

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

September 2, 2014
7:00 p.m.

The regular meeting of the Willmar City Council was called to order by the Honorable Mayor Pro Tempore Denis Anderson. Members present on a roll call were Mayor Pro Tempore Denis Anderson, Council Members Ron Christianson, Audrey Nelsen, Tim Johnson, Jim Dokken, Rick Fagerlie and Bruce DeBlieck; Present 8, Absent 1. Mayor Frank Yanish was excused from the meeting.

Others present were City Administrator Charlene Stevens, Police Chief Jim Felt, Public Works Director Sean Christensen, Finance Director Steve Okins, City Clerk Kevin Halliday, Fire Chief Gary Hendrickson, Planning and Development Services Director Bruce Peterson, Community Education and Recreation Director Steve Brisendine, and City Attorney Robert Scott.

Mayor Pro Tempore Anderson mentioned there would be an addition to the Finance Committee items under the Auditorium Change Orders that will be discussed under Finance - Item 9. Council Member Ahmann noted he had one item to be brought up under New Business.

Council Member Christianson offered a motion adopting the Consent Agenda which included the following: City Council Minutes of August 18, Board of Canvass Minutes of August 15, Rice Memorial Hospital Board Minutes of August 20, Willmar Municipal Utilities Minutes of August 25, Planning Commission Minutes of August 27, Accounts Payable Report through August 27, Willmar Lakes Area CVB Board Minutes of June 25, WCER Joint Powers Board Minutes of August 22, and Zoning Appeals Board Minutes of August 25, 2014. Council Member Fagerlie seconded the motion, which carried.

At 7:02 p.m. Mayor Pro Tempore Anderson opened a scheduled hearing to consider special assessments for hedge trimming/removal. City Clerk Kevin Halliday informed the Council that over the course of the year the Public Works Department either notices or receives complaints of hedges/bushes obstructing the view for vehicles or pedestrian traffic. The complaints are verified and notices sent to owners directing them to either remove or trim back the obstruction. There is one case at 1202 SW 7 ½ Street where failure of the property owner to resolve the issue resulted in the City alleviating the obstruction and a bill sent to cover the cost. The property owner has been notified of the hearing and did not appear before the Council to object, thereby giving the City the authority to certify this cost as a special assessment. The Mayor Pro Tempore closed the hearing at 7:03 p.m.

Following discussion, Resolution No. 1 was introduced by Council Christianson, seconded by Council Member Johnson, reviewed by Mayor Pro Tempore Anderson, and approved on a roll call vote of Ayes 8, Noes 0.

RESOLUTION NO. 1

WHEREAS, Chapter 9, Article I of the Willmar Municipal Code states that such unpaid hedge removal bills represent a lien of the real property receiving hedge removal services; and

WHEREAS, THE City Council of the City of Willmar has offered the owner his right to request an appearance before the Council to make objections to payment;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Willmar that the amount of the unpaid hedge removal charges totaling \$79.69 be certified to the County Auditor to be extended on the tax rolls of such real property in the same manner as other taxes for collecting in 2015 and collected by the County Treasurer, and paid to the City Clerk-Treasurer along with other taxes; and

BE IT FURTHER RESOLVED that the unpaid hedge removal charges be certified against the real property as follows:

1. Parcel No. 95-780-0210 \$79.69

Located at 1202 7 ½ Street SW; and
Described as Section 22, Township 119, Range 35, Block 2
SUNNYSIDE
LOTS 1 & 2 & N 10' OF LOT 3

Dated this 2nd day of September, 2014.

/s/ Denis Anderson
MAYOR PRO TEMPORE

/s/ Kevin Halliday
Attest: CITY CLERK

At 7:03 p.m. Mayor Pro Tempore Anderson opened a scheduled hearing to consider special assessments for unpaid weed/grass mowing. City Clerk Kevin Halliday informed the Council that over the course of the summer, the City responded to numerous complaints regarding lack of timely mowing of lawns by certain property owners. Notices were sent to owners, and in cases where there was no response, arrangements were made by the City to have the property mowed and an invoice sent to cover the cost. The parcels listed are those that failed to pay. The City has the authority to certify as special assessments those costs not reimbursed. No property owners appeared before the Council, and the Mayor Pro Tempore closed the hearing at 7:04 p.m.

Following discussion, Resolution No. 2 was introduced by Council Member DeBlicek, seconded by Council Member Ahmann, reviewed by Mayor Pro Tempore Anderson, and approved on a roll call vote of Ayes 8, Noes 0.

RESOLUTION NO. 2

WHEREAS, Chapter 9, Article III of the Willmar Municipal Code states that such unpaid weed or grass mowing bills represent a lien of the real property receiving mowing services; and

WHEREAS, THE City Council of the City of Willmar has offered the owner his right to request an appearance before the Council to make objections to payment;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Willmar that the amount of the unpaid weed / grass mowing charges totaling \$1,883.68 be certified to the County Auditor to be extended on the tax rolls of such real property in the same manner as other taxes for collecting in 2015 and collected by the County Treasurer, and paid to the City Clerk-Treasurer along with other taxes; and

BE IT FURTHER RESOLVED that the unpaid weed or grass charges be certified against the real property as follows:

1. Parcel No. 95-480-0310 \$144.28

Located at 1207 7th Street SW; and
Described as Section 22, Township 119, Range 35, Lot 11, Block 2
LEARY'S ADDITION TO WILLMAR

2. Parcel No. 95-220-0510 \$144.28

Located at 514 Litchfield Avenue SE; and

Described as Section 14, Township 119, Range 35, Block 5
FERRING'S ADDITION TO THE CITY OF WILLMAR
LOT 1 EXC E 12 1/2 FT

3. Parcel No. 95-250-1600 \$288.56
Located at 408 Augusta Avenue SE; and
Described as Section 14, Township 119, Range 35, Block 7
GLARUM'S ADDITION TO WILLMAR
E 75 FT OF LOTS 19 & 20
4. Parcel No. 95-143-0380 \$144.28
Located at 1311 19th Avenue SE; and
Described as Section 23, Township 119, Range 35, Lot 18, Block 2
DANA HEIGHTS THIRD ADDITION
5. Parcel No. 95-616-0210 \$ 28.86
Located at 3045 1st Avenue NW; and
Described as Section 8, Township 119, Range 35, Lot 21, Block 1
PARK VIEW ESTATES
6. Parcel No. 95-616-0220 \$ 28.86
Located at 3047 1st Avenue NW; and
Described as Section 8, Township 119, Range 35, Lot 22, Block 1
PARK VIEW ESTATES
7. Parcel No. 95-616-0230 \$ 28.86
Located at 3049 1st Avenue NW; and
Described as Section 8, Township 119, Range 35, Lot 23, Block 1
PARK VIEW ESTATES
8. Parcel No. 95-616-0320 \$ 28.85

Located at 3109 1st Avenue NW; and
Described as Section 8, Township 119, Range 35, Lot 32, Block 1
PARK VIEW ESTATES
9. Parcel No. 95-616-0330 \$ 28.85
Located at 3111 1st Avenue NW; and
Described as Section 8, Township 119, Range 35, Lot 33, Block 1
PARK VIEW ESTATES
10. Parcel No. 95-665-0260 \$296.60
Located at 1101 Olena Avenue SE; and
Described as Section 14, Township 119, Range 35, Lot 16, Block 2
PERKINS FIFTH ADDITION
11. Parcel No. 95-914-2080 \$144.28
Located at 802 Mary Avenue SE; and
Described as Section 14, Township 119, Range 35
PART OF M. JOHNSON'S OUTLOT NO. 1 COM AT A PT 575' E
FROM INTERSECTION OF E LINE OF 6TH ST E & S LINE OF
MARY AVE E 75' S 150', W 75', N 150' TO BEG

- 12. Parcel No. 95-922-7960 \$144.28
 Located at 610 Parkview Road SW; and
 Described as Section 22, Township 119, Range 35
 W 75' OF E 1505' OF S 125' OF N 800' OF SE 1/4
- 13. Parcel No. 95-665-0460 \$144.28
 Located at 1004 Olena Avenue SE; and
 Described as Section 14, Township 119, Range 35, Lot 06, Block 3
 PERKINS FIFTH ADDITION
- 14. Parcel No. 95-672-0380 \$144.28
 Located at 1409 12th Street SE; and
 Described as Section 23, Township 119, Range 35, Lot 8, Block 4
 PLEASANT VIEW THIRD ADDITION

Dated this 2nd day of September, 2014.

/s/ Denis Anderson
 MAYOR PRO TEMPORE

/s/ Kevin Halliday
 Attest: CITY CLERK

At 7:05 p.m. Mayor Pro Tempore Anderson opened a scheduled hearing to consider special assessments for unpaid infectious tree removal. City Clerk Kevin Halliday informed the Council that the City has adopted a policy for infectious tree removal on private property. The property owners found in violation were notified to remove those trees within the specified time period of thirty days. Where there was no response, arrangements were made by the City to have the tree removed and an invoice sent to cover the cost. The City has the authority to certify as special assessments those costs not reimbursed. No property owners appeared before the Council, and the Mayor Pro Tempore closed the hearing at 7:05 p.m.

Following discussion, Resolution No. 3 was introduced by Council Member Ahmann, seconded by Council Member Christianson, reviewed by Mayor Pro Tempore Anderson, and approved on a roll call vote of Ayes 8, Noes 0.

RESOLUTION NO. 3

WHEREAS, Chapter 9, Article IV of the Willmar Municipal Code states that such unpaid infectious tree removal bills represent a lien of the real property receiving infectious tree removal services; and

WHEREAS, THE City Council of the City of Willmar has offered the owner his right to request an appearance before the Council to make objections to payment;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Willmar that the amount of the unpaid infectious tree removal charges totaling \$1,496.25 be certified to the County Auditor to be extended on the tax rolls of such real property in the same manner as other taxes for collecting in 2015 and collected by the County Treasurer, and paid to the City Clerk-Treasurer along with other taxes; and

BE IT FURTHER RESOLVED that the unpaid infectious tree removal charges be certified against the real property as follows:

1. Parcel No. 95-280-2320 \$641.25

Located at 1017 3rd Street SW; and
Described as Section 15, Township 119, Range 35, Block 13
HANSON'S ADDITION TO WILLMAR
N 1/2 OF LOTS 11 & 12

2. Parcel No. 95-040-0140 \$855.00

Located at 514 15th Street SW; and
Described as Section 16, Township 119, Range 35, Block 3
BARNSTAD'S ADDITION TO THE CITY OF WILLMAR
LOT 5 & 6

Dated this 2nd day of September, 2014.

/s/ Denis Anderson
MAYOR PRO TEMPORE

/s/ Kevin Halliday

Attest: CITY CLERK

The question of what varieties of infectious tree diseases are included in the City's current policy was asked by Council Member DeBlieck with staff offering to bring that information forth at the next Council meeting.

Mayor Pro Tempore Anderson acknowledged the request of Bob Skor, 617 SW 14th Street, to speak in the Open Forum. He requested an update on the City Auditorium Remediation Project. He expressed his concerns relating to the pending roof repairs. He requested a storm water update and the placement of signs at intersections that flood. He also questioned the amount of infiltration into the sanitary sewer system. Public Works Director Sean Christensen updated the Council on the recent rain events and stated the system was at full capacity, as it was downstream, so it was unable to move any faster. Most intersections were dry two to three hours later and the system did exactly what it was designed to do. Mr. Skor also questioned the recent request for a truck purchase and Mayor Pro Tempore informed him this item will be discussed later on the agenda under Public Works/Safety Committee.

Mayor Pro Tempore Anderson then acknowledged Betty Knutson, 722 SW 2nd Street, who had signed up for the Open Forum. Ms. Knutson slated the continued problems on the City Council and how it affects morale and thanked the Public Works staff for their fine work out in the rain last week.

Mr. Bob Enos, 905 Trott Avenue SW, was recognized by Mayor Pro Tempore Anderson to speak before the Council. Mr. Enos spoke on the open meetings law and transparency in general. Some see Council and staff use of electronic devices during meetings and this could be deemed as in violation of the open meeting law. He recommended the City develop a new policy terminating that action.

Carol Laumer, 1313 Ella Avenue NW, who had not signed up for Open Forum was allowed by Mayor Pro Tempore Anderson to speak to the Council. She stated she was addressing the Council as the community representative to the Willmar Community and Activity Center and expressed the concern for upcoming changes due to the retirement of LeAnne Freeman and asked the Council to take a look at the building/activities.

Tony Freeberg, 1310 SW 15th Street, came before the Council as well by acknowledgement of Mayor Pro Tempore Anderson. Pastor Freeberg invited the Council and staff to attend a prayer group on Tuesdays at noon at the Community Christian School. He also suggested opening Council meetings with prayer to demonstrate unity as a Council.

The Finance Committee Report for August 25, 2014 was presented to the Mayor Pro Tempore and Council by Council Member Anderson. There were eight items for consideration.

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

Item No. 2 Pursuant to a July 10, 2014, liquor compliance check conducted by the Willmar Police Department, staff presented to the Committee the list of retail liquor establishments that violated Municipal Code Sec. 3-10 Minimum Penalties for Violations of State or City Ordinances resulting from the Sale of Alcoholic Beverages. Two establishments incurred their first violation for which representatives were present to explain measures being taken to eliminate future violations, including enrolling all employees in compliance check training programs annually. The two establishments involved were VFW Post 1639, represented by Deb Zeiner; and KRA Speedway, represented by Justin Hedtke. In addition, one establishment, El Tapatio Mexican Restaurant, incurred its second violation with a penalty of \$1,000 per City Ordinance 1320. It was noted this fine has been paid in full. This matter was for information only.

Item No. 3 Staff reviewed an e-mail sent from Dan Groothuis, prior owner of land northwest of the new airport runway, proposing a negotiated rental rate for ROW II which he leases from the City. Mr. Groothuis has made previous inquiries of the Council to negotiate the rental rate and on two prior occasions the Council felt there should be no change in how staff conducts the land rental procedure. Mr. Groothuis was present once again to request special bidding criteria since he lost acreage from the eminent domain taking of land. He proposed averaging the annual rents per acre of all 11 parcels plus \$20 per acre for ROW II.

Following considerable discussion, Council Member Johnson moved to approve the option of averaging the rent of all 11 parcels plus \$20 per acre for two years. Council Member Fagerlie seconded the motion. Council Member Fagerlie then moved to amend this motion to be an average of the six highest parcel rents plus \$20 per acre for four years. Council Member Anderson seconded the motion which carried. The original motion which was amended to approve the average of the six highest parcel rents plus \$20 per acre for four years was then voted on and carried.

Based on the Committee's recommendation, Council Member Anderson introduced a motion that Mr. Groothuis be allowed to pay rent on this parcel, for a period of four years, based on the average of the six highest rental rates bids received plus \$20 per acre. Council Member Fagerlie seconded the motion, which carried. It was noted this motion is for this particular parcel only.

Item No. 4 Staff explained that the Council recently accepted bids on the City Auditorium Remediation Project, including Alternate No. 4 which planned for the capping and lead containment of the basement ductwork in the lower floor at the base of the stairs, saving \$11,000. After the initial award of the project, the final mechanical plan was received which indicates a conflict with the space needed for the finished product of Alternate No. 4, therefore \$11,000 will need to be added back into the contract as Change Order No. 1.

Staff also explained that two mechanical shafts on the east end of the Auditorium running vertically from the lower floor through the roof can remain and be capped in place. This would result in a \$5,000 net reduction, identified as Change Order No. 2 to the contract.

Recent findings were then clarified by City Clerk Kevin Halliday at the Council meeting. Change Order No. 1 remains as stated; Change Order No. 2 which had an initial value of \$5,000 to leave that particular duct work in place was revisited. Greg Myers of Midwest Environmental Consulting, who has been leading the activity environmentally for the cleanup, felt the labor saved in that proposal was not reflected properly and renegotiated a new price with ECCO Midwest at a value of \$9,000 saved under Change Order No. 2.

A new change order for \$1,200 was presented as underneath certain carpet areas, asbestos tile was located that needs to be removed. ECCO Midwest provided a price to complete the removal of \$1,200. For

clarification, the City is seeing a net increase of \$3,200 from all three change orders. It was staff's recommendation to the Council to authorize all three change orders to the contract.

Following discussion, Resolution No. 4 was introduced by Council Member Christianson, seconded by Council Member Johnson, reviewed by Mayor Pro Tempore Anderson, and approved on a roll call vote of Ayes 8, Noes 0.

RESOLUTION NO. 4

BE IT RESOLVED by the City Council of the City of Willmar that the agreement with ECCO Midwest, Inc., of Hastings, Minnesota, for the Willmar Auditorium Remediation services project, be amended with Change Orders No. 1, 2, and 3 as follows:

- A) Change Order No. 1 - remove Alternate Deduct Addendum 4 for capping and lead containment of the basement ductwork in the lower floor at the base of the stairs, increasing the total project cost by \$11,000.
- B) Change Order No. 2 - capping two mechanical shafts on the east end of the Auditorium running vertically from the lower floor through the roof, decreasing the total project cost by \$9,000.
- C) Change Order No. 3- remove asbestos tile located under carpet increasing total project costs by \$1,200.

Dated this 2nd day of September, 2014.

/s/ Denis Anderson
MAYOR PRO TEMPORE

/s/ Kevin Halliday
Attest: CITY CLERK

Item No. 5 Staff explained that the purchase of a Zamboni Ice Resurfacer Machine is included in the 2015 Vehicle Replacement Program. Only one company in the United States manufactures this type of Zamboni. A quote was received in the amount of \$131,210 less a trade-in value of approximately \$30,000 to \$40,000. Staff is requesting to order the Zamboni now in 2014 but the City would not take delivery until 2015 as it takes up to nine months for an order to be completed and delivered. It was noted the 2015 Vehicle Replacement Program includes \$130,000 for the purchase and replacement of a new Zamboni Ice Resurfacer Machine. Chair Anderson asked if the old Zamboni should be sold instead of traded in. Staff will research this. Concerns were raised regarding authorizing a capital expenditure before officially adopting the 2015 Vehicle Replacement Program Budget.

Following discussion, the Committee was recommending to the Council to enter into the contract to purchase the Zamboni Ice Resurfacer Machine in 2014 with the understanding that receipt and payment thereof will occur in 2015 and to authorize the Mayor and City Administrator to execute the appropriate documents on behalf of the City.

Resolution No. 5 was introduced by Council Member Christianson, seconded by Council Member Nelsen, reviewed by Mayor Pro Tempore Anderson, and approved on a roll call vote of Ayes 8, Noes 0.

RESOLUTION NO. 5

WHEREAS the City of Willmar's 2015 Vehicle Replacement Program includes the replacement of a Zamboni Ice Resurfacer Machine; and

WHEREAS the length of time required to order and receive delivery of a Zamboni Ice Resurfacer Machine is approximately nine months;

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Willmar that said purchase be approved and that the 2014 Vehicle Replacement Program be amended to include this purchase; and

BE IT FURTHER RESOLVED that the Mayor and City Administrator be authorized to execute the necessary documents on behalf of the City for this purchase.

Dated this 2nd day of September, 2014.

/s/ Denis Anderson
MAYOR PRO TEMPORE

/s/ Kevin Halliday
Attest: CITY CLERK

Item No. 6 Staff provided information regarding current Agricultural Land Exemption of Special Assessments. If the exemption is granted, it remains on the City deferment program until its useful life is attained. The useful life of a watermain is forty years and a street is twenty years from the date of initial construction. It was being recommended that Deferred/Pending Assessments from projects in 1993 (Street) and 1974 (Watermain) heretofore exempted from payment pursuant to the agricultural exemption be written off because they are now beyond useful life.

The Committee was recommending the Council remove Parcel 95-908-0140 from the 1993 Street Assessment for \$27,495 and Parcel 95-908-0130 from the 1974 Watermain Assessment for \$3,517.

Resolution No. 6 was introduced by Council Member Anderson, seconded by Council Member Fagerlie, reviewed by Mayor Pro Tempore Anderson, and approved on a roll call vote of Ayes 8, Noes 0.

RESOLUTION NO. 6

WHEREAS, the following properties located with the City of Willmar were exempted from payment of special assessments pursuant to the agricultural exemption policy:

Word of Faith Family Church	95-908-0140		
3010 7 th Ave NW	Project 9301	Streets	\$27,495.00
Willmar			

*Section 8, Township 119, Range 35
West 854.2 feet of East 929.2 feet of North 400 feet of South 470 feet of
East Half of Northeast Quarter excluding part platted into West Pump Station Addition. (3.88 acres)*

Mildred Thorpe	95-908-0130		
501 28 th Avenue SW	Project 7402	Watermain	\$ 3,517.00

*Section 8, Township 119, Range 35
West 309.7 feet of East 929.2 feet of North 400 feet of South 470 feet and West 854.2 feet of East 929.2
feet of North 300 feet of South 770 feet of Southeast Quarter of Northeast Quarter. (5.88 acres)*

WHEREAS, the City of Willmar Comprehensive Assessment Policy sets life expectancy for each improvement, and

WHEREAS, the useful life of a watermain is forty (40) years and street is twenty (20) years from the date of initial construction.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of Willmar, Minnesota, that the records of the deferred and pending assessments of the above parcels be hereby removed.

Dated this 2nd day of September, 2014.

/s/ Denis Anderson
MAYOR PRO TEMPORE

/s/ Kevin Halliday
Attest: CITY CLERK

Item No. 7 Under Old Business Chair Anderson asked the Committee for their thoughts on options for funding deferred maintenance issues and offered the possibility of a small levy increase. Member Fagerlie noted that there have been past discussions of a Centerpoint Energy franchise fee as well as instituting insurance-paid fire call charges. Discussion also included scheduling council work sessions to discuss the Capital Improvement Program, Community Groups, Pavement Management, and other topics as may be requested. The Committee directed staff to provide additional information on deferred maintenance costs of the City and potential new revenue sources. This was by the Council for information only.

Item No. 8 Under New Business staff informed the Committee that the Community Education and Recreation Department is working with the Little Crow Archery Club to write a MN DNR Archery Range Development Grant which would require a match of \$2,500 from the City of Willmar/Little Crow Archers if approved. This matter was for information only.

Council Member DeBlieck requested an update on the Auditorium Remediation Project. City Clerk Kevin Halliday briefly stated the cleanup project is going well and is approximately 50% complete. September 9th is the bid opening for the contractors who are interested in restoring the building to a usable state. He indicated the roof has never been a concern and is expected to last five years. The gutters are a concern and are included in the bids.

The Finance Committee Report for August 25, 2014, was approved as presented and ordered placed on file in the City Clerk's Office upon motion by Council Member Anderson, seconded by Council Member Fagerlie, and carried.

The Public Works/Safety Committee Report for August 26, 2014, was presented to the Mayor Pro Tempore and Council by Council Member Christianson. There were five items for consideration.

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

Item No. 2 Public Works Director Sean Christensen brought forth, for approval, the acceptance of Project No. 1305 and authorization of final payment to Duinck Inc. in the amount of \$6,444.21. The City Council entered into an agreement with Duinck Inc. on June 7, 2012 for the Trott Avenue SW Improvements in conjunction with the installation of the quiet zone. The final pay request with quantities was submitted for consideration with the final construction cost falling just below the contracted price.

The Committee was recommending the Council accept Project No. 1305 and authorize final payment to Duinck Inc. in the amount of \$6,444.21.

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

RESOLUTION NO. 8

BE IT RESOLVED by the City Council of the City of Willmar, a Municipal Corporation of the State of Minnesota, that the purchase of 2014 Ford F150 XLT and Tommy Lift Gate 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 bidders for the terms and consideration of the contract in the amount of \$30,397.70.

Dated this 2nd day of September, 2014.

/s/ Denis Anderson
MAYOR PRO TEMPORE

/s/ Kevin Halliday
Attest: CITY CLERK

Item No. 5 Public Works Director Sean Christensen brought forth for approval a Resolution accepting the offer of the Minnesota Public Facilities Authority to purchase a \$3,000,000 General Obligation Sewer Revenue Note, Series 2014A, and authorizing execution of bond purchase and project loan agreement for the note. The funding will be utilized for the Lakeland Drive Sewer Lift Station Project, and approval is necessary to proceed with PFA Funding. Paul Jurek with Bollig Engineering, who is the consultant on the project, was present to answer any additional questions from the Committee.

The Committee was recommending the Council accept the offer of the Minnesota Public Facilities Authority to purchase a \$3,000,000 Revenue Note, Series 2014A.

Resolution No. 9 was introduced by Council Member Christianson, seconded by Council Member DeBlicek, reviewed by Mayor Pro Tempore Anderson, and approved on a roll call vote of Ayes 8, Noes 0.

RESOLUTION NO. 9

RESOLUTION ACCEPTING THE OFFER OF THE MINNESOTA PUBLIC FACILITIES AUTHORITY TO PURCHASE
A \$3,000,000 GENERAL OBLIGATION SEWER REVENUE NOTE, SERIES 2014A, PROVIDING FOR ITS
ISSUANCE AND AUTHORIZING EXECUTION OF A BOND PURCHASE AND PROJECT LOAN AGREEMENT
FOR THE NOTE

(For Resolution in its entirety, see City Council proceedings file dated
September 2, 2014, located in the City Clerk's Office)

Item No. 6 Under Old Business Public Works Director Sean Christensen displayed a piece of the Cured In Place Pipe being installed inside the existing concrete pipe in Lakeland Drive.

Fire Chief Gary Hendrickson provided an update on Fire Department activities. So far in 2014 there have been 212 fire calls. The majority of the calls have been for unintentional alarm system activations and unintentional smoke detector activations. Chief Hendrickson noted the average response time from the station to the address is 9 minutes and 4 seconds.

The Committee questioned if we charge for false alarm calls, and Chief Hendrickson stated at this time we do not. Chief Hendrickson indicated some insurance companies will offer the Fire Department \$500 if there is a defined loss from a provision under additional coverage. Chief Hendrickson has been approached by insurance companies offering the \$500 for calls with defined loss but he has declined the donations as he feels the homeowner's taxes are covering the services of the Fire Department. It is also felt if there is a charge placed on false alarms it will deter people from calling 911, therefore increasing possible fire fatalities and injuries. Chief Hendrickson stated if we were to have accepted the \$500 it would have generated \$6,500 in revenue this year.

The Committee questioned the staffing levels and application status for new fire fighters, with Chief Hendrickson responding he will be closing the applications process this week and there was not an abundant response. The ideal number of fire fighters the Department would like to see is 40, with our current status at 33. The Department is foreseeing losing another two fire fighters in the next two months and another five in 2017. The State Legislature is authorizing a \$500 payment to fire fighters in the 14 Southwest counties for their service of employment in the years 2014, 2015, and 2016 as a retention incentive. Chief Hendrickson did not believe it will be a great retention strategy, as it will be a significant cost to the citizens of Minnesota.

Chief of Police Jim Felt noted the jail census for August 26, 2014, was 104; 75 of those being Kandiyohi County inmates, 25 inmates from the MN Department of Corrections, 2 inmates from Swift County and 2 inmates from Big Stone County. Chief Felt responded to a question on immigration hold inmates in the jail census and stated the Sherriff has stopped noting them on the jail roster as it is not required. The calls for service for the previous two weeks totaled 775 with a total of 1,498 since the last Public Works/Safety meeting of July 29th. The majority of the calls are for traffic stops, followed by public assists and suspicious vehicles.

The Committee questioned the current drug activity and Chief Felt reported the Drug Task Force ended a major investigation with 38 warrants signed. This investigation created a significant dip in drug activity and took key suspects off the streets. There still continues to be an issue with methamphetamines and marijuana, but only a small amount is found to be manufactured in the area as most of it is brought in from Canada and Mexico. Chief Felt also noted the appearance of less graffiti with the six officers of the Gang Enforcement Team remaining active to combat those issues from the Willmar Police Department, Sherriff's Department and Multi County Drug & Gang Task Force. These items were received by the Council for information only.

Item No. 7 Under New Business Council Member Jim Dokken addressed the Committee on John Lindstrand requesting to use the City Auditorium for his Veteran's Day program this year since elections will also be held there on November 4th. Lindstrand would ask the asbestos project be delayed one week to allow the Veteran's Day program to be held on November 8th through the 13th. The Committee was informed that due to the work occurring in the Auditorium, the gym would not be available. This was received for information only.

The Public Works/Safety Committee Report for August 26, 2014, was approved as presented and ordered placed on file in the City Clerk's Office upon motion by Council Member Christianson, seconded by Council Member Ahmann, and carried.

Planning and Development Director Bruce Peterson presented the information to draft an ordinance to accommodate new and different uses of public sidewalks by adjacent commercial businesses. It allows for businesses to use the sidewalk seven days a week with a permit. It eliminates the requirement for the daily removal of property, which would allow them to leave tables and chairs on the sidewalk overnight and also allows the consumption of alcoholic beverages outside the establishment, as long as the alcoholic beverages are sold or served by a licensed establishment. Staff was recommending the Council hold a hearing on September 15, 2014, to consider the ordinance. A motion was made by Council Member Fagerlie to introduce the ordinance for a hearing at 7:02 p.m. on September 15. Council Member DeBlicke seconded the motion, which carried.

City Clerk Kevin Halliday presented a detailed list of landowners, projects and dollar amounts that have for years been deferred by the agricultural exemptions of the City's Comprehensive Assessment Policy. Each year they are sent notification to ascertain their desire to place the land in agricultural use for the next crop year. It was staff's recommendation to adopt a resolution exempting the qualifying agricultural land owners of their special assessments

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

RESOLUTION NO. 10

WHEREAS, the City Council of the City of Willmar, Minnesota, did order the installation of certain street and other improvements made under Projects No. 0501, 8606, and 9101, and certain sewer and watermain improvements made under Projects No. 9701, 9303, 9202, and 9002.

WHEREAS, Section W of the City of Willmar Comprehensive Assessment Policy allows the City to temporarily exempt from assessments certain lands currently used for agriculture purposes; and

WHEREAS, certain property owners have made application to the City for delayed payment of taxes on special assessments and have met the criteria contained in the Comprehensive Assessment Policy for said deferment;

NOW, THEREFORE, BE IT RESOLVED by the Willmar City Council that special assessments as hereinafter designated be certified to the County and deferred until such property is developed or upon approval of the final plat, and that no interest be charged until such time.

BE IT FURTHER RESOLVED that upon development or plat approval that tapping fee shall be based on the project year bid price per front foot or unit, or on the current year costs at the time of connection/platting, whichever is greater:

1.	Hawkinson Land, LLC	95-924-0020	
	4655 104 th Avenue NE	Project 9202	\$13,005.00
	Spicer	Project 9101	51,455.70
		Project 9002	35,340.00
		Project 0501	61,137.01

Section 24, Township 119, Range 35

That part of Northwest Quarter of Northwest Quarter lying Northwesterly of Highway right-of way, except the South 125 feet of North 175 feet of West 133 feet & except part platted into Kandiyohi County State Aid Highway No. 23 right-of-way Plat No.1. (26.40 acres)

2.	Hawkinson Land, LLC	95-913-0040	
	4655 104 th Avenue NE	Project 9202	\$12,095.00
	Spicer	Project 9002	8,255.00
		Project 0501	31,715.79

Section 13, Township 119, Range 35

Southwest Quarter of Southwest Quarter except the South 685 feet of West 468.8 feet of Southwest Quarter of Southwest Quarter and except part for plat of Pheasant Run. (32 acres)

3.	Gesch Properties LLC c/o LeAnn Isaacson	95-914-2610	
	10785 46 th Place N	Project 9002	\$39,731.66
	Plymouth	Project 9303	20,130.42
		Project 0501	77,504.80
		Project 1404	180,688.13

Section 14, Township 119, Range 35

South 610 feet of Northeast Quarter except West 393.61 feet; Southeast Quarter except South 914.88 feet of West 1085 feet and except parts in plats-Bergquists Estates, Perkins 5th Addition and Gesch Park except that part of the South Half of Northeast Quarter described as follows: Commencing 715 feet South and 393.61 feet East of Northwest Corner of Southwest Quarter Northeast Quarter, Thence East to Southwest Corner of Lot 7, Block 7 Erickson's Third Addition, Thence South 70 feet, Thence West to East Line of Welch's Addition, Thence North 70 feet to point of beginning and except part platted into Gesch YMCA Addition and except that part of the South Half of the Southeast Quarter described as follows: Beginning at the Northwest Corner of Lot 2, Block 1, Gesch YMCA Addition, Thence South 548.78 feet, Thence West 363.89 feet, Thence North 54 feet to Southeast Corner of Lot 1, Block 6, Perkins Fifth

Addition, Thence continuing North 495 feet to Northeast Corner of Lot 1, Block 4, Perkins Fifth Addition, Thence East along Southerly right-of-way boundary line of Olena Avenue 363.89 feet to point of beginning. (88.36 acres)

- | | | | |
|----|---|-----------------------------|-------------|
| 4. | Jean Langsjoen-Hogan Trust
and Carter Family
1950 E Welco
St. Peter
<i>Section 3, Township 119, Range 35
Southeast Quarter of Southwest Quarter and Southwest Quarter of Southwest Quarter except the Southerly 350 feet of the Westerly 233 feet of Southwest Quarter of Southwest Quarter and except parts platted as Northwood Estates and Northwood Estates Second Addition. (64.13 acres)</i> | 95-903-0010
Project 0501 | \$93,012.00 |
| 5. | Bernard Revocable Trust Etal
c/o William Bernard
520 Litchfield Ave SW
Willmar
<i>Section 12, Township 119, Range 35
North 1,655 feet of Northwest Quarter excluding West 40 acres thereof.
(60 acres)</i> | 95-912-0970
Project 9701 | \$12,119.04 |
| 6. | J & C Enterprises of Central MN
c/o Stephen Jennings
PO Box 639
Richmond | Project 8606 | \$17,869.51 |
| | <p style="text-align: right;">Hidden Valley Estates</p> <p>95-308-0010 Sect-08 TWP -119 Rang-35 Lot-001 Blk-001</p> <p>95-308-0020 Sect-08 TWP -119 Rang-35 Lot-002 Blk-001</p> <p>95-308-0030 Sect-08 TWP -119 Rang-35 Lot-003 Blk-001</p> <p>95-308-0040 Sect-08 TWP -119 Rang-35 Lot-004 Blk-001</p> <p>95-308-0050 Sect-08 TWP -119 Rang-35 Lot-005 Blk-001</p> <p>95-308-0060 Sect-08 TWP -119 Rang-35 Lot-006 Blk-001</p> <p>95-308-0070 Sect-08 TWP -119 Rang-35 Lot-007 Blk-001</p> <p>95-308-0080 Sect-08 TWP -119 Rang-35 Lot-008 Blk-001</p> <p>95-308-0090 Sect-08 TWP -119 Rang-35 Lot-009 Blk-001</p> <p>95-308-0100 Sect-08 TWP -119 Rang-35 Lot-010 Blk-001</p> <p>95-308-0110 Sect-08 TWP -119 Rang-35 Lot-011 Blk-001</p> <p>95-308-0120 Sect-08 TWP -119 Rang-35 Lot-012 Blk-001</p> <p>95-308-0130 Sect-08 TWP -119 Rang-35 Lot-013 Blk-001</p> <p>95-308-0140 Sect-08 TWP -119 Rang-35 Lot-014 Blk-001</p> <p>95-308-0150 Sect-08 TWP -119 Rang-35 Lot-015 Blk-001</p> <p>95-308-0160 Sect-08 TWP -119 Rang-35 Lot-016 Blk-001</p> <p>95-308-0170 Sect-08 TWP -119 Rang-35 Lot-017 Blk-001</p> <p>95-308-0200 Sect-08 TWP -119 Rang-35 Lot-001 Blk-002</p> <p>95-308-0210 Sect-08 TWP -119 Rang-35 Lot-002 Blk-002</p> <p>95-308-0220 Sect-08 TWP -119 Rang-35 Lot-003 Blk-002</p> <p>95-308-0230 Sect-08 TWP -119 Rang-35 Lot-004 Blk-002</p> <p>95-308-0300 Sect-08 TWP -119 Rang-35 Lot-001 Blk-003</p> <p>95-308-0310 Sect-08 TWP -119 Rang-35 Lot-002 Blk-003</p> <p>95-308-0320 Sect-08 TWP -119 Rang-35 Lot-003 Blk-003</p> <p>95-308-0330 Sect-08 TWP -119 Rang-35 Lot-004 Blk-003</p> <p>95-308-0340 Sect-08 TWP -119 Rang-35 Lot-005 Blk-003</p> <p>95-308-0350 Sect-08 TWP -119 Rang-35 Lot-006 Blk-003</p> <p>95-308-0360 Sect-08 TWP -119 Rang-35 Lot-007 Blk-003</p> <p>95-308-0370 Sect-08 TWP -119 Rang-35 Lot-008 Blk-003</p> | | |

WILLMAR MUNICIPAL UTILITIES MINUTES
MUNICIPAL UTILITIES AUDITORIUM
SEPTEMBER 8, 2014

The Municipal Utilities Commission met in its regular meeting on Monday, September 8, 2014 at 11:45 a.m. in the Municipal Utilities Auditorium with the following Commissioners present: Matt Schrupp, Carol Laumer, Dan Holtz, Jeff Nagel, Joe Gimse (arriving @ 11:57 a.m.), and Justin Mattern. Absent was Commissioner Steve Salzer.

Others present at the meeting were: Director of Finance Tim Hunstad, Director of Operations John Harren, Power Supply Manager Chris Carlson, Customer Service Supervisor Stacy Stien, Power Production Supervisor Jon Folkedahl, Administrative Secretary Beth Mattheisen, City Council Liaison Bruce DeBlicek, City Attorney Robert Scott (via teleconference), and WC Tribune Journalist David Little.

Due to the absence of President Salzer, Vice President Schrupp opened the meeting by requesting a resolution to approve the Consent Agenda. Following a review, Commissioner Laumer offered a resolution to approve the Consent Agenda as presented. Commissioner Holtz seconded.

RESOLUTION NO. 35

“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 August 25, 2014 Commission meeting; and,
- ❖ Bills represented by vouchers No. 141641 to No. 141727 inclusive in the amount of \$131,489.89 with a MISO credit in the amount of \$35,643.36, and a Westmoreland Resource (coal) payment in the amount of \$48,934.44.

Dated this 8th day of September, 2014.

Vice President

ATTEST:

Secretary

The foregoing resolution was adopted by a vote of four ayes and zero nays, with Commissioner Schrupp abstaining.

Power Production Supervisor Folkedahl presented the Commission with a status report on the construction and installation of the new coal unloading system (carhoe) at the WMU Power Plant. In the past, methods used to unload the coal from the rail cars were deemed unsafe and unacceptable in the modern regulatory environment. To provide a safe work environment for WMU employees and associated individuals, the project entailed the erecting of a steel structure and installing a carhoe to unload the coal cars. Project participants include: 1) Sarka Sheet Metal of Tiffin, Ohio, is the vendor of the carhoe device; 2) Carlson Construction of Willmar built the required foundation; 3) M & G Services of Lynd, MN, is handling the steel and installation of the

structure; and 4) Willmar Electric Service is doing the electrical work. The total cost for the coal unloading/carhoe project is \$322,900 with completion anticipated by the end of this month.

Customer Service Supervisor Stien reviewed with the Commission the current efforts being utilized to collect unpaid utility bills. These avenues include the MN Recapture Program, Advantage Collection Agency, and the lien process. While efforts continue to collect these unpaid utility bills, Stien was requesting the Commission to approve a resolution requesting that the Willmar City Council place liens on properties for their unpaid utility bills. Stien noted that the grand total of the seventeen properties was in the amount of \$8,635.30. Following discussion, Commissioner Holtz offered a resolution to request the Willmar City Council place liens on these properties for unpaid utility bills. Commissioner Mattern seconded.

RESOLUTION NO. 36

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

Customer Service Supervisor Stien discussed with the Commission a request to contribute to two area heating assistance programs. The two programs are Heartland Community Action Energy Assistance and the Salvation Army HeatShare Program. Since WMU does not have a policy to assist low-income customers in paying their heating bills, it was being recommended that a donation of \$4,000 to each program be approved to support these programs. Stien noted that during the previous heating season, WMU received approximately \$144,700 in total revenue through their combined efforts (802 customers effected). Following discussion, Commissioner Mattern offered a resolution to approve a contribution in the amount of \$4,000 each to support the Heartland Community Action Energy Assistance Program and the Salvation Army HeatShare Program. Commissioner Nagel seconded.

RESOLUTION NO. 37

"BE IT RESOLVED, by the Municipal Utilities Commission of the City of Willmar, Minnesota, that a contribution in the amount of \$4,000 be approved to both Heartland Community Action Energy Assistance Program and the Salvation Army HeatShare Program to assist with their low-income customer programs."

Dated this 8th day of September, 2014.

Vice President

ATTEST:

Secretary

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

Manager of Power Supply Carlson reviewed with the Commission the July 2014 Power Supply Report and the Peak Demand Management Report for July 2014. Carlson pointed out that due to the mild temperatures experienced this summer season, the Load Share Program had been utilized only one day this year. Carlson also noted that due to the RICE Rules that came into effect this year, we no longer utilize the Interruptible Load Program.

The annual MMUA Conference was held on August 18-20 in Alexandria. Representing the Willmar Municipal Utilities in attendance were: Commissioners Laumer & Nagel; Director of Operations Harren; Director of Finance Hunstad; Customer Service Supervisor Stien; and, Compliance Officer Janell Johnson. A recap of the conference along with a summary of topics were presented. Topics and issues discussed included: maintaining/ updating transmission lines; personnel issues; new technologies to minimize power spikes & interruptions; legislative issues facing the electric industry; and, solar energy; rules & regulations (i.e. EPA, MPCA, OSHA, etc.). The conference was also very helpful in networking with others within the electric industry.

