

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

December 4, 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 Kathy Schwantes, Fernando Alvarado, Julie Asmus, Shawn Mueske and Andrew Plowman. Council Members Audrey Nelsen and Ron Christianson were excused from the meeting. Present 7, Absent 2.

Also present were City Administrator Ike Holland, Finance Director Steve Okins, Planning and Development Services Director Bruce Peterson, Police Chief Jim Felt, Fire Chief Frank Hanson, Community Education and Recreation Director Steve Brisendine, Public Works Director Sean Christensen, Human Resource Director Bridget Buckingham, City Clerk Judy Thompson and City Attorney Robert Scott.

Proposed additions to the agenda included: Mayor Calvin requested the addition of Robbins Island Park Signage; Phased Retirement Option (PRO) Agreement with PERA; Police Department Body Camera Purchase; and Western Interceptor Storm Sewer Phase I Project. These are all items being brought forward from the Work Session held earlier this evening.

Council Member Fagerlie moved to approve the agenda as amended. Council Member Schwantes seconded the motion which carried.

City Clerk Judy Thompson reviewed the consent agenda.

- A. City Council Minutes of November 20, 2017
- B. Willmar Municipal Utilities Minutes of November 27, 2017
- C. Rice Memorial Hospital Board Minutes of November 15, 2017
- D. **Resolution No. 17-137 Accepting Project No. 1601 and Authorize Final Payment**
- E. Human Rights Commission Minutes of October 17, 2017
- F. Central Community Transit Operations Board Minutes of November 28, 2017
- G. Willmar Lakes Area CVB Board Minutes of October 17, 2017
- H. ~~Accounts Receivable Report through November 28, 2017~~

Council Member Fagerlie offered a motion to approve the Consent Agenda. Council Member Asmus asked that Item H be removed for discussion. Council Member Plowman seconded the motion to approve the consent agenda, with the removal of Item H, which carried on a roll call vote of Ayes 6, Noes 0.

Council Member Asmus asked for clarification on an item in the accounts receivable report for GB Lead Services LLC for hazardous material waste disposal for \$25,485.00 and decontamination of the building for \$24,780.00 for the gun range at the City Auditorium. Council Member Asmus was inquiring if these were additional expenses to the ones approved by Council or were these included in the original bid.

City Administrator Ike Holland stated these were part of the original bid process.

Council Member Asmus offered a motion to approve Item H. Council Member Plowman seconded the motion which carried.

At 7:07 p.m. Mayor Calvin opened the public hearing for **Ordinance No. 1408 Amending Rates Charged by Willmar Municipal Utilities to be Effective for Billings Sent On and After January 1, 2018**. Willmar Municipal Utilities General Manager John Harren was present to present the details of the Ordinance which proposes an increase in water rates of five (5%) percent in 2018 and an additional five (5%) percent in 2019. Mr. Harren was also proposing Council approve an amendment to the original proposed ordinance be made under Section 6 to remove "wastewater". He also noted that our electric rates are about in the middle range of other

municipalities within the state, our water rates are near the lowest in the state, and with our 5% increase in 2018 and 5% increase in 2019, we shift one municipal higher assuming no other jurisdictions have increases proposed. One other item, he touched on was the billing process for wastewater charges.

There being no one to speak for or against the proposed ordinance amendment, Mayor Calvin closed the public hearing at 7:14 p.m. and opened it up for discussion by the Council. Following discussion, Council Member Mueske offered a motion to approve the proposed amendment to remove "wastewater" from Section 6. Council Member Asmus seconded the motion, which carried on a roll call vote of Ayes 6, Noes 0.

Council Member Plowman offered a motion to approve the amendment, as amended, adopt, assign a number, and order final publication of **Ordinance No. 1408 Amending Rates Charged by Willmar Municipal Utilities to be Effective for Billings Sent On and After January 1, 2018**. Council Member Asmus seconded the motion, which carried on a roll call vote of Ayes 6, Noes 0.

At 7:22 p.m. Mayor Calvin opened the public hearing for Truth in Taxation, Establish 2018 Tax Levy, and Set 2018 Budget. Finance Director Steve Okins stated the 2018 recommended tax levy was set at \$4,974,245, which represents a \$144,880 increase, or three (3%) percent, over the 2017 tax levy. Mr. Okins stated the second item is to set the 2018 Budget totally \$46,216,588.

Joe Fernkes, 1004 Southeast 9th Street, addressed the Council with concerns of increase in his taxes versus a neighbor's property. Mr. Fernkes was informed those issues are addressed at the Local Board of Equalization.

There being no others to speak for or against the proposed levy, Mayor Calvin stated it was the desire of the Council at their Special Work Session held on November 27, 2017 to move the discussion of approving the levy and the adoption of the budget to December 18, 2017. Due to the absence of two Council Members at the meeting this evening, his recommendation was to continue the public hearing on December 18, 2017 at 7:02 p.m.

Planning and Development Services Director Bruce Peterson and City Administrator Ike Holland recognized Megan DeSchepper for her years of service with the City and presented her with a certificate of appreciation. Ms. DeSchepper has been an employee of the City for 15 years and has accepted employment with MnDOT. Mayor Calvin also thanked Ms. DeSchepper for her service and wished her well in her new venture.

Ben Larson, 1412 Southwest 6th Street, addressed the Council with concerns relating to recent negative racial activity on Facebook by Council Member Christianson.

John Burns, 317 Northwest 7th Street, addressed the Council relating to the negative racial activity conducted by Council Member Christianson.

Joe Firkness, 1004 Southeast 9th Street, addressed the Council supporting Council Member Christianson's recent Facebook activity.

Bob Skor, 617 Southwest 14th Street, addressed the Council and inquired as to the south wind turbine's inactivity. He also offered his support for Council Member Christianson's recent Facebook activity.

Edward Petersen, 342 South 4th Street, addressed the Council supporting Council Member Christianson's recent Facebook activity.

City Clerk Judy Thompson presented a request for Council's approval to enter into an agreement with Cornerstone Construction Services to repair the recent water damage due to a water leak at the City Office Building. **Resolution No. 17-138 Awarding the Contract for the City Hall Water Damage Repair to Cornerstone Construction Services in the Amount of \$56,971.00** was introduced by Council Member Fagerlie. Council Member Alvarado seconded the motion, which carried on a roll call vote of Ayes 6, Noes 0.

At 7:53 p.m. Mayor Calvin recessed the meeting. The meeting reconvened at 7:58 p.m.

City Attorney Robert Scott presented a request to consider an ordinance allowing for participation on the Rice Memorial Hospital Board by Carris Health, LLC and CentraCare Health System. Mr. Scott stated the Affiliation Agreement between the City, the Rice Board, Carris and CentraCare, approved by City Council Resolution No. 17-

131, provides for two non-voting observers to be appointed to the Rice Board by CentraCare and for the Carris Co-Chief Executive Officers to serve as non-voting ex-officio members of the Rice Board. Charter Section 4.04, subdivision 4 authorizes the city council to provide for such outside representation on the Rice Board by ordinance.

Council Member Fagerlie offered a motion to **introduce an Ordinance Allowing for Participation on Rice Memorial Hospital Board by Carris Health, LLC and CentraCare Health System** and set a public hearing for December 18, 2017 at 7:01 p.m. to take testimony on the ordinance. Council Member Mueske seconded the motion which carried.

Police Chief Jim Felt presented a request to accept a tow bid from Ed's Service Center and in 2018 through 2019 change the collected tow fee to \$175 for regular and snow emergency tows, and \$230 for accident related tows. Chief Felt stated the Police Department sent bid requests to all local towing companies and only one tow company, Ed's Service Center, submitted a bid which had substantial increases from the prior contract.

Following discussion, **Resolution No. 17-139 Approving the 2018-2019 Towing Requirements Contract in the Amount of \$38,230.00** was introduced by Council Member Mueske. Council Member Plowman seconded the motion, which carried on a roll call vote of Ayes 6, Noes 0.

Fire Chief Frank Hanson presented a request to increase the firefighter and fire officer wages by ten (10%) percent beginning January 1, 2018, and any future pay increases be reviewed on an annual basis. Chief Hanson noted the last time the firefighters received an increase in wages was in 2008.

Following discussion, Council Member Asmus offered a motion to approve staff's recommendation. Council Member Mueske seconded the motion which carried.

City Attorney Robert Scott presented a request to accept an additional \$63,000.00 from the Willmar Area Community Foundation Friends of Robbins Island Park Fund to support the construction of the Destination Playground. Mr. Scott indicated this is the seventh donation received from the Foundation. **Resolution No. 17-140 Accepting Donation from Willmar Area Community Foundation for Robbins Island Destination Playground Project in the Amount of \$63,000.00** was introduced by Council Member Schwantes. Council Member Asmus seconded the motion, which carried on a roll call vote of Ayes 6, Noes 0.

Park and Recreation Director Steve Brisendine presented a recommendation for approval for new signage at the Robbins Island Regional Park. Mr. Brisendine stated the signage will be purchased with resources donated by the Willmar Rotary Club. It was noted this item was brought forward from the Work Session held earlier this evening. Following discussion, Council Member Schwantes offered a motion to approve staff's recommendation. Council Member Plowman seconded the motion which carried.

Planning and Development Services Director Bruce Peterson presented a recommendation for approval of the Phased Retirement Option Agreement (PRO) with PERA in order to implement a succession plan. Mr. Peterson stated the PRO agreement will allow the transition into retirement for the employee and provide the City with a workforce planning tool that can help transfer knowledge from the longtime employee to the new employee. Mr. Peterson also stated the City does not have to use it for every position that a retiring employee leaves. However, it does provide the option to maintain coverage of a position until it is filled, and/or assist in training of a new employee into the position. The City has discretion to determine the hours of work for the retiree and in deciding the length of agreement with the retiring employee. It was noted this item was brought forward from the Work Session held earlier this evening. Following discussion, Council Member Schwantes offered a motion to approve staff's recommendation. Council Member Mueske seconded the motion which carried.

Police Chief Jim Felt presented a recommendation for approval of the purchase of 12 body cameras from the Watch Guard Company in the amount of \$16,054 for the Willmar Police Department. Chief Felt noted the 2017 budget had \$17,000 approved for body camera purchases, and a similar amount is being requested in the 2018 budget, but not yet approved. It was noted this item was brought forward from the Work Session held earlier this evening. After the discussion at Work Session, Chief Felt's request was to obtain a new quote for the purchase of all 24 body cameras in 2017 and take the additional funding out of the public improvement revolving fund.

Following discussion, **Resolution No. 17-141 Approving the Purchase of Police Body Cameras from Watch Guard in the Amount of Up to \$32,108.00** was introduced by Council Member Mueske. Council Member Alvarado seconded the motion, which carried on a roll call vote of Ayes 6, Noes 0.

Public Works Director Sean Christensen presented a request to award the Western Interceptor Storm Sewer Phase I design and construction engineering services to Bolton & Menk, Inc. in the amount of \$169,890.00. Mr. Christensen stated the 2017 Capital Outlay Program includes \$150,000 for Phase I of the project. The proposal requests the design engineering service to investigate grant sources as an additional funding mechanism for the design and construction services. This project would connect the ponds on the south side of Baker Field, where the Stingers play, to the outfall and eventually into Hawk Creek. It was noted this item was brought forward from the Work Session held earlier this evening.

Following discussion, **Resolution No. 17-142 Awarding the Contract for the Western Interceptor Storm Sewer Phase I Construction Engineering Services to Bolton & Menk, Inc. in the Amount of \$169,890.00** was introduced by Council Member Fagerlie. Council Member Plowman seconded the motion, which carried on a roll call vote of Ayes 6, Noes 0.

City Administrator Ike Holland congratulated the Willmar Police Department on the recent successful Shop with a Cop event held at Walmart. Mr. Holland also stated he was pleased to recognize Megan DeSchepper this evening, and in the future he plans to introduce new employees to Council and the community.

Mayor Calvin made the following comments: thanked City Administrator Ike Holland for his leadership the past couple weeks in dealing with the budget process and special meetings that were conducted; gave kudos to the Fire Department and firefighters; vacancies on various boards and commission will be brought to the Council on December 18th for approval and urged Council to make recommendations to fill these vacancies prior to that date; and noted the Celebrate the Light of the World at the Koosman property. This event has been held for the last ten years at their property, and Mayor Calvin stated he has been meeting with various individuals about bringing this event to Robbins Island and would like the Council to consider this option. Mayor Calvin would like this to be discussed further at a Work Session in February or March, or perhaps bring to a Council Retreat.

Council Member Mueske spoke in regard to the negative comments made during the Open Forum this evening, and as a member of the Human Rights Commission he wanted to elaborate on some of the things talked about at a recent meeting of the Commission. He stated they heard concerns similar to what was heard this evening, and the Commission came to the conclusion that nothing was wrong policy-wise with the comments made, any Council Member can have an opinion which is what Council Member Christianson had. The Human Rights Commission did not act as a Commission regardless of what others may believe, because there was no violation of the Human Rights Policy. However, when a public official engages in such activity you invite response like what was heard this evening, and constituents also have that right. Open debate is part of the process of politics and when you open up that door you never know what is going to walk through it and what was seen this evening was an example of this. However, as we sit on the Council, we need to make sure Willmar stays an inviting community for all its residents and he will continue to stand for that. Council Member Mueske stated he appreciates people being part of that process, and he was very happy to hear Mr. Larson had met with Council Member Christianson's wife and they are going to try to work things out. He cannot sit back and pretend that he did not hear the words in these Chambers. He thanked the Mayor for the opportunity to make these comments.

Council Member Plowman stated he is a fan of diplomacy, loves respectful debate and varied opinions and he feels as a Council we have done a great job so far this year at having respectful debate and discourse. As these debates go on in our community, he thinks everyone should put effort into maintaining good solid respectful debate. There are challenges in every growing community that is having great things happen and there is going to be discourse, some challenges in difference of opinions for what is good, what's reasonable, what's right and wrong. Healthy discourse is good for a community and he urges everyone to maintain that and we as a Council can lead the way to ensure that happens.

Council Member Schwantes feels Willmar is great, and she loves living in the Willmar area. She would like to challenge everyone this holiday season to say a kind word and offer a smile and show the community what kind of people we really are. No matter how much change you have in your pocket, everyone can afford a kind word and a smile.

Council Member Alvarado mentioned one of the things he heard during his campaign last year from a very successful downtown business person, was "I love my neighbors" and she was talking about her downtown neighbors. That is powerful and he thinks we have to remember those four words and begin to know who our neighbors are and if we can do that we are going to have a greater community once we start working more and more together. He is excited about the downtown and what is happening in Willmar. People want to have new experiences, they want to experience everything. We have that in Willmar and we need to enjoy it and promote it. He also stated he likes the positive energy on the Council and is thankful for that.

Council Member Fagerlie offered a motion to adjourn the meeting with Council Member Asmus seconding the motion, which carried. The meeting adjourned at 8:29 p.m.

MAYOR

Attest:

SECRETARY TO THE COUNCIL

Resolution No. 17-137

A RESOLUTION ACCEPTING PROJECT NO. 1601 AND AUTHORIZING FINAL PAYMENT.

Motion By: Fagerlie Second By: Plowman

IMPROVEMENT: Project No. 1601 – Reconstruction of 7 ½ Street SW and 15th Avenue SW

CONTRACTOR: Duininck, Inc.
DATE OF CONTRACT: May 16, 2016
BEGIN WORK: July 27, 2016
COMPLETE WORK: November 14, 2017
APPROVE, ENGINEERING DEPT: November 16, 2017

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

1. The said City of Willmar Project No. 1601 be herewith approved and accepted by the City of Willmar.
2. The following summary and final payment be approved:

ORIGINAL CONTRACT AMOUNT:	\$812,211.00
Change Order No. 1	\$42,475.60
FINAL NET CONTRACT AMOUNT, PROPOSED:	\$854,686.60

ACTUAL FINAL CONTRACT AMOUNT AS CONSTRUCTED: \$827,721.09
Less Previous Payments \$810,871.69
FINAL PAYMENT DUE CONTRACTOR: \$16,849.40

Dated this 4th day of December, 2017.

s/s Marv Calvin
Mayor

Attest:

s/s Judy Thompson
City Clerk

RESOLUTION NO. 17-138

A RESOLUTION AWARDING THE CONTRACT FOR THE CITY HALL WATER DAMAGE REPAIR TO CORNERSTONE CONSTRUCTION SERVICES IN THE AMOUNT OF \$56,971.00.

Motion By: Fagerlie Second By: Alvarado

BE IT RESOLVED by the City Council of the City of Willmar, a Municipal Corporation of the State of Minnesota, the bid of Cornerstone Construction Services for the City Hall water damage repair 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 \$56,971.00.

Dated this 4th day of December, 2017.

s/s Marv Calvin
Mayor

Attest:

s/s Judy Thompson
City Clerk

RESOLUTION NO. 17-139

A RESOLUTION APPROVING THE 2018-2019 TOWING REQUIREMENTS CONTRACT IN THE AMOUNT OF \$38,230.00.

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 bid of Ed's Service Center and Sales, Inc. of Willmar, Minnesota for the 2018-2019 Towing

Requirements is accepted, and be it further resolved that the Mayor and City Administrator of the City of Willmar are hereby authorized to enter into an agreement with the bidder for the terms and consideration of the contract in the amount of \$38,230.00.

Dated this 4th day of December, 2017.

s/s Marv Calvin

Mayor

Attest:

s/s Judy Thompson

City Clerk

**CITY OF WILLMAR
RESOLUTION NO. 17-140**

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

Motion By: Schwantes

Second By: Asmus

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

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

WHEREAS, WACF proposes to donate funds from its Friends of Robbins Island Park Fund to cover 100 percent of the City's cost to purchase all equipment, materials, supplies and services necessary to construct the playground project, and made an initial donation totaling \$200,000.00 for such purposes, which donation was duly accepted by the Willmar City Council by Resolution No. 17-07, dated February 6, 2017, a second donation of \$99,000 and in-kind materials, equipment and supplies by Resolution No. 17-24 dated March 20, 2017, a third donation of \$99,000 by Resolution 17-52 dated May 15, 2017, a fourth donation of \$75,000 by Resolution 17-78 dated July 3, 2017, a fifth donation of \$30,00 and additional in-kind services, materials and supplies dated July 17, 2017, and a sixth donation of \$75,000 by Resolution 17-103 dated September 5, 2017; and

WHEREAS, WACF now wishes to donate an additional \$63,000 from its Friends of Robbins Island Park Fund to the City for the same purposes; and

WHEREAS, Minnesota Statutes, Section 465.03 provides that the City may accept such donations for the benefit of its citizens in accordance with the terms prescribed by the donor, and that acceptance of such grant is

subject to a resolution of the City Council adopted by a two-thirds majority of its members, expressing the terms of the grant in full; and

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

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

1. The City hereby accepts the donation from WACF totaling \$63,000 in support of the playground project, subject to the conditions applicable to WACF's first donation as stated in Willmar City Council Resolution No. 17-07, dated February 6, 2017, which conditions are incorporated herein by reference.
2. The City Council hereby expresses its and the community's appreciation to WACF and all contributors to the Friends of Robbins Island Park Fund for such donation.

Adopted by the City Council of the City of Willmar on December 4, 2017.

Approved:

s/s Marv Calvin_____

Mayor

Attested:

s/s Judy Thompson_____

City Clerk

RESOLUTION NO. 17-141

Motion By: Mueske_____

Second By: Alvarado_____

BE IT RESOLVED by the City Council of the City of Willmar, a Municipal Corporation of the State of Minnesota, to authorize the purchase of police body cameras from Watch Guard, in the amount up to \$32,108.00, and that \$16,054.00 is to be taken from the 2017 Police Department Operating Budget, and the remaining \$16,054.00 to be taken from the Public Improvement Revolving fund.

Dated this 5th day of December 2017.

s/s Marv Calvin_____

MAYOR

Attest:

s/s Judy Thompson_____

CITY CLERK

RESOLUTION NO. 17-142

A RESOLUTION AWARDING THE CONTRACT FOR THE WESTERN INTERCEPTOR STORM SEWER PHASE I CONSTRUCTION ENGINEERING SERVICES TO BOLTON & MENK, INC. IN THE AMOUNT OF \$169,890.00.

Motion By: Fagerlie

Second By: Plowman

BE IT RESOLVED by the City Council of the City of Willmar, a Municipal Corporation of the State of Minnesota, the bid of Bolton & Menk, Inc. for the Western Interceptor Storm Sewer Phase I construction engineering services 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 \$169,890.00.

Dated this 4th day of December, 2017.

s/s Marv Calvin
Mayor

Attest:

s/s Judy Thompson
City Clerk

WILLMAR MUNICIPAL UTILITIES MINUTES
MUNICIPAL UTILITIES AUDITORIUM
DECEMBER 11, 2017

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

Others present at the meeting were: General Manager John Harren, Director of Finance Denise Runge, Customer Service Supervisor Stacy Stien, Facilities/Purchasing Supervisor Kevin Marti, Information Systems (IS) Coordinator Mike Sangren, Staff Electrical Engineer Jeron Smith, Power Resources Analyst Michelle Marotzke, Power Production Supervisor Jon Folkedahl, Compliance Officer & HR Administrator Janell Johnson, Administrative Secretary Beth Mattheisen, Water & Heating Supervisor Joel Braegelman, City Councilmember Shawn Mueske, and City 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 Mahboub seconded.

RESOLUTION NO. 46

“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 November 27, 2017 Commission meeting; and,
- ❖ Bills represented by vouchers No. 172049 to No. 172128 and associated wire transfers inclusive in the amount of \$445,032.82.

Dated this 11th day of December, 2017.

President

Attest:

Secretary

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

For information and review, three departmental updates were presented to the Commission for discussion and review. Each report included an update of both current and completed capital improvement projects along with budget vs. actual costs related to these projects. The reports were as follows:

- 1) Facilities & Purchasing Department (Facilities & Purchasing Supervisor Kevin Marti)
- 2) Information & Technology Department (IS Coordinator Mike Sangren)
- 3) Engineering Department (Staff Electrical Engineer Jeron Smith)

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

- 1) September 2017 Financial Reports (Director of Finance Runge)
- 2) October 2017 Financial Reports (Director of Finance Runge)
- 3) October 2017 Power Supply Report (Power Resources Analyst Marotzke)

At this time, Commissioner Laumer recognized Commissioner Holtz for his years of service and dedication as a Municipal Utilities Commissioner. Laumer continued by emphasizing Commissioner Holtz's leadership and consistent insight related to the matters concerning the Willmar Municipal Utilities. Commissioner Holtz served as a Commissioner for the Utility from 2011-2017. We would all like to extend our sincere appreciation for the years of service and leadership Commissioner Holtz has dedicated to the Willmar Municipal Utilities. Congratulations and best wishes, Dan!

General Manager Harren informed the Commission that following the public hearing held on December 4th, the City Council adopted the ordinance to amend Utility rates effective January 1, 2018. Staff will update the 2018 budgets and cash flow statements to reflect the adjustments.

General Manager Harren reviewed with the Commission meeting notes from the November 8th WMU/City staff meeting. This meeting was a follow up to the September 11th joint staff meeting and the October 31st Commission/Council meeting. Under the directive of the Commission and Council, General Manager Harren and City Administrator Holland were asked to develop two MOA's. The first MOA was concerning the Intergovernmental Transfer. This MOA is no longer required due to the City Council's adoption of the ordinance to amend Utility rates which includes the newly created Franchise Fee line item. The second MOA was related to water mains and fire hydrants. Work is continuing towards completion of this document.

General Manager Harren presented the Commission with a proposed listing of educational topics for 2018. The topics are scheduled throughout the year for discussion at MUC meetings to keep the Commission informed of the status of all divisions and special events of the Utility. If there are any additional subjects or areas of interest the Commissioners would like to have addressed, please contact General Manager Harren.

General Manager Harren informed the Commission of upcoming Committee meetings which have been scheduled. The WMU Labor Committee will be meeting today (Dec. 11th) immediately following the regular MUC meeting (approx. 12:45 p.m.). Topics of discussion will include: Non-union and General Manager wage adjustments; Personnel Policies updates; and, MUC Self-Evaluation results.

The WMU Planning Committee meeting will be held on Friday, December 15th at 12:00 p.m. Agenda items will include: EAA; gas contract (extension); power supply options; diesel generators; water system modeling; and, David Turch & Associates.

For information: Upcoming meetings/events to note include:

- WMU Planning Committee Mtg. – December 15 @ 12:00 p.m.
- 2018 APPA Legislative Rally – Feb. 26-28 (Washington, DC) – (Harren, Laumer & Mahboub)
- 2018 APPA National Conference – June 15-20 (New Orleans, LA)

There being no further business to come before the Commission, Commissioner Laumer declared the meeting adjourned at 12:33 p.m.

Respectfully Submitted,
WILLMAR MUNICIPAL UTILITIES

Beth Mattheisen
Administrative Secretary

ATTEST:

Abdirizak Mahboub, Secretary

**WILLMAR PLANNING COMMISSION
CITY OF WILLMAR, MN
WEDNESDAY, DECEMBER 6, 2017**

MINUTES

1. The Willmar Planning Commission met on Wednesday, December 6, 2017, at 7:00 p.m. at the Willmar City Offices Conference Room #1.

** Members Present: Steve Gardner, Rolf Standfuss, Jeff Kimpling, Bob Poe, Terry Sieck, Terry VanVeldhuizen, and Cletus Frank.

** Members Absent: Jonathan Marchand, and Margaret Fleck.

** Others Present: Gary Hillenbrand, Mary Hillenbrand, Bruce Peterson-Director of Planning and Development Services, Megan DeSchepper- Planner.

2. MINUTES: Minutes of the November 15, 2017 meeting were approved as presented.

3. ALL STAR INVESTMENTS LLC REZONE GB TO R-2 FILE NOT. 17-07: The public hearing opened at 7:01 p.m. Staff presented the rezone request on behalf of All Star Investments, LLC, to rezone property from GB (General Business) to R-2 (One and Two Family Residential) described as follows: portions of Lot 1 & 2, Block B, Third Addition to Willmar (117 Litchfield Ave. SE). The property had been zoned commercial in 2004 for the real estate office use, however as they are trying to sell the property for commercial purposes has proved difficult. The property is more appropriately sized for residential.

No one appeared to speak for or against the request and the public hearing closed at 7:02 p.m.

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

Mr. Frank made a motion, seconded by Mr. Poe, to approve the rezone and forward it onto the City Council for a public hearing and Ordinance adoption.

The motion carried.

4. HILLENBRAND HOUSE MOVE PLAN REVIEW- FILE NO. 17-13: The public hearing opened at 7:05 p.m. Gary and Mary Hillenbrand presented a request for a house move plan review of a single family home on property described as follows: Lots 4 excluding W 10', 5, 6, & 7, and a strip of land south of Block 3, Block 3, Seminary Addition (715 Olaf Ave. NW). Ms. Hillenbrand explained they may build a garage in the future but plan on using the existing driveway at this time. The siding is in good shape on the home and they will be building a deck/patio along the east side of the home towards the lake.

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

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

Mr. Standfuss made a motion, seconded by Mr. VanVeldhuizen, to approve the plan review with the following conditions:

- A. The main floor elevations above finished grade shall be consistent with those of nearby houses.
- B. The deadline for completing all exterior work i.e. house exterior, driveway, sidewalk, landscaping etc. shall be June 30, 2018.
- C. A performance bond or certified check in the amount of \$3,000 shall be submitted to the City (prior to issuance of a building permit) as security to ensure completion of the exterior work.
- D. The use shall meet all applicable local, state, and federal laws and regulations at all times.

The motion carried.

5. HIS FIRST ADDITION FINAL PLAT- FILE NO. 17-04: Staff presented the final plat on behalf of HIS Land Co. (Dan Goetzman) of a two lot and four outlot plat of property 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 utility easements have been added as requested by the Willmar Municipal Utilities. The private declarations for the outlots, private agreements for drainage, shared access etc. have not been supplied to the City.

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

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

- A. Copies of the private agreements, easements, and declarations setting forth maintenance, access, utilities, ownership of outlots, etc. shall be provided to the City prior to recording and shall be recorded along with plat recording.

The motion carried.

6. MINNWEST TECHNOLOGY CAMPUS GRINNELL MUTUAL PLAN REVIEW- 17-14: Staff presented plan review request on behalf of The MinnWest Technology District to allow a 200 sq. ft. office use by Grinnell Mutual for a regional field adjuster on property described as follows: Unit 4, MinnWest Technology Campus, CIC #40 A Planned Community (1700 Technology Dr. NE).

The Planning Commission talked about the Technology District and that any uses require plan review to make sure they are a good fit for the campus.

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

Mr. Frank made a motion, seconded by Mr. VanVeldhuizen, to approve the plan review with the following condition:

- A. The use shall meet all applicable local, state, and federal rules and regulations at all times.

The motion carried.

7. SHOPPING CENTER DISTRICT DISCUSSION CONTINUED: Staff shared an updated chart listing the additional commercial uses and level of review for the Shopping Center District. The Commission reviewed the document further and made some additional changes. They asked staff to draft up a text amendment for review at an upcoming meeting.
8. RESIGNATION OF PLANNER: The Commission thanked Megan DeSchepper, Planner/Airport Manager for her work and wished her well on her future endeavors with the Minnesota Department of Transportation.

Mr. Poe added that he thoroughly enjoyed his time on the Commission. The Commission thanked him for his years of service to his community.

9. There being no further business to come before the Commission the meeting adjourned at 7:49 p.m.

Respectfully submitted,



Megan M. DeSchepper, AICP
Planner/Airport Manager

PLANNING COMMISSION-DECEMBER 6, 2017

STAFF COMMENTS

1. ALL STAR INVESTMENTS LLC REZONE GB TO R-2 FILE NO. 17-07:

- The applicant is All Star Investments, LCC, Willmar, MN.
- The applicant proposes to rezone property from GB (General Business) to R-2 (One and Two Family Residential) on property described as follows: portions of Lot 1 & 2, Block B, Third Addition to Willmar (117 Litchfield Ave. SE- see file for full legal).
- The property was rezoned from R-2 to GB in 2004 by the applicant, and they now have been trying to sell the property as commercial unsuccessfully and feel that it could be used as residential home once again.
- The property is more appropriately sized for residential purposes.
- The property to the north is zoned GB, to the east is R-2, to the south is R-5, and to the west is GB.

RECOMMENDATION: Approve the rezone and forward it onto the City Council for a public hearing and Ordinance adoption.

2. HILLENBRAND HOUSE MOVE PLAN REVIEW- FILE NO. 17-13:

- The applicant is Gary and Mary Hillenbrand, Willmar, MN.
- The applicant is requesting plan review for a house move onto property described as follows: Lots 4 excluding W 10', 5, 6, & 7 and a strip of land south of Block 3, Block 3 Seminary Addition (715 Olaf Ave. NW).
- The property is zoned R-2.
- All setbacks are met.
- The property is accessed via an existing driveway off of Olaf Ave. NW. The applicant plans on using the driveway at this time, and perhaps build a garage in the future.
- The architecture of the home will fit in with existing homes in the area.
- They propose to construct a deck along the east portion of the home.
- Water and sewer hook-ups will have to be confirmed and per policy of the City and Municipal Utilities prior to issuance of the building permit.
- The Planning Commission can assign a performance bond or other security to ensure that the exterior improvements are completed and done in a timely fashion.
- Timing on house move? Structure sit on site until footings completed?

RECOMMEDNATION: Approve the plan review for the house move with the following conditions:

- A. The main floor elevations above finished grade shall be consistent with those of nearby houses.
- B. The deadline for completing all exterior work i.e. house exterior, driveway, sidewalk, landscaping etc. shall be May 31, 2017.

- C. A performance bond or certified check in the amount of \$3,000 shall be submitted to the City (prior to issuance of a building permit) as security to ensure completion of the exterior work.
- D. The use shall meet all applicable local, state, and federal laws and regulations at all times.

3. HIS FIRST ADDITION FINAL 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 6' utility easements have been added as requested by MUC.
- The City has yet to receive declarations for the Outlots, they need to spell out maintenance, access, utilities, and ownership etc.

RECOMMENDATION: Approve the final plat with the following conditions:

- A. 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.

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: Pheasants Forever MN Habitat Fund Previous Gambling Permit Number: X-35511-17-009

Minnesota Tax ID Number, if any: ES29354 Federal Employer ID Number (FEIN), if any: 41-1429149

Mailing Address: PO Box 91

City: South Haven State: MN Zip: 55382 County: Wright

Name of Chief Executive Officer (CEO): Eran Sandquist

CEO Daytime Phone: 763-242-1273 CEO Email: esandquist@pheasantsforever.org
(permit will be emailed to this email address unless otherwise indicated below)

Email permit to (if other than the CEO): kmakelke@pheasantsforever.org

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 Secretary of State website, phone numbers:
60 Empire Drive, Suite 100 www.sos.state.mn.us
St. Paul, MN 55103 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): Best Western Plus and Conference Center

Physical Address (do not use P.O. box): 2100 E Hwy 12

Check one:

- City: Willmar Zip: MN County: Kandiyohi
- Township: _____ Zip: _____ County: _____

Date(s) of activity (for raffles, indicate the date of the drawing): January 19, 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: \$3,000.00)

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 and click on **Distributors** under the **List of Licensees** tab, or call 651-539-1900.

