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

May 15, 2017
7:00 p.m.

The regular meeting of the Willmar City Council was called to order by the Honorable Mayor Marv Calvin. Members present on a roll call were Mayor Marv Calvin, Council Members Audrey Nelsen, Ron Christianson, Rick Fagerlie, Kathy Schwantes, Fernando Alvarado, Andrew Plowman, Shawn Mueske and Julie Asmus. Present 9, Absent 0.

Also present were Interim City Administrator Mike McGuire, Planning and Development Services Director Bruce Peterson, Police Captain Michael Anderson, Public Works Director Sean Christensen, Human Resource Director Bridget Buckingham, City Clerk Judy Thompson and City Attorney Robert Scott.

Proposed additions and deletions to the agenda included: Mayor Calvin proposed adding a Change Order for the Destination Playground. Interim City Administrator Mike McGuire proposed, from the Council Work Session, to add language acceptance in regard to the Master Cooperative Agreement for the Wye Project. Council Member Fagerlie moved to approve the agenda as proposed. Council Member Nelsen seconded the motion, which carried.

Public Works Director Sean Christensen presented details of the proposed Change Order for the Destination Playground which involves increasing the thickness of the surface material in certain areas of the playground for safety reasons. **Resolution No. 17-45 Add to Existing Contract Destination Playground Surface America Contract in the Amount of $1,574.00** was introduced by Council Member Nelsen. Council Member Schwantes seconded the motion which carried on a roll call vote of Ayes 8, Noes 0.

Planning and Development Services Director Bruce Peterson gave a brief update on the Wye Project and the status of the Master Cooperative Agreement. Mr. Peterson was requesting Council action to accept the proposed language. Council Member Nelsen offered a motion to approve the proposed language as presented by staff. Council Member Mueske seconded the motion, which carried.

City Clerk Judy Thompson reviewed the consent agenda.

A. City Council Minutes of May 1, 2017
B. Willmar Municipal Utilities Board Minutes of May 8, 2017
C. Planning Commission Minutes of May 10, 2017
D. Application for Exempt Permit – Pheasants Forever, Inc.
E. Liquor License for 1000 Degrees Neapolitan Pizzeria
F. ~~Memorandum of Agreement for the Supervisor Group~~
G. ~~Updated Employment Policies, Practices and Procedures Document~~
H. ~~Building Maintenance Coordinator Position and Job Description~~
I. ~~Memorandum of Record for 2017 Non-Represented Employees~~
J. ~~Resolution Approving Plans and Specs for Airport East Taxi Lane~~
K. **Resolution No. 17-46 1701-B As-Bid Budget Estimated Total Cost $1,464,679.00; Resolution No. 17-47 1703-A As-Bid Budget Total Cost $945,558.00; Resolution No. 17-48 1801-A Preliminary Budget Estimated Total Cost $285,159; and Resolution No. 17-49 1904 Preliminary Budget Estimated Total Cost $444,227**
L. Central Community Transit Operation Board Minutes of March 28, 2017
M. Willmar Community Center Board Minutes of April 14, 2017
N. CER Joint Powers Board Minutes of April 28, 2017
O. Building Report for the Month of April, 2017
P. Fire Department Statistics Report for the Month of April, 2017

Q. Accounts Payable Report through May 10, 2017
R. Financial Reports

Council Member Fagerlie offered a motion to approve the Consent Agenda. Council Member Plowman asked that Item J. be removed for discussion. Council Member Nelsen asked that Items G. H. and I. be removed and brought back to a work session for review. Mayor Calvin asked that Item F. be removed for discussion. Council Member Christianson seconded the motion to approve the consent agenda with the removal of Items J. G. H. I. and F., which carried on a roll call vote of Ayes 8, Noes 0.

Council Member Plowman requested Eric Rudningen, Airport Operations Supervisor, address issues involved in the improvements being proposed for the airport east taxi lane. Following discussion, **Resolution No. 17-50 Approving Final Plans and Specifications and Ordering Advertisement for Bids Airport East Taxi Lane Reclamation Project** was introduced by Council Member Plowman. Council Member Fagerlie seconded the motion to approve Item J. which carried on a roll call vote of Ayes 8, Noes 0.

Council Member Nelsen asked that Items G. H. and I. be brought back to a work session for additional information and further discussion. Due to the lack of a motion, no action was taken.

Mayor Calvin asked Human Resource Director Bridget Buckingham for clarification on Item F. Council Member Nelsen asked that this be brought back to the next meeting, along with the other items that were removed from the Consent Agenda. Due to the lack of a motion, no action was taken.

No one was present to speak during the Open Forum.

Planning and Development Services Director Bruce Peterson presented information in regard to the GM Development Project and stated the final step in the sale of property is to conduct a public hearing to recognize the land write-down as a business subsidy. Following discussion, Council Member Plowman offered a motion to set the public hearing for June 5, 2017 at 7:02 p.m. Council Member Mueske seconded the motion, which carried.

Planning and Development Services Director Bruce Peterson presented information in regard to a purchase agreement with ISCO on behalf of Buhler-Versatile for the purchase of land legally described as Lot 2, Block 4, Willmar Industrial Park Third Addition. Following discussion, **Resolution No. 17-51 Purchase Agreement with ISCO, Inc. in the Amount of $322,807.50 Subject to the Industrial Land Write-Down Policy** was introduced by Council Member Plowman. Following discussion, Council Member Asmus seconded the motion which carried on a roll call vote of Ayes 8, Noes 0.

Planning and Development Services Director Bruce Peterson recommended the Council approve the introduction of the ordinance authorizing the sale of real property to ISCO, Inc., and set a public hearing for June 5, 2017 at 7:03 p.m. Council Member Nelsen moved to approve staff's recommendation. Council Member Alvarado seconded the motion, which carried.

Planning and Development Services Director Bruce Peterson recommended the Council set a public hearing for June 5, 2017 at 7:04 p.m. granting the proposed business subsidy/land write-down agreement between the City of Willmar and Buhler Versatile, Inc. Council Member Nelsen moved to approve staff's recommendation. Council Member Alvarado seconded the motion, which carried.

Council Member Christianson inquired about the current land write-down policy. Council Member Nelsen asked Planning and Development Services Director Bruce Peterson to obtain policies from other communities of similar size to Willmar. Mr. Peterson offered to bring our current land write-down policy to a future work session for discussion and review.

Planning and Development Services Director Bruce Peterson recommended the Council approve the introduction of the ordinance to rezone property from AG (Agricultural) to GB (General Business), and set a public hearing for June 5, 2017 at 7:05 p.m. Mr. Peterson stated this rezone is being requested by FRE Holdings,

LLC of Cold Spring, Minnesota for development of a new Schwieters Chevrolet car dealership. Council Member Mueske offered a motion to approve staff's recommendation. Council Member Fagerlie seconded the motion, which carried.

Public Works Director Sean Christianson presented a request to accept an additional $99,000 from the Willmar Area Community Foundation Friends of Robbins Island Park Fund to support the construction of the Destination Playground. This is the third donation received, thus far. **Resolution No. 17-52 Accepting Donation from Willmar Area Community Foundation for Robbins Island Destination Playground Project in the Amount of $99,000** was introduced by Council Member Nelsen. Council Member Alvarado seconded the motion which carried on a roll call vote of Ayes 8, Noes 0.

Mayor Calvin made the following announcements: the Willmar Lakes Area has been selected to host the 2018 Minnesota Governor's Fishing Opener on Green Lake, Spicer, Minnesota and thanked the Convention and Visitors Bureau for their hard work involved in making this happen. Willmar Chamber Executive Director Ken Warner recently received the Executive of the Year Award by the Regional Chamber Organization. Minnesota 1st Citizens Assemblies, a Hamline University Project, has selected Willmar to be the second site in Minnesota, after Red Wing, to receive a $500,000 grant. The Destination Playground build will be starting May 16th at 8:00 a.m. continuing until May 25th, and urged citizens to stop out and volunteer if they have time.

Council Member Nelsen thanked everyone who has volunteered to work on the Destination Playground Project.

Mayor Calvin acknowledged this is the last meeting for Interim City Administrator Michael McGuire and thanked him for all his work he has done for Willmar, the City Council, and staff.

Interim City Administrator Michael McGuire thanked the Mayor and Council for the opportunity to serve the City of Willmar and credited Council and staff for the direction the City is going. Mr. McGuire stated Willmar has a very dedicated and talented staff.

Council Member Nelsen offered a motion to adjourn the meeting with Council Member Alvarado seconding the motion, which carried. The meeting adjourned at 7:50 p.m.

Attest: MAYOR

SECRETARY TO THE COUNCIL

RESOLUTION NO. 17-45

ADD TO EXISTING CONTRACT
DESTINATION PLAYGROUND SURFACE AMERICA CONTRACT

Motion By: Nelsen Second By: Schwantes

WHEREAS, a contract has been awarded to Surface America of Williamsville, New York, on April 27, 2017, in the amount of $181,000.00 for surfacing services and materials for the Willmar Destination Playground; and

WHEREAS, it is desired to add to the above contract due to the increase in thickness in 1,659 square

feet of the play area to 4 inches thick total instead of 3 ½ inches for recommended safety reasons.

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

1. Additional work is herewith authorized to be added to the above contract in the amount of $1,574.00 and identified as Change Order No. 1.

2. Funding for the additional work is from the project budget.

Dated this 15th day of May, 2017.

s/s Marv Calvin
Mayor

Attest:

s/s Judy Thompson
City Clerk

RESOLUTION NO. 17-46
1701-B AS-BID BUDGET
ESTIMATED TOTAL COST $1,464,679.00
*Budget Amounts are Essential

Motion By: Fagerlie Second By: Christianson

Code		
PERSONNEL SERVICES		
10* Salaries Reg. Employees		
11* Overtime Reg. Employees		
12* Salaries Temp. Employees		
13* Employer Pension Contr.		
14* Employer Ins. Contr.		
TOTAL	**$0.00**	
SUPPLIES		
20* Office Supplies		
21* Small Tools		
22* Motor Fuels & Lubricants		
23* Postage		
24 Mtce. of Equipment		
25 Mtce. of Structures		
26 Mtce. of Other Improvements		
27 Subsistenance of Persons		
28 Cleaning & Waste Removal		
29* General Supplies		
TOTAL	**$0.00**	

RECEIVABLES	
Assessments Prop Owners	$343,360.00
Community Investment	$476,640.00
General	$600,000.00
State Aid	$0.00
WTP	$0.00
MUC	$44,679.00
Kandiyohi County	$0.00
TOTAL	**$1,464,679.00**
FINANCING	
General	$600,000.00
Bonds	$820,000.00
State Aid	$0.00
WTP	$0.00
MUC	$44,679.00
Kandiyohi County	$0.00
TOTAL	**$1,464,679.00**
GRAND TOTAL	**$1,464,679.00**

OTHER SERVICES	
33* Travel-Conf.-Schools	
34 Mtce. of Equipment	
35 Mtce. of Structures	
36* Mtce. of Other Impr.	$1,149,310.00
37 Subsistence of Persons	
38 Cleaning & Waste Removal	
39* Other Services	$114,931.00
TOTAL	**$1,264,241.00**
OTHER CHARGES	
46* Prof. Serv.	$183,569.00
49 Other Charges	$16,869.00
TOTAL	**$200,438.00**
GRAND TOTAL	**$1,464,679.00**

Dated this 15th day of May, 2017

s/s Marv Calvin
Mayor

Attest:

s/s Judy Thompson
City Clerk

RESOLUTION NO. 17-47
1703-A AS-BID BUDGET
TOTAL COST $945,558.00
*Budget Amounts are Essential

Motion By: Fagerlie Second By: Christianson

Code

PERSONNEL SERVICES	
10* Salaries Reg. Employees	
11* Overtime Reg. Employees	
12* Salaries Temp. Employees	
13* Employer Pension Contr.	
14* Employer Ins. Contr.	
TOTAL	**$0.00**
SUPPLIES	
20* Office Supplies	
21* Small Tools	
22* Motor Fuels & Lubricants	
23* Postage	
24 Mtce. of Equipment	
25 Mtce. of Structures	
26 Mtce. of Other Improvements	
27 Subsistence of Persons	
28 Cleaning & Waste Removal	
29* General Supplies	
TOTAL	**$0.00**

RECEIVABLES	
Assessments Prop Owners	$333,777.00
Community Investment	-$53,777.00
General	$0.00
State Aid	$551,450.00
WTP	$0.00
MUC	$14,108.00
Kandiyohi County	$100,000.00
TOTAL	**$945,558.00**
FINANCING	
General	$0.00
Bonds	$280,000.00
State Aid	$551,450.00
WTP	$0.00
MUC	$14,108.00
Kandiyohi County	$100,000.00
TOTAL	**$945,558.00**
GRAND TOTAL	**$945,558.00**

Dated this 15th day of May, 2017

OTHER SERVICES		
33* Travel-Conf.-Schools		
34 Mtce. of Equipment		s/s Marv Calvin
35 Mtce. of Structures		Mayor
36* Mtce. of Other Impr.	$707,881.00	
37 Subsistence of Persons		**Attest:**
38 Cleaning & Waste Removal		
39* Other Services	$70,788.00	
TOTAL	**$778,669.00**	s/s Judy Thompson
		City Clerk
OTHER CHARGES		
46* Prof. Serv.	$165,256.00	
49 Other Charges	$1,633.00	
TOTAL	**$166,889.00**	
GRAND TOTAL	**$945,558.00**	

RESOLUTION NO. 17-48
1801-A PRELIMINARY BUDGET
ESTIMATED TOTAL COST $285,159
*Budget Amounts are Essential

Motion By: Fagerlie Second By: Christianson

Code		
PERSONNEL SERVICES		**RECEIVABLES**
10* Salaries Reg. Employees		Assessments Prop Owners
11* Overtime Reg. Employees		Community Investment
12* Salaries Temp. Employees		General
13* Employer Pension Contr.		State Aid
14* Employer Ins. Contr.		WTP
TOTAL	**$0.00**	MUC
		Kandiyohi County
		TOTAL
SUPPLIES		
20* Office Supplies		**FINANCING**
21* Small Tools		General
22* Motor Fuels & Lubricants		Bonds
23* Postage		State Aid
24 Mtce. of Equipment		WTP
25 Mtce. of Structures		MUC
26 Mtce. of Other Improvements		Kandiyohi County
27 Subsistence of Persons		**TOTAL**
28 Cleaning & Waste Removal		
29* General Supplies		**GRAND TOTAL**
TOTAL	**$0.00**	

Dated this 15th day of May, 2017

OTHER SERVICES		
33* Travel-Conf.-Schools		
34 Mtce. of Equipment		s/s Marv Calvin
35 Mtce. of Structures		Mayor
36* Mtce. of Other Impr.	$221,401.00	
37 Subsistence of Persons		**Attest:**
38 Cleaning & Waste Removal		
39* Other Services	$22,140.00	
TOTAL	**$243,541.00**	s/s Judy Thompson
		City Clerk
OTHER CHARGES		
46* Prof. Serv.	$41,618.00	
TOTAL	**$41,618.00**	
GRAND TOTAL	**$285,159.00**	

RESOLUTION NO. 17-49
1904 PRELIMINARY BUDGET
ESTIMATED TOTAL COST $444,227
*Budget Amounts are Essential

Motion By: Fagerlie Second By: Christianson

Code			
PERSONNEL SERVICES		**RECEIVABLES**	
10* Salaries Reg. Employees		Assessments Prop Owners	$0.00
11* Overtime Reg. Employees		Community Investment	$234,227.00
12* Salaries Temp. Employees		General	$0.00
13* Employer Pension Contr.		Federal Aid	$210,000.00
14* Employer Ins. Contr.		WTP	$0.00
TOTAL	**$0.00**	MUC	$0.00
		Kandiyohi County	$0.00
		TOTAL	**$444,227.00**
SUPPLIES			
20* Office Supplies		**FINANCING**	
21* Small Tools		General	$0.00
22* Motor Fuels & Lubricants		Bonds	$234,227.00
23* Postage		Federal Aid	$210,000.00
24 Mtce. of Equipment		WTP	$0.00
25 Mtce. of Structures		MUC	$0.00
26 Mtce. of Other Improvements		Kandiyohi County	$0.00
27 Subsistenance of Persons		**TOTAL**	**$444,227.00**
28 Cleaning & Waste Removal			
29* General Supplies		**GRAND TOTAL**	**$444,227.00**
TOTAL	**$0.00**		

Dated this 15th day of May, 2017

OTHER SERVICES		
33* Travel-Conf.-Schools		
34 Mtce. of Equipment		s/s Marv Calvin
35 Mtce. of Structures		Mayor
36* Mtce. of Other Impr.	$330,683.00	
37 Subsistence of Persons		**Attest:**
38 Cleaning & Waste Removal		
39* Other Services	$33,068.00	
TOTAL	**$363,751.00**	s/s Judy Thompson
		City Clerk
OTHER CHARGES		
46* Prof. Serv.	$80,476.00	Engineering fees to come out of PIR until Federal Funds are received
49 Other Charges	$0.00	
TOTAL	**$80,476.00**	
GRAND TOTAL	**$444,227.00**	

RESOLUTION NO. 17-50
A RESOLUTION APPROVING FINAL PLANS AND SPECIFICATIONS AND ORDERING ADVERTISEMENT FOR BIDS
AIRPORT EAST TAXILANE RECLAMATION PROJECT

Motion by: Plowman Seconded by: Fagerlie

WHEREAS the airport consultant Bolton and Menk for the City of Willmar has presented to the City Council plans and specifications for the taxilane reclamation project for the City of Willmar;

NOW THEREFORE BE IT RESOLVED BY THE City Council of Willmar:

Final plans and specifications are hereby approved. An advertisement for bids shall be published and shall indicate that bids will be received on June 14, 2017.

Dated this 15th day of May, 2017.

s/s Marv Calvin
Mayor

Attest:

s/s Judy Thompson
City Clerk

RESOLUTION NO. 17-51

PURCHASE AGREEMENT WITH ISCO, INC.

Motion By: Plowman Second By: Asmus

Be it resolved by the City Council of the City of Willmar, a municipal corporation of the State of Minnesota, that the Mayor and City Administrator be authorized to execute a Purchase Agreement with ISCO, Inc. for the sale of Lot 4, Block 2, Willmar Industrial Park Third Addition in the amount of $322,807.50 subject to the Industrial Land Write-Down Policy.

Dated this 15th day of May, 2017.

s/s Marv Calvin
MAYOR

s/s Judy Thompson
CITY CLERK

CITY OF WILLMAR
RESOLUTION NO. 17-52

A RESOLUTION BY THE MAYOR AND CITY COUNCIL OF THE CITY OF WILLMAR, MINNESOTA ACCEPTING DONATION FROM WILLMAR AREA COMMUNITY FOUNDATION FOR ROBBINS ISLAND DESTINATION PLAYGROUND PROJECT

Motion By: Nelsen Second By: Alvarado

WHEREAS, the City of Willmar ("City") owns Robbins Island Park and Recreation Area, a 55 acre parcel of real property owned, maintained and operated for public recreational use by the City located on Business Highway 71 North in the City of Willmar, Minnesota (Kandiyohi County Parcel I.D. No. 95-911-0920) ("Robbins Island"); and

WHEREAS, CommunityGiving, a Minnesota nonprofit corporation, doing business as the Willmar Area Community Foundation ("WACF"), is administering the Friends of Robbins Island Park Fund, a fund comprised solely of private donations solicited by community volunteers dedicated to facilitating the construction of a Destination Playground on approximately 19,000 square feet at Robbins Island, as depicted on the site plan attached to Willmar City Council Resolution No. 17-07, dated February 6, 2017 as Exhibit A (the "playground project"); and

WHEREAS, WACF proposes to donate funds from its Friends of Robbins Island Park Fund to cover 100 percent of the City's cost to purchase all equipment, materials, supplies and services necessary to construct the playground project, and made an initial donation totaling $200,000.00 for such purposes, which donation was duly accepted by the Willmar City Council by Resolution No. 17-07, dated February 6, 2017 and a second donation of $99,000 by Resolution No. 17-24 dated March 20, 2017; and

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

WHEREAS, the City remains supportive of the playground project and WACF's proposal to donate the funds required to construct the playground project to the City and is agreeable to the conditions placed upon the donation as stated herein.

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

1. The City hereby accepts the donation from WACF totaling $99,000.00 and all in support of the playground project, and all subject to the conditions applicable to WACF's first donation as stated in Willmar City Council Resolution No. 17-07, dated February 6, 2017, which conditions are incorporated herein by reference.

Adopted by the City Council of the City of Willmar on May 15, 2017.

Approved:

s/s Marv Calvin
Mayor

Attested:

s/s Judy Thompson
City Clerk

SUBJECT TO FINAL APPROVAL OF THE MUNICIPAL UTILITIES COMMISSION

WILLMAR MUNICIPAL UTILITIES MINUTES
MUNICIPAL UTILITIES AUDITORIUM
MAY 22, 2017

The Municipal Utilities Commission met in its regular meeting on Monday, May 22, 2017 at 11:45 a.m. in the Municipal Utilities Auditorium with the following Commissioners present: Carol Laumer, Justin Mattern, Nathan Weber, Dan Holtz, Bruce DeBlieck and Ross Magnuson. Absent was Commissioner Abdirizak Mahboub.

Others present at the meeting were: General Manager John Harren, Director of Finance Denise Runge, Power Supply Manager Chris Carlson, Customer Service Supervisor Stacy Stien, Power Plant Supervisor Jon Folkedahl, Facilities & Purchasing Supervisor Kevin Marti, Administrative Secretary Beth Mattheisen, Power Resources Analyst Michelle Marotzke, Water & Heating Supervisor Joel Braegelman, Energy Services/Marketing Rep Mary Kosbab, Compliance/Safety/HR Officer Janell Johnson, Line Supervisor Todd Graves, Project Assistant Kim Wesbur, City Councilmember Shawn Mueske, and City Attorney Robert Scott (via teleconference).

Due to the absence of Commission Secretary Mahboub, Commission President Laumer opened the meeting by appointing Commissioner Holtz to serve as Acting Secretary. Following the appointment, Commissioner Laumer requested the Commission to offer a resolution to approve the Consent Agenda. Following review and discussion, Commissioner Holtz offered a resolution to approve the Consent Agenda as presented. Commissioner Mattern seconded.

RESOLUTION NO. 16

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

- Minutes from the May 8, 2017 Commission meeting; and,
- Bills represented by vouchers No. 170784 to No. 170875 and associated wire transfers inclusive in the amount of $1,955,094.34.

Dated this 22nd day of May, 2017.

_____
President

Attest:

_____
Acting Secretary

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

General Manager Harren along with Energy Services/Marketing Rep Kosbab recapped for the Commission two recent meetings held related to district heating. On May 9th, WMU hosted a meeting with area contractors to discuss the status and concerns regarding the district heating system (i.e. process, steps needed to assist customers, etc.). On May 17th, an informational meeting with district heating customers was held. The tentative timeline to potentially discontinue district

heating was reviewed along with the transitional process. Customers were given the opportunity ask any questions they may have regarding the process. CenterPoint Energy representatives were also on hand to answer any questions regarding the transition from district heating to an alternate heat source.

At approximately 11:50 a.m., Commissioner Laumer announced that two Public Hearings related to district heating would be conducted at this time. Laumer informed the Commission and those in attendance of the rules for conducting the hearings. It was further noted that legal notices had been published in the West Central Tribune on May 12th, 13th & 15th. There were seven citizens in attendance. The first public hearing was held to address the proposal to discontinue the District Heating (DH) System with an effective date of July 1, 2020, subject to approval of the Willmar City Council. Two citizens presented public comments in support of decommissioning district heat. General Manager Harren presented a timeline of events (2017) related to Willmar's district heating which included various meetings & work sessions, along with a staff recommendation for consideration. Following the comments presented, Commissioner Laumer requested a motion to close the public hearing. Commissioner DeBlieck offered a motion to close the public hearing to consider discontinuing the District Heating System. Commissioner Magnuson seconded the motion which carried by a vote of six ayes and zero nays.

Following further discussion, Commissioner DeBlieck offered a resolution to approve the discontinuation of the District Heating System with an effective date of July 1, 2020, subject to approval of the Willmar City Council. Commissioner Holtz seconded.

RESOLUTION NO. 17

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

Commissioner Laumer stated that the second public hearing was being held to consider a proposed financial assistance program to aid DH customers convert to an alternative heating source (electric only). An outline of the proposed financial assistance program was reviewed. One citizen presented a public comment. Following the comment presented and a response by staff regarding the comment, Commissioner Laumer requested a motion to close the public hearing. Commissioner Magnuson offered a motion to close the public hearing regarding the financial assistance program to help DH customers convert to an alternate heat source. Commissioner Holtz seconded the motion which carried by a vote of six ayes and zero nays.

Following further consideration, Commissioner Holtz offered a resolution to approve the proposed financial assistance program to help DH customers convert to an alternate heat source. Commissioner DeBlieck seconded.

RESOLUTION NO. 18

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

Power Supply Manger Carlson reviewed with the Commission options and recommendations related to proposals received to sell WMU's excess capacity on the market. Three proposals had been received from Public Power Energy Services (Michael Kum, Co-CEO). Due to acquiring the necessary deliverability from MISO to sell the excess capacity, it was the recommendation of Staff to not enter into any capacity agreement at this time. Following discussion, Commissioner Holtz offered a motion to not enter into an agreement at this time to sell access capacity with Public

Power Energy Services. Commission Mattern seconded the motion which carried by a vote of six ayes and zero nays.

General Manager Harren informed the Commission that in conjunction with the deliverability issues facing WMU and until further power supply planning is in place, Staff was recommending that the Commission cancel the plans to rebuild/repair Cooling Tower #2 at this time. Harren stated that additional data is necessary regarding generation (new), repowering, and marketability. Power Production Supervisor Folkedahl provided additional insight regarding emission limitations facing the Power Plant. Bids for this project had been received (April 11th) for the WMU Cooling Tower #2 Replacement project. Following discussion, Commissioner Magnuson offered motion to reject all bids received for the Cooling Tower #2 Replacement Project. Commissioner Holtz seconded the motion which carried by a vote of six ayes and zero nays.

As part of WMU's Strategic Planning, Purchasing & Facilities Supervisor Marti and Power Resources Analyst Marotzke presented the Commission with a new and improved SWOT analysis including action items required to achieve the goals of each entry. This analysis is an organized list of WMU's strengths, weaknesses, opportunities, and threats. The listing contains both internal and external factors which have or may have an impact on WMU. The six components of the SWOT analysis are: 1) Power Supply; 2) Customer Relations; 3) Facility; 4) Financial Policies; 5) Operations; and, 6) Organization. The new analysis also lists departmental assignments, target completion dates, and additional notes. While Marti reviewed the analysis in its entirety, Commissioners offered suggestions and amendments to the living document. Following discussion, Commissioner Mattern offered a motion to approve the 2017 SWOT Analysis with the inclusion of the amendments as proposed. Commissioner Holtz seconded the motion which carried by a vote of six ayes and zero nays. On behalf of the Commission and Staff, General Manager Harren extended his appreciation to both Kevin and Michelle for their time and effort spent in creating this valuable document to provide assistance in identifying and reaching the goals of WMU. Periodic (quarterly) updates will be provided in the future.

Compliance/Safety/HR Officer Johnson was pleased to inform the Commission that Willmar Municipal Utilities had been named as a recipient of the Reliable Public Power Provider (RP3) designation from the American Public Power Association for providing reliable and safe electric service. The RP3 designation recognizes public power utilities that demonstrate proficiency in four key disciplines: reliability, safety, work force development and system improvement. Criteria include sound business practices and utility-wide commitment to safe and reliable delivery of electricity. This prestigious award consists of 3 levels for recognized achievement: Gold; platinum; and, Diamond (the highest designation). In January 2017, WMU was notified that it had made the RP3 Diamond Level, scoring 98% on the application. With the help and backing of staff and management, Johnson compiled 413 pages of documentation (policies, processes, records, etc.) which was submitted with the application. Johnson noted that this year, 110 utilities earned the designation and, in total, 235 of the more than 2,000 public power utilities nation-wide that hold the RP3 designation. Currently only 10 utilities hold a RP3 designation in Minnesota. Of those ten, only three other Minnesota utilities hold the Diamond Level with Willmar (Owatonna, Shakopee & Rochester). Johnson thanked the staff and management for their assistance in obtaining this designation. On behalf of the entire Commission, Commissioner Laumer expressed their appreciation for the time and effort required to earn this prestigious designation. Congratulations to all!

Compliance/Safety/HR Officer Johnson reviewed with the Commission the 2017 First Quarter Safety Report. Included in the safety report were: 1) monthly safety training schedule; 2) local safety training opportunities; 3) safety training evaluation; 4) new employee safety manual; 5)

required safety testing (i.e. FIT testing, air quality testing); and, 6) safety statistics to date for 2017. Johnson emphasized her appreciation to the Employee Safety Committee, the Commission, and WMU management for their support and recognition in the importance of safety by all WMU employees.

Commissioner DeBlieck and General Manager Harren recapped for the Commission their recent attendance to the Missouri River Energy Services (MRES) Annual Meeting held on May 10-11 in Sioux Falls. Topics of discussion included: 1) federal regulations including the Clean Air Act; 2) WAPA; 3) tax exempt financing; 4) cybersecurity; 5) risk-based analysis of lifecycle on equipment; 6) research/delivery of power; 7) customer education & technology; and, 8) hydro power systems.

For information: Upcoming meetings/events to note include:

- APPA National Conference - June 19-21, 2017 (Orlando, FL)
- APPA Webinar Series: Public Utility Governance & Electric Utility 101 (1:00-2:30 p.m. in the WMU Conference Room)
  - Strategic Planning for Long-Term Effectiveness – May 30
  - Board-Driven Performance Evaluation: Governance & Management – July 5
- MMUA Summer Conference – August 21-23 (Brainerd)

There being no further business to come before the Commission, Commissioner Holtz offered a motion to adjourn the meeting. Commissioner Mattern seconded the motion which carried, and the meeting was adjourned at 1:37 p.m. by a vote of six ayes and zero nays.

Respectfully Submitted,

WILLMAR MUNICPAL UTILITIES

_____

Beth Mattheisen
Administrative Secretary

ATTEST:

_____

Dan Holtz, Acting Secretary

WILLMAR MUNICIPAL UTILITIES RESOLUTION 2017- #17

A RESOLUTION TO DISCONTINUETHE DISTRICT HEATING SYSTEM, SUBJECT TO CITY COUNCIL APPROVAL

WHEREAS, The Willmar Municipal Utilities (WMU) Commission (Commission) has, since early 1900s, operated and managed a district heating system providing district (steam) heat to participating residential, commercial and industrial customers; and

WHEREAS, After peaking at 394 customers in 1990, the number of WMU's district heating customers has declined to 211 today; and

WHEREAS, A study of local generation options completed for the Commission by consultant Burns & McDonnell in April, 2015, found that discontinuing the district heating system would provide lower power supply costs to the WMU's electric customers, and in general would result in lower power supply costs for WMU; and

WHEREAS, Minn. Stat. § 451.09 authorizes a public utilities board or commission that operates a steam heat system in a home rule charter city, such as WMU, to discontinue the system in whole or in part if the city council approves; and

WHEREAS, The Commission has engaged its district heating customers in discussions about the possibility of discontinuing the district heating system, holding public informational meetings to which all district heating customers were invited on March 15, 2017, and May 17, 2017, and noticed and conducted a public hearing as part of the May 22, 2017 Commission meeting at which this resolution was considered; and

WHEREAS, After careful study and consideration of the continued financial viability of the district heating system, the Commission has determined that because of anticipated increases in capital and operating expenses for the system and with declining numbers of customers participating in the system, it cannot continue providing district heating without significant rate increases to WMU's district heat customers; and

WHEREAS, The Commission finds that discontinuing its district heating system would best serve the public interest of the City's residents, businesses and utility ratepayers.

NOW, THEREFORE, BE IT RESOLVED BY THE WILLMAR MUNICIPAL UTILITES COMMISSION THAT:

1. The district heating system operated by Willmar Municipal Utilities shall be discontinued, effective July 1, 2020.

2. WMU's staff and representatives are authorized to take all actions necessary or convenient to accomplish the discontinuance of the district heating system by the July 1, 2020 effective date.

3. This resolution shall be contingent on the Willmar City Council passing a resolution approving the discontinuance of the district heating system pursuant to the requirements of Minn. Stat. § 451.09.

PASSED by the Willmar Municipal Utilities Commission on this 22nd day of May, 2017.

Willmar Municipal Utilities Commission

_____

Carol Laumer, President

ATTEST:

_____

Dan Holtz, Acting Secretary

WILLMAR MUNICIPAL UTILITIES RESOLUTION 2017- #18

A RESOLUTION RECOMMENDING THE ESTABLISHMENT OF A PROGRAM TO PROVIDE FINANCIAL ASSISTANCE TO DISTRICT HEATING CUSTOMERS TRANSITIONING TO ELECTRIC HEATING SOURCE

WHEREAS, The Willmar Municipal Utilities (WMU) Commission (Commission) has, since the early 1900s, operated and managed a district heating system providing district (steam) heat to participating residential, commercial and industrial customers; and

WHEREAS, Following a public hearing, the Commission adopted Willmar Municipal Utilities Resolution 2017- #17 on May 22, 2017, pursuant to which WMU will, subject to approval of the Willmar City Council, discontinue the district heating system operated and managed by WMU effective on July 1, 2020; and

WHEREAS, Minn. Stat. § 451.09 authorizes a public utilities board or commission that operates a steam heat system in a home rule charter city that has elected to discontinue such system to spend money to pay those whose service is discontinued to convert to another type of heat system; and

WHEREAS, Minn. Stat. §§ 451.10—.17 authorizes cities owning and operating a district heating system that have determined to discontinue the system in whole or in part to establish and conduct a program to provide replacement heating and related equipment to the owners of property whose district heating service is discontinued; and

WHEREAS, The Commission has engaged its district heating customers in discussions about the customers' abilities to transition to alternative heating sources, holding public informational meetings to which all district heating customers were invited on March 15, 2017, and May 17, 2017, and noticing and conducting a public hearing as part of the May 22, 2017 Commission meeting at which this resolution was considered; and

WHEREAS, The Commission has carefully considered whether and under what circumstances to provide financial assistance to district heating customers who will need to install facilities and equipment to transition to an alternative source of heat, and has determined that WMU would best serve the public interest of the City's residents, businesses, district heating customers and utility ratepayers by administering a limited loan program open to residential, commercial and industrial district heating customers in which WMU will finance such customers' costs to transition to an electric heating source pursuant to the terms and conditions established herein; and

WHEREAS, Pursuant to the requirements of Minn. Stat. §§ 451.10—.17, the Willmar City Council possesses the authority to establish a financial assistance program as outlined herein, and may delegate responsibility for the conduct of such program to WMU.

NOW, THEREFORE, BE IT RESOLVED BY THE WILLMAR MUNICIPAL UTILITES COMMISSION THAT:

4. The Commission recommends that the Willmar City Council establish by resolution a financial assistance program (program) available to WMU's district heating customers as follows:

a. Eligibility: The program shall be open to any current WMU residential, commercial or industrial district heat customer who will install a 100 percent electric heating unit on the property to replace existing steam heating facilities.

b. Terms and Conditions:

i. *Application and quotes*: To participate in the program, customers shall solicit quotes from at least two private contractors for the minimum amount of work necessary to convert the customer's property to a 100 percent electric heating source by installing new electric heating unit(s) and removing existing steam heating facilities (the "improvements"). To apply for the program, customers shall submit the quotes to WMU's Supervisor of Facilities and Purchasing, 700 Litchfield Avenue SW, Willmar, MN 56201.

ii. *Contract for equipment and labor*: Upon review and approval of the quotes and selection of the contractor to install the improvements by WMU, and prior to any work commencing on the property, the customer, selected contractor and WMU will enter into a contract in a form satisfactory to WMU, in its sole discretion, pursuant to which the contractor agrees to perform the scope of work to install the improvements approved by WMU, and WMU agrees to make payment to the contractor for such work. The total amount of WMU's payment(s) to the contractor under the contract shall be considered a loan from WMU to the customer.

iii. *WMU right of access for inspection*. As a condition for participation in the program, the customer shall, at all reasonable times and after reasonable notice, allow WMU and City staff, agents and representatives access to the customer's property for purposes of inspecting the installation of the improvements to ensure compliance with city codes and ordinances and the terms and conditions of this program.

iv. *Repayment of loan to WMU*: As a condition for participation in the program, the customer shall sign and deliver to WMU a promissory note pursuant to which the full amount of the loan shall be repaid to WMU in monthly installments to be paid with the customer's monthly utility billing over a term of five years at an interest rate of 9 percent per annum. The promissory note shall allow the customer the option to repay the full outstanding loan balance with interest due at the time of payoff at any time without penalty. The promissory note shall further provide that if the customer's property on which the improvements are made is sold, the full outstanding loan balance with accrued interest due at the time of sale shall become immediately due and payable without penalty. The promissory note shall further provide that payments made by the customer will be applied against the customer's utility balance first with the remainder of such payments applied to the loan.

v. *Security*: As security for the loan, the entire principal and interest on the promissory note required by Paragraph 1.b.iv. herein shall constitute a lien on the customer's property on which the improvements are made pursuant

to Minn. Stat. § 451.15, subd. 4. Further, for payments not made according to the terms of the promissory note, the City may, at WMU's recommendation, certify the entire amount so due to the county auditor as a special assessment against the customer's property on which the improvements are made, to be collected with property taxes.

vi. *Cold Weather Rule*: Minnesota's Cold Weather Rule, Minn. Stat. § 216B.097, is not applicable to the loan repayments under the promissory note or to WMU's and/or the City's certification of delinquent amounts thereunder to the county auditor as a special assessment to be collected with property taxes.

vii. *Customer's responsibility to install alternate heating system*: Pursuant to the Commission's Resolution 2017- #17, dated May 22, 2017, WMU's district heating system will be discontinued effective July 1, 2020. WMU's district heating customers are responsible for installing alternative heating systems prior to such effective date. In establishing this program, the City and WMU seek to ensure that all district heating customers have the resources and opportunity to install such an alternative heating system prior to the effective date of discontinuance; however, neither the City nor WMU shall be responsible for any customer's failure to participate in this program or otherwise install an alternative heating system. A customer's failure to install an alternative heating system prior to July 1, 2020 will result in the loss of heat to the customer's property.