General Manager Hompe reminded the Commissioners of a number of upcoming utility-related events. Items of interest included:

- WMU Planning Committee Meeting - September 17th @ 10:00 a.m.
- WMU/Union Mediation Session @ Willmar Conf. Center - September 22nd @ 9:00 a.m.
- David Turch presentation – September 23th MUC Meeting (**Tuesday**)
- APPA Utility Governance Webinar Series (nine-part series): #9: *“Achieving Excellence in Public Power Governance”*, Tuesday, September 30th @ 1:00-2:30 p.m.
- Annual WMU Open House – Tues., October 7th - 4:00-6:30 p.m. (Public Power Week)

There being no further business to come before the Commission, Commissioner Laumer made a motion to adjourn the meeting. Commissioner Holtz seconded the motion, and the meeting was adjourned by a vote of six ayes and zero nays.

Respectfully Submitted,

WILLMAR MUNICIPAL UTILITIES

Beth Mattheisen
Administrative Secretary

ATTEST:

Carol Laumer, Secretary

RESOLUTION NO. 36

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

Account	Address	Amount
01 130.01	822 NORTHWOOD CT NW	\$782.70
01 666.06	1417 GORTON AVE NW	\$349.19
02 336.09	318 12TH ST SW	\$1,113.10
02 638.00	500 13TH ST SW	\$209.40
02 758.03	514 15TH ST SW	\$877.63
03 131.11	520 6TH ST SW	\$182.57
05 103.02	602 3RD ST SW	\$236.38
07 131.00	705 2ND ST SE	\$744.19
07 443.01	802 MARY AVE SE	\$300.35
07 614.08	315 BERNARD ST SE	\$842.90
08 65.03	121 BENSON AVE SE	\$100.18
09 324.05	1311 19TH AVE SE	\$214.27
10 197.01	1105 BECKER AVE SE	\$355.38
12 281.01	1304 17TH ST SW	\$265.86
13 392.83	2213 23RD ST SW	\$891.86
14 190.04	1600 6TH ST SW	\$345.06
17 720.81	280 28TH ST SE	\$924.28
GRAND TOTAL:		\$ 8,735.30

Dated this 8th day of September, 2014.

President

ATTEST:

Secretary

LG220 Application for Exempt Permit

<p>An exempt permit may be issued to a nonprofit organization that:</p> <ul style="list-style-type: none"> • conducts lawful gambling on five or fewer days, and • awards less than \$50,000 in prizes during a calendar year. <p>If total prize value for the year will be \$1,500 or less, contact the Licensing Specialist assigned to your county.</p>	<p>Application fee (nonrefundable)</p> <p>If the application is postmarked or received 30 days or more before the event, the application fee is \$50; otherwise the fee is \$100.</p>
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Organization Information

Organization Name: <u>Knights of Columbus Council #2764</u>	Previous Gambling Permit Number: <u>X-30005-14-005</u>
Minnesota Tax ID Number, if any: <u>Group 0188</u>	Federal Employer ID Number (FEIN), if any: <u>23-7543133</u>

Type of Nonprofit Organization (check one):

Fraternal Religious Veterans Other Nonprofit Organization

Mailing Address: <u>1906 6th St. S.W.</u>	City: <u>Willmar</u>	State and Zip: <u>MN 56201-5105</u>	County: <u>Kandiyohi</u>
Name of Chief Executive Officer (CEO): <u>Kevin J. Sarchuk</u>	Daytime Phone: <u>320-267-0820</u>	Email: <u>sarchukken@yahoo.com</u>	

Nonprofit Status

Attach a copy of ONE of the following for proof of nonprofit status:

- Nonprofit Articles of Incorporation OR a current Certificate of Good Standing.**
Don't have a copy? This certificate must be obtained each year from:
Minnesota Secretary of State
Business Services Division
60 Empire Drive, Suite 100
St. Paul, MN 55103
Phone: 651-296-2803
- IRS income tax exemption (501(c)) letter in your organization's name.**
Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS at 877-829-5500.
- IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter).**
If your organization falls under a parent organization, attach copies of **both** of the following:
 - a. an IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling, and
 - b. the charter or letter from your parent organization recognizing your organization as a subordinate.

Gambling Premises Information

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place):
Veteran's of Foreign Wars Fraternal Order of Eagles

Address (do not use PO box): <u>1108 E. Highway 12</u>	City or Township: <u>Willmar</u>	Zip Code: <u>56201</u>	County: <u>Kandiyohi</u>
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Date(s) of activity (for raffles, indicate the date of the drawing):
June 9, 2015

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

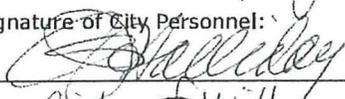
Bingo* Paddlewheels* Pull-Tabs* Tipboards*

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

*Gambling equipment for bingo paper, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo number selection devices may be borrowed from another organization authorized to conduct bingo.

To find a licensed distributor, go to www.mn.gov/gcb and click on **Distributors** under the **WHO'S WHO? LIST OF LICENSEES**, or call 651-539-1900.

Local Unit of Government Acknowledgment

<p style="text-align: center;">CITY APPROVAL for a gambling premises located within city limits</p> <p><input checked="" type="checkbox"/> The application is acknowledged with no waiting period.</p> <p><input type="checkbox"/> The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).</p> <p><input type="checkbox"/> The application is denied.</p> <p>Print City Name: <u>City of Willmar</u></p> <p>Signature of City Personnel: </p> <p>Title: <u>City of Willmar</u> Date: <u>9-9-2014</u></p> <div style="border: 1px solid black; padding: 5px; margin-top: 20px; text-align: center;"> <p>Local unit of government must sign.</p> </div>	<p style="text-align: center;">COUNTY APPROVAL for a gambling premises located in a township</p> <p><input type="checkbox"/> The application is acknowledged with no waiting period.</p> <p><input type="checkbox"/> The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.</p> <p><input type="checkbox"/> The application is denied.</p> <p>Print County Name: _____</p> <p>Signature of County Personnel: _____</p> <p>Title: _____ Date: _____</p> <p>TOWNSHIP (if required by the county). On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.166.)</p> <p>Print Township Name: _____</p> <p>Signature of Township Officer: _____</p> <p>Title: _____ Date: _____</p>
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Chief Executive Officer's Signature

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

Chief Executive Officer's Signature: Kevin J. Sarchuk Date: _____

Print Name: Kevin J. Sarchuk

Requirements

<p>Complete a separate application for:</p> <ul style="list-style-type: none"> • all gambling conducted on two or more consecutive days, or • all gambling conducted on one day. <p>Only one application is required if one or more raffle drawings are conducted on the same day.</p> <p>Send application with:</p> <p><input type="checkbox"/> a copy of your proof of nonprofit status, and</p> <p><input type="checkbox"/> application fee (nonrefundable). If the application is postmarked or received 30 days or more before the event, the application fee is \$50; otherwise the fee is \$100. Make check payable to State of Minnesota.</p> <p>To: Gambling Control Board 1711 West County Road B, Suite 300 South Roseville, MN 55113</p>	<p>Financial report and recordkeeping required. A financial report form and instructions will be sent with your permit, or use the online fill-in form available at www.mn.gov/gcb.</p> <p>Within 30 days of the event date, complete and return the financial report form to the Gambling Control Board. Your organization must keep all exempt raffle records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).</p> <p>Questions? Call the Licensing Section of the Gambling Control Board at 651-539-1900.</p> <p>This form will be made available in alternative format (i.e. large print, Braille) upon request.</p>
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Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Department of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

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
ACCESS LIFTS			003111											
	40536	09/10/14	HANDICAP LIFT PROJECT	12,982.50		091014		D	N				BUILDINGS AND ST	450.45433.0551
AFFORDABLE PUMPING SERVI			002404											
	40537	09/10/14	SEPTIC PUMPING	330.00		25921		D	N				CLEANING AND WAS	230.43430.0338
AMERICAN CUSTOM SIGNS LL			003108											
	40538	09/10/14	POOL UMBRELLA REPAIR	90.00		15		D	N				MTCE. OF EQUIPME	101.45437.0334
AMERICAN WELDING & GAS I			000057											
	40539	09/10/14	FIRE EXTINGUISHER	71.50		02860926		D	N				SMALL TOOLS	101.42411.0221
	40539	09/10/14	SUBMERSIBLE MIXER REPAIR	10.10		02863202		D	N				MTCE. OF EQUIPME	651.48484.0224
	40539	09/10/14	CYLINDER RETEST	242.00		02870163		D	N				PROFESSIONAL SER	101.42412.0446
	40539	09/10/14	RECHARGED FIRE EXT.	75.00		02874861		D	N				MTCE. OF EQUIPME	101.42412.0334
	40539	09/10/14	WELDING GAS	33.86		02886712		D	N				GENERAL SUPPLIES	101.43425.0229
	40539	09/10/14	WELDING GAS	20.53		02886996		D	N				GENERAL SUPPLIES	101.43425.0229
			VENDOR TOTAL	452.99		*CHECK TOTAL								
				452.99										
AMERIPRIDE LINEN & APPAR			000051											
	40540	09/10/14	TOWEL SERVICE	25.70		2200545064		D	N				CLEANING AND WAS	101.43425.0338
	40540	09/10/14	TOWEL SERVICE	29.20		2200545065		D	N				CLEANING AND WAS	101.43425.0338
	40540	09/10/14	TOWEL SERVICE	26.77		2200545065		D	N				CLEANING AND WAS	101.43425.0338
	40540	09/10/14	TOWEL SERVICE	25.70		2200550272		D	N				CLEANING AND WAS	101.43425.0338
			VENDOR TOTAL	107.37		*CHECK TOTAL								
				107.37										
ANDERSON LAW OFFICES			002954											
	40541	09/10/14	LEGAL SERVICES-AUGUST	9,644.69		STMT/8-14		D	M	07			PROFESSIONAL SER	101.41406.0446
APPERT'S FOOD SERVICE			002526											
	40542	09/10/14	CONCESSION SUPPLIES	62.24		408220501		D	N				GENERAL SUPPLIES	101.45437.0229
ARNOLD'S OF WILLMAR INC			000068											
	40543	09/10/14	JOTS 2 GENERATOR COOLANT	32.10		WC50832		D	N				MTCE. OF EQUIPME	651.48485.0224
	40543	09/10/14	JOTS 2 GENERATOR COOLANT	39.66		WC50840		D	N				MTCE. OF EQUIPME	651.48485.0224
			VENDOR TOTAL	71.76		*CHECK TOTAL								
				71.76										
BAKER ELECTRIC SERVICES			000088											
	40544	09/10/14	REPL. CONDENSOR FUSES	18.64		12007		D	N				MTCE. OF STRUCTU	101.41408.0225
	40544	09/10/14	REPL. CONDENSOR FUSES	75.00		12007		D	N				MTCE. OF STRUCTU	101.41408.0335
			VENDOR TOTAL	93.64		*CHECK TOTAL								
				93.64										
BASTIN/JASON			.02171											
	40545	09/10/14	REFUND JERSEY DEPOSIT	30.00		082614		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
BECKER ARENA PRODUCTS IN			000097											
	40546	09/10/14	ICE LOGOS	1,021.10		00099721		D	N				GENERAL SUPPLIES	101.45433.0229
BENNETT OFFICE TECHNOLOG			000099											
	40547	09/10/14	HOSTED EXCHANGE/2 USERS	80.00		208391		D	N				PREPAID EXPENSES	208.128000
	40547	09/10/14	HOSTED EXCHANGE/2 USERS	40.00		208391		D	N				COMMUNICATIONS	208.45005.0330
			VENDOR TOTAL	120.00										
				120.00		*CHECK TOTAL								
BERNICK'S PEPSI-COLA CO			000103											
	40548	09/10/14	OFFICE COFFEE	39.48		11864		D	N				GENERAL SUPPLIES	101.43425.0229
	40548	09/10/14	OFFICE COFFEE	78.96		4981		D	N				GENERAL SUPPLIES	101.43425.0229
	40548	09/10/14	CONCESSION SUPPLIES	104.92CR		5191		D	N				GENERAL SUPPLIES	101.45433.0229
	40548	09/10/14	CONCESSION SUPPLIES	90.55		5192		D	N				GENERAL SUPPLIES	101.45433.0229
	40548	09/10/14	CONCESSION SUPPLIES	729.21		8279		D	N				GENERAL SUPPLIES	101.45433.0229
	40548	09/10/14	CONCESSION SUPPLIES	17.49CR		9047		D	N				GENERAL SUPPLIES	101.45433.0229
	40548	09/10/14	CONCESSION SUPPLIES	15.13		9048		D	N				GENERAL SUPPLIES	101.45433.0229
			VENDOR TOTAL	830.92										
				830.92		*CHECK TOTAL								
BOLTON & MENK INC			001010											
	40549	09/10/14	INTERIM CITY ENG SERVICE	840.00		0169125		D	N				PROFESSIONAL SER	101.43417.0446
	40549	09/10/14	GORTON AVE/9TH ST IMP.	5,545.00		0169126		D	N				PROFESSIONAL SER	414.48451.0446
	40549	09/10/14	12TH ST SE IMPROVEMENT	4,332.50		0169127		D	N				PROFESSIONAL SER	414.48454.0446
	40549	09/10/14	IND. PARK 4TH ADDITION	9,837.00		0169128		D	N				PROFESSIONAL SER	414.48455.0446
	40549	09/10/14	L.S. DESIGN SERVICES	11,937.50		0169129		D	N				PROFESSIONAL SER	432.48507.0446
			VENDOR TOTAL	32,492.00										
				32,492.00		*CHECK TOTAL								
BSE			001980											
	40550	09/10/14	LTS FOR CORD REELS	8.10		907885131		D	N				MTCE. OF EQUIPME	101.42412.0224
	40550	09/10/14	BULBS FOR CORD REEL LTS	43.50		907917972		D	N				GENERAL SUPPLIES	101.42412.0229
	40550	09/10/14	SPARE PLC BOARDS	1,805.64		907917973		D	N				MTCE. OF EQUIPME	651.48484.0224
	40550	09/10/14	ELECTRIC CORD CONNECTOR	62.04		907923501		D	N				MTCE. OF EQUIPME	101.42412.0224
			VENDOR TOTAL	1,919.28										
				1,919.28		*CHECK TOTAL								
BUSINESSWARE SOLUTIONS			002776											
	40551	09/10/14	PRINT/PAGE COUNT	7.28		222347		D	N				OFFICE SUPPLIES	101.41400.0220
	40551	09/10/14	PRINT/PAGE COUNT	28.04		222347		D	N				OFFICE SUPPLIES	101.41402.0220
	40551	09/10/14	PRINT/PAGE COUNT	15.25		222347		D	N				OFFICE SUPPLIES	101.41403.0220
	40551	09/10/14	PRINT/PAGE COUNT	11.38		222347		D	N				OFFICE SUPPLIES	101.41404.0220
	40551	09/10/14	PRINT/PAGE COUNT	234.04		222347		D	N				OFFICE SUPPLIES	101.41405.0220
	40551	09/10/14	PRINT/PAGE COUNT	11.23		222347		D	N				OFFICE SUPPLIES	101.41409.0220
	40551	09/10/14	PRINT/PAGE COUNT	84.11		222347		D	N				OFFICE SUPPLIES	101.42411.0220
	40551	09/10/14	PRINT/PAGE COUNT	18.79		222347		D	N				OFFICE SUPPLIES	101.43417.0220
	40551	09/10/14	PRINT/PAGE COUNT	53.70		222347		D	N				OFFICE SUPPLIES	101.43425.0220
	40551	09/10/14	PRINT/PAGE COUNT	5.74		222347		D	N				OFFICE SUPPLIES	101.45433.0220

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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
BUSINESSWARE SOLUTIONS			002776											
	40551	09/10/14	PRINT/PAGE COUNT	15.57		222347		D	N				OFFICE SUPPLIES	101.45435.0220
	40551	09/10/14	PRINT/PAGE COUNT	124.59		222347		D	N				OFFICE SUPPLIES	651.48484.0220
			VENDOR TOTAL	609.72		*CHECK TOTAL								
C D & T INC AUTO PARTS			000145											
	40552	09/10/14	#088960-HYD. HOSE	42.17		928875		D	N				MTCE. OF EQUIPME	101.43425.0224
	40552	09/10/14	#073639-KEY SWITCH	10.99		928948		D	N				MTCE. OF EQUIPME	101.43425.0224
	40552	09/10/14	HEATER HOSES/SPLICES	62.25		929037		D	N				MTCE. OF EQUIPME	101.43425.0224
			VENDOR TOTAL	115.41		*CHECK TOTAL								
CARD SERVICES			002552											
	40553	09/10/14	CONCESSION SUPPLIES	21.52		081813		D	N				GENERAL SUPPLIES	101.45437.0229
	40553	09/10/14	CLEANING SUPPLIES	12.12		081814		D	N				CLEANING AND WAS	101.45437.0228
	40553	09/10/14	CONCESSION SUPPLIES	5.38		081914		D	N				GENERAL SUPPLIES	101.45437.0229
			VENDOR TOTAL	39.02		*CHECK TOTAL								
CARRANZA/NOE			002547											
	40554	09/10/14	INTERPRETED 08/29/14	75.00		082914		D	M	07			PROFESSIONAL SER	101.42411.0446
CENAIKO PRODUCTIONS INC			002366											
	40555	09/10/14	SIOUX EMPIRE SPORT SHOW	609.50		WIL850		D	N				PREPAID EXPENSES	208.128000
CENTERPOINT ENERGY			000467											
	40556	09/10/14	NATURAL GAS CHARGES	13.46		6038773/8-14		D	N				UTILITIES	101.43425.0332
	40556	09/10/14	NATURAL GAS CHARGES	69.95		6048932/8-14		D	N				UTILITIES	651.48484.0332
	40556	09/10/14	NATURAL GAS CHARGES	60.28		6061271/8-14		D	N				UTILITIES	101.45433.0332
	40556	09/10/14	NATURAL GAS CHARGES	17.66		6069198/8-14		D	N				UTILITIES	101.43425.0332
	40556	09/10/14	NATURAL GAS CHARGES	1,062.05		6072309/8-14		D	N				UTILITIES	101.45437.0332
	40556	09/10/14	NATURAL GAS CHARGES	56.73		6084836/8-14		D	N				UTILITIES	101.45435.0332
	40556	09/10/14	NATURAL GAS CHARGES	131.41		6085332/8-14		D	N				UTILITIES	101.45433.0332
	40556	09/10/14	NATURAL GAS CHARGES	16.92		6093527/8-14		D	N				UTILITIES	101.43425.0332
			VENDOR TOTAL	1,428.46		*CHECK TOTAL								
CHARTER COMMUNICATIONS			000736											
	40557	09/10/14	MONTHLY PHONE SERVICE	74.54		3941/9-14		D	N				COMMUNICATIONS	101.41409.0330
	40557	09/10/14	MONTHLY PHONE SERVICE	18.72		4972/9-14		D	N				COMMUNICATIONS	101.41409.0330
			VENDOR TOTAL	93.26		*CHECK TOTAL								
CIT TECHNOLOGY FIN SERV			002556											
	40558	09/10/14	COPIER LEASE AGRMT	159.00		25724330		D	N				RENTS	101.41405.0440
CITY OF WILLMAR-GENERAL			000292											
	40559	09/10/14	BLDG PERMIT #22528	650.92		2014-22528		D	N				BUILDINGS AND ST	450.45433.0551

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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
DOOLEY'S PETROLEUM INC			002163											
	40533	09/04/14	3,999 GALLONS UNLEADE	12,772.82		682110/682110C		D	N				INVENTORIES-MDSE	101.125000
	40533	09/04/14	4,001 GALLONS DIESEL	12,071.02		682110/682110C		D	N				INVENTORIES-MDSE	101.125000
			VENDOR TOTAL	24,843.84		*CHECK TOTAL								
DUININCK CONCRETE			000151											
	40570	09/10/14	HANDICAP LIFT PROJECT	416.63		64771		D	N				BUILDINGS AND ST	450.45433.0551
	40570	09/10/14	CONCRETE	245.40		65042		D	N				MTCE. OF OTHER I	101.43425.0226
			VENDOR TOTAL	662.03		*CHECK TOTAL								
DUININCK INC			000222											
	40571	09/10/14	MINN WEST LIFT STATI	646,796.76		1310/EST. 1		D	N				MTCE. OF OTHER I	432.48504.0336
ECCO MIDWEST INC			003107											
	40534	09/04/14	AUDITORIUM REMEDIATI	100,000.00		1		D	N				MTCE. OF OTHER I	450.45427.0336
ED DAVIS BUSINESS MACHIN			000229											
	40572	09/10/14	OFFICE SUPPLIES	186.59		133877		D	N				OFFICE SUPPLIES	741.48001.0220
ED'S SERVICE CENTER & SA			000231											
	40573	09/10/14	TOWING CHARGES	1,125.00		STMT/8-14		D	N				OTHER SERVICES	101.42411.0339
EMERGENCY RESPONSE SOLUT			003048											
	40574	09/10/14	FITTINGS/WRENCHES	143.76		2501		D	N				SMALL TOOLS	101.42412.0221
FAMILY PRACTICE MED CENT			000245											
	40575	09/10/14	DRUG TESTING	145.50		080114		D	N				SUBSISTENCE OF P	101.43425.0337
FANTASTIC SAM'S			.02187											
	40576	09/10/14	SIGN DEPOSIT REF 2014-21	100.00		2014-21		D	N				DEPOSITS-SIGN PE	101.230001
FARNAM'S GENUINE PARTS			000249											
	40577	09/10/14	EXHAUST PIPE CLAMPS	30.03		709868		D	N				INVENTORIES-MDSE	101.125000
	40577	09/10/14	JOTS 2 PUMP COOLANT	16.66		711334		D	N				MTCE. OF EQUIPME	651.48485.0224
	40577	09/10/14	JOTS 2 PUMP COOLANT	15.60		711348		D	N				MTCE. OF EQUIPME	651.48485.0224
	40577	09/10/14	JOTS 2 PUMP COOLANT	41.60		711429		D	N				MTCE. OF EQUIPME	651.48485.0224
			VENDOR TOTAL	103.89		*CHECK TOTAL								
FASTENAL COMPANY			001188											
	40578	09/10/14	NUTS/BOLTS	67.59		MNWIL118284		D	N				MTCE. OF EQUIPME	101.43425.0224
	40578	09/10/14	L.S. PUMP CHAIN	1,953.74		MNWIL118726		D	N				MTCE. OF EQUIPME	651.48484.0224
			VENDOR TOTAL	2,021.33		*CHECK TOTAL								
FELT/JAMES E			000993											
	40579	09/10/14	EAR PIECE FOR RADIO MIC	26.94		588		D	N				SMALL TOOLS	101.42411.0221

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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
FERGUSON ENTERPRISES INC			000810											
	40580	09/10/14	REPL. TOILET	289.40		3253328		D	N				MTCE. OF STRUCTU	101.45437.0225
	40580	09/10/14	PLUMBING PARTS	43.40		3257521		D	N				MTCE. OF STRUCTU	101.43425.0225
			VENDOR TOTAL	332.80		*CHECK TOTAL								
				332.80										
FIREBYTES LLC			003090											
	40581	09/10/14	COMPUTER SERVICES	89.00		66		D	N				PROFESSIONAL SER	101.41409.0446
FIRST CHOICE FOOD & BEVE			000775											
	40582	09/10/14	CONCESSION SUPPLIES	20.00		2107-001955		D	N				GENERAL SUPPLIES	101.45437.0229
FLAHERTY & HOOD P.A.			001449											
	40583	09/10/14	PROFESSIONAL SERVICES	6,814.88		7200		D	M	07			PROFESSIONAL SER	101.41406.0446
FLEETPRIDE			002973											
	40584	09/10/14	U-JOINT	19.45		63462535		D	N				INVENTORIES-MDSE	101.125000
GENERAL MAILING SERVICES			000293											
	40585	09/10/14	POSTAGE 08/04 - 08/08/14	9.94		12823		D	N				POSTAGE	101.41401.0223
	40585	09/10/14	POSTAGE 08/04 - 08/08/14	24.45		12823		D	N				POSTAGE	101.41402.0223
	40585	09/10/14	POSTAGE 08/04 - 08/08/14	73.67		12823		D	N				POSTAGE	101.41403.0223
	40585	09/10/14	POSTAGE 08/04 - 08/08/14	36.84		12823		D	N				POSTAGE	101.41404.0223
	40585	09/10/14	POSTAGE 08/04 - 08/08/14	1.77		12823		D	N				POSTAGE	101.41405.0223
	40585	09/10/14	POSTAGE 08/04 - 08/08/14	15.00		12823		D	N				POSTAGE	101.41408.0223
	40585	09/10/14	POSTAGE 08/04 - 08/08/14	2.95		12823		D	N				POSTAGE	101.41409.0223
	40585	09/10/14	POSTAGE 08/04 - 08/08/14	10.62		12823		D	N				POSTAGE	101.41424.0223
	40585	09/10/14	POSTAGE 08/04 - 08/08/14	1.18		12823		D	N				POSTAGE	101.42411.0223
	40585	09/10/14	POSTAGE 08/04 - 08/08/14	15.62		12823		D	N				POSTAGE	101.43425.0223
	40585	09/10/14	POSTAGE 08/04 - 08/08/14	11.41		12823		D	N				POSTAGE	101.45432.0223
	40585	09/10/14	POSTAGE 08/04 - 08/08/14	5.17		12823		D	N				POSTAGE	230.43430.0223
	40585	09/10/14	POSTAGE 08/04 - 08/08/14	48.97		12823		D	N				POSTAGE	651.48484.0223
	40585	09/10/14	POSTAGE 08/11 - 08/15/14	9.33		12856		D	N				POSTAGE	101.41401.0223
	40585	09/10/14	POSTAGE 08/11 - 08/15/14	53.36		12856		D	N				POSTAGE	101.41402.0223
	40585	09/10/14	POSTAGE 08/11 - 08/15/14	5.73		12856		D	N				POSTAGE	101.41403.0223
	40585	09/10/14	POSTAGE 08/11 - 08/15/14	102.07		12856		D	N				POSTAGE	101.41404.0223
	40585	09/10/14	POSTAGE 08/11 - 08/15/14	1.18		12856		D	N				POSTAGE	101.41405.0223
	40585	09/10/14	POSTAGE 08/11 - 08/15/14	15.00		12856		D	N				POSTAGE	101.41408.0223
	40585	09/10/14	POSTAGE 08/11 - 08/15/14	6.61		12856		D	N				POSTAGE	101.43425.0223
	40585	09/10/14	POSTAGE 08/11 - 08/15/14	0.59		12856		D	N				POSTAGE	101.45433.0223
	40585	09/10/14	POSTAGE 08/11 - 08/15/14	1.77		12856		D	N				POSTAGE	651.48484.0223
	40585	09/10/14	POSTAGE 08/18 - 08/22/14	5.96		12893		D	N				POSTAGE	101.41401.0223
	40585	09/10/14	POSTAGE 08/18 - 08/22/14	22.80		12893		D	N				POSTAGE	101.41402.0223
	40585	09/10/14	POSTAGE 08/18 - 08/22/14	98.46		12893		D	N				POSTAGE	101.41403.0223
	40585	09/10/14	POSTAGE 08/18 - 08/22/14	104.43		12893		D	N				POSTAGE	101.41404.0223
	40585	09/10/14	POSTAGE 08/18 - 08/22/14	2.29		12893		D	N				POSTAGE	101.41405.0223
	40585	09/10/14	POSTAGE 08/18 - 08/22/14	15.00		12893		D	N				POSTAGE	101.41408.0223
	40585	09/10/14	POSTAGE 08/18 - 08/22/14	0.59		12893		D	N				POSTAGE	101.42411.0223

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HAWK PUBLISHING INC			002439											
	40590	09/10/14	BIKING FOR BABIES AD	103.50		1842		D	N				OTHER CHARGES	208.45011.0449
HEGLUND CATERING			002036											
	40591	09/10/14	CVB BOARD LUNCHESES	9.85		7714		D	N				TRAVEL-CONF.-SCH	101.41401.0333
	40591	09/10/14	CVB BOARD LUNCHESES	9.85		7714		D	N				TRAVEL-CONF.-SCH	101.41403.0333
	40591	09/10/14	CVB BOARD LUNCHESES	9.85		7714		D	N				TRAVEL-CONF.-SCH	101.45433.0333
	40591	09/10/14	CVB BOARD LUNCHESES	108.32		7714		D	N				TRAVEL-CONF.-SCH	208.45005.0333
				137.87										
			VENDOR TOTAL	137.87										
													*CHECK TOTAL	
HERITAGE BANK			000001											
	40592	09/10/14	2013 HOSP REV BOND-I	61,137.50		090314		D	N				INTEREST	350.47402.0444
HILLENBRAND/DAVID			002497											
	40593	09/10/14	MILEAGE 8/11-8/25/14	71.85		090314		D	N				TRAVEL-CONF.-SCH	101.41409.0333
HOME DEPOT CREDIT SERVIC			000058											
	40594	09/10/14	SIGN PROJECT	112.35		9011488		D	N				MTCE. OF STRUCTU	101.45433.0225
HOME STATE BANK			003067											
	40595	09/10/14	2013 HOSP REV BOND-I	6,387.50		090214		D	N				INTEREST	350.47402.0444
HORIZON COMMERCIAL POOL			003075											
	40596	09/10/14	POOL CHEMICALS	4,365.55		140804068		D	N				MTCE. OF OTHER I	101.45437.0226
HOUR MEDIA			002697											
	40597	09/10/14	AAA LIVING AD SEP/OCT	760.00		09-14-AAA1112		D	N				OTHER CHARGES	208.45010.0449
HURLEY/STACY			.02167											
	40598	09/10/14	REFUND JERSEY DEPOSIT	30.00		082614		D	N				REFUNDS AND REIM	101.41428.0882
I & M LANDSCAPING NURSER			000343											
	40599	09/10/14	GRASS SEED	150.00		27698		D	N				MTCE. OF OTHER I	101.43425.0226
JAGUSH/JEFFREY			003037											
	40600	09/10/14	MILEAGE 7/22-8/28/14	50.40		090314		D	N				TRAVEL-CONF.-SCH	101.43425.0333
	40600	09/10/14	MILEAGE 7/22-8/28/14	50.40		090314		D	N				TRAVEL-CONF.-SCH	651.48484.0333
				100.80										
			VENDOR TOTAL	100.80										
													*CHECK TOTAL	
KANDIYOHI CO AUDITOR			000376											
	40601	09/10/14	LANDFILL CHARGES	54.02		324297		D	N				CLEANING AND WAS	101.45433.0338
	40601	09/10/14	LANDFILL CHARGES	23.68		325641		D	N				CLEANING AND WAS	101.43425.0338
				77.70										
			VENDOR TOTAL	77.70										
													*CHECK TOTAL	
KANDIYOHI CO RECORDER'S			000382											
	40602	09/10/14	RECORDING FEES	46.00		621090		D	N				PROFESSIONAL SER	101.41401.0446

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KANDIYOHI CO RECORDER'S			000382											
	40602	09/10/14	RECORDING FEES	46.00		621564		D	N				PROFESSIONAL SER	101.41401.0446
	40602	09/10/14	RECORDING FEES	46.00		621565		D	N				PROFESSIONAL SER	101.41401.0446
			VENDOR TOTAL	138.00										
				138.00		*CHECK TOTAL								
KENNEDY & GRAVEN, CHARTE			002520											
	40603	09/10/14	2014 GO IMP BONDS	5,000.00		090414		D	N				PROFESSIONAL SER	314.47100.0446
KETCH-ALL COMPANY			003110											
	40604	09/10/14	KETCH-ALL POLE	108.75		40367		D	N				SMALL TOOLS	101.42411.0221
LAKE REGION BANK			002886											
	40605	09/10/14	2013 HOSP REV NOTE-I	3,650.00		090314		D	N				INTEREST	350.47402.0444
LEAGUE OF MN CITIES			000412											
	40606	09/10/14	2015 MEMBERSHIP DUES	10,297.32		202517		D	N				PREPAID EXPENSES	101.128000
	40606	09/10/14	2014 MEMBERSHIP DUES	5,148.68		202517		D	N				SUBSCRIPTIONS AN	101.41401.0443
	40606	09/10/14	STEVENS-REGIONAL MTGS	40.00		203042		D	N				TRAVEL-CONF.-SCH	101.41400.0333
			VENDOR TOTAL	15,486.00										
				15,486.00		*CHECK TOTAL								
LEAVELL PAINTING			003099											
	40607	09/10/14	WRAC-8 EXT. PAINTING	1,000.00		604667		D	N				MTCE. OF STRUCTU	101.41409.0335
LET'S PLAY INC			002760											
	40608	09/10/14	HOCKEY TOURNAMENT AD	535.00		13073		D	N				OTHER CHARGES	208.45011.0449
LITTLE FALLS MACHINE INC			000928											
	40609	09/10/14	PLOW SPRING RODS/PARTS	991.01		00054521		D	N				MTCE. OF EQUIPME	101.43425.0224
LOFFLER			002593											
	40610	09/10/14	COPIER MTCE CHARGE	39.90		1817404		D	N				MTCE. OF EQUIPME	101.43425.0334
M-R SIGN CO INC			000424											
	40611	09/10/14	STREET SIGNS	1,174.46		182756		D	N				MTCE. OF OTHER I	101.43425.0226
MACQUEEN EQUIPMENT INC			000427											
	40612	09/10/14	#130012-SPROCKET/BRNGS	568.55		2145496		D	N				MTCE. OF EQUIPME	101.43425.0224
	40612	09/10/14	#130012-SPROCKET	27.24		2145515		D	N				MTCE. OF EQUIPME	101.43425.0224
			VENDOR TOTAL	595.79										
				595.79		*CHECK TOTAL								
MADDEN, GALANTER, HANSEN			000429											
	40613	09/10/14	LABOR RELATIONS SERVIC	2,141.13		STMT/8-14		D	N				PROFESSIONAL SER	101.41406.0446
MANHEIM NORTHSTAR MN			.02189											
	40614	09/10/14	REFUND OVER CHG-TOW FEE	30.00		090814		D	N				REFUNDS AND REIM	101.41428.0882

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MARCUS/PAUL			001280											
	40615	09/10/14	MWOA ANNUAL CONFERENCE	599.81		090314		D	N				TRAVEL-CONF.-SCH	651.48484.0333
MENARDS			000449											
	40616	09/10/14	ELECTRICAL PARTS	44.58		56891		D	N				MTCE. OF STRUCTU	101.43425.0225
	40616	09/10/14	ELECTRICAL PARTS	35.94	CR	56954		D	N				MTCE. OF STRUCTU	101.43425.0225
	40616	09/10/14	BLDG MTCE-NAILS	0.98		56958		D	N				MTCE. OF STRUCTU	101.43425.0225
	40616	09/10/14	SLEDGE HAMMER	29.99		57000		D	N				SMALL TOOLS	101.42412.0221
	40616	09/10/14	2-50 QT WHEELED COOLERS	43.98		57000		D	N				SMALL TOOLS	101.42412.0221
	40616	09/10/14	3-DRWR PORTABLE TOOL BOX	34.97		57162		D	N				SMALL TOOLS	101.43425.0221
	40616	09/10/14	UTILITY PLUNGERS/BRUSHES	48.41		57496		D	N				SMALL TOOLS	651.48484.0221
	40616	09/10/14	BOOT WASH STATION	109.72		57496		D	N				MTCE. OF STRUCTU	651.48484.0225
	40616	09/10/14	BOOT WASH STATION	5.85	CR	57545		D	N				MTCE. OF STRUCTU	651.48484.0225
	40616	09/10/14	CONFINED SPACE SIGN HNGR	3.24		57550		D	N				MTCE. OF STRUCTU	651.48484.0225
	40616	09/10/14	PWR TEX TEXTURE SPRAYER	111.35		57558		D	N				SMALL TOOLS	101.45427.0221
	40616	09/10/14	LUMBER-REPL. PLYRS BNCHS	545.20		57661		D	N				MTCE. OF STRUCTU	101.45433.0225
	40616	09/10/14	POOL CHEMICALS	46.90		57666		D	N				MTCE. OF OTHER I	101.45437.0226
				977.53										
			VENDOR TOTAL	977.53										
														*CHECK TOTAL
MIKE'S SMALL ENGINE CENT			002699											
	40617	09/10/14	CHAIN SAW PARTS	4.95		106625		D	N				MTCE. OF EQUIPME	101.43425.0224
	40617	09/10/14	BLADE	26.95		106729		D	N				SMALL TOOLS	101.43425.0221
	40617	09/10/14	STIHL SAW REPAIR-PARTS	19.95		4623877		D	N				MTCE. OF EQUIPME	101.43425.0224
	40617	09/10/14	STIHL SAW REPAIR-LABOR	52.00		4623877		D	N				MTCE. OF EQUIPME	101.43425.0334
				103.85										
			VENDOR TOTAL	103.85										
														*CHECK TOTAL
MILLER SANITATION			002936											
	40618	09/10/14	GARBAGE SERVICE-SEPT	93.90		1298/9-14		D	N				CLEANING AND WAS	101.45433.0338
	40618	09/10/14	GARBAGE SERVICE-SEPT	46.22		1299/9-14		D	N				CLEANING AND WAS	101.45433.0338
	40618	09/10/14	GARBAGE SERVICE-SEPT	52.70		1300/9-14		D	N				CLEANING AND WAS	101.42412.0338
	40618	09/10/14	GARBAGE SERVICE-SEPT	64.74		1301/9-14		D	N				CLEANING AND WAS	101.41408.0338
	40618	09/10/14	GARBAGE SERVICE-SEPT	64.74		1301/9-14		D	N				CLEANING AND WAS	101.45427.0338
	40618	09/10/14	GARBAGE SERVICE-SEPT	251.31		1302/9-14		D	N				CLEANING AND WAS	101.43425.0338
	40618	09/10/14	GARBAGE SERVICE-SEPT	48.05		1302/9-14		D	N				CLEANING AND WAS	101.43425.0338
	40618	09/10/14	GARBAGE SERVICE-SEPT	24.34		1303/9-14		D	N				CLEANING AND WAS	651.48484.0338
	40618	09/10/14	GARBAGE SERVICE-SEPT	48.67		1304/9-14		D	N				CLEANING AND WAS	651.48484.0338
	40618	09/10/14	GARBAGE SERVICE-SEPT	161.04		1304/9-14		D	N				CLEANING AND WAS	651.48484.0338
	40618	09/10/14	GARBAGE SERVICE-SEPT	49.67		1305/9-14		D	N				CLEANING AND WAS	101.45435.0338
	40618	09/10/14	GARBAGE SERVICE-SEPT	58.64		1378/9-14		D	N				CLEANING AND WAS	101.43425.0338
	40618	09/10/14	GARBAGE SERVICE-SEPT	616.55		1379/9-14		D	N				CLEANING AND WAS	101.43425.0338
	40618	09/10/14	GARBAGE SERVICE-SEPT	61.60		1379/9-14		D	N				CLEANING AND WAS	101.43425.0338
	40618	09/10/14	GARBAGE SERVICE-SEPT	251.60		1388/9-14		D	N				CLEANING AND WAS	101.43425.0338
				1,893.77										
			VENDOR TOTAL	1,893.77										
														*CHECK TOTAL
MILLS AUTOMOTIVE GROUP			000432											
	40619	09/10/14	HUB CAPS	160.96		3036351		D	N				MTCE. OF EQUIPME	101.42411.0224