LG220 Application for Exempt Permit

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

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

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

Print City Name: City of Willmar

Signature of City Personnel:
Judy R. Thompson

Title: City Clerk Date: 12/5/17

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

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

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

Print County Name: _____

Signature of County Personnel: _____

Title: _____ Date: _____

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

Print Township Name: _____

Signature of Township Officer: _____

Title: _____ Date: _____

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

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

Chief Executive Officer's Signature: Eran Sandquist Date: 12-1-17
(Signature must be CEO's signature; designee may not sign)

Print Name: Eran Sandquist

REQUIREMENTS

- Complete a separate application for:**
- all gambling conducted on two or more consecutive days; or
 - all gambling conducted on one day.
- Only one application is required if one or more raffle drawings are conducted on the same day.
- Financial report to be completed within 30 days after the gambling activity is done:**
A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.
- Your organization must keep all exempt records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).

MAIL APPLICATION AND ATTACHMENTS

- Mail application with:**
- _____ a copy of your proof of nonprofit status; and
 - _____ application fee (non-refundable). If the application is postmarked or received 30 days or more before the event, the application fee is \$100; otherwise the fee is \$150. Make check payable to **State of Minnesota**.
- To:** Minnesota Gambling Control Board
1711 West County Road B, Suite 300 South
Roseville, MN 55113
- Questions?**
Call the Licensing Section of the Gambling Control Board at 651-539-1900.

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the

application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Depart-

ment of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

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



WILLMAR



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

CITY COUNCIL AGENDA REPORT

To: Mayor and City Council	Date: December 18, 2017
From: Judy R. Thompson City Clerk	Subject: Consideration of Designating Polling Places for Elections in 2018

AGENDA ITEM: Consideration of Designating Polling Places for Elections in 2018

INTRODUCTION/REQUEST: Adopt the Resolution Designating Polling Places for Elections in 2018

HISTORY: Previous legislation required a resolution designating the polling places before the elections during the year of the election.

CURRENT CIRCUMSTANCE: In accordance to Minnesota Statutes 204B.16, Subdivision 1, which was changed in the 2017 legislative session, by December 31 of each year, the governing body of each municipality and of each county with precincts in unorganized territory must designate by ordinance or resolution a polling place for each election precinct. The polling places designated in the ordinance or resolution are the polling places for the following calendar year, unless a change is made.

RECOMMENDATION: Adopt the Resolution Designating Polling Places for Elections in 2018 as required by Statute.

ISSUES: N/A

FINANCIAL IMPACT: N/A

ALTERNATIVE: N/A

RECOMMENDED MOTION: Adopt the Resolution Designating the Polling Places for Elections in 2018.

REVIEWED BY: Ike Holland, City Administrator

WORK SESSION DATE:

COUNCIL MEETING DATE: December 18, 2017 X **CONSENT AGENDA** ___ **AGENDA**

RESOLUTION NO. _____

RESOLUTION APPROVING DESIGNATING POLLING PLACES FOR ELECTIONS IN 2018

Motion By: _____

Second By: _____

BE IT RESOLVED by the City Council of the City of Willmar, Minnesota, that the following buildings be designated as the official voting locations for the 2018 Elections:

FIRST WARD:	1 st Precinct	Willmar Community Center 624 North Highway 71
	2 nd Precinct	Lakeview Apartment Building 300 North 7th Street
	3 rd Precinct	Word of Faith Family Church 3010 7 th Avenue Northwest
SECOND WARD:	1 st Precinct	St. Mary's Catholic Church 713 Southwest 12th Street
	2 nd Precinct	Vinje Lutheran Church 1101 Willmar Avenue Southwest
	3 rd Precinct	Rock of Life, CRC 1708 Southwest 8th Street
	4 th Precinct	Mail Ballot
THIRD WARD:	1 st Precinct	Willmar Conference Center 2100 East Highway 12
	2 nd Precinct	Highland Apartments 115 East Becker Avenue
	3 rd Precinct	Willmar Education and Arts Center 611 West 5th Street
FOURTH WARD:	1 st Precinct	Refuge Church 1000 6 th Street Southeast
	2 nd Precinct	Calvary Lutheran Church 302 Olena Avenue
	3 rd Precinct	Redeemer Lutheran Church 1401 Southwest 6th Street

Dated this 18th day of December 2017.

Attest:

MAYOR

CITY CLERK



WILLMAR



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

CITY COUNCIL AGENDA REPORT

To: Mayor and City Council	Date: December 18, 2017
From: Judy R. Thompson City Clerk	Subject: Dovre Township Fire Agreement

AGENDA ITEM: Dovre Township Fire Agreement

INTRODUCTION/REQUEST: Approve the agreement with Dovre Township and introduce a resolution authorizing the Mayor and City Administrator to execute the agreement.

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

Dovre Township

2018	\$21,432.94
2017	\$21,645.84
2016	\$21,686.86
2015	\$23,164.20
2014	\$27,198.20
2013	\$29,434.58

CURRENT CIRCUMSTANCE:

RECOMMENDATION: Authorize the Mayor and City Administrator to execute the Dovre Township Fire Agreement for 2018.

ISSUES: N/A

FINANCIAL IMPACT: \$21,432.94 for the Dovre Townships fiscal year of which, \$10,716.47 is due January 1, 2018, and \$10,716.47 is due July 1, 2018.

ALTERNATIVE: None

RECOMMENDED MOTION: Approve Resolution Authorizing the Mayor and City Administrator to execute the Fire Agreement with Dovre Township for 2018.

REVIEWED BY: Ike Holland, City Administrator

WORK SESSION DATE:

COUNCIL MEETING DATE: December 18, 2017 X CONSENT AGENDA AGENDA

AGREEMENT FOR FIRE DEPARTMENT SERVICE

THIS AGREEMENT, made this ____ day of _____, 20__, by and between the City of Willmar, a municipal corporation of Kandiyohi County, Minnesota, hereinafter referred to as "City", and the Township of Dovre, a political subdivision of the State of Minnesota, hereinafter referred to as "Township".

WHEREAS, the Township deems it advisable to have available for the benefit of the residents of said Township (Sections 25, 26, 27, 34, 35, & 36) services of the City's Fire Department, and the electors of said Township having, pursuant to law, provided a fund for the furnishing of said services, and

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

NOW, THEREFORE, IT IS AGREED between the parties hereto, that for the period commencing January 1, 2018, and terminating December 31, 2018, the Fire Department of the City will answer fire calls within the Township of Dovre which the City is requested to answer by the Township, and will respond to such calls with such fire fighting apparatus of the City Fire Department as may be authorized by the Insurance Services Office, and all equipment and resources deemed necessary by the incident commander, and will render all assistance possible in the saving of life and property, subject to City retaining in its corporate limits sufficient firefighters and equipment to maintain its fire class rating, and subject to the terms of this Agreement.

As payment for such services, the Township agrees to pay, pursuant to the formula attached hereto and made a part hereof, the amount of TWENTY-ONE THOUSAND, FOUR HUNDRED THIRTY-TWO DOLLARS AND NINETY-FOUR CENTS, (\$21,432.94) payable TEN THOUSAND, SEVEN HUNDRED SIXTEEN DOLLARS AND FORTY-SEVEN CENTS, (\$10,716.47) on January 1, 2018, and TEN THOUSAND, SEVEN HUNDRED SIXTEEN DOLLARS AND FORTY-SEVEN CENTS, (\$10,716.47) on July 1, 2018.

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

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

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

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

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

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

CITY OF WILLMAR, A MUNICIPAL CORPORATION

BY: _____

MARV CALVIN, MAYOR

(S E A L)

BY: _____

ISSAC J. HOLLAND, CITY ADMINISTRATOR

(S E A L)

In the Presence of:

TOWNSHIP OF DOVRE

BY: _____

Beth Johnston

(S E A L)

DOVRE TOWNSHIP - 2017
FIRE COST FORMULA

For Sections 25, 26, 27, 34, 35 & 36

$$S = [(C \times 1.05) + E/20 + P/50] \frac{(U + V)}{2}$$

- S = Cost of fire service for one year.
- C = 2016 actual operating cost of the Fire Department.
- E/20 = Cost of apparatus used for township fires depreciated for 20 years.
- P/50 = Cost of physical plant depreciated over 50 years.
- 1.05 = A number that when C is multiplied by it, the answer will be C plus an additional 5 percent charge for administration and accounting.
- U = Percent of Firefighter hours used by the Township in 2016.
- V = Percent market valuation of buildings and mobile home personal property for the area of the contracting unit being served as to the total market value of buildings and mobile home personal property in the area served by the Fire Department.
- C = \$640,250.62 (2016 Fire Department costs).
- E/20 = \$55,347.75 (cost of apparatus sent to township \$1,106,955.00)
[units (5257) \$181,013 + (5276) \$315,942 + (5298) \$610,000]
- P/50 = \$3,888.85 (cost of building to maintain trucks \$194,442.50).

Payment for Actual Fire Calls

Protection

U = Use of Fire Department by Firefighter Hours
2016

V = Market Value in Fire Service
2016

<u>Unit</u>	<u>Firefighter Hours</u>	<u>Percent of Total</u>	<u>Unit</u>	<u>Market Value</u>	<u>Percent of Total</u>
City of Willmar	6,482	.9809	City of Willmar	\$873,688,700	.9062
Willmar Township	86	.0130	Willmar Township	39,911,300	.0414
Dovre Township	40	.0061	Dovre Township	50,560,400	.0524
TOTAL	6,608	1.0000	TOTAL	\$964,160,400	1.0000

U = .0061

V = .0524

S = [(\$640,250.62 x 1.05) + \$55,347.75 + \$3,888.85] X $\frac{.0061 + .0524}{2}$

S = \$731,499.76 x .0293

S = \$21,432.94

RESOLUTION NO. _____

A RESOLUTION APPROVING DOVRE TOWNSHIP FIRE AGREEMENT
IN THE AMOUNT OF \$21,432.94

Motion By: _____ Second By: _____

WHEREAS Dovre Township annually contracts with the City of Willmar Fire Department for fire protection services; and

WHEREAS it is the established practice of the City of Willmar to use a statewide formula to calculate the township cost sharing proposal;

NOW THEREFORE 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 Clerk be authorized to execute the fire protection agreement with Dovre Township for the period January 1, 2018 through December 31, 2018, in the amount of \$21,432.94.

Dated this 18th day of December 2017.

MAYOR

Attest:

CITY CLERK



WILLMAR



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

CITY COUNCIL AGENDA REPORT

To: Mayor and City Council	Date: December 18, 2017
From: Judy R. Thompson City Clerk	Subject: On-Sale, Club On-Sale 2018 Sunday Liquor License Renewals

AGENDA ITEM: On-Sale, Club On-Sale 2018 Sunday Liquor License Renewals

INTRODUCTION/REQUEST: Approve the On-Sale, Club On-Sale 2018 Sunday Liquor License Renewals Pending Police Department Approval on a Roll Call Vote

HISTORY: For 2017, the City Council approved Sunday Liquor applications for 10 On-Sale and 2 Club On-Sale establishments. During 2017, Pep's Sports Bar and Kandi Entertainment Center closed their establishments.

CURRENT CIRCUMSTANCE: The following establishments are requesting renewal of their current Sunday Liquor Licenses for 2018:

On-Sale

- American Legion Post 167
- Applebee's Neighborhood Grill & Bar
- El Tapatio Mexican Restaurant
- Finstad-Week Post 1639
- Green Mill Willmar
- Grizzly's Grill N' Saloon
- Ruff's Wings & Sports Bar
- The Oaks at Eagle Creek

Club On-Sale

- Willmar Elks Lodge #952
- Willmar Frat. Order of Eagles

RECOMMENDATION: Approve the On-Sale, Club On-Sale 2018 Sunday Liquor License Renewals

ISSUES: N/A

FINANCIAL IMPACT: \$200.00 application fee per establishment for a total of \$2000.00 submitted to the City of Willmar.

ALTERNATIVE: Not approve the renewal applications as requested.

RECOMMENDED MOTION: Approve the On-Sale, Club On-Sale 2018 Sunday Liquor License Renewals Pending Police Department Approval. (Actions involving liquor require a Roll Call Vote)

REVIEWED BY: Ike Holland, City Administrator

WORK SESSION DATE:

COUNCIL MEETING DATE: December 18, 2017 X CONSENT AGENDA AGENDA



CITY COUNCIL AGENDA REPORT

To: Mayor and City Council	Date: December 18, 2017
From: Mayor Marv Calvin	Subject: Reappointments/Appointments to Boards and Commissions

AGENDA ITEM: Reappointments/Appointments to Boards and Commissions

INTRODUCTION/REQUEST: Review and consider the names for reappointment to various boards and commissions and also applications received for new appointments.

HISTORY: The process for appointments to boards and commissions was reviewed by the Council in January and February of 2017. City Attorney Scott provided the City with the attached chart for reference which summarizes the process. The Council approved all board and commission appointments be subject to approval of five City Council members to maintain consistency.

CURRENT CIRCUMSTANCE: Council members have been consulted on numerous occasions and the names listed below are being moved forward for consideration. To date there remains two openings on the Board of Zoning Appeals.

RECOMMENDATION: Approve the following reappointments/appointments as submitted at this time so to avoid meeting overlap.

Reappointments to Boards and Commissions:

- Police Commission – Dennis Anfinson
- Cable Advisory – Jodi Wambeke, Lawrence Fujan and Linda Mathiasen
- CER Advisory Board – Dave Baumgart and Rachel Skretvedt
- EDC Operations Board – Kelly Terwisscha
- MUC Board – Nathan Weber and Carol Laumer
- Planning Commission – Steve Gardner and Rolf Standfuss
- Human Rights Commission – Richard Engan

New Appointments to Board and Commissions:

- Rice Memorial Hospital Board – Shane Johnson
- Human Rights Commission – John Salgado Maldonado
- EDC Operations Board – Kerry Johnson
- Planning Commission – Jerry Kjergaard
- Cable Advisory Board – John Wallin
- Municipal Utilities Commission – Brendan MacDonald

ISSUES: NA

FINANCIAL IMPACT: NA

ALTERNATIVES:

- 1.
- 2.

RECOMMENDED MOTION: Approve the names submitted by the Mayor for reappointment/appointment to the various boards and commissions to the City on a roll call vote.

REVIEWED BY: Ike Holland, City Administrator

COUNCIL MEETING DATE: December 18, 2017 Regular Agenda Consent Agenda

**SUMMARY OF APPOINTMENT PROCESSES
CITY OF WILLMAR BOARDS & COMMISSIONS**

	Board, Commission or Committee	Appointment Process	Governing Authority	Comments	
Mayoral Appointments	Planning Commission	Mayor appoints, subject to approval of five city council members	Charter § 3.04(a)	Uniform procedure for appointments to charter-established boards and commissions	
	Rice Memorial Board				
	Municipal Utilities Board				
	Board of Zoning Appeals				
	Human Rights Commission	Mayor appoints, subject to approval of the city council	City Code § 2-111	Specific appointment processes provided in ordinances establishing these commissions	
	Municipal Airports Commission	Mayor appoints with consent of <u>majority</u> of city council	City Code § 2-123		
City Council Appointments	Airport Zoning Board	City council appoints two of five board members	City Code § 2-61	By motion, city council now requires affirmative vote of <u>five</u> council members to make appointments to these boards and commissions	
	Police Civil Service Commission	City council appoints members	Minn. Stat. § 419.02		
	Cable Advisory Board	City council appoints five members (+ 2 council members)	Ordinance No. 1017, § 4		
	Community Ed & Rec Board	City council appoints six of twelve joint powers board members	CER Joint Powers Agreement, Art. 3		
	Economic Development Commission	City council appoints three of six joint powers board members	EDC Joint Powers Agreement, ¶ 3		
	Central Community Transit Board	City council appoints two of thirteen JP board members	CCT Joint Powers Agreement, ¶ 3		
	Pioneerland Library Systems Board	City council appoints three member(s) joint powers board	Pioneerland JPA, Art. III, § 2		
	Convention & Visitors Bureau Board	City council appoints one member to CVB board (+ City Clerk)	CVB Operating Guidelines, ¶ 3		
Other / Nominations	Charter Commission	Chief District Judge appoints	Minn. Stat. § 410.05	City council & charter comm'n may nominate	By motion, city council now requires affirmative vote of <u>five</u> council members to make nominations to these boards and commissions
	Kandiyohi County HRA	County appoints all seven seats	County HRA bylaws, Art. III	City council may nominate to fill one seat	
	EDC Operations Board	EDC Joint Powers Board appoints	EDC Joint Powers Agreement, ¶ 12	EDC follows nominations of city & county	
	CCT Transit Systems Operations Board	CCT Joint Powers Board appoints	CCT Joint Powers Agreement, ¶ 16		

**SUMMARY OF APPOINTMENT PROCESSES
CITY OF WILLMAR BOARDS & COMMISSIONS**

Relevant City Council Motions:

January 21, 2017 City Council Meeting (excerpt from meeting minutes)

Following further discussion, Council Member Mueske offered a motion that all nominations and recommendations to committees be brought to this floor by either the Mayor, in the case it is not defined by the Charter, or by any member of the Council with a completed application from said applicant as well as a five (5) Council Member vote in the affirmative to bring those forward. Further, that the City Charter deal with the issue and perhaps memorialize in the Charter. Council Member Plowman seconded the motion which carried.

February 21, 2017 City Council Meeting (excerpt from meeting minutes)

Council Member Mueske offered a motion that all Boards and Commissions the City Council appoints, be subject to approval of five (5) City Council members to maintain consistency. Council Member Plowman seconded the motion, which carried.



**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)
- City of Willmar HRA
- 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: Shane Johnson Date of Application: 12-1-17

Address: 3204 East Ridge Dr E Willmar Phone No. 320 212 2585
(Certain Boards and Commissions may require that you are a resident of the City of Willmar)

Email: sjohnson@bremen.com

What prompted you to make application for a citizen committee? Met w/ Mike Schramm, Doug Allen, Andrea Carithos

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

Rice Memorial Hospital has been a pillar in the Willmar community for years, and the great work Rice Hospital does impacts many in Willmar and surrounding communities.

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

I am a long time member of the Willmar Community, with ~~over~~ over 15 years in the financial services industry, I feel that I can provide perspective to the board in this area.

List your educational background: Associate of Arts (Liberal Arts) Ridgewater

College - 1996. Bachelor of Science - Business Administration

from Minnesota State University - Mankato - 1998. Minors in Economics and Marketing.

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

Ridgewater College Foundation Board. Junior Achievement of

Upper Midwest Board. Grow! Minnesota Team Member.

Member of the Open Door Christian Church. Vice Chair cc School Bd.

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

Bremer Bank - Willmar. Southwest Minnesota Region President

Please return completed application to:

Mayor's Office
333 SW 6th 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)
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- _____ 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)
- X _____ 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: JOHN SALGADO MALDONADO Date of Application: 11/01/2017

Address: 506 KNOLLWOOD DR NW WILLMAR Phone No. 320-212-7559
(Certain Boards and Commissions may require that you are a resident of the City of Willmar)

Email: JOHN.SALGADO.MALDONADO@GMAIL.COM

What prompted you to make application for a citizen committee? I AM A PASSIONATE ADVOCATE FOR SOCIAL JUSTICE AND HUMAN RIGHTS

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

BECAUSE I WANT TO CONTRIBUTE TO CLOSE CULTURAL GAPS BETWEEN HISPANIC CULTURES AND UNITED STATES CULTURE, SPECIFICALLY ON HUMAN RIGHTS ISSUES.

ALSO I WOULD LIKE TO HIGHLIGHT THAT I COME FROM A SPANISH-SPEAKING CULTURE (CHILE).

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

I WORKED IN CHILE WITH DIFFERENT MINORITIES, INCLUDING AFRODESCENDANTS AND NATIVE POPULATIONS IN SOCIAL INCLUSION ISSUES.

List your educational background: OCCUPATIONAL THERAPIST (CHILE)
STRATEGIC CONSULTING (MASTER DEGREE)

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

N.G.O ORO NEGRO (ARICA-CHILE), NEWEN TRAYEN MAKEWE (TAWCO-CHILE)
I VOLUNTEERED IN A HEAD START PROGRAM FOR A COUPLE MONTHS (WILLMAR)

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

WOODLAND CENTERS, 1125 6th STREET SE, WILLMAR, MN
MENTAL HEALTH PRACTITIONER

Please return completed application to:

Mayor's Office
333 SW 6th 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)
- X _____ City/County Economic Development Operations Board (meets monthly)
- _____ City of Willmar HRA
- _____ Human Rights Commission (meets as needed)
- _____ Municipal Utilities Commission (meets bi-monthly)
- _____ Pioneerland Library System Board (meets monthly)
- _____ Planning Commission (meets bi-monthly)
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- _____ 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: Kerry Johnson Date of Application: 11-1-17

Address: 1234 116th St SW - Willmar Phone No. 320-894-7445
(Certain Boards and Commissions may require that you are a resident of the City of Willmar)

Email: RJohnson@unitedprairiebank.com

What prompted you to make application for a citizen committee? Desire to serve & value I believe I would bring

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

I raised 6 kids in the Willmar area - 3 of them have returned to work and raise families. I have worked in Willmar for over 29 years. I am thrilled with the growth that has been happening over the years. It would be an honor to work more closely with the expansion and/or attraction of businesses to this area. I know when business grows - so do our communities. I have the time, knowledge and desire to bring value to the EDC Board.

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

Love of Willmar - Ability to look outside the box
on ways to structure financing.

List your educational background: Ridgewater College - AA Degree.
College School of Credit

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

HRA of Kandiyohi - Chair - Willmar Lakes Area Chamber
of Commerce Board Member - Spicer Commercial Club Board

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

United Prairie Bank - 425 Access Way - Spicer
Market President

Please return completed application to:

Mayor's Office
333 SW 6th Street
Willmar, MN 56201

Or fax completed forms to:

(320) 235-4917



**Kandiyohi County & City of Willmar
ECONOMIC DEVELOPMENT COMMISSION**

**APPLICATION FOR APPOINTMENT TO
EDC JOINT OPERATIONS BOARD OR COMMITTEES**

Please indicate below if you are interested in serving on the EDC's Joint Operations Board or one of its committees:

Joint Operations Board

Committees

- Agriculture and Renewable Energy Development Finance
 Broadband and Advanced Technology Marketing and Public Relations
 Business Retention and Expansion/Recruitment

Applicant Information

Name: Kerry Johnson Date: 11-1-17
Address (must be a resident of Kandiyohi County):
1239 16th St SW Daytime Telephone No.: 320-894-7445
Willmar Mn 56201 Work Phone No. 320-796-4803
Email Address: KJohnson@unitedPrairiebank.com Cell Phone No.: 320-894-7445

What interests you about becoming a member of the EDC's Joint Operations Board or one of its committees?

I have raised 6 kids in Willmar - 3 of them have returned to work & raise families. I have worked in Willmar for over 29 years. I am thrilled with the growth that has been happening in the County over the years - It would be an honor to work more closely with the expansion and/or attraction of businesses to this area. I know that when business grows, so do our communities. I have the time, knowledge and desire to bring value to the EDC Board.

List other community groups, boards, committees or commissions of you which you have been or are a member:

HRA of Kandiyohi - Board Chair
Spicer Commercial Club - Board
Willmar Lakes Area Chamber of Commerce - Board
Teach Sunday School - First Baptist Church

How long have you lived in Kandiyohi County? 22 years

Please return completed application to: Executive Director
Kandiyohi County and City of Willmar EDC
222 20th Street SE
P.O. Box 1783
Willmar, MN 56201
or fax to 320.231.2320 or email to edc@kandiyohi.com



**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)
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- 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: Jerry Kjergaard, Ed.D. Date of Application: 12/8/17

Address: 1100 23rd St. SE, Willmar, MN Phone No. 320-222-4144
(Certain Boards and Commissions may require that you are a resident of the City of Willmar)

Email: jerry.kjergaard7@gmail.com

What prompted you to make application for a citizen committee? Desire to be involved in local government.

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

I believe that planning will be increasingly important as the City grows and I feel because of my
background and former occupation I can add to the discussion.

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

Most of my career was spent in planning actions, and implementation of programs. I feel there would be a strong connection between my experience and the planning commission.

List your educational background: See attached resume.

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

Member of Bethel Church, was a member of the Willmar Rotary Club, with one year as President,

As superintendent of schools I met with a variety of social, governmental and service organizations.

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

Retired at the current time.

Please return completed application to:

Mayor's Office
333 SW 6th Street
Willmar, MN 56201

Or fax completed forms to:

(320) 235-4917

- Oversee all public relations information on referendums and operating levy campaigns
- Attend AASA workshop on Use of Data to make Decisions
- Community approved largest Bond Referendum in history, \$33.5 million—May 2005
- Community approved ten year \$1.1 million/year Excess Operating Fund Levy—November 2004; as a result expanded staff by 30 positions to better meet student needs
- Develop and implement Administrative Evaluation Process
- Facilitated reduction of \$1.4 million in expenditures in FY04 caused by state budget
- Annually facilitate development and dissemination of District Report Card
- Presenter “Using Data Driven Decision-making By Boards of Education” at Minnesota School Boards Association state conference
- Using input from district-wide Needs Assessment facilitate development of a planning model and assisted Board of Education in District Goal Process
- Conducted Needs Assessment with community, staff, and students to determine future district goals (2002 & 2005)
- Provide support, oversight, assessment and guidance to building level administrators
- Provide analysis and guide implementation of recommendations as a result of PDK Curriculum Management Audit (2001)
- Facilitate \$25 million Middle School/Community Center construction, completion and opening of joint project with the City of Waconia
- Develop, facilitate and plan New Board Member Orientation Program (ongoing)
- Provide guidance and suggestions to revisions to Curriculum Development Process
- Assist development and implementation of a District-wide Assessment Plan
- Facilitate implementation of NWEA Levels Test (spring 2002) and expanded program beginning fall 2007
- Extensive commitment to building based improvement and staff development model
- Oversaw \$1.9 million remodeling project at Bayview Elementary School
- Establish Board Policy Manual review, revision and update process
- District representative with collective bargaining and meet and confer groups

July 1997 – June 2000 Assistant Superintendent of Schools, Sioux City Community School District, Sioux City, Iowa. Iowa’s fourth largest district with 22 elementary, five middle, three comprehensive high schools and one high school specializing in vocational and individualized student instruction. The district is highly diverse racially and socio-economically.

* Student population:	14,750	* certified staff:	1,000
* Non-certified staff:	1,300	* unspent balance 1994:	\$23,000,000
* District population:	87,500	* certified budget:	\$110.0 million

- Assist Superintendent and Board of Education in development of District Goals and developed a planning model
- Responsible for development of district’s comprehensive improvement plan
- Coordinate district directors by reviewing needs, facilitating planning, and developing action plans for future academic activities
- Facilitate development of a planning model for buildings to use in planning, implementing, and assessing School Improvement Plans

- Facilitate and oversight responsibilities in following areas: Curriculum, Equity, Human Resources, Finance, Special Education, and Technology.
- April-October 1999 serve as Chief Finance Officer for district
- Assist in the passage of \$0.01 Local Sales Tax Levy--the first in Iowa to gain approval
- Actively participate in negotiations with four collective bargaining groups as Board representative
- Assisted in budget assessment and development of plans to reduce FY99 budget expenditures to protect board directed cash reserve of \$4 million
- Facilitated reduction of \$2.8 million of expenditures from FY00 budget
- Evaluated 22 elementary principals and five directors
- Responsible for all internal operations of the district

July 1995 - June 1997 Director (Superintendent), Florida State University School, Florida State University, Tallahassee, Florida. Assistant professor and Department Chair Florida State University College of Education. FSUS was one of four Developmental Research Schools and is a public school district with a multi-cultural student and faculty population.

- 1995-1997--Participate in DRS Alliance with other Director's planning statewide activities relevant to DRS schools across Florida
- 1995-1997--Facilitated planning and implementation of curriculum development process to match Florida Sunshine State Standards
- 1996 & 1997--Present on effective teaching practices to College of Education departments and classes
- August 1996--Presenter, West Sioux Community School District, Hawarden, Iowa on Teacher Enhancement and Assistance Model (TEAM) and Peer Coaching
- Facilitate development of FSUS School Improvement Plan (SIP) with input from School Advisory Council, faculty, staff, students, and community (1996 and 1997)

July 1992 - June 1995 Superintendent of Schools Cherokee Community School District, Cherokee, Iowa.

- 1994-1995--President Cherokee Rotary Club
- November 1994--Developed project plan for participation in New Iowa Schools Development Corporation training program for faculty, board, community, and administrative personnel on collaborative models.
- November, 1994 – Presenter IASB State Convention on Board Self Assessment Process along with members of the Board of Education
- November, 1994--Developed public relations campaign, supporting documents, and financial proposals for Instructional Support Levy Program which received 59.9% “yes” vote (50% required for approval)
- August, 1994--Facilitate Board of Education and community input into the development of district vision statement
- July, 1994--Participant in Board of Education self assessment process facilitated by the Iowa Association of School Boards
- 1994--Taught School Business and Building Management, Drake University
- 1992 - 1995--Board member Cherokee Day Care Center, Inc.

- October 1992 - January 1994--Facilitate faculty, board, community, and administrative team in the development of strategic plan for the district

June 1987 - July 1992 Superintendent of Schools, Fredericksburg Community Schools, Fredericksburg, Iowa.

- October 1987 and May 1992--Facilitate Needs Assessment development and interpretation of data to board of education and community
- January 1992--Co-author Iowa ASCD Journal article: *Fredericksburg's Implementation of Teacher Enhancement and Assistance Model and Peer Coaching*
- August 1988 -1992--Provide staff development activities in Iowa schools in Teacher Enhancement and Assistance Model (TEAM) and Peer Coaching
- May 1991--Facilitate faculty, board, community, and administrative development of district strategic five year plan and annual updates
- March 1990--Coordinate proposal development and facilitate public relations efforts for bond issue referendum passed with 68% affirmative vote
- January 1990-- **Drake University School of Education "Distinguished Alumni Award"**
- September 1989--Fredericksburg High School received *National Secondary Schools Award* from US Department of Education

1985 – 1987 Principal, Norway Community Schools, Norway, Iowa.

Grades 5-12 Principal and Athletic Director. Responsibilities included student discipline, scheduling, staff selection, instructional improvement, and staff and program evaluation.

- Facilitate district advisory committee development of district goals and objectives
- Assist board of education and superintendent in development of building proposals and informing community regarding facility needs in preparation for bond referendum

1984 - 1985 Principal, Dayton Community Schools, Dayton, Iowa.

Middle School/High School (5-12) Principal. Responsibilities: student discipline, staff development, scheduling, instructional improvement and staff and program evaluation.

- Assist superintendent and board of education in implementing whole grade sharing agreement
- Assist board of education and superintendent in bond referendum preparation
- Attend School Improvement Model Workshop (SIM), Iowa State University, Ames, IA

1980-1984 Fayette Community Schools, Fayette, Iowa.

- Junior/Senior High School Social Studies teacher and coach.
- **Teacher of the Year, 1981, 1982, and 1983**

1978-1980 Lakota Consolidated Schools, Lakota, Iowa.

- Junior/Senior High School Social Studies teacher and coach.
- Junior/Senior High Administrative Assistant 1979-1980

1976-1978 Hurley Public Schools, Hurley, South Dakota.

