CITY OF WILLMAR

MISSION STATEMENT

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

COMMUNITY VALUES

Fiscal Responsibility

Excellence in the Delivery of Service

Quality Service

Ethics and Integrity

Visionary Leadership and Planning

Open and Honest Communication

Professionalism

RESOLUTION NO. 17-90

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

Motion By: Plowman Second By: Mueske

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

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

WHEREAS, the following summary of capital priorities was reached:

Facilities:

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

Stormwater Management:

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

Parks:

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

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

Dated this 7th day of August, 2017

Mayor

Attest:

Judy Thompson
City Clerk

WILLMAR CITY COUNCIL PROCEEDINGS
BOARD ROOM
HEALTH AND HUMAN SERVICES BUILDING
WILLMAR, MINNESOTA

September 4, 2018
7:00 p.m.

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

Also present were City Administrator Ike Holland, Police Chief Jim Felt, Planning and Development Services Director Bruce Peterson, Finance Director Steve Okins, Public Works Director Sean Christensen, Fire Chief Frank Hanson, Recreation Director Rob Baumgarn, City Planner Sarah Swedburg, City Clerk Judy Thompson and City Attorney Robert Scott.

Proposed additions to the agenda included: Mayor Calvin added City Hall Air Quality Testing Proposal. This item was brought forward from the Work Session held earlier this evening.

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

City Clerk Judy Thompson reviewed the consent agenda.

A. City Council Meeting Minutes of August 20, 2018
B. Willmar Municipal Utilities Board Minutes of August 27, 2018
C. Planning Commission Minutes of August 15, 2018
D. Application for Exempt Permit – The Barn Theatre
~~E. **Resolution No. 18-110 Accept Project No. 1701-B and Authorize Final Payment**~~
F. Police Commission Minutes of May 24, 2018
G. Central Community Transit Operations Board Minutes of June 26, 2018
H. Willmar Lakes Area CVB Board Minutes of June 19, 2018
I. Human Rights Commission Minutes of June 19, 2018
J. Accounts Payable August 16 – 29, 2018

Council Member Nelsen offered a motion to approve the Consent Agenda. Council Member Asmus asked that Item E. be removed for discussion. Council Member Mueske seconded the motion to approve the consent agenda, with the removal of Item E., which carried on a roll call vote of Ayes 8, Noes 0.

Council Member Asmus asked for clarification regarding the completion of the replacement of grass along the streets involved in Project No 1701-B.

City Administrator Ike Holland stated he would meet with Public Works Director Sean Christensen and they would verify that the grass replacement is complete before signing off on the final payment.

Following clarification, Council Member Asmus offered a motion to approve Item E. and introduced **Resolution No. 18-110 Accept Project No. 1701-B and Authorize Final Payment**, pending City Administrator's approval the grass replacement is complete. Council Member Schwantes seconded the motion which carried.

At 7:13 p.m. Mayor Calvin opened the public hearing for Special Assessments for Unpaid Weed/Grass Mowing. There being no one to speak for or against the certification of special assessment fees for unpaid weed and grass mowing, Mayor Calvin closed the hearing at 7:14 p.m. and opened it up for discussion by the Council. **Resolution No. 18-111 Certifying Unpaid Weed/Grass Special Assessments** was introduced by Council

Member Fagerlie. Council Member Nelsen seconded the motion, which carried on a roll call vote of Ayes 8, Noes 0.

At 7:15 p.m. Mayor Calvin opened the public hearing for Unpaid Nuisances in General Removal Charges. There being no one to speak for or against the certification of special assessment fees for unpaid nuisances in general, Mayor Calvin closed the hearing at 7:16 p.m. and opened it up for discussion by the Council. **Resolution No. 18-112 Certifying Nuisances in General Special Assessments** was introduced by Council Member Fagerlie. Council Member Nelsen seconded the motion, which carried on a roll call vote of Ayes 8, Noes 0.

At 7:17 p.m. Mayor Calvin opened the public hearing for an ordinance authorizing the sale of real property to the State of Minnesota. Planning and Development Services Director Bruce Peterson stated the State of Minnesota is planning to build an adolescent mental health facility in the northern part of the community off of Transportation Drive. Funds for the facility were awarded in the 2018 bonding bill and construction is planned for 2019. This parcel is surrounded by property owned by the State of Minnesota. It was noted the Planning Commission has reviewed and approved the request.

There being no one present to speak for or against the proposed ordinance, Mayor Calvin closed the hearing at 7:20 p.m. and opened it up for discussion by the Council. Council Member Fagerlie offered a motion to approve the proposed ordinance, adopt, assign a number and order final publication of **Ordinance No. 1425 An Ordinance Authorizing the Sale of Real Property to the State of Minnesota.** Council Member Nelsen seconded the motion, which carried on a roll call vote of Ayes 8, Noes 0.

At 7:20 p.m. Mayor Calvin opened the public hearing for an ordinance to rezone land from AG (Agriculture) to R-4 (Medium Density Multi-Family Residential). Planning and Development Services Director Bruce Peterson stated the applicant, Willmar Redevelopment Company, LLC, has withdrawn their request at this time. Mayor Calvin then closed the hearing at 7:21 p.m.

At 7:21 p.m. Mayor Calvin opened the public hearing for an ordinance replacing Ordinance No. 2.023 known as the Subdivision Ordinance. City Planner Sarah Swedburg stated the Subdivision Ordinance was last adopted in 1964. Procedures and language from the Ordinance are outdated and new practices need to be added. A section regulating Park Land Dedication and procedures regulating Minor Subdivisions has been added. In addition to Planning Commission and staff review, the City Attorney and local surveyors have reviewed the document. Planning Commission held a public hearing on the matter August 15, 2018, and they approved the Ordinance as presented.

There being no one present to speak for or against the proposed ordinance, Mayor Calvin closed the hearing at 7:39 p.m. and opened it up for discussion by the Council. Council Member Christianson offered a motion to approve the amended ordinance to incorporate the formatting changes made for codification purposes as included in the packet. Council Member Asmus seconded the motion, which carried on a roll call vote of Ayes 8, Noes 0.

Council Member Plowman offered a motion to adopt, assign a number and order final publication, by summary due to the length and cost of publishing entire Ordinance, of **Ordinance No. 1426 An Ordinance of the City of Willmar, Minnesota Enacting a New Article II in Chapter 14, Subdivisions, and Repealing Ordinance No. 2.023, Subdivision Ordinance of the City of Willmar.** Council Member Christianson seconded the motion, which carried on a roll call vote of Ayes 8, Noes 0.

There was no one present to speak during the Open Forum.

City Clerk Judy Thompson read a Proclamation declaring September 15, 2018, "Celebrate Art! Celebrate Coffee! Days" in Willmar. Mayor Calvin noted the event has been moved inside at Kennedy Elementary School.

Council Member Nelsen acknowledged Bradley Peterson, Coalition of Greater Minnesota Cities (CGMC), who appeared before the Mayor and Council to review the 2018 Legislative Session and activities of

the CGMC. Mr. Peterson highlighted a few things the CGMC tried to do during the course of the Legislative Session. He presented CGMC facts stating their current membership is 97 cities in 2018, and that their primary focus for legislation is limited to five areas: 1) LGA/Property Taxes, 2) Economic Development, 3) Annexation and Land Use, 4) Environmental Regulations and 5) Transportation strictly from a Greater Minnesota perspective.

Mr. Peterson stated the 2018 Legislature focused on policy and bonding bill. There was a significant focus on state response to federal tax changes made at end of 2017; need for significant bonding bill; supplemental budget ($329M surplus); and pension bill. He stated there were many obstacles which included: bad blood as a result of 2017 Dayton veto of legislative operating funds; the fact there is a razor-thin majority for GOP in Senate makes passage of bills difficult – requires compromise; the controversy over President of the Senate serving as Lt. Governor; and 2018 being an election year for House and Governor's Office. CGMC strategy and goals focused on bonding bill and positioning issues for elections and 2019 session. He stated the bonding bill focused on water and wastewater infrastructure; they continued to educate legislators regarding high cost of regulatory compliance; continued LGA advocacy; monitored Corridors of Commerce awards for fairness toward Greater Minnesota; continued city-street funding advocacy; and highlighted child care shortage issue and began to advance solutions. Mr. Peterson also stated 2019 will be a year of significant changes in that we will have a new governor; election in House could flip majority; Senate special election could flip majority; 2019 is a budget year and it is hard to predict if there will be a surplus or deficit at this point.

After a few questions, Mayor Calvin thanked him for his presentation and acknowledged Council Member Nelsen for serving on the CGMC Board. Mayor Calvin stressed the importance of the child care shortage issue and all the regulations placed on child care providers and urged Mr. Peterson to continue to address this issue. Another item of interest was the salty water discharge and Mr. Peterson stated they are also addressing this issue.

Charter Commission Chairman Kevin Halliday stated due to the recent dissolution of the Community Education and Recreation Department, the Charter Commission has recommended an amendment to the Willmar City Charter Section 4.03. It was noted City Attorney Robert Scott drafted an Ordinance amending said section, and all amendments to the City Charter require a public hearing. Following discussion, Council Member Plowman **introduced an Ordinance Amending the Charter of the City of Willmar Section 4.03,** and set a public hearing for October 1, 2018 at 7:01 p.m. Council Member Mueske seconded the motion which carried.

Recreation Director Rob Baumgarn presented a request to renew the lease agreement with Willmar Warhawks for the term of one year. It was noted this will be the third year the Willmar Warhawks have been in Willmar and each prior lease has been on a one-year agreement. Following discussion, Council Member Fagerlie introduced **Resolution No. 18-113 Authorization to Execute Lease Agreement with Blizzard LLC for the Use of the Civic Center for Warhawks**. Council Member Christianson seconded the motion, which carried on a roll call vote of Ayes 8, Noes 0.

Public Works Director Sean Christensen stated the air quality of City Hall has been questionable for some time. There have been issues with maintaining humidity levels year-round and mold has been discovered in the building as a result of leaks during heavy rainfall. There also has been several instances where asbestos has been encountered when remodeling. Staff have made mention of respiratory issues occurring while present in the building. Staff was recommending acceptance of proposal with M.A.A.C for air quality testing of City Hall.

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

City Administrator Ike Holland offered the following comments: introduced Recreation Director Rob Baumgarn to the Mayor and Council and stated there will be a welcome party for him and Community Center Director Britta Diem on September 10th at the Community Center; thanked the entire Finance Department for the great job on the budget; the new lights are installed at Baker Field; playground equipment at Miller Park and other parks should be installed over the next two weeks.

Mayor Calvin spoke about a "Cycling Without Age" program which Bethesda is participating in and inquired if the City would partner with Bethesda on this project. There is no financial commitment on the City's part at this time, but in the future there might be a request to be a financial host applicant for a grant.

Following discussion, Council Member Schwantes offered a motion to place the City's name as a co-partner on a brochure for this project. Council Member Alvarado seconded the motion which carried.

Council Member Mueske stated school is in session and reminded everyone to be cautious when driving.

Council Member Fagerlie congratulated two City employees on their recent marriages.

Council Member Nelsen reminded everyone to place on their calendar the Coalition of Greater Minnesota Cities Fall Conference which will be held November 15th and 16th in Alexandria. This is a great way to interact with other communities.

Council Member Christianson stated winter is coming and urged everyone to attend the many events at the Civic Center, including the Willmar Warhawks hockey games.

Council Member Schwantes thanked the Public Works staff for their work in repairing the 7th Street railroad crossing.

Council Member Alvarado echoed Council Member Mueske and Council Member Christianson's comments; the "Cycling Without Age" program is very exciting; there is so much to do in Willmar and urged everyone to get out and take advantage of everything available in the community.

Council Member Nelsen offered a motion to adjourn the meeting with Council Member Fagerlie seconding the motion which carried. The meeting adjourned at 8:42 p.m.

_____
MAYOR

Attest:

_____
SECRETARY TO THE COUNCIL

RESOLUTION NO. 18-110

A RESOLUTION ACCEPTING PROJECT NO. 1701-B AND AUTHORIZING FINAL PAYMENT.

Motion By: Asmus Second By: Schwantes

IMPROVEMENT:	Project No. 1701-B – Reconstruction of 16th Street, 17th Street and 13th Avenue SW
CONTRACTOR:	Duininck, Inc.
DATE OF CONTRACT:	June 5, 2017
BEGIN WORK:	June 22, 2017
COMPLETE WORK:	June 8, 2018
APPROVE, ENGINEERING DEPT:	August 20, 2018

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

1. The said City of Willmar Project No. 1701-B be herewith approved and accepted by the City of Willmar.

2. The following summary and final payment be approved:

ORIGINAL CONTRACT AMOUNT:	$1,149,310.40
FINAL NET CONTRACT AMOUNT, PROPOSED:	$1,149,310.40
ACTUAL FINAL CONTRACT AMOUNT AS CONSTRUCTED:	$1,111,890.25
Less Previous Payments	$903,105.63
FINAL PAYMENT DUE CONTRACTOR:	**$208,784.62**

Dated this 4th day of September, 2018.

s/s Marv Calvin
Mayor

Attest:

s/s Judy Thompson
City Clerk

RESOLUTION NO. 18-111

A RESOLUTION CERTIFYING UNPAID WEED/GRASS SPECIAL ASSESSMENTS

Motion By: Fagerlie Second By: Nelsen

WHEREAS, Chapter 9, Article III of the Willmar Municipal Code states that such unpaid weed or grass mowing costs represent a lien of the real property receiving mowing services; and

WHEREAS, the City Council of the City of Willmar has offered the owner his right to request an appearance before the Council to make objections to payment;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Willmar that the amount of the unpaid weed / grass mowing charges totaling $1,488.75 be certified to the County Auditor to be extended on the tax rolls of such real property in the same manner as other taxes for collecting in 2019 and collected by the County Treasurer, and paid to the City Clerk along with other taxes; and

BE IT FURTHER RESOLVED that the unpaid weed or grass charges be certified against the real property as follows:

1. Parcel No. 95-260-0010 $196.15

   Located at 333 Robert Street SE; and
   Described as Section 14, Township 119, Range 35, Lot 1
   GORDHAMER'S ADDITION TO THE CITY OF WILLMAR

2. Parcel No. 95-090-1490 $127.01

   Located at 1017 7TH Street SW; and
   Described as Section 15, Township 119, Range 35
   BOOTH'S ADDITION TO WILLMAR
   BLOCK K LOT 10 EXC. N 5 FT.; N'LY ½ OF LOT 9

3. Parcel No. 95-911-0560 $196.15

   Located at 1101 Lakeland Drive NE; and
   Described as Section 11, Township 119, Range 35
   PART OF LOT 3: W 150' OF E 183' OF N 90' OF GOV'T
   LOT 3 & S 10' OF W 150' OF E 183' OF GOV'T LOT 2

4. Parcel No. 95-715-0080 $280.57

   Located at 2408 Williams Parkway SW; and
   Described as Section 21, Township 119, Range 35, Lot 8, Block 1
   SOUTHGATE

5. Parcel No. 95-250-0900 $561.86

   Located at 936 3rd Street SE; and
   Described as Section 14, Township 119, Range 35, Lot 10, Block 5
   GLARUM'S ADDITION TO WILLMAR

6. Parcel No. 95-665-0240 $127.01

   Located at 1109 Olena Avenue SE; and
   Described as Section 14, Township 119, Range 35, Lot 14, Block 2
   PERKINS FIFTH ADDITION

Dated this 4th day of September, 2018

s/s Marv Calvin
Mayor

Attest:

s/s Judy Thompson
City Clerk

RESOLUTION NO. 18-112

A RESOLUTION CERTIFYING NUISANCES IN GENERAL SPECIAL ASSESSMENTS

Motion By: Fagerlie Second By: Nelsen

WHEREAS, Chapter 9, Article I of the Willmar Municipal Code concerning the removal of a hazardous building by the City. The cost of such removal or remedial measures shall be assessed by action of the City Council against the property, under such terms and conditions as the City Council may require; and

WHEREAS, the City Council of the City of Willmar has offered the owner his right to request an appearance before the Council to make objections to payment;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Willmar that the amount of the unpaid nuisance charges totaling $845.07 be certified to the County Auditor to be extended on the tax rolls of such real property in the same manner as other taxes for collecting in 2019 and collected by the County Treasurer, and paid to the City Clerk along with other taxes; and

BE IT FURTHER RESOLVED that the unpaid nuisance charges be certified against the real property as follows:

1. Parcel No. 95-820-0410 $845.07

Located at 629 7th Street NW; and
Described as Section 10, Township 119, Range 35, Block 3
THORPE & LIEN'S ADDITION TO THE CITY OF WILLMAR
EAST 85 FT. OF N'LY 113 FT. OF LOT 1

Dated this 4th day of September, 2018

s/s Marv Calvin
Mayor

Attest:

s/s Judy Thompson
City Clerk

RESOLUTION NO. 18-113

AUTHORIZATION TO EXECUTE LEASE AGREEMENT WITH BLIZZARD, LLC FOR USE OF THE CIVIC CENTER FOR WARHAWKS

Motion By: Fagerlie Second By: Christianson

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

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

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

Dated this 4th day of September, 2018

s/s Marv Calvin
Mayor

Attest:

s/s Judy Thompson
City Clerk

Carris Health – Rice Memorial Hospital
Board of Directors
September 5, 2018

Members Present:	Andrea Pieske, President; Dr. Lee Cafferty, Shane Johnson, Jon Saunders, Treasurer; Peggy Sietsema
Members Absent:	Ken Behm
Also Present:	Mike Schramm, CEO, Bill Fenske, CFO, Carnie Allex, VP Clinical Support Services, Teri Beyer, CQO, Kathy Dillon, CNO
Guests:	Audrey Nelsen, City Council Liason; Anne Polta, West Central Tribune

Topic	Discussion	Action
Call to Order	President Pieske called the meeting to order at 12:05 p.m.	
Approval of Consent Agenda	Meeting minutes from 5/30/18 were reviewed.	Motion made by Director Sietsema, seconded by Director Cafferty to approve the consent agenda as presented. Motion carried.
Quality Report	T. Beyer provided an overview of hospital performance on several key indicators (see attached). In many instances, we are partnering with CentraCare to further standardize our processes and ultimately improve our results. She commented that there is also ongoing work being done with Kandiyohi County Human Services on a Community Health Needs Assessment which will be detailed at an upcoming Board meeting. K. Dillon provided an overview of the integration work that has taken place over the last six months as Rice and ACMC have combined with CentraCare to form Carris Health. Integration is occurring across all areas, but the following were hi-lighted: • Cancer Center recently added AccuBoost radiation capabilities which will enhance treatment for both breast and gynecologic cancers • ER Visitors Plan being reassessed • Addressing a regional plan for delivery of nephrology services • Emergency Medical Services standardizing uniforms, policies, equipment • Crisis Intervention training is being offered for staff • Care Cab services are now available again in Willmar	Report accepted as presented.

	• OB Steering Committee at CCH includes Carris reps from hospital and clinic • Value Analysis process expanding from hospital to clinic and standardizing with CCH	
Medical Staff Report	In Dr. Hund's absence, Dr. Cafferty reported on the successful recruitment efforts in a number of areas this year, most recently adding a Hospitalist and a Psychiatrist.	Report accepted as presented.
CEO Report	M. Schramm provided the following information: • The Senior Leadership Team of Carris Health completed strategic planning in June with assistance from CentraCare. • Two areas of focus are Improved Access and Team Based Care. • Overall, Carris Health recruitment has resulted in the addition of 10 physicians and 7 NPPs in 2018. • Dr. Speer, Radiation Oncologist, transitioned his employment from Allina to Carris Health in July, 2018. • We continue to focus on culture and utilize the 'Our Best Begins with Me' sessions to further that effort. Over 1000 employees have participated in training thus far. An additional ten facilitators have been certified. • Rice Health Foundation has determined the fundraising focus for the coming cycle – Willmar Regional Cancer Center. • Rice Home Medical will now be managed directly by CCH as a means of improving that service line. • Julie Schultz, MD, is the newest member of the Carris Board, replacing Dr. Jon Mellema. • Labor union negotiations are slated to begin this fall as all existing contracts expire 12/31/18.	Report accepted as presented.
Financial Update	B. Fenske reviewed the financial report through July, 2018 and noted the 2.8% operating margin goal was achieved.	Accepted as information.
Capital Spending	B. Fenske reviewed the Capital Spending through July and noted that it will likely exceed projected levels for 2018, but that future years will likely be far less. Spend to date is $8.3 million. Primary expenses are the boiler replacement project, expansion of the Cancer Center, replacement of the	Accepted as information.

	majority of patient beds and Emergency Services Department renovation.	
Carris Lease Review	B. Fenske noted that Lease Payments are being made as scheduled and that the Payment in lieu of taxes to the City of Willmar is also being made at the sum of $25,000 per month.	Report accepted as presented.
City Council Report	Council member Nelsen expressed appreciation to the Board as a forum for providing information to the community. She noted that the budget for the City is currently under review, including a local option sales tax. The audit report has been received. She also noted that a land sale has occurred in Industrial Park, but details are not yet available. Ms. Nelsen is currently working with the Willmar Bikes initiative.	Report accepted as information.
Committees	President Pieske requested clarification on the roles of Rice Board members on committees. Currently, members are serving on the Rice Health Foundation Board, the Cancer Committee and on the Carris Board Quality Committee due to dual membership. These will continue for the foreseeable future.	Information
Adjourn	1:10 p.m.	

WILLMAR MUNICIPAL UTILITIES MINUTES
MUNICIPAL UTILITIES AUDITORIUM
SEPTEMBER 10, 2018

The Municipal Utilities Commission met in its regular scheduled meeting on Monday, September 10, 2018 at 11:45 a.m. in the Municipal Utilities Auditorium with the following Commissioners present: Carol Laumer, Justin Mattern, Nathan Weber, Abdirizak Mahboub, Bruce DeBlieck, Ross Magnuson and Brendan MacDonald.

Others present at the meeting were: General Manager John Harren, Director of Finance Denise Runge, Customer Service Supervisor Stacy Stien, Facilities & Maintenance Supervisor Kevin Marti, Water & Heating Supervisor Joel Braegelman, Administrative Secretary Beth Mattheisen, City Councilman Shawn Mueske, City Attorney Robert Scott (via teleconference), and WC Tribune Journalist Shelby Lindrud.

Commission President Laumer opened the meeting by requesting a change to item #4 of the presented agenda. Laumer was requesting that the agenda reflect amending "approve" to "discuss" relating to the MOA between the Utility and City of Willmar. It was the consensus of the Commission to approve the revision to item #4. Commissioner Laumer continued by requesting a resolution to approve the Consent Agenda. Commissioner DeBlieck offered a resolution to approve the Consent Agenda as presented. Commissioner Weber seconded.

RESOLUTION NO. 42

"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 August 27, 2018 Commission meeting; and,
- Bills represented by vouchers No. 181432 to No. 181555 and associated wire transfers inclusive in the amount of $628,227.28.

Dated this 10th day of September, 2018.

_____
President

Attest:

_____
Secretary

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

Facilities & Maintenance Supervisor Marti reviewed with the Commission the August 2018 Wind Turbine Report. Marti noted that turbine availabilities for the month of August were at 100% (Unit #3) and 81.6% (Unit #4) with a monthly total production of 278,651 KWH.

General Manager Harren introduced discussion with the Commission on a proposed Memorandum of Agreement (MOA) between the Utility and the City of Willmar. The purpose of the MOA is to establish guidelines and responsibilities related to replacement of water mains and fire hydrants.

The WMU Planning Committee & Staff have been working with City staff to come to a mutual agreement that would be satisfactory for both entities. Harren provided a thorough review of the current document being proposed for consideration. Among the issues being addressed include: water main installations & replacements; upkeep & maintenance of fire hydrants; water main breaks/repairs, duties & responsibilities of associated costs incurred; time required for WMU to financially prepare for the responsibilities; and, the Utility Replacement Charge (collected by the City). It was further noted that water mains over 8" and all costs associated with fire hydrants are strictly used for fire protection and therefore should remain the responsibility of the City. Following review and discussion, it was the consensus of the Commission to direct Staff to incorporate additional information into the proposed MOA (i.e. past/current practices) to serve as clarity for all parties. Once the recommended modifications have been incorporated into the document, it will be forwarded to the Commission for their review & comments. It was further requested by the Commission that Councilman Mueske address the topic with City representatives.

General Manager Harren informed the Commission that meetings of both the WMU Planning and Labor Committees would be forthcoming (TBD). Agenda items for the PC Meeting would include: new generation; Customer Appreciation Open House (2019); MRES School Education Program; reduced billing cycles; and, annual Operations Policy review. Agenda items for the LC Meeting would include: annual Personnel Policy review; and, 2019 COLA.

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

- MRES Leadership Academy – Sept. 19-20 (Sioux Falls, SD)

There being no further business to come before the Commission, Commissioner Laumer declared the meeting adjourned at 12:20 p.m.

Respectfully Submitted,

WILLMAR MUNICPAL UTILITIES

_____

Beth Mattheisen
Administrative Secretary

ATTEST:

_____

Abdirizak Mahboub, Secretary

MINNESOTA LAWFUL GAMBLING

LG240B Application to Conduct Excluded Bingo — No Fee

ORGANIZATION INFORMATION

Organization Name: Church of St. Mary

Previous Gambling Permit Number: XB-04099-17-005

Minnesota Tax ID Number, if any: 8369099

Federal Employer ID Number (FEIN), if any: 41-0711999

Mailing Address: 713 - 12th St. SW

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

Name of Chief Executive Officer (CEO): Fr. Steven Verhelst

Daytime Phone: 320-235-0118 Email: FrSteve@OurLivingWater.org

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

☐ Fraternal ☒ Religious ☐ Veterans ☐ Other Nonprofit Organization

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

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

☐ **Current Certificate of Good Standing**
Don't have a copy? This certificate must be obtained each year from:
MN Secretary of State, Business Services Division
60 Empire Drive, Suite 100
St. Paul, MN 55103

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

☒ **Internal Revenue Service-IRS income tax exemption 501(c) letter in your organization's name**
Don't have a copy? Obtain a copy of your federal income tax exempt letter by having an organization officer contact the IRS at 877-829-5500.

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

EXCLUDED BINGO ACTIVITY

Has your organization held a bingo event in the current calendar year? ☐ Yes ☒ No

If yes, list the dates when bingo was conducted: _____

The proposed bingo event will be:

☒ one of four or fewer bingo events held this year. Dates: Sept. 30, 2018; Nov. 18, 2018

-OR-

☐ conducted on up to 12 consecutive days in connection with a:

☐ county fair Dates: _____

☐ civic celebration Dates: _____

☐ Minnesota State Fair Dates: _____

Person in charge of bingo event: Fr. Steven Verhelst Daytime Phone: 320-235-0118

Name of premises where bingo will be conducted: Church of St. Mary

Premises street address: 713 SW 12th Street

City: Willmar, MN If township, township name: _____ County: Kandiyohi

LG240B Application to Conduct Excluded Bingo

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

CITY APPROVAL for a gambling premises located within city limits

On behalf of the city, I approve this application for excluded bingo activity at the premises located within the city's jurisdiction.

Print City Name: City of Willmar

Signature of City Personnel: Judy R. Thompson

Title: City Clerk Date: 8/30/18

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

COUNTY APPROVAL for a gambling premises located in a township

On behalf of the county, I approve this application for excluded bingo activity at the premises located within the county's jurisdiction.

Print County Name: _____

Signature of County Personnel: _____

Title: _____ Date: _____

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

Print Township Name: _____

Signature of Township Officer: _____

Title: _____ Date: _____

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

The information provided in this application is complete and accurate to the best of my knowledge.

Chief Executive Officer's Signature: Fr. Steven J. Verhelst Date: 8-29-18
(Signature must be CEO's signature; designee may not sign)

Print Name: Fr. Steven Verhelst

MAIL OR FAX APPLICATION & ATTACHMENTS

Mail or fax application and a copy of your proof of nonprofit status to:

Gambling Control Board
1711 West County Road B, Suite 300 South
Roseville, MN 55113
Fax: 651-639-4032

An excluded bingo permit will be mailed to your organization. Your organization must keep its bingo records for 3-1/2 years.

Questions?
Call a Licensing Specialist at 651-539-1900.

Bingo hard cards and bingo number selection devices may be borrowed from another organization authorized to conduct bingo. Otherwise, bingo hard cards, bingo paper, and bingo number selection devices must be obtained from a distributor licensed by the Minnesota Gambling Control Board. To find a licensed distributor, go to ***www.mn.gov/gcb*** and click on ***Distributors*** under the ***LIST OF LICENSEES***, or call 651-539-1900.

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

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

MINNESOTA LAWFUL GAMBLING

LG220 Application for Exempt Permit

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

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

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

Application Fee (non-refundable)

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

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

ORGANIZATION INFORMATION

Organization Name: Willmar Junior Golf Foundation Inc.

Previous Gambling Permit Number:

Minnesota Tax ID Number, if any:

Federal Employer ID Number (FEIN), if any: 82-1124674

Mailing Address: Po Box 1612

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

Name of Chief Executive Officer (CEO): Stephen Stuhr

CEO Daytime Phone: 320 979 0634 CEO Email: StephenStuhr@Gmail.com

(permit will be emailed to this email address unless otherwise indicated below)

Email permit to (if other than the CEO):

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

☐ Fraternal ☐ Religious ☐ Veterans ☒ Other Nonprofit Organization

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

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

☐ **A current calendar year Certificate of Good Standing**

Don't have a copy? Obtain this certificate from:

MN Secretary of State, Business Services Division
60 Empire Drive, Suite 100
St. Paul, MN 55103

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

☒ **IRS income tax exemption (501(c)) letter in your organization's name**

Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.

☐ **IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)**

If your organization falls under a parent organization, attach copies of both of the following:

1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling; and
2. the charter or letter from your parent organization recognizing your organization as a subordinate.

GAMBLING PREMISES INFORMATION

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

Physical Address (do not use P.O. box): 1000 26th Ave NE, Willmar MN 56201

Check one:

☒ City: Willmar Zip: 56201 County: Kandiyohi

☐ Township: Zip: County:

Date(s) of activity (for raffles, indicate the date of the drawing): April 8 2019

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

☐ Bingo ☐ Paddlewheels ☐ Pull-Tabs ☐ Tipboards ☒ Raffle In the total of $25,000

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

LG220 Application for Exempt Permit

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

CITY APPROVAL for a gambling premises located within city limits

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

Print City Name: City of Willmar

Signature of City Personnel: Judy R. Thompson

Title: City Clerk Date: 9/7/18

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

COUNTY APPROVAL for a gambling premises located in a township

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

Print County Name: _____

Signature of County Personnel: _____

Title: _____ Date: _____

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

Print Township Name: _____

Signature of Township Officer: _____

Title: _____ Date: _____

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

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

Chief Executive Officer's Signature: [signature] Date: 07 Sep 18
(Signature must be CEO's signature; designee may not sign)

Print Name: Stephen Stuhr

REQUIREMENTS

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

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

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

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

MAIL APPLICATION AND ATTACHMENTS

Mail application with:

____ a copy of your proof of nonprofit status; and

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

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

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

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

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: September 17, 2018**
From: Judy R. Thompson, City Clerk	**Subject:** State Temporary Liquor Permit Foxhole Brewhouse Inc.

