

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:



City Clerk



**WILLMAR CITY COUNCIL MEETING
MONDAY, AUGUST 5, 2019 7:00 PM
COUNTY BOARD ROOM, HEALTH AND HUMAN SERVICES BUILDING
2200 – 23RD STREET NE, WILLMAR, MINNESOTA**

AGENDA

1. Call Meeting to Order
2. Roll Call
3. Pledge of Allegiance
4. Proposed Additions or Deletions to Agenda
5. Consent Items
Approve: A. City Council Minutes of July 15, 2019
B. Willmar Municipal Utilities Board Minutes of July 22, 2019
C. Planning Commission Minutes of July 17, 2019
D. Application for Exempt Permit – West Central Ducks Unlimited
E. Appointment of Khalif Bashir to Board of Zoning Appeals
F. Accounts Payable Report July 11 through July 31, 2019
Accept: G. Park and Recreation Board Minutes of July 17, 2019
Information: H. Invest in Willmar Board Meeting Summary of June 12, 2019
I. Invest in Willmar Board Meeting Summary of June 19, 2019
6. Approve Consent Agenda Items
7. Items Removed from Consent Agenda
8. Open Forum
9. Hearings:
7:01 p.m. – Ordinance Authorizing Sale of Real Property to James Viaene
Resolution for Consideration of Land Purchase Agreement
10. Community Development Report of July 22, 2019
Action Item: A. Consideration of Natural Gas Extension
B. Consideration of Participation in National Flood Insurance Program
11. Public Works/Safety Committee Report of July 17, 2019
12. Finance Committee Report of July 18, 2019
Action Item: A. Resolution to Acknowledge Donations for April 1 – June 30, 2019
13. Consideration of State Temporary Liquor Permit – Foxhole Brewhouse Inc.
14. Closed Session: Labor Negotiations Strategy under Minn. Stat. § 13D.03, subd. 1(b)
15. Council Members' Announcements
16. Adjourn

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

July 15, 2019
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 Rick Fagerlie, Shawn Mueske, Kathy Schwantes, Vicki Davis, Fernando Alvarado, Julie Asmus, Andrew Plowman and Audrey Nelsen. Present 9, Absent 0.

Also present were Interim City Administrator Brian Gramentz, Police Chief Jim Felt, Finance Director Steve Okins, Park and Recreation Director Rob Baumgarn, Planning and Development Services Director David Ramstad, Public Works Director Sean Christensen, Fire Chief Frank Hanson, Human Resource Director Samantha Beckman, City Clerk Judy Thompson, City Attorney Robert Scott, and City Planner Sarah Swedburg.

There were no additions or deletions to the agenda.

Council Member Fagerlie moved to approve the agenda as presented. Council Member Mueske seconded the motion which carried.

City Clerk Judy Thompson reviewed the consent agenda.

- A. City Council Minutes of July 1, 2019
- B. Willmar Municipal Utilities Board Minutes of July 8, 2019
- C. Planning Commission Minutes of July 1, 2019
- D. Application for Exempt Permit - United Way of West Central Minnesota
- E. Application to Conduct Excluded Bingo - Pennock Lions Club
- F. Accounts Payable Report June 27 through July 10, 2019
- G. Park and Recreation Board Minutes of June 19, 2019
- H. Monthly Building Report for June, 2019
- I. Appointment of Khalif Bashir to Board of Zoning Appeals

Council Member Nelsen offered a motion to approve the Consent Agenda. Council Member Alvarado seconded the motion which carried.

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

At 7:02 p.m. Mayor Calvin opened the public hearing for an Ordinance Authorizing Issuance of General Obligation Bonds, Series 2019A. Finance Director Steve Okins and Bakertilly representative Kathy Aho presented details of said ordinance and recommended Council approve the proposed ordinance.

There being no one to speak for or against said ordinance, Mayor Calvin closed the public hearing at 7:07 p.m. and opened it up for discussion by the Council. Following discussion, Council Member Nelsen offered a motion to adopt, assign a number and order final publication of **Ordinance No. 1437 An Ordinance Authorizing the Issuance of \$4,740,000 General Obligation Improvement Bonds, Series 2019A and the Levying of Taxes to Secure Payment Therefor.** Council Member Mueske seconded the motion, which carried on a roll call vote of Ayes 8, Noes 0.

Resolution No. 19-098 Authorizing the Sale of General Obligation Improvement Bonds, Series 2019A, Subject to Certain Parameters; Fixing Their Form and Specification; Directing Their Execution and Delivery; and Providing For Their Payment was introduced by Council Member Nelsen. Council Member Fagerlie seconded the motion, which carried on a roll call vote of Ayes 6, Noes 0.

At 7:10 p.m. Mayor Calvin opened the public hearing for a modification to Legacy on First Tax Increment Financing (TIF) Plan and Municipal Development District No. II. Planning and Development Services Director Dave Ramstad and Ehlers Senior Municipal Advisor Todd Hagen stated the proposed modification of the Municipal Development District expands the boundaries to be the same as the corporate boundaries of the City of Willmar. The proposed modification of the TIF Plan will enable the City to meet the Office of the State Auditor's requirements, incorporate current statutory language, increase the TIF budget, and allow the City to pay interest, if so desired.

There being no one to speak for or against said modifications, Mayor Calvin closed the public hearing at 7:14 p.m. and opened it up for discussion by the Council. Following discussion, Council Member Fagerlie introduced **Resolution No. 19-099 Adopting a Modification to the Development Program for Municipal Development District No. II and a Modification to the Tax Increment Financing Plan for the Legacy on First Tax Increment Financing District.** Council Member Asmus 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 a modification to TIF District No. 3 (GM/Magnum) and Municipal Development District No. VI. Planning and Development Services Director Dave Ramstad stated the modifications are similar to the Legacy on First modifications.

There being no one to speak for or against said modifications, Mayor Calvin closed the public hearing at 7:16 p.m. and opened it up for discussion by the Council. Following discussion, Council Member Fagerlie introduced **Resolution No. 19-100 Adopting a Modification to the Development Program for Municipal Development District No. VI and a Modification to the Tax Increment Financing Plan for Tax Increment Financing District No. 3.** Council Member Mueske 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 Hoffman Construction Company. Public Works Director Sean Christensen stated Hoffman Construction has offered to purchase a portion of unplatted land at the intersection of County Roads 40 and 55. They would utilize the land for additional material to raise the road beds, as well as a potential additional stormwater pond for the Willmar Wye Project. It was noted the Public Works Committee and Planning Commission reviewed the request and recommended approval.

There being no one to speak for or against the proposed land sale, Mayor Calvin closed the public hearing at 7:18 p.m. and opened it up for discussion by the Council. Following discussion, Council Member Plowman offered a motion to adopt, assign a number, and order final publication of **Ordinance No. 1438 Authorizing the Sale of Real Property to Hoffman Construction Company.** Council Member Nelsen seconded the motion, which carried on a roll call vote of Ayes 8, Noes 0.

Resolution No. 19-101 Adopting the Land Purchase Agreement with Hoffman Construction Company was introduced by Council Member Schwantes. Council Member Plowman seconded the motion, which carried on a roll call vote of Ayes 8, Noes 0.

City Planner Sarah Swedburg stated the City received an offer from James Viaene to purchase a small portion of old wastewater treatment plant property. Mr. Viaene has obtained an easement agreement for many years granting ingress and egress across City property to certain real estate owned by Mr. Viaene. The land sale, if approved, would be conditioned upon Mr. Viaene combining all parcels or platting the property. The Community Development Committee and Planning Commission have reviewed and recommended the land sale.

Following discussion, Council Member Fagerlie offered a motion to **introduce an Ordinance Authorizing the Sale of Real Property to James Viaene** and set a public hearing for August 5, 2019 at 7:01 p.m. Council Member Asmus seconded the motion which carried.

The Labor Committee Report for July 8, 2019 was presented to the Mayor and Council by Council Member Mueske. There were four items for consideration.

Item No. 1 Staff brought forth, for approval, updating the Wastewater Foreman job description to more accurately reflect the role now (last update was April 5, 2000). The Master Electrician License requirement was replaced with more Wastewater specific qualifications. The license requirement was only added into the job description because the employee at the time already possessed the license. The electrical duties have not been required for the position for the last several years, would be an unusual requirement to maintain, and would make it extremely difficult to fill the job opening. It was the recommendation of the Committee to approve the updated job description.

Council Member Mueske offered a motion to approve the Committee's recommendation. Council Member Nelsen seconded the motion.

During discussion, Mayor Calvin offered a friendly amendment to the motion to leave the "interaction with state electrical inspector" in the job description.

The original motion, as amended, then carried.

Item No. 2 Staff presented the fifth section of the updated employee personnel policy and the Exempt Employee Pay Policy obtained from the League of MN Cities. Text in black is League's recommended language, text in green is language pulled from our existing Personnel Policy, and text highlighted in yellow is a new policy being implemented at the City. The requirement that overtime must be approved by a supervisor in advance is being added to our written policy officially (although it has been implemented in practice). It was the recommendation of the Committee to adopt the fifth section of the new Personnel Policy.

Council Member Mueske offered a motion to approve the Committee's recommendation. Council Member Schwantes seconded the motion which carried.

The optional Tuition Reimbursement Policy was discussed and agreed to be presented at the Council meeting on July 29th for consideration. This item was for information only.

Item No. 3 Staff presented the sixth section of the updated employee personnel policy, the Sick Leave Donation Policy, and the Sick Leave Upon Separation Policy. At the League's recommendation, staff is utilizing their handbook template and customizing it to Willmar's policies and procedures. This item was for information only.

Item No. 4 Labor Chair Mueske asked the committee if we needed a moderator at the mini retreat on July 29th or if there were any other agenda items. The committee did not see a need for a moderator and the proposed agenda has the Springsted presentation of the Compensation Study, Pay Equity, and the Tuition Reimbursement Policy. This item was for information only.

The Labor Committee Report of July 8, 2019, was approved as presented and ordered placed on file in the City Clerk's Office upon motion by Council Member Mueske. Council Member Schwantes seconded the motion, and carried.

The Public Works/Safety Report for July 10, 2019 was presented to the Mayor and Council by Council Member Asmus. There were six items for consideration.

Item No. 1 Staff brought forth, for information, the Police and Fire Department statistics for the month of June. This item was for information only.

Council Member Alvarado entered the meeting at 5:29 p.m.

Item No. 2 Staff brought forth, for information, the testimony for first-time liquor license violations from American Legion 167 dba Austin F. Hanscom Post, BPOE Lodge 952 dba Willmar Elks Lodge, A&A Investment LLC dba West Side Liquor (West). Tapatio LLC dba El Tapatio Mexican Restaurant was not in attendance. This item was for information only.

A second-time violation was issued to Foxhole Brewhouse Incorporated with a \$1,000 fine paid to the City on June 20, 2019. This item was for information only.

Following a discussion, Council Member Plowman offered a motion to draft a letter to the owner of El Tapitio Mexican Restaurant to provide them another opportunity to appear at the Public Works/Safety Committee meeting. Council Member Mueske seconded the motion.

During discussion, Mayor Calvin called point of order.

Council Member Mueske added a friendly amendment to add the ordinance language of potential penalties to the letter.

The motion, as amended, then carried.

Item No. 3 Staff brought forth, for approval, authorization to be named and potentially participate in a state grant through the Kandiyohi County Attorney's Office. The office had successfully wrote a grant in the past for human trafficking investigations which ran from 2017 to 2019. The Attorney's office has now offered to reapply for the grant for 2020 to 2022. The grant requires two separate departments to commit a full-time investigator for combatting human and sex trafficking in our area. The Upper Sioux Police Department has offered to have one officer assigned and Willmar PD would be listed as a second agency. If awarded, all wages, benefits, overtime costs and most equipment would be covered in the grant for a full-time officer assignment. It was the recommendation of the Committee to approve the Willmar Police Department's participation in the Sex Trafficking Investigation and Training grant through the Kandiyohi County Attorney's Office with reevaluation of involvement if successful.

Police Chief Jim Felt stated numerous area law enforcement agencies were approached to participate and there were not enough agencies willing to participate or commit so the Kandiyohi County Attorney's Office determined it was not in the best interest to apply for the grant at this time. They will re-evaluate and look at future grants.

Council Member Plowman stated, at this time, this item will be received for information only.

Item No. 4 Staff brought forth, for approval, the recommendation to advertise the sale of the 1988 Luverne fire engine. This vehicle was on a 25-year replacement cycle but due to other circumstances, the unit was retained until 2017. A replacement was purchased last year and since October, this unit has been kept while staff researched the use of it as a backup truck to improve the City's ISO rating, but found it to have little impact. It was the recommendation of the Committee to approve the recommendation to advertise the sale of the 1988 Luverne fire engine beginning August 1, 2019 with a starting price of \$25,000.

Council Member Plowman offered a motion to approve the Committee's recommendation. Council Member Alvarado seconded the motion which carried.

Item No. 5 Staff brought forth, for approval, consideration of bids for the Sperry Park Pickle Ball Courts Project. Staff received one bid from a local vendor and the bid was higher than budgeted, so additional bids were solicited for each aspect of the project. Riley Brothers Construction, Inc. was the low bid received for the court resurfacing in the amount of \$40,345, AnDi's FenceAll for fencing in the amount of \$17,113.36 and Surface Pro for painting the surface in the amount of \$15,000. It was the recommendation of the Committee to award the bids for the Sperry Pickle Ball Courts project and authorize signatures on the agreements.

Resolution No. 19-102 Awarding the Bids for the Sperry Pickle Ball Courts Project was introduced by Council Member Plowman. Council Member Asmus seconded the motion, which carried on a roll call vote of Ayes 8, Noes 0.

Item No. 6 The City entered into an agreement on June 18, 2018 with Duininck, Inc. for the path overlay along North Business 71 from Robbins Island to the Kandiyohi Power Cooperative lot on 13th Avenue NE in the amount of \$82,270. Change Order No. 1 in the amount of \$926.90 is a reconciliation of the final contract quantities. The final pay request is hereby submitted for consideration and staff is recommending final payment be made. It was the recommendation of the Committee to accept Change Order No. 1 in the amount of \$926.90. It was also the recommendation of the Committee to accept the project and authorize final payment in the amount of \$10,588.49 to Duininck, Inc. for Project No. 1804.

Resolution No. 19-103 Accepting Change Order No. 1 for Project No. 1804 was introduced by Council Member Plowman. Council Member Asmus seconded the motion, which carried on a roll call vote of Ayes 8, Noes 0.

Resolution No. 19-104 Accepting Project No. 1804 and Authorizing Final Payment was introduced by Council Member Plowman. Council Member Alvarado seconded the motion, which carried on a roll call vote of Ayes 8, Noes 0.

The Public Works/Safety Report of July 10, 2019, was approved, as amended, and ordered placed on file in the City Clerk's Office upon motion by Council Member Plowman. Council Member Nelsen seconded the motion which carried.

Human Resource Director Samantha Beckman stated Interim Administrator Brian Gramentz has requested his pension contributions go through International City/County Managers Association (ICMA) instead of PERA. ICMA has the same contributions as PERA so there is no change to the cost/budget. It was staff's recommendation to approve the proposed contract for ICMA participation and adopt the required resolutions.

Resolution No. 19-105 Approving a City Administrator's Choice to be Excluded from Participating in the PERA Coordinated Plan was introduced by Council Member Mueske. Council Member Alvarado seconded the motion, which carried on a roll call vote of Ayes 8, Noes 0.

Resolution No. 19-106 For a Legislative Body Relating to a 457 Deferred Compensation Plan was introduced by Council Member Alvarado. Council Member Mueske seconded the motion, which carried on a roll call vote of Ayes 8, Noes 0.

Resolution No. 19-107 Authorizing the City to Participate in International City/County Managers Association Contract was introduced by Council Member Mueske. Council Member Alvarado seconded the motion, which carried on a roll call vote of Ayes 8, Noes 0.

City Clerk Judy Thompson presented a request to approve a premise permit for 100 Yard Club, Inc. to obtain a gambling license at Green Mill located at 2100 Highway 12 Southeast, Suite 3 and direct the City Clerk to forward same to the Gambling Control Board.

Resolution No. 19-108 Requesting That the Minnesota Gambling Control Board Approve the Application for a Premise Permit for the 100 Yard Club, Inc. was introduced by Council Member Fagerlie. Council Member Nelsen seconded the motion, which carried on a roll call vote of Ayes 8, Noes 0.

Council Member Asmus offered the following comments: "Hats Off" to Public Works Department for the water control during the last rain events; "Hats Off" to the Police Department for their involvement in the American Legion State Convention and willingness to adapt to schedule changes; the Bike MS Event is happening this weekend on Sunday from 5:00 p.m. to 9:00 p.m. at the Civic Center – there will be music, food and activities, and if interested in volunteering contact the Convention and Visitor's Bureau.

Council Member Plowman offered the following comments: 19th Avenue construction project is moving along and asked the public to be patient and careful when driving through the construction.

Council Member Fagerlie offered the following comments: Rockin' Robbins concert tomorrow night.

Council Member Mueske offered the following comments: Rockin' Robbins concert tomorrow will be a warm night; mosquito spraying is going on.

Council Member Schwantes offered the following comments: "Hats Off" to Police Chief Jim Felt for his efforts in regard to the sex trafficking grant, and offered several statistics regarding Kandiyohi County – if anyone is interested in being a part of the solution, contact Sara Carlson at the Willmar Area Community Foundation; Vision 2040 Leadership Program is accepting applications now through August 5th for training – Council Members Asmus, Nelsen and herself are involved in the program and they can assist with the application or one can be obtained from the website.

Council Member Fagerlie offered a motion to adjourn the meeting with Council Member Asmus seconding the motion which carried. The meeting adjourned at 8:23 p.m.

MAYOR

Attest:

SECRETARY TO THE COUNCIL

RESOLUTION NO. 19-098

A RESOLUTION AUTHORIZING THE SALE OF GENERAL OBLIGATION IMPROVEMENT BONDS, SERIES 2019A, SUBJECT TO CERTAIN PARAMETERS; FIXING THEIR FORM AND SPECIFICATIONS; DIRECTING THEIR EXECUTION AND DELIVERY; AND PROVIDING FOR THEIR PAYMENT

Motion By: Nelsen

Second By: Fagerlie

BE IT RESOLVED By the City Council of the City of Willmar, Kandiyohi County, Minnesota (the "City") as follows:

Section 1. Sale of Bonds.

1.01. It is determined that:

(a) the assessable public improvements including the costs of various street and utility improvement projects (the "Improvements") have been duly ordered by the City;

(b) the City is authorized by Minnesota Statutes, Chapter 429 (the "Improvement Act") to finance all or a portion of the cost of the Improvements by the issuance of general obligation bonds of the City payable from special assessments levied against benefited property and ad valorem taxes;

(c) on July 1, 2019, the City Council adopted a resolution calling a public hearing on an Ordinance entitled "An Ordinance Authorizing the Issuance of \$4,740,000 General Obligation Improvement Bonds, Series 2019A, and Levying of Taxes to Secure the Payment Thereof" (the "Ordinance");

(d) a public hearing on the adoption of the Ordinance was held this same date, and, following the public hearing the City Council adopted the Ordinance;

(e) it is necessary and expedient to the sound financial management of the affairs of the City to issue its General Obligation Improvement Bonds, Series 2019A (the "Bonds") in the approximate aggregate principal amount of \$4,740,000, subject to certain parameters provided herein, to provide financing for the Improvements pursuant to the Improvement Act to provide financing for the Improvements;

(f) the City hereby retains Baker Tilly Municipal Advisors, LLC ("Baker Tilly MA") to act as an independent municipal advisor for the purpose of reviewing the pricing fairness associated with the purchase and subsequent reoffering of the Bonds. It being thus determined that the City has retained an independent municipal advisor in connection with such sale, the City is authorized by Minnesota Statutes, Section 475.60, Subdivision 2(9) to negotiate the sale of the Bonds.

1.02 Pricing Committee. The City hereby establishes a pricing committee with respect to the Bonds comprising the Mayor (or a City Council member designated by the Mayor), the Interim City Administrator and the City Finance Director (the "Pricing Committee"). The Pricing Committee is authorized and directed, upon satisfaction of the conditions for the issuance of the Bonds under the City Charter and with the advice of Baker Tilly MA, to (i) review proposals for the sale of the Bonds; (ii) award the sale of the Bonds to the prospective purchaser (the "Purchaser") in an aggregate principal amount not to exceed \$4,740,000, with a true interest cost not to exceed 3.00% and a final maturity not later than February 1, 2030; (iii) approve the dates for optional redemption or any mandatory sinking fund redemption schedule; and (iv) approve the tax levy for the repayment of the Bonds. The City hereby approves the sale of the Bonds to the Purchaser, at the price, maturity schedule, and rates to be determined by the Pricing Committee based on the lowest true interest cost.

1.03. Terms and Principal Amounts of the Bonds. The City will forthwith issue and sell the Bonds pursuant to Minnesota Statutes, Section Chapters 429 and 475 (collectively, the "Act"), in an aggregate principal amount not to exceed \$4,740,000 bearing interest as determined by the Pricing Committee, and maturing on February 1 in the years and amounts as determined by the Pricing Committee.

1.04. Optional Redemption. The City may elect to prepay Bonds on the dates to be determined by the Pricing Committee. Redemption may be in whole or in part and if in part, at the option of the City and in such manner as the City will determine. Prepayments will be at a price of par plus accrued interest.

Section 2. Registration and Payment.

2.01. Registered Form. Each Bond will be issued as a single typewritten bond, only in fully registered form. The interest thereon and, upon surrender of each of the Bonds, the principal amount thereof, is payable by check or draft issued by the Registrar described herein.

2.02. Dates; Interest Payment Dates. The Bonds will be dated as of the date of delivery. The interest on the Bonds will be payable on the dates to be determined by the Pricing Committee and set forth in the Bonds to the registered owners of record thereof as of the close of business on the 15th day of the immediately preceding month, whether or not that day is a business day.

2.03. Registration. The City appoints the City Finance Director as bond registrar, transfer agent, authenticating agent and paying agent (the "Registrar"). The effect of registration and the rights and duties of the City and the Registrar with respect thereto are as follows:

(a) Register. The Registrar must keep at its principal corporate trust office a bond register in which the Registrar provides for the registration of ownership of the Bonds and the registration of transfers and exchanges of the Bonds entitled to be registered, transferred or exchanged.

(b) Transfer of Bonds. Upon surrender for transfer of a Bond duly endorsed by the registered owner thereof or accompanied by a written instrument of transfer, in form satisfactory to the Registrar, duly executed by the registered owner thereof or by an attorney duly authorized by the registered owner in

writing, the Registrar will authenticate and deliver, in the name of the designated transferee or transferees, one or more new Bonds of a like aggregate principal amount and maturity, as requested by the transferor. The Registrar may, however, close the books for registration of any transfer after the 15th day of the month preceding each interest payment date and until that interest payment date.

(c) Exchange of Bonds. When a Bond is surrendered by the registered owner for exchange the Registrar will authenticate and deliver one or more new Bonds of a like aggregate principal amount and maturity as requested by the registered owner or the owner's attorney in writing.

(d) Cancellation. Bonds surrendered upon transfer or exchange will be promptly cancelled by the Registrar and thereafter disposed of as directed by the City.

(e) Improper or Unauthorized Transfer. When a Bond is presented to the Registrar for transfer, the Registrar may refuse to transfer the Bond until the Registrar is satisfied that the endorsement on the Bond or separate instrument of transfer is valid and genuine and that the requested transfer is legally authorized. The Registrar will incur no liability for the refusal, in good faith, to make transfers which it, in its judgment, deems improper or unauthorized.

(f) Persons Deemed Owners. The City and the Registrar may treat the person in whose name a Bond is registered in the bond register as the absolute owner of the Bond, whether the Bond is overdue or not, for the purpose of receiving payment of, or on account of, the principal of and interest on the Bond and for all other purposes, and payments so made to a registered owner or upon the owner's order will be valid and effectual to satisfy and discharge the liability upon the Bond to the extent of the sum or sums so paid.

(g) Taxes, Fees and Charges. The Registrar may impose a charge upon the owner thereof for a transfer or exchange of Bonds sufficient to reimburse the Registrar for any tax, fee or other governmental charge required to be paid with respect to the transfer or exchange.

(h) Mutilated, Lost, Stolen or Destroyed Bonds. If a Bond becomes mutilated or is destroyed, stolen or lost, the Registrar will deliver a new Bond of like amount, number, maturity date and tenor in exchange and substitution for and upon cancellation of the mutilated Bond or in lieu of and in substitution for a Bond destroyed, stolen or lost, upon the payment of the reasonable expenses and charges of the Registrar in connection therewith; and, in the case of a Bond destroyed, stolen or lost, upon filing with the Registrar of evidence satisfactory to it that the Bond was destroyed, stolen or lost, and of the ownership thereof, and upon furnishing to the Registrar of an appropriate bond or indemnity in form, substance and amount satisfactory to it and as provided by law, in which both the City and the Registrar must be named as obligees. Bonds so surrendered to the Registrar will be cancelled by the Registrar and evidence of such cancellation must be given to the City. If the mutilated, destroyed, stolen or lost Bond has already matured or been called for redemption in accordance with its terms it is not necessary to issue a new Bond prior to payment.

(i) Redemption. In the event any of the Bonds are called for redemption, notice thereof identifying the Bonds to be redeemed will be given by the Registrar by mailing a copy of the redemption notice by first class mail (postage prepaid) to the registered owner of each Bond to be redeemed at the address shown on the registration books kept by the Registrar and by publishing the notice if required by law. Failure to give notice by publication or by mail to any registered owner, or any defect therein, will not affect the validity of the proceedings for the redemption of Bonds. The Bonds so called for redemption will cease to bear interest after the specified redemption date, provided that the funds for the redemption are on deposit with the place of payment at that time.

2.04. Execution and Delivery. The Bonds will be prepared under the direction of the City Finance Director and executed on behalf of the City by the signatures of the Mayor and the City Clerk, provided that all signatures may be printed, engraved or lithographed facsimiles of the originals. If an officer whose signature or a facsimile of whose signature appears on the Bonds ceases to be such officer before the delivery of the Bonds, that

signature or facsimile will nevertheless be valid and sufficient for all purposes, the same as if the officer had remained in office until delivery. When the Bonds have been so prepared and executed, the City Finance Director will deliver the same to the Purchaser upon payment of the purchase price in accordance with the contract of sale heretofore made and executed, and the Purchaser is not obligated to see to the application of the purchase price.

Section 3. Form of Bonds.

3.01. Execution of the Bonds. The Bonds will be printed or typewritten in substantially the form as shown in **EXHIBIT A**.

3.02. Approving Legal Opinion. The City Finance Director will obtain a copy of the proposed approving legal opinion of Kennedy & Graven, Chartered, Minneapolis, Minnesota, which will be complete except as to dating thereof and will cause the opinion to be printed on or accompany the Bonds.

Section 4. Payment; Security; Pledges and Covenants.

4.01. (a) Debt Service Fund. The Bonds are payable from the General Obligation Improvement Bonds, Series 2019A Debt Service Fund (the "Debt Service Fund") hereby created. The Debt Service Fund shall be administered and maintained by the Finance Director as a bookkeeping account separate and apart from all other funds maintained in the official financial records of the City. Amounts in the Debt Service Fund are irrevocably pledged to the Bonds. To the Debt Service Fund hereby created, there is hereby pledged and irrevocably appropriated and there will be credited: (A) the proceeds of ad valorem taxes herein or hereafter levied (the "Taxes"), and, subject to 4.01(b), the special assessments levied against the property specially benefited by the Improvements (the "Assessments"); (B) capitalized interest financed from Bond proceeds, if any; and (C) all investment earnings on funds in the Debt Service Fund; and (E) any and all other moneys which are properly available and are appropriated by the City Council to the Debt Service Fund. If a payment of principal or interest on the Bonds becomes due when there is not sufficient money in the Debt Service Fund to pay the same, the City Finance Director is directed to pay such principal or interest from other funds of the City, and such fund will be reimbursed for those advances out of the proceeds of Assessments and Taxes when collected.

(b) Construction Fund. The proceeds of the Bonds, less the appropriations made in Section 4.01(a), together with the Assessments collected during the construction of the Improvements and any other funds appropriated for the Improvements will be deposited in a separate construction fund (the "Construction Fund") to be used solely to defray expenses of the Improvements and the payment of principal and interest on the Bonds prior to the completion and payment of all costs of the Improvements. Any balance remaining in the Construction Fund after completion of the Improvements and the costs thereof paid, may be used as provided in Minnesota Statutes, section 475.65. Thereafter, the Construction Fund is to be closed and any remaining balances therein and subsequent collections of Assessments for the Improvements and any Taxes are to be deposited in the Debt Service Fund.

4.02. Covenants. It is hereby determined that the Improvements will directly and indirectly benefit abutting property and other identified property, and the City hereby covenants with the holders from time to time of the Bonds as follows:

(a) The City has caused or will cause the Assessments for the Improvements to be promptly levied so that the first installment will be collectible not later than 2020 and will take all steps necessary to assure prompt collection, and the levy of the Assessments is hereby authorized. The City Council will cause to be taken with due diligence all further actions that are required for the construction of each Improvement financed wholly or partly from the proceeds of the Bonds, and will take all further actions necessary for the final and valid levy of the Assessments and the appropriation of any other funds needed to pay the Bonds and interest thereon when due.

(b) In the event of any current or anticipated deficiency in Assessments and Taxes, the City Council will levy additional ad valorem taxes in the amount of the current or anticipated deficiency.

(c) The City will keep complete and accurate books and records showing: receipts and disbursements in connection with the Improvements, Assessments and Taxes levied therefor and other funds appropriated for their payment, collections thereof and disbursements therefrom, monies on hand and, the balance of unpaid Assessments and Taxes.

(d) The City will cause its books and records to be audited at least annually and will furnish copies of such audit reports to any interested person upon request.

4.03. Pledge of Taxes. It is determined that at least 20% of the cost of the Improvements will be specially assessed against benefited properties. For the purpose of paying the principal of and interest on the Bonds, there is levied a direct annual irrevocable ad valorem tax (the "Taxes") upon all of the taxable property in the City, which will be spread upon the tax rolls and collected with and as part of other general taxes of the City. The Taxes will be credited to the Debt Service Fund above provided and will be in the years and amounts as to be set for in the certificate of the Pricing Committee.

4.04. Certification as to Debt Service Fund Amount. It is hereby determined that the estimated collections of Assessments and the foregoing Taxes will produce at least 5% in excess of the amount needed to meet when due the principal and interest payments on the Bonds. The tax levy herein provided is irrevocable until the Bonds are paid, provided that at the time the City makes its annual tax levies the Finance Director may certify to the County Auditor of Kandiyohi County the amount available in the Debt Service Fund to pay principal and interest due during the ensuing year, and the County Auditor will thereupon reduce the levy collectible during such year by the amount so certified.

4.05. County Auditor Certificate as to Registration. If no Certificate of Intent is filed in accordance with Section 7.04(j) of the City Charter within 15 days after adoption of this resolution, the Clerk is hereby directed to file a certified copy of this resolution and a copy of the certificate of the Pricing Committee with the County Auditor of Kandiyohi County, Minnesota, together with such other information as he or she shall require, and to obtain the County Auditor's certificate that the Bonds have been entered in the County Auditor's Bond Register, and the tax levy required by law has been made.

Section 5. Authentication of Transcript.

5.01. City Proceedings and Records. The officers of the City are authorized and directed to prepare and furnish to the Purchaser and to the attorneys approving the Bonds, certified copies of proceedings and records of the City relating to the Bonds and to the financial condition and affairs of the City, and such other certificates, affidavits and transcripts as may be required to show the facts within their knowledge or as shown by the books and records in their custody and under their control, relating to the validity and marketability of the Bonds, and such instruments, including any heretofore furnished, will be deemed representations of the City as to the facts stated therein.

5.02. No Official Statement or Prospectus. It is determined that no official statement or prospectus has been prepared or circulated by the City in connection with the sale of the Bonds and that the Purchaser has made its own investigations concerning the City as set forth in an investment letter of even date, receipt of which is hereby acknowledged.

5.03. Other Certificates. The Mayor, Interim City Administrator and Finance Director, or any of them, are hereby authorized and directed to furnish at the closing such certificates as are required as a condition of sale. Unless litigation shall have been commenced and be pending questioning the Bonds or the organization of the City or incumbency of its officers, at the closing the Mayor, Interim City Administrator and Finance Director, or any of them, shall also execute and deliver to the Purchaser a suitable certificate as to absence of material litigation, and the Finance Director shall also execute and deliver a certificate as to payment for and delivery of the Bonds.

Section 6. Tax Covenant.

6.01. Tax-Exempt Bonds. The City covenants and agrees with the holders from time to time of the Bonds that it will not take or permit to be taken by any of its officers, employees or agents any action which would cause the interest on the Bonds to become subject to taxation under the Internal Revenue Code of 1986, as amended (the "Code"), and the Treasury Regulations promulgated thereunder, in effect at the time of such actions, and that it will take or cause its officers, employees or agents to take, all affirmative action within its power that may be necessary to ensure that such interest will not become subject to taxation under the Code and applicable Treasury Regulations, as presently existing or as hereafter amended and made applicable to the Bonds.

6.02. Rebate. The City will comply with requirements necessary under the Code to establish and maintain the exclusion from gross income of the interest on the Bonds under Section 103 of the Code, including without limitation requirements relating to temporary periods for investments, limitations on amounts invested at a yield greater than the yield on the Bonds, and the rebate of excess investment earnings to the United States if the Bonds (together with other obligations reasonably expected to be issued in calendar year 2019) exceed the small-issuer exception amount of \$5,000,000.

6.03. Not Private Activity Bonds. The City further covenants not to use the proceeds of the Bonds or to cause or permit them or any of them, or the Improvements, to be used, in such a manner as to cause the Bonds to be "private activity bonds" within the meaning of Sections 103 and 141 through 150 of the Code.

6.04. Qualified Tax-Exempt Obligations. In order to qualify the Bonds as "qualified tax-exempt obligations" within the meaning of Section 265(b)(3) of the Code, the City makes the following factual statements and representations:

- (a) the Bonds are not "private activity bonds" as defined in Section 141 of the Code;
- (b) the City designates the Bonds as "qualified tax-exempt obligations" for purposes of Section 265(b)(3) of the Code;
- (c) the reasonably anticipated amount of tax-exempt obligations (other than private activity bonds that are not qualified 501(c)(3) bonds which will be issued by the City (and all subordinate entities of the City) during calendar year 2019 will not exceed \$10,000,000; and
- (d) not more than \$10,000,000 of obligations issued by the City during calendar year 2019 have been designated for purposes of Section 265(b)(3) of the Code.

6.05. Procedural Requirements. The City will use its best efforts to comply with any federal procedural requirements which may apply in order to effectuate the designations made by this section.

Section 7. No Requirement of Continuing Disclosure. The Purchaser need not comply with the continuing disclosure requirements of Rule 15c2-12 promulgated by the Securities and Exchange Commission under the Securities Exchange Act of 1934 (the "Rule"). Consequently, the City will not enter into any undertaking to provide continuing disclosure of any kind with respect to the Bonds.

Section 8. Defeasance. When all of the Bonds and all interest thereon have been discharged as provided in this section, all pledges, covenants and other rights granted by this resolution to the holders of the Bonds will cease, except that the pledge of the full faith and credit of the City for the prompt and full payment of the principal of and interest on the Bonds will remain in full force and effect. The City may discharge the Bonds which are due on any date by depositing with the Registrar on or before that date a sum sufficient for the payment thereof in full or by depositing irrevocably in escrow, with a suitable institution qualified by law as an escrow agent for this purpose, cash or securities which are backed by the full faith and credit of the United States of America, or any other security authorized under Minnesota law for such purpose, bearing interest

payable at such times and at such rates and maturing on such dates and in such amounts as shall be required and sufficient, subject to sale and/or reinvestment in like securities, to pay said obligation(s), which may include any interest payment on such Bond and/or principal amount due thereon at a stated maturity (or if irrevocable provision shall have been made for permitted prior redemption of such principal amount, at such earlier redemption date). If any Bond should not be paid when due, it may nevertheless be discharged by depositing with the Registrar a sum sufficient for the payment thereof in full with interest accrued to the date of such deposit.

The motion for the adoption of the foregoing resolution was duly seconded by Member Fagerlie, and upon vote being taken thereon, the following voted in favor thereof: Council Members Rick Fagerlie, Shawn Mueske, Kathy Schwantes, Vicki Davis, Fernando Alvarado, Julie Asmus, Andrew Plowman, and Audrey Nelsen and the following voted against the same: None

whereupon said resolution was declared duly passed and adopted on this 15th day of July, 2019.

s/s Marv Calvin
Mayor

ATTEST:

s/s Judy Thompson
City Clerk

RESOLUTION NO. 19-099

RESOLUTION ADOPTING A MODIFICATION TO THE DEVELOPMENT PROGRAM FOR MUNICIPAL DEVELOPMENT DISTRICT NO. II AND A MODIFICATION TO THE TAX INCREMENT FINANCING PLAN FOR THE LEGACY ON FIRST TAX INCREMENT FINANCING DISTRICT.

Motion By: Fagerlie Second By: Asmus

BE IT RESOLVED by the City Council ("Council") of the City of Willmar, Minnesota ("City"), as follows:

Section 1. Recitals

1.01. The Council has heretofore established Municipal Development District No. II (the "Development District") and adopted a Development Program therefor. It has been proposed by the City that the City enlarge the Development District and adopt a Modification to the Development Program (the "Development Program Modification") for the Development District and adopt a Modification to the Tax Increment Financing Plan (the "TIF Plan Modification") for the Legacy on First Tax Increment Financing District (the "TIF District") which are referred to collectively herein as the "Modifications", all pursuant to and in conformity with applicable law, including Minnesota Statutes, Sections 469.124 to 469.133 and Sections 469.174 to 469.1794, all inclusive, as amended, (the "Act") all as reflected in the Modifications, and presented for the Council's consideration.

1.02. The City has investigated the facts relating to the Modifications and have caused the Modifications to be prepared.

1.03. The City has performed all actions required by law to be performed prior to the adoption and approval of the proposed Modifications, including, but not limited to, notification of Kandiyohi County and Independent School District No. 347, having taxing jurisdiction over the property in the TIF District, a review of and written comment on the Development Program Modification by the City Planning Commission, and the holding of a public hearing upon published notice as required by law.

1.04. The City is modifying the boundaries of the Development District to be coterminous with the city limits of the City of Willmar.

1.05. The City is not extending the duration or modifying the boundaries of the TIF District.

Section 2. Findings for the Development Program Modification

2.01. The Council hereby finds that: (a) the land within the Development District would not be available for development or redevelopment without the financial aid to be sought under the Development Program Modification; (b) the Development Program Modification will afford maximum opportunity, consistent with the needs of the City as a whole, for the development of the Development District by private enterprise; and (c) the Development Program Modification conforms to the general plan for the development of the City as a whole.

2.02. These findings are based on the facts and conditions described in the Development Program Modification, which is incorporated herein by reference.

Section 3. Findings for the TIF Plan Modification

3.01 The Council hereby reaffirms the original findings for the TIF District, namely that it was established as a "redevelopment district".

3.02 The Modifications are being completed to allow for the enlargement of Development District Number 3, and to authorize the expenditure of tax increments from Tax Increment Financing District Number 3, to be spent within the boundaries of Development District Number 3, as enlarged, or additional project costs.

3.03 The TIF Plan Modification conforms to the general plan for development or redevelopment of the City as a whole. The fact supporting this finding is that the TIF Plan Modification will generally complement and serve to implement policies adopted in the City's comprehensive plan.

3.04 The TIF Plan Modification will afford maximum opportunity, consistent with the sound needs of the City as a whole, for the development or redevelopment of the Development District by private enterprise. The facts supporting this finding are that the TIF Plan Modification will continue the redevelopment by private enterprise that has been stimulated under the original plan for the TIF District.

3.05 The Council further finds the future redevelopment, in the opinion of the City, would not reasonably be expected to occur solely through private investment within the reasonably foreseeable future and therefore the use of tax increment financing is deemed necessary.

Section 4. Public Purpose

4.01. The adoption of the Modifications conform in all respects to the requirements of the Act and will help fulfill a need to redevelop an area of the State which is already built up, to provide employment opportunities, to provide housing opportunities, to improve the tax base and to improve the general economy of the State and thereby serves a public purpose.

Section 5. Approval and Adoption of the Modifications

5.01. The Modifications, as presented to the Council on this date, are hereby approved, ratified, adopted and shall be placed on file in the office of the Director of Planning and Development Services.

5.02. The staff, the City's advisors and legal counsel are authorized and directed to proceed with the implementation of the Modifications and for this purpose to negotiate, draft, prepare and present to this Council for its consideration all further modifications, resolutions, documents and contracts necessary for this purpose. Approval of the Modifications does not constitute approval of any project or a Development Agreement with any developer.

5.03. The Director of Planning and Development Services is authorized and directed to forward a copy of the Modifications to the Commissioner of the Minnesota Department of Revenue and the Office of the State Auditor pursuant to M.S., Section 469.175, Subd. 4a.

5.04. The Director of Planning and Development Services is further authorized and directed to file a copy of the Modifications with the Kandiyohi County Auditor.

Dated this 15th day of July, 2019

s/s Marv Calvin
MAYOR

Attest:

s/s Judy Thompson
CITY CLERK

RESOLUTION NO. 19-100

RESOLUTION ADOPTING A MODIFICATION TO THE DEVELOPMENT PROGRAM FOR MUNICIPAL DEVELOPMENT DISTRICT NO. VI AND A MODIFICATION TO THE TAX INCREMENT FINANCING PLAN FOR TAX INCREMENT FINANCING DISTRICT NO. 3.

Motion By: Fagerlie Second By: Mueske

BE IT RESOLVED by the City Council ("Council") of the City of Willmar, Minnesota ("City"), as follows:

Section 1. Recitals

1.01. The Council has heretofore established Municipal Development District No. VI (the "Development District") and adopted a Development Program therefor. It has been proposed by the City that the City enlarge the Development District and adopt a Modification to the Development Program (the "Development Program Modification") for the Development District and adopt a Modification to the Tax Increment Financing Plan (the "TIF Plan Modification") for Tax Increment Financing District No. 3 (the "TIF District") which are referred to collectively herein as the "Modifications", all pursuant to and in conformity with applicable law, including Minnesota Statutes, Sections 469.124 to 469.133 and Sections 469.174 to 469.1794, all inclusive, as amended, (the "Act") all as reflected in the Modifications, and presented for the Council's consideration.

1.02. The City has investigated the facts relating to the Modifications and have caused the Modifications to be prepared.

1.03. The City has performed all actions required by law to be performed prior to the adoption and approval of the proposed Modifications, including, but not limited to, notification of Kandiyohi County and Independent School District No. 347, having taxing jurisdiction over the property in the TIF District, a review of and written comment on the Development Program Modification by the City Planning Commission, and the holding of a public hearing upon published notice as required by law.

1.04. The City is modifying the boundaries of the Development District to be coterminous with the city limits of the City of Willmar.

1.05. The City is extending the duration but is not modifying the boundaries of the TIF District.

Section 2. Findings for the Development Program Modification

2.01. The Council hereby finds that: (a) the land within the Development District would not be available for development or redevelopment without the financial aid to be sought under the Development Program Modification; (b) the Development Program Modification will afford maximum opportunity, consistent with the needs of the City as a whole, for the development of the Development District by private enterprise; and (c) the Development Program Modification conforms to the general plan for the development of the City as a whole.

2.02. These findings are based on the facts and conditions described in the Development Program Modification, which is incorporated herein by reference.

Section 3. Findings for the TIF Plan Modification

3.01 The Council hereby reaffirms the original findings for the TIF District, namely that it was established as an "economic development district".

3.02 The Modifications are being completed to allow for the enlargement of Development District Number 3, and to authorize the expenditure of tax increments from Tax Increment Financing District Number 3, to be spent within the boundaries of Development District Number 3, as enlarged, or additional project costs.

3.03 The TIF Plan Modification conforms to the general plan for development or redevelopment of the City as a whole. The fact supporting this finding is that the TIF Plan Modification will generally complement and serve to implement policies adopted in the City's comprehensive plan.

3.04 The TIF Plan Modification will afford maximum opportunity, consistent with the sound needs of the City as a whole, for the development or redevelopment of the Development District by private enterprise. The facts supporting this finding are that the TIF Plan Modification will continue the redevelopment by private enterprise that has been stimulated under the original plan for the TIF District.

3.05 The Council further finds the future redevelopment, in the opinion of the City, would not reasonably be expected to occur solely through private investment within the reasonably foreseeable future and therefore the use of tax increment financing is deemed necessary.

Section 4. Public Purpose

4.01. The adoption of the Modifications conform in all respects to the requirements of the Act and will help fulfill a need to redevelop an area of the State which is already built up, to provide employment opportunities, to provide housing opportunities, to improve the tax base and to improve the general economy of the State and thereby serves a public purpose.

Section 5. Approval and Adoption of the Modifications

5.01. The Modifications, as presented to the Council on this date, are hereby approved, ratified, adopted and shall be placed on file in the office of the Director of Planning and Development Services.

5.02. The staff, the City's advisors and legal counsel are authorized and directed to proceed with the implementation of the Modifications and for this purpose to negotiate, draft, prepare and present to this Council for its consideration all further modifications, resolutions, documents and contracts necessary for this purpose. Approval of the Modifications does not constitute approval of any project or a Development Agreement with any developer.

5.03. The Director of Planning and Development Services is authorized and directed to forward a copy of the Modifications to the Commissioner of the Minnesota Department of Revenue and the Office of the State Auditor pursuant to M.S., Section 469.175, Subd. 4a.

5.04. The Director of Planning and Development Services is further authorized and directed to file a copy of the Modifications with the Kandiyohi County Auditor.

Dated this 15th day of July, 2019.

s/s Marv Calvin
MAYOR

Attest:

s/s Judy Thompson
CITY CLERK

RESOLUTION NO. 19-101

A RESOLUTION ADOPTING THE LAND PURCHASE AGREEMENT WITH HOFFMAN CONSTRUCTION COMPANY

Motion By: Schwantes

Second By: Plowman

BE IT RESOLVED by the City Council of the City of Willmar, a Municipal Corporation of the State of Minnesota that the land purchase agreement with Hoffman Construction Company is accepted, and

BE IT FURTHER RESOLVED that the Mayor and City Administrator of the City of Willmar are hereby authorized to execute a version thereof.

Dated this 15th day of July, 2019

s/s Marv Calvin
Mayor

Attest:

s/s Judy Thompson
City Clerk

RESOLUTION NO. 19-102

A RESOLUTION AWARDING THE BIDS FOR THE SPERRY PICKLE BALL COURTS PROJECT

Motion By: Plowman Second By: Asmus

BE IT RESOLVED by the City Council of the City of Willmar, a Municipal Corporation of the State of Minnesota, that the bid of Riley Brothers Construction, Inc. of Morris, MN, AnDi's FenceAll of Glenwood, MN and Surface Pro of Anoka, MN for the Sperry Pickle Ball Courts project 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 bidders for the terms and consideration of the contract in the total amount of \$72,458.36.

Dated this 15th day of July, 2019

s/s Marv Calvin
Mayor

Attest:

s/s Judy Thompson
City Clerk

RESOLUTION NO. 19-103

A RESOLUTION ACCEPTING CHANGE ORDER NO. 1 FOR PROJECT NO. 1804.

Motion By: Plowman Second By: Asmus

BE IT RESOLVED by the City Council of the City of Willmar, a Municipal Corporation of the State of Minnesota, that the Mayor and City Administrator of the City of Willmar are hereby authorized to modify the contract for Project No. 1804 between the City of Willmar and Duininck, Inc. of Prinsburg, Minnesota by Change Order No. 1 in the increased amount of \$926.90.

