNT/REMOUNT TIRES	8.00		279760		D	N				MTCE. OF EQUIPME	101.42411.0224	
	46031	05/11/16	DISMOUNT/REMOUNT TIRES	48.00		279760		D	N				MTCE. OF EQUIPME	101.42411.0334	
	46031	05/11/16	DISMOUNT/REMOUNT TIRES	8.00		279767		D	N				MTCE. OF EQUIPME	101.42411.0224	
	46031	05/11/16	DISMOUNT/REMOUNT TIRES	8.00		279767		D	N				MTCE. OF EQUIPME	101.42411.0224	
	46031	05/11/16	DISMOUNT/REMOUNT TIRES	48.00		279767		D	N				MTCE. OF EQUIPME	101.42411.0334	
	46031	05/11/16	DISMOUNT/REMOUNT TIRES	48.00		279767		D	N				MTCE. OF EQUIPME	101.42411.0334	
	46031	05/11/16	DISMOUNT/REMOUNT TIRES	8.00		279798		D	N				MTCE. OF EQUIPME	101.42411.0224	
	46031	05/11/16	DISMOUNT/REMOUNT TIRES	48.00		279798		D	N				MTCE. OF EQUIPME	101.42411.0334	
	46031	05/11/16	DISMOUNT/REMOUNT TIRES	8.00		279878		D	N				MTCE. OF EQUIPME	101.42411.0224	
	46031	05/11/16	DISMOUNT/REMOUNT TIRES	64.00		279878		D	N				MTCE. OF EQUIPME	101.42411.0334	
	46031	05/11/16	FLAT REPAIR-PARTS	2.00		280265		D	N				MTCE. OF EQUIPME	101.42411.0224	
	46031	05/11/16	FLAT REPAIR-LABOR	12.00		280265		D	N				MTCE. OF EQUIPME	101.42411.0334	
				646.00											
			VENDOR TOTAL	646.00											
TRAVEL GUIDES FREE 003223															
	46032	05/11/16	TRAVEL GUIDE AD-APR	200.00		2017		D	N				OTHER CHARGES	208.45010.0449	
ULINE 002687															
	46033	05/11/16	EVIDENCE SUPPLIES	308.32		76351816		D	N				GENERAL SUPPLIES	101.42411.0229	
US BANK EQUIPMENT FINANC 003143															
	46034	05/11/16	COPIER LEASE-MAY	131.75		303330187		D	N				RENTS	101.41405.0440	
	46034	05/11/16	COPIER LEASE-MAY	148.04		303438782		D	N				RENTS	101.42412.0440	
	46034	05/11/16	COPIER LEASE-MAY	340.00		303629224		D	N				RENTS	101.41410.0440	
				619.79											
			VENDOR TOTAL	619.79											
UV DOCTOR SYSTEMS LLC 002968															
	46035	05/11/16	BALLAST FOR UV SYSTEM	1,315.00		208		D	N				MTCE. OF EQUIPME	651.48484.0224	
VANDER POL/BRENDA 003164															
	46036	05/11/16	MAAO SEMINAR REGIS.	175.00		050216		D	N				TRAVEL-CONF.-SCH	101.41404.0333	
WEST CENTRAL COMMUNICATI 000796															
	46037	05/11/16	RE-PRGRM SIRENS-LABOR	1,350.00		081385S		D	N				CIVIL DEFENSE	101.42428.0809	
WEST CENTRAL SANITATION 000805															
	46038	05/11/16	GARBAGE SERVICE-MAY	26.33		6806100/5-16		D	N				CLEANING AND WAS	230.43430.0338	
WEST CENTRAL STEEL INC 000806															
	46039	05/11/16	2016 TAX ABATEMENT	4,827.28		042716		D	N				REFUNDS AND REIM	101.41428.0882	
WEST CENTRAL TRIBUNE 000807															
	46040	05/11/16	ORD-LAND ANNEXATION	321.36		CL03077040		D	N				PRINTING AND PUB	101.41401.0331	
	46040	05/11/16	HRNG-AMEND ZONING ORD.	74.16		CL03077043		D	N				PRINTING AND PUB	101.41402.0331	
	46040	05/11/16	HRNG-AMEND ZONING ORD.	426.42		CL03077044		D	N				PRINTING AND PUB	101.41401.0331	

ACS FINANCIAL SYSTEM
05/11/2016 13:43:24

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
5 STAR WALT'S LLC						000790								
	46046	05/11/16	FUEL FOR GENERAL PURPOSE	13.16		042916		D	N				MOTOR FUELS AND	101.42412.0222
71 AGGREGATE						002040								
	46047	05/11/16	GRAVEL/PEA ROCK	1,802.29		2056CC		D	N				MTCE. OF OTHER I	101.43425.0226

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05/11/2016 13:43:24

Vendor Payments History Report
INCLUDES ONLY POSTED TRANS

CITY OF WILLMAR
GL540R-V08.00 PAGE 21

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
REPORT TOTALS:				7,602,595.83										

RECORDS PRINTED - 000523

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Vendor Payments History Report

CITY OF WILLMAR
GL060S-V08.00 RECAPPAGE
GL540R

FUND RECAP:

FUND	DESCRIPTION	DISBURSEMENTS
101	GENERAL FUND	7,291,707.36
205	INDUSTRIAL DEVELOPMENT	4,976.60
208	CONVENTION & VISITORS BUREAU	18,005.55
230	WILLMAR MUNICIPAL AIRPORT	49,926.80
415	S.A.B.F. - #2015	4,070.00
432	C.P. - WASTE TREATMENT	19,317.31
450	CAPITAL IMPROVEMENT FUND	118,191.37
651	WASTE TREATMENT	96,400.84
TOTAL ALL FUNDS		7,602,595.83

BANK RECAP:

BANK	NAME	DISBURSEMENTS
HERT	HERITAGE BANK	7,602,595.83
TOTAL ALL BANKS		7,602,595.83

City of Willmar Monthly External Permits Report

Permit #	Issued Date	Owner and Site Address	Permit Sub-Type and Work Type	Description	Valuation	Total Permit Fee
WI023458	04/11/2016	Willmar Regency 401 30th St NW E-6	95-980-0710 Lot E-6, Block 0 Willmar Regency West Mhp	Demolition Move/Raze	Demolish Mobile Home	\$0.00 \$75.00
WI023601	04/11/2016	1707 Technology Dr NE	95-508-0230	Commercial/Ind New	Hvac/Mech Install For New Bsmt Tenant	\$85,000.00 \$892.50
WI023643	04/01/2016	Don Holmgren 1112 17th St SW	95-350-0090 Lot 0, Block 0 Hoaglund's Subdivision	Single Family Mechanical	Residential Furnace Replacement	\$0.00 \$31.00
WI024001	04/05/2016	Gonzalez/Santiago/Jr & Phaedra 936 6th St SE	95-250-1810 Block 8 Glarum's Addition	Single Family Replace	A/C Replacement	\$0.00 \$26.00
WI024002	04/05/2016	Ring/Han N 513 15th St SW	95-015-0490 Lot 10, Block 4 Fourth Railroad Addition	Reroofing Residential Add/Alter	Residential Reroof	\$2,000.00 \$31.00
WI024003	04/05/2016	Peitz/John R 912 Olaf Ave NW	95-820-0180 Block 2 Thorpe & Lien's Addition	Reroofing Residential Add/Alter	Residential Reroof	\$4,000.00 \$32.00
WI024004	04/05/2016	Gabrielson/Leroy & Kristina 413 15th St SW	95-015-0370 Lot 11, Block 3 Fourth Railroad Addition	Reroofing Residential Add/Alter	Residential Reroof	\$1,400.00 \$30.70
WI024007	04/18/2016	401 30th St NW Lot 21	95-980-0210 Lot 21 Willmar Regency East Mhp	Mobil Home Transport Mobile Home In/Out	New 16 X 80 Friendship Serial #37251	\$0.00 \$75.00
WI024009	04/06/2016	Reyes/Patricia & Fabian H 510 12th St SW	95-006-7190 Lot 3, Block 111 First Addition	Reroofing Garage/Shed	Residential Reroof	\$650.00 \$30.33
WI024010	04/18/2016	AEHE, LLC 619 Business 71 N	95-553-0030 Lot 3, Block 1 North 71 Addition	Alteration Commercial Add/Alter	Window Replacement/Siding/Interior Remodel	\$50,000.00 \$973.34
WI024011	04/11/2016	Kodet/Andrew M 713 Lakeland Dr SE	95-913-1100	Reroofing Residential Add/Alter	Residential Reroof	\$2,000.00 \$31.00
WI024013	04/11/2016	Heying/Justin & Alison 2207 8th Ave SE	95-668-2110 Lot 11, Block 1 Pheasant Run	Deck Residential Add/Alter	Residential Deck	\$10,000.00 \$232.15

City of Willmar Monthly External Permits Report

Permit #	Issued Date	Owner and Site Address	Permit Sub-Type and Work Type	Description	Valuation	Total Permit Fee
WI024014	04/11/2016	Lankenau/Troy A & Victoria L 1405 17th St SW	95-510-0120 Block 2 Molenaar's Addition	Siding Residential Add/Alter	Residential Reside	\$4,000.00 \$52.00
WI024015	04/11/2016	Vossen/Steven/&Julie V-Hensl 2763 Fairway Dr NE	95-212-0080 Lot 9, Block 1 Fairway Park Estates	Reroofing Residential Add/Alter	Residential Reroof	\$5,000.00 \$32.50
WI024016	04/11/2016	Kandiyohi Co Fair Ass'N 801 7th St NW	95-210-0010 Fairgrounds Addition	Addition Commercial Add/Alter	35' x70' Post Frame Addition	\$94,472.00 \$1,459.64
WI024017	04/11/2016	Ronning/Randall & Joyce 304 23rd St SE	95-668-0140 Lot 4, Block 2 Pheasant Run	Reroofing Residential Add/Alter	Residential Reroofing	\$7,500.00 \$33.75
WI024018	04/11/2016	Schilling/Gregg 616 Charlotte St SE	95-222-1070 Lot 17, Block 6 Ferrings 2nd Addition	Siding Residential Add/Alter	Residential Reside	\$1,500.00 \$50.75
WI024019	04/11/2016	Duvall/Julie K 1524 8th St SW	95-922-6340	Deck Residential Add/Alter	Remove deck/ replace with 8' x 10' w/steps	\$6,300.00 \$177.80
WI024020	04/11/2016	Duvall/Julie K 1524 8th St SW	95-922-6340	Drainage system Residential Add/Alter	Basement drainage system & anchors	\$9,460.00 \$231.88
WI024021	04/11/2016	Maxfield/Richard J & Janice 621 6th St SW	95-006-2070 Block 71 First Addition To The Tower Of Willmar	Demolition Move/Raze	Fire Department to Burn Home	\$0.00 \$75.00
WI024022	04/11/2016	Centellas/Edgar 716 3rd St SE	95-180-0350 Block 3 Erickson's Addition	Reroofing Residential Add/Alter	Residential Reroof	\$2,000.00 \$31.00
WI024023	04/18/2016	Hanson/Craig C/&Jennifer S Lar 3108 3rd Ave NW	95-835-0160 Lot 16, Block 1 Vos Park	Install Egress Window Residential Add/Alter	Egress Window	\$200.00 \$29.50
WI024024	04/18/2016	Johnson/Gary M 717 27th Ave SW	95-684-0410 Lot 1, Block 4 Portland Acres	Alteration Residential Add/Alter	Residential Remodel	\$4,000.00 \$124.15
WI024025	04/13/2016	Soto/Daniel Elias 820 4th St SE	95-180-0060 Lot PT5, Block 1 Erickson's Addition	Reroofing Residential Add/Alter	Residential Reroof	\$2,000.00 \$31.00