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MILLS AUTOMOTIVE GROUP			000432											
	40619	09/10/14	STRUT	78.25		3044664			D	N			INVENTORIES-MDSE	101.125000
				239.21	*CHECK	TOTAL								
			VENDOR TOTAL	239.21										
MN DEPT OF TRANSPORTATIO			000497											
	40620	09/10/14	MATERIAL SAMPLE TESTS	43.99		P00003357			D	N			OTHER SERVICES	101.43425.0339
	40620	09/10/14	MATERIAL SAMPLE TESTS	73.31		P00003357			D	N			OTHER SERVICES	413.48452.0339
	40620	09/10/14	MATERIAL SAMPLE TESTS	14.66		P00003357			D	N			OTHER SERVICES	413.48454.0339
	40620	09/10/14	MATERIAL SAMPLE TESTS	567.47		P00003357			D	N			OTHER SERVICES	432.48504.0339
				699.43	*CHECK	TOTAL								
			VENDOR TOTAL	699.43										
MN MAYORS ASSN			000502											
	40621	09/10/14	2015 MEMBERSHIP DUES	20.00		090314			D	N			PREPAID EXPENSES	101.128000
	40621	09/10/14	2014 MEMBERSHIP DUES	10.00		090314			D	N			SUBSCRIPTIONS AN	101.41401.0443
				30.00	*CHECK	TOTAL								
			VENDOR TOTAL	30.00										
MN SHERIFFS' ASSOCIATION			003036											
	40622	09/10/14	SEMINAR REGISTRATIONS	280.00		091014			D	N			TRAVEL-CONF.-SCH	101.42411.0333
MUNICIPAL UTILITIES			000541											
	40535	09/04/14	UTILITIES FOR JULY	2,743.99		7/14			D	N			UTILITIES	101.41408.0332
	40535	09/04/14	UTILITIES FOR JULY	577.84		7/14			D	N			UTILITIES	101.41409.0332
	40535	09/04/14	UTILITIES FOR JULY	804.82		7/14			D	N			UTILITIES	101.42412.0332
	40535	09/04/14	UTILITIES FOR JULY	6,017.75		7/14			D	N			UTILITIES	101.43425.0332
	40535	09/04/14	REPAIR PATH LIGHTS	4,189.40		7/14			D	N			MTCE. OF OTHER I	101.43425.0336
	40535	09/04/14	REPAIR PATH LIGHTS	1,999.79		7/14			D	N			MTCE. OF OTHER I	101.43425.0336
	40535	09/04/14	UTILITIES FOR JULY	1,251.23		7/14			D	N			UTILITIES	101.45427.0332
	40535	09/04/14	UTILITIES FOR JULY	4,043.93		7/14			D	N			UTILITIES	101.45433.0332
	40535	09/04/14	UTILITIES FOR JULY	1,194.50		7/14			D	N			UTILITIES	101.45435.0332
	40535	09/04/14	UTILITIES FOR JULY	2,881.65		7/14			D	N			UTILITIES	101.45437.0332
	40535	09/04/14	UTILITIES FOR JULY	2,916.82		7/14			D	N			UTILITIES	230.43430.0332
	40535	09/04/14	UTILITIES FOR JULY	51,875.11		7/14			D	N			UTILITIES	651.48484.0332
	40535	09/04/14	ADMIN FEE	1,500.00		7/14			D	N			PROFESSIONAL SER	651.48484.0446
	40535	09/04/14	UTILITIES FOR JULY	4,284.10		7/14			D	N			UTILITIES	651.48485.0332
				86,280.93	*CHECK	TOTAL								
	40623	09/10/14	UTILITIES FOR AUGUST	2,827.64		8/14			D	N			UTILITIES	101.41408.0332
	40623	09/10/14	UTILITIES FOR AUGUST	647.89		8/14			D	N			UTILITIES	101.41409.0332
	40623	09/10/14	UTILITIES FOR AUGUST	880.20		8/14			D	N			UTILITIES	101.42412.0332
	40623	09/10/14	UTILITIES FOR AUGUST	8,343.51		8/14			D	N			UTILITIES	101.43425.0332
	40623	09/10/14	REPAIR PATH LIGHTS	4,511.56		8/14			D	N			MTCE. OF OTHER I	101.43425.0336
	40623	09/10/14	UTILITIES FOR AUGUST	1,574.15		8/14			D	N			UTILITIES	101.45427.0332
	40623	09/10/14	UTILITIES FOR AUGUST	5,714.12		8/14			D	N			UTILITIES	101.45433.0332
	40623	09/10/14	UTILITIES FOR AUGUST	1,247.41		8/14			D	N			UTILITIES	101.45435.0332
	40623	09/10/14	UTILITIES FOR AUGUST	3,154.44		8/14			D	N			UTILITIES	101.45437.0332

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MUNICIPAL UTILITIES			000541							
	40623	09/10/14	UTILITIES FOR AUGUST	2,625.51		8/14		D N	UTILITIES	230.43430.0332
	40623	09/10/14	UTILITIES FOR AUGUST	46,630.37		8/14		D N	UTILITIES	651.48484.0332
	40623	09/10/14	ADMIN FEE	1,500.00		8/14		D N	PROFESSIONAL SER	651.48484.0446
	40623	09/10/14	UTILITIES FOR AUGUST	3,787.94		8/14		D N	UTILITIES	651.48485.0332
				83,444.74						
			VENDOR TOTAL	169,725.67		*CHECK TOTAL				
MVTL LABORATORIES INC			000544							
	40624	09/10/14	WASTEWATER TESTING	445.00		717901		D N	PROFESSIONAL SER	651.48484.0446
	40624	09/10/14	WASTEWATER TESTING	45.00		717911		D N	PROFESSIONAL SER	651.48484.0446
	40624	09/10/14	PRIORITY POLLUTANT TST	1,038.00		718070		D N	PROFESSIONAL SER	651.48484.0446
	40624	09/10/14	WASTEWATER TESTING	45.00		718595		D N	PROFESSIONAL SER	651.48484.0446
				1,573.00						
			VENDOR TOTAL	1,573.00		*CHECK TOTAL				
NATIONWIDE GLASS OF WILL			000564							
	40625	09/10/14	CLIPS FOR WINDOWS	8.55		27778		D N	MTCE. OF STRUCTU	101.45435.0225
NCL OF WISCONSIN INC			001627							
	40626	09/10/14	LAB SUPPLIES	107.01		343753		D N	GENERAL SUPPLIES	651.48484.0229
NELSON INTERNATIONAL			000568							
	40627	09/10/14	#118382-REPAIR LOW PWR	15.75		314851		D N	MTCE. OF EQUIPME	101.43425.0224
	40627	09/10/14	#118382-REPAIR LOW PWR	48.00		314851		D N	MTCE. OF EQUIPME	101.43425.0334
	40627	09/10/14	TIRE CASING CREDIT	420.00CR		40626		D N	MTCE. OF EQUIPME	651.48486.0224
	40627	09/10/14	FILTERS	127.83		620720		D N	INVENTORIES-MDSE	101.125000
	40627	09/10/14	EXHAUST GASKET	20.79		620902		D N	INVENTORIES-MDSE	101.125000
	40627	09/10/14	#132486-MIRROR ARM KIT	31.96		621798		D N	MTCE. OF EQUIPME	101.43425.0224
	40627	09/10/14	#052445-SPRING SETS/BO	1,167.68		621815		D N	MTCE. OF EQUIPME	101.43425.0224
	40627	09/10/14	OIL FILTERS	85.22		621912		D N	INVENTORIES-MDSE	101.125000
	40627	09/10/14	#052445-WASHERS/NUTS	11.44		622181		D N	MTCE. OF EQUIPME	101.43425.0224
	40627	09/10/14	#088960-BATTERIES	153.90		622721		D N	MTCE. OF EQUIPME	101.43425.0224
				1,242.57						
			VENDOR TOTAL	1,242.57		*CHECK TOTAL				
NORTH AMERICAN STATE BAN			003068							
	40628	09/10/14	2013 HOSP REV BOND-I	9,125.00		090314		D N	INTEREST	350.47402.0444
NORTHERN FACTORY SALES			000583							
	40629	09/10/14	AUXILARY HEATER	258.47		1503734-00		D N	INVENTORIES-MDSE	101.125000
NORTHERN STATES SUPPLY			000585							
	40630	09/10/14	BOLTS	37.43		10-518644		D N	MTCE. OF EQUIPME	101.43425.0224
	40630	09/10/14	CABLE TIES	6.19		10-518644		D N	GENERAL SUPPLIES	101.43425.0229
	40630	09/10/14	RATCHET STRAP	33.80		10-518765		D N	SMALL TOOLS	101.45433.0221
	40630	09/10/14	MARKING PAINT	55.20		10-518790		D N	GENERAL SUPPLIES	101.43417.0229
	40630	09/10/14	HAMMER	10.18		10-519006		D N	SMALL TOOLS	101.43425.0221

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NORTHERN STATES SUPPLY 000585														
	40630	09/10/14	DRILL	199.99		10-519104		D	N				SMALL TOOLS	101.43425.0221
	40630	09/10/14	MARKING PAINT	55.20		10-519358		D	N				GENERAL SUPPLIES	101.43417.0229
	40630	09/10/14	MARKING PAINT	20.53		10-519446		D	N				GENERAL SUPPLIES	101.43425.0229
	40630	09/10/14	HOLE SAWS	59.08		10-519591		D	N				SMALL TOOLS	101.43425.0221
	40630	09/10/14	BOLTS FOR SIGNS	40.18		10-519703		D	N				MTCE. OF OTHER I	101.43425.0226
	40630	09/10/14	SAFETY GLASSES	28.20		10-519979		D	N				SUBSISTENCE OF P	101.43425.0227
	40630	09/10/14	MARKING PAINT	55.20		10-520016		D	N				GENERAL SUPPLIES	101.43417.0229
	40630	09/10/14	SMALL TOOLS	3.16		10-520034		D	N				SMALL TOOLS	101.43425.0221
	40630	09/10/14	GRINDER WHEELS	14.70		10-520036		D	N				SMALL TOOLS	101.43425.0221
	40630	09/10/14	BOLTS FOR SIGNS	16.20		10-520183		D	N				MTCE. OF OTHER I	101.43425.0226
	40630	09/10/14	BOLTS FOR ELGIN SWEEPER	10.09		10-520230		D	N				MTCE. OF EQUIPME	101.43425.0224
	40630	09/10/14	DUST COLLECTOR FLTR BAGS	33.83		10-520259		D	N				GENERAL SUPPLIES	101.45435.0229
	40630	09/10/14	DRILL	139.99		10-520347		D	N				SMALL TOOLS	101.43425.0221
	40630	09/10/14	NUTS/BOLTS/WASHERS	64.22		10-520354		D	N				MTCE. OF EQUIPME	101.43425.0224
	40630	09/10/14	SCREWDRIVER	11.75		10-520450		D	N				SMALL TOOLS	101.43425.0221
	40630	09/10/14	EAR MUFF	39.90		10-520487		D	N				SUBSISTENCE OF P	101.43425.0227
	40630	09/10/14	SMALL TOOLS	11.60		246174		D	N				SMALL TOOLS	101.43425.0221
			VENDOR TOTAL	946.62										
				946.62									*CHECK TOTAL	
PAPER & THREADS LLC 002895														
	40631	09/10/14	ELASTIC BANDS FOR BADGES	62.06		091014		D	N				SUBSISTENCE OF P	101.42411.0227
PAPER PLACE/THE 000597														
	40632	09/10/14	CONCESSION SUPPLIES	9.50		16518		D	M	07			GENERAL SUPPLIES	101.45437.0229
	40632	09/10/14	CONCESSION SUPPLIES	12.00		16519		D	M	07			GENERAL SUPPLIES	101.45437.0229
	40632	09/10/14	TABLE COVERS	39.00		16528		D	M	07			GENERAL SUPPLIES	101.45435.0229
			VENDOR TOTAL	60.50										
				60.50									*CHECK TOTAL	
PERKINS LUMBER CO INC 000604														
	40633	09/10/14	DRILL BITS	3.98		417704		D	N				SMALL TOOLS	101.43425.0221
	40633	09/10/14	FRISBEE GOLF MATERIALS	188.26		417704		D	N				MTCE. OF EQUIPME	101.43425.0224
	40633	09/10/14	CONCRETE MIX	4.29		418081		D	N				MTCE. OF OTHER I	101.43425.0226
	40633	09/10/14	WOOD-IND. PARK SIGN	393.84		418191		D	N				MTCE. OF OTHER I	101.43425.0226
	40633	09/10/14	CONCRETE MIX	9.98		418238		D	N				MTCE. OF OTHER I	101.43425.0226
	40633	09/10/14	CAULKING	9.87		418758		D	N				MTCE. OF EQUIPME	101.43425.0224
	40633	09/10/14	NAILS	11.96		419038		D	N				GENERAL SUPPLIES	101.43425.0229
	40633	09/10/14	WOOD-IND. PARK SIGN	20.88		419095		D	N				MTCE. OF OTHER I	101.43425.0226
	40633	09/10/14	RESTROOM REPAIR-PARTS	211.88		419907		D	N				MTCE. OF STRUCTU	101.43425.0225
	40633	09/10/14	RESTROOM REPAIR-PARTS	354.53		420060		D	N				MTCE. OF STRUCTU	101.43425.0225
	40633	09/10/14	RESTROOM REPAIR-PARTS	74.16		420128		D	N				MTCE. OF STRUCTU	101.43425.0225
			VENDOR TOTAL	1,283.63										
				1,283.63									*CHECK TOTAL	
PEST PRO II 001968														
	40634	09/10/14	PEST CONTROL SERVICES	36.00		15519		D	N				PROFESSIONAL SER	101.45435.0446

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PETE'S COMMUNICATIONS 000610														
	40635	09/10/14	PAGER BATTERIES	7.00		0053463		D	N				MTCE. OF EQUIPME	101.42412.0224
	40635	09/10/14	FREIGHT CHARGES	12.00		0053475		D	N				POSTAGE	101.42412.0223
	40635	09/10/14	PAGER BATTERIES	36.72		0053476		D	N				MTCE. OF EQUIPME	101.42412.0224
				55.72										
			VENDOR TOTAL	55.72										
*CHECK TOTAL														
PIONEERLAND LIBRARY SYST 000614														
	40636	09/10/14	3RD QTR OPERATIONAL B	97,122.00		082914		D	N				OTHER CHARGES	101.45426.0449
PLUMBING & HEATING OF WI 000618														
	40637	09/10/14	SKTG RINK TANK PARTS	161.99		17952		D	N				MTCE. OF EQUIPME	101.43425.0224
	40637	09/10/14	BSMT PIPE REPAIR-PARTS	25.43		18041		D	N				MTCE. OF STRUCTU	101.41408.0225
	40637	09/10/14	BSMT PIPE REPAIR-PARTS	85.00		18041		D	N				MTCE. OF STRUCTU	101.41408.0335
	40637	09/10/14	OPEN PLUGGED ROOF VENT	127.50		18097		D	N				MTCE. OF STRUCTU	101.41408.0335
				399.92										
			VENDOR TOTAL	399.92										
*CHECK TOTAL														
PRINT MASTERS 000624														
	40638	09/10/14	BROCHURES/BOOKLETS	967.00		77882		D	N				ADVERTISING	101.45435.0447
	40638	09/10/14	BUSINESS CARDS	87.00		77905		D	N				OFFICE SUPPLIES	101.45433.0220
	40638	09/10/14	1,000 REGULAR ENVELOPES	104.74		77950		D	N				OFFICE SUPPLIES	101.42411.0220
				1,158.74										
			VENDOR TOTAL	1,158.74										
*CHECK TOTAL														
QUAM CONSTRUCTION CO INC 000634														
	40639	09/10/14	REMOVE APPROACH-BUS 71	4,250.00		1645		D	N				MTCE. OF OTHER I	101.43425.0336
	40639	09/10/14	STORAGE TANK RAILS	765.60		1661		D	N				MTCE. OF STRUCTU	651.48486.0225
	40639	09/10/14	STORAGE TANK RAILS	935.00		1661		D	N				MTCE. OF STRUCTU	651.48486.0335
				5,950.60										
			VENDOR TOTAL	5,950.60										
*CHECK TOTAL														
R & R SPECIALTIES INC 000636														
	40640	09/10/14	ZAMBONI PARTS	1,311.00		0055268		D	N				MTCE. OF EQUIPME	101.45433.0224
	40640	09/10/14	ICE PAINT	1,792.00		0055268		D	N				GENERAL SUPPLIES	101.45433.0229
				3,103.00										
			VENDOR TOTAL	3,103.00										
*CHECK TOTAL														
RAMBOW INC 000639														
	40641	09/10/14	BIKING EVENT T-SHIRTS	299.00		514831		D	N				OTHER CHARGES	208.45011.0449
RDO EQUIPMENT CO 003109														
	40642	09/10/14	2014 JD 772G MOTORGR	223,551.00		E01939		D	N				MACHINERY AND AU	450.43425.0553
	40642	09/10/14	FALLS ONE-WAY PLOW	10,097.00		E01939		D	N				MACHINERY AND AU	450.43425.0553
	40642	09/10/14	FALLS WING PLOW	13,502.00		E01939		D	N				MACHINERY AND AU	450.43425.0553
				247,150.00										
			VENDOR TOTAL	247,150.00										
*CHECK TOTAL														

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
SRF CONSULTING GROUP INC 003049	40652	09/10/14	PARK & REC MASTER PLAN	4,159.47		08539.00-1		D	N				PROFESSIONAL SER	101.45432.0446
STERLING WATER-MINNESOTA 000188	40653	09/10/14	SOFTENER RENTAL	31.75		112508-9/8-14		D	N				RENTS	101.45435.0440
STREICHER'S 000722	40654	09/10/14	AMMUNITION	2,775.48		I1109118		D	N				GENERAL SUPPLIES	101.42411.0229
SURPLUS WAREHOUSE INC 000728	40655	09/10/14	SHOP TRUCK TOOLS	80.45		090414		D	N				SMALL TOOLS	651.48484.0221
TIRES PLUS 000747	40656	09/10/14	REMOVE/INST. TIRES-PARTS	4.00		254768		D	N				MTCE. OF EQUIPME	101.42411.0224
	40656	09/10/14	REMOVE/INST. TIRES-PARTS	45.00		254768		D	N				MTCE. OF EQUIPME	101.42411.0334
	40656	09/10/14	TIRE ROTATION/ALIGNMENT	45.00		254778		D	N				MTCE. OF EQUIPME	101.42411.0334
	40656	09/10/14	REMOVE/INST. TIRES-PARTS	4.00		255196		D	N				MTCE. OF EQUIPME	101.42411.0224
	40656	09/10/14	REMOVE/INST. TIRES-LABOR	54.00		255196		D	N				MTCE. OF EQUIPME	101.42411.0334
	40656	09/10/14	TIRE REPAIR-LABOR	8.00		255630		D	N				MTCE. OF EQUIPME	101.42411.0334
			VENDOR TOTAL	160.00										
				160.00		*CHECK TOTAL								
TOWMASTER 002674	40657	09/10/14	#98TCCW-TRAILER COUPLER	193.67		361837		D	N				MTCE. OF EQUIPME	101.43425.0224
	40657	09/10/14	SNOW PLOW/WING PLOW/S	82,528.00		361853		D	N				MACHINERY AND AU	450.43425.0553
	40657	09/10/14	SNOW PLOW/WING PLOW/S	82,528.00		361854		D	N				MACHINERY AND AU	450.43425.0553
			VENDOR TOTAL	165,249.67										
				165,249.67		*CHECK TOTAL								
TRAVEL GUIDES FREE 002717	40658	09/10/14	TRAVEL GUIDE AD	400.00		19557		D	N				OTHER CHARGES	208.45010.0449
TWEDT/DORI .01897	40659	09/10/14	REFUND JERSEY DEPOSIT	30.00		082614		D	N				REFUNDS AND REIM	101.41428.0882
UNITED WAY - VISION 2040 .02190	40660	09/10/14	SEMINAR REGISTRATIONS	20.00		58223		D	N				TRAVEL-CONF.-SCH	101.41400.0333
	40660	09/10/14	SEMINAR REGISTRATIONS	20.00		58223		D	N				TRAVEL-CONF.-SCH	101.41402.0333
	40660	09/10/14	SEMINAR REGISTRATIONS	30.00		58223		D	N				TRAVEL-CONF.-SCH	101.41405.0333
	40660	09/10/14	SEMINAR REGISTRATIONS	10.00		58223		D	N				TRAVEL-CONF.-SCH	101.41409.0333
	40660	09/10/14	SEMINAR REGISTRATIONS	10.00		58223		D	N				TRAVEL-CONF.-SCH	101.43425.0333
			VENDOR TOTAL	90.00										
				90.00		*CHECK TOTAL								
VENENGA/JAMES A 002324	40661	09/10/14	SRO TRAINING	108.52		586		D	N				TRAVEL-CONF.-SCH	101.42411.0333
VFW 002416	40662	09/10/14	STATE FALL CONF. AD	435.00		090914		D	N				OTHER CHARGES	208.45008.0449

Vendor Payments History Report
INCLUDES ONLY POSTED TRANS

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
VIKING COCA-COLA BOTTLIN			000777											
	40663	09/10/14	CONCESSION SUPPLIES	90.75		199647		D	N				GENERAL SUPPLIES	101.45437.0229
	40663	09/10/14	CONCESSION SUPPLIES	45.00		199969		D	N				GENERAL SUPPLIES	101.45437.0229
	40663	09/10/14	CONCESSION SUPPLIES	245.00		200001		D	N				GENERAL SUPPLIES	101.45437.0229
	40663	09/10/14	CONCESSION SUPPLIES	141.00		201243		D	N				GENERAL SUPPLIES	101.45437.0229
	40663	09/10/14	CONCESSION SUPPLIES	50.25CR		201922		D	N				GENERAL SUPPLIES	101.45437.0229
			VENDOR TOTAL	471.50										
				471.50		*CHECK TOTAL								
VREEMAN CONSTRUCTION CO			000784											
	40664	09/10/14	12TH ST SE IMPROVEMEN	93,961.17		1404/EST. 1		D	N				MTCE. OF OTHER I	414.48454.0336
WAL-MART			.02188											
	40665	09/10/14	SIGN DEPOSIT REF 2014-20	100.00		2014-20		D	N				DEPOSITS-SIGN PE	101.230001
WEST CENTRAL INDUSTRIES			000801											
	40666	09/10/14	LATH BUNDLES	133.40		00043333		D	N				GENERAL SUPPLIES	101.43417.0229
	40666	09/10/14	LAWN MAINTENANCE	172.00		00043364		D	N				MTCE. OF OTHER I	101.45437.0336
	40666	09/10/14	STADIUM-CLNG SERVICES	877.50		00043422		D	N				CLEANING AND WAS	101.43425.0338
			VENDOR TOTAL	1,182.90										
				1,182.90		*CHECK TOTAL								
WEST CENTRAL TRIBUNE			000807											
	40667	09/10/14	HEARING-COND. USE PERMIT	72.00		CL03064424		D	N				PRINTING AND PUB	101.41402.0331
	40667	09/10/14	HEARING-APPEAL FOR VAR.	75.00		CL03064444		D	N				PRINTING AND PUB	101.41402.0331
	40667	09/10/14	RESCHEDULED MTG NOTICE	21.00		CL03064577		D	N				PRINTING AND PUB	101.41401.0331
	40667	09/10/14	ANNUAL SUBSCRIPTION	134.22		177838472/9-14		D	N				PREPAID EXPENSES	101.128000
	40667	09/10/14	ANNUAL SUBSCRIPTION	44.76		177838472/9-14		D	N				SUBSCRIPTIONS AN	101.43425.0443
	40667	09/10/14	BIKING FOR BABIES AD	189.00		35008/8-14		D	N				OTHER CHARGES	208.45011.0449
			VENDOR TOTAL	535.98										
				535.98		*CHECK TOTAL								
WILLMAR CHAMBER OF COMME			000812											
	40668	09/10/14	DIRECTOR SALARY	7,275.16		STMT/8-14		D	N				SALARIES-REG. EM	208.45005.0110
	40668	09/10/14	ASSISTANT SALARY	2,100.00		STMT/8-14		D	N				SALARIES-REG. EM	208.45005.0110
	40668	09/10/14	FICA & INSURANCE	1,270.59		STMT/8-14		D	N				EMPLOYER PENSION	208.45005.0113
	40668	09/10/14	IRA CONTRIBUTION	281.26		STMT/8-14		D	N				EMPLOYER PENSION	208.45005.0113
	40668	09/10/14	PHOTO COPIES-AUGUST	44.04		STMT/8-14		D	N				OFFICE SUPPLIES	208.45005.0220
	40668	09/10/14	PAYROLL/FLEX FEE	61.55		STMT/8-14		D	N				OTHER SERVICES	208.45005.0339
	40668	09/10/14	OFFICE RENT-AUGUST	626.61		STMT/8-14		D	N				RENTS	208.45005.0440
			VENDOR TOTAL	11,659.21										
				11,659.21		*CHECK TOTAL								
WILLMAR DOWNTOWN DEVELOP			002348											
	40669	09/10/14	EXPENSE REIMBURSEMENT	2,210.04		082214		D	N				DOWNTOWN ITEMS	101.41428.0820
WILLMAR ELECTRIC SERVICE			000816											
	40670	09/10/14	ALARM MONITORING FEE	204.00		26037		D	N				PREPAID EXPENSES	230.128000

ACS FINANCIAL SYSTEM
09/11/2014 07:52:13

Vendor Payments History Report
INCLUDES ONLY POSTED TRANS

CITY OF WILLMAR
GL540R-V07.24 PAGE 19

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
REPORT TOTALS:				1,806,381.14										

RECORDS PRINTED - 000438

ACS FINANCIAL SYSTEM
09/11/2014 07:52:14

Vendor Payments History Report

CITY OF WILLMAR
GL060S-V07.24 RECAPPAGE
GL540R

FUND RECAP:

FUND	DESCRIPTION	DISBURSEMENTS
101	GENERAL FUND	264,922.32
208	CONVENTION & VISITORS BUREAU	17,532.43
230	WILLMAR MUNICIPAL AIRPORT	6,510.00
314	D.S. - 2014 BOND	5,000.00
350	RICE HOSPITAL DEBT SERVICE	83,037.50
413	S.A.B.F. - #2013	87.97
414	S.A.B.F. - #2014	113,675.67
432	C.P. - WASTE TREATMENT	659,301.73
450	CAPITAL IMPROVEMENT FUND	535,218.90
651	WASTE TREATMENT	120,908.03
741	OFFICE SERVICES	186.59
TOTAL ALL FUNDS		1,806,381.14

BANK RECAP:

BANK	NAME	DISBURSEMENTS
HERT	HERITAGE BANK	1,806,381.14
TOTAL ALL BANKS		1,806,381.14

MINUTES

WILLMAR POLICE COMMISSION

Tuesday, May 20, 2014

A meeting of the Willmar Police Civil Service Commission was held on Tuesday, May 20, 2014. Members present were: President Dennis Anfinson, Vice President Cassie Akerson, and Secretary Kathy Schwantes. City Administrator Charlene Stevens, Police Chief David Wyffels and Administrative Assistant Sue Edwards were also present.

The meeting was called to order by President Anfinson at 3:50 p.m.

A motion was made by Commissioner Akerson, seconded by Commissioner Schwantes, to approve the April 17, 2014 minutes as submitted. **Motion carried.**

City Administrator Stevens updated the Commission on the Police Chief hiring. After receiving the results of the in-basket and psychological testing, two of the three candidates will be contacted for interviews in the next couple of weeks. She explained that the process is taking longer than she had anticipated. She also informed the Commission that Captain Felt has agreed to act as interim Chief, following the retirement of Chief David Wyffels.

City Administrator Stevens asked the Commission to consider staying consistent with the language from the Settlement and Release Agreement between the City of Willmar, Law Enforcement Labor Services, Inc., and Marilee Dorn, amending the City of Willmar Police Civil Service Commission Findings of Fact, Conclusions and Order, dated December 19, 2013, Order, paragraph 1, to read as follows:

1. IT IS HEREBY FOUND that Marilee Dorn is separated from employment with the City of Willmar, effective the date of this Order.

Commissioner Schwantes made a motion, seconded by Commissioner Akerson, to amend the order as stated. **Motion carried.**

Chief Wyffels presented the Commission with the background investigations completed on the top four candidates on the police officer eligibility register. He explained that we would be hiring two candidates at this time. After reviewing the backgrounds, Commissioner Akerson made a motion, seconded by Commissioner Schwantes, to certify the names of Jeffrey Liebl, Marco Vazquez, Nicholas Walther and Kurtis Syvertsen to the appointing authority, with the recommendation to offer the police officer positions to Jeffrey Liebl and Marco Vazquez, upon successful completion of psychological and physical testing. **Motion carried.**

Chief Wyffels provided the Commission with the final results of the sergeant's promotional testing process. He explained that interviews were conducted on all seven candidates, with the top candidate being Officer Craig Lange. After discussion, Commissioner Schwantes made a motion, seconded by Commissioner Anfinson, to establish the eligibility register by

certifying the names as presented, and to recommend Officer Lange for the position of Sergeant to the appointing authority, contingent upon passing a physical examination.

Motion carried.

Miscellaneous

Commissioner Akerson complimented the Detective Division for their work on the completed backgrounds; Chief Wyffels will pass along the message.

Reminder there will be a retirement open house celebration for Chief Wyffels and Sgt. Asmus on May 30th.

There being no further business, a motion to adjourn was made by Commissioner Schwantes, seconded by Commissioner Akerson. Meeting was adjourned at 4:31 p.m.

Secretary Kathy Schwantes
by Sue Edwards

WILLMAR COMMUNITY & ACTIVITY CENTER COUNCIL

SPECIAL MEETING

Tuesday September 2, 2014

Members Present: John Lambing, Claudia Cederstrom, Earl Knutson, Carol Laumer, Tim Johnson, Steve Brisendine and LeAnne Freeman

Members Absent: Jim Collier and Diane Shuck

Guests: Tammy Rudningen and Jenna Tollefson

The meeting was called to order at 11:04am by Chairperson Earl Knutson

1. **LeAnne's Retirement Discussion:** Steve Brisendine explained that Tammy Rudningen would be taking over the programming aspect at the center and Rob Baumgarn/Becky Sorenson would be taking over the rentals at the center. An aquatic/special events job description was posted on Friday, Aug 29, this would be a full-time school employee. The day to day operation of the WCAC will be supervised by Rob, Becky and Tammy out of the Community Education and Recreation Office at Jefferson Learning Center and the WCAC would be manned by one to two part-time employees.

The WCAC Council had a lengthy discussion; they were concerned by the lack of importance by having only part-time employees to oversee the Center, there should be a City employee to oversee the Center and to be on site. There was a discussion about the role of the Joint Powers Board and how it related to the WCAC and the WCAC council.

2. **Maintenance Update:** LeAnne Freeman reported on maintenance issues that are taking place at the center. All entrance doors and carport entrance needs to be replaced. Roof – water leakage of roof over Selvig room, sagging roof east side of building, siding of building – rusting and missing rivets, holes in siding, poor insulation, lack of heat/air conditioning on the east and west side of building, sidewalks – flashing below grade on building, water leaking into the building in spots.
3. **2015 Budget:** The 2015 budget is staying consistent with the 2014 budget, all capital projects are on hold for now and for 2015. Steve had requested an increase in part-time budget due to LeAnne's retirement and the need for part-time staff to oversee the Center. As of August the Center has 30% left in the budget.
4. **Miscellaneous:**
 - a. Next Meeting: Tuesday Oct 14 at 8:30am
 - b. Woodshop
 - c. OASIS Catch Healthy Habits
 - d. Two new brochures for the WCAC

As there was no further business, the meeting adjourned at 11:40am.

Respectfully Submitted,

LeAnne Freeman

LeAnne Freeman, Recreation Supervisor/Center Coordinator

City of Willmar, Minnesota

Building Inspection Report

From 07/01/2014 To 07/31/2014

No.	Date	Owner and Address	Legal Description	Use	Permit For	Value	Total Fee
22011	7/18/2014	SUSANA VELA REGENCY MOBILE HOME PARK 1400 LAKELAND Drive NE Lot #82	95-980-6220 L 82; B WILLMAR REGENCY EAST M	Mobile Home In/Out Demolition	DEMO - #14096, '73 MARSHFIELD 14X70 CREAM/BROWN	\$0.00	\$25.00
22016	7/18/2014	GINA TREVINO REGENCY MOBILE HOME PARK 401 30TH Street NW LOT A-8	95-980-0080 L A-8; B WILLMAR REGENCY WEST M	Mobile Home In/Out Demolition	DEMO - #472616, '72 DICKMAN 14X70, BLUE/WHITE	\$0.00	\$25.00
22017	7/18/2014	NOEMI NIEVES REGENCY MOBILE HOME PARK 401 30TH Street NW LOT C-2	95-980-0540 L C-2; B WILLMAR REGENCY WEST M	Mobile Home In/Out Demolition	DEMO - #50671, '69 LIBERTY, 12X50 BLUE/WHITE	\$0.00	\$25.00
22058	7/18/2014	MIGUEL NIEVES WILLMAR REGENCY 401 30TH Street NW LOT A-1	95-980-0110 L A-11; B WILLMAR REGENCY WEST M	Mobile Home In/Out Demolition	DEMO - 22GDS3474 '74 GENERAL 12X52 BLUE/WHITE	\$0.00	\$25.00
22130	7/15/2014	ALBERTO GASCA 324 5TH Street SW	95-003-4860 L PT OF 5; B 42 ORIGINAL CITY	Commercial Add/Alter Commercial/Alteration	STUCCO EXISTING BUILDING	\$1,800.00	\$94.54
22157	7/10/2014	WILLMAR FABRICATION 2209 TROTT Avenue SW	95-870-0090 L 8; B 1 WILLMAR INDUSTRIAL PARK	Commercial Add/Alter Reroofing	REPLACE PORTION OF STEEL ROOF	\$2,000.00	\$103.71

No.	Date	Owner and Address	Legal Description	Use	Permit For	Value	Total Fee
22195	7/18/2014	ABIGAL REYES WILLMAR REGENCY 401 30TH Street NW B-12	95-980-0490 L B-12; B WILLMAR REGENCY WEST M	Mobile Home In/Out Demolition	DEMO - #9732 '69 MARSHFIELD 12X70 PEACH/BLACK	\$0.00	\$25.00
22209	7/15/2014	MIKE BERGE FIRESIDE HEARTH & HOME 1001 HIGHWAY 12 E	95-914-1955 L ; B S 14; T 119n; R 35w	Commercial Add/Alter Accessory Building	COMMERCIAL REROOF PARTIAL	\$20,000.00	\$297.25
22247	7/18/2014	REGENCY MOBILE HOME PARK 1400 LAKELAND Drive NE 125	95-980-6650 L 125; B WILLMAR REGENCY EAST M	Mobile Home In/Out Demolition	DEMO - #S2488P '75 ROSEWOOD 14X70 WHITE/BROWN	\$0.00	\$25.00
22273	7/10/2014	AMBASSADORS for CHRIST 1101 GRACE Avenue SW	95-850-0040 L 4; B 1 WEST ORCHARD ADDITION	Residential Add/Alter Install Egress Window	INSTALL EGRESS WINDOW	\$50.00	\$29.43
22277	7/21/2014	JASON PETERSON 800 23RD Street SE	95-668-3020 L 2; B 1 PHEASANT RUN, 3 ADDN	Residential Add/Alter Residential/Alteration	INTERIOR DRAINTILE	\$8,392.00	\$153.95
22309	7/2/2014	TOWNE OAK PROPERTIES 1609 5TH Street SW	95-700-0140 L PTS. OF 3 - 5; B 2 SCANDIA TERRACE ADDITIO	Commercial Add/Alter Reroofing	REROOF & RESIDE REPAIRS TO ENTRY	\$3,000.00	\$124.84
22311	7/2/2014	TOWNE OAK PROPERTIES 1701 5TH Street SW	95-700-0160 L PTS. OF 5 - 7; B 2 SCANDIA TERRACE ADDITIO	Commercial Add/Alter Reroofing	REROOF & RESIDE REPAIRS TO ENTRY	\$3,000.00	\$123.34

No.	Date	Owner and Address	Legal Description	Use	Permit For	Value	Total Fee
22320	7/2/2014	STEVE GARDNER 2645 19TH Avenue SW	95-921-5880 L ; B S 21; T 119N; R 35W	Residential Add/Alter Deck	CONSTRUCT 12' X 23' DECK W/STAIRS	\$15,000.00	\$322.15
22328	7/2/2014	RELCO LLC. 2331 3RD Avenue SW	95-872-0140 L 4; B 1 WILLMAR IND PARK 2ND ADD	Commercial New Commercial	CONSTRUCT 13465 SF OFFICE BLDG.	\$2,300,000.00	\$15,318.96
22329	7/16/2014	GAYLE KALLEVIG 3109 EAGLE RIDGE Drive E	95-148-0270 L 27; B 1 EAGLES LANDING	Residential Add/Alter Accessory Building	RESIDENTIAL REROOF	\$9,500.00	\$34.75
22330	7/2/2014	ERIC HAUGEN 2307 RICHLAND Drive SW	95-696-0280 L 8; B 3 RICHLAND ACRES	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$4,875.00	\$32.44
22331	7/2/2014	HOLTHUSEN-DOHMANN PROP PARK RIDGE 2100 19TH Avenue SW	95-619-0010 L 1; B 1 PARK RIDGE ADDITION	Commercial Add/Alter Commercial/Alteration	COMMERCIAL REROOF	\$9,750.00	\$167.13
22334	7/2/2014	ALDI, INC. 495 19TH Avenue SE	95-231-0200 L 1; B 1 GESCH ACRES 2ND ADDN	Commercial New Commercial	CONSTRUCT 17651 SF GROCERY STORE	\$1,389,486.72	\$10,734.57
22337	7/15/2014	BYRON DAMHOFF 3520 EAGLE RIDGE Drive W	95-148-0070 L 7; B 1 EAGLES LANDING	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$12,000.00	\$36.00

No.	Date	Owner and Address	Legal Description	Use	Permit For	Value	Total Fee
22338	7/2/2014	BRIAN & JUDY GISLASON 309 TROTT Avenue SE	95-740-0390 L PT OF 8-10; B 3 SPICER'S ADDITION	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$7,000.00	\$33.50
22340	7/15/2014	CITY OF WILLMAR 801 INDUSTRIAL Drive SW	95-872-1140 L PT OF 5; B 2 WILLMAR IND. PARK 3RD AD	Commercial Add/Alter Commercial/Alteration	COMMERCIAL REROOF	\$20,000.00	\$297.25
22341	7/2/2014	RUSSELL & SUSAN QUIST 1451 HANSEN Drive SW	95-863-0530 L 3; B 3 WEST PARK 4TH ADDITION	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$900.00	\$30.45
22342	7/2/2014	NICHOLAS LANDBERG 1204 9TH Street SW	95-922-7260 L ; B S 22; T 119; R 35	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$3,500.00	\$31.75
22347	7/2/2014	RELCO, LLC 2331 3RD Avenue SW	95-872-0140 L 4; B 1 WILLMAR INDUSTRIAL PARK	Move/Raze Removal/Building	REMOVE MFG. BLDG FOR NEW CONSTRUCTION	\$0.00	\$150.00
22348	7/15/2014	JIM WERDER 2000 19TH Avenue SW	95-921-5920 L ; B S 21; T 119; R 35	Residential Add/Alter Residential/Alteration	176' INTERIOR DRAINTILE	\$8,000.00	\$141.25
22349	7/2/2014	DELLOYD & VIRGINIA TORKELOSON 1024 15TH Street SW	95-042-0310 L PT OF 9 ; B 1 BARNSTAD'S 2ND ADDITION	Residential Add/Alter Residential/Alteration	RESIDENTIAL RESIDE	\$10,000.00	\$35.00

No.	Date	Owner and Address	Legal Description	Use	Permit For	Value	Total Fee
22350	7/7/2014	TIM IMDIEKE 609 MONONGALIA Avenue SW	95-006-3470 L PT OF 1-2; B 81 FIRST ADDITION	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$8,989.00	\$34.49
22351	7/7/2014	DEBRA L SORENSON 825 7TH Street SW	95-090-0280 L 8 & PT OF 9; B C BOOTH'S ADDITION	Garage/Shed Storage Shed	DETACHED STORAGE SHED	\$6,049.60	\$160.17
22352	7/29/2014	TODD C & JEAN M GESELIUS 3201 EAGLE RIDGE Drive E	95-148-0260 L 26; B 1 EAGLES LANDING	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$13,000.00	\$36.50
22360	7/15/2014	DAVID GRAVGAARD 1021 MEADOW Lane SW	95-600-0630 L 3; B 4 ORCHARD HILL, NURSERY A	Residential Add/Alter Addition	ADDITION, REROOFING & RESIDING	\$4,000.00	\$204.15
22362	7/15/2014	AEHD, LLC. 1116 GORTON Avenue NW	95-009-1260 L PT OF 7&8; B 134 SECOND ADDITION	Residential Add/Alter Install Egress Window	INSTALL 2 EGRESS WINDOWS	\$1,000.00	\$49.15
22363	7/15/2014	TROY SCHIESSER 911 BECKER Avenue SW	95-003-6690 L PT OF 1-2; B 55 ORIGINAL CITY	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$700.00	\$30.35
22365	7/24/2014	ISD #347 KENNEDY SCHOOL 824 7TH Street SW	95-090-0100 L ; B B BOOTH'S ADDITION	Commercial New Commercial	CONSTRUCT 24' X 40' STORAGE BLDG	\$48,451.07	\$957.72

No.	Date	Owner and Address	Legal Description	Use	Permit For	Value	Total Fee
22366	7/24/2014	ISD #347 824 7TH Street SW	95-090-0100 L 0; B 0 S ; T ; R	Move/Raze Demolition	REMOVE STORAGE BUILDING FOR NEW CONSTRUCTION	\$0.00	\$150.00
22368	7/24/2014	ISD# 347 2701 30TH Street NE	95-901-0100 L ; B S 1; T 119N; R 35W	Commercial New Commercial	CONSTRUCT NEW STORAGE BLDG.	\$30,282.00	\$681.33
22369	7/23/2014	CLINT SCHWITTERS 315 BERNARD Street SE	95-220-0830 L 12; B 7 FERRING'S ADDITION	Residential Add/Alter Residential/Alteration	EGRESS WINDOW/ FRAME BEDROOM IN BASEMENT	\$450.00	\$29.63
22370	7/24/2014	CHRIS DUININCK 3502 EAGLE RIDGE Drive W	95-148-0030 L 3; B 1 EAGLES LANDING	Residential Add/Alter Residential/Alteration	REMODEL BATHROOM	\$15,000.00	\$322.15
22371	7/17/2014	NICK CLASEMANN 819 KANDIYOHI Avenue SW	95-915-2780 L ; B S 15; T 119; R 35	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$6,000.00	\$33.00
22374	7/18/2014	RODNEY MILLER 900 PLEASANTVIEW Drive SE	95-671-0880 L 8; B 5 PLEASANT VIEW 2ND ADDN	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$1,000.00	\$30.50
22377	7/21/2014	ROBERT HOGAN 2000 15TH Street SW	95-868-0190 L 4; B 2 WESTWIND ESTATES	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$2,600.00	\$31.30