- Junior/Senior High School Social Studies teacher and coach

Reflection of District Accomplishments While Superintendent of Schools: Dr. Jerry Kjergaard, ISD 347 Superintendent (2008-2015)

Programming & Rigor

- Significant efforts to improve academics and rigor across the district
- Celebration School—Kennedy Elementary
- Response to Intervention (RTI) implementation for elementary
- ICU implementation at MS
- Expanded student offerings at secondary level: College in the Schools, CEO Program
- Expanded preschool in district
- Maintained priority of low class sizes at K-5 level
- Worked with different groups to move Kennedy Elementary from Priority to Celebration Status
- WPS continues to work to close the achievement gap and move out of Priority and Focus status at K-5.
- Worked to enhance academics K-12, including re-evaluating grading methods at MS and HS
- Meaningful curriculum development and implementation; establishing essential outcomes district-wide and scope & sequence for math and reading at elementary, math at MS is underway
- Revised delivery of Special Education to include SEAT Model and Modified MCAs
- Revised EL Program scheduling, transitioning out, proper coding and curriculum
- Guided efforts to expand and enhance iPads E-12, established 1:1 at HS and MS
- Worked closely with Music Matters leadership
- With pain reduced Marching Band, a consequence of 2010 Operating Levy not passing
- Retained 85 year old orchestra program in the face of significant cuts
- Establishing 21st Century programming at MS and HS in collaboration with PACT for Families
- Senior high curriculum expansion with addition of Chinese

Community Building

- Morris survey for 2015 levy found community support to be of the highest levels the company has seen
- Led a regional study on school and district reform with 19 SW Minnesota districts participating to positively impact the region
- Negotiated shared district food director services to assist four neighboring school districts
- Served on SW/WC Service Co-op Superintendent's Advisory Committee (chair 2014)
- Appeared on KWLM once a month to provide information and answer questions
- Committed to helping Willmar be a regional center
- Worked closely with City and County Administrators over the seven years including participation at inter-governmental meetings
- Consistently worked with legislators; hosted five meetings in district
- Served on multiple Chamber of Commerce Committees
- Involved in Vision 2040: financial district support and staff participation
- Facilitated district and community fundraising efforts to provide iPads for grades 9-12
- Facilitated district and supported community in developing Kandiyohi CEO Program

Finances & Operations

- Operating levy of \$201.51 approved in November 2008
- Operating levy renewal of \$498.49 approved in 2011
- Guided the passage of a \$50+ million bond issue in May 2015
- Over the seven years implemented \$5 to \$6 million worth of reductions to maintain fund balance goal
- Closed and sold two buildings: Washington and Lincoln
- Enhanced WiFi infrastructure for access in building and on school buses

Staff & Board Development

- Worked with 13 different board members
- Hired new principals and retained three
- Hired first Native American Principal in District history
- Transition to Director of Teaching and Learning from Curriculum Coordinator
- Hiring district-wide EL Coordinator
- Hiring district-wide Gifted and Talented Coordinator
- Hiring Alternative Programs Administrator
- Improved and enhanced hiring processes
- Mentoring and induction program developed with fall 2015 implementation
- Full implementation of professional learning communities (PLCs) across district
- Implementation of WPS' custom teacher evaluation process using the Kim Marshall model
- Implementation of principal evaluations
- Training with ongoing coaching to Principals for better evaluation of teachers
- Shifting from teachers attending workshops to district-wide job embedded staff development
- Implemented community and cultural liaisons
- Enhanced district office services to the whole district
- Reorganized Information Technology Support and delivery of services
- Hired first Communications Director; instrumental in assisting in passage of 2015 Bond Issue
- Culture survey was completed across district
- In the area Athletic & Activities added two more soccer fields at SH complex

District Planning

- Worked with consultants to conduct two district strategic planning processes in the seven years
- Strategic planning conducted for Community Ed and Rec (CER)
- Facility Study Process 2014 with combination of administrators, board members, teachers, and community members participating
- A CER appraisal was completed as an attempt to improve and enhance services delivered to community
- Requiring and supporting school improvement plans in all buildings
- Implementing yearly data retreats for all sites
- Writing and receiving three school improvement grants, bringing in approximately \$500,000 of additional funding to the district each year
- HumanEx conducted a cultural assessment and over 56% of district participants in the survey were Highly Engaged/Inspired and Highly Satisfied in their work



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- _____ Airport Commission (meets monthly)
- 3 _____ 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)
- 2 _____ Municipal Utilities Commission (meets bi-monthly) ✓
- _____ Pioneerland Library System Board (meets monthly)
- 1 _____ 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
- 4 _____ Zoning Appeals Board (meets monthly) ✓
- _____ Ad hoc Task Forces (will be posted and will meet on an as-needed basis)

Applicant Information

Name: JOHN WALLIN Date of Application: 12/7/2017
 Address: P.O. B. 511, Spicer, MN 56288-0511 Phone No. 714-813-3699
(Certain Boards and Commissions may require that you are a resident of the City of Willmar)
 Email: John@jwallin.com

What prompted you to make application for a citizen committee? TO BE OF SERVICE & REINTEGRATE INTO WILLMAR AFTER A LIFETIME IN SO. CAL.
 Briefly tell us why you want to serve on this Board/Committee/Commission:
A combination of altruistic and personal reasons - to give back and be of service, and to broaden my local network.

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

I owned 8 properties in CA, all since sold. I have been a landlord. I have worked primarily with Technology companies and clients in my career.

List your educational background: Associate of Arts Degree, Orange Coast College + Bachelor of Science Degree, Pepperdine U

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

I served on 3 non-profit boards in CA, including twice being elected to Executive Committees, and once serving as Interim Board Chair (I declined to accept Board Chair
If you are employed, please provide the name and address of your employer and your position:
I am currently an Employment Specialist at W.C.I., 1300 22ND St, SW, Willmar, MN 56201 - (320) 235-5310
due to work)

Please return completed application to:

Mayor's Office
333 SW 6th Street
Willmar, MN 56201

Or fax completed forms to:

(320) 235-4917

John Wallin
john@jwallin.com
(714) 813-3699
<https://www.linkedin.com/in/jwallin>

SUMMARY

- Sr. tech & exec recruiter & talent acquisition leader w/HR generalist experience in W-2, 1099 FTE roles.
- High-volume-staff, one-off-exec recruiting for start-up, mid-tier, large-global cos.; B.Sc., Pepperdine U.
- Organized & diligent in service to IT, ENGR/R&D, MKTG, FIN, SALES, HR, OPS, GM, other functions.
- Expert in HR Planning and Talent Sourcing, Acquisition, Assessment, Negotiation, On-boarding and...
- Experienced in Employee Relations, Compensation Analysis, Succession Planning, Compliance...
- Using Cloud/**iOS/Unix/Windows** apps, applicant-tracking systems (ATS), social media, collaboration...
- Excellent interpersonal skills include precise and effective verbal and written communication.

TIMELINE

WCI, Willmar, MN 5/2017 – Present (seeking return to corporate recruiting)

Employment Specialist, advising clients w/disabilities who are seeking regular jobs, for this non-profit.

Traust Consulting, Bloomington, MN, 8/2014 – 1/2016 (function eliminated)

Director of Talent Services

- Hired, trained, led talent associates in planning through fulfillment for this **Oracle** Gold Partner.
- Led recruiting for Product Manager, Proj. Mgr., Network Engineer, Developer, DBA, BA, more.
- Clients: **USDP, SunOpta, Merrill Corp, Emerson, BeTheMatch, Banner Engineering**, more.
- Used **Salesforce** as an ATS and a CRM database.

AlIDigital, Irvine, CA, 7/2011 – 6/2014 (function eliminated)

Chief People Officer

- Revenue and staff more than tripled, while recruiting and on-boarding all talent, including CTO, CFO, EVP Sales, Dir. of Marketing; provided all People-serving functions for this #MobileD-digitalBroadcaster (**LAMP** stack / Java platform + custom **iOS & Android** apps).
- Oversight for compliance, benefits administration, vendor relations, other People/HR issues.
- Recruited all professional & technical staff including software engineers, **Chapman University** interns, and QA Analysts for the CTOs. (Earlier consulted for the same Co-founders at **Ana-wave & VitalStream**: acquired for an aggregate \$230M in private and public transactions.)
- Fulfilled Co-founders' corporate-development and business-development assignments.
- Implemented a successful tiered Employee Referral Program; used **LinkedIn Recruiter, Dice**.

JCWallin Executive Search, Laguna Beach, CA, 7/2001 – 7/2011 (accepted client's offer)

Management Consultant

- Managed out-sourced contract research professionals while leading the national sourcing and recruiting of key staff and leaders for many corporate functions, for clients that included:
 - ❖ **AlIDigital (NASDAQ:ADGL- #MobileDigitalBroadcasting)**, Prior to a full-time role, recruited the first CTO, and Director of Marketing, and after the full-time role, the last technical staff hired, including Senior **Java/Android** and **Objective-C/iOS** Developers.
 - ❖ **Quality Systems Inc (NASDAQ:QSII #EMR #HIT)**, Comp Analysis, 100 highest-paid FTEs
 - ❖ **VitalStream (NASDAQ:VSTH, now INAP, Internap- #StreamingMedia)**, Recruited CTOs.
 - ❖ **Lantronix (NASDAQ:LTRX: #IoT)**, Recruited EVP R&D, VP Mktg, VP Ops, Div. GM, BoD.

John Wallin
john@jwallin.com
(714) 813-3699
<https://www.linkedin.com/in/jwallin>

JCWallin (continued)

- ❖ **CEP** (now **Accelerated Learning Solutions**, a #PublicPrivatePartnership #Education), Recruited COO, CFOs for Nashville HQ plus regional academic and operations executives.
- ❖ **Anaserve** (#ISP now a unit of **XO Communications**), Recruited Software Development Director, Project Manager, Director of Marketing, CTO, and CFO.
- Includes a year as *Managing Principal* with outplacement firm **Spherion Human Capital Group** (divested); two years as *VP* with **O'Shea, Divine & Company** (retained search; office closed): educ. clients **ACC, CEP**; non-profits **VCOC (OneOC), YMCA OC; PaperPak Ind...**

A.T. Kearney Executive Search (div., NYSE:EDS), Los Angeles, CA, 5/2000 – 7/2001 (global RIF) Director

- As a principal member of the Global Technology practice, developed and completed functionally diverse executive searches, yielding nearly \$2M in initial annual payroll for clients including **ABB, CEP, EDS (HP), Lantronix, Telespree**, and others.

Heidrick & Struggles Int'l. (NASDAQ:HSII), Irvine, CA, 5/1999 – 5/2000 (accepted offer, resigned) Client Executive

- As a member of the Professional Services & International Technology practices, worked closely with global partners and served as division district manager and regional (five-member) team leader for the startup online division, for which the 1st Top Gun award was earned.
- Led search project development and fulfillment for clients such as **Accenture, Autobytel, Fluor, Karl Storz, NetBase**, and **marchFIRST**.

Southern California Edison (NYSE:EIX), Rosemead, CA, 4/1997 – 4/1999 (accepted offer, resigned) Manager of Strategic Staffing (following two six-month recruiting contracts)

- Initially contracted with corporate staffing, personally filling nearly 150 exempt IT requisitions (with only 3 fees paid) during first year, using postings, open houses, speed interviews, referral programs, and **Resumix (Unix-based ATS)**, before being offered this white-board position in CIO Mahvash Yazdi's IT Business Unit (ITBU + shadow IT across all BUs totaled 1,300+).
- With a staff of two, researched Best Human Capital Practices then shared with and led dozens on cross-functional cross-unit teams during the development and implementation of workforce enhancement & retention programs (including **UC/CalPoly/CalState** campus-recruiting-into-entry-level-IT, on-boarding, BU orientation, flex-time, flex-place, and career development, initial BU recruiting brochure) resulting in numerous **ComputerWorld** Best Places To Work awards.
- Also served as deputy Employee Relations, Succession Planning, and HR Consolidation-project representative for the ITBU.

EDUCATION, ETC.

- *Bachelor of Science, cum laude*, Management, **Pepperdine University**; *Diploma*, **Willmar Sr. H.S.**
- *Non-profit Director*, **Heritage Museum OC, OC Innovation, Pepperdine University Alumni Assoc.**
- *Managing Recruiter*, **techKnowledgeE, California Recruiters**, using **Gopher, D&B** ATS recruited for **IngramMicro, Merisel, Mitsubishi, ShearsonLehman/AmericanExpress, PIMCO**; settled lease, sold IP
- *Contract Recruiter*, **Pacific Life (HQ 5x)**: IT, Portfolio Mngmnt recruiting; created 1st FTE Referral Prog
- *Corporate Recruiter*, **Control Data Corp. (NYSE:CDC, now Ceridian)**, Technical recruiting, Hw & Sw
- *Asst. Mgr.*, theater div., **Midcontinent**, Sioux Falls (now **AMC Theatres**), Willmar, MN; Aberdeen, SD



**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)
- City of Willmar HRA
- 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: Brendan MacDonald Date of Application: 11/17/2017
Address: 1601 15th Ave SW Willmar Phone No. 865-621-8775 (cell)
(Certain Boards and Commissions may require that you are a resident of the City of Willmar)
Email: brendan.p.macdonald@gmail.com

What prompted you to make application for a citizen committee? Kevin Marti informed me there was an opening

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

Willmar is a great place to live and raise a family.
I would like to offer my experience to help the area
continue to thrive.

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

10+ years of experience with software and hardware testing and development as an Electrical Engineer. Worked on deployment of utility monitoring and management - SCADA - systems.

List your educational background: B.S. in Electrical Engineering, M.S. in Electrical Engineering from University of Tennessee

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

past involvement includes Boy Scouts of America, youth sports coaching

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

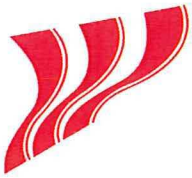
Nova-Tech Engineering 1705 Engineering Ave Willmar, MN
Senior Electrical Engineer

Please return completed application to:

Mayor's Office
333 SW 6th Street
Willmar, MN 56201

Or fax completed forms to:

(320) 235-4917



CITY COUNCIL AGENDA REPORT

To: Mayor and City Council	Date: December 18, 2017
From: Bruce D. Peterson, Director of Planning & Development Services	Subject: Change Order #2, Airport East Taxilanes Rehabilitation

AGENDA ITEM: Change Order #2, Airport East Taxilanes Rehabilitation

INTRODUCTION/REQUEST: Bituminous and landscaping quantities exceeded plan quantities and thus created additional costs.

HISTORY: The additional materials were needed to match the existing aprons. And there was more disturbed landscaping than estimated during the construction process.

CURRENT CIRCUMSTANCE: The project is completed.

RECOMMENDATION: Staff recommends adopting the resolution approving the work order #2 for the east taxilane rehabilitation project.

ISSUES: N/A

FINANCIAL IMPACT: \$20,043.22 but it will be covered by the grant so the split will be 90% Federal, 5% State, and 5% locally funded.

ALTERNATIVES:

1. Hold the matter for further information.
2. Deny the request.

RECOMMENDED MOTION: Motion to adopt the resolution approving the work order #2 for the east taxilane rehabilitation project.

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

WORK SESSION DATE: N/A

COUNCIL MEETING DATE: November 6, 2017 X **CONSENT AGENDA** **AGENDA**

RESOLUTION NO. ____

**RESOLUTION AUTHORIZING CHANGE ORDER #2
FOR AIRPORT EAST TAXILANE RECLAMATION PROJECT**

Motion By: _____ Second By: _____

BE IT RESOLVED by the City Council of the City of Willmar, a Municipal Corporation of the State of Minnesota, that the Mayor and City Administrator of the City of Willmar are hereby authorized to modify the contract No. FAA AIP No. 3-27-0115-11-17 SP # A3401-68 between the City of Willmar and Swenson and Sons Inc. in the amount of \$20,043.22 for the Airport East Taxilane Reclamation Project.

Dated this 18th day of December, 2017

MAYOR

Attest:

CITY CLERK

CHANGE ORDER

No. 2

EAST TAXILANES REHABILITATION WILLMAR MUNICIPAL AIRPORT – RICE FIELD (BDH)

DATE OF ISSUANCE NOVEMBER 21, 2017
OWNER CITY OF WILLMAR, MN

EFFECTIVE DATE OCTOBER 27, 2017
Contract No. FAA AIP NO. 3-27-0115-11-17
SP NO. A3401-68

CONTRACTOR SWENSON & SONS, INC.

ENGINEER SILAS PARMAR, P.E.

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

Description: The following Bid Item's exceeded the estimated plan quantity:

- 2360.501 Type SP 9.5 Wearing Course Mixture (2,B)
- 2360.502 Type 9.5 Non Wear Course Mix (2,B)
- 2575.502 Seed Mixture 25-131
- 2574.508 Fertilizer Type 3
- 2575.562 Hydraulic Matrix Type Mulch
- P-620-5.1 Pavement Marking, Yellow

Reason for Change Order: The final quantity for bituminous paving exceeded the plan quantity by a total of 184 tons. This was due to the Contractor transitioning from a 1.0% inverted crown to match each of the private hangar aprons. The inverted crown became variable at these matching locations which caused the project to exceed plan quantity.

The final area of landscaping exceed the plan quantity by 0.55 acres. This was due to the Contractor being required to restore all areas adjacent to the Taxilanes disturbed by construction activities, which exceeded the estimated area.

The final amount of yellow centerline pavement marking exceeded plan quantity by 292 square feet. This was due to the Contractor re-marking the taxiway turnoff stripes on Taxiway A; which were not included as part of the original plan.

Attachments: Pay Application No.2

CHANGE IN CONTRACT PRICE:	CHANGE IN CONTRACT TIMES:
Original Contract Price	Original Contract Times
<u>\$ 297,359.04</u>	Working Days: <u>40</u>
Net changes from previous Change Orders No.1	Net changes from previous Change Orders No. 1
<u>\$ 7,782.00</u>	<u>0</u>
Contract Price Prior to this Change Order	Contract Times prior to this Change Order
<u>\$ 305,141.04</u>	Working Days: <u>40</u>
Net Increase of this Change Order	Net Increase (decrease) of this Change Order
<u>\$ 20,043.22</u>	<u>0</u>
Contract Price with all approved Change Orders	Contract Times with all approved Change Orders
<u>\$ 325,184.26</u>	Working Days: <u>40</u>

RECOMMENDED:

By: Silas Parmar
Silas Parmar, P.E.
Bolton & Menk
Date: NOVEMBER 21, 2017

APPROVED:

By: _____
Megan DeSchepper
City of Willmar
Date: _____

ACCEPTED:

By: [Signature]
Kyle Swenson
Swenson & Sons
Date: 12-1-2017



**BOLTON
& MENK**

Real People. Real Solutions.

2040 Highway 12 East
Willmar, MN 56201-5818

Ph: (320) 231-3956
Fax: (320) 231-9710
Bolton-Menk.com

November 9, 2017

Ms. Megan DeSchepper, AICP
Planner/Airport Manager
City of Willmar
333 6th St SW
Willmar, MN 56201

RE: Willmar Municipal Airport – Rice Field
East Taxilanes Rehabilitation Project
FAA AIP 3-27-0115-11-17
SP No. A3401-67

Dear Ms. DeSchepper:

Enclosed is Pay Application No. 2 for the above referenced project. The final construction cost for the project, including Change Order No.1, is **\$ 325,184.26**.

The total contract cost including Change Order No.1 was \$ 305,141.04.

The additional **\$ 20,043.22** in construction cost are explained below:

- The final quantity for bituminous paving was 184 tons more than the bid quantity. This was due to the Contractor transitioning from 1% crown to match existing private hangar aprons.
- The final area of landscaping was 0.55 acres more than the bid quantity. The Contractor was required to restore all grass areas adjacent to the taxilanes and the extent of restoration was wider than planned.

The FAA will cover the additional construction cost at the 90% participation rate.

I recommend that the Pay Application be approved as shown. The Final Pay Application for Retainage Release will follow once the Contractor submits all required final documentation.

If you agree, please sign a copy and return one with payment to the Contractor and one to me for our files.

If you have any questions or need additional information, please contact me at 612-987-0138 or silaspa@bolton-menk.com.

Name: Megan DeSchepper, AICP
Date: November 9, 2017
Page: 2 of 2

Sincerely,
Bolton & Menk, Inc.



Silas Parmar, P.E.
Project Manager


Enclosures

CONTRACTOR'S PAY REQUEST		DISTRIBUTION:
EAST TAXILANES RECLAMATION		CONTRACTOR (1)
WILLMAR MUNICIPAL AIRPORT - RICE FIELD (BDH)		OWNER (1)
FAA AIP NO. 3-27-0115-11-17		ENGINEER (1)
S.P. NO.A3401-67		
BMI PROJECT NO.: T51.112283		
TOTAL AMOUNT BID PLUS APPROVED CHANGE ORDERS		\$305,141.04
TOTAL, COMPLETED WORK TO DATE		\$325,184.26
TOTAL, STORED MATERIALS TO DATE		\$0.00
DEDUCTION FOR STORED MATERIALS USED IN WORK COMPLETED		\$0.00
TOTAL, COMPLETED WORK & STORED MATERIALS		\$325,184.26
RETAINED PERCENTAGE (5%)		\$16,259.21
TOTAL AMOUNT OF OTHER PAYMENTS OR (DEDUCTIONS)		\$0.00
NET AMOUNT DUE TO CONTRACTOR TO DATE		\$308,925.05
TOTAL AMOUNT PAID ON PREVIOUS ESTIMATES		\$280,714.44
PAY CONTRACTOR AS ESTIMATE NO. 2		\$28,210.61

Certificate for Partial Payment

I hereby certify that, to the best of my knowledge and belief, all items quantities and prices of work and material shown on this Estimate are correct and that all work has been performed in full accordance with the terms and conditions of the Contract for this project between the Owner and the undersigned Contractor, and as amended by any authorized changes, and that the foregoing is a true and correct statement of the contract amount for the period covered by this Estimate.

Contractor: Swenson and Sons Construction
1792 165th Avenue NW
New London, MN 56273

By  Kyle Swenson UP
Signature Name Title

Date 11-8-17

CHECKED AND APPROVED AS TO QUANTITIES AND AMOUNT:

ENGINEER: BOLTON & MENK, INC., ENGINEERS, 2040 US 12, WILLMAR, MN 56201

By , PROJECT MANAGER
SILAS PARMAR, P.E.

Date 11/8/2017

APPROVED FOR PAYMENT:

OWNER: CITY OF WILLMAR, 333 6TH STREET SW, WILLMAR, MN 56201

By _____
Name/Sign Title Date

And _____
Name/Sign Title Date

Partial Pay Estimate No.: 2

EAST TAXILANES RECLAMATION

WILLMAR MUNICIPAL AIRPORT - RICE FIELD (BDH)

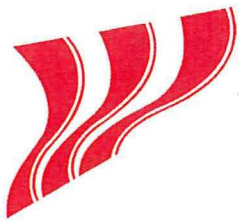
FAA AIP NO. 3-27-0115-11-17

S.P. NO.A3401-67

BMI PROJECT NO.: T51.112283

WORK COMPLETED THROUGH: OCTOBER 27, 2017

ITEM NO.	ITEM	UNIT PRICE	AS BID		PREVIOUS ESTIMATE		COMPLETED TO DATE		
			ESTIMATED QUANTITY	ESTIMATED AMOUNT	ESTIMATED QUANTITY	ESTIMATED AMOUNT	ESTIMATED QUANTITY	ESTIMATED AMOUNT	
SCHEDULE 1: EAST TAXILANES REHABILITATION									
1	GP 70-08	PROVIDE AND INSTALL LOW PROFILE BARRICADES	\$200.00	10 EA	\$2,000.00	10.00 EA	\$2,000.00	10.00 EA	\$2,000.00
2	GP 105	MOBILIZATION	\$20,000.00	1 LS	\$20,000.00	1.00 LS	\$20,000.00	1.00 LS	\$20,000.00
3	2105.501	COMMON EXCAVATION (EV) P	\$12.00	452 CY	\$5,424.00	452.00 CY	\$5,424.00	452.00 CY	\$5,424.00
4	2105.507	SUBGRADE EXCAVATION AND STOCKPILE - RECLAIM MATERIAL	\$2.15	8,050 SY	\$17,307.50	8,050.00 SY	\$17,307.50	8,050.00 SY	\$17,307.50
5	2105.535	SALVAGED TOPSOIL	\$6,000.00	1 AC	\$6,000.00	0.00 AC	\$0.00	1.00 AC	\$6,000.00
6	2112.501	SUBGRADE PREPARATION	\$3.75	3,140 SY	\$11,775.00	3,140.00 SY	\$11,775.00	3,140.00 SY	\$11,775.00
7	2112.501	SALVAGED SUBGRADE PREPARATION - RECLAIM MATERIAL	\$3.75	8,050 SY	\$30,187.50	8,050.00 SY	\$30,187.50	8,050.00 SY	\$30,187.50
8	2215.501	BITUMINOUS FULL DEPTH RECLAMATION, 10 INCHES	\$1.10	11,180 SY	\$12,298.00	11,180.00 SY	\$12,298.00	11,180.00 SY	\$12,298.00
9	2360.501	TYPE SP 9.5 WEARING COURSE MIX (2,B)	\$83.00	940 TON	\$78,020.00	956.59 TON	\$79,396.97	956.59 TON	\$79,396.97
10	2360.502	TYPE SP 9.5 NON WEAR COURSE MIX (2,B)	\$83.00	940 TON	\$78,020.00	1,107.77 TON	\$91,944.91	1,107.77 TON	\$91,944.91
11	2531.604	CONCRETE VALLEY GUTTER	\$15.00	1,677 LF	\$25,155.00	1,677.00 LF	\$25,155.00	1,677.00 LF	\$25,155.00
12	2575.502	SEED MIXTURE 25-131	\$3,080.00	1 AC	\$3,080.00	0.00 AC	\$0.00	1.55 AC	\$4,774.00
13	2574.508	FERTILIZER TYPE 3	\$2,090.00	1 AC	\$2,090.00	0.00 AC	\$0.00	1.55 AC	\$3,239.50
14	2575.562	HYDRAULIC MATRIX TYPE MULCH	\$1,980.00	1 AC	\$1,980.00	0.00 AC	\$0.00	1.55 AC	\$3,069.00
15	P-620-5.1	PAVEMENT MARKING, YELLOW	\$2.77	1,452 SF	\$4,022.04	0.00 SF	\$0.00	1,744.00 SF	\$4,830.88
TOTAL SCHEDULE 1:					\$297,359.04		\$295,488.88		\$317,402.26
CHANGE ORDER NO.1: INLINE STORM DRAIN AND PVC PIPE									
16	2105.501	COMMON EXCAVATION (EV) P	\$6.00	253 CY	\$1,518.00		\$0.00	253.00 CY	\$1,518.00
17	2105.535	SALVAGED TOPSOIL	\$4,000.00	0.20 AC	\$800.00		\$0.00	0.20 AC	\$800.00
18	2411.507	INLINE DRAIN INLET, 12"	\$1,156.00	1 LS	\$1,156.00		\$0.00	1.00 LS	\$1,156.00
19	2502.521	6" PVC PIPE DRAIN, SCHEDULE 40	\$24.00	142 LF	\$3,408.00		\$0.00	142.00 LF	\$3,408.00
20	2574.508	FERTILIZER TYPE 3	\$1,500.00	0.20 AC	\$300.00		\$0.00	0.20 AC	\$300.00
21	2575.502	SEED MIXTURE 25-131	\$1,500.00	0.20 AC	\$300.00		\$0.00	0.20 AC	\$300.00
22	2575.562	HYDRAULIC MATRIX TYPE MULCH	\$1,500.00	0.20 AC	\$300.00		\$0.00	0.20 AC	\$300.00
TOTAL CHANGE ORDER NO.1:					\$7,782.00		\$0.00		\$7,782.00
TOTAL AMOUNT:					\$305,141.04		\$295,488.88		\$325,184.26



CITY COUNCIL AGENDA REPORT

To: Mayor and City Council	Date: December 18, 2017
From: Sean E. Christensen, P.E. Public Works Director	Subject: Order 2018 Improvement Report

AGENDA ITEM: Order 2018 Improvement Report

INTRODUCTION/REQUEST: Order preparation of Improvement Report for 2018 Street Improvements

HISTORY:

As required by State Statute, a report is required for the 2018 Street and Other Improvements. The report is to contain the boundaries of the area of improvements, the estimated cost, the total amount payable from special assessments and total amount of bonds the City intends to issue. The report will indicate the financial burden the City will need to assume, in terms of the demand upon money in the general fund and the impact on the City's borrowing capacity.

CURRENT CIRCUMSTANCE:

The list of streets and other proposed projects for 2018 has been prepared. The City Council is required to order the preparation of the Improvement Report explaining the proposed improvements and estimated costs.

RECOMMENDATION:

Adopt the resolution ordering the Improvement Report for the 2018 Street Improvements.

FINANCIAL IMPACT:

Sources of funding for the 2018 Improvement Projects includes monies from the Willmar Municipal Utilities, assessments, federal and state aid funds, and bond proceeds.

REVIEWED BY: Ike Holland, City Administrator

COUNCIL MEETING DATE: December 18, 2017

RESOLUTION NO. _____

RESOLUTION ORDERING PREPARATION OF THE REPORT ON THE 2018 STREET AND OTHER IMPROVEMENTS

Motion By: _____ Second By: _____

WHEREAS, it is proposed to construct the following improvements under the 2018 Improvement Projects:

Grading, aggregate base, curb and gutter, edge drain, sump pump connections, milling, bituminous pavement, sidewalk, service lines, sanitary sewer, paths, and watermain

And to assess the benefited property for all or a portion of the cost of the improvement, pursuant to Minnesota Statutes, Section 429.011 to 429.111 (Laws 1953, Chapter 398, as amended).

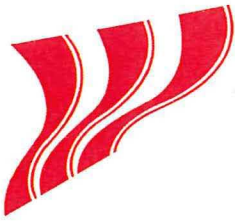
NOW, THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF WILLMAR, MINNESOTA:

That the proposed improvement be referred to the City Engineer for study, and that he is instructed to report to the Council advising the Council in a preliminary way as to whether the proposed improvement is feasible, and as to whether it should be best be made as proposed or in connection with some other improvement, and the estimated cost of the improvement as recommended.

Dated this 18th day of December, 2017

Mayor

City Clerk



CITY COUNCIL AGENDA REPORT

To: Mayor and City Council	Date: December 18, 2017
From: Ross Smeby	Subject: Information Systems Budget Reallocation

AGENDA ITEM: Fire Department Conference Room Equipment

INTRODUCTION/REQUEST: The Fire Department Conference Room equipment is need of replacement and it is requested to use excess funds from the 2017 Information Systems budget to finance the project.

HISTORY: The conference room equipment at the Fire Department was replaced in 2008. Since October of 2017 there have been several equipment failures with the conference room equipment at the Fire Department.

CURRENT CIRCUMSTANCE: The Information Systems Department has replaced some components; however there have been problems with equipment during presentations. The new equipment will be able display presentations in a digital and analog format. A quote from Excel AV Group has been prepared for the replacement of new equipment.

RECOMMENDATION: It is respectfully requested that the Council approve the purchase of new equipment from the 2017 Information Systems budget.

ISSUES:

FINANCIAL IMPACT: The new equipment has been quoted at \$16,827.00.

ALTERNATIVES:

1. Do not approve the reallocation of funds.

RECOMMENDED MOTION: Approve purchase of new conference room equipment for the Fire Department.

REVIEWED BY: Ike Holland – Administrator

COUNCIL MEETING DATE: December 18, 2017 X Consent Agenda

Fire Department Conference Room (Rev.1)

City of Willmar

Ross Smeby
515 2nd St SW
Willmar, MN 56201 United States
320-905-2420



Presented By:














Excel AV Group
10200 73rd Ave N
#112
Maple Grove, MN 55369 USA
763-210-1171
www.excelavgroup.com

Modified: 12/12/2017

Revision: 0

Conference Room

	2	COVID Decora, Neutrik 3p-XLRF One Neutrik 3 Pole XLR Female Solder Connector	\$44.00
	1	DENON PRO DN-500BD Blu-ray Disc Player	\$365.00
	1	EXCEL AV GROUP Project Hardware Hardware, Supplies, Wire, Freight	\$695.00 *
	1	EXCEL AV GROUP Project Labor Installation, Training, Design, Project Management	\$5,090.00 *
	2	EXTRON 26-566-03 12 FOOT Male to Male 15-pin HD Micro HR with Audio Cables	\$88.00
	2	EXTRON 26-663-12 12 FOOT Ultra Flexible Premium High Speed and High Speed HDMI Cables	\$120.00
	1	EXTRON 60-1238-81 Eight Input HDCP-Compliant Scaling Presentation Switcher with DTP Extension	\$2,720.00
	1	EXTRON 60-1271-13 DTP Receiver for HDMI	\$373.00
	1	EXTRON 60-1395-02 7" Tabletop TouchLink Pro Touchpanel	\$1,710.00
	1	EXTRON 60-1429-01 IP Link Pro Control Processor	\$930.00
	1	EXTRON 60-1511-01 12x8 ProDSP™ Digital Matrix Processors	\$1,555.00

* Price Includes Accessories

Presented By: Excel AV Group

Project Name: Fire Department Conference Room (Rev.1) Project No.: EXCEL-3306

12/12/2017

Page 2 of 6

Excel AV Group



2 **EXTRON 60-1755-13** \$1,700.00
Two Input DTP Transmitter for HDMI and VGA with Audio Embedding - Decorator-Style Wallplate



1 **EXTRON 60-190-10** \$87.00
Universal Rack Shelf Kit for 6" Deep Products



2 **KEY DIGITAL KD-Pro3** \$16.00
3FT HDMI Cable (18G, HDR10, UHD/4K, VW1, 28AWG)



1 **LUXUL AMS-1208P** \$373.00
AV series 12-port/8 PoE+ gigabit managed switch



1 **SHURE A400SMXLR** \$36.00
A400SM Shock Mount & A400XLR Insert Packaged Combination



1 **SHURE CVG18-B/C** \$95.00
Cardioid-18" Dual-Section Gooseneck Condenser Microphone, Inline Preamplifier, Flange Mount, Black



1 **SHURE SLX124/85/SM58-G5** \$830.00
Includes SLX4 Diversity Receiver, SLX1 Bodypack Transmitter, Microflex@WL185 Cardioid Lavalier Microphone, SLX2/SM58 Handheld Transmitter with SM58 Microphone

Conference Room Total: \$16,827.00

Project Subtotal: \$16,827.00

* Price Includes Accessories

Project Summary

Equipment:	\$11,737.00
Labor:	\$5,090.00
Grand Total:	\$16,827.00

Client: Ross Smeby

Date

Contractor: Excel AV Group

Date

Payment Schedule	Amount	Due Date
Down Payment (50%)	\$8,413.50	
Final Payment Net 30 (50%)	\$8,413.50	

* Price Includes Accessories

Presented By: Excel AV Group

Project Name: Fire Department Conference Room (Rev.1) Project No.: EXCEL-3306

12/12/2017

Page 4 of 6

Scope of Work

SCOPE OF WORK

System Description:

General Project Conditions: (See contract for additional details)

ELECTRICAL

- All electrical to be provided by owner unless special arrangements are made.
- Electrical requirements to be coordinated with Excel AV Group.
- All circuits for audio and video (technical power) to be derived from the same sub-panel, and reference the same ground and neutral bus.
- All electrical to be installed and performed in accordance with the NEC and local electrical codes (AHJ).