City of Willmar Monthly External Permits Report

Permit #	Issued Date	Owner and Site Address	Permit Sub-Type and Work Type	Description	Valuation	Total Permit Fee
WI024027	04/18/2016	Dokken/James L & Reinhilde 615 3rd St SE	95-740-1910 Block 12 Spicer's Addition	Drainage system Residential Add/Alter	40" Interior Draitile	\$2,400.00 \$105.85
WI024030	04/18/2016	Larson/Dana 724 Olaf Ave NW	95-300-0020 Lot 2 Harris Subd. Of Seminary	Reroofing Residential Add/Alter	Residential Reroof	\$1,200.00 \$30.60
WI024031	04/18/2016	1400 Lakeland Dr NE 59	95-980-5590 Lot 59	Mobil Home Transport Mobile Home In/Out	Install new 16' x 80', Schult MH, #366451	\$0.00 \$75.00
WI024032	04/18/2016	Willmar Redevelopment Company LLC 1400 Lakeland Dr NE 59	95-980-6230 Lot 59	Mobil Home Transport Mobile Home In/Out	install 2013 clayton MH, 16' x 80', #rkd364679mn	\$0.00 \$75.00
WI024036	04/19/2016	Cornelius Family Land Trust & 2520 1st St S	95-922-7815	Demolition Move/Raze	Remove house and 3 outbldgs.	\$0.00 \$135.00
WI024037	04/19/2016	Kolfage/Joseph A & Kathryn E 368 13th St SE	95-030-0010 Lot 1 Anderson's Addition To The City Of Willmar	Fire Repair Residential Add/Alter	Repairs to house/ fire damage	\$81,356.00 \$1,125.33
WI024038	04/22/2016	Duininck/Trevor L & Janey R 1419 Fairacre Lane SW	95-209-0070 Lot 7, Block 1 Fairacre Addition	Demolition Move/Raze	Remove Fire Damaged Home	\$0.00 \$75.00
WI024039	04/19/2016	Cornelius Family Land Trust & 2520 1st St S	95-922-7815	New Commercial New	Construct 7825 sf Retail store	\$650,000.00 \$6,340.84
WI024042	04/18/2016	Dunia/Palma Chacon 1010 13th Ave SW	95-610-0030 Lot 3 Palm's Addition	Install Egress Window Residential Add/Alter	Install Egress Window	\$400.00 \$29.60
WI024043	04/19/2016	Moorlag/Marvin L & Sandra J 622 Parkview Rd SW	95-922-7940	Reroofing Residential Add/Alter	Residential Reroof	\$3,000.00 \$31.50
WI024044	04/25/2016	Hurley/Daniel J & Eugenie R 808 Olena Ave SE	95-230-0030 Block 1 Gesch Addition	Reroofing Residential Add/Alter	Residential Reroof	\$5,000.00 \$32.50
WI024045	04/20/2016	Bertels/William C/& Cynthia A 317 12th St NW	95-009-0670 Block 129 Second Addition To Willmar	Reroofing Residential Add/Alter	Residential Reroof	\$4,000.00 \$32.00

City of Willmar Monthly External Permits Report

Permit #	Issued Date	Owner and Site Address	Permit Sub-Type and Work Type	Description	Valuation	Total Permit Fee
WI024048	04/19/2016	Anderson/Michelle M 1122 Ramblewood Ave SW	95-690-1180 Lot 18, Block 6 Ramblewood Addition	Single Family Replace	Water Heater Replacement	\$0.00 \$26.00
WI024049	04/19/2016	Phillips/Thomas W 700 6th St SE	95-250-0210 Block 2 Glarum's Addition To Willmar	Single Family Replace	Water Heater Replacement	\$0.00 \$26.00
WI024050	04/29/2016	Lieser/Denise 1105 14th Ave SE	95-672-0100 Lot 10, Block 1 Pleasant View	Reroofing Residential Add/Alter	Residential Reroof	\$600.00 \$30.30
WI024051	04/22/2016	Too Cute Properties, Llc 1519 9th St SW	95-922-6310	Reroofing Residential Add/Alter	Residential Reroof	\$2,500.00 \$31.25
WI024052	04/19/2016	McDonald/Monica 1601 15th Ave SW	95-862-0150 Block 1 West Park 3rd Addition	Reroofing Residential Add/Alter	Residential Reroof	\$4,000.00 \$32.00
WI024053	04/22/2016	Johnson/Daniel R & Faith L 2113 6th Ave SE	95-668-0320 Lot 22, Block 2 Pheasant Run	Alteration Residential Add/Alter	Replace ext. beams and supporting deck posts	\$22,700.00 \$466.00
WI024054	04/22/2016	Bennett/Christopher & Sara 1904 24th St SW	95-921-5680	Alteration Residential Add/Alter	Construct new front stoop and walkway	\$6,281.00 \$177.79
WI024055	04/22/2016	New Minnesotan Realty, Llc 309 Litchfield Ave SW	95-003-5150 Block 44 Willmar, Town Of (Original)	Demolition Move/Raze	Remove basement in rear of building	\$0.00 \$150.00
WI024056	04/27/2016	Willmar Ten Investors 309 Lakeland Dr SE	95-445-0030 Lakeland Business Park	Alteration Commercial Add/Alter	Interior Remodel	\$92,476.00 \$1,438.02
WI024057	04/27/2016	Hylland/Mark B & Sheryl L 1241 Ramblewood Ave SW	95-690-1520 Block 8 Ramblewood Addition	Addition Residential Add/Alter	16 X 16 Addition	\$25,667.00 \$515.08
WI024060	04/26/2016	Christianson Propertes, Llc 504 28th St SE	95-882-0340 Lot 18, Block 3 Woodberry Addition	New New Single-Family Dwelling	Residential Home & Garage	\$200,365.00 \$2,049.33
WI024061	04/26/2016	Christianson Propertes, Llc 504 28th St SE	95-882-0340 Lot 18, Block 3 Woodberry Addition	Single Family New	Residential Plumbing - New Home and Garage	\$0.00 \$156.00

City of Willmar Monthly External Permits Report

Permit #	Issued Date	Owner and Site Address	Permit Sub-Type and Work Type	Description	Valuation	Total Permit Fee
WI024062	04/20/2016	Christianson Propertes, Llc 504 28th St SE	95-882-0340 Lot 18, Block 3 Woodberry Addition	Single Family New	Residential HVAC - New Home and Garage	\$200,365.00 \$101.18
WI024063	04/22/2016	Luna/Juvena/Jr 1400 Lakeland Dr #209 NE	95-980-7490 Lot 209	Demolition Mobile Home In/Out	Remove mobile home due to fire damage	\$0.00 \$75.00
WI024064	04/25/2016	Home Team/The 622 9th St NW	95-820-0470 Block 3 Thorpe & Lien's Addition	Single Family Replace	Residential plumbing replacement	\$0.00 \$71.00
WI024065	04/29/2016	Peterson/Janet 300 Terrace Dr SW	95-330-0310 Lot 1, Block 3 Hillside Terrace	Reroofing Residential Add/Alter	Residential Reroof	\$5,485.00 \$32.74
WI024067	04/22/2016	Serbus/Bradley J & Rose A 609 26th Ave SW	95-683-0470 Lot 7, Block 4 Portland Acres 3rd Addition	Reroofing Residential Add/Alter	Residential Reroof	\$3,200.00 \$31.60
WI024068	04/27/2016	Gonzalez/Julia A 3209 1st Ave NW	95-329-0010 Lot 1, Block 1 Hills Westside Addition	Single Family Alt/Remodel	Gas Furnace Replacement	\$0.00 \$31.00
WI024069	04/27/2016	Jahraus/Shane G & Kaylee N 1609 15th Ave SW	95-862-0130 Lot 3, Block 1 West Park 3rd Addition	Single Family Replace	A/C Replacement	\$0.00 \$26.00
WI024070	04/29/2016	Delreal/Luis & Monica 512 13th St SE	95-184-0840 Block 6 Erickson's Third Addition	Reroofing Residential Add/Alter	Residential Reroof	\$6,740.00 \$33.37
WI024072	04/25/2016	Mera-Luna/Maria I 1311 Lake Ave NW	95-009-0220 Block 126 Second Addition To Willmar	Single Family Replace	Boiler Replacement	\$0.00 \$31.00
WI024073	04/25/2016	Rubio/Patricia & Rene 1304 10th St SW	95-922-7400	Single Family Replace	Water Heater Replacement	\$0.00 \$26.00
WI024074	04/27/2016	Carlson Rev Liv Trust/Stanley 107 15th Ave NW	95-443-0230 Lot 4, Block 1 Lake North	Siding Residential Add/Alter	Residential Reside	\$14,000.00 \$57.00
WI024075	04/29/2016	Bremer Oreo Minnesota, Inc 616 Ridgewood Pl SW	95-340-0420 Lot 2, Block 4 Hilltop Park	Reroofing Residential Add/Alter	Residential Reroof	\$3,000.00 \$31.50

Issued Dates: 04/01/2016 to 04/30/2016
 Report Name: Monthly External Permits Report
 Permit Type(s): Building, Mechanical, Plumbing

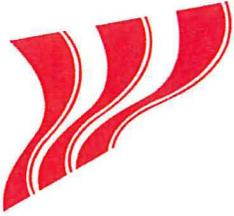
City of Willmar Monthly External Permits Report

Printed: 05/04/2016
 Page: 6

Permit #	Issued Date	Owner and Site Address	Permit Sub-Type and Work Type	Description	Valuation	Total Permit Fee
WI024077	04/26/2016	Martinez/Juan 3001 3rd Ave NW	95-835-0430 Lot 20, Block 2 Vos Park	Reroofing Residential Add/Alter	Residential Reroof	\$5,000.00 \$32.50
WI024079	04/26/2016	Moncada/Pedro & Maria 1200 Dana Dr SE	95-143-0230 Lot 3, Block 2 Dana Heights	Reroofing Residential Add/Alter	Residential Reroof	\$2,600.00 \$31.30
WI024081	04/29/2016	Alexander/Charles & Jill A 907 2nd St SE	95-250-0980 Lot 18, Block 5 Glarum's Addition To Willmar	Reroofing Residential Add/Alter	Residential Reroof	\$5,802.00 \$32.90

Count: 63

Grand Totals: \$1,639,619.00 \$18,619.07



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: May 16, 2016

SUBJECT: Adopt Assessment Roll

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

Adopt the assessments and award the contracts for Project Nos. 1601, 1602, 1603-A and 1603-B.

BACKGROUND: As required by Minnesota State Statute 429.031 subd. 1(b), an assessment hearing is being held for the 2016 Street and Other Improvements. A public hearing on the proposed 2016 Street and Other Improvements has been called for the purpose of reviewing and explaining the proposed assessments and to obtain input from interested parties.

FINANCIAL CONSIDERATION: Funding sources for the 2016 Improvement Projects include monies from municipal state aid and local funding. The assessments proposed will pay a portion of the financing previously mentioned. The estimated cost for the 2016 Improvement Projects is \$2,869,200.00.

LEGAL: N/A

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

Reviewed By: Larry Kruse, City Administrator

RESOLUTION NO. _____

ADOPTING ASSESSMENT ROLL

WHEREAS, pursuant to notice duly given as required by law, the City Council has met, heard, and passed upon all objections to the proposed assessment for 2016 Street and Other Improvements, and has amended such proposed assessment as it deems just;

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

1. Such proposed assessment, the sum of \$833,204.40, a copy of which is attached hereto and made a part hereof, is hereby accepted and shall constitute the special assessment against the lands named therein, and each tract of land therein is hereby found to be benefited by the proposed improvement listed as Project 1601.

2. Such assessments shall be as follows:

A. The assessments shall be payable in equal annual installments extending over a period of ten (10) years, the first of said installments to be payable with general taxes for the year 2016, collectible with such taxes during the year 2017.

B. To the first installment shall be added interest at the rate of five and zero hundredths (5.00) percent per annum on the entire principal amount of the assessment from the date of funding, approximately July 1, 2016, until December 31, 2017. To each subsequent installment, when due there shall be added interest for one year at said rate on the unpaid principal amount of the assessment.

C. The owner of any property so assessed may at any time prior to the certification of the assessment or the first installment thereof to the County Auditor (Treasurer), pay the whole of the principal amount of the assessment on such property with interest accrued to the date of payment to the City Clerk-Treasurer, except that no interest shall be charged if the entire assessment is paid by October 31, 2016, and such property owner may at any time prior to November 15 of any year pay to the City Clerk-Treasurer the entire principal amount.