5. The Commission further recommends that the Willmar City Council delegate responsibility for the conduct and administration of such program to WMU.

PASSED by the Willmar Municipal Utilities Commission on this 22nd day of May, 2017.

Willmar Municipal Utilities Commission

_____

Carol Laumer, President

ATTEST:

_____

Dan Holtz, Acting Secretary

Rice Memorial Hospital
Board of Directors Meeting
May 24, 2017

PRESENT: Dr. Douglas Allen, President
Dr. Lee Cafferty, Director
Andrea Carruthers, Vice President
Jon Saunders, Treasurer
Peggy Sietsema, Director
Eric Weiberg, Secretary

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

ABSENT: Ken Behm, Director

ADMINISTRATIVE STAFF: Michael Schramm, CEO, Teri Beyer CQO, Kathy Dillon, Interim CNO, Bill Fenske, CFO, Dr. Ken Flowe, CMO

GUESTS: Audrey Nelsen, City Council Liason; Anne Polta, West Central Tribune; Keri Ohren, Respiratory Care

CALL TO ORDER/APPROVAL OF MINUTES: President Allen called the meeting to order at 5:27 p.m. A motion was made by Director Sietsema and seconded by Director Cafferty to approve the consent agenda items as presented.

QUALITY REPORT: T. Beyer, Dr. K. Flowe and K. Ohren reviewed the work of the Emergency Department Throughput Team and their participation in the Quality Leadership Academy at St. Cloud Hospital. The project (attached) began with a focus on decreasing the time for Emergency Department patients to receive an EKG and grew to focus on reducing the arrival to seen by physician time. The lessons learned during the process, including communication of the 'why' of the project to the differences in technical and adaptive changes were very valuable. The team has now agreed to utilize the work that has been done, continue use of the tools with which they have become familiar and spread the change to improve the entire Emergency Department experience, decreasing the arrival to discharge time overall.

MEDICAL STAFF REPORT: In the absence of Dr. Hund, Chief of Staff, Dr. Flowe presented the medical staff report.The following physicians/providers were recommended for appointment/reappointment to the Medical Staff at the Credentials Committee meeting on May 2, 2017: Jay Haggerty, MD, Radiology and Aura Sanchez-Mejia, MD, Pediatrics to Provisional Affiliate Staff; Michelle Austin, LICSW, Debora Birgin, LICSW, Jennifer Born, LICSW, Arthur Bryant, LICSW, Mark Bublitz, LICSW, Alene Chelman, LICSW, Paula Christianson, LICSW, Noreen Cooney, LICSW, Mindy Dombrovski, LICSW, Christy Fink-Amador, LICSW, Jane Hansen, LICSW, Ariana Hart, LICSW, Thomas Hewett, LICSW, Elizabeth Johnson, LICSW, Andrew Klopp, LICSW, Amy Michel, LICSW, Bridget McConnell, LICSW, Jamie Monson, LICSW, Gwen Millam, LICSW, Sarah Raduns, LICSW, Kristin Rodreick Wilson, LICSW, Treana Sathre, LICSW, Catherine Schallberg, LICSW, Jennifer Schnarr, LICSW, Nicole Sellin, LICSW, Michael Ward, LP, Patricia White, LICSW, Ellen Wied, LPCC, Anthony Wilson, LICSW, Ann Zaiser, LP all to Telemedicine; Kristel Arcilla, DO, Family Practice, Anjali Dahiya, MB,BS, Internal Medicine, Emily McDevitt, MD, Family Practice reappointed to Active Staff; Bernard Erickson, MD, Cardiology/Internal Medicine, Edward Martin-Chaffee, Cardiology/Internal Medicine reappointed to Affiliate Staff; Atul K. Mishra, MB, BS, Pediatrics transfer from Provisional Affiliate to Affiliate Staff; Joilo Barbosa, MD, Emergency Medicine and Tarek Dufan, MD, Radiation Oncology both to Locum Tenens; and Thomas Boike, ATC/OTC, Temporary

Proctoring Privileges. **Action**: Motion made by Director Sietsema and seconded by Director Cafferty to approve the above-noted recommendations from the Medical Staff.

In addition, Dr. Flowe noted the following items of information for the Board:

- Drs. M. Hodapp and R. Mellema have retired and their lengthy, devoted service was noted
- BHP, Behavioral Healthcare Providers, will begin supplementing the assessment process for psychiatric patients presenting to the ESD on June 1st
- Members of our medical staff provide significant education to their peers on a regular basis

CEO REPORT: CEO Schramm reported on the following:

- Recruitment continues for Emergency Medicine, Psychiatric NP, Anesthesiology, Hospital Medicine, Gastroenterology and Medical Oncology. There have been several recent visits by candidates with several more coming up. Two new physicians will be joining the medical community this summer: a pediatrician in August and a pathologist on September 1st.
- WMS:
  1. Willmar Surgery Center – Groundbreaking for the new facility was held May 10th. The Operations Committee has approved the construction of a 4th OR during the build in order to save both cost and downtime in the future when volumes increase.
  2. Imaging Services – MRI's are being replaced in both sites and the work will be completed by Labor Day. ACMC's suite is currently under construction with Rice's to follow in late June or early July.
- April's financials were very positive and will be addressed at the next Finance Committee meeting.

NEW BUSINESS

A. **WOC Project Renovation** – In an update to the action taken in January, B. Fenske presented the construction bids for the Wound, Ostomy, Continence project (attached) which were significantly lower than anticipated. **Action:** Motion by Director Cafferty, second by Director Saunders to approve the construction bids for the WOC renovation as presented. Motion carried.

B. **Renewal of Attorney General Hospital Agreement** – B. Fenske presented the attached five-year agreement with the Attorney General of the State of Minnesota regarding patient billing and debt collection standards. A report of Rice's activity is presented to the Board annually by the Director of Revenue and Reimbursement. **Action** – Motion by Director Weiberg, second by Director Sietsema to approve the Attorney General Hospital Agreement as presented. Motion carried.

C. **System Development** – President Allen reviewed the Board's fiduciary responsibility as well as the responsibility to strategically position Rice for present and future healthcare trends. He noted that Rice has frequently worked closely with CentraCare in St. Cloud, including electronic records and telestroke. M. Schramm reviewed in detail a Letter of Intent (attached) between Rice, CentraCare Health and Affilitated Community Medical Centers to enter into discussions to develop an integrated health system to provide care to the citizens of West Central and Southwestern Minnesota. President Allen asked each meeting participant for individual reaction to the Letter. **Action** – Motion by Director Saunders, seconded by Director Sietsema to approve further discussion between the named parties with a goal of establishing

an integrated healthcare system to provide improved care delivery to the citizens of West Central and Southwest Minnesota. Motion carried unanimously

OLD BUSINESS: None

OTHER:

A. **City Council Report:** A. Nelsen reported the following:

- The construction of the Destination Playground at Robbins' Island is well underway with many volunteers participating.
- Renovation of Rice Park has also begun.
- Audrey expressed her thanks to Board members past and present who have worked to keep Rice well positioned for the future.

ADJOURNMENT Motion by Director Cafferty, seconded by Director Weiberg to adjourn at 6:45 p.m. Carried.

To: Rice Board of Directors

From: Michael Schramm & Wendy Ulferts

Date: January 9, 2017

Subject: Wound Ostomy and Continence Clinic Expansion Renovation

A need has arisen to expand the Wound Ostomy and Continence Clinic (WOC) service area. The expansion is due to increasing demand for services to add a third procedure room. At the upcoming January 2017 Board meeting, we are requesting support to proceed with construction documents and bidding out the project. The estimated construction cost is $250,000.

The demand for WOC services has steadily increased over the past few years. Volumes for the past five years were:

Year	Volume	% Change
2012	5,894	
2013	7,304	23.9%
2014	8,429	15.4%
2015	8,841	4.9%
2016	9,367	5.9%

As shown, the demand for services continues to increase and space is at capacity. The proposal is to add one procedure room including an additional toilet room to accommodate the increasing demand. We project that with this expansion, it will provide Rice 25% in additional capacity. A rendering of the expansion is shown as an attachment. The current WOC space is in the newer hallway constructed a few years ago as part of the Imaging Renovation Project. We will be able to utilize existing space with a reconfiguration.

A financial analysis was completed with a 3-year ramp up of outpatient volumes to reach the 25% increase in demand. Based on estimated construction costs and additional equipment; the projection yields an estimated 11.9% rate of return.

Administration is requesting that the Rice Board approve to proceed with construction documents and bidding the project at an estimated cost of $250,000. If approved, the final bids will be brought back for final approval at a future date.

Thank you for your consideration.

UPDATE: May 11, 2017

Final construction bids came in at $129,427 (not including soft costs of $25,000). Administration is requesting approval of the construction bids.

Thank you for your consideration.

CENTRACARE Health

1406 Sixth Avenue North St. Cloud, MN 56303-1901
(320) 240-2101 phone | (320) 656-7089 fax
www.centracare.com

May 24, 2017

Douglas W. Allen
Chair, Board of Directors
Rice Memorial Hospital
301 Becker Avenue SW
Willmar, MN 56201

Re: Letter of Intent

Dear Doug:

This Letter of Intent ("**LOI**") sets forth our mutual agreements and understandings to enter into negotiations regarding the potential affiliation (the "**Affiliation**") of **Rice Memorial Hospital** ("**Rice**"), a hospital owned and operated by the **City of Willmar, Minnesota** (the "**City**"), and **CentraCare Health** ("**CCH**"). CCH also intends to enter into negotiations with **Affiliated Community Medical Centers, P.A.** ("**ACMC**"), a large multi-specialty physician group with operations in Willmar and other locations, for purposes of developing an affiliation of CCH and ACMC.

BACKGROUND

CCH and Rice mutually have determined to pursue the Affiliation in order to provide high-quality, affordable care to patients in the West Central Minnesota region. Specifically, CCH and Rice believe that such collaboration will benefit the communities served by Rice through:

1. Preserving the long-standing legacy of community-based care in the west central and southwest Minnesota regions.

2. Better supporting the provision of services to an aging population with growing needs for healthcare, through enhanced care delivery and coordination across a larger group of providers;

3. Increasing access to comprehensive care that is delivered close to home, with coordinated patient transition to providers outside the immediate area when necessary and appropriate;

4. Supporting the efforts of local medical groups in recruitment and retention, advanced data analytics, and electronic health record integration;

5. Enhancing the financial stability of the City and Rice through investment in areas such as technology and talent, as well as the ability to spread costs across a larger enterprise;

6. Positioning the combined healthcare organizations to successfully function in an environment of declining reimbursement, increasing transfer of financial risk, and demands for enhanced efficiency and greater transparency;

7. Delivering increased value to patients and improvement of overall community health; and

8. Establishing Newco as a hub for the provision of healthcare services in the west central region of Minnesota.

PART ONE—NON-BINDING PROVISIONS

CCH, Rice and the City wish to commence negotiating definitive terms and written agreements providing for the Affiliation (the "**Definitive Agreements**") as soon as reasonably practicable following execution of this LOI. CCH, Rice and the City will also, concurrent with the preparation of Definitive Agreements, conduct legal due diligence and financial due diligence.

The Affiliation would be structured to comply with all applicable legal and regulatory requirements, including but not limited to IRS requirements applicable to tax-exempt organizations, the federal Anti-Kickback Statute and other healthcare laws and regulations. CCH and Rice agree and acknowledge that the City will satisfy all applicable procedural requirements under the City Charter prior to approving the Definitive Agreements.

PART TWO—BINDING PROVISIONS

The following paragraphs of this LOI (the "**Binding Provisions**") are the legally binding and enforceable agreements of CCH and Rice:

1. **Costs.**

Unless otherwise agreed by CCH and Rice, CCH and Rice each will be responsible for and bear all of its own costs and expenses (including the expenses of its representatives) incurred at any time in connection with the negotiation and execution of this LOI and the Definitive Agreements.

2. **Entire Agreement.**

The Binding Provisions constitute the entire agreement between CCH and Rice, and supersede all prior oral or written agreements, understandings, representations and warranties, and courses of conduct and dealing between CCH and Rice on the subject matter hereof. Except as otherwise provided herein, the Binding Provisions may be amended or modified only by a writing executed by CCH and Rice.

3. **Governing Law.**

This LOI will be governed by and construed under the laws of the State of Minnesota without regard to conflicts of laws principles.

4. **Timing and Termination.**

This LOI shall remain in effect until December 31, 2017 (the "**Termination Date**"), or such later date mutually agreed to by CCH and Rice; provided, that either CCH or Rice may terminate this LOI as of an earlier date upon written notice to the other; and provided, further, however, that the termination of this LOI will not affect the liability of CCH or Rice for breach of any of the Binding Provisions prior to the termination. Upon the Termination Date, CCH and Rice will have no further obligations hereunder, except as stated in the Binding Provisions, which will survive any such termination.

5. **Counterparts.**

This LOI may be executed in one or more counterparts, each of which will be deemed to be an original copy of this LOI and all of which, when taken together, will be deemed to constitute one and the same LOI.

6. **No Liability.**

The paragraphs and provisions of this LOI constitute the basis of an understanding in principle to move forward with due diligence, definitive negotiations and the preparation of Definitive Agreements; provided, however, that except as expressly provided in the Binding Provisions, nothing herein will give rise to any legally binding obligation on the part of CCH or Rice. Moreover, except as expressly provided in the Binding Provisions (or as expressly provided in any binding written agreement that CCH and Rice may enter into in the future), no past or future action, course of conduct, or failure to act relating to the Affiliation, or relating to the negotiation of the terms of the Affiliation or any Definitive Agreement, will give rise to or serve as a basis for any obligation or other liability on the part of CCH or Rice.

[Remainder of Page Intentionally Left Blank]

If you are in agreement with the foregoing, please sign and return one copy of this LOI, which thereupon will constitute our agreement with respect to its subject matter.

Very truly yours,

CentraCare Health

By: _____ MD

Ken Holmen M.D.
Print Name

President/CEO, CentraCare Health
Office or Title

AGREED AND ACCEPTED BY:

Rice Memorial Hospital

By: _____

Douglas W Allen
Print Name

Board President
Office or Title

[Signature Page for Letter of Intent]

WILLMAR

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

CITY COUNCIL AGENDA REPORT

To: Mayor and City Council	**Date: June 5, 2017**
From: Judy R. Thompson, City Clerk	**Subject:** Willmar Lakes Rotary Club State Application and Permit for a 1 Day to 4 Day Temporary On-Sale Liquor License

AGENDA ITEM: Consideration of a State Application and Permit for a 1 Day to 4 Day Temporary On-Sale Liquor License

INTRODUCTION/REQUEST: Motion to Approve the State Application and Permit for a 1 Day to 4 Day Temporary On-Sale Liquor License

HISTORY: City Council approved the June 25, 2016, event on June 6, 2016.

CURRENT CIRCUMSTANCE: The Willmar Lakes Rotary Club; a club organized under the laws of the State of Minnesota, has plans to purchase and sell alcohol during the Willmar Fests Beach Party located at Robbins Island June 24, 2017. State Application and Permit for a 1 Day to 4 Day Temporary On-Sale Liquor License is required to distribute or consume alcohol on City park property. Municipal Code Section 3-173 states a temporary license shall only be issued to a club, charitable, religious, or other nonprofit organization that has been in existence for at least three (3) years.

The Community Education and Recreation Board approved this event on May 26, 2017.

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

ISSUES: N/A

FINANCIAL IMPACT: $100 Application Fee

ALTERNATIVE: Deny the serving of alcohol during the Willmar Fests Beach Party

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

REVIEWED BY:

WORK SESSION DATE:

COUNCIL MEETING DATE: June 5, 2017 __x__**CONSENT AGENDA** ___**AGENDA**

WILLMAR

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

CITY COUNCIL AGENDA REPORT

To: Mayor and City Council	**Date: June 5, 2017**
From: Judy R. Thompson, City Clerk	**Subject:** Kandiyohi County Fair Association State Application and Permit for a 1 Day to 4 Day Temporary On-Sale Liquor License

AGENDA ITEM: Consideration of a State Application and Permit for a 1 Day to 4 Day Temporary On-Sale Liquor License

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

HISTORY: City Council approved the August 10-13, 2016, event on May 16, 2016.

CURRENT CIRCUMSTANCE: The Kandiyohi County Fair Association; a 501 (c) (3) nonprofit corporation organized under the laws of the State of Minnesota, has plans to sell alcohol during the Kandiyohi County Fair from August 9-12, 2017. A State Application and Permit for a 1 Day to 4 Day Temporary On-Sale Liquor License is required to distribute or consume alcohol on their property. Municipal Code Section 3-173 states a temporary license shall only be issued to a club, charitable, religious, or other nonprofit organization that has been in existence for at least three (3) years.

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

ISSUES: N/A

FINANCIAL IMPACT: $100 Application Fee

ALTERNATIVE: Deny the serving of alcohol during the Kandiyohi County Fair

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

REVIEWED BY:

WORK SESSION DATE:

COUNCIL MEETING DATE: June 5, 2017 _x_**CONSENT AGENDA** __**AGENDA**

WILLMAR

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

CITY COUNCIL AGENDA REPORT

To: Mayor and City Council	**Date: June 5, 2017**
From: Sean E. Christensen, P.E. Public Works Director	**Subject: Project No. 1703-A Consideration of Cooperative Construction Agreement**

AGENDA ITEM:
Project No. 1703-A Consideration of Cooperative Construction Agreement

INTRODUCTION/REQUEST:
Approval of the cooperative construction agreement with Kandiyohi County for Project No. 1703-A.

HISTORY:
Project No. 1703-A calls for the overlay of Lakeland Drive SE from Willmar Avenue to TH No. 12, including some curb and gutter and turn lanes.

CURRENT CIRCUMSTANCE:
The funds to be contributed by Kandiyohi County in the agreement for the project will partially fulfill their turn back obligations. The County would be contributing reimbursement of the cost of installing milling of bituminous pavement and paving Type SP 9.5 wearing course mix.

RECOMMENDATIONS:
Approve the cooperative construction agreement with Kandiyohi County in the amount of $100,000 for Project No. 1703-A.

ISSUES:
N/A

FINANCIAL IMPACT:
The funding associated with the project includes County funds, State Aid funds, local assessments and utilities funds.

ALTERNATIVES:
1. If bids are rejected for project, pull this agenda item.
2.

RECOMMENDED MOTION:
Approve the cooperative construction agreement with Kandiyohi County in the amount of $100,000 for Project No. 1703-A.

REVIEWED BY: Ike Holland, City Administrator

WORK SESSION DATE: May 15, 2017

COUNCIL MEETING DATE: June 5, 2017

Resolution No._____

A RESOLUTION AUTHROIZING ENTERING INTO A COOPERATIVE CONSTRUCTION AGREEMENT BETWEEN THE CITY AND KANDIYOHI COUNTY FOR PROJECT NO. 1703-A.

Motion By:_____ Second By:_____

BE IT RESOLVED by the City Council of the City of Willmar, a Municipal Corporation of the State of Minnesota, that the Mayor and City Administrator be authorized to enter into a Cooperative Construction Agreement between the City of Willmar and Kandiyohi County for the improvement project of Lakeland Drive SE included in Project No. 1703-A.

Dated this 5th day of June, 2017

_____
Mayor

Attest:

_____
City Clerk

CITY OF WILLMAR & KANDIYOHI COUNTY
COOPERATIVE CONSTRUCTION AGREEMENT
SAP 175-152-007 (LAKELAND DRIVE SE)
IMPROVEMENT PROJECTS

THIS AGREEMENT, made this _____ Day of _____, 2017, by and between the CITY OF WILLMAR, MINNESOTA, party of the first part, hereinafter known as CITY and the COUNTY OF KANDIYOHI, MINNESOTA, a party of the second part, hereinafter known as COUNTY, WITNESSETH:

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

State Aid Project (SAP) 175-152-007, Improvement Project

THIS agreement shall apply only to improvement of that part of Municipal State Aid Road No. 175-152 (LAKELAND DRIVE SE) from Willmar Avenue SE to TH No.12 as detailed in the SAP No. 175-152-007 Improvement Plans for said project.

Administration of the Project

The COUNTY agrees that the CITY shall hereafter act as the agent of the COUNTY in the award and administration of the contract for SAP No. 175-152-007 Improvement Plans.

Estimated Construction Costs

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

City Costs

The CITY agrees to finance, with its own funds, all items shown on the plan for SAP No. 175-152-007, but excluding the cost of county construction items as provided in the following paragraph. The City also agrees to provide with its own funds for design and construction engineering services for County and City.

County Costs and Payments

The COUNTY agrees to reimburse the CITY $100,000.00 for the cost of the furnishing and/or installing milling of bituminous pavement and paving Type SP 9.5 wearing course mix.

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

Designated CITY/COUNTY Representatives

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

CITY AND COUNTY APPROVAL

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

CITY OF WILLMAR

Date:_____

BY:_____ BY:_____

City Mayor City Administrator

Approved as to Form and Execution this _____ day of _____, 2017

_____

_____, City Attorney

COUNTY OF KANDIYOHI

Date:_____

By:_____ BY:_____

Chairman of County Board County Auditor/ Treasurer

Approved as to Form and Execution this _____ day of _____, 2017

_____

_____, County Attorney

EXHIBIT A

LAKELAND DR IMPROVEMENTS SAP 175-152-007
CITY OF WILLMAR, MN

ITEM NO	MNDOT SPEC	ITEM	UNIT	QUANT.	UNIT PRICE	AMOUNT
1	2021.501	MOBILZATION	LUMP SUM	1	$32,490.00	$32,490.00
2	2104.501	REMOVE CONCRETE CURB & GUTTER	LIN FT	1802	$2.50	$4,505.00
3	2104.501	REMOVE WATERMAIN	LIN FT	101	$29.00	$2,929.00
4	2104.501	REMOVE SEWER PIPE (STORM)	LIN FT	10	$50.00	$500.00
5	2104.505	REMOVE CONCRETE DRIVEWAY PAVEMENT	SQ YD	28	$8.00	$224.00
6	2104.505	REMOVE CONCRETE WALK	SQ YD	163	$6.00	$978.00
7	2104.505	REMOVE BITUMINOUS PAVEMENT	SQ YD	872	$5.00	$4,360.00
8	2104.509	REMOVE CASTING	EACH	5	$100.00	$500.00
9	2104.509	REMOVE MAIL BOX SUPPORT	EACH	1	$80.00	$80.00
10	2104.509	REMOVE SIGN	EACH	15	$20.00	$300.00
11	2104.523	SALVAGE HYDRANT	EACH	4	$900.00	$3,600.00
12	2105.501	COMMON EXCAVATION (P)	CU YD	956	$11.00	$10,516.00
13	2211.503	AGGREGATE BASE, (CV) CLASS 5	CU YD	342	$25.20	$8,618.40
14	2231.604	BITUMINOUS PATCH SPECIAL	SQ YD	718	$65.00	$46,670.00
15	2232.501	MILL BITUMINOUS SURFACE (3")	SQ YD	20610	$3.00	$61,830.00
16	2232.501	MILL BITUMINOUS SURFACE (2")	SQ YD	2844	$3.00	$8,532.00
17	2360.501	TYPE SP 9.5 WEARING COURSE MIXTURE (3,B)	TON	2271	$72.44	$164,511.24
18	2360.502	TYPE SP 12.5 NON-WEARING COURSE MIXTURE (3,B)	TON	1956	$63.55	$124,303.80
19	2503.511	18" RC PIPE SEWER, CL. III	LIN FT	10	$90.00	$900.00
20	2504.602	INSTALL HYDRANT	EACH	4	$772.00	$3,088.00
21	2504.602	ADJUST VALVE BOX	EACH	18	$200.00	$3,600.00
22	2504.602	12" GATE VALVE & BOX	EACH	4	$2,662.00	$10,648.00
23	2504.602	CONNECT TO EXISTING WATERMAIN	EACH	4	$1,200.00	$4,800.00
24	2504.603	6" PVC WATERMAIN	LIN FT	35	$39.00	$1,365.00
25	2504.603	12" PVC WATERMAIN	LIN FT	216	$79.00	$17,064.00
26	2504.608	WATERMAIN FITTINGS	POUND	1522	$8.50	$12,937.00
27	2506.502	CONSTRUCT DRAINAGE STRUCTURE DES H	EACH	1	$3,710.00	$3,710.00
28	2506.602	CASTING ASSEMBLY	EACH	6	$600.00	$3,600.00
29	2506.602	ADJUST FRAME & RING CASTING	EACH	18	$200.00	$3,600.00
30	2521.501	4" CONCRETE WALK	SQ FT	389	$8.20	$3,189.80
31	2521.501	6" CONCRETE WALK	SQ FT	1923	$9.95	$19,133.85
32	2521.511	3" BITUMINOUS WALK	SQ YD	342	$25.00	$8,550.00
33	2531.501	CONCRETE CURB & GUTTER DESIGN B624	LIN FT	3152	$19.20	$60,518.40
34	2531.507	6" CONCRETE DRIVEWAY PAVEMENT	SQ YD	28	$75.00	$2,100.00
35	2531.618	TRUNCATED DOMES	SQ FT	264	$72.00	$19,008.00
36	2540.602	INSTALL MAIL BOX SUPPORT	EACH	1	$80.00	$80.00
37	2563.601	TRAFFIC CONTROL	LUMP SUM	1	$2,500.00	$2,500.00
38	2564.531	SIGN PANEL TYPE C	SQ FT	103.2	$30.00	$3,096.00
39	2565.616	RRFB-XL PUSHBOTTON ACTIVATED CROSSWALK SYSTEM	SYSTEM	1	$17,000.00	$17,000.00
40	2573.530	STORM DRAIN INLET PROTECTION	EACH	28	$115.00	$3,220.00
41	2574.525	COMMON TOPSOIL BORROW (LV)	CU YD	437	$30.00	$13,110.00
42	2575.555	TURF ESTABLISHMENT	LUMP SUM	1	$5,000.00	$5,000.00
43	2582.501	PAVEMENT MESSAGE EPOXY (RT-THRU ARROW)	SQ FT	52.32	$5.00	$261.60
44	2582.501	PAVEMENT MESSAGE EPOXY (THRU ARROW)	SQ FT	48.04	$5.00	$240.20
45	2582.501	PAVEMENT MESSAGE EPOXY (LT ARROW)	SQ FT	750	$5.00	$3,750.00
46	2582.501	PAVEMENT MESSAGE EPOXY (RT ARROW)	SQ FT	90	$5.00	$450.00
48	2582.502	24" SOLID LINE EPOXY	LIN FT	20	$7.60	$152.00
49	2582.502	4" DOUBLE SOLID LINE EPOXY	LIN FT	1350	$0.50	$675.00
50	2582.502	4" BROKEN LINE EPOXY	LIN FT	1430	$0.25	$357.50
51	2582.502	4" SOLID LINE EPOXY	LIN FT	14264	$0.25	$3,566.00
52	2582.503	CROSSWALK EPOXY	SQ FT	342	$3.40	$1,162.80
					TOTAL AMOUNT BID:	**$707,880.59**

Kandiyohi County Maximum funding for SAP 175-152-007 is $100,000.00

WILLMAR

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

CITY COUNCIL AGENDA REPORT

To: Mayor and City Council	**Date: June 5, 2017**
From: Steve Okins, Finance Director	**Subject: 2018 Budget Calendar**

AGENDA ITEM: 2018 Budget Calendar

INTRODUCTION/REQUEST: To review and adopt the 2018 Budget Calendar as presented.

HISTORY: Annually, as part of the City's Budget Process, the Council reviews and recommends a Budget Calendar for the orderly review and ultimate adoption of the Annual Operating Budget.

CURRENT CIRCUMSTANCE: Conduct normal review of 2018 Budget Calendar.

RECOMMENDATION: Review and adopt the 2018 Budget Calendar as presented.

ISSUES: None.

FINANCIAL IMPACT: Setting the 2018 Budget Level and determining funding mechanisms to provide the level and types of services provided to the citizens of Willmar.

ALTERNATIVES:
1. Change timelines.

RECOMMENDED MOTION: Approve the 2018 Budget Calendar as presented.

REVIEWED BY: Finance Director Steve Okins/City Administrator Ike Holland

WORK SESSION DATE: N/A

COUNCIL MEETING DATE: June 5, 2017 __X_ **CONSENT AGENDA** ____ **AGENDA**

BUDGET CALENDAR

CALENDAR	PROPOSED ACTION
MAY	Mayor, City Administrator and Finance Director to meet on establishing the Budget Calendar.
JUNE	CITY COUNCIL to adopt Budget Calendar.
	Mayor shall prepare or cause to be prepared and submitted to the Council a five (5) year capital program at least three (3) months prior to the final date for submission of the proposed budget.
	Finance Director to compile information on budget forms pertaining to prior and current year expenditures and prepare preliminary revenue estimates. Send out forms and instructions for annual budget preparation to Department Heads.
JULY	Completed Department Heads' estimates must be returned to the Finance Director.
	Mayor meets with the City Administrator and Finance Director to prepare the Mayor's Proposed Budget.
	Council work session on Capital Improvement Programs
SEPTEMBER	Publish a notice in the paper telling the public both the proposed Operating and Capital Improvement Budgets are on file and are open for inspection.
	Mayor presents Proposed Budget to CITY COUNCIL.
	Adopt and Certify Proposed Levy to the County Auditor for the Truth in Taxation Requirements.
OCTOBER – NOVEMBER	Gather citizen input.
	Public Informational Meeting Publish notice in the paper telling the public both the Operating and Capital Improvement Budgets will be discussed at the Truth in Taxation Hearing.
DECEMBER	City Council shall hold Truth in Taxation hearing to study the Proposed Budget. Date determined by County and School District Hearings.
	Adoption of the Budget.
DECEMBER 31st (No Later Than)	Certification of the Tax Levy to the County.

HUMAN RIGHTS COMMISSION
MINUTES

Approved 5-16-17

The Human Rights Commission met on Tuesday, April 25, 2017 at 5:00 p.m. in the Multi-Purpose Room at the Kandiyohi County Historical Society.

Members present were: Shelly Huseby, Barbara Little, Jill Benson, Bashir Abdi, Maria Larson, Ben Larson, Shawn Mueske, Fernando Alvarado and Janell Sommers, Recording Secretary.

Item No. 1 Call to Order

The meeting was called to order by Chair Shelly Huseby at 5:00 p.m.

Item No. 2 Approve Minutes of Meeting

Commission Member Benson moved to approve the Human Rights Commission minutes of April 18, 2017. Commission Member Ben Larson seconded the motion, which carried.

Item No. 3 Public Comment

There were no public comments.

Item No 4 Discuss Commissioner Lindsey's Visit:

Chair Huseby announced the main purpose of this meeting was to discuss Commissioner Lindsey's visit of last week and the next steps for the Commission and what, if anything, this Commission should recommend to the City Council. Chair Huseby questioned if the Police Department should be engaged in a discussion or what direction the Commission would like to take. Commissioner Little opined meeting with the Police Department would be a good idea so the Commission can become clear on what the Police Department's intent and portray this to the community. This may reduce the fear in the community of calling for help for fear an undocumented individual in the household may be taken away.

Commission Member Alvarado stated the Commission needs to educate the Council as to what is available through the Minnesota Department of Human Resources in relation to contact offices and make it known that even an undocumented citizen can make a complaint to the Department of Human Rights. He touched on three programs that will be aired on Twin Cities Public Television on the History of Human Rights in June, July and August and requested IT staff look into obtaining these for the local channel.

Commission Member Mueske stated that after hearing Commissioner Lindsey, the statutory city idea seems like a political piece as he heard very clearly that if your local law enforcement takes someone and turns them over to ICE for anything, that would be an overstep of their jurisdiction and would find themselves with a legal dispute with the State of Minnesota. The Commission can clearly advocate that these incidents be reported as the reporting mechanisms are in place. This message needs to be conveyed out to the people in the community.

Chair Huseby felt it important to know what the local law enforcement officials are doing and what their position is. Once the Commission receives a clear message of what they are doing, this needs to be sent out to the community to dispel their fears. It was the consensus of the Commission to invite the local law enforcement agencies (Willmar Police and Kandiyohi County Sheriff Departments) to the next meeting to bring the issues to the table and hold a conversation. The Commission was asked to formulate questions by May 5th to be forwarded to the law enforcement agencies to review prior to the meeting on the 16th.

The Commission continued the discussion of the legal parameters and involvement of law enforcement and the need to have their input to relay to the general public.

Item No. 5 Other Business:

The Commission discussed the need for an interpreter and if the City designated any money in the 2017 Budget for this type of needs. They also discussed which groups would be invited to a future meeting to "get the word out." Chair Huseby was designated to contact the Human Rights Department to obtain the U.S. Code § 1357 – Powers of Immigration Officers and Employees for the Commission to review prior to the next meeting.

The next meeting date of the Commission will be Tuesday, May 16, 2017 at 5:00 p.m. A motion was made by Commission Member Little and seconded by Commission Member Ben Larson to adjourn. The motion carried and the meeting was adjourned at 5:47 p.m.

Respectfully submitted,

Janell Sommers

Janell Sommers
Administrative Assistant

APPROVED 5/23/2017

MINUTES
Central Community Transit
Operations Board

Tuesday, May 2, 2017
10:00 a.m.
Willmar Office

Members Present:	Amanda Becker, Jill Bruns, Debra Buffington, Chad Christianson, Kristi Maahs, Pam Meinert, Laura Morales, Michelle Prahl, Lori Rice, Darrell Ruch.
Members Absent:	Alan Anderson, Catherine Birr, Paul Bukovich, Jill Pelzel, Judy Thompson.
Staff Present:	Tiffany Collins, Transit Director; Doug Sweeter, Operations Coordinator; Donna Anderson, Assistant Transit Director; Patti Flannigan, Dispatcher; Gaylen Thompson, Maintenance Coordinator.
Guest(s):	Beverly Herfindahl

Introductions

Introductions were made around the table.

Approval of Agenda

There were no changes to the agenda.

Kristi Maahs made a motion to approve the agenda. Chad Christianson seconded the motion, which carried.

Approval of Minutes

Pam Meinert made a motion to approve the minutes from March 28th, 2017. Debra Buffington seconded the motion, which carried.

Director's Update

Financials – Tiffany reviewed January, February and March 2017 financials and explained that the budget should be at 75% remaining. Payments for the services that have been completed include $56,911 collected in March for the farebox cash and prepaid. The 1st quarter MNDOT contract payment has been received as expected. City of Litchfield has paid half of the local share with $5,000 for operations and $5,000 for capital. Reviewed checking, savings, savings

direct along with the MPT Reserve account balance that the Joint Powers Board has requested to be included on the spreadsheet to be able to track the balance moving forward. The local share for 2 buses at $16,000 each for a total of $32,000 was paid out of that account.

Personnel Expenditures are at 76.4% remaining. Nothing related with the Volunteer Driver Program is reported with the MNDOT Contract. Workers compensation has been paid for the year with the actual cost of $63,941. Administration includes costs for advertising, professional accounting services, computer expenses which includes the Route Match computer software maintenance fees. Vehicle charges accounts have been condensed to 1220-Preventive Maintenance and 1230-Corrective Maintenance as MNDOT is no longer asking for further breakdown. Operations charges include the Latino Community Fund and 50 tokens have been purchased for individuals to attend the Community Health Clinic. Insurance Charges 1420-Other includes the reimbursement of $15,942 from the League of MN Cities. This was expensed out to Environmental Services from the bus accident in October 2016. The overall Operations budget is at 78.8% remaining.

Volunteer Transportation – Volunteer revenue has been separated by Title III donations and Title III cost share. Title III B Grant for the 4th quarter of 2016 in the amount of $18,882 was received. Payments have also been received from County MA/Prime West. Expenses 1053-100% of the Willmar Volunteer Dispatch is included along with some part-time dispatching. The PERA and worker compensation will be looked at closer to calculate out. Mileage reimbursements are in the accounts of 1333 and 2024.

In April we were starting to receive payments from Blue Ride for December and January claims. We have also had random claims being paid from August, September and October. Changes have been made with the claims process and the process has been slow, but payments are coming in. Darrell Ruch inquired on the amount that Blue Ride still owes. Tiffany is estimating at this time approximately $25,000 is due as of the end of December 2016. Claims for January and February have been submitted. We have noticed that the non-complicated trips that are for one stop have been getting paid. The claims having multiple trips and no-load miles with multiple different entries are the claims that are getting hung up. Tiffany has been contacted from Blue Ride with the possibility of 300 clients within the city of Willmar in need of transportation. Tiffany expressed the concern of receiving payment as they are already behind. Blue Ride explained that 75% of the outstanding claims have been processed. Tiffany has a meeting with Shirley later today to discuss the Blue Ride account. Chad Christianson expressed that some providers have dropped service with Blue Ride. Darrell explained that we are fortunate to financially be able to sit on the non-payments. Michelle asked if improvements have been made to the system and Tiffany stated that we have seen improvements. Blue Ride has started including interest payments for 2 claims in the amount of $0.45 each for a total of a $0.90 interest payment.

As of May 1st, some of the Medica clients have been moved over to UCare for funding and UCare is currently timely with payments. Jill Bruns inquired on the payment status for County MA/Prime West. Tiffany explained that Renville County is currently up to date and Kandiyohi County might be a little behind. The turnaround time for payment is approximately a month and a half, as it takes about 3 weeks for us to bill and about that amount of time for the counties to

process. The rides with Blue Ride, UCare and Medica are submitted on-line through our office. A detailed spreadsheet is completed for MA/Prime West and provided to the County and then at that time, the County goes through the claims process. Deb Buffington inquired about subcontracting for the Blue Ride billing. Amanda Becker gave Tiffany a name of who Ecumen of Litchfield uses and Deb Buffington will check with Rice Memorial Hospital to see who they utilize so it can be discussed further to inquire on cost of the 3rd party claims process.

Elderly/Disabled – Billing is done at $55/hr. and completed around the third week of the month. Many of the payments received to date were posted for invoices in 2016.

Marketing Contract – $18,600 is available for marketing and advertising through the end of 2017 for radio, print and bill board ads. Minnesota Public Transit Association will be sending someone out during the week of May 8th to work on advertising ideas.

