

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

February 18, 2014
7:00 p.m.

The regular meeting of the Willmar City Council was called to order by the Honorable Mayor Frank Yanish. Members present on a roll call were Council Members Audrey Nelsen, Tim Johnson, Jim Dokken, Rick Fagerlie, Denis Anderson, Ron Christianson, Steve Ahmann and Bruce DeBlieck; Present 9, Absent 0.

Also present were City Administrator Charlene Stevens, Police Chief David Wyffels, Finance Director Steve Okins, Planning and Development Services Director Bruce Peterson, City Clerk Kevin Halliday, and City Attorney Robert Scott.

Council Member Ahmann offered a motion adopting the Consent Agenda which included the following: City Council Minutes of February 3, Willmar Municipal Utilities Minutes of February 10, Planning Commission Minutes of February 12, Donation from Willmar Hockey Association, Accounts Payable Report through February 11, Application for Exempt Permit for Kandiyohi Friends of Firearms, Willmar Police Commission Minutes of October 22, December 4 and December 16, 2013 and the Building Inspection Report for January, 2014. Council Member Anderson seconded the motion, which carried.

The donation of \$550.00 from the Willmar Hockey Association to help offset costs for youth hockey equipment was recognized by the Council.

RESOLUTION NO. 1

WHEREAS, the City of Willmar has received a donation of \$550.00 from the Willmar Hockey Association to the Willmar Community Education and Recreation Department designated for help offset costs for youth hockey equipment;

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

Dated this 18th day of February, 2014.

/s/ Frank Yanish
MAYOR

/s/ Kevin Halliday
Attest: CITY CLERK

Mayor Yanish acknowledged that no one had signed up to address the City Council during its scheduled Open Forum.

The Public Works/Safety Committee Report for February 11, 2014 was presented to the Mayor and Council by Council Member Nelsen. There were five items for consideration.

Item No. 1 Gary Gilman spoke on concerns relating to the Committee's decisions and considerations regarding eventual approval or denial of private outdoor archery ranges. Mr. Gilman was directed and given opportunity to speak further on the subject when addressed as a later agenda item.

Item No. 2 Chief Wyffels presented the Committee with a donation of a LIDAR (Light Detection and Ranging) device used for measuring and monitoring vehicle speeds. The device is valued at approximately \$2,500 and is offered by the grant managers of the Toward Zero Death (TZD) traffic enforcement grant. Resolution No. 2 was introduced by Council Member Nelsen, seconded by Council Member Ahmann, reviewed by Mayor Yanish, and approved on a roll call vote of Ayes 8, Noes 0.

RESOLUTION NO. 2

WHEREAS, the City of Willmar has received a donation of a LIDAR speed measuring device from the TZD (Toward Zero Death) Initiative grant program managed through Minnesota Departments of Public Safety, Transportation, and Health to the Willmar Police Department designated for help offset costs traffic enforcement equipment;

NOW, THEREFORE, BE IT RESOLVED by the City Council of Willmar, Minnesota, that the City accept the donation from the TZD (Toward Zero Death) Initiative grant program and the City Administrator be directed to express the community's appreciation.

Dated this 18th day of February, 2014.

/s/ Frank Yanish
MAYOR

/s/ Kevin Halliday
Attest: CITY CLERK

Item No. 3 Chief Wyffels presented to the Committee additional information relating to the consideration of establishing standard archery range safety requirements. This was presented as an ongoing discussion on the same subject continued from the January 14, 2014 meeting. A PowerPoint presentation summarized the previous discussion and introduced concerns brought up at the January 14th meeting. Four different range options were offered for committee consideration. Two citizens with an interest in archery (Gary Gilman and Dan O'Meara) offered ideas, expressed concerns and provided input based upon their archery knowledge and experience as well. The Committee directed staff to bring additional information back to a future meeting in regards to what the archer community thought constituted a safe range design. This matter was for information only.

Item No. 4 Committee Chair Nelson asked for the current jail population number of today and the calls for service (CFS) number handled by the Police Department for the past two weeks. Chief Wyffels reported that the current population count within the Kandiyohi County jail was 65 and that the Willmar Police handled 631 calls for service during the past two weeks. This was received for information only.

Item No. 5 Committee member Ahmann expressed concern about not having knowledge on the cost of eliminating, relocating, or abandoning Highway 40 property relating to the Jennie-O Turkey Store expansion. Other committee members inquired as to what information relating to the project Mr. Ahmann was seeking. Mr. Ahmann stated that he would withdraw his inquiry and that the information he was seeking could probably be better provided from different sources or venues. This matter was for information only.

The Public Works/Safety Report for February 11, 2014, was approved as presented and ordered placed on file in the City Clerk's Office upon motion by Council Member Nelsen, seconded by Council Member Ahmann, and carried.

The Labor Relations Report for February 12, 2014, was presented to the Mayor and Council by Council Member Ahmann. There were six items for consideration.

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

Item No. 2 Ms. Stevens requested the Committee approve to open the hiring process and create an eligibility list from which to hire police officers. Ms. Stevens stated that the City would have one known vacancy in May of this year due to retirement. Chief Wyffels added that the current list had expired and that the City has experienced the loss of at least one officer per year for the past 12 years and that the creation of an eligibility list would streamline the hiring process. Chief Wyffels stated that the advertising, testing and hiring process can take up to six months. Council Member Ahmann moved to approve the recommendation of the Labor Relations Committee to open the hiring process for police officers and allow for the filling of vacancies necessary to maintain a police force of 32 sworn officers. Council Member DeBlieck seconded the motion which carried.

Item No. 3 The Committee was informed that Chief Wyffels had announced his retirement date effective May 31, 2014 and it was necessary to open the hiring and testing process for the Chief of Police. Ms. Stevens stated that Chief Wyffels would be greatly missed by the department and the City. The Committee was recommending opening the hiring process for the Chief of Police. Council Member Ahmann moved to approve the recommendation of the Labor Relations Committee with Council Member DeBlieck seconding the motion, which carried.

Item No. 4 The Committee was notified that Kevin Madsen, the Arena Manager, has given his retirement notice effective June 1, 2014. As his position is critical to the operations of the Civic Center, it was recommended the vacancy be posted and filled as soon as possible. Ms. Stevens stated Mr. Madsen would be difficult to replace. Ms. Stevens responded to a question from the Committee on advertising, stating that the position would be marketed through the Arena Manager's Association, as well as Minnesota Parks and Recreation Association, in addition to other routine advertising. A question was also raised regarding the competitiveness of the salary. The Committee was recommending opening the hiring process for the Arena Manager. Council Member Ahmann moved to approve the recommendation of the Labor Relations Committee with Council Member Dokken seconding the motion, which carried.

Item No. 5 Committee Chair Ahmann continued the discussion on strategic planning for the City Council and asked those present for input on topics and process. Chair Ahmann suggested that the prior plans could be used as a starting point and that it would be important to quantify the goals and objectives, as well as to also have a prioritization process. Chair Ahmann suggested it was also important to have staff input in the discussions.

Council Member Dokken raised the suggestion of having Community Conversations following a model from the League of Minnesota Cities.

Council Member DeBlieck stated the Vision 2040 process had involved community input and conversations and could be a starting point. Council Member DeBlieck suggested a facilitator to ensure the time be well spent.

Council Member Johnson suggested that the City look at some operational efficiencies, citing the example of multiple health plans the City currently offers, as well as plans by Rice Hospital and the Municipal Utilities.

There was general discussion on time frame, such as conducting something in the spring, as well as following the 2014 elections.

Council Member Johnson inquired as to the cost of David Unmacht as a facilitator. Ms. Stevens stated she would review the costs from prior retreats.

Chair Ahmann suggested Steve Renquist or Dale Husted as possible facilitators.

The Committee agreed to have more input with the full City Council prior to finalizing the planning process. Following limited Council discussion, the matter was received for information only.

Item No. 6 Chair Ahmann inquired as to updating job descriptions. Ms. Stevens stated that as vacancies occur, job descriptions are reviewed and updated. As well, Ms. Stevens stated Department Directors have been asked to review job descriptions as time permits and try to eliminate outdated language. This matter was for information only.

The Labor Relations Committee Report for February 12, 2014, was approved as presented and ordered placed on file in the City Clerk's Office upon motion by Council Member Ahmann, seconded by Council Member Dokken, and carried.

The Community Development Report for February 13, 2014, was presented to the Mayor and Council by Council Member Fagerlie. There were five items for consideration.

Item No. 1 Duane Aldrich, Willmar resident, was present before the Committee to offer concerns about properties on the north side. Mr. Aldrich detailed some of his concerns regarding property conditions, such as broken doors, ripped screens, vehicles parked in front yards, etc. He said that in the area of 7th Street and Ella Avenue there were numerous properties with significant accumulations of junk. Staff will follow up on Mr. Aldrich's concerns. This was received for information only by the Committee.

Item No. 2 Staff presented the resolution to the Committee accepting the Rule Tire property as a gift. This matter had been discussed for some time and the Council had previously decided to move forward with the acquisition. The final step in that process is the adoption of a resolution accepting the property. The Committee discussed future use of the site. Chair Fagerlie offered the thought that the existing concrete garage be converted to classroom space and that a new gun range be constructed north of the block buildings in the area where the building to be demolished now sits.

The Council discussed the property acquisition and it was the consensus of the members that the property be accepted as a gift contingent on all taxes being paid. Resolution No. 3 was introduced by Council Member Fagerlie, seconded by Council Member Christianson, reviewed by Mayor Yanish, and approved on a roll call vote of Ayes 8, Noes 0.

RESOLUTION NO. 3

WHEREAS, Cindy S. Gardner, as Trustee of the Rule Family Revocable Living Trust dated October 1, 2007, ("Donor"), holds fee title to certain real property located in the City of Willmar, Kandiyohi County, Minnesota, and bearing Parcel ID Numbers 95-003-2160, 95-003-2170, 95-003-2180 (the "Property"); and

WHEREAS, Donor has stated its intent to donate the Property to the City of Willmar, Minnesota (the "City"); and

WHEREAS, A draft Trustee's Deed has been prepared and is attached hereto as Exhibit A; and

WHEREAS, Donor has presented the City with an appraisal conducted by Holmgren Appraisals, LLC, effective December 9, 2013, which indicated a market value for the Property of \$80,000.00; and

WHEREAS, Minnesota Statutes, Section 465.03 provides that the City may accept a grant of real property and maintain the same for the benefit of its citizens in accordance with the terms prescribed by the Donor, and that acceptance of such grant is subject to a resolution of the City Council adopted by a two-thirds majority of its members, expressing the terms of the grant in full; and

WHEREAS, Section 4.02 of the City's Home Rule Charter states that no real estate or buildings shall be acquired by the City until the same shall have been submitted to and approved by the City's Planning Commission; and

WHEREAS, The City's Planning Commission reviewed the proposed donation of the Property to the City and approved of the same at its meeting on October 23, 2013.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL THAT: The City Council hereby: (1) accepts the grant/acquisition of the Property by the Donor to the City; (2) approves the attached Trustee's Deed, Exhibit A attached hereto; and (3) authorizes and directs the City Clerk to (a) execute such other documentation as is necessary to accomplish the donation to and acquisition of the Property by the City of Willmar, and (b) record such executed deed and such other documentation with the Kandiyohi County Recorder's Office and pay such related fees.

Dated this 18th day of February, 2014.

/s/ Frank Yanish
MAYOR

/s/ Kevin Halliday
Attest: CITY CLERK

Item No. 3 A request came before the Committee to accept the right of way for 12th Street SE from Gesch Properties LLC. The Gesch family has been gracious enough to work with the City for some time to define the right of way for 12th Street and to participate in the City's long-range plan of constructing the street from Willmar Avenue north to Perkins Addition. The Committee acknowledged that the connection would be a valuable transportation link in that it provides access to a residential area that is currently not very well accessed. The Council agreed with the Committee's recommendation and felt it was also appropriate to acknowledge the Gesch family donation of property. Resolution No. 4 was introduced by Council Member Fagerlie, seconded by Council Member DeBlieck, reviewed by Mayor Yanish, and approved on a roll call vote of Ayes 8, Noes 0.

RESOLUTION NO. 4

WHEREAS, Gesch Properties, LLC, a Minnesota limited liability company, ("Grantor"), holds fee title to certain real property located in the City of Willmar, Kandiyohi County, Minnesota, legally described as:

Parcel 1 and Parcel 2, City of Willmar 12th Street SE Right of Way Plat

(the "Property"); and

WHEREAS, Grantor has stated its intent to quitclaim the Property to the City of Willmar, Minnesota (the "City") for \$1.00 and other good and valuable consideration; and

WHEREAS, a draft quitclaim deed has been prepared and is attached hereto as Exhibit A; and

WHEREAS, Minnesota Statutes, Section 465.03 provides that the City may accept a grant of real property and maintain the same for the benefit of its citizens in accordance with the terms prescribed by the Grantor, and that acceptance of such grant is subject to a resolution of the City Council adopted by a two-thirds majority of its members, expressing the terms of the grant in full; and

WHEREAS, Section 4.02 of the City's Home Rule Charter states that no real estate or buildings shall be acquired by the City until the same shall have been submitted to and approved by the City's Planning Commission; and

WHEREAS, the City's Planning Commission reviewed the proposed donation of the property to the City and approved of the same at its meeting on February 12, 2014.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL THAT:

The City Council hereby: (1) accepts the grant/acquisition of the Property by the Grantor to the City; (2) approves as to form the attached Quitclaim Deed, Exhibit A attached hereto; and (3) authorizes and directs the City Clerk to (a) seek execution of the deed substantially in the form hereby approved and allowing any necessary minor or technical changes, (b) execute such other documentation as is necessary to accomplish the acquisition of the Property by the City of Willmar, and (c) record such executed deed and such other documentation with the Kandiyohi County Recorder's Office and pay such related fees.

Dated this 18th day of February, 2014.

/s/ Frank Yanish
MAYOR

/s/ Kevin Halliday
Attest: CITY CLERK

Item No. 4 Staff presented an email from the local MnDOT office to the Committee regarding the intersection of Highway 40 and County State Aid Highway 5. At the previous meeting, questions had been raised regarding signalization at that intersection. The analysis by MnDOT suggests that the intersection is far from meeting the necessary warrants for signalization at this time. This matter was for information only.

Item No. 5 The Committee was presented a resolution approving the vacation of a portion of a blanket easement as currently held by Willmar Municipal Utilities. This blanket easement was acquired from Kandiyohi Power Cooperative when the Utilities took over a portion of their facilities in the past. The property served by this easement is east of 15th Street Southwest, but is not within the City limits.

Some years ago, the process to vacate portions of blanket easements was streamlined. The primary responsibility for decision-making now lies with Willmar Municipal Utilities, with only a resolution from the Council required to complete the process. The Municipal Utilities has reviewed the easement vacation request and supports the vacation of a portion of the blanket easement, retaining the easement they feel is necessary to protect their interests.

Resolution No. 5 was introduced by Council Member Fagerlie, seconded by Council Member Dokken, reviewed by Mayor Yanish, and approved on a roll call vote of Ayes 8, Noes 0.

RESOLUTION NO. 5

WHEREAS, The City of Willmar is desirous of vacating those portions of the "blanket" utility easement described below:

RELEASE-- That part of the West Half of the Northwest Quarter of Section 27, Township 119, Range 35, described as follows: Commencing at the northwest corner of said Section 27; thence on a geodetic bearing of South 00d25'18" West, along the west line of said Section 27 a distance of 1138.03 feet; thence on a bearing of South 89d09'57" East a distance of 60 feet to the point of beginning of the land to be described; thence on a bearing of South 89d09'57" East, a distance of 473.81 feet to the east line of the west 533.80 feet of the West Half of the Northwest Quarter of said Section 27; thence on a bearing of South 00d25'18" West, along the east line of the west 533.80 feet of the West Half of the Northwest Quarter of said Section 27, a distance of 204.01 Feet to the south line of the north 1342.00 feet of the West Half of the Northwest Quarter of said Section 27; thence on a bearing of North 89d09'57" West along the south line of the north 1342.00 feet of the West Half of the Northwest Quarter of said Section 27, a distance of 473.81 feet; thence on a bearing of North 00d25'18" East, a distance of 204.01 feet to point of beginning.

WHEREAS, the City no longer has a use for the utility easements above described, or where a utility easement is required, the fee owner will grant a replacement easement; and

WHEREAS, it appears to be in the best interests of the City to vacate said utility easements subject to the terms of this Resolution;

NOW, THEREFORE, BE IT RESOLVED that the above-described utility easement be and hereby is hereby vacated subject to the condition hereinafter established;

BE IT FURTHER RESOLVED that this Resolution shall be effective as to that portion of the easement described above at RELEASE, encumbering the above described release properties, only after a certificate signed by the Willmar City Clerk and the Manager of the Municipal Utilities Commission is filed in the Kandiyohi County in the Kandiyohi County Recorder's Office certifying

- a. that no replacement easement is required by the City.

BE IT FURTHER RESOLVED that a certified copy of this Resolution be filed with the Kandiyohi County Recorder.

Dated this 18th day of February, 2014.

/s/ Frank Yanish
MAYOR

/s/ Kevin Halliday
Attest: CITY CLERK

The Committee briefly discussed the parking study conducted in late 2013. Staff was asked to follow up with EDC and Rice Hospital to find out what steps they thought should be taken to make changes to parking in the Central Business District.

Council Member Johnson informed the Committee that the Garbage Task Force is at the stage where they are dealing with a draft ordinance. The draft ordinance will be reviewed by the Task Force and presented to the Council in the near future.

Council Member DeBlieck presented information about Move Minnesota, which is an effort to change transportation funding on a state-wide level. Presently, the City has not signed on to support the effort. Mr. DeBlieck asked if the City had been contacted to participate. Staff will follow up. City Administrator Stevens informed the Council that it was not too late to join their efforts if the Council would so direct. The Council asked for additional information.

The Community Development Committee Report for February 13, 2014, was approved as presented and ordered placed on file in the City Clerk's Office upon motion by Council Member Fagerlie, seconded by Council Member Dokken, and carried.

Planning and Development Director Bruce Peterson presented a request from I & S Group of Faribault, MN, to rezone the a parcel from Shopping Center to General Business for a stand-alone retail development that is not part of the Kandi Mall on the northwest corner of the intersection of 5th Street SE and 19th Avenue SE. The GB district has less restrictive setbacks than the SC district as its intended for large scale mall projects. The Planning Commission approved the rezone as abutting properties to the south are zoned GB and it's in keeping with the Comprehensive Plan. Council Member Anderson offered a motion to introduce the rezoning for public hearing on March 3, 2014, Council Member DeBlieck seconded the motion, which carried.

Under old business the City Clerk Kevin Halliday was asked to give an update on the City Auditorium. This was for information only.

There was no new business to come before the Council.

Announcements for Council Committee meeting dates were as follows: Finance, February 24; Public Works/Safety, February 25; and Community Development, February 27, 2014.

There being no further business to come before the Council, the meeting adjourned at 7:52 p.m. upon motion by Council Member Anderson, seconded by Council Member Ahmann, and carried.

Attest:

MAYOR

SECRETARY TO THE COUNCIL

RICE MEMORIAL HOSPITAL

BOARD OF DIRECTORS

February 19, 2014

PRESENT: President, David Anfinson; Vice President, Dr. Douglas Allen; Secretary, Eric Weiberg; and Directors Andrea Carruthers, Jon Saunders, Dr. Lachlan Smith

EXCUSED: Dr. Michael Gardner, Treasurer

ADMINISTRATIVE STAFF: Michael Schramm, CEO; Dr. Ken Flowe, Bill Fenske, Dale Hustedt, Sandy Roelofs

GUESTS: Jim Dokken, Shirley Carter, Jessica Vagle, Amanda Thorson, Samantha Link, Mary Lonneman, Meggie Ashburn

Call to Order/Minutes: President Anfinson called the meeting to order at 5:33 p.m. **ACTION:** A motion was made by Director Allen, seconded by Director Carruthers and carried that the minutes of the January 8 and January 22, 2014 meetings be approved as written.

Quality Report: Transforming Care at the Bedside (TCAB) team members Amanda Thorson, Samantha Link, Mary Lonneman and Meggie Ashburn made a presentation to the Board. They reviewed the following information: A) What is TCAB? B) The beginning of the project. The Team chose a Snorkel theme for the Adult Health Care (AHC) project. C) Brainstorming for TCAB. D) TCAB working together with other departments to enhance staff's time at patient bedside. E) Swimming with the Stars - The TCAB Team thanks staff members for becoming involved with innovations by gifting them with starfish pins. F) A video clip was viewed by the Board on the AHC staff's TCAB project.

Financial Report: Bill Fenske, CFO, reviewed the financial reports for the period ending December 31, 2013, in regard to the following: A) December was a positive month in terms of financial performance compared to budget and in terms of actual performance. B) The primary contributing factor for the month's positive results was the receipt of Meaningful Use reimbursement of \$870,000. C) Rice generated a profit of \$229,000 from operations compared to budgeted operating income of \$231,000 and last year's December operating income of \$742,000. D) Revenues and volumes were lower than expected due to lower reimbursement and activity. E) Operating expenses were also lower, but not enough to offset the decreased revenues.

Medical Staff Report: Dr. Ken Flowe, CMO, reviewed the minutes of the January 28, 2014 Executive Committee and Credentials Committee meetings as follows: A) Dr. Kevin Unger has completed his term as Surgery Department Chair, after serving six years, effective December 31, 2013. B) Dr. Steven Kidd will serve as the new Surgery Department Chair. **ACTION:** A motion was made by Director Carruthers, seconded by Director Allen and carried that the minutes of the January 28, 2014 Medical Staff Executive Committee and Credentials Committee meetings be approved as presented; and that the following appointments to the Medical Staff of Rice Memorial Hospital be approved: **INITIAL APPLICATIONS:** **Active Medical Staff:** Tod Speer, M.D. – Radiation Oncology/Department of Internal Medicine. Willmar Regional Cancer Center, Willmar, MN. Temporary privileges granted for start date of 1/20/2014. **Locum Tenens Staff:** Joseph Berdecia-Rodriguez, M.D. – Emergency Medicine/Department of Emergency Medicine. Nineline, San Diego, CA. Temporary privileges previously granted for start date of 12/13/2013. Frederick Ness, M.D. – Emergency Medicine/Department of Emergency Medicine. Medical Doctor Associates, Norcross, GA. Raymond Watts, M.D. – Emergency Medicine/Department of Emergency Medicine. Nineline, San Diego, CA. **Allied Health Staff:** Ann Jones, LP – Psychologist/Department of Psychiatry. Affiliated Community Medical Center, Willmar, MN. **Responsible Physician:** David Newcomer, D.O. Daniel Turnblom, PA-C -- Physician Assistant/Department of Surgery. St. Cloud Orthopedic Associates, Ltd., Sartell, MN. **Responsible Physician:** Christopher Widstrom, M.D. **Temporary Privileges for Non-Staff Physician:** Joseph Nessler, M.D. – Orthopedics/Department of Surgery. St. Cloud Orthopedic Associates, Sartell, MN. Assisting Dr. Jonathan Haas on Monday, January 13, 2014. **REAPPOINTMENT APPLICATIONS:** **Active Staff:** Joann Neubauer, D.O. – Internal Medicine/Department of Internal Medicine. Affiliated Community Medical Center, Willmar, MN. Richard Rasmussen, M.D. – Internal Medicine/Department of Internal Medicine. Affiliated Community Medical Center, Willmar, MN. Joseph Michael Ryan, M.D. – Medical Oncology/Department of Internal Medicine. Affiliated Community Medical Center, Willmar, MN. Julie Schultz, M.D. – Dermatology/Department of Internal Medicine. Affiliated Community Medical Center, Willmar, MN. **Affiliate Staff:**

William Bone, M.D. – Emergency Medicine/Department of Emergency Medicine. Medical Doctor Associates, Norcross, GA. Thom Dahle, M.D. – Interventional Cardiology/Department of Internal Medicine. CentraCare Clinic River Campus, St. Cloud, MN. Stephanie Gillette, M.D. – Emergency Medicine/Department of Emergency Medicine. Delta Locum Tenens, Dallas, TX. Janell Haiwick, M.D. – Family Practice/Department of Family Practice. Affiliated Community Medical Center, Litchfield, MN. Marek Kokoska, M.D. – Cardiovascular Disease/Department of Internal Medicine. Park Nicollet Heart Center, St. Louis Park, MN. Scott Schultz, M.D. – Obstetrics-Gynecology/Department of OB-Gynecology. Affiliated Community Medical Center, Litchfield, MN. Yale Wang, M.D. – Cardiovascular Disease/Department of Internal Medicine. Minneapolis Heart Institute, Minneapolis, MN. Allied Health Staff: Kimberly Bacharach, PA-C – Physician Assistant/Department of Surgery. Central Minnesota Neurosciences, Sartell, MN. Responsible Physician: Jeffrey Gerdes, M.D. Jolene Schlegel, FNP – Nurse Practitioner/Department of Family Practice. Family Practice Medical Center, Willmar, MN. Responsible Physician: Mary Amon, M.D. Joseph Wenner, DDS – Dentist/Department of Surgery. Central Minnesota Pediatric Dentists, PA, St. Cloud, MN. Approval of Privilege Form: The updated Physician Assistant Privilege Form and Advanced Practice Registered Nurse Privilege form be approved as presented with recommended changes.

CEO Report – Michael Schramm:

- A. Minnesota Hospital Association (MHA)/Legislative Update: 1) We continue to hear a lot about the MN Health Exchange as well as MNsure. 2) Discussions were also held at a recent regional Minnesota Hospital Association meeting in regard to trends and statistics for these programs. 3) From a payer standpoint, Preferred One has signed up the greatest number of people in the new program. 4) Administratively, the Hospital's Executive Team continues to review ways in which Rice can reduce costs/expenses.
- B. Union Negotiations: 1) Contract negotiations continue with all of the Hospital's bargaining units. 2) Tentative settlements have been reached with AFSCME Local 105 and AFSCME Local 3296, following contract mediation with both groups. 3) Contract negotiations continue with the Hospital's MNA and IAFF bargaining units.
- C. Southern Prairie Community Care (SPCC): 1) Progress continues with the SPCC initiative which is a twelve-county initiative. 2) A big part of the initiative includes a health insurance exchange (HIE) with area providers. 3) All of the Medicaid population that would have been traditional Medical Assistance (MA) would be included in this initiative. This program will serve as the vehicle for MA patients with the goal of the program to improve care for these patients across the continuum. 4) Discussions continue between SPCC and Rice, as well as with the local clinics and area hospitals.
- D. Facility Master Plan: 1) Progress continues on the Hospital's Facility Master Plan which was recently approved by the Board. 2) Administration is currently working with representatives from Perkins + Will on finalizing a formal proposal for architectural consulting services.
- E. Rice Care Center (RCC) Building Projects: 1) The State inspection for project D will take place in the near future. 2) Project F/Short Stay 7 bed addition to Therapy Suites, should be completed by the end of March. 3) Last month approximately 34 referrals to RCC were turned away due to the current building projects. 4) The Care Center project should be completed by July.
- F. Imaging Services Building Project: Phase 3 of the project continues. It is hopeful that the project will be completed by early March.
- G. Rice Home Medical (RHM): Progress continues on the building project at the RHM Alexandria store.

Rice Health Foundation Update – Shirley Carter: A) The RCC fund raising campaign is progressing well with total dollars raised to date at 1.58 million dollars. Fund raising efforts will continue in order to achieve the 2 million dollar goal. We hope to raise additional funds for the project during the Hospital's RHF employee campaign this Spring. B) There will be three vacancies to fill on the Board in June and as a result they are working on identifying new prospective members. C) Work continues on the establishment of a Planned Giving Program. D) The Faxitron equipment has been ordered. \$150,000 was raised at the RHF's annual Gala Dinner & Silent Auction event held in November for the purchase of this equipment. E) Cultivation events continue to occur for potential gifts in support of the RHF. F) Strategic Planning efforts continue by the RHF Board. G) The RHF Board minutes will now be included in the Hospital Board's meeting packet effective in March. H) Shirley thanked the Hospital Board for their continued support of the Rice Health Foundation.

New Business:

- A. 2014 Bond Issue Board Resolution: CFO Fenske presented a new resolution related to the anticipated 2014 debt issuance. The document is slightly different that the resolution approved at the December Board meeting which stated borrowing would take place from the consortium banks. Bremer Bank did not participate in the 2013 borrowing. The proposed resolution indicates that the 2014 borrowing will take place through Bremer Bank, Willmar, MN. **ACTION: A motion was made by Director Allen, seconded by Director Weiberg, and carried that the Rice Memorial Hospital Board of Directors authorizes the approval of the proposed resolution regarding the City of Willmar's Hospital Revenue Note for the Rice Home Medical and Rice Care Center building Projects. (See Attached Resolution).**
- B. Orthopedic Services – Mike Schramm: 1) Partnership efforts continue with Affiliated Community Medical Centers (ACMC) in regard to providing orthopedic services in our community/region. The partnership is a collaborative effort between Rice Hospital and ACMC through Willmar Medical Services, LLP (WMS). 2) Recruitment efforts are underway for a full-time Orthopedic Surgeon to live and work in the Willmar community. **ACTION: A motion was made by Director Carruthers, seconded by Director Saunders and carried that the Board of Directors of Rice Memorial Hospital approve the proposed resolution in regard to the expansion of Willmar Medical Services, LLP to include professional orthopedic services, and will involve equal contributions of value by Rice Memorial Hospital and the Affiliated Community Medical Center, and that each contribution be valued at \$26,097; and that the Hospital's Chief Executive Officer be authorized to execute the necessary legal documents in order to move forward with the proposed joint venture arrangement. (See Attached Resolution).**

Hospital Committee Reports:

- A. Finance Committee: In attendance at the February 13, 2014 meeting were Directors Gardner, Allen, Anfinson, Weiberg and Saunders.
- B. Executive Board Committee: In attendance at the January 29, 2014 meeting were Directors Anfinson, Allen and Gardner.
- C. Rice Home Medical (RHM): Director Carruthers stated that she recently met with the RHM staff and toured their new Willmar store/facility.
- D. Estes Park Conference: Board members attending the recent Estes Park Institute/Conference included Directors Gardner, Allen, Smith and Weiberg. Discussions at the conference included strategies and insights on the latest trends, emphasizing the new realities of health care.
- E. Ethics Committee: Director Saunders presented a report to the Board on the February 3, 2014 Ethics Committee meeting. Discussion was held by the Committee on a recent article from the *New York Times* on, "Pregnant and Forced to Stay on Life Support."

City Council Report – Jim Dokken: A) Three City of Willmar staff members will be retiring in the near future: 1) David Wyffels, Chief of Police. 2) Sergeant Julie Asmus, Willmar Police Department. 3) Kevin Madsen, Manager, Willmar Civic Center. B) A new Public Works Director has been hired and will be starting in March. C) The former Rule Tire property will not be demolished at this time. D) The City Public Works department has done a great job with snow removal this winter.

Other:

- A. CEO Schramm announced that Dale Hustedt will be leaving Rice Hospital effective March 14, 2014, as he has accepted a new position at a Hospital in Iowa.
- B. President Anfinson, on behalf of the Board of Directors, thanked Dale Hustedt for his 19 years of service and contributions made to Rice Memorial Hospital and the Willmar community. He wished Dale well in his new position.

Adjournment: There being no further business the meeting was adjourned at 6:48 pm.

Submitted by: Eric E. Weiberg, Secretary

Sr

EXTRACT OF MINUTES OF A MEETING OF
THE RICE MEMORIAL HOSPITAL BOARD OF THE
CITY OF WILLMAR, MINNESOTA

HELD: February 19th, 2014

Pursuant to due call and notice thereof, a regular or special meeting of the Rice Memorial Hospital Board of the City of Willmar, Minnesota, was called and held at the Rice Memorial Hospital on February 19th, 2014, at 5:30 o'clock A.M.

The following members were present:

and the following were absent:

Member Allen introduced the following resolution and moved its adoption:

RESOLUTION REGARDING THE CITY
OF WILLMAR'S HOSPITAL REVENUE NOTE
(RICE HOME MEDICAL AND CARE CENTER PROJECT)

WHEREAS, the City of Willmar (the "City") adopted a resolution on December 2, 2013 (the "City Resolution") authorizing the issuance and sale of its Hospital Revenue Note, Series 2014 (Rice Home Medical and Care Center Project) (the "Note") in the aggregate principal amount of \$2,800,000 to fund (i) the acquisition, construction and equipping of approximately 7 additional short-stay rooms attached to the 23 existing short-stay resident rooms of the long term care facility known as the Rice Care Center located at 1801 Willmar Ave. SW. in the City (the "Care Center"), additional therapy space, a loading/receiving area, maintenance shop, and storage; and (ii) the acquisition, construction and equipping of tenant improvements to the existing Rice Home Medical store in Alexandria to provide a "Women's Health" store and the expansion of clinical space, repair room, and showroom (collectively, the "Project"); and

WHEREAS, on November 20, 2013, the Board adopted a resolution (the "Prior Resolution") approving the Project requesting the issuance of the Note and concurring with the terms and covenants set forth in the City Resolution; and

WHEREAS, since the adoption of the Prior Resolution, certain terms and conditions of the issuance and sale of the Note have been modified;

WHEREAS, Bremer Bank N.A. (the "Bank") has proposed to purchase the Note pursuant to a term sheet which has been submitted to the Board (the "Term Sheet") along with a draft of the Note and a Mortgage, Security Agreement and Fixture Financing Statement to be provided by Rice Home Medical, LLC (the "Mortgage").

NOW, THEREFORE, BE IT RESOLVED by the Rice Memorial Hospital Board of the City of Willmar, Kandiyohi County, Minnesota, as follows:

1. The Board hereby approves the terms and conditions of the purchase of the Note in accordance with the Term Sheet and further approves the Note and the Mortgage, in substantially the forms submitted, together with any related documents necessary in connection therewith. All other and further actions of the members of the Board and all officers, agents, and employees of the Board and Rice Home Medical, LLC that are deemed necessary or appropriate in order to comply with the Term Sheet, whether heretofore or hereafter taken or done, which are consistent with the purpose and intent of this resolution, are hereby in all respects approved, authorized, ratified, and confirmed.

2. The Board hereby joins in and concurs in the adoption of the City Resolution, and adopts all of the covenants and agreements contained therein with the same force and effect as if said City Resolution had been adopted by the Board, which City Resolution, in the form actually adopted, is incorporated by reference in and made a part of this resolution to the same extent and with the same force and effect as if set out fully herein. The approval hereby given to the City Resolution includes approval of such additional details therein as may be necessary and appropriate and such modifications thereof, deletions therefrom and additions thereto as may be necessary and appropriate and approved by the Pricing Committee described therein.

3. The approval hereby given to the Term Sheet, the Note and the Mortgage includes approval of such additional details therein as may be necessary and appropriate and such modifications thereof, deletions therefrom and additions thereto as may be necessary and appropriate and approved and by the Chief Executive Officer prior to their execution; and the Chief Executive Officer is hereby authorized to execute any documents necessary in connection with the issuance of the Note on behalf of the Board and to approve said changes on behalf of the Board. The execution of any instrument by the Chief Executive Officer shall be conclusive evidence of the approval of such document in accordance with the terms hereof. In the event of absence or disability of the Chief Executive Officer, any of the documents authorized by this Resolution to be executed may be executed without further act or authorization of the Board by any duly designated acting official, or by such other officer or officers of the Board as, in the opinion of legal counsel to the City or the Board, may act in his behalf.

4. The Board acknowledges and agrees that the Resolution will require Rice Memorial Hospital to remit hospital revenues to the City Finance Director on a monthly basis in amounts sufficient to pay the principal and interest due the Note.

The motion for the adoption of the foregoing resolution was duly seconded by member WEIBERG and, after full discussion thereof and upon a vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

Whereupon the resolution was declared duly passed and adopted.

STATE OF MINNESOTA
COUNTY OF KANDIYOHI
CITY OF WILLMAR

I, the undersigned, being the duly qualified and acting Secretary of the Rice Memorial Hospital Board of the City of Willmar, Minnesota, DO HEREBY CERTIFY that I have compared the attached and foregoing extract of minutes with the original minutes on file and of record in my office and that the same is a full, true and correct transcript of minutes of a meeting of the Rice Memorial Hospital Board duly held on the date therein indicated, insofar as the same relates to the issuance and sale of the City of Willmar, Minnesota's hospital revenue note.

WITNESS my hand as such Secretary on February 19, 2014.


Secretary

RESOLUTIONS OF THE BOARD OF DIRECTORS OF

RICE MEMORIAL HOSPITAL

RECITALS:

A. The Board of Directors has determined that it is in the best interests of Rice Memorial Hospital ("Hospital") to expand its collaboration with Affiliated Community Medical Centers, P.A. ("ACMC") through Willmar Medical Services, LLP ("WMS").

