

**Carris Health – Rice Memorial Hospital
Board of Directors
March 7, 2017**

Members Present: Dr. Doug Allen, President; Shane Johnson, Jon Saunders, Treasurer; Dr. Lee Cafferty, Peggy Sietsema

Members Absent: Andrea Carruthers, Vice President; Ken Behm

Also Present: Mike Schramm, CEO, Bill Fenske, CFO, Teri Beyer, CQO, Kathy Dillon, CNO

Guests: Dr. Fred Hund, Chief of Staff; Audrey Nelsen, City Council Liason; Anne Polta, West Central Tribune

Topic	Discussion	Action
Call to Order	President Allen called the meeting to order at 5:30 p.m.	
Approval of Consent Agenda	Meeting minutes from 12/20/17 and December Financial Statements were reviewed.	Motion made by Director Saunders, seconded by Director Cafferty to approve the consent agenda as presented. Motion carried.
Introduction	President Allen introduced Shane Johnson, Regional President of Bremer Bank, as the new member of the Board. Mr. Johnson replaces Director Eric Weiberg who reached the limit of his term of service.	
Quality Report	T. Beyer reviewed the attached report as an update for the Board members on quality items that are publicly reported and impact the hospital's value-based purchasing score and Medicare reimbursement. Each area (clinical care, person/community engagement, safety, efficiency & cost reduction) counts for 25% of the total value-based purchasing score. B. Fenske noted that he has used the positive results in the efficiency/cost reduction section when negotiating with insurance companies.	Report accepted as presented.
Medical Staff Report	Dr. Hund noted that he has polled the medical staff and, other than a few minor computer issues, there have been no noticeable changes since the transition to Carris Health in January. He also noted that the patients have made very few comments about it and care delivery processes have not been affected.	Report accepted as presented.
CEO Report	M. Schramm provided the following information: <ul style="list-style-type: none"> • Carris Health Board will now be approving Medical Staff appointments and reappointments. • Surgery Center project continues ahead of 	Report accepted as presented.

	<p>schedule with opening projected for 5/15/18.</p> <ul style="list-style-type: none"> • The Sleep Center move was completed in February and they are seeing patients in the First Street location. • The Care Center recently completed their survey by the MDH and did very well with only 4-5 deficiencies, all of which are easily corrected. • The annual financial audit was completed in February and a more detailed report will be available for our next meeting. • Carris Health transition update: the Sr. Leadership Team is in place and the Board has met twice with another meeting scheduled for next week. On 2/21, there was an operations integration meeting with roughly 150 attendees from both Carris Health and CentraCare. • Carris Health Board officers are: David Anfinson, president; Dr. Michael May, vice president; Bill Fenske, treasurer. Two committees of the Board have also been established: Executive/Finance and Quality. Those groups will be meeting in the coming weeks. • Recruitment activity has been busy, impacting the following specialties: Pediatrics, Psychiatry, Hospital Medicine, Orthopedics and OB/GYN. • Strategic Planning is underway. 	
<p>Carris Lease Review</p>	<p>B. Fenske lead the discussion regarding the requirements as stated in the lease. The following were included:</p> <ul style="list-style-type: none"> • Base Rent Payments – these will be reviewed by the Board on an annual basis and include payments made by Carris Health to the City of Willmar who then makes the debt service payment. • Inter-Governmental Payments – Carris pays \$25,000/mo. to the City of Willmar. • Capital Commitments - \$32,000,000 over ten years; improvements to Rice Memorial Hospital. • Building Projects and Renovations – Any projects at Rice or on the Rice campus will be reviewed by this Board as part of the 	<p>Report accepted as presented. Handouts attached regarding the first three bullet points.</p>

	<p>overall approval process.</p> <ul style="list-style-type: none"> • Service Commitments – To be developed. 	
City Council Report	<p>Council member Nelsen reported that she had attended the Highway 23 coalition meeting held in St. Paul today and noted that those present were asked to ensure their local legislators were supportive of the final portion of the Highway 23 corridor project.</p> <p>She also note the Governor’s Fishing Opener will be on Green Lake on 5/12/18. Many events are planned for 5/11 – 12 with Carris Health serving as a major sponsor.</p> <p>She requested some additional information be added to the reports on the lease review at future meetings.</p>	Report accepted as presented.
Thank You	<p>President Allen noted that this would be his last Rice Board meeting as he is relocating to Eau Claire, WI. He thanked all present for the opportunity to work together and noted that he had learned a great deal about health care during his tenure.</p>	Those present also thanked Dr. Allen for his service to Rice Memorial Hospital.
Adjourn	6:44 p.m.	

WILLMAR MUNICIPAL UTILITIES MINUTES
MUNICIPAL UTILITIES AUDITORIUM
MARCH 12, 2018

The Municipal Utilities Commission met in its regular meeting on Monday, March 12, 2018 at 11:45 a.m. in the Municipal Utilities Auditorium with the following Commissioners present: Carol Laumer, Justin Mattern, Abdirizak Mahboub, Nathan Weber, Bruce DeBlieck, Ross Magnuson and Brendan MacDonald.

Others present at the meeting were: General Manager John Harren, Director of Finance Denise Runge, Power Supply Manager Chris Carlson, Customer Service Supervisor Stacy Stien, Staff Electrical Engineer Jeron Smith, Water & Heating Supervisor Joel Braegelman, Compliance Officer/HR Administrator Janell Johnson, Information System Admin Mike Sangren, Energy Services Rep Mary Kosbab, Power Plant Foreman Brian Hoover, Administrative Secretary Beth Mattheisen, City Attorney Robert Scott, and Attorney Susan Hansen (via teleconference).

Commission President Laumer opened the meeting by asking if there were any revisions needed to the presented agenda. There being no amendments to the agenda, Commissioner Laumer continued by requesting the Commission to offer a resolution to approve the Consent Agenda. Commissioner DeBlieck offered a resolution to approve the Consent Agenda as presented. Commissioner Weber seconded.

RESOLUTION NO. 12

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

- ❖ Minutes from the February 23, 2018 Commission meeting; and,
- ❖ Bills represented by vouchers No. 180367 to No. 180426 and associated wire transfers inclusive in the amount of \$143,474.19.

Dated this 12th day of March, 2018.

President

Attest:

Secretary

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

At this time, Commissioner Laumer stated that in accordance with applicable State law, a closed attorney-client privileged meeting for discussion of a pending legal matter involving an employment situation had been called. Due to the attorney-client privilege, this portion of the meeting will be closed pursuant to Minnesota Statute, Section 13D.05, subd. 3(b) under the attorney/client privilege exception to the Minnesota Open Meeting Law. (Note: A notice had been posted as a requirement of the previously stated statute.) Commissioner Laumer offered a motion to close the meeting at this time. Commissioner Mattern seconded the motion which carried by a vote of seven ayes and zero nays, and the meeting was closed at 11:48 a.m. Attending the closed portion of the MUC meeting were: Commissioners Laumer, Mattern, Mahboub, Weber, DeBlieck, Magnuson & MacDonald, General Manager Harren, Director of Finance Runge, Compliance

Officer/HR Administrator Johnson, Administrative Secretary Mattheisen, City Attorney Scott, and Attorney Susan Hansen of Madden Galanter Hansen, LLP, via teleconference.

At 12:19 p.m., Commissioner Laumer declared the meeting to be reopened and resumed business as usual.

Commissioner Weber (LC Chair) along with General Manager Harren reviewed with the Commission minutes from the February 12th and February 23rd WMU Labor Committee meetings (see attached). It was noted that designations for the Chair and Vice Chair Committee positions were established. Commissioner Weber will serve as Chair with Commissioner Magnuson serving as Vice Chair for the Labor Committee for 2018. Topics of discussion at the meetings included: personnel issues; proposed wage & job descriptions adjustments; and, metering responsibilities. Following review and discussion, Commissioner Weber offered a motion to approve the minutes of the February 12th and February 23rd WMU Labor Committee meetings as presented. Commissioner Mahboub seconded the motion which carried by a vote of seven ayes and zero nays.

Director of Finance Runge presented the Commission with three financial topics for review and discussion. The first subject to be presented was the December 2017 Financial Reports which included analyses of the Electric Division, Water Division, Heating Division, and Total Combined (all divisions). Data contained in the reports were for operating revenues & expenses, operating income, and retained earnings.

Director of Finance Runge continued by requesting the Commission to approve WMU's official depository (annual recommendation). Following discussion, Commissioner Mattern offered a motion to approve US Bank as the official depository for the Willmar Municipal Utilities. Commissioner Mahboub seconded the motion which carried by a vote of six ayes and zero nays, with Commissioner Magnuson abstaining.

Director of Finance Runge next presented the Commission with the proposed 2018 WMU Fund/Account Balances for consideration (see below). Runge requested the Commission to approve the March 1, 2018 fund allocations incorporating the following proposed revisions: 1) increase the Water Treatment Plant Reserve Fund by \$500,000; 2) increase the Transmission Construction Fund by \$250,000; and, 3) add the Water Capital Reserve Fund in the amount of \$500,000. Following discussion, Commissioner Mattern offered a motion to approve and accept the 2018 Fund/Account Balances as presented. Commissioner DeBlieck seconded the motion which carried by a vote of seven ayes and zero nays.

FUND/ACCOUNT	3/1/2018	12/31/2017
Funds Required by Bond Covenants:		
1a. Operating Reserve	\$2,400,000	\$2,400,000
2a. Parity Revenue Bond Sinking Fund	\$ 404,547	\$ 404,547
2b. Subordinate GO Bond Sinking Fund	\$	\$
3. Bond and Interest Reserve Account	\$ 887,481	\$ 887,481
4. Utilities Improvement & Replacement Fund	\$1,700,000	\$1,700,000
Funds designated by Municipal Utilities Commission:		
1b. Unallocated Operating Reserve	\$5,010,037	\$8,510,037
5. Customer Deposit Fund	\$ 275,000	\$ 275,000
6. Expansion Reserve Fund	\$1,050,000	\$1,050,000
7. Catastrophic Reserve Fund	\$2,000,000	\$2,000,000
8. Water Treatment Plant Reserve Fund	\$1,500,000	\$1,000,000
9. Transmission Construction Fund	\$5,000,000	\$2,500,000
10. Generation Construction Fund	\$4,000,000	\$4,000,000
11. Water Capital Reserve Fund	\$ 500,000	
TOTAL	\$24,727,065	\$24,727,065

Staff Electrical Engineer Smith presented the Commission with two bid award recommendations for 2018 underground construction. The construction contracts are for: 1) Underground Electrical Construction; and, 2) Northside Replacement Construction. Two bids for each project were received and opened on March 2, 2018. Following evaluation of the submitted bids, it was the recommendation of Staff to award the bids as follows:

- 1) 2018 Underground Electrical Construction: Award to O & S Construction for their estimated total bid of \$216,827.50; and,
- 2) 2018 Northside Replacement Construction: Award to Midwest Underground for their estimated total bid of \$109,675.00.

Following review and discussion, Commissioner Mahboub offered a resolution to approve the bid award for the 2018 Underground Electrical Construction to O & S Construction for their estimated bid of \$216,827.50. Commissioner Mattern seconded.

RESOLUTION NO. 13

“BE IT RESOLVED, by the Municipal Utilities Commission of the City of Willmar, Minnesota, that the contract for the 2018 Underground Electrical Construction be awarded to O & S Construction of Bird Island, Minnesota, in the total estimated amount of \$216,827.50.”

Dated this 12th day of March, 2018.

President

Attest:

Secretary

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

Commissioner DeBlieck continued by offering a resolution to approve the 2018 Northside Replacement Construction to Midwest Underground of Willmar, Minnesota, in the total estimated amount of \$109,675.00. Commissioner Magnuson seconded.

RESOLUTION NO. 14

“BE IT RESOLVED, by the Municipal Utilities Commission of the City of Willmar, Minnesota, that the contract for the 2018 Northside Replacement Construction be awarded to Midwest Underground of Willmar, Minnesota, in the total estimated amount of \$109,675.00.”

Dated this 12th day of March, 2018.

President

Attest:

Secretary

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

In an effort to keep the Commission well-informed of departmental developments, projects and updates, Staff members presented the following educational topics for review and discussion:

- 1) 2017 Energy Services & Marketing Update (Energy Services Rep Kosbab)
 - a. Marketing in Review
 - b. Public Presence (i.e. Facebook, website, advertising)
 - c. Energy Services (i.e. rebates, miscellaneous programs, future direction)
- 2) Customer Service Update (Customer Service Supervisor Stien)
 - a. 2017 Metering & Customer Service Year-End Review
 - b. Five-Year History Consumption Totals

Staff Electrical Engineer Smith presented the Commission with the February 2018 Wind Turbine Report for review and discussion.

Commissioners Laumer & Mahboub and General Manager Harren recapped for the Commission their recent attendance at the 2018 APPA Legislative Rally held in Washington, DC, and reiterated the importance of attending these national (and state-sponsored) events which offer the opportunity to exchange ideas and express concerns related to various issues facing Willmar and the utility industry. Key discussions focused on: 1) infrastructure needs; 2) pole attachment policies; 3) WAPA (power supply & transmission); and, 4) tax and budget issues (i.e. maintaining tax exempt status on bonds). In conjunction with the annual rally, Commissioner Laumer also attended a meeting of the APPA Policy Makers Council which she serves on. Laumer will provide Commissioners with a recap of the seven resolutions focused on during the event. Laumer, Mahboub and Harren concluded by expressing their appreciation to the Commission for allowing them the opportunity to attend the informative event and encouraged others to attend in the future.

General Manager Harren informed the Commission that scheduling of both the WMU Labor and Planning Committee meetings will be forthcoming. Labor Committee agenda items will include: Commissioner 101; review roles & responsibilities of MUC and management staff; and, MUC Self-Evaluations. Planning Committee agenda items will include: EAA; WMU/City MOA; and, new gas contract.

For information: 2018 Upcoming meetings/events to note include:

- MMUA Legislative Conference – April 3-4 (St. Paul)
- MRES Annual Meeting – May 9 (Sioux Falls)
- 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 1:12 p.m.

Respectfully Submitted,

WILLMAR MUNICIPAL UTILITIES

Beth Mattheisen
Administrative Secretary

ATTEST:

Abdirizak Mahboub, Secretary



WILLMAR MUNICIPAL UTILITIES
MUC Labor Committee Meeting Minutes
Monday, February 12, 2018
12:30 p.m. (est.)

Attendees: Commissioners Nathan Weber, Ross Magnuson & Abdirizak Mahboub, General Manager John Harren, Director of Finance Denise Runge, Compliance Officer/HR Administrator Janell Johnson and Administrative Secretary Beth Mattheisen.

Commissioner Weber called the meeting to order at 12:46 p.m.

AGENDA ITEMS:

➤ **Designate Chair & Vice Chair for 2018:**

Commissioner Weber opened the meeting by requesting designation for the WMU Labor Committee Chair and Vice Chair positions for 2018. Commissioner Magnuson offered a motion to nominate Commissioner Weber to serve as Chair. Commissioner Mahboub seconded. Commissioner Mahboub next offered a motion to nominate Commissioner Magnuson to serve as Vice Chair. Commissioner Weber seconded the motion. Both motions were carried by a vote of three ayes and zero nays.

➤ **Personnel issues update:**

General Manager Harren updated the Labor Committee on current personnel issues. At this time, the matters remain confidential based on the Minnesota Government Data Practices Act (MGDPA). Findings were reviewed and a process to proceed was developed and agreed upon.

Commissioner Mahboub departed the meeting at 1:30 p.m.

➤ **Adjournment:**

There being no further business to come before the WMU Labor Committee, Commissioner Weber offered a motion to adjourn the meeting. Commissioner Magnuson seconded the motion which carried by a vote of two ayes and zero nays, and the meeting was adjourned at 1:45 p.m.



WILLMAR MUNICIPAL UTILITIES
MUC Labor Committee Meeting Minutes
Friday, February 23, 2018
11:00 a.m.

Attendees: Commissioners Nathan Weber, Ross Magnuson & Abdirizak Mahboub, General Manager John Harren, Director of Finance Denise Runge, Compliance Officer/HR Administrator Janell Johnson and Administrative Secretary Beth Mattheisen.

Commissioner Weber called the meeting to order at 11:04 a.m.

AGENDA ITEMS:

1) Proposed Facilities & Purchasing Dept. job descriptions & wage adjustments reflecting added responsibilities:

General Manager Harren opened discussion with the Committee regarding position adjustments being made to the Facilities & Purchasing (F&P) Department. Due to additional job responsibilities, consideration to increase the department from two to a three-person department was requested. Newly revised job descriptions were reviewed along with the 2018-2020 Union Contract including a proposed wage scale. While a formal MOA between WMU and IBEW would be required to complete the job description modifications and wage adjustments, the rewritten job descriptions have received approval by union reps. With the addition of a third person to the F&P Dept., the position titles for the F&P Dept. would be:

- a. Lead Facilities & Maintenance Technician (new)
- b. Facilities & Maintenance Technician (new)
- c. Utility Worker

Following review and discussion, Commissioner Weber offered a motion to concur with the proposed job descriptions and wage adjustments as presented and to recommend approval by the MUC to proceed. Commissioner Magnuson seconded the motion which carried by a vote of three ayes and zero nays.

2) Line Department request for 10¢ adjustment for added metering responsibilities:

General Manager Harren provided the Committee with background information along with job descriptions reflecting proposed revisions to Line Department positions (2). The modifications would reflect the addition of metering responsibilities (installs, monitoring & maintenance) to the department's personnel. (Harren also noted that the Line Dept. currently has an open position.) The revised job descriptions for both the Line Technician and Line Technician-In-Charge would be modified to include the added metering responsibilities (serving as backup upon retirements in the meter department). It was noted that at this time, the proposed responsibilities would remain in the meter department. However upon future developments in the Meter Dept. (i.e. retirements), these adjustments may be required. IBEW Local Union #160 requested that a 10¢/hour increase in wages be included for the additional responsibilities.

Following discussion, it was the consensus of the Labor Committee to acknowledge the requested 10¢/hour presented by the Line Dept. and to take it under advisement when the retirements in the meter department occur

3) Power Plant update:

General Manager Harren presented the Labor Committee with a status update of current issues pertaining to the Power Plant. This was for information only.

4) Adjournment:

There being no further business to come before the WMU Labor Committee, Commissioner Weber offered a motion to adjourn the meeting. Commissioner Mahboub seconded the motion which carried by a vote of three ayes and zero nays, and the meeting was adjourned at 11:35 a.m.

**WILLMAR PLANNING COMMISSION
CITY OF WILLMAR, MN
WEDNESDAY, MARCH 7, 2018**

MINUTES

1. The Willmar Planning Commission met on Wednesday, March 7, 2018, at 7:00 p.m. at the Willmar City Offices Conference Room #1.

** Members Present: Steve Gardner, Rolf Standfuss, Terry Sieck, Cletus Frank, Dr. Jerry Kjergaard, and Jonathan Marchand.

** Members Absent: Jeff Kimpling, Margaret Fleck, and Terry VanVeldhuizen.

** Others Present: Bruce Peterson - Director of Planning and Development Services, Sarah Anderson - Planner.

2. MINUTES: Minutes of the February 21, 2017 meeting were approved as amended. Item 4 now reads "... Mr. Marchand made a motion, seconded by Mr. Sieck..."