OWNER FURNISHED EQUIPMENT/SOFTWARE (OFE/S)

- Performance and maintenance of OFE/S equipment to be responsibility of owner. Excel AV Group is not responsible for broken or non-functional OFE/S equipment.
- Unused OFE/S equipment to be disposed of by owner, unless prior agreement specified.
- Excel AV Group does not guarantee OFE/S equipment will be compatible with all new systems.

NETWORKING

- Where necessary, Excel AV Group will provide a closed network for audio, video, and lighting systems. This network will not reside on any client or owner supplied network, but may be visible with an SSID and to the IT department.
- Systems where network(s) is/are integrated with a client or existing network, Excel AV Group will coordinate with owner/client. All network(s) will be managed by owner. Any costs associated will be responsibility of owner.

STANDARD TRAINING

- Single training session provided by Excel AV Group is intended for up to 3 individuals. These individuals will train the remainder of the volunteers/operators.
- Training is to be done during normal business hours (8-5 M-F), unless otherwise specified.
- Training can be scheduled for evening or Saturday, but will require additional cost, not included unless specified.

* Price Includes Accessories

Presented By: Excel AV Group

Project Name: Fire Department Conference Room (Rev.1) Project No.: EXCEL-3306

12/12/2017

Page 5 of 6

-Standard training is how to operate the equipment and systems installed. It is not intended to be an exploration of every possible variable, nor does it cover all theories of audio, video, or lighting systems.

CUSTOMIZED TRAINING

-Advanced, customized training is available for an additional cost. Please consult us for more details.

RETURNS

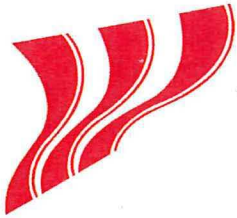
- Most items can be returned
- Less 20% minimum restock fee
- Less freight
- Applies to projects, product sales, and change orders.

CONSTRUCTION

- Construction to be provided by owner.
- Any work outside this scope to provide a fully functional system may require additional labor/equipment charges

WARRANTY REPAIRS

- Manufacturer's warranty covers manufacturer labor; does not cover freight or Excel labor



CITY COUNCIL AGENDA REPORT

To: Mayor and City Council	Date: December 18, 2017
From: Sean E. Christensen, P.E. Public Works Director	Subject: MnDOT Agency Delegated Contracting Process Agreement

AGENDA ITEM: MnDOT Agency Delegated Contracting Process Agreement

INTRODUCTION/REQUEST:

Renewal of a MnDOT Agency Delegated Contracting Process Agreement

HISTORY:

The Agency Delegated Contracting Process Agreement between MnDOT and the City allows for MnDOT to act as the City's agent in accepting federal aid. The agreement is intended to cover all federally funded projects the City is awarded funds for until revisions are needed to the agreement. It supersedes the agreement executed in 2003.

CURRENT CIRCUMSTANCE:

The current agreement has been updated to include an amendment to Section 18.4 for the Davis-Bacon Act, which requires prime construction contracts in excess of \$2,000 be required to include a provision for compliance with the Davis-Bacon Act as supplemented by Department of Labor regulations. This necessitates contracts must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination issued by the Department of Labor in each solicitation.

RECOMMENDATION:

Adopt the resolution appointing the Commissioner of Transportation as Agent of the City of Willmar to accept federal funds made available for eligible transportation related projects and authorize signatures entering into an agreement prescribing the terms and conditions contained in Minnesota Department of Transportation Agency Agreement No. 1030106.

FINANCIAL IMPACT:

MnDOT accepts designation as Agent of the Local Government for the receipt and disbursement of federal funds.

REVIEWED BY: Ike Holland, City Administrator

COUNCIL MEETING DATE: December 18, 2017

Resolution No. _____

**A RESOLUTION AUTHORIZING THE CITY TO ENTER INTO AN AGENCY DELEGATED
CONTRACTING PROCESS AGREEMENT WITH THE MINNESOTA DEPARTMENT OF
TRANSPORTATION.**

Motion By: _____ Second By: _____

BE IT RESOLVED, that pursuant to Minnesota Stat. Sec. 161.36, the Commissioner of Transportation be appointed as Agent of the City of Willmar to accept as its agent, federal aid funds which may be made available for eligible transportation related projects.

BE IT FURTHER RESOLVED, the Mayor and the Clerk are hereby authorized and directed for and on behalf of the City of Willmar to execute and enter into an agreement with the Commissioner of Transportation prescribing the terms and conditions of said federal aid participation as set forth and contained in "Minnesota Department of Transportation Agency Agreement No. 1030106", a copy of which said agreement was before the City Council and which is made part hereof by reference.

Dated this 18th day of December, 2017

Mayor

Attest:

City Clerk



Minnesota Department of Transportation

State Aid for Local Transportation

395 John Ireland Boulevard, MS 500

Saint Paul, MN 55155

December 1, 2017

Sean Christensen

333 SW 6th St

Willmar, MN, 56201

SUBJECT: Agency Delegated Contracting Process Agreement

Agency Agreement No. 1030106

Dear Mr. Christensen:

Attached are two copies of the agency agreement between the City of Willmar and MnDOT, which allows for MnDOT to act as the City's agent in accepting federal aid. This agreement is intended to cover all federally funded projects that the City is awarded funds for until revisions are needed to the agreement. It supersedes the agreement executed in or about 2003, which is referenced in this agreement.

While I do not anticipate that the requirements in Section 18.4 will apply to you, the language required by federal law and must be included in all federally funded project agreements as of October 1, 2010. Please review the agreement and if approved, have all two copies signed. A resolution similar to the attached example, must be passed. The certified resolution should then be placed as the last page in each of the two copies of the agreement. Please verify that the person/title authorized to sign as stated in the resolution, corresponds to the signature (person/title) on the signature page. Please return all two copies of the agreement to me for MnDOT signatures. A fully executed copy will be returned to you.

If you have any questions or need any revisions, please feel free to contact me at 651.366.3822.

Sincerely,

A handwritten signature in black ink that reads 'Lynnette Roshell'.

Lynnette Roshell, PE

Project Development Engineer

Enclosures

Cc: Todd Broadwell – DSAE File



STATE OF MINNESOTA

AGENCY AGREEMENT

for

FEDERAL PARTICIPATION IN CONSTRUCTION

This agreement is entered into by and between the City of Willmar ("Local Government") and the State of Minnesota acting through its Commissioner of Transportation ("MnDOT").

RECITALS

1. Pursuant to Minnesota Statutes Section 161.36, the Local Government desires MnDOT to act as the Local Government's agent in accepting federal funds on the Local Government's behalf for the construction, improvement, or enhancement of transportation financed either in whole or in part by Federal Highway Administration ("FHWA") federal funds, hereinafter referred to as the "Project(s)"; and
2. This agreement is intended to cover all federal aid projects initiated by the Local Government and therefore has no specific State Project number associated with it, and
 - 2.1. The Catalog of Federal Domestic Assistance number or CFDA number is 20.205, and
 - 2.2. This agreement supersedes agreement number old (99928)
 - 2.3. This project is for construction not research and development.
 - 2.4. MnDOT requires that the terms and conditions of this agency be set forth in an agreement.

AGREEMENT TERMS

1. Term of Agreement

- 1.1. **Effective Date.** This agreement will be effective on the date the MnDOT obtains all required signatures under Minn. Stat. §16C.05, Subd. 2. Upon the effective date, this agreement will supersede agreement 99928.

2. Local Government's Duties

- 2.1. **Designation.** The Local Government designates MnDOT to act as its agent in accepting federal funds in its behalf made available for the Project(s). Details on the required processes and procedures are available on the State Aid Website
- 2.2. **Staffing.**
 - 2.2.1. The Local Government will furnish and assign a publicly employed licensed engineer, ("Project Engineer"), to be in responsible charge of the Project(s) and to supervise and direct the work to be performed under any construction contract let for the Project(s). In the alternative where the Local Government elects to use a private consultant for construction engineering services, the Local Government will provide a qualified, full-time public employee of the Local Government, to be in responsible charge of the Project(s). The services of the Local Government to be performed hereunder may not be assigned, sublet, or transferred unless the Local Government is notified in writing by MnDOT that such action is permitted under 23 CFR 1.33 and 23 CFR 635.105 and state law. This written consent will in no way relieve the Local Government from its primary responsibility for performance of the work.

- 2.2.2. During the progress of the work on the Project(s), the Local Government authorizes its Project Engineer to request in writing specific engineering and/or technical services from MnDOT, pursuant to Minnesota Statutes Section 161.39. Such services may be covered by other technical service agreements. If MnDOT furnishes the services requested, and if MnDOT requests reimbursement, then the Local Government will promptly pay MnDOT to reimburse the state trunk highway fund for the full cost and expense of furnishing such services. The costs and expenses will include the current MnDOT labor additives and overhead rates, subject to adjustment based on actual direct costs that have been verified by audit. Provision of such services will not be deemed to make MnDOT a principal or co-principal with respect to the Project(s).
- 2.3. **Pre-letting.** The Local Government will prepare construction contracts in accordance with Minnesota law and applicable Federal laws and regulations.
- 2.3.1. The Local Government will solicit bids after obtaining written notification from MnDOT that the FHWA has authorized the Project(s). Any Project(s) advertised prior to authorization **without permission** will not be eligible for federal reimbursement.
- 2.3.2. The Local Government will prepare the Proposal for Highway Construction for the construction contract, which will include all of the federal-aid provisions supplied by MnDOT.
- 2.3.3. The Local Government will prepare and publish the bid solicitation for the Project(s) as required by state and federal laws. The Local Government will include in the solicitation the required language for federal-aid construction contracts as supplied by MnDOT. The solicitation will state where the proposals, plans, and specifications are available for the inspection of prospective bidders, and where the Local Government will receive the sealed bids.
- 2.3.4. The Local Government may not include other work in the construction contract for the authorized Project(s) without obtaining prior notification from MnDOT that such work is allowed by FHWA. Failure to obtain such notification may result in the loss of some or all of the federal funds for the Project(s). All work included in a federal contract is subject to the same federal requirements as the federal project.
- 2.3.5. The Local Government will prepare and sell the plan and proposal packages and prepare and distribute any addenda, if needed.
- 2.3.6. The Local Government will receive and open bids.
- 2.3.7. After the bids are opened, the Local Government will consider the bids and will award the bid to the lowest responsible bidder, or reject all bids. If the construction contract contains a goal for Disadvantaged Business Enterprises, the Local Government will not award the bid until it has received certification of the Disadvantaged Business Enterprise participation from the MnDOT Office of Civil Rights.
- 2.3.8. The Local Government entity must disclose in writing any potential conflict of interest to the Federal awarding agency or pass through entity in accordance with applicable Federal awarding agency policy.
- 2.4. **Contract Administration.**
- 2.4.1. The Local Government will prepare and execute a construction contract with the lowest responsible bidder, hereinafter referred to as the "Contractor," in accordance with the special provisions and the latest edition of MnDOT's Standard Specifications for Construction and all amendments thereto. All contracts between the Local Government and third parties or subcontractors must contain all applicable provisions of this Agreement, including the applicable federal contract clauses, which are identified in Appendix II of 2 CFR 200, Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards, and as provided in Section 18 of this agreement.

- 2.4.2. The Project(s) will be constructed in accordance with plans, special provisions, and standard specifications of each Project. The standard specifications will be the latest edition of MnDOT Standard Specifications for Highway Construction, and all amendments thereto. The plans, special provisions, and standard specifications will be on file at the Local Government Engineer's Office. The plans, special provisions, and specifications are incorporated into this agreement by reference as though fully set forth herein.
- 2.4.3. The Local Government will furnish the personnel, services, supplies, and equipment necessary to properly supervise, inspect, and document the work for the Project(s). The services of the Local Government to be performed hereunder may not be assigned, sublet, or transferred unless the Local Government is notified in writing by MnDOT that such action is permitted under 23 CFR 1.33 and 23 CFR 635.105 and state law. This written consent will in no way relieve the Local Government from its primary responsibility for performance of the work.
- 2.4.4. The Local Government will document quantities in accordance with the guidelines set forth in the Construction Section of the Electronic State Aid Manual that were in effect at the time the work was performed.
- 2.4.5. The Local Government will test materials in accordance with the Schedule of Materials Control in effect at the time each Project was let. The Local Government will notify MnDOT when work is in progress on the Project(s) that requires observation by the Independent Assurance Inspector as required by the Independent Assurance Schedule.
- 2.4.6. The Local Government may make changes in the plans or the character of the work, as may be necessary to complete the Project(s), and may enter into Change Order(s) with the Contractor. The Local Government will not be reimbursed for any costs of any work performed under a change order unless MnDOT has notified the Local Government that the subject work is eligible for federal funds and sufficient federal funds are available.
- 2.4.7. The Local Government will request approval from MnDOT for all costs in excess of the amount of federal funds previously approved for the Project(s) prior to incurring such costs. Failure to obtain such approval may result in such costs being disallowed for reimbursement.
- 2.4.8. The Local Government will prepare reports, keep records, and perform work so as to meet federal requirements and to enable MnDOT to collect the federal aid sought by the Local Government. Required reports are listed in the MnDOT State Aid Manual, Delegated Contract Process Checklist, available from MnDOT's authorized representative. The Local Government will retain all records and reports and allow MnDOT or the FHWA access to such records and reports for six years.
- 2.4.9. Upon completion of the Project(s), the Project Engineer will determine whether the work will be accepted.
- 2.5. Limitations.**
- 2.5.1. The Local Government will comply with all applicable Federal, State, and local laws, ordinances, and regulations.
- 2.5.2. Nondiscrimination. It is the policy of the Federal Highway Administration and the State of Minnesota that no person in the United States will, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance (42 U.S.C. 2000d). Through expansion of the mandate for nondiscrimination in Title VI and through parallel legislation, the proscribed bases of discrimination include race, color, sex, national origin, age, and disability. In addition, the Title VI program has been extended to cover all programs, activities and services of an entity receiving Federal financial

assistance, whether such programs and activities are Federally assisted or not. Even in the absence of prior discriminatory practice or usage, a recipient in administering a program or activity to which this part applies, is expected to take affirmative action to assure that no person is excluded from participation in, or is denied the benefits of, the program or activity on the grounds of race, color, national origin, sex, age, or disability. It is the responsibility of the Local Government to carry out the above requirements.

2.5.3. **Utilities.** The Local Government will treat all public, private or cooperatively owned utility facilities which directly or indirectly serve the public and which occupy highway rights of way in conformance with 23 CFR 645 "Utilities" which is incorporated herein by reference.

2.6. **Maintenance.** The Local Government assumes full responsibility for the operation and maintenance of any facility constructed or improved under this Agreement.

3. MnDOT's Duties

3.1. **Acceptance.** MnDOT accepts designation as Agent of the Local Government for the receipt and disbursement of federal funds and will act in accordance herewith.

3.2. Project Activities.

3.2.1. MnDOT will make the necessary requests to the FHWA for authorization to use federal funds for the Project(s), and for reimbursement of eligible costs pursuant to the terms of this agreement.

3.2.2. MnDOT will provide to the Local Government copies of the required Federal-aid clauses to be included in the bid solicitation and will provide the required Federal-aid provisions to be included in the Proposal for Highway Construction.

3.2.3. MnDOT will review and certify the DBE participation and notify the Local Government when certification is complete. If certification of DBE participation (or good faith efforts to achieve such participation) cannot be obtained, then Local Government must decide whether to proceed with awarding the contract. Failure to obtain such certification will result in the project becoming ineligible for federal assistance, and the Local Government must make up any shortfall.

3.2.4. MnDOT will provide the required labor postings.

3.3. **Authority.** MnDOT may withhold federal funds, where MnDOT or the FHWA determines that the Project(s) was not completed in compliance with federal requirements.

3.4. **Inspection.** MnDOT, the FHWA, or duly authorized representatives of the state and federal government will have the right to audit, evaluate and monitor the work performed under this agreement. The Local Government will make available all books, records, and documents pertaining to the work hereunder, for a minimum of six years following the closing of the construction contract.

4. Time

4.1. The Local Government must comply with all the time requirements described in this agreement. In the performance of this agreement, time is of the essence

4.2. The period of performance is defined as beginning on the date of federal authorization and ending on the date defined in the federal financial system or federal agreement ("end date"). **No work completed** after the **end date** will be eligible for federal funding. Local Government must submit all contract close out paperwork to MnDOT, twenty four months prior to the **end date**.

5. Payment

5.1. **Cost.** The entire cost of the Project(s) is to be paid from federal funds made available by the FHWA and by other funds provided by the Local Government. The Local Government will pay any part of the cost or

expense of the Project(s) that is not paid by federal funds. MnDOT will receive the federal funds to be paid by the FHWA for the Project(s), pursuant to Minnesota Statutes § 161.36, Subdivision 2. MnDOT will reimburse the Local Government, from said federal funds made available to each Project, for each partial payment request, subject to the availability and limits of those funds.

- 5.2. **Indirect Cost Rate Proposal/Cost Allocation Plan.** If the Local Government seeks reimbursement for indirect costs and has submitted to MnDOT an indirect cost rate proposal or a cost allocation plan, the rate proposed will be used on a provisional basis. At any time during the period of performance or the final audit of a project, MnDOT may audit and adjust the indirect cost rate according to the cost principles in 2 CFR Part 200. MnDOT may adjust associated reimbursements accordingly.
- 5.3. **Reimbursement.** The Local Government will prepare partial estimates in accordance with the terms of the construction contract for the Project(s). The Project Engineer will certify each partial estimate. Following certification of the partial estimate, the Local Government will make partial payments to the Contractor in accordance with the terms of the construction contract for the Project(s).
 - 5.3.1. Following certification of the partial estimate, the Local Government may request reimbursement for costs eligible for federal funds. The Local Government's request will be made to MnDOT and will include a copy of the certified partial estimate.
 - 5.3.2. Upon completion of the Project(s), the Local Government will prepare a final estimate in accordance with the terms of the construction contract for the Project(s). The Project Engineer will certify the final estimate. Following certification of the final estimate, the Local Government will make the final payment to the Contractor in accordance with the terms of the construction contract for the Project(s).
 - 5.3.3. Following certification of the final estimate, the Local Government may request reimbursement for costs eligible for federal funds. The Local Government's request will be made to MnDOT and will include a copy of the certified final estimate along with the required records.
 - 5.3.4. Upon completion of the Project(s), MnDOT will perform a final inspection and verify the federal and state eligibility of all the payment requests. If the Project is found to have been completed in accordance with the plans and specifications, MnDOT will promptly release any remaining federal funds due the Local Government for the Project(s). If MnDOT finds that the Local Government has been overpaid, the Local Government must promptly return any excess funds
 - 5.3.5. In the event MnDOT does not obtain funding from the Minnesota Legislature or other funding source, or funding cannot be continued at a sufficient level to allow for the processing of the federal aid reimbursement requests, the Local Government may continue the work with local funds only, until such time as MnDOT is able to process the federal aid reimbursement requests.
- 5.4. **Matching Funds.** Any cost sharing or matching funds required of the Local Government in this agreement must comply with 2 CFR 200.306.
- 5.5. **Federal Funds.** Payments under this Agreement will be made from federal funds. The Local Government is responsible for compliance with all federal requirements imposed on these funds and accepts full financial responsibility for any requirements including, but not limited to, 2 CFR Part 200 imposed by the Local Government's failure to comply with federal requirements. If, for any reason, the federal government fails to pay part of the cost or expense incurred by the Local Government, or in the event the total amount of federal funds is not available, the Local Government will be responsible for any and all costs or expenses incurred under this Agreement. The Local Government further agrees to pay any and all lawful claims arising out of or incidental to the performance of the work covered by this Agreement in the event the federal government does not pay the same.

- 5.6. **Closeout.** The Local Government must liquidate all obligations incurred under this Agreement for each project and submit all financial, performance, and other reports as required by the terms of this Agreement and the Federal award, twenty four months prior to the **end date** of the period of performance for each project. MnDOT will determine, at its sole discretion, whether a closeout audit is required prior to final payment approval. If a closeout audit is required, final payment will be held until the audit has been completed. Monitoring of any capital assets acquired with funds will continue following project closeout.
6. **Conditions of Payment.** All services provided by Local Government under this agreement must be performed to MnDOT's satisfaction, as determined at the sole discretion of MnDOT's Authorized Representative and in accordance with all applicable federal, state, and local laws, ordinances, rules, and regulations. The Local Government will not receive payment for work found by MnDOT to be unsatisfactory or performed in violation of federal, state, or local law.
7. **Authorized Representatives**
- 7.1. MnDOT's Authorized Representative is:
- Name: Mitchell Rasmussen, or his successor.
Title: State Aid Engineer
Phone: 651-366-4831
Email: Mitch.rasmussen@state.mn.us
- MnDOT's Authorized Representative has the responsibility to monitor Local Government's performance and the authority to accept the services provided under this agreement. If the services are satisfactory, MnDOT's Authorized Representative will certify acceptance on each invoice submitted for payment.
- 7.2. The Local Government's Authorized Representative is:
- Name: Sean Christensen or his/her successor.
Title: Willmar City Engineer
Phone: 320-235-4202
Email: schristensen@willmarmn.gov
- If the Local Government's Authorized Representative changes at any time during this agreement, the Local Government will immediately notify MnDOT.
8. **Assignment Amendments, Waiver, and Agreement Complete**
- 8.1. **Assignment.** The Local Government may neither assign nor transfer any rights or obligations under this agreement without the prior written consent of MnDOT and a fully executed Assignment Agreement, executed and approved by the same parties who executed and approved this agreement, or their successors in office.
- 8.2. **Amendments.** Any amendments to this agreement 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 agreement, or their successors in office.
- 8.3. **Waiver.** If MnDOT fails to enforce any provision of this agreement, that failure does not waive the provision or MnDOT's right to subsequently enforce it.
- 8.4. **Agreement Complete.** This agreement contains all negotiations and agreements between MnDOT and the Local Government. No other understanding regarding this agreement, whether written or oral, may be used to bind either party.

8.5. **Severability.** If any provision of this Agreement or the application thereof is found invalid or unenforceable to any extent, the remainder of the Agreement, including all material provisions and the application of such provisions, will not be affected and will be enforceable to the greatest extent permitted by the law.

9. Liability and Claims

9.1. **Tort Liability.** Each party is responsible for its own acts and omissions and the results thereof to the extent authorized by law and will not be responsible for the acts and omissions of any others and the results thereof. The Minnesota Tort Claims Act, Minnesota Statutes Section 3.736, governs MnDOT liability.

9.2. **Claims.** The Local Government acknowledges that MnDOT is acting only as the Local Government's agent for acceptance and disbursement of federal funds, and not as a principal or co-principal with respect to the Project. The Local Government will pay any and all lawful claims arising out of or incidental to the Project including, without limitation, claims related to contractor selection (including the solicitation, evaluation, and acceptance or rejection of bids or proposals), acts or omissions in performing the Project work, and any *ultra vires* acts. The Local Government will indemnify, defend (to the extent permitted by the Minnesota Attorney General), and hold MnDOT harmless from any claims or costs arising out of or incidental to the Project(s), including reasonable attorney fees incurred by MnDOT. The Local Government's indemnification obligation extends to any actions related to the certification of DBE participation, even if such actions are recommended by MnDOT.

10. Audits

10.1. Under Minn. Stat. § 16C.05, Subd.5, the Local Government's books, records, documents, and accounting procedures and practices of the Local Government, or other party relevant to this agreement or transaction, are subject to examination by MnDOT and/or the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this agreement, receipt and approval of all final reports, or the required period of time to satisfy all state and program retention requirements, whichever is later. The Local Government will take timely and appropriate action on all deficiencies identified by an audit.

10.2. All requests for reimbursement are subject to audit, at MnDOT's discretion. The cost principles outlined in 2 CFR 200.400-.475 will be used to determine whether costs are eligible for reimbursement under this agreement.

10.3. If Local Government expends \$750,000 or more in Federal Funds during the Local Government's fiscal year, the Local Government must have a single audit or program specific audit conducted in accordance with 2 CFR Part 200.

11. **Government Data Practices.** The Local Government and MnDOT must comply with the Minnesota Government Data Practices Act, [Minn. Stat. Ch. 13](#), as it applies to all data provided by MnDOT under this agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Local Government under this agreement. The civil remedies of [Minn. Stat. §13.08](#) apply to the release of the data referred to in this clause by either the Local Government or MnDOT.

12. **Workers Compensation.** The Local Government certifies that it is in compliance with [Minn. Stat. §176.181](#), Subd. 2, pertaining to workers' compensation insurance coverage. The Local Government's employees and agents will not be considered MnDOT 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 MnDOT's obligation or responsibility.

13. **Governing Law, Jurisdiction, and Venue.** Minnesota law, without regard to its choice-of-law provisions, governs this agreement. Venue for all legal proceedings out of this agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

14. Termination; Suspension

- 14.1. **Termination by MnDOT.** MnDOT may terminate this agreement with or without cause, upon 30 days written notice to the Local Government. Upon termination, the Local Government will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed.
- 14.2. **Termination for Cause.** MnDOT may immediately terminate this agreement if MnDOT finds that there has been a failure to comply with the provisions of this agreement, that reasonable progress has not been made, that fraudulent or wasteful activity has occurred, that the Local Government has been convicted of a criminal offense relating to a state agreement, or that the purposes for which the funds were granted have not been or will not be fulfilled. MnDOT may take action to protect the interests of MnDOT of Minnesota, including the refusal to disburse additional funds and requiring the return of all or part of the funds already disbursed.
- 14.3. **Termination for Insufficient Funding.** MnDOT may immediately terminate this agreement if:
- 14.3.1. It does not obtain funding from the Minnesota Legislature; or
- 14.3.2. If funding cannot be continued at a level sufficient to allow for the payment of the services covered here. Termination must be by written or fax notice to the Local Government. MnDOT is not obligated to pay for any services that are provided after notice and effective date of termination. However, the Local Government will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. MnDOT will not be assessed any penalty if the agreement is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds. MnDOT will provide the Local Government notice of the lack of funding within a reasonable time of MnDOT's receiving that notice.
- 14.4. **Suspension.** MnDOT may immediately suspend this agreement in the event of a total or partial government shutdown due to the failure to have an approved budget by the legal deadline. Work performed by the Local Government during a period of suspension will be deemed unauthorized and undertaken at risk of non-payment.
15. **Data Disclosure.** Under [Minn. Stat. § 270C.65](#), Subd. 3, and other applicable law, the Local Government consents to disclosure of its social security number, federal employer tax identification number, and/or Minnesota tax identification number, already provided to MnDOT, to federal and state tax agencies and state personnel involved in the payment of state obligations. These identification numbers may be used in the enforcement of federal and state tax laws which could result in action requiring the Local Government to file state tax returns and pay delinquent state tax liabilities, if any.
16. **Fund Use Prohibited.** The Local Government will not utilize any funds received pursuant to this Agreement to compensate, either directly or indirectly, any contractor, corporation, partnership, or business, however organized, which is disqualified or debarred from entering into or receiving a State contract. This restriction applies regardless of whether the disqualified or debarred party acts in the capacity of a general contractor, a subcontractor, or as an equipment or material supplier. This restriction does not prevent the Local Government from utilizing these funds to pay any party who might be disqualified or debarred after the Local Government's contract award on this Project.
17. **Discrimination Prohibited by Minnesota Statutes §181.59.** The Local Government 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 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 Agreement.

- 18. Appendix II 2 CFR Part 200 Federal Contract Clauses.** The Local Government agrees to comply with the following federal requirements as identified in 2 CFR 200, Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards, and agrees to pass through these requirements to its subcontractors and third party contractors, as applicable. In addition, the Local Government shall have the same meaning as "Contractor" in the federal requirements listed below.
- 18.1. Remedies.** Contracts for more than the simplified acquisition threshold currently set at \$150,000, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.
- 18.2. Termination.** All contracts in excess of \$10,000 must address termination for cause and for convenience by the non-Federal entity including the manner by which it will be effected and the basis for settlement.
- 18.3. Equal Employment Opportunity.** Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of "federally assisted construction contract" in 41 CFR Part 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, "Equal Employment Opportunity" (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and implementing regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."
- 18.4. Davis-Bacon Act, as amended.** (40 U.S.C. 3141-3148) When required by Federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency. The contracts must also include a provision for compliance with the Copeland "Anti-Kickback" Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.
- 18.5. Contract Work Hours and Safety Standards Act.** (40 U.S.C. 3701-3708) Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708). Where applicable, all contracts awarded by the non-Federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for

compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

- 18.6. **Rights to Inventions Made Under a Contract or Agreement.** If the Federal award meets the definition of "funding agreement" under 37 CFR §401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that "funding agreement," the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.
- 18.7. **Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended.** Contracts and subgrants of amounts in excess of \$150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued under the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).
- 18.8. **Debarment and Suspension.** (Executive Orders 12549 and 12689) A contract award (see 2 CFR 180.220) must not be made to parties listed on the government wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), "Debarment and Suspension." SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.
- 18.9. **Byrd Anti-Lobbying Amendment.** (31 U.S.C. 1352) Contractors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.
- 18.10. **Procurement of Recovered Materials.** See 2 CFR 200.322 Procurement of Recovered Materials.
- 18.11. **Drug-Free Workplace.** In accordance with 2 C.F.R. § 32.400, the Local Government will comply with the Drug-Free Workplace requirements under subpart B of 49 C.F.R. Part 32.
- 18.12. **Nondiscrimination.** The Local Government hereby agrees that, as a condition of receiving any Federal financial assistance under this agreement, it will comply with Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. § 2000d), related nondiscrimination statutes (i.e., 23 U.S.C. § 324, Section 504 of the Rehabilitation Act of 1973 as amended, and the Age Discrimination Act of 1975), and applicable regulatory requirements to the end that no person in the United States shall, on the grounds of race, color, national origin, sex, handicap, or age be excluded from participation in, be denied the benefits of, or otherwise be

subjected to discrimination under any program or activity for which the Local Government receives Federal financial assistance. The specific requirements of the Department of Transportation Civil Rights assurances (required by 49 C.F.R. §§ 21.7 and 27.9) are incorporated in the agreement.

18.13. Federal Funding Accountability and Transparency Act (FFATA).

18.13.1. This Agreement requires the Local Government to provide supplies and/or services that are funded in whole or in part by federal funds that are subject to FFATA. The Local Government is responsible for ensuring that all applicable requirements, including but not limited to those set forth herein, of FFATA are met and that the Local Government provides information to the MnDOT as required.

- a. Reporting of Total Compensation of the Local Government's Executives.
- b. The Local Government shall report the names and total compensation of each of its five most highly compensated executives for the Local Government's preceding completed fiscal year, if in the Local Government's preceding fiscal year it received:
 - i. 80 percent or more of the Local Government's annual gross revenues from Federal procurement contracts and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and
 - ii. \$25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts), and Federal financial assistance subject to the Transparency Act (and subawards); and
 - iii. The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at <http://www.sec.gov/answers/execomp.htm>).

Executive means officers, managing partners, or any other employees in management positions.

- c. Total compensation means the cash and noncash dollar value earned by the executive during the Local Government's preceding fiscal year and includes the following (for more information see 17 CFR 229.402(c)(2)):
 - i. Salary and bonus.
 - ii. Awards of stock, stock options, and stock appreciation rights. Use the dollar amount recognized for financial statement reporting purposes with respect to the fiscal year in accordance with the Statement of Financial Accounting Standards No. 123 (Revised 2004) (FAS 123R), Shared Based Payments.
 - iii. Earnings for services under non-equity incentive plans. This does not include group life, health, hospitalization or medical reimbursement plans that do not discriminate in favor of executives, and are available generally to all salaried employees.
 - iv. Change in pension value. This is the change in present value of defined benefit and actuarial pension plans.
 - v. Above-market earnings on deferred compensation which is not tax qualified.