B. The expansion of WMS will involve certain professional orthopedic services, will involve certain equal contributions of value by Hospital and ACMC (each contribution being valued at \$26,097) to WMS and will be memorialized in certain agreements, the substance of which have been summarized for the consideration of the Board of Directors by Hospital officers.

NOW, THEREFORE, in consideration of the foregoing recitals:

1. BE IT RESOLVED, that, subject to any necessary approvals of the Willmar City Council, the Chief Executive Officer ("CEO") of the Hospital be, and hereby is, authorized and directed to finalize and execute agreements memorializing the addition of the economic effect of certain professional orthopedic services to WMS.

2. RESOLVED FURTHER, that all actions taken to date by the CEO of the Hospital in connection with the expansion of the WMS be, and hereby are, ratified and affirmed.

3. RESOLVED FURTHER, that the CEO of the Hospital be, and hereby is, authorized and directed to execute such further documents, obtain such consents and approvals, and notify such governmental and regulatory authorities, as may be necessary or desirable in connection with these resolutions.

Dated: _____, 2014

There are two documents that Hospital will need to sign to include the following:

Contract	Parties	Purpose
Third Amendment to Limited Liability Partnership Agreement of WMS	Rice Memorial Hospital and ACMC	Amend the partnership agreement to include the new services
Contribution Agreement	Rice Memorial Hospital to WMS	Contribution of \$26,907 from Hospital to WMS

WILLMAR MUNICIPAL UTILITIES MINUTES
MUNICIPAL UTILITIES AUDITORIUM
FEBRUARY 24, 2014

The Municipal Utilities Commission met in its regular meeting on Monday, February 24, 2014 at 11:45 a.m. in the Municipal Utilities Auditorium with the following Commissioners present: Steve Salzer, Matt Schrupp, Dan Holtz, Jeff Nagel, Joe Gimse, and Justin Mattern. Absent was Commissioner Carol Laumer.

Others present at the meeting were: General Manager Wesley Hompe, Director of Operations John Harren, Supt. of Water/Heating Bart Murphy, Director of Finance Tim Hunstad, Customer Service Supervisor Stacy Stien, Power Production Supervisor Jon Folkedahl, Administrative Secretary Beth Mattheisen, City Councilman Bruce DeBlicke, City Attorney Robert Scott (via teleconference), and WC Tribune Journalist David Little

Due to the absence of Commission Secretary Laumer, Commission President Salzer appointed Commissioner Nagel to serve as Acting Secretary. Following the appointment, Commissioner Salzer presented the Commission with a request to approve the Consent Agenda. Following a review, Commissioner Schrupp offered a resolution to approve the Consent Agenda as presented. Commissioner Holtz seconded.

RESOLUTION NO. 7

"BE IT RESOLVED, by the Municipal Utilities Commission of the City of Willmar, Minnesota, that the Consent Agenda be approved as presented which includes:

- ❖ Minutes from the February 10, 2014 Commission meeting; and,
- ❖ Bills represented by vouchers No. 140278 to No. 140374 inclusive in the amount of \$2,036,254.27 with a MISO credit in the amount of \$276,819.25 and a Westmoreland Coal payment in the amount of \$45,730.60.

President

ATTEST:

Acting Secretary

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

Commissioner Holtz (Chair) reviewed with the Commission the minutes from the February 19, 2014 WMU Planning Committee meeting. The main topic of interest focused on the Request for Proposals (RFPs) received for future power supply. It was noted that the existing GRE contract will be expiring in the near future and other contracts will be required to satisfy the goal to diversify fuel and vendor sources. The second item to be addressed by the Planning Committee was the need to engage a property management organization to administer the recently purchased property at 810 SW Litchfield Avenue (formerly Gerry's Liquor Store). The third item discussed was a brief update on the current status of the computer system conversion/upgrade. Following

discussion, Commissioner Holtz offered a motion to approve the minutes of the February 19, 2014 WMU Planning Committee meeting as presented. Commissioner Gimse seconded the motion which carried by a vote of six ayes and zero nays.

At this time a request was presented to the Commission seeking approval to conduct an energy assessment of Boiler #3 at the WMU Power Plant. The NESHAP assessment is a mandated requirement from EPA to establish emission standards concerning hazardous air pollutants. Two proposals were received to conduct the assessment. Wenck's proposal was in the estimated amount of \$10,050 for the assessment of Boiler #3. The proposal received from Babcock & Wilcox was in the estimated amount of \$10,400 for Boiler #3, along with a total proposed amount of \$12,367.25 which would include both Boilers #3 and #2. While this assessment will satisfy EPA and insurance requirements, it will also prove beneficial in data gathering for a future power generation study. Following discussion, Commissioner Gimse offered a resolution to approve the engagement of Babcock & Wilcox to perform the required NESHAP Assessment on Boilers #3 and #2. Commissioner Nagel seconded.

RESOLUTION NO. 8

"BE IT RESOLVED, by the Municipal Utilities Commission of the City of Willmar, Minnesota, that the proposal submitted by Babcock & Wilcox of Downers Grove, Illinois, to perform the EPA required NESHAP Assessment on Boilers #3 and #2 at the WMU Power Plant be approved as presented in the amount of \$12,367.25."

President

ATTEST

Acting Secretary

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

At this time, Customer Service Supervisor Stien reviewed with the Commission a number of utility-related reports and analysis. The four reports presented for review & discussion were: 1) the 2013 Second Half Bad Debt Write Off Report; 2) the Five-Year History Consumption Report; 3) the 2013 Year-End Sales & Revenue Report; and, (4) the January 2014 Sales & Revenue Report. Commissioner Salzer expressed the Commission's appreciation for the effort being made in the collection of the bad debts.

Director of Finance Hunstad reviewed the December 2013 Preliminary Financial Report along with an analysis of the December 31, 2013 Investment Report. Following the financial reports, Power Supply Broker presented the Commission with an overview of the December 2013 Power Supply Report.

General Manager Hompe reminded the Commissioners of upcoming meetings/events to note. These include:

- APPA Utility Governance Webinar Series (2 of 9): *"Duties, Responsibilities & Legal Obligations of Public Power Governing Boards"* February 25th @ 1:00-2:30 p.m.
- APPA Legislative Rally - March 10-12 (Washington, DC)

- Electric Utility 101 Webinar Series (3 of 4): *"Transmission" March 19th @ 1:00-2:30 p.m.*
- MMUA Legislative Conference – April 23-25 (Bloomington)

Anyone interested in attending any of the events is asked to contact Beth Mattheisen (WMU Office) to make the necessary arrangements.

There being no further business to come before the Commission, Commissioner Mattern 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

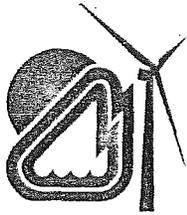
Respectfully Submitted,

WILLMAR MUNICIPAL UTILITIES

Beth Mattheisen
Administrative Secretary

ATTEST:

Jeff Nagel, Acting Secretary



WILLMAR MUNICIPAL
UTILITIES

WMU PLANNING COMMITTEE MEETING MINUTES
Wednesday, February 19, 2014 - 10:00 a.m.
WMU Conference Room

Present: Commissioners Dan Holtz (Chair), Jeff Nagel & Justin Mattern, Wesley Hompe, Tim Hunstad, Stacy Stien, and John Harren.

Chairman Holtz called the meeting to order at 9:59 a.m.

AGENDA ITEMS:

1. Results of the Submitted RFPs for Power Supply:

Staff reviewed the power supply purchase process with the Planning Committee. WMU is planning to replace the existing GRE contract with other contracts that will satisfy the goal to diversify fuel and vendor resources. The first step in this process was the WPPI contract signed in August of 2012. The rest of this process was addressed by releasing a request for proposals in late 2013. Nine proposals were received and staff reviewed the top three with the Planning Committee.

Staff showed details of the proposals and explained the process that was followed and requested that the Planning Committee agree to allow staff to follow up on these proposals and enter into negotiations with the vendors with the intention of bringing an agreement back to the full commission.

In conjunction with power supply discussion, a question was raised on the current status of the Sartell Hydro Plant: No news to report (current negotiations continue on the purchase agreement of the property).

2. Current Project Updates:

➤ **Property Management (former Gerry's Liquor Store):**

Closed on the property purchase of the former Gerry's Liquor Store on Friday, February 14th. Four apartments continue to be occupied. Two property management organizations have been interviewed to administer the rental properties on behalf of WMU. A brief description of the management duties was discussed.

➤ **Computer System Conversion/Upgrade Project:**

Currently in discussions with NISC. The negotiation process consists of two forms, the Software Service Agreement (SSA) and the Statement of Work (SOW). The SSA outlines the general terms & conditions along with the estimated implementation time. All the key issues would be detailed in the SOW which would be a part of the Purchase Agreement. Both the SSA and SOW are required to make up the Purchase Agreement

Two issues identified were the hosting (WMU vs. NISC) and the billing. Staff determined that migrating to NISC's billing process would be more beneficial to WMU. As for the hosting issue, unresolved at this time. Further discussion will continue.

Adjournment:

Following discussion, Commissioner Nagel offered a motion to adjourn the meeting of the WMU Planning Committee at 11:11 a.m. Commissioner Holtz seconded, and the motion was carried by a vote of three ayes and zero nays.

**WILLMAR PLANNING COMMISSION
CITY OF WILLMAR, MN
WEDNESDAY, FEBRUARY 26, 2014**

MINUTES

1. The Willmar Planning Commission met on Wednesday, February 26, 2014, at 7:00 p.m. at the Willmar City Offices Conference Room #2.

**** Members Present:** Mark Klema, Gary Geiger, Bob Poe, Scott Thaden, Margaret Fleck, Sandy Bebler, and Aaron Larson.

**** Members Absent:** Randy Czarnetzki, and Andrew Engan.

**** Others Present:** Catherine Miller, Donna & Al Hoffman, Christian & Jolene McArthur, Randy Alsleben, Bruce D. Peterson- Director of Planning & Development Services, and Megan DeSchepper- Planner.

2. MINUTES: The minutes of the February 12, 2014 meeting were approved as submitted.

3. MCARTHUR HAIR SALON HOME OCCUPATION CONDITIONAL USE PERMIT- FILE NO. 14-02: The public hearing opened at 7:05 p.m. Jolene McArthur presented her request for a home occupation hair salon conditional use permit on property legally described as follows: the west 75' of Lots 13 and 14, Block 58, First Addition to the Town of Willmar (923 Trott Ave. SW). Ms. McArthur explained that they plan to remodel a portion of the attached garage into a one chair hair salon. The salon would be by appointment only, Monday through Saturday, with hours of operation from 8 a.m. to 8 p.m. There is off street parking available in the driveway and there will still be stalls in the garage for MacArthur's vehicles. As Ms. McArthur would be the sole stylist, there would be at most two clients at the property at a time.

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

Donna Hoffman, a property owner at 921 Becker Ave. SW expressed concerns regarding the business operation in the residential neighborhood. She said the request does not meet #1 of the affirmative findings for conditional use permits as the area is residential and the Comprehensive Plan wouldn't suggest commercial in the middle of it. She said the use wouldn't meet #2 of the findings either as the deterioration of homes when they change from residential to commercial, such as the homes on Trott Ave. SW near to the downtown the, upkeep lags and that brings the value of the properties in the neighborhood down. She was also concerned about #6 in regards to traffic congestion and public safety as Trott Ave. SW and 10th St. SW are already a busy vehicle and pedestrian area due to the stop light on Highway 12 and Garfield School and that this use will add to that traffic. And finally she expressed concern regarding #7 of the findings that a commercial use in the area will have a negative impact on the family oriented neighborhood.

Katherine Miller a nearby property owner at 410 10th St. SW stated that she was against the request as this is an older established residential neighborhood and that the Comprehensive Plan cannot support a commercial use in it.

With no further comments from the public, the hearing closed at 7:11 p.m.

The Commission asked what the average daily client load Ms. McArthur would anticipate for his salon. Ms. McArthur responded that she would estimate she'd have 4 to 6 clients a day by appointment only. They plan on removing a window on the south side of the garage and adding a door, a sidewalk would be added from the driveway to the door for client access.

Staff added that home occupations are permitted in residential areas as a secondary use in the homes and that this is not a rezoning of the property. There has been no factual study done to verify or deny that a home occupation affects the values of surrounding properties it's all speculation. In regards to traffic, Trott Ave. SW is built to function as a collector street and it is not overwhelmed. 10th St. SW is also built to hold up to much more traffic then it currently carries. Home Occupations are permitted a small wall or yard sign that would be the only exterior sign that this business exists.

The Commission talked about home occupations that they've approved in the past and this type of use is the least intrusive type of business.

Ms. Bebler made a motion, seconded by Ms. Fleck, to approve the conditional use permit for a home occupation hair salon with the following condition:

A. One stylist total would be allowed to work out of the home occupation.

Mr. Thaden made a motion, seconded by Mr. Larson, to amend the motion to add the following conditions:

B. The home occupation hours of operation shall be limited to 8 am to 8 pm Monday through Saturday.

C. The use shall meet all applicable local, state, and federal laws and regulations at all times.

The motion carried.

The Planning Commission made the following affirmative findings of fact:

1. That the conditional use, with such conditions as the Commission shall determine and attach, conforms to the purpose and intent of this Ordinance, and is in conformity with the Comprehensive Land Use Plan of the City as the property will remain a residential property in which home occupations are permitted when meeting the requirements.
2. That there was no factual demonstration of a substantial/appreciable negative impact on values to properties in the neighborhood from the proposed conditional use as no appraisals or value studies were presented.

3. The conditional use will not result in the destruction, loss, or damage of a natural, scenic, or historic feature of major importance to the community as there is no known special aspect of this property or neighborhood.
4. The conditional use will not impede the normal and orderly development and improvement of surrounding property for uses permitted in the district as zoned as it is a fully built out neighborhood and there will be no exterior alterations to the home.
5. That adequate utilities, access roads, stormwater management, and other necessary facilities have been, or are being, provided as it is already an existing/functioning home.
6. That adequate measures have been, or will be, taken to provide ingress and egress in such a manner as to minimize traffic congestion and maximize public safety in the public streets as the use will not exceed normal residential usage of the access or streets.
7. The conditional use will be designed, constructed, operated, and maintained in a manner that is compatible in appearance with the existing or intended character of the surrounding area/neighborhood as its primary use will still be a residential home and no commercial exterior alterations will take place.

The motion carried.

4. SALE OF CITY OWNED LAND TO JENNIE-O TURKEY STORE: Staff presented the proposed land sale/transfer of City owned land to Jennie-O Turkey store of a portion of the vacated highway 40 r-o-w as well as a portion of vacant City owned land south of the Public Works Garage (total of 8 acres). Jennie-O Turkey Store plans to add on to their existing office facility with a market value of 4 million dollars' worth of improvements and 90 jobs. The City proposes to write a first right of refusal for the next ten years with Jennie-O Turkey store for a 30-acre parcel directly north of their existing facility (part of old airport property). The City Charter requires the Planning Commission to consider all City land acquisitions and sales.

Mr. Poe made a motion, seconded by Ms. Bebler, to authorize the City to negotiate terms for the transfer of the 8 acres for Jennie-O Turkey store expansion as well as the option/first right of refusal on the 30 acre parcel in the industrial park directly north of their current facility.

The motion carried.

5. STORAGE/SHIPPING CONTAINERS TEXT AMENDMENT- FILE NO. 14-03: Mr. Thaden made a motion, seconded by Mr. Geiger, to remove the matter from the table and open it up for discussion.

The motion carried.

Staff explained that they added text as directed by the Commission regarding storage containers that may be used on construction sites and would be needed for a longer period of time. The Commission talked about three months being reasonable and if a

project required more time that could be worked out as long as the situation wasn't causing a neighborhood nuisance.

Mr. Thaden made a motion, seconded by Mr. Geiger, to approve the text amendment and forward it onto the City Council for a public hearing and ordinance adoption.

The motion carried.

6. SIGN SECTION OF ZONING ORDINANCE DISCUSSION: The Commission talked about the existing sign regulations in the Zoning Ordinance and will begin reviewing other community's ordinances and be prepared to discuss the section update at the next meeting.
7. There being no further business to come before the Commission the public hearing closed at 7:59 p.m.

Respectfully submitted,



Megan M. DeSchepper, AICP
Planner/Airport Manager

PLANNING COMMISSION- FEBRUARY 26, 2014

STAFF COMMENTS

1. MCARTHUR HAIR SALON HOME OCCUPATION CONDITIONAL USE PERMIT- FILE NO. 14-02:

- The applicant is Jolene McArthur, Willmar, MN.
- The applicant is requesting a conditional use permit for a home occupation hair salon on property legally described as follows: west 75' of Lots 13 & 14, Block 58, First Addition to the Town of Willmar (923 Trott Ave. SW).
- The applicant plans on improving a portion of the attached garage for a single chair hair salon.
- The property has off-street parking available in the driveway off of 10th St. SW.
- There will be no other stylists/employee at the salon and Ms. McArthur resides at the home.
- Set hours of operation? Number of clients at any given time?
- Signage shall be permitted as per the Sign Ordinance regarding home occupations.

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

- A. The use shall at all times conform to all applicable local, state, and federal laws and regulations.

LG220 Application for Exempt Permit

An exempt permit may be issued to a nonprofit organization that: - conducts lawful gambling on five or fewer days, and - awards less than \$50,000 in prizes during a calendar year. If total prize value for the year will be \$1,500 or less, contact the licensing specialist assigned to your county.	Application fee	
	less than 30 days before the event \$100	more than 30 days before the event \$50

ORGANIZATION INFORMATION

Organization name: **West Central Ducks Unlimited Inc.** Previous gambling permit number: **X-34044-13-010**

Minnesota tax ID number, if any: **10416070** Federal employer ID number (FEIN), if any: _____

Type of nonprofit organization. Check one.
 Fraternal Religious Veterans Other nonprofit organization

Mailing address: **PO Box 752** City: **Willmar** State: **MN** Zip code: **56201** County: **Kandiyohi**

Name of chief executive officer [CEO]: **Mike Brown** Daytime phone number: **320-295-9547** E-mail address: **mgbrown@j-ots.com**

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:
 Secretary of State, Business Services Div., 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. 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.
Pep's Sports Bar

Address [do not use PO box]: **1312 Lakeland Dr SE** City or township: **Willmar** Zip code: **56201** County: **Kandiyohi**

Date[s] of activity. For raffles, indicate the date of the drawing.
March 21st, 2014

Check each type of gambling activity that your organization will conduct.
 Bingo* Raffle Paddlewheels* Pull-tabs* Tipboards*

***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.gcb.state.mn.us and click on **Distributors** under the **WHO'S WHO? LIST OF LICENSEES**, or call 651-639-4000.

LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT

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

The application is acknowledged with no waiting period.
 ___ The application is acknowledged with a 30 day waiting period, and allows the Board to issue a permit after 30 days [60 days for a 1st class city].
 ___ The application is denied.

Print city name City of Willmar

Signature of city personnel [Signature]

Title City Clerk/Treasurer Date 2-18-2014

Local unit of government must sign

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

___ The application is acknowledged with no waiting period.
 ___ The application is acknowledged with a 30 day waiting period, and allows the Board to issue a permit after 30 days.
 ___ The application is denied.

Print county name _____

Signature of county personnel _____

Title _____ Date _____

TOWNSHIP -If required by 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 Minnesota Statutes 349.166.]

Print township name _____

Signature of township officer _____

Title _____ Date _____

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 [Signature]

Date 2-18-14

Print name Mike Brown

Print form and have CEO sign

REQUIREMENTS

Reset form

Complete a separate application for:

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

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

Send application with:

- ___ a copy of your proof of nonprofit status, and
- ___ application fee. Make check payable to "State of Minnesota."

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

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.gcb.state.mn.us.

Within 30 days of the event date, complete and return the financial report form to the Gambling Control Board.

Questions?

Call the Licensing Section of the Gambling Control Board at 651-639-4000.

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

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
AB VACUUM CENTER			000008											
	38865	02/26/14	VACUUM PARTS	53.33		302		D	M	07			MTCE. OF EQUIPME	101.43425.0224
AMERICAN PLANNING ASSOCI			000053											
	38866	02/26/14	SAUER-MEMBERSHIP DUES	96.28		240739-13113		D	N				PREPAID EXPENSES	101.128000
	38866	02/26/14	SAUER-MEMBERSHIP DUES	288.72		240739-13113		D	N				SUBSCRIPTIONS AN	101.41402.0443
			VENDOR TOTAL	385.00										
				385.00										
AMERIPRIDE LINEN & APPAR			000051											
	38867	02/26/14	TOWEL SERVICE	25.00		2200466983		D	N				CLEANING AND WAS	101.43425.0338
	38867	02/26/14	TOWEL SERVICE	25.00		2200472069		D	N				CLEANING AND WAS	101.43425.0338
			VENDOR TOTAL	50.00										
				50.00										
ASPEN MILLS			003008											
	38868	02/26/14	LIEUTENANT BARS	334.80		146375		D	N				SUBSISTENCE OF P	101.42412.0227
B & H			002418											
	38869	02/26/14	VIDEO CAMERA SYSTEM	5,407.44		79455078		D	N				FURNITURE AND EQ	450.41409.0552
	38869	02/26/14	VIDEO CAMERA SYSTEM	5,407.44		79455078		D	N				FURNITURE AND EQ	450.41409.0552
	38869	02/26/14	VIDEO CAMERA SYSTEM	5,407.44		79455078		D	N				FURNITURE AND EQ	450.41409.0552
			VENDOR TOTAL	16,222.32										
				16,222.32										
BATTERY WHOLESALE INC			002860											
	38870	02/26/14	BATTERY FOR HEAT TRLR	77.10		19652		D	N				GENERAL SUPPLIES	101.42412.0229
BERNICK'S PEPSI-COLA CO			000103											
	38871	02/26/14	OFFICE COFFEE	39.48		8894		D	N				GENERAL SUPPLIES	101.43425.0229
BROWN TRAFFIC PRODUCTS			002241											
	38872	02/26/14	TRAFFIC SIGNAL LED LTS	651.00		042268		D	N				MTCE. OF OTHER I	101.43425.0226
BSE			001980											
	38873	02/26/14	LIGHT BULBS	237.36		906879391		D	N				MTCE. OF STRUCTU	101.43425.0225
	38873	02/26/14	ELECTRICAL CODE BOOK	94.20		906902407		D	N				OFFICE SUPPLIES	651.48484.0220
	38873	02/26/14	LAB LIGHTS	344.00		906902407		D	N				MTCE. OF STRUCTU	651.48484.0225
			VENDOR TOTAL	675.56										
				675.56										
BSN SPORTS INC			003001											
	38874	02/26/14	HEAVY DUTY INFLATOR	181.49		95828052		D	N				SMALL TOOLS	101.45432.0221
BUSINESSWARE SOLUTIONS			002776											
	38875	02/26/14	PRINT/PAGE COUNT	10.61		212383		D	N				OFFICE SUPPLIES	101.41400.0220
	38875	02/26/14	PRINT/PAGE COUNT	23.70		212383		D	N				OFFICE SUPPLIES	101.41402.0220
	38875	02/26/14	PRINT/PAGE COUNT	8.53		212383		D	N				OFFICE SUPPLIES	101.41403.0220

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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														
	38875	02/26/14	PRINT/PAGE COUNT	7.94		212383		D	N				OFFICE SUPPLIES	101.41404.0220
	38875	02/26/14	PRINT/PAGE COUNT	105.98		212383		D	N				OFFICE SUPPLIES	101.41405.0220
	38875	02/26/14	PRINT/PAGE COUNT	7.57		212383		D	N				OFFICE SUPPLIES	101.41409.0220
	38875	02/26/14	PRINT/PAGE COUNT	79.56		212383		D	N				OFFICE SUPPLIES	101.42411.0220
	38875	02/26/14	PRINT/PAGE COUNT	4.16		212383		D	N				OFFICE SUPPLIES	101.43417.0220
	38875	02/26/14	PRINT/PAGE COUNT	11.96		212383		D	N				OFFICE SUPPLIES	101.43425.0220
	38875	02/26/14	PRINT/PAGE COUNT	32.05		212383		D	N				OFFICE SUPPLIES	101.45433.0220
	38875	02/26/14	PRINT/PAGE COUNT	8.45		212383		D	N				OFFICE SUPPLIES	101.45435.0220
	38875	02/26/14	PRINT/PAGE COUNT	129.10		212383		D	N				OFFICE SUPPLIES	651.48484.0220
				429.61										
				429.61										
			VENDOR TOTAL											
CANON FINANCIAL SERVICES 002336														
	38876	02/26/14	COPIER LEASE AGRMT	24.88		13522852		D	N				RENTS	101.43425.0440
CARD SERVICES 002552														
	38859	02/19/14	CVB BOARD LUNCHES	10.35		121711		D	N				TRAVEL-CONF.-SCH	101.41401.0333
	38859	02/19/14	CVB BOARD LUNCHES	10.35		121711		D	N				TRAVEL-CONF.-SCH	101.41403.0333
	38859	02/19/14	CVB BOARD LUNCHES	10.35		121711		D	N				TRAVEL-CONF.-SCH	101.45433.0333
	38859	02/19/14	CVB BOARD LUNCHES	103.46		121711		D	N				TRAVEL-CONF.-SCH	208.45005.0333
				134.51										
				134.51										
			VENDOR TOTAL											
CARDMEMBER SERVICE 002365														
	38863	02/24/14	STEVENS-CITY/COUNTY MTG	10.61		STMT/1-14		D	N				TRAVEL-CONF.-SCH	101.41400.0333
	38863	02/24/14	STEVENS-APPREC. EVENT	20.00		STMT/1-14		D	N				TRAVEL-CONF.-SCH	101.41400.0333
	38863	02/24/14	BOOKS FOR WEBINAR TRNG	42.00		STMT/1-14		D	N				OFFICE SUPPLIES	101.41401.0220
	38863	02/24/14	BOOKS FOR WEBINAR TRNG	55.00		STMT/1-14		D	N				OFFICE SUPPLIES	101.41401.0220
	38863	02/24/14	MEDIATION-MEALS	28.54		STMT/1-14		D	N				SUBSISTENCE OF P	101.41401.0227
	38863	02/24/14	MEDIATION-MEALS	31.98		STMT/1-14		D	N				SUBSISTENCE OF P	101.41401.0227
	38863	02/24/14	SUPERVISORY TRAINING	196.68		STMT/1-14		D	N				TRAVEL-CONF.-SCH	101.41401.0333
	38863	02/24/14	BOOKS FOR WEBINAR TRNG	87.91		STMT/1-14		D	N				TRAVEL-CONF.-SCH	101.41401.0333
	38863	02/24/14	EXCEL/POWERPOINT COURSE	88.00		STMT/1-14		D	N				TRAVEL-CONF.-SCH	101.41401.0333
	38863	02/24/14	NELSEN-LODGING EXPENSE	123.47		STMT/1-14		D	N				TRAVEL-CONF.-SCH	101.41401.0333
	38863	02/24/14	SUPERVISORY TRAINING	49.17		STMT/1-14		D	N				TRAVEL-CONF.-SCH	101.41402.0333
	38863	02/24/14	BOOKS FOR WEBINAR TRNG	43.95		STMT/1-14		D	N				TRAVEL-CONF.-SCH	101.41402.0333
	38863	02/24/14	PANASONIC DV TAPES	225.44		STMT/1-14		D	N				GENERAL SUPPLIES	101.41409.0229
	38863	02/24/14	SUPERVISORY TRAINING	38.99		STMT/1-14		D	N				TRAVEL-CONF.-SCH	101.41409.0333
	38863	02/24/14	BOOKS FOR WEBINAR TRNG	43.95		STMT/1-14		D	N				TRAVEL-CONF.-SCH	101.41409.0333
	38863	02/24/14	TRAINING VIDEO SERIES	37.50		STMT/1-14		D	N				TRAVEL-CONF.-SCH	101.41409.0333
	38863	02/24/14	BROADCASTER SUBSCRIP.	49.00		STMT/1-14		D	N				SUBSCRIPTIONS AN	101.41409.0443
	38863	02/24/14	PROFESSIONAL SERVICES	116.64		STMT/1-14		D	N				PROFESSIONAL SER	101.41409.0446
	38863	02/24/14	POLICE COMM. MTG-MEALS	70.00		STMT/1-14		D	N				SUBSISTENCE OF P	101.42411.0227
	38863	02/24/14	FIRE OFFICERS SCHOOL	525.00		STMT/1-14		D	N				TRAVEL-CONF.-SCH	101.42412.0333
	38863	02/24/14	FDIC CONFERENCE AIRFAR	2,160.00		STMT/1-14		D	N				TRAVEL-CONF.-SCH	101.42412.0333
	38863	02/24/14	FDIC CONFERENCE REGIS.	2,200.00		STMT/1-14		D	N				TRAVEL-CONF.-SCH	101.42412.0333
	38863	02/24/14	EMERG. MGMT CONFERENCE	325.00		STMT/1-14		D	N				TRAVEL-CONF.-SCH	101.42412.0333

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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
CARDMEMBER SERVICE			002365							
	38863	02/24/14	SUPERVISORY TRAINING	49.17		STMT/1-14		D N	TRAVEL-CONF.-SCH	101.42412.0333
	38863	02/24/14	SUPERVISORY TRAINING	91.29		STMT/1-14		D N	TRAVEL-CONF.-SCH	101.43425.0333
	38863	02/24/14	BOOKS FOR WEBINAR TRNG	87.91		STMT/1-14		D N	TRAVEL-CONF.-SCH	101.43425.0333
	38863	02/24/14	SUPERVISORY TRAINING	124.70		STMT/1-14		D N	TRAVEL-CONF.-SCH	101.45432.0333
	38863	02/24/14	BOOKS FOR WEBINAR TRNG	175.82		STMT/1-14		D N	TRAVEL-CONF.-SCH	101.45432.0333
			VENDOR TOTAL	7,097.72		*CHECK TOTAL				
				7,097.72						
CARLSON/LEROY			.02105							
	38877	02/26/14	REPL. MAILBOX	58.98		021814		D N	MTCE. OF OTHER I	101.43425.0226
CARRANZA/NOE			002547							
	38878	02/26/14	PROFESSIONAL SERVICES	100.00		020914		D M 07	PROFESSIONAL SER	101.42411.0446
CENTERPOINT ENERGY			000467							
	38879	02/26/14	NATURAL GAS CHARGES	13.46		6007936/2-14		D N	UTILITIES	230.43430.0332
	38879	02/26/14	NATURAL GAS CHARGES	5,292.56		6007939/2-14		D N	UTILITIES	101.43425.0332
	38879	02/26/14	NATURAL GAS CHARGES	3,086.95		6061271/2-14		D N	UTILITIES	101.45433.0332
	38879	02/26/14	NATURAL GAS CHARGES	1,206.90		6084836/2-14		D N	UTILITIES	101.45435.0332
	38879	02/26/14	NATURAL GAS CHARGES	3,641.41		6085332/2-14		D N	UTILITIES	101.45433.0332
	38879	02/26/14	NATURAL GAS CHARGES	1,612.03		6102726/2-14		D N	UTILITIES	101.42412.0332
	38879	02/26/14	NATURAL GAS CHARGES	2,111.79		6725927/2-14		D N	UTILITIES	230.43430.0332
	38879	02/26/14	NATURAL GAS CHARGES	13.46		7177865/2-14		D N	UTILITIES	230.43430.0332
	38879	02/26/14	NATURAL GAS CHARGES	676.40		8503501/2-14		D N	UTILITIES	651.48485.0332
	38879	02/26/14	NATURAL GAS CHARGES	1,078.05		8512023/2-14		D N	UTILITIES	651.48485.0332
	38879	02/26/14	NATURAL GAS CHARGES	19,561.34		8795475/2-14		D N	UTILITIES	651.48484.0332
			VENDOR TOTAL	38,294.35		*CHECK TOTAL				
				38,294.35						
CHARTER COMMUNICATIONS			000736							
	38880	02/26/14	MONTHLY PHONE SERVICE	44.86		5124/3-14		D N	COMMUNICATIONS	101.41409.0330
COLEPAPERS INC			000170							
	38881	02/26/14	CLEANING SUPPLIES	181.06		8949037		D N	CLEANING AND WAS	101.41408.0228
	38881	02/26/14	PLASTIC CUPS/KNIVES	122.97		8949037		D N	GENERAL SUPPLIES	101.41408.0229
	38881	02/26/14	CLEANING SUPPLIES	181.06		8949037		D N	CLEANING AND WAS	101.45427.0228
			VENDOR TOTAL	485.09		*CHECK TOTAL				
				485.09						
COMMISSIONER OF TRANSPOR			001055							
	38882	02/26/14	LANGNER-SURVEY WORKSHOP	85.00		021814		D N	TRAVEL-CONF.-SCH	101.43417.0333
DAN'S SHOP INC			002212							
	38883	02/26/14	FILTERS	28.20		63444		D N	INVENTORIES-MDSE	101.125000
DELTA DENTAL OF MINNESOT			002867							
	38884	02/26/14	DENTAL INSURANCE-MAR	95.65		5430059		D N	RETIRED EMPLOYEE	101.41428.0818

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GILLUND ENTERPRISES			002425											
	38894	02/26/14	OIL/FUEL ADDITIVE	781.64		789302		D	N				INVENTORIES-MDSE	101.125000
GRAINGER INC			000786											
	38895	02/26/14	L.S. AIR COMPRESSOR	467.10		9360480421		D	N				SMALL TOOLS	651.48485.0221
HAUG IMPLEMENT CO - JOHN			000324											
	38896	02/26/14	SNOWBLOWER PARTS	57.22		154276		D	N				MTCE. OF EQUIPME	651.48484.0224
HAUG-KUBOTA LLC			002609											
	38897	02/26/14	MOWER DECK PARTS/BRNGS	389.41		4128		D	N				MTCE. OF EQUIPME	101.43425.0224
	38897	02/26/14	#115469-THERMOSTAT/GSKT	28.76		4129		D	N				MTCE. OF EQUIPME	101.43425.0224
	38897	02/26/14	DUST COVER/GSKT/COLLAR	14.11		4161		D	N				MTCE. OF EQUIPME	101.43425.0224
			VENDOR TOTAL	432.28										
				432.28										
HAWKINS INC			000325											
	38898	02/26/14	FERRIC CHLORIDE	4,562.31		3564061 RI		D	N				GENERAL SUPPLIES	651.48484.0229
HILLYARD FLOOR CARE SUPP			000333											
	38899	02/26/14	CLEANING SUPPLIES	19.80		601040568		D	N				CLEANING AND WAS	101.41408.0228
	38899	02/26/14	HAND TOWELS	158.00		601040568		D	N				GENERAL SUPPLIES	101.41408.0229
	38899	02/26/14	CLEANING SUPPLIES	107.76		601040568		D	N				CLEANING AND WAS	101.45427.0228
	38899	02/26/14	FLOOR SCRUBBER PARTS	26.31		700120615		D	N				MTCE. OF EQUIPME	101.45427.0224
			VENDOR TOTAL	311.87										
				311.87										
HYDRITE CHEMICAL CO			002837											
	38900	02/26/14	MAGNESIUM HYDROXIDE	9,157.20		01675237		D	N				GENERAL SUPPLIES	651.48484.0229
INITIAL LIFE SUPPORT FOU			002587											
	38901	02/26/14	1 AED	1,150.00		022614		D	N				SMALL TOOLS	101.41408.0221
	38901	02/26/14	1 AED	1,150.00		022614		D	N				SMALL TOOLS	101.45435.0221
			VENDOR TOTAL	2,300.00										
				2,300.00										
INTERSTATE POWER SYSTEMS			001699											
	38902	02/26/14	TWAS PUMP PARTS	50.45		546530 RI		D	N				MTCE. OF EQUIPME	651.48486.0224
JAGUSH/JEFFREY			003037											
	38903	02/26/14	MILEAGE 2/4-2/14/14	22.40		021914		D	N				TRAVEL-CONF.-SCH	101.43425.0333
	38903	02/26/14	MILEAGE 2/4-2/14/14	22.40		021914		D	N				TRAVEL-CONF.-SCH	651.48484.0333
			VENDOR TOTAL	44.80										
				44.80										
KANDIYOHI CO-OP ELECTRIC			000375											
	38904	02/26/14	WELCOME TO WILLMAR SIGN	125.00		STMT/2-14		D	N				UTILITIES	101.43425.0332
	38904	02/26/14	WELCOME TO WILLMAR SIGN	62.11		STMT/2-14		D	N				UTILITIES	101.43425.0332