3. The City Clerk-Treasurer shall forthwith transmit a certified duplicate copy of this assessment to the County Auditor to be extended on the tax list of the County.

Dated this 16th day of May, 2016

MAYOR

ATTEST:

CITY CLERK-TREASURER

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 Duininck, Inc. for Project No. 1601 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 \$812,211.00.

Dated this 16th day of May, 2016

Mayor

Attest:

City Clerk-Treasurer

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 Crow River Construction for Project No. 1602 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 \$240,572.25.

Dated this 16th day of May, 2016

Mayor

Attest:

City Clerk-Treasurer

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 Duininck, Inc. for Project No. 1603-A is accepted, and be it further resolved that the Mayor and City Administrator of the City of Willmar are hereby authorized to enter into an agreement with the bidder for the terms and consideration of the contract in the amount of \$679,238.55.

Dated this 16th day of May, 2016

Mayor

Attest:

City Clerk-Treasurer

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 Duininck, Inc. for Project No. 1603-B is accepted, and be it further resolved that the Mayor and City Administrator of the City of Willmar are hereby authorized to enter into an agreement with the bidder for the terms and consideration of the contract in the amount of \$548,407.75.

Dated this 16th day of May, 2016

Mayor

Attest:

City Clerk-Treasurer



COUNCIL ACTION REQUEST

DATE: May 16, 2016

SUBJECT: Abolishment of the City Assessing Department, contracting with Kandiyohi County and related financial matters.

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

Offer a motion to adopt, assign a number and order final publication of Ordinance abolishing the City Assessor's Office within the City Clerk's Department.

Offer a motion to authorize the Mayor and City Administrator to enter into an Agreement with Kandiyohi County for 2016 and 2017 Assessing.

Offer a motion to authorize the Mayor and City Administrator to enter into an Agreement providing an Early Retirement Incentive to qualifying appraisers who department has been abolished.

BACKGROUND: On February 24, 2016 the City Council/Labor Committee met and unanimously directed the City Administrator to work with County Administrator Larry Kleindl to merge the assessing departments. The Administrators met on a number of occasions and discussed terms to accomplish the Council's goal. Early on the County wanted to be sure the City was going to follow through, as in the past the City's lack of follow-through consumed a lot of time, political capital and negatively affected employee morale. A basic premise the County wanted was for City employees to interview for the new County positions and they would make a strong effort to slot them into their department at the appropriate level. City employees were invited in during the process for an informal conversation about the pending opportunity.

On April 16th the AFSCME Union was provided written notification of the City's intent to abolish the Assessing Department and based on the contract invited to meet and negotiate the impacts on employees. On May 2nd, the City Council set a hearing for May 16th to consider abolishing the Assessing Department. On May 3rd the County Board approved moving forward with the City to take over the assessing functions conditioned on the City abolishing the department at the City's May 16th Council meeting. On Tuesday, May 10th two City Assessors interviewed and were extended employment offers. On Wednesday, May 11th the Labor Committee approved an accommodation for \$25,800 to be paid to senior assessors with more than 20 years of employment with the City if they accepted the Kandiyohi County employment offer. Lastly, it is proposed the County take over the assessing function on July 5, 2016.

Should the City abolish the Assessing Department, it is proposed that the City will give notice to lay-off the City's two appraisers. If the appraiser's want to continue working for the City, the AFSCME contract provides them the opportunity bump other positions within the City and remain employed. However, if bumping occurs, ultimately someone may be laid-off. To avoid this, the City has facilitated conversations with the County to hire the City employees and integrate them into the County's Assessment Department.

Should the City decide to continue with the assessing function, the City would need to aggressively move forward to attract and hire a qualified appraiser and a Senior Accredited Minnesota Assessor to compete the 2016 assessment.

FINANCIAL CONSIDERATION: The 2016 adopted Assessing budget is \$328,335. Like many Department budgets, labor constitutes the majority at \$311,525. To date in 2016 the City has spent an estimated \$83,324.09 primarily on salaries. The City has 6,284 residential parcels, 789 commercial parcels, 253 multi-family parcels, 116 agricultural parcels and 425 tax exempt parcels for a total of 7,867 parcels. The County currently charges other municipalities and townships \$12 per parcel to complete their assessment. At this rate, the County would charge the City \$95,000 annually to complete the assessment. Willmar's cost using the \$328,335 adopted budget equals \$41.74 per parcel. The City's five-year historical costs range from \$28.25 to \$32.75 with an average of \$29.87.

The Kandiyohi County Board passed a motion to accept \$366,468 in two installments to take over the assessing responsibilities effective July 5, 2016. Beyond this payment, the City will contribute the City Assessors' computers, a police squad, \$5,000 for training, \$5,000 for consulting time for software data conversion and should the County need to hire an Assessor prior to July 5th in preparation for the assessing work, the City would pay for several weeks of an Assessor II wages and benefits. In 2016 and 2017 assessment year, no County per parcel rate will apply for the City of Willmar. Then in 2018, the County will charge the City on a per parcel bases for residential and non-residential, similar to what other jurisdictions pay. In conversations, the County suggests that rate in 2018 may be \$15 for residential parcels and \$25 for non-residential properties. This Kandiyohi County motion is based on the condition that on May 16th the City Council adopts an ordinance to abolish the City Assessing Department.

The County also stated they would accommodate the employees porting over up to 40 hours of vacation and 40 hours of sick leave. The City employees would have the option of porting hours over to the County instead of getting paid for those hours (per the contract) as they leave City employment.

If an employee is laid-off and remains unemployed, the City would be responsible for 100% of the unemployment they would receive.

The City proposes to pay the County approximately \$375,000 for calendar year 2016 and 2017 assessments. In subsequent years the County may charge approximately \$135,000 per year totaling slightly over one million dollars over seven years. In a letter dated June 1, 2010, the City proposed to pay the County \$1,569,514 over a similar seven-year period. Depending on the County's parcel rate the City's assessing budget could go down over 50% in 2018. Meanwhile Kandiyohi County will benefit with the efficiencies of one entity establishing uniform market values across the County. The proposed abolishment of the Assessing Department results in a significant savings for the City and County taxpayers.

Employee Impacts:

The City proposes to lay-off the Assessing Department employees and Kandiyohi County has made each employee an employment offer. The City has not been involved in employee negotiations, as the County required City employees be interviewed which resulted in job offers. For some, they earn a little more wage and others slightly less than they earn today. Likewise with vacation accruals some would get the same as the City and others less. In future years the City employees would all have growth potential at the County with a number of 4% steps, which for some at the top of the range at the City are not available. The City's health insurance appears to be slightly better, and so that would make a transition for some more difficult depending on the health care plan they select.

To assist Assessing department employees with 20 or more years of experience, the Labor Committee unanimously proposed to provide employees with more than 20 years of service whose department is being abolished to be eligible for \$25,800 to be paid into a tax deferred account. In City Administrator Kruse's opinion with the proposed additional \$25,800 payment, the County's opportunity is at minimum a positive move for the City's appraisers should they decide to accept employment with the County.

LEGAL: The City Council has the authority following a public hearing to adopt an ordinance to abolish the Assessing Department, contract with the County and enter into a severance agreement with employees and/or manage the transition of employees to other positions within the City based on the labor contracts.

Department/Responsible Party: Larry Kruse, City Administrator

ORDINANCE NO. _____

AN ORDINANCE ABOLISHING THE CITY ASSESSOR'S OFFICE WITHIN THE CITY CLERK DEPARTMENT

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

Section 1. ABOLISHMENT OF CITY ASSESSOR'S OFFICE. Finding it to be in the best interests of the City of Willmar, the Willmar City Council hereby alters the City Clerk Department by abolishing the City Assessor's Office within such department.

Section 2. EFFECTIVE DATE. This ordinance shall be effective from and after July 5, 2016.

This Ordinance introduced by Council Member: Fagerlie

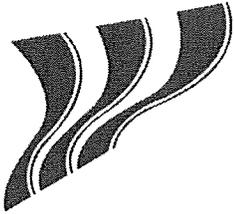
This Ordinance introduced on: May 2, 2016

This Ordinance published on: May 6, 2016

This Ordinance given a hearing on: _____

This Ordinance adopted on: _____

This Ordinance published on: _____



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: May 16, 2016

SUBJECT: Ordinance Hearing—Amendment of Charter Section 2.03

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

Pursuant to public testimony the Charter Commission is requesting approval of the Amending Ordinance.

BACKGROUND:

Pursuant to the April 18, 2016, Ordinance hearing continued until tonight, further testimony can be taken regarding the amendments. Upon hearing all those who wish to be heard, the Mayor should close the hearing. That action will trigger the one (1) month countdown to Council action should all eight Council Members be in attendance.

The Ordinance Amending Charter **Section 2.03.—General powers and duties of the Council**, adds a new Subdivision 2., whereby the Charter Commission is of a firm conviction that current and future City Councils should be compelled to develop of Vision, Mission Statement, and Strategic Plan for the good of the people.

FINANCIAL CONSIDERATION: N/A

LEGAL: N/A

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

ORDINANCE NO. _____

AN ORDINANCE AMENDING THE CHARTER OF THE CITY OF WILLMAR

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

Section 1. AMENDMENT OF CHARTER SECTION 2.03. Charter Section 2.03 is hereby amended as follows (deleted material is crossed out; new material is underlined; sections and subsections not being amended are omitted):

Section 2.03. – General powers and duties of the Council.

Subdivision 1. Powers vested in Council. All powers of the City shall be vested in the Council except as otherwise provided by law or this Charter and the Council shall provide for the exercise thereof and for the performance of all duties and obligations imposed on the City by law.

Subdivision 2. Vision, Mission Statement and Strategic Plan. The Council shall adopt a written vision, mission statement and strategic plan, and shall thereafter review the same annually and update it as needed.

Section 2. EFFECTIVE DATE. Pursuant to Minn. Stat. § 410.12, subd. 7, this ordinance shall be effective 90 days after its adoption and second publication.

This Ordinance introduced by Council Member: Anderson

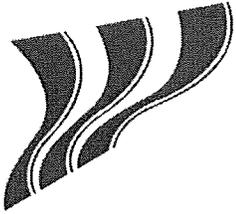
This Ordinance introduced on: April 4, 2016

This Ordinance published on: April 8, 2016

This Ordinance given a hearing on: _____

This Ordinance adopted on: _____

This Ordinance published on: _____



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: May 16, 2016

SUBJECT: Ordinance Hearing—Amendment of Charter Section 7.05

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

Pursuant to public testimony the Charter Commission is requesting approval of the Amending Ordinance.

BACKGROUND:

Pursuant to the April 18, 2016, Ordinance hearing continued until tonight, further testimony can be taken regarding the amendments. Upon hearing all those who wish to be heard, the Mayor should close the hearing. That action will trigger the one (1) month countdown to Council action should all eight Council Members be in attendance.

The Ordinance Amending Charter **Section 7.05.—Recall**, strikes out current language whereby the Charter Commission desires to not address the issue of any reimbursements for legal services, supplies, printing, and notarial fees, but simply make it clear that no City funds are to be expended for the actions of the citizen Recall Committee nor can any of the Recall Committee members accept any remuneration for services performed on such a committee.

FINANCIAL CONSIDERATION: N/A

LEGAL: N/A

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

ORDINANCE NO. _____

AN ORDINANCE AMENDING THE CHARTER OF THE CITY OF WILLMAR

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

Section 1. AMENDMENT OF CHARTER SECTION 7.05. Charter Section 7.05 is hereby amended as follows (deleted material is crossed out; new material is underlined; sections and subsections not being amended are omitted):

Section 7.05. - Recall.

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

Section 2. EFFECTIVE DATE. Pursuant to Minn. Stat. § 410.12, subd. 7, this ordinance shall be effective 90 days after its adoption and second publication.

This Ordinance introduced by Council Member: Anderson

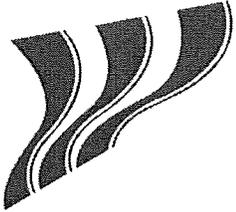
This Ordinance introduced on: April 4, 2016

This Ordinance published on: April 8, 2016

This Ordinance given a hearing on: _____

This Ordinance adopted on: _____

This Ordinance published on: _____



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: May 16, 2016

SUBJECT: Ordinance Hearing—Amendment of Charter Section 2.11

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

Pursuant to public testimony the Charter Commission is requesting approval of the Amending Ordinance.