- 18.13.2. Other compensation, if the aggregate value of all such other compensation (e.g. severance, termination payments, value of life insurance paid on behalf of the employee, perquisites or property) for the executive exceeds \$10,000.
- 18.13.3. The Local Government must report executive total compensation described above to the MnDOT by the end of the month during which this agreement is awarded.
- 18.13.4. The Local Government will obtain a Data Universal Numbering System (DUNS) number and maintain its DUNS number for the term of this agreement. This number shall be provided to MnDOT on the plan review checklist submitted with the plans for each project. More information about obtaining a DUNS Number can be found at: <http://fedgov.dnb.com/webform/>
- 18.13.5. The Local Government's failure to comply with the above requirements is a material breach of this agreement for which the MnDOT may terminate this agreement for cause. The MnDOT will not be obligated to pay any outstanding invoice received from the Local Government unless and until the Local Government is in full compliance with the above requirements.

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City of Willmar

Local Government certifies that the appropriate person(s) have executed the contract on behalf of the Local Government as required by applicable articles, bylaws, resolutions or ordinances

By: _____

Title: _____

Date: _____

By: _____

Title: _____

Date: _____

DEPARTMENT OF TRANSPORTATION

By: _____

Title: _____

Date: _____

COMMISSIONER OF ADMINISTRATION

By: _____

Date: _____

**WILLMAR COMMUNITY ED & REC
JOINT POWERS BOARD
December 1, 2017**

Members Present: Bill Borth, Maria Garcia, Allen Huselid, Linda Mathiasen, Audrey Nelsen, Rachel Skretvedt, Darin Strand

Staff Present: Steve Brisendine, Ryan Harper, Tom Moore, Tammy Rudningen, Missy Saint, Becky Sorenson, Pam Vruwink

1. Chairman Darin Strand called the meeting to order and welcomed everyone.
2. CER Agreement: Steve Brisendine stated that, due to some conflicts, he, Dr. Holm and Ike Holland have not met yet to discuss the agreement but will be meeting next week and will be presenting to the School Board on December 11 and the City Council on December 18. Rachel Skretvedt asked if Board Member's roles would stay the same. Steve responded that the only thing that might change was the park development aspect which may become a separate committee and that any current Board Members whose main interest is in parks may switch to the new committee.
3. Rice and Miller Park Updates: Steve talked about Rice Park. Most of the work is done on the shelter except some finish work such as installing towel dispensers, the changing room bench, etc. Remaining outside items will be completed early next spring such as plantings in the flower beds and along the walkways, and buying picnic tables for the outside section of the shelter. We need to decide on the type of furniture for the inside portion of the shelter. All the splash pad structures are in. Necessary caulking and sealing of concrete will take place next spring. We are hopeful to open this park by Memorial Day.

Rachel Skretvedt asked if reservations for the shelter will be made thru Community Ed & Rec. Steve responded that we will be handling that and the fee structure needs to be discussed. Currently, we are charging \$100 rental for the enclosed shelters at Robbins Island along with a \$50 damage deposit.

Bill Borth asked if there would be any pedestrian walkway lights for the safety of children crossing to Rice Park. Steve said he will be talking with Sean Christensen about that.

Audrey Nelsen asked about lights in the park. Steve said there are some but that we may need more. Audrey also asked about the shade structures. Steve stated that they have been received but the decision was made to hold off installing them until next spring. The infrastructure for the shades have been installed.

**WILLMAR COMMUNITY ED & REC
JOINT POWERS BOARD
December 1, 2017, page 2**

Miller Park – Steve reported that the contract should be in hand next week. Public Works staff has started work in the park and will be removing trees and tennis court fencing, etc. Duinick will remove the existing tennis courts, probably in the spring unless the good weather continues.

Four tennis courts will be built, two in the existing area with the additional two to the east. This will move the playground units to the north of their current location. Two play units, one 5-12 years and another 2-5 years will be installed along with a swing set and balance beam. The projects will be wrapped up by July 31, hopefully sooner if possible.

With the money approved by the City Council, we were able to purchase another 5-12 unit. The park to receive this unit has not been decided. Staff will work with stakeholders

Bill Borth asked what direction the tennis courts would be. Steve responded they would be north/south facing. Bill also asked if the courts would have pickle ball lines. Steve stated there would only be tennis court lines due to the grant we received from USA Tennis.

Audrey Nelsen asked if there was any way to do a pickle ball court without waiting another year. Steve said that there is a pickle ball court on the Northside Park courts but they are in need of repair. He will talk to Sean Christensen about pricing out mill/overlay work for both Northside and Sperry Tennis Courts.

There is another \$100,000 in next year's budget for more playground equipment. Allen Huselid asked if questions were still being received by residents about the equipment removed from their neighborhood parks. Audrey Nelsen responded yes, questions and complaints were still being voiced. Allen asked if it would help if a schedule was drawn up showing planned improvements to chosen parks. Audrey stated that equipment prices would need to be included so if money became available, we would be able to determine which park could benefit from that money. Steve stated that the park equipment that was installed last year was placed in strategic positions in Willmar so more areas would have closer access to new equipment.

Since we have had major work in Robbins Island and Rice Park and soon Miller Park, Audrey Nelsen asked if we should specify the next major park improvements. Steve stated that he feels the next major park project should be Swansson Field Park with lighting an urgent issue.

Bill Borth asked about the City Auditorium lights. Steve replied that the Auditorium gym is being closed the month of December for the replacement of new lights. In addition the floor will be refurbished during this break in usage.

WILLMAR COMMUNITY ED & REC
JOINT POWERS BOARD
December 1, 2017, page 3

4. Program Offerings: Tom Moore discussed his fall programs and upcoming winter programs. He stated that Garfield will have two hockey rinks as the rink at Lincoln is being moved due to the lack of adequate lighting at Lincoln. There will be more afterschool activities at Kennedy, Roosevelt and Lakeland. Tom is coordinating with school staff to offer more programs, including a gymnastic program in the new Senior High gymnastics gym. A new program, Futsal, was offered at Kennedy this fall and will be offered again this winter.

Jordan Smith, local baseball standout, is offering a "Hitting with a Pro" clinic on Saturdays at the small gym at Kennedy.

Bill Borth asked if we had thought about offering Lacrosse. Steve said we had done that a few years ago and had to cancel due to lack of interest, but we could certainly look at trying again.

Jim Anderson is offering tennis on Sundays between 4:00 and 7:00 which will be starting this Sunday.

Tammy Rudningen said the winter brochure will be mailed the first week of January. She has had requests to offer a half day trip to Granite Falls Fagin War Museum. She mentioned a few new classes offered by Mary at Rustic Designs Flower Farm on flower arranging. We will be offering another Cardettes Mini Dance Camp and the Prairie Fire Theater production will be Alice in Wonderland. The half day trips to Brooten and the Rustic Design Farm were very well received.

Pam Vruwink talked about her classes. She has added three new fitness classes and is expanding winter adult activities with balance and core classes. Pam stated she is also starting a new swim lesson curriculum. Pam asked for pictures of our program participants if people are willing to share them.

Ryan Harper talked about the Range open hours and fees. The Range is open Tuesday and Thursday evenings from 6-9:30 pm at a fee of \$10 per half hour.

Ryan stated that Co-Rec and Women's Volleyball have started with Men's Volleyball and Basketball starting the first week of December. The spring volleyball leagues will be listed in the Winter brochure. A Women's Volleyball Tournament will be held the first Saturday in March. Ryan has been giving some thought to offering a sand volleyball league at Robbins Island since the KEC has closed. Audrey Nelsen asked if a league would close the beach volleyball area to open usage. Ryan answered he was only planning to have league one or two nights a week.

Missy Saint talked about Cardinal Place, saying there are 246 participants, 100-150 between the two sites with 20-25 staff. She said she is expecting 40-70 per day during Christmas break. Cardinal Place at Lakeland will open January 2 when school resumes.

**WILLMAR COMMUNITY ED & REC
JOINT POWERS BOARD
December 1, 2017, page 4**

Audrey Nelsen asked about the Civic Center. Steve reported that there is a Wednesday night Adult Hockey league with a couple fewer teams from last year. There is also a private rental Sunday night Adult Hockey League. Curling leagues are starting. There was a large crowd in attendance last night for Willmar HS hockey doubleheader. Steve stated that the roof project and bathroom remodel at the Civic Center have been completed. Darin Strand announced there are over 200 youth participants in the hockey program. He stated that we have the best arena in the state. Linda Mathiasen requested that the logo on the Arena scoreboard be replaced with the new Cardinal logo.

6. Other: Darin Strand stated he is hoping someone will volunteer to be the new chairman starting next month as this is his last meeting at Board Chair. Anyone interested in serving as chairman should contact Steve Brisendine.

Linda Mathiasen suggested that CER should take over the Christmas light display and put it at Robbins Island as the Koosman's are displaying for the last time this year. Rachel Skretvedt mentioned that the electricity was upgraded for the destination playground and for Rockin Robbins but would probably not be enough for a light display. It was mentioned that Koosmans start assembling the display in October and also spend a day or two on synchronizing the lights and music.

As there was no further business, the meeting adjourned. The next meeting will be January 26.

Willmar Police Department

Monthly Calls for Service Statistics

Title	November 2017	November 2016
911 Hang Up	10	13
Abandoned Vehicles	65	92
Agency Assist	68	33
Alarm	40	32
Alcohol Offense	6	5
Animal	44	32
Assault	12	9
Burglary	10	7
Child Custody Dispute	9	6
Crash	65	76
Criminal Damage To Property	24	13
Disorderly	25	23
Domestic	29	25
Drugs	10	10
Family Service	50	53
Fight	10	2
Fraud	14	11
Gun Permits	13	28
Harassment	21	22
Information	6	12
K-9 Assist	5	6
Lost And Found	45	59
Mental Issues	5	10
Missing Person	30	15
Motorists Assist	15	14
Neighborhood Disturbance	7	7
Public Assist	193	166
School Related Incidents	7	8
Sex Crimes	3	3
Sudden Death/Bodies Found	1	2
Suicidal Person	17	13
Suspicious	69	57
Theft	52	39
Traffic Complaint	58	52
Traffic Stop	504	343
Trespass	10	2
Warrant Service	21	19

Current Month CFS:

1618

YTD Calls for Service:

16853

2016 Month CFS:

1397

(Some minimal CFS categories not shown)

WILLMAR FIRE DEPARTMENT

MONTHLY CALLS FOR SERVICE

Title	November 2017	November 2016
Alarm Activations	5	10
Cooking Fires / Burnt Food	2	1
Building Fires	5	1
Smoke Scares	0	1
Sprinkler Activation	1	0
Natural Gas Leak	1	0
Vehicle Crashes	6	6
Car Fire	0	1
Carbon Monoxide Alarms	2	1
Hazardous Material spill	1	1
Electrical Fires / Shorts	0	2
Assist Law Enforcement with Child's hand stuck in door	0	1
Ice Rescue	0	1
Storage Fire	1	0

Current Month CFS: 24

2017 YTD Calls for Service: 281

2016 Calls for Service thru November: 302

November 2017 Training:

November 2 - Business Meeting // City Meeting

November 9 – Fire truck Placement at hospital and high-rise

November 16 – Air management / Floor hockey

November 30 – Officers meeting

City of Willmar Monthly External Permits Report

Permit #	Issued Date	Owner and Site Address	Permit Sub-Type and Work Type	Description	Valuation	Total Permit Fee
WI027557	11/2/2017	Braceguy Properties, Llc 328 3rd St SW	95-003-5200 Block 44 Willmar, Town Of (Original)	Deck Commercial Add/Alter	Residential Deck	\$600.00 \$39.49
WI027630	11/2/2017	First Covenant Church 801 Willmar Ave SW	95-750-0750 Sub-Div. N1/2 Of Ne1/4	Window Replacement Churches/Schools	Replace 2 basement windows	\$700.00 \$26.85
WI027631	11/2/2017	Ruff/James M 2015 1st St S	95-323-0030 Highway Commercial Tract	Alteration Commercial Add/Alter	Remodel tenant space for new sleep lab	\$411,367.00 \$4,243.64
WI027634	11/2/2017	Willamr Developement LLC 1400 Lakeland Dr NE 112	95-980-6520 Lot 112	Mobil Home Transport Mobile Home In/Out	Move in new MH, 16' x 76', # TBD	\$0.00 \$75.00
WI027635	11/2/2017	Willmar Developement LLC 1400 Lakeland Dr NE 115	95-980-6550 Lot 115	Mobil Home Transport Mobile Home In/Out	Move in new MH, 16' x 76', # TBD	\$0.00 \$75.00
WI027636	11/2/2017	Willmar Revevopement LLC 1400 Lakeland Dr NE 117	95-980-6570 Lot 117	Mobil Home Transport Mobile Home In/Out	Move in new MH, 16' x 76', # TBD	\$0.00 \$75.00
WI027637	11/3/2017	Willmar Devolpement LLC 1400 Lakeland Dr NE 118	95-980-6590 Lot 118	Mobil Home Transport Mobile Home In/Out	Move in new MH, 16' x 76', # TBD	\$0.00 \$75.00
WI027638	11/2/2017	Willmar Devolpement LLC 1400 Lakeland Dr NE 121	95-980-6610 Lot 121	Mobil Home Transport Mobile Home In/Out	Move in new MH, 16' x 76', # TBD	\$0.00 \$75.00
WI027639	11/2/2017	Willmar Devolpement LLC 1400 Lakeland Dr NE 216	95-980-7560 Lot 216	Mobil Home Transport Mobile Home In/Out	Move in new MH, 16' x 76', # TBD	\$0.00 \$75.00
WI027640	11/2/2017	Willmar Devoplement LLC 1400 Lakeland Dr NE 214	95-980-7540 Lot 214	Mobil Home Transport Mobile Home In/Out	Move in new MH, 16' x 76', #TBD	\$0.00 \$75.00
WI027641	11/2/2017	Willmar Devolpement LLC 1400 Lakeland Dr NE 212	95-980-7520 Lot 212	Mobil Home Transport Mobile Home In/Out	Move in new MH, 16' x 76', # TBD	\$0.00 \$75.00
WI027642	11/2/2017	Willmar Devolpement LLC 1400 Lakeland Dr NE 210	95-980-7500 Lot 210	Mobil Home Transport Mobile Home In/Out	Move in new MH, 16' x 76' # TBD	\$0.00 \$75.00
WI027648	11/2/2017	Action Development, Llc 1200 High Ave NE	95-372-0110 Lot 11, Block 1 Houdek Addition	Addition Commercial Add/Alter	Construct 1464 sf addn	\$119,740.00 \$1,688.83

City of Willmar Monthly External Permits Report

Permit #	Issued Date	Owner and Site Address	Permit Sub-Type and Work Type	Description	Valuation	Total Permit Fee
WI027649	11/2/2017	Klatt/Nathan D & Jennifer S 1108 Olaf Ave NW	95-820-0220 Block 2 Thorpe & Lien's Addition	Reroofing Residential Add/Alter	Residential Reroof	\$6,030.00 \$33.02
WI027651	11/2/2017	Lieser/Caitlin A 3008 2nd Ave NW	95-835-0400 Lot 17, Block 2 Vos Park	Reroofing Residential Add/Alter	Residential Reroof	\$6,500.00 \$33.25
WI027659	11/2/2017	Waskul/Dennis D&P/&S&G Rytel 423 Becker Ave SE	95-240-0120 Gilbertson's Subdivision	Reroofing Residential Add/Alter	Residential Reroof	\$500.00 \$30.25
WI027660	11/2/2017	Willmar Developement LLC 1400 Lakeland Dr NE 123	95-980-6630 Lot 123	Mobil Home Transport Mobile Home In/Out	Move in new MH, 16' x 76	\$0.00 \$75.00
WI027663	11/2/2017	Middleton/Rand & Donna 617 8th St SW	95-006-2370 Block 73 First Addition To The Town Of Willmar	Reroofing Residential Add/Alter	Residential Reroof	\$7,600.00 \$33.80
WI027664	11/2/2017	Kleist/Lane R 711 17th St SW	95-042-0410 Block 1 Barnstad's Second Addition	Addition Residential Add/Alter	Residential Addition and Remodel	\$44,000.00 \$803.13
WI027665	11/1/2017	Gilbertson/Jeffrey L 610 7th St SW	95-006-2300 Block 73 First Addition To The Town Of Willmar	Reroofing Residential Add/Alter	Residential Reroof	\$7,600.00 \$33.80
WI027666	11/1/2017	Willmaar Redevelopment Co LLC 1400 Lakeland Dr NE 103	95-980-6430 Lot 103	Mobil Home Transport Mobile Home In/Out	Move in new Friendship MH, 16' x 76', #TBD	\$0.00 \$75.00
WI027667	11/1/2017	Willmar Redevelopment Co, LLC 1400 Lakeland Dr NE 122	95-980-6620 Lot 122	Mobil Home Transport Mobile Home In/Out	Move in new Friendship MH, 16' x 76', # TBD	\$0.00 \$75.00
WI027668	11/3/2017	Foot Lake Apartments, Llc 400 30th St NW	95-909-0162	Reroofing Apartment	Commercial Reroof	\$67,876.00 \$721.19
WI027670	11/3/2017	Kwik Trip, Inc 2550 Hwy 12 E	95-165-0150 Block 2 Eastgate Addition	Removal/Building Move/Raze	Remove convience store/gas sales	\$0.00 \$150.00

City of Willmar Monthly External Permits Report

Permit #	Issued Date	Owner and Site Address	Permit Sub-Type and Work Type	Description	Valuation	Total Permit Fee
WI027671	11/3/2017	Midwest Rentals - Jason Dowdey 110 Gay St SE	95-914-1620 Alteration Commercial Add/Alter	Interior Remodel	\$10,600.00	\$293.64
WI027680	11/7/2017	Lundquist & Anderson & Burgett 416 6th St SW	95-003-6310 Block 52 Willmar, Town Of (Original)	Reroofing Commercial Add/Alter	\$4,500.00	\$102.00
WI027682	11/7/2017	Quimby/Bruce 401 Charlotte St SE	95-220-1640 Block 11 Ferring's Addition	Reroofing Residential Add/Alter	\$15,000.00	\$37.50
WI027683	11/7/2017	His Land Company, Llc 2100 1st St S	95-922-7830 Fire Suppression System Commercial New	Install new ansul r-102 system	\$1,241.00	\$71.57
WI027684	11/9/2017	Muldrow/Mark 723 2nd St SE	95-020-0170 Lot 10, Block 2 Fifth Addition To The Town Of Willmar	Finish Basement Residential Add/Alter	\$500.00	\$31.75
WI027685	11/13/2017	Krueger/Gaylan & Cynthia 405 Becker Ave SE	95-310-0290 Highland Addition To Willmar	Reroofing Residential Add/Alter	\$9,000.00	\$34.50
WI027687	11/13/2017	Bauch/Roger L/Sr 1208 7th St SW	95-780-0050 Block 1 Sunnyside	Reroofing Residential Add/Alter	\$2,323.00	\$31.16
WI027688	11/13/2017	Schramel/Renee 712 Mary Ave SE	95-914-2140 Drainage system Residential Add/Alter	Install 69' of interior drainage system	\$6,600.00	\$190.43
WI027689	11/13/2017	Willmar Redevelopment LLC 1400 Lakeland Dr NE 78	95-980-6180 Lot 78	Mobil Home Transport Mobile Home In/Out	\$0.00	\$75.00
WI027690	11/13/2017	Willmar Redevelopment LLC 1400 Lakeland Dr NE 77	95-980-6170 Lot 77 Northland Square	Mobil Home Transport Mobile Home In/Out	\$0.00	\$75.00
WI027692	11/13/2017	Medayto Properties, Llc 602 2nd St SW	95-006-1610 Block 68 First Addition To The Town Of Willmar	Reroofing Residential Add/Alter	\$1,200.00	\$30.60

City of Willmar Monthly External Permits Report

Permit #	Issued Date	Owner and Site Address	Permit Sub-Type and Work Type	Description	Valuation	Total Permit Fee	
WI027693	11/13/2017	Housing & Redevelopment Auth 1208 16th St SW	95-860-0230 Lot 3, Block 2 West Park 1st Addition	Reroofing Residential Add/Alter	Residential Reroof	\$7,000.00 \$33.50	
WI027696	11/15/2017	County Of Kandiyohi 2200 23rd St NE	95-901-0400	Alteration Commercial Add/Alter	Interior Remodel for Financial Worker Area	\$20,000.00 \$483.96	
WI027697	11/21/2017	Keil/Jeffrey R & Deena 1237 16th St SW	95-860-0080 Lot 8, Block 1 West Park 1st Addition	Reroofing Residential Add/Alter	Residential Reroof	\$10,970.00 \$35.49	
WI027719	11/27/2017	Rockstep Willmar, Llc 1605 1st St S	95-923-8640	Alteration Commercial Add/Alter	Construct cubicles for massage	\$1,000.00 \$57.84	
WI027721	11/28/2017	Haug/Jason B & Marie J 809 13th St SW	95-200-0010 Lot 1, Block 1 Erickson's Subd. Of Block 4	Reroofing Residential Add/Alter	Residential Reroof	\$6,800.00 \$33.40	
WI027722	11/28/2017	House/James 1423 Kandiyohi Ave SW	95-570-0930 Block 5 Nursery Addition	Demolition Move/Raze	Demolition - House and Garage	\$0.00 \$105.00	
WI027723	11/28/2017	Brower/Jason D & Moriah L 909 15th Ave SW	95-800-0330 Block 3 Terwisscha's Addition	Install Egress Window Residential Add/Alter	Install egress window and well	\$1,500.00 \$73.50	
WI027724	11/28/2017	Dethlefs/Katrina R 629 Parkview Rd SW	95-340-0460 Lot 6, Block 4 Hilltop Park	Install Egress Window Residential Add/Alter	Egress Window	\$3,500.00 \$132.63	
WI027725	11/28/2017	Carlson/Luann 1128 6th St SW	95-090-2080 Lot 8 Booth's Addition To Willmar	Install Egress Window Residential Add/Alter	Egress Window	\$3,500.00 \$132.63	
WI027730	11/28/2017	Haugen/Eric N & Michele 2307 Richland Dr SW	95-696-0280 Lot 8, Block 3 Richland Acres	Alteration Residential Add/Alter	Interior Remodel	\$1,000.00 \$52.63	
Count: 45					Totals:	\$778,747.00	\$10,850.98
Year-to-Date Summary (1/1/2017 through 11/30/2017)							
Count: 574					YTD Totals:	\$41,298,787.00	\$382,699.32

Vendor Payment 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
ALEX AIR APPARATUS INC			002061											
	51073	12/14/17	FIRE HOSE	850.00		34784		D	N				SMALL TOOLS	101.42412.0221
	51073	12/14/17	3 HOSE COUPLERS	1,860.00		34784		D	N				SMALL TOOLS	101.42412.0221
			VENDOR TOTAL	2,710.00		*CHECK TOTAL								
ALPHA TRAINING & TACTICS			003136											
	51074	12/14/17	BALLISTIC VEST	894.78		2017194		D	N				SUBSISTENCE OF P	101.42411.0227
AMERICAN ENGINEERING TES			002525											
	51075	12/14/17	RICE PARK SOIL TESTING	235.00		1300792		D	N				OTHER IMPROVEMEN	450.45438.0554
AMERICAN SOLUTIONS FOR B			000046											
	51076	12/14/17	W2'S/1099'S/ENVELOPES	229.25		INV03306129		D	N				OFFICE SUPPLIES	101.41405.0220
AMERICAN WELDING & GAS I			000057											
	51077	12/14/17	O-RING/RIVETS	4.45		05198663		D	N				MTCE. OF EQUIPME	101.42412.0224
	51077	12/14/17	FIRE EXT. REFILL	24.50		05198663		D	N				MTCE. OF EQUIPME	101.42412.0334
	51077	12/14/17	WELDING GAS	61.35		05222547		D	N				GENERAL SUPPLIES	101.43425.0229
			VENDOR TOTAL	90.30		*CHECK TOTAL								
AMERIPRIDE LINEN & APPAR			000051											
	51078	12/14/17	TOWEL SERVICE	47.75		2200982426		D	N				CLEANING AND WAS	101.43425.0338
	51078	12/14/17	TOWEL SERVICE	50.56		222696113		D	N				CLEANING AND WAS	101.43425.0338
			VENDOR TOTAL	98.31		*CHECK TOTAL								
ANDERSON LAW OFFICES			002954											
	51079	12/14/17	LEGAL SERVICES-NOV	10,508.90		1557		D	M	07			PROFESSIONAL SER	101.41406.0446
ANNUAL OUTDOORS			002672											
	51080	12/14/17	SNOW REMOVAL 11/11/17	15.00		1702		D	M	07			OTHER SERVICES	101.45001.0339
ASPEN MILLS			003008											
	51081	12/14/17	LIEUTENANT BARS	19.50		206908		D	N				SUBSISTENCE OF P	101.42411.0227
	51081	12/14/17	CAPTAIN BARS	10.15		206908		D	N				SUBSISTENCE OF P	101.42411.0227
			VENDOR TOTAL	29.65		*CHECK TOTAL								
ASTECH CORPORATION			000863											
	51082	12/14/17	SEAL COATING	33,245.00		17-459R		D	N				MTCE. OF OTHER I	101.45433.0336
AT&T MOBILITY			000075											
	51083	12/14/17	MOBILE HOTSPOT	53.09		X11232017		D	N				COMMUNICATIONS	101.41409.0330
BEHAVIORAL FORENSIC SERV			002819											
	51084	12/14/17	PRE-EMPLOYMENT EXAM	700.00		112817		D	N				PROFESSIONAL SER	101.42412.0446

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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
BENNETT OFFICE TECHNOLOG			000099											
	51085	12/14/17	HP LASERJET PRINTER	819.98		267069		D	N				SMALL TOOLS	101.41409.0221
BERNICK'S PEPSI-COLA CO			000103											
	51086	12/14/17	OFFICE COFFEE	86.52		88630		D	N				GENERAL SUPPLIES	101.43425.0229
BLEESS AUTOMOTIVE INC			.01447											
	51087	12/14/17	SIGN DEPOSIT REF 2017-18	100.00		2017-18		D	N				DEPOSITS-SIGN PE	101.230001
BOLTON & MENK INC			001010											
	51088	12/14/17	STREET RECONSTRUCTION	27,567.00		0210540		D	N				PROFESSIONAL SER	497.48451.0446
	51088	12/14/17	REIMBURSABLE EXPENSE	1,457.78		0210540		D	N				PROFESSIONAL SER	497.48451.0446
	51088	12/14/17	1ST ST OVERLAY/SIGNALS	2,890.00		0210541		D	N				PROFESSIONAL SER	497.48453.0446
	51088	12/14/17	REIMBURSABLE EXPENSE	660.00		0210541		D	N				PROFESSIONAL SER	497.48453.0446
	51088	12/14/17	23RD ST NEW PATH PROJ.	649.50		0210542		D	N				PROFESSIONAL SER	497.48451.0446
	51088	12/14/17	IND. PARK 4TH ADDITION	402.50		0210543		D	N				PROFESSIONAL SER	414.48455.0446
	51088	12/14/17	LAKELAND DR OVERLAY	6,806.00		0210545		D	N				PROFESSIONAL SER	497.48452.0446
	51088	12/14/17	REIMBURSABLE EXPENSE	1,171.50		0210545		D	N				PROFESSIONAL SER	497.48452.0446
				41,604.28										
			VENDOR TOTAL	41,604.28										
													*CHECK TOTAL	
BSE			001980											
	51089	12/14/17	EXIT SIGN	59.77		914151265		D	N				MTCE. OF STRUCTU	101.45433.0225
	51089	12/14/17	OUTSIDE BLDG LIGHTS	603.18		914201074		D	N				MTCE. OF STRUCTU	651.48484.0225
	51089	12/14/17	DRIVERS GLOVES	49.92		914205472		D	N				SUBSISTENCE OF P	101.42412.0227
	51089	12/14/17	LT BULBS FOR BLDG	89.74		914209436		D	N				MTCE. OF STRUCTU	101.45433.0225
	51089	12/14/17	HEAT SHRINK TAPE	7.04		914209619		D	N				GENERAL SUPPLIES	101.45433.0229
	51089	12/14/17	ELEC. HEAT SHRINK TAPE	6.22		914277490		D	N				MTCE. OF EQUIPME	101.45433.0224
				815.87										
			VENDOR TOTAL	815.87										
													*CHECK TOTAL	
BSN SPORTS INC			003001											
	51090	12/14/17	LACES FOR SKATES	148.14		900889550		D	N				GENERAL SUPPLIES	101.45433.0229
BUSINESSWARE SOLUTIONS			002776											
	51091	12/14/17	PRINT/PAGE COUNT	11.00		280856		D	N				OFFICE SUPPLIES	101.41400.0220
	51091	12/14/17	PRINT/PAGE COUNT	34.35		280856		D	N				OFFICE SUPPLIES	101.41402.0220
	51091	12/14/17	PRINT/PAGE COUNT	24.00		280856		D	N				OFFICE SUPPLIES	101.41403.0220
	51091	12/14/17	PRINT/PAGE COUNT	62.81		280856		D	N				OFFICE SUPPLIES	101.41405.0220
	51091	12/14/17	PRINT/PAGE COUNT	6.71		280856		D	N				OFFICE SUPPLIES	101.41409.0220
	51091	12/14/17	PRINT/PAGE COUNT	197.40		280856		D	N				OFFICE SUPPLIES	101.42411.0220
	51091	12/14/17	PRINT/PAGE COUNT	18.18		280856		D	N				OFFICE SUPPLIES	101.43417.0220
	51091	12/14/17	PRINT/PAGE COUNT	78.00		280856		D	N				OFFICE SUPPLIES	101.43425.0220
	51091	12/14/17	PRINT/PAGE COUNT	39.00		280856		D	N				OFFICE SUPPLIES	101.45001.0220
	51091	12/14/17	PRINT/PAGE COUNT	39.00		280856		D	N				OFFICE SUPPLIES	651.48484.0220
				510.45										
			VENDOR TOTAL	510.45										
													*CHECK TOTAL	

Vendor Payment 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
C D & T INC AUTO PARTS			000145							
	51092	12/14/17	HYDRAULIC FITTINGS	39.95		23455-1		D N	MTCE. OF EQUIPME	101.43425.0224
CARD SERVICES			002552							
	51093	12/14/17	EMPL BENEFIT MTG-COOKIES	58.41		110208		D N	SUBSISTENCE OF P	101.41400.0227
	51093	12/14/17	CONCESSION SUPPLIES	73.28		110310		D N	GENERAL SUPPLIES	101.45433.0229
	51093	12/14/17	COOKIES-11/06 CNCL MTG	40.11		110611		D N	SUBSISTENCE OF P	101.41401.0227
	51093	12/14/17	CONCESSION SUPPLIES	91.72		110908		D N	GENERAL SUPPLIES	101.45433.0229
	51093	12/14/17	DIRECTOR'S MTG-11/13	3.40		111013		D N	SUBSISTENCE OF P	101.41401.0227
	51093	12/14/17	DIRECTOR'S MTG-11/13	279.19		111310		D N	SUBSISTENCE OF P	101.41401.0227
	51093	12/14/17	COOKIES-11/20 CNCL MTG	15.87		112011		D N	SUBSISTENCE OF P	101.41401.0227
	51093	12/14/17	CONCESSION SUPPLIES	73.68		112111		D N	GENERAL SUPPLIES	101.45433.0229
	51093	12/14/17	CONCESSION SUPPLIES	94.25		112808		D N	GENERAL SUPPLIES	101.45433.0229
	51093	12/14/17	CONCESSION SUPPLIES	15.76		112814		D N	GENERAL SUPPLIES	101.45433.0229
			VENDOR TOTAL	745.67						
				745.67					*CHECK TOTAL	
CARRANZA/NOE			002547							
	51094	12/14/17	TRANSLATED WRAC PROGRAM	950.00		120517		D M 07	PROFESSIONAL SER	101.41409.0446
CENTERPOINT ENERGY			000467							
	51071	12/04/17	NATURAL GAS-NOV	327.60		6102726/11-17		D N	UTILITIES	101.42412.0332
	51095	12/14/17	NATURAL GAS-NOV	57.90		6038773/11-17		D N	UTILITIES	101.43425.0332
	51095	12/14/17	NATURAL GAS-NOV	565.05		6048932/11-17		D N	UTILITIES	651.48484.0332
	51095	12/14/17	NATURAL GAS-NOV	1,124.28		6061271/11-17		D N	UTILITIES	101.45433.0332
	51095	12/14/17	NATURAL GAS-NOV	32.09		6069198/11-17		D N	UTILITIES	101.43425.0332
	51095	12/14/17	NATURAL GAS-NOV	52.03		6072309/11-17		D N	UTILITIES	101.45437.0332
	51095	12/14/17	NATURAL GAS-NOV	484.99		6084836/11-17		D N	UTILITIES	101.45435.0332
	51095	12/14/17	NATURAL GAS-NOV	3,324.19		6085332/11-17		D N	UTILITIES	101.45433.0332
	51095	12/14/17	NATURAL GAS-NOV	18.15		6093527/11-17		D N	UTILITIES	101.43425.0332
			VENDOR TOTAL	5,658.68						
				5,986.28					*CHECK TOTAL	
CHAMBERLAIN OIL CO			000154							
	51096	12/14/17	OIL/WNDSHLD WASHER FLU	2,090.49		181773		D N	INVENTORIES-MDSE	101.125000
CHESTER CONTRACTING INC			002506							
	51097	12/14/17	RICE PARK IMPROVEMENT	61,377.60		EST. #7		D N	OTHER IMPROVEMEN	450.45438.0554
CITY OF WILLMAR-GENERAL			000292							
	51098	12/14/17	2018 FOOD SERV PERMIT	60.00		120517		D N	PREPAID EXPENSES	101.128000
CIVIL AIR PATROL MAGAZIN			003103							
	51099	12/14/17	YOUTH SAFETY PROGRAM AD	245.00		2705295		D N	ADVERTISING	101.42411.0447
COALITION OF GREATER MN			001335							
	51100	12/14/17	HOLLAND-CONF REGIS.	170.00		112717		D N	TRAVEL-CONF.-SCH	101.41400.0333
	51100	12/14/17	NELSEN-CONF REGIS.	170.00		112717		D N	TRAVEL-CONF.-SCH	101.41401.0333
	51100	12/14/17	NELSEN-BOARD RETREAT	75.00		112717		D N	TRAVEL-CONF.-SCH	101.41401.0333

Vendor Payment History Report
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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	EX	M	ACCOUNT NAME	ACCOUNT
COALITION OF GREATER MN			001335											
			VENDOR TOTAL	415.00										
				415.00										
CODE 4 SERVICES LLC			002984											
51101	12/14/17	UPFIT #170559 (CAR 3)		2,334.62		3715							MACHINERY AND AU	450.42411.0553
51101	12/14/17	TEAR DOWN OLD CAR #18		29.75		3719							MTCE. OF EQUIPME	101.42411.0224
51101	12/14/17	TEAR DOWN OLD CAR #18		297.50		3719							MTCE. OF EQUIPME	101.42411.0334
			VENDOR TOTAL	2,661.87										
				2,661.87										
CONCORDE BANK			002887											
51102	12/14/17	2013 HOSP REV BOND-I		2,346.04		120117							INTEREST	350.47402.0444
51102	12/14/17	2013 HOSP REV BOND-P		15,400.00		120117							BONDS	350.47402.0660
			VENDOR TOTAL	17,746.04										
				17,746.04										
CONDUENT BUSINESS SERVIC			000131											
51103	12/14/17	AS400 HOSTING-DEC		2,351.56		1427059							SUBSCRIPTIONS AN	101.41409.0443
CROW CHEMICAL & LIGHTING			000186											
51104	12/14/17	CLEANING SUPPLIES		280.46		10201							CLEANING AND WAS	101.43425.0228
51104	12/14/17	CLEANING SUPPLIES		54.41		10230							CLEANING AND WAS	101.43425.0228
			VENDOR TOTAL	334.87										
				334.87										
CUNNINGHAM/CAROL			002191											
51105	12/14/17	YR END SEMINAR-MILEAGE		64.20		113017							TRAVEL-CONF.-SCH	101.41405.0333
DAN'S SHOP INC			002212											
51106	12/14/17	FILTERS		87.75		82234							INVENTORIES-MDSE	101.125000
51106	12/14/17	FILTERS		356.95		82331							INVENTORIES-MDSE	101.125000
51106	12/14/17	FILTERS		36.60		82504							INVENTORIES-MDSE	101.125000
51106	12/14/17	FILTERS		34.06		82680							INVENTORIES-MDSE	101.125000
			VENDOR TOTAL	515.36										
				515.36										
DEPT OF HUMAN SERVICES			000009											
51107	12/14/17	CLEANING SERVICES-JUN		120.00		00000423193							CLEANING AND WAS	101.45435.0338
51107	12/14/17	CLEANING SERVICES-OCT		1,650.00		00000447127							CLEANING AND WAS	101.45433.0338
51107	12/14/17	CLEANING SERVICES-OCT		90.00		00000447128							CLEANING AND WAS	101.45435.0338
			VENDOR TOTAL	1,860.00										
				1,860.00										
DEPT OF HUMAN SERVICES			002914											
51108	12/14/17	ECPN PAYMENT-JAN		3,828.02		00000449283							PREPAID EXPENSES	101.128000
DESIGN ELECTRIC INC			000203											
51109	12/14/17	SIGNAL REPAIR-PARTS		166.28		6424							MTCE. OF OTHER I	101.43417.0226
51109	12/14/17	SIGNAL REPAIR-LABOR		531.25		6424							MTCE. OF OTHER I	101.43417.0336

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
DESIGN ELECTRIC INC			000203											
			VENDOR TOTAL	697.53										
				697.53										
DOOLEY'S PETROLEUM INC			000212											
	51072	12/04/17	6,000 GALLONS UNLEADE	13,284.17		66528							D N	INVENTORIES-MDSE 101.125000
	51072	12/04/17	2,000 GALLONS DIESEL	4,655.91		66529A							D N	INVENTORIES-MDSE 101.125000
				17,940.08										
	51110	12/14/17	215.8 GALLONS UNLEADED	550.29		23338							D N	MOTOR FUELS AND 651.48484.0222
	51110	12/14/17	2500.4 GALLONS DIESEL	6,306.01		23395							D N	MOTOR FUELS AND 651.48484.0222
				6,856.30										
			VENDOR TOTAL	24,796.38										
DUININCK INC			000222											
	51111	12/14/17	WTR MAIN/SWR/CURB/GUT	16,849.40		1601/EST. 6							D N	MTCE. OF OTHER I 416.48451.0336
DVS RENEWAL			003336											
	51112	12/14/17	#186470-LICENSE	32.75		120517							D N	LICENSES AND TAX 101.42411.0445
	51112	12/14/17	#186470-TAX	1,855.67		120517							D N	MACHINERY AND AU 450.42411.0553
				1,888.42										
			VENDOR TOTAL	1,888.42										
ED'S SERVICE CENTER & SA			000231											
	51113	12/14/17	TOWING CHARGES-NOV	930.00		STMT/11-17							D N	OTHER SERVICES 101.42411.0339
	51113	12/14/17	TOW FOR HOLIDAZE PARADE	160.00		128106							D N	OTHER SERVICES 101.42411.0339
	51113	12/14/17	TOW FOR HOLIDAZE PARADE	160.00		128107							D N	OTHER SERVICES 101.42411.0339
				1,250.00										
			VENDOR TOTAL	1,250.00										
ELECTRIC MOTOR COMPANY			003288											
	51114	12/14/17	REPL. EXHAUST FAN MOTOR	238.08		2649							D N	MTCE. OF EQUIPME 651.48484.0224
	51114	12/14/17	MOTOR BEARINGS	130.13		2726							D N	MTCE. OF EQUIPME 651.48485.0224
	51114	12/14/17	MAU BELT	19.38		2744							D N	MTCE. OF EQUIPME 651.48484.0224
				387.59										
			VENDOR TOTAL	387.59										
ERIC'S AVIATION SERVICES			002998											
	51115	12/14/17	ON SITE MGMT SERV-NOV	6,622.00		STMT/11-17							D N	PROFESSIONAL SER 230.43430.0446
EXPLORE MN TOURISM			002245											
	51116	12/14/17	2018 MARKETING CAMPAIGN	700.00		121217							D N	PREPAID EXPENSES 208.128000
	51116	12/14/17	2018 MARKETING CAMPAIGN	700.00		121217							D N	PREPAID EXPENSES 208.128000
				1,400.00										
			VENDOR TOTAL	1,400.00										
FARNAM'S GENUINE PARTS			000249											
	51117	12/14/17	IGNITION COIL	95.99		779725							D N	INVENTORIES-MDSE 101.125000

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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
FIVE-STAR PUMPING			000234											
	51118	12/14/17	BIOSOLIDS LAND APPLIC.	2,793.30		3721		D	N				OTHER SERVICES	651.48486.0339
FLAHERTY & HOOD P.A.			001449											
	51119	12/14/17	LEGAL SERVICES-NOV	5,918.29		10834		D	M	07			PROFESSIONAL SER	101.41406.0446
	51119	12/14/17	LEGAL SERVICES-NOV	3,943.80		10834		D	M	07			PROFESSIONAL SER	350.47400.0446
			VENDOR TOTAL	9,862.09		*CHECK TOTAL								
FORUM COMMUNICATIONS COM			002269											
	51120	12/14/17	HRNG-VACATE UTILITY EAS.	110.50		C-03008849		D	N				PRINTING AND PUB	101.41401.0331
	51120	12/14/17	HRNG-PROPOSED REZONING	84.50		C-03009023		D	N				PRINTING AND PUB	101.41402.0331
	51120	12/14/17	ORD. AUTH BOND ISSUE	126.75		C-03009061		D	N				PRINTING AND PUB	497.48451.0331
	51120	12/14/17	ORD. AMENDING MUC RATES	614.25		C-03009064		D	N				PRINTING AND PUB	101.41401.0331
			VENDOR TOTAL	936.00		*CHECK TOTAL								
GALLS			000288											
	51121	12/14/17	DEMO GLOCK GUN	288.95		008728751		D	N				SMALL TOOLS	101.42411.0221
	51121	12/14/17	EXPLORER CLOTHING	282.19		008728751		D	N				SUBSISTENCE OF P	101.42411.0227
			VENDOR TOTAL	571.14		*CHECK TOTAL								
GENERAL MAILING SERVICES			000293											
	51122	12/14/17	POSTAGE 11/13-11/17/17	2.36		38872		D	N				POSTAGE	101.41401.0223
	51122	12/14/17	POSTAGE 11/13-11/17/17	8.80		38872		D	N				POSTAGE	101.41402.0223
	51122	12/14/17	POSTAGE 11/13-11/17/17	5.31		38872		D	N				POSTAGE	101.41403.0223
	51122	12/14/17	POSTAGE 11/13-11/17/17	72.83		38872		D	N				POSTAGE	101.41405.0223
	51122	12/14/17	POSTAGE 11/13-11/17/17	15.00		38872		D	N				POSTAGE	101.41408.0223
	51122	12/14/17	POSTAGE 11/13-11/17/17	4.17		38872		D	N				POSTAGE	101.42412.0223
	51122	12/14/17	POSTAGE 11/13-11/17/17	0.59		38872		D	N				POSTAGE	101.43417.0223
	51122	12/14/17	POSTAGE 11/13-11/17/17	4.90		38872		D	N				POSTAGE	101.43425.0223
	51122	12/14/17	POSTAGE 11/13-11/17/17	0.59		38872		D	N				POSTAGE	101.45432.0223
	51122	12/14/17	POSTAGE 11/13-11/17/17	0.59		38872		D	N				POSTAGE	101.45433.0223
	51122	12/14/17	POSTAGE 11/13-11/17/17	5.83		38872		D	N				POSTAGE	651.48484.0223
	51122	12/14/17	POSTAGE 11/20-11/24/17	0.02		38916		D	N				POSTAGE	101.41401.0223
	51122	12/14/17	POSTAGE 11/20-11/24/17	25.96		38916		D	N				POSTAGE	101.41402.0223
	51122	12/14/17	POSTAGE 11/20-11/24/17	47.06		38916		D	N				POSTAGE	101.41403.0223
	51122	12/14/17	POSTAGE 11/20-11/24/17	2.62		38916		D	N				POSTAGE	101.41405.0223
	51122	12/14/17	POSTAGE 11/20-11/24/17	15.00		38916		D	N				POSTAGE	101.41408.0223
	51122	12/14/17	POSTAGE 11/20-11/24/17	0.59		38916		D	N				POSTAGE	101.42411.0223
	51122	12/14/17	POSTAGE 11/20-11/24/17	0.59		38916		D	N				POSTAGE	101.42412.0223
	51122	12/14/17	POSTAGE 11/20-11/24/17	1.18		38916		D	N				POSTAGE	101.43417.0223
	51122	12/14/17	POSTAGE 11/20-11/24/17	3.19		38916		D	N				POSTAGE	101.43425.0223
	51122	12/14/17	POSTAGE 11/20-11/24/17	1.18		38916		D	N				POSTAGE	101.45001.0223
	51122	12/14/17	POSTAGE 11/20-11/24/17	0.59		38916		D	N				POSTAGE	101.45432.0223
	51122	12/14/17	POSTAGE 11/20-11/24/17	0.59		38916		D	N				POSTAGE	651.48484.0223
	51122	12/14/17	POSTAGE 11/27-12/01/17	12.98		38958		D	N				POSTAGE	101.41400.0223
	51122	12/14/17	POSTAGE 11/27-12/01/17	7.09		38958		D	N				POSTAGE	101.41401.0223
	51122	12/14/17	POSTAGE 11/27-12/01/17	17.11		38958		D	N				POSTAGE	101.41402.0223

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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
GENERAL MAILING SERVICES 000293														
	51122	12/14/17	POSTAGE 11/27-12/01/17	3.54		38958		D	N				POSTAGE	101.41403.0223
	51122	12/14/17	POSTAGE 11/27-12/01/17	68.63		38958		D	N				POSTAGE	101.41405.0223
	51122	12/14/17	POSTAGE 11/27-12/01/17	15.00		38958		D	N				POSTAGE	101.41408.0223
	51122	12/14/17	POSTAGE 11/27-12/01/17	3.14		38958		D	N				POSTAGE	101.42411.0223
	51122	12/14/17	POSTAGE 11/27-12/01/17	1.77		38958		D	N				POSTAGE	101.42412.0223
	51122	12/14/17	POSTAGE 11/27-12/01/17	0.59		38958		D	N				POSTAGE	101.43417.0223
	51122	12/14/17	POSTAGE 11/27-12/01/17	4.13		38958		D	N				POSTAGE	101.43425.0223
	51122	12/14/17	POSTAGE 11/27-12/01/17	0.59		38958		D	N				POSTAGE	101.45432.0223
	51122	12/14/17	POSTAGE 11/27-12/01/17	2.36		38958		D	N				POSTAGE	101.45433.0223
	51122	12/14/17	POSTAGE 11/27-12/01/17	1.77		38958		D	N				POSTAGE	208.45005.0223
	51122	12/14/17	POSTAGE 11/27-12/01/17	10.03		38958		D	N				POSTAGE	230.43430.0223
	51122	12/14/17	POSTAGE 11/27-12/01/17	6.69		38958		D	N				POSTAGE	651.48484.0223
	51122	12/14/17	POSTAGE	170.69		39008		D	N				POSTAGE	208.45006.0223
			VENDOR TOTAL	545.65		*CHECK TOTAL								
GIOVANNI'S PIZZA 000228														
	51123	12/14/17	CVB BOARD LUNCHES	10.55		17-1017-4		D	N				TRAVEL-CONF.-SCH	101.41401.0333
	51123	12/14/17	CVB BOARD LUNCHES	10.55		17-1017-4		D	N				TRAVEL-CONF.-SCH	101.41403.0333
	51123	12/14/17	CVB BOARD LUNCHES	10.55		17-1017-4		D	N				TRAVEL-CONF.-SCH	101.45433.0333
	51123	12/14/17	CVB BOARD LUNCHES	73.89		17-1017-4		D	N				TRAVEL-CONF.-SCH	208.45005.0333
			VENDOR TOTAL	105.54		*CHECK TOTAL								
HACH COMPANY 000316														
	51124	12/14/17	LAB SUPPLIES	423.30		10725929		D	N				GENERAL SUPPLIES	651.48484.0229
HAUG-KUBOTA LLC 002609														
	51125	12/14/17	#152201-BELT/HOSE	264.40		10648		D	N				MTCE. OF EQUIPME	101.43425.0224
HAWKINS INC 000325														
	51126	12/14/17	FERRIC CHLORIDE	4,639.83		4187295 RI		D	N				GENERAL SUPPLIES	651.48484.0229
	51126	12/14/17	FERRIC CHLORIDE	4,608.82		4189594 RI		D	N				GENERAL SUPPLIES	651.48484.0229
	51126	12/14/17	FERRIC CHLORIDE	4,668.90		4193050 RI		D	N				GENERAL SUPPLIES	651.48484.0229
			VENDOR TOTAL	13,917.55		*CHECK TOTAL								
HAYNES WINDOW CLEANING S 000327														
	51127	12/14/17	WINDOW CLEANING-OCT/DEC	64.00		29585		D	N				CLEANING AND WAS	101.45001.0338
HEGLUND CATERING 002036														
	51128	12/14/17	CONCESSION SUPPLIES	270.36		10596		D	N				GENERAL SUPPLIES	101.45433.0229
HENRY SCHEIN INC .02735														
	51129	12/14/17	DISPOSABLE GLOVES	50.70		48023670		D	N				GENERAL SUPPLIES	101.42412.0229
HENRY'S FOODS INC 000332														
	51130	12/14/17	CONCESSION SUPPLIES	667.14		5373049		D	N				GENERAL SUPPLIES	101.45433.0229

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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
HOME DEPOT CREDIT SERVIC 000058	51136	12/14/17	CHRISTMAS WREATH BULBS	114.66		50576		D N	GENERAL SUPPLIES	101.43425.0229
HOME STATE BANK 003067	51137	12/14/17	2013 HOSP REV BOND-I	5,474.09		120517		D N	INTEREST	350.47402.0444
	51137	12/14/17	2013 HOSP REV BOND-P	35,900.00		120517		D N	BONDS	350.47402.0660
			VENDOR TOTAL	41,374.09						
HOPPE/NICOLE 003347	51138	12/14/17	SFST/ARIDE TRNG	19.22		120517		D N	TRAVEL-CONF.-SCH	101.42411.0333
HYDRITE CHEMICAL CO 002837	51139	12/14/17	ANTIFOAM	1,056.70		02075187		D N	GENERAL SUPPLIES	651.48484.0229
INDEPENDENT SCHOOL DIST 000348	51140	12/14/17	JUL CER	12,873.40		121217		D N	DUE TO SCHOOL -	101.223002
	51140	12/14/17	AUG CER	19,411.31		121217		D N	DUE TO SCHOOL -	101.223002
	51140	12/14/17	SEP CER	1,381.83		121217		D N	DUE TO SCHOOL -	101.223002
			VENDOR TOTAL	33,666.54						
INTERSTATE POWER SYSTEMS 001699	51141	12/14/17	L.S. PUMP BEARINGS	197.48		1713688 RI		D N	MTCE. OF EQUIPME	651.48485.0224
JOHANNECK WTR CONDITIONI 003355	51142	12/14/17	COOLER RENTAL	2.00		CR1710-3-004		D N	GENERAL SUPPLIES	101.41408.0229
	51142	12/14/17	COOLER RENTAL	2.00		CR1711-3-001		D N	RENTS	651.48484.0440
	51142	12/14/17	COOLER RENTAL	1.00		CR1711-3-004		D N	RENTS	651.48484.0440
	51142	12/14/17	DRINKING WATER	24.00		36003		D N	SUBSISTENCE OF P	101.41408.0227
	51142	12/14/17	DRINKING WATER	24.00		36350		D N	GENERAL SUPPLIES	101.41408.0229
	51142	12/14/17	COOLER RENTAL	2.00		36379		D N	RENTS	651.48484.0440
	51142	12/14/17	DRINKING WATER	31.00		36380		D N	SUBSISTENCE OF P	651.48484.0227
	51142	12/14/17	DRINKING WATER	18.00		36489		D N	GENERAL SUPPLIES	101.41408.0229
	51142	12/14/17	LAB WATER	78.00		36578		D N	GENERAL SUPPLIES	651.48484.0229
	51142	12/14/17	DRINKING WATER	18.00		36665		D N	GENERAL SUPPLIES	101.41408.0229
			VENDOR TOTAL	200.00						
				200.00						
KANDIYOHI CO AUDITOR 000376	51143	12/14/17	LANDFILL CHARGES-NOV	67.88		392074		D N	CLEANING AND WAS	101.45433.0338
	51143	12/14/17	LANDFILL CHARGES-NOV	90.20		392075		D N	CLEANING AND WAS	101.45433.0338
	51143	12/14/17	LANDFILL CHARGES-NOV	109.10		392092		D N	CLEANING AND WAS	101.45433.0338
	51143	12/14/17	LANDFILL CHARGES-NOV	65.41		392095		D N	CLEANING AND WAS	101.45433.0338
	51143	12/14/17	LANDFILL CHARGES-NOV	40.64		392691		D N	CLEANING AND WAS	101.43425.0338
	51143	12/14/17	LANDFILL CHARGES-NOV	170.18		393285		D N	CLEANING AND WAS	101.43425.0338
			VENDOR TOTAL	543.41						
				543.41						

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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
MARCO TECHNOLOGIES LLC	000437													
	51158	12/14/17	FIREWALL SUBSCRIP.-DEC	149.00		INV4819471		D	N				SUBSCRIPTIONS AN	101.41409.0443
MATHESON TRI-GAS INC	002898													
	51159	12/14/17	EAR PLUGS	44.30		16519380		D	N				GENERAL SUPPLIES	101.45433.0229
MCKALE'S CATERING	002208													
	51160	12/14/17	WORK SESSION MTG-MEALS	222.16		7972		D	N				SUBSISTENCE OF P	101.41401.0227
MENARDS	000449													
	51161	12/14/17	PAINT/STAIN/WALL ANCHORS	75.45		42941		D	N				MTCE. OF STRUCTU	101.45433.0225
	51161	12/14/17	BATTERIES	14.94		42941		D	N				GENERAL SUPPLIES	101.45433.0229
	51161	12/14/17	WRECKING BAR	28.99		43753		D	N				SMALL TOOLS	101.42412.0221
	51161	12/14/17	PAINT CAN/SUPPLIES	23.79		43753		D	N				GENERAL SUPPLIES	101.42412.0229
	51161	12/14/17	HOLIDAY DECORATIONS	114.87		43801		D	N				GENERAL SUPPLIES	101.45435.0229
	51161	12/14/17	3/8" U-SHAPE HOOK TOOL	0.66		43891		D	N				SMALL TOOLS	101.45433.0221
	51161	12/14/17	CLEAR ACRYLIC SHEET	33.98		43891		D	N				MTCE. OF STRUCTU	101.45433.0225
	51161	12/14/17	CONCESSION SUPPLIES	2.00		43891		D	N				GENERAL SUPPLIES	101.45433.0229
	51161	12/14/17	BOTTLED WATER	16.74		44052		D	N				GENERAL SUPPLIES	101.41401.0229
	51161	12/14/17	PLMBNG PRTS/TOILET SEATS	62.39		44052		D	N				MTCE. OF STRUCTU	101.41408.0225
	51161	12/14/17	DISPOSABLE GLOVES	14.97		44052		D	N				GENERAL SUPPLIES	101.41408.0229
	51161	12/14/17	BATTERIES	10.99		44052		D	N				GENERAL SUPPLIES	101.41408.0229
	51161	12/14/17	CLEAR ACRYLIC SHEET	7.99		44067		D	N				MTCE. OF STRUCTU	101.45433.0225
	51161	12/14/17	ICE MELT	44.91		44309		D	N				GENERAL SUPPLIES	101.41408.0229
	51161	12/14/17	MULTI-PURPOSE SPREADER	6.99		44377		D	N				SMALL TOOLS	101.45001.0221
	51161	12/14/17	ICE MELT	59.88		44377		D	N				GENERAL SUPPLIES	101.45001.0229
	51161	12/14/17	BATTERIES/WNDSHLD FLUID	52.97		44403		D	N				GENERAL SUPPLIES	101.43425.0229
	51161	12/14/17	LIGHT/PWR SUPPLY CORD	41.98		44523		D	N				MTCE. OF STRUCTU	101.45433.0225
	51161	12/14/17	BATTERIES	27.96		44581		D	N				GENERAL SUPPLIES	101.45433.0229
	51161	12/14/17	JUMP STARTER	84.99		44666		D	N				SMALL TOOLS	101.42411.0221
	51161	12/14/17	275 AMP WHEELED CHARGER	199.99		44666		D	N				SMALL TOOLS	101.42411.0221
	51161	12/14/17	2 GAL. TANK SPRAYER	59.88		44778		D	N				SMALL TOOLS	101.43425.0221
			VENDOR TOTAL	987.31										
				987.31		*CHECK TOTAL								
MIDWEST AUTO BODY	02736													
	51162	12/14/17	#186470-SPRAY BED LINER	456.34		120417		D	N				MACHINERY AND AU	450.42411.0553
MIDWEST MEETINGS	002685													
	51163	12/14/17	MIDWEST MTGS WINTER AD	500.00		WI17091		D	N				OTHER CHARGES	208.45008.0449
MIKE'S SMALL ENGINE CENT	002699													
	51164	12/14/17	GSKTS FOR 4" WACKER PUMP	14.90		111580		D	N				INVENTORIES-MDSE	101.125000
MILLER SANITATION	002936													
	51165	12/14/17	GARBAGE SERVICE-DEC	154.50		1298/12-17		D	N				CLEANING AND WAS	101.45433.0338
	51165	12/14/17	GARBAGE SERVICE-DEC	56.40		1298/12-17		D	N				CLEANING AND WAS	101.45433.0338
	51165	12/14/17	GARBAGE SERVICE-DEC	52.70		1300/12-17		D	N				CLEANING AND WAS	101.42412.0338

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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
MILLER SANITATION			002936											
	51165	12/14/17	GARBAGE SERVICE-DEC	64.74		1301/12-17		D	N				CLEANING AND WAS	101.41408.0338
	51165	12/14/17	GARBAGE SERVICE-DEC	64.74		1301/12-17		D	N				CLEANING AND WAS	101.45427.0338
	51165	12/14/17	GARBAGE SERVICE-DEC	251.31		1302/12-17		D	N				CLEANING AND WAS	101.43425.0338
	51165	12/14/17	GARBAGE SERVICE-DEC	24.35		1303/12-17		D	N				CLEANING AND WAS	651.48484.0338
	51165	12/14/17	GARBAGE SERVICE-DEC	48.67		1304/12-17		D	N				CLEANING AND WAS	651.48484.0338
	51165	12/14/17	GARBAGE SERVICE-DEC	161.04		1304/12-17		D	N				CLEANING AND WAS	651.48484.0338
	51165	12/14/17	GARBAGE SERVICE-DEC	49.68		1305/12-17		D	N				CLEANING AND WAS	101.45435.0338
	51165	12/14/17	GARBAGE SERVICE-DEC	46.15		1306/12-17		D	N				CLEANING AND WAS	101.43425.0338
	51165	12/14/17	GARBAGE SERVICE-DEC	58.64		1378/12-17		D	N				CLEANING AND WAS	101.43425.0338
			VENDOR TOTAL	1,032.92		*CHECK TOTAL								
				1,032.92										
MILLS AUTOMOTIVE GROUP			000432											
	51166	12/14/17	GASKET	11.86		4164073		D	N				INVENTORIES-MDSE	101.125000
	51166	12/14/17	GASKET/RADIATOR CAP	19.64		4165628		D	N				INVENTORIES-MDSE	101.125000
	51166	12/14/17	GASKET	11.86		4182541		D	N				INVENTORIES-MDSE	101.125000
			VENDOR TOTAL	43.36		*CHECK TOTAL								
				43.36										
MINI BIFF LLC			001805											
	51167	12/14/17	UNIT WAS PICKED UP	77.52CR		A-90987		D	N				RENTS	101.43425.0440
	51167	12/14/17	TOILET RENTALS-NOV	84.80		A-92708		D	N				RENTS	101.43425.0440
	51167	12/14/17	TOILET RENTALS-NOV	84.80		A-92709		D	N				RENTS	101.43425.0440
	51167	12/14/17	TOILET RENTALS-NOV	84.80		A-92710		D	N				RENTS	101.43425.0440
	51167	12/14/17	TOILET RENTALS-NOV	87.72		A-92930		D	N				RENTS	101.43425.0440
	51167	12/14/17	TOILET RENTALS-NOV	87.72		A-92933		D	N				RENTS	101.43425.0440
			VENDOR TOTAL	352.32		*CHECK TOTAL								
				352.32										
MINN WEST TECHNOLOGY CAM			002565											
	51168	12/14/17	REFUND PLAN REVIEW FEE	100.00		121317		D	N				REFUNDS AND REIM	101.41428.0882
MINNEAPOLIS FINANCE DEPA			000466											
	51169	12/14/17	AUTO PAWN TRANS FEE-OCT	99.00		400451001619		D	N				PROFESSIONAL SER	101.42411.0446
MN APA			001477											
	51170	12/14/17	PLANNER POSITION AD	25.00		113017		D	N				ADVERTISING	101.41402.0447
MN ELEVATOR INC			000499											
	51171	12/14/17	ELEVATOR SERVICE	76.39		729803		D	N				PREPAID EXPENSES	101.128000
	51171	12/14/17	ELEVATOR SERVICE	76.38		729803		D	N				MTCE. OF STRUCTU	101.41408.0335
			VENDOR TOTAL	152.77		*CHECK TOTAL								
				152.77										
MN HEARTLAND TOURISM ASS			002651											
	51172	12/14/17	2018 MEMBERSHIP DUES	295.00		112917		D	N				PREPAID EXPENSES	208.128000

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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
NELSON INTERNATIONAL			000568											
	51180	12/14/17	FLAT REPAIR-PARTS	4.73		R101010202:01		D	N				MTCE. OF EQUIPME	651.48486.0224
	51180	12/14/17	FLAT REPAIR-LABOR	45.00		R101010202:01		D	N				MTCE. OF EQUIPME	651.48486.0334
	51180	12/14/17	#088959 REPAIR-LABOR	406.26		R101010366:01		D	N				MTCE. OF EQUIPME	101.43425.0334
	51180	12/14/17	#088960-DOOR HINGES	178.26		X101031963:01		D	N				MTCE. OF EQUIPME	101.43425.0224
	51180	12/14/17	#088960-AIR TANKS/CABLE	986.76		X101031964:01		D	N				MTCE. OF EQUIPME	101.43425.0224
				1,621.01										
			VENDOR TOTAL	1,621.01										
													*CHECK TOTAL	
NORTH AMERICAN STATE BAN			003068											
	51181	12/14/17	2013 HOSP REV BOND-I	7,820.13		120517		D	N				INTEREST	350.47402.0444
	51181	12/14/17	2013 HOSP REV BOND-P	51,200.00		120517		D	N				BONDS	350.47402.0660
				59,020.13										
			VENDOR TOTAL	59,020.13										
													*CHECK TOTAL	
NORTHERN BUSINESS PRODUC			002322											
	51182	12/14/17	OFFICE SUPPLIES	45.96		237652-0		D	N				OFFICE SUPPLIES	101.41410.0220
	51182	12/14/17	OFFICE SUPPLIES	10.49		237652-1		D	N				OFFICE SUPPLIES	101.41410.0220
				56.45										
			VENDOR TOTAL	56.45										
													*CHECK TOTAL	
NORTHERN STATES SUPPLY			000585											
	51183	12/14/17	SMALL TOOLS	8.15		10-555818		D	N				SMALL TOOLS	651.48486.0221
	51183	12/14/17	SMALL TOOLS	35.27		10-555881		D	N				SMALL TOOLS	651.48486.0221
	51183	12/14/17	GRAVITY BELT THCKNR PRTS	10.73		10-555881		D	N				MTCE. OF EQUIPME	651.48486.0224
	51183	12/14/17	CABLE TIES	12.65		10-556063		D	N				GENERAL SUPPLIES	101.43425.0229
	51183	12/14/17	CABLE TIES	12.65		10-556080		D	N				GENERAL SUPPLIES	101.43425.0229
	51183	12/14/17	DUCT TAPE/ELEC. TAPE	25.68		10-556098		D	N				GENERAL SUPPLIES	101.43425.0229
	51183	12/14/17	SEALER FOR CHALK LINES	11.10		10-556189		D	N				MTCE. OF STRUCTU	101.43425.0225
	51183	12/14/17	POWER TOOLS	749.97		10-556238		D	N				SMALL TOOLS	101.43425.0221
	51183	12/14/17	POWER TOOLS	507.31		10-556249		D	N				SMALL TOOLS	101.43425.0221
	51183	12/14/17	POWER TOOLS	341.43		10-556250		D	N				SMALL TOOLS	101.43425.0221
	51183	12/14/17	HARDWARE TO HANG MIRRORS	23.92		10-556409		D	N				BUILDINGS AND ST	450.45433.0551
	51183	12/14/17	BLADES FOR RECIP. SAW	38.14		10-556442		D	N				SMALL TOOLS	101.43425.0221
	51183	12/14/17	AERATION BELTS	32.38		10-556444		D	N				MTCE. OF OTHER I	101.43425.0226
	51183	12/14/17	GRINDER WHEELS	31.68		10-556556		D	N				SMALL TOOLS	101.43425.0221
	51183	12/14/17	ROSEN-RAIN GEAR	92.67		1194098		D	N				SUBSISTENCE OF P	651.48484.0227
				1,933.73										
			VENDOR TOTAL	1,933.73										
													*CHECK TOTAL	
O'REILLY AUTOMOTIVE INC			000650											
	51184	12/14/17	BRAKE PADS	39.15		1528-119988		D	N				INVENTORIES-MDSE	101.125000
	51184	12/14/17	GEAR OIL	13.49		1528-121029		D	N				INVENTORIES-MDSE	101.125000
	51184	12/14/17	COIL/SPARK PLUGS	91.74		1528-121171		D	N				INVENTORIES-MDSE	101.125000
	51184	12/14/17	TRANSFER CASE MOTOR	147.46		1528-121546		D	N				INVENTORIES-MDSE	101.125000
	51184	12/14/17	BATTERY	105.12		1528-122060		D	N				INVENTORIES-MDSE	101.125000
	51184	12/14/17	CORE RETURN	18.00CR		1528-122071		D	N				MTCE. OF EQUIPME	101.43425.0224
	51184	12/14/17	SOLENOID	23.87		1528-122097		D	N				INVENTORIES-MDSE	101.125000