AGENDA ITEM: Consideration of a State Temporary Liquor Permit – Foxhole Brewhouse Inc.

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

HISTORY: The Foxhole Brewhouse held an Anniversary Party on August 25, 2018, without issues.

CURRENT CIRCUMSTANCE: The Foxhole Brewhouse Inc. dba Foxhole Brewhouse; has plans to sell alcohol during the Foxtober Fest on October 6, 2018. A State Application and Permit for a 1 Day to 4 Day Temporary On-Sale Liquor License is required to distribute or consume alcohol per State Statute 340A.404, Subdivision 10 (c), which states that the governing body of a municipality may issue to a brewer who manufactures fewer than 3,500 barrels of malt liquor in a year or a microdistillery a temporary license for the on-sale of intoxicating liquor in connection with a social event within the municipality sponsored by the brewer or microdistillery. The terms and conditions specified for temporary licenses under paragraph (a) shall apply to a license issued under this paragraph, except that the insurance requirements of section 340A.409 subdivisions 1 to 3a, shall apply to the license.

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

ISSUES: N/A

FINANCIAL IMPACT: $100 Application Fee

ALTERNATIVE: Deny the serving of alcohol during their social event

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

REVIEWED BY: Ike Holland, City Administrator

WORK SESSION DATE:

COUNCIL MEETING DATE: September 17, 2018 **_X_CONSENT AGENDA** **___AGENDA**

Issued Dates: **8/1/2018 to 8/31/2018**
Report Name: **Monthly External Permits Report**
Permit Type(s): **Building**

City of Willmar
Monthly External Permits Report

Permit #	Issued Date	Owner and Site Address		Permit Sub-Type and Work Type	Description	Valuation	Total Permit Fee
WI028076	8/2/2018	Sietsema/Jeramy S (Jeremy) 1718 Monongalia Ave SW	95-040-0690 Block 6 Barnstad`s Addition To The City Of Willmar	New New Single-Family Dwelling	New Home and Garage	$207,585.00	$2,458.75
WI028088	8/2/2018	15th Street Flats LLC 1601 15th St SE	95-481-0150 Lot 5, Block 2 Lee-Don	New Apartment	47 Unit Apartment Building	$6,019,173.00	$106,958.05
WI028181	8/1/2018	Poe/Bobby G & Karissa C 3209 Eagle Ridge Dr E	95-148-0240 Block 1 Eagles Landing	Reroofing Residential Add/Alter	Residential Reroof	$5,000.00	$32.50
WI028237	8/2/2018	Kandiyohi County - Wccs 917 20th Ave SE	95-138-0120 Lot 12, Block 1 Countryside Addition	Siding Residential Add/Alter	Residential Reside	$3,500.00	$51.75
WI028238	8/2/2018	Kandiyohi County - Wccs 1001 20th Ave SE	95-138-0130 Lot 13, Block 1 Countryside Addition	Siding Residential Add/Alter	Residential Reside	$3,500.00	$51.75
WI028239	8/2/2018	Nielsen/Lionell K 1104 14th Ave SE	95-672-0110 Lot 1, Block 2 Pleasant View	Siding Residential Add/Alter	Residential Reside	$4,000.00	$52.00
WI028243	8/2/2018	Goosman/Sharon 900 Becker Ave SE	95-530-0020 Lot 2 Naber`s Addition	Reroofing Residential Add/Alter	Residential Reroof	$2,500.00	$31.25
WI028249	8/29/2018	Wilson/Suzanne L 1305 23rd St SE	95-786-0100 Lot 1, Block 3 Sunrise Estates	Reroofing Residential Add/Alter	Residential Reroof	$8,500.00	$34.25
WI028250	8/2/2018	Gauquie/Michael D & Karen 1301 23rd St SE	95-786-0110 Lot 2, Block 3 Sunrise Estates	Reroofing Residential Add/Alter	Residential Reroof	$8,500.00	$34.25
WI028260	8/2/2018	Nelson/Heather L 209 Manila St NE	95-730-0780 Block 6 Sperry`s Addition	Reroofing Residential Add/Alter	Residential Reroof	$3,000.00	$31.50
WI028267	8/2/2018	Koosman'S Construction Co 1721 Olena Ave SE	95-176-0460 Lot 7, Block 4 Emerald Pond	New New Single-Family Dwelling	Construct new SFD	$244,098.00	$2,137.36
WI028272	8/2/2018	Koosman'S Construction Co 1717 Olena Ave SE	95-176-0470 Lot 8, Block 4 Emerald Pond	New New Single-Family Dwelling	New Home and Garage	$208,010.00	$2,467.22

City of Willmar
Monthly External Permits Report

Permit #	Issued Date	Owner and Site Address		Permit Sub-Type and Work Type	Description	Valuation	Total Permit Fee
WI028275	8/2/2018	Kassel/Ronald E & Colleen R 1006 15th St SW	95-042-0260 Block 1 Barnstad`s Second Addition	Demolition Move/Raze	Remove in ground Pool	$0.00	$30.00
WI028277	8/2/2018	Koosman'S Construction Co 1801 Olena Ave SE	95-176-0450 Lot 6, Block 4 Emerald Pond	New New Single-Family Dwelling	New Home and garage	$205,713.00	$2,441.32
WI028280	8/2/2018	City Of Willmar 301 Becker Ave SW	95-003-5970 Willmar, Town Of (Original)	Alteration Commercial New	CONSTRUCT NEW PROPANE SHELTER STRUCTURE/ MECH. ROOMS 7 EQUIPT	$3,899,828.00	$23,378.87
WI028286	8/2/2018	Breezee Rev Liv Trust/C & D 2307 10th St SW	95-688-0260 Lot 6, Block 2 Prairie View North	Reroofing Residential Add/Alter	Residential Reroof	$5,000.00	$32.50
WI028287	8/2/2018	Thomas/ Ruth C 2305 10th St SW	95-688-0250 Lot 5, Block 2 Prairie View North	Reroofing Residential Add/Alter	Residential Reroof	$5,000.00	$32.50
WI028289	8/2/2018	Wood/Deanna 1025 6th St SW	95-090-1680 Lot 8 Booth`s Addition To Willmar	Reroofing Residential Add/Alter	Residential Reroof	$1,900.00	$30.95
WI028290	8/2/2018	Kjergaard/Jerry & Janice 1100 23rd St SE	95-786-0020 Lot 1, Block 2 Sunrise Estates	Reroofing Residential Add/Alter	Residential Reroof	$10,150.00	$35.08
WI028291	8/2/2018	Luschen/Loren & Gudrun 1200 23rd St SE	95-786-0010 Lot 1, Block 1 Sunrise Estates	Reroofing Residential Add/Alter	Residential Reroof	$14,040.00	$37.02
WI028292	8/2/2018	Beckman Trust/Herbert &Joyce 1011 23rd St SE	95-786-0210 Lot 12, Block 3 Sunrise Estates	Reroofing Residential Add/Alter	Residential Reroof	$9,154.00	$64.58
WI028295	8/1/2018	State Of Minn-Higher Ed Brd 2101 15th Ave NW	95-909-0100	Reroofing Commercial Add/Alter	Commercial Reroof	$18,000.00	$271.25
WI028296	8/1/2018	Hiepler/Iris 1015 23rd St SE	95-786-0200 Lot 11, Block 3 Sunrise Estates	Reroofing Residential Add/Alter	Residential Reroof	$7,679.00	$63.84

City of Willmar
Monthly External Permits Report

Permit #	Issued Date	Owner and Site Address		Permit Sub-Type and Work Type	Description	Valuation	Total Permit Fee
WI028297	8/1/2018	Freeman/Leanne R 1101 23rd St SE	95-786-0190 Lot 10, Block 3 Sunrise Estates	Reroofing Residential Add/Alter	Residential Reroof	$8,580.00	$64.29
WI028298	8/1/2018	Berg/Charlotte 1105 23rd St SE	95-786-0180 Lot 9, Block 3 Sunrise Estates	Reroofing Residential Add/Alter	Residential Reroof	$9,620.00	$64.81
WI028299	8/1/2018	Hallberg Trusts/William & M A 1201 23rd St SE	95-786-0150 Lot 6, Block 3 Sunrise Estates	Reroofing Residential Add/Alter	Residential Reroof	$8,580.00	$64.29
WI028300	8/1/2018	Carver/John & Vicki 1205 23rd St SE	95-786-0140 Lot 5, Block 3 Sunrise Estates	Reroofing Residential Add/Alter	Residential Reroof	$8,580.00	$64.29
WI028301	8/1/2018	Lundy/Tracy L & Scott A 3515 Eagle Ridge Dr W	95-148-0390 Lot 6, Block 2 Eagles Landing	Siding Residential Add/Alter	Residential Reside	$5,000.00	$52.50
WI028303	8/1/2018	Gorans Jt Liv Trust/Brian & T 1209 23rd St SE	95-786-0130 Lot 4, Block 3 Sunrise Estates	Reroofing Residential Add/Alter	Residential Reroof	$8,600.00	$34.30
WI028304	8/1/2018	Kleinhuizen Rev Trust/Marilyn 1213 23rd St SE	95-786-0120 Lot 3, Block 3 Sunrise Estates	Reroofing Residential Add/Alter	Residential Reroof	$8,600.00	$34.30
WI028305	8/1/2018	Chad & Angela Koosman 1501 Country Club Dr NE	95-466-0060 Lot 6, Block 1 Second Addition To Lakewood	Alteration Residential Add/Alter	Interior Remodel	$60,000.00	$1,081.46
WI028307	8/29/2018	Sjerven/Arlen M & Sheila P 1324 23rd St SE	95-786-0310 Lot 2, Block 1 Sunrise Estates	Reroofing Residential Add/Alter	Residential Reroof	$8,320.00	$34.16
WI028308	8/2/2018	Foley/J Robert & Judith G 1328 23rd St SE	95-786-0300 Lot 1, Block 1 Sunrise Estates	Reroofing Residential Add/Alter	Residential Reroof	$8,580.00	$34.29
WI028309	8/2/2018	Brinkman/John L & Judith K 1320 23rd St SE	95-786-0320 Lot 3, Block 1 Sunrise Estates	Reroofing Residential Add/Alter	Residential Reroof	$5,720.00	$32.86
WI028310	8/2/2018	Reuvers/Stephen/& K F Pohrte 1316 23rd St SE	95-786-0330 Lot 4, Block 1 Sunrise Estates	Reroofing Residential Add/Alter	Residential Reroof	$5,720.00	$32.86

City of Willmar
Monthly External Permits Report

Permit #	Issued Date	Owner and Site Address		Permit Sub-Type and Work Type	Description	Valuation	Total Permit Fee
WI028311	8/3/2018	Norsten/Lyndon & Ruth 612 10th St SW	95-006-2770 Lot 4, Block 76 First Addition To The Town Of Willmar	Reroofing Residential Add/Alter	Residential Reroof	$3,634.00	$31.82
WI028312	8/3/2018	J-LOC Rentals, LLC 904 Olena Ave SE	95-665-0420 Lot 2, Block 3 Perkins 5th Addition	Reroofing Residential Add/Alter	Residential Reroof	$2,800.00	$31.40
WI028313	8/3/2018	Hedlund Trust/Michele C 1801 6th St SW	95-700-0310 Block 3 Scandia Terrace Addition	Deck Residential Add/Alter	Residential Deck	$8,400.00	$251.29
WI028314	8/6/2018	Bonnema/Michelle L 1305 Richland Ave SW	95-696-0300 Lot 10, Block 3 Richland Acres	Reroofing Residential Add/Alter	Residential Reroof	$11,000.00	$35.50
WI028315	8/6/2018	Zvorak/Gary L & Lisa L 711 4th St SE	95-250-0120 Lot 12, Block 1 Glarum`s Addition To Willmar	Reroofing Residential Add/Alter	Residential Reroof	$14,000.00	$37.00
WI028316	8/6/2018	Jensen/Jeffrey L & Jane Kay 1731 Pleasant View Ci SE	95-423-0030 Lot 3, Block 1 Koosman Signature Addition	Alteration Residential Add/Alter	Residential Remodel, 2 Decks, Reroofing & Residing	$20,000.00	$483.96
WI028317	8/6/2018	Cds Investments, Llc 311 3rd St SW	95-003-5410 Lot 12, Block 45 Willmar, Town Of (Original)	Siding Commercial Add/Alter	Commercial Reside	$12,000.00	$314.96
WI028318	8/7/2018	We Properties Llc 2630 1st St S	95-302-0020 Lot 2, Block 1 Heidecker Addition	Alteration Commercial Add/Alter	Interior Remodel	$175,000.00	$2,170.21
WI028321	8/7/2018	Field Of Dreams Properties Llc 148 25th St SE	95-165-0070 Lot 7, Block 1 Eastgate Addition	Addition Commercial Add/Alter	Construct new loading dock/ramp	$3,000.00	$124.84
WI028322	8/7/2018	Clg Rentals, Llc 1025 5th St SW	95-280-0480 Lot 8, Block 3 Hanson`s Addition To Willmar	Reroofing Garage/Shed	Residential Reroof on Garage	$1,000.00	$30.50

City of Willmar
Monthly External Permits Report

Permit #	Issued Date	Owner and Site Address		Permit Sub-Type and Work Type	Description	Valuation	Total Permit Fee
WI028326	8/8/2018	Venosdel/Clay K 406 11th St SW	95-006-5770 Block 101 First Addition To The Town Of Willmar	Reroofing Residential Add/Alter	Residential Reroof	$2,800.00	$31.40
WI028336	8/8/2018	Habitat For Humanity -Wc Mn 1408 14th Ave SE	95-672-1060 Lot 4, Block 2 Pleasant View	New New Single-Family Dwelling	New Home and Garage	$180,842.00	$2,222.63
WI028340	8/9/2018	Adame/Aurora G 1214 Gorton Ave NW	95-009-0720 Block 129 Second Addition To Willmar	Reroofing Residential Add/Alter	Residential Reroof	$6,000.00	$33.00
WI028342	8/10/2018	Ben Hofschulte 824 13th St SW	95-570-0880 Block 5 Nursery Addition	Siding Residential Add/Alter	Residential Reside	$1,000.00	$50.50
WI028343	8/13/2018	Tcs Properties, Llc 605 2nd St SE	95-740-2130 Lot 13, Block 13 Spicer`s Addition	Reroofing Residential Add/Alter	Residential Reroof	$3,000.00	$31.50
WI028344	8/13/2018	Hanson/Wayne R & Michelle L 400 16th Ave NE	95-467-0420 Lot 2, Block 1 Lakewood	Alteration Residential Add/Alter	Basement wall Anchors	$2,400.00	$49.79
WI028345	8/14/2018	County Of Kandiyohi 505 Becker Ave SW	95-003-6270 Block 51 Willmar, Town Of (Original)	Reroofing Commercial Add/Alter	Commercial Reroof	$67,492.00	$721.00
WI028346	8/14/2018	Shubert/Todd J 915 Trott Ave SE	95-914-1420	Reroofing Residential Add/Alter	Residential Reroof	$2,000.00	$31.00
WI028350	8/14/2018	Beier/Randy J & Laura L 304 26th St SE	95-882-0130 Lot 3, Block 2 Woodberry Addition	New New Single-Family Dwelling	New Home and Garage	$280,962.00	$3,097.69
WI028353	8/14/2018	Hoehn/Timothy & Andrea 2301 10th Ave SE	95-668-3210 Lot 1, Block 3 Pheasant Run	Reroofing Residential Add/Alter	Residential Reroof	$9,000.00	$34.50
WI028356	8/15/2018	Lerew/Monty A & Penny L 1605 7 1/2 St SW	95-664-0560 Lot 6, Block 4 Perkins 4th Addition	Install Egress Window Residential Add/Alter	Egress Window	$2,000.00	$41.46

City of Willmar
Monthly External Permits Report

Permit #	Issued Date	Owner and Site Address		Permit Sub-Type and Work Type	Description	Valuation	Total Permit Fee
WI028359	8/16/2018	Mejia/Juan 119 5th St SW	95-003-2460 Block 23 Willmar, Town Of (Original)	Alteration Commercial Add/Alter	Interior Remodel	$500.00	$34.90
WI028360	8/17/2018	First Reformed Church 1237 15th St SW	95-720-0140 Block 2 Spaulding`s Addition	Reroofing Commercial Add/Alter	Commercial Reroof	$21,021.00	$322.76
WI028363	8/20/2018	Klingenberg/Ursula 913 Becker Ave SE	95-520-0020 Murray`s Addition	Reroofing Residential Add/Alter	Residential Reroof	$6,500.00	$33.25
WI028368	8/21/2018	O'Connor/Jay Donald/(Jr) 904 3rd St SW	95-280-1020 Lot 2, Block 6 Hanson`s Addition To Willmar	Reroofing Residential Add/Alter	Residential Reroof	$5,700.00	$32.85
WI028369	8/22/2018	N & N Properties 716 1st St S	95-006-4140 Block 86 First Addition To The Town Of Willmar	Siding Commercial Add/Alter	Commercial Reside	$10,000.00	$167.25
WI028370	8/22/2018	Dokkebakken/Michael H 620 3rd St SW	95-006-1780 Block 69 First Addition To The Town Of Willmar	Siding Residential Add/Alter	Residential Reside	$4,000.00	$52.00
WI028371	8/22/2018	Parker/James & Ilene 1500 9th St SE	95-671-0540 Lot 4, Block 4 Pleasant View Second Addition	Install Egress Window Residential Add/Alter	Egress Window	$1,000.00	$23.09
WI028380	8/28/2018	M.D.B. Properties, Llc 606 3rd St SW	95-006-1760 Block 69 First Addition To The Town Of Willmar	Reroofing Residential Add/Alter	Residential Reroof - Detached Garage	$1,350.00	$30.68
WI028381	8/28/2018	His Property Group Llc 1221 1st St S	95-914-1490	Demolition Move/Raze	Demolish Commerical Building	$0.00	$150.00
WI028382	8/28/2018	Serbus/Bradley J & Rose A 401 20th St NW	95-711-0030 Lot 3, Block 1 Serbus Addition	Siding Residential Add/Alter	Residential Reside	$21,000.00	$60.50

City of Willmar
Monthly External Permits Report

Permit #	Issued Date	Owner and Site Address		Permit Sub-Type and Work Type	Description	Valuation	Total Permit Fee
WI028389	8/28/2018	Andrew Gilbertson 901 Lakeland Dr SE	Lot PT, Block 1 Valley View Addition	New New Single-Family Dwelling	moved in house with full basement and new garage	$373,677.00	$3,911.30
WI028390	8/28/2018	Kleist/Lane R 711 17th St SW	95-042-0410 Block 1 Barnstad`s Second Addition	Deck Residential Add/Alter	construct 7' x 14' two tier deck	$882.00	$53.24
WI028395	8/28/2018	Andrew Gilbertson 901 Lakeland Dr SE	Lot PT, Block 1 Valley View Addition	Removal/Building Move/Raze	house move	$0.00	$75.00
WI028398	8/29/2018	Joffer/Ronald G/& Jessica 1011 5th St SW	95-280-0510 Lot 11, Block 3 Hanson`s Addition To Willmar	New Garage/Shed	Residential pole building	$43,991.00	$881.24
WI028400	8/29/2018	Thompson/Mark D & Vickie L 2500 Country Club Dr NE	95-137-0140 Block 2 Country Club Terrace	Garage Garage/Shed	10 X 28 Garage Addition	$12,029.00	$335.60
WI028403	8/30/2018	Wal-Mart Stores, Inc 700 19th Ave SE	95-841-1000 Lot 1, Block 1 Water View Business Park(The)	Alteration Commercial Add/Alter	Remodel check out area in Wal-Mart	$41,087.00	$850.08

Count: 72 **Totals: $12,390,797.00 $159,222.64**

Year-to-Date Summary (1/1/2018 through 8/31/2018)
Count: 330 **YTD Totals: $28,476,501.00 $338,707.77**

VENDOR NAME AND NUMBER / CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
AFFORDABLE PUMPING SERVI 002404													
53562	09/12/18	SEPTIC PUMPING	285.00		41072			D	N			CLEANING AND WAS	230.43430.0338
ALEX AIR APPARATUS INC 002061													
53563	09/12/18	HOSE WYE	90.04		INV-37593			D	N			SMALL TOOLS	101.42412.0221
AMERICAN WELDING & GAS I 000057													
53564	09/12/18	O-RING REPLACEMENT	2.95		05752442			D	N			SMALL TOOLS	101.42412.0221
53564	09/12/18	FIRE EXT. INSPECTION	253.50		05752442			D	N			MTCE. OF EQUIPME	101.42412.0334
53564	09/12/18	FIRE EXT. INSPECTION	33.00		05752443			D	N			MTCE. OF EQUIPME	101.45001.0334
53564	09/12/18	WELDING GAS	180.86		05771467			D	N			GENERAL SUPPLIES	101.43425.0229
53564	09/12/18	WELDING GAS	64.21		05791272			D	N			GENERAL SUPPLIES	101.43425.0229
			534.52	*CHECK TOTAL									
		VENDOR TOTAL	534.52										
AMERIPRIDE LINEN & APPAR 000051													
53565	09/12/18	TOWEL SERVICE	92.96		2800918291			D	N			CLEANING AND WAS	101.43425.0338
53565	09/12/18	UNIFORM RENTAL	6.88		2800918293			D	N			RENTS	101.42412.0440
53565	09/12/18	TOWEL SERVICE	78.88		2800920932			D	N			CLEANING AND WAS	101.43425.0338
53565	09/12/18	UNIFORM RENTAL	6.88		2800920935			D	N			RENTS	101.42412.0440
53565	09/12/18	TOWEL SERVICE	95.27		2800923546			D	N			CLEANING AND WAS	101.43425.0338
53565	09/12/18	UNIFORM RENTAL	7.25		2800923550			D	N			RENTS	101.42412.0440
53565	09/12/18	TOWEL SERVICE	83.58		2800926146			D	N			CLEANING AND WAS	101.43425.0338
53565	09/12/18	UNIFORM RENTAL	7.25		2800926147			D	N			RENTS	101.42412.0440
			378.95	*CHECK TOTAL									
		VENDOR TOTAL	378.95										
ANDERSON LAW OFFICES 002954													
53566	09/12/18	LEGAL SERVICES-AUG	10,432.57		1685			D	M	07		PROFESSIONAL SER	101.41406.0446
ASPEN MILLS 003008													
53567	09/12/18	EXPLORER UNIFORMS	79.45		222412			D	N			SUBSISTENCE OF P	101.42411.0227
BAUMGARN *PETTY CASH/R 003205													
53558	09/05/18	CONCESSION STND START-UP	800.00		090418			D	N			PETTY CASH	101.102000
BENNETT OFFICE TECHNOLOG 000099													
53568	09/12/18	PRINT/PAGE COUNT	56.36		279357			D	N			OFFICE SUPPLIES	101.41405.0220
BENSON LAUNDRY 003377													
53569	09/12/18	CLEANING SUPPLIES	43.04		306534			D	N			CLEANING AND WAS	101.45433.0228
53569	09/12/18	CLEANING SUPPLIES	36.15		307796			D	N			CLEANING AND WAS	101.45433.0228
			79.19	*CHECK TOTAL									
		VENDOR TOTAL	79.19										
BERNICK'S PEPSI-COLA CO 000103													
53570	09/12/18	CONCESSION SUPPLIES	176.64		13351			D	N			GENERAL SUPPLIES	101.45433.0229
53570	09/12/18	CONCESSION SUPPLIES	1,215.05		51992			D	N			GENERAL SUPPLIES	101.45433.0229

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
BERNICK'S PEPSI-COLA CO 000103														
	53570	09/12/18	CONCESSION SUPPLIES	131.10		59987			D	N			GENERAL SUPPLIES	101.45433.0229
	53570	09/12/18	CONCESSION SUPPLIES	400.00CR		59988			D	N			GENERAL SUPPLIES	101.45433.0229
				1,122.79	*CHECK TOTAL									
			VENDOR TOTAL	1,122.79										
BEST WESTERN 000900														
	53571	09/12/18	GFO COMMUNITY PICNIC	702.75		081518			D	N			ADMIN. OVERHEAD	808.45016.0448
BSE 001980														
	53572	09/12/18	BULB FOR FLAG POLE LT	37.89		915949872			D	N			MTCE. OF OTHER I	101.42412.0226
	53572	09/12/18	BALLASTS/LT BULBS	393.83		916011387			D	N			MTCE. OF STRUCTU	101.45433.0225
	53572	09/12/18	EMERGENCY LIGHTS-PARTS	42.62		916016804			D	N			MTCE. OF STRUCTU	651.48484.0225
				474.34	*CHECK TOTAL									
			VENDOR TOTAL	474.34										
CARD SERVICES 002552														
	53573	09/12/18	EMPL POOL PARTY SUPPLIES	138.70		080310			D	N			SUBSISTENCE OF P	101.41400.0227
	53573	09/12/18	08/06 CNCL MTG-MEALS	89.12		080614			D	N			SUBSISTENCE OF P	101.41401.0227
	53573	09/12/18	BIRTHDAY PARTY SUPPLIES	9.99		080711			D	N			GENERAL SUPPLIES	101.45437.0229
	53573	09/12/18	EMPL POOL PARTY SUPPLIES	106.98		082111			D	N			SUBSISTENCE OF P	101.41400.0227
	53573	09/12/18	ERICKSON-FAREWELL COFFEE	61.99		083012			D	N			SUBSISTENCE OF P	101.42411.0227
				406.78	*CHECK TOTAL									
			VENDOR TOTAL	406.78										
CARDMEMBER SERVICE 002365														
	53574	09/12/18	BECKMAN-SEMINAR REGIS.	149.00		STMT/8-18			D	N			TRAVEL-CONF.-SCH	101.41400.0333
	53574	09/12/18	07/30 WORK SESSION-MEALS	98.02		STMT/8-18			D	N			SUBSISTENCE OF P	101.41401.0227
	53574	09/12/18	08/20 CNCL MTG-MEALS	139.36		STMT/8-18			D	N			SUBSISTENCE OF P	101.41401.0227
	53574	09/12/18	PHONE CORDS	7.51		STMT/8-18			D	N			SMALL TOOLS	101.41409.0221
	53574	09/12/18	USB CABLE	11.78		STMT/8-18			D	N			SMALL TOOLS	101.41409.0221
	53574	09/12/18	MONITOR CABLES	83.88		STMT/8-18			D	N			SMALL TOOLS	101.41409.0221
	53574	09/12/18	VIDEO CARD	150.98		STMT/8-18			D	N			SMALL TOOLS	101.41409.0221
	53574	09/12/18	WIRELESS MOUSE	64.36		STMT/8-18			D	N			SMALL TOOLS	101.41409.0221
	53574	09/12/18	2 DELL MONITORS	326.94		STMT/8-18			D	N			SMALL TOOLS	101.41409.0221
	53574	09/12/18	ID CARD BADGE HOLDER	5.55		STMT/8-18			D	N			GENERAL SUPPLIES	101.41409.0229
	53574	09/12/18	MOUSE PAD	8.36		STMT/8-18			D	N			GENERAL SUPPLIES	101.41409.0229
	53574	09/12/18	OFF SITE BACKUP	34.99		STMT/8-18			D	N			SUBSCRIPTIONS AN	101.41409.0443
	53574	09/12/18	WEBSITE HOSTING FEE	2.48		STMT/8-18			D	N			SUBSCRIPTIONS AN	101.41409.0443
	53574	09/12/18	TRANSCRIPTION SFTWR LIC.	40.39		STMT/8-18			D	N			LICENSES AND TAX	101.41409.0445
	53574	09/12/18	FOREIGN TRANSACTION FEE	1.21		STMT/8-18			D	N			OTHER CHARGES	101.41409.0449
	53574	09/12/18	REPL. PETTY CASH BOX	32.20		STMT/8-18			D	N			INSURANCE DEDUCT	101.41428.0822
	53574	09/12/18	TONER CARTRIDGE	136.25		STMT/8-18			D	N			OFFICE SUPPLIES	101.42411.0220
	53574	09/12/18	FLASHLIGHTS/HEAD LAMPS	201.35		STMT/8-18			D	N			SMALL TOOLS	101.42411.0221
	53574	09/12/18	FLASHLIGHTS/HEAD LAMPS	68.70		STMT/8-18			D	N			SMALL TOOLS	101.42411.0221
	53574	09/12/18	FLASHLIGHTS/HEAD LAMPS	63.25		STMT/8-18			D	N			SMALL TOOLS	101.42411.0221
	53574	09/12/18	K-9 TRANSMITTER HOLSTER	368.98		STMT/8-18			D	N			SMALL TOOLS	101.42411.0221
	53574	09/12/18	SQUAD CAR PWR INVERTERS	83.64		STMT/8-18			D	N			SMALL TOOLS	101.42411.0221
	53574	09/12/18	RECORDABLE DISCS/SLEEVES	27.56		STMT/8-18			D	N			GENERAL SUPPLIES	101.42411.0229
	53574	09/12/18	DVD'S	42.76		STMT/8-18			D	N			GENERAL SUPPLIES	101.42411.0229