No.	Date	Owner and Address	Legal Description	Use	Permit For	Value	Total Fee
22378	7/17/2014	BETTE ANDERSON 412 13TH Street SE	95-184-0740 L 4-5; B 5 ERICKSON'S 3RD ADDITION	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$2,000.00	\$31.00
22379	7/17/2014	PAUL HIGDEM 1221 18TH Street SW	95-510-0260 L PT OF 6; B 3 MOLENAAR'S ADDITION	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$3,000.00	\$31.50
22380	7/21/2014	MANDY FISCHER 1406 GORTON Avenue NW	95-916-3090 L ; B S 16; T 119; R 35	Residential Add/Alter Reroofing	RESIDENTIAL REROOF (REPAIR)	\$600.00	\$30.30
22381	7/17/2014	LELAND FLOREN 1800 4TH Street NE	95-467-1090 L 4; B 2 LAKEWOOD 7TH ADDITION	Residential Add/Alter Residential/Alteration	FINISH BASEMENT	\$10,000.00	\$232.15
22384	7/18/2014	SHERMAN PECHACEK 1313 GORTON Avenue NW	95-009-0150 L PT OF 4-5; B 125 SECOND ADDITION	Residential Add/Alter Residential/Alteration	RESIDENTIAL REROOF AND RESIDE	\$4,000.00	\$82.00
22385	7/23/2014	TOM ANEZ 1804 7 1/2 Street SW	95-922-6290 L 0; B 0 S 22; T 119; R 35	Residential Add/Alter Residential/Alteration	CONSTRUCT NEW INTERIOR STAIRWAY	\$6,200.00	\$177.75
22386	7/29/2014	TOM ANDERSON 1423 16TH Street SW	95-863-0390 L 9; B 2 WEST PARK 4TH ADDITION	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$20,500.00	\$40.25

No.	Date	Owner and Address	Legal Description	Use	Permit For	Value	Total Fee
22387	7/29/2014	DARLENE DONAHUE 1500 6TH Street SW	95-922-6230 L ; B S 22; T 119; R 35	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$6,500.00	\$33.25
22388	7/29/2014	MERLE BIRKLAND 1600 7TH Avenue SE	95-843-0020 L 2 & PT OF 1; B 1 WELSHIRE ADDITION	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$3,000.00	\$31.50
22389	7/21/2014	LOWELL ARNDT 620 13TH Street SW	95-006-7960 L 6; B 117 FIRST ADDITION	Residential Add/Alter Residential/Alteration	RESIDENTIAL REROOF & RESIDE	\$2,700.00	\$81.35
22390	7/29/2014	CONCORDE BANK 1102 1ST Street S	95-280-2410 L PT OF 1-4; B 14 HANSON'S ADDITION	Commercial New Storage Shed	CONSTRUCT 14' 16' DETACHED STORAGE BLDG.	\$11,365.76	\$314.64
22391	7/23/2014	MARV CALVIN 619 11TH Street SW	95-006-2820 L 10 & PT OF 9; B 76 FIRST ADDITION	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$2,347.84	\$31.17
22392	7/23/2014	MARK A OLSON 3409 EAGLE RIDGE Drive E	95-148-0140 L 14; B 1 EAGLES LANDING	Residential Add/Alter Siding	RESIDENTIAL RESIDE	\$12,098.00	\$56.05
22393	7/24/2014	MATTHEW & BRENDA PALMER 1241 16TH Street SW	95-921-5730 L ; B S 21; T 119; R 35	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$11,000.00	\$35.50

No.	Date	Owner and Address	Legal Description	Use	Permit For	Value	Total Fee
22394	7/29/2014	JOSE LUIS HUERTA HERNANDEZ 620 CHARLOTTE Street SE	95-222-1040 L 14-15; B 6 FERRING'S 2ND ADDITION	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$1,500.00	\$30.75
22395	7/22/2014	DONALD & DONNA EVENSON 810 CAMPBELL Avenue NW	95-003-0760 L 5&6; B 7 ORIGINAL CITY	Move/Raze Demolition	DEMO HOME	\$0.00	\$75.00
22396	7/24/2014	KEVIN HEMISH 105 31ST Street NW	95-835-0310 L PT OF 6, 8, 32; B 2 VOS PARK ADDITION	Residential Add/Alter Deck	CONSTRUCT 10' X 21'-4	\$5,000.00	\$142.15
22399	7/29/2014	MICHAEL FISCHER 1780 PLEASANTVIEW Circle SE	95-671-0690 L 19; B 4 PLEASANT VIEW 2ND ADDN	Residential Add/Alter Siding	RESIDENTIAL RESIDE	\$2,500.00	\$51.25
22400	7/28/2014	LORENZO FRANCO 528 ANN Street SE	95-222-0590 L 7; B 4 FERRING'S 2ND ADDITION	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$4,000.00	\$32.00
22402	7/30/2014	ROB TAYLOR 508 19TH Avenue SW	95-922-6810 L ; B S 22; T 119; R 35	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$3,200.00	\$31.60
22403	7/28/2014	ROBERT ESSE 716 28TH Avenue SW	95-684-0580 L 18; B 4 PORTLAND ACRES 4TH ADD	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$1,300.00	\$30.65

No.	Date	Owner and Address	Legal Description	Use	Permit For	Value	Total Fee
22404	7/29/2014	MATTHEW SCHRUPP 905 23RD Street SE	95-668-3150 L PT OF 5; B 2 PHEASANT RUN, 3 ADDN	Residential Add/Alter Deck	CONSTRUCT 15' X 23' DECK W/STAIRS	\$6,300.00	\$177.80
22405	7/30/2014	ADAM HEDLOF 1204 7 1/2 Street SW	95-780-0260 L 5-7 & PT OF 4; B 2 SUNNYSIDE ADDITION	New Single-Family Dwelling New Residence	MOVE IN 1056 SF RES / 264 SF DET.GARAGE	\$113,638.80	\$1,396.97
22406	7/30/2014	ADAM HEDLOF 1218 13TH Street SW	95-690-0070 L 7; B 1 RAMBLEWOOD ADDITION	Move/Raze Removal/Building	MOVE HOUSE AND DET. GARAGE	\$0.00	\$150.00
Current Year Current Month Totals						65	\$4,198,525.79 \$34,519.28
Previous Year Current Month Valuation							\$776,764.88
Current YTD Valuation From 01/01/2014 To 07/31/2014							\$14,117,319.69
Previous YTD Valuation							\$32,897,677.53

City of Willmar, Minnesota

Building Inspection Report

From 08/01/2014 To 08/31/2014

No.	Date	Owner and Address	Legal Description	Use	Permit For	Value	Total Fee
22284	8/12/2014	WILLMAR MUNICIPAL UTILITES 704 BENSON Avenue SW	95-003-2000 L 0; B 15,16,19.20 ORIGINAL CITY	Commercial New Commercial	CONSTRUCT COAL CAR HOE TOWER	\$71,445.00	\$1,210.93
22343	8/8/2014	RIDGEWATER COLLEGE 2101 15TH Avenue NW	95-909-0070 L ; B S 9; T 119N; R 35W	Commercial New Commercial	CONSTRUCT 6' X 12' BUS SHELTER	\$6,250.00	\$208.97
22373	8/7/2014	DONALD KROGFUS 806 4TH Street SW	95-280-0030 L PT OF 2; B 1 HANSON'S ADDITION	Residential Add/Alter Residential/Alteration	EGRESS WINDOW & REROOF	\$3,100.00	\$104.65
22383	8/4/2014	JENNIE O TURKEY STORE 2505 WILLMAR Avenue SW	95-921-5860 L 0; B 0 S 21; T 119N; R 35W	Commercial Add/Alter Commercial/Alteration	35391 SF ADDN/ REMODEL EXISTING OFFICES	\$7,000,000.00	\$38,995.21
22407	8/7/2014	MILLS PROPERTIES, INC. 2508 AIRPORT Drive SW	95-870-0350 L 0; B 2 WILLMAR INDUSTRIAL PARK	Commercial Add/Alter Commercial/Alteration	REMODEL SALES OFFICE/ONSTRU CT CONFERENCE ROOM	\$7,000.00	\$209.34
22411	8/7/2014	HEIDI SEILER 1210 4TH Street SW	95-915-2640 L ; B S 15; T 119; R 35	Residential Add/Alter Siding	RESIDENTIAL RESIDE	\$10,000.00	\$55.00

No.	Date	Owner and Address	Legal Description	Use	Permit For	Value	Total Fee
22412	8/4/2014	EXCEL OVERHEAD DOOR 514 PACIFIC Avenue SW	95-915-2840 L ; B S 15; T 119; R 35	Commercial Add/Alter Commercial/Alteration	COMMERCIAL REROOF	\$16,303.54	\$245.40
22413	8/4/2014	PAUL SHARPE 217 TROTT Avenue SE	95-740-0570 L 7 & PT OF 6; B 4 SPICER'S ADDITION	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$6,400.00	\$33.20
22414	8/4/2014	PAUL SHARP 208 TROTT Avenue SE	95-740-1020 L PT OF 13-14; B 7 SPICER'S ADDITION	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$6,800.00	\$33.40
22415	8/4/2014	M.D.B. PROPERTIES 1020 ELIZABETH Avenue SE	95-260-0060 L 6 & PT OF 7; B 0 GORDHAMMER'S ADDITION	Residential Add/Alter Siding	RESIDENTIAL RESIDE	\$10,000.00	\$55.00
22422	8/4/2014	CITY OF WILLMAR 1802 BUSINESS 71 Highway NE	NONE L ; B S ; T ; R	Commercial New Commercial	CONSTRUCT NEW LIFT STATION FACILITY	\$926,000.00	\$8,214.28
22423	8/6/2014	JOSH & MELISSA STROMMER 516 7TH Street SW	95-006-0440 L 5; B 60 FIRST ADDITION	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$3,000.00	\$31.50
22426	8/4/2014	JOSE FRANCO 418 15TH Street SW	95-040-0010 L 1; B 1 BARNSTAD'S ADDITION	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$4,000.00	\$32.00

No.	Date	Owner and Address	Legal Description	Use	Permit For	Value	Total Fee
22427	8/5/2014	BUHLER VERSATILE USA 2500 AIRPORT Drive SW	95-870-0300 L ; B 2 WILLMAR INDUSTRIAL PARK	Commercial Add/Alter Commercial/Alteration	COMMERCIAL REROOF	\$57,003.20	\$647.00
22430	8/8/2014	TOM & ANN KINGERY 1408 11TH Street SW	95-690-1670 L 17; B 8 RAMBLEWOOD ADDITION	Residential Add/Alter Remodel	INTERIOR REMODEL	\$2,000.00	\$88.15
22431	8/8/2014	ED PITZEN 329 17TH Street NW	95-146-0150 L 5; B 2 DISTRICT 347 17 ST NW ADD	Residential Add/Alter Siding	RESIDENTIAL RESIDE	\$4,000.00	\$52.00
22432	8/8/2014	LEROY OLSON 1413 18TH Street SW	95-861-0210 L 1; B 2 WEST PARK 2ND ADDITION	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$3,200.00	\$31.60
22433	8/8/2014	TROUW NUTRITION 917 BUSINESS 71 N	95-911-0530 L ; B S 19; T 113; R 35	Commercial Add/Alter Commercial/Alteration	REROOF WAREHOUSE	\$24,821.00	\$349.66
22435	8/12/2014	CHURCH OF ST. MARY 1000 13TH Avenue SW	95-610-0010 L 1; B 0 PALM'S ADDITION	Residential Add/Alter Drainage system	INTERIOR DRAINTILE	\$7,135.00	\$195.72
22437	8/26/2014	VIEWPOINT RESOURCES 205 6TH Street SE	95-914-2000 L ; B S 14; T 119; R 35	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$850.00	\$30.43

No.	Date	Owner and Address	Legal Description	Use	Permit For	Value	Total Fee
22438	8/14/2014	KIEVO PROPERTIES 412 24TH Avenue SW	95-680-0790 L 9; B 4 PORTLAND ACRES ADDITION	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$3,300.00	\$31.65
22439	8/20/2014	REVERENCE FOR LIFE & 325 7TH Street NW	95-003-0010 L 1, 2, 11, & 12; B 1 ORIGINAL CITY	Residential Add/Alter Remodel	INTERIOR REMODEL	\$66,000.00	\$977.65
22442	8/20/2014	POINT LAKE PROPERTIES 1337 24TH Street SW UNIT #1	95-133-0410 L ; B COLLEGE GARDENS CONDO	Commercial Add/Alter Commercial/Alteration	REROOF APARTMENT BUILDINGS	\$54,985.00	\$633.49
22443	8/12/2014	MELANIE ECKHART 1225 28TH Street NW	95-135-0410 L 21; B 2 COLLEGE VIEW ADDITION	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$6,000.00	\$33.00
22448	8/20/2014	KRIS SANDSTROM 121 ELLA Avenue NE	95-450-0260 L 16; B 2 LAKESIDE ADDITION	Residential Add/Alter Siding	RESIDENTIAL RESIDE	\$13,088.00	\$56.54
22451	8/15/2014	KEVIN THORSON 719 2ND Street SE	95-410-0370 L 7&8; B 2 JOHNSON'S SUBDIVISION	Residential Add/Alter Reroofing	RESIDENTIAL REROOF - PORCH	\$300.00	\$30.15
22452	8/15/2014	KELLY LIPINSKI 613 26TH Avenue SW	95-683-0460 L 6; B 4 PORTLAND ACRES 3RD ADD	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$6,000.00	\$33.00

No.	Date	Owner and Address	Legal Description	Use	Permit For	Value	Total Fee
22453	8/20/2014	PEDERSON PROPERTIES LLC 1010 CAMPBELL Avenue NW	95-003-0540 L 5-6 & PT OF 4; B 5 ORIGINAL CITY	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$8,000.00	\$34.00
22454	8/15/2014	DAVE ELWOOD 1318 13TH Street SW	95-690-0940 L 4; B 5 RAMBLEWOOD ADDITION	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$6,000.00	\$33.00
22455	8/15/2014	VICTOR DIAZ 418 ANN Street SE	95-220-1950 L PT OF 5-6; B 13 FERRING'S ADDITION	Residential Add/Alter Siding	RESIDENTIAL RESIDE	\$8,000.00	\$54.00
22458	8/14/2014	HISTORIC 313 ON 4TH ST. LLC 313 4TH Street SW	95-003-5250 L PT OF 9-11; B 44 ORIGINAL CITY	Commercial Add/Alter Commercial/Alteration	INTERIOR DEMOLITION FOR NEW COMMERCIAL PROJECT	\$15,000.00	\$378.34
22459	8/14/2014	MATHESON TRI GAS 1501 HIGHWAY 12 E	95-914-1640 L ; B S 14; T 119N; R 35W	Commercial Add/Alter Commercial/Alteration	CONSTRUCT NEW CONC. PAD FOR NITROGEN TANK	\$15,171.00	\$399.05
22460	8/20/2014	SHARRON THEIN 1021 LITCHFIELD Avenue SW	95-003-4220 L pts. of 13 & 14; B 37 ORIGINAL CITY	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$5,000.00	\$32.50
22461	8/15/2014	ROBERT TAYLOR III 508 19TH Avenue SW	95-922-6810 L ; B S 22; T 119; R 35	Garage/Shed Storage Shed	10X16 STORAGE SHED	\$6,049.62	\$177.67

No.	Date	Owner and Address	Legal Description	Use	Permit For	Value	Total Fee
22462	8/20/2014	RELCO, LLC 2331 3RD Avenue SW	95-872-0140 L 4; B 1 WILLMAR IND PARK 2ND ADD	Move/Raze Removal/Building	RELOCATE 80' X 80' PRE.ENG. BUILDING	\$0.00	\$150.00
22463	8/25/2014	SANDY BEBLER 3511 EAGLE RIDGE Drive W	95-148-0380 L 5; B 2 EAGLES LANDING	Residential Add/Alter Residential/Alteration	RADON MITIGATION SYSTEM	\$1,650.00	\$54.83
22464	8/20/2014	RELCO, LLC 2281 3RD Avenue SW	95-872-0130 L 3; B 1 WILLMAR IND PARK 2ND ADD	Move/Raze Removal/Building	REMOVE PORTABLE OFFICE UNIT FROM SITE	\$0.00	\$150.00
22466	8/25/2014	GARY HILLENBRAND 421 12TH Street NW	95-009-0510 L 2; B 128 SECOND ADDITION	Residential Add/Alter Siding	RESIDENTIAL RESIDE (PARTIAL)	\$800.00	\$50.40
22467	8/20/2014	RELCO, LLC 2281 3RD Avenue SW	95-872-0130 L 3; B 1 WILLMAR IND PARK 2ND ADD	Commercial New Commercial	RELOCATED 80' X 80', PRE. ENG. MFG. BLDG.	\$453,504.00	\$2,657.25
22468	8/20/2014	MDB PROPERTIES 729 3RD Street SE	95-180-0140 L 12; B 1 ERICKSON'S ADDITION	Residential Add/Alter Residential/Alteration	INSULATE/DRYW ALL WALLS, INTERIOR REMODEL	\$5,000.00	\$142.15
22473	8/20/2014	ALICE N SCHMITZ 808 14TH Avenue SW	95-750-0690 L PT OF 27-28; B SUBDIVISION N1/2 NE 1/4	Residential Add/Alter Siding	RESIDENTIAL RESIDE	\$10,000.00	\$55.00

No.	Date	Owner and Address	Legal Description	Use	Permit For	Value	Total Fee
22474	8/25/2014	AARON NELSON 2408 8TH Street SW	95-682-0140 L 4; B 2 PORTLAND ACRES 2ND ADD	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$9,000.00	\$34.50
22475	8/20/2014	ROGER IVERSON 602 17TH Street SW	95-040-0600 L 1-3; B 6 BARNSTAD'S ADDITION	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$4,479.00	\$32.24
22478	8/27/2014	DEEANN DAHLKE 1208 12TH Street SE	95-672-0030 L 3; B 1 PLEASANT VIEW 3RD ADDN	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$2,500.00	\$31.25
22480	8/26/2014	MARV CALVIN 619 11TH Street SW	95-006-2820 L PT OF 9-10; B 76 FIRST ADDITION	Residential Add/Alter Residential/Alteration	INTERIOR DRAINTILE - 63'	\$4,650.00	\$102.08
22481	8/26/2014	IVAN DUSEK 517 14TH Street SW	95-320-0350 L 5; B 3 HIGHLAND ADDITION	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$3,300.00	\$31.65
22484	8/26/2014	LARRY HALVERSON 408 LAKELAND Drive SE	95-184-0030 L PT OF 1, 2, 3 & 4; B 1 ERICKSON'S 3RD ADDITION	Residential Add/Alter Reroofing	REROOF HOUSE AND GARAGE	\$6,159.79	\$33.08
22488	8/28/2014	RON JOHNSON 1401 WILLMAR Avenue SW	95-060-0010 L 1; B 1 BOKELMAN'S ADDITION	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$6,800.00	\$33.40

No.	Date	Owner and Address	Legal Description	Use	Permit For	Value	Total Fee
22491	8/27/2014	DORIS HENNEN 2702 9TH Street SW	95-686-0140 L 8; B 1 PRAIRIE VIEW ESTATES 1ST	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$5,700.00	\$32.85
22492	8/28/2014	DIVINE HOUSE INC 1301 7TH Street SW	95-750-0240 L PT OF 16; B 0 SUBDIVISION N1/2 NE 1/4	Residential Add/Alter Remodel	RESIDENTIAL INTERIOR REMODEL	\$25,000.00	\$502.15
22493	8/27/2014	EARL KLITZKE 2700 9TH Street SW	95-686-0130 L 7; B 1 PRAIRIE VIEW ESTATES	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$5,700.00	\$32.85
22499	8/29/2014	ANTONIO VAZQUEZ 419 LITCHFIELD Avenue SW	95-003-5100 L PT OF 14; B 43 ORIGINAL CITY	Commercial Add/Alter Commercial/Alteration	REPAIR FRONT BLDG. WALL/ INSULATE	\$2,000.00	\$102.71
22504	8/29/2014	EMILY BOWERS 1037 WILLMAR Avenue SW	95-612-0050 L 5; B 1 PALM'S 2ND ADDITION	Residential Add/Alter Residential/Alteration	RADON MITIGATION SYSTEM	\$2,900.00	\$76.20
22505	8/29/2014	KEVIN & SARAH FRIESEN 373 14TH Street SE	95-400-0040 L 4; B 1 JACOBSON ADDITION	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$2,000.00	\$31.00

No.	Date	Owner and Address	Legal Description	Use	Permit For	Value	Total Fee
Current Year Current Month Totals				54		\$8,933,344.15	\$58,063.07
Previous Year Current Month Valuation						\$5,532,242.16	
Current YTD Valuation From 01/01/2014 To 08/31/2014						\$23,050,663.84	
Previous YTD Valuation						\$38,429,919.69	



CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 7

Meeting Date: September 15, 2014

Attachments: Yes No

CITY COUNCIL ACTION

Date: September 15, 2014

- Approved Denied
- Amended Tabled
- Other

Originating Department: Planning and Development Services

Agenda Item: Public hearing on an Ordinance to amend chapters 8 and 13 of the Municipal Code relating to permits and sidewalk use.

Recommended Action: Adopt the Ordinance, assign it a number, and publish.

Background/Summary: The proposed Ordinance was drafted to accommodate new and different uses of public sidewalks by adjacent commercial businesses. It allows for use by permit 7 days/week, eliminates the daily property removal requirement, and allows consumption of alcoholic beverages sold or served by a valid licensed establishment. Obstruction of public right of way is also prohibited unless otherwise specified in the Municipal Code.

Alternatives: Leave the code as is.

Financial Considerations: N/A

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

Signature:

Comments:

ORDINANCE NO. _____

AN ORDINANCE AMENDING CHAPTER 8, LICENSES, PERMITS AND BUSINESS REGULATIONS, ARTICLE I, IN GENERAL, SECTION 8-3, USE OF PUBLIC SIDEWALKS IN THE CENTRAL BUSINESS DISTRICT FOR COMMERCIAL PURPOSES; AND CHAPTER 13, STREETS SIDEWALKS AND OTHER PUBLIC PROPERTY, ARTICLE I, IN GENERAL, SECTION 13-3, PLACING WASTE MATERIALS, LEAVING EQUIPMENT ON STREET, SIDEWALK OR PUBLIC GROUND; TEMPORARY PLACEMENT OF DUMPSTERS, COLLECTION BINDS OR COLLECTION BOXES IN PUBLIC RIGHTS-OF-WAY

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

Section 1. AMENDMENT OF MUNICIPAL CODE SECTION 8-3. Chapter 8, Article I, Section 8-3 of the Willmar Municipal Code is hereby amended as follows (deleted material is crossed out; new material is underlined; sections and subsections not being amended are omitted):

Sec. 8-3. Use of public sidewalks in the central business district for commercial purposes.

- (a) *Issuance of permits.* Any business located in the central business district may apply to the city clerk for a permit to conduct business on the public sidewalk immediately adjoining the building where the business is located. The permit shall expire on December 31 of the year in which it was issued. Use of the permit shall be subject to all the terms of this section.
- (b) *Conditions on use of sidewalks.* Each permit that is issued shall be subject to the following conditions:
 - (1) Sidewalk remaining for use by pedestrians shall be a minimum of five (5) feet in width in addition to the area presently occupied by trees, transformer boxes or other permanent installations.
 - (2) The sidewalk shall be used for the permitted purpose ~~on Monday through Saturday~~ only.
 - (3) Each permittee shall ~~contain an indemnification~~ fully indemnifying the city against claims for injury to persons or damage to property.
 - (4) ~~Property placed on the sidewalk by a permit holder shall be removed from the sidewalk at the close of each business day.~~
 - (4) ~~(5)~~Property placed on the sidewalk by a permit holder shall not obstruct or interfere with building exits; fire hydrants; standpipes or other public safety equipment.
 - (5) ~~(6)~~No food or beverage shall be sold on the public sidewalk for immediate consumption except by a licensed restaurant and only in compliance with all state and local regulations for restaurants. No alcoholic beverages shall be sold or served on the public sidewalk for immediate consumption or otherwise except by an establishment holding a valid license encompassing such public sidewalk pursuant to Section 3-111, and only in compliance with all state and

local regulations for the sale of alcoholic beverages. All waste liquids and foods; disposable cups, glasses, plates and utensils; and waste paper shall be placed in covered garbage receptacles.

- (c) *Permit not required.* A permit shall not be required for use of the sidewalk by a business during a downtown promotion such as Crazy Days, block parties and special sales events. A permit shall also not be required to place a flower pot on the sidewalk provided it abuts the wall of the building that it is placed in front of.

Section 2. AMENDMENT OF MUNICIPAL CODE SECTION 13-3. Chapter 13, Article I, Section 13-3 of the Willmar Municipal Code is hereby amended as follows (deleted material is crossed out; new material is underlined; sections and subsections not being amended are omitted):

Sec. 13-3. ~~Placing waste materials, leaving equipment on~~ Obstructions on streets, sidewalks or public grounds prohibited; temporary placement of dumpsters, collection bins or collection boxes in public rights-of-way.

- (a) No person shall encumber any street, sidewalk, alley, lane, boulevard or public ground within the limits of the city by throwing, placing or depositing thereon or therein any garbage, grass, lawn clippings, hay, leaves, brush, glass, metal, tin cans, paper or any other material whatsoever of a like nature, or by placing thereon or therein any cart, wagon, sleigh box, barrel, keg, lumber, firewood, posts, or any farm, road, agricultural or other machine, or any other material, object or equipment of a like nature unless otherwise authorized in this Code.

Section 3. EFFECTIVE DATE. This ordinance shall be effective from and after its adoption and second publication.

This Ordinance introduced by Council Member: Fagerlie

This Ordinance introduced on: September 2, 2014

This Ordinance published on: September 6, 2014

This Ordinance given a hearing on: _____

This Ordinance adopted on: _____

This Ordinance published on: _____

FINANCE COMMITTEE

MINUTES

The Finance Committee of the Willmar City Council met on Monday, September 8, 2014, in Conference Room No. 1 at the City Office Building.

Present:	Denis Anderson	Chair
	Tim Johnson	Vice-Chair
	Rick Fagerlie	Member
	Audrey Nelsen	Member

Others present: City Administrator Charlene Stevens, City Finance Director Steve Okins, Fire Chief Gary Hendrickson, Civic Center Manager Troy Ciernia, Mayor Frank Yanish, Council Member Bruce Deblieck, Council Member Jim Dokken, West Central Tribune Journalist David Little, and Accounting Supervisor Carol Cunningham.

Item No. 1 Call to Order

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

Item No. 2 Public Comments

There were no comments from the public.

Item No. 3 Door Replacement Civic Center (Resolution)

Staff explained that there are nine locker room doors in the Cardinal Arena at the Civic Center that are in need of replacement. This project is budgeted for \$30,000 under the 2014 Capital Improvements Program. The lower of the two proposals received for this replacement is in the amount of \$23,738. It was noted that this project will replace original doors dating back to the initial construction of the Civic Center in the early 1980's.

Following discussion, Council Member Fagerlie moved to introduce a resolution authorizing the Mayor and City Administrator to execute the contract with Chester Contracting, Inc., to replace the Civic Center doors in the amount of \$23,738 as presented. Council Member Nelsen seconded the motion which carried.

Item No. 4 2015 Budget Discussion (Information)

A. Fund Balance

Staff reviewed the Fund Balance Policy with the Committee and noted that it currently states under *Part a of Section 5. Unassigned* "...The City will maintain an unrestricted fund balance in the General fund of an amount not less than 100% of the next year's budgeted expenditures of the General fund...". Staff suggested this part be amended to reflect what the City has historically done, which is to maintain an unrestricted fund balance of "...not less than \$4,000,000 Working Capital, \$1,000,000 Self Insurance, and \$2,600,000 Stabilization...". An amended policy will be prepared and brought back to the Committee for approval. Projected 2015 Fund Balances were also briefly reviewed. Staff noted that the only funds available to use at the City's discretion is the WRAC-8 Fund Balance, however, a portion of that has already been earmarked for capital improvements.

B. Tax Levy History

Staff reviewed the 10-year history of the tax levy received as well as comparative property tax data reflecting similar size communities. Council Member Nelsen requested information on City tax rates versus County tax rates for the past ten years as well. Staff will research and compile this information. It was noted that the 2015 Tax Levy is required to be certified to Kandiyohi County by September 30, 2014. After considerable discussion, it was decided that the Finance Committee Meeting with Full Council should be scheduled for Monday, September 29, 2014, to enable approval of the tax levy within the required timeline. Chair Anderson would like to schedule a tour, prior to that meeting, for all Council Members to view the maintenance issues at all City properties. Staff will coordinate this effort.

C. Other Potential Revenue Sources

Fire Chief Gary Hendrickson presented information to the Committee regarding insurance-paid fire call charges. There were about 30 fire calls in 2013 where a property owner suffered some sort of property loss and the fire department was eligible for compensation under the fire department service charge, resulting in estimated revenue of \$15,000, based on the \$500 per call minimum. Estimated revenue to date for 2014 is \$6,500. It was noted that Alexandria, Brainerd, and Owatonna do not charge for these fire calls. Council Member Fagerlie spoke in favor of instituting this insurance-paid fire call charge of \$500.

Finance Director Okins provided the Committee with information from 2007 when the City had first discussed establishing a CenterPoint Energy franchise fee and noted that staff has contacted CenterPoint representatives for updated statistics for 2014. Based on the 2007 Analysis, the annual fee that would be paid to the City was approximately \$250,000. Staff will present the updated information once it is received from CenterPoint.

Staff also presented an estimate of debt service costs that would be incurred if the Council chooses to issue bonds to fund deferred maintenance costs. Based on the most recent bond issued in 2014, the cost for \$1,000,000 repaid over ten years would be \$133,356 in interest.

It was the consensus of the Committee that further Council discussion is needed regarding Pavement Management and deferred maintenance issues.

This matter was for information only.

Item No. 8 Old Business (Information)

There was no old business.

Item No. 9 New Business (Information)

There was no new business.

There being no further business to come before the Committee, the meeting was adjourned at 5:57 p.m.

Respectfully submitted,



Carol Cunningham
Accounting Supervisor



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

Agenda Item Number: 3

Meeting Date:

Attachments: Yes No

CITY COUNCIL ACTION

Date:

- Approved Denied
 Amended Tabled
 Other

Originating Department: Community Education &
Recreation-Civic Center

Agenda Item: Door Replacement Project at Civic Center

Recommended Action: Approve city administrator/mayor to enter into an agreement with Chester Construction to complete work on the door replacement project approved in the 2014 CIP.

Background/Summary: Chester Construction was the low quote of the two received (Cornerstone Construction) to complete this work. The 2014 CIP had \$30,000.00 allocated for this work. We will be replacing original doors dating back to the initial construction of the facility in the early 1980's.

Alternatives: To take a higher quote from Cornerstone Construction or to not replace the aging doors.

Financial Considerations: \$23,738.00

Preparer: Steve Brisendine

Signature: *Steve Brisendine*

Comments:

CHESTER CONTRACTING, INC.

COMMERCIAL ♦ CONSTRUCTION MANAGEMENT ♦ RESIDENTIAL

June 18, 2014

Willmar Civic Center
2707 Arena Dr.
Willmar, MN 56201

RE: Replace Doors

Dear Jeremy,

The following proposal includes labor and material for the lump sum of **\$23,738.00** for the total project.

The Proposal Includes –

Doors – Seven 3'x7' hollow metal doors and frames primed. One pair 3'x7' flush hollow metal doors and frames primed.

Accessories – Nine continuous hinges, four keyed lever locks, two dead bolts with passage latch set, one panic device with trim, nine kick plates 30"x44", five closures, and one dead bolt with manual flush bolts.

Paint – Paint allowance of \$1,594.00.

Notes –

*This bid is assuming that we do not need panics on locker room doors due to code.

If we need them add \$725.00 per door.

*To furnish insulated hollow metal doors in lieu of non-insulated.

Add \$275 to bid.

Excludes –

*Any masonry block that would have to be patched in.

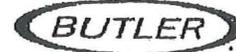
Proposal subject to change after 21 days.

Please call if you have any questions.

Respectfully Submitted by:
Chester Contracting Inc.



Michael Fischer
Estimator



1020 HWY 71 North
Willmar, MN 56201
(320) 231-0727

General Contractor
"Design Build"

August 11, 2014

Willmar Civic Center
2707 Arena Drive
Willmar, MN 56201

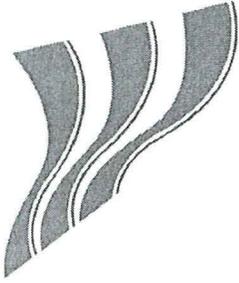
Proposal

Attn: Troy Ciernia
RE: Misc Remodeling

Bid #1: New office per walkthrough	<u>\$ 9,439.00</u>
Bid #2: New rental remodel per walkthrough	<u>\$ 6,969.00</u>
Bid #3: Remove and replace 9 metal hollow frames and doors per walkthrough	<u>\$ 30,422.00</u>
Bid #4: Install 5 new closers on the aluminum front entrance doors per walkthrough	<u>\$ 2,275.00</u>

Thank you for your consideration,

Ray Rasmussen
Cornerstone of Willmar, Inc.



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

Agenda Item Number: 4
Meeting Date: September 8, 2014
Attachments: Yes No

CITY COUNCIL ACTION

Date: September 15, 2014

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

Originating Department: Finance

Agenda Item: 2015 Budget Discussion

Recommended Action: Receive and review various aspects of the 2015 Mayor's Proposed Budget, including historical levy amounts, property tax rates, and LGA amounts.

Background/Summary: Council conducts an ongoing review of proposed budgets each year.

Alternatives: N/A

Financial Considerations: Review Financial Status.

Preparer: Steve Okins, Finance Director

Signature:

Comments:

RESOLUTION NO. 2

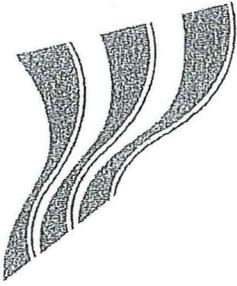
BE IT RESOLVED by the Willmar City Council that the Fund Balance Policy, establishing specific guidelines for the level of fund balances available for current and future spending, be adopted as presented.

Dated this 4th day of February, 2013.


MAYOR PRO TEMPORE

Attest:


CITY CLERK



CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 3

Meeting Date: January 28, 2013

Attachments: Yes No

CITY COUNCIL ACTION

Date: February 4, 2013

- Approved Denied
 Amended Tabled
 Other

Originating Department: Finance

Action Requested: Introduction and passage of a resolution approving a Fund Balance Policy.

Guiding Principle: City Charter and Council Policy/Procedures, Generally Accepted Accounting Principles

Introduction: After monthly availability and possible discussion opportunities, staff is requesting action on the Policy submitted.

Background/Justification: Generally Accepted Accounting Principles (GAAP) and Bond Rating Agencies recommend formulation and adoption of Policy document.

Fiscal Impact: Long term stability of the City of Willmar.

Alternatives: Amend the policy or sections but a policy is required.

Staff Recommendation: Introduce a resolution and approve the Policy as submitted.

Reviewed by: Steven B. Okins, Finance Director

Prepared by: Steven B. Okins, Finance Director

Signature:

Comments:

CITY OF WILLMAR, MN

FUND BALANCE POLICY

I. PURPOSE

The purpose of this policy is to establish the specific guidelines for the level of fund balances available for current and future spending in the governmental funds. The fund balance policy addresses a minimum level of unrestricted fund balance to be maintained, how the unrestricted fund balance can be used or spent down and how that fund balance will be replenished if it falls below the minimum level. In addition, the City sets a stabilization amount for use in emergency situations or when revenue shortages or budgetary imbalances arise. The policy also addresses when fund balances will be restricted to specific purposes. For the purpose of this policy any reference to the City Administrator shall mean the City Administrator or his or her designee.

II. BACKGROUND

Government Accounting Standards Board (GASB) Statement No. 54 was enacted to enhance the usefulness of fund balance information by providing clearer fund balance classifications that can be more consistently applied and by clarifying the existing governmental fund type definitions. In governmental funds, a City should identify fund balance separately between non-spendable, restricted, committed, assigned or unassigned based on the relative strength of the constraints that control how specific amounts can be spent.

Proprietary funds' equity will be managed as a separate business-like enterprise as allowed by U.S. Generally Accepted Accounting Principals (GAAP). The funds will be monitored through operations and their rate structures. Examples of Proprietary funds include Hospital, Municipal Utilities and Sewer. Proprietary fund balances will be classified as either invested in capital assets net of related debt, restricted or unrestricted.

III. CLASSIFICATION OF FUND BALANCE/PROCEDURES

1. **Nonspendable**

- This category includes fund balance that cannot be spent because it is either (i) not in spendable form or (ii) is legally or contractually required to be maintained intact. Examples include inventory, prepaid items, endowments and land held for resale.

2. **Restricted**

- Fund balance should be reported as restricted when constraints placed on those resources are either (i) externally imposed by creditors, grantors, contributors, or laws or regulations of other governments or (ii) imposed by law through constitutional provisions or enabling legislation. Examples include bond or grant proceeds, tax increments and park dedication fees.

3. Committed

- Fund balance that can only be used for specific purposes pursuant to constraints imposed by formal action of the government's highest level of decision-making authority. The committed amounts cannot be used for any other purpose unless the government removes or changes the specified use by taking the same type of action it employed to commit those amounts.
- The City's highest level of decision making authority (City Council) will annually or as deemed necessary commit specific revenue sources for specified purposes by formal action. This formal action must occur prior to the end of the reporting period, however, the amount to be subject to the constraint, may be determined in the subsequent period. A committed fund balance cannot be a negative number.

4. Assigned

- Amounts that are constrained by the government's intent to use for specified purposes, but are neither restricted nor committed. Assigned fund balance in the General fund includes amounts that are intended to be used for specific purposes.

5. Unassigned

- Unassigned fund balance represents the residual classification for the General fund. Includes amounts that have not been assigned to other funds and that have not been restricted, committed, or assigned to specific purposes within the General fund. The General fund should be the only fund that reports a positive unassigned fund balance amount.
 - a. The City will maintain an unrestricted fund balance in the General fund of an amount not less than 100% of the next year's budgeted expenditures of the General fund. This will assist in maintaining an adequate level of fund balance to provide for cash flow requirements and contingency needs because major revenues, including property taxes and other government aids are received in the second half of the City's fiscal year.
 - b. If spending unrestricted fund balance in designated circumstances has reduced unrestricted fund balance to a point below the minimum targeted level, as noted above, the replenishment will be funded by property taxes (funding source) within five years (period over which replenishment will occur).

IV. STABILIZATION ARRANGEMENTS

Stabilization arrangements are defined as formally setting aside amounts for use in emergency situations or when revenue shortages or budgetary imbalances arise.

The City will set aside amounts by resolution as deemed necessary that can only be expended when certain specific circumstances exist. The resolution will identify and describe the specific circumstances under which a need for stabilization arises. The need for stabilization will only be utilized for situations that are not expected to occur routinely.

V. MONITORING AND REPORTING

The City Council shall annually review fund balances in relation to this policy in conjunction with the development of the annual budget.

When both restricted and unrestricted resources are available for use, it is the City's policy to first use restricted resources, and then use unrestricted resources as they are needed.

When committed, assigned or unassigned resources are available for use, it is the City's policy to use resources in the following order; 1.) committed 2.) assigned and 3.) unassigned.

A negative residual amount may not be reported for restricted, committed, or assigned fund balances in the General fund.

VI. GOVERNMENTAL FUND DEFINITIONS

GASB Statement 54 provides clarification of the governmental funds definitions. The definitions are added to the fund balance policy to clearly define their reporting requirements. It is also important to understand the fund classification when determining the classification of their fund balances.

General Fund – Used to account for all financial resources not accounted for in another fund.

Special Revenue Funds – Used to account for reporting the proceeds of specific revenue sources that are restricted or committed to expenditures for specific purposes (other than debt service or capital projects).

- One or more specified restricted or committed revenues are the foundation for the fund (comprise a substantial portion of fund's inflows).
- Other inflows (i.e. interest and transfers) may be reported in fund, if restricted, committed or assigned to the specified purpose of the fund.
- Restricted or committed proceeds of specific revenue sources should be expected to continue to comprise a substantial portion of inflows of the fund.
- Exception for specific revenue rules – General fund of Blended Component Unit (EDA).

Debt Service Funds – Used to account for and report financial resources that are restricted, committed, or assigned to expenditure for principal and interest payments.

Capital Projects Funds – Used to account for and report financial resources that are restricted, committed, or assigned to expenditures for capital outlays, including the acquisition or construction of capital facilities and other capital assets. Capital project funds exclude those types of capital related outflows financed by proprietary funds or for assets that will be held in trust for individuals, private organizations, or other governments.

VII. ENTERPRISE FUND EQUITY

Enterprise funds are used to account for operations financed and operated in a manner similar to private business enterprises, where the City intends the cost of providing goods or services to the public be financed or recovered primarily through user charges. The City's enterprise funds include the Rice Memorial Hospital, Willmar Municipal Utilities and Sewer funds.

It is the City's intent to cover all operating and non-operating expenses through user charges to eliminate the impact on taxpayers. User charges will be reviewed annually to ensure adequate rates are charged for the services provided.

Enterprise funds' equity will be classified in one of the following categories:

- *Investment in Capital Assets, Net of Related Debt.* The component of net assets which is the difference between assets and liabilities of proprietary funds that consists of capital assets less both accumulated depreciation and the outstanding balance of debt that is directly attributable to the acquisition, construction or improvement of the capital assets.
- *Restricted.* The component of net assets which is the difference in assets and liabilities of proprietary funds that consist of assets with constraints placed on their use by either external parties (i.e. creditors or grantors) or through constitutional provisions or enabling legislation.
- *Unrestricted.* The difference between the assets and liabilities of proprietary funds that is not reported as Investment in Capital Assets, Net of Related Debt or Restricted net assets.

The City Council will not establish a minimum required level for equity in proprietary funds other than the funds should cover their own operating and non-operating costs.