3. SIGN PERMIT REQUIREMENTS DISCUSSION: Staff recently received an inquiry about requiring a sign permit for the changing of graphics on an existing sign.

A letter from Gary Laughlin (Quick Signs of Willmar) was presented, as he was unable to attend the meeting. He expressed that changing graphics should not require permits, as surrounding cities and counties do not have this requirement. It would also add unnecessary time and cost requirements, Mr. Laughlin stated.

Staff presented several examples of other Zoning Ordinances, the majority of which specifically exempt the changing of graphics from the permitting process.

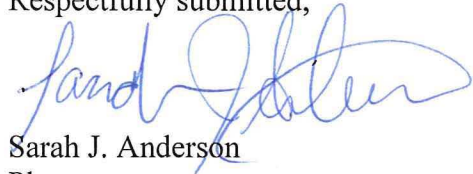
The Planning Commission discussed that the content of signs is not regulated. It was agreed that regulating signs is a public good, but requiring permits for all graphics changes would be an unnecessary burden for both staff and the public. A sign is currently defined in the Ordinance as "Any device, structure, fixture, or placard using graphics...", therefore, no text amendment is needed at this time, but clarification shall be added in future revisions of the Ordinance. The City will not require any permits for a change in graphics on a sign when a sign structure is unaltered.

4. COMPREHENSIVE PLAN PRESENTATION: Staff presented an overview of the Comprehensive Plan. The current Planning Commission members were not a part of the drafting process in 2006-2009 and wanted to better understand the content. The Plan is one of three major documents that determines land use in the City, and greatly pertains to and drives the Commission's land use decisions.

5. SUBDIVISION ORDINANCE DISCUSSION: As per Implementation Project A in the Comprehensive Plan, staff is continuing work to rewrite the Subdivision Ordinance. Minor subdivisions were discussed; at minimum, approval will be needed by the Planning Commission, and the Mayor and City Clerk's signatures will still be needed on the final plat. The Commission expressed interest in holding their own public hearing once the final draft is complete, and in an ideal timeline, the Ordinance will be brought to Council at the end of May. Discussion will continue at a later meeting when more staff comments and reviews have been received.

7. There being no further business to come before the Commission the meeting adjourned at 7:50 p.m.

Respectfully submitted,



Sarah J. Anderson
Planner



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: March 19, 2018
From: Judy R. Thompson City Clerk	Subject: Liquor License Renewals

AGENDA ITEM: Liquor License Renewals

INTRODUCTION/REQUEST: Approve the Liquor License Renewal Applications from April 25, 2018 to April 25, 2019, Pending Police Department Approval, on a Roll Call Vote.

HISTORY: The Council approves liquor licenses on an annual basis.

CURRENT CIRCUMSTANCE:

The following establishments are requesting renewal of their current Liquor Licenses:

On-Sale

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

On-Sale Club

- Willmar Frat. Order of Eagles
- Willmar Elks Lodge

Off-Sale

- Cash Wise Liquor
- Cub Foods
- Sunray Spirits
- Walmart
- West Side Liquor

On-Sale Wine

- 1000 Degrees Neapolitan Pizzeria
- Golden Palace Restaurant
- The Barn Theatre
- Willmar Stingers

On-Sale 3.2% Intoxicating Malt Liquor

- 1000 Degrees Neapolitan Pizzeria
- Golden Palace Restaurant
- KRA Speedway
- The Barn Theatre
- Valley Golf of Willmar Inc.
- Willmar Stingers

Brewer Off-Sale/Taproom On-Sale

- Foxhole Brewhouse

RECOMMENDATION: Approve the Liquor License Renewal Applications from April 25, 2018 to April 25, 2019, Pending Police Department Approval.

ISSUES: N/A

FINANCIAL IMPACT: \$43,200

ALTERNATIVE: N/A

RECOMMENDED MOTION: Approve the Liquor License Renewal Applications from April 25, 2018 to April 25, 2019, Pending Police Department Approval, on a Roll Call Vote

REVIEWED BY: Ike Holland, City Administrator

WORK SESSION DATE:

COUNCIL MEETING DATE: March 19, 2018 X **CONSENT AGENDA** **AGENDA**



WILLMAR

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

CITY COUNCIL AGENDA REPORT

To: Mayor and City Council	Date: March 19, 2018
From: Judy R. Thompson City Clerk	Subject: Tax Forfeited Property

AGENDA ITEM: Tax Forfeited Property

INTRODUCTION/REQUEST: Approve the Certification of County Board of Classification of Forfeited Lands

HISTORY:

CURRENT CIRCUMSTANCE: (Parcel No. 95-006-3670) A vacant lot located at 717 6th Street SW has been forfeited to the State of Minnesota for non-payment of property taxes. As such, Kandiyohi County has valued this parcel at \$5,100. There are special assessments owing against said parcel that will be calculated at time of sale and re-assessed at that time.

RECOMMENDATION: Approve the Certification of County Board of Classification of Forfeited Lands valuation of said tax forfeited property and approve the parcel for public auction or request a conveyance for public use.

ISSUES: N/A

FINANCIAL IMPACT: \$5,100

ALTERNATIVE: Request a conveyance for public use.

RECOMMENDED MOTION: Approve the County's valuation of \$5,100 for said tax forfeited parcel and approve said parcel for public auction.

REVIEWED BY: Ike Holland, City Administrator

WORK SESSION DATE:

COUNCIL MEETING DATE: March 19, 2018 X **CONSENT AGENDA** **AGENDA**

CERTIFICATION OF COUNTY BOARD OF CLASSIFICATION OF FORFEITED LANDS AS PROVIDED BY CHAPTER 386, LAWS 1935 AS AMENDED.

To the (Township/City) Board of the City of Willmar:

We, the members of the County Board of the County of Kandiyohi, Minnesota, do hereby certify that the parcels of land hereinafter listed are all of the lands which have been classified by us as non-conservation lands, from the list of lands forfeited to the State of Minnesota for non-payment of taxes for the year or years 2013-2017 as provided by Minnesota Statutes 1945, Section 282.01 as amended.

Parcel Number	Legal Description
95-006-3670	Lot Ten (10) and the Southerly One-half (S ½) of Lot Eleven (11), Block Eighty-two (82), First Addition to City of Willmar

were each duly bid in for the State, and that each of the said parcels of land still remain unredeemed.

I DO FURTHER CERTIFY that the time for redemption of each of said parcel(s) of land has expired after notice given as provided by law, and that absolute title to each of the said parcels of land has vested in the State of Minnesota.

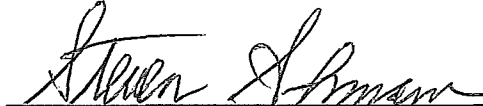
Witness my hand and official seal this 16th day of January, 2018.



Chairman



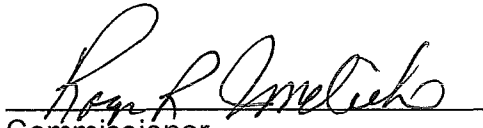
Commissioner



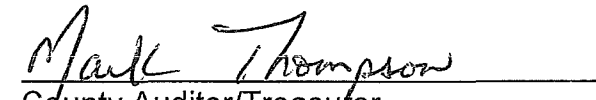
Commissioner



Commissioner



Commissioner



County Auditor/Treasurer
Kandiyohi County, Minnesota

The foregoing classification and sale(s) is hereby approved.

By the Township/City Board of the City of Willmar.

_____	_____
_____	_____
_____	_____
_____	_____

Form 440A



CITY COUNCIL AGENDA REPORT

To: Mayor and City Council	Date: 3-19-18
From: Ross Smeby	Subject: Equipment request to broadcast and stream Council Meetings live.

AGENDA ITEM: Live Feed Equipment for County Board Chambers.

INTRODUCTION/REQUEST: This is a funding request for equipment to be able to present the Council Meetings to the public live over the WRAC Channels and the City Website from the County Board Meeting Room.

HISTORY: At this time there is no system at the County Board Room that allows for meetings to be broadcast live over TV or the internet.

CURRENT CIRCUMSTANCE: We have quoted the Comrex Live Shot System to provide a live feed from the County Board Room at Health and Human Services. The live feed will be provided over the internet on the city web site and on TV on the WRAC channels. We will have technicians and county staff to assist with installation and setup.

This installation will take approximately 90 days from the date of approval for the project and will cost approximately \$17,000. This amount also includes additional professional services cost required for installation.

The project was introduced to the Council at the March 12th work session. After discussion of the project and equipment it was requested by the City Council to have it placed on the March 19th Council Meeting as an agenda item.

Purposed funding for this project will come from reallocating the capital improvement project funds from the electronic parking ticket system.

RECOMMENDATION: It is respectfully requested that the Council approve the resolution for the funding request for the live stream equipment.

ISSUES:

FINANCIAL IMPACT: This project would cost approximately \$17,000.

ALTERNATIVES:

1. Do not approve the funding request resolution.

RECOMMENDED MOTION: Approve the funding request resolution for the live stream equipment.

REVIEWED BY:

Steve Okins – City Finance Director

Ike Holland – City Administrator

WORK SESSION DATE: March 12, 2018

COUNCIL MEETING DATE: March 19, 2018

RESOLUTION NO. _____

COMREX BROADCAST SYSTEM APPROVAL

Motion By: _____

Second By: _____

WHEREAS, the City of Willmar needs to purchase a system to allow for live streaming and broadcasting of City Council meetings and;

WHEREAS, the City of Willmar has explored multiple systems and has determined that a Comrex Live Shot System as the best suited for the City's needs;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Willmar that the Mayor and City Administrator be authorized to repurpose \$17,000 from Electronic Parking Ticket Capital Improvement Project for the purpose of implementing the Comrex Live Shot System.

Dated this 19th day of March, 2018.

MAYOR

Attest:

CITY CLERK



7690 Golden Triangle Drive, Eden Prairie, MN 55344
 Phone: 952-896-9898 - Fax 952-896-9899 - Visit us at www.alphavideo.com

Quotation

Date	Quote #	Cust #
02/07/18	AAAQ40485	

We are an equal opportunity employer

Prepared For:	Sales Representative:
Rudy Vigil WRAC TV Channel 8 417 W Litchfield Willmar, MN 56201 USA Phone: (320)231-0594 Fax: (320)231-0594 Terms: NET 30 Ship via: Best Way	Mike Pouh Sales Executive 952-841-3365 mike.pouh@alphavideo.com

ID #	Item	Description	Qty	Unit Price	Ext. Price
1	9500-0900	Comrex LiveShot Studio 1U Rack Video IP Codec	2	\$6,295.00	\$12,590.00
2	9500-1000	Comrex LiveShot Pair Configuration Factory pre-configuration of the CrossLocktm VPN feature between a LiveShot Portable and LiveShot Studio Rackmount. Makes initial configuration and connection much easier. Service is Free of Charge	1	\$0.00	\$0.00

Shipping charges are not included and will be billed at actual cost.
 Sales tax is not included and will be billed at actual.
 A 3% convenience will be added for credit card payments.

Sub Total	\$12,590.00
Sales Tax	\$0.00
Shipping	\$0.00
Total	\$12,590.00

Accepted by: _____ Date: _____ PO: _____

All information contained within this quote is valid for the next 30 days. Thereafter, all prices and applicable charges are subject to change.
 MINIMUM 15% RESTOCKING FEE WITH ORIGINAL PACKAGING.

NEW LIFE COMMUNICATIONS

Project Number 16822

905 N. HWY 71
Willmar, MN 56201

2/12/2018 Page: 1 **** Proposal ****
320-235-6404

WRAC
Rudy Vigil
417 Litchfield Avenue SW
Willmar, MN 56201

C23001 320-231-0594 Fax: 320-231-0594 Ship Via install
Purchase Order #: VERBAL

Project Title..: County Board Room to WRAC

Qty	Mfg-Item No.	Description	Unit Price	Extended
		Work to be done at county building		
1	Kramer-104LN	1x4 Composite Video DA, BNC	138.60	138.60
1	Kramer-RK-3T	Rack Adaptor f/3 Tools Units/Side by Side	38.50	38.50
1		Misc video cables	60.00	60.00
3		On site labor at county building	60.00	180.00
1		DSP programming	70.00	70.00
Sub Total for work to be done at county building.				487.10
Misc hardware for interface at WRAC				
50	General Cable-RG6/U	Coax Cable/RG6U 18AWG Solid	111.78 M	5.59
2	C-Tec2-CM-RG6M-BNC	BNC Compression Nkl Connector f/RG6 Coax/Universal Plenum/Violet	2.75	5.50
50	RapcoHorizon-MIC1.K	2C-24AWG Mic Cable/Spiral Shield/Black/0.230" O.D.	133.00 D	13.30
1	Neutrik-NC3FXX	3 Pin XLR Female Cable Connector	2.84	2.84
1	Neutrik-NP3X	3 Conductor TRS 1/4" Plug	5.11	5.11
1	Whirlwind-ISOXL	Line Isolator/Inline Barrel/XLRF to XLRM	47.99	47.99
1		Shop labor to build WRAC cables	60.00	60.00
Sub Total for Misc hardware at WRAC				140.33

Legend: M=1000Ft D=500Ft

MN Tax 43.14

This ** Proposal ** is Valid for 30 Days.

=====
\$670.57

David Honken

I Accept This Quote
Net 30 days

Date: _____

**HUMAN RIGHTS COMMISSION
MINUTES**

Approved 2-27-18

The Human Rights Commission met on Tuesday, January 23, 2018 at 5:00 p.m. in the Multi-Purpose Room at the Kandiyohi County Historical Society.

Members present were: Shelly Huseby, Jill Benson, Shawn Mueske, John Salgado Maldonado, Fernando Alvarado, Maria Larson, Ben Larson, Marlin Breems, Richard Engan and Janell Sommers, Administrative Assistant.

Item No. 1 Call to Order

The meeting was called to order by Chairperson Shelly Huseby at 5:00 p.m. Chairperson Huseby acknowledged new Commission Member John Salgado Maldonado and members gave brief introductions and shared their interest for being on the Commission. Representative Dave Baker arrived at this time.

Item No. 2 Approve Minutes of Meeting

Chair Huseby presented the minutes of the December 19, 2017 meeting for discussion. Commission Member Breems moved to approve the Human Rights Commission minutes of December 19, 2017 and Commission Member Ben Larson seconded the motion, which carried.

Item No. 3 Public Comment

Steve Mayer, Pastor of Eagle Lake Lutheran Church, offered a comment relating to recent City Council meetings and the importance of the "Welcoming City" resolution and the role the Human Rights Commission has with the City.

Item No. 4 Discussion with Representative Dave Baker Regarding Report from Mn Council of Latino Affairs

Chair Huseby welcomed Representative Dave Baker and thanked him for joining the meeting. She explained that the Commission has gone through the report from the Mn Council of Latino Affairs and there are two issues in Willmar that they would like to discuss as possible opportunities legislatively for Mr. Baker to present. One of them is ID's - (drivers' license) and the second one is affordable workforce housing. Representative Baker stated he has read the report and how in depth it was. He identified the driver's license issue as very important and does support the Safe Roads bill. Workforce housing is a large issue that keeps moving and shifting and he is happy to hear the concerns of the Commission and share in discussion with them.

The Commission started discussion of the driver's license issue with the undocumented residents noting a better pathway needs to be found. Mr. Baker stated he is excited about the conversation on the Federal level and hopefully we will be seeing some movement in the right direction to start recognizing DACA. He felt we need to continue to support the Safe Roads bill so these individuals are able to drive safely and be able to get insurance. There are ways to accomplish this without people being fearful it will become more than just a driver's license or ID card. He advised the Commission to reach out to the other Human Rights Commissions in the state asking them to talk to their police chiefs and legislators as well. He will continue to talk with his

colleagues to work on this issue. Jeff Howe in Paynesville is also working on this effort and he mentioned inviting Representative Rod Hamilton to a Commission meeting to hear his ideas as he is a true fighter for New Americans. It was mentioned the City of Northfield is currently moving toward a municipal ID; a state-wide basis would be preferred.

Pastor Steve questioned the sentiment of Representative Baker's colleagues. Unfortunately some have the mindset that if you are here illegally you crawled under a fence and you are doing bad things. Unfortunately some individuals are here because of that, but they are a very small minority. The cable news shows get you caught up and there needs to be more conversations to identify this issue and not just let millions of people leave this country thinking it will just fall back in line. In some cases people have been here for 20-30 years and there is nowhere for them to go back to.

Chairperson Huseby brought up the second topic for discussion – the lack of affordable workforce housing. Representative Baker gave his background in representing workforce housing issues and stated money is actually going out to communities and thought Willmar recently received an award for a grant. The problem is trying to bring developers to the table as there is a problem with banking and the equity component that forces an increase in rent so it is a real challenge. He encouraged working with cities and counties on an infrastructure standpoint to set up low-priced land for development which could make a greater difference. He will continue to work on this issue.

Representative Baker touched on the bonding bill and three major projects locally being requested: 1) infrastructure needs for Ridgewater College, 2) Highway 23 from New London to Paynesville 4-lane completion and 3) Willmar Wye Bridge Project. He informed the Commission he is working really hard on opioids proposing pharmacies would place a fee on them when sold in Minnesota also known as a stewardship fee.

Item No. 5 Other and New Business

Chairperson Huseby announced the upcoming Citizen Ceremony which will be held on April 10th at 11:00 a.m. at the Barn Theatre. The League of Women Voters has secured the event and the Commission has been asked to co-sponsor and coordinate the reception. This is the first one ever to be held in Willmar. There will be up to 25 new Americans that will do the final step of their citizenship that day. More details to follow. Representative Baker was thanked by Commission members for his attendance.

Follow-up discussion consisted of updates on competency training, the Unitarian Church presentation of the history of the Commission and future ideas which were very well received, also the presentation to the Willmar Ministerial Association which was also well received with good discussion.

Announcements were the Vision 2040 Refresh event scheduled for January 30th from 5:30 – 7:30 p.m. and the Grow Your Own Community Conversations offered on three dates (February 3rd, 6th or 7th).

There was a brief discussion regarding the City Council and the Welcoming City resolution.

The next meeting date of the Commission will be Tuesday, February 27, 2018 at 5:00 p.m. A motion was made by Commissioner Benson, seconded by Commissioner Maria Larson and passed

to adjourn. The meeting was adjourned at 6:00 p.m.