VENDOR NAME AND NUMBER / CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
CARDMEMBER SERVICE		002365											
53574	09/12/18	K-9 CARDS	128.00		STMT/8-18			D	N			GENERAL SUPPLIES	101.42411.0229
53574	09/12/18	K-9 CARDS	128.00		STMT/8-18			D	N			GENERAL SUPPLIES	101.42411.0229
53574	09/12/18	SQUAD CAR MIC BATTERY	22.17		STMT/8-18			D	N			GENERAL SUPPLIES	101.42411.0229
53574	09/12/18	SWAT DEBRIEF TRAINING	207.00		STMT/8-18			D	N			TRAVEL-CONF.-SCH	101.42411.0333
53574	09/12/18	ERICKSON-BCA TRNG REGIS.	625.00		STMT/8-18			D	N			TRAVEL-CONF.-SCH	101.42411.0333
53574	09/12/18	WALLACE-LODGING EXPENSE	99.62		STMT/8-18			D	N			TRAVEL-CONF.-SCH	101.42411.0333
53574	09/12/18	CHRISTENSEN-TRNG REGIS.	120.00		STMT/8-18			D	N			TRAVEL-CONF.-SCH	101.42411.0333
53574	09/12/18	EVOC TRAINING REGIS.	688.00		STMT/8-18			D	N			TRAVEL-CONF.-SCH	101.42411.0333
53574	09/12/18	HERZOG-LODGING EXPENSE	143.22		STMT/8-18			D	N			TRAVEL-CONF.-SCH	101.42411.0333
53574	09/12/18	LANGE-SEMINAR REGIS.	99.00		STMT/8-18			D	N			TRAVEL-CONF.-SCH	101.42411.0333
53574	09/12/18	FOREIGN TRANSACTION FEE	1.26		STMT/8-18			D	N			OTHER CHARGES	101.42411.0449
53574	09/12/18	PHONE CASE/2 VINYL CHRS	53.53		STMT/8-18			D	N			SMALL TOOLS	101.42412.0221
53574	09/12/18	LIGHTS FOR UTV	344.82		STMT/8-18			D	N			MTCE. OF EQUIPME	101.42412.0224
53574	09/12/18	EYE WASH STATION PARTS	206.16		STMT/8-18			D	N			MTCE. OF STRUCTU	101.42412.0225
53574	09/12/18	COLLAR BRASS	41.32		STMT/8-18			D	N			SUBSISTENCE OF P	101.42412.0227
53574	09/12/18	FIREFIGHTER BOOTS	163.18		STMT/8-18			D	N			SUBSISTENCE OF P	101.42412.0227
53574	09/12/18	TRAINING MATERIALS	15.92		STMT/8-18			D	N			TRAVEL-CONF.-SCH	101.42412.0333
53574	09/12/18	2 CORK BULLETIN BOARDS	158.50		STMT/8-18			D	N			GENERAL SUPPLIES	101.43425.0229
53574	09/12/18	DVD'S	50.64		STMT/8-18			D	N			GENERAL SUPPLIES	101.45001.0229
53574	09/12/18	BROADCASTER SUBSCRIP.	53.69		STMT/8-18			D	N			SUBSCRIPTIONS AN	101.45001.0443
53574	09/12/18	BROADCASTER SUBSCRIP.	52.61		STMT/8-18			D	N			SUBSCRIPTIONS AN	101.45001.0443
53574	09/12/18	WIRE STREAM SFTWR LIC.	715.00		STMT/8-18			D	N			LICENSES AND TAX	101.45001.0445
			6,266.14	*CHECK TOTAL									
		VENDOR TOTAL	6,266.14										
CARRANZA/NOE		002547											
53575	09/12/18	INTERPRETED 08/20/18	60.00		082018			D	M	07		PROFESSIONAL SER	101.42411.0446
CENTERPOINT ENERGY		000467											
53559	09/05/18	REPL GAS LINE FOR PROJ	2,132.00		090518			D	N			OTHER IMPROVEMEN	438.45433.0554
53576	09/12/18	NATURAL GAS-AUG	18.23		6038773/8-18			D	N			UTILITIES	101.43425.0332
53576	09/12/18	NATURAL GAS-AUG	71.15		6048932/8-18			D	N			UTILITIES	651.48484.0332
53576	09/12/18	NATURAL GAS-AUG	55.30		6061271/8-18			D	N			UTILITIES	101.45433.0332
53576	09/12/18	NATURAL GAS-AUG	18.23		6069198/8-18			D	N			UTILITIES	101.43425.0332
53576	09/12/18	NATURAL GAS-AUG	58.96		6084836/8-18			D	N			UTILITIES	101.45435.0332
53576	09/12/18	NATURAL GAS-AUG	52.27		6085332/8-18			D	N			UTILITIES	101.45433.0332
53576	09/12/18	NATURAL GAS-AUG	18.23		6093527/8-18			D	N			UTILITIES	101.43425.0332
			292.37	*CHECK TOTAL									
		VENDOR TOTAL	2,424.37										
CENTRAL COUNTIES COOPERA		001259											
53577	09/12/18	WEED KILLER	251.80		3877			D	N			GENERAL SUPPLIES	101.43425.0229
CHAMBERLAIN OIL CO		000154											
53578	09/12/18	OIL	450.65		191272			D	N			INVENTORIES-MDSE	101.125000
53578	09/12/18	DRUM RETURN	50.00CR		191272			D	N			INVENTORIES-MDSE	101.125000
			400.65	*CHECK TOTAL									
		VENDOR TOTAL	400.65										

VENDOR NAME AND NUMBER / CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
COLEPAPERS INC 000170													
53579	09/12/18	CLEANING SUPPLIES	233.46		9461341			D	N			CLEANING AND WAS	101.45435.0228
CONCORDE BANK 002887													
53580	09/12/18	2013 HOSP REV BOND-I	2,205.51		090418			D	N			INTEREST	350.47402.0444
CONDUENT BUSINESS SERVIC 000131													
53581	09/12/18	AS400 HOSTING-SEP	2,437.36		1482579			D	N			SUBSCRIPTIONS AN	101.41409.0443
CROW CHEMICAL & LIGHTING 000186													
53582	09/12/18	DISPOSABLE GLOVES	85.00		12365			D	N			GENERAL SUPPLIES	651.48484.0229
53582	09/12/18	KLEENEX/TOILET TISSUE	132.45		12365			D	N			GENERAL SUPPLIES	651.48484.0229
53582	09/12/18	HAND TWLS/SUPPLIES	90.73		12365			D	N			GENERAL SUPPLIES	651.48484.0229
			308.18	*CHECK TOTAL									
		VENDOR TOTAL	308.18										
DAN'S SHOP INC 002212													
53583	09/12/18	FILTERS	58.18		87175			D	N			INVENTORIES-MDSE	101.125000
53583	09/12/18	FILTERS	9.98		87309			D	N			INVENTORIES-MDSE	101.125000
53583	09/12/18	FILTERS	159.68		87686			D	N			INVENTORIES-MDSE	101.125000
			227.84	*CHECK TOTAL									
		VENDOR TOTAL	227.84										
DOOLEY'S PETROLEUM INC 000212													
53560	09/05/18	3,000 GALLONS DIESEL	7,341.00		85102A			D	N			INVENTORIES-MDSE	101.125000
53560	09/05/18	5,001 GALLONS UNLEADE	12,947.58		85102A			D	N			INVENTORIES-MDSE	101.125000
			20,288.58	*CHECK TOTAL									
53584	09/12/18	STREET CLOSURE PERMIT	50.00		091118			D	N			DEPOSITS	101.230000
		VENDOR TOTAL	20,338.58										
DUININCK CONCRETE 000151													
53585	09/12/18	FOOTINGS FOR PARK SIGN	364.05		90667			D	N			MTCE. OF OTHER I	101.43425.0226
53585	09/12/18	FOOTINGS FOR PARK SIGN	307.70		90829			D	N			MTCE. OF OTHER I	101.43425.0226
			671.75	*CHECK TOTAL									
		VENDOR TOTAL	671.75										
DUININCK INC 000222													
53586	09/12/18	STREET RECONSTRUCTIO	208,784.62		1701-B/EST. 4			D	N			MTCE. OF OTHER I	497.48451.0336
53586	09/12/18	MIX FOR STREET PATCHIN	2,444.72		532948			D	N			MTCE. OF OTHER I	101.43425.0226
53586	09/12/18	WINTER SAND	2,331.06		533016			D	N			GENERAL SUPPLIES	101.43425.0229
			213,560.40	*CHECK TOTAL									
		VENDOR TOTAL	213,560.40										
ED'S SERVICE CENTER & SA 000231													
53587	09/12/18	TOWING CHARGES-AUG	3,590.00		STMT/8-18			D	N			OTHER SERVICES	101.42411.0339
ELECTRIC PUMP INC 000788													
53588	09/12/18	HANDLES FOR L.S. 1	321.85		0063531			D	N			MTCE. OF STRUCTU	651.48487.0225

VENDOR NAME AND NUMBER / CHECK# DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
ENGWALL/ARDELL .00889								
53589 09/12/18	MILEAGE EXPENSE	12.54		083018		D N	TRAVEL-CONF.-SCH	101.41424.0333
ERICKSON/SCOTT 002176								
53590 09/12/18	BACKGROUND INVESTIG.	16.00		083018		D N	TRAVEL-CONF.-SCH	101.42411.0333
EXCEL OVERHEAD DOOR 002443								
53591 09/12/18	GARAGE DR OPENER REPAIR	148.74		31224		D N	MTCE. OF EQUIPME	651.48486.0224
53591 09/12/18	GARAGE DR OPENER REPAIR	80.00		31224		D N	MTCE. OF EQUIPME	651.48486.0334
		228.74	*CHECK TOTAL					
	VENDOR TOTAL	228.74						
FAMILY PRACTICE MED CENT 000245								
53592 09/12/18	DRUG TESTING	47.00		45/8-18		D N	SUBSISTENCE OF P	101.43425.0337
FARM-RITE EQUIPMENT 003002								
53593 09/12/18	2018 48" PALLET FORKS	500.00		E01306		D N	SMALL TOOLS	101.43425.0221
FASTENAL COMPANY 001188								
53594 09/12/18	NUTS/BOLTS FOR GBT	18.79		MNWIL171737		D N	MTCE. OF EQUIPME	651.48486.0224
53594 09/12/18	CABLE TIES	5.09		MNWIL171910		D N	GENERAL SUPPLIES	651.48485.0229
53594 09/12/18	HYDRAULIC FITTINGS	27.04		MNWIL172077		D N	MTCE. OF EQUIPME	101.43425.0224
		50.92	*CHECK TOTAL					
	VENDOR TOTAL	50.92						
FELT/JAMES E 000993								
53595 09/12/18	EQUIPMENT MARKING PENS	23.56		082818		D N	GENERAL SUPPLIES	101.42411.0229
53595 09/12/18	TREATS FOR VOLUNTEERS	14.98		082918		D N	SUBSISTENCE OF P	101.42411.0227
		38.54	*CHECK TOTAL					
	VENDOR TOTAL	38.54						
FIRST SYSTEMS TECHNOLOGY 003411								
53596 09/12/18	REPL. GAS SENSORS-PART	2,172.40		18293		D N	MTCE. OF EQUIPME	651.48484.0224
53596 09/12/18	REPL. GAS SENSORS-LABOR	815.00		18293		D N	MTCE. OF EQUIPME	651.48484.0334
53596 09/12/18	EQUIPMENT CALIBRATION	892.00		18298		D N	MTCE. OF EQUIPME	651.48484.0334
		3,879.40	*CHECK TOTAL					
	VENDOR TOTAL	3,879.40						
FLAHERTY & HOOD P.A. 001449								
53597 09/12/18	LEGAL SERVICES-AUG	7,010.27		11856		D M 07	PROFESSIONAL SER	101.41406.0446
FORTRESS/THE .02842								
53598 09/12/18	REF. SHOWMOBILE DEPOSIT	200.00		082818		D N	DEPOSITS	101.230000
FP MAILING SOLUTIONS 001791								
53599 09/12/18	POSTAGE MTR RENT	174.21CR		RC81240		D N	RENTS	101.42411.0440
53599 09/12/18	POSTAGE MTR RENT	30.00		RI101482658		D N	RENTS	101.42411.0440
53599 09/12/18	POSTAGE MTR RENT	80.13		RI101507311		D N	RENTS	101.42411.0440

VENDOR NAME AND NUMBER / CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
FP MAILING SOLUTIONS		001791											
53599	09/12/18	POSTAGE MTR RENT-3RD QTR	174.21		RI103704755		D	N				RENTS	101.42411.0440
53599	09/12/18	INKJET CARTRIDGE	130.00		RI103772707		D	N				OFFICE SUPPLIES	101.42411.0220
			240.13	*CHECK TOTAL									
		VENDOR TOTAL	240.13										
FRONTIER PRECISION INC		001696											
53600	09/12/18	SURVEY EQUIP. BATTERIES	288.00		179976		D	N				MTCE. OF EQUIPME	101.43417.0224
GALLS		000288											
53601	09/12/18	EXPLORER CLOTHING	40.94		010571400		D	N				SUBSISTENCE OF P	101.42411.0227
53601	09/12/18	UNIFORM SHIRTS/PANTS	432.71		010593328		D	N				SUBSISTENCE OF P	101.42412.0227
			473.65	*CHECK TOTAL									
		VENDOR TOTAL	473.65										
GOODIN COMPANY		002835											
53602	09/12/18	PUMP GUIDE RAILS L.S. 1	209.25		05023556-00		D	N				MTCE. OF STRUCTU	651.48487.0225
53602	09/12/18	GUIDE RAILS L.S. 1	418.50		05023556-01		D	N				MTCE. OF STRUCTU	651.48487.0225
53602	09/12/18	GUIDE RAILS L.S. 1	209.25		05023556-02		D	N				MTCE. OF STRUCTU	651.48487.0225
			837.00	*CHECK TOTAL									
		VENDOR TOTAL	837.00										
GRAINGER INC		000786											
53603	09/12/18	EXHAUST FAN FOR L.S.	101.41		9877921628		D	N				MTCE. OF EQUIPME	651.48485.0224
53603	09/12/18	HVAC EXHAUST FAN PARTS	23.20		9888015063		D	N				MTCE. OF EQUIPME	651.48486.0224
			124.61	*CHECK TOTAL									
		VENDOR TOTAL	124.61										
GRAND RENTAL STATION		001887											
53604	09/12/18	CONCRETE VIBRATOR RENTAL	42.02		1-552553		D	N				RENTS	101.43425.0440
HACH COMPANY		000316											
53605	09/12/18	LAB SUPPLIES	73.50		11091297		D	N				GENERAL SUPPLIES	651.48484.0229
53605	09/12/18	LAB SUPPLIES	564.40		11094951		D	N				GENERAL SUPPLIES	651.48484.0229
			637.90	*CHECK TOTAL									
		VENDOR TOTAL	637.90										
HAUG-KUBOTA LLC		002609											
53606	09/12/18	#150302-GEAR CASE PART	1,060.26		11893		D	N				INVENTORIES-MDSE	101.125000
53606	09/12/18	#151344-SEALS/BEARINGS	105.96		11917		D	N				INVENTORIES-MDSE	101.125000
53606	09/12/18	#151344-BOLTS/DECK COVER	118.87		11931		D	N				INVENTORIES-MDSE	101.125000
53606	09/12/18	#151344-FREIGHT ON BRNG	2.98		11982		D	N				INVENTORIES-MDSE	101.125000
53606	09/12/18	#150297-FUEL CAP	12.16		11983		D	N				INVENTORIES-MDSE	101.125000
53606	09/12/18	LAWN MOWER BOLT	8.10		12023		D	N				MTCE. OF EQUIPME	651.48484.0224
			1,308.33	*CHECK TOTAL									
		VENDOR TOTAL	1,308.33										
HAWKINS INC		000325											
53607	09/12/18	FERRIC CHLORIDE	4,771.14		4350370		D	N				GENERAL SUPPLIES	651.48484.0229

VENDOR NAME AND NUMBER / CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
HAWKINS INC		000325											
53607	09/12/18	FERRIC CHLORIDE	4,753.32		4352265			D	N			GENERAL SUPPLIES	651.48484.0229
			9,524.46	*CHECK TOTAL									
		VENDOR TOTAL	9,524.46										
HEGLUND CATERING		002036											
53608	09/12/18	CVB BOARD LUNCHES	10.14		11303			D	N			TRAVEL-CONF.-SCH	101.41401.0333
53608	09/12/18	CVB BOARD LUNCHES	10.14		11303			D	N			TRAVEL-CONF.-SCH	101.41403.0333
53608	09/12/18	CVB BOARD LUNCHES	10.14		11303			D	N			TRAVEL-CONF.-SCH	101.45433.0333
53608	09/12/18	CVB BOARD LUNCHES	112.79		11303			D	N			TRAVEL-CONF.-SCH	208.45005.0333
			143.21	*CHECK TOTAL									
		VENDOR TOTAL	143.21										
HIGH POINT NETWORKS INC		002299											
53609	09/12/18	SWITCH WARRANTY	270.00		114774			D	N			MTCE. OF EQUIPME	101.41409.0334
53609	09/12/18	ANTIVIRUS SUBSCRIP.-SEP	382.20		114916			D	N			SUBSCRIPTIONS AN	101.41409.0443
			652.20	*CHECK TOTAL									
		VENDOR TOTAL	652.20										
HOME DEPOT CREDIT SERVIC		000058											
53610	09/12/18	SWAT BUS FRIDGE	124.30		3053985			D	N			SMALL TOOLS	101.42411.0221
53610	09/12/18	EASY RELEASE KEY RING	23.30		3102878			D	N			GENERAL SUPPLIES	101.42411.0229
53610	09/12/18	KEY FOR SPEED TRAILER	2.13		7101512			D	N			GENERAL SUPPLIES	101.42411.0229
			149.73	*CHECK TOTAL									
		VENDOR TOTAL	149.73										
HOME DEPOT/THE		.02846											
53611	09/12/18	REFUND SHELTER DEPOSIT	50.00		090718			D	N			DEPOSITS	101.230000
HOME STATE BANK		003067											
53612	09/12/18	2013 HOSP REV BOND-I	5,146.50		090418			D	N			INTEREST	350.47402.0444
HORIZON COMMERCIAL POOL		003075											
53613	09/12/18	POOL CHEMICALS	1,039.08		180802010			D	N			MTCE. OF OTHER I	101.45437.0226
53613	09/12/18	POOL NETS	53.00		180808103			D	N			MTCE. OF EQUIPME	101.45437.0224
			1,092.08	*CHECK TOTAL									
		VENDOR TOTAL	1,092.08										
JOHANNECK WTR CONDITIONI		003355											
53614	09/12/18	COOLER RENTAL	1.00		CR1711-3-025			D	N			RENTS	651.48484.0440
53614	09/12/18	COOLER RENTAL	2.00		CR1711-3-037			D	N			RENTS	651.48484.0440
53614	09/12/18	COOLER RENTAL	1.00		ER1801-3-008			D	N			RENTS	101.41408.0440
53614	09/12/18	R.O. SYSTEM RENTAL	34.00		ER1801-3-008			D	N			RENTS	101.41408.0440
53614	09/12/18	LAB WATER	32.00		44624			D	N			GENERAL SUPPLIES	651.48484.0229
53614	09/12/18	SOFTENER SALT	16.70		44750			D	N			GENERAL SUPPLIES	101.43425.0229
53614	09/12/18	LAB WATER	40.00		44879			D	N			GENERAL SUPPLIES	651.48484.0229
53614	09/12/18	DRINKING WATER	36.00		45112			D	N			SUBSISTENCE OF P	651.48484.0227
53614	09/12/18	LAB WATER	52.00		45155			D	N			GENERAL SUPPLIES	651.48484.0229

VENDOR NAME AND NUMBER / CHECK# DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
JOHANNECK WTR CONDITIONI 003355												
53614 09/12/18	LAB WATER	34.00		45376			D	N			GENERAL SUPPLIES	651.48484.0229
53614 09/12/18	LAB WATER	24.00		45648			D	N			GENERAL SUPPLIES	651.48484.0229
		272.70	*CHECK TOTAL									
	VENDOR TOTAL	272.70										
JOHNSON GROUP 003162												
53615 09/12/18	MONTHLY WEBSITE HOSTING	199.00		000376			D	N			COMMUNICATIONS	208.45005.0330
KANDIYOHI CO AUDITOR 000376												
53616 09/12/18	LANDFILL CHARGES-AUG	72.53		403595			D	N			CLEANING AND WAS	101.43425.0338
53616 09/12/18	LANDFILL CHARGES-AUG	50.52		403742			D	N			CLEANING AND WAS	101.43425.0338
		123.05	*CHECK TOTAL									
	VENDOR TOTAL	123.05										
KIESLER POLICE SUPPLY IN 001993												
53617 09/12/18	GLOCK 9MM PISTOL	429.00		0867299			D	N			SMALL TOOLS	101.42411.0221
KING'S ELECTRIC LLC 003138												
53618 09/12/18	REPL. BALLAST-PARTS	18.45		855			D	N			MTCE. OF STRUCTU	101.41408.0225
53618 09/12/18	REPL. BALLAST-LABOR	75.00		855			D	N			MTCE. OF STRUCTU	101.41408.0335
53618 09/12/18	INST. EXIT SIGNS-PARTS	171.02		857			D	N			MTCE. OF STRUCTU	101.45435.0225
53618 09/12/18	INST. EXIT SIGNS-LABOR	315.00		857			D	N			MTCE. OF STRUCTU	101.45435.0335
53618 09/12/18	REPL. BALLAST-LABOR	75.00		870			D	N			MTCE. OF STRUCTU	101.41408.0335
		654.47	*CHECK TOTAL									
	VENDOR TOTAL	654.47										
KRAY/MARVIN .01949												
53619 09/12/18	MILEAGE EXPENSE	6.00		083018			D	N			TRAVEL-CONF.-SCH	101.41424.0333
KRISS PREMIUM PRODUCTS I 002122												
53620 09/12/18	COOLING TOWER TREATMENT	848.61		157886			D	N			GENERAL SUPPLIES	101.45433.0229
KVEENE/CHRIS 003399												
53621 09/12/18	REPL. CHECK 53061	52.87		070518			D	N			TRAVEL-CONF.-SCH	101.41409.0333
53621 09/12/18	MILEAGE 8/1-8/31/18	83.93		090718			D	N			TRAVEL-CONF.-SCH	101.41409.0333
		136.80	*CHECK TOTAL									
	VENDOR TOTAL	136.80										
LAKE REGION BANK 002886												
53622 09/12/18	2013 HOSP REV BOND-I	2,940.08		090418			D	N			INTEREST	350.47402.0444
LAKELAND BROADCASTING IN 002187												
53623 09/12/18	ADVERTISING	266.00		IN-B-118089563			D	N			OTHER CHARGES	208.45010.0449
53623 09/12/18	ADVERTISING	294.00		IN-Q-118087773			D	N			OTHER CHARGES	208.45010.0449
		560.00	*CHECK TOTAL									
	VENDOR TOTAL	560.00										

VENDOR NAME AND NUMBER / CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
LAKES AREA REVIEW 002432													
53624	09/12/18	ANNUAL SUBSCRIPTION	25.33		WLACVB/18		D	N				PREPAID EXPENSES	208.128000
53624	09/12/18	ANNUAL SUBSCRIPTION	12.67		WLACVB/18		D	N				SUBSCRIPTIONS AN	208.45005.0443
			38.00	*CHECK TOTAL									
		VENDOR TOTAL	38.00										
LAKESIDE PRESS 001646													
53625	09/12/18	AD DEVELOPMENT	30.00		8138		D	N				OTHER CHARGES	208.45007.0449
LEAGUE OF MN CITIES 000412													
53626	09/12/18	ASMUS-REGIONAL MTGS	45.00		276281		D	N				TRAVEL-CONF.-SCH	101.41401.0333
LET'S PLAY INC 002760													
53627	09/12/18	HOCKEY TOURNAMENT AD	600.00		3307		D	N				OTHER CHARGES	208.45011.0449
LION GROUP INC 003353													
53628	09/12/18	TURNOUT GEAR REPAIR	612.72		18-5009098		D	N				SUBSISTENCE OF P	101.42412.0337
LOCAL GOV'T INFORMATION 003226													
53629	09/12/18	MONTHLY SUBSCRIP.-AUG	1,536.00		45773		D	N				SUBSCRIPTIONS AN	101.41409.0443
LOST LAKE MEDIA 003343													
53630	09/12/18	BLOG POSTS	880.00		3		D	M	07			OTHER CHARGES	208.45010.0449
MACQUEEN EQUIPMENT INC 000427													
53631	09/12/18	DECK TIRE ASSEMBLY	390.70		P14962		D	N				INVENTORIES-MDSE	101.125000
MADISON NATIONAL LIFE 002249													
53561	09/05/18	LTD PREMIUM-AUG	41.53		265		D	N				EMPLOYER INSUR.	101.41400.0114
53561	09/05/18	LTD PREMIUM-AUG	72.04		265		D	N				EMPLOYER INSUR.	101.41402.0114
53561	09/05/18	LTD PREMIUM-AUG	20.18		265		D	N				EMPLOYER INSUR.	101.41403.0114
53561	09/05/18	LTD PREMIUM-AUG	55.53		265		D	N				EMPLOYER INSUR.	101.41405.0114
53561	09/05/18	LTD PREMIUM-AUG	9.41		265		D	N				EMPLOYER INSUR.	101.41408.0114
53561	09/05/18	LTD PREMIUM-AUG	33.71		265		D	N				EMPLOYER INSUR.	101.41409.0114
53561	09/05/18	LTD PREMIUM-AUG	2.50		265		D	N				EMPLOYER INSUR.	101.41424.0114
53561	09/05/18	LTD PREMIUM-AUG	510.44		265		D	N				EMPLOYER INSUR.	101.42411.0114
53561	09/05/18	LTD PREMIUM-AUG	34.95		265		D	N				EMPLOYER INSUR.	101.42412.0114
53561	09/05/18	LTD PREMIUM-AUG	44.55		265		D	N				EMPLOYER INSUR.	101.43417.0114
53561	09/05/18	LTD PREMIUM-AUG	221.07		265		D	N				EMPLOYER INSUR.	101.43425.0114
53561	09/05/18	LTD PREMIUM-AUG	11.97		265		D	N				EMPLOYER INSUR.	101.45001.0114
53561	09/05/18	LTD PREMIUM-AUG	9.12		265		D	N				EMPLOYER INSUR.	101.45432.0114
53561	09/05/18	LTD PREMIUM-AUG	35.68		265		D	N				EMPLOYER INSUR.	101.45433.0114
53561	09/05/18	LTD PREMIUM-AUG	10.85		265		D	N				EMPLOYER INSUR.	101.45435.0114
53561	09/05/18	LTD PREMIUM-AUG	8.65		265		D	N				EMPLOYER INSUR.	101.45437.0114
53561	09/05/18	LTD PREMIUM-AUG	117.07		265		D	N				EMPLOYER INSUR.	651.48484.0114
53561	09/05/18	LTD PREMIUM-AUG	7.94		265		D	N				EMPLOYER INSUR.	651.48485.0114
53561	09/05/18	LTD PREMIUM-AUG	13.03		265		D	N				EMPLOYER INSUR.	651.48486.0114
			1,260.22	*CHECK TOTAL									
		VENDOR TOTAL	1,260.22										

VENDOR NAME AND NUMBER / CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
MADISON NATIONAL LIFE		003237											
53632	09/12/18	LIFE INSURANCE-SEP	14.60		M326			D	N			COBRA INS PREMIU	101.120001
53632	09/12/18	LIFE INSURANCE-SEP	31.05		M326			D	N			EMPLOYER INSUR.	101.41400.0114
53632	09/12/18	LIFE INSURANCE-SEP	51.75		M326			D	N			EMPLOYER INSUR.	101.41402.0114
53632	09/12/18	LIFE INSURANCE-SEP	18.11		M326			D	N			EMPLOYER INSUR.	101.41403.0114
53632	09/12/18	LIFE INSURANCE-SEP	41.40		M326			D	N			EMPLOYER INSUR.	101.41405.0114
53632	09/12/18	LIFE INSURANCE-SEP	10.35		M326			D	N			EMPLOYER INSUR.	101.41408.0114
53632	09/12/18	LIFE INSURANCE-SEP	31.05		M326			D	N			EMPLOYER INSUR.	101.41409.0114
53632	09/12/18	LIFE INSURANCE-SEP	2.59		M326			D	N			EMPLOYER INSUR.	101.41424.0114
53632	09/12/18	LIFE INSURANCE-SEP	1,283.10		M326			D	N			INS. PASS THROUG	101.41428.0819
53632	09/12/18	LIFE INSURANCE-SEP	372.60		M326			D	N			EMPLOYER INSUR.	101.42411.0114
53632	09/12/18	LIFE INSURANCE-SEP	31.05		M326			D	N			EMPLOYER INSUR.	101.42412.0114
53632	09/12/18	LIFE INSURANCE-SEP	36.22		M326			D	N			EMPLOYER INSUR.	101.43417.0114
53632	09/12/18	LIFE INSURANCE-SEP	219.43		M326			D	N			EMPLOYER INSUR.	101.43425.0114
53632	09/12/18	LIFE INSURANCE-SEP	10.35		M326			D	N			EMPLOYER INSUR.	101.45001.0114
53632	09/12/18	LIFE INSURANCE-SEP	10.35		M326			D	N			EMPLOYER INSUR.	101.45432.0114
53632	09/12/18	LIFE INSURANCE-SEP	31.05		M326			D	N			EMPLOYER INSUR.	101.45433.0114
53632	09/12/18	LIFE INSURANCE-SEP	6.21		M326			D	N			EMPLOYER INSUR.	101.45435.0114
53632	09/12/18	LIFE INSURANCE-SEP	5.17		M326			D	N			EMPLOYER INSUR.	101.45437.0114
53632	09/12/18	LIFE INSURANCE-SEP	95.22		M326			D	N			EMPLOYER INSUR.	651.48484.0114
53632	09/12/18	LIFE INSURANCE-SEP	10.35		M326			D	N			EMPLOYER INSUR.	651.48485.0114
53632	09/12/18	LIFE INSURANCE-SEP	10.35		M326			D	N			EMPLOYER INSUR.	651.48486.0114
			2,322.35	*CHECK TOTAL									
		VENDOR TOTAL	2,322.35										
MARC		000435											
53633	09/12/18	SILICONE RELEASE AGENT	1,520.75		0644690			D	N			GENERAL SUPPLIES	101.43425.0229
MENARDS		000449											
53634	09/12/18	STAIN/POLY FOR DOOR	30.41		60876			D	N			INSURANCE DEDUCT	101.41428.0822
53634	09/12/18	DRAIN COVER/SCREWS	37.90		61468			D	N			MTCE. OF STRUCTU	101.45433.0225
53634	09/12/18	TAPE/BRUSH/SUPPLIES	27.98		61468			D	N			GENERAL SUPPLIES	101.45433.0229
53634	09/12/18	LANDSCAPING MATERIALS	52.75		61542			D	N			MTCE. OF OTHER I	651.48484.0226
53634	09/12/18	KICK-DOWN DOOR STOPS	23.87		61731			D	N			MTCE. OF STRUCTU	101.45435.0225
53634	09/12/18	BATTERIES	19.74		61761			D	N			GENERAL SUPPLIES	101.41408.0229
53634	09/12/18	GOO GONE SPRAY GEL	3.69		61761			D	N			GENERAL SUPPLIES	101.41408.0229
53634	09/12/18	SPRAY ADHESIVE/WIPES	28.41		62020			D	N			GENERAL SUPPLIES	651.48484.0229
53634	09/12/18	TOILET TANK REPAIR KIT	9.97		62028			D	N			MTCE. OF STRUCTU	101.41408.0225
53634	09/12/18	PAINT FOR THE BLDG	157.51		62033			D	N			MTCE. OF STRUCTU	101.45433.0225
53634	09/12/18	PAINTING SUPPLIES	20.26		62033			D	N			GENERAL SUPPLIES	101.45433.0229
			412.49	*CHECK TOTAL									
		VENDOR TOTAL	412.49										
MIDWEST VISION CENTER		002210											
53635	09/12/18	SCBA MASK LENS INSERT	162.18		1084338			D	N			SUBSISTENCE OF P	101.42412.0227
MIKE'S SMALL ENGINE CENT		002699											
53636	09/12/18	FUEL LINE PARTS	21.45		11216			D	N			INVENTORIES-MDSE	101.125000