Dated this 15th day of July, 2019

s/s Marv Calvin
MAYOR

ATTEST:

s/s Judy Thompson
CITY CLERK

RESOLUTION NO. 19-104

A RESOLUTION ACCEPTING PROJECT NO. 1804 AND AUTHORIZING FINAL PAYMENT

Motion By: Plowman Second By: Alvarado

IMPROVEMENT: Project No. 1804 – Path Overlay of North Business 71

CONTRACTOR: Duinick, Inc.
DATE OF CONTRACT: June 18, 2018
BEGIN WORK: August 21, 2018
COMPLETE WORK: May 30, 2019
APPROVE, ENGINEERING DEPT: May 30, 2019

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

1. The said City of Willmar Project No. 1804 be herewith approved and accepted by the City of Willmar.
2. The following summary and final payment be approved:

ORIGINAL CONTRACT AMOUNT:	\$82,270.00
FINAL NET CONTRACT AMOUNT, PROPOSED:	\$82,270.00
CHANGE ORDER NO. 1:	\$926.90
ACTUAL FINAL CONTRACT AMOUNT AS CONSTRUCTED:	\$83,196.90
Less Previous Payments	\$72,608.41
FINAL PAYMENT DUE CONTRACTOR:	\$10,588.49

Dated this 15th day of July, 2019

s/s Marv Calvin
Mayor

Attest:

s/s Judy Thompson
City Clerk

RESOLUTION NO. 19-105

APPROVING A CITY ADMINISTRATOR'S CHOICE TO BE EXCLUDED FROM PARTICIPATING IN THE PERA COORDINATED PLAN

Motion By: Mueske Second By: Alvarado

WHEREAS, Brian Gramentz is the City Administrator of the City of Willmar having been duly appointed effective June 11, and

WHEREAS, acting under Minnesota Statutes §353.028, Brian Gramentz has chosen to be excluded from membership in the Coordinated Plan of the Public Employees Retirement Association (PERA) effective upon filing such election with the PERA office, and

WHEREAS, Brian Gramentz has provided this Council with a copy of such written election, and

WHEREAS, in making this election, Brian Gramentz has agreed that he will not at any time in the future seek any authorization to purchase service credit for any period of excluded service.

NOW, THEREFORE, BE IT RESOLVED by the City Council of Willmar that said election be excluded from membership in the Coordinated Plan of the Public Employees Retirement Association is hereby approved.

Dated this 15th day of July, 2019

s/s Marv Calvin
Mayor

Attest:

s/s Judy Thompson
City Clerk

RESOLUTION NO. 19-106

FOR A LEGISLATIVE BODY RELATING TO A 457 DEFERRED COMPENSATION PLAN

Motion By: Alvarado Second By: Mueske

Name of Employer: City of Willmar State: Minnesota
Title of Program Coordinator: Finance Director
Resolution of the above named Employer

WHEREAS, The Employer has employees rendering valuable services, and

WHEREAS, the establishment of a deferred compensation plan for such employees serves the interests of the Employer by enabling it to provide reasonable retirement security for its employees, by providing increased flexibility in its personnel management system, and by assisting in the attraction and retention of competent personnel; and

WHEREAS, the Employer has determined that the establishment of a deferred compensation plan to be administered by the ICMA Retirement Corporation serves the above objectives; and

WHEREAS, the Employer desires that its deferred compensation plan be administered by the ICMA Retirement Corporation, and that some or all of the funds held under such plan be invested in VantageTrust, a trust established by public employers for the collective investment of funds held under their retirement and deferred compensation plans; .

NOW, THEREFORE, BE IT RESOLVED that the Employer hereby adopts the deferred compensation plan (the "Plan") in the form of the ICMA Retirement Corporation Deferred Compensation Plan and Trust, referred to as Appendix A

BE IT FURTHER RESOLVED that the Employer hereby adopts the Declaration of Trust of VantageTrust, attached hereto as Appendix B, intending this adoption to be operative with respect to any retirement or deferred compensation plan subsequently established by the Employer, if the assets of the plan are to be invested in VantageTrust.

BE IT FURTHER RESOLVED that the assets of the Plan shall be held in trust, with the Employer serving as trustee, for the exclusive benefit of the Plan participants and their beneficiaries, and the assets shall not be diverted to any other purpose.

BE IT FURTHER RESOLVED that the Employer hereby agrees to serve as trustee under the Plan.

BE IT FURTHER RESOLVED that the Finance Director shall be the coordinator for this program; shall receive necessary reports, notices, etc. from ICMA Retirement Corporation or VantageTrust; shall cast, on behalf of the Employer, any required votes under VantageTrust; Administrative duties to carry out the plan may be assigned to the appropriate departments, and is authorized to execute all necessary agreements with ICMA Retirement Corporation incidental to the administration of the Plan.

Dated this 15th day of July, 2019.

s/s Marv Calvin
Mayor

Attest:

s/s Judy Thompson
City Clerk

I, Judy Thompson, Clerk of the City of Willmar, do hereby certify that the foregoing resolution, proposed by Council Member Alvarado, of the City of Willmar, was duly passed and adopted by the City Council of the City of Willmar at its regular meeting thereof assembled the 15th day of July, 2019 by the following vote:

AYES: 8
NAYES: 0
ABSENT: 0

s/s Judy Thompson
Clerk of the City of Willmar

RESOLUTION NO. 19-107

AUTHORIZING THE CITY TO PARTICIPATE IN INTERNATIONAL CITY/COUNTY MANAGERS ASSOCIATION CONTRACT

Motion By: Mueske

Second By: Alvarado

BE IT RESOLVED by the City Council of the City of Willmar to participate in the International City/County Managers Association Contract for pension contributions and authorize the Mayor to sign on behalf of the City.

Dated this 15th of July, 2019

s/s Marv Calvin
MAYOR

Attest:

s/s Judy Thompson
CITY CLERK

RESOLUTION NO. 19-108

REQUESTING THAT THE MINNESOTA GAMBLING CONTROL BOARD APPROVE THE APPLICATION FOR A PREMISE PERMIT FOR THE 100 YARD CLUB, INC.

Motion By: Fagerlie Second By: Nelsen

WHEREAS, the 100 Yard Club, Inc. has applied to the Minnesota Gambling Control Board to obtain a Premise Permit for a Gambling License at the Green Mill , 2100 Hwy 12 SE, Suite 3, Willmar, Minnesota;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Willmar that the City approves of the Premise Permit for the 100 Yard Club, Inc. and respectfully requests that the State of Minnesota Gambling Control Board approve the Premise Permit to the 100 Yard Club, Inc.

Dated this 15th day of July, 2019.

s/s Marv Calvin
MAYOR

ATTEST:

s/s Judy Thompson
CITY CLERK

WILLMAR MUNICIPAL UTILITIES MINUTES
MUNICIPAL UTILITIES AUDITORIUM
JULY 22, 2019

The Municipal Utilities Commission met in its regular scheduled meeting on Monday, July 22, 2019 at 11:45 a.m. in the Municipal Utilities Auditorium with the following Commissioners present: Justin Mattern, Nathan Weber, Abdirizak Mahboub, Bruce DeBlieck, Ross Magnuson and Brendan MacDonald. Absent was Commissioner Carol Laumer.

Others present at the meeting were: General Manager John Harren, Power Supply Manager Chris Carlson, Energy Services & Marketing Rep Michelle Marotzke, SI Coordinator Mike Sangren, Administrative Secretary Beth Mattheisen, City Attorney Robert Scott (via teleconference), City Councilmember Audrey Nelsen, and WC Tribune Journalist Shelby Lindrud.

Due to the absence of Commission President Laumer, Commission Vice President Mattern opened the meeting by asking if any revisions were needed to the presented agenda. There being none, Commissioner Mattern continued by requesting a resolution to approve the Consent Agenda. Commissioner Mahboub offered a resolution to approve the Consent Agenda as presented. Commissioner DeBlieck seconded.

RESOLUTION NO. 25

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

- ❖ Minutes from the July 8, 2019 Commission meeting; and,
- ❖ Bills represented by vouchers No. 191079 to No. 191133 and associated wire transfers inclusive in the amount of \$2,127,114.53.

Dated this 22nd day of July, 2019.

Vice President

Attest:

Secretary

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

Commissioner DeBlieck (PC Chair) reviewed with the Commission the July 17th WMU Planning Committee meeting minutes (see attached). Agenda items discussed included: 1) local generation update; and, 2) future WMU facility site considerations update. Following a review of the presented minutes, Commissioner DeBlieck offered a motion to approve the minutes as presented. Commissioner MacDonald seconded the motion which carried by a vote of six ayes and zero nays.

In conjunction with the Planning Committee meeting, General Manager Harren presented the Commission with a PowerPoint presentation regarding the status of Willmar’s proposed local generation analysis. Included in the discussion was the value of local generation along with current and future reliability as it relates to the Utility’s generation. Harren noted that in 2016, the Commission had indicated their desire for local generation to cover 25% of Willmar’s electrical load (currently 20% with the existing diesel generators) and should consist of diversified fuel sources. This additional generation provides added blackout reliability in the event of a catastrophic loss of transmission and also provides

transmission stability. Four options currently available to expand Willmar's generation were reviewed along with the cost estimates for each scenario. Options for consideration at this time are:

- 1) Purchase new 10.8 MW dual fuel engine & bldg. with stack: \$14.125 million
- 2) Purchase new 9.37 MW dual fuel fully contained engine (60 ft. stack included): \$22.13 million
- 3) Purchase new 9.37 MW dual fuel engine & bldg.: \$14.0 million
- 4) Purchase 5 used 2.0 MW diesel generators with 125 ft. stacks & generation plant bldg: \$8.124 million

General Manager Harren continued by reviewing a cost analysis of used diesel units vs new dual fuel units. Data contained in the analysis included: costs/financing; capacity agreement & annual projected revenue; annual maintenance costs; cost of Tier 4 Compliance if required; loss of income (investments); annual net gain; and, annual return on the investment. Financial considerations were discussed as well as permitting time frames and mandated requirements/regulations (local & state). Examples of various stack designs were also shown for information.

Staff Electrical Engineer Smith provided an overview of Willmar's current transmission system along with potential future transmission improvements. Smith stated that a transmission study being led by GRE is currently in progress. Other participants of the study include MRES, Ottertail Power, Xcel Energy and WMU. Potential transmission improvements were presented for discussion. General Manager Harren provided insight to the Commission on the additional reliability the new Priam Substation has related to Willmar's transmission system.

Following considerable discussion which included future criteria and local backup generation information, Commissioner Mattern stated that due to the lack of urgency at this time, he offered a motion to decline the purchase of additional generator units at this time. Mattern further directed Staff to remain diligent in their efforts to explore any future generation and/or transmission options that may arise that would be advantageous for the Utility to pursue. Commissioner DeBlieck seconded the motion which carried by a vote of six ayes and zero nays.

General Manager Harren presented the Commission with the June 2019 Financial Reports along with a recap of the June 30, 2019 Investment Portfolio. The data presented included analyses of the Electric, Water, Heating and Combined Divisions. Information contained in the reports reflect operating revenues & expenses, operating income, and retained earnings. The Investment Portfolio presented a summary of WMU's securities and associated brokerage firms/agencies to date.

Energy Services & Marketing Rep Marotzke presented the Commission with a status update of the district heating transitioning process. As a reminder, the Willmar's district heating system will be terminated effective July 1, 2020. The peak customer count was 394 in 1990. In 2017, the number was reduced to 218 customers (commercial & residential). Currently, there are 122 customers/properties remaining on the system. Marotzke recapped the notification process which has been utilized in an effort to provide direction and assistance to our customers. Customers who have not contacted the Utility regarding their transition will be personally contacted (this fall) by WMU Staff to assist them through the conversion process.

General Manager Harren informed the Commission of two upcoming WMU Committee meetings that have been scheduled. A meeting of the Labor Committee will be held on August 2nd at 10:00 a.m. The main topic of discussion will be a review of the recently completed Electric & Water Rate Study (Dave Berg of DBC will present the results). A meeting of the Planning Committee will be held August 7th at 11:30 a.m. This meeting will focus on the proposed 2020 WMU Budget.

In an effort to keep the City Council well-informed on projects and issues affecting the Utility, two informational meetings have been scheduled between WMU officials (General Manager and Commissioners) and City officials (Mayor and City Council). Open Meeting Law requirements required that multiple meetings be scheduled to accommodate those attending. Currently, the scheduled meetings will be held at 7:30 a.m. on August 7 & 9 and will last approximately one hour. (If needed, a

third meeting may be scheduled.) Included in the topics for discussion will be: Priam Substation, Downtown Street Lighting Project, future WMU facilities, MRES, and Water Treatment Plant.

General Manager Harren stated that additional WMU Committee meetings will be forth coming. Agenda item(s) for a future Planning Committee meeting will include: generation study analysis. Agenda item(s) for a future Labor Committee meeting will include: succession planning for the General Manager position; and, WMU Strategic Plan.

For information: Upcoming meetings/events to note include:

- WMU Annual Open House – Thurs., August 15th (4:00-6:30 pm)
- MMUA Summer Conference – August 19-21 (Breezy Point)
- MRES Laramie River Station and Grayrocks Dam & Reservoir Tour (August 27-28)
- MRES Legal Seminar “Staying Current: Emerging Issues for Utilities” – Oct. 4th (Sioux Falls, SD)

There being no further business to come before the Commission, Commissioner Mattern offered a motion to adjourn the meeting. Commissioner DeBlieck second the motion which carried by a vote of six ayes and zero nays, and the meeting was adjourned at 12:34 p.m.

Respectfully Submitted,

WILLMAR MUNICIPAL UTILITIES

Beth Mattheisen
Administrative Secretary

ATTEST:

Abdirizak Mahboub, Secretary



WILLMAR MUNICIPAL UTILITIES

**WMU PLANNING COMMITTEE MEETING MINUTES
Wednesday, July 17, 2019 – 12:00 p.m.
WMU Conference Room**

Present: Commissioners Bruce DeBlieck, Justin Mattern & Brendan MacDonald, General Manager John Harren, Director of Finance Denise Runge, Power Supply Manager Chris Carlson, Staff Electrical Engineer Jeron Smith, Compliance & HR Manager Janell Johnson, Facilities & Maintenance Supervisor Kevin Marti and Administrative Secretary Beth Mattheisen.

Commissioner DeBlieck (Chair) called the meeting to order at 12:00 p.m.

AGENDA ITEM(S):

➤ **Generation Update:**

General Manager Harren opened discussion with the Committee by providing background information regarding the current status of local generation including the latest developments. In 2016, the Commission indicated that additional local generation was needed to meet the previously established goal to cover 25% of Willmar’s electric load (previous threshold established by the Commission). This additional generation, which would consist of diversified fuel sources, would be a means to provide additional reliability in the event of a catastrophic occurrence (i.e. blackout). Currently the Utility has the ability to meet 20% of Willmar’s electric load with the existing diesel generators. The question is how much the Commission would be willing to pay for the additional 5% reliability? Under the directive of the Commission, Staff has been exploring additional generation options for consideration.

Options for Additional Generation include: (additional specifics were reviewed)

1. Five (5) used Ziegler diesel generators currently for sale. A number of factors must be taken into consideration including: estimated costs, permitting requirements (MPCA permit could take up to 14 months), MISO interconnection, and MRES capacity payments. Total estimated cost: \$8.125 million *
2. Purchase new dual-fuel Ziegler generator (10.8 MW). Total estimated cost: \$14.125 million *
3. Purchase new Wartsila dual fuel fully contained unit (9.37 MW). Total estimated cost: \$22.13 million*
4. Purchase new Wartsila dual fuel fully contained unit & bldg. (9.37 MW, 20-cylinder). Total estimated cost: \$14.0 million*

*require up to 120-foot est. stack (est.)

Side-by-side estimated options cost comparison:

<i>NEW</i>	Cost	Cost/MW
•1 -Ziegler 10.8 MW dual fuel engine & building with stack	\$14.125M	\$1.31M
•1 -Wartsila 9.37 MW dual fuel fully contained engine	\$22.130M	\$2.36M
•1 -Wartsila 9.37 MW dual fuel engine & building	\$14.000M	\$1.49M
• Gas supply costs TBD		
<i>USED</i>		
•5 -Ziegler 2.0 MW diesel generators with 125’ stacks & generation plant bldg.	\$ 8.125M	\$.8125M

(Units do not meet Tier 4 Emissions)

Director of Finance Runge continued by reviewing a cost analysis of both the used diesel units and the new dual fuel unit options. The data included: unit costs/financing, capacity agreement, capacity revenue, annual maintenance, loss of income (investment), annual net gain, and annual net pay return on the investment. Harren reviewed financial considerations regarding the options. Additional information presented included examples of various stack designs, along with an illustration of the current Power Plant stack height comparison (est. to be 130’).

Staff Electrical Engineer Smith brought to the attention of the Committee the potential transmission improvements and their relevance to the Utility for additional reliability. A transmission study is currently in progress being led by GRE. Additional participants in the study include: MRES, Otter Tail Power, Xcel Energy, and WMU. Mapping of the potential transmission planning was presented for review. Transmission study outcome possibilities were discussed. To make an informed discussion and understand the timing and value of transmission, Smith provided an overview of potential future transmission buildout. The total estimated cost shared by participants of the proposed transmission project is \$25 million (WMU's share of the project is estimated to be between \$5-\$10 million).

Power Supply Manager Carlson informed the Committee that the WMU will receive between \$600,000-\$700,000 revenue annually due to the Priam Substation Asset (based on submittal of the Attachment O agreement). Additional transmission investments will generate similar revenue. Smith briefly recapped the process involved in establishing new transmission system.

General Manager Harren reviewed with the Committee bullet points for discussion & consideration. DeBlieck led discussion which included, but not limited to: importance of fuel diversity; value of additional reliability; capacity agreements; gas contracts; and, MISO requirements.

Action:

Following discussion, it is the consensus of the Planning Committee that due to the lack of urgency, it is in the best interest of the Utility to temporarily table the current discussions but to remain proactive on any potential future options related to generation and transmission. Power Point will be present to the commission on July 22nd for commission to concur.

Power Plant potential usage was discussed. Power Plant facility discussion will be addressed in the near future.

➤ **WMU New Facility Update/Site Considerations:**

Facilities & Maintenance Supervisor Marti brought the Planning Committee up to speed on the latest developments and updates for site considerations for future WMU facilities.

Action:

In conclusion, it was the consensus of the Planning Committee to direct Staff to continue to partake in discussions with the City regarding a possible government campus-type facilities site. Staff was further directed to identify the Utility's site criteria requirements and to ensure the needs of the Utility are met.

➤ **Adjournment:**

There being no further business to come before the Planning Committee, Commissioner DeBlieck offered a motion to adjourn the meeting. Commissioner Mattern seconded the motion which carried by a vote of three ayes and zero nays, and the meeting was adjourned at 1:26 p.m.

**WILLMAR PLANNING COMMISSION
CITY OF WILLMAR, MN
WEDNESDAY, JULY 17, 2019**

MINUTES

1. The Willmar Planning Commission met on Wednesday, July 17, 2019, at 7:00 p.m. at the Willmar City Offices Conference Room #1.

Members Present: Steve Gardner, Terry Sieck, Jeff Kimpling, Dr. Jerry Kjergaard, and Jonathan Marchand

Members Absent: Christina Nelson, Rhonda Otteson, Rolf Standfuss, and Cletus Frank.

Others Present: Sarah Swedburg – Planner, Jean Spaulding & Steve Minnehan – Dooley’s Petroleum

2. **MINUTES:** Minutes of the July 1, 2019 meeting were approved as presented.
3. **DOOLEY’S CONDITIONAL USE FILE NO 19-02:** The public hearing opened at 7:01 p.m. Staff informed the Commission that the applicant is requesting a conditional use permit for a Gas Bulk Plant on property described as: Lots 4, 5, & 7, Block 4, Willmar Industrial Park Fourth Addition and that part of vacated parcel 11, City of Willmar Interceptor Sewer R-O-W Plat Number 1 (3105 Trott Ave SW). The property is zones I-1 (Limited Industry). A plan review was approved by Planning Commission on May 11, 2016 for their existing use (corporate office, shop and shed). The site was designed in such a way to accommodate expansion and additional uses. They are planning to locate four of six planned tanks on site at this time. Staff informed the Commission that this expansion lends itself to service other industrial uses with these additional tanks.

Jean Spaulding, representative for Dooley Petroleum, stated that this particular project would be a convenience for their business having bulk tanks located on-site and that the site was developed with that intention.

No one else appeared to speak for or against the request and the public hearing closed at 7:05 p.m.

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

Steve Minnehan, representative for Dooley Petroleum, spoke regarding the size of the tanks; each propane tank holds 30,000 gallon and can be legally filled to 80%, which is just under three full semi-truck loads. These tanks will be solely for Dooley’s trucks.

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

A motion was made by Dr. Kjergaard, seconded by Mr. Kimpling to approve the conditional use permit for a Gas Bulk Plant with the following conditions:

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

The motion carried.

4. **MISCELLANY**: Staff informed the Commission that an email will be sent out for the Flood Plain Ordinance that is being drafted by Dr. Ramstad. The Flood Plain Ordinance will be an amendment to the Zoning Ordinance, therefore the Planning Commission will hold a public hearing and review before forwarding it to the City Council for the adoption. The Commission inquired about the need for a Flood Plain Ordinance and staff informed them that it would affect about seven properties, located around the lakes, in the Country Club Drive NE area. A FEMA flood map would be adopted, and properties within the floodplain would be required to obtain flood insurance.

There being no further business to come before the Commission, the meeting adjourned at 7:23 p.m.

Respectfully submitted,



Sarah Swedburg
Planner

PLANNING COMMISSION – JULY 17, 2019

STAFF COMMENTS

1. DOOLEY PETROLEUM CONDITIONAL USE PERMIT – FILE NO 19-02:

- The applicant is Dooley Petroleum of Willmar, MN.
- The applicant is requesting a conditional use permit for a Gas Bulk Plant on property described as: Lots 4, 5, & 7, Block 4, Willmar Industrial Park Fourth Addition and that part of vacated parcel 11, City of Willmar Interceptor Sewer R-O-W Plat Number 1 (3105 Trott Ave SW).
- The property is zoned I-1 (Limited Industry).
- A Plan Review was approved by Planning Commission on May 11, 2016 for their existing use (corporate office, shop, and shed).
- This expanded use could service other uses in the industrial park, and have the potential to be an amenity for future industrial park developments.
- The site was designed in such a way to accommodate expansion and additional uses.
- The property can be accessed off of 3rd Ave SW & Trott Ave SW.
- Signage approvals are ancillary from site plan review/approval.

RECOMMENDATION: Approve the conditional use permit with the following conditions:

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

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: West Central Ducks Unlimited Previous Gambling Permit Number: 34044-18-021

Minnesota Tax ID Number, if any: 930904312 Federal Employer ID Number (FEIN), if any: _____

Mailing Address: P.O. Box 752

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

Name of Chief Executive Officer (CEO): Travis Michelson

Daytime Phone: 320-905-2959 Email: michelsont@willmar.k12.mn.us

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

Fraternal Religious Veterans Other Nonprofit Organization

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

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

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

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

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

GAMBLING PREMISES INFORMATION

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

Address (do not use P.O. box): 1000 26th Ave NE

City or Township: Willmar Zip: 56201 County: Kandiyohi

Date(s) of activity (for raffles, indicate the date of the drawing): 08/21/2018

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

Bingo* Paddlewheels* Pull-Tabs* Tipboards*

Raffle (total value of raffle prizes awarded for the calendar year: \$ 14,000)

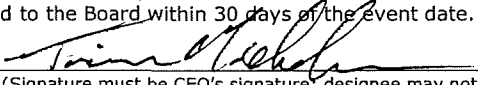
* **Gambling equipment** for bingo paper, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo number selection devices may be borrowed from another organization authorized to conduct bingo.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

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

<p style="text-align: center;">CITY APPROVAL for a gambling premises located within city limits</p> <p><input checked="" type="checkbox"/> The application is acknowledged with no waiting period.</p> <p><input type="checkbox"/> The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).</p> <p><input type="checkbox"/> The application is denied.</p> <p>Print City Name: <u>City of Willmar</u></p> <p>Signature of City Personnel: <u>Judy R. Thompson</u></p> <p>Title: <u>City Clerk</u> Date: <u>7/19/2019</u></p> <div style="border: 1px solid black; padding: 5px; text-align: center; margin-top: 10px;"> <p>The city or county must sign before submitting application to the Gambling Control Board.</p> </div>	<p style="text-align: center;">COUNTY APPROVAL for a gambling premises located in a township</p> <p><input type="checkbox"/> The application is acknowledged with no waiting period.</p> <p><input type="checkbox"/> The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.</p> <p><input type="checkbox"/> The application is denied.</p> <p>Print County Name: _____</p> <p>Signature of County Personnel: _____</p> <p>Title: _____ Date: _____</p> <p>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.)</p> <p>Print Township Name: _____</p> <p>Signature of Township Officer: _____</p> <p>Title: _____ Date: _____</p>
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CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

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

Chief Executive Officer's Signature:  Date: 07/18/2019

(Signature must be CEO's signature, designee may not sign)

Print Name: Travis Michelson

<p>REQUIREMENTS</p> <p>Complete a separate application for:</p> <ul style="list-style-type: none"> • all gambling conducted on two or more consecutive days, or • all gambling conducted on one day. <p>Only one application is required if one or more raffle drawings are conducted on the same day.</p> <p>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.</p> <p>Your organization must keep all exempt records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).</p>	<p>MAIL APPLICATION AND ATTACHMENTS</p> <p>Mail application with:</p> <p><input type="checkbox"/> a copy of your proof of nonprofit status, and</p> <p><input type="checkbox"/> 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.</p> <p>To: Gambling Control Board 1711 West County Road B, Suite 300 South Roseville, MN 55113</p> <p>Questions? Call the Licensing Section of the Gambling Control Board at 651-539-1900.</p>
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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.

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

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

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

Applicant Information

Name: Khalif Ahmed Bashir Date of Application: 06/24/19
Address: 1509 Becker Ave SE Willmar Phone No. 320-282-2765
(Certain Boards and Commissions may require that you are a resident of the City of Willmar)
Email: Khalifahmed22@gmail.com

What prompted you to make application for a citizen committee? I have a willingness to serve and to be part of the future of the Willmar community.

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

The future of my community depends on me getting involved and taking my turn to volunteer time. It will be interesting that I will be able to balance the public good with private rights and interests. Therefore it's my desire to express an interest.

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

~~At~~ Ability to Comprehend Complex Matters and balance competing interests.

I also have an experience drafting regulations keeping a cool head. Bachelors of Education (Arts)

Bachelors of ^{Arts} political science & public Administration

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

N/A

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

Kenedy Elementary School - Bilingual para
824 7th Street SW Willmar, MN 56201

Please return completed application to:

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

Or fax completed forms to:

(320) 235-4917

shile
and

Vendor Payment History Report
INCLUDES ONLY POSTED TRANS

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
AFFHOLTER/ALEXANDER .02930	56358	07/31/19	SIGN DEPOSIT REF 2019-17	100.00		2019-17		D	N				DEPOSITS-SIGN PE	101.230001
AFFORDABLE PUMPING SERVI 002404	56359	07/31/19	SEPTIC PUMPING	380.00		44045		D	N				CLEANING AND WAS	230.43430.0338
ALPHA TRAINING & TACTICS 003136	56360	07/31/19	BALLISTIC VEST	845.10		2019-188		D	N				SUBSISTENCE OF P	101.42411.0227
AMERICAN WELDING & GAS I 000057	56361	07/31/19	2 FIRE EXTINGUISHERS	392.12		06346443		D	N				SMALL TOOLS	651.48486.0221
ANDERSON LAW OFFICES 002954	56362	07/31/19	LEGAL SERVICES-JUN	15,054.46		1784		D	M	07			PROFESSIONAL SER	101.41406.0446
ANDI'S FENCEALL 002815	56363	07/31/19	FENCE/CANOPY-BRK STATI	3,905.46		1648/1649		D	N				SMALL TOOLS	101.45437.0221
APPLIED CONCEPTS INC 001525	56364	07/31/19	RADAR-STALKER DSR	3,151.00		350664		D	N				SMALL TOOLS	101.42411.0221
ARROW LIFT 003499	56365	07/31/19	VERTICAL PLATFORM LIF	11,080.00		20190709PRL		D	N				BUILDINGS AND ST	450.45433.0551
ASMUS/JULIE 001221	56366	07/31/19	LMC CONFERENCE	270.28		062819		D	N				TRAVEL-CONF.-SCH	101.41401.0333
ASPEN MILLS 003008	56367	07/31/19	OLSON-UNIFORMS	89.89		239963		D	N				SUBSISTENCE OF P	101.42411.0227
AT&T MOBILITY 000075	56368	07/31/19	MOBILE HOTSPOT	54.33		X07232019		D	N				COMMUNICATIONS	101.41409.0330
AUTO TECH ALIGNMENTS & M 002793	56369	07/31/19	#162835 ALIGNMENT-LABOR	61.72		21598		D	N				MTCE. OF EQUIPME	651.48486.0334
AVENU HOLDINGS LLC 000131	56370	07/31/19	AS400 HOSTING-JUN	2,437.36		INVB-004447		D	N				SUBSCRIPTIONS AN	101.41409.0443
BACKES TECHNOLOGY SERVIC 000087	56371	07/31/19	DOOR ACCESS TO GATE SY	4,720.00		17776		D	N				OTHER IMPROVEMEN	450.43425.0554
	56371	07/31/19	REPL. WALL JACK-PARTS	8.00		17849		D	N				MTCE. OF STRUCTU	101.41408.0225
	56371	07/31/19	REPL. WALL JACK-LABOR	95.00		17849		D	N				MTCE. OF STRUCTU	101.41408.0335
				4,823.00										
			VENDOR TOTAL	4,823.00										
						*CHECK TOTAL								
BANKS/ERIC 003525	56372	07/31/19	FOOD SFTY CLASS-MILEAGE	116.58		010719		D	N				TRAVEL-CONF.-SCH	101.45432.0333

Vendor Payment History Report
INCLUDES ONLY POSTED TRANS

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
BANKS/ERIC			003525											
	56372	07/31/19	PARK IT PROGRAM-MILEAGE	114.84		072519		D	N				TRAVEL-CONF.-SCH	101.45432.0333
				231.42	*CHECK	TOTAL								
			VENDOR TOTAL	231.42										
BENNETT OFFICE TECHNOLOG			000099											
	56373	07/31/19	PRINT/PAGE COUNT	61.84		292868		D	N				OFFICE SUPPLIES	101.41405.0220
BOLTON & MENK INC			001010											
	56374	07/31/19	PROJ 1801B ENG. SERVIC	9,550.00		0216140		D	N				PROFESSIONAL SER	418.48451.0446
	56374	07/31/19	TAXILANE PAVEMENT REH	13,298.67		0235877		D	N				PROFESSIONAL SER	430.43430.0446
	56374	07/31/19	GORTON AVE/ARMORY L.S.	1,519.42		0236125		D	N				PROFESSIONAL SER	432.48510.0446
				24,368.09	*CHECK	TOTAL								
			VENDOR TOTAL	24,368.09										
BSE			001980											
	56375	07/31/19	GATE ON/OFF SWITCH	16.40		917907352		D	N				OTHER IMPROVEMEN	450.43425.0554
	56375	07/31/19	RECEPTACLE PLUGS/CORDS	975.39		918068092		D	N				GENERAL SUPPLIES	651.48485.0229
	56375	07/31/19	GEN CORDS/RECEPT. PLUG	2,731.77		918087352		D	N				GENERAL SUPPLIES	651.48485.0229
	56375	07/31/19	LAMP/BATTERY REPAIR	40.00		918087353		D	N				MTCE. OF EQUIPME	101.42412.0334
	56375	07/31/19	L.S. CONTROL PANEL	2,925.38		918090442		D	N				MTCE. OF STRUCTU	651.48485.0225
				6,688.94	*CHECK	TOTAL								
			VENDOR TOTAL	6,688.94										
BULLET PROOF MECHANICAL			003181											
	56376	07/31/19	HOT MIX TRLR REPAIR-PRTS	15.42		4952		D	N				MTCE. OF EQUIPME	101.43425.0224
	56376	07/31/19	HOT MIX TRLR REPAIR-LABR	346.50		4952		D	N				MTCE. OF EQUIPME	101.43425.0334
				361.92	*CHECK	TOTAL								
			VENDOR TOTAL	361.92										
CALVIN/MARVIN B			001998											
	56352	07/25/19	LMC CONFERENCE-MEALS	11.00		062819		D	N				OTHER SERVICES	101.41401.0339
	56352	07/25/19	TRAIN RIDE	20.00		070919		D	N				OTHER SERVICES	101.41401.0339
				31.00	*CHECK	TOTAL								
			VENDOR TOTAL	31.00										
CANON FINANCIAL SERVICES			002336											
	56377	07/31/19	COPIER LEASE-JUL	98.56		20322336		D	N				RENTS	101.41405.0440
CARDMEMBER SERVICE			002365											
	332	07/26/19	2020 SURVEY MNKY SUBSCR.	192.00		STMT/7-19		M	N				PREPAID EXPENSES	101.128000
	332	07/26/19	2020 GIS SNGL USER LIC.	353.75		STMT/7-19		M	N				PREPAID EXPENSES	101.128000
	332	07/26/19	2020 GIS SNGL USER LIC.	353.75		STMT/7-19		M	N				PREPAID EXPENSES	101.128000
	332	07/26/19	PRINTER INK	133.11		STMT/7-19		M	N				OFFICE SUPPLIES	101.41400.0220
	332	07/26/19	PRINTER INK	136.32		STMT/7-19		M	N				GENERAL SUPPLIES	101.41400.0229
	332	07/26/19	HOLLAND-FAREWELL COFFEE	18.95		STMT/7-19		M	N				GENERAL SUPPLIES	101.41400.0229
	332	07/26/19	GRAMENTZ-WELCOME COFFEE	39.18		STMT/7-19		M	N				GENERAL SUPPLIES	101.41400.0229
	332	07/26/19	LOBBYING-WASHINGTON DC	107.45		STMT/7-19		M	N				TRAVEL-CONF.-SCH	101.41402.0333
	332	07/26/19	2019 GIS SNGL USER LIC.	353.75		STMT/7-19		M	N				LICENSES AND TAX	101.41402.0445
	332	07/26/19	SPACE HEATER	59.17		STMT/7-19		M	N				SMALL TOOLS	101.41403.0221

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
CARDMEMBER SERVICE			002365											
	332	07/26/19	IT TOOL BAG	69.76		STMT/7-19		M	N				SMALL TOOLS	101.41409.0221
	332	07/26/19	IT TOOLS	286.96		STMT/7-19		M	N				SMALL TOOLS	101.41409.0221
	332	07/26/19	IT TOOL BAG	26.81		STMT/7-19		M	N				SMALL TOOLS	101.41409.0221
	332	07/26/19	PLIERS/PORTABLE FAN	80.42		STMT/7-19		M	N				SMALL TOOLS	101.41409.0221
	332	07/26/19	LABEL MAKER	117.00		STMT/7-19		M	N				SMALL TOOLS	101.41409.0221
	332	07/26/19	SERVER RACK HARDWARE	9.94		STMT/7-19		M	N				SMALL TOOLS	101.41409.0221
	332	07/26/19	SERVER RACK HARDWARE	30.99		STMT/7-19		M	N				SMALL TOOLS	101.41409.0221
	332	07/26/19	CD DRIVE	22.99		STMT/7-19		M	N				SMALL TOOLS	101.41409.0221
	332	07/26/19	SERVER RACK HARDWARE	30.99		STMT/7-19		M	N				SMALL TOOLS	101.41409.0221
	332	07/26/19	ETHERNET CABLES	25.98		STMT/7-19		M	N				SMALL TOOLS	101.41409.0221
	332	07/26/19	EXTERNAL HARD DRIVE	139.99		STMT/7-19		M	N				SMALL TOOLS	101.41409.0221
	332	07/26/19	KVEENE-SEMINAR REGIS.	129.00		STMT/7-19		M	N				TRAVEL-CONF.-SCH	101.41409.0333
	332	07/26/19	BROADCASTER SUBSCRIPTION	106.30		STMT/7-19		M	N				SUBSCRIPTIONS AN	101.41409.0443
	332	07/26/19	OFF SITE BACKUP	34.99		STMT/7-19		M	N				SUBSCRIPTIONS AN	101.41409.0443
	332	07/26/19	2019 SURVEY MNKY SUBSCR.	192.00		STMT/7-19		M	N				SUBSCRIPTIONS AN	101.41420.0443
	332	07/26/19	CHARGER FOR RADIO	138.88		STMT/7-19		M	N				SMALL TOOLS	101.42411.0221
	332	07/26/19	2 FLASHLIGHTS	149.74		STMT/7-19		M	N				SMALL TOOLS	101.42411.0221
	332	07/26/19	CERT EQUIPMENT	99.99		STMT/7-19		M	N				SMALL TOOLS	101.42411.0221
	332	07/26/19	CERT EQUIPMENT	50.39		STMT/7-19		M	N				SMALL TOOLS	101.42411.0221
	332	07/26/19	CERT EQUIPMENT	93.00		STMT/7-19		M	N				SMALL TOOLS	101.42411.0221
	332	07/26/19	CERT EQUIPMENT	77.99		STMT/7-19		M	N				SMALL TOOLS	101.42411.0221
	332	07/26/19	2 SLING ADAPTER PLATES	19.00		STMT/7-19		M	N				MTCE. OF EQUIPME	101.42411.0224
	332	07/26/19	20 DUFFEL BAGS	279.32		STMT/7-19		M	N				GENERAL SUPPLIES	101.42411.0229
	332	07/26/19	TRACKING LEASH/EQUIP	1.96		STMT/7-19		M	N				GENERAL SUPPLIES	101.42411.0229
	332	07/26/19	TRAINING TARGETS	148.15		STMT/7-19		M	N				GENERAL SUPPLIES	101.42411.0229
	332	07/26/19	2 FLASHLIGHT MOUNTS	53.58		STMT/7-19		M	N				GENERAL SUPPLIES	101.42411.0229
	332	07/26/19	BATTERIES	95.81		STMT/7-19		M	N				GENERAL SUPPLIES	101.42411.0229
	332	07/26/19	CABLE TIES	32.37		STMT/7-19		M	N				GENERAL SUPPLIES	101.42411.0229
	332	07/26/19	TACTICAL LEADERSHIP TRNG	676.00		STMT/7-19		M	N				TRAVEL-CONF.-SCH	101.42411.0333
	332	07/26/19	POST LICENSE FEE	92.24		STMT/7-19		M	N				LICENSES AND TAX	101.42411.0445
	332	07/26/19	FOREIGN TRANSACTION FEE	1.55		STMT/7-19		M	N				OTHER CHARGES	101.42411.0449
	332	07/26/19	FUEL FOR FIRE TRUCK	59.59		STMT/7-19		M	N				MOTOR FUELS AND	101.42412.0222
	332	07/26/19	GENERATOR WIRING	78.94		STMT/7-19		M	N				MTCE. OF EQUIPME	101.42412.0224
	332	07/26/19	3 HARD HAT INSERTS	88.17		STMT/7-19		M	N				SUBSISTENCE OF P	101.42412.0227
	332	07/26/19	DELIVER FIRE TRUCK-MEALS	10.55		STMT/7-19		M	N				TRAVEL-CONF.-SCH	101.42412.0333
	332	07/26/19	DELIVER FIRE TRUCK-MEALS	5.98		STMT/7-19		M	N				TRAVEL-CONF.-SCH	101.42412.0333
	332	07/26/19	CURLY-FAREWELL CARD/SUPL	56.88		STMT/7-19		M	N				GENERAL SUPPLIES	101.43417.0229
	332	07/26/19	2019 GIS SNGL USER LIC.	353.75		STMT/7-19		M	N				LICENSES AND TAX	101.43417.0445
	332	07/26/19	DRY ERASE MARKERS/ERASER	4.74		STMT/7-19		M	N				OFFICE SUPPLIES	101.45432.0220
	332	07/26/19	YARD GAMES FOR PROGRAMS	125.59		STMT/7-19		M	N				GENERAL SUPPLIES	101.45432.0229
	332	07/26/19	YARD GAMES FOR PROGRAMS	132.55		STMT/7-19		M	N				GENERAL SUPPLIES	101.45432.0229
	332	07/26/19	SOFTBALL SUPPLIES	124.50		STMT/7-19		M	N				GENERAL SUPPLIES	101.45432.0229
	332	07/26/19	SOFTBALL SUPPLIES	94.40		STMT/7-19		M	N				GENERAL SUPPLIES	101.45432.0229
	332	07/26/19	BATTING TEES/SUPPLIES	155.62		STMT/7-19		M	N				GENERAL SUPPLIES	101.45432.0229
	332	07/26/19	YARD GAMES/SUPPLIES	152.85		STMT/7-19		M	N				GENERAL SUPPLIES	101.45432.0229
	332	07/26/19	PAIL/SHARPIE MARKERS	47.87		STMT/7-19		M	N				GENERAL SUPPLIES	101.45432.0229
	332	07/26/19	BEACH BALLS/PUMP	10.47		STMT/7-19		M	N				GENERAL SUPPLIES	101.45432.0229
	332	07/26/19	PUMP/BATTING TEE	10.72		STMT/7-19		M	N				GENERAL SUPPLIES	101.45432.0229
	332	07/26/19	PADLOCK KEYS/CUPS/WIPES	145.89		STMT/7-19		M	N				GENERAL SUPPLIES	101.45432.0229

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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
CARDMEMBER SERVICE			002365											
	332	07/26/19	SUPPLIES	8.78		STMT/7-19		M	N				GENERAL SUPPLIES	101.45432.0229
	332	07/26/19	CRAFT SUPPLIES	77.62		STMT/7-19		M	N				GENERAL SUPPLIES	101.45435.0229
	332	07/26/19	FLAG DAY SUPPLIES	83.54		STMT/7-19		M	N				GENERAL SUPPLIES	101.45435.0229
	332	07/26/19	STRAWS	1.05		STMT/7-19		M	N				GENERAL SUPPLIES	101.45435.0229
	332	07/26/19	JUNE EVENT SUPPLIES	28.90		STMT/7-19		M	N				GENERAL SUPPLIES	101.45435.0229
	332	07/26/19	OFFICE SUPPLIES	13.94		STMT/7-19		M	N				OFFICE SUPPLIES	101.45437.0220
	332	07/26/19	PAPER CLIPS	7.66		STMT/7-19		M	N				OFFICE SUPPLIES	101.45437.0220
	332	07/26/19	WALKIE TALKIES	84.83		STMT/7-19		M	N				SMALL TOOLS	101.45437.0221
	332	07/26/19	POOL UMBRELLA PARTS	118.40		STMT/7-19		M	N				MTCE. OF EQUIPME	101.45437.0224
	332	07/26/19	POOL UMBRELLA PARTS	62.40		STMT/7-19		M	N				MTCE. OF EQUIPME	101.45437.0224
	332	07/26/19	FIRST AID SUPPLIES	4.49		STMT/7-19		M	N				SUBSISTENCE OF P	101.45437.0227
	332	07/26/19	LAMINATING SUPPLIES	3.75		STMT/7-19		M	N				GENERAL SUPPLIES	101.45437.0229
	332	07/26/19	SUPPLIES FOR RESALE	36.95		STMT/7-19		M	N				GENERAL SUPPLIES	101.45437.0229
	332	07/26/19	BATTERIES/TRASH BAGS	45.33		STMT/7-19		M	N				GENERAL SUPPLIES	101.45437.0229
	332	07/26/19	CONCESSION SUPPLIES	72.64		STMT/7-19		M	N				GENERAL SUPPLIES	101.45437.0229
	332	07/26/19	CONCESSION SUPPLIES	59.94		STMT/7-19		M	N				GENERAL SUPPLIES	101.45437.0229
	332	07/26/19	DISH SOAP/TRASH BAGS	32.17		STMT/7-19		M	N				GENERAL SUPPLIES	101.45437.0229
	332	07/26/19	ANT TRAPS/DISH SOAP	23.47		STMT/7-19		M	N				GENERAL SUPPLIES	101.45437.0229
	332	07/26/19	PARADE CANDY	103.58		STMT/7-19		M	N				GENERAL SUPPLIES	101.45437.0229
	332	07/26/19	CONCESSION SUPPLIES	5.96		STMT/7-19		M	N				GENERAL SUPPLIES	101.45437.0229
	332	07/26/19	2020 DOMAIN NAME SUBSCR.	57.60		STMT/7-19		M	N				PREPAID EXPENSES	235.128000
	332	07/26/19	2019 DOMAIN NAME SUBSCR.	57.60		STMT/7-19		M	N				SUBSCRIPTIONS AN	235.41402.0443
	332	07/26/19	SCADA PHONE LINE	32.72		STMT/7-19		M	N				COMMUNICATIONS	651.48484.0330
	332	07/26/19	TRACKING LEASH/EQUIP	100.00		STMT/7-19		M	N				SMALL TOOLS	899.42411.0221
			VENDOR TOTAL	7,843.90		*CHECK TOTAL								
CARLSON/SETH			003526											
	56378	07/31/19	HYDRANT SCHOOL-MILEAGE	142.10		072519		D	N				TRAVEL-CONF.-SCH	101.43425.0333
CARRANZA/NOE			002547											
	56379	07/31/19	INTERPRETED 06/30/19	90.00		063019		D	M	07			PROFESSIONAL SER	101.42411.0446
	56379	07/31/19	INTERPRETED 07/17/19	60.00		071719		D	M	07			PROFESSIONAL SER	101.42411.0446
	56379	07/31/19	INTERPRETED 07/15/19	150.00		07182019		D	M	07			PROFESSIONAL SER	101.42411.0446
			VENDOR TOTAL	300.00		*CHECK TOTAL								
CARRIS HEALTH			003390											
	56380	07/31/19	PRE-EMPLOYMENT PHYSICA	1,434.75		3501400612/JUL		D	N				SUBSISTENCE OF P	101.42411.0337
	56380	07/31/19	PRE-EMPLOYMENT PHYSICAL	180.00		3501400930/JUL		D	N				SUBSISTENCE OF P	101.43425.0337
			VENDOR TOTAL	1,614.75		*CHECK TOTAL								
CENTERPOINT ENERGY			000467											
	56381	07/31/19	NATURAL GAS-JUL	55.27		6007939/7-19		D	N				UTILITIES	101.43425.0332
	56381	07/31/19	NATURAL GAS-JUN	1,515.12		6072309/6-19		D	N				UTILITIES	101.45437.0332
	56381	07/31/19	NATURAL GAS-JUL	60.06		6102726/7-19		D	N				UTILITIES	101.42412.0332

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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
CENTERPOINT ENERGY									000467	
	56381	07/31/19	NATURAL GAS-JUL	19.78		6236671/7-19		D N	UTILITIES	230.43430.0332
	56381	07/31/19	NATURAL GAS-JUL	17.11		6401277/7-19		D N	UTILITIES	101.41408.0332
	56381	07/31/19	NATURAL GAS-JUL	23.60		8503501/7-19		D N	UTILITIES	651.48485.0332
	56381	07/31/19	NATURAL GAS-JUL	23.54		8512023/7-19		D N	UTILITIES	651.48485.0332
	56381	07/31/19	NATURAL GAS-JUL	541.20		8795475/7-19		D N	UTILITIES	651.48484.0332
			VENDOR TOTAL	2,255.68		*CHECK TOTAL				
				2,255.68						
CENTRAL COUNTIES COOPERA									001259	
	56382	07/31/19	WEED KILLER	251.80		5933		D N	GENERAL SUPPLIES	101.43425.0229
	56382	07/31/19	WEED KILLER	251.80		6665		D N	GENERAL SUPPLIES	101.43425.0229
	56382	07/31/19	WEED KILLER	251.80		6992		D N	GENERAL SUPPLIES	101.43425.0229
			VENDOR TOTAL	755.40		*CHECK TOTAL				
				755.40						
CENTRAL TIRE AND AUTO IN									000150	
	56383	07/31/19	#064356-TIRES	452.00		71093		D N	INVENTORIES-MDSE	101.125000
CHAMBERLAIN OIL CO									000154	
	56384	07/31/19	ASPHALT RELEASE SPRAY	54.40		200307		D N	GENERAL SUPPLIES	101.43425.0229
	56384	07/31/19	CLEANER/GLOVES	176.99		201315		D N	GENERAL SUPPLIES	651.48484.0229
	56384	07/31/19	AUTO FOAM	35.33		201441		D N	GENERAL SUPPLIES	101.43425.0229
	56384	07/31/19	DRUM RETURN	40.00CR		201568		D N	INVENTORIES-MDSE	101.125000
			VENDOR TOTAL	226.72		*CHECK TOTAL				
				226.72						
CHAPPELL CENTRAL INC									000156	
	56385	07/31/19	UPGRADE ADMIN HVAC	1,080.71		00008389		D N	BUILDINGS AND ST	651.48484.0551
	56385	07/31/19	PIPE INSULATION/FILTERS	582.16		00008820		D N	GENERAL SUPPLIES	101.43425.0229
	56385	07/31/19	REPL. A/C COMPRESSOR	1,935.81		00008888		D N	MTCE. OF EQUIPME	651.48484.0224
	56385	07/31/19	REPL. A/C COMPRESSOR	432.00		00008888		D N	MTCE. OF EQUIPME	651.48484.0334
	56385	07/31/19	A/C MAINT. FILTERS-PARTS	296.86		00008987		D N	MTCE. OF EQUIPME	651.48484.0224
	56385	07/31/19	A/C MAINT. FILTERS-LAB	1,603.80		00008987		D N	MTCE. OF EQUIPME	651.48484.0334
	56385	07/31/19	A/C COMPRESSOR-PARTS	62.30		00008988		D N	MTCE. OF EQUIPME	651.48484.0224
	56385	07/31/19	A/C COMPRESSOR-LABOR	218.70		00008988		D N	MTCE. OF EQUIPME	651.48484.0334
	56385	07/31/19	SERVICE WALL UNIT-LABOR	194.40		00008989		D N	MTCE. OF EQUIPME	651.48485.0334
	56385	07/31/19	REPLACE BELT-PARTS	51.83		00008993		D N	MTCE. OF EQUIPME	651.48485.0224
	56385	07/31/19	REPLACE BELT-LABOR	145.80		00008993		D N	MTCE. OF EQUIPME	651.48485.0334
			VENDOR TOTAL	6,604.37		*CHECK TOTAL				
				6,604.37						
CHARTER COMMUNICATIONS									000736	
	56386	07/31/19	PHONE SERV-JUL	1,423.82		0009126071219		D N	COMMUNICATIONS	101.41409.0330
COMMERCIAL RECREATION									003516	
	56387	07/31/19	SPLASH PAD MTCE-PARTS	390.00		0013558		D N	MTCE. OF OTHER I	101.43425.0226