Respectfully submitted,

Janell Sommers
Administrative Assistant

Willmar Community Center Board Minutes

Wednesday, February 14, 2018

Approved by WCC Board March 14, 2018

Attending:

Board: Darlene Schroeder, Jan Olney, Jennifer Mendoza, Heidi Burton, Lori Park-Smith, Mike Jahnke, Marvin Packer, Ashley Anderson

City Council Liaison: Julie Asmus

Staff: Jeff Jagush, Ryan Harper, Steve Brisendine

Absent:

Board: Doug Sweeter, Marv Kinzler, Donna Evenson

Staff: Pam Vruwink

1. **Call to order:** The meeting was called to order by Darlene Schroeder, Chair.
2. **Agenda:** The agenda was reviewed, no changes were made.
3. **Board Members:**
Motion made (Janet Olney) seconded (Heidi Burton) and passed to accept Ben Larson's resignation and appoint Ashley Anderson to the WCC Board, effective immediately.
4. **Minutes:** Minutes from January 2017 WCC Board meeting were approved via email prior to the meeting.
5. **Facility Updates:**
 - A. **Storage- Roles& responsibilities** were discussed. The holiday decorations were not taken down until February and have not yet been stored. Roles delineation between the custodian and WCER were discussed. Steve Brisendine will address this issue.
 - B. **Security:** WCC has been unlocked when no one is present at least twice in the past few weeks as the door with the fob system is programmed to lock at 5 pm and this cannot be over-ridden on-site. Steve Brisendine will arrange for the door to be programmed to be locked automatically at 4 pm.
 - C. **Screens:** It was noted that there is no string to pull down the screens in either the Sunshine or Selvig. Jeff Jagush will address this issue.
 - D. **Acquisition update:** all items have arrived.
 - E. **Range/Stove:** Requirements for a range/stove were discussed. Steve Brisendine requested Jeff Jagush follow up and get any requirements from the City's insurance company, Safe Assure.
 - F. **Floor Cleaning:** Jeff Jagush will contact Ryan Harper to schedule a weekend in May that WCC can be closed in order to clean the floors.

E. City of Willmar Facility Plan Updates:

 1. **Meetings regarding the Civic Center:** The Board was informed they should look for 2-3 meetings around the Civic Center facility project as the Community Center was mentioned. Steve Brisendine will email WCC board members regarding all future meetings about the civic center.
 2. **Status of Curling Facilities:** Julie Asmus informed the group that the curling club wants land and they plan on building the building. They will need to raise 2 million dollars and would use the facility 6 months out of the year for dry activities.

3. **Multi-Use Event Center:** An informal group of citizens are discussing ideas for the development of a multi-use athletic facility between the current civic center and senior high school. The proposal may include moving the football field from Kennedy to this this proposed facility. They have also discussed having the Community Center co-located or integrated into this new complex. Steve Brisendine will send notices of future meetings of this group to WCC Board members.

6. Program Updates:

- A. **Change X – Willmar** was introduced and discussed. Darlene Schroeder will contact Jen Aspergren from Change X Minnesota and Wendy Foley to discuss next steps, including the option of a follow-up meeting. Steve Brisendine noted that WCER is supportive but given other pressing priorities is not able to commit to the project at this time.
- B. **Locals Unite** is an awareness event on human trafficking scheduled for April 21 at the Civic Center. Practice for this event is being held at WCC every other Saturday. The event is looking for a fiscal agent. All net proceeds will go to the women's shelter. WCC is supporting this event.
- C. **Healthy Together Willmar:** Blue Cross Blue Shield Minnesota has committed \$2 million over a five year period to this initiative. WCC will support this initiative whenever possible, including providing space for the Idea Fund recipients, a copy of which were distributed at the meeting.
- D. **WCC Winter Program Plans:** Plans for winter programs were distributed. See Attachment A.
- E. **Grant Proposals:** No information has been received regarding the grant application submitted to the Willmar Area Community Foundation for Community Rhythms and the third panel of the mural. Darlene Schroeder will consult with Janet Olney regarding the submission of a proposal to Southwest Minnesota Arts and Council and will advise the Board of ideas on whether and how to move forward.

7. **Coordinator Position:** Steve Brisendine noted that the WCER partnership up in the air as the City has not yet agreed to the amendments an 18 month extension approved by the Willmar Public Schools Board. Money for staff person is available in the WCC 2018 budget. Board members asked Steve Brisendine about the timeline and process for moving forward if and when the City approves the WCER agreement. He indicated that he would like to post the position and fill by April. WCC Board members requested that draft position descriptions be sent out for input and feedback.

The next WCC Board meeting is Wednesday, March 14, 2018 at 3:30 pm

The meeting adjourned at 5 pm.

Respectfully submitted,
Jennifer Mendoza, Secretary

WCC Winter 2018 Program Plans

Attachment A

Introduction to Violin/Fiddle

Did you always think it would be fun to play the violin? This is your opportunity to give it a try! This free class is designed for adults with no experience. Learn a few tunes and basic techniques. A limited number of violins will be available for people to borrow. For more information, call Darlene Schroeder at 320 599 4700.

Tuesdays, February 20 – March 27, 2:30 – 4 pm

Accordion Club

Join fellow accordion enthusiasts to share and learn new tunes and techniques. This group is open to all interested adults. No registration required. Walk-ins welcome.

Lessons will be set up for those new to accordion or needing a brush-up by calling Gary Vanderpol at 320 974-8473

Thursdays, February 8 – April 26, 3 – 5 pm

Puppet-Making Workshop

Help make puppets for the play area at the Willmar Community Center. No sewing experience required. All materials provided. For more information, contact Darlene Schroeder at 320 599 4700.

Sunday, February 25, March 4 and March 11, 1 – 3 pm.

Winter Warm-Up

Barn Dance!, Tacos in a Bag, Open Play, Open mic for kids.

Saturday, February 24, 3:30 – 5 pm. Free.

Learn the Virginia Reel and other called dances. No experience needed. All ages welcome.

Ukulele Lessons for Adults. Learn the basic of playing the ukulele. No experience required.

Saturdays, 11 am – 12 pm. February – April (not Sunday before Easter)

Free.

Salsa Dance – Tentative

March 17

Music on Sundays - Tentatively March & April (last two Sundays)

3:30 – 4:30 in Sunshine Room

Music will vary each week

Women's Movement Group (Women only)

Sundays, March & April (2 pm) (time and final dates pending) Sunshine Room

Multi-lingual. In partnership with Center for Community Health Improvement

Music Program

4 pm, April 15 – Free & Open to the public.

Game & Play Nights – Fridays. 5:30 – 8:00 pm.

Willmar Police Department

Monthly Calls for Service Statistics

Title	February 2018	February 2017
911 Hang Up	11	12
Abandoned Vehicles	113	19
Agency Assist	50	50
Alarm	32	34
Alcohol Offense	3	8
Animal	41	34
Assault	8	10
Burglary	8	8
Child Custody Dispute	4	11
Crash	72	55
Criminal Damage To Property	15	14
Disorderly	26	23
Domestic	34	28
Drugs	8	19
Family Service	56	27
Fight	3	4
Fraud	17	14
Gun Permits	20	15
Harassment	32	18
Information	16	12
K-9 Assist	3	9
Lost And Found	31	41
Mental Issues	10	9
Missing Person	13	18
Motorists Assist	21	4
Neighborhood Disturbance	8	14
Public Assist	121	150
School Related Incidents	6	6
Sex Crimes	1	2
Sudden Death/Bodies Found	5	1
Suicidal Person	3	9
Suspicious	61	45
Theft	52	45
Traffic Complaint	43	47
Traffic Stop	429	295
Trespass	11	5
Warrant Service	30	31

Current Month CFS:

1472

YTD Calls for Service:

2561

2017 Month CFS:

1200

(Some minimal CFS categories not shown)

WILLMAR FIRE DEPARTMENT

MONTHLY CALLS FOR SERVICE

Title	February 2018	February 2017
Alarm Activations	10	6
Cooking Fires / Burnt Food	2	5
Building Fires	2	1
Mutual Aid –	3	0
Good Intent call	2	2
Sprinkler Activation	0	0
Vehicle Crashes	4	1
Car Fire	2	2
Carbon Monoxide Alarms	2	0
Haz Mat investigation	0	0
Elevator Rescue	0	0
Grass Fire	0	0
Gas Spill	0	0
Natural Gas Leak	0	0
Medical Assist	0	0

Current Month CFS: 24

2018 YTD Calls for Service: 61

2017 Calls for Service: 17

February 2018 Training:

February 1 - Business Meeting

February 8 – Air Monitoring & TIC Review

February 15 – Search & Rescue

February 22 -- Officer's Meeting

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
AMERICAN DOOR WORKS			000825											
	51901	03/14/18	GARAGE DOOR AND OPENER	1,174.00		0192617-IN		D	N				MTCE. OF STRUCTU	101.45433.0225
AMERICAN WELDING & GAS I			000057											
	51902	03/14/18	FIRE EXT. SPRING CLIP	13.37		05365057		D	N				MTCE. OF EQUIPME	101.41408.0224
	51902	03/14/18	CUTTING TIPS	130.34		05367926		D	N				MTCE. OF EQUIPME	101.43425.0224
	51902	03/14/18	CUTTING TIPS	53.82		05369858		D	N				MTCE. OF EQUIPME	101.43425.0224
	51902	03/14/18	FIRE EXT. INSPECTION	1,418.35		05391152		D	N				MTCE. OF EQUIPME	101.43425.0334
	51902	03/14/18	WELDING GAS	57.99		05406353		D	N				GENERAL SUPPLIES	101.43425.0229
			VENDOR TOTAL	1,673.87		*CHECK TOTAL								
				1,673.87										
AMERIPRIDE LINEN & APPAR			000051											
	51903	03/14/18	TOWEL SERVICE	65.10		2201012658		D	N				CLEANING AND WAS	101.43425.0338
	51903	03/14/18	UNIFORM RENTAL	19.11		2201012659		D	N				RENTS	101.42412.0440
	51903	03/14/18	TOWEL SERVICE	30.00		2201015269		D	N				CLEANING AND WAS	101.43425.0338
	51903	03/14/18	UNIFORM RENTAL	6.88		2201015270		D	N				RENTS	101.42412.0440
	51903	03/14/18	TOWEL SERVICE	50.56		2201017718		D	N				CLEANING AND WAS	101.43425.0338
	51903	03/14/18	UNIFORM RENTAL	6.88		2201017719		D	N				RENTS	101.42412.0440
	51903	03/14/18	TOWEL SERVICE	30.00		2201020304		D	N				CLEANING AND WAS	101.43425.0338
	51903	03/14/18	UNIFORM RENTAL	6.88		2201020305		D	N				RENTS	101.42412.0440
			VENDOR TOTAL	215.41		*CHECK TOTAL								
				215.41										
ANDERSON LAW OFFICES			002954											
	51904	03/14/18	LEGAL SERVICES-FEB	10,754.78		1601		D	N				PROFESSIONAL SER	101.41406.0446
AVON MANUFACTURING CO LL			003280											
	51905	03/14/18	MULTI PURPOSE MASK BAGS	120.00		17-0492		D	N				SMALL TOOLS	101.42412.0221
BATTERY WHOLESALE INC			002860											
	51906	03/14/18	BATTERIES	19.12		81445WIL		D	N				GENERAL SUPPLIES	651.48484.0229
	51906	03/14/18	BATTERIES	37.68		82805WIL		D	N				GENERAL SUPPLIES	101.42411.0229
			VENDOR TOTAL	56.80		*CHECK TOTAL								
				56.80										
BENNETT VENTURES INC			001323											
	51907	03/14/18	SIGN DEPOSIT REF 2017-02	100.00		2018-02		D	N				DEPOSITS-SIGN PE	101.230001
BERNICK'S PEPSI-COLA CO			000103											
	51908	03/14/18	CONCESSION SUPPLIES	1,583.10		117427		D	N				GENERAL SUPPLIES	101.45433.0229
	51908	03/14/18	CONCESSION SUPPLIES	691.90		121422		D	N				GENERAL SUPPLIES	101.45433.0229
	51908	03/14/18	CONCESSION SUPPLIES	429.55		31504		D	N				GENERAL SUPPLIES	101.45433.0229
	51908	03/14/18	OFFICE COFFEE	129.78		9974		D	N				GENERAL SUPPLIES	101.43425.0229
			VENDOR TOTAL	2,834.33		*CHECK TOTAL								
				2,834.33										
BOLTON & MENK INC			001010											
	51909	03/14/18	1ST ST OVERLAY/SIGNALS	1,417.50		0214173		D	N				PROFESSIONAL SER	497.48453.0446

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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
BOLTON & MENK INC			001010											
	51909	03/14/18	GORTON AVE/ARMORY L.S	26,821.50		0214175		D	N				PROFESSIONAL SER	432.48510.0446
	51909	03/14/18	WESTERN INTERCEPTOR	31,171.00		0214177		D	N				PROFESSIONAL SER	432.48503.0446
	51909	03/14/18	LAKELAND DR OVERLAY	1,927.50		02144175		D	N				PROFESSIONAL SER	497.48452.0446
			VENDOR TOTAL	61,337.50										
				61,337.50		*CHECK TOTAL								
C D & T INC AUTO PARTS			000145											
	51910	03/14/18	HYDRAULIC FITTINGS	47.61		24072-1		D	N				INVENTORIES-MDSE	101.125000
	51910	03/14/18	OIL FOR PLOW/TRUCK	21.90		24181-1		D	N				MOTOR FUELS AND	101.45433.0222
			VENDOR TOTAL	69.51										
				69.51		*CHECK TOTAL								
CALVIN/MARVIN B			001998											
	51911	03/14/18	HWY COAL. MTG-ST PAUL	134.27		030718		D	N				TRAVEL-CONF.-SCH	101.41401.0333
	51911	03/14/18	HWY COAL. MTG-COLDSRING	53.41		030918		D	N				TRAVEL-CONF.-SCH	101.41401.0333
			VENDOR TOTAL	187.68										
				187.68		*CHECK TOTAL								
CARD SERVICES			002552											
	51912	03/14/18	CONCESSION SUPPLIES	41.95		020212		D	N				GENERAL SUPPLIES	101.45433.0229
	51912	03/14/18	WORK SESSION MTG-MEALS	4.88		020213		D	N				SUBSISTENCE OF P	101.41401.0227
	51912	03/14/18	WORK SESSION MTG-MEALS	87.59		020516		D	N				SUBSISTENCE OF P	101.41401.0227
	51912	03/14/18	CONCESSION SUPPLIES	69.17		020611		D	N				GENERAL SUPPLIES	101.45433.0229
	51912	03/14/18	FACILITY MASTER PLAN MTG	70.03		021309		D	N				GENERAL SUPPLIES	101.43417.0229
			VENDOR TOTAL	273.62										
				273.62		*CHECK TOTAL								
CARDMEMBER SERVICE			002365											
	51897	03/08/18	HOLLAND-LODGING EXPENSE	158.88		STMT/2-18		D	N				TRAVEL-CONF.-SCH	101.41400.0333
CARLSON/MICHAEL			002996											
	51913	03/14/18	FUEL REIMBURSEMENT	79.20		022318		D	N				MOTOR FUELS AND	101.42411.0222
	51913	03/14/18	GANG ID TRAINING	104.41		022318		D	N				TRAVEL-CONF.-SCH	101.42411.0333
	51913	03/14/18	MGIA GANG CONFERENCE	38.00		022818		D	N				TRAVEL-CONF.-SCH	101.42411.0333
			VENDOR TOTAL	221.61										
				221.61		*CHECK TOTAL								
CARRANZA/NOE			002547											
	51914	03/14/18	INTERPRETED 03/08/18	75.00		030818		D	M	07			PROFESSIONAL SER	101.42411.0446
	51914	03/14/18	INTERPRETED 03/10/18	50.00		031018		D	M	07			PROFESSIONAL SER	101.42411.0446
	51914	03/14/18	INTERPRETED 03/11/18	75.00		031118		D	M	07			PROFESSIONAL SER	101.42411.0446
			VENDOR TOTAL	200.00										
				200.00		*CHECK TOTAL								
CENTERPOINT ENERGY			000467											
	51915	03/14/18	NATURAL GAS-FEB	1,140.86		6048932/2-18		D	N				UTILITIES	651.48484.0332
	51915	03/14/18	NATURAL GAS-FEB	2,671.00		6061271/2-18		D	N				UTILITIES	101.45433.0332

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
CENTERPOINT ENERGY			000467											
	51915	03/14/18	NATURAL GAS-FEB	52.03		6072309/2-18		D	N				UTILITIES	101.45437.0332
	51915	03/14/18	NATURAL GAS-FEB	850.20		6084836/2-18		D	N				UTILITIES	101.45435.0332
	51915	03/14/18	NATURAL GAS-FEB	4,296.25		6085332/2-18		D	N				UTILITIES	101.45433.0332
				9,010.34										
			VENDOR TOTAL	9,010.34		*CHECK TOTAL								
CHAMBERLAIN OIL CO			000154											
	51916	03/14/18	OIL	251.40		184585		D	N				INVENTORIES-MDSE	101.125000
CHARTER COMMUNICATIONS			000736											
	52003	03/14/18	PHONE SERV-FEB	278.61		3552/2-18		D	N				COMMUNICATIONS	208.45005.0330
COLLEGE TOWN PIZZA INC			000210											
	51917	03/14/18	CONCESSION SUPPLIES	45.07		0032651		D	N				GENERAL SUPPLIES	101.45433.0229
	51917	03/14/18	CONCESSION SUPPLIES	37.59		0032714		D	N				GENERAL SUPPLIES	101.45433.0229
				82.66										
			VENDOR TOTAL	82.66		*CHECK TOTAL								
COMPASS MINERALS AMERICA			003116											
	51918	03/14/18	ROAD SALT	5,754.88		206168		D	N				GENERAL SUPPLIES	101.43425.0229
CONCORDE BANK			002887											
	51919	03/14/18	2013 HOSP REV BOND-I	2,205.51		030118		D	N				INTEREST	350.47402.0444
CONDUENT BUSINESS SERVIC			000131											
	51920	03/14/18	AS400 HOSTING-MAR	2,351.56		1448188		D	N				SUBSCRIPTIONS AN	101.41409.0443
CROW CHEMICAL & LIGHTING			000186											
	51921	03/14/18	CLEANING SUPPLIES	60.40		10840		D	N				CLEANING AND WAS	101.43425.0228
DAN'S SHOP INC			002212											
	51922	03/14/18	FILTERS	301.73		84181		D	N				INVENTORIES-MDSE	101.125000
	51922	03/14/18	FILTERS	157.35		84328		D	N				INVENTORIES-MDSE	101.125000
				459.08										
			VENDOR TOTAL	459.08		*CHECK TOTAL								
DOOLEY'S PETROLEUM INC			000212											
	51898	03/08/18	4,000 GALLONS UNLEADED	9,370.00		72346		D	N				INVENTORIES-MDSE	101.125000
	51898	03/08/18	4,000 GALLONS DIESEL	9,099.20		72346		D	N				INVENTORIES-MDSE	101.125000
				18,469.20										
						*CHECK TOTAL								
	51900	03/08/18	185.3 GALLONS UNLEADED	462.34		23929		D	N				MOTOR FUELS AND	651.48484.0222
			VENDOR TOTAL	18,931.54										
ED'S SERVICE CENTER & SA			000231											
	51923	03/14/18	TOWING CHARGES-FEB	2,530.00		STMT/2-18		D	N				OTHER SERVICES	101.42411.0339