VENDOR NAME AND NUMBER / CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
MIKE'S SMALL ENGINE CENT 002699													
53636	09/12/18	EDGER BLADES	15.80		112557			D	N			SMALL TOOLS	101.43425.0221
53636	09/12/18	STIHL TRIMMER	349.90		112720			D	N			SMALL TOOLS	101.43425.0221
53636	09/12/18	SAW REPAIR-LABOR	39.50		6789			D	N			MTCE. OF EQUIPME	101.43425.0334
53636	09/12/18	WEED TRIMMER REPAIR	11.00		6860			D	N			MTCE. OF EQUIPME	101.43425.0224
53636	09/12/18	WEED TRIMMER REPAIR	30.00		6860			D	N			MTCE. OF EQUIPME	101.43425.0334
			467.65	*CHECK TOTAL									
		VENDOR TOTAL	467.65										
MILLER SANITATION 002936													
53637	09/12/18	GARBAGE SERVICE-SEP	154.50		1298/9-18			D	N			CLEANING AND WAS	101.45433.0338
53637	09/12/18	GARBAGE SERVICE-SEP	56.40		1298/9-18			D	N			CLEANING AND WAS	101.45433.0338
53637	09/12/18	GARBAGE SERVICE-SEP	52.70		1300/9-18			D	N			CLEANING AND WAS	101.42412.0338
53637	09/12/18	GARBAGE SERVICE-SEP	64.74		1301/9-18			D	N			CLEANING AND WAS	101.41408.0338
53637	09/12/18	GARBAGE SERVICE-SEP	64.74		1301/9-18			D	N			CLEANING AND WAS	101.45427.0338
53637	09/12/18	GARBAGE SERVICE-SEP	251.31		1302/9-18			D	N			CLEANING AND WAS	101.43425.0338
53637	09/12/18	GARBAGE SERVICE-SEP	24.35		1303/9-18			D	N			CLEANING AND WAS	651.48484.0338
53637	09/12/18	GARBAGE SERVICE-SEP	48.67		1304/9-18			D	N			CLEANING AND WAS	651.48484.0338
53637	09/12/18	GARBAGE SERVICE-SEP	161.04		1304/9-18			D	N			CLEANING AND WAS	651.48484.0338
53637	09/12/18	GARBAGE SERVICE-SEP	49.68		1305/9-18			D	N			CLEANING AND WAS	101.45435.0338
53637	09/12/18	GARBAGE SERVICE-SEP	91.00		1378/9-18			D	N			CLEANING AND WAS	101.43425.0338
53637	09/12/18	GARBAGE SERVICE-SEP	846.00		1379/9-18			D	N			CLEANING AND WAS	101.43425.0338
53637	09/12/18	GARBAGE SERVICE-SEP	70.50		1379/9-18			D	N			CLEANING AND WAS	101.43425.0338
53637	09/12/18	GARBAGE SERVICE-SEP	33.84		1379/9-18			D	N			CLEANING AND WAS	101.43425.0338
53637	09/12/18	GARBAGE SERVICE-SEP	33.84		1379/9-18			D	N			CLEANING AND WAS	101.43425.0338
53637	09/12/18	GARBAGE SERVICE-SEP	33.84		1379/9-18			D	N			CLEANING AND WAS	101.43425.0338
53637	09/12/18	GARBAGE SERVICE-SEP	352.50		1388/9-18			D	N			CLEANING AND WAS	101.43425.0338
53637	09/12/18	GARBAGE SERVICE-SEP	105.13		1456/9-18			D	N			CLEANING AND WAS	101.45437.0338
			2,494.78	*CHECK TOTAL									
		VENDOR TOTAL	2,494.78										
MINI BIFF LLC 001805													
53638	09/12/18	TOILET RENTALS	77.52		A-98559			D	N			RENTS	101.43425.0440
53638	09/12/18	TOILET RENTALS	77.52		A-98561			D	N			RENTS	101.43425.0440
53638	09/12/18	TOILET RENTALS	77.52		A-98564			D	N			RENTS	101.43425.0440
53638	09/12/18	TOILET RENTALS	77.52		A-98566			D	N			RENTS	101.43425.0440
53638	09/12/18	TOILET RENTALS	77.52		A-98567			D	N			RENTS	101.43425.0440
53638	09/12/18	TOILET RENTALS	189.72		A-98642			D	N			RENTS	101.43425.0440
53638	09/12/18	TOILET RENTALS	77.52		A-98644			D	N			RENTS	101.43425.0440
53638	09/12/18	TOILET RENTALS	185.05		A-98834			D	N			RENTS	101.43425.0440
53638	09/12/18	TOILET RENTALS	35.01		A-99214			D	N			RENTS	101.43425.0440
53638	09/12/18	TOILET RENTALS	22.50		A-99237			D	N			RENTS	101.43425.0440
53638	09/12/18	TOILET RENTALS	60.02		A-99238			D	N			RENTS	101.43425.0440
53638	09/12/18	TOILET RENTALS	22.50		A-99239			D	N			RENTS	101.43425.0440
53638	09/12/18	TOILET RENTALS	52.51		A-99240			D	N			RENTS	101.43425.0440
53638	09/12/18	TOILET RENTALS	35.01		A-99241			D	N			RENTS	101.43425.0440
53638	09/12/18	TOILET RENTALS	15.00		A-99242			D	N			RENTS	101.43425.0440
53638	09/12/18	TOILET RENTALS	60.02		A-99243			D	N			RENTS	101.43425.0440
			1,142.46	*CHECK TOTAL									
		VENDOR TOTAL	1,142.46										

VENDOR NAME AND NUMBER / CHECK# DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
MINNEAPOLIS FINANCE DEPA 000466								
53639 09/12/18	AUTO PAWN TRANS FEE-JUL	80.10		400451002248		D N	PROFESSIONAL SER	101.42411.0446
MN CITY\COUNTY MGMT ASSN 000445								
53640 09/12/18	2019 MCMA MBRSHP DUES	52.00		090618		D N	PREPAID EXPENSES	101.128000
53640 09/12/18	2018 MCMA MBRSHP DUES	104.00		090618		D N	SUBSCRIPTIONS AN	101.41400.0443
		156.00	*CHECK TOTAL					
	VENDOR TOTAL	156.00						
MN FIRE SERVICE CERTIF. 000018								
53641 09/12/18	RECERTIFICATION FEE	475.00		6043		D N	TRAVEL-CONF.-SCH	101.42412.0333
MN MAYORS ASSN 000502								
53642 09/12/18	2019 MEMBERSHIP DUES	20.00		090518		D N	PREPAID EXPENSES	101.128000
53642 09/12/18	2018 MEMBERSHIP DUES	10.00		090518		D N	SUBSCRIPTIONS AN	101.41401.0443
		30.00	*CHECK TOTAL					
	VENDOR TOTAL	30.00						
MN PETROLEUM SERVICE 002167								
53643 09/12/18	FUEL PRINTER REPAIR-PRTS	461.58		44329		D N	MTCE. OF EQUIPME	230.43430.0224
53643 09/12/18	FUEL PRINTER REPAIR-LABR	539.50		44329		D N	MTCE. OF EQUIPME	230.43430.0334
		1,001.08	*CHECK TOTAL					
	VENDOR TOTAL	1,001.08						
MUNICIPAL UTILITIES 000541								
53644 09/12/18	UTILITIES FOR AUG	3,054.37		8/18		D N	UTILITIES	101.41408.0332
53644 09/12/18	UTILITIES FOR AUG	5,163.59		8/18		D N	UTILITIES	101.43425.0332
53644 09/12/18	UTILITIES FOR AUG	422.83		8/18		D N	UTILITIES	101.45001.0332
53644 09/12/18	UTILITIES FOR AUG	1,628.10		8/18		D N	UTILITIES	101.45427.0332
53644 09/12/18	UTILITIES FOR AUG	9,746.57		8/18		D N	UTILITIES	101.45433.0332
53644 09/12/18	UTILITIES FOR AUG	1,356.36		8/18		D N	UTILITIES	101.45435.0332
53644 09/12/18	UTILITIES FOR AUG	3,380.66		8/18		D N	UTILITIES	101.45437.0332
53644 09/12/18	UTILITIES FOR AUG	21.64		8/18		D N	UTILITIES	230.43430.0332
53644 09/12/18	UTILITIES FOR AUG	898.26		8/18		D N	UTILITIES	651.48484.0332
53644 09/12/18	UTILITIES FOR AUG	2,003.69		8/18		D N	UTILITIES	651.48485.0332
		27,676.07	*CHECK TOTAL					
	VENDOR TOTAL	27,676.07						
MVTL LABORATORIES INC 000544								
53645 09/12/18	LAB TESTING	70.00		935693		D N	PROFESSIONAL SER	651.48484.0446
53645 09/12/18	LAB TESTING	2,256.50		936885		D N	PROFESSIONAL SER	651.48486.0446
		2,326.50	*CHECK TOTAL					
	VENDOR TOTAL	2,326.50						
MVTV WIRELESS 003372								
53646 09/12/18	AIRPORT INTERNET-SEP	162.95		11699-20180901		D N	COMMUNICATIONS	101.41409.0330
NAPA CENTRAL MN 000249								
53647 09/12/18	OIL	17.80		792238		D N	MOTOR FUELS AND	101.45433.0222
53647 09/12/18	FILTER/SOCKET	12.17		792238		D N	MTCE. OF EQUIPME	101.45433.0224

VENDOR NAME AND NUMBER / CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
NAPA CENTRAL MN 000249													
			29.97	*CHECK TOTAL									
		VENDOR TOTAL	29.97										
NCL OF WISCONSIN INC 001627													
53648	09/12/18	LAB SUPPLIES	374.56		411735		D	N				GENERAL SUPPLIES	651.48484.0229
53648	09/12/18	LAB SUPPLIES	383.58		411736		D	N				GENERAL SUPPLIES	651.48484.0229
			758.14	*CHECK TOTAL									
		VENDOR TOTAL	758.14										
NELSON INTERNATIONAL 000568													
53649	09/12/18	VERSA VAC REPAIR-PARTS	478.48		R101013803:01		D	N				MTCE. OF EQUIPME	651.48485.0224
53649	09/12/18	VERSA VAC REPAIR-LABOR	259.05		R101013803:01		D	N				MTCE. OF EQUIPME	651.48485.0334
53649	09/12/18	#118382-BRAKE CHAMBER	38.99		X101042748:01		D	N				INVENTORIES-MDSE	101.125000
53649	09/12/18	#088960-BELT	50.15		X101043000:01		D	N				INVENTORIES-MDSE	101.125000
			826.67	*CHECK TOTAL									
		VENDOR TOTAL	826.67										
NORTH AMERICAN STATE BAN 003068													
53650	09/12/18	2013 HOSP REV BOND-I	7,352.93		090418		D	N				INTEREST	350.47402.0444
NORTHERN BUSINESS PRODUC 002322													
53651	09/12/18	OFFICE SUPPLIES	28.62		320149-0		D	N				OFFICE SUPPLIES	101.41410.0220
53651	09/12/18	FIRE PROOF LEGAL FILE	2,943.50		320529-0		D	N				INSURANCE DEDUCT	101.41428.0822
53651	09/12/18	NAME BADGE SUPPLIES	118.45		322307-0		D	N				OTHER CHARGES	208.45008.0449
53651	09/12/18	OFFICE SUPPLIES	244.97		323480-0		D	N				OFFICE SUPPLIES	101.41410.0220
53651	09/12/18	OFFICE SUPPLIES	5.99		323480-1		D	N				OFFICE SUPPLIES	101.41410.0220
53651	09/12/18	OFFICE SUPPLIES	23.98		326230-0		D	N				OFFICE SUPPLIES	101.41410.0220
53651	09/12/18	OFFICE SUPPLIES	51.73		327532-0		D	N				OFFICE SUPPLIES	101.42411.0220
53651	09/12/18	OFFICE SUPPLIES	78.52		327891-0		D	N				OFFICE SUPPLIES	101.45433.0220
53651	09/12/18	OFFICE SUPPLIES	91.46		328150-0		D	N				OFFICE SUPPLIES	101.41410.0220
			3,587.22	*CHECK TOTAL									
		VENDOR TOTAL	3,587.22										
NORTHERN STATES SUPPLY 000585													
53652	09/12/18	TUFF EDGE SLING	22.70		10-563629		D	N				SMALL TOOLS	101.43425.0221
53652	09/12/18	CAULK GUN	15.59		10-563772		D	N				SMALL TOOLS	101.45433.0221
53652	09/12/18	ANCHORS	15.04		10-564202		D	N				GENERAL SUPPLIES	101.43425.0229
53652	09/12/18	SCREWS	9.07		10-564468		D	N				MTCE. OF EQUIPME	101.43425.0224
53652	09/12/18	HARD HATS	85.40		10-564505		D	N				SUBSISTENCE OF P	101.43425.0227
53652	09/12/18	MARKING PAINT	46.42		10-564531		D	N				GENERAL SUPPLIES	101.43425.0229
53652	09/12/18	GRINDER	108.00		1264137		D	N				SMALL TOOLS	101.43425.0221
			302.22	*CHECK TOTAL									
		VENDOR TOTAL	302.22										
O'REILLY AUTOMOTIVE INC 000650													
53653	09/12/18	#149279-BRAKE PADS	77.67		1528-161687		D	N				INVENTORIES-MDSE	101.125000
53653	09/12/18	RETURNED BREAK PADS	39.99CR		1528-161693		D	N				INVENTORIES-MDSE	101.125000

VENDOR NAME AND NUMBER / CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
O'REILLY AUTOMOTIVE INC		000650											
53653	09/12/18	SPINDLE SOCKET	19.99		1528-161950			D	N			SMALL TOOLS	651.48484.0221
53653	09/12/18	FLOOR DRY	77.88		1528-164914			D	N			GENERAL SUPPLIES	101.42412.0229
			135.55	*CHECK TOTAL									
		VENDOR TOTAL	135.55										
OASIS AERO INC		003286											
53654	09/12/18	AIRPORT MGMT CNTRCT-AU	4,000.00		1728			D	N			PROFESSIONAL SER	230.43430.0446
OTTERNESS/BROCK		.02847											
53655	09/12/18	REFUND SHELTER DEPOSIT	50.00		090718			D	N			DEPOSITS	101.230000
PAPER & THREADS LLC		002895											
53656	09/12/18	PATCHES-UNIFORM SHIRTS	18.00		082518			D	N			SUBSISTENCE OF P	101.42412.0337
PERKINS LUMBER CO INC		000604											
53657	09/12/18	PARK SHLTR MTCE-PARTS	27.55		43661234			D	N			MTCE. OF STRUCTU	101.43425.0225
53657	09/12/18	REPL. OFFICE DOOR	369.99		43661638			D	N			INSURANCE DEDUCT	101.41428.0822
53657	09/12/18	CONCRETE MIX FOR SIGN	19.95		43662637			D	N			MTCE. OF OTHER I	101.43425.0226
53657	09/12/18	REBAR/STAKES FOR SIGN	22.28		43663412			D	N			MTCE. OF OTHER I	101.43425.0226
53657	09/12/18	LUMBER/SCREWS FOR SIGN	204.78		43663498			D	N			MTCE. OF OTHER I	101.43425.0226
53657	09/12/18	PARK SHLTR MTCE-PARTS	140.54		43663557			D	N			MTCE. OF STRUCTU	101.43425.0225
53657	09/12/18	PARK SHLTR MTCE-PARTS	35.62		43663577			D	N			MTCE. OF STRUCTU	101.43425.0225
53657	09/12/18	MATERIALS FOR SIGN	55.90		43663848			D	N			MTCE. OF OTHER I	101.43425.0226
			876.61	*CHECK TOTAL									
		VENDOR TOTAL	876.61										
PEST PRO II		001968											
53658	09/12/18	PEST CONTROL SERVICES	36.00		24372			D	N			CLEANING AND WAS	101.45435.0228
PETERSON SHOE STORE		000608											
53659	09/12/18	DELEEUW-SAFETY BOOTS	175.00		191775			D	N			SUBSISTENCE OF P	101.43425.0227
POST BOARD		002280											
53660	09/12/18	POST LICENSE FEE	90.00		091118			D	N			LICENSES AND TAX	101.42411.0445
53660	09/12/18	POST LICENSE FEE	90.00		091118			D	N			LICENSES AND TAX	101.42411.0445
			180.00	*CHECK TOTAL									
		VENDOR TOTAL	180.00										
QUICK SIGNS		001093											
53661	09/12/18	LETTERING FOR TRUCKS	60.00		175137			D	N			MTCE. OF EQUIPME	101.43425.0224
RICE HOSPITAL		001166											
53662	09/12/18	DRAW CHG-CASE 18011937	37.96		12095			D	N			PROFESSIONAL SER	101.42411.0446
ROCK SOLID CONCRETE		003418											
53663	09/12/18	CONCRETE PAD FOR K-9	1,095.00		090418			D	N			OTHER SERVICES	101.42411.0339

VENDOR NAME AND NUMBER / CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
RUNNING'S SUPPLY INC		001418											
53664	09/12/18	SHOULDER LENGTH GLOVES	24.99		4565613			D	N			SUBSISTENCE OF P	651.48485.0227
53664	09/12/18	OIL	35.96		4565723			D	N			MOTOR FUELS AND	101.42412.0222
53664	09/12/18	SOFTENER SALT	49.90		4565723			D	N			GENERAL SUPPLIES	101.42412.0229
53664	09/12/18	SHOULDER LENGTH GLOVES	49.98		4565812			D	N			SUBSISTENCE OF P	651.48485.0227
53664	09/12/18	L.S. TANGLE FREE NET	29.99		4569168			D	N			SMALL TOOLS	651.48485.0221
53664	09/12/18	NIFTY NABBER	119.94		4569206			D	N			SMALL TOOLS	101.43425.0221
53664	09/12/18	BATTERIES	11.99		4569206			D	N			GENERAL SUPPLIES	101.43425.0229
53664	09/12/18	3 GALLON SPRAYER	39.99		4569361			D	N			SMALL TOOLS	101.43425.0221
53664	09/12/18	CARRUTHERS-SAFETY BOOTS	159.99		4569506			D	N			SUBSISTENCE OF P	101.43425.0227
53664	09/12/18	DOG FOOD (MAJOR)	127.96		4569740			D	N			SUBSISTENCE OF P	101.42411.0227
53664	09/12/18	ZWAGERMAN-SAFETY BOOTS	159.99		4572635			D	N			SUBSISTENCE OF P	101.41402.0227
53664	09/12/18	FLAG POLE REPAIR-PARTS	7.98		4572769			D	N			MTCE. OF OTHER I	101.43425.0226
53664	09/12/18	EYE WASH STATION PARTS	43.17		4574384			D	N			MTCE. OF STRUCTU	101.43425.0225
53664	09/12/18	NUMBERS FOR MAILBOX	2.49		4574420			D	N			MTCE. OF OTHER I	101.43425.0226
53664	09/12/18	DOG FOOD (AXEL)	109.98		4578428			D	N			SUBSISTENCE OF P	101.42411.0227
			974.30	*CHECK TOTAL									
		VENDOR TOTAL	974.30										
SCHWEGMAN'S CLEANERS		000682											
53665	09/12/18	REPAIRED SCBA MASK BAGS	10.50		571246			D	N			MTCE. OF EQUIPME	101.42412.0334
53665	09/12/18	REPAIRED SCBA MASK BAGS	6.30		571408			D	N			MTCE. OF EQUIPME	101.42412.0334
			16.80	*CHECK TOTAL									
		VENDOR TOTAL	16.80										
SERVICE CENTER/CITY OF W		000685											
53666	09/12/18	EQUIPMENT REPAIR-OIL	12.00		STMT/8-18			D	N			MOTOR FUELS AND	101.42411.0222
53666	09/12/18	EQUIPMENT REPAIR-PARTS	2.96		STMT/8-18			D	N			MTCE. OF EQUIPME	101.42411.0224
53666	09/12/18	EQUIPMENT REPAIR-OIL	250.78		STMT/8-18			D	N			MOTOR FUELS AND	101.43425.0222
53666	09/12/18	EQUIPMENT REPAIR-PARTS	2,128.06		STMT/8-18			D	N			MTCE. OF EQUIPME	101.43425.0224
			2,393.80	*CHECK TOTAL									
		VENDOR TOTAL	2,393.80										
SHERWIN WILLIAMS CO		000690											
53667	09/12/18	TRAFFIC PAINT	578.50		2463-1			D	N			GENERAL SUPPLIES	101.43425.0229
53667	09/12/18	TRAFFIC PAINT	462.80		6123-7			D	N			GENERAL SUPPLIES	101.43425.0229
53667	09/12/18	PARTS FOR PAINT SPRAYER	60.00		6539-4			D	N			MTCE. OF EQUIPME	101.43425.0224
53667	09/12/18	PAINT FOR BLDG	36.99		6781-2			D	N			MTCE. OF STRUCTU	101.45435.0225
			1,138.29	*CHECK TOTAL									
		VENDOR TOTAL	1,138.29										
SIMMONS/AMBER		.02843											
53668	09/12/18	REFUND SHELTER DEPOSIT	50.00		082818			D	N			DEPOSITS	101.230000
SMEBY/ROSS		002570											
53669	09/12/18	MILEAGE 8/1-8/31/18	137.34		090418			D	N			TRAVEL-CONF.-SCH	101.41409.0333
SOMALI CONNECTION		002524											
53670	09/12/18	INTERPRETING SERVICES	309.06		CASE #18113880			D	N			PROFESSIONAL SER	101.42411.0446

VENDOR NAME AND NUMBER / CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
SOUTH 71 VETERINARY CLIN 000699													
53671	09/12/18	K-9 WELLNESS EXAM	314.28		2203430			D	N			PROFESSIONAL SER	101.42411.0446
53671	09/12/18	K-9 WELLNESS EXAM	24.65		2203432			D	N			PROFESSIONAL SER	101.42411.0446
53671	09/12/18	K-9 WELLNESS EXAM	31.10		2204341			D	N			PROFESSIONAL SER	101.42411.0446
			370.03	*CHECK TOTAL									
		VENDOR TOTAL	370.03										
STACY'S NURSERY INC 000706													
53672	09/12/18	GRASS SEED	62.50		13036			D	N			MTCE. OF OTHER I	101.43425.0226
STAR TRIBUNE 003417													
53673	09/12/18	MN EXPLORER AD	290.00		I00243187-0826			D	N			OTHER CHARGES	208.45010.0449
STATEWIDE DISTRIBUTING I 000718													
53674	09/12/18	TOILET TISSUE	59.80		203774			D	N			GENERAL SUPPLIES	230.43430.0229
STERLING WATER-MINNESOTA 000188													
53675	09/12/18	SOFTENER RENTAL-SEP	17.75		01454495/8-18			D	N			RENTS	101.41408.0440
53675	09/12/18	SOFTENER SALT	376.85		01465160/8-18			D	N			GENERAL SUPPLIES	101.45433.0229
			394.60	*CHECK TOTAL									
		VENDOR TOTAL	394.60										
SW - WEST CNTRL SERVICES 000892													
53676	09/12/18	HEALTH INSURANCE-OCT	7,835.00		C326			D	N			COBRA INS PREMIU	101.120001
53676	09/12/18	HEALTH INSURANCE-OCT	3,360.26		C326			D	N			EMPLOYER INSUR.	101.41400.0114
53676	09/12/18	HEALTH INSURANCE-OCT	4,078.26		C326			D	N			EMPLOYER INSUR.	101.41402.0114
53676	09/12/18	HEALTH INSURANCE-OCT	2,926.47		C326			D	N			EMPLOYER INSUR.	101.41403.0114
53676	09/12/18	HEALTH INSURANCE-OCT	5,618.28		C326			D	N			EMPLOYER INSUR.	101.41405.0114
53676	09/12/18	HEALTH INSURANCE-OCT	1,672.26		C326			D	N			EMPLOYER INSUR.	101.41408.0114
53676	09/12/18	HEALTH INSURANCE-OCT	3,098.26		C326			D	N			EMPLOYER INSUR.	101.41409.0114
53676	09/12/18	HEALTH INSURANCE-OCT	418.05		C326			D	N			EMPLOYER INSUR.	101.41424.0114
53676	09/12/18	HEALTH INSURANCE-OCT	9,115.00		C326			D	N			RETIRED EMPLOYEE	101.41428.0818
53676	09/12/18	HEALTH INSURANCE-OCT	23,315.92		C326			D	N			INS. PASS THROUG	101.41428.0819
53676	09/12/18	HEALTH INSURANCE-OCT	51,375.48		C326			D	N			EMPLOYER INSUR.	101.42411.0114
53676	09/12/18	HEALTH INSURANCE-OCT	5,016.78		C326			D	N			EMPLOYER INSUR.	101.42412.0114
53676	09/12/18	HEALTH INSURANCE-OCT	5,267.14		C326			D	N			EMPLOYER INSUR.	101.43417.0114
53676	09/12/18	HEALTH INSURANCE-OCT	23,743.53		C326			D	N			EMPLOYER INSUR.	101.43425.0114
53676	09/12/18	HEALTH INSURANCE-OCT	1,086.50		C326			D	N			EMPLOYER INSUR.	101.45001.0114
53676	09/12/18	HEALTH INSURANCE-OCT	1,203.00		C326			D	N			EMPLOYER INSUR.	101.45432.0114
53676	09/12/18	HEALTH INSURANCE-OCT	3,344.52		C326			D	N			EMPLOYER INSUR.	101.45433.0114
53676	09/12/18	HEALTH INSURANCE-OCT	1,563.90		C326			D	N			EMPLOYER INSUR.	101.45435.0114
53676	09/12/18	HEALTH INSURANCE-OCT	300.75		C326			D	N			EMPLOYER INSUR.	101.45437.0114
53676	09/12/18	HEALTH INSURANCE-OCT	13,630.62		C326			D	N			EMPLOYER INSUR.	651.48484.0114
53676	09/12/18	HEALTH INSURANCE-OCT	1,672.26		C326			D	N			EMPLOYER INSUR.	651.48485.0114
53676	09/12/18	HEALTH INSURANCE-OCT	1,672.26		C326			D	N			EMPLOYER INSUR.	651.48486.0114
			171,314.50	*CHECK TOTAL									
		VENDOR TOTAL	171,314.50										

VENDOR NAME AND NUMBER / CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
TNC INDUSTRIES INC 003030													
53677	09/12/18	VEHICLE EXHAUST SYSTEM	114.00		35467			D	N			MTCE. OF EQUIPME	101.42412.0224
TOLLEFSRUD/STEPHANIE .02844													
53678	09/12/18	REFUND SHELTER DEPOSIT	50.00		082818			D	N			DEPOSITS	101.230000
TORKELSON'S LOCK SERVICE 002583													
53679	09/12/18	RE-KEYED CITY HALL	502.00		2675550			D	N			INSURANCE DEDUCT	101.41428.0822
53679	09/12/18	CHNG LOCKS ON OFFICE DR	65.00		2675621			D	N			INSURANCE DEDUCT	101.41428.0822
53679	09/12/18	RE-KEYED CITY HALL	115.00		2675740			D	N			INSURANCE DEDUCT	101.41428.0822
			682.00	*CHECK TOTAL									
		VENDOR TOTAL	682.00										
ULTIMATE SAFETY CONCEPTS 000165													
53680	09/12/18	10' FOLDING LADDER	332.95		178814			D	N			SMALL TOOLS	101.42412.0221
UNITED PRAIRIE BANK 003324													
53681	09/12/18	2013 HOSP REV BOND-I	49,260.40		090418			D	N			INTEREST	350.47402.0444
UNIVERSITY OF MINNESOTA 001658													
53682	09/12/18	TREE INSPECTOR RECERTIF.	170.00		090418			D	N			TRAVEL-CONF.-SCH	101.43425.0333
US BANK 000264													
53683	09/12/18	#157 GO IMP BOND-SC	500.00		5101344			D	N			OTHER CHARGES	310.47100.0449
US BANK EQUIPMENT FINANC 003143													
53684	09/12/18	COPIER LEASE-SEP	250.23		365094325			D	N			RENTS	651.48484.0440
53684	09/12/18	COPIER LEASE-SEP	195.67		365094754			D	N			RENTS	101.41405.0440
53684	09/12/18	COPIER LEASE-SEP	179.80		365240019			D	N			RENTS	101.42412.0440
53684	09/12/18	COPIER LEASE-SEP	340.00		365407063			D	N			RENTS	101.41410.0440
			965.70	*CHECK TOTAL									
		VENDOR TOTAL	965.70										
USA BLUE BOOK 001258													
53685	09/12/18	SWR BALL INFLATION HOSE	156.98		665271			D	N			SMALL TOOLS	651.48485.0221
VAN HEUVELN/KRYSTAL .02845													
53686	09/12/18	REFUND SHELTER DEPOSIT	50.00		082818			D	N			DEPOSITS	101.230000
WAL-MART COMMUNITY 000789													
53687	09/12/18	SUPPLIES-HORSESHOE CLASS	75.00		071718			D	N			GENERAL SUPPLIES	101.45432.0229
53687	09/12/18	BIRTHDAY PARTY SUPPLIES	51.27		071718			D	N			GENERAL SUPPLIES	101.45437.0229
53687	09/12/18	GARBAGE BAGS/DISH SOAP	45.72		073018			D	N			GENERAL SUPPLIES	101.45437.0229
53687	09/12/18	PLATES/CUPS/NAPKINS/WTR	103.62		080118			D	N			GENERAL SUPPLIES	101.41408.0229
53687	09/12/18	ZWAGERMAN-WELCOME COFFEE	12.08		080918			D	N			SUBSISTENCE OF P	101.41402.0227
53687	09/12/18	GREELEY-WELCOME COFFEE	12.08		080918			D	N			SUBSISTENCE OF P	651.48484.0227
53687	09/12/18	YOUTH REC SUPPLIES	11.75		081318			D	N			GENERAL SUPPLIES	101.45432.0229
53687	09/12/18	DISH SOAP	16.94		081318			D	N			GENERAL SUPPLIES	101.45437.0229
			328.46	*CHECK TOTAL									
		VENDOR TOTAL	328.46										