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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
CONCRETE PRODUCTS NEW LO			000076											
	56388	07/31/19	CONCRETE FOR MILLER PARK	827.97		216503		D	N				MTCE. OF OTHER I	101.43425.0226
COPPERHEAD INNOVATIONS			.02931											
	56389	07/31/19	GAS MONITOR	840.64		11789		D	N				SMALL TOOLS	651.48484.0221
COQUYT/BRENDA			.02940											
	56390	07/31/19	PARTIAL REF.-GYMNASTICS	115.00		072919		D	N				REFUNDS AND REIM	101.41428.0882
CROW CHEMICAL & LIGHTING			000186											
	56391	07/31/19	CLEANING SUPPLIES	105.00		14890		D	N				CLEANING AND WAS	101.43425.0228
	56391	07/31/19	SUPPLIES	32.29		14891		D	N				GENERAL SUPPLIES	651.48484.0229
	56391	07/31/19	TOILET TISSUE/SUPPLIES	319.58		14918		D	N				GENERAL SUPPLIES	101.43425.0229
	56391	07/31/19	PLANT SUPPLIES	19.95		14933		D	N				GENERAL SUPPLIES	651.48484.0229
	56391	07/31/19	TRUCK WASH SUPPLIES	24.25		14963		D	N				GENERAL SUPPLIES	651.48484.0229
			VENDOR TOTAL	501.07										
													*CHECK TOTAL	
CUMMINS SALES & SERVICE			000903											
	56392	07/31/19	GENERATOR TEMP SWITCH	69.97		E4-4336		D	N				MTCE. OF EQUIPME	651.48484.0224
DELTA DENTAL OF MINNESOT			002867											
	56393	07/31/19	DENTAL INSURANCE-AUG	577.70		7711160		D	N				COBRA INS PREMIU	101.120001
	56393	07/31/19	NON-TASC/SICK LEAVE-AUG	97.70		7711160		D	N				COBRA INS PREMIU	101.120001
			VENDOR TOTAL	675.40										
													*CHECK TOTAL	
DEPT OF HUMAN SERVICES			000009											
	56394	07/31/19	CLEANING SERVICES-JUN	1,425.00		554973		D	N				CLEANING AND WAS	101.45433.0338
DESIGN ELECTRIC INC			000203											
	56395	07/31/19	INST. 4 SIGNAL LOOPS	4,400.00		10290		D	N				MTCE. OF OTHER I	101.43417.0336
DIAMOND EDGE FIGURE SKTN			002469											
	56396	07/31/19	LUGGAGE HNDLNG FOR EVENT	400.00		072919		D	N				OTHER CHARGES	208.45011.0449
DOOLEY'S PETROLEUM INC			000212											
	56353	07/25/19	6,000 GALLONS UNLEADE	14,723.25		15018		D	N				INVENTORIES-MDSE	101.125000
	56353	07/25/19	2,000 GALLONS DIESEL	4,099.75		15019		D	N				INVENTORIES-MDSE	101.125000
			VENDOR TOTAL	18,823.00										
													*CHECK TOTAL	
DUININCK INC			000222											
	56397	07/31/19	2018 RECONSTRUCTION	251,998.43		1801-A/EST. 6		D	N				MTCE. OF OTHER I	418.48451.0336
	56397	07/31/19	WTR MAIN/SWR/CURB/GUT	71,895.05		1901-A/EST. 1		D	N				MTCE. OF OTHER I	419.48451.0336
	56397	07/31/19	CONCRETE FOR ROBBINS ISL	80.38		536834		D	N				MTCE. OF OTHER I	101.43425.0226
	56397	07/31/19	MIX FOR STREET PATCHIN	6,283.14		536988		D	N				MTCE. OF OTHER I	101.43425.0226
	56397	07/31/19	CRUSHED CONCRETE	75.94		537012		D	N				MTCE. OF OTHER I	101.43425.0226

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
DUININCK INC			000222											
	56397	07/31/19	MIX FOR STREET PATCHIN	1,709.35		537137		D	N				MTCE. OF OTHER I	101.43425.0226
				332,042.29	*CHECK	TOTAL								
			VENDOR TOTAL	332,042.29										
ECKHART/MELANIE			001468											
	56398	07/31/19	REF TENNIS TOURN. FEE	20.00		072519		D	N				REFUNDS AND REIM	101.41428.0882
ELECTRIC MOTOR COMPANY			003288											
	56399	07/31/19	COOLING FAN FOR PUMP	86.21		6058		D	N				MTCE. OF EQUIPME	651.48484.0224
FAMILY PRACTICE MED CENT			000245											
	56400	07/31/19	DRUG TESTING-JUN	180.00		45/7-19		D	N				SUBSISTENCE OF P	101.43425.0337
FASTENAL COMPANY			001188											
	56401	07/31/19	HAMMER	156.74		MNWIL180390		D	N				SMALL TOOLS	101.43425.0221
FERGUSON ENTERPRISES INC			000810											
	56402	07/31/19	WATER SPIGOT KEY	5.76		6784387		D	N				SMALL TOOLS	651.48484.0221
FIRE CATT LLC			003029											
	56403	07/31/19	FIRE HOSE TESTING	4,467.20		MN-7425		D	N				PROFESSIONAL SER	101.42412.0446
	56403	07/31/19	GROUND LADDER TESTING	906.75		MN-7425		D	N				PROFESSIONAL SER	101.42412.0446
				5,373.95	*CHECK	TOTAL								
			VENDOR TOTAL	5,373.95										
FORUM COMMUNICATIONS COM			002269											
	56404	07/31/19	AMENDED ZONING ORD.	266.32		C-03014739		D	N				PRINTING AND PUB	101.41402.0331
	56404	07/31/19	ORD. AUTH BOND ISSUE	117.00		C-03016131		D	N				ADVERTISING	419.48451.0447
	56404	07/31/19	ORD. AUTH SALE OF PRPTY	149.50		C-03016147		D	N				PRINTING AND PUB	101.41402.0331
	56404	07/31/19	NOTICE COND. USE PERMIT	91.00		C-03016151		D	N				PRINTING AND PUB	101.41402.0331
	56404	07/31/19	AD FOR BIDS-R.I. SHELTER	331.50		C-03016193		D	N				OTHER IMPROVEMEN	450.45432.0554
	56404	07/31/19	ORD. AUTH BOND ISSUE	97.50		C-03016313		D	N				ADVERTISING	419.48451.0447
	56404	07/31/19	ORD. AUTH SALE OF PRPTY	130.00		C-03016314		D	N				PRINTING AND PUB	101.41402.0331
	56404	07/31/19	ORD. AUTH SALE OF PRPTY	243.75		C-03016315		D	N				PRINTING AND PUB	101.41402.0331
	56404	07/31/19	NOTICE-TOWN HALL MTG	90.68		D-03084058		D	N				PRINTING AND PUB	101.41401.0331
				1,517.25	*CHECK	TOTAL								
			VENDOR TOTAL	1,517.25										
GENERAL MAILING SERVICES			000293											
	56405	07/31/19	POSTAGE 07/01-07/05/19	0.65		50985		D	N				POSTAGE	101.41400.0223
	56405	07/31/19	POSTAGE 07/01-07/05/19	3.00		50985		D	N				POSTAGE	101.41401.0223
	56405	07/31/19	POSTAGE 07/01-07/05/19	12.35		50985		D	N				POSTAGE	101.41402.0223
	56405	07/31/19	POSTAGE 07/01-07/05/19	3.10		50985		D	N				POSTAGE	101.41403.0223
	56405	07/31/19	POSTAGE 07/01-07/05/19	11.90		50985		D	N				POSTAGE	101.41405.0223
	56405	07/31/19	POSTAGE 07/01-07/05/19	15.00		50985		D	N				POSTAGE	101.41408.0223
	56405	07/31/19	POSTAGE 07/01-07/05/19	0.65		50985		D	N				POSTAGE	101.41409.0223
	56405	07/31/19	POSTAGE 07/01-07/05/19	2.60		50985		D	N				POSTAGE	101.42411.0223
	56405	07/31/19	POSTAGE 07/01-07/05/19	1.95		50985		D	N				POSTAGE	101.42412.0223
	56405	07/31/19	POSTAGE 07/01-07/05/19	0.65		50985		D	N				POSTAGE	101.43417.0223

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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
GENERAL MAILING SERVICES			000293							
	56405	07/31/19	POSTAGE 07/01-07/05/19	11.00		50985		D N	POSTAGE	101.43425.0223
	56405	07/31/19	POSTAGE 07/01-07/05/19	1.95		50985		D N	POSTAGE	101.45001.0223
	56405	07/31/19	POSTAGE 07/01-07/05/19	0.65		50985		D N	POSTAGE	101.45432.0223
	56405	07/31/19	POSTAGE 07/01-07/05/19	7.35		50985		D N	POSTAGE	230.43430.0223
	56405	07/31/19	POSTAGE 07/01-07/05/19	1.30		50985		D N	POSTAGE	651.48484.0223
	56405	07/31/19	POSTAGE/FED EX	99.89		51017		D N	POSTAGE	101.41401.0223
	56405	07/31/19	POSTAGE	9.85		51017		D N	POSTAGE	101.42412.0223
	56405	07/31/19	POSTAGE	84.40		51071		D N	POSTAGE	208.45006.0223
	56405	07/31/19	POSTAGE	9.20		51073		D N	POSTAGE	101.42411.0223
	56405	07/31/19	POSTAGE 07/08-07/12/19	3.35		51091		D N	POSTAGE	101.41400.0223
	56405	07/31/19	POSTAGE 07/08-07/12/19	0.65		51091		D N	POSTAGE	101.41401.0223
	56405	07/31/19	POSTAGE 07/08-07/12/19	18.85		51091		D N	POSTAGE	101.41402.0223
	56405	07/31/19	POSTAGE 07/08-07/12/19	25.15		51091		D N	POSTAGE	101.41403.0223
	56405	07/31/19	POSTAGE 07/08-07/12/19	59.15		51091		D N	POSTAGE	101.41405.0223
	56405	07/31/19	POSTAGE 07/08-07/12/19	15.00		51091		D N	POSTAGE	101.41408.0223
	56405	07/31/19	POSTAGE 07/08-07/12/19	2.60		51091		D N	POSTAGE	101.42412.0223
	56405	07/31/19	POSTAGE 07/08-07/12/19	31.00		51091		D N	POSTAGE	101.43425.0223
	56405	07/31/19	POSTAGE 07/08-07/12/19	1.30		51091		D N	POSTAGE	230.43430.0223
	56405	07/31/19	POSTAGE 07/15-07/19/19	0.65		51156		D N	POSTAGE	101.41400.0223
	56405	07/31/19	POSTAGE 07/15-07/19/19	1.50		51156		D N	POSTAGE	101.41401.0223
	56405	07/31/19	POSTAGE 07/15-07/19/19	13.65		51156		D N	POSTAGE	101.41402.0223
	56405	07/31/19	POSTAGE 07/15-07/19/19	0.65		51156		D N	POSTAGE	101.41403.0223
	56405	07/31/19	POSTAGE 07/15-07/19/19	101.65		51156		D N	POSTAGE	101.41405.0223
	56405	07/31/19	POSTAGE 07/15-07/19/19	15.00		51156		D N	POSTAGE	101.41408.0223
	56405	07/31/19	POSTAGE 07/15-07/19/19	1.30		51156		D N	POSTAGE	101.42411.0223
	56405	07/31/19	POSTAGE 07/15-07/19/19	0.65		51156		D N	POSTAGE	101.42412.0223
	56405	07/31/19	POSTAGE 07/15-07/19/19	10.75		51156		D N	POSTAGE	101.43425.0223
	56405	07/31/19	POSTAGE 07/15-07/19/19	1.30		51156		D N	POSTAGE	101.45001.0223
	56405	07/31/19	POSTAGE 07/15-07/19/19	0.65		51156		D N	POSTAGE	101.45432.0223
	56405	07/31/19	POSTAGE 07/15-07/19/19	6.50		51156		D N	POSTAGE	651.48484.0223
			VENDOR TOTAL	588.74						
										*CHECK TOTAL
GRAINGER INC			000786							
	56406	07/31/19	COUPLER FOR PUMP	117.85		9227272219		D N	MTCE. OF EQUIPME	651.48485.0224
GRAMENTZ/BRIAN			003501							
	56354	07/25/19	MILEAGE 7/7-7/10	110.78		071019		D N	TRAVEL-CONF. -SCH	101.41400.0333
	56354	07/25/19	LODGING 7/7-7/10	327.81		071019		D N	TRAVEL-CONF. -SCH	101.41400.0333
	56354	07/25/19	TRAIN RIDE	20.00		071019		D N	TRAVEL-CONF. -SCH	101.41400.0333
	56354	07/25/19	MILEAGE 7/14-7/17	108.46		071719		D N	TRAVEL-CONF. -SCH	101.41400.0333
	56354	07/25/19	LODGING 7/14-7/17	327.81		071719		D N	TRAVEL-CONF. -SCH	101.41400.0333
			VENDOR TOTAL	894.86						
										*CHECK TOTAL
GREELEY/WES			003527							
	56407	07/31/19	MWOA WORKSHOP	585.73		072619		D N	TRAVEL-CONF. -SCH	651.48484.0333

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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
GREYSTONE DESIGN BUILD			.02932											
	56408	07/31/19	BLDG PERMIT OVER PYMT	626.90		PERMIT #28817		D	N				REFUNDS AND REIM	101.41428.0882
GUSTAFSON/WADE			.02933											
	56409	07/31/19	REFUND SOFTBALL FEE	35.00		070919		D	N				REFUNDS AND REIM	101.41428.0882
HANSEN ADVERTISING SPECI			000321											
	56410	07/31/19	UNIFORMS FOR STAFF	110.00		40797-B		D	N				GENERAL SUPPLIES	101.45437.0229
	56410	07/31/19	STANDARD 10' TENT KIT	610.23		41046		D	N				OTHER CHARGES	208.45011.0449
	56410	07/31/19	PROMOTIONAL ITEMS	1,071.00		41092		D	N				OTHER CHARGES	208.45010.0449
				1,791.23										
			VENDOR TOTAL	1,791.23		*CHECK TOTAL								
HANSON *PETTY CASH/FRANK			003184											
	56411	07/31/19	TO REIMB. PETTY CASH	5.36		072519		D	N				OFFICE SUPPLIES	101.42412.0220
	56411	07/31/19	TO REIMB. PETTY CASH	91.42		072519		D	N				TRAVEL-CONF.-SCH	101.42412.0333
				96.78										
			VENDOR TOTAL	96.78		*CHECK TOTAL								
HARBI/ABUSUFYAN ABDIHODA			003515											
	56355	07/25/19	PROJECT VIDEOS	750.00		1		D	M	07			PROFESSIONAL SER	235.41402.0446
HAUG IMPLEMENT CO - JOHN			000324											
	56412	07/31/19	#130012-HYD. HOSE PARTS	112.28		320067		D	N				INVENTORIES-MDSE	101.125000
	56412	07/31/19	FUEL CONDITIONER	80.89		321332		D	N				MOTOR FUELS AND	651.48486.0222
	56412	07/31/19	FUEL CONDITIONER	66.00		321960		D	N				MOTOR FUELS AND	651.48486.0222
	56412	07/31/19	#130012-WTR PUMP/GSKT	286.77		322413		D	N				INVENTORIES-MDSE	101.125000
	56412	07/31/19	#112619-ARM REST/SWITCH	129.97		322414		D	N				INVENTORIES-MDSE	101.125000
	56412	07/31/19	CORE RETURN	50.00CR		323163		D	N				INVENTORIES-MDSE	101.125000
	56412	07/31/19	GREASE/LUBE	39.70		324923		D	N				MOTOR FUELS AND	101.45433.0222
				665.61										
			VENDOR TOTAL	665.61		*CHECK TOTAL								
HAWKINS INC			000325											
	56413	07/31/19	FERRIC CHLORIDE	5,111.74		4543448		D	N				GENERAL SUPPLIES	651.48484.0229
HAYNES WINDOW CLEANING S			000327											
	56414	07/31/19	WINDOW CLEANING	72.00		31756		D	N				CLEANING AND WAS	101.45001.0338
HEGLUND CATERING			002036											
	56415	07/31/19	CVB BOARD LUNCHES	11.21		12030		D	N				TRAVEL-CONF.-SCH	101.41401.0333
	56415	07/31/19	CVB BOARD LUNCHES	11.21		12030		D	N				TRAVEL-CONF.-SCH	101.41403.0333
	56415	07/31/19	CVB BOARD LUNCHES	11.21		12030		D	N				TRAVEL-CONF.-SCH	101.45433.0333
	56415	07/31/19	CVB BOARD LUNCHES	150.20		12030		D	N				TRAVEL-CONF.-SCH	208.45005.0333
				183.83										
			VENDOR TOTAL	183.83		*CHECK TOTAL								
HENRY'S FOODS INC			000332											
	56416	07/31/19	CONCESSION SUPPLIES	999.80		5618891		D	N				GENERAL SUPPLIES	101.45437.0229

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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
HIGH POINT NETWORKS INC	002299													
	56417	07/31/19	BLOCK OF TIME	4,500.00		134545		D	N				INVENTORIES-MDSE	101.125000
HILLYARD\HUTCHINSON	000333													
	56418	07/31/19	STICKY MATS FOR GUN RANG	151.35		603503541		D	N				GENERAL SUPPLIES	101.45427.0229
HYDRITE CHEMICAL CO	002837													
	56419	07/31/19	ANTIFOAM	1,325.98		02268808		D	N				GENERAL SUPPLIES	651.48484.0229
IN CONTROL INC	002486													
	56420	07/31/19	SCADA UPGRADE	52,636.00		17167NA02		D	N				FURNITURE AND EQ	651.48484.0552
	56420	07/31/19	SURVEILLANCE IMPROVE.	4,690.00		17168NA03		D	N				FURNITURE AND EQ	651.48484.0552
	56420	07/31/19	SCADA UPGRADE	6,593.34		19010NA01		D	N				FURNITURE AND EQ	651.48484.0552
	56420	07/31/19	PRGRM EFFL. FLOW METER	560.00		19010NC01		D	N				PROFESSIONAL SER	651.48484.0446
			VENDOR TOTAL	64,479.34		*CHECK TOTAL								
				64,479.34										
INN ON LAKE SUPERIOR	.00283													
	56421	07/31/19	NELSEN-LODGING EXPENSE	432.70		R3MJU557HE20		D	N				TRAVEL-CONF.-SCH	101.41401.0333
	56421	07/31/19	ASMUS-LODGING EXPENSE	478.23		R4J4FPGN22201		D	N				TRAVEL-CONF.-SCH	101.41401.0333
			VENDOR TOTAL	910.93		*CHECK TOTAL								
				910.93										
KANDIYOHI CO AUDITOR	000376													
	56422	07/31/19	LANDFILL CHARGES-JUN	43.82		417433		D	N				CLEANING AND WAS	101.43425.0338
KANDIYOHI CO FAIR ASSOCI	001133													
	56356	07/25/19	CENSUS BOOTH RNTL FEE	250.00		071719		D	N				RENTS	101.41424.0440
KANDIYOHI CO RECORDER'S	000382													
	56423	07/31/19	RECORDING FEES	46.00		659102		D	N				PROFESSIONAL SER	101.41403.0446
KANDIYOHI CO TREASURER	000385													
	56424	07/31/19	MTCE O.T. FOR WLMR MTGS	85.12		061819		D	N				PROFESSIONAL SER	101.41401.0446
	56424	07/31/19	LIBRARY AGREEMENT-201	55,037.33		073119		D	N				DUE TO OTHER GOV	101.222000
	56424	07/31/19	LIBRARY AGREEMENT-201	52,590.00		073119		D	N				MTCE. OF STRUCTU	101.45426.0335
			VENDOR TOTAL	107,712.45		*CHECK TOTAL								
				107,712.45										
KANDIYOHI CO-OP ELECTRIC	000375													
	56425	07/31/19	WELCOME TO WILLMAR SIGN	79.41		STMT/7-19		D	N				UTILITIES	101.43425.0332
	56425	07/31/19	CO RD 23/HWY 71 BYPASS	128.00		STMT/7-19		D	N				UTILITIES	101.43425.0332
	56425	07/31/19	ELEC SERV-SECURITY LIGHT	38.00		STMT/7-19		D	N				UTILITIES	651.48486.0332
	56425	07/31/19	ELEC SERV-LIFT STATION	1,075.00		STMT/7-19		D	N				UTILITIES	651.48487.0332
			VENDOR TOTAL	1,320.41		*CHECK TOTAL								
				1,320.41										
KANDIYOHI SWCD	000379													
	56426	07/31/19	10 RAIN BARRELS	491.60		12028		D	N				GENERAL SUPPLIES	101.43418.0229

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KEY ENTERPRISES LLC			003069											
	56427	07/31/19	AD/TWIN CITIES BUS.-AU	1,750.00		2019CI-8753		D	N				OTHER CHARGES	208.45008.0449
KING'S ELECTRIC LLC			003138											
	56428	07/31/19	L.S. 2 MTCE-PARTS	716.46		1070		D	N				MTCE. OF EQUIPME	651.48487.0224
	56428	07/31/19	L.S. 2 MTCE-LABOR	135.00		1070		D	N				MTCE. OF EQUIPME	651.48487.0334
	56428	07/31/19	REPL. BALLAST-PARTS	26.80		1073		D	N				MTCE. OF STRUCTU	101.41408.0225
	56428	07/31/19	REPL. BALLAST-LABOR	75.00		1073		D	N				MTCE. OF STRUCTU	101.41408.0335
			VENDOR TOTAL	953.26		*CHECK TOTAL								
KONALD/JON			003517											
	56429	07/31/19	FB DRILLS/SKILLS CLINIC	840.00		072519		D	N				PROFESSIONAL SER	101.45433.0446
KRONOS			003457											
	56430	07/31/19	WORKFORCE READY SFTWRE	2,839.47		11471574		D	N				SUBSCRIPTIONS AN	101.41420.0443
LAKES AREA REVIEW			002432											
	56431	07/31/19	2020 SUBSCRIPTION	25.33		WLACVB/19		D	N				PREPAID EXPENSES	208.128000
	56431	07/31/19	2019 SUBSCRIPTION	12.67		WLACVB/19		D	N				SUBSCRIPTIONS AN	208.45005.0443
			VENDOR TOTAL	38.00		*CHECK TOTAL								
LAKESIDE PRESS			001646											
	56432	07/31/19	BIKE MS EVENT FLYER	53.00		8876		D	N				OTHER CHARGES	208.45011.0449
	56432	07/31/19	BIKE MS BROCHURE	686.00		8893		D	N				OTHER CHARGES	208.45010.0449
	56432	07/31/19	5,000 WINDOW ENVELOPES	598.00		8895		D	N				OFFICE SUPPLIES	101.41403.0220
			VENDOR TOTAL	1,337.00		*CHECK TOTAL								
LAND PRIDE CONSTRUCTION			003149											
	56433	07/31/19	REPL. HYDRANT-28TH AV	14,162.00		1915		D	N				MTCE. OF OTHER I	101.43417.0336
LIFE BEHIND BARS CYCLING			.02929											
	56357	07/25/19	PROMO HATS	174.00		91023106		D	N				GENERAL SUPPLIES	236.45436.0229
LINDAHL/JASON			001400											
	56434	07/31/19	MILEAGE 6/17-7/29/19	89.32		072919		D	N				TRAVEL-CONF.-SCH	651.48484.0333
LION GROUP INC			003353											
	56435	07/31/19	TURNOUT GEAR REPAIR	18.48		18-5009107		D	N				SUBSISTENCE OF P	101.42412.0337
	56435	07/31/19	TURNOUT GEAR REPAIR	304.40		19-5010387		D	N				SUBSISTENCE OF P	101.42412.0337
			VENDOR TOTAL	322.88		*CHECK TOTAL								
LLOYD SECURITY INC			003376											
	56436	07/31/19	SMOKE DETECTOR	100.00		112378		D	N				MTCE. OF STRUCTU	230.43430.0225

Vendor Payment History Report
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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
LOCATORS & SUPPLIES INC			002162											
	56437	07/31/19	RAIN SUIT	72.93		0277592		D	N				SUBSISTENCE OF P	101.43425.0227
M-R SIGN CO INC			000424											
	56438	07/31/19	STREET SIGNS	458.97		204941		D	N				MTCE. OF OTHER I	101.43425.0226
	56438	07/31/19	STREET SIGNS	308.50		205031		D	N				MTCE. OF OTHER I	101.43425.0226
			VENDOR TOTAL	767.47		*CHECK TOTAL								
				767.47										
MADDEN UPHOLSTERY INC			.02934											
	56439	07/31/19	POOL COVER REPAIR	35.00		071219		D	N				MTCE. OF EQUIPME	101.45437.0334
MARCO TECHNOLOGIES LLC			000437											
	56440	07/31/19	PRINT/PAGE COUNT	23.12		INV6559616		D	N				OFFICE SUPPLIES	101.41400.0220
	56440	07/31/19	PRINT/PAGE COUNT	64.52		INV6559616		D	N				OFFICE SUPPLIES	101.41402.0220
	56440	07/31/19	PRINT/PAGE COUNT	23.14		INV6559616		D	N				OFFICE SUPPLIES	101.41403.0220
	56440	07/31/19	PRINT/PAGE COUNT	60.96		INV6559616		D	N				OFFICE SUPPLIES	101.41405.0220
	56440	07/31/19	PRINT/PAGE COUNT	26.54		INV6559616		D	N				OFFICE SUPPLIES	101.41409.0220
	56440	07/31/19	PRINT/PAGE COUNT	23.58		INV6559616		D	N				OFFICE SUPPLIES	101.41420.0220
	56440	07/31/19	PRINT/PAGE COUNT	79.19		INV6559616		D	N				OFFICE SUPPLIES	101.42411.0220
	56440	07/31/19	PRINT/PAGE COUNT	39.39		INV6559616		D	N				OFFICE SUPPLIES	101.43417.0220
	56440	07/31/19	PRINT/PAGE COUNT	36.31		INV6559616		D	N				OFFICE SUPPLIES	101.43425.0220
	56440	07/31/19	PRINT/PAGE COUNT	23.14		INV6559616		D	N				OFFICE SUPPLIES	101.45001.0220
	56440	07/31/19	PRINT/PAGE COUNT	25.56		INV6559616		D	N				OFFICE SUPPLIES	101.45433.0220
	56440	07/31/19	PRINT/PAGE COUNT	23.14		INV6559616		D	N				OFFICE SUPPLIES	101.45435.0220
	56440	07/31/19	PRINT/PAGE COUNT	23.14		INV6559616		D	N				OFFICE SUPPLIES	651.48484.0220
	56440	07/31/19	COPIER LEASE-JUL	124.50		389680026		D	N				RENTS	101.42411.0440
			VENDOR TOTAL	596.23		*CHECK TOTAL								
				596.23										
MARINE RESCUE PRODUCTS I			001496											
	56441	07/31/19	STAFF SWIMWARE	42.25		89035		D	N				GENERAL SUPPLIES	101.45437.0229
	56441	07/31/19	STAFF SWIMWARE	76.95		89088A		D	N				GENERAL SUPPLIES	101.45437.0229
	56441	07/31/19	STAFF SWIMWARE	76.95		89107		D	N				GENERAL SUPPLIES	101.45437.0229
	56441	07/31/19	STAFF SWIMWARE	42.95		89132		D	N				GENERAL SUPPLIES	101.45437.0229
	56441	07/31/19	STAFF SWIMWARE	42.25		89146		D	N				GENERAL SUPPLIES	101.45437.0229
			VENDOR TOTAL	281.35		*CHECK TOTAL								
				281.35										
MCMMASTER-CARR SUPPLY CO			000446											
	56442	07/31/19	PARTS FOR PORTABLE PUMP	155.95		10445268		D	N				MTCE. OF EQUIPME	651.48485.0224
MENARDS			000449											
	56443	07/31/19	FENCING FOR FIELDS	117.18		77755		D	N				GENERAL SUPPLIES	101.45432.0229
	56443	07/31/19	CABLE TIES	12.44		79392		D	N				GENERAL SUPPLIES	101.42412.0229
	56443	07/31/19	LAB TOTES/SUPPLIES	44.03		79471		D	N				GENERAL SUPPLIES	651.48484.0229
	56443	07/31/19	SAFE W/ELECTRICAL LOCK	69.99		79539		D	N				SMALL TOOLS	101.45437.0221
	56443	07/31/19	DUCT TAPE	2.99		80048		D	N				GENERAL SUPPLIES	101.42412.0229
	56443	07/31/19	LATEX GLOVES	25.85		80048		D	N				GENERAL SUPPLIES	101.42412.0229
	56443	07/31/19	PAINTING SUPPLIES	17.97		80048		D	N				GENERAL SUPPLIES	101.42412.0229

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
MENARDS			000449							
	56443	07/31/19	HYDRANT PAINT	123.80		80400		D N	MTCE. OF OTHER I	101.42412.0226
	56443	07/31/19	UTILITY HOOKS/HANGERS	3.96		80420		D N	GENERAL SUPPLIES	101.45437.0229
	56443	07/31/19	MAP HOLDER	57.43		80421		D N	SMALL TOOLS	101.43425.0221
	56443	07/31/19	MAP HOLDER	26.58	CR	80438		D N	SMALL TOOLS	101.43425.0221
	56443	07/31/19	MAP HOLDER	49.96		80439		D N	SMALL TOOLS	101.43425.0221
	56443	07/31/19	RWW LEVEL TUBE SUPPLIES	26.45		80498		D N	GENERAL SUPPLIES	651.48484.0229
	56443	07/31/19	LANDSCAPE EDGING/STAKES	57.95		80554		D N	MTCE. OF OTHER I	101.43425.0226
	56443	07/31/19	WD-40/SUPPLIES	17.97		80621		D N	GENERAL SUPPLIES	101.43425.0229
	56443	07/31/19	VELCRO	19.88		80657		D N	GENERAL SUPPLIES	101.43425.0229
	56443	07/31/19	CLEANING SUPPLIES	5.99		80722		D N	CLEANING AND WAS	101.42412.0228
	56443	07/31/19	CARB CLNR/ROPE/SUPPLIES	37.24		80787		D N	SMALL TOOLS	101.43425.0221
	56443	07/31/19	RUBBER AIR HOSE	53.98		80787		D N	GENERAL SUPPLIES	101.43425.0229
	56443	07/31/19	1 GAL. TANK SPRAYER	6.99		80806		D N	SMALL TOOLS	101.41408.0221
	56443	07/31/19	TANK SPRAYER/TOOLS	24.97		80859		D N	SMALL TOOLS	101.45433.0221
	56443	07/31/19	LUBE	8.61		80859		D N	MOTOR FUELS AND	101.45433.0222
	56443	07/31/19	WOOD FOR BLA	99.62		80859		D N	MTCE. OF STRUCTU	101.45433.0225
	56443	07/31/19	POLISH FOR ZAMBONI	20.55		80859		D N	GENERAL SUPPLIES	101.45433.0229
	56443	07/31/19	WEED KILLER	19.98		80859		D N	GENERAL SUPPLIES	101.45433.0229
	56443	07/31/19	ROPE	19.96		80863		D N	GENERAL SUPPLIES	101.43425.0229
	56443	07/31/19	REFLECTOR SAFETY TAPE	159.96		80932		D N	GENERAL SUPPLIES	101.43425.0229
	56443	07/31/19	LAB SUPPLIES	62.40		81066		D N	GENERAL SUPPLIES	651.48484.0229
	56443	07/31/19	LAB SUPPLIES	9.82	CR	81122		D N	GENERAL SUPPLIES	651.48484.0229
	56443	07/31/19	BANDSHELL PARTS	38.14		81244		D N	MTCE. OF EQUIPME	101.43425.0224
	56443	07/31/19	SOCKET SET	119.99		81337		D N	SMALL TOOLS	101.43425.0221
	56443	07/31/19	RUSTOLEUM SPRAY	3.97		81341		D N	MTCE. OF EQUIPME	101.42412.0224
	56443	07/31/19	HYDRANT PAINT	86.94		81341		D N	MTCE. OF OTHER I	101.42412.0226
	56443	07/31/19	DRINKING WATER	23.40		81341		D N	SUBSISTENCE OF P	101.42412.0227
	56443	07/31/19	STAIN REMOVER	3.97		81341		D N	CLEANING AND WAS	101.42412.0228
	56443	07/31/19	LATEX GLOVES	14.97		81341		D N	GENERAL SUPPLIES	101.42412.0229
	56443	07/31/19	PAINT THINNER/SUPPLIES	27.74		81341		D N	GENERAL SUPPLIES	101.42412.0229
	56443	07/31/19	SOFTENER SALT	42.32		81341		D N	GENERAL SUPPLIES	101.42412.0229
	56443	07/31/19	LAUNDRY DETERGENT	4.88		81341		D N	GENERAL SUPPLIES	101.42412.0229
	56443	07/31/19	SAMPLER FILTER	9.98		81506		D N	GENERAL SUPPLIES	651.48484.0229
				1,508.00						
			VENDOR TOTAL	1,508.00						
						*CHECK TOTAL				
METRO SALES INC			003016							
	56444	07/31/19	CNTRCT USAGE 4/2-7/1	739.28		INV1377037		D N	MTCE. OF EQUIPME	101.41410.0334
	56444	07/31/19	CNTRCT USAGE 4/19-7/18	239.67		INV1385054		D N	MTCE. OF EQUIPME	101.42411.0334
				978.95						
			VENDOR TOTAL	978.95						
						*CHECK TOTAL				
MILLER SANITATION			002936							
	56445	07/31/19	GARBAGE SERVICE-JUL	154.50		1298/7-19		D N	CLEANING AND WAS	101.45433.0338
	56445	07/31/19	GARBAGE SERVICE-JUL	112.80		1298/7-19		D N	CLEANING AND WAS	101.45433.0338
	56445	07/31/19	GARBAGE SERVICE-JUL	52.70		1300/7-19		D N	CLEANING AND WAS	101.42412.0338
	56445	07/31/19	GARBAGE SERVICE-JUL	64.74		1301/7-19		D N	CLEANING AND WAS	101.41408.0338
	56445	07/31/19	GARBAGE SERVICE-JUL	64.74		1301/7-19		D N	CLEANING AND WAS	101.45427.0338

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
MILLER SANITATION			002936							
	56445	07/31/19	GARBAGE SERVICE-JUL	251.31		1302/7-19		D N	CLEANING AND WAS	101.43425.0338
	56445	07/31/19	GARBAGE SERVICE-JUL	24.35		1303/7-19		D N	CLEANING AND WAS	651.48484.0338
	56445	07/31/19	GARBAGE SERVICE-JUL	48.67		1304/7-19		D N	CLEANING AND WAS	651.48484.0338
	56445	07/31/19	GARBAGE SERVICE-JUL	161.04		1304/7-19		D N	CLEANING AND WAS	651.48484.0338
	56445	07/31/19	GARBAGE SERVICE-JUL	49.68		1305/7-19		D N	CLEANING AND WAS	101.45435.0338
	56445	07/31/19	GARBAGE SERVICE-JUL	91.00		1378/7-19		D N	CLEANING AND WAS	101.43425.0338
	56445	07/31/19	GARBAGE SERVICE-JUL	846.00		1379/7-19		D N	CLEANING AND WAS	101.43425.0338
	56445	07/31/19	GARBAGE SERVICE-JUL	33.84		1379/7-19		D N	CLEANING AND WAS	101.43425.0338
	56445	07/31/19	GARBAGE SERVICE-JUL	70.50		1379/7-19		D N	CLEANING AND WAS	101.43425.0338
	56445	07/31/19	GARBAGE SERVICE-JUL	33.84		1379/7-19		D N	CLEANING AND WAS	101.43425.0338
	56445	07/31/19	GARBAGE SERVICE-JUL	33.84		1379/7-19		D N	CLEANING AND WAS	101.43425.0338
	56445	07/31/19	GARBAGE SERVICE-JUL	352.50		1388/7-19		D N	CLEANING AND WAS	101.43425.0338
	56445	07/31/19	GARBAGE SERVICE-JUL	105.13		1456/7-19		D N	CLEANING AND WAS	101.45437.0338
			VENDOR TOTAL	2,551.18		*CHECK TOTAL				
				2,551.18						
MIMECAST NORTH AMERICA I			003311							
	56446	07/31/19	EMAIL MGMT SERV-AUG	1,332.42		INVUS672758		D N	SUBSCRIPTIONS AN	101.41409.0443
MINI BIFF LLC			001805							
	56447	07/31/19	TOILET RENTALS	77.52		A-106157		D N	RENTS	101.43425.0440
	56447	07/31/19	TOILET RENTALS	79.05		A-106158		D N	RENTS	101.43425.0440
	56447	07/31/19	TOILET RENTALS	79.05		A-106160		D N	RENTS	101.43425.0440
	56447	07/31/19	TOILET RENTALS	79.05		A-106161		D N	RENTS	101.43425.0440
	56447	07/31/19	TOILET RENTALS	77.52		A-106162		D N	RENTS	101.43425.0440
	56447	07/31/19	TOILET RENTALS	72.42		A-106206		D N	RENTS	101.43425.0440
			VENDOR TOTAL	464.61		*CHECK TOTAL				
				464.61						
MN DEPT OF REVENUE			000492							
	331	07/16/19	SALES TAX-JUN	1,051.00		STMT/6-19		M N	SALES TAX PAYABL	101.206000
	331	07/16/19	USE TAX-JUN	54.53		STMT/6-19		M N	SALES TAX PAYABL	101.206000
	331	07/16/19	SALES TAX-JUN	2.71CR		STMT/6-19		M N	OFFICE SUPPLIES	101.41400.0220
	331	07/16/19	SALES TAX-JUN	2.43CR		STMT/6-19		M N	OFFICE SUPPLIES	101.41401.0220
	331	07/16/19	SALES TAX-JUN	5.31CR		STMT/6-19		M N	GENERAL SUPPLIES	101.41401.0229
	331	07/16/19	SALES TAX-JUN	11.51CR		STMT/6-19		M N	OFFICE SUPPLIES	101.41402.0220
	331	07/16/19	SALES TAX-JUN	0.88CR		STMT/6-19		M N	GENERAL SUPPLIES	101.41408.0229
	331	07/16/19	SALES TAX-JUN	7.30CR		STMT/6-19		M N	SUBSCRIPTIONS AN	101.41409.0443
	331	07/16/19	SALES TAX-JUN	5.16CR		STMT/6-19		M N	SMALL TOOLS	101.42411.0221
	331	07/16/19	SALES TAX-JUN	6.49CR		STMT/6-19		M N	MTCE. OF EQUIPME	101.42411.0224
	331	07/16/19	SALES TAX-JUN	0.33CR		STMT/6-19		M N	SUBSISTENCE OF P	101.42411.0227
	331	07/16/19	SALES TAX-JUN	4.73CR		STMT/6-19		M N	GENERAL SUPPLIES	101.42411.0229
	331	07/16/19	SALES TAX-JUN	6.58CR		STMT/6-19		M N	MTCE. OF OTHER I	101.42412.0226
	331	07/16/19	DIESEL FUEL TAX-JUN	104.46		STMT/6-19		M N	MOTOR FUELS AND	101.43425.0222
	331	07/16/19	USE TAX-JUN	97.00		STMT/6-19		M N	MOTOR FUELS AND	101.43425.0222
	331	07/16/19	SALES TAX-JUN	9.26CR		STMT/6-19		M N	GENERAL SUPPLIES	101.43425.0229
	331	07/16/19	SALES TAX-JUN	0.77CR		STMT/6-19		M N	MTCE. OF EQUIPME	101.45432.0224
	331	07/16/19	SALES TAX-JUN	128.24CR		STMT/6-19		M N	GENERAL SUPPLIES	101.45432.0229
	331	07/16/19	SALES TAX-JUN	0.41CR		STMT/6-19		M N	GENERAL SUPPLIES	101.45433.0229

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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
MN STATE PATROL - CMV SE 002787	56450	07/31/19	INSPECTION PRGRM DECALS	20.00		071619		D N	GENERAL SUPPLIES	101.43425.0229
MN STATE TREASURER 003518	56451	07/31/19	2020 AIRPORT LIC. FEE	13.33		071819		D N	PREPAID EXPENSES	230.128000
	56451	07/31/19	2021 AIRPORT LIC. FEE	13.33		071819		D N	PREPAID EXPENSES	230.128000
	56451	07/31/19	2019 AIRPORT LIC. FEE	13.34		071819		D N	LICENSES AND TAX	230.43430.0445
			VENDOR TOTAL	40.00						
										*CHECK TOTAL
MOSS & BARNETT 001655	56452	07/31/19	CATV LEGAL SERV-JUN	1,455.00		713154		D M 07	PROFESSIONAL SER	101.41406.0446
MUNICIPAL UTILITIES 000541	56351	07/15/19	UTILITIES FOR JUN	3,014.77		6/19		D N	UTILITIES	101.41408.0332
	56351	07/15/19	UTILITIES FOR JUN	5,772.41		6/19		D N	UTILITIES	101.43425.0332
	56351	07/15/19	UTILITIES FOR JUN	404.13		6/19		D N	UTILITIES	101.45001.0332
	56351	07/15/19	UTILITIES FOR JUN	1,656.76		6/19		D N	UTILITIES	101.45427.0332
	56351	07/15/19	UTILITIES FOR JUN	12,163.86		6/19		D N	UTILITIES	101.45433.0332
	56351	07/15/19	UTILITIES FOR JUN	1,297.79		6/19		D N	UTILITIES	101.45435.0332
	56351	07/15/19	UTILITIES FOR JUN	3,110.57		6/19		D N	UTILITIES	101.45437.0332
	56351	07/15/19	UTILITIES FOR JUN	23.54		6/19		D N	UTILITIES	230.43430.0332
	56351	07/15/19	UTILITIES FOR JUN	875.08		6/19		D N	UTILITIES	651.48484.0332
	56351	07/15/19	UTILITIES FOR JUN	7,335.77		6/19		D N	UTILITIES	651.48485.0332
			VENDOR TOTAL	35,654.68						
										*CHECK TOTAL
MUNICIPAL UTILITIES 002393	56453	07/31/19	2019 PERA STATE AID	7,604.00		072219		D N	REFUNDS AND REIM	101.41428.0882
MVTL LABORATORIES INC 000544	56454	07/31/19	LAB TESTING	150.00		985470		D N	PROFESSIONAL SER	651.48484.0446
	56454	07/31/19	LAB TESTING	486.00		985471		D N	PROFESSIONAL SER	651.48484.0446
	56454	07/31/19	LAB TESTING	259.00		986588		D N	PROFESSIONAL SER	651.48484.0446
	56454	07/31/19	LAB TESTING	45.00		987280		D N	PROFESSIONAL SER	651.48484.0446
			VENDOR TOTAL	940.00						
										*CHECK TOTAL
NEW LIFE COMMUNICATIONS 000574	56455	07/31/19	CNCL CHAMBER A/V-PARTS	41.93		106424		D N	MTCE. OF EQUIPME	101.41409.0224
	56455	07/31/19	CNCL CHAMBER A/V-LABOR	87.50		106424		D N	MTCE. OF EQUIPME	101.41409.0334
			VENDOR TOTAL	129.43						
										*CHECK TOTAL
NORTHERN STATES SUPPLY 000585	56456	07/31/19	CABLE TIES	32.92		10-572214		D N	GENERAL SUPPLIES	101.43425.0229
	56456	07/31/19	CABLE TIES	6.86		10-572501		D N	GENERAL SUPPLIES	101.43425.0229
	56456	07/31/19	MARKING PAINT	47.40		10-572632		D N	GENERAL SUPPLIES	101.43425.0229

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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
NORTHERN STATES SUPPLY 000585										
	56456	07/31/19	TAPE MEASURE	102.61		10-572651		D N	SMALL TOOLS	101.43425.0221
	56456	07/31/19	#151914-MOWER BELTS	32.77		10-572693		D N	INVENTORIES-MDSE	101.125000
	56456	07/31/19	TACK GLOVES	19.60		10-572810		D N	SUBSISTENCE OF P	101.43425.0227
	56456	07/31/19	MARKING PAINT	47.40		10-572855		D N	GENERAL SUPPLIES	101.43417.0229
	56456	07/31/19	ZIP TIES FOR CAMERAS	13.72		10-572937		D N	GENERAL SUPPLIES	101.43425.0229
	56456	07/31/19	SAFETY GLASSES/GLOVES	74.26		10-573079		D N	SUBSISTENCE OF P	101.43425.0227
	56456	07/31/19	BOLTS	10.94		10-573123		D N	MTCE. OF EQUIPME	101.43425.0224
	56456	07/31/19	CUT-OFF WHEEL	10.46		10-573166		D N	GENERAL SUPPLIES	101.43425.0229
	56456	07/31/19	BOLTS/ROD	5.54		10-573289		D N	MTCE. OF EQUIPME	101.43425.0224
	56456	07/31/19	BLADES	20.25		10-573332		D N	GENERAL SUPPLIES	101.43425.0229
	56456	07/31/19	BOLTS	87.49		1341851		D N	MTCE. OF EQUIPME	101.43425.0224
	56456	07/31/19	BOLTS	9.59		1341852		D N	MTCE. OF EQUIPME	101.43425.0224
	56456	07/31/19	FLAMMABLE SFTY CABINET	938.30		1342558		D N	SMALL TOOLS	101.43425.0221
			VENDOR TOTAL	1,460.11		*CHECK TOTAL				
				1,460.11						
OASIS AERO INC 003286										
	56457	07/31/19	AIRPORT MGMT CNTRCT-MA	4,000.00		2331		D N	PROFESSIONAL SER	230.43430.0446
	56457	07/31/19	AIRPORT MGMT CNTRCT-JU	4,000.00		2416		D N	PROFESSIONAL SER	230.43430.0446
			VENDOR TOTAL	8,000.00		*CHECK TOTAL				
				8,000.00						
OPG-3 INC 003249										
	56458	07/31/19	DR-M260 SCANNER	925.00		3479		D N	SMALL TOOLS	101.41409.0221
PAPER & THREADS LLC 002895										
	56459	07/31/19	PATCHES SEWN ON UNIFORMS	24.00		070419		D N	SUBSISTENCE OF P	101.42411.0337
	56459	07/31/19	PATCHES SEWN ON UNIFORMS	6.00		072019		D N	SUBSISTENCE OF P	101.42411.0337
			VENDOR TOTAL	30.00		*CHECK TOTAL				
				30.00						
PAT'S SIGNS & GRAPHICS 002543										
	56460	07/31/19	MAGNETIC NAME SIGN	40.00		10628		D N	GENERAL SUPPLIES	101.41401.0229
PEREZ/MARTINA .02941										
	56461	07/31/19	REF. OVER CHARGE-TOWING	10.00		072619		D N	REFUNDS AND REIM	101.41428.0882
PETERSON SHOE STORE 000608										
	56462	07/31/19	MARCUS-SAFETY BOOTS	175.00		197923		D N	SUBSISTENCE OF P	101.43425.0227
	56462	07/31/19	HEIN-SAFETY BOOTS	175.00		197958		D N	SUBSISTENCE OF P	101.43425.0227
	56462	07/31/19	THOMAS-SAFETY BOOTS	169.99		198024		D N	SUBSISTENCE OF P	101.43425.0227
	56462	07/31/19	WOG-SAFETY BOOTS	175.00		198251		D N	SUBSISTENCE OF P	101.43425.0227
	56462	07/31/19	JONES-SAFETY BOOTS	175.00		198477		D N	SUBSISTENCE OF P	101.43425.0227
	56462	07/31/19	LIAMS-SAFETY BOOTS	161.49		198610		D N	SUBSISTENCE OF P	101.43425.0227
	56462	07/31/19	SAUNDERS-SAFETY BOOTS	175.00		198762		D N	SUBSISTENCE OF P	101.43425.0227
			VENDOR TOTAL	1,206.48		*CHECK TOTAL				
				1,206.48						