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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
EDUCATION & TRNG SERVICE .02332	51924	03/14/18	TEMPLER-LEADERSHIP TRNG	499.00		030518		D	N				TRAVEL-CONF.-SCH	651.48484.0333
ELECTRIC MOTOR COMPANY 003288	51925	03/14/18	V BELTS	331.24		3077		D	N				MTCE. OF EQUIPME	651.48484.0224
ELMQUIST JEWELERS 000236	51926	03/14/18	QUAM-RETIREMENT GIFT	266.13		93080		D	N				GENERAL SUPPLIES	101.41401.0229
EMERGENCY RESPONSE SOLUT 003048	51927	03/14/18	HELMET	267.31		10534		D	N				SUBSISTENCE OF P	101.42412.0227
EMPLOYMENT PLUS 000238	51928	03/14/18	TEMP EMPL. SERVICE	478.98		41996		D	N				SALARIES-TEMP. E	101.41402.0112
	51928	03/14/18	TEMP EMPL. SERVICE	574.62		42029		D	N				SALARIES-TEMP. E	101.41402.0112
			VENDOR TOTAL	1,053.60										
				1,053.60										*CHECK TOTAL
ETTERMAN ENTERPRISES 001567	51929	03/14/18	PIPE/FITTINGS FOR EQUIP	133.73		266921		D	M	07			MTCE. OF EQUIPME	651.48484.0224
	51929	03/14/18	SHOP RAGS	171.04		266921		D	M	07			GENERAL SUPPLIES	651.48484.0229
			VENDOR TOTAL	304.77										
				304.77										*CHECK TOTAL
FAMILY PRACTICE MED CENT 000245	51930	03/14/18	DRUG TESTING	62.50		45/3-18		D	N				SUBSISTENCE OF P	101.43425.0337
FARM-RITE EQUIPMENT 003002	51931	03/14/18	OIL FILTERS	77.23		P15095		D	N				INVENTORIES-MDSE	101.125000
FASTENAL COMPANY 001188	51932	03/14/18	NUTS/BOLTS	12.30		MNWIL166126		D	N				MTCE. OF EQUIPME	101.45433.0224
FERGUSON ENTERPRISES INC 000810	51933	03/14/18	PLUMBING PARTS	461.76		5404766		D	N				MTCE. OF STRUCTU	101.43425.0225
FIESTA TIME RENTAL 003234	51934	03/14/18	BOUNCY HOUSE RENTAL	434.00		2012406		D	N				RENTS	101.45432.0440
FIREBYTES LLC 003090	51935	03/14/18	SERVER UPDATES	267.00		INV-1024		D	M	07			PROFESSIONAL SER	101.41409.0446
FLAHERTY & HOOD P.A. 001449	51936	03/14/18	LEGAL SERVICES-FEB	8,293.20		11148		D	M	07			PROFESSIONAL SER	101.41406.0446
FLATTEN/CHRISTOPHER 002647	51937	03/14/18	K-9 CONFERENCE	16.00		022618		D	N				TRAVEL-CONF.-SCH	101.42411.0333

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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
K M FIRE PUMP SPECIALIST			000371							
	51953	03/14/18	TRUCK REPAIRS-PARTS	913.68		7107		D M 07	MTCE. OF EQUIPME	101.42412.0224
	51953	03/14/18	TRUCK REPAIRS-LABOR	255.00		7107		D M 07	MTCE. OF EQUIPME	101.42412.0334
			VENDOR TOTAL	1,168.68						
				1,168.68		*CHECK TOTAL				
KANDIYOHI CO HOLSTEIN			.02757							
	52006	03/14/18	DAIRY CONV. PROGRAM AD	150.00		021218		D N	OTHER CHARGES	208.45008.0449
KANDIYOHI CO RECYCLING A			002296							
	51954	03/14/18	HAZ. WASTE DISPOSAL FEE	14.00		522		D N	CLEANING AND WAS	651.48484.0338
KANDIYOHI CO SAFE COMMUN			003238							
	51955	03/14/18	JOYRIDE SOBER CAB PRGRM	500.00		030318		D N	OTHER SERVICES	800.42411.0339
KANDIYOHI CO SHERIFF'S D			001507							
	51956	03/14/18	BATTERIES FOR RADIOS	246.00		022718		D N	MTCE. OF EQUIPME	101.42411.0224
KEY ENTERPRISES LLC			003069							
	52007	03/14/18	AD/TWIN CITIES BUS.-MA	1,750.00		2018-79764		D N	OTHER CHARGES	208.45008.0449
KING'S ELECTRIC LLC			003138							
	51957	03/14/18	LT SWITCH/RECEPTACLE	216.99		713		D M 07	MTCE. OF STRUCTU	101.42412.0225
	51957	03/14/18	LT SWITCH/RECEPTACLE	255.00		713		D M 07	MTCE. OF STRUCTU	101.42412.0335
			VENDOR TOTAL	471.99						
				471.99		*CHECK TOTAL				
LAKE REGION BANK			002886							
	51958	03/14/18	2013 HOSP REV BOND-I	2,940.08		030118		D N	INTEREST	350.47402.0444
LAKESIDE PRESS			001646							
	52008	03/14/18	POSTAGE-TRAVEL INF CNTR	409.80		7734		D N	POSTAGE	208.45006.0223
	52008	03/14/18	MAYORS BIKE RIDE POSTER	50.00		7734		D N	OTHER CHARGES	208.45006.0449
	52008	03/14/18	MAYORS BIKE RIDE POSTER	42.00		7734		D N	OTHER CHARGES	208.45006.0449
	52008	03/14/18	AMERICAN LEGION AD DEV.	10.00		7734		D N	OTHER CHARGES	208.45008.0449
			VENDOR TOTAL	511.80						
				511.80		*CHECK TOTAL				
LEAGUE OF MN CITIES			000412							
	51959	03/14/18	HR DIRECTOR AD	57.14		268359		D N	ADVERTISING	101.41401.0447
	51959	03/14/18	IT POSITION AD	57.14		268359		D N	ADVERTISING	101.41401.0447
	51959	03/14/18	AIRPORT MANAGER AD	57.14		268359		D N	ADVERTISING	101.41401.0447
			VENDOR TOTAL	171.42						
				171.42		*CHECK TOTAL				
LOCAL GOV'T INFORMATION			003226							
	51960	03/14/18	REPL. CK #51305	1,512.00		44540		D N	SUBSCRIPTIONS AN	101.41409.0443
	51960	03/14/18	MONTHLY SUBSCRIP.-JAN	1,536.00		44861		D N	SUBSCRIPTIONS AN	101.41409.0443

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LOCAL GOV'T INFORMATION			003226											
	51960	03/14/18	SOFTWARE DEVELOPMENT	1,960.00		44998		D	N				PROFESSIONAL SER	101.41409.0446
				5,008.00	*CHECK	TOTAL								
			VENDOR TOTAL	5,008.00										
LOCKMAN SECURITY			02751											
	51961	03/14/18	KEYS FOR BLDG	30.00		13558		D	N				MTCE. OF STRUCTU	101.43425.0225
MAGNUSON SHEET METAL INC			001121											
	51962	03/14/18	INST. CVR ON HTG ELEMENT	134.16		132946		D	N				MTCE. OF STRUCTU	101.41408.0225
	51962	03/14/18	INST. CVR ON HTG ELEMENT	150.00		132946		D	N				MTCE. OF STRUCTU	101.41408.0335
				284.16	*CHECK	TOTAL								
			VENDOR TOTAL	284.16										
MARCO TECHNOLOGIES LLC			000437											
	51963	03/14/18	COMM. CNTR FIREWALL	149.00		INV5045987		D	N				SUBSCRIPTIONS AN	101.41409.0443
MENARDS			000449											
	51964	03/14/18	SMALL TOOLS	15.88		49549		D	N				SMALL TOOLS	101.42412.0221
	51964	03/14/18	PAINT FOR THE BLDG	26.87		49549		D	N				MTCE. OF STRUCTU	101.42412.0225
	51964	03/14/18	ICE MELT	20.78		49771		D	N				GENERAL SUPPLIES	101.45435.0229
	51964	03/14/18	BATTERIES	19.74		49854		D	N				GENERAL SUPPLIES	101.41408.0229
	51964	03/14/18	RETURNED SUPPLIES	29.56CR		49865		D	N				GENERAL SUPPLIES	651.48484.0229
	51964	03/14/18	BLDG MTCE-PARTS	114.78		49871		D	N				MTCE. OF STRUCTU	651.48484.0225
	51964	03/14/18	RUST REMOVER/CLNG SUPPL.	28.97		49871		D	N				CLEANING AND WAS	651.48484.0228
	51964	03/14/18	DRYING AGENT-LOG CHAINS	3.77		49871		D	N				GENERAL SUPPLIES	651.48484.0229
	51964	03/14/18	ANCHOR PIPING TO BLDG	21.99		49920		D	N				MTCE. OF STRUCTU	651.48484.0225
	51964	03/14/18	SUPPLIES	3.38		49920		D	N				GENERAL SUPPLIES	651.48484.0229
	51964	03/14/18	PLUMBING PARTS	3.47		50548		D	N				MTCE. OF STRUCTU	101.43425.0225
	51964	03/14/18	42 CUP COFFEE URN	34.99		50567		D	N				GENERAL SUPPLIES	101.41408.0229
	51964	03/14/18	BLINDS	25.98		50623		D	N				GENERAL SUPPLIES	101.41408.0229
				291.04	*CHECK	TOTAL								
			VENDOR TOTAL	291.04										
MIKE'S SMALL ENGINE CENT			002699											
	51965	03/14/18	SPRING FOR EQUIPMENT	6.95		111764		D	N				MTCE. OF EQUIPME	101.43425.0224
	51965	03/14/18	POLE SAW PARTS	27.75		9386		D	N				MTCE. OF EQUIPME	101.43425.0224
	51965	03/14/18	BAR/CHAIN SAW OIL	33.90		9388		D	N				MOTOR FUELS AND	101.43425.0222
				68.60	*CHECK	TOTAL								
			VENDOR TOTAL	68.60										
MILLER SANITATION			002936											
	51966	03/14/18	GARBAGE SERVICE-MAR	154.50		1298/3-18		D	N				CLEANING AND WAS	101.45433.0338
	51966	03/14/18	GARBAGE SERVICE-MAR	56.40		1298/3-18		D	N				CLEANING AND WAS	101.45433.0338
	51966	03/14/18	GARBAGE SERVICE-MAR	52.70		1300/3-18		D	N				CLEANING AND WAS	101.42412.0338
	51966	03/14/18	GARBAGE SERVICE-MAR	64.74		1301/3-18		D	N				CLEANING AND WAS	101.41408.0338
	51966	03/14/18	GARBAGE SERVICE-MAR	64.74		1301/3-18		D	N				CLEANING AND WAS	101.45427.0338
	51966	03/14/18	GARBAGE SERVICE-MAR	251.31		1302/3-18		D	N				CLEANING AND WAS	101.43425.0338

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MILLER SANITATION			002936							
	51966	03/14/18	GARBAGE SERVICE-MAR	24.35		1303/3-18		D N	CLEANING AND WAS	651.48484.0338
	51966	03/14/18	GARBAGE SERVICE-MAR	48.67		1304/3-18		D N	CLEANING AND WAS	651.48484.0338
	51966	03/14/18	GARBAGE SERVICE-MAR	161.04		1304/3-18		D N	CLEANING AND WAS	651.48484.0338
	51966	03/14/18	GARBAGE SERVICE-MAR	49.68		1305/3-18		D N	CLEANING AND WAS	101.45435.0338
	51966	03/14/18	GARBAGE SERVICE-MAR	46.15		1306/3-18		D N	CLEANING AND WAS	101.43425.0338
	51966	03/14/18	GARBAGE SERVICE-MAR	91.00		1378/3-18		D N	CLEANING AND WAS	101.43425.0338
				1,065.28					*CHECK TOTAL	
			VENDOR TOTAL	1,065.28						
MILLS AUTOMOTIVE GROUP			000432							
	51967	03/14/18	#099277 REPAIR-PARTS	111.51		33900		D N	MTCE. OF EQUIPME	101.42411.0224
	51967	03/14/18	#099277 REPAIR-LABOR	323.94		33900		D N	MTCE. OF EQUIPME	101.42411.0334
	51967	03/14/18	SWITCH	78.85		4287416		D N	INVENTORIES-MDSE	101.125000
				514.30					*CHECK TOTAL	
			VENDOR TOTAL	514.30						
MIMECAST NORTH AMERICA I			003311							
	51968	03/14/18	EMAIL MGMT SERV-APR	993.50		INVUS467942		D N	SUBSCRIPTIONS AN	101.41409.0443
MINI BIFF LLC			001805							
	51969	03/14/18	TOILET RENTALS-FEB	89.76		A-94001		D N	RENTS	101.43425.0440
	51969	03/14/18	TOILET RENTALS-FEB	89.76		A-94003		D N	RENTS	101.43425.0440
				179.52					*CHECK TOTAL	
			VENDOR TOTAL	179.52						
MINNEAPOLIS FINANCE DEPA			000466							
	51970	03/14/18	AUTO PAWN TRANS FEE-JAN	85.50		400451001827		D N	PROFESSIONAL SER	101.42411.0446
MUNICIPAL UTILITIES			000541							
	51971	03/14/18	UTILITIES FOR FEB	3,708.41		2/18		D N	UTILITIES	101.41408.0332
	51971	03/14/18	UTILITIES FOR FEB	5,311.75		2/18		D N	UTILITIES	101.43425.0332
	51971	03/14/18	UTILITIES FOR FEB	760.49		2/18		D N	UTILITIES	101.45001.0332
	51971	03/14/18	UTILITIES FOR FEB	2,977.64		2/18		D N	UTILITIES	101.45427.0332
	51971	03/14/18	UTILITIES FOR FEB	18,718.51		2/18		D N	UTILITIES	101.45433.0332
	51971	03/14/18	UTILITIES FOR FEB	912.41		2/18		D N	UTILITIES	101.45435.0332
	51971	03/14/18	UTILITIES FOR FEB	252.73		2/18		D N	UTILITIES	101.45437.0332
	51971	03/14/18	UTILITIES FOR FEB	6.95		2/18		D N	UTILITIES	230.43430.0332
	51971	03/14/18	UTILITIES FOR FEB	1,594.58		2/18		D N	UTILITIES	651.48484.0332
	51971	03/14/18	UTILITIES FOR FEB	1,841.16		2/18		D N	UTILITIES	651.48485.0332
				36,084.63					*CHECK TOTAL	
			VENDOR TOTAL	36,084.63						
MVTL LABORATORIES INC			000544							
	51972	03/14/18	LAB TESTING	328.25		906419		D N	PROFESSIONAL SER	651.48484.0446
	51972	03/14/18	LAB TESTING	45.00		906433		D N	PROFESSIONAL SER	651.48484.0446
	51972	03/14/18	LAB TESTING	45.00		907188		D N	PROFESSIONAL SER	651.48484.0446
	51972	03/14/18	LAB TESTING	45.00		907770		D N	PROFESSIONAL SER	651.48484.0446
				463.25					*CHECK TOTAL	
			VENDOR TOTAL	463.25						

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MVTV WIRELESS 003372	51973	03/14/18	AIRPORT INTERNET-MAR	162.95		11699-20180301		D N	COMMUNICATIONS	101.41409.0330
NORTH AMERICAN STATE BAN 003068	51974	03/14/18	2013 HOSP REV BOND-I	7,352.93		030118		D N	INTEREST	350.47402.0444
NORTHERN BUSINESS PRODUC 002322	51975	03/14/18	MANAGERS CHAIR	230.00		270293-0		D N	SMALL TOOLS	101.42411.0221
NORTHERN STATES SUPPLY 000585	51976	03/14/18	4 1/2" BLADE	30.59		10-558240		D N	SMALL TOOLS	101.43425.0221
	51976	03/14/18	HARNESS/LANYARD	89.03CR		10-558407		D N	SUBSISTENCE OF P	101.43425.0227
	51976	03/14/18	CONVERSION ADAPTER	37.30CR		10-558422		D N	SMALL TOOLS	101.43425.0221
	51976	03/14/18	SCREWS	2.28		10-558457		D N	MTCE. OF EQUIPME	101.43425.0224
	51976	03/14/18	HICKORY PICK HANDLE	15.80		10-558646		D N	SMALL TOOLS	101.43425.0221
	51976	03/14/18	FIRST AID KIT CASE	24.99		10-558646		D N	GENERAL SUPPLIES	101.43425.0229
	51976	03/14/18	NUTS/BOLTS	8.79		10-558910		D N	MTCE. OF EQUIPME	101.45433.0224
	51976	03/14/18	SIGN ANCHORS	26.36		10-558944		D N	MTCE. OF OTHER I	101.43425.0226
	51976	03/14/18	HARNESS FOR BUCKET TRUCK	346.79		1211959		D N	MTCE. OF EQUIPME	101.43425.0224
	51976	03/14/18	HARNESS FOR BUCKET TRUCK	310.02		1212968		D N	MTCE. OF EQUIPME	101.43425.0224
			VENDOR TOTAL	639.29						
				639.29					*CHECK TOTAL	
O'REILLY AUTOMOTIVE INC 000650	51977	03/14/18	BELT & WATER PUMP	68.01		1528-133730		D N	INVENTORIES-MDSE	101.125000
	51977	03/14/18	OIL FILTER	2.19		1528-133731		D N	INVENTORIES-MDSE	101.125000
	51977	03/14/18	FLOOR DRY	77.88		1528-133735		D N	GENERAL SUPPLIES	101.42412.0229
	51977	03/14/18	WIPER BLADES	47.44		1528-135394		D N	MTCE. OF EQUIPME	101.42411.0224
	51977	03/14/18	BLOWER PARTS	53.59		1528-135664		D N	INVENTORIES-MDSE	101.125000
	51977	03/14/18	OIL FILTER	4.42		1528-136589		D N	INVENTORIES-MDSE	101.125000
	51977	03/14/18	SNOW RAKE	26.99		1528-136595		D N	SMALL TOOLS	101.43425.0221
	51977	03/14/18	OIL FILTERS	5.77		1528-136597		D N	INVENTORIES-MDSE	101.125000
	51977	03/14/18	SNOW BROOM	24.99		1528-136600		D N	SMALL TOOLS	101.43425.0221
			VENDOR TOTAL	311.28						
				311.28					*CHECK TOTAL	
OFFICE SERVICES 000589	51978	03/14/18	PHOTO COPIES-FEB	486.43		STMT/2-18		D N	OFFICE SUPPLIES	101.41410.0220
	51978	03/14/18	PHOTO COPIES-FEB	168.03		STMT/2-18		D N	OFFICE SUPPLIES	101.41410.0220
			VENDOR TOTAL	654.46						
				654.46					*CHECK TOTAL	
PERA OF MINNESOTA 000603	51979	03/14/18	OMITTED DEDUCTION	1,447.69		8412-00/2-18		D N	EMPLOYER INSUR.	101.45433.0114
POWER PLAN OIB 000342	51980	03/14/18	LOADER WINDOW	265.77		P53823		D N	MTCE. OF EQUIPME	101.43425.0224