BACKGROUND:

Pursuant to the April 18, 2016, Ordinance hearing continued until tonight, further testimony can be taken regarding the amendments. Upon hearing all those who wish to be heard, the Mayor should close the hearing. That action will trigger the one (1) month countdown to Council action should all eight Council Members be in attendance.

The Ordinance Amending Charter **Section 2.11.— Procedure**, strikes through current language detailing the known versions of parliamentary rules defaulting to the word “established” set of parliamentary rules. The Charter Commission believes this will properly position the City for the ever changing rules and names in the future.

FINANCIAL CONSIDERATION: N/A

LEGAL: N/A

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

ORDINANCE NO. _____

AN ORDINANCE AMENDING THE CHARTER OF THE CITY OF WILLMAR

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

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

Section 2.11. - Procedure.

* * * *

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

Section 2. EFFECTIVE DATE. Pursuant to Minn. Stat. § 410.12, subd. 7, this ordinance shall be effective 90 days after its adoption and second publication.

This Ordinance introduced by Council Member: Anderson

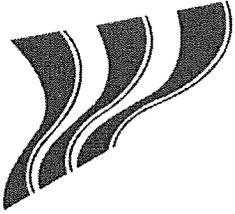
This Ordinance introduced on: April 4, 2016

This Ordinance published on: April 8, 2016

This Ordinance given a hearing on: _____

This Ordinance adopted on: _____

This Ordinance published on: _____



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: May 16, 2016

SUBJECT: Ordinance Hearing—Amendment of Charter Section 9.04

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

Pursuant to public testimony the Charter Commission is requesting approval of the Amending Ordinance.

BACKGROUND:

Pursuant to the April 18, 2016, Ordinance hearing continued until tonight, further testimony can be taken regarding the amendments. Upon hearing all those who wish to be heard, the Mayor should close the hearing. That action will trigger the one (1) month countdown to Council action should all eight Council Members be in attendance.

The Ordinance Amending Charter **Section 9.04.—Oath of office**, adds details to the current oath administered to elected or appointed officials and board and commission members. The Charter Commission believes clarity of individual offices and positions is beneficial for this City.

FINANCIAL CONSIDERATION: N/A

LEGAL: N/A

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

ORDINANCE NO. _____

AN ORDINANCE AMENDING THE CHARTER OF THE CITY OF WILLMAR

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

Section 1. AMENDMENT OF CHARTER SECTION 9.04. Charter Section 9.04 is hereby amended as follows (deleted material is crossed out; new material is underlined; sections and subsections not being amended are omitted):

Section 9.04. - Oath of office.

Every Council member, elected or appointed official, and board and commission member shall, before entering upon the duties of their office take and subscribe an oath of office in the following form: "I do solemnly swear (or affirm) that I will support the Constitutions of the United States and of the state of Minnesota, and the Willmar City Charter and that I will discharge faithfully the duties of the office of _____ of the City of Willmar to the best of my judgment and ability."

Section 2. EFFECTIVE DATE. Pursuant to Minn. Stat. § 410.12, subd. 7, this ordinance shall be effective 90 days after its adoption and second publication.

This Ordinance introduced by Council Member: Anderson

This Ordinance introduced on: April 4, 2016

This Ordinance published on: April 8, 2016

This Ordinance given a hearing on: _____

This Ordinance adopted on: _____

This Ordinance published on: _____

PROCLAMATION
VIETNAM TRAVELING WALL
JULY 1-JULY 4, 2016

WHEREAS, the Vietnam Traveling Memorial Wall stands as a reminder of the great sacrifices made during the Vietnam War, created for the purpose of helping to heal and rekindle friendships and allowing people the opportunity to visit the memorial created for their loved ones in their home town who otherwise may not be able to make a trip to Washington, D.C.; and

WHEREAS, citizens and organizations have united to bring the Vietnam Traveling Memorial Wall to Willmar to provide visitors time to reflect on those who have and continue to preserve the freedom of our great nation and to assure them and their families that such tremendous sacrifices are appreciated and will be remembered throughout history; and

WHEREAS, the Mayor and Council of the City of Willmar, hereby proclaim July 1 through July 4, 2016 as "*The Time for Remembrance of Services to Our Country*" in Willmar, Minnesota; and

WHEREAS, The City of Willmar is honored to welcome the Vietnam Traveling Memorial Wall to Willmar, and urge that citizens and visitors take time to visit this educational and inspirational exhibit. We encourage our veterans to educate our youth through discussion of daily events in his or her life while in military service. Most of all, we urge all people to thank a service member for his or her service in protecting our freedom and liberty through his or her past or present service in the military.

NOW, THEREFORE, BE IT RESOLVED that as Mayor of Willmar, Minnesota, I hereby approve this Proclamation and do hereby extend an invitation to all people from near and far, to come, share with use the opportunity to honor the service, the commitment and the dedication of those who made the ultimate sacrifice for our freedom and to reflect on the sacrifice of the men and women who have served and continue to serve to protect our liberty and freedom.

Signed on the 16th day of May, 2016.

Marv Calvin, Mayor
City of Willmar, Minnesota

PUBLIC WORKS/SAFETY COMMITTEE

MINUTES

The Public Works/Safety Committee of the Willmar City Council met on Tuesday, May 10, 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: Council Member Tim Johnson; City Administrator Larry Kruse; Public Works Director Sean Christensen; Fire Chief Frank Hanson; Laura Malwitz, CR-BPS; Chad Kraemer, CR-BPS; Shelby Lindrud "West Central Tribune"; Darlene Schroeder (Public Comment).

Item No. 1 Call to Order

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

Item No. 2 Public Comment

The Memorial Day activities at the Community Center were discussed by Darlene Schroeder.

Item No. 3 Police and Fire Updates (Information)

Fire Chief Frank Hanson noted the jail census for May 10, 2016 was 113; 41 inmates from the Department of Corrections, 67 inmates from Kandiyohi County and 5 inmates from other counties. The calls for service the previous two weeks totaled 741 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 traffic complaints.

Chief Hanson noted total Fire Department calls for service the previous two weeks totaled 8. The calls included 2 building fires, 2 gasoline spills, 1 alarm activation, 1 crash, 1 grass fire and 1 battery change in someone's smoke detector. The Committee discussed the building fire at Scandia Apartments and training offered for elected officials on their roles in the event of a natural disaster.

Item No. 4 Facilities Master Plan Update (Information)

Staff brought forth, for information, an update on the Comprehensive Facilities Master Plan from CR-BPS. The plan includes a needs analysis of City buildings, facilities, land and physical plant operations in order to prioritize needs for modernization, replacement and growth. Laura Malwitz and Chad Kraemer, with CR-BPS, presented a draft report using the Community Center data. Rating systems on the facility condition and requirement index classify the overall condition of each facility in order to prioritize a project list of building updates and system upgrades. The Committee discussed also using an energy assessment of each facility, the potential of using LOST funds in the building needs and scheduling a work session to further evaluate the findings of the Facilities Master Plan.

Item No. 5 Pheasant Run Ball Field Parking (Information)

The Committee discussed the safety issue of parking at the Pheasant Run ball field. Parking is currently allowed on both sides of the street as long as driveways are not blocked. Additional patrol may be added for safety of the area when games are taking place.

Item No. 6 Public Works Garage Roof Replacement Consideration of Bids (Resolution)

Staff brought forth, for approval, the consideration of bids for the Public Works Garage roof replacement. Four bids were received and staff recommends West Central Roofing Contractors, Inc. be

awarded the contract in the amount of \$86,642.86. The 2015 CIP includes \$120,000 for the replacement of the roof.

A motion was made by Council Member Plowman, seconded by Council Member Ahmann to award the contract to West Central Roofing Contractors, Inc. in the amount of \$86,642.86 for the Public Works Garage roof replacement and authorize signatures. The motion carried.

Item No. 7 Award Contract 2016 Crack Sealing Project No. 1606 (Resolution)

Staff brought forth, for approval, the consideration of quotes for the 2016 Crack Sealing Project No. 1606. Three quotes were received and staff recommends Midwest Asphalt Maintenance, LLC be awarded the contract in the amount of \$34,750. The Public Works operating budget includes \$70,000 allotted for crack sealing and seal coating and the total of the two projects is \$56,444.90. The Committee discussed a potential future joint presentation with Finance to evaluate future street projects and funding sources.

A motion was made by Council Member Nelsen, seconded by Council Member Plowman to award the Crack Sealing Project No. 1606 to Midwest Asphalt Maintenance, LLC in the amount of \$34,750 and authorizes signatures on the contract. The motion carried.

Item No. 8 Project No. 1603-A: Consideration of Cooperative Construction Agreement (Resolution)

Staff brought forth, for approval, to approve the cooperative construction agreement with Kandiyohi County in the amount of \$100,000 for the overlay Project No. 1603-A. The funds contributed by the county will partially fulfill their turn back obligation.

A motion was made by Council Member Nelsen, seconded by Council Member Ahmann to approve the cooperative construction agreement with Kandiyohi County in the amount of \$100,000 for Project No. 1603-A. The motion carried.

Item No. 9 Non-Agenda Items (Resolution)

Staff brought forth, for approval, a letter of support for Kandiyohi County to apply for a grant for Lake Wakanda shallow lakes restoration and enhancement project with Lessard-Sams Outdoor Heritage Council.

A motion was made by Council Member Nelsen, seconded by Council Member Plowman to approve a resolution authorizing the mayor's signature on the letter of support for Kandiyohi County's grant application for Lake Wakanda. The motion carried.

The Committee discussed complaints of traffic speeding in the Minnegasco Park area of 16th Street and Minnesota Ave SW. The Committee discussed if any grants are available for tuck pointing at the Auditorium. City Administrator Kruse noted on May 24th at 1 and 7 pm there will be a Projects of Regional Significance listening sessions at the Community Center.

There being no further business to come before the Committee, the meeting was adjourned at 6:30 p.m. by Chair Christianson.

Respectfully submitted,


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



★ 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: May 10, 2016

SUBJECT: Facilities Master Plan Update

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

Receive the update for information.

BACKGROUND: Council approved the Comprehensive Facilities Master Plan contract with CR-BPS on June 1, 2015. The plan includes consultant services for a needs analysis of City buildings, facilities, land and physical plant operations in order to prioritize needs for modernization, replacement and growth. CR-BPS will provide an update on progress of the needs analysis and present final report presentation options.

FINANCIAL CONSIDERATION: \$50,000 has been approved in the budget for the project.

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: May 10, 2016

SUBJECT: Public Works Garage Roof Replacement Consideration of Bids

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

Award the contract to West Central Roofing Contractors, Inc. in the amount of \$86,642.86 for the Public Works Garage roof replacement.

BACKGROUND: Bids were opened for the Public Works Garage roof replacement on April 12th. Four bids were received; Schwickert's Tecta America from New Hope in the amount of \$158,970.00, Allweather Roof from Golden Valley in the amount of \$117,707.00, B&B Sheet Metal & Roofing from Buffalo in the amount of \$93,400.00 and West Central Roofing Contractors, Inc. from Willmar in the amount of \$86,642.86. The project includes removal of the existing membrane, ballast and related roofing material and furnishing and installing a Duralast roofing membrane system with new insulation.

FINANCIAL CONSIDERATION: The 2015 CIP includes \$120,000 for the replacement of the roof.