Vendor Payment History Report
INCLUDES ONLY POSTED TRANS

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
PETERSON/MICHAEL			.01281											
	56463	07/31/19	SIGN DEPOSIT REF 2019-13	100.00		2019-13		D	N				DEPOSITS-SIGN PE	101.230001
PIONEERLAND LIBRARY SYST			000614											
	56464	07/31/19	3RD QTR OPERATIONAL	109,333.00		071519		D	N				OTHER CHARGES	101.45426.0449
PRAIRIE WOODS ENV LEARNI			002029											
	56465	07/31/19	CLIMB WALL-BIKE MS EVENT	587.00		13883		D	N				OTHER CHARGES	208.45011.0449
PREMIUM WATERS INC			000374											
	56466	07/31/19	DRINKING WATER	54.75		527119/6-19		D	N				GENERAL SUPPLIES	101.45437.0229
PRINT MASTERS			000624											
	56467	07/31/19	COMM. ENHANCEMENT PRGRMS	104.00		86804		D	N				PRINTING AND PUB	101.41402.0331
PUBLIC SAFETY CENTER INC			.01516											
	56468	07/31/19	COVERALLS	215.00		5875024		D	N				SUBSISTENCE OF P	101.42412.0227
QUICK SIGNS			001093											
	56469	07/31/19	BEACH SIGNS	99.80		176152		D	N				MTCE. OF OTHER I	101.43425.0226
RDO EXCH #80-5800			000291											
	56470	07/31/19	#152243-SOLENOID	64.08		P40608		D	N				INVENTORIES-MDSE	101.125000
RILEY BROS CONSTRUCTION			000653											
	56471	07/31/19	MIX FOR STREET PATCHING	829.40		P30900		D	N				MTCE. OF OTHER I	101.43425.0226
	56471	07/31/19	MIX FOR STREET PATCHING	442.00		P30914		D	N				MTCE. OF OTHER I	101.43425.0226
				1,271.40										
			VENDOR TOTAL	1,271.40										
													*CHECK TOTAL	
RL LARSON EXCAVATING INC			003437											
	56472	07/31/19	WESTERN INT. STORM SE	71,203.93		1802/EST. 3		D	N				MTCE. OF OTHER I	418.48452.0336
ROBOTRONICS INC			.02935											
	56473	07/31/19	CHARGER-SPARKY COSTUME	67.12		54185		D	N				SMALL TOOLS	101.42412.0221
RULE TIRE SHOP			000665											
	56474	07/31/19	FLAT REPAIR-PARTS	18.49		1-36473		D	N				MTCE. OF EQUIPME	101.45433.0224
	56474	07/31/19	FLAT REPAIR-LABOR	10.00		1-36473		D	N				MTCE. OF EQUIPME	101.45433.0334
	56474	07/31/19	#132486-TIRES	175.00		1-36483		D	N				INVENTORIES-MDSE	101.125000
	56474	07/31/19	#058039-TIRES	1,360.00		1-36494		D	N				INVENTORIES-MDSE	101.125000
				1,563.49										
			VENDOR TOTAL	1,563.49										
													*CHECK TOTAL	
RUNNING'S SUPPLY INC			001418											
	56475	07/31/19	OWENS-SAFETY BOOTS	154.99		4793197		D	N				SUBSISTENCE OF P	101.43425.0227
	56475	07/31/19	PLANT SUPPLIES	94.79		4812848		D	N				GENERAL SUPPLIES	651.48484.0229
	56475	07/31/19	METAL SHEAR/CUT OFF TOOL	409.98		4814475		D	N				SMALL TOOLS	101.45433.0221

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
SIETSEMA/SARA			003218											
	56479	07/31/19	VB LEAGUE CANCELLED	160.00		070919		D	N				REFUNDS AND REIM	101.41428.0882
	56479	07/31/19	PLNG/ADAPTATION TRNG	81.76		071819		D	N				TRAVEL-CONF.-SCH	651.48484.0333
			VENDOR TOTAL	241.76										
				241.76									*CHECK TOTAL	
SLUMBERLAND FURNITURE			.02937											
	56480	07/31/19	SIGN DEPOSIT REF 2019-15	100.00		2019-15		D	N				DEPOSITS-SIGN PE	101.230001
SMITH/SARAH			.02938											
	56481	07/31/19	VB LEAGUE CANCELLED	160.00		070919		D	N				REFUNDS AND REIM	101.41428.0882
SPRINT			000578											
	56482	07/31/19	CELL PHONE USAGE-JUN	69.98		317498885-134		D	N				COMMUNICATIONS	101.41409.0330
ST PAUL PIONEER PRESS			003316											
	56483	07/31/19	DIGITAL AD CAMPAIGN	1,875.00		0619539779		D	N				ADVERTISING	208.45012.0447
STEINBEISSER AUTO REPAIR			003256											
	56484	07/31/19	PROPANE-STREET PATCHING	101.50		8287		D	N				MTCE. OF OTHER I	101.43425.0226
STRICHERZ/ALLISON			.02939											
	56485	07/31/19	VB LEAGUE CANCELLED	160.00		070919		D	N				REFUNDS AND REIM	101.41428.0882
SUMMIT COMPANIES			002555											
	56486	07/31/19	FIRE ALARM INSPECTION	456.00		1401473		D	N				MTCE. OF STRUCTU	101.41408.0335
	56486	07/31/19	SPRINKLER SYSTEM INSP.	198.00		1405804		D	N				MTCE. OF STRUCTU	101.41408.0335
			VENDOR TOTAL	654.00										
				654.00									*CHECK TOTAL	
SUN LIFE FINANCIAL			003460											
	56487	07/31/19	LIFE/LTD/VISION INS-JUL	70.84		M336		D	N				COBRA INS PREMIU	101.120001
	56487	07/31/19	LIFE/LTD/VISION INS-JUL	66.80		M336		D	N				EMPLOYER INSUR.	101.41400.0114
	56487	07/31/19	LIFE/LTD/VISION INS-JUL	124.84		M336		D	N				EMPLOYER INSUR.	101.41402.0114
	56487	07/31/19	LIFE/LTD/VISION INS-JUL	38.30		M336		D	N				EMPLOYER INSUR.	101.41403.0114
	56487	07/31/19	LIFE/LTD/VISION INS-JUL	99.25		M336		D	N				EMPLOYER INSUR.	101.41405.0114
	56487	07/31/19	LIFE/LTD/VISION INS-JUL	19.23		M336		D	N				EMPLOYER INSUR.	101.41408.0114
	56487	07/31/19	LIFE/LTD/VISION INS-JUL	64.53		M336		D	N				EMPLOYER INSUR.	101.41409.0114
	56487	07/31/19	LIFE/LTD/VISION INS-JUL	28.70		M336		D	N				EMPLOYER INSUR.	101.41420.0114
	56487	07/31/19	LIFE/LTD/VISION INS-JUL	4.98		M336		D	N				EMPLOYER INSUR.	101.41424.0114
	56487	07/31/19	LIFE/LTD/VISION INS-JUL	115.93		M336		D	N				INS. PASS THROUG	101.41428.0819
	56487	07/31/19	LIFE/LTD/VISION INS-JUL	917.17		M336		D	N				EMPLOYER INSUR.	101.42411.0114
	56487	07/31/19	LIFE/LTD/VISION INS-JUL	70.77		M336		D	N				EMPLOYER INSUR.	101.42412.0114
	56487	07/31/19	LIFE/LTD/VISION INS-JUL	91.38		M336		D	N				EMPLOYER INSUR.	101.43417.0114
	56487	07/31/19	LIFE/LTD/VISION INS-JUL	470.88		M336		D	N				EMPLOYER INSUR.	101.43425.0114
	56487	07/31/19	LIFE/LTD/VISION INS-JUL	22.43		M336		D	N				EMPLOYER INSUR.	101.45001.0114
	56487	07/31/19	LIFE/LTD/VISION INS-JUL	82.17		M336		D	N				EMPLOYER INSUR.	101.45432.0114
	56487	07/31/19	LIFE/LTD/VISION INS-JUL	40.94		M336		D	N				EMPLOYER INSUR.	101.45433.0114
	56487	07/31/19	LIFE/LTD/VISION INS-JUL	30.83		M336		D	N				EMPLOYER INSUR.	101.45435.0114
	56487	07/31/19	LIFE/LTD/VISION INS-JUL	9.15		M336		D	N				EMPLOYER INSUR.	101.45437.0114

Vendor Payment History Report
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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
US BANK EQUIPMENT FINANC			003143											
	56491	07/31/19	COPIER SCANNING SOFTWARE	105.00		389427733		D	N				RENTS	101.41410.0440
VERIZON WIRELESS			002915											
	56492	07/31/19	CELL PHONE USAGE-JUN	2,921.71		9833701747		D	N				COMMUNICATIONS	101.41409.0330
VULCAN INDUSTRIES INC			002906											
	56493	07/31/19	SCREENING BAGS	1,044.00		19378-15383		D	N				GENERAL SUPPLIES	651.48484.0229
WAL-MART COMMUNITY			000789											
	56494	07/31/19	PAPER PLATES/NAPKINS	29.30		061719		D	N				GENERAL SUPPLIES	101.41408.0229
	56494	07/31/19	PARADE CANDY	101.45		062119		D	N				GENERAL SUPPLIES	101.41401.0229
	56494	07/31/19	COFFEE	27.68		062119		D	N				GENERAL SUPPLIES	101.42411.0229
	56494	07/31/19	PARADE CANDY	101.44		062119		D	N				GENERAL SUPPLIES	101.43425.0229
			VENDOR TOTAL	259.87		*CHECK TOTAL								
				259.87										
WALLACE/TIMOTHY			002971											
	56495	07/31/19	FUEL REIMBURSEMENT	40.00		071119		D	N				MOTOR FUELS AND	101.42411.0222
WEST CENTRAL COMMUNICATI			000796											
	56496	07/31/19	CK SPEAKER MIC-LABOR	15.00		088147S		D	N				MTCE. OF EQUIPME	101.42411.0334
	56496	07/31/19	REPL. PAGER SPKR/HOUSING	260.75		088190S		D	N				MTCE. OF EQUIPME	101.42412.0334
			VENDOR TOTAL	275.75		*CHECK TOTAL								
				275.75										
WEST CENTRAL ELECTRIC SU			000798											
	56497	07/31/19	FUSE FOR UV SYSTEM	113.70		12445120001-01		D	N				MTCE. OF EQUIPME	651.48484.0224
WEST CENTRAL INDUSTRIES			000801											
	56498	07/31/19	CLEANED PARKS-JUN	2,349.20		4265		D	N				CLEANING AND WAS	101.43425.0338
	56498	07/31/19	CLEANED STADIUM-JUN	2,443.00		4273		D	N				CLEANING AND WAS	101.43425.0338
			VENDOR TOTAL	4,792.20		*CHECK TOTAL								
				4,792.20										
WEST CENTRAL PRINTING			000803											
	56499	07/31/19	BUSINESS CARDS	107.54		21268		D	N				OFFICE SUPPLIES	101.42411.0220
WEST CENTRAL SHREDDING			003252											
	56500	07/31/19	SHREDDING SERVICE	129.00		12205		D	N				PROFESSIONAL SER	101.41403.0446
WILLMAR CHAMBER OF COMME			000812											
	56501	07/31/19	2020 VIDEO PRGRM SUBSCR.	238.00		CC STMT/3-19		D	N				PREPAID EXPENSES	208.128000
	56501	07/31/19	PROJECTOR ADAPTER	18.12		CC STMT/3-19		D	N				SMALL TOOLS	208.45005.0221
	56501	07/31/19	PHONE SERV 3/16-4/15	293.21		CC STMT/3-19		D	N				COMMUNICATIONS	208.45005.0330
	56501	07/31/19	WEBSITE DOMAIN REGIS.	125.80		CC STMT/3-19		D	N				COMMUNICATIONS	208.45005.0330
	56501	07/31/19	WEBSITE DOMAIN REGIS.	22.16		CC STMT/3-19		D	N				COMMUNICATIONS	208.45005.0330
	56501	07/31/19	TABLES-NW SPORTS SHOW	207.57		CC STMT/3-19		D	N				TRAVEL-CONF.-SCH	208.45006.0333
	56501	07/31/19	EXHIBIT SPACE-NW SPORTS	995.00		CC STMT/3-19		D	N				TRAVEL-CONF.-SCH	208.45006.0333
	56501	07/31/19	NAME BADGES-NW SPORTS SH	42.00		CC STMT/3-19		D	N				TRAVEL-CONF.-SCH	208.45006.0333

Vendor Payment History Report
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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
WILLMAR CHAMBER OF COMME			000812											
	56501	07/31/19	BID PROPOSALS	76.67		CC STMT/3-19		D	N				OTHER CHARGES	208.45008.0449
	56501	07/31/19	SITE VISIT-MIDWEST RIDE	163.43		CC STMT/3-19		D	N				OTHER CHARGES	208.45008.0449
	56501	07/31/19	ASSN NORTH EXPO BOOTH	895.00		CC STMT/3-19		D	N				OTHER CHARGES	208.45008.0449
	56501	07/31/19	BIKE MS MEETING-MEALS	48.48		CC STMT/3-19		D	N				OTHER CHARGES	208.45008.0449
	56501	07/31/19	VISITOR GUIDE MTG	16.11		CC STMT/3-19		D	N				OTHER CHARGES	208.45010.0449
	56501	07/31/19	FISCHER-BIKE WILLMAR MTG	3.15		CC STMT/3-19		D	N				OTHER CHARGES	208.45010.0449
	56501	07/31/19	FISCHER-BIKE WILLMAR MTG	3.00		CC STMT/3-19		D	N				OTHER CHARGES	208.45010.0449
	56501	07/31/19	NW SPORTS SHOW-MEALS	9.76		CC STMT/3-19		D	N				OTHER CHARGES	208.45010.0449
	56501	07/31/19	NW SPORTS SHOW-PARKING	11.00		CC STMT/3-19		D	N				OTHER CHARGES	208.45010.0449
	56501	07/31/19	FISCHER-BIKE WLMR MTG	3.00		CC STMT/3-19		D	N				OTHER CHARGES	208.45010.0449
	56501	07/31/19	FACEBOOK ADVERTISING	12.26		CC STMT/3-19		D	N				OTHER CHARGES	208.45010.0449
	56501	07/31/19	LEISURE COMM. MTG-MEALS	29.27		CC STMT/3-19		D	N				OTHER CHARGES	208.45010.0449
	56501	07/31/19	2019 VIDEO PRGRM SUBSC	1,190.00		CC STMT/3-19		D	N				ADVERTISING	208.45012.0447
	56501	07/31/19	DIRECTOR SALARY	5,636.26		STMT/6-19		D	N				SALARIES-REG. EM	208.45005.0110
	56501	07/31/19	ASSISTANT SALARY	2,534.40		STMT/6-19		D	N				SALARIES-REG. EM	208.45005.0110
	56501	07/31/19	FICA & INSURANCE	1,864.13		STMT/6-19		D	N				EMPLOYER PENSION	208.45005.0113
	56501	07/31/19	IRA CONTRIBUTION	254.12		STMT/6-19		D	N				EMPLOYER PENSION	208.45005.0113
	56501	07/31/19	STATE UNEMPLOYMENT TAX	25.15		STMT/6-19		D	N				EMPLOYER PENSION	208.45005.0113
	56501	07/31/19	MN WORKFORCE FEE	25.15		STMT/6-19		D	N				EMPLOYER PENSION	208.45005.0113
	56501	07/31/19	PHOTO COPIES-JUN	27.72		STMT/6-19		D	N				OFFICE SUPPLIES	208.45005.0220
	56501	07/31/19	PAYROLL/FLEX FEE	15.10		STMT/6-19		D	N				OTHER SERVICES	208.45005.0339
	56501	07/31/19	OFFICE RENT-JUN	689.06		STMT/6-19		D	N				RENTS	208.45005.0440
	56501	07/31/19	MAIL PICKUP-JUN	37.50		50144		D	N				POSTAGE	208.45005.0223
	56501	07/31/19	INTERNET 05/18-06/17	41.70		50144		D	N				COMMUNICATIONS	208.45005.0330
	56501	07/31/19	MANAGED IT 05/12-06/11	66.72		50144		D	N				COMMUNICATIONS	208.45005.0330
	56501	07/31/19	LIVINGOOD-LDRSHP CONF.	450.00		50218		D	N				TRAVEL-CONF.-SCH	101.42411.0333
			VENDOR TOTAL	16,070.00										
				16,070.00										
WILLMAR TDC			003520											
	56502	07/31/19	YOUTH WRESTLING COACH	1,500.00			9	D	N				PROFESSIONAL SER	101.45432.0446
WILLMAR YOUTH FOOTBALL A			003522											
	56503	07/31/19	FOOTBALL TEAM CAMP	8,010.00			328	D	N				PROFESSIONAL SER	101.45432.0446
WINTER/JEFFREY			003523											
	56504	07/31/19	SOCCER CAMP COACHING	1,050.00			071519	D	M	07			PROFESSIONAL SER	101.45433.0446
WOG/JASON			003524											
	56505	07/31/19	HYDRANT SCHOOL-MILEAGE	142.10			071819	D	N				TRAVEL-CONF.-SCH	101.43425.0333
ZEE MEDICAL SERVICE			000839											
	56506	07/31/19	FIRST AID SUPPLIES	111.85			54082028	D	N				SUBSISTENCE OF P	651.48484.0227
5 STAR WALT'S LLC			000790											
	56507	07/31/19	240.366 GALLONS DIESEL	701.63			WILCIT/6-19	D	N				MOTOR FUELS AND	101.43425.0222

*CHECK TOTAL

ACS FINANCIAL SYSTEM
07/31/2019 11:41:40

Vendor Payment History Report
INCLUDES ONLY POSTED TRANS

CITY OF WILLMAR
GL540R-V08.12 PAGE 24

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
REPORT TOTALS:				5,663,051.97										

RECORDS PRINTED - 000668

ACS FINANCIAL SYSTEM
07/31/2019 11:41:40

Vendor Payment History Report

CITY OF WILLMAR
GL060S-V08.12 RECAPPAGE
GL540R

FUND RECAP:

FUND	DESCRIPTION	DISBURSEMENTS
101	GENERAL FUND	457,834.56
208	CONVENTION & VISITORS BUREAU	22,924.83
230	WILLMAR MUNICIPAL AIRPORT	8,571.97
235	WILLMAR MAIN STREET	865.20
236	BIKE SHARE PROGRAM	174.00
310	D.S. - 2010 BOND	5,250.00
311	D.S. - 2011 BOND	7,245.00
312	D.S. - 2012 BOND	5,296.88
313	D.S. - 2013 BOND	14,250.00
318	D.S. - 2018B BOND	43,312.50
338	D.S.-R22 REFRIGERATION 2018A	44,096.25
350	RICE HOSPITAL DEBT SERVICE	638,437.50
418	S.A.B.F. - #2018	332,752.36
419	S.A.B.F. - #2019	72,109.55
430	C.P. - AIRPORT DEVELOPMENT	13,298.67
432	C.P. - WASTE TREATMENT	1,519.42
450	CAPITAL IMPROVEMENT FUND	16,147.90
651	WASTE TREATMENT	3,978,865.38
899	DONATION FUND (AGENCY)	100.00
TOTAL ALL FUNDS		5,663,051.97

BANK RECAP:

BANK	NAME	DISBURSEMENTS
HERT	HERITAGE BANK	5,663,051.97
TOTAL ALL BANKS		5,663,051.97

Members Present: Jim Anderson, Abdi Hussein, Rand Middleton, Rachel Skretvedt, Val Swanson and Julie Asmus, City Council Representative

Staff Present: Rob Baumgarn, Eric Banks, Britta Diem, Curt Hein, Ryan Scheffler, Sara Sietsema and Becky Sorenson

Guests Present: Marv Calvin, Matt Dawson, Earl Knutson, Mary Sawatzky

Chairman Abdi Hussein called the meeting to order and asked for a motion to approve the minutes from last month's meeting. Val Swanson made the motion, Rachel Skretvedt seconded, motion carried.

There was no one present for the public forum.

The first item on the agenda was the Robbins Island beach closure. A discussion was held regarding what the proper procedure should be. Sara Sietsema from the Waste Water Treatment Plant was present to talk about what the process currently is. As there is no document stating any policy, she feels that something should be created. Sara stated that every Monday or Tuesday, someone from the WWTP tests the water at the Island. Testing is done that day and, if the fecal coliform count is above the EPA's guidelines of 200, the beach is closed. Anything over the 200 guideline, you run the risk of people becoming ill. When the count reaches 200+, daily tests occur.

Rachel Skretvedt asked what other public swimming facilities do testing. Sara responded that no other public beaches test their water except St. Cloud. She said that testing at Robbins Island was started to combat the negative feelings towards the Island beach.

Sara said that Dave Hillenbrand thought this might be a good time to create a web page explaining the procedures, etc regarding Robbins Island. It was mentioned that instead of using the word "Closed due to high fecal coliform count", a better message could be developed. Val Swanson said she thought we should put on the sign something like the following; "For your safety, we test the water quality every week."

Mayor Calvin said he does not feel the City has the resources to test the water every week. He requested that we follow the County guidelines. Since we are investing a lot of money into the Island in the next few years, we don't need the bad press that is generated every time we close the beach. Sara Sietsema responded that there is not much extra staff needed. She said the time that is used is an hour unless the beach is closed and more time is required at that

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point. Approximately, the cost of the testing is \$50 per week. Testing is not required by the State.

Val Swanson stated that she prefers to keep the testing as is. Rand Middleton agreed that we don't want to have an outbreak of illness like Minnetonka experienced over the 4th of July holiday. He also asked if there is anything that can be done about the geese who seem to be the main source of the problem. Sara said numerous ideas have been brought forward, such as shrinking the size of the beach (geese love the wide open sand area), planting more tall grasses, using lasers. Would a fountain in the lake be a deterrent?

Based upon Sara Sietsema's presentation, Jim Anderson asked if there was a recommendation to continue as we are doing or follow what the County does. Val Swanson made a motion to continue testing the water. Jim Anderson seconded. Discussion followed. Rachel Skretvedt asked if we need to test weekly due to the low usage of the beach. Rand Middleton asked if we should get away from using the beach since we have the splash pad and the Aquatic Center. The motion carried with one no vote.

The next item on the agenda was Rau Park. Earl Knutson from the Kiwanis club presented a report on Rau Park with regards to updates at the park. The park was established by the City Council at the request of Mayor Erwin Rau in memory of his son David who died in 1959. Area Boy Scouts helped in clearing the land south of the road and planting trees. Their contributions to the park and the community are noted on two engraved metal plaques mounted on boulders on either side of the road. The Willmar Kiwanis Club adopted the park later and erected a shelter and minimal picnic facilities. In 1987, the Kiwanis and the City looked at the area across the road and developed a plan for clearing the area of overgrown brush, weeds and trees.

On June 20, 2019, members of the Kiwanis Club met with Gary Manzer and Paul Tinklenberg to discuss updates to the park. Some of the issues discussed were the parking lot, over-population of trees and heavy vegetation on the banks. According to Gary, the cost for paving the parking lot could be around \$35,000 which the Kiwanis would need to budget for. In the mean-time, the City will provide and spread some crushed rock. Regarding the tree over-growth, the City removes trees only as they die. Any aggressive thinning will require developing a consensus plan. Rob mentioned that a five year plan for the park will be developed.

The immediate project the Kiwanis would like to undertake is placing a new sign at the park. A drawing of the new proposed sign was handed out. Mr. Knutson asked for the Park & Rec Board's approval.

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Julie Asmus asked if the Boy Scouts/Cub Scouts could do projects at the park. Curt Hein stated that we haven't had much contact with the Boy Scouts/Cub Scouts since Cal Miner retired. The north side of the park really needs work because of the overgrowth.

Rachel Skretvedt made a motion to approve the design and donation and placement of the sign. Val Swanson seconded the motion. Motion carried.

The next item on the agenda was Invest in Willmar. Matt Dawson was present to give a quick over-view. The committee is overseeing the Local Option Sales Tax money. Funding is approved at the State of Minnesota. There were two motions made and approved at the noon meeting.

The first motion was to ask the City Council to direct staff to start the process to do an RFP which is a request proposal to local construction management companies who would manage the projects. The companies that have been approached are Terwisscha Construction, Marcus Construction and Bolton and Menk.

The other motion was to hire an architect who would work with the construction management company to design projects, costs

Invest in Willmar is looking for a motion to support the two motions to hire construction management company and architect. The mayor stated that there should be two separate motions.

Jim Anderson asked Matt about the breakdown of how the money is going to be spent.

\$7 million for stormwater, \$3 million for Robbins Island – Civil Engineering work

\$20 million – \$2 million for Swanson; \$2 million for Community Center, \$8 million for Event Center, \$2 million for outdoor covered rinks, and \$6 million for turf fields.

The \$20 million will be what the construction management company will be overseeing.

Jim Anderson asked for a motion to move forward with Invest in Willmar's motion to go to the City Council to hire a construction management company. Mayor Calvin stated construction management company at risk. Motion made by Rachel Skretvedt, seconded by Rand Middleton, motion carried.

The second motion to recommend Invest in Willmar to go to the City Council to hire an architect. Rachel Skretvedt made the motion, Val Swanson seconded. Mary Sawatzky stated that this does

PARK & RECREATION BOARD
JULY 17, 2019, page 4

not necessarily mean one architect, that there are many projects and more than one architect may be hired. After some discussion, the motion was clarified to state the City Council do an RFP to hire architectural services. Motion carried. Mayor Calvin thanked Matt Dawson and Mary Sawatzky for their services.

The four season shelter update – Curt Hein stated that on July 12 Richard Engan sent out project manual and plans to various construction companies. Advertising went out for bids in the West Central Tribune, also sent out to various e-sites. Tomorrow will be pre-bid meeting at Robbins Island with contractors who are interested in bidding if they have any questions. Bids are due on July 31.

Rob stated that we met our goal to get the four season shelter out for bid. Now we just have to cross our fingers that the bids come in under or at budget. Rachel Skretvedt was concerned regarding the road and the bike/walk path. If the path will be crossing the road, where is the safest place.

Rob stated that there will be no extension to the deadline so the shelter needs to be completed by June 30, 2020.

The next item discussed was the City/School facility agreement. The agreement originally was created for nine months to see how well it went. The agreement ended June 30, 2019 so we need to renew for two years. The School does still get charged for ice time. The only charges would be for consumables or for custodial fees. Rob stated that he, Eric and Ryan are site supervisors so we would not need to have a custodian on duty for the whole time. After some discussion, Val Swanson made a motion to extend the agreement for two years. Rand Middleton seconded. As there was no further discussion, motion carried.

The next item was the bylaws. As time was running short, Rob asked that everyone look over the bylaws so a discussion can be held at the next meeting. We also need to set expirations for member terms since everyone started the same time. According to the City Charter, there shall be 7 board members with a 3 year term, serving no more than 2 consecutive terms. Terms of no more than 3 and no less than 2 shall expire in a single year. So we need 3 to serve a 3 year term, 2 to serve a 2 year term and 2 to serve a 1 year term. Everyone volunteered to serve the 1 year term. Rob stated we could do a drawing to determine terms. He also stated it would be nice to have people who want to stay on because of all the projects coming up

Jim Anderson asked about Invest in Willmar, if they would be attending each meeting. Rob stated yes, probably. According to the flow chart, Invest in Willmar gets information from the sub groups (Swansson, Robbins Island, etc) to City Staff to evaluate then to Invest in Willmar

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Committee to approve it, then it comes to Park & Rec Board to approve then to Council committee, either Public Works or Finance and to the City Council. Rob said he wouldn't be surprised if there might be a special Park & Rec Board meeting once in a while to get things moving faster since we only meet once a month.

Coordinator's Reports followed. Ryan Scheffler started by saying there is only a couple of weeks left of summer programs. He is hoping to start a flag football program. Jim asked what his best program was. Ryan responded that he hoped all the programs were good. Julie asked if this was the first year that we offered Sports Sampler. Ryan said no but he had re-vamped the program a bit. Previously there were five or six sports each time. Ryan has changed it to one or two sports for two weeks and then different sports the next two weeks, giving the kids more opportunity to hopefully learn a bit more of each sport. Curt Hein stated that he has received many compliments from parents regarding the Park It program.

Britta stated that our white bikes are here. There have been over 250 transactions so far of people renting bikes. Community Center has had numerous events such as root beer float day, and the Senior King and Queen coronation; floors have been cleaned and waxed. Everything is also going well at the DOAC.

Eric said that adult softball went fairly well this year, not too many rain outs. Adaptive programs are well attended. New this year was backyard games where they get a chance to play different games (bocce ball, ladder ball, bean bag toss to name a few). Making plans for the fall brochure.

Rob stated the only thing he would mention is that we are getting pickleball courts at Sperry Park.

As there was no further business, Val Swanson made a motion to adjourn the meeting. Jim Anderson seconded and motion carried.

INVEST IN WILLMAR BOARD MEETING SUMMARY

The Invest in Willmar Board met at 3:00 p.m. on Wednesday, June 12, 2019 in Conference Room No. 1 at the Willmar City Office Building.

Members present were: Matt Dawson, Mary Sawatzky, Tony Amon, and Audrey Nelsen.

Also present were: Mayor Marv Calvin, City Administrator Ike Holland, Park and Recreation Director Rob Baumgarn, Finance Director Steve Okins, Interim City Administrator Brian Gramentz, Kelly Terwisscha, John Chester and Bruce Peterson all of Terwisscha Construction, Jared Voge of Bolton and Menk, James Miller, Rick Mauersetter and Administrative Assistant Janell Sommers.

Chair Dawson opened the meeting at 3:00 p.m. Due to the lack of a quorum no official business was taken during the meeting.

Chair Dawson introduced Kelly Terwisscha of Terwisscha Construction. Bruce Peterson and John Chester of Terwisscha also accompanied him for an informal conversation giving a brief history of Terwisscha Construction which has been business for 56 years and their core values.

Bruce Peterson presented the process of Owner's Representative (OR) whereby Terwisscha would serve as an extension of City staff and work with work City staff, the board and ultimately be responsible to the elected officials as that direct extension of the City. An OR contributes to the project by providing consistent project oversight to include process, schedules, budgets and quality control. An OR becomes the City's main point of contact in the field. They serve as a liaison between the City and consultants on projects. The role of the OR differs on the type of project. On infrastructure projects the OR's role is primarily to engage and monitor the work of a civil engineer and related consultants. They would not be doing the contracting for civil work such as storm sewer, etc. They would assist with project plan review and bidding. OR functions for building projects are different and could include assisting the City with scheduling of individual projects, work closely with the Construction Manager to advocate for the City and at a certain point the Construction Manager assumes most of the OR's functions on the building projects. Where a project requires construction manager services, Terwisscha will maintain a site presence utilizing a construction superintendent who will consistently be on site to observe, monitor, and control construction activity and quality. Terwisscha will utilize Procure, a cloud-based construction management software as the documentation conduit for all projects. The OR will provide assistance with site planning, environmental review, construction codes review and permitting.

John Chester reviewed the Construction Manager side. As construction manager they would work with preliminary design and come up with a design within the budget. Work with budgeting by doing preliminary estimates prior to bidding to ensure the project was staying within reason fiscally. They would assist with ads, evaluate subcontractors and material bidders, award contracts which would be directly between the City and the contractor. A project manager would review the contracts, invoices, handle progress meetings and communicate with the OR on ideas to save money during the building process. There would be a supervisor on site handling the management of all the contractors, deliveries checking on quality control and scheduling. Near construction end there would be a preliminary punch list to clean up things prior to the final punch list.

Chair Dawson questioned if Marcus became the owner's representative or construction manager, do they sub everything out or do their crews also bid? Mr. Chester responded with the construction manager being one entity and if they wanted to work on the contracts they would have to bid them like anyone else. City Administrator Gramentz questioned how they would be able to bring in their own contractors if the subcontractor fall behind. Mr. Terwisscha stated that the contract would cover that by stating if they subcontractor is falling behind the City can supplement their work.

Mayor Calvin asked for a brief rundown on Terwisscha's ability to write RFS's and making sure they are written according to State Statute as the City does not have the staff to do it. It was expressed that as an OR they would serve as an extension of City staff. Chair Dawson brought forward the question if on the six projects are there any where you would say they do not need to be involved such as the storm sewer where the City could stand alone? Mr. Peterson stated all the projects could be stand-alone City projects but they fall outside the purview of City staff daily activities.

In general, the board discussed the local option sales tax projects and the professional services expenses. It was noted projects such as the storm water are best suited to a civil engineering firm. Recreation or Community Center and other buildings would require an architect and have a construction manager work with them to design the local-cost product. The projects should be sorted out and identify which projects need engineering services. Also discussed was the process the board follows to make a recommendation to the City Council with most of the vetting to be done by City staff.

Council Member Nelsen expressed concerns on the limitations laid out in the Park Plan developed by SRF and expressed the plan does have merit and that 292 Group presented a draft plan and no further work was authorized. She again expressed her concern of relying too much on staff.

Finance Director Okins updated the board on the local sales tax ordinance and clarified when the City would be able to expend funds. He stated the City can start incurring costs. Audrey Nelsen brought up setting a timeline for the projects and concern was expressed that Finance needs to become involved to follow the bonding.

The meeting adjourned at 4:09 p.m.

Respectfully submitted,

Janell Sommers
Administrative Assistant

INVEST IN WILLMAR BOARD MEETING SUMMARY

The Invest in Willmar Board met at 3:00 p.m. on Wednesday, June 19, 2019 in Conference Room No. 1 at the Willmar City Office Building.

Members present were: Matt Dawson, Mary Sawatzky, Jon Konold, Tony Amon, and Audrey Nelsen.

Also present were: Finance Director Steve Okins, City Administrator Brian Gramentz, and Administrative Assistant Janell Sommers.

Chair Dawson opened the meeting at 3:00 p.m. A motion was made by Tony Amon, seconded by Matt Dawson and passed to approve the June 5, 2019 minutes of the board.

There were no additions or deletions to the agenda.

Chair Dawson started the meeting out with thoughts and ideas of the main topics for discussion. What is the next step now that the board has heard from Bolton and Menk, Marcus and Terwisscha? The feedback he has received is that the Robbins Island and Stormwater Projects, which do not consist of mostly buildings, the board request Council assign these to Bolton and Menk. The other projects, which would be building construction, can be an RFP to Terwisscha Construction and Marcus Construction.

Chair Dawson opened this topic up for discussion and stated his understanding of the process was to have a request for proposal go out to those two firms, the staff would score them and bring the results to the City Council. It was noted by City Administrator Gramentz that they would need to identify the scoring process. Mr. Gramentz asked for clarification whether the board is seeking construction RFPs or construction manager RFPs? Chair Dawson stated he felt the need for a construction management company. Whichever company is awarded, would not bid on the construction.

Council Member Nelsen asked for clarification on the scope of work for Robbins Island. Chair Dawson stated his understanding is it consists of mainly infrastructure and roads.

In discussion the next step was felt to be an RFP of an architect at the same time as the construction manager. Once those two firms are selected, they would work through putting the plans and specifications together, design and do the blueprints. City Administrator Gramentz stated it would be best to have separation of the architect and construction manager. The architect would work directly with the City on design and the construction manager work with the architect to ensure the project is completed at the lowest cost and built correctly.

Council Member Nelsen voiced her concern of an estimated timeline for the projects so the next steps are clear. Finance Director Okins stated staff has put together an estimated timeline as it fits into the Mayor's budget process based on no activity starting this year. Now that everything has passed and the certification process began to the state, what he is hearing is there may be some

preliminary architect or engineering costs and in order to proceed, the committees are going to have to solidify their ideas before you can proceed with an architect.

Mary Sawatzky brought forward for discussion the Swansson Fields project and the concepts they have been considering. She stated they are looking for ideas on how to obtain estimated costs. It was suggested the committee develop a list of items they would like and ask the Council to authorize RFPs for an architect to put the concept of the project together. Once the committee approves the concept of the architect or engineer, it is at that time the City will proceed with authorizing the plans and specifications.

Chair Dawson asked for direction from the board on the next steps. Council Member Nelsen questioned what steps the Council has to approve and what they do not have to approve. City Administrator Gramentz stated generally the Council would have to approve seeking RFPs and give staff direction to put the documents together, advertise, set up a schedule for return of the RFP and then each one is ranked and scored and subsequently the top firms selected will be interviewed. The selected firm would then work with the committees and come up with a concept plan or plans and the committee will select one, it then comes before the board and if approved, on to the Council for approval and authorization for preparation of plans and specifications. The architect would then work with the construction manager at that point and once the plans and specifications are completed they would come before the committee, then to the board and onto the Council to be approved to go out for bids.

Chair Dawson felt that at this point the board needs to focus more on the design concept and architect. Discussion was held pertaining to a design-build company and an in-house architect. This was debated by the board. It was the consensus of the board that the owner's representative concept would no longer be considered.

Council Member Nelsen questioned the Civic Center projects not all being on City land and if the City needs to have the land layout and approval from the School District so that these pieces fit in place before the concept design process begins. Jon Konold stated they have met with the school representatives and they are willing to discuss the land issues and preliminarily they have made agreements on what is planned. Chair Dawson stated the committee is working out those details.

Chair Dawson asked City Administrator Gramentz to clarify the next steps of the board. City Administrator Gramentz recommended asking the City Council to authorize staff to prepare RFPs for architectural services. The board debated which projects were tied together, which would require an architect and which an engineer. Communication to the community was brought up. In going through the projects one more time it was the consensus that an RFP for an architect and an RFP for a construction manager would be needed for the following projects:

Outdoor Rink \$2 million, Athletic Fields \$6 million and Recreation Center \$8 million (together)

Swansson Field \$2 million (separate)

Community Center \$2 million (separate) – may not be ready

Robbins Island and Stormwater would be designed by an engineering company.

It was discussed when committees were ready, the board would take action to make a formal recommendation to the Park and Recreation Board and then to the City Council.

The meeting adjourned at 4:32 p.m.

Respectfully submitted,

Janell Sommers
Administrative Assistant



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: August 5, 2019
From: Sarah J. Swedburg, Planner	Subject: Sale of City Owned Land to James Viaene

AGENDA ITEM: Public hearing to consider sale of City owned land to James Viaene

INTRODUCTION/REQUEST: The City received an offer to purchase a small portion of old WWTP land from James Viaene (see attached map). This land is unplatted and a Certificate of Survey has been completed to create a legal description for the property.

HISTORY: Mr. Viaene has obtained an easement agreement for many years, granting ingress and egress across City property to certain real estate owned by Viaene.

CURRENT CIRCUMSTANCE: A legal description has been created for the property of interest. This land sale would be conditioned upon Mr. Viaene combining all parcels or platting the property. The Community Development Committee reviewed and recommended the request on February 11, 2019 and Planning Commission reviewed and recommended the land sale on February 20, 2019 (minutes attached). The land sale was introduced to City Council on July 15, 2019.

RECOMMENDATION: (1) Ordinance be adopted, assigned a number, and published.
(2) Adopt resolution to approve the vacant land purchase agreement with James Viaene and authorize the Mayor & City Administrator to execute a version thereof in substantial conformance with the attached version.

ISSUES: No issues have been identified with the sale.

FINANCIAL IMPACT: The current easement agreement fee is \$150/year. The cost of a Certificate of Survey and metes and bounds description is approximately \$2,000. The price agreed upon by the buyer is \$15,500 (land plus the cost of the Survey), subject to City Council approval.

ALTERNATIVE:

1. Proceed with the sale.
2. To hold onto the property and continue with the extension of easement agreement.

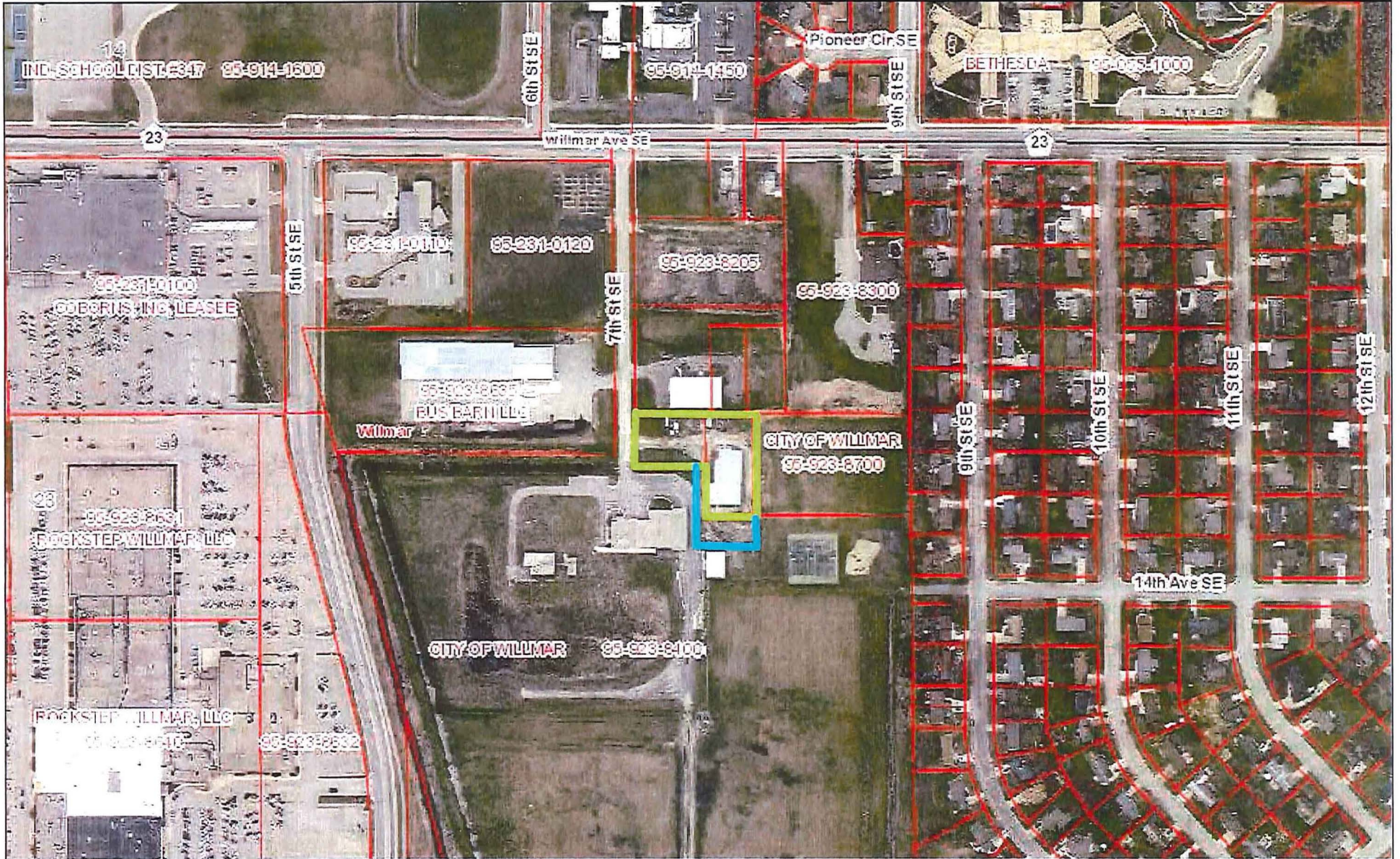
REVIEWED BY: Brian Gramentz, Interim City Administrator

WORK SESSION DATE: February 11, 2019

COUNCIL MEETING DATE: July 15, 2019 (Intro) & August 5, 2019 (Public Hearing)

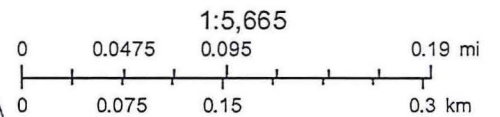
CONSENT AGENDA AGENDA

Viaene Land Sale



July 5, 2019

Green - Currently Owned Property
Blue - Property of Interest (Location of current easement)



This is a survey of:
 part of:
SE 1/4 of the NE 1/4 of the NW 1/4
 Located in:
**Section 23, T119N-R35W, Willmar Township,
 Kandiyohi County, Minnesota**



This drawing prepared by:
Bonnema Runke Stern Inc.
 Professional Land Surveyors

Former Surveyor
 4554 Hwy 71 NE - Suite 1
 Willmar, MN 56201
 Office (202) 231-2644 Fax (202) 231-2627

Requested by: City of Willmar - Volume Parcel
 233 4th Street SW - P.O. Box 713
 Willmar, MN 56201



LEGEND

- Found Iron Monument from former survey
- Bonnema Runke Stern Inc. Placed Caped Iron Monument
- ⊙ Cast Iron Monument
- ⊕ Placed Monument on the property line at a position which is offset from the actual property corner. Note: The shown property boundary distances are measured to the actual property corner.
- Water Line (Approx. Location)
- Fence
- ⊕ Light

Land Description - 10,320 Sq Ft
 That part of the Southeast Quarter of the Northeast Quarter of the Northwest Quarter of Section 23, Township 119 North, Range 35 West of the Fifth Principal Meridian, Kandiyohi County, Minnesota, described as follows:

- Commencing at the center of said Section 23;
- thence on an assumed bearing of North 00 degrees 19 minutes 46 seconds West, along the east line of the Northwest Quarter of said Section 23, a distance of 1736.80 feet;
- thence on a bearing of North 87 degrees 22 minutes 40 seconds West, along a line parallel to the north line of said Section 23, a distance of 373.00 feet to the point of beginning of the land to be described;
- thence continuing on a bearing of North 89 degrees 22 minutes 40 seconds West, along a line parallel to the north line of said Section 23, a distance of 120.00 feet;
- thence on a bearing of North 00 degrees 00 minutes 00 seconds East, along a line parallel to the west line of said Section 23, a distance of 145.80 feet to a line parallel to the north line of said Section 23, which runs through a point 1881.80 feet north of the center of said Section 23, as measured along the east line of the Northwest Quarter of said Section 23;
- thence on a bearing of North 87 degrees 22 minutes 40 seconds West, along the above said line, parallel to the north line of said Section 23, a distance of 8.84 feet to a point 953.90 feet west of the east line of the Northwest Quarter of said Section 23, as measured along the above said line;
- thence on a bearing of South 00 degrees 00 minutes 00 seconds West, along a line parallel with the west line of said Section 23, a distance of 25.00 feet;
- thence on a bearing of North 87 degrees 22 minutes 40 seconds West, along a line parallel with the north line of said Section 23, a distance of 9.16 feet;
- thence on a bearing of South 00 degrees 00 minutes 00 seconds West, along a line parallel with the west line of said Section 23, a distance of 190.00 feet;
- thence on a bearing of South 89 degrees 22 minutes 40 seconds East, along a line parallel with the north line of said Section 23, a distance of 130.00 feet to a point which bears South 90 degrees 00 minutes 00 seconds West from the point of beginning;
- thence on a bearing of North 00 degrees 00 minutes 00 seconds East, along a line parallel with the west line of said Section 23, a distance of 782.01 feet to the point of beginning.