IV. OTHER POLICY CONSIDERATIONS

The City will use all *budgetary and financial accounting options* available to maintain the minimum level of fund balance available for appropriation in the General and Special Revenue Funds. Some options available include the following items:

- A specific budgeted revenue increase (i.e. ad valorem property tax increase).

- Increase fees for services.
- Reduction of expenditures in the budget.
- Transfers from other available funds.
- Sale of capital assets.

The City Council requires positive fund balances for all governmental, proprietary and fiduciary funds, with a few exceptions. The Council will allow a negative fund balance in the following instances:

- A project may be in a developmental phase in which all appropriations have not yet been received. It is anticipated the appropriations will be received within the fiscal year or early the following fiscal year. The City Administrator will present anticipated revenue sources to the Council when a deficit occurs for this reason.
- An emergency occurred and all appropriations to pay for the emergency have not been received yet. The City Administrator will keep a current listing of anticipated revenue sources to pay for the emergency.
- Pledges for a project are expected to be received over a period of time. In this case, a long-term receivable may be recorded if the pledges are assured to be received. If the receipt of the pledges is not guaranteed, the receivable cannot be recorded. The project (fund in some cases) will carry a negative balance until all pledges are received.
- An inter-fund loan is not appropriate or not available to cover the fund deficit.

The City Administrator will report shortfalls or surpluses in the projected fund balance levels to the City Council as soon as found to be a significant impact.

If a *fund deficit* occurs, a written plan by the City Administrator to move the fund out of the deficit is required. The City Council is responsible for reviewing and approving the financial plan. The City Administrator will monitor the plan's effectiveness on a monthly basis. The City Administrator will report the plan's effectiveness to the City Council on a quarterly basis.

A *fund surplus*, above all internal and external constraints, may also occur. In this case, the Administrator will notify the City Council to discuss the circumstances of the surplus and determine whether or not the established threshold is effective. Some appropriate plans for using fund surpluses include the following items (but are not limited to):

- Move budgeted expenditure into a future year due to unforeseen circumstances.
- Fund a one-time project or project planning that would not normally be budgeted in the on-going operations of the City.

- Return unused dollars to donors.
- Transfer excess funds to another City fund to finance a project or cover a shortfall.

The City's *credit rating* for debt financing and investing will also be considered in the level of required General fund balance. The City Council may further restrict the required fund balance level to meet a higher credit rating need if possible. The City's credit rating is reviewed annually by the City Administrator, Finance Director, and bond counsel when necessary. The City Administrator shall be responsible for conducting rating reviews.

IV. REPORTING REQUIREMENTS

The City's audit firm shall provide a City presentation of the previous year's financial condition in the modified and full accrual basis of accounting after the audit is completed. Any deficiencies presented by the auditor will be followed up by the City Administrator with a written plan to comply with this policy. The audit presentation will occur before June 30th following the previous year's end.

Adopted by the Willmar City Council on this ?th day of ?, 2012.

Frank Yanish
Mayor

Carlene Stevens
City Administrator

CITY OF WILLMAR, MINNESOTA
NOTES TO FINANCIAL STATEMENTS
December 31, 2011

E. Fund Balance Detail

The following is a detail of Governmental Fund Balances at December 31, 2011:

Fund	Nonspendable	Restricted	Committed	Assigned	Unassigned
General Fund					
Prepays/Deposits	\$ 102,869	\$ -	\$ -	\$ -	\$ -
Inventories	119,091	-	-	-	-
Working Capital	-	-	-	4,000,000	-
Year 2012	-	-	-	642,026	-
Year 2013	-	-	-	1,193,470	-
Retirees Insurance	-	-	-	223,540	-
Self-Insurance	-	-	-	1,000,000	-
Petty Cash	-	-	-	2,250	-
Public Works Blacktop	-	-	-	200,000	-
Uncompensated Absences-Regular	-	-	-	1,697,692	-
Uncompensated Absences-Overtime	-	-	-	1,364,811	-
Uncompensated Absences-Part Time	-	-	-	267,082	-
Next Year's Budget	-	-	-	1,300,000	-
Current Year Emergency	-	-	-	1,300,000	-
Capital Improvements	-	-	-	778,289	-
Special Revenue Funds					
Economic Develop Revolv Loan	-	-	-	-	77,600
WRAC-8-Prepays	1,778	-	-	-	-
WRAC-8	-	-	39,701	182,945	-
CVB-Prepays	13,319	-	-	-	-
CVB	-	-	31,194	163,359	-
CVB-Petty Cash	-	-	-	50	-
Local Option Sales Tax	-	6,282,990	-	-	-
Library Improvement Reserve	-	-	210,372	-	-
Community Investment	-	8,000,000	-	658,320	-
Public Works Reserve	-	-	-	635,086	-
Law Enforcement Forfeiture Fund	-	53,743	-	-	-
Debt Service Funds					
Special Assessments Funds	833,916	4,281,663	-	-	-
Nonmajor Airport Debt Service	155,819	10,720	-	-	-
Capital Projects Funds					
Street Projects	-	-	1,463,688	393,542	-
Nonmajor Surface Water C.P.	-	-	201,332	-	-
Nonmajor Local Option Sales Tax	-	-	-	18,137	-
Nonmajor Airport C.P.	-	929,838	10,679	-	-
Nonmajor Capital Improvements	-	-	-	116,919	-
Stormwater	-	-	-	13,545	-
Year 2009	-	-	-	855,495	-
Year 2010	-	-	-	185,870	-
Year 2011	-	-	-	257,188	-
Year 2012	-	-	-	469,951	-
Year 2013	-	-	-	1,000,000	-
WRAC-8	-	-	-	65,215	-
CVB	-	-	-	5,500	-
Permanent Funds	-	30,000	9,632	-	-
Totals	\$ 1,226,792	\$ 19,588,954	\$ 1,966,598	\$ 18,990,282	\$ 77,600

2015

Aug. 11, 2014

General Fund

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

	<u>2012 Actual</u>	<u>2013 Actual</u>	<u>2014 Adopted</u>	<u>2015 Mayor Prop.</u>	<u>2015 Council Prop.</u>
Assigned Balance. \$	----	\$ ----	\$ ----	\$ 645,517	\$ 645,517
Designated Bal.	14,191,120	14,993,343	13,735,039	11,850,295	11,850,295
Revenues	14,723,665	14,516,277	14,818,415	14,884,549	
Operating	(13,921,441)	(13,359,386)	(14,240,031)	(13,897,468)	
Capital Transfers	0	(2,415,195)	(1,817,611)	(1,632,598)	
Expenditures	(13,921,441)	(15,774,581)	(16,057,642)	(15,530,066)	0
Prior Adjust.	(1)	----		----	----
Balance-Dec. 31	<u>14,993,343</u>	<u>13,735,039</u>	<u>12,495,812</u>	<u>11,850,295</u>	<u>12,495,812</u>

2015

CONVENTION AND VISITOR'S BUREAU

The Convention and Visitor's Bureau Fund was established in 1990 and was funded by the establishment of a city wide Lodging Tax of 3%.

	2012 <u>Actual</u>	2013 <u>Actual</u>	2014 <u>Budget</u>	2015 <u>Mayor Prop.</u>	2015 <u>Council Prop</u>
Unassigned Bal.	\$ ----	\$ ----	\$ ----	\$ ----	\$ ----
Assigned Bal.	207,922	188,157	184,414	154,289	154,289
Revenues	227,125	233,025	223,500	228,500	
Expenditures	(246,890)	(236,769)	(253,625)	(251,500)	
Prior Adjust.	----	1	----	----	----
Balance-Dec. 31	<u>188,157</u>	<u>184,414</u>	<u>154,289</u>	<u>131,289</u>	<u>154,289</u>

2015

Airport Operations

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

	2012 <u>Actual</u>	2013 <u>Actual</u>	2014 <u>Budget</u>	2015 <u>Mayor Prop.</u>	2015 <u>Council Prop</u>
Unassigned Bal.	\$ ----	\$ ----	\$ 13,826	\$ 13,826	\$ 13,826
Assigned Bal.	----	----	----	----	----
Revenues	----	222,445	417,643	412,424	0
Expenditures	----	(208,619)	(417,643)	(426,250)	0
Prior Adjust.	----	----	----	----	----
Balance-Dec. 31	<u>0</u>	<u>13,826</u>	<u>13,826</u>	<u>0</u>	<u>13,826</u>

2014

LIBRARY IMPROVEMENT FUND

This fund was created in 2002 with excess sales tax proceeds,
for the construction and remodeling of the Library

	<u>2012 Actual</u>	<u>2013 Actual</u>	<u>2014 Budget</u>	<u>2015 Mayor Prop.</u>	<u>2015 Council Prop.</u>
Unassigned Bal. \$	----	\$ ----	\$ ----	\$ ----	\$ ----
Assigned Bal.	210,372	177,952	156,864	156,864	156,864
Revenues	4,328	3,275	0	0	0
Expenditures	(36,748)	(24,363)	0	0	0
Prior Adjust.			----	----	----
Balance-Dec. 31	<u>177,952</u>	<u>156,864</u>	<u>156,864</u>	<u>156,864</u>	<u>156,864</u>

2015

COMMUNITY INVESTMENT

The Community Investment Fund was established in 1990 for the sole purpose of payment of capital costs for the general benefit to the City of Willmar.

Expenditures shall be made solely from accumulated investment earnings until 1995.

After 1995 and beyond, only from accumulated investment earnings whenever possible.

The projects are prioritized as follows:

- First Priority: Projects which can be funded within the amount of available investment earnings.
- Second Priority: Projects using principal funds which have the capacity to repay the principal.
- Third Priority: Projects with no other reasonable funding source.

	2012 <u>Actual</u>	2013 <u>Actual</u>	2014 <u>Budget</u>	2015 <u>Mayor Prop.</u>	2015 <u>Council Prop.</u>
Unassigned Bal.	\$ 0	\$	\$ ----	\$ ----	\$ ----
Assigned Bal.	4,158,320	988,912	583,532	583,532	583,532
Restricted Bal.	4,500,000	8,000,000	8,000,000	8,000,000	8,000,000
Revenues	1,426,651	856,394	619,684	581,917	0
Expenditures	(1,096,060)	(1,261,773)	(619,684)	(684,866)	0
Prior Adjust.	<u>1</u>	<u>(1)</u>	<u>----</u>	<u>----</u>	<u>----</u>
Balance-Dec. 31	<u>8,988,912</u>	<u>8,583,532</u>	<u>8,583,532</u>	<u>8,480,583</u>	<u>8,583,532</u>

2015

PUBLIC WORKS RESERVE

The Fund was established to accelerate and maintain/sustain Public Improvements.

Initiating a Financing Mechanism with a five-year street improvement/Reconstruction Program

Key Points

Establish supplemental public (street) improvement financing vehicle utilizing annual utility fund revenues.

Program commits utility fund or portions thereof for a period of up to fifteen years.

Program allows time for the Community Investment Fund to rebound by paying off debt and building up reserves.

Future Considerations

City should consider permanent financing for public works improvements through local option sales tax which is due to expire in 2012.

No deferred assessments. All projects must be financed 100% with public funds, assessments developer financing, or combinations thereof.

	2012 <u>Actual</u>	2013 <u>Actual</u>	2014 <u>Budget</u>	2015 <u>Mayor Prop.</u>	2015 <u>Council Prop.</u>
Unassigned Bal.	\$ ----	\$ ----	\$ ----	\$ ----	\$ ----
Assigned Bal.	635,086	814,017	811,811	812,499	812,499
Revenues	425,092	426,387	427,872	422,000	0
Expenditures	(246,162)	(428,592)	(427,184)	(400,000)	0
Prior Adjust.	1	(1)	----	----	----
Balance-Dec. 31	<u>814,017</u>	<u>811,811</u>	<u>812,499</u>	<u>834,499</u>	<u>812,499</u>

2015

DEBT SERVICE (SPECIAL ASSESSMENTS) FUNDS

Principal and interest payments on special assessment bonds are paid from this fund.

Bonds are issued periodically in amounts necessary to meet expenditure requirements for special assessment projects.

Revenue consists of payments from property owners whose properties have been assessed for the improvements, interest earnings, interfund transfers and ad valorem taxes.

	2012 <u>Actual</u>	2013 <u>Actual</u>	2014 <u>Budget</u>	2015 <u>Mayor Prop.</u>	2015 <u>Council Prop.</u>
Undesignated Bal. \$	----	\$ ----	\$ ----	\$ ----	\$ ----
Designated Bal.	5,524,680	5,755,200	5,697,265	5,218,267	5,218,267
Revenues	2,829,203	3,093,965	2,020,203	1,901,845	0
Expenditures	(2,586,645)	(3,151,900)	(2,499,201)	(2,581,227)	0
Prior Adjust.	(12,038)	----	----	----	----
Balance-Dec. 31	<u>5,755,200</u>	<u>5,697,265</u>	<u>5,218,267</u>	<u>4,538,885</u>	<u>5,218,267</u>

2015

WASTE TREATMENT PLANT FUND

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

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

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

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

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

Capital Outlay	85,000	385,412	303,336	1,278,500	
Debt Principal	2,543,400	2,463,940	2,215,635	2,627,137	
	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2015</u>
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Mayor Prop.</u>	<u>Council Prop.</u>
Undesignated Bal. \$	----	\$ ----	\$ ----	\$ ----	\$ ----
Designated Bal.	7,168,629	4,137,096	3,217,073	3,440,196	3,440,196
Revenues	6,969,610	7,556,218	8,481,858	8,964,320	0
Operating	(5,380,073)	(5,924,761)	(5,886,630)	(5,108,898)	0
Depreciation	<u>(2,278,959)</u>	<u>(2,277,449)</u>	<u>(2,279,058)</u>	<u>(2,277,349)</u>	<u>0</u>
Expenditures	(10,001,143)	(8,476,241)	(8,258,735)	(7,386,247)	0
Prior Adjust.	0	----	----	----	----
Balance-Dec. 31	<u>4,137,096</u>	<u>3,217,073</u>	<u>3,440,196</u>	<u>5,018,269</u>	<u>3,440,196</u>

2015

OFFICE SERVICES

Office Services provides standard office supplies for all departments of the City. Charges are made to the various departments on a cost, plus 10% basis. The centralized purchasing of office supplies permits savings to the City for these commodities.

	<u>2012 Actual</u>	<u>2013 Actual</u>	<u>2014 Budget</u>	<u>2015 Mayor Prop.</u>	<u>2015 Council Prop.</u>
Undesignated Bal. \$	----	----	----	----	----
Designated Bal.	146,392	154,185	146,582	154,282	154,282
Revenues	30,869	20,853	30,500	30,500	0
Expenditures	(23,076)	(29,055)	(22,800)	(24,300)	0
Prior Adjust.		599	----	----	----
Balance-Dec. 31	<u>154,185</u>	<u>146,582</u>	<u>154,282</u>	<u>160,482</u>	<u>154,282</u>

2015

LAW ENFORCEMENT FORFEITURE

This Fund was established by State Statute to account for proceeds of forfeited assets obtained thru the Municipal Court System.

	<u>2012 Actual</u>	<u>2013 Actual</u>	<u>2014 Budget</u>	<u>2015 Mayor Prop.</u>	<u>2015 Council Prop.</u>
Undesignated Bal. \$	----	----	----	----	----
Designated Bal.	53,743	28,362	48,031	48,031	48,031
Revenues	57	19,670	0	0	
Expenditures	(25,438)	0	0	0	
Prior Adjust.		(1)	----	----	----
Balance-Dec. 31	<u>28,362</u>	<u>48,031</u>	<u>48,031</u>	<u>48,031</u>	<u>48,031</u>

2015

Selvig Park Trust

This fund was established in 1993 by a gift of \$30,000 to generate an income stream to provide funds for the maintenance of the Selvig Park in perpetuity. The fund can only use the income produced by the Trust for said maintenance and small improvements.

	2012 <u>Actual</u>	2013 <u>Actual</u>	2014 <u>Budget</u>	2015 <u>Dept. Requested</u>	2015 <u>Adm. Propose</u>
Undesignated Bal. \$	----	----	----	----	----
Designated Bal.	39,631	39,295	35,447	35,447	35,447
Revenues	884	729	0	0	
Expenditures	(1,220)	(4,577)	0	0	
Prior Adjust.		----	----	----	----
Balance-Dec. 31	<u>39,295</u>	<u>35,447</u>	<u>35,447</u>	<u>35,447</u>	<u>35,447</u>

2015

Bioscience Grant

This fund was established in 2012 for the tracking of costs associated with the Bioscience Center on the campus of the Mn West Technology Center.

	<u>2012 Actual</u>	<u>2013 Actual</u>	<u>2014 Budget</u>	<u>2015 Dept. Req.</u>	<u>2015 Adm. Prop.</u>
Undesignated Bal. \$	----	----	----	----	----
Designated Bal.	0	0	0	0	0
Revenues	1,251,861	2,001	0	2,000	
Expenditures	(1,251,861)	(2,001)	0	(2,000)	
Prior Adjust.		----	----	----	----
Balance-Dec. 31	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Levy Limit Base 10-Year History

<u>Levy Limit Base</u>	<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>
Levy + LGA Allotment	6,719,498	7,421,063	7,758,251	8,121,411	8,242,280	8,279,009	8,045,524	8,045,524	8,579,437	8,690,341
Yearly Difference		701,565	337,188	363,160	120,869	36,729	(233,485)	-	533,913	110,904
Property Tax Levy	2,335,677	2,806,995	3,383,673	3,525,325	3,568,705	3,796,734	3,992,734	3,992,734	4,139,734	4,201,028
Yearly Difference		471,318	576,678	141,652	43,380	228,029	196,000	-	147,000	61,294
Property Tax Rates	24.102	25.623	28.236	28.163	28.642	29.285	33.416	34.280	34.347	
LGA Allotment	4,383,821	4,614,068	4,374,578	4,596,086	4,673,575	4,482,275	4,052,790	4,052,790	4,439,703	4,489,313
Yearly Difference		230,247	(239,490)	221,508	77,489	(191,300)	(429,485)	-	386,913	49,610
LGA Unallotment/Reductions			(316,537)	(269,043)	(620,785)	(429,485)				
Market Value Credit Reductions						(286,624)				
LGA Allotment Adjusted			4,058,041	4,327,043	4,052,790	4,052,790				
Property Tax Adjusted						3,510,110				
Adjusted Base						7,562,900				
Difference from Actual						(716,109)				
Difference from Certified Base						(844,139)				

Tax Estimate
 City of Willmar Only
 Proposed Levy Increase
 Based on Payable 2014 Figures
 13-Aug-14

Tax Rate

Current City Levy	\$	4,139,400
Current City Rate		34.3470%
Current City Tax Capacity (Based on Current Levy & Rate)	\$	12,051,708
Increase To Current Levy	\$	122,000
Levy After Increase	\$	4,261,400
Adj'd City Rate After Levy Increase		35.3593%

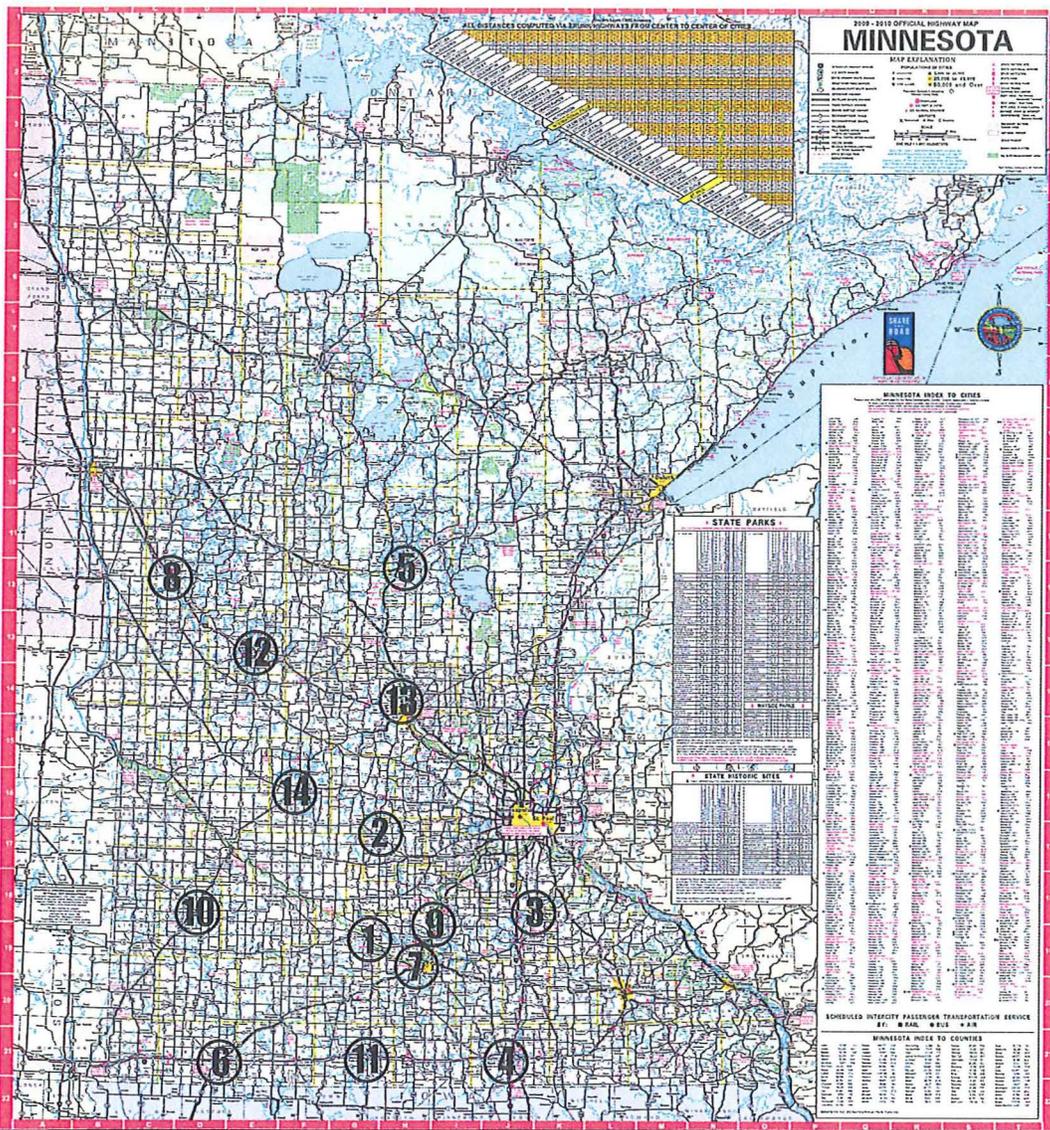
Tax Comparison

	Market Value	Tax Capacity	City Tax Current Rate	City Tax Adj'd Rate	Difference
Homestead Property	\$ 150,000	1263	\$ 434	\$ 446	\$ 13
Non-Hmstd Property/Single Family	\$ 150,000	1500	\$ 515	\$ 530	\$ 15
Non-Hmstd Property/2 or 3 Units	\$ 150,000	1875	\$ 644	\$ 663	\$ 19
Com'l Preferential	\$ 150,000	2250	\$ 773	\$ 796	\$ 23
Com'l Non-Preferential	\$ 150,000	3000	\$ 1,030	\$ 1,061	\$ 30

Note: Tax Capacity of Homestead Property Adjusted for Homestead Market Value Exclusion

2013 Comparative Tax Information

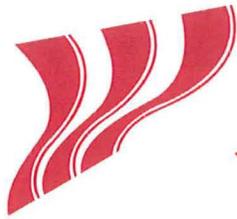
	Pop.	Taxable Tax Value	County	City	School	Other	Total	LGA	Levy	Total Aid/Levy
Similar Size Tax Base Communities										
Brooklyn Center	30,569	\$ 12,983,042.00	\$ 49.46	\$ 71.07	\$ 39.09	\$ 11.29	\$ 170.91	\$ 411,378.00	\$ 9,227,568.00	\$9,638,946.00
West St. Paul	19,756	\$ 12,117,354.00	\$ 33.42	\$ 69.45	\$ 24.43	\$ 7.12	\$ 134.42	\$ 773,763.00	\$ 10,339,283.00	\$11,113,046.00
Farmington	21,792	\$ 12,819,480.00	\$ 33.41	\$ 66.82	\$ 57.20	\$ 4.42	\$ 161.85	\$ -	\$ 8,566,105.00	\$8,566,105.00
New Hope	20,764	\$ 13,042,443.00	\$ 49.46	\$ 58.81	\$ 32.35	\$ 10.47	\$ 151.09	\$ 41,843.00	\$ 9,570,914.00	\$9,612,757.00
Crystal	22,417	\$ 11,801,080.00	\$ 49.46	\$ 56.15	\$ 32.35	\$ 11.96	\$ 149.92	\$ 1,455,066.00	\$ 6,626,306.00	\$8,081,372.00
Fairbault	23,436	\$ 12,577,836.00	\$ 38.25	\$ 53.39	\$ 29.79	\$ 4.92	\$ 126.35	\$ 4,772,748.00	\$ 6,791,178.00	\$11,563,926.00
St. Michael	16,673	\$ 11,613,857.00	\$ 44.29	\$ 43.97	\$ 55.81	\$ 0.78	\$ 144.85	\$ -	\$ 5,106,380.00	\$5,106,380.00
Alexandria	13,008	\$ 13,638,586.00	\$ 52.63	\$ 41.73	\$ 22.50	\$ 2.34	\$ 119.20	\$ 1,204,947.00	\$ 5,692,098.00	\$6,897,045.00
Hugo	13,739	\$ 11,774,742.00	\$ 34.23	\$ 35.79	\$ 28.01	\$ 5.75	\$ 103.78	\$ -	\$ 4,748,427.00	\$4,748,427.00
Willmar	19,694	\$ 12,183,850.00	\$ 59.06	\$ 33.98	\$ 19.72	\$ 2.57	\$ 115.33	\$ 4,052,790.00	\$ 4,140,117.00	\$8,192,907.00
Minnetrasta	6,735	\$ 12,779,597.00	\$ 49.46	\$ 29.55	\$ 24.35	\$ 9.99	\$ 113.35	\$ -	\$ 3,862,806.00	\$3,862,806.00
Ham Lake	15,462	\$ 12,315,145.00	\$ 44.76	\$ 29.23	\$ 26.48	\$ 5.17	\$ 105.64	\$ -	\$ 4,087,191.00	\$4,087,191.00
Vadnais Heights	12,631	\$ 10,934,197.00	\$ 65.24	\$ 29.05	\$ 28.74	\$ 8.84	\$ 131.87	\$ -	\$ 3,579,659.00	\$3,579,659.00
Medina	5,062	\$ 13,017,335.00	\$ 49.46	\$ 24.64	\$ 24.49	\$ 8.98	\$ 107.57	\$ -	\$ 3,249,147.00	\$3,249,147.00
Cross Lake	2,162	\$ 11,833,689.00	\$ 34.34	\$ 22.90	\$ 14.16	\$ 0.19	\$ 71.59	\$ -	\$ 2,709,932.00	\$2,709,932.00
Area County Seat Communities										
Ivanhoe	554	\$ 133,555.00	\$ 35.10	\$ 186.86	\$ 24.64	\$ 1.71	\$ 248.31	\$ 203,179.00	\$ 249,555.00	\$452,734.00
Gaylord	2,303	\$ 647,886.00	\$ 52.03	\$ 125.22	\$ 5.25	\$ 0.80	\$ 183.30	\$ 768,161.00	\$ 811,299.00	\$1,579,460.00
Redwood Falls	5,230	\$ 2,258,322.00	\$ 34.94	\$ 93.69	\$ 20.03	\$ 0.16	\$ 148.82	\$ 1,075,270.00	\$ 2,116,959.00	\$3,192,229.00
Granite Falls	2,843	\$ 1,460,597.00	\$ 42.74	\$ 90.28	\$ 10.24	\$ 0.48	\$ 143.74	\$ 717,911.00	\$ 1,396,364.00	\$2,114,275.00
Olivia	2,454	\$ 1,126,272.00	\$ 35.62	\$ 86.54	\$ 7.70	\$ 2.83	\$ 132.69	\$ 706,366.00	\$ 974,641.00	\$1,681,007.00
Montevideo	5,343	\$ 2,321,997.00	\$ 41.48	\$ 80.40	\$ 25.10	\$ 1.42	\$ 148.40	\$ 1,674,841.00	\$ 1,866,890.00	\$3,541,731.00
New Ulm	13,418	\$ 7,779,275.00	\$ 41.49	\$ 74.14	\$ 15.43	\$ 1.68	\$ 132.74	\$ 4,111,762.00	\$ 5,767,788.00	\$9,879,550.00
Benson	3,200	\$ 1,790,720.00	\$ 45.67	\$ 70.64	\$ 7.35	\$ 0.96	\$ 124.62	\$ 776,650.00	\$ 1,264,983.00	\$2,041,633.00
Litchfield	6,688	\$ 3,526,394.00	\$ 49.65	\$ 62.98	\$ 19.99	\$ 0.23	\$ 132.85	\$ 1,588,853.00	\$ 2,237,700.00	\$3,826,553.00
Owatonna	25,469	\$ 16,424,066.00	\$ 62.54	\$ 59.03	\$ 19.40	\$ 0.73	\$ 141.70	\$ 3,153,124.00	\$ 9,697,539.00	\$12,850,663.00
Morris	5,396	\$ 2,142,578.00	\$ 44.21	\$ 56.75	\$ 36.04	\$ 2.90	\$ 139.90	\$ 2,110,244.00	\$ 1,237,243.00	\$3,347,487.00
Marshall	13,619	\$ 9,913,382.00	\$ 36.43	\$ 50.06	\$ 29.40	\$ 0.17	\$ 116.06	\$ 2,110,608.00	\$ 4,975,977.00	\$7,086,585.00
Willmar	19,694	\$ 12,183,850.00	\$ 59.06	\$ 33.98	\$ 19.72	\$ 2.57	\$ 115.33	\$ 4,052,790.00	\$ 4,140,117.00	\$8,192,907.00



2013 Comparative Property Tax Data Similar Size Communities

City	2012 Census	Taxable Tax Capacity	County Tax Rates	City Tax Rates	School Tax Rates	Special Tax Rates	Total
1. New Ulm	13,418	\$ 7,779,275	41.49	74.14	15.43	1.68	132.74
2. Hutchinson	14,034	\$ 8,778,532	59.66	73.23	16.81	3.65	153.35
3. Northfield	20,373	\$11,470,782	37.58	61.82	38.29	4.34	142.03
4. Albert Lea	17,957	\$ 8,978,213	59.51	60.63	28.73	2.00	150.87
5. Brainerd	13,621	\$ 6,651,101	33.51	58.62	24.22	1.75	118.11
6. Worthington	12,900	\$ 5,632,938	35.36	55.77	20.89	3.95	115.96
7. N. Mankato	13,462	\$ 9,866,600	52.03	54.57	18.92	0.54	126.06
8. Fergus Falls	13,228	\$ 9,163,252	40.84	51.19	25.40	1.45	118.88
9. Saint Peter	11,503	\$ 4,098,430	52.00	50.67	16.75	0.54	119.97
10. Marshall	13,619	\$ 9,913,382	36.43	50.06	29.40	0.17	116.06
11. Fairmount	10,521	\$ 6,640,423	34.62	47.41	30.16	0.42	112.62
12. Alexandria	13,008	\$13,638,586	52.63	41.73	22.50	2.34	119.19
13. Sartell	16,100	\$12,614,818	58.29	37.68	38.43	2.24	136.64
14. Willmar	19,694	\$12,183,850	59.06	33.98	19.72	2.57	115.32

• 2014 Rates Available in September 2014



WILLMAR



WILLMAR FIRE DEPARTMENT
FIRE CHIEF
515 SW 2ND ST

WILLMAR, MN 56201-0932
320-235-1354

To: Finance Committee Members:

Chair: Denis Anderson
Vice Chair: Tim Johnson
Members: Rick Fagerlie
Audrey Nelsen

From: Gary Hendrickson Fire Chief

Date: September 8, 2014

RE: Potential Revenue Source

State Farm, American Family, and Farmers all have a fire department service charge listed under additional coverages within their homeowner policy.

State Farms fire department service charge states: "We will pay up to \$500.00 for your liability assumed by contract or agreement for fire department charges. This means charges incurred when the fire department is called to save or protect covered property from a **Loss Insured**. No deductible applies to this coverage".

The key to the statement is Loss Insured; this would mean the property owner would have had to suffer some sort of property loss in order for the insurance company to pay the service charge. Hence when we respond to an actual fire verses a false alarm and there is a physical loss all the fire department has to do is submit an invoice to the insurance carrier and the fire department service charge would be paid. I have been offered this in the past and have not submitted an invoice to the insurance carrier because I feel the homeowner has already been assessed for fire department services through their property tax. Additionally this would be a ratable claim which means the property owner's insurance rates may be susceptible to an increase if they file a claim. The caveat to this is the insured would have to submit a claim to their insurance company. In some circumstances it has been my experience the insured will not submit a claim depending on the dollar loss to minimize the risk of their insurance costs rising.

As I review calls for service from 2013 where a property owner suffered some sort of property loss and the fire department was eligible to compensation under the fire department service charge. The revenue generated from these types of calls would have been \$15,000.00 (assuming each policy paid a minimum of \$500.00 per occurrence multiplied by 30 calls). Since the beginning of this year we have had 13 calls which would have been eligible for compensation under the fire department service charge or \$6,500.00 of revenue to date in 2014.

In comparison I did poll other similar size communities to see what their policy was for billing homeowners for fire department services. The communities of Alexandria, Brainerd, and Owatonna have responded and indicated they did not bill for fire department services nor did they pursue any compensation offered by the homeowner's insurance carrier.

In the end I do not see this as a viable revenue source for the city. Ultimately I believe if a homeowner was aware they would be charged for the fire department to respond to their home there would be a delay in calling 911 while trying to mitigate the situation themselves. I believe this practice would increase fire injuries and possible fire fatalities. Additionally the possible delay in calling 911 would lead to higher property loss and subject responding firefighters to additional risk and injury due to the homeowner delaying their call to 911.

If you require additional information or have questions please feel free to let me know.

Thank You,

A handwritten signature in black ink, appearing to read "Gary H", followed by a horizontal line extending to the right.

Gary Hendrickson

Fire Chief

ORDINANCE NO. _____

AN ORDINANCE AMENDING WILLMAR ORDINANCE NO. 1192
BY ESTABLISHING A FRANCHISE FEE

The City Council of the City of Willmar does ordain as follows:

Section 1. ESTABLISHMENT OF FRANCHISE FEE

Willmar Municipal Ordinance No. 1192 is amended by adding the following section:

For the use of the public streets, public alleys, and other municipal property for the construction and maintenance of underground gas mains and appurtenances thereto, a franchise fee is hereby imposed and shall be computed as follows:

<u>Center Point Energy Rate Class</u>	<u>Monthly Fee</u>
Residential	\$ 2.30
Commercial A	4.59
Commercial B	7.66
Commercial C	15.32
SVDF A	30.63
SVDF B	45.95
LVDF	76.58

The franchisee shall pay the above fees monthly, on or before the 15th day of each month, commencing with the first payment due February 15, 2008.

Section 2. Effective Date. This ordinance shall be effective from and after its adoption and second publication or on December 31, 2007, whichever date is later.

This Ordinance introduced by Councilman Anderson .

This Ordinance introduced on November 5, 2007 .

This Ordinance published on November 9, 2007 .

This Ordinance given a hearing on _____ .

This Ordinance adopted on _____ .

This Ordinance published on _____ .

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

January 7, 2008
7:00 p.m.

The regular meeting of the Willmar City Council was called to order by the Honorable Mayor Lester Heitke. Members present on a roll call were Mayor Heitke, Council Members Doug Reese, Ron Christianson, Bruce DeBlieck, Denis Anderson, Cindy Swenson, Jim Dokken, and Steven Gardner; Present 8, Absent 1 - Rick Fagerlie was excused from the meeting.

Also present were City Administrator Michael Schmit, Police Chief Jim Kulset, Fire Chief Marv Calvin, Public Works Director Mel Odens, Finance Director Steven Okins, Planning and Development Services Director Bruce Peterson, Community Education and Recreation Director Steve Brisendine, and City Clerk Kevin Halliday.

Additions to the Agenda included the tabled Charter Commission motion from December 17, 2007, and a Hawk Creek Watershed Project announcement.

Mayor Heitke announced, and congratulated, Council Member Denis Anderson who recently received an award from Jennie-O Turkey Store for his 40 years of service.

The Council requested the Municipal Utilities Commission Minutes dated December 31, 2007, be removed from the Consent Agenda.

Council Member Christianson offered a motion adopting the Consent Agenda which included the following: City Council Minutes of December 17, Municipal Utilities Commission Minutes of December 24, Planning Commission Minutes of December 26, Community Ed. and Recreation Advisory Council Minutes of November 30, Police Commission Minutes of December 6, 2007; Exempt Permit Application, Willmar Sertoma Club; and Mayoral Reappointments: MUC - Doug Lindblad and Jerry Gesch, Cable Advisory Committee - Robert Flegel, Rice Hospital Board - Steve Cederstrom, Economic Development Commission Operations Board - Milan Schmiesing; and Planning Commission - Carol Laumer. Council Member Reese seconded the motion, which carried.

Council Member DeBlieck discussed the recent Power Sales Agreement with CMPMA. Municipal Utilities Commissioner Bob Bonawitz provided details of the 30 megawatt proposal. The Municipal Utilities Commission Minutes of December 31, 2007, were approved as presented and ordered placed on file in the City Clerk's Office upon motion by Council Member DeBlieck, seconded by Council Member Dokken, and carried.

At 7:38 p.m. Mayor Heitke opened a hearing on an Ordinance Amending Willmar Ordinance No. 1192, by Establishing a Franchise Fee. City Clerk Halliday presented details of the proposed Ordinance establishing a natural gas franchise fee. Ken Warner, representing the Chamber of Commerce, questioned the dedicating of the funds collected going to the flood control issues which were discussed, but not part of the Ordinance. Mr. Warner was also looking for a sunset date and questioned the biannual review process in Section 3. John Sullivan spoke in opposition of the Ordinance, stating the fee is really a tax and not best for tax-exempt properties. Gerry Gesch urged the Council to get going on the Grass Lake Project and dedicate the funds to water concerns until the problem is resolved. Upon hearing all those who wished to be heard, Mayor Heitke closed the meeting at 7:46 p.m.

Council Member Reese offered a motion to adopt, assign a number, and order final publication of an Ordinance Amending Willmar Ordinance No. 1192 by Establishing a Franchise Fee. Council Member Gardner seconded the motion, resulting in a roll call vote of Ayes 4, Noes 3 - Council Member Christianson, Swenson,

and Dokken voted "No." The Ordinance failed for failure to obtain the five votes needed for adoption.

Representatives of Turch and Associates, David Turch and Kodiak Hill-David, appeared before the Mayor and Council to present an annual update. As the City's Federal lobbyist, they reported on successful Federal grants as follows: \$300,000 Willmar Municipal Utilities power generation study; \$141,700 Gang Enforcement Team; and \$23,500 for meth education. The \$15 million water resources (new Wastewater Treatment Plant) authorization must now be taken to the Appropriations Committee in 2008. It was also noted that Senator Coleman, Representative Peterson, and Representative Oberstar are up for re-election in 2008. This matter was for information only.

Mayor Heitke acknowledged several individuals who had signed up to address the City Council during its scheduled Open Forum. Terrill Reimber inquired as to the status of the Police Civil Service Commission, and Jerry Gesch and Laura Becker expressed concerns regarding flooding issues.

The Community Development Committee Report for December 20, 2007, was presented to the Mayor and Council by Council Members DeBlieck. There were three items for Council consideration.

Item No. 1 The Committee discussed recommendations offered by the Mayor's Housing Task Force. It was a consensus of the Committee that as the educational process unfolds, all educational information should be printed for distribution in three languages. The Committee addressed recommendations in the order offered by the Task Force.

Section No. 1. The Committee discussed amending the exterior maintenance ordinance with stricter standards and was of the opinion that Staff could maintain a complaint-based system of enforcement for these types of violations. The Committee was recommending to the Council that Staff draft amendments to the exterior maintenance ordinance and bring the matter back to the Council for the ordinance adoption process. Council Member DeBlieck moved to approve the recommendation of the Community Development Committee with Council Member Dokken seconding the motion, which carried.

Section No. 2. Because the issues under Exterior Storage and Off-Street parking generally fall under the purview of the Planning Commission, Staff suggested that the Commission should review them and offer their comments to the Council. Following discussion, the Committee was recommending the Council refer the recommendations in Section 2 to the Planning Commission to draft amendments to the Zoning Ordinance and to bring them back to the Council for the ordinance adoption process. Council Member DeBlieck moved to approve the recommendation of the Community Development Committee with Council Member Dokken seconding the motion, which carried.

Section 3. The Committee discussed the Animals, Noise, Snow and Ice sections recommendations offered by the Task Force and was recommending to the Council that Staff and the City Attorney draft amendments to the Municipal Code and bring the matter back to the Council for the ordinance adoption process. Council Member DeBlieck moved to approve the recommendation of the Community Development Committee with Council Member Swenson seconding the motion, which carried.

Section 4. The Committee discussed the Rental Housing Ordinance recommendation at length. No action was taken by the Committee. Rather, personal responsibility and accountability was encouraged in dealing with garbage containment and pick-up. This matter was for information only.

Item No. 2 The Committee discussed the on-going issue of the \$1 million State grant for airport expenditures. Staff offered the opinion that reimbursement for land did not look promising at this point. The airport capital improvement program for the next several years was discussed. Staff requested that the Council authorize staff to work to amend the previous legislation to allow the City to spend the \$1 million grant on other airport items.