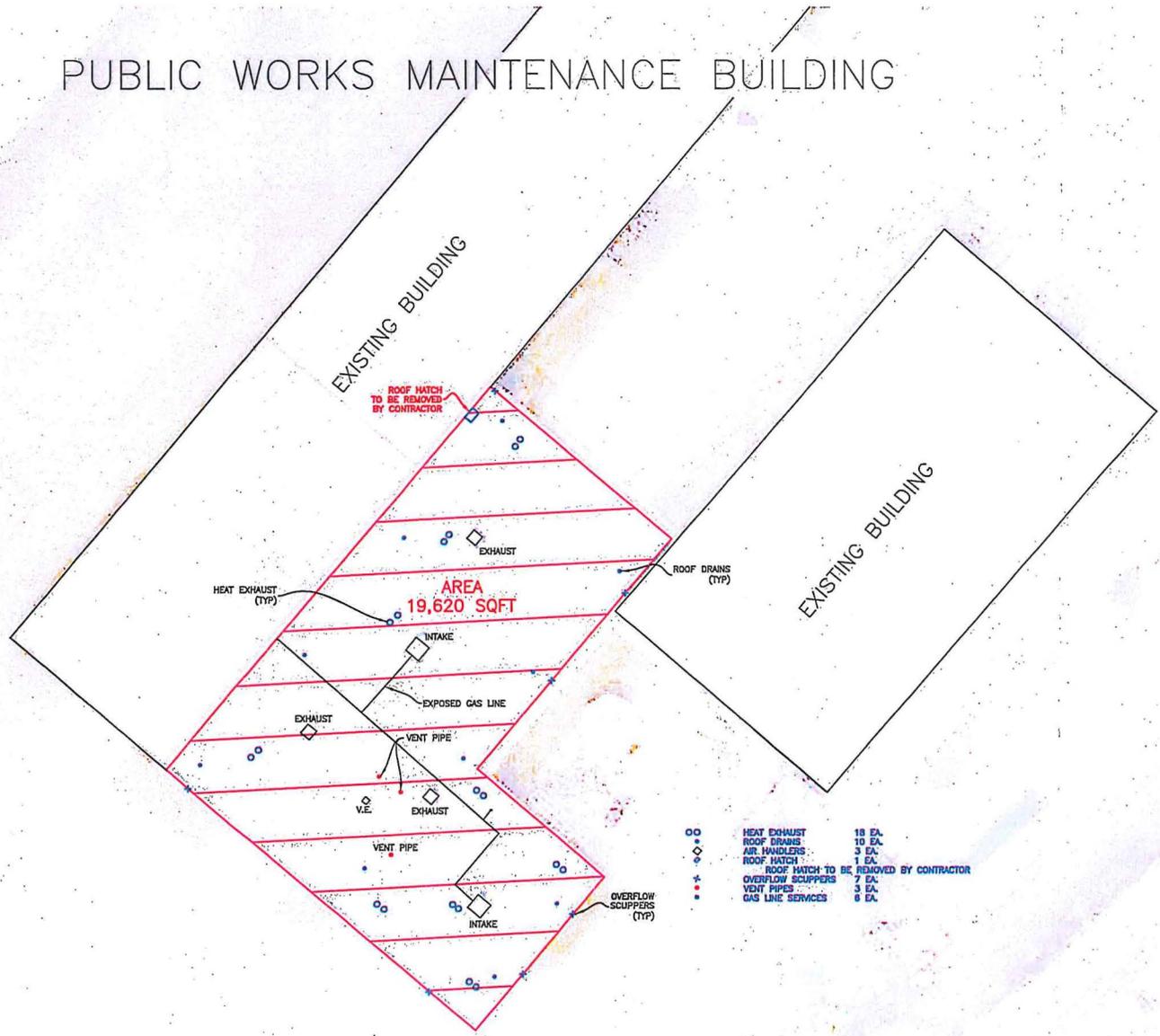
LEGAL: N/A

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

Reviewed By: Larry Kruse, City Administrator

PUBLIC WORKS MAINTENANCE BUILDING

NOTE:
ROOF HATCH TO BE REMOVE BY CONTRACTOR.

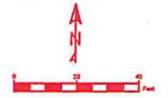


ROOF HATCH TO BE REMOVED BY CONTRACTOR

AREA
19,620 SQFT

- ○ HEAT EXHAUST 18 EA.
- ○ ROOF DRAINS 10 EA.
- ○ AIR HANDLERS 3 EA.
- ○ ROOF HATCH 1 EA.
- ○ ROOF HATCH TO BE REMOVED BY CONTRACTOR 3 EA.
- ○ OVERFLOW SCUPPERS 7 EA.
- ○ VENT PIPES 3 EA.
- ○ GAS LINE SERVICES 6 EA.

General Notes:



I hereby certify this plan was prepared by me or under my direct supervision, and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.
 Sean E. Christensen, P.E., City Engineer Lic. No. 51931 Date: 3.1.16

PROFILE

Project #:	PUBLIC WORKS	Sheet:
Project:	ROOF RESURFACING	1
Date:	05-05-2015	
Scale:	1"=20'	

**CITY OF WILLMAR
PUBLIC WORKS GARAGE ROOF REPLACEMENT
BID TABULATION**

Bids Close: April 12th, 2016 at 1:30 p.m.

<u>BIDDER</u>	<u>BID TOTAL</u>	<u>REMARKS</u>
West Central Roofing Contractors, Inc. Willmar, MN	\$86,642.86	Bid Bond Acknowledgment of Addendum Responsible Contractor Form
Schwickert's Tecta America New Hope, MN	\$158,970.00	Bid Bond Acknowledgment of Addendum Responsible Contractor Form
B&B Sheet Metal & Roofing Buffalo, MN	\$93,400.00	Bid Bond Acknowledgment of Addendum Responsible Contractor Form
Allweather Roof Golden Valley, MN	\$117,707.00	Bid Bond Acknowledgment of Addendum

RESOLUTION NO. _____

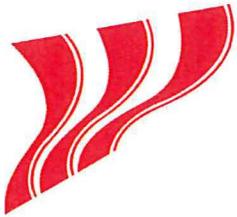
BE IT RESOLVED by the City Council of the City of Willmar, a Municipal Corporation of the State of Minnesota, that the bid of West Central Roofing Contractors, Inc. of Willmar, Minnesota for the Public Works Garage Roof Replacement is accepted, and be it further resolved that the Mayor and City Administrator 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 \$86,642.86.

Dated this 16th day of May, 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: May 10, 2016

SUBJECT: Award Contract 2016 Crack Sealing, Project No. 1606

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

Award the project to Midwest Asphalt Maintenance, LLC in the amount of \$34,750 and authorize signatures on the 2016 Crack Sealing contract.

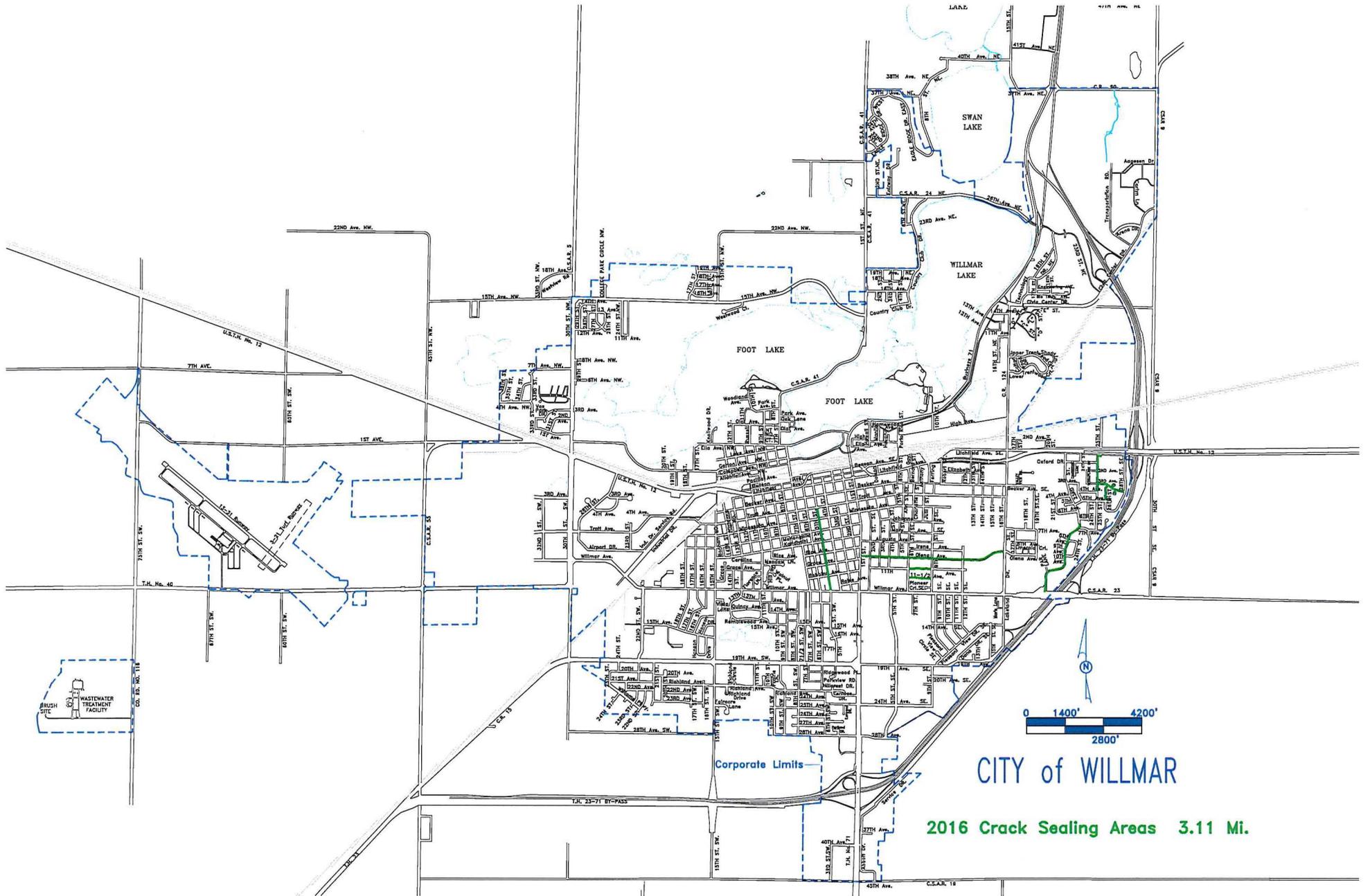
BACKGROUND: The City requested quotes for the 2016 Crack Sealing project. Three quotes were received with the lowest being from Midwest Asphalt Maintenance, LLC in the amount of \$34,750. The other quotes received were from Northwest Asphalt and Maintenance in the amount of \$42,000 and Fahrner Asphalt Sealers, LLC in the amount of \$47,500.

FINANCIAL CONSIDERATION: The Public Works operating budget includes \$70,000 allotted for Crack Sealing and Seal Coating and is within budget. The 2016 Seal Coating project was awarded to Caldwell Asphalt Company for \$21,694.90. The total of the two projects is \$56,444.90.

LEGAL: N/A

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

Reviewed By: Larry Kruse, City Administrator



CITY of WILLMAR

2016 Crack Sealing Areas 3.11 Mi.

SPECIFICATIONS FOR 2016 BITUMINOUS PAVEMENT CRACK SEALING

PUBLIC WORKS DEPARTMENT CITY OF WILLMAR, MINNESOTA

5 th St SW- Trott Ave SW to Willmar Ave SW	(3075 ft)
23 RD ST SE -Willmar Ave SE to 7 th Ave SE	(3,225ft)
3 rd Ave. SE.-28 th St Se to 25 th St Se	(1050 ft)
27 th St SE.-South & North of 3 rd Ave. SE	(300 ft)
26 th St SE.- 3 rd Ave SE to 5 th Ave SE	(560ft)
25 th St SE.-4 Th Ave SE to Hwy 12	(1420 ft)
Olena Ave SE- 1 st St to Lakeland Dr SE	(5,150 ft)
11 th Ave SE 6 th St SE to 9 th St SE	(825 ft)
11 ^{1/2} Ave SE 6 th St SE to 9 th St SE	(825 ft)

Total 16,430 ft

QUOTES CLOSE:

1:00 p.m. April 26, 2016

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 Midwest Asphalt Maintenance, LLC for Project No. 1606 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 \$34,750.00.

Dated this 16th day of May, 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: May 10, 2016

SUBJECT: Project No. 1603-A: Consideration of Cooperative Construction Agreement

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

Approve the cooperative construction agreement with Kandiyohi County in the amount of \$100,000 for Project No. 1603-A.