VENDOR NAME AND NUMBER / CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
WATCHGUARD VIDEO 003279													
53688	09/12/18	BODY CAM ADAPTERS	997.55		ACCINV0016560			D	N			SUBSISTENCE OF P	101.42411.0227
WEST CENTRAL COMMUNICATI 000796													
53689	09/12/18	RADIO REPAIR-LABOR	125.00		086573S			D	N			MTCE. OF EQUIPME	101.42412.0334
WEST CENTRAL INDUSTRIES 000801													
53690	09/12/18	CLEANED STADIUM-AUG	530.49		3271			D	N			CLEANING AND WAS	101.43425.0338
WILLMAR CHAMBER OF COMME 000812													
53691	09/12/18	2019 INSTAGRAM PLATFORM	220.50		CC STMT/7-18			D	N			PREPAID EXPENSES	208.128000
53691	09/12/18	OFFICE SUPPLIES	80.34		CC STMT/7-18			D	N			OFFICE SUPPLIES	208.45005.0220
53691	09/12/18	PHONE SERV-JUL	275.87		CC STMT/7-18			D	N			COMMUNICATIONS	208.45005.0330
53691	09/12/18	PUBLIC POLICY MTG	13.04		CC STMT/7-18			D	N			TRAVEL-CONF.-SCH	208.45005.0333
53691	09/12/18	GFO MTG-ALBERT LEA	7.61		CC STMT/7-18			D	N			OTHER CHARGES	208.45008.0449
53691	09/12/18	GOOGLE AD WORDS MKTG	152.89		CC STMT/7-18			D	N			OTHER CHARGES	208.45010.0449
53691	09/12/18	2018 INSTAGRAM PLATFORM	220.50		CC STMT/7-18			D	N			OTHER CHARGES	208.45010.0449
53691	09/12/18	CITY/CNTY HISTORICAL BKS	26.00		CC STMT/7-18			D	N			OTHER CHARGES	208.45010.0449
53691	09/12/18	4TH OF JULY WRAP-UP MTG	10.98		CC STMT/7-18			D	N			OTHER CHARGES	208.45010.0449
53691	09/12/18	FACEBOOK ADVERTISING	13.49		CC STMT/7-18			D	N			OTHER CHARGES	208.45010.0449
53691	09/12/18	INVEST IN WLMR GROUP MTG	4.71		CC STMT/7-18			D	N			OTHER CHARGES	208.45011.0449
53691	09/12/18	GFO GOLF EVENT	429.50		CC STMT/7-18			D	N			SUBSISTENCE OF P	808.45016.0337
53691	09/12/18	DIRECTOR SALARY	4,744.26		STMT/8-18			D	N			SALARIES-REG. EM	208.45005.0110
53691	09/12/18	ASSISTANT SALARY	2,702.96		STMT/8-18			D	N			SALARIES-REG. EM	208.45005.0110
53691	09/12/18	FICA & INSURANCE	1,708.69		STMT/8-18			D	N			EMPLOYER PENSION	208.45005.0113
53691	09/12/18	IRA CONTRIBUTION	223.41		STMT/8-18			D	N			EMPLOYER PENSION	208.45005.0113
53691	09/12/18	PHOTO COPIES-AUG	19.64		STMT/8-18			D	N			OFFICE SUPPLIES	208.45005.0220
53691	09/12/18	PAYROLL/FLEX FEE	74.56		STMT/8-18			D	N			OTHER SERVICES	208.45005.0339
53691	09/12/18	OFFICE RENT-AUG	689.06		STMT/8-18			D	N			RENTS	208.45005.0440
53691	09/12/18	INTERNET 07/18-08/17	41.70		48442			D	N			COMMUNICATIONS	208.45005.0330
53691	09/12/18	MANAGED IT 07/12-08/11	66.72		48442			D	N			COMMUNICATIONS	208.45005.0330
			11,726.43	*CHECK TOTAL									
		VENDOR TOTAL	11,726.43										
WILLMAR CRANE SERVICE 000899													
53692	09/12/18	MOBILIZE 40T CRANE	400.00		4970			D	N			MTCE. OF EQUIPME	651.48484.0334
WILLMAR FORKLIFT INC 002705													
53693	09/12/18	SCISSORLIFT INSPECTION	135.00		55590			D	N			MTCE. OF EQUIPME	101.45433.0334
WINDSHIELD CENTERS LLC 003387													
53694	09/12/18	#073219-REPL. WNDSHLD	180.00		0160000513			D	N			MTCE. OF EQUIPME	101.43425.0224
53694	09/12/18	#073219-REPL. WNDSHLD	75.00		0160000513			D	N			MTCE. OF EQUIPME	101.43425.0334
			255.00	*CHECK TOTAL									
		VENDOR TOTAL	255.00										
WINDSTREAM 002100													
53695	09/12/18	PHONE SERV-AUG	239.83		STMT/8-18			D	N			COMMUNICATIONS	101.41409.0330
53695	09/12/18	PHONE SERV-AUG	155.12		STMT/8-18			D	N			COMMUNICATIONS	230.43430.0330
53695	09/12/18	PHONE SERV-AUG	86.49		STMT/8-18			D	N			COMMUNICATIONS	651.48484.0330

VENDOR NAME AND NUMBER CHECK# DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
WINDSTREAM	002100											
		481.44	*CHECK TOTAL									
	VENDOR TOTAL	481.44										
WITMER PUBLIC SAFETY GRO	003291											
53696 09/12/18	BELT BUCKLES	24.95		E1751683		D	N				SUBSISTENCE OF P	101.42412.0227

VENDOR NAME AND NUMBER CHECK# DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
REPORT TOTALS:		617,745.21						

RECORDS PRINTED - 000474

FUND RECAP:

FUND	DESCRIPTION	DISBURSEMENTS
101	GENERAL FUND	277,115.05
208	CONVENTION & VISITORS BUREAU	14,125.17
230	WILLMAR MUNICIPAL AIRPORT	5,522.64
310	D.S. - 2010 BOND	500.00
350	RICE HOSPITAL DEBT SERVICE	66,905.42
438	C.P.-R22 REFRIGERATION 2018A	2,132.00
497	S.A.B.F. - #2017	208,784.62
651	WASTE TREATMENT	41,528.06
808	GOVERNOR'S FISHING OPENER	1,132.25
TOTAL ALL FUNDS		617,745.21

BANK RECAP:

BANK	NAME	DISBURSEMENTS
HERT	HERITAGE BANK	617,745.21
TOTAL ALL BANKS		617,745.21

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: September 17, 2018**
From: Aaron A. Backman, Executive Director Kandiyohi County & City of Willmar Economic Development Commission	**Subject: 2019 EDC Budget**

AGENDA ITEM: Approval of 2019 Budget for the Kandiyohi County & City of Willmar Economic Development Commission (EDC) as Presented at Work Session.

INTRODUCTION/REQUEST: The EDC respectfully requests the City of Willmar's approval of the 2019 operational budget for the organization which was presented at the September 10, 2018 Work Session.

HISTORY: In 2003 the City of Willmar and Kandiyohi County established a joint operations entity, the Kandiyohi County & City of Willmar Economic Development Commission (EDC), to encourage, attract, promote, and develop industry and commerce within the County and City. Approximately 90% of the EDC's revenues are from a county tax levy. The remaining income comes from grants, loan repayments, interest, reimbursements, etc.

CURRENT CIRCUMSTANCE: The proposed EDC budget for 2019 totals $587,613, including a county tax levy of $528,600. This compares with the original 2018 budget of $572,540, including a county tax levy of $514,600. This represents a 2.7% increase in the county tax levy for the upcoming year. The attached 2019 budget was approved by the Joint Operations Board on July 12th, the Joint Powers Board on July 26th, and the Kandiyohi County Board of Commissioners will consider the 2019 budget on September 18th. The budget was presented to the City Council at Work Session earlier this month.

RECOMMENDATIONS: Approve 2019 budget for the Economic Development Commission.

FINANCIAL IMPACT: N/A

ALTERNATIVES:
1. Delay Council action if additional information is needed.

REVIEWED BY: Ike Holland, City Administrator

WORK SESSION DATE: September 10, 2018 Work Session.

COUNCIL MEETING DATE: September 17, 2018

Date Printed: 7/19/2018

Kandiyohi County & City of Willmar
ECONOMIC DEVELOPMENT COMMISSION

	Proposed 2019	As of 6/30/2018	2018 Budget	2017 Actuals
REVENUES				
County Tax Levy	$ 528,600	$ 295,551	$ 514,600	$ 498,765
Ag Events Sponsorships/Fundraising/Fees	$ 7,000	$ 6,144	$ 1,000	$ 750
Creating Entrepreneurial Opportunites student loan program	$ 28,000	$ 19,400	$ 30,000	$ 32,861
Grants	$ 10,000	$ -	$ 7,500	$ 15,000
Insurance dividends	$ 1,000	$ -	$ 1,200	$ 1,162
Interest on investments				
Concorde Bank (Revolving Loan Fund savings account)	$ 200	$ 220	$ 200	$ 212
Concorde Bank CD matures at .76% matures 9/28/2018	$ -	$ -	$ 1,000	$ 1,572
North American State Bank CD at 1.06% matures 5/12/18	$ -	$ 802	$ 800	$ 401
Heritage Bank savings account	$ 141	$ 267	$ 60	$ 96
United Prairie Bank $104,592.73 CD @ 1.5% matures 10/3/2018	$ 780			
United Prairie Bank $75,000 CD @ 1.75% matures 5/22/2019	$ 1,300			
US Bank CD (Tourism Development Account) at .690% matures 2/20/2018	$ -	$ 379	$ -	
Loans				
ELGP loan application fees	$ 200	$ -	$ 300	$ -
Microenterprise Loan Fund repayments interest (WAM-BC)	$ 101			
Revolving Loan Fund application fees	$ 600	$ 300	$ 800	$ 426
Revolving Loan Fund filing fee reimbursements	$ 100	$ 135	$ 80	$ 40
Revolving Loan Fund repayments interest	$ 8,091	$ 5,019	$ 8,500	$ 9,282
Other Income				
Refunds, reimbursements and in-kind contributions (inc. Hwy 23)	$ 1,500	$ 16	$ 3,500	$ 13
WAM-BC rent	$ -	$ (750)	$ 3,000	$ 5,250
Total Revenues	**$ 587,613**	**$ 327,483**	**$ 572,540**	**$ 565,830**
EXPENSES				
Revolving Loan Fund Expenses				
Bank Fees	$ 48	$ 21		$ 1
Recording Fees		$ 46		$ 40
Other		$ 69		
Total Revolving Loan Fund Expenses	**$ 48**	**$ 136**		**$ 41**
Economic Development Community Contributions	$ 1,000		$ 1,000	
Sponsor Fees				
Ag & Animal Science Conference	$ 1,500	$ 1,500	$ 1,500	$ 1,500
U of M Technology Showcase	$ 500	$ -	$ 500	$ 147
Vision 2040	$ 2,000	$ 2,500	$ 2,000	$ 2,000
Other	$ 1,500	$ 500	$ 1,500	$ 750
Total Contributions and Sponsor Fees	**$ 6,500**	**$ 4,500**	**$ 6,500**	**$ 4,397**
Other Expenses:				
Joint Operations Board (includes meals/administrative time)	$ 2,900	$ 1,605	$ 2,800	$ 3,461
Joint Powers Board (includes meals/administrative time)	$ 2,000	$ 1,264	$ 1,900	$ 1,708
SCORE (cell phone and email account)	$ 750	$ 370	$ 400	$ 728
Total Other Expenses	**$ 5,650**	**$ 3,239**	**$ 5,100**	**$ 5,897**
Countywide Business Development				
CEO Student Program Administration	$ 800	$ 395	$ 750	$ 375
BUILD (TIGER II) Grant - Willmar Industrial Park	$ 35,000	$ -	$ 35,000	$ -
Miscellaneous countywide business development	$ 6,000	$ 514	$ 6,000	$ 1,798
Total Countywide Business Development	**$ 41,800**	**$ 909**	**$ 41,750**	**$ 2,173**

Date Printed: 7/19/2018

Kandiyohi County & City of Willmar
ECONOMIC DEVELOPMENT COMMISSION

	Proposed 2019	As of 6/30/2018	2018 Budget	2017 Actuals
COMMITTEE EXPENSES				
Agriculture and Renewable Energy Development				
Ag Producer BRE Survey		$ -		$ 5,622
Annual Ag Workshop				
Event Center and Fees	$ 1,100			
Food	$ 900			
Marketing	$ 3,000			
Speaker	$ 2,000			
Total Annual Ag Workshop Total	**$ 7,000**			
Conferences/Seminars/Trainings	$ 1,100	$ 754	$ 1,100	$ 1,229
Industrial Hemp Value-Added Study	$ 5,000			
Marketing	$ -	$ 805	$ 1,500	$ 949
Meals/Meeting Refreshments	$ 600	$ 388	$ 600	$ 525
Mileage/Travel	$ 1,200	$ 569	$ 1,200	$ 1,181
Professional Services				
General Administrative Services	$ 2,000	$ 1,434	$ 2,000	$ 4,635
Professional Services - Other	$ -	$ 548	$ 1,000	$ 380
Supplies (office or program)	$ 250	$ -	$ 250	$ 26
Total Ag Committee Expenses	**$ 17,150**	**$ 4,498**	**$ 7,650**	**$ 14,547**
Broadband and Advanced Technology				
Conferences/Seminars/Trainings	$ 500	$ 150	$ 500	$ 255
Marketing	$ 200	$ -	$ 200	$ 2,587
Meals/Meeting Refreshments	$ 1,000	$ 645	$ 900	$ 1,452
Mileage/Travel	$ 550	$ 382	$ 500	$ 776
Postage	$ 50	$ -	$ 50	$ 52
Printing, copying & publishing	$ 350	$ -	$ 350	$ 508
Professional Services				
General Administrative Services	$ 1,030	$ 810	$ 880	$ 2,932
Total Broadband and Advanced Technology Committee Expenses	**$ 3,680**	**$ 1,987**	**$ 3,380**	**$ 8,562**
Business Retention and Expansion/Recruitment				
Childcare Initiative	$ 1,200			
Conferences/Seminars/Trainings	$ 800	$ 12	$ 750	$ 155
Highway 23 Coalition		$ 4,129	$ 3,000	$ 4,064
Conferences/Seminars/Trainings	$ 200			
General Administrative Services	$ 2,000			
Meals/Meeting Refreshments	$ 200			
Mileage/Travel	$ 500			
Other	$ 100			
Total Highway 23 Coalition	**$ 3,000**			
Marketing	$ 150	$ -	$ 150	$ 4
Meals/Meeting Refreshments	$ 200	$ 56	$ 200	$ 220
Mileage/Travel	$ 1,000	$ 275	$ 700	$ 694
Printing, copying & publishing	$ 150	$ -	$ 150	$ 52
Professional services				
General administrative services	$ 1,200	$ 622	$ 1,100	$ 1,221
Professional services - Other	$ 200	$ -	$ 300	$ 50
Supplies (office or program)	$ 200	$ -	$ 200	
Workforce Development (Job Fair, CLUES, etc.)	$ 2,500			
Grants	$ 5,000	$ -	$ 6,500	$ 713
General administration	$ -	$ -		$ 472
Total BRE/R Committee Expenses	**$ 15,600**	**$ 5,094**	**$ 13,050**	**$ 7,645**
Finance				
Marketing	$ 100	$ -	$ 100	
Meals/Meeting Refreshments	$ 500	$ 190	$ 500	$ 345
Mileage/Travel	$ 50	$ 5	$ 100	$ 36
Professional services				
General administrative services	$ 900	$ 583	$ 800	$ 1,258
Legal services	$ 400	$ -	$ 350	$ -
Total Finance Committee Expenses	**$ 1,950**	**$ 778**	**$ 1,850**	**$ 1,639**

Date Printed: 7/19/2018

Kandiyohi County & City of Willmar
ECONOMIC DEVELOPMENT COMMISSION

	Proposed 2019	As of 6/30/2018	2018 Budget	2017 Actuals
Marketing and Public Relations				
Meals/Meeting refreshments	$ 800	$ 406	$ 700	$ 718
Media	$ 900	$ 215	$ 1,100	$ 547
Mileage/Travel	$ 100	$ 24	$ 100	$ 102
Advertisements	$ 800	$ -	$ 1,350	$ 3,297
Special projects	$ 1,200	$ 433	$ 2,400	$ 1,082
Professional services				
General administrative services	$ 1,800	$ 938	$ 1,600	$ 1,698
REDstar Creative/Newsletters				
General Marketing	$ 6,200	$ 1,409		
E-Newsletter	$ 3,500	$ 1,348		
Social Media	$ 3,500	$ 1,589		
Website	$ 1,700	$ 843		
West Central Angel Fund	$ 100	$ 1,292		
Other	$ 1,500	$ 270		
REDstar Creative Total	**$ 16,500**	**$ 6,751**	**$ 18,000**	**$ 15,208**
Total Marketing and Public Relations Committee Expenses	**$ 22,100**	**$ 8,767**	**$ 25,250**	**$ 22,652**
Tourism/Leisure Travel				
CVB Tourism Partnership Agreement	$ 34,000	$ 34,000	$ 34,000	$ 34,000
Meals/Meeting refreshments	$ 100	$ 32	$ 100	$ 40
Mileage/Travel	$ 100	$ 33	$ 100	$ 60
Total Tourism/Leisure Travel Committee	**$ 34,200**	**$ 34,065**	**$ 34,200**	**$ 34,100**
Total Committee Expenses	**$ 94,680**	**$ 55,189**	**$ 85,380**	**$ 89,145**
EMPLOYEE COMPENSATION				
Executive Director				
Director's salary	$ 113,300	$ 55,000	$ 110,000	$ 100,000
Director's health insurance	$ 13,000	$ 5,993	$ 12,000	$ 10,239
Director's payroll taxes (FICA = 6.20%; Medicare = 1.45%)	$ 8,670		$ 8,415	$ 291
Director's pension (PERA) employer rate is 7.5%	$ 8,498	$ 4,125	$ 8,250	$ 7,500
Total Executive Director's Compensation	**$ 143,468**	**$ 65,118**	**$ 138,665**	**$ 118,030**
Business Development Specialist's position				
Business Development Specialist's salary	$ 72,500	$ 35,000	$ 70,000	$ 62,815
Business Development Specialist's health insurance	$ 13,000	$ 5,993	$ 12,000	$ 8,447
Business Development Specialist's payroll taxes	$ 5,546	$ -	$ 5,353	
Business Development Specialist's PERA	$ 5,438	$ 2,625	$ 5,250	$ 4,711
Total Business Development Specialist's Compensation	**$ 96,484**	**$ 43,618**	**$ 92,603**	**$ 75,973**
Summer Intern	$ -	**$ 938**		
Accrued vacation and sick expense				
Executive Director	$ 8,000	$ 5,814	$ 7,000	$ 9,243
Business Development Specialist	$ 3,000	$ 335	$ 2,000	$ (360)
Employer payroll tax expense		$ 6,937		$ 12,567
Employee workers' compensation insurance	$ 1,000	$ 593	$ 900	$ 433
Total other employee compensation	**$ 12,000**	**$ 13,679**	**$ 9,900**	**$ 21,883**
Total Employee Compensation	**$ 251,952**	**$ 123,353**	**$ 241,168**	**$ 215,886**

Date Printed: 7/19/2018

Kandiyohi County & City of Willmar
ECONOMIC DEVELOPMENT COMMISSION

	Proposed 2019	As of 6/30/2018	2018 Budget	2017 Actuals
ADMINISTRATIVE EXPENSES				
MCIT property/casualty insurance	$ 3,000	$ 2,359	$ 3,000	$ 2,657
Meals not for a committee	$ 900	$ 348	$ 1,200	$ 478
Memberships, dues, subscriptions				
Subscriptions	$ 500	$ 213	$ 500	$ 483
Community Venture Network (CVN)	$ 2,200	$ -	$ 2,200	$ 2,125
EDAM membership	$ 495	$ 495	$ 495	$ 495
Local organizations	$ 600	$ 585	$ 200	$ 545
MAPCED membership	$ 330	$ 330	$ 250	$ 250
MN DEED Marketing Partnership dues	$ 625	$ 625	$ 625	$ 625
WORKUP membership	$ 5,400	$ 2,700	$ 5,400	$ 2,250
Other	$ 400	$ 410		$ 150
Professional services:				
Accountant fees	$ 1,500	$ 222	$ 1,500	$ 1,085
Auditor	$ 7,000	$ 800	$ 7,000	$ 6,360
Bookkeeping fees	$ 6,000	$ 2,705	$ 6,000	$ 4,846
Legal fees	$ 1,800	$ -	$ 1,800	$ 375
Seminars and promotions	$ 2,450	$ 1,951	$ 2,000	$ 1,176
Travel, conference, school	$ 11,000	$ 3,382	$ 12,000	$ 6,597
Total Administrative Expenses	**$ 44,200**	**$ 17,125**	**$ 44,170**	**$ 30,497**
OFFICE EXPENSES				
Bank Fees	$ 100	$ 96		$ 426
Cleaning person	$ 2,700	$ 1,231	$ 2,700	$ 2,351
Equipment maintenance and rental				
Software (Synchronist annual fee $1,200)	$ 2,000	$ 1,307	$ 1,500	$ 2,250
Toshiba service contract w/Loffler Companies	$ 2,000	$ 1,279	$ 2,000	$ 2,514
Equipment maintenance and rental - other	$ 750	$ 354	$ 750	$ 323
Furniture and equipment	$ 1,300	$ 888	$ 1,300	$ 898
Toshiba digital color copier lease (w/DeLage Financial $139.59 mo.)	$ 1,700	$ 836	$ 1,700	$ 1,667
Office equipment and miscellaneous	$ 2,000	$ -	$ 2,000	$ 1,012
Postage, mailing service	$ 300	$ 61	$ 300	$ 172
Printing, copying and publishing	$ 300	$ 16	$ 1,000	$ 470
Professional services:				
Engineering and other professional services	$ 3,000	$ (2,800)	$ 6,000	$ 5,370
General administrative	$ 62,850	$ 19,132	$ 61,900	$ 47,388
Planning session facilitator	$ 2,500	$ 2,740	$ 2,400	$ 1,300
Website hosting and maintenance	$ 450	$ 180	$ 450	$ -
Rent and storage unit	$ 23,400	$ 11,700	$ 23,400	$ 23,300
Rent (water cooler, post office box)	$ 220	$ 135	$ 200	$ 148
Supplies	$ 3,500	$ 2,078	$ 3,500	$ 5,457
Telephone/Telecommunications	$ 5,700	$ 2,728	$ 5,700	$ 5,384
Total Office Expenses	**$ 114,770**	**$ 41,961**	**$ 116,800**	**$ 100,430**
CREATING ENTREPRENEURIAL OPPORTUNITIES STUDENT LOAN EXPENSES			$ 30,000	
Advertising/Promotions	$ 200	$ -		$ 829
Dinner Event and Silent Auction				
Advertising	$ 1,500	$ 1,659		$ 731
Decorations	$ 2,000	$ 2,200		$ 1,904
Entertainment	$ 1,000	$ -		$ 1,200
Event Food and Beverages	$ 7,400	$ 5,206		$ 9,422
Equipment	$ 7,500	$ -		$ 8,570
Meals/Meeting refreshments	$ 2,300	$ 1,116		$ 2,776
Miscellaneous	$ 1,500	$ 1,567		$ 772
Scholarships	$ 1,500	$ -		$ 1,000
Supplies	$ 100	$ 90		
Tradeshow	$ 2,500	$ 558		$ 2,157
Transfer loan repayments		$ -		$ 2,258
Other	$ 500	$ 611		
Total CEO Loan Expenses	**$ 28,000**	**$ 13,007**	**$ 30,000**	**$ 31,619**
TOTAL PROGRAM EXPENSES	**$ 587,600**	**$ 259,419**	**$ 570,868**	**$ 480,085**

Date Printed: 7/31/2018

Kandiyohi County & City of Willmar
ECONOMIC DEVELOPMENT COMMISSION

Joint Operations Board Approved 7/12/2018
Joint Powers Board Approved 7/26/2018

2019 BUDGET

REVENUES	
County Tax Levy	$ 528,600
Ag Events Sponsorships/Fundraising/Fees	$ 7,000
Creating Entrepreneurial Opportunites student loan program	$ 28,000
Grants	$ 10,000
Insurance dividends	$ 1,000
Interest on investments	
Concorde Bank (Revolving Loan Fund savings account)	$ 200
Concorde Bank CD matures at .76% matures 9/28/2018	$ -
North American State Bank CD at 1.06% matures 5/12/18	$ -
Heritage Bank savings account	$ 141
United Prairie Bank $104,592.73 CD @ 1.5% matures 10/3/2018	$ 780
United Prairie Bank $75,000 CD @ 1.75% matures 5/22/2019	$ 1,300
US Bank CD (Tourism Development Account) at .690% matures 2/20/2018	$ -
Loans	
ELGP loan application fees	$ 200
Microenterprise Loan Fund repayments interest (WAM-BC)	$ 101
Revolving Loan Fund application fees	$ 600
Revolving Loan Fund filing fee reimbursements	$ 100
Revolving Loan Fund repayments interest	$ 8,091
Other Income	
Refunds, reimbursements and in-kind contributions (inc. Hwy 23)	$ 1,500
WAM-BC rent	$ -
Total Revenues	**$ 587,613**
EXPENSES	
Revolving Loan Fund Expenses	
Bank Fees	$ 48
Recording Fees	
Other	
Total Revolving Loan Fund Expenses	**$ 48**
Economic Development Community Contributions	$ 1,000
Sponsor Fees	
Ag & Animal Science Conference	$ 1,500
U of M Technology Showcase	$ 500
Vision 2040	$ 2,000
Other	$ 1,500
Total Contributions and Sponsor Fees	**$ 6,500**
Other Expenses:	
Joint Operations Board (includes meals/administrative time)	$ 2,900
Joint Powers Board (includes meals/administrative time)	$ 2,000
SCORE (cell phone and email account)	$ 750
Total Other Expenses	**$ 5,650**
Countywide Business Development	
CEO Student Program Administration	$ 800
BUILD (TIGER II) Grant - Willmar Industrial Park	$ 35,000
Miscellaneous countywide business development	$ 6,000
Total Countywide Business Development	**$ 41,800**

Date Printed: 7/31/2018

Kandiyohi County & City of Willmar
ECONOMIC DEVELOPMENT COMMISSION

Joint Operations Board Approved 7/12/2018
Joint Powers Board Approved 7/26/2018

2019 BUDGET

COMMITTEE EXPENSES	
Agriculture and Renewable Energy Development	
Ag Producer BRE Survey	
Annual Ag Workshop	
Event Center and Fees	$ 1,100
Food	$ 900
Marketing	$ 3,000
Speaker	$ 2,000
Total Annual Ag Workshop Total	**$ 7,000**
Conferences/Seminars/Trainings	$ 1,100
Industrial Hemp Value-Added Study	$ 5,000
Marketing	$ -
Meals/Meeting Refreshments	$ 600
Mileage/Travel	$ 1,200
Professional Services	
General Administrative Services	$ 2,000
Professional Services - Other	$ -
Supplies (office or program)	$ 250
Total Ag Committee Expenses	**$ 17,150**
Broadband and Advanced Technology	
Conferences/Seminars/Trainings	$ 500
Marketing	$ 200
Meals/Meeting Refreshments	$ 1,000
Mileage/Travel	$ 550
Postage	$ 50
Printing, copying & publishing	$ 350
Professional Services	
General Administrative Services	$ 1,030
Total Broadband and Advanced Technology Committee Expenses	**$ 3,680**
Business Retention and Expansion/Recruitment	
Childcare Initiative	$ 1,200
Conferences/Seminars/Trainings	$ 800
Highway 23 Coalition	
Conferences/Seminars/Trainings	$ 200
General Administrative Services	$ 2,000
Meals/Meeting Refreshments	$ 200
Mileage/Travel	$ 500
Other	$ 100
Total Highway 23 Coalition	**$ 3,000**
Marketing	$ 150
Meals/Meeting Refreshments	$ 200
Mileage/Travel	$ 1,000
Printing, copying & publishing	$ 150
Professional services	
General administrative services	$ 1,200
Professional services - Other	$ 200
Supplies (office or program)	$ 200
Workforce Development (Job Fair, CLUES, etc.)	$ 2,500
Grants	$ 5,000
General administration	$ -
Total BRE/R Committee Expenses	**$ 15,600**
Finance	
Marketing	$ 100
Meals/Meeting Refreshments	$ 500
Mileage/Travel	$ 50
Professional services	
General administrative services	$ 900
Legal services	$ 400
Total Finance Committee Expenses	**$ 1,950**

Date Printed: 7/31/2018

Kandiyohi County & City of Willmar
ECONOMIC DEVELOPMENT COMMISSION

Joint Operations Board Approved 7/12/2018
Joint Powers Board Approved 7/26/2018

2019 BUDGET

Marketing and Public Relations	
Meals/Meeting refreshments	$ 800
Media	$ 900
Mileage/Travel	$ 100
Advertisements	$ 800
Special projects	$ 1,200
Professional services	
General administrative services	$ 1,800
REDstar Creative/Newsletters	
General Marketing	$ 6,200
E-Newsletter	$ 3,500
Social Media	$ 3,500
Website	$ 1,700
West Central Angel Fund	$ 100
Other	$ 1,500
REDstar Creative Total	**$ 16,500**
Total Marketing and Public Relations Committee Expenses	**$ 22,100**
Tourism/Leisure Travel	
CVB Tourism Partnership Agreement	$ 34,000
Meals/Meeting refreshments	$ 100
Mileage/Travel	$ 100
Total Tourism/Leisure Travel Committee	**$ 34,200**
Total Committee Expenses	**$ 94,680**
EMPLOYEE COMPENSATION	
Executive Director	
Director's salary	$ 113,300
Director's health insurance	$ 13,000
Director's payroll taxes (FICA = 6.20%; Medicare = 1.45%)	$ 8,670
Director's pension (PERA) employer rate is 7.5%	$ 8,498
Total Executive Director's Compensation	**$ 143,468**
Business Development Specialist's position	
Business Development Specialist's salary	$ 72,500
Business Development Specialist's health insurance	$ 13,000
Business Development Specialist's payroll taxes	$ 5,546
Business Development Specialist's PERA	$ 5,438
Total Business Development Specialist's Compensation	**$ 96,484**
Summer Intern	$ -
Accrued vacation and sick expense	
Executive Director	$ 8,000
Business Development Specialist	$ 3,000
Employer payroll tax expense	
Employee workers' compensation insurance	$ 1,000
Total other employee compensation	**$ 12,000**
Total Employee Compensation	**$ 251,952**

Date Printed: 7/31/2018

Kandiyohi County & City of Willmar
ECONOMIC DEVELOPMENT COMMISSION

Joint Operations Board Approved 7/12/2018
Joint Powers Board Approved 7/26/2018

2019 BUDGET

ADMINISTRATIVE EXPENSES	
MCIT property/casualty insurance	$ 3,000
Meals not for a committee	$ 900
Memberships, dues, subscriptions	
Subscriptions	$ 500
Community Venture Network (CVN)	$ 2,200
EDAM membership	$ 495
Local organizations	$ 600
MAPCED membership	$ 330
MN DEED Marketing Partnership dues	$ 625
WORKUP membership	$ 5,400
Other	$ 400
Professional services:	
Accountant fees	$ 1,500
Auditor	$ 7,000
Bookkeeping fees	$ 6,000
Legal fees	$ 1,800
Seminars and promotions	$ 2,450
Travel, conference, school	$ 11,000
Total Administrative Expenses	**$ 44,200**
OFFICE EXPENSES	
Bank Fees	$ 100
Cleaning person	$ 2,700
Equipment maintenance and rental	
Software (Synchronist annual fee $1,200)	$ 2,000
Toshiba service contract w/Loffler Companies	$ 2,000
Equipment maintenance and rental - other	$ 750
Furniture and equipment	$ 1,300
Toshiba digital color copier lease (w/DeLage Financial $139.59 mo.)	$ 1,700
Office equipment and miscellaneous	$ 2,000
Postage, mailing service	$ 300
Printing, copying and publishing	$ 300
Professional services:	
Engineering and other professional services	$ 3,000
General administrative	$ 62,850
Planning session facilitator	$ 2,500
Website hosting and maintenance	$ 450
Rent and storage unit	$ 23,400
Rent (water cooler, post office box)	$ 220
Supplies	$ 3,500
Telephone/Telecommunications	$ 5,700
Total Office Expenses	**$ 114,770**
CREATING ENTREPRENEURIAL OPPORTUNITIES STUDENT LOAN EXPENSES	
Advertising/Promotions	$ 200
Dinner Event and Silent Auction	
Advertising	$ 1,500
Decorations	$ 2,000
Entertainment	$ 1,000
Event Food and Beverages	$ 7,400
Equipment	$ 7,500
Meals/Meeting refreshments	$ 2,300
Miscellaneous	$ 1,500
Scholarships	$ 1,500
Supplies	$ 100
Tradeshow	$ 2,500
Transfer loan repayments	
Other	$ 500
Total CEO Loan Expenses	**$ 28,000**
TOTAL PROGRAM EXPENSES	**$ 587,600**

WILLMAR

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

CITY COUNCIL AGENDA REPORT

To: Mayor and City Council	Date: September 17, 2018
From: Steve Okins, Finance Director	Subject: Prelmininary 2019 Property Tax Levy

AGENDA ITEM: **Preliminary 2019 Property Tax Levy**

INTRODUCTION/REQUEST: Recommendation to introduce a resolution setting the 2019 Preliminary Property tax Levy at $5,250,000.