The Committee was recommending the Council authorize Staff to pursue an amendment to the 2005 legislation granting the City \$1 million for airport expenditures. Council Member DeBlieck moved to approve



November 14, 2007

Mr. Michael Schmit
City Administrator - Willmar
333 SW 6th Street
Willmar, MN 56201-0755

Dear Michael,

Thank you for the opportunity to comment on the Franchise Fee Ordinance that the city will be discussing at the November 19, 2007 city council meeting. In reviewing the ordinance as currently proposed, CenterPoint Energy offers the following suggestions in the interest of making the fee more equitable for the customer who will be paying them and more administratively manageable for CenterPoint Energy to implement.

- yes
- 1) Refine the fee schedule: We suggest lowering the proposed fees on residential and commercial A/B customers to more equitably spread fees across customer classifications.
- 2) Impose fees on both gas and electric service (or neither): If the city feels it is in the best interest of the community to impose utility fees for energy service, both electric and gas customers should be subject to the same fee requirements.
- yes
- 3) Franchise fee should be in-lieu of permit fees: If approved, CenterPoint Energy will administer the collection, reconciliation and distribution of approximately \$250,000 in fees annually – at no cost to the city. In return, we ask to be exempted from paying permit fees for work necessary to maintain / expand the gas distribution system (work that will ultimately lead to increased property tax collections and/or franchise fees).
- by quarter
- 4) Extend start date: We suggest an April 1, 2008 implementation date to provide sufficient time to inform customers and make the necessary programming changes to the billing system.
- help
- 5) Add a sunset (review) provision: Ideally the ordinance should included a sunset provision requiring future city councils to review and actively renew the fee if it is determined that collecting the fee continues to be in the best interest of the community.
- yes
- 6) Pay on a quarterly vs. monthly basis: The administrative processes associated with collecting, reconciling and paying the fee on a monthly basis is extremely difficult. The process will be more manageable if fees are paid by the last day of the month following each quarter.

In addition to the above, it is critically important that home and business owners are made aware of the financial impact to them and fully understand that the City - not CenterPoint Energy - is imposing the fee. As part of this, we would prefer that the City take the lead in pro-actively communicating the issue to its constituents vs. CenterPoint Energy.

Thank you in advance for giving thoughtful consideration to these suggestions. While we encourage the city council to consider alternative ways to meet the City's budget challenges, we understand the decision ultimately rests with them. Knowing this, if there's any additional information I can provide to help clarify or expand on our suggestions, please don't hesitate to call me.

Sincerely,

Al Swintek
Manager, Local Government Relations
612-321-4799

**Franchise Fee Analysis
City of Willmar**

1) GENERAL REVENUE INFORMATION

	Customers (meters)	Volume (In Therms)	Annual Revenue (all customers)	Annual Revenue (per customer)	Weather Adjustment Factor	Weather Adjusted Revenue
Residential	5,670	4,415,369	\$4,985,526	\$879	1.081	\$5,466,630
Com - A	336	323,748	\$363,777	\$1,083	1.081	\$398,882
Com/Ind-B	224	557,909	\$620,624	\$2,771	1.081	\$680,514
Com/Ind-C	214	2,792,018	\$2,966,338	\$13,861	1.081	\$3,252,590
SVDF - A	27	1,120,967	\$881,531	\$32,649	1.081	\$966,599
SVDF - B	3	681,795	\$569,840	\$189,947	1.081	\$624,830
LVDF	4	2,720,778	\$1,374,717	\$343,679	1.081	\$1,507,377
TOTAL	6,478	12,612,584	\$11,762,353		1.081	\$12,897,421

2) TOTAL FRANCHISE FEE COLLECTION PROJECTIONS

	Adjusted Revenue	Annual fee all customers (Factor = 1%)	Annual fee all customers (Factor = 2%)	Annual fee all customers (Factor = 3%)	Annual fee all customers (Factor = 4%)	Annual fee all customers (Factor = 5%)
Residential	\$5,466,630	\$54,666	\$109,333	\$163,999	\$218,665	\$273,331
Com - A	\$398,882	\$3,989	\$7,978	\$11,966	\$15,955	\$19,944
Com/Ind-B	\$680,514	\$6,805	\$13,610	\$20,415	\$27,221	\$34,026
Com/Ind-C	\$3,252,590	\$32,526	\$65,052	\$97,578	\$130,104	\$162,629
SVDF - A	\$966,599	\$9,666	\$19,332	\$28,998	\$38,664	\$48,330
SVDF - B	\$624,830	\$6,248	\$12,497	\$18,745	\$24,993	\$31,241
LVDF	\$1,507,377	\$15,074	\$30,148	\$45,221	\$60,295	\$75,369
TOTAL	\$12,897,421	\$128,974	\$257,948	\$386,923	\$515,897	\$644,871

3) ANNUAL FEE COLLECTED PER ACCOUNT (PERCENTAGE BASED)

	Customers (meters)	Annual fee per customer (Factor = 1%)	Annual fee per customer (Factor = 2%)	Annual fee per customer (Factor = 3%)	Annual fee per customer (Factor = 4%)	Annual fee per customer (Factor = 5%)
Residential	5,670	\$9.64	\$19.28	\$28.92	\$38.57	\$48.21
Com - A	336	\$11.87	\$23.74	\$35.61	\$47.49	\$59.36
Com/Ind-B	224	\$30.38	\$60.76	\$91.14	\$121.52	\$151.90
Com/Ind-C	214	\$151.99	\$303.98	\$455.97	\$607.96	\$759.95
SVDF - A	27	\$358.00	\$716.00	\$1,074.00	\$1,432.00	\$1,790.00
SVDF - B	3	\$2,082.77	\$4,165.53	\$6,248.30	\$8,331.07	\$10,413.83
LVDF	4	\$3,768.44	\$7,536.88	\$11,305.33	\$15,073.77	\$18,842.21

4) MONTHLY FEE COLLECTED PER ACCOUNT (PERCENTAGE BASED)

	Customers (meters)	Monthly fee per customer (Factor = 1%)	Monthly fee per customer (Factor = 2%)	Monthly fee per customer (Factor = 3%)	Monthly fee per customer (Factor = 4%)	Monthly fee per customer (Factor = 5%)
Residential	5,670	\$0.80	\$1.61	\$2.41	\$3.21	\$4.02
Com - A	336	\$0.99	\$1.98	\$2.97	\$3.96	\$4.95
Com/Ind-B	224	\$2.53	\$5.06	\$7.60	\$10.13	\$12.66
Com/Ind-C	214	\$12.67	\$25.33	\$38.00	\$50.66	\$63.33
SVDF - A	27	\$29.83	\$59.67	\$89.50	\$119.33	\$149.17
SVDF - B	3	\$173.56	\$347.13	\$520.69	\$694.26	\$867.82
LVDF	4	\$314.04	\$628.07	\$942.11	\$1,256.15	\$1,570.18

5) MONTHLY FEE COLLECTED PER ACCOUNT (METER BASED - FLAT FEE)

	Customers (meters)	Monthly fee per customer	Percent charged per customer	Annual fee per customer	Total monthly Fee to City	Annual Fee to City
Residential	5,670	\$2.30	2.86%	\$28	\$13,041	\$156,492
Com - A	336	\$4.59	4.64%	\$55	\$1,542	\$18,507
Com/Ind-B	224	\$7.66	3.03%	\$92	\$1,716	\$20,590
Com/Ind-C	214	\$15.32	1.21%	\$184	\$3,278	\$39,342
SVDF - A	27	\$30.63	1.03%	\$368	\$827	\$9,924
SVDF - B	3	\$45.95	0.26%	\$551	\$138	\$1,654
LVDF	4	\$76.58	0.24%	\$919	\$306	\$3,676
TOTAL					\$20,849	\$250,185

**Franchise Fee Analysis
City of Willmar**

1) GENERAL REVENUE INFORMATION

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TOTAL	\$12,897,421	\$128,974	\$257,948	\$386,923	\$515,897	\$644,871

3) ANNUAL FEE COLLECTED PER ACCOUNT (PERCENTAGE BASED)

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Com/Ind-C	214	\$151.99	\$303.98	\$455.97	\$607.96	\$759.95
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SVDF - B	3	\$2,082.77	\$4,165.53	\$6,248.30	\$8,331.07	\$10,413.83
LVDF	4	\$3,768.44	\$7,536.88	\$11,305.33	\$15,073.77	\$18,842.21

4) MONTHLY FEE COLLECTED PER ACCOUNT (PERCENTAGE BASED)

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Com - A	336	\$0.99	\$1.98	\$2.97	\$3.96	\$4.95
Com/Ind-B	224	\$2.53	\$5.06	\$7.60	\$10.13	\$12.66
Com/Ind-C	214	\$12.67	\$25.33	\$38.00	\$50.66	\$63.33
SVDF - A	27	\$29.83	\$59.67	\$89.50	\$119.33	\$149.17
SVDF - B	3	\$173.56	\$347.13	\$520.69	\$694.26	\$867.82
LVDF	4	\$314.04	\$628.07	\$942.11	\$1,256.15	\$1,570.18

5) MONTHLY FEE COLLECTED PER ACCOUNT (METER BASED - FLAT FEE)

	Customers (meters)	Monthly fee per customer	Percent charged per customer	Annual fee per customer	Total monthly Fee to City	Annual Fee to City
Residential	5,670	\$2.00	2.49%	\$24	\$11,340	\$136,080
Com - A	336	\$2.50	2.53%	\$30	\$840	\$10,080
Com/Ind-B	224	\$6.00	2.37%	\$72	\$1,344	\$16,128
Com/Ind-C	214	\$30.00	2.37%	\$360	\$6,420	\$77,040
SVDF - A	27	\$50.00	1.68%	\$600	\$1,350	\$16,200
SVDF - B	3	\$100.00	0.58%	\$1,200	\$300	\$3,600
LVDF	4	\$150.00	0.48%	\$1,800	\$600	\$7,200
TOTAL					\$22,194	\$266,328

Audrey Peterson

From: Michael Schmit
Sent: Wednesday, September 12, 2007 2:47 PM
To: apeterson@ci.willmar.mn.us
Subject: FW: Willmar Franchise Fee Analysis - CenterPoint Energy
Attachments: Franchise Fee Analysis- Willmar 2007.xls; 1FRANCHIE FEE FACT SHEET...2007..logo.doc

From: Hargest, Connie S. [mailto:connie.s.hargest@centerpointenergy.com]
Sent: Wednesday, September 12, 2007 2:39 PM
To: Michael Schmit
Subject: Willmar Franchise Fee Analysis - CenterPoint Energy

Michael,

I have attached a spreadsheet with a couple of calculation tools that should help you determine the revenue a franchise fee could generate in Willmar. I am also attaching a "Franchise Fee Fact Sheet" which should help to further explain our position on franchise fees and implementation guidelines, if the city does decide to move forward on this fee. Our large volume customers (LVDF = Large Vol. Dual Fuel) and other commercial customers consider gas usage/costs to be competitive information and therefore confidential. Please, help us maintain this confidentiality by limiting the number of hard copies and restricting the attached information as it applies to the city's franchise fee analysis only.

A franchise fee is a straight pass-through tax to our customers and even though it will show as a separate line item on the gas bill, it gives the impression that our product, natural gas, is more expensive than it really is. As I mentioned to you today, CenterPoint Energy (CNP) does not advocate the use of franchise fees (taxes) to generate revenue but will not actively oppose the city's decision to do so.

Since we already pay almost \$100K per year in property taxes on all natural gas infrastructure in Willmar, CenterPoint Energy would prefer that revenue to operate the city continue to be generated through the tax levy process. General statistics regarding CenterPoint Energy's service to the City of Willmar are as follows:

CenterPoint Energy Investment in Willmar

- 6,478 residential, commercial and industrial customers served in the city
- \$5,866,057.31 of capital investments in the last 45 years to expand and support the distribution system in Willmar
- 531,326 feet of natural gas main to ensure reliable natural gas service
- \$99,332 in total property and real estate taxes paid in year 2006 to benefit the Willmar community

State Statute 216.B.36 does allow for the implementation of franchise fees as follows: "... *Under the license, permit, right, or franchise, the utility may be obligated by any municipality to pay to the municipality fees to raise revenue or defray increased municipal costs accruing as a result of utility operations, or both*". Therefore, if the city council of Willmar implements a franchise fee, using a separate fee ordinance, CenterPoint Energy will calculate and collect it (note: 60 days needed to

implement after ordinance is passed) using our billing system.

If you, your staff, or the city council need further information, or want me to participate in a council workshop/planning meeting, please let me know. We can also provide a franchise fee ordinance model. If this is something you are interested in seeing, just let me know.

Respectfully,

Connie Hargest
Government Relations
CenterPoint Energy
800 LaSalle Avenue
Minneapolis, Minnesota 55402
612-321-4899
612-910-1478 (Cell)
612-321-4812 (Fax)
connie.s.hargest@centerpointenergy.com

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**CenterPoint Energy Franchise Fee Analysis
City of Willmar**

REVENUE DATA-12 Months (Aug 06-Aug 07)

CONFIDENTIAL

Rate Class	Customers (meter)	Volume (In Therms)	Revenue
(a)	(b)	(c)	(d)
Residential	5,670	4,415,369	\$4,985,526
Com - A	336	323,748	\$363,777
Com/Ind-B	224	557,909	\$620,624
Com/Ind-C	214	2,792,018	\$2,966,338
SVDF - A	27	1,120,967	\$881,531
SVDF - B	3	681,795	\$569,840
LVDF	4	2,720,778	\$1,374,717
TOTAL	6,478	12,612,584	\$11,762,353

Heating Degree Days-Actual	7,038		
Heating Degree Days-Normal	7,609	\$12,716,645	Weather Normal Revenue Estimate

CALCULATION TOOL

Examples: Fee Generated (assumes each rate class assessed equally)

Yearly Franchise Fee Revenue Generated (e)	% of Franchise Fee Needed (Total (d) / e) (f)	Flat/\$mo Month needed (Total (b) / e) / 12 (g)
\$100,000	0.79%	\$ 1.29
\$200,000	1.57%	\$ 2.57
\$300,000	2.36%	\$ 3.86
\$400,000	3.15%	\$ 5.15
\$500,000	3.93%	\$ 6.43

CALCULATION TOOL

Examples: Fee Generated-flat rate (per meter) assessed differently for each class

Rate Class	Customers (meter)	Flat Fee \$/mo	# months	Yearly Franchise Fee Revenue Generated
Resid.	5,670	\$ 1.50	12	\$ 102,060.00
Com A	336	\$ 3.00	12	\$ 12,096.00
Com B	224	\$ 5.00	12	\$ 13,440.00
Com C	214	\$ 10.00	12	\$ 25,680.00
SVDF A	27	\$ 20.00	12	\$ 6,480.00
SVDF B	3	\$ 30.00	12	\$ 1,080.00
LVDF	4	\$ 50.00	12	\$ 2,400.00
TOTAL				\$ 163,236.00

Franchise Fee Report

To	MICHAEL SCHMIT	From	AL SWINTER
Co./Dept.	CITY OF WISCONSIN	Co.	
Phone #		Phone #	612-321-4299
Fax #	720-235-4917	Fax #	

City	Fee Status	Calc. Method	Franch			
Afton	Approved	Flat Rate		Residential = \$2.00 Comm A = \$4.00 Comm B = \$5.00 Comm C = \$5.00 SVDF A = \$5.00 SVDF B = \$5.00 LVDF = \$5.00	Yes	01/01/2005 6/30/2006
Alexandria	Approved	% of Revenue		All Customers = 5%	Yes	04/01/2004 None
Anoka	Approved	Flat Rate		Residential = \$2.75 Comm A = \$2.75 Comm B = \$8.00 Comm C = \$35.00 SVDF A = \$75.00 SVDF B = \$300.00 LVDF = \$900.00	Yes	01/05/2004 Sunset 12/31/2007
Blue Earth	Approved	Flat Rate		Residential = \$2.00 Commercial = \$3.00	Yes	12/01/2003 None
Brooklyn Center	Approved	Flat Rate		Residential = \$1.48 Comm A = \$1.53 Comm B = \$5.00 Comm C = \$20.00 SVDF A = \$50.00 SVDF B = \$96.00 LVDF = \$96.00	Yes	01/29/2004 None
Coon Rapids	Approved	% of Revenue		All customers = 4%	No	01/01/1992 None
Cottage Grove	Approved	Flat Rate		Residential = \$1.25 Comm A = \$3.75 Comm B & C = \$6.25 SVDF A & B = \$12.50 LVDF = \$18.75 F&I Tp = \$18.75	Yes	01/29/2004 01/01/2007 None
Deephaven	Approved	Flat Rate		All Customers = \$2.50	No	02/04/2002 Review 02/04/2005
Excelsior	Approved	Flat Rate		\$2.50 / meter	Yes	10/15/2005
Granite Falls	Approved	% of Revenue		5% with a \$1,500 maximum per month	No	03/31/2005
Hopkins	Approved	Flat Rate		Residential = \$1.00 Comm A = \$1.00 Comm B = \$3.00 Comm C = \$9.00 SVDF A = \$18.00 SVDF B = \$63.00 LVDF = \$63.00	No	02/06/2004 Sunset 12/31/2007
Lake Crystal	Approved	% of Revenue		All customers = 5%	No	08/01/2003 None
Little Falls	Approved	Flat Rate		Residential = \$1.00 All others = \$5.00	No	01/01/2004 None
Long Prairie	Approved	Flat Rate		\$1.00 / meter	No	01/01/2007 None
Minneapolis	Approved	% of Revenue		2/2001, Res = 4.25% 2/2008, Res = 4.50% Commercial A,B,C = 5% SVDF = 5% LVDF = 3%	Yes	01/01/1992 None

11/15/2007

Franchise Fee Report

City	Fee Status	Calc. Method	Franchise Fee Schedule	In Lieu of Permit Fees	Fee Start Date	Sunset/Review Date
Morris	Approved	Flat Rate	Residential \$2.00 Com-A \$5.00 Com/Ind-B \$9.00 Com/Ind-C \$27.00 SVDF-A \$35.00 SVDF-B \$35.00 LVDF \$750.00	Yes	07/01/2004	None
Mound	Approved	Flat Rate	All customers = \$2.00	No	10/20/2003	None
Mounds View	Approved	% of Revenue	All customers = 4%	No	01/01/2001	Sunset 12/31/2008
New Hope	Approved	Flat Rate	Residential = \$1.50 Comm A = \$3.00 Comm B = \$6.00 Comm C = \$20.00 SVDF A = \$30.00 SVDF B = \$40.00 LVDF = \$60.00	Yes	01/01/2004	Review 01/01/2006
Oakdale	Approved	Flat Rate	Residential = \$0.50 Comm A & B = \$3.00 Comm C = \$5.00 SVDF A & B = \$10.00 LVDF = \$10.00	No	01/20/2004	Review 06/30/2006
Owatonna	Approved	% of Revenue	Residential = 1.75% Comm A & B = 1.75% Comm C = 1.00% SVDF A & B = 1.00% LVDF = 1.00%	Yes	01/01/2003	None
Prior Lake	Approved	Flat Rate	Residential \$1.50 Comm-A \$1.50 Comm-B \$5.00 Comm-C \$5.00 SVDF-A \$10.00 SVDF- B \$10.00 LVDF \$50.00	Yes	07/01/2006	
Richfield	Approved	Flat Rate	Residential = \$1.60 - 1.65 Comm A = \$1.60 - 1.65 Comm B = \$4.95 - 5.10 Comm C = \$11.00 - 11.33 SVDF A = \$11.00 - 11.33 SVDF B = \$11.00 - 11.33 LVDF = \$11.00 - 11.33	Yes	02/03/2004	Review 06/30/2008 FF Inc. 01-01-06
Robbinsdale	Approved	% of Revenue	All customers = 4%	No - but not required to pay (same)	06/01/2003	Sunset 07/01/2009
Sleepy Eye	Approved	% of Revenue	All customers = 2%	Yes	01/01/1998	None
St. Louis Park	Approved	Flat Rate	Residential = \$1.25 Comm A = \$1.25 Comm B = \$4.00 Comm C = \$10.00 SVDF A&B = \$10.00 LVDF = \$65.00	No	01/04/2004	None

11/15/2007

Franchise Fee Report

City	Fee Status	Calc. Method	Franchise Fee Schedule	In Lieu of Permit Fees	Fee Start Date	Sunset/Review Date
Waseca	Approved	Flat Rate	Residential \$1.40 Com A \$1.80 Com B \$5.00 Com C \$16.00 SVDF A \$100.00 SVDF B \$150.00 LVDF \$300.00	No	01/01/2006	None

\$1,000,000

City of Willmar, Minnesota
General Obligation Improvement Bonds, Series 2014B
Heritage Bank Purchase

Post-Sale Tax Levies

Payment Date	Principal	Coupon	Interest	Total P+I	City Cash Contribution	105% Overlevy	Assessment Income	Levy Required	Levy/Collect Year
02/01/2015	-	-	10,186.95	10,186.95	(10,186.95)	-	-	-	2013/2014
02/01/2016	91,000.00	2.170%	21,700.00	112,700.00	-	118,335.00	59,622.42	58,712.58	2014/2015
02/01/2017	92,000.00	2.170%	19,725.30	111,725.30	-	117,311.57	59,622.43	57,689.14	2015/2016
02/01/2018	95,000.00	2.170%	17,728.90	112,728.90	-	118,365.35	59,622.42	58,742.93	2016/2017
02/01/2019	97,000.00	2.170%	15,667.40	112,667.40	-	118,300.77	59,622.40	58,678.37	2017/2018
02/01/2020	99,000.00	2.170%	13,562.50	112,562.50	-	118,190.63	59,622.43	58,568.20	2018/2019
02/01/2021	100,000.00	2.170%	11,414.20	111,414.20	-	116,984.91	59,622.41	57,362.50	2019/2020
02/01/2022	103,000.00	2.170%	9,244.20	112,244.20	-	117,856.41	59,622.41	58,234.00	2020/2021
02/01/2023	105,000.00	2.170%	7,009.10	112,009.10	-	117,609.56	59,622.41	57,987.14	2021/2022
02/01/2024	108,000.00	2.170%	4,730.60	112,730.60	-	118,367.13	59,622.42	58,744.71	2022/2023
02/01/2025	110,000.00	2.170%	2,387.00	112,387.00	-	118,006.35	59,622.41	58,383.94	2023/2024
Total	\$1,000,000.00	-	\$133,356.15	\$1,133,356.15	(10,186.95)	\$1,179,327.66	\$596,224.16	\$583,103.50	-



PUBLIC WORKS/SAFETY COMMITTEE

MINUTES

The Public Works/Safety Committee of the Willmar City Council met on Tuesday, September 9, 2014, in Conference Room No. 1 at the City Office Building.

Present:	Ron Christianson	Chair
	Audrey Nelsen	Vice Chair
	Bruce DeBlieck	Member
	Steve Ahmann	Member

Others present: Mayor Frank Yanish; Council Member Tim Johnson; Director of Public Works Sean Christensen; Chief of Police Jim Felt; Airport Operations Supervisor Eric Rudningen.

Item No. 1 Call to Order

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

Item No. 2 Public Comments

There were no public comments.

Item No. 3 Airport Operations Supervisor Agreement: 2015-2017 (Resolution)

Public Works Director Sean Christensen brought forth, for approval, the resolution to allow the City to enter into an agreement with Eric's Aviation Services for the Airport Operations Supervisor. As per the Airport Commission's recommendation, staff along with the City Attorney drafted a new agreement with Eric's Aviation Services, Inc. with minor changes including haying the end of the runway, herbicide being applied by the Operations Supervisor with chemicals paid by the City, and assisting the Airport Manager in administrative matters. The proposed monthly fee schedule for 2015 would be \$6,428.00, \$6,524.00 in 2016 and \$6,622.00 in 2017. Eric Rudningen, with Eric's Aviation Services, was present to answer additional questions from the Committee.

A motion was made by Council Member Ahmann, seconded by Council Member DeBlieck to approve the resolution for the City to enter into an agreement with Eric's Aviation Services for the Airport Operations Supervisor for the years 2015-2017. The motion carried.

Item No. 4 Work Order No. 3 Bolton and Menk for Airport Industrial Stormwater Permit and Stormwater Pollution Prevention Plan (SWPPP) (Resolution)

Public Works Director Christensen brought forth, for approval, Work Order No. 3 with Bolton and Menk for the Airport Industrial Stormwater Permit and Stormwater Pollution Prevention Plan (SWPPP) in the amount of \$7,150.00. The Airport Industrial Stormwater Permit renewal process is required for a new 2015 permit. The MPCA is also requiring a Stormwater Pollution Prevention Plan (SWPPP) to be submitted. The Work Order will cover the technical assistance provided by Bolton and Menk for the application and submittal of the permit and plan.

A motion was made by Council Member DeBlieck, seconded by Council Member Nelsen to approve the Work Order No. 3 with Bolton and Menk for the Airport Industrial Stormwater Permit and Stormwater Pollution Prevention Plan. The motion carried.

Item No. 5 Final Project Payment for Contract 1 of State Project No. A3401-63 (Resolution)

Public Works Director Christensen brought forth, for approval, the final project payment for

Contract 1 of State Project No. A3401-63 intended for the turf restoration/establishment project of grass runway 03/21 in the amount of \$27,857.61 to Kuechle Underground, Inc. of Kimball. Due to a wet June, a change order was included reducing the final contract by \$18,068.00.

A motion was made by Council Member Ahmann, seconded by Council Member DeBlieck to approve the final project payment for Contract 1 of State Project No. A3401-63. The motion carried.

Item No. 6 Amendment No. 2 to Work Order No. 1 Professional Services Contract with Bolton and Menk of the 2012 Airport Pavement Improvements- Turf Runway (Resolution)

Public Works Director Christensen brought forth, for approval, Amendment No. 2 to Work Order No. 1 of the Professional Services Contract with Bolton and Menk. Bolton and Menk provided additional construction engineering services for reseeding and fertilizing on the Turf Runway rehabilitation because of poor weather conditions in June. The amendment request totals \$3,250.00 for the additional consultant time.

Following a discussion a motion was made by Council Member DeBlieck, seconded by Council Member Nelsen to approve the Amendment No. 2 to Work Order No. 1 Professional Services Contract with Bolton and Menk of the 2012 Airport Pavement Improvements. The motion carried.

Item No. 7 Old Business

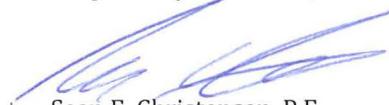
Chief of Police Jim Felt noted the jail census for September 9, 2014, was 101; 75 of those being Kandiyohi County inmates, 21 inmates from the MN Department of Corrections, 2 inmates from Swift County, 2 inmates from Big Stone County and 1 from Big Stone County. The calls for service for the previous two weeks totaled 851. The majority of the calls are for traffic stops, followed by public assists and animal complaints. The Police Commission met this past week and authorized the internal promotion process for the Captain position. The deadline for resumes is scheduled for the 17th, a written test on the 22nd and appointment of the position in November.

Item No. 8 New Business (Information Only)

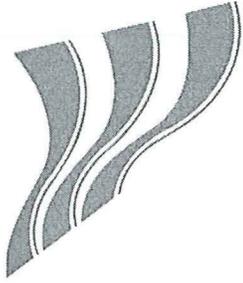
Council Member Christianson brought concerns of drainage issues from private developer Dan Koosman to the Committee. Public Works Director Christensen explained the history as he knew it and further discussion with the Committee involved possible solution scenarios and the possibility of conversations with the Storm Water Task Force.

There being no further business to come before the Committee, the meeting was adjourned at 5:37 p.m. by Chair Christianson.

Respectfully submitted,



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



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

Agenda Item Number: 3

Meeting Date: September 9, 2014

Attachments: Yes No

CITY COUNCIL ACTION

Date: September 15, 2014

- Approved Denied
- Amended Tabled
- Other

Originating Department: Airport

Agenda Item: Airport Operations Supervisor Agreement: 2015-2017

Recommended Action: Approve the resolution for the City to enter into an agreement with Eric's Aviation Services for the Airport Operations Supervisor.

Background/Summary: As per the Airport Commission's recommendation, staff along with City Attorney Robert Scott, drafted a new Airport Operations Supervisor agreement with Eric's Aviation Services, Inc. The Airport Commission and staff felt the current agreement with Eric Rudningen has been going well and should continue into the future. There were a few minor changes from the previous agreement; specifically haying at the end of the runway will be controlled by the Operations Supervisor, herbicide will be applied the Operations Supervisor, chemicals will be paid by the City, and finally assist the Airport Manager in administrative matters.

Alternatives: N/A

Financial Considerations: 2015: \$6,428.00 per month; 2016: \$6,524.00 per month; 2017: \$6,622.00 per month.

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

Signature: 

Comments:

Resolution No. _____

Whereas the City of Willmar desires to retain a firm to provide Airport Operations Supervisor for on-site airport management and maintenance for the City of Willmar; and

Whereas a proposal has been made by, and an agreement prepared to retain Eric's Aviation Services Inc. for \$6,428.00 per month in 2015, \$6,524.00 per month in 2016, and \$6,622.00 per month in 2017 for said services;

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

Dated this 15th day of September, 2014

Mayor

Attest:

City Clerk

AIRPORT OPERATIONS AGREEMENT

THIS AGREEMENT is made and entered into this ____ day of _____, 201_, by and between the City of Willmar, Minnesota and Eric's Aviation Services, Inc., hereinafter called the second party or Airport Operations Supervisor. The Airport Operations Supervisor shall provide one or more persons to perform the day-to-day activities necessary to keep the Willmar Municipal Airport safe, accessible and operational on a daily basis.

WITNESSETH, in consideration of the mutual covenants and agreements herein contained, the parties hereto agree as follows:

A. CITY

1. The City of Willmar does hereby retain, as a consultant in the specialized field of aviation, the second party, as Airport Operations Supervisor of the Willmar Municipal Airport for the term specified in Paragraph C.1 below, pursuant to the following fee schedule:
 - a. 2015: \$6,428.00 per month;
 - b. 2016: \$6,524.00 per month; and
 - c. 2017: \$6,622.00 per month.

Unemployment compensation, workers compensations, and F.I.C.A. taxes and withholding taxes, if any, shall be provided for/withheld by second party for its employees.

It is agreed that the monthly fees listed above include an estimated average of forty hours (40) hours per week (and on-call as needed).

2. The City shall provide such snow plowing and snow loading services as can be accomplished with heavy equipment, such as motor graders, truck plows and loaders, on the taxiways, runways, ramp, parking lot and around all T-Hangars.
3. The City shall purchase minor items for routine maintenance at the airport, including bulbs and toiletries, etc.
4. The City shall make Manager's office and the Maintenance shed at the airport available to the Airport Operations Supervisor for its use as necessary for the performance of its duties and obligations under this Agreement.
5. The City shall supervise and manage the Willmar Municipal Airport and its tenants in all matters, not otherwise specifically delegated to the Airport Operations Supervisor herein, including the following:
 - a. To perform all administrative duties such as credit applications, billings, and budgets for the airport;

- b. To participate as a member of the Minnesota Council of Airports;
- c. To act as a liaison to the Airport Commission;
- d. To manage tenant leases; and
- e. To perform duties as necessary for airport related accidents.

B. AIRPORT OPERATIONS SUPERVISOR

1. The Airport Operations Supervisor (second party) shall provide the staff necessary to assist with the operation and supervision of the Willmar Municipal Airport and all City property located thereupon, according to the terms of this agreement, in all matters, not otherwise specifically delegated to other persons, including the following:
 - a. Close the airport and/or issue NOTAMS for use in unsuitable flying weather.
 - b. Set traffic patterns for landing, ground movement of planes, parking of planes and automotive parking and traffic on the public areas of the airport.
 - c. Check qualifications of individuals using the airport and report to the appropriate government agency any violations of City, State or Federal regulations.
 - d. Mark, barricade or close off any hazardous condition that may exist to aeronautical or public use of the airport and to immediately report the same in writing to the city designated Airport Manager.
 - e. Perform and log daily runway inspections and replace runway/taxiway lights as necessary.
 - f. Monitor the septic tank for routine maintenance activity.
 - g. Provide general maintenance of the airfield gates.
 - h. Remove snow and/or ice from walks and around doors in such areas as cannot be removed or plowed by the City's heavy equipment. This includes areas around all City buildings.
 - i. Mow and trim ALL Airport grass and lawns around the main hangar buildings, Terminal Building, and all grass adjacent to taxiways, runways, and ramps and weeding/maintenance of landscaping around F-14. As an alternative to mowing, hay may be maintained and harvested on such areas where suitable in the reasonable judgment of the Airport Operations Supervisor.
 - j. Apply herbicide to and spray such areas listed in Paragraph B.1.i above with weed control agents using the Airport Operations Supervisor's applicators and tools, with the cost of the herbicides, chemicals or other agents used to be paid by the City.
 - k. Keep a weekly log of the number of planes taking off and landing at the Airport during regular operating hours (best effort traffic count).
 - l. To provide janitorial services for terminal building including pilot lounge, conference room, and public rest rooms.
 - m. To perform general inspections, maintenance, and preventative actions of ALL Airport City owned facilities, grounds, Hangars etc.
 - n. To perform MS4 Stormwater activities as per SWPPP permit for MPCA.
 - o. To work with City Staff and/or the Economic Development Commission to market the airport.

- p. To maintain a preventative maintenance needs list, to coincide with budgeting processes.
 - q. To perform bird depredation permit matters as needed along with any additional Wildlife conflicts within the airport boundaries.
 - r. Follow all current Federal Aviation Administration and Minnesota Department of Aeronautics rules and regulations.
 - s. Prepare and submit monthly reports to the City and an annual report with content to be determined by the City.
 - t. Assist the Airport Manager and City Staff as needed in connection with the City's performance of its obligations under Paragraph A.5.b above.
2. The staff of the Airport Operations Supervisor shall take all necessary precautions and steps to see that all rules, laws and regulations adopted by the Federal Government, the State of Minnesota, the City of Willmar, or any of its duly authorized agencies, are fully enforced at all times.
3. The Airport Operations Supervisor shall be subject to, and conform to all laws, rules, and regulations of the Federal, State, City Government, or appropriate agencies thereof, in any and all activities to be carried out under this agreement
4. The Airport Operations Supervisor shall keep up and maintain in a neat, clean, sanitary and orderly manner all public and office areas in the Main Terminal building.
5. The Airport Operations Supervisor shall, in maintaining the Airport premises, be responsible for routine maintenance and minor repairs including replacing of burned out lamps, proper closing of doors, etc. Major repairs/expenses over \$500 shall require City approval prior to purchasing the equipment or hiring the contractor. Equipment and material purchases and other major repairs requiring outside licensed contractors or similar personnel shall be the responsibility of the City.
6. The Airport Operations Supervisor shall not assign or delegate any of its duties or responsibilities under this Agreement without the prior written approval of the City.
7. The schedule of days and hours during which the Airport Operations Supervisor shall maintain regular hours normally be in attendance at the airport shall be reasonable and published by the Airport Operations Supervisor, subject to the City's approval, which approval shall not be unreasonably withheld, and to reevaluation from time to time, as needed.
8. The Airport Operations supervisor for itself, its personal representatives, successors in interest, and assigns agrees that: (1) no person on the grounds of race, color, religion, or national origin shall be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of all airport facilities; (2) in the construction and maintenance of any improvements on, over, or under such land and the furnishing of services thereon or therein, no person on the grounds of race, color, religion or national origin shall be excluded from participation in, denied benefits

of, or otherwise be subjected to discrimination, (3) the Manager shall use the premises in compliance with all other requirements imposed by or pursuant of Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21; Nondiscrimination in Federally Assisted Programs of the Department of Transportation-Effectuation of Title VI of the Civil Rights Act of 1964, and as said Regulations may be amended.

9. In the event that the Airport Operations Supervisor fails to comply with the terms and conditions of this Agreement, the City shall notify the Airport Operations Supervisor, in writing, of the alleged violation of this Agreement and, if the violation has not been corrected within 30 days from the date the alleged violation, this Agreement may be immediately terminated by the City.

10. At all times after the commencement of the term of this Agreement and during the full term of this Agreement, the Airport Operations Supervisor shall maintain and keep current a general commercial liability insurance policy in at the minimum amounts of Five Hundred Thousand (\$500,000) per claimant/ One Million (\$1,000,000) Dollars per occurrence or as indicated in the policies or certificate(s) of insurance attached hereto as Exhibit A, whichever amounts are greater, and a products and completed operations policy in the minimum amounts of One Million (\$1,000,000) Dollars per occurrence and Two Million (\$2,000,000) Dollars general aggregate, or as indicated in the policies or certificate(s) of insurance attached hereto as Exhibit A, whichever amounts are greater, which policies shall include the City as a named insured and shall be in a form acceptable to the City. The Airport Operations Supervisor shall additionally maintain workers' compensation coverage and employer's liability insurance as required by law. Each policy of insurance shall be issued by a reputable casualty insurance company or companies, authorized to do business in the State of Minnesota, shall be non-cancelable with respect to the City except upon 30 days' prior written notice to the City, and copies of such policies or Certificates of Insurance evidencing the same are attached hereto as Exhibit A, and updated copies of the same shall be provided to the City promptly upon request. Failure to maintain the insurance policies required herein or to provide any required policy copy or Certificate of Insurance to the City shall entitle the city to immediately terminate this Agreement without prior notice to the Airport Operations Supervisor.

11. The Airport Operations Supervisor shall indemnify, protect, save, hold harmless and insure the City, and its respective officers, directors, employees and members and agents, from and against any and all claims and demands for, or litigation with respect to, all damages which may arise out of or be caused by the Airport Operations Supervisor or its agents, employees, contractors, subcontractors, or sub-consultants with respect to the Airport Operations Supervisor's performance of its obligations under this Agreement. The Airport Operations Supervisor shall defend the City against the foregoing, or litigation in connection with the foregoing, at the Airport Operations Supervisor's expense, with counsel reasonably acceptable to the City. The City, at its expense, shall have the right to participate in the defense of any Claims or litigation and

shall have the right to approve any settlement, which approval shall not be unreasonably withheld. The indemnification provision of this Section shall not apply to damages or other losses proximately caused by or resulting from the negligence, gross negligence or willful misconduct of the City. All indemnification obligations shall survive termination, expiration or cancellation of this Agreement.

C. GENERAL TERMS AND CONDITIONS.

1. Term and Termination. This agreement may be terminated by either party upon 60 days' written notice to the other; shall be in effect from January 1, 2015 to December 31, 2017, and these terms and conditions shall continue thereafter on a month to month basis until a new agreement is revised and approved by both parties.

2. Voluntary and Knowing Action. The parties, by executing this Agreement, state that they have carefully read this Agreement and understand fully the contents thereof; that in executing this Agreement they voluntarily accept all terms described in this Agreement without duress, coercion, undue influence, or otherwise, and that they intend to be legally bound thereby.

3. Authorized Signatories. The parties each represent and warrant to the other that (1) the persons signing this Agreement are authorized signatories for the entities represented, and (2) no further approvals, actions or ratifications are needed for the full enforceability of this Agreement against it; each party indemnifies and holds the other harmless against any breach of the foregoing representation and warranty.

4. Independent Contractor Status. The Airport Operations Supervisor, at all times and for all purposes hereunder, shall be an independent contractor and is not an employee of the City for any purpose. No statement contained in this Agreement shall be construed so as to find the Airport Operations Supervisor to be an employee of the City, and the Airport Operations Supervisor shall not be entitled to any of the rights, privileges, or benefits of employees of the City, including but not limited to, workers' compensation, health/death benefits, and indemnification for third-party personal injury/property damage claims.

The Airport Operations Supervisor acknowledges that no withholding or deduction for State or Federal income taxes, FICA, FUTA, or otherwise, will be made from the payments due CONSULTANT, and that it is the Airport Operations Supervisor's sole obligation to comply with the applicable provisions of all Federal and State tax laws.

The Airport Operations Supervisor shall at all times be free to exercise initiative, judgment and discretion as to how to best perform or provide services identified herein.

The Airport Operations Supervisor is responsible for hiring sufficient workers to perform the services/duties required by this Agreement, withholding their taxes and paying all other employment tax obligations on their behalf.

5. Interest by City Officials. No elected official, officer, or employee of the City shall during his or her tenure or employment and for one year thereafter, have any interest, direct or indirect, in this Agreement or the proceeds thereof.

6. Governing Law. This Agreement shall be deemed to have been made and accepted in Kandiyohi County, Minnesota, and the laws of the State of Minnesota shall govern any interpretations or constructions of the Agreement without regard to its choice of law or conflict of laws principles.

7. Data Practices. The parties acknowledge that this Agreement is subject to the requirements of Minnesota's Government Data Practices Act, Minnesota Statutes, Section 13.01 et seq.

8. Severability. The invalidity or unenforceability of any provision of this Agreement shall not affect the validity or enforceability of any other provision. Any invalid or unenforceable provision shall be deemed severed from this Agreement to the extent of its invalidity or unenforceability, and this Agreement shall be construed and enforced as if the Agreement did not contain that particular provision to the extent of its invalidity or unenforceability.

9. Entire Agreement. These terms and conditions constitute the entire Agreement between the parties regarding the subject matter hereof. All discussions and negotiations are deemed merged in this Agreement.

IN TESTIMONY THEREOF, the parties hereto this day have signed their names as follows:

ERIC'S AVIATION SERVICES, INC.