BACKGROUND: Project No. 1603-A calls for the overlay of Lakeland Drive NE from TH No. 12 to Civic Center Drive and Ella Avenue NW from 7th Street to 1st Street, including road and path surfaces. The funds to be contributed by Kandiyohi County in the agreement will partially fulfill their turn back obligation.

FINANCIAL CONSIDERATION: The project is funded by County funds, State Aid funds, and local assessments.

LEGAL: N/A

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

Reviewed By: Larry Kruse, City Administrator

**CITY OF WILLMAR & KANDIYOHI COUNTY
COOPERATIVE CONSTRUCTION AGREEMENT
SAP 175-152-005 (LAKELAND DRIVE NE)
IMPROVEMENT PROJECTS**

THIS AGREEMENT, made this _____ Day of _____, 2016, by and between the CITY OF WILLMAR, MINNESOTA, party of the first part, hereinafter known as CITY and the COUNTY OF KANDIYOHI, MINNESOTA, a party of the second part, hereinafter known as COUNTY, WITNESSETH:

That the parties to this agreement, each in consideration of the agreement on the part of the other herein obtained, do hereby agree, the CITY for itself, and the COUNTY for itself, as follows:

State Aid Project (SAP) 175-152-005, Improvement Project

THIS agreement shall apply only to improvement of that part of Municipal State Aid Road No. 175-152 (LAKELAND DRIVE NE) from TH No. 12 to Civic Center Drive as detailed in the SAP No. 175-152-005 Improvement Plans for said project.

Administration of the Project

The COUNTY agrees that the CITY shall hereafter act as the agent of the COUNTY in the award and administration of the contract for SAP No. 175-152-005 Improvement Plans.

Estimated Construction Costs

Estimated bid construction costs incurred are as shown in **Exhibit A**, which is attached to and made part of this agreement.

City Costs

The CITY agrees to finance, with its own funds, all items shown on the plan for SAP No. 175-152-005, but excluding the cost of county construction items as provided in the following paragraph. The City also agrees to provide with its own funds for design and construction engineering services for County and City.

County Costs and Payments

The COUNTY agrees to reimburse the CITY \$100,000.00 for the cost of the furnishing and/or installing milling of bituminous pavement and paving Type SP 12.5 wearing course mix.

The COUNTY further agrees that upon presentation of reimbursable costs certified to the COUNTY by a CITY generated Request for Payment; the COUNTY shall make payment to the CITY within 30 days.

Designated CITY/COUNTY Representatives

The City of Willmar Public Works Director shall be the designated CITY representative to approve any needed modification of work shown in the Plans during construction of the project. This includes the increase or decrease in quantities needed to accomplish the work or a change in the work requiring a Change Order. The Kandiyohi County Public Works Director shall be the designated COUNTY representative to approve any needed modification of the Plans affecting County costs requiring a Change Order.

CITY AND COUNTY APPROVAL

IN TESTIMONY WHEREOF, the County of Kandiyohi, by the authority of the Board of Commissioners, and the City of Willmar, by the authority of the of the City Council, have caused this agreement to be enacted, the day and year first written above.

CITY OF WILLMAR

Date: _____

BY: _____
City Mayor

BY: _____
City Administrator

Approved as to Form and Execution this _____ day of _____, 2016

_____, City Attorney

COUNTY OF KANDIYOHI

Date: _____

By: _____
Chairman of County Board

BY: _____
County Auditor/ Treasurer

Approved as to Form and Execution this _____ day of _____, 2016

_____, County Attorney

Resolution No. _____

**AUTHORIZATION TO EXECUTE
KANDIYOHI COUNTY COOPERATIVE CONSTRUCTION AGREEMENT**

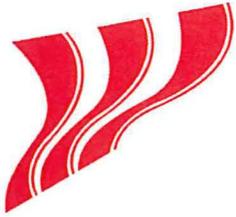
BE IT RESOLVED by the City Council of the City of Willmar, a municipal corporation of the State of Minnesota, that the Mayor and City Administrator be authorized to enter into a Cooperative Construction Agreement between the City of Willmar and Kandiyohi County for the improvement project of Lakeland Drive NE included in Project No. 1603-A.

Dated this 16th day of May, 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: May 16, 2016

SUBJECT: Kandiyohi County Lake Wakanda Grant Application

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

Adopt the resolution authorizing the Mayor's signature on the letter of support for Kandiyohi County's grant application for Lake Wakanda.

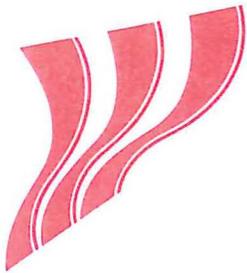
BACKGROUND: Kandiyohi County is applying for a grant with Lessard-Sams Outdoor Heritage Council for the Lake Wakanda shallow lake restoration and enhancement project. The benefits of the restoration include downstream enhancements and water and sediment retention to positively impact the fish and wildlife habitats as well as downstream flood damage reduction. The improvements will also improve water quality of downstream lakes including Little Kandiyohi, Big Kandiyohi and the impaired South Fork of the Crow River.

FINANCIAL CONSIDERATION: N/A

LEGAL: N/A

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

Reviewed By: Larry Kruse, City Administrator



MAYOR AND COUNCIL

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

May 10, 2016

Lessard-Sams Outdoor Heritage Council
95 State Office Building
St. Paul, MN 55155

RE: Kandiyohi County/Lake Wakanda LSOHA Grant Application

Dear Council Members,

This letter shall serve as confirmation of the City Of Willmar extending its full support for the grant application to the Lessard-Sams Outdoor Heritage Council for the Lake Wakanda Shallow Lakes Restoration and Enhancement Project. The benefits of lake restoration, downstream enhancements and water and sediment retention in Lake Wakanda will positively impact the fish and wildlife habitats as well as downstream flood damage reduction.

Kandiyohi County Ditch 23A, which provides drainage for the City's stormwater runoff, starts in the City of Willmar and flows southeast through the Grass Lake basin eventually discharging into Lake Wakanda. Improvements will allow for better water quality for Lake Wakanda and also downstream lakes of Little Kandiyohi, Big Kandiyohi and the impaired South Fork of the Crow River.

Sincerely,

CITY OF WILLMAR

Marv Calvin
Mayor

RESOLUTION NO. _____

BE IT RESOLVED by the City Council of the City of Willmar to approve the signature of the Mayor for the letter of support of Kandiyohi County for their grant application to Lessard-Sams Outdoor Heritage Council for the Lake Wakanda Shallow Lakes Restoration and Enhancement Project.

Dated this 16th day of May, 2016

MAYOR

Attest:

CITY ADMINISTRATOR

LABOR RELATIONS COMMITTEE

MINUTES

The Labor Relations Committee met on Wednesday, May 11, 2016 at 4:45 p.m. in Conference Room No. 1 at the Willmar City Office Building.

Present:	Steve Ahmann	Chair
	Shawn Mueske	Vice Chair
	Ron Christianson	Member
	Tim Johnson	Alternate Member

Others present: City Administrator Larry Kruse, Public Works Director Sean Christensen, Shelby Lindrud, "West Central Tribune" journalist, and Janell Sommers, Administrative Assistant.

Item No. 1 Call to Order

The meeting was called to order by Council Member Ahmann at 4:46 p.m.

Item No. 2 Public Works Director Vacation Adjustment (Motion)

City Administrator Larry Kruse presented a recommendation which resulted from a request by Public Works Director Sean Christensen to increase his vacation accrual rate to reflect his 13 years of experience as an Engineer prior to his employment with the City. Public Works Director Christensen currently accrues vacation at 80 hours a year which was agreed to at hiring, and it is staff's recommendation to recognize his prior experience which would be a positive retention investment for the City. It was noted the change in accrual rate would be at no cost to the City.

The Committee discussed the recommendation and expressed concern for setting a precedent since this type of request has never occurred before. Council Member Mueske stated a mechanism needs to be developed to address such issues. A motion was made by Council Member Mueske, seconded by Council Member Christianson to direct City Administrator Kruse to develop a policy based on research with other cities to be brought back to the next Labor Relations Committee meeting.

Item No. 3 Public Comment

There were no comments from the public.

Item No. 4 Human Resources Job Description Review (Information)

City Administrator Kruse presented a revised job description which focused on the duties of a Human Resources person and detailed the activities this individual would be assigned. He also submitted for review a list of cities of similar size in Minnesota that have a Human Resource person. The Committee questioned whether these communities were staffed with a Human Resources person full or part-time as concern was expressed whether Willmar needs a full-time person in this capacity. City Administrator Kruse explained that currently most of the job duties are spread across the organization. Council Member Johnson stated he believes it should be a full-time position on the management level. After further discussion, the Committee directed Kruse to provide the job descriptions of employees currently doing the Human Resource functions with strikethroughs for a visual at the next Labor Relations Committee meeting.

Item No. 5 Discontinuation of the Assessing Department – Post Employment Incentive (Motion)

City Administrator Kruse updated the Committee on the Assessing Department merger with Kandiyohi County. He informed the Committee that offers have been made by the County for the two remaining City Assessing employees and it is their decision to accept. By contract they may exercise their

option to continue to work for the City by bumping to another department filling the position of the least senior unit employee as long as they meet the minimum qualifications. In an effort to support employees who have a significant amount of education and experience who decide to move to the County to continue to work in the assessing field, an incentive may be appropriate. City Administrator Kruse stated the County has offered a somewhat comparable compensation package, however employees with many years of experience will not receive as much vacation as they currently earn and net with insurance they may earn slightly less than if they stayed with the City. In some cases the Early Retirement Incentive Program's monthly payment may make the difference

City Administrator Kruse recommended the Committee consider that subject to the AFSCME Union signing off, the Council approves entering into an agreement to make the Early Retirement Incentive Program available to employees with more than 20 years of service whose department is being abolished. This would be subject to the City Attorney's review to ensure compliance with IRS regulations to contribute \$25,800 to the employee's HSA account or another permissible payment method that is tax deferred. This incentive is subject to an Assessing employee becoming an employee of Kandiyohi County Assessing.

Council Member Mueske moved the recommendation of the City Administrator. Council Member Christianson seconded the motion, which passed unanimously.

A motion was made by Council Member Mueske, and seconded by Council Member Christianson to adjourn. The motion carried and the meeting was adjourned at 6:23 p.m.

Respectfully submitted,



Janell Sommers
Administrative Assistant



★ 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: May 5, 2016

SUBJECT: Public Works Vacation Leave Adjustment

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

Effective at Public Works Director Sean Christensen's two year anniversary recognize his prior 13 years of experience for the purposes of vacation accruals setting his annual accrual rate at 15 years (25 days of vacation).

BACKGROUND: Public Works Director and City Engineer Christensen began work in April of 2014 and has successfully completed two years of service with the City of Willmar. Currently Mr. Christensen earns 80 hours of vacation per year. Although that amount was agreed to at hiring, for vacation leave purposes, I believe it is now necessary to recognize his prior 13 years of experience. I believe this accommodation is a positive retention investment.

FINANCIAL CONSIDERATION: This would not change the Public Works budget.

LEGAL: The City Council has the authority to recognize the experience of employees and slotting them at an appropriate level.

Department/Responsible Party: Larry Kruse, City Administrator

Reviewed by: Larry Kruse, City Administrator 

City of WILLMAR

HUMAN RESOURCE DIRECTOR

Position Title: Human Resource Director

Department: Administration

Department Head: City Administrator

Immediate Supervisor: Same

Pay Range: ___ **FLSA Status:** Exempt

APPROVED: _____
REVISED: _____
REVISED: _____

Purpose

This is a director level position, responsible for directing the Human Resources functions within the Administration Department. The successful applicant will be able to proactively and cohesively lead the department's many facets in alignment with the City's core values, strategic plan, and best practices. It is a fundamental expectation that this position will work collaboratively with staff among all departments to human resource functions across the organization and develop effective and communicative working relationships.

Organizational Relationships

Communicates with: *Internally* - City Administrator, other department directors, City Council, Administrative Assistant; *Externally* - other Human Resource Professionals, League of MN City attorneys.

Supervises: None.