Land Description - 20' Utility Easement
 A 20.00 foot utility easement over, under and across that part of the Southeast Quarter of the Northeast Quarter of the Northwest Quarter of Section 23, Township 119 North, Range 35 West of the Fifth Principal Meridian, Kandiyohi County, Minnesota. The certificate of said easement is described as follows:

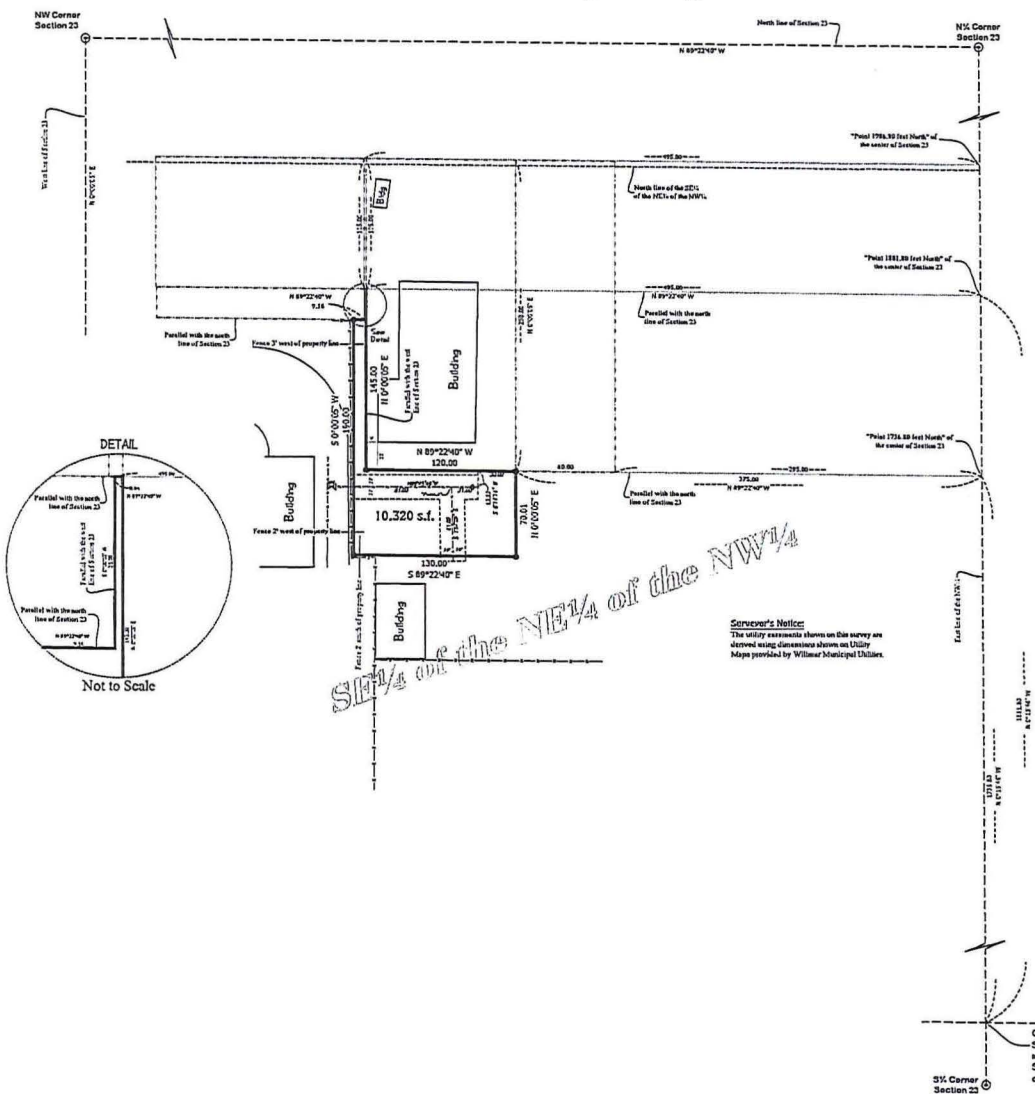
- Commencing at the center of said Section 23;
- thence on an assumed bearing of North 00 degrees 19 minutes 46 seconds West, along the east line of the Northwest Quarter of said Section 23, a distance of 1736.80 feet;
- thence on a bearing of North 87 degrees 22 minutes 40 seconds West, along a line parallel to the north line of said Section 23, a distance of 405.00 feet;
- thence on a bearing of South 00 degrees 14 minutes 14 seconds West a distance of 13.23 feet to the point of beginning of said easement easement to be described;
- thence on a bearing of North 89 degrees 43 minutes 44 seconds West a distance of 21.00 feet to a point hereinafter referred to as "Point A";
- thence continuing on a bearing of North 87 degrees 45 minutes 46 seconds West a distance of 81.00 feet to a point where said center line terminates.

Together with a 20.00 foot utility easement over, under and across that part of the Southeast Quarter of the Northeast Quarter of the Northwest Quarter of Section 23, Township 119 North, Range 35 West of the Fifth Principal Meridian, Kandiyohi County, Minnesota. The center line of said easement is described as follows:

- Beginning at the aforementioned "Point A";
- thence on a bearing of South 1 degree 07 minutes 09 seconds East a distance of 61.00 feet to a point where said center line terminates.

Surveyor's Notice:
 The utility easements shown on this survey are derived using distances shown on Utility Maps provided by Willmar Municipal Utilities.

SE 1/4 of the NE 1/4 of the NW 1/4



All Documents referred to on this survey can be found on file in the office of the County Recorder

Bonnema Runke Stern Inc. is not giving a title opinion or abstract of title. We accept that you contact your attorney or a title insurance company for that purpose. Easements or neighboring deed covenants may exist which affect this parcel and are not shown on this survey.

The distances shown from improvements to the property lines are shown for reference purposes only and are NOT intended for determining the property line location. Property corner monuments should always be used when establishing the property line.

I HEREBY CERTIFY THAT THIS SURVEY, PLAN, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED LAND SURVEYOR UNDER THE LAWS OF THE STATE OF MINNESOTA. THE FIELD WORK WAS COMPLETED ON JUNE 14, 2019.

Matthew D. Runke
 Date: July 9, 2019 License No. 45171

ORDINANCE NO.

AN ORDINANCE AUTHORIZING THE SALE OF REAL PROPERTY TO JAMES VIAENE

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

Section 1. AUTHORIZATION OF SALE. Finding it to be in the best interests of the City of Willmar, the Willmar City Council hereby authorizes the sale and conveyance of real property legally defined as

That part of the Southeast Quarter of the Northeast Quarter of the Northwest Quarter of Section 23, Township 119 North, Range 35 West of the Fifth Principal Meridian, Kandiyohi County, Minnesota, described as follows:

Commencing at the center of said Section 23; thence on an assumed bearing of North 00 degrees 19 minutes 46 seconds West, along the east line of the Northwest Quarter of said Section 23, a distance of 1736.80 feet; thence on a bearing of North 89 degrees 22 minutes 40 seconds West, along a line parallel to the north line of said Section 23, a distance of 375.00 feet to the point of beginning of the land to be described; thence continuing on a bearing of North 89 degrees 22 minutes 40 seconds West, along a line parallel to the north line of said Section 23, a distance of 120.00 feet; thence on a bearing of North 00 degrees 00 minutes 05 seconds East, along a line parallel to the west line of said Section 23, a distance of 145.00 feet to a line parallel with the north line of said Section 23, which runs through a point 1881.80 feet north of the center of said Section 23, as measured along the east line of the Northwest Quarter of said Section 23; thence on a bearing of North 89 degrees 22 minutes 40 seconds West, along the above said line, parallel to the north line of said Section 23, a distance of 0.84 feet to a point 495.00 feet west of the east line of the Northwest Quarter of said Section 23, as measured along the above said line; thence on a bearing of 00 degrees 00 minutes 05 seconds West, along a line parallel with the west line of said Section 23, a distance of 25.00 feet; thence on a bearing of North 89 degrees 22 minutes 40 seconds West, along a line parallel with the north line of said Section 23, a distance of 9.16 feet; thence on a bearing of South 00 degrees 00 minutes 05 seconds West, along a line parallel with the west line of said Section 23, a distance of 190.00 feet; thence on a bearing of South 89 degrees 22 seconds 40 minutes East, along a line parallel with the north line of said Section 23, a distance of 130.00 feet to a point which bears South 00 degrees 00 minutes 05 seconds West from the point of beginning; thence on a bearing of North 00 degrees 00 minutes 05 seconds East, along a line parallel with the west line of said Section 23, a distance of 70.01 feet to the point of beginning.

to James Viaene by quit claim deed pursuant to the terms and conditions of sale set forth in a certain Vacant Land Purchase Agreement between the City and James Viaene.

Section 2. EFFECTIVE DATE. This ordinance shall take effect after its adoption and second publication.

Passed by the City Council of the City of Willmar this ____ day of _____, 2019.

ATTEST:

Judy Thompson, City Clerk

Marvin Calvin, Mayor

VOTE: ___ ALVARADO ___ ASMUS ___ DAVIS ___ FAGERLIE
 ___ MUESKE ___ NELSEN ___ PLOWMAN ___ SCHWANTES

This Ordinance introduced by Council Member: Fagerlie

This Ordinance introduced on: July 15, 2019

This Ordinance published on: July 19, 2019

This Ordinance given a hearing on: _____

This Ordinance adopted on: _____

This Ordinance published on: _____

Resolution No. _____

A RESOLUTION ADOPTING THE LAND PURCHASE AGREEMENT WITH JAMES VIAENE.

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 land purchase agreement with James Viaene is accepted, and be it further resolved that the Mayor and City Administrator of the City of Willmar are hereby authorized to execute a version thereof.

Dated this 5th day of August, 2019

Mayor

Attest:

City Clerk

VACANT LAND PURCHASE AGREEMENT

This Vacant Land Purchase Agreement (“Agreement”) is made this ____ day of _____, 2019, by and between the City of Willmar, a municipal corporation under the laws of Minnesota, (hereinafter referred to as “Seller”), and James Viaene, an individual resident of the State of Minnesota, (hereinafter referred to as “Buyer”) (collectively, Buyer and Seller are referred to as the “Parties”).

RECITALS

1. Seller is the owner of certain real estate located in the City of Willmar, Kandiyohi County, Minnesota, identified by the Office of the Kandiyohi County Auditor as Parcel No. 95-923-8400 (the “Seller’s Property”).
2. Buyer owns two parcels of real estate adjacent to the Seller’s Property identified by the Office of the Kandiyohi County Auditor as Parcel Nos. 95-923-8410 and 95-923-8710 (the “Buyer’s Property”).
3. Buyer desires to acquire Seller’s interest in an unimproved portion of the Seller’s Property that is currently subject to a permanent easement for ingress and egress in favor of the Buyer’s Property, as legally described on Exhibit A, which is attached hereto and incorporated herein by reference, and depicted in the survey attached hereto as Exhibit B and incorporated by reference (the “Property”), by voluntary sale.
4. Seller is willing to sell its interest in the Property “as is” without making any representations or warranties as to the condition of the Property or its suitability to Buyer’s purposes, subject to Seller’s reservation of a permanent easement for utility purposes in favor of the Seller as legally described on Exhibit C, which is attached hereto and incorporated herein by reference (the “Permanent Easement”).

AGREEMENT

In consideration of the mutual covenants and agreements of the Parties hereto contained herein, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, Seller and Buyer hereby agree as follows:

1. Offer/Acceptance. Buyer agrees to purchase and Seller agrees to sell the Property under the terms and conditions set forth in this Agreement.
2. Purchase Price. The purchase price for the Property shall be Fifteen Thousand Five Hundred Dollars (\$15,500.00), to be paid by certified check or wire transfer on the Closing Date.
3. No Representations or Warranties. Seller agrees to quit claim the Property to Buyer on the Closing Date without making any representations or warranties about the

condition of the Property, and Buyer agrees to accept the Property “as is”, subject to the terms and conditions herein contained.

4. Seller’s Reserved Interests. Seller’s conveyance of the Property to Buyer shall be subject to the following interests reserved to the Seller:

- a. Permanent Easement. Seller and its successors and assigns shall retain, for the use and benefit of the public, over, under, and across the Property as legally described on Exhibit C, attached hereto.
- b. Conditional Option to Repurchase. Seller and its successors and assigns shall retain a conditional option to repurchase the Property valid for a period of five years from and after the Closing Date for an amount equivalent to the Purchase Price. Seller’s option shall only vest upon Buyer’s failure to, within one year from and after the Closing Date, either (i) complete a lot combination of pursuant to which the Property is combined with the Buyer’s Property into one parcel recognized by the Office of the Kandiyohi County Auditor, or (ii) record a plat of the Property with the Office of the Kandiyohi County Recorder after satisfying the requirements of Chapter 14, Article II of the Willmar City Code. The City may, upon the vesting of such option, in its sole discretion and judgment, exercise the option to repurchase as provided herein.

5. Closing Date. The closing shall take place at Willmar City Hall, 333 Sixth Street Southwest, Willmar, Minnesota, 56201, or at such other place as may be agreed to mutually by the Parties, on a date mutually agreed to by the Parties, but no later than ninety (90) following the date of this Agreement, subject to extension for title curative matters pursuant to Section 10 (the “Closing Date”). Seller agrees to deliver possession of the Property to Buyer on the Closing Date.

6. Seller’s Closing Documents. On the Closing Date, Seller shall execute and/or deliver to Buyer the following (collectively, “Seller’s Closing Documents”):

- a. Quit Claim Deed. A duly executed quit claim deed, conveying the entirety of Seller’s interest in the Property, subject to Seller’s reserved interests and the restrictions and covenants as listed in Section 4 herein, to Buyer.
- b. Well Certificate. If there are wells on the Real Property, a Well Certificate in the form required by Minn. Stat. § 103I.235.
- c. Other Affidavits. Any other affidavits or certificates that may be required under Minn. Stat. § 116.48, Subd. 6, or Sect. 115B.16 or other provisions of law.
- d. Other. Such other documents as may reasonably be required to transfer fee title to the Property to Buyer.

7. Buyer's Closing Obligations. On the Closing Date, Buyer will deliver to Seller the Purchase Price by certified check or wire transfer. Buyer in cooperation with Seller will complete and file the Certificate of Real Estate Value, as applicable.
8. Contingencies.
 - a. Buyer's Contingencies. The obligation of the Buyer to perform under this Purchase Agreement is contingent upon the timely occurrence or satisfaction of each of the following conditions:
 - i. On the Closing Date, title to the Property shall be acceptable to Buyer in accordance with the provisions of Section 10.
 - ii. Buyer has obtained financing or otherwise obtained funds sufficient to enable Buyer to pay the Purchase Price.
 - iii. The contingencies in this section are solely for the benefit of, and may at any time be waived by, the Buyer.
 - b. Seller's Contingencies. The obligation of the Seller to perform under this Purchase Agreement is contingent upon the timely occurrence or satisfaction of each of the following conditions:
 - i. The Willmar City Council shall pass an ordinance authorizing the sale of the Property to Buyer consistent with the terms of this Agreement as required by Section 2.12, subdivision 1(G) of the City's Home Rule Charter.
 - ii. Buyer shall have performed all of its obligations required to be performed by Buyer under this Agreement as and when required under this Agreement.
9. Prorations. Seller and Buyer agree to the following prorations and allocation of costs regarding this Agreement.
 - a. Title Insurance and Closing Fee. Buyer will pay all costs of any Title Commitment and all premiums required for the issuance of the Title Policy if Buyer seeks the same. Buyer will pay all costs relating to the title examination of the Property if the Buyer seeks the same. Buyer will pay any closing fee imposed by the Title Company. All other costs charged by the Title Company will be prorated as is normal and customary in the county in which the Property is located.
 - b. Deed Tax. Buyer shall pay the state deed tax as required in order to convey the Property to Buyer.

- c. Sales Tax. Buyer shall pay any sales or excise tax due as a result of the closing of this transaction
- d. Real Estate Taxes and Special Assessments. General real estate taxes and installments of special assessments payable therewith payable in the year prior to the year of Closing and all prior years will be paid by Seller. General real estate taxes and installments for special assessments payable in the year of closing shall be prorated such that Seller shall pay such portion of such taxes and assessments attributable to the period beginning on January 1 of the year in which the Closing Date takes place, and continuing through and including the Closing Date and Buyer shall pay such portion of such taxes attributable to the period beginning on the first day after the Closing Date takes place. If general real estate taxes due and payable during the year in which the Closing Date takes place have not yet been determined as of the Closing Date, Buyer and Seller shall prorate based on the last tax statement available.
- e. Recording Costs. Buyer will pay the cost of recording Seller's quit claim deed and Well Certificate, if any. Seller shall pay the cost of recording any documents necessary to perfect its own title or which release encumbrances other than Permitted Encumbrances.
- f. Professional Consultants' Fees. Buyer shall be responsible for payment of all real estate commissions, surveyors' fees, legal fees and/or other professional or administrative fees and expenses incurred by itself or by Seller in connection with the sale and conveyance of the Property to Buyer.

10. Title. Seller shall quit claim the entirety of its interest in the Property to Buyer, and Buyer shall have the opportunity to satisfy itself that Seller's interest in the Property is free of encumbrances other than easements and restrictions of record, and Permitted Exceptions or Encumbrances as provided herein.

- a. Title Commitment. Buyer may at any time prior to the Closing Date, obtain at its sole cost and expense, a title commitment ("Title Commitment") covering the Property and binding the title company ("Title Company") to issue at closing a current form ALTA Owner's Policy of Title Insurance ("Title Policy") in the full amount of the purchase price hereunder. The Title Commitment shall be based upon the description of the Property provided herein and shall show fee title in the Seller, subject only to the permitted encumbrances waived in writing by Buyer, and shall provide for extended coverage risks and include special endorsements for zoning, contiguity and such other matters as Buyer may request.

- b. Objections. Within fifteen (15) business days after delivery of the Title Commitment to Buyer from its Title Company, Buyer may deliver to Seller such written objections as Buyer may have to the form and content contained therein. Seller shall make commercially reasonable efforts to satisfy such objections prior to the Closing Date.

- c. Buyer's Rights if Seller Fails to Cure Objections. If Seller delivers written notice to Buyer on or before the Closing Date that Seller is unable to satisfy any objection or if, for any reason, Seller is unable to convey title satisfactory to Buyer in accordance herewith, Buyer may, as Buyer's exclusive remedies, waive such objections and accept such title as Seller is able to convey or terminate this Agreement by written notice to Seller, provided that such termination notice must be delivered on or before the Closing Date.

- d. Permitted Exceptions. The following shall be deemed to be permitted exceptions:
 - (1) Building and zoning laws, ordinances, state and federal regulations; and
 - (2) The lien of real property taxes payable in the year of Closing, which by the terms of this Agreement are to be paid or assumed by Buyer.
 - (3) Matters contained in any title commitment or survey which Buyer is in possession of and for which Buyer does not make any objection to or waives any objection to and proceeds to closing on the Property.

11. Purchase "As-Is". Buyer agrees to accept the condition of the Property, including specifically without limitation, the environmental and geological condition of the Property, in an "AS-IS" and with "ALL FAULTS" condition. Buyer's acceptance of title to the Property shall represent Buyer's acknowledgment and agreement that, except as expressly set forth in this Agreement: (i) Seller has not made any written or oral representation or warranty of any kind with respect to the Property (including without limitation express or implied warranties of title, merchantability, or fitness for a particular purpose), (ii) Buyer has not relied on any written or oral representation or warranty made by Seller, its agents or employees with respect to the condition or value of the Property, (iii) Buyer has had an adequate opportunity to inspect the condition of the Property, including without limitation, any environmental testing, and to inspect documents applicable thereto, and Buyer is relying solely on such inspection and testing, and (iv) the condition of the Property is fit for Buyer's intended use. Buyer agrees to accept all risk of Claims (including without limitation all Claims under any Environmental Law and all Claims arising at common law, in equity or under a federal, state or local statute, rule or regulation) whether past, present or future, existing or contingent, known or unknown,

arising out of, resulting from or relating to the condition of the Property, known or unknown, contemplated or un contemplated, suspected or unsuspected, including without limitation, the presence of any Hazardous Substance on the Property, whether such Hazardous Substance is located on or under the Property, or has migrated or will migrate from or to the Property.

For purposes of this Section, the following terms have the following meanings:

“Environmental Law” means the Comprehensive Environmental Response, Compensation and Liability Act (“CERCLA”), 42 U.S.C. §9601 et seq., the Resource Conservation and Recovery Act, 42 U.S.C. §9601 et seq. the Federal Water Pollution Control Act, 33 U.S.C. §1201 et seq., the Clean Water Act, 33 U.S.C. §1321 et seq., the Clean Air Act, 42 U.S.C. §7401 et seq., the Toxic Substances Control Act, 33 U.S.C. §1251 et seq., and the Minnesota Environmental Response and Liability Act, all as amended from time to time, and any other federal, state, local or other governmental code, statute, regulation, rule, law, permit, consent, license, order or ordinance dealing with the protection of human health, safety, natural resources or the environment now existing and hereafter enacted; and

“Hazardous Substance” means any pollutant, contaminant, hazardous substance or waste, solid waste, petroleum product, distillate, or fraction, radioactive material, chemical known to cause cancer or reproductive toxicity, polychlorinated biphenyl or any other chemical, substance or material listed or identified in or regulated by any Environmental Law.

“Claim” or “Claims” means any and all liabilities, suits, claims, counterclaims, causes of action, demands, penalties, debts, obligations, promises, acts, fines, judgment, damages, consequential damages, losses, costs, and expenses of every kind (including without limitation any attorney’s fees, consultant’s fees, costs, remedial action costs, cleanup costs and expenses which may be related to any claims).

12. Notices. Any notice required or permitted to be given by any party upon the other is given in accordance with this Agreement if it is directed to Seller by delivering it personally to a representative of Seller; or if it is directed to Buyer, by delivering to a representative of Buyer; or if mailed by United States registered or certified mail; return receipt requested, postage prepaid; or if transmitted by facsimile copy followed by mailed notice as above required, or if deposited cost paid with a nationally recognized, reputable overnight courier, properly addressed as follows:

If to Buyer:

James Viaene
112 Valley View Ct
North Mankato, MN 56003

If to Seller:

City Administrator
City of Willmar
333 Sixth Street Southwest
Willmar, MN 56201

Notices shall be deemed effective on the earlier of the date of receipt or the date of deposit as aforesaid; provided, however, that if notice is given by deposit, that the time for response to any notice by the other party shall commence to run two (2) business days after any such deposit. Any party may change its address for the service of notice by giving advance written notice of such change to the other party, in any manner above specified.

13. Entire Agreement; Amendments. This Agreement represents the complete and final agreement of the parties and supersedes any prior or contemporaneous oral or written understanding between the parties. There are no verbal agreements that change this Agreement and no waiver of any of its terms will be effective unless in a writing executed by the parties. This Agreement may be amended only in writing, signed by both parties.

14. Binding Effect; Assignment. This Agreement shall be binding upon the parties hereto and their respective heirs, executors, administrators, successors and assigns.

15. Controlling Law. The Parties acknowledge and agree that each has been given the opportunity to independently review this Agreement with legal counsel, and/or has the requisite experience and sophistication to understand, interpret, and agree to the particular language of this Agreement. The Parties have equal bargaining power, and intend the plain meaning of the provisions of this Agreement. In the event of an ambiguity in or dispute regarding the interpretation of this Agreement, the ambiguity or dispute shall not be resolved by application of any rule that provides for interpretation against the drafter of the Agreement. This Agreement has been made under the laws of the State of Minnesota, and such laws will control its interpretation.

16. Remedies. If Buyer defaults under this Agreement and fails to cure such default within thirty (30) days after receipt of written notice from Seller identifying such default, then Seller has the right to immediately terminate this Agreement and retain the Earnest Money as liquidated damages, time being of the essence of this Agreement. The termination of this Agreement will be the sole remedy available to Seller for such default by Buyer, and Buyer will not be liable for damages. If Seller defaults under this Agreement and fails to cure such default within thirty (30) days after receipt of written notice to from Buyer identifying such default, then Buyer has the right to immediately terminate this Agreement. The termination of this Agreement will be Buyer's sole remedy for default by Seller, and Seller will not be liable for damage.

17. Counterparts. This Purchase Agreement may be executed in counterparts, each of which shall be deemed an original, and which together shall constitute a single, integrated contract.

[Remainder of page intentionally left blank]

IN WITNESS WHEREOF, Seller and Buyer have each executed this Agreement in their corporate names as of the date first written above.

BUYER: JAMES VIANE

SELLER: CITY OF WILLMAR

James Viaene

By: _____
Marvin Calvin, Mayor

By: _____
Brian Gramentz, City Administrator

THIS DOCUMENT WAS DRAFTED BY:

FLAHERTY & HOOD, P.A.
525 Park Street, Suite 470
St. Paul, MN 55103
651-225-8840

EXHIBIT A

Legal Description of Property

That part of the Southeast Quarter of the Northeast Quarter of the Northwest Quarter of Section 23, Township 119 North, Range 35 West of the Fifth Principal Meridian, Kandiyohi County, Minnesota, described as follows:

Commencing at the center of said Section 23; thence on an assumed bearing of North 00 degrees 19 minutes 46 seconds West, along the east line of the Northwest Quarter of said Section 23, a distance of 1736.80 feet; thence on a bearing of North 89 degrees 22 minutes 40 seconds West, along a line parallel to the north line of said Section 23, a distance of 375.00 feet to the point of beginning of the land to be described; thence on bearing of North 89 degrees 22 minutes 40 seconds West, along a line parallel to the north line of said Section 23, a distance of 120.00 feet; thence on a bearing of North 00 degrees 00 minutes 05 seconds East, along a line parallel to the west line of said Section 23, a distance of 145.00 feet to a line parallel with the north line of said Section 23, which runs through a point 1881.80 feet north of the center of said Section 23, as measured along the east line of the Northwest Quarter of said Section 23; thence on a bearing of North 89 degrees 22 minutes 40 seconds West, along the above said line, parallel to the north line of said Section 23, a distance of 0.84 feet to a point 495.00 feet west of the east line of the Northwest Quarter of said Section 23, as measured along the above-said line; thence on a bearing of South 00 degrees 00 minutes 05 seconds West, along a line parallel with the west line of said Section 23, a distance of 25.00 feet; thence on a bearing of North 89 degrees 22 minutes 40 seconds West, along a line parallel with the west line of said Section 23, a distance of 190.00 feet; thence on a bearing of South 89 degrees 22 seconds 40 minutes East, along a line parallel with the north line of said Section 23, a distance of 130.00 feet to a point which bears South 00 degrees 00 minute 05 seconds West from the point of beginning; thence on a bearing of North 00 degrees 00 minutes 05 seconds East, along a line parallel with the west line of said Section 23, a distance of 70.01 feet to the point of beginning, containing 10,320 square feet, more or less.

EXHIBIT B
Survey of Property

EXHIBIT C

Legal Description of Seller's Reserved Permanent Easement

A 20.00 foot permanent utility easement over, under, and across that part of the Southeast Quarter of the Northeast Quarter of the Northwest Quarter of Section 23, Township 119 North, Range 35 West of the Fifth Principal Meridian, Kandiyohi County, Minnesota. The centerline of said easement is described as follows:

Commencing at the center of said Section 23; thence on an assumed bearing of North 00 degrees 19 minutes 46 seconds West, a distance of 1736.80 feet; thence on a bearing of North 89 degrees 22 minutes 40 seconds West, along a line parallel to the north line of said Section 23, a distance of 405.00 feet; thence on a bearing of South 00 degrees 14 minutes 14 seconds West a distance of 13.23 feet to the point of beginning of said easement centerline to be described; thence on a bearing of North 89 degrees 45 minutes 46 seconds West a distance of 21.00 feet to a point hereinafter referred to as "Point A"; thence continuing on a bearing of North 89 degrees 45 minutes 46 seconds West a distance of 81.00 feet to a point where said center line terminates.

Together with a 20.00 utility easement over, under and across that part of the said Southeast Quarter of the Northeast Quarter of the Northwest Quarter. The center line of said easement is described as follows:

Beginning at the aforementioned "Point A"; thence on a bearing of South 1 degree 07 minutes 09 seconds East a distance of 61.00 feet to a point where said center line terminates.

(Top 3 inches reserved for recording data)

QUIT CLAIM DEED

eCRV number: _____

DEED TAX DUE: \$51.15

Date: _____

FOR VALUABLE CONSIDERATION, the **City of Willmar**, a municipal corporation under the laws of the State of Minnesota ("**Grantor**"), hereby conveys and quitclaims to **James Viaene** ("**Grantee**"), real property in Kandiyohi County, Minnesota, legally described on Exhibit A, attached hereto and incorporated herein by reference, together with all hereditaments and appurtenances belonging thereto (the "**Property**").

Subject to the following restrictions, covenants, and conditions:

1. **Grantor** and its successors and assigns shall retain, for the use and benefit of the public, over, under, and across the **Property** as legally described on Exhibit B, attached hereto attached hereto and incorporated herein by reference.
2. **Grantor** and its successors and assigns shall retain a conditional option to repurchase the **Property** valid for a period of five years from and after the date of this instrument for an amount equivalent to the Purchase Price, as defined in that certain Vacant Land Purchase Agreement between **Grantor** and **Grantee** dated _____ (the "Purchase Agreement"). **Grantor's** option shall only vest upon **Grantee's** failure to, within one year from and after the date of this instrument, either (i) complete a lot combination of pursuant to which the **Property** is combined with the Buyer's Property, as defined in the Purchase Agreement, into one parcel recognized by the Office of the Kandiyohi County Auditor, or (ii) record a plat of the **Property** with the Office of the Kandiyohi County Recorder after satisfying the requirements of Chapter 14, Article II of the Willmar City Code. The City may, upon the vesting of such option, in its sole discretion and judgment, exercise the option to repurchase as provided herein.

THIS INSTRUMENT WAS DRAFTED BY:

Robert T. Scott, Attorney at Law
FLAHERTY & HOOD, P.A.
525 Park Street, Suite 470
St. Paul, MN 55103
(651) 225-8840

TAX STATEMENTS FOR THE REAL PROPERTY
DESCRIBED IN THIS INSTRUMENT SHOULD BE
SENT TO:

James Viaene
112 Valley View Ct
North Mankato, MN 56003

EXHIBIT A

Legal Description of Property

That part of the Southeast Quarter of the Northeast Quarter of the Northwest Quarter of Section 23, Township 119 North, Range 35 West of the Fifth Principal Meridian, Kandiyohi County, Minnesota, described as follows:

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EXHIBIT B

Legal Description of Grantor's Reserved Permanent Easement

A 20.00 foot permanent utility easement over, under, and across that part of the Southeast Quarter of the Northeast Quarter of the Northwest Quarter of Section 23, Township 119 North, Range 35 West of the Fifth Principal Meridian, Kandiyohi County, Minnesota. The centerline of said easement is described as follows:

Commencing at the center of said Section 23; thence on an assumed bearing of North 00 degrees 19 minutes 46 seconds West, a distance of 1736.80 feet; thence on a bearing of North 89 degrees 22 minutes 40 seconds West, along a line parallel to the north line of said Section 23, a distance of 405.00 feet; thence on a bearing of South 00 degrees 14 minutes 14 seconds West a distance of 13.23 feet to the point of beginning of said easement centerline to be described; thence on a bearing of North 89 degrees 45 minutes 46 seconds West a distance of 21.00 feet to a point hereinafter referred to as "Point A"; thence continuing on a bearing of North 89 degrees 45 minutes 46 seconds West a distance of 81.00 feet to a point where said center line terminates.

Together with a 20.00 utility easement over, under and across that part of the said Southeast Quarter of the Northeast Quarter of the Northwest Quarter. The center line of said easement is described as follows:

Beginning at the aforementioned "Point A"; thence on a bearing of South 1 degree 07 minutes 09 seconds East a distance of 61.00 feet to a point where said center line terminates.

COMMUNITY DEVELOPMENT COMMITTEE MINUTES

The Community Development Committee of the Willmar City Council met on Monday, July 22, 2019, in Conference Room No. 1 at the City Office Building.

<i>Present:</i>	Rick Fagerlie	Chair
	Vicki Davis	Co-Chair
	Shawn Mueske	Council Member
	Kathy Schwantes	Council Member

Others present: Dave Ramstad – Director of Planning and Development Services, Brian Gramentz – Interim City Administrator, Marv Calvin – Mayor, Aaron Backman – EDC Director, Cory Backes - Backes Technology, and Shelby Lindrud – “West Central Tribune.”

Item No. 1 Call to Order

The meeting was called to order at 5:15 p.m.

Item No. 2 Public Comments (For Information Only)

There were no public comments.

Item No. 3 Natural Gas Line Extension (Motion)

Aaron Backman, Executive Director of EDC was present to inform the Committee of the request to approve the cost participation in a natural gas line extension into Willmar Industrial Park 4th Addition to serve Backes Technology and other vacant lots. The 4th addition Industrial Park is west of County Road 5. The attachments shows the current occupied lots and vacant lots. The second attachment shows existing natural gas lines in green, while the orange line pertains to what is being purposed. Industrial Park 3rd Addition, there is a line that comes down from Highway 12 and comes along past RELCO down 28th Street to Trott Avenue. There is also an existing 2” line that goes east and west from County Road 5 on the east side and goes to Magnum Trucking. There is no natural gas in the northern 2/3 of the 4th addition. The EDC is requesting that the Committee recommend to the City Council that they partner with Backes Technology to fund a 2,450-foot extension of a 4 inch natural gas pipeline from the intersection of Trott Avenue SW and 28th Street SW to near the intersection of 32nd Street SW and 3rd Avenue SW. Centerpoint Energy is willing to extend a 4-inch line nearly half a mile to the Backes building at a cost of \$14,324. Backes Technology is asking if the cost of the line extension can be shared between the City and the business. They argue that the new line will serve 13 other lots in the 4th addition. At 290 feet, their property represents 12% of the total distance, or \$1,719 of the cost. Backes is willing to pay \$4,000 or 28% of cost, if the City is willing to pick up the difference (\$10,324). In 2016 the City of Willmar and EDC partnered in pursuing Shovel-Ready Site Certification for the 4th Addition of the Willmar Industrial Park. That doesn’t mean that there will not be additional site improvements that will be needed from time to time. Mr. Backman, expressed that he thinks this extension will be a positive development. There are 25 lots in the 4th addition, this one natural gas pipeline will serve 14 of them.

Chair Fagerlie, noted that the City could charge developers who build on the vacant lots a tapping fee, so the City is able to get their money back. Mr. Backman proposed that City’s portion of

the project be paid out of the Willmar Industrial Park Fund which currently has a balance of approximately \$1 million.

Council Member Schwantes, asked if Backes needs a 4" line and if we would be over building to accommodate future users. Staff explained that a 4" line would be to accommodate future development.

Council Member Mueske inquired about the exiting 2" line north of the properties, to see if that line would suffice for the 14 potential properties and if there was a draw for developers to have natural gas available. Mr. Backman, said that it would not be sufficient. Cory Backes, had a conversation with the Centerpoint Energy Representative who expressed that the line would not be to service the Industrial Park.

A motion was made by Council Member Mueske, seconded by Council Member Schwantes to approve the cost participation in a natural gas line extension into the Willmar Industrial Park 4th Addition.

The motion carried.

Item No. 3 Floodplain Ordinance Draft (Motion)

Staff informed the Committee that he recommends a motion to forward the FEMA Enrollment Application, Floodplain Ordinance, and Resolution to participate in the National Flood Insurance Program to the Planning Commission for a public hearing on August 7, 2019, and then to City Council on August 19, 2019, where staff will recommend a motion to introduce the Resolution and Ordinance for public hearing at the City Council's September 2, 2019 meeting.

Nothing has changed since the first time this has been reviewed. The key point into participating into the Flood Insurance Program is that it allows those who aren't in the flood plain to get NFIP backed flood insurance for rain and storm sewer disasters because its conspicuously missing from home insurance policies. Secondly, if we do have a national disaster, it would more likely that there would be aid funding available. The seven properties that are impacted by the Flood Insurance Program have already been built to meet the flood plain zone. Staff feels like it will minimally impact the work load of staff.

Chair Fagerlie, inquired how much it will cost the City to join the FEMA National Flood Insurance Program. Staff informed the Committee that there would be cost if the City would like to have the properties resurveyed and some spot surveys throughout the City for verification. Individual home owners can have surveys done on their properties and receive a LOMAR and/or LOMA as an amendment and record at the County Recorder's Office. The flood map is supposed to be updated every 10 years, however that last map was from the 1970's. Council Member Mueske inquired about the cost to the homeowner how has surveying redone of their specific property. Staff explained that it is the homeowners cost to hire a surveyor and submit to FEMA at a costs of \$2,000-\$3,000 dollars. Council Member Schwantes inquired of what information was different then they has been in the prior meetings. Staff explained that the only thing that is different is the vetting that has happened throughout staff and council members. Council Member Davis, asked about Federal regulation to standard building codes, staff informed that Committee that they are part of the review when applying for a building permit.

Brian Gramentz - Interim City Administrator said that the maps are not as accurate as they should be. There are options to the property owners of different ways to comply with the FEMA

should be. There are options to the property owners of different ways to comply with the FEMA regulations. The requirement of insurance would only be for the properties within the flood zone and have an active mortgage.

A motion was made by Council Member Schwantes, seconded by Council Member Mueske to move the participation in the National Flood Insurance Program (NFIP), forward to the Planning Commission for a public hearing on August 7, 2019.

The motion carried.

Item No. 4 Updates (For Information Only)

Staff informed the Committee of the department's current activities which include permit revenues of nearly \$350,000 with the valuation of projects nearing \$46,000,000. City Planner, has been applying for grant application to energize downtown Willmar and tackling Herzog TIF project. Property maintenance inspections have also been conducted by staff with 110 violations being written to-date. Staff would like to see this ordinance amended and get the Kandiyohi County Courts on board with the enforcement.

Current Commercial projects are as follows:

1. West Central Smiles Chiropractic \$179K Tenant Remodel;
2. Kandiyohi County's \$50K Interior Remodel at 400 Benson Ave SW;
3. State of MN's \$8.7M 16 Bed Psychiatric Hospital at 2301 Transportation Road NE;
4. Jennie-O's \$465K trailer shed footing and foundation improvements at 1701 30th St SW;
5. Kohl's Kandi Mall \$2.4M renovation at 1605 1st St S;
6. 15th Street Flats \$6M new construction at 1601 15th St SE;
7. Farm Service Elevator \$836K New loading bays;
8. Carris Health/Rice Hospital's \$573K entry and operating room renovation;
9. Ziegler/Cat's new \$14.6M facility and \$400K storage building at 4600 Highway 71 S;
10. Ziegler/Cat \$825K Plumbing and Mechanical Permits;
11. Verizon's \$150K remodel at 1601 1st St S;
12. Kennedy Elementary School \$391K Mechanical Permit;
13. Kennedy Elementary School \$700K Exterior Improvements;
14. Kennedy Elementary School's \$2.6M window replacement;
15. Kennedy Elementary 1.3M Interior Improvements;
16. Midtown Plaza \$80K Elevator Shaft at 313 Litchfield Ave SW;
17. Willmar Child Care Center Remodel \$216K – 500 Industrial Drive SW;
18. Target Interior Remodel \$950K;
19. Jakes Pizza Interior Remodel \$60K 316 Litchfield Ave SW
20. Suite Liv'n's \$1.9M new construction apartment building at 2605 15th Ave NW

There being no further business to come before the Committee, the meeting was adjourned at 6:00 p.m. by Chair Fagerlie.

Respectfully submitted,



David P. Ramstad, PhD
Director of Planning and Development Services



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: July 22, 2019
From: Aaron A. Backman, Executive Director Kandiyohi County & City of Willmar Economic Development Commission (EDC)	Subject: Natural Gas Line Extension into 4th Addition of the Willmar Industrial Park

AGENDA ITEM: Approval of Cost Participation in a Natural Gas Line Extension into the Willmar Industrial Park 4th Addition to serve Backes Technology and Other Lots

INTRODUCTION/REQUEST: The EDC respectfully requests the City of Willmar Community Development Committee consider and recommend to the City Council that the City partner with Backes Technology to fund a 2,450-foot extension of a natural gas pipeline from the intersection of Trott Avenue SW and 28th Street SW to near the intersection of 32nd Street SW and 3rd Avenue SW. A 4-inch natural gas pipeline would be extended from 28th Street west along the south side of Trott Avenue and then turn north and be extended on the east side of 32nd Street SW to Lot 1, Block 4 of the 4th Addition (See attached map).

HISTORY: Backes Technology Services, Inc., a communications-related company, was the second business to locate in the 4th Addition. In 2016 Backes purchased one lot in the northwest corner of the certified site. In early 2017 the company completed its facility west of Dooley’s Petroleum facilities. While Backes Technology was able to hook up to municipal water, sewer and electricity, CenterPoint Energy, the local natural gas supplier, had not extended service to this portion of the industrial park. A subsequent quote of over \$25,000 to get natural gas service was not cost effective and dissuaded Backes from doing so. As a stopgap measure, Backes utilized a propane tank and furnace last winter. Ideally they want to have natural gas. CenterPoint Energy is willing to extend a 4-inch line nearly half a mile to the Backes building at a cost of \$14,324. It would take many years for Backes to get a return on its investment. They are asking if the cost of the line extension can be shared between the City and the business. They argue that the new line will serve 13 other lots in the 4th Addition. At 290 feet, their property represents 12% of the total distance, or \$1,719 of the cost. Backes is willing to pay \$4,000 or 28% of cost, if the City is willing to pick up the difference (\$10,324).

CURRENT CIRCUMSTANCE: One of the key objectives for the EDC is to provide leadership for the development of the Willmar Industrial Park. In 2016 the City of Willmar and the EDC partnered in pursuing Shovel-Ready Site Certification for the 4th Addition of the Willmar Industrial Park. The EDC prepared the application and undertook the necessary geotechnical soil tests, Phase I environmental assessments, ALTA survey, etc. The EDC’s application was successful and in the summer of 2016 the State of MN certified the site as shovel-ready. That does not mean that there will not be additional improvements in the industrial park that will be needed from time to time. Having natural gas available to

the majority of lots in the 4th Addition is a positive development, will enhance recruiting efforts and is being done on a cost-effective basis.

RECOMMENDATIONS: It is proposed that the cost of the natural gas extension be split between the Backes Technology and the City with \$4,000 of the cost paid by Backes Technology and \$10,324 paid for by the City of Willmar.

FINANCIAL IMPACT: It is proposed that the City's portion for the project be paid for out of the Willmar Industrial Park Fund which currently has a balance of approximately \$1.6 million.

ALTERNATIVES:

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

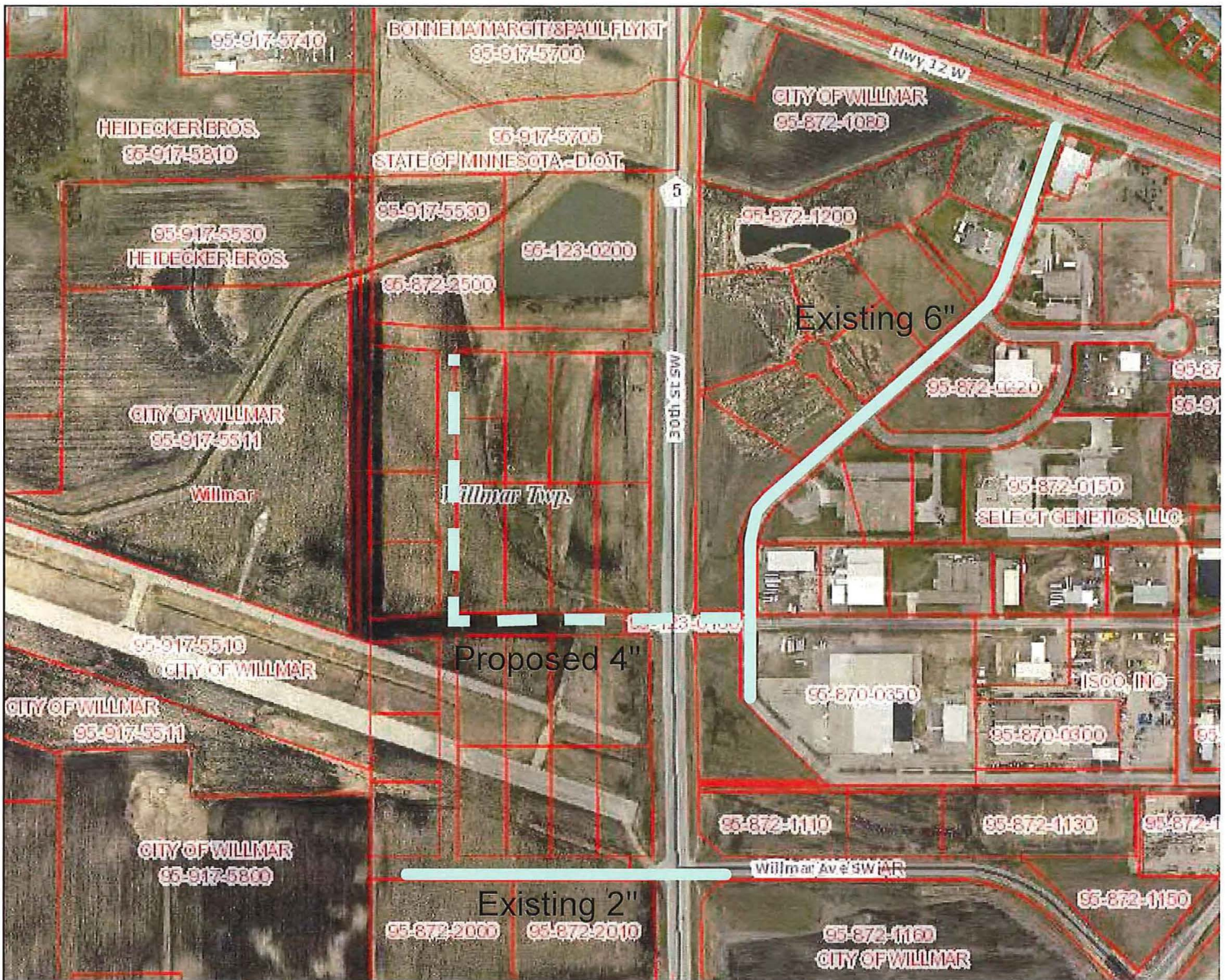
REVIEWED BY: Dave Ramstad, Director of Planning & Development

COUNCIL MEETING DATE: August 5, 2019

Proposed Natural Gas Line Extension to the Willmar Ind. Park 4th Addition



Proposed Natural Gas Line Extension to the Willmar Industrial Pa



July 29, 2019





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: Planning & Development Committee	Date: 07/22/2019
From: Dave Ramstad, Director of Planning and Development Services	Subject: City of Willmar Participation in National Flood Insurance Program (NFIP)

AGENDA ITEM: Participation in the National Flood Insurance Program (NFIP). Including the adoption of FEMA Flood Insurance Rate Map and Flood Management Ordinance by City of Willmar

INTRODUCTION/REQUEST: Initially requested by Realtor Doug Fenstra

HISTORY: Flood Map never adopted by City of Willmar

CURRENT CIRCUMSTANCE: Flood Map not currently adopted by City of Willmar

RECOMMENDATION: Staff recommends a motion to forward the FEMA Enrollment Application, Floodplain Ordinance, and Resolution to participate in the National Flood Insurance Program to the Planning Commission for public hearing on August 7, 2019, and then to City Council on August 19, 2019, where staff will recommend a motion to introduce the Resolution and Ordinance for public hearing at the City Council's September 2, 2019, meeting.

ISSUES: While not adopting the Map saves some homeowners in the floodplain from the need to buy flood insurance when they have an outstanding mortgage, it also prevents many from buying a home in the floodplain because they find it difficult to impossible to get the necessary flood insurance that their lender of choice requires. In addition, it also prevents the code enforcement of flood-proof construction that would prevent destruction of property from flooding. Finally, it also prevents homeowners that are not in the floodplain from getting NFIP-back flood insurance for rain-related flooding.

FINANCIAL IMPACT: (A) Potential costs associated with verifying accuracy of LIDAR-determined (satellite-determined) floodplain contour lines; (B) Negligible costs associated with floodplain code enforcement and administration; (C) Costs to a relatively small number of individual owners of property within the newly adopted floodplain, that also have mortgages, would likely have to pay flood insurance; (D) Presumably, when flood maps are not adopted, all property owners across the entire city pay higher homeowner's insurance – But, this is impossible to determine.

ALTERNATIVES:

1. Delay action for further information
2. Don't approve the motion
3. Choose not participate in NFIP

REVIEWED BY: Brian Gramentz, City Administrator

COMMITTEE MEETING DATE: 07-22-2019

COUNCIL MEETING DATE: 08-05-2019 CONSENT AGENDA AGENDA

From: David Ramstad <dramstad@willmarmn.gov>
Sent: Friday, June 7, 2019 4:19 PM
To: Samantha Beckman <sbeckman@willmarmn.gov>; Jim Felt <JFelt@willmarmn.gov>; Steve Okins <sokins@willmarmn.gov>; Sean Christensen <schristensen@willmarmn.gov>; Rob Baumgarn <rbaumgarn@willmarmn.gov>; Frank Hanson <FHanson@willmarmn.gov>; JHarren@wmu.willmar.mn.us
Cc: Ike Holland <IHolland@willmarmn.gov>; Robert Scott <rtscott@flaherty-hood.com>; Sarah Swedburg <sswedburg@willmarmn.gov>
Subject: National Flood Insurance Program (NFIP) Participation Application

Fellow Directors,

Please find three draft documents attached (Resolution of Intent, FEMA Enrollment Application & Willmar Floodplain Ordinance). Taken together, they represent the City's draft application to participate in the National Flood Insurance Program (NFIP).

For vetting purposes, I would appreciate you taking the time to review and provide any feedback you like. Please provide me with your input by next Friday, June 14th, 2019.

If you have any questions, please let me know.