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PREMIUM WATERS INC 000374	51981	03/14/18	DRINKING WATER	16.50		329949/2-18		D	N				SUBSISTENCE OF P	101.42412.0227
PRO COLOR GRAPHICS 002719	51982	03/14/18	SIGNAGE FOR THE BLDG	459.80		5314		D	M	07			MTCE. OF STRUCTU	101.45433.0225
QUICK SIGNS 001093	51983	03/14/18	SNOW EMERGENCY SIGNS	260.00		174479		D	N				MTCE. OF OTHER I	101.43425.0226
RICE HOSPITAL 001166	51984	03/14/18	DRAW CHG-CASE 18004641	37.96		11153		D	N				PROFESSIONAL SER	101.42411.0446
RUNNING'S SUPPLY INC 001418	51985	03/14/18	MAIL BOX FOR SHOP	16.99		4424188		D	N				MTCE. OF STRUCTU	101.43425.0225
	51985	03/14/18	POLISHER/HOLE SAW BIT	270.05		4427064		D	N				SMALL TOOLS	101.45433.0221
	51985	03/14/18	K-9 SUPPLIES	114.78		4427284		D	N				GENERAL SUPPLIES	101.42411.0229
	51985	03/14/18	DELUXE CAN CRUSHER	12.99		4427557		D	N				SMALL TOOLS	101.43425.0221
	51985	03/14/18	HAND SANITIZER	4.47		4427557		D	N				GENERAL SUPPLIES	101.43425.0229
	51985	03/14/18	OSCILLATING TOOL KIT	165.98		4428103		D	N				SMALL TOOLS	101.45433.0221
	51985	03/14/18	DOG FOOD	199.80		4429556		D	N				SUBSISTENCE OF P	101.42411.0227
	51985	03/14/18	SHOP TOOLS	26.97		4430240		D	N				SMALL TOOLS	651.48484.0221
	51985	03/14/18	RATCHET	22.99		4430821		D	N				SMALL TOOLS	101.45433.0221
	51985	03/14/18	VELCRO TAPE	3.29		4430821		D	N				GENERAL SUPPLIES	101.45433.0229
	51985	03/14/18	RAKES	47.97		4431074		D	N				SMALL TOOLS	101.43425.0221
	51985	03/14/18	KEY FOR LOCKER/TOTES	17.47		4431325		D	N				GENERAL SUPPLIES	101.42411.0229
	51985	03/14/18	GARMIN GPS-AERATION SYS.	208.48		4435392		D	N				SMALL TOOLS	101.43425.0221
	51985	03/14/18	AXE/AXE HANDLE	24.97		4436113		D	N				SMALL TOOLS	101.43425.0221
			VENDOR TOTAL	1,137.20		*CHECK TOTAL								
				1,137.20										
SHERWIN WILLIAMS CO 000690	51986	03/14/18	BLDG PAINT	36.33		8874-3		D	N				MTCE. OF STRUCTU	101.43425.0225
	51986	03/14/18	BLDG PAINT	82.76		8982-4		D	N				MTCE. OF STRUCTU	101.43425.0225
	51986	03/14/18	BLDG PAINT	118.32		9653-0		D	N				MTCE. OF STRUCTU	101.43425.0225
	51986	03/14/18	BLDG PAINT	20.07		9658-9		D	N				MTCE. OF STRUCTU	101.43425.0225
	51986	03/14/18	BLDG PAINT	20.07CR		9661-3		D	N				MTCE. OF STRUCTU	101.43425.0225
	51986	03/14/18	BLDG PAINT	36.82		9698-5		D	N				MTCE. OF STRUCTU	101.41408.0225
	51986	03/14/18	PAINTING SUPPLIES	35.76		9698-5		D	N				GENERAL SUPPLIES	101.41408.0229
			VENDOR TOTAL	309.99		*CHECK TOTAL								
				309.99										
SMEBY/ROSS 002570	51987	03/14/18	MILEAGE 1/23-2/28/18	143.34		030518		D	N				TRAVEL-CONF. -SCH	101.41409.0333
SPICER COMMERCIAL CLUB 002264	52009	03/14/18	2018 MEMBERSHIP DUES	155.00		1073		D	N				SUBSCRIPTIONS AN	208.45005.0443
SPRINGSTED INCORPORATED 000705	51899	03/08/18	DISCLOSURE SERVICES	1,300.00		18-081		D	N				DUE FROM M.U.C.-	295.123006
	51899	03/08/18	DISCLOSURE SERVICES	200.00		18-081		D	N				DUE FROM M.U.C.-	295.123006

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
SPRINGSTED INCORPORATED				000705											
51899	03/08/18			DISCLOSURE SERVICES	200.00		18-081		D	N				PROFESSIONAL SER	307.47100.0446
51899	03/08/18			DISCLOSURE SERVICES	200.00		18-081		D	N				PROFESSIONAL SER	308.47100.0446
51899	03/08/18			DISCLOSURE SERVICES	200.00		18-081		D	N				PROFESSIONAL SER	310.47100.0446
51899	03/08/18			DISCLOSURE SERVICES	200.00		18-081		D	N				PROFESSIONAL SER	311.47100.0446
51899	03/08/18			DISCLOSURE SERVICES	200.00		18-081		D	N				PROFESSIONAL SER	312.47100.0446
51899	03/08/18			DISCLOSURE SERVICES	200.00		18-081		D	N				PROFESSIONAL SER	313.47100.0446
51899	03/08/18			DISCLOSURE SERVICES	200.00		18-081		D	N				PROFESSIONAL SER	327.47100.0446
51899	03/08/18			DISCLOSURE SERVICES	200.00		18-081		D	N				PROFESSIONAL SER	330.43430.0446
51899	03/08/18			DISCLOSURE SERVICES	200.00		18-081		D	N				OTHER CHARGES	350.47400.0449
51899	03/08/18			DISCLOSURE SERVICES	200.00		18-081		D	N				PROFESSIONAL SER	651.48484.0446
				VENDOR TOTAL	3,500.00										
					3,500.00										
SRF CONSULTING GROUP INC				003049											
51988	03/14/18			R.I. PARK MASTER PLAN	3,502.72		11043.00-1		D	N				OTHER IMPROVEMEN	450.45432.0554
51988	03/14/18			REIMBURSABLE EXPENSE	92.65		11043.00-1		D	N				OTHER IMPROVEMEN	450.45432.0554
				VENDOR TOTAL	3,595.37										
					3,595.37										
STATEWIDE DISTRIBUTING I				000718											
51989	03/14/18			CONCESSION SUPPLIES	62.50		203099		D	N				GENERAL SUPPLIES	101.45433.0229
SUMMIT COMPANIES				002555											
51990	03/14/18			ALARM ANALOG PHOTO SNSR	76.00		1245053		D	N				MTCE. OF STRUCTU	101.41408.0225
51990	03/14/18			ALARM ANALOG PHOTO SNSR	143.75		1245053		D	N				MTCE. OF STRUCTU	101.41408.0335
				VENDOR TOTAL	219.75										
					219.75										
SW - WEST CNTRL SERVICES				000892											
51991	03/14/18			HEALTH INSURANCE-APR	6,266.00		C320		D	N				COBRA INS PREMIU	101.120001
51991	03/14/18			HEALTH INSURANCE-APR	2,758.76		C320		D	N				EMPLOYER INSUR.	101.41400.0114
51991	03/14/18			HEALTH INSURANCE-APR	4,189.76		C320		D	N				EMPLOYER INSUR.	101.41402.0114
51991	03/14/18			HEALTH INSURANCE-APR	2,926.47		C320		D	N				EMPLOYER INSUR.	101.41403.0114
51991	03/14/18			HEALTH INSURANCE-APR	5,618.28		C320		D	N				EMPLOYER INSUR.	101.41405.0114
51991	03/14/18			HEALTH INSURANCE-APR	1,672.26		C320		D	N				EMPLOYER INSUR.	101.41408.0114
51991	03/14/18			HEALTH INSURANCE-APR	1,672.26		C320		D	N				EMPLOYER INSUR.	101.41409.0114
51991	03/14/18			HEALTH INSURANCE-APR	418.05		C320		D	N				EMPLOYER INSUR.	101.41424.0114
51991	03/14/18			HEALTH INSURANCE-APR	7,653.50		C320		D	N				RETIRED EMPLOYEE	101.41428.0818
51991	03/14/18			HEALTH INSURANCE-APR	26,527.90		C320		D	N				INS. PASS THROUG	101.41428.0819
51991	03/14/18			HEALTH INSURANCE-APR	51,627.76		C320		D	N				EMPLOYER INSUR.	101.42411.0114
51991	03/14/18			HEALTH INSURANCE-APR	5,016.78		C320		D	N				EMPLOYER INSUR.	101.42412.0114
51991	03/14/18			HEALTH INSURANCE-APR	8,627.40		C320		D	N				EMPLOYER INSUR.	101.43417.0114
51991	03/14/18			HEALTH INSURANCE-APR	23,743.53		C320		D	N				EMPLOYER INSUR.	101.43425.0114
51991	03/14/18			HEALTH INSURANCE-APR	1,799.50		C320		D	N				EMPLOYER INSUR.	101.45001.0114
51991	03/14/18			HEALTH INSURANCE-APR	601.50		C320		D	N				EMPLOYER INSUR.	101.45432.0114
51991	03/14/18			HEALTH INSURANCE-APR	3,946.02		C320		D	N				EMPLOYER INSUR.	101.45433.0114
51991	03/14/18			HEALTH INSURANCE-APR	360.90		C320		D	N				EMPLOYER INSUR.	101.45435.0114
51991	03/14/18			HEALTH INSURANCE-APR	300.75		C320		D	N				EMPLOYER INSUR.	101.45437.0114
51991	03/14/18			HEALTH INSURANCE-APR	11,958.36		C320		D	N				EMPLOYER INSUR.	651.48484.0114

Vendor Payment History Report
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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
SW - WEST CNTRL SERVICES			000892											
	51991	03/14/18	HEALTH INSURANCE-APR	1,999.00		C320		D	N				EMPLOYER INSUR.	651.48485.0114
	51991	03/14/18	HEALTH INSURANCE-APR	1,672.26		C320		D	N				EMPLOYER INSUR.	651.48486.0114
			VENDOR TOTAL	171,357.00										
				171,357.00										
UNITED PRAIRIE BANK			003324											
	51992	03/14/18	2013 HOSP REV BOND-I	49,260.40		030118		D	N				INTEREST	350.47402.0444
UNIVERSITY OF MINNESOTA			001658											
	51993	03/14/18	LARSON-PESTICIDE TRNG	145.00		030118		D	N				TRAVEL-CONF.-SCH	101.43425.0333
	51993	03/14/18	NIEMEYER-PESTICIDE TRNG	145.00		030118		D	N				TRAVEL-CONF.-SCH	101.43425.0333
			VENDOR TOTAL	290.00										
				290.00										
US BANK			000264											
	51994	03/14/18	#155 GO IMP BOND-SC	450.00		4918224		D	N				OTHER CHARGES	308.47100.0449
	51994	03/14/18	#160 GO HOSP REV BOND-SC	450.00		4918311		D	N				OTHER CHARGES	350.47400.0449
			VENDOR TOTAL	900.00										
				900.00										
US BANK EQUIPMENT FINANC			003143											
	51995	03/14/18	COPIER LEASE-MAR	144.97		351726369		D	N				RENTS	651.48484.0440
	51995	03/14/18	COPIER LEASE-MAR	174.12		351727144		D	N				RENTS	101.41405.0440
	51995	03/14/18	COPIER LEASE-MAR	141.11		351873435		D	N				RENTS	101.42412.0440
			VENDOR TOTAL	460.20										
				460.20										
US POST OFFICE			001767											
	51996	03/14/18	REPLENISH POSTAGE MACH	1,000.00		030818		D	N				POSTAGE	101.42411.0223
VISION 2040			003195											
	51997	03/14/18	VISION 2040 PLAN	5,000.00		020118		D	N				CIVIC PROMOTION	101.45428.0812
WEST CENTRAL COMMUNICATI			000796											
	51998	03/14/18	RADIO REPAIR-PARTS	23.45		085502S		D	N				MTCE. OF EQUIPME	101.42411.0224
	51998	03/14/18	RADIO REPAIR-LABOR	93.75		085502S		D	N				MTCE. OF EQUIPME	101.42411.0334
	51998	03/14/18	INST. RADIO-PARTS	42.47		085510S		D	N				MTCE. OF EQUIPME	101.43425.0224
	51998	03/14/18	INST. RADIO-LABOR	202.50		085510S		D	N				MTCE. OF EQUIPME	101.43425.0334
	51998	03/14/18	TRANSFORMER FOR CHARGER	21.00		085535S		D	N				SMALL TOOLS	101.42412.0221
			VENDOR TOTAL	383.17										
				383.17										
WEST CENTRAL TROPHIES			000808											
	51999	03/14/18	TROPHY PLATE/ENGRAVING	26.15		4072		D	N				AWARDS AND INDEM	101.45433.0442
WILLMAR AUTO VALUE			002689											
	52000	03/14/18	DISC BRAKE PAD SET	46.99		22252997		D	N				INVENTORIES-MDSE	101.125000

Vendor Payment History Report
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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
WILLMAR CHAMBER OF COMME 000812														
	52010	03/14/18	ANNUAL SUBSCRIPTION	14.91		CC STMT/1-18		D	N				PREPAID EXPENSES	208.128000
	52010	03/14/18	OFFICE SUPPLIES	50.98		CC STMT/1-18		D	N				OFFICE SUPPLIES	208.45005.0220
	52010	03/14/18	OFFICE SUPPLIES	60.99		CC STMT/1-18		D	N				OFFICE SUPPLIES	208.45005.0220
	52010	03/14/18	OFFICE SUPPLIES	23.47		CC STMT/1-18		D	N				OFFICE SUPPLIES	208.45005.0220
	52010	03/14/18	EXTENSION CORD	10.67		CC STMT/1-18		D	N				SMALL TOOLS	208.45005.0221
	52010	03/14/18	PHONE SERV-JAN	285.76		CC STMT/1-18		D	N				COMMUNICATIONS	208.45005.0330
	52010	03/14/18	FISCHER-GFO MEETING	5.13		CC STMT/1-18		D	N				TRAVEL-CONF.-SCH	208.45005.0333
	52010	03/14/18	FISCHER-VOLUNTEER MTG	5.81		CC STMT/1-18		D	N				TRAVEL-CONF.-SCH	208.45005.0333
	52010	03/14/18	FISCHER-PUB. POLICY MTG	12.99		CC STMT/1-18		D	N				TRAVEL-CONF.-SCH	208.45005.0333
	52010	03/14/18	2017 BOARD CHAIR RECOGN.	55.01		CC STMT/1-18		D	N				AWARDS AND INDEM	208.45005.0442
	52010	03/14/18	ANNUAL SUBSCRIPTION	164.07		CC STMT/1-18		D	N				SUBSCRIPTIONS AN	208.45005.0443
	52010	03/14/18	NORTHWEST SPORTS SHOW	980.00		CC STMT/1-18		D	N				TRAVEL-CONF.-SCH	208.45006.0333
	52010	03/14/18	SIOUX FALLS SPORT SHOW	633.68		CC STMT/1-18		D	N				TRAVEL-CONF.-SCH	208.45006.0333
	52010	03/14/18	ST CLOUD SPORT SHOW	550.00		CC STMT/1-18		D	N				TRAVEL-CONF.-SCH	208.45006.0333
	52010	03/14/18	CMP EXAM FEE	450.00		CC STMT/1-18		D	N				OTHER CHARGES	208.45008.0449
	52010	03/14/18	GOOGLE AD WORDS MKTG	145.66		CC STMT/1-18		D	N				OTHER CHARGES	208.45010.0449
	52010	03/14/18	FISCHER-AIS MEETING	5.81		CC STMT/1-18		D	N				OTHER CHARGES	208.45010.0449
	52010	03/14/18	FISCHER-WTR TRAILS MTG	5.81		CC STMT/1-18		D	N				OTHER CHARGES	208.45010.0449
	52010	03/14/18	FACEBOOK ADVERTISING	2.32		CC STMT/1-18		D	N				OTHER CHARGES	208.45010.0449
	52010	03/14/18	FACEBOOK ADVERTISING	32.78		CC STMT/1-18		D	N				OTHER CHARGES	208.45010.0449
	52010	03/14/18	DIRECTOR SALARY	4,744.26		STMT/1-18		D	N				SALARIES-REG. EM	208.45005.0110
	52010	03/14/18	ASSISTANT SALARY	2,702.96		STMT/1-18		D	N				SALARIES-REG. EM	208.45005.0110
	52010	03/14/18	FICA & INSURANCE	1,754.76		STMT/1-18		D	N				EMPLOYER PENSION	208.45005.0113
	52010	03/14/18	IRA CONTRIBUTION	223.41		STMT/1-18		D	N				EMPLOYER PENSION	208.45005.0113
	52010	03/14/18	PHOTO COPIES-JAN	66.08		STMT/1-18		D	N				OFFICE SUPPLIES	208.45005.0220
	52010	03/14/18	PAYROLL/FLEX FEE	333.84		STMT/1-18		D	N				OTHER SERVICES	208.45005.0339
	52010	03/14/18	OFFICE RENT-JAN	689.06		STMT/1-18		D	N				RENTS	208.45005.0440
	52010	03/14/18	DIRECTOR SALARY	4,744.26		STMT/2-18		D	N				SALARIES-REG. EM	208.45005.0110
	52010	03/14/18	ASSISTANT SALARY	2,350.40		STMT/2-18		D	N				SALARIES-REG. EM	208.45005.0110
	52010	03/14/18	FICA & INSURANCE	1,681.73		STMT/2-18		D	N				EMPLOYER PENSION	208.45005.0113
	52010	03/14/18	IRA CONTRIBUTION	212.83		STMT/2-18		D	N				EMPLOYER PENSION	208.45005.0113
	52010	03/14/18	PHOTO COPIES-FEB	27.84		STMT/2-18		D	N				OFFICE SUPPLIES	208.45005.0220
	52010	03/14/18	PAYROLL/FLEX FEE	112.51		STMT/2-18		D	N				OTHER SERVICES	208.45005.0339
	52010	03/14/18	OFFICE RENT-FEB	689.06		STMT/2-18		D	N				RENTS	208.45005.0440
	52010	03/14/18	MAIL PICKUP-JAN	50.00		47687		D	N				POSTAGE	208.45005.0223
	52010	03/14/18	2018 MTG ROOM SUPPLIES	250.00		47687		D	N				GENERAL SUPPLIES	208.45005.0229
	52010	03/14/18	MANAGED IT 01/12-02/11	66.72		47687		D	N				COMMUNICATIONS	208.45005.0330
	52010	03/14/18	INTERNET 01/18-02/17	41.70		47687		D	N				COMMUNICATIONS	208.45005.0330
	52010	03/14/18	2018 D & O INSURANCE	500.00		47687		D	N				INSURANCES AND B	208.45005.0441
	52010	03/14/18	2018 WLMR.COM HOSTING	60.00		47687		D	N				PROFESSIONAL SER	208.45005.0446
			VENDOR TOTAL	24,797.27										
				24,797.27										*CHECK TOTAL
WILLMAR STINGERS BASEBAL 002814														
	52011	03/14/18	FOX SPORTS NORTH ADV.	400.00			030118	D	N				OTHER CHARGES	208.45011.0449
WILLMAR WARHAWKS 003287														
	52001	03/14/18	CONCESSION INCOME SPLIT	565.42			388	D	N				OTHER CHARGES	101.45433.0449