HISTORY: Annually the City is required to certify a preliminary Property Tax Levy by September 30. Once an amount is certified the City will be able to lower the amount but not increase it. The amount certified will then be used by the county to notify property owners in the taxing jurisdiction on what their proposed property taxes for the upcoming year will be for all taxing entities. The City will then be required to take final action at their Truth in Taxation hearing scheduled for December 3, 2018, adopting a final amount to be paid by taxable property within the corporate city limits.

CURRENT CIRCUMSTANCE: The Property Tax Levy amount of $5,250,000 helps balance the Mayor's 2019 Proposed Budget as submitted.

RECOMMENDATION: To pass the recommended resolution setting the Property Tax Levy at $5,250,000.

ISSUES: N/A

FINANCIAL IMPACT: Would increase the Property Tax Levy dollar amount by a projected 5.5% ($275,755) resulting in approximately a 5% increase on the actual Property Tax Rate due to increased new construction and increased property values.

ALTERNATIVES:
1. Set the Proposed Levy at a higher amount.
2. Set the Proposed Levy at a lower amount.

RECOMMENDED MOTION: Approve resolution to set the 2019 Preliminary Property Tax Levy at $5,250,000.

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

WORK SESSION DATE: September 17, 2018

COUNCIL MEETING DATE: September 17, 2018

RESOLUTION NO. _____

SETTING PRELIMINARY LEVY FOR 2019

Motion By: _____ Second By: _____

BE IT RESOLVED that the Mayor of the City of Willmar submitted a preliminary levy request of $5,250,000;

BE IT RESOLVED by the City Council of the City of Willmar, Kandiyohi County, Minnesota, that the following sums of money be preliminarily levied for the current year collectable in 2019 upon the taxable property in said City of Willmar for the following purposes:

General Fund $5,250,000

BE IT RESOLVED that there is a sufficient sum of money in the Debt Service Funds of the City to pay principal and interest in 2019 on all outstanding bond issues, and the deferred annual tax levies previously certified to the County Auditor are hereby canceled;

BE IT FURTHER RESOLVED that a public hearing shall be scheduled for the 2019 proposed budget on December 3, 2018.

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

Dated this 17th day of September, 2018.

_____
Mayor

Attest:

_____
City Clerk

WILLMAR

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

CITY COUNCIL AGENDA REPORT

To: Mayor and City Council	**Date: September 17, 2018**
From: Bruce D. Peterson, Director of Planning and Development Services	**Subject: Sale of City owned residential lot**

AGENDA ITEM: Sale of City owned residential lot

INTRODUCTION/REQUEST: The City received an offer to purchase Lot 12, Block 5, Pleasant View Third Addition from Phyllis Keil. Ms. Keil has proposed purchasing the property for a price of $26,000.

HISTORY: City owned properties in this area have not sold on the open market in the recent past. Two City-owned lots in this area were gifted to Habitat for Humanity. The purchase price was arrived at by looking at average sales in Willmar over the last several years.

CURRENT CIRCUMSTANCE: The property is vacant and suitable for construction of a single family home. The property is appropriately zoned. Ms. Keil would like to close on the property on October 5, 2018.

RECOMMENDATION: That the Council accept the offer and introduce an Ordinance for the sale of property.

ISSUES: No issues have been identified with the sale.

FINANCIAL IMPACT: The City will receive $26,000 cash for the sale. The improvements to the property that are included in the sale price were constructed and assessed at a cost of just under $10,000.

ALTERNATIVE:
1. Proceed with the sale.
2. To hold onto the property.

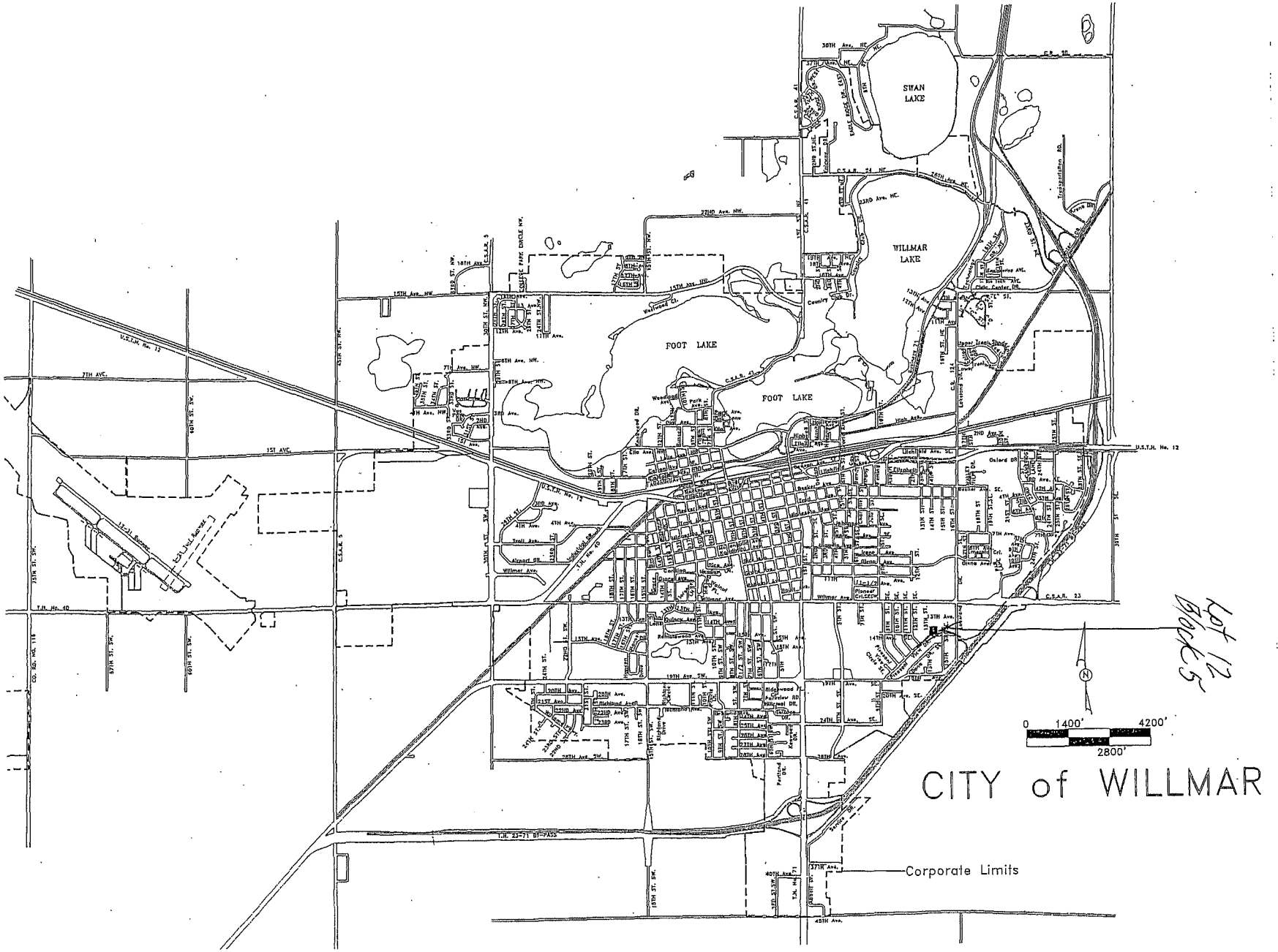
RECOMMENDED MOTION: To accept the offer for the purchase price of $26,000 from Phyllis Keil and to introduce an Ordinance for the sale of the property to be held at the October 1st City Council Meeting.

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

WORK SESSION DATE: N/A

COUNCIL MEETING DATE: September 17, 2018

☐ **CONSENT AGENDA** ☒ **AGENDA**



Lot 12
Block 5

Phyllis Keil
1409 SE 11th St
Willmar, MN 56201

Bruce Peterson
Planning & Development Director
333 SW 6th St
Willmar MN 56201

August 30, 2018

Dear Mr. Peterson,

I would like to purchase Lot 12, Block 5, Pleasant View 3rd Addition for the purchase price of $26,000.00.

I would like to set the closing date as October 5, 2018.

You may contact 320-231-7203 or 320-894-1383.

Sincerely,

Phyllis Keil

Phyllis Keil

ORDINANCE NO._____

AN ORDINANCE AUTHORIZING THE SALE OF REAL PROPERTY

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

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

Lot 12, Block 5, Pleasant View Third Addition

to Phyllis Keil by quitclaim deed between the City and Phyllis Keil for the consideration of $26,000.

Section 2. FINDINGS. The City Council finds that the conveyance of the Property on the terms set forth above is in the public interest to return the Property to productive use and to generate economic activity and thereby provide employment and housing opportunities to citizens.

Section 3. EFFECTIVE DATE: This Ordinance shall be effective from and after its adoption and second publication.

This Ordinance introduced by Council Member: _____

This Ordinance introduced on: _____

This Ordinance published on: _____

This Ordinance given a hearing on: _____

This Ordinance adopted on: _____

This Ordinance published on: _____

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: September 17, 2018**
From: Judy R. Thompson **City Clerk**	**Subject: Adopting Food Truck Ordinance and Formal Appeal Procedure for Business Licenses or Permits**

AGENDA ITEM: Introduction of Adopting a Food Truck Ordinance and Formal Appeal Procedure for Business Licenses or Permits

INTRODUCTION/REQUEST: Consider Adopting a Food Truck Ordinance Division 3, Article III, Chapter 8 and Formal Appeal Procedure for Business Licenses or Permits Division 3, Article X, Chapter 8.

HISTORY: The City has received a request to operate a food truck in the City. Currently the City does not have a policy in place. With the growing popularity of food trucks, communities are being proactive and adopting ordinances with regard to food trucks.

CURRENT CIRCUMSTANCE: Staff has researched other communities' ordinances and drafted the attached ordinance for Council's consideration. We feel this draft addresses issues of concern for the City of Willmar. A discussion was held at the September 10, 2018, Work Session and a few changes have been made to the ordinance to reflect those issues of concern.

In reviewing Chapter 8 of City Code, City Attorney Robert Scott is recommending the City adopt a formal appeal procedure for all business licenses or permits required under this chapter.

RECOMMENDATION: To introduce the ordinance and set a public hearing for October 1, 2018.

FINANCIAL IMPACT: Staff is proposing a fee of $50 for a limited (up to seven (7) consecutive days) permit and $150 for an unlimited annual permit. All permits shall expire December 31, following the date of issue.

RECOMMENDED ACTION: 1.To introduce Ordinance and set a public hearing for October 1, 2018.
2. Motion to approve summary publication of Ordinance due to length and cost of publishing entire Ordinance.

REVIEWED BY: Ike Holland, City Administrator

WORK SESSION DATE:

COUNCIL MEETING DATE: September 17, 2018 ___**CONSENT AGENDA** X **AGENDA**

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF WILLMAR, MINNESOTA ENACTING A NEW DIVISION 3, MOBILE FOOD UNITS, IN CHAPTER 8, LICENSES, PERMITS AND BUSINESS REGULATIONS; ARTICLE III, FOOD SERVICE ESTABLISHMENTS, AND ENACTING A NEW ARTICLE X, SUSPENSION OR REVOCATION OF BUSINESS PERMITS AND LICENSES

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

Section 1. ADOPTION OF NEW DIVISION 3, ARTICLE III, CHAPTER 8. The City hereby adopts a new Division 3 within Chapter 8, Licenses, Permits and Business Regulations; Article III, Food Service Establishments, as follows:

DIVISION 3. – MOBILE FOOD UNITS

Sec. 8-156. – Purpose.

This ordinance is intended to permit the reasonable use of mobile food units while preventing any adverse consequences to residents, businesses and public property.

Sec. 8-157 – Definitions.

Mobile food unit means (1) a self-contained food service operation, located in a motorized wheeled or towed vehicle that is readily movable without disassembling and that is used to store, prepare, display, or serve food intended for individual portion service; or (2) a mobile food unit as defined in Minn. Stat. § 157.15, subd. 9.

Sec. 8-158. – License and Permit Required.

It is unlawful for any person to operate a mobile food unit in the city without first obtaining a license from Kandiyohi County or the State of Minnesota, and a permit issued by the city under this Division.

Sec. 8-159. – Exemptions.

(a) Community events approved and licensed or permitted by the city council shall be exempted from the provisions of this ordinance provided that participating vendors are covered by the event license or permit and are otherwise compliant with the Minnesota Department of Health standards.

(b) Mobile food units serving ice cream and/or similar frozen snacks are allowed to operate within the public right-of-way in any residential zoning districts and do not require a City-issued permit under this Division.

(c) A mobile food unit may operate in a private commercial or industrial parking lot and on private residential property, with the written consent of the private property owner, without a City-issued permit under this Division.

Sec. 8-160. – Permit Types.

(a) There shall be two types of mobile food permits, as follows:

(1) A limited permit allows mobile food unit operations in the city for up to seven (7) consecutive days.

(2) An unlimited annual permit allows mobile food unit operations in the city for any number of days during a calendar year. All unlimited annual permits shall expire on December 31 following the date of issue.

(b) *Permit fees.* Fees for both limited and unlimited annual permits are determined in the city's fee schedule, as adopted and updated from time to time by resolution.

Sec. 8-161. – Permit Applications.

An application for a mobile food unit permit shall be filed, along with the required fee, with the city clerk. The application shall be made on a form approved by the city and shall contain information requested by the city, including, but not limited to, the following:

(a) A copy of each related license issued by Kandiyohi County or the State of Minnesota Department of Health required to operate a mobile food unit.

(b) A certificate evidencing the insurance coverages consistent with the requirements of Section 8-162.

(c) A site plan that includes: number of off-street parking spaces; description of food truck; and location on the site where the food truck/trailer will set up.

(d) If applying only for a temporary permit, the applicant must provide the exact dates and locations for each day up to seven (7) days of proposed mobile food unit operations.

Sec. 8-162. – Insurance.

(a) No permit shall be granted, nor be effective, until the applicant files with the city a certificate of insurance by an insurance company authorized to do business in the State of Minnesota, evidencing the following forms of insurance:

(1) Commercial general liability insurance, with a limit of not less than one million five hundred thousand dollars ($1, 500,000) each occurrence. If such insurance contains an annual aggregate limit, the annual aggregate limit shall be not less than two million dollars ($2,000,000);

(2) Automobile liability insurance with a limit of not less than two million dollars ($2,000,000) combined single limit. The insurance shall cover liability arising out of any auto, including owned, hired, and non-owned vehicles;

(3) Food products liability insurance, with a limit of not less than one million dollars ($1,000,000) each occurrence;

(4) Public liability insurance, with a limit of not less than one million dollars ($1,000,000) each occurrence;

(5) Property damage insurance, with a limit of not less than one million dollars ($1,000,000) each occurrence;

(6) Workers compensation insurance (statutory limits) or evidence of exemption from state law; and

(7) The city shall be endorsed as an additional insured on the certificate of insurance and any umbrella/excess insurance if the applicant intends to operate its mobile food unit on public property.

(b) Permittees may achieve the insurance limits and coverage required in this Section through a combination of primary and excess or umbrella liability insurance, provided such primary and excess or umbrella liability insurance policies result in the same or greater coverage as the coverages specifically required under this Section, and in no event shall any excess or umbrella liability insurance provide narrower coverage than the primary policy. The excess or umbrella policy shall not require the exhaustion of the underlying limits only through the actual payment by the underlying insurers.

(c) The Certificate of Insurance shall state that the insurance has been endorsed to require that the city be notified ten (10) days in advance of cancellation of the policy or a material modification of a coverage term.

Sec. 8-163. – Conditions of Permit.

A mobile food unit may only operate as set forth in the following:

(a) *Locations.* A mobile food unit may only operate in the locations set forth in this paragraph and as specified in the permit. A mobile food unit may only operate on private property in any non-residential zoning district, with the written consent of the owner of such property, in a city park, or on city-owned property and rights-of-way adjacent to city parks or within any non-residential zoning district, with the prior written approval by the city and as specified in the permit and any additional park or other permits which may apply to such operations. The city clerk shall maintain an official map showing permitted locations as defined by this Article.

(b) *Performance Standards.* A mobile food unit permit holder is subject to the following performance standards:

(1) A mobile food unit with an unlimited annual permit may not operate on the same property more than twenty-one (21) days during any calendar year.

(2) A mobile food unit permit holder shall operate in strict compliance with the laws, rules and regulations of the United States, State of Minnesota, Kandiyohi County, and the City of Willmar, including parking regulations, and posted signs.

(3) Only food and non-alcoholic beverages shall be sold.

(4) Electrical cords and hookups to public utilities are not permitted.

(5) A mobile food unit must provide an independent power supply that is screened from public view, if not part of the vehicle, and not to exceed 70 dbs.

(6) A mobile food unit must dispose of its gray water daily in accordance with the City Code and all applicable laws. Gray water shall not under any circumstances be drained or discharged into City storm water drains or disposed of in public trash cans.

(7) A mobile food unit shall provide and maintain at least one clearly designated waste container for customer use per each mobile food unit located within five (5) feet of the unit. Operator is responsible for daily removal of trash, litter, recycling and refuse.

(8) Mobile food units shall not operate before 7:00 a.m. or after 11:00 p.m. in non-residential areas of the city, and not before 8:00 a.m. or after 8:00 p.m. in residential zones immediately adjacent to designated parks (as shown on map attached to this Ordinance as Appendix 1), and must not create any unnecessary noise disturbances or disrupt, obstruct or interfere with customer or public vehicular or pedestrian traffic or safety in any way.

(9) Proof of Department of Health or Kandiyohi County licensing must be provided and posted on the mobile food unit.

(10) A mobile food unit must comply with the National Fire Protection Association's Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations.

(11) One "A" frame sign not exceeding twelve (12) square feet per side is permitted during operation, not to impede on vehicular or pedestrian traffic.

(12) Mobile food units cannot locate within three hundred (300') feet from the perimeter of any pre-approved festival, sporting event or civic event unless a license is issued to be part of the festival or event.

(13) A mobile food unit must not occupy more than three (3) parking spots.

(14) The mobile food unit may have a maximum bumper to bumper length of no more than 40 feet, and be not wider than 8 feet. The vehicle shall be self-powered, i.e. no electrical cord(s) shall be laid across any city street or sidewalk. The vehicle shall not be left on city property after the daily hours of operation, except as otherwise provided by city code pertaining to vehicle parking.

(15) Mobile food units may not operate in city-owned parking lots, except those parking lots adjacent to or inside a city park with the approval of the city.

(16) Mobile food unit sites shall be kept in a neat and orderly manner, and shall provide trash and/or recycling collection and cleanup. The mobile food unit shall keep the area surrounding the mobile food unit in a sanitary condition. The mobile food unit shall be responsible for a) collecting any visible trash or other debris from mobile food unit operations within a 100 feet circumference of the mobile food unit, which patrons have not properly disposed of; and b) removing the trash container and its contents at the end of the daily hours of operation and properly disposing of the same.

(17) A mobile food unit with a Type I cooking hood shall have said hood cleaned at least annually as required by applicable regulations.

(18) A mobile food unit with a fire suppression system under the cooking hood shall have the system tested and tagged in accordance with applicable codes.

(19) A mobile food unit must have at least one (1) 2A:20BC fire extinguisher in the mobile food unit. If deep frying occurs in the mobile food unit, then the mobile food unit must have at least one (1) Class K fire extinguisher in the mobile food unit. Each fire extinguisher must display an inspection tag dated within the past 12 months.

(20) Propane tanks must be attached or secured to the mobile food unit and must be adequately ventilated.

(21) Mobile food units cannot obstruct the movement of pedestrians or vehicles or pose a hazard to public safety.

(22) Mobile food units shall be allowed to set up 1 hour prior to conducting food vending and shall exit from the site within 1 hour of the close of conducting business. The Licensee shall ensure that the site is free of refuse and debris prior to exiting the site.

(23) An out of service mobile food unit shall not be stored in a front yard or side street yard or driveway of a residential property. An out of service mobile food unit shall be parked and stored in accordance with the City Code and applicable laws.

(24) Free-standing food tents, not associated with a mobile food unit, are not allowed on city-owned property unless they have obtained a special event or street fair permit, or if they are operating through an organization that has already obtained such permit.

(c) *Permit Non-transferable.* A mobile food unit permit is non-transferable. Proof of permit shall be displayed at all times in the mobile food unit.

(d) *Practices Prohibited.* It is unlawful for any person engaged in business of a mobile food unit operation to do the following:

(1) Call attention to themselves by crying out, blowing a horn, ringing a bell, and playing music or other noise discernable beyond the unit.

(2) Leave the mobile food unit at an authorized location outside allowed hours of operation.

(3) Operate or travel in or on public sidewalks, trails or right-of-way except as authorized in the permit.

(4) Obstruct the ingress or egress from property or buildings.

(5) Conduct business in any manner as to create a threat to the health, safety, and welfare of a specific individual or the general public, or fail to obey a lawful order of law enforcement or licensing or permitting authority.

Sec. 8-164. – Enforcement.

A permit may be suspended, revoked, or denied for renewal for any violations of this Code or conditions of any permit. Any violation of this Division or provisions of any permit shall be a misdemeanor.

Secs. 8-165—8-175. - Reserved.

Section 2. ADOPTION OF NEW ARTICLE X, CHAPTER 8. The City hereby adopts a new Article X, Suspension or Revocation of Permit or License, within Chapter 8, Licenses, Permits and Business Regulations, as follows:

ARTICLE X. –SUSPENSION OR REVOCATION OF PERMIT OR LICENSE.

Sec. 8-351. –Suspension or Revocation of Permit or License; Right to Appeal.

(a) Every permit or license required under this Chapter shall be subject to suspension or revocation.

(b) To the extent that the provisions of this Article are not inconsistent with other provisions of this Chapter or with state law, the procedures established in this Article for suspension or revocation of a permit or license required under this Chapter shall govern.

(c) A permit or license shall only be revoked for cause. For the purposes of this Article, cause for revocation or suspension shall mean:

(1) A situation or event which would lead a reasonable person to believe that continuance of the activity which produced the situation or event might adversely affect the morals, health, safety or welfare of one or more members of the public;

(2) A violation of the terms or conditions of the permit or license or of the law applicable to the activity for which the permit or license was issued;

(3) Material inaccuracies in any application materials, reports or other information submitted to the City regarding the activity for which the permit or license was issued;

(4) Fraud practiced upon the City; or

(5) Conviction of a crime related to the activity for which the permit or license was issued.

(d) A permit or license may not be revoked without providing the permittee or licensee an opportunity to be heard on the issue by the city council in a public hearing pursuant to Section 8-352.

Sec. 8-352. –Suspension or Revocation by City Council; Hearing.

Whenever any city official takes action to revoke or suspend a permit or license required under this chapter, and a process to appeal or seek review of such decision to the city council is not otherwise provided, the permittee or licensee shall have the right to be heard on the issue by the city council in a public hearing pursuant to the following procedure:

(a) A notice of suspension or revocation shall be prepared by the city clerk. The notice shall state the following:

(1) the cause for suspension or revocation;

(2) that the permittee or licensee is entitled to a public hearing before the city council if a written request for such a hearing is submitted to the city clerk within five (5) business days after service of the notice;

(3) that a hearing will be set, if requested, for a date, time and place;

(4) that the permittee or licensee will be informed of the date, time and place of the hearing, if requested; and

(5) that failure to request a hearing will result in the suspension or revocation of the license.

(b) The notice shall be served on the permittee or licensee in person or by certified mail, return receipt requested.

(c) If requested, a public hearing on the suspension or revocation of a permit or license shall be held at a regular or special meeting of the city council. The presiding officer shall make a statement as to the reason for the hearing and make every reasonable effort to ensure a fair and full presentation of the facts and arguments by the licensee and the city and representatives or counsel for each.

(d) When the public hearing is closed, the presiding officer shall advise the council that any decision to suspend or revoke must be made for cause as defined in this Article.

(e) A decision shall be made by the city council within a reasonable time and not more than 20 days after the day the public hearing is closed and promptly communicated to the permittee or licensee in writing.

Section 4. EFFECTIVE DATE. This ordinance shall be effective from and after its adoption and second publication.

This Ordinance introduced by Council Member: _____

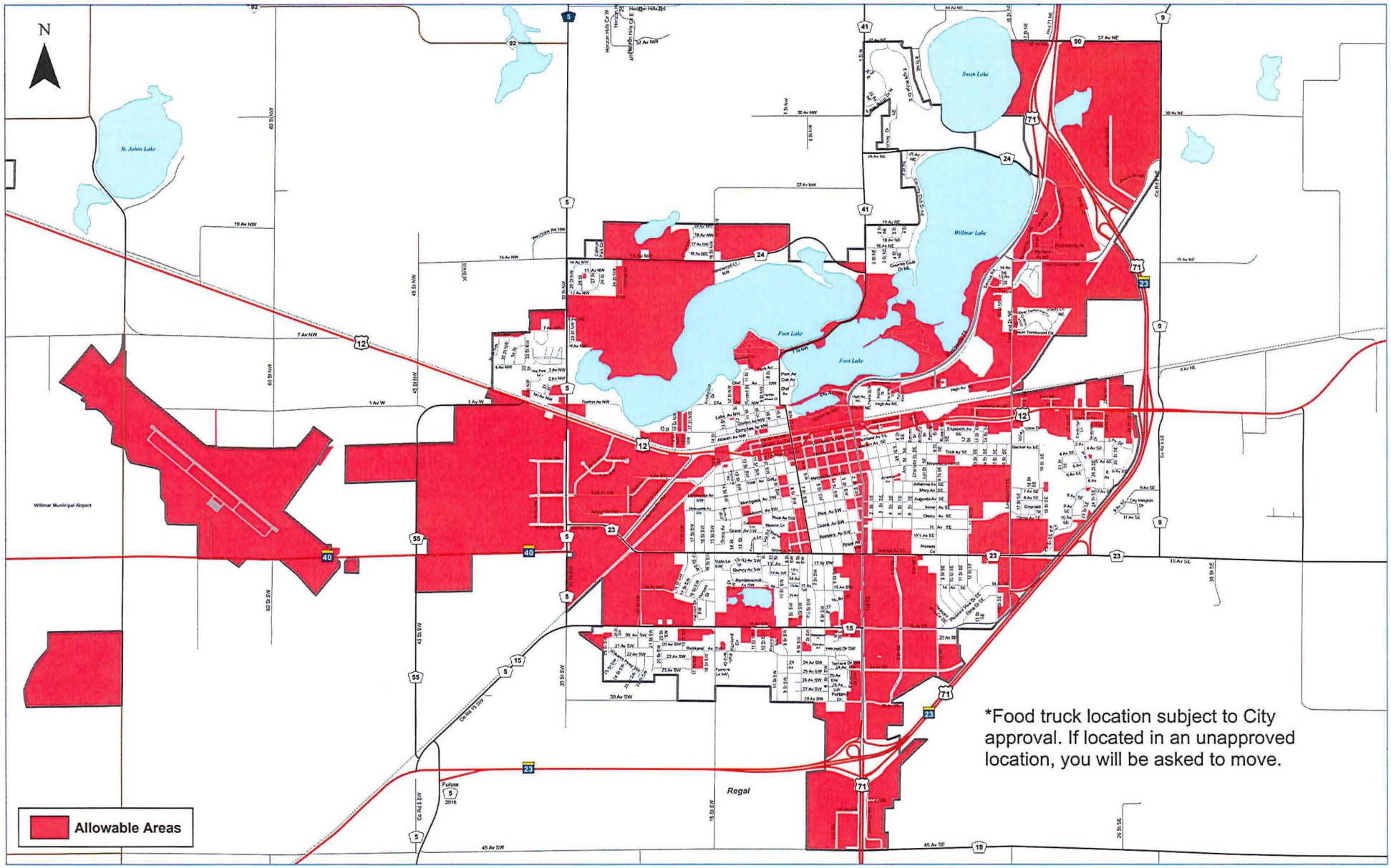
This Ordinance introduced on: _____

This Ordinance published on: _____

This Ordinance given a hearing on: _____

This Ordinance adopted on: _____

This Ordinance published on: _____



*Food truck location subject to City approval. If located in an unapproved location, you will be asked to move.

SUMMARY PUBLICATION OF CITY OF WILLMAR ORDINANCE NO. ___

AN ORDINANCE OF THE CITY OF WILLMAR, MINNESOTA ENACTING A NEW DIVISION 3, MOBILE FOOD UNITS, IN CHAPTER 8, LICENSES, PERMITS AND BUSINESS REGULATIONS; ARTICLE III, FOOD SERVICE ESTABLISHMENTS, AND ENACTING A NEW ARTICLE X, SUSPENSION OR REVOCATION OF BUSINESS PERMITS AND LICENSES

Summary: Ordinance No. ___ amends Willmar City Code, Chapter 8 – Licenses, Permits and Business Regulations, Article III, Food Service Establishments, by adding a new Division 3, which establishes regulations and a permitting program for mobile food units intending to operate in the City. Ordinance No. ___ further amends Willmar City Code, Chapter 8 – Licenses, Permits and Business Regulations, by adding a new Article X, which establishes a uniform procedure through which a permit or license required by Chapter 8 may be suspended or revoked, including a procedure for a public hearing on the suspension or revocation before the city council.

The complete text of Ordinance No. ___ may be obtained at no charge at City Hall (333 6th Street Southwest, Willmar, MN 56201), or from the City's website at www.willmarmn.gov.

The following changes were made, as suggested by Council, following the September 10, 2018 work session:

1. Ice cream trucks are allowed to operate within the public right-of-way in residential districts and do not require a permit. Sec. 8-159 (b)
2. Free-standing food tents, not associated with a food truck/trailer, are not allowed on city-owned property unless they have obtained a special event or street fair permit , or if they are operating through an organization that has already obtained such permit. Sec 8-163 (24)
3. And under the "Exemptions" – A mobile food unit may operate in a private commercial or industrial parking lot and on private residential property, with the written consent of the private property owner. Sec. 8-159 (c)

The committee also agreed to remove:

1. Under the "Permit Applications" section, Item D. written consent of each private property owner from which mobile food unit sales will be conducted.....

The Council also asked for a copy of the statute reference in Section 8-157 (2)

Subd. 9.**Mobile food unit.**

"Mobile food unit" means a food and beverage service establishment that is a vehicle mounted unit, either:

(1) motorized or trailered, operating no more than 21 days annually at any one place, or operating more than 21 days annually at any one place with the approval of the regulatory authority as defined in Minnesota Rules, part 4626.0020, subpart 70; or

(2) operated in conjunction with a permanent business licensed under this chapter or chapter 28A at the site of the permanent business by the same individual or company, and readily movable, without disassembling, for transport to another location.

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: September 17, 2018**
From: Sean E. Christensen, P.E. Public Works Director	**Subject: Lions Park/Dog Park Parking Lot**

AGENDA ITEM: Lions Park/Dog Park Lot

INTRODUCTION/REQUEST:
The bituminous paving of the Lions Park/Dog Park parking lot.

HISTORY:
The parking lot of the Lions Park/Dog Park was identified in the Pavement Management Program for new bituminous paving. The project includes bituminous and curb removal, common excavation, placing Class 5 aggregate base, new curb, bituminous paving and seeding.

CURRENT CIRCUMSTANCE:
Quotes were solicited for the lot overlay project with two received; Diversified Paving in the amount of $53,000.00 and Duininck, Inc. in the amount of $34,732.00

RECOMMENDATION:
Award the bid for the bituminous paving of the Lions Park/Dog Park parking lot to Duininck, Inc. in the amount of $34,732.00 and authorize signatures on the agreement.

FINANCIAL IMPACT:
The project will be funded from the 2018 street improvement projects bond proceeds.

REVIEWED BY: Ike Holland, City Administrator

COUNCIL MEETING DATE: September 17, 2018

Resolution No._____

A RESOLUTION AWARDING THE LIONS PARK/DOG PARK LOT PAVING TO DUININCK, INC. IN THE AMOUNT OF $34,732.00.

Motion By:_____ Second By:_____

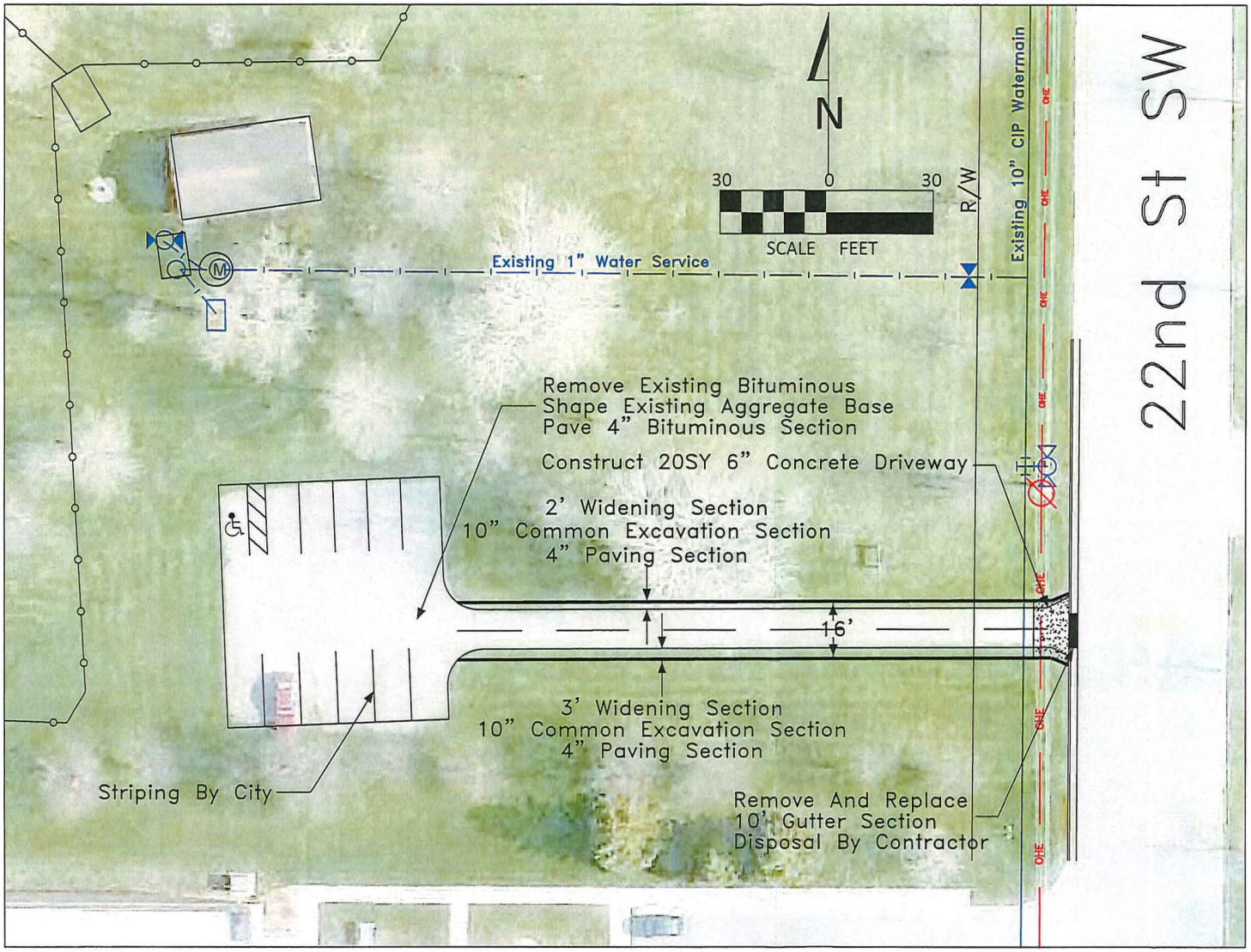
BE IT RESOLVED by the City Council of the City of Willmar, a Municipal Corporation of the State of Minnesota, that the bid of Duininck, Inc. for the Lions Park/Dog Park Lot Paving is accepted, and be it further resolved that the Mayor and City Administrator of the City of Willmar are hereby authorized to enter into an agreement with the bidder for the terms and consideration of the contract in the amount of $34,732.00.

Dated this 17th day of September, 2018

_____
Mayor

Attest:

_____
City Clerk



Note:
1) All radii 10' unless noted
2) C&G construction to be Design B624 as directed by engineer
3) Proposed lot section:
   Existing Class 5 base
   2.5" SPNWB330B
   1.5" SPWEB340B
4) Proposed widening section:
   10" Class 5 base
   2.5" SPNWB330B
   1.5" SPWEB340B
5) Seed disturbed areas as directed
6) Remove and salvage existing bituminous surface to become property of Contractor.

City of Willmar
Engineering Dept.

I hereby certify that this plan was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

Sean L. Christensen, P.E., City Engineer — Date 8.13.18 — Lic. No. 51631

PLAN

Project: Lions Park Dog Park Bituminous Lot Improvements

Date: 4/13/2018

Scale:

Sheet: 1

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: September 17, 2018**
From: Sean E. Christensen, P.E. Public Works Director	**Subject: Civic Center East Lot Paving Project**

AGENDA ITEM: Civic Center East Lot Paving

INTRODUCTION/REQUEST:
The bituminous paving of the Civic Center east lot.

HISTORY:
The Civic Center east lot parking was identified in the Pavement Management Program for new bituminous paving. The project includes bituminous and curb removal, common excavation, placing Class 5 aggregate base, new concrete curb, new concrete entrance aprons, bituminous paving of the driveway and seeding.

CURRENT CIRCUMSTANCE:
Quotes were solicited for the lot paving project with two received; Diversified Paving in the amount of $57,777.00 and Duininck, Inc. in the amount of $52,164.00.

RECOMMENDATION:
Award the bid for the bituminous paving of the Civic Center east lot to Duininck, Inc. in the amount of $52,164.00 and authorize signatures on the agreement.

FINANCIAL IMPACT:
The project will be funded from the 2018 street improvement projects bond proceeds.

REVIEWED BY: Ike Holland, City Administrator

COUNCIL MEETING DATE: September 17, 2018

Resolution No._____

A RESOLUTION AWARDING THE CIVIC CENTER EAST LOT PAVING TO DUININCK, INC. IN THE AMOUNT OF $52,164.00.

Motion By:_____ Second By:_____

BE IT RESOLVED by the City Council of the City of Willmar, a Municipal Corporation of the State of Minnesota, that the bid of Duininck, Inc. for the Civic Center East Lot Paving is accepted, and be it further resolved that the Mayor and City Administrator of the City of Willmar are hereby authorized to enter into an agreement with the bidder for the terms and consideration of the contract in the amount of $52,164.00.

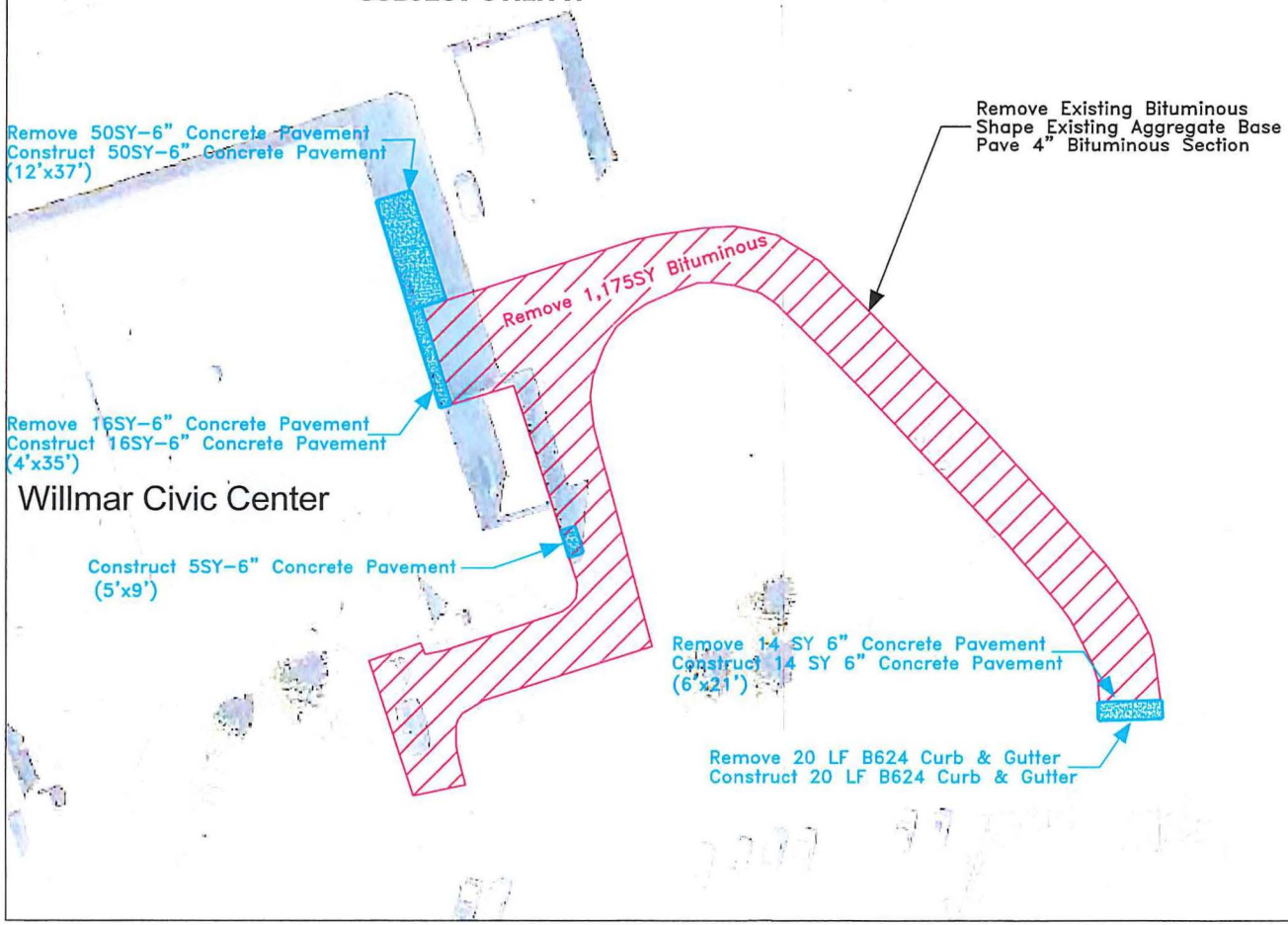
Dated this 17th day of September, 2018

_____
Mayor

Attest:

_____
City Clerk

THE CONTRACTOR IS SOLELY RESPONSIBLE FOR VERIFYING THE LOCATION AND ELEVATION OF ALL EXISTING UTILITIES, BOTH PUBLIC AND PRIVATE, PRIOR TO COMMENCING WORK AND PROTECTING THE EXISTING UTILITY UNLESS OTHERWISE NOTED OR DIRECTED BY THE ENGINEER OR OWNER OF THE SUBJECT UTILITY.



General Notes:

N

20 0 20

SCALE FEET

Basis of Bearings and Elevations:
Bearings are Kandiyohi County Coordinate System.Elevations are NAVD 88

Note:
1) C&G construction to be Design B624 as directed by engineer
2) Proposed street section:
   Existing Class 5 base
   2.5" SPNWB330B
   1.5" SPWEB340B
3) Seed disturbed areas as directed
4) Remove and salvage existing bituminous surface on roadway and removed concrete to become property of Contractor.

City of Willmar
Engineering Dept.

I hereby certify that this plan was prepared by me or under my direct supervision, and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

Scott L. Christensen, P.E., City Engineer — Date 5/23/18 — Lic. No. 51831

PLAN	
Project #:	Sheet:
Project: Civic Center East Lot	1
Date: 5/17/2018	
Scale:	

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: September 17, 2018**
From: Sean E. Christensen, P.E. **Public Works Director** *SL*	**Subject: Cambridge Development Drainage Improvements Professional Services**

AGENDA ITEM: Cambridge Development Drainage Improvements Professional Services

INTRODUCTION/REQUEST:
Award the professional services for the Cambridge development drainage improvements.

HISTORY:
In 2008, as part of the Landmark Business Park project, the subject stormwater pond was constructed along with storm sewer inlets and outlets. The discharge for this pond ultimately is a 15 inch storm sewer located in the south ditch of TH No. 12 and discharges to Branch 3 of Ditch 23A. Typically storm sewer ponds provide a minimum of 100 year rain event flood protection. In the case of land locked ponds (ponds with no surface outlet) the design standard is to provide flood protection for back to back 100 year rain events. The subject pond is a land locked basin with no surface flow outlet. In order to provide the 100 year back to back events, an additional outlet for the pond will be required. Neighboring homes have experienced flood waters which have been very close to lowest floor elevations. Standard design guidelines indicate that at least one foot of freeboard, that is the vertical distance between the critical opening elevation and the peak water surface elevation, is recommended for protection during back to back 100 year event.

CURRENT CIRCUMSTANCE:
Following direction from Council, staff solicited a proposal from Bolton and Menk, Inc. for the Cambridge development drainage improvements. The improvements include the addition of a piped outlet from the stormwater pond within the development to reduce flooding and impacts to the structures surrounding it.

RECOMMENDATION:
Award the professional services project in the amount of $66,560.00 to Bolton & Menk, Inc. and authorize signatures on the Cambridge Development Drainage Improvements project.

FINANCIAL IMPACT:
The funding for the project will be from PIR.

REVIEWED BY: Ike Holland, City Administrator

COUNCIL MEETING DATE: September 17, 2018

RESOLUTION NO. ____

A RESOLUTION AWARDING THE CONTRACT FOR THE CAMBRIDGE DEVELOPMENT DRAINAGE IMPROVEMENTS ENGINEERING/CONSTRUCTION RELATED SERVICES TO BOLTON & MENK, INC. IN THE AMOUNT OF $66,560.00.

Motion By:_____ Second By:_____

BE IT RESOLVED by the City Council of the City of Willmar, a Municipal Corporation of the State of Minnesota, the bid of Bolton & Menk, Inc. for the Cambridge Development Drainage Improvements construction and engineering services is accepted, and the Mayor and City Administrator of the City of Willmar are hereby authorized to enter into an agreement with the consultant for the terms and consideration of the contract in the amount of $66,560.00.

Dated this 17th day of September, 2018

_____
Mayor

Attest:

_____
City Clerk

BOLTON & MENK
Real People. Real Solutions.

2040 Highway 12 East
Willmar, MN 56201-5818

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

July 6, 2018

Sean Christensen
Public Works Director
City of Willmar
P.O. Box 755
Willmar, MN 56201

RE: Cambridge Development Drainage Improvements
Willmar, MN

Dear Sean,

Bolton & Menk, Inc., is pleased to submit this proposal for the Cambridge Development Pond Drainage Improvements project. The addition of a piped outlet from the stormwater pond within the Cambridge Development will reduce flooding and impacts to the structures surrounding the existing storm water pond. We sincerely thank you for the opportunity and look forward to continuing to serve the City of Willmar.

SCOPE OF SERVICES

It is our understanding that City of Willmar will pursue stormwater improvements to reduce flooding within the Cambridge Development by the construction of a piped outlet. The tasks associated with the improvments are as follows:

1. **Preliminary Design**

   Bolton & Menk, Inc. will obtain topographical data based on NAD 83 horizontal and NAVD 88 vertical datums along the proposed outlet. A Gopher State One Call ticket will be generated for the project. Bolton & Menk, Inc. will work with city and municipal utilities staff to verify that all utilities are accounted for. All available record drawing information will be requested. Since the proposed improvements will require easements, existing property boundaries and easements will be determined to provide legal descriptions and exhibits for acquiring the easements.

   As part of the preliminary design, the existing drainage areas contributing to the pond will be determined. After the drainage areas have been determined, a model will be developed to determine the pond outlet sizing. Possible water quality components will be vetted as part of the analysis and recommendations will be provided to further the city's efforts toward compliance with MS4 permit requirements.

   Bolton & Menk will prepare 30% plans and a cost estimate for the improvements and review them with city and utilities staff.

   The improvements will likely require permits including but not limited to NPDES Construction Stormwater permit. A comprehensive list of permits with the corresponding fees will be provided to the city. All permit fees will be the responsibility of the City of Willmar. As part of the permitting process, Bolton & Menk, Inc. will verify and document regulations associated with the improvements.

Bolton & Menk is an equal opportunity employer.

2. **Design**
   Bolton & Menk, Inc. will provide 90% design plans and a project manual including technical specifications and SWPPP requirements for the review of the city and utilities staff. Following review of the 90% plans, final plans and specifications incorporating comments received will be prepared for the project. In addition, a construction cost estimate will be provided.

3. **Bidding**
   Bolton & Menk will prepare the project advertisement for bids while working closely with city staff to ensure the bid opening date fits with council workshop and meeting schedules. The project will be advertised for a minimum of 21 days in the West Central Tribune, QuestCDN, and our website. Advertisement costs will be the responsibility of the City of Willmar.

   Bolton & Menk, Inc. will distribute bidding documents, prepare any required addenda, conduct the project bid opening, and prepare contract documents.

4. **Construction Services**
   Bolton & Menk, Inc. will administer the construction contract ensuring compliance with the contract documents on behalf of the city while communicating regularly with city staff. We will also provide construction staking and construction observation for the improvements. The Resident Project Representative will provide recommendations regarding the contractor's work, provide clarifications and interpretations of the contract documents based on contractor inquiries, recommend change orders and work change directives and prepare all necessary documents. In addition, the RPR will review and approve shop drawings, and samples as wells as log and track all submittals. Substitues proposed by the contractor will be evaluated for compliance with the contract documents. The RPR will also observe special inspections or tests such as televising, quality compaction, and review material certifications for compliance with the contract documents. The RPR will document the contractor's progress and prepare and process payment applications based on the work completed. Upon completion of the project, Bolton & Menk, Inc. will prepare the project record drawings.

5. **Project Close-Out**
   Bolton & Menk, Inc. will, prior to recommending approval of the final project payment application, verity all information required by the contract documents is accounted for and a copy of the information exists in the hard copy and electronic project files. We will conduct a final review of the project with city staff for the purpose of preparing a final project punchlist prior to final project payment being issued to the contractor. After all project punch list items have been completed and all paperwork required by the contract has been received from the contractor, Bolton & Menk, Inc. will prepare a letter of acceptance recommending final payment be made to close the contract.

6. **Project Management**
   Since stormwater management is a priority for the city, its businesses, and residents, it is likely there will be numerous parties interested in the proposed improvements. Bolton & Menk staff will meet with concerned citizens and property owners to discuss the project and address questions and concerns in a timely manner. We also understand the importance of good communication with all city staff and will provide the information required from the project to maintain the city's asset management system. The proposed improvements represent one component of the city's large investment in stormwater management throughout the city. Bolton and Menk, Inc. will keep the city council and staff informed of the project status and attend meetings when the project is on the agenda to present information regarding the project and

respond to questions. We will provide the necessary meeting materials, including change orders, reports, resolutions, and presentations. Upon completion of the project, we will also provide the city with hard and electronic copies of the entire project file.

This proposal does not include any services related to geo-technical investigations or construction materials testing. These services are available upon request. Recording fees associated with the easements required for the improvements will be the responsibility of the City of Willmar.

Compensation

We propose to complete the services identified in the above Scope of Services for a HOURLY NOT TO EXCEED fee of $66,560. The breakdown of those costs are as follows:

1. Preliminary Design - $19,910
2. Design - $15,955
3. Bidding -$3,595
4. Construction Services - $19,990
5. Project Close-Out - $2,020
6. Project Management -$5,090

Please see the attached Estimated Hours and Cost Estimate for additional information.

We will submit invoices for payment monthly based on the time spent completing the tasks identified above. If less hours than those estimated above are required to complete the tasks, the invoice amounts will be less. Any significant changes to the project scope initiated by the Owner may require an additional fee. Any additional fees will be billed at our Standard Hourly Rates. In addition, Bolton & Menk, Inc. is also willing to provide additional services which have not been mentioned above at our Standard Hourly Rates.

If you have any questions regarding our proposal, please contact me at your convenience at 612-756-0326. We look forward to assisting you with another successful project and appreciate the opportunity to continue to serve the City of Willmar. We are prepared to proceed upon your notification.

Sincerely,

Bolton & Menk, Inc.

Jared Voge
Principal Engineer

Estimated Hours

Client: City of Willmar
Project: Cambridge Addition Stormwater Improvements

Bolton & Menk, Inc.

Task No.	Work Task Description	Principal-in-Charge	Project Manager	Design Engineer/Resident Project Representative	Water Resources Engineer	Project Surveyor	Survey Tech	Clerical	Totals
1.0	Preliminary Design								
1.1	Survey Services	1	2	4	2	8	24	2	43
1.2	Evaluate Drainage Basin		2	8	8	2	4	1	25
1.3	Review Storm Sewer Technologies		1	1	4				6
1.4	30% Design	4	12	22	8	2	4	4	56
1.5	Determine Easement & Land Purchase Requirements		2	4		16	8	1	31
1.6	List of Permits		1	1	1				3
1.7	Verify and Document Regulations		2		1				3
1.8	Discuss Local and State Agency Review and Approval	1	1	1	1			1	5
	Subtotal Hours - Task 1	6	23	41	25	28	40	9	172
2.0	Design Phase								
2.1	90% Design	8	16	24	8	2	2	4	64
2.2	Bidding Documents and Cost Estimate	4	16	16	8			8	52
2.3	Permits and Approvals	1	6	8	4			1	20
	Subtotal Hours - Task 2	13	38	48	20	2	2	13	136
3.0	Bidding								
3.1	Advertisement for Bids		1	1				2	4
3.2	Distribution of Bidding Documents		1	1				2	4
3.3	Prepare Addenda	1	6	2				2	11
3.4	Bid Opening	1	1					2	4
3.5	Contract Documents	1	2	1				8	12
	Subtotal Hours - Task 3	3	11	5	0	0	0	16	35
4.0	Construction Services								
4.01	Construction Contract Administration	4	8					2	14
4.02	Construction Staking			2		6	12		20
4.03	Resident Project Representative		8	80					88
4.04	Pre-Construction Meeting		1	1				1	3
4.05	Recommend Rejection of Work		1	1					2
4.06	Clarification and Interpretations		1	1					2
4.07	Change Orders		1	2				1	4
4.08	Review and Approve Shop Drawings, Samples, Data		2	6				2	10
4.09	Evaluate and Determine Acceptability of Substitutes		1	1					2
4.10	Inspection and Tests as Necessary		1	4					5
4.11	Applications for Payment		3	4				2	9
4.12	Record Drawings	1	2	12			4	2	21
	Subtotal Hours - Task 4	5	29	114	0	6	16	10	180
5.0	Project Closeout								
5.1	Verify all Contract Document Information Received	1	2	2				1	6
5.2	Final Project Review		2	8					10
5.3	Letter of Acceptance		1					1	2
	Subtotal Hours - Task 5	1	5	10	0	0	0	2	18
6.0	Project Management								
6.1	Public Information	4	1	4					9
6.2	Asset Management	1	1	4				2	8
6.3	Permits, Reports, Funding Requests, and Calendars	1	1	2				1	5
6.4	City Council Meetings	2	1					2	5
6.5	File Management System	1	1	2				8	12
6.6	Inspection Services	2	4						6
	Subtotal Hours - Task 6	11	9	12	0	0	0	13	45
Total Hours		39	115	230	45	36	58	63	586

Detailed Cost Estimate

Client: City of Willmar
Project: Cambridge Addition Stormwater Improvements

Bolton & Menk, Inc.

Task No.	Work Task Description	Principal-in-Charge	Project Manager	Design Engineer/Resident Project Representative	Water Resources Engineer	Project Surveyor	Survey Tech	Clerical	Total Hours	Total Cost
1.0	Preliminary Design	6	23	41	25	28	40	9	172	$19,910
2.0	Design Phase	13	38	48	20	2	2	13	136	$15,955
3.0	Bidding	3	11	5	0	0	0	16	35	$3,595
4.0	Construction Services	5	29	114	0	6	16	10	180	$19,990
5.0	Project Closeout	1	5	10	0	0	0	2	18	$2,020
6.0	Project Management	11	9	12	0	0	0	13	45	$5,090
	Total Hours	39	115	230	45	36	58	63	586	
	Average Hourly Rate	$155.00	$135.00	$105.00	$120.00	$105.00	$125.00	$70.00		
	Subtotal	$6,045	$15,525	$24,150	$5,400	$3,780	$7,250	$4,410		
	Total Fee									**$66,560**

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: September 17, 2018**
From: Sean E. Christensen, P.E. **Public Works Director** SC	**Subject: WWTF Vehicles Purchase**

AGENDA ITEM: WWTF Vehicles Purchase

INTRODUCTION/REQUEST:
The purchase of a pickup truck and a semi for the Wastewater Treatment Facility.

HISTORY:
The Wastewater Treatment Facility is requesting the replacement of the Bio-Solids semi and the Wastewater Maintenance pickup as listed in the 2018 Vehicle Replacement Schedule. The semi was purchased in 2006 and has not been used in a manner typical of most trucks. It travels short distances and experiences more stress on the steel due to sharp turning in the fields. The engine is also under load pulling due to short hauls. The Ford F350 maintenance truck was also purchased in 2006 and is showing some signs of issues with the valve train, cam phasors, cam solenoids along with low oil pressure and bearing failures.

CURRENT CIRCUMSTANCE:
Staff solicited a Minnesota State Contract quote for the purchase of the Bio-Solids semi from Nelson Leasing, Inc. in the amount of $104,896.01, less the $23,500 trade in value of the current unit. Staff also solicited a Minnesota State Contract quote for the purchase of a Ford F350 maintenance pickup from Nelson Auto Center in the amount of $53,195.36. This price also includes the body and crane from Bert's Truck Equipment.

RECOMMENDATIONS:
Approve the purchase of one 2019 International HV613 from Nelson Leasing, Inc. in the amount of $81,396.01.

Approve the purchase of one 2018 Ford F350 from Nelson Auto Center and Bert's Truck Equipment in the amount of $53,195.36.

FINANCIAL IMPACT:
The Capital Outlay Program includes $222,790.00 for the purchase of the semi and pickup.

REVIEWED BY: Ike Holland, City Administrator

COUNCIL MEETING DATE: September 17, 2018

RESOLUTION NO. ____

A RESOLUTION APPROVING THE PURCHASE OF A 2019 INTERNATIONAL SEMI IN THE AMOUNT OF $81,396.01.

Motion By:_____ Second By:_____

BE IT RESOLVED by the City Council of the City of Willmar, a Municipal Corporation of the State of Minnesota, the purchase of a 2019 International Semi HV613 is accepted through the Minnesota State Contract No. 124647, and be it further resolved the Mayor and City Administrator of the City of Willmar are hereby authorized to enter into an agreement with Nelson Leasing, Inc. for the terms and consideration of the contract in the amount of $81,396.01.

Dated this 17th day of September, 2018

_____
Mayor

Attest:

_____
City Clerk

RESOLUTION NO. ____

A RESOLUTION APPROVING THE PURCHASE OF A 2019 FORD F350 IN THE AMOUNT OF $53,195.36.

Motion By:_____ Second By:_____

BE IT RESOLVED by the City Council of the City of Willmar, a Municipal Corporation of the State of Minnesota, the purchase of a 2019 Ford F350 is accepted through the Minnesota State Contract No. 18.3-VHL and #135382, and be it further resolved the Mayor and City Administrator of the City of Willmar are hereby authorized to enter into an agreement with Nelson Auto Center/Bert's Truck Equipment for the terms and consideration of the contract in the amount of $53,195.36.

Dated this 17th day of September, 2018

_____
Mayor

Attest:

_____
City Clerk

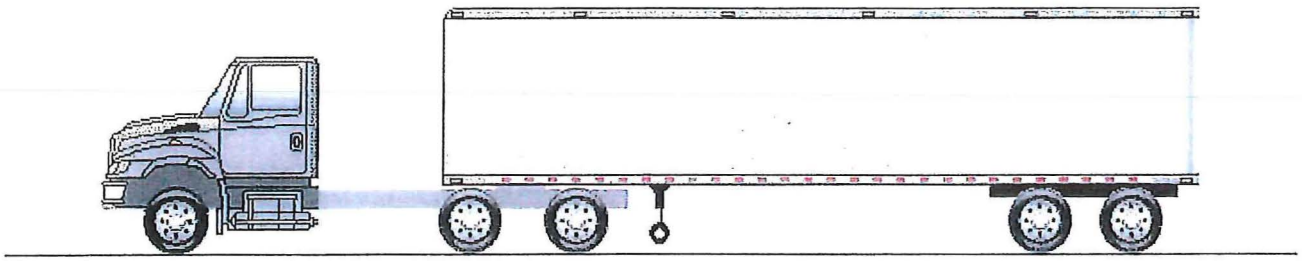
INTERNATIONAL®

August 22, 2018

Prepared For:
City of Willmar-Water Treatment
Paul Marcus
333 6th St. SW
Willmar, MN 56201-5605
(320)235 - 4760
Reference ID: N/A

Presented By:
Nelson Leasing, Inc.
Greg Tauer
2700 East Hwy 12
PO Box 993
Willmar MN 56201 -
(320)235-2770

Thank you for the opportunity to provide you with the following quotation on a new International truck. I am sure the following detailed specification will meet your operational requirements, and I look forward to serving your business needs.



Model Profile
2019 HV613 SBA (HV613)

AXLE CONFIG:	6X4
APPLICATION:	General Freight Regional Haul 6x2/6x4 (DayCab)
MISSION:	Requested GCWR: 80000. Calc. GVWR: 52000 Calc. Start / Grade Ability: 17.35% / 1.12% @ 55 MPH Calc. Geared Speed: 100.0 MPH
DIMENSION:	Wheelbase: 175.00, CA: 107.90, Axle to Frame: 55.00
ENGINE, DIESEL:	{International A26} EPA 2017, 410HP @ 1700 RPM, 1450 lb-ft Torque @ 1000 RPM, 2100 RPM Governed Speed, 410 Peak HP (Max)
TRANSMISSION, MANUAL:	{Fuller FR0-15210C} 10-Speed Manual, with Overdrive, with Air Shift, with Internal Lube Oil Pump
CLUTCH:	{Eaton Fuller Advantage} Self-Adjusting, Two-Plate, Cast Angle Spring; Ceramic, 15.5" Diameter, 7-Spring Coaxial VCT Plus PD Damper (Soft Rate) Mechanical Pull-Type Control, 4-Button Disc, 1750 lb-ft Torque Capacity
AXLE, FRONT NON-DRIVING:	{Meritor MFS-12-143A} Wide Track, I-Beam Type, 12,000-lb Capacity
AXLE, REAR, TANDEM:	{Meritor MT-40-14X-5DFR} Single Reduction, 40,000-lb Capacity, w/.5"(12.7mm) Wall Housing Thickness, R Wheel Ends Gear Ratio: 3.42
CAB:	Conventional
TIRE, FRONT:	(2) 11R22.5 Load Range G HSR2 (CONTINENTAL), 498 rev/mile, 75 MPH, All-Position
TIRE, REAR:	(8) 11R22.5 Load Range G HSR2 (CONTINENTAL), 498 rev/mile, 75 MPH, All-Position
SUSPENSION, REAR, AIR, TANDEM:	{International} Ride Optimized Suspension (IROS) Heavy Duty, 40,000-lb Capacity, 55" Axle Spacing, 9.25" Ride Height, Includes Heavy Duty Spring Hangers, Crossmembers and Fasteners, with Shock Absorbers
PAINT:	Cab schematic 100WN Location 1: 8752, Charcoal Metallic (Prem) Chassis schematic N/A

VEHICLE/EQUIPMENT CHANGE REQUEST FORM

Department Head - I am requesting the following to occur: **Check Applicable Box**

Addition - *(To the overall number of vehicles in our fleet)*:			
Deletion - *(From the overall number of vehicles in our fleet and not to be replaced)*:			
Replacement - *(To be replaced by another vehicle)*:			X
Replacement Adjustment - *(Move a budgeted vehicle to a different year in the schedule)*			
Re-assignment - *(Transfer to another City Dept.)*:			
Fixed Asset Number:	No. 3014.00010		*Reminder to Attach Photo*
Vehicle Number:	069956	Replacement Cost:	
Vehicle Year:	2006	Vehicle Model:	International – 7600 - Semi/Tractor
Mileage:	OR	Hours on vehicle:	

(Comments): The truck is showing signs of it age, seals starting to seep, using engine oil, antifreeze & the clutch has not been replaced for while. (most likely getting close to replacement) Our truck is unique, it would be hard to find one to rent to

Initial

Operator or Supervisor *(comments if applicable)*:

The Semi is a vital piece of the BioSolids program and is showing signs of potential problems

Initial JL

Mechanic *(comments if applicable)*:

The truck hours on the truck is ~~5,850~~ 7,223 hrs. The trucks hrs. do not compare to over the road trucks, we are demanding full horse power close to 100% of time

Initial JPG

_____ ***APPROVED*** _____ ***DENIED*** ***Vehicle/Equipment Committee*** _____ *Date*

_____ ***APPROVED*** _____ ***DENIED*** _____ *City Administrator* _____ *Date*

This document was last reviewed and approved on April 6th, 2015

International 7600 Semi-Tractor

Fixed Asset Number: 3014.00010

Year of Purchase: 2006

Vehicle Number: 069956

NELSON Auto Center

FLEET DEPARTMENT
2228 COLLEGE WAY, PO BOX 338
FERGUS FALLS, MN 56538-0338
PHONE: 218-998-8864
TOLL FREE: 800-477-3013 EXT. 8864
SKUGLER@NELSONFLEET.COM

VEHICLE QUOTE NUMBER Willmar F3F XLT

Sold To: City of Willmar
Attn: Paul Marcus
Address: 1400 SE 7th St
Willmar, MN 56201

Date: 8/24/2018
Phone: 320-235-4760
FAX:
Salesperson: Sue Kugler
Key Code: 0

Stock No:	Year	Make	Model	New/Used	Vehicle ID Number
Willmar F3F XLT	2019	Ford F350 XLT C/Ch	4WD Reg Cab 60" CA	New	
			Color: Magnetic Metallic / Gray Cloth		

Price of Vehicle:	$33,083.00
Options & Extras: Includes all standard equipment for XLT F350, plus; Spare tire, Running boards, Front spash guards, Rear defrost	
Body/Crane from Berts Truck Equipment	$24,532.60
Transit Improvement Vehicle Excise Tax	N/A
Tax, license, & fees:	
MN Motor Vehicle Excise Tax @ 6.5%	$3,238.01
MN registration, plates, and fees	$141.75

Delivery Included

Subtotal:		$60,995.36
Trade - In:	*2006 Ford F-350*	($7,800.00)
Total Cash Price:		**$53,195.36**

Terms: Net 30 days

Your Purchase Order # **Project #** **0**

Thanks for your business!

Ship To / Lessee / End User: City of Willmar
Attn: Paul Marcus
Wastewater Treatment Facility
Address: 1400 SE 7th St
Willmar, MN 56201

FAX:
Phone: 320-235-4760
email: pmarcus@willmarmn.gov

Signed:

Printed Name: Date:

* Equal Employment Opportunity/Affirmative Action Employer *

Bert's TRUCK EQUIPMENT

August 18, 2018

Paul Marcus
City of Willmar

Proposal for Knapheide Custom PVMXS-938B Value Master Platform with Steel floor and liftmoore crane

1.00 **Knaphiede Custom PVMXS-938B Value Master Platform with Steel floor**
BTS4080 HD Reninforced Bulkhead with window
Crane Reinforcement for lftmoore crane (platform Mounted)
HD Mudflaps, installed
Installation of Platform
HD underbody tied down rail
LED S/T/T lights installed at rear of chassis
Liftmoore 3612REE-15WI, 3600# Cap electric crane with wireless control
SPECIFICATIONS
12,000 Ft.-Lbs. Moment Rating
Maximum Capacity 3,600 Lbs. at 3.3 Ft. Load radius
Planetary Gear Winch with 2.7 HP Permanent Magnet Motor
On / Off 12 Volt Electric
Remote Pendant Control 18 Ft. with E-Stop & audible signal function
Galvanized Aircraft Cable 1/4" x 62 Ft. (7,000 Lbs. Breaking Strength)
Travel Block w/ swivel hook, for easy two part line hook up
Power Rotation - Unlimited
Boom Elevation - Full Power (-5 Deg. To 75 Deg.)
Boom Extension - Power 7 Ft. - 11 Ft.; Manual to 15 Ft.
Counter balance valve (holding valve on cylinder)
Overload Protection System
Anti-Two Block System
Meets requirements of 29 CFR 1910.180, ANSI B30.5, SAE J1063
Mounting plate is 15" square with a 12" square bolt pattern.
INCLUDED
Battery Power Cable #1 x 30 Ft. with Quick Disconnect Mecon
Circuit Breaker, 150 Amp (2)
Ground Cable 1/0 x 3 Ft. for the factory battery to the truck frame
Master Disconnect Switch and Bracket
Mounting Bolts Grade 8: 0.50" x 2.50" (Four)
Terminal Lugs #1 GA 0.25 Dia. (2)
Terminal Lugs #1 GA 0.37 Dia. (2)
Bubble Level
Crane-Truck Stability Plate
Recommended Installation Instructions
Owners Manual
Installation of liftmoore crane, boom rest and manual outriggers
Manual Out and down outriggers
Boom rest
HD ICC Bumper with reciever tube and 7 way electrical
18"x18"x36" Drawer box, Installed on drivers side

One additional Deep Cell battery, cabling, battery box and battery seperator, installed
Hella LED Mini Light bar installed on Platform bulkhead
Wired crane pendent ILO of Wireless deduct
12V LED Flood light wired to OEM Upfitter swith (each)
Line-x Platform
18" x18"36" Under body Toolbox, Installed on Passanger side
Knapheide Contractor side package add

Jim McLaughlin, Sales

YOUR TRUCK EQUIPMENT HEADQUARTERS

800-232-3787 - jimmc@bertsonline.com

VEHICLE/EQUIPMENT CHANGE REQUEST FORM

Department Head - I am requesting the following to occur: **Check Applicable Box**

Addition - *(To the overall number of vehicles in our fleet):*	
Deletion - *(From the overall number of vehicles in our fleet and not to be replaced):*	
Replacement - *(To be replaced by another vehicle):*	X
Replacement Adjustment - *(Move a budgeted vehicle to a different year in the schedule)*	
Re-assignment - *(Transfer to another City Dept.):*	
Fixed Asset Number: No. 3018.00044	*Reminder to Attach Photo*

Vehicle Number:	06337	Replacement Cost:	
Vehicle Year:	2006	Vehicle Model:	Ford – F-350 – Maintenance
Mileage:	OR	Hours on vehicle:	

(Comments):

Initial

Operator or Supervisor (comments if applicable):

Its been a Good Truck, Its at the point where we are going to put a lot of Time and money Into repairs.

Initial P.M.

Mechanic (comments if applicable):

The truck has 52,000 mi. and 1874 engine hrs. The miles dont reflect idling while using the crane. To the best of my knowledge most repairs done on this truck have been maintenance. With that said these 5.4 L 3V engines have many common issues with the valve train, Cam Phasers, Cam Solenoids, along with low oil pressure and bearing failures. Initial KR

_____ *APPROVED* _____ *DENIED* *Vehicle/Equipment Committee* _____ *Date*

_____ *APPROVED* _____ *DENIED* _____ *City Administrator* _____ *Date*

Ford F-350

Fixed Asset Number: 3018.00044

Year of Purchase: 2006

Vehicle Number: 066337

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: September 17, 2018**
From: Sean E. Christensen, P.E. Public Works Director	**Subject: Civic Center Ice System Replacement Project Change Order**

AGENDA ITEM: Civic Center Ice System Replacement Project Change Order

INTRODUCTION/REQUEST:
Change Order No. 1 for the Civic Center Ice System Replacement project

HISTORY:
The City entered into an agreement with Stevens Engineering in October, 2017 for the design and construction related services to replace the two ice plants with one system at the Civic Center facility. The refrigeration system in each building is nearing the end of their useful life. Stevens proposed multiple options for layouts with cost estimates based on the discussions at the kick-off meeting in November with staff. Option B, a two sheet ice system and expanded resurfacer room for the Blue Line Arena which incorporates an interior snow melt pit, was chosen for the project. Cornerstone of Willmar, Inc. was awarded the construction project at the July 16, 2018 Council Meeting.

CURRENT CIRCUMSTANCE:
Change Order No. 1 in the amount of $28,045 resulted from relocation of the existing air-cooled condenser for the Blue Line Arena refrigeration system for use during the 2018/2019 ice season. The condenser is identified to be removed and phasing will require it to be relocated before the building addition construction starts so it can still be utilized in the meantime.

The construction schedule delay resulted in the need to use the Blue Line Arena condenser for the 2018/2019 season.

RECOMMENDATION:
Approve Change Order No. 1 in the amount of $28,045 for the Civic Center Ice System Replacement project.

FINANCIAL IMPACT:
The change order is within the project budget.

REVIEWED BY: Ike Holland, City Administrator

COUNCIL MEETING DATE: September 17, 2018

Resolution No. ___

A RESOLUTION ACCEPTING CHANGE ORDER NO. 1 FOR THE CIVIC CENTER ICE SYSTEM REPLACEMENT PROJECT.

Motion By:_____ Second By:_____

BE IT RESOLVED by the City Council of the City of Willmar, a Municipal Corporation of the State of Minnesota, that the Mayor and City Administrator of the City of Willmar are hereby authorized to modify the contract for the Civic Center Ice System Replacement Project between the City of Willmar and Cornerstone of Willmar, Inc. of Willmar, Minnesota by Change Order No. 1 in the increased amount of $28,045.00.

Dated this 17th day of September, 2018

_____
Mayor

Attest:

_____
City Clerk

Stevens

Change Order No. 1

Date of Issuance: August 28, 2018 Effective Date: August 28, 2018

Project:	Owner:	Date of Contract:
Willmar Civic Center Ice System Replacement	City of Willmar	July 17, 2018
Contractor:		**Stevens Project No:**
Cornerstone of Willmar Inc, 1020 Hwy 71 NE, Suite 102, Willmar, MN 56201		900-17-297

The Contract Documents are modified as follows upon execution of this Change Order:

Description:

Contract modifications:

1. Relocate the existing air-cooled condenser for the Blue Line Arena refrigeration system for use during the 2018/2019 ice season.

See attached documentation.

Attachments (list documents supporting change):
Documentation from Cornerstone

CHANGE IN CONTRACT PRICE:

Original Contract Price:

$ 1,991,560

Increase from previously approved Change Orders No. 0 to No. 0:

$ 0

Contract Price prior to this Change Order:

$ 1,991,560

Increase of this Change Order:

$ 28,045

Contract Price incorporating this Change Order:

$ 2,019,605

CHANGE IN CONTRACT TIMES:

Original Contract Times: ☐ Working days ☐ Calendar days
Substantial completion: Building: 1/31/2019, Ice System: 6/14/2019
Ready for final payment: 7/31/2019

Change from previously approved Change Orders No. 0 to No. 0:
Substantial completion: n/a
Ready for final payment: n/a

Contract Times prior to this Change Order:
Substantial completion: n/a
Ready for final payment: n/a

[Increase] [Decrease] of this Change Order:
Substantial completion: n/a
Ready for final payment: n/a

Contract Times with all approved Change Orders:
Substantial completion: Building: 1/31/2019, Ice System: 6/14/2019
Ready for final payment: 7/31/2019

RECOMMENDED:	ACCEPTED:	ACCEPTED:
By: Jon R. Rod	By:	By: Clay K. Vollstedt
Engineer (Authorized Signature)	Owner (Authorized Signature)	Contractor (Authorized Signature)
Date: August 27, 2018	Date:	Date: Sept 4, 2018

Stevens
ENGINEERS · PLANNERS · SURVEYORS

September 5, 2018

Mr. Sean Christensen
Public Works Director / City Engineer
City of Willmar
333 6th Street SW
Willmar, MN 56201
Via email: schristensen@willmarmn.gov

Re: **Change Order No. 1**
Willmar Civic Center Ice System Replacement
Stevens File No. 900-17-297

Dear Mr. Christensen:

Enclosed is Change Order No. 1 for the above referenced project. This change includes contract modifications to relocate the existing air-cooled condenser for the Blue Line Arena refrigeration system for use during the 2018/2019 ice season.

We recommend the City accept this change order. Please have the first page of the change order signed and emailed back to me and I will distribute to the Contractor.

If you have any questions regarding this documentation or the project in general, please feel free to call us anytime. Our office number is 651.436.2075.

Sincerely,
STEVENS

Jason R. Raverty, PE
Project Manager

Enclosures: Change Order No. 1

Corner Stone Construction Services

BUTLER

1020 Highway 71 NE
Willmar, MN 56201
(320) 231-0727

Construction Management
General Contractor
"Design-Build"

Date: 8/24/18
Contractor: Cornerstone of Willmar
Project: Willmar Civic Center Ice System Replacement
Project Location: Willmar, MN
Project Number: 900-17-297

Proposal Request Description: Temporarily relocate condenser.
Reference: PR #1

Cost Summary:

GC Total	$ 0.00	
Subcontractor 1 Total	$ 23,257.00	
Subcontractor 2 Total	$ 1,987.00	
GC's 10% on sub	$ 2,524.00	
	$ 27,768.00	
Bond 1%	$ 277.00	
Total Change Amount	$ 28,045.00	Time Extension: 0 days

Cost Breakdown:

Subcontractor 1: Commercial Refrigeration

	$ 23,257.00
Total:	$ 23,257.00

Subcontractor 2: Community Electric

	$ 1,987.00
Total:	$ 1,987.00

COMMERCIAL REFRIGERATION SYSTEMS

SALES, SERVICE, INSTALLATION & REPAIR

Mark Rodorigo • John Rodorigo
Phone (218) 749-3366

104 East Chestnut Street • P. O. Box 1066
Virginia, Minnesota 55792

August 20, 2018

Stevens Engineers
Attn: Jason Raverty
2211 O'Neil Road
Hudson, WI 54016

RE: Willmar Civic Center
Air Cooled Condenser Relocation

We are pleased to present our quotation to relocate the existing air cooled condenser to a temporary location about 80' away. We will first pump down into the receiver and recover what is left if needed. Once pumped out, we will remove the existing piping so that we can crane the condenser and base to its new location. The condenser will be rotated counter clockwise 90° and set into the new location which orientate the current piping backwards from the original. The piping will have to be switched to the current direction to catch the new piping coming from the compressor room. New piping from the compressor room will run along the inside wall through the locker room, then exiting through the outside wall and run along the exterior of the building before tying into the condenser in its new location. The existing check valve and piping on the condenser will be re-used, but the rest of the piping will be new. Once piping is complete, we will pressure test and log for your records. Then we will pull a vacuum, before charging the system and start up.

Proposal Includes:

- Labor to perform the above tasks
- Truck charges and tool rental
- Three wall penetrations
- Crane
- Sales Tax
- Freight

PRICE: $17,443.00

Work by Others NOT included in this Proposal:

- New concrete slab
- Wall penetration repairs
- Overtime
- Labels & Valve Tage
- Start up at a later date
- Additional labor due to valves that don't hold

Add for additional R-22 Refrigerant estimate 200 lbs. @ $18.50lb. = $3,700.00

COMMERCIAL REFRIGERATION SYSTEMS
SALES, SERVICE, INSTALLATION & REPAIR

Mark Rodorigo • John Rodorigo
Phone (218) 749-3366

104 East Chestnut Street • P. O. Box 1066
Virginia, Minnesota 55792

NOTE: General contractor is responsible to relocate the service disconnect. No electrical is included in this proposal.

If you have any questions or need anything further, please do not hesitate to contact me.

Sincerely,

Mark W Rodorigo

Mark Rodorigo
CEO
Commercial Refrigeration Systems, Inc.

PR: #1

Quotation

Solutions – Support – Service SINCE 1948
222. North Main Street, P.O Box 424 Renville MN 56284 ph: 320.329.8317 fax: 320.329.3487
communityelectric@communityelectricusa.com

DATE: 08/23/2018

Prepared by: Luke Nord

TO Cornerstone of Willmar, Inc. JOB Willmar Civic Center Ice System Replacement

QUOTATION FOR PROPOSED MODIFICATIONS TO CONTRACT DOCUMENTS

Scope of Work:

- Re-Route Existing 60A 480V Circuit for Air Cooled Outdoor Condenser Unit
  - Route from Existing Refrigeration room to Steel Framing above and South to temporary Location
- Re-Connect to Existing Disconnect @ Condenser Unit
- Coordinate with Refrigeration Contractor to Verify Proper Operation

Pricing:

$1,806.88

**PROPOSAL VALID FOR 30 DAYS FROM PROPOSAL DATE

Proposal Request No. 1

Project:	Owner:	Date of Contract:
Willmar Civic Center Ice System Replacement	City of Willmar	July 17, 2018
Contractor:		**Stevens Project No:**
Cornerstone of Willmar Inc, 1020 Hwy 71 NE, Suite 102, Willmar, MN 56201		900-17-297

Please submit an itemized proposal for changes in the Contract Sum and Contract Time for proposed modifications to the Contact Documents described herein. Submit a proposal by the end of day on the Proposal Due Date below or notify the Engineer in writing of the date on which you anticipate submitting your proposal. **Proposal shall be broken down into units of labor, units of materials, overhead and profit, to accomplish the revision work described below.**

THIS IS NOT A CHANGE ORDER, A CONSTRUCTION CHANGE DIRECTIVE OR A DIRECTION TO PROCEED WITH THE WORK DESCRIBED IN THE PROPOSED MODIFICATIONS.

Description:

The Contractor is instructed to provide a price to temporarily relocate the existing air-cooled condenser for the Blue Line Arena refrigeration system. The existing air-cooled condenser is identified to be removed on Sheets C100, RD100. Phasing will require the condenser to be removed before the building addition construction starts however the condenser is needed for the refrigeration system to operate for the 2018/2019 ice season. **The relocation work needs to be completed and condenser operational before September 28, 2018**. The condenser will be used in the temporary location from October 1, 2018 through March 31, 2019. After March 31, 2019, the condenser can be removed per contract documents.

The price for relocation shall include all labor, materials and all else necessary for a fully operational condenser in the temporary location.

Copper refrigerant piping used for condenser relocation shall be standard iron-pipe size copper and conform to ASTM B 42 and ASTM B 43.

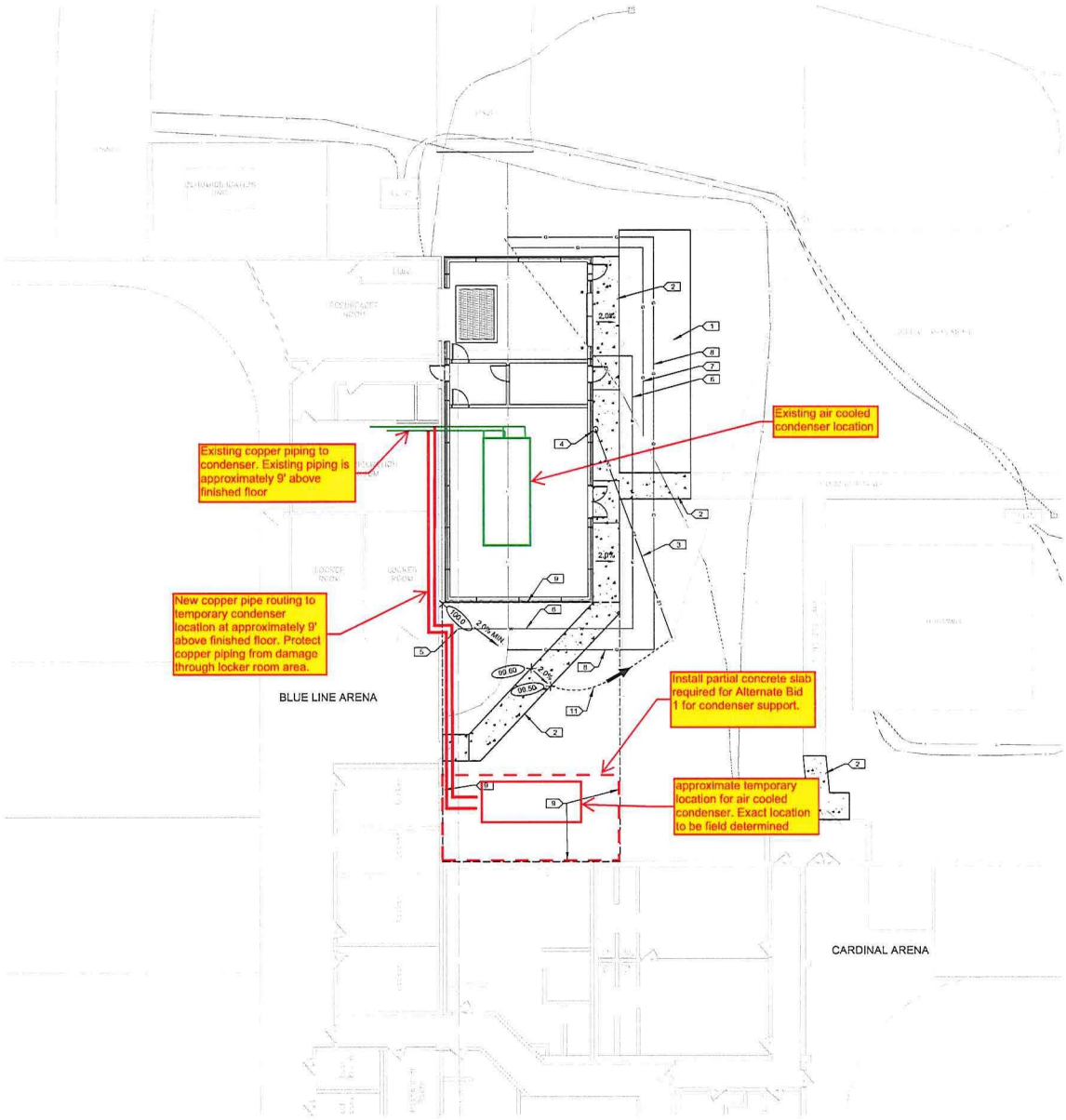
Attachments:

PR1 SKETCH 1

Proposal Due By: August 20, 2018

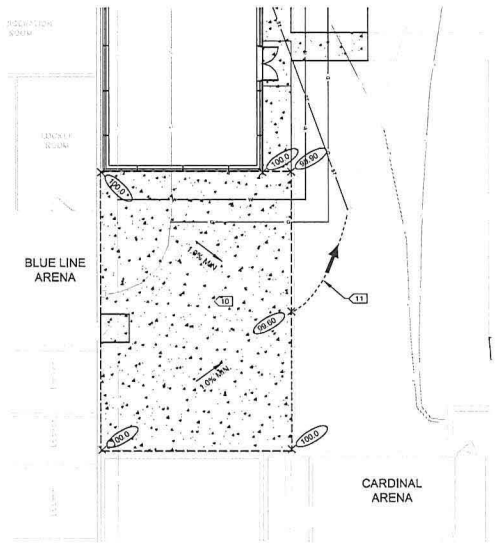
Issued Date: August 14, 2018 | **Issued By:** Jason R. Raverty, PE

Copies to: Sean Christensen, City of Willmar
Rob Baumgarn, City of Willmar
Josh Davis, Cornerstone of Willmar



KEY NOTES:

1. BITUMINOUS PAVEMENT. SEE DETAIL FOR PAVEMENT SECTION.
2. 4" CONCRETE SIDEWALK. SEE DETAILS.
3. 8" ADS N12WT HDPE STORM PIPE @ 2.0%. CONNECT TO EXISTING CATCH BASIN AT INV ELEV = 98.2'. FIELD VERIFY PIPE DEPTH TO AVOID CONFLICTS WITH OTHER BURIED UTILITIES.
4. EXTEND 8" STORM PIPE TO 4" MIN. ABOVE CONCRETE GRADE. CONNECT TO DOWNSPOUT. SEE DETAIL.
5. CONNECT TO EXISTING WATER SERVICE PIPE.
6. NEW 2" COPPER WATER PIPE. SEE SECTION 011000 FOR RESTRICTIONS. MAINTAIN 7.5' COVER.
7. REROUTED GAS PIPE FOR EXISTING DEHUMIDIFICATION SYSTEM. SEE SECTION 011000 FOR RESTRICTIONS.
8. REROUTED GAS SERVICE PIPE. SEE SECTION 011000 FOR RESTRICTIONS.
9. LIMITS OF ALTERNATE BID #1 AREA. SEE INSET A.
10. ALTERNATE BID #1 - 4" CONCRETE PAVEMENT INFILL BETWEEN CARDINAL ARENA BUILDING, BLUE LINE ARENA BUILDING AND NEW BUILDING ADDITION.
11. GRADE SWALE TO EXISTING CATCH BASIN.



INSET A - ALTERNATE BID #1

Stevens
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(715) 386-6410 • (651) 436-2075 • FAX: (715) 386-5429
www.stevensengineers.com

Consultants:

Project:
WILLMAR CIVIC CENTER ICE SYSTEM REPLACEMENT

Location:
2707 ARENA DRIVE WILLMAR, MINNESOTA

Certification:
I hereby certify that this plan, specification or report was prepared by me or under my direct supervision and that I am a duly licensed Engineer under the laws of the State of Minnesota.

Signature
Registration Number 41274
Date

Drawn By	AMT / JRR
Checked By	SAW
Project No.	900-17-297
Date	05/11/2018

Scale:

Revisions:

No.	Date	Description

CONSTRUCTION DOCUMENTS

Sheet Title:
SITE LAYOUT & UTILITY PLAN

Sheet No.:
PR1 SKETCH 1

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Willmar Police Department

Monthly Calls for Service Statistics

Title	August 2018	August 2017
911 Hang Up	19	12
Abandoned Vehicles	90	70
Agency Assist	20	22
Alarm	36	37
Alcohol Offense	10	15
Animal	71	46
Assault	14	11
Burglary	9	18
Child Custody Dispute	6	5
Crash	74	78
Criminal Damage To Property	20	18
Disorderly	33	24
Domestic	44	29
Drugs	18	13
Family Service	56	41
Fight	18	6
Fraud	20	13
Gun Permits	12	14
Harassment	33	25
Information	4	7
K-9 Assist	6	4
Lost And Found	72	52
Mental Issues	7	9
Missing Person	17	18
Motorists Assist	17	8
Neighborhood Disturbance	16	24
Public Assist	231	181
School Related Incidents	0	0
Sex Crimes	8	3
Sudden Death/Bodies Found	2	1
Suicidal Person	13	13
Suspicious	119	84
Theft	74	48
Traffic Complaint	41	59
Traffic Stop	532	357
Trespass	5	3
Warrant Service	35	34

Current Month CFS:

1939

YTD Calls for Service:

13772

2017 Month CFS:

1504

(Some minimal CFS categories not shown)

WILLMAR FIRE DEPARTMENT

MONTHLY CALLS FOR SERVICE

Title	August 2018	August 2017
Alarm Activations	6	8
Cooking Fires / Burnt Food	4	1
Building Fires	1	1
Grass Fires	0	1
Smoke Scares	1	1
Sprinkler Activation	0	2
Natural Gas Leak	2	1
Vehicle Crashes	7	11
Car Fire	1	0
Carbon Monoxide Alarms	0	2
Gasoline Spill / Haz Mat	1	1
Severe Weather Watch	1	0
Citizen Complaints	2	0

Current Month CFS: 26

2018 YTD Calls for Service: 198

2017 Calls for service thru August: 203

August 2018 Training:

August 2 - Business Meeting

August 9 – Drivers training

August 16 – Pumping and water relay at Robbins Island