Best regards,

Dave

David P. Ramstad, PhD

Director of Planning and Development Services
Cty of Willmar
333 SW 6th Street
PO Box 755
Willmar, MN 56201
www.willmarmn.gov
T: 320-214-5184
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dramstad@willmarmn.gov



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From: David Ramstad <dramstad@willmarmn.gov>
Sent: Tuesday, June 11, 2019 1:13 PM
To: Sean Christensen <schristensen@willmarmn.gov>; Samantha Beckman <sbeckman@willmarmn.gov>; Jim Felt <JFelt@willmarmn.gov>; Steve Okins <sokins@willmarmn.gov>; Rob Baumgarn <rbaumgarn@willmarmn.gov>; Frank Hanson <FHanson@willmarmn.gov>; John Harren <JHarren@wmu.willmar.mn.us>

Cc: Ike Holland <IHolland@willmarmn.gov>; Robert Scott <rtscott@flaherty-hood.com>; Sarah Swedburg <sswedburg@willmarmn.gov>; Tom Rosemeier <trosemeier@willmarmn.gov>
Subject: RE: National Flood Insurance Program (NFIP) Participation Application

Sean,
Thank you for your input.
Please see my comments below yours in green text.

I have only received a couple comments back. If you have anything to add, please send your comments to me by this Friday, June 14th.

Dave

From: Sean Christensen <schristensen@willmarmn.gov>
Sent: Monday, June 10, 2019 5:17 PM
To: David Ramstad <dramstad@willmarmn.gov>; Samantha Beckman <sbeckman@willmarmn.gov>; Jim Felt <JFelt@willmarmn.gov>; Steve Okins <sokins@willmarmn.gov>; Rob Baumgarn <rbaumgarn@willmarmn.gov>; Frank Hanson <FHanson@willmarmn.gov>; JHarren@wmu.willmar.mn.us
Cc: Ike Holland <IHolland@willmarmn.gov>; Robert Scott <rtscott@flaherty-hood.com>; Sarah Swedburg <sswedburg@willmarmn.gov>; Tom Rosemeier <trosemeier@willmarmn.gov>
Subject: RE: National Flood Insurance Program (NFIP) Participation Application

As most of you know, I am still against passing this policy/ordinance/etc. There are a number of reasons I don't believe this is good for the City of Willmar, a few of which are...

- 1) The FEMA map is already incorrect with multiple errors when calling it up on our own GIS mapping system. These errors range from one flood plain not even located on the lake outfall to complete false lines based on surveys of smaller specific areas. The process to correct these errors is cumbersome at best and involves a lot of cost to those wishing to correct the Federal Map. I am also against the city of Willmar providing these surveyors as I believe that sets an undue precedent.

I'm not aware of any sample surveys performed by the City of Willmar to evaluate the accuracy of FEMA's LIDAR-determined flood contours. I know that FEMA created the current flood map in 2015, and then did some corrective changes thereafter, which is the map shown on the FEMA website today (Please see Map with Enlargements Attached). Could you please provide the sample survey report or print, highlight and note the attached map(s) with the areas you mention, and also mark-up a print of your referenced GIS map?

- 2) I believe this adds a significant amount of work to our Building Official and Planner. I don't believe this is a necessary policy to add this much work to an already busy schedule. If our Building Official is already checking for elevations, etc near the flood plain, I believe this to be a better scenario as we know our local flood-prone areas better than a federal agency does. We are taking necessary precautions already so I don't think we should be adding additional federal regulations to an already (sometimes) cumbersome process. This will also add federal regulations to "standard" building codes.

With only a small number of existing homes in the floodplain, and minimal buildable floodplain areas, the additional efforts would be small. I was the building official and floodplain administrator in Valley City, where about 40% of the town is in the floodplain, and enforcing floodproof construction added a negligible time to my plan review efforts, if any, and the FEMA reporting was simply the completion of a short form and print-out of existing annual file.

- 3) The construction required if you are in one of these areas adds a significant amount of cost. This required construction in and of itself is prohibitive. In addition, the construction required does little to aid the structure but more to allow the flood plain to remain as is.

Floodproof construction is not additive – it's simply a different configuration. For instance, the structure must be 1-foot above Base Flood Elevation (BFE) - this does not add cost; and, similarly, the mechanicals cannot be below BFE - this is simply placing them in another appropriate location.

- 4) I don't agree that joining a Federal program is always the best answer. I believe with the added perks advertised comes significant regulation, most of it unnecessary. This program has been in place since 1968 and the City of Willmar has, multiple times, decided against joining. There is probably good reason for this.

I generally agree with you that less is more when it comes to government regulation. I think adopting the program is less about the small number of homes in the floodplain and more about having access to NFIP-backed flood insurance and disaster grants and low-interest loans. Homeowners insurance policies specifically exclude water damage caused by flooding. NFIP-backed flood insurance is the only policy that protects against rain-related and other flood-damage.

Specifically to the ordinance, under section 11.0 ADMINISTRATION...Do we typically have the building official or the planner administer ordinances?

Yes, many of the policies enforced by Planning and Development Department are Ordinances enforced by our Planner, Building Official and Inspector. Floodplain Management will be part of the Zoning Ordinance – Robert Scott is determining exactly where it will go.

The FEMA Enrollment application is incorrect that there are only 7 properties affected by this ordinance, I believe there may be 10 just in the Country Club drive area alone.

The DNR said 7. I recounted and they appear to be correct. Please see attached flood map doc with enlarged areas where buildings and floodline get relatively close. Please note that while many parcels have the lake-facing portions of their lot within the floodplain, in most cases, the flood lines arch around many of the homes (Meaning the homes were built-up above the floodplain). Also, the homes where the line is right at the corner are out by small amounts. Also important to note, is that even if the lake-facing portion of a home's lot is in the floodplain, and the improvements are out, the owners would not be required to have flood insurance by their lender – it's based on whether the improvements are in the floodplain. The number of homes that are partially or fully in the flood plain is very small in relation to the thousands of buildings in the City of Willmar.

My \$0.02 for today,
I appreciate it.

Sean Christensen, PE
City of Willmar
Director of Public Works/City Engineer
333 6th St SW
PO Box 755
Willmar, MN 56201
320.235.4913 (o)
320.214.5169 (d)

From: John Harren
Sent: Monday, June 10, 2019 9:48 AM
To: Jeron Smith <JSmith@wmu.willmar.mn.us>
Cc: Todd Graves <TGraves@wmu.willmar.mn.us>; Brian Hoover <bhoover@wmu.willmar.mn.us>; Dave Andrist <DAndrist@wmu.willmar.mn.us>; Kevin Marti <kmarti@wmu.willmar.mn.us>
Subject: National Flood Insurance Program (NFIP) Participation Application

Jeron & Kevin,

Section of the Ordinance pertains to the utilities as needing to be flood-proofed. Will that be a concern for us? We need to respond by Friday.

Thanks,
John Harren
General Manager
Willmar Municipal Utilities
700 Litchfield Avenue S.W.
P.O. Box 937
Willmar, MN. 56201
jharren@wmu.willmar.mn.us
O -320-235-4422, C – 320-905-1730

From: Jeron Smith <JSmith@wmu.willmar.mn.us>
Sent: Thursday, June 13, 2019 9:53 AM
To: John Harren <JHarren@wmu.willmar.mn.us>
Cc: Todd Graves <TGraves@wmu.willmar.mn.us>; Brian Hoover <bhoover@wmu.willmar.mn.us>; Dave Andrist <DAndrist@wmu.willmar.mn.us>; Kevin Marti <kmarti@wmu.willmar.mn.us>
Subject: RE: National Flood Insurance Program (NFIP) Participation Application

John,

The primary side of our distribution is constructed for submersion. The secondary side is not. It was difficult to identify the 7 homes within the floodplain map, so I can't estimate the effort it would take to bring the existing electric infrastructure up to code.

Let me know if you have questions.

Thanks,

Jeron Smith, P.E. / Staff Electrical Engineer
Willmar Municipal Utilities
PO Box 937 | Willmar, MN 56201
320.235.4422 (office) | 320.212.0688 (cell)
jsmith@wmu.willmar.mn.us

From: John Harren <JHarren@wmu.willmar.mn.us>
Sent: Thursday, June 13, 2019 10:30 AM

To: David Ramstad <dramstad@willmarmn.gov>; Sean Christensen <schristensen@willmarmn.gov>; Samantha Beckman <sbeckman@willmarmn.gov>; Jim Felt <JFelt@willmarmn.gov>; Steve Okins <sokins@willmarmn.gov>; Rob Baumgarn <rbaumgarn@willmarmn.gov>; Frank Hanson <FHanson@willmarmn.gov>
Cc: Ike Holland <IHolland@willmarmn.gov>; Robert Scott <rtscott@flaherty-hood.com>; Sarah Swedburg <sswedburg@willmarmn.gov>; Tom Rosemeier <trosemeier@willmarmn.gov>; Jeron Smith <JSmith@wmu.willmar.mn.us>; Todd Graves <TGraves@wmu.willmar.mn.us>
Subject: National Flood Insurance Program (NFIP) Participation Application

Hello David,

If the city elects to participate in NFIP please let us know. We will need the maps detailing the areas so we can identify the electrical infrastructure that needs to be brought up to code.

Property owners may incur code improvement costs also.

Thanks,
John Harren
General Manager
Willmar Municipal Utilities
700 Litchfield Avenue S.W.
P.O. Box 937
Willmar, MN. 56201
jharren@wmu.willmar.mn.us
O -320-235-4422, C – 320-905-1730

From: David Ramstad <dramstad@willmarmn.gov>
Sent: Thursday, June 13, 2019 10:35 AM
To: John Harren <JHarren@wmu.willmar.mn.us>; Sean Christensen <schristensen@willmarmn.gov>; Samantha Beckman <sbeckman@willmarmn.gov>; Jim Felt <JFelt@willmarmn.gov>; Steve Okins <sokins@willmarmn.gov>; Rob Baumgarn <rbaumgarn@willmarmn.gov>; Frank Hanson <FHanson@willmarmn.gov>
Cc: Ike Holland <IHolland@willmarmn.gov>; Robert Scott <rtscott@flaherty-hood.com>; Sarah Swedburg <sswedburg@willmarmn.gov>; Tom Rosemeier <trosemeier@willmarmn.gov>; Jeron Smith <JSmith@wmu.willmar.mn.us>; Todd Graves <TGraves@wmu.willmar.mn.us>
Subject: RE: National Flood Insurance Program (NFIP) Participation Application

Thanks, John.
Flood code is not retroactive on existing improvements.
Dave

From: John Harren <JHarren@wmu.willmar.mn.us>
Sent: Thursday, June 13, 2019 10:39 AM
To: David Ramstad <dramstad@willmarmn.gov>; Sean Christensen <schristensen@willmarmn.gov>; Samantha Beckman <sbeckman@willmarmn.gov>; Jim Felt <JFelt@willmarmn.gov>; Steve Okins <sokins@willmarmn.gov>; Rob Baumgarn <rbaumgarn@willmarmn.gov>; Frank Hanson <FHanson@willmarmn.gov>
Cc: Ike Holland <IHolland@willmarmn.gov>; Robert Scott <rtscott@flaherty-hood.com>; Sarah Swedburg <sswedburg@willmarmn.gov>; Tom Rosemeier <trosemeier@willmarmn.gov>; Jeron Smith

<JSmith@wmu.willmar.mn.us>; Todd Graves <TGraves@wmu.willmar.mn.us>
Subject: National Flood Insurance Program (NFIP) Participation Application

Dave,

Good to know.
Thanks,

John Harren
General Manager
Willmar Municipal Utilities
700 Litchfield Avenue S.W.
P.O. Box 937
Willmar, MN. 56201
jharren@wmu.willmar.mn.us
O -320-235-4422, C – 320-905-1730

From: David Ramstad <dramstad@willmarmn.gov>
Sent: Thursday, June 13, 2019 10:51 AM
To: John Harren <JHarren@wmu.willmar.mn.us>; Sean Christensen <schristensen@willmarmn.gov>; Samantha Beckman <sbeckman@willmarmn.gov>; Jim Felt <JFelt@willmarmn.gov>; Steve Okins <sokins@willmarmn.gov>; Rob Baumgarn <rbaumgarn@willmarmn.gov>; Frank Hanson <FHanson@willmarmn.gov>
Cc: Ike Holland <IHolland@willmarmn.gov>; Robert Scott <rtscott@flaherty-hood.com>; Sarah Swedburg <sswedburg@willmarmn.gov>; Tom Rosemeier <trosemeier@willmarmn.gov>; Jeron Smith <JSmith@wmu.willmar.mn.us>; Todd Graves <TGraves@wmu.willmar.mn.us>
Subject: RE: National Flood Insurance Program (NFIP) Participation Application

No problem – I appreciate you taking time.

I have received a few more replies, many having no comment. If you would like to provide your views, questions or concerns on the draft NFIP application docs, please do so by the end of the day tomorrow.

I'm hoping to include all comments with the draft application docs to the individual councilmembers next week for further vetting – If it's not a violation of public meeting laws ☺ (waiting on a determination from Robert).

Thanks,
Dave

From: John Harren <JHarren@wmu.willmar.mn.us>
Sent: Thursday, June 13, 2019 11:09 AM
To: David Ramstad <dramstad@willmarmn.gov>; Sean Christensen <schristensen@willmarmn.gov>; Samantha Beckman <sbeckman@willmarmn.gov>; Jim Felt <JFelt@willmarmn.gov>; Steve Okins <sokins@willmarmn.gov>; Rob Baumgarn <rbaumgarn@willmarmn.gov>; Frank Hanson <FHanson@willmarmn.gov>
Cc: Ike Holland <IHolland@willmarmn.gov>; Robert Scott <rtscott@flaherty-hood.com>; Sarah Swedburg <sswedburg@willmarmn.gov>; Tom Rosemeier <trosemeier@willmarmn.gov>; Jeron Smith <JSmith@wmu.willmar.mn.us>; Todd Graves <TGraves@wmu.willmar.mn.us>
Subject: National Flood Insurance Program (NFIP) Participation Application

Dave,

WMU has no additional comments.

Thanks,
John Harren
General Manager
Willmar Municipal Utilities
700 Litchfield Avenue S.W.
P.O. Box 937
Willmar, MN. 56201
jharren@wmu.willmar.mn.us
O -320-235-4422, C – 320-905-1730

From: David Ramstad
Sent: Wednesday, July 3, 2019 8:55 AM
To: Fernando Alvarado <falvarado@willmarmn.gov>; Sean Christensen <schristensen@willmarmn.gov>; Brian Gramentz <bgramentz@willmarmn.gov>
Subject: RE: Draft National Flood Insurance Program (NFIP) Application, Vetting Feedback Emails & CAR

Hi Councilmember Alvarado,

I understand your concerns and appreciate your feedback. We can certainly have more conversation prior to bringing the NFIP application and Flood Management Ordinance to the full Council – as you mention, there's no deadline for this. Please also see my specific responses below each of your comments (in green text).

Sean: At the request of Councilmember Alvarado, we would appreciate any additional input you may have related to Councilmember Alvarado's below questions, and my responses, and any other feedback you may have.

Best regards,
Dave

From: Marvin Calvin <mcalvin@willmarmn.gov>
Sent: Saturday, June 29, 2019 5:31 AM
To: David Ramstad <dramstad@willmarmn.gov>
Subject: RE: Draft National Flood Insurance Program (NFIP) Application, Vetting Feedback Emails & CAR

Thank you Dave,

My thoughts are the documents look good and should supply the council with the information to make a solid decision. Thank you for your work on this.

Marv

From: Fernando Alvarado <falvarado@willmarmn.gov>

Sent: Wednesday, July 3, 2019 5:50 AM

To: David Ramstad <dramstad@willmarmn.gov>; Sean Christensen <schristensen@willmarmn.gov>; Brian Gramentz <bgramentz@willmarmn.gov>

Subject: RE: Draft National Flood Insurance Program (NFIP) Application, Vetting Feedback Emails & CAR

David,

I am concerned that the City Engineer is not on board. He has prior experience in this area and the points that are raised make sense to me. His extensive experience and knowledge on the ground levels of the program is valid and has weight.

I agree – Sean’s concerns are valid and I respect and seek his input very much.

Just an FYI, I am a former Floodplain Administrator in a town that is 40% in the Floodplain and Floodway. I am also a Certified General Appraiser with significant environmental evaluation experience. Finally, I have two degree in Architecture and have practiced architecture for over 10-years, which involved mitigated site conditions related to the floodplain, in wetlands and high water tables.

I understand that not all actions are going to have 100% support and more often that is the case. Does more conversation have to occur between departments before moving this forward? Your expertise and the engineers expertise are what we are have to rely on to make the decision on the program.

I welcome more conversation and feedback - Again, the schedule I have outlined is fluid, we have no time constraints. Ultimately, however, I have been charged with supporting and bringing the NFIP application and Flood Management Ordinance to the full Council for discussion and decision, so that is the “why” for what I am doing and my advocacy. I support whatever decision the Council ultimately makes.

Have the councilors that are most affected commented or shared any input? What has it been?

Per City Attorney Robert Scott, I have been careful to not create Open Meeting violations. As of now, Mayor Calvin and Councilmembers Fagerlie, Schwantes, Mueske, Davis, and yourself have had the opportunity to opine on the NFIP application. A few have expressed support, while others did not have comment and appear to be waiting for Council discussion.

The remaining Councilors that have not seen the draft NFIP application include Councilmembers Plowman, Asmus and Nelson. I’ll send separate emails of the draft NFIP application to them this morning requesting their feedback.

What affect will this program have on areas of street flooding when it occurs in 1in100 year rainfall? Input from both departments on this inquiry would be appreciated before moving this forward for me. (I have done a “reply-all” to this email, and asked that Sean provide any additional input related this email or any other feedback he may like to make)

Participating in the National Flood Insurance Program (NFIP) will allow all homeowners to get flood insurance, whether they are in the floodplain or not. Thus, for those property owners that have experienced flooding caused by severe rainfall or storm sewer overloaded, they would be able to opt to buy NFIP-backed flood insurance (which is currently not available because Willmar is not an NFIP-participating community).

Please also see a similar reply to one of Sean’s questions below:

- 4) I don’t agree that joining a Federal program is always the best answer. I believe with the added perks advertised comes significant regulation, most of it unnecessary. This program has been in place since

1968 and the City of Willmar has, multiple times, decided against joining. There is probably good reason for this.

I generally agree with you that less is more when it comes to government regulation. I think adopting the program is less about the small number of homes in the floodplain and more about having access to NFIP-backed flood insurance and disaster grants and low-interest loans. Homeowner's insurance policies specifically exclude water damage caused by flooding. NFIP-backed flood insurance is the only policy that protects against rain-related and other flood-damage.

As there is no time line, I will await your feedback.

Thanks very much for your guidance and time spent on this. After hearing back from the remaining three Councilors and giving Sean another opportunity to provide comments - in particular to your questions above, I will then schedule the draft NFIP application for the City Council consideration.

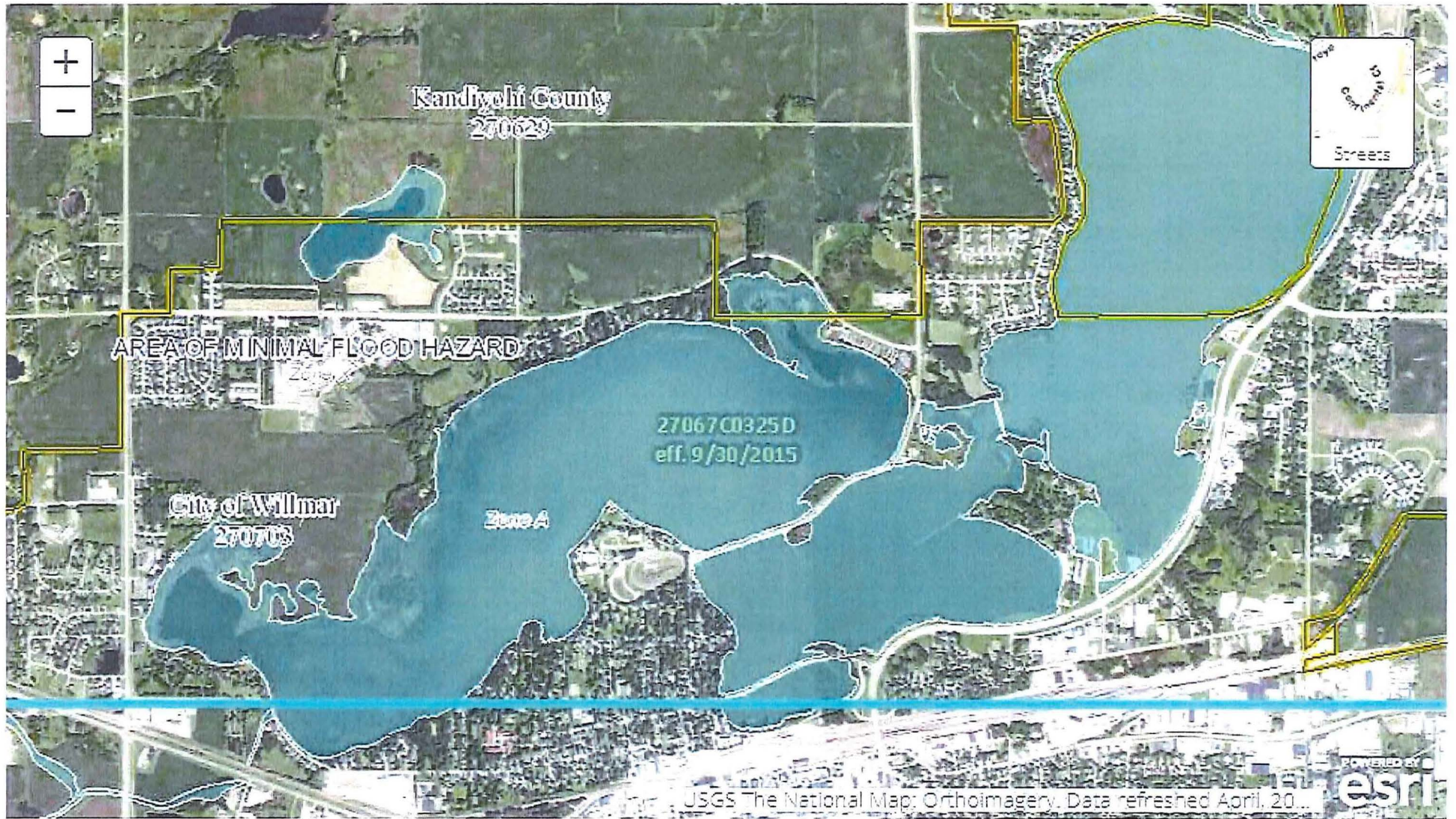
Fernando

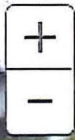












AREA OF STUDY WITH OPD HAZARD
270703*

27067C0325D
eff. 9/30/2015
Kandiyohi County
270629

Zone A



AREA OF MINIMAL FLOOD HAZARD
Zone X

City of Willmar
270703

27067 C0325D
eff. 9/30/2015

Zone A
Kandiyohi County
270629

Esri, USDA Farm Service Agency

POWERED BY
esri



City of Willmar
270706

AREA OF MINIMAL FLOOD HAZARD
Zone X
0670325D
eff. 9/30/2015

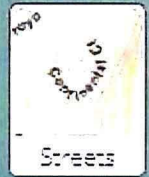
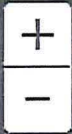
Zone A

Kandiyohi County
270629



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esri



Kandiyohi County
270629

AREA OF MINIMAL FLOOD HAZARD
Zone X
2706700325 D
eff. 9/30/2015

City of Willmar
270706

Zone A

Esri, USDA Farm Service Agency

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esri



Kandiyohi County
270629

AREA OF MINIMAL FLOOD HAZARD
Zone X

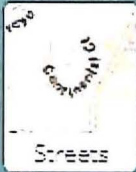
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City of Willmar
270703

Zone A

Esri, USDA Farm Service Agency





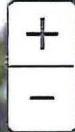
City of Willmar
270708

AREA OF MINIMAL FLOOD HAZARD
Zone X

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eff. 9/30/2015

Kandiyohi County Zone A
270629



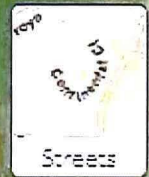
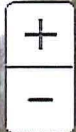


AREA OF MINIMAL FLOOD HAZARD
Zone X

City of Willmar
270703

27067C0325D
eff. 9/30/2015

Zone A



AREA OF MINIMAL FLOOD HAZARD

Zone X

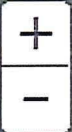
City of Willmar
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eff. 9/30/2015

Zone A

Esri, USDA Farm Service Agency





Kandiyohi County
270629

AREA OF MINIMAL FLOOD HAZARD

Zone X

City of Willmar

270706

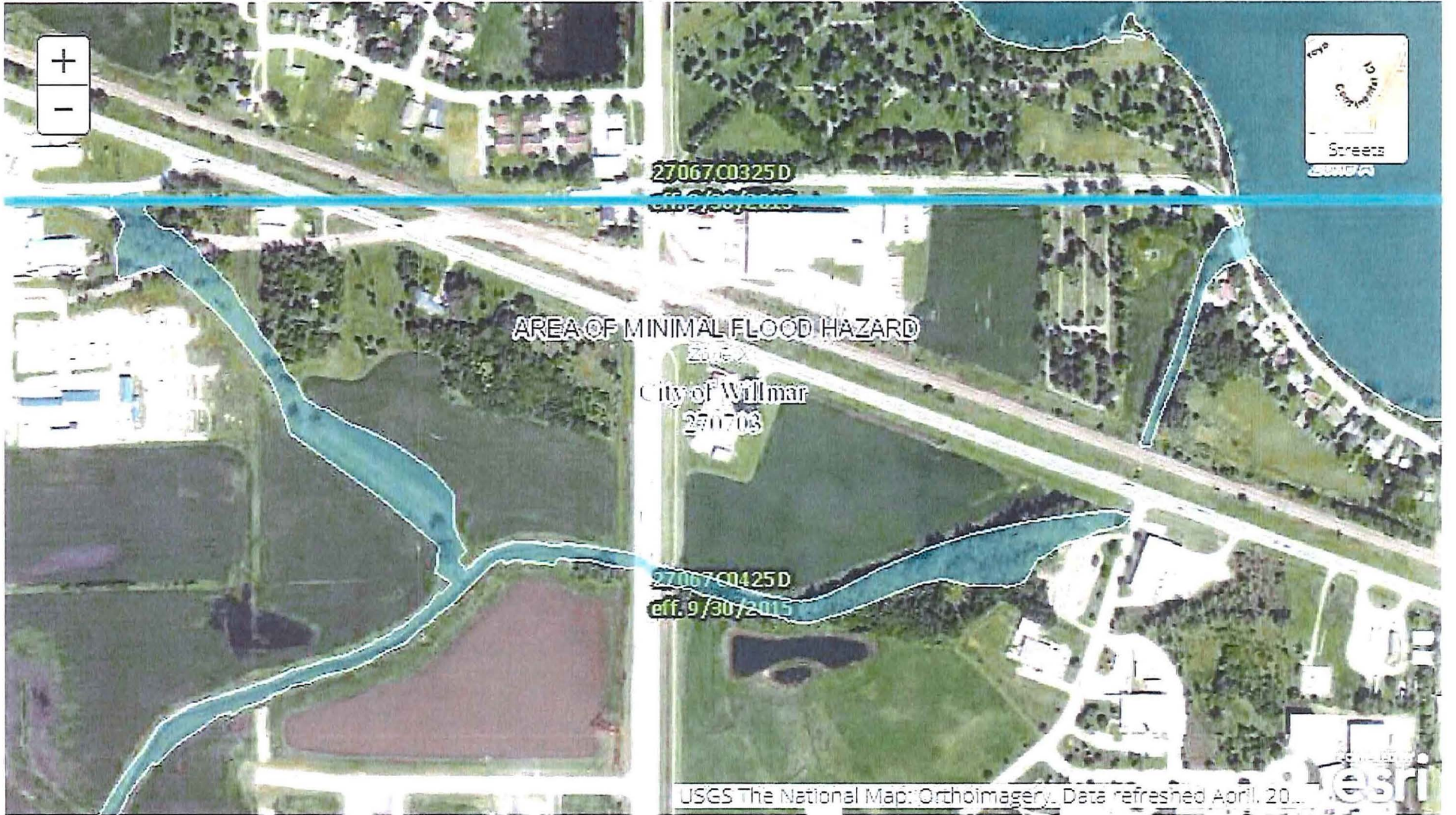
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Zone A

Esri, USDA Farm Service Agency









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eff. 9/30/2015

City of Willmar
27070S

Zone A

AREA OF MINIMAL FLOOD HAZARD
Zone X

27067C0425D
eff. 9/30/2015



City of Willmar
270703

AREA OF MINIMAL FLOOD HAZARD
Zone X

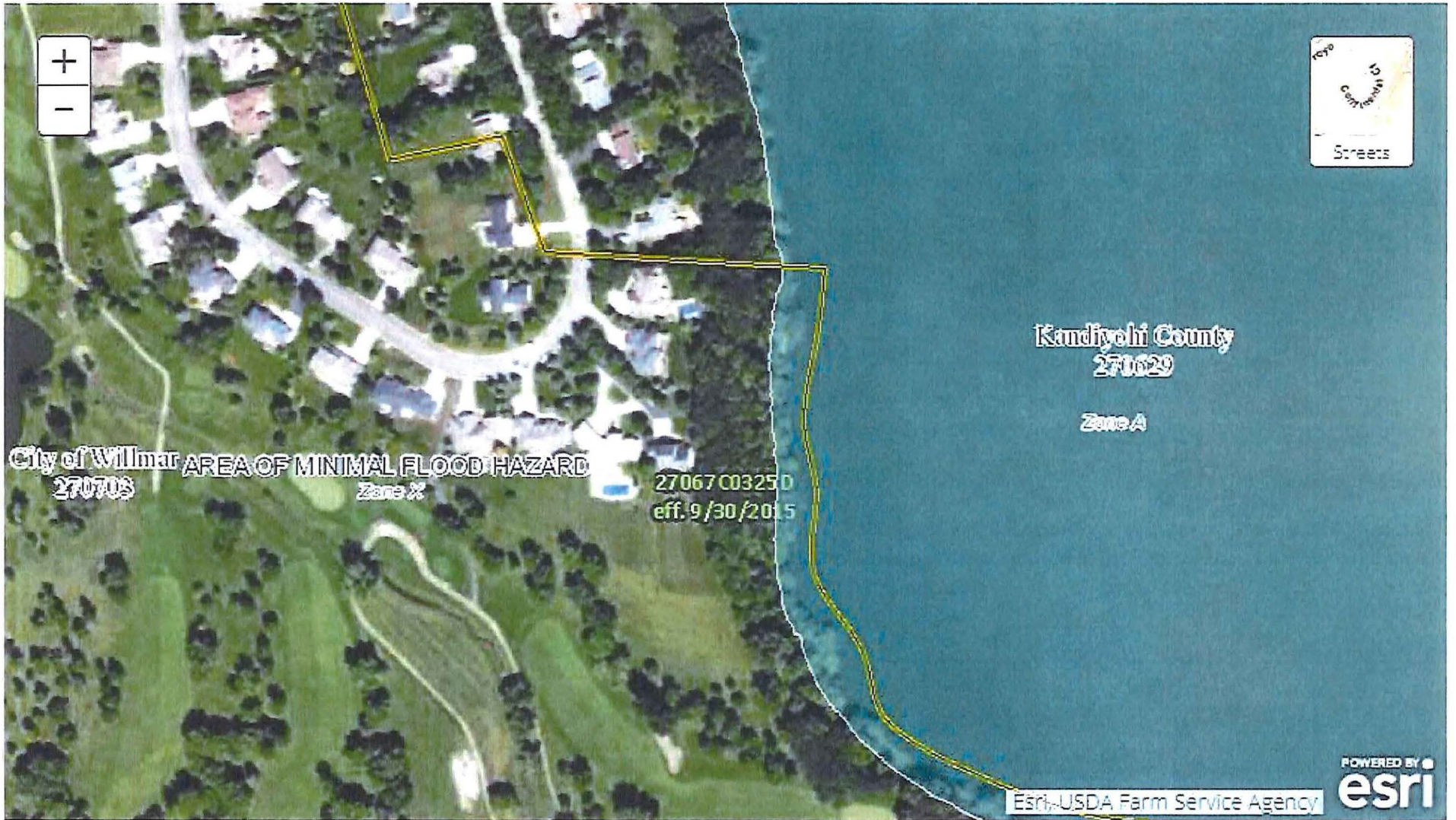
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Kandiyohi County
270629

Zone A

Esri, USDA Farm Service Agency





CITY OF WILLMAR

RESOLUTION NO. _____

PARTICIPATE IN THE NATIONAL FLOOD INSURANCE PROGRAM

WHEREAS, certain areas of the City of Willmar are subject to periodic flooding or flood-related erosion, potentially causing serious damages to properties within these areas; and

WHEREAS, relief is available in the form of federally subsidized flood insurance as authorized by the National Flood Insurance Act of 1968; and

WHEREAS, it is the intent of the City Council to require the recognition and evaluation of flood or flood-related erosion hazards in all official actions relating to land use in areas having these hazards; and

WHEREAS, this body has the legal authority to adopt land use and control measures to reduce future flood losses pursuant to Minnesota Statutes Chapters 103F and 462,

NOW, THEREFORE, BE IT RESOLVED, that the City Council hereby:

1. Assures the Federal Emergency Management Agency that it will enact as necessary in those areas having flood or flood-related erosion hazards, adequate land use and control measures with effective enforcement provisions, including:
 - a. Require permits for all proposed construction or other development in the community, so that it may determine whether such construction or other development proposed is within the floodplain.
 - b. Review proposed development to assure that all necessary permits have been received from those governmental agencies from which approval is required by Federal or State law.
 - c. Review and maintain all permit applications to determine whether proposed building sites will be, or made to be, reasonably safe from flooding.
 - d. Review and maintain all permit applications to ensure that any development activities are consistent with criteria set forth in Section 60.3 of the National Flood Insurance Program regulations.
2. Vests the Building Official of the City of Willmar's Department of Planning and Development Services with the responsibility, authority, and means to:
 - a. Assist the FEMA Administrator, at their request, in their delineation of the limits

of the area having special flood or flood-related erosion hazards.

- b. Provide such information as the FEMA Administrator may request concerning present uses and occupancy of the floodplain or flood-related erosion areas.
 - c. Cooperate with federal, state and local agencies and private firms which undertake to study, survey, map and identify floodplain or flood-related erosion areas, and cooperate with neighboring communities with respect to management of adjoining floodplain and/or flood-related erosion areas in order to prevent aggravation of existing hazards.
 - d. Submit on the anniversary date of the community's initial eligibility an annual report to the FEMA Administrator on the progress made during the past year within the community in the development and implementation of floodplain management measures.
 - e. Upon occurrence, notify the FEMA Administrator, in writing, whenever the boundaries of the community have been modified by annexation or the community has otherwise assumed or no longer has authority to adopt and enforce floodplain management regulations for a particular area. In order that all Flood Hazard Boundary Rate Maps accurately represent the community's boundaries, include within such notification a copy of a map of the community suitable for reproduction, clearly delineating the new corporate limits or new area for which the community has assumed or relinquished floodplain management regulatory authority.
 - f. Ensure that the community's Flood Insurance Rate Maps are maintained and kept current by providing the Federal Emergency Management Agency with any new or updated flood risk data or any modified data reflecting natural or man-made changes to the floodplain.
3. Appoints the City Willmar's Building Official to maintain for public inspection and to furnish upon request, for the determination of applicable flood insurance risk premium rates within all areas having special flood hazards identified on a Flood Hazard Boundary Map or Flood Insurance Rate Map, any certificates of flood-proofing, and information on the elevation (in relation to mean sea level) of the level of the lowest floor (including basement) of all new or substantially improved structures, and include whether or not such structures contain a basement, and if the structure has been flood proofed the elevation (in relation to mean sea level) to which the structure was flood-proofed;
 4. Agrees to take such other official action as may be reasonably necessary to carry out the objectives of the program.

EFFECTIVE DATE. This ordinance shall take effect after its adoption and second publication.

Passed by the City Council of the City of Willmar this ___ day of _____, 2019.

ATTEST:

Judy Thompson, City Clerk

Marvin Calvin, Mayor

VOTE: ___ ALVARADO ___ ASMUS ___ DAVIS ___ FAGERLIE
 ___ MUESKE ___ NELSEN ___ PLOWMAN ___ SCHWANTES

DEPARTMENT OF HOMELAND SECURITY
Federal Emergency Management Agency
**APPLICATION FOR PARTICIPATION IN THE NATIONAL FLOOD INSURANCE
PROGRAM**

O.M.B. NO. 1660-0004
Expires: 09/30/2017

PAPERWORK BURDEN DISCLOSURE NOTICE

Public reporting burden for this form is estimated to average 4 hours per response. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing, and submitting the form. This collection of information is required to obtain or retain benefits. You are not required to submit to this collection of information unless it displays a valid OMB control number. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing the burden to: Information Collections Management, Department of Homeland Security, Federal Emergency Management Agency, 500 C Street SW, Washington, DC 20472, and Paperwork Reduction Project (1660-0004). **NOTE: Do not send your completed form to this address.**

APPLICANT COMMUNITY NAME (City, town, etc.) City of Willmar	DATE 06/19/2019
---	---------------------------

COUNTY, STATE Kandiyohi County, Minnesota

COMMUNITY OFFICIAL - CHIEF EXECUTIVE OFFICER (CEO) David Ramstad	E-MAIL ADDRESS dramstad@willmarmn.gov	TELEPHONE # (Include area code) 320-214-5184
--	---	--

ADDRESS (Street or box no. city, state, zip code) 333 SW 6th Street, PO Box 755, Willmar, MN 56201
--

PROGRAM COORDINATOR (Official, if different from above, with overall responsibility for implementing program) Tom Rosemeier, Building Official	E-MAIL ADDRESS trosemeier@willmarmn.gov	TELEPHONE # (Include area code) 320-214-5187
--	---	--

ADDRESS (Street or box #., city, state, zip code) 333 SW 6th Street, PO Box 755, Willmar, MN 56201
--

LOCATION OF COMMUNITY REPOSITORY FOR PUBLIC INSPECTION OF NFIP MAPS Department of Planning and Development Services

ADDRESS 333 SW 6th Street, PO Box 755, Willmar, MN 56201
--

ESTIMATES FOR THOSE AREAS PRONE TO FLOOD AND/OR MUDSLIDE AS OF THE DATE OF THIS APPLICATION

AREA IN ACRES	POPULATION	NUMBER OF 1-4 FAMILY STRUCTURES	NUMBER OF ALL OTHER STRUCTURES
30+-	7	0	0

ESTIMATES OF TOTALS IN ENTIRE COMMUNITY

POPULATION	NUMBER OF 1-4 FAMILY STRUCTURES	NUMBER OF ALL OTHER STRUCTURES
20,000+-	6798	1094

FOR FEMA REGIONAL USE ONLY

FEMA REGIONAL OFFICE	NAME OF CONTACT	TELEPHONE NUMBER
----------------------	-----------------	------------------

LEVEL OF 44 CFR 60.3 REGULATION ADOPTED (Check one) <input type="checkbox"/> 60.3 <input type="checkbox"/> 60.3(b) <input type="checkbox"/> 60.3(c) <input type="checkbox"/> 60.3(d) <input type="checkbox"/> 60.3(e)	CHECK APPROPRIATE BOX: <input type="checkbox"/> EMERGENCY PHASE <input type="checkbox"/> REGULAR PHASE
--	---

IF REGULAR PROGRAM, SPECIFY FIRM INDEX DATE. IF USING ANOTHER COMMUNITY'S FIRM, GIVE COMMUNITY NAME, CID, FIRM INDEX DATE AND MAP PANEL NUMBER DEPICTING COMMUNITY

ORDINANCE NO. _____

FLOODPLAIN ORDINANCE

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

ADOPTION OF MUNICIPAL CODE CHAPTER 5, ARTICLE IV. Chapter 5 of the Wilmar Municipal Code is hereby amended by adding a new Article IV, to read in its entirety as follows:

Contents

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SECTION 1.0 STATUTORY AUTHORIZATION, FINDINGS OF FACT AND PURPOSE

1.1 **Statutory Authorization:** The legislature of the State of Minnesota has, in Minnesota Statutes Chapter 103F and Chapter 394 delegated the responsibility to local government units to adopt regulations designed to minimize flood losses. Therefore, the City Council of Willmar, Minnesota, does ordain as follows.

1.2 Purpose:

- 1.21 This ordinance regulates development in the flood hazard areas of the City of Willmar. These flood hazard areas are subject to periodic inundation, which may result in loss of life and property, health and safety hazards, disruption of commerce and governmental services, extraordinary public expenditures for flood protection and relief, and impairment of the tax base. It is the purpose of this ordinance to promote the public health, safety, and general welfare by minimizing these losses and disruptions.
- 1.22 **National Flood Insurance Program Compliance.** This ordinance is adopted to comply with the rules and regulations of the National Flood Insurance Program codified as 44 Code of Federal Regulations Parts 59 -78, as amended, so as to maintain the community's eligibility in the National Flood Insurance Program.
- 1.23 This ordinance is also intended to preserve the natural characteristics and functions of watercourses and floodplains in order to moderate flood and stormwater impacts, improve water quality, reduce soil erosion, protect aquatic and riparian habitat, provide recreational opportunities, provide aesthetic benefits and enhance community and economic development.

SECTION 2.0 GENERAL PROVISIONS

- 2.1 **Lands to Which Ordinance Applies:** This ordinance applies to all lands within the jurisdiction of the City of Willmar within the boundaries of the Floodway, Flood Fringe and General Floodplain Districts. The boundaries of these districts are determined by scaling distances on the Flood Insurance Rate Map, or as modified in accordance with Section 3.2.
- 2.11 The Floodway, Flood Fringe and General Floodplain Districts are overlay districts that are superimposed on all existing zoning districts. The standards imposed in the overlay districts are in addition to any other requirements in this ordinance. In case of a conflict, the more restrictive standards will apply.
- 2.12 Where a conflict exists between the floodplain limits illustrated on the official floodplain maps and actual field conditions, the flood elevations shall be the governing factor in locating the regulatory floodplain limits.
- 2.13 Persons contesting the location of the district boundaries will be given a reasonable opportunity to present their case to the **Planning Commission** and to submit technical evidence.
- 2.2 **Incorporation of Maps by Reference:** The following maps together with all attached material are hereby adopted by reference and declared to be a part of the Official Zoning Map and this ordinance. The attached material includes the Flood Insurance Study for Kandiyohi County, Minnesota, and Incorporated Areas, dated September 30, 2015 and the Flood Insurance Rate Map panels enumerated below, dated September 30, 2015, all prepared by the Federal

Emergency Management Agency. These materials are on file by the Planner and Building Official in the City of Willmar's Planning and Development Services Department.

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- 2.3 **Abrogation and Greater Restrictions:** It is not intended by this ordinance to repeal, abrogate, or impair any existing easements, covenants, or other private agreements. However, where this ordinance imposes greater restrictions, the provisions of this ordinance prevail. All other ordinances inconsistent with this ordinance are hereby repealed to the extent of the inconsistency only.
- 2.4 **Warning and Disclaimer of Liability:** This ordinance does not imply that areas outside the floodplain districts or land uses permitted within such districts will be free from flooding or flood damages. This ordinance does not create liability on the part of City of Willmar or its officers or employees for any flood damages that result from reliance on this ordinance or any administrative decision lawfully made hereunder.
- 2.5 **Severability:** If any section, clause, provision, or portion of this ordinance is adjudged unconstitutional or invalid by a court of law, the remainder of this ordinance shall not be affected and shall remain in full force.
- 2.6 **Definitions:** Unless specifically defined below, words or phrases used in this ordinance must be interpreted according to common usage and so as to give this ordinance its most reasonable application.
- 2.611 Accessory Use or Structure – a use or structure on the same lot with, and of a nature customarily incidental and subordinate to, the principal use or structure.
 - 2.612 Base Flood – the flood having a one percent chance of being equaled or exceeded in any given year.
 - 2.613 Base Flood Elevation – The elevation of the “regional flood.” The term “base flood elevation” is used in the flood insurance study.
 - 2.614 Basement – any area of a structure, including crawl spaces, having its floor or base subgrade (below ground level) on all four sides, regardless of the depth of excavation below ground level.
 - 2.615 Conditional Use – a specific type of structure or land use listed in the official control that may be allowed but only after an in-depth review procedure and with appropriate conditions or restrictions as provided in the official zoning controls or building codes and upon a finding that:
 - (a) Certain conditions as detailed in the zoning ordinance exist, and
 - (b) The structure and/or land use conform to the comprehensive land use plan if one exists and are compatible with the existing neighborhood.
 - 2.616 Critical Facilities – facilities necessary to a community’s public health and safety, those that store or produce highly volatile, toxic or water-reactive materials, and those that house occupants that may be insufficiently mobile to avoid loss of life or injury. Examples of critical facilities include hospitals, correctional facilities, schools, daycare facilities, nursing homes, fire and police stations, wastewater treatment facilities, public

electric utilities, water plants, fuel storage facilities, and waste handling and storage facilities.

- 2.617 Development – any manmade change to improved or unimproved real estate, including buildings or other structures, mining, dredging, filling, grading, paving, excavation or drilling operations, or storage of equipment or materials.
- 2.618 Equal Degree of Encroachment – a method of determining the location of floodway boundaries so that floodplain lands on both sides of a stream are capable of conveying a proportionate share of flood flows.
- 2.619 Farm Fence – An open type of fence of posts and horizontally run wire, further defined by Minn. Statutes Section 344.02, Subd. 1(a)-(d), and is not considered to be a structure under this ordinance. Fences that have the potential to obstruct flood flows, such as chain link fences and rigid walls, are regulated as structures under this ordinance.
- 2.620 Flood – a temporary increase in the flow or stage of a stream or in the stage of a wetland or lake that results in the inundation of normally dry areas.
- 2.621 Flood Frequency – the frequency for which it is expected that a specific flood stage or discharge may be equaled or exceeded.
- 2.622 Flood Fringe – the portion of the Special Flood Hazard Area (one percent annual chance flood) located outside of the floodway. Flood fringe is synonymous with the term “floodway fringe” used in the Flood Insurance Study.
- 2.623 Flood Insurance Rate Map – An official map on which the Federal Insurance Administrator has delineated both the special hazard areas and the risk premium zones applicable to the community. A FIRM that has been made available digitally is called a Digital Flood Insurance Rate Map (DFIRM).
- 2.624 Flood Prone Area – any land susceptible to being inundated by water from any source.
- 2.625 Floodplain – the beds proper and the areas adjoining a wetland, lake or watercourse which have been or hereafter may be covered by the regional flood.
- 2.626 Flood-proofing – a combination of structural provisions, changes, or adjustments to properties and structures subject to flooding, primarily for the reduction or elimination of flood damages.
- 2.627 Floodway – the bed of a wetland or lake and the channel of a watercourse and those portions of the adjoining floodplain which are reasonably required to carry or store the regional flood discharge.
- 2.628 Lowest Floor – the lowest floor of the lowest enclosed area (including basement). An unfinished or flood resistant enclosure, used solely for parking of vehicles, building access, or storage in an area other than a basement area, is not considered a building’s lowest floor; provided, that such enclosure is not built so as to render the structure in violation of the applicable non-elevation design requirements of 44 Code of Federal Regulations, Part 60.3.
- 2.629 Manufactured Home – a structure, transportable in one or more sections, which is built on a permanent chassis and is designed for use with or without a permanent foundation when attached to the required utilities. The term “manufactured home” does not include the term “recreational vehicle.”
- 2.630 New Construction - Structures, including additions and improvements, and placement of manufactured homes, for which the start of construction commenced on or after the effective date of this ordinance.
- 2.631 Obstruction – any dam, wall, wharf, embankment, levee, dike, pile, abutment, projection, excavation, channel modification, culvert, building, wire, fence, stockpile, refuse, fill, structure, or matter in, along, across, or projecting into any channel,

watercourse, or regulatory floodplain which may impede, retard, or change the direction of the flow of water, either in itself or by catching or collecting debris carried by such water.