ACS FINANCIAL SYSTEM
03/14/2018 13:18:00

Vendor Payment History Report
INCLUDES ONLY POSTED TRANS

CITY OF WILLMAR
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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
3D SPECIALITIES INC														
	52002	03/14/18	SIGN PARTS	958.87		201681		D	N				MTCE. OF OTHER I	101.43425.0226

ACS FINANCIAL SYSTEM
03/14/2018 13:18:00

Vendor Payment History Report
INCLUDES ONLY POSTED TRANS

CITY OF WILLMAR
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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:				492,839.92										

RECORDS PRINTED - 000347

Vendor Payment History Report

FUND RECAP:

FUND	DESCRIPTION	DISBURSEMENTS
101	GENERAL FUND	284,175.83
208	CONVENTION & VISITORS BUREAU	29,495.43
230	WILLMAR MUNICIPAL AIRPORT	6.95
295	COMMUNITY INVESTMENT	1,500.00
307	D.S. - 2007A BOND	200.00
308	D.S. - 2008 BOND	650.00
310	D.S. - 2010 BOND	200.00
311	D.S. - 2011 BOND	200.00
312	D.S. - 2012 BOND	200.00
313	D.S. - 2013 BOND	200.00
327	D.S. - 2007B BOND	200.00
330	D.S. - 2004C BOND AIRPORT	200.00
350	RICE HOSPITAL DEBT SERVICE	67,555.42
418	S.A.B.F. - #2018	247.00
432	C.P. - WASTE TREATMENT	57,992.50
450	CAPITAL IMPROVEMENT FUND	3,595.37
497	S.A.B.F. - #2017	3,345.00
651	WASTE TREATMENT	42,376.42
800	LAW ENFORCEMENT FORFEITURE	500.00
TOTAL ALL FUNDS		492,839.92

BANK RECAP:

BANK	NAME	DISBURSEMENTS
HERT	HERITAGE BANK	492,839.92
TOTAL ALL BANKS		492,839.92

CERTIFICATE OF

Appreciation

Presented to

Randy Kardell

for

Over 25 years of dedicated service to the City of Willmar, in the Planning and Development Department. Your hard work and effort has made Willmar a great community.
From the City of Willmar, City Council, Mayor and Administration

March 19, 2018

Date



City Administrator Isaac J. Holland

Mayor Marvin Calvin



★ 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: March 19, 2018
From: Sean E. Christensen, P.E. Public Works Director	Subject: 2018 Improvement Hearing

AGENDA ITEM: 2018 Improvement Hearing

INTRODUCTION/REQUEST:

2018 Improvement Hearing, ordering the improvements, plans and specifications

HISTORY:

As required by State Statue 429.031 subd. 1(b), a Public Hearing has been held on the proposed 2018 street and path improvements for the purpose of reviewing and explaining the proposed improvements, and estimated costs, and to obtain input from interested parties. Following the hearing, such improvements shall be considered by the Council for construction. Approval of the plans and specifications as prepared by staff also requires Council action at this time for authorization to advertise for bids.

CURRENT CIRCUMSTANCE:

The 2018 proposed improvement projects include:

Project No. 1801-A

9th Street NW- Ella Avenue to Park Avenue
Park Avenue NW- 10th Street to 7th Street

Project No. 1801-B

13th Street SE- Trott Avenue to South end
14th Street SE- Trott Avenue to South end
15th Street SE- Trott Avenue to South end
16th Street SE- Trott Avenue to South end
Sunrise Park ball field parking lot

Project 1802

Western Interceptor Storm Sewer

Project No. 1803-A

19th Street NW- TH No. 12 to Gorton Avenue

Project 1803-B

17th Street NW- Gorton Avenue to Ella Avenue
Ella Avenue NW- 17th Street to 7th Street

Project 1804

North Business 71 Path- Robbins Island to Kandiyohi Power Cooperative Lot

RECOMMENDATIONS:

Authorization to order the 2018 street and trail improvements and approve preparation of plans and specifications.

Approve final plans and specifications, authorize advertisement for bids and approve bids to be opened.

FINANCIAL IMPACT:

The funding associated with the project includes Special Assessments, State Aid Funds, Municipal Utilities, Utility Fund, Wastewater Treatment Fund and bond proceeds.

ALTERNATIVES:

1. Do not approve all or a portion of the projects.

REVIEWED BY: Ike Holland, City Administrator

COUNCIL MEETING DATE: March 19, 2018

RESOLUTION NO. _____

A RESOLUTION ORDERING THE 2018 STREET AND OTHER IMPROVEMENTS AND DIRECTING STAFF TO PREPARE FINAL PLANS AND SPECIFICATIONS.

Motion By: _____ Second By: _____

WHEREAS, after due Notice of Public Hearing on the construction of street and other improvements for the City of Willmar, Minnesota, hearing on said improvements was duly held and the Council heard all persons desiring to be heard on the matter and fully considered the same.

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

1. It is advisable, expedient, and necessary that said improvements as described in the Notice of Hearing thereon be constructed and the same are hereby ordered made.
2. The improvements described in said Notice of Hearing are hereby designated and shall be known as 2018 Street and Other Improvements.
3. The City's Engineer is hereby directed to prepare final plans and specifications for said improvements.
4. The City Council shall let the contract for all or part of the work for said improvements or order all or part of the work done by day labor or otherwise as authorized by Minnesota Statutes, Section 429.041, Subdivision 2, within one year of the date of this resolution ordering said improvements.

Dated this 19th day of March, 2018

Mayor

Attest:

City Clerk

RESOLUTION NO. _____

**A RESOLUTION APPROVING FINAL PLANS AND SPECIFICATIONS AND AUTHORIZING
PUBLICATION OF THE ADVERTISEMENT FOR BIDS FOR THE 2018 IMPROVEMENT PROJECTS.**

Motion By: _____ Second By: _____

WHEREAS the City Engineer of the City of Willmar has presented to the City Council plans and specifications for Project Nos. 1801-A, 1801-B, 1802, 1803-A, 1803-B and 1804 for the City of Willmar;

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

Final plans and specifications are hereby approved, and publication of the advertisement for bids is herewith authorized. Multiple bid packages will be publicly opened and read with the first opening scheduled for 1:00 p.m. on the 24th day of April, 2018, at the City Office Building, 333 Southwest Sixth Street, Willmar, Minnesota.

Dated this 19th day of March, 2018

Mayor

Attest:

City Clerk



CITY COUNCIL AGENDA REPORT

To: Mayor and City Council	Date: March 19, 2018
From: Steven B. Okins, Finance Director	Subject: 2018 Bond Financing

AGENDA ITEM: 2018 Bond Financing Ordinances and Setting Hearings for April 16th

INTRODUCTION/REQUEST: Introduction of Ordinances and setting hearings for 2018 Bond Financing for the following City Capital Bonding Projects; 2018 Street Improvement & Western Storm Sewer, Civic Center R-22 Improvements, City Hall/Community Center, and the Waste Water Lift Station PFA Financing.

HISTORY: City Council thru its 2018 Budget and Long Range Planning Process has agreed to explore the Construction and Financing of various Capital projects. In order to accomplish the Financing of the various projects, certain procedures and timelines need to be established and followed. Included are Ordinances that would enable the City Council to fulfill all of those Statute and Charter requirements. The Ordinances are to be introduced for discussion at hearings requested for the April 16th City Council meeting.

CURRENT CIRCUMSTANCE: By consolidating certain processes and timelines, are intended to save on certain costs yet allowing for the separate tracking and funding of the Debt Service repayments.

RECOMMENDATION: introduction of Ordinances, and set the public hearings for April 16th, 2018..

ISSUES: NA

FINANCIAL IMPACT: Future issuance of Bonded Indebtedness for Financing of Capital Projects as discussed at the City Council Retreat and 2018 Budget Process.

ALTERNATIVES:

1. Amend the amounts included in the Ordinances
2. Delay action on introduction which would delay the projects

RECOMMENDED MOTION: N/A

REVIEWED BY: Ike Holland, City Administrator

WORK SESSION DATE: N/A

CITY COUNCIL MEETING DATE: March 19, 2018

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

HELD: March 19, 2018

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Willmar, Minnesota, was duly held at the Kandiyohi County Human Resources Building Commission meeting room in said City on the 19th day of March, 2018 at 7:00 o'clock P.M.

The following members were present:

and the following were absent:

Member _____ introduced the following resolution and moved its adoption:

RESOLUTION NO. _____
RESOLUTION CALLING FOR PUBLIC HEARING ON AN
ORDINANCE AUTHORIZING THE ISSUANCE
OF A GENERAL OBLIGATION WATER REVENUE NOTE, SERIES 2018
AND LEVYING TAXES FOR THE PAYMENT THEREOF

WHEREAS:

A. The City of Willmar is authorized by Minnesota Statutes, Chapter 444 (the "Act") to finance three lift stations, as more fully described in the proposed Ordinance set forth below.

B. It is necessary and desirable that the City of Willmar issue its General Obligation Water Revenue Note, Series 2018 in the principal amount of \$1,620,000 to finance a lift station.

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

D. Councilmember _____ introduced an Ordinance entitled "An Ordinance Authorizing the Issuance of a General Obligation Water Revenue Note, Series 2018 and levying taxes for the payment thereof".

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

1. This Council has investigated the facts and does hereby find, determine and declare that it is necessary and expedient to provide funds to finance a lift station (the "Project"), in an approximate principal amount not to exceed \$1,620,000.

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

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

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

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

(This page intentionally left blank)

NOTICE OF PUBLIC HEARING
ON THE ADOPTION OF AN ORDINANCE

NOTICE IS HEREBY GIVEN by the City Council of the City of Willmar, Minnesota, that the City Council will conduct a public hearing on and consider adoption of the Ordinance described below at the Kandiyohi County Human Resources Building Commission meeting room in the City of Willmar, Minnesota, at 7:00 o'clock p.m. on the 16th day of April, 2018 said proposed Ordinance is as follows:

AN ORDINANCE AUTHORIZING THE ISSUANCE OF A
GENERAL OBLIGATION WATER REVENUE NOTE, SERIES
2018 AND LEVYING TAXES FOR THE PAYMENT THEREOF

The City of Willmar hereby ordains:

1. The City of Willmar has heretofore determined to finance three lift stations as part of the City's water system (the "Project").
2. This Ordinance is adopted in order to authorize the borrowing of money and the issuance of a General Obligation Water Revenue Note, Series 2018 and levying taxes therefor, to finance a portion of the costs of the Project in an approximate aggregate principal amount not to exceed \$1,620,000 as provided in Section 2.12 of the City Charter. Further details shall be set forth by resolution.

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

By Order of the City Council

/s/ Judy Thompson

City Clerk

4. The full faith and credit of the City will be pledged for payment of the Note and the City will be obligated to levy ad valorem taxes on all taxable property in the City in the event of any deficiency in the revenues pledged, which taxes may be levied without limitation as to rate or amount.

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

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

and the following voted against the same:

Whereupon said resolution was declared duly passed and adopted.

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

I, the undersigned, being the duly qualified and acting Clerk of the City of Willmar, Minnesota, DO HEREBY CERTIFY that I have carefully compared the attached and foregoing extract of minutes with the original minutes of a meeting of the City Council held on the date therein indicated, which are on file and of record in my office, and the same is a full, true and complete transcript therefrom insofar as the same relates to resolution calling for public hearing on an Ordinance Authorizing Issuance of a General Obligation Water Revenue Note, Series 2018 and Levying Taxes for the Payment thereof.

WITNESS my hand as such Clerk this _____ day of _____, 2018.

City Clerk

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

HELD: March 19, 2018

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Willmar, Minnesota, was duly held at the Kandiyohi County Human Resources Building Commission meeting room in said City on the 19th day of March, 2018, at 7:00 o'clock P.M.

The following members were present:

and the following were absent:

Member _____ introduced the following resolution and moved its adoption:

RESOLUTION NO. _____
RESOLUTION CALLING FOR PUBLIC HEARING ON AN
ORDINANCE AUTHORIZING THE ISSUANCE
OF \$2,780,000 GENERAL OBLIGATION BONDS, SERIES 2018A
AND LEVYING TAXES FOR THE PAYMENT THEREOF

WHEREAS:

A. The City of Willmar is authorized by Minnesota Statutes, Sections 410.32(g) and 412.301 (the "Equipment Act") to finance the acquisition of items of capital equipment (the "Equipment") and Minnesota Statutes, Sections 469.1812 through 469.1815, both inclusive (the "Abatement Act" and together with the Equipment Act the "Act") to finance improvements to the civic center, as more fully described in the proposed Ordinance set forth below.

B. It is necessary and desirable that the City of Willmar issue its General Obligation Bonds in the principal amount of \$2,780,000 to finance improvements to the civic center and finance the acquisition of various capital equipment related thereto.

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

D. Councilmember _____ introduced an Ordinance entitled "An Ordinance Authorizing the Issuance of \$2,780,000 General Obligation Bonds, Series 2018A and levying taxes for the payment thereof".

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

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

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

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

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

(Remainder of this page intentionally left blank)

NOTICE OF PUBLIC HEARING
ON THE ADOPTION OF AN ORDINANCE

NOTICE IS HEREBY GIVEN by the City Council of the City of Willmar, Minnesota, that the City Council will conduct a public hearing on and consider adoption of the Ordinance described below at the Kandiyohi County Human Resources Building Commission meeting room in the City of Willmar, Minnesota, at 7:00 o'clock p.m. on the 16th day of April, 2018 said proposed Ordinance is as follows:

AN ORDINANCE AUTHORIZING THE ISSUANCE OF \$2,780,000
GENERAL OBLIGATION BONDS, SERIES 2018A AND THE
LEVYING OF TAXES TO SECURE PAYMENT THEREFOR.

The City of Willmar hereby ordains:

1. The City of Willmar has heretofore determined to finance the acquisition of various equipment and to finance improvements to the Civic Center.
2. In order to finance said improvements it is necessary to issue General Obligation Bonds of the City in the amount of \$2,780,000.
3. For the purposes of complying with Minnesota Statutes, Section 475.61, there will be levied a direct ad valorem tax upon all taxable property in the municipality in such amounts as are required by law to secure payment of said Bonds.
4. This Ordinance is adopted in order to authorize the borrowing of money and the issuance of general obligation bonds and the levying of taxes therefor as provided in Section 2.12 of the City Charter. Further details shall be set forth by resolution.

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

By Order of the City Council

/s/ Judy Thompson

City Clerk

4. Upon sale of said bonds, the City Clerk shall compute the levy made by said Ordinance No. _____ commencing in or about the year 2019 and ending in or about the year 2038 upon all taxable property in the City, which tax shall be spread upon the tax rolls and collected with and as part of other general property taxes in said City in such an amount as is necessary to comply with Minnesota Statutes, Section 475.61, subd. 1. Said tax levy shall be irrevocable so long as any of said bonds are outstanding and unpaid, provided that the City reserves the right and power to reduce the levies in the manner and to the extent permitted by Minnesota Statutes, Section 475.61, subd. 3.

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

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

and the following voted against the same:

Whereupon said resolution was declared duly passed and adopted.

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

HELD: March 19, 2018

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Willmar, Minnesota, was duly held at the Kandiyohi County Human Resources Building Commission meeting room in said City on the 19th day of March, 2018, at 7:00 o'clock P.M.

The following members were present:

and the following were absent:

Member _____ introduced the following resolution and moved its adoption:

RESOLUTION NO. _____
RESOLUTION CALLING FOR PUBLIC HEARING ON AN
ORDINANCE AUTHORIZING THE ISSUANCE
OF \$2,975,000 GENERAL OBLIGATION IMPROVEMENT BONDS, SERIES 2018B
AND LEVYING TAXES FOR THE PAYMENT THEREOF

WHEREAS:

A. The City of Willmar has heretofore undertaken to construct certain public improvements pursuant to Minnesota Statutes, Chapters 429 and 115, as more fully described in the proposed Ordinance set forth below.

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

C. It is necessary and desirable that the City of Willmar issue its General Obligation Improvement Bonds in the principal amount of \$2,975,000 to various improvement projects in the City.

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

E. Councilmember _____ introduced an Ordinance entitled "An Ordinance Authorizing the Issuance of \$2,975,000 General Obligation Improvement Bonds, Series 2018B".

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

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

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

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

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

(Remainder of this page intentionally left blank)

NOTICE OF PUBLIC HEARING
ON THE ADOPTION OF AN ORDINANCE

NOTICE IS HEREBY GIVEN by the City Council of the City of Willmar, Minnesota, that the City Council will conduct a public hearing on and consider adoption of the Ordinance described below at the Kandiyohi County Human Resources Building Commission meeting room in the City of Willmar, Minnesota, at 7:00 o'clock p.m. on the 16th day of April, 2018 said proposed Ordinance is as follows:

AN ORDINANCE AUTHORIZING THE ISSUANCE OF \$2,975,000
GENERAL OBLIGATION IMPROVEMENT BONDS, SERIES 2018B
AND THE LEVYING OF TAXES TO SECURE PAYMENT THEREFOR.

The City of Willmar hereby ordains:

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

<u>Project</u>	<u>Total Cost</u>	<u>Amount to be Financed</u>	<u>Amount to be Assessed</u>
2018 Improvements	\$3,115,000	\$1,470,000	\$660,000
Western Interceptor (Storm Sewer)	\$1,505,000	\$1,505,000	N/A

2. In order to finance said improvements it is necessary to issue General Obligation Improvement Bonds of the City in the amount of \$2,975,000.

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

4. This Ordinance is adopted in order to authorize the borrowing of money and the issuance of General Obligation Improvement Bonds and the levying of taxes therefor as provided in Section 2.12 of the City Charter. Further details shall be set forth by resolution.

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

By Order of the City Council

/s/ Judy Thompson
City Clerk

4. Upon sale of said bonds, the City Clerk shall compute the levy made by said Ordinance No. _____ commencing in or about the year 2019 and ending in or about the year 2029 upon all taxable property in the City, which tax shall be spread upon the tax rolls and collected with and as part of other general property taxes in said City in such an amount as is necessary to comply with Minnesota Statutes, Section 475.61, subd. 1. Said tax levy shall be irrevocable so long as any of said bonds are outstanding and unpaid, provided that the City reserves the right and power to reduce the levies in the manner and to the extent permitted by Minnesota Statutes, Section 475.61, subd. 3.

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

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

and the following voted against the same:

Whereupon said resolution was declared duly passed and adopted.

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

I, the undersigned, being the duly qualified and acting Clerk of the City of Willmar, Minnesota, DO HEREBY CERTIFY that I have carefully compared the attached and foregoing extract of minutes with the original minutes of a meeting of the City Council held on the date therein indicated, which are on file and of record in my office, and the same is a full, true and complete transcript therefrom insofar as the same relates to resolution calling for public hearing on an Ordinance Authorizing Issuance of \$2,975,000 General Obligation Improvement Bonds, Series 2018B and Levying Taxes for the Payment thereof.