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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
O'REILLY AUTOMOTIVE INC 000650														
	51184	12/14/17	CORE RETURN	30.00CR		1528-122161		D	N				INVENTORIES-MDSE	101.125000
	51184	12/14/17	LENS TAPE	6.58		1528-122765		D	N				MTCE. OF EQUIPME	101.43425.0224
	51184	12/14/17	LIGHT CONNECTORS	8.98		1528-123182		D	N				INVENTORIES-MDSE	101.125000
	51184	12/14/17	KEYLESS REMOTE BATTERIES	6.99		1528-123182		D	N				GENERAL SUPPLIES	101.43425.0229
	51184	12/14/17	IGNITION PARTS	121.21		1528-123499		D	N				INVENTORIES-MDSE	101.125000
	51184	12/14/17	IGNITION COIL BOOTS	42.93		1528-123517		D	N				INVENTORIES-MDSE	101.125000
	51184	12/14/17	WIPER BLADES	31.98		1528-123782		D	N				MTCE. OF EQUIPME	101.42411.0224
	51184	12/14/17	BRAKE PARTS	213.05		1528-124108		D	N				INVENTORIES-MDSE	101.125000
	51184	12/14/17	BRAKE PARTS	213.05		1528-124109		D	N				INVENTORIES-MDSE	101.125000
	51184	12/14/17	BRAKE ROTOR	136.90CR		1528-124284		D	N				INVENTORIES-MDSE	101.125000
			VENDOR TOTAL	880.70		*CHECK TOTAL								
OASIS AERO INC 003286														
	51185	12/14/17	FBO SERVICES-NOV	54.65		120117		D	N				PROFESSIONAL SER	230.43430.0446
PAPER & THREADS LLC 002895														
	51186	12/14/17	PATCHES-EXPLORER SHIRT	9.00		113017		D	N				SUBSISTENCE OF P	101.42411.0227
PREMIUM WATERS INC 000374														
	51187	12/14/17	DRINKING WATER	21.75		329949/11-17		D	N				SUBSISTENCE OF P	101.42412.0227
	51187	12/14/17	SOFTENER SALT	45.00		329949/11-17		D	N				GENERAL SUPPLIES	101.42412.0229
			VENDOR TOTAL	66.75		*CHECK TOTAL								
PRO ACTION 001782														
	51188	12/14/17	#115439 REPAIR-PARTS	200.16		00022491		D	N				MTCE. OF EQUIPME	101.42412.0224
	51188	12/14/17	#115439 REPAIR-LABOR	237.00		00022491		D	N				MTCE. OF EQUIPME	101.42412.0334
			VENDOR TOTAL	437.16		*CHECK TOTAL								
QUICK SIGNS 001093														
	51189	12/14/17	#186883-DECALS	120.00		174186		D	N				MTCE. OF EQUIPME	101.43425.0224
	51189	12/14/17	#186884-DECALS	120.00		174186		D	N				MTCE. OF EQUIPME	101.43425.0224
			VENDOR TOTAL	240.00		*CHECK TOTAL								
SCHWEGMAN'S CLEANERS 000682														
	51190	12/14/17	CLEANED FLR MATS/RUGS	667.43		550310		D	N				CLEANING AND WAS	101.42412.0338
SERVICE CENTER/CITY OF W 000685														
	51191	12/14/17	EQUIPMENT REPAIR-OIL	38.00		STMT/11-17		D	N				MOTOR FUELS AND	101.42411.0222
	51191	12/14/17	EQUIPMENT REPAIR-PARTS	131.20		STMT/11-17		D	N				MTCE. OF EQUIPME	101.42411.0224
	51191	12/14/17	EQUIPMENT REPAIR-OIL	85.94		STMT/11-17		D	N				MOTOR FUELS AND	101.43425.0222
	51191	12/14/17	EQUIPMENT REPAIR-PARTS	80.65		STMT/11-17		D	N				MTCE. OF EQUIPME	101.43425.0224
	51191	12/14/17	EQUIPMENT REPAIR-OIL	16.00		STMT/11-17		D	N				MOTOR FUELS AND	101.41402.0222
	51191	12/14/17	EQUIPMENT REPAIR-PARTS	10.96		STMT/11-17		D	N				MTCE. OF EQUIPME	101.41402.0224
	51191	12/14/17	EQUIPMENT REPAIR-OIL	12.00		STMT/11-17		D	N				MOTOR FUELS AND	101.42411.0222
	51191	12/14/17	EQUIPMENT REPAIR-PARTS	2.90		STMT/11-17		D	N				MTCE. OF EQUIPME	101.42411.0224

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VENDOR NAME AND NUMBER		CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
TASC				002856							
	51200	12/14/17	FLEX PLAN ENROLLMENT	266.00			IN1156522		D N	PREPAID EXPENSES	101.128000
	51200	12/14/17	QTRLY FLEX ADMIN FEE	536.85			IN1156522		D N	PREPAID EXPENSES	101.128000
				802.85			*CHECK TOTAL				
			VENDOR TOTAL	802.85							
TEMPEST\IDSS GLOBAL LLC				002707							
	51201	12/14/17	2018 DMS SUBSCRIPTION	1,800.00			522129		D N	PREPAID EXPENSES	208.128000
THOMPSON *PETTY CASH/JU				003273							
	51202	12/14/17	TO REIMB. PETTY CASH	10.68			121217		D N	OFFICE SUPPLIES	101.41400.0220
	51202	12/14/17	TO REIMB. PETTY CASH	22.00			121217		D N	TRAVEL-CONF.-SCH	101.41400.0333
	51202	12/14/17	TO REIMB. PETTY CASH	95.00			121217		D N	LICENSES AND TAX	101.42411.0445
	51202	12/14/17	TO REIMB. PETTY CASH	77.50			121217		D N	LICENSES AND TAX	101.43425.0445
				205.18			*CHECK TOTAL				
			VENDOR TOTAL	205.18							
TODD'S AUTO ART				.02737							
	51203	12/14/17	#186470-TINT REAR WNDWS	190.00			120817		D N	MACHINERY AND AU	450.42411.0553
TOWMASTER				002674							
	51204	12/14/17	#186883-PLOW/WING/SAN	89,040.00			398000		D N	MACHINERY AND AU	450.43425.0553
	51204	12/14/17	REAR CAMERA/PULLTARP SYS	603.00			398002		D N	MACHINERY AND AU	450.43425.0553
	51204	12/14/17	REAR CAMERA/PULLTARP SYS	603.00			398002		D N	MACHINERY AND AU	450.43425.0553
	51204	12/14/17	#186884-PLOW/WING/SAN	89,040.00			398112		D N	MACHINERY AND AU	450.43425.0553
				179,286.00			*CHECK TOTAL				
			VENDOR TOTAL	179,286.00							
TRICO TCWIND INC				002573							
	51205	12/14/17	SCREW PUMP MOTOR REPAIR	682.72			9019636		D N	MTCE. OF EQUIPME	651.48484.0224
	51205	12/14/17	SCREW PUMP MOTOR REPAI	2,344.00			9019636		D N	MTCE. OF EQUIPME	651.48484.0334
				3,026.72			*CHECK TOTAL				
			VENDOR TOTAL	3,026.72							
ULTIMATE SAFETY CONCEPTS				000165							
	51206	12/14/17	EXTINGUISHER BRACKET	40.35			174354		D N	SMALL TOOLS	101.42412.0221
UNITED PRAIRIE BANK				003324							
	51207	12/14/17	2013 HOSP REV BOND-I	52,393.01			120517		D N	INTEREST	350.47402.0444
	51207	12/14/17	2013 HOSP REV BOND-P	343,300.00			120517		D N	BONDS	350.47402.0660
				395,693.01			*CHECK TOTAL				
			VENDOR TOTAL	395,693.01							
US BANK EQUIPMENT FINANC				003143							
	51208	12/14/17	COPIER LEASE-DEC	131.89			344882089		D N	RENTS	101.42412.0440
	51208	12/14/17	COPIER LEASE-DEC	181.16			344961735		D N	RENTS	651.48484.0440
	51208	12/14/17	COPIER LEASE-DEC	137.18			344962402		D N	RENTS	101.41405.0440
	51208	12/14/17	COPIER LEASE-DEC	340.00			345210843		D N	RENTS	101.41410.0440

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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
US BANK EQUIPMENT FINANC 003143	51208	12/14/17	COPIER SCANNING SOFTWARE	105.00		345676597		D	N				SUBSCRIPTIONS AN	101.41410.0443
				895.23	*CHECK	TOTAL								
			VENDOR TOTAL	895.23										
US POST OFFICE 000759	51209	12/14/17	PO BOX RENTAL	198.00		120517		D	N				PREPAID EXPENSES	101.128000
VAN ORT SERVICES LLC 003363	51210	12/14/17	INST. SILT FENCE	2,028.00		1130		D	N				MTCE. OF OTHER I	101.43417.0336
	51210	12/14/17	INST. SILT FENCE	2,028.00		1130		D	N				MTCE. OF OTHER I	101.43425.0336
				4,056.00	*CHECK	TOTAL								
			VENDOR TOTAL	4,056.00										
WAL-MART VISION CENTER 003119	51211	12/14/17	HATZINGER-SFTY GLASSES	249.90		1029348		D	N				SUBSISTENCE OF P	651.48484.0227
WEATHERPRO EXTERIORS LLC 003337	51212	12/14/17	INST. GUTTERS ON BLDG	2,850.00		23		D	N				MTCE. OF STRUCTU	101.45433.0335
WILLMAR AUTO VALUE 002689	51213	12/14/17	SMALL TOOLS	25.38		22240871		D	N				SMALL TOOLS	101.43425.0221
	51213	12/14/17	FUEL ADDITIVE	13.99		22240906		D	N				MOTOR FUELS AND	651.48486.0222
	51213	12/14/17	VULCANIZING CEMENT	10.23		22240906		D	N				GENERAL SUPPLIES	651.48486.0229
	51213	12/14/17	8" BROWN STRING	10.31		22240906		D	N				GENERAL SUPPLIES	651.48486.0229
	51213	12/14/17	TIRE GAUGES	20.98		22241038		D	N				SMALL TOOLS	651.48486.0221
	51213	12/14/17	SUPPLIES	11.99		22241038		D	N				GENERAL SUPPLIES	651.48486.0229
	51213	12/14/17	BATTERY	200.99		22241249		D	N				INVENTORIES-MDSE	101.125000
	51213	12/14/17	SPARK PLUGS	173.86		22241699		D	N				INVENTORIES-MDSE	101.125000
	51213	12/14/17	WHEEL WEIGHT PLIERS	27.99		22241893		D	N				SMALL TOOLS	101.43425.0221
	51213	12/14/17	OIL FILTER/AIR FILTER	39.15		22242529		D	N				MTCE. OF EQUIPME	651.48485.0224
	51213	12/14/17	REFLECTIVE TAPE	75.99		22242691		D	N				MTCE. OF EQUIPME	101.43425.0224
	51213	12/14/17	TRAILER LIGHT KIT	21.99		22242719		D	N				MTCE. OF EQUIPME	101.43425.0224
	51213	12/14/17	SWEEPER PARTS	62.46		22243470		D	N				MTCE. OF EQUIPME	101.43425.0224
				695.31	*CHECK	TOTAL								
			VENDOR TOTAL	695.31										
WILLMAR BUS SERVICE 000813	51214	12/14/17	BUS SERV-AM. LEGION CONF	150.00		17-0243		D	N				OTHER CHARGES	208.45008.0449
WILLMAR CHAMBER OF COMME 000812	51215	12/14/17	PHONE SERV 10/16-11/15	283.36		CC STMT/10-17		D	N				COMMUNICATIONS	208.45005.0330
	51215	12/14/17	TOURISM CONF.-MEALS	10.45		CC STMT/10-17		D	N				TRAVEL-CONF.-SCH	208.45005.0333
	51215	12/14/17	TOURISM CONF.-LODGING	105.34		CC STMT/10-17		D	N				TRAVEL-CONF.-SCH	208.45005.0333
	51215	12/14/17	FISCHER-MACVB MTG REGIS.	50.00		CC STMT/10-17		D	N				TRAVEL-CONF.-SCH	208.45005.0333
	51215	12/14/17	MACVB MTG-MEALS	2.14		CC STMT/10-17		D	N				TRAVEL-CONF.-SCH	208.45005.0333
	51215	12/14/17	MACVB MTG-LODGING	131.35		CC STMT/10-17		D	N				TRAVEL-CONF.-SCH	208.45005.0333
	51215	12/14/17	FISCHER-LODGING ADJ.	22.78CR		CC STMT/10-17		D	N				OTHER CHARGES	208.45008.0449
	51215	12/14/17	ASSN NORTH CONF.-MEALS	16.82		CC STMT/10-17		D	N				OTHER CHARGES	208.45008.0449
	51215	12/14/17	ASSN NORTH CONF.-LODGING	271.04		CC STMT/10-17		D	N				OTHER CHARGES	208.45008.0449

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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT	
WILLMAR CHAMBER OF COMME 000812															
	51215	12/14/17	ASSN NORTH CONF.-MEALS	2.63		CC STMT/10-17		D	N				OTHER CHARGES	208.45008.0449	
	51215	12/14/17	TOURISM PUBLICITY MTG	32.92		CC STMT/10-17		D	N				OTHER CHARGES	208.45008.0449	
	51215	12/14/17	GOOGLE AD WORDS MKTG	149.57		CC STMT/10-17		D	N				OTHER CHARGES	208.45010.0449	
	51215	12/14/17	SOCIAL MEDIA MKTG TOOL	99.99		CC STMT/10-17		D	N				OTHER CHARGES	208.45010.0449	
	51215	12/14/17	FACEBOOK ADVERTISING	1.01		CC STMT/10-17		D	N				OTHER CHARGES	208.45010.0449	
	51215	12/14/17	FACEBOOK ADVERTISING	330.98		CC STMT/10-17		D	N				OTHER CHARGES	208.45010.0449	
	51215	12/14/17	BIKE SHARE MTG-MEALS	10.00		CC STMT/10-17		D	N				OTHER CHARGES	208.45011.0449	
	51215	12/14/17	DIRECTOR SALARY	4,550.93		STMT/11-17		D	N				SALARIES-REG. EM	208.45005.0110	
	51215	12/14/17	ASSISTANT SALARY	2,474.56		STMT/11-17		D	N				SALARIES-REG. EM	208.45005.0110	
	51215	12/14/17	FICA & INSURANCE	1,500.02		STMT/11-17		D	N				EMPLOYER PENSION	208.45005.0113	
	51215	12/14/17	IRA CONTRIBUTION	210.77		STMT/11-17		D	N				EMPLOYER PENSION	208.45005.0113	
	51215	12/14/17	PHOTO COPIES-NOV	23.88		STMT/11-17		D	N				OFFICE SUPPLIES	208.45005.0220	
	51215	12/14/17	PAYROLL/FLEX FEE	74.39		STMT/11-17		D	N				OTHER SERVICES	208.45005.0339	
	51215	12/14/17	OFFICE RENT-NOV	626.61		STMT/11-17		D	N				RENTS	208.45005.0440	
	51215	12/14/17	MAIL PICKUP FEE-OCT	50.00		46927		D	N				POSTAGE	208.45005.0223	
	51215	12/14/17	INTERNET 10/18-11/17	41.70		46927		D	N				COMMUNICATIONS	208.45005.0330	
				11,027.68									*CHECK TOTAL		
			VENDOR TOTAL	11,027.68											
WILLMAR LAKES ROTARY 001557															
	51216	12/14/17	CENTERPIECES FOR TABLES	100.00			112917		D	N			GENERAL SUPPLIES	101.45435.0229	
WILLMAR WARHAWKS 003287															
	51217	12/14/17	CONCESSION INCOME SPLIT	773.84			314		D	N			OTHER CHARGES	101.45433.0449	
	51217	12/14/17	CONCESSION INCOME SPLI	1,845.87			343		D	N			OTHER CHARGES	101.45433.0449	
				2,619.71									*CHECK TOTAL		
			VENDOR TOTAL	2,619.71											
WINDSTREAM 002100															
	51218	12/14/17	PHONE SERV-NOV	329.03			STMT/11-17		D	N			COMMUNICATIONS	101.41409.0330	
	51218	12/14/17	PHONE SERV-NOV	155.12			STMT/11-17		D	N			COMMUNICATIONS	230.43430.0330	
	51218	12/14/17	PHONE SERV-NOV	86.49			STMT/11-17		D	N			COMMUNICATIONS	651.48484.0330	
				570.64									*CHECK TOTAL		
			VENDOR TOTAL	570.64											
WOSMEK/JARED 000093															
	51219	12/14/17	DEATH INVESTIG. TRNG	446.48			120417		D	N			TRAVEL-CONF.-SCH	101.42411.0333	
WRIGHT/ROBIN 001590															
	51220	12/14/17	TINY HOUSE PARTS REIMB.	154.86			112817		D	N			MTCE. OF EQUIPME	101.43425.0224	
ZEE MEDICAL SERVICE 000839															
	51221	12/14/17	FIRST AID SUPPLIES	96.60			54080657		D	N			SUBSISTENCE OF P	101.41408.0227	

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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
REPORT TOTALS:				1,448,366.46										

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ACS FINANCIAL SYSTEM
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Vendor Payment History Report

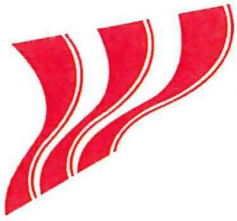
CITY OF WILLMAR
GL060S-V08.08 RECAPPAGE
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FUND RECAP:

FUND	DESCRIPTION	DISBURSEMENTS
101	GENERAL FUND	421,466.34
208	CONVENTION & VISITORS BUREAU	16,939.03
230	WILLMAR MUNICIPAL AIRPORT	6,875.80
295	COMMUNITY INVESTMENT	3,560.62
350	RICE HOSPITAL DEBT SERVICE	624,798.57
414	S.A.B.F. - #2014	402.50
416	S.A.B.F. - #2016	16,849.40
450	CAPITAL IMPROVEMENT FUND	253,765.12
497	S.A.B.F. - #2017	41,328.53
651	WASTE TREATMENT	52,720.73
854	DESTINATION PLAYGROUND	9,659.82
TOTAL ALL FUNDS		1,448,366.46

BANK RECAP:

BANK	NAME	DISBURSEMENTS
HERT	HERITAGE BANK	1,448,366.46
TOTAL ALL BANKS		1,448,366.46



WILLMAR

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

CITY COUNCIL AGENDA REPORT

To: Mayor and City Council	Date: December 18, 2017
From: Robert T. Scott, City Attorney	Subject: Ordinance Allowing for Participation on Rice Memorial Hospital Board by Carris Heath, LLC and CentraCare Health System

AGENDA ITEM: Public Hearing on Ordinance allowing for participation on the Rice Memorial Hospital Board (Rice Board) by Carris Health, LLC (Carris) and CentraCare Health System (CentraCare).

INTRODUCTION/REQUEST: The Affiliation Agreement between the City, the Rice Board, Carris and CentraCare, approved by City Council Resolution No. 17-131, provides for two non-voting observers to be appointed to the Rice Board by CentraCare and for the Carris Co-Chief Executive Officers to serve as non-voting *ex-officio* members of the Rice Board. Charter Section 4.04, subdivision 4 authorizes the city council to provide for such outside representation on the Rice Board by ordinance.

HISTORY: The city council approved the affiliation with Carris and CentraCare (including an operating lease and affiliation agreement) at its November 20, 2017 meeting. The affiliation agreement defines the relationship between the parties to the affiliation, and provides for local representation on Carris’s board, the appointment by Carris of two members to the CentraCare board, one of whom must be a Rice Board member or representative of Willmar approved by the Rice Board, as well as the change to the Rice Board to allow non-voting participation by Carris and CentraCare to be enacted by this ordinance.

CURRENT CIRCUMSTANCE: The parties are now implementing the provisions in the operating lease and affiliation agreements in hopes of closing on the transaction by December 31, 2017. Adopting this ordinance is one part of that process of implementing the affiliation agreements.

RECOMMENDATION: Hold a public hearing on the ordinance providing for Carris and CentraCare non-voting representation on the Rice Board and adopt the ordinance.

ISSUES: NA

FINANCIAL IMPACT: NA

ALTERNATIVES: NA

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

REVIEWED BY: Ike Holland, City Administration

WORK SESSION DATE:

COUNCIL MEETING DATE: December 18, 2017

ORDINANCE NO. _____

AN ORDINANCE ALLOWING FOR PARTICIPATION ON THE RICE MEMORIAL HOSPITAL BOARD BY CARRIS HEALTH, LLC AND CENTRACARE HEALTH SYSTEM

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

Section 1. PARTICIPATION ON RICE MEMORIAL HOSPITAL BOARD BY OTHER AGENCIES. Pursuant to that certain Affiliation Agreement by and between the City of Willmar, the Rice Memorial Board of Directors, Carris Health, LLC, and CentraCare Health System, approved by the City Council by its Resolution No. 17-131, dated November 20, 2017, and further pursuant to Section 4.04, subdivision 4 of the City Charter, the City Council hereby provides for representation on the Rice Memorial Hospital Board by (1) Carris Health, LLC, the Co-Chief Executive Officers of which shall both serve as non-voting *ex-officio* members of the Rice Memorial Hospital Board; and (2) CentraCare Health System, which shall appoint two non-voting observers to the Rice Memorial Hospital Board to serve until such time as they are removed by CentraCare or resign, at which time CentraCare shall appoint a replacement.

Section 2. OPEN MEETING LAW COMPLIANCE. The Rice Memorial Hospital Board shall at all times continue to comply with Minnesota Statutes, including the Minnesota Open Meeting Law, Minn. Stat. Ch. 13D.

Section 2. EFFECTIVE DATE. This ordinance shall be effective from and after the later of (1) January 1, 2018; or (2) such later date as the Affiliation Agreement referenced in Section 1 becomes effective.

Passed by the City Council of the City of Willmar this ___ day of _____, 2017.

ATTEST:

Judy Thompson, City Clerk

Marvin Calvin, Mayor

VOTE: _____ ALVARADO _____ ASMUS _____ CHRISTIANSON
_____ FAGERLIE _____ MUESKE _____ NELSEN _____ PLOWMAN _____ SCHWANTES

This Ordinance introduced by Council Member: _____

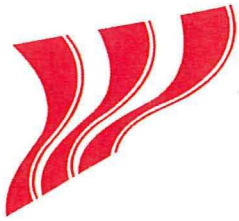
This Ordinance introduced on: _____

This Ordinance published on: _____

This Ordinance given a hearing on: _____

This Ordinance adopted on: _____

This Ordinance published on: _____



CITY COUNCIL AGENDA REPORT

To: Mayor and City Council	Date: December 18, 2017
From: Steve Okins, Finance Director	Subject: Public Hearing for Truth in Taxation, Establish 2018 Tax Levy, and Set 2018 Budget

AGENDA ITEM: Continuation of Public Hearing for Truth in Taxation, Establish 2018 Tax Levy, and Set 2018 Budget

INTRODUCTION/REQUEST: To continue the public hearing and then adopt two resolutions, one to establish the 2018 Tax Levy and the second to set the 2018 Budget.

HISTORY: Every year, as part of the budgeting process, the City is required by Minnesota law to conduct a public hearing, known commonly as “Truth in Taxation”. The County Auditor is responsible for mailing statements to each resident indicating the estimate of how much their property tax bill will either increase or decrease as well as the time and date of the public hearing.

The City has provided all appropriate information to the County Auditor.

At the September 18, 2017, Council Meeting, the recommended levy was set at \$4,974,245. This represents a \$144,880 increase over 2017.

The Proposed 2018 Tax Levy and Budget resolutions are attached.

CURRENT CIRCUMSTANCE: Continue the public hearing and adopt two resolutions.

RECOMMENDATION: Continue the public hearing and then adopt two resolutions, one to establish the 2018 Tax Levy and the second to set the 2018 Budget.

ISSUES: None.

FINANCIAL IMPACT: In 2018 the Tax Levy would increase by \$144,880 and the Budget would be set at \$48,216,588.

ALTERNATIVES: N/A

RECOMMENDED MOTIONS: To adopt each separate resolution.

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

WORK SESSION DATE: N/A

COUNCIL MEETING DATE: December 18, 2017

RESOLUTION NO. _____

ADOPTING THE BUDGET FOR THE FISCAL YEAR 2018

BE IT RESOLVED by the City Council of the City of Willmar that the Annual Budget for the fiscal year beginning January 1, 2018, which has been submitted by the Mayor and modified and approved by the City Council, is hereby adopted, the totals of the said budget and the Mayor's division thereof being as follows:

EXPENDITURE REQUIREMENTS

General Operating	\$ 14,567,294
Capital Improvements	17,213,587
Special Revenue/Internal	2,498,557
Debt Service	5,356,404
Enterprise (Wastewater)	<u>8,580,746</u>
Total 2018 Budget	\$ 46,216,588

Dated this 18th day of December, 2017

Mayor

Attest: City Clerk

RESOLUTION NO. __

BE IT RESOLVED by the City Council of the City of Willmar, Kandiyohi County, Minnesota, that the following sums of money be levied for the current year collectable in 2018, upon the taxable property in said City of Willmar for the following purposes:

General Fund	<u>\$4,974,245</u>
Total	\$4,974,245

BE IT RESOLVED, that there is a sufficient sum of money in the Debt Service Funds of the City, together with the above Debt Service Fund Tax Levy, to pay principal and interest in 2018 on all outstanding bond issues, and the deferred annual tax levies previously certified to the County Auditor are hereby canceled;

The City Clerk is hereby instructed to transmit a certified copy of this Resolution to the County Auditor of Kandiyohi County, Minnesota.

Dated this 18th day of December, 2017

MAYOR

Attest:

CITY CLERK



CITY COUNCIL AGENDA REPORT

To: Mayor and City Council	Date: December 11, 2017
From: Connie Schmoll	Subject: Highway 23 Coalition

AGENDA ITEM: Resolutions in Support of Funding for Minnesota State Highway 23 as a Corridor of Commerce.

INTRODUCTION/REQUEST: The Highway 23 Coalition will be applying for Corridors of Commerce funds during the next project selection period that will open on January 15, 2018. One requirement in the selection process is that affected jurisdictions within the project area must provide resolutions of support. As one of the impacted jurisdictions, the Highway 23 Coalition respectfully requests that the City of Willmar provide a resolution in support of both projects. Proposed resolutions for each gap are enclosed for your consideration.

HISTORY: An informal Highway 23 Coalition has been seeking state funding to complete two four-lane gaps between Willmar and Interstate 94 for many years. The Coalition has now formally organized and has elected officers, established a budget and incorporated a membership structure.

Highway 23 is the second longest state route in Minnesota traveling from the South Dakota border to Duluth and, yet, the majority of the route remains a two-lane highway. At this time, the Highway 23 Coalition has chosen to focus on the corridor from Marshall to I-94. The Coalition is focusing its first efforts on a continuous four-lane connection from Willmar to I-94, which it believes is essential to West Central Minnesota's economy and workforce. In the six-county region, more than 585 transportation-related businesses will directly benefit. Accessibility is required to attract and retain manufacturing jobs, businesses and skilled employees and often a requirement for businesses such as yours.

CURRENT CIRCUMSTANCE: The Highway 23 Coalition was organized to raise awareness and show support for improvements along the corridor that are key to so many people and businesses in central and southwest Minnesota. The focus of the Coalition is from Marshall to Interstate 94; however, the initial emphasis is completing the conversion of the gaps between New London and Richmond from two lanes to four lanes.

RECOMMENDATION: To sign the proposed Resolutions in support of funding to complete the south gap and north gap from two lanes to four lanes.

ISSUES: None

FINANCIAL IMPACT: None

ALTERNATIVES: None

- 1.
- 2.

RECOMMENDED MOTION: Approve signing the Resolutions in support of applying for Corridors of Commerce funds to complete conversion of the south gap of Minnesota State Highway 23 in Kandiyohi County and the north gap in Stearns County from two lanes to four lanes.

REVIEWED BY: Ike Holland, City Administrator

COUNCIL MEETING DATE: December 18, 2017



November 28, 2017

Willmar City Council
Attn: Marv Calvin, Mayor
Willmar City Offices
P.O. Box 755
Willmar, MN 56201

Dear City Council Members:

The Highway 23 Coalition was organized to raise awareness and show support for improvements along the corridor that are key to so many people and businesses in central and southwest Minnesota. The focus of the Coalition is from Marshall to Interstate 94; however, the initial emphasis is completing the conversion of the gaps between New London and Richmond from two lanes to four lanes.

Coalition members currently consist of nearly 40 businesses, 9 cities, 4 counties, 3 townships and 9 organizations/individuals from St. Cloud to Marshall, and we expect the list to continue to grow. Some of the Coalition members already have four-lane access and recognize the benefits of completing the project.

In Kandiyohi County, the project includes conversion of the "south gap" from two lanes to four lanes between New London and Paynesville, which is approximately 7.4 miles from 500 feet east of Kandiyohi County Road 31 to 2,250 feet east of Kandiyohi County Road 6.

In Stearns County, the project includes conversion of the "north gap" from two lanes to four lanes between Paynesville and Richmond, which is approximately 8.7 miles from 3,000 feet west of 263rd Avenue near Paynesville to Bridge No. 73023 over the Sauk River at Richmond. The project will improve highway performance, mobility and safety and will encourage new business growth along the corridor.

The Highway 23 Coalition will be applying for Corridors of Commerce funds during the next project selection period that will open on January 15, 2018. One requirement in the selection process is that affected jurisdictions within the project area must provide resolutions of support. As one of the impacted jurisdictions, the Highway 23 Coalition respectfully requests that you provide a resolution in support of both projects. Proposed resolutions for each gap are enclosed for your consideration.

Willmar City Council
Page 2
November 28, 2017

Thank you for your consideration of these important resolutions.

Sincerely,

A handwritten signature in black ink that reads "Robert W. Mathiasen". The signature is written in a cursive style with a horizontal line underlining the name.

Robert Mathiasen, Chair

Enclosure

CITY OF WILLMAR RESOLUTION NO. 17-_____

**RESOLUTION IN SUPPORT OF FUNDING FOR MINNESOTA
STATE HIGHWAY 23, A CORRIDOR OF COMMERCE**

WHEREAS, Minnesota State Highway 23 is a vital commerce highway with more than 1,138 transportation-related businesses with 30,000 employees in a six-county region directly affected by the safety and access features of the highway; and

WHEREAS, Minnesota State Highway 23 is the second longest route in Minnesota running diagonally from southwest to northeast indirectly connecting Duluth to Sioux Falls, South Dakota, and yet, the majority of the route remains a two-lane highway; and

WHEREAS, Minnesota State Highway 23 is an important commerce highway with over 10,000 trip permits issued in the past six years in addition to normal freight traffic; and

WHEREAS, Minnesota State Highway 23 serves a critical role in connecting Greater Minnesota to regional trade centers and highway systems, such as to markets in the Twin Cities metropolitan area, regional airports, U.S. Interstate 94, U.S. Highways 59, 12, 71 and 212 and Minnesota State Highways 7 and 55; and

WHEREAS, the Highway 23 Coalition is a committed and concerned group of business, city, county and nonprofit organization members officially organized with an elected board of directors; and

WHEREAS, Highway 23 Coalition members are prepared and willing to engage in discussion, make presentations and answer questions regarding the Coalition and the improvements needed between Paynesville and Richmond on Minnesota State Highway 23; and

WHEREAS, Highway 23 Coalition members are familiar with the Corridors of Commerce funding and understand the eight criteria being more clearly defined by the Minnesota Department of Transportation's Technical Advisory Team, and will present information assisting in the definition and how this corridor fits the criteria at the open houses; and

WHEREAS, the members of the Highway 23 Coalition believe it is crucial to return the investment that has already been made at different points along Minnesota State Highway 23, including the four-lane gap between Paynesville and Richmond that is designated as shovel ready.

NOW, THEREFORE, BE IT RESOLVED, that the City of Willmar supports the inclusion of funding from the Corridors of Commerce program to support the \$80 million needed to complete the conversion of approximately 8.7 miles of Minnesota State Highway 23 from two lanes to four lanes between Paynesville and Richmond from 3,000 feet west of 263rd Avenue to Bridge No. 73023 over the Sauk River at Richmond.