- 2.632 One Hundred Year Floodplain – lands inundated by the “Regional Flood” (see definition).
- 2.633 Principal Use or Structure – all uses or structures that are not accessory uses or structures.
- 2.634 Reach – a hydraulic engineering term to describe a longitudinal segment of a stream or river influenced by a natural or man-made obstruction. In an urban area, the segment of a stream or river between two consecutive bridge crossings would most typically constitute a reach.
- 2.635 Recreational Vehicle – a vehicle that is built on a single chassis, is 400 square feet or less when measured at the largest horizontal projection, is designed to be self-propelled or permanently towable by a light duty truck, and is designed primarily not for use as a permanent dwelling but as temporary living quarters for recreational, camping, travel, or seasonal use. For the purposes of this ordinance, the term recreational vehicle is synonymous with the term “travel trailer/travel vehicle.”
- 2.636 Regional Flood – a flood which is representative of large floods known to have occurred generally in Minnesota and reasonably characteristic of what can be expected to occur on an average frequency in the magnitude of the 1% chance or 100-year recurrence interval. Regional flood is synonymous with the term "base flood" used in a flood insurance study.
- 2.637 Regulatory Flood Protection Elevation (RFPE) - an elevation not less than one foot above the elevation of the regional flood plus any increases in flood elevation caused by encroachments on the floodplain that result from designation of a floodway.
- 2.638 Repetitive Loss: Flood related damages sustained by a structure on two separate occasions during a ten year period for which the cost of repairs at the time of each such flood event on the average equals or exceeds 25% of the market value of the structure before the damage occurred.
- 2.639 Special Flood Hazard Area – a term used for flood insurance purposes synonymous with “One Hundred Year Floodplain.”
- 2.640 Start of Construction – includes substantial improvement, and means the actual start of construction, repair, reconstruction, rehabilitation, addition, placement or other improvement that occurred before the permit’s expiration date. The actual start is either the first placement of permanent construction of a structure on a site, such as the pouring of slab or footings, the installation of piles, the construction of columns, or any work beyond the stage of excavation; or the placement of a manufactured home on a foundation. Permanent construction does not include land preparation, such as clearing, grading and filling; nor does it include the installation of streets and/or walkways; nor does it include excavation for a basement, footings, piers, foundations, or the erection of temporary forms; nor does it include the installation on the property of accessory buildings, such as garages or sheds not occupied as dwelling units or not part of the main structure. For a substantial improvement, the actual start of construction means the first alteration of any wall, ceiling, floor, or other structural part of a building, whether or not that alteration affects the external dimensions of the building.
- 2.641 Structure - anything constructed or erected on the ground or attached to the ground or on-site utilities, including, but not limited to, buildings, factories, sheds, detached

garages, cabins, decks manufactured homes, recreational vehicles not considered travel ready as detailed in Section 10.22 of this ordinance and other similar items.

- 2.642 **Substantial Damage** - means damage of any origin sustained by a structure where the cost of restoring the structure to its before damaged condition would equal or exceed 50 percent of the market value of the structure before the damage occurred.
- 2.643 **Substantial Improvement** - within any consecutive 365-day period, any reconstruction, rehabilitation (including normal maintenance and repair), repair after damage, addition, or other improvement of a structure, the cost of which equals or exceeds 50 percent of the market value of the structure before the "start of construction" of the improvement. This term includes structures that have incurred "substantial damage," regardless of the actual repair work performed. The term does not, however, include either:
- (a) Any project for improvement of a structure to correct existing violations of state or local health, sanitary, or safety code specifications which have been identified by the local code enforcement official and which are the minimum necessary to assure safe living conditions, or
 - (b) Any alteration of a "historic structure," provided that the alteration will not preclude the structure's continued designation as a "historic structure." For the purpose of this ordinance, "historic structure" is as defined in 44 Code of Federal Regulations, Part 59.1.

- 2.7 **Annexations:** The Flood Insurance Rate Map panels adopted by reference into Section 2.2 above may include floodplain areas that lie outside of the corporate boundaries of the City of Willmar at the time of adoption of this ordinance. If any of these floodplain land areas are annexed into the City of Willmar after the date of adoption of this ordinance, the newly annexed floodplain lands will be subject to the provisions of this ordinance immediately upon the date of annexation.

SECTION 3.0 ESTABLISHMENT OF FLOODPLAIN DISTRICTS

3.1 Districts:

- 3.11 **Floodway District.** The Floodway District includes those areas within Zones A delineated within floodway areas as shown on the Flood Insurance Rate Maps adopted in Section 2.2, which are determined to be located in the floodway based on the floodway and flood fringe delineation methods outlined in Section 7.2. For lakes, wetlands and other basins, the Floodway District also includes those areas that are at or below the ordinary high water level as defined in Minnesota Statutes, Section 103G.005, subdivision 14.
- 3.12 **Flood Fringe District.** The Flood Fringe District includes areas within Zones A on the Flood Insurance Rate Maps adopted in Section 2.2, which are determined to be located in the flood fringe based on the floodway and flood fringe delineation methods outlined in Section 7.2. For lakes, wetlands and other basins, the Flood Fringe District also includes areas mapped in Zones A which are below the 1% annual chance (100 year) flood elevation but above the ordinary high water level as defined in Minnesota Statutes, Section 103G.005, subdivision 14.
- 3.13 **General Floodplain District.** The General Floodplain District includes those areas within Zone A as shown on the Flood Insurance Rate Map adopted in Section 2.2.

- 3.2 **Applicability:** Where Floodway and Flood Fringe districts are delineated on the floodplain maps, the standards in Sections 5 or 6 will apply, depending on the location of a property. Locations where Floodway and Flood Fringe districts are not delineated on the floodplain maps are considered to fall within the General Floodplain district. Within the General Floodplain district, the Floodway District standards in Section 5 apply unless the floodway boundary is determined, according to the process outlined in Section 7.2.

SECTION 4.0 REQUIREMENTS FOR ALL FLOODPLAIN DISTRICTS

- 4.1 **Permit Required.** A permit must be obtained from the **Building Official** to verify if a development meets all applicable standards outlined in this ordinance prior to conducting the following activities:
- 4.11 The erection, addition, modification, rehabilitation, or alteration of any building, structure, or portion thereof. Normal maintenance and repair also requires a permit if such work, separately or in conjunction with other planned work, constitutes a substantial improvement as defined in this ordinance.
 - 4.12 The construction of a dam, on-site septic system, or any fence not meeting the definition of a farm fence outlined in Section 2.619 of this ordinance.
 - 4.13 The change or extension of a nonconforming use.
 - 4.14 The repair of a structure that has been damaged by flood, fire, tornado, or any other source.
 - 4.15 The placement of fill, excavation of materials, or the storage of materials or equipment within the floodplain.
 - 4.16 Relocation or alteration of a watercourse (including stabilization projects or the construction of new or replacement culverts and bridges), unless a public waters work permit has been applied for.
 - 4.17 Any other type of “development” as defined in this ordinance.
- 4.2 **Minimum Development Standards.** All new construction and substantial improvements must be:
- 4.21 Designed (or modified) and adequately anchored to prevent floatation, collapse, or lateral movement of the structure resulting from hydrodynamic and hydrostatic loads, including the effects of buoyancy;
 - 4.22 Constructed with materials and utility equipment resistant to flood damage;
 - 4.23 Constructed by methods and practices that minimize flood damage; and
 - 4.24 Constructed with electrical, heating, ventilation, ductwork, plumbing, and air conditioning equipment and other service facilities that are designed and/or located so as to prevent water from entering or accumulating within the components during conditions of flooding.
- 4.3 **Flood Capacity.** Floodplain developments must not adversely affect the hydraulic capacity of the channel and adjoining floodplain of any tributary watercourse or drainage system.
- 4.4 **The storage or processing of materials** that are, in time of flooding, flammable, explosive, or potentially injurious to human, animal, or plant life is prohibited.
- 4.5 **Critical Facilities**, as defined in Section 2.616, are to be located, so that the lowest floor is not less than two feet above the regional flood elevation, or the 500 year flood elevation, whichever is higher.

SECTION 5.0 FLOODWAY DISTRICT (FW)

5.1 **Permitted Uses:** The following uses, subject to the standards set forth in Section 5.2, are permitted uses if otherwise allowed in the underlying zoning district or any applicable overlay district:

- 5.11 General farming, pasture, grazing, farm fences, outdoor plant nurseries, horticulture, forestry, sod farming, and wild crop harvesting.
- 5.12 Loading areas, parking areas, streets, trails, airport landing strips, railroads, bridges, culverts, utility transmission lines and pipelines.
- 5.13 Open space uses, including but not limited to private and public golf courses, tennis courts, driving ranges, archery ranges, picnic grounds, boat launching ramps, swimming areas, parks, wildlife and nature preserves, game farms, fish hatcheries, shooting preserves, hunting and fishing areas, and single or multiple purpose recreational trails.
- 5.14 Residential yards, lawns, gardens, parking areas, and play areas, provided these uses do not include associated accessory structures.
- 5.15 Grading or land alterations associated with stabilization projects.

5.2 **Standards for Floodway Permitted Uses:**

- 5.21 The use must have a low flood damage potential.
- 5.22 The use must not involve structures or obstruct flood flows. The use must not cause any increase in flood damages, nor any increase in flood elevations in areas where a floodway has been established, as certified by a registered professional engineer.
- 5.23 Any facility that will be used by employees or the general public must be designed with a flood warning system that provides adequate time for evacuation if the area is inundated to a depth and velocity such that the depth (in feet) multiplied by the velocity (in feet per second) would exceed a product of four upon occurrence of the regional (1% chance) flood.

5.3 **Conditional Uses:** The following uses may be allowed as conditional uses following the standards and procedures set forth in Section 11.4 of this ordinance and further subject to the standards set forth in Section 5.4, if otherwise allowed in the underlying zoning district.

- 5.31 Structures accessory to primary uses listed in 5.11 – 5.13 above and primary uses listed in 5.32 - 5.33 below.
- 5.32 Extraction, fill and storage of soil, sand, gravel, and other materials.
- 5.33 Marinas, boat rentals, permanent docks, piers, wharves, water control structures, and navigational facilities.
- 5.34 Storage yards for equipment, machinery, or materials.
- 5.35 Fences that have the potential to obstruct flood flows.
- 5.36 Levees or dikes intended to protect agricultural crops for a frequency flood event equal to or less than the 10-year frequency flood event.

5.4 **Standards for Floodway Conditional Uses:**

- 5.41 A conditional use must not cause any increase in flood damages, nor any increase in flood elevations in areas where a floodway has been established, as certified by a registered professional engineer.
- 5.42 Fill; Storage of Materials and Equipment:

- (a) Fill, dredge spoil, and other similar materials deposited or stored in the floodplain must be protected from erosion by vegetative cover, mulching, riprap or other acceptable method. Permanent sand and gravel operations and similar uses must be covered by a long-term site development plan.
 - (b) Temporary placement of fill, other materials, or equipment which would cause an increase to the stage of the 1% percent chance or regional flood may only be allowed if the Building Official in the City of Willmar's Planning and Development Services Department has approved a plan that assures removal of the materials from the floodway based upon the flood warning time available.
- 5.43 Accessory Structures. Accessory structures, as identified in Section 5.31, may be permitted, provided that:
- (a) Structures are not intended for human habitation;
 - (b) Structures will have a low flood damage potential;
 - (c) Structures will be constructed and placed so as to offer a minimal obstruction to the flow of flood waters;
 - (d) Structures must be elevated on fill or structurally dry flood-proofed and watertight to the regulatory flood protection elevation. Certifications consistent with Section 11.22 shall be required.
 - (e) As an alternative, an accessory structure may be flood-proofed in a way to accommodate internal flooding. To allow for the equalization of hydrostatic pressure, there shall be a minimum of two openings on at least two sides of the structure and the bottom of all openings shall be no higher than one foot above grade. The openings shall have a minimum net area of not less than one square inch for every square foot of enclosed area subject to flooding, have a net area of not less than one square inch for every square foot of enclosed area subject to flooding, and shall allow automatic entry and exit of floodwaters without human intervention. A flood-proofing certification consistent with Section 11.22 shall be required.
- 5.44 Structural works for flood control that will change the course, current or cross section of protected wetlands or public waters are subject to the provisions of Minnesota Statutes, Section 103G.245.
- 5.45 A levee, dike or floodwall constructed in the floodway must not cause an increase to the 1% chance or regional flood. The technical analysis must assume equal conveyance or storage loss on both sides of a stream.

SECTION 6.0 FLOOD FRINGE DISTRICT (FF)

- 6.1 **Permitted Uses:** Permitted uses are those uses of land or structures allowed in the underlying zoning district(s) that comply with the standards in Sections 6.2. If no pre-existing, underlying zoning districts exist, then any residential or nonresidential structure or use of a structure or land is a permitted use provided it does not constitute a public nuisance.
- 6.2 **Standards for Flood Fringe Permitted Uses:**
- 6.21 All structures, including accessory structures, must be elevated on fill so that the lowest floor, as defined, is at or above the regulatory flood protection elevation. The finished fill elevation for structures must be no lower than one foot below the regulatory flood protection elevation and the fill must extend at the same elevation at least 15 feet beyond the outside limits of the structure. Elevations must be certified by a registered

professional engineer, land surveyor or other qualified person designated by the community.

- 6.22 Accessory Structures. As an alternative to the fill requirements of section 6.21, structures accessory to the uses identified in Section 6.1 may be designed to accommodate the inundation of floodwaters, meeting the following provisions:
- (a) The accessory structure constitutes a minimal investment and satisfy the development requirements in Section 4.2.
 - (b) Any enclosed accessory structure shall not exceed 576 square feet in size, and only be used for parking and storage. Any such structure shall be designed and certified by a registered professional engineer, or be designed in accordance with the following flood-proofing standards:
 - (1) To allow for the equalization of hydrostatic pressure, there shall be a minimum of two openings on at least two sides of the structure and the bottom of all openings shall be no higher than one foot above grade. The openings shall have a minimum net area of not less than one square inch for every square foot of enclosed area subject to flooding, and shall allow automatic entry and exit of floodwaters without human intervention.
- 6.23 The cumulative placement of fill or similar material on a parcel must not exceed 1,000 cubic yards, unless the fill is specifically intended to elevate a structure in accordance with Section 6.21 of this ordinance, or if allowed as a conditional use under Section 6.33 below.
- 6.24 All service utilities, including ductwork, must be elevated or water-tight to prevent infiltration of floodwaters.
- 6.25 All fill must be properly compacted and the slopes must be properly protected by the use of riprap, vegetative cover or other acceptable method.
- 6.26 All new principal structures must have vehicular access at or above an elevation not more than two feet below the regulatory flood protection elevation, or must have a flood warning /emergency evacuation plan acceptable to the **Building Official in the City of Willmar's Planning and Development Services Department**.
- 6.27 Accessory uses such as yards, railroad tracks, and parking lots may be at an elevation lower than the regulatory flood protection elevation. However, any facilities used by employees or the general public must be designed with a flood warning system that provides adequate time for evacuation if the area is inundated to a depth and velocity such that the depth (in feet) multiplied by the velocity (in feet per second) would exceed a product of four upon occurrence of the regional (1% chance) flood.
- 6.28 Manufactured homes and recreational vehicles must meet the standards of Section 10 of this ordinance.
- 6.3 **Conditional Uses:** The following uses may be allowed as conditional uses following the standards and procedures set forth in Section 11.4 of this ordinance and further subject to the standards set forth in Section 6.4, if otherwise allowed in the underlying zoning district(s).
- 6.31 The placement of flood-proofed nonresidential basements below the regulatory flood protection elevation. Residential basements, are not allowed below the regulatory flood protection elevation.
- 6.32 The cumulative placement of more than 1,000 cubic yards of fill when the fill is not being used to elevate a structure in accordance with Section 6.21 of this ordinance.
- 6.33 The use of methods other than fill to elevate structures above the regulatory flood protection elevation. This includes the use of: stilts, pilings, filled stem walls, or above-

grade, internally flooded enclosed areas such as crawl spaces or tuck under garages, meeting the standards in Section 6.44.

6.4 Standards for Flood Fringe Conditional Uses:

- 6.41 The standards for permitted uses in the flood fringe, listed in Sections 6.24 through 6.28, apply to all conditional uses.
- 6.42 All areas of nonresidential structures, including basements, to be placed below the regulatory flood protection elevation must be structurally dry flood-proofed, which requires making the structure watertight with the walls substantially impermeable to the passage of water and with structural components capable of resisting hydrostatic and hydrodynamic loads and the effects of buoyancy. A flood-proofing certification consistent with Section 11.22 shall be required.
- 6.43 The placement of more than 1,000 cubic yards of fill or other similar material on a parcel (other than for the purpose of elevating a structure to the regulatory flood protection elevation) must comply with an approved erosion/sedimentation control plan.
- (a) The plan must clearly specify methods to be used to stabilize the fill on site for a flood event at a minimum of the regional (1% chance) flood event.
 - (b) The plan must be prepared and certified by a registered professional engineer or other qualified individual acceptable to the Building Official in the City of Willmar's Planning and Development Services Department.
 - (c) The plan may incorporate alternative procedures for removal of the material from the floodplain if adequate flood warning time exists.
- 6.44 Alternative elevation methods other than the use of fill may be utilized to elevate a structure's lowest floor above the regulatory flood protection elevation. The base or floor of an enclosed area shall be considered above-grade and not a structure's basement or lowest floor if: 1) the enclosed area is above-grade on at least one side of the structure; 2) it is designed to internally flood; and 3) it is used solely for parking of vehicles, building access or storage. These alternative elevation methods are subject to the following additional standards:
- (a) Above-grade, fully enclosed areas such as crawl spaces or tuck under garages must be designed to internally flood and include a minimum of two openings on at least two sides of the structure. The bottom of all openings shall be no higher than one foot above grade, and have a minimum net area of not less than one square inch for every square foot of enclosed area subject to flooding unless a registered professional engineer or architect certifies that a smaller net area would suffice.
 - (b) Flood-proofing certifications consistent with Section 11.22 shall be required. The structure shall be subject to a deed-restricted non-conversion agreement with the issuance of any permit.

SECTION 7.0 GENERAL FLOODPLAIN DISTRICT (GF)

7.1 Permitted Uses:

- 7.11 The uses listed in Section 5.1 of this ordinance, Floodway District Permitted Uses, are permitted uses.
- 7.12 All other uses are subject to the floodway/flood fringe evaluation criteria specified in Section 7.2 below. Section 5.0 applies if the proposed use is determined to be in the Floodway District. Section 6.0 applies if the proposed use is determined to be in the Flood Fringe District.

7.2 Procedures for Determining Floodway Boundaries and Regional Flood Elevations:

- 7.21 Requirements for Detailed Studies. Developments greater than 50 lots or 5 acres, or as requested by the Building Official, shall be subject to a detailed study to determine the regulatory flood protection elevation and the limits of the Floodway District. The determination of the floodway and flood fringe must be consistent with accepted hydrological and hydraulic engineering standards, and must include the following components, as applicable:
- (a) Estimate the peak discharge of the regional (1% chance) flood.
 - (b) Calculate the water surface profile of the regional flood based upon a hydraulic analysis of the stream channel and overbank areas.
 - (c) Compute the floodway necessary to convey or store the regional flood without increasing flood stages more than one-half (0.5) foot. A lesser stage increase than 0.5 foot is required if, as a result of the stage increase, increased flood damages would result. An equal degree of encroachment on both sides of the stream within the reach must be assumed in computing floodway boundaries, unless development or geographic features warrant other analysis, as approved by the Department of Natural Resources.
- 7.22 Alternative Methods. For areas where a detailed study is not available or required, the regional flood elevation must be identified to determine the boundaries of the special flood hazard area. The Building Official must use the best available data to determine the regional flood elevation. The entire floodplain must be treated as floodway until there is a floodway determination.
- (a) In those areas of the Special Flood Hazard Area where the floodway has not been determined, allowable uses are restricted to those identified in Sections 5.1 and 5.3. The proposed development must not increase flood stages more than one-half foot, as determined by a professional engineer or by using accepted engineering practices approved by the Building Official. A stage increase less than one-half foot must be used if increased flood damages would result.
 - (b) If buildings or other development prohibited in floodways are proposed, a floodway/flood fringe determination is required to verify the development is within the flood fringe. The floodway /flood fringe determination must be done by a professional engineer or by using other accepted engineering practices approved by the Building Official. Any such proposal must assume a 0.5 foot stage increase for the purposes of determining the regulatory flood protection elevation to accommodate for future cumulative impacts.
- 7.23 The Building Official will review the submitted information and assess the technical evaluation and the recommended Floodway and/or Flood Fringe District boundary. The assessment must include the cumulative effects of previous floodway encroachments. The Building Official may seek technical assistance from an engineer or other expert person or agency, including the Department of Natural Resources. Based on this assessment, the Building Official may approve or deny the application.
- 7.24 Once the Floodway and Flood Fringe District boundaries have been determined, the Building Official must process the permit application consistent with the applicable provisions of Section 5.0 and 6.0 of this ordinance.

SECTION 8.0 SUBDIVISION STANDARDS

- 8.1 **Subdivisions:** No land may be subdivided which is unsuitable for reasons of flooding or inadequate drainage, water supply or sewage treatment facilities. Manufactured home parks and recreational vehicle parks or campgrounds are considered subdivisions under this ordinance.
- 8.11 All lots within the floodplain districts must be able to contain a building site outside of the Floodway District at or above the regulatory flood protection elevation.
- 8.12 All subdivisions must have road access both to the subdivision and to the individual building sites no lower than two feet below the regulatory flood protection elevation, unless a flood warning emergency plan for the safe evacuation of all vehicles and people during the regional (1% chance) flood has been approved by the **Building Official in the City of Willmar's Planning and Development Services Department**. The plan must be prepared by a registered engineer or other qualified individual, and must demonstrate that adequate time and personnel exist to carry out the evacuation.
- 8.13 For all subdivisions in the floodplain, the Floodway and Flood Fringe District boundaries, the regulatory flood protection elevation and the required elevation of all access roads must be clearly labeled on all required subdivision drawings and platting documents.
- 8.14 In the General Floodplain District, applicants must provide the information required in Section 7.2 of this ordinance to determine the regional flood elevation, the Floodway and Flood Fringe District boundaries and the regulatory flood protection elevation for the subdivision site.
- 8.15 Subdivision proposals must be reviewed to assure that:
- (a) All such proposals are consistent with the need to minimize flood damage within the flood prone area,
 - (b) All public utilities and facilities, such as sewer, gas, electrical, and water systems are located and constructed to minimize or eliminate flood damage, and
 - (c) Adequate drainage is provided to reduce exposure of flood hazard.

SECTION 9.0 UTILITIES, RAILROADS, ROADS, AND BRIDGES

- 9.1 **Public Utilities:** All public utilities and facilities such as gas, electrical, sewer, and water supply systems to be located in the floodplain must be flood-proofed in accordance with the State Building Code or elevated to the regulatory flood protection elevation.
- 9.2 **Public Transportation Facilities:** Railroad tracks, roads, and bridges to be located within the floodplain must comply with Sections 5.0 and 6.0 of this ordinance. These transportation facilities must be elevated to the regulatory flood protection elevation where failure or interruption of these facilities would result in danger to the public health or safety or where such facilities are essential to the orderly functioning of the area. Minor or auxiliary roads or railroads may be constructed at a lower elevation where failure or interruption of transportation services would not endanger the public health or safety.
- 9.3 **On-site Water Supply and Sewage Treatment Systems:** Where public utilities are not provided: 1) On-site water supply systems must be designed to minimize or eliminate infiltration of flood waters into the systems and are subject to the provisions in Minnesota Rules Chapter 4725.4350, as amended; and 2) New or replacement on-site sewage treatment systems must be designed to minimize or eliminate infiltration of flood waters into the systems and discharges from the systems into flood waters, they must not be subject to impairment or contamination

during times of flooding, and are subject to the provisions in Minnesota Rules Chapter 7080.2270, as amended.

SECTION 10.0 MANUFACTURED HOMES AND RECREATIONAL VEHICLES.

10.1 Manufactured Homes: Manufactured homes and manufactured home parks are subject to applicable standards for each floodplain district. In addition:

10.11 New and replacement manufactured homes must be elevated in compliance with Section 6 of this ordinance and must be securely anchored to a system that resists flotation, collapse and lateral movement. Methods of anchoring may include, but are not limited to, use of over-the-top or frame ties to ground anchors. This requirement is in addition to applicable state or local anchoring requirements for resisting wind forces.

10.12 New manufactured home parks and expansions to existing manufactured home parks must meet the appropriate standards for subdivisions in Section 8 of this ordinance. New or replacement manufactured homes in existing manufactured home parks must meet the vehicular access requirements for subdivisions in Section 8.12 of this ordinance.

10.2 Recreational Vehicles: New recreational vehicle parks or campgrounds and expansions to existing recreational vehicle parks or campgrounds are prohibited in any floodplain district. Recreational vehicles placed in existing recreational vehicle parks, campgrounds or lots of record in the floodplain must either:

10.21 Meet the requirements for manufactured homes in Section 10.1, or

10.22 Be travel ready, meeting the following criteria:

(a) The vehicle must have a current license required for highway use.

(b) The vehicle must be highway ready, meaning on wheels or the internal jacking system, attached to the site only by quick disconnect type utilities commonly used in campgrounds and recreational vehicle parks.

(c) No permanent structural type additions may be attached to the vehicle.

(d) Accessory structures may be permitted in the Flood Fringe District, provided that they constitute a minimal investment, do not hinder the removal of the vehicle should flooding occur, and meet the standards outlined in Sections 4.2 and 6.22.

SECTION 11.0 ADMINISTRATION

11.1 Duties: The **Building Official** is designated by the **City of Willmar** to administer and enforce this ordinance. The **Planner** is designated by the City of Willmar to administer any Variance and Conditional Use applications, outlined in Sections 11.3 and 11.4

11.2 Permit Application Requirements:

11.21 Application for Permit. Permit applications must be submitted to the **Building Official** on forms provided by the **Building Official**. The permit application must include the following as applicable:

(a) A site plan showing all pertinent dimensions, existing or proposed buildings, structures, and significant natural features having an influence on the permit.

(b) Location of fill or storage of materials in relation to the stream channel.

(c) Copies of any required municipal, county, state or federal permits or approvals.

(d) Other relevant information requested by the **Building Official** as necessary to properly evaluate the permit application.

- 11.22 Certification. The applicant is required to submit certification by a registered professional engineer, registered architect, or registered land surveyor that the finished fill and building elevations were accomplished in compliance with the provisions of this ordinance. Flood-proofing measures must be certified by a registered professional engineer or registered architect as being in compliance with applicable flood-proofing standards in in the State Building Code. Accessory structures designed in accordance with Section 6.22 of this ordinance are exempt from certification, provided sufficient assurances are documented. Any development in established floodways must not cause any increase in flood elevations or damages, as certified by a registered professional engineer.
11. 23 Certificate of Zoning Compliance for a New, Altered, or Nonconforming Use. No building, land or structure may be occupied or used in any manner until a certificate of zoning compliance has been issued by the **Planner** stating that the use of the building or land is a conforming-use.
- 11.24 Recordkeeping of Certifications and As-Built Documentation. The **Building Official** must maintain records in perpetuity documenting:
- (a) Lowest elevation complying with Section 6.21 of this ordinance. The **Building Official** must maintain a record of the elevation-certificate, which documents the lowest as-built elevation to which structures and alterations to structures are constructed or flood-proofed
- 11.25 Notifications for Watercourse Alterations. Before authorizing any alteration or relocation of a river or stream, the **Building Official** must notify adjacent communities. If the applicant has applied for a permit to work in public waters pursuant to Minnesota Statutes, Section 103G.245, this will suffice as adequate notice. A copy of the notification must also be submitted to the Chicago Regional Office of the Federal Emergency Management Agency (FEMA).
- 11.26 Notification to FEMA When Physical Changes Increase or Decrease Base Flood Elevations. As soon as is practicable, but not later than six-months after the date such supporting information becomes available, the **Building Official** must notify the Chicago Regional Office of FEMA of the changes by submitting a copy of the relevant technical or scientific data.

11.3 Variances:

- 11.31 Variance Applications. An application for a variance to the provisions of this ordinance will be processed and reviewed in accordance with applicable State Statutes and **Section(s)** of the zoning ordinance/code.
- 11.32 Adherence to State Floodplain Management Standards. A variance must not allow a use that is not allowed in that district, permit a lower degree of flood protection than the regulatory flood protection elevation for the particular area, or permit standards lower than those required by state law.
- 11.33 Additional Variance Criteria. The following additional variance criteria of the Federal Emergency Management Agency must be satisfied:
- (a) Variances must not be issued by a community within any designated regulatory floodway if any increase in flood levels during the base flood discharge would result.
 - (b) Variances may only be issued by a community upon (i) a showing of good and sufficient cause, (ii) a determination that failure to grant the variance would result in exceptional hardship to the applicant, and (iii) a determination that the granting

of a variance will not result in increased flood heights, additional threats to public safety, extraordinary public expense, create nuisances, cause fraud on or victimization of the public, or conflict with existing local laws or ordinances.

- (c) Variances may only be issued upon a determination that the variance is the minimum necessary, considering the flood hazard, to afford relief.
- 11.34 Flood Insurance Notice. The **Planner** must notify the applicant for a variance that: 1) The issuance of a variance to construct a structure below the base flood level will result in increased premium rates for flood insurance up to amounts as high as \$25 for \$100 of insurance coverage; and 2) Such construction below the base or regional flood level increases risks to life and property. Such notification must be maintained with a record of all variance actions.
- 11.35 General Considerations. The community may consider the following factors in granting variances and imposing conditions on variances and conditional uses in floodplains:
- (a) The potential danger to life and property due to increased flood heights or velocities caused by encroachments;
 - (b) The danger that materials may be swept onto other lands or downstream to the injury of others;
 - (c) The proposed water supply and sanitation systems, if any, and the ability of these systems to minimize the potential for disease, contamination and unsanitary conditions;
 - (d) The susceptibility of any proposed use and its contents to flood damage and the effect of such damage on the individual owner;
 - (e) The importance of the services to be provided by the proposed use to the community;
 - (f) The requirements of the facility for a waterfront location;
 - (g) The availability of viable alternative locations for the proposed use that are not subject to flooding;
 - (h) The compatibility of the proposed use with existing development and development anticipated in the foreseeable future;
 - (i) The relationship of the proposed use to the Comprehensive Land Use Plan and flood plain management program for the area;
 - (j) The safety of access to the property in times of flood for ordinary and emergency vehicles;
 - (k) The expected heights, velocity, duration, rate of rise and sediment transport of the flood waters expected at the site.
- 11.36 Submittal of Hearing Notices to the Department of Natural Resources (DNR). The **Planner** must submit hearing notices for proposed variances to the DNR sufficiently in advance to provide at least ten days' notice of the hearing. The notice may be sent by electronic mail or U.S. Mail to the respective DNR area hydrologist.
- 11.37 Submittal of Final Decisions to the DNR. A copy of all decisions granting variances must be forwarded to the DNR within ten days of such action. The notice may be sent by electronic mail or U.S. Mail to the respective DNR area hydrologist.
- 11.38 Record-Keeping. The **Planner** must maintain a record of all variance actions, including justification for their issuance, and must report such variances in an annual or biennial report to the Administrator of the National Flood Insurance Program, when requested by the Federal Emergency Management Agency.

11.4 Conditional Uses:

- 11.41 Administrative Review. An application for a conditional use permit under the provisions of this ordinance will be processed and reviewed in accordance with Section(s) _____ of the Zoning Ordinance.
- 11.42 Factors Used in Decision-Making. In passing upon conditional use applications, the Planning Commission must consider all relevant factors specified in other sections of this ordinance, and those factors identified in Section 11.35 of this ordinance.
- 11.43 Conditions Attached to Conditional Use Permits. In addition to the standards identified in Sections 5.4 and 6.4, the Planning Commission may attach such conditions to the granting of conditional use permits as it deems necessary to fulfill the purposes of this ordinance. Such conditions may include, but are not limited to, the following:
- (a) Limitations on period of use, occupancy, and operation.
 - (b) Imposition of operational controls, sureties, and deed restrictions.
 - (c) Requirements for construction of channel modifications, compensatory storage, dikes, levees, and other protective measures.
- 11.44 Submittal of Hearing Notices to the Department of Natural Resources (DNR). The Planner must submit hearing notices for proposed conditional uses to the DNR sufficiently in advance to provide at least ten days' notice of the hearing. The notice may be sent by electronic mail or U.S. Mail to the respective DNR area hydrologist.
- 11.45 Submittal of Final Decisions to the DNR. A copy of all decisions granting conditional uses must be forwarded to the DNR within ten days of such action. The notice may be sent by electronic mail or U.S. Mail to the respective DNR area hydrologist.

SECTION 12.0 NONCONFORMITIES

12.1 **Continuance of Nonconformities:** A use, structure, or occupancy of land which was lawful before the passage or amendment of this ordinance but which is not in conformity with the provisions of this ordinance may be continued subject to the following conditions. Historic structures, as defined in Section 2.643(b) of this ordinance, are subject to the provisions below.

- 12.11 A nonconforming use, structure, or occupancy must not be expanded, changed, enlarged, or altered in a way that increases its flood damage potential or degree of obstruction to flood flows except as provided in 12.12 below. Expansion or enlargement of uses, structures or occupancies within the Floodway District is prohibited.
- 12.12 Any addition or structural alteration to a nonconforming structure or nonconforming use that would result in increasing its flood damage potential must be protected to the regulatory flood protection elevation in accordance with any of the elevation on fill or flood-proofing techniques (i.e., FP1 thru FP4 flood-proofing classifications) allowable in the State Building Code, except as further restricted in 12.14 below.
- 12.13 If any nonconforming use, or any use of a nonconforming structure, is discontinued for more than one year, any future use of the premises must conform to this ordinance.
- 12.14 If any structure experiences a substantial improvement as defined in this ordinance, then the entire structure must meet the standards of Section 5.0 or 6.0 of this ordinance for new structures, depending upon whether the structure is in the Floodway or Flood Fringe District, respectively. If the proposed development, including maintenance and repair during the previous 365 days, plus the costs of any previous alterations and additions since the first Flood Insurance Rate Map exceeds 50 percent of the market

value of any nonconforming structure, the entire structure must meet the standards of Section 5.0 or 6.0 of this ordinance.

- 12.15 If any nonconformity is substantially damaged, as defined in this ordinance, it may not be reconstructed except in conformity with the provisions of this ordinance. The applicable provisions for establishing new uses or new structures in Sections 5.0 or 6.0 will apply depending upon whether the use or structure is in the Floodway or Flood Fringe, respectively.
- 12.16 If any nonconforming use or structure experiences a repetitive loss, as defined in Section 2.638 of this ordinance, it must not be reconstructed except in conformity with the provisions of this ordinance.

SECTION 13.0 VIOLATIONS AND PENALTIES

- 13.1 **Violation Constitutes a Misdemeanor:** Violation of the provisions of this ordinance or failure to comply with any of its requirements (including violations of conditions and safeguards established in connection with grants of variances or conditional uses) constitute a misdemeanor and will be punishable as defined by law.
- 13.2 **Other Lawful Action:** Nothing in this ordinance restricts the City of Willmar from taking such other lawful action as is necessary to prevent or remedy any violation. If the responsible party does not appropriately respond to the **Building Official** within the specified period of time, each additional day that lapses will constitute an additional violation of this ordinance and will be prosecuted accordingly.
- 13.3 **Enforcement:** Violations of the provisions of this ordinance will be investigated and resolved in accordance with the provisions of **Section(s) _____ of the zoning ordinance**. In responding to a suspected ordinance violation, the **City of Willmar's Building Official and Planner** may utilize the full array of enforcement actions available to them, including but not limited to prosecution and fines, injunctions, after-the-fact permits, orders for corrective measures or a request to the National Flood Insurance Program for denial of flood insurance availability to the guilty party. The City of Willmar, acting in good faith to enforce these official controls and to correct ordinance violations to the extent possible, does so to maintain its eligibility in the National Flood Insurance Program.

SECTION 14.0 AMENDMENTS

- 14.1 **Floodplain Designation – Restrictions on Removal:** The floodplain designation on the Official Zoning Map must not be removed from floodplain areas unless it can be shown that the designation is in error or that the area has been filled to or above the elevation of the regulatory flood protection elevation and is contiguous to lands outside the floodplain. Special exceptions to this rule may be permitted by the Department of Natural Resources (DNR) if it is determined that, through other measures, lands are adequately protected for the intended use.
- 14.2 **Amendments Require DNR Approval:** All amendments to this ordinance must be submitted to and approved by the Department of Natural Resources (DNR) prior to adoption.

14.3 **Map Revisions Require Ordinance Amendments.** The floodplain district regulations must be amended to incorporate any revisions by the Federal Emergency Management Agency to the floodplain maps adopted in Section 2.2 of this ordinance.

EFFECTIVE DATE: This ordinance shall be in full force and effect from and after its passage and approval and publication, as required by law and/or charter.

Passed by the City Council of the City of Willmar this ___ day of _____, 2019.

ATTEST:

Judy Thompson, City Clerk

Marvin Calvin, Mayor

VOTE: ___ ALVARADO ___ ASMUS ___ DAVIS ___ FAGERLIE
 ___ MUESKE ___ NELSEN ___ PLOWMAN ___ SCHWANTES

**PUBLIC WORKS/SAFETY COMMITTEE
MINUTES**

The Public Works/Safety Committee of the Willmar City Council met on Wednesday, July 17, 2019, in Conference Room No. 1 at the City Office Building.

Present: Andrew Plowman Chair
Julie Asmus Vice Chair
Audrey Nelsen Member
Fernando AlvaradoMember

Others present: Public Works Director Sean Christensen; Public Works Superintendent Gary Manzer; Engineering Administrative Assistant Kelsi Delbosque.

Item No. 1 Call to Order

The meeting was called to order at 5:15 p.m.

Item No. 2 Public Safety Updates (Information)

Staff noted National Night Out on August 6th. The Police Explorers are hosting a hot dog fundraiser at Cash Wise on Saturday, July 20th.

Item No. 3 Banners Discussion (Information)

Staff brought forth, for discussion, the potential of banners to be hung along 1st Street, Highway 12 and 15th Avenue NW by Ridgewater College. The college would provide 100 banners and propose the City supply the brackets, banding and hang them. The cost of the brackets and banding is \$40 per banner and would take three staff a minimum of one hour to hang each banner using a bucket truck and arrow board truck to divert traffic. Following discussion, staff was directed to meet with Ridgewater, MUC and the Chamber of Commerce about the banners.

Item No. 4 Mowing Private Property (Information)

Staff brought forth, for information, the process of violation procedures and fines by Public Works for mowing complaints. Violation letters are mailed certified to property owners when the grass and/or weeds reach a height of seven inches or taller. The letter gives the owner seven days from the date of the letter to mow and if not, the City will mow it and the property owner is billed. The Committee discussed fines including \$40.42 per hour for labor, \$35.00 per hour for the mower, \$18.00 for the truck and trailer and a \$75 administrative fee.

Item No. 5 Tree Trimming Policy (Information)

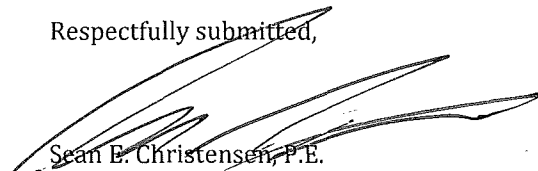
Staff brought forth, for information, the City's Tree Trimming and Maintenance Policy. It outlines the City assuming basic responsibility for planting and maintenance of trees adjacent to City streets to provide safe vehicle and pedestrian passage. The various pruning methods were discussed as well as noting 175 new trees were planted this year.

Item No. 6 2019 Improvement Project Update (Information)

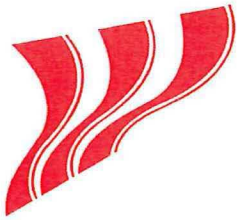
Staff brought forth, for information, an update on the current street improvement projects. Utility work has begun on the 5th Street SW reconstruction project and the overlay of 19th Avenue SW is nearing completion.

There being no further business to come before the Committee, the meeting was adjourned at 6:45 p.m. by Vice Chair Asmus.

Respectfully submitted,



Sean E. Christensen, P.E.
Public Works Director



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: July 17, 2019
From: Sean E. Christensen, PE Public Works Director	Subject: Banners

AGENDA ITEM: Public Works Banners

CURRENT CIRCUMSTANCE:

Ridgewater College staff approached the City on hanging over 100 banners along 1st Street, Highway 12 and 15th Avenue NW. The College would provide the banners and propose the City supply the brackets and banding as well as have the Public Works Department hang them. May include the Chamber of Commerce in future conversations. May also include discussion on banner across north end of 1st Street Bridge.

RECOMMENDATION:

No action needed.

FINANCIAL IMPACT:

The cost of the supply brackets and banding is \$40.00 per banner, with a total cost to the City of approximately \$4,000 if 100 banners are hung. It would take 3 staff a minimum of 1 hour to hang each banner using a bucket truck and an arrow board truck to divert traffic.

REVIEWED BY: Brian Gramentz, City Administrator

COMMITTEE MEETING DATE: July 17, 2019

COUNCIL MEETING DATE: August 5, 2019



WILLMAR

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CITY COUNCIL AGENDA REPORT

To: Mayor and City Council	Date: July 17, 2019
From: Sean E. Christensen, P.E. Public Works Director	Subject: Public Works Mowing Discussion

AGENDA ITEM: Public Works Mowing Discussion

INTRODUCTION/REQUEST:

Determining mowing violation procedures and fines

HISTORY:

Violation letters are mailed certified to property owners when the grass and/or weeds reaches a height of 7 inches or taller. The letter gives the owner 7 days from the date of the notice to mow and if not, the City will mow it and the property owner is billed.

CURRENT CIRCUMSTANCE:

The City has been mowing an increased amount of private properties each year. Enforcement of noncompliant properties has been a challenge because the cost from the City to mow versus a private mowing company is relatively similar.

RECOMMENDATION:

Discuss the enforcement of additional fines for City staff to mow private lots.

FINANCIAL IMPACT:

The City currently charges \$40.42 per hour for labor, \$35.00 per hour for the mower, \$18.00 for the truck and trailer and a \$75.00 administrative fee. Most residential lots are mowed within 1 to 2 hours.

REVIEWED BY: Brian Gramentz, City Administrator

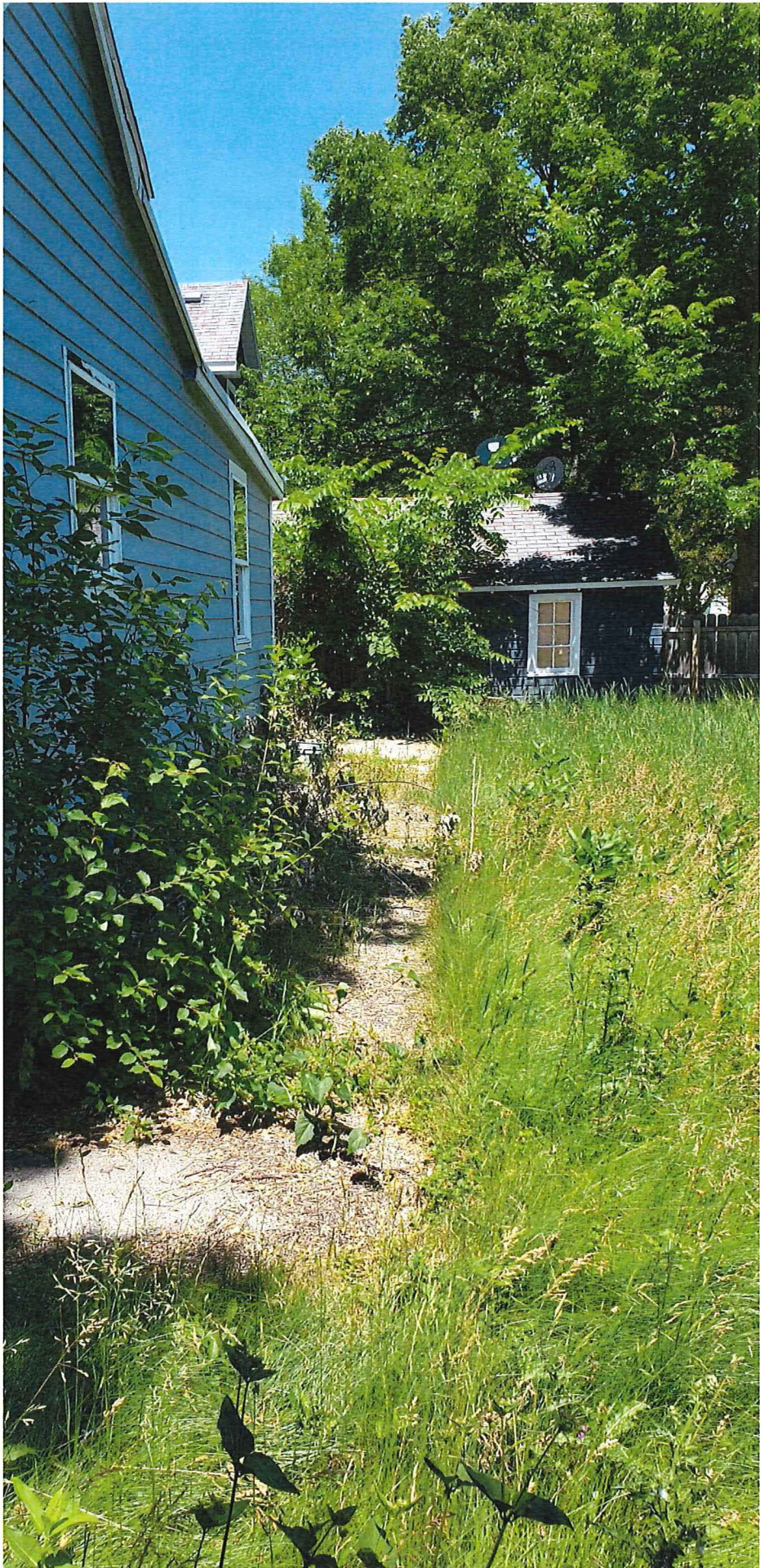
COMMITTEE MEETING DATE: July 17, 2019

COUNCIL MEETING DATE: August 5, 2019



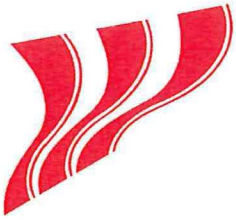












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CITY COUNCIL AGENDA REPORT

To: Mayor and City Council	Date: July 17, 2019
From: Sean E. Christensen, P.E. Public Works Director	Subject: Tree Trimming Policy

AGENDA ITEM: Tree Trimming Policy

INTRODUCTION/REQUEST:

Discussion of the City's Tree Trimming Policy

HISTORY:

The City formally adopted a Tree Trimming and Maintenance Policy in 1992. The policy outlines the City assuming basic responsibility for planting and maintenance of trees adjacent to City streets to provide safe vehicle and pedestrian passage. It defines the types of trees planted, location and space of planting, process of trimming and pruning, as well as tree removal.

CURRENT CIRCUMSTANCE:

The Public Works Department essentially works on boulevard tree maintenance year-round. New trees are planted around April 1st to June 15th weather permitting. Staff has been trained in pruning to promote tree health of existing boulevard trees. Three types of pruning are used on larger trees:

1. Crown Thinning- selectively removing branches on young trees through the crown.
2. Crown Raising- removing lower branches on developing or mature trees to allow more clearance above lawns, sidewalks or streets.
3. Crown Cleaning- selective removal of dead, dying and disease wood from the crown.

Weak or narrow-angled branches that overhang homes, parking areas and sidewalks are pruned out, as well as branches which interfere with street lights or obscure vision of intersections.

RECOMMENDATIONS:

Receive for information.

FINANCIAL IMPACT:

In 2019, the Public Works Department spent \$13,312.50 on 175 new boulevard trees to be planted.

REVIEWED BY: Brian Gramentz, City Administrator

COMMITTEE MEETING DATE: July 17, 2019

COUNCIL MEETING DATE: August 5, 2019

**TREE PLANTING/MAINTENANCE
POLICY**

City of Willmar, Minnesota

**Dated: January, 1992
Amended: July 7, 1993
Amended: August 23, 1994
Amended: July 7, 1995**

Introduction

The City of Willmar believes that it is in the best interests of the residents of the city to assume basic responsibility for the planting and maintenance of trees adjacent to city streets. A reasonable planting/maintenance policy is necessary to provide safe vehicle and pedestrian passage. The city will provide such services in a safe, uniform and cost effective manner, keeping in mind safety, budget, personnel and environmental concerns. The city will utilize city employees, city equipment and/or private contractors when necessary to provide this service.

Authority and Power

Official City Tree Board for the City of Willmar shall be the Public Works/Safety Committee which shall consist of four members and shall be advised by the City Engineer, Public Works Director and the Director of Park and Leisure Services.

Definitions

For the purposes of this policy, the following definitions will apply:

Boulevard Tree: Any tree located within a public street right-of-way or public tree planting easement.

Type of Boulevard Trees

The city shall, on all tree planting easements or boulevards where adequate room is available, plant deciduous trees of various types that have a life expectancy of sixty (60) or more years. Coniferous trees will not be used for boulevards.

Trees planted shall generally be eight (8) feet to ten (10) feet in height with a 1 to 1 1/4 inch diameter trunk, of a kind demonstrated to be hearty and of stock grown in climatic conditions similar to those in the City of Willmar.