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KANDIYOHI CO-OP ELECTRIC 000375														
	38904	02/26/14	CO RD 23/HWY 71 BYPASS	160.00		STMT/2-14		D	N				UTILITIES	101.43425.0332
	38904	02/26/14	ELEC SERV-LIFT STATIONS	705.00		STMT/2-14		D	N				UTILITIES	651.48485.0332
	38904	02/26/14	ABBOTT DR LIFT STATION	68.00		STMT/2-14		D	N				UTILITIES	651.48485.0332
	38904	02/26/14	ELEC SERV-SECURITY LIGHT	36.00		STMT/2-14		D	N				UTILITIES	651.48486.0332
			VENDOR TOTAL	1,156.11										
				1,156.11		*CHECK TOTAL								
LINCOLN FINANCIAL GROUP 002789														
	38905	02/26/14	LIFE INSURANCE-MARCH	8.00		M272		D	N				COBRA INS PREMIU	101.120001
	38905	02/26/14	LIFE INSURANCE-MARCH	55.80		M272		D	N				EMPLOYER INSUR.	101.41400.0114
	38905	02/26/14	LIFE INSURANCE-MARCH	48.75		M272		D	N				EMPLOYER INSUR.	101.41402.0114
	38905	02/26/14	LIFE INSURANCE-MARCH	19.50		M272		D	N				EMPLOYER INSUR.	101.41403.0114
	38905	02/26/14	LIFE INSURANCE-MARCH	29.25		M272		D	N				EMPLOYER INSUR.	101.41404.0114
	38905	02/26/14	LIFE INSURANCE-MARCH	39.00		M272		D	N				EMPLOYER INSUR.	101.41405.0114
	38905	02/26/14	LIFE INSURANCE-MARCH	9.75		M272		D	N				EMPLOYER INSUR.	101.41408.0114
	38905	02/26/14	LIFE INSURANCE-MARCH	39.00		M272		D	N				EMPLOYER INSUR.	101.41409.0114
	38905	02/26/14	LIFE INSURANCE-MARCH	1,566.25		M272		D	N				INS. PASS THROUG	101.41428.0819
	38905	02/26/14	LIFE INSURANCE-MARCH	351.00		M272		D	N				EMPLOYER INSUR.	101.42411.0114
	38905	02/26/14	LIFE INSURANCE-MARCH	29.25		M272		D	N				EMPLOYER INSUR.	101.42412.0114
	38905	02/26/14	LIFE INSURANCE-MARCH	29.25		M272		D	N				EMPLOYER INSUR.	101.43417.0114
	38905	02/26/14	LIFE INSURANCE-MARCH	192.08		M272		D	N				EMPLOYER INSUR.	101.43425.0114
	38905	02/26/14	LIFE INSURANCE-MARCH	19.50		M272		D	N				EMPLOYER INSUR.	101.45432.0114
	38905	02/26/14	LIFE INSURANCE-MARCH	39.00		M272		D	N				EMPLOYER INSUR.	101.45433.0114
	38905	02/26/14	LIFE INSURANCE-MARCH	5.85		M272		D	N				EMPLOYER INSUR.	101.45435.0114
	38905	02/26/14	LIFE INSURANCE-MARCH	4.87		M272		D	N				EMPLOYER INSUR.	101.45437.0114
	38905	02/26/14	LIFE INSURANCE-MARCH	89.70		M272		D	N				EMPLOYER INSUR.	651.48484.0114
	38905	02/26/14	LIFE INSURANCE-MARCH	9.75		M272		D	N				EMPLOYER INSUR.	651.48485.0114
	38905	02/26/14	LIFE INSURANCE-MARCH	9.75		M272		D	N				EMPLOYER INSUR.	651.48486.0114
			VENDOR TOTAL	2,595.30										
				2,595.30		*CHECK TOTAL								
LOU'S GLOVES 003038														
	38906	02/26/14	DISPOSABLE GLOVES	174.00		005046		D	N				GENERAL SUPPLIES	651.48484.0229
MADDEN, GALANTER, HANSEN 000429														
	38907	02/26/14	PROFESSIONAL SERVICES	5,877.65		020114		D	N				PROFESSIONAL SER	101.41406.0446
MADISON NATIONAL LIFE 002249														
	38908	02/26/14	LTD PREMIUM-MARCH	44.93		212		D	N				EMPLOYER INSUR.	101.41400.0114
	38908	02/26/14	LTD PREMIUM-MARCH	87.58		212		D	N				EMPLOYER INSUR.	101.41402.0114
	38908	02/26/14	LTD PREMIUM-MARCH	34.59		212		D	N				EMPLOYER INSUR.	101.41403.0114
	38908	02/26/14	LTD PREMIUM-MARCH	43.53		212		D	N				EMPLOYER INSUR.	101.41404.0114
	38908	02/26/14	LTD PREMIUM-MARCH	58.41		212		D	N				EMPLOYER INSUR.	101.41405.0114
	38908	02/26/14	LTD PREMIUM-MARCH	9.21		212		D	N				EMPLOYER INSUR.	101.41408.0114
	38908	02/26/14	LTD PREMIUM-MARCH	52.70		212		D	N				EMPLOYER INSUR.	101.41409.0114
	38908	02/26/14	LTD PREMIUM-MARCH	1.71		212		D	N				EMPLOYER INSUR.	101.41424.0114
	38908	02/26/14	LTD PREMIUM-MARCH	589.28		212		D	N				EMPLOYER INSUR.	101.42411.0114

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MADISON NATIONAL LIFE			002249							
	38908	02/26/14	LTD PREMIUM-MARCH	32.54		212		D N	EMPLOYER INSUR.	101.42412.0114
	38908	02/26/14	LTD PREMIUM-MARCH	24.03		212		D N	EMPLOYER INSUR.	101.43417.0114
	38908	02/26/14	LTD PREMIUM-MARCH	276.44		212		D N	EMPLOYER INSUR.	101.43425.0114
	38908	02/26/14	LTD PREMIUM-MARCH	13.68		212		D N	EMPLOYER INSUR.	101.45432.0114
	38908	02/26/14	LTD PREMIUM-MARCH	42.44		212		D N	EMPLOYER INSUR.	101.45433.0114
	38908	02/26/14	LTD PREMIUM-MARCH	13.87		212		D N	EMPLOYER INSUR.	101.45435.0114
	38908	02/26/14	LTD PREMIUM-MARCH	9.80		212		D N	EMPLOYER INSUR.	101.45437.0114
	38908	02/26/14	LTD PREMIUM-MARCH	123.09		212		D N	EMPLOYER INSUR.	651.48484.0114
	38908	02/26/14	LTD PREMIUM-MARCH	13.09		212		D N	EMPLOYER INSUR.	651.48485.0114
	38908	02/26/14	LTD PREMIUM-MARCH	13.68		212		D N	EMPLOYER INSUR.	651.48486.0114
			VENDOR TOTAL	1,484.60		*CHECK TOTAL				
				1,484.60						
MAGNUSON SHEET METAL INC			001121							
	38909	02/26/14	FURNACE REPAIR-FBO BLDG	32.50		123385		D N	MTCE. OF EQUIPME	230.43430.0224
	38909	02/26/14	FURNACE REPAIR-FBO BLDG	75.00		123385		D N	MTCE. OF EQUIPME	230.43430.0334
			VENDOR TOTAL	107.50		*CHECK TOTAL				
				107.50						
MENARDS			000449							
	38910	02/26/14	WRENCH	15.98		42575		D N	SMALL TOOLS	651.48484.0221
	38910	02/26/14	GBT ROOM SUPPLIES	45.44		42593		D N	GENERAL SUPPLIES	651.48486.0229
	38910	02/26/14	SPONGES	6.96		42627		D N	GENERAL SUPPLIES	101.43425.0229
	38910	02/26/14	FURNACE FILTERS	36.00		42793		D N	MTCE. OF STRUCTU	101.43425.0225
	38910	02/26/14	PLANT SUPPLIES	10.89		43213		D N	GENERAL SUPPLIES	651.48484.0229
	38910	02/26/14	GBT ROOM SUPPLIES	62.04		43244		D N	GENERAL SUPPLIES	651.48486.0229
			VENDOR TOTAL	177.31		*CHECK TOTAL				
				177.31						
MINNEAPOLIS FINANCE DEPA			000466							
	38911	02/26/14	AUTO PAWN TRANS FEE	150.30		400413004575		D N	PROFESSIONAL SER	101.42411.0446
MN DEPT OF PUBLIC SAFETY			002085							
	38860	02/19/14	DANGEROUS DOG SIGNS/TAGS	28.00		021914		D N	OFFICE SUPPLIES	101.42411.0220
	38862	02/19/14	DANGEROUS DOG SIGNS/TAGS	12.00		021914		D N	OFFICE SUPPLIES	101.42411.0220
			VENDOR TOTAL	40.00						
				40.00						
MN DEPT OF REVENUE			000492							
	196	02/20/14	SALES TAX-JANUARY	185.00		STMT/1-14		M N	SALES TAX PAYABL	101.206000
	196	02/20/14	USE TAX-JANUARY	246.58		STMT/1-14		M N	SALES TAX PAYABL	101.206000
	196	02/20/14	USE TAX-JANUARY	35.21		STMT/1-14		M N	SMALL TOOLS	101.41409.0221
	196	02/20/14	USE TAX-JANUARY	8.59		STMT/1-14		M N	GENERAL SUPPLIES	101.41409.0229
	196	02/20/14	USE TAX-JANUARY	12.82		STMT/1-14		M N	OFFICE SUPPLIES	101.42411.0220
	196	02/20/14	USE TAX-JANUARY	28.73		STMT/1-14		M N	SMALL TOOLS	101.42411.0221
	196	02/20/14	USE TAX-JANUARY	43.63		STMT/1-14		M N	SMALL TOOLS	101.42412.0221
	196	02/20/14	USE TAX-JANUARY	21.02		STMT/1-14		M N	AWARDS AND INDEM	101.42412.0442

Vendor Payments History Report
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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
MN DEPT OF REVENUE			000492											
	196	02/20/14	DIESEL FUEL TAX-JANUARY	841.68		STMT/1-14		M	N				MOTOR FUELS AND	101.43425.0222
	196	02/20/14	USE TAX-JANUARY	377.17		STMT/1-14		M	N				MOTOR FUELS AND	101.43425.0222
	196	02/20/14	USE TAX-JANUARY	1.89		STMT/1-14		M	N				MOTOR FUELS AND	101.45433.0222
	196	02/20/14	USE TAX-JANUARY	2.36		STMT/1-14		M	N				MOTOR FUELS AND	230.43430.0222
	196	02/20/14	DIESEL FUEL TAX-JANUARY	32.99		STMT/1-14		M	N				MOTOR FUELS AND	651.48485.0222
			VENDOR TOTAL	1,837.67		*CHECK TOTAL								
				1,837.67										
MN POLLUTION CONTROL AGE			001064											
	38912	02/26/14	MOSQUITO CNTL PERMIT FEE	345.00		4400113810		D	N				LICENSES AND TAX	101.43425.0445
	38912	02/26/14	NPDES PERMIT FEE	14,350.00		4400114689		D	N				LICENSES AND TAX	651.48484.0445
			VENDOR TOTAL	14,695.00		*CHECK TOTAL								
				14,695.00										
MONSON EXCAVATING LLC/GA			002040											
	38913	02/26/14	SNOW HAULING	800.00		216CC		D	N				OTHER SERVICES	101.43425.0339
MVTL LABORATORIES INC			000544											
	38914	02/26/14	WASTE WATER ANALYSIS	45.00		691425		D	N				PROFESSIONAL SER	651.48484.0446
	38914	02/26/14	EFFLUENT ANALYSIS	381.00		691889		D	N				PROFESSIONAL SER	651.48484.0446
			VENDOR TOTAL	426.00		*CHECK TOTAL								
				426.00										
NCL OF WISCONSIN INC			001627											
	38915	02/26/14	LAB SUPPLIES	584.24		334372		D	N				GENERAL SUPPLIES	651.48484.0229
NELSEN/AUDREY			003065											
	38916	02/26/14	MILEAGE-LMC MEETING	54.88		013114		D	N				TRAVEL-CONF.-SCH	101.41401.0333
	38916	02/26/14	MILEAGE-LMC MEETING	54.88		020114		D	N				TRAVEL-CONF.-SCH	101.41401.0333
			VENDOR TOTAL	109.76		*CHECK TOTAL								
				109.76										
NEXTEL COMMUNICATION			000578											
	38917	02/26/14	CELLULAR PHONE USAGE	1,748.18		317498885-069		D	N				COMMUNICATIONS	101.41409.0330
	38917	02/26/14	CELL PHONE	99.99		317498885-069		D	N				SMALL TOOLS	101.43425.0221
			VENDOR TOTAL	1,848.17		*CHECK TOTAL								
				1,848.17										
OFFICE SERVICES			000589											
	38918	02/26/14	OFFICE SUPPLIES-JANUARY	11.51		STMT/1-14		D	N				OFFICE SUPPLIES	101.41401.0220
	38918	02/26/14	OFFICE SUPPLIES-JANUARY	21.64		STMT/1-14		D	N				OFFICE SUPPLIES	101.41402.0220
	38918	02/26/14	OFFICE SUPPLIES-JANUARY	288.62		STMT/1-14		D	N				OFFICE SUPPLIES	101.41403.0220
	38918	02/26/14	OFFICE SUPPLIES-JANUARY	91.59		STMT/1-14		D	N				OFFICE SUPPLIES	101.41404.0220
	38918	02/26/14	OFFICE SUPPLIES-JANUARY	32.66		STMT/1-14		D	N				OFFICE SUPPLIES	101.41405.0220
	38918	02/26/14	OFFICE SUPPLIES-JANUARY	9.34		STMT/1-14		D	N				OFFICE SUPPLIES	101.41408.0220
	38918	02/26/14	OFFICE SUPPLIES-JANUARY	4.21		STMT/1-14		D	N				OFFICE SUPPLIES	101.41409.0220
	38918	02/26/14	OFFICE SUPPLIES-JANUARY	60.98		STMT/1-14		D	N				OFFICE SUPPLIES	101.42411.0220

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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
OFFICE SERVICES			000589											
	38918	02/26/14	OFFICE SUPPLIES-JANUARY	3.07		STMT/1-14		D	N				OFFICE SUPPLIES	101.43417.0220
	38918	02/26/14	OFFICE SUPPLIES-JANUARY	41.73		STMT/1-14		D	N				OFFICE SUPPLIES	101.43425.0220
	38918	02/26/14	OFFICE SUPPLIES-JANUARY	2.60		STMT/1-14		D	N				OFFICE SUPPLIES	230.43430.0220
	38918	02/26/14	OFFICE SUPPLIES-JANUARY	12.64		STMT/1-14		D	N				OFFICE SUPPLIES	651.48484.0220
				580.59										
			VENDOR TOTAL	580.59		*CHECK TOTAL								
PETERSON SHOE STORE			000608											
	38919	02/26/14	NIEMEYER-SAFETY BOOTS	125.00		154838		D	N				SUBSISTENCE OF P	101.43425.0227
PREMIUM WATERS INC			000374											
	38920	02/26/14	DRINKING WATER	50.00		329949/1-14		D	N				SUBSISTENCE OF P	101.42412.0227
	38920	02/26/14	SOFTENER SALT	12.00		329949/1-14		D	N				GENERAL SUPPLIES	101.42412.0229
				62.00										
			VENDOR TOTAL	62.00		*CHECK TOTAL								
RICOH USA INC			002101											
	38921	02/26/14	COPIER LEASE AGRMT	632.00		91855994		D	N				RENTS	741.48001.0440
RULE TIRE SHOP			000665											
	38922	02/26/14	TIRE REPAIR-LABOR	20.00		66806		D	N				MTCE. OF EQUIPME	101.43425.0334
S. ROBERTS COMPANY			002993											
	38923	02/26/14	FINE SCREEN BAGS	714.00		14-104		D	N				GENERAL SUPPLIES	651.48484.0229
SERVICE CENTER/CITY OF W			000685											
	38924	02/26/14	EQUIPMENT REPAIR-OIL	11.90		STMT/1-14		D	N				MOTOR FUELS AND	101.42411.0222
	38924	02/26/14	EQUIPMENT REPAIR-PARTS	16.27		STMT/1-14		D	N				MTCE. OF EQUIPME	101.42411.0224
	38924	02/26/14	EQUIPMENT REPAIR-OIL	211.70		STMT/1-14		D	N				MOTOR FUELS AND	101.43425.0222
	38924	02/26/14	EQUIPMENT REPAIR-PARTS	600.63		STMT/1-14		D	N				MTCE. OF EQUIPME	101.43425.0224
	38924	02/26/14	EQUIPMENT REPAIR-OIL	10.20		STMT/1-14		D	N				MOTOR FUELS AND	101.41402.0222
	38924	02/26/14	GAS-76.77 GALLONS	237.46		STMT/1-14		D	N				MOTOR FUELS AND	101.41402.0222
	38924	02/26/14	EQUIPMENT REPAIR-PARTS	331.35		STMT/1-14		D	N				MTCE. OF EQUIPME	101.41402.0224
	38924	02/26/14	GAS-9.48 GALLONS	29.29		STMT/1-14		D	N				MOTOR FUELS AND	101.41408.0222
	38924	02/26/14	EQUIPMENT REPAIR-OIL	47.60		STMT/1-14		D	N				MOTOR FUELS AND	101.42411.0222
	38924	02/26/14	GAS-2661.15 GALLONS	8,235.60		STMT/1-14		D	N				MOTOR FUELS AND	101.42411.0222
	38924	02/26/14	EQUIPMENT REPAIR-PARTS	44.86		STMT/1-14		D	N				MTCE. OF EQUIPME	101.42411.0224
	38924	02/26/14	DIESEL-113.2 GALLONS	430.71		STMT/1-14		D	N				MOTOR FUELS AND	101.42412.0222
	38924	02/26/14	GAS-99.58 GALLONS	308.01		STMT/1-14		D	N				MOTOR FUELS AND	101.42412.0222
	38924	02/26/14	GAS-25.34 GALLONS	78.30		STMT/1-14		D	N				MOTOR FUELS AND	101.43417.0222
	38924	02/26/14	EQUIPMENT REPAIR-OIL	702.80		STMT/1-14		D	N				MOTOR FUELS AND	101.43425.0222
	38924	02/26/14	DIESEL-6030.21 GALLON	22,898.35		STMT/1-14		D	N				MOTOR FUELS AND	101.43425.0222
	38924	02/26/14	GAS-904.14 GALLONS	2,796.48		STMT/1-14		D	N				MOTOR FUELS AND	101.43425.0222
	38924	02/26/14	EQUIPMENT REPAIR-PARTS	237.02		STMT/1-14		D	N				MTCE. OF EQUIPME	101.43425.0224
	38924	02/26/14	DIESEL-15.34 GALLONS	58.91		STMT/1-14		D	N				MOTOR FUELS AND	101.45433.0222
	38924	02/26/14	GAS-41.63 GALLONS	128.64		STMT/1-14		D	N				MOTOR FUELS AND	101.45433.0222
	38924	02/26/14	DIESEL-116.92 GALLONS	445.55		STMT/1-14		D	N				MOTOR FUELS AND	651.48485.0222

Vendor Payments History Report
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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
UV DOCTOR SYSTEMS LLC			002968							
	38935	02/26/14	UV SYSTEM-PARTS	9,450.00		121170		D N	MTCE. OF EQUIPME	651.48484.0224
VIGIL/RUDY			000951							
	38936	02/26/14	2-WAY AV SWITCHER	52.35		021814		D N	SMALL TOOLS	101.41409.0221
	38936	02/26/14	MILEAGE-DO YOU KNOW SHOW	24.64		021914		D N	TRAVEL-CONF.-SCH	101.41409.0333
			VENDOR TOTAL	76.99		*CHECK TOTAL				
				76.99						
WEST CENTRAL COMMUNICATI			000796							
	38937	02/26/14	RADIO REPAIR-PARTS	64.00		077086S		D N	MTCE. OF EQUIPME	101.43425.0224
WEST CENTRAL SANITATION			000805							
	38938	02/26/14	GARBAGE SERVICE-FEBRUARY	27.45		6806100/2-14		D N	CLEANING AND WAS	230.43430.0338
WEST CENTRAL TRIBUNE			000807							
	38939	02/26/14	NOTICE PUBLISHED	18.00		CL03060321		D N	PRINTING AND PUB	101.41401.0331
	38939	02/26/14	ORDINANCE PUBLISHED	66.00		CL03060322		D N	PRINTING AND PUB	101.41401.0331
	38939	02/26/14	COUNCIL PROCEEDINGS PUB.	240.00		CL03060445		D N	PRINTING AND PUB	101.41401.0331
	38939	02/26/14	COUNCIL PROCEEDINGS PUB.	423.00		CL03060446		D N	PRINTING AND PUB	101.41401.0331
	38939	02/26/14	NOTICE PUBLISHED	93.00		CL03060496		D N	PRINTING AND PUB	101.41402.0331
	38939	02/26/14	NOTICE PUBLISHED	78.00		CL03060507		D N	PRINTING AND PUB	101.41402.0331
	38939	02/26/14	VACATION OF PUBLIC ST	396.00		DI03122526		D N	PRINTING AND PUB	101.41401.0331
	38939	02/26/14	VACATION OF PUBLIC ST	396.00		DI03122527		D N	PRINTING AND PUB	101.41401.0331
			VENDOR TOTAL	1,710.00		*CHECK TOTAL				
				1,710.00						
WILLMAR COMMUNITY ED & R			001243							
	38940	02/26/14	IPAD CLASS-MAYOR & CNCL	130.00		011014		D N	TRAVEL-CONF.-SCH	101.41401.0333
WILLMAR DESIGN CENTER			002348							
	38941	02/26/14	EXPENSE REIMBURSEMENT	1,800.00		022414		D N	DOWNTOWN ITEMS	101.41428.0820
WILLMAR WATER & SPAS			000831							
	38942	02/26/14	SOFTENER SALT	105.00		E12462		D N	GENERAL SUPPLIES	101.45433.0229
WOLFE COMMUNICATIONS			003051							
	38943	02/26/14	PAGER CASES	76.89		6764		D N	SMALL TOOLS	101.42412.0221
68TH MN ELKS BOWLING			.02104							
	38861	02/19/14	MN ELKS BOWLING TRNMNT	500.00		021914		D N	OTHER CHARGES	208.45011.0449

ACS FINANCIAL SYSTEM
02/26/2014 12:46:22

Vendor Payments History Report
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CITY OF WILLMAR
GL540R-V07.24 PAGE 12

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
REPORT TOTALS:				213,977.62										

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Vendor Payments History Report

CITY OF WILLMAR
GL060S-V07.24 RECAPPAGE
GL540R

FUND RECAP:

FUND	DESCRIPTION	DISBURSEMENTS
101	GENERAL FUND	127,320.71
208	CONVENTION & VISITORS BUREAU	1,503.91
230	WILLMAR MUNICIPAL AIRPORT	2,278.62
413	S.A.B.F. - #2013	1,721.93
450	CAPITAL IMPROVEMENT FUND	16,222.32
651	WASTE TREATMENT	64,298.13
741	OFFICE SERVICES	632.00
TOTAL ALL FUNDS		213,977.62

BANK RECAP:

BANK	NAME	DISBURSEMENTS
HERT	HERITAGE BANK	213,977.62
TOTAL ALL BANKS		213,977.62

**Willmar Lakes Area CVB Board Meeting
EBO Room of the Chamber/CVB
Tuesday, January 21, 2014 @ 12:00 Noon**

Members Present: Ron Erpelding , Kevin Halliday, Janet Demuth, David Feist, Ken Warner, Denny Baker, Ron Fake, Dave Pederson, Don Asche, Rick Schueller and Audrey Nelsen

Members Excused: Sue Steinert, Roger Imdieke and Jim Butterfield

Members Absent: Kevin Madsen

Staff Present: Beth Fischer and Tanya Rosenau

- I. **Call to Order:** Feist called the meeting to order at 12:15pm.
 - a. **Additions or corrections to the agenda:** There were no additions or corrections.
- II. **Approve Minutes from the December 17, 2013 Meeting:** It was MSC (m/Erpelding; s/Asche) to approve the minutes from the December 17, 2013 meeting.
- III. **Financial Report:** Halliday presented the financial report and reviewed the lodging tax revenues report. It was MSC (m/Baker, s/Demuth) to approve the financial report as it was presented.
- IV. **Committee Reports & Requests:**
 - a. **Sports Committee:** Fischer shared that the Little Crow Archers were awarded the State Archery Shoot in June 2014 (the same weekend as Willmar Fests). Community Ed & Rec have three events coming up including a Men's Basketball Tournament, a Women's Volleyball Tournament, and a Co-Rec Volleyball Tournament. The New Year's Bonspiel went well and so far the Youth Hockey Tournaments are also going well. The Mayor's Bike Ride is set for May 16, 2014 and the Bike Sub-Committee is hoping to have a ribbon cutting ceremony for the trail extension added to the Willmar portion of the ride. They are also continuing to work on the Bike Friendly Community designation and have scheduled a bike event in March to educate people on the biking industry. Fischer went over all of the committees that are working together to gain a Bike Friendly Community designation and how they are working together. There was a brief discussion on who to go to when the trails in our area are in disrepair. Fischer also shared that there is a bike survey on the WCER website and encouraged everyone to take it.
 - b. **Special Events Committee:** No new business to report.
 - c. **Meetings & Conventions Committee:** Feist said that some leads and events have been created out of contacting the groups that haven't been here in a while. The group also talked about advertising with MN Meetings & Events and decided to move forward with doing two ads with them. They are also doing a competitive analysis with facilities in St. Cloud, Alexandria, Paynesville, and Brainerd to try and get a guest perspective on our competition. During the sites visits they will also be visiting associations to try and bring more events and conferences to our area. The committee also had a discussion about updating marketing materials and brochures and having a gift to give the planners that they meet with.

CVB Executive Director's Report – February 2014

- February 22: Sno – Skippers All Class Drag Race
- February 22 – 23: Willmar Basketball Boosters Tournament
- February 22 – 23: MN Elks State Bowling Tournament
- March 12 – 14: Habitat for Humanity State Conference
- March 14 – 16: Novice Bonspiel
- March 25: MN Association of Townships
- March 28-30: 7th District GOP Convention
- April 2: League of MN Cities
- April 6 – May 6: Willmar Conference Center Remodel
- April 25: Spicer Annual Banquet

Advertising:

- Submitted advertising for the March issue of Twin Cities Business and contracted ad space for April and November.
- Submitted advertising for the MN Explorer. We will be in three issues of the publication.
- Contracted advertising space in MN Meetings & Events Spring & Summer issues, as well as 6 months web presence.
- Contracted advertising space in the Destinations publication.
- Met with RSP Marketing to finalize the onboarding process for us with the MN Heartland Marketing Campaign. The entire campaign this year will be in social media outlets.

Proposals/Conference Assistance:

- Submitted bid to host the 2015 Kiwanis Key Club Convention. This bid was lost to St. Cloud.
- Submitted bid to host the 2015 Pheasants Forever Convention.
- Completed the USBC bid to host the 2016 Open Championships.
- A bid was submitted to host the MN Lamb and Wool Producers Conference in 2014.
- Assisted the MN DUCKS Unlimited Convention organizers with details for their convention. The CVB provided welcome bags, name badge materials, press release and registration assistance. Overall the convention was a huge success and they were pleased with the facility and staff and will be returning in February 2015.
- Assisted the MN Elks Bowling Tournament organizer with several items for the bowling tournament which is being held all four weekends in February. We have provided welcome bags for their attendees and assisted with room blocks and advertising.
- Set up room blocks and provided camping information to the Little Crow Archers for their State Archery Shoot scheduled for June 2014.
- Set up room blocks for the Buckingham Blitz scheduled for July 2014 in Raymond.
- Assisting the organizer of the I – 500 Snowmobile race with room blocks for their February 2015 race.
- Working with the Habitat for Humanity Conference organizer on details for their March 2014 event. The CVB will be providing their attendees with name badges and welcome bags, and has assisted with their dine around event.
- Assisted the Willmar Hockey Association with room blocks, hotel/restaurant information and provided welcome bags for the Pee Wee hockey tournament.
- Assisted MN 4-H with materials for a presentation on the 2015 Convention at this year's convention. The CVB prepared a PowerPoint that was used in their presentation and visitors guides for the attendees.

- Assisted Valspar with meeting space for their March meeting.
- Assisted Water Street with transportation for their February meeting.
- Assisted the Willmar Basketball Boosters with Economic Impact information for their upcoming tournament. They have 95 teams with over 950 players, and anticipate over 3000 spectators attending.
- Completed several prospect calls looking to bring new groups to the Willmar Lakes Area and sales calls encouraging old business to bring their meeting or conference back to the area.

Misc:

- Attended a MN Heartland Tourism Association Board and an Association meeting.
- Attended the MACVB (MN Association of CVB's) meeting.
- Attend the Explore MN Tourism Conference.
- Attended the Community Marketing Coalition (CMC) meeting, and two additional marketing meetings for the CMC.
- Participated in two "Nature Walk" meetings in Spicer.
- Continue to work to promote the Willmar Lakes Area as a biking destination. Met on several occasions with various groups to discuss biking, bike friendly designation and upcoming events.
- The CVB assisted with the Glacial Ridge Trail Association with delivery of their brochures to Travel Information Centers in MN.
- Attended the SHIP meeting.
- Attended two Vision 2040 meetings.
- Continue to market the area via Facebook, Twitter and Pinterest.

- d. **Visitor Guide Committee:** The 2014 Visitors Guide is still being distributed and the first planning session for the 2015 guide will be in February.
- e. **Leisure Travel Committee:** Fischer shared volunteers traveled to the Omaha Sports Show the 2nd weekend of January and went to the Des Moines Sports Show last week. The Des Moines show wasn't as busy as the Omaha show, but they did get a nice lead for another sports show in Des Moines that might be more successful. She also talked about the Spicer WinterFest brochure and the events that are going on, including the new Business Passport.
- f. **Executive Committee:** No new business to report.

V. Affiliated Partnership Updates/Reports:

- a. **Vision 2040 Update:** Halliday shared that the Steering Committee has assigned a lead person to each of the four main goals to get that goal up and running. The Economic Diversity group will meet on January 29th at 2pm, the Things To Do in the area group will meet January 30th at 3pm at the Fire Station, and The Next Leaders group will meet January 22nd at 10:30am at ACMC. There is no need to register for the meetings. The meetings are for everyone that wants a voice in the community and who wants to help steer our area forward. There are no time frames right now other than getting started.
- b. **Community Marketing Coalition Update:** Warner shared that the first meeting was last Wednesday, since the group was put into sunset mode until after the Vision 2040 plan was unveiled. Last year they worked with the Johnson Group out of St. Cloud to create marketing ideas for the area. A small group will meet with the marketing firm to share the Vision 2040 information. They would like to combine the ideas together and become the marketing forum of Vision 2040.

VI. Executive Director Report: Fischer distributed her report and went over some of the larger events that are coming up, such as WinterFest, Hockey Tournaments, Elks Bowling Tournament, MN Ducks Unlimited, Habitat for Humanity, and the 7th District GOP Convention. Fischer has submitted an ad for Explorer Southern MN Guide, Midwest Living, AAA Living, and the MN Bike page in AAA Living. She will be submitting a bid for 2015 Kiwanis Key Club Convention on Friday, she met with Catholic Order of Foresters regarding a convention proposal for 2016, and she visited with LifeScience Alley to discuss the possibility of Willmar hosting a regional F.I.R.S.T. Robotics Competition. Fischer has also been assisting with the MN 4-H Convention, Lakes Area Classic, Little Crow Archers, and the Willmar Basketball Boosters with a variety of activities including helping with room blocks, welcome bags, and registration assistance. A complete copy of the Executive Director's Report is available upon request from the CVB office.

VII. Other Business:

- a. **Word Around the Community:**
 - i. **Schueller:** Schueller shared that the Elks Bowling Tournament is coming up in February and the KEC is currently bidding on the 2016 Open State Bowling Tournament. They hosted the Twins Caravan Monday night and had a great turnout of just over 300 people.
 - ii. **Warner:** Warner shared that the Candidate Election Information Workshop is January 28th, the 2014 Legislative Preview is February 4th, and the Chamber's Annual Meeting and Volunteer Appreciation Event is February 7th.
 - iii. **Pederson:** Pederson stated that there is finally enough snow to groom the trails and that the Sleigh & Ski Festival is on February 16th from 11am to 4pm.

- iv. **Erpelding:** Erpelding shared the West Central Tribune story about the wave of Snowy Owls coming down from Canada due to the lack of food for them. So far 176 have been seen in our state.
- v. **Demuth:** Demuth shared that they are starting to do some interior projects at the Country Inn & Suites.
- vi. **Feist:** Feist shared that their Open House last Thursday had a great turn out. There is an article in the paper today about the remodel project. So far they have finished switching over 25 rooms and they will be starting on the next 34 rooms at the Holiday Inn. Next week they will be moving the front desk to a temporary location by door number 1.
- vii. **Baker:** Baker shared that they are looking at the 2014 building improvement projects.
- viii. **Nelsen:** Nelsen share that the City Council meeting is tonight and hopefully they will be discussing the Lakeland projects again.
- ix. **Fake:** Fake talked about Spicer WinterFest and that there is no castle this year due to insurance issues with the slide, which created a late start on construction.

b. Other:

VIII. Adjournment: Feist adjourned the meeting at 1:00pm.

Respectfully Submitted by,

Tanya Rosenau, Administrative Assistant

Willmar Lakes Area Convention & Visitors Bureau

MINUTES

WILLMAR POLICE COMMISSION

Monday, February 3, 2014

The annual mandatory meeting of the Willmar Police Civil Service Commission was held on Monday, February 3, 2014, at 4:30 p.m., at the Green Mill in Willmar.

Present were Police Civil Service Commission members Dennis Anfinson, Cassie Akerson and Kathy Schwantes. City Administrator Charlene Stevens, Police Chief David Wyffels and Administrative Assistant Susan Edwards were also present.

The meeting was called to order by President Anfinson at 4:38 p.m.

A motion was made by Commissioner Schwantes, seconded by Commissioner Akerson, to approve the minutes from the meetings on October 22, 2013, December 4, 2013 and December 16, 2013, as submitted. **Motion carried.**

Election of officers was held, with the positions rotating as follows: President – Dennis Anfinson; Vice President – Cassie Akerson; and Secretary – Kathy Schwantes. A motion was made by Commissioner Schwantes, seconded by Commissioner Akerson, to approve the elections as stated. **Motion carried**

A discussion was held on the review of the current Police Civil Service Rules and Regulations. Commissioner Anfinson inquired if there was still interest in abolishing the Police Civil Service Commission, as he knew it had been discussed in 2007. Chief Wyffels explained that the main reason the discussion came up to abolish the Commission in 2007 was that Chief Kulset saw it as a way to speed up the officer hiring process.

Chief Wyffels explained that having a Commission does slow down the hiring process, but overall he feels it's important to have the Commission. Chief Wyffels stated the Commission serves an important function and when facing the recent issue of officer termination, he preferred having this independent outside authority making the decisions, which removed any potential claim of internal conflicts of interest. Chief Wyffels stated it is a good process and when using the Commission as intended and to the fullest extent possible, it has a definite value to the organization.

Chief Wyffels determined that in order to abolish the Commission it requires a unanimous vote of the Council to do so, or it must be put as a referendum on the next ballot for the voters to decide. Chief Wyffels also determined that when the issue came up to the Council in 2007, both council persons Ron Christianson and Jim Dokken voted in favor of keeping the Commission.

After discussion, Commissioner Akerson made a motion to continue with the Rules and Regulations as written, seconded by Commissioner Schwantes. **Motion carried.**

Chief Wyffels then updated the Commission on department personnel. He advised the Commission that Officer Dorn had filed a grievance regarding her termination from the Police Department. He explained the various steps of the grievance process that must be followed. City Administrator Stevens explained that she does not want to fill Officer Dorn's position until the process is complete.

Chief Wyffels informed the Commission that he had turned in his resignation letter, with his resignation being effective May 31, 2014. Sgt. Asmus will also be retiring the same day and has submitted a letter of resignation as well. With the absence of Officer Dorn, the Police Department will be down three positions at that time. This results in an extensive loss of knowledge/experience.

Chief Wyffels stated that the Sheriff's Department is losing four officers in 2014, with all leaving on May 31st as well. The Sheriff's Department has already completed the testing/hiring process, so the police department would not be competing against them for candidates. It is Chief Wyffels' recommendation to begin the hiring process for all of the positions, as it is a long process with testing, certifying a list, etc. The Commission also felt it was important to begin the hiring process right away. The Chief will need approval from the City Administrator to do this.