Transit For our Future – The grant ran mid-August 2016 thru February 28, 2017. The expenses listed are for the items purchased during the merger.

Ridership - Graphs were reviewed by the board. Doug Sweeter gave an update on the current ridership numbers for March 2017 with 23,232 rides between all three transits. Kandiyohi County provided 12,464 rides, Renville County 3,891 rides and Meeker County 6,877 rides in March. CCT is providing an average daily ridership of 1,010 rides. Numbers are expected to go down once school is finished. The City of Willmar Night Route provided 321 rides. Saturday Ridership for the City of Willmar and City of Litchfield was 338 rides. Litchfield is now finished with their Saturday route as they only run October thru March. Sunday Ridership numbers for the City of Willmar and City of Litchfield was at 214 rides with 44 riders for a high and 25 riders as a low. The 5310 March rides were down a little at 49 rides. Let's Go Fishing and Minnesota Charms group will be starting their fundraising soon and are hopeful to utilize CCT for transportation services. Senior Transportation provided 1022 rides between all three counties of Kandiyohi, Meeker and Renville. The phone has been very busy with the volunteer driver program with the highest numbers ever.

Joy Ride will start up again and run Friday and Saturday nights Memorial Weekend throughout the summer until Labor Day Weekend. Over the 4th of July, 3 busses will be running on Saturday for the street dance. Considering the possibility of having a bus on Sunday and Monday but there isn't funding at this time. Litchfield Watercade Days transportation will be provided by Hicks.

Tiffany was contacted by the City of Sacred Heart for a transportation need. She referred them on to a private company called Superior Transportation out of Springfield and she hasn't heard a reply back.

Vehicle Purchase Bids

Bid handouts were reviewed and Gaylen Thompson discussed the different types of busses with some of the options. The bids were received based on the needs of the three facilities. All of the busses would have the lifts up front. Some of the additional options would include backup

cameras as a safety feature, Romeo rim rear bumper as it holds up better, carpeting on the walls and ceiling to help reduce noise. Kelderman rear air suspension for a smoother ride as riders have reported good feedback with that suspension. Power entrance door switch to enable the walking door to remain closed while using the lift. SEON cameras provide clarity and the wire four-way flashers are an automatic feature with the door open.

Looking at an additional cost of $730 to add a heating coil onto the Turtle Top bus for a total of $79,394. A nice feature on the Elkhart Coach is the two separate A/C units. One for the driver and the other for the passengers with the compressor and condenser running separately. This would be a nice feature as often the elderly riders are cold and the driver has just loaded and strapped down a number of wheelchairs so they are very warm.

The Elkhart Coach will have 6 wheelchair positions with all fold away seats. Without any wheelchairs it will occupy 20 riders. This bus is the most suitable to replace the one that was in the accident. The vehicle total price is $82,317.

Other bids that were received but not included for review consisted of a bid from Telin Bus, as the Kelderman suspension made it overweight. The other bid was for a 6 wheelchair position bus, however, the lay out had the "trip step" and that step is located on another bus where passengers seem to trip on that extra step when loading and unloading. As a safety feature this bid was not included for review.

Discussion was had for the replacement of the bus that was involved in the accident and needing 6 wheelchair positons. The best option was felt to be the Eklhart Coach ECII Gas for $82,317 from North Central Bus & Equipment.

Michelle Prahl made a motion to recommend to the Joint Powers Board for the replacement bus to be the Eklhart Coach ECII Gas for $82,317 from North Central Bus & Equipment. Kristi Maahs seconded the motion, which carried with 10 ayes 0 nays.

Jill Bruns inquired with all of the bids being so close in price, if the expense cost of maintenance and repair would be a deciding factor. Gaylen explained there wouldn't be any difference with maintenance and repair and all of the busses are gas in place of diesel. The rear structure is the only major difference. Gaylen was asked for his recommendation with the proposed busses. He felt it would be beneficial to have one of each bus. Deb Buffington felt this way we wouldn't lose the competitive edge with going with only one kind of bus. Donna Anderson stated that the drivers can also continue with the style of bus they are comfortable with. Tiffany stated with the bids being so close, that it is a great opportunity to try different busses with different body styles. Deb Buffington expressed that it is important for the drivers to be comfortable. Chad Christianson mentioned the only major change will be for Meeker County with having the lift up front. Gaylen expressed the smoothest ride is in the front of the bus especially for wheelchairs. For all of the contracts $79,000 is base amount with a 80% from MNDOT and 20% local share. Anything above $79,000 will need to come out of transit reserves.

Discussion was had regarding the purchase of three additional busses: Glaval Universal 6.8L Gas for $77,828 from Hoglund Bus Co, Turtle Top Terra Transit Gas from Hoglund Bus Co. with the

additional heat coil of $730 for $79,394 and an Elkhart Coach ECII Gas for $79,670 from North Central Bus & Equipment.

Deb Buffington made a motion to recommend to the Joint Powers Board for the purchase of three additional busses to be one of each proposed; Glaval Universal 6.8L, Turtle Top Terra Transit Gas and an Elkhart Coach ECII. Jill Bruns seconded the motion, which carried with 10 ayes 0 nays.

Fare Structure Proposal

Tiffany explained that the Joint Powers Board would like the Operations Board to come back with more options to use the punch passes to help alleviate increases in the event that a new fare structure is implemented. One suggestion was to have the discounts on the punch passes be of a higher discount with the higher dollar value. Tiffany reported that the Meeker Public Transit Advisory Committee is reluctant on putting any type of increase especially with the merger being so new. The top concern is with the City of Litchfield's current pricing at $1.35 per ride with the punch cards costing $13.50 for 10 1-way rides. The goal would be to begin to educate that the fare is $2.00, but cheaper with the discounted punch passes.

Other fare structure proposals that are in need of being addressed include:

- $1.00 extra for Same Day Service and for change of destination or pick up location.
  - This needs to be arranged through dispatch, so the drivers are able to charge what is listed on the tablets.

- Discontinue Bus Stop to Bus Stop fare of $1.50 each way.
  - Riders are generally going from a bus stop to their home address and the cost is $2.00 for that ride.

- Contract Rate of $55.00, Joyride Contract Rate of $65.00

- No Checks accepted on the bus
  - Currently the drivers in Meeker County are selling punch passes on the busses, looking at discontinuing.

- No pets allowed (even in a carrier) only service animals are allowed.

- What age needs to be accompanied by an adult?
  - Currently CCT is 4 years and under. Preschool children are 3 and 4 year olds.
    Suggest: Children age 3 and 4 going to a structured educational facility are able to ride without an adult as long as their behavior is safe.
    Children 2 years and under will ride free with a paying adult.
    Donna Anderson would like to see a policy in place soon regarding children age requirements, as she will need to have things in place for preschool this fall.

- Go away from age discounts and put the discounts for all users of punch cards.

- Veterans to ride free or not to ride free.
  - Currently Veterans ride free in Meeker County with an SC on their ID card. Suggested checking with the Veterans Service Officer in Willmar to see of an approximate number that would possibly utilize our service.

CCT staff is looking to be as consistent as possible with all of the proposals. Chad Christianson expressed the understanding of the Meeker Public Transit Advisory Committee wanting to wait on the fare structure rates, but wondering how long you wait to make that change. Darrell Ruch suggested setting a deadline date that the changes need to be implemented by. Kristi Maahs recapped the importance of the education piece to the public with the focus being on a Fare Structure and not a Fare Increase. Donna Anderson explained that a while back Meeker County had a $.50 increase and the ridership fell, so the increase was discontinued. The three different Transit Punch Pass options were reviewed. The goal has been to have the discounts on the punch passes be of a higher discount with the higher dollar value. The challenge remains with trying not to increase for Meeker County but at the same time not losing money within the other counties with the discounted passes. With the suggested revised $37 punch pass including 4 free $2.00 punches with a $45 value, averages the ride at $1.48. In order to only look at a $0.15 per ride increase for the city of Litchfield, it would therefore result in a $6 per punch card loss for all of the other areas. The suggestion was to continue to keep working on this with consistency and education along with the possibility to table the increase for a few months. If the rates can't be agreed upon, we may need to look at the option of increasing the Local Share. Darrell felt that a lot of discussion still needs to take place as we don't want to offend Meeker County, but to see what other suggestions they may have. Chad Christianson suggested inquiring with Meeker Public Transit Advisory Committee to see when they would be open to a change. The issue remains with being unable to merge the data base systems within the three counties until the fare structure rates are agreed upon. Jill Bruns would like to see the revisions be in effect by Christmas time so advertising can begin, as Punch Cards make great gifts for the elderly. Regarding the possibilities for cards that can be loaded and swiped for payment, Tiffany checked into the system that Metro Mobility uses as an auto fare box. Unfortunately the cost is close to a million and an additional fee needs to be paid for the processing of credit cards. It basically only collects the money and calculates the amount of money inside the fare box, so we will continue working on a better solution.

Committee Updates

Systems Resource Committee update – The mobile use policy may need to be reviewed in the near future for language use. A new driver had requested to use an earpiece while driving. He explained that the GPS on the tablet doesn't always work and since he is new he gets lost. Donna Anderson, Tiffany and a union steward met with the individual to discuss the situation. The driver was instructed to no longer use the earpiece while it can be researched further and a resolution can be found.

The 3 expansion projects were reviewed with the funds becoming available on July 1st, 2017. The routes will be reviewed in one year and the funds could be available for 2 years.

Administration Committee update – No new information to report.

Meeting Set Up/Dates

Operations Board – May 23, 2017 - 10:00 a.m.
Committee Meetings:
System Resource Committee – June 6, 2017 - 1:00 p.m.
Administration Committee – May 19, 2017 - 8:00 a.m.

Central Community Transit Joint Powers Board Meeting – May 12, 2017 - 9:00 a.m., June 30, 2017 - 9:00 a.m.

Adjourn Meeting

Chad Christianson made a motion to adjourn the meeting. Pam Meinert seconded the motion, which carried.

The meeting adjourned at 11:43 a.m.

Submitted by,
Patti Flannigan
CCT Dispatcher

Willmar Community Center Board

Wednesday, May 10, 2017

Attending:

Board: Darlene Schroeder, Donna Evenson, Marv Kinzler, Diane Shuck, Lori Park-Smith; Heidi Burton, Ben Larson.

Staff: Tammy Rudningen and Pam Vruwink

Excused:
Board: Mike Jahnke, Terri Smith, Jan Olney Doug Sweeter,
Staff: Steve Brisendine and Ryan Harper
City Council Liaison: Julie Asmus

1. Call to Order
2. Review and approve Minutes
3. New board members: Motion made seconded and approved to add new board members: Lori Park-Smith; Marv KInzler (effective immediately) and Jennifer Mendoza (effective July 2017.)

4. Play area. Board members set up the tables, chairs, bookcase and toys in the play area. Heidi Burton will contact Ryan Harper regarding shelving and painting needs for the play area.

5. Grants: Darlene Schroeder provided the following update on grants:
   a. SMAC Art Project grant. The $5,000 grant application was approved. — approved. Amount of match: $1,275 Anticipate $275 from free-will donations.
      1. Proposed events and artists: (Subject to final contracts.)
         July 1, Somali Independence Day, Dalmar Yare, singer, $1,000,
         Sunday afternoons in August, 4 sessions of Somali traditional dance classes provided by the Somali Museum, Minneapolis; $2,500
         Saturday afternoons, October 21, November 4, November 11 and November 18. Traditional Somali weaving, 4 instructors. (Times to be determined,); $2,500.
         Saturday evening, September 23, Jalisco Mariachi, $1,275.
      2. Status of Grant Implementation as of board meeting:
         a. Certification signed by Ike Holland and submitted to SMAC.
         b. Artists have been contacted regarding information needed to complete contracts
   b. State Arts Grant – Folk and Traditional Arts. Deadline: June 2 2017. Earliest Start Date: January 1 2018. Grant Range: $5,000 - $75,000. 25% cash match required

      The Folk and Traditional Arts grant program is designed to enrich Minnesota communities through folk and traditional art forms being passed on, documented, practiced and shared.

      Folk and traditional arts refer to artistic traditions that come from and are rooted in the cultural life of a community. Community members may share a common ethnicity, geographic location, occupation, language, or tribal affiliation. Folk and traditional arts are learned and passed on through community based systems of training and education where younger generations learn and attain mastery of a form by observation and practice or through apprenticeships with elders and masters.

A folk and traditional arts project may be a single event or activity, or a series or combination of multiple events or activities. Apprenticeship projects, where a master artist passes on skills to a promising apprentice, also are encouraged. Projects may include creation of work, field research, documentation, and presentation of folk and traditional art forms. All projects must have a community component such as a concert, exhibition, workshop, or other activity that engages members of a larger audience in the work of Minnesota's folk and traditional artists

Decision by consensus: Given short time-frame, Darlene Schroeder will contact the Somali Museum to see if they would be interested/willing to provide presentations and teaching during calendar year 2018. Darlene will consult with Janet Olney and local people from the Somali Community to develop a grant proposal in the range of $10,000 - $15,000. The grant application will need to be approved by the Willmar City Council at their May meeting.

c. Additional grant opportunities were discussed:

1. Willmar Community Foundation also has an arts grant available. Deadline: August 15, 2017. Their other project grants are typically available twice per year and may be helpful to move programming goals forward.

2. Bremer Foundation is another option for funding special projects and initiatives.

3. State Arts – Artist Initiative Grant. Grant range: $2,000 - $10,000. Visual arts deadline: Friday, August 4, 2017. No match required. Up to $5,000 may be used for capital expense (equipment). Applicant: Individual artist

   Option: Advise Karen weaver and other fiber/visual artists of the availability of this grant.

6. Celebrating Community Mural
Ron Adams has completed the layout sketch and will start transferring the figures to canvass panels. Over $2,700 in donations have been received by the Arts Council for this project. The goal is $8,000. Tammy Rudningen noted that some people suggested that the mural be hung in the Selvig Room on the empty wall, instead of the wall opposite the kitchen in the Burlington Northern Room. Heidi Burton stated that it should be in the Burlington Northern Room where it will be more readily visible to everyone coming to the Center.

7. Stage and Sound System. It was noted that the stage and sound system are finished. Marv Kinzler indicated that there is a need for railings and that they need to be designed at the corner of the stages in order to reduce the possibility of people tripping on the steps.

8. Memorial Day event plans are being implemented, including the Willmar Senior High Pep Band; 2701.

9. Marketing. The Facebook data and May and June utilization data were sent out board members prior to the meeting. Pam Vruwink provided a verbal update on the development on a WCC webpage. She indicated that it would only be one page, although there could be links to other pages and documents. No timeframes for implementation have been established.

10. Sharing Stories. Ben Larson stated that Javier Valenzuela is available to present. Ben will check to see if the first Saturday in June is workable.

11. Finance: Steve Brisendine distributed the April financial report prior to the meeting. It was noted the WCC board does not yet know what the 2018 budget process and timeframes are, but that it will probably be moving ahead in June.

The next WCC board meeting will be Wednesday, June 14 at 3:30 pm.

Respectfully submitted,

Diane Shuck, Secretary

COMMUNITY EDUCATION & RECREATION
JOINT POWERS BOARD MEETING
May 26, 2017

Members Present: **Chair Darin Strand, Vice Chair Ross Magnuson, Bill Borth, Dave Baumgart, Maria Garcia, Allen Huselid, Linda Mathiasen, Audrey Nelsen, Carol Laumer**

Staff Present: **Steve Brisendine, Tom Moore, Rob Baumgarn, Jodi Wambeke, Jena Tollefson, Ryan Harper, Dean Schroeder**

Guests: **Ike Holland, Mike Gramm**

1. Chairman Darin Strand called the meeting to order. The first item of business was introductions, Ike Holland, City Administrator, and Dean Schroeder, CER Intern, introduced themselves.

2. **Rotary Club Liquor Permits:** Mike Gramm from the Willmar Lakes Rotary Club was present at the meeting requesting support for 5 separate liquor permits for events the Rotary Clubs will be selling beer/wine at this summer at Robbins Island Park. The first is event is the Willmar Fest Beach Party on Saturday June 24. The event will be as in the past and the Rotary Club would be providing the same services provided at last year's Rocking Robbins events.

The other four permits would be for the Rockin Robbins events to be held on Tuesdays July 18 and 25, August 1 & 8. They will follow the same format as last year with assistance from the Willmar Police Department. All servers will go through training provided by the department. The events were very successful last year and raised about $20,000.00 that went into the Destination Playground at Robbins Island. The plan for this year's funds would go into the beautification of the entrance. Staff has worked on a conceptual drawing of this plan and will forward through the city process for approval later this summer. Attached you will see these conceptual drafts.

Carol Laumer **moved to approve these liquor permits for the Willmar Fest and Rockin Robbins events** based on support from the police department, city council and state licensing board, Allen Huselid seconded this motion, **which carried unanimously.**

3. **CER Board Member Job Descriptions:** Job Description document of JPB Members was presented. Carol requested some language changes, staff will get those imported into an updated version for further discussion. Maria suggested a 1:1 meeting of expectations, do's and don'ts so new board members don't feel lost as they join the board. Linda requested the document be dated for tracking purposes. Updates will be made and this document will be a work in progress until a final approval is made. It was discussed whether or not this document should be approved by the two policy making boards as well.

4. **Committee Overview and Placement of members:** Darin gave a quick summary of the two working committees of the CER Board; Parks/Facilities and Program are the two committees. Sally Calvin requested through Steve to move from the program committee to the Parks/Facilities Committee.

5. Program Committee: Jena Tollefson provide the committee and overview of the Cardinal Place program and what is taking place this summer at Cardinal Place. Cardinal Place is currently serving about 16% of all elementary students at the two elementary schools. Presentation included in minutes.

Rob Baumgarn presented information on the Civic Center. Including ice usage, projects, and things coming in the future-hopefully a concert and crossfit games. Handout included in minutes.

6. Parks Committee: Steve Brisendine gave on update on the park projects and the various stages they are in. The destination playground project at Robbins has wrapped up the community building phase which was a huge success. The whole community should be proud of this project. The surfacing portion of the project will start the end of May first few days in June and will need to cure for a number of weeks before the playground can open. The grand opening is set for June 24.

The Rice Park project has started with Chester Contracting and subs completing the demo work of the shelter, basketball court and wading pool. They are currently checking soils and there may need to be some remedial work in the shelter area before footings can be placed. Very excited to see this project get started, it has an October 31 completion date but the contractors are very confident this work will be done by the end of summer.

The Miller Park tennis court project has most of the scope of the project laid out. Staff met with SRF reps last week and made some recommendations for changes around some drainage issues. We also discussed potentially reusing the current lights at Miller and Rice tennis courts for this project. Staff were going to review whether or not these are feasible for reuse. The budget for this project was $220,000 and a $10,000 grant has been received from the Northern Chapter of the USTA. Staff has also submitted a grant request of $100,000 from the National USTA. Notification is probably about 5 weeks out on whether or not we are successful in gaining those funds. The current estimates to complete the project are $179,140 for the tennis courts, $85,000 for lighting and about $30,000 for consultants work. If some of the lighting can be reused it would draw down that amount. One of the other goals of this project is to bring in playground equipment so the USTA grant would be vital to completing all the work at Miller Park.

The Swansson Field Concession/Restroom Facility process has been much slower than was hoped. The goal was to have this project done by the first week of August to be ready for the State VFW Tournament. With bids being due on June 7 that timeline might be difficult to meet. There is $365,000 in the budget to complete this work.

Much discussion took place around these projects. Some thoughts shared included to make sure we get Rice Park fully completed, which might include relooking at the alternates that have not been formally approved at this time. The concession/restroom facility was discussed and whether or not that work should be completed this year if it will not be done in time for the state tournament. That will be a great discussion to have pending the bid numbers and what the council might decide for this project. Should we delay this project so all the work on this complex can be planned to be completed in a more condensed timeline than the current phases that have been suggested in the 5 year CIP.

The committee did not have a lot of time to discuss the 5 year CIP as handouts were provided. They will be attached to this document for members to review and will be discussed at future meetings as that budgeting process is just beginning with staff's recommendations to the council/mayor. Some comments were also made about proposals for buildings and fees and whether or not this board should take a more active role in decisions in the future.

7. **Other:** Ike Holland mentioned that he had set up a meeting to an informal get to know meeting with Superintendent Jeff Holm. One item to get further attention down the road is the CER Joint Powers Agreement between the City of Willmar and Willmar Public Schools. Each entity has some thoughts on how they would like that process to proceed. There are two issues to reflect upon; The Joint Powers Agreement has an October 2017 renewal/review date on it. In addition some discussion should take place around succession planning as the Director has announced intentions of retiring June 30, 2018. There is some urgency to begin discussions but a thorough discussion is more important than a quick discussion.

As there was no further business, the meeting adjourned. The next meeting is June 23.

WCER Joint-Powers-Board
JOB DESCRIPTION

TITLE: Representative Members

SELECTION: Elected by School District 347 or the City of Willmar

ACCOUNTABLE TO: Chairperson, Joint-Powers-Board

PRIMARY FUNCTION: To participate in the work of the WCER Joint-Powers-Board in planning services to the community.

TIME COMMITMENT: 3 year terms. Term is renewable but not to exceed two consecutive terms. Terms are to begin in January 1 of year one and end December 31 of year three.

A. Responsibilities

1. To attend meetings regularly, or notify office in advance of intended absence. If three consecutive absences occur, the member will be asked to meet with the Director and/or executive committee to discuss their membership. Upon this discussion a decision will be made regarding membership to board, which may end in removal for lack of participation.
2. Review agenda and materials in advance of each meeting.
3. Seek community input regarding issues/concerns/ideas before the Joint-Powers-Board and improve communication between community groups, City of Willmar and schools.
4. Assist the staff in identifying and meeting community needs, interests and concerns with minimal duplication of efforts.
5. To participate in sub-committees or work on special projects as time, interest and abilities permit.
6. To recommend areas of program development and when possible identify available or potential community resources to meet the needs identified.
7. To assist the staff in maximizing the use of community resources.
8. To provide guidance and support in providing a comprehensive, balanced community education and community recreation programs for all members of the community.
9. To develop positive, cooperative efforts with other community agencies and groups.
10. To support, foster, supplement, enrich and integrate the educational opportunities for all members of the community.
11. To support, foster, supplement, enrich and integrate the recreational opportunities for all members of the community.
12. To work for legislative support of Community Services programs.

B. Qualifications

1. Members appointed by the City of Willmar must live in the city of Willmar.
2. Members appointed by the School District 347 must live in School District 347.
3. Ability to work cooperatively with a group and represent the views of constituents.
4. Demonstrates an interest in the Health and Wellness of School District 347 and the City of Willmar.
5. Understands, actively supports and positively promotes the philosophy and purpose of Community Services.
6. Willing to make the necessary time commitment to fulfill duties of membership.
7. Board members will not have a conflict of interest that would prevent them from making unbiased decisions that come before the board. Employment with WCER, City of Willmar & ISD 347 would be considered a conflict of interest.

C. Training Offered

1. Provided by the Community Services staff.
2. Workshops and conferences when available.
3. Opportunities to attend CER programs to assist staff with evaluation of programs.

Cardinal Place

learn.play.grow

Today's Children

- Over 28 million school-age children have both parents or their only parent in the work force.
- Research shows that participation in afterschool programs improves school attendance and performance, increases expectations for the future and much more.

Afterschool programs keep kids safe, inspire learning, and help working families.

- Juvenile crimes triple between the hours of 3 and 6 pm.
- Youth in afterschool programs are 50% less likely to drink, smoke, or use drugs.
- Afterschool programs provide a natural platform for kids to stay active, explore new opportunities with crafts, projects, sports and social experiences.

A sound investment

- Every dollar invested in an afterschool program saves taxpayers $3.
- Afterschool programs make parents more productive workers. Not having afterschool care causes parents to miss 8 days of work per year. These parents are more frequently interrupted by non-work issues, make more errors, turn down requests to work overtime, and miss meetings because of non-work issues.
- Police chiefs, sheriffs and prosecutors overwhelmingly agree that investing in afterschool programs is more effective in reducing youth violence and crime than hiring more police officers or greater punitive measures

Our Mission

- Our mission is to provide a safe, caring, & fun environment for children that meets social, physical, and emotional needs through a variety of experiences and activities. We will encourage children to make positive choices while promoting self-awareness, fostering creativity, and providing leadership.

Who We Are?

- Cardinal Place is the before & after school program located in the Willmar Public Schools since the early 70's.
- We have 2 sites: Kennedy & Roosevelt.
- We open at 6:30am and close at 6:00pm.
- We are open on inclement weather days, holiday breaks, and all summer.
- We have 292 kids registered!
- Our maximum ratio is 12 to 1 for preschool and kindergarten and 13 to1 for grades 1-5. The average ratio is 10 to 1.

Kennedy

- We are located in room 105. We share this rooms with Cardinal Kids Preschool. We have our own entrance off the main parking lot by the playground.
- There are 897 kids at Kennedy and we have 147 registered. We serve 16%.
- We are located here solely over holiday breaks and during the summer.
- Ann Johnson is the Site Supervisor.

Roosevelt

- We are located in the Cafeteria.
- Roosevelt has 923 students and we have 139 registered. We serve 15%.
- Parents can reach us from the main entrance or the West side of the building.
- Trevor Rodgers is the Site Supervisor.

What do we do?

- Active Time
- Creative Time
- Homework Help
- Social Opportunities
- Play Outside
- Field Trips
- HAVE FUN and more!

Educational Impact

- Cardinal Place is committed to help our kids be successful.
- We have implemented a homework program to help kids get it done here.
- Some parents request their kids work on their homework everyday and others use it as needed.
- We provide a quiet learning environment with many tools available for their use.

Our vision is to provide top quality…

Out of School Care

Enrichment

Recreation

Academic Assistance

Summer Program

- We are open 6:30am-6:00pm, Monday through Friday.
- We have groups divided up by age.
- We provide breakfast and snack daily.
- Students bring their own lunches or new lunch program available through F&NS.
- We go on lots of fun field trips and stay busy during the day with activities and crafts.
- We provide transportation to all WCER activities.
- Our summer theme is 'Party with CP!'

Enrollment Options

School Year	1	2	3	4	5
Before School	$8	$11	$12	$16	$20
After School	$15	$20	$22	$30	$35
Non School Days	$27/Day				

Summer	1	2	3	4	5
	$30	$60	$80	$105	$130

Are we ever closed?

- Cardinal Place closes only for Labor Day, Thanksgiving & Black Friday, Christmas Eve & Christmas Day, New Year's Day, President's Day, Good Friday, Memorial Day, and 4th of July.
- Cardinal Place is open for all inclement weather days unless WCER closes it's office.

Cardinal Place Staff

- Cardinal Place employs up to 50 staff.
- Some work everyday and some are seasonal.
- All ages and backgrounds.
- All staff are First Aid and CPR Certified.

Coordinator's Roles/Responsibilities

- Marketing
- Program Development/ Evaluation
- Scheduling-Staff, Locations, etc
- Hiring, Firing, Evaluation
- Registrations
- Payroll
- Purchasing/Orders
- Field Trips/Bussing
- Family Contact
- Program Communication to Families
- Open Houses/Fairs/Etc
- Voice of CP
- Complaince-FNS, Safety,

Strengths & Weaknesses

- Passionate Staff
- Programming
- Academic Support
- Communication/ Support in School
- Field Trips
- Family Inclusion
- Growth
- Flexible Enrollment

- Aging Equipment
- Behaviors/Students on IEP's
- Staff Development
- Hiring
- Space

How Can JPB Help CP?

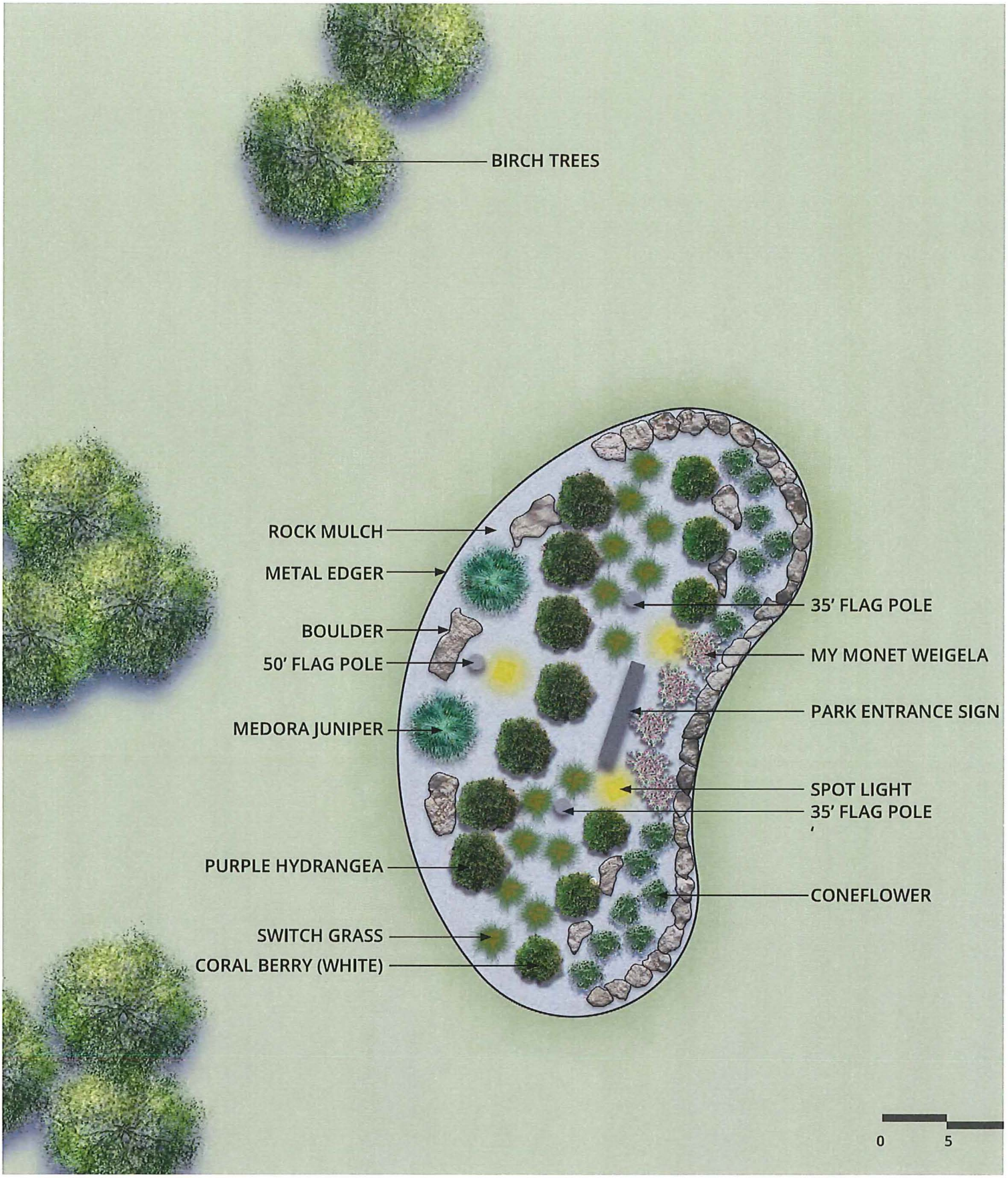
- Recommend CP to people you meet.
- Support CP in their quest for space in the schools.
- Have a fun idea or field trip location?
- Share your time or talent!

Find us on Facebook

Questions?

- Thank you for your time!
- If you ever have any questions, comments, or concerns-Please feel free to contact me at 214.6680 or tollefsonjl@willmar.k12.mn.us
- If you would like to visit one of our sites, just let us know and we can arrange it for you.

At Cardinal Place we try to make everyday the best day ever!



PLAN

ROBBINS ISLAND REGIONAL PARK ENTRANCE SIGN

WILLMAR, MN

PARK ENTRANCE SIGN OPTION 1

PARK ENTRANCE SIGN OPTION 3

ROBBINS ISLAND REGIONAL PARK ENTRANCE SIGN

WILLMAR, MN

PARK ENTRANCE SIGN OPTION 5

PARK ENTRANCE SIGN OPTION 7

ROBBINS ISLAND REGIONAL PARK ENTRANCE SIGN

WILLMAR, MN

Willmar Civic Center Program Report
Fall 2016-Spring 2017

Fall 2016

All of these programs are new programs

	# of participants	# sessions	Participation Cost			
Youth Hockey						
Beginner Hockey	38	5	Free- Partnership with Willmar Hockey Association			
Warhawk 3 on 3 Youth	45	12	$ 99.00			
Warhawk 3 on 3 High School	108	6	$ 59.00			
9 Programs offered- Classes held 9						
Adult Hockey						
Men's Hockey League Gold	75	30 games	$690 per team (5 Teams)			
Men's Hockey League Silver	0	0	0			
2 Programs offered- Classes held 1						

Ice Renters	# of hours used					
Diamond Edge Figure Skating Club	36.25					
Willmar Warhawks	70.75					
WCER- Open Events- Hockey and Skating	45					

Winter 2016-2017

	# of participants	# sessions	Participation Cost			
Youth Hockey						
Mini Mites, LTS,LTP	80	34	$ 50.00			
Mites 8/U	50	40	$ 50.00			
Rec Grade 4-5	13	34	$ 50.00			
Rec Grade 6-8	7	17	$ 50.00	Combined with Rec 4-5		
7 Programs offered- Classes held 6						

Adult Hockey						
Men's Hockey League	115	119 games	$ 185.00			
1 Programs offered- Classes held 1						

Ice Renters	# of hours used					
Willmar Youth Hockey Association	475					
Willmar Public Schools	368					
Willmar Warhawks	324	192 hours were practice time				
Diamond Edge Figure Skating Club	303					
WCER- Open Events- Hockey,Skating, Curling	162					
Glacial Ridge Curling Club	122					
Christian Hockey League	50					
Willmar Hockey Boosters	15					
Private Rentals	6					

Miscellaneous Rent						
Graduations Parties (5)	32.5					
University of St. Thomas Hockey Game	5					
Movies on Ice	4					

Dry Floor Events						
Shrine Circus						
West Central Tribune Garage Sale Fall						
Ismalic Prayer Service						
Dog Obience Class						
Willmar Ulitiites Dinner						
Willmar Ag Show						
Rebel Camper Show						
West Central Builders Show						
Jose Cole Circus						
KLWM Home Show						
West Central Tribune Life Connection Show						

West Central Tribune Garage Sale Spring						
Ridgewater College Graduation						
Willmar Rifle and Pistol Gun Show						

Issued Dates: **5/1/2017 to 5/31/2017**
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
WI026902	5/4/2017	My Other Half's LLC 1209 Pleasant View Dr SE	95-672-0410 Lot 11, Block 4 Pleasant View	Single Family New	Residential HVAC - New Home	$184,899.00	$101.00
WI026934	5/11/2017	S & D Liquor Properties Llc 1600 Hwy 12 E	95-914-1660	Commercial/Ind New	Install new furnace and A.C.	$13,000.00	$136.50
WI026976	5/2/2017	Jimenez/Isidra 623 Julii St SE	95-222-1570 Block 8 Ferrings 2nd Addition	Single Family Replace	A/C Replacement	$0.00	$26.00
WI026977	5/2/2017	Bergquist Living Trust/Janice 414 7th St SW	95-003-6460 Block 53 Willmar, Town Of (Original)	Single Family Replace	A/C Replacement	$0.00	$26.00
WI026981	5/3/2017	Bennett & Company 312 24th Ave SW	95-680-0730 Block 4 Portland Acres	Alteration Commercial Add/Alter	Remove 3 antennas/ add 6 radios	$15,000.00	$378.34
WI026983	5/16/2017	Duininck Development Inc 400 24th Ave SE	95-841-0220 Lot 3, Block 3 Water View Business Park(The)	New Commercial New	Construct 3358 sf dental clinic	$497,900.00	$4,996.41
WI026989	5/23/2017	Flaten/Shirley K 2104 20th St SW	95-885-0120 Lot 12, Block 1 Yorktown Estates	Addition Residential Add/Alter	11 X 26 Addition	$30,000.00	$607.13
WI027000	5/3/2017	Leraas/Adam D 1504 14th Ave NE	95-911-0360	Drainage system Residential Add/Alter	Install 126' drainage system. / 2 wall anchors	$8,550.00	$228.91
WI027001	5/2/2017	Willmar Ten Investors 1601 Hwy 12 E	95-914-1650	Commercial/Ind Replace	Replace gas furnace	$5,704.00	$77.85
WI027002	5/2/2017	Seifert/John W & Mary K 1105 Richland Ave SW	95-132-0270 Lot 3, Block 4 Chief Addition	Single Family Replace	A/C Replacement	$0.00	$26.00
WI027004	5/4/2017	Affiliated Community Health 101 Willmar Ave SW	95-750-0050 Sub-Div. N1/2 Of Ne1/4	New Commercial New	Construct 29350 sf surgery center	$8,634,154.00	$57,000.11
WI027007	5/2/2017	Hanneman/Benjamin J & Cara L 905 16th St SW	95-042-0210 Block 1 Barnstad`s Second Addition	Deck Residential Add/Alter	Residential Deck	$6,352.00	$190.31

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
WI027019	5/2/2017	Zimmer/Benjamin (Ben) 912 3rd St SE	95-250-0850 Lot 5, Block 5 Glarum`s Addition To Willmar	Finish Basement Residential Add/Alter	Add 2 basement bedrooms & egress windows	$2,000.00	$94.38
WI027020	5/2/2017	Ben Zimmer 109 14th St NW	95-916-3120	Multi Family Apts/Condos Correction Order	Remove and repair improper plumbing	$0.00	$91.00
WI027022	5/1/2017	Garrod/Steven & Leslie 1108 11th St SW	95-570-0310 Block 3 Nursery Addition	Reroofing Residential Add/Alter	Residential Reroof	$3,500.00	$31.75
WI027023	5/1/2017	Mohr/Jerret H 312 13th St SW	95-006-8390 Lot 4, Block 120 First Addition To The Town Of Willmar	Finish Basement Residential Add/Alter	Basement Finish / Remodel	$31,000.00	$621.13
WI027024	5/1/2017	City of Willmar 805 3rd St SW	95-003-4910	New Commercial New	Construct new park shelter	$305,013.00	$3,440.97
WI027025	5/1/2017	Gasca-Ortega/Alberto 324 5th St SW	95-003-4860 Block 42 Willmar, Town Of (Original)	Commercial/Ind New	Install new boiler	$7,786.00	$81.75
WI027027	5/1/2017	City of Willmar 805 3rd St SW	95-003-4910	Commercial/Ind New	Plumbing for new park shelter	$0.00	$293.00
WI027028	5/3/2017	Hanson/Marlow W 809 Olena Ave SE	95-662-0220 Lot 22, Block 1 Perkins 2nd Addition	Garage Garage/Shed	Construct 14' x 22' Det. Garage	$12,233.00	$305.75
WI027029	5/3/2017	Hanson/Marlow W 809 Olena Ave SE	95-662-0220 Lot 22, Block 1 Perkins 2nd Addition	Reroofing Residential Add/Alter	Residential Reroof	$1,200.00	$30.60
WI027030	5/3/2017	Dahiya/Anjali 1424 Fairacre Lane SW	95-209-0020 Lot 2, Block 1 Fairacre Addition	New New Single-Family Dwelling	New Plans for Residential House and Garage	$602,355.00	$2,184.68
WI027031	5/3/2017	Hanson/Marlow W 809 Olena Ave SE	95-662-0220 Lot 22, Block 1 Perkins 2nd Addition	Install Egress Window Residential Add/Alter	Install 1 egress window	$500.00	$31.75
WI027032	5/3/2017	Zimmer/Benjamin (Ben) 1009 7th St SW	95-090-1520 Lot 12 Booth`s Addition To Willmar	Alteration Residential Add/Alter	Residential Remodel & Egress Window Installation	$2,000.00	$94.38

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
WI027033	5/3/2017	Zimmer/Benjamin (Ben) 1009 7th St SW	95-090-1520 Lot 12 Booth`s Addition To Willmar	Single Family New	Residential Plumbing - Interior Remodel	$0.00	$71.00
WI027034	5/3/2017	Raske/Vernon A & Ellaner 711 24th St SE	95-666-0100 Block 2 Pheasant Meadows	Reroofing Residential Add/Alter	Residential Reroof	$16,000.00	$38.00
WI027035	5/3/2017	Peters/Connie 708 24th St SE	95-666-0040 Block 1 Pheasant Meadows	Reroofing Residential Add/Alter	Residential Reroof	$16,000.00	$38.00
WI027036	5/3/2017	Hagfors/Warren E & Marie E 707 24th St SE	95-666-0090 Block 2 Pheasant Meadows	Reroofing Residential Add/Alter	Residential Reroof	$16,000.00	$38.00
WI027037	5/3/2017	Mages/Clarence 704 24th St SE	95-666-0030 Block 1 Pheasant Meadows	Reroofing Residential Add/Alter	Residential Reroof	$16,000.00	$38.00
WI027038	5/4/2017	Nelson/Jason O 225 Manila St NE	95-730-0730 Lot 3, Block 6 Sperry`s Addition	Single Family Replace	Gas Furnace Replacement	$0.00	$31.00
WI027039	5/4/2017	Brandt Trust/Donald &Shirley 712 24th St SE	95-666-0050 Block 1 Pheasant Meadows	Reroofing Residential Add/Alter	Residential Reroof	$16,000.00	$38.00
WI027040	5/4/2017	Garcia/David O & Juana M 725 Park Ave NW	95-710-0140 Lot 4, Block 2 Seminary Addition	Reroofing Residential Add/Alter	Residential Reroof	$1,800.00	$30.90
WI027042	5/8/2017	Lamson/Gregory J 401 Ann St SE	95-220-1840 Lot 14, Block 12 Ferring`s Addition	Single Family Replace	Water Heater Replacement	$0.00	$26.00
WI027043	5/8/2017	Alonso/Charlotte Rae 800 Augusta Ave SE	95-660-0250 Lot 5, Block 2 Perkins 1st Addition	Single Family Replace	Water Heater Replacement	$0.00	$26.00
WI027044	5/8/2017	Lund/Sara E 1105 Olena Ave SE	95-665-0250 Lot 15, Block 2 Perkins 5th Addition	Alteration Residential Add/Alter	Install radon mitigation system and egress window	$3,700.00	$132.73

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
WI027045	5/8/2017	Harberts Prop Management, Llc 924 lst St S	95-280-3070 Block 17 Hanson`s Addition To Willmar	Reroofing Commercial Add/Alter	Commercial Reroof	$2,100.00	$75.80
WI027048	5/9/2017	Frank/Cletus & Deborah 401 5th St SW	95-003-6260 Block 50 Willmar, Town Of (Original)	Commercial/Ind Replace	Replace furnace and A.C.	$10,665.00	$111.98
WI027049	5/9/2017	Cha/Ree 401 30th St A-5 NW	95-980-0050	Mobil Home Transport Mobile Home In/Out	MOVE OUT 14X70 '70 HOMERA - #MU3274D	$0.00	$75.00
WI027050	5/9/2017	Trevino/Pricilla Lopez 401 30th St H-4 NW	95-980-1040	Mobil Home Transport Mobile Home In/Out	MOVE 14X68 '73 MARCHFIELD - #12030	$0.00	$75.00
WI027052	5/10/2017	S & D Liquor Properties Llc 1600 Hwy 12 E	95-914-1660	Commercial/Ind Maintenance/Repair	Install new gas fireplace	$3,000.00	$76.50
WI027053	5/10/2017	Torres Plasencia/Rafael M/& 525 13th St SW	95-006-7240 Lot 8, Block 111 First Addition To The Town Of Willmar	Single Family Replace	Gas Furnace Replacement	$0.00	$31.00
WI027054	5/10/2017	Dockter/Lance 2310 6th St NE	95-137-0212 Lot 8, Block 3 Country Club Terrace	Single Family Replace	Gas Furnace & A/C Replacement	$0.00	$56.00
WI027055	5/10/2017	Lang/Dennis J & Tricia A 2213 20th Ave SW	95-601-0040 Lot 4, Block 2 Ortenblad`s Homesites	Single Family Replace	Water Heater Replacement	$0.00	$26.00
WI027056	5/10/2017	My Other Halfs LLC 1617 19th Ave NW	95-604-0240 Lot 5, Block 3 Oslo Meadows	New New Single-Family Dwelling	New Home and Garage	$184,899.00	$1,732.76
WI027057	5/10/2017	My Other Halfs LLC 1617 19th Ave NW	95-604-0240 Lot 5, Block 3 Oslo Meadows	Single Family New	Residential Plumbing - New Home	$0.00	$156.00
WI027058	5/10/2017	My Other Halfs LLC 1617 19th Ave NW	95-604-0240 Lot 5, Block 3 Oslo Meadows	Single Family New	Residential HVAC - New Home	$184,899.00	$101.00
WI027059	5/10/2017	Johnson/Richard E & Karen M 3037 lst Ave NW	95-616-0160 Lot 16, Block 1 Park View Estates	Reroofing Residential Add/Alter	Residential Reroof	$5,400.00	$32.70

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
WI027060	5/10/2017	Fosso/Sarah B 3039 lst Ave NW	95-616-0170 Lot 17, Block 1 Park View Estates	Reroofing Residential Add/Alter	Residential Reroof	$5,400.00	$32.70
WI027061	5/10/2017	Hartman/Michael 3029 lst Ave NW	95-616-0120 Lot 12, Block 1 Park View Estates	Reroofing Residential Add/Alter	Residential Reroof	$5,400.00	$32.70
WI027062	5/10/2017	Turner/Nancy J 3031 lst Ave NW	95-616-0130 Lot 13, Block 1 Park View Estates	Reroofing Residential Add/Alter	Residential Reroof	$5,400.00	$32.70
WI027063	5/10/2017	Ind. School Dist. #347 2701 30th St NE	95-936-9100	Reroofing Churches/Schools	Commercial Reroof	$888,000.00	$8,053.81
WI027064	5/10/2017	Ind. School Dist. #347 824 7th St SW	95-090-2500 Booth`s Addition To Willmar	Reroofing Churches/Schools	Commercial Reroof	$349,000.00	$3,817.71
WI027065	5/10/2017	Ind. School Dist. #347 1800 19th Ave SW	95-921-5940	Reroofing Churches/Schools	Commercial Reroof	$560,000.00	$5,589.71
WI027066	5/10/2017	Villnow, Ben 825 5th St SW	95-280-0090 Block 1 Hanson`s Addition To Willmar	Alteration Residential Add/Alter	Repair foundation / reroof	$3,000.00	$113.63
WI027067	5/10/2017	City Of Willmar 301 Becker Ave SW	95-003-5970 Willmar, Town Of (Original)	Alteration Commercial Add/Alter	Remodel MRI unit	$200,000.00	$2,388.96
WI027068	5/11/2017	Dahlen/Wayne/& Sheila Gemar 609 2nd St SE	95-740-2120 Block 13 Spicer`s Addition	Single Family Replace	A/C Replacement	$0.00	$26.00
WI027069	5/11/2017	State Of Minn-Higher Ed Brd 2101 15th Ave NW	95-909-0100	Alteration Commercial Add/Alter	Relocate mezzanine stairway in welding shop	$500.00	$34.90
WI027070	5/11/2017	Matthys/Lorri M 2400 9th St SW	95-867-0240 Lot 4, Block 2 West Portland Acres	Deck Residential Add/Alter	Residential Deck	$1,800.00	$86.03
WI027071	5/11/2017	Willmar Ten Investors 1303 lst St S	95-923-8530	Alteration Commercial Add/Alter	Remodel space for new tenants	$30,000.00	$666.34

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
WI027072	5/11/2017	Hendrickson/Andrew P 510 Litchfield Ave SE	95-370-0040 Lot 3 Hong & Kiland`s Addition	Alteration Residential Add/Alter	Interior Remodel	$3,000.00	$113.63
WI027073	5/12/2017	Nguyen/Vinh T 3411 Eagle Ridge Dr W	95-148-0350 Lot 2, Block 2 Eagles Landing	Reroofing Residential Add/Alter	Residential Reroof	$3,000.00	$31.50
WI027074	5/12/2017	Benitez/Tomas Millan/& Elina 718 4th St SE	95-470-0070 Lot 7 Larson`s Addition	Reroofing Residential Add/Alter	Residential Reroof	$1,000.00	$30.50
WI027075	5/12/2017	Garcia/Jose R & Tania C 612 13th St SW	95-006-7950 Lot 5, Block 117 First Addition To The Town Of Willmar	Siding Residential Add/Alter	Residential Reside	$3,000.00	$51.50
WI027076	5/12/2017	Fry/William A & Tracy L Miller 1504 Country Club Dr NE	95-467-0120 Lot 2, Block 2 Lakewood	Reroofing Residential Add/Alter	Residential Reroof	$12,200.00	$36.10
WI027077	5/12/2017	Dokkebakken/Mary L 924 4th St SW	95-280-0270 Lot 7, Block 2 Hanson`s Addition To Willmar	Reroofing Residential Add/Alter	Residential Reroof	$4,000.00	$32.00
WI027078	5/12/2017	Vogel Enterprises Ltd 432 Benson Ave SW	95-003-2450 Block 23 Willmar, Town Of (Original)	Alteration Commercial Add/Alter	Install new commercial store front door/windows	$3,000.00	$124.84
WI027079	5/16/2017	Sunvold/Darrell & Mary 214 3rd St SW	95-003-3080 Block 29 Willmar, Town Of (Original)	Reroofing Commercial Add/Alter	Commercial Reroof	$4,000.00	$89.25
WI027080	5/16/2017	K & R Properties, Llc 1109 Hwy 12 E	95-914-2310	Reroofing Commercial Add/Alter	Commercial Reroof	$27,000.00	$381.25
WI027081	5/16/2017	Nelsen/Norma J 220 Benson Ave SW	95-003-2660 Block 25 Willmar, Town Of (Original)	Demolition Commercial Add/Alter	Remove laundry building	$0.00	$150.00
WI027082	5/16/2017	Tollefson/Jena L/& Mark & Jill 904 Richland Ave SW	95-697-0040 Lot 4, Block 1 Richland Estates	Reroofing Residential Add/Alter	Residential Reroof	$1,500.00	$30.75

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
WI027083	5/16/2017	Chapman/Sheldon R & Wilma C 906 Richland Ave SW	95-697-0030 Lot 3, Block 1 Richland Estates	Reroofing Residential Add/Alter	Residential Reroof	$1,500.00	$30.75
WI027084	5/16/2017	Kallevig/Kathie A 908 Richland Ave SW	95-697-0020 Lot 2, Block 1 Richland Estates	Reroofing Residential Add/Alter	Residential Reroof	$1,500.00	$30.75
WI027085	5/16/2017	Christoffers/Joshua 910 Richland Ave SW	95-697-0010 Lot 1, Block 1 Richland Estates	Reroofing Residential Add/Alter	Residential Reroof	$1,500.00	$30.75
WI027086	5/16/2017	Sagedahl Revoc Trust/Marlene L 2000 Prairie Lane SW	95-697-0280 Lot 8, Block 3 Richland Estates	Reroofing Residential Add/Alter	Residential Reroof	$1,500.00	$30.75
WI027087	5/16/2017	Olson/Julie A 2002 Prairie Lane SW	95-697-0270 Lot 7, Block 3 Richland Estates	Reroofing Residential Add/Alter	Residential Reroof	$1,500.00	$30.75
WI027088	5/16/2017	Rosen/Carmen D 2004 Prairie Lane SW	95-697-0260 Lot 6, Block 3 Richland Estates	Reroofing Residential Add/Alter	Residential Reroof	$1,500.00	$30.75
WI027089	5/16/2017	Hebrink/La Donna/&D D Donato 2006 Prairie Lane SW	95-697-0250 Lot 5, Block 3 Richland Estates	Reroofing Residential Add/Alter	Residential Reroof	$1,500.00	$30.75
WI027090	5/16/2017	Bonnema/Gayle & Sharon 2008 Prairie Lane SW	95-697-0240 Lot 4, Block 3 Richland Estates	Reroofing Residential Add/Alter	Residential Reroof	$1,500.00	$30.75
WI027091	5/16/2017	Kack/Abby L 2010 Prairie Lane SW	95-697-0230 Lot 3, Block 3 Richland Estates	Reroofing Residential Add/Alter	Residential Reroof	$1,500.00	$30.75
WI027092	5/16/2017	Squibb/Sara 2012 Prairie Lane SW	95-697-0220 Lot 2, Block 3 Richland Estates	Reroofing Residential Add/Alter	Residential Reroof	$1,500.00	$30.75
WI027093	5/16/2017	Anderson/Donna M 2014 Prairie Lane SW	95-697-0210 Lot 1, Block 3 Richland Estates	Reroofing Residential Add/Alter	Residential Reroof	$1,500.00	$30.75
WI027094	5/16/2017	Breems/Jennifer 2001 Prairie Lane SW	95-697-0180 Lot 8, Block 2 Richland Estates	Reroofing Residential Add/Alter	Residential Reroof	$1,500.00	$30.75

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
WI027095	5/16/2017	Beehler/Jenyne Joyce 2003 Prairie Lane SW	95-697-0170 Lot 7, Block 2 Richland Estates	Reroofing Residential Add/Alter	Residential Reroof	$1,500.00	$30.75
WI027096	5/16/2017	Christenson/Bruce W & Diane 2005 Prairie Lane SW	95-697-0160 Lot 6, Block 2 Richland Estates	Reroofing Residential Add/Alter	Residential Reroof	$1,500.00	$30.75
WI027097	5/16/2017	Haagenson/David S& Heidi K 2007 Prairie Lane SW	95-697-0150 Lot 5, Block 2 Richland Estates	Reroofing Residential Add/Alter	Residential Reroof	$1,500.00	$30.75
WI027098	5/16/2017	Huseby/Shelly 2009 Prairie Lane SW	95-697-0140 Lot 4, Block 2 Richland Estates	Reroofing Residential Add/Alter	Residential Reroof	$1,500.00	$30.75
WI027099	5/16/2017	Chavez/Amy P 2011 Prairie Lane SW	95-697-0130 Lot 3, Block 2 Richland Estates	Reroofing Residential Add/Alter	Residential Reroof	$1,500.00	$30.75
WI027100	5/16/2017	Soltis/Cheryl K 2013 Prairie Lane SW	95-697-0120 Lot 2, Block 2 Richland Estates	Reroofing Residential Add/Alter	Residential Reroof	$1,500.00	$30.75
WI027101	5/16/2017	Tollefsrud/Lee & Stephanie 2015 Prairie Lane SW	95-697-0110 Lot 1, Block 2 Richland Estates	Reroofing Residential Add/Alter	Residential Reroof	$1,500.00	$30.75
WI027104	5/17/2017	Jimenez-Garcia/Adrian/&Joanne 821 2nd St SE	95-020-0130 Block 2 Fifth Addition To The Town Of Willmar	Single Family Replace	Gas Furnace Replacement	$0.00	$31.00
WI027105	5/17/2017	Dresser/Jamie R 905 3rd St SW	95-280-2130 Lot 13, Block 12 Hanson`s Addition To Willmar	Reroofing Residential Add/Alter	Residential Reroof	$1,800.00	$30.90
WI027106	5/17/2017	Meyer/Andrew T & Ashley M 1913 19th Ave SW	95-885-0260 Lot 6, Block 2 Yorktown Estates	Reroofing Residential Add/Alter	Residential Reroof	$2,500.00	$31.25
WI027108	5/17/2017	Dougherty/Beverly J 414 Becker Ave SW	95-003-5030 Block 43 Willmar, Town Of (Original)	Alteration Commercial Add/Alter	Repairs to basement from recent flooding	$6,500.00	$209.09

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
WI027109	5/19/2017	Eagle Lake Properties, Llc 509 6th St SW 511	95-006-0790 Lot 12, Block 62 First Addition To The Town Of Willmar	Reroofing Residential Add/Alter	Residential Reroof	$3,000.00	$31.50
WI027110	5/19/2017	Braun/Gerald D & Lynette M 420 Julii St SE	95-220-1560 Lot 6, Block 11 Ferring`s Addition	Siding Residential Add/Alter	Residential Reside	$10,000.00	$55.00
WI027111	5/19/2017	Wiese/Susan M 2117 Country Club Dr NE	95-464-0020 Lot 2 Lakewood	Single Family Replace	A/C Replacement	$0.00	$26.00
WI027112	5/19/2017	Field Of Dreams Properties Llc 164 25th St SE	95-165-0090 Block 1 Eastgate Addition	Commercial/Ind Replace	A/C Replacement	$4,074.00	$101.00
WI027113	5/19/2017	Iowa City Broadcasting Co In 730 Business 71 N	95-495-0025 Block 1 M.K.R. Addition	Commercial/Ind Replace	A/C Replacement	$3,401.00	$101.00
WI027114	5/22/2017	Nesset/Ralph B & Mary B 1607 16th St NW	95-603-0320 Lot 22, Block 2 Oslo Heights	Single Family Replace	Gas Furnace & A/C Replacement	$0.00	$56.00
WI027115	5/22/2017	Lewison/Julena M 820 Mary Ave SE	95-914-2110	Single Family Replace	A/C Replacement	$0.00	$26.00
WI027116	5/22/2017	Rolland/M Douglas & Gail M 284 23rd St SE	95-668-0120 Lot 2, Block 2 Pheasant Run	Reroofing Residential Add/Alter	Residential Reroof	$6,535.00	$33.27
WI027117	5/22/2017	Immanuel Evang.Luth.Church 1816 5th St SW	95-700-0560 Block 3 Scandia Terrace Addition	Reroofing Churches/Schools	Commercial Reroof	$36,000.00	$466.75
WI027118	5/23/2017	Anderson/Ralph T & Judy M 1212 17th St SW	95-860-0440 Block 3 West Park 1st Addition	Reroofing Residential Add/Alter	Residential Reroof	$8,000.00	$34.00
WI027119	5/23/2017	Fuentes/Elias D & Victoria L 1015 Ella Ave NW	95-009-1530 Block 136 Second Addition To Willmar	Reroofing Residential Add/Alter	Residential Reroof	$1,800.00	$30.90
WI027120	5/23/2017	J & K Properties #3, Llc 401 Julii St SE	95-220-1440 Lot 14, Block 10 Ferring`s Addition	Single Family Replace	Gas Furnace Replacement	$0.00	$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
WI027123	5/23/2017	Schutt/Thomas & Michelle 1905 24th St SW	95-921-5670	Addition Residential Add/Alter	Residential Addition /Alteration	$5,287.00	$171.02
WI027124	5/23/2017	Schutt/Thomas & Michelle 1905 24th St SW	95-921-5670	Reroofing Residential Add/Alter	Residential Reroof	$4,500.00	$32.25
WI027126	5/24/2017	Affiliated Community Medical Centers 1313 5th St SW	95-922-6010	Other Move/Raze	Move Single Family Dwelling to 511 7th ST NW	$0.00	$75.00
WI027127	5/25/2017	Martinez/Juana Chavez/& Ana B 2213 23rd St SW	95-715-1920 Lot 2, Block 7 Southgate Addition	Single Family Replace	A/C Replacement	$0.00	$26.00
WI027130	5/26/2017	Novak/Randy L & Clarice K 625 3rd St SE	95-740-1880 Lot 8, Block 12 Spicer`s Addition	Addition Residential Add/Alter	Dormer addition and reroofing	$1,422.00	$103.46

Count: 110 **Totals: $13,073,128.00 $98,386.22**

Year-to-Date Summary (1/1/2017 through 5/31/2017)
Count: 295 **YTD Totals: $21,025,524.00 $178,328.20**

Willmar Police Department

Monthly Calls for Service Statistics

Title	April 2017	April 2016
911 Hang Up	5	5
Abandoned Vehicles	47	53
Agency Assist	54	46
Alarm	35	18
Alcohol Offense	5	4
Animal	46	45
Assault	9	7
Burglary	4	8
Child Custody Dispute	8	4
Crash	47	60
Criminal Damage To Property	23	17
Disorderly	34	43
Domestic	29	32
Drugs	19	8
Family Service	75	56
Fight	6	7
Fraud	20	21
Gun Permits	27	29
Harassment	28	32
Information	10	10
K-9 Assist	1	3
Lost And Found	41	40
Mental Issues	7	6
Missing Person	19	37
Motorists Assist	14	13
Neighborhood Disturbance	20	27
Public Assist	157	228
School Related Incidents	7	7
Sex Crimes	1	5
Sudden Death/Bodies Found	0	3
Suicidal Person	8	9
Suspicious	67	64
Theft	52	49
Traffic Complaint	48	70
Traffic Stop	342	433
Trespass	3	4
Warrant Service	22	28

Current Month CFS:

1405

YTD Calls for Service:

5491

2016 Month CFS:

1613

(Some minimal CFS categories not shown)

VENDOR NAME AND NUMBER / CHECK# DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
A & B PLUMBING INC 002516												
49309 05/31/17	FIX RESTROOM LEAK-LABOR	86.00		8343			D	N			MTCE. OF STRUCTU	101.45435.0335
ALPHA TRAINING & TACTICS 003136												
49310 05/31/17	BALLISTIC VESTS/ARMOR	4,247.84		2017079			D	N			SUBSISTENCE OF P	101.42411.0227
AMERICAN WELDING & GAS I 000057												
49311 05/31/17	WELDING GAS	41.75		04776025			D	N			GENERAL SUPPLIES	101.43425.0229
ANDERSON LAW OFFICES 002954												
49312 05/31/17	SOLD FORFEITURE VEHICL	4,455.00		053017			D	M	07		OTHER SERVICES	101.41428.0339
ANDERSON/MICHAEL 001828												
49313 05/31/17	FBI LEEDS TRAINING	44.46		051217			D	N			TRAVEL-CONF.-SCH	101.42411.0333
ATCO INTERNATIONAL 000072												
49314 05/31/17	DEGREASER	247.45		I0484785			D	N			GENERAL SUPPLIES	101.43425.0229
BACKES TECHNOLOGY SERVIC 000087												
49315 05/31/17	REPLACED JACKS-PARTS	17.00		15858			D	N			MTCE. OF STRUCTU	101.41408.0225
49315 05/31/17	REPLACED JACKS-LABOR	125.00		15858			D	N			MTCE. OF STRUCTU	101.41408.0335
49315 05/31/17	CAT 5E WIRE RUNS-PARTS	98.00		15876			D	N			MTCE. OF OTHER I	854.45432.0226
49315 05/31/17	CAT 5E WIRE RUNS-LABOR	275.00		15876			D	N			MTCE. OF OTHER I	854.45432.0336
		515.00	*CHECK TOTAL									
	VENDOR TOTAL	515.00										
BAUMGARN/ROB 003208												
49316 05/31/17	REIMB. FOR GYM MATS	144.00		051717			D	N			GENERAL SUPPLIES	101.45433.0229
BENNETT OFFICE TECHNOLOG 000099												
49317 05/31/17	REPL. PRNTR FUSER UNIT	211.50		257015			D	N			MTCE. OF EQUIPME	208.45005.0224
49317 05/31/17	REPL. PRNTR FUSER UNIT	57.50		257015			D	N			MTCE. OF EQUIPME	208.45005.0334
49317 05/31/17	REPL. LAPTOP BATTERY	115.00		257563			D	N			MTCE. OF EQUIPME	208.45005.0224
		384.00	*CHECK TOTAL									
	VENDOR TOTAL	384.00										
BERNICK'S PEPSI-COLA CO 000103												
49318 05/31/17	OFFICE COFFEE	78.96		13487			D	N			GENERAL SUPPLIES	101.43425.0229
49318 05/31/17	OFFICE COFFEE	78.96		17432			D	N			GENERAL SUPPLIES	101.43425.0229
		157.92	*CHECK TOTAL									
	VENDOR TOTAL	157.92										
BMI 003010												
49319 05/31/17	2017 MUSIC LICENSE FEE	342.00		29859596			D	N			OTHER SERVICES	101.45437.0339
BOLTON & MENK INC 001010												
49320 05/31/17	MASTER PLAN UPDATE	3,107.36		0202887			D	N			PROFESSIONAL SER	430.43430.0446
49320 05/31/17	AERONAUTICAL SURVEY	8,460.72		0202887			D	N			PROFESSIONAL SER	430.43430.0446
49320 05/31/17	LAYOUT PLAN UPDATE	1,399.08		0202887			D	N			PROFESSIONAL SER	430.43430.0446

VENDOR NAME AND NUMBER / CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
BOLTON & MENK INC		001010											
49320	05/31/17	RECLAIM TAXILANE	3,000.00		0202889			D	N			PROFESSIONAL SER	430.43430.0446
			15,967.16	*CHECK TOTAL									
		VENDOR TOTAL	15,967.16										
BREMER BANK		000263											
49321	05/31/17	VIDEO/INF. REQUEST	12.50		050117			D	N			PROFESSIONAL SER	101.42411.0446
BSE		001980											
49322	05/31/17	SMALL TOOLS	80.52		913008300			D	N			SMALL TOOLS	101.43425.0221
49322	05/31/17	ELEC PARTS FOR PLAYGRN	1,428.77		913019905			D	N			MTCE. OF OTHER I	854.45432.0226
49322	05/31/17	ELEC PARTS FOR PLAYGRND	58.08		913030912			D	N			MTCE. OF OTHER I	854.45432.0226
49322	05/31/17	ELEC PARTS FOR PLAYGRND	8.36		913032892			D	N			MTCE. OF OTHER I	854.45432.0226
49322	05/31/17	ELEC PARTS FOR PLAYGRN	1,057.98		913035297			D	N			MTCE. OF OTHER I	854.45432.0226
49322	05/31/17	FUSES FOR BLDG	8.30		913046719			D	N			MTCE. OF STRUCTU	101.45437.0225
49322	05/31/17	ELEC PARTS FOR PLAYGRND	162.57		913048030			D	N			MTCE. OF OTHER I	854.45432.0226
49322	05/31/17	ELEC PARTS FOR PLAYGRND	162.57CR		913058912			D	N			MTCE. OF OTHER I	854.45432.0226
49322	05/31/17	ELEC PARTS FOR PLAYGRND	433.86		913071900			D	N			MTCE. OF OTHER I	854.45432.0226
49322	05/31/17	ELEC PARTS FOR PLAYGRND	8.36CR		913075358			D	N			MTCE. OF OTHER I	854.45432.0226
49322	05/31/17	ELEC PARTS FOR PLAYGRND	267.96		913080771			D	N			MTCE. OF OTHER I	854.45432.0226
49322	05/31/17	ELEC PARTS FOR PLAYGRN	1,752.57		913081013			D	N			MTCE. OF OTHER I	854.45432.0226
49322	05/31/17	ELEC PARTS FOR PLAYGRND	254.36		913083001			D	N			MTCE. OF OTHER I	854.45432.0226
49322	05/31/17	ELEC PARTS FOR PLAYGRN	3,783.18		913086531			D	N			MTCE. OF OTHER I	854.45432.0226
			9,125.58	*CHECK TOTAL									
		VENDOR TOTAL	9,125.58										
BSN SPORTS INC		003001											
49323	05/31/17	BASEBALL SUPPLIES	1,710.76		900003622			D	N			GENERAL SUPPLIES	101.45432.0229
BUCKINGHAM/BRIDGET		003290											
49324	05/31/17	TCHRA CONF MILEAGE	100.05		051117			D	N			TRAVEL-CONF.-SCH	101.41400.0333
49324	05/31/17	TCHRA CONF REGIS.	75.00		051117			D	N			TRAVEL-CONF.-SCH	101.41400.0333
			175.05	*CHECK TOTAL									
		VENDOR TOTAL	175.05										
BUSINESSWARE SOLUTIONS		002776											
49293	05/15/17	WIRELESS BRIDGE	159.98		272173			D	N			MTCE. OF OTHER I	854.45432.0226
49325	05/31/17	WIRELESS ACCESS EQUIP	3,923.90		270910			D	N			MTCE. OF OTHER I	854.45432.0226
49325	05/31/17	INST. WIRELESS EQUIP	1,595.00		270910			D	N			MTCE. OF OTHER I	854.45432.0336
49325	05/31/17	HP LASERJET PRINTER	799.00		272338			D	N			SMALL TOOLS	651.48484.0221
49325	05/31/17	PRINT/PAGE COUNT	17.31		272665			D	N			OFFICE SUPPLIES	101.41400.0220
49325	05/31/17	PRINT/PAGE COUNT	45.97		272665			D	N			OFFICE SUPPLIES	101.41402.0220
49325	05/31/17	PRINT/PAGE COUNT	24.00		272665			D	N			OFFICE SUPPLIES	101.41403.0220
49325	05/31/17	PRINT/PAGE COUNT	220.21		272665			D	N			OFFICE SUPPLIES	101.41405.0220
49325	05/31/17	PRINT/PAGE COUNT	10.09		272665			D	N			OFFICE SUPPLIES	101.41409.0220
49325	05/31/17	PRINT/PAGE COUNT	209.01		272665			D	N			OFFICE SUPPLIES	101.42411.0220
49325	05/31/17	PRINT/PAGE COUNT	26.65		272665			D	N			OFFICE SUPPLIES	101.43417.0220
49325	05/31/17	PRINT/PAGE COUNT	102.97		272665			D	N			OFFICE SUPPLIES	101.43425.0220
49325	05/31/17	PRINT/PAGE COUNT	39.00		272665			D	N			OFFICE SUPPLIES	101.45001.0220

VENDOR NAME AND NUMBER CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
BUSINESSWARE SOLUTIONS		002776											
49325	05/31/17	PRINT/PAGE COUNT	17.18		272665			D	N			OFFICE SUPPLIES	101.45433.0220
49325	05/31/17	PRINT/PAGE COUNT	0.74		272665			D	N			OFFICE SUPPLIES	101.45435.0220
49325	05/31/17	PRINT/PAGE COUNT	2.43		272665			D	N			OFFICE SUPPLIES	651.48484.0220
			7,033.46	*CHECK TOTAL									
		VENDOR TOTAL	7,193.44										
CARDMEMBER SERVICE		002365											
49304	05/22/17	CNCL WORK SESSION-MEALS	104.04		STMT/4-17			D	N			SUBSISTENCE OF P	101.41400.0227
49304	05/22/17	GUEST CHAIR	69.99		STMT/4-17			D	N			SMALL TOOLS	101.41401.0221
49304	05/22/17	BEVERAGE DISPENSOR	26.71		STMT/4-17			D	N			GENERAL SUPPLIES	101.41408.0229
49304	05/22/17	RECYCLED 2 PRINTERS	20.00		STMT/4-17			D	N			CLEANING AND WAS	101.41409.0338
49304	05/22/17	OFF SITE BACKUP	34.99		STMT/4-17			D	N			SUBSCRIPTIONS AN	101.41409.0443
49304	05/22/17	WEBSITE HOSTING FEE	44.87		STMT/4-17			D	N			SUBSCRIPTIONS AN	101.41409.0443
49304	05/22/17	SOFTWARE LICENSES	187.50		STMT/4-17			D	N			LICENSES AND TAX	101.41409.0445
49304	05/22/17	FOREIGN TRANSACTION FEE	5.62		STMT/4-17			D	N			OTHER CHARGES	101.41409.0449
49304	05/22/17	WE LEAD CONF REGIS.	80.00		STMT/4-17			D	N			SUBSISTENCE OF P	101.42411.0227
49304	05/22/17	INTERVIEW PANEL-MEALS	134.85		STMT/4-17			D	N			SUBSISTENCE OF P	101.42411.0227
49304	05/22/17	POCKET BADGE W/CASE	88.00		STMT/4-17			D	N			GENERAL SUPPLIES	101.42411.0229
49304	05/22/17	BATTERIES	52.59		STMT/4-17			D	N			GENERAL SUPPLIES	101.42411.0229
49304	05/22/17	PLAQUE-COFFEE W/THE COPS	34.00		STMT/4-17			D	N			GENERAL SUPPLIES	101.42411.0229
49304	05/22/17	WOSMEK-LODGING EXPENSE	294.03		STMT/4-17			D	N			TRAVEL-CONF.-SCH	101.42411.0333
49304	05/22/17	JAHNKE/FLATTEN-LODGING	200.02		STMT/4-17			D	N			TRAVEL-CONF.-SCH	101.42411.0333
49304	05/22/17	ERICKSON-LODGING EXPENSE	94.48		STMT/4-17			D	N			TRAVEL-CONF.-SCH	101.42411.0333
49304	05/22/17	KING-LODGING EXPENSE	94.48		STMT/4-17			D	N			TRAVEL-CONF.-SCH	101.42411.0333
49304	05/22/17	FLATTEN/CARLSON-LODGING	147.41		STMT/4-17			D	N			TRAVEL-CONF.-SCH	101.42411.0333
49304	05/22/17	VENENGA/HOLME-LODGING	147.41		STMT/4-17			D	N			TRAVEL-CONF.-SCH	101.42411.0333
49304	05/22/17	ANDERSON-LODGING EXPENSE	327.00		STMT/4-17			D	N			TRAVEL-CONF.-SCH	101.42411.0333
49304	05/22/17	INK STAMP	24.57		STMT/4-17			D	N			OFFICE SUPPLIES	101.42412.0220
49304	05/22/17	TRT ROPE GUARDS	95.27		STMT/4-17			D	N			SMALL TOOLS	101.42412.0221
49304	05/22/17	FIRE FIGHTER HOOD	89.99		STMT/4-17			D	N			SUBSISTENCE OF P	101.42412.0227
49304	05/22/17	FDIC CONF-LODGING EXP.	2,330.64		STMT/4-17			D	N			TRAVEL-CONF.-SCH	101.42412.0333
49304	05/22/17	COUNTY CHIEFS MTG-MEALS	50.61		STMT/4-17			D	N			TRAVEL-CONF.-SCH	101.42412.0333
49304	05/22/17	FDIC CONF-TRANSPORTATION	40.00		STMT/4-17			D	N			TRAVEL-CONF.-SCH	101.42412.0333
49304	05/22/17	FDIC CONF-MEALS	222.53		STMT/4-17			D	N			TRAVEL-CONF.-SCH	101.42412.0333
49304	05/22/17	FDIC CONF-TRANSPORTATION	76.46		STMT/4-17			D	N			TRAVEL-CONF.-SCH	101.42412.0333
49304	05/22/17	FDIC CONF-MEALS	128.24		STMT/4-17			D	N			TRAVEL-CONF.-SCH	101.42412.0333
49304	05/22/17	MSP AIRPORT PARKING	75.00		STMT/4-17			D	N			TRAVEL-CONF.-SCH	101.42412.0333
49304	05/22/17	2 GUEST CHAIRS	250.07		STMT/4-17			D	N			SMALL TOOLS	101.43417.0221
49304	05/22/17	ADMIN PROF. EXAM	100.00		STMT/4-17			D	N			TRAVEL-CONF.-SCH	101.43417.0333
49304	05/22/17	SEAN-LODGING EXPENSE	200.19		STMT/4-17			D	N			TRAVEL-CONF.-SCH	101.43417.0333
49304	05/22/17	REPL. BATTING CAGE POLES	450.00		STMT/4-17			D	N			MTCE. OF EQUIPME	101.43425.0224
49304	05/22/17	MANZER-WEBINAR TRNG REG.	20.00		STMT/4-17			D	N			TRAVEL-CONF.-SCH	101.43425.0333
49304	05/22/17	MEMORY CARD	316.75		STMT/4-17			D	N			SMALL TOOLS	101.45001.0221
49304	05/22/17	BROADCASTER SUBSCRIP.	49.00		STMT/4-17			D	N			SUBSCRIPTIONS AN	101.45001.0443
49304	05/22/17	SEMI TANKER PARTS	2,055.43		STMT/4-17			D	N			MTCE. OF EQUIPME	651.48486.0224
49304	05/22/17	FOREIGN TRANSACTION FEE	61.66		STMT/4-17			D	N			OTHER CHARGES	651.48486.0449
			8,824.40	*CHECK TOTAL									
		VENDOR TOTAL	8,824.40										

VENDOR NAME AND NUMBER / CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
CARRANZA/NOE		002547											
49326	05/31/17	INTERPRETED 04/13/17	100.00		041317			D	M	07		PROFESSIONAL SER	101.42411.0446
49326	05/31/17	INTERPRETED 04/15/17	100.00		041517			D	M	07		PROFESSIONAL SER	101.42411.0446
49326	05/31/17	INTERPRETED 04/16/17	150.00		041617			D	M	07		PROFESSIONAL SER	101.42411.0446
49326	05/31/17	INTERPRETED 05/05/17	100.00		050517			D	M	07		PROFESSIONAL SER	101.42411.0446
49326	05/31/17	INTERPRETED 05/20/17	100.00		052017			D	M	07		PROFESSIONAL SER	101.42411.0446
			550.00	*CHECK TOTAL									
		VENDOR TOTAL	550.00										
CENTERPOINT ENERGY		000467											
49300	05/17/17	NATURAL GAS-APR	325.08		6048932/4-17			D	N			UTILITIES	651.48484.0332
49300	05/17/17	NATURAL GAS-APR	45.96		6072309/4-17			D	N			UTILITIES	101.45437.0332
			371.04	*CHECK TOTAL									
49327	05/31/17	NATURAL GAS-MAY	16.76		1958964/5-17			D	N			UTILITIES	101.41408.0332
49327	05/31/17	NATURAL GAS-MAY	418.17		6007939/5-17			D	N			UTILITIES	101.43425.0332
49327	05/31/17	NATURAL GAS-MAY	18.21		6038773/5-17			D	N			UTILITIES	101.43425.0332
49327	05/31/17	NATURAL GAS-MAY	252.55		6061271/5-17			D	N			UTILITIES	101.45433.0332
49327	05/31/17	NATURAL GAS-MAY	31.21		6069198/5-17			D	N			UTILITIES	101.43425.0332
49327	05/31/17	NATURAL GAS-MAY	217.27		6084836/5-17			D	N			UTILITIES	101.45435.0332
49327	05/31/17	NATURAL GAS-MAY	689.64		6085332/5-17			D	N			UTILITIES	101.45433.0332
49327	05/31/17	NATURAL GAS-MAY	16.03		6093527/5-17			D	N			UTILITIES	101.43425.0332
49327	05/31/17	NATURAL GAS-MAY	204.02		6102726/5-17			D	N			UTILITIES	101.42412.0332
49327	05/31/17	NATURAL GAS-MAY	49.94		6236671/5-17			D	N			UTILITIES	230.43430.0332
49327	05/31/17	NATURAL GAS-MAY	113.51		8503501/5-17			D	N			UTILITIES	651.48485.0332
49327	05/31/17	NATURAL GAS-MAY	285.28		8512023/5-17			D	N			UTILITIES	651.48485.0332
49327	05/31/17	NATURAL GAS-MAY	2,066.41		8795475/5-17			D	N			UTILITIES	651.48484.0332
			4,379.00	*CHECK TOTAL									
		VENDOR TOTAL	4,750.04										
CHAMBERLAIN OIL CO		000154											
49328	05/31/17	OIL	451.75		173993			D	N			INVENTORIES-MDSE	101.125000
49328	05/31/17	DRUM RETURN	60.00CR		173993			D	N			INVENTORIES-MDSE	101.125000
49328	05/31/17	SAFETY GLOVES FOR STOCK	79.70		173993			D	N			SUBSISTENCE OF P	101.43425.0227
			471.45	*CHECK TOTAL									
		VENDOR TOTAL	471.45										
CHARTER COMMUNICATIONS		000736											
49329	05/31/17	PHONE SERV 05/16-06/15	49.43		1136/5-17			D	N			COMMUNICATIONS	101.41409.0330
49329	05/31/17	PHONE SERV 05/20-06/19	159.25		2191/6-17			D	N			COMMUNICATIONS	101.41409.0330
49329	05/31/17	PHONE SERV 05/27-06/26	227.27		2589/6-17			D	N			COMMUNICATIONS	101.41409.0330
49329	05/31/17	PHONE SERV 05/26-06/25	90.16		5124/6-17			D	N			COMMUNICATIONS	101.41409.0330
			526.11	*CHECK TOTAL									
		VENDOR TOTAL	526.11										
CHRISTENSEN/SEAN		003094											
49330	05/31/17	SCREENING BRD MTG-MEALS	9.96		052417			D	N			TRAVEL-CONF.-SCH	101.43417.0333

VENDOR NAME AND NUMBER / CHECK# DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
CITIES EDGE LLC 003299												
49331 05/31/17	CER/CONCESSIONS FACILI	1,600.00		4165			D	N			OTHER IMPROVEMEN	450.45440.0554
CLARKE MOSQUITO CONTROL 002157												
49332 05/31/17	MOSQUITO CNTL CHEMICAL	633.36		5076433			D	N			GENERAL SUPPLIES	101.43425.0229
49332 05/31/17	MOSQUITO CNTL CHEMICAL	3,922.65		5076464			D	N			GENERAL SUPPLIES	101.43425.0229
		4,556.01	*CHECK TOTAL									
	VENDOR TOTAL	4,556.01										
COLEPAPERS INC 000170												
49333 05/31/17	TOILET TISSUE/HAND TWLS	180.64		9316351			D	N			GENERAL SUPPLIES	101.45435.0229
49333 05/31/17	DINNER NAPKINS	59.72		9316351			D	N			GENERAL SUPPLIES	101.45435.0229
		240.36	*CHECK TOTAL									
	VENDOR TOTAL	240.36										
COLLISION CARE 003017												
49301 05/17/17	#168301 REPAIR-PARTS	6,014.40		4401			D	N			INSURANCE DEDUCT	101.41428.0822
49301 05/17/17	#168301 REPAIR-LABOR	4,710.30		4401			D	N			INSURANCE DEDUCT	101.41428.0822
		10,724.70	*CHECK TOTAL									
	VENDOR TOTAL	10,724.70										
CONDUENT BUSINESS SERVIC 000131												
49334 05/31/17	AS400 HOSTING-MAY	2,644.07		1370463			D	N			SUBSCRIPTIONS AN	101.41409.0443
CROW CHEMICAL & LIGHTING 000186												
49335 05/31/17	HAND TOWELS	36.20		8739			D	N			GENERAL SUPPLIES	651.48484.0229
49335 05/31/17	CLEANING SUPPLIES	104.40		8805			D	N			CLEANING AND WAS	101.43425.0228
		140.60	*CHECK TOTAL									
	VENDOR TOTAL	140.60										
CUNNINGHAM/CAROL 002191												
49336 05/31/17	OFFICE SUPPLIES	191.24		053017			D	N			OFFICE SUPPLIES	101.41405.0220
D. ERVASTI SALES CO 002899												
49337 05/31/17	DIAMOND PRO DIVOT SAND	159.00		13803			D	N			GENERAL SUPPLIES	101.43425.0229
DAN'S DIESEL INC 003323												
49338 05/31/17	#103516 REPAIR-PARTS	3,550.87		100757			D	N			MTCE. OF EQUIPME	651.48485.0224
49338 05/31/17	#103516 REPAIR-LABOR	469.40		100757			D	N			MTCE. OF EQUIPME	651.48485.0334
		4,020.27	*CHECK TOTAL									
	VENDOR TOTAL	4,020.27										
DAN'S SHOP INC 002212												
49339 05/31/17	FILTERS	55.26		78700			D	N			INVENTORIES-MDSE	101.125000
49339 05/31/17	FILTERS	29.33		78848			D	N			INVENTORIES-MDSE	101.125000
		84.59	*CHECK TOTAL									
	VENDOR TOTAL	84.59										

VENDOR NAME AND NUMBER / CHECK# DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
DELTA DENTAL OF MINNESOT 002867								
49340 05/31/17	DENTAL INSURANCE-JUN	268.70		6911027		D N	COBRA INS PREMIU	101.120001
DEPT OF HUMAN SERVICES 000009								
49341 05/31/17	CLEANING SERVICES-APR	60.00		00000412828		D N	CLEANING AND WAS	101.45435.0338
DIVINE HOUSE .00473								
49342 05/31/17	REFUND FOR NO SHOW FEE	50.00		052317		D N	REFUNDS AND REIM	101.41428.0882
DONOHUE & ASSOCIATES 002293								
49343 05/31/17	NPDES PERMIT ASSISTANC	1,440.00		13023-10		D N	PROFESSIONAL SER	651.48484.0446
DOOLEY'S PETROLEUM INC 002163								
49305 05/22/17	189.6 GALLONS UNLEADED	449.36		21469		D N	MOTOR FUELS AND	651.48484.0222
49305 05/22/17	200 GALLONS DIESEL	412.40		21469		D N	MOTOR FUELS AND	651.48486.0222
49305 05/22/17	85 GALLONS DIESEL	175.28		21469		D N	MOTOR FUELS AND	651.48486.0222
49305 05/22/17	529 GALLONS DIESEL	1,048.48		269887		D N	MOTOR FUELS AND	651.48486.0222
		2,085.52	*CHECK TOTAL					
49344 05/31/17	128 GALLONS DIESEL	262.66		21504		D N	MOTOR FUELS AND	651.48486.0222
49344 05/31/17	100 GALLONS DIESEL	203.20		21578		D N	MOTOR FUELS AND	651.48486.0222
49344 05/31/17	68 GALLONS DIESEL	140.90		269882		D N	MOTOR FUELS AND	651.48486.0222
		606.76	*CHECK TOTAL					
	VENDOR TOTAL	2,692.28						
DUININCK CONCRETE 000151								
49345 05/31/17	CONCRETE FOR PLAYGROUN	6,687.51		83634		D N	MTCE. OF OTHER I	854.45432.0226
DUININCK CONCRETE CONST 003245								
49294 05/15/17	CONCRETE FORM TUBES	1,323.30		1705-608849		D N	MTCE. OF OTHER I	854.45432.0226
49294 05/15/17	CONCRETE FORM TUBES	305.28		1705-608980		D N	MTCE. OF OTHER I	854.45432.0226
49294 05/15/17	CONCRETE CHAIR	272.00		1705-608980		D N	MTCE. OF OTHER I	854.45432.0226
		1,900.58	*CHECK TOTAL					
49346 05/31/17	WHEEL BARROW	127.80		1705-609315		D N	SMALL TOOLS	101.43425.0221
49346 05/31/17	DECK-O-FOAM EXPANSION	16.60		1705-609315		D N	MTCE. OF OTHER I	101.43425.0226
49346 05/31/17	FABRIC FOR BAKER FIELD	306.67		1705-609382		D N	MTCE. OF OTHER I	101.43425.0226
		451.07	*CHECK TOTAL					
	VENDOR TOTAL	2,351.65						
ELECTRIC MOTOR CENTER IN 002713								
49347 05/31/17	REPAIR GBT MOTOR-PARTS	96.66		68628		D N	MTCE. OF EQUIPME	651.48486.0224
49347 05/31/17	REPAIR GBT MOTOR-LABOR	420.00		68628		D N	MTCE. OF EQUIPME	651.48486.0334
		516.66	*CHECK TOTAL					
	VENDOR TOTAL	516.66						
ERIC'S AVIATION SERVICES 002998								
49348 05/31/17	ON SITE MGMT SERV-MAY	6,622.00		STMT/5-17		D N	PROFESSIONAL SER	230.43430.0446

VENDOR NAME AND NUMBER / CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
ERICKSON P & H OF BLOMKE 002912													
49349	05/31/17	REPAIR IRON FLTRS-PARTS	439.90		16778			D	N			MTCE. OF EQUIPME	651.48484.0224
49349	05/31/17	REPAIR IRON FLTRS-LABOR	240.00		16778			D	N			MTCE. OF EQUIPME	651.48484.0334
			679.90	*CHECK TOTAL									
		VENDOR TOTAL	679.90										
ETHICAL LEADERS IN ACTIO 003289													
49350	05/31/17	CNCL RETREAT FACILITAT	2,013.42		1373			D	N			PROFESSIONAL SER	101.41401.0446
ETTERMAN ENTERPRISES 001567													
49351	05/31/17	L.S. PUMP HOSE ENDS	272.94		255520			D	M	07		MTCE. OF EQUIPME	651.48485.0224
FARM-RITE EQUIPMENT 003002													
49352	05/31/17	#080492-HOSES	109.88		P11610			D	N			MTCE. OF EQUIPME	101.43425.0224
49352	05/31/17	WINDOW FOR TOOL CAT	649.85		P11676			D	N			MTCE. OF EQUIPME	101.45433.0224
			759.73	*CHECK TOTAL									
		VENDOR TOTAL	759.73										
FASTENAL COMPANY 001188													
49353	05/31/17	SCREWS	24.50		MNWIL156967			D	N			MTCE. OF EQUIPME	101.43425.0224
49353	05/31/17	HONEYWAGON NUTS/BOLTS	15.41		MNWIL157132			D	N			MTCE. OF EQUIPME	651.48486.0224
			39.91	*CHECK TOTAL									
		VENDOR TOTAL	39.91										
FAT FREDDY'S MUSIC 002342													
49354	05/31/17	SOUND SYSTEM	3,821.38		051217			D	N			SMALL TOOLS	101.45435.0221
FELT, FORFEITURE ACCOUNT 003171													
49355	05/31/17	SOLD FORFEITURE VEHIC	11,758.16		053017			D	N			OTHER SERVICES	101.41428.0339
FERGUSON ENTERPRISES INC 000810													
49356	05/31/17	PIPE FOR BAKER CONCRETE	15.42		4810322			D	N			MTCE. OF OTHER I	101.43425.0226
FISCHER LASER EYE CENTER 000244													
49357	05/31/17	RUTER-SAFETY GLASSES	250.00		22949			D	N			SUBSISTENCE OF P	651.48484.0227
49357	05/31/17	SCBA LENS INSERTS	48.60		23687			D	N			SUBSISTENCE OF P	101.42412.0227
			298.60	*CHECK TOTAL									
		VENDOR TOTAL	298.60										
FISCHER/BETH 002484													
49358	05/31/17	CELL PHONE-MAY	50.00		053017			D	M	07		COMMUNICATIONS	208.45005.0330
49358	05/31/17	CELL PHONE-JUN	50.00		053017			D	M	07		COMMUNICATIONS	208.45005.0330
49358	05/31/17	MILEAGE 2/14-5/29/17	831.93		053017			D	M	07		TRAVEL-CONF.-SCH	208.45005.0333
			931.93	*CHECK TOTAL									
		VENDOR TOTAL	931.93										
FIVE-STAR PUMPING 000234													
49359	05/31/17	BIOSOLIDS LAND APPLIC	10,227.00		3702			D	N			OTHER SERVICES	651.48486.0339

VENDOR NAME AND NUMBER / CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
FIVE-STAR PUMPING		000234											
49359	05/31/17	BIOSOLIDS LAND APPLIC.	2,796.00		3703		D	N				OTHER SERVICES	651.48486.0339
			13,023.00	*CHECK TOTAL									
		VENDOR TOTAL	13,023.00										
FLEETPRIDE		002973											
49360	05/31/17	REPL. GENERATOR BATTERY	965.92		85006829		D	N				MTCE. OF EQUIPME	651.48484.0224
49360	05/31/17	DISCONNECT SWITCH	66.26		85083388		D	N				MTCE. OF EQUIPME	651.48484.0224
			1,032.18	*CHECK TOTAL									
		VENDOR TOTAL	1,032.18										
FLOOR TO CEILING STORE		000274											
49361	05/31/17	REPL. CARPET-MAT'L	1,917.25		129914		D	N				MTCE. OF STRUCTU	101.45435.0225
49361	05/31/17	REPL. CARPET-LABOR	479.98		129914		D	N				MTCE. OF STRUCTU	101.45435.0335
			2,397.23	*CHECK TOTAL									
		VENDOR TOTAL	2,397.23										
FORUM COMMUNICATIONS COM		002269											
49362	05/31/17	VEHICLE AUCTION NOTICE	114.80		C-03005296		D	N				OTHER SERVICES	101.41428.0339
49362	05/31/17	AD FOR BIDS-TAXILANE	364.00		C-03005531		D	N				ADVERTISING	430.43430.0447
49362	05/31/17	NOTICE-HRNG ON ASSMTS	273.00		C-03005544		D	N				PROFESSIONAL SER	497.48451.0446
49362	05/31/17	AD FOR BIDS-TAXILANE	312.00		D-03030381		D	N				ADVERTISING	430.43430.0447
49362	05/31/17	IND PARK/PLAYGROUND AD	482.50		36787/4-17		D	N				ADVERTISING	101.41401.0447
49362	05/31/17	IND PARK/PLAYGROUND AD	482.50		36787/4-17		D	N				ADVERTISING	101.41402.0447
			2,028.80	*CHECK TOTAL									
		VENDOR TOTAL	2,028.80										
GALLS		000288											
49363	05/31/17	COLLAR BRASS	42.90		007434605		D	N				SUBSISTENCE OF P	101.42411.0227
49363	05/31/17	HAYCRAFT-UNIFORMS	56.12		007514093		D	N				SUBSISTENCE OF P	101.42411.0227
			99.02	*CHECK TOTAL									
		VENDOR TOTAL	99.02										
GAME TIME		001103											
49295	05/15/17	PLAYGROUND EQUIP.	4,892.84		PJI-0058942		D	N				MTCE. OF OTHER I	854.45432.0226
GAUER/JIM		000989											
49364	05/31/17	LAND APPLIC. COURSE	159.61		051717		D	N				TRAVEL-CONF.-SCH	651.48484.0333
GENERAL MAILING SERVICES		000293											
49365	05/31/17	POSTAGE	7.45		36698		D	N				POSTAGE	208.45005.0223
49365	05/31/17	POSTAGE	1,006.40		36699		D	N				POSTAGE	208.45006.0223
49365	05/31/17	POSTAGE	83.04		36808		D	N				POSTAGE	208.45006.0223
			1,096.89	*CHECK TOTAL									
		VENDOR TOTAL	1,096.89										
GIS MIDWEST		002798											
49366	05/31/17	GIS PROFESSIONAL SERVICE	845.00		17-026-GIS		D	N				PROFESSIONAL SER	101.43417.0446

VENDOR NAME AND NUMBER / CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
GRAND RENTAL STATION 001887													
49367	05/31/17	MITER SAW W/BOX STAND	784.38		1-2555			D	N			SMALL TOOLS	101.45433.0221
49367	05/31/17	TABLE SAW WITH STAND	610.00		1-2555			D	N			SMALL TOOLS	101.45433.0221
			1,394.38	*CHECK TOTAL									
		VENDOR TOTAL	1,394.38										
GREENSPRING MEDIA GROUP 001504													
49368	05/31/17	ULTIMATE TRAVEL GUIDE	1,500.00		2017-29576			D	N			ADVERTISING	208.45006.0447
49368	05/31/17	ULTIMATE TRAVEL GUIDE	1,790.00		2017-29576			D	N			OTHER CHARGES	208.45010.0449
			3,290.00	*CHECK TOTAL									
		VENDOR TOTAL	3,290.00										
H & A MEDIA GROUP 002546													
49369	05/31/17	LIVE, PLAY, AAA AD	264.00		0517LPAA31803			D	N			OTHER CHARGES	208.45010.0449
HANSEN ADVERTISING SPECI 000321													
49370	05/31/17	PROMO ITEMS-CONV./EVENTS	451.16		37062			D	N			OTHER CHARGES	208.45008.0449
49370	05/31/17	PROMO ITEMS-FSHNG OPEN	1,428.27		37135			D	N			OTHER CHARGES	208.45008.0449
			1,879.43	*CHECK TOTAL									
		VENDOR TOTAL	1,879.43										
HAUG IMPLEMENT CO - JOHN 000324													
49371	05/31/17	GREASE FOR TRACTOR	40.70		256426			D	N			MOTOR FUELS AND	101.45433.0222
49371	05/31/17	#112619-BULB	13.48		256756			D	N			MTCE. OF EQUIPME	101.43425.0224
49371	05/31/17	PARTS FOR WEED TRIMMER	55.35		257671			D	N			MTCE. OF EQUIPME	101.43425.0224
			109.53	*CHECK TOTAL									
		VENDOR TOTAL	109.53										
HAWKINS INC 000325													
49372	05/31/17	FERRIC CHLORIDE	4,666.96		4069788 RI			D	N			GENERAL SUPPLIES	651.48484.0229
49372	05/31/17	FERRIC CHLORIDE	4,634.02		4076240 RI			D	N			GENERAL SUPPLIES	651.48484.0229
			9,300.98	*CHECK TOTAL									
		VENDOR TOTAL	9,300.98										
HIGH POINT NETWORKS INC 002299													
49373	05/31/17	CNCL CHMBR ACCESS POINT	581.40		93718			D	N			SMALL TOOLS	101.41409.0221
49373	05/31/17	BACKUP SERVER/STORAGE	9,964.00		93887			D	N			FURNITURE AND EQ	450.41409.0552
49373	05/31/17	2018 STRGE ARRAY SUPPO	2,932.32		93889			D	N			PREPAID EXPENSES	101.128000
49373	05/31/17	2019 STRGE ARRAY SUPPO	2,932.32		93889			D	N			PREPAID EXPENSES	101.128000
49373	05/31/17	2020 STRGE ARRAY SUPPO	1,221.84		93889			D	N			PREPAID EXPENSES	101.128000
49373	05/31/17	2017 STRGE ARRAY SUPPO	1,710.52		93889			D	N			SUBSCRIPTIONS AN	101.41409.0443
			19,342.40	*CHECK TOTAL									
		VENDOR TOTAL	19,342.40										
HILLYARD\HUTCHINSON 000333													
49374	05/31/17	CLEANING SUPPLIES	250.02		602526101			D	N			CLEANING AND WAS	101.45427.0228
49374	05/31/17	TOILET TISSUE	36.80		602531653			D	N			GENERAL SUPPLIES	101.41408.0229
49374	05/31/17	HAND TOWELS	24.98		602531653			D	N			GENERAL SUPPLIES	101.45001.0229
49374	05/31/17	TOILET TISSUE	36.80		602531653			D	N			GENERAL SUPPLIES	101.45427.0229

VENDOR NAME AND NUMBER / CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
HILLYARD\HUTCHINSON 000333													
49374	05/31/17	BLDG HEPA FILTERS	595.04		602533402			D	N			MTCE. OF STRUCTU	101.45427.0225
49374	05/31/17	GUN RANGE SUPPLIES	242.46		602533402			D	N			GENERAL SUPPLIES	101.45427.0229
			1,186.10	*CHECK TOTAL									
		VENDOR TOTAL	1,186.10										
HOFFMAN FILTER SERVICE 000335													
49375	05/31/17	FILTER RECYCLING	163.75		73629			D	N			GENERAL SUPPLIES	101.43425.0229
HORIZON COMMERCIAL POOL 003075													
49376	05/31/17	POOL FLOOR REPAIR-LABO	1,900.00		SV170406015			D	N			MTCE. OF STRUCTU	101.45437.0335
49376	05/31/17	CLEANING SUPPLIES	142.40		170511120			D	N			CLEANING AND WAS	101.45437.0228
49376	05/31/17	POOL SAFETY SUPPLIES	171.85		170511120			D	N			GENERAL SUPPLIES	101.45437.0229
49376	05/31/17	POOL CHEMICALS	1,692.14		170515004			D	N			MTCE. OF OTHER I	101.45437.0226
49376	05/31/17	POOL CHEMICALS	87.99		170519125			D	N			MTCE. OF OTHER I	101.45437.0226
			3,994.38	*CHECK TOTAL									
		VENDOR TOTAL	3,994.38										
HOUR MEDIA 002697													
49377	05/31/17	AAA LIVING AD MAY/JUN	236.00		5-17-AAA1100			D	N			ADVERTISING	208.45006.0447
JAHNKE/MICHAEL J 001737													
49378	05/31/17	EVENT SECURITY PLANNING	18.22		051917			D	N			TRAVEL-CONF.-SCH	101.42411.0333
JMD MANUFACTURING INC 001898													
49379	05/31/17	GBT HYD. MOTOR REPAIR	225.00		91903			D	N			MTCE. OF EQUIPME	651.48486.0334
JOHNSON/TIM 000369													
49380	05/31/17	AUCTIONEER COMMISSIONS	3,283.25		053017			D	M	07		OTHER SERVICES	101.41428.0339
K M FIRE PUMP SPECIALIST 000371													
49381	05/31/17	INST. SKID UNIT/WIRIN	15,000.00		6907			D	M	07		MACHINERY AND AU	450.42412.0553
KANDIYOHI CO ATTORNEY 001842													
49382	05/31/17	SOLD FORFEITURE VEHICLES	435.71		053017			D	N			OTHER SERVICES	101.41428.0339
KANDIYOHI CO H.R.A. 000341													
49383	05/31/17	AUCTION PROCEEDS	1,380.15		053017			D	N			OTHER SERVICES	101.41428.0339
KANDIYOHI CO RECORDER'S 000382													
49384	05/31/17	RECORDING FEES	46.00		641731			D	N			OTHER CHARGES	230.43430.0449
KANDIYOHI CO TREASURER 000385													
49385	05/31/17	#057537-LICENSE	47.00		052317			D	N			LICENSES AND TAX	101.42411.0445
49385	05/31/17	#130712-LICENSE	234.00		052317			D	N			LICENSES AND TAX	101.42411.0445
49385	05/31/17	#103762-LICENSE	102.00		052317			D	N			LICENSES AND TAX	101.42411.0445
			383.00	*CHECK TOTAL									
		VENDOR TOTAL	383.00										

VENDOR NAME AND NUMBER / CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
KANDIYOHI CO-OP ELECTRIC 000375													
49386	05/31/17	WELCOME TO WILLMAR SIGN	59.74		STMT/5-17		D	N				UTILITIES	101.43425.0332
49386	05/31/17	CO RD 23/HWY 71 BYPASS	142.00		STMT/5-17		D	N				UTILITIES	101.43425.0332
49386	05/31/17	ELEC SERV-LIFT STATIONS	936.00		STMT/5-17		D	N				UTILITIES	651.48485.0332
49386	05/31/17	ELEC SERV-SECURITY LIGHT	38.00		STMT/5-17		D	N				UTILITIES	651.48486.0332
			1,175.74	*CHECK TOTAL									
		VENDOR TOTAL	1,175.74										
KIENHOLZ/KAITLYNN .02651													
49387	05/31/17	REPL. PAYROLL CK #37396	306.18		053117		D	N				SALARIES-TEMP. E	101.43425.0112
KING'S ELECTRIC LLC 003138													
49296	05/15/17	PARK CAMERAS/HEATER	1,558.97		500		D	M	07			MTCE. OF OTHER I	854.45432.0226
KRIS ENGINEERING INC 002498													
49388	05/31/17	CUTTING EDGE	340.38		28468		D	N				MTCE. OF EQUIPME	101.43425.0224
LAKELAND ENGINEERING EQU 000959													
49389	05/31/17	STANDBY GENERATOR HOOK	1,527.39		12306714-02		D	N				MTCE. OF STRUCTU	432.48507.0225
LANGE/CRAIG 002000													
49390	05/31/17	LEADERSHIP TRAINING	97.49		030917		D	N				TRAVEL-CONF.-SCH	101.42411.0333
LEAGUE OF MN CITIES 000412													
49391	05/31/17	STORMWATER COALITION FEE	760.00		253616		D	N				SUBSCRIPTIONS AN	101.43417.0443
LION GROUP INC .01021													
49392	05/31/17	TURNOUT GEAR REPAIR	44.80		17-5007187		D	N				SUBSISTENCE OF P	101.42412.0337
LOCAL GOV'T INFORMATION 003226													
49393	05/31/17	MONTHLY SUBSCRIP.-APR	1,512.00		43537		D	N				SUBSCRIPTIONS AN	101.41409.0443
LUTHERAN SOCIAL SERVICE 003167													
49394	05/31/17	MEALS-DINING PROMOTION	132.00		051817		D	N				GENERAL SUPPLIES	101.45435.0229
M & M PAINTING & CONSTRU 003320													
49306	05/22/17	RSTRM FIXTURE RETROFI	11,665.00		051917		D	N				BUILDINGS AND ST	450.45433.0551
M.D. GRAPHICS 003263													
49302	05/17/17	#168301-REPL. DECALS	294.50		6117		D	N				INSURANCE DEDUCT	101.41428.0822
MADDEN MEDIA 003315													
49395	05/31/17	SEARCH ENGINE MARKETING	250.00		201701993		D	N				OTHER CHARGES	208.45010.0449
MADISON NATIONAL LIFE 002249													
49396	05/31/17	LTD PREMIUM-MAY	57.69		250		D	N				EMPLOYER INSUR.	101.41400.0114
49396	05/31/17	LTD PREMIUM-MAY	77.82		250		D	N				EMPLOYER INSUR.	101.41402.0114
49396	05/31/17	LTD PREMIUM-MAY	18.90		250		D	N				EMPLOYER INSUR.	101.41403.0114
49396	05/31/17	LTD PREMIUM-MAY	53.30		250		D	N				EMPLOYER INSUR.	101.41405.0114
49396	05/31/17	LTD PREMIUM-MAY	8.51		250		D	N				EMPLOYER INSUR.	101.41408.0114

VENDOR NAME AND NUMBER / CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
MADISON NATIONAL LIFE 002249													
49396	05/31/17	LTD PREMIUM-MAY	22.05		250			D	N			EMPLOYER INSUR.	101.41409.0114
49396	05/31/17	LTD PREMIUM-MAY	2.45		250			D	N			EMPLOYER INSUR.	101.41424.0114
49396	05/31/17	LTD PREMIUM-MAY	489.16		250			D	N			EMPLOYER INSUR.	101.42411.0114
49396	05/31/17	LTD PREMIUM-MAY	33.72		250			D	N			EMPLOYER INSUR.	101.42412.0114
49396	05/31/17	LTD PREMIUM-MAY	66.98		250			D	N			EMPLOYER INSUR.	101.43417.0114
49396	05/31/17	LTD PREMIUM-MAY	208.66		250			D	N			EMPLOYER INSUR.	101.43425.0114
49396	05/31/17	LTD PREMIUM-MAY	19.57		250			D	N			EMPLOYER INSUR.	101.45001.0114
49396	05/31/17	LTD PREMIUM-MAY	8.94		250			D	N			EMPLOYER INSUR.	101.45432.0114
49396	05/31/17	LTD PREMIUM-MAY	33.73		250			D	N			EMPLOYER INSUR.	101.45433.0114
49396	05/31/17	LTD PREMIUM-MAY	3.95		250			D	N			EMPLOYER INSUR.	101.45435.0114
49396	05/31/17	LTD PREMIUM-MAY	6.13		250			D	N			EMPLOYER INSUR.	101.45437.0114
49396	05/31/17	LTD PREMIUM-MAY	105.79		250			D	N			EMPLOYER INSUR.	651.48484.0114
49396	05/31/17	LTD PREMIUM-MAY	11.22		250			D	N			EMPLOYER INSUR.	651.48485.0114
49396	05/31/17	LTD PREMIUM-MAY	12.27		250			D	N			EMPLOYER INSUR.	651.48486.0114
			1,240.84	*CHECK TOTAL									
		VENDOR TOTAL	1,240.84										
MCGUIRE/MICHAEL 003272													
49307	05/22/17	MILEAGE 5/1-5/17/17	171.74		051717			D	N			TRAVEL-CONF.-SCH	101.41400.0333
MENARDS 000449													
49397	05/31/17	SAW BLADE/SMALL TOOLS	63.97		29538			D	N			SMALL TOOLS	101.45433.0221
49397	05/31/17	SOFFIT MAT'L FOR BLA	106.19		29538			D	N			MTCE. OF STRUCTU	101.45433.0225
49397	05/31/17	PLANT SUPPLIES	45.73		29605			D	N			GENERAL SUPPLIES	651.48484.0229
49397	05/31/17	MARKER BOARD CLNR KIT	5.99		29622			D	N			GENERAL SUPPLIES	651.48484.0229
49397	05/31/17	JUG CARRIER FOR KUBOTA	3.94		29622			D	N			GENERAL SUPPLIES	651.48484.0229
49397	05/31/17	EFFLUENT CHANNEL MAT'L	66.48		29622			D	N			GENERAL SUPPLIES	651.48484.0229
49397	05/31/17	PARTS FOR LOADING CHUTE	123.35		29804			D	N			MTCE. OF EQUIPME	651.48486.0224
49397	05/31/17	SPRINKLERS	14.06		29850			D	N			GENERAL SUPPLIES	101.45437.0229
49397	05/31/17	SMALL TOOLS	17.95		29900			D	N			SMALL TOOLS	101.42412.0221
49397	05/31/17	FUEL PREMIX GAS & OIL	77.16		29900			D	N			MOTOR FUELS AND	101.42412.0222
49397	05/31/17	PLUMBING PARTS	31.02		29967			D	N			MTCE. OF STRUCTU	101.43425.0225
49397	05/31/17	WATER	9.96		29981			D	N			GENERAL SUPPLIES	101.41401.0229
49397	05/31/17	FLOWERS/SUPPLIES	53.66		29981			D	N			GENERAL SUPPLIES	101.41408.0229
49397	05/31/17	PLANT SUPPLIES	17.53		29994			D	N			GENERAL SUPPLIES	651.48484.0229
49397	05/31/17	TANK SPRAYER	26.23		30058			D	N			SMALL TOOLS	101.41408.0221
49397	05/31/17	WEED KILLER	13.69		30058			D	N			GENERAL SUPPLIES	101.41408.0229
49397	05/31/17	HANDLE RAIL	7.56		30151			D	N			MTCE. OF STRUCTU	101.45433.0225
49397	05/31/17	SPRAY GLUE/SUPPLIES	17.42		30151			D	N			GENERAL SUPPLIES	101.45433.0229
49397	05/31/17	HOSE REEL REPAIR-PARTS	52.90		30238			D	N			MTCE. OF EQUIPME	651.48484.0224
49397	05/31/17	FLOWERING ANNUALS	77.24		30427			D	N			GENERAL SUPPLIES	101.41408.0229
49397	05/31/17	PAINT	45.56		30630			D	N			MTCE. OF STRUCTU	101.41408.0225
49397	05/31/17	PAINTING SUPPLIES	44.79		30630			D	N			GENERAL SUPPLIES	101.41408.0229
49397	05/31/17	WALL PUTTY/SANDPAPER	22.84		30743			D	N			GENERAL SUPPLIES	101.41408.0229
49397	05/31/17	SUPPLIES	23.58		30887			D	N			GENERAL SUPPLIES	651.48484.0229
49397	05/31/17	PAINT FOR THE BLDG	22.78		30989			D	N			MTCE. OF STRUCTU	101.41408.0225
			991.58	*CHECK TOTAL									
		VENDOR TOTAL	991.58										

VENDOR NAME AND NUMBER / CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
MID-MINNESOTA DEVELOPMEN 001878													
49398	05/31/17	AUCTION PROCEEDS	137.70		053017		D	N				OTHER SERVICES	101.41428.0339
MIDWEST OVERHEAD CRANE 002104													
49399	05/31/17	SHOP HOIST/CRANE INSP.	478.25		94447		D	N				MTCE. OF STRUCTU	101.43425.0335
MIMECAST NORTH AMERICA I 003311													
49400	05/31/17	EMAIL MGMT SERV-JUN	442.55		INVUS353639		D	N				SUBSCRIPTIONS AN	101.41409.0443
MINN WEST TECHNOLOGY CAM 002565													
49401	05/31/17	1ST 1/2 TAX ABATEMENT	20,800.00		FT000978		D	N				REFUNDS AND REIM	101.41428.0882
MINNEAPOLIS FINANCE DEPA 000466													
49402	05/31/17	AUTO PAWN TRANS FEE-APR	91.80		400451001201		D	N				PROFESSIONAL SER	101.42411.0446
MN DEPT OF HEALTH 000488													
49403	05/31/17	STATE HOSPITALITY FEE	35.00		052317		D	N				LICENSES AND TAX	101.45433.0445
MN DEPT OF LABOR & INDUS 002857													
49404	05/31/17	BOILER LICENSE	30.00		ABR0163135I		D	N				LICENSES AND TAX	651.48484.0445
MN DEPT OF REVENUE 000492													
285	05/18/17	SALES TAX-APR	2,879.00		STMT/4-17		M	N				SALES TAX PAYABL	101.206000
285	05/18/17	USE TAX-APR	57.19		STMT/4-17		M	N				SALES TAX PAYABL	101.206000
285	05/18/17	USE TAX-APR	0.54CR		STMT/4-17		M	N				OFFICE SUPPLIES	101.41409.0220
285	05/18/17	USE TAX-APR	28.13CR		STMT/4-17		M	N				SMALL TOOLS	101.41409.0221
285	05/18/17	USE TAX-APR	1.62CR		STMT/4-17		M	N				MTCE. OF EQUIPME	101.41409.0224
285	05/18/17	USE TAX-APR	0.44CR		STMT/4-17		M	N				GENERAL SUPPLIES	101.42411.0229
285	05/18/17	DIESEL FUEL TAX-APR	102.48		STMT/4-17		M	N				MOTOR FUELS AND	101.43425.0222
285	05/18/17	USE TAX-APR	49.23		STMT/4-17		M	N				MOTOR FUELS AND	101.43425.0222
285	05/18/17	USE TAX-APR	2.13CR		STMT/4-17		M	N				SMALL TOOLS	101.45001.0221
285	05/18/17	USE TAX-APR	6.70CR		STMT/4-17		M	N				GENERAL SUPPLIES	101.45427.0229
285	05/18/17	USE TAX-APR	2.44CR		STMT/4-17		M	N				GENERAL SUPPLIES	101.45433.0229
285	05/18/17	DIESEL FUEL TAX-APR	44.01		STMT/4-17		M	N				MOTOR FUELS AND	651.48485.0222
285	05/18/17	USE TAX-APR	7.42CR		STMT/4-17		M	N				MOTOR FUELS AND	651.48486.0222
			3,082.49	*CHECK TOTAL									
		VENDOR TOTAL	3,082.49										
MN MUNICIPAL UTILITIES A 001257													
49405	05/31/17	DRUG TESTING CONSORTIUM	806.00		49172		D	N				STATE MANDATES/D	101.43428.0337
MN UNITED SNOWMOBILE ASS 001970													
49406	05/31/17	ANNUAL MEMBERSHIP DUES	41.62		70867		D	N				PREPAID EXPENSES	208.128000
49406	05/31/17	ANNUAL MEMBERSHIP DUES	58.38		70867		D	N				SUBSCRIPTIONS AN	208.45005.0443
			100.00	*CHECK TOTAL									
		VENDOR TOTAL	100.00										
MOSS & BARNETT 001655													
49407	05/31/17	CATV LEGAL SERV-APR	3,786.00		666993		D	M	07			PROFESSIONAL SER	101.41406.0446

VENDOR NAME AND NUMBER / CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
MUNICIPAL UTILITIES 000541													
49408	05/31/17	ADMIN FEE FOR MAY	1,500.00		470			D	N			PROFESSIONAL SER	651.48484.0446
49408	05/31/17	UTILITIES FOR MAY	675.18		5/17			D	N			UTILITIES	101.42412.0332
49408	05/31/17	UTILITIES FOR MAY	1,109.97		5/17			D	N			UTILITIES	101.43425.0332
49408	05/31/17	UTILITIES FOR MAY	2,554.54		5/17			D	N			UTILITIES	230.43430.0332
49408	05/31/17	UTILITIES FOR MAY	44,841.54		5/17			D	N			UTILITIES	651.48484.0332
49408	05/31/17	UTILITIES FOR MAY	3,080.46		5/17			D	N			UTILITIES	651.48485.0332
			53,761.69	*CHECK TOTAL									
		VENDOR TOTAL	53,761.69										
MVTL LABORATORIES INC 000544													
49409	05/31/17	LAB TESTING	212.00		863934			D	N			PROFESSIONAL SER	651.48484.0446
49409	05/31/17	LAB TESTING	810.00		864226			D	N			PROFESSIONAL SER	651.48486.0446
49409	05/31/17	LAB TESTING	45.00		864432			D	N			PROFESSIONAL SER	651.48484.0446
49409	05/31/17	LAB TESTING	646.25		865024			D	N			PROFESSIONAL SER	651.48484.0446
49409	05/31/17	LAB TESTING	45.00		865556			D	N			PROFESSIONAL SER	651.48484.0446
			1,758.25	*CHECK TOTAL									
		VENDOR TOTAL	1,758.25										
MWOA 000545													
49303	05/17/17	LINDAHL-CONF REGIS.	75.00		051517			D	N			TRAVEL-CONF.-SCH	651.48484.0333
49308	05/22/17	STEELE-CONF REGIS.	75.00		051917			D	N			TRAVEL-CONF.-SCH	651.48484.0333
		VENDOR TOTAL	150.00										
NCL OF WISCONSIN INC 001627													
49410	05/31/17	LAB SUPPLIES	748.66		390205			D	N			GENERAL SUPPLIES	651.48484.0229
NELSON INTERNATIONAL 000568													
49411	05/31/17	#069956 REPAIR-PARTS	426.05		R101007485:01			D	N			MTCE. OF EQUIPME	651.48486.0224
49411	05/31/17	#069956 REPAIR-LABOR	632.35		R101007485:01			D	N			MTCE. OF EQUIPME	651.48486.0334
49411	05/31/17	#069956 REPAIR-PARTS	808.26		R101007485:02			D	N			MTCE. OF EQUIPME	651.48486.0224
49411	05/31/17	#069956 REPAIR-LABOR	115.00		R101007485:02			D	N			MTCE. OF EQUIPME	651.48486.0334
			1,981.66	*CHECK TOTAL									
		VENDOR TOTAL	1,981.66										
NORTHERN BUSINESS PRODUC 002322													
49412	05/31/17	NAME BADGE SUPPLIES	19.99		166267-0			D	N			OTHER CHARGES	208.45008.0449
49412	05/31/17	NAME BADGE SUPPLIES	79.96		166267-1			D	N			OTHER CHARGES	208.45008.0449
			99.95	*CHECK TOTAL									
		VENDOR TOTAL	99.95										
OASIS AERO INC 003286													
49413	05/31/17	FBO SERVICES-MAY	54.65		052417			D	N			PROFESSIONAL SER	230.43430.0446
OFFICE SERVICES 000589													
49414	05/31/17	OFFICE SUPPLIES-APR	440.44		STMT/4-17			D	N			OFFICE SUPPLIES	101.41410.0220

VENDOR NAME AND NUMBER / CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
PAPER & THREADS LLC 002895													
49415	05/31/17	PATCHES FOR CSO SHIRTS	6.00		050517			D	N			SUBSISTENCE OF P	101.42411.0337
PETERSON SHOE STORE 000608													
49416	05/31/17	KINGMAN-SAFETY BOOTS	175.00		180846			D	N			SUBSISTENCE OF P	101.43425.0227
49416	05/31/17	DELP-SAFETY BOOTS	169.99		181129			D	N			SUBSISTENCE OF P	101.43425.0227
49416	05/31/17	KIENHOLZ-SAFETY BOOTS	161.49		181132			D	N			SUBSISTENCE OF P	101.43425.0227
49416	05/31/17	CARLSON-SAFETY BOOTS	175.00		181145			D	N			SUBSISTENCE OF P	101.43425.0227
49416	05/31/17	CRONEN-SAFETY BOOTS	161.49		181515			D	N			SUBSISTENCE OF P	101.43425.0227
			842.97	*CHECK TOTAL									
		VENDOR TOTAL	842.97										
PIONEERLAND LIBRARY SYST 000614													
49417	05/31/17	2ND QTR OPERATIONAL	103,056.75		051017			D	N			OTHER CHARGES	101.45426.0449
PLAYGROUND PLASTICS 003300													
49297	05/15/17	PLASTIC LUMBER/DECK/	123,108.40		1245			D	N			MTCE. OF OTHER I	854.45432.0226
49297	05/15/17	HARDWARE/PIPE/BENCHES	15,900.88		1246			D	N			MTCE. OF OTHER I	854.45432.0226
			139,009.28	*CHECK TOTAL									
49299	05/15/17	PLAYGROUND EQUIP.	41,397.36		1227			D	N			MTCE. OF OTHER I	854.45432.0226
		VENDOR TOTAL	180,406.64										
PRINSCO INC 002165													
49418	05/31/17	TILE FOR BAKER FIELD	40.65		265486-10			D	N			MTCE. OF OTHER I	101.43425.0226
PRO ACTION 001782													
49419	05/31/17	CSO UNIFORMS	123.96		14222			D	N			SUBSISTENCE OF P	101.42411.0227
49419	05/31/17	CSO UNIFORMS	116.96		14223			D	N			SUBSISTENCE OF P	101.42411.0227
49419	05/31/17	RECHARGEABLE BATTERY	55.80		14227			D	N			MTCE. OF EQUIPME	101.42411.0224
			296.72	*CHECK TOTAL									
		VENDOR TOTAL	296.72										
QUICK SIGNS 001093													
49420	05/31/17	EMERGENCY SIGN	18.00		173569			D	N			MTCE. OF OTHER I	101.43425.0226
49420	05/31/17	RECYCLING DECALS	39.84		173572			D	N			MTCE. OF OTHER I	101.43425.0226
49420	05/31/17	BANNER FOR P.W. WEEK	416.00		173592			D	N			MTCE. OF OTHER I	101.43425.0226
			473.84	*CHECK TOTAL									
		VENDOR TOTAL	473.84										
RANDY'S LOCK & KEY SERVI 003321													
49421	05/31/17	KEYS FOR BLDG	45.95		051517			D	N			MTCE. OF STRUCTU	101.43425.0225
RUNNING'S SUPPLY INC 001418													
49422	05/31/17	SPACE HEATER	39.98		4200417			D	N			SMALL TOOLS	101.43425.0221
49422	05/31/17	DOG FOOD	99.90		4200425			D	N			GENERAL SUPPLIES	101.42411.0229
49422	05/31/17	TILE FOR TREE GUARDS	39.99		4200528			D	N			MTCE. OF OTHER I	101.43425.0226
49422	05/31/17	PUMP FOR SHUT DOWNS	115.98		4205372			D	N			SMALL TOOLS	101.43425.0221

VENDOR NAME AND NUMBER / CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
RUNNING'S SUPPLY INC		001418											
49422	05/31/17	BATTERIES	28.98		4205417			D	N			GENERAL SUPPLIES	101.43425.0229
49422	05/31/17	GOPHER TRAPS	24.76		4211437			D	N			GENERAL SUPPLIES	651.48485.0229
49422	05/31/17	LT BULBS FOR SHELTER	9.98		4211439			D	N			MTCE. OF STRUCTU	101.43425.0225
49422	05/31/17	WTR LINE REPAIR-PARTS	222.19		4211439			D	N			MTCE. OF OTHER I	101.43425.0226
49422	05/31/17	WTR LINE REPAIR-PARTS	89.98		4211513			D	N			MTCE. OF OTHER I	101.43425.0226
49422	05/31/17	WTR LINE REPAIR-PARTS	210.00CR		4211608			D	N			MTCE. OF OTHER I	101.43425.0226
49422	05/31/17	SHOP SUPPLIES	30.27		4221649			D	N			GENERAL SUPPLIES	101.43425.0229
49422	05/31/17	FLAG POLE ROPE	136.00		4222767			D	N			GENERAL SUPPLIES	101.43425.0229
49422	05/31/17	WTR VACUUM HOSE FITTINGS	11.04		4223397			D	N			MTCE. OF EQUIPME	101.43425.0224
49422	05/31/17	RAIN SUITS FOR MOWING	49.98		4227421			D	N			SUBSISTENCE OF P	101.43425.0227
49422	05/31/17	KEYS FOR BLDGS	14.92		4228396			D	N			MTCE. OF STRUCTU	101.43425.0225
			703.95	*CHECK TOTAL									
		VENDOR TOTAL	703.95										
SAND ELECTRIC		000678											
49423	05/31/17	REPL. BALLASTS-PARTS	598.12		5091			D	N			MTCE. OF STRUCTU	230.43430.0225
49423	05/31/17	REPL. BALLASTS-LABOR	900.00		5091			D	N			MTCE. OF STRUCTU	230.43430.0335
			1,498.12	*CHECK TOTAL									
		VENDOR TOTAL	1,498.12										
SANIBEL INC		001492											
49424	05/31/17	LEISURE COMM. LUNCHES	96.19		1357			D	N			TRAVEL-CONF.-SCH	208.45005.0333
SCHWANKE TRACTOR & TRUCK		000681											
49425	05/31/17	SEAL KIT	22.90		4378			D	N			MTCE. OF EQUIPME	101.43425.0224
SERVICE CENTER/CITY OF W		000685											
49426	05/31/17	EQUIPMENT REPAIR-OIL	16.64		STMT/4-17			D	N			MOTOR FUELS AND	101.41402.0222
49426	05/31/17	EQUIPMENT REPAIR-PARTS	7.90		STMT/4-17			D	N			MTCE. OF EQUIPME	101.41402.0224
49426	05/31/17	EQUIPMENT REPAIR-OIL	37.44		STMT/4-17			D	N			MOTOR FUELS AND	101.42411.0222
49426	05/31/17	EQUIPMENT REPAIR-PARTS	23.70		STMT/4-17			D	N			MTCE. OF EQUIPME	101.42411.0224
49426	05/31/17	EQUIPMENT REPAIR-OIL	48.60		STMT/4-17			D	N			MOTOR FUELS AND	101.42412.0222
49426	05/31/17	EQUIPMENT REPAIR-PARTS	90.33		STMT/4-17			D	N			MTCE. OF EQUIPME	101.42412.0224
49426	05/31/17	EQUIPMENT REPAIR-OIL	167.44		STMT/4-17			D	N			MOTOR FUELS AND	101.43425.0222
49426	05/31/17	EQUIPMENT REPAIR-PARTS	271.41		STMT/4-17			D	N			MTCE. OF EQUIPME	101.43425.0224
49426	05/31/17	EQUIPMENT REPAIR-OIL	12.48		STMT/5-17			D	N			MOTOR FUELS AND	101.42411.0222
49426	05/31/17	EQUIPMENT REPARI-PARTS	2.90		STMT/5-17			D	N			MTCE. OF EQUIPME	101.42411.0224
49426	05/31/17	EQUIPMENT REPAIR-OIL	280.64		STMT/5-17			D	N			MOTOR FUELS AND	101.42412.0222
49426	05/31/17	EQUIPMENT REPAIR-PARTS	301.56		STMT/5-17			D	N			MTCE. OF EQUIPME	101.42412.0224
49426	05/31/17	EQUIPMENT REPAIR-OIL	12.48		STMT/5-17			D	N			MOTOR FUELS AND	101.43417.0222
49426	05/31/17	EQUIPMENT REPAIR-PARTS	7.90		STMT/5-17			D	N			MTCE. OF EQUIPME	101.43417.0224
49426	05/31/17	EQUIPMENT REPAIR-OIL	17.00		STMT/5-17			D	N			MOTOR FUELS AND	101.43425.0222
49426	05/31/17	EQUIPMENT REPAIR-PARTS	15.78		STMT/5-17			D	N			MTCE. OF EQUIPME	101.43425.0224
			1,314.20	*CHECK TOTAL									
		VENDOR TOTAL	1,314.20										
SHERWIN WILLIAMS CO		000690											
49427	05/31/17	TRAFFIC PAINT	551.50		7570-8			D	N			GENERAL SUPPLIES	101.43425.0229

VENDOR NAME AND NUMBER / CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
SHERWIN WILLIAMS CO		000690											
49427	05/31/17	TRAFFIC PAINT	61.44		7948-6			D	N			GENERAL SUPPLIES	101.43425.0229
49427	05/31/17	TRAFFIC PAINT	979.95		7963-5			D	N			GENERAL SUPPLIES	101.43425.0229
49427	05/31/17	FIELD MARKING PAINT	370.88		7994-0			D	N			GENERAL SUPPLIES	101.43425.0229
49427	05/31/17	TRAFFIC PAINT	551.50		8134-2			D	N			GENERAL SUPPLIES	101.43425.0229
49427	05/31/17	TRAFFIC PAINT	62.50CR		8135-9			D	N			GENERAL SUPPLIES	101.43425.0229
49427	05/31/17	TRAFFIC PAINT	125.00		8201-9			D	N			GENERAL SUPPLIES	101.43425.0229
			2,577.77	*CHECK TOTAL									
		VENDOR TOTAL	2,577.77										
SHI CORP		000275											
49428	05/31/17	ACROBAT LICENSE	152.00		B06579254			D	N			LICENSES AND TAX	101.41409.0445
SIMPLEX GRINNELL		001411											
49429	05/31/17	SPRINKLER SYSTEM INSP.	453.40		79390281			D	N			MTCE. OF STRUCTU	101.45433.0335
49429	05/31/17	FIRE ALARM INSPECTION	272.83		79390281			D	N			MTCE. OF STRUCTU	101.45433.0335
			726.23	*CHECK TOTAL									
		VENDOR TOTAL	726.23										
SPRINGSTED INCORPORATED		000705											
49430	05/31/17	PAY EQUITY REPORT	1,885.00		000862.132			D	N			PROFESSIONAL SER	101.41400.0446
SPRINT		000578											
49431	05/31/17	CELL PHONE USAGE-APR	357.83		317498885-108			D	N			COMMUNICATIONS	101.41409.0330
SRF CONSULTING GROUP INC		003049											
49432	05/31/17	RICE PARK IMPROVEMENTS	632.95		09240.00-11			D	N			OTHER IMPROVEMEN	450.45438.0554
49432	05/31/17	REIMBURSABLE EXPENSES	251.61		09240.00-11			D	N			OTHER IMPROVEMEN	450.45438.0554
49432	05/31/17	CONCESSION BLDG DESIGN	3,378.67		10326.00-3			D	N			OTHER IMPROVEMEN	450.45440.0554
49432	05/31/17	MILLER PARK DESIGN/CON	5,949.61		10357.00-2			D	N			OTHER IMPROVEMEN	450.45439.0554
			10,212.84	*CHECK TOTAL									
		VENDOR TOTAL	10,212.84										
ST CLOUD AREA SPORTS		.02649											
49292	05/11/17	GOV. FISHING OPENER	510.00		05102017			D	N			OTHER CHARGES	208.45008.0449
STACY'S NURSERY INC		000706											
49433	05/31/17	MULCH	80.00		10795			D	N			GENERAL SUPPLIES	101.42412.0229
STAR TRIBUNE		000710											
49434	05/31/17	13 WEEK SUBSCRIPTION	113.10		7986818/5-17			D	N			PRINTING AND PUB	101.41402.0331
STATE TREASURER'S OFFICE		001451											
49435	05/31/17	SOLD FORFEITURE VEHICLES	148.50		053017			D	N			OTHER SERVICES	101.41428.0339
STEIN'S INC		000720											
49436	05/31/17	TOILET TISSUE/HAND TWLS	830.94		782036			D	N			GENERAL SUPPLIES	101.43425.0229
49436	05/31/17	DISPOSABLE GLOVES	54.80		782036			D	N			GENERAL SUPPLIES	101.43425.0229
			885.74	*CHECK TOTAL									
		VENDOR TOTAL	885.74										

VENDOR NAME AND NUMBER / CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
STEINBEISSER AUTO REPAIR 003256													
49437	05/31/17	PROPANE-STREET PATCHING	110.25		2839			D	N			MTCE. OF OTHER I	101.43425.0226
STERLING WATER-MINNESOTA 000188													
49438	05/31/17	DRINKING WATER	18.75		00077131/4-17			D	N			SUBSISTENCE OF P	651.48484.0227
49438	05/31/17	LAB WATER	128.00		01465285/4-17			D	N			GENERAL SUPPLIES	651.48484.0229
49438	05/31/17	SOFTENER SALT	245.00		01465285/4-17			D	N			GENERAL SUPPLIES	651.48484.0229
			391.75	*CHECK TOTAL									
		VENDOR TOTAL	391.75										
SUMMIT COMPANIES 002555													
49439	05/31/17	ALARM MONITORING-2ND QTR	105.00		1175476			D	N			MTCE. OF STRUCTU	101.41408.0335
SYN-TECH SYSTEMS 003050													
49440	05/31/17	FUEL PUMP SFTWRE UPGRA	1,198.00		144100			D	N			MTCE. OF OTHER I	230.43430.0226
TASC 002856													
49441	05/31/17	QTRLY FLEX ADMIN FEE	523.74		IN1033411			D	N			REFUNDS AND REIM	101.41428.0882
TI TRAINING LE LLC 003322													
49442	05/31/17	USE OF FORCE SIMULATO	20,375.00		2347			D	N			FURNITURE AND EQ	450.42411.0552
TORKELSON'S LOCK SERVICE 002583													
49443	05/31/17	REKEYED LOCKS-PARTS	6.00		5658510			D	N			MTCE. OF STRUCTU	101.41408.0225
49443	05/31/17	REKEYED LOCKS-LABOR	55.00		5658510			D	N			MTCE. OF STRUCTU	101.41408.0335
			61.00	*CHECK TOTAL									
		VENDOR TOTAL	61.00										
TOUR-MATE SYSTEMS .02650													
49298	05/15/17	SOLAR SIGN KIT	890.00		A07042017			D	N			MTCE. OF OTHER I	854.45432.0226
TRAFFIC CONTROL CORPORAT 001471													
49444	05/31/17	PROJ. 1703-B SIGNAL P	26,501.00		98523			D	N			MTCE. OF OTHER I	497.48451.0226
UNCOMMON USA INC 001286													
49445	05/31/17	US FLAGS	64.00		843809			D	N			GENERAL SUPPLIES	101.42412.0229
VERIZON WIRELESS 002915													
49446	05/31/17	CELL PHONE USAGE-APR	1,719.27		9785390648			D	N			COMMUNICATIONS	101.41409.0330
WAL-MART COMMUNITY 000789													
49447	05/31/17	COFFEE/FILTERS/PITCHER	46.46		041717			D	N			GENERAL SUPPLIES	101.42411.0229
49447	05/31/17	DRY ERASE MARKERS	9.21		041917			D	N			OFFICE SUPPLIES	101.42412.0220
49447	05/31/17	PLATES/FORKS/CUPS/NAPKIN	51.35		042617			D	N			GENERAL SUPPLIES	101.41408.0229
49447	05/31/17	COFFEE	67.76		042617			D	N			GENERAL SUPPLIES	101.41408.0229
49447	05/31/17	COFFEE/CUPS/PLATES	27.19		042817			D	N			GENERAL SUPPLIES	651.48484.0229
49447	05/31/17	ART SUPPLIES	10.60		050217			D	N			GENERAL SUPPLIES	101.45435.0229
49447	05/31/17	OFFICE SUPPLIES	25.76		050417			D	N			OFFICE SUPPLIES	101.42412.0220

VENDOR NAME AND NUMBER / CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
WAL-MART COMMUNITY 000789													
49447	05/31/17	OFFICE SUPPLIES	38.64		050817			D	N			OFFICE SUPPLIES	101.42412.0220
49447	05/31/17	WATER FOR SWAT BUS	7.96		051017			D	N			GENERAL SUPPLIES	101.42411.0229
			284.93	*CHECK TOTAL									
		VENDOR TOTAL	284.93										
WEST CENTRAL COMMUNICATI 000796													
49448	05/31/17	SIREN MTCE	326.70		083795S			D	N			CIVIL DEFENSE	101.42428.0809
49448	05/31/17	RADIO REPAIR-PARTS	39.05		083894S			D	N			MTCE. OF EQUIPME	101.42411.0224
49448	05/31/17	RADIO REPAIR-LABOR	93.75		083894S			D	N			MTCE. OF EQUIPME	101.42411.0334
49448	05/31/17	RADIO REPAIR-PARTS	82.00		083956S			D	N			MTCE. OF EQUIPME	101.42411.0224
49448	05/31/17	RADIO REPAIR-LABOR	125.00		083956S			D	N			MTCE. OF EQUIPME	101.42411.0334
			666.50	*CHECK TOTAL									
		VENDOR TOTAL	666.50										
WILLMAR CHAMBER OF COMME 000812													
49449	05/31/17	DIRECTOR SALARY	4,340.80		STMT/4-17			D	N			SALARIES-REG. EM	208.45005.0110
49449	05/31/17	ASSISTANT SALARY	2,193.36		STMT/4-17			D	N			SALARIES-REG. EM	208.45005.0110
49449	05/31/17	FICA & INSURANCE	1,556.29		STMT/4-17			D	N			EMPLOYER PENSION	208.45005.0113
49449	05/31/17	IRA CONTRIBUTION	204.00		STMT/4-17			D	N			EMPLOYER PENSION	208.45005.0113
49449	05/31/17	PHOTO COPIES-APR	50.92		STMT/4-17			D	N			OFFICE SUPPLIES	208.45005.0220
49449	05/31/17	PAYROLL/FLEX FEE	49.87		STMT/4-17			D	N			OTHER SERVICES	208.45005.0339
49449	05/31/17	OFFICE RENT-APR	626.61		STMT/4-17			D	N			RENTS	208.45005.0440
49449	05/31/17	MAIL PICKUP FEE-JAN	50.00		45744			D	N			POSTAGE	208.45005.0223
49449	05/31/17	INTERNET 01/18-02/17/17	41.70		45744			D	N			COMMUNICATIONS	208.45005.0330
49449	05/31/17	MANAGED IT 01/12-02/11	66.72		45744			D	N			COMMUNICATIONS	208.45005.0330
49449	05/31/17	MAIL PICKUP FEE-MAR	50.00		46128			D	N			POSTAGE	208.45005.0223
49449	05/31/17	INTERNET 03/18-04/17/17	41.70		46128			D	N			COMMUNICATIONS	208.45005.0330
49449	05/31/17	MANAGED IT 03/12-04/11	66.72		46128			D	N			COMMUNICATIONS	208.45005.0330
49449	05/31/17	MAIL PICKUP FEE-APR	50.00		46149			D	N			POSTAGE	208.45005.0223
49449	05/31/17	INTERNET 04/18-05/17/17	41.70		46149			D	N			COMMUNICATIONS	208.45005.0330
49449	05/31/17	MANAGED IT 04/12-05/11	66.72		46149			D	N			COMMUNICATIONS	208.45005.0330
			9,497.11	*CHECK TOTAL									
		VENDOR TOTAL	9,497.11										
WILLMAR COMMUNITY ED & R 001243													
49450	05/31/17	COLOR COPIES FOR EVENTS	20.00		051817			D	N			PRINTING AND PUB	101.45435.0331
WILLMAR ELECTRIC SERVICE 000816													
49451	05/31/17	ALARM SYSTEM SERV CALL	65.00		36650			D	N			MTCE. OF STRUCTU	101.45433.0335
WINDSTREAM 002100													
49452	05/31/17	PHONE SERV-APR	327.64		STMT/4-17			D	N			COMMUNICATIONS	101.41409.0330
49452	05/31/17	PHONE SERV-APR	61.50		STMT/4-17			D	N			COMMUNICATIONS	101.45433.0330
49452	05/31/17	PHONE SERV-APR	155.12		STMT/4-17			D	N			COMMUNICATIONS	230.43430.0330
49452	05/31/17	PHONE SERV-APR	86.49		STMT/4-17			D	N			COMMUNICATIONS	651.48484.0330
			630.75	*CHECK TOTAL									
		VENDOR TOTAL	630.75										

VENDOR NAME AND NUMBER / CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
WOODHALL/DOUGLAS A .02097													
49453	05/31/17	CARLSON-SEMINAR REGIS.	250.00		050417			D	N			TRAVEL-CONF.-SCH	101.42411.0333
WOSMEK/JARED 000093													
49454	05/31/17	ADULT PROTECTION MTG	11.00		050917			D	N			TRAVEL-CONF.-SCH	101.42411.0333
ZEE MEDICAL SERVICE 000839													
49455	05/31/17	FIRST AID SUPPLIES	114.50		54080188			D	N			SUBSISTENCE OF P	101.41408.0227

VENDOR NAME AND NUMBER CHECK# DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
REPORT TOTALS:		693,916.14						

RECORDS PRINTED - 000471

FUND RECAP:

FUND	DESCRIPTION	DISBURSEMENTS
101	GENERAL FUND	242,442.34
208	CONVENTION & VISITORS BUREAU	18,635.50
230	WILLMAR MUNICIPAL AIRPORT	12,178.37
430	C.P. - AIRPORT DEVELOPMENT	16,643.16
432	C.P. - WASTE TREATMENT	1,527.39
450	CAPITAL IMPROVEMENT FUND	68,816.84
497	S.A.B.F. - #2017	26,774.00
651	WASTE TREATMENT	95,473.36
854	DESTINATION PLAYGROUND	211,425.18
TOTAL ALL FUNDS		693,916.14

BANK RECAP:

BANK	NAME	DISBURSEMENTS
HERT	HERITAGE BANK	693,916.14
TOTAL ALL BANKS		693,916.14

WILLMAR

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

CITY COUNCIL AGENDA REPORT

To: Mayor and City Council	**Date: June 5, 2017**
From: Sean E. Christensen, P.E. Public Works Director	**Subject: Adopt Assessment Roll**

AGENDA ITEM: Adopt 2017 Assessment Roll

INTRODUCTION/REQUEST:
Adopt the 2017 Assessment Roll and award the contracts for Project Nos. 1701-B and 1703-A.

HISTORY:
As required by Minnesota State Statute 429.031 subd. 1(b), an assessment hearing is being held for the 2017 Street and Other Improvements.

CURRENT CIRCUMSTANCE:
A public hearing on the proposed 2017 Street and Other Improvements has been called for the purpose of reviewing and explaining the proposed assessments and to obtain input from interested parties.

RECOMMENDATION:
Adopt the assessments and award the contracts for Project Nos. 1701-B and 1703-A.

ISSUES:
N/A

FINANCIAL IMPACT:
Funding sources for the 2017 Improvement Projects include monies from municipal state aid and local funding. The property owner assessments proposed will contribute a portion of the financing required. The estimated cost for the 2017 Improvement Projects is $2,381,968.10.

ALTERNATIVES:
1. Amend the assessment roll
2. Reject all bids. Proposed projects will not be constructed.

RECOMMENDED MOTIONS:
Adopt the assessment roll for the 2017 Improvement Projects.
Accept the bid and award Project No. 1701-B to Duininck, Inc. and authorize signatures on the contract.
Accept the bid and award Project No. 1703-A to Duininck, Inc. and authorize signatures on the contract.

REVIEWED BY: Ike Holland, City Administrator

WORK SESSION DATE: N/A

COUNCIL MEETING DATE: June 5, 2017

RESOLUTION NO. ___

A RESOLUTION ADOPTING THE ASSESSMENT ROLL FOR THE 2017 STREET AND OTHER IMPROVEMENTS.

Motion By:_____ Second By:_____

WHEREAS, pursuant to notice duly given as required by law, the City Council has met, heard, and passed upon all objections to the proposed assessment for 2017 Street and Other Improvements, and has amended such proposed assessment as it deems just;

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

1. Such proposed assessment, the sum of $693,807.60, a copy of which is attached hereto and made a part hereof, is hereby accepted and shall constitute the special assessment against the lands named therein, and each tract of land therein is hereby found to be benefited by the proposed improvement listed as Project 1701.

2. Such assessments shall be as follows:

A. The assessments shall be payable in equal annual installments extending over a period of ten (10) years, the first of said installments to be payable with general taxes for the year 2017, collectible with such taxes during the year 2018.

B. To the first installment shall be added interest at the rate of four and zero hundredths (4.00) percent per annum on the entire principal amount of the assessment from the date of funding, approximately July 1, 2017, until December 31, 2018. To each subsequent installment, when due there shall be added interest for one year at said rate on the unpaid principal amount of the assessment.

C. The owner of any property so assessed may at any time prior to the certification of the assessment or the first installment thereof to the County Auditor (Treasurer), pay the whole of the principal amount of the assessment on such property with interest accrued to the date of payment to the City Clerk, except that no interest shall be charged if the entire assessment is paid by October 31, 2017, and such property owner may at any time prior to November 15 of any year pay to the City Clerk the entire principal amount.

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

Dated this 5th day of June, 2017

_____
MAYOR

ATTEST:

_____
CITY CLERK

Resolution No._____

A RESOLUTION AWARDING PROJECT NO. 1701-B TO DUININCK, INC. IN THE AMOUNT OF $1,149,310.10.

Motion By:_____ Second By:_____

BE IT RESOLVED by the City Council of the City of Willmar, a Municipal Corporation of the State of Minnesota, that the bid of Duininck, Inc. of Prinsburg, MN for Project No. 1701-B is accepted, and be it further resolved that the Mayor and City Administrator of the City of Willmar are hereby authorized to enter into an agreement with the bidder for the terms and consideration of the contract in the amount of $1,149,310.40

Dated this 5th day of June, 2017

_____
Mayor

Attest:

_____
City Clerk

Resolution No._____

A RESOLUTION AWARDING PROJECT NO. 1703-A TO DUININCK, INC. IN THE AMOUNT OF $707,880.59.

Motion By:_____ Second By:_____

BE IT RESOLVED by the City Council of the City of Willmar, a Municipal Corporation of the State of Minnesota, that the bid of Duininck, Inc. of Prinsburg, MN for Project No. 1703-A is accepted, and be it further resolved that the Mayor and City Administrator of the City of Willmar are hereby authorized to enter into an agreement with the bidder for the terms and consideration of the contract in the amount of $707,880.59

Dated this 5th day of June, 2017

_____
Mayor

Attest:

_____
City Clerk

WILLMAR

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

CITY COUNCIL AGENDA REPORT

To: Mayor and City Council	**Date: June 5, 2017**
From: Bruce D. Peterson **Director of Planning and Development Services**	**Subject: Public Hearing - GM Development Business Subsidy Agreement**

AGENDA ITEM: Public Hearing - GM Development Business Subsidy Agreement

INTRODUCTION/REQUEST: The final step in the sale of property to GM Development, LLC for their new trucking terminal is to conduct a public hearing to recognize the land write-down as a business subsidy.

HISTORY: City staff has negotiated and the Council has approved the sale of property to GM Development, LLC. The property being sold is Lot 1, Block 1, Willmar Industrial Park Fourth Addition.

CURRENT CIRCUMSTANCE: The City is ready to close on the sale of the property, however, prior to doing so it is necessary to recognize the land write-down as a business subsidy. The business subsidy requires a public hearing.

RECOMMENDATION: To adopt a resolution approving the business subsidy agreement and authorizing the Mayor and Administrator to execute same. (Full copy of agreement available upon request)

ISSUES: Staff is working with the company to resolve the site issues. The only remaining legal issue to be resolved prior to closing is the execution of the business subsidy agreement.

FINANCIAL IMPACT: Under the terms of the business subsidy agreement, the sale price was written down by an amount of $115,630. The net amount due to the City at closing will be $270,545.00.

ALTERNATIVE:
1. To formalize the land write-down with the business subsidy agreement.
2. To not sell the property.

RECOMMENDED MOTION: To adopt a resolution approving the business subsidy agreement and authorizing the Mayor and Administrator to execute same.

REVIEWED BY: Bruce D. Peterson, Director of Planning and Development Services

COUNCIL MEETING DATE: June 5, 2017

RESOLUTION NO. _____

BUSINESS SUBSIDY LAND WRITE-DOWN AGREEMENT FOR GM DEVELOPMENT, LLC

Motion By:_____ Second By:_____

Be it resolved by the City Council of the City of Willmar, a municipal corporation of the State of Minnesota, that the Mayor and City Administrator be authorized to enter into a Business Subsidy Land Write-Down Agreement between the City of Willmar and GM Development, LLC.

Dated this 5th day of June, 2017.

_____
MAYOR

_____
CITY CLERK

WILLMAR

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

CITY COUNCIL AGENDA REPORT

To: Mayor and City Council	**Date: June 5, 2017**
From: Bruce D. Peterson **Director of Planning and Development Services**	**Subject: Public Hearing – ISCO, Inc. (Buhler-Versatile Inc.) Land Sale**

AGENDA ITEM: Public Hearing – ISCO, Inc. (Buhler-Versatile Inc.) Land Sale

INTRODUCTION/REQUEST: Consideration of the sale of land to ISCO, Inc. on behalf of Buhler-Versatile.

HISTORY: City staff has been working with Buhler-Versatile Inc. for some time regarding the sale of property in the Industrial Park. The property that is proposed for sale to ISCO, Inc. on behalf of Buhler-Versatile is Block 4, Lot 2 Willmar Industrial Park 3rd Addition. This is a 5.9 acre tract of land directly south of their current manufacturing facility.

CURRENT CIRCUMSTANCE: The Company wishes to proceed with the acquisition of the property in the amount of $322,807.50. They propose to create a minimum of 31 new positions over the next three years. Under the terms of the land write-down policy this would give them a credit of $310,000.00 towards the purchase if those jobs are created and maintained. One necessary step in the process is for the Council to approve an ordinance for the sale of the property. A business subsidy agreement is also required to document the responsibilities of the company with respect to the land write-down and employee creation.

RECOMMENDATION: Staff recommends that the Council adopt the ordinance for the sale of the property to ISCO Inc. which is the parent company for Buhler-Versatile Inc.

ISSUES: The biggest issue at this point is moving to meet the schedule of Buhler-Versatile Inc. as they would like to do significant hiring within the next couple of months and have those jobs credited towards the land write-down. Another issue is completing the business subsidy agreement in a timely fashion so that can be executed prior to closing on the real estate.

FINANCIAL IMPACT: The net amount payable for the sale of the property will be $12,807.50. This is consistent with past projects done under the land write-down policy.

ALTERNATIVE:

1. To complete the sale of real estate to ISCO, Inc. on behalf of Buhler-Versatile, Inc.
2. To not sell the property.
3. To renegotiate the purchase price.

RECOMMENDED MOTION: To adopt the ordinance as presented.

REVIEWED BY: Bruce D. Peterson, Director of Planning and Development Services

COUNCIL MEETING DATE: June 5, 2017

ORDINANCE NO. _____

AN ORDINANCE AUTHORIZING THE SALE OF REAL PROPERTY TO ISCO, INC.

The City of Willmar hereby ordains as follows:

Section 1. AUTHORIZATION OF SALE: The Willmar City Council hereby authorizes the sale and conveyance of real property legally defined as:

Lot 4, Block 2, Willmar Industrial Park Third Addition

To ISCO, Inc. by quitclaim deed pursuant to the terms and conditions of sale set forth in a certain Industrial Real Property Purchase Agreement, between the City and ISCO, Inc.

Section 2. EFFECTIVE DATE: This Ordinance shall be effective from and after its adoption and second publication.

This Ordinance introduced by Councilmember: Nelsen

This Ordinance introduced on: May 15, 2017

This Ordinance published on: May 19, 2017

This Ordinance given a hearing on: _____

This Ordinance adopted on: _____

This Ordinance published on: _____

WILLMAR

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Main Number 320-235-4913
Fax Number 320-235-4917

CITY COUNCIL AGENDA REPORT

To: Mayor and City Council	**Date: June 5, 2017**
From: Bruce D. Peterson **Director of Planning and Development Services**	**Subject: Public Hearing – ISCO, Inc. (Buhler-Versatile Inc.) Business Subsidy Agreement**

AGENDA ITEM: Public Hearing – ISCO, Inc. (Buhler-Versatile Inc.) Business Subsidy Agreement

INTRODUCTION/REQUEST: Conduct a public hearing to recognize the land write-down as a business subsidy agreement with ISCO, Inc. on behalf of Buhler-Versatile Inc.

HISTORY: City staff has been working with Buhler-Versatile Inc. for some time regarding the sale of property in the Industrial Park. The property that is being sold to ISCO, Inc. on behalf of Buhler-Versatile is Block 4, Lot 2 Willmar Industrial Park 3rd Addition. This is a 5.9 acre tract of land directly south of their current manufacturing facility.

CURRENT CIRCUMSTANCE: The Company is ready to close on the sale of the property in the amount of $322,807.50. They propose to create a minimum of 31 new positions over the next three years. Under the terms of the land write-down policy this would give them a credit of $310,000.00 towards the purchase if those jobs are created and maintained. A business subsidy agreement is required to document the responsibilities of the company with respect to the land write-down and employee creation.

RECOMMENDATION: To adopt a resolution approving the business subsidy agreement and authorizing the Mayor and Administrator to execute same. (Full copy of agreement available upon request)

ISSUES: The biggest issue at this point is moving to meet the schedule of Buhler-Versatile Inc. as they would like to do significant hiring within the next couple of months and have those jobs credited towards the land write-down. The only remaining legal issue to be resolved prior to closing is the execution of the business subsidy agreement.

FINANCIAL IMPACT: The net amount payable for the sale of the property will be $12,807.50. This is consistent with past projects done under the land write-down policy.

ALTERNATIVE:

1. To formalize the land write-down with the business subsidy agreement.
2. To not sell the property.

RECOMMENDED MOTION: To adopt a resolution approving the business subsidy agreement and authorizing the Mayor and Administrator to execute same.

REVIEWED BY: Bruce D. Peterson, Director of Planning and Development Services

COUNCIL MEETING DATE: June 5, 2017

RESOLUTION NO. _____

BUSINESS SUBSIDY LAND WRITE-DOWN AGREEMENT FOR BUHLER-VERSATILE, INC.

Motion By:_____ Second By:_____

Be it resolved by the City Council of the City of Willmar, a municipal corporation of the State of Minnesota, that the Mayor and City Administrator be authorized to enter into a Business Subsidy Land Write-Down Agreement between the City of Willmar and Buhler-Versatile, Inc.

Dated this 5th day of June, 2017.

_____
MAYOR

_____
CITY CLERK

WILLMAR

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

CITY COUNCIL AGENDA REPORT

To: Mayor and City Council	Date: June 5, 2017
From: Megan M. DeSchepper, AICP, Planner/Airport Manager	Subject: Public hearing on rezone Ordinance

AGENDA ITEM: Public Hearing on an Ordinance to rezone land from AG (Agricultural) to GB (General Business)

INTRODUCTION/REQUEST: FRE Holdings, LLC, Cold Spring, MN is the applicant requesting the rezone as they have a purchase agreement for the property for development of a new Schwieters Chevrolet car dealership.

HISTORY: The property has been crop land for some time.

CURRENT CIRCUMSTANCE: Planning Commission held a public hearing on the matter on May 10, 2017 and approved the request as presented, as it is in keeping with the Comprehensive Plan and is ripe agricultural land to commercially develop as it abuts major thoroughfares.

RECOMMENDATION: Staff recommends that the Ordinance be adopted, assigned a number, and published.

ISSUES: Site plan review will be done upon building permit submittal as car dealerships are a permitted use outright in the GB District.

FINANCIAL IMPACT: Increased tax base.

ALTERNATIVES:
1. Adopt the Ordinance
2. Not adopt the Ordinance.
3. Delay action if the Council requires additional information.

RECOMMENDED MOTION: Adopt the Ordinance, assign it a number, and publish it.

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

WORK SESSION DATE: N/A

COUNCIL MEETING DATE: Public Hearing June 5, 2017

ORDINANCE NO. _____

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

The City of Willmar does ordain as follows:

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

That part of the Northeast Quarter of the Northwest Quarter (NE ¼ NW ¼) of Section 24, Township 119 North, Range 35 West of the fifth principal meridian, Kandiyohi County, Minnesota, lying Northwesterly of the centerline of Trunk Highways 23, 12 and 71 bypass.

AND

The Northwest Quarter of the Northwest Quarter (NW ¼ NW ¼) of Section 24, Township 119 North, Range 35 West of the fifth principal meridian, Kandiyohi County Minnesota, **EXCEPT** that part of the Northwest Quarter (NW1/4) of Section 24, Township119 North, Range 35 West, described as follows: Beginning at a point 50.0 feet South as measured along the West line of said Section 24 from the Northwest corner thereof; thence East parallel to the North line of said Section 24 a distance of 133.0 feet; thence South parallel to the West line of said Section 24 a distance of 125.0 feet; thence West parallel to the North line of said Section 24 a distance of 133.0 feet to the West line of said Section 24; thence North along the West line of said Section 24 to the point of beginning; AND **EXCEPT** the West 33.0 feet thereof taken for road purposes (Kandiyohi County Highway #102); AND **EXCEPT** that part of the Northwest Quarter of the Northwest Quarter (NW ¼ NW ¼) of Section 24, Township 119, Range 35 West, shown as parcel 2 on Kandiyohi County State Aid Highway No. 23 Right of Way Plat No. 1, as of public record, Kandiyohi County, Minnesota.

Together with and subject to the right of the public in the public roads, and any covenants, conditions, restrictions, reservations, ordinances, easements, and rights of way of record.

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

This Ordinance introduced by Council Member: Mueske

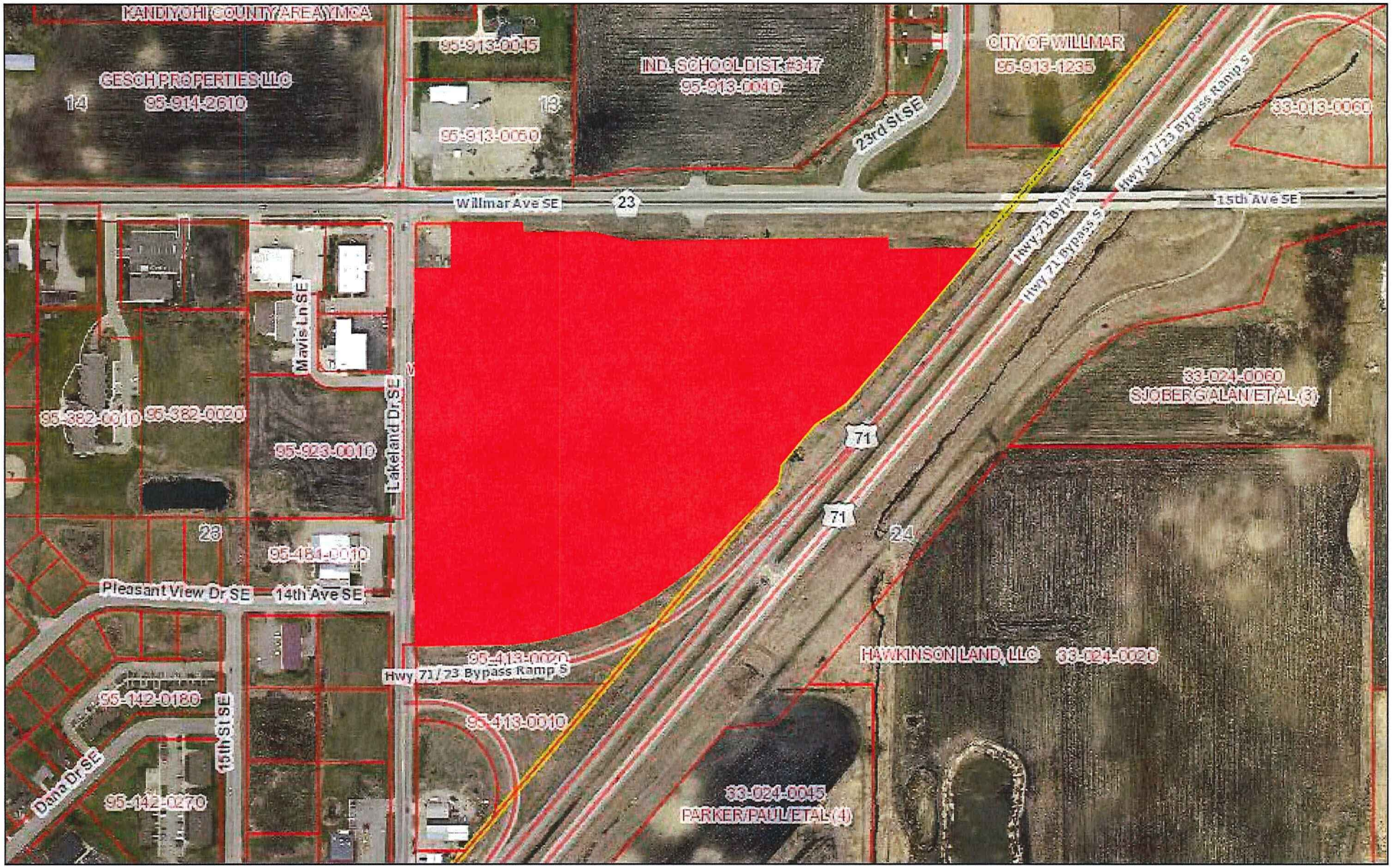
This Ordinance introduced on: May 15, 2017

This Ordinance published on: May 19, 2017

This Ordinance given a hearing on: _____

This Ordinance adopted on: _____

This Ordinance published on: _____



May 25, 2017

1:6,463

0 0.05 0.1 0.2 mi

0 0.075 0.15 0.3 km

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

ETHICAL LEADERS IN ACTION

MEMORANDUM

TO: Marvin Calvin, Mayor,
Ike Holland, City Administrator
City of Willmar

FROM: Charles A. Weinstein, Ethical Leaders in Action
DATE: May 8, 2017
RE: Conclusions and Notes from Strategy Working Session, May 4, 2017

Ethical Leaders in Action is pleased to present this memorandum, capturing conclusions and discussion notes from the City of Willmar Strategy Working Session. It consists of the following sections:

- Process Summary
- Strategic Priorities
- Action Items
- Funding Discussion Notes

Each of these is described below. The purpose of this memorandum is to document the informal conclusions reached by the group, along with the essence of discussions.

Process Summary

The meeting was conducted 0900-1330 hours at the Bremer Bank conference room in Willmar. The objective of the meeting was to enable the Council (including the Mayor) to establish specific strategic priorities for project funding. That process was informed by specific input from city staff:

- A description of the Capital Investment Plan (CIP) process, which is based on a peer review of projects rated in accordance with established criteria. The CIP represents the staff recommendation for capital investment priorities.
- A review of major public works projects, including roads and trails, wastewater, stormwater, and facilities.
- A review of parks-related projects, consistent with the City Park Plan.

Each of these reports was interactive, with some lively discussion. Action items and major topics arising from those discussions are noted below.

P.O. Box 14714
Minneapolis, MN 55414
www.ethinact.com

The Council also had an opportunity to raise any questions related to existing project plans that have not been executed; there were no major questions or discussion concerning those pending plans.

The council then engaged in a discussion concerning financing options; major discussion points from that discussion are presented following the strategic priorities, below.

Finally, the council engaged in a facilitated process of:

- Categorizing projects in terms of the following:
    - Wastewater
    - Stormwater
    - Roads and Trails
    - Parks
    - Facilities
    - Public Safety
- For each category, council and staff members identified "urgencies," i.e., factors related to preserving public assets or resources, or significant public opinion issues.
- Council members then individually noted and collectively discussed their first, second, and third priorities for project categories.
- Finally, projects, issues, and ideas within each category were discussed.

Council members present agreed upon the top three project categories, and provided considerable input within and across categories. That input is documented below.

Strategic Priorities

As noted above, projects were considered by category, and then the categories were prioritized. For each category, we discussed "urgencies," based on risks to existing assets or resources, or public interest (based on the perceptions of elected officials). For each category, urgencies are noted, along with other directions and comments from the discussion.

Facilities (top priority category)

- The Civic Center project now has a high level of urgency.
- Three projects can be considered inter-related:
    - City Offices
    - Community Center
    - Auditorium
- For these three projects, public input will be critical to guide project scope, priorities, and design.
- Urgencies:
    - Civic Center refrigeration and overall facilities upgrades.
    - Auditorium tuckpointing (this is also a historically significant building).

    - City Offices HVAC and health issues, handicapped accessibility.
    - Public Works rooftop air units.
    - Community Center is the facility in the greatest state of disrepair.
    - The facility plan rates City Offices, Community Center, Public Works as in below acceptable condition.
- Other Discussion Points:
    - Historic preservation is also a factor for the auditorium, which is a treasured community asset.
    - One bond issue could finance multiple facilities projects.

<u>Stormwater (second priority category)</u>

- Project investments must be focused on feasibility and cost/benefit ratio.
- City staff believes that the current science and engineering is adequate to inform project selection and execution.
- The two reasonable projects to consider are the Menards Parking Lot and the Western Intercept.
- In addition to moving tailwater, the City should also invest in emergency planning and emergency response capability for floods.
- Urgencies:
    - The City must demonstrate to the public that it is making progress managing stormwater. The public must also understand the inherent limits imposed by regional geology/hydrology. Gravity matters.

<u>Parks (third priority category)</u>

- Proceed with Robbins Island projects to maintain compliance with terms of Legacy Grant.
- Restore, enhance, and maintain neighborhood playground equipment.
- Finish Rice Park fully, as a showplace and example of what a "first class" park looks like. This will also reinforce public support for parks funding.
- Tennis courts and playground changes at Miller Park
- Upgrade lights on Baker Diamond due to the level of competitive play taking place there.
- Urgencies:
    - Public perception that we removed playground equipment from the parks and did not replace it.
    - Sub-par lighting on Baker Diamond based on level of competition on that field.
    - Matching funds for Legacy Grant.
    - Pedestrian traffic crossing highway into Robbins Island Park.
- Other discussion points:

- Parks projects must be prioritized in part due to cost, and considering which segments of the population benefit. E.g., central parks versus neighborhood parks projects.
- The question of consolidating parks (and perhaps liquidating park lands) as also raised for future discussion.

Wastewater

- Urgencies:
  - 20-year compliance schedule drives regulated effluent outcomes. We are 4 years into that schedule.
  - Contract with Eagle Lake has expired; utility rates would be influenced by a failure to renew that contract.

Roads and Trails

- Urgencies:
  - The City must continue to fund and execute ongoing maintenance plan to prevent and defer need for road reconstruction.
  - The TAP grant for Highway 12 requires that progress continue on those projects.

Public Safety

- No capital projects or urgencies were noted.

Action Items

The following additional directions were agreed upon during the meeting.

1. The council requests a report of unexpended CIP funds and a notification of what has been completed and remaining fund balance per project or line item. The report should make clear the status (e.g., encumbrances) of funds.
2. Council asks staff to distribute the staffing study report (submitted to council in 2013 or 2014).
3. The Council will consider and clarify the role of the Planning Commission with respect to capital projects. One the one hand, that Commission may be focused on land use and development issues, while on the other hand, it may serve more fully to provide public review and input ("a second set of eyes") regarding all capital budget items.
4. The Council will continue to consider use of the local option sales tax.
5. The Council will consider the role of historical preservation as a value given the base of historical structures and spaces that exist in the city. Should there be a Historical Preservation commission or other means of guiding or constraining development based on the value of historic preservation? Main Street and other entities may have resources for the City to consider.

6. The Council will make a priority of building better capability for cultivating partnerships and soliciting support from local businesses.
7. The council will consider the following topics in <u>future working sessions:</u>
    a. Wastewater management, including both the choice of actions, and the need to educate the public on the situation; the City's past, current, and future actions; and outcomes based on those actions.
    b. Pedestrian traffic crossing highway into Robbins Island Park
    c. City council meeting location. Options include maintaining the status quo, using the shared space with the County, or renovating a new Council chamber.
    d. Access to Swansson Field from 18th street – that is a dependency in the Parks Plan.
    e. Road assessment policy and implementation of that policy.
    f. Developing a perspective and policy guidance on neighborhood parks.

Funding Discussion Notes

Finally, prior to engaging in the prioritization of projects, the Council had a broad-ranging discussion regarding funding means, both in general and as they relate to specific projects. The following notes document the comments made in the discussion; they do not represent conclusions or directives.

- Current Funds
    - Note that some funds are encumbered by terms of funding sources, or by City Policy
    - One area for inquiry is roadway assessments, policy versus practice.
    - Consider creating a stormwater utility. This topic has been explored in an existing report to the Council.
- Local Option Sales Tax (LOST)
    - LOST will require considerable education of the public.
    - It may be specifically applicable to:
        - Community Center improvements
        - Swansson Field
        - Civic Center
        - Aquatic Center Enhancements
        - Robbins Island Regional Park
        - Streets and Infrastructure
- Ad Valorem Tax
    - Council has full discretion over the allocation of these funds.
    - How property taxes are levied and used is a predicate for approval of a LOST
- Federal and State Funding, including:
    - Local Government Aid (LGA)
    - Funding for streets, parks and trails

    - Funding for historical projects
    - Airport improvement funding
    - EPA funding
    - Stormwater management funding
    - Business Development Public Infrastructure (BDPI)
    - Funding for housing
- Borrowing/Bonding
    - Often applied to specific facilities or capital purchases
    - Can also be used as a "stop gap" measure for a set time.
- Partnerships
    - May be available to fund:
        - Parks (especially those connected with schools)
        - Streets
        - Trails
        - Historic preservation or restoration projects
        - Libraries
    - Look to community foundations and service clubs
    - Consider labor and in-kind contributions from the Department of Corrections, and programs such as Sentenced to Serve
    - County may be an excellent partner, e.g., in:
        - Roads
        - Trails
        - Shared buildings
- Other Funding Sources, including:
    - Bequests
    - Foundations (for example, the Bremer Foundation's grant funding a current playground)
    - Local businesses

Conclusion

This session built upon the work of the January strategic retreat, to establish a clearer sense of the Council's strategic priorities with respect to projects. That perspective is informed by substantive input from staff. The session also included meaningful discussions on related topics, as documented above.

Ethical Leaders in Action wishes to express its sincere gratitude for the opportunity to work with Willmar's elected and appointed leaders, and its respect for and admiration of all those who participated in the retreat.

WILLMAR

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

CITY COUNCIL AGENDA REPORT

To: Mayor and City Council	**Date: June 5, 2017**
From: Bruce D. Peterson **Director of Planning and Development Services**	**Subject: Consideration of support for a workforce housing project**

AGENDA ITEM: Consideration of support for a workforce housing project.

INTRODUCTION/REQUEST: Staff, along with a local housing group, has been working with Commonwealth Development on a workforce housing project which is proposed to be four stories and 47 unit. The project will be named 15th Street Flats.

HISTORY: Commonwealth Development has been working on this project for quite some time. The proposed location is in southeast Willmar. The Vision 2040 housing group, representing numerous community members with an interest in housing, has been involved in project discussions.

CURRENT CIRCUMSTANCE: Commonwealth has a purchase agreement for the property in southeast Willmar. A zoning change and conditional use permit are required as part of the land use approval process. Commonwealth wishes to move forward with an application to the Minnesota Housing Financing Agency for tax credits on the project. Other possible financing tools may include tax-exempt bonding and tax increment financing.

RECOMMENDATION: That the City Council adopt the resolution expressing general support for the Commonwealth housing project, including preliminary approval for a 15-year housing TIF district.

ISSUES: As mentioned previously, the primary issues that involve the City will be financial issues. The developer, in the application for tax credits, requires a resolution expressing general support for the work force housing project. Other support to be requested may include a recommendation for tax exempt financing with the City serving as a bond conduit, as well as tax increment financing.

FINANCIAL IMPACT: The financial impact of this project on the City is positive. It will create much needed workforce housing and a significant increase in taxable value on the real estate once the project is complete. The exact impact on the taxing jurisdictions from participation in a TIF project has been estimated (see attachment). The taxes on the base value will continue to be available to all jurisdictions. Should the City lend its bonding authority to the project, all costs for the financing will be the responsibility of the developer.

ALTERNATIVE:

1. To express general support for the project, including the use of tax increment financing.
2. To not support the project.
3. To support the project without local financial involvement.

RECOMMENDED MOTION: That the Council adopt the resolution expressing general support for the Commonwealth housing project, including preliminary approval for a 15-year tax increment financing district.

REVIEWED BY: Bruce D. Peterson, Director of Planning and Development Services

WORK SESSION DATE: May 15, 2017

COUNCIL MEETING DATE: June 5, 2017

RESOLUTION ___

EXPRESSING GENERAL SUPPORT OF THE

15th STREET FLATS

WORKFORCE HOUSING PROJECT

WHEREAS, 15th Street Flats, LLC has entered into a contract to purchase a previously undeveloped site located at 1613 15th Street SE, Willmar, MN that has easy access to shopping, dining, parks, professional services, banking and educational amenities; and,

WHEREAS, Commonwealth Development Corporation is performing Development Services related to said site.

WHEREAS, Commonwealth Development Corporation proposes to construct a 47-unit affordable rental project to be owned by 15th Street Flats, LLC, to meet a locally-identified housing need of low to moderate income housing and further describe in the City of Willmar Housing Study (2015, Community Partners Research, Inc.); and,

WHEREAS, the City of Willmar supports the application of the Commonwealth Development Corporation for Low Income Housing Tax Credits through Minnesota Housing; and,

WHEREAS, the Willmar Lakes Area Vision 2040 calls for additional housing in this location; and,

WHEREAS, the 15th Street Flats project will utilize existing infrastructure including water and sewer lines; and,

WHEREAS, the proposed project is in accordance with the Workforce Housing Cooperatively Developed Plan and Planned Community Development Plan as endorsed by the Willmar Lakes Area Vision 2040 in May, 2017.

WHEREAS, the City of Willmar has preliminarily approved pay-as-you-go Tax Increment Financing for 15th Street Flats estimated in the amount of $39,058 per year for 15 years which would yield a net present value of $464,562 calculated by discounting at the Long-Term Annual Applicable Federal Rate for May 2017 of 2.75%.

NOW, THEREFORE, BE IT RESOLVED, that City Council of the City of Willmar adopts this resolution expressing its general support for the affordable housing proposal by Commonwealth Development Corporation, and its commitment to provide ongoing assistance to bring the project to completion as deemed to be appropriate in the sole discretion of the City Council and the Economic Development Authority.

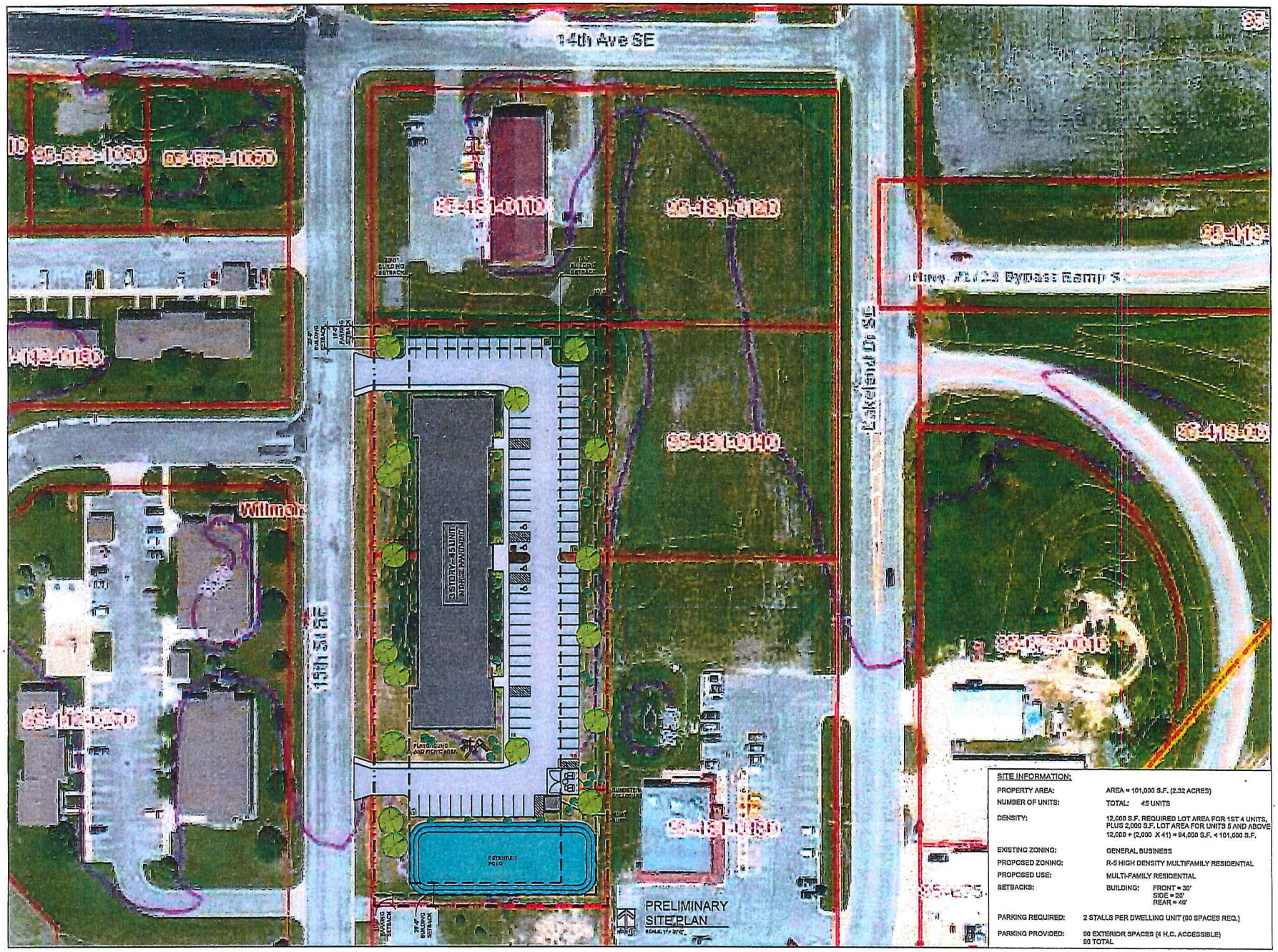
This resolution is hereby passed this __ Day of June, 2017.

_____

, Mayor

ATTEST:

_____



PRELIMINARY DRAWING - NOT FOR CONSTRUCTION

PRELIMINARY SHEET DATES:
02-10-2017
04-10-2017

COMMONWEALTH CONSTRUCTION CORPORATION
9 SHEBOYGAN STREET, FOND DU LAC, WI 54935
(920) 922-8170 FAX (920) 922-8171

M.A. DESIGN, INC.
25 SOUTH MAIN STREET
FOND DU LAC, WISCONSIN 54935
L petts@madesigninc.net (920) 922-8170

NEW DEVELOPMENT FOR:

15TH STREET FLATS

1513 15th St. SE
WILLMAR, MN

JOB NUMBER:
2017.03
SHEET
C1.0

2016 © M.A. DESIGN, INC.

County Assessor

Kandiyohi County
400 Benson Avenue SW
Willmar, MN 56201
Telephone: (320) 231-6200

May 23, 2017

Commonwealth Companies
213 4th Street 4th Floor #421
St Paul MN 55101

RE: Proposed Apartment Value and Tax Estimate

To Whom It May Concern:

Per your request, I have provided an estimate of value of the proposed apartment complex to be built in the City of Willmar. This valuation estimate is based on average market rents, vacancies and expenses in our area. Using the income approach to valuation I have placed your total valuation estimation of $4,313,100.

I also calculated property taxes using the payable 2017 rates on this estimated value for both (4a) and (4b) properties. These numbers are as follows:

$4,313,100	(4a)	$73,000	*all units MARKET RENT
	(4b)	$44,700	*all units LOW INCOME

This estimate of value and corresponding taxes are based on the data provided as well as market information in our area. These are simply estimates and as such these values and taxes are subject to change based upon the market and budgetary needs. Thank you for your patience, please feel free to contact me if you should have further questions.

Sincerely,

Jennifer Halverson

Jennifer Halverson
Commercial Appraiser

Kandiyohi County
Where The Lakes Begin

An Equal Opportunity Employer

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Affordable Housing Tax Credit Project - New TIF District

City of Willmar, Minnesota

4-Story/47-Unit Multifamily Residential Rental Apartment Building (15th Street Flats)

ASSUMPTIONS AND RATES

DistrictType:	Housing	
District Name/Number:	TBD	
County District #:	TBD	
First Year Construction or Inflation on Value	2017	
Existing District - Specify No. Years Remaining	15	
Inflation Rate - Every Year:	0.00%	
Interest Rate:	2.75%	
Present Value Date:	1-Feb-18	
First Period Ending	1-Aug-18	
Tax Year District was Certified:	Pay 2018	
Cashflow Assumes First Tax Increment For Development:	2019	
Years of Tax Increment	15	
Assumes Last Year of Tax Increment	2033	
Fiscal Disparities Election [Outside (A), Inside (B), or NA]	Inside(B)	
Incremental or Total Fiscal Disparities	Incremental	
Fiscal Disparities Contribution Ratio	0.0000%	Pay 2017
Fiscal Disparities Metro-Wide Tax Rate	0.0000%	Pay 2017
Maximum/Frozen Local Tax Rate:	123.741%	Pay 2017
Current Local Tax Rate: (Use lesser of Current or Max.)	123.741%	Pay 2017
State-wide Tax Rate (Comm./Ind. only used for total taxes)	45.8020%	Pay 2017
Market Value Tax Rate (Used for total taxes)	0.14593%	Pay 2017

Tax Rates

Exempt Class Rate (Exempt)		0.00%
Commercial Industrial Preferred Class Rate (C/I Pref.)		
First	$150,000	1.50%
Over	$150,000	2.00%
Commercial Industrial Class Rate (C/I)		2.00%
Rental Housing Class Rate (Rental)		1.25%
Affordable Rental Housing Class Rate (Aff. Rental)		
First	$115,000	0.75%
Over	$115,000	0.25%
Non-Homestead Residential (Non-H Res. 1 Unit)		
First	$500,000	1.00%
Over	$500,000	1.25%
Homestead Residential Class Rate (Hmstd. Res.)		
First	$500,000	1.00%
Over	$500,000	1.25%
Agricultural Non-Homestead		1.00%

BASE VALUE INFORMATION (Original Tax Capacity)

Map #	PID	Owner	Address	Land Market Value	Building Market Value	Total Market Value	Percentage Of Value Used for District	Original Market Value	Tax Year Original Market Value	Property Tax Class	Current Original Tax Capacity	Class After Conversion	After Conversion Orig. Tax Cap.	Area/ Phase
1	95-481-0130	Bond	15th Street	39,400	0	39,400	100%	39,400	Pay 2018	C/I Pref.	591	Aff. Rental	296	1
1	95-481-0150	Bond	15th Street	39,400	0	39,400	100%	39,400	Pay 2018	C/I Pref.	591	Aff. Rental	296	1
1	95-481-0170	Bond	15th Street	25,700	0	25,700	100%	25,700	Pay 2018	C/I Pref.	386	Aff. Rental	193	1
				104,500	0	104,500		104,500			1,568		784	

Note:

1. Base values confirmed by County website referencing Estimated Market Value on May 8, 2017.

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Affordable Housing Tax Credit Project - New TIF District

City of Willmar, Minnesota

4-Story/47-Unit Multifamily Residential Rental Apartment Building (15th Street Flats)

PROJECT INFORMATION (Project Tax Capacity)

Area/Phase	New Use	Estimated Market Value Per Sq. Ft./Unit	Taxable Market Value Per Sq. Ft./Unit	Total Sq. Ft./Units	Total Taxable Market Value	Property Tax Class	Project Tax Capacity	Project Tax Capacity/Unit	Percentage Completed 2017	Percentage Completed 2018	Percentage Completed 2019	Percentage Completed 2020	First Year Full Taxes Payable
1	Apartments	91,768	91,768	47	4,313,100	Aff. Rental	32,348	688	100%	100%	100%	100%	2019
TOTAL					4,313,100		32,348						
Subtotal Residential				47	4,313,100		32,348						
Subtotal Commercial/Ind.				0	0		0						

Note:

1. Market values are based upon estimates from County Assessor on May 23, 2017.

TAX CALCULATIONS

New Use	Total Tax Capacity	Fiscal Disparities Tax Capacity	Local Tax Capacity	Local Property Taxes	Fiscal Disparities Taxes	State-wide Property Taxes	Market Value Taxes	Total Taxes	Taxes Per Sq. Ft./Unit
Apartments	32,348	0	32,348	40,028	0	0	6,294	46,322	985.58
TOTAL	32,348	0	32,348	40,028	0	0	6,294	46,322	

Note:

1. Taxes and tax increment will vary significantly from year to year depending upon values, rates, state law and other factors which cannot be predicted.

WHAT IS EXCLUDED FROM TIF?	
Total Property Taxes	46,322
less State-wide Taxes	0
less Fiscal Disp. Adj.	0
less Market Value Taxes	(6,294)
less Base Value Taxes	(970)
Annual Gross TIF	39,058

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Affordable Housing Tax Credit Project - New TIF District

City of Willmar, Minnesota

4-Story/47-Unit Multifamily Residential Rental Apartment Building (15th Street Flats)

TAX INCREMENT CASH FLOW

% of OTC	Project Tax Capacity	Original Tax Capacity	Fiscal Disparities Incremental	Captured Tax Capacity	Local Tax Rate	Annual Gross Tax Increment	Semi-Annual Gross Tax Increment	State Auditor 0.36%	Admin. at 10%	Semi-Annual Net Tax Increment	Semi-Annual Present Value	PERIOD ENDING Yrs.	Tax Year	Payment Date
							-	-	-	-				08/01/18
							-	-	-	-				02/01/19
100%	32,348	(784)	-	31,565	123.741%	39,058	19,529	(70)	(1,946)	17,513	16,810	0.5	2019	08/01/19
							19,529	(70)	(1,946)	17,513	33,392	1	2019	02/01/20
100%	32,348	(784)	-	31,565	123.741%	39,058	19,529	(70)	(1,946)	17,513	49,749	1.5	2020	08/01/20
							19,529	(70)	(1,946)	17,513	65,884	2	2020	02/01/21
100%	32,348	(784)	-	31,565	123.741%	39,058	19,529	(70)	(1,946)	17,513	81,800	2.5	2021	08/01/21
							19,529	(70)	(1,946)	17,513	97,501	3	2021	02/01/22
100%	32,348	(784)	-	31,565	123.741%	39,058	19,529	(70)	(1,946)	17,513	112,988	3.5	2022	08/01/22
							19,529	(70)	(1,946)	17,513	128,266	4	2022	02/01/23
100%	32,348	(784)	-	31,565	123.741%	39,058	19,529	(70)	(1,946)	17,513	143,336	4.5	2023	08/01/23
							19,529	(70)	(1,946)	17,513	158,202	5	2023	02/01/24
100%	32,348	(784)	-	31,565	123.741%	39,058	19,529	(70)	(1,946)	17,513	172,866	5.5	2024	08/01/24
							19,529	(70)	(1,946)	17,513	187,331	6	2024	02/01/25
100%	32,348	(784)	-	31,565	123.741%	39,058	19,529	(70)	(1,946)	17,513	201,600	6.5	2025	08/01/25
							19,529	(70)	(1,946)	17,513	215,676	7	2025	02/01/26
100%	32,348	(784)	-	31,565	123.741%	39,058	19,529	(70)	(1,946)	17,513	229,560	7.5	2026	08/01/26
							19,529	(70)	(1,946)	17,513	243,257	8	2026	02/01/27
100%	32,348	(784)	-	31,565	123.741%	39,058	19,529	(70)	(1,946)	17,513	256,767	8.5	2027	08/01/27
							19,529	(70)	(1,946)	17,513	270,095	9	2027	02/01/28
100%	32,348	(784)	-	31,565	123.741%	39,058	19,529	(70)	(1,946)	17,513	283,241	9.5	2028	08/01/28
							19,529	(70)	(1,946)	17,513	296,209	10	2028	02/01/29
100%	32,348	(784)	-	31,565	123.741%	39,058	19,529	(70)	(1,946)	17,513	309,002	10.5	2029	08/01/29
							19,529	(70)	(1,946)	17,513	321,620	11	2029	02/01/30
100%	32,348	(784)	-	31,565	123.741%	39,058	19,529	(70)	(1,946)	17,513	334,068	11.5	2030	08/01/30
							19,529	(70)	(1,946)	17,513	346,347	12	2030	02/01/31
100%	32,348	(784)	-	31,565	123.741%	39,058	19,529	(70)	(1,946)	17,513	358,459	12.5	2031	08/01/31
							19,529	(70)	(1,946)	17,513	370,407	13	2031	02/01/32
100%	32,348	(784)	-	31,565	123.741%	39,058	19,529	(70)	(1,946)	17,513	382,193	13.5	2032	08/01/32
							19,529	(70)	(1,946)	17,513	393,819	14	2032	02/01/33
100%	32,348	(784)	-	31,565	123.741%	39,058	19,529	(70)	(1,946)	17,513	405,287	14.5	2033	08/01/33
							19,529	(70)	(1,946)	17,513	416,600	15	2033	02/01/34
	Total						**585,873**	**(2,109)**	**(58,376)**	**525,388**				
		Present Value From	**02/01/2018**	**Present Value Rate**	**2.75%**		**464,562**	**(1,672)**	**(46,289)**	**416,600**				

WILLMAR

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

CITY COUNCIL AGENDA REPORT

To: Mayor and City Council	**Date: June 5, 2017**
From: John Harren, General Manager-Willmar Municipal Utilties	**Subject: Setting a Public Hearing date to consider discontinuing District Heat**

AGENDA ITEM: Discontinuance of District Heat System

INTRODUCTION/REQUEST:
Per MN Statute 451.09 WMU is requesting that the City Council set a public hearing for June 19, 2017 to consider approving the WMU Resolution #2017-17 for Discontinuing the District Heating System as of July 1, 2020.

HISTORY:
WMU Commission passed a resolution #2017-17 on May 22, 2017 to discontinue District Heat as of July 1, 2020.

CURRENT CIRCUMSTANCE:
WMU Resolution #2017-17 is contingent on approval of the City Council and requires a Public Hearing.

RECOMMENDATION:
Set public hearing date for June 19, 2017 at which time the City Council would act on approving the Discontinuance of the District Heating System effective July 1, 2020.

ISSUES:

FINANCIAL IMPACT:

ALTERNATIVES:

RECOMMENDED MOTION: Motion to set Public Hearing for June 19, 2017

REVIEWED BY:

WORK SESSION DATE:

COUNCIL MEETING DATE: June 5, 2017

WILLMAR MUNICIPAL UTILITIES RESOLUTION 2017- **#17**

A RESOLUTION TO DISCONTINUETHE DISTRICT HEATING SYSTEM, SUBJECT TO CITY COUNCIL APPROVAL

WHEREAS, The Willmar Municipal Utilities (WMU) Commission (Commission) has, since early 1900s, operated and managed a district heating system providing district (steam) heat to participating residential, commercial and industrial customers; and

WHEREAS, After peaking at 394 customers in 1990, the number of WMU's district heating customers has declined to 211 today; and

WHEREAS, A study of local generation options completed for the Commission by consultant Burns & McDonnell in April, 2015, found that discontinuing the district heating system would provide lower power supply costs to the WMU's electric customers, and in general would result in lower power supply costs for WMU; and

WHEREAS, Minn. Stat. § 451.09 authorizes a public utilities board or commission that operates a steam heat system in a home rule charter city, such as WMU, to discontinue the system in whole or in part if the city council approves; and

WHEREAS, The Commission has engaged its district heating customers in discussions about the possibility of discontinuing the district heating system, holding public informational meetings to which all district heating customers were invited on March 15, 2017, and May 17, 2017, and noticed and conducted a public hearing as part of the May 22, 2017 Commission meeting at which this resolution was considered; and

WHEREAS, After careful study and consideration of the continued financial viability of the district heating system, the Commission has determined that because of anticipated increases in capital and operating expenses for the system and with declining numbers of customers participating in the system, it cannot continue providing district heating without significant rate increases to WMU's district heat customers; and

WHEREAS, The Commission finds that discontinuing its district heating system would best serve the public interest of the City's residents, businesses and utility ratepayers.

NOW, THEREFORE, BE IT RESOLVED BY THE WILLMAR MUNICIPAL UTILITES COMMISSION THAT:

1. The district heating system operated by Willmar Municipal Utilities shall be discontinued, effective July 1, 2020.

2. WMU's staff and representatives are authorized to take all actions necessary or convenient to accomplish the discontinuance of the district heating system by the July 1, 2020 effective date.

3. This resolution shall be contingent on the Willmar City Council passing a resolution approving the discontinuance of the district heating system pursuant to the requirements of Minn. Stat. § 451.09.

PASSED by the Willmar Municipal Utilities Commission on this 22nd day of May, 2017.

Willmar Municipal Utilities Commission

Carol Laumer

Carol Laumer, President

ATTEST:

By Dan Holtz

Dan Holtz

Its Acting Secretary

WILLMAR

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

CITY COUNCIL AGENDA REPORT

To: Mayor and City Council	Date: June 5, 2017
From: John Harren, General Manager-Willmar Municipal Utilties	Subject: Setting a Public Hearing date to consider WMU Financial Assistance Program

AGENDA ITEM: WMU Proposed Financial Assistance Program

INTRODUCTION/REQUEST:
WMU is requesting that the City Council set a public hearing for June 19, 2017 to consider approving the WMU Resolution #2017-18: WMU Financial Assistance Program

HISTORY:
WMU Resolution 2017-18 was approved by the WMU Commission on May 22, 2017 contingent on approval by the City Council.

CURRENT CIRCUMSTANCE:
WMU Resolution #2017-18 is contingent on approval of the City Council and requires a Public Hearing.

RECOMMENDATION:
Set public hearing date for June 19th, 2017 at which time the City Council would act on approving the WMU Financial Assistance Program and adopt a resolution delegating responsibility for executing and administering the program to WMU.

ISSUES:

FINANCIAL IMPACT:

ALTERNATIVES:

RECOMMENDED MOTION: Motion to set Public Hearing for June 19, 2017

REVIEWED BY:

WORK SESSION DATE:

COUNCIL MEETING DATE: June 5, 2017

WILLMAR MUNICIPAL UTILITIES RESOLUTION 2017- **#18**

A RESOLUTION RECOMMENDING THE ESTABLISHMENT OF A PROGRAM TO PROVIDE FINANCIAL ASSISTANCE TO DISTRICT HEATING CUSTOMERS TRANSITIONING TO ELECTRIC HEATING SOURCE

WHEREAS, The Willmar Municipal Utilities (WMU) Commission (Commission) has, since the early 1900s, operated and managed a district heating system providing district (steam) heat to participating residential, commercial and industrial customers; and

WHEREAS, Following a public hearing, the Commission adopted Willmar Municipal Utilities Resolution 2017-#17 on May 22, 2017, pursuant to which WMU will, subject to approval of the Willmar City Council, discontinue the district heating system operated and managed by WMU effective on July 1, 2020; and

WHEREAS, Minn. Stat. § 451.09 authorizes a public utilities board or commission that operates a steam heat system in a home rule charter city that has elected to discontinue such system to spend money to pay those whose service is discontinued to convert to another type of heat system; and

WHEREAS, Minn. Stat. §§ 451.10—.17 authorizes cities owning and operating a district heating system that have determined to discontinue the system in whole or in part to establish and conduct a program to provide replacement heating and related equipment to the owners of property whose district heating service is discontinued; and

WHEREAS, The Commission has engaged its district heating customers in discussions about the customers' abilities to transition to alternative heating sources, holding public informational meetings to which all district heating customers were invited on March 15, 2017, and May 17, 2017, and noticing and conducting a public hearing as part of the May 22, 2017 Commission meeting at which this resolution was considered; and

WHEREAS, The Commission has carefully considered whether and under what circumstances to provide financial assistance to district heating customers who will need to install facilities and equipment to transition to an alternative source of heat, and has determined that WMU would best serve the public interest of the City's residents, businesses, district heating customers and utility ratepayers by administering a limited loan program open to residential, commercial and industrial district heating customers in which WMU will finance such customers' costs to transition to an electric heating source pursuant to the terms and conditions established herein; and

WHEREAS, Pursuant to the requirements of Minn. Stat. §§ 451.10—.17, the Willmar City Council possesses the authority to establish a financial assistance program as

outlined herein, and may delegate responsibility for the conduct of such program to WMU.

NOW, THEREFORE, BE IT RESOLVED BY THE WILLMAR MUNICIPAL UTILITES COMMISSION THAT:

1. The Commission recommends that the Willmar City Council establish by resolution a financial assistance program (program) available to WMU's district heating customers as follows:

    a. Eligibility: The program shall be open to any current WMU residential, commercial or industrial district heat customer who will install a 100 percent electric heating unit on the property to replace existing steam heating facilities.

    b. Terms and Conditions:

        i. *Application and quotes*: To participate in the program, customers shall solicit quotes from at least two private contractors for the minimum amount of work necessary to convert the customer's property to a 100 percent electric heating source by installing new electric heating unit(s) and removing existing steam heating facilities (the "improvements"). To apply for the program, customers shall submit the quotes to WMU's Supervisor of Facilities and Purchasing, 700 Litchfield Avenue SW, Willmar, MN 56201.

        ii. *Contract for equipment and labor*: Upon review and approval of the quotes and selection of the contractor to install the improvements by WMU, and prior to any work commencing on the property, the customer, selected contractor and WMU will enter into a contract in a form satisfactory to WMU, in its sole discretion, pursuant to which the contractor agrees to perform the scope of work to install the improvements approved by WMU, and WMU agrees to make payment to the contractor for such work. The total amount of WMU's payment(s) to the contractor under the contract shall be considered a loan from WMU to the customer.

        iii. *WMU right of access for inspection*. As a condition for participation in the program, the customer shall, at all reasonable times and after reasonable notice, allow WMU and City staff, agents and representatives access to the customer's property for purposes of inspecting the installation of the improvements to ensure compliance with city codes and ordinances and the terms and conditions of this program.

iv. *Repayment of loan to WMU*: As a condition for participation in the program, the customer shall sign and deliver to WMU a promissory note pursuant to which the full amount of the loan shall be repaid to WMU in monthly installments to be paid with the customer's monthly utility billing over a term of five years at an interest rate of 9 percent per annum. The promissory note shall allow the customer the option to repay the full outstanding loan balance with interest due at the time of payoff at any time without penalty. The promissory note shall further provide that if the customer's property on which the improvements are made is sold, the full outstanding loan balance with accrued interest due at the time of sale shall become immediately due and payable without penalty. The promissory note shall further provide that payments made by the customer will be applied against the customer's utility balance first with the remainder of such payments applied to the loan.

v. *Security*: As security for the loan, the entire principal and interest on the promissory note required by Paragraph 1.b.iv. herein shall constitute a lien on the customer's property on which the improvements are made pursuant to Minn. Stat. § 451.15, subd. 4. Further, for payments not made according to the terms of the promissory note, the City may, at WMU's recommendation, certify the entire amount so due to the county auditor as a special assessment against the customer's property on which the improvements are made, to be collected with property taxes.

vi. *Cold Weather Rule*: Minnesota's Cold Weather Rule, Minn. Stat. § 216B.097, is not applicable to the loan repayments under the promissory note or to WMU's and/or the City's certification of delinquent amounts thereunder to the county auditor as a special assessment to be collected with property taxes.

vii. *Customer's responsibility to install alternate heating system*: Pursuant to the Commission's Resolution 2017-#17, dated May 22, 2017, WMU's district heating system will be discontinued effective July 1, 2020. WMU's district heating customers are responsible for installing alternative heating systems prior to such effective date. In establishing this program, the City and WMU seek to ensure that all district heating customers have the resources and opportunity to install such an alternative heating system prior to the effective date of discontinuance; however, neither the City nor WMU shall be responsible for any customer's failure to participate in this program or otherwise install an alternative heating system. A customer's failure to install an alternative heating system prior to July 1, 2020 will result in the loss of heat to the customer's property.

2. The Commission further recommends that the Willmar City Council delegate responsibility for the conduct and administration of such program to WMU.

PASSED by the Willmar Municipal Utilities Commission on this 22nd day of May, 2017.

Willmar Municipal Utilities Commission

Carol Laumer

Carol Laumer, President

ATTEST:

By Dan Holtz

Dan Holtz

Its Acting Secretary

WILLMAR

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

CITY COUNCIL AGENDA REPORT

To: Mayor and City Council	Date: June 5, 2017
From: Frank Hanson, Fire Chief	Subject: Firefighter PERA Retirement

AGENDA ITEM: **CONSIDER APPROVAL OF A RESOLUTION TO INCREASE THE FIREFIGHTER PERA RETIREMENT BENEFIT LEVEL FROM $3,500 PER YEAR OF GOOD SERVICE TO $4,000 PER YEAR OF GOOD SERVICE BEGINNING JANUARY 1, 2018 AND TO REVIEW THE BENEFIT LEVEL EVERY TWO YEARS FOR FURTHER INCREASES.**

INTRODUCTION/REQUEST:
The purpose of this agenda item is to consider approval for increasing the PERA firefighter retirement level from $3,500 per year of good service to $4,000 per year of good service.

HISTORY:
Prior to 2012 the fire department had it's own Relief Association fund and invested their funds through an investment broker. The benefit level at that time was $2,400 per year. Beginning January 1, 2012 The Relief Association moved it's fund to the statewide volunteer firefighter retirement plan administered by PERA. On June 6, 2011 the City Council approved the move to the statewide fund as well approved a benefit increase to $3,500 in 2016.

CURRENT CIRCUMSTANCE:
I requested a cost analysis from PERA for increasing the benefit level. It shows that the fund would very easily handle an increase to $4,000 per year of good service.

RECOMMENDATION:
Staff is requesting the the Council approve the beneift increase from $3,500 per year of good service to $4,000 peryear of good service along reviewing the benefit level every two years for future increases.

ISSUES:

FINANCIAL IMPACT:
According to the cost analysis there would not be a municipal contribution required to achieve this benefit level. However once the benefit level is increased it can not be decreased in the future. If the stock market falls it could require a municipal contribution if the future, but it appears that it is unlikely to happen..

ALTERNATIVES:
1. Increase the benefit level to $4,300 per year of good service with no current municipal contribution.

2. Keep the benefit level at $3,500 per year of good service.

RECOMMENDED MOTION:
What is stated under the "agenda Item" or Alternative #1

REVIEWED BY: Frank Hanson, Fire Chief & Ike Holland, City Administrator

WORK SESSION DATE: May 1, 2017

COUNCIL MEETING DATE: June 5, 2017

RESOLUTION NO._____

INCREASE FIREFIGHTER PUBLIC EMPLOYEES RETIREMENT ASSOCIATON RETIREMENT BENEFIT LEVEL

Motion By: _____ Second By:_____

BE IT RESOLVED by the City Council of the City of Willmar, a Municipal Corporation of the State of Minnesota, to increase the firefighter Public Employees Retirement Association (PERA) retirement benefit level to $4,000 per year of good service beginning January 1, 2018.

BE IT FURTHER RESOLVED that this benefit level be reviewed every two years for possible increases.

BE IT FURTHER RESOLVED that the Mayor and City Administrator of the City of Willmar are hereby authorized to exercise all documents necessary with PERA to increase the firefighter retirement benefit level to $4,000 per year of good service.

Dated this 5th day of June, 2017.

_____
Mayor

Attest:

_____
City Clerk

WILLMAR

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

CITY COUNCIL AGENDA REPORT

To: Mayor and City Council	**Date: June 5, 2017 Council Meeting**
From: Bridget Buckingham Human Resource Director	**Subject: Memorandum of Agreement (MOA) for the Supervisor Group.**

AGENDA ITEM: Memorandum of Agreement (MOA) for the Supervisory Group

REQUEST: Approval

CURRENT CIRCUMSTANCE:
Incorrect word used in the MOA in item #2. When the document was converted from a PDF to WORD document the word "then" converted to "ilien."

HISTORY:
The MOA was presented at the May 15, 2017 Council meeting. The word "ilien" was an error ound in item #2 on the MOA, the word was intended to be "then."

Directive from Council on May 15, 2017: *Fix the error and return item at the next available meeting.*

ISSUES: Error in word use

FINANCIAL IMPACT: None

ALTERNATIVES: None
1.
2.

REVIEWED BY: Ike Holland, City Administrator

WORK SESSION DATE: April 17, 2017

COUNCIL MEETING DATE(s): May 1, 2017 and June 5, 2017

MEMORANDUM OF AGREEMENT

This Memorandum of Agreement is entered into between the City of Willmar (hereafter "City") and the Supervisor Group

WHEREAS, the City and the Group are parties to a collective bargaining agreement effective January 1, 2017 through December 31, 2017 representing employees in the Supervisor Unit; and

WHEREAS, the Minnesota legislature authorized the Minnesota State Retirement System (MSRS) to establish and administer a Post-Retirement Health Care Savings Plan ("Plan") for public employers and their employees; and

WHEREAS, the City and the Union have both expressed an interest in allowing members of the bargaining unit to participate in the Plan; and

WHEREAS, employees retiring from City service may be eligible for a sick leave/severance payout.

NOW, THEREFORE, the parties agree as follows:

1. Payout of sick leave/severance to eligible employees shall be in accordance with Article 7.4 of the collective bargaining agreement. Such payout shall be placed in the employee's Health Care Savings Plan in accordance with all IRS regulations. Furthermore, paragraph 2 in Article 11.3 is not valid, the employee cannot select a cash payment of their accrued sick leave.

2. This payment shall be made within 45 days following the approval of the HCSP plan by MSRS or within 45 days of the employee's termination date, whichever is greater. If an employee dies before any or all of the applicable severance is paid into the HCSP, the money cannot ~~ilien~~ then be received by the HCSP. In this event, the severance payment shall be paid to the retiring employee's estate.

3. All bargaining unit employees shall participate in the Post-Retirement Health Care Savings Plan, unless they apply for and are approved by MSRS under a qualified exemption.

4. Employees can draw from their Post-Retirement Health Care Savings Plan account in accordance with state law.

5. Any description of benefits is intended to be informational only. The management of contributed funds into the Post-Retirement Health Care Savings Plan is the responsibility of the employee and/or the investment option provider selected by the employee. The City's only obligation is to deposit eligible sick leave/severance payment. The City has no other responsibility or obligations and no other claims can or shall be made against the City pursuant to this Memorandum of Agreement.

6. This Memorandum of Agreement constitutes the complete and total agreement between the parties regarding this matter.

IN WITNESS WHEREOF, the parties hereto have caused this Memorandum of Agreement to be executed this ____ day of _____, 2017.

CITY OF WILLMAR	SUPERVISOR GROUP
_____	_____
City Administrator	Staff Representative
_____	_____
HR Director	Staff Representative

WILLMAR

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

CITY COUNCIL AGENDA REPORT

To: Mayor and City Council	Date: June 5, 2017
From: Ike Holland, City Administrator	Subject: City Office Building Security Improvements

AGENDA ITEM: City Office Building Security Improvements

INTRODUCTION/REQUEST: Staff is requesting Council approval to reallocate CIP funding to cover the cost of City Office Building Security Improvements.

HISTORY: Staff brought options for security improvements at the City Office Building to the March 6, 2017 Work Session. It was the consensus of the Council to proceed with "Option A" and receive a second quote to be brought back to Council for consideration. The quotes for "Option A" are as follows:

Cornerstone Construction - $23,820
Chester Contracting - $22,040

CURRENT CIRCUMSTANCE: Presently the City Office Building has no form of security measures to provide direction to citizens upon entering and/or preventing unwanted visitors.

RECOMMENDATION: Approve the low quote of Chester Contracting for completing the project and authorize staff to reallocate capital funds to cover the cost.

ISSUES: Contractor has expressed the need to proceed in the near future as pricing may change.

FINANCIAL IMPACT: $22,040.00

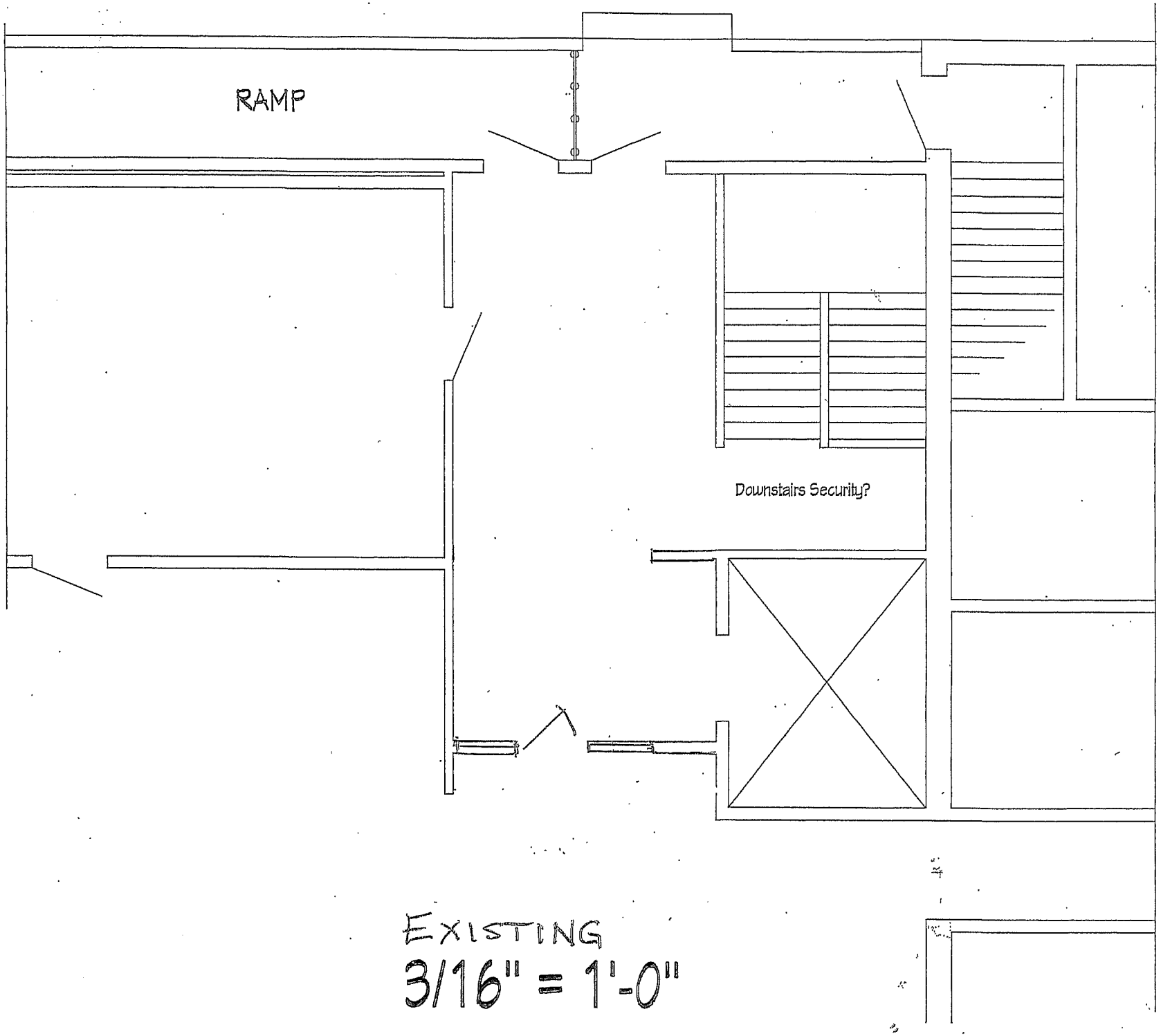
ALTERNATIVES:
1. Do nothing to add security/direction
2. Alter the plan to include extra security measures

RECOMMENDED MOTION: Approve the project and authorize the reallocation of funds with excess CIP funds.

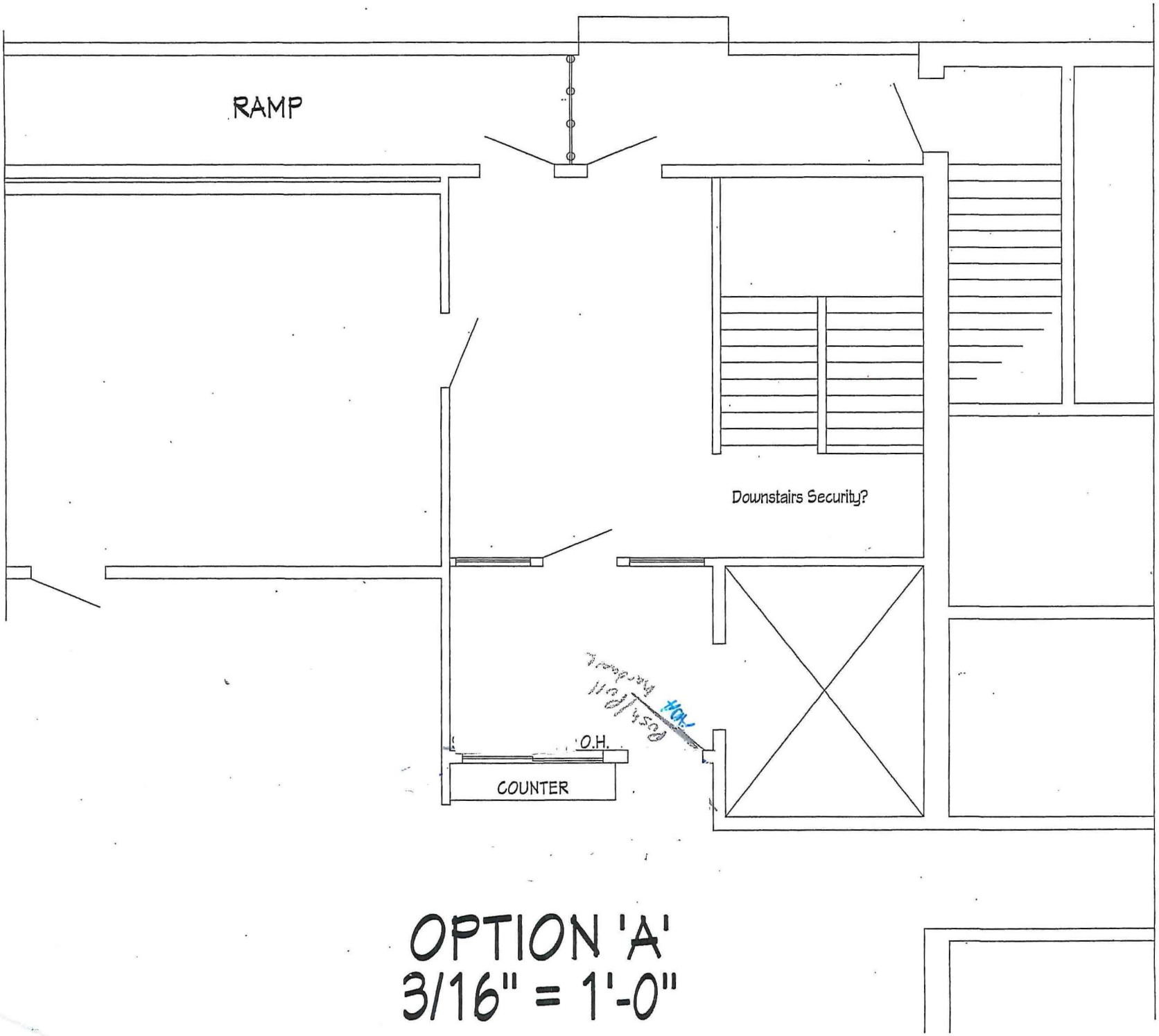
REVIEWED BY: Ike Holland, City Administrator

WORK SESSION DATE: March 6, 2017

COUNCIL MEETING DATE: June 5, 2017



EXISTING
3/16" = 1'-0"



OPTION 'A'
3/16" = 1'-0"

Christopher L. Simon

From: John Chester <jccontracting@willmarnet.com>
Sent: Thursday, March 30, 2017 11:45 AM
To: Christopher L. Simon
Subject: Entry

Chris,
Here is the breakdown you requested.

Demo, Framing, ceiling patch, painting, carpet patch $4,178.00
Countertops and drawers $1,515.00
Coiling Doors $2,200.00
Aluminum doors and frame work $7,130.00
Electronic lock and wiring $4,577.00

Total $19,600.00

Hope this works

John Chester
President

CHESTER CONTRACTING INC
COMMERCIAL • CONSTRUCTION MANAGEMENT • RESIDENTIAL
320.894.8986

Christopher L. Simon

From: Cornerstone of Willmar <cornerstoneofwillmar@mvtvwireless.com>
Sent: Thursday, March 16, 2017 11:55 AM
To: Christopher L. Simon
Subject: Fw: Office Security Upgrades Revised 3-16-17

Chris,
I have revised the security quote and added the items you mentioned, please let me know if you have any questions.
Thanks,
Clay

From: Cornerstone of Willmar
Sent: Wednesday, March 01, 2017 11:32 AM
To: csimon@willmarmn.gov
Subject: Fw: Office Security Upgrades

From: Cornerstone of Willmar
Sent: Monday, February 27, 2017 11:56 AM
To: City of Willmar
Subject: Office Security Upgrades

Chris,

Option " A "	$ 17,000.00
Option " B "	$ 25,300.00
Deduct B.P. slider and add rolling shutter deduct	< $ 1,900.00>
Add Magnetic lock and card reader to walk door.	$ 4,500.00
Add remote call button release to walk door	$ 2,100.00
Add a 18" base cabinet under the counter	$ 270.00
Add auto strike and release button at basement door	$ 1,850.00
Add replace wood door with new door in basement	$ 850.00

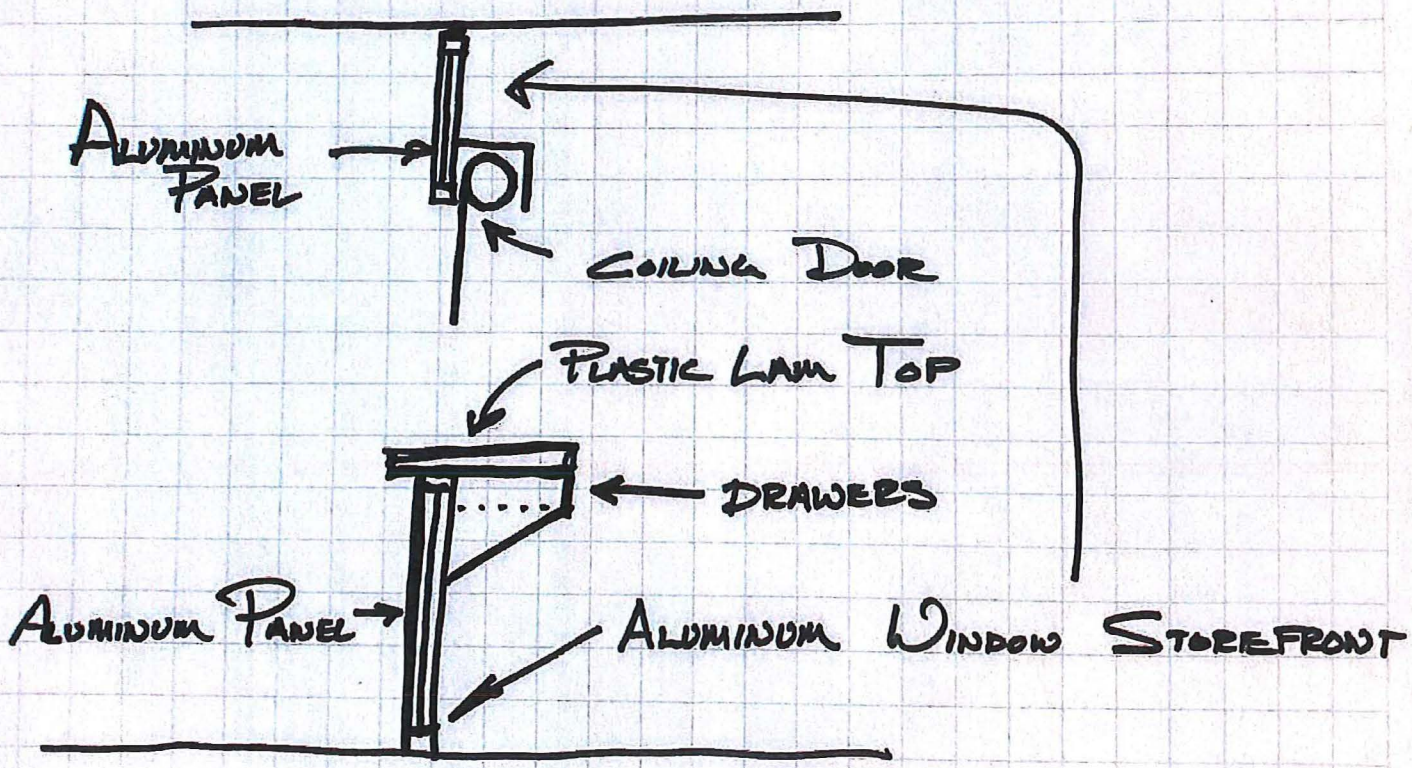
The slider is a basic unit with a exposed track and a simple lock that would be operated manually.

The shutter would manually roll up into a metal box above the opening again exposed and could be painted.
To build a gyp. bd. soffit around it would cost aprx. $ 900.00

I have priced grade 2 bullet proof glass you can go up to 3 or down to 1.

Thank You,
Clay VenOsdel
President
Cornerstone of Willmar, Inc.
1020 Hwy 71 NE
Willmar, MN 56201
P - 320 231 0727

CHESTER CONTRACTING, INC.



CHESTER CONTRACTING, INC.

COMMERCIAL ◆ CONSTRUCTION MANAGEMENT ◆ RESIDENTIAL

March 14, 2017

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

RE: Security Doors

Dear Sirs,
The following proposal includes labor and material.

Main level security $19,050.00
Removal and reinstallation of existing set of interior storefront
Install new storefront with plastic laminate counter top.
Install coiling door for pass thru above countertop
Patch acoustical ceiling as needed
Small carpet patch at old door opening
Install electric card reader with door release button

Lower Level security $3,413.00
Install electric strike with door release button

Excludes
Permits
Working after normal hours

Respectfully Submitted by;
Chester Contracting Inc

John Chester

Accepted by:_____

_____

Date:_____

Add Drawer's 18"? $500
Permit $526
20,075 not including Excludes

2590 45TH AVE. SE • WILLMAR, MN 56201 • PHONE: 320-894-8986 • FAX: 320-214-7817
LICENSE #20626439

WILLMAR

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

CITY COUNCIL AGENDA REPORT

To: Mayor and City Council	Date: June 5, 2017
From: Megan M. DeSchepper	Subject: Grant application for Airport Gates repairs

AGENDA ITEM: Grant application for security gate repairs at Willmar Municipal Airport

INTRODUCTION/REQUEST: There are two electronic security gates at the airport. One to the east for access to the taxiways by the private hangars, and one to the west for access to the taxiways by the City-owned T-Hangars. The westerly gate support was hit by a snow plow several years ago. And the east gate has had some electrical issues that the fence company wasn't sure what it would take until they took everything apart etc.

HISTORY: During the March 15, 2017 Airport Commission meeting staff shared a quote for repairs of both security gates at the Airport and asked for approval to move forward with the repairs. The Bolton and Menk Airport consultant recommended checking with MNDOT Aeronautics for any possible funding as the project was fairly small there may be leftover monies from other larger projects that could be utilized. MNDOT responded to the City that they would be willing to provide a maintenance grant for the gates that would be at an 80/20 split. The total project would be $17,918.00, with the State's 80% costing $14,334.40 and the City's 20% being $3,583.60.

CURRENT CIRCUMSTANCE: There are two electronic security gates at the Airport, neither one has worked for several years. Maintenance had been held due to cost of repairs.

RECOMMENDATION: Authorize staff to submit the grant application to MNDOT Aeronautics with the attached bid and photos.

ISSUES: The gates are not required by the FAA for the Willmar Municipal Airport as it does not have commercial flights, but the Airport Commission felt the gates should function and be used for security purposes during evenings and weekends.

FINANCIAL IMPACT: The City will have to pay for 20% of the project totaling $3,583.60. There is not currently CIP monies ear marked for this project as Staff was unaware it was a

fundable project. Funds from other Airport CIP projects that were not pursued can be appropriated to this project (per Finance Director's approval).

ALTERNATIVES:

1. Defer maintenance further.
2. Pay for entire project with City funds.
3. Hold action for further information.

RECOMMENDED MOTION: Authorize staff to submit the grant application letter and bid/photo information to MNDOT Aeronautics.

REVIEWED BY: Bruce D. Peterson, AICP, Director of Planning & Development Services

WORK SESSION DATE:

COUNCIL MEETING DATE: June 5, 2017

AMERICAN FENCE COMPANY

Omaha Lincoln Des Moines Sioux Falls Grand Island Kansas City Rochester

47061 Charlotte Court, Sioux Falls, SD 57108 Ph: 605-368-9929 Fax: 605-368-9939

FENCING & GATE PROPOSAL

Date: 3-14-17	
Attn: Estimating Department	
Project: Willmar Airport	
Scope: Fencing & Gates	*Note: This scope of work is specific and limited to the following:*
Addendum Received:	

Project Scope Information:
1. Remove and replace 2 each damaged gate posts. **Project Pricing: $8,650.00**
2. Remove and replace existing gate operator. **Project Pricing: $9,268.00**
If not listed herein, it is not included. Advise, prior to acceptance of required additional items.

Project Specific Notes:
1. All electrical wiring/wiring materials required at gate operator by others.
Notes are specific to the scope and directly impact project pricing. If not agreeable, advise prior to acceptance.

Unless otherwise stated, pricing subject to change after 10 days of date of proposal. This proposal is not binding unless signature is affixed to page two. Do not sign and return this sheet without signed second page.

Contact Information: Mitch Smith – 605.368.9929

Standard Notes & Exclusions: Unless otherwise noted:
1. One mobilization is included for the installation of the fence.
2. Block-out(s) in concrete / masonry for fence by others. No core drilling included. Sleeves required but not provided by AFC.
3. No surveying and/or staking included. Fence line to be staked by others.
4. Private utilities to be located by others in accordance with State's One Call System standards. In the event these utilities are damaged as a result of improper locating, AFC will not be responsible for damages and associated costs.
5. Fence line to be staked clear of utilities. No excavation included for digging within 18" of utilities but at additional expense. Hand excavation due to interference with utilities at $35.00 per post hole.
6. No permits, bonds, dues, completed operations, or primary-none contributory included.
7. No project specific employee background, drug screen or DMV history included. Add $65.00 per employee if required.
8. No removals, grading, grubbing, and/or demolition are included.
9. No electrical wire, wiring, grounding, conduit, connections, and/or initial electrical/controls set-up. Only after electrician has confirmed connections and operations, AFC will review installation.
10. AFC will not be subject to liquidated damages or back charges as a result of delays.
11. Material fabricated per plans. No field verification, engineering, delegated design included.
12. Accounts not paid within thirty days will be charged eighteen percent (18%) per annum. No retention to be withheld.
13. No prevailing, union or Davis – Bacon wages included.
14. No participation in billing processing programs, Textura. Participation fee to be added to contract if required.

REV 08-23-16

Terms and Conditions

By signing this proposal, the customer has completely reviewed and agreed with the prices, specifications and conditions as stated herein. Furthermore, the customer is authorizing American Fence Company / AmeriFence Corporation to complete the work. Unless stated, the fence does not include a warranty. Customer is financially responsible for cancellation fees and costs of special order materials if the customer elects to cancel the contract. TERMS: 60% Down. Balance due on date of completion. No retention to be withheld. If withheld without approval, the contract amount will be 5% more than what is shown on the proposal. Service and handling charge of 1.5% per month-18% per annum applies to delinquent accounts not

paid within 5 days of completion. Customer assumes full responsibility for location of property pins, staking of fence, and inaccurately placed pins and stakes. Customer understands that American Fence Co. may stake the fence based on the proposal and/or in consideration of existing utilities that do not reflect the actual location of customer's property. Customer agrees to defend, hold harmless and indemnify American Fence Co. against claims, liabilities and expenses for trespass and damage arising out of location of said fence. Customer assumes full responsibility for damage to marked and unmarked underground utility, telephone, T.V., cable or sprinkler systems. Customer requests, agrees or allows American Fence Co. to locate the fence within 18 inches of any buried utilities; customer agrees to defend, hold harmless and indemnify American Fence Co. against all claims, liabilities and expenses as a result of damage to these utilities and property. If the contract price is not paid when due, customer agrees to allow American Fence Co. to trespass on to their property and remove fence at the company's discretion. Furthermore, customer agrees to indemnify and hold harmless American Fence Co. for any damage done to the property as a result of removal of the fence. All modifications shall be in writing and shall be affixed to the original bid. This agreement and subsequent modifications shall be contingent upon strikes, accidents, shortages or delays beyond the control of American Fence Co. Time stated for installation is purely estimated. Customer agrees and accepts that AFC will not extend discounts or credits for any delays or be held responsible for interest charges on any payments made by customer. Changes to the fence due to varying ground conditions are not the responsibility of American Fence Co. Customer to carry fire, tornado and other necessary insurance. This proposal cannot be withdrawn by customer after acceptance of proposal. American Fence Co. has the right to reject any bid. Legal and related fees accrued in an effort to collect on this account for whatever reason will be the responsibility of the customer. By signing this proposal, customer has completely reviewed and agreed with the prices, specifications and conditions as stated herein. Furthermore, customer is authorizing American Fence Co. to complete the work. The customer is financially responsible for cancellation fees and costs of special order materials in the event the customer elects to cancel the contract. TERMS: 60% Down. Balance due on substantial completion. Service and handling charge of 5% per month-60% per annum will apply to delinquent accounts past 10 days. Customer acknowledges that this is page two of two and has received page one.

By signing below, I acknowledge and agree with all stated herein inclusive of both pages one and two of this proposal.

Customer signature:_____ Date:_____

Customer printed name:_____ Date:_____

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SlideWinder
HySecurity
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Linear
RESET
STOP
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