Essential Functions

1. Ability to identify unmet needs and proactively develop recommendations to maintain compliance with best practices, internal controls, and core values
2. Assist with overseeing the formulation of City personnel policies, goals and objectives in alignment with City Council goals.
3. Provide a leadership style which promotes collaboration, innovation, and a spirit of teamwork that fosters individual and organizational growth.
4. Encourage and promote individual staff development to ensure the highest quality of service and knowledge.
5. Develop and maintain an effective, well trained staff. Work with employees to plan staffing needs and participate in the selection of personnel. Promote proper training and supervision of all employees to provide flexibility, broaden expertise and provide overall growth and career development.
6. Actively participate as an integral, engaged, contributing member of the senior management team and serve as a team resource in areas of human resources.
7. Performs other duties and assumes other responsibilities as apparent or as delegated.

Human Resources functions

- Manages the day-to-day human resource programs to include employee relations, recruitment, selection, orientation, compensation, records management, position descriptions and evaluation systems.
- Research and make recommendations for personnel policies and procedures in compliance with state and federal laws.

HUMAN RESOURCE DIRECTOR

- Plan and direct administration of benefits programs; analyze existing benefits policies; recommend benefit plan changes.
- Responsible Authority for the Data Practices Act as it relates to personnel.
- Acts as member of City's Safety Committee, responsible for assisting departmental safety practices, programs and policies are in compliance, including safety training.
- Manages the recruitment and selection process for City positions in conjunction with department heads including: advertising, screening, interviewing, testing, applicant correspondence and background checks.
- Develops and revises job descriptions, establishes minimum qualifications, evaluates classification and compensation issues and oversees or performs job evaluation work.
- Prepares and submits Pay Equity compliance reports and ensures the City meets all requirements.
- Serves as internal contact for questions concerning employment issues. Provides advice and coaching to employees and management on a variety of issues and approves personnel actions regarding promotion, performance management, discipline, grievances, etc.
- Conducts research, identifies concerns and develops proposals and responses for union negotiations; assists the City Administrator in negotiating the labor agreements and interprets and administers the contracts.
- Reviews and analyzes state and federal laws, rules and regulations related to employment and labor relations to determine actions necessary for compliance and to reduce liability.
- Oversees the development, updating and enforcement of personnel policies; ensures any changes are disseminated to all affected employees and provides training on policies as needed.
- Oversees employee leaves of absences, including FMLA, Parenting Leave, Military Leave, etc; advises employees on eligibility for continued benefits during the leaves and administers COBRA.
- Oversees the Workers' Compensation program, including investigating and processing claims, and reviewing claims for trends; identifies actions to reduce the number and severity of injuries and manages return to work issues.
- Oversees and manages the grievance and discipline process in conjunction with the City Administrator and advises management staff on these and other performance issues and concerns.
- Serves as the ADA Coordinator for Employment, Data Compliance Officer for Personnel and Labor Relations Data and HIPPA Privacy Officer for employee health plans.
- Administers the City's drug and alcohol testing programs; works with outside providers for referrals to substance abuse professionals and compliance with relevant laws and rules.
- Obtains market information periodically; analyzes various salary surveys and may recommend adjustments to the salary schedule. Oversees the City's data entry for the LMC salary survey.
- Determines and recommends employee relations practices and personnel policies necessary to establish a positive employer-employee relationship and promote a high level of employee morale.

HUMAN RESOURCE DIRECTOR

- Administers the City's employee benefit program including employee insurance, time off, holidays, etc.; works with outside insurance agents and plan administrators to ensure contractual requirements are met and employee concerns are resolved.
- Manages the employee insurance renewal process and open enrollment meetings and conducts new employee orientation; oversees benefit enrollment and changes.
- Determines FLSA status for all positions and assists in ensuring compliance with federal and state laws.
- Establishes and maintains all permanent personnel files; approves all items entered and removed from the files.

Other functions

- Conduct research and makes recommendation on city-wide personnel initiatives.
- Assume additional responsibilities as apparent or assigned.

Required Knowledge, Skills, and Abilities

- Thorough knowledge of personnel, labor/employee relations, policies, and practices including applicable federal and state laws and regulations.
- Working knowledge of the principles and practices of public administration and a working knowledge of these techniques as applied to governmental activities.
- Working knowledge of state, federal, and organization requirements.
- Ability to develop, mentor, and coach assigned personnel.

Competencies Common to All City Positions:

- Develop and maintain a thorough working knowledge, and comply with all departmental and applicable City policies.
- Demonstration, by personal example, of the service, excellence, and integrity expected from all staff in alignment with City's core values.
- Develop respectful and cooperative working relationships with co-workers.
- Confer regularly with and keep immediate supervisor informed of all important matters
- Represent the City of Willmar in a professional manner to the general public, fellow co-workers, and outside contacts and constituencies.
- Ability to take initiative and develop ideas in solving problems presented.
- Experience working independently with strong self-motivation and time management skills.
- Possess unquestioned honesty and integrity and a high sense of personal and professional ethics.
- Ability to effectively communicate tactfully, professionally, and courteously, both orally and in writing.
- Able to speak professionally and effectively in public.

Minimum Qualifications

- Bachelor's degree in human resources, public administration, business administration or related field
- A minimum of five years progressively responsible experience.
- Three years professional experience in Human Resources/Labor Relations

HUMAN RESOURCE DIRECTOR

- Considerable knowledge of computer applications to include word processing, spreadsheet, and presentation software.
- Valid driver's license with Minnesota driving privileges
- Successful completion of pre-employment physical and drug screen.
- Successful completion of comprehensive pre-employment background investigation.

Desired Qualifications

- Master's degree in public administration, business administration or related field.
- Previous experience with public sector/municipal personnel administration.

Working Conditions

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential duties of this job.

While performing the duties of this job, the employee is frequently required to sit, use hands to finger, handle, feel, operate objects, tools or keyboards, speak intelligibly, hear and read. The employee is frequently required to stand, walk, and reach hands and arms. The employee must frequently move, turn, lift and carry objects weighing up to 50 pounds. Examples of lifting and carrying include, but are not limited to, paper, electronic equipment, books, and exhibit displays. Specific vision abilities required for this job include close vision and the ability to adjust focus. and other visual activities. Uses fine motor skills.

HUMAN RESOURCE DIRECTOR

Sample Job Add

The City of Willmar is accepting applications for a full-time Human Resources Director. This director level position is responsible for directing the Human Resources functions within the Administration Department. The successful applicant will be able to proactively and cohesively lead the department's many facets in alignment with the City's core values, strategic plan, and best practices. It is a fundamental expectation that this position will work collaboratively with staff among all departments to align internal services functions across the organization and develop effective and communicative working relationships.

Minimum Qualifications: Bachelor's degree in human resources, public administration, business administration or related field. A minimum of five years progressively responsible experience. Three years professional experience in Human Resources/Labor Relations. Considerable knowledge of computer software. Valid Minnesota drivers license. Successful completion of pre-employment physical and drug screen. Successful completion of comprehensive pre-employment background investigation. **Starting Salary:** \$, depending on qualifications, plus full benefits. **Application Deadline:** June 1 ____, 2016. For more information and to apply, please visit www.willmarmn.gov. EOE. TTY/TDD: (320) 214-5160.

Albert Lee	17957	HR Director
Alexandria	13008	HR Director
Austin	24854	HR Director
Brainerd	13621	HR Coordinator
Fergus Falls	13228	HR Director
Hutchingson	14034	HR Director
North Field	20373	HR Manager
Winona	27782	HR Coordinator

**COMMUNITY DEVELOPMENT COMMITTEE
MINUTES**

The Community Development Committee of the Willmar City Council met on Thursday, May 12, 2016, in Conference Room No. 1 at the City Office Building.

Present:	Rick Fagerlie	Chair
	Andrew Plowman	Vice Chair
	Audrey Nelsen	Member
	Tim Johnson	Member

Others present: Bruce Peterson - Director of Planning and Development Services, Larry Kruse – City Administrator, Steve Ahmann – Council Member

Item No. 1 Call to Order

The meeting was called to order by Vice Chair Plowman at 4:49 p.m.

Item No. 2 Public Comments (For Information Only)

There were no public comments.

Item No. 3 Dooley Brothers, LLP Business Subsidy Agreement (Motion)

Staff presented a Council Action Request for the Dooley Brothers project. The next step in the process is to conduct a public hearing to consider the business subsidy agreement for the Dooley project. The final purchase price has been worked out based on the City’s land write-down policy. Because the write-down exceeds \$150,000, it is considered a business subsidy under Minnesota Statutes. To grant the subsidy, the Council must conduct a public hearing prior to entering into the business subsidy agreement. The purchase price was written down based on Dooley’s goals of creating 35 new jobs, and the City Assessor’s Office has estimated the taxable market value of the improvements to exceed \$1.5 million. The City Attorney is working on the business subsidy agreement and it will be made available to the Council as soon as possible, prior to the hearing.

The Committee discussed the land transfer process, as well as the methodology for counting employees, how the purchase price was calculated, and the land write-down process in general.

Following discussion, a motion was made by Council Member Fagerlie, seconded by Council Member Johnson, and passed to recommend to the Council that a public hearing be set for June 6, 2016 to consider the Business Subsidy Agreement for the Dooley project.

Item No. 4 Development Standards Policy (Motion)

Staff presented for Committee consideration two policies impacting physical development within the City. In the past, staff has had informal guidelines regarding driveway widths and building elevations. Staff now requests that those standards be reduced to writing and adopted as formal policies. Staff was proposing that driveway widths be restricted to 24’ through the right-of-way for residential properties, and 32’ through the right-of-way for commercial properties. Also, requested was the adoption of a policy to establish a minimum finished main floor elevation of 18” above top of curb for all new construction. The Committee discussed the objectives behind the policies. There

were questions about neighborhood drainage issues. Staff was directed to research options to further regulate drainage within residential neighborhoods.

Following discussion, a motion was made by Council Member Fagerlie, seconded by Council Member Plowman, and passed to recommend to the Council that it adopt as policy maximum driveway widths as follows: Residential – 24' maximum through right-of-way and Commercial – 32' maximum through right-of-way. Also, to adopt as policy a minimum finished main floor elevation of 18" above top of curb for all new construction.

Item No. 5 Old Business (For Information Only)

The Committee discussed the pending land release for airport property. Staff was asked to request from the FAA a status report on their review.

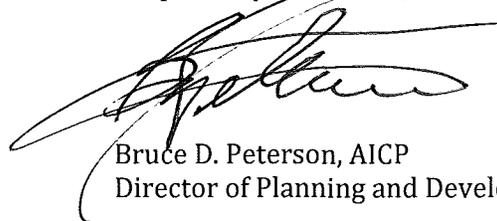
The Committee discussed the Erickson Building (downtown) and staff explained to the Committee what the owner is proposing to do. There is no firm schedule for code corrections and staff will monitor the situation to keep it moving forward.

Item No. 6 New Business (For Information Only)

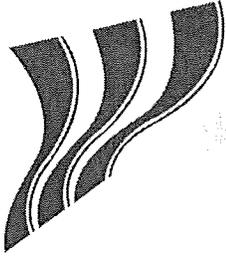
Staff reports – Staff provided updates on the wye project and City involvement in negotiating a final agreement between the public partners and BNSF Railway. Also discussed were on-going issues with the FBO at the airport, including several instances of default under the FBO agreement. Staff was recommending that the agreement be terminated.

There being no further business to come before the Committee, the meeting was adjourned at 6:00 p.m. by Chair Fagerlie.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Bruce D. Peterson", is written over a faint, larger signature that is partially obscured. The signature is written in a cursive, flowing style.

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: May 12, 2016

SUBJECT: Dooley Brothers, LLP Business Subsidy Agreement

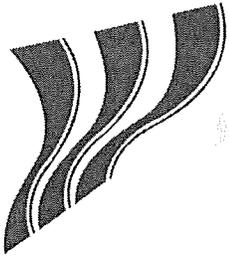
RECOMMENDATION: To set a public hearing for June 6, 2016 to consider the business subsidy agreement for the Dooley project.