Discussion followed on what the process would be for hiring a new police chief. Chief Wyffels explained that a police department must have a named CLEO (Chief Law Enforcement Officer) and that someone could be appointed "acting chief" in the interim. City Administrator Stevens said it would be her recommendation to open up the testing process in order to seek the best candidate both in-house and outside the city. She explained that the Commission would certify a list, she would conduct interviews with Council members and the City Council would have to approve the candidate since it's a Department Head position.

Miscellaneous

Commissioner Schwantes thanked Chief Wyffels for his outstanding leadership and expressed that he would be sorely missed. The Chief informed the Commission that he feels the overall public opinion of the Police Department is positive, as he receives letters from citizens quite often commending officers for their professionalism.

There being no further business, a motion to adjourn was made by Commissioner Schwantes, seconded by Commissioner Akerson. Meeting was adjourned at 5:10 p.m.

/sae

**BOARD OF ZONING APPEALS
CITY OF WILLMAR, MN
MONDAY, FEBRUARY 24, 2014**

MINUTES

1. The Willmar Board of Zoning Appeals met on Monday, February 24, 2014 at 5:00 p.m. at the City Office Building.

** Members Present: Ross Magnuson, Larry Brown, Beverly Dougherty, and Andrew Bjur.

** Members Absent: Jim Rudnick.

** Others Present: Gabriel Olson, and Megan M. DeSchepper- Planner.

2. REORGANIZATION: Ms. Dougherty made a motion, seconded by Mr. Bjur to nominate Mr. Magnuson as Chair and Mr. Brown as Vice Chair.

The motion carried.

3. AEHC, LLC BUILDING AND PARKING SETBACK VARIANCE- FILE NO. 14-01: The public hearing opened at 5:05 p.m. Gabriel Olson presented the request for construction of a stand-alone extended stay facility with a 6' 1/2" building side setback, a 6' parking setback, and 15 less parking stalls than required by the proposed number of units on property legally described as follows: part of Government Lot 7, Section 11, Township 119, Range 35 (616 Business Hwy. 71 N.). Mr. Olson explained that they are often full at the existing extended stay facility on the property and wish to build an additional building to fulfill the need. They are extended stay units, as licensed by the State of Minnesota Department of Health that can be anywhere from three to six months. The property is zoned GB (General Business) and the use is unchanged from the previous Viking Hotel that operated on the site. Mr. Olson stated that many of their clients do not own vehicles and they do not see the need for as many parking spaces as required.

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

With no one to speak for or against the request, the public hearing was closed at 5:20 p.m.

The main concern of the Board was the lack of parking. The existing 25 units plus the 22 proposed units would require a total of 52 parking spaces, whereas the site plan depicts 37 total parking spaces (15 spaces under). The Board discussed that some people staying at the hotel may not have vehicles, but in some instances a couple each with a car could also be staying at the site. Mr. Olson explained that they did purchase the vacant land across the street for future development, but that off street parking could be provided on that property if needed.

Mr. Bjur made a motion, seconded by Ms. Dougherty, to approve the building setback variance and the parking setback variance with the following condition:

- A. All the required parking spaces shall be supplied and defined on the site plan on this property or the property across the street with a recorded parking agreement (a copy shall be supplied to the City).

The Board of Zoning Appeals talked about the variance requests in three parts, the building setback variance, the parking setback variance and the number of parking spaces variance. The setback variances would be in harmony with the purposes and intent of the Zoning Ordinance as the property is commercially zoned and the extended stay hotel fits in that district. The setback variances are consistent with the Comprehensive Plan as the area will remain commercial as designated in the plan. The request will put the property to use in a reasonable manner as there is already a functioning extended stay hotel on site and this will be a continuation of that. The property is unique as the parcel is an odd L shape unlike other properties in the area. The variances would not alter the essential character of the neighborhood as it will meet the prevailing setback in the vicinity.

The motion carried.

4. There being no further business to come before the Planning Commission the meeting adjourned 5:25 p.m.

Respectfully submitted,



Megan M. DeSchepper, AICP
Planner/Airport Manager

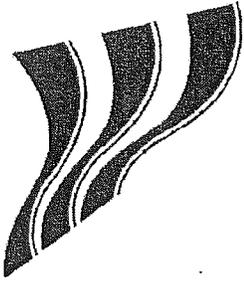
BOARD OF ZONING APPEALS-FEBRUARY 24, 2014

STAFF COMMENTS

1. AEHC BUILDING AND PARKING SETBACK VARIANCE- FILE NO. 14-01:

- The applicant is AEHC, LLC, Litchfield, MN.
- The applicant requests variances to build a stand-alone extended stay facility with a 6' 6 ½" building side setback, a 6' parking setback, and 15 less parking stall then required by the proposed number of units on property legally described as follows: part of Government Lot 7, Section 11, Township 119, Range 35 (616 Business Hwy. 71 N).
- The Zoning Ordinance requires a 25' side building setback from the property line (edge of right-of-way); off-street parking shall be no closer than 15' from street r/w, and for motels/hotels one space per each unit plus one space for each ten units, and one space for each employee on any shift.
- The applicant has purchased property across the street from the existing property for future development.
- The current building does not meet setback nor does the building to the north.
- Any site flow issues would be dealt with by the Planning Commission.

RECOMMENDATION: Review variance standards in Section 9.D.3.a.1-4 to see if there are practicable difficulties, reasonableness, uniqueness, and essential character.



CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 7.A.

Meeting Date: January 30, 2014

Attachments: Yes No

CITY COUNCIL ACTION

Date: March 3, 2014

- Approved Denied
 Amended Tabled
 Other

Originating Department: Planning and Development Services

Agenda Item: Consideration of amendment to zoning ordinance fees by City

Recommended Action: Staff recommends that the ordinance be adopted, assigned a number, and published.

Background/Summary: It has been a number of years since the City has made any adjustments to its fee schedules for planning/zoning activities. The fees currently being charged haven't kept pace with the cost of providing the services.

Alternatives:

1. Adjust the fees as proposed
2. Leave current fee schedule as is

Financial Considerations: The adjustment of planning and zoning fees will result in minor increases to project costs. Increasing the fees will not bring an increased cost to the City.

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

Signature:

Comments:

ORDINANCE NO. _____

AN ORDINANCE AMENDING FEES CHARGED BY THE CITY OF WILLMAR

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

Section 1. PLANNING AND DEVELOPMENT DEPARTMENT FEES. The following fees are adopted for services provided by the Planning and Development Department:

a. Conditional Use Permit	\$225.00* \$275 (plus County Recorder Fee)
b. Variance	\$225.00* \$275 (plus County Recorder Fee)
c. Appeal	\$225.00* \$275 (plus County Recorder Fee)
d. Rezoning	\$225.00 \$275
e. Text Amendment	\$225.00* \$275
f. Subdivision Plat Review	\$25.00 per lot/ \$250 \$300 minimum
g. Re-plats	\$25.00 per lot/ \$275 \$325 minimum
h. Plan Review	\$100.00
i. Zoning Verification Letter	\$50.00
j. Sign/Special Sign Permit	0-20 sq. ft. = \$20.00 \$40.00 20-50 sq. ft. = \$30.00 \$50.00 50-100 sq. ft. = \$40.00 \$60.00 100+ sq. ft. = \$50.00 \$70.00
k. Roof Sign Inspection Fee	\$40.00 \$60.00

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: February 3, 2014

This Ordinance published on: February 22, 2014

This Ordinance given a hearing on: March 3, 2014

This Ordinance adopted on: _____

This Ordinance published on: _____



CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 7B

Meeting Date: January 30, 2014

Attachments: Yes No

CITY COUNCIL ACTION

Date: March 3, 2014

Approved Denied
 Amended Tabled
 Other

Originating Department: Planning and Development Services

Agenda Item: Consideration of amendment to rental inspection program fees

Recommended Action: Staff recommends that the ordinance be adopted, assigned a number, and published.

Background/Summary: It has been a number of years since the City has made any adjustments to its fee schedules for rental inspection program. The fees currently being charged haven't kept pace with the cost of providing the services.

Alternatives:

1. Adjust the fees as proposed
2. Leave current fee schedule as is

Financial Considerations: The adjustment of rental inspection program fees will result in minor increases to project costs. This minor adjustment can either be adsorbed into existing rents or used by the landlord to increase rents. Again, the adjustment of fees will not have a cost to the City.

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

Signature:

Comments:

ORDINANCE NO. _____

AN ORDINANCE AMENDING RENTAL INSPECTION PROGRAM FEES

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

Section 1. PROPOSED RENTAL INSPECTION PROGRAM FEES. The following fees are adopted for services provided under the Rental Inspection Program:

Registration Fees:

~~\$25.00~~ \$50.00 - per building plus ~~\$5.00~~ \$10.00 per unit.

First notice of failure to register property - ~~\$25.00~~ \$50.00

Second notification of failure to register property - ~~\$50.00~~ \$75.00

Third notification of failure to register property - ~~\$100.00~~ \$125.00

Re-inspection Fees:

First re-inspection - No fine; covered in registration cost

Second re-inspection - ~~no fee~~ \$50.00

Third re-inspection - ~~\$50.00~~ \$100.00, plus ~~\$5.00~~ \$10.00 per day fine, beginning on the date that alleged violation continues after expiration of the specified reasonable consideration period and extending until alleged violations are corrected.

No show inspections - ~~\$30.00~~ \$50.00 fee

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

This Ordinance introduced by Council Member: Fagerlie

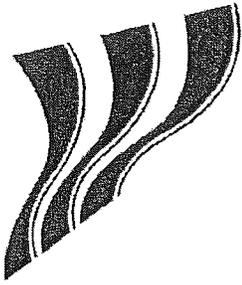
This Ordinance introduced on: February 3, 2014

This Ordinance published on: February 22, 2014

This Ordinance given a hearing on: March 3, 2014

This Ordinance adopted on: _____

This Ordinance published on: _____



CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 7C

Meeting Date: March 3, 2014

Attachments: Yes No

CITY COUNCIL ACTION

Date:

- Approved
- Amended
- Other
- Denied
- Tabled

Originating Department: Planning & Development Services

Agenda Item: Public Hearing on an Ordinance to rezone from SC (Shopping Center) to GB (General Business)

Recommended Action: Staff recommends that the ordinance be adopted, assigned a number, and published.

Background/Summary: I & S Group, Faribault, MN, requests rezoning the parcel from SC to GB for a stand-alone retail development that is not part of the Kandi Mall on the north west corner of the intersection of 5th St. SE and 19th Ave. SE. The GB district has less restrictive setbacks then the SC district as it is intended for large scale mall projects. The Planning Commission approved the rezone as abutting properties to the south are zoned GB and it's in keeping with the Comprehensive Plan.

Alternatives: N/A

Financial Considerations: N/A

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

Signature: *Megan M DeSchepper*

Comments:

ORDINANCE NO. _____

AN ORDINANCE AMENDING MUNICIPAL ORDINANCE NO. 1060,
THE WILLMAR ZONING ORDINANCE

The City of Willmar does ordain as follows:

SECTION 1. Zoning Change. The Zoning Ordinance and Zoning Map for the City of Willmar are hereby amended to rezone the following property from SC Shopping Center to GB General Business:

Part of the NW ¼ commencing at a point on north line of Section 23 710' W of NE corner of NW 1/4, then S 460', then W to center line of Ditch 23A, then southeasterly along said line to S line NW ¼, then W to point 1075.03 E of W line NW ¼, then N 1979.23', then W 315', then N 670.99' to N line of Section 23, then E to point of beginning, excluding 95-923-8632 & excluded part platted into Gesch Acres, Section 23, Township 119, Range 35 (soon to be described as Lot 1, Block 1 Gesch Acres Second Addition- 19th Ave. SE).

SECTION 2. Effective Date. This Ordinance shall be effective from and after its adoption and second publication.

This Ordinance introduced by Council Member: _____

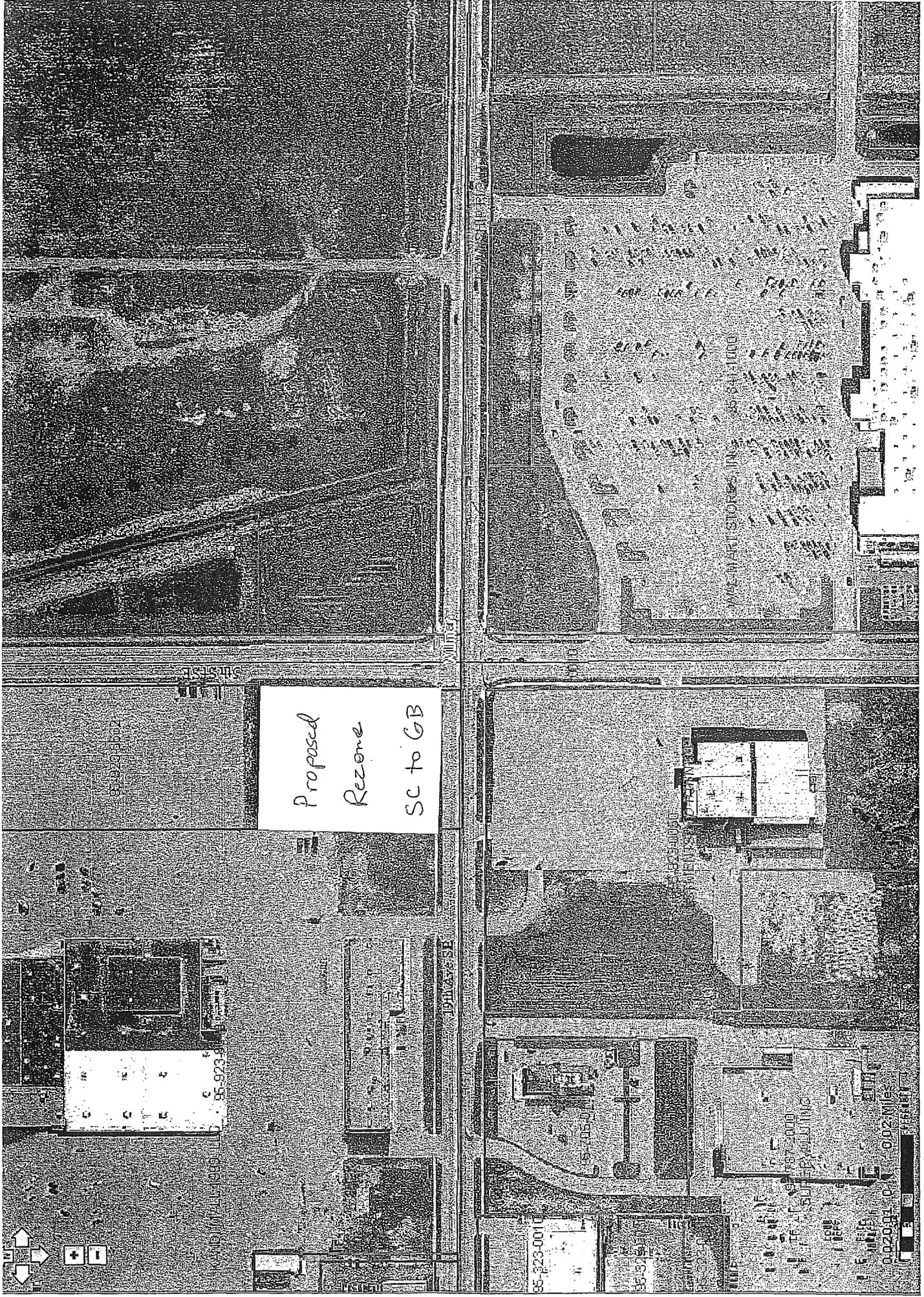
This Ordinance introduced on: _____

This Ordinance published on: _____

This Ordinance given a hearing on: _____

This Ordinance adopted on: _____

This Ordinance published on: _____



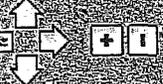
Proposed
Rezone
SC to GB

DICKENS ST

WILSON ST

WALSH STORES, INC.
455 S. WILSON ST.

00208150
00208150
00208150



35-223-0010

35-223-0010

35-223-0010

35-223-0010

FINANCE COMMITTEE

MINUTES

The Finance Committee of the Willmar City Council met on Monday, February 24, 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
	Steven B. Okins	Finance Director

Others present: Wes Hompe and Tim Hunstad, Municipal Utilities; and City Council Member Jim Dokken.

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 Willmar Municipal Utilities 2013 Financial Report (Information)

Staff presented the Willmar Municipal Utilities 2013 Financial Report. Wes Hompe presented to the Committee the 2013 Financial Report which included Revenues, Operating Income, and Operating Expenses. Revenues were down from the annual budget due to electrical consumption being down. This matter was for information only.

Item No. 4 Willmar Township Fire Contract (Resolution)

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

Following discussion, Council Member Fagerlie made a motion to introduce a resolution authorizing the Mayor and the City Administrator to execute the agreement as presented in the amount of \$47,706.46. Council Member Nelsen seconded the motion which carried.

Item No. 5 2014 Street Improvement Budgets (Resolutions)

Staff presented the 2014 Street Improvement Budget for five individual projects. The reason individual budgets are required is due to the various financing requirements to fund the improvements. The projects were for reconstruction, overlay, new construction and street lighting.

Following discussion, Council Member Fagerlie made a motion to introduce a resolution to approve the 1401 Preliminary Project Budget at \$965,700. Council Member Nelsen seconded the motion which carried.

Following discussion, Council Member Nelsen made a motion to introduce a resolution to approve the 1403 Preliminary Project Budget at \$372,150. Council Member Johnson seconded the motion which carried.

Following discussion, Council Member Johnson made a motion to introduce a resolution to approve the 1404 Preliminary Project Budget at \$390,110. Council Member Fagerlie seconded the motion which carried.

Following discussion, Council Member Fagerlie made a motion to introduce a resolution to approve the 1405 Preliminary Project Budget at \$3,771,900. Council Member Nelson seconded the motion which carried.

Following discussion, Council Member Nelsen made a motion to introduce a resolution to approve the 1407 Preliminary Project Budget at \$58,190. Council Member Johnson seconded the motion which carried.

The committee then discussed the need to set a public hearing in order to be able to finance a portion of the program with G.O. Improvement Bonds. Council Member Fagerlie made a motion to introduce a resolution setting a Public Hearing for March 17, 2014, to consider an Ordinance Authorizing the issuance of \$1,205,000 in G.O. Improvement Bonds. Council Member Johnson seconded the motion which carried.

Item No. 6 Lakeland Drive Financing (Resolutions)

Staff presented the Minnesota Public Facilities Authority loan application for the MinnWest Lift Station and Lakeland Drive sewer project for review. There were some questions on projected costs listed in the application and staff will work with the consulting engineers to verify that the numbers on the application match those of the recent rate study that was completed by Springsted. Council Member Nelson made a motion to introduce a resolution authorizing an Application to the MPFA for loan. Council Member Fagerlie seconded the motion which carried.

Following discussion Council Member Fagerlie made a motion to introduce a resolution to set a Public Hearing for March 17, 2014 to consider an Ordinance Authorizing the issuance of G.O. Revenue Notes in the amount of \$2,730,000. Council Member Nelsen seconded the motion which carried.

Item No. 7 1302 Final Budget (Resolution)

Staff presented the 1302 Final Budget which is based on the Council approved contracts for Willmar Avenue, Willmar Avenue Quiet Zone, and 4th Avenue in the Industrial Park. After committee review Council Member Fagerlie made a motion to introduce a resolution to approve the Final Budget for Project 1302 at \$2,379,768. Council Member Nelsen seconded the motion which carried.

Item No. 8 Local Option Sales Tax Summary Report (Information)

Staff presented the status of the Local Option Sales Tax Fund, informing the Committee that the second Local Option Sales Tax expired on December 31, 2012. The fund (220) was closed in 2012 by City Council action and the remaining funds (\$8,899,441) were transferred to the Industrial Development Fund (205) and designated for the redevelopment of the old City airport land. Other activity in 2012 was the recapture of funds for the Willmar Avenue realignment, due to land release issues with the FAA, the payment of taxes, and the removal of FAA equipment. The balance starting 2013 was \$9,347,031.

The committee reviewed the 2013 activity of Industrial Land Reclamation, the Western Collector, Project 1302 Willmar Avenue realignment and Quiet Zone, Robbins Island Bike Path and Market Value Reductions. Also discussed were projects approved for 2014 of Civic Center Improvements, Industrial Park Development, Bike Path Improvements and preliminary work on the Lakeland Drive Bike Path.

The committee received this for information at this time, directing staff to review the present policy of allocating the Investment Market Value fluctuations for discussion at the next meeting, so the committee could reinstate a possible \$722,393 for eligible projects. The committee would also like to have more

discussion on total costs for all projects past, present and future at its next meeting.

Item No. 9 Old Business (Information)

There was no old business.

Item No. 10 New Business (Information)

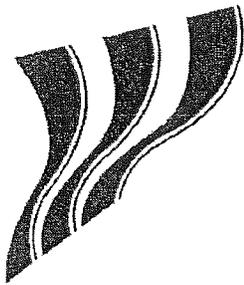
There was no new business

There being no further business to come before the Committee, the meeting was adjourned at 5:55 p.m. by Chair Anderson.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Steve B. Okins". The signature is fluid and cursive, with a long horizontal stroke at the end.

Steve B. Okins
Finance Director



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

Agenda Item Number: 3
Meeting Date: February 10, 2014
Attachments: Yes No

CITY COUNCIL ACTION

Date: February 18, 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: Willmar Municipal Utilities 2013 Financial Report

Recommended Action: Receive and review the Willmar Municipal Utilities 2013 Financial Report.

Background/Summary: Representatives from the Municipal Utilities are scheduled to attend this Finance Committee Meeting to present their 2013 Financial Report and to answer questions from the Committee.

Alternatives: N/A

Financial Considerations: Observe Willmar Municipal Utilities' financial status as of 2013.

Preparer: Steve Okins, Finance Director

Signature: 

Comments:

**Willmar Municipal Utilities
Condensed Balance Sheet (millions)
December 31, 2013 and 2012**

ASSETS

	<u>2013</u>	<u>2012</u>
Net Utility Plant	\$29.6	\$30.6
Restricted funds and accounts	12.5	11.3
Current assets	14.7	13.5
Other assets	0.0	0.1
Total assets	<u>\$ 56.8</u>	<u>\$ 55.5</u>

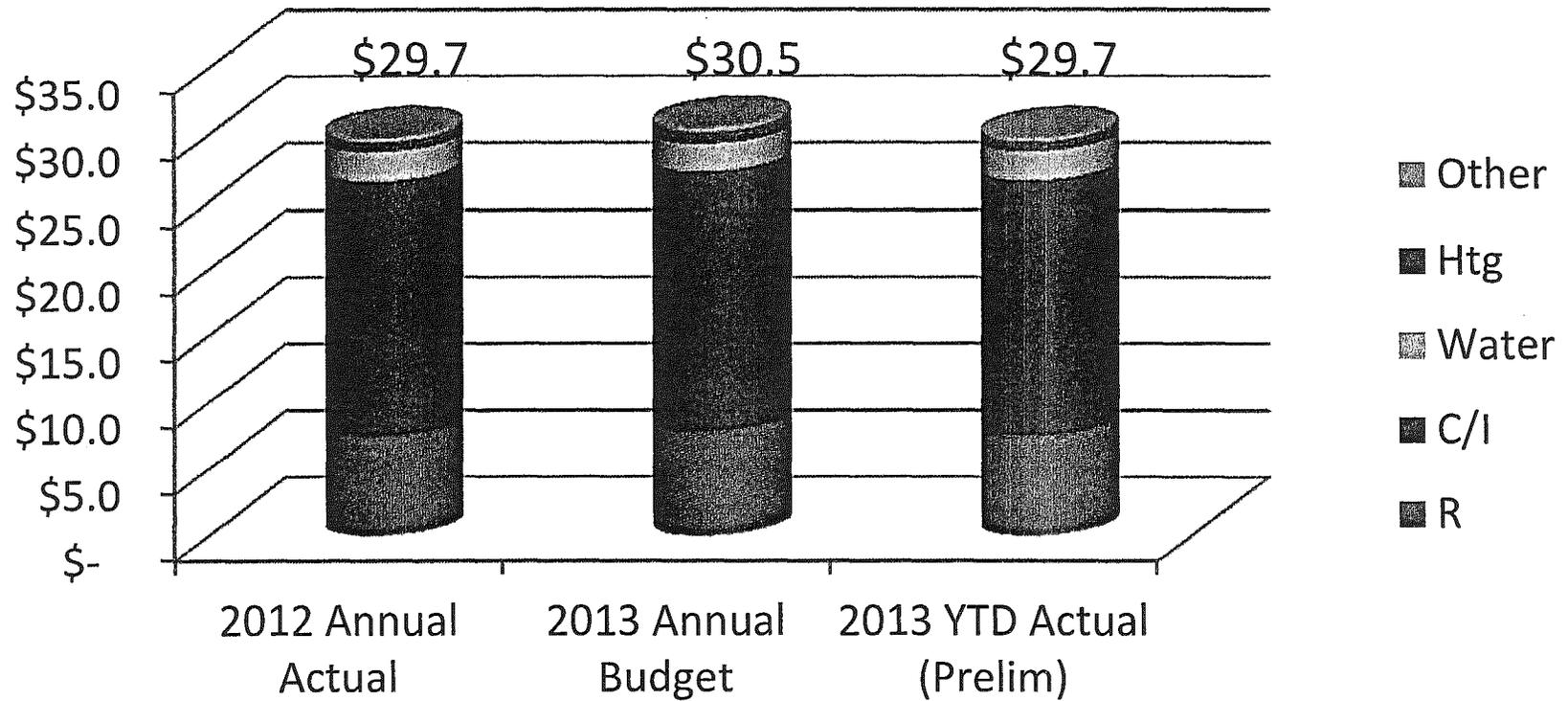
LIABILITIES AND FUND EQUITY

	<u>2013</u>	<u>2012</u>
Fund equity	\$ 46.3	43.7
Long-term debt, less current portion	8.4	8.8
Current liabilities	2.1	3.0
Total liabilities and fund equity	<u>\$56.8</u>	<u>\$55.5</u>



2013 Revenues

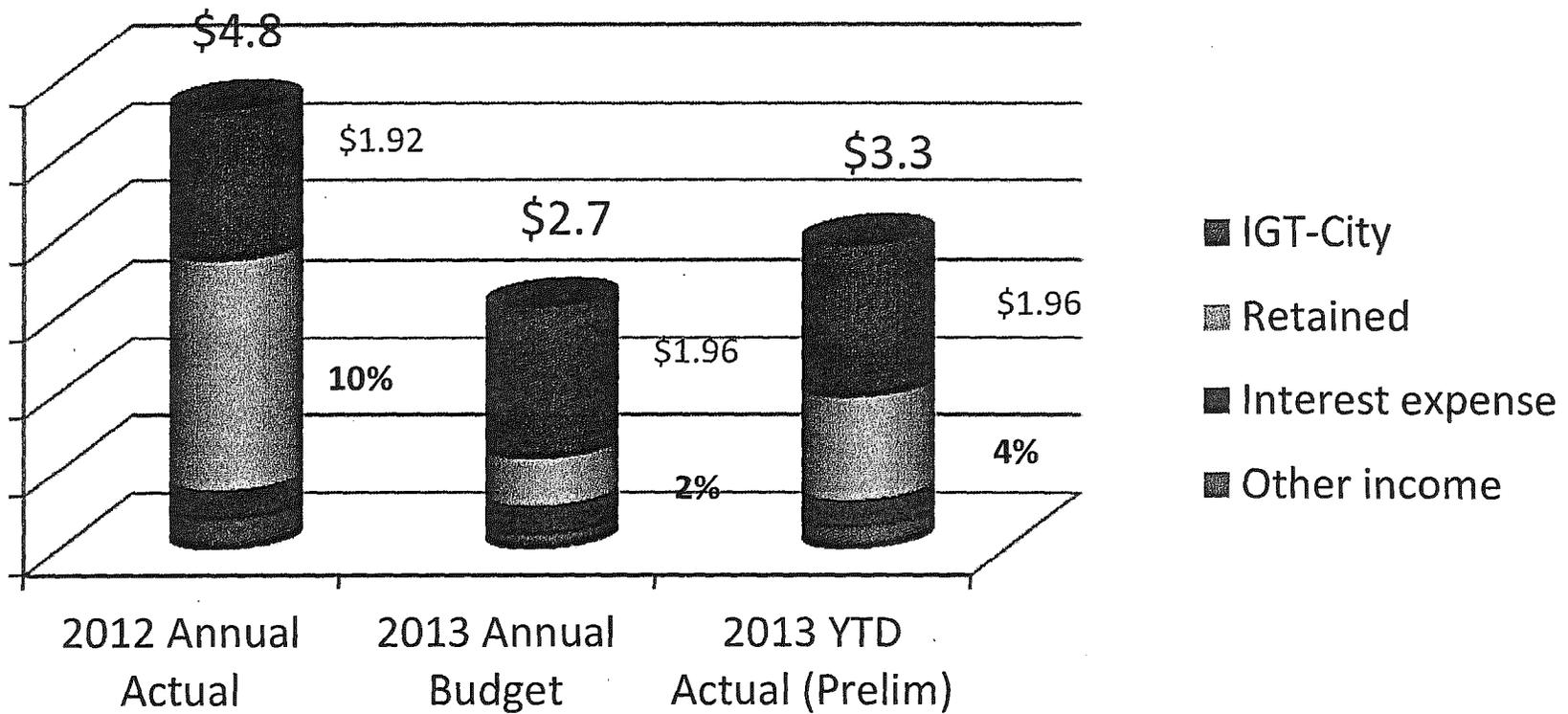
(millions)





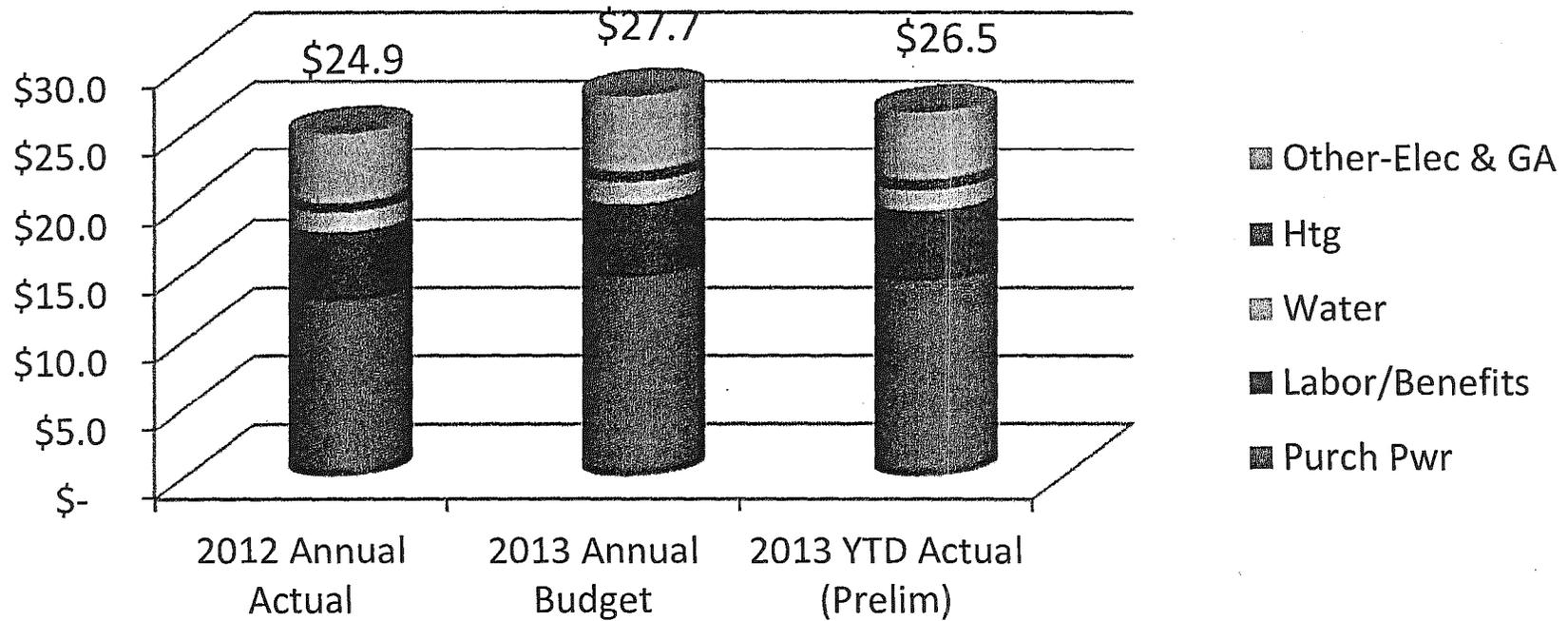
2013 Operating Income

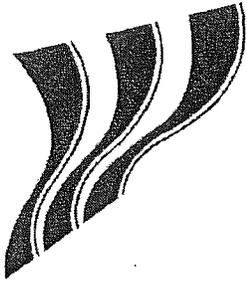
(millions)





2013 Operating Expenses (millions)





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

Agenda Item Number: 4
Meeting Date: February 24, 2014
Attachments: ___ Yes ___ No

CITY COUNCIL ACTION

Date: March 3, 2014

- Approved Denied
 Amended Tabled
 Other

Originating Department: City Clerk-Treasurer

Agenda Item: Consideration of Fire Contract for Willmar Township

Recommended Action:

Approve the Contract with Willmar Township and Authorize the Mayor and City Administrator to Execute the Contract.

Background/Summary:

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

	Dovre Township	Willmar Township
2014	\$27,198.20	\$47,706.46
2013	\$29,434.58	\$33,704.96
2012	\$30,487.92	\$20,540.54
2011	\$22,415.12	\$19,301.12
2010	\$33,181.40	\$24,889.30
2009	\$28,632.46	\$34,973.04

Alternatives: Discontinue Fire Suppression Services for Township Area

Financial Considerations: \$47,706.46 for the Townships Fiscal Year

Preparer: City Clerk-Treasurer

Signature:

Comments: Approve the Contract for 2014 Fire Services

AGREEMENT FOR FIRE DEPARTMENT SERVICE

THIS AGREEMENT, made this _____ day of _____, 2014, by and between the City of Willmar, a municipal corporation of Kandiyohi County, Minnesota, hereinafter referred to as "City", and the Township of Willmar, a political subdivision of the State of Minnesota, hereinafter referred to as "Township".

WHEREAS, the Township deems it advisable to have available for the benefit of the residents of said Township services of the City's Fire Department, and the electors of said Township having, pursuant to law, provided a fund for the furnishing of said services, and

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

NOW, THEREFORE, IT IS AGREED between the parties hereto, that for the period commencing April 1, 2014, and terminating March 31, 2015, the Fire Department of the City will answer fire calls within the Township of Willmar which the City is requested to answer by the township, and will respond to such calls with such fire fighting apparatus of the City Fire Department as may be authorized by the Insurance Services Office, and all equipment and resources deemed necessary by the incident commander, and will render all assistance possible in the saving of life and property, subject to City retaining in its corporate limits sufficient firefighters and equipment to maintain its fire class rating, and subject to the terms of this Agreement.

As payment for such services, the Township agrees to pay, pursuant to the formula attached hereto and made a part hereof, the amount of FORTY-SEVEN THOUSAND, SEVEN HUNDRED SIX DOLLARS AND FORTY-SIX CENTS (\$47,706.46) payable TWENTY-THREE THOUSAND, EIGHT HUNDRED FIFTY-THREE DOLLARS AND TWENTY-THREE CENTS, (\$23,853.23) on April 1, 2014, and TWENTY-THREE THOUSAND, EIGHT HUNDRED FIFTY-THREE DOLLARS AND TWENTY-THREE CENTS, (\$23,853.23) on October 1, 2014.

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

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

depreciation costs and administration and training costs which will not be a part of the individual billing statements.

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

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

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

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

CITY OF WILLMAR, A MUNICIPAL CORPORATION

BY: _____
FRANK YANISH, MAYOR

(S E A L)

BY: _____
CHARLENE STEVENS, CITY ADMINISTRATOR

(S E A L)

In the Presence of:

TOWNSHIP OF WILLMAR

BY: _____
DONAVON C. MONSON, CHAIRMAN

(S E A L)

BY: _____
DUWAYNE A. UNDERTHUN, SUPERVISOR

(S E A L)

February 10, 2014

Market Value "Building" Totals Only

CITY OF WILLMAR (95)	\$815,648,600
-----------------------------	----------------------

WILLMAR TOWNSHIP (33)	34,718,100
------------------------------	-------------------

DOVRE TOWNSHIP

All of Section 34	\$2,391,200
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All of Section 35	\$13,397,300
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All of Section 36	\$4,463,800
-------------------	-------------

All of Section 27	\$1,241,600
-------------------	-------------

All of Section 26	\$8,788,500
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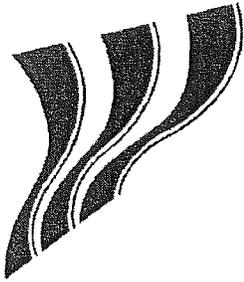
All of Section 25	\$20,068,200
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\$50,350,600

Dovre Township					
Date	Location	Description	Firefighters Responding	Call Hours	Hours Paid
3/18/13	N Hwy 71&37 th Ave	Motor Vehicle Accident	16	2	32
7/16/13	N Hwy 71 & Co Rd 25	Good Intent Call	22	1	22
10/18/13	4820 H Hwy 71	Reported transformer fire	17	1	17
11/14/13	2894 NE 47 th Ave	Smoke Detector activation	18	1	18
					Total - 89

Willmar Township					
Date	Location	Description	Firefighters Responding	Call Hours	Hours Paid
2/15/13	SW 15 th ST & 30 th Ave	Passenger Vehicle Fire	20	2	40
2/21/13	SW Hwy 23 & Co. Rd 5	Motor Vehicle Accident	17	1	17
5/13/13	SW Co Rd 5 & Co Rd 15	Motor Vehicle Accident	18	2	36
6/11/13	4773 Hwy 71 S	Building Fire – 111	32	13	416
6/27/13	30 th St SW & Co Rd 15	Motor Vehicle Accident	15	2	30
8/9/13	4700 Blk of S Hwy 71	Motor Vehicle Accident	12	1	12
9/4/13	1 st Ave W & 45 th ST NW	Gas Smell	19	1	19
10/21/13	W Hwy 23 & Co Rd 5	Motor Vehicle Accident	16	2	32
11/14/13	¼ mile E of Lakeland Drive	Heavy Equipment Fire	16	2	32
12/31/13	4949 Hwy 12 West	Car Fire	13	1	13
					Total - 647

Total CITY firefighter hours for 2013: 5,316



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

Agenda Item Number: 5

Meeting Date: February 24, 2014

Attachments: Yes No

CITY COUNCIL ACTION

Date: March 3, 2014

- Approved Denied
 Amended Tabled
 Other

Originating Department: Engineering / Public Works

Agenda Item: Consideration of 2014 Street Improvement Budgets

Recommended Action: Approve five individual project budgets and set hearing date to approve bond financing for the projects.

Background/Summary:

Annual proposed Street Improvement program historically in the \$1,000,000 to \$2,000,000 bonding revenue. 2014 is estimated at \$1,205,000.

Alternatives: Approve as presented to reduce or remove any projects as listed.

Financial Considerations:

Preparer: Steven B. Okins, Finance Director

Signature:

Comments:

Numbered Project List for 2014

2-19-14

1401

Reconstruction

Gorton Avenue NW – 7th Street NW to 10th Street NW (SAP NO. 175-129-009)

9th St. NW - Campbell Avenue NW to Ella Avenue NW

1403

Overlay

23rd Street SW – Trott Avenue SW to 320 feet north

10th Street SW - Kandiyohi Avenue SW to Litchfield Avenue SW

9th Street SW - Kandiyohi Avenue SW to Litchfield Avenue SW

7th Street SE – Willmar Avenue SE to former Waste Water Treatment Plant

25th Street SE – 7th Avenue SE to 4th Avenue SE

1404

New Construction

12th Street SE – 11th Avenue SE to Willmar Avenue SE

1405

New Construction

Industrial Park Fourth Addition Improvements

1407

Street Lighting

Willmar Avenue SW – 22nd Street SW to 30th Street SW

1406

Crack sealing

1408

Seal coating

1310

Lakeland Drive Interceptor (2014 Construction)

APPENDIX A

Cost Summary

COST SUMMARY

2014 IMPROVEMENT PROJECTS

CITY OF WILLMAR, MN

BMI PROJECT NUMBER: W18.107167

TYPE OF IMPROVEMENT	TOTAL COST	CATEGORY			
		STREET	STORM	SANITARY	WATER
RECONSTRUCTION AREAS	\$965,700.00	\$619,000.00	\$124,300.00	\$121,600.00	\$100,800.00
12TH STREET SE	\$390,110.00	\$245,220.00	\$27,690.00	\$50,530.00	\$66,670.00
INDUSTRIAL PARK 4TH ADDITION	\$3,771,900.00	\$2,509,600.00	\$485,400.00	\$372,500.00	\$404,400.00
WILLMAR AVENUE STREET LIGHTING	\$58,190.00	\$58,190.00	-	-	-
OVERLAY AREAS	\$372,150.00	\$372,150.00	-	-	-
TOTAL	\$5,558,050.00	\$3,804,160.00	\$637,390.00	\$544,630.00	\$571,870.00

RESOLUTION NO. ____
PRELIMINARY 1401 RECONSTRUCTION BUDGET

ESTIMATED TOTAL COST \$965,700

*Budget Amounts are Essential

Dated: March 3, 2014

Code

PERSONNEL SERVICES

10*	Salaries Reg. Employees	
11*	Overtime Reg. Employees	
12*	Salaries Temp. Employees	
13*	Employer Pension Contr.	
14*	Employer Ins. Contr.	
	TOTAL	\$0.00

SUPPLIES

20*	Office Supplies	
21*	Small Tools	
22*	Motor Fuels & Lubricants	
23*	Postage	
24	Mtce. of Equipment	
25	Mtce. of Structures	
26	Mtce. of Other Improvements	
27	Subsistence of Persons	
28	Cleaning & Waste Removal	
29*	General Supplies	
	TOTAL	\$0.00

OTHER SERVICES

30	Communications	
31*	Printing & Publishing	
32	Utilities	
33*	Travel-Conf.-Schools	
34	Mtce. of Equipment	
35	Mtce. of Structures	
36*	Mtce. of Other Impr.	\$877,909.00
37	Subsistence of Persons	
38	Cleaning & Waste Removal	
39*	Other Services	\$87,791.00
	TOTAL	\$965,700.00

OTHER CHARGES

40	Rents	
41*	Insurance & Bonds	
42	Awards & Indemnities	
43	Subscription/Memberships	
44	Interest	
45	Licenses & Taxes	
46*	Prof. Serv.	
47*	Advertising	
48*	Adm. OH (Transfer)	
49	Other Charges	
	TOTAL	\$0.00

GRAND TOTAL **\$965,700.00**

RECEIVABLES

Property Owners	\$148,461.00
County	
State-MSA	\$467,920.00
City-WTP	\$30,400.00
City-MUC	\$25,200.00
Other	\$293,719.00
TOTAL	\$965,700.00

FINANCING

Bonds	\$442,180.00
State-MSA	\$467,920.00
City-WTP	\$30,400.00
City-MUC	\$25,200.00
Other	
TOTAL	\$965,700.00

GRAND TOTAL **\$965,700.00**

Dated: March 3, 2014

Mayor

Attest:

City Clerk/Treasurer

RESOLUTION NO. ____
PRELIMINARY 1403 OVERLAY BUDGET

ESTIMATED TOTAL COST \$372,150

*Budget Amounts are Essential

Dated: March 3, 2014

Code

PERSONNEL SERVICES

10* Salaries Reg. Employees
11* Overtime Reg. Employees
12* Salaries Temp. Employees
13* Employer Pension Contr.
14* Employer Ins. Contr.
TOTAL **\$0.00**

RECEIVABLES

Property Owners \$273,026.00
County
State-MSA
City-WTP
City-MUC
Other \$99,124.00
TOTAL **\$372,150.00**

SUPPLIES

20* Office Supplies
21* Small Tools
22* Motor Fuels & Lubricants
23* Postage
24 Mtce. of Equipment
25 Mtce. of Structures
26 Mtce. of Other Improvements
27 Subsistence of Persons
28 Cleaning & Waste Removal
29* General Supplies
TOTAL **\$0.00**

FINANCING

Bonds \$372,150.00
State-MSA
City-WTP
City-MUC
Other
TOTAL **\$372,150.00**

GRAND TOTAL **\$372,150.00**

Dated: March 3, 2014

OTHER SERVICES

30 Communications
31* Printing & Publishing
32 Utilities
33* Travel-Conf.-Schools
34 Mtce. of Equipment
35 Mtce. of Structures
36* Mtce. of Other Impr. \$338,318.00
37 Subsistence of Persons
38 Cleaning & Waste Removal
39* Other Services \$33,832.00
TOTAL **\$372,150.00**

Mayor

Attest:

OTHER CHARGES

40 Rents
41* Insurance & Bonds
42 Awards & Indemnities
43 Subscription/Memberships
44 Interest
45 Licenses & Taxes
46* Prof. Serv.
47* Advertising
48* Adm. OH (Transfer)
49 Other Charges
TOTAL **\$0.00**

City Clerk/Treasurer

GRAND TOTAL **\$372,150.00**

RESOLUTION NO. ____
PRELIMINARY 1404 NEW CONSTRUCTION BUDGET

ESTIMATED TOTAL COST \$390,110

*Budget Amounts are Essential

Dated: March 3, 2014

Code

PERSONNEL SERVICES		RECEIVABLES	
10*	Salaries Reg. Employees	Property Owners	\$390,110.00
11*	Overtime Reg. Employees	County	
12*	Salaries Temp. Employees	State-MSA	
13*	Employer Pension Contr.	City-WTP	
14*	Employer Ins. Contr.	City-MUC	
	TOTAL	Other	
	\$0.00	TOTAL	\$390,110.00

SUPPLIES		FINANCING	
20*	Office Supplies	Bonds	\$390,110.00
21*	Small Tools	State-MSA	
22*	Motor Fuels & Lubricants	City-WTP	
23*	Postage	City-MUC	
24	Mtce. of Equipment	Other	
25	Mtce. of Structures	TOTAL	\$390,110.00
26	Mtce. of Other Improvements		
27	Subsistence of Persons		
28	Cleaning & Waste Removal	GRAND TOTAL	\$390,110.00
29*	General Supplies		
	TOTAL		
	\$0.00		

Dated: March 3, 2014

OTHER SERVICES	
30	Communications
31*	Printing & Publishing
32	Utilities
33*	Travel-Conf.-Schools
34	Mtce. of Equipment
35	Mtce. of Structures
36*	Mtce. of Other Impr.
	\$354,645.00
37	Subsistence of Persons
38	Cleaning & Waste Removal
39*	Other Services
	\$35,465.00
	TOTAL
	\$390,110.00

Mayor

Attest:

OTHER CHARGES	
40	Rents
41*	Insurance & Bonds
42	Awards & Indemnities
43	Subscription/Memberships
44	Interest
45	Licenses & Taxes
46*	Prof. Serv.
47*	Advertising
48*	Adm. OH (Transfer)
49	Other Charges
	TOTAL
	\$0.00
	GRAND TOTAL
	\$390,110.00

City Clerk/Treasurer

RESOLUTION NO. ____
 PRELIMINARY 1405 INDUSTRIAL PARK BUDGET

ESTIMATED TOTAL COST \$3,771,900

*Budget Amounts are Essential

Dated: March 3, 2014

Code

PERSONNEL SERVICES	
10*	Salaries Reg. Employees
11*	Overtime Reg. Employees
12*	Salaries Temp. Employees
13*	Employer Pension Contr.
14*	Employer Ins. Contr.
	TOTAL
	\$0.00

SUPPLIES	
20*	Office Supplies
21*	Small Tools
22*	Motor Fuels & Lubricants
23*	Postage
24	Mtce. of Equipment
25	Mtce. of Structures
26	Mtce. of Other Improvements
27	Subsistence of Persons
28	Cleaning & Waste Removal
29*	General Supplies
	TOTAL
	\$0.00

OTHER SERVICES	
30	Communications
31*	Printing & Publishing
32	Utilities
33*	Travel-Conf.-Schools
34	Mtce. of Equipment
35	Mtce. of Structures
36*	Mtce. of Other Impr.
	\$3,429,000.00
37	Subsistence of Persons
38	Cleaning & Waste Removal
39*	Other Services
	\$342,900.00
	TOTAL
	\$3,771,900.00

OTHER CHARGES	
40	Rents
41*	Insurance & Bonds
42	Awards & Indemnities
43	Subscription/Memberships
44	Interest
45	Licenses & Taxes
46*	Prof. Serv.
47*	Advertising
48*	Adm. OH (Transfer)
49	Other Charges
	TOTAL
	\$0.00

GRAND TOTAL **\$3,771,900.00**

RECEIVABLES	
	Property Owners
	County
	State-MSA
	City-LOST
	\$3,771,900.00
	City-MUC
	Other
	TOTAL
	\$3,771,900.00

FINANCING	
	Bonds
	State-MSA
	City-LOST
	\$3,771,900.00
	City-MUC
	Other
	TOTAL
	\$3,771,900.00

GRAND TOTAL **\$3,771,900.00**

Dated: March 3, 2014

Mayor

Attest:

City Clerk/Treasurer

RESOLUTION NO. ____
PRELIMINARY 1407 STREET LIGHTING BUDGET

ESTIMATED TOTAL COST \$58,190

*Budget Amounts are Essential

Dated: March 3, 2014

Code

PERSONNEL SERVICES

10*	Salaries Reg. Employees	
11*	Overtime Reg. Employees	
12*	Salaries Temp. Employees	
13*	Employer Pension Contr.	
14*	Employer Ins. Contr.	
	TOTAL	\$0.00

SUPPLIES

20*	Office Supplies	
21*	Small Tools	
22*	Motor Fuels & Lubricants	
23*	Postage	
24	Mtce. of Equipment	
25	Mtce. of Structures	
26	Mtce. of Other Improvements	
27	Subsistence of Persons	
28	Cleaning & Waste Removal	
29*	General Supplies	
	TOTAL	\$0.00

OTHER SERVICES

30	Communications	
31*	Printing & Publishing	
32	Utilities	
33*	Travel-Conf.-Schools	
34	Mtce. of Equipment	
35	Mtce. of Structures	
36*	Mtce. of Other Impr.	\$52,900.00
37	Subsistence of Persons	
38	Cleaning & Waste Removal	
39*	Other Services	\$5,290.00
	TOTAL	\$58,190.00

OTHER CHARGES

40	Rents	
41*	Insurance & Bonds	
42	Awards & Indemnities	
43	Subscription/Memberships	
44	Interest	
45	Licenses & Taxes	
46*	Prof. Serv.	
47*	Advertising	
48*	Adm. OH (Transfer)	
49	Other Charges	
	TOTAL	\$0.00

GRAND TOTAL **\$58,190.00**

RECEIVABLES

Property Owners	
County	
State-MSA	
City-LOST	\$58,190.00
City-MUC	
Other	
TOTAL	\$58,190.00

FINANCING

Bonds	
State-MSA	
City-LOST	\$58,190.00
City-MUC	
Other	
TOTAL	\$58,190.00

GRAND TOTAL **\$58,190.00**

Dated: March 3, 2014

Mayor

Attest:

City Clerk/Treasurer

EXTRACT OF MINUTES OF A MEETING OF THE
CITY COUNCIL OF THE
CITY OF WILLMAR, MINNESOTA

HELD: March 3, 2014

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Willmar, Minnesota, was duly held at the Municipal Utilities Building in said City on the 3rd day of March, 2014, at 7:00 o'clock P.M.

The following members were present:

and the following were absent:

Member _____ introduced the following resolution and moved its adoption:

RESOLUTION NO. _____
RESOLUTION CALLING FOR PUBLIC HEARING ON AN
ORDINANCE AUTHORIZING THE ISSUANCE
OF \$1,205,000 GENERAL OBLIGATION IMPROVEMENT
BONDS, SERIES 2014B AND LEVYING TAXES FOR
THE PAYMENT THEREOF

WHEREAS:

A. The City of Willmar has heretofore undertaken to construct certain improvements pursuant to Minnesota Statutes, Chapter 429, as more fully described in the proposed Ordinance set forth below.

B. Said improvements have heretofore been duly incorporated into the City's capital Program in accordance with the City Charter.

C. It is necessary and desirable that the City of Willmar issue its general obligation improvement bonds in the principal amount of \$1,205,000 to finance various improvement projects in the City.

D. Section 2.12 of the City Charter requires that acts of the City Council which authorize the borrowing of money and levying of taxes shall be by ordinance.

E. Councilmember _____ introduced an Ordinance entitled "An Ordinance Authorizing the Issuance of \$1,205,000 General Obligation Improvement Bonds, Series 2014B".

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

1. The City Clerk is authorized and directed to distribute a copy of said Ordinance to each Council Member, to the Mayor, and to the City Attorney, and to file a reasonable number of copies of the Ordinance in the office of the City Clerk and the following other public places:

- A. _____
- B. _____
- C. _____

2. This Council shall meet at the time and place specified in the form of notice hereinafter contained for the purpose of conducting a public hearing on the Ordinance and considering the Ordinance for adoption.

3. The City Clerk is hereby authorized and directed to cause notice of the time, place and purpose of said public hearing to be published in the local official newspaper of the City not less than seven days in advance of the date of hearing as required by the City Charter, which notice shall be substantially the following form:

(Remainder of this page intentionally left blank)

NOTICE OF PUBLIC HEARING
ON THE ADOPTION OF AN ORDINANCE

NOTICE IS HEREBY GIVEN by the City Council of the City of Willmar, Minnesota, that the City Council will conduct a public hearing on and consider adoption of the Ordinance described below at the Municipal Utilities Building in the City of Willmar, Minnesota, at _____ o'clock p.m. on the 17th day of March, 2014 said proposed Ordinance is as follows:

AN ORDINANCE AUTHORIZING THE ISSUANCE OF \$1,205,000
GENERAL OBLIGATION IMPROVEMENT BONDS, SERIES
2014B AND THE LEVYING OF TAXES TO SECURE PAYMENT
THEREFOR.

The City of Willmar hereby ordains:

1. In accordance with Minnesota Statutes, Chapter 429, the City of Willmar has heretofore determined to construct the following improvements:

<u>Project</u>	<u>Total Cost</u>	<u>Amount to be Financed</u>	<u>Amount to be Assessed</u>
2014 Improvements (Projects 1401, 1403 and 1404)	\$1,727,960	\$1,205,000	\$811,597

2. In order to finance said improvements it is necessary to issue General Obligation Improvement Bonds of the City in the amount of \$1,205,000.

3. For the purposes of complying with Minnesota Statutes, Section 475.61, there will be levied a direct ad valorem tax upon all taxable property in the municipality in such amounts as are required by law to secure payment of said Bonds.

4. This Ordinance is adopted in order to authorize the borrowing of money and the issuance of general obligation bonds and the levying of taxes therefore as provided in Section 2.12 of the City Charter. Further details shall be set forth by resolution.

Such persons as desire to be heard with reference to the proposed Ordinance will be heard at this hearing.

By Order of the City Council

/S/ Kevin Halliday
City Clerk

4. Upon sale of said bonds, the City Clerk shall compute the levy made by said Ordinance No. _____ commencing in or about the year 2014 and ending in or about the year 2023 upon all taxable property in the City, which tax shall be spread upon the tax rolls and collected with and as part of other general property taxes in said City in such an amount as is necessary to comply with Minnesota Statutes, Section 475.61(1). Said tax levy shall be irrevocable so long as any of said bonds are outstanding and unpaid, provided that the City reserves the right and power to reduce the levies in the manner and to the extent permitted by Minnesota Statutes, Section 475.61(3).

5. No bonds shall be issued and no tax levy shall be effective in accordance with this resolution until (a) after the Ordinance has been duly adopted and published in accordance with the City Charter, and (b) the applicable 15 day period has elapsed with respect to said Ordinance and all appropriate bond resolutions during which period no Certificate of Intent is filed in accordance with Section 7.04(j) of the City Charter.

The motion for the adoption of the foregoing resolution was duly seconded by member _____ and upon a vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

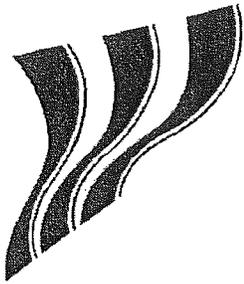
Whereupon said resolution was declared duly passed and adopted.

STATE OF MINNESOTA)
COUNTY OF KANDIYOHI) ss.
CITY OF WILLMAR)

I, the undersigned, being the duly qualified and acting Clerk of the City of Willmar, Minnesota, DO HEREBY CERTIFY that I have carefully compared the attached and foregoing extract of minutes with the original minutes of a meeting of the City Council held on the date therein indicated, which are on file and of record in my office, and the same is a full, true and complete transcript therefrom insofar as the same relates to resolution calling for public hearing on an Ordinance Authorizing Issuance of \$1,205,000 General Obligation Improvement Bonds, Series 2014B.

WITNESS my hand as such Clerk this _____ day of _____, 2014.

City Clerk



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

Agenda Item Number: 6

Meeting Date: February 24, 2014

Attachments: X Yes No

CITY COUNCIL ACTION

Date: March 3, 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: Consideration of Lakeland Drive Financing

Recommended Action: Set a hearing for March 17, 2014, to consider and approve financing for the Lakeland Drive sewer improvements and pass intent to reimburse. Resolution is Minnesota Public Facilities Authority format.

Background/Summary:

As the MinnWest Lift Station and Lakeland Drive sewer project progresses, Minnesota Public Facilities Authority loan application and financing requires Council action to finance the project.

Alternatives: Deny hearing date, pass Resolution, or cancel the project.

Financial Considerations:

Preparer: Steven B. Okins, Finance Director

Signature:

Comments:

EXTRACT OF MINUTES OF A MEETING OF THE
CITY COUNCIL OF THE
CITY OF WILLMAR, MINNESOTA

HELD: March 3, 2014

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Willmar, Minnesota, was duly held at the Municipal Utilities Building in said City on the 3rd day of March, 2014, at 7:00 o'clock P.M.

The following members were present:

and the following were absent:

Member _____ introduced the following resolution and moved its adoption:

RESOLUTION NO. _____
RESOLUTION AUTHORIZING APPLICATION TO THE MINNESOTA PUBLIC
FACILITIES AUTHORITY FOR A LOAN FOR IMPROVEMENTS TO ITS MUNICIPAL
WASTEWATER TREATMENT SYSTEM

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

BE IT FURTHER RESOLVED that the City of Willmar estimates the loan amount to be \$2,730,000 or the as-bid cost of the project.

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

BE IT FURTHER RESOLVED that the City of Willmar hereby expresses its official intent to use proceeds of this loan to reimburse construction expenditures made prior to the issuance of its general obligation bond to the Public Facilities Authority.

~~The motion for the adoption of the foregoing resolution was duly seconded by member _____ and upon a vote being taken thereon, the following voted in favor thereof:~~

and the following voted against the same:

Whereupon said resolution was declared duly passed and adopted.

STATE OF MINNESOTA)
COUNTY OF KANDIYOHI) ss.
CITY OF WILLMAR)

I, the undersigned, being the duly qualified and acting Clerk of the City of Willmar, Minnesota, DO HEREBY CERTIFY that I have carefully compared the attached and foregoing extract of minutes with the original minutes of a meeting of the City Council held on the date therein indicated, which are on file and of record in my office, and the same is a full, true and complete transcript therefrom insofar as the same relates to resolution authorizing application to the Minnesota Public Facilities Authority for a loan for improvements to its municipal wastewater treatment system.

WITNESS my hand as such Clerk this _____ day of _____, 2014.

City Clerk

Steve Okins

From: Kathy Aho <kaho@springsted.com>
Sent: Monday, February 24, 2014 2:53 PM
To: Steve Okins
Cc: Brenda Krueger; Jennifer Boulton (jboulton@kennedy-graven.com); Kimberly Ganley (kganley@kennedy-graven.com); Kindra Carlson (kcarlson@bollig-engineering.com); Brian Bollig (bbollig@bollig-engineering.com)
Subject: PFA Loan application submittal resolution 2013-02-20
Attachments: PFA Loan application submittal resolution 2013-02-20.docx

There was an error on the extract page of this document. This has the correction in it and should be used tonight.

Kathleen A. Aho, CIPFA
President

Springsted Incorporated
380 Jackson Street, Suite 300
Saint Paul, Minnesota 55101-2887

651-223-3048
651-223-3002 Fax
kaho@springsted.com

Visit us at www.springsted.com

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**Minnesota Public Facilities Authority
Loan Application**

(Example Application Resolution)

RESOLUTION OF APPLICATION

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

BE IT FURTHER RESOLVED that the City of _____ estimates the loan amount to be \$_____ or the as-bid cost of the project.

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

Reimbursement provision (see note below*)

BE IT FURTHER RESOLVED that the City of _____ hereby expresses its official intent to use proceeds of this loan to reimburse construction expenditures made prior to the issuance of its general obligation bond to the Public Facilities Authority.

I CERTIFY THAT the above resolution was adopted by the _____ City Council on _____ (month, day, and year).

SIGNED:

WITNESSED:

Name
Title

Name
Title

**The reimbursement provision above is not an application requirement and should be deleted from the resolution if it is not the municipality's intent to reimburse itself for construction expenditures made prior to the issuance of its general obligation bond to the Public Facilities Authority.*

**Minnesota Public Facilities Authority
Loan Application Checklist**

Please submit the following items with the loan application

- Forms 1 through 7 and information as requested
- Preliminary Cash Flow Projection: Submit projection linked to Forms 3 and 4 or an alternative format in lieu of the PFA worksheet. A preliminary cash flow analysis should identify a plan for generating adequate revenues. Amortization schedules for existing water and/or sewer debt must be submitted.
- Resolution of Application: an example is included with the loan application packet
- Audits: The last three years of annual financial statements
- Budget: The current annual city budget, including enterprise funds
- Ordinances and Fee Schedules: Copy of water, wastewater, or stormwater ordinance (enacted) and service charge system, as appropriate
- Inter-municipal Agreement (enacted) if more than one municipality is involved in the project
- Management Contract/Private Operator Agreement: For applicants who have engaged a private contract operator to manage its drinking water or wastewater system, a copy of the management contract.
- Copy of appraisal(s) and evidence of sale for eligible land purchase, if applicable
- Official Statement if applicant has issued bonds within the year

NOTE: If a current Official Statement is not available, the following information must be submitted.

- Certificate as to Taxes and Taxable Property, including 10 largest taxpayers. Obtain from the County Auditor. If the municipality is located in two counties, obtain a Certificate as to Taxes and Taxable Property from both counties.
- Population of the applicant in 1990, 2000 and 2010 and current year, based on the U. S. Census American Community Survey
- Listing of the 10 largest employers
- Listing of the number and value of building permits issued for the last five years
- Listing of planned capital financing projects within the next year
- As-bid costs, bid tabulations
- Final Cash Flow Projection: Submit updated projection or alternate documentation when project costs are finalized. The information should include the final plan and schedule for generating required revenues.

After Financing Approval Submit to Minnesota Management and Budget (MMB):

- Real Property Declaration and/or Waiver Certification Letter to MMB

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**Minnesota Public Facilities Authority
Loan Application
Form 1 – General Information**

1. APPLICANT		DUNS Number: 08-448-7289	
Applicant Name: City of Willmar, Minnesota Primary Municipal Contact: Charlene Stevens Title: City Administrator Address: 333 Sixth Street SW Willmar, MN 56201		County: Kandiyohi Phone: (320) 235-4913 Fax: (320) 235-4917 E-mail: cstevens@ci.willmar.mn.us	
Officials authorized to sign legal documents:			
Name: Frank Yanish		Title: Mayor	
Name: Charlene Stevens		Title: City Administrator	
2. Consultants and Advisors			
Consulting Engineer Name: Paul Jurek, PE Engineering Firm: Bollig Inc Address: 1700 Technology Drive NE, Ste 124 Willmar, MN 56201		Phone: (320) 235-2555 Fax: (320) 222-3067 E-mail: pjurek@bollig-engineering.com	
Bond Counsel (Attorney) Name: Jenny Boulton Firm: Kennedy & Graven		Phone: (612) 337-9202 Fax: (612) 337-9310 E-mail: jboulton@kennedy-graven.com	
Financial Advisor Name: Kathleen Aho Financial Advisor Firm: Springsted, Inc. Address: 380 Jackson Street, Ste 300 St. Paul, MN 55101-2887		Phone: (651) 223-3048 Fax: (651) 223-3002 E-mail: kaho@springsted.com	
Other Consultant Name: Other Consultant Firm: Address:		Phone: Fax: E-mail:	
Person responsible for prevailing wage compliance monitoring: Name: Bollig Inc Address: 1700 Technology Ave, Ste 124 Willmar, MN 56201		Phone: (320) 235-2555 Fax: (320) 222-3067 E-mail: kcarlson@bollig-engineering.com	
3. MPCA / MDH Engineer: Corey R. Mathisen, PE		Phone: (651) 757-2554	
4. Will a Public Utilities Commission be responsible for operation and maintenance of the project? If yes, provide information below: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
PUC Contact Person: N/A Contact Person Title: N/A Address: N/A		Phone: N/A Fax: N/A E-mail: N/A	
5. Is there a private operator contract or agreement in place for management and/or operation of the water or sewer system?: No If so, please identify private operator name:			
6. Proposed Sources of Financing (including PFA)			
Source	Amount Requested	Contact Person/Phone	Status
CWRF/DWRF loan (PFA)	\$2,730,000	See PFA Loan Officer Map	Applying

--	--	--	--

Minnesota Public Facilities Authority
Loan Application
Form 1 – Instructions

To use the application forms:

First save these files to your computer. The forms can be filled out electronically by using the TAB key to move from one blank to the next. Send one signed original of the completed forms, along with all of the required documentation (identified on the Checklist), to your PFA loan officer. Contact your PFA loan officer with any questions regarding the PFA programs, program requirements or the loan application.

Item 1. Identify the local governmental unit that is applying for the loan and the primary contact person. (*NOTE: The applicant must be the entity that will issue the General Obligation Revenue note or General Obligation Improvement note to the PFA.*)

Provide the municipality's DUNS Number which can be found at <http://fedgov.dnb.com/webform>

Identify the chief officials (elected or appointed) that are authorized to sign all official documents.

Identify who will be responsible for labor standards compliance monitoring.

Item 2. Identify the consulting engineer, bond counsel, financial advisor or and any other project consultant.

Item 3. Identify the engineer from the Minnesota Pollution Control Agency (MPCA) or Minnesota Department of Health (MDH) assigned to the project.

Item 4. State whether a Public Utilities Commission (PUC) will be responsible for operation and maintenance of the project. If yes, identify the contact person.

Item 5. State whether the applicant has an existing agreement with a private vendor for operation of the wastewater/drinking water system.

Item 6. List the proposed source(s) of financing for the project, starting with the CWRP / DWRP loan from the Public Facilities Authority. Provide documentation of other funding sources that will be used for the project.

**Minnesota Public Facilities Authority
Loan Application
Form 2a – Project Information**

1. Briefly describe the area to be served.

This project will affect the portion of the City of Willmar's collection system served by the Lakeland Drive Interceptor in the Northeastern portion of the city. The lift station serves Country Club Drive and Eagle Lake.

Discuss the problem/need and the proposed project.

The current lift station has several deficiencies, including lack of capacity, plugging, safety, lack of a standby power source, out-dated pumps and equipment, structural defects, and electrical code compliance issues.

The proposed project includes the reconstruction of the Lakeland Drive Interceptor and replacement of the existing MinnWest lift station (formerly known as the State Hospital Lift Station) which is located on the MinnWest Technology Campus on the north edge of Willmar adjacent to Hwy 23.

Identify other infrastructure projects planned for construction at the same time as the PFA project that may be related to the project (included in the same bid, shares road restoration costs, etc.). Describe how the projects are related:

NA

2. Identify other municipalities (cities and townships) or service areas to be served in project area.

Eagle Lake Sanitary District

Discuss ownership of collection or distribution system and how charges are billed for services. Provide a map of the project area to clarify if necessary.

The collection system is owned by the city and debt service will be paid from user rates.

3. Discuss source of data and basis for 20 year projected population as shown on Form 3c, Section 2.

Future population estimates summarized in 2006 Facilities Plan for Wastewater Collection and Treatment Facilities prepared by Donahue & Associates.

Are the projections consistent with historical trends? If not, why?

Yes

4. Identify whether the project site(s) are owned by the applicant, leased by the applicant, or other (specify):

The project site is on existing public right-of-way.

Will any part of the project occur on the public right-of-way or existing utility or transit corridors?

The project is on existing roadway and utility easements.

Will easements or land be purchased for the project?

No

(Note: a Real Property Declaration(s) identifying the property/project as "state bond financed property" will need to be recorded with the county recorder's office unless a waiver is granted by Minnesota Management and Budget (MMB). Some projects may need both a Declaration and waiver. See *Supplemental Information* packet.)

5. Discuss the financial condition of the water/sewer fund over the last three years (revenues, negative balances, existing debt, type of debt, changes in population and users).

Recent financial performance shows operating income is positive (before transfers and interest.) However, net income is negative (after transfers and interest) with net losses of \$1.67 million in 2011 and \$.7 million in 2012. Operating revenues have been increasing significantly each year, as a result of scheduled rate increases.

Explain any situations that have caused the water/sewer fund to operate at a loss.

In spite of increasing levels of operating revenues, these levels have not been sufficient to offset non-operating expenses (particularly those related to supplies and fuel at the new plant, along with interest on outstanding debt) and transfers out of the Utility fund.

Identify steps the applicant has taken to address the loss.

In 2012 the City of Willmar engaged Springsted Incorporated to review the financial performance of its Wastewater Utility, and to make recommendations on rate changes necessary to meet the Utility's required cash flow needs. Springsted concluded that in order for the city to cover its non-operating costs, and to restore the Utility to positive net income and adequate cash reserves, it was necessary to increase utility revenue by systematically increasing volume charges through 2017.

6. Specify the sources of revenue that will be pledged to repay the PFA loan. Provide preliminary cash flow and list assumptions used. Cash flow must include all existing and pending debt related to the water and/or sewer fund.

Operating revenue of the wastewater system fund.

7. Discuss current drinking water/sewer rates and any recent or planned rate increases. Discuss current charges for new connections and any recent or planned WAC/SAC increases.

City Ordinance no. 1348 adopted on June 17, 2013 outlines rate increases through 2017. (See attached)

The surcharge for total phosphorus (TP) will continue to be increased in the future to keep pace with anticipated treatment costs.

8. Identify if special assessments are proposed to pay debt service. (Note: If special assessments are proposed, the applicant will be required to provide additional information. Contact your PFA loan officer for more information and for a copy of the PFA special assessment guidance.)

No

Identify status of special assessment hearings and notices (required under Minnesota Statutes 429)

NA

Identify when special assessment revenue will be available for debt service payments.

NA

NOTE: Debt service payments begin within one year after approval of loan and are payable on **February 20** and **August 20**.

9. Identify if tax levies are proposed to pay debt service.

NA

Identify when tax levy revenue will be available for debt service payments.

NA

**Minnesota Public Facilities Authority
Loan Application
Form 2a – Instructions**

Item 1. Briefly describe the area to be served, the problem/need to be addressed and the proposed project.

Item 2. Identify each local governmental jurisdiction (cities and townships) in the project area. For each jurisdiction, indicate who owns the collection or distribution system and how the billing is handled. Provide a map.

Item 3. Discuss the basis for the 20 year population projections, including whether the projections are consistent with historical trends or why the projections are different.

Item 4. Identify the project site(s) needed for the project and the ownership/acquisition status. Note that a real property declaration will need to be filed with the county recorder's office unless a waiver is granted by Minnesota Management and Budget. An example declaration form and additional information is included in the **Supplemental Information** packet.

Item 5. Discuss the historical performance and financial condition of the drinking water/ sewer fund. Explain situations that have caused the water/sewer fund to operate at a loss and what steps the applicant has taken to address the loss.

Items 6 through 9. Please address each question. Specify the sources of revenue that will be used to repay the loan, including user charges, special assessments, tax levy and connection charges. Discuss current rates and charges and any recent or planned increases. Prior to receiving a loan, applicants must identify and establish dedicated source(s) of revenue sufficient to repay the loan and to cover operational and maintenance costs for the drinking water and or sewer system. Applicants proposing to levy special assessments for the project will need to provide additional information as a part of the loan application. Please contact your loan officer for the PFA's special assessment guidance.

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**Minnesota Public Facilities Authority
Loan Application
Form 2b – Project Information**

Note: The following questions are related to the type of security the applicant will issue to the PFA to secure the loan. The type of security pledged to the PFA has an impact on the interest rate on the transaction (i.e. whether the bond is tax-exempt or taxable). Some of this information may not be known at the time the application is submitted, but it is needed before PFA can move forward with a loan. The following questions may require the applicant to consult with bond counsel.

1. Does the project have any significant wastewater contributors or significant water users per the PFA definitions identified on the instructions for this form? If so, does the applicant have a significant user agreement with the contributor/user?

The city has one SIU Agreement with Jennie-O Turkey Store (JOTS). The City is coordinating the JOTS permit reissuance with the WWTF NPDES permit reissuance.

2. If the proposed project involves providing water/sewer services to a major private user, the project may raise private activity concerns and the PFA must be informed. Applicants should discuss any possible private activity considerations with their bond counsel. Does the project raise any possible private activity considerations? If yes, explain.

No

3. Applicant should discuss with their bond counsel the Minnesota statutory authority/authorities that the applicant will use to issue the debt to secure the PFA transaction (i.e. MN Statutes 115, 429, 444, 475). Identify the statutory authority.

Minnesota Statutes, Chapters 444 and 475

4. Identify the type of general obligation bond that will be issued to (i.e. improvement or revenue):

General Obligation Sewer Revenue Note

5. Identify whether the bond will be taxable or tax-exempt:

Tax Exempt

**Minnesota Public Facilities Authority
CWRP/DWRF Loan Application
Form 3a - Annual Operation and Maintenance Costs**

Instructions: Fill in all yellow highlighted cells.

Applicant Name: City of Willmar - Lakeland Drive

Current and estimated O&M costs for the applicant's Wastewater **system**

	Actual Expenditures From Last Audit	Current Year Estimate Based On Budget	Estimated When Project Begins Operation
Enter Year:	2013	2014	2014/2015
Salaries	598,542	676,912	808,801
Fringe Benefits	305,547	356,964	426,515
Indirect Costs	138,636	142,500	170,265
Contracts	66,993	108,500	129,640
Professional Memberships	5,218	4,100	4,899
Training	7,530	10,400	12,426
Subscriptions	-	-	-
Printing/Publishing/Postage	2,541	5,100	6,094
Electricity/Heating	630,570	700,000	836,388
Chemicals and Supplies	535,328	751,314	897,700
Testing	-	-	-
Capital Outlays*:			
- Equipment Purchase	15,505	-	-
- Other:	-	-	-
- Other:	-	-	-
Total	\$ 2,306,410	\$ 2,755,790	\$ 3,292,728

Name of Person Filling Out This Form: Kindra Carlson

Title: Funding Specialist

Firm/Organization: Bollig Inc

Phone: (320) 235-2555

E-mail address: kcarlson@bollig-engineering.com

Date: 2/6/2014

* Indicate actual and estimated capital outlays for purchase, construction, or permanent improvements to buildings, equipment, machinery, and land.

**Minnesota Public Facilities Authority
CWRP/DWRF Loan Application
Form 3b - Annual Debt Service Costs**

Instructions: Identify each outstanding series of bonds (original par amount, bond type, year issued) and annual debt service (principal + interest) for the applicable system (drinking water/wastewater/stormwater)

Applicant Name: City of Willmar - Lakeland Drive

Existing Debt Service For Wastewater **System**

	\$ 1,335,346 Plant Note 1996	\$ 745,000 GO Revenue 2004	\$ 39,293,000 MPFA Note FY09 2008	\$ 26,339,892 MPFA Note FY10 2008	\$ 1,503,151 MPFA Note FY10 2009	\$ 7,000,000 MPFA Note FY09 2008	\$ Par Amount Bond Type Year issued	Total Debt Service
Current Year (2013)	290,895	122,111	2,731,846	1,506,984	108,932	-	4,760,768	
2014	290,895	123,600	2,732,522	1,504,422	109,163	-	4,760,602	
2015	290,895	119,900	2,732,626	1,501,128	109,345	-	4,753,894	
2016	290,895	121,004	2,733,126	1,521,215	109,478	-	4,775,718	
2017	289,269	121,810	2,732,955	1,550,858	109,561	-	4,804,453	
2018	-	122,309	2,733,081	1,544,677	109,596	-	4,509,663	
2019	-	122,490	2,733,439	1,536,842	109,581	-	4,502,352	
2020	-	-	2,732,963	1,548,389	109,517	-	4,390,869	
2021	-	-	2,733,620	1,539,628	109,404	-	4,382,652	
2022	-	-	2,734,312	1,530,214	109,242	-	4,373,768	
2023	-	-	2,733,973	1,539,146	109,030	-	4,382,149	
2024	-	-	2,734,572	1,530,770	108,770	-	4,374,112	
2025	-	-	4,974,008	1,533,638	109,461	-	6,617,107	

**Minnesota Public Facilities Authority
CWRF/DWRF Loan Application
Form 3c - System Costs**

Instructions: Fill in all yellow highlighted cells. Other cells will auto-fill.

Applicant Name: City of Willmar - Lakeland Drive Date: 02/06/14
 Project Name: Lakeland Drive
 Project Type: Wastewater Estimated Project Cost: \$2,730,000

	Current	Estimated When Project Begins Operation	
1. Wastewater System Costs (Annual)			
A. Operation and maintenance (see breakout on Form 3a, totals will auto-fill here)	\$ 2,755,790	\$ 3,292,728	
B. System debt:			
i) Existing annual debt service (see breakout on Form 3b, totals will auto-fill here)	\$ 4,760,768	\$ 4,760,602	
ii) New debt for this project (fill in data below)		\$ 166,958	
Estimated Loan amount: <u>\$2,730,000</u>			
Estimated interest rate: <u>2.00%</u>			
Term (max:20 yrs): <u>30</u>			
C. Total annual system costs	\$ 7,516,558	\$ 8,220,288	
	Current	Estimated When Project Begins Operation	Estimated in 20 Years
2. Residential and Nonresidential Users			
A. Residential HH (billed individually):			
i) connections	8,654	9,440	12,454
ii) ERU's (should equal connections):	8,654	9,440	12,454
iii) percentage of system use:	57%	58%	60%
B. Other residential (multi-family, institutional):			
i) connections			
ii) ERU's			
iii) percentage of system use:			
C. Nonresidential:			
i) connections	825	867	1,058
ii) ERU's	6,560	6,895	8,413
iii) percentage of system use:	43%	42%	40%
Total			
i) connections	9,479	10,307	13,512
ii) ERU's	15,214	16,335	20,867
iii) percentage of system use:	100%	100%	100%
3. Average System Cost per Household			
i) average cost per household - annual	\$ 494.06	\$ 503.23	
ii) average cost per household - monthly	\$ 41.17	\$ 41.94	

**Minnesota Public Facilities Authority
CWRP Loan Application
Form 4a - Clean Water Project Budget (Wastewater Projects)**

Applicant: City of Willmar

Project: Lakeland Drive

Date: 2/6/2014

	Start Date	End Date	Total Requested From PFA	Other Funding (name source)	Other Funding (name source)	Other Funding (name source)	Total Project Cost
1. Non-Construction Costs							
A. Planning	2013	Mid - 2014	110,000				110,000
B. Engineering Design	2013	Mid - 2014	176,000				176,000
C. Inspection/Construction Mgmt	Summer '14	Fall '14	142,000				142,000
D. Other Engineering	2013	Mid - 2014	13,000				13,000
E. Attorney/Financing Related Fees	2013	Fall '14	104,000				104,000
F. Land ⁽¹⁾							-
Non-Construction Subtotal			\$ 545,000	\$ -	\$ -	\$ -	\$ 545,000
2. Construction Costs ⁽²⁾							
A. Secondary Treatment (I)							-
B. Advanced Treatment (II)							-
C. Infiltration/Inflow Correction (IIIA)							-
D. Sewer System Rehabilitation (IIIB)	Summer '14	Fall '14	2,080,000				2,080,000
E. New Collector Sewers (IVA)							-
F. New Interceptors (IVB)							-
G. CSO Correction (V)							-
H. Storm Sewer (VI)							-
I. Service Connections ⁽³⁾							-
Construction Subtotal			\$ 2,080,000	\$ -	\$ -	\$ -	\$ 2,080,000
Contingencies (up to 5% of construction subtotal)			105,000				105,000
3. Project Total			\$ 2,730,000	\$ -	\$ -	\$ -	\$ 2,730,000

Notes:

- (1) Land costs are not PFA eligible except in limited situations. Contact your PFA loan officer with any questions.
- (2) After as-bid project costs are known, a revised Form 4 must be submitted
- (3) Service connections are not PFA eligible

**Minnesota Public Facilities Authority
CWRP/DWRF Loan Application
Cash Flow Projection**

Applicant Name: City of Willmar -- Lakeland Drive
Project Type: Wastewater
Person Completing Worksheet: Kindra Carlson

Requested PFA Loan Amount: \$2,730,000
Estimated Interest Rate: 2.00% **Loan Term (yrs):** 30
Date: 02/06/14

EXPENSES

REVENUES

Year	Existing Debt		New PFA Debt		User Charges	Assess-ments	SAC / WAC	Other Revenues	Total Revenues	Surplus / Deficit*
	O,M & R	Service	Service (105%)	Total Expenses						
2013				-					-	-
2014				-					-	-
2015			127,989	127,989					-	(127,989)
2016			127,989	127,989					-	(127,989)
2017			127,989	127,989					-	(127,989)
2018			127,989	127,989					-	(127,989)
2019			127,989	127,989					-	(127,989)
2020			127,989	127,989					-	(127,989)
2021			127,989	127,989					-	(127,989)
2022			127,989	127,989					-	(127,989)
2023			127,989	127,989					-	(127,989)
2024			127,989	127,989					-	(127,989)
2025			127,989	127,989					-	(127,989)
2026			127,989	127,989					-	(127,989)
2027			127,989	127,989					-	(127,989)
2028			127,989	127,989					-	(127,989)
2029			127,989	127,989					-	(127,989)
2030			127,989	127,989					-	(127,989)
2031			127,989	127,989					-	(127,989)
2032			127,989	127,989					-	(127,989)
2033			127,989	127,989					-	(127,989)
2034			127,989	127,989					-	(127,989)
2035			127,989	127,989					-	(127,989)

**Alternative format available:
 See financial projections in 11/15/12 Wastewater
 Rate Study memorandum from Springsted
 (pages 11-13.)

ATTACH CASH FLOW ASSUMPTIONS

EXTRACT OF MINUTES OF A MEETING OF THE
CITY COUNCIL OF THE
CITY OF WILLMAR, MINNESOTA

HELD: March 3, 2014

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Willmar, Minnesota, was duly held at the Municipal Utilities Building in said City on the 3rd day of March, 2014, at 7:00 o'clock P.M.

The following members were present:

and the following were absent:

Member _____ introduced the following resolution and moved its adoption:

RESOLUTION NO. _____
RESOLUTION CALLING FOR PUBLIC HEARING ON AN
ORDINANCE AUTHORIZING THE ISSUANCE
OF A GENERAL OBLIGATION SEWER REVENUE NOTE, SERIES 2014A

WHEREAS:

A. Section 2.12 of the City Charter requires that acts of the City Council shall be by ordinance which authorize the borrowing of money.

B. Councilmember _____ introduced an Ordinance entitled "An Ordinance Authorizing the Issuance of a General Obligation Sewer Revenue Note, Series 2014A".

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

1. This Council has investigated the facts and does hereby find, determine and declare that it is necessary and expedient to provide funds to defray a portion of the costs of reconstructing the Lakeland Drive Interceptor and replace the existing MinnWest lift station (the "Project"), in an approximate principal amount not to exceed \$3,000,000.

2. The City Clerk is authorized and directed to distribute a copy of said Ordinance to each Council Member, to the Mayor, and to the City Attorney, and to file a reasonable number of copies of the Ordinance in the office of the City Clerk and the following other public places:

- A. _____
- B. _____
- C. _____

3. This Council shall meet at the time and place specified in the form of notice hereinafter contained for the purpose of conducting a public hearing on the Ordinance and considering the Ordinance for adoption.

4. The City Clerk is hereby authorized and directed to cause notice of the time, place and purpose of said public hearing to be published in the local official newspaper of the City not less than seven days in advance of the date of hearing as required by the City Charter, which notice shall be substantially the following form:

(This page intentionally left blank)

NOTICE OF PUBLIC HEARING
ON THE ADOPTION OF AN ORDINANCE

NOTICE IS HEREBY GIVEN by the City Council of the City of Willmar, Minnesota, that the City Council will conduct a public hearing on and consider adoption of the Ordinance described below at the Municipal Utilities Building in the City of Willmar, Minnesota, at 7:00 o'clock p.m. on the 17th day of March, 2014 said proposed Ordinance is as follows:

AN ORDINANCE AUTHORIZING THE ISSUANCE OF A
GENERAL OBLIGATION SEWER REVENUE NOTE, SERIES
2014A.

The City of Willmar hereby ordains:

1. The City of Willmar has heretofore determined to acquire and reconstruct the Lakeland Drive Interceptor and replace the existing MinnWest lift station (the "Project").
2. This Ordinance is adopted in order to authorize the borrowing of money and the issuance of a General Obligation Sewer Revenue Note, Series 2014A, to finance a portion of the costs of the Project in an approximate aggregate principal amount not to exceed \$3,000,000 as provided in Section 2.12 of the City Charter. Further details shall be set forth by resolution.

Such persons as desire to be heard with reference to the proposed Ordinance will be heard at this hearing.

By Order of the City Council

/S/ Kevin Halliday

City Clerk

4. No bonds shall be issued until (a) after the Ordinance has been duly adopted and published in accordance with the City Charter, and (b) the applicable 15 day period has elapsed with respect to said Ordinance and all appropriate bond resolutions during which period no Certificate of Intent is filed in accordance with Section 7.04(j) of the City Charter.

The motion for the adoption of the foregoing resolution was duly seconded by member _____ and upon a vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

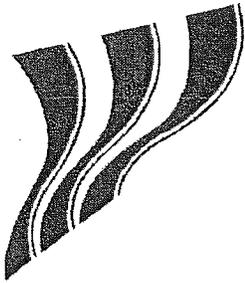
Whereupon said resolution was declared duly passed and adopted.

STATE OF MINNESOTA)
COUNTY OF KANDIYOHI) ss.
CITY OF WILLMAR)

I, the undersigned, being the duly qualified and acting Clerk of the City of Willmar, Minnesota, DO HEREBY CERTIFY that I have carefully compared the attached and foregoing extract of minutes with the original minutes of a meeting of the City Council held on the date therein indicated, which are on file and of record in my office, and the same is a full, true and complete transcript therefrom insofar as the same relates to resolution calling for public hearing on an Ordinance Authorizing Issuance of A General Obligation Sewer Revenue Note, Series 2014A.

WITNESS my hand as such Clerk this _____ day of _____, 2014.

City Clerk



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

Agenda Item Number: 7

Meeting Date: February 24, 2014

Attachments: X Yes No

CITY COUNCIL ACTION

Date: March 3, 2014

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

Originating Department: Engineering / Public Works

Agenda Item: Consideration of 1302 Final Budget

Recommended Action: Approve presented final budget for 1302. This budget is based on Council approved contracts for Willmar Avenue, Willmar Avenue Quiet Zone, and 4th Avenue in the Industrial Park.

Background/Summary:

Substantial increase in budget over preliminary budget. Project was first approved in 2007 then withdrawn due to airport land release issues.

Alternatives: None

Financial Considerations: Usage of \$2,004,746 of LOST funds.

Preparer: Steven B. Okins, Finance Director

Signature: 

Comments:

RESOLUTION NO. _____
Final 1302 _____ BUDGET

ESTIMATED TOTAL COST \$
*Budget Amounts are Essential

Dated: 3-Mar-14

Code

PERSONNEL SERVICES

10* Salaries Reg. Employees
11* Overtime Reg. Employees
12* Salaries Temp. Employees
13* Employer Pension Contr.
14* Employer Ins. Contr.
TOTAL \$0.00

SUPPLIES

20* Office Supplies
21* Small Tools
22* Motor Fuels & Lubricants
23* Postage \$1,000.00
24 Mtce. of Equipment
25 Mtce. of Structures
26 Mtce. of Other Improvements
27 Subsistence of Persons
28 Cleaning & Waste Removal
29* General Supplies \$500.00
TOTAL \$1,500.00

OTHER SERVICES

30 Communications
31* Printing & Publishing \$2,000.00
32 Utilities
33* Travel-Conf.-Schools
34 Mtce. of Equipment
35 Mtce. of Structures
36* Mtce. of Other Impr. \$2,020,325.00
37 Subsistence of Persons
38 Cleaning & Waste Removal
39* Other Services \$7,500.00
TOTAL \$2,029,825.00

OTHER CHARGES

40 Rents
41* Insurance & Bonds
42 Awards & Indemnities
43 Subscription/Memberships
44 Interest
45 Licenses & Taxes
46* Prof. Serv. \$210,000.00
47* Advertising \$2,000.00
48* Adm. OH (Transfer) \$136,000.00
49 Other Charges \$443.00
TOTAL \$348,443.00

GRAND TOTAL \$2,379,768.00

RECEIVABLES

Property Owners
County-CSA \$360,000.00
State-MSA
City-WTP \$4,936.00
City-MUC \$10,086.00
Other-LOST \$2,004,746.00
TOTAL \$2,379,768.00

FINANCING

Bonds
County-CSA \$360,000.00
City-LOST \$2,004,746.00
City-MUC \$10,086.00
Other-WTP \$4,936.00
TOTAL \$2,379,768.00

GRAND TOTAL \$2,379,768.00

Dated: _____

Mayor

Attest:

City Clerk/Treasurer

Steve Okins

From: Jared Voge <jaredvo@bolton-menk.com>
Sent: Wednesday, February 19, 2014 2:38 PM
To: Steve Okins
Cc: Bruce Peterson
Subject: Willmar 1302 Budget Information
Attachments: Willmar 1302 Budget Information.pdf

Steve,
Please give me a call at 320-212-3150 when you receive this. I've attached my calculations regarding the LOST monies associated with the 1302 Project. In the interest of time I did not put the information into an Excel spreadsheet however I certainly can. I am not sure how the preliminary budget was established with respect to misc. costs such as advertising, Adm OH (transfer) etc. so for the purposes of calculating the LOST monies, I kept all those costs in the Willmar Avenue project.

Please let me know if there is any additional information I can provide you.

Thank you,
Jared

Jared Voge, P.E.
Bolton & Menk, Inc.
M: (320) 212.3150
email: jaredvo@bolton-menk.com

This email has been scanned by the Symantec Email Security.cloud service.
For more information please visit <http://www.symanteccloud.com>

BOLTON & MENK, INC.



Consulting Engineers & Surveyors

MANKATO • FAIRMONT • SLEEPY EYE • BURNSVILLE • WILLMAR
MAPLEWOOD • RAMSEY • CHASKA • AMES, IA

Client Willmar Page _____ Of _____

Project No. _____ Date 2/19/14 By JV

Project _____

Task 1302 Budget

Willmar Avenue Project Cost	-	# 1,798,649.09
4 th Avenue Project Cost	-	581,118.02
Willmar Ave Receivables (County)	-	360,000.00
4 th Avenue Receivables (muc WTP)	-	<u>15,022.00</u>
LDS Total -		2,004,745.11

Willmar Avenue
1,438,649.09

4th Avenue
566,096.02

1,438,649.09
+ 566,096.02

2,004,745.11 ✓



Willmar Avenue

Contract Price	-	# 1,068,195.47	# 36
Change Order 1	-	# 7,850.62	# 36
Contingency	✓	# 5,000.00	# 39
Postage	✓	# 1,000.00	
General Supplies	✓	# 500.00	
Printing + Publishing	✓	# 2,000.00	
Advertising	✓	# 2,000.00	
Other Charges	✓	# 443.00	
Adm OH (transfer)	✓	# 136,000.00	
Engineering	✓	# 145,000.00	# 46
RR Easement	-	# 15,000.00	} # 36
RR Crossing	-	# 98,227.00	
RR Signal	-	# 317,433.00	
		<u># 1,798,649.09</u>	

Receivables

County - # 360,000.00

~~XXXXXXXXXX~~

LOST

Project Cost	-	# 1,798,649.09
Receivables	-	360,000.00
		<u># 1,438,649.09</u>



4th Avenue

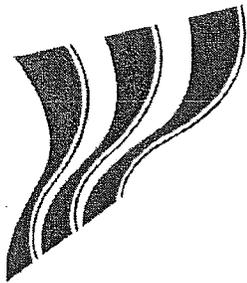
Contract Price	-	# 513,618.02	# 36
Contingency	✓	# 2,500.00	# 39
Engineering	✓	# 65,000.00	# 46
		<u># 581,118.02</u>	

Receivables

City (MUC)	# 10,086.00
City (WTP)	<u>4,936.00</u>
	# 15,022.00

LOST

Project Cost	-	# 581,118.02
Receivables	-	<u>15,022.00</u>
		# 566,096.02



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

Agenda Item Number: 8

Meeting Date: February 24, 2014

Attachments: ___ Yes X No

CITY COUNCIL ACTION

Date: March 3, 2014

- Approved Denied
 Amended Tabled
 Other

Originating Department: Finance

Agenda Item: Consideration of Local Option Sales Tax Fund Status

Recommended Action: Receive for Information

Background/Summary:

The second Local Option Sales Tax expired on December 31, 2012. The fund (220) was closed in 2012 by City Council action and the remaining funds (\$8,899,441) were transferred to the Industrial Development Fund (205) and designated for the redevelopment of the old City airport land. Other activity in 2012 was the recapture of funds for the Willmar Avenue realignment, due to land release issues with the FAA, the payment of taxes, and the removal of FAA equipment. The balance starting 2013 was \$9,347,031.

In 2013 the following activity incurred

1. Investment Market Value Reductions	\$722,393
2. Payment of Taxes and RCO Costs	\$5,259
3. Industrial Land Reclamation	\$33,537
4. The Western Collector	\$1,661,075
5. Project 1302 Willmar Avenue, Quiet Zone, and 4th Avenue	\$2,004,746
6. Robbins Island Bike Path	\$92,059
7. Additional Interest Earnings	\$173,599

In 2014 the following activity have been recommended

1. 2014 Capital Improvements	
a. Civic Center Improvements	\$1,070,000
b. Industrial Park Development	\$3,500,000
c. Bike Path Improvement	\$35,000
2. Additional 2014 Street Improvement Recommendations	
a. Additional Costs Industrial Park	\$271,900
b. Willmar Avenue Lighting	\$58,190
3. Lakeland Drive	\$70,000
4. Additional Interest (depends on spend down of funds)	

In as can be seen by the activity as described the proceeds remaining from the Local Option Sales Tax are projected to be used entirely by the end of this year. One year has expired since the expiration of the tax, so the City Council could explore the possibility of requesting authority to reinstate the tax from the State Legislature.

Alternatives: None

Financial Considerations: Explain additional funding or reinstatement of Local Option Sales Tax

Preparer: Steven B. Okins, Finance Director

Signature:

Comments:

PUBLIC WORKS/SAFETY COMMITTEE

MINUTES

The Public Works/Safety Committee of the Willmar City Council met on Tuesday, February 25, 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; Council Member Jim Dokken; Director of Planning and Development Services Bruce Peterson; Fire Chief Gary Hendrickson, Police Chief David Wyffels; Public Works Superintendent Scott Ledeboer; Interim City Engineer Jared Voge; and David Little, "West Central Tribune".

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

No public comments.

Item No. 3 2014 Improvement Projects (Resolution)

Jared Voge, Interim City Engineer, presented the proposed 2014 Improvement Projects. The projects consist of three parts; those parts being new construction, reconstruction, and overlay, and also includes Willmar Avenue street lighting across the former airport. The preliminary engineering report was presented and discussed (see attachment). The next step in the process is for the Council to receive the preliminary engineering report and call for a hearing on the improvements. Council member DeBlieck expressed concern about street lighting on the north side of Willmar Avenue being a safety issue. It was also asked if concrete could be bid as an alternate for the new construction and reconstruction projects. Those items will be addressed prior to the hearing. Council member Ahmann raised questions about street condition ratings and project prioritization. Staff responded that conditions are analyzed every two years and streets are prioritized for rehabilitation work. The determining factor for the size and scope of an improvement project is typically the availability of funding.

Following discussion, a motion was made by Council member Ahmann, seconded by Council member DeBlieck and passed for the following: To adopt the resolution receiving the preliminary engineering report and calling for a hearing on the 2014 Improvement Projects at the March 17, 2014 meeting.

Item No. 4 Old Business (Information)

There was no other business.

Item No. 5 New Business (Information)

Council member Ahmann explained why he previously voted against the purchase of the inspections vehicle. He said the City needed a more detailed vehicle mechanical analysis process for future purchases.

Snow Removal Update: Public Works Superintendent Scott Ledeboer presented information about snow removal and water main breaks (see attachment). Overtime hours are up compared to 2012 and 2013. Water main breaks are also up due to the extreme depth of frost.

Police Department Update: Police Chief Dave Wyffels offered an update on Police Department activities (see attachment). He noted that calls are up due to the weather, primarily in the area of automobile crashes and domestic violence.

Fire Department Update: Fire Chief Gary Hendrickson provided an update on Fire Department activities. In 2013 there were 274 fire calls with \$5.5 million in property loss. So far in 2014 there have been 48 fire calls. Chief Hendrickson offered fire safety tips for wood burners and candle use. He noted that the department recently hired five new firefighters and they have completed 90 of the 160 hours of training required for Firefighter I and II. He also mentioned that the department would soon hire new clerical staff.

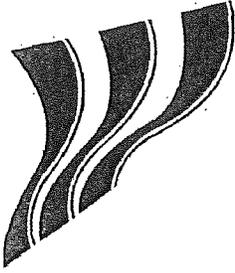
Chair Christianson asked Public Works Superintendent Ledeboer to look into snow melting equipment to reduce snow removal and hauling.

There being no further business to come before the Committee, the meeting was adjourned at 5:35p.m. by Chair Christianson.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Bruce D. Peterson', written in a cursive style.

Bruce D. Peterson, AICP
Acting Public Works Director



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

Agenda Item Number: 3

Meeting Date: February 25, 2014

Attachments: X Yes No

CITY COUNCIL ACTION

Date: March 3, 2014

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

Originating Department: Engineering

Action Requested: Receive the Preliminary Engineering Report and call for a Public Hearing for street and utility work referred to as the 2014 Improvements.

Recommended Action: Authorize the Clerk-Treasurer to publish the Notice of Public Hearing by executing the enclosed resolution.

Background/Summary: The 2014 Improvements include street and utility construction in multiple locations throughout the city. The report was authorized by the City Council at the October 7, 2013 Council meeting. The Public Hearing is required due to statutory requirements associated with the assessment process.

Alternatives: 1. Execute the enclosed Resolution.
2. Delay execution of the resolution until a future date

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

Preparer: Jared Voge, Interim City Engineer

Signature:

Comments:

BOLTON & MENK, INC.

Consulting Engineers & Surveyors

Preliminary Engineering Report: 2014 Improvement Projects

City of Willmar, MN

February, 2014

BMI Project No.: W18.107167

Bolton & Menk, Inc.

2040 Highway 12 East

Willmar, MN 56201

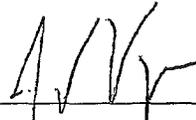
Preliminary Engineering Report

2014 Improvement Projects

City of Willmar, MN

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision, and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

By:



Jared A. Voge, P.E.

License No. 45063

Date:

2/20/14

TABLE OF CONTENTS

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II.	PROPOSED IMPROVEMENTS	1
	A. RECONSTRUCTION AREAS	1
	B. NEW CONSTRUCTION AREAS	2
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III.	ESTIMATED COST SUMMARY	3
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VI.	RECOMMENDATION.....	5

APPENDICES

Appendix A: Cost Summary

Appendix B: Figures

- Figure 1: Project Location Map
- Figure 2: Proposed Improvements- Gorton Avenue NW & 9th Street NW
- Figure 3: Proposed Improvements- 12th Street SE
- Figure 4A: Proposed Improvements- Industrial Park 4th Addition
- Figure 4B: Proposed Lighting Improvements- Industrial Park 4th Addition
- Figure 4C: Willmar Avenue SW Street Lighting
- Figure 5: Typical Section – 9th Street NW
- Figure 6: Typical Section –Gorton Avenue NW
- Figure 7: Typical Section – 12th Street SE
- Figure 8: Typical Section – Industrial Park 4th Addition
- Figure 9: Typical Section – Overlay Areas
- Figure 10: Typical Section – Overlay Areas – Mill Entire Surface

I. PROJECT INTRODUCTION

This Preliminary Engineering Report has been prepared at the request of the Willmar City Council to discuss street and utility improvements for the 2014 construction season. The project areas were selected based on the 5-year CIP as well as input from Engineering and Municipal Utility Commission Staff. The project areas are identified on Figure No. 1 in Appendix B.

The project scope consists of reconstruction areas, new construction areas, and overlay areas. Improvements in the reconstruction areas include surface improvements and the installation and/or replacement of watermain, storm sewer, and sanitary sewer mains. Improvements in the new construction areas include constructing new streets and installation of watermain, storm sewer mains, and sanitary sewer mains. Improvements in overlay areas include placing bituminous surfacing and concrete curb & gutter replacement.

The project areas proposed for construction include:

Reconstruction Areas:

- Gorton Avenue NW: 10th Street NW to 7th Street NW
- 9th Street NW: Campbell Avenue NW to Ella Avenue NW

New Construction Areas:

- 12th Street SE: 11th Avenue SE to Willmar Avenue SE
- Industrial Park 4th Addition
- Street Lighting: Willmar Avenue- 22nd Street SW to CSAH 5

Overlay Areas:

- 23rd Street SW: Trott Avenue SW to 325' north of Trott Avenue SW
- 10th Street SW: Kandiyohi Avenue SW to Litchfield Avenue SW
- 9th Street SW: Kandiyohi Avenue SW to Litchfield Avenue SW
- 7th Street SE: 775' south of Willmar Ave SE to Willmar Ave SE
- 25th Street SE: 7th Avenue SE to 4th Avenue SE

II. PROPOSED IMPROVEMENTS

A. RECONSTRUCTION AREAS

Street: The proposed street improvements consist of constructing new urban section streets with bituminous surfacing. The proposed construction methods include removing the existing bituminous street surface to allow for utility installation. Following utility construction the streets will then be excavated to remove unsuitable subgrade material. Surfacing improvements will follow, including the installation of aggregate base, concrete curb and gutter, and bituminous surfacing. All street widths will remain the same.

Storm Sewer: The proposed storm sewer improvements include the construction of new storm sewer networks consisting of manholes, catch basins, and storm sewer pipes. Surface drainage will be collected by catch basins and conveyed through a network of pipes sized to accommodate a 10-year, 24-hour storm event. Catch basins will be installed at strategic locations to adequately collect stormwater runoff.

Watermain: The proposed watermain improvements include the replacement of existing mains along Gorton Avenue NW with new polyvinyl chloride (PVC) watermains. New valves will also be installed at various locations throughout the project area. Water service pipes will be replaced from the main to the property line where existing water service materials are determined to be deficient. Existing copper water service pipes will be left in place and reconnected to the watermain. New water services will consist primarily of 1-inch diameter water service pipe. New curb stops will be installed at the right-of-way.

Sanitary Sewer: The existing sanitary sewer mains and services will be replaced with new PVC pipe in selected project areas. New precast concrete manholes will be constructed at street intersections and at other locations throughout the project areas such that manhole spacing will not exceed 400 feet. In addition to the proposed mainline improvements, sanitary sewer services will be replaced with 4-inch diameter PVC pipe. The properties within the project area consist of both commercial lots and residential lots. Existing sanitary sewer services will be replaced from the main to 2' behind the existing curb if service materials are determined to be deficient. All existing services will be reconnected to the new sanitary sewer system.

A summary of the improvements noted for the reconstruction project areas is included below:

1. Gorton Avenue NW & 9th Street NW: Improvements include street reconstruction and replacement of existing sanitary sewer, watermain, and storm sewer mains in areas identified on Figure No. 2 in Appendix B.

The proposed street and utility improvements for this project area are illustrated in Figure No. 2. The typical sections are illustrated in Figure Nos. 5 and 6 in Appendix B of this report.

B. NEW CONSTRUCTION AREAS

Improvements in the new construction areas include constructing new streets to accommodate future development. Utility improvements include installation of watermain, storm sewer mains, and sanitary sewer mains. Sanitary sewer and water service stubs will be installed for future connections. In addition, street lighting will be incorporated into the new construction areas as necessary.

1. 12th Street SE: The 12th Street SE street extension includes construction of a new street segment from 11th Avenue SE to Willmar Avenue SE. The project includes construction of an urban section roadway, and installation of sanitary sewer, storm sewer, and watermain piping. Service stubs are planned to be provided for the future development of the lots directly adjacent to the proposed roadway.

The improvements along 12th Street SE are illustrated in Figure No. 3 in Appendix B. The typical section is illustrated in Figure No. 7.

2. Industrial Park 4th Addition: A portion of the former Airport property will be developed to provide a network of streets for future development of the property. The lots are proposed to be zoned for industrial use. The improvements will include construction of urban streets. Utility improvements include installation of sanitary sewer, watermain and storm sewer networks. Water and sanitary sewer services will

be provided to each lot. In addition, street lighting improvements are proposed within this development.

The improvements within the Industrial Park are illustrated in Figure Nos. 4A and 4B in Appendix B. The typical section is illustrated in Figure No. 8.

3. Street Lighting- Willmar Avenue: The improvements along the segment of Willmar Avenue from 22nd Street SW to CSAH 5 include street lighting for the roadway. The street lighting improvements along Willmar Avenue are illustrated in Figure No. 4C.

C. OVERLAY AREAS

The improvements within the overlay areas consist of the milling and installation of new bituminous surfacing over the existing roadways. The areas adjacent to curb and gutter will be milled to allow the new surfacing to match the existing curb elevation for several of the streets. The entire street width is proposed to be milled along 23rd Street SW and 7th Street SE. The existing manholes and gate valves will be adjusted to match the elevation of the roadway following the improvements. The typical sections for the overlay improvements are illustrated in Figure Nos. 9 and 10.

1. 23rd Street SW
2. 10th Street SW
3. 9th Street SW
4. 7th Street SE
5. 25th Street SE

III. ESTIMATED COST SUMMARY

The following table summarizes the estimated project costs based on the improvements proposed. A Cost Summary is included in Appendix A. The costs identified are based on projects similar in nature and are subject to change due to construction items not included and variances in unit prices.

TYPE OF IMPROVEMENT	TOTAL COST
RECONSTRUCTION AREAS	\$965,700.00
12TH STREET SE	\$390,110.00
INDUSTRIAL PARK 4TH ADDITION	\$3,771,900.00
WILLMAR AVENUE STREET LIGHTING	\$58,190.00
OVERLAY AREAS	\$372,150.00
TOTAL	\$5,558,050.00

IV. FUNDING

Funding for the proposed improvements consists of a variety of sources. These sources include local funds, State Aid Funds, assessments to benefitting properties, and LOST monies.

Project costs including street, storm sewer, watermain, and sanitary sewer will be assessed to the benefitting properties according to the City's Comprehensive Assessment Policy. Assessments will include street costs in reconstruction and overlay areas, and street, storm sewer, watermain, and sanitary sewer costs in new construction areas. A preliminary assessment roll will be prepared to determine individual property assessments. The City must follow the Minnesota State Statute Chapter 429 process to notify property owners and conduct meetings on the proposed assessments.

V. PROJECT SCHEDULE

A summary of the proposed schedule for the project is identified in the table below.

PROPOSED SCHEDULE	
Council Authorize Feasibility Report	October 7, 2013
Present Preliminary Engineering Report to Council for Consideration	March 3, 2014
Council Call for Public Hearing for the Project	March 3, 2014
Publish Notice for Hearing	March 27; April 3, 2014
Mail Notice for Hearing	March 27, 2014
Hold Public Hearing for the Project	April 7, 2014
Council Authorize Preparation of Plans and Specifications	April 7, 2014
Present Plans and Specifications to Council for Authorization to Advertise	April 7, 2014
Advertise for Bids	April 14; April 21, 2014
Open Bids	May 6, 2014
Declare Costs to be Assessed	May 19, 2014
Call for Assessment Hearing	May 19, 2014
Publish Notice of Assessment Hearing	May 30, 2014
Mail Notice of Assessment Hearing	May 30, 2014

Assessment Hearing	June 16, 2014
Award Contract and Adopt Assessment Roll	June 16, 2014
Begin Construction	July, 2014
Construction Substantially Complete	November, 2014
Complete Construction	June, 2015

VI. RECOMMENDATION

Based on the findings presented in this report, the proposed improvements are feasible from an engineering perspective and are practical for meeting the needs of the City. The proposed improvements will benefit adjacent properties and the City of Willmar by improving the existing street and/or utilities within the project areas. Bolton & Menk, Inc. recommends that the project be constructed as proposed, and that a Public Hearing be held by the City Council in accordance with the requirements of Chapter 429, State of Minnesota Statutes. Furthermore, Bolton & Menk, Inc. recommends that, if these improvements are determined to be financially feasible, the City Council approve this report and order the preparation of final plans and specifications.

APPENDIX A

Cost Summary

COST SUMMARY

2014 IMPROVEMENT PROJECTS

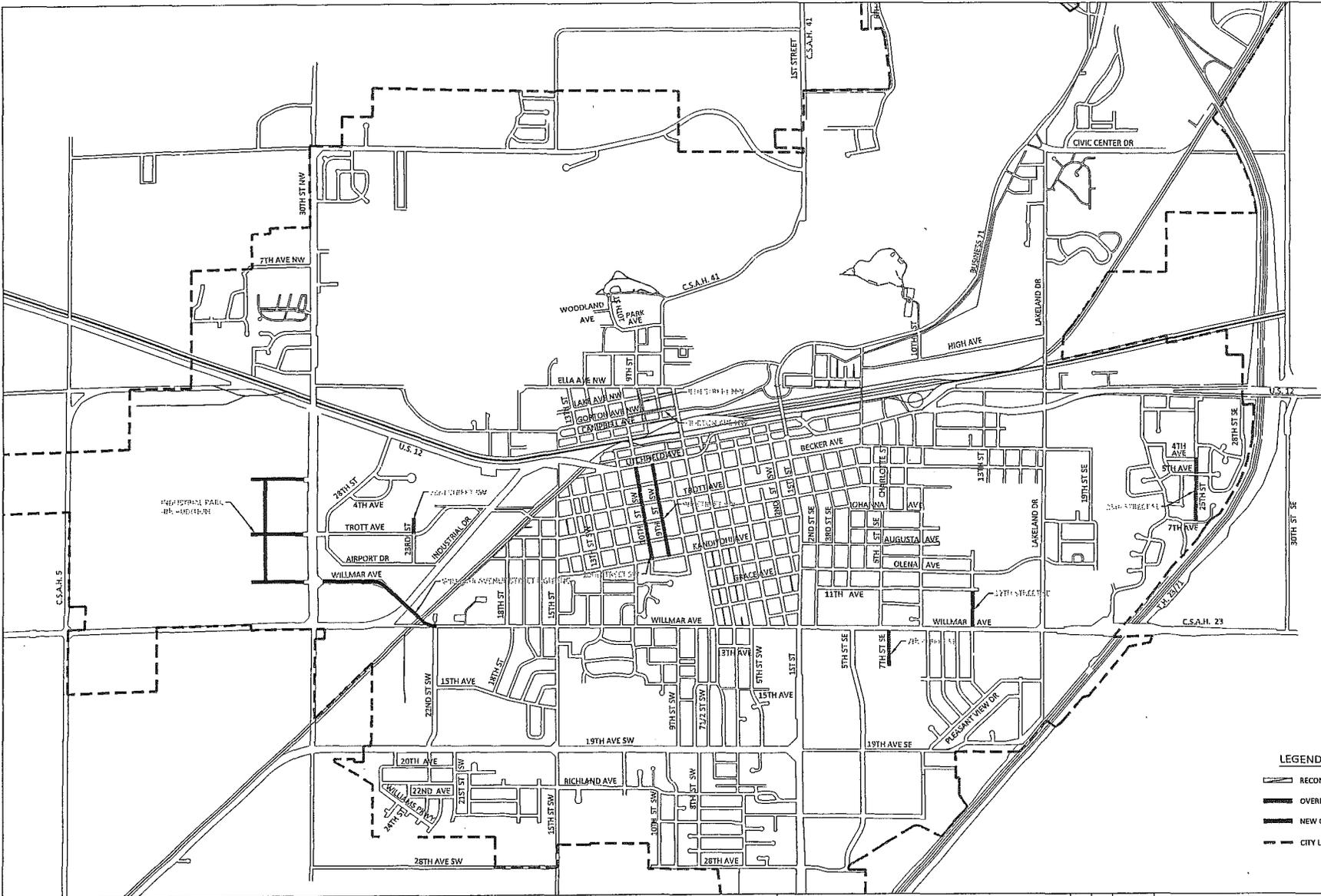
CITY OF WILLMAR, MN

BMI PROJECT NUMBER: W18.107167

TYPE OF IMPROVEMENT	TOTAL COST	CATEGORY			
		STREET	STORM	SANITARY	WATER
RECONSTRUCTION AREAS	\$965,700.00	\$619,000.00	\$124,300.00	\$121,600.00	\$100,800.00
12TH STREET SE	\$390,110.00	\$245,220.00	\$27,690.00	\$50,530.00	\$66,670.00
INDUSTRIAL PARK 4TH ADDITION	\$3,771,900.00	\$2,509,600.00	\$485,400.00	\$372,500.00	\$404,400.00
WILLMAR AVENUE STREET LIGHTING	\$58,190.00	\$58,190.00	-	-	-
OVERLAY AREAS	\$372,150.00	\$372,150.00	-	-	-
TOTAL	\$5,558,050.00	\$3,804,160.00	\$637,390.00	\$544,630.00	\$571,870.00

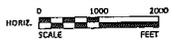
APPENDIX B

Figures



LEGEND

-  RECONSTRUCTION
-  OVERLAY
-  NEW CONSTRUCTION
-  CITY LIMITS



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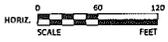
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 BATES, MN ROCHESTER, MN JAMES, IA SPENCER, IA

REV.	DATE

CITY OF WILLMAR, MINNESOTA
 2014 IMPROVEMENT PROJECTS
 2014 PROJECTS: LOCATION MAP

UPDATED 2-14-14
 FIGURE NO.
 1

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 WILLMAR, MN; CHASKA, MN; RAMSEY, MN; MAPLEWOOD, MN
 BAXTER, MN; ROCHESTER, MN; AMES, IA; SPENCER, IA

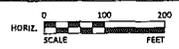
CITY OF WILLMAR, MINNESOTA	FIGURE NO.
2014 IMPROVEMENT PROJECTS	2
9TH ST NW / GORTON AVE NW	

W:\WILLMAR\18187\CAD\PAE_FAB2014\GORTON_FER_FIGURE.dwg

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- LEGEND**
- PROJECT AREA
 - PROPOSED STORM SEWER
 - PROPOSED SANITARY SEWER
 - PROPOSED WATERMAIN
 - EXISTING STORM SEWER
 - EXISTING SANITARY SEWER
 - EXISTING WATERMAIN
 - PROPOSED STORM SEWER MANHOLE
 - PROPOSED STORM SEWER CATCH BASIN
 - PROPOSED SANITARY SEWER MANHOLE
 - PROPOSED GATE VALVE
 - PROPOSED HYDRANT
 - EXISTING STORM SEWER MANHOLE
 - EXISTING STORM SEWER CATCH BASIN
 - EXISTING SANITARY SEWER MANHOLE
 - EXISTING GATE VALVE
 - EXISTING HYDRANT



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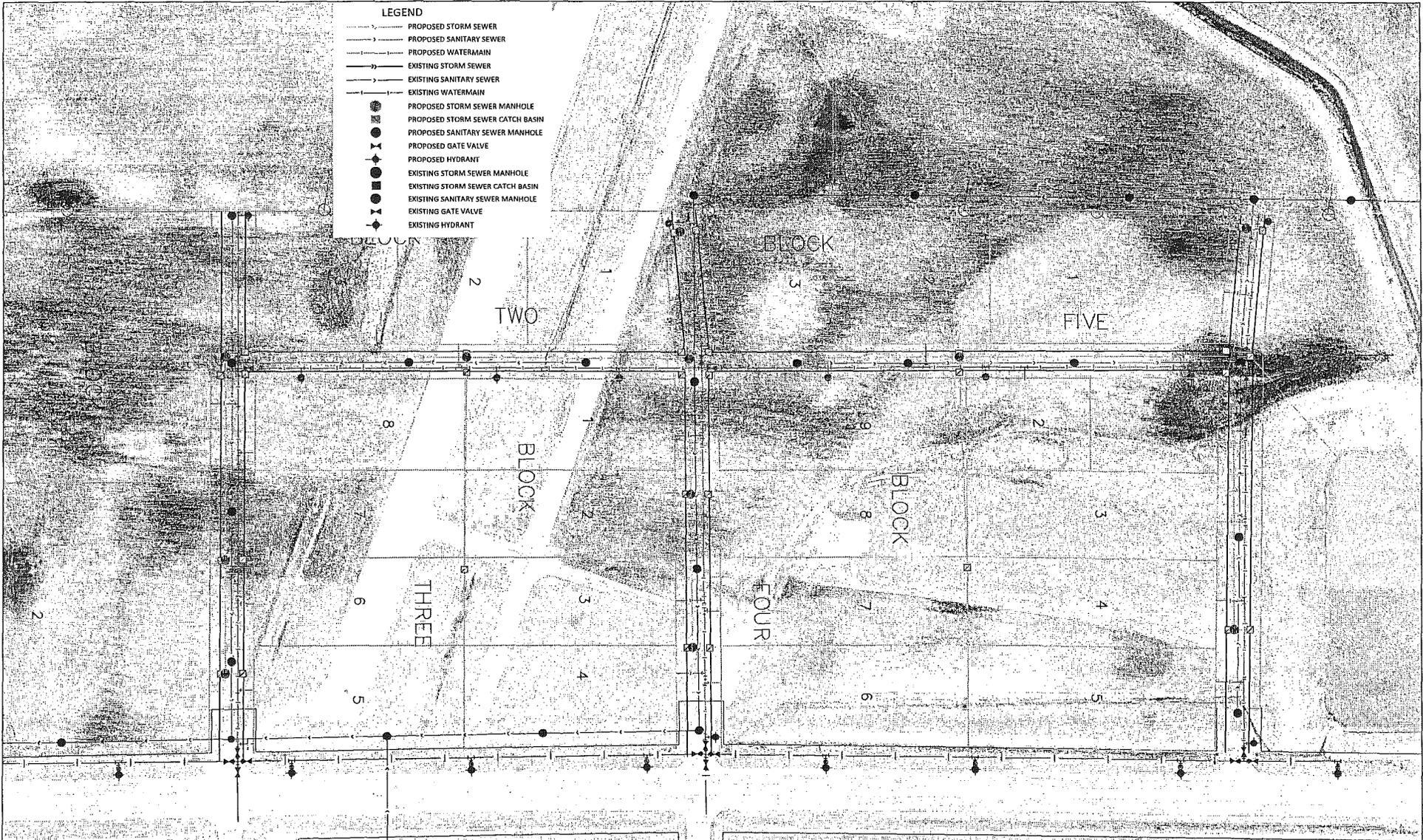
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 BAKERS, MN ROCHESTER, MN AMES, IA SPENCER, IA

REV.	BY	DATE

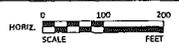
CITY OF WILLMAR, MINNESOTA
 2014 IMPROVEMENT PROJECTS
 12TH STREET SE

FIGURE NO.
 3

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- LEGEND**
- PROPOSED STORM SEWER
 - PROPOSED SANITARY SEWER
 - PROPOSED WATERMAIN
 - EXISTING STORM SEWER
 - EXISTING SANITARY SEWER
 - EXISTING WATERMAIN
 - PROPOSED STORM SEWER MANHOLE
 - PROPOSED STORM SEWER CATCH BASIN
 - PROPOSED SANITARY SEWER MANHOLE
 - PROPOSED GATE VALVE
 - PROPOSED HYDRANT
 - EXISTING STORM SEWER MANHOLE
 - EXISTING STORM SEWER CATCH BASIN
 - EXISTING SANITARY SEWER MANHOLE
 - EXISTING GATE VALVE
 - EXISTING HYDRANT



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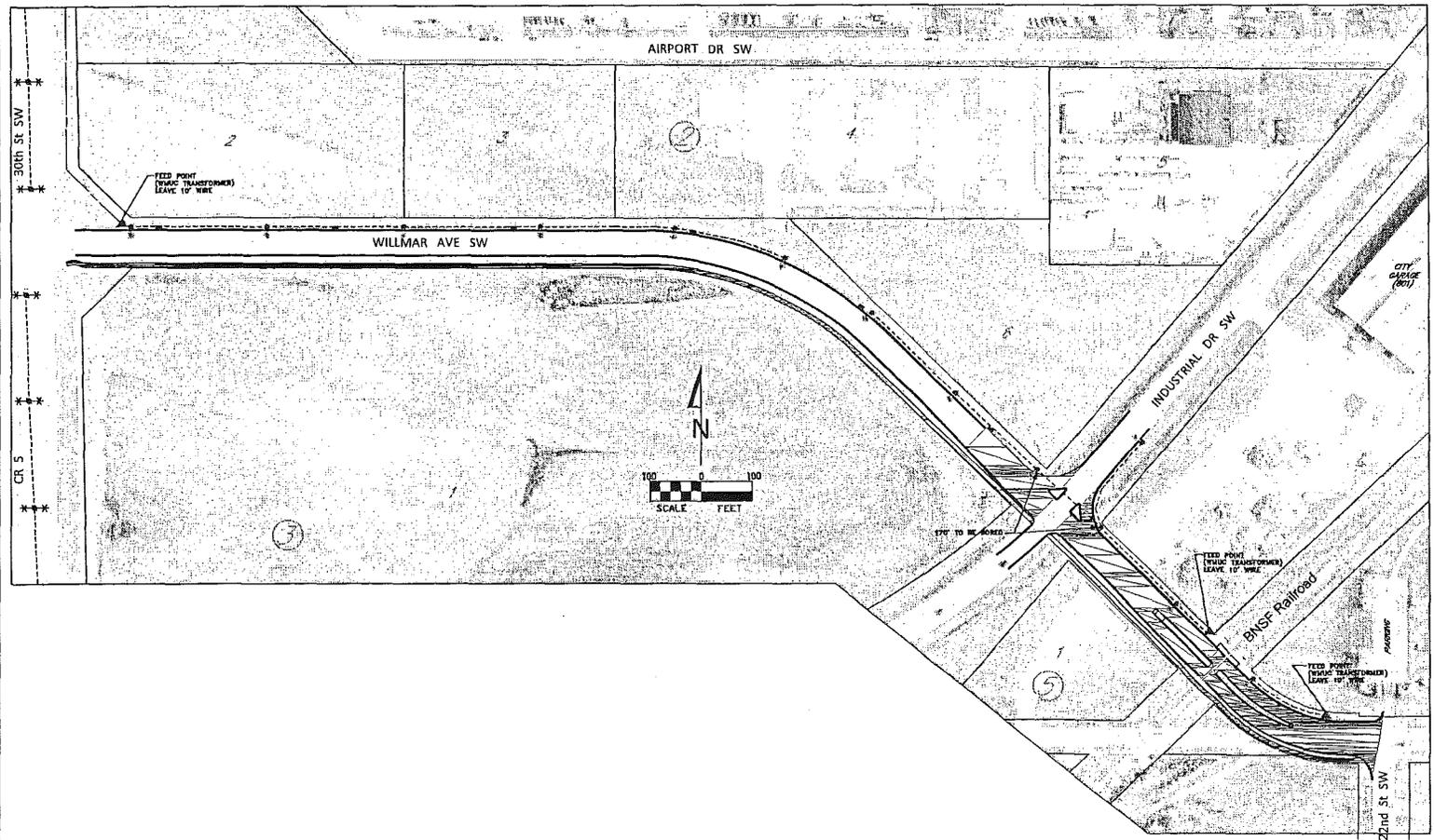
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REV.	BY	CHK.

CITY OF WILLMAR, MINNESOTA
2014 IMPROVEMENT PROJECTS
INDUSTRIAL PARK 4th ADDITION

FIGURE NO.
4A

H:\WILLMAR\18107187\CAD\Pln_Fig40941\FIGURES.dwg



WILLMAR AVE SW STREET LIGHTING

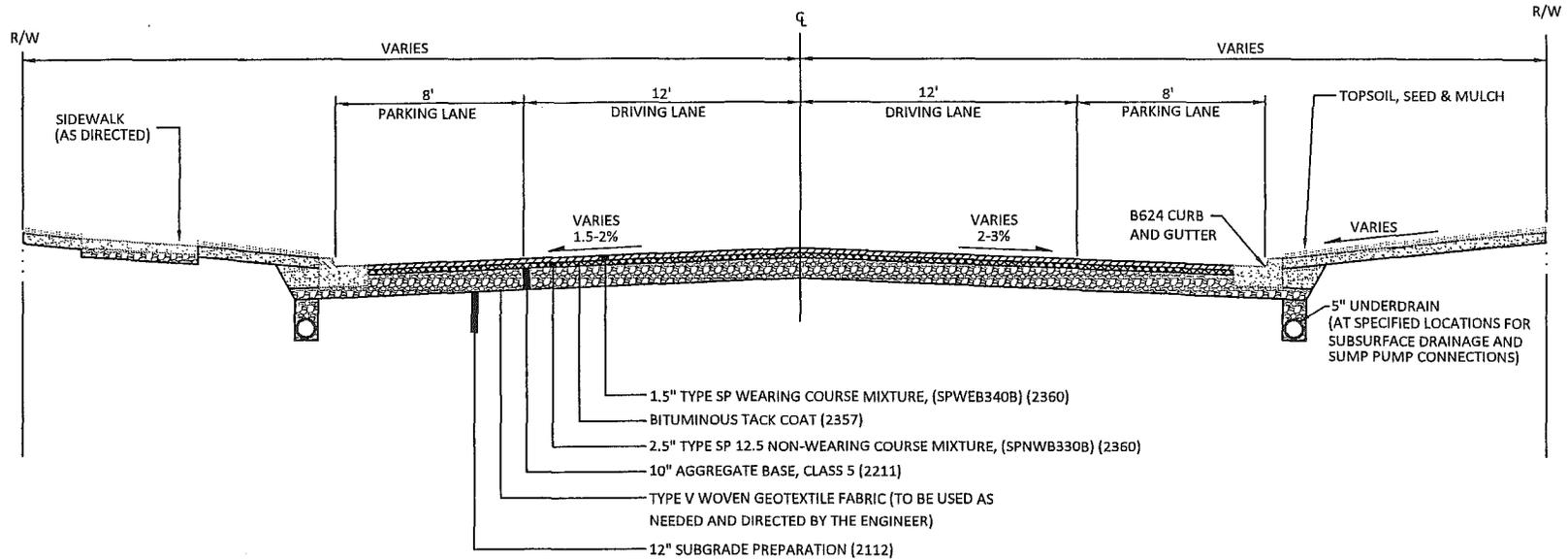
General Notes:

- 1: Lighting Units To Be 250 Watt High Pressure Sodium
- 2: Conductor To Be #6 Triplex Wire
- 3: InnerRadius To Be 1", Red



I hereby certify that this plan was prepared by me or under my direct supervision, and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.
 Date: _____
 Jared A. Vega, P.E., City Engineer Lic. No. 45043

PLAN	
Project # 1407	Sheet: 4C
Project: Willmar Avenue SW Street Lighting	
Date: 1-29-14	
Scale: 1"=100'	



TYPICAL SECTION - 9TH STREET NW

NOTE: DETAILS ARE NOT TO SCALE



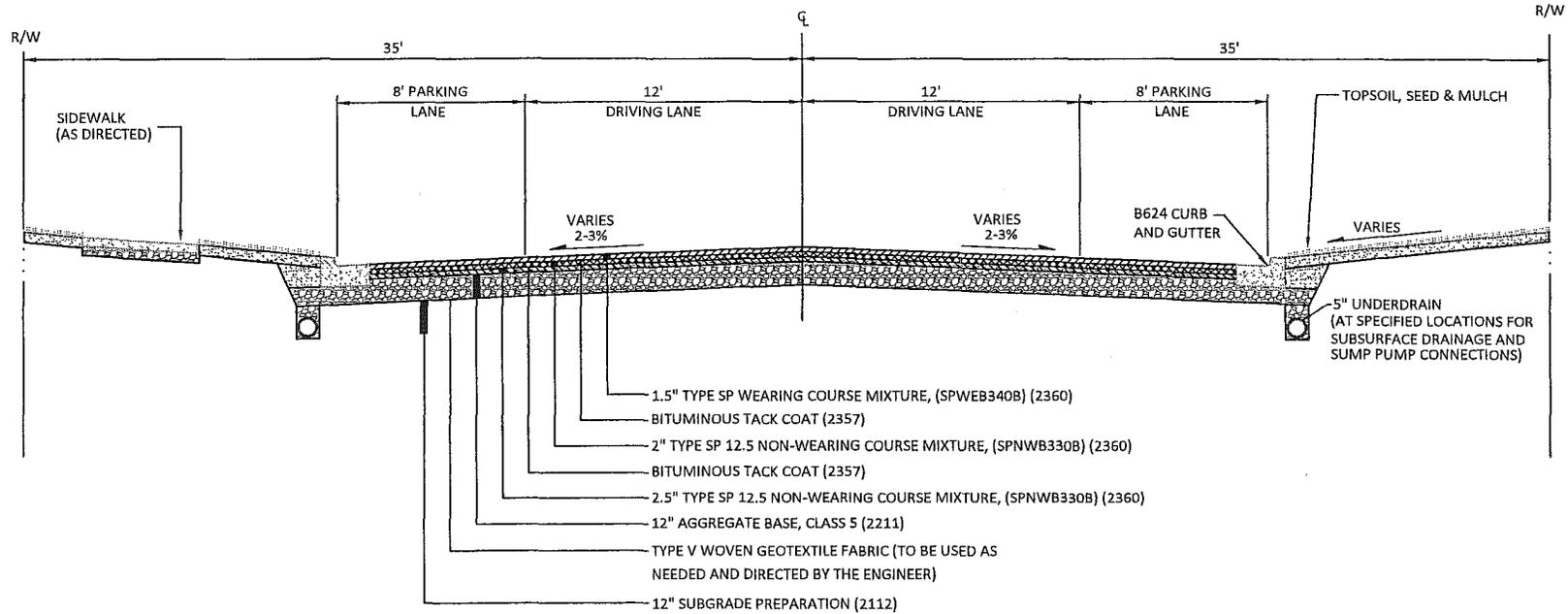
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CITY OF WILLMAR, MINNESOTA
 2014 IMPROVEMENT PROJECTS
 TYPICAL SECTION - 9TH STREET NW

FEBRUARY, 2014

FIGURE NO. 5



TYPICAL SECTION - GORTON AVENUE NW

NOTE: DETAILS ARE NOT TO SCALE



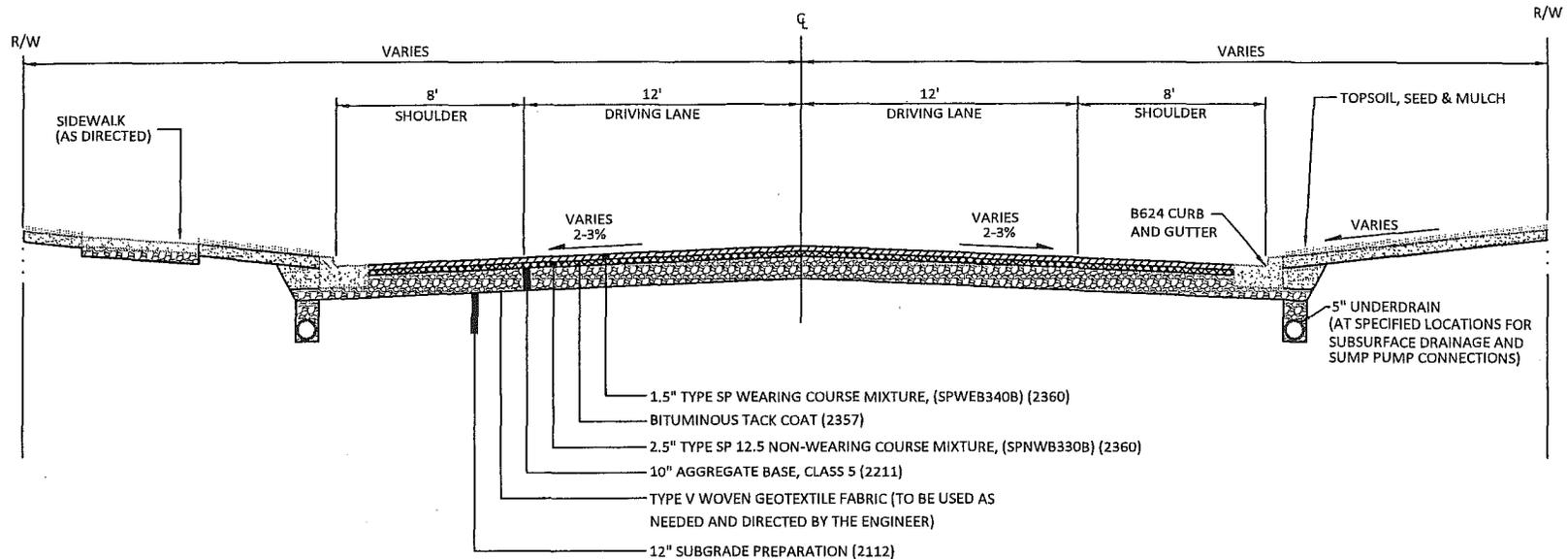
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CITY OF WILLMAR, MINNESOTA
 2014 IMPROVEMENT PROJECT
 TYPICAL SECTION - GORTON AVENUE NW

FEBRUARY, 2014

FIGURE NO. 6

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TYPICAL SECTION - 12TH STREET SE

NOTE: DETAILS ARE NOT TO SCALE



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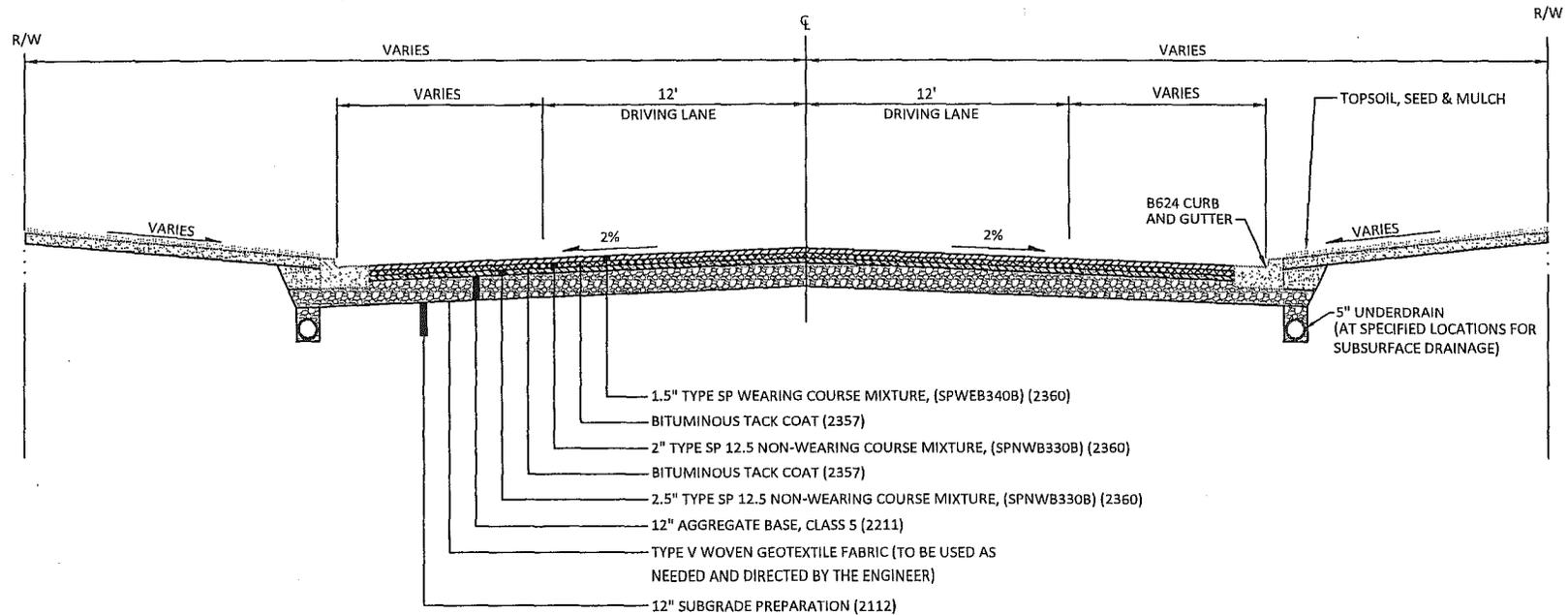
CITY OF WILLMAR, MINNESOTA

2014 IMPROVEMENT PROJECTS

TYPICAL SECTION - 12TH STREET SE

FEBRUARY, 2014

FIGURE NO. 7



TYPICAL SECTION - INDUSTRIAL PARK 4TH ADDITION

NOTE: DETAILS ARE NOT TO SCALE



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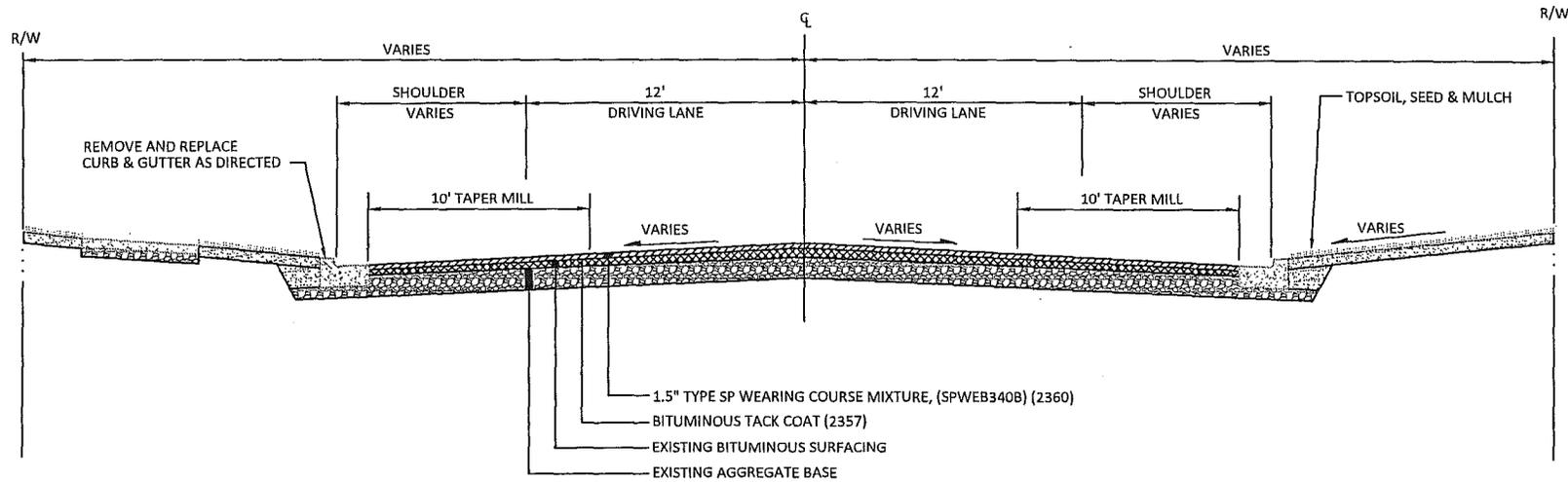
CITY OF WILLMAR, MINNESOTA

2014 IMPROVEMENT PROJECTS

TYPICAL SECTION - INDUSTRIAL PARK 4TH ADDITION

FEBRUARY, 2014

FIGURE NO. 8



TYPICAL SECTION - OVERLAY AREAS

NOTE: DETAILS ARE NOT TO SCALE

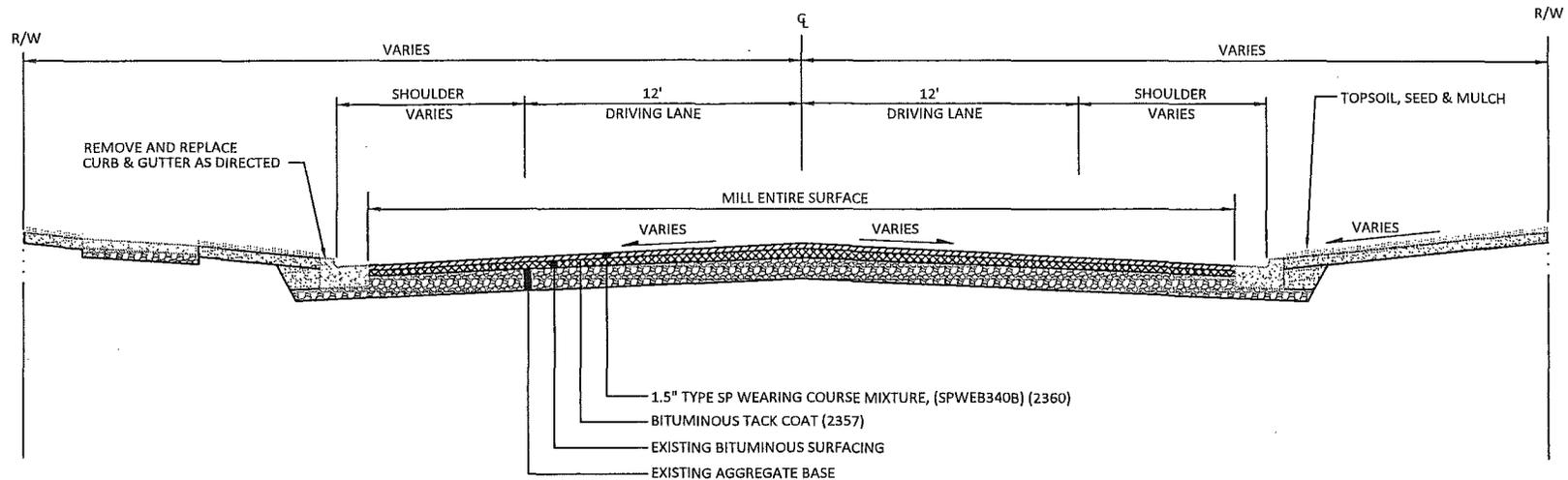


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CITY OF WILLMAR, MINNESOTA
 2014 IMPROVEMENT PROJECTS
 TYPICAL SECTION - OVERLAY AREAS

FEBRUARY, 2014

FIGURE NO. 9



TYPICAL SECTION - OVERLAY AREAS- MILL ENTIRE SURFACE/ 23RD STREET SW & 7TH STREET SE

NOTE: DETAILS ARE NOT TO SCALE



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 BAXTER, MN ROCHESTER, MN AMES, IA SPENCER, IA

CITY OF WILLMAR, MINNESOTA
 2014 IMPROVEMENT PROJECTS
 TYPICAL SECTION - OVERLAY AREAS- MILL ENTIRE SURFACE

FEBRUARY, 2014

FIGURE NO. 10

City of Willmar Public Works Snow Removal 2-24-2014

Calendar Year Snow Removal Total - Hours

2009	5,491 Hrs.
2010	6,069 Hrs.
2011	5,301 Hrs.
2012	2,775 Hrs.
2013	5,770 Hrs.
2014	N/A

Calendar Year Snow Removal Related Overtime - Hours

2009	1063 Hrs.	
2010	1113 Hrs.	
2011	843.5 Hrs.	
2012	362.5 Hrs.	
2013	365 Hrs.	
2014	702 Hrs.	(Seasonal Snow Removal 2013 – 2014 833.5 OT)

*note a portion of overtime is taken as comp time for some staff.

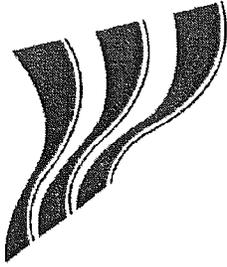
- 2013-2014 seasonal snowfall, 33.4" November 6, 2013 – February 20, 2014
- 10 year seasonal snowfall average is 45.85"
- 30 snow and ice events for 2013 -2014 snow season
- Hauled Central Business District six times – trucks hired to assist 3 times
- Salt purchased, for 2013-2014 snow season ,450 tons of 600 tons state contracted at \$71.75 per ton
- Purchased 3,500 cubic yards of sand in comparison to seasonal average of 2,000 cubic yards
- Of the 16 miles of City of Willmar sidewalks and trails maintain by the Public Works Department, because of the winds and drifting, staff has had difficulty maintaining all trails on a daily basis and has had to stop maintaining North 71 trail from Thompson Park to Civic Center Dr. NE, 15th Ave NW by the Ridgewater College, and Civic Center Dr. NE by the bypass bridge. (will open all trails as Spring arrives)

Water Main Breaks and Frost Depth

Water Main Breaks in Roadways

2009-2010	12	(November-March)
2010-2011	9	(November-March)
2011-2012	10	(November-March)
2012-2013	12	(November-March)
2013-2014	14 5 week season to go	(November-March)

- Frost depths of 6 1/2' – 0' (under 4' of snow could push a probe into the ground)
- Home services freezing because of frost depth, low water usage, home owners on vacation, or homes vacant.
- Frost depth is more than staff has ever experienced
- Patch areas are larger because of difficulty of finding the leaks area under the frost



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

Agenda Item Number: 5
Meeting Date: February 25, 2014
Attachments: Yes

CITY COUNCIL ACTION

Date:

- Approved Denied
 Amended Tabled
 Other

Originating Department: Willmar Police Department

Agenda Item: Calls for Service and Jail Census Statistics

Recommended Action: No specific committee or council action necessary. To provide information requested by PW/PS Committee Chairperson Christianson.