WITNESS my hand as such Clerk this _____ day of _____, 2018.

City Clerk

RESOLUTION CALLING FOR A PUBLIC HEARING ON PROPOSED PROPERTY
TAX ABATEMENTS FOR THE PURPOSE OF ISSUING TAX ABATEMENT BONDS TO
FINANCE CERTAIN PUBLIC IMPROVEMENTS TO THE CIVIC CENTER

WHEREAS, *Minnesota Statutes*, Sections 469.1812 through 469.1815, both inclusive (the “Act”), authorize the City of Willmar, Minnesota (the “City”), upon satisfaction of certain conditions, to approve an abatement of all or a part of the taxes levied by the City on certain property; and

WHEREAS, the City has determined it is the best interest of the City (i) to undertake financing certain public improvements to the City’s civic center with tax abatement bonds authorized by the Act and (ii) to authorize a property tax abatement with respect to various parcels of land that benefit from the City’s civic center; and

WHEREAS, the Act requires the City to hold a public hearing prior to adoption of a resolution granting any property tax abatements:

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

1. Hearing. A public hearing on the consideration of authorizing a property tax abatement in connection with the issuance of tax abatement bonds will be held at the time and place set forth in the Notice of Hearing attached hereto as **Exhibit A** and hereby made a part hereof.
2. Notice. The City Clerk is hereby authorized and directed to cause notice of said hearing in substantially the form attached hereto as Exhibit A to be given one publication in a newspaper of general circulation in the City more than 10 days but less than 30 days before the hearing. The newspaper must be one of general circulation, interest and readership in the City, and must be published at least once per week.

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

and the following voted against the same:

Whereupon said resolution was declared duly passed and adopted.

Mayor

Attest:

City Clerk

STATE OF MINNESOTA)
) ss
KANDIYOHI COUNTY)

I, the undersigned, being the duly qualified and acting Clerk of the City of Willmar, Minnesota (the “City”), by reason of my office as City Clerk, DO HEREBY CERTIFY that I have compared the attached and foregoing extract of minutes with the original thereof on file in my office, and that the same is a full, true and complete transcript of the minutes of a meeting of the City Council of the City, duly called and held on the date therein indicated, insofar as such minutes relate to the calling of a public hearing on proposed property tax abatements.

WITNESS my hand this _____ day of _____, 2018.

City Clerk

EXHIBIT A

CITY OF WILLMAR

NOTICE OF PUBLIC HEARING
REGARDING PROPOSED PROPERTY TAX ABATEMENTS
IN CONNECTION WITH THE ISSUANCE OF TAX ABATEMENT BONDS

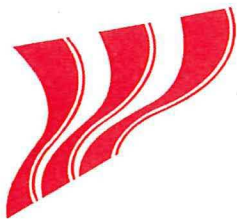
NOTICE IS HEREBY GIVEN that the City Council of the City of Willmar, Minnesota (the “City”), will hold a public hearing on Monday, April 16, 2018, at a meeting of the City Council beginning on or after 7:00 p.m., Central Time, at the Kandiyohi County Human Resources Building Commission meeting room in the City of Willmar, Minnesota on the proposal to abate all or a portion of property taxes levied by the City on the following parcels which are located in the City as shown on the map set forth (the “Abatement Parcels”):

The purpose of the proposed abatement is to undertake financing certain public improvements to the City’s civic center.

At the public hearing, the Council will consider an abatement resolution under which the City will collect the City’s share of property taxes from the Abatement Parcels for a maximum of 15 years each, and use those revenues to pay for improvements to the civic center in the City. The total amount of abatement is estimated not to exceed \$ _____, representing the aggregate abatement dollars to be collected and transferred to the City over a maximum of 15 years.

The proposed abatement bonds will not affect tax rates for the Abatement Parcels or otherwise impact taxation of the Abatement Parcels differently from other parcels in the City.

All interested persons may appear at the public hearing on April 16, 2018, and present their views orally or prior to the meeting in writing.



CITY COUNCIL AGENDA REPORT

To: Mayor and City Council	Date: March 19, 2018
From: Steve Brisendine	Subject: Playground Equipment

AGENDA ITEM: Placement of Playground Equipment in a neighborhood park.

INTRODUCTION/REQUEST: To decide what park to place the playground unit purchased late last year.

HISTORY: Playground equipment was purchased in 2017 with capital funds. Some of the equipment purchased will be installed at Miller Park. Staff is seeking input into the placement of the other unit purchased.

CURRENT CIRCUMSTANCE: MN/WI Playground will be installing equipment this spring and we need to determine where one unit will be installed. Public Works staff has analyzed the parks and which ones were impacted the most by the removal of dated equipment two years ago.

RECOMMENDATION: Staff is recommending that this unit be installed at Sunrise Park in the Pheasant Run area of the community. Even though the Lakeland Elementary has 2 playgrounds on site staff believe that Sunrise Park was impacted the most by the removal of equipment and this unit should be placed there. Staff would like a decision to be made quickly so the installer can begin the layout process for the installation of this equipment once the weather breaks.

FINANCIAL IMPACT: The installation cost for this equipment is \$11,985.00 not including some concrete border costs and the ground cover (woodchips) to go on the surface that staff will install.

ALTERNATIVES:

1. Place the equipment in Sunrise Park
2. Place the equipment in another neighborhood park

RECOMMENDED MOTION: Staff recommends that equipment be placed in Sunrise Park in the Pheasant Run neighborhood.

REVIEWED BY: Sean Christensen/Steve Brisendine/Ike Holland

WORK SESSION DATE: March 12, 2018

COUNCIL MEETING DATE: March 19, 2018





CITY COUNCIL AGENDA REPORT

To: Mayor and City Council	Date: March 19, 2018
From: Robert T. Scott, City Attorney	Subject: Consideration of Draft Remote Meeting Attendance Policy

AGENDA ITEM: Consideration of Remote Meeting Attendance Policy.

INTRODUCTION/REQUEST: The council requested a policy be drafted for its consideration addressing the circumstances under which its members may attend meetings remotely by interactive television. The attached draft policy addresses each of the statutory requirements for remote meeting attendance, and additionally limits the circumstances when members may attend remotely to those involving “unavoidable travel commitments, health condition or other extraordinary circumstance (preventing in-person attendance).” It has also been updated to incorporate council-requested changes regarding the notice members must give to staff of any meeting a member wishes to attend remotely.

HISTORY: Minnesota’s Open Meeting Law authorizes the council to conduct meetings by interactive television, such as Skype. Under the law, a meeting may be conducted by interactive television if (1) all members, wherever their physical location, can hear and see one another and can hear and see all discussion and testimony presented at any location at which at least one member is present; (2) members of the public present at the regular meeting location can hear and see all discussion and testimony and all votes of council members; (3) at least one council member is physically present at the regular meeting location; and (4) each location at which a member is present is open and accessible to the public.

CURRENT CIRCUMSTANCE: The council has not, to date, conducted meetings by interactive TV.

RECOMMENDATION: Approve the Remote Meeting Attendance Policy.

ISSUES: Technological issues may exist concerning the regular meeting room’s capability to satisfy each statutory audio and visual requirement.

FINANCIAL IMPACT: NA

ALTERNATIVES: 1. Do not adopt a formal policy and simply comply with the Open Meeting Law each time a council member wishes to attend a meeting remotely.

RECOMMENDED MOTION: Approve the Council Member Remote Meeting Attendance Policy.

REVIEWED BY: Ike Holland, City Administration

WORK SESSION DATE: February 5, 2018; March 12, 2018

COUNCIL MEETING DATE: March 19, 2018

CITY OF WILLMAR REMOTE MEETING ATTENDANCE POLICY

Purpose:

- This policy establishes when an elected official may attend a meeting of the city council by interactive television. This policy has been adopted pursuant to Minn. Stat. § 13D.02, which authorizes governmental bodies to conduct meetings by interactive television under certain circumstances.

Scope:

- This policy applies to all elected officials of the City of Willmar.

Policy:

- Remote meeting attendance by interactive television
 - An elected official may attend a meeting of the city council by interactive television, provided that the City will at such meeting satisfy all requirements of Minn. Stat. § 13D.02, as the same may be amended from time to time, including:
 - all members of the body, wherever their physical location, can hear and see one another and can hear and see all discussion and testimony presented at any location at which at least one member is present;
 - members of the public present at the regular meeting location of the body can hear and see all discussion and testimony and all votes of members of the body;
 - physical presence at the regular meeting location is maintained; and
 - each location at which a member of the body is present is open and accessible to the public.
 - To the extent practical, the City shall allow a person to monitor a meeting at which an elected official attends by interactive television electronically from a remote location.
- Notice
 - ~~In order to ensure that the notice requirements of Minn. Stat. § 13D.02, subd. 4, as the same may be amended from time to time, may be satisfied, a~~An elected official who wishes to attend a regular meeting of the city council by interactive television ~~must~~ is encouraged to inform the City Administrator and City Clerk of such intention at least one regular meeting in advance of the regular meeting proposed to be conducted by interactive television, but in no event later than the time required to ensure that ~~satisfy~~ the notice requirements of Minn. Stat. § 13D.02, subd. 4, as the same may be amended from time to

time, may be satisfied (typically at least three full days in advance of the meeting).

- If an elected official wishes to attend a special meeting of the city council by interactive television, the official must is encouraged to inform the City Administrator and City Clerk of such intention as soon as possible after receiving notice of the special meeting, but in no event later than the time required to satisfy the notice requirements of Minn. Stat. § 13D.02, subd. 4, as the same may be amended from time to time (typically at least three full days in advance of the meeting).

- Limitations

- It is expected that elected officials will attend meetings of the city council by interactive television infrequently and only when the official cannot attend at the regular meeting location in person because of unavoidable travel commitments, health condition or other extraordinary circumstance preventing the official from being physically present at the regular meeting location.
- It is the policy of the council that at least a majority of the council shall be physically present all regular and special meetings of the council at the council's regular meeting location, or at such other location as specifically designated in a public notice for a meeting under Minn. Stat. § 13D.04.

CITY OF WILLMAR REMOTE MEETING ATTENDANCE POLICY

Purpose:

- This policy establishes when an elected official may attend a meeting of the city council by interactive television. This policy has been adopted pursuant to Minn. Stat. § 13D.02, which authorizes governmental bodies to conduct meetings by interactive television under certain circumstances.

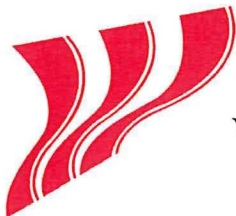
Scope:

- This policy applies to all elected officials of the City of Willmar.

Policy:

- Remote meeting attendance by interactive television
 - An elected official may attend a meeting of the city council by interactive television, provided that the City will at such meeting satisfy all requirements of Minn. Stat. § 13D.02, as the same may be amended from time to time, including:
 - all members of the body, wherever their physical location, can hear and see one another and can hear and see all discussion and testimony presented at any location at which at least one member is present;
 - members of the public present at the regular meeting location of the body can hear and see all discussion and testimony and all votes of members of the body;
 - physical presence at the regular meeting location is maintained; and
 - each location at which a member of the body is present is open and accessible to the public.
 - To the extent practical, the City shall allow a person to monitor a meeting at which an elected official attends by interactive television electronically from a remote location.
- Notice
 - An elected official who wishes to attend a regular meeting of the city council by interactive television is encouraged to inform the City Administrator and City Clerk of such intention at least one regular meeting in advance of the regular meeting proposed to be conducted by interactive television, but in no event later than the time required to satisfy the notice requirements of Minn. Stat. § 13D.02, subd. 4, as the same may be amended from time to time (typically at least three full days in advance of the meeting).

- If an elected official wishes to attend a special meeting of the city council by interactive television, the official is encouraged to inform the City Administrator and City Clerk of such intention as soon as possible after receiving notice of the special meeting, but in no event later than the time required to satisfy the notice requirements of Minn. Stat. § 13D.02, subd. 4, as the same may be amended from time to time (typically at least three full days in advance of the meeting).
- Limitations
 - It is expected that elected officials will attend meetings of the city council by interactive television infrequently and only when the official cannot attend at the regular meeting location in person because of unavoidable travel commitments, health condition or other extraordinary circumstance preventing the official from being physically present at the regular meeting location.
 - It is the policy of the council that at least a majority of the council shall be physically present all regular and special meetings of the council at the council's regular meeting location, or at such other location as specifically designated in a public notice for a meeting under Minn. Stat. § 13D.04.



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: March 19, 2018
From: Chief Jim Felt	Subject: Willmar PD Body Camera Directive

AGENDA ITEM: Willmar Police Department Body Camera Directive

INTRODUCTION/REQUEST: Request approval of the Willmar PD Body Camera Directive

HISTORY: The Willmar Police Department has created a body camera directive based on the model policy from the League of MN Cities, MN Chiefs of Police Association and MN Sheriff's Association. State statute requires that the governing authority of the venue they will be used must approve of the agency's policy / directive. The Willmar Police Department has been working on implementing body cameras for several years and has recently ordered 24 cameras which are due to arrive approximately April 2018.

CURRENT CIRCUMSTANCE: The Willmar Police Department plans to implement a body camera program upon receiving the body cameras, approval of the body camera directive and training officers in using the technology.

RECOMMENDATION: Recommend approval of the WPD directive

ISSUES: N/A

FINANCIAL IMPACT: N/A

ALTERNATIVES:

1. Recommend changes to the directive as written

RECOMMENDED MOTION: Recommend Approval

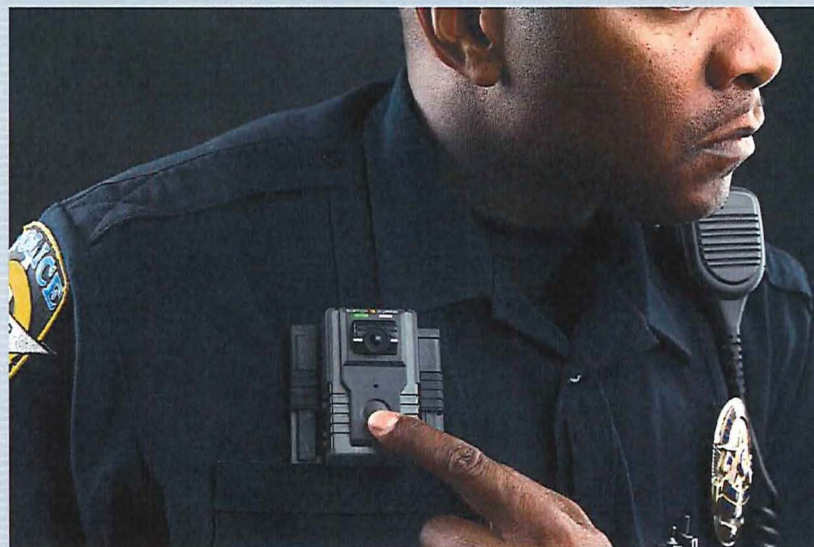
REVIEWED BY: City Administrator Ike Holland

WORK SESSION DATE: N/A

COUNCIL MEETING DATE: March 19, 2018

USE OF BODY-WORN CAMERAS

Willmar Police Department



USE OF BODY-WORN CAMERAS



➤ Purpose

- Capture Evidence

➤ Policy

➤ Scope

- Policy governs the use of BWC in the course of official duties
- Does not apply to dash-cam systems
- Chief or designee may supersede policy for particular events or specialized details

USE AND DOCUMENTATION



- A. Officers may use only department-issued BWCs in the performance of official duties
- B. BWCs shall be used consistent with this policy
- C. To be worn at a location on body and in the manner specified in training
- D. Must document use and non-use as follows:
 - When recording it shall be documented in an incident report.
 - If activity is not recorded that is required by policy, documentation of circumstances and reasons for not recording. Supervisors shall review these reports.
- E. The office will maintain the following records and documents relating to BWC use, which are classified as public data:
 - Total number of BWCs owned or maintained by the agency;
 - Daily record of total BWCs actually deployed and used;
 - Total amount of recorded BWC data collected and maintained; and
 - This policy, together with the Records Retention Schedule.

General Guidelines for Recording



- Officers shall activate their BWCs when anticipating they will be involved in, become involved, or witness other officers of this agency involved in:
 - Pursuit
 - Terry stop of motorist or pedestrian
 - Search, seizure, arrest, use of force and adversarial contact
 - Activities likely to yield information having evidentiary value

GENERAL GUIDELINES FOR RECORDING



- Officers have discretion to record or not
- Officers have no affirmative duty to inform people that a BWC is being operated or that the individuals are being recorded
- Once activated, the BWC should continue recording until:
 - Conclusion of encounter or until additional recording is unlikely to capture information with evidentiary value.
 - Officer having charge of scene shall direct discontinuance of recording.
 - If recording discontinued during incident, officer should state the reason for ceasing on camera before deactivation. Will document in written report.
 - Shall reactivate cameras as required by this policy to capture information having evidentiary value.

SPECIAL GUIDELINES FOR RECORDING



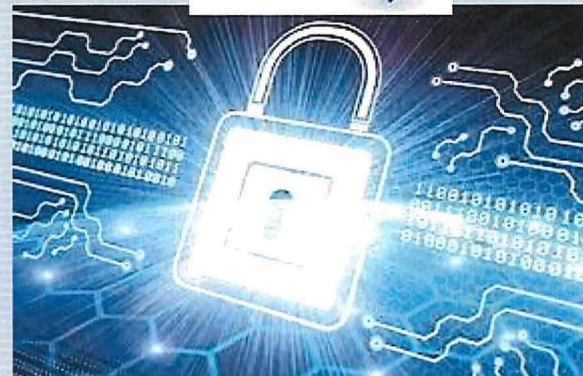
Officers may, in the exercise of sound discretion, determine:

- Record any police-citizen encounter with potential of information with evidentiary value, unless prohibited.
- Statements with victims or witnesses to crimes, or suspects of crimes.
- Need not record persons receiving medical care unless reason to believe evidentiary value.
- Transportation/transfer of persons in custody to other facilities (hospital, detox, juvenile detention center, etc.)

DOWNLOADING AND LABELING DATA

➤ Officer Responsibility

- Assure proper transfer of data
- Data transfer by another when a shooting, in-custody death, or other law enforcement activity resulting in death or great bodily harm arises.
- Officers shall not review BWC unless cleared by the Chief for those significant incidents



LIMITING DISCLOSURE OF DATA



FLAG FILE IF MGDPA LIMITING DISCLOSURE, EXAMPLES:

- Victims of criminal sexual conduct and sex trafficking
- Victims of child abuse or neglect
- Vulnerable adults who are victims of maltreatment
- Undercover Officers
- Informants
- When video is clearly offensive to common sensitivities
- Mandated reports

ADMINISTERING ACCESS TO BWC DATA



Data Subjects. Under MN law, the following are considered data subjects for purposes of administering access to BWC data:

- Any person/entity whose image or voice is documented in the data.
- The Officer who collected the data.
- Any other Officer whose voice or image is documented in the data, regardless of whether that Officer is or can be identified in the recording.

ADMINISTERING ACCESS



BWC Data is presumptively private. BWC recordings are classified as private data about the data subjects unless there is a specific law that provides differently.