By: _____
_____, Its _____

Date: _____

By: _____
_____, Its _____

Date: _____

CITY OF WILLMAR, MINNESOTA

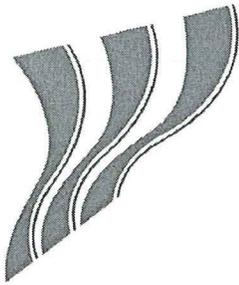
By: _____
Frank Yanish, Its Mayor

Date: _____

By: _____
Charlene Stevens, Its City Administrator

Date: _____

Exhibit A
(Certificates of Required Insurance)



CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 4

Meeting Date: September 9, 2014

Attachments: Yes No

CITY COUNCIL ACTION

Date: September 15, 2014

- Approved Denied
- Amended Tabled
- Other

Originating Department: Airport

Agenda Item: Work Order No.3 Bolton and Menk for Airport Industrial Stormwater Permit and Stormwater Pollution Prevention Plan (SWPPP)

Recommended Action: Approval of resolution for Work Order No. 3 not to exceed \$7,150.00.

Background/Summary: The Airport Industrial Stormwater Permit renewal process is required for a new 2015 permit. The MPCA requirements have changed and the Airport is required to apply for a new type of permit and requirements including a Stormwater Pollution Prevention Plan (SWPPP). Attached is a copy of the Work Order listing the technical assistance Bolton and Menk will provide for the application and submittal.

Alternatives: N/A

Financial Considerations: \$7,150.00

Preparer: Megan M. DeSchepper, AICP
Planner/Airport Manager

Signature: *Megan M DeSchepper*

Comments:

**WORK ORDER NO. 3
TO
PROFESSIONAL SERVICES CONTRACT
FOR
COMPLETING A NEW INDUSTRIAL STORMWATER PERMIT AND STORMWATER POLLUTION
PREVENTION PLAN (SWPPP)**

BETWEEN: The City of Willmar,
A Minnesota municipal corporation **(CLIENT)**

AND: Bolton & Menk, Inc. **(CONSULTANT)**

EFFECTIVE DATE: August 12, 2014

RECITALS

1. City owns and operates the Willmar Municipal Airport (John L. Rice Field) located in Willmar, Minnesota.
2. This is Work Order No. 3 to the Professional Services Contract, between City and Bolton & Menk, Inc. The Professional Services Contract effective April 23, 2012, is referred to herein as the "Master Agreement".

AGREEMENT

DESCRIPTION

The CONSULTANT agrees to provide professional services required to complete the updating of the Stormwater Permit at the Willmar Municipal Airport (herein referred to as the **Project**).

I.A. BASIC SERVICES

For purposes of this Work Order, the Basic Services to be provided by the CONTRACTOR are as follows:

Project Scope

The task scope of services includes the following:

1. Assist CLIENT in compliance with, and preparation of the required permit documents and application forms for the MPCA Industrial Stormwater Permit (MNR050000).
2. Permit compliance to include preparation of a new Industrial SWPPP per the MPCA Industrial Stormwater Permit.
3. Preparation of the MPCA Industrial Stormwater Permit Application shall include providing information relative to the project including, but not limited to, obtaining application information from the CLIENT, site plans, specifications, and regional maps.
4. The CLIENT shall assume responsibilities for submittal of permit application, permit application fees,

and non-engineering work associated with permit submittal.

- 5. The CONSULTANT’S responsibility in preparation of the Industrial Stormwater SWPPP includes the following:
 - a. Develop a facility map identifying drainage areas and individual off-site discharge locations
 - b. Review, identify, and document all surface waters (including wetlands) within 1-mile of the facility boundary
 - c. Review of all significant materials and pollutants stored or used onsite
 - d. Provide description of stormwater controls as required by Part III and Part VII of the General Industrial Stormwater Permit (MNR050000)
 - e. Develop facility and stormwater Best Management Practices (BMP’s) inspection requirements and schedule
 - f. Provide inspection record sheets
 - g. Identify stormwater discharge monitoring locations and evaluate for possible discharges other than stormwater
 - h. Develop stormwater discharge monitoring requirements and schedule for monitoring activities
 - i. Develop a preventative maintenance program for stormwater BMP’s
 - j. Develop a spill prevention and response procedure
 - k. Develop and implement an employee training program
 - l. Develop and adopt a mercury minimization plan, if required.
 - m. Identify qualified personnel who are responsible for the implementation and management of the SWPPP
 - n. Develop a program to document all existing stormwater BMPs and future modifications to existing BMPs as well as any newly listed materials or activities

Items not provided by CONSULTANT under this proposal include performing the monitoring activities in year two of the permit cycle, performing any of the annual inspections, assisting in employee training, and providing support for annual reporting.

I.B. ADDITIONAL SERVICES

Consulting services performed other than those authorized under Section I.B. shall not be considered part of the Basic Services and may be authorized by the CLIENT as Additional Services. Additional Services consist of those services, which are not generally considered to be Basic Services; or exceed the requirements of the Basic Services; or are not definable prior to the commencement of the project; or vary depending on the technique, procedures or schedule of the project contractor. Additional services may consist of the following:

- 1. Attendance of additional meetings beyond those identified in the above scope.
- 2. All other services not specifically identified in Section I.A.

I.C. CONSIDERATION

The services described above in Section I.A. BASIC SERVICES shall be provided as follows:

1. Complete Permit	<u>\$ 7,150 (Lump Sum)</u>
TOTAL AUTHORIZED FEE	\$ 7,150

Progress payments shall be made in accordance with the Attached Fee Schedule and Section III of the Master Agreement.

I.D. SCHEDULE

TASK	SERVICE DESCRIPTION	DATE
1	Complete Permit FOR Client Submittal	September 12, 2014

I.E. AUTHORIZATION

City of Willmar, Minnesota

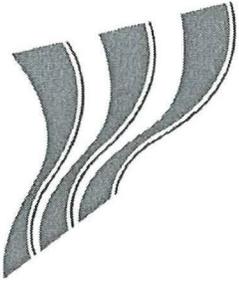
Bolton & Menk, Inc.

Mr. Frank Yanish Mayor



Ronald A. Roetzel, P.E. Principal

Ms. Charlene Stevens City Administrator



CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 5

Meeting Date: September 9, 2014

Attachments: Yes No

CITY COUNCIL ACTION

Date: September 15, 2014

- Approved
- Amended
- Other
- Denied
- Tabled

Originating Department: Airport

Agenda Item: Final Project Payment for Contract 1 of State Project No. A3401-63

Recommended Action: Certify final payment of \$27,857.61 to Kuechle Underground, Inc. of Kimball, MN per Contract 1.

Background/Summary: Contract 1 of State Project No. A3401-63 has been completed, which consisted of turf restoration/establishment project of grass runway 03/21. Due to a very wet June a change order was to be included (a total payment reduction of \$18,068.00).

Alternatives: N/A

Financial Considerations: The State Project cost is split 70/30

Preparer: Megan M. DeSchepper, AICP
Planner/Airport Manager

Signature: *Megan M DeSchepper*

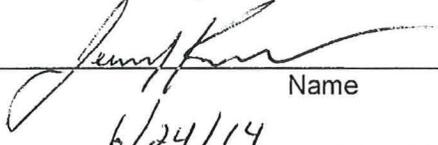
Comments:

CONTRACTOR'S PAY REQUEST		DISTRIBUTION:
2012 AIRPORT IMPROVEMENTS - CONTRACT 1		CONTRACTOR (1)
WILLMAR, MN		OWNER (1)
BMI PROJECT NO. T51.101570		ENGINEER (1)
		BONDING CO. (1)
TOTAL AMOUNT BID PLUS APPROVED CHANGE ORDERS		\$72,480.01
TOTAL, COMPLETED WORK TO DATE		\$54,412.01
TOTAL, STORED MATERIALS TO DATE		\$0.00
DEDUCTION FOR STORED MATERIALS USED IN WORK COMPLETED		\$0.00
TOTAL, COMPLETED WORK & STORED MATERIALS		\$54,412.01
RETAINED PERCENTAGE (0%)		\$0.00
TOTAL AMOUNT OF OTHER PAYMENTS OR (DEDUCTIONS)		\$0.00
NET AMOUNT DUE TO CONTRACTOR TO DATE		\$54,412.01
TOTAL AMOUNT PAID ON PREVIOUS ESTIMATES		\$26,554.40
PAY CONTRACTOR AS ESTIMATE NO. 2		\$27,857.61

Certificate for Final Payment

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

Contractor: Kuechle Underground, Inc.
P.O. Box 509
10998 State Hwy 55
Kimball, MN 55353

By  Name V.P. Title
Date 6/24/14

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

By , PROJECT MANAGER
Jared Voge, P/E.
Date 8/18/14

APPROVED FOR PAYMENT:
OWNER:

By _____ Title _____ Date _____
Name _____

And _____ Title _____ Date _____
Name _____

CHANGE ORDER

No. 1

PROJECT 2012 AIRPORT IMPROVEMENTS – CONTRACT 1

DATE OF ISSUANCE June 25, 2014 EFFECTIVE DATE June 25, 2014

OWNER City of Willmar

OWNER's Contract No. T51.101070

CONTRACTOR Kuechle Underground, Inc.

ENGINEER Bolton & Menk, Inc.

You are directed to make the following changes in the Contract Documents.

1.	Description:	Final Compensating Change Order	
	Cost:	\$20,108.00	
		Original Contract Price:	\$72,480.01
		<u>Contract Amount with Change Order No. 1</u>	<u>\$54,412.01</u>
		Total – Change Order No. 1:	\$18,068.00

CHANGE IN CONTRACT PRICE:	CHANGE IN CONTRACT TIMES:
Original Contract Price \$72,480.01	Original Contract Times Substantial Completion: <u>May 20, 2013</u> Ready for final payment: <u>July 1, 2013</u>
Net changes from previous Change Orders No. <u>0</u> to No. <u>0</u> 0 (zero)	Net changes from previous Change Orders No. <u>0</u> to No. <u>0</u> 0 (zero)
Contract Price Prior to this Change Order \$72,480.01	Contract Times prior to this Change Order Substantial Completion: <u>May 20, 2013</u> Ready for final payment: <u>July 1, 2013</u>
Net Decrease of this Change Order \$18,068.00	Net Increase of this Change Order 0 (zero)
Contract Price with all approved Change Orders \$54,412.01	Contract Times with all approved Change Orders Substantial Completion: <u>May 20, 2013</u> Ready for final payment: <u>July 1, 2013</u>

RECOMMENDED
By: [Signature]
Engineer (Authorized Signature)
Date: 8/18/14

APPROVED:
By: _____
Owner (Authorized Signature)
Date: _____

ACCEPTED:
By: [Signature]
Contractor (Authorized Signature)
Date: 6-24-14

EJCDC No. 1910—8-B (1990 Edition)
Prepared by the Engineers Joint Contract Documents Committee and endorsed by The Associated General Contractors of America.

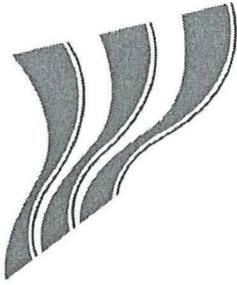
NAE\FORMS\CHANGE.EJC

Final Pay Estimate No.:

2

2012 AIRPORT IMPROVEMENTS - CONTRACT 1
 WILLMAR, MN
 BMI PROJECT NO. T51.#01570
 WORK COMPLETED THROUGH JUNE 25, 2014

ITEM NO.	ITEM	UNIT PRICE	ESTIMATED		QUANTITY PREVIOUS ESTIMATE		QUANTITY COMPLETED TO DATE		DIFFERENCE QUANTITY TO DATE	DIFFERENCE AMOUNT TO DATE
			BID QUANTITY	BID AMOUNT						
1.1	2021.501 MOBILIZATION	\$3,000.00	1	LS \$3,000.00	0.50	LS \$1,500.00	1.00	LS \$3,000.00		\$ -
1.2	01550.1 MAINTENANCE AND RESTORATION OF HAUL ROADS & STAGIN	\$0.01	1	LS \$0.01		LS	1.00	LS \$0.01		\$ -
1.3	01555.2 AIRPORT SAFETY CONTROL	\$600.00	1	LS \$600.00	0.50	LS \$300.00	1.00	LS \$600.00		\$ -
1.4	01555.3 PROVIDE AND INSTALL LOW PROFILE AIRPORT BARRICADE	\$170.00	24	EA \$4,080.00	12.00	EA \$2,040.00	24.00	EA \$4,080.00		\$ -
1.5	01555.8 PROVIDE & INSTALL RUNWAY CLOSURE MARKER, NON-LIGHTE	\$880.00	4	EA \$3,520.00	2.00	EA \$1,760.00	2.00	EA \$1,760.00	-2.00	\$ (1,760.00)
1.6	2575.501 SEEDING (MNDOT MIX 260) SPRAY, PREP, FERTILIZER, WATER	\$2,600.00	17.2	AC \$44,720.00	8.50	AC \$22,100.00	17.20	AC \$44,720.00		\$ -
1.7	2575.560 HYDRAULIC SOIL STABILIZER, TYPE 5	\$1,800.00	5.2	AC \$9,360.00	0.14	AC \$252.00	0.14	AC \$252.00	-5.06	\$ (9,108.00)
1.8	2575.511 MULCH MATERIAL, TYPE 3	\$600.00	12	AC \$7,200.00		AC		AC	-12.00	\$ (7,200.00)
TOTAL AMOUNT:				\$72,480.01		\$27,952.00		\$54,412.01		\$ (18,068.00)



CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 6

Meeting Date: September 9, 2014

Attachments: Yes No

CITY COUNCIL ACTION

Date: September 15, 2014

- Approved Denied
- Amended Tabled
- Other

Originating Department: Airport

Agenda Item: Amendment No. 2 to Workorder No. 1 Professional Services Contract with Bolton and Menk of the 2012 Airport Pavement Improvements (Turf Runway).

Recommended Action: Approve the work order amendment No. 2 with Bolton and Menk to work Order No. 1 for \$3,250.00.

Background/Summary: The wet spring/June and numerous reseeding/fertilizing applications required additional construction engineering services costing \$3,250.00 in additional staff time.

Alternatives: N/A

Financial Considerations: \$3,250.00

Preparer: Megan M. DeSchepper, AICP
Planner/Airport Manager

Signature: *Megan M DeSchepper*

Comments:

AMENDMENT NO. 2

TO
WORK ORDER #1

PROFESSIONAL SERVICES CONTRACT

2012 AIRPORT PAVEMENT IMPROVEMENTS (Crack Repairs & Turf Runway)

DESIGN, BIDDING & CONSTRUCTION SERVICES

WILLMAR MUNICIPAL AIRPORT

This addendum is in regards to the Design, Bidding & Construction engineering services for the 2012 Airport Improvements project at the Willmar Municipal Airport. This Addendum shall become a part of the original Work Order #1, dated May 25, 2012.

WHEREAS, Bolton & Menk, Inc. has provided additional construction engineering related services for work on the Turf Runway rehabilitation. Due to weather conditions and contractor scheduling and coordination, additional site visits and survey were required to complete the project.

WHEREAS, MnDOT has indicated that this is a project scope change for construction engineering services that should be provided for the project and state grant funding is available for this work at 70% FAA and 30% Local share or the *amended state program rates*.

THEREFORE, BE IT MUTUALLY AGREED, that Bolton & Menk, Inc. is authorized to complete the additional work as described below.

TASK 1. ~~DESIGN AND BIDDING SERVICES~~

- ~~1. The CONSULTANT and CLIENT agree that DESIGN services were added to include the Turf Runway rehabilitation with included additional plans and specifications and coordination with MnDOT Aeronautics and Highways. Recommendations were received from MnDOT Botanist and local contractors on proper soil preparation and seed mixtures. The turf runway will be bid as an Alternate schedule and possible award based on available State Funding.~~

TASK 2. CONSTRUCTION ENGINEERING SERVICES

1. The CONSULTANT and CLIENT agree that construction engineering services will be furnished to determine compliance with plans and specifications, including necessary general supervision of Resident Project Representative Services authorized by the CLIENT.
2. The CONSULTANT agrees that additional Resident Project Representative services furnished under this Addendum shall be to observe the work and to determine compliance with the plans and specifications, including representing the CLIENT in coordination of construction activities among contractors and between contractors and utilities, and to accommodate the reasonable requirements of the CLIENT on and around areas of construction. Scope and limitations of RPR services are further defined in EXHIBIT I of the original Contract.

3. When the CONSULTANT is on the site beyond the anticipated construction timeframe, documentation will be maintained regarding construction progress and delays, quantities and percentages of work, tests performed, observations made and work accepted, problems encountered and instructions given to contractors, field changes and adjustments approved, and other records required or otherwise necessary to maintain a record of the work. Nothing herein shall be construed as imposing upon the CONSULTANT's responsibility for the construction means, methods, techniques, sequences, safety programs and procedures used by contractors.

4. The CONSULTANT agrees to provide additional Construction Administration Services that include, but are not limited to the following:
 - a. Check construction activities to obtain compliance with plans and specifications.
 - b. Provide interpretation of plans and specifications.
 - c. Supervise and coordinate SUB- CONSULTANT contracts for field observation and testing.
 - d. Review all final pay estimates and explanation of variation between Contract and final quantities prepared by Resident Project Representative.
 - e. Review weekly progress reports as prepared by Resident Project Representative.
 - f. Prepare Field Orders, final Change Orders and make recommendations regarding approval of Change Orders.
 - g. Review and evaluate "Contractor's Request for Extension of Contract Time" and submit recommendations to the CLIENT.
 - h. Meet with the CLIENT for consultation and advice during construction.
 - i. Monitor that all testing required by the specifications is performed. Review and approve all materials reports prepared by the Resident Project Representative.
 - j. Certify that all project work completed under observation of the Resident Project Representative is in Substantial compliance with the plans, specifications and contract documents including any modifications by Change Order or otherwise, that all required tests were performed, and that such work is recommended for acceptance.
 - k. Maintain record drawings from redline or working drawings prepared by Resident Project Representative as accumulated during the course of construction to show "Record Drawing" conditions.

5. The CLIENT as part of this addendum authorizes Resident Engineering Services and the CONSULTANT agrees to provide a Resident Project Representative, materials acceptance testing, and staking services in the execution of the Construction Engineering Services for the project work. The CLIENT and CONSULTANT agree that the CONSULTANT may employ the Resident Project Representative on other work during periods of temporary job shutdown when such services are not required by this project. Normally, the Resident Project Representative will give intermittent part-time service on this project when construction is in progress to include temporary interruptions due to weather or mechanical failure.

Resident services shall include, but are not limited to the following:

- a. ~~For this Project, construction stakes are required to be done in accordance with Subsection 50-06 of the FAA Special Provisions of the Project Manual.~~
- b. Notify contractor of equipment and methods which do not comply with the Contract requirements. The Resident Project Representative shall notify the CLIENT in the event that the Contractor elects to continue the use of questioned equipment and methods.
- c. ~~The Resident Project Representative shall monitor the contractor's compliance with the approved DBE plan (i.e., determine that the firms on the job are as stated in the plan. Determine that the volume of work and equipment used complies with the plan.). Report deviations to the CLIENT.~~
- d. ~~Coordinate with the TESTING CONSULTANT to perform acceptance tests required to be provided by the CLIENT in the construction contract documents.~~
- e. Maintain daily records of the Contractor's progress and activities during the course of construction, to include progress of all work. These records document work in progress, quality and quantity of materials delivered, test locations and results, instructions provided the Contractor, weather, equipment use, labor requirements, safety problems, and changes required.
- f. Review monthly payroll reports of each contractor and subcontractor with the CLIENT. Perform monthly DBE field checks and wage rate checks and document. Retain all payroll reports on the project for review.
- g. Measure and compute quantities of all materials incorporated in the work and items of work completed, and maintain an item record account.
- h. Prepare Periodic Cost Estimates by CONSULTANT to the CLIENT.
- i. Prepare field orders and change orders which include a cost estimate, cost/price analysis and record of negotiations. Notify the Contractor that no work can start until approved by the CLIENT.

Perform other services as reasonably required by the CLIENT and as outlined in the Contract Documents.

COMPENSATION FOR SERVICES

The estimated engineering cost for continuing to provide the above-described services is:

1) Original Design/Bidding Services	<u>\$13,315</u>
TOTAL TASK 1	\$ 13,315
2) Additional Construction Engineering Services	\$3,250 (hourly)
Original Construction Engineering Budget	<u>\$7,200</u>
TOTAL TASK 2 Construction Services	\$10,450(Revised Estimate)
3) TOTAL Amendment No. 2 Request	\$ 3,250

The estimated MnDOT and Local funding participation for Addendum No. 2 is:

MnDOT (70%)	\$ 2,275
City Participation (30%)	\$ 975

Progress payments shall be made in accordance with Section 3 of the Contract.

SCHEDULE

Due to unseasonably wet conditions and numerous reseeding/fertilizing, the construction was completed by July 1, 2014. Meetings with airport staff concluded that turf had successfully been established, and the runway could be reopened and NOTAM's cancelled.

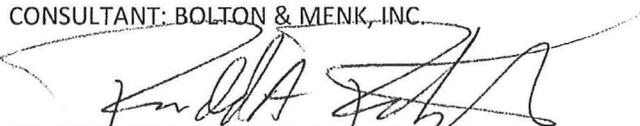
SIGNATURES

IN WITNESS WHEREOF, the parties hereto have caused this Amendment to the Agreement to be executed in their behalf.

CLIENT: CITY OF WILLMAR

CONSULTANT: BOLTON & MENK, INC.

Mr. Frank Yanish Mayor



Ronald A. Roetzel, P.E. Principal

Ms. Charlene Stevens City Administrator

August 12, 2014
Date

Date

LABOR RELATIONS COMMITTEE

MINUTES

The Labor Relations Committee of the Willmar City Council met on Wednesday, September 10, 2014, in Conference Room No. 1 at the City Office Building.

Present:	Steve Ahmann	Chair
	Jim Dokken	Vice Chair
	Denis Anderson	Member
	Tim Johnson	Member

Others present: City Administrator Charlene Stevens, City Clerk Kevin Halliday, Finance Director Steve Okins, Fire Chief Gary Hendrickson, Mayor Frank Yanish, Council Member Bruce DeBlieck, Wastewater Superintendent Colleen Thompson, Public Works Superintendent Scott Ledebor, Public Works Director Sean Christensen, City Assessor Pat Erickson, Recreation Coordinator Leanne Freeman and Serena Vergin, AFSCME Council 65.

Item No. 1 Call to Order

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

Item No. 2 Discuss Addition of One Part-time Employee to assist with Emergency Management Planning

Fire Chief Gary Hendrickson presented his request to add a part-time position to assist the City with Emergency Management planning and coordination. Chief Hendrickson stated that the position would be for approximately 28 hours per month or 7 hours per week and would not include benefits. Chief Hendrickson stated that the position would help in reviewing and updating the City’s plan as well as assisting in coordinating training for staff and council, and planning for special events. Chief Hendrickson noted that the City does coordinate with the County’s emergency management staff. Chief Hendrickson stated the position would have a likely wage of \$14.00-\$14.50 per hour.

After some discussion, a motion was made by Council Member Anderson, seconded by Council Member Dokken, to approve the addition a one part-time employee to assist with emergency management planning. The motion carried.

Item No. 3 Consideration of City Assessor Vacancy

City Clerk Halliday presented the recommendation to advertise and fill the position of City Assessor. Mr. Halliday noted that the position vacancy would be created upon the retirement of Pat Ericson in December of 2014. Mr. Halliday stated that the City had previously explored options such as merging with Kandiyohi County or contracting for the service, but the staff recommendation was to advertise and fill the position. Mr. Halliday noted that the position was a Range 9 with a salary range of \$53,391-\$69,423.

Committee members expressed some concerns regarding the availability of qualified applicants in the region and statewide.

Following the discussion, Council Member Anderson made a motion, seconded by Council Member Johnson, to approve the advertisement and filling of the City Assessor Vacancy at the stated range. The motion carried.

Item No. 4 Old Business – Implementation of City’s final offer to Department Head, Supervisory and Confidential Employees.

City Administrator Stevens stated that the City’s bargaining team, Council Members Johnson and Anderson and the Administrator, had followed previous direction given to the bargaining team by Council and made a final offer on July 23, 2014 with notification to the group that it must be accepted or acted upon by August 6, 2014 or the City would implement the terms of the offer. The employee group did not accept the offer. On August 18th the City bargaining team notified the employees that the terms would be implemented effective August 20, 2014. Ms. Stevens stated that the Finance Department had questioned the implementation and Ms. Stevens asked the Labor Relations Committee to ratify the action taken by the bargaining team.

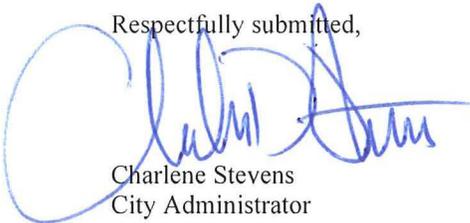
Council Member Anderson made a motion, seconded by Council Member Johnson, to approve the implementation of the City’s final offer to the Department Head, Supervisory and Confidential Employees per previous direction of the City Council. The motion carried.

Item No. 5 New Business

Chair Ahmann offered some suggestions on how to possibly improve the manner in which requests for information by Council Members are handled.

There being no further business, Council Member Anderson made a motion, seconded by Council Member Johnson to adjourn at 5:20 p.m. The motion carried.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read 'Charlene Stevens', is written over the typed name and title.

Charlene Stevens
City Administrator



CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 2

Meeting Date:

Attachments: Yes No

CITY COUNCIL ACTION

Date:

- Approved Denied
 Amended Tabled
 Other

Originating Department: Fire

Agenda Item: Discussion regarding the addition of one part-time person to assist with Emergency Management Planning for the City of Willmar.

Recommended Action: Approve the addition of a part-time person; allowing the Fire Department to hire an individual to its roster to assist in Emergency Management Planning for the city. This would raise the department's part-time personnel to 41; dedicating 40 part-time positions as firefighters and 1 dedicated to emergency management.

Background/Summary: Emergency Management is an essential planning function of the city. Emergency management protects the community by coordinating and integrating all activities necessary to build, sustain, and improve the capability to mitigate against, prepare for, respond to, and recover from threatened or actual natural disasters, acts of terrorism, or other man-made disasters which may impact the community. Furthermore Emergency Management is also responsible for the development of table-top and full-scale exercises which simulate a response to an event; which ultimately identifies gaps in our plan and better prepares the community to respond when faced with a disaster.

Alternatives:

1. Not approve an additional part-time slot and use one of the six current openings the fire department currently has.
2. Not allow adding anyone.

Financial Considerations: None; will account for the additional person within my current budget. This individual will not be eligible for any benefits and will work no more than 7 hours per week

Preparer: Gary Hendrickson

Signature:

Comments:

Emergency Management Coordinator Job Description

The Emergency Management Coordinator administers the day-to-day operations of the Emergency Management program. Responsibilities include coordinating mitigation, preparedness, response, and recovery plans for the City of Willmar, MN. Additionally the coordinator will aid in the development, implementation, and coordination of city and regional emergency management plans and programs, management of the City Emergency Operations Center (EOC), and city emergency management training and exercises program.

Essential Job Functions:

- Develops and maintains comprehensive emergency management plans for the City of Willmar.
- Coordinates all homeland security related initiatives and also coordinates with Kandiyohi County Emergency Management.
- Develops recovery and mitigation plans.
- Maintains the resource inventory (vendor & resources) list.
- Coordinate emergency notification and briefings.
- Researches, applies for and administers grant funding for emergency management / homeland security programs.
- Speaks at public engagements and educational events.
- Works with schools, health care facilities, businesses, utilities and other critical facilities and infrastructures in emergency planning and preparedness initiatives.
- Plans and coordinates special events.
- Oversees installation, maintenance, and testing of Emergency Alert System (EAS) equipment.
- Designs, manages, and implements a yearly tabletop exercise.
- Assists in development and recommendation of emergency preparedness goals and objectives
- Interact regularly with jurisdictions, committees, councils, and volunteers in the ongoing planning and participation of emergency preparedness events and activities.
- Prepares grant applications, staff reports, and project reports.
- Represents the City at meetings as requested; serves on various committees and provides information and assistance to other departments, outside agencies, and the public on emergency management functions.

Minimum Job Qualifications:

Experience and Education: Any equivalent combination of education and experience that provides the applicant with the knowledge, skills and ability required to successfully perform the job will be considered.

At least one year of emergency preparedness experience in law enforcement, Fire, or Emergency Medical Services.

Possess a Minnesota State Certified Emergency Management Certificate or the ability to obtain certification within 18 months of appointment.

Hourly Wage: \$14.30



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

Agenda Item Number: 3

Meeting Date: September 10, 2014

Attachments: X Yes No

CITY COUNCIL ACTION

Date: September 15, 2014

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

Originating Department: City Clerk-Treasurer

Agenda Item: Request to fill the position of City Assessor.

Recommended Action: Motion to direct staff to advertise the City Assessor position

Background/Summary:

Pursuant to the retirement notice of the current City Assessor and a Senior Accredited Minnesota Assessor (SAMA) license holder, the City needs to determine how to replace the position and fulfill the duties. The City has benefited from the knowledge of a Senior Accredited license holder, however only an Accredited Minnesota Assessor (AMA) is required at this time by the State of Minnesota. Proposed future legislation appears to require the City of Willmar to employ staff with a SAMA license but this new hire should be able to attain that training level within the required time frame.

The City previously explored a merger of City and County Assessing and chose not to proceed.

If the City is to continue its current level of service, then a Senior Accredited Minnesota Assessor must be hired. A job description for the current position is attached.

Alternatives: Explore a contractual relationship with Kandiyohi County or others to provide the services.

Financial Considerations: The position is currently a range 9 position, with salary of \$53,391 - \$69,423.

Preparer: City Clerk-Treasurer

Signature:

Comments:

ASSESSOR

Position Title: Assessor
Department: Clerk-Treasurer's Office
Department Head: Clerk-Treasurer
Immediate Supervisor: Clerk-Treasurer
Pay Range: 9 **FLSA Status:** Non-exempt

<i>APPROVED:</i> <u>April 5, 2000</u>
<i>REVISED:</i>
<i>REVISED:</i>
<i>REVISED:</i>

Purpose

Performs supervisory administrative and technical work to manage the Office of Assessing for determining and coordinating the valuation and classification of all real and personal property in the City of Willmar.

Organizational Relationships

Communicates with: *Internally* - City Administrator, City Attorney, City Clerk, Engineer's Office, Planning and Development Services Office; *Externally* County Assessor's Office, County Recorder's Office, MN Dept. of Revenue, various county assessors, independent appraisers, legal representatives of property owners, property owners - business and individual, MAAO and IAAO-State and National Assessing Associations.

Supervises: Appraiser and Appraiser II.

ESSENTIAL FUNCTIONS

- Analyze sales, cost, and income and expense information for land, residential, commercial, industrial and apartment properties in the City of Willmar.
- Review various manuals, state statutes and new legislation in order to comply with and meet all deadlines.
- Develop various spreadsheets that layout the various land and building values throughout the City of Willmar for every type of property; use various statistical reports to develop the individual breakdowns.
- Direct staff in the use of spreadsheets and manuals developed for the annual re-valuation of real and personal property.
- Personally inspects ~~25%~~ **20%** of the all agricultural/commercial/industrial/apartment building properties and ~~25%~~ **20%** of assigned residential properties on an annual basis, review blue permits for new construction of the above types of properties and calculate values for the above based on various schedules previously determined.
- Spot check various property values to verify that valuation schedules were correctly applied; review worksheets to see that appraisers' accomplished percentage changes.
- Answer questions regarding Send valuation/classification after notices are sent to all property owners notifying them of the Board of Review Appeal and Equalization meeting; explain new valuations to board members, answer questions, and explain new valuations to attending property owners; and answer questions and make a recommendation to the Board regarding appeals.

ASSESSOR

ESSENTIAL FUNCTIONS (Continued)

Negotiate with property owners or legal representative regarding values if a negotiated value cannot be reached after reviewing the property's value based on sales or income information; prepare a written appraisal and/or give oral testimony at trial. Confer with County Assessor if an independent appraisal should also be obtained for use as evidence in the trial.

Review all sales and determine when sales should be used in Department of Revenue sales study and if necessary, contact property owners for details on questionable sales; review with DOR representatives any sales that are questioned by DOR.

Provide direction to staff on questionable homesteads, difficult land splits, new plat types, and difficult property classifications; and assist staff when they have problems dealing with difficult property owners.

Attend DOR law seminars and computer programmer seminars when new legislation is passed regarding property taxation; coordinate between staff and County Assessor's office to ensure new laws are uniformly applied.

Determine annual departmental budget by considering past budget, new needs with regard to staff (workload), equipment and materials.

Set up new and better methods of valuing properties.

Miscellaneous duties include the final approval of the annual report, reviewing proposed new plats and commercial/industrial building permits estimating real estate taxes for proposed new construction, overview of the payment and collection of special assessments, signing time sheets of appraisers and reviewing subordinates' performance.

Other Duties and Responsibilities

Monitors data processing needs and solicits assistance on data equipment to ensure optimum computerization of records. Recommend new appraisal software to department director.

Performs other related duties as assigned by supervisor or as apparent

Required Knowledge, Skills, and Abilities

Knowledge of property appraisal principles and state laws regarding property taxation, various math skills.

Knowledge of various mathematical and accounting principles including some knowledge of statistics.

Knowledge of relevant state statutes, Minnesota Property Tax Administrator's Manual and Minnesota Homestead Classification Manual.

Knowledge of various appraisal text books by the state and national appraisal associations and MN Legal Register, which is a summary of court cases on property values and classifications.

Ability to plan, organize and coordinate the valuation process.

Skill in communicating with property owners and explaining valuation process and various laws.

Skill in using various math/statistical applications along with appraisal/accounting principles.

Skill to read and use various types of maps.

ASSESSOR

MINIMUM QUALIFICATIONS

Accredited Minnesota Assessor and valid Minnesota Assessor's License and five years of progressively responsible experience in the appraisal field including three years of administrative and/or management experience with appraisal and assessing work.

Machines, tools and equipment used: calculator-regular and financial, personal computer, CRT terminal, telephone, camera, tape measure, engineer scale and City vehicle.

Preferred Qualifications

Senior Accredited Minnesota Assessor, four-year degree in business **or** two-year degree with five years of administrative/management experience.

Working Conditions

Work is spent indoors in a typical office setting and outdoors in and around residential and business areas including homes/buildings/new construction. Sits, stands, and walks to perform office and field work. Performs some physical and repetitive movements including lifting/carrying objects such as field books. Short term exposure to irritants/fumes, temperature extremes, and noise. Uses all types of vision, hearing, sense of touch to view properties and perform office work.

Minnesota

State Board of Assessors

December 9, 2013

TO: All County Assessors

RE: Revised Jurisdictional License Level List

Per Minnesota Rules 1950.1020, Subpart 3, the Minnesota State Board of Assessors has recently reviewed the assessor license level required for each jurisdiction in the state. Attached is the result of that review – the revised Jurisdictional License Level List and the Jurisdictional License Policy documents.

The board had been reviewing the list and working on various proposals for the past couple of years and was close to a resolution when the 2013 Legislature passed the new provision in Minnesota Statutes 270C.9901. The new law requires that every individual who appraises or physically inspects real property to determine its valuation or classification for property tax purposes be licensed as an AMA (Accredited Minnesota Assessor) by July 1, 2019, or within four years of that person having become licensed as a CMA (Certified Minnesota Assessor). In light of the new language, the board made the decision that all districts in the state will require at least a CMAS by July 1, 2016 and at least an AMA by July 1, 2019. In addition and in accordance with the aforementioned rule, the board completed their review of property within each jurisdiction. The board determined that all districts will retain the currently required level of licensure at a minimum. Additionally, all districts meeting any one of the following criteria will require a SAMA by July 1, 2019:

- Ten percent (10%) or more of the structures on income-producing properties within the jurisdiction are valued at \$2 million or greater and the population of the jurisdiction is greater than 5000, or
- Twenty-five percent (25%) or more of the total estimated market value in the jurisdiction consists of structures on income-producing property and the population of the jurisdiction is greater than 5000, or
- Six (6) or more income-producing properties located in the jurisdiction are valued at more than \$2 million.

Please review the attached revised Jurisdictional License Level list for your county, as well as the Jurisdictional License Policy document. The policy document addresses how the Jurisdictional License Level List applies to jurisdictions in your county – depending on whether you have a true county system, are totally county assessed, or have local assessors.

County assessors may appeal the required license level for jurisdictions within their county. Appeals must be made on the attached appeal form. Submit the completed form to the board by January 10, 2014. The board will review appeals and notify county assessors of the board's final determination.

Sincerely,

Deb Volkert
Executive Secretary/Treasurer

Attachments

Mail Station 3340
St. Paul, MN 55146-3340

Phone: (651) 556-6086
Fax: (651) 556-3128

TTY: Call 711 for Minnesota Relay

Revised Jurisdictional License Levels

Key =

Change due to CMAS by 7/1/16 and
AMA by 7/1/19

County	Taxing Jurisdiction	2012 Population	Current				Proposed 7/1/2016			Proposed 7/1/2019	
			SAMA	AMA	CMAS	CMA	SAMA	AMA	CMAS	SAMA	AMA
Kandiyohi	Cities:										
	Atwater	1,139			X			X		X	
	Blomkest	160				X		X		X	
	Kandiyohi	487				X		X		X	
	Lake Lillian	236				X		X		X	
	New London	1,278			X			X		X	
	Pennock	513				X		X		X	
	Prinsburg	498			X			X		X	
	Raymond	764				X		X		X	
	Regal	35				X		X		X	
	Spicer	1,185			X			X		X	
	Sunburg	98				X		X		X	
	Willmar	19,694			X			X		X	
	Townships:										
	Arctander	379				X		X		X	
	Burbank	570				X		X		X	
	Colfax	545				X		X		X	
	Dovre	2,125			X			X		X	
	East Lake Lillian	196				X		X		X	
	Edwards	237				X		X		X	
	Fahlun	344				X		X		X	
	Genessee	410				X		X		X	
	Green Lake	1,571			X			X		X	
	Harrison	569				X		X		X	
	Holland	335				X		X		X	
	Irving	902			X			X		X	
	Kandiyohi	639			X			X		X	
	Lake Andrew	973			X			X		X	
	Lake Elizabeth	225				X		X		X	
	Lake Lillian	190				X		X		X	
	Mamre	381				X		X		X	
	New London	2,930			X			X		X	
	Norway Lake	270				X		X		X	
Roseland	370			X			X		X		
Roseville	620			X			X		X		
St. John's	409				X		X		X		
Whitefield	522				X		X		X		
Willmar	516			X			X		X		

>10% of I/P properties have
structures over \$2M & pop>5000
Over 25% of total EMV is
I/P structure value & pop>5000
6 or more I/P parcels valued >\$2M

Minnesota

State Board of Assessors

Licensing Policy Guidelines

Disclaimer: This document is intended to provide basic guidance related to jurisdictional and some individual licensing. It is not intended to cover every nuance. If this policy document unintentionally conflicts with any law or rule, the law takes precedence, followed by rule and then policy.

Licensing Principles for Jurisdictions:

- 1) An individual appointed/contracted to provide services as the county assessor may be hired at an AMA license level and within two years of employment must obtain their SAMA license. (Consistent with Minnesota Statutes)
- 2) An individual appointed/contracted to provide services as the city or township assessor may be hired at one license level below what is required for the district and within one year of employment must obtain the required license level for the district. Exception: If the Board requires a CMA license for a jurisdiction, the individual must hold the CMA license at the time of employment. (Consistent with Minnesota Statutes)
- 3) For counties that have elected a true county assessor system, only the county assessor requirement of SAMA is required. The license levels indicated by the Board for cities and townships in the electing county are advisory only.
- 4) For all other counties, the county assessor SAMA is required and the license level indicated by the Board is required for appointed city and township assessors. (Consistent with Minnesota Statutes)
- 5) In counties where cities or townships choose to contract with the county for assessing services, it is assumed that the county assessor (SAMA) is the responsible license holder for the contracting jurisdiction.
- 6) In counties where cities or townships choose to contract with individuals for assessing services, the individual must hold the required license (or meet the requirements of items 1 and 2 above).
- 7) In counties where cities or townships choose to contract with a consulting or appraisal firm for assessing services, the individual who will be managing the project must hold the required license. (This does not apply to the practice of assessors occasionally hiring appraisers to advise on unique properties and appeals).
- 8) In cities and townships that require a CMA or CMAS license, the jurisdiction (appointed or contracted assessor) must have an income qualified assessor perform income-producing property appraisals. The assessor may be hired or contracted by the city or township or by the county. Income-producing property is defined in Minnesota Statute 273.11 Subd. 13. (Consistent with Minnesota Statutes).

Licensing Enforcement and Compliance of Jurisdictions

- The county is responsible for hiring a county assessor that holds the appropriate license level. The Commissioner of Revenue is responsible for approving county assessor appointments.
- County assessors should ensure that local assessors (city and township) in their county are appropriately licensed. Issues should be discussed with the local district and reported to the Minnesota State Board of Assessors.
- The Department of Revenue's Property Tax Division will periodically audit licensure of assessors and staff.