Background/Summary: This item is present on the agenda per request of Committee Chairperson Christianson to include a "report on jail census and incident report for the last two weeks". See attached report as requested.

Alternatives: None.

Financial Considerations: None

Preparer: David Wyffels

Signature: *David F. Wyffels*

Comments:

INTEROFFICE MEMORANDUM

DATE: February 24, 2014

TO: Public Works / Public Safety Committee Members

FROM: Chief David Wyffels

SUBJECT: Jail Census and Incident Reports

The jail census on Monday, February 24, 2014 was: **70 inmates** as of 0917 AM. This number fluctuates daily.

The number of incidents reported in the most recent past two weeks covering the time frame from February 10 through February 24, 2014 is: **653 incidents**.

COMMUNITY DEVELOPMENT COMMITTEE

MINUTES

The Community Development Committee of the Willmar City Council met on Thursday, February 27, 2014, in Conference Room No. 1 at the City Office Building.

Present:	Rick Fagerlie	Chair
	Bruce DeBlieck	Vice Chair
	Jim Dokken	Member
	Tim Johnson	Member

Others present: Frank Yanish, Mayor; Audrey Nelsen, Council Member; Ron Christianson, Council Member; Denis Anderson, Council Member; Bruce Peterson, Director of Planning and Development Services; Charlene Stevens, City Administrator; Megan DeSchepper, City Planner; Randy Alsleben, Jennie-O Turkey Store; Jean Spaulding, EDC; Ken Warner, Willmar Lakes Area Chamber; Craig Holmgren; Errol Bluhm; Steve Gardner; Linda Kacher; Robert Enos; Linda Mathiasen; Don Williamson; Stephen Deleski; and 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 Jennie-O Turkey Store Purchase Agreement (Motion)

Staff presented a proposal to transfer property to Jennie-O Turkey Store for their future expansions. The phase I expansion is intended for 2014 and involves the transfer of two parcels totaling approximately 8 acres of land to Jennie-O Turkey Store as detailed on the attachment. A calculated purchase price of \$238,072 would be written down to \$0 by applying the City's land write-down policy. An option or first right of refusal was proposed for the 30-acre phase II parcel, in order to provide a level of assurance to the company that the land was available for their future needs.

The Committee had a number of questions regarding past record keeping for the project. Council Member Johnson inquired about the appraisal numbers and the fact there were different square foot values assigned to the three parcels. Chair Fagerlie explained that each parcel had to be appraised separately. Mr. Johnson also inquired about the jobs to be created by the project. Randy Alsleben of Jennie-O Turkey Store said a majority of the jobs coming to the expanded corporate headquarters would be from other Jennie-O offices in Minnesota and Wisconsin, with a good number of those coming from Spicer. Council member DeBlieck asked about the value of the phase I parcels to the City. Staff explained that there was very little value to the parcels due the physical encumbrances and obstacles inherent with each parcel. Chair Fagerlie asked if Jennie-O Turkey Store was ready to move forward with the office expansion if the Council acted favorably on the land transfer. Mr. Alsleben replied, "yes, as soon as they can." The question was asked whether the two possible expansion projects are tied to the action for the phase I land transfer. Again, Mr. Alsleben replied "yes". Council member DeBlieck concluded discussion by saying that the corporate

expansion sets the stage for future industrial growth and he recognized the value of Jennie-O Turkey Store in the region as a Fortune 500 company.

Following discussion a motion was made by Council Member DeBlieck, seconded by Council Member Johnson, and passed to recommend the transfer of property for phases I and II as proposed by staff, and directing staff and legal counsel to prepare the necessary purchase agreement and option/first right of refusal for final review by the Council.

Item No. 4 Consideration of Municipal Code Amendments/Solid Waste Issues (Motion)

Staff introduced the review of the solid waste section of the Municipal Code. Megan DeSchepper, City Planner who led the Task Force, outlined changes to the Municipal Code as proposed by the Task Force (see attachment). The proposed changes include additions/revisions to the sections on collection, storage, and disposal of solid waste, as well as enforcement procedures. Under the proposed ordinance, administrative citations can be issued by Community Service Officers or Police Officers following unsuccessful attempts by the Department of Planning and Development Services to resolve a violation. Several members of the Task Force were present to offer comments. Linda Mathiasen explained that information from other cities was helpful in structuring the ordinance amendments. Stephen Deleski showed some photos of problem areas, specifically in the downtown area. Council Member DeBlieck offered the comment that the ordinance was not specific to the downtown, but would be enforced city-wide. Don Williamson of the Task Force offered comments regarding his company's requirements for access to solid waste receptacles.

Following discussion a motion was made by Council Member Johnson, seconded by Council Member Dokken, and passed to introduce the Ordinance amending the Municipal Code and to set a hearing for March 17, 2014.

Item No. 5 Old Business

There was no old business to come before the Committee.

Item No. 6 New Business

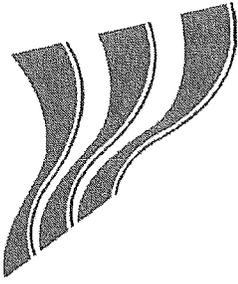
There was no new business to come before the Committee.

There being no further business to come before the Committee, the meeting was adjourned at 5:35 p.m. by Chair Fagerlie.

Respectfully submitted,



Bruce Peterson, AICP
Director of Planning and Development Services



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

Agenda Item Number: _____

Meeting Date: February 27, 2014

Attachments: Yes No

CITY COUNCIL ACTION

Date: March 3, 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: Jennie-O Turkey Store Purchase Agreement and Option for Industrial Property.

Recommended Action: To approve the purchase agreement and option with Jennie-O Turkey Store.

Background/Summary: With the recent vacation of a portion of former Highway 40, the City has been working with Jennie-O Turkey Store to transfer ownership of properties for their proposed 2014 corporate office expansion project. The purchase agreement and options terms proposed are based on an analysis of Industrial Park property values and the City's adopted land write-down policy.

Alternatives:

1. Approve the transactions as proposed.
2. Refer back to staff for additional consideration.
3. Not move forward with the transfer of property.

Financial Considerations: The financial considerations for this project are very slight for the City, as the original property was either right-of-way (dedicated to the State of Minnesota) that has since been turned back to the City, or was property purchased with airport grant money years ago for part of the airport and Public Works material storage lot.

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

Signature:

Comments:

February 20, 2014

WILLMAR INDUSTRIAL PARK THIRD ADDITION
(JOTS Projects)

Outlot B - 240,202 sq. ft. @ .65/sq. ft.* = \$156,131
Lot 1, Block 5 - 91,045 sq. ft. @ .90/sq. ft.* = \$81,941
\$238,072

Lot 1, Block 3 - 1,305,320 sq. ft. @ 1.10 sq. ft.* = \$1,435,852

Estimated market value of JOTS project building, parking, and misc. = \$4.0 million (by City Assessor)

Estimated number of employees to be added at the Willmar Avenue site = 90 (by JOTS)

Land pricing credits (as per policy)

\$4 million EMV = 4x\$25,000 = \$100,000

90 jobs = 90x\$10,000 = \$900,000
\$1,000,000

The total calculated cost for the three parcels is \$1,673,924. In their proposal, JOTS offered \$1.25/ sq. ft. for Lot 1, Block 5 and Lot 1, Block 3 for a total of \$1,745,456, with the conveyance of the right-of-way (Outlot B) at no cost.

*based on Holmgren Appraisal of September 2013

JOTS Projects (continued)

RECOMMENDATION:

Phase I Project Purchase Agreement

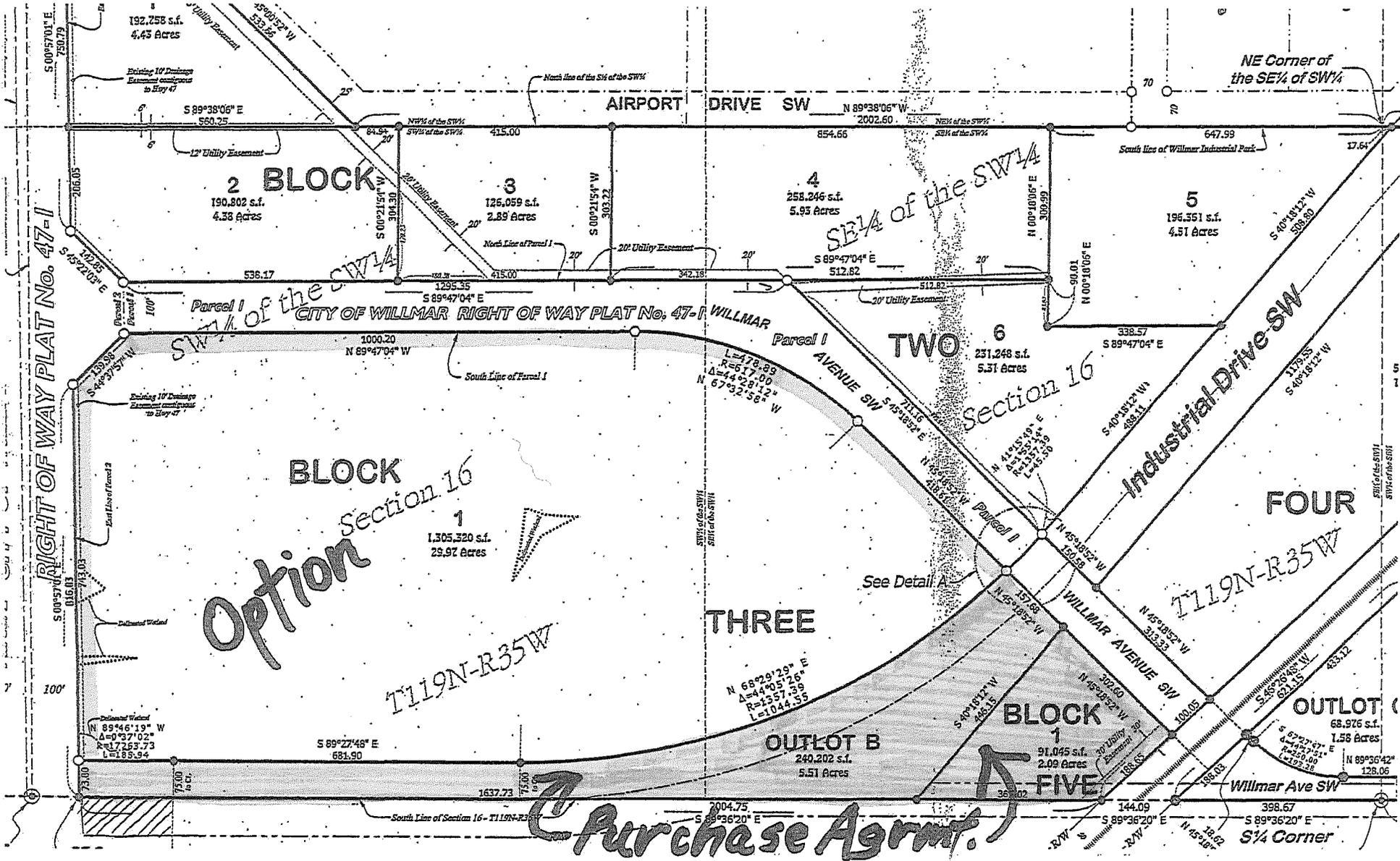
\$238,072 purchase price
-\$1,000,000 credits
-\$761,928 carry over to Option for Phase II

Purchase agreement to be written at a price of \$0 for Phase I, based on the application of land write-down credits.

Phase II Option

Option for Phase II to be written in the amount of \$1,435,852, less the \$761,928 purchase credit balance, for an amount due of \$673,924. Option recognizes that the price can be further written down based on the market value of Phase II improvements and additional employment. Term of the option to be 15 years. Any development agreement to include the provision that JOTS waives its right to contest Assessor's calculated market value. The wage floor for Phase II, jobs will be based on market conditions or State law.

The actual calculated payment for the option property will reflect actual market value increases and employment increases from both phases of the JOTS projects.



Option

Purchase Agrmt.

RIGHT OF WAY PLAT No. 47-1

BLOCK Section 16

THREE

TWO Section 16

FOUR

BLOCK

FIVE

OUTLOT C

OUTLOT B

AIRPORT DRIVE SW

WILLMAR AVENUE SW

INDUSTRIAL DRIVE SW

WILLMAR AVENUE SW

Willmar Ave SW

192,758 s.f.
4.45 Acres

190,802 s.f.
4.38 Acres

125,059 s.f.
2.85 Acres

258,246 s.f.
5.93 Acres

196,351 s.f.
4.51 Acres

1,305,320 s.f.
29.92 Acres

91,045 s.f.
2.09 Acres

68,976 s.f.
1.58 Acres

240,202 s.f.
5.51 Acres

NE Corner of the SE 1/4 of SW 1/4

See Detail A

CITY OF WILLMAR RIGHT OF WAY PLAT No. 47-1

Parcel I
L=478.89
R=617.00
Δ=44°28'12"
R=1557.39
L=1044.55

City of Willmar Business Subsidy Policy

This Policy is adopted for purposes of the business subsidies act (the "Act"), which is Minnesota Statutes, Section 116J.993 through 116J.995. Terms used in this Policy are intended to have the same meanings as used in the Act, and this Policy shall apply only with respect to subsidies granted under the Act if and to the extent required thereby.

While it is recognized that the creation of good paying jobs is a desirable goal which benefits the Willmar community, it must also be recognized that not all projects assisted with subsidies derive their public purposes and importance solely by virtue of job creation. In addition, the imposition of high job creation requirements and high wage levels may be unrealistic and counter-productive in the face of larger economic forces and the financial and competitive circumstances of an individual business.

The granting of subsidies shall be guided by the following principles and criteria:

1. Each project shall be evaluated based on its perceived importance and benefit to the community from all perspectives deemed relevant, including created or retained employment positions, where applicable.
2. The Act now provides that, after public hearing thereon, if the creation or retention of jobs is determined not to be a goal of a business subsidy, the wage and job goals may be set at zero. Where creation or retention of jobs is a goal, the specific number of jobs to be created or retained shall be stated in the subsidy agreement. Where creation of new jobs is required, those jobs shall have a wage floor of \$12.00 per hour.
3. The specific minimum requirements under Section 116J.994, Subdivision 2, of the Act that a recipient must meet in return for the business subsidy shall be, where applicable:
 1. The retention of existing jobs,
 2. The creation of the specified number of new jobs at or exceeding the wage floor, and/or
 - Where the subsidy relates to the acquisition of personal property or the acquisition and/or physical development of real property, the substantial completion of the acquisition or development thereof.
 - Where applicable, the foregoing shall also be the stated measurable, specific and tangible goals for the subsidy under the related subsidy agreement, as provided in Section 116J.994, Subdivision 3(3), of the Act.

4. It is recognized that a particular project which does not include as a goal the creation or retention of jobs may nonetheless be worthy of support and subsidy in respect of other perceived benefits.
5. In cases where the objective is the retention of existing jobs, the recipient of the subsidy shall be required to provide reasonably specific and demonstrable evidence of the job loss, absent the subsidy.
6. Subject to the wage floor, where applicable, the setting of wage and job goals must be sensitive to prevailing wage rates, local economic conditions, external economic forces over which neither the grantor nor the recipient of the subsidy has control, the individual financial resources of the recipient and the competitive environment in which the recipient's business exists.
7. Because it is not possible to anticipate every type of project which may in its context and time present desirable community building or preservation goals and objectives, the governing body must retain the right in its discretion to approve projects and subsidies which may vary from the principles and criteria of this Policy, as may be permitted by but subject to the procedural and other requirements of the Act.
8. As provided in the Act, deviations from the criteria of this Policy are permitted by documenting in writing the reasons for the deviation and attaching a copy of the document to the next annual report to the Minnesota Department of Employment and Economic Development (DEED).
9. The terms of this policy, including the setting of the wage floor, shall be reviewed on a bi-annual basis.

This Policy is intended to conform to the requirements of the Act, including the year 2000 amendments thereto. A copy of this Policy (and any amendments hereto) shall be submitted along with the first annual report to DEED following its adoption.

Adopted by: The City Council of the City of Willmar, Minnesota
Date of Adoption: March 15, 2004
Date of Public Hearing: March 15, 2004

Wage floor amended to \$11.00 per hour as per Council action on April 16, 2007
Wage floor amended to \$12.00 per hour as per Council action on May 6, 2013

Willmar Industrial Land Pricing Write-Down Policy

1. Purpose

The purpose of the land write-down policy is to stimulate and assist economic development projects by reducing the sale price of City-owned (industrial) properties, based on an established formula of price credits for job creation and tax base enhancement.

2. Impacted Properties

This policy shall apply to the sale of any and all City-owned industrial properties. These properties will most likely be located in one of the phases of the Willmar Industrial Park.

3. Qualifying Buyers/Projects

To be eligible for a land write-down, a qualifying business shall be either a permitted or conditional use as listed in the appropriate zoning district of the Willmar Zoning Ordinance. Any approval of a land write-down shall be conditioned on land use approval.

4. Calculating the Write-Down

Any land write-down shall use as its basis the asking/listing price for the property as calculated and offered by the City.

- A. Employment credit: A qualifying project shall be credited \$10,000 off the listing price per job created. Job creation goals shall be stated and included in a formal agreement between the buyer and the City.
- B. Tax base credit: A qualifying project shall be credited \$25,000 off the listing price per million dollars of estimated market value created as determined by the office of the City Assessor. Tax base creation goals shall be stated and included in a formal agreement between the buyer and the City.

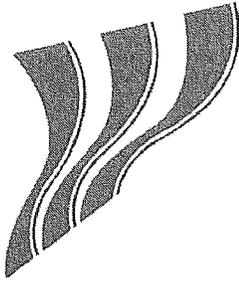
In no instance shall the amount of the land write-down credited to the buyer exceed the stated price of the property being acquired.

5. Relationship to Minnesota Statutes

Any land write-down shall be authorized by and in full compliance with applicable Minnesota Statutes, including but not limited to Minn. Stat. Chs. 169 and 116J.

6. Land Write Down/Business Subsidy Process Costs

The buyer/write-down recipient shall be responsible for payment of all real estate commissions and legal/administrative costs incurred by the City in the transaction.



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

Agenda Item Number: _____

Meeting Date: February 27, 2014

Attachments: Yes No

CITY COUNCIL ACTION

Date: March 3, 2014

Approved Denied
 Amended Tabled
 Other

Originating Department: Planning and Development Services

Agenda Item: Consideration of Municipal Code Amendments/Solid Waste Issues

Recommended Action: To introduce the proposed ordinance for a hearing at the March 17, 2014 meeting.

Background/Summary: The City Council appointed a Solid Waste Task Force to work on a variety of solid waste/garbage issues in the City of Willmar. The Task Force has met for several months and proposes those changes as detailed in the attached ordinance. The ordinance has been prepared by the City Attorney and reflects the changes recommended by the task force.

Alternatives:

1. To introduce the ordinance as proposed.
2. To refer the matter back to the task force for additional changes.
3. To leave the Municipal Code as is.

Financial Considerations: The changes to the ordinance have limited financial impact on the City, with the exception of staff time and how solid waste issues are dealt with by staff and the Council.

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

Signature:

Comments:

ORDINANCE NO. _____

AN ORDINANCE AMENDING CHAPTER 6.5, HOUSING, ARTICLE II, RENTAL HOUSING, DIVISION 2, STANDARDS, SECTION 6.5-46, RESPONSIBILITIES OF OWNERS AND OCCUPANTS AND CHAPTER 12, SOLID WASTE, ARTICLE II, DISPOSAL OF GARBAGE AND RUBBISH

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

Section 1. AMENDMENT OF MUNICIPAL CODE SECTION 6.5-46. Chapter 6.5, Article II, Division 2, Section 6.5-46 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. 6.5-46. - Responsibilities of owners and occupants.

- (g) Every owner of rental housing shall supply facilities or refuse containers for the sanitary and safe storage and/or disposal of rubbish and garbage. The owner shall ensure that such facilities and containers are emptied and the contents thereof removed as often as they become full or the contents thereof cause a noxious odor or otherwise become offensive to the senses, but under no circumstances less frequently than once every week for any rental unit located in the Central Business Zoning District (CBD), any multiple dwelling located in any zoning district, or any premises containing a rental unit and a commercial or industrial use in any zoning district.

Section 2. AMENDMENT OF MUNICIPAL CODE Chapter 12, Article II. Chapter 12, Article II of the Willmar Municipal Code is hereby amended to read as follows (deleted material is crossed out; new material is underlined; sections and subsections not being amended are omitted):

Sec. 12-26. - Definitions.

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

Dumpster means a unit that is intended to be used primarily for the disposal of waste material, and that has a capacity larger than 100 gallons.

Garbage means: animal and vegetable waste materials and all other putrescible waste material, whether resulting from the

handling, preparation, cooking, service and consumption of food or otherwise, excluding yard waste.

- (1) The refuse animal or vegetable matter, or both, from kitchens, pantries and dining rooms of hotels, restaurants, boardinghouses, tenement houses, flats and dwelling houses;
- (2) The animal refuse from slaughterhouses and butcher shops; and
- (3) The refuse fruit and vegetable matter from stores and fruit houses.

Rubbish means paper, boxes, cartons, house sweepings, tin cans, bottles, junk, automobiles, machinery, metals, tires, inner tubes, and any other article or debris that creates an unsightly appearance.

Waste container means any container utilized for the storage of waste material, excluding dumpsters.

Waste material means garbage, rubbish and any other article or item that is generated from residential, commercial, industrial, agricultural or community activities and is discarded due to its worthlessness or offensiveness.

Yard waste means grass clippings, leaves or vegetable or garden matter which can be biologically decomposed resulting in an innocuous final product, but excludes brush, bushes, branches, trees, or similar large material.

Sec. 12-27. - Waste storage and disposal in general.

- (a) Every owner of property, together with every occupant of a residential dwelling and every manager or occupant of a multiple unit residential dwelling or commercial or industrial establishment, shall be responsible for ensuring that the waste generated at such property is stored and disposed of in compliance with the requirements of this Article.
- (b) It shall be illegal for any person to dispose of any waste material generated by that person or on property owned or occupied by such person on the property of another or into any waste storage facility owned and maintained by another without such other person's permission. It shall be illegal and constitute a theft of public services for any person to dispose of any waste material generated by that person or on property owned or occupied by such person into a public

trash receptacle or other public waste storage facility except as expressly permitted by this Article.

Sec. 12-2728 - Storage of garbage.

- (a) All garbage accumulated on any property in the city shall be drained of liquids, bagged, and deposited, kept and stored, ~~by every householder or occupant of any dwelling house, boardinghouse, flat, apartment, store, restaurant, hotel, or any other place of business, in a waste container that meets the requirements of section 12-30. fly- and water-tight containers of sufficient size to receive all garbage which may accumulate between times of collection and disposal thereof. Each such container shall be provided with a bail or handles and a tight-fitting cover. The container shall be kept at such place on the premises as to be convenient for the garbage collector, and not in close proximity to the buildings or premises of others. All garbage from commercial and industrial uses concerning food and/or produce products, including hotels, restaurants, grocery stores, butcher shops, food processing facilities and fruit houses shall be double bagged prior to being deposited into such a waste container.~~
- (b) No person shall deposit or permit to be deposited any garbage or garbage containers at any place nearer [to] the street or thoroughfare adjacent to the front lot line of any property than that portion of the dwelling or structure located nearest the street or thoroughfare, except as follows: Garbage or garbage containers may be placed on the boulevard or area adjacent to a public street after 8:00 p.m. on the day immediately preceding the day for scheduled garbage pickup at that location. Garbage containers and any garbage not removed by the garbage collector shall be removed from the area adjacent to the street before 8:00 p.m. on the day of the scheduled garbage pickup for that location.

Sec. 12-2829. - Storage of rubbish.

All rubbish shall be stored, deposited and kept in such a manner that the rubbish is not blown around or scattered by the wind, and at such a place that the rubbish will not be in close proximity to the buildings or property of others.

Sec. 12-30. - Waste Containers.

- (a) All waste containers utilized for the storage of garbage in the city shall be clean, rust-resistant, water-tight, non-absorbent and washable, and shall be equipped with a tight-fitting cover, which shall remain securely closed at all times when waste is not being deposited therein. Waste containers shall be of sufficient size to receive all garbage which may accumulate between times of collection and disposal thereof, subject to the requirements of paragraph (b) of this section.

- (b) Dumpsters may not be used or located in areas within the city's R-1 (One Family Residential) and R-2 (One and Two Family Residential) zoning districts, except as permitted in advance by the Planning and Development Services Department on a temporary basis not to exceed 14 days for construction debris when a building permit has been issued for the property, for general debris resulting from a large scale cleaning project, or following a transfer of possession of the property. In all other areas within the city dumpsters may be used provided they comply with the requirements of paragraph (a) of this section.

Sec. 12-2931. - Frequency of removal Disposal of Waste.

- (a) Garbage containers shall be emptied and the contents thereof removed as often as such receptacles become full or the contents thereof cause a noxious odor or otherwise become offensive to the senses, but under no circumstances less frequently than once each week for one family detached residential, multi-family residential, commercial or industrial uses, and at more frequent intervals if the city orders that it is necessary to protect the public health,; in the case of, private residences and dwelling houses, at intervals of not more than two (2) weeks; and other uses in the case of boardinghouses, tenement houses and flats, at intervals of not more than one (1) week. In the case of commercial and industrial uses concerning food and/or produce products, including hotels, restaurants, grocery stores, butcher shops, food processing facilities and fruit houses, garbage shall be removed daily from April 1 in each year to November 1 in each year, while from November 1 in one year to April 1 of the following year garbage shall be removed as often as the garbage containers become full otherwise required herein. In the case of multiple unit commercial or industrial rental property, the

property owner shall be responsible for arranging for the garbage removal service for the entire facility.

- (b) All rubbish shall be removed at such intervals of frequency as to prevent the rubbish from becoming rotten and cause a noxious odor or otherwise become offensive to the senses
offensive to smell.

Sec. 12-3032. - Hauling.

- (a) Except as otherwise provided herein, garbage shall be hauled and delivered only in the containers in which it is required in section 12-2728 to be deposited, kept and stored.
- (b) Rubbish shall be hauled and delivered only in such a manner that it is not blown around or scattered by the wind.

Sec. 12-3133. - Disposal at county landfill.

Any person may dispose of either garbage or rubbish by hauling and delivering it to the sanitary landfill facility provided by the county.

Sec. 12-34. - Public Nuisance.

The accumulation, storage or disposal of waste in violation of this Article is a public nuisance and may be abated by the procedure established in Sec. 9-3 independent of the administrative citation procedure established in Sec. 12-35, and the actual expenses incurred by the city in abating such violations may be assessed against the property upon which the violation occurred pursuant to Sec. 12-38.

Sec. 12-35. - Administrative Enforcement.

The intent of this Section is to gain compliance with this Article prior to any formal criminal or civil court action. The hearing process provided for in this Section shall be in addition to any other legal or equitable remedy available to the City for City Code violations, except that if a determination is made by the Community Development Committee pursuant to the hearing process detailed in Section 12-36 that a violation did not occur, the City may not then proceed with criminal prosecution for the same act or conduct.

- (a) Orders to correct; administrative citations. Upon the reasonable belief that a violation of this article has occurred, the City's Planning and Development Services Director or the Director's designee shall serve on the violator an order to correct the violation. The order to correct the violation shall require compliance within not less than three and not more than seven days. If compliance is not achieved within the time specified in the order to correct, or if the violation subject to the order occurs at a property that was found to have violated this Article at any time in the preceding three months, the official is authorized to issue an administrative citation stating the date, time, and nature of the offense, the name of the official issuing the citation, the amount of the scheduled civil fine, and the manner for paying the fine or appealing the citation by requesting an administrative conference. The citation shall be presented in person or by mail to the person responsible for the violation.
- (b) Civil fines. A person responsible violating this article may be subject to a civil fine in an amount not to exceed the amount of the maximum fine allowed if each ordinance violation had been prosecuted as a misdemeanor.
- (c) Payment of civil fine; request for administrative conference.
- (1) The person responsible for the violation must either pay the scheduled civil fine to the City Clerk's Office or request a conference with the Planning and Development Services Department Director within 20 calendar days after issuance of the administrative citation. This administrative conference will be with the Planning and Development Services Director and his or her designee who has reviewed the underlying facts of the violation, the history of prior violations, the impact of the violation on adjoining properties, and any information provided by the person responsible for the violation. Based upon those facts, the Planning and Development Services staff will determine if any settlement options may, consistent with the public health, welfare and safety, be offered to the person responsible for the violation as an alternative to the payment of the entire amount of the fine. This conference shall take place within 20 calendar days of the Department's receiving the request. If a settlement

cannot be reached at the administrative conference, the person responsible for the violation may, at the conclusion of the conference, either pay the fine or appeal the same to the Community Development Committee pursuant to Section 12-36. A request for an administrative conference must be made to the Planning and Development Services Department by mail or telephone. Only the Planning and Development Services Director and his or her designee have authority to dismiss the citation and/or waive the scheduled civil fine during the administrative conference. Failure to pay the fine or request an administrative conference within 20 calendar days of the date of the citation shall be deemed an admission of the charges set forth therein.

- (2) The person responsible for the violation may not appeal a fine to the Community Development Committee pursuant to Sec. 12-36 without first having timely requested an administrative conference with the Planning and Development Services Department. Failure to attend the administrative conference as scheduled shall be deemed an admission of the charges set forth in the administrative citation.

(d) *Fee for late payment of civil fine.*

- (1) A late payment fee of 10% of the civil fine amount shall be imposed if the person responsible for the violation fails to pay the civil fine within 20 calendar days after issuance of the administrative citation or fails to timely request an administrative conference pursuant to this Article.
- (2) If a civil fine is not paid within the time specified and no request for an administrative conference is timely received, the nonpayment of the civil fine shall constitute a personal obligation of the violator that may be collected by any appropriate legal means.

Sec. 12-36. - Appeals.

- (a) Any person aggrieved by a decision of the Planning and Development Services Department pursuant to Sec. 12-35 may appeal such decision to the Community Development Committee of the City Council by submitting a written notice of appeal to the City Administrator within 14 days after the date the Planning and Development Services

Department's decision was issued. Upon conclusion of an administrative conference under Sec. 12-35, the Planning and Development Services staff shall prepare a summary of the conference and shall state the decision reached. Such summary and statement shall become a part of public record.

- (b) The Community Development Committee, upon receipt of an appeal, shall set a time and place for a hearing and shall advise the applicant in writing by mail, postage prepaid to address of applicant, of such time and place, at least seven (7) days prior to the date of the hearing. At such a hearing the appellant shall be given an opportunity to be heard and to show cause why such notice or order should be modified, extended, or withdrawn.
- (c) The Community Development Committee shall hear any evidence provided by the appellant and Planning and Development Services Department staff, respectively, and shall issue a decision in writing to sustain, modify, or withdraw the order or citation. In modifying or withdrawing any order or citation, the committee shall consider whether the conduct or conditions documented by the Planning and Development Services Department staff constituted a violation of this Article and whether the Planning and Development Services Department staff complied with all procedural requirements of this Article.

Sec. 12-37. - Judicial Review.

An aggrieved party may obtain judicial review of the decision of the Community Development Committee by petitioning the Minnesota Court of Appeals for a writ of certiorari pursuant to Minn. Stat. § 606.01.

Sec. 12-38 - Assessments of Civil Fines, Late Fees and Abatement Expenses.

- (a) Charges Subject to Assessment. Unpaid civil fines imposed for violations of this Article, together with late fees thereon, and any expenses incurred by the city in abating the violations, may be assessed against:
 - (1) property which was the subject matter or related to the subject matter of the civil fines; or

(2) property which was the location of an activity, proposed use, delivery of city service, or other circumstance which resulted in the civil fine.

(b) Prior Voluntary Payment. Prior to any assessment for unpaid fines, the City Clerk or the Clerk's designee shall seek voluntary payment of the fines by notifying the owner of the property in writing of the fine imposed.

(c) Assessment Procedure. On or before the first day of October of each year, the unpaid civil fine and late fees, including the administrative charge due under subdivision (d) of this Section, together with the actual expenses incurred by the city in abating the violation and interest thereon at the maximum lawful rate permitted under Minnesota Statutes, Chapter 429, to be charged against said lot or parcel of land, together with a description of the premises and the name of the supposed owner, shall be certified to the County Auditor and shall be collected in the same manner as taxes and/or special assessments against the premises. The charge shall be a perpetual lien on the premises until paid. Prior to the certification to the County Auditor, the owner shall be given written notice of the proposed assessment and have the right to a hearing before the City Council to determine the propriety of the charge(s) to be assessed.

(d) Administrative Charge for Assessment. An administrative charge of \$25.00 shall be due upon the mailing of the notice of the proposed assessment.

Secs. 12-3239—12-45. - Reserved.

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

Passed by the City Council of the City of Willmar this ____ day of _____, 2014.

ATTEST:

Kevin Halliday, City Clerk

Frank Yanish, Mayor

VOTE: _____ AHMANN _____ ANDERSON _____ CHRISTIANSON
_____ DEBLIECK _____ DOKKEN _____ FAGERLIE _____ JOHNSON _____ NELSEN

This Ordinance introduced by Council Member: _____

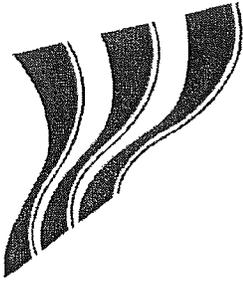
This Ordinance introduced on: _____

This Ordinance published on: _____

This Ordinance given a hearing on: _____

This Ordinance adopted on: _____

This Ordinance published on: _____



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

Agenda Item Number: 12

Meeting Date:

Attachments: ___ Yes No

CITY COUNCIL ACTION

Date: March 3, 2014

- Approved Denied
 Amended Tabled
 Other

Originating Department: City Clerk-Treasurer

Agenda Item: Consideration of Civic Center Arena Special Event by On-Sale Liquor License Holder Permit

Recommended Action: Motion for Approval

Background/Summary:

The Civic Center has rented space to the Willmar Curling Club who will hold a 3 day Curling Novice Bonspiel. On March 21, 22 and 23, 2014, the Willmar Curling Club has plans to serve alcohol. A Civic Center Arena Special Event Permit is required to distribute or consume alcohol on the Civic Center grounds. The Baker's Eagle Creek Eatery LLC dba The Oaks at Eagle Creek has applied for this permit with on-site employee listed as Trent Gehrking.

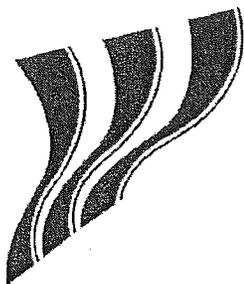
Alternatives: Deny Permit and Hold a Non-Alcoholic Event

Financial Considerations: \$100 Application Fee

Preparer: City Clerk-Treasurer

Signature:

Comments: Pending Approval of the Community Education & Recreation Board on February 28, 2014



CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 13

Meeting Date: March 3, 2014

Attachments: Yes No

CITY COUNCIL ACTION

Date:

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

Originating Department: Planning & Development Services

Agenda Item: Introduction of a Zoning Ordinance 1060 text amendment of Section 3 relating to shipping/storage containers.

Recommended Action: Staff recommends that the ordinance be introduced for a public hearing on March 17, 2014.

Background/Summary: The Planning Commission initiated the text amendment regarding shipping and storage containers to be proactive in anticipated possible future land use issues. They propose prohibiting them as permanent structures and limit them to no more than one month's use for moving purposes or three month's for storage for construction projects/improvements.

Alternatives: N/A

Financial Considerations: N/A

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

Signature: *Megan M DeSchepper*

Comments:

ORDINANCE NO. _____

AN ORDINANCE AMENDING NO. 1060
KNOWN AS THE WILLMAR ZONING ORDINANCE
BY AMENDING SECTION 3 RELATING TO
SHIPPING/STORAGE CONTAINERS

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

SECTION 6. Ordinance 1060 is hereby amended by ADDING SECTION 3.E.8 regarding accessory buildings/structures so as to read as follows:

8. *Shipping/storage containers and trailers in residential areas shall be prohibited for use as a storage structure, except as a temporary unit for moving purposes for a period of not more than one consecutive month in a twelve month period or as a temporary construction project container for limited time not to exceed three consecutive months.*

EFFECTIVE DATE. This Ordinance shall be effective from and after its adoption and second publication.

This Ordinance introduced by Council Member: _____

This Ordinance introduced on: _____

This Ordinance published on: _____

This Ordinance given a hearing on: _____

This Ordinance adopted on: _____

This Ordinance published on: _____