As a result:

- BWC data pertaining to people is private, as is data pertaining to businesses or other entities.
- Some data is classified as confidential.
- Some data is classified as public.

CONFIDENTIAL DATA



BWC data that is collected or created as part of an active criminal investigation is confidential. This classification takes precedence over the “private” classification listed above and the “public” classification listed below.

PUBLIC DATA



- Data documenting the discharge of a firearm by a peace officer in the course of duty.
- Data that documents use of force by a peace officer that results in substantial bodily harm.
- Data that a data subject requests be made accessible to the public, subject to redaction.
- Data that documents the final disposition of a disciplinary action against a public employee.

ACCESS BY NON-EMPLOYEES



- Unless the data is part of an active investigation, an individual data subject shall be provided with a copy of the recording upon request, but subject to the following guidelines on redaction:
 - Data on other individuals who do not consent to release must be redacted.
 - Data that would identify undercover Officers must be redacted.
 - Data on other Officers who are not undercover, and who are on duty and engaged in the performance of official duties, may not be redacted.

DATA SECURITY SAFEGUARD



- **PASSWORD PROTECTED**
- **PERSONALLY OWNED DEVICES NOT PROGRAMMED OR USED**
- **Officers SHALL NOT EDIT, ALTER, OR ERASE RECORDING UNLESS AUTHORIZED**
- **AS REQUIRED BY M.S. §13.825, subd. 9, OFFICE SHALL OBTAIN AN INDEPENDENT BIENNIAL AUDIT**

AGENCY USE OF DATA



- **Supervisors will randomly review BWC usage by each officer.**
- **Reviewing BWC data for specific incidents that has given rise to a complaint or concern about Officer misconduct or performance.**
- **Nothing in this policy limits or prohibits the use of BWC data as evidence of misconduct or a basis for discipline.**
- **Officers should contact their supervisors to discuss retaining and using BWC footage for training purposes.**

DATA RETENTION



- All BWC data shall be retained for at least 90 days.
- Discharge of a firearm by a peace officer in the course of duty for one year
- Retained for 6 years
 - Use of force by a Officer that causes substantial bodily injury.
 - Data documenting circumstances that gave rise to a formal complaint against a Officer .

DATA RETENTION

- Footage classified as non-evidentiary and not maintained for training shall be destroyed after 90 days.
- If requested by data subject, additional time period of 180 days. Requestor shall be notified when destroyed unless a new written requested received.

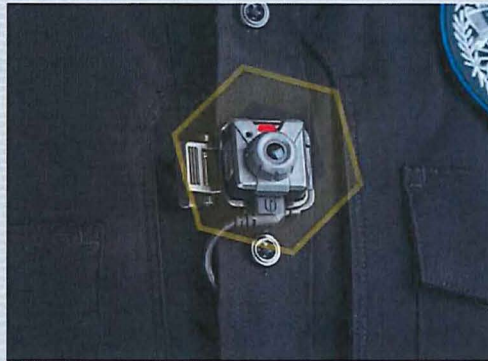


COMPLIANCE



Supervisors shall monitor compliance with this policy. The unauthorized access to or disclosure of BWC data may constitute misconduct and subject individuals to disciplinary action and criminal penalties pursuant to M.S. §13.09.

QUESTIONS/COMMENTS



WILLMAR POLICE DEPARTMENT

GENERAL DIRECTIVE: 0101

Date Issued: 02/23/2018

Revision Dates:

Application: All Personnel

Pages: 10

SUBJECT: BODY-WORN CAMERAS

PURPOSE

The primary purpose of using body-worn-cameras (BWCs) is to capture evidence arising from police-citizen encounters. This policy sets forth guidelines governing the use of BWCs and administering the data that results. Compliance with these guidelines is mandatory, but it is recognized that officers must also attend to other primary duties and the safety of all concerned, sometimes in circumstances that are tense, uncertain, and rapidly evolving.

POLICY

It is the policy of this office to authorize and require the use of office-issued BWCs as set forth below, and to administer BWC data as provided by law.

PROCEDURE

This policy governs the use of BWCs in the course of official duties. It does not apply to the use of squad-based (dash-cam) recording systems. The chief or chief's designee may supersede this policy by providing specific instructions for BWC use to individual officers, or providing specific instructions pertaining to particular events or classes of events including, but not limited to, political rallies and demonstrations. The chief or designee may also provide specific instructions or standard operating procedures for BWC use to officers assigned to specialized details, for instance carrying out duties such as guarding prisoners or patients in hospitals and mental health facilities, SRO duties and detective duties.

DEFINITIONS

The following phrases have special meanings as used in this policy:

- A. **MGDPA or Data Practices Act** refers to the Minnesota Government Data Practices Act, Minn. Stat. § 13.01, et seq.
- B. **Records Retention Schedule** refers to the General Records Retention Schedule for the Willmar Police Department.

- C. **Law enforcement-related information** means information captured or available for capture by use of a BWC that has evidentiary value because it documents events with respect to a stop, arrest, search, citation, or charging decision.
- D. **Evidentiary value** means that the information may be useful as proof in a criminal prosecution, related civil or administrative proceeding, further investigation of an actual or suspected criminal act, or in considering an allegation against a law enforcement agency or officer.
- E. **General citizen contact** means an informal encounter with a citizen that is not and does not become law enforcement-related or adversarial, and a recording of the event would not yield information relevant to an ongoing investigation. Examples include, but are not limited to, assisting a motorist with directions, summoning a wrecker, or receiving generalized concerns from a citizen about crime trends in his/her neighborhood.
- F. **Adversarial** means a law enforcement encounter with a person who becomes confrontational, during which at least one person expresses anger, resentment, or hostility toward the other, or at least one person directs toward the other verbal conduct consisting of arguing, threatening, challenging, swearing, yelling, or shouting. Encounters in which a citizen demands to be recorded or initiates recording on his/her own are deemed adversarial.
- G. **Unintentionally recorded footage** is a video recording that results from an officer's inadvertence or neglect in operating the officer's BWC, provided that no portion of the resulting recording has evidentiary value. Examples of unintentionally recorded footage include, but are not limited to, recordings made in station house locker rooms, restrooms, and recordings made while officers were engaged in conversations of a non-business, personal nature, with the expectation that the conversation was not being recorded.
- H. **Official duties**, for purposes of this policy, means that the officer is on duty and performing authorized law enforcement services on behalf of this agency.

Use and Documentation

- A. Officers may use only department-issued BWCs in the performance of official duties for this agency or when otherwise performing authorized law enforcement services as an employee of this office.
- B. Officers who have been issued BWCs shall operate and use them consistent with this policy. Officers shall conduct a function test of their issued BWCs at the beginning of each shift to make sure the devices are operating properly. Officers noting a malfunction during testing or at any other time, shall promptly report the malfunction to the on-duty supervisor and shall document the report. Supervisors and the reporting officer shall take prompt action to address malfunctions.

- C. Officers should wear their issued BWCs at the location on their body and in the manner specified in training, and that will best serve the purpose of the BWC.
- D. Officers must document BWC use and non-use as follows:
 - 1. Whenever an officer makes a recording, the existence of the recording shall be documented in an incident report or in the current Records Management System.
 - 2. Whenever an officer fails to record an activity that is required to be recorded under this policy or captures only a part of the activity, the officer must document the circumstances and reasons for not recording in an incident report or the current Records Management System. Supervisors shall review these reports and initiate any corrective action deemed necessary.
- E. The department will maintain the following records and documents relating to BWC use, which are classified as public data:
 - 1. The total number of BWCs owned or maintained by the agency;
 - 2. A daily record of the total number of BWCs actually deployed and used by officers;
 - 3. The total amount of recorded BWC data collected and maintained; and
 - 4. This policy, together with the Records Retention Schedule.

Guidelines for Recording

- A. Officers shall activate their BWCs when an officer activates their emergency overhead lights, responding to a call requiring an emergency response. Also, if an officer anticipates they will be involved in, become involved in, or witness other officers of this agency involved in a pursuit, *Terry* stop of a motorist or pedestrian, search, seizure, arrest, use of force, adversarial contact, and during other activities likely to yield information having evidentiary value. However, officers need not activate their cameras when it would be unsafe, impossible, or impractical to do so, but such instances of not recording when otherwise required, must be documented as specified in the Use and Documentation guidelines, part (D)(2) above.
- B. Officers are not required to record general citizen contacts; however, they have the discretion to do so if deemed necessary.
- C. Officers have no affirmative duty to inform people that a BWC is being operated or that the individuals are being recorded.
- D. Once activated, the BWC should continue recording until the conclusion of the incident or encounter, or until it becomes apparent that additional recording is

unlikely to capture information having evidentiary value. The officer having charge of a scene shall likewise direct the discontinuance of recording when further recording is unlikely to capture additional information having evidentiary value. If the recording is discontinued while an investigation, response, or incident is ongoing, officers should state the reasons for ceasing the recording on camera before deactivating their BWC and document in a written report. If circumstances change, officers shall reactivate their cameras, as required by this policy, to capture information having evidentiary value.

- E. Officers shall not intentionally block the BWC's audio or visual recording functionality to defeat the purposes of this policy.
- F. Notwithstanding any other provision in this policy, officers shall not use their BWCs to record other agency personnel during non-enforcement related activities, such as during pre- and post-shift time in locker rooms, during meal breaks, or during other private conversations, unless recording is authorized as part of an administrative or criminal investigation.

Guidelines for Recording Medical Issues

- A. Officers need not record persons being provided medical care unless there is reason to believe the recording would document information having evidentiary value. When responding to an apparent mental health crisis or event, BWCs shall be activated as necessary to document any use of force and the basis for it, and any other information having evidentiary value, but need not be activated when doing so would serve only to record symptoms or behaviors believed to be attributable to the mental health issue.
- B. Officers should consider using their BWCs and squad-based audio/video systems to record their transportation and the physical transfer of persons in their custody to hospitals, detox and mental health care facilities, juvenile detention centers, and jails, but otherwise should not record in these facilities unless the officer anticipates witnessing a criminal event or being involved in or witnessing an adversarial encounter or use-of-force incident.

Downloading and Labeling Data

- A. Each officer using a BWC is responsible for transferring or assuring the proper transfer of the data from his/her camera to designated location at the Willmar Police Department by the end of that officer's shift, with the discretion of the on-duty supervisor. However, if the officer is involved in a shooting, in-custody death, or other law enforcement activity resulting in death or great bodily harm, a supervisor or investigator shall take custody of the officer's BWC and assume responsibility for transferring the data from it. Officers involved in those critical incidents shall not review the BWC video unless cleared to by the Chief of Police or his/her designee.

- B. Officers shall label the BWC data files at the time of video capture or transfer to storage, and should consult with a supervisor if in doubt as to the appropriate labeling. Officers should assign as many of the following labels, as are applicable, to each file:
1. **Evidence – criminal:** The information has evidentiary value with respect to an actual or suspected criminal incident or charging decision.
 2. **Evidence – force:** Whether or not enforcement action was taken or an arrest resulted, the event involved the application of force by a law enforcement officer of this or another agency.
 3. **Evidence – property:** Whether or not enforcement action was taken or an arrest resulted, an officer seized property from an individual or directed an individual to dispossess property.
 4. **Evidence – administrative:** The incident involved an adversarial encounter or resulted in a complaint against the officer.
 5. **Evidence – other:** The recording has potential evidentiary value for reasons identified by the officer at the time of labeling.
 6. **Training:** The event was such that it may have value for training.
 7. **Not evidence:** The recording does not contain any of the foregoing categories of information and has no apparent evidentiary value. Recordings of general citizen contacts and unintentionally recorded footage are not evidence.
- C. In addition, officers shall flag each file as appropriate to indicate that it contains information about data subjects who may have rights under the MGDPA, limiting disclosure of information about them. These individuals include:
1. Victims and alleged victims of criminal sexual conduct and sex trafficking.
 2. Victims of child abuse or neglect.
 3. Vulnerable adults who are victims of maltreatment.
 4. Undercover officers.
 5. Informants.
 6. When the video is clearly offensive to common sensitivities.
 7. Victims of and witnesses to crimes, if the victim or witness has requested not to be identified publicly.

8. Individuals who called 911, and services subscribers whose lines were used to place a call to the 911 system.
 9. Mandated reporters.
 10. Juvenile witnesses, if the nature of the event or activity justifies protecting the identity of the witness.
 11. Juveniles who are or may be delinquent or engaged in criminal acts.
 12. Individuals who make complaints about violations with respect to the use of real property.
 13. Officers and employees who are the subject of a complaint related to the events captured on video.
 14. Other individuals whose identities the officer believes may be legally protected from public disclosure.
- D. Labeling and flagging designations may be corrected or amended based on additional information.

Administering Access to BWC Data

- A. **Data subjects.** Under Minnesota law, the following are considered data subjects for purposes of administering access to BWC data:
1. Any person or entity whose image or voice is documented in the data.
 2. The officer who collected the data.
 3. Any other officer whose voice or image is documented in the data, regardless of whether that officer is or can be identified by the recording.
- B. **BWC data is presumptively private.** BWC recordings are classified as private data about the data subjects unless there is a specific law that provides differently. As a result:
1. BWC data pertaining to people is presumed private, as is BWC data pertaining to businesses or other entities.
 2. Some BWC data is classified as confidential (see C. below).
 3. Some BWC data is classified as public (see D. below).

C. **Confidential data.** BWC data that is collected or created as part of an active criminal investigation is confidential. This classification takes precedence over the "private" classification listed above and the "public" classifications listed below.

D. **Public data.** The following BWC data is public:

1. Data documenting the discharge of a firearm by a peace officer in the course of duty, other than for training or the killing of an animal that is sick, injured, or dangerous.
2. Data that documents the use of force by a peace officer that results in substantial bodily harm.
3. Data that a data subject requests to be made accessible to the public, subject to redaction. Data on any data subject (other than a peace officer) who has not consented to the public release must be redacted [*if practicable*]. In addition, any data on undercover officers must be redacted.
4. Data that documents the final disposition of a disciplinary action against a public employee.

However, if another provision of the Data Practices Act classifies data as private or otherwise not public, the data retains that other classification. For instance, data that reveals protected identities under Minn. Stat. § 13.82, subd. 17 (e.g., certain victims, witnesses, and others) should not be released even if it would otherwise fit into one of the public categories listed above.

E. **Access to BWC data by non-employees.** Officers shall refer members of the media or public seeking access to BWC data to the Chief or Captain, who shall process the request in accordance with the MGDPA and other governing laws. In particular:

1. An individual shall be allowed to review recorded BWC data about himself/herself and other data subjects in the recording, but access shall not be granted:
 - a. If the data was collected or created as part of an active investigation.
 - b. To portions of the data that the agency would otherwise be prohibited by law from disclosing to the person seeking access, such as portions that would reveal identities protected by Minn. Stat. § 13.82, subd. 17.
2. Unless the data is part of an active investigation, an individual data subject shall be provided with a copy of the recording upon request, but subject to the following guidelines on redaction:

- a. Data on other individuals in the recording, who do not consent to the release, must be redacted.
 - b. Data that would identify undercover officers must be redacted.
 - c. Data on other officers who are not undercover, and who are on duty and engaged in the performance of official duties, may not be redacted.
- F. **Access by peace officer and law enforcement employees.** No employee may have access to the department's BWC data except for legitimate law enforcement or data administration purposes:
1. Agency personnel are prohibited from accessing BWC data for non-business reasons and from sharing the data for non-law enforcement related purposes, including, but not limited to, uploading BWC data recorded or maintained by this agency to public and social media websites.
 2. Employees seeking access to BWC data for non-business reasons may make a request for it in the same manner as any member of the public.
- G. **Other authorized disclosures of data.** Officers may display portions of BWC footage to witnesses as necessary for purposes of investigation as allowed by Minn. Stat. § 13.82, subd. 15, as may be amended from time to time. Officers should generally limit these displays in order to protect against the incidental disclosure of individuals whose identities are not public. Protecting against incidental disclosure could involve, for instance, showing only a portion of the video, showing only screen shots, muting the audio, or playing the audio, but not displaying video. In addition,
1. BWC data may be shared with other law enforcement agencies only for legitimate law enforcement purposes that are documented in writing at the time of the disclosure.
 2. BWC data shall be made available to prosecutors, courts, and other criminal justice entities as provided by law.

Data Security Safeguards

- A. Password protected hard drive. The agency is unable to make backup copies of data.
- B. Personally owned devices, including, but not limited to, computers and mobile devices, shall not be programmed or used to access or view agency BWC data.
- C. Officers shall not intentionally edit, alter, or erase any BWC recording unless otherwise expressly authorized by the Chief or Captain.

- D. As required by Minn. Stat. § 13.825, subd. 9, as may be amended from time to time, this office shall obtain an independent biennial audit of its BWC program.

Agency Use of Data

- A. Supervisors will randomly review BWC usage to ensure compliance with this policy and to identify any performance areas in which additional training or guidance is required.
- B. In addition, supervisors and other assigned personnel may access BWC data for the purposes of reviewing or investigating a specific incident that has given rise to a complaint or concern about officer misconduct or performance.
- C. Nothing in this policy limits or prohibits the use of BWC data as evidence of misconduct or as a basis for discipline.
- D. Officers should contact their supervisors to discuss retaining and using BWC footage for training purposes. Officers' objections to preserving or using certain footage for training will be considered on a case-by-case basis. Field Training Officers may utilize BWC data with trainees for the purpose of providing coaching and feedback on the trainee's performance.

Data Retention

- A. All BWC data shall be retained for a minimum period of 90 days. There are no exceptions for erroneously recorded or non-evidentiary data.
- B. Data documenting the discharge of a firearm by a peace officer in the course of duty, other than for training or the killing of an animal that is sick, injured, or dangerous, must be maintained for a minimum period of one year.
- C. Certain kinds of BWC data must be retained for six years:
1. Data that documents the use of deadly force by a peace officer, or force that causes great or substantial bodily harm.
 2. Data documenting circumstances that have given rise to a formal complaint against an officer.
- D. Other data having evidentiary value shall be retained for the period specified in the Records Retention Schedule. When a particular recording is subject to multiple retention periods, it shall be maintained for the longest applicable period.
- E. Subject to Part F (below), all other BWC footage that is classified as non-evidentiary, becomes classified as non-evidentiary, or is not maintained for training, shall be destroyed after 90 days.

- F. Upon written request by a BWC data subject, the agency shall retain a recording pertaining to that subject for an additional time period requested by the subject of up to 180 days. The agency will notify the requestor at the time of the request that the data will then be destroyed unless a new written request is received.
- G. This office shall maintain an inventory of BWC recordings having evidentiary value.
- H. This office will post this policy, together with a link to its Records Retention Schedule, on its website.

Compliance

Supervisors shall monitor for compliance with this policy. The unauthorized access to or disclosure of BWC data may constitute misconduct and subject individuals to disciplinary action and criminal penalties pursuant to Minn. Stat. § 13.09.

ACCOUNTABILITY

It is the responsibility of each employee to be familiar with and adhere to this directive. It is the responsibility of all supervisors to ensure this directive is followed. Failure to adhere to this directive may result in disciplinary action up to and including termination.

BY ORDER OF THE CHIEF OF POLICE

James E. Felt

/sae