Dated this 18 day of December, 2017.

Mayor

ATTEST:

City Clerk

CITY OF WILLMAR RESOLUTION NO. 17-_____

**RESOLUTION IN SUPPORT OF FUNDING FOR MINNESOTA
STATE HIGHWAY 23, A CORRIDOR OF COMMERCE**

WHEREAS, Minnesota State Highway 23 is a vital commerce highway with more than 1,138 transportation-related businesses with 30,000 employees in a six-county region directly affected by the safety and access features of the highway; and

WHEREAS, Minnesota State Highway 23 is the second longest route in Minnesota running diagonally across Minnesota from southwest to northeast indirectly connecting Duluth to Sioux Falls, South Dakota, and yet, the majority of the route remains a two-lane highway; and

WHEREAS, Minnesota State Highway 23 is an important commerce highway with over 10,000 trip permits issued in the past six years in addition to normal freight traffic; and

WHEREAS, Minnesota State Highway 23 serves a critical role in connecting Greater Minnesota to regional trade centers and highway systems, such as to markets in the Twin Cities metropolitan area, regional airports, U.S. Interstate 94, U.S. Highways 59, 12, 71 and 212 and Minnesota State Highways 7 and 55; and

WHEREAS, the Highway 23 Coalition is a committed and concerned group of business, city, county and nonprofit organization members officially organized with an elected board of directors; and

WHEREAS, the members of the Highway 23 Coalition are prepared and willing to engage in discussion, make presentations and answer questions regarding the Coalition and the improvements needed between New London and Paynesville on Minnesota State Highway 23; and

WHEREAS, the members of the Highway 23 Coalition are familiar with the Corridors of Commerce funding and understand the eight criteria being more clearly defined by the Minnesota Department of Transportation's Technical Advisory Team, and will present information assisting in the definition and how this corridor fits the criteria at the open houses; and

WHEREAS, the members of the Highway 23 Coalition believe it is crucial to return the investment that has already been made at different points along Minnesota State Highway 23, including the four-lane gap between New London and Paynesville that is designated as shovel ready.

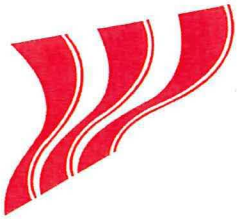
NOW, THEREFORE, BE IT RESOLVED, that the City of Willmar supports the inclusion of funding from the Corridors of Commerce program to support the \$60 million needed to complete the conversion of approximately 7.4 miles of Minnesota State Highway 23 from two lanes to four lanes between New London and Paynesville, 500 feet east of Kandiyohi County Road 31 to 2,250 feet east of Kandiyohi County Road 6.

Dated this 18th day of December, 2017.

Mayor

ATTEST:

City Clerk



CITY COUNCIL AGENDA REPORT

To: Mayor and City Council	Date: December 18, 2017
From: Robert T. Scott, City Attorney	Subject: Resolution Amending Resolution No. 17-131 (approving hospital affiliation contracts)

AGENDA ITEM: Consideration of a Resolution amending Resolution No. 17-131, which approved an Operating Lease Agreement with Carris Health, LLC (Carris) CentraCare Health Systems (CCH) related to the City’s Rice Memorial Hospital (hospital) and associated transaction documents.

INTRODUCTION/REQUEST: Resolution No. 17-131 contained a typographical error in the form of an erroneous citation to the section of the Willmar City Charter that requires the City’s Planning Commission to review and approve any lease of City-owned real estate or buildings for a period of in excess of three years. The recital at issue references the necessity for planning commission review of leases of city property longer than 3 years in duration, and incorrectly cites charter section 4.08, subd. 2 (which does not exist) as the authority for that requirement instead of section 4.02, subd. 8, which is the correct reference (see first full paragraph on page 2 of Resolution No. 17-131). The resolution subsequently correctly identified this charter provision in two locations (findings paragraphs 3 and 5 on pages 2-3) and the typographical error would likely be of no consequence (it in no way compromises the effect of the resolution or the transaction approvals); however in order to avoid any future confusion the City Council is now asked to correct this error by subsequent resolution, which will be appended to Resolution No. 17-131 in the City’s records.

HISTORY: The city council approved the affiliation with Carris and CentraCare (including an operating lease and affiliation agreement) by adopting Resolution No. 17-131 at its November 20, 2017 meeting.

CURRENT CIRCUMSTANCE: The parties are now implementing the provisions in the operating lease and affiliation agreements in hopes of closing on the transaction by December 31, 2017.

RECOMMENDATION: Adopt the resolution amending Resolution No. 17-131 to correct the above-described typographical error.

ISSUES: NA

FINANCIAL IMPACT: NA

ALTERNATIVES: NA

RECOMMENDED MOTION: To adopt the resolution amending Resolution No. 17-131.

REVIEWED BY: Ike Holland, City Administration

WORK SESSION DATE:

COUNCIL MEETING DATE: December 18, 2017

RESOLUTION NO. _____

A RESOLUTION BY THE MAYOR AND CITY COUNCIL OF THE CITY OF WILLMAR, MINNESOTA AMENDING RESOLUTION NO. 17-131, APPROVING AN OPERATING LEASE AGREEMENT AND AFFILIATION AGREEMENT WITH CENTRACARE HEALTH SYSTEM AND CARRIS HEALTH, LLC RELATED TO THE RICE MEMORIAL HOSPITAL

WHEREAS, the City Council adopted Resolution No. 17-131, dated November 20, 2017, appended hereto, pursuant to which the City Council approved an Operating Lease Agreement between the City of Willmar and CentraCare Health System and Carris Health, LLC and an Affiliation Agreement between the City of Willmar, the Rice Memorial Hospital Board of Directors, Carris Health, LLC and CentraCare Health System, both pertaining to the City-owned Rice Memorial Hospital; and

WHEREAS, a recital in Resolution No. 17-131 contained a typographical error in the form of an erroneous citation to the section of the Willmar City Charter that requires the City's Planning Commission to review and approve any lease of City-owned real estate or buildings for a period of in excess of three years, which error the City Council desires to amend and correct herein;

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

1. The first full paragraph on page two of Resolution No. 17-131 shall be amended as follows (deleted material is crossed out; new material is underlined):

WHEREAS, Willmar City Charter Section 4.02~~8~~, subdivision ~~8~~2 requires the City's Planning Commission to review and approve any lease of City-owned real estate or buildings for a period of in excess of three years; and

2. This Resolution shall be affixed to Resolution No. 17-131 in the City's official records to document the correction made herein.

Adopted by the Willmar City Council this 18th day of December 2017.

Approved:

Mayor

Attest:

City Clerk

RESOLUTION NO. 17-131

A RESOLUTION BY THE MAYOR AND CITY COUNCIL OF THE CITY OF WILLMAR, MINNESOTA APPROVING AN OPERATING LEASE AGREEMENT AND AFFILIATION AGREEMENT WITH CENTRACARE HEALTH SYSTEM AND CARRIS HEALTH, LLC RELATED TO THE RICE MEMORIAL HOSPITAL

WHEREAS, the Rice Memorial Hospital Board of Directors (the "Rice Board") voted at its October 30, 2017 special meeting to recommend that (1) the Willmar City Council approve and enter into an Operating Lease Agreement with Carris Health, LLC ("Carris") and CentraCare Health System ("CentraCare"), a Minnesota nonprofit and tax-exempt corporation, a copy of which is attached hereto as Exhibit 1 (the "Lease"), for the 136-bed acute care hospital located at 301 Becker Avenue SW, Willmar, Minnesota, known as Rice Memorial Hospital (the "Hospital") and certain related health care facilities including Rice Care Center, Rice Home Medical, Rice Hospice (collectively, with the Hospital, referred to herein as the "Rice Facilities"); (2) the City Council approve and enter into an Affiliation Agreement by and among the City, the Rice Board, Carris and CentraCare, a copy of which is attached hereto as Exhibit 2 (the "Affiliation Agreement"); and (3) the City Council authorize the City to enter into and execute any additional documents necessary to effectuate the Lease and Affiliation Agreement; and

WHEREAS, the Rice Board, working with its consultants and advisors, and following a thorough analysis, public input and consultation with legal counsel, determined that the Lease and Affiliation Agreement will best satisfy the ongoing healthcare needs of the residents of the City of Willmar (the "City") and its community in order to (1) provide more integrated and effective care to residents of the City and the surrounding area, (2) more effectively recruit and retain physicians and other health professionals to serve the people in the area, (3) enhance the competitive position of the Rice Facilities, (4) strengthen the position of the Hospital as an independent provider of health care in the service area and (5) provide a source of payment for the obligations of the City under the bonds related to the Rice Facilities (the "Hospital Bonds") that is not dependent on the results of operation of the Rice Facilities (collectively, the "policy priorities"); and

WHEREAS, the representatives of RMH and the City worked cooperatively, together with legal counsel, to negotiate the Lease and Affiliation Agreement and related contracts documents in order to best advance the policy priorities; and

WHEREAS, Carris intends to acquire the assets, employees and operations of Affiliated Community Medical Centers, P.A., a Minnesota professional corporation which operates a multi-specialty physician group practice consisting of physicians and other providers who are members of the medical staff of the Hospital ("ACMC") in order to facilitate achievement of the objectives set forth above; and

WHEREAS, under the terms of the Operating Lease, the City, acting pursuant to its statutory authority under Minnesota Statutes § 447.47, will lease, and transfer the operations of, the Rice Facilities to Carris for an initial lease term of 30 years with one automatic renewal term of 30 years, on the terms and conditions set forth therein and Carris will, during the term of the

Lease, maintain services at the Rice Facilities consistent with the terms of the Lease, continue to make capital investments in the Rice Facilities, and operate the Rice Facilities in a manner consistent with Carris' charitable purposes and tax-exempt status; and

WHEREAS, Willmar City Charter Section 4.08, subdivision 2 requires the City's Planning Commission to review and approve any lease of City-owned real estate or buildings for a period of in excess of three years; and

WHEREAS, under the terms of the Lease, Carris will have the option to purchase the Rice Facilities after the 10th year of the initial lease term and after such time as the Hospital Bonds have been repaid, provided that it first satisfies any requirements for the sale of City-owned by property under the City's charter or ordinances; and

WHEREAS, procedural requirements under the City's charter applicable to the sale of the Hospital include Section 2.12, subdivision 1(G) (requiring the conveyance of any lands of the City to be accomplished by adopting an ordinance); Section 4.02, subdivision 8 (requiring Planning Commission review of any sale, transfer or conveyance of City-owned lands, buildings and property); and Section 4.04, subdivision 4 (requiring approval by the voters in a referendum if "any incidents of ownership (or) the control thereof" in the Hospital are to be transferred to any other agency than the Rice Board); and

WHEREAS, the City Council has received and considered extensive public comments and feedback on the Lease and Affiliation Agreement, including at the September 13, 2017 special joint City Council-Rice Board meeting, the November 6, 2017 City Council work session, and a special City Council meeting conducted on November 14, 2017 at the Kandiyohi County Health and Human Services Building for the specific purpose of receiving public comments on the proposed transaction.

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

FINDINGS

1. The City Council, taking into advisement the recommendation of the Rice Board, agrees with the policy priorities and adopts the same as its own.
2. The City Council has concluded that it is in the best interests of the residents of the City and the community served by the Hospital for the City to enter into the Lease and Affiliation Agreement in promotion of the policy priorities.
3. The City's Planning Commission considered the Lease on November 8, 2017 as required by Section 4.02, subd. 8 of the City's charter and approved the City Council entering into the lease on the condition that the lease protect the City's ability to develop a parcel of City-owned property currently used by the hospital for surface parking during the term of the lease that is located east of the hospital facility abutting 1st Street South. A new section 2.6 has been added to the Lease to protect the City's development rights for this parcel in satisfaction of the Planning Commission's condition.

4. Under the terms of the Lease, at all times during its initial or renewal terms the City will retain the incidents of ownership in the Hospital, the control of which shall continue to be vested in the Rice Board, subject to the overriding power of the City Council, for reasons including but not limited to the following:
 - a. The City will retain legal title to the Hospital;
 - b. The City, by and through the Rice Board, will have authority to exercise oversight of the operation and management of the Hospital and enforce the terms of the Lease and related contract documents, including specific service commitments and capital expenditure commitments made by Carris therein;
 - c. The City, by and through the Rice Board, will retain authority to approve material improvements to the Rice Facilities;
 - d. The City will not confer on any other party a right to permanently encumber the Hospital; and
 - e. The City will retain the risk of loss if the Hospital loses value.
5. At such time as Carris exercises its option to purchase the Rice Facilities and the parties agree to the terms of the transfer of the Hospital to Carris, all requirements applicable to the sale, transfer or conveyance of the Hospital or other City-owned property must be satisfied before the transfer of the incidents of ownership in the Hospital may be finalized, including Section 2.12, subdivision 1(G) (requiring the conveyance of any lands of the City to be accomplished by adopting an ordinance); Section 4.02, subdivision 8 (requiring Planning Commission review of any sale, transfer or conveyance of City-owned lands, buildings and property); and Section 4.04, subdivision 4 (requiring approval by the voters in a referendum if “any incidents of ownership (or) the control thereof” in the Hospital are to be transferred to any other agency than the Rice Board).

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

1. The City Council hereby approves the Operating Lease Agreement between the City of Willmar and CentraCare Health System and Carris Health, LLC attached hereto as Exhibit 1 and authorizes the Mayor and City Administrator to execute the same on behalf of the City.
2. The City Council hereby approves the Affiliation Agreement between the City of Willmar, the Rice Memorial Hospital Board of Directors, Carris Health, LLC and CentraCare Health System attached hereto as Exhibit 2 and authorizes the Mayor and City Administrator to execute the same on behalf of the City.
3. The City Council hereby authorizes the City to enter into and execute any additional documents necessary and complete any exhibits and schedules to effectuate the Lease and Affiliation Agreements.
4. Pursuant to the Affiliation Agreement, the City Council hereby directs the City Attorney to prepare an ordinance for introduction at the December 4, 2017 regular City Council meeting providing for two non-voting observers to be appointed to the Rice Board by

CentraCare and for the Carris Co-Chief Executive Officers to serve as non-voting *ex-officio* members of the Rice Board.

Adopted by the Willmar City Council this 20th day of November 2017.

Approved:



Mayor

Attest:



City Clerk



WILLMAR

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

CITY COUNCIL AGENDA REPORT

To: Mayor and City Council	Date: December 18, 2017
From: Bruce D. Peterson, Director of Planning and Development Services	Subject: Ordinance to rezone General Business to R-2

AGENDA ITEM: Introduction of Ordinance to rezone property from GB to R2

INTRODUCTION/REQUEST: The City received an application from All Star Investments to rezone the property they own just east of First Street on Litchfield Avenue. The property description is included in the Ordinance. They have the property for sale and would like to sell it for residential use as opposed to the commercial use that has operated there for a number of years.

HISTORY: About 10-12 years ago All Star Investments rezoned the property from residential to commercial for the purposes of establishing their corporate offices. There has been very little work done to the inside of the house to change it from its residential use. They have had the property on the market for some time and have been unable to sell. They feel the property is more marketable as a residential property than a commercial property.

CURRENT CIRCUMSTANCE: The property remains on the market with no interest being shown for use of the property for commercial purposes.

RECOMMENDATION: Introduce the ordinance for a public hearing at the January 8, 2018 Council meeting.

ISSUES: N/A

FINANCIAL IMPACT: N/A

ALTERNATIVE:

1. Introduce the ordinance as presented.
2. To terminate the rezoning process.

RECOMMENDED MOTION: Introduce the ordinance for a public hearing at the January 8, 2018 Council meeting.

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

WORK SESSION DATE: N/A

COUNCIL MEETING DATE: December 18, 2017

CONSENT AGENDA **AGENDA**

ORDINANCE NO. _____

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

The City of Willmar hereby ordains as follows:

Section 1. ZONING CHANGE. The Zoning Ordinance and Zoning Map for the City of Willmar are hereby amended to rezone the following property from GB General Business to R-2 One and Two Family Residential:

Part of Lots 1 and 2, Block B, Third Addition to Willmar.

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

This Ordinance introduced by Council Member: _____

This Ordinance introduced on: _____

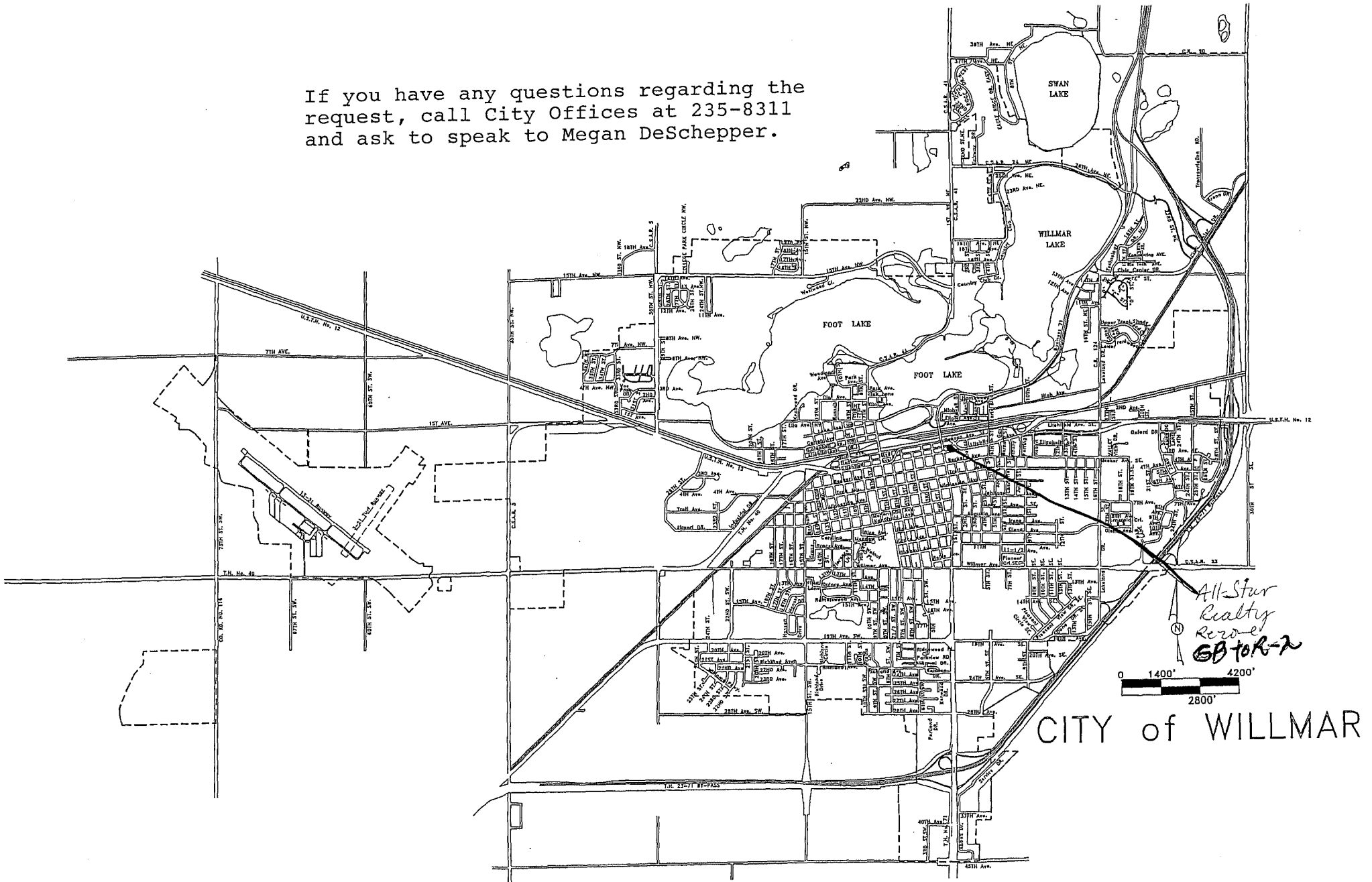
This Ordinance published on: _____

This Ordinance given a hearing on: _____

This Ordinance adopted on: _____

This Ordinance published on: _____

If you have any questions regarding the request, call City Offices at 235-8311 and ask to speak to Megan DeSchepper.



All-Star
Realty
Rev. 6/10/17
GB 101-7

CITY of WILLMAR



WILLMAR

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

CITY COUNCIL AGENDA REPORT

To: Mayor and City Council	Date: December 18, 2017
From: Bruce D. Peterson, Director of Planning and Development Services	Subject: HIS First Addition Final Plat

AGENDA ITEM: HIS First Addition Final Plat

INTRODUCTION/REQUEST: HIS Land Company proposes the subdivision of property on South First Street for the purpose of redevelopment. The property is the home of the new Dairy Queen and will also be the site for a future commercial project south of the Dairy Queen.

HISTORY: The preliminary plat was approved by the Planning Commission and Council with several conditions relating to the addition of easements, the addition of a fire hydrant, submission of agreements for shared private drives and stormwater ponds, property screening, and parking. All of the conditions that were placed on the preliminary plat approval have been met.

CURRENT CIRCUMSTANCE: With the preliminary plat having been approved and the conditions for final plat approval having been met, it is time for the Council to act on the final plat.

RECOMMENDATION: To approve the final plat as presented.

ISSUES: There are no outstanding issues with regard to the plat.

FINANCIAL IMPACT: There are no impacts on the City created by this plat.

ALTERNATIVE:

1. Approve the final plat as presented.
2. To not approve the final plat.

RECOMMENDED MOTION: To approve the final plat as presented.

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

WORK SESSION DATE: N/A

COUNCIL MEETING DATE: December 18, 2017

CONSENT AGENDA **AGENDA**

Final Plat of:

HIS FIRST ADDITION

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



This drawing prepared by:

Borneman Runke Stern Inc.

Professional Land Surveyors

1809 15th St. SW - Suite 104

Willmar, MN 56201

Office (507) 231-2114

Fax (507) 231-2114

Requested by: **HIS Land Company, LLC**
210 One Chairman
11929 2nd Street NW
Spicer, MN 56288



LEGEND

- Found Iron Monument from former survey
- Iron Survey Pin (Capped Iron Monument)
- Cast Iron Monument
- Placed Monument on the property line at a position which is offset from the actual property corner.
- Flies: The above property boundary statements are measured to the actual property corner

DEDICATION

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

Lots 1, 2, and 3, Block 1, of HILLSIDE TERRACE.

AND ALSO

The South 132 feet of the North 773 feet of the East 405 feet of the NE¼ of the SE¼ of Section 22, Township 119, Range 35, Kandiyohi County, Minnesota.

AND ALSO

The South 133 feet of the North 843 feet of the West 280 feet of the East 410 feet of the NE¼ of the SE¼ of Section 22, Township 119, Range 35, Kandiyohi County, Minnesota.

AND ALSO

The South 133 feet of the North 843 feet of the West 330 feet of the NE¼ of the SE¼ of Section 22, Township 119, Range 35, Kandiyohi County, Minnesota.

Have caused the same to be surveyed and plotted as HIS FIRST ADDITION, as shown on this plat and hereby dedicate to the public use forever, all roads and easements as shown on this plat.

In witness whereof HIS Land Company, LLC, a Minnesota limited liability company have caused these presents to be this day of _____ 20__ by _____

SIGNED:

By: Daniel W. Gustafson its _____

STATE OF MINNESOTA }
COUNTY OF _____ } ss The foregoing instrument was acknowledged before me this _____ day of _____ 20__ by _____ a Minnesota limited liability company.

Notary Signature _____ Notary Printed Name _____
My Commission Expires _____
Notary Public, Kandiyohi County, Minnesota.

LAND SURVEYOR

I 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 both the accuracy designated on this plat; that all monuments indicated on this plat have been, or will be set within one year; that all water boundaries and wetlands, as defined Minnesota Statutes, Section 565.01, 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__

Notary Signature _____
My Commission Expires _____
Notary Public, Kandiyohi County, Minnesota.

STATE OF MINNESOTA }
COUNTY OF KANDIYOHY } ss This instrument was acknowledged by me this _____ day of _____ 20__ by _____
Notary Signature _____ Notary Printed Name _____
My Commission Expires _____
Notary Public, Kandiyohi County, Minnesota.

City Engineer

Approved by the City Engineer of the City of Willmar
Dated this _____ day of _____ 20__

Willmar City Engineer _____

City Planning Commission

Approved by the Planning Commission of the City of Willmar,
this _____ day of _____ 20__

Signature _____
Chair _____

ATTEST: _____
Secretary

City Council

Passed and adopted this _____ day of _____ 20__

Signature _____
Mayor _____

ATTEST: _____
Secretary

ATTORNEY

I hereby certify that the proper evidence of this 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 _____

COUNTY AUDITOR/TREASURER

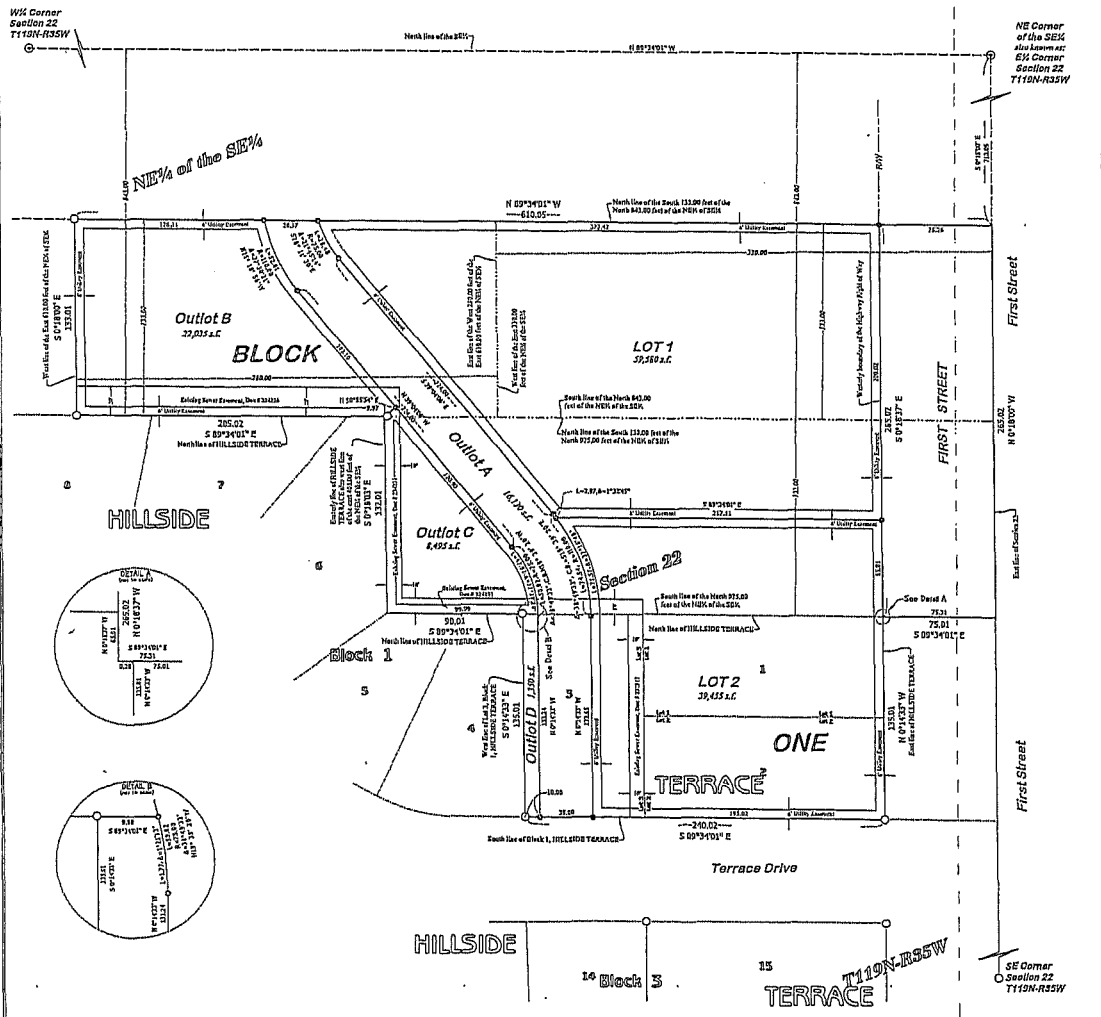
I hereby certify that all taxes for 20__ on the land described herein are paid; and no delinquent taxes are due and unpaid entered this _____ day of _____ 20__.

Kandiyohi County Auditor / Treasurer _____

COUNTY RECORDER

I hereby certify that this instrument was filed for record in the office of the County Recorder in and for Kandiyohi County, Minnesota on this _____ day of _____ 20__ at _____ o'clock _____, as Folio No. _____ and as Document No. _____

Kandiyohi County Recorder _____



HILLSIDE
Block 3
TERRACE
T119N-R35W



CITY COUNCIL AGENDA REPORT

To: Mayor and City Council	Date: December 18, 2017
From: Robert Scott, City Attorney	Subject: Acknowledgement of Robbins Island Destination Playground Donation

AGENDA ITEM: Acknowledgement of Donation from Willmar Area Community Foundation for Robbins Island Destination Playground Project

INTRODUCTION/REQUEST: The City has received a request to accept an additional donation of in-kind services from three firms in support the construction of the Destination Playground, all as coordinated by the Willmar Area Community Foundation.

HISTORY: The City has been regularly receiving donations for the Robbins Island Destination Playground from the Robbins Island Park Fund, administered by the Willmar Area Community Foundation, and Council action by resolution to accept the final donation is brought forward for consideration. The first donation was received on February 6th in the amount of \$200,000, a second was in the amount of \$99,000 and in-kind services on March 20th, a third was in the amount of \$99,000 on May 15th, a fourth was in the amount of \$75,000 on July 3rd, a fifth was in the amount of \$30,000 on July 17, 2017, a sixth was in the amount of \$75,000 on September 5, 2017, and a seventh was in the amount of \$63,000 on December 4, 2018, for total amount donated to date to \$641,000, plus in-kind donations.

CURRENT CIRCUMSTANCE: The project proceeded as planned and the playground has been opened for public use.

RECOMMENDATION: Accept and acknowledge Robbins Island Donation of in-kind services and materials as coordinated by Willmar Area Community Foundation.

ISSUES: NA

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

ALTERNATIVES: None

RECOMMENDED MOTION: Accept donation of in-kind services and materials as coordinated by Willmar Area Community Foundation (requires 2/3 majority vote).

REVIEWED BY: Ike Holland, City Administration

WORK SESSION DATE:

COUNCIL MEETING DATE: December 18, 2017

**CITY OF WILLMAR
RESOLUTION NO. _____**

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

Motion By: _____

Second By: _____

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

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

WHEREAS, WACF proposes to donate funds from its Friends of Robbins Island Park Fund to cover 100 percent of the City’s cost to purchase all equipment, materials, supplies and services necessary to construct the playground project, and made an initial donation totaling \$200,000.00 for such purposes, which donation was duly accepted by the Willmar City Council by Resolution No. 17-07, dated February 6, 2017, a second donation of \$99,000 and in-kind materials, equipment and supplies by Resolution No. 17-24 dated March 20, 2017, a third donation of \$99,000 by Resolution 17-52 dated May 15, 2017, a fourth donation of \$75,000 by Resolution 17-78 dated July 3, 2017, a fifth donation of \$30,00 and additional in-kind services, materials and supplies dated July 17, 2017, and a sixth donation of \$75,000 by Resolution 17-103 dated September 5, 2017, and a seventh donation of \$63,000 by Resolution 17-140 dated December 4, 2017; and

WHEREAS, WACF has received additional commitments from several private firms for donation of in-kind services, materials and supplies in support of the playground project as listed on the attached Exhibit A and now wishes to donate the same to the City; and

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

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

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

1. The City hereby accepts the donation from of in-kind services, materials and supplies as listed on the attached Exhibit A, all in support of the playground project, and all subject to the conditions applicable to WACF's first donation as stated in Willmar City Council Resolution No. 17-07, dated February 6, 2017, which conditions are incorporated herein by reference.
2. The City Council hereby expresses its and the community's appreciation to WACF, the private firms donating in-kind services, materials and supplies as listed on the attached Exhibit A, and all contributors to the Friends of Robbins Island Park Fund for such donation.

Adopted by the City Council of the City of Willmar on December 18, 2017.

Approved:

Mayor

Attested:

City Clerk

EXHIBIT A

**Itemization of In-Kind Donation of Services, Materials and Supplies
(Eighth Donation)**

Type	Total	Organization	Fund Name	Comment
INKIND	\$3,000.00	David Monson	Friends of Robbins Island Park Fund	Labor – patio with wall seats
INKIND	\$2,800.00	Stacy's Nursery	Friends of Robbins Island Park Fund	Pavers/installation/cut shapes
INKIND	\$9,600.00	Lake Country Fireplace & Exteriors	Friends of Robbins Island Park Fund	Patio creation