

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

August 7, 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, Kathy Schwantes, Fernando Alvarado, Julie Asmus, Shawn Mueske, Andrew Plowman, and Rick Fagerlie. Present 9, Absent 0.

Also present were City Administrator Ike Holland, Community Education and Recreation Director Steve Brisendine, Finance Director Steve Okins, Fire Chief Frank Hanson, Planning and Development Services Director Bruce Peterson, Police Chief Jim Felt, 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 requested the addition of updated job description for the Waste Treatment Plant Lab Technician position to the consent agenda. This item was brought forward from the Work Session held prior to this meeting.

City Clerk Judy Thompson reviewed the consent agenda.

- A. City Council Minutes of July 17, 2017
- B. Willmar Municipal Utilities Board Minutes of July 24, 2017
- C. Rice Hospital Minutes of July 26, 2017
- D. Planning Commission Minutes of July 26, 2017
- E. Application to Conduct Excluded Bingo—Pennock Lions Club
- F. Application for Exempt Permit—West Central Ducks Unlimited
- G. **Resolution No. 17-84 Approving The Blizzard, LLC (Willmar Warhawks) Lease Agreement**
- H. **Resolution No. 17-85 Approving Civic Center Roof Replacement Change Order 1 and 2**
- I. **Resolution No. 17-86 Accepting Project No. 1405 and Authorize Final Payment**
- J. **Resolution No. 17-87 Accepting Project No. 1510 and Authorize Final Payment**
- K. Proclamation—“Celebrate Art! Celebrate Coffee! Days”
- L. Building Report for the Month of July 2017
- M. Fire Department Statistics Report for the Month of July 2017
- N. Police Department Statistics Report for the Month of July 2017
- O. Accounts Payable Report through August 2, 2017

Mayor Calvin pulled the Proclamation – “Celebrate Art! Celebrate Coffee! Days from the agenda to read aloud and thanked all involved in the upcoming event to be held September 16, 2017.

Council Member Mueske offered a motion to approve the Consent Agenda. Council Member Fagerlie seconded the motion, which carried on a roll call vote of Ayes 8, Noes 0.

Donna Serbus, 1302 Southwest 7<sup>th</sup> Street, spoke during Open Forum. Ms. Serbus, a nurse at Rice Hospital, expressed her concerns with the continued CentraCare/Rice Hospital/ACMC integrated health care system proposal, and urged the Mayor, City Council, and City Officials to advocate for the employees.

Mayor Calvin welcomed State Representative Dave Baker who was present to provide a brief update to the Council on the 2017 House Legislative Session. He conveyed this was his third session and he is continuing to learn a lot. He stated he was very satisfied with the work that was accomplished during this last Session. He touched on some of the items that were accomplished during the Session, including: passing a budget bill, Health Care Premium Relief Act, tax relief bill that helped farmers, student loan changes, Social

Security changes, transportation plan, education bill, Real ID – enhanced drivers licenses, Prairie Lakes Detention Center School Funding, State Youth 16-Bed Hospital being built in Willmar, and the Glacial Lakes Bike Trail, and LGA funding. Mr. Baker stated that health care is a major expense facing the State of Minnesota. Mayor Calvin stressed the importance of Willmar receiving LGA, and thanked Representative Baker for his comments and his accessibility and support to Willmar.

Mayor Calvin recognized the Fire Department, and presented to them the 2017 Community Service Award. In 2017, the Fire Department participated in the American Red Cross smoke alarm campaign, and was nominated for this award by the American Red Cross. Mayor Calvin recognized the effort put forth by the Willmar Firefighters. He stated the last award received by the Fire Department was in 1991 for Fire Department of the Year.

Planning and Development Services Director Bruce Peterson presented the proposed amended land write-down policy and business subsidy policy as directed by Council at the July 17, 2017 meeting. Following discussion, Council Member Christianson offered a motion to approve the revised amendment as presented by staff. Council Member Asmus seconded the motion. Council Member Plowman offered an amended motion to leave the existing policy open until end of year 2017 to allow companies that submit a letter of intent and a purchase agreement by December 31, 2017, with work completed by December 31, 2018, to follow the current policy. Council Member Schwantes seconded the motion which carried. The original motion then carried on a roll call vote of Ayes 7, Noes 1. Council Member Nelsen cast the “no” vote.

Public Works Director Sean Christensen presented a request to approve SCADA system upgrades and surveillance improvements and software upgrades at the Wastewater Treatment Plant. Following discussion, Council Member Christianson introduced **Resolution No. 17-88 Awarding the Contract for the SCADA System Upgrades and Surveillance Improvements Project to In-Control, Inc. in the Amount of \$152,172.00.** Council Member Schwantes seconded the motion which carried on a roll call vote of Ayes 8, Noes 0. Council Member Nelsen introduced **Resolution No. 17-89 Awarding the Contract for the SCADA Software Upgrades and Surveillance Software Project to GS Systems, Inc. and Affiliates in the Amount of \$95,878.00.** Council Member Christianson seconded the motion which carried.

City Administrator Ike Holland stated the Council and staff held a work session on July 22, 2017 at which time priorities were established. The three areas of priority noted in order were: facilities, storm water management, and parks. Mr. Holland asked that these findings be formally acknowledged by the City Council. Following discussion, Council Member Plowman introduced **Resolution No. 17-90 A Resolution by The Mayor and City Council of the City of Willmar Supporting the Consensus of the July 22, 2017 Strategy Work Session.** Council Member Mueske seconded the motion which carried on a roll call vote of Ayes 6, Noes 0. Council Members Christianson and Fagerlie abstained from voting.

Community Education and Recreation Director Steve Brisendine presented a request to approve the Rice Park alternates in an effort to move the project forward. Following discussion, Council Member Nelsen offered a motion to approve alternates 1, 2, 4, 5, and 6 as recommended by staff, and introduced **Resolution No. 17-91 Amending the Contract with Chester Contracting, Inc. for the Rice Park Improvements to Include the Approved Alternates.** Council Member Schwantes seconded the motion which carried on a roll call vote of Ayes 6, Noes 0. Council Members Christianson and Fagerlie abstained from voting.

Community Education and Recreation Director Steve Brisendine presented a request to approve the Miller Park Tennis Court/Playground Project and direct staff to move forward with bidding the tennis court project in its entirety, which includes four new lit tennis courts and new playground equipment. Following discussion, Council Member Nelsen introduced **Resolution No. 17-92 Approving Final Plans and Specifications and Authorizing Publication of the Advertisement for Bids for the Miller Park Tennis Court and Playground Project.** Council Member Asmus seconded the motion which carried on a roll call vote of Ayes 6, Noes 0. Council Members Christianson and Fagerlie abstained from voting.

Following further discussion, Council Member Mueske offered a motion to reallocate from the 2017 CIP Budget the withheld Federal Airport Funds and Swanson Concession Stand funds in the amount of \$457,000 to the capital priorities of the completion of Rice Park, Miller Park tennis courts, the Western

Interceptor, and the additional money be put back into neighborhood playground equipment, and introduced **Resolution No. 17-93 Reallocating 2017 CIP Budget Funds in the Amount of \$457,000.00**. Council Member Plowman seconded the motion which carried on a roll call vote of Ayes 6, Noes 0. Council Members Christianson and Fagerlie abstained from voting.

Planning and Development Services Director Bruce Peterson presented a request from Kwik Trip, Inc. for vacation of a utility easement. Council Member Christianson offered a motion to approve staff's recommendation, and introduced **Resolution No. 17-94 Setting a Public Hearing for August 21, 2017 at 7:01 p.m. to Consider a Petition to Vacate a Utility Easement (Eastgate Addition)**. Council Member Plowman seconded the motion which carried on a roll call vote of Ayes 8, Noes 0.

City Administrator Ike Holland asked Council for further direction on the proposed new City Office project and obtaining some hard numbers for the project. It was the consensus of the Council that the project should move forward and present hard numbers as they are obtained in order to hold further discussion and make a more educated decision.

City Administrator Ike Holland also presented, to the Mayor and Council, a proposed schedule of upcoming meetings and possible agenda items and urged everyone to review and advise the City Clerk or himself of any changes necessary. Mr. Holland noted the following: thanked all who attended the recent employee pool party; the record number attending the recent Rockin' Robbins concert; recognized our Fire Department this evening and will continue to recognize our employees for their hard work; and referenced an email sent today stating there will be financial and public works updates monthly to keep all informed.

Mayor Marv Calvin stated the VFW tournament will be held August 9 – 12 in Willmar, with a banquet being held on the 9<sup>th</sup> at the Convention Center; the County fair is being held this week; and the last Rockin' Robbins concert for 2017 will be held August 8<sup>th</sup> at Robbins Island.

Council Member Asmus stated she received several complaints in regard to the recent Stingers fireworks display that occurred at 12:30 a.m.

Council Member Fagerlie stated the recently painted signal boxes look very good and urged everyone to take notice of them; and reminded people there is no smoking in the City parks.

Council Member Nelsen commented on the recent Stingers fireworks display and offered a suggestion that if a game goes into extra innings perhaps they could have the fireworks display after the 9<sup>th</sup> inning and continue the game after the display.

Council Member Christianson also stated he had inquiries about the fireworks display; inquired about the recent status of the CentraCare discussions; and reminded veterans that admission to the County fair is free on August 10<sup>th</sup> until 2:00 p.m.

Council Member Nelsen also stated there was a document regarding recent discussions from the CEO's of the hospital, ACMC, and CentraCare that was supposed to be shared with the employees and the City Council and that communications are being received.

Council Member Schwantes thanked the Council for the good work, discussion and progress that was made at the recent Council retreat.

Council Member Alvarado noted the recently painted snowplow blade that is on display at the Public Works garage and urged everyone to view.

Mayor Calvin stated there were representatives from San Diego who were recently in Willmar for business and noted our painted utility boxes. They took pictures to take back to their community as San Diego is well known for their art.

Park and Recreation Director Steve Brisendine stated he will look into the Ordinance regarding smoking in City parks.

Council Member Mueske offered a motion to adjourn the meeting with Council Member Fagerlie seconding the motion, which carried. The meeting adjourned at 9:10 p.m.

\_\_\_\_\_  
MAYOR

Attest:

\_\_\_\_\_  
CITY CLERK

**RESOLUTION NO. 17-84**

**A RESOLUTION APPROVING THE BLIZZARD, LLC LEASE AGREEMENT**

Motion By: Mueske                      Second By: Fagerlie

WHEREAS the City of Willmar desires to enter into a Lease Agreement with The Blizzard, LLC d/b/a the (Team) and Chris Canavati and Mitri Canavati, Individually (Tenant) for the rent of ice time and certain related facilities of the Willmar Civic Center Arena for (Team) hockey games, including administrative office space and locker room facilities; and

WHEREAS an agreement has been prepared detailing the terms of the lease;

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Willmar that said agreement be approved and that the Mayor and City Administrator be authorized to execute the same.

Dated this 7<sup>th</sup> day of August, 2017

s/s Marv Calvin  
Mayor

Attest:

s/s Judy Thompson  
City Clerk

**RESOLUTION NO. 17-85**

**A RESOLUTION APPROVING CHANGE ORDER NOS. 1 AND 2 FOR THE CIVC CENTER ROOF REPLACEMENT AND REAPPROPRIATION OF FUNDS.**

Motion By: Mueske                      Second By: Fagerlie

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 of the City of Willmar are hereby authorized to amend the contract for the Civic Center roof replacement between the City of Willmar and Weather Pro Exteriors, LLC by Change Order No. 1 in the amount of \$9,062.85 and Change Order No. 2 in the amount of \$6,339.50.

BE IT FURTHER RESOLVED by the City Council of the City of Willmar to authorize the Finance Director to amend the Capital Improvement Fund Budget from the DOAC CIP budget from the water heater purchase and the Civic Center CIP budget from the restroom remodel project to the Civic Center roof replacement project.

Dated this 7th day of August, 2017

s/s Marv Calvin  
Mayor

Attest:

s/s Judy Thompson  
City Clerk

**RESOLUTION NO. 17-86**

**A RESOLUTION ACCEPTING PROJECT NO. 1405 AND AUTHORIZING FINAL PAYMENT.**

Motion By: Mueske Second By: Fagerlie

IMPROVEMENT: Project No. 1405 – Construction of the Industrial Park: 4<sup>th</sup> Addition

CONTRACTOR: R&R Excavating, Inc.

DATE OF CONTRACT: November 3, 2014

**BE IT RESOLVED** by the City Council of the City of Willmar, Minnesota, that:

1. The said City of Willmar Project No. 1405 be herewith approved and accepted by the City of Willmar.
2. The following summary and final payment be approved:

ORIGINAL CONTRACT AMOUNT:	\$3,657,690.57
Change Order No. 1	\$5,800.00
Change Order No. 2	\$6,015.70
FINAL NET CONTRACT AMOUNT, PROPOSED:	\$3,669,506.27
ACTUAL FINAL CONTRACT AMOUNT AS CONSTRUCTED:	\$3,669,345.82
Less Previous Payments	\$3,481,964.91
<b>FINAL PAYMENT DUE CONTRACTOR:</b>	<b>\$187,380.91</b>

Dated this 7th day of August, 2017.

s/s Marv Calvin  
Mayor

Attest:

s/s Judy Thompson  
City Clerk

**RESOLUTION NO. 17-87**

**A RESOLUTION ACCEPTING PROJECT NO. 1510 AND AUTHORIZING FINAL PAYMENT**

Motion By: Mueske                      Second By: Fagerlie

IMPROVEMENT:                      Project No. 1510 – Country Club Drive Lift Station

CONTRACTOR:    Quam Construction

DATE OF CONTRACT:    March 21, 2016

**BE IT RESOLVED** by the City Council of the City of Willmar, Minnesota, that:

1.        The said City of Willmar Project No. 1510 be herewith approved and accepted by the City of Willmar.
2.        The following summary and final payment be approved:

ORIGINAL CONTRACT AMOUNT:	\$458,398.70
FINAL NET CONTRACT AMOUNT, PROPOSED:	\$458,398.70
ACTUAL FINAL CONTRACT AMOUNT AS CONSTRUCTED:	\$436,870.10
Less Previous Payments	\$401,119.36
<b>FINAL PAYMENT DUE CONTRACTOR:</b>	<b>\$35,750.74</b>

Dated this 7th day of August, 2017.

s/s Marv Calvin  
Mayor

Attest:

s/s Judy Thompson  
City Clerk

**RESOLUTION NO. 17-88**

**A RESOLUTION AWARDING THE CONTRACT FOR THE SCADA SYSTEM UPGRADES AND SURVEILLANCE IMPROVEMENTS PROJECT TO IN-CONTROL, INC. IN THE AMOUNT OF \$152,172.00.**

Motion By: Christianson                      Second By: Schwantes

BE IT RESOLVED by the City Council of the City of Willmar, a Municipal Corporation of the State of Minnesota, the bid of In-Control, Inc. for the SCADA System upgrade and surveillance improvements at the Wastewater Treatment Facility is accepted, and 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 \$152,172.00.

Dated this 7th day of August, 2017

s/s Marv Calvin  
Mayor

Attest:

s/s Judy Thompson  
City Clerk

**RESOLUTION NO. 17-89**

**A RESOLUTION AWARDING THE CONTRACT FOR THE SCADA SOFTWARE UPGRADES AND SURVEILLANCE SOFTWARE PROJECT TO GS SYSTEMS, INC. AND AFFILIATES IN THE AMOUNT OF \$95,878.00.**

Motion By: Nelsen                                      Second By: Christianson

BE IT RESOLVED by the City Council of the City of Willmar, a Municipal Corporation of the State of Minnesota, the bid of GS Systems, Inc. and Affiliates for the SCADA software upgrade and surveillance software at the Wastewater Treatment Facility is accepted, and 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 \$95,878.00.

Dated this 7th day of August, 2017

s/s Marv Calvin  
Mayor

Attest:

s/s Judy Thompson  
City Clerk

**RESOLUTION NO. 17-90**

**A RESOLUTION BY THE MAYOR AND CITY COUNCIL OF THE CITY OF WILLMAR, MINNESOTA  
SUPPORTING THE CONSENSUS OF THE JULY 22, 2017 STRATEGY WORK SESSION**

Motion By: Plowman

Second By: Mueske

**WHEREAS**, the City Council of the City of Willmar on July 22, 2017 held a Council Strategical Retreat to prioritize and reach a consensus with respect to views on capital projects.

**WHEREAS**, multiple projects were discussed under three categories defined as Facilities, Stormwater Management and Parks to provide additional guidance regarding execution of those projects.

**WHEREAS**, the following summary of capital priorities was reached:

Facilities:

1. City Hall (high consideration given to consolidation of multiple facilities)
2. Civic Center (ice plant is urgent/consider consultant for master plan)
3. Community Center/Auditorium tied (both guided by community input, tuckpointing of Auditorium immediate concern)
4. Aquatic Center (pool bottom repair immediate concern)

Stormwater Management:

1. Western Interceptor (design 2017, construction 2018)
2. Menards (design and land purchase 2018, construction 2019)
3. Kennedy School Area (not likely in the next five years)
4. Analyze annually and adjust plans

Parks:

1. Robbins Island (\$250,000 match to receive \$606,000 Legacy Grant)
2. Neighborhood Parks and Playgrounds (replace play units)
3. Rice Park/Miller Park (complete Rice to plan, reconstruct tennis courts at Miller)
4. Swansson Park (improved lighting for Baker Field)

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of Willmar that the priorities developed at the July 22, 2017 Council Work Session be supported and developed into next year and future City budgets.

Dated this 7<sup>th</sup> day of August, 2017

s/s Marv Calvin  
Mayor

Attest:

s/s Judy Thompson  
City Clerk



**RESOLUTION NO. 17-91**

**A RESOLUTION AMENDING THE CONTRACT WITH CHESTER CONTRACTING, INC. FOR THE RICE PARK IMPROVEMENTS TO INCLUDE THE APPROVED ALTERNATES.**

Motion By: Nelsen

Second By: Schwantes

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 of the City of Willmar are hereby authorized to amend the contract for the Rice Park Improvements between the City of Willmar and Chester Contracting, Inc. for the approved alternates as follows:

Alternate 1: Shade Structure	\$19,530.25
Alternate 2: Tennis Court Removal	\$18,500.00
Alternate 4: Concrete Seat Walls	\$38,900.00
Alternate 5: South Concrete Walk	\$5,900.00
Alternate 6: Landscaping/Irrigation	\$22,800.00

Dated this 7th day of August, 2017.

s/s Marv Calvin

Mayor

Attest:

s/s Judy Thompson

City Clerk

**RESOLUTION NO. 17-92**

**A RESOLUTION APPROVING FINAL PLANS AND SPECIFICATIONS AND AUTHORIZING PUBLICATION OF THE ADVERTISEMENT FOR BIDS FOR THE MILLER PARK TENNIS COURT AND PLAYGROUND PROJECT.**

Motion By: Nelsen

Second By: Asmus

WHEREAS consultant firm SRF Consulting has presented plans and specifications for the Miller Park Tennis Court/Playground project for the City of Willmar;

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

Final plans and specifications are hereby approved, and publication of the advertisement for bids is herewith authorized. Multiple bid packages will be publicly opened and read at the City Office Building, 333 Southwest Sixth Street, Willmar, Minnesota.

Dated this 7th day of August, 2017

s/s Marv Calvin

Mayor

Attest:

s/s Judy Thompson  
City Clerk

**RESOLUTION NO. 17-93**

**A RESOLUTION AUTHORIZING REALLOCATION OF FUNDS FROM THE 2017 CIP TO THE MILLER PARK TENNIS COURT PROJECT, WESTERN INTERCEPTOR AND PLAYGROUND EQUIPMENT.**

Motion By: Mueske Second By: Plowman

BE IT RESOLVED by the City Council of the City of Willmar, a Municipal Corporation of the State of Minnesota, that the Finance Director be authorized to amend the Capital Improvement Budget from the Swansson Field Concession Stand project in the amount of \$330,000 and \$127,000 from the available Airport Capital Project for a total of \$457,000. The funds to be distributed as follows:

- \$116,200 to the Rice Park Project,
- \$150,000 (of which \$40,000 is for playground equipment) to the Miller Park Project,
- \$100,000 to the Western Interceptor Storm Water Project, and
- \$90,800 for playground equipment purchases at various City parks

Dated this 7th day of August, 2017.

s/s Mary Calvin  
MAYOR

Attest:

s/s Judy Thompson  
CITY CLERK

**RESOLUTION NO. 17-94  
RESOLUTION SETTING A PUBLIC HEARING TO CONSIDER A  
PETITION TO VACATE A UTILITY EASEMENT (EASTGATE ADDITION)**

Motion By: Christianson Second By: Plowman

BE IT RESOLVED by the City Council of the City of Willmar that the Council conduct a public hearing at 7:01 p.m. on Monday, August 21, 2017, in the Council Chambers at the Municipal Utilities Commission Building, 700 Litchfield Ave. SW, Willmar, MN.

BE IT FURTHER RESOLVED that the purpose of the hearing will be to consider a utility easement vacation initiated by City of Willmar described as follows:

a 15' utility easement along the south property line of Lot 4, Block Two, Eastgate Addition AND a 15' utility easement along the north property line of Lots 5, 6, 7 and 8, Block Two Eastgate Addition EXCLUDING the easterly 10' utility easement as it currently exists on Lots 4 and 5, Block Two Eastgate Addition;

BE IT FURTHER RESOLVED that any person having an interest in said matter is invited to appear in person or be represented by counsel to be heard on this matter.

Dated this 7th day of August, 2017.

s/s Marv Calvin

MAYOR

Attest:

s/s Judy Thompson

CITY CLERK

**WILLMAR PLANNING COMMISSION  
CITY OF WILLMAR, MN  
WEDNESDAY, AUGUST 9, 2017**

**MINUTES**

1. The Willmar Planning Commission met on Wednesday, August 9, 2017, at 7:00 p.m. at the Willmar City Offices Conference Room #2.

\*\* Members Present: Steve Gardner, Jeff Kimpling, Terry Sieck, Cletus Frank, Margaret Fleck, Bob Poe, Rolf Standfuss.

\*\* Members Absent: Cletus Frank, Bob Poe, Jonathan Marchand, and Terry VanVeldhuizen.

\*\* Others Present: Larry Rice, Jennifer Olson, Ryan Laughlin, and Megan DeSchepper-Planner.

2. MINUTES: The July 26, 2017 minutes were approved as presented.

3. NORTH CREEK SECOND ADDITION PRELIMINARY/FINAL PLAT –FILE NO. 17-03:  
The public hearing opened at 7:01 p.m. Larry Rice presented the request for subdivision for Lakeland Partners LLC, Willmar, MN for a three lot replat splitting them into two larger lots on property legally described as follows: Lots 2 through 4, Block One, North Creek (776 Business Hwy. 71 N, 772 Business Hwy. 71 N, and 1109 High Ave. NE). The lots are part of a commercial planned unit development with a private street. Mr. Rice explained he is requesting the lot split to accommodate some parking lot growth for the southerly lot and building. Staff added that the request was to review preliminary and final plat simultaneously as it is simply a lot split/combination situation.

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

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

The Commission discussed the additional fire hydrant required to be added by the Fire Chief, and Mr. Rice commented that there is one within the area already. Staff commented that the Fire Chief speak with Mr. Rice and verify the hydrants distance etc. And Mr. Rice added he is aware of the existing utility easement and there are no plans to relocate it.

Mr. Kimpling made a motion, seconded by Mr. Sieck, to approve the preliminary/final plat with the following conditions:

- A. A copy of the amended declarations shall be submitted to the City prior to final plat recording and recorded with the final plat.
- B. A fire hydrant shall be added as necessary per the Fire Chiefs comments.
- C. 6' utility easements shall be added as per the MUC comments.
- D. Existing 10' utility easement shall require vacation if it needs to be relocated, all costs shall be borne by the applicant.

The motion carried.

4. HIS FIRST ADDITION PRELIMINARY PLAT- FILE NO. 17-04: The public hearing opened at 7:22 p.m. Staff presented the request for a two lot four outlot subdivision on behalf of HIS Land Co. (Dan Goetzman), Spicer, MN on property described as follows: part of the NE ¼ of the SE ¼ Section 22, Township 119N, Range 35W AND Lots 1, 2, 3, Bock One, Hillside Terrace. Outlot A is a proposed private drive and the other outlots will be used for water retention and screening.

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

Ryan Laughlin, an adjacent land owner spoke of his concerns regarding proximity of traffic and lights to his home which is next to the proposed private service drive. He asked that some sort of screening be required for separation from the commercial area. He also inquired if there would be any mandated stormwater plans for the site.

The Commission talked about stormwater retention ponds that are being planned and are required for the site and that they will have to meet the City Stormwater Ordinance. They also discussed screening and separation between the residential and commercial areas with either plantings or fencing that would reach the required 75% opacity standard of the zoning ordinance.

Mr. Standfuss made a motion, seconded by Mr. Kimpling, to approve the preliminary plat with the following conditions:

- A. 6' utility easements shall be added to all lot lines per MUC request.
- B. A fire hydrant shall be added as per the Fire Chief's comments.
- C. Copies of the private agreements for any shared private drives and stormwater retention ponds for Outlots shall be provided to the City prior to recording and shall be recorded at same time as plat recording.
- D. Outlots B, C, and D where adjacent to residential shall be fully screened prior to issuance of a building permit.
- E. West side of Outlot A drive shall be standard curb.
- F. No parking shall be allowed on either side of Outlot A.

The motion carried.

5. With no further business to come before the Commission, the meeting adjourned at 7:37 p.m.

Respectfully submitted,



Megan M. DeSchepper, AICP  
Planner/Airport Manager

PLANNING COMMISSION-AUGUST 9, 2017

STAFF COMMENTS

1. NORTH CREEK SECOND ADDITION PRELIMINARY/FINAL PLAT- FILE NO. 17-03:

- The applicant is Lakeland Partners, LLC, Willmar MN.
- The applicant is requesting replatting the property from three lots into two on property legally described as follows: Lots 2 through 4, Block One, North Creek (776 Business Hwy. 71 N, 772 Business Hwy. 71 N, and 1109 High Ave. NE).
- The property is a zoned General Business (GB).
- Lot sizes exceed minimum standards of Zoning Ordinance.
- The property is part of a planned unit development with private street (Outlot A). Accessed via Business Hwy. 71 N and High Ave. NE.
- The private covenants/declarations shall be amended to include the new lots/legal being created by the replat.
- There is an existing 10' utility easement along the southerly line of old Lot 3, which will traverse through the middle of new Lot 2. If the applicant wishes to build over that easement a petition for vacation would be required. All utility moving costs will be completely borne by the applicant.
- Services, access, etc. already in place.

**Engineering Department Comments:** The street is private. The sanitary sewer and storm sewer is all private, existing, and adequate.

**Municipal Utilities Comments:** Electrical boxes in r/w to stay if possible, noted on drawing. 6' utility easements shall be added along all lot lines. Water is available on High Ave. NE via an 8" line.

**Fire Chief Comments:** It appears that there is a need for an additional hydrant between Lots 2 & 3. The distance from the hydrant on High Ave. NE is greater than 650 ft. Distance to the hydrant on Hwy. 71 service drive is 670 ft. A hydrant is required every 500 feet. Everything else appears to be within standards.

RECOMMENDATION: approve the preliminary plat with the following conditions:

- A. A copy of the amended declarations shall be submitted to the City prior to final plat recording for the file and recorded with the final plat.
- B. A fire hydrant shall be added as per the Fire Chiefs comments.
- C. 6' utility easements shall be added to all lot lines as per MUC comments.
- D. Existing 10' easement shall require vacation if needs to be relocated, all costs shall be borne by the applicant.

2. HIS FIRST ADDITION PRELIMINAY PLAT- FILE NO. 17-04:

- The applicant is HIS Land Co. (Dan Goetzman) Spicer, MN.

- The applicant is requesting review of a two lot and four outlot plat of property legally described as follows: part of the NE ¼ of the SE ¼ Section 22, Township 119N, Range 35W AND Lots, 1, 2, 3, Block 1, Hillside Terrace.
- The applicant proposes creating two lots out of the six existing parcels, and four outlots- which will be used for a private drive and stormwater retention. Purpose of Outlot D?
- All of the existing parcels are zoned GB except for Lot 3, Block 1, Hillside Terrace is zoned R-2. Private drives/parking lots are permitted on R-2 zoned properties that are adjacent to commercial uses.
- The two lots sq. ft. and lot widths exceed minimums set in Zoning Ordinance.
- Outlot A will require private recorded agreement in regards to access, maintenance etc. if to be we shared with other property owners other than the applicant.
- Plat shall be called HIS Addition, as that is the first and any subsequent would be second addition etc.

**Engineering Department Comments:** Outlot C and B are not adjacent to public right of way. Layout/design is ok. Sanitary sewer and storm sewer are accessible and at adequate capacity.

**Municipal Utilities Comments:** Standard 6' utility easement along all lot lines. Water is available via 8" lines on 1<sup>st</sup> St. S and Terrace Dr. SW.

**Fire Chief Comments:** There is need for an additional fire hydrant in this area. According to the 2015 Minnesota Fire Code, the hydrant spacing cannot be more than 500 feet for this property. Therefore an additional fire hydrant needs to be placed in the area of Outlot A, where lot 1 and 2 meet. All other fire service needs appear to be met at this time.

**RECOMMENDATION:** Approve preliminary plat with the following conditions:

- A. 6' utility easements shall be added to all lot lines per MUC request.
- B. Fire Hydrant shall be added as per the Fire Chief's comments.
- C. Copies of the private agreements for any shared private drives and stormwater retention ponds for Outlots shall be provided to the City prior to recording and shall be recorded at same time as plat recording.

**WILLMAR MUNICIPAL UTILITIES MINUTES**  
**MUNICIPAL UTILITIES AUDITORIUM**  
**AUGUST 14, 2017**

The Municipal Utilities Commission met in its regular meeting on Monday, August 14, 2017 at 11:45 a.m. in the Municipal Utilities Auditorium with the following Commissioners present: Carol Laumer, Justin Mattern, Abdirizak Mahboub, Nathan Weber, Dan Holtz, Bruce DeBlicek, and Ross Magnuson.

Others present at the meeting were: General Manager John Harren, Director of Finance Denise Runge, Power Supply Manager Chris Carlson, Power Resources Analyst Michelle Marotzke, Facilities & Purchasing Supervisor Kevin Marti, Staff Electrical Engineer Jeron Smith, Customer Service Supervisor Stacy Stien, Energy Services/Marketing Rep Mary Kosbab, Water & Heating Supervisor Joel Braegelman, Administrative Secretary Beth Mattheisen, City Councilmember Shawn Mueske, WC Tribune Journalist Shelby Lindrud, and Attorney Robert Scott (via teleconference).

Commissioner Laumer (President) opened the meeting by requesting 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 DeBlicek seconded.

**RESOLUTION NO. 26**

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

- ❖ Minutes from the July 24, 2017 Commission meeting; and,
- ❖ Bills represented by vouchers No. 171315 to No. 171428 and associated wire transfers inclusive in the amount of \$1,305,041.50.

Dated this 14<sup>th</sup> day of August, 2017.

\_\_\_\_\_  
President

Attest:

\_\_\_\_\_  
Secretary

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

Commissioner Weber (Vice Chair) reviewed with the Commission the minutes from the July 24<sup>th</sup> WMU Labor Committee meeting (see attached). The main topic of discussion focused on a recent discovery concerning the application of summer commodity charges. Following a review of the minutes, Commissioner Weber offered a motion to approve the minutes of the July 24<sup>th</sup> WMU Labor Committee meeting as presented. Commissioner Mattern seconded the motion which carried by a vote of seven ayes and zero nays.



General Manager Harren informed the Commission that a meeting to discuss various issues of interest between WMU and the City of Willmar staff members had been conducted on July 20<sup>th</sup>. Harren provided a recap of the discussion held between the two entities. Topics discussed included: 1) Utility Improvement Charge Fee; 2) water main replacement costs; 3) City of Willmar Water Management Plan; 4) WMU utility rates; 5) Intragovernmental Transfer (PILOT); 6) electric, water and wastewater billing descriptions; 7) distributed generation; 8) pole attachments; and, 9) downtown street lighting. The meeting proved to be both informative and beneficial in planning for future projects and needs (i.e. budgeting). City Councilmember Mueske commented on the positive direction these meetings/communications have on current and future coordinated efforts by the two entities. As a reminder, Mueske further stated that any future revisions related to the City Charter would need to be presented to the City Charter Commission.

Facilities & Purchasing Supervisor Marti reviewed with the Commission the updated Strategic Planning Progress Report (SWOT Analysis). This newly approved (May 22<sup>nd</sup>) SWOT Analysis includes 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 components of the listing are: 1) Customer Relations; 2) Facility; 3) Financial Policies; 4) Operations; 5) Organization; and, 6) Power Supply. The analysis also lists departmental assignments, target completion dates, and additional notes. The Commission will be provided periodic (quarterly) updates. Following discussion, Commissioner Laumer expressed the Commission's appreciation to Staff for their time and efforts spent in keeping the Strategic Plan moving forward in a positive manner. Marti further acknowledged the efforts of Power Resources Analyst Marotzke for her expertise in documenting and presenting of the analysis.

Following the SWOT Analysis discussion, Commissioner Holtz requested staff to provide the web site information to obtain audio recordings of MUC meetings. Energy Services/Marketing Rep Kosbab informed the Commission that the audio recordings are available on the City of Willmar's website. Further instructions will be provided.

Facilities & Purchasing Supervisor Marti requested input from the Commission regarding the upcoming WMU Facilities Tour/MUC Meeting scheduled for August 28<sup>th</sup> (i.e. scheduling preference, route selection, timeline, etc.). A preliminary tour route was reviewed. In the past, the tours have proven beneficial for the Commissioners to get both a visual and hands-on insight when addressing issues of concerns regarding current and future Utility projects.

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

1. June 2017 Financial Reports (Director of Finance Runge)
2. May & June 2017 Power Supply Report (Power Resources Analyst Marotzke)
3. July 2017 Wind Turbine Report (Staff Electrical Engineer Smith)

General Manager Harren requested the Commissioners to provide input regarding their intentions for reappointment to the Commission. Currently, two Commissioners' terms which will expire at the end of 2017 (both terms are eligible for reappointment). Commissioners were requested to provide their intentions to either Commissioner Laumer or General Manager Harren.

Commissioner Laumer presented the Commission with a recap of her recent attendance at the APPA Policy Makers Council (PMC) Summer Meeting in Washington, DC (July 17-19). The PMC assists in maintaining strong relationships with the congressional delegation (i.e. legislative/regulatory issues related to public power). Among the topics of discussion were: 1) tax

exempt municipal bonds; 2) Federal Power Program; 3) salty/chloride discharge (possible grants available?); and, 4) pole attachment issues. Laumer expressed her appreciation to the Commission for allowing her the opportunity to attend and meet with congressional staff members and delegates.

General Manager Harren informed the Commission that meetings of both the WMU Planning and Labor Committees have been scheduled. The Planning Committee will meet on Monday, August 21<sup>st</sup> @ 11:30 a.m. with the main focus of discussion to be a review of the preliminary 2018 WMU Budget. The Labor Committee will meet on Thursday, August 31<sup>st</sup> @ 9:00 a.m. to discuss the following topics: 1) Employee Performance Policy; 2) Power Plant staffing; and, 3) Power Plant operations.

General Manager Harren informed the Commission that employee Cultural/Diversity Training will be held for all MUC employees on Tuesday, August 15<sup>th</sup> (WMU Auditorium). Two sessions will be held (10:00 a.m. and 1:00 p.m.) to allow for all employees to attend.

For information: Upcoming meetings/events to note include:

- WMU Planning Committee Meeting – August 21 @ 11:30 a.m.
- MMUA Summer Conference – August 21-23 (Madden’s Resort – Brainerd)
- WMU Labor Committee Meeting – August 31 @ 9:00 a.m.
- Public Power Week – Oct. 1-7
  - Annual WMU Open House – Oct. 3 @ Willmar Civic Center (4:30-6:00 p.m.)

There being no further business to come before the Commission, Commissioner Laumer declared the meeting adjourned at 12:32 p.m.

Respectfully Submitted,

WILLMAR MUNICIPAL UTILITIES

---

Beth Mattheisen  
Administrative Secretary

ATTEST:

---

Abdirizak Mahboub, Secretary



## WILLMAR MUNICIPAL UTILITIES

### MUC Labor Committee Meeting Minutes Monday, July 24, 2017 – 12:02 p.m.

Attendees: Commissioners Nathan Weber & Ross Magnuson, General Manager John Harren, Director of Finance Denise Runge, and Administrative Secretary Beth Mattheisen.

Committee Vice Chair Weber called the meeting to order at 12:02 p.m.

\*\*\*\*\*

#### **AGENDA ITEM:**

#### **➤ Discussion regarding billing issue:**

General Manager Harren informed the Committee of a recent discovery with the application of the summer commodity charges to the water customers. Five billing cycles were process with the winter rate which resulted in reduced charges to the customer or a reduction in revenue to the water department of approximately \$50,000. It was the consensus that the utility will absorb the reduction in revenue. Director of Finance Runge presented a recap of the investigation of the recent incident and actions within the department which resulted in a negative impact on the Utility. Considerable discussion ensued regarding functions and activities within the department, including further limiting access to specific (restricted) areas and checks and balances.

#### **Action:**

Following discussion, it was the consensus of the Labor Committee to direct General Manager Harren to contact Attorney Frank Madden (WMU Labor Attorney) to request his input and recommendations related to this situation. Upon receipt of the information supplied by Attorney Madden, the Labor Committee will be asked to meet to readdress the matter and to determine the best direction to pursue.

#### **Adjournment:**

There being no further business to come before the MUC Labor Committee, Commissioner Weber offered a motion to adjourn the meeting at 12:50 p.m. Commissioner Magnuson seconded the motion which carried by a vote of two ayes and zero nays.

**LG220 Application for Exempt Permit**

An exempt permit may be issued to a nonprofit organization that:

- conducts lawful gambling on five or fewer days, and
- awards less than \$50,000 in prizes during a calendar year.

If total prize value for the year will be \$1,500 or less, contact the Licensing Specialist assigned to your county.

**Application fee (nonrefundable)**  
If the application is postmarked or received 30 days or more before the event, the application fee is **\$50**; otherwise the fee is **\$100**.

**Organization Information**

Organization Name: **Pheasant's Forever Kandiyohi County #2** Previous Gambling Permit Number: **X-03697-17-014**

Minnesota Tax ID Number, if any: **41-1429149** Federal Employer ID Number (FEIN), if any:

**Type of Nonprofit Organization (check one):**

Fraternal  Religious  Veterans  Other Nonprofit Organization

Mailing Address: **Box 732** City: **Willmar** State and Zip: **MN, 56201** County: **Kandiyohi**

Name of Chief Executive Officer (CEO): **Kevin Ochsendorf, President** Daytime Phone: **320-212-2412** Email: **kiochs@yahoo.com**

**Nonprofit Status**

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

**Nonprofit Articles of Incorporation OR a current Certificate of Good Standing.**  
Don't have a copy? This certificate must be obtained each year from:

Minnesota Secretary of State  
Business Services Division  
60 Empire Drive, Suite 100  
St. Paul, MN 55103  
Phone: 651-296-2803

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

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

**Gambling Premises Information**

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

**Willmar VFW Post #1639 (drawing location for Pheasants Forever raffle)**

Address (do not use PO box): **1108 E Hwy 12** City or Township: **Willmar** Zip Code: **56201** County: **Kandiyohi**

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

**October 30, 2017**

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

Bingo\*  Paddlewheels\*  Pull-Tabs\*  Tipboards\*

Raffle (total value of raffle prizes awarded for the year: \$ 35,968.87)

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

To find a licensed distributor, go to [www.mn.gov/gcb](http://www.mn.gov/gcb) and click on *Distributors* under the **LIST OF LICENSEES**, or call 651-539-1900.

**Local Unit of Government Acknowledgment**

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

The application is acknowledged with no waiting period.

The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).

The application is denied.

Print City Name: City of Willmar

Signature of City Personnel:  
Judith Thompson

Title: City Clerk Date: 8/17/17

**Local unit of government must sign.**

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

The application is acknowledged with no waiting period.

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

The application is denied.

Print County Name: \_\_\_\_\_

Signature of County Personnel: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

**TOWNSHIP (if required by the county).**  
On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.166.)

Print Township Name: \_\_\_\_\_

Signature of Township Officer: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

**Chief Executive Officer's Signature**

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

Chief Executive Officer's Signature: Kevin L. Ochsendorf Date: 8-16-17

Print Name: Kevin L. Ochsendorf

**Requirements**

**Complete a separate application for:**

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

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

**Send application with:**

- \_\_\_\_\_ a copy of your proof of nonprofit status, and (on file)
- \_\_\_\_\_ application fee (nonrefundable). If the application is postmarked or received 30 days or more before the event, the application fee is \$50; otherwise the fee is \$100. Make check payable to **State of Minnesota**.

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

**Financial report and recordkeeping required.**  
A financial report form and instructions will be sent with your permit, or use the online fill-in form available at [www.mn.gov/gcb](http://www.mn.gov/gcb).

Within 30 days of the event date, complete and return the financial report form to the Gambling Control Board. Your organization must keep all exempt raffle records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).

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

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

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

# LG220 Application for Exempt Permit

An exempt permit may be issued to a nonprofit organization that:

- conducts lawful gambling on five or fewer days, and
- awards less than \$50,000 in prizes during a calendar year.

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

### Application Fee (non-refundable)

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

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

## ORGANIZATION INFORMATION

Organization Name: Willmar Lakes Area Convention & Visitors Bureau Previous Gambling Permit Number: \_\_\_\_\_

Minnesota Tax ID Number, if any: 8181228 Federal Employer ID Number (FEIN), if any: 41-0614425

Mailing Address: 2104 East Highway 12

City: Willmar State: MN Zip: 56201 County: Kandiyohi

Name of Chief Executive Officer (CEO): Beth Fischer

Daytime Phone: 320-231-0280 ext. 1 Email: bfischer@willmarlakesarea.com

## NONPROFIT STATUS

Type of Nonprofit Organization (check one):

Fraternal       Religious       Veterans       Other Nonprofit Organization

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

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

**A current calendar year Certificate of Good Standing**  
Don't have a copy? Obtain this certificate from:  
MN Secretary of State, Business Services Division  
60 Empire Drive, Suite 100  
St. Paul, MN 55103  
Secretary of State website, phone numbers:  
[www.sos.state.mn.us](http://www.sos.state.mn.us)  
651-296-2803, or toll free 1-877-551-6767

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

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

## GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): Willmar Conference Center (Fishing Opener Event)

Physical Address (do not use P.O. box): 240 23rd Street SE

Check one:  
 City: Willmar Zip: 56201 County: Kandiyohi  
 Township: \_\_\_\_\_ Zip: \_\_\_\_\_ County: \_\_\_\_\_

Date(s) of activity (for raffles, indicate the date of the drawing): May 12, 2018

Check each type of gambling activity that your organization will conduct:  
 Bingo       Paddlewheels       Pull-Tabs       Tipboards  
 Raffle (total value of raffle prizes awarded for the calendar year, including this raffle: \$35,000.00)

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

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

<p style="text-align: center;"><b>CITY APPROVAL</b> for a gambling premises located within city limits</p> <p><input checked="" type="checkbox"/> The application is acknowledged with no waiting period.</p> <p><input type="checkbox"/> The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).</p> <p><input type="checkbox"/> The application is denied.</p> <p>Print City Name: <u>City of Willmar</u></p> <p>Signature of City Personnel: <u>Judy Thompson</u></p> <p>Title: <u>City Clerk</u> Date: <u>8/12/17</u></p> <div style="border: 1px solid black; padding: 5px; text-align: center; margin-top: 10px;"> <p><b>The city or county must sign before submitting application to the Gambling Control Board.</b></p> </div>	<p style="text-align: center;"><b>COUNTY APPROVAL</b> for a gambling premises located in a township</p> <p><input type="checkbox"/> The application is acknowledged with no waiting period.</p> <p><input type="checkbox"/> The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.</p> <p><input type="checkbox"/> The application is denied.</p> <p>Print County Name: _____</p> <p>Signature of County Personnel: _____</p> <p>Title: _____ Date: _____</p> <p><b>TOWNSHIP (if required by the county)</b> On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.213.)</p> <p>Print Township Name: _____</p> <p>Signature of Township Officer: _____</p> <p>Title: _____ Date: _____</p>
--	---

**CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)**

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

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

Print Name: \_\_\_\_\_

<b>REQUIREMENTS</b>	<b>MAIL APPLICATION AND ATTACHMENTS</b>
---------------------	---

**Complete a separate application for:**

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

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

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

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

**Mail application with:**

\_\_\_\_\_ a copy of your proof of nonprofit status, and  
\_\_\_\_\_ application fee (non-refundable). If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**. Make check payable to **State of Minnesota**.

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

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

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



### Application for Appointment to City Board/Committee/Commission

Please indicate the Board/Committee(s)/Commission(s) to which you are interested in being appointed. (If more than one, please number in order of choice.)

- \_\_\_\_\_ Airport Commission (meets monthly)
- \_\_\_\_\_ Cable Advisory Board (meets as needed)
- \_\_\_\_\_ Charter Commission (meets as needed)
- \_\_\_\_\_ Community Education & Recreation Advisory Board (meets monthly)
- \_\_\_\_\_ City/County Economic Development Operations Board (meets monthly)
- \_\_\_\_\_ Housing and Redevelopment Authority (meets monthly)
- \_\_\_\_\_ Human Rights Commission (meets as needed)
- \_\_\_\_\_ Municipal Utilities Commission (meets bi-monthly)
- \_\_\_\_\_ Pioneerland Library System Board (meets monthly)
- \_\_\_\_\_ Planning Commission (meets bi-monthly)
- \_\_\_\_\_ Police Civil Service Commission (meets first Monday in February each year and on as-needed basis thereafter)
- \_\_\_\_\_ Rice Memorial Hospital (meets bi-monthly)
- \_\_\_\_\_ Willmar Convention and Visitors Bureau
- \_\_\_\_\_ Zoning Appeals Board (meets monthly)
- \_\_\_\_\_ Ad hoc Task Forces (will be posted and will meet on an as-needed basis)

#### Applicant Information

Name: Christopher Frank Date of Application: 7/28/17

Address: 1400 16th St. SW, Willmar, MN 56201 Phone No. (320) 905-2241  
(Certain Boards and Commissions may require that you are a resident of the City of Willmar)

Email: chris@franklawpa.com

What prompted you to make application for a citizen committee? Heard experienced help was needed

Briefly tell us why you want to serve on this Board/Committee/Commission:  
I have property experience and desire to help the city/community



List any special background or experience you have which would be helpful to this Board/Committee/Commission:

Practice in the field of Real Property through Law office

---

List your educational background: B.S. - Accounting @ SCSU

J.D. @ Ohio Northern University

---

List any social, fraternal, patriotic, governmental, or service organizations, which you have or currently are serving on:

MN BAR Assoc., U.S. Bar Assoc., OH BAR Assoc.

---

If you are employed, please provide the name and address of your employer and your position:

Frank Law Office, P.A., 401 - 5th St. SW, Willmar, MN 56201

---

Please return completed application to:

Mayor's Office  
333 SW 6<sup>th</sup> Street  
Willmar, MN 56201

Or fax completed forms to:

(320) 235-4917

**Application for Appointment to  
City Board/Committee/Commission**

Please indicate the Board/Committee(s)/Commission(s) to which you are interested in being appointed. *(If more than one, please number in order of choice.)*

- Airport Commission (meets monthly)
- Cable Advisory Board (meets as needed)
- Charter Commission (meets as needed)
- Community Education & Recreation Advisory Board (meets monthly)
- City/County Economic Development Operations Board (meets monthly)
- Human Rights Commission (meets as needed)
- Municipal Utilities Commission (meets bi-monthly)
- Pioneerland Library System Board (meets monthly)
- Planning Commission (meets bi-monthly)
- Police Civil Service Commission (meets first Monday in February each year and on as-needed basis thereafter)
- Rice Memorial Hospital (meets bi-monthly)
- Willmar Convention and Visitors Bureau
- Zoning Appeals Board (meets monthly)
- Ad hoc Task Forces (will be posted and will meet on an as-needed basis)

**Applicant Information**

Name: Osman M. Jibril Date of Application: 06/05/17

Address: 700 27<sup>th</sup> Ave SW Phone No. 651-492-4353

(Certain Boards and Commissions may require that you are a resident of the City of Willmar)

Email: osmanjibril7@gmail.com

What prompted you to make application for a citizen committee? *(i) Build Valuable networks and relationships in between my Community and the City of Willmar.*

*(ii) I am an active Community Member with a background in human service and would love the chance to give back by leading /serve the Community.*

Briefly tell us why you want to serve on this Board/Committee/Commission:

*I am Confident and you will find me a good fit for your needs as a human rights board Member or any other departments board Member/ Positions*

List any special background or experience you have which would be helpful to this Board/Committee/Commission:

*improve quality of development, provide service in to My Community, and also Volunteer the Community needs and Community Programs.*

List your educational background: *4 Years Degree in Public Administration and Political Science*

List any social, fraternal, patriotic, governmental, or service organizations, which you have or currently are serving on:

*Coach of Willmar Somali Youth Soccer team.*

If you are employed, please provide the name and address of your employer and your position:

*Lloyd Management 1820 Becker Ave SE Willmar MN 56201.*

*Assistant Property Manager*

Please return completed application to: Mayor's Office  
333 SW 6<sup>th</sup> Street  
Willmar, MN 56201

Or fax completed forms to: (320) 235-4917

April 12, 2017

Osman Mohamud Jibril  
700 27<sup>th</sup> Ave SW  
Willmar MN 56201  
Phone: 651-492-4353  
[Osmanjibril7@gmail.com](mailto:Osmanjibril7@gmail.com)

Dear: Calvin

***RE: Human Rights Commission Member:***

I would like to show my interest in joining the Human Rights Board Member in Willmar MN. My qualification has perfectly fulfilled the requirement that you are looking for in the candidate, which is why I believe that I am an excellent candidate to be a part of the Board Member because of My Excellent Management Kills and my bilingual Languages. Please allow me to highlight my skills and competencies as they related to the position requirements.

- I Posses more than 9 years wide -ranging experience in Management Field
- Proven computer skills with an in-depth knowledge of MS Word, Excel and Power point
- Excellent Verbal and written communication skills used to successfully develop presentation,
- Recognized as a resourceful problem-solver who is able to efficiently collect and analyze information to find workable solution
- Strong organizational and planning skills ensure that I am able to accurately and consistently meet multiple project deadlines
- Hard worker who has built confidence and trust at all levels
- A committed team member who is known to go the extra mile

The depth of experience I can offer will contribute to the Department and I have the opportunity to help the City to the top of the field.

I firmly believe that I can make a positive contribution to the Human Rights Department and I have enclosed my resume to provide more information on my skills and experience. I would welcome the opportunity to meet with you for an in-depth discussion and I will make myself available at your first convenience.

Thank you for your review and consideration. I look forward to hearing from you soon. Please fill free to contact me at my cellphone, which is (651) 492-4353, or via email at [osmanjibril7@gmail.com](mailto:osmanjibril7@gmail.com)

Sincerely  
Osman Mohamud Jibril

## OSMAN MOHAMUD JIBRIL

700 27<sup>th</sup> Ave SW ▪ Willmar MN 56201 (USA)

Phone: 651-492-4353 ▪ Osmanjibril7@gmail.com

---

### SUMMARY OBJECTIVE

Management Professional with a focus towards safety, policy and procedural compliance and personnel training within diverse environments. Strong ability to successfully supervise work with a well-established dynamic, progressive, and successful organization that will offer outstanding opportunities for career development in challenging, multi-cultural, and multi-tasking Environments. Languages: English, Somali, Kiswahili and Arabic .

### CORE COMPETENCIES

- Reporting and Communication
- Managing Quality
- Risk Management
- Compliance
- Ethical Standards
- Strategic Analysis
- Prioritization
- Gap Identification
- Forecasting
- Clear Direction
- Decision Frameworks
- Project Improvement
- Team Leadership
- Performance Appraisals
- Mentoring and Coaching
- Microsoft Office Suite

### PROFESSIONAL EXPERIENCE

Lloyd Managements

02/09/2016 to Present

Site Assistance Manager (Part time 15-20 hours a week)

- Complied with the Cardinal Manor, Build Policy and Procedures.
- Worked with Site Manager, supervised all sub-contractors and trades relating to logistic management, field/financial.
- Ensured working methods were performed correctly.
- Complied with Assistant Site Manager's responsibilities as laid down in the Group's Health, Safety & Environment Policy, completed the relevant documentation on a weekly/monthly basis and encouraged safe working practices on site. At all times complied with company policies, procedures and instructions.
- Implemented new ideas and methods and continued to seek ways of both improving
- Contributed to the organization's goals and enhancing the reputation of the company.
- Leased with Sales department and customers to ensure the highest possible Customer Care performance/ satisfaction and completed all relevant inspections and documentation.

Family Care Transportation

12/25/2015 to 06/15/2016

Regional Manager (Full time 40+ hours a week)

- Managed the regional office of Family Care Transportation in Willmar MN, and served as a trusted leader.
- Quickly earned the respect of the state, providers, staff and other stakeholders by being a point of contact who was directly available to Willmar MN via phone and email and extremely responsive.
- Developed an active provider network that was qualified and responsive; visited transportation providers to ensure quality of service, compliance and proper capacity.
- Handled all fiscal obligations including startup costs and ongoing budget responsibilities; worked with accounting and company leadership to align business model with profitability.
- Demonstrated excellence in the delivery of all necessary reporting, contracted tasks and administrative requirements; scheduled and performed periodic audits.
- (Continued Family Care Transportation)
- Communicated goals, guided team activities, developed employee skill sets, and delivered results
- Anticipated and attacked problems before they occurred; never settled for satisfactory but always strived for extraordinary.

## OSMAN MOHAMUD JIBRIL, PAGE 2

USDA / FSIS

11/04/2012 to 10/05/2013

### Food Safety Inspector (Full time Temporary 40+ hours a week)

- Inspected and tested horticultural product or livestock to detect harmful diseases, chemical residues, or infestations and to determine the quality of products or animals.
- Inspected food products and processing procedures to determine whether the product was safe to eat or not.
- Collected samples from animals, plants or products and routed them to laboratories for microbiological assessments, ingredient verification or other testing's.
- Verified that transportation and handling procedures meet regulatory requirements.
- Provided consultative service in areas such as equipment or product evaluation, plant construction or layout, or food safety system.
- Monitored the operations and sanitary conditions of slaughtering or meat processing plant.
- Reviewed and monitored foreign product inspection systems in countries of origin to ensure equivalence to the U.S system.

Jennie-o Turkey Store Willmar MN

07/24/2006 to 08/26/2011

### Production Supervisor (Full time 40+ hours a week)

- Made sure that people were safe and produced safe products.
- Assisted in the establishment of the annual operating budget for the department.
- Maintained employee's morale by spending 75% of my time on the production floor during production time.
- Recommended and implemented of improvement to increase safety, productivity and yield of the department.

### Quality Assurance QA Technician at Jennie-o Turkey Store (Full time 40+ hours a week)

- Perform QA duties under the HACCP Regulations
- Perform Pre-operation inspection before the start of production as per SSOP Policies
- Monitor temperatures limits and all other critical control points regulated under the HACCP Plan
- Do calibrations on the metal detectors as per HACCP Plan

### **LEADERSHIP AND VOLUNTEERING**

2006 – Present: Willmar Minnesota and Surroundings Somali Youth, Board Member.

2007 – Present: Member of Founders and the President of youth Soccer Team in Willmar Minnesota

2008 – Present: I Volunteer Interpreter Services, in the following sectors Such as, Government Offices, Public health Services, Schools, Family Services and So many other Places to cover the community needs.

2015 – Present: Member of Founders and the chairman of Kandiyohi Immigrant Community center (KICC) Willmar Minnesota.

### **ADVANCED PERSONNEL TRAINING**

- |                                  |  |                                |
|----------------------------------|--|--------------------------------|
| - Management Trainings           | - Medical and public health training   | - Fire extinguisher's Training |
| - Peace and Development Training | - HACCP, SSOP, RAM and CCP training    | - Safety training              |
| - Multicultural Trainings        | - Meat Science and technology training |                                |
| - CPR and First Aid training     |  |                                |

### **EDUCATION**

Egerton University Kenya – Bachelor Degree in Public Administration & Political Science

Dagahaley Secondary School – Dagahaley Kenya



# WILLMAR

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

## CITY COUNCIL AGENDA REPORT

<b>To: Mayor and City Council</b>	<b>Date: August 21, 2017</b>
<b>From: Judy R. Thompson City Clerk</b>	<b>Subject: The Barn Theatre On-Sale Intoxicating 3.2% Liquor License</b>

**AGENDA ITEM:** The Barn Theatre On-Sale Intoxicating 3.2% Liquor License

**INTRODUCTION/REQUEST:** Approve The Barn Theatre On-Sale Intoxicating 3.2% Liquor License through the fiscal year ending April 25, 2018.

**HISTORY:** Willmar Community Theatre Inc. dba The Barn Theatre located at 321 4<sup>th</sup> Street SW has held an On-Sale Wine Liquor License since April 2010. The Barn Theatre is also requesting to hold an On-Sale Intoxicating 3.2% Liquor License. Sally Carlson is the Resident Manager for this establishment.

The Police Department has recommended approval of this license per their investigation of the establishment.

**CURRENT CIRCUMSTANCE:** N/A

**RECOMMENDATION:** Approve The Barn Theatre On-Sale Intoxicating 3.2% Liquor License

**ISSUES:** N/A

**FINANCIAL IMPACT:** \$150.00

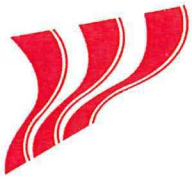
**ALTERNATIVE:** N/A

**RECOMMENDED MOTION:** Approve The Barn Theatre On-Sale Intoxicating 3.2% Liquor License on a Roll Call vote

**REVIEWED BY:** Ike Holland, City Administrator

**WORK SESSION DATE:**

**COUNCIL MEETING DATE:** August 21, 2017      X   **CONSENT AGENDA**           **AGENDA**



# WILLMAR

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

## CITY COUNCIL AGENDA REPORT

<b>To: Mayor and City Council</b>	<b>Date: August 21, 2017</b>
<b>From: Megan M. DeSchepper</b>	<b>Subject: State of MN Airport Maintenance &amp; Operation Grant Contract Fiscal Years 2018/2019</b>

**AGENDA ITEM:** State of MN Airport Maintenance & Operation Grant Contract Fiscal Years 2018/2019

**INTRODUCTION/REQUEST:** State Project Number A3401-MO18 & 19 MnDot Contract # 1028922 is an annual financial assistance grant from the state for airport maintenance and operations activities. Each fiscal year the City will receive \$54,863.00 totaling \$109,726 for the total two years. The City receives up to 75% of eligible costs incurred during the time of the contract.

**HISTORY:** The City has received these grants annually and when more funding is available the State has increased the funds. Historically the City spends more than it receives from the state in maintenance and operation activities.

**CURRENT CIRCUMSTANCE:** Staff submits quarterly reports of invoices and costs associated with eligible maintenance and operations activities for reimbursement.

**RECOMMENDATION:** Staff recommends approval of the resolution to authorize execution of MN Department of Transportation Airport Maintenance and Operation Grant Contract.

**ISSUES:** N/A

**FINANCIAL IMPACT:** This assistance from the state alleviates some of the cost burden of airport maintenance and operations.

**ALTERNATIVES:**

1. Hold action for further information.
2. Approve the resolution authorizing grant execution.



3. Deny grant for free financial assistance.

**RECOMMENDED MOTION:** Motion to approve resolution to execute Minnesota Department of Transportation Airport Maintenance and Operation Grant Contract.

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

**WORK SESSION DATE:** N/A

**COUNCIL MEETING DATE:** August 21, 2017

RESOLUTION NO. \_\_\_\_

**RESOLUTION AUTHORIZING EXECUTION OF  
MINNESOTA DEPARTMENT OF TRANSPORTATION  
AIRPORT MAINTENANCE AND OPERATION GRANT CONTRACT**

Motion By: \_\_\_\_\_ Second By: \_\_\_\_\_

BE IT RESOLVED by the City Council of the City of Willmar that the State of Minnesota Contract Number 1028922 "Airport Maintenance and Operation Grant Contract," at the Willmar Municipal Airport is accepted.

The Mayor and City Administrator are authorized to execute this agreement and any amendments on behalf of the City of Willmar.

Dated this 21st day of August, 2017

\_\_\_\_\_  
MAYOR

Attest:

\_\_\_\_\_  
CITY CLERK



**STATE OF MINNESOTA  
AIRPORT MAINTENANCE AND OPERATION GRANT CONTRACT**

**State Project Number (S.P.): A3401-MO18**

**State Project Number (S.P.): A3401-MO19**

This contract is between the State of Minnesota, acting through its Commissioner of Transportation (“Grantor”) and **City of Willmar** acting through its **City Council** (“Grantee”).

**RECITALS**

---

1. Minnesota Statutes §§360.015 and 360.305 authorize Grantor to provide financial assistance to airports for maintenance and operation activities.
2. Grantee owns, operates, or controls an airport (“Airport”) in the state system, and Grantee desires financial assistance from the Grantor for maintenance and operation activities for State Fiscal Year 2018 and State Fiscal Year 2019.
3. Grantee assures the Grantor that Grantee will operate and maintain the airport according to the duties and obligations set forth in this Contract.

**CONTRACT TERMS**

---

**1. Term of Contract and Survival of Terms**

- 1.1 **Effective Date:** This contract will be effective on the date Grantor obtains all required signatures under Minnesota Statutes §16C.05, subdivision 2.
- 1.2 **Expiration Date:** This contract will expire on June 30, 2019 or when all obligations have been satisfactorily fulfilled, whichever occurs first.
- 1.3 **Survival of Terms:** All clauses which impose obligations continuing in their nature and which must survive in order to give effect to their meaning will survive the expiration or termination of this contract, including, without limitation, the following clauses: 9. Indemnification; 10. State Audits; 11. Government Data Practices; 13. Governing Law, Jurisdiction and Venue; and 14. Data Disclosure.

**2. Grantee’s Duties**

- 2.1 Grantee will operate and maintain the Airport in a safe, serviceable manner for aeronautical purposes only for the use and benefit of the public.
- 2.2 The Grantee will keep the runway and the area around the lights mowed at the Airport. The grass must be mowed at least 7 feet beyond the lights, and the grass must not exceed 6 inches in height on the landing area.
- 2.3 If the Airport remains operational during the winter months, the Grantee will keep at least one runway, associated taxiway, and apron area cleared of snow and ice to the same priority as arterial roads. Snow banks must be limited in height so that aircraft wings, engines, and propellers will clear them. Landing strip markers and/or lights must remain visible.
- 2.4 If the Grantor contracts for the periodic paint striping of the Airport’s runways and taxiways during the term of this Contract, the Grantee will cooperate with the marking operation. The Grantee must coordinate seal coat pavement maintenance projects with the State to maximize the pavement marking life.
- 2.5 The Grantee will allow a representative of the Grantor’s Office of Aeronautics access to any area of the Airport necessary for the purpose of periodic inspections.

**3. Grantor’s Assurances**

- 3.1 In accordance with Minnesota Statutes § 360.305, subdivision 4, Grantee assures the Grantor that Grantee will operate and maintain the Airport in a safe, serviceable manner for aeronautical purposes only for the use and

benefit of the public.

3.2 Grantee represents and warrants that Grantor has established a zoning authority for the Airport, and such authority has completed, or is in the process of and will complete, with due diligence, an airport zoning ordinance in accordance with Minnesota Statutes §§ 360.061 to 360.074.

#### 4. **Third-Party Contracting**

4.1 Grantee will comply with all applicable local, state, or federal laws, regulations, policies and procedures in the procurement of goods and services funded in whole or in part under this Contract.

#### 5. **Consideration and Payment**

5.1 **Consideration.** Grantor will pay for all eligible maintenance and operation costs incurred by Grantee under this Contract as follows:

5.1.1 **Basis.** Grantee will be paid for 75% of the eligible maintenance and operation costs not reimbursed by any other source, not to exceed **\$54,863.00** of state aid for each state fiscal year.

5.1.2 **Total Obligation.** The total obligation of Grantor for all compensation and reimbursements to Grantee under this contract will not exceed **\$109,726.00** [Total for both fiscal years] (**\$54,863.00** for FY2018 and **\$54,863.00** for FY2019).

#### 5.2 **Payment**

5.2.1 The Grantee must submit a reimbursement request of its eligible costs to the Director of the Office of Aeronautics on a quarterly basis. The Grantor's Office of Aeronautics will supply the reimbursement request forms which Grantee must submit. Reimbursement requests must be submitted according to the following schedule:

- In October, **No later than November 15**, for the period July 1 through September 30.
- In January, **No later than February 15**, for the period October 1 through December 31.
- In April, **No later than May 15**, for the period January 1 through March 31.
- In July, **No later than August 15**, for the period April 1 through June 30.

The Grantor reserves the right to reject items that may not be eligible for reimbursement.

#### 6. **Conditions of Payment**

6.1 All services provided by Grantee under this contract must be performed to Grantor's satisfaction, as determined at the sole discretion of Grantor's Authorized Representative and in accordance with all applicable federal, state and local laws, ordinances, rules and regulations, including business registration requirements of the Office of the Secretary of State. Grantee will not receive payment for work found by Grantor to be unsatisfactory or performed in violation of federal, state or local law. In addition to the foregoing, Grantee will not receive payment for Airport's failure to pass periodic inspections by a representative of the Grantor's Office of Aeronautics.

#### 7. **Authorized Representatives**

7.1 **Grantor's Authorized Representative.** Grantor's Authorized Representative will be:

Jenny Bahneman, Grants Specialist  
222 East Plato Boulevard  
Saint Paul, Minnesota 55107-1618  
651-234-7240

Grantor's Authorized Representative or his /her successor, will monitor Grantee's performance and has the authority to accept or reject the services provided under this contract. If the Grantee's duties are performed in a satisfactory manner, the Grantor's Authorized Representative will certify acceptance on each reimbursement request submitted for payment.

7.2 **Grantee's Authorized Representative.** Grantee's Authorized Representative will be:

**Megan M. DeSchepper, Planner/Airport Manager**  
**City Office Building, 333 – Sixth Street Southwest, Post Office Box 755, Willmar, MN 56201**  
**320-214-5195**  
**mdeschepper@willmarmn.gov**

If Grantee's Authorized Representative changes at any time during this contract, Grantee must immediately notify Grantor.

**8. Assignment, Amendments, Waiver and Contract Complete**

8.1 **Assignment.** Grantee may neither assign nor transfer any rights or obligations under this contract without the prior consent of Grantor and a fully executed Assignment Contract, executed and approved by the same parties who executed and approved this contract, or their successors in office.

8.2 **Amendments.** Any amendment to this contract must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original contract, or their successors in office.

8.3 **Waiver.** If Grantor fails to enforce any provision of this contract that failure does not waive the provision or Grantor's right to subsequently enforce it.

8.4 **Contract Complete.** This contract contains all prior negotiations and agreements between Grantor and Grantee. No other understanding regarding this contract, whether written or oral, may be used to bind either party.

**9. Indemnification**

9.1 In the performance of this contract by Grantee, or Grantee's agents or employees, Grantee must indemnify, save and hold Grantor, its agents, and employees harmless from any and all claims or causes of action, including reasonable attorney's fees incurred by Grantor, to the extent caused by Grantee's: 1) intentional, willful or negligent acts or omissions; 2) breach of contract or warranty; or 3) breach of the applicable standard of care. The indemnification obligations of this section do not apply if the claim or cause of action is the result of Grantor's sole negligence. This clause will not be construed to bar any legal remedies Grantee may have for Grantor's failure to fulfill its obligation pursuant to this contract.

**10. Grantor Audits**

10.1 Under Minnesota Statutes §16C.05, subdivision 5, Grantee's books, records, documents and accounting procedures and practices relevant to this contract are subject to examination by Grantor, Grantor's Auditor or the Legislative Auditor, as appropriate, for a minimum of six years from the expiration date of this contract.

**11. Government Data Practices**

11.1 Government Data Practices. Grantee and Grantor must comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as it applies to all data provided by Grantor under this contract, and as it applies to all data created, collected, received, stored, used, maintained or disseminated by Grantee under this contract. The civil remedies of Minnesota Statutes §13.08 apply to the release of the data referred to in this clause by either Grantee or Grantor. If Grantee receives a request to release the data referred to in this Clause, Grantee must immediately notify Grantor and consult with Grantor as to how Grantee should respond to the request. Grantee's response to the request must comply with applicable law.

**12. Workers' Compensation**

12.1 Grantee certifies that it is in compliance with Minnesota Statutes §176.181, subdivision 2, pertaining to workers' compensation insurance coverage. Grantee's employees and agents will not be considered Grantor employees. Any claims that may arise under the Minnesota Workers' Compensation Act on behalf of these employees and any claims made by any third party as a consequence of any act or omission on the part of these employees are in no way the Grantor's obligation or responsibility.

**13. Governing Law, Jurisdiction and Venue**

13.1 Minnesota law, without regard to its choice-of-law provisions, governs this contract. Venue for all legal

proceedings arising out of this contract, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

**14. Data Disclosure**

14.1 Under Minnesota Statutes §270C.65, and other applicable law, Grantee consents to disclosure of its social security number, federal employer tax identification number and Minnesota tax identification number, already provided to Grantor, to federal and state agencies and state personnel involved in the payment of grantor obligations. These identification numbers may be used in the enforcement of federal and state laws which could result in action requiring Grantee to file state tax returns and pay delinquent state tax liabilities, if any, or pay other state liabilities.

**15. Termination and Suspension**

15.1 **Termination by Grantor.** Grantor may cancel this contract at any time, with or without cause, upon 30 days' written notice to Grantee. Upon termination, Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed.

15.2 **Termination for Insufficient Funding.** Grantor may immediately terminate this contract if it does not obtain funding from the Minnesota Legislature, or other funding source; or if funding cannot be continued at a level sufficient to allow for the payment of the services covered here. Termination must be by written notice to Grantee. Written notice may be transmitted by electronic means. Grantor is not obligated to pay for any services that are provided after notice and effective date of termination. However, Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. Grantor will not be assessed any penalty if the contract is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds. Grantor must provide Grantee notice of the lack of funding within a reasonable time of Grantor's receiving that notice.

**16. Discrimination Prohibited by Minnesota Statutes §181.59**

16.1 Grantee will comply with the provisions of Minnesota Statutes §181.59 which requires that every contract for or on behalf of the State of Minnesota, or any county, city, town, township, school, school district or any other district in the state, for materials, supplies or construction will contain provisions by which Contractor agrees: 1) That, in the hiring of common or skilled labor for the performance of any work under any contract, or any subcontract, no Contractor, material supplier or vendor, will, by reason of race, creed or color, discriminate against the person or persons who are citizens of the United States or resident aliens who are qualified and available to perform the work to which the employment relates; 2) That no Contractor, material supplier, or vendor, will, in any manner, discriminate against, or intimidate, or prevent the employment of any person or persons identified in clause 1 of this section, or on being hired, prevent or conspire to prevent, the person or persons from the performance of work under any contract on account of race, creed or color; 3) That a violation of this section is a misdemeanor; and 4) That this contract may be canceled or terminated by the state of Minnesota, or any county, city, town, township, school, school district or any other person authorized to grant contracts for employment, and all money due, or to become due under the contract, may be forfeited for a second or any subsequent violation of the terms or conditions of this contract.

**THE BALANCE OF THIS PAGE HAS BEEN INTENTIONALLY LEFT BLANK**

**GRANTOR ENCUMBRANCE VERIFICATION**

Individual certifies that funds have been encumbered as required by Minnesota Statutes § 16A.15 and §16C.05.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

SWIFT Contract (SC) ID No. \_\_\_\_\_

Purchase Order (PO) ID No. \_\_\_\_\_

**DEPARTMENT OF TRANSPORTATION**

By: \_\_\_\_\_  
(with delegated authority)

Title: Assistant Director

Date: \_\_\_\_\_

**GRANTEE**

Grantee certifies that the appropriate person(s) have executed Contracts on behalf of Grantee as required by applicable article bylaws or resolutions.

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**MnDOT CONTRACT MANAGEMENT**

By: \_\_\_\_\_

Date: \_\_\_\_\_

**OFFICE OF FINANCIAL MANAGEMENT-GRANT UNIT  
AGENCY GRANT SUPERVISOR**

By: \_\_\_\_\_

Date: \_\_\_\_\_

**Willmar Lakes Area CVB Board Meeting  
EBO Room of the CVB/Chamber  
Tuesday, April 18, 2017 @ 12:00 Noon**

**Members Present:** Steve Ahmann, Jim Butterfield, Rob Baumgarn, Sue Steinert, Michelle Olson, Craig Edwards, David Feist and Julie Kann

**Members Excused:** Denny Baker, Ken Warner, Judy Thompson, Janet Demuth and Audrey Nelsen

**Members Absent:** Doug Kuehnast, Dave Henle and Art Benson

**Staff Present:** Beth Fischer and Tanya Rosenau

- I. **Call to Order:** Steinert called the meeting to order at 12:18pm.
  - a. **Additions or corrections to the agenda:** There were no additions or corrections.
  - b. **Welcome to Craig Edwards – City of New London Appointee:** It was MSC (m/Olson; s/Butterfield) to approve Craig Edwards as a new member of the board.
  - c. **Self-Introductions:** Self-Introductions were done.
  
- II. **Approve Minutes from the March 21, 2017 Meeting:** It was MSC (m/Butterfield; s/Olson) to approve the minutes from the March 21, 2017 meeting.
  
- III. **Financial Report:** Fischer presented the financial report and reviewed the lodging tax revenues report. It was MSC (m/Feist, s/Kann) to approve the financial report as it was presented.
  
- IV. **Committee Reports & Updates:**
  - a. **Sports Committee:** Baumgarn shared that he's meeting with the WarHawks to hopefully get them to sign a three year lease agreement. They had 450-500 people on average per game. He is also in discussion with the Curling Club on a possible stand-alone facility to the left of the Civic Center. No decisions have been made yet. The Civic Center will be getting a new roof in May. The Ag Show and Builders Home Show were very low in vendors and attendance. The Rebel Camper Show was a huge success. The KWLM Spring Show used both arenas and was a huge success. They have booked for next year already. Life Connections is this weekend, the West Central Tribune's Indoor Garage Sale is May 6 and is down to only one rink. On April 29 there is a 5K Run for Clean Water, May 12 is the Cat Scratch Fever 5K, May 20 is the Cinco de Mayo Family Festival and May 27 is the Memorial Day/Law Day 5K. Baumgarn is getting a CrossFit Tourney this summer at the Civic Center and hopefully booking the Mall Rats Tribute Band in September. Fischer shared that 22 people officially pledged on the website in Kandiyohi County for the 30 Days of Biking in April. Willmar Bikes has led a ride every Saturday in April. The Bicycle Benefits program has been started in Willmar and will soon expand to Spicer and New London. The Mayor's Bike Ride is May 19<sup>th</sup> with the picnic in Spicer this year.
  - b. **Leisure Travel Committee:** Butterfield shared that they met at McKale's Catering to check out their new facility. They recapped the Northwest Sport Show and talked about Tourism Week. Ahmann shared his Kite Flying idea. Community updates included upcoming events at the Kandiyohi County Historical Society, North Breeze Resort is now Diamond Lake Resort, Prairie Wood's Earth Day Celebration is April 22 and the Pavilion will open in mid-May, the Spicer Appreciation Banquet is April 20, the Atwater Area Historical Society Grand opening was April 8-9, the Foxhole Brewhouse will be expanding, a new restaurant called Spurs will be opening in the HUB and Sibley State Park has a new manager.
  - c. **Special Events Committee:** No new business to report.
  - d. **Meetings & Conventions Committee:** Feist shared that they went over the Renewal Conference and MN Rehabilitation Conference and received nice feedback from both. This week we have the BPW Conference and Eagles Convention and next we have the AAUW State Convention. They have decided not to go to Associations North Expo.



- e. **Visitor Guide Committee:** Steinert said the committee met and discussed new ideas for next year's guide. The visitor guides continues to be distributed and all tourism racks have been filled. Lakeside Press has hired a writer to write new editorial for the guide and take pictures to go along with it.

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

- a. **Vision 2040 Update:** No new updates were reported.
- b. **Spicer Commercial Club:** Olson shared that the Spicer Appreciation Banquet is this Thursday, April 20<sup>th</sup>. The social starts at 6pm and the dinner will start at 6:30pm. They are looking for a part-time administrator for the Spicer Commercial Club that would be working out of their home. They are looking forward to patio weather and the Hampton Inn Resort opening up.

- VI. Executive Director Report:** Fischer handed out the report and went over some of the larger events that are coming up. Such as KRA Speedway season opener, Little Crow Ski Team Season Opener, Minnesota Orchestra coming to Willmar, Willmar Car Club Car Show and many more events. She has submitted ads to MN Monthly Ultimate Travel Guide, Little Crow Ski Team program, summer issue of Midwest Meetings and contracted ad space in the West Central Tribune, Lakes Area Review and Fox Sports North. We lost a bid to host the 2018 MN Elk Breeders Convention to Brooklyn Center. She has assisted conventions such as MN Rehabilitation Association Conference, Eagles Convention, AAUW Convention, VFW Baseball Tournament, MN Ducks Unlimited, BPW Conference, Willmar Youth Baseball Tournament and more. A complete copy of the Executive Director's Report is available upon request from the CVB office.

**VII. Other Business:**

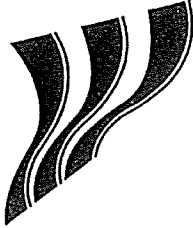
- a. **Destination Playground Build Date:** The date for the CVB Board is Wednesday, May 24<sup>th</sup> from 8am-Noon. Please let Fischer know if you'll be able to attend. Please arrive by 7:45am with proper work clothes on. There will be no meeting in May.
- b. **Word Around the Community:**
  - i. **Baumgarn:** The City Council has approved building new bathrooms at the Civic Center.
  - ii. **Butterfield:** There is a free shredding event April 22<sup>nd</sup> from 10am-Noon at the recycling center and during Earth Week you will receive an additional five cents per pound for aluminum that you bring in.
  - iii. **Edwards:** Goat Ridge opened a new addition this weekend and the hotel is close to being financed.
  - iv. **Ahmann:** There is an event coming up called Wellness in the Woods that is about Suicide Prevention. The AIS Task Force is considering having cameras at accesses to catch those that don't clean their boat. The Railroad WYE has more meetings coming up.
  - v. **Olson:** Olson shared that they have live music scheduled every Sunday.
  - vi. **Kann:** April 26-28 is Battle of Businesses. Volleyball season starts May 7<sup>th</sup> and they are still in need of teams and refs. Kids Bowl Free Program kicked off this month. They have contracted Cardinal Place to come bowl for six weeks this summer. They have hired a new marketing person, Veronica Collins. Willmar Senior High will have their Post-Prom event there on May 5<sup>th</sup>. The third chapter of BNI has started and takes place Tuesday mornings at 8:30am.
  - vii. **Feist:** Feist shared that his son is going to state for speech this weekend. The Hampton Inn is coming along well and will open in less than a month.
- c. **Other:** Ahmann asked if the CVB money could be used for cameras for the lakes. Fischer replied that the lodging money needs to be used for marketing the area as a travel destination.
- d. **Next Meeting Date:** The next meeting will be held on June 20, 2017.

**VIII. Adjournment:** Steinert adjourned the meeting at 1:00pm.

Respectfully Submitted by,

Tanya Rosenau, Administrative Assistant

Willmar Lakes Area Convention & Visitors Bureau



City of Willmar  
**CONVENTION & VISITORS BUREAU**  
**Balance Sheet as of July 31, 2017**  
(As of 08/07/17)

**Assets**

Cash	\$ 22,415.63
Petty Cash	50.00
Investments	206,392.05
Taxes Receivable	-
Accounts Receivable	-
Prepaid Expenses	1,622.59
Interest Receivable	-

**Total Assets** \$ 230,480.27

**Liabilities**

Accounts Payable	\$ -
Due to General Fund	-
Due to Capital Improvements	-

**Total Liabilities** -

**Fund Balance**

Restricted Fund Balance - Prepaid Expenses	7,495.58
Committed Fund Balance - CVB	30,544.27
Assigned Fund Balance - Petty Cash/CVB	50.00
Assigned Fund Balance - CVB	192,390.42

**Total Fund Balance** 230,480.27

**Total Liabilities & Fund Balance** \$ 230,480.27





City of Willmar  
**CONVENTION & VISITORS BUREAU**  
**COMPARATIVE INCOME STATEMENT**  
**For the Period Ended July 31, 2017**  
**(As of 08/07/17)**

	<u>Budget</u>	<u>2017 Actual</u>	<u>2016 Actual</u>
<b><u>Revenues</u></b>			
Lodging Receipts	\$ 190,000.00	\$ 98,867.98	\$ 95,315.77
State Tourism Grant	7,000.00	5,828.00	4,235.00
Kandiyohi County	14,500.00	-	-
Kandiyohi Co. Tourism Phone Reim	1,000.00	-	-
Kandiyohi Co. Tourism Partnerhip	34,000.00	34,000.00	34,000.00
Advertising Sales	2,000.00	1,280.75	-
Miscellaneous	-	-	-
Interest Earnings	3,000.00	1,550.45	2,077.33 *
Market Value Increase (Decr)	-	1,343.78 *	3,581.94 *
Refunds & Reimbursements	3,000.00	685.37	4,498.11 *
<b>Total Revenues</b>	<b>254,500.00</b>	<b>143,556.33</b>	<b>143,708.15</b>
<b><u>Expenditures</u></b>			
<b>Operating</b>			
Full Time Exec Director Salary	95,000.00	34,635.94	40,234.72
Temporary Employee Salaries	-	-	-
Benefits and Taxes	22,000.00	9,452.47	10,204.22
Office Supplies/Copies	3,000.00	265.43	313.11
Small Tools	1,000.00	-	79.15
Postage	1,500.00	417.69	310.84
Mtce. of Equipment	1,000.00	326.50	-
Mtce. Of Structures	-	-	-
General Supplies	2,200.00	300.00	335.81
Telephone/Fax	7,000.00	3,036.67	3,918.49
Printing & Publishing	4,000.00	371.00	990.00
Travel/Lodging/Dues	6,500.00	3,132.48	2,913.48
Mtce. of Equipment	2,000.00	86.38	74.25
Other Services	-	406.12 *	440.25
Rents	8,000.00	3,133.05	3,759.66
Insurances & Bonds	460.00	482.00 *	460.00
Awards & Indemnities	250.00	-	53.52
Subscription/Membership	2,000.00	1,649.97	799.03
Professional Services	3,000.00	2,160.00	522.06
Advertising/Marketing	-	-	-
Other Charges	-	-	-
Contingency Fund	500.00	-	40.00
City Transfer (5%)	9,500.00	-	-
Transfer Out Capital Improvements	-	-	-
Refunds and Reimbursements	-	-	-
Market Value Adjustment	-	1.66 *	32.57 *
Tourism Expenses	40,000.00	25,535.86	28,124.17
Ad Development & Revisions	300.00	30.00	70.00
Conference & Convention	29,000.00	16,370.33	23,228.76 *
Group Tour Promotions	1,290.00	400.00	711.50
Leisure Travel	30,000.00	20,481.57	19,291.08
Sports Promotions	7,000.00	1,519.88	326.16
Spring/Summer Promotions	-	-	-
Special Projects	4,000.00	500.00	2,500.00
Strategic Marketing	4,000.00	-	-
<b>Total Expenditures</b>	<b>284,500.00</b>	<b>124,695.00</b>	<b>139,732.83</b>
Net Income (Loss)	(30,000.00)	18,861.33	3,975.32
Fund Balance January 1	195,788.01	211,618.94	225,269.43
Prior Period Adjustment	-	-	-
<b>Fund Balance July 31</b>	<b>\$ 165,788.01</b>	<b>\$ 230,480.27</b>	<b>\$ 229,244.75</b>

\* Indicates Over Budget



### Lodging Tax History

	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017
January	\$ 7,998.33	\$ 7,855.69	\$ 8,682.75	\$ 9,803.51	\$ 10,143.12	\$ 9,356.74	\$ 8,863.45	\$ 8,485.83	\$ 8,884.20	\$ 8,809.36	\$ 9,592.37	\$ 10,146.02	\$ 11,242.91	\$ 12,481.92	\$ 16,072.96	\$ 15,411.55
February	\$ 8,273.68	\$ 8,564.69	\$ 8,499.71	\$ 10,224.37	\$ 10,054.13	\$ 9,566.54	10,602.01	\$ 8,480.61	\$ 10,444.66	\$ 10,611.48	\$ 11,908.11	\$10,911.35	\$ 13,578.53	\$ 13,861.89	\$ 12,644.59	\$ 13,292.01
March	\$ 8,369.92	\$ 7,834.79	\$ 8,617.73	\$ 9,891.40	\$ 9,769.91	10,355.41	\$ 11,159.67	\$ 9,627.34	\$ 11,072.50	\$ 10,383.91	\$ 11,246.07	\$ 12,286.25	\$ 11,960.20	\$ 13,268.74	\$ 11,951.98	\$ 14,443.01
April	\$ 8,364.42	\$ 8,217.88	\$ 8,791.84	\$ 10,683.76	\$ 10,486.74	\$ 10,298.58	\$ 11,256.15	\$ 8,896.70	\$ 10,582.99	\$ 11,572.47	\$ 9,979.39	\$ 11,762.97	\$ 12,280.28	\$ 20,893.77	\$ 16,855.81	\$ 15,757.48
May	\$ 10,054.26	\$ 9,078.07	\$ 9,523.49	\$ 11,180.11	\$ 11,916.43	\$ 12,498.33	\$ 11,400.34	\$ 9,590.19	\$ 10,405.48	\$ 12,184.92	\$ 13,372.89	\$ 13,011.30	\$ 13,953.56	\$ 27,168.41	\$ 16,576.02	\$ 15,746.72
June	\$ 12,103.69	\$ 11,693.46	\$ 13,263.93	\$ 13,222.78	\$ 14,656.50	\$ 14,272.52	\$ 13,587.59	\$ 14,138.00	\$ 14,192.88	\$ 16,310.94	\$ 17,056.44	\$ 17,723.80	\$ 21,493.18	\$ 31,353.36	\$ 23,587.69	\$ 26,686.49
July	\$ 13,956.28	\$ 14,304.97	\$ 16,313.57	\$ 16,679.03	\$ 17,455.49	\$ 17,601.37	\$ 18,627.95	17,670.55	\$ 18,118.86	\$ 21,102.74	\$ 19,419.80	\$ 20,870.17	\$ 23,504.27	\$ 31,335.96	\$ 21,423.26	
August	\$ 12,484.49	\$ 12,430.55	\$ 13,557.57	\$ 15,367.67	\$ 15,814.31	\$ 16,146.49	\$ 15,076.77	\$ 14,583.82	\$ 16,871.90	\$ 17,099.31	\$18,441.81	\$ 19,836.73	\$ 19,602.33	\$ 26,012.06	\$ 24,542.87	
September	\$ 8,761.79	\$ 9,282.67	\$ 11,132.73	\$ 11,735.70	\$ 13,352.34	\$ 12,661.74	\$ 12,474.13	\$ 12,845.44	\$ 12,965.58	\$ 14,485.25	\$ 16,027.03	\$ 16,596.08	\$ 15,996.62	\$ 19,337.47	\$ 20,738.25	
October	\$ 10,165.02	\$ 10,461.69	\$ 10,748.60	\$ 12,588.44	\$ 12,889.49	\$ 11,976.87	\$ 12,486.39	\$ 10,180.03	\$ 12,657.71	\$ 13,417.43	\$ 13,824.00	\$ 15,507.78	\$ 16,011.42	\$ 17,588.17	\$ 19,325.13	
		\$ 12,994.55	\$ 12,147.50				\$14,931.70*	\$15,814.85*	\$14,889.20*							
November	\$ 6,602.76	\$ 8,430.63	\$ 8,898.66	\$ 10,188.40	\$ 10,176.16	\$ 9,264.87	\$ 9,444.09	\$ 8,785.56	\$ 9,312.75	\$ 11,366.74	\$ 11,414.80	\$ 12,603.31	\$ 12,749.26	\$ 13,727.63	\$15,342.87	
	\$ 10,746.10			\$ 12,061.86	12,886.81*	13,780.05*				\$ 14,625.30	\$ 14,728.80	\$ 14,885.55	\$14,858.75	\$14,785.45	\$15,497.95	
December	\$ 7,875.14	\$ 8,583.87	\$ 8,521.55	\$ 10,286.25	\$ 9,985.78	9,345.52	\$ 8,748.64	\$ 6,998.74	\$ 9,662.25	\$10,045.27	\$ 10,378.89	\$ 11,250.37	\$ 12,489.86	\$ 13,694.93	\$13,812.73	
Total Lodging tax	\$ 125,755.88	\$ 129,733.51	\$ 138,699.63	\$ 153,913.28	\$ 149,046.17	\$ 157,316.91	\$ 149,764.53	\$ 138,486.75	\$ 145,171.76	\$ 161,969.85	\$ 177,390.40	\$ 187,391.68	\$ 199,721.17	\$ 255,509.76	\$ 228,372.11	\$ 101,337.26

\*Kandiyohi County Camping Receipts

## HUMAN RIGHTS COMMISSION MINUTES

Approved: August 15, 2017

The Human Rights Commission met on Tuesday, June 20, 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, Marlin Breems, Kristal Dahlager, Ben Larson, Maria Larson, Lynn Travaglio, Shawn Mueske, Fernando Alvarado, and Janell Sommers, Administrative Assistant.

Item No. 1      Call to Order

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

Item No. 2      Approve Minutes of Meeting

Commission Member Breems moved to approve the Human Rights Commission minutes of May 15, 2017. Commission Member Ben Larson seconded the motion, which carried.

Item No. 3      Public Comment

There were no comments from the public.

Item No 4      Follow-up Discussion to Session with Law Enforcement Officials:

Chair Huseby read an email she received from Jonathan Wong of the St. Cloud Human Rights Office offering assistance on a collaborative event by assistance in marketing and facilitating an event. Their department is seeking to outreach to communities and coordinate with them.

Chair Huseby informed the Commission that following the last meeting she approached Catalina Morales and gave her a business card with telephone numbers if she had more questions she wanted answered and she has not heard from her.

Chair Huseby participated in a Police Ride Along with Sgt. Chad Nelson prior to the session with the law enforcement officials and they talked about the vision of the Willmar Police Department which is to provide a safe community through a partnership with the citizens. This seemed evident in the interactions with people that day.

In discussion the Commission overviewed the questions and answers of the law enforcement officials. Commission members felt it went well and the officials understood the roles and responsibilities of their office and are conscious not to overstep their authority as well as they don't appear to work in concert with ICE. It was reassuring to hear from both Chief Felt and Sheriff Hartog.

Discussion after the meeting brought up comments that Chief Felt used the term "undocumented" and Sheriff Hartog used the term "illegal." The question was posed as to if they have to inquire into citizenship status on the booking questionnaire. Does that question have to be on there? Do they have to answer? Just because they are not a US Citizen does not mean they are here illegally. There is a big difference between the documentation of a refugee versus an immigrant.

Chair Huseby asked the group if they feel like there are more questions to be answered and if a public education forum on this topic would be helpful. It was felt the Hispanic community would not come to a public forum, it should be done in multiple modes possibly be recorded or aired on WRAC 8. Where the forum is held would be a factor on attendance. The question was raised as to what the best outlet is to get this type of information out to the public. What type of audience will be targeted? Suggestions of locations

were discussed as well as the importance that every citizen of Willmar should receive the dialog. Commission Member Mueske suggested the use of WRAC 8 and to invite the Police Chief and Sheriff back to answer questions and have it filmed, translated and aired on WRAC 8 in multiple languages.

The commission members discussed the form that is used during the booking process and requested Chair Huseby and one other member meet with Sheriff Hartog with some follow-up questions in regard to the booking form such as is it required or optional to answer the question of citizenship, can be rephrased or can they be instructed they do not have to answer, and where does the form come from. Discussion was held as to the need to communicate to the community that it is safe to call law enforcement if you are a victim of a crime and your citizenship will not be questioned.

In preparation for the possible WRAC 8 presentation, it was the consensus of the Commission to compile the questions that were presented to the law enforcement officials from the last meeting and if the members have any additional ideas they should present them as well.

Chair Huseby informed the Commission that another outreach that has been presented to her is from the Vision 2040 Group – the Green Card Voices and possibly partnering with them to do some educational things. Kandiyohi County Historical Society and the local newspaper were discussed as other possibilities of outreach to the community.

Item No. 5      Other Business:

Commissioner Little stated the League of Women Voters would like to work with the Human Rights Commission to host and promote a Citizenship Ceremony this fall where people with green cards move into citizenship. September 17<sup>th</sup> is Citizenship Day and it would include a public event where people are sworn in. More information will be forthcoming to create this public event. Commissioner Little made a motion the Human Rights Commission provide support to the League of Women Voters for a day to recognize the citizenship ceremony. Commissioner Travaglio seconded the motion, which carried.

Commission members in contact with the ISAIAH Group were asked to contact them to request any further questions for the law enforcement officials' forum being planned.

The showing of the movie "Warehoused" was announced which will be shown in the WEAC auditorium at 7:30 p.m. this evening.

The next meeting date of the Commission will be Tuesday, August 15, 2017 at 5:00 p.m. A motion was made by Commission Member Breems and seconded by Commission Member Little to adjourn. The motion carried and the meeting was adjourned at 6:00 p.m.

Respectfully submitted,

Janell Sommers  
Administrative Assistant

**BOARD OF ZONING APPEALS  
CITY OF WILLMAR, MN  
MONDAY, AUGUST 7, 2017**

**MINUTES**

1. The Willmar Board of Zoning Appeals met on Monday, August 7, 2017 at 5:00 p.m. at the City Office Building.

**\*\* Members Present:** Andrew Engan, Jay Lawton, Tom Butterfield, and Jim Rudnick.

**\*\* Members Absent:**

**\*\* Others Present:** Dan Jacobs, Shari Olson, and Megan M. DeSchepper- Planner.

2. HIS LAND CO. PARKING SETBACK VARIANCE-FILE NO. 17-04: The public hearing opened at 5:05 p.m. Dan Jacobs of Marcus Construction, presented the request, on behalf of HIS Land Co. (Dan Goetzman- DQ) for a parking setback variance of 4' along the front and side property lines on property described as follows: part of the NE ¼ of SE ¼ Section 22, Township 119, Range 35 (2100 1<sup>st</sup> St. S). The Zoning Ordinance requires a 15' setback from edge of right-of-way and 10' from the side property line.

Shari Olson, a nearby property owner voiced concerns about site drainage and distance from her residence. The Board said there will be onsite retention required and they will have to meet the Willmar Stormwater Ordinance. The Zoning Appeals Board doesn't deal with site specific development issues, only the variance as requested.

Mr. Jacobs said that there are other sites in the area that have been granted variances or that are built closer to setbacks than allowed and he asked that they be given the same consideration.

With no further comments from the public the hearing was closed at 5:29 p.m.

The Board talked about past variances in regards to parking and older commercial sites that were developed prior to the Zoning Ordinance that don't meet parking setbacks. They also talked about future development in the area and concern that similar requests will follow this one if granted. The right-of-way in this part of 1<sup>st</sup> St. S is quite large (especially compared to boulevards further north). The Board wasn't as concerned with the front parking setback as the side, depending on future development.

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

The motion carried with Mr. Engan abstaining.

The reasoning the Board gave for approving the request was that it was a reasonable request not affecting other property. The variances will not negatively alter the essential character of the area. The variance is consistent with the comprehensive plan as it will be a commercial use in the commercial corridor. The Board thought it was in harmony with the Zoning Ordinance in that it was allowing safe effective traffic flow on site and adequate widths of drive lanes in the drive through.

3. There being no further business to come before the Board, the meeting adjourned at 5:37 p.m.

Respectfully submitted,



Megan M. DeSchepper, AICP  
Planner/Airport Manager



**BOARD OF ZONING APPEALS- AUGUST 7, 2017**

***STAFF COMMENTS***

1. HIS LAND CO. PARKING SETBACK VARIANCE- FILE NO. 17-04:

- The applicant is HIS Land Co., (Dan Goetzman- DQ), Spicer, MN.
- The applicant requests to allow a front yard parking setback of 4' and a side yard parking setback of 4' on property described as follows: part of the NE ¼ of SE ¼, Section 22, Township 119, Range 35 (2100 1<sup>st</sup> St. S.).
- The property is zoned GB (General Business).
- The applicant is purchasing this land and platting it, if additional room is needed he could allot himself the additional space.
- The drive lanes and parking lanes could be reduced and still meet minimum width standards to accommodate required setbacks.

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

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
ALPHA TRAINING & TACTICS 003136	50037	08/16/17	RESTOCKING/EXCHANGE FEE	179.86		2017103		D	N				OTHER CHARGES	101.42411.0449
AMERICAN WELDING & GAS I 000057	50038	08/16/17	WELDING GAS	83.08		04914433		D	N				GENERAL SUPPLIES	101.45433.0229
	50038	08/16/17	FIRE EXT. INSPECTION	37.45		04915824		D	N				MTCE. OF EQUIPME	101.45437.0334
	50038	08/16/17	WELDING GAS	59.24		04965550		D	N				GENERAL SUPPLIES	101.43425.0229
				179.77										
			VENDOR TOTAL	179.77										
AMERIPRIDE LINEN & APPAR 000051	50039	08/16/17	TOWEL SERVICE	41.90		2200936464		D	N				CLEANING AND WAS	101.43425.0338
	50039	08/16/17	TOWEL SERVICE	42.83		2200940972		D	N				CLEANING AND WAS	101.43425.0338
				84.73										
			VENDOR TOTAL	84.73										
ANDERSON LAW OFFICES 002954	50040	08/16/17	LEGAL SERVICES-JUL	11,075.10		STMT/7-17		D	M	07			PROFESSIONAL SER	101.41406.0446
AUGE/ALEAH .02687	50041	08/16/17	REFUND JERSEY DEPOSITS	60.00		080317		D	N				REFUNDS AND REIM	101.41428.0882
BACKES TECHNOLOGY SERVIC 000087	50042	08/16/17	INST. DATA CABINET-PARTS	185.00		15937		D	N				MTCE. OF OTHER I	854.45432.0226
	50042	08/16/17	INST. DATA CABINET-LABOR	560.00		15937		D	N				MTCE. OF OTHER I	854.45432.0336
	50042	08/16/17	CAMERAS FOR PARK	4,588.68		15993		D	N				MTCE. OF OTHER I	854.45432.0226
	50042	08/16/17	CK AP'S AT PARK-LABOR	190.00		15999		D	N				MTCE. OF OTHER I	854.45432.0336
	50042	08/16/17	CK CABLE IN GURI BLDG	285.00		16102		D	N				MTCE. OF STRUCTU	101.43425.0335
				5,808.68										
			VENDOR TOTAL	5,808.68										
BERNICK'S PEPSI-COLA CO 000103	50043	08/16/17	CONCESSION SUPPLIES	310.32		9021		D	N				GENERAL SUPPLIES	101.45437.0229
	50043	08/16/17	OFFICE COFFEE	78.96		9272		D	N				GENERAL SUPPLIES	101.43425.0229
				389.28										
			VENDOR TOTAL	389.28										
BLUE TARP FINANCIAL 003013	50044	08/16/17	SMALL TOOLS	699.99		38353916		D	N				SMALL TOOLS	651.48484.0221
	50044	08/16/17	CREEPER FOR SHOP	107.67		38383099		D	N				SMALL TOOLS	651.48484.0221
	50044	08/16/17	SMALL TOOLS	202.06		38389897		D	N				SMALL TOOLS	651.48484.0221
				1,009.72										
			VENDOR TOTAL	1,009.72										
BOLTON & MENK INC 001010	50045	08/16/17	STREET RECONSTRUCTION	5,424.00		0205836		D	N				PROFESSIONAL SER	497.48451.0446
	50045	08/16/17	23RD ST NEW PATH PROJ.	315.00		0205838		D	N				PROFESSIONAL SER	497.48451.0446
	50045	08/16/17	FEDERAL PATH PROJECT	387.50		0205839		D	N				PROFESSIONAL SER	419.48454.0446

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
BOLTON & MENK INC			001010											
	50045	08/16/17	IND. PARK 4TH ADDITION	1,625.00		0205840		D	N				PROFESSIONAL SER	414.48455.0446
	50045	08/16/17	LAKELAND DR OVERLAY	6,244.00		0205841		D	N				PROFESSIONAL SER	497.48452.0446
	50045	08/16/17	MASTER PLAN UPDATE	13,050.91		0206530		D	N				PROFESSIONAL SER	430.43430.0446
	50045	08/16/17	AERONAUTICAL SURVEY	4,935.42		0206530		D	N				PROFESSIONAL SER	430.43430.0446
	50045	08/16/17	LAYOUT PLAN UPDATE	3,147.93		0206530		D	N				PROFESSIONAL SER	430.43430.0446
			VENDOR TOTAL	35,129.76		*CHECK TOTAL								
BRAKKEN/JENNIFER			.02688											
	50046	08/16/17	REFUND JERSEY DEPOSIT	30.00		080317		D	N				REFUNDS AND REIM	101.41428.0882
BSE			001980											
	50047	08/16/17	ZIP TIES/FASTNERS	113.08		913220898		D	N				GENERAL SUPPLIES	101.45433.0229
	50047	08/16/17	LT FIXTURES/BULBS	777.68		913413238		D	N				MTCE. OF EQUIPME	101.45433.0224
	50047	08/16/17	REPL. POOL PUMP MOTOR	210.00		913460551		D	N				MTCE. OF EQUIPME	101.45437.0224
	50047	08/16/17	FUSES-SWANSSON FIELD	8.30		913539191		D	N				MTCE. OF OTHER I	101.43425.0226
	50047	08/16/17	ELEC PARTS-SWANSSON FLD	6.14		913540291		D	N				MTCE. OF OTHER I	101.43425.0226
			VENDOR TOTAL	1,115.20		*CHECK TOTAL								
BUETOW/JASON			.02345											
	50048	08/16/17	REFUND JERSEY DEPOSITS	60.00		080317		D	N				REFUNDS AND REIM	101.41428.0882
CALVIN/MIKE			.02689											
	50049	08/16/17	REF.-OVR PD RNTL RENEWAL	60.00		080317		D	N				REFUNDS AND REIM	101.41428.0882
CARD SERVICES			002552											
	50034	08/15/17	BIRTHDAY PARTY SUPPLIES	13.37		071511		D	N				GENERAL SUPPLIES	101.45437.0229
	50034	08/15/17	WORK SESSION MTG-MEALS	33.94		071711		D	N				SUBSISTENCE OF P	101.41401.0227
	50034	08/15/17	EVENT SUPPLIES	33.71		071711		D	N				GENERAL SUPPLIES	101.45437.0229
	50034	08/15/17	BIRTHDAY PARTY SUPPLIES	9.99		071912		D	N				GENERAL SUPPLIES	101.45437.0229
	50034	08/15/17	CNCL RETREAT-FOOD/SUPPL.	52.57		072111		D	N				SUBSISTENCE OF P	101.41401.0227
	50034	08/15/17	CNCL RETREAT-MEALS	90.79		072208		D	N				SUBSISTENCE OF P	101.41401.0227
	50034	08/15/17	BIRTHDAY PARTY SUPPLIES	9.99		072210		D	N				GENERAL SUPPLIES	101.45437.0229
	50034	08/15/17	BIRTHDAY PARTY SUPPLIES	9.99		072508		D	N				GENERAL SUPPLIES	101.45437.0229
	50034	08/15/17	BIRTHDAY PARTY SUPPLIES	9.99		073009		D	N				GENERAL SUPPLIES	101.45437.0229
			VENDOR TOTAL	264.34		*CHECK TOTAL								
CARDMEMBER SERVICE			002365											
	50050	08/16/17	OFFICE SUPPLIES	42.94		STMT/7-17		D	N				OFFICE SUPPLIES	101.41401.0220
	50050	08/16/17	DESCHAPPER-SEMINAR REG.	300.00		STMT/7-17		D	N				TRAVEL-CONF.-SCH	101.41402.0333
	50050	08/16/17	AWS SUBSCRIPTION-JUL	2.48		STMT/7-17		D	N				SUBSCRIPTIONS AN	101.41409.0443
	50050	08/16/17	FLOWERS-HILGERT FUNERAL	55.04		STMT/7-17		D	N				GENERAL SUPPLIES	651.48484.0229
	50050	08/16/17	TACTICAL FLASHLIGHT	116.07		STMT/7-17		D	N				SMALL TOOLS	101.42411.0221
	50050	08/16/17	TACTICAL FLASHLIGHT	117.54		STMT/7-17		D	N				SMALL TOOLS	101.42411.0221
	50050	08/16/17	WATER FILTERS	146.16		STMT/7-17		D	N				MTCE. OF EQUIPME	101.42411.0224
	50050	08/16/17	CRITICAL INCIDENT-MEALS	37.06		STMT/7-17		D	N				SUBSISTENCE OF P	101.42411.0227
	50050	08/16/17	DISPLACED WITNESS-LODGIN	94.04		STMT/7-17		D	N				SUBSISTENCE OF P	101.42411.0227



Vendor Payments History Report  
INCLUDES ONLY POSTED TRANS

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
COLEPAPERS INC			000170							
	50058	08/16/17	CLEANING SUPPLIES	197.72		9336746		D N	CLEANING AND WAS	101.45435.0228
	50058	08/16/17	CLEANING SUPPLIES	97.25		9336747		D N	CLEANING AND WAS	101.41408.0228
	50058	08/16/17	AIR FRESHENER/CUPS	307.79		9336747		D N	GENERAL SUPPLIES	101.41408.0229
	50058	08/16/17	CLEANING SUPPLIES	240.44		9336747		D N	CLEANING AND WAS	101.45427.0228
				843.20						
			VENDOR TOTAL	843.20		*CHECK TOTAL				
CONCRETE PRODUCTS NEW LO			000076							
	50059	08/16/17	CONCRETE FOR SIDEWALKS	485.20		00203220		D N	MTCE. OF OTHER I	101.43425.0226
CONDUENT BUSINESS SERVIC			000131							
	50060	08/16/17	AS400 HOSTING-AUG	2,644.07		1395143		D N	SUBSCRIPTIONS AN	101.41409.0443
CROW CHEMICAL & LIGHTING			000186							
	50061	08/16/17	CLEANING SUPPLIES	45.00		9338		D N	CLEANING AND WAS	101.43425.0228
	50061	08/16/17	CLEANING SUPPLIES	77.20		9350		D N	CLEANING AND WAS	101.43425.0228
	50061	08/16/17	HAND TOWELS	86.95		9393		D N	GENERAL SUPPLIES	651.48484.0229
	50061	08/16/17	CLEANING SUPPLIES	32.82		9439		D N	CLEANING AND WAS	101.43425.0228
				241.97						
			VENDOR TOTAL	241.97		*CHECK TOTAL				
D. ERVASTI SALES CO			002899							
	50062	08/16/17	FIELD DRYING AGENT	1,196.00		13986		D N	MTCE. OF OTHER I	101.43425.0226
DAKTRONICS INC			000193							
	50063	08/16/17	SCOREBOARD REPAIR-LABOR	680.00		6744834		D N	MTCE. OF OTHER I	101.43425.0336
DAN'S SHOP INC			002212							
	50064	08/16/17	FILTERS	7.70		79912		D N	INVENTORIES-MDSE	101.125000
	50064	08/16/17	FILTERS	43.35		80199		D N	INVENTORIES-MDSE	101.125000
				51.05						
			VENDOR TOTAL	51.05		*CHECK TOTAL				
DEPT OF HUMAN SERVICES			002914							
	50065	08/16/17	ECPN PAYMENT-SEP	3,828.02		00000425171		D N	OTHER CHARGES	101.41428.0449
DOOLEY'S PETROLEUM INC			002163							
	50066	08/16/17	5,003 GALLONS UNLEADE	10,551.12		291964		D N	INVENTORIES-MDSE	101.125000
	50066	08/16/17	3,000 GALLONS DIESEL	5,927.87		291964		D N	INVENTORIES-MDSE	101.125000
				16,478.99						
			VENDOR TOTAL	16,478.99		*CHECK TOTAL				
DUININCK CONCRETE			000151							
	50067	08/16/17	CONCRETE FOR CURB/WALK	3,059.41		85265		D N	MTCE. OF OTHER I	101.43425.0226
DUININCK INC			000222							
	50068	08/16/17	LAKELAND DR IMPROVEME	79,092.25		1703-A/EST. 1		D N	MTCE. OF OTHER I	497.48452.0336

Vendor Payments History Report  
INCLUDES ONLY POSTED TRANS

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
DUININCK INC			000222											
	50068	08/16/17	1ST STREET IMPROVEME	154,876.84		1703-B/EST. 1		D	N				MTCE. OF OTHER I	497.48453.0336
	50068	08/16/17	ROCK FOR PLAYGROUND	45.26		526537		D	N				MTCE. OF OTHER I	854.45432.0226
			VENDOR TOTAL	234,014.35		*CHECK TOTAL								
				234,014.35										
ED'S SERVICE CENTER & SA			000231											
	50069	08/16/17	TOWING CHARGES-JUL	550.00		STMT/7-17		D	N				OTHER SERVICES	101.42411.0339
	50069	08/16/17	TOWING CHARGES-JUL	90.00		126861		D	N				OTHER SERVICES	101.42411.0339
			VENDOR TOTAL	640.00		*CHECK TOTAL								
				640.00										
ELLINGSON/JULIANN			.02691											
	50070	08/16/17	REFUND JERSEY DEPOSIT	30.00		080317		D	N				REFUNDS AND REIM	101.41428.0882
EMD MILLIPORE CORPORATIO			000464											
	50071	08/16/17	LAB SUPPLIES	564.68		8119761		D	N				GENERAL SUPPLIES	651.48484.0229
ENVIRONMENTAL RESOURCE A			002723											
	50072	08/16/17	LAB SUPPLIES	509.24		838705		D	N				GENERAL SUPPLIES	651.48484.0229
ERICKSON/SCOTT			002176											
	50073	08/16/17	POLYGRAPH TRAINING	11.00		080917		D	N				TRAVEL-CONF. -SCH	101.42411.0333
ETTERMAN ENTERPRISES			001567											
	50074	08/16/17	S/S BOLTS	28.74		258775		D	M	07			MTCE. OF STRUCTU	651.48484.0225
	50074	08/16/17	S/S BOLTS	10.61		259270		D	M	07			MTCE. OF STRUCTU	651.48484.0225
	50074	08/16/17	TOOL COOLANT	119.16		259270		D	M	07			GENERAL SUPPLIES	651.48484.0229
	50074	08/16/17	RUBBERIZED UNDERCOATING	21.46		259270		D	M	07			GENERAL SUPPLIES	651.48485.0229
			VENDOR TOTAL	179.97		*CHECK TOTAL								
				179.97										
FAGERLIE/MICHAEL			.02692											
	50075	08/16/17	REFUND BB FEE-COACHED	45.00		080317		D	N				REFUNDS AND REIM	101.41428.0882
FARM-RITE EQUIPMENT			003002											
	50076	08/16/17	CAULKING-TOOL CAT WINDOW	23.16		P11676		D	N				MTCE. OF EQUIPME	101.45433.0224
FARNAM'S GENUINE PARTS			000249											
	50077	08/16/17	ELEC ADAPTER FOR TRUCK	7.66		773752		D	N				MTCE. OF EQUIPME	101.45433.0224
	50077	08/16/17	#880981-SPARK PLUG	1.81		773944		D	N				MTCE. OF EQUIPME	101.43425.0224
	50077	08/16/17	ADHESIVE	3.99		774478		D	N				INVENTORIES-MDSE	101.125000
	50077	08/16/17	ROTOR/BRAKE PADS	463.75		774584		D	N				INVENTORIES-MDSE	101.125000
			VENDOR TOTAL	477.21		*CHECK TOTAL								
				477.21										
FERGUSON ENTERPRISES INC			000810											
	50078	08/16/17	PLUMBING PARTS	237.89		5001357		D	N				MTCE. OF STRUCTU	101.43425.0225

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
FISCHER/BETH			002484											
	50079	08/16/17	SUPL. FOR SPICER PARADE	17.04		070317		D	M	07			OTHER CHARGES	208.45010.0449
FISCHER/SYDNEY			003268											
	50080	08/16/17	PHOTOGRAPHY SERVICES	500.00		050217		D	N				OTHER CHARGES	208.45010.0449
FLAHERTY & HOOD P.A.			001449											
	50081	08/16/17	LEGAL SERVICES-JUL	6,585.05		10322		D	M	07			PROFESSIONAL SER	101.41406.0446
FLEETPRIDE			002973											
	50082	08/16/17	AIR LINE PARTS	13.12		86536924		D	N				INVENTORIES-MDSE	101.125000
FORUM COMMUNICATIONS COM			002269											
	50083	08/16/17	REQ TO SUBDIVIDE PRPTY	68.25		C-03007031		D	N				PRINTING AND PUB	101.41402.0331
	50083	08/16/17	HRNG-COND'L USE PERMIT	74.75		C-03007210		D	N				PRINTING AND PUB	101.41402.0331
	50083	08/16/17	PROPOSED ZONING AMENDMNT	74.75		C-03007211		D	N				PRINTING AND PUB	101.41402.0331
	50083	08/16/17	HRNG-COND'L USE PERMIT	71.50		C-03007212		D	N				PRINTING AND PUB	101.41402.0331
			VENDOR TOTAL	289.25		*CHECK TOTAL								
FREDEEN/JOSH			.02693											
	50084	08/16/17	REFUND JERSEY DEPOSIT	30.00		080317		D	N				REFUNDS AND REIM	101.41428.0882
GALLS			000288											
	50085	08/16/17	BARRIER TAPE	80.90		008011206		D	N				GENERAL SUPPLIES	101.42411.0229
GAUER/JIM			000989											
	50086	08/16/17	MWOA ANNUAL CONFERENCE	525.75		080317		D	N				TRAVEL-CONF.-SCH	651.48484.0333
	50086	08/16/17	MWOA ANNUAL CONFERENCE	296.67		080317		D	N				TRAVEL-CONF.-SCH	651.48485.0333
			VENDOR TOTAL	822.42		*CHECK TOTAL								
GENERAL MAILING SERVICES			000293											
	50087	08/16/17	POSTAGE 07/24-07/28/17	1.55		37710		D	N				POSTAGE	101.41400.0223
	50087	08/16/17	POSTAGE 07/24-07/28/17	1.18		37710		D	N				POSTAGE	101.41401.0223
	50087	08/16/17	POSTAGE 07/24-07/28/17	37.91		37710		D	N				POSTAGE	101.41402.0223
	50087	08/16/17	POSTAGE 07/24-07/28/17	4.55		37710		D	N				POSTAGE	101.41403.0223
	50087	08/16/17	POSTAGE 07/24-07/28/17	15.00		37710		D	N				POSTAGE	101.41408.0223
	50087	08/16/17	POSTAGE 07/24-07/28/17	0.59		37710		D	N				POSTAGE	101.42412.0223
	50087	08/16/17	POSTAGE 07/24-07/28/17	1.18		37710		D	N				POSTAGE	101.43417.0223
	50087	08/16/17	POSTAGE 07/24-07/28/17	14.98		37710		D	N				POSTAGE	101.43425.0223
	50087	08/16/17	POSTAGE 07/24-07/28/17	0.59		37710		D	N				POSTAGE	230.43430.0223
	50087	08/16/17	POSTAGE	0.59		37755		D	N				POSTAGE	208.45005.0223
	50087	08/16/17	POSTAGE	733.44		37756		D	N				POSTAGE	208.45006.0223
	50087	08/16/17	FED EX CHARGES	25.12		37775		D	N				POSTAGE	101.42412.0223
	50087	08/16/17	FED EX CHARGES	36.54		37775		D	N				POSTAGE	651.48484.0223
	50087	08/16/17	POSTAGE	229.54		37826		D	N				POSTAGE	208.45006.0223
	50087	08/16/17	FED EX/SPEEDEE DELIVERY	73.45		37833		D	N				POSTAGE	101.42411.0223

Vendor Payments History Report  
INCLUDES ONLY POSTED TRANS

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
GENERAL MAILING SERVICES 000293														
	50087	08/16/17	POSTAGE 07/31-08/04/17	2.36		37854		D	N				POSTAGE	101.41400.0223
	50087	08/16/17	POSTAGE 07/31-08/04/17	2.54		37854		D	N				POSTAGE	101.41401.0223
	50087	08/16/17	POSTAGE 07/31-08/04/17	28.39		37854		D	N				POSTAGE	101.41402.0223
	50087	08/16/17	POSTAGE 07/31-08/04/17	1.17		37854		D	N				POSTAGE	101.41403.0223
	50087	08/16/17	POSTAGE 07/31-08/04/17	8.85		37854		D	N				POSTAGE	101.41405.0223
	50087	08/16/17	POSTAGE 07/31-08/04/17	15.00		37854		D	N				POSTAGE	101.41408.0223
	50087	08/16/17	POSTAGE 07/31-08/04/17	1.77		37854		D	N				POSTAGE	101.42411.0223
	50087	08/16/17	POSTAGE 07/31-08/04/17	4.72		37854		D	N				POSTAGE	101.42412.0223
	50087	08/16/17	POSTAGE 07/31-08/04/17	3.75		37854		D	N				POSTAGE	101.43417.0223
	50087	08/16/17	POSTAGE 07/31-08/04/17	21.35		37854		D	N				POSTAGE	101.43425.0223
	50087	08/16/17	POSTAGE 07/31-08/04/17	1.18		37854		D	N				POSTAGE	101.45001.0223
	50087	08/16/17	POSTAGE 07/31-08/04/17	2.94		37854		D	N				POSTAGE	101.45432.0223
	50087	08/16/17	POSTAGE 07/31-08/04/17	1.18		37854		D	N				POSTAGE	101.45433.0223
	50087	08/16/17	POSTAGE 07/31-08/04/17	13.57		37854		D	N				POSTAGE	208.45005.0223
	50087	08/16/17	POSTAGE 07/31-08/04/17	12.39		37854		D	N				POSTAGE	230.43430.0223
	50087	08/16/17	POSTAGE 07/31-08/04/17	4.01		37854		D	N				POSTAGE	651.48484.0223
			VENDOR TOTAL	1,301.38		*CHECK TOTAL								
				1,301.38										
GRAHN/PAULA .02701														
	50088	08/16/17	REFUND SHELTER DEPOSIT	50.00		081117		D	N				DEPOSITS	101.230000
GUARDIAN TRACKING LLC 003341														
	50089	08/16/17	2018 SOFTWARE SUBSCRIP	1,391.80		2017-0523		D	N				PREPAID EXPENSES	101.128000
	50089	08/16/17	2017 SOFTWARE SUBSCRIP.	994.20		2017-0523		D	N				SUBSCRIPTIONS AN	101.42411.0443
			VENDOR TOTAL	2,386.00		*CHECK TOTAL								
				2,386.00										
HACH COMPANY 000316														
	50090	08/16/17	LAB SUPPLIES	195.32		10570503		D	N				GENERAL SUPPLIES	651.48484.0229
HALVORSON/MARTHA .02166														
	50091	08/16/17	REFUND JERSEY DEPOSIT	30.00		080317		D	N				REFUNDS AND REIM	101.41428.0882
HAMER/MARSHA .02702														
	50092	08/16/17	REFUND SHELTER DEPOSIT	50.00		081117		D	N				DEPOSITS	101.230000
HARTLAND OFFICIALS ASSOC 002608														
	50093	08/16/17	SB LEAGUE OFFICIALS	600.00		080717		D	N				PROFESSIONAL SER	101.45432.0446
	50093	08/16/17	TENNIS TRNMNT OFFICIALS	600.00		080717		D	N				PROFESSIONAL SER	101.45432.0446
			VENDOR TOTAL	1,200.00		*CHECK TOTAL								
				1,200.00										
HAWKINS INC 000325														
	50094	08/16/17	FERRIC CHLORIDE	4,668.90		4127202 RI		D	N				GENERAL SUPPLIES	651.48484.0229
HEINEN/MANDY .02694														
	50095	08/16/17	REFUND JERSEY DEPOSIT	30.00		080317		D	N				REFUNDS AND REIM	101.41428.0882





Vendor Payments History Report  
INCLUDES ONLY POSTED TRANS

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
KANDIYOHI CO-OP ELECTRIC			000375											
			VENDOR TOTAL	1,160.01										
KEEPRS INC			001905											
	50108	08/16/17	2 GLOCK PISTOLS	853.99		353171		D	N				SMALL TOOLS	101.42411.0221
	50108	08/16/17	CSO-REPLACEMENT BOOTS	120.00		353179		D	N				SUBSISTENCE OF P	101.42411.0227
			VENDOR TOTAL	973.99		*CHECK TOTAL								
				973.99										
KING/VINCENT			001264											
	50109	08/16/17	POLYGRAPH TRAINING	11.00		080917		D	N				TRAVEL-CONF.-SCH	101.42411.0333
KURHAJETZ/TINA			.02695											
	50110	08/16/17	REFUND JERSEY DEPOSIT	30.00		080317		D	N				REFUNDS AND REIM	101.41428.0882
LAKELAND BROADCASTING CO			002187											
	50111	08/16/17	AQUATIC CENTER AD	500.00		IN-Q-117075574		D	N				OTHER SERVICES	101.45437.0339
LAKELAND ENGINEERING EQU			000959											
	50112	08/16/17	LIFT STATION PARTS	748.36		12306714-01		D	N				MTCE. OF STRUCTU	432.48507.0225
	50112	08/16/17	LIFT STATION PARTS	640.68	CR	12515185000112		D	N				MTCE. OF STRUCTU	432.48507.0225
			VENDOR TOTAL	107.68		*CHECK TOTAL								
				107.68										
LARSEN/MILLIE			.02704											
	50113	08/16/17	REFUND SHELTER DEPOSIT	50.00		081117		D	N				DEPOSITS	101.230000
LEAGUE OF MN CITIES			000412											
	50114	08/16/17	OKINS-REGIONAL MEETING	45.00		257505		D	N				TRAVEL-CONF.-SCH	101.41405.0333
LIFELOC TECHNOLOGIES INC			000978											
	50115	08/16/17	PBT CALIBRATION	421.05		0236208		D	N				PROFESSIONAL SER	101.42411.0446
LION GROUP INC			.01021											
	50116	08/16/17	TURNOUT GEAR REPAIR	130.00		17-5007482		D	N				SUBSISTENCE OF P	101.42412.0337
LOCAL GOV'T INFORMATION			003226											
	50117	08/16/17	MONTHLY SUBSCRIP.-JUL	1,512.00		43983		D	N				SUBSCRIPTIONS AN	101.41409.0443
LOMAS/ISABEL			.02705											
	50118	08/16/17	REFUND SHELTER DEPOSIT	50.00		081117		D	N				DEPOSITS	101.230000
LOST LAKE MEDIA			003343											
	50119	08/16/17	WEEKLY BLOG POSTS	1,100.00		1		D	N				OTHER CHARGES	208.45010.0449
LUTHERAN SOCIAL SERVICE			003167											
	50120	08/16/17	MEALS-DINING PROMOTION	136.00		080917		D	N				GENERAL SUPPLIES	101.45435.0229

Vendor Payments History Report  
INCLUDES ONLY POSTED TRANS

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
M-R SIGN CO INC			000424											
	50121	08/16/17	TRAFFIC SIGNS	756.52		196721		D	N				MTCE. OF OTHER I	101.43425.0226
MACQUEEN EQUIPMENT INC			000427											
	50122	08/16/17	SWEEPER PARTS	227.96		P07906		D	N				MTCE. OF EQUIPME	101.43425.0224
	50122	08/16/17	SWEEPER PARTS	1,286.26		P07918		D	N				MTCE. OF EQUIPME	101.43425.0224
			VENDOR TOTAL	1,514.22		*CHECK TOTAL								
				1,514.22										
MARCUS/PAUL			001280											
	50123	08/16/17	PICKED UP SHIPMENT-MEALS	11.00		080317		D	N				TRAVEL-CONF.-SCH	651.48484.0333
MAS MODERN MARKETING			002507											
	50124	08/16/17	CRIME PREV. HANDOUTS	550.40		MM1123249A		D	N				GENERAL SUPPLIES	101.42411.0229
MATHESON TRI-GAS INC			002898											
	50125	08/16/17	WELDING GAS	77.07		15886714		D	N				GENERAL SUPPLIES	101.45433.0229
MCFOA			001460											
	50035	08/15/17	2018 MEMBERSHIP DUES	20.00		080717		D	N				PREPAID EXPENSES	101.128000
	50035	08/15/17	2017 MEMBERSHIP DUES	20.00		080717		D	N				SUBSCRIPTIONS AN	101.41403.0443
			VENDOR TOTAL	40.00		*CHECK TOTAL								
				40.00										
MCKALE'S CATERING			002208											
	50126	08/16/17	WORK SESSION MTG-MEALS	147.97		7757		D	N				SUBSISTENCE OF P	101.41401.0227
MCMaster-CARR SUPPLY CO			000446											
	50127	08/16/17	MOUNTS FOR EXHAUST FAN	23.37		43214588		D	N				MTCE. OF EQUIPME	651.48484.0224
MENARDS			000449											
	50128	08/16/17	HOLE SAW	23.98		36085		D	N				SMALL TOOLS	101.45427.0221
	50128	08/16/17	BLDG MTCE-MATERIALS	8.27		36085		D	N				MTCE. OF STRUCTU	101.45427.0225
	50128	08/16/17	HOOKS FOR LOCKER ROOM	528.21		36087		D	N				MTCE. OF STRUCTU	101.45433.0225
	50128	08/16/17	WORK GLOVES/HEAT SHRINK	18.21		36099		D	N				GENERAL SUPPLIES	651.48484.0229
	50128	08/16/17	SHOP OFFICE MTCE-MAT'L	57.24		36230		D	N				MTCE. OF STRUCTU	101.43425.0225
	50128	08/16/17	SHOP OFFICE MTCE-MAT'L	34.22		36249		D	N				MTCE. OF STRUCTU	101.43425.0225
	50128	08/16/17	POOL THERMOMETER	4.99		36282		D	N				SMALL TOOLS	101.45437.0221
	50128	08/16/17	PLYGRND EQUIP MTCE-PARTS	18.47		36482		D	N				MTCE. OF STRUCTU	101.43425.0225
	50128	08/16/17	WASP & HORNET SPRAY	4.78		36482		D	N				GENERAL SUPPLIES	101.43425.0229
	50128	08/16/17	100' REEL W/BLUE CHALK	7.87		36601		D	N				SMALL TOOLS	101.45433.0221
	50128	08/16/17	PAPER JOINT TAPE	10.60		36601		D	N				GENERAL SUPPLIES	101.45433.0229
	50128	08/16/17	BOTTLED WATER	17.88		36686		D	N				SUBSISTENCE OF P	101.41401.0227
	50128	08/16/17	CLEANING SUPPLIES	3.69		36686		D	N				CLEANING AND WAS	101.41408.0228
	50128	08/16/17	COFFEE	29.40		36686		D	N				GENERAL SUPPLIES	101.41408.0229
	50128	08/16/17	PUTTY KNIFE/RIVET TOOL	22.97		36748		D	N				SMALL TOOLS	101.41408.0221
	50128	08/16/17	PADLOCKS	9.17		36748		D	N				MTCE. OF EQUIPME	101.41408.0224
	50128	08/16/17	SHEETROCK COMPOUND	11.96		36748		D	N				GENERAL SUPPLIES	101.41408.0229
	50128	08/16/17	PAINTING SUPPLIES	11.94		36748		D	N				GENERAL SUPPLIES	101.41408.0229

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
MENARDS									000449	
	50128	08/16/17	OFFICE RENOVATION	82.34		36756		D N	MTCE. OF STRUCTU	101.43425.0225
				906.19	*CHECK	TOTAL				
			VENDOR TOTAL	906.19						
MENDOZA/JENNIFER									.02444	
	50129	08/16/17	REFUND JERSEY DEPOSIT	30.00		080317		D N	REFUNDS AND REIM	101.41428.0882
MIKE'S SMALL ENGINE CENT									002699	
	50130	08/16/17	STIHL BLOWER	289.95		111050		D N	SMALL TOOLS	101.43425.0221
	50130	08/16/17	STIHL BLOWER	139.95		111051		D N	SMALL TOOLS	101.43425.0221
	50130	08/16/17	CHAINS FOR SAWS	141.84		7880		D N	SMALL TOOLS	101.43425.0221
	50130	08/16/17	PUSH MOWER PARTS	21.95		7892		D N	MTCE. OF EQUIPME	651.48485.0224
	50130	08/16/17	CEMENT MIXER CARB KI	18.95		7989		D N	MTCE. OF EQUIPME	101.43425.0224
	50130	08/16/17	CRANK SHAFT KEY	5.90		8016		D N	MTCE. OF EQUIPME	101.43425.0224
				618.54	*CHECK	TOTAL				
			VENDOR TOTAL	618.54						
MILLER SANITATION									002936	
	50131	08/16/17	GARBAGE SERVICE-AUG	154.50		1298/8-17		D N	CLEANING AND WAS	101.45433.0338
	50131	08/16/17	GARBAGE SERVICE-AUG	56.40		1298/8-17		D N	CLEANING AND WAS	101.45433.0338
	50131	08/16/17	GARBAGE SERVICE-AUG	52.70		1300/8-17		D N	CLEANING AND WAS	101.42412.0338
	50131	08/16/17	GARBAGE SERVICE-AUG	64.74		1301/8-17		D N	CLEANING AND WAS	101.41408.0338
	50131	08/16/17	GARBAGE SERVICE-AUG	64.74		1301/8-17		D N	CLEANING AND WAS	101.45427.0338
	50131	08/16/17	GARBAGE SERVICE-AUG	251.31		1302/8-17		D N	CLEANING AND WAS	101.43425.0338
	50131	08/16/17	GARBAGE SERVICE-AUG	24.35		1303/8-17		D N	CLEANING AND WAS	651.48484.0338
	50131	08/16/17	GARBAGE SERVICE-AUG	48.67		1304/8-17		D N	CLEANING AND WAS	651.48484.0338
	50131	08/16/17	GARBAGE SERVICE-AUG	161.04		1304/8-17		D N	CLEANING AND WAS	651.48484.0338
	50131	08/16/17	GARBAGE SERVICE-AUG	49.68		1305/8-17		D N	CLEANING AND WAS	101.45435.0338
	50131	08/16/17	GARBAGE SERVICE-AUG	58.64		1378/8-17		D N	CLEANING AND WAS	101.43425.0338
	50131	08/16/17	GARBAGE SERVICE-AUG	616.55		1379/8-17		D N	CLEANING AND WAS	101.43425.0338
	50131	08/16/17	GARBAGE SERVICE-AUG	61.60		1379/8-17		D N	CLEANING AND WAS	101.43425.0338
	50131	08/16/17	GARBAGE SERVICE-AUG	29.57		1379/8-17		D N	CLEANING AND WAS	101.43425.0338
	50131	08/16/17	GARBAGE SERVICE-AUG	251.60		1388/8-17		D N	CLEANING AND WAS	101.43425.0338
	50131	08/16/17	GARBAGE SERVICE-AUG	105.13		1456/8-17		D N	CLEANING AND WAS	101.45437.0338
				2,051.22	*CHECK	TOTAL				
			VENDOR TOTAL	2,051.22						
MILLS AUTOMOTIVE GROUP									000432	
	50132	08/16/17	RADIATOR	92.16		4055274		D N	INVENTORIES-MDSE	101.125000
MINI BIFF LLC									001805	
	50133	08/16/17	TOILET RENTALS-JUL	77.52		A-88493		D N	RENTS	101.43425.0440
	50133	08/16/17	TOILET RENTALS-JUL	155.04		A-88494		D N	RENTS	101.43425.0440
	50133	08/16/17	TOILET RENTALS-JUL	77.52		A-88495		D N	RENTS	101.43425.0440
	50133	08/16/17	TOILET RENTALS-JUL	77.52		A-88497		D N	RENTS	101.43425.0440
	50133	08/16/17	TOILET RENTALS-JUL	77.52		A-88499		D N	RENTS	101.43425.0440
	50133	08/16/17	TOILET RENTALS-JUL	77.52		A-88503		D N	RENTS	101.43425.0440

Vendor Payments History Report  
INCLUDES ONLY POSTED TRANS

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
MINI BIFF LLC			001805							
	50133	08/16/17	TOILET RENTALS-JUL	77.52		A-88509		D N	RENTS	101.43425.0440
	50133	08/16/17	TOILET RENTALS-JUL	77.52		A-88512		D N	RENTS	101.45432.0440
	50133	08/16/17	TOILET RENTALS-JUL	77.52		A-88553		D N	RENTS	101.43425.0440
	50133	08/16/17	TOILET RENTALS-JUL	155.04		A-88560		D N	RENTS	101.45432.0440
	50133	08/16/17	TOILET RENTALS-JUL	77.52		A-88591		D N	RENTS	101.43425.0440
	50133	08/16/17	TOILET RENTALS-JUL	77.52		A-88592		D N	RENTS	101.43425.0440
	50133	08/16/17	TOILET RENTALS-JUL	77.52		A-88757		D N	RENTS	101.43425.0440
	50133	08/16/17	TOILET RENTALS-JUL	12.51		A-88795		D N	RENTS	101.45432.0440
	50133	08/16/17	TOILET RENTALS-JUL	77.52		A-88983		D N	RENTS	101.43425.0440
	50133	08/16/17	TOILET RENTALS-JUL	77.52		A-88985		D N	RENTS	101.43425.0440
	50133	08/16/17	TOILET RENTALS-JUL	77.52		A-88998		D N	RENTS	101.43425.0440
	50133	08/16/17	TOILET RENTALS-JUL	77.52		A-88999		D N	RENTS	101.43425.0440
			VENDOR TOTAL	1,485.39		*CHECK TOTAL				
				1,485.39						
MN CHARM			003340							
	50134	08/16/17	CONCESSION SUPPLIES	177.70		063017		D N	GENERAL SUPPLIES	101.45437.0229
MN DEPT OF TRANSPORTATIO			000497							
	50135	08/16/17	MATERIAL SAMPLE TESTS	16.04		P00008187		D N	OTHER SERVICES	101.43417.0339
	50135	08/16/17	MATERIAL SAMPLE TESTS	787.52		P00008187		D N	OTHER SERVICES	416.48451.0339
			VENDOR TOTAL	803.56		*CHECK TOTAL				
				803.56						
MN ELEVATOR INC			000499							
	50136	08/16/17	ELEVATOR SERVICE	147.12		715931		D N	MTCE. OF STRUCTU	101.41408.0335
MN STATE FIRE CHIEFS ASS			000520							
	50137	08/16/17	HANSON-CONF REGIS.	300.00		200001841		D N	TRAVEL-CONF.-SCH	101.42412.0333
	50137	08/16/17	GILBERTSON-CONF REGIS.	300.00		200001867		D N	TRAVEL-CONF.-SCH	101.42412.0333
			VENDOR TOTAL	600.00		*CHECK TOTAL				
				600.00						
MUNICIPAL UTILITIES			000541							
	50138	08/16/17	UTILITIES FOR AUG	229.19		8/17		D N	UTILITIES	101.43425.0332
	50138	08/16/17	UTILITIES FOR AUG	5,564.89		8/17		D N	UTILITIES	651.48485.0332
			VENDOR TOTAL	5,794.08		*CHECK TOTAL				
				5,794.08						
MVTL LABORATORIES INC			000544							
	50139	08/16/17	LAB TESTING	45.00		23108		D N	PROFESSIONAL SER	651.48484.0446
	50139	08/16/17	LAB TESTING	45.00		872407		D N	PROFESSIONAL SER	651.48484.0446
	50139	08/16/17	LAB TESTING	70.00		877079		D N	PROFESSIONAL SER	651.48484.0446
	50139	08/16/17	LAB TESTING	646.25		878274		D N	PROFESSIONAL SER	651.48484.0446
			VENDOR TOTAL	806.25		*CHECK TOTAL				
				806.25						

Vendor Payments History Report  
INCLUDES ONLY POSTED TRANS

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
NORTHERN BUSINESS PRODUC			002322											
	50140	08/16/17	100 CHAIRS	4,560.00		187938-0		D	N				SMALL TOOLS	101.45435.0221
	50140	08/16/17	WALL CALENDAR	20.73		191633-0		D	N				OFFICE SUPPLIES	101.45433.0220
			VENDOR TOTAL	4,580.73										
				4,580.73		*CHECK TOTAL								
NORTHERN STATES SUPPLY			000585											
	50141	08/16/17	TOOLS FOR HYDRANTS	34.39		10-551955		D	N				SMALL TOOLS	101.43425.0221
	50141	08/16/17	FIELD PAINT	7.90		10-551987		D	N				GENERAL SUPPLIES	101.43425.0229
	50141	08/16/17	SIGN POST ANCHOR	26.36		10-552050		D	N				MTCE. OF OTHER I	101.43425.0226
	50141	08/16/17	SCREWS	7.58		10-552085		D	N				MTCE. OF EQUIPME	101.43425.0224
	50141	08/16/17	DRILL SET	491.43		10-552094		D	N				SMALL TOOLS	101.43425.0221
	50141	08/16/17	PAINT FOR TABLE CARTS	72.92		10-552226		D	N				MTCE. OF EQUIPME	101.45433.0224
	50141	08/16/17	BOLTS	13.67		10-552336		D	N				MTCE. OF EQUIPME	101.43425.0224
	50141	08/16/17	NUTS & BOLTS	4.29		10-552487		D	N				MTCE. OF EQUIPME	101.45433.0224
	50141	08/16/17	MARKING PAINT	47.40		10-552500		D	N				GENERAL SUPPLIES	101.43417.0229
	50141	08/16/17	MARKING PAINT	25.02		10-552558		D	N				GENERAL SUPPLIES	101.45433.0229
	50141	08/16/17	GREASE	18.50		10-552624		D	N				MOTOR FUELS AND	101.43425.0222
	50141	08/16/17	RESTROOM PARTS	13.70		10-552693		D	N				BUILDINGS AND ST	450.45433.0551
	50141	08/16/17	SHOP AIR EXCHANGE BRNG	9.25		10-552711		D	N				MTCE. OF STRUCTU	101.43425.0225
	50141	08/16/17	BOLTS	15.52		1157154		D	N				MTCE. OF EQUIPME	101.43425.0224
			VENDOR TOTAL	787.93										
				787.93		*CHECK TOTAL								
O'REILLY AUTOMOTIVE INC			000650											
	50142	08/16/17	ROTOR/BRAKE PADS	99.99		1528-100450		D	N				INVENTORIES-MDSE	101.125000
	50142	08/16/17	WIPER BLADES	16.62		1528-100856		D	N				MTCE. OF EQUIPME	101.42411.0224
	50142	08/16/17	WIPER BLADES	8.78		1528-100887		D	N				MTCE. OF EQUIPME	101.42411.0224
	50142	08/16/17	FLOOR DRY	77.88		1528-101606		D	N				GENERAL SUPPLIES	101.42412.0229
	50142	08/16/17	BELT & PULLEY	71.63		1528-103266		D	N				INVENTORIES-MDSE	101.125000
	50142	08/16/17	WHEEL BEARING	116.87		1528-497075		D	N				INVENTORIES-MDSE	101.125000
	50142	08/16/17	#070455-PARTS	49.99		1528-499254		D	N				MTCE. OF EQUIPME	101.42412.0224
			VENDOR TOTAL	441.76										
				441.76		*CHECK TOTAL								
PERKINS LUMBER CO INC			000604											
	50143	08/16/17	GURI DOOR REPAIR-PARTS	9.99		43622443		D	N				MTCE. OF STRUCTU	101.43425.0225
	50143	08/16/17	SIGN MATERIALS	35.96		43623127		D	N				MTCE. OF OTHER I	101.43425.0226
	50143	08/16/17	STORM SWR REPAIR-MAT'L	39.90		43623530		D	N				MTCE. OF OTHER I	101.43425.0226
	50143	08/16/17	STORM SWR REPAIR-MAT'L	79.80		43623735		D	N				MTCE. OF OTHER I	101.43425.0226
	50143	08/16/17	WOOD SHOP DOOR	908.43		43624178		D	N				MTCE. OF STRUCTU	101.45435.0225
	50143	08/16/17	STORM SWR REPAIR-MAT'L	39.92		43624415		D	N				MTCE. OF OTHER I	101.43425.0226
	50143	08/16/17	CONCRETE WIRE TIES	6.58		43624592		D	N				MTCE. OF OTHER I	101.43425.0226
	50143	08/16/17	CONCRETE STAKES	15.49		43625051		D	N				MTCE. OF OTHER I	101.43425.0226
			VENDOR TOTAL	1,136.07										
				1,136.07		*CHECK TOTAL								
PIONEERLAND LIBRARY SYST			000614											
	50144	08/16/17	3RD QTR OPERATIONAL	103,056.75		080717		D	N				OTHER CHARGES	101.45426.0449

Vendor Payments History Report  
INCLUDES ONLY POSTED TRANS

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
POCKRUS/TABITHA			.02697											
	50145	08/16/17	REFUND JERSEY DEPOSIT	30.00		080317		D	N				REFUNDS AND REIM	101.41428.0882
POE/BOB			.01894											
	50146	08/16/17	REFUND JRSY DEPOSIT/FEE	75.00		080317		D	N				REFUNDS AND REIM	101.41428.0882
PREMIUM WATERS INC			000374											
	50147	08/16/17	DRINKING WATER	18.75		329949/7-17		D	N				SUBSISTENCE OF P	101.42412.0227
	50147	08/16/17	DRINKING WATER	66.00		527119/7-17		D	N				SUBSISTENCE OF P	101.45437.0227
			VENDOR TOTAL	84.75		*CHECK TOTAL								
PRINT MASTERS			000624											
	50148	08/16/17	COMM. ENHANCEMENT FORMS	94.00		83634		D	N				PRINTING AND PUB	101.41402.0331
R & R SPECIALTIES INC			000636											
	50149	08/16/17	ICE PAINT	2,240.00		0062730		D	N				GENERAL SUPPLIES	101.45433.0229
	50149	08/16/17	BEARING FOR ZAMBONI	42.96		0062784		D	N				MTCE. OF EQUIPME	101.45433.0224
			VENDOR TOTAL	2,282.96		*CHECK TOTAL								
RAILROAD MANAGEMENT CO I			002582											
	50150	08/16/17	WATER PIPELINE LEASE	178.34		352280		D	N				PREPAID EXPENSES	101.128000
	50150	08/16/17	WATER PIPELINE LEASE	16.21		352280		D	N				RENTS	101.43425.0440
	50150	08/16/17	WATER PIPELINE LEASE	178.34		352281		D	N				PREPAID EXPENSES	101.128000
	50150	08/16/17	WATER PIPELINE LEASE	16.21		352281		D	N				RENTS	101.43425.0440
	50150	08/16/17	WATER PIPELINE LEASE	178.34		352282		D	N				PREPAID EXPENSES	101.128000
	50150	08/16/17	WATER PIPELINE LEASE	16.21		352282		D	N				RENTS	101.43425.0440
			VENDOR TOTAL	583.65		*CHECK TOTAL								
REED/ANTHONY			.02698											
	50151	08/16/17	REFUND FEE-COACHED	35.00		080317		D	N				REFUNDS AND REIM	101.41428.0882
RICE HOSPITAL			001166											
	50152	08/16/17	DRAW CHG	36.85		10068		D	N				PROFESSIONAL SER	101.42411.0446
RIEMERSMA/ASHLEY			.02588											
	50153	08/16/17	REFUND JERSEY DEPOSIT	30.00		080317		D	N				REFUNDS AND REIM	101.41428.0882
RUNNING'S SUPPLY INC			001418											
	50154	08/16/17	PUMP FOR WEED SPRAYER	249.98		4259433		D	N				MTCE. OF EQUIPME	101.43425.0224
	50154	08/16/17	PROPANE FOR TAC TRLR	17.98		4260207		D	N				GENERAL SUPPLIES	101.43425.0229
	50154	08/16/17	PARTS FOR WEED SPRAYER	33.98		4260471		D	N				MTCE. OF EQUIPME	101.43425.0224
	50154	08/16/17	SUPPLIES	23.96		4261175		D	N				GENERAL SUPPLIES	651.48484.0229
	50154	08/16/17	SPRAYER PARTS	72.49		4262023		D	N				MTCE. OF EQUIPME	101.43425.0224
	50154	08/16/17	PLAY EQUIP REPAIR-PARTS	12.99		4267833		D	N				MTCE. OF OTHER I	101.43425.0226
	50154	08/16/17	PRO PATCH WAND PARTS	20.48		4267887		D	N				MTCE. OF EQUIPME	101.43425.0224

Vendor Payments History Report  
INCLUDES ONLY POSTED TRANS

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
RUNNING'S SUPPLY INC 001418														
	50154	08/16/17	SPRAYER	34.99		4270711		D	N				SMALL TOOLS	101.43425.0221
	50154	08/16/17	BRUSH SITE LOCK/KEY	44.89		4270829		D	N				MTCE. OF STRUCTU	101.43425.0225
	50154	08/16/17	BRUSH SITE KEYS	59.70		4271426		D	N				MTCE. OF STRUCTU	101.43425.0225
	50154	08/16/17	SMALL TOOLS	24.99		4271711		D	N				SMALL TOOLS	101.43425.0221
	50154	08/16/17	GOPHER/MOLE BAIT POISON	9.98		4271711		D	N				GENERAL SUPPLIES	101.43425.0229
	50154	08/16/17	REPL. CABLE FOR RWW PUMP	26.47		4272205		D	N				GENERAL SUPPLIES	651.48484.0229
	50154	08/16/17	FLY SPRAY	55.93		4273699		D	N				GENERAL SUPPLIES	651.48484.0229
	50154	08/16/17	SOFTENER SALT	29.94		4276754		D	N				GENERAL SUPPLIES	101.42412.0229
	50154	08/16/17	PAINT FOR FLOW	5.49		4278629		D	N				MTCE. OF EQUIPME	101.43425.0224
	50154	08/16/17	BUG SPRAY/BANNER CLIPS	34.91		4278700		D	N				GENERAL SUPPLIES	101.43425.0229
	50154	08/16/17	PROTECTIVE GLOVES	8.99		4279572		D	N				SUBSISTENCE OF P	651.48484.0227
	50154	08/16/17	HOSE/NOZZLE	29.99		4279572		D	N				SMALL TOOLS	651.48486.0221
	50154	08/16/17	ELEC COUPLER/ADAPTERS	1.76		4280614		D	N				GENERAL SUPPLIES	101.43425.0229
			VENDOR TOTAL	799.89										
				799.89										*CHECK TOTAL
SCHAEFER/JODEE .02589														
	50155	08/16/17	REFUND JERSEY DEPOSIT	30.00		080317		D	N				REFUNDS AND REIM	101.41428.0882
SCHROEDER/ERICA .02459														
	50156	08/16/17	REFUND FEE-COACHED	65.00		080317		D	N				REFUNDS AND REIM	101.41428.0882
SCHWEGMAN'S CLEANERS 000682														
	50157	08/16/17	DRY CLEANING SERVICES	12.84		540088		D	N				CLEANING AND WAS	101.42411.0338
SERVICE CENTER/CITY OF W 000685														
	50158	08/16/17	GAS-91.96 GALLONS	188.18		STMT/7-17		D	N				MOTOR FUELS AND	101.41402.0222
	50158	08/16/17	GAS-11.96 GALLONS	24.64		STMT/7-17		D	N				MOTOR FUELS AND	101.41408.0222
	50158	08/16/17	GAS-2303.77 GALLONS	4,680.53		STMT/7-17		D	N				MOTOR FUELS AND	101.42411.0222
	50158	08/16/17	DIESEL-180.23 GALLONS	293.76		STMT/7-17		D	N				MOTOR FUELS AND	101.42412.0222
	50158	08/16/17	GAS-102.72 GALLONS	208.64		STMT/7-17		D	N				MOTOR FUELS AND	101.42412.0222
	50158	08/16/17	GAS-158.27 GALLONS	320.90		STMT/7-17		D	N				MOTOR FUELS AND	101.43417.0222
	50158	08/16/17	DIESEL-2011.57 GALLONS	3,310.10		STMT/7-17		D	N				MOTOR FUELS AND	101.43425.0222
	50158	08/16/17	GAS-991.66 GALLONS	2,032.90		STMT/7-17		D	N				MOTOR FUELS AND	101.43425.0222
	50158	08/16/17	DIESEL-82.82 GALLONS	135.42		STMT/7-17		D	N				MOTOR FUELS AND	651.48485.0222
	50158	08/16/17	EQUIPMENT REPAIR-OIL	63.44		STMT/8-17		D	N				MOTOR FUELS AND	101.42411.0222
	50158	08/16/17	EQUIPMENT REPAIR-PARTS	128.32		STMT/8-17		D	N				MTCE. OF EQUIPME	101.42411.0224
	50158	08/16/17	EQUIPMENT REPAIR-OIL	16.64		STMT/8-17		D	N				MOTOR FUELS AND	101.43417.0222
	50158	08/16/17	EQUIPMENT REPAIR-PARTS	2.90		STMT/8-17		D	N				MTCE. OF EQUIPME	101.43417.0224
	50158	08/16/17	EQUIPMENT REPAIR-OIL	191.39		STMT/8-17		D	N				MOTOR FUELS AND	101.43425.0222
	50158	08/16/17	EQUIPMENT REPAIR-PARTS	386.30		STMT/8-17		D	N				MTCE. OF EQUIPME	101.43425.0224
	50158	08/16/17	EQUIPMENT REPAIR-OIL	12.48		STMT/8-17		D	N				MOTOR FUELS AND	101.45432.0222
	50158	08/16/17	EQUIPMENT REPAIR-PARTS	5.58		STMT/8-17		D	N				MTCE. OF EQUIPME	101.45432.0224
			VENDOR TOTAL	12,002.12										*CHECK TOTAL
				12,002.12										
SEUBERT/DAVE .02570														
	50159	08/16/17	REFUND FEE-COACHED	45.00		080317		D	N				REFUNDS AND REIM	101.41428.0882





Vendor Payments History Report  
INCLUDES ONLY POSTED TRANS

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
STREY/DALE			.02049											
	50167	08/16/17	REFUND JERSEY DEPOSIT	30.00		080317		D	N				REFUNDS AND REIM	101.41428.0882
STULEN/DEBORAH			.00479											
	50168	08/16/17	SAFETY/SECURITY TRNG	50.29		081017		D	N				TRAVEL-CONF.-SCH	101.41403.0333
SW - WEST CNTRL SERVICES			000892											
	50031	08/09/17	HEALTH INSURANCE-SEP	5,822.00		C313		D	N				COBRA INS PREMIU	101.120001
	50031	08/09/17	HEALTH INSURANCE-SEP	3,417.02		C313		D	N				EMPLOYER INSUR.	101.41400.0114
	50031	08/09/17	HEALTH INSURANCE-SEP	5,378.28		C313		D	N				EMPLOYER INSUR.	101.41402.0114
	50031	08/09/17	HEALTH INSURANCE-SEP	2,547.58		C313		D	N				EMPLOYER INSUR.	101.41403.0114
	50031	08/09/17	HEALTH INSURANCE-SEP	4,872.78		C313		D	N				EMPLOYER INSUR.	101.41405.0114
	50031	08/09/17	HEALTH INSURANCE-SEP	1,455.76		C313		D	N				EMPLOYER INSUR.	101.41408.0114
	50031	08/09/17	HEALTH INSURANCE-SEP	2,911.52		C313		D	N				EMPLOYER INSUR.	101.41409.0114
	50031	08/09/17	HEALTH INSURANCE-SEP	363.94		C313		D	N				EMPLOYER INSUR.	101.41424.0114
	50031	08/09/17	HEALTH INSURANCE-SEP	7,282.00		C313		D	N				RETIRED EMPLOYEE	101.41428.0818
	50031	08/09/17	HEALTH INSURANCE-SEP	21,440.32		C313		D	N				INS. PASS THROUG	101.41428.0819
	50031	08/09/17	HEALTH INSURANCE-SEP	42,899.52		C313		D	N				EMPLOYER INSUR.	101.42411.0114
	50031	08/09/17	HEALTH INSURANCE-SEP	2,911.52		C313		D	N				EMPLOYER INSUR.	101.42412.0114
	50031	08/09/17	HEALTH INSURANCE-SEP	6,550.92		C313		D	N				EMPLOYER INSUR.	101.43417.0114
	50031	08/09/17	HEALTH INSURANCE-SEP	20,780.20		C313		D	N				EMPLOYER INSUR.	101.43425.0114
	50031	08/09/17	HEALTH INSURANCE-SEP	2,054.76		C313		D	N				EMPLOYER INSUR.	101.45001.0114
	50031	08/09/17	HEALTH INSURANCE-SEP	505.50		C313		D	N				EMPLOYER INSUR.	101.45432.0114
	50031	08/09/17	HEALTH INSURANCE-SEP	3,417.02		C313		D	N				EMPLOYER INSUR.	101.45433.0114
	50031	08/09/17	HEALTH INSURANCE-SEP	303.30		C313		D	N				EMPLOYER INSUR.	101.45435.0114
	50031	08/09/17	HEALTH INSURANCE-SEP	727.88		C313		D	N				EMPLOYER INSUR.	101.45437.0114
	50031	08/09/17	HEALTH INSURANCE-SEP	11,620.16		C313		D	N				EMPLOYER INSUR.	651.48484.0114
	50031	08/09/17	HEALTH INSURANCE-SEP	1,455.76		C313		D	N				EMPLOYER INSUR.	651.48485.0114
	50031	08/09/17	HEALTH INSURANCE-SEP	1,455.76		C313		D	N				EMPLOYER INSUR.	651.48486.0114
			VENDOR TOTAL	150,173.50										
				150,173.50										
														*CHECK TOTAL
SYSO WESTERN MINNESOTA			000161											
	50169	08/16/17	CONCESSION SUPPLIES	820.13		153131088		D	N				GENERAL SUPPLIES	101.45437.0229
	50169	08/16/17	CONCESSION SUPPLIES	888.89		153134715		D	N				GENERAL SUPPLIES	101.45437.0229
	50169	08/16/17	CONCESSION SUPPLIES	774.95		153138420		D	N				GENERAL SUPPLIES	101.45437.0229
			VENDOR TOTAL	2,483.97										
				2,483.97										*CHECK TOTAL
TACTICAL SOLUTIONS			003040											
	50170	08/16/17	RADAR CERTIFICATIONS	530.00		6296		D	N				MTCE. OF EQUIPME	101.42411.0334
TEMPLER/THOMAS			001406											
	50171	08/16/17	MWOA ANNUAL CONFERENCE	233.06		072817		D	N				TRAVEL-CONF.-SCH	651.48485.0333
THOMPSON			*PETTY CASH/JU											
	50172	08/16/17	TO REIMBURSE PETTY CASH	9.00		080817		D	N				SUBSISTENCE OF P	101.41400.0227
	50172	08/16/17	TO REIMBURSE PETTY CASH	49.95		080817		D	N				OFFICE SUPPLIES	101.41401.0220
	50172	08/16/17	TO REIMBURSE PETTY CASH	9.00		080817		D	N				SUBSISTENCE OF P	101.41401.0227
	50172	08/16/17	TO REIMBURSE PETTY CASH	74.00		080817		D	N				LICENSES AND TAX	101.42411.0445

Vendor Payments History Report  
INCLUDES ONLY POSTED TRANS

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
THOMPSON	*PETTY CASH/JU		003273							
			VENDOR TOTAL	141.95						
				141.95						*CHECK TOTAL
TWIN CITY SEED COMPANY			002949							
	50173	08/16/17	GRASS SEED	250.00		40660		D N	MTCE. OF OTHER I	101.43425.0226
UNCOMMON USA INC			001286							
	50174	08/16/17	US FLAGS	248.00		865139		D N	GENERAL SUPPLIES	101.43425.0229
UNIQUE EMBROIDERY			002540							
	50175	08/16/17	WINTER SAFETY JACKETS	252.60		8979		D N	SUBSISTENCE OF P	101.43425.0227
US BANK			000264							
	50176	08/16/17	#162 GO IMP BOND-SC	425.00		4702548		D N	OTHER CHARGES	313.47100.0449
	50176	08/16/17	#159 GO IMP BOND-SC	450.00		4708891		D N	OTHER CHARGES	311.47100.0449
	50176	08/16/17	#161 GO IMP BOND-SC	450.00		4708959		D N	OTHER CHARGES	312.47100.0449
			VENDOR TOTAL	1,325.00						
				1,325.00						*CHECK TOTAL
US BANK EQUIPMENT FINANC			003143							
	50032	08/09/17	COPIER LEASE-AUG	142.57		336062450		D N	RENTS	101.42412.0440
	50032	08/09/17	COPIER LEASE-AUG	131.75		336082508		D N	RENTS	101.41405.0440
	50032	08/09/17	COPIER LEASE-AUG	340.00		336308820		D N	RENTS	101.41410.0440
			VENDOR TOTAL	614.32						
				614.32						*CHECK TOTAL
	50036	08/15/17	COPIER LEASE-AUG	172.19		336082318		D N	RENTS	651.48484.0440
	50177	08/16/17	COPIER SCANNING SFTWRE	115.50		336840061		D N	SUBSCRIPTIONS AN	101.41410.0443
			VENDOR TOTAL	902.01						
				902.01						
VAN HORNE/MATTHEW			.02700							
	50178	08/16/17	REFUND JERSEY DEPOSIT	30.00		080317		D N	REFUNDS AND REIM	101.41428.0882
VORTEX USA INC			003344							
	50179	08/16/17	RICE PARK SPLASH PAD	15,736.00		30233		D N	OTHER IMPROVEMEN	450.45438.0554
WASIK/CRAIG			003229							
	50180	08/16/17	REFUND JERSEY DEPOSIT	30.00		080317		D N	REFUNDS AND REIM	101.41428.0882
WEST CENTRAL INDUSTRIES			000801							
	50181	08/16/17	CLEANED PARKS-JUL	2,823.66		1624		D N	CLEANING AND WAS	101.43425.0338
	50181	08/16/17	CLEANED STADIUM-JUL	2,303.00		1626		D N	CLEANING AND WAS	101.43425.0338
	50181	08/16/17	LAWN MTCE-JUL	300.00		1637		D N	MTCE. OF OTHER I	101.45437.0336
			VENDOR TOTAL	5,426.66						
				5,426.66						*CHECK TOTAL
WILLIAM E YOUNG CO INC			002082							
	50182	08/16/17	TESTED FLOWMETERS-LABO	2,404.69		17864		D N	MTCE. OF EQUIPME	651.48484.0334



ACS FINANCIAL SYSTEM  
08/16/2017 15:19:36

Vendor Payments History Report  
INCLUDES ONLY POSTED TRANS

CITY OF WILLMAR  
GL540R-V08.05 PAGE 20

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
REPORT TOTALS:				795,590.08										

RECORDS PRINTED - 000471

ACS FINANCIAL SYSTEM  
08/16/2017 15:19:36

Vendor Payments History Report

CITY OF WILLMAR  
GL060S-V08.05 RECAPPAGE  
GL540R

FUND RECAP:

FUND	DESCRIPTION	DISBURSEMENTS
101	GENERAL FUND	387,920.71
208	CONVENTION & VISITORS BUREAU	6,155.21
230	WILLMAR MUNICIPAL AIRPORT	40.03
311	D.S. - 2011 BOND	450.00
312	D.S. - 2012 BOND	450.00
313	D.S. - 2013 BOND	425.00
414	S.A.B.F. - #2014	1,625.00
416	S.A.B.F. - #2016	787.52
419	S.A.B.F. - #2019	387.50
430	C.P. - AIRPORT DEVELOPMENT	21,134.26
432	C.P. - WASTE TREATMENT	107.68
450	CAPITAL IMPROVEMENT FUND	88,749.60
497	S.A.B.F. - #2017	245,952.09
651	WASTE TREATMENT	35,836.54
854	DESTINATION PLAYGROUND	5,568.94
TOTAL ALL FUNDS		795,590.08

BANK RECAP:

BANK	NAME	DISBURSEMENTS
HERT	HERITAGE BANK	795,590.08
TOTAL ALL BANKS		795,590.08



# WILLMAR

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

## CITY COUNCIL AGENDA REPORT

<b>To: Mayor and City Council</b>	<b>Date: August 21, 2017</b>
<b>From: Megan M. DeSchepper</b>	<b>Subject: Public Hearing on Utility Easement Vacation</b>

**AGENDA ITEM:** Public Hearing on Utility Easement Vacation (Eastgate Addition)

**INTRODUCTION/REQUEST:** Kwik Trip, Inc. La Cross, WI, petitioned for vacation of a 15' utility easement along the south property line of Lot 4, Block Two and 15' utility easement along the north property line of Lots 5, 6, 7, & 8, Block Two, **ALL** of Eastgate Addition **EXCLUDING** the easterly 10' utility easement as it currently exists on Lots 4 & 5, Block Two.

**HISTORY:** Public and private utility providers were notified about the petition and no one has services in the easement. No objections or issues with eliminating the easement.

**CURRENT CIRCUMSTANCE:** Kwik Trip has plans for parking and storm water retention in the area of the easement and requests it be vacated as it is an unnecessary unused easement.

**RECOMMENDATION:** Staff recommends adoption of a resolution vacating the easement as proposed.

**ISSUES:** N/A

**FINANCIAL IMPACT:** N/A

**ALTERNATIVES:**

1. Hold action for further information.
2. Continue public hearing to next meeting.

**RECOMMENDED MOTION:** Motion to adopt a resolution vacating the easement as proposed.

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

**WORK SESSION DATE:** N/A

**COUNCIL MEETING DATE:** August 21, 2017



RESOLUTION NO. \_\_\_\_\_

VACATING A PORTION OF A UTILITY EASEMENT

Motion By: \_\_\_\_\_ Second By: \_\_\_\_\_

WHEREAS, the vacation of that portion of the utility easement as described below was petitioned by the Kwik Trip:

Legal description to vacate a portion of the utility easement as follows: a 15' utility easement along the south property line of Lot 4, Block Two, Eastgate Addition AND a 15' utility easement along the north property line of Lots 5, 6, 7 and 8, Block Two Eastgate Addition EXCLUDING the easterly 10' utility easement Lots 4 and 5, Block Two Eastgate Addition;

WHEREAS, the proposed vacation has been approved by the Planning Commission of the City of Willmar; and

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

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

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

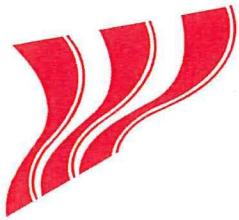
BE IT FURTHER RESOLVED that a certified copy of the Resolution be filed with the Kandiyohi County Recorder on or after the 21st day of August, 2017.

Dated this 21st day of August, 2017.

\_\_\_\_\_  
MAYOR

Attest:

\_\_\_\_\_  
CITY CLERK



**CITY COUNCIL AGENDA REPORT**

<b>To: Mayor and City Council</b>	<b>Date: August 21, 2017</b>
<b>From: Aaron A. Backman, Executive Director Kandiyohi County &amp; City of Willmar Economic Development Commission</b>	<b>Subject: Highway 23 Coalition Membership</b>

**AGENDA ITEM:** Approval of Highway 23 Coalition Membership

**INTRODUCTION/REQUEST:**

The Highway 23 Coalition is respectfully asking the City of Willmar to become a member of the Coalition for 2017-2018. The Coalition is currently approaching cities, counties, and businesses along the corridor to join as well.

**HISTORY:** The Highway 23 Coalition has been seeking state funding to complete the two four-lane gaps on Highway 23 between Willmar and Interstate 94 for many years. Recently, the Coalition has made an effort to be more organized and focused. The Coalition has elected officers, established a budget and membership structure to encourage business and government partners to be involved. Willmar is the largest outstate city without continuous four-lane access. A four-lane connection to I-94 is essential to West Central Minnesota’s economy and workforce. Accessibility is required to attract and retain manufacturing jobs, businesses, and skilled employees. Prospects for the Willmar Industrial Park, such as logistics and warehousing businesses with just-in-time inventory models, often require four-lane accessibility.

The Coalition has adopted an initial budget of \$31,100 (see attachments) with the majority coming from membership dues from units of government, businesses, and other organizations. The three largest line items for expenses would be for marketing, transportation studies, and in the future website development. Policies and procedures will be developed regarding Coalition expenses.

**CURRENT CIRCUMSTANCE:**

For units of government the Highway 23 Coalition has established membership levels based on population. For cities with populations greater than 7,500, there are two membership levels: \$2,000 Supporter level or \$3,000 Advocate level. The cities of both New London and Spicer have both approved being an Advocate member at \$1,500. On August 15<sup>th</sup> Kandiyohi County approved being an Advocate member at \$3,000.

**RECOMMENDATION:**

Approve membership for the City of Willmar in the Highway 23 Coalition

**ISSUES:** N/A

**FINANCIAL IMPACT:** \$2,000 to \$3,000

**ALTERNATIVES:**

1. Delay Council action if additional information is needed.
- 2.

**RECOMMENDED MOTION:** Approve 2017-2018 membership of the City of Willmar in the Highway 23 Coalition.

**REVIEWED BY:** Aaron A. Backman, Exec. Director, EDC

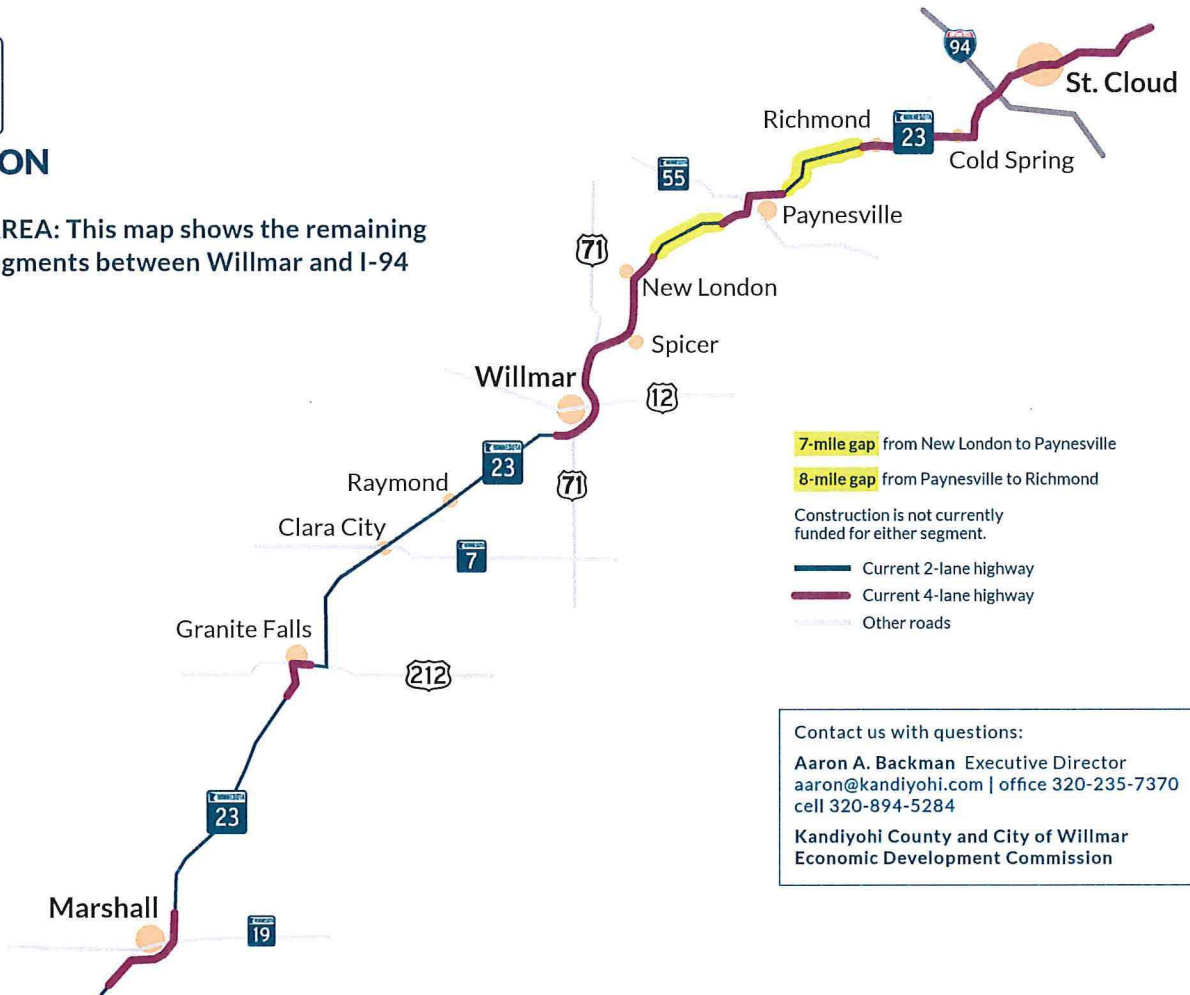
**WORK SESSION DATE:** The City of Willmar's membership in the Highway 23 Coalition was discussed at the August 7, 2017 Work Session.

**COUNCIL MEETING DATE:** August 21, 2007



## COALITION

**PROJECT AREA:** This map shows the remaining two-lane segments between Willmar and I-94





## MEMBERSHIP LEVELS:

<b>Government:</b>	<b><u>Supporter</u></b>	<b><u>Advocate</u></b>
Counties with Population >35,000	\$ 2,000	\$ 3,000
Counties with Population <35,000	\$ 1,000	\$ 1,500
Cities with Population >7,500	\$ 2,000	\$ 3,000
Cities with Population <7,500	\$ 1,000	\$ 1,500
Townships (Any Size)	\$ 200	\$ 300
 <b>Businesses/Organizations:</b>		
Platinum	\$ 1,000	
Gold	\$ 500	
Silver	\$ 250	
Bronze	\$ 100	



**BUDGET**  
**8/1/2017 TO 12/31/2018**

**REVENUES**

MEMBERSHIPS		\$ 28,600
Counties	\$ 8,000	
Cities and Townships	\$ 13,000	
Businesses/Organizations	\$ 7,600	

GRANTS		\$ 1,000
EVENTS		\$ 1,000
MISCELLANEOUS		\$ 500

**TOTAL** **\$ 31,100**

**EXPENSES**

MARKETING/PRINTING		\$ 12,000
(Newsletters, Flyers, Maps, Etc.)		
TRANSPORTATION STUDIES		\$ 7,500
WEBSITE DEVELOPMENT/HOSTING		\$ 5,500
EVENTS		\$ 2,400
BOOKKEEPING (MMDC)		\$ 1,200
TRANSPORTATION		\$ 1,200
BOARD INSURANCE		\$ 700
SUPPLIES/MISCELLANEOUS		<u>\$ 600</u>

**TOTAL** **\$ 31,100**

**RESOLUTION NO.**

**A RESOLUTION APPROVING MEMBERSHIP IN THE HIGHWAY 23 COALITION**

Motion By: \_\_\_\_\_ Second By: \_\_\_\_\_

WHEREAS the City of Willmar desires to become a member of the Highway 23 Coalition for 2017-2018; and

WHEREAS the Highway 23 Coalition is actively approaching cities, counties, businesses and other organizations to join the Coalition; and

WHEREAS the Highway 23 Coalition is promoting the use of State of Minnesota funding to complete the two four-lane gaps on Highway 23 between Willmar and Interstate 94; and the Coalition has elected officers, established a budget and incorporated a membership structure; and

WHEREAS the City of Willmar is the largest outstate city without continuous four-lane access, and a four-lane connection to I-94 is essential to West Central Minnesota's economy and workforce; and accessibility is required to attract and retain businesses, manufacturing jobs, and skilled workers; and

WHEREAS the Coalition intends to use membership funds to promote and market the need to fill the gaps on Highway 23;

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Willmar approves membership in the Highway 23 Coalition at the Advocate level of \$3,000 for the period of time from the present day through December 31, 2018.

Dated this 21<sup>st</sup> day of August, 2017

\_\_\_\_\_  
Mayor

Attest:

\_\_\_\_\_  
City Clerk



# WILLMAR

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

## CITY COUNCIL AGENDA REPORT

<b>To: Mayor and City Council</b>	<b>Date: August 21, 2017</b>
<b>From: Megan M. DeSchepper</b>	<b>Subject: Preliminary/Final Plat-North Creek Second Addition</b>

**AGENDA ITEM:** Preliminary/Final Plat- North Creek Second Addition

**INTRODUCTION/REQUEST:** Lakeland Partners, LLC, (Larry Rice) Willmar MN, requested subdividing three lots into two in the North Creek Addition (776 Business Hwy. 71 N). The development is part of a private planned unit development with private street. The expansion in lot size is to accommodate enlarging a parking lot for one of the existing buildings. Asked that the preliminary/final plat be review simultaneously as it is simply a lot split/combination.

**HISTORY:** All utilities and private services are already in place, simply a shift in lot lines. Planning Commission approved prelim/final plat as presented with the addition of some utility easements as requested by Municipal Utilities. Private declarations will be amended to reflect new legal descriptions.

**CURRENT CIRCUMSTANCE:** There is an existing 10' easement that Mr. Rice is aware of and has no plans for vacation or relocation of said easement.

**RECOMMENDATION:** Staff recommends approving the preliminary/final plat as presented.

**ISSUES:** N/A

**FINANCIAL IMPACT:** N/A

**ALTERNATIVES:**

1. Hold action for further information.
2. Approve preliminary/final plat.
3. Deny preliminary/final plat.

**RECOMMENDED MOTION:** Motion to approve preliminary/final plat.



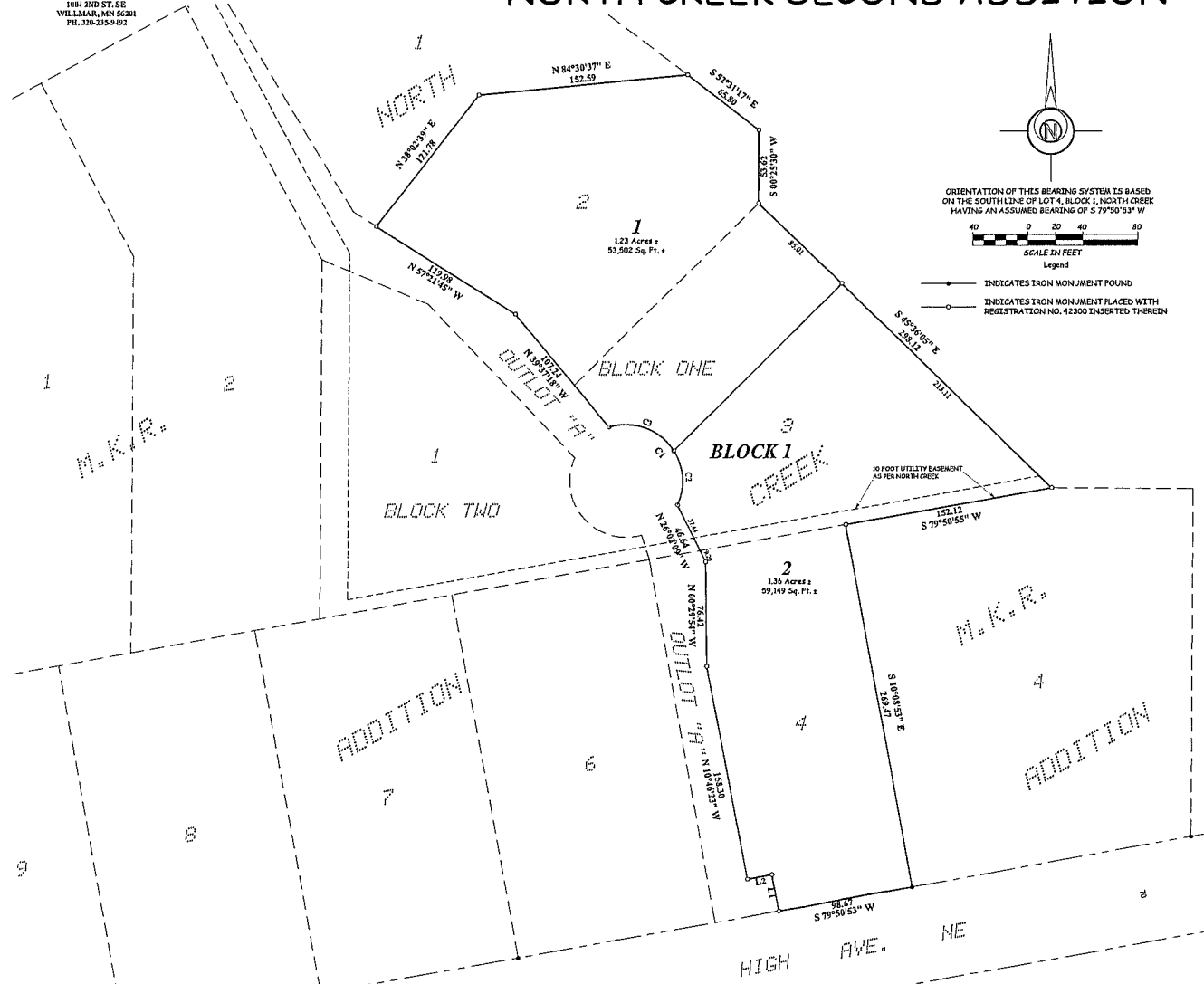
**REVIEWED BY:** Bruce D. Peterson, AICP, Director of Planning & Development Services

**WORK SESSION DATE:** N/A

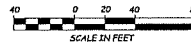
**COUNCIL MEETING DATE:** August 21, 2017

O'MALLEY & KRON LAND SURVEYORS, INC.  
1084 2ND ST. SE  
WILLMAR, MN 56201  
PH. 326-235-9492

# NORTH CREEK SECOND ADDITION



ORIENTATION OF THIS BEARING SYSTEM IS BASED ON THE SOUTH LINE OF LOT 4, BLOCK 1, NORTH CREEK HAVING AN ASSUMED BEARING OF S 79°50'53" W



- Legend
- INDICATES IRON MONUMENT FOUND
  - INDICATES IRON MONUMENT PLACED WITH REGISTRATION NO. 42300 INSERTED THEREIN

KNOW ALL MEN BY THESE PRESENTS: that LCR Properties, LLC, a Minnesota limited liability company, owner and proprietor of the following described property, situated in the County of Kandiyohi, State of Minnesota, described as follows, to-wit:

Has caused the same to be surveyed and platted and hereafter known as NORTH CREEK FIRST ADDITION.

In witness whereof said LCR Properties, LLC, a Minnesota limited liability company, has caused these presents to be signed by its proper officer this \_\_\_ day of \_\_\_\_\_, 20\_\_.

Larry Rice  
President / Chief Manager

STATE OF \_\_\_\_\_ )  
COUNTY OF \_\_\_\_\_ ) SS  
This instrument was acknowledged before me on the \_\_\_ day of \_\_\_\_\_, 20\_\_ by  
Larry Rice, President / Chief Manager of LCR Properties, LLC, a Minnesota limited liability company.

(Notary Signature) (Notary Printed Name)

Notary Public Kandiyohi County, State of Minnesota  
My Commission Expires: \_\_\_\_\_

KNOW ALL MEN BY THESE PRESENTS: that Lakeland Partners, LLC, a Minnesota limited liability company, owner and proprietor of the following described property, situated in the County of Kandiyohi, State of Minnesota, described as follows, to-wit:

Lot 3, Block One, NORTH CREEK as of public record, Kandiyohi County, Minnesota.

Has caused the same to be surveyed and platted and hereafter known as NORTH CREEK FIRST ADDITION.

In witness whereof said Lakeland Partners, LLC, a Minnesota limited liability company, has caused these presents to be signed by its proper officer this \_\_\_ day of \_\_\_\_\_, 20\_\_.

Larry Rice  
President / Chief Manager

STATE OF \_\_\_\_\_ )  
COUNTY OF \_\_\_\_\_ ) SS  
This instrument was acknowledged before me on the \_\_\_ day of \_\_\_\_\_, 20\_\_ by  
Larry Rice, President / Chief Manager of Lakeland Partners, LLC, a Minnesota limited liability company.

(Notary Signature) (Notary Printed Name)

Notary Public Kandiyohi County, State of Minnesota  
My Commission Expires: \_\_\_\_\_

I, Benjamin C. O'Malley, do hereby certify that this plat was prepared by me or under my direct supervision; that I am a duly Licensed Land Surveyor in the State of Minnesota; that this plat is a correct representation of the boundary survey; that all mathematical data and labels are correctly designated on this plat; that all monuments depicted on this plat have been, or will be correctly set within one year, that all water boundaries and wet lands, as defined in Minnesota Statutes, Section 503.01 Subd. 3, as of the date of this certificate are shown and labeled on this plat; and all public ways are shown and labeled on this plat.

Dated this \_\_\_ day of \_\_\_\_\_, 20\_\_.

Benjamin C. O'Malley, Licensed Land Surveyor  
Minnesota Registration No. 42300

STATE OF MINNESOTA )  
COUNTY OF \_\_\_\_\_ ) SS  
This instrument was acknowledged before me on the \_\_\_ day of \_\_\_\_\_, 20\_\_ by  
Benjamin C. O'Malley.

(Notary Signature) (Notary Printed Name)

Notary Public Kandiyohi County, State of Minnesota  
My Commission Expires: \_\_\_\_\_

I, hereby certify that the proper evidence of title has been presented to me and that all parties with an interest in said property have been included in the execution of the above instrument. Dated this \_\_\_ day of \_\_\_\_\_, 20\_\_.

ATTORNEY

Approved by the Planning Commission of the City of Willmar, Kandiyohi County, Minnesota, this \_\_\_ day of \_\_\_\_\_, 20\_\_.

CHAIRMAN \_\_\_\_\_ CLERK \_\_\_\_\_

Approved by the City Council of the City of Willmar, Kandiyohi County, Minnesota, this \_\_\_ day of \_\_\_\_\_, 20\_\_.

MAYOR \_\_\_\_\_ CLERK \_\_\_\_\_

Approved this \_\_\_ day of \_\_\_\_\_, 20\_\_.

ENGINEER, CITY OF WILLMAR

I, hereby certify that all taxes are paid for the year \_\_\_\_\_ for the land herein described.

KANDIYOHY COUNTY TREASURER

No delinquent taxes and transfer entered this \_\_\_ day of \_\_\_\_\_, 20\_\_.

KANDIYOHY COUNTY AUDITOR

I, hereby certify that the within instrument was filed in this office for record on the \_\_\_ day of \_\_\_\_\_, 20\_\_ at \_\_\_\_\_ o'clock \_\_\_ M. and was duly recorded as Folder No. \_\_\_\_\_; and as Document No. \_\_\_\_\_.

KANDIYOHY COUNTY RECORDER

CURVE	ARC LENGTH	RADIUS	DELTA ANGLE	CHORD LENGTH	CHORD BEARING	LINE	MEASURED BEARING	DISTANCE
C1	94.90	41.17	132°04'25"	75.24	N 41°06'13" W	L1	N 10°46'23" W	27.00
C2	41.25	41.17	57°24'29"	39.55	N 03°46'16" W	L2	S 79°50'53" W	18.00
C3	53.65	41.17	74°39'56"	49.93	N 69°48'28" W			



**CITY COUNCIL AGENDA REPORT**

<b>To: Mayor and City Council</b>	<b>Date: August 21, 2017</b>
<b>From: Megan M. DeSchepper</b>	<b>Subject: Preliminary Plat- HIS First Addition</b>

**AGENDA ITEM:** Preliminary Plat- HIS First Addition

**INTRODUCTION/REQUEST:** HIS Land Co, (Dan Goetzman) Spicer, MN requested subdivision of six parcels of land into two lots and four outlots on the old Mills Auto property on 1<sup>st</sup> St. S. The outlots will be used for access and stormwater retention. One of the lots will be for the new Dairy Queen Restaurant and the other will be sold for commercial development.

**HISTORY:** The preliminary plat was approved by the Planning Commission with several conditions regarding easements, fire hydrant, screening, and shared outlots usage/ownership etc.

**CURRENT CIRCUMSTANCE:** The site plan for the proposed Dairy Queen has already been reviewed and approved with conditions by the Planning Commission.

**RECOMMENDATION:** Staff recommends approval the preliminary plat.

**ISSUES:** N/A

**FINANCIAL IMPACT:** N/A

**ALTERNATIVES:**

1. Hold action for further information.
2. Approve the preliminary plat.
3. Deny the preliminary plat.

**RECOMMENDED MOTION:** Motion to approve the preliminary plat.

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

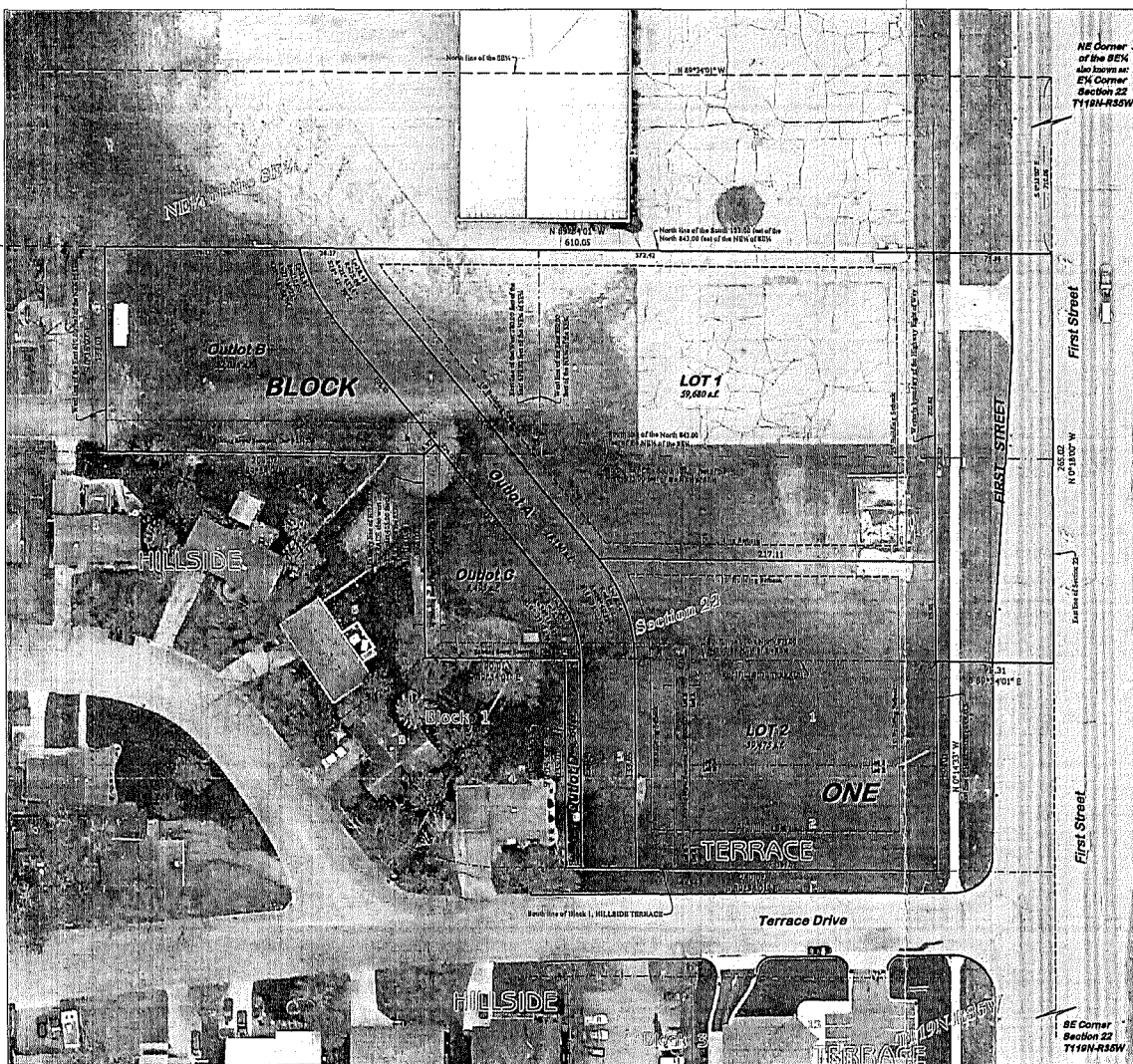
**WORK SESSION DATE:** N/A

**COUNCIL MEETING DATE:** August 21, 2017

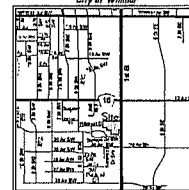
Preliminary Plat of:

# HIS FIRST ADDITION

Located In:  
NE¼ of the SE¼, Section 22, Township 119 North, Range 35 West,  
Willmar Twp. Kandiyohi County, MN



Vicinity Map - Not to Scale  
City of Willmar



Currently Zoned 'GB' - General Business

Total Area Platted - 3.53 Acres



This drawing prepared by:

**Bonnema Runke Stern Inc.**  
Professional Land Surveyors

1809 22nd St SW - Suite 104  
Willmar, MN 56201

Office (507) 231-2244

Fax (507) 231-2227

Requested by: HSB Land Company, LLC

65 East Goodman

11909 62nd Street NW

Springer, MN 56288



## LEGEND

- Found Iron Monument from  
former survey
- Borrowing Survey Placed  
Capped Iron Monument
- ⊙ Cast Iron Monument
- ⊙ Placed Monument on the property line at a  
position which is offset from the actual property  
corner.  
Note: The shown property boundary directions are  
measured to the actual property corner
- Cut & Gutter



# WILLMAR

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

## CITY COUNCIL AGENDA REPORT

<b>To: Mayor and City Council</b>	<b>Date: August 21, 2017</b>
<b>From: Judy R. Thompson City Clerk</b>	<b>Subject: Oslo Meadows Special Assessment Public Hearing</b>

**AGENDA ITEM:** Oslo Meadows Special Assessment Public Hearing

**INTRODUCTION/REQUEST:** Set a Public Hearing for 7:02 p.m. on September 5, 2017, for the Oslo Meadows Special Assessments

**HISTORY:** Oslo Meadows lot sales requiring additional assessments for the 2005 Street & Other Improvements. A hearing is required to place additional assessments against any parcel pursuant to MS Chapter 429.

One (1) lot sold in July 2017. The sales price for the lot sold was remitted to the City of Willmar in the normal County settlement. With the known sales price we can determine that the remaining two years of the 2005 Special Assessments will be unpaid. Staff requests you hold a Public Hearing on September 5, 2017, to take testimony from the new buyers and then certify the remaining dollar amount against said parcel for 5 years at the stated project interest rate of 5.5%.

<u>Name</u>	<u>PID</u>	<u>Description</u>	<u>Sale Price</u>	<u>Pending Assessment</u>
Ryan J. & Liv V. Fuchs	95-604-0200	Blk-3 Lot 1	\$7,802.00	\$2,129.14

**CURRENT CIRCUMSTANCE:** N/A

**RECOMMENDATION:** Set a Public Hearing for 7:02 p.m. on September 5, 2017, for the Oslo Meadows Special Assessments

**ISSUES:** N/A

**FINANCIAL IMPACT:** \$2,129.14

**ALTERNATIVE:** N/A

**RECOMMENDED MOTION:** Set a Public Hearing for 7:02 p.m. on September 5, 2017

**REVIEWED BY:** Ike Holland, City Administrator

**WORK SESSION DATE:**

**COUNCIL MEETING DATE:** August 21, 2017         **CONSENT AGENDA**      X   **AGENDA**



**WILLMAR**

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

**CITY COUNCIL AGENDA REPORT**

<b>To: Mayor and City Council</b>	<b>Date: August 21, 2017</b>
<b>From: Judy R. Thompson City Clerk</b>	<b>Subject: Special Assessment Hearing for Unpaid Weed/Grass Mowing Removal Charges</b>

**AGENDA ITEM:** Special Assessment Hearing for Unpaid Weed/Grass Mowing Removal Charges

**INTRODUCTION/REQUEST:** Set a Public Hearing for 7:03 p.m. on September 5, 2017, for the Unpaid Weed/Grass Mowing Removal Charges

**HISTORY:** Pursuant to Willmar Municipal Code, Chapter 9, Article III concerning the cutting of weeds or grass, and in the case of noncompliance, such work to be performed by the City or its agent, the costs thereof can be certified as a special assessment against the property concerned, and

Notice will be given that the City Council of the City of Willmar, Minnesota, will meet on the 5<sup>th</sup> day of September 2017, at 7:03 p.m. to consider objections to the proposed assessment for the mowing cost incurred on the below-listed property owners.

95-090-1440	Mary S. Daugherty	1014 6 <sup>th</sup> Street SW	\$177.07
95-003-0760	Richard Graf	810 Campbell Avenue NW	\$137.70
95-130-0110	Pamela J. Sward & P.A. Brenner	116 Minnesota Avenue SE	\$113.57
95-250-0900	Shane M. Vanhove	936 3 <sup>rd</sup> Street SE	\$585.03

**CURRENT CIRCUMSTANCE:** N/A

**RECOMMENDATION:** Set a Public Hearing for 7:03 p.m. on September 5, 2017, for the Special Assessment Hearing for Unpaid Weed/Grass Mowing Removal Charges

**ISSUES:** N/A

**FINANCIAL IMPACT:** \$1,013.37

**ALTERNATIVE:** N/A

**RECOMMENDED MOTION:** Set a Public Hearing for 7:03 p.m. on September 5, 2017

**REVIEWED BY:** Ike Holland, City Administrator

**WORK SESSION DATE:**

**COUNCIL MEETING DATE:** August 21, 2017         CONSENT AGENDA      X   AGENDA



**WILLMAR**

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

**CITY COUNCIL AGENDA REPORT**

<b>To: Mayor and City Council</b>	<b>Date: August 21, 2017</b>
<b>From: Judy R. Thompson City Clerk</b>	<b>Subject: Special Assessment Hearing for Unpaid Nuisances In General Removal Charges</b>

**AGENDA ITEM:** Special Assessment Hearing for Unpaid Nuisances In General Removal Charges

**INTRODUCTION/REQUEST:** Set a Public Hearing for 7:04 p.m. on September 5, 2017, for the Unpaid Nuisances In General, Duties, Authority of Building Inspector Removal Charges

**HISTORY:** Pursuant to Willmar Municipal Code, Chapter 9, Article I concerning the removal of a hazardous building, such work to be performed by the City or its agent, the costs thereof can be certified as a special assessment against the property concerned, and

Notice will be given that the City Council of the City of Willmar, Minnesota, will meet on the 5<sup>th</sup> day of September 2017, at 7:04 p.m. to consider objections to the proposed assessment for the removal of a hazardous building on the below listed property owner.

95-003-0760    Richard Graf    810 Campbell Avenue NW    \$12,161.38

**CURRENT CIRCUMSTANCE:** N/A

**RECOMMENDATION:** Set a Public Hearing for 7:04 p.m. on September 5, 2017, for the Special Assessment Hearing for Unpaid Nuisances In General Removal Charges

**ISSUES:** N/A

**FINANCIAL IMPACT:** \$12,161.38

**ALTERNATIVE:** N/A

**RECOMMENDED MOTION:** Set a Public Hearing for 7:04 p.m. on September 5, 2017

**REVIEWED BY:** Ike Holland, City Administrator

**WORK SESSION DATE:**

**COUNCIL MEETING DATE:** August 21, 2017     **CONSENT AGENDA**     **AGENDA**