BACKGROUND: Staff and the purchasers have worked out a final purchase price based on the City's industrial park land write-down policy. Because the amount of the write-down exceeds \$150,000, it is considered a business subsidy under Minnesota Statutes and therefore must comply with business subsidy laws. In order to grant a business subsidy, a governmental unit must first conduct a public hearing to consider the subsidy. The purchase price for the three Dooley lots has been written down due to job creation and the value of the improvements being constructed on the site. That information will all be part of the business subsidy agreement, which will be drafted and available to Council well in advance of the public hearing date.

FINANCIAL CONSIDERATION: The City's net sale price after the application of the write-down policy will be approximately \$55,000. It is estimated that the total amount of the write-down will be approximately \$385,000. Job creation under the project has been increased from 30 jobs to 35 jobs, and the Assessor's Office has estimated the taxable value of the improvements to exceed \$1.5 million.

LEGAL: Staff will work with the City Attorney to have the Business Subsidy Agreement drafted and available to the Council.

DEPARTMENT/RESPONSIBLE PARTY: 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: May 12, 2016

SUBJECT: Development Standards Policy

RECOMMENDATION: To adopt as policy, maximum driveway widths as follows: Residential-24 feet maximum through the right of way; and Commercial-32 feet maximum through the right of way. Also, to adopt as policy a minimum finished main floor elevation of 18" above top of curb for all new construction.

BACKGROUND: The City has used these standards informally over the years. Due to some occasional push back from contractors/developers, it is important that the standards be adopted as City policy. The driveway widths are important for two reasons: it restricts the amount of impervious surface, and in those cases when street projects are done adjacent to the properties, it reduces the amount of driveway that the City is responsible for restoring. The building elevation policy is important from a storm water standpoint in that it promotes good drainage away from buildings, and also provides an elevation of protection for storm water and flooding.

FINANCIAL CONSIDERATION: N/A

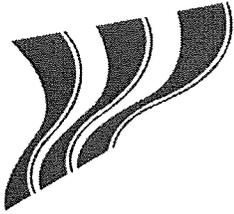
LEGAL: N/A

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

Development Standards Policies

1. Maximum Driveway Widths
 - a. Residential – 24 feet maximum through the right-of-way
 - b. Commercial – 32 feet maximum through the right-of-way

2. Building Elevation for New Construction
 - a. A minimum finished floor elevation of 18" above top of curb



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: May 16, 2016

SUBJECT: State Application and Permit for a 1 Day to 4 Day Temporary On-Sale Liquor License

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

Motion to Approve the State Application and Permit for a 1 Day to 4 Day Temporary On-Sale Liquor License on a Roll Call Vote

BACKGROUND:

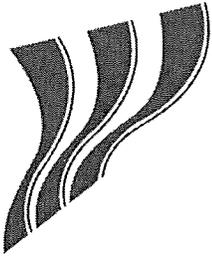
The Kandiyohi County Fair Association; a 501 (c) (3) nonprofit corporation organized under the laws of the State of Minnesota, has plans to sell alcohol during the Kandiyohi County Fair from August 10 through August 13, 2016. State Application and Permit for a 1 Day to 4 Day Temporary On-Sale Liquor License is required to distribute or consume alcohol on their property. Municipal Code Section 3-173 states a temporary license shall only be issued to a club, charitable, religious, or other nonprofit organization that has been in existence for at least three (3) years.

This is the first application for the Kandiyohi County Fair Association and they indicated that the previously approved On-Sale 3.2% Malt Liquor License holder Kandi Racing Association will be prohibited from conducting competing alcohol sales during the fair.

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: May 16, 2016

SUBJECT: Trentwood Estates Third Addition Final Plat

RECOMMENDATION: Staff recommends approval of the final plat.

BACKGROUND: Erickson Land Co. wishes to enlarge two existing parcels in Trentwood Estates by 24' to allow room for development of an assisted living facility and meet all required setbacks. Erickson Land Company owns the AG parcel to the north of the two existing lots and a simple replat is required. The Planning Commission approved the final plat.

FINANCIAL CONSIDERATION: N/A for the City.

LEGAL: See attached preliminary plat survey drawing.

DEPARTMENT/RESPONSIBLE PARTY: Megan M. DeSchepper, AICP, Planner/Airport Manager, Planning and Development Services.

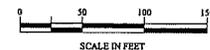
Plat of TRENTWOOD ESTATES THIRD ADDITION

Located in:
Lot 1 & Lot 2, Block One, TRENTWOOD ESTATES and also part of the NW¼
all in
Section 12, T119N-R35W, Willmar Township, Kandiyohi County, Minnesota



This drawing prepared by:
Bonnema Surveys Inc.
Professional Land Surveying
1809 22nd St SW - Suite 104
Willmar, MN 56201
Office (507) 231-2844
Fax (507) 231-2827

Requested by: Warren Erickson
Erickson Land Company of Willmar



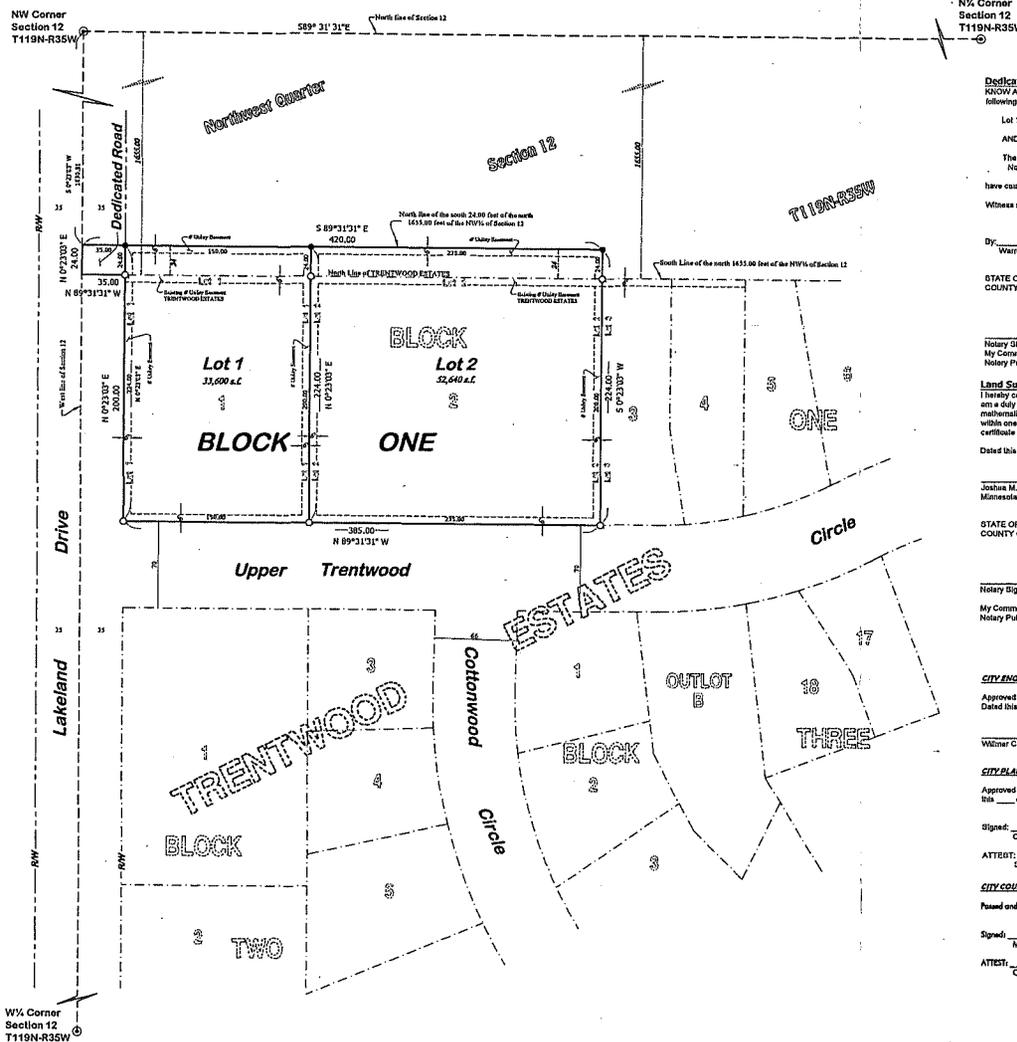
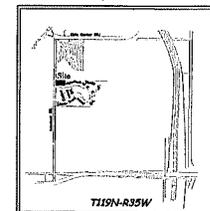
LEGEND

- Found Iron Monument from former survey
- Bonnema Surveys Placed Capped Iron Monument
- ⊙ Cast Iron Monument

The Bearing Orientation System for this survey is based on the Kandiyohi County Coordinate System NAD83 1000 adjustment.

5.00 foot tree planting easement is contiguous to all streets

Vicinity Map - Not to Scale
Kandiyohi County - Section 12
City of Willmar



Dedication
KNOW ALL MEN BY THESE PRESENTS that Erickson Land Company, LLP, a limited liability partnership, owners and proprietors of the following described property, situated in the City of Willmar, County of Kandiyohi, State of Minnesota, to wit:

Lot 1 and Lot 2, Block 1, of the record plat entitled TRENTWOOD ESTATES, on file in the office of the Kandiyohi County Recorder.

AND ALSO

The west 420.00 feet of the south 24.00 feet of the north 1665.00 feet of the Northwest Quarter of Section 12, Township 119 North, Range 35 West of the Fifth Principal Meridian, Willmar Township, Kandiyohi County, Minnesota.

have cussed the same to be surveyed and platted as TRENTWOOD ESTATES THIRD ADDITION.

Witness my hand this ___ day of ___ 20__ A.D.

By: Warren Erickson
Patsy Erickson

STATE OF MINNESOTA)
COUNTY OF KANDIYOH)SS The foregoing instrument was acknowledged by me this ___ day of ___ 20__ by Warren Erickson and Patsy Erickson, partners of Erickson Land Company, LLP, a limited liability partnership, under the terms of the State of Minnesota, on behalf of the partnership.

Notary Signature _____ Notary Printed Name _____
My Commission Expires _____
Notary Public, Kandiyohi County, Minnesota

Land Surveyor
I hereby certify that this plat of TRENTWOOD ESTATES THIRD ADDITION, was prepared by me or under my direct supervision; that I am a duly Licensed Land Surveyor in the State of Minnesota; that this plat is a correct representation of the secondary survey; that all mathematical data and labels are correctly designated on this plat; that all monuments indicated on this plat have been, or will be set within one year; that all water boundaries and wet lands, as defined in Minnesota Statutes, Section 555.01, Subd. 2, as of the date of this certificate are shown and labeled on this plat; and all public ways are shown and labeled on this plat.

Dated this ___ day of ___ 20__ A.D.

Joshua M. Stern, Licensed Land Surveyor
Minnesota License No. 46168

STATE OF MINNESOTA)
COUNTY OF KANDIYOH)SS This Surveyor's Certificate was acknowledged by me this ___ day of ___ 20__ by Joshua M. Stern, Licensed Land Surveyor.

Notary Signature _____ Notary Printed Name _____
My Commission Expires _____
Notary Public, Kandiyohi County, Minnesota

CITY ENGINEER
Approved by the City Engineer of the City of Willmar
Dated this ___ day of ___ 20__

Willmar City Engineer _____
City of Willmar

CITY PLANNING COMMISSION
Approved by the Planning Commission of the City of Willmar,
this ___ day of ___ 20__

Signed: _____
Chair
ATTEST: _____
Secretary

CITY COUNCIL
Passed and adopted this ___ day of ___ 20__

Signed: _____
Mayor
ATTEST: _____
City Clerk

Attorney
I hereby certify that the proper evidence of life has been presented to me and that all parties with an interest in said property have been included in the execution of the above instrument. Dated this ___ day of ___ 20__ A.D.

Attorney _____
County Auditor/Treasurer
TAX STATEMENT
I hereby certify that all taxes for 20__ on the land described herein are paid; and no delinquent taxes are due and transfer entered this ___ day of ___ 20__

Kandiyohi County Auditor/Treasurer _____

County Recorder
I hereby certify that this instrument was filed for record in the office of the County Recorder in and for Kandiyohi County, Minnesota on this ___ day of ___ 20__ at ___ o'clock ___ M., as Folder _____ and as Document No. _____

Kandiyohi County Recorder _____

W¼ Corner
Section 12
T119N-R35W