Location of Boulevard Trees

Trees adjacent to streets (boulevard trees) shall be planted and/or maintained by city personnel or by contract in a manner that is uniform and that will assure safety to motorized and pedestrian traffic.

In general, trees shall be planted at a forty (40) foot spacing parallel to the street and where possible eighteen (18) or more feet in back of curbs.

It is the policy of the City of Willmar to require a five (5) foot tree planting and maintenance easement adjacent to public streets on all new plats. If possible, trees shall be planted one (1) foot from the rear of this easement.

In no event shall any trees be planted within ten (10) feet of a public street curb and three (3) feet of a public sidewalk.

Where above standards cannot be met for any purpose, the Public Works Director shall locate trees at his discretion. Reasons that standards may not be met include, but are not limited to:

- No tree planting easement available.
- Location of driveway(s) and/or intersections.
- Location of sidewalk (public or private)
- Location and size of existing trees (public or private)
- Location of utilities (public or private)
- Location of signs.

Planting Dates

Boulevard trees shall be planted annually between the dates of April 1st and June 15th.

Trimming/Pruning

The city shall trim/prune branches on boulevard trees to a height such that branches shall not hinder pedestrian or vehicular traffic. Broken, dead or dying branches shall be removed during regularly scheduled maintenance activities. If, in the opinion of the Public Works Director, a broken, dead or dying branch is endangering the public, the branch will be removed as soon as possible.

Tree Removal

The city shall remove all dead trees from any public right-of-way or any public tree planting easement. The city shall remove all diseased elm trees from public or private property.

The city shall use reasonable care in removing trees from private property. Damage caused to lawns and landscaping by falling branches and equipment used in the tree removal process shall be the responsibility of the property owner. Planting of grass or resodding of boulevards shall be the responsibility of the adjacent property owner.

If the site fits within the city's tree planting policy, a new tree will be planted on or near the location of the removed tree the following spring.

The City Engineer and/or the Public Works Director shall have the authority to remove any boulevard tree causing damage to, or in his opinion about to cause damage to, any public curb and gutter, public street or public sidewalk.

Stump Removal

The city shall remove all stumps from public right-of-way and tree planting easements. Holes shall be filled with black dirt. Property owners adjacent to the removal sites(s) shall be responsible for seeding or sodding the site(s). Property owners are responsible for removing stumps from private property.

Notification of Property Owners

The city may remove boulevard trees from public right-of-way or tree easements without notice to adjacent property owners.

For diseased or dead trees on private property which the city is to remove under this policy, the tree will be marked with a yellow "X" at least 12 inches by 12 inches and a reasonable effort will be made to notify the owner. If the notification effort is not successful, the city will hang a notice on the residence door or place the notice on a stake located at a conspicuous spot on the property. Two weeks after the placing of the notice, the city may remove the tree.

Adjacent Landowner

No person shall plant, remove, cut, trim or disturb any tree in any public right-of-way along streets or boulevards or in any park or other public area without the written permission of the City. Permission shall be granted in accordance with sound principles of urban forest management and City tree planting/removal policies. Any such approved activities not associated with damaged or diseased trees normally attended to by City crews shall be paid for in total by the property owner.

BOULEVARD TREE VARIETIES

SPRING SNOW CRAB

AMUR CHOKE TREE

FIREFALL MAPLE

ACCOLADE ELM

PRINCETON AMERICAN ELM

GREEN SPIRE LINDEN

REDMOND LINDEN

BOULEVARD LINDEN

CRIMSON SPIRE OAK

HACKBERRY

SKYLINE HONEY LOCUST

STATE STREET MAPLE

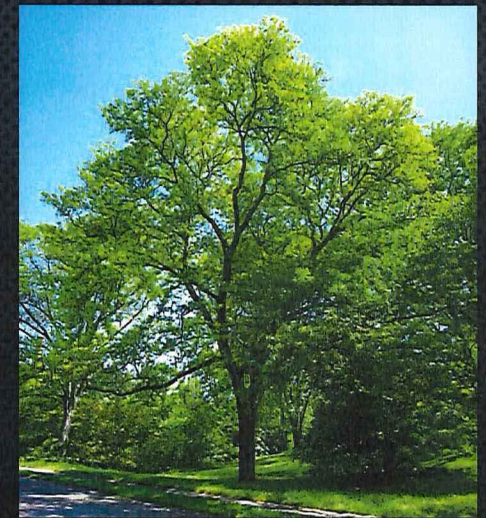
EMERALD LUSTER MAPLE

SIENNA GLEN MAPLE

FALL FIESTA SUGAR MAPLE

AUTUMN GOLD GINKGO

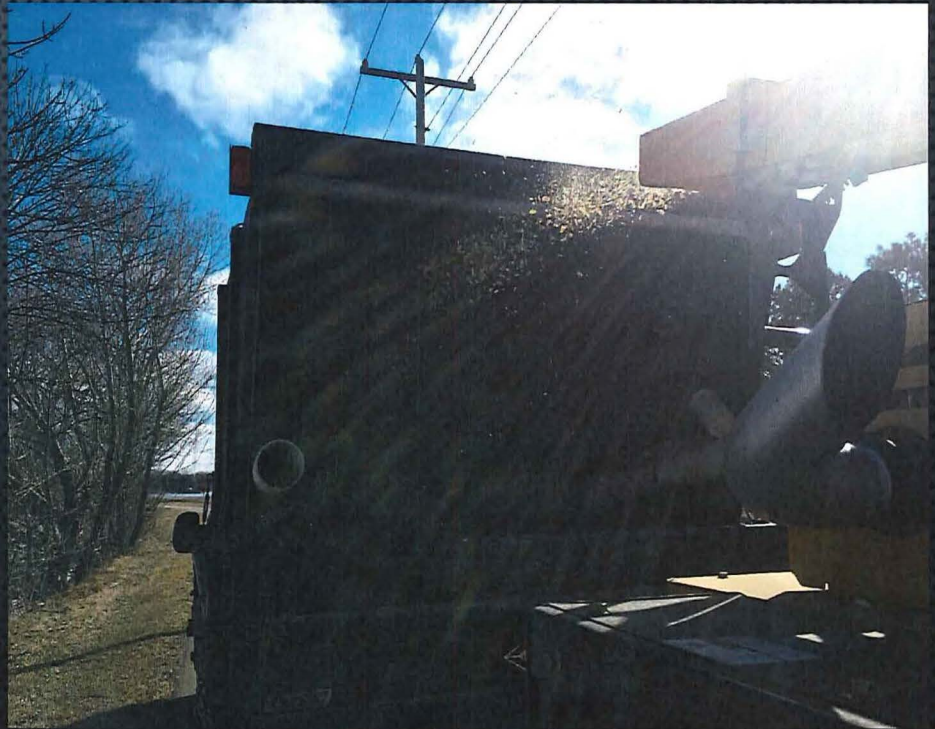
BUR OAK



PROPER BRANCH PRUNING

- TO SHORTEN A BRANCH OR TWIG, CUT IT BACK TO A SIDE BRANCH OR MAKE THE CUT ABOUT $\frac{1}{4}$ INCH ABOVE THE BUD.
- ALWAYS PRUNE ABOVE A BUD FACING THE OUTSIDE OF A PLANT TO FORCE THE NEW BRANCH TO GROW IN THAT DIRECTION.

LEAVE THE PRUNING OF LARGE TREES TO QUALIFIED TREE CARE PROFESSIONALS WHO HAVE THE PROPER EQUIPMENT. CONSIDER THE NATURAL FORM OF LARGE TREES WHENEVER POSSIBLE. MOST HARDWOOD TREES HAVE ROUNDED CROWNS THAT LACK A STRONG LEADER, AND SUCH TREES MAY HAVE MANY LATERAL BRANCHES.





WILLMAR

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CITY COUNCIL AGENDA REPORT

To: Mayor and City Council	Date: July 17, 2019
From: Sean E. Christensen, P.E. Public Works Director <i>SC</i>	Subject: 2019 Improvement Projects Update

AGENDA ITEM: 2019 Improvement Projects Update

CURRENT CIRCUMSTANCE:

An update on the Engineering projects including:

1. 5th Street SW Reconstruction
2. 13th, 14th, 15th and 16th Street SE Reconstruction
3. 19th Avenue SW Overlay
4. 15th Street SW Overlay
5. Civic Center Drive NE Overlay

RECOMMENDATIONS:

Receive for information.

REVIEWED BY: Brian Gramentz, City Administrator

COMMITTEE MEETING DATE: July 17, 2018

FINANCE COMMITTEE

MINUTES

The Finance Committee of the City of Willmar met on Thursday July 18, 2019 in Conference Room No. 1 at the City Office Building.

Present: Audrey Nelsen Chair
Andrew Plowman Member
Julie Asmus Member

Others present: Finance Director Okins.

Item No. 1 Call to Order

The meeting was called to order at 5:30 p.m.

Item No. 2 Public Comments

There were no Public comments.

Item No. 3 Recommended Action Items for the Council

Acknowledgement of Donations - Resolution

Staff presented the list of donations received in the second quarter. As required by State Statute, the City Council is required to accept all donations by adopting a Resolution. Pursuant to former Council action on March 7, 2016, a donation protocol was adopted which allows staff to promptly send a thank you letter and formally approve the donation.

The second quarter donations were from the Healthy Willmar Together Willmar BCBS totaling \$600.00 and were for the Bike Share Program.

It was then moved, seconded and passed to recommend that the Council pass the Resolution accepting the donations as stated.

Item No. 4 Discussion Items by the Committee

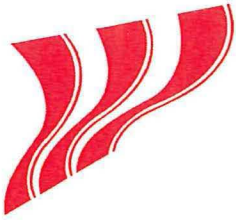
The committee discussed numerous items as follows; Cash and Investment Reports, Budgetary Amendment Process, Special Assessment Policy and the upcoming Meeting Schedule.

Additional information was requested from staff in regards to detailed Cash and Investments by Fund, Future Departmental and Capital Budget Amendments and Deferred Assessment status for a development in the northwest part of the City. Also reviewed was the Committee meeting Schedule.

There being no further business to come before the Committee, the meeting was adjourned at 1:10 PM by Chair Nelsen.

Respectfully submitted,

Steven B. Okins
Finance Director



WILLMAR

City Office Building
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Main Number 320-235-4913
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CITY COUNCIL AGENDA REPORT

To: Mayor and City Council	Date: July 18, 2019
From: Steve Okins, Finance Director	Subject: Acknowledgement of Donations

AGENDA ITEM: Acknowledgement of Donations Received

INTRODUCTION/REQUEST: The purpose of this agenda item is to formally approve donations to the City for audit purposes and State compliance and to authorize staff to make any necessary budgetary amendments for any additional revenues received and expenditures that may be incurred to comply with these donations.

HISTORY: The City regularly receives donations and pursuant to former Council action on March 7, 2016, a donation protocol which allows staff to promptly send a thank you letter and formally approve the donations was passed. It is at this time the Council shall receive the resolution accepting the donations.

CURRENT CIRCUMSTANCE: During the time period of April 1 – June 30, 2019 the following donations were received in in the following amount:

\$500.00 – Healthy Willmar Together Willmar BCBS – Bike Share Program
\$100.00 – Healthy Willmar Together Willmar BCBS – Bike Share Program

RECOMMENDATION: Adopt resolution to formally approve the donations.

ISSUES: N/A

FINANCIAL IMPACT: None

ALTERNATIVES:

1. Delay Council action if additional information is required.

RECOMMENDED MOTION: Approve resolution to formally acknowledge receipt of the donations.

REVIEWED BY: Steve Okins, Finance Director

COUNCIL MEETING DATE: August 5, 2019

RESOLUTION NO.

ACKNOWLEDGEMENT OF DONATIONS

Motion By: _____

Second By: _____

WHEREAS, the City of Willmar has received donations which have been acknowledged by the City Administrator expressing the community's appreciation for the time period of April 1, 2019 – June 30, 2019.

NOW, THEREFORE, BE IT RESOLVED by the City Council of Willmar, Minnesota that the City formally accept the donation as listed below:

\$500.00 – Healthy Willmar Together Willmar BCBS – Bike Share Program

\$100.00 – Healthy Willmar Together Willmar BCBS – Bike Share Program

Dated this 5th day of August, 2019

MAYOR

Attest:

CITY CLERK

CASH/INVESTMENT PORTFOLIO AS OF JUNE 30, 2019

	<u>BANK</u>	<u>SECURITY TYPE</u>	<u>ACQUIRED DATE</u>	<u>MATURITY DATE</u>	<u>INTEREST RATE</u>	<u>PAR VALUE</u>	<u>MARKET VALUE</u>
1	Bremer Bank	MM	09/28/2018	N/A	1.860%	5,075,629.17	5,075,629.17
2	Bremer Wealth	CD	07/18/2014	07/18/2019	2.050%	97,000.00	96,984.48
3	Bremer Wealth	CD	07/22/2014	07/22/2019	2.000%	247,000.00	246,953.07
4	Bremer Wealth	CD	07/22/2014	07/22/2019	2.000%	247,000.00	246,953.07
5	Bremer Wealth	CD	07/23/2014	07/23/2019	2.050%	97,000.00	96,977.69
6	Bremer Wealth	CD	07/24/2014	07/24/2019	2.000%	247,000.00	246,950.60
7	Bremer Wealth	CD	10/08/2014	10/08/2019	2.100%	245,000.00	244,919.15
8	Bremer Wealth	CD	07/18/2014	07/20/2020	2.200%	97,000.00	97,064.02
9	Bremer Wealth	CD	08/05/2015	08/05/2020	2.300%	245,000.00	244,022.45
10	Bremer Wealth	FNMA	06/30/2017	11/25/2020	1.800%	1,000,000.00	994,720.00
11	Multi-Bank Sec	FHLMC	11/17/2016	11/17/2021	1.000-6.000%	1,000,000.00	1,000,480.00
12	Wells Fargo	FFCB	07/12/2016	07/11/2022	1.750%	2,000,000.00	1,985,962.48
13	Wells Fargo	FHLB	12/05/2012	12/05/2022	2.190%	1,000,000.00	996,381.89
14	Bremer Wealth	FFCB	06/30/2017	06/26/2023	2.280%	2,000,000.00	2,000,026.60
15	Multi-Bank Sec	CD	07/16/2018	07/17/2023	3.550%	245,000.00	245,151.90
16	Multi-Bank Sec	CD	10/14/2016	10/13/2023	1.500-3.000%	247,000.00	243,769.24
17	Multi-Bank Sec	CD	11/22/2016	11/22/2023	2.000%	247,000.00	240,936.15
18	Bremer Wealth	FNMA	04/19/2016	04/19/2024	1.500-4.500%	3,000,000.00	3,000,570.00
19	Wells Fargo	FHLB	08/23/2016	08/23/2024	2.000%	2,000,000.00	1,978,796.76
20	Bremer Wealth	CD	09/09/2016	09/09/2024	2.000%	245,000.00	235,283.30
21	Wells Fargo Adv	FHLB	08/18/2016	08/18/2025	2.100%	1,000,000.00	996,030.00
22	Multi-Bank Sec	FHLMC	06/30/2017	12/29/2025	2.000-8.000%	2,000,000.00	1,986,860.00
23	Multi-Bank Sec	FNMA	03/30/2016	03/30/2026	2.000-4.500%	860,000.00	859,097.00
24	Multi-Bank Sec	FNMA	06/30/2017	03/30/2026	2.000-4.500%	250,000.00	249,737.50
25	Wells Fargo Adv	FHLMC	04/28/2016	04/28/2026	2.000-8.500%	2,000,000.00	1,992,240.00
26	UBS	FHLB	04/28/2016	04/28/2026	2.620%	2,000,000.00	1,994,980.00
27	UBS	FHLB	04/28/2016	04/28/2026	2.000-8.500%	3,000,000.00	2,951,520.00
28	UBS	FHLB	05/18/2016	05/18/2026	2.600%	333,333.33	333,333.00
29	Wells Fargo	FHLB	06/15/2016	06/15/2026	2.500%	1,000,000.00	1,000,008.17
30	Wells Fargo Adv	FHLB	06/15/2016	06/15/2026	2.000-8.000%	1,000,000.00	1,000,970.00
31	Multi-Bank Sec	FHLMC	06/30/2016	06/30/2026	2.000-6.000%	2,000,000.00	1,987,300.00
32	Wells Fargo Adv	FHLMC	07/27/2016	07/27/2026	1.500-5.000%	1,455,000.00	1,440,391.80
33	UBS	FFCB	08/10/2016	08/10/2026	2.140%	1,000,000.00	981,860.00
34	Wells Fargo Adv	FHLB	08/24/2016	08/24/2026	1.750-6.000%	1,000,000.00	988,250.00
35	Wells Fargo	FM	09/01/2016	09/01/2026	2.050%	2,000,000.00	1,960,561.70
36	UBS	FHLB	09/22/2016	09/02/2026	2.125%	2,000,000.00	1,980,520.00
37	UBS	FHLB	09/22/2016	09/22/2026	2.170%	1,080,000.00	1,068,217.20
38	Wells Fargo Adv	FHLB	09/30/2016	09/30/2026	1.750-5.500%	2,000,000.00	1,975,300.00
39	Multi-Bank Sec	FHLB	11/10/2016	11/10/2026	2.000-4.000%	2,000,000.00	1,968,100.00
40	Multi-Bank Sec	CD	12/29/2017	12/29/2027	3.000%	245,000.00	244,252.75
TOTAL INVESTMENT						\$ 47,804,962.50	\$ 47,478,061.14

42	Heritage Bank	Flex Gold Ckg		None	0.300%	2,274,606.77	2,274,606.77
43	Heritage Bank	Commercial Ckg		None	0.150%	5,802,165.67	5,802,165.67
44	Heritage Bank	Employee FSA Ckg		None	0.000%	1,137.61	1,137.61
45	Heritage Bank	Police Forfeiture Ckg		None	0.150%	43,579.67	43,579.67
46	Heritage Bank	Police Explorer Ckg		None	0.000%	8,278.57	8,278.57
47	Heritage Bank	Fire Dpt Explorer Ckg		None	0.000%	7,367.45	7,367.45
48	Bremer Wealth	Money Market		None	2.000%	64,792.39	64,792.39

TOTAL PORTFOLIO FOR JUNE 30, 2019

\$ 56,006,890.63 \$ 55,679,989.27

* Par Value is not equal to Purchase Amount

^ After Partial Call 06/14/16 of \$1,000,000

After Partial Call 11/30/16 of \$666,666.67

Total Net Market Value Increase During Month Ended June 30, 2019 \$ 628,189.64

SUMMARY OF TRANSACTIONS:

06/30/2019 Interest Earned Bremer Bank Money Market-437680198
 06/30/2019 Market Value Adjustments

PRIOR INVESTMENT BALANCE \$ 46,841,197.20

8,870.30
 627,993.64


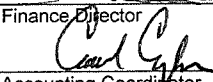
NEW INVESTMENT BALANCE

\$ 47,478,061.14

	SECURITY TYPE	DATE ACQUIRED	MATURITY DATE	CALL DATE	COUPON RATE RANGE	2019 Coupon Rates	PAR VALUE	06/30/2019 COST	BOOKED MARKET VALUE
1	Bremer Bank Money Mkt-437680198	09/28/2018	N/A	N/A	1.860%	1.860%	\$ 5,075,629.17	\$ 5,000,000.00	\$ 5,075,629.17 "
2	Bremer Wealth Mgmt CD-87164YBX1	07/18/2014	07/18/2019	N/A	2.050%	2.050%	\$ 97,000.00	\$ 97,000.00	\$ 96,984.48 "
3	Bremer Wealth Mgmt CD-74267GUQ8	07/22/2014	07/22/2019	N/A	2.000%	2.000%	\$ 247,000.00	\$ 247,000.00	\$ 246,953.07 "
4	Bremer Wealth Mgmt CD-856284X58	07/22/2014	07/22/2019	N/A	2.000%	2.000%	\$ 247,000.00	\$ 247,000.00	\$ 246,953.07 "
5	Bremer Wealth Mgmt CD-38147JU59	07/23/2014	07/23/2019	N/A	2.050%	2.050%	\$ 97,000.00	\$ 97,000.00	\$ 96,977.69 "
6	Bremer Wealth Mgmt CD-02587CAJ9	07/24/2014	07/24/2019	N/A	2.000%	2.000%	\$ 247,000.00	\$ 247,000.00	\$ 246,950.60 "
7	Bremer Wealth Mgmt CD-140420PS3	10/08/2014	10/08/2019	N/A	2.100%	2.100%	\$ 245,000.00	\$ 245,000.00	\$ 244,919.15 "
8	Bremer Wealth Mgmt CD-36161TS30	07/18/2014	07/20/2020	N/A	2.200%	2.200%	\$ 97,000.00	\$ 97,000.00	\$ 97,064.02 "
9	Bremer Wealth Mgmt CD-14042E5F3	08/05/2015	08/05/2020	N/A	2.300%	2.300%	\$ 245,000.00	\$ 245,000.00	\$ 244,022.45 "
10	Bremer Wealth Mgmt FNMA-3136G2TB3	06/30/2017	11/25/2020	08/25/2017	1.800%	1.800%	\$ 1,000,000.00	\$ 1,000,000.00	\$ 994,720.00 "
11	Multi-Bank Securities FHLMC-3134GAUF9	11/17/2016	11/17/2021	02/17/2017	1.000-6.000%	1.750-3.000%	\$ 1,000,000.00	\$ 1,000,000.00	\$ 1,000,480.00 "
12	Wells Fargo FFCB-3133EGKX2	07/12/2016	07/11/2022	10/11/2016	1.750%	1.750%	\$ 2,000,000.00	\$ 2,000,000.00	\$ 1,985,962.48 "
13	Wells Fargo FHLB-313381DA0	* 12/05/2012	12/05/2022	03/05/2013	2.190%	2.190%	\$ 1,000,000.00	\$ 1,000,000.00	\$ 996,381.89 "
14	Bremer Wealth Mgmt FFCB-3133EHPM9	06/30/2017	06/26/2023	06/26/2018	2.280%	2.280%	\$ 2,000,000.00	\$ 2,000,000.00	\$ 2,000,026.60 "
15	Multi-Bank Securities CD-33715LBY5	^ 07/16/2018	07/17/2023	07/16/2019	3.550%	3.550%	\$ 245,000.00	\$ 245,000.00	\$ 245,151.90 "
16	Multi-Bank Securities CD-40434AZ85	# 10/14/2016	10/13/2023	10/13/2019	1.500-3.000%	1.500-2.000%	\$ 247,000.00	\$ 245,542.70	\$ 243,769.24 "
17	Multi-Bank Securities CD-89235MHL8	11/22/2016	11/22/2023	N/A	2.000%	2.000%	\$ 247,000.00	\$ 247,000.00	\$ 240,936.15 "
18	Bremer Wealth Mgmt FNMA-3136G3GT6	04/19/2016	04/19/2024	10/19/2016	1.500-4.500%	2.000-2.500%	\$ 3,000,000.00	\$ 2,996,970.00	\$ 3,000,570.00 "
19	Wells Fargo FHLB-3130A8VP5	08/23/2016	08/23/2024	11/23/2016	2.000%	2.000%	\$ 2,000,000.00	\$ 2,000,000.00	\$ 1,978,796.76 "
20	Bremer Wealth Mgmt CD-40434YBM8	09/09/2016	09/09/2024	09/09/2017	2.000%	2.000%	\$ 245,000.00	\$ 245,000.00	\$ 235,283.30 "
21	Wells Fargo Advisors FHLB-3130A8X57	08/18/2016	08/18/2025	08/18/2017	2.100%	2.100%	\$ 1,000,000.00	\$ 1,000,000.00	\$ 996,030.00 "
22	Multi-Bank Securities FHLMC-3134GBWMO	06/30/2017	12/29/2025	09/29/2017	2.000-8.000%	2.000%	\$ 2,000,000.00	\$ 1,995,500.00	\$ 1,986,860.00 "
23	Multi-Bank Securities FNMA-3136G3DZ5	03/30/2016	03/30/2026	03/30/2017	2.000-4.500%	2.000-2.500%	\$ 860,000.00	\$ 860,000.00	\$ 859,097.00 "
24	Multi-Bank Securities FNMA-3136G3DZ5	06/30/2017	03/30/2026	09/30/2017	2.000-4.500%	2.000-2.500%	\$ 250,000.00	\$ 249,375.00	\$ 249,737.50 "
25	Wells Fargo Advisors FHLMC-3134G9CK1	04/28/2016	04/28/2026	10/28/2016	2.000-8.500%	2.000%	\$ 2,000,000.00	\$ 2,000,000.00	\$ 1,992,240.00 "
26	UBS FHLB-3130A7UX1	04/28/2016	04/28/2026	04/28/2017	2.620%	2.620%	\$ 2,000,000.00	\$ 1,997,920.00	\$ 1,994,980.00 "
27	UBS FHLB-3130A7UE3	04/28/2016	04/28/2026	10/28/2016	2.000-8.500%	2.000%	\$ 3,000,000.00	\$ 2,996,997.00	\$ 2,951,520.00 "
28	UBS FHLB-3130A7ZP3	** 05/18/2016	05/18/2026	11/18/2016	2.600%	2.600%	\$ 333,333.33	\$ 333,333.33	\$ 333,333.00 "
29	Wells Fargo FHLB-3130A8GU1	06/15/2016	06/15/2026	12/15/2016	2.500%	2.500%	\$ 1,000,000.00	\$ 1,000,000.00	\$ 1,000,008.17 "
30	Wells Fargo Advisors FHLB-3130A8B69	06/15/2016	06/15/2026	12/15/2016	2.000-8.000%	2.000-2.250%	\$ 1,000,000.00	\$ 1,000,000.00	\$ 1,000,970.00 "
31	Multi-Bank Securities FHLMC-3134G9ZK6	06/30/2016	06/30/2026	12/30/2016	2.000-6.000%	2.000%	\$ 2,000,000.00	\$ 2,000,000.00	\$ 1,987,300.00 "
32	Wells Fargo Advisors FHLMC-3134G9T64	07/27/2016	07/27/2026	01/27/2017	1.500-5.000%	1.500-2.000%	\$ 1,455,000.00	\$ 1,453,545.00	\$ 1,440,391.80 "
33	UBS FFCB-3133EGQH1	08/10/2016	08/10/2026	08/10/2017	2.140%	2.140%	\$ 1,000,000.00	\$ 1,000,000.00	\$ 981,860.00 "
34	Wells Fargo Advisors FHLB-3130A8VS9	08/24/2016	08/24/2026	02/24/2017	1.750-6.000%	1.750%	\$ 1,000,000.00	\$ 999,350.00	\$ 988,250.00 "
35	Wells Fargo FM-3130H0BD4	09/01/2016	09/01/2026	09/01/2017	2.050%	2.050%	\$ 2,000,000.00	\$ 2,000,000.00	\$ 1,980,561.70 "
36	UBS FHLB-3130A94L2	09/22/2016	09/02/2026	03/02/2017	2.125%	2.125%	\$ 2,000,000.00	\$ 2,000,000.00	\$ 1,980,520.00 "
37	UBS FHLB-3130A9HL8	09/22/2016	09/22/2026	12/22/2016	2.170%	2.170%	\$ 1,080,000.00	\$ 1,080,000.00	\$ 1,068,217.20 "
38	Wells Fargo Advisors FHLB-3130A9EG2	09/30/2016	09/30/2026	03/30/2017	1.750-5.500%	1.750%	\$ 2,000,000.00	\$ 2,000,000.00	\$ 1,975,300.00 "
39	Multi-Bank Securities FHLB-3130A9SE2	11/10/2016	11/10/2026	05/10/2017	2.000-4.000%	2.000%	\$ 2,000,000.00	\$ 2,000,000.00	\$ 1,968,100.00 "
40	Multi-Bank Securities CD-09710LCL7	^ 12/29/2017	12/29/2027	01/29/2018	3.000%	3.000%	\$ 245,000.00	\$ 245,000.00	\$ 244,252.75 "
CURRENT INVESTMENT BALANCE							\$ 47,804,962.50	\$ 47,712,533.03	\$ 47,478,061.14

" Market Values As Of 06/30/19

- ^ Monthly Interest Payments
- # Quarterly Interest Payments
- + Prepaid Interest


 Finance Director 7/11/19
 Date

 Accounting Coordinator 7/11/19
 Date

** Partial Call of \$666,666.67 on 11/30/16 so reduced Par Valu, Cost, and Market Value by \$666,666.67

* Partial Call of \$1,000,000 on 06/14/16 so reduced Par Value, Cost, and Market Value by \$1,000,000

Summary of Investments By Institution

	Percentage of Booked Market Value	Par Value	06/30/2019 Cost	Booked Market Value
Bremer Bank	10.6905%	\$ 5,075,629.17	\$ 5,000,000.00	\$ 5,075,629.17
Bremer Wealth Mgmt	16.3263%	\$ 7,767,000.00	\$ 7,763,970.00	\$ 7,751,424.43
Multi-Bank Securities	19.0102%	\$ 9,094,000.00	\$ 9,087,417.70	\$ 9,025,684.54
UBS Financial Services	19.6100%	\$ 9,413,333.33	\$ 9,408,250.33	\$ 9,310,430.20
Wells Fargo	16.6850%	\$ 8,000,000.00	\$ 8,000,000.00	\$ 7,921,711.00
Wells Fargo Advisors	17.6780%	\$ 8,455,000.00	\$ 8,452,895.00	\$ 8,393,181.80
Grand Totals	100.0000%	\$ 47,804,962.50	\$ 47,712,533.03	\$ 47,478,061.14
	89.3095%			
Money Market	10.6905%	\$ 5,075,629.17	\$ 5,000,000.00	\$ 5,075,629.17
CD	5.7505%	\$ 2,751,000.00	\$ 2,749,542.70	\$ 2,730,217.87
FFCB	10.4635%	\$ 5,000,000.00	\$ 5,000,000.00	\$ 4,967,849.08
FHLB	40.5080%	\$ 19,413,333.33	\$ 19,407,600.33	\$ 19,232,407.02
FHLMC	17.7077%	\$ 8,455,000.00	\$ 8,449,045.00	\$ 8,407,271.80
FM	4.1294%	\$ 2,000,000.00	\$ 2,000,000.00	\$ 1,960,561.70
FNMA	10.7505%	\$ 5,110,000.00	\$ 5,106,345.00	\$ 5,104,124.50
Grand Totals	100.0000%	\$ 47,804,962.50	\$ 47,712,533.03	\$ 47,478,061.14



WILLMAR



FINANCE

City Office Building
333 SW 6th Street
Box 755
Willmar, Minnesota 56201

320-235-4984
Fax 320-235-4917
www.willmarmn.gov

INVESTMENT ACTIVITY REPORT FOR QUARTER ENDED JUNE 30, 2019

BALANCE AT PRIOR QUARTER END MARCH 31, 2019	\$ 47,068,012.96
SUMMARY OF APRIL THROUGH JUNE, 2019, TRANSACTIONS:	
(05/09/2019) April Interest Bremer Bank MMS 437680198	8,838.81
(05/13/2019) Matured: Multi-Bank Securities, CD-71270QQW9, 1.600%	(245,000.00)
(05/13/2019) Market Value Adjustment: Multi-Bank Securities, CD-71270QQW9	196.00
(05/31/2019) May Interest Bremer Bank MMS 437680198	9,149.43
(06/30/2019) June Interest Bremer Bank MMS 437680198	8,870.30
(06/30/2019) Quarter-End Market Value Adjustment	627,993.64
	<hr/>
JUNE 30, 2019 BALANCE	\$ 47,478,061.14



FINANCE

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 333 SW 6th Street
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 Willmar, Minnesota 56201

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2019 Interest/Dividends Received By Institution

<u>Institution</u>	<u>April</u>	<u>May</u>	<u>June</u>	<u>2019 Year-To-Date</u>	<u>2018 Year-To-Date</u>
Bremer Bank	\$ 8,835.77 *	\$ 8,838.81 ^	\$ 9,149.43 #	\$ 43,035.45	\$ -
Bremer Wealth Management	\$ 34,998.15	\$ 9,023.53	\$ 65.49	\$ 44,087.17	\$ -
Heritage Bank	\$ 760.67	\$ 768.47	\$ 935.03	\$ 5,481.73	\$ 8,142.11
Morgan Stanley Smith Barney	\$ -	\$ -	\$ -	\$ 13,392.20	\$ 72,687.48
Multi-Bank Securities	\$ 13,376.50	\$ 34,462.56	\$ 738.69	\$ 53,468.53	\$ 87,255.95
UBS	\$ 26,200.00	\$ 34,333.33		\$ 104,201.53	\$ 104,201.35
Wells Fargo	\$ -	\$ -	\$ 23,450.00	\$ 81,450.00	\$ 81,450.00
Wells Fargo Advisors	\$ 37,500.79	\$ -	\$ 10,000.00	\$ 77,664.17	\$ 79,158.39
Totals	\$ 121,671.88	\$ 87,426.70	\$ 44,338.64	\$ 422,780.78	\$ 432,895.28

Historical Balances At the End of Each Quarter 2009 through 06/30/2019

Year	Investments				Operating Cash (Flex Gold and Checking)			
	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
2019	\$47,068,012.96	\$47,478,061.14			\$ 3,448,001.32	\$ 8,201,928.13		
2018	\$41,100,509.82	\$40,742,377.40	\$45,614,786.85	\$46,406,219.57	\$ 5,244,401.43	\$15,048,611.65	\$ 6,171,085.22	\$ 8,975,302.94
2017	\$39,943,489.59	\$43,559,677.54	\$41,562,162.56	\$41,665,490.60 #	\$ 6,657,270.15	\$ 6,567,762.11	\$ 6,838,888.14	\$10,492,227.55
2016	\$35,756,051.24	\$37,535,496.68	\$38,236,920.67	\$40,059,470.53 #	\$ 9,469,606.22	\$11,215,298.77	\$ 8,877,284.91	\$11,098,844.31
2015	\$42,089,898.87 #	\$41,645,493.62 #	\$37,279,279.96 #	\$42,426,578.11 #	\$ 6,052,923.58	\$ 7,746,033.30	\$ 9,955,964.40	\$ 8,044,197.86
2014	\$44,669,958.48 #	\$44,497,454.10 #	\$44,393,573.89 #	\$44,192,171.67 #	\$ 2,692,337.80	\$ 7,288,512.71	\$ 5,397,016.71	\$ 7,929,545.18
2013	\$45,036,646.37 #	\$43,145,874.09 #	\$45,544,516.83 #	\$43,871,669.60 #	\$ 4,864,300.48	\$ 7,115,084.74	\$ 2,428,725.91	\$ 6,945,509.90
2012	\$41,122,817.67 #	\$37,855,613.32 #	\$44,310,158.10 #	\$47,119,283.92 #	\$ 8,136,948.46	\$11,647,103.27	\$ 6,473,162.53	\$ 7,735,728.32
2011	\$41,498,738.04 #	\$42,926,445.51 #	\$33,053,338.89 #	\$46,841,372.72 #	\$ 6,566,351.65	\$ 9,181,801.11	\$18,167,922.89	\$ 7,404,105.73
2010	\$41,358,462.50	\$40,144,176.24 #	\$44,577,231.24 #	\$48,797,293.88 #	\$ 5,700,619.84	\$ 8,771,348.62	\$ 3,304,736.92	\$ 4,417,038.74
2009	\$40,055,806.99	\$41,062,156.99	\$38,897,050.00	\$45,863,584.72	\$ (2,077,111.26)	\$ 7,201,418.64	\$ 8,850,416.77	\$ 5,516,985.71

Investment Balance after adjusting for market values
2010 market values were only adjusted 1/1/10 and 12/31/10

Historical Interest/Dividends Received Per Quarter 2009 through 06/30/2019

<u>Year</u>	<u>1st Quarter</u>	<u>2nd Quarter</u>	<u>3rd Quarter</u>	<u>4th Quarter</u>	<u>Annual Totals</u>
2019	\$ 169,343.56	\$ 253,437.22	\$ -	\$ -	\$ 422,780.78
2018	\$ 174,572.53	\$ 258,322.75	\$ 180,554.87	\$ 304,728.14	\$ 918,178.29
2017	\$ 209,941.65	\$ 207,001.33	\$ 159,519.58	\$ 254,797.06	\$ 831,259.62
2016	\$ 203,419.67	\$ 243,624.43	\$ 128,705.25	\$ 203,709.56	\$ 779,458.91
2015	\$ 187,662.01	\$ 241,077.82	\$ 183,436.47	\$ 238,629.12	\$ 850,805.42
2014	\$ 196,385.66	\$ 258,307.26	\$ 182,514.61	\$ 259,763.87	\$ 896,971.40
2013	\$ 221,647.55	\$ 231,204.91	\$ 171,397.74	\$ 264,878.39	\$ 889,128.59
2012	\$ 143,871.89	\$ 345,677.26	\$ 175,728.62	\$ 159,483.59	\$ 824,761.36
2011	\$ 281,807.02	\$ 275,608.48	\$ 290,307.92	\$ 211,444.35	\$ 1,059,167.77
2010	\$ 234,241.45	\$ 446,351.92	\$ 233,012.97	\$ 365,903.94	\$ 1,279,510.28
2009	\$ 509,706.62	\$ 484,844.91	\$ 342,331.25	\$ 343,882.12	\$ 1,680,764.90

Section 5.07. - Amendments after adoption.

Subdivision 1. **Supplemental appropriations.** If during the fiscal year the City Administrator certifies that there are available for appropriation revenues in excess of those estimated in the budget, the Council by resolution may make supplemental appropriations for the year up to the amount of such excess.

Subdivision 2. **Contingency Reserve.** The Council shall be authorized to have a reserve fund which shall be called a contingency reserve in an amount not to exceed ten (10) percent of the current and subsequent budget, excluding such contingency reserve. In the event that any appropriation from any other fund shall be, in the judgment of the Council, insufficient to meet the demands of the City with respect to the program or budget item affected and provide for the orderly administration of the City, the Council by a vote of six (6) members thereof may transfer out of the contingency reserve to such fund such sums as it shall determine shall be reasonably necessary to effect the purpose.

Subdivision 3. **Reduction of appropriations.** If at any time during the fiscal year it appears to the Council that the revenues available will be insufficient to meet the amount appropriated, the Council shall then take such further action as it deems necessary to prevent or minimize any deficit for that purpose and may by resolution reduce one or more appropriations.

Subdivision 4. **Transfer of appropriations.** The Council may by resolution transfer part or all of any unencumbered appropriation balance from one department, office or agency to another.

Subdivision 5. **Emergency appropriations;** tax anticipation certificates. To meet a public emergency affecting life, health, property or the public peace, the Council may make emergency appropriations. Such appropriations may be made by emergency ordinance in accordance with the provisions of Subdivision 3 of Section 2.12 of Article II of this Charter. To the extent that there are no available unappropriated revenues to meet such appropriation, the Council may by such emergency ordinance, authorize issuance of tax anticipation certificates in accordance with the provisions of law. Such tax anticipation certificates shall be paid not later than two (2) years succeeding that in which the emergency appropriation was made.

Subdivision 6. **Limitations;** effective date. No appropriation for debt service may be reduced or transferred, and no appropriation may be reduced below any amount required by law to be appropriated or by more than the unencumbered balance thereof. The supplemental and emergency appropriations and reduction or transfer of appropriations authorized by this section may be made effective immediately upon adoption.

(Ord. of 10-2-18)

2019 Finance Committee Meeting Dates

June 6th & 20th

June 6th – Tax Abatement/Tax Increment discussion
Deferred/Suspense-Assessment
Budget Calendar Review

June 20th – May Monthly Report

Comprehensive Assessment Policy Discussion – *Delay to July 18th*
2019 Capital Financing

July No Meeting 4th & 18th

July 4th – NO MEETING

July 18th - June Monthly Report

August 8th & 22nd

August 8th –

August 22nd – July Monthly Report

September 5th & 19th

September 5th –

September 19th – August Monthly Report

October 10th & 24th

October 10th –

October 24th – September Monthly Report

2019 Finance Committee Meeting Dates

November 7th & 21st

November 7th –

November 21st – October Monthly Report

December 5th & 19th

December 5th –

December 19th – November Monthly Report

CITY OF WILLMAR

COMPREHENSIVE ASSESSMENT POLICY

Adopted: June 6, 1990
Revised: September 18, 1991
Revised: January 22, 1992
Revised: February 5, 1997
Revised: May 7, 1997
Revised: March 3, 2003
Revised: April 4, 2005

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I. SPECIAL ASSESSMENTS IN GENERAL

A. THE THEORY OF SPECIAL ASSESSMENTS

Special assessments are those charges levied against certain parcels of land for the cost of public improvements and for which the City Council has determined that said parcels being assessed will be specifically benefited by the improvements.

B. SPECIAL ASSESSMENT USES

Special assessments may be used to pay the cost of all or a portion of public improvement projects, including the maintenance and/or repair of the City's infrastructure. Improvement projects include, but are not necessarily limited to, the construction and/or reconstruction of streets (sub-base, base, hard surfacing), alleys, curb and gutter, sidewalks, driveway approaches, installation of water mains, sanitary sewers, storm sewers (including trunk lines), sewer and water service lines, and street lights.

C. THE BENEFIT PRINCIPLE

Special assessments may be levied only upon property receiving a special benefit from the improvement. The rate must be uniform and levied equally upon all property receiving special benefits. Assessments must be confined to property benefited, and the amount of the assessment must not exceed the benefit.

II. GENERAL STATEMENTS OF PURPOSE, POLICY, AND LIMITS

A. PURPOSE

The purpose of this Special Assessment Policy is to set forth the policies and procedures for the determination of benefit and the assessment of cost of the various public improvements which are constructed and installed by the City of Willmar (hereinafter called "City") pursuant to the law, the City Charter, and the order of the City Council (hereinafter called "Council") of the City of Willmar. These policies shall serve as a guide for this and future Councils, for administrative personnel, and as a source of information for all persons concerned with such matters. It is the intent and purpose of these policies to provide for and insure consistent, uniform, fair, and equitable treatment, insofar as is practical, lawful, and possible, of all property owners in regard to the assessment of cost for benefits to property for the various improvements of streets and utilities within the City.

B. POLICY

The Council hereby declares:

That the assessment policies contained herein are the policies that the City is dedicated to follow, as nearly as possible and practical; and

That all improvement costs shall, whenever possible, be assessed in full against benefited property on a one hundred (100) percent basis. In order to keep the City's share of the cost of improvements to a minimum, and to avoid deferred assessments, no improvements shall be made outside the City limits unless a petition for annexation of the property to the City is signed, or the assessments against the benefited property can be collected by a voluntarily negotiated contract.

C. LIMITS

These assessment policies are designed to serve only as a general guide for the Council in allocating benefits to properties for the purpose of defraying the cost of installing public facilities. The Council reserves the right to vary from these policies if the policies act to create obvious inequities, or where the assignment of benefit to a particular property is difficult because of an extreme and unusual situation which may occur in the future, or if such variance is deemed to be in the best interest of the City.

III. SPECIFIC POLICIES RELATING TO SPECIAL ASSESSMENTS

A. ASSESSMENTS

Special assessments for public improvement projects will be determined by taking into consideration total project costs and an assessment formula based on front footage, area, or unit basis. The total amount of assessments will not exceed the project cost and must be apportioned equally among properties having the same general land use based on benefit. The total assessment against any parcel shall not exceed benefit. Project cost may include part or all of the cost of previously installed projects, not previously assessed, subject to legal considerations.

B. ASSESSMENT PERIOD

The standard term of assessment for public improvements shall be ten (10) years. The Council may, however, establish a shorter or longer term if it is determined to be in the best interests of the City. In no event shall the term exceed a period of twenty (20) years.

C. INTEREST RATE

The Council shall establish an interest rate to be paid on the unpaid balance of special assessments as may be necessary to meet bond principal and interest, as well as other related municipal costs.

D. PROJECT COST

The City Council shall determine the total cost of the improvement by adding: the amount of contract cost; the cost of labor and materials furnished by the City, if not contained in contract costs; the cost of engineering, legal, fiscal, and administrative services provided by City staff or other parties; the cost of acquiring easements, property, or right-of-way required by the improvement; interest costs incurred by the City between the time money is borrowed for the improvement and special assessments are paid in full; and any other costs which, in the opinion of the Council, should be included as part of the total project cost.

E. DEFERRED ASSESSMENTS

It is the policy of the City to not defer assessments for improvements within the City unless circumstances warrant special consideration. Assessments shall be considered deferred only after the Council has ordered an improvement. The assessments shall remain in this classification until such time as they are paid in full by the property owner or certified to the County for collection. While deferred, interest shall be due annually at the rates as established unless the Council by resolution defers such interest with the principal, at which time it shall be added to the principal. The Council may also, by resolution, forgive interest during the period assessments are deferred. All deferred assessments, including terms and conditions, must be established at the time of adoption of the assessment roll. The estimated useful life of the improvement shall apply to the payment of deferred assessments. This paragraph does not refer to deferred assessments for elderly and low-income persons, which are addressed in paragraph "R" of this section.

F. CITY SHARE OF PROJECT COST

Generally speaking, the City shall not participate in project costs for new developments. Exceptions to the rule will involve the installation of larger than normal water mains and/or sanitary and storm sewer mains for transmission purposes, or when a larger and stronger than a normal street is required. In these instances, the City's participation will be limited to those costs directly attributable to the over-sizing. Additionally, it can be expected that the City will be a participant if it owns property in the proposed project area, except as outlined in paragraph "I" of this section.

The City will participate in the cost of street reconstruction projects. Assessments to benefited residential property owners under a reconstruction program shall be determined by establishing the total cost of reconstructing a standard residential street and assessing seventy-five (75) percent of the total cost to the property owners. Any costs directly attributable to over-sizing may be paid fully or partially by the City and/or commercial or industrial properties requiring the over-sizing. Intersections of cross streets are not considered City-owned property for the purposes of this section.

The Council may, at its discretion, finance its share of any such improvement costs by one or more of the following methods or any combination thereof:

1. Street improvements --

- a. Pay all or portions of the reconstruction cost with ad valorem City tax funds, municipal state-aid street funds (if applicable), reserves or such other funds which may be appropriate and available to the City from time to time.
- b. For street reconstruction or repairs required due to a utility line relocation, repair, or replacement, the City may require partial or total cost sharing from the Willmar Municipal Utilities Commission or whichever other public or private utility company may be involved.

2. Water or sewer improvements --

- a. Pay all or portions of the project cost through a utility replacement fee collected pursuant to the established procedures of Ordinance No. ____.
- b. Require payment from utility revenues by the Willmar Municipal Utilities Commission.
- c. Levy an ad valorem tax to pay all or a portion of the City's share of any project, or use such other funds as may be available to the City from time to time.
- d. Apply sewer service revenues from the Waste Treatment Plant operation.

G. DRIVEWAY PAVEMENT

New driveway apron pavements are of benefit only to the affected property owner, and, as such, will not be included in an improvement project, but must be constructed, and paid for, privately with the approval of the City. Any driveway aprons disturbed by a street reconstruction project shall be repaired and/or replaced at no cost to the property owner.

H. PRIVATE DEVELOPER PROJECTS

No special assessments for improvements shall be left pending, and the developer requesting the improvements shall be required to fund and pay the special assessments benefiting any such properties. All developers shall be required to provide collateral in the form of cash, bond, approved letter of credit in the amount of thirty (30) percent, or thirty (30) percent cash prepayment, of the estimated cost of needed improvements upon City Council approval prior to commencement of the work by the City's contractors. The "no pending" policy shall apply to properties lying outside the City limits as well. The Council may consider reimbursement to the appropriate parties if such property is annexed and subsequently assessed for the improvement, and if the entire assessment and accrued interest is paid within ten (10) years from the date of construction.

I. GOVERNMENT-OWNED PROPERTIES

Government property owners shall be responsible for assessments associated with new developments and/or reconstruction projects, with the exception of neighborhood parks in new developments. City-owned neighborhood parks shall not be assessed as City property for the cost of developing and constructing streets, street right-of-ways, and infrastructure.

J. FRONTAGE ROADS

Frontage roads along highways or other arterial streets are generally deemed to be of benefit only to properties served; therefore, the entire cost of any such improvement shall be assessed totally to the property owners. The Council may consider special circumstances as appropriate to determine and adjust benefit and subsequent cost.

K. DELETION OF PROPERTIES

The City shall reserve the right to delete land within the improvement area from the assessment rolls if, in the opinion of the City, the land cannot be developed and/or is not benefited. In that event, no development of that property shall be permitted nor shall any physical connection to the City's water, sewer, or storm drainage facilities be made by any development on that property, unless and until an assessment (or connection fee) is adopted and certified for collection on the basis as aforementioned for property lying outside the City limits.

L. SERVICE OUTSIDE THE CