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

October 17, 2016
7:00 p.m.

The regular meeting of the Willmar City Council was called to order by the Honorable Mayor Marv Calvin. Members present on a roll call were Mayor Marv Calvin, Council Members Audrey Nelsen, Steve Ahmann, Denis Anderson, Rick Fagerlie, Andrew Plowman, Shawn Mueske and Tim Johnson. Council Member Ron Christianson was excused from the meeting. Present 8, Absent 1.

Also present were Interim City Administrator Mike McGuire, Police Captain Mike Anderson, Fire Chief Frank Hanson, Finance Director Steve Okins, Public Works Director Sean Christensen, Human Resource Director Bridget Buckingham, City Clerk Judy Thompson and City Attorney Robert Scott.

There were no additions or deletions to the agenda.

Council Member Ahmann offered a motion to adopt the Consent Agenda which included the following items: City Council Minutes of October 3, Finance/Full Council Minutes of October 12, Rice Memorial Hospital Minutes of September 28, Willmar Municipal Utilities Board Minutes of October 10, Planning Commission Minutes of October 12, Police Commission Minutes of August 19, Willmar Community Center Minutes of September 9, Board of Zoning Appeals Minutes of October 10, Accounts Payable Report through October 12, and Building Inspection Report for September 2016. Council Member Mueske seconded the motion, which carried.

Public Works Director Sean Christensen introduced Gene East, MnDOT Assistant Project Manager, who presented an update on the Willmar Wye Project. Mr. East stated the Willmar Wye will provide a direct connection between the Marshall and Morris Subdivisons of the BNSF rail network and will provide an improved access to Willmar's Industrial Park. He mentioned the various partners/contributors to the project and presented maps of the three primary alternatives for the project. The project is currently in the pre-design and environmental review stage. The design/build stage, along with the bidding of the project, will begin in late 2017. Construction is scheduled to begin in 2018, with project completion slated for Fall 2020. He stated a project status open house is scheduled for Tuesday, October 18, 2016 from 5-7 p.m. at MnDOT.

Following the presentation, the Council had the opportunity to ask questions. Council Member Ahmann thanked Mr. East and asked for an update on Farm Service Elevator concerns. Mr. East stated Alternative 2B was created from the discussions with Farm Service Elevator. Council Member Anderson also thanked Mr. East and asked when the layout will be chosen. Mr. East stated that decision won't be made for quite some time. At this time, based on early analysis and Federal guidance, Alternative 2B seems to be the staff favorite.

Loren Schultz, 901 Irene Avenue SE, spoke during the Open Forum. Mr. Schultz inquired if the City was going to purchase the meandered land along East Highway 12 for drainage for the Wye Project. His concerns dealt with storm water drainage for the City of Willmar. Mayor Calvin asked Public Works Director Christensen to follow up on the concerns.

Mayor Calvin read the Proclamation of the Family Promise Week declaring the week of October 16, 2016 as Family Promise Week. On behalf of the Family Promise of Kandiyohi County, Mr. Wayne Nelson thanked the City for their recognition and the work the organization does. He gave a brief update on the program. Mayor Calvin thanked him for the work they do for the community.

Finance Director Okins presented the quarterly acknowledgement of donations the City has received from July 1, 2016 through September 30, 2016. Per State Statute, Council is required to accept these donations by Resolution.

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

RESOLUTION NO. 1

WHEREAS, the City of Willmar has received numerous donations which have been acknowledged by the City Administrator expressing the community's appreciation for the time period of July 1, 2016 – September 30, 2016.

NOW, THEREFORE, BE IT RESOLVED by the City Council of Willmar, Minnesota that the City formally accept the donations as listed below:

Carlson Construction	$ 500.00	Selvig Park
Humane Society of Kandiyohi/ Meeker Counties	$15,095.00	Water Access – Dog Park
Eric Banks	$ 54.58	Street Signs – Johnny Sundin
Presbyterian Family Foundation	$ 75.00	Movies in the Park
Doug Fenstra	$ 75.00	Movies in the Park
Fischer Laser Eye Center	$ 75.00	Movies in the Park
Allergy & Asthma Specialty Clinic	$ 50.00	Movies in the Park
Walmart	$ 50.00	Movies in the Park
American Welding & Gas	$ 40.00	Movies in the Park
Boline Fenstra Chiropractic	$ 100.00	Movies in the Park
Walt's	$ 1,000.00	Movies in the Park
Viking Coca-Cola	$ 1,000.00	Movies in the Park
Pro Color Graphics	$ 1,000.00	Movies in the Park
Willmar Lakes Area CVB	$ 1,000.00	Movies in the Park
Jennie-O Turkey Store	$ 1,000.00	Movies in the Park
Fiesta Time Rentals	$ 1,000.00	Movies in the Park
Willmar Community Ed & Rec	$ 1,000.00	Movies in the Park

Dated this 17th day of October, 2016

/s/Marv Calvin
Mayor

Attest:

s/s Judy Thompson
City Clerk

City Clerk Thompson explained to the Council that it is City policy to temporarily exempt from assessments certain lands currently used for agricultural purposes. Each year contact is made with the listed land owners to ascertain their desire to place the land in agricultural use for the next crop year, which in this case is for 2017 totaling $628,150.07. Staff was recommending the Council approve the exemptions for qualifying agricultural land owners of special assessments as presented for 2017 in the amount of $628,150.07.

Council Member Ahmann suggested that the current policy for exempting agricultural properties from special assessments be reviewed at a future Finance Committee meeting.

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

RESOLUTION NO. 2

WHEREAS, the City Council of the City of Willmar, Minnesota, did order the installation of certain street and other improvements made under Projects No. 0501, 8606, 9101, 1404, and 1601, and certain sewer and watermain improvements made under Projects No. 9701, 9303, 9202, and 9002.

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

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

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

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

1.	Hawkinson Land, LLC	95-924-0020	
	7340 26th Street NE	Project 9202	$13,005.00
	Willmar	Project 9101	51,455.70
		Project 9002	35,340.00
		Project 0501	61,137.01

Section 24, Township 119, Range 35
That part of Northwest Quarter of Northwest Quarter lying Northwesterly of Highway right-of way, except the South 125 feet of North 175 feet of West 133 feet & except part platted into Kandiyohi County State Aid Highway No. 23 right-of-way Plat No.1. (26.40 acres)

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

Section 14, Township 119, Range 35
South 610 feet of Northeast Quarter except West 393.61 feet; Southeast Quarter except South 914.88 feet of West 1085 feet and except parts in plats-Bergquists Estates, Perkins Fifth Addition and Gesch Park except that part of the South Half of Northeast Quarter described as follows: Commencing 715 feet South and 393.61 feet East of Northwest Corner of Southwest Quarter Northeast Quarter, Thence East to Southwest Corner of Lot 7, Block 7 Erickson's Third Addition, Thence South 70 feet, Thence West to East Line of Welch's Addition, Thence North 70 feet to point of beginning and except part platted into Gesch YMCA Addition and except that part of the South Half of the Southeast Quarter described as follows: Beginning at the Northwest Corner of Lot 2, Block 1, Gesch YMCA Addition, Thence South 548.78 feet,

Thence West 363.89 feet, Thence North 54 feet to Southeast Corner of Lot 1, Block 6, Perkins Fifth Addition, Thence continuing North 495 feet to Northeast Corner of Lot 1, Block 4, Perkins Fifth Addition, Thence East along Southerly right-of-way boundary line of Olena Avenue 363.89 feet to point of beginning; except part platted into City of Willmar 12th Street Southeast right-of-way plat. (87.23 acres)

3. Jean Langsjoen-Hogan Trust
and Carter Family
1950 E Welco
St. Peter

95-903-0010
Project 0501 $93,012.00

Section 3, Township 119, Range 35
Southeast Quarter of Southwest Quarter and Southwest Quarter of Southwest Quarter except the Southerly 350 feet of the Westerly 233 feet of Southwest Quarter of Southwest Quarter and except parts platted as Northwood Estates and Northwood Estates Second Addition; and also except that permanent utility easement described as follows: That part of the Southwest Quarter of the Southwest Quarter described as follows: Commencing at Southwest Corner of said Southwest Quarter of the Southwest Quarter, Thence East 844.61 feet, Thence North 108.96 feet to North right-of-way line of North Shore Way, said point being point of beginning of tract herein described, Thence Northwesterly 50 feet, Thence Northeasterly 100 feet, Thence Southeasterly 50 feet to North right-of-way line of North Shore Way, Thence Southwesterly 100 feet to point of beginning. (64.13 acres)

4. Bernard Revocable Trust Etal
c/o William Bernard
100 Promenade Ave, Apt 406
Wayzata

95-912-0970
Project 9701 $12,119.04

Section 12, Township 119, Range 35
North 1,655 feet of Northwest Quarter except the West 40 acres thereof. (60 acres)

5. J & C Enterprises of Central MN
c/o Stephen Jennings
PO Box 639
Richmond

Project 8606 $17,869.51

Hidden Valley Estates

95-308-0010	*Sect-08*	*TWP -119*	*Rang-35*	*Lot-001*	*Blk-001*
95-308-0020	*Sect-08*	*TWP -119*	*Rang-35*	*Lot-002*	*Blk-001*
95-308-0030	*Sect-08*	*TWP -119*	*Rang-35*	*Lot-003*	*Blk-001*
95-308-0040	*Sect-08*	*TWP -119*	*Rang-35*	*Lot-004*	*Blk-001*
95-308-0050	*Sect-08*	*TWP -119*	*Rang-35*	*Lot-005*	*Blk-001*
95-308-0060	*Sect-08*	*TWP -119*	*Rang-35*	*Lot-006*	*Blk-001*
95-308-0070	*Sect-08*	*TWP -119*	*Rang-35*	*Lot-007*	*Blk-001*
95-308-0080	*Sect-08*	*TWP -119*	*Rang-35*	*Lot-008*	*Blk-001*
95-308-0090	*Sect-08*	*TWP -119*	*Rang-35*	*Lot-009*	*Blk-001*
95-308-0100	*Sect-08*	*TWP -119*	*Rang-35*	*Lot-010*	*Blk-001*
95-308-0110	*Sect-08*	*TWP -119*	*Rang-35*	*Lot-011*	*Blk-001*
95-308-0120	*Sect-08*	*TWP -119*	*Rang-35*	*Lot-012*	*Blk-001*
95-308-0130	*Sect-08*	*TWP -119*	*Rang-35*	*Lot-013*	*Blk-001*
95-308-0140	*Sect-08*	*TWP -119*	*Rang-35*	*Lot-014*	*Blk-001*
95-308-0150	*Sect-08*	*TWP -119*	*Rang-35*	*Lot-015*	*Blk-001*

95-308-0160	*Sect-08*	*TWP -119*	*Rang-35*	*Lot-016 Blk-001*
95-308-0170	*Sect-08*	*TWP -119*	*Rang-35*	*Lot-017 Blk-001*
95-308-0200	*Sect-08*	*TWP -119*	*Rang-35*	*Lot-001 Blk-002*
95-308-0210	*Sect-08*	*TWP -119*	*Rang-35*	*Lot-002 Blk-002*
95-308-0220	*Sect-08*	*TWP -119*	*Rang-35*	*Lot-003 Blk-002*
95-308-0230	*Sect-08*	*TWP -119*	*Rang-35*	*Lot-004 Blk-002*
95-308-0300	*Sect-08*	*TWP -119*	*Rang-35*	*Lot-001 Blk-003*
95-308-0310	*Sect-08*	*TWP -119*	*Rang-35*	*Lot-002 Blk-003*
95-308-0320	*Sect-08*	*TWP -119*	*Rang-35*	*Lot-003 Blk-003*
95-308-0330	*Sect-08*	*TWP -119*	*Rang-35*	*Lot-004 Blk-003*
95-308-0340	*Sect-08*	*TWP -119*	*Rang-35*	*Lot-005 Blk-003*
95-308-0350	*Sect-08*	*TWP -119*	*Rang-35*	*Lot-006 Blk-003*
95-308-0360	*Sect-08*	*TWP -119*	*Rang-35*	*Lot-007 Blk-003*
95-308-0370	*Sect-08*	*TWP -119*	*Rang-35*	*Lot-008 Blk-003*
95-308-0380	*Sect-08*	*TWP -119*	*Rang-35*	*Lot-009 Blk-003*
95-308-0390	*Sect-08*	*TWP -119*	*Rang-35*	*Lot-010 Blk-003*
95-308-0400	*Sect-08*	*TWP -119*	*Rang-35*	*Lot-001 Blk-004*
95-308-0410	*Sect-08*	*TWP -119*	*Rang-35*	*Lot-002 Blk-004*
95-308-0420	*Sect-08*	*TWP -119*	*Rang-35*	*Lot-003 Blk-004*
95-308-0430	*Sect-08*	*TWP -119*	*Rang-35*	*Lot-004 Blk-004*
95-308-0500	*Sect-08*	*TWP -119*	*Rang-35*	*Lot-001 Blk-005*
95-308-0510	*Sect-08*	*TWP -119*	*Rang-35*	*Lot-002 Blk-005*
95-308-0520	*Sect-08*	*TWP -119*	*Rang-35*	*Lot-003 Blk-005*
95-308-0530	*Sect-08*	*TWP -119*	*Rang-35*	*Lot-004 Blk-005*
95-308-0540	*Sect-08*	*TWP -119*	*Rang-35*	*Lot-005 Blk-005*
95-308-0550	*Sect-08*	*TWP -119*	*Rang-35*	*Lot-006 Blk-005*

6. Erickson Land Company of Willmar, 95-912-0950
PO Box 628
Willmar, MN 56201 Project 1601 $26,156.80

SECT-12 TWP-119 RANG-35
That part of the West Half of Northwest Quarter described as follows: Commencing at the Northwest corner of said Section 12, Thence South 977.23 feet to point of beginning of tract herein described, Thence East 113.15 feet, Thence Northeasterly 120.30 feet, Thence Northeasterly 138.50 feet, Thence Southeasterly 196.87 feet, Thence Southeasterly 318.20 feet, Thence Southwesterly 15.49 feet, Thence Southeasterly 149.81 feet, Thence Southeasterly 153.04 feet, Thence Easterly 193.16 feet to East line of West 40 acres of North 1655 feet of said Northwest Quarter, Thence South 389.82 feet to South line of North 1655 feet of said Northwest Quarter, Thence West 1053 feet to West line of said Section 12, Thence North 677.77 feet to point of beginning, Except that part platted as Trentwood Estates Third Addition.(14.11 acres)

Dated this 17th day of October, 2016.

s/s Mary Calvin
Mayor

Attest:

s/s Mike McGuire
Interim City Administrator

Interim City Administrator McGuire updated the Council on the settlement agreement for tax forfeited properties in Oslo Meadows that were purchased by John and Debra Schmitz and David and Karen Cram. The amount agreed upon by all parties was a reduction from $2,235.76 per parcel to $1,162.88 per parcel. Both parties agreed to waive the Notice of Improvement Hearing and have signed said waivers. Council Member Mueske inquired if there are any changes that are being made to prevent this from happening in the future. Interim City Administrator McGuire stated that in the future all assessment searches for tax forfeited properties will be handled by the City Clerk and will be in writing.

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

RESOLUTION NO. 3

WHEREAS, the following properties located within the City of Willmar were offered for sale by the County Auditor at tax forfeiture sale:

Parcel 95-604-0450; Lot 26, Block 3, Oslo Meadows
Parcel 95-604-0460; Lot 27, Block 3, Oslo Meadows

WHEREAS, the above properties were subject to reassessment of $2,325.76 per parcel for special assessments if sold; and

WHEREAS, the above properties were sold to John H. & Debra L. Schmitz on October 7, 2015; and

Parcel 95-604-0430; Lot 24, Block 3, Oslo Meadows
Parcel 95-604-0440; Lot 25, Block 3, Oslo Meadows

WHEREAS, the above properties were subject to reassessment of $2,325.76 per parcel for special assessments if sold; and

WHEREAS, the above properties were sold to David M. & Karen M. Cram on October 7, 2015;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Willmar, Minnesota, that the special assessments against the above four properties be reduced from $2,325.76 per property to $1,162.88 per property and placed on the tax rolls for collection over a five (5) year period with an interest rate of five and one-half (5.50) percent, and that the County Auditor be notified to extend this assessment on the tax rolls payable in 2017 and thereafter.

Dated this 17th day of October, 2016.

s/s Marv Calvin
Mayor

Attest:

s/s Judy Thompson
City Clerk

Interim City Administrator McGuire requested the City Council set a Hearing for 7:01 p.m. on November 7, 2016 for Oslo Meadows Special Assessments for the 2005 Street & Other Improvements against properties purchased by Robin A. Javaherian legally described as Lots 6 & 8, Block 1, Oslo Meadows in the amount of $2,325.76 per parcel.

Following discussion, Council Member Ahmann moved to approve Staff's request. Council Member Nelsen seconded the motion, which carried.

Rachel Skretvedt gave an update on the plans and fundraising efforts for Willmar's Destination Playground Project currently underway. Thus far, $675,000 has been received and they plan to reach their goal of $800,000 by February 2017. At that time, they plan to finalize the design of the playground with construction to begin in May 2017. Following the presentation, Council Member Anderson commended the Committee on doing a wonderful job thus far, and asked if fund raising efforts will become more public. Ms. Skretvedt mentioned donations can be made on the website at any time.

Announcements for Council Committee meeting dates were as follows: Finance Committee, October 24th at 4:45 p.m.; Public Works/Public Safety November 1st at 4:45 p.m.

Mayor Calvin introduced the new City of Willmar Human Resource Director Bridget Buckingham.

Council Member Ahmann offered a motion to direct City Council to work with City Staff, City Engineer, and representatives of the County and townships, to coordinate efforts to start informal discussions on how to resolve the storm water issues and future planning of our storm water system throughout Kandiyohi County, in particular the City of Willmar. Council Member Fagerlie seconded the motion.

Council Member Nelsen asked if we shouldn't look at our own information received from Bolton and Menk before meeting with the other entities. She is not opposed to the meeting, but feels we should look at our own information and start with that before meeting with all the other entities.

Mayor Calvin stated that at the last meeting, the Council directed Staff to gather the information and bring to Public Works/Public Safety Committee for review. He feels we should wait until the original motions can be acted upon before we make further motions.

Council Member Nelsen offered a motion to amend the motion to recommend that this matter be referred to Public Works/Public Safety Committee for consideration together with the information staff has previously been directed to present to that Committee. Council Member Anderson seconded the motion.

Following discussion, Council Member Anderson suggested that we follow our process that is in place and wait for Public Works/Public Safety Committee recommendation. Council Member Mueske asked if the amended motion was to move the original motion to the Public Works Committee as stated here and not to kick the whole concept down to Committee, but to move the motion made tonight to Committee. Council Member Nelsen stated she made the amended motion to recommend we go back and look at the information we requested at the last meeting and then take a look at this particular item. Council Member Mueske said that seems more like a separate motion and not an amendment.

Mayor Calvin asked Attorney Scott for the legal interpretation. Attorney Scott stated we had a motion to essentially set the policy of the Council to start working with Staff on informal discussions with members of the County and the township. The motion to amend that motion essentially would be to refer it back to the Public Works Committee for consideration of this motion, along with the additional information that Staff has already been directed to bring to Committee. It is his interpretation that it is a proper amendment.

Council Member Ahmann spoke against the amendment. He felt bringing it back to Committee only delays the process, and felt his original motion has merit to stand alone and further move along the process in a timely manner.

Council Member Nelsen stated her amendment was not intended to delay the process, only that we review the report from Bolton and Menk and get recommendations from staff. She feels we need to do this first before meeting with the other entities. The amendment is to respect our staff and since we paid for this report, we should look at it and trust our staff to make recommendations and then take the next step to meet with the other entities.

Council Member Mueske offered an amendment to the amendment that a report back to the Council be made within two meetings to eliminate any further delays, and the maker and seconder of proposed amendment to the motion agreed. Following discussion, a vote was held on the amendment to the motion and it carried.

Attorney Scott clarified the original motion as amended is to direct the Public Works/Public Safety Committee to consider whether the Council should work with City Staff, City Engineer, and representatives of the County and townships, to coordinate efforts to start informal discussions on how to resolve the storm water issues and future planning of our storm water system throughout Kandiyohi County, in particular the City of Willmar, together with the information staff has previously been directed to present to that committee, and that the committee report back to the Council within two meeting. Following clarification, the amended motion carried.

Council Member Mueske offered a motion to adjourn the meeting with Council Member Plowman seconding the motion, which carried. The meeting adjourned at 8:23 p.m.

Attest:

MAYOR

SECRETARY TO THE COUNCIL

WILLMAR MUNICIPAL UTILITIES MINUTES
MUNICIPAL UTILITIES AUDITORIUM
OCTOBER 24, 2016

The Municipal Utilities Commission met in its regular scheduled meeting on Monday, October 24, 2016 at 11:45 a.m. in the Municipal Utilities Auditorium with the following Commissioners present: Dan Holtz, Carol Laumer, Jeff Nagel, Joe Gimse, Justin Mattern, Abdirizak Mahboub and Nathan Weber.

Others present at the meeting were: General Manager John Harren, Director of Finance Denise Runge, Power Supply Manager Chris Carlson, Power Production Supervisor Jon Folkedahl, Customer Service Supervisor Stacy Stien, Administrative Secretary Beth Mattheisen, Facilities/Purchasing Supervisor Kevin Marti, Power Resources Analyst Michelle Marotzke, City Attorney Robert Scott, City Councilman Shawn Mueske, State Representative Dave Baker, MMUA Government Relations Director Bill Black, and WC Tribune Journalist Shelby Lindrud.

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

RESOLUTION NO. 49

"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 October 10, 2016 Commission meeting;
- Bills represented by vouchers No. 161898 to No. 161986 and associated wire transfers inclusive in the amount of $2,334,056.59.

Dated this 24th day of October, 2016.

_____
President

ATTEST:

_____
Secretary

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

Government Relations Director Bill Black was on hand to present State Rep. Dave Baker with MMUA's Public Service Award (plaque). This award is given to a local, state, or federal elected or appointed officer who has been a strong supporter of MMUA and its members (municipalities). Black noted that through Rep. Baker's involvement and contributions to various public services, he exemplifies his commitment to the value and principles supported by MMUA and its member utilities. Rep. Baker graciously accepted the award and acknowledged his dedication and support of MMUA, and his appreciation for the knowledge he gained while serving as a member of the WMU Commission.

Rep. Dave Baker next expressed his enthusiasm for an area destination playground being proposed on Robbins Island. A PowerPoint presentation was given of the future playground area. Baker

informed the Commission that no public money would be used for the construction of the park, but the City would provide the park land and would be responsible for the long-term maintenance. The total cost of the 15,000-20,000 square-foot playground complex is estimated to be between $700,000-$800,000. This money would be raised through private donations from individuals, businesses, and organizations. In an effort to assist with the fundraising, Rep. Baker presented the Commission with a request for assistance in the manner of fee/charge waivers or assistance ("in-kind donation"). Following the presentation, it was the consensus of the Commission to recommend that the WMU Planning Committee address this issue at their next meeting.

Director of Finance Runge reviewed with the Commission the proposals submitted to provide audit services for the 2016-2018 WMU financial audits. Two proposals had been submitted to provide the required financial services. Following discussion, Commissioner Laumer offered a resolution to approve the proposal submitted by Conway, Deuth & Schmiesing, PLLP, to conduct the 2016-2018 financial audits of the Willmar Municipal Utilities. Commissioner Mattern seconded.

RESOLUTION NO. 50

"BE IT RESOLVED, by the Municipal Utilities Commission of the City of Willmar, Minnesota, that the proposed three-year agreement with Conway, Deuth & Schmiesing, PLLP, to conduct the WMU audit services in the amounts of $18,000 for the year 2016, $18,000 for the year 2017, and $18,000 for the year 2018 be approved."

Dated this 24th day of October, 2016.

_____
President

ATTEST:

_____
Secretary

The foregoing resolution was adopted by a vote of six ayes and one nay (Nagel).

Customer Service Supervisor Stien presented the Commission with a requested to approve the Advanced Metering Infrastructure (AMI) Agreement with Sensus USA, Inc. Stien presented background information on WMU's meter reading system and the future cost savings to be attained with the completion of the project. The AMI would provide the WMU and its customers with advanced Sensus end points, along with stronger security and more flexible, dependable and reliable network metering solutions. This will allow WMU staff to assist customers in identifying solutions to better manage energy efficiency and water conservation for future growth and development. This ten-year agreement would begin the second phase of the Sensus software implementation at a cost of $148,000. Following discussion, Commissioner Gimse offered a resolution to approve the AMI Agreement with Sensus in the amount of $148,000 to begin the second phase of the metering project. Commissioner Mahboub seconded.

RESOLUTION NO. 51

"BE IT RESOLVED, by the Municipal Utilities Commission of the City of Willmar, Minnesota, that the ten-year Advanced Metering Instructure Agreement between Willmar Municipal Utilities and Sensus USA, Inc., be approved in the amount of $148,000 to provide software headend equipment and technical support for the second phase of the metering project (software implementation)."

Dated this 24th day of October, 2016.

_____
President

ATTEST:

_____
Secretary

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

Facilities/Purchasing Supervisor Marti presented the Commission with a status review of current lease agreements (15) between WMU and BNSF Railway and its lease holders Railroad Management and JLL. Marti provide further data on the particulars (descriptions, payment amounts, etc.) of each lease as they relate to specific MN Statutes.

At this time, two utility-related reports were presented to the Commission for review and discussion. These informational reports and analyses included:

1. August 2016 Power Supply Report (Power Resources Analyst Marotzke)
2. September 2016 Wind Turbine Report (Power Production Supervisor Folkedahl)

Power Supply Manager Carlson opened discussion with the Commission on the topic of Energy Acquisition Adjustment (EAA). WMU has a policy for implementing an Energy Acquisition Adjustment. The EAA is designed to cover the monthly variable costs of power supply. When variable costs exceed 5.2¢, an EAA should be implemented. To reduce the number of times we need to implement an EAA, a bandwidth is used of $1M plus or minus. Variable costs include Power Supply, Transmission Expense, Transmission Revenues and specific Plant Production Operation accounts. It is the intent of Staff to further review the details of the policy with the WMU Planning Committee at their next meeting. Carlson noted that the last implementation of EAA took place in January 2009.

For information: Upcoming meetings/events to note include:

- WMU Planning Committee meeting – TBD (1st or 2nd week in November
  - Operations Policy review/update
  - Priam Substation Project
  - Building Project update
  - Fee/Charge Waiver Policy discussion (Robbins Island)
  - Energy Acquisition Adjustment (EAA)
  - General Manager - Goals & Expectations
- WMU Labor Committee meeting – TBD (1st or 2nd week in November)
  - Labor policy review/update
  - Union work hours
  - Non-union wages
  - General Manager – Goals & Expectations
- MMUA Legislative Rally - January 31-February 1, 2017
- APPA Legislative Rally - February 27-March 1, 2017 (Washington, DC)
- APPA National Conference - June 19-21, 2017 (Orlando, FL)

There being no further business to come before the Commission, Commissioner Nagel offered a motion to adjourn the meeting. Commissioner Mattern seconded the motion which carried by a vote of seven ayes and zero nays, and the meeting was adjourned at 12:42 p.m.

Respectfully Submitted,

WILLMAR MUNICPAL UTILITIES

_____

Beth Mattheisen
Administrative Secretary

ATTEST:

_____

Jeff Nagel, Secretary

Rice Memorial Hospital
Board of Directors Meeting
October 31, 2016

These Board of Directors minutes have not been officially approved by the RMH Board.

PRESENT: David Anfinson, President
Dr. Douglas Allen, Vice President
Dr. Lee Cafferty, Director
Andrea Carruthers, Director
Dr. Michael Gardner, Treasurer
Jon Saunders, Director
Eric Weiberg, Secretary

ABSENT: None

ADMINISTRATIVE STAFF: Michael Schramm, CEO, Teri Beyer, CQO, Bill Fenske, CFO, Dr. Ken Flowe, CMO, Wendy Ulferts, CNO

GUESTS: Pam Adam, Administrator, Rice Care Center; Shirley Carter, Director, Rice Health Foundation; Audrey Nelsen, City Council Liason; Anne Polta, Reporter, West Central Tribune

CALL TO ORDER/APPROVAL OF MINUTES: President Anfinson called the meeting to order at 5:30 p.m. A motion was made by Director Allen and seconded by Director Gardner to approve the consent agenda items as presented.

QUALITY REPORT: Pam Adam, Administrator at Rice Care Center, presented an overview of the many ways in which quality is measured and publicly reported (see attached). She also noted that Rice Care Center has received a grant from the State of MN which will be used to implement a performance improvement initiative to reduce the incidence of pressure ulcers.

MEDICAL STAFF REPORT: The following physicians were recommended for appointment to the Medical Staff at the Credentials Committee meeting on October 4th: Dr. Brianna Rick, M.D., Psychiatry Resident; Dr. Ashenafi Tamene, M.D., Cardiologist – both to Provisional Affiliate staff. Dr. Jefferson Brand, Jr., M.D.,Orthopedics; Dr. John M. Mahowald, M.D., Cardiologist; Dr. Jamie Pelzel, M.D., Cardiologist; Dr. Mark E. Wilson, M.D., Diagnostic Radiology – all to Affiliate Staff. Amanda Anderson, PA-C; Michael Kunstle, PA-C; Jared McLister, PA-C – all to Allied Health Professional Staff. Jennifer Kingery, NP and Amanda Nefstead, ATC were both recommended for transfer from Provisional Allied Health Staff to Allied Health Professional Staff. Robert Gonzalez, CRNA was recommended for extension of Locum Tenens privileges for 6 months. **Action**: Motion made by Director Allen and seconded by Director Gardner to approve the above noted recommendations to the Medical Staff. Motion carried.

In addition, Dr. Hund noted that Dr. John Nelson will be here on November 9th to lend his expertise in reassessing the Hospitalist (Hospital Medicine) program at Rice. Dr. Nelson was instrumental in helping to establish this program initially.

Dr. Hund also noted that a recent article in the *Annals of Internal Medicine* was critical of the criteria

established by CMS for care for patients with sepsis. He noted the measurement of quality in healthcare is far from an exact science at this point.

CEO REPORT: CEO Schramm reported on the following:

- WMS:
    1. Willmar Surgery Center: Bids have been received for the core and shell and were somewhat higher than anticipated. Bids for the mechanical and electrical portions of the construction are incomplete. ACMC is addressing a property issue that requires resolution prior to groundbreaking. Due to these combined factors, groundbreaking will be delayed until Spring, 2017.
    2. PET/CT scanner has been installed and cleared for use. Testing/training is occurring this week and next, with patients being scheduled by mid-November.
    3. A consultant has been engaged to assess the Anesthesia service line model with a goal of improving efficiency and staffing.
    4. Capital Budget plans for 2017 are being addressed. Imaging has identified needs that are being evaluated by Finance.
- Recruitment visits have occurred recently for Primary Care, Neurology/Sleep Medicine and Urogynecology. Rice is still recruiting for an additional Emergency Medicine physician as well as a Psychiatrist.
- Rice Health Foundation (RHF) gala be held on November 11th and the focus will be the Rice Regional Dental Clinic. Work is underway to raise $500,000 to support their ongoing needs. Shirley Carter thanked the Board for their support of the gala and the following day's Table Setting Fair. She noted that the Table Setting Fair will be sunset following this year's event as events of this type have become quite common place and fund-raising efforts will be focused elsewhere.
- Preparation is underway for the Joint Commission survey which will likely occur in Q4, 2017.
- We have been notified by CMS that we will receive no reduction (full payment) in calendar 2017 based on our performance with outpatient quality reporting.
- The Rehab project is now considered complete with all items resolved. The project finished under budget.

NEW BUSINESS No report

OLD BUSINESS No report

OTHER BUSINESS

A. **Hospital Committee Reports:** No reports.

B. **City Council Report:** A. Nelsen encouraged everyone to vote in the upcoming election scheduled for November 8th.

ADJOURNMENT: The meeting adjourned at 6:25 p.m.

Submitted by:

Eric Weiberg, Secretary

SUBJECT TO FINAL APPROVAL BY PLANNING COMMISSION

WILLMAR PLANNING COMMISSION
CITY OF WILLMAR, MN
WEDNESDAY, OCTOBER 26, 2016

MINUTES

1. The Willmar Planning Commission met on Wednesday, October 26, 2016, at 7:00 p.m. at the Willmar City Offices Conference Room #2.

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

   ** Members Absent: Rebecca Trongaard

   ** Others Present: Amanda McGillivray, Megan DeSchepper- Planner.

2. MINUTES: The October 12, 2016 minutes were approved as submitted.

3. MCGILLIVRAY SALON HOME OCCUPATION CONDITIONAL USE PERMIT-FILE NO. 16-03: The public hearing opened 7:01 p.m. Amanda McGillivray presented a request for a salon home occupation business conditional use permit on property described as follows: Lot 11, Block 81, First Addition to the Town of Willmar (713 7th St. SW). Ms. McGillivray explained that she will be the sole employee and will have clients by appointment only. Her hours of operation at the latest would be one evening a week to 7 p.m. and some Saturday mornings to noon. There is off street parking available in the driveway and will have no exterior signage just a sign in the door window.

   No one appeared to speak for or against the request and the public hearing closed at 7:06 p.m.

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

   The Commission inquired about deliveries to the site. Ms. McGillivray said she would get most of her product herself from a distributor in St. Cloud, if she ordered anything to be delivered to the home it would be at most once a month.

   Mr. Geiger made a motion, seconded by Mr. Poe, to approve the conditional use permit for a home occupation salon with the following condition:
   A. That all applicable local, state, and federal rules and regulations shall be met on site at all times.

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

   The motion carried.

4. ACCESSORY DWELLING UNIT DISCUSSION CONTINUED- SUBCOMMITTEE UPDATE: The Subcommittee updated the Commission on their progress. They've met twice and gone over the sample ordinances to pick and choose requirements that fit the Commissions vision. One major step forward was the determination that Accessory Dwelling Units (ADU) would only be permitted in R-2. Secondly, they also added the requirement to the list that one of the two units, either the principal structure or the ADU, shall be owner occupied. The Commission looked at the zoning map to determine R-2 locations and the limited amount of R-1 within the City Limits. Warren Erickson attended their first meeting, and gave his perspective on building costs and planned unit development possibilities. The Subcommittee and Staff will continue to work on the document and update the Commission on their progress.

5. There being no further business to come before the Commission the meeting adjourned at 7:39 p.m.

Respectfully submitted,

Megan M. DeSchepper

Megan M. DeSchepper, AICP
Planner/Airport Manager

Attachment A

PLANNING COMMISSION-OCTOBER 26, 2016

STAFF COMMENTS

1. MCGILLIVRAY SALON HOME OCCUPATION CONDITIONAL USE PERMIT-FILE NO. 16-03:
    - The applicants are Amanda and Joshua McGillivray, Willmar, MN.
    - The applicant wishes to operate a one chair salon home occupation on property legally described as follows: Lot 11, Block 81, First Addition to the Town of Willmar (713 7th St. SW).
    - The property is zoned R-2 (One and Two Family Residential).
    - The applicant will be the sole employee, off street parking is available in the driveway, will take place within the home, and no exterior storage will occur of business related items.
    - Sign permits are ancillary from the CUP and is limited to 2 sq. ft. in size and requires a sign permit.
    - Hours of operation?
    - Deliveries?

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

    A. That all applicable local, state, and federal rules and regulations shall be met on site at all times.

LG220 Application for Exempt Permit

An exempt permit may be issued to a nonprofit organization that:
- conducts lawful gambling on five or fewer days, and
- awards less than $50,000 in prizes during a calendar year.

If total raffle prize value for the calendar year will be $1,500 or less, contact the Licensing Specialist assigned to your county by calling 651-539-1900.

Application Fee (non-refundable)

Applications are processed in the order received. If the application is postmarked or received 30 days or more before the event, the application fee is **$100**; otherwise the fee is **$150**.

Due to the high volume of exempt applications, payment of additional fees prior to 30 days before your event will not expedite service, nor are telephone requests for expedited service accepted.

ORGANIZATION INFORMATION

Organization Name: MINNESOTA ELKS Youth Camp

Previous Gambling Permit Number: X-92894

Minnesota Tax ID Number, if any:

Federal Employer ID Number (FEIN), if any: 41-0783975

Mailing Address: 10860 County Road 118

City: NISSWA State: MN Zip: 56468 County: Crow Wing

Name of Chief Executive Officer (CEO): John Miller

Daytime Phone: 612-298-8142 Email:

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

☒ Fraternal ☐ Religious ☐ Veterans ☐ Other Nonprofit Organization

Attach a copy of one of the following showing proof of nonprofit status:

(DO NOT attach a sales tax exempt status or federal employer ID number, as they are not proof of nonprofit status.)

☐ **A current calendar year Certificate of Good Standing**
Don't have a copy? Obtain this certificate from:
MN Secretary of State, Business Services Division
60 Empire Drive, Suite 100
St. Paul, MN 55103

Secretary of State website, phone numbers:
www.sos.state.mn.us
651-296-2803, or toll free 1-877-551-6767

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

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

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): Willmar Lodge # 952

Address (do not use P.O. box): Box 816 222 20th St SE

City or Township: Willmar Zip: 56201 County: Kandiyohi

Date(s) of activity (for raffles, indicate the date of the drawing): October 21 2017

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

☐ Bingo* ☐ Paddlewheels* ☐ Pull-Tabs* ☐ Tipboards*

☒ Raffle **(total value of raffle prizes awarded for the calendar year: $** 50,000.00)

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

LG220 Application for Exempt Permit

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

CITY APPROVAL for a gambling premises located within city limits

X 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: Judy Thompson

Title: City Clerk Date: 10/31/16

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

COUNTY APPROVAL for a gambling premises located in a township

____ The application is acknowledged with no waiting period.

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

____ The application is denied.

Print County Name: _____

Signature of County Personnel: _____

Title: _____ Date: _____

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

Print Township Name: _____

Signature of Township Officer: _____

Title: _____ Date: _____

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

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

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

Print Name: _____

REQUIREMENTS

Complete a separate application for:
- all gambling conducted on two or more consecutive days, or
- all gambling conducted on one day.

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

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

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

MAIL APPLICATION AND ATTACHMENTS

Mail application with:

____ a copy of your proof of nonprofit status, and

____ application fee (non-refundable). If the application is postmarked or received 30 days or more before the event, the application fee is **$100**; otherwise the fee is **$150**. Make check payable to **State of Minnesota**.

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

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

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

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

HUMAN RIGHTS COMMISSION
MINUTES

Approved 10-18-16

The Human Rights Commission met on Tuesday, September 20, 2016 at 5:00 p.m. in the Multi-Purpose Room at the Kandiyohi County Historical Society.

Members present were: Kristal Dahlager, Richard Engan, Shelly Huseby, Barbara Little, Jill Benson, Shawn Mueske, Denis Anderson and Police Captain Mike Anderson. Also present were Janell Sommers, Recording Secretary.

Item No. 1 Call to Order

The meeting was called to order by Chair Kristal Dahlager at 5:00 p.m.

Item No. 2 Public Comment

There were no public comments.

Item No. 3 Human Rights Issues within the Willmar Police Department

Captain Mike Anderson discussed what is defined as hate crimes within the community and stated there are no racial hate crimes taking place at this time. The Department's focus has been on the large influx of the Somali community and helping them with problems within their community and developing partnerships. Mental health calls for service continues to be a huge problem with a number of state hospitals closing in the area. With the lack of hospital placement due to funding and administration changes, the Department struggles with finding facilities to place these individuals who need help, as jail is not the appropriate place for them to receive services they need.

The topic of homelessness was also discussed, with the Salvation Army having limited funding for short term help. Faith based group Family Promise offers services to families and couples, and has been open for just over a year at using area churches. The Commission discussed runaway kids, with the department either issuing an attempt to locate report or to report them missing through the State. They receive these instances almost daily and most are repeat offenders. The issue of some runaway kids being susceptible to human trafficking was noted, with investigators and area hotels taking part in training to combat this issue.

The Commission discussed the Mobile Crisis Unit, which is now manned 24 hours a day, 7 days a week and can be there in 40 minutes. The Commission discussed human rights training within the department, including racial profiling. They complete annual use of force training as well as diversity training and note no profiling complaints against them. The increased Curin population was noted, with the need for interpreters as more Curin individuals move to this area.

Item No 4 Approval of Minutes

Commission Member Shawn Mueske moved to approve the minutes of the August 16 2016 meeting, seconded by Commission Member Jill Benson. The motion carried. The Commission further discussed the topic of human rights within the Police Department and developing outreach to certain populations. This would allow them to work better together with the Department to be culturally sensitive.

Item No. 5 Educational Ideas

The Commission discussed a letter received from the County on interpreting services and the telephonic language line offered and how to navigate this system. It was noted it is complicated on both sides, with limited help and some individuals unable to read or write their own language. The idea of training people to handle clients who are not literate without use of handbooks to explain to them services that are

available was discussed. Commission Chair Kristal Dahlager proposed to respond to the letter and state the issue is to communicate and facilitate a program to explain the process and invite Larry Kleindl and Ann Stein to further discuss this issue at the October 18th meeting. Commission Member Shelly Huseby will invite Mr. Kleindl and inform him of the steps the Commission would like to take to bridge the gap.

Item No. 7 Miscellaneous

The Commission set the next meeting date for October 18, 2016.

A motion was made and seconded to adjourn. The motion carried and the meeting was adjourned at 5:58 p.m.

Respectfully submitted,

Janell Sommers

Janell Sommers
Recording Secretary

APPROVED 10/25/16

Willmar Lakes Area CVB Board Meeting
EBO Room of the CVB/Chamber
Tuesday, September 27, 2016 @ 12:00 Noon

Members Present: David Feist, Michelle Olson, Denny Baker, Roger Imdieke, Sue Steinert , Doug Kuehnast, Rob Baumgarn, Audrey Nelsen and Art Benson

Members Excused: Ken Warner, Dave Henle, Janet Demuth and Kevin Halliday

Members Absent: Jim Butterfield

Guests Present: Julie Kann and Dave Baker

Staff Present: Beth Fischer and Tanya Rosenau

I. **Call to Order:** Steinert called the meeting to order at 12:13pm.
   a. **Welcome to Guests Julie Kann and Representative Dave Baker:** A welcome was given to Kann and Baker.
   b. **Self-Introductions:** Self-introductions were done.
   c. **Additions or corrections to the agenda:** There were no additions or corrections.

II. **Approve Minutes from the August 16, 2016 Meeting:** It was MSC (m/ Kuehnast; s/Feist) to approve the minutes from the August 16, 2016 meeting.

III. **Financial Report:** Fischer presented the financial report and reviewed the lodging tax revenues report. It was MSC (m/Baker, s/Nelsen) to approve the financial report as it was presented.

IV. **Committee Reports & Requests:**
   a. **Sports Committee:** Baumgarn said there has been ice in the Blue Line Arena for a month now and everything is running smoothly. The Willmar WarHawks have 27 players and are currently 1 - 1 right now. They are still working on their party deck and they plan to add a projector and screen as well, which will be the property of the City of Willmar. The Civic Center continues to have more cosmetic upgrades done such as TVs for a digital menu at the concession stand. They recently had the Shrine Circus and the Indoor Garage Sale in the Cardinal Arena and will now start putting in the ice. The Homefront Connection Run will be October 8th, the Turkey Leg 5K is November 24th, youth hockey tournaments start in November and the University of St. Thomas will be hosting a hockey game here on November 5th.
   b. **Special Events Committee:** Baker said they approved funding of $1,500.00 to be taken out of this year's budget to go towards the I-600 run that takes place February 8-11. Only 40 of the 250 rooms they needed were available that weekend.
   c. **Meetings & Conventions Committee:** Feist said they went over recent conventions including Jaycees and MNIAI and everything went well. The MN Disable Vets Fall Conference is coming up in October. They sent out a bid for the 2017 MN Childcare Conference on Friday, the 2017 MCCE Fall Conference and the 2016 MN Scenic Byways Workshop. They lost the MN Energy Conference to Sugar Lake Lodge and they have a couple site tours coming up. Feist said they went over 2017 advertising options and talked about ways to improve their service to meeting planners. Associations North Leadership Conference is October 16-18 and Fischer and Varpness will be attending.
   d. **Visitor Guide Committee:** Steinert said they have started proofing sections of the new guide. Final proofing will be at the end of October. The guide goes to print in mid-November. Please send Fischer any pictures you have of the area and any event dates for 2017 by October 17th.

[Imdieke joined the meeting]

e. **Leisure Travel Committee:** Imdieke said they met at Big Kandiyohi Lake County Park East and were given a history of the county parks by Mike Roe. He noted that Big Kandiyohi Lake is one of the top ten walleye lakes in the state and they are having some great shore fishing action right now. A few notes from committee members include: all campgrounds did well this year, Riverspace Celebration & Music Trail Dedication took place on September 17th, the Kandiyohi County Historical Society has many events coming up, the current display at The Barn Theatre is called Memories and will be up until the end of September and Sibley State Park had a great summer due to new electrical sites and the new 100% reservable site policy.

f. **Executive Committee:**

   i. **New Board Member Approval:** It was MSC (m/Baker, s/Kuehnast) to approve Julie Kann as the new board member for the KEC.

V. **Affiliated Partnership Updates/Reports:**

a. **Vision 2040 Update:** Baker shared that there is a One Million Cups meeting at 8:30am on October 5th at The Barn Theatre. It is a national program designed to educate, engage, and connect entrepreneurs. Fischer will email out the information for the event. Kann shared her experience with a group like this in Sioux Falls.

b. **Other:**

VI. **Executive Director Report:** Fischer distributed the report and went over some of the larger events that are coming up. Such as MN Disable Vets Fall Conference next weekend, Live It Up Downtown starts October 28th, MN BEST Robotics Competition in New London, SW MN Synod Youth Gathering, Hockey Tournaments start in November, MN Scenic Byways Workshop and many more events. She has submitted ads to MN Travel Guide, MN Snowmobile Destinations, MN Trails and contracted ad space in Iowa Snowmobiler, SnoGoer and MN Meetings & Events. We were awarded the 2016 MN Scenic Byways Workshop, 2019 Anders Anderson Reunion and the 2017 AFSCME 65 Annual Convention. She has submitted bids to 2017 MCCE Fall Conference and 2017 Childcare Conference. She has assisted conventions such as JCI MN, MNIAI, Ag & Animal Science Conference and more. A complete copy of the Executive Director's Report is available upon request from the CVB office.

VII. **12:30pm Destination Playground Presentation – Representative Dave Baker:** Baker went over the plans for Willmar's Destination Playground at Robbins Island planned for May of 2017. He shared his history in helping with the community build of the Wildcat Cove in Spicer. Willmar's park will be a 10-day community Build and they will need 150 people a day to volunteer their time to build the playground. The fundraising goal is set at $800,000, the playground will be almost 20,000 square feet, will have soft concrete, will be handicap-accessible, will have exceptional lighting, family bench areas, wireless broadband and security cameras. Donations can be written to the Willmar Area Community Foundation and will go into a Friends of Robbins Island fund. The City of Willmar will be using the fund to pay the bills. Any remaining funds will be left for other projects at Robbins Island. Design Day went over really well with the community and the kids. They plan to start digging holes and doing a 3-day build over the weekend and then the community build will start on a Monday in May. Ideally they would be done building the Friday before Memorial Day and the Grand Opening for the park would be during Willmar Fests on the Saturday of the Beach Party. They want to be done fundraising by February. Go to willmarplayground.com to donate or sign up to volunteer. They will have a new flyer coming out on October 6th that will be more updated. They are selling pickets for $75 to go around the entire park. Baker asked the Board to consider how they can get involved and help in this project.

VIII. **Other Business:**

a. **Sex Trafficking Workshop:** Fischer shared that they met with Dave Baker, representatives from Safe Avenues and some hotels in the area to talk about hosting a sex trafficking workshop in

our area. Do our local hotels, campgrounds and resorts know what to look for and what to do? She handed out a worksheet about the proposed workshop that included presenters from the BCA (Bureau of Criminal Apprehension), Safe Avenues and the Kandiyohi County Attorney's Office. The initial presentation would take place in November 2016 and then continue twice a year. They also plan to have a recognition program for properties that are 100% trained. It was MSC (m/Baker, s/Kuehnast) to approve the CVB hosting these workshops.

b. **Word Around the Community:**
   i. **Feist:** Feist said he was selling candy bars for a $1.00 to go towards NL-S school and the Board on Aging had a conference here Monday and it was a very busy night.
   ii. **Kann:** Kann shared that she is on the Willmar Downtown Development Board and they are in the process of planning for the Holidaze Parade. She is the new General Manager and Marketing Manager at the KEC. She plans to renovate the restaurant, upgrade some of the bowling lanes and possibly add laser tag and/or some form of miniature golf. She encouraged anyone looking to do a fundraiser to host a Bowl-a-thons at the KEC. There is a FastLane Networking program starting this Friday and will hopefully take place once a month.
   iii. **Kuehnast:** Kuehnast shared that he went to Walk the Corridor event and felt that it was a great way to meet the Somali businesses and encouraged everyone to attend one as well.
   iv. **Nelsen:** Nelsen shared that there is an Open House tomorrow for Kevin Halliday from 2:30-4pm at the Willmar Fire Department. They are still waiting to find out if Robbins Island will receive a Regional Park Designation. The City approved a grant for Legacy Funds for $750,000 with city doing a $250,000 match. Local Option Sales Tax designated funding would go towards infrastructure and updating buildings. She encouraged everyone to vote.
   v. **Baker:** Baker shared that the County Fair did not have a good year as the 10 inches of rain took two days out of the four day fair. They will be trying to recoup some of the money by having a Demo Derby this Saturday with a dance afterwards in the industrial building. They lost $20,000-30,000 this year. Spicer has started construction on the north end of Lakeland Avenue at the bank and will work towards O'Neil's. They plan to have a hard surface by November 1st.

[Warner joined meeting]

   vi. **Olson:** Olson said they will have parking issues due to construction, but they are looking at purchasing a van to use as a shuttle for customers.
   vii. **Steinert:** Steinert shared that the Super 8 is almost done fixing up after the flooding.

c. **Other:**

d. **Next Meeting Date:** October 25, 2016 – Reminder New Date

IX. **Adjournment:** Steinert adjourned the meeting at 1:28pm.

Respectfully Submitted by,

Tanya Rosenau, Administrative Assistant

Willmar Lakes Area Convention & Visitors Bureau

City of Willmar

CONVENTION & VISITORS BUREAU

Balance Sheet as of September 30, 2016

(As of 10/05/16)

Assets	
Cash	$ 20,817.21
Petty Cash	50.00
Investments	202,851.81
Taxes Receivable	
Accounts Receivable	
Prepaid Expenses	4,513.16
Interest Receivable	7.99
Total Assets	$ 228,240.17
Liabilities	
Accounts Payable	$ -
Due to General Fund	-
Due to Capital Improvements	-
Total Liabilities	-
Fund Balance	
Restricted Fund Balance - Prepaid Expenses	13,415.78
Committed Fund Balance - CVB	30,544.27
Assigned Fund Balance - Petty Cash/CVB	50.00
Assigned Fund Balance - CVB	184,230.12
Total Fund Balance	228,240.17
Total Liabilities & Fund Balance	$ 228,240.17

Willmar
All-America City
2005

City of Willmar

CONVENTION & VISITORS BUREAU
COMPARATIVE INCOME STATEMENT
For the Period Ended September 30, 2016
(As of 10/05/16)

	Budget	2016 Actual		2015 Actual	
Revenues					
Lodging Receipts	$ 184,000.00	$ 143,582.77		$ 174,509.10	*
State Tourism Grant	7,000.00	4,235.00		4,056.98	
Kandiyohi County	14,500.00	-		-	
Kandiyohi Co. Tourism Phone Reim	1,000.00	-		-	
Kandiyohi Co. Tourism Partnerhip	34,000.00	34,000.00		34,000.00	
Advertising Sales	2,000.00	-		2,039.63	*
Miscellaneous	-	-		-	
Interest Earnings	-	2,312.18	*	1,917.17	*
Market Value Increase (Decr)	-	3,581.94	*	3,766.08	*
Refunds & Reimbursements	-	4,874.29	*	3,116.19	*
Total Revenues	242,500.00	192,586.18		223,405.15	
Expenditures					
Operating					
Full Time Exec Director Salary	91,000.00	53,745.44		54,041.46	
Temporary Employee Salaries	-	-		-	
Benefits and Taxes	19,000.00	13,614.21		13,672.14	
Office Supplies/Copies	3,000.00	388.36		955.55	
Small Tools	2,000.00	79.15		1,602.89	*
Postage	1,500.00	434.42		577.92	
Mtce. of Equipment	1,000.00	-		-	
Mtce. Of Structures	-	-		49.50	*
General Supplies	2,200.00	2,213.22	*	292.94	
Telephone/Fax	5,000.00	5,689.98	*	14,071.93	*
Printing & Publishing	5,000.00	990.00		2,020.88	*
Travel/Lodging/Dues	6,000.00	4,888.00		5,003.89	
Mtce. of Equipment	5,000.00	74.25		57.75	*
Other Services	-	543.67	*	483.78	*
Rents	8,000.00	5,012.88		5,012.88	
Insurances & Bonds	460.00	460.00		460.00	*
Awards & Indemnities	250.00	93.60		-	
Subscription/Membership	2,000.00	1,811.15		1,454.83	
Professional Services	3,000.00	2,322.06		2,220.00	*
Advertising/Marketing	-	-		-	
Other Charges		-		-	
Contingency Fund	500.00	40.00		-	
City Transfer (5%)	-	-		-	
Transfer Out Capital Improvements	9,000.00	-		-	
Refunds and Reimbursements	-	-		-	
Market Value Adjustment	-	44.43	*	2,450.97	*
Tourism Expenses	40,000.00	40,127.59	*	31,897.55	
Ad Development & Revisions	300.00	100.00		40.00	
Conference & Convention	22,000.00	26,937.54	*	11,881.94	
Group Tour Promotions	1,290.00	711.50		1,500.00	
Leisure Travel	28,000.00	25,863.12		24,768.69	
Fall/Winter Promotions	7,000.00	930.87		4,873.70	
Spring/Summer Promotions	-	-		-	
Special Projects	4,000.00	2,500.00		250.00	
Strategic Marketing	4,000.00	-		-	
Total Expenditures	270,500.00	189,615.44		179,641.19	
Net Income (Loss)	(28,000.00)	2,970.74		43,763.96	
Fund Balance January 1	225,269.43	225,269.43		187,847.83	
Prior Period Adjustment	-				
Fund Balance September 30	$ 197,269.43	$ 228,240.17		$ 231,611.79	

* Indicates Over Budget

Willmar
All-America City
2005

Lodging Tax History

	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016
January	$ 7,257.21	$ 7,998.33	$ 7,855.69	$ 8,682.75	$ 9,803.51	$ 10,143.12	$ 9,356.74	$ 8,863.45	$ 8,485.83	$ 8,884.20	$ 8,809.36	$ 9,592.37	$ 10,146.02	$ 11,242.91	$ 12,481.92	$ 16,072.96
February	$ 8,301.68	$ 8,273.68	$ 8,564.69	$ 8,499.71	$ 10,224.37	$ 10,054.13	$ 9,566.54	10, 602.01	$ 8,480.61	$ 10,444.66	$ 10,611.48	$ 11,908.11	$10,911.35	$ 13,578.53	$ 13,861.89	$ 12,644.59
March	$ 9,310.62	$ 8,369.92	$ 7,834.79	$ 8,617.73	$ 9,891.40	$ 9,769.91	10, 355.41	$ 11,159.67	$ 9,627.34	$ 11,072.50	$ 10,383.91	$ 11,246.07	$ 12,286.25	$ 11,960.20	$ 13,268.74	$ 11,951.98
April	$ 7,911.69	$ 8,364.42	$ 8,217.88	$ 8,791.84	$ 10,683.76	$ 10,486.74	$ 10,298.58	$ 11,256.15	$ 8,896.70	$ 10,582.99	$ 11,572.47	$ 9,979.39	$ 11,762.97	$ 12,280.28	$ 20,893.77	$ 16,855.81
May	$ 9,234.55	$ 10,054.26	$ 9,078.07	$ 9,523.49	$ 11,180.11	$ 11,916.43	$ 12,498.33	$ 11,400.34	$ 9,590.19	$ 10,405.48	$ 12,184.92	$ 13,372.89	$ 13,011.30	$ 13,953.56	$ 27,168.41	$ 16,576.02
June	$ 12,152.89	$ 12,103.69	$ 11,693.46	$ 13,263.93	$ 13,222.78	$ 14,656.50	$ 14,272.52	$ 13,587.59	$ 14,138.00	$ 14,192.88	$ 16,310.94	$ 17,056.44	$ 17,723.80	$ 21,493.18	$ 31,353.36	$ 23,587.69
July	$ 13,656.84	$ 13,956.28	$ 14,304.97	$ 16,313.57	$ 16,679.03	$ 17,455.49	$ 17,601.37	$ 18,627.95	17,670.65	$ 18,118.86	$ 21,102.74	$ 19,419.80	$ 20,870.17	$ 23,504.27	$ 31,335.96	$ 21,423.26
August	$ 12,932.30	$ 12,484.49	$ 12,430.55	$ 13,557.57	$ 15,367.67	$ 15,814.31	$ 16,146.49	$ 15,076.77	$ 14,583.82	$ 16,871.90	$ 17,099.31	$18,441.81	$ 19,836.73	$ 19,602.33	$ 26,012.06	$ 24,561.64
September	$ 8,815.63	$ 8,761.79	$ 9,282.67	$ 11,132.73	$ 11,735.70	$ 13,352.34	$ 12,661.74	$ 12,474.13	$ 12,845.44	$ 12,965.58	$ 14,485.25	$ 16,027.03	$ 16,596.08	$ 15,996.62	$ 19,337.47	
October	$ 10,148.01	$ 10,165.02	$ 10,461.69	$ 10,748.60	$ 12,588.44	$ 12,889.49	$ 11,976.87	$ 12,486.39	$ 10,180.03	$ 12,657.71	$ 13,417.43	$ 13,824.00	$ 15,507.78	$ 16,011.42	$ 17,588.17	
			$ 12,994.55	$ 12,147.50				$14,931.70*	$15,814.85*	$14,889.20*						
November	$ 7,893.51	$ 6,602.76	$ 8,430.63	$ 8,898.66	$ 10,188.40	$ 10,176.16	$ 9,264.87	$ 9,444.09	$ 8,785.56	$ 9,312.75	$ 11,366.74	$ 11,414.80	$ 12,603.31	$ 12,749.26	$ 13,727.63	
		$ 10,746.10			$ 12,061.86	12,886.81*	13,780.05*				$ 14,625.30	$ 14,728.80	$ 14,885.55	$14,858.75	$14,785.45	
December	$ 8,725.40	$ 7,875.14	$ 8,583.87	$ 8,521.55	$ 10,286.25	$ 9,985.78	9,345.52	$ 8,748.64	$ 6,998.74	$ 9,662.25	$10,045 27	$ 10,378.89	$ 11,250.37	$ 12,489.86	$ 13,694.93	
Total Lodging tax	$ 116,340.33	$ 125,755.88	$ 129,733.51	$ 138,699.63	$ 153,913.28	$ 149,046.17	$ 157,316.91	$ 149,764.53	$ 138,486.75	$ 145,171.76	$ 161,969.85	$ 177,390.40	$ 187,391.68	$ 199,721.17	$ 255,509.76	$ 143,673.95

*Kandiyohi County Camping Receipts

CVB Executive Director's Report – October 2016

- October 28: Live it Up Downtown – Galactic Cowboy Orchestra
- October 28-29: MN BEST Robotics Competition
- November 18-20: SW MN Synod
- November 19: Holidaze Parade
- November 24: Turkey Leg 5K
- November 25-26: Girls HS Hockey Tournament
- November 29-30: MN Scenic Byways Workshop
- December 2-4: Bantam Hockey Tournament
- December 9-11: Pee Wee Hockey Tournament
- December 27-28: Boys Basketball Tournament
- December 29-30: Girls Basketball Tournament
- January 6-8: New Year's Bonspiel
- January 9-12: MN Association of Assessing Officers Conference
- January 14: Lakes Area Classic
- January 20-22: Girls Hockey Tournament
- January 21: Frozen 5K
- January 21: Spicer WinterFest Kick-Off
- January 27-29: District 5M4 Mid-Winter Convention

Advertising:

- Submitted ad for MN Fishing Guide.
- Created an AdWords campaign on Google.
- Continue to advertise on Facebook.
- Contracted ad space for the Midwest Meetings Guide Book.
- Contracted ad space for the Midwest Meetings winter issue.
- Participated in a conference call with meetingpages.com to review their new website and marketing options.

Proposals/Conference Assistance:

- We were awarded the MN Erosion Control Association Conference. It will be held January 29-31, 2019.
- We were awarded the 2017 Women in Agriculture Conference. It will be held February 16, 2017.
- We were awarded the 2017 MCCE Fall Conference. The conference will be held September 27-29, 2017. They will be meeting at the Willmar Conference Center and at O'Neil's. They will also be doing a Green Lake Houseboat Cruise, shopping in New London and activities at the Big Kahuna Fun Park.
- Submitted a bid to host the 2017 USDA Rural Development Conference. This conference was awarded to the Willmar Lakes Area and will be held January 10-12. 2017.
- Submitted a bid to host the 2018 Kiwanis District Convention.
- Submitted a bid to host the 2017 Northwoods League Meeting.
- Set up room blocks at area hotels for the Renewal Conference of the ECC. The conference is being held in New London in March 2017.
- Provided a site visit for MN Judicial Branch. We are hoping to be able to host an upcoming conference or convention for them.
- Provided a site visit and met with Midwest Housemovers Board of Directors on their upcoming convention that will be held in Willmar March 2017.
- Assisted the MN DAV Convention organizers with several details for their October Convention. The CVB also provided welcome bags and the iSnap Photo Station. Overall, the convention was a success and they were pleased with the services provided by the CVB.

- Met with 2017 Lions Convention Decorating Chair to discuss several details for their convention.
- Working with the MN BEST Robotics Competition on press release and marketing items for the October Robotics Competition that will be held at NL-S. I will be judging the marketing competitions on Friday, October 28.
- Assisting the MN Scenic Byway Workshop Coordinator on details for the November conference. Room blocks have been set up and we are working to finalize the menu and entertainment details.
- Continue to do prospecting and sales calls for future meetings and conventions business.

Misc:

- Set up Human Trafficking Workshops. They will be held on November 1-3 and are open to all lodging establishments (campgrounds, hotels, resorts, and B&B's) in Kandiyohi County.
- Attended the Spicer Commercial Club Board meeting. Dates have been set for WinterFest and the planning meetings will begin soon. The Board is looking at options for the Spicer Street Dance and will begin reaching out to bands/artists.
- Attended the Willmar Fests Board meeting. Plans are underway for next year's celebration.
- Attended the Let's Go Fishing Board Meeting & the Volunteer Appreciation Dinner.
- Attended the Destination Playground Volunteer Committee meeting at WorkUp. It will be built May 18-26, 2016 and will need over 100 volunteers each day.
- Attended the MN Heartland Tourism Board of Directors Meeting and Association meeting in Walker.
- Attended the Associations North Leadership Conference in Alexandria.
- Attended the Willmar Bikes meeting and a Bike sign meeting.
- Participated in the MPI – MN webinar and received CIC credit towards my CMP. The website was Meetovation: Change the Way You Do Meetings.

WILLMAR MUNICIPAL AIRPORT COMMISSION
CITY OF WILLMAR, MN
WEDNESDAY, OCTOBER 19, 2016

MINUTES

1. The Willmar Municipal Airport Commission met on Wednesday, October 19, 2016, at 4:30 p.m. at the Willmar Municipal Airport Conference Room.

   ** Members Present: Pat Curry, Don Cole, Dan Reigstad, David Little, and Richard Kacher.

   ** Members Absent: Sandy Gardner, and Dan O'Meara.

   ** Others Present: Ryan Nelson, Silas Parmar, Melissa Underwood, Jared Voge, Tim Lundquist, Brian Frost, Cody Miller, Eric Rudningen- Eric's Aviation Services, Bill Fry, Andrew Plowman, and Megan DeSchepper- Planner/Airport Manager.

2. MINUTES: The minutes of the September 21, 2016 meeting were approved as submitted.

3. MASTER PLAN UPDATE PRESENTATION: Melissa Underwood and Silas Parmar, of Bolton and Menk, presented introductory information regarding the Master Plan and Airport Layout Plan Update. There will be a Master Plan Advisory Group (MPAG) that will work with the Airport Consultant throughout the year long update process. Ms. Underwood explained that the MPAG consists of Airport Commission members, airport users, airport businesses, local businesses, economic development staff, surrounding neighbors, city staff, and community leaders to plan the next 20 years of the airport. Several Commission members and people from the audience volunteered to be part of the MPAG. Staff will contact the Economic Development Commission and some other suggested persons to join the group.

   Mr. Parmar updated the Commission about the design work being done for the east taxilanes rehabilitation project. Mr. Parmar explained with drawings the slope and inverted crown of the taxilanes. Ryan Nelson, an airport user present, asked about drainage around the private hangars and improving that with drainage tile at the same time as the taxilanes. Mr. Parmer responded that they can look into it during the design phase as this would be the time to make improvements.

4. MINIMUM STANDARDS-INSURANCE REQUIREMENT UPDATE AND PENALTIES SECTION DISCUSSION: Staff shared suggested updates regarding the insurance requirements in the Airport Minimum Standards document as per the City Attorney. Staff also asked the opinion of the Commission regarding the penalties section. The City Attorney said there are two options. Either list violations resulting in a misdemeanor with fines and possible jail time, or simply state that violations of state or

federal regulations will result in prosecution and rely on the City lease agreements (which the minimum standards are incorporated) already in place to deal with violations and possible lease termination.

Mr. Kacher made a motion, seconded by Mr. Little, to use the administrative route for penalties, and to not list misdemeanors and to use police power as a last resort.

The motion carried.

William Fry, an airport user present, inquired about Section 4-1 # 9 of the insurance requirements in regard to vehicle insurance levels of operators and questioned if that applied to all users of the airport. The Commission asked staff to clarify that with the City Attorney and report back at the next meeting.

5. AIRPORT UPDATES: Staff updated the Commission that the replacement windsock has been ordered. The Jet-A credit card reader had been installed. It caused some issues with the 100LL as different Windows compatibility issues arose on the new computer. FBO negotiations have continued hopefully to be moved to City Council consideration soon. Staff attended the AIRTAP Fall forum put on by MNDOT Aeronautics and the FAA.

   Mr. Rudningen added that Oasis Aero has been selected to be a Mooney Service Center. And that 10-12 gulls have been killed in attempts to keep birds at bay.

   There were inquiries about frequency on the ground, and lights on private hangars, and beacon relocation/paint. Mr. Rudningen will contact MNDOT about frequency on the ground. Staff added that the beacon cannot be relocated, it's in a permanent historical easement and cannot be moved from its location, but will look into painting it. The F-14 loan renewal document will go before the City Council at their next regular meeting for authorization and signatures.

6. There being no further business to come before the Commission the meeting adjourned at 5:26 p.m.

Respectfully submitted,

Megan M. DeSchepper, AICP
Planner/Airport Manager

WILLMAR COMMUNITY EDUCATION & RECREATION
JOINT POWERS BOARD
OCTOBER 28, 2016

Members Present:	**Dave Baumgart, Bill Borth, Sally Calvin, Matt Dawson, Scott Guptill, Tim Johnson, Linda Mathiasen, Pablo Obregon, Rachel Skretvedt, Darin Strand**
Staff Present:	**Rob Baumgarn, Ryan Harper, Tammy Rudningen, Becky Sorenson, Jena Tollefson and Sean Christensen, Public Works Director**
Guest:	**Darlene Schroeder**

The meeting was called to order by Chairman Darin Strand. He called upon Sean Christensen, Willmar Public Works Director.

Rice Park Project: Sean said we had received six bids for the Rice Park project. While all were competitive, the lowest bid was still $50,000 above the budgeted amount. He and Steve had discussed what could be reduced or changed to come closer to the budget. One idea was to have Public Works staff do all the tree and/or shrub planting. Sean stated that any quantity reductions that were considered, would change the bids so the current low bidder would no longer be the low bidder. He doesn't recommend making and changes and requesting new bids. The preference would be to find an additional $50,000.

Matt Dawson asked if there were any bidders that Sean was concerned about. Sean replied that, while he was not familiar with each bidder, he had heard nothing to concern him.

Linda Mathiasen asked where we could find the extra money. Sean said there might be funds available from other project. Linda also asked if the extra money would come from the City or Community Ed & Rec or the School. Sean replied that it would not be coming from the School. So far, all money is coming from CIP funds in the 2016 City budget.

Dave Baumgart asked if Public Works could do removals, i.e. shelter, wading pool. Sean Christensen replied that some things could be done by Public Works staff in addition to plantings.

Rachel Skretvedt asked about changing the shelter from enclosed to open, if that would make a difference in the final cost. Sean said that yes it would but making that change would change the scope of the bid so much it would need to be re-bid.

Matt Dawson made a motion that Sean Christensen explore with the City Attorney if anything can be changed in the project and, if not, we either re-bid the project or find the $50,000. Dave Baumgart seconded and the motion carried.

Local Option Sales Tax: Steve, Darin and Rachel have been talking to service clubs regarding the sales tax proposal. Dave Baumgart said an email will be sent to Baseball Boosters regarding the sales tax. Pablo Obregon will talk to the Soccer Association. Thus far most of the reaction has been positive from these presentations with the most asked question being how to sunset it when the $10 million has been collected.

Facility Usage Policy: The first item discussed was increasing the participant fee from $5 to $10 per person. The next request is to be allowed to use site supervisors for rentals to decrease cost to renters. Currently custodians are being utilized. Our proposal is to have custodians open and close and have site supervisors during the in between hours.

Dave Baumgart asked if the $10 fee was per time. Ryan responded it was per organization.

Scott Guptill asked about liability issues if custodians were not on duty the whole time. Site supervisors would be covered.

Linda Mathiasen mentioned the added duties that custodians do while on duty such as mopping floors, checking restrooms, keeping people out of un-authorized areas. Site Supervisors will be trained in what duties they are expected to take care of while working.

Darin Strand asked for a motion to increase the participant fee to $10 and to add site supervisors. Rachel Skretvedt made the motion, Pablo Obregon seconded. After some further discussion, motion carried.

Regional Park Designation: Darin Strand said the application has been sent in and reviewed. We have done everything that we need to do and are waiting for final approval.

Robbins Island Destination Playground: Rachel Skretvedt talked about upcoming fund raising events – car wash at Walt's this Saturday. All proceeds go to the Robbins Island playground with a donation from Walt's also. Another fund raiser is selling fence pickets which will be placed around the playground. The group is trying to raise a total of $850,000.

Work needing to be done, preferably this fall, is drainage for the playground floor and some tree removal. Most of the trees to be removed are broken or diseased.

Other: Bill Borth asked about tennis courts. The park plan calls for eliminating the courts at Rice Park and rebuilding the Miller Park courts into a 4 court complex with pickle ball lines added.

Yellow Bike program – will re-analyze at the end of the year with partnering agencies.

Glacial Lakes Trail – A question was asked if there can be a restroom and picnic area at the trail head. Rachel Skretvedt asked if Legacy Dollars could be applied for to improve the trailhead. Sean Christensen said he thought it could be but the DNR would have to be involved.

Tammy Rudningen announced some upcoming events. Michael Nelson will be presenting a concert at the Community Center on November 20. Tammy said he puts on a very good show and encouraged people to attend. We are also offering a bus trip to Brooten. The highlights of the trip will be a tour of Max Bats to see how baseball bats are made; a stop at the Bakery and also to the Red Head Creamery to find out how cheese is made.

As there was no further business, the meeting adjourned. Nothing was decided about the next meeting. Since our meeting date falls on the Friday after Thanksgiving, we may move the meeting to December 2.

BOARD OF ZONING APPEALS
CITY OF WILLMAR, MN
MONDAY, OCTOBER 31, 2016

MINUTES

1. The Willmar Board of Zoning Appeals met on Monday, October 31, 2016 at 5:00 p.m. at the City Office Building.

   ** Members Present: Jeff Kimpling, Jay Lawton, Beverly Dougherty, Jim Rudnick, and Tom Butterfield.

   ** Members Absent: Andrew Engan, and Dan Anderson.

   ** Others Present: Warren Hagen, John Vornholt, Andy Weiner, Tommy Stewart, Bruce D. Peterson- Director of Planning and Development Services, and Megan M. DeSchepper- Planner.

2. ROCKSTEP WILLMAR LLC (KANDI MALL) SIGN VARIANCE- FILE NO. 16-06: The public hearing opened at 5:01 p.m. John Vornholt presented the request on behalf of Kandi Mall for a reconsideration of the Board of Zoning Appeals approval of the sign variance for a 30' high sign at 180 sq. ft. with the condition that the existing Verizon Wireless/Dunham's Sports sign be removed on property legally described as follows: part of the NW ¼ Section 23, Township 119, Range 35 (1605 1st St. S.). Mr. Vornholt explained that the existing leases require the existing signs to remain, they cannot remove them.

   Tommy Stewart and Andy Weiner conference called into the meeting from Texas representing RockStep Willmar LLC to explain the difficulty of negotiating and wooing national tenants to locate at the mall and their needs/demands regarding signage. Mr. Weiner explained they are in a four year process of trying to improve and fill the mall with national retailers. They view the mall as an asset to the community with a variety of challenges.

   With no comments from the public for or against the request, the public hearing closed at 5:16 p.m.

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

   The Board talked about the large multiple frontages of the mall property and sheer acreage of the property. And the fact that if the property were zoned GB and was in smaller parcels similar to abutting properties, there would be far greater total signs and total sq. ft. They also discussed visibility of abutting properties' signs.

The Board talked about the condition that one of the other existing signs be removed was really to clean up some of the other outdated and unattractive old signage. The sign could be redesigned to look similar to the other existing and proposed Mall signs.

Mr. Lawton made a motion, seconded by Ms. Dougherty, to amend the motion by removing the condition that the Verizon Wireless/Dunham's sports signs shall be removed and adding the condition that the Verizon Wireless/Dunham's sign shall be redesigned to be of the same style and appearance of the other existing signs and not varying in height or sq. ft.

The reasoning the Board gave for approving the variance with the amended condition was that the mall property is unique as it the one of two shopping center properties in the entire community. It's got frontage on three sides and is the largest commercial acreage in the City. The signage will be in harmony with the Ordinance and consistent with the Comprehensive Plan as businesses will have sign visibility. The variance is reasonable considering if the property had been developed into smaller lots like General Business there could be considerably more signs. The essential character will not be altered and it will be actually improved with cohesive sign design for the mall campus wide.

The motion carried.

3. HISTORIC 303 ON FOURTH, LLC SIGN VARIANCE- FILE NO. 16-07: The public hearing opened at 5:31 p.m. Beverly Dougherty presented the variance request on behalf of Historic 313 on Fourth, LLC, to allow two projecting signs at 11 sq. ft. each and one wall sign totaling 33 sq. ft. on property legally described as follows: N 1.08 ft. of Lot 9 excluding the E 30 ft.; Lot 10 excluding the E 30 ft. S ½ of Lot 11, Block 44, Willmar, Town of (Original) (313 4th St. SW). Ms. Dougherty explained that there are five possible tenants for the property. Historically the building had been two parcels and had always had multiple occupants. The Ordinance regulates by occupancy in the other portions of sign code for the Central Business District, but in regards to projecting signs it stipulates premises.

The Board reviewed and discussed Staff Comments (see Attachment A).

Warren Hagen, a downtown business owner, spoke in favor of the request as a way of giving downtown businesses more signage options that are attractive and appropriately scaled for pedestrian traffic.

With no further comments from the public hearing was closed at 5:33 p.m.

The Commission talked about the history of downtown and development of the automobile and projecting signs. The sq. ft. of the proposed signs do not exceed wall sign maximums.

Mr. Butterfield made a motion, seconded by Mr. Lawton, to approve the variance as requested.

The motion carried, with Ms. Dougherty abstaining.

The reasoning the Board gave for approving the variance was that it was in harmony with the Ordinance that in general talks about occupants not just premises. Allowing each occupant signage was the intent. It is consistent with the Comprehensive Plan in the goal of a thriving central business district. The request is unique as it is a historic building and they are trying to fit in with the historic character of the art deco era. The variance will not alter the essential character but enhance and improve it as a growing and prospering area of downtown.

4. There being no further business to come before the Board of Zoning Appeals, the meeting adjourned at 5:38 p.m.

Respectfully submitted,

Megan M. DeSchepper, AICP
Planner/Airport Manager

BOARD OF ZONING APPEALS-OCTOBER 31, 2016

STAFF COMMENTS

1. ROCKSTEP WILLMAR LLC (KANDI MALL) SIGN VARIANCE- FILE NO. 16-06:
   - The applicant is Rockstep Willmar LLC, Houston, TX.
   - The applicant requests to allow two 180 sq. ft. freestanding signs at 30' in height without the previous condition that the Verizon/Dunhams sign be removed (one along 1st St. S. and the other along 19th Ave. SE) on property legally described as: part of NW ¼ Section 23, Township 119, Range 35 (1605 1st St. S.).
   - The property is zoned SC (Shopping Center District).
   - The Zoning Ordinance stipulates on the principal street frontage the aggregate sign area is limited to 550 sq. ft. The Kandi Mall already has a several freestanding signs along 1st St. and they've met the limit. Secondary signage along the principal street frontage is also limited to 30' in height. The Ordinance also stipulates that signage along street frontage other than the principal street is limited to 150 sq. ft. and at an 8' setback limited to 20' in height, or at a 20' or greater setback 25' in height.
   - The existing freestanding signage on 1st St. Mall property is as follows: Verizon Sign 74 sq. ft., Dunham's Sign 40.67, Pizza Hut vacant panel 60.8, Main Mall sign 348 sq. ft. The mall is asking to exceed the total aggregate by approximately 153.47 sq. ft. And exceed the maximum height limit by 10' (20 vs. 30).
   - The property along 19th Ave. SE currently has no freestanding signs, they are asking for 180 sq. ft. at a 30' setback. They are asking for an additional 30 sq. ft. over maximum sq. ft. allotment and 10' in height.

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

2. HISTORIC 313 ON FOURTH, LLC SIGN VARIANCE- FILE NO. 16-07:
   - The applicant is Historic 313 on Fourth, LLC, St. Paul, MN.
   - The applicant is requesting a variance to allow two projecting signs at 11 sq. ft. each and a wall sign totaling 33 sq. ft. on property legally described as follows: N 1.08 ft. of Lot 9 excluding the E 30 ft.; Lot 10 excluding the E 30 ft. S ½ of Lot 11, Block 44, Willmar, Town of (Original) (313 4th St. SW).
   - The Zoning Ordinance allows each premise to have a one projecting sign in lieu of a wall sign not to exceed 20 sq. ft. and not to project more than 2 feet from building to which it is attached.
   - Varying by having two projecting instead of one, and a wall sign.
   - All the other regulations in the CBD sign code refer to each occupancy of buildings, but the section regarding projecting signs refers to premise (limiting to one for whole building instead of five for total occupancies).
   - The total proposed square footage proposed does not exceed maximum sq. ft. allotment for wall signage.
   - The size of the signs are geared towards pedestrian traffic.

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

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
ADVANCE SERVICES INC .02145								
47456 11/02/16	SIGN DEPOSIT REF 2016-28	100.00		2016-28		D N	DEPOSITS-SIGN PE	101.230001
AFFORDABLE PUMPING SERVI 002404								
47457 11/02/16	SEPTIC PUMPING	375.00		34079		D N	CLEANING AND WAS	230.43430.0338
ALEX AIR APPARATUS INC 002061								
47458 11/02/16	COMP. AIR QUALITY TEST	180.00		30937		D N	PROFESSIONAL SER	101.42412.0446
AMERICAN WELDING & GAS I 000057								
47459 11/02/16	2.5 GAL WTR EXTINGUISHER	232.06		04216380		D N	SMALL TOOLS	101.42412.0221
47459 11/02/16	WATER PRESSURE GAUGE	28.95		04216380		D N	SMALL TOOLS	101.42412.0221
47459 11/02/16	FIRE EXT. INSPECTION	155.00		04249160		D N	PROFESSIONAL SER	101.42412.0446
47459 11/02/16	FIRE EXT. INSPECTION	30.00		04306706		D N	MTCE. OF EQUIPME	101.45435.0334
47459 11/02/16	RETURNED EXTINGUISHER	232.06CR		04349425		D N	SMALL TOOLS	101.42412.0221
		213.95	*CHECK TOTAL					
	VENDOR TOTAL	213.95						
APPLIED CONCEPTS INC 001525								
47460 11/02/16	ANTENNAS FOR NEW SQUADS	150.40		296705		D N	MTCE. OF EQUIPME	101.42411.0224
BECKER ARENA PRODUCTS IN 000097								
47461 11/02/16	HOCKEY LINES	641.72		1003903		D N	GENERAL SUPPLIES	101.45433.0229
BERNICK'S PEPSI-COLA CO 000103								
47462 11/02/16	CONCESSION SUPPLIES	680.45		183859		D N	GENERAL SUPPLIES	101.45433.0229
47462 11/02/16	OFFICE COFFEE	97.65		6666		D N	GENERAL SUPPLIES	101.43425.0229
		778.10	*CHECK TOTAL					
	VENDOR TOTAL	778.10						
BEST WESTERN 000900								
47463 11/02/16	LODGING 9/19-9/21/16	355.95		161914		D N	TRAVEL-CONF.-SCH	101.41400.0333
47463 11/02/16	LODGING 9/27/16	118.65		162185		D N	TRAVEL-CONF.-SCH	101.41400.0333
		474.60	*CHECK TOTAL					
	VENDOR TOTAL	474.60						
BOLTON & MENK INC 001010								
47464 11/02/16	FAIRGROUNDS L.S.	4,121.60		0195719		D N	MTCE. OF OTHER I	432.48509.0336
47464 11/02/16	IND. PARK 4TH ADDITIO	12,579.00		0195720		D N	PROFESSIONAL SER	414.48455.0446
		16,700.60	*CHECK TOTAL					
	VENDOR TOTAL	16,700.60						
BRAD'S PLUMBING 001896								
47465 11/02/16	BACKFLOW PREVENTOR INSP.	327.50		7370		D N	MTCE. OF EQUIPME	651.48484.0334
BSE 001980								
47466 11/02/16	PARTS-L.S. GENERATOR USE	70.20		911949659		D N	MTCE. OF OTHER I	651.48485.0226
47466 11/02/16	LT BULBS FOR TRT TRLR	14.40		911972238		D N	MTCE. OF EQUIPME	101.42412.0224

VENDOR NAME AND NUMBER / CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
BSE 001980													
47466	11/02/16	REPLACED FAILED ASD	2,686.05		911994804			D	N			MTCE. OF EQUIPME	651.48484.0224
47466	11/02/16	HEAT SHRINK TUBES	9.51		911994820			D	N			GENERAL SUPPLIES	651.48484.0229
47466	11/02/16	REPAIR BLDG LTS-PARTS	12.73		912000642			D	N			MTCE. OF STRUCTU	101.43425.0225
47466	11/02/16	STBY GENERATOR CORD	46.43		912009641			D	N			MTCE. OF EQUIPME	651.48485.0224
47466	11/02/16	SUPPLIES	15.91		912020421			D	N			GENERAL SUPPLIES	651.48484.0229
47466	11/02/16	STBY GENERATOR CORD	74.20		912020422			D	N			MTCE. OF EQUIPME	651.48485.0224
47466	11/02/16	BLDG LT REPAIR-PARTS	28.50		912038593			D	N			MTCE. OF STRUCTU	101.43425.0225
			2,957.93	*CHECK TOTAL									
		VENDOR TOTAL	2,957.93										
BUSINESSWARE SOLUTIONS 002776													
47467	11/02/16	3 HP ELITE TABLETS	3,237.00		262388			D	N			SMALL TOOLS	101.41409.0221
47467	11/02/16	PRINT/PAGE COUNT	11.00		262572			D	N			OFFICE SUPPLIES	101.41400.0220
47467	11/02/16	PRINT/PAGE COUNT	49.68		262572			D	N			OFFICE SUPPLIES	101.41402.0220
47467	11/02/16	PRINT/PAGE COUNT	18.88		262572			D	N			OFFICE SUPPLIES	101.41403.0220
47467	11/02/16	PRINT/PAGE COUNT	125.23		262572			D	N			OFFICE SUPPLIES	101.41405.0220
47467	11/02/16	PRINT/PAGE COUNT	54.76		262572			D	N			OFFICE SUPPLIES	101.41409.0220
47467	11/02/16	PRINT/PAGE COUNT	112.28		262572			D	N			OFFICE SUPPLIES	101.42411.0220
47467	11/02/16	PRINT/PAGE COUNT	21.50		262572			D	N			OFFICE SUPPLIES	101.43417.0220
47467	11/02/16	PRINT/PAGE COUNT	80.99		262572			D	N			OFFICE SUPPLIES	101.43425.0220
47467	11/02/16	PRINT/PAGE COUNT	35.60		262572			D	N			OFFICE SUPPLIES	101.45433.0220
47467	11/02/16	PRINT/PAGE COUNT	3.61		262572			D	N			OFFICE SUPPLIES	101.45435.0220
47467	11/02/16	PRINT/PAGE COUNT	84.34		262572			D	N			OFFICE SUPPLIES	651.48484.0220
			3,834.87	*CHECK TOTAL									
		VENDOR TOTAL	3,834.87										
CARDMEMBER SERVICE 002365													
47450	10/24/16	FELT-LEADERSHIP COURSE	650.00		STMT/9-16			D	N			PREPAID EXPENSES	101.128000
47450	10/24/16	DVD RECORDER	309.93		STMT/9-16			D	N			SMALL TOOLS	101.41409.0221
47450	10/24/16	USB DRIVES	79.95		STMT/9-16			D	N			SMALL TOOLS	101.41409.0221
47450	10/24/16	TRAC PHONE	138.92		STMT/9-16			D	N			SMALL TOOLS	101.41409.0221
47450	10/24/16	MODEM FOR COMPUTER	18.77		STMT/9-16			D	N			MTCE. OF EQUIPME	101.41409.0224
47450	10/24/16	BLUETOOTH ADAPTER	52.70		STMT/9-16			D	N			MTCE. OF EQUIPME	101.41409.0224
47450	10/24/16	PRESENTER MOUSE	42.90		STMT/9-16			D	N			MTCE. OF EQUIPME	101.41409.0224
47450	10/24/16	AUDIO CABLE	18.85		STMT/9-16			D	N			MTCE. OF EQUIPME	101.41409.0224
47450	10/24/16	COMPUTER MOUSE	40.27		STMT/9-16			D	N			MTCE. OF EQUIPME	101.41409.0224
47450	10/24/16	TRANSCRIP FOOT PEDAL KIT	99.95		STMT/9-16			D	N			MTCE. OF EQUIPME	101.41409.0224
47450	10/24/16	BAG FOR WRAC 8 EQUIPMENT	95.00		STMT/9-16			D	N			GENERAL SUPPLIES	101.41409.0229
47450	10/24/16	BROADCASTER SUBSCRIP.	49.00		STMT/9-16			D	N			SUBSCRIPTIONS AN	101.41409.0443
47450	10/24/16	OFF SITE BACKUP	34.99		STMT/9-16			D	N			SUBSCRIPTIONS AN	101.41409.0443
47450	10/24/16	WEBSITE HOSTING FEE	148.74		STMT/9-16			D	N			SUBSCRIPTIONS AN	101.41409.0443
47450	10/24/16	GUN PARTS	39.83		STMT/9-16			D	N			MTCE. OF EQUIPME	101.42411.0224
47450	10/24/16	BATTERIES	82.40		STMT/9-16			D	N			GENERAL SUPPLIES	101.42411.0229
47450	10/24/16	PROMOTIONAL ITEMS	501.81		STMT/9-16			D	N			GENERAL SUPPLIES	101.42411.0229
47450	10/24/16	HEADPHONE EAR PAD COVER	11.21		STMT/9-16			D	N			GENERAL SUPPLIES	101.42411.0229
47450	10/24/16	HEADPHONE EAR PAD COVER	7.78		STMT/9-16			D	N			GENERAL SUPPLIES	101.42411.0229
47450	10/24/16	ERICKSON-SEMINAR REGIS.	120.00		STMT/9-16			D	N			TRAVEL-CONF.-SCH	101.42411.0333
47450	10/24/16	HAY-SEMINAR REGIS.	120.00		STMT/9-16			D	N			TRAVEL-CONF.-SCH	101.42411.0333
47450	10/24/16	SCHAEFBAUER-SEMINAR REG.	120.00		STMT/9-16			D	N			TRAVEL-CONF.-SCH	101.42411.0333

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CARDMEMBER SERVICE		002365											
47450	10/24/16	ANDERSON-LODGING EXPENSE	100.00		STMT/9-16			D	N			TRAVEL-CONF.-SCH	101.42411.0333
47450	10/24/16	STENCIL	2.42		STMT/9-16			D	N			OFFICE SUPPLIES	101.42412.0220
47450	10/24/16	REFERENCE MATERIALS	108.79		STMT/9-16			D	N			OFFICE SUPPLIES	101.42412.0220
47450	10/24/16	4 PK RATCHET	11.84		STMT/9-16			D	N			SMALL TOOLS	101.42412.0221
47450	10/24/16	ASPIRIN/PAIN RELIEVER	30.00		STMT/9-16			D	N			SUBSISTENCE OF P	101.42412.0227
47450	10/24/16	COFFEE	71.88		STMT/9-16			D	N			GENERAL SUPPLIES	101.42412.0229
47450	10/24/16	KITCHEN SUPPLIES	64.97		STMT/9-16			D	N			GENERAL SUPPLIES	101.42412.0229
47450	10/24/16	SEAN-WYE AGRMT MEETING	7.03		STMT/9-16			D	N			TRAVEL-CONF.-SCH	101.43417.0333
			3,179.93	*CHECK TOTAL									
47452	10/25/16	PETERSON-SEMINAR REGIS.	85.00		STMT/9-16			D	N			TRAVEL-CONF.-SCH	101.41402.0333
47452	10/25/16	FEIKEMA-MBPTA SEMINAR	84.99		STMT/9-16			D	N			TRAVEL-CONF.-SCH	101.41402.0333
47452	10/25/16	DESCHEPPER-FALL FORUM	125.00		STMT/9-16			D	N			TRAVEL-CONF.-SCH	230.43430.0333
			294.99	*CHECK TOTAL									
		VENDOR TOTAL	3,474.92										
CARRANZA/NOE		002547											
47468	11/02/16	INTERPRETED 10/28/16	50.00		102816			D	M	07		PROFESSIONAL SER	101.42411.0446
47468	11/02/16	INTERPRETED 10/28/16	50.00		102816			D	M	07		PROFESSIONAL SER	101.42411.0446
47468	11/02/16	INTERPRETED 10/29/16	75.00		102916			D	M	07		PROFESSIONAL SER	101.42411.0446
			175.00	*CHECK TOTAL									
		VENDOR TOTAL	175.00										
CENTERPOINT ENERGY		000467											
47469	11/02/16	NATURAL GAS-OCT	54.21		0866227/10-16			D	N			UTILITIES	230.43430.0332
47469	11/02/16	NATURAL GAS-OCT	17.60		1958964/10-16			D	N			UTILITIES	101.41408.0332
47469	11/02/16	NATURAL GAS-OCT	16.94		6038773/10-16			D	N			UTILITIES	101.43425.0332
47469	11/02/16	NATURAL GAS-OCT	245.24		6061271/10-16			D	N			UTILITIES	101.45433.0332
47469	11/02/16	NATURAL GAS-OCT	20.27		6069198/10-16			D	N			UTILITIES	101.43425.0332
47469	11/02/16	NATURAL GAS-SEP	58.97		6072309/9-16			D	N			UTILITIES	101.45437.0332
47469	11/02/16	NATURAL GAS-OCT	103.47		6084836/10-16			D	N			UTILITIES	101.45435.0332
47469	11/02/16	NATURAL GAS-OCT	2,282.95		6085332/10-16			D	N			UTILITIES	101.45433.0332
47469	11/02/16	NATURAL GAS-OCT	16.94		6093527/10-16			D	N			UTILITIES	101.43425.0332
47469	11/02/16	NATURAL GAS-OCT	76.15		6102726/10-16			D	N			UTILITIES	101.42412.0332
47469	11/02/16	NATURAL GAS-OCT	35.74		6236671/10-16			D	N			UTILITIES	230.43430.0332
47469	11/02/16	NATURAL GAS-OCT	55.36		8503501/10-16			D	N			UTILITIES	651.48485.0332
47469	11/02/16	NATURAL GAS-OCT	48.55		8512023/10-16			D	N			UTILITIES	651.48485.0332
47469	11/02/16	NATURAL GAS-OCT	620.53		8795475/10-16			D	N			UTILITIES	651.48484.0332
			3,652.92	*CHECK TOTAL									
		VENDOR TOTAL	3,652.92										
CENTRAL LAKES COOPERATIV		001259											
47470	11/02/16	WEED KILLER	388.74		1188035			D	N			GENERAL SUPPLIES	101.45433.0229
47470	11/02/16	WEED KILLER	204.71		1193035			D	N			GENERAL SUPPLIES	651.48484.0229
			593.45	*CHECK TOTAL									
		VENDOR TOTAL	593.45										

VENDOR NAME AND NUMBER / CHECK# DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
CHAMBERLAIN OIL CO 000154								
47471 11/02/16	PUMP LUBE	267.60		165428		D N	MOTOR FUELS AND	101.42412.0222
CHARTER COMMUNICATIONS 000736								
47472 11/02/16	PHONE SERV 10/20-11/19	152.26		2191/11-16		D N	COMMUNICATIONS	101.41409.0330
47472 11/02/16	PHONE SERV 10/27-11/26	107.27		2589/11-16		D N	COMMUNICATIONS	101.41409.0330
47472 11/02/16	PHONE SERV 10/16-11/15	280.35		3552/11-16		D N	COMMUNICATIONS	208.45005.0330
47472 11/02/16	PHONE SERV 10/26-11/25	87.93		5124/11-16		D N	COMMUNICATIONS	101.41409.0330
		627.81	*CHECK TOTAL					
	VENDOR TOTAL	627.81						
CHIEF SUPPLY CORPORATION 000885								
47473 11/02/16	4 BADGES	504.00		282164		D N	SUBSISTENCE OF P	101.42412.0227
CITY OF WILLMAR-GENERAL 000292								
47474 11/02/16	FIRE ALARM PERMIT	30.00		101816		D N	LICENSES AND TAX	101.45433.0445
47474 11/02/16	BLDG PERMIT #26567	39.49		26567		D N	LICENSES AND TAX	101.45433.0445
		69.49	*CHECK TOTAL					
	VENDOR TOTAL	69.49						
CODE 4 SERVICES LLC 002984								
47475 11/02/16	TOP MOUNT MAP LIGHT	108.86		2898		D N	MTCE. OF EQUIPME	101.42411.0224
47475 11/02/16	GUN LOCK AND MOUNT	348.18		2899		D N	MACHINERY AND AU	450.42411.0553
47475 11/02/16	RADIO/RADAR MOUNTING	379.56		2907		D N	MACHINERY AND AU	450.42411.0553
		836.60	*CHECK TOTAL					
	VENDOR TOTAL	836.60						
COLEPAPERS INC 000170								
47476 11/02/16	TOILET TISSUE/HAND TWLS	185.98		9250913		D N	GENERAL SUPPLIES	101.45433.0229
47476 11/02/16	CLEANING SUPPLIES	106.10		9253171		D N	CLEANING AND WAS	101.41408.0228
47476 11/02/16	HAND TOWELS	125.84		9253171		D N	GENERAL SUPPLIES	101.41408.0229
47476 11/02/16	HAND SOAP	54.58		9255356		D N	GENERAL SUPPLIES	101.41408.0229
		472.50	*CHECK TOTAL					
	VENDOR TOTAL	472.50						
COOL AIR MECHANICAL INC 003209								
47477 11/02/16	HVAC IMPROVEMENTS	88,556.90		3/FINAL		D N	BUILDINGS AND ST	450.45433.0551
CROW CHEMICAL & LIGHTING 000186								
47478 11/02/16	HAND CLEANER	14.00		7804		D N	GENERAL SUPPLIES	101.43425.0229
DELTA DENTAL OF MINNESOT 002867								
47479 11/02/16	DENTAL INSURANCE-NOV	360.40		6672644		D N	COBRA INS PREMIU	101.120001
DEPT OF HUMAN SERVICES 000009								
47480 11/02/16	CLEANING SERVICES-SEP	90.00		00000375051		D N	CLEANING AND WAS	101.45435.0338
DIVINE HOUSE .00473								
47481 11/02/16	OVER PD VB LEAGUE FEE	10.00		102716		D N	REFUNDS AND REIM	101.41428.0882

VENDOR NAME AND NUMBER / CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
DOMINO'S PIZZA 000210													
47482	11/02/16	CONCESSION SUPPLIES	51.49		0027715			D	N			GENERAL SUPPLIES	101.45433.0229
DOOLEY'S PETROLEUM INC 002163													
47453	10/25/16	132 GALLONS DIESEL	265.58		269204			D	N			MOTOR FUELS AND	651.48486.0222
47453	10/25/16	360 GALLONS DIESEL	724.32		269205			D	N			MOTOR FUELS AND	651.48486.0222
47453	10/25/16	7,400 GAL JET A FUEL	16,871.26		881185			D	N			JET A FUEL	230.125001
			17,861.16	*CHECK TOTAL									
47454	11/01/16	5,003 GALLONS UNLEADED	9,640.57		773188			D	N			INVENTORIES-MDSE	101.125000
47454	11/01/16	2,999 GALLONS DIESEL	5,389.10		773189			D	N			INVENTORIES-MDSE	101.125000
			15,029.67	*CHECK TOTAL									
		VENDOR TOTAL	32,890.83										
DUININCK CONCRETE 000151													
47483	11/02/16	CONCRETE-CURBING REPAIR	241.70		82213			D	N			MTCE. OF OTHER I	101.43425.0226
DUININCK INC 000222													
47484	11/02/16	WTR MAIN/SWR/CURB/GU	154,607.62		1501-A/EST. 3			D	N			MTCE. OF OTHER I	415.48451.0336
47484	11/02/16	WTR MAIN/SWR/CURB/GU	453,447.99		1601/EST. 2			D	N			MTCE. OF OTHER I	416.48451.0336
47484	11/02/16	WATER MAIN	511,580.31		1603-A/EST. 2			D	N			MTCE. OF OTHER I	416.48451.0336
47484	11/02/16	CURB/GUTTER/SIDEWALK	44,366.75		1603-B/EST.2			D	N			MTCE. OF OTHER I	416.48451.0336
47484	11/02/16	PARKING LOT REPAIR	31,344.45		1604/EST. 1			D	N			MTCE. OF OTHER I	416.48451.0336
47484	11/02/16	MIX FOR STREET PATCHING	787.50		524513			D	N			MTCE. OF OTHER I	101.43425.0226
			1,196,134.62	*CHECK TOTAL									
		VENDOR TOTAL	1,196,134.62										
DYNA SYSTEMS 000223													
47485	11/02/16	SPRAY PAINT/CABLE TIES	339.62		23070589			D	N			GENERAL SUPPLIES	101.43425.0229
ED'S SERVICE CENTER & SA 000231													
47486	11/02/16	TOWING CHARGES-SEP	450.00		STMT/9-16			D	N			OTHER SERVICES	101.42411.0339
ERIC'S AVIATION SERVICES 002998													
47487	11/02/16	ON SITE MGMT SERV-NOV	6,524.00		STMT/11-16			D	N			PROFESSIONAL SER	230.43430.0446
47487	11/02/16	FUEL SYS MGMT 9/15-9/21	570.00		684			D	N			PROFESSIONAL SER	230.43430.0446
47487	11/02/16	FUEL SYS MGMT 9/22-9/28	510.00		684			D	N			PROFESSIONAL SER	230.43430.0446
47487	11/02/16	FUEL SYS MGMT 9/29-10/5	510.00		688			D	N			PROFESSIONAL SER	230.43430.0446
47487	11/02/16	FUEL SYS MGMT 10/6-10/12	690.00		688			D	N			PROFESSIONAL SER	230.43430.0446
			8,804.00	*CHECK TOTAL									
		VENDOR TOTAL	8,804.00										
ETTERMAN ENTERPRISES 001567													
47488	11/02/16	GREASE GUN ENDS	89.92		247137			D	M	07		SMALL TOOLS	101.43425.0221
47488	11/02/16	HANG CORDS IN WETWELL	78.96		247348			D	M	07		MTCE. OF OTHER I	651.48485.0226
			168.88	*CHECK TOTAL									
		VENDOR TOTAL	168.88										

VENDOR NAME AND NUMBER / CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
FELT/JAMES E		000993											
47489	11/02/16	FUEL REIMBURSEMENT	30.00		102116			D	N			MOTOR FUELS AND	101.42411.0222
47489	11/02/16	FBI-LEEDA COMMAND TRNG	82.98		102116			D	N			TRAVEL-CONF.-SCH	101.42411.0333
			112.98	*CHECK TOTAL									
		VENDOR TOTAL	112.98										
FISCHER LASER EYE CENTER		000244											
47490	11/02/16	LEDEBOER-SAFETY GLASSES	250.00		12782			D	N			SUBSISTENCE OF P	101.43425.0227
FIVE-STAR PUMPING		000234											
47491	11/02/16	BIOSOLIDS LAND APPLIC.	1,595.00		3675			D	N			OTHER SERVICES	651.48486.0339
47491	11/02/16	BIOSOLIDS LAND APPLIC.	4,895.00		3676			D	N			OTHER SERVICES	651.48486.0339
			6,490.00	*CHECK TOTAL									
		VENDOR TOTAL	6,490.00										
FLATTEN/CHRISTOPHER		002647											
47492	11/02/16	FUEL REIMBURSEMENT	31.40		100916			D	N			MOTOR FUELS AND	101.42411.0222
47492	11/02/16	K-9 NARCOTICS TRIAL	64.69		100916			D	N			TRAVEL-CONF.-SCH	101.42411.0333
			96.09	*CHECK TOTAL									
		VENDOR TOTAL	96.09										
FLEETPRIDE		002973											
47493	11/02/16	#088959 REPAIR-PARTS	2,026.19		80314946			D	N			MTCE. OF EQUIPME	101.43425.0224
47493	11/02/16	#088959 REPAIR-LABOR	750.00		80314946			D	N			MTCE. OF EQUIPME	101.43425.0334
			2,776.19	*CHECK TOTAL									
		VENDOR TOTAL	2,776.19										
FORUM COMMUNICATIONS COM		002269											
47494	11/02/16	ORD-AMENDING FIRE CODE	176.13		C-03002484			D	N			PRINTING AND PUB	101.42412.0331
47494	11/02/16	NOTICE-VOTING LOCATIONS	98.88		C-03002548			D	N			PRINTING AND PUB	101.41424.0331
47494	11/02/16	HRNG-COND'L USE PERMIT	71.07		C-03002584			D	N			PRINTING AND PUB	101.41402.0331
47494	11/02/16	HRNG-APPEAL ON VARIANCE	80.34		C-03002666			D	N			PRINTING AND PUB	101.41402.0331
47494	11/02/16	HRNG-APPEAL ON VARIANCE	83.43		C-03002705			D	N			PRINTING AND PUB	101.41402.0331
47494	11/02/16	55 AND BEYOND AD	102.00		36787/9-16			D	N			ADVERTISING	101.45435.0447
47494	11/02/16	COMMUNITY CENTER AD	15.00		36787/9-16			D	N			ADVERTISING	101.45435.0447
			626.85	*CHECK TOTAL									
		VENDOR TOTAL	626.85										
FRANCOTYP-POSTALIA INC		001791											
47495	11/02/16	POSTAGE MTR RENT-4TH QTR	174.21		RI02985987			D	N			RENTS	101.42411.0440
47495	11/02/16	INKJET CARTRIDGE	123.40		RI103001809			D	N			OFFICE SUPPLIES	101.42411.0220
			297.61	*CHECK TOTAL									
		VENDOR TOTAL	297.61										
GAUER/JIM		000989											
47496	11/02/16	MPCA LISTENING SESSION	81.00		101116			D	N			TRAVEL-CONF.-SCH	651.48484.0333
47496	11/02/16	MESERB FALL MEETING	70.20		101316			D	N			TRAVEL-CONF.-SCH	651.48484.0333
			151.20	*CHECK TOTAL									
		VENDOR TOTAL	151.20										

VENDOR NAME AND NUMBER CHECK# DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
GENERAL MAILING SERVICES 000293								
47497 11/02/16	POSTAGE 09/19-09/23/16	25.08		31662		D N	POSTAGE	101.41402.0223
47497 11/02/16	POSTAGE 09/19-09/23/16	90.27		31662		D N	POSTAGE	101.41403.0223
47497 11/02/16	POSTAGE 09/19-09/23/16	15.00		31662		D N	POSTAGE	101.41408.0223
47497 11/02/16	POSTAGE 09/19-09/23/16	43.32		31662		D N	POSTAGE	101.41424.0223
47497 11/02/16	POSTAGE 09/19-09/23/16	1.14		31662		D N	POSTAGE	101.42411.0223
47497 11/02/16	POSTAGE 09/19-09/23/16	6.84		31662		D N	POSTAGE	101.42412.0223
47497 11/02/16	POSTAGE 09/19-09/23/16	8.43		31662		D N	POSTAGE	101.43417.0223
47497 11/02/16	POSTAGE 09/19-09/23/16	1.40		31662		D N	POSTAGE	101.43425.0223
47497 11/02/16	POSTAGE 09/19-09/23/16	1.71		31662		D N	POSTAGE	101.45432.0223
47497 11/02/16	POSTAGE 09/19-09/23/16	9.69		31662		D N	POSTAGE	230.43430.0223
47497 11/02/16	POSTAGE 09/19-09/23/16	3.68		31662		D N	POSTAGE	651.48484.0223
47497 11/02/16	POSTAGE 09/26-09/30/16	2.28		31694		D N	POSTAGE	101.41400.0223
47497 11/02/16	POSTAGE 09/26-09/30/16	74.31		31694		D N	POSTAGE	101.41402.0223
47497 11/02/16	POSTAGE 09/26-09/30/16	24.15		31694		D N	POSTAGE	101.41403.0223
47497 11/02/16	POSTAGE 09/26-09/30/16	1.14		31694		D N	POSTAGE	101.41405.0223
47497 11/02/16	POSTAGE 09/26-09/30/16	15.00		31694		D N	POSTAGE	101.41408.0223
47497 11/02/16	POSTAGE 09/26-09/30/16	0.57		31694		D N	POSTAGE	101.42412.0223
47497 11/02/16	POSTAGE 09/26-09/30/16	3.42		31694		D N	POSTAGE	101.43417.0223
47497 11/02/16	POSTAGE 09/26-09/30/16	5.13		31694		D N	POSTAGE	101.43425.0223
47497 11/02/16	POSTAGE 09/26-09/30/16	0.57		31694		D N	POSTAGE	101.45432.0223
47497 11/02/16	POSTAGE 09/26-09/30/16	7.41		31694		D N	POSTAGE	230.43430.0223
47497 11/02/16	POSTAGE 09/26-09/30/16	5.13		31694		D N	POSTAGE	651.48484.0223
47497 11/02/16	POSTAGE 10/03-10/07/16	7.54		31761		D N	POSTAGE	101.41400.0223
47497 11/02/16	POSTAGE 10/03-10/07/16	6.53		31761		D N	POSTAGE	101.41401.0223
47497 11/02/16	POSTAGE 10/03-10/07/16	27.47		31761		D N	POSTAGE	101.41402.0223
47497 11/02/16	POSTAGE 10/03-10/07/16	50.89		31761		D N	POSTAGE	101.41403.0223
47497 11/02/16	POSTAGE 10/03-10/07/16	15.00		31761		D N	POSTAGE	101.41408.0223
47497 11/02/16	POSTAGE 10/03-10/07/16	0.57		31761		D N	POSTAGE	101.42411.0223
47497 11/02/16	POSTAGE 10/03-10/07/16	7.41		31761		D N	POSTAGE	101.42412.0223
47497 11/02/16	POSTAGE 10/03-10/07/16	0.57		31761		D N	POSTAGE	101.43417.0223
47497 11/02/16	POSTAGE 10/03-10/07/16	0.83		31761		D N	POSTAGE	101.43425.0223
47497 11/02/16	POSTAGE 10/03-10/07/16	2.28		31761		D N	POSTAGE	101.45433.0223
47497 11/02/16	POSTAGE 10/03-10/07/16	6.27		31761		D N	POSTAGE	208.45005.0223
47497 11/02/16	POSTAGE 10/03-10/07/16	13.37		31761		D N	POSTAGE	230.43430.0223
47497 11/02/16	POSTAGE 10/03-10/07/16	1.40		31761		D N	POSTAGE	651.48484.0223
47497 11/02/16	POSTAGE	12.17		31891		D N	POSTAGE	101.42411.0223
		497.97	*CHECK TOTAL					
	VENDOR TOTAL	497.97						
HACH COMPANY 000316								
47498 11/02/16	LAB SUPPLIES	302.05		10145673		D N	GENERAL SUPPLIES	651.48484.0229
HALI-BRITE INC 001186								
47499 11/02/16	REPL. WINDSOCK POLE	2,704.95		24849		D N	MTCE. OF OTHER I	230.43430.0226
HAUG IMPLEMENT CO - JOHN 000324								
47500 11/02/16	#150297-TEST HOSE	11.50		241322		D N	MTCE. OF EQUIPME	101.43425.0224

VENDOR NAME AND NUMBER / CHECK# DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
HAUG IMPLEMENT CO - JOHN 000324												
47500 11/02/16	#147037-HOSE/FITTINGS	89.44		241820			D	N			MTCE. OF EQUIPME	101.43425.0224
		100.94	*CHECK TOTAL									
	VENDOR TOTAL	100.94										
HAUGEN/CHAD .02606												
47501 11/02/16	REFUND PARTIAL SB FEE	40.00		102716			D	N			REFUNDS AND REIM	101.41428.0882
HAWKINS INC 000325												
47502 11/02/16	FERRIC CHLORIDE	4,647.58		3964508 RI			D	N			GENERAL SUPPLIES	651.48484.0229
47502 11/02/16	FERRIC CHLORIDE	4,647.58		3966398 RI			D	N			GENERAL SUPPLIES	651.48484.0229
		9,295.16	*CHECK TOTAL									
	VENDOR TOTAL	9,295.16										
HD SUPPLY WATERWORKS LTD 002130												
47503 11/02/16	HYDRANT PARTS	942.74		G269539			D	N			MTCE. OF OTHER I	101.43425.0226
HEGLUND CATERING 002036												
47504 11/02/16	CVB BOARD LUNCHES	10.50		9659			D	N			TRAVEL-CONF.-SCH	101.41401.0333
47504 11/02/16	CVB BOARD LUNCHES	10.50		9659			D	N			TRAVEL-CONF.-SCH	101.41403.0333
47504 11/02/16	CVB BOARD LUNCHES	10.50		9659			D	N			TRAVEL-CONF.-SCH	101.45433.0333
47504 11/02/16	CVB BOARD LUNCHES	94.61		9659			D	N			TRAVEL-CONF.-SCH	208.45005.0333
		126.11	*CHECK TOTAL									
	VENDOR TOTAL	126.11										
HERITAGE BANK 000001												
262 10/14/16	MBS CD-40434AZ85	245,542.70		101416			M	N			INVESTMENTS	101.109000
HILDI INC 003133												
47505 11/02/16	ACTUARIAL VALUATION	2,300.00		7855			D	N			PROFESSIONAL SER	101.41405.0446
HILLYARD FLOOR CARE SUPP 000333												
47506 11/02/16	CLEANING SUPPLIES	51.00		602257173			D	N			CLEANING AND WAS	101.45427.0228
IN CONTROL INC 002486												
47507 11/02/16	L.S. PUMP CNTRL PARTS	1,530.54		16027KC			D	N			MTCE. OF EQUIPME	651.48485.0224
JOHNSON GROUP 003162												
47508 11/02/16	WEBSITE DEVELOPMENT	4,568.75		1020880			D	N			COMMUNICATIONS	208.45005.0330
KANDIYOHI CO RECYCLING A 002296												
47509 11/02/16	LAMP RECYCLING	140.00		269			D	N			CLEANING AND WAS	101.43425.0338
47509 11/02/16	LAMP RECYCLING	37.00		274			D	N			CLEANING AND WAS	101.43425.0338
		177.00	*CHECK TOTAL									
	VENDOR TOTAL	177.00										
KANDIYOHI CO-OP ELECTRIC 000375												
47510 11/02/16	WELCOME TO WILLMAR SIGN	67.73		STMT/10-16			D	N			UTILITIES	101.43425.0332
47510 11/02/16	CO RD 23/HWY 71 BYPASS	142.00		STMT/10-16			D	N			UTILITIES	101.43425.0332
47510 11/02/16	ELEC SERV-LIFT STATIONS	929.00		STMT/10-16			D	N			UTILITIES	651.48485.0332

VENDOR NAME AND NUMBER / CHECK# DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
KANDIYOHI CO-OP ELECTRIC 000375												
47510 11/02/16	ELEC SERV-SECURITY LIGHT	36.00		STMT/10-16			D	N			UTILITIES	651.48486.0332
		1,174.73	*CHECK TOTAL									
	VENDOR TOTAL	1,174.73										
KING'S ELECTRIC LLC 003138												
47511 11/02/16	BLDG METER BOX REPAIR	1,167.33		398			D	M	07		MTCE. OF STRUCTU	101.43425.0225
47511 11/02/16	BLDG METER BOX REPAIR	1,034.00		398			D	M	07		MTCE. OF STRUCTU	101.43425.0335
47511 11/02/16	REPL. BLDG LT-PARTS	65.00		399			D	M	07		MTCE. OF STRUCTU	101.43425.0225
47511 11/02/16	REPL. BLDG LT-LABOR	297.39		399			D	M	07		MTCE. OF STRUCTU	101.43425.0335
47511 11/02/16	ELEC WORK-ENG. OFFICE	49.86		406			D	M	07		MTCE. OF STRUCTU	101.41408.0225
47511 11/02/16	ELEC WORK-ENG. OFFICE	293.00		406			D	M	07		MTCE. OF STRUCTU	101.41408.0335
		2,906.58	*CHECK TOTAL									
	VENDOR TOTAL	2,906.58										
KRIS ENGINEERING INC 002498												
47512 11/02/16	CUTTING EDGES	4,901.00		27369			D	N			MTCE. OF EQUIPME	101.43425.0224
KRISS PREMIUM PRODUCTS I 002122												
47513 11/02/16	COOLING TOWER TREATMEN	1,249.94		147792			D	N			GENERAL SUPPLIES	101.45433.0229
LARSON/LYNN .02607												
47514 11/02/16	RNTL REFUND-1511 12TH ST	60.00		110116			D	N			REFUNDS AND REIM	101.41428.0882
LEAGUE OF MN CITIES 000412												
47515 11/02/16	ANNUAL SUBSCRIPTION	30.00		110216			D	N			PREPAID EXPENSES	101.128000
47515 11/02/16	CALVIN-WORKSHOP REGIS.	45.00		244759			D	N			TRAVEL-CONF.-SCH	101.41401.0333
47515 11/02/16	NELSEN-REGIONAL MEETING	45.00		244885			D	N			TRAVEL-CONF.-SCH	101.41401.0333
		120.00	*CHECK TOTAL									
	VENDOR TOTAL	120.00										
LOCAL GOV'T INFORMATION 003226												
47516 11/02/16	MONTHLY SUBSCRIPTION	1,525.00		42418			D	N			SUBSCRIPTIONS AN	101.41409.0443
LOCATORS & SUPPLIES INC 002162												
47517 11/02/16	LENS CLEANING WIPES	24.67		0250552			D	N			GENERAL SUPPLIES	101.43425.0229
LOTTMAN PAINTING INC 003150												
47518 11/02/16	EXT. PAINTING	2,825.00		101216			D	N			MTCE. OF STRUCTU	101.41408.0335
LUTHERAN SOCIAL SERVICE 003167												
47519 11/02/16	MEALS-DINING PROMOTION	138.00		101916			D	N			GENERAL SUPPLIES	101.45435.0229
MADDEN, GALANTER, HANSEN 000429												
47520 11/02/16	LABOR RELATIONS-SEP	97.96		STMT/9-16			D	M	07		PROFESSIONAL SER	101.41406.0446
MADISON NATIONAL LIFE 002249												
47521 11/02/16	LTD PREMIUM-OCT	28.29		243			D	N			EMPLOYER INSUR.	101.41400.0114
47521 11/02/16	LTD PREMIUM-OCT	74.02		243			D	N			EMPLOYER INSUR.	101.41402.0114
47521 11/02/16	LTD PREMIUM-OCT	18.72		243			D	N			EMPLOYER INSUR.	101.41403.0114

VENDOR NAME AND NUMBER / CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
MADISON NATIONAL LIFE		002249											
47521	11/02/16	LTD PREMIUM-OCT	50.34		243			D	N			EMPLOYER INSUR.	101.41405.0114
47521	11/02/16	LTD PREMIUM-OCT	8.10		243			D	N			EMPLOYER INSUR.	101.41408.0114
47521	11/02/16	LTD PREMIUM-OCT	39.66		243			D	N			EMPLOYER INSUR.	101.41409.0114
47521	11/02/16	LTD PREMIUM-OCT	2.39		243			D	N			EMPLOYER INSUR.	101.41424.0114
47521	11/02/16	LTD PREMIUM-OCT	441.18		243			D	N			EMPLOYER INSUR.	101.42411.0114
47521	11/02/16	LTD PREMIUM-OCT	31.88		243			D	N			EMPLOYER INSUR.	101.42412.0114
47521	11/02/16	LTD PREMIUM-OCT	53.25		243			D	N			EMPLOYER INSUR.	101.43417.0114
47521	11/02/16	LTD PREMIUM-OCT	213.33		243			D	N			EMPLOYER INSUR.	101.43425.0114
47521	11/02/16	LTD PREMIUM-OCT	8.73		243			D	N			EMPLOYER INSUR.	101.45432.0114
47521	11/02/16	LTD PREMIUM-OCT	32.07		243			D	N			EMPLOYER INSUR.	101.45433.0114
47521	11/02/16	LTD PREMIUM-OCT	3.86		243			D	N			EMPLOYER INSUR.	101.45435.0114
47521	11/02/16	LTD PREMIUM-OCT	5.47		243			D	N			EMPLOYER INSUR.	101.45437.0114
47521	11/02/16	LTD PREMIUM-OCT	100.96		243			D	N			EMPLOYER INSUR.	651.48484.0114
47521	11/02/16	LTD PREMIUM-OCT	10.95		243			D	N			EMPLOYER INSUR.	651.48485.0114
47521	11/02/16	LTD PREMIUM-OCT	11.45		243			D	N			EMPLOYER INSUR.	651.48486.0114
			1,134.65	*CHECK TOTAL									
		VENDOR TOTAL	1,134.65										
MAGNUSON SHEET METAL INC		001121											
47522	11/02/16	FURNACE REPAIR-PARTS	226.00		129591			D	N			MTCE. OF STRUCTU	101.42412.0225
47522	11/02/16	FURNACE REPAIR-LABOR	348.60		129591			D	N			MTCE. OF STRUCTU	101.42412.0335
			574.60	*CHECK TOTAL									
		VENDOR TOTAL	574.60										
MCGUIRE/MICHAEL		003272											
47449	10/18/16	HOUSE RENT 10/15-11/14	900.00		101816			D	N			RENTS	101.41400.0440
47523	11/02/16	MILEAGE 10/3-10/31/16	520.02		110116			D	N			TRAVEL-CONF.-SCH	101.41400.0333
47523	11/02/16	MEALS 10/3-10/31/16	100.47		110116			D	N			TRAVEL-CONF.-SCH	101.41400.0333
			620.49	*CHECK TOTAL									
		VENDOR TOTAL	1,520.49										
MELBY FUR CO		.02605											
47524	11/02/16	TRAPS FOR BEAVER CNTRL	133.75		19766			D	N			SMALL TOOLS	101.43425.0221
47524	11/02/16	TRAPS FOR BEAVER CNTRL	88.00		19811			D	N			SMALL TOOLS	101.43425.0221
			221.75	*CHECK TOTAL									
		VENDOR TOTAL	221.75										
MENARDS		000449											
47525	11/02/16	MAT'L FOR GOALIE BOXES	55.16		14916			D	N			MTCE. OF STRUCTU	101.45433.0225
47525	11/02/16	PARTS FOR BLOW HORN	50.83		14937			D	N			MTCE. OF EQUIPME	101.45433.0224
47525	11/02/16	BLDG MTCE-MATERIALS	9.98		14937			D	N			MTCE. OF STRUCTU	101.45433.0225
47525	11/02/16	TARP/ROPE	14.38		15284			D	N			GENERAL SUPPLIES	101.43425.0229
47525	11/02/16	PLANT SUPPLIES	15.09		15296			D	N			GENERAL SUPPLIES	651.48484.0229
47525	11/02/16	2 LEAF BLOWERS	179.94		15349			D	N			SMALL TOOLS	101.45433.0221
47525	11/02/16	SEA FOAM MOTOR TREATMENT	40.44		15349			D	N			MTCE. OF EQUIPME	101.45433.0224
47525	11/02/16	MAT'L FOR GOALIE BOXES	199.90		15349			D	N			MTCE. OF STRUCTU	101.45433.0225

VENDOR NAME AND NUMBER / CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
MENARDS		000449											
47525	11/02/16	HYDRANT PARTS	48.79		15361			D	N			MTCE. OF OTHER I	101.43425.0226
47525	11/02/16	MAT'L TO HANG PROJECTOR	67.17		15408			D	N			MTCE. OF EQUIPME	101.45433.0224
47525	11/02/16	CABLE TIES	11.98		15433			D	N			GENERAL SUPPLIES	651.48484.0229
47525	11/02/16	ROD FOR BLOCKING HALLWAY	27.98		15472			D	N			MTCE. OF STRUCTU	101.45433.0225
47525	11/02/16	ALARM INDICATOR LIGHT	3.49		15651			D	N			MTCE. OF STRUCTU	651.48484.0225
47525	11/02/16	SUPPLIES	2.85		15651			D	N			GENERAL SUPPLIES	651.48484.0229
47525	11/02/16	AIR CHUCKS	7.85		15815			D	N			SMALL TOOLS	101.45433.0221
47525	11/02/16	CEILING TILES	36.64		15815			D	N			MTCE. OF STRUCTU	101.45433.0225
47525	11/02/16	GLASS CLEANER	23.64		15815			D	N			CLEANING AND WAS	101.45433.0228
47525	11/02/16	SUPPLIES	11.47		15882			D	N			GENERAL SUPPLIES	101.41408.0229
47525	11/02/16	25' LOW VOLT CABLE	8.99		15957			D	N			MTCE. OF EQUIPME	101.45433.0224
47525	11/02/16	REPL. RESTROOM VENT FAN	89.99		15975			D	N			MTCE. OF STRUCTU	101.41409.0225
47525	11/02/16	DOG HOUSE SUPPLIES/MAT'L	94.09		16424			D	N			GENERAL SUPPLIES	101.42411.0229
47525	11/02/16	CLEANER FOR TACK TRLR	19.94		16706			D	N			CLEANING AND WAS	101.43425.0228
			1,020.59	*CHECK TOTAL									
		VENDOR TOTAL	1,020.59										
METRO SALES INC		003016											
47526	11/02/16	COPIER MTCE 07/02-10/01	573.24		INV632125			D	N			MTCE. OF EQUIPME	101.41410.0334
47526	11/02/16	COPIER MTCE 10/24-01/23	431.79		INV642505			D	N			MTCE. OF EQUIPME	101.42411.0334
47526	11/02/16	COPIER LEASE-4TH QTR	675.00		INV646588			D	N			RENTS	101.42411.0440
			1,680.03	*CHECK TOTAL									
		VENDOR TOTAL	1,680.03										
MIKE'S LAWN CARE		003192											
47527	11/02/16	BROADLEAF CONTROL	100.00		2280			D	N			MTCE. OF OTHER I	101.42412.0336
MILLS AUTOMOTIVE GROUP		000432											
47528	11/02/16	#128728 REPAIR-PARTS	210.10		21693			D	N			MTCE. OF EQUIPME	101.42411.0224
47528	11/02/16	#128728 REPAIR-LABOR	84.93		21693			D	N			MTCE. OF EQUIPME	101.42411.0334
47528	11/02/16	#099277 REPAIR-PARTS	106.76		21772			D	N			MTCE. OF EQUIPME	101.42411.0224
47528	11/02/16	#099277 REPAIR-LABOR	715.00		21772			D	N			MTCE. OF EQUIPME	101.42411.0334
47528	11/02/16	EXHAUST GASKET	8.39		3759507			D	N			INVENTORIES-MDSE	101.125000
47528	11/02/16	EXHAUST PIPE	211.38		3759512			D	N			INVENTORIES-MDSE	101.125000
47528	11/02/16	EXHAUST GASKET	2.80		3760523			D	N			INVENTORIES-MDSE	101.125000
			1,339.36	*CHECK TOTAL									
		VENDOR TOTAL	1,339.36										
MINER/CAL		001012											
47529	11/02/16	SIGN DEPOSIT REF 2016-26	100.00		2016-26			D	N			DEPOSITS-SIGN PE	101.230001
MINI BIFF LLC		001805											
47530	11/02/16	TOILET RENTALS-SEP	78.19		A-82649			D	N			RENTS	101.43425.0440
47530	11/02/16	TOILET RENTALS-SEP	156.38		A-82650			D	N			RENTS	101.43425.0440
47530	11/02/16	TOILET RENTALS-SEP	78.19		A-82651			D	N			RENTS	101.43425.0440
47530	11/02/16	TOILET RENTALS-SEP	78.19		A-82653			D	N			RENTS	101.43425.0440
			390.95	*CHECK TOTAL									
		VENDOR TOTAL	390.95										

VENDOR NAME AND NUMBER / CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
MINN WEST TECHNOLOGY CAM 002565													
47531	11/02/16	2ND 1/2 TAX ABATEMENT	3,286.56		FT000912			D	N			REFUNDS AND REIM	101.41428.0882
MINNEAPOLIS FINANCE DEPA 000466													
47532	11/02/16	AUTO PAWN TRANS FEE-SEP	131.40		400451000525			D	N			PROFESSIONAL SER	101.42411.0446
MN DEPT OF COMMERCE 002553													
47451	10/24/16	UNCLAIMED CHECK #34746	68.14		101716			D	N			REFUNDS AND REIM	101.41428.0882
47451	10/24/16	UNCLAIMED CHECK #35564	10.00		101716			D	N			REFUNDS AND REIM	101.41428.0882
			78.14	*CHECK TOTAL									
		VENDOR TOTAL	78.14										
MN DEPT OF LABOR & INDUS 002857													
47533	11/02/16	BOILER LICENSE	30.00		ABR0148782I			D	N			LICENSES AND TAX	101.45433.0445
47533	11/02/16	BOILER LICENSE	30.00		ABR0148790I			D	N			LICENSES AND TAX	101.43425.0445
47533	11/02/16	BOILER LICENSE	20.00		ABR0149025I			D	N			LICENSES AND TAX	651.48484.0445
			80.00	*CHECK TOTAL									
		VENDOR TOTAL	80.00										
MN DEPT OF PUBLIC SAFETY 002085													
47455	11/01/16	10 POLICE LICENSE PLATES	60.00		103116			D	N			GENERAL SUPPLIES	101.42411.0229
MN DEPT OF REVENUE 000492													
263	10/18/16	SALES TAX-SEP	645.00		STMT/9-16			M	N			SALES TAX PAYABL	101.206000
263	10/18/16	USE TAX-SEP	66.23		STMT/9-16			M	N			SALES TAX PAYABL	101.206000
263	10/18/16	USE TAX-SEP	9.61CR		STMT/9-16			M	N			GENERAL SUPPLIES	101.41403.0229
263	10/18/16	USE TAX-SEP	9.55CR		STMT/9-16			M	N			SMALL TOOLS	101.41409.0221
263	10/18/16	USE TAX-SEP	8.53CR		STMT/9-16			M	N			MTCE. OF EQUIPME	101.41409.0224
263	10/18/16	USE TAX-SEP	8.81CR		STMT/9-16			M	N			GENERAL SUPPLIES	101.42411.0229
263	10/18/16	DIESEL FUEL TAX-SEP	168.00		STMT/9-16			M	N			MOTOR FUELS AND	101.43425.0222
263	10/18/16	USE TAX-SEP	80.52		STMT/9-16			M	N			MOTOR FUELS AND	101.43425.0222
263	10/18/16	USE TAX-SEP	3.92CR		STMT/9-16			M	N			GENERAL SUPPLIES	101.43425.0229
263	10/18/16	USE TAX-SEP	5.25		STMT/9-16			M	N			MOTOR FUELS AND	101.45433.0222
263	10/18/16	USE TAX-SEP	1.42CR		STMT/9-16			M	N			GENERAL SUPPLIES	101.45433.0229
263	10/18/16	USE TAX-SEP	5.16CR		STMT/9-16			M	N			GENERAL SUPPLIES	101.45433.0229
263	10/18/16	DIESEL FUEL TAX-SEP	59.72		STMT/9-16			M	N			MOTOR FUELS AND	651.48485.0222
			977.72	*CHECK TOTAL									
264	10/18/16	FUEL LICENSE RENEWAL	25.00		L1764952384			M	N			PREPAID EXPENSES	101.128000
		VENDOR TOTAL	1,002.72										
MN RECREATION & PARK ASS 000513													
47534	11/02/16	REC COORD POSITION AD	100.00		9017			D	N			ADVERTISING	101.45432.0447
MN STATE FIRE CHIEFS ASS 000520													
47535	11/02/16	KOOISTRA-SYMPOSIUM REG.	75.00		223			D	N			TRAVEL-CONF.-SCH	101.42412.0333
MORRIS ELECTRONICS 003199													
47536	11/02/16	AS400 CHANGES	93.75		20139849			D	N			PROFESSIONAL SER	101.41409.0446

VENDOR NAME AND NUMBER / CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
MORRIS ELECTRONICS		003199											
47536	11/02/16	AS400 CHANGES	93.75		20139870		D	N				PROFESSIONAL SER	101.41409.0446
			187.50	*CHECK TOTAL									
		VENDOR TOTAL	187.50										
MOSS & BARNETT		001655											
47537	11/02/16	CATV LEGAL SERV-SEP	428.00		655355		D	M	07			PROFESSIONAL SER	101.41406.0446
MSCIC		.02217											
47538	11/02/16	TRAINING REGISTRATIONS	400.00		102816		D	N				PREPAID EXPENSES	101.128000
MUNICIPAL UTILITIES		000541											
47539	11/02/16	UTILITIES FOR OCT	2,029.13		10/16		D	N				UTILITIES	101.41408.0332
47539	11/02/16	UTILITIES FOR OCT	298.63		10/16		D	N				UTILITIES	101.41409.0332
47539	11/02/16	UTILITIES FOR OCT	710.07		10/16		D	N				UTILITIES	101.42412.0332
47539	11/02/16	UTILITIES FOR OCT	3,636.91		10/16		D	N				UTILITIES	101.43425.0332
47539	11/02/16	UTILITIES FOR OCT	1,454.61		10/16		D	N				UTILITIES	101.45427.0332
47539	11/02/16	UTILITIES FOR OCT	13,284.02		10/16		D	N				UTILITIES	101.45433.0332
47539	11/02/16	UTILITIES FOR OCT	977.04		10/16		D	N				UTILITIES	101.45435.0332
47539	11/02/16	UTILITIES FOR OCT	385.18		10/16		D	N				UTILITIES	101.45437.0332
47539	11/02/16	UTILITIES FOR OCT	1,926.96		10/16		D	N				UTILITIES	230.43430.0332
47539	11/02/16	UTILITIES FOR OCT	46,998.69		10/16		D	N				UTILITIES	651.48484.0332
47539	11/02/16	UTILITIES FOR OCT	4,077.66		10/16		D	N				UTILITIES	651.48485.0332
			75,778.90	*CHECK TOTAL									
		VENDOR TOTAL	75,778.90										
MUNICIPAL UTILITIES		002393											
47540	11/02/16	UTILITY LIEN-2106 6TH ST	432.07		091516		D	N				DUE TO COMPONENT	295.210001
47540	11/02/16	UTILITY LIEN-400 15TH	62,001.75		102416		D	N				DUE TO COMPONENT	295.210001
47540	11/02/16	UTILITY LIEN-602 2ND S	1,403.88		102516		D	N				DUE TO COMPONENT	295.210001
			63,837.70	*CHECK TOTAL									
		VENDOR TOTAL	63,837.70										
NCL OF WISCONSIN INC		001627											
47541	11/02/16	LAB SUPPLIES	243.80		380070		D	N				GENERAL SUPPLIES	651.48484.0229
NELSON AUTO CENTER		002398											
47542	11/02/16	2017 FORD INTERCEPTOR	27,658.95		F7154		D	N				MACHINERY AND AU	450.42411.0553
47542	11/02/16	2017 FORD INTERCEPTOR	27,658.95		F7155		D	N				MACHINERY AND AU	450.42411.0553
			55,317.90	*CHECK TOTAL									
		VENDOR TOTAL	55,317.90										
NEW LIFE COMMUNICATIONS		000574											
47543	11/02/16	BUILT EQUIPMENT CABLES	33.88		105659		D	N				MTCE. OF EQUIPME	101.41409.0224
47543	11/02/16	BUILT EQUIPMENT CABLES	42.00		105659		D	N				MTCE. OF EQUIPME	101.41409.0334
			75.88	*CHECK TOTAL									
		VENDOR TOTAL	75.88										

VENDOR NAME AND NUMBER / CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
NEXTEL COMMUNICATION		000578											
47544	11/02/16	CELL PHONE USAGE-SEP	1,407.87		317498885-101			D	N			COMMUNICATIONS	101.41409.0330
NORTH RISK PARTNERS		000181											
47545	11/02/16	GAUER-SAFETY BOOTS	175.00		176643			D	N			SUBSISTENCE OF P	651.48484.0227
47545	11/02/16	SURETY BOND	662.23		2304710			D	N			PREPAID EXPENSES	101.128000
47545	11/02/16	SURETY BOND	220.77		2304710			D	N			INSURANCES AND B	101.41428.0441
			1,058.00	*CHECK TOTAL									
		VENDOR TOTAL	1,058.00										
NPELRA		003275											
47546	11/02/16	ANNUAL MEMBERSHIP DUES	200.00		64677			D	N			PREPAID EXPENSES	101.128000
OFFICE SERVICES		000589											
47547	11/02/16	OFFICE SUPPLIES-AUG/SEP	36.86		STMT/9-16			D	N			OFFICE SUPPLIES	101.41400.0220
47547	11/02/16	PHOTO COPIES-SEP	21.15		STMT/9-16			D	N			OFFICE SUPPLIES	101.41400.0220
47547	11/02/16	OFFICE SUPPLIES-AUG/SEP	5.98		STMT/9-16			D	N			OFFICE SUPPLIES	101.41401.0220
47547	11/02/16	PHOTO COPIES-SEP	38.48		STMT/9-16			D	N			OFFICE SUPPLIES	101.41401.0220
47547	11/02/16	PHOTO COPIES-SEP	38.72		STMT/9-16			D	N			OFFICE SUPPLIES	101.41401.0220
47547	11/02/16	OFFICE SUPPLIES-AUG/SEP	31.01		STMT/9-16			D	N			OFFICE SUPPLIES	101.41402.0220
47547	11/02/16	PHOTO COPIES-SEP	136.35		STMT/9-16			D	N			OFFICE SUPPLIES	101.41402.0220
47547	11/02/16	PHOTO COPIES-SEP	57.77		STMT/9-16			D	N			OFFICE SUPPLIES	101.41402.0220
47547	11/02/16	OFFICE SUPPLIES-AUG/SEP	34.62		STMT/9-16			D	N			OFFICE SUPPLIES	101.41403.0220
47547	11/02/16	PHOTO COPIES-SEP	22.43		STMT/9-16			D	N			OFFICE SUPPLIES	101.41403.0220
47547	11/02/16	PHOTO COPIES-SEP	32.58		STMT/9-16			D	N			OFFICE SUPPLIES	101.41403.0220
47547	11/02/16	OFFICE SUPPLIES-AUG/SEP	95.49		STMT/9-16			D	N			OFFICE SUPPLIES	101.41405.0220
47547	11/02/16	PHOTO COPIES-SEP	0.60		STMT/9-16			D	N			OFFICE SUPPLIES	101.41405.0220
47547	11/02/16	PHOTO COPIES-SEP	37.15		STMT/9-16			D	N			OFFICE SUPPLIES	101.41405.0220
47547	11/02/16	OFFICE SUPPLIES-AUG/SEP	12.95		STMT/9-16			D	N			OFFICE SUPPLIES	101.41408.0220
47547	11/02/16	OFFICE SUPPLIES-AUG/SEP	5.29		STMT/9-16			D	N			OFFICE SUPPLIES	101.41409.0220
47547	11/02/16	PHOTO COPIES-SEP	4.00		STMT/9-16			D	N			OFFICE SUPPLIES	101.41409.0220
47547	11/02/16	PHOTO COPIES-SEP	12.64		STMT/9-16			D	N			OFFICE SUPPLIES	101.41424.0220
47547	11/02/16	OFFICE SUPPLIES-AUG/SEP	61.98		STMT/9-16			D	N			OFFICE SUPPLIES	101.42411.0220
47547	11/02/16	OFFICE SUPPLIES-AUG/SEP	4.24		STMT/9-16			D	N			OFFICE SUPPLIES	101.42412.0220
47547	11/02/16	OFFICE SUPPLIES-AUG/SEP	10.74		STMT/9-16			D	N			OFFICE SUPPLIES	101.43417.0220
47547	11/02/16	PHOTO COPIES-SEP	41.70		STMT/9-16			D	N			OFFICE SUPPLIES	101.43417.0220
47547	11/02/16	PHOTO COPIES-SEP	29.37		STMT/9-16			D	N			OFFICE SUPPLIES	101.43417.0220
47547	11/02/16	OFFICE SUPPLIES-AUG/SEP	0.19		STMT/9-16			D	N			OFFICE SUPPLIES	101.43425.0220
47547	11/02/16	PHOTO COPIES-SEP	1.80		STMT/9-16			D	N			OFFICE SUPPLIES	101.43425.0220
47547	11/02/16	PHOTO COPIES-SEP	1.20		STMT/9-16			D	N			OFFICE SUPPLIES	101.45432.0220
47547	11/02/16	PHOTO COPIES-SEP	15.24		STMT/9-16			D	N			OFFICE SUPPLIES	101.45432.0220
			790.53	*CHECK TOTAL									
		VENDOR TOTAL	790.53										
OKINS/STEVEN B		000943											
47548	11/02/16	REGIONAL LMC MEETING	36.82		101316			D	N			TRAVEL-CONF.-SCH	101.41405.0333
PAPER & THREADS LLC		002895											
47549	11/02/16	HEM EXPLORER PANTS	8.00		102216			D	N			SUBSISTENCE OF P	101.42411.0227

VENDOR NAME AND NUMBER / CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
PETERSON SHOE STORE		000608											
47550	11/02/16	VANDENEINDE-SFTY BOOTS	175.00		176235			D	N			SUBSISTENCE OF P	101.43425.0227
47550	11/02/16	LINDAHL-SAFETY BOOTS	25.00		176690			D	N			SUBSISTENCE OF P	651.48484.0227
47550	11/02/16	LINDAHL-SAFETY BOOTS	150.00		176690			D	N			SUBSISTENCE OF P	651.48486.0227
47550	11/02/16	MANZER-SAFETY BOOTS	175.00		177286			D	N			SUBSISTENCE OF P	101.43425.0227
			525.00	*CHECK TOTAL									
		VENDOR TOTAL	525.00										
PIONEERLAND LIBRARY SYST		000614											
47551	11/02/16	4TH QTR OPERATIONAL	101,036.00		102816			D	N			OTHER CHARGES	101.45426.0449
PREMIUM WATERS INC		000374											
47552	11/02/16	DRINKING WATER	15.50		329949/9-16			D	N			SUBSISTENCE OF P	101.42412.0227
47552	11/02/16	DRINKING WATER	36.00		527119/9-16			D	N			SUBSISTENCE OF P	101.45437.0227
			51.50	*CHECK TOTAL									
		VENDOR TOTAL	51.50										
PRO ACTION		001782											
47553	11/02/16	EXPLORER PRGRM CLOTHING	39.99		13886			D	N			SUBSISTENCE OF P	101.42411.0227
47553	11/02/16	CSO NAME TAG	17.99		13895			D	N			SUBSISTENCE OF P	101.42411.0227
47553	11/02/16	CSO UNIFORMS	135.97		13896			D	N			SUBSISTENCE OF P	101.42411.0227
			193.95	*CHECK TOTAL									
		VENDOR TOTAL	193.95										
QUAM CONSTRUCTION CO INC		000634											
47554	11/02/16	POND IMPROVEMENTS	9,054.23		1505/EST. 3			D	N			MTCE. OF OTHER I	415.48451.0336
47554	11/02/16	CULVERT INSTALLATION	7,857.00		2088			D	N			MTCE. OF OTHER I	101.43425.0336
			16,911.23	*CHECK TOTAL									
		VENDOR TOTAL	16,911.23										
QUICK SIGNS		001093											
47555	11/02/16	UPDATED BRUSH SITE SIGN	15.00		172988			D	N			MTCE. OF OTHER I	101.43425.0226
RAMBOW INC		000639											
47556	11/02/16	YOUTH REC JERSEYS	2,022.00		581257			D	N			GENERAL SUPPLIES	101.45433.0229
RAPIDS PROCESS EQUIPMENT		003274											
47557	11/02/16	EXT. DRAFT TUBE MIXER	5,874.00		7230			D	N			MTCE. OF EQUIPME	651.48486.0224
47557	11/02/16	EXT. DRAFT TUBE MIXER	10,725.00		7230			D	N			MTCE. OF EQUIPME	651.48486.0334
			16,599.00	*CHECK TOTAL									
		VENDOR TOTAL	16,599.00										
ROSENBAUER MINNESOTA LLC		003062											
47558	11/02/16	ON/OFF SWITCH	16.87		0000021988			D	N			MTCE. OF EQUIPME	101.42412.0224
RUNNING'S SUPPLY INC		.02214											
47559	11/02/16	SIGN DEPOSIT REF 2016-31	100.00		2016-31			D	N			DEPOSITS-SIGN PE	101.230001

VENDOR NAME AND NUMBER / CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
RUNNING'S SUPPLY INC		001418											
47560	11/02/16	RAKES	41.98		4046522			D	N			SMALL TOOLS	101.43425.0221
47560	11/02/16	GRASS SEED	69.99		4046522			D	N			GENERAL SUPPLIES	101.43425.0229
47560	11/02/16	TRUCK LIGHT/CHAIN	36.31		4050445			D	N			MTCE. OF EQUIPME	651.48486.0224
47560	11/02/16	WORK GLOVES	19.96		4052357			D	N			GENERAL SUPPLIES	651.48484.0229
47560	11/02/16	HOSE FITTING	17.97		4053933			D	N			MTCE. OF EQUIPME	101.45433.0224
47560	11/02/16	ROTARY HAND PUMP/TOOLS	83.98		4056729			D	N			SMALL TOOLS	651.48484.0221
47560	11/02/16	TORQUE WRENCH	94.99		4058638			D	N			SMALL TOOLS	651.48484.0221
			365.18	*CHECK TOTAL									
		VENDOR TOTAL	365.18										
SAND ELECTRIC		000678											
47561	11/02/16	RAMP SECURITY LT MTCE	511.10		4829			D	N			MTCE. OF OTHER I	230.43430.0226
47561	11/02/16	RAMP SECURITY LT MTCE	180.00		4829			D	N			MTCE. OF OTHER I	230.43430.0336
			691.10	*CHECK TOTAL									
		VENDOR TOTAL	691.10										
SCOTT SWANSON'S EQUIPMEN		000683											
47562	11/02/16	PRESSURE WASHER PARTS	83.05		40931			D	N			MTCE. OF EQUIPME	101.43425.0224
47562	11/02/16	PRESSURE WASHER PARTS	26.00		40938			D	N			MTCE. OF EQUIPME	101.43425.0224
			109.05	*CHECK TOTAL									
		VENDOR TOTAL	109.05										
SERVICE CENTER/CITY OF W		000685											
47563	11/02/16	GAS-78.27 GALLONS	164.44		STMT/9-16			D	N			MOTOR FUELS AND	101.41402.0222
47563	11/02/16	EQUIPMENT REPAIR-PARTS	0.99		STMT/9-16			D	N			MTCE. OF EQUIPME	101.41402.0224
47563	11/02/16	GAS-24.26 GALLONS	51.33		STMT/9-16			D	N			MOTOR FUELS AND	101.41408.0222
47563	11/02/16	GAS-1898.17 GALLONS	4,000.64		STMT/9-16			D	N			MOTOR FUELS AND	101.42411.0222
47563	11/02/16	EQUIPMENT REPAIR-OIL	41.60		STMT/9-16			D	N			MOTOR FUELS AND	101.42411.0222
47563	11/02/16	EQUIPMENT REPAIR-PARTS	945.18		STMT/9-16			D	N			MTCE. OF EQUIPME	101.42411.0224
47563	11/02/16	DIESEL-110.22 GALLONS	186.95		STMT/9-16			D	N			MOTOR FUELS AND	101.42412.0222
47563	11/02/16	GAS-97.15 GALLONS	205.01		STMT/9-16			D	N			MOTOR FUELS AND	101.42412.0222
47563	11/02/16	GAS-76.12 GALLONS	160.42		STMT/9-16			D	N			MOTOR FUELS AND	101.43417.0222
47563	11/02/16	DIESEL-2070.75 GALLONS	3,479.99		STMT/9-16			D	N			MOTOR FUELS AND	101.43425.0222
47563	11/02/16	GAS-769.34 GALLONS	1,610.86		STMT/9-16			D	N			MOTOR FUELS AND	101.43425.0222
47563	11/02/16	EQUIPMENT REPAIR-OIL	323.76		STMT/9-16			D	N			MOTOR FUELS AND	101.43425.0222
47563	11/02/16	EQUIPMENT REPAIR-PARTS	377.23		STMT/9-16			D	N			MTCE. OF EQUIPME	101.43425.0224
47563	11/02/16	DIESEL-95.54 GALLONS	165.28		STMT/9-16			D	N			MOTOR FUELS AND	101.45433.0222
47563	11/02/16	GAS-31.05 GALLONS	67.07		STMT/9-16			D	N			MOTOR FUELS AND	101.45433.0222
47563	11/02/16	DIESEL-99.76 GALLONS	167.30		STMT/9-16			D	N			MOTOR FUELS AND	651.48485.0222
47563	11/02/16	EQUIPMENT REPAIR-OIL	98.83		STMT/9-16			D	N			MOTOR FUELS AND	651.48485.0222
47563	11/02/16	EQUIPMENT REPAIR-PARTS	73.64		STMT/9-16			D	N			MTCE. OF EQUIPME	651.48485.0224
			12,120.52	*CHECK TOTAL									
		VENDOR TOTAL	12,120.52										
SHERWIN WILLIAMS CO		.02415											
47564	11/02/16	SIGN DEPOSIT REF 2016-14	100.00		2016-14			D	N			DEPOSITS-SIGN PE	101.230001

VENDOR NAME AND NUMBER / CHECK# DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
SIMPLEX GRINNELL 001411								
47565 11/02/16	FIRE ALARM REPAIR-LABOR	357.00		82986919		D N	MTCE. OF STRUCTU	651.48484.0335
SMEBY/ROSS 002570								
47566 11/02/16	MILEAGE 10/1-10/31/16	55.62		110216		D N	TRAVEL-CONF.-SCH	101.41409.0333
SOUTH 71 WELDING LLC 002720								
47567 11/02/16	WELDED ALUMINUM PONTOON	225.00		683372		D N	MTCE. OF EQUIPME	101.43425.0334
SPICER SPORTS AND MARINE 000571								
47568 11/02/16	IMPELLOR/CARB KIT	46.84		101816		D N	MTCE. OF EQUIPME	101.43425.0224
SPICER/CITY OF 003220								
47569 11/02/16	2017 E-DISPATCH SERVICES	226.66		FD-101216-3		D N	PREPAID EXPENSES	101.128000
47569 11/02/16	2016 E-DISPATCH SERVICES	113.34		FD-101216-3		D N	COMMUNICATIONS	101.42412.0330
		340.00	*CHECK TOTAL					
	VENDOR TOTAL	340.00						
SPRINGSTED INCORPORATED 000705								
47570 11/02/16	BOND ISSUANCE SERVICE	10,097.52		000862.130-1		D N	PROFESSIONAL SER	416.48451.0446
SRF CONSULTING GROUP INC 003049								
47571 11/02/16	RICE PARK IMPROVEMENTS	4,332.95		09240.00-6		D N	PROFESSIONAL SER	101.45432.0446
47571 11/02/16	REIMBURSABLE EXPENSES	91.80		09240.00-6		D N	PROFESSIONAL SER	101.45432.0446
47571 11/02/16	CONSULTANT FEES	3,071.75		09240.00-6		D N	PROFESSIONAL SER	101.45432.0446
47571 11/02/16	PARK AND REC MASTER PL	2,140.01		09400.00-1		D N	PROFESSIONAL SER	420.45432.0446
47571 11/02/16	R.I. DESTINATION PLYGRND	430.00		10000.00-1		D N	PROFESSIONAL SER	420.45432.0446
		10,066.51	*CHECK TOTAL					
	VENDOR TOTAL	10,066.51						
STATEWIDE DISTRIBUTING I 000718								
47572 11/02/16	CONCESSION SUPPLIES	53.40		201266		D N	GENERAL SUPPLIES	101.45433.0229
STEPP MFG 003078								
47573 11/02/16	PARTS FOR TACK TRAILER	461.07		50935		D N	MTCE. OF EQUIPME	101.43425.0224
STERLING WATER-MINNESOTA 000188								
47574 11/02/16	LAB WATER	22.50		01465285/7-16		D N	GENERAL SUPPLIES	651.48484.0229
47574 11/02/16	RATE ADJUSTMENT	48.20CR		01465285/8-16		D N	GENERAL SUPPLIES	651.48484.0229
47574 11/02/16	LAB WATER	131.50		01465285/9-16		D N	GENERAL SUPPLIES	651.48484.0229
		105.80	*CHECK TOTAL					
	VENDOR TOTAL	105.80						
SUPER 8 MOTEL .00113								
47575 11/02/16	LODGING 9/27-9/30/16	180.00		35048411		D N	TRAVEL-CONF.-SCH	101.41400.0333
47575 11/02/16	LODGING 10/3-10/6/16	180.00		38483828		D N	TRAVEL-CONF.-SCH	101.41400.0333
		360.00	*CHECK TOTAL					
	VENDOR TOTAL	360.00						

VENDOR NAME AND NUMBER / CHECK# DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
SURPLUS WAREHOUSE INC 000728												
47576 11/02/16	WHEEL SPINDLES/RIMS	129.96		102416			D	N			INVENTORIES-MDSE	101.125000
SYN-TECH SYSTEMS 003050												
47577 11/02/16	FUEL SYS. PHONE SUPPORT	135.00		134446			D	N			MTCE. OF OTHER I	230.43430.0336
SYSCO WESTERN MINNESOTA 000161												
47578 11/02/16	CONCESSION SUPPLIES	599.41		610120160			D	N			GENERAL SUPPLIES	101.45433.0229
TORKELSON'S LOCK SERVICE 002583												
47579 11/02/16	INST. DEADBOLT-PARTS	62.50		8187071			D	N			MTCE. OF STRUCTU	101.45427.0225
47579 11/02/16	INST. DEADBOLT-LABOR	60.00		8187071			D	N			MTCE. OF STRUCTU	101.45427.0335
47579 11/02/16	PADLOCKS AND KEYS	87.00		8187110			D	N			MTCE. OF EQUIPME	101.45433.0224
47579 11/02/16	REKEYED LOCKS-PARTS	27.00		8187151			D	N			MTCE. OF STRUCTU	101.41408.0225
47579 11/02/16	REKEYED LOCKS-LABOR	40.00		8187151			D	N			MTCE. OF STRUCTU	101.41408.0335
47579 11/02/16	LOCK REPAIR-PARTS	20.00		8187191			D	N			MTCE. OF EQUIPME	101.45433.0224
47579 11/02/16	LOCK REPAIR-LABOR	40.00		8187191			D	N			MTCE. OF EQUIPME	101.45433.0334
47579 11/02/16	INST. KNOB SET-PARTS	78.00		8187210			D	N			MTCE. OF STRUCTU	101.41408.0225
47579 11/02/16	INST. KNOB SET-LABOR	65.00		8187210			D	N			MTCE. OF STRUCTU	101.41408.0335
47579 11/02/16	KEYS FOR BLDG	24.00		8187240			D	N			MTCE. OF STRUCTU	101.41408.0225
		503.50	*CHECK TOTAL									
	VENDOR TOTAL	503.50										
UL LLC 003106												
47580 11/02/16	AERIAL/GRND LADDER TST	2,420.00		72020165515			D	N			PROFESSIONAL SER	101.42412.0446
UMVRDC SCENIC BYWAY .02310												
47581 11/02/16	FISCHER-WORKSHOP REGIS.	45.00		110116			D	N			OTHER CHARGES	208.45010.0449
UNIQUE EMBROIDERY 002540												
47582 11/02/16	SAFETY YELLOW RAIN COAT	53.98		8572			D	N			SUBSISTENCE OF P	651.48484.0227
47582 11/02/16	EMBROIDERED JACKET	98.22		8572			D	N			SUBSISTENCE OF P	651.48484.0227
47582 11/02/16	EMBROIDERED JACKETS	32.06		8602			D	N			SUBSISTENCE OF P	101.41402.0227
		184.26	*CHECK TOTAL									
	VENDOR TOTAL	184.26										
UNITED LABORATORIES 000764												
47583 11/02/16	ADHESIVE/SEALANT	185.86		INV169811			D	N			GENERAL SUPPLIES	101.43425.0229
US BANK 000264												
47584 11/02/16	#151 GO IMP BOND-SC	450.00		4419689			D	N			OTHER CHARGES	306.47100.0449
US BANK EQUIPMENT FINANC 003143												
47585 11/02/16	COPIER LEASE-NOV	131.75		316309848			D	N			RENTS	101.41405.0440
VERIZON WIRELESS 002915												
47586 11/02/16	CELL PHONE USAGE-SEP	409.63		9773345620			D	N			COMMUNICATIONS	101.41409.0330

VENDOR NAME AND NUMBER / CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
VIGIL/RUDY 000951													
47587	11/02/16	ALPHA VIDEO TECH EXPO	295.32		101916			D	N			TRAVEL-CONF.-SCH	207.45001.0333
WAL-MART COMMUNITY 000789													
47588	11/02/16	BATTERY FOR KEY FOB	4.67		091416			D	N			MTCE. OF EQUIPME	101.42411.0224
47588	11/02/16	POWER STRIPS	55.45		092316			D	N			GENERAL SUPPLIES	101.42411.0229
47588	11/02/16	PLANT SUPPLIES	51.47		092916			D	N			GENERAL SUPPLIES	651.48484.0229
47588	11/02/16	COFFEE/CUPS/NAPKINS/WTR	155.50		100516			D	N			GENERAL SUPPLIES	101.41408.0229
47588	11/02/16	COFFEE	31.76		100716			D	N			SUBSISTENCE OF P	101.42411.0227
			298.85	*CHECK TOTAL									
		VENDOR TOTAL	298.85										
WEST CENTRAL INDUSTRIES 000801													
47589	11/02/16	CLEANED STADIUM 8/4/16	164.50		120			D	N			CLEANING AND WAS	101.43425.0338
47589	11/02/16	CLEANED STADIUM 8/5/16	164.50		120			D	N			CLEANING AND WAS	101.43425.0338
47589	11/02/16	CLEAN AND SECURE PARKS	2,052.75		130			D	N			CLEANING AND WAS	101.43425.0338
47589	11/02/16	LAWN MTCE 09/09/16	60.00		50			D	N			MTCE. OF OTHER I	101.45437.0336
47589	11/02/16	LAWN MTCE 09/26/16	60.00		50			D	N			MTCE. OF OTHER I	101.45437.0336
			2,501.75	*CHECK TOTAL									
		VENDOR TOTAL	2,501.75										
WEST CENTRAL SHREDDING 003252													
47590	11/02/16	SHREDDING SERVICE	77.00		5230			D	N			PROFESSIONAL SER	101.41403.0446
47590	11/02/16	SHREDDING SERVICE	299.00		5239			D	N			PROFESSIONAL SER	101.41403.0446
			376.00	*CHECK TOTAL									
		VENDOR TOTAL	376.00										
WILLMAR AUTO VALUE 002689													
47591	11/02/16	FUEL FILTER	33.91		22191987			D	N			MTCE. OF EQUIPME	651.48486.0224
47591	11/02/16	ANTIFREEZE	41.97		22192416			D	N			MTCE. OF EQUIPME	651.48486.0224
47591	11/02/16	BRAKES/CALIPER PARTS	286.19		22192738			D	N			INVENTORIES-MDSE	101.125000
47591	11/02/16	BRAKE PARTS	23.99		22192997			D	N			INVENTORIES-MDSE	101.125000
47591	11/02/16	#150297-ELEC FUEL PUMP	53.99		22193009			D	N			MTCE. OF EQUIPME	101.43425.0224
47591	11/02/16	HEADLIGHTS	11.98		22193103			D	N			MTCE. OF EQUIPME	651.48486.0224
47591	11/02/16	EPOXY/ADHESIVE	6.49		22195511			D	N			MTCE. OF EQUIPME	101.42412.0224
			458.52	*CHECK TOTAL									
		VENDOR TOTAL	458.52										
WILLMAR CRANE SERVICE 000899													
47592	11/02/16	MOBILIZE 40T CRANE	390.00		4462			D	N			MTCE. OF EQUIPME	651.48486.0334
WILLMAR REDEVELOPMENT CO 003214													
47593	11/02/16	2016 TAX ABATEMENT	1,727.02		110116			D	N			REFUNDS AND REIM	101.41428.0882
WILLMAR STINGERS BASEBAL 002814													
47594	11/02/16	2017 SEASON TICKETS	530.00		103116			D	N			PREPAID EXPENSES	208.128000
WINDSTREAM 002100													
47595	11/02/16	PHONE SERV-SEP	61.20		STMT/9-16			D	N			COMMUNICATIONS	101.45433.0330

VENDOR NAME AND NUMBER CHECK# DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
XEROX BUSINESS SERVICES	000131							
47596 11/02/16	AS400 HOSTING-OCT	2,644.07		1309181		D N	SUBSCRIPTIONS AN	101.41409.0443
47596 11/02/16	SIGNATURE CHANGE	700.00		1313477		D N	MTCE. OF EQUIPME	101.41409.0334
		3,344.07	*CHECK TOTAL					
	VENDOR TOTAL	3,344.07						
71 AGGREGATE	002040							
47597 11/02/16	GRAVEL	1,179.07		3210CC		D N	MTCE. OF OTHER I	101.43425.0226
47597 11/02/16	MIX FOR STREET PATCHING	600.98		3220CC		D N	MTCE. OF OTHER I	101.43425.0226
47597 11/02/16	GRAVEL	60.92		3237CC		D N	MTCE. OF OTHER I	101.43425.0226
47597 11/02/16	GRAVEL	90.15		3241CC		D N	MTCE. OF OTHER I	101.43425.0226
47597 11/02/16	MIX FOR STREET PATCHING	597.60		3267CC		D N	MTCE. OF OTHER I	101.43425.0226
47597 11/02/16	GRAVEL	287.06		3280CC		D N	MTCE. OF OTHER I	101.43425.0226
47597 11/02/16	GRAVEL	118.15		3310CC		D N	MTCE. OF OTHER I	101.43425.0226
		2,933.93	*CHECK TOTAL					
	VENDOR TOTAL	2,933.93						

VENDOR NAME AND NUMBER CHECK# DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M ACCOUNT NAME	ACCOUNT
REPORT TOTALS:		2,063,328.44					

RECORDS PRINTED - 000494

FUND RECAP:

FUND	DESCRIPTION	DISBURSEMENTS
101	GENERAL FUND	488,813.44
207	W.R.A.C. - 8	295.32
208	CONVENTION & VISITORS BUREAU	5,524.98
230	WILLMAR MUNICIPAL AIRPORT	31,753.69
295	COMMUNITY INVESTMENT	63,837.70
306	D.S. - 2006 BOND	450.00
414	S.A.B.F. - #2014	12,579.00
415	S.A.B.F. - #2015	163,661.85
416	S.A.B.F. - #2016	1,050,837.02
420	LOCAL OPT SALES TAX PROJECTS	2,570.01
432	C.P. - WASTE TREATMENT	4,121.60
450	CAPITAL IMPROVEMENT FUND	144,602.54
651	WASTE TREATMENT	94,281.29
TOTAL ALL FUNDS		2,063,328.44

BANK RECAP:

BANK	NAME	DISBURSEMENTS
HERT	HERITAGE BANK	2,063,328.44
TOTAL ALL BANKS		2,063,328.44

Issued Dates: **10/1/2016 to 10/31/2016**
Report Name: **Monthly External Permits Report**
Permit Type(s): **Building, Mechanical, Plumbing**

City of Willmar
Monthly External Permits Report

Permit #	Issued Date	Owner and Site Address		Permit Sub-Type and Work Type	Description	Valuation	Total Permit Fee
WI024237	10/31/2016	Nelsen/Chase M 1017 4th St SW	95-280-1300 Block 7 Hanson`s Addition To Willmar	Reroofing Residential Add/Alter	Residential Reroof	$3,000.00	$31.50
WI026442	10/26/2016	Gasca-Ortega/Alberto 324 5th St SW	95-003-4860 Block 42 Willmar, Town Of (Original)	Fire Suppression System Commercial Add/Alter	Install UL300 Fire Supression system	$3,000.00	$124.84
WI026484	10/13/2016	Ind. School Dist. #347 1001 Lakeland Dr SE	95-913-0040	New Churches/Schools	Construct new elementary school	$18,868,623.00	$158,243.91
WI026490	10/28/2016	Willmar Redevelopement Co. LLC 1400 Lakeland Dr NE 108	95-980-0480	Mobil Home Transport Mobile Home In/Out	Move in 2016, 16 x 80, Schult MH, #366543	$0.00	$75.00
WI026496	10/13/2016	Ziehl/Rodney & Amy 326 Ferring St SE	95-220-0930 Lot 3, Block 8 Ferring`s Addition	Fire Repair Residential Add/Alter	Repair fire damage, reinsulate, rewire	$8,000.00	$196.15
WI026540	10/5/2016	City Of Willmar 515 2nd St SW	95-006-1400 First Addition To The Town Of Willmar	Reroofing Commercial Add/Alter	Commercial Reroof	$60,177.00	$673.59
WI026548	10/13/2016	Gasca-Ortega/Alberto 324 5th St SW	95-003-4860 Block 42 Willmar, Town Of (Original)	Reroofing Commercial Add/Alter	Commercial Reroof	$7,566.00	$141.03
WI026551	10/17/2016	Robnik/Calvin 919 Trott Ave SE	95-914-1400	Siding Residential Add/Alter	Residential Reside	$5,000.00	$52.50
WI026558	10/5/2016	Braun/Roger T & Mary 701 25th Ave SW	95-682-0440 Lot 4, Block 4 Portland Acres 2nd Addition	Garage Garage/Shed	Add 10' x 24' to attached garage & reside entire house	$20,000.00	$412.15
WI026575	10/26/2016	Johnson/Dean E & Debbie 3009 Eagle Ridge Dr E	95-148-0730 Lot 4, Block 1 Eagles Landing	Reroofing Residential Add/Alter	Residential Reroof	$2,200.00	$31.10
WI026584	10/4/2016	4 Ever Family Properties LLC 3113 3rd Ave SW	95-872-2300 Lot 1, Block 4 Willmar Industrial Park	New Commercial New	Construct 4800 sf office/ shop facility	$341,044.00	$3,630.98

City of Willmar
Monthly External Permits Report

Permit #	Issued Date	Owner and Site Address		Permit Sub-Type and Work Type	Description	Valuation	Total Permit Fee
WI026590	10/4/2016	4 Ever Family Properties LLC 3113 3rd Ave SW	95-872-2300 Lot 1, Block 4 Willmar Industrial Park	Commercial/Ind New	HVAC installation for new commercial bldg.	$22,000.00	$231.00
WI026591	10/3/2016	4 Ever Family Properties LLC 3113 3rd Ave SW	95-872-2300 Lot 1, Block 4 Willmar Industrial Park	Commercial/Ind New	Plumbing for new office/shop facility	$0.00	$150.00
WI026593	10/13/2016	Presbyterian Family Foundatn 1108 13th St SW	95-650-0080 Lot 8, Block 1 Pederson Subd.	Single Family Addition	Residential Addition	$0.00	$71.00
WI026605	10/4/2016	Johnson/Richard E & Karen M 3037 lst Ave NW	95-616-0160 Lot 16, Block 1 Park View Estates	Single Family Replace	Gas Furnace & A/C Replacement	$0.00	$56.00
WI026606	10/4/2016	Randick/Chad A & Nicole M 713 10th St SW	95-006-3120 Lot 10, Block 78 First Addition To The Town Of Willmar	Single Family Replace	Gas Furnace Replacement	$0.00	$1.00
WI026607	10/5/2016	Nesset/Ralph B & Mary B 1607 16th St NW	95-603-0320 Lot 22, Block 2 Oslo Heights	Drainage system Residential Add/Alter	Install 69' of interior drainage system	$4,725.00	$142.01
WI026608	10/5/2016	Mohr/Jerret H 312 13th St SW	95-006-8390 Lot 4, Block 120 First Addition To The Town Of Willmar	Drainage system Residential Add/Alter	Install 131' of interior drainage system	$6,170.00	$177.74
WI026611	10/4/2016	Willmar Redevolpement LLC 1400 Lakeland Dr NE Lot 96	95-980-6360	Mobil Home Transport Mobile Home In/Out	Move in new 16' x 80'	$0.00	$75.00
WI026613	10/4/2016	Zimmer/Benjamin (Ben) 220 Trott Ave SE	95-740-0910 Block 7 Spicer`s Addition	Demolition Garage/Shed	Demo old Garage	$0.00	$30.00
WI026614	10/3/2016	Schueller Trust/Delbert & J 309 Vos Park Drive NW	95-835-0070 Lot 7, Block 1 Vos Park	Single Family Replace	A/C Replacement	$0.00	$26.00
WI026615	10/5/2016	Ogle/Bradley J & Lynn A 217 Grace Ave SW	95-280-2360 Block 13 Hanson`s Addition To Willmar	Reroofing Residential Add/Alter	Residential Reroof	$2,000.00	$31.00

City of Willmar
Monthly External Permits Report

Permit #	Issued Date	Owner and Site Address		Permit Sub-Type and Work Type	Description	Valuation	Total Permit Fee
WI026616	10/5/2016	Dean/Bradley & Jolene 805 26th Ave SW	95-867-0590 Lot 19, Block 2	Reroofing Residential Add/Alter	Residential Reroof	$2,500.00	$31.25
WI026617	10/3/2016	Anderson/Dana S & Rebecca 1204 29th St NW	95-135-0220 Lot 2, Block 2 College View	Reroofing Residential Add/Alter	Residential Reroof	$4,000.00	$32.00
WI026618	10/5/2016	Pankow Revoc Living Trust 2300 Country Club Dr NE	95-137-0235 Lot 9, Block 4 Country Club Terrace	Alteration Residential Add/Alter	Repair flood damage	$12,000.00	$193.25
WI026620	10/4/2016	Willmar Redevelopement Co. LLC 1400 Lakeland Dr NE Lot 98	95-980-6380	Mobil Home Transport Mobile Home In/Out	Move in 2000, 16 x 76 Schult MH, # R293650	$0.00	$75.00
WI026621	10/5/2016	Schwitters/Wayne & Janice 718 5th St SE	95-250-0060 Lot 6, Block 1 Glarum`s Addition To Willmar	Reroofing Residential Add/Alter	Residential Reroof	$4,000.00	$32.00
WI026622	10/4/2016	Menard Inc 3330 1st St S	95-504-0010 Lot 1, Block 1 Menards Addition	Alteration Commercial Add/Alter	Exterior/ Interior remodel of open areas	$200,000.00	$2,388.96
WI026624	10/4/2016	Jim & Marcia Gilman 1615 Upper Trentwood Cir NE	95-828-0450 Lot 16, Block 3 Trentwood Estates	New New Single-Family Dwelling	New Residential House and Garage	$383,260.00	$3,421.78
WI026625	10/4/2016	Jim and Marcia Gilman 1615 Upper Trentwood Cir NE	95-828-0450 Lot 16, Block 3 Trentwood Estates	Single Family New	Residential Plumbing - New Home and Garage	$0.00	$212.00
WI026626	10/4/2016	Jim and Marcia Gilman 1615 Upper Trentwood Cir NE	95-828-0450 Lot 16, Block 3 Trentwood Estates	Single Family New	Residential HVAC - New Home and Garage	$383,260.00	$192.63
WI026627	10/5/2016	Knapp/Karla/&David Delfosse 1015 4th St SW	95-280-1310 Lot 11, Block 7 Hanson`s Addition To Willmar	Reroofing Residential Add/Alter	Residential Reroof	$7,040.00	$33.52
WI026628	10/5/2016	Thorpe/Leah N 316 Grace Ave SW	95-280-1080 Block 6 Hanson`s Addition To Willmar	Single Family Replace	Gas Furnace Replacement	$0.00	$1.00

City of Willmar
Monthly External Permits Report

Permit #	Issued Date	Owner and Site Address		Permit Sub-Type and Work Type	Description	Valuation	Total Permit Fee
WI026629	10/5/2016	Menard Inc 3330 1st St S	95-504-0010 Lot 1, Block 1 Menards Addition	Addition Commercial Add/Alter	Construct 12426' mezzanine/ provide elevator	$300,000.00	$3,263.96
WI026631	10/6/2016	Tensen/Anna J 1236 Ramblewood Ave SW	95-690-1240 Block 6 Ramblewood Addition	Alteration Residential Add/Alter	Replace Flood Damaged Foundation	$6,500.00	$128.00
WI026636	10/10/2016	Rodelius/Robert R & Debra J 1816 22nd Ave SW	95-885-1040 Lot 4, Block 1 Yorktown Estates	Addition Residential Add/Alter	Dining Room Addition	$24,000.00	$484.15
WI026637	10/10/2016	Larson/Crystal D & Nicholas J 419 4th St SE	95-740-0190 Lot 9, Block 2 Spicer`s Addition	Reroofing Residential Add/Alter	Residential Reroof	$3,000.00	$31.50
WI026640	10/10/2016	Willmar Comm Golf Club Inc 1000 26th Ave NE	95-935-0100	Addition Commercial Add/Alter	Construct 14' x 20' freezer/cooler foundation	$30,000.00	$666.34
WI026641	10/10/2016	Honken/Jonathan D & Shayla J 623 10th St SW	95-006-2670 Block 75 First Addition To The Town Of Willmar	Install Egress Window Residential Add/Alter	Install egress window	$1,000.00	$49.15
WI026642	10/10/2016	Sing/Diane M 824 1st St S	95-280-2900 Block 16 Hanson`s Addition To Willmar	Alteration Residential Add/Alter	Repair garage rafters	$2,000.00	$88.15
WI026643	10/11/2016	Becker/David & Laura 1010 Kandiyohi Ave SW	95-006-2950 Block 77 First Addition To The Town Of Willmar	Single Family Replace	Gas Furnace Replacement	$0.00	$1.00
WI026644	10/11/2016	Malam/Mark W 1219 Becker Ave SW	95-006-7140 Block 110 First Addition To The Town Of Willmar	Single Family Replace	Gas Furnace Replacement	$0.00	$1.00
WI026645	10/11/2016	Gomez/Jose 616 Monongalia Ave SW	95-006-2200 Block 72 First Addition To The Town Of Willmar	Reroofing Residential Add/Alter	Residential Reroof	$1,250.00	$30.63

City of Willmar
Monthly External Permits Report

Permit #	Issued Date	Owner and Site Address		Permit Sub-Type and Work Type	Description	Valuation	Total Permit Fee
WI026646	10/12/2016	Isco, Inc 2500 Airport Dr SW	95-870-0300 Block 2 Willmar Industrial Park	Reroofing Commercial Add/Alter	Commercial Reroof	$80,123.00	$808.56
WI026647	10/12/2016	Grove/Robert & Kathleen 811 6th St SW	95-090-0520 Booth`s Addition To Willmar	Single Family Replace	Water Heater Replacement	$0.00	$26.00
WI026648	10/12/2016	Decathelineau/Mary Ellen 819 7th St SW	95-090-0290 Booth`s Addition To Willmar	Single Family Replace	Water Heater Replacement	$0.00	$26.00
WI026649	10/12/2016	Becker/David & Laura 1010 Kandiyohi Ave SW	95-006-2950 Block 77 First Addition To The Town Of Willmar	Reroofing Residential Add/Alter	Residential Reroof	$3,000.00	$31.50
WI026650	10/12/2016	Quam/Andrea L/&Timothy B Hoehn 710 10th St SW	95-006-2900 Lot 3, Block 77 First Addition To The Town Of Willmar	Single Family Replace	Gas Furnace Replacement	$0.00	$1.00
WI026652	10/13/2016	Dahlen/Wayne/& Sheila Gemar 609 2nd St SE	95-740-2120 Block 13 Spicer`s Addition	Reroofing Residential Add/Alter	Residential Reroof - Porch	$300.00	$30.15
WI026653	10/13/2016	Reiten/Jeremy J 510 15th St SW	95-040-0130 Block 3 Barnstad`s Addition To The City Of Willmar	Alteration Residential Add/Alter	Rebuild/support on front porch	$300.00	$29.55
WI026656	10/13/2016	Dayton Hudson Corp T-661 2505 1st St S	95-795-0010 Lot 1, Block 1 Target Addition	Commercial/Ind Replace	Replace RTU	$12,340.00	$129.57
WI026657	10/14/2016	Willmar Redevelopment Co. LLC 1400 Lakeland Dr NE 215	95-980-7550	Mobil Home Transport Mobile Home In/Out	Move in 1997 Friendship, 16 x 76, #MY9716550V	$0.00	$75.00
WI026658	10/14/2016	Nielsen/Calvin D & Joy E 600 23rd St SE	95-668-0360 Block 2 Pheasant Run	Deck Residential Add/Alter	Construct 14' x 14' hot tub deck	$1,764.00	$80.33

City of Willmar
Monthly External Permits Report

Permit #	Issued Date	Owner and Site Address		Permit Sub-Type and Work Type	Description	Valuation	Total Permit Fee
WI026659	10/14/2016	James and Susan Gimse 301 26th St SE	95-882-0170 Lot 1, Block 3 Woodberry Addition	New New Single-Family Dwelling	Residential House and Garage	$347,524.00	$3,151.91
WI026660	10/14/2016	James and Susan Gimse 301 26th St SE	95-882-0170 Lot 1, Block 3 Woodberry Addition	Single Family New	Residential Plumbing - New Home and Garage	$0.00	$184.00
WI026661	10/14/2016	James and Susan Gimse 301 26th St SE	95-882-0170 Lot 1, Block 3 Woodberry Addition	Single Family New	Residential HVAC - New Home and Garage	$347,524.00	$174.76
WI026662	10/17/2016	Ml Miller Properties, Llc 600 19th Ave SE	95-841-1010 Lot 2, Block 1 Water View Business Park(The)	Alteration Commercial Add/Alter	Expand eating area/ finish tenant space	$52,000.00	$994.96
WI026663	10/17/2016	Campos/Soraya 318 12th St NW	95-009-1290 Block 134 Second Addition To Willmar	Deck Residential Add/Alter	Residential Deck 12' x 9'	$972.00	$49.14
WI026664	10/17/2016	Freitag/Heidi L 1508 Monongalia Ave SW	95-040-0270 Block 4 Barnstad`s Addition To The City Of Willmar	Reroofing Residential Add/Alter	Residential Reroof	$7,000.00	$33.50
WI026666	10/17/2016	Grussing/George E & Sandra K 621 25th St SE	95-668-4750 Lot 5, Block 1 Pheasant Run	Reroofing Residential Add/Alter	Residential Reroof	$5,120.00	$32.56
WI026670	10/18/2016	Dooley Bros, Llp 3101 3rd Ave SW	95-872-2340 Lot 5, Block 4 Willmar Industrial Park	Fire Suppression System Commercial Add/Alter	Install new fire alarm system in buildings	$3,980.00	$145.95
WI026672	10/18/2016	Fladeboe/Stacy/Et Al (4) 913 Lakeland Dr NE	95-911-0590	Single Family Replace	Gas Furnace Replacement	$0.00	$31.00
WI026675	10/19/2016	Denore/Roland & Cleofe M 904 14th Ave SE	95-671-0310 Lot 1, Block 3 Pleasant View Second Addition	Single Family Replace	Gas Furnace Replacement	$0.00	$31.00
WI026676	10/19/2016	Alexander/Charles & Jill A 907 2nd St SE	95-250-0980 Lot 18, Block 5 Glarum`s Addition To Willmar	Single Family Replace	A/C Replacement	$0.00	$26.00

City of Willmar
Monthly External Permits Report

Permit #	Issued Date	Owner and Site Address		Permit Sub-Type and Work Type	Description	Valuation	Total Permit Fee
WI026677	10/19/2016	Luke & Ali Geiger 3000 Eagle Ridge Dr E	95-148-0630 Lot 21, Block 3 Eagles Landing	New New Single-Family Dwelling	New Home and Garage	$291,411.00	$2,731.86
WI026678	10/19/2016	Luke & Ali Geiger 3000 Eagle Ridge Dr E	95-148-0630 Lot 21, Block 3 Eagles Landing	Single Family New	Residential Plumbing - New Home and Garage	$0.00	$191.00
WI026679	10/19/2016	Luke & Ali Geiger 3000 Eagle Ridge Dr E	95-148-0630 Lot 21, Block 3 Eagles Landing	Single Family New	Residential HVAC - New Home and Garage	$291,411.00	$146.71
WI026682	10/20/2016	Ind. School Dist. #347 1001 Lakeland Dr SE	95-913-0040	Commercial/Ind New	Hydronic system for new school	$990,000.00	$10,395.00
WI026683	10/20/2016	Weiss/Rory D 2417 21st Ave SW	95-715-0005 Block 1 Southgate Addition	Reroofing Residential Add/Alter	Residential Reroof	$2,000.00	$31.00
WI026685	10/28/2016	Willmar Redevolpement Co. LLC 1400 Lakeland Dr NE 100	95-980-6400 Lot 100	Mobil Home Transport Mobile Home In/Out	Move in 2004 schult 16' x 80' MH, #R351427	$0.00	$75.00
WI026686	10/21/2016	Sietsema/Christopher J 600 Ann St SE	95-222-0710 Block 5 Ferrings 2nd Addition	Drainage system Residential Add/Alter	Install 100' of interior drainage system	$6,700.00	$178.00
WI026688	10/24/2016	Fredeen/David R 1216 15th St SW	95-860-0040 Lot 4, Block 1 West Park 1st Addition	Single Family Replace	Gas Furnace Replacement	$0.00	$31.00
WI026689	10/24/2016	Swoyer/Thomas F & Janet M 613 Richland Ave SW	95-680-0570 Lot 7, Block 3 Portland Acres	Single Family Replace	Gas Furnace & A/C Replacement	$0.00	$56.00
WI026691	10/24/2016	Martinka/Alissa 901 17th St SW	95-550-0250 Newberg`s Subd.	Single Family Replace	Gas Furnace Replacement	$0.00	$31.00
WI026692	10/25/2016	Esse/Robert A & Tammy Jo 951 High Ave NE	95-911-0840	Reroofing Commercial Add/Alter	Commercial Reroof	$7,000.00	$128.25
WI026693	10/26/2016	Mathiasen/Robert W & Linda D 3313 Eagle Ridge Dr E	95-148-0190 Lot 19, Block 1 Eagles Landing	Deck Residential Add/Alter	Residential Deck	$9,000.00	$214.15

City of Willmar
Monthly External Permits Report

Permit #	Issued Date	Owner and Site Address		Permit Sub-Type and Work Type	Description	Valuation	Total Permit Fee
WI026698	10/28/2016	Denore/Roland & Cleofe M 904 14th Ave SE	95-671-0310 Lot 1, Block 3 Pleasant View Second Addition	Single Family Replace	Water Heater Replacement	$0.00	$26.00

Count: 77 **Totals:** **$23,176,784.00** **$196,288.18**

Year-to-Date Summary (1/1/2016 through 10/31/2016)
Count: 725 **YTD Totals:** **$63,196,623.00** **$540,400.89**

WILLMAR

City Clerk

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

COUNCIL ACTION REQUEST

DATE: November 7, 2016

SUBJECT: Special Assessment Hearing for Oslo Meadows

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

Adopt a Resolution Certifying the amount of Oslo Meadows special assessment charges to the County Auditor for collection in 2017 through 2021.

BACKGROUND:
Pursuant to the October 17, 2016, City Council request for a new hearing, testimony can be taken regarding the Special Assessments for the Oslo Meadows lot sales requiring additional assessments for the 2005 Street & Other Improvements. Pursuant to MS Chapter 429, this requires the placement of additional assessments against any parcel.

Notice of tonight's hearing has been sent to the below listed property owner. The Council should consider their objections and take appropriate action.

Name	PID	Description		Sale Price	Pending Assessment
Robin A. Javaherian	95-604-0060	Oslo Meadows Blk-1	Lot 6	$7686.00	$2325.76
Robin A. Javaherian	95-604-0080	Oslo Meadows Blk-1	Lot 8	$7864.00	$2325.76

FINANCIAL CONSIDERATION: $4,651.52

LEGAL: Minnesota Statute 429 Subd. 4

Department/Responsible Party: Judy Thompson, City Clerk

RESOLUTION NO. _____

WHEREAS, the following properties located within the City of Willmar were offered for sale by the County Auditor at tax forfeiture sale:

Parcel 95-604-0060; Lot 6, Block 1, Oslo Meadows

WHEREAS, the above property was subject to reassessment of $2,325.76 special assessments if sold; and

Parcel 95-604-0080; Lot 8, Block 1, Oslo Meadows

WHEREAS, the above property was subject to reassessment of $2,325.76 special assessments if sold; and

WHEREAS, the above properties were sold to Robin A. Javaherian on October 7, 2015;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Willmar, Minnesota, that the $4,651.52 special assessments against the above properties be placed on the tax rolls for collection over a five (5) year period with an interest rate of five and one-half (5.50) percent, and that the County Auditor be notified to extend this assessment on the tax rolls payable in 2017 and thereafter.

Dated this 7th day of November, 2016.

_____
Mayor

Attest:

_____
City Clerk

WILLMAR

City Administrator

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

COUNCIL ACTION REQUEST

DATE: November 7, 2016

SUBJECT: City Administrator Position Profile

RECOMMENDATION: The City Council should review the City Administrator Position Profile as updated by David Drown Associates, Inc. and approve or amend accordingly.

BACKGROUND:

Gary Weiers of David Drown Associates, Inc. will attend the Council meeting to review the City Administrator search process and seek approval to move ahead with the search.

FINANCIAL CONSIDERATION: None

LEGAL:

Department/Responsible Party: Mike McGuire, Interim City Administrator

DDA

David Drown Associates, Inc.

Faribault Office:
1327 Merrywood Court
Faribault, MN 55021
(612) 920-3320x109 | fax: (612) 605-2375
gary@daviddrown.com
www.daviddrown.com

October 28, 2016

Honorable Mayor and Council Members
City of Willmar
333 6th St. SW
Willmar, MN 56201

Dear Mayor and Council Members,

We are nearing the point of posting the City Administrator position, so I will attend your meeting on November 7, 2016 to review the process and seek approval to move ahead with the search.

The position profile used in the previous search has been updated and modified to be fresh and current. That document is included in your meeting packets for discussion at the meeting.

In addition to reviewing the profile, other items of discussion for the November 7th meeting include the search timeline, and interview process. You will see the profile includes tentative dates for the final interviews, so I would like to finalize interview dates with you at the November 7th meeting.

The interviews can be done in one day or two days depending on which components the Council wishes to include in the process. Some of the options for this part of the process include the following:

- City Tour
- Lunch with leadership staff and Council
- Individual interviews with each Council member
- Community meet and greet event
- Community panel interview
- Leadership staff interview
- Full Council-formal interview
- Other options

The number of components desired will determine whether the process will take place over one or two days. As you know from the last process, this is customized to meet your specific wishes. There is no right or wrong approach to this as each City has different preferences.

The decision about the interview process will come at a future meeting and will not be made on November 7th. The information is provided now to help illustrate what is involved in the final interview process.

In summary, the items for discussion at the November 7th meeting include the following:

1. Position Profile: Review and approve
2. Interview Process: For discussion only at this point
3. Timeline: Determine date(s) of final interviews
4. Any questions from the Council

Thank you.

Sincerely,

Gary Weiers

Gary Weiers
Associate

Attachments

- Draft Profile
- Draft Timeline
- Job Description

CITY OF

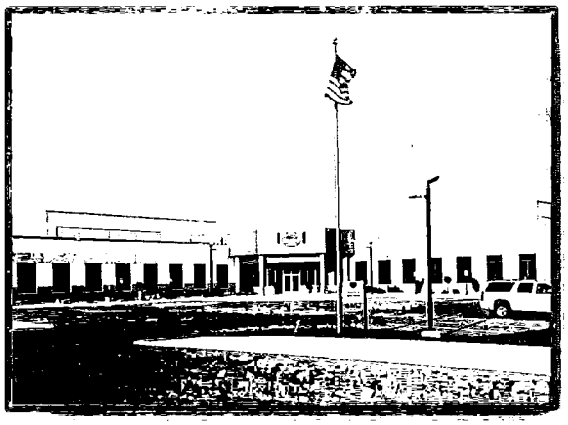
Willmar

POSITION: CITY ADMINISTRATOR
LOCATION: WILLMAR, MN
POPULATION: 19,610
SALARY: $115,000 TO $135,000

COMMUNITY INFORMATION

Willmar, with a population of 19,610, sits in West Central Minnesota and has served as the county seat of Kandiyohi County since 1871. It was incorporated as a village in 1874 and then as a City in 1901. The first settlers were attracted to this area in the 1850's because of its abundance of timber and game and it's very fertile land. However, because of the Dakota War of 1862, the town was abandoned and not re-inhabited until Willmar was established as a division point for the Great Northern Railway. This new railway system, along with its agricultural expansion, initiated growth for this community. Sitting roughly 100 miles west of the Twin Cities, Willmar is surrounded by rolling hills and an abundance of lakes making this a hub for numerous leisure and recreational activities.

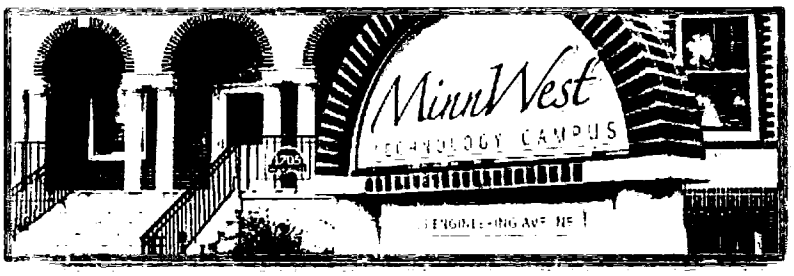
ECONOMIC VITALITY



Willmar has been and continues to be a very diverse and growing economic community. Retail sales have increased by over 100% the past 10 years and it is the 4th largest regional employment center in greater Minnesota. The Willmar area is expected to experience continued growth over the next 25 years, including more than 600 acres of commercial development.

In 2008, the City approved the Willmar Industrial Park Third Addition. This 90-acre plat is an expansion of its Industrial Park into a portion of the former airport property. Because of the opening of the new municipal airport in 2006, the City was able to reuse this site. Also, recently constructed was the Industrial Park Fourth Addition which consists of approximately 85 acres and was recently awarded shovel-ready certification.

Manufacturing is one of the leading industries in the City. Willmar is home to Jennie-O Turkey Store, the world's largest turkey processor/marketer, as well as the Willmar Poultry Company, the world's largest turkey hatching company. Manufacturing sales in Willmar increased substantially from 2000 to 2007, showing an increase of $43 million dollars.



The community is also a known hub for bioenergy development and commercialization projects. Over $1 billion has been invested in renewable energy projects in the region and has shown a 41.9% growth in technical and professional jobs. Partially responsible for this is the MinnWest Technology Campus, a business community set on a 100 acre lakeside campus that accommodates innovators in bioscience, renewable energy, and technology.

In 2010, the Kandiyohi County and City of Willmar Economic Development Commission was selected as 1 of 11 communities to receive funding from the Minnesota Intelligent Rural Communities Initiative (MIRC) and in 2011 was ranked number one by the Readiness Analysis of the MIRC Demonstration Communities. Resembling a large metropolitan area, Willmar offers a full range of communication and technology services to meet business and personal needs.

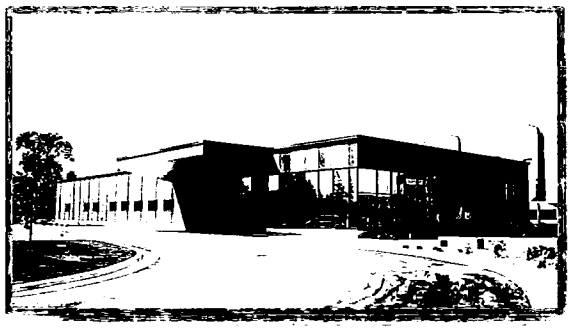
EDUCATION

A number of educational opportunities through both public and private systems are available in Willmar.

Public education is provided by Willmar Public School District 347. It has a student enrollment of 4,146 and serves the communities of Blomkest, Kandiyohi, Pennock, and Willmar. Two elementary schools, one middle school, one senior high school, and a number of alternative options are available. Work has begun on building a third elementary school. The citizens of Willmar demonstrated their support of Willmar Public Schools by recently passing a $52 million bond that will enhance facilities throughout the District. Also available as a private option is the Community Christian School which hosts K-12 education. A new addition to the educational system is the DREAM Technical Academy. Sitting on the MinnWest Technology Campus, this public charter secondary school provides education for students in grades 7-12 and utilizes project-based learning and small learning communities.

As a post-secondary education option, Willmar is home to Ridgewater College, a community and technical college that was established in 1996 and enrolls over 5,221 students. Through relationships with the universities that are a part of the MnSCU system, Ridgewater is able to provide access to some four year programs as well.

HEALTHCARE



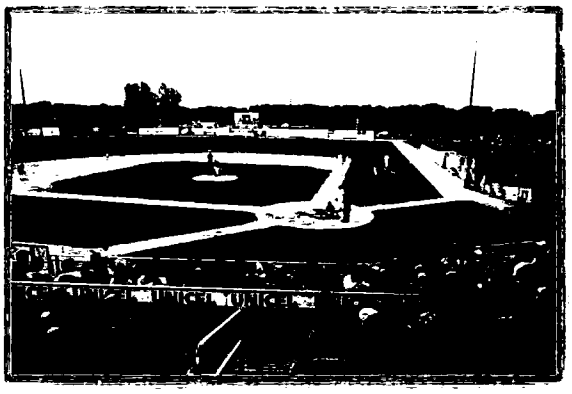
Willmar Medical Services, a collaboration between Affiliated Community Medical Center (ACMC) and Rice Memorial Hospital, is the cornerstone of healthcare in the Willmar area. ACMC is the largest, most advanced healthcare system in West Central and Southwest Minnesota. With 11 clinics around the region, it houses 170 physicians and practitioners, and offers over 40 specialty services. In addition to the ACMC Willmar Main Clinic, the Willmar Skylark Center was added to the system in 2007, and is home to many of the specialty departments. An outpatient surgical center is also available right on the campus.

Rice Memorial Hospital is a Level 3 Trauma Center and maintains 100 inpatient beds. It is the largest municipally-owned hospital in the state of Minnesota. It houses the Willmar Regional Cancer Center, as well as the Rice Regional Dental Clinic. The hospital also offers a short stay rehabilitation care facility and private birth suites.

Also offering outpatient care in the City is the Family Practice Medical Center. A full range of services are available at this clinic including Obstetrics, Preventative Medicine, Diagnostic Imaging, Laboratory Services, and other procedures.

Recreational Activities

A number of outdoor and indoor recreational opportunities can be found in the City of Willmar stretching throughout the whole Willmar Lakes Area. Whether it is attending a baseball game of the summer collegiate team, the Willmar Stinger's, a hockey game of the Willmar Warhawks, a junior hockey league team, watching the car races at the KRA Speedway, or playing a round of golf at one of the local courses, the area is abundant in activities.



With a large number of lakes, boating and water sports are at the forefront of recreation in the area. Outdoor enthusiasts can also take advantage of over 20 miles in paved nature trails for hiking or biking. Winter sports are also popular as there are over 200 miles of snowmobile and cross-country ski trails that are maintained through the season. Thirty community parks are scattered throughout the City, many offering playground equipment, basketball and tennis courts, and in the winter, ice rinks with warming shelters. Willmar is also home to the Dorothy Olson Aquatic Center. This outdoor recreation site boasts a six lane recreational pool, interactive play features, and two waterslides.

As a desire to expand its presence and appreciation for creative arts, the Willmar Area Arts Council was formed in 1997. Aside from featuring rotating art exhibits, it has brought to life a popular, annual art festival, Celebrate Art! Celebrate Coffee! This fun event features hands on art projects for both kids and adults, live entertainment, demonstrations, sale tents, and free coffee all day.

Residents and visitors can also enjoy taking a tour of one of the local museums or see a live theatrical performance at the Ridgewater College Campus Theatre or the Barn Theatre.

Mission Statement

The City of Willmar is committed to providing responsible municipal service in an open, effective, and efficient manner to all citizens of the local and area community. The ultimate goal is to preserve and enhance the quality of life for future generations.

Budget Summary

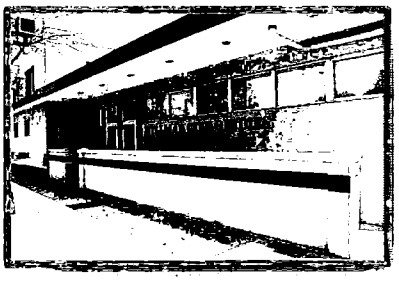
2016		
Revenue	**Amount**	**Percentage**
Current Taxes	$4,781,028	29%
Licenses & Permits	$335,930	2%
Intergovernmental Aid	$5,304,808	32%
Service Charges	$745,695	5%
Fines & Forfeitures	$160,500	1%
Interest Earnings and Reimbursements	$977,100	6%
Other Financing Sources	$3,090,489	19%
Fund Balance	$931,296	6%
Total	**$16,326,846**	**100%**
Expenses	**Amount**	**Percentage**
Administration	$889,885	5%
Mayor and Council	$202,100	1%
Planning and Development	$578,356	4%
City Clerk/Elections/Assessing	$579,446	4%
Finance	$466,345	3%
Legal	$250,000	2%
City Hall	$125,355	1%
Non-Departmental	$1,553,976	10%
Public Safety	$4,998,213	31%
Public Works	$3,081,787	19%
Library	$503,144	3%
Community Partners	$97,575	1%
Community Education/Recreation	$1,456,921	9%
Transfers	$1,543,734	9%
Total	**$16,326,846**	**100%**

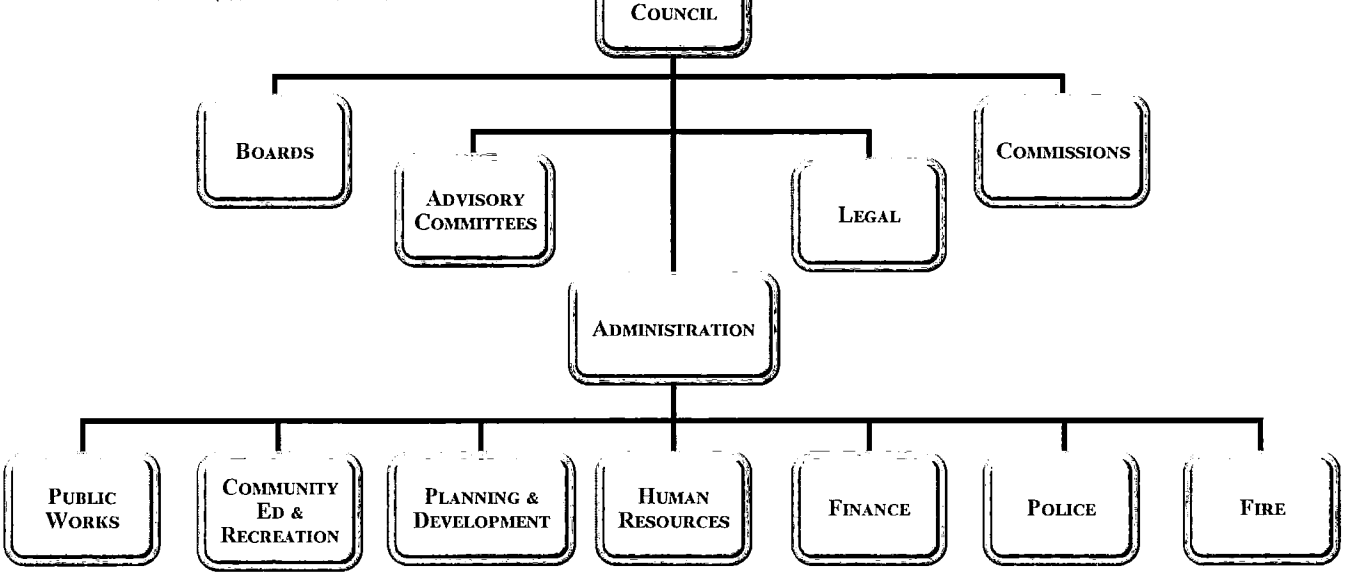
THE ORGANIZATION

Willmar is a full service city including police, fire, planning and zoning, economic development, public works, and other core services. In addition, the City owns a municipal hospital, a public utility, and an airport. The Rice Hospital Board and the Municipal Utilities Commissions are semiautonomous branches of the City government that are charged by the Willmar City Charter with full control, operation, and management. They are, however, subject to veto powers by the City Council. They each consist of seven members appointed by the Mayor, none of whom may hold any other office or position within City government.

The City covers an area of 13.5 square miles and city staff maintain 132 miles of roads. Under the direction of the City Council, there are 103 city staff providing services to the citizens of Willmar. This dedicated and experienced workforce is knowledgeable and committed to providing the highest quality service in the most cost effective manner.

ORGANIZATIONAL CHART





Administrator Core Duties

- Serves as Willmar's top appointed official, performing executive, administrative, and professional work, with overall responsibility to manage City operations and services.
- Oversees the operations of all City departments through supervision of department directors.
- Participates in Council meetings and meetings of other various boards, commissions, and committees; executes Council directives and policies.
- Initiates/oversees planning and budgeting activities.
- Oversees human resources and personnel administration activities, and ensures compliance with applicable laws, rules, and regulations.

Other Responsibilities

- Ensure that all laws, regulations, and ordinances of the City are enforced.
- Make recommendations to the Council for the adoption of such ordinances and resolutions that are in the best interest of the City, and ensure and provide for the welfare and wellbeing of the residents of the City.
- Monitor and oversee all contracts that the City is party to, and ensure that they are performed in accordance with their terms.
- Ensure all financial statements of the City are prepared on a regular basis to keep the Mayor and Council informed of the financial standing of the City.
- Coordinate the preparation and submission of the annual budget to the Council within the time parameters established by the City Charter and State Statute.
- Along with the Mayor, execute all contracts in the name of the City of Willmar.
- Be responsible for the negotiation and settlement of all labor contracts of the City.
- Coordinate the relationship between the City and news media.
- Make application for all state and federal funds available to the City through grant programs.
- Attend workshops, seminars, and other training to keep current on municipal affairs.
- Develop a variety of plans, programs, and projects relating to infrastructure, capital improvements, and City growth; make recommendations to the Council and implement approved actions.

Desired Administrator Attributes
Possess trustworthiness, honesty, and a sense of humor
Be a strong, yet flexible, leader
Have knowledge of City purchase of service contract best practices
Understand public finance and budgeting
Be a good communicator who is approachable by employees and the community
Be a unifier and understand community diversity
Support the strengths of leadership staff, and help them perform at their highest level
Possess conflict resolution skills
Be passionate about leading the City of Willmar

[redacted]
Assist the City Council with the development of organizational goals and priorities for the coming years
Facilitate succession planning for upcoming retirements that will impact organizational knowledge and experience
Develop positive, trusting relationships with the Council and staff, and enhance relationships with community organizations and groups
Aide in the implementation of a significant expansion of the industrial park
Help cultivate and execute economic development strategies that add good paying jobs
Assist in the establishment of human resource best practices in the organization
Facilitate City Council Efforts to develop constructive, straightforward decision making processes
Establish open communication methodologies with the Council, staff, and community on matters of significance to each
Support the City Council in their public relations efforts
Facilitate the implementation of Council adopted plans for parks, capital projects, and others

POSITION ANNOUNCEMENT

City Administrator: City of Willmar, Minnesota

Salary Range: $115,000 to $135,000

CITY OF Willmar

The City of Willmar is a diverse, growing community located in West Central Minnesota. With an abundance of recreational and economic opportunities, residents can enjoy a great place to live and work.

This position requires an experienced, successful leader, one with a commitment to uphold the values of the City and ensure continued growth and success.

Minimum qualifications include a bachelor's degree in Public Administration, Political Science, Finance, Business Administration, or closely related field, and ten or more years of management and supervisory experience in positions of similar complexity.

Preferred qualifications include a master's degree in Public Administration and demonstrated knowledge of, and ability in, working with a number of municipal departments and entities.

The position profile is available at http://www.daviddrown.com/active-job-searches.

To apply, go to http://dda.catsone.com/careers/, and complete the process by January 4, 2017. Finalists will be selected by a subcommittee of the City Council on January 11, 2017, and finalist interviews will be conducted on February 9 and 10, 2017.

Please direct questions to Gary Weiers at gary@daviddrown.com or 612-920-3320 extension 109.

DDA
David Drown Associates, Inc.

Faribault Office
1327 Merrywood Court
Faribault, MN 55021
Phone: 612-920-3320 x109
Fax: 612-605-2375
gary@daviddrown.com

DDA
David Drown Associates, Inc.

Willmar City Administrator Search
Draft Timeline
October 28, 2016

Item	Task	Completion Date
Decision by City Council to proceed with search		September 14, 2016
Professional profile	• Update position profile and advertisement	October 14, 2016
Approve position profile	• City Council approves profile, job description, salary range and hiring process	November 7, 2016
Candidate recruitment	• Post position upon approval of profile • Comprehensively advertise • Email and phone calls to prospective candidates	December 1, 2016 - January 4, 2017
Screening of applicants	DDA and Hiring Committee of the Council will review and rank applicants based on job related criteria and the Committee will select finalists for interviews with the full Council	January 11, 2017
Background check of all finalists selected for interviews	• Includes: o Criminal background: county, state, national o Sex offender registry o Social security number verification o Employment and education verification o Credit check	January 27, 2017
References on all finalists	DDA will conduct reference checks with current and former employers on all finalists. This will be done by Management Consultant Tessia Melvin. Dr. Melvin has significant Human Resource Experience, has been a City Administrator and worked in the private sector before joining DDA.	January 27, 2017
Personality index	DDA will administer a work related personality index to all finalists	January 27, 2017
Intellectual profile	DDA will administer an intellectual profile measuring verbal reasoning, mathematical and logical reasoning, and overall mental aptitude	January 27, 2017
Presentation of finalists	DDA will provide the Council information including: • Summary of references • Results of background checks • Personality index report • Intellectual profile • Resume, etc.	February 2, 2017
Interviews	• It is recommended that interviews be at a special meeting • DDA will prepare all interview materials and be present at all interviews and other functions	February 9 & 10, 2017
Decision	City Council will select candidate for offer	February 10, 2017
Offer and agreement	DDA will negotiate agreement with selected person	February 13, 2017
Projected start date	New City Administrator begins	March 6, 2017
Follow up	DDA will follow up periodically with the new Administrator	March, 2018

City of *WILLMAR*

CITY ADMINISTRATOR

APPROVED: April 5, 2000
REVISED: *May 13, 2015*

Position Title: City Administrator
Department: Administration
Department Head: City Administrator
Immediate Supervisor: City Council
Pay Range: 14 **FLSA Status:** Exempt

Purpose

Serves as top appointed official performing executive, administrative and professional work with overall responsibility to manage the City's operations and services. Oversees the operations of all City departments through supervision of department directors; participates in Council meetings and meetings of various boards, commissions and committees; executes Council directives and policies; initiates/oversees planning and budgeting activities; oversees human resources and personnel administration activities; and ensures compliance with applicable laws, rules and regulations. (The position's authority excludes administrative responsibility for Rice Hospital and Willmar Municipal Utilities.)

Organizational Relationships

Communicates with: *Internally* - All department directors and City employees, MUC staff, Rice Hospital staff, the Mayor and council members, various board/commission/ committee members, and the City Attorney; *Externally* - County Administrator and officials, other city administrators, numerous state agencies, state legislators, League of Minnesota Cities staff, school district personnel, labor attorney, bond attorney, bond consultant and other contracted consultants, Convention and Visitors Bureau Director, County HRA Director, Chamber of Commerce President, numerous business and community organizations, media and City residents.
Supervises with full authority: All City employees, directly or indirectly.

ESSENTIAL FUNCTIONS

Undertakes full complement of supervisory functions such as hiring, evaluating, rewarding, promoting, transferring, disciplining, coaching, and assigning/prioritizing work; recommends serious disciplinary action and removal of department directors to City Council.
Oversees city-wide compensation program, performance management program, and personnel policies; negotiates all collective bargaining agreements with assistance of contracted labor attorney and monitors/interprets agreements as needed.
Coordinates the preparation, submission and management of the City's annual budget.
Ensures all applicable laws, rules, regulations and ordinances are followed/enforced.
Oversees and monitors all City contracts, agreements and legal documents.
Attends regular and special meetings of the Council; attends meetings of various boards, commissions and committees as needed; and represents the City at various community meetings.
Make recommendations to the Council for adoption of ordinances and resolutions.
Develops, implements and enforces administrative policies and procedures.

ESSENTIAL FUNCTIONS (continued)

Develops a variety of plans, programs and projects relating to infrastructure, other capital improvements, City growth; makes recommendations to the Council; and implements approved actions.

Oversees Rice Hospital and Willmar Municipal Utilities ownership issues.

Reviews, monitors, and participates in legislative issues impacting the City.

Supervises department directors through meetings/discussions; review status of projects, ongoing issues and problem solving; and coordinates work between departments and division as needed.

Communicates and coordinates activities with public and outside agencies: speaks to and participates in local service clubs and the Chamber of Commerce; communicates with county, school, and township personnel; prepares and present news releases and meets with media.

Attends workshops, seminars and other training to keep current on municipal affairs.

Receives and personally responds to complaints and concerns from City residents.

Other Duties and Responsibilities

Participates in professional organizations.

Performs other job-related duties as directed by the Council or apparent.

Required Knowledge, Skills, and Abilities

Thorough knowledge of the City's organizational structure and operations.

Thorough knowledge of the City's ordinances, charter and policies.

Considerable knowledge of public administration, municipal finances, human resources/ personnel administration, civil engineering, public works, wastewater treatment and economic development.

Skill in forecasting operating and capital needs and preparing/administering municipal budgets.

Skill in communicating with a wide variety of groups and individuals, verbally and in writing.

Skill in supervising subordinate personnel and fostering a team approach.

Skill in leadership, planning, and organization.

Ability to analyze complex data and prepare/present reports for decision making.

Ability to communicate and execute Council policies and directives.

Ability to establish and maintain effective work relationships with a wide variety of groups and individuals.

Ability to be flexible and adapt to changing situations/priorities.

Machines, tools and equipment used: computer and printer, phone, fax, copier, calculator, City and personal vehicles.

CITY ADMINISTRATOR

MINIMUM QUALIFICATIONS
Bachelor's degree in public administration, political science, finance, business administration or closely related field **and** ten or more years of management and supervisory experience in positions of similar complexity.

Preferred Qualifications
Master's degree in public administration **and** demonstrated knowledge of and ability to work with a number of municipal departments and entities.

Working Conditions
Work is performed in typical office environment with travel within/without the City to observe projects and attend meetings. Operates either a City or personal vehicle for regular transportation needs. Sits for extended periods of time. Noise in work place is usually quiet but may be exposed to louder noises at work sites. Uses near vision, ability to focus, sense of touch, and hearing. Uses fine and large motor movements at times.

CITY OF WILLMAR

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

COUNCIL ACTION REQUEST

DATE: November 7, 2016

SUBJECT: Presentation by Energy and Organic Systems

RECOMMENDATION: N/A

BACKGROUND: Representatives of Energy and Organic Systems (EOS) will give a brief presentation about their organic waste conversion system proposed for the City-owned property near the WWTP. This matter was referred to the full Council by the Public Works/Safety Committee.

FINANCIAL CONSIDERATION: To be determined.

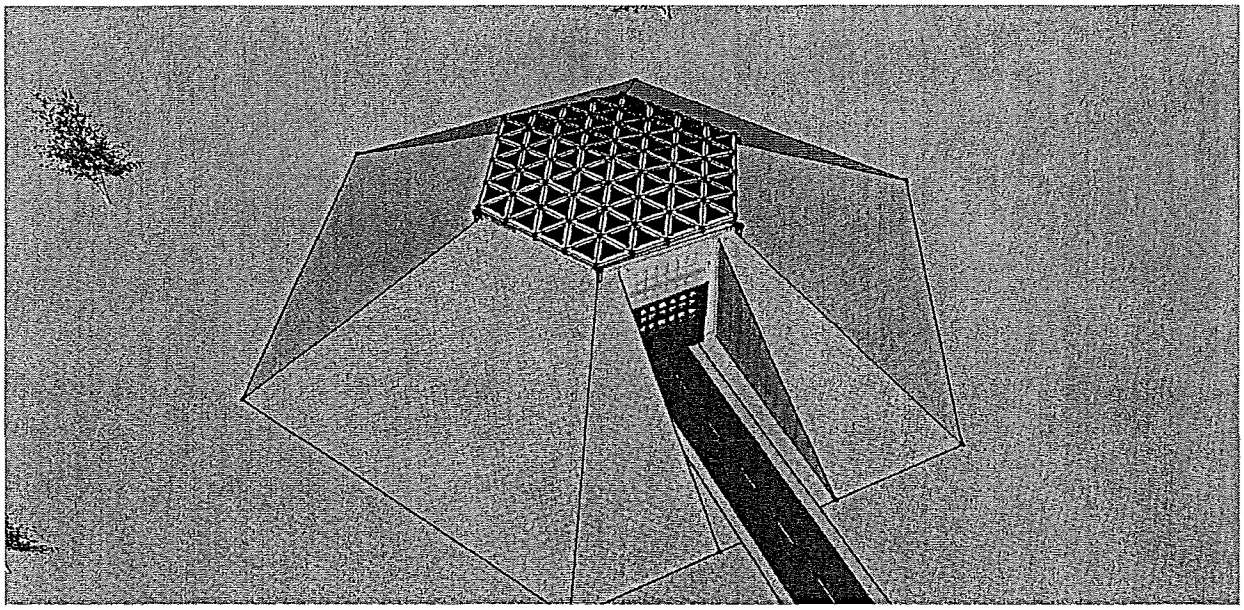
LEGAL: To be determined.

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

Facility Development Proposal

(Preliminary)

July 26, 2016



EOS 1stLight18sv Organic Waste Bioconversion Facility

To: City of Willmar, Kandiyohi County, MN

From: Energy & Organic Systems, LLC (EOS)

Proposed: Energy & Organic Systems, LLC (EOS , Minnneapolis, MN) proposes to the City of Willmar (Kandiyohi County, MN) to build and operate, in perpetuity, a 1stLight 18 cell waste bioconversion facility (1stLight 18lv) on the Brush Creek Site, adjacent the wastewater treatment facility currently in operation on the site.

The Specifications of the 1stLight 18lv facility proposed herein are:

Containment Cells: 18 ea. Large volume HDPE plastic, interconnected digestion cells

Facility Maximum Volume: 160,974 gallons

Facility Operating Volume: 156,949 gallons

Anticipated Daily Feedstock Input: 16,239 gallons

Proof of Concept

1stLight Technology * 1stLight Facilities

1. **EOS' 1stLight and the anaerobic digestion process:** 1stLight is, at its core, anaerobic digestion or 'AD'. It is an advanced type but, none the less, it is anaerobic digestion - a biological process that, in its simplest form, consists of 3 stages: 1 – Hydrolysis, 2- Acetogenesis, 3-Methanogenesis.

   (1) Hydrolysis: Organic material, of virtually any kind, is fed into sealed, tanks where complex molecules in the "feedstock" are 'hydrolyzed' – broken down in warm water by many species of bacteria. At this first stage, when oxygen is present, most of the bacteria are 'aerobic' using oxygen to digest the feedstock. with the 'aerobes' metabolizing and 'exhaling it as CO_2 – carbon dioxide, gradually liquefying the feedstock, depleting the oxygen and converting it to many metabolites, including organic acids.

   (2) Acetogenesis: The process of producing acetic acid (vinegar) from the hydrolysis metabolites by specialized bacteria.

   (3) Methanogenesis : As oxygen is reduced to very low levels, conditions in the 'digestate' become 'anaerobic,' so that methane-making microbes can survive. A single species of 'methanogen' - Methanosarcina Acetivorans - consumes the acetic acid, using an oxygen-free process - 'fermentation – and 'exhales' methane, carbon dioxide and water. The methane and CO_2 migrate to the liquid surface of the digestion tank and collect in the 'headspace' above as 'biogas.'

With methanogenesis complete, most of the acetic acid has been removed as biogas, leaving digestate now consisting of feedstock nutrients dissolved in water. The nutrient salts are separated from the water by various methods and extracted from the AD system as organic fertilizer. A volume of the remaining irrigation-grade water, equaling the water volume in the daily feedstock addition, is discharged from the system, each day. The biogas collecting in the tank headspace, flows continuously to dome storage systems outside the AD, or compressed and stored in CNG (compressed natural gas) canisters.

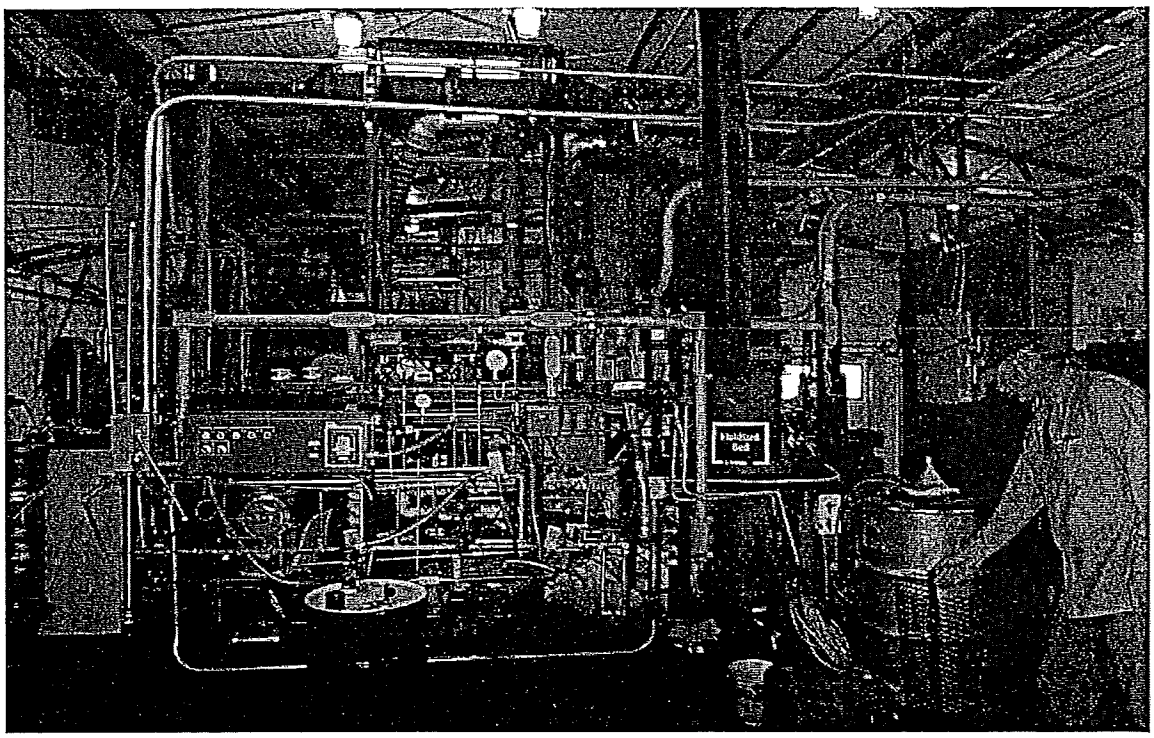
2. **Anaerobic Digestion has a 2,000 year history:** AD was first used more than 2,000 years ago in India, as a means to get rid of unwanted waste, and to produce methane-rich biogas for use as a cooking and heating fuel. Victorian England adopted the process for treating sewage. Outbreaks of cholera had plagued London until then. AD, of course, killed the cholera bacteria and other pathogens. The biogas in streetlights was used to illuminate the city.

3. **AD in wastewater treatment facilities is common throughout the world:** Today, there are more than 100,000 AD systems operating around the world, virtually all of them part of municipal sewage treatment systems (including the Willmar WWT facility), or used to process industrial organic waste from industry (i.e. Jennie-O turkey process biosolids). These 'traditional' ADs, all using the same basic design, are built for a singular purpose – 'waste mitigation' - by engineering company specialists. Because they mitigate potentially hazardous waste very well, traditional ADs are designed using conservative principles, that are essentially unchanged for the past century, except for the modernization of facility components and process control systems.

4. **EOS CEO founded and operated Novus Energy, LLC 2004-2011, developing advanced AD:** One of Energy & Organic Systems, LLC (EOS)' co-founders (Offerman), was also co-founder of tech start-up,

Novus Energy, LLC (NE) in 2004 with a business model focused on converting biogas from existing AD systems into ethanol. http://www.novus-energy.com

Biogas methane and CO_2 were to be chemically converted to ethanol using 'Fischer-Tropsche' an early 20th century German process. NE is believed to be unique among the thousands of traditional AD designers and users world-wide, in that *very efficient feedstock carbon-to-biogas conversion* was critical to the success of their RGL ["renewable gas-to-liquid]" process



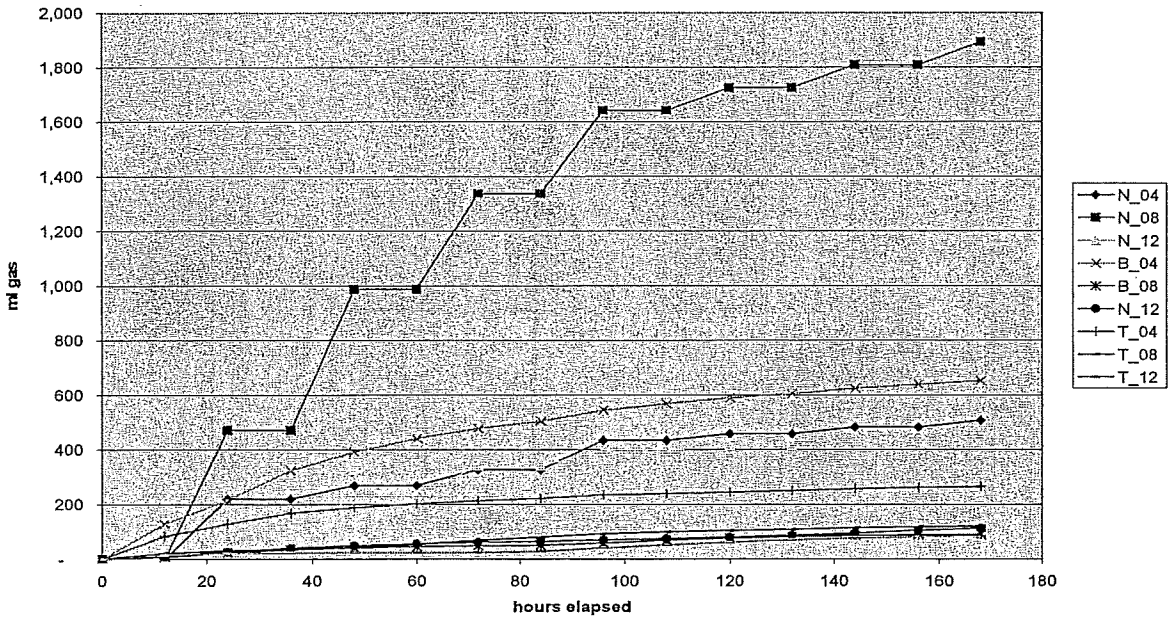
The $3M Novus Energy/DOE -funded Fischer-Tropsche biogas reactor under construction in 2008 (WRI, Laramie, WY)

5. **AD Goal: 90%+ carbon conversion:** As NE CEO, I set a goal of 90%+ feedstock carbon conversion for AD systems, by improving existing or building new. Traditional ADs convert between 60% and 70% of carbon, leaving behind significant quantities of unreacted carbon-rich solids after digestion. The best - perhaps the only - example of a traditional AD product is "Millorganite," the dried biosolids fertilizer of the City of Millwaukee WWT system, sold commercially for the past 50 years. Like most biosolids, it has modest nutrient value and is priced (wholesale) at about $400/ton. In 2005-2007,

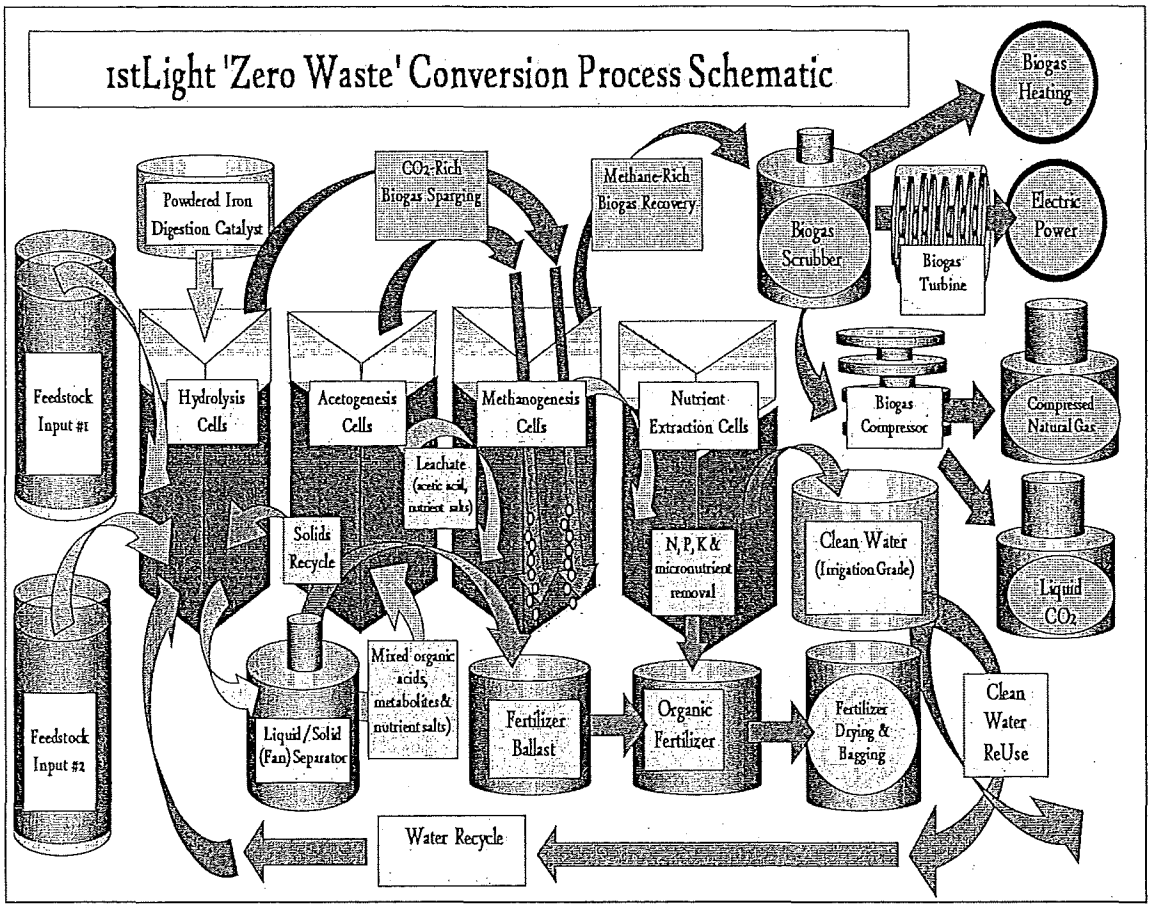
Novus Energy invested more than $300,00 in research to boost carbon conversion and biogas production by 50%+ over traditional AD systems, so that biogas yields were above 90+. The effort was successful, providing the means to increase revenues by the same margin.

6. **Clearwater Technologies developed novel AD conversion methods:** Clearwater Technologies (CTI, Fridley, MN), the only known U.S. company in 2005 researching anaerobic process technology, was commissioned to perform the research, centered on a proprietary (patented) bacteria that accelerates conversion of digestion- resistant feedstock – cellulose & lignin – using Fe^{+++} [powdered taconite]. NE licensed the rights to the bacteria and process. Many feedstock types were run by CTI, in 'methanation tests' to determine their practicality for use in process-enhanced AD systems, including corn stover, sewage biosolids, dairy manure, hog manure, sugar beet tops & pulp, cheese process waste, and crop residue of potato, onion & soybean.

Figure 2: Methane Production



Methanation tests of potato waste in 2010, commissioned by NE. The superior gas production curve (pink, N_08) outperforming the other methods (including 'thermophyllic (135°F), used a ferric iron catalyst, 'mesophilic' (95°F) temperatures, and other carbon conversion enhancements.



A Schematic of the 1stLight Process

7. **'07 Ethanol & '08 Financial Crashes damage the Industry:** In late 2007, just as the testing of NE's RGL pilot plant was underway in Laramie, WY (see above), the ethanol market crashed; ethanol plants closed and work on plants under construction was stopped. Then came the '08 financial crash, and it became evident that NE and other 2nd & 3rd generation ethanol companies, would not be able to raise the capital to complete testing and commercialization. NE had raised $8M from '05-'07, but investment ended with the crash.

As CEO and CTO, I requested - and was given approval - from NE's 180+ investors to change our business model from RGL to enhanced AD. Called "NBC" (Novus Biocatalytic Conversion), it emphasized profitability by way of (a) 4 different revenue sources, (b) reduced operating costs and

(c) greatly reduced capital costs. The revenue sources: energy (biogas) sales, organic fertilizer sales, recovered water sales (water shortage areas), and waste remediation / waste mitigation fees.

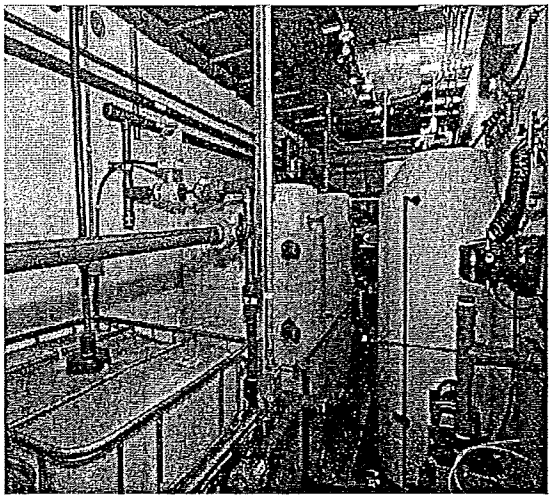
Potential revenue Sources for NBC and 1stLight AD

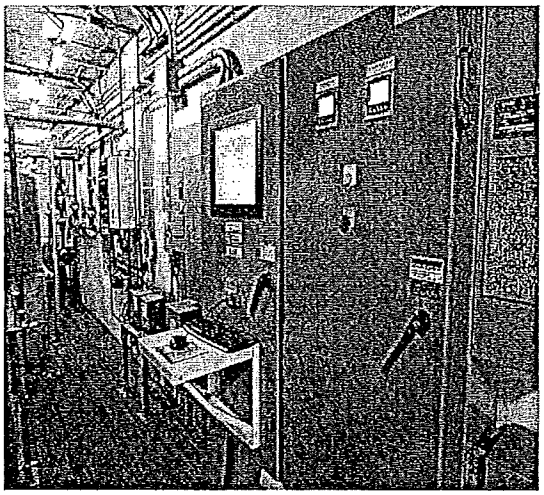
8. **1stLight's Zero Waste & Negative Carbon Footprint – a case for 'most sustainable' among renewable energy platforms:** Another advantage vs other AD and renewable energy systems: NBC was - and 1stLight is – a "zero waste" process. The small (5%-10%) volume of undigested carbohydrate (lignin & cellulose) is recovered after hydrolysis and then added to the organic fertilizer, serving as a soil amendment. It is essentially the same as adding lignin-rich peat moss to soil.

Also, 1stLight is, by definition, *more sustainable* than other renewable energy platforms – even solar – because it has a "negative" carbon footprint; its waste remediation capability actually improves the environment by enabling the mining of landfills, superfund sites, and otherwise removing contaminants. Note that all the carbon in biomass and/or organic waste left to degrade in the

environment, eventually is converted by bacteria to (CO_2) and is added to greenhouse gas totals in the atmosphere. If that biomass / organic waste was converted to biogas methane, instead, in an anaerobic system (i.e. 1stLight), it would add to atmospheric CO_2 when burned, but it is green energy, that displaces fossil energy (coal/oil/natural gas).

9. **NE Built a Pilot Plant in 2010 to Prove 90+ Carbon Conversion:** In 2010, I commissioned NE engineers to design and build a small AD pilot unit to demonstrate the feasibility of 90% carbon conversion. It was installed in the trailer of in the trailer of a semi. The pilot, initially converted onion waste and other crop left overs available on the Columbia River in northeast Oregon, where a client operated a crop residue extraction and sales business. Using technology developed through the CTI methanation research to boost carbon conversion, the unit was able to consistently achieve 90%+ results.



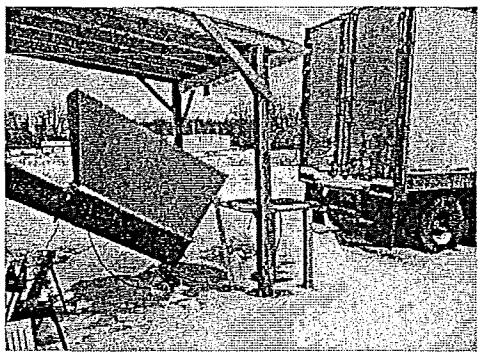
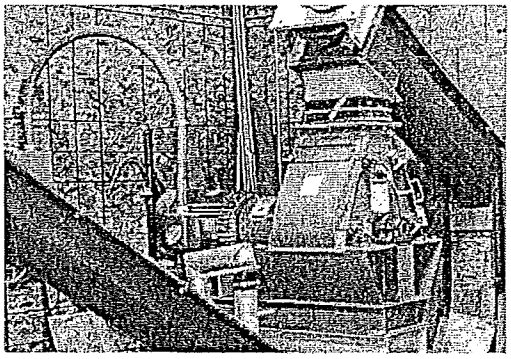


The NBC Pilot Digestion System built in 2010 inside a 50' truck trailer. It ran a variety of feedstock and successfully demonstrate a 90%+ conversion of feedstock carbon in each digestion operation.

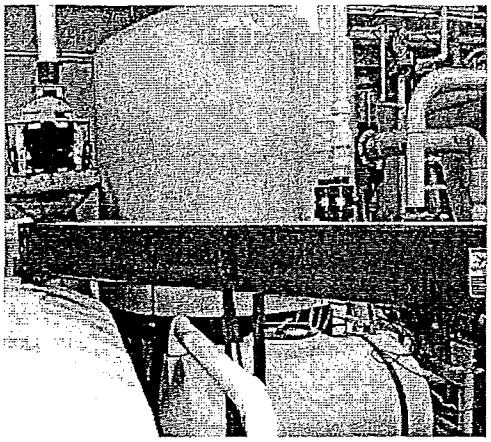
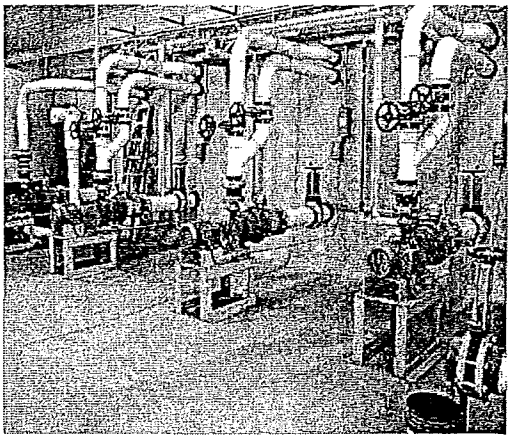
10. **Hedge Fund Acquires NE:** In early 2011, a Wall Street hedge fund took control of Novus Energy and brought in a new management team. These investors were unwilling to continue investing in advanced

NBC technology, so I (Offerman) resigned and formed Energy & Organic Systems shortly thereafter. My network of AD associates in other enterprises, however, were reluctant, at first, to work with EOS, due to potential NE legal action, so I served as an AD consultant in 2011-2012. After a 5 year unsuccessful effort to fund a $25M NBC facility to be built at the Columbia River site, NE ceased operations in July of this year.

11. **High Carbon Conversion Demonstration Plant is Built and Operated in Mercer, WI:** As a consultant, I provided biological and chemical process design assistance to a CTI-affiliated group, Evergreen Technologies, who built a 5,000-gallon AD system in Mercer, WI. Like the NE pilot AD, the Evergreen unit was developed to prove 90%+ carbon conversion. After shakedown testing, pulverized (hammer-milled) aspen wood and sewage biosolids were run for several months, proving 90%+ efficiency.

12.  

The 5,000 Gallon Evergreen AD Demonstration Facility. Left: Truck delivering Feedstock, Right: Hammer-mill for pulverizing aspen wood feedstock

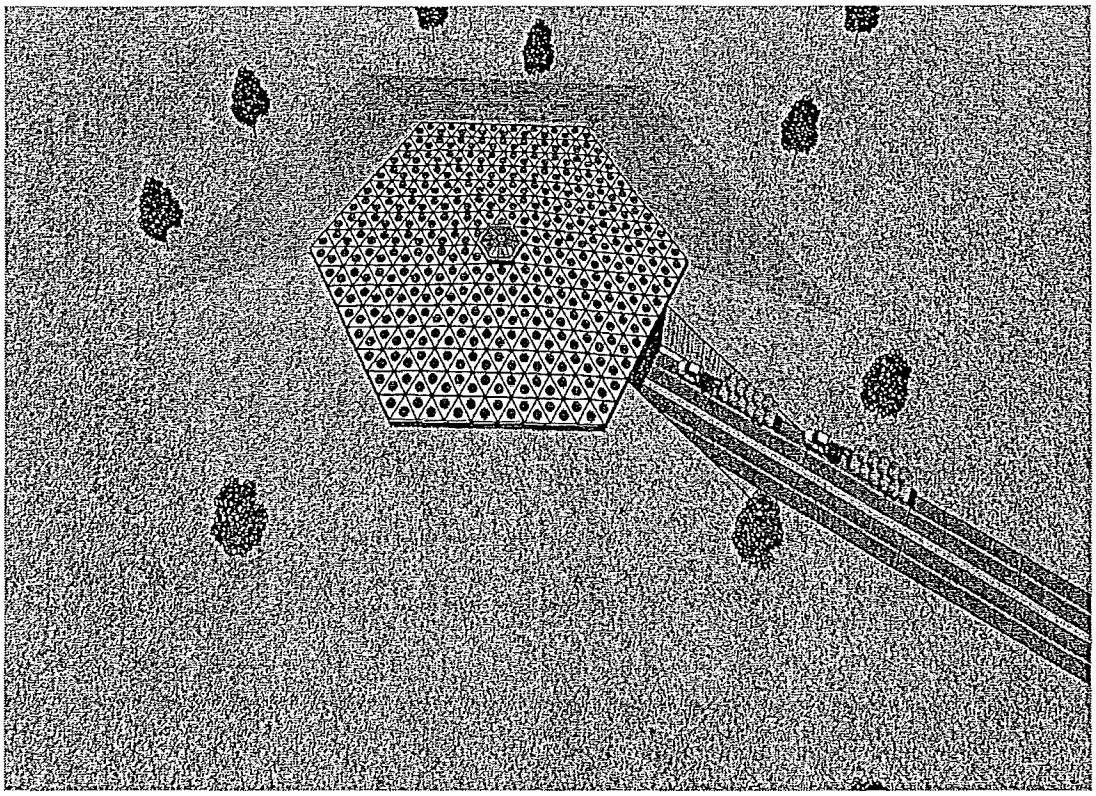
Left: Plastic Hydrolysis Tank at the Evergreen Facility; Right: High Circulation Agitation Pumps boost methanogenesis

The organic fertilizer recovered from this process was shiny, black and odor-free, unlike traditional AD fertilizer, which is, typically, odorous sludge. More recently, the Evergreen AD processed Minneapolis food waste and municipal solid waste (MSW), again, proving 90%+ carbon conversion.

13. **The 1stLight Facility Design:** The flexible lightweight 1stLight Systems facility was developed with many thousands of design hours since the effort was started in 2010. The idea for a soft, plastic containment system, supported by lightweight posts and cable, was originally proposed to me by a phD structural engineer and U of M lecturer, who is now the CEO of a Minneapolis engineering company.

    It is no secret within the wastewater engineering community that current WWT facilities use too much concrete & steel, making for an unnecessarily expensive design. But since no engineering company manager wants to be blamed for killing the golden goose, the existing AD design is unlikely to change any time soon, particularly since it continues to fulfill its purpose – not to be a money maker- but to mitigate and remediate waste.

    For EOS, however, the business model has always been to maximize the profitability of 1stLight, which, as earlier stated, is the most sustainable and environmentally friendly renewable process – aka, "Green^2." To go with the high carbon conversion efficiency, and a thorough separation of biogas, fertilizer and water, EOS's objective continues to be: Minimize facility capital cost and facility operating expense. There are many features of the 1stLight facility design that reduce cost and improve reliability – too many to list here, but available upon request. Many are described in the EOS Strategic Overview. Also in the S/O, is a thorough discussion of facility component off-site and on-site assembly (Facility Development, pp 52-77.



3D Representation of a 1stLight 90 small volume cell Waste Conversion Facility, earthen berm & insulated solar roof.

Average Estimated Feedstock Digestion Time (SRT): 4.04 days

If it receives preliminary approval from the City of Willmar, EOS will immediately begin work on:

(a.) Lease Agreement: A lease agreement with the City of Willmar that will provide access to a land parcel (plus easement) at the Brush Creek Site on which to build and operate a 1stLight 18lv facility. The parcel required will be between 1 and 1.5 acres to accommodate the 188' diameter hexagonal facility and a 275 ft. diameter earthen berm to surround the facility. The site must also suitable for an on-site 200' diameter x 20' deep excavation remaining above the water table. The specific location, lease cost and term will be suitable to both parties.

(b.) Engineering Drawings: Prepare a complete set of engineering drawings covering all details of facility construction and operation.

(c.) Feedstock Contracts: Prepare contracts to define the acquisition and processing of specific feedstock varieties and volumes suitable for the successful operation of the facility in perpetuity, estimated to be 95%+.

Below is an estimate of the feedstock types and volumes suitable for the successful operation of a 1stLight 18lv facility, including the industrial biosolids, municipal biosolids, presumed MSW materials from the Brush Site plus one other possible feedstock from the area:

Brush Creek Facility Feedstock Volumes			Feed Dry Weight	
Selected Feedstock	Daily	Annual	Daily	Annual
Municipal Biosolids	22.6 tons 5,416.1 gallons	8,249.0 tons 1,976,872.9 gallons	1.6 tons	565.9 tons
Industrial Biosolids	28.2 tons 6,748.5 gallons	10,278.4 tons 2,463,218.6 gallons	1.4 tons	520.1 tons
Jennie O Turkey Fat	13.0 tons 3,115.5 gallons	4,745.0 tons 1,137,139.3 gallons	9.8 tons	3,558.8 tons
Grass & Tree Clippings	4.0 tons 958.6 gallons	1,460.0 tons 349,889.0 gallons	2.4 tons	876.0 tons
Volume Totals	**67.8 tons** **16,238.7 gallons**	**24,732.4 tons** **5,927,119.7 gallons**	**15.1 tons**	**5,520.7 tons**

(d.) Facility Product Sales Contracts: Identify and begin negotiations with potential buyers of the green products generated by the 1stLight 18lv facility. It is anticipated that the potential products of value will include many – or all – of the following:

1) Methane-rich biogas

2) Green CNG (Compressed Natural Gas)

3) Liquid Organic Fertilizer

4) Granular Dry Organic Fertilizer

5) Distilled Water

6) Irrigation Water

7) Compressed (Bottled) Carbon Dioxide

8) Solar Panel Electricity (Facility Rooftop)

9) Remediation (Tipping) Fees:

Below is the estimated daily and annual production output from the proposed 1stLight 18lv facility:

Brush Creek Facility Production		
1stLight Production	Daily	Annual
Green CNG:	303.3 mmbtu	110,714.5 mmbtu
Liquid Organic Fertilizer:	7,552.5 gallons	2,756,663.7 gallons
Distilled Water:	6,000.0 gallons	2,190,000.0 gallons
Discharge (Irrigation) Water:	0.0 gallons	0.0 gallons
Solar Panel Power:	1,260.0 KwH	459,900.0 KwH

The following statements will further define the terms of this proposal:

1. All of capital required to build the 1stLight 18lv facility shall be the obligation of EOS and its investors.

2. All revenues earned by the 1stLight 18lv facility shall be the property of EOS and its investors.

3. All costs associated with operating the 1stLight 18lv facility shall be the obligation of EOS and its investors.

4. EOS anticipates the hiring of one or two employees from the Willmar area to assist in plant supply & operation.

5. EOS anticipates that the components for the construction of this first facility will, in large part, be assembled in the Willmar area, and that the EDC or other affiliates of the City, will assist EOS with this task.

6. EOS anticipates that Willmar and/or Kandiyohi County will provide EOS and/or the 1stLight 18lv facility, with tax advantages and/or other inducements for locating the company's 1st facility and initial component manufacturing in the Willmar Area.

7. EOS is obligated to successfully build and operate the 1stLight 18lv facility for a period of time to be negotiated with the City. If, for any reason, EOS fails to successfully build and/or operate the facility, the company and its investors will remove the facility and restore the building site to its original state.

8. EOS expects that the bioconversion (digestion) of some or all of the feedstock passing through the plant will result in reducing one or more operating costs for the City and/or its industrial affiliates. If so, EOS expects to receive a significant share of these savings, which may include one or more of the following:

   a. Remediation Costs associated with biosolids processing.

   b. Remediation Costs associated with MSW processing. grass & brush & leaves

   c. Remediation Costs associated with Kandiyohi County industries.

   d. Biogas supplied by the 1stLight 18lv facility to Willmar municipal entities (i.e. WWT Facility) and/or Kandiyohi County industries.

   e. CNG (transportation fuel) supplied to Willmar municipal entities (i.e. WWT Facility) and/or Kandiyohi County industries.

   f. Water resources supplied to Willmar municipal entities (i.e. WWT Facility) and/or Kandiyohi County industries.

   g. Excess electric power supplied to Willmar municipal entities (i.e. WWT Facility) and/or Kandiyohi County industries.

ENERGY AND ORGANIC SYSTEMS

Energy & Organic Systems

August 30, 2016

To: Willmar Public Works Committee

From: Energy and Organic Systems, LLC (EOS)

Re: 1stLight Facility Proposal

We appreciate having the opportunity, Tuesday to present and discuss with you, the proposed construction and operation of the 1stLight 18sv waste conversion facility at the Willmar brush site. With the approval of this project and the installation and operation of this facility, Willmar would realize several advantages:

1. A significant cost reduction associated with biosolids processing, including the elimination of land spreading. As you know, there is a substantial cost to the city in the storage of residential and industrial biosolids and the subsequent disposal of them on agricultural land. With a 1stLight facility in operation, these costs to the City are reduced to zero. We propose that Willmar eliminate their storage & land-spreading obligations by paying the future 1stLight facility (LLC) membership 50% of total current costs, so the City would save ½ of 2016 expenditures next year and many years going forward.

2. Elimination of a considerable and growing risk to the environment. Both the residential and industrial biosolids are classified as 'Class B,' meaning that there is no assurance that all pathogenic microbes present will have been killed, even after the required waiting period before planting certain food crops. The EPA and/or state agencies charged with environmental protection, likely will prohibit the land spreading of all but 'Class A' biosolids [heat treated or anaerobically digested] in the next several years, at which time Willmar would be required to take measures, such as a 1stLight plant installation, in order to comply. In addition, about 90% of land-applied biosolids dry weight is carbon-based material, eventually to be released into the atmosphere as greenhouse gas, [CO_2] from soil bacterial action. About 80% of this dry weight in a 1stLight plant would be converted to and usable as clean, green compressed natural gas (CNG), thereby keeping more than 170,000 million btu of fossil fuel in the ground, every year.

Ph: (612) 987-1719 * 6526 Parnell Avenue, Edina, MN 55435 * Ph: (612) 382-0134

ENERGY AND ORGANIC SYSTEMS

Energy & Organic Systems

3. With EOS financing the project entirely with private funds, there will be no financial obligation to Willmar. Further, EOS and facility insurance will indemnify the City against any and all risks.

4. Finally, for public / private collaborations such as this facility proposal to be successful, it is essential that the public (The City of Willmar) participate in the upside. Accordingly, we propose that the City be paid 10% of EOS' earnings from the next three 1stLight projects following the project under consideration. These payments would continue for as long as the facilities remain operational.

5. With this 1stLight facility in operation, Willmar will be on the cutting edge of Waste-to Green Energy production. Because of the critical environmental challenges facing our nation – climate change, in particular - a continuing growth in energy usage from renewable sources, is essential. In the not-to-distant future, we expect every U.S. municipality of 10,000 or more, will be proudly operating waste conversion facilities such as the one in this proposal and improving the lives of their citizens. Lead the way, Willmar!

John D. Offerman
Energy & Organic Systems, LLC

Gary T. Hildebrand
Energy & Organic Systems, LLC

FINANCE COMMITTEE

MINUTES

The Finance Committee of the City of Willmar met on Monday, October 31, 2016, in Conference Room No. 1 at the City Office Building.

Present:	Denis Anderson	..... Chair
	Shawn Mueske	..... Member
	Audrey Nelsen	..... Member

Others present: Finance Director Steve Okins and City Administrator Mike McGuire.

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 Amend Ordinance No. 463 Rural Service District Land Designation (Motion)

Staff explained to the Committee that now that Kandiyohi County has assumed the City Assessing duties, they noted that "Ordinance No. 463, An Ordinance Establishing Urban and Rural Service Districts in the City of Willmar Under Authority of 1965 Session Laws, Chapter 712", was approved on August 13, 1966, designating certain areas of land in the Rural Service District. This ordinance created an urban service district and a rural service district (agricultural land) because properties in the rural service district do not receive the same number of City services as properties in the urban service district. Since Ordinance No. 463 was first approved, the City of Willmar has grown substantially and new areas are now eligible to be included in the District and others no longer qualify. Areas proposed to be removed or updated are located in Sections 10, 11, 13, 14, 20, and 23 of Township 119, Range 35 which have since been developed. Areas proposed to be added are located in Sections 4, 8, 18, 19, 26, and 27 of Township 119, Range 35; Sections 35 and 36 of Township 120 Range 35 (Dovre Township); and Sections 11, 12, 13, 14, 23, and 24 of Township 119, Range 36 (St. John's Township). Information on Ordinance No. 483, which addresses the rates for these districts, will be presented at a future date.

Following discussion, Council Member Mueske made a motion to authorize the City Attorney to draft an amendment to Ordinance No. 463 to add or remove property as applicable in the Urban and Rural Service Districts for Council review. Council Member Nelsen seconded the motion which carried.

Item No. 4 Comprehensive Assessment Policy Section W: Agricultural Land Exemption (Information)

Staff presented the Agricultural Land Exemption Policy to the Committee for review per City Council directive. This policy addresses special assessments as they relate to agricultural land within the City limits. When exempted property is sold or developed, the property pays for its share of the greater of 1) the assessment at the time of the improvement or 2) the valuation of the improvement in the current year in which the property is sold or developed. It was noted that interest is not charged. It was the consensus of the Committee that no changes be recommended at this time. However, questions were raised about how the City of Willmar's policy relates to policies of other communities. The Committee directed staff to provide information on the results. This matter was for information only.

There being no further business to come before the Committee, the meeting was adjourned at 5:10 PM by Chair Anderson.

Respectfully submitted,

Carol Cunningham

Carol Cunningham
Accounting Supervisor

WILLMAR

City Clerk

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

COUNCIL ACTION REQUEST

DATE: October 31, 2016

SUBJECT: Amend Ordinance No. 463—An Ordinance Establishing Urban and Rural Service Districts in the City of Willmar Under Authority of 1965 Session Laws, Chapter 712

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

Have the City Attorney Robert Scott draft an Ordinance Amendment to amend the land areas included in Rural Service District.

BACKGROUND:

Ordinance No. 463 was approved August 13, 1966, designating certain areas of land in the Rural Service District. Since then, the City of Willmar has grown substantially and new areas are now eligible to be included in the District and others no longer qualify.

See attachments.

FINANCIAL CONSIDERATION:

LEGAL: Minnesota Statute 272.67

Department/Responsible Party: Judy Thompson, City Clerk

(B-6) City Clerk

ORDINANCE NO. 463

An Ordinance Establishing Urban and Rural Service Districts in the City of Willmar Under Authority of 1965 Session Laws, Chapter 712

Be It Ordained by the City Council of the City of Willmar as follows:

Section 1. Area divided into districts.

Two districts are hereby established to be designated an "Urban Service District" and a "Rural Service District", constituting separate taxing districts for a purpose of levying all municipal property taxes except those levied for the payment of bonds and judgments and interest thereon.

Section 2. Urban Service District.

The Urban Service District shall include all property within the City of Willmar, except those set forth by Ordinance as Rural Service District.

Section 3. Rural Service District

The Rural Service District shall include only such unplatted lands as in the judgment of the City Council at the time of adoption of this Ordinance, are rural in character, and are not developed for commercial, industrial, or urban residential purposes and for these reasons are not benefited to the same degree as other lands by municipal services financed by general taxation. The Rural Service District shall include the following lands which may not be within the City limits, but which, if annexed, shall be included in the said Rural Service District.

a) Section One (1), Township One Hundred Nineteen (119), Range Thirty-five (35).

b) Section Two (2), Township One Hundred Nineteen (119), Range Thirty-five (35).

c) South Half (S½) of Section Three (3), Township One Hundred Nineteen (119), Range Thirty-five (35).

d) Section Nine (9), Township One Hundred Nineteen (119), Range Thirty-five (35).

e) ~~Northwest Quarter (NW¼) of Section Ten (10), Township One Hundred Nineteen (119), Range Thirty-five (35).~~

f) Section Eleven (11), except the Southwest Quarter (SW¼) thereof, Township One Hundred Nineteen (119), Range Thirty-five (35).

g) Section Twelve (12), Township One Hundred Nineteen (119), Range Thirty-five (35).

h) Section Thirteen (13), except the Southeast Quarter (SE¼) thereof, Township One Hundred Nineteen (119), Range Thirty-five (35).

i) South Half of the South Half (S½ of the S½) and the Southeast Quarter (SE¼) of Section Fourteen (14), Township One Hundred Nineteen (119), Range Thirty-five (35).

j) The Northwest Quarter (NW¼) of Section Sixteen (16), Township One Hundred Nineteen (119), Range Thirty-five (35).

k) Section Seventeen (17), Township One Hundred Nineteen (119), Range Thirty-five (35).

l) The East Half (E½) and the North Half of the North Half (N½ of the N½) of Section Twenty (20), Township One Hundred Nineteen (119), Range Thirty-five (35).

m) Section Twenty-one (21), Township One Hundred Nineteen (119), Range Thirty-five (35).

n) Section Twenty-two (22), except the Northeast Quarter (NE¼) thereof, Township One Hundred Nineteen (119), Range Thirty-five (35).

o) Section Twenty-three (23), except the Southeast Quarter (SE¼) and also except the Westerly 473' thereof, Township One Hundred Nineteen (119), Range Thirty-five (35).

Section 4. Transfer from Rural Service District to Urban Service District.

Whenever any parcel of land included in the Rural Service District is platted in whole or in part; or whenever application is made for a permit for construction of a commercial, industrial, or residential or agriculture building or improvement; or such improvement commenced without a permit, the City Council shall make and enter an order by resolution, transferring such parcel or part thereof from the Rural Service District to the Urban Service District. No parcel shall be included in a Rural Service District of ten (10) acres or less and no parcel shall remain in a Rural District unless such parcel consists of ten (10) acres or more.

Section 5. Ratio of benefits.

The ratio which exists between the benefits resulting from tax supported municipal service to parcels in the Rural Service District

to parcels in the Urban Service District is fifteen (15%), plus any municipal property taxes levied for payment of bonds, and judgments with interest thereon.

Section 6. Ten Year Limitation.

Any parcel within a Rural Service District for ten years without development shall be considered by City Council for exclusion from Rural Service District. Such exclusion shall be made if the adjacent area is determined by the said Council to be substantially developed.

Section 7. Effective Date.

This Ordinance shall be in full force and effect following its publication.

Roy E. Folsom
acting Mayor

This Ordinance given its first reading on June 15, 1966

This Ordinance given its second reading on July 6 1966

This Ordinance given its third reading on July 20, 1966

This Ordinance published on August 13, 1966

SECTIONS TO POSSIBLY REMOVE/UPDATE FROM RURAL SERVICE DISTRICT

Item (e) All developed
(f) Include all of Section 11
(h) Include all of 13
(i) Include all of 14
(l) Include all of 20
(o) Include all of 23

SECTIONS TO POSSIBLY ADD TO RURAL SERVICE DISTRICT

TOWNSHIP 119 RANGE 35
SECTION 4
SECTION 8
SECTION 18
SECTION 19
SECTION 26
SECTION 27

TOWNSHIP 120 RANGE 35 (DOVRE TOWNSHIP)
SECTION 35
SECTION 36

TOWNSHIP 119 RANGE 36 (ST. JOHNS TOWNSHIP)
SECTION 11
SECTION 12
SECTION 13
SECTION 14
SECTION 23
SECTION 24

(V-6)

Ordinance No. 483

An Ordinance Amending Ordinance No. 463
Establishing Urban and Rural Service Districts
in the City of Willmar

Be It Ordained by the City Council of the City of Willmar as follows:

Section 1. Amendment of Ordinance No. 463 entitled An Ordinance Establishing Urban and Rural Service Districts in the City of Willmar. Ordinance No. 463 entitled An Ordinance Establishing Urban and Rural Service Districts in the City of Willmar under authority of 1965 Session laws, Chapter 712 is hereby amended by striking the term "15 (15 percent)" in Section 5 of said Ordinance, and inserting in its place AND stead, the term "1 (1 percent)."

Section 2. Effective date. This Ordinance shall be in full force and effect, after its publication.

Ray E. Peterson
acting Mayor

This Ordinance given its first reading on 4-17-68.
This Ordinance given its second reading on 5-1-68.
This Ordinance given its third reading on 5-15-68.
This Ordinance published on May 31, 1968.

06.04 EXCEPTION RATES

Overview

Occasionally, exception rates may cause lower initial tax rates in some unique taxing areas than in others. This section describes some circumstances that could result in exception rates.

Rural and Urban Service Districts

Rural and urban service districts can be created by ordinance within a city under Minn. Stat. § 272.67. Service districts create separate taxing districts in the city for the purpose of property taxes, except for those levied for bonds and judgments and interest. Active rural and urban service districts cause tax rates to vary within a city. Properties within a rural service district do not benefit from municipal services to the same degree as properties within an urban service district, so the rural service district results in a lower tax rate.

Rural service districts are to include only un-platted lands that are rural in character and not developed for commercial, industrial or urban use. Urban service districts include all land that is not included in the rural service district.[1] Platted parcels may also be included in a rural district if the governing body determines the land to be rural in character. Platted parcels included in a rural district should be reviewed annually to determine their continued eligibility.[2] When property is developed, it must be transferred to the urban service district.[3]

The governing body of the city establishes a benefit ratio for the rural service district, which is the city's estimate of the ratio that exists between the levels of tax supported city services in the rural service district to the level of tax supported city services in the urban service district. This benefit ratio should be reviewed annually by the governing body of the city.[4]

The recommended method for determining tax rates for urban and rural service districts is to:

1. Multiply the net tax capacity of the rural service district by the benefit ratio for the purpose of determining city tax rates for non-bonded debt purposes;
2. Multiply the benefit ratio by the urban service district tax rate for non-bonded debt purposes to determine the city tax rate for non-bonded debt purposes within the rural service district; and
3. Multiply this reduced city tax rate by the full net tax capacity of property within the rural service district.

The cut-off date for recognition and determination of benefit ratio in the current levy year is August 1.[5]

NOTE
For bonded debt, the tax rates in both the rural and urban districts should be equal. The benefit ratio should not be used for bonded debt, unless special legislation has been written.

[1] Minn. Stat. § 272.67, subd. 2.
[2] Minn. Stat. § 272.67, subd. 8.
[3] Minn. Stat. § 272.67, subd. 5.
[4] Minn. Stat. § 272.67, subd. 2.
[5] Minn. Stat. § 272.67, subd. 6.

Example 06.04-1: Initial Tax Rate Calculation for Cities with Urban and Rural Service Districts

This example is for a city in a non-fiscal disparity county or area. For a city in the one of the fiscal disparity areas, an adjusted levy would need to be determined by deducting the fiscal disparity distribution tax.

Calculations	Values
Certified Levy of City:	
Levy Excluding Bonded Debt	$1,600,000
Bonded Debt Levy	$400,000
Total City Levy	$2,000,000
Net Tax Capacity of City:	
Urban Service District	$8,000,000
Rural Service District	$4,000,000
Total	$12,000,000
Benefit Ratio for Rural Service District	25%
City Net Tax Capacity Used to Determine Rate for Levy Excluding Bonded Debt:	
Urban Service District [$8,000,000 x 100%]	$8,000,000
Rural Service District [$4,000,000 x 25%]	$1,000,000
Total	$9,000,000
City Initial Rate Determination for Levy Excluding Bonded Debt:	
Urban Service District [$1,600,000/$9,000,000]	17.778%
Rural Service District [17.778% x 25%]	4.445%
City Bonded Debt Initial Tax Rate Determination:	
[$400,000/$12,000,000]	3.334%
Total City Initial Tax Rate for Urban Service District:	
Bonded Debt	3.334%
All Other Purposes	17.778%
Total	21.112%
Total City Initial Tax Rate for Rural Service District:	
Bonded Debt	3.334%
All Other Purposes	4.445%
Total	7.779%
Tax Extension:	
Urban Service District [$8,000,000 x .21112]	$1688,960
Rural Service District [$4,000,000 x .07779]	$311,160
Total	$2,000,120

Subordinate Service Districts and Special Service Districts

Subordinate service districts may exist in counties and towns under Chapters 375B and 365A of the Minnesota Statutes, respectively. The districts are portions of a county or town that receive one or more services or an increased level of service(s) that are not provided in the remainder of the county or town.[6] The additional or increased level of service may be financed by a property tax levy imposed on the users of the service within the subordinate service district, by a service charge imposed on the users of the service within the subordinate service district, or by a combination of property tax and service charge

[6] Minn. Stat. §§ 375B.02; 365A.02.

WILLMAR

City Finance Department

City Office Building
333 SW 6th Street
Willmar, MN 56201
Main Number 320-235-4984
Fax Number 320-235-4917

COUNCIL ACTION REQUEST

DATE: Monday, October 31, 2016

SUBJECT: Comprehensive Assessment Policy Section W: Agricultural Land Exemption

RECOMMENDATION: Review section per City Council directive.

BACKGROUND: Per City Council directive, review Agricultural Land Exemption Policy which addresses Special Assessments as it relates to Agricultural Land within the City limits.

FINANCIAL CONSIDERATION: Unknown

LEGAL: Chapter 429

Department/Responsible Party: Finance Department/Finance Director Okins

W. AGRICULTURAL LAND EXEMPTIONS

It shall be the policy of the City to temporarily exempt from assessments certain lands currently used for agricultural purposes. Granting an approval for agricultural exemption, the Council shall consider the following: the likelihood of the property being developed in the reasonably foreseeable future, the current use of the property, the ownership/management structure of the property, the size of the property, and other factors deemed pertinent.

Real estate consisting of five (5) acres or more shall be eligible for the assessment exemption if it is actively and exclusively devoted to agricultural use as defined hereinafter, and either:

1. is the homestead or thereafter becomes the homestead of a surviving spouse, child, or sibling of the said owner, or is real estate which is farmed with the real estate which contains the homestead property; or

2. has been in possession of the applicant, his or her spouse, parent, or sibling, or any combination thereof, for a period of at least seven (7) years prior to application; or

3. is the homestead of a shareholder in a family farm operation. Family farm corporation for the purpose of this section means a corporation founded for the purpose of farming and owning agricultural land in which all of the stockholders are related and members of a family.

Real property shall be considered to be in agricultural use provided that it is devoted by the owner of said real property to the raising of crops, forage, produce, fruits, or horticulture/nursery stock, or the production of livestock/poultry or livestock/poultry products. Real property which is enrolled in a government conservation or set-aside program shall also be considered to be in agricultural use. Slough, wasteland, and woodland contiguous to or surrounded by those lands above-described shall be considered to be in agricultural use if under the same ownership and management.

In all cases, the temporary exemption shall be deemed to have expired at such time as the property is platted and/or developed. For sewer and water projects, a tapping fee shall be charged at the time of connection or when the final plat is approved. These tapping fees shall be based on the project year bid price per front foot or unit, or on the current year costs at the time of connection/platting, whichever is greater. For street projects, assessments will be charged when the property is developed or when the final plat is approved. These assessments shall be based on the project year bid price per front foot or unit, or on the current costs at the time of development/platting, whichever is greater. Useful life shall not be considered in the calculations.

X. AGRICULTURAL LAND DEFERMENTS

It shall be the policy of the City to defer assessments against those lands which qualify for deferment under the Minnesota Agricultural Property Tax Law ("Green Acres" Law), M.S. 273.111, as amended.

RESOLUTION NO. 2

WHEREAS, the City Council of the City of Willmar, Minnesota, did order the installation of certain street and other improvements made under Projects No. 0501, 8606, 9101, 1404, and 1601, and certain sewer and watermain improvements made under Projects No. 9701, 9303, 9202, and 9002.

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

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

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

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

1. Hawkinson Land, LLC
7340 26th Street NE
Willmar

95-924-0020	
Project 9202	$13,005.00
Project 9101	51,455.70
Project 9002	35,340.00
Project 0501	61,137.01

Section 24, Township 119, Range 35
That part of Northwest Quarter of Northwest Quarter lying Northwesterly of Highway right-of way, except the South 125 feet of North 175 feet of West 133 feet & except part platted into Kandiyohi County State Aid Highway No. 23 right-of-way Plat No.1. (26.40 acres)

2. Gesch Properties LLC c/o LeAnn Isaacson
10785 46th Place N
Plymouth

95-914-2610	
Project 9002	$39,731.66
Project 9303	20,130.42
Project 0501	77,504.80
Project 1404	180,688.13

Section 14, Township 119, Range 35
South 610 feet of Northeast Quarter except West 393.61 feet; Southeast Quarter except South 914.88 feet of West 1085 feet and except parts in plats-Bergquists Estates, Perkins Fifth Addition and Gesch Park except that part of the South Half of Northeast Quarter described as follows: Commencing 715 feet South and 393.61 feet East of Northwest Corner of Southwest Quarter Northeast Quarter, Thence East to Southwest Corner of Lot 7, Block 7 Erickson's Third Addition, Thence South 70 feet, Thence West to East Line of Welch's Addition, Thence North 70 feet to point of beginning and except part platted into Gesch YMCA Addition and except that part of the South Half of the Southeast Quarter described as follows: Beginning at the Northwest Corner of Lot 2, Block 1, Gesch YMCA Addition, Thence South 548.78 feet, Thence West 363.89 feet, Thence North 54 feet to Southeast Corner of Lot 1, Block 6, Perkins Fifth Addition, Thence continuing North 495 feet to Northeast Corner of Lot 1, Block 4, Perkins Fifth Addition, Thence East along Southerly right-of-way boundary line of Olena Avenue 363.89 feet to point of beginning; except part platted into City of Willmar 12th Street Southeast right-of-way plat. (87.23 acres)

3. Jean Langsjoen-Hogan Trust
and Carter Family
1950 E Welco
St. Peter

95-903-0010
Project 0501 $93,012.00

Section 3, Township 119, Range 35
Southeast Quarter of Southwest Quarter and Southwest Quarter of Southwest Quarter except the Southerly 350 feet of the Westerly 233 feet of Southwest Quarter of Southwest Quarter and except parts platted as Northwood Estates and Northwood Estates Second Addition; and also except that permanent utility easement described as follows: That part of the Southwest Quarter of the Southwest Quarter described as follows: Commencing at Southwest Corner of said Southwest Quarter of the Southwest Quarter, Thence East 844.61 feet, Thence North 108.96 feet to North right-of-way line of North Shore Way, said point being point of beginning of tract herein described, Thence Northwesterly 50 feet, Thence Northeasterly 100 feet, Thence Southeasterly 50 feet to North right-of-way line of North Shore Way, Thence Southwesterly 100 feet to point of beginning. (64.13 acres)

4. Bernard Revocable Trust Etal
c/o William Bernard
100 Promenade Ave, Apt 406
Wayzata

95-912-0970
Project 9701 $12,119.04

Section 12, Township 119, Range 35
North 1,655 feet of Northwest Quarter except the West 40 acres thereof.
(60 acres)

5. J & C Enterprises of Central MN
c/o Stephen Jennings
PO Box 639
Richmond

Project 8606 $17,869.51

Hidden Valley Estates

95-308-0010	*Sect-08*	*TWP -119*	*Rang-35*	*Lot-001*	*Blk-001*
95-308-0020	*Sect-08*	*TWP -119*	*Rang-35*	*Lot-002*	*Blk-001*
95-308-0030	*Sect-08*	*TWP -119*	*Rang-35*	*Lot-003*	*Blk-001*
95-308-0040	*Sect-08*	*TWP -119*	*Rang-35*	*Lot-004*	*Blk-001*
95-308-0050	*Sect-08*	*TWP -119*	*Rang-35*	*Lot-005*	*Blk-001*
95-308-0060	*Sect-08*	*TWP -119*	*Rang-35*	*Lot-006*	*Blk-001*
95-308-0070	*Sect-08*	*TWP -119*	*Rang-35*	*Lot-007*	*Blk-001*
95-308-0080	*Sect-08*	*TWP -119*	*Rang-35*	*Lot-008*	*Blk-001*
95-308-0090	*Sect-08*	*TWP -119*	*Rang-35*	*Lot-009*	*Blk-001*
95-308-0100	*Sect-08*	*TWP -119*	*Rang-35*	*Lot-010*	*Blk-001*
95-308-0110	*Sect-08*	*TWP -119*	*Rang-35*	*Lot-011*	*Blk-001*
95-308-0120	*Sect-08*	*TWP -119*	*Rang-35*	*Lot-012*	*Blk-001*
95-308-0130	*Sect-08*	*TWP -119*	*Rang-35*	*Lot-013*	*Blk-001*
95-308-0140	*Sect-08*	*TWP -119*	*Rang-35*	*Lot-014*	*Blk-001*
95-308-0150	*Sect-08*	*TWP -119*	*Rang-35*	*Lot-015*	*Blk-001*
95-308-0160	*Sect-08*	*TWP -119*	*Rang-35*	*Lot-016*	*Blk-001*
95-308-0170	*Sect-08*	*TWP -119*	*Rang-35*	*Lot-017*	*Blk-001*
95-308-0200	*Sect-08*	*TWP -119*	*Rang-35*	*Lot-001*	*Blk-002*
95-308-0210	*Sect-08*	*TWP -119*	*Rang-35*	*Lot-002*	*Blk-002*
95-308-0220	*Sect-08*	*TWP -119*	*Rang-35*	*Lot-003*	*Blk-002*
95-308-0230	*Sect-08*	*TWP -119*	*Rang-35*	*Lot-004*	*Blk-002*
95-308-0300	*Sect-08*	*TWP -119*	*Rang-35*	*Lot-001*	*Blk-003*
95-308-0310	*Sect-08*	*TWP -119*	*Rang-35*	*Lot-002*	*Blk-003*
95-308-0320	*Sect-08*	*TWP -119*	*Rang-35*	*Lot-003*	*Blk-003*
95-308-0330	*Sect-08*	*TWP -119*	*Rang-35*	*Lot-004*	*Blk-003*
95-308-0340	*Sect-08*	*TWP -119*	*Rang-35*	*Lot-005*	*Blk-003*

95-308-0350	*Sect-08*	*TWP -119*	*Rang-35*	*Lot-006 Blk-003*
95-308-0360	*Sect-08*	*TWP -119*	*Rang-35*	*Lot-007 Blk-003*
95-308-0370	*Sect-08*	*TWP -119*	*Rang-35*	*Lot-008 Blk-003*
95-308-0380	*Sect-08*	*TWP -119*	*Rang-35*	*Lot-009 Blk-003*
95-308-0390	*Sect-08*	*TWP -119*	*Rang-35*	*Lot-010 Blk-003*
95-308-0400	*Sect-08*	*TWP -119*	*Rang-35*	*Lot-001 Blk-004*
95-308-0410	*Sect-08*	*TWP -119*	*Rang-35*	*Lot-002 Blk-004*
95-308-0420	*Sect-08*	*TWP -119*	*Rang-35*	*Lot-003 Blk-004*
95-308-0430	*Sect-08*	*TWP -119*	*Rang-35*	*Lot-004 Blk-004*
95-308-0500	*Sect-08*	*TWP -119*	*Rang-35*	*Lot-001 Blk-005*
95-308-0510	*Sect-08*	*TWP -119*	*Rang-35*	*Lot-002 Blk-005*
95-308-0520	*Sect-08*	*TWP -119*	*Rang-35*	*Lot-003 Blk-005*
95-308-0530	*Sect-08*	*TWP -119*	*Rang-35*	*Lot-004 Blk-005*
95-308-0540	*Sect-08*	*TWP -119*	*Rang-35*	*Lot-005 Blk-005*
95-308-0550	*Sect-08*	*TWP -119*	*Rang-35*	*Lot-006 Blk-005*

6. Erickson Land Company of Willmar, 95-912-0950
PO Box 628
Willmar, MN 56201 Project 1601 $26,156.80

SECT-12 TWP-119 RANG-35
That part of the West Half of Northwest Quarter described as follows: Commencing at the Northwest corner of said Section 12, Thence South 977.23 feet to point of beginning of tract herein described, Thence East 113.15 feet, Thence Northeasterly 120.30 feet, Thence Northeasterly 138.50 feet, Thence Southeasterly 196.87 feet, Thence Southeasterly 318.20 feet, Thence Southwesterly 15.49 feet, Thence Southeasterly 149.81 feet, Thence Southeasterly 153.04 feet, Thence Easterly 193.16 feet to East line of West 40 acres of North 1655 feet of said Northwest Quarter, Thence South 389.82 feet to South line of North 1655 feet of said Northwest Quarter, Thence West 1053 feet to West line of said Section 12, Thence North 677.77 feet to point of beginning, Except that part platted as Trentwood Estates Third Addition.(14.11 acres)

Dated this 17th day of October, 2016.

Mayor

Attest:

Interim City Administrator

PUBLIC WORKS/SAFETY COMMITTEE

MINUTES

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

Present:	Audrey Nelsen	..... Vice Chair
	Andrew Plowman	..... Member
	Tim Johnson	.....Alternant Member

Others present: Interim City Administrator Michael McGuire; Public Works Director Sean Christensen; Chief of Police Jim Felt; Fire Chief Frank Hanson; Community Education & Recreation Director Steve Brisendine; Shelby Lindrud "West Central Tribune".

Item No. 1 Call to Order

The meeting was called to order by Chair Nelsen at 5:02 p.m.

Item No. 2 Public Comment

No public comments were made.

Item No. 3 Police and Fire Updates (Information)

Chief Felt noted the jail census for November 1, 2016 was 114; 31 inmates from the Department of Corrections, 71 inmates from Kandiyohi County and 12 inmates from other counties. The calls for service the previous two weeks totaled 813 and are 2 days ahead of this date last year. The majority of the calls for the previous two weeks were for traffic stops, followed by public assists and family service calls. Chief Felt noted the department is hosting two Somali-American police officers for a public seminar on November 2nd at 2 p.m. at the Library to speak about diverse communities and will also be participating in a private training session with officers that evening. The process continues to move forward to hire two new officers, with the new hires being able to start in as soon as two weeks.

Chief Hanson noted total Fire Department total calls for service in the previous two weeks totaled 15. The calls included 4 alarm activations, 4 crashes, 3 gas line cuts, 1 kitchen fire, 1 cooking fire, 1 carbon monoxide call and 1 assist in searching for a child by Raymond. The total calls for service this year is 274, compared to 297 calls in 2015. The dispatch to en-route time currently is 4 minutes 32 seconds. Chief Hanson noted all of the department's 2016 projects are finished. The department is looking into partnering with the Red Cross to install smoke detectors in 1,000 homes in January. The Red Cross would provide the supplies and the department would donate the labor to install them.

Item No. 4 WatchGuard Video Server and Software Purchase (Resolution)

Staff brought forth, for approval, the purchase of a computer server and associated software from WatchGuard in the amount of $13,665.00 for the Police Department. The server and software will be used to upgrade the ten squad car video systems and prepare for future body camera additions. Funds will be utilized from the Law Enforcement DUI/Narcotics forfeiture account for the purchase.

A motion was made by Council Member Plowman, seconded by Council Member Johnson to approve the purchase of a computer server and associated software from WatchGuard in the amount of $13,665.00. The motion carried.

Item No. 5 Petition for Utility Easement Vacation Terraplane Estates (Resolution)

Public Works Director Christensen brought forth, for approval, the resolution authorizing the utility easement vacation of Terraplane Estates. Koosman Land Company replatted it to accommodate single family

home construction at 25th Street SE, and during this process it was determined the 109 foot utility easement would have to be vacated at the cost of the developer.

A motion was made by Council Member Plowman, seconded by Council Member Johnson to approve the adoption of the resolution vacating the utility easement in Terraplane Estates. The motion carried.

Item No. 6 Standard Loan Renewal Agreement for F-14 TOMCAT at Airport (Resolution)

Staff brought forth, for approval, the standard loan renewal agreement for the F-14 TOMCAT at the Willmar Municipal Airport. The City entered into an agreement with the Navy for the aircraft to be placed at the airport and a loan renewal agreement is required every five years.

A motion was made by Council Member Plowman, seconded by Council Member Johnson to approve the standard five year loan renewal agreement for the F-14 TOMCAT with the Department of the Navy. The motion carried.

Item No. 7 Seasonal Parking Restrictions (Motion)

Staff brought forth, for information, discussion on the increased parking along 9th Street, 12th Street and Pioneer Circle SE. Concerns had been previously noted of Bethesda staff parking along these streets rather than utilize the facility parking lot. With this increased parking, there is a concern for obstruction during the snow removal operations by City snowplows in the winter months. Staff has since spoke with Bethesda staff and they are proactively working with their employees on parking in the provided lot. Staff is recommending no action at this time and continuing to monitor the situation for further improvement.

A motion was made by Council Member Plowman, seconded by Council Member Johnson to table the discussion of parking concerns until further notice. The motion carried.

Item No. 8 Rice Park Improvements (Motion)

Staff brought forth, for approval, consideration to either reject all bids for the Rice Park Improvements project and authorize re-bidding or to accept the bid from Marcus Construction and find an approximate $50,000 to fund the project as originally bid. Six bids were received for the project and all were above the $705,000 budgeted.

Following discussion, a motion was made by Council Member Plowman, seconded by Council Member Johnson for staff to proceed with finding the $50,000 in additional funds needed to accept the bid from Marcus Construction for the Rice Park Improvement project and bringing their findings to the full Council Finance meeting on November 15th. The motion carried.

Item No. 9 Non-Agenda Items (Information)

The Committee discussed the date of the next Public Works/Public Safety meeting, as there is a full Council Finance Committee meeting previously scheduled on Tuesday, November 15th. The Committee decided to still briefly meet on the 15th at 4:30 p.m. before the Finance meeting at 4:45 p.m.

There being no further business to come before the Committee, the meeting was adjourned at 5:31 p.m. by Chair Nelsen.

Respectfully submitted,

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

WILLMAR

Police Chief

Willmar Police Department
2201 23rd Street NE, Ste 102
Willmar, MN 56201
Main Number 320-214-6700
Fax Number 320-231-6556

COUNCIL ACTION REQUEST

DATE: October 4, 2016

SUBJECT: Purchase of WatchGuard Video Server and Software

RECOMMENDATION: Approve purchase of a computer server and associated software for Willmar PD

BACKGROUND: The Willmar Police Department is working to upgrade squad car video systems and prepare for future body camera additions. Computer storage and software upgrades are required as directed by the IT staff and for compatibility of the systems. A price quote (attached) for the equipment from WatchGuard was determined to fit the needs and requirements.

FINANCIAL CONSIDERATION: Willmar PD will utilize funds from the Law Enforcement DUI / Narcotics forfeiture account and not the city general fund. This type of purchase falls within the guidelines of the forfeiture statute.

LEGAL: N/A

Department/Responsible Party: Jim Felt, Police Chief

Reviewed By: Michael McGuire, Interim City Administrator

415 Century Parkway
Allen, TX 75013
(800) 605-6734
www.watchguardvideo.com

WATCHGUARD
DIGITAL IN-CAR VIDEO

4RE & VISTA Price Estimate

Provided By: Steve Doble 612-306-8241
Contract #:

TOTAL PROJECT ESTIMATED AT
$13,665.00

Agency Name:	Willmar Police Dept.
Contact Person:	Ross Smeby (Rsmeby@willmarmn.gov)
Contact Info:	2201 NE 23rd St. / Willmar, MN 56201
Date:	September 28, 2016

Evidence Library, CLOUD-SHARE and Software Maintenance

		Quantity	MSRP	Direct	Extended
KEY-EL4-SRV-001	Evidence Library 4 Web Server Site License	1	$ 1,200.00	$ 1,000.00	$ 1,000.00
SFW-EL4-CLD-BAS	Basic CLOUD-SHARE Including 24 Shares Per Device	0	$ 150.00	$ -	$ -
WAR-HDW-SFW-BUN	Software Maintenance Bundle, Evidence Library, 2nd Year	0	$ 180.00	$ -	$ -
WAR-HDW-SFW-BUN	Software Maintenance Bundle, Evidence Library, 3rd Year	0	$ 180.00	$ -	$ -
SFW-MNT-EL4-004	Software Maintenance, Evidence Library, 4th Year	0	$ 180.00	$ -	$ -
SFW-MNT-EL4-005	Software Maintenance, Evidence Library, 5th Year	0	$ 180.00	$ -	$ -
SFW-SQL-CAL-R21	Additional Software CAL, SQL Server 2008 R2, 1 CAL Pack	0	$ 100.00	$ 90.00	$ -
SFW-SQL-CAL-R25	Additional Software CALs, SQL Server 2008 R2, 5 CAL Pack	0	$ 460.00	$ 410.00	$ -
SFW-SQL-CAL-121	Additional Software CALs, SQL Server 2012, 1 CAL Pack	0	$ 150.00	$ 120.00	$ -

Watch Commander Live Video Streaming Application

		Quantity	MSRP	Direct	Extended
SFW-WCM-KIT-100	Watch Commander Live Video Streaming Application	0	$ 2,900.00	$ 2,500.00	$ -
SFW-WCM-LIC-FEE	Watch Commander Annual License Fee, 1st Year (Months 1-12)	0	$ 275.00	$ 250.00	$ -
SFW-WCM-LIC-FEE	Watch Commander Annual License Fee, 2nd Year (Months 13-24)	0	$ 275.00	$ 250.00	$ -
SFW-WCM-LIC-FEE	Watch Commander Annual License Fee, 3rd Year (Months 25-36)	0	$ 275.00	$ 250.00	$ -
SFW-WCM-LIC-FEE	Watch Commander Annual License Fee, 4th Year (Months 37-48)	0	$ 275.00	$ 250.00	$ -
SFW-WCM-LIC-FEE	Watch Commander Annual License Fee, 5th Year (Months 49-60)	0	$ 275.00	$ 250.00	$ -

Server Hardware and Software

		Quantity	MSRP	Direct	Extended
HDW-4RE-SRV-102 Small to Medium sized agency. 6-15 concurrent systems.	3U Rack Mount 16 SATA Drive Server, Intel Xeon E5-1620 V3 3.5GHz 4 Core 8 Threads, 8GB RAM, 2x128GB SSD 6GB/S MLC drives (boot) 3x480GB SSD MLC drives (sql), Windows Server 2012 R2 64-bit, SQL Server 2012 (5CAL), 3-Year full service (on-site or reimbursed) warranty. *This server system does NOT include supporting equipment like keyboards, network switches, monitor, etc.*	1	$ 8,600.00	$ 6,940.00	$ 6,940.00

Video Storage *Drives will be added to server and/or JBOD*

		Quantity	MSRP	Direct	Extended
HDW-4RE-HDD-4TB	4TB Hard Drives, Server Class,7,200 rpm, 64MB Cache	0	$ 555.00	$ 490.00	$ -
HDW-4RE-HDD-6TB	6TB Hard Drives, Server Class,7,200 rpm, 64MB Cache	5	$ 555.00	$ 490.00	$ 2,450.00
HDW-4RE-JBD-000	Optional JBOD Enclosure	0	$ -	$ -	$ -
HDW-4RE-RBT-000	Optional DVD Robot	0	$ -	$ -	$ -

Wireless Access Points

		Quantity	MSRP	Direct	Extended
WAP-BLD-245-001	Wi-Fi Access Point, 802.11n, 2.4/5GHz, Digital Steering	0	$ 3,270.00	$ 1.00	$ -
WAP-KIT-05G-001	WiFi Access Point Kit, 802.11n, 5GHz, Omni-Directional	0	$ 455.00	$ 405.00	$ -
WAP-BLD-05G-001	Wi-Fi Access Point, 802.11n, 5GHz, Sector Antenna	2	$ 285.00	$ 250.00	$ 500.00

Total IT Hardware and Software $ 10,890.00

WatchGuard Video Technical Services

		Quantity	MSRP	Direct	Extended
SVC-4RE-INS-100	4RE System Installation, In-Car (Per Unit Charge)	0	Quote	Quote	$ -
SVC-4RE-INS-101	4REm System Installation, Motorcycle (Per Unit Charge)	0	Quote	Quote	$ -
SVC-VID-REM-100	Video System Removal (Per Unit Charge)	0	Quote	Quote	$ -
SVC-4RE-000-000	4RE System Setup, Configuration, Testing and Training (Performed by WatchGuard Technical Services if selected)	1	$ -	$ 2,500.00	$ 2,500.00
SVC-WGV-ONS-300	Access Point installations including cable runs *(Work may be performed by a sub-contractor)*	0	$ 1,100.00	$ 1,000.00	$ -

Total Technical Services $ 2,500.00

Manual Adjustments

Description:	$ -

Notes: *Applicable taxes may apply and are not necessarily accounted for on this estimate. Contact WatchGuard Video for a revised estimate.*
ESTIMATE VALID FOR 30 DAYS

Subtotal:		$ 13,390.00
UPS Ground Shipping:		$ 275.00
Taxes:	0.0%	$ -
Software & Server TOTAL:		**$ 13,665.00**

Financing for 4RE

Estimate Only
Call for Detailed Quote
Within Texas

- Includes applicable warranty coverage
- You take ownership immediately. Fully paid off at end of term
- For a detailed quote, call WatchGuard to determine final project price, approximate date of first payment, desired financing term, and basic agency information

Payments	3-Year	4-Year	5-Year
Monthly	$ 462	$ 364	$ 305
Quarterly	Call Us	Call Us	Call Us
Semi-Annual	Call Us	Call Us	Call Us
Annual	Call Us	Call Us	Call Us

Note: This is only an estimate for 4RE related hardware, software and WG Technical Services. Actual costs related to a turn-key operation requires more detailed discussion and analysis, which will define actual back-office costs and any costs associated with configuration, support and installation. Please contact your sales representative for more details.

Quote valid for 30 days

CITY OF WILLMAR

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

COUNCIL ACTION REQUEST

DATE: November 1, 2016

SUBJECT: Petition for utility easement vacation Terraplane Estates

RECOMMENDATION: Staff recommends adopting the resolution vacating the utility easement.

BACKGROUND: KLC of Willmar Inc. (Koosman Land Company) replatted Terraplane Estates to accommodate single family home construction (SE Willmar 25th St. SE). During the replatting process it was determined that a utility easement would have to be relocated. KLC of Willmar, MN submitted a petition for vacation of a 109' of utility easement (see attached legal description). Willmar Municipal Utilities and private utility companies were notified and solicited for comments on the request.

FINANCIAL CONSIDERATION: All relocation costs shall be at the cost of the developer.

LEGAL: Municipal Code Section 9.01 Subdivision 4.A.

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

RESOLUTION NO. _____

VACATING A PORTION OF A UTILITY EASEMENT

WHEREAS, the vacation of that portion of the utility easement as described below was initiated by the developer KLC of Willmar:

Legal description to vacate a portion of the utility easement across Lots 17, 18, 19, and 20 of Block 2, TERRAPLANE ESTATES as of public record, Kandiyohi County, Minnesota said easement being 5' on each side of the following described line: Beginning at the northwest corner of said lot 19; thence southerly along the west line of Lots 19, 18, and 17 a distance of 109.00 of said line.

WHEREAS, the proposed vacation has been approved by the Public Works/Safety Committee of the City of Willmar; and

WHEREAS, mailed notice of the proposed vacation was sent to Willmar Municipal Utilities and affected private utility companies as per by Subdivision 6 of Section 9.01 of Subdivision 4.A. of the Willmar City Charter; and

WHEREAS, the City Council of Willmar finds that it is in the best interest of the City of Willmar to vacate that portion of said utility easement;

NOW, THEREFORE, BE IT RESOLVED, that the above described portion of dedicated utility easement be, and hereby is, vacated.

BE IT FURTHER RESOLVED that a certified copy of the Resolution be filed with the Kandiyohi County Recorder on or after the 7th day of November, 2016.

Dated this 7th day of November, 2016.

_____
MAYOR

Attest:

_____
CITY CLERK – TREASURER

CITY OF WILLMAR

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

COUNCIL ACTION REQUEST

DATE: November 1, 2016

SUBJECT: Standard Loan Renewal Agreement for F-14 TOMCAT at Airport

RECOMMENDATION: Staff recommends approving resolution to authorize City Administrator signature of loan renewal agreement.

BACKGROUND: The City of Willmar entered into a loan agreement with the Department of the Navy for an F-14 TOMCAT in 2006 to be placed at the Willmar Municipal Airport. Every five years the City must renew the loan agreement.

FINANCIAL CONSIDERATION: There is no fee involved with the renewal or storage of the aircraft, other than maintenance (painting of the aircraft is planned).

LEGAL: See attached loan renewal agreement.

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

RESOLUTION NO. ____

BE IT RESOLVED by the Willmar City Council, a municipal corporation of the State of Minnesota, that the City Administrator be authorized to enter into a Standard Renewal Loan Agreement between the City of Willmar and Department of the Navy for the F-14A TOMCAT aircraft.

Dated this 7th day of November, 2016

_____
MAYOR

Attest:

_____
CITY CLERK

DEPARTMENT OF THE NAVY
NATIONAL NAVAL AVIATION MUSEUM
1750 RADFORD BLVD
SUITE C
PENSACOLA FLORIDA 32508-5402

4002
Ser N43/ 5 0 5 - - -

STANDARD RENEWAL LOAN AGREEMENT

By this agreement, made as of 26 September 2016 between the United States of America, hereinafter called "the Government," represented by the Director, National Naval Aviation Museum (NNAM), hereinafter called "the Lender," and the Willmar Municipal Airport, hereinafter called "the Borrower," incorporated and operating under the laws of the State of Minnesota and located at 333 6th Street, SW, Willmar, MN 56201.

Pursuant to (Public Law 80-421 (10 U.S.C. 2572)), the Lender hereby loans to the Borrower the following United States Government property which is permanently assigned to the Lender:

AIRCRAFT/ ARTIFACT	BUREAU/ SERIAL NUMBER	NNAM ACCESSION #	VALUE
F-14A TOMCAT	160914	2006.127.001	$100,000

The Lender agrees to renew the current loan for the above listed property on sub-custody to the Borrower for a period of five years commencing 1 October 2016 and ending 1 October 2021, with an option for renewal, subject to the stipulations as set forth below.

The Borrower agrees to not sub-lease or display the above Government property at another location without prior written permission from the Lender.

Any work product, equipment or material resulting from efforts or at the expense of the Borrower with regard to the aircraft will become a permanent part of the aircraft and will be considered the property of the Lender unless specifically exempted by the Lender.

The Borrower agrees to repair or replace, at the discretion of the Lender, the borrowed item for any and all loss or damages that may be inflicted on the item while the life of the loan is in effect and/or until the loaned material is returned to the physical custody of the Lender. The Borrower agrees to be responsible to maintain corrosion control and routine maintenance. If the material borrowed is irreplaceable the borrower may be required to make monetary restitution to the Lender up to and including the full amount of value of the item.

The Borrower shall obtain no interest in the loaned property by reason of this agreement and title shall remain in the Lender at all times. Any improvements, modifications or additions on or to the property is limited to that approved in writing by the Lender and becomes the property of the Lender.

The Borrower agrees to use the loaned property in a careful and prudent manner, not without prior written permission of the Lender to modify, restore, or mount on pylons or any structure above ground in any way, which would alter the original form, design, or the historical significance of said property, to perform routine maintenance so as not to reflect discredit on the Lender and to display and protect it in accordance with the instructions set forth in Attachment One, incorporated herewith and made part of this Loan Agreement. Additionally, refer to Attachment I, Supplemental Requirements for Aircraft, Item 3, for more guidelines.

The Borrower agrees to report annually to the Lender on the condition and location of the property. The Borrower agrees to display prominently a placard with the property at all times which contains the following credit line: "THIS AIRCRAFT IS ON LOAN FROM THE NATIONAL NAVAL AVIATION MUSEUM AT PENSACOLA, FLORIDA." Additionally, articles published or submitted for publication or websites that refer to the loaned aircraft must credit the National Naval Aviation Museum as owner of the aircraft with, at a minimum, the words: "THIS AIRCRAFT IS ON LOAN FROM THE NATIONAL NAVAL AVIATION MUSEUM, PENSACOLA, FLORIDA."

The Borrower agrees to provide the Lender with 4 x 6 color prints on the loaned property within 90 days of the arrival of the aircraft at the Borrower's location and upon submission of the annual certification statement. The photographs shall depict one full length photograph and one individual photograph clearly identifying the Bureau Number/Serial Number, if applicable. Photographs shall include general views of the display/storage areas with enough detail to identify each aircraft and/or artifact.

The Borrower agrees not to use the loaned property as security for any loan, not to sell, lease, rent, lend, or exchange the property for monetary gain or otherwise under any circumstances. Sub-custody assignment or loaning the property to any other entity will be only with the prior written approval of the Lender.

The Borrower agrees to allow authorized Department of Defense representatives access to the Borrower's records and facilities to assure accuracy of information provided by the Borrower and compliance with the terms of this Loan Agreement.

The Borrower agrees to indemnify, save harmless, and defend the Lender from and against all claims, demands, actions, liabilities, judgements, costs, and attorney's fees, arising out of, claimed on account of, or in any manner predicated upon personal injury, death, or property damage caused by or resulting from possession and/or use of the loaned property.

The Borrower agrees to return said property to the Lender on termination of this Loan Agreement, or earlier, if it is determined that the property is no longer required, at no expense to the Lender.

The failure of the Borrower to observe any of the conditions set forth in this Loan Agreement and the attachment(s) thereto shall be sufficient cause for the Lender to repossess the loaned property. Repossession of all or any part of the loaned property by the Lender shall be made at no cost or expense to the Government; the Borrower shall defray all maintenance, freight, storage, crating, handling, transportation, and other charges attributable to such repossession.

The Borrower has read, understands and acknowledges that concealing a material fact and/or making a fraudulent statement in dealings with the federal government may constitute a violation of 18 USC 1001 (Attachment Two).

Executed on behalf of the Lender this 26 day of September, 2016, at Pensacola, Florida.

United States of America

By: Lenore F. Taylor

LENORE F. TAYLOR
By direction
National Naval Aviation Museum
1750 Radford Boulevard, Suite C
Pensacola, FL 32508-5402

ACCEPTANCE

The Borrower, through its authorized representative, hereby accepts responsibility for the loaned property subject to the terms and conditions contained in the Loan Agreement set forth above.

Executed on behalf of the Borrower this ____ day of _____2016, at _____.

_____

By:_____

Name:_____

Title:_____

Address:_____

_____

Telephone:( )_____

Fax:( )_____

E-mail:_____

ATTACHMENT ONE

SUPPLEMENTAL REQUIREMENTS FOR AIRCRAFT

1. The Borrower agrees to use the loaned aircraft for display or educational purposes only and to protect the aircraft from vandalism by displaying it behind fences, or by other suitable means to deter easy access. The Borrower agrees to furnish the Lender a notarized statement within 15 calendar days following the last day of each calendar year, certifying that the aircraft is still in the possession of the Borrower and being displayed in the same manner and condition as indicated by the original photograph or provide an updated photograph and details regarding changes.

2. The Borrower agrees that the loaned aircraft shall not be restored to flying condition, nor shall the aircraft be flown under any circumstances.

3. The Borrower agrees to maintain the loaned aircraft in good material condition including corrosion control, painting, preservation, etc. and not to cannibalize, exchange, or remove parts of the aircraft or to modify the aircraft without written permission by the Lender. In addition, the Borrower shall seek written permission from the Lender PRIOR to painting any markings or insignia onto aircraft, especially with respect to names being applied to aircraft.

4. If, at any time, the loaned aircraft is no longer used for display or educational purposes, or if the Borrower no longer wishes to keep the loaned aircraft, written notice shall be given to the Lender and the Lender shall be entitled to immediate repossession of the aircraft. The Lender will exercise its option within 60 days after receipt of written notice from the Borrower and will:

a. Advise the Borrower that the Lender has another requirement for the loaned aircraft and will make appropriate arrangements for repositioning.

b. Advise the Borrower that the Lender desires to repossess the loaned aircraft and will arrange for appropriate disposition at the present location.

c. Advise that the Lender has no further requirement for the loaned aircraft and that the Borrower, at the Borrower's expense, is authorized, based on the Borrower's preference, to dispose of the loaned aircraft by one of the following methods:

(1) Demilitarize/destroy the property to the extent required by current Department of Defense policy as set forth by detailed guidance to be provided by the Lender. The Borrower will be required to certify in writing to the Lender that all requirements have been met and will provide the Lender with photographs depicting the specific demilitarization and/or destruction accomplished.

(2) Transport the loaned aircraft to the nearest military activity, providing the installation commander of that activity is agreeable to accepting the aircraft. The Borrower will be responsible for any disassembly necessary and all arrangements to accomplish the movement and will be required to obtain a receipt from the military installation to be provided to the Lender for record purposes.

ATTACHMENT TWO

TITLE 18 – CRIMES AND CRIMINAL PROCEDURE

PART I – CRIMES

CHAPTER 47 – FRAUD AND FALSE STATEMENTS

Sec. 1001. Statements or entries generally

(a) Except as otherwise provided in this section, whoever, in any matter within the jurisdiction of the executive, legislative, or judicial branch of the Government of the United States, knowingly and willfully—

(1) falsifies, conceals, or covers up by any trick, scheme, or device a material fact;

(2) makes any materially false, fictitious, or fraudulent statement or representation; or

(3) makes or uses any false writing or document knowing the same to contain any materially false fictitious, or fraudulent statement or entry;

shall be fined under this title or imprisoned not more than 5 years, or both.

WILLMAR

Public Works Director

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

COUNCIL ACTION REQUEST

DATE: November 1, 2016

SUBJECT: Seasonal No Parking Restrictions

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

Approve seasonal No Parking restrictions along 9th Street SE and 12th Street SE from Willmar Avenue to 11th Avenue and Pioneer Circle SE.

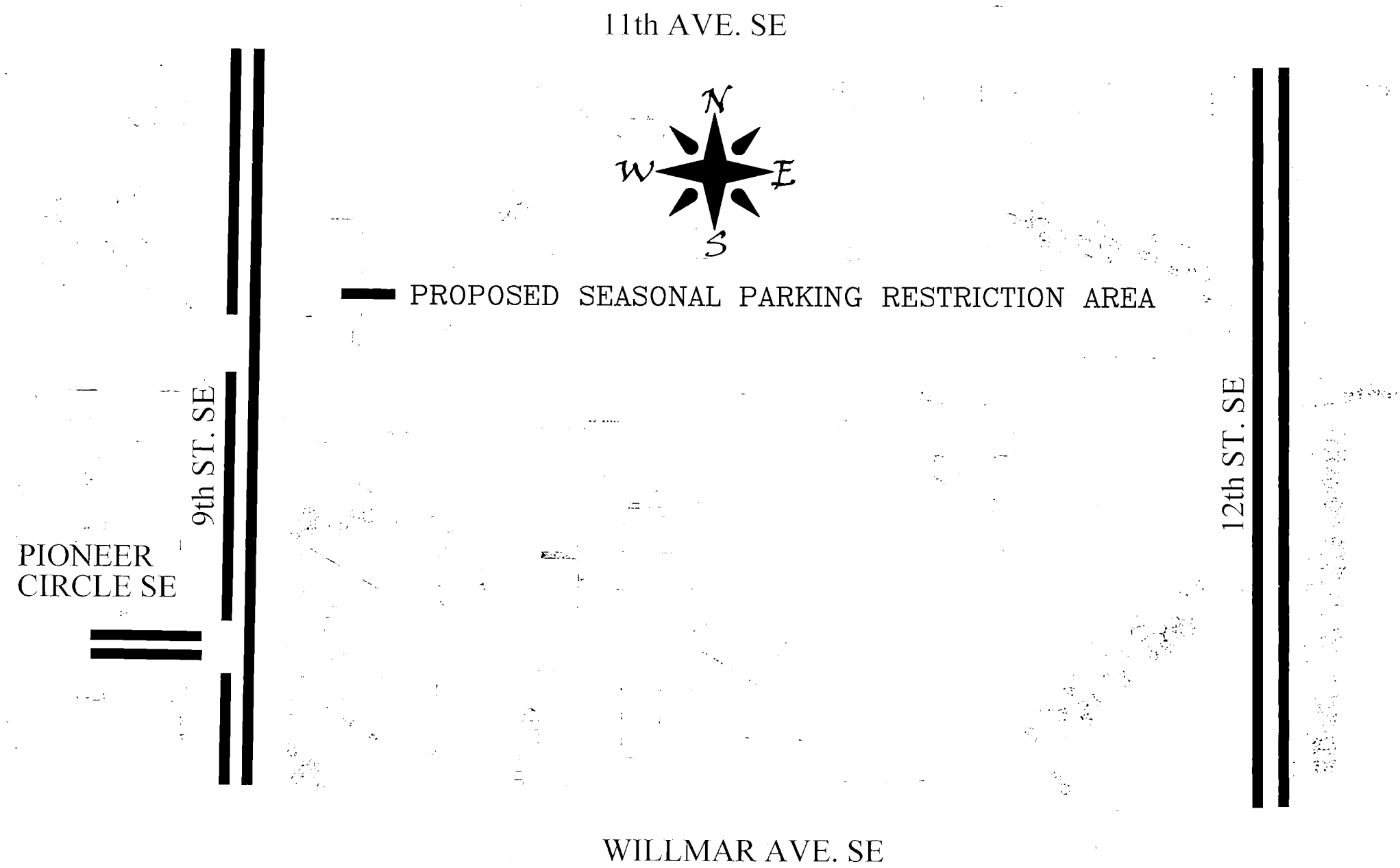
DESCRIPTION: Public Works staff has noted increased parking on City streets along 9th Street, 12th Street and Pioneer Circle SE. With the increased parking, there is a concern for obstruction of snow removal operations by City snowplows during the winter months. Staff is recommending signing the streets for seasonal parking restrictions to allow plows to more efficiently clear these streets.

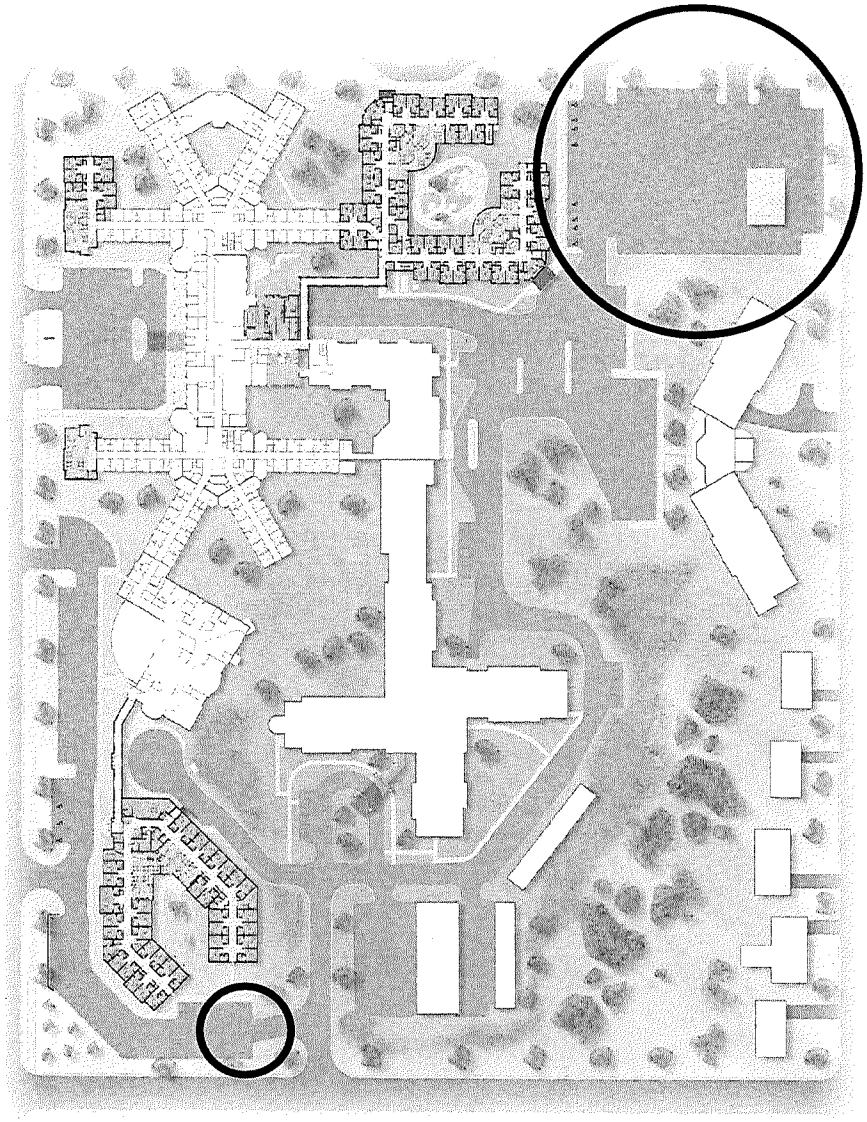
FINANCIAL CONSIDERATIONS: There are no financial implications to this action.

LEGAL: N/A

DEPARTMENT/RESPONSIBLE PARTY: Sean E. Christensen, Public Works Director

REVIEWED BY: Michael McGuire, Interim City Administrator


11th AVE. SE
N
W
E
S
PROPOSED SEASONAL PARKING RESTRICTION AREA
9th ST. SE
PIONEER
CIRCLE SE
12th ST. SE
WILLMAR AVE. SE



NOTICE

If you are a Bethesda team member, we respectfully request that you utilize our employee provided parking. It is important that we all remain respectful neighbors and valued resource in our neighborhood. ***Your positive response and adherence to this request will help us do just that.***

We appreciate your cooperation and continued support of Bethesda. If you have concerns about this request we welcome you to visit administration and we'd be happy to discuss them with you.

Thank you!
-Your Bethesda Family

Employee Parking Areas

- Back parking lot *(not signed for visitors)*
- Last 3 spots on each side of rear parking for Club Suites
- See reverse for campus map

Please do not park on residential streets or cul de sacs.

Bethesda

WILLMAR

Public Works Director

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

COUNCIL ACTION REQUEST

DATE: November 1, 2016

SUBJECT: Rice Park Improvements

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

1. To reject all bids for the Rice Park Improvements project and authorization to re-bid with a revised/reduced scope.

2. To accept the bid, award the contract for the Rice Park Improvements and find an approximate $50,000 to fund the project as originally bid.

BACKGROUND: SRF Consulting Group, Inc. solicited bids to remove the existing park shelter building and concrete wading pool; construct new picnic shelter with restrooms, concrete plaza and sidewalks, utility work, landscaping and irrigation at Rice Park. Six bids were opened on October 25th. All bids came in above the project budget amount.

FINANCIAL CONSIDERATION: The 2016 Capital Improvement Program includes $706,000 for the project. If option 2 above is the preferred alternative, approximately $50,000 additional will be required to complete the project as originally scoped.

LEGAL: N/A

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

Reviewed By: Michael McGuire, Interim City Administrator

10/27/16

City of Willmar
Rice Park Improvements
Analysis of Budget and Bids

		Reduced Quantites			
	Engineer's Estimate	Engineer's Estimate	Marcus Bid Price	Custom Bid Price	Ram Bid Price
Engineering (SRF)	$56,827	$56,827	$56,827	$56,827	$56,827
Splash Pad (CRE)	$191,362	$191,362	$191,362	$191,362	$191,362
Proposed improvements	$459,088	$404,669	$460,671	$451,096	$453,881
SUBTOTAL	$707,277	$652,858	$708,860	$699,285	$702,070
Willmar Project Budget	$706,000	$706,000	$706,000	$706,000	$706,000
Over/Under Budget	$1,277	($53,142)	$2,860	($6,716)	($3,930)
Alternates					
Alt 1: Shade structure	$17,158				
Alt 2: Tennis court removal	$27,000				
TOTAL WITH ALTERNATES	$751,435				
Over/Under	$45,435				

CITY OF WILLMAR
RICE PARK IMPROVEMENTS
BID ABSTRACT
OCTOBER 25,2016

ITEM NUMBER	ITEM DESCRIPTION	UNIT	QUANTITY	ENGINEER'S ESTIMATE		MARCUS CONSTRUCTION		CUSTOM BUILDERS		RAM GENERAL CONTRACTORS		CORNERSTONE CONSTRUCTION		DUININCK		EBERT CONSTRUCTION	
				UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL
2011.601	CONSTRUCTION SURVEYING	LUMP SUM	1	$4,500.00	$4,500.00	$2,915.00	$2,915.00	$4,000.00	$4,000.00	$3,025.00	$3,025.00			$3,000.00	$3,000.00	$2,860.00	$2,860.00
2021.501	MOBILIZATION	LUMP SUM	1	$21,000.00	$21,000.00	$48,790.74	$48,790.74	$40,000.00	$40,000.00	$1,870.00	$1,870.00			$50,000.00	$50,000.00	$31,200.00	$31,200.00
2100.614	PARK SHELTER	STRUCTURE	1	$300,000.00	$300,000.00	$303,168.48	$303,168.48	$300,000.00	$300,000.00	$355,444.10	$355,444.10			$350,000.00	$350,000.00	$403,774.90	$403,774.90
2104.501	REMOVE STORM SEWER	LIN FT	4.2	$250.00	$1,050.00	$37.85	$158.97	$43.00	$180.60	$39.28	$164.98			$70.00	$294.00	$37.14	$155.99
2104.501	REMOVE CURB & GUTTER	LF	30	$3.00	$90.00	$7.42	$222.60	$9.00	$270.00	$7.70	$231.00			$12.00	$360.00	$7.28	$218.40
2104.503	REMOVE CONCRETE WALK	SQ FT	1036	$2.00	$2,072.00	$2.66	$2,755.76	$3.00	$3,108.00	$2.76	$2,859.36			$1.00	$1,036.00	$2.61	$2,703.96
2104.505	REMOVE BITUMINOUS PAVEMENT	SQ YD	882.7	$3.35	$2,957.05	$3.60	$3,177.72	$4.00	$3,530.80	$3.74	$3,301.30			$4.50	$3,972.15	$3.54	$3,124.76
2104.509	REMOVE MANHOLE	EACH	2	$400.00	$800.00	$106.00	$212.00	$125.00	$250.00	$110.00	$220.00			$500.00	$1,000.00	$104.00	$208.00
2104.509	REMOVE LIGHTING UNIT	EACH	2	$290.00	$580.00	$318.00	$636.00	$360.00	$720.00	$330.00	$660.00			$325.00	$650.00	$312.83	$625.66
2104.601	REMOVE PICNIC SHELTER	LUMP SUM	1	$5,000.00	$5,000.00	$2,650.00	$2,650.00	$3,125.00	$3,125.00	$2,750.00	$2,750.00			$15,000.00	$15,000.00	$2,600.00	$2,600.00
2104.601	REMOVE WADING POOL	LUMP SUM	1	$5,000.00	$5,000.00	$7,155.00	$7,155.00	$8,100.00	$8,100.00	$7,425.00	$7,425.00			$8,800.00	$8,800.00	$7,020.00	$7,020.00
2106.501	EXCAVATION - COMMON (P)	CU YD	150	$5.00	$750.00	$4.24	$636.00	$5.00	$750.00	$4.40	$660.00			$40.00	$6,000.00	$4.16	$624.00
2106.507	EXCAVATION - SUBGRADE	CU YD	200	$5.00	$1,000.00	$4.24	$848.00	$5.00	$1,000.00	$7.70	$1,540.00			$32.00	$6,400.00	$4.16	$832.00
2211.503	AGGREGATE BASE (CV) CLASS 5	CU YD	170.1	$21.00	$3,572.10	$7.42	$1,262.14	$20.00	$3,402.00	$18.76	$3,191.08			$31.00	$5,273.10	$17.73	$3,015.87
2360.502	TYPE SP 12.5 WEARING COURSE MIXTURE (2,B)	TON	32	$70.00	$2,240.00	$132.50	$4,240.00	$150.00	$4,800.00	$115.50	$3,696.00			$105.00	$3,360.00	$119.60	$3,827.20
2503.602	CONNECT TO EXISTING SANITARY SEWER	EACH	1	$1,000.00	$1,000.00	$530.00	$530.00	$625.00	$625.00	$550.00	$550.00			$1,400.00	$1,400.00	$520.00	$520.00
2503.602	6" CLEAN-OUT ASSEMBLY (SANITARY SERVICE)	EACH	1	$1,000.00	$1,000.00	$636.00	$636.00	$625.00	$625.00	$660.00	$660.00			$1,020.00	$1,020.00	$624.00	$624.00
2503.603	6" PVC SDR 26 (SANITARY SERVICE)	LIN FT	103.4	$50.00	$5,170.00	$37.10	$3,836.14	$44.00	$4,549.60	$38.50	$3,980.90			$76.00	$7,858.40	$36.40	$3,763.76
2503.603	8" PVC SDR 26 (STORM SEWER)	LIN FT	54	$58.00	$3,132.00	$31.80	$1,717.20	$38.00	$2,052.00	$33.00	$1,782.00			$120.00	$6,480.00	$31.20	$1,684.80
2504.601	IRRIGATION SYSTEM	LUMP SUM	1	$2,200.00	$2,200.00	$3,392.00	$3,392.00	$6,500.00	$6,500.00	$6,380.00	$6,380.00			$5,654.00	$5,654.00	$1,164.80	$1,164.80
2504.602	CONNECT TO EXISTING WATER MAIN	EACH	1	$2,000.00	$2,000.00	$1,908.00	$1,908.00	$1,250.00	$1,250.00	$1,980.00	$1,980.00			$4,000.00	$4,000.00	$1,872.00	$1,872.00
2504.602	4" GATE VALVE AND BOX	EACH	1	$2,000.00	$2,000.00	$1,590.00	$1,590.00	$1,800.00	$1,800.00	$1,650.00	$1,650.00			$2,150.00	$2,150.00	$1,560.00	$1,560.00
2504.602	1" BLOWOFF VALVE	EACH	1	$500.00	$500.00	$1,590.00	$1,590.00	$1,800.00	$1,800.00	$1,650.00	$1,650.00			$1,500.00	$1,500.00	$1,560.00	$1,560.00
2504.603	4" C-900 PVC PIPE	LIN FT	87.6	$65.00	$5,694.00	$31.80	$2,785.68	$38.00	$3,328.80	$33.00	$2,890.80			$75.00	$6,570.00	$31.20	$2,733.12
2504.603	4" PVC CONDUIT (IRRIGATION)	LIN FT	42	$5.00	$210.00	$10.60	$445.20	$38.00	$1,596.00	$57.20	$2,402.40			$52.00	$2,184.00	$20.80	$873.60
2506.502	12" DIA. NYLOPLAST DRAIN BASIN WITH 8" PEDESTRIAN LOCKING GRATE	EACH	1	$350.00	$350.00	$1,802.00	$1,802.00	$2,125.00	$2,125.00	$1,870.00	$1,870.00			$3,400.00	$3,400.00	$1,768.00	$1,768.00
2506.502	30" DIA CONCRETE CATCH BASIN WITH 24" CASTING NEENAH R-2410	EACH	1	$1,000.00	$1,000.00	$1,590.00	$1,590.00	$1,875.00	$1,875.00	$1,650.00	$1,650.00			$4,800.00	$4,800.00	$1,560.00	$1,560.00
2506.522	ADJUST FRAME AND RING CASTING	EACH	1	$400.00	$400.00	$318.00	$318.00	$375.00	$375.00	$330.00	$330.00			$825.00	$825.00	$312.00	$312.00
2521.501	4" CONCRETE WALK	SQ FT	6890.8	$3.50	$24,117.80	$7.85	$52,714.62	$5.50	$37,899.40	$4.40	$30,319.52			$5.00	$34,454.00	$4.93	$33,971.64
2531.501	CONCRETE CURB & GUTTER DESIGN B612	LIN FT	30	$24.00	$720.00	$53.00	$1,590.00	$30.00	$900.00	$44.00	$1,320.00			$50.00	$1,500.00	$52.00	$1,560.00
2540.602	BICYCLE RACK	EACH	5	$700.00	$3,500.00	$392.20	$1,961.00	$650.00	$3,250.00	$149.60	$748.00			$390.00	$1,950.00	$197.60	$988.00
2540.602	BENCH	EACH	3	$1,200.00	$3,600.00	$472.76	$1,418.28	$1,200.00	$3,600.00	$1,205.60	$3,616.80			$1,920.00	$5,760.00	$1,269.81	$3,809.43
2540.602	SITTING WALL (CONCRETE)	LIN FT	114.1	$225.00	$25,672.50	$65.99	$7,529.46	$350.00	$39,935.00	$335.50	$38,280.55			$366.00	$41,760.60	$619.43	$70,676.96
2540.603	LANDSCAPE EDGER	LIN FT	72.3	$10.00	$723.00	$4.77	$344.87	$10.00	$723.00	$7.70	$556.71			$5.50	$397.65	$12.31	$890.01
2545.523	0.75" NON-METALLIC CONDUIT	LIN FT	306	$2.50	$765.00	$4.16	$1,272.96	$1.25	$382.50	$4.32	$1,321.92			$4.75	$1,453.50	$4.09	$1,251.54
2545.523	3" NON-METALLIC CONDUIT	LIN FT	324	$8.76	$2,838.24	$9.82	$3,181.68	$1.25	$405.00	$10.19	$3,301.56			$11.10	$3,596.40	$9.63	$3,120.12
2545.531	UNDERGROUND WIRE 1 COND NO 2/0	LIN FT	324	$4.75	$1,539.00	$4.91	$1,590.84	$1.25	$405.00	$5.09	$1,649.16			$5.60	$1,814.40	$4.82	$1,561.68
2545.531	UNDERGROUND WIRE 1 COND NO 10	LIN FT	306	$0.98	$299.88	$2.08	$636.48	$1.25	$382.50	$2.17	$664.02			$2.35	$719.10	$2.05	$627.30
2545.602	INSTALL SERVICE EQUIPMENT	EACH	1	$500.00	$500.00	$2,157.10	$2,157.10	$10,500.00	$10,500.00	$2,238.50	$2,238.50			$2,442.00	$2,442.00	$2,116.40	$2,116.40
2563.601	TRAFFIC CONTROL	LUMP SUM	1	$500.00	$500.00	$1,590.00	$1,590.00	$2,000.00	$2,000.00	$1,650.00	$1,650.00			$2,500.00	$2,500.00	$1,560.00	$1,560.00
2571.502	DECIDUOUS TREE 1.5" CAL B&B	TREE	32	$300.00	$9,600.00	$410.23	$13,127.36	$350.00	$11,200.00	$660.00	$21,120.00			$464.40	$14,860.80	$598.00	$19,136.00
2571.505	DECIDUOUS SHRUB NO. 2 CONT.	SHRUB	44	$15.00	$660.00	$71.57	$3,149.08	$55.00	$2,420.00	$37.40	$1,645.60			$81.00	$3,564.00	$70.51	$3,102.44
2571.507	PERENNIAL NO. 1 CONT.	PLANT	63	$4.00	$252.00	$23.27	$1,466.01	$30.00	$1,890.00	$22.00	$1,386.00			$26.30	$1,656.90	$31.20	$1,965.60
2572.501	TEMPORARY FENCE	LIN FT	300	$3.00	$900.00	$5.30	$1,590.00	$3.25	$975.00	$2.75	$825.00			$19.00	$5,700.00	$2.60	$780.00
2573.502	SILT FENCE, TYPE MS	LIN FT	1128.6	$2.50	$2,821.50	$3.71	$4,187.11	$4.25	$4,796.55	$3.85	$4,345.11			$3.00	$3,385.80	$3.64	$4,108.10
2573.530	STORM DRAIN INLET PROTECTION	EACH	2	$185.00	$370.00	$190.80	$381.60	$300.00	$600.00	$198.00	$396.00			$150.00	$300.00	$187.20	$374.40
2573.535	STABILIZED CONSTRUCTION EXIT	LUMP SUM	1	$2,000.00	$2,000.00	$2,862.00	$2,862.00	$3,375.00	$3,375.00	$2,970.00	$2,970.00			$150.00	$1,500.00	$2,808.00	$2,808.00
2574.525	COMMON TOPSOIL BORROW	CU YD	31.4	$30.00	$942.00	$4.24	$133.14	$20.00	$628.00	$4.40	$138.16			$50.00	$1,570.00	$4.16	$130.62
2575.555	TURF ESTABLISHMENT	LUMP SUM	1	$1,500.00	$1,500.00	$3,816.00	$3,816.00	$4,000.00	$4,000.00	$3,300.00	$3,300.00			$4,320.00	$4,320.00	$3,744.00	$3,744.00
		BASE BID TOTAL			$459,088.07		$507,668.21		$532,004.75		$536,606.52		$536,833.00		$636,191.80		$641,069.08
ALTERNATIVE 1																	
2540.602	SHADE STRUCTURE	LUMP SUM	1	$17,158.00	$17,158.00	$23,490.00	$23,490.00	$23,000.00	$23,000.00	$27,747.50	$27,747.50			$31,000.00	$31,000.00	$27,545.70	$27,545.70
		ALT 1 SUBTOTAL			$17,158.00		$23,490.00		$23,000.00		$27,747.50		$8,400.00		$31,000.00		$27,545.70
ALTERNATIVE 2																	
2104.601	REMOVE TENNIS COURT	LUMP SUM	1	$15,000.00	$15,000.00	$5,830.00	$5,830.00	$8,000.00	$8,000.00	$8,050.00	$8,050.00			$7,800.00	$7,800.00	$5,720.00	$5,720.00
2574.525	COMMON TOPSOIL BORROW	CU YD	400	$30.00	$12,000.00	$4.24	$1,696.00	$20.00	$8,000.00	$4.40	$1,760.00			$40.00	$16,000.00	$4.16	$1,664.00
2575.605	TURF ESTABLISHMENT	ACRE	0.3	$1,500.00	$450.00	$3,180.00	$954.00	$10,000.00	$3,000.00	$3,300.00	$990.00			$4,320.00	$1,296.00	$3,120.00	$936.00
		ALT 2 SUBTOTAL			$27,450.00		$8,480.00		$17,000.00		$8,800.00		$10,000.00		$25,096.00		$8,320.00
		TOTAL BASE BID			$459,088.07		$507,668.21		$532,004.75		$536,606.52		$536,833.00		$636,191.80		$641,069.08
		TOTAL BASE BID + ALT 1			$476,246.07		$531,158.21		$555,004.75		$564,354.02		$545,233.00		$667,191.80		$668,614.78
		TOTAL BASE BID + ALT 1 + ALT 2			$503,696.07		$539,638.21		$572,004.75		$573,154.02		$555,233.00		$692,287.80		$676,934.78

CITY OF WILLMAR
RICE PARK IMPROVEMENTS
BID ABSTRACT
OCTOBER 25,2016

ITEM NUMBER	ITEM DESCRIPTION	UNIT	MODIFIED QUANTITY	ENGINEER'S ESTIMATE		MARCUS CONSTRUCTION		CUSTOM BUILDERS		RAM GENERAL CONTRACTORS		CORNERSTONE CONSTRUCTION		DUININCK		EBERT CONSTRUCTION	
				UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL
2011.601	CONSTRUCTION SURVEYING	LUMP SUM	1	$4,500.00	$4,500.00	$2,915.00	$2,915.00	$4,000.00	$4,000.00	$3,025.00	$3,025.00			$3,000.00	$3,000.00	$2,860.00	$2,860.00
2021.501	MOBILIZATION	LUMP SUM	1	$21,000.00	$21,000.00	$48,790.74	$48,790.74	$40,000.00	$40,000.00	$1,870.00	$1,870.00			$50,000.00	$50,000.00	$31,200.00	$31,200.00
2100.614	PARK SHELTER	STRUCTURE	1	$300,000.00	$300,000.00	$303,168.48	$303,168.48	$300,000.00	$300,000.00	$355,444.10	$355,444.10			$350,000.00	$350,000.00	$403,774.90	$403,774.90
2104.501	REMOVE STORM SEWER	LIN FT	4.2	$250.00	$1,050.00	$37.85	$158.97	$43.00	$180.60	$39.26	$164.98			$70.00	$294.00	$37.14	$155.99
2104.501	REMOVE CURB & GUTTER	LF	30	$3.00	$90.00	$7.42	$222.60	$9.00	$270.00	$7.70	$231.00			$12.00	$360.00	$7.29	$219.40
2104.503	REMOVE CONCRETE WALK	SQ FT	1036	$2.00	$2,072.00	$2.66	$2,755.76	$3.00	$3,108.00	$2.76	$2,859.36			$1.00	$1,036.00	$2.61	$2,703.96
2104.505	REMOVE BITUMINOUS PAVEMENT	SQ YD	882.7	$3.35	$2,957.05	$3.60	$3,177.72	$4.00	$3,530.80	$3.74	$3,301.30			$4.50	$3,972.15	$3.54	$3,124.70
2104.509	REMOVE MANHOLE	EACH	2	$400.00	$800.00	$106.00	$212.00	$125.00	$250.00	$110.00	$220.00			$500.00	$1,000.00	$104.00	$208.00
2104.509	REMOVE LIGHTING UNIT	EACH	2	$290.00	$580.00	$318.00	$636.00	$360.00	$720.00	$330.00	$660.00			$325.00	$650.00	$312.83	$625.66
2104.601	REMOVE PICNIC SHELTER	LUMP SUM	1	$5,000.00	$5,000.00	$2,650.00	$2,650.00	$3,125.00	$3,125.00	$2,750.00	$2,750.00			$15,000.00	$15,000.00	$2,600.00	$2,600.00
2104.601	REMOVE WADING POOL	LUMP SUM	1	$5,000.00	$5,000.00	$7,155.00	$7,155.00	$8,100.00	$8,100.00	$7,425.00	$7,425.00			$6,800.00	$6,800.00	$7,020.00	$7,020.00
2106.501	EXCAVATION - COMMON (P)	CU YD	150	$5.00	$750.00	$4.24	$636.00	$5.00	$750.00	$4.40	$660.00			$40.00	$6,000.00	$4.16	$624.00
2106.507	EXCAVATION - SUBGRADE	CU YD	200	$5.00	$1,000.00	$4.24	$848.00	$5.00	$1,000.00	$7.70	$1,540.00			$32.00	$6,400.00	$4.16	$832.00
2211.503	AGGREGATE BASE (CV) CLASS 5	CU YD	128.0	$21.00	$2,688.00	$7.42	$949.76	$20.00	$2,560.00	$18.70	$2,393.60			$31.00	$3,968.00	$17.73	$2,269.44
2360.502	TYPE SP 12.5 WEARING COURSE MIXTURE (2,B)	TON	32	$70.00	$2,240.00	$132.50	$4,240.00	$150.00	$4,800.00	$115.50	$3,696.00			$105.00	$3,360.00	$119.50	$3,827.20
2503.602	CONNECT TO EXISTING SANITARY SEWER	EACH	1	$1,000.00	$1,000.00	$530.00	$530.00	$625.00	$625.00	$550.00	$550.00			$1,400.00	$1,400.00	$520.00	$520.00
2503.602	6" CLEAN-OUT ASSEMBLY (SANITARY SERVICE)	EACH	1	$1,000.00	$1,000.00	$636.00	$636.00	$625.00	$625.00	$680.00	$680.00			$1,020.00	$1,020.00	$624.00	$624.00
2503.603	6" PVC SDR 26 (SANITARY SERVICE)	LIN FT	103.4	$50.00	$5,170.00	$32.10	$3,636.14	$44.00	$4,549.60	$38.50	$3,980.90			$76.00	$7,858.40	$36.40	$3,763.76
2503.603	8" PVC SDR 26 (STORM SEWER)	LIN FT	54	$58.00	$3,132.00	$31.80	$1,717.20	$38.00	$2,052.00	$33.00	$1,782.00			$120.00	$6,480.00	$31.20	$1,684.80
2504.601	IRRIGATION SYSTEM	LUMP SUM	0	$2,200.00	$0.00	$3,392.00	$0.00	$8,500.00	$0.00	$9,350.00	$0.00			$5,654.00	$0.00	$1,164.80	$0.00
2504.602	CONNECT TO EXISTING WATER MAIN	EACH	1	$2,000.00	$2,000.00	$1,908.00	$1,908.00	$1,250.00	$1,250.00	$1,980.00	$1,980.00			$4,000.00	$4,000.00	$1,872.00	$1,872.00
2504.602	4" GATE VALVE AND BOX	EACH	1	$2,000.00	$2,000.00	$1,590.00	$1,590.00	$1,800.00	$1,800.00	$1,650.00	$1,650.00			$2,150.00	$2,150.00	$1,560.00	$1,560.00
2504.602	1" BLOWOFF VALVE	EACH	1	$500.00	$500.00	$1,590.00	$1,590.00	$1,800.00	$1,800.00	$1,650.00	$1,650.00			$1,500.00	$1,500.00	$1,560.00	$1,560.00
2504.603	4" C-900 PVC PIPE	LIN FT	87.6	$65.00	$5,694.00	$31.80	$2,785.68	$38.00	$3,328.80	$33.00	$2,890.80			$75.00	$6,570.00	$31.20	$2,733.12
2504.603	4" PVC CONDUIT (IRRIGATION)	LIN FT	42	$5.00	$210.00	$10.60	$445.20	$38.00	$1,596.00	$57.20	$2,402.40			$52.00	$2,184.00	$20.80	$873.60
2506.502	12" DIA. NYLOPLAST DRAIN BASIN WITH 8" PEDESTRIAN LOCKING GRATI	EACH	1	$350.00	$350.00	$1,802.00	$1,802.00	$2,125.00	$2,125.00	$1,870.00	$1,870.00			$3,400.00	$3,400.00	$1,768.00	$1,768.00
2506.502	30" DIA CONCRETE CATCH BASIN WITH 24" CASTING NEENAH R-2410	EACH	1	$1,000.00	$1,000.00	$1,590.00	$1,590.00	$1,875.00	$1,875.00	$1,650.00	$1,650.00			$4,800.00	$4,800.00	$1,560.00	$1,560.00
2506.522	ADJUST FRAME AND RING CASTING	EACH	1	$400.00	$400.00	$318.00	$318.00	$375.00	$375.00	$330.00	$330.00			$825.00	$825.00	$312.00	$312.00
2521.501	4" CONCRETE WALK	SQ FT	5190.8	$3.50	$18,167.80	$7.65	$39,709.62	$5.50	$28,549.40	$4.40	$22,839.52			$5.00	$25,954.00	$4.93	$25,590.64
2531.501	CONCRETE CURB & GUTTER DESIGN B612	LIN FT	30	$24.00	$720.00	$53.00	$1,590.00	$30.00	$900.00	$44.00	$1,320.00			$50.00	$1,500.00	$52.00	$1,560.00
2540.602	BICYCLE RACK	EACH	0	$700.00	$0.00	$392.20	$0.00	$650.00	$0.00	$149.60	$0.00			$390.00	$0.00	$197.60	$0.00
2540.602	BENCH	EACH	0	$1,200.00	$0.00	$472.76	$0.00	$1,200.00	$0.00	$1,205.60	$0.00			$1,920.00	$0.00	$1,269.81	$0.00
2540.602	SITTING WALL (CONCRETE)	LIN FT	0.0	$225.00	$0.00	$95.06	$0.00	$350.00	$0.00	$335.50	$0.00			$360.00	$0.00	$519.43	$0.00
2540.603	LANDSCAPE EDGER	LIN FT	0.0	$10.00	$0.00	$4.77	$0.00	$10.00	$0.00	$7.70	$0.00			$5.50	$0.00	$12.31	$0.00
2545.523	0.75" NON-METALLIC CONDUIT	LIN FT	306	$2.50	$765.00	$4.16	$1,272.96	$1.25	$382.50	$4.32	$1,321.92			$4.75	$1,453.50	$4.09	$1,251.54
2545.523	3" NON-METALLIC CONDUIT	LIN FT	324	$8.76	$2,838.24	$9.82	$3,181.68	$1.25	$405.00	$10.19	$3,301.56			$11.10	$3,596.40	$9.63	$3,120.12
2545.531	UNDERGROUND WIRE 1 COND NO 2/0	LIN FT	324	$4.75	$1,539.00	$4.91	$1,590.84	$1.25	$405.00	$5.09	$1,648.16			$5.60	$1,814.40	$4.52	$1,561.08
2545.531	UNDERGROUND WIRE 1 COND NO 10	LIN FT	306	$0.98	$299.88	$2.08	$636.48	$1.25	$382.50	$2.17	$664.02			$2.35	$719.10	$2.05	$627.30
2545.602	INSTALL SERVICE EQUIPMENT	EACH	1	$500.00	$500.00	$2,157.10	$2,157.10	$10,500.00	$10,500.00	$2,238.50	$2,238.50			$2,442.00	$2,442.00	$2,116.40	$2,116.40
2563.601	TRAFFIC CONTROL	LUMP SUM	1	$500.00	$500.00	$1,590.00	$1,590.00	$2,000.00	$2,000.00	$1,650.00	$1,650.00			$2,500.00	$2,500.00	$1,560.00	$1,560.00
2571.502	DECIDUOUS TREE 1.5" CAL B&B	TREE	0	$300.00	$0.00	$410.23	$0.00	$350.00	$0.00	$660.00	$0.00			$464.40	$0.00	$598.00	$0.00
2571.505	DECIDUOUS SHRUB NO. 2 CONT.	SHRUB	0	$15.00	$0.00	$71.57	$0.00	$55.00	$0.00	$37.40	$0.00			$81.00	$0.00	$70.51	$0.00
2571.507	PERENNIAL NO. 1 CONT.	PLANT	0	$4.00	$0.00	$23.27	$0.00	$30.00	$0.00	$22.00	$0.00			$26.30	$0.00	$31.20	$0.00
2572.501	TEMPORARY FENCE	LIN FT	75	$3.00	$225.00	$5.30	$397.50	$3.25	$243.75	$2.75	$206.25			$19.00	$1,425.00	$2.60	$195.00
2573.502	SILT FENCE, TYPE MS	LIN FT	1128.6	$2.50	$2,821.50	$3.71	$4,187.11	$4.25	$4,796.55	$3.85	$4,345.11			$3.00	$3,385.80	$3.64	$4,108.10
2573.530	STORM DRAIN INLET PROTECTION	EACH	2	$185.00	$370.00	$190.80	$381.60	$300.00	$600.00	$198.00	$396.00			$150.00	$300.00	$187.20	$374.40
2573.535	STABILIZED CONSTRUCTION EXIT	LUMP SUM	1	$2,000.00	$2,000.00	$2,862.00	$2,862.00	$3,375.00	$3,375.00	$2,970.00	$2,970.00			$150.00	$1,500.00	$2,808.00	$2,808.00
2574.525	COMMON TOPSOIL BORROW	CU YD	6.0	$30.00	$240.00	$4.24	$33.92	$20.00	$160.00	$4.40	$35.20			$50.00	$400.00	$4.16	$33.28
2575.555	TURF ESTABLISHMENT	LUMP SUM	1	$1,500.00	$1,500.00	$3,816.00	$3,816.00	$4,000.00	$4,000.00	$3,300.00	$3,300.00			$4,320.00	$4,320.00	$3,744.00	$3,744.00
		BASE BID TOTAL			$404,669.47		$460,671.06		$451,095.50		$453,881.35		$536,833.00		$545,337.75		$529,528.05
ALTERNATIVE 1																	
2540.602	SHADE STRUCTURE	LUMP SUM	1	$17,158.00	$17,158.00	$23,490.00	$23,490.00	$23,000.00	$23,000.00	$27,747.50	$27,747.50			$31,000.00	$31,000.00	$27,545.70	$27,545.70
		ALT 1 SUBTOTAL			$17,158.00		$23,490.00		$23,000.00		$27,747.50		$8,400.00		$31,000.00		$27,545.70
ALTERNATIVE 2																	
2104.501	REMOVE TENNIS COURT	LUMP SUM	1	$15,000.00	$15,000.00	$5,830.00	$5,830.00	$8,000.00	$8,000.00	$6,050.00	$6,050.00			$7,800.00	$7,800.00	$5,720.00	$5,720.00
2574.525	COMMON TOPSOIL BORROW	CU YD	400	$30.00	$12,000.00	$4.24	$1,696.00	$20.00	$8,000.00	$4.40	$1,760.00			$40.00	$16,000.00	$4.16	$1,664.00
2575.605	TURF ESTABLISHMENT	ACRE	0.3	$1,500.00	$450.00	$3,180.00	$954.00	$10,000.00	$3,000.00	$3,300.00	$990.00			$4,320.00	$1,296.00	$3,120.00	$936.00
		ALT 2 SUBTOTAL			$27,450.00		$8,480.00		$17,000.00		$8,800.00		$10,000.00		$25,096.00		$8,320.00
		TOTAL BASE BID			$404,669.47		$460,671.06		$451,095.50		$453,881.35		$536,833.00		$545,337.75		$529,528.05
		TOTAL BASE BID + ALT 1			$421,827.47		$484,161.06		$474,095.50		$481,628.85		$545,233.00		$576,337.75		$557,071.75
		TOTAL BASE BID + ALT 1 + ALT 2			$449,277.47		$492,641.06		$491,095.50		$490,428.85		$555,233.00		$601,433.75		$565,391.75

** This spreadsheet is for review purposes only and includes modifications to quantities that are not consistent with the project bid quantities.

LABOR RELATIONS COMMITTEE

MINUTES

The Labor Relations Committee met on Wednesday, November 2, 2016 at 4:45 p.m. in Conference Room No. 1 at the Willmar City Office Building.

Present:	Steve Ahmann	..... Chair
	Denis Anderson	..... Member
	Ron Christianson	..... Member
	Shawn Mueske	..... Member

Others present: Mayor Marv Calvin, Council Member Nelsen, Interim City Administrator Mike McGuire, Human Resource Director Bridget Buckingham, Finance Director Steve Okins and Janell Sommers, Administrative Assistant.

Item No. 1 Call to Order

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

Item No. 2 Public Comment

There were no public comments.

Item No. 3 Personnel Policy – Sick Leave Section (Motion)

Human Resource Director Bridget Buckingham presented proposed changes to the sick leave section of the City's Personnel Policy. In Section 5.2, Sick Leave Donation, it is proposed to add "member of the employee's immediate household." In the same paragraph remove the definition for a life-threatening illness or condition as defined by a physician's diagnosis. Under the conditions of which the donation of sick leave are subject to, delete No. 1.

The Committee discussed the changes proposed by staff. Council Member Anderson made a motion to approve the changes to the Personnel Policy as presented by staff. Council Member Mueske seconded the motion, which carried.

Item No. 4 Compensation/Classification Study (Information)

Human Resource Director Bridget Buckingham updated the Committee on the status of the compensation/classification study being conducted by Springsted. Rescoring of several positions were recently requested by Ann Antonsen of Springsted, which still need to be reviewed. The results were deferred to the next Committee meeting of November 16th.

Item No. 5 Health Insurance Update (Information)

Human Resource Director Bridget Buckingham updated the Committee on the status of the City's Health Insurance options to include the new HSA/VEBA. Mr. Gene Thule of the Southwest Service Cooperative is scheduled to meet with employees on November 10th to answer questions. Council Member Mueske suggested requesting several Willmar Municipal Utilities who currently have the plan join the discussion.

A motion was made by Council Member Mueske, seconded by Council Member Anderson to adjourn the meeting, motion passed. The meeting was adjourned at 4:55 p.m.

Respectfully submitted,

Janell Sommers

Janell Sommers
Administrative Assistant

WILLMAR

Human Resource Director

City Office Building
333 SW 6th Street
Willmar, MN 56201
Main Number 320-214-5180
Fax Number 320-235-4917

COUNCIL ACTION REQUEST

DATE: November 2, 2016

SUBJECT: Personnel Policy – Additional language in the Sick Leave benefit

RECOMMENDATION: Add the definition of employee own immediate household under section 5.2 Sick Leave Donation paragraph p. 77 of the Personnel Policy. In addition, it is recommended to delete item #1 and the language pertaining to health conditions in paragraph one.

With the express written approval of the City Administrator, City employees having accrued sick leave will be allowed to donate a portion of such accrued sick leave to fellow employees experiencing a major life threatening disease or condition suffered by the employee, spouse, children or stepchildren of either husband or wife or stepparents, <u>or a member of the employee's immediate household.</u> ~~A major life threatening disease or condition shall include but is not limited to the following, heart attack, stroke, organ transplant, or life threatening illness or condition as defined by a physician's diagnosis.~~
The donation of sick leave from one employee to another shall be subject to the following terms and conditions:

1. ~~An employee is only eligible to receive donated sick leave for time loss from work due to a major life threatening disease or condition as described above, equal to the number of hours of time, compensated by sick leave, vacation leave or compensatory time, which the employee would lose from his or her job due to the major life threatening disease or condition.~~
2. An Employee will be eligible to receive donated sick leave only after all accumulated sick leave, vacation leave, and compensatory time have been used by the employee.
3. No employee will be allowed to receive more than twenty (20) days of donated sick leave for any single major life threatening disease or condition without the express written approval of the City Administrator.
4. An employee may donate no more than sixteen (16) hours per calendar year to a single fellow employee. This shall not be construed to prohibit donating sixteen (16) hours per year to another fellow employee.
5. A written request to donate sick leave must be made to the City Administrator on forms designated by the City for this purpose.
6. The City Administrator shall have the right to deny use of donated sick leave or limit its use as shall be determined in the best interests of the City of Willmar.

BACKGROUND: The language "a member of the employee's immediate household" is stating in 5.2(D) but not in the donation of sick leave paragraph.

FINANCIAL CONSIDERATION: None

LEGAL:

Department/Responsible Party: Bridget Buckingham, Human Resource Director

Reviewed by: Mike McGuire, City Administrator

WILLMAR

City Clerk

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

COUNCIL ACTION REQUEST

DATE: November 7, 2016

SUBJECT: Consideration of Deferred Special Assessments for Senior Citizens and / or Disabled Persons

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

Adopt the Resolution Deferring Qualifying Applicant.

BACKGROUND:

The City Comprehensive Assessment Policy offers the option to defer special assessments to Senior Citizens and Disabled Persons meeting certain income guidelines. This year's project, the 2016 Street and Other Improvements, received one qualifying application.

FINANCIAL CONSIDERATION: $3,400.00

LEGAL:

Department/Responsible Party: Judy R. Thompson, City Clerk

RESOLUTION NO. ____

WHEREAS, the City Council of the City of Willmar, Minnesota, did order the reconstruction of certain streets during the year 2016 (Project 1601); and

WHEREAS, Minnesota Statutes, Sections 435.193 to 435.195 allows local governments certifying special assessments against municipal properties to defer the payment of that assessment for any homestead property owned by a person 65 years of age or older or retired by virtue of a permanent and total disability; and

WHEREAS, certain property owner(s) have made application to the City for delayed payment of tax on special assessments and have met the criteria contained in Minnesota Statutes for said deferment.

NOW, THEREFORE, BE IT RESOLVED by the Willmar City Council that special assessments as hereinafter designated be certified to the County and deferred for the years of 2017 through 2026 with interest at the annual rate of four and fifty hundredths (4.50%) percent.

BE IT FURTHER RESOLVED that the option to defer payments will terminate and all deferred payments and interest become payable if a) the owner dies and the surviving spouse is not eligible; b) the property or a portion of the property is sold, transferred or subdivided; c) the property loses its homestead status; or d) the City determines that to require immediate or partial payment would not create a hardship.

Daniel A. Ruter 929 Lakeland Drive NE Willmar, MN 56201	95-911-0610 Section 11, Township 119, Range 35 SOUTH 85', OF NORTH 715', OF WEST 150', OF EAST 183' OF GOV'T LOT 3	$3,400.00

Dated this 7th day of November, 2016.

Attest:

_____
MAYOR

_____
CITY CLERK

WILLMAR

City Clerk

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

COUNCIL ACTION REQUEST

DATE: November 7, 2016

SUBJECT: Board of Canvass

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

Set the Board of Canvass meeting for Monday, November 14, 2016, at 3:00 p.m. in Conference Room #1 at City Office Building.

BACKGROUND:

The City is required to hold a Board of Canvass meeting to certify results of the November 8, 2016, General Election. The full Council may be in attendance.

FINANCIAL CONSIDERATION: N/A

LEGAL:

Department/Responsible Party: Judy Thompson, City Clerk