Licensing Principles for Individuals (Allowable Activities for Licensed Assessors):

- 1) Unlicensed individuals may work for up to three years without a license under the supervision of a licensed assessor. They may appraise/value non-income producing property under the supervision of a licensed assessor. They may not appraise/value income producing property; this means they may not determine condition or make any other subjective decisions regarding income producing property. (Consistent with Minnesota Statute)
- 2) Certified Minnesota Assessors (CMA) may perform any classification activity and appraise residential, non-commercial seasonal recreational residential, agricultural, non-commercial vacant land and mobile homes. They may provide limited assistance to income qualified assessors in the appraisal of income producing properties (gathering and reporting facts such as measuring, photos, physical characteristics and size calculations). They shall not determine condition or make any other subjective decisions for income producing properties.
- 3) Certified Minnesota Assessors – Income Qualified (CMA – Income Qualified) may perform any of the duties of a CMA (as listed in 2 above) and the appraisal of income producing properties as described in Minnesota Statute 273.11 Subd. 13.
- 4) Certified Minnesota Assessor Specialist (CMAS) may perform any of the duties of a CMA (as listed in 2 above).
- 5) Certified Minnesota Assessor Specialist – Income Qualified (CMAS – Income Qualified) may perform any of the duties of a CMA (as listed in 2 above) and the appraisal of income producing properties as described in Minnesota Statute 273.11 Subd. 13.
- 6) Accredited Minnesota Assessor (AMA) may perform all duties required in the classification and appraisal of real and personal property.
- 7) Senior Accredited Minnesota Assessor (SAMA) may perform all duties required in the classification and appraisal of real and personal property.

Licensing Enforcement and Compliance of Individuals

- Individuals may only accept positions for which they are qualified in compliance with Minnesota Statutes and Minnesota State Board of Assessor rules and policies.
- Licensed assessors that are not income qualified may contract with a jurisdiction(s) to assess the non-income producing property within the jurisdiction(s). The jurisdiction must arrange for an income qualified assessor to assess any income-producing property within the jurisdiction. The income qualified assessor must hold a license at or above the level required for the jurisdiction. Written documentation of the arrangement must be available for audit purposes.
- Licensed assessors are responsible for adhering to the statutes, rules and policies that govern licensed assessors, including Minnesota Statutes 270.41, Subd 5 – Prohibited Activity. State Board of Assessor rules and policies, as well as some applicable statute references are found at: http://www.revenue.state.mn.us/local_gov/prop_tax_admin/Pages/mnboa.aspx
- The Department of Revenue's Property Tax Division will periodically audit licensure of assessors and staff.
- The Minnesota State Board of Assessors reviews and takes appropriate action regarding licensing issues concerning individuals.



WILLMAR



CITY ADMINISTRATOR

City Office Building
Box 755
Willmar, Minnesota 56201
320-235-4913
FAX: 320-235-4917
www.ci.willmar.mn.us

Memorandum

Date: September 11, 2014
To: Mayor and City Council
From: Charlene R. Stevens, City Administrator 
Re: Department Head, Supervisory and Confidential Employees

The City has been in negotiation with the Department Head, Supervisory and Confidential Employees since 2011. The negotiations have included a number of meetings and two mediation sessions. At the last meeting of July 23, 2014, it was clear to the City team that we had reached impasse.

On July 24, 2014 the City sent the attached final offer to the group with notification that if the City's proposal was not accepted on or before August 6, 2014, the City would implement its final offer. That action was consistent with previous direction given to the bargaining team by the City Council.

The employee group did not accept the City's offer. Their final offer is attached to this memo (July 9, 2014).

On August 18th, the attached memorandum was sent to the Finance Department to implement the City's final offer based upon previous direction received by the City's bargaining team from the City Council.

The Finance Department has of this date not implemented the final offer pending full Council action. In order to move this process forward, the City Council is asked to take formal action to approve the implementation of the final offer.





WILLMAR



CITY ADMINISTRATOR

City Office Building
Box 755
Willmar, Minnesota 56201
320-235-4913
FAX: 320-235-4917
www.ci.willmar.mn.us

MEMORANDUM

TO: Steve Okins, Sue Edwards, Bruce Peterson, Colleen Thompson – representatives of the Department Heads, Supervisors and Confidential Employees

FROM: Charlene Stevens, Tim Johnson, Denis Anderson

DATE: August 18, 2014

RE: Implementation of City Final Proposal dated July 24, 2014

On July 23, 2014, the City presented its final proposal regarding the terms of a new contract. At that time, the City advised that if its final proposal was not approved by your group with written notice to the City of such approval on or before August 6, 2014, the City would implement its final proposal.

Your group did not approve the City's final proposal. Therefore, the City will implement its final proposal effective August 20, 2014.



CITY FINAL PROPOSAL
CITY OF WILLMAR
AND
DEPARTMENT HEADS, SUPERVISORS AND CONFIDENTIAL EMPLOYEES

1. Article XX, Duration.

January 1, 2014 through December 31, 2015.

(2011-2013 already provided)

2. Wages, (Exhibit A).

2014 2.0% general increase

2015 2.0% general increase

3. Article XI, Hospital and Insurance.

For 2014, Employer proposes to retain current language as set forth in 11.1 of the most recent collective bargaining agreement.

11.1 Effective for 2015, the Employer will pay the full cost of the premium for single coverage for the Basic Plan. Any additional cost resulting from an employee electing single coverage based on the higher paid plan option (currently the "Double Gold") will be paid by the employee through payroll deduction.

A. For 2015, the Employer will contribute up to \$1,428 per month plus fifty percent (50%) of the increase in the premium for the cost of the monthly premium for dependent coverage under the Basic Plan. Any additional cost in the premium for the family Basic Plan or for a higher paid plan option (currently the "Double Gold") will be paid by the employee through payroll deduction. The formula for calculation of fifty percent (50%) of the increase in the cost of the monthly premium for dependent coverage under the Basic Plan shall be as follows:

The total new family premium cost (currently for 2014 \$1,725) minus the total new single premium cost (currently for 2014 \$615) equals dependent coverage cost. The difference in the new total dependent cost minus the cost of the previous year dependent coverage cost of the Basic Plan shall be divided by two and added to the Employer contribution toward dependent coverage for 2015.

- B. For employees hired after January 1, 2015, the Employer will pay up to \$625 per month toward the 2015 cost of single coverage. For employees hired after January 1, 2015 choosing dependent coverage, the Employer will pay up to \$1,458 per month toward the 2015 cost of family coverage. Any additional cost will be paid by the employee through payroll deduction.
- 11.4 Delete last sentence and provide group the option upon retirement of a cash payment or a Memorandum of Agreement providing for a post employment health care account pursuant to the regulations of MSRS. (The option chosen will apply to all employees in the group.)
- 11.7 (New) Affordable Care Act. In the event the health insurance provisions of this Contract fail to meet the requirements of the Affordable Care Act and its related regulations or cause the Employer to be subject to a penalty, tax or fine, the Department Heads, Supervisors and Confidential Employees covered by this Contract will meet immediately to bargain over alternative provisions so as to comply with the Act and avoid any penalties, taxes or fines for the Employer.
4. Article XVIII, Deferred Compensation.
- 18.1 The Employer agrees to participate with the employees in a deferred compensation plan. Employer agrees to provide a matching contribution of 100% not to exceed \$2,000. Employees hired on or after January 1, 2015 shall not be eligible for participation in this program.
5. Article XIX, Vehicle Allowance/Assignment.
- 19.1 Effective through December 31, 2014, Department Directors shall receive a vehicle allowance of \$350.00 per month, except those Directors who are assigned vehicles for business use. Assigned vehicles may be used to and from work. Employees hired on or after January 1, 2015 may be assigned vehicles and/or granted a vehicle allowance at the sole discretion of the Employer.
6. Article (New), Savings Clause. This Contract is subject to the laws of the United States, the State of Minnesota and the City of Willmar. In the event any provision of this Agreement shall be determined to be contrary to law by a court of final jurisdiction or administrative ruling or in violation of legislation or administrative regulations, such provisions shall be voided. All other provisions of this Contract shall continue in full force and effect. The voided provision may be renegotiated at the written request of either party.

7. Article (New), Employer Authority

- .1 The Employer retains the full and unrestricted right to operate and manage all employees, facilities and equipment; to establish functions and programs; to set up and amend budgets; to determine the utilization of technology; to establish and modify the organizational structure; to select and determine the number of personnel by which such operations and services are to be conducted; to assign and transfer employees, to establish work schedules and to assign overtime; to promote, demote, suspend, discipline, discharge or relieve employees due to lack of work or other legitimate reasons; to make and enforce reasonable rules and regulations; to change or eliminate methods, equipment or facilities and to perform any inherent managerial function not specifically limited by this Contract.
- .2 Any term and condition of employment not specifically established or modified by this Contract shall remain solely within the discretion of the Employer to modify, establish, or eliminate.
- .3 Nothing in this Contract shall prohibit or restrict the right of the Employer to subcontract work performed by employees covered by this Contract.

Please note that if the City's final proposal is not approved by your group with written notice to the City of such approval on or before August 6, 2014, the City will implement its final proposal.

Proposal
July 9, 2014
Department Heads, Supervisors, Confidential Employees

1. Article XX: Duration

January 1, 2011 through December 31, 2013

January 1, 2014 through December 31, 2015

2. Wages: (Attachment A)

Retroactive to Jan 1, 2011:

2011: 0%

2012: 1% plus \$660

2013: 1.5%

2014: 2%

2015: 2%

3. Article XI: Hospital and Insurance

11.1 Employer Insurance Contribution

2014 – Employees contribute \$170 per month towards Family coverage on Double Gold Plan (89% increase)

2015 – Employees contribute \$250 per month towards Family coverage on Double Gold Plan (47% increase)

We are requesting information on the City-Provided VEBA Plan (Article 11.2)

11.4 Change interest rate on sick leave accounts to 3% from 6%. (50% reduction)

11.7 (New) Affordable Care Act. (needed?)

In the event the health insurance provisions of this Contract fail to meet the requirements of the Affordable Care Act and its related regulations or cause the Employers to be subject to a penalty, tax or fine, the Department Heads, Supervisors and Confidential Employees covered by this Contract will meet immediately to bargain over alternative provisions.

4. Article XVIII. Deferred Compensation

2014 – as is present.

2015 – End employer match for employees hired after 12/31/15.

Proposal
July 9, 2014
Department Heads, Supervisors, Confidential Employees

8. Add to Article XV, 15.2 Salary Progression

Employees whose base salary is above the midpoint of the City-adopted pay range shall receive the 1.5% increase until they reach the top of their respective range. Pay ranges shall be adjusted annually, commensurate with the highest negotiated percentage wage increase granted to any of the City of Willmar collective bargaining groups.

COMMUNITY DEVELOPMENT COMMITTEE
MINUTES

The Community Development Committee of the Willmar City Council met on Thursday, September 11, 2014, in Conference Room No. 1 at the City Office Building.

Present:	Rick Fagerlie	Chair
	Bruce DeBlieck	Vice Chair
	Steve Ahmann	Member
	Jim Dokken	Member

Others present: Bruce Peterson, Director of Planning and Development Services; Audrey Nelsen, Council Member; David Little, "West Central Tribune".

Item No. 1 Call to Order

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

Item No. 2 Public Comments

There were no public comments.

Item No. 3 Tax Increment Financing/Tax Abatement Application, Fee Schedule, and Process Flow Chart (For Information Only)

Staff presented a revised application form to be used for Tax Increment Financing and Tax Abatement requests. Included with the application form was a proposed fee schedule, and process flow chart. The Committee reviewed the documents at length. Questions were raised about the proposed fees for assistance. Staff responded that those were suggestions, and could be amended as desired. Council Member Ahmann stated that the flow chart was good for the City and the Developers as it shows the process and details responsibilities. Council Member Ahmann proposed more communication on the front end of financial requests to alleviate some of the concerns and issues that arose in the recent projects. Staff was asked to amend the application and to broaden the scope of information required. It will be brought to a Committee meeting at a later date for further review.

Item No. 4 Purchase of Wetland Credits for Industrial Park Development (Motion)

The Committee discussed a proposal by staff that the City purchase wetland credits as part of the Wetland mitigation process for the new Industrial Park. An alternative to purchasing wetland credits would be establishing a wetland of approved type and form. That process becomes more expensive due to the requirements for wetland replacement that governs the amount of monitoring and weeding and potential reseeding that is required for a five year period. The proposed purchase of wetland credits was in the amount of \$25,200, plus a transaction fee of \$1,638. These funds are available in the local option sales tax fund, and would be part of the wetland improvement project.

Following discussion a motion was made by Council Member Ahmann, seconded by Council Member DeBlieck and passed for the following: that the City acquire the wetland credits as proposed for .7 acres in the amount of \$25,200 plus a transaction fee of \$1,638.00.

Item No. 5 Business Retention and Expansion Survey Results (For Information Only)

The Committee briefly reviewed the results of a recent EDC email survey of local businesses. Staff informed the Committee that a much broader business retention and expansion survey would be conducted

by the EDC in the near future. The survey would be compatible with the work being done by the Lakes Area Chamber of Commerce, Grow Minnesota program.

Item No. 6 Old Business

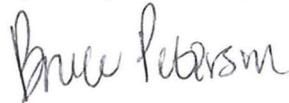
Staff informed the Committee that the old home at 511 7th ST NW was being demolished. Staff was asked to send a letter to Habitat for Humanity thanking them for removing the dilapidated property.

Item No. 7 New Business

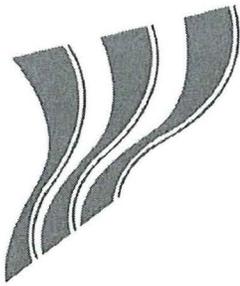
Staff provided reports on the following projects: Bethesda, Taco Bell, Jennie-O, Advanced Auto, Eagle Creek Golf Course, Elmquist Jewelry, and Suite Livin'. It was noted that construction valuations through August 2014 totaled an excess of \$23 million.

There being no further business to come before the Committee, the meeting was adjourned at 5:50 p.m. by Chair Fagerlie.

Respectfully submitted,

 by *msb*

Bruce Peterson, AICP
Director of Planning and Development Services



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

Agenda Item Number: 3

Meeting Date: September 11, 2014

Attachments: Yes No

CITY COUNCIL ACTION

Date: September 15, 2014

- Approved
- Amended
- Other
- Denied
- Tabled

Originating Department: Planning and Development Services

Agenda Item: Tax increment financing / tax abatement application, fee schedule, and process flow chart

Recommended Action: Approve the application and fee schedule

Background/Summary:

In response to recent discussion regarding the application and review processes for tax increment financing and tax abatement, staff has prepared a revised application and fee schedule. A process flow chart has also been developed to guide the Council through the process.

Alternatives: N/A

Financial Considerations: The revised fee schedule will offset some of the costs incurred by the City

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

Signature:

Comments:

Date Submitted: _____

TAX INCREMENT FINANCING / TAX ABATEMENT APPLICATION FORM

1. Applicant: _____

Company Name: _____

Address: _____

Contact Person: _____

Telephone Number: _____

2. Corporation _____ Partnership _____ Sole Proprietor _____

Cooperative _____ Other _____

3. Type of Business: _____

Primary Product(s) / Service(s): _____

4. Legal Description of Site: _____

Municipal Development District No. (TIF only): _____

5. Project Description: _____

Type of District (TIF only): Economic Development _____ Housing _____

Redevelopment _____ Other _____

Size of Proposed Structure or Expansion: _____ sq. ft.

Estimated project cost: Land \$ _____

Building \$ _____

Equipment \$ _____

Other \$ _____

Total: \$ _____

6. Estimated real estate tax increase \$ _____/yr.
7. Employment: Current _____ 5-year projection _____
Payroll: Current _____ 5-year projection _____
8. Project Financing Sources: _____

9. Project Costs Eligible for TIF (TIF only): _____

10. Explain and quantify the need for financial assistance ("but for" test): _____

11. Financial Institution(s) (Applicant's Affiliation):
Name _____ Address _____
Contact Person _____ Telephone _____
Name _____ Address _____
Contact Person _____ Telephone _____
12. Fiscal Consultant / Accountant:
Name _____ Address _____
Contact Person _____ Telephone _____
13. Legal Counsel:
Name _____ Address _____
Contact Person _____ Telephone _____
14. Application Fee Paid (Non-Refundable): \$ _____
15. Applicant Signature: _____

Title
For: _____
Applicant

Recommended application fees for tax increment financing or tax abatement.

Estimated total of City assistance

Application fee (non-referrals)

Up to \$500,000

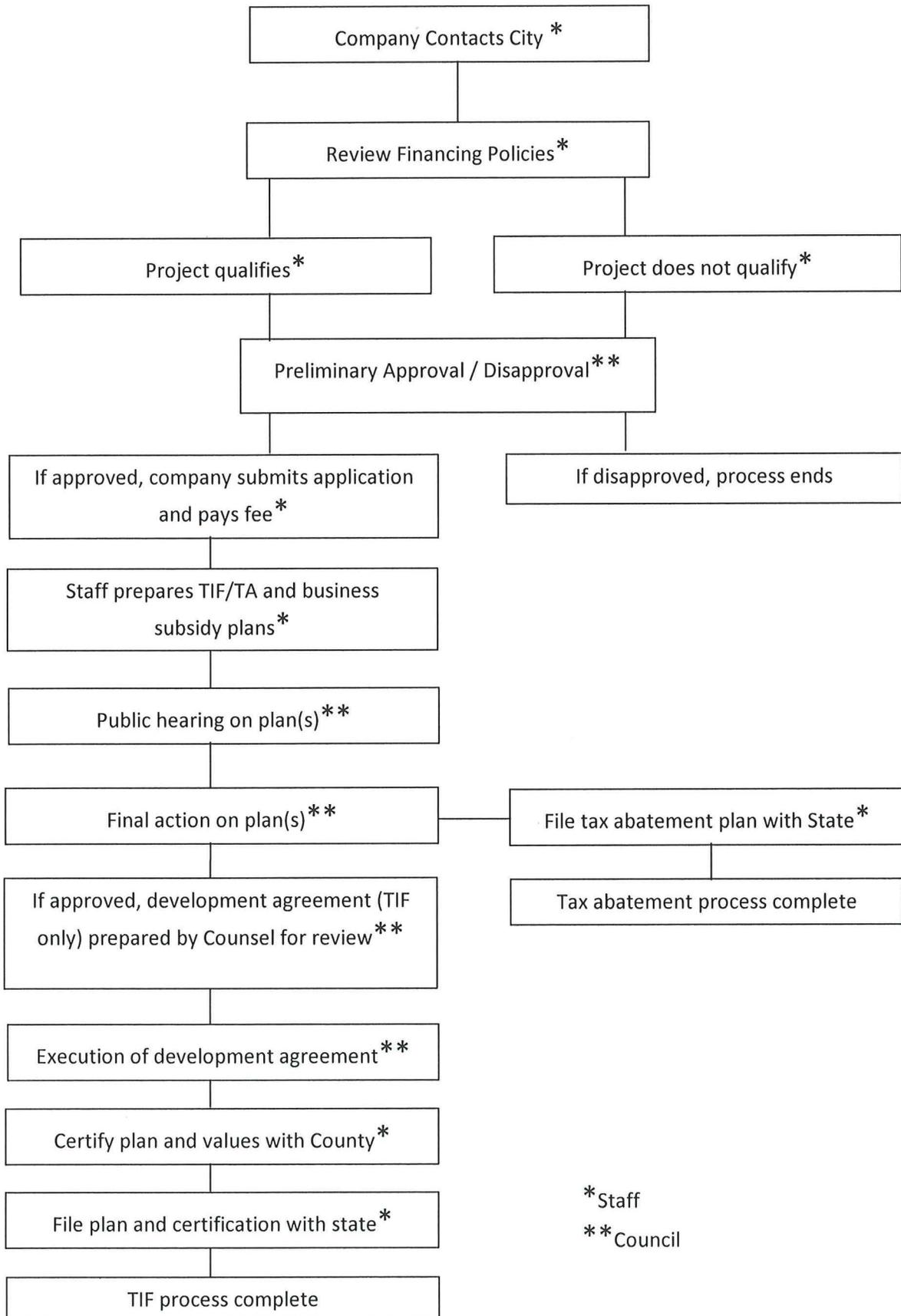
\$1500

\$500,000 - \$1,000,000

\$2500

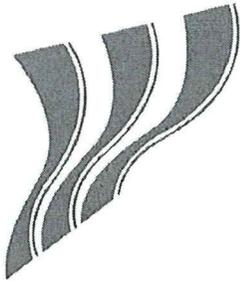
Over \$1,000,000

\$3500



* Staff

** Council



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

Agenda Item Number: 4

Meeting Date: September 11, 2014

Attachments: Yes No

CITY COUNCIL ACTION

Date: September 15, 2014

- Approved Denied
- Amended Tabled
- Other

Originating Department: Planning and Development Services

Agenda Item: Purchase of Wetland Credits for Industrial Park Development

Recommended Action: Approve the purchase of .70 acre of credits in the amount of \$25,200, plus transaction fee of \$1,638

Background/Summary:

As part of the development of the next phase of the industrial park, there is .35 acres of wetlands to be mitigated at a ratio of 2:1. It has been determined that it is cheaper to purchase wetland credits than it would be to re-create the wetlands. Transaction details are included in the attachment.

Alternatives: Re-create wetlands on or off-site

Financial Considerations: The total cost of \$26,836 is part of the project costs payable from Local Option Sales Tax

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

Signature:

Comments:



Application for Withdrawal of Wetland Credits from the Minnesota Wetland Bank

If the layout of this form looks incorrect, click on *View, Edit Document*, then save to your computer.

1. Credit User

To be completed by the person or entity proposing to use the wetland credits.

Name: City of Willmar: Bruce Peterson

Organization (if applicable):

Street Address: 333 SW 6th St., PO Box 755

City, State, Zip: Willmar, MN 56201

Phone: 320-235-4913 **E-Mail Address*:**

This space is for BWSR use only.

Debit Date:

2. Wetland Impact Information

To be completed for the project with wetland impacts that this withdrawal is intended to replace.

Project Name: Willmar Industrial Park

Wetland Impact Size (acres): 0.3500

County of Impact: Kandiyohi

Replacement Ratio: 2:1

Impact Major Watershed #: 25

Total Replacement Required (acres): 0.70

Impact Bank Service Area: 9

U.S. Army Corps Permit # (if applicable):

****Sec. 17 Twp. 119 Rge. 35**

LGU File # (if applicable):

**Projects with multiple impact locations should use the most central location in relation to the project as a whole.

Comments:

By signature below, the proposed user of credits attests that he/she owns or has purchased the credits identified in this application and has received approval from the applicable regulatory authority(ies).

Credit User Signature: _____ **Date:** _____

3. Regulatory Approval/Authorization

By signature below, the identified agency and authorized representative hereby certify that they have: a) verified that the subject wetland credits are deposited in the account of the owner/seller, b) approved a wetland replacement plan or similar agreement under their jurisdiction, and c) approve the proposed use of the wetland bank credits described herein.

WCA LGU/Agency:

E-mail address*:

LGU Representative:

Signature: _____

Date: _____

(for NRCS, USACE, etc. if applicable)

Agency Name/Location:

E-mail address*:

Representative:

Signature: _____

Date: _____

*Confirmation will be e-mailed to user, seller, and regulatory representative when the transaction is complete. If you would like others notified, enter e-mail addresses here.

The following is a sample of a possible Purchase Agreement for the sale of Wetland Banking Credits. This Purchase Agreement does not necessarily cover all of the issues that would be important to Sellers and Buyers, nor does it address the terms that would be appropriate for any particular transaction. Sellers and Buyers should obtain the services of qualified legal counsel to adapt this Purchase Agreement to meet their specific needs.

**PURCHASE AGREEMENT
FOR
WETLAND BANKING CREDITS**

THIS AGREEMENT is made this 3rd day of September, 2014 between
Lyon County _____ (Seller) and Bruce Peterson _____ (Buyer).

1. Seller agrees to sell to Buyer, and Buyer agrees to buy from Seller, the wetland banking credits (Credits) listed below:

CREDITS TO BE SOLD						
Credit Sub-Group ¹	Acres or Sq. Ft.	Wetland Circ. 39 Type ²	Plant Community Type ³	Cost per Acre or Sq. Foot	State Fee 6.5%	Fee Estimate
A.	0.70 ac	4	Deep Marsh	36,000	0.065	1638.00
B.					0.065	
C.					0.065	
D.					0.065	
E.					0.065	
Totals						1638.00

Check here if additional credit sub-groups are part of this account and are listed on an attachment to this document.

¹A separate credit sub-group shall be established for each wetland or wetland area that has different wetland characteristics.

²Circular 39 types: 1, 1L, 2, 3, 4, 5, 6, 7, 8, B, U.

³**Wetland plant community type:** shallow open water, deep marsh, shallow marsh, sedge meadow, fresh meadow, wet to wet-mesic prairie, calcareous fen, open bog or coniferous bog, shrub-carr/alder thicket, hardwood swamp or coniferous swamp, floodplain forest, seasonally flooded basin. See *Wetland Plants and Plant Communities of Minnesota and Wisconsin (Eggers and Reed, 1997)* as modified by the Board of Water and Soil Resources, United States Army Corps of Engineers..

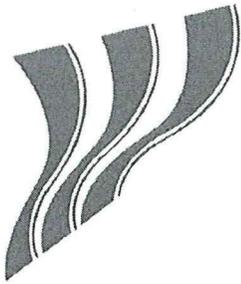
2. Seller represents and warrants as follows:

- a) The Credits are deposited in an account in the Minnesota Wetland Bank administered by the Minnesota Board of Water and Soil Resources (BWSR) pursuant to Minn. Rules Chapter 8420.0700-.0760.
- b) Seller owns the Credits and has the right to sell the Credits to Buyer.

3. Buyer will pay Seller a total of \$ 25,200.00 for the Credits, as follows:
- a) \$ 0 as earnest money, to be paid when this Agreement is signed; and
 - b) The balance of \$ 25,200.00 to be paid on the Closing Date listed below.
4. Buyer, Seller agrees to pay to a withdrawal fee of \$ 1638.00 to the State of Minnesota based on 6.5% of the agreed to purchase price. At the Closing Date, Buyer, Seller will execute a check made out for this amount, payable to the Board of Water and Soil Resources.
5. The closing of the purchase and sale shall occur on Oct. 1, 2014 (Closing Date) at 10:00 am. The Closing Date and location may be changed by written consent of both parties. Upon payment of the balance of the purchase price, Seller will sign a fully executed Application for Withdrawal of the Credits in the form specified BWSR, provide a copy of the Application for Withdrawal to the Buyer and forward the same to the BWSR along with the check for the withdrawal fee.
6. Buyer has applied or will apply to Kandiyohi Co. Env. Services (Local Government Unit (LGU) or other regulatory authority) for approval of a replacement plan utilizing the Credits as the means of replacing impacted wetlands. If the LGU has not approved the Buyer's application for a replacement plan utilizing the Credits by the Closing Date, and no postponement of the Closing Date has been agreed to by Buyer and Seller in writing, then either Buyer or Seller may cancel this Agreement by giving written notice to the other. In this case, Seller shall return Buyer's earnest money, and neither Buyer nor Seller shall have any further obligations under this Agreement. If the LGU has approved the replacement plan and the Seller is ready to proceed with the sale on the Closing Date, but Buyer fails to proceed, then the Seller may retain the earnest money as liquidated damages.

 (Signature of Seller) (Date)

 (Signature of Buyer) (Date)



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

Agenda Item Number: 5

Meeting Date: September 11, 2014

Attachments: X Yes No

CITY COUNCIL ACTION

Date: September 15, 2014

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

Originating Department: Planning and Development Services

Agenda Item: Business Retention and Expansion Survey Results

Recommended Action: Review and receive for information

Background/Summary:

The results of a recent on-line survey conducted, by the Economic Development Commission, have been compiled for review and analysis. A committee of the Economic Development Commission will address all actionable results.

Alternatives: N/A

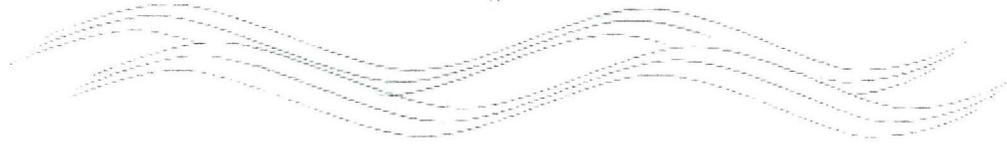
Financial Considerations: N/A

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

Signature:

Comments:

Kandiyohi County
& City of Willmar
Economic Development Commission



Summary

**Business Retention and Expansion
Online Survey**

July 2014

**Business Retention and Expansion E-mailed Survey
Conducted July 2014**

The on-line survey was sent to 640 businesses in Kandiyohi County excluding the New London and Spicer area businesses because of their BRE Visitation program in process.

Of those sent, 152 business surveys were returned. Of those returned, 121 were complete. The incomplete surveys generally contained only contact information. A call back was requested by 21 of the respondents.

Demographics of the Respondents

City or Township of Business:

<u>City</u>		<u>Township</u>	
Atwater	4	Davre	1
Blomkest	2	Fahlun	1
Lake Lillian	2	Kandiyohi	1
Kandiyohi	3	Lake Elizabeth	1
Pennock	1	Mamre	1
Prinsburg	1	New London	1
Spicer	3	St. Johns	2
Svea	1	Willmar	2
Willmar	87	<u>Multi City/County</u>	5

Size of business by number of employees:

<u>Employees</u>	<u># of Businesses</u>
1	5
2	12
2.5 – 9	43
10-20	21
21-30	6
31-50	8
51-80	5
81-100	4
101-200	3
201-500	5
541	1
850	1
1500	1
10,000 citizens	1

Year business started:

<u>Year</u>	<u># of Businesses</u>
1800's	5
1900-1950	16
1951-1975	19
1976-2000	50
2001-2010	18
2012	2
2014	1

Summary of Responses

** denotes highest percentage of response

I. Business related plans for next three years:

Grow or expand	52
Continue as is	26
Build or expand facility	7
Adding product or service	6
Retiring or starting the process	4
Reduce product/service	3
Merge or move	2

II. Access to number of employees: 12 said not applicable – of the remaining 109,

25 or 23% very or extremely satisfied
40 or 37% were moderately satisfied
44 or 40% slightly or not at all satisfied **

III. Success at securing employees at a competitive cost: 12 said not applicable – of the remaining 109,

23 or 21% very or extremely satisfied
38 or 35% were moderately satisfied
48 or 44% slightly or not at all satisfied **

IV. Labor supply for skills your company requires: 14 said not applicable – of the remaining 107,

13 or 12% very or extremely satisfied
36 or 34% were moderately satisfied
58 or 54% slightly or not at all satisfied **

V. Labor skill gaps:

Entry level/unskilled	7
Mechanical/construction	7
Specialized skills	5
Ph. D level skills	3

VI. Businesses that import employees from outside of Kandiyohi County:

64 businesses, all positions

VII. Business leaders that are aware of workforce development programs other than in-house training:

65 or 54% are aware
56 or 46% are not aware

VIII. Community or customer base changes that impact the businesses:

Growing community and addition of businesses coming in positively affect my business-7
Population demographic changes - 7
Declining small towns and farms - 4
Downtown Willmar issues - 4
On-line shopping - 4
Residential/commercial development - 3
Workforce availability - 3
Government regulations – 3
Aging population - 2
Number of rental properties in the community – 2
Increase in number of people on medical assistance/public assistance - 2
Businesses leaving downtown Willmar
Strong healthcare system - schools
Big box competitors
Amenities offered in the community
Diminishing consumer purchasing power
Donor base decreasing
Electrical demand
People moving out of Willmar city limits for larger housing
Larger businesses coming to Willmar
Fast service shops replacing traditional smaller service shops
Technology campus
Changing technology – need for PC's replaced with tablets/personal devices
Railroad
Outsiders' perception of Willmar as area that is unsafe
Overall economy
Rebounding economy and strong agricultural markets

IX. Changes to the community or market that are anticipated and will affect the business

Continued demographic changes of population – 5
Workforce shortage - 4
Changes in technology - 4
New minimum wage laws - 3
Continued aging of population - 3
Community/ business growth – 2
Lack of access to high speed internet – 2
Parking problems in downtown Willmar - 2
Increase in price of LP
Affordable Care Act
Continued decline of family farms
Continued decline of new housing construction
Cost of energy
Government regulation
Cost of materials
Number of fixed income residents in community
Declining population
Energy Efficiencies Programs
Food Safety Modernization Act

X. Satisfaction with local supply of raw materials necessary for the business 48 said not applicable– of the remaining 73,

44 or 60% very or extremely satisfied **
18 or 25% were moderately satisfied
11 or 15% slightly or not at all satisfied

XI. Access to business services required to function

112 or 93% said yes
7 or 7% said no

Services needed:

Better internet access – 2

City sewer and water at site

More contractor specific building of homes

Access to the road (temporary problem)

XII. Satisfaction ratings

Property taxes – of 118 responses

17 or 15% very or extremely satisfied
44 or 37% were moderately satisfied
57 or 48% slightly or not at all satisfied **

Community services – of 118 responses

54 or 46% very or extremely satisfied **
49 or 41% were moderately satisfied
15 or 13% slightly or not at all satisfied

County services – of 117 responses

53 or 45% very or extremely satisfied **
46 or 39% were moderately satisfied
19 or 16% slightly or not at all satisfied

Local Economic Development Group – of 116 responses

46 or 40% very or extremely satisfied
47 or 40% were moderately satisfied **
23 or 20% slightly or not at all satisfied

XIII. Satisfaction ratings for areas of assistance

Financial resources available to the business – of 115 responses

70 or 61% very or extremely satisfied **
26 or 23% were moderately satisfied
19 or 16% slightly or not at all satisfied

Business planning assistance available when needed – of 104 responses

46 or 44% very or extremely satisfied **
43 or 41% were moderately satisfied
15 or 15% slightly or not at all satisfied

Help navigating local, state, and federal resources - of 103 responses

34 or 33% very or extremely satisfied
40 or 39% were moderately satisfied **
29 or 28% slightly or not at all satisfied

Acquiring building or zoning permits - of 109 responses

44 or 40% very or extremely satisfied **
38 or 35% were moderately satisfied
27 or 25% slightly or not at all satisfied

Workforce training and education opportunities - of 103 responses

35 or 34% very or extremely satisfied
37 or 36% were moderately satisfied **
31 or 30% slightly or not at all satisfied

Overall rating of Kandiyohi County as a place to do business - of 121 responses

51 or 42% very or extremely satisfied **
48 or 40% were moderately satisfied
22 or 18% slightly or not at all satisfied

Comments:

Government workers need to recognize taxpayer as customer and serve them as such

Need more high paying jobs in the area

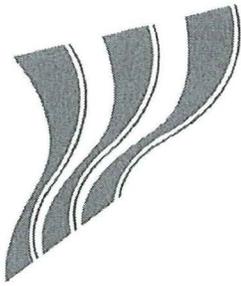
Need to understand and promote Targeted Identified Businesses

The regulatory departments are more focused on saying no than finding ways to say yes

Unhappy with tax law trends in MN; have considered moving more work to our WI operations

XIV. List ways that government could work to improve satisfaction

- Lower taxes/business taxes – 7
- Increase image of city council; reduce dysfunction - 5
- Make it less easy for people to not work/reduce welfare programs -5
- Less local government/regulations/fees - 4
- Market the services of business service organizations – businesses do not know what is available - 3
- Marketing of the businesses/area; unified marketing - 3
- Communicate with small businesses and follow-up -2
- Enforce ordinances in downtown Willmar -2
- Conduct an RFP with local providers
- Reduce government regulation
- Eliminate advertising
- Increase advertising
- Decrease state debt
- Even out commercial property values
- Reduce barriers to permitting and assist businesses in starting up
- Have an open for business attitude
- Assist with tax abatement for new businesses
- Improve infrastructure maintenance
- Recognize contributions of tourism and industry in the community
- Keep city and county fiscally responsible
- Keep EDC downtown
- More open attitude about business expansion
- Shop local campaigns – use radio more often
- Mentoring of workforce that is at risk of not working



CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 14.a.

Meeting Date: _____

Attachments: Yes No

CITY COUNCIL ACTION

Date: September 15, 2014

- Approved Denied
- Amended Tabled
- Other

Originating Department: City Clerk-Treasurer

Agenda Item: Consideration of Financing Plan for City Auditorium Renovations.

Recommended Action: Approve the reallocation of funds in order to finance the City Auditorium improvement.

Background/Summary: The City Council approved plans for remediation of lead and other hazardous materials for the City Auditorium as well as plans to renovate the gun range operating in the basement. The 2014 Capital Improvements Plan allocated \$250,000 for this work. Bids have now been received for all aspects of the project and the estimated costs are \$1,097,521.

Contracts in the amount of \$279,121 have already been awarded. To fund the remainder of the project costs the City staff recommend the following funding sources:

- | | |
|---|------------|
| 1. Reduce the Insurance Deductible Reserve: | \$ 250,000 |
| 2. Loan from Public Investment Revolving Fund: | \$ 250,000 |
| 3. Reallocate 2014 Excess Capital Improvement Projects (airport) : | \$ 50,000 |
| 4. Reallocate 2014 Excess Vehicle Replacement Funds: | \$ 76,000 |
| 5. Reallocate WRAC 8 Reserves to this project: | \$ 163,000 |
| 6. Reallocate Excess dollars from prior year capital projects (2011-2013) | \$ 82,000 |

Alternatives:

- 1.Reduce the total project by accepting alternate G-1 which would effectively delete to restore the gun range at this time. Range could be reinstalled at a later date. (Not recommended)
- 2.Choose to reallocate funding from the 2013 Carryover Funds which would require adjustment in the 2015 Budget, increase borrowing from the PIR Fund or further reduce the insurance deductible reserve.
3. Otherwise reduce or limit the scope of work for the project.

Financial Considerations: The project costs have exceeded established budgets, in order to proceed to reopen the facility and restore operations; the City Council must act on the financing plan. The use of the WRAC8 Reserves would eliminate this source of funding for future years.

The loan from the PIR Fund must be repaid over five years and the repayment has been programmed into the 2015 budget. The same is true for the insurance deductible.

Preparer: Kevin Halliday, City Clerk

Signature:

FINANCING Options Proposed:

1 - 2014 Capital Improvement Program Adopted Allocation	\$250,000
2 - 2014 Insurance Deductible Reserve Reduction (take action to reduce \$1,000,000 Reserve to \$750,000)	\$250,000
3 - 2014 PIR Loan (5 Year Payback required)	\$250,000
4 - 2014 Excess Capital Improvement Program Dollars (take action to delete prior approved Capital projects - Airport)	\$50,000
5 - Dedicate the WRAC8 Reserves to this Project (this will close out Reserve balance)	\$163,000
6 - 2014 Excess Vehicle Replacement Program Dollars	\$76,000
7- Prior Year Capital Funds	\$82,000
Total:	\$1,121,000

Willmar City Auditorium Project

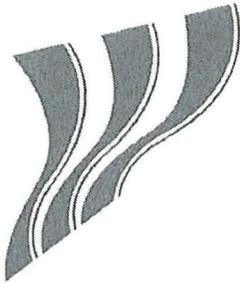
The Auditorium Remediation and Reconstruction project is underway with the Reconstruction / Renovation bids recently received on September 9, 2014.

Financing options are challenging and each reallocation has subsequent year consequences for the myriad of planned capital improvements.

The COST of the Auditorium Project details are as follows:

Contracts to Date:

FIRM	DETAILS	COST
Engan & Associates	Master Plan	\$9,500
Engan & Associates	Hazard Abatement Reconstruction	\$44,000
Midwest Environmental Consulting	Environmental Consulting/Bid Specifications	\$2,000
Midwest Environmental Consulting	Asbestos Product Testing	\$1,611
Midwest Environmental Consulting	Asbestos Air Monitoring & On-Site Project Management & Post Demolition Asbestos Clearance Testing	\$15,460
Midwest Environmental Consulting	X-Ray Fluorescence Testing of Lead Paint & Report for Future Recommended Maintenance Practices	\$950
ECCO Midwest, Inc.	City Auditorium Remediation Contract & Dumpster Quantity Count	\$193,200 \$12,400
	Total:	\$279,121
Proposed Renovation Base Bid: (Staff Recommendation)		\$744,000
Contingency for Renovation Bid		\$74,400
	Total:	\$1,097,521



CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 14 b.

Meeting Date: _____

Attachments: Yes No

CITY COUNCIL ACTION

Date: September 15, 2014

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

Originating Department: City Clerk-Treasurer

Agenda Item: Consideration of City Auditorium Renovation Bids

Recommended Action: Award base bid Cornestone Construction in the amount of \$744,000 and do not accept alternate G-1 or Alternate G-2.

Background/Summary: (See attached architect letter).

Alternatives: Accept one or both of the alternatives. G-1 would eliminate the restoration of the range. Staff does not recommend G-2 at this time due to lack of funding.

Financial Considerations: \$744,000.

Preparer: Kevin Halliday, City Clerk

Signature:

Comments:

ENGAN
ASSOCIATES, P.A.
ARCHITECTS
INTERIOR DESIGNERS



September 10, 2014

Kevin Halliday
City of Willmar
333 6th St SW
Willmar, MN 56201

Re: **Willmar City Auditorium, Willmar MN #296.15**

Dear Kevin,

After reviewing the bids the following options are available for construction upgrades to the city auditorium.

Option A: Cornerstone Construction is the low bidder: Base Bid for complete work as shown on the plans. The includes 3 new air handler units, new basement and gym ductwork, new hydronic heating pumps, new ceiling in the lower level hallway, training room, and observation room, new flooring and painting in the training room, observation room, and firing range, some new ballistic rubber protection blocks, and patching and repair of the roof gutters.

Bid: \$744,000.00

Option B: Carlson Construction is the low bidder: This work removes the firing range finishes and mechanical system from the project. The firing range would not be open with this option.

Bid: \$400,076.00

Option C: Carlson Construction is the low bidder: This is the base bid plus adding additional firing range protection to the project.

Bid: \$931,361.00

It is recommended to approve Option A if funds are available. This option brings the building's HVAC up to date and opens the firing range for public use.

This project did not include accessibility upgrades, a full new roof, masonry repair, or repairs to grade level leaks.

Respectfully,

Andrew Bjur, AIA
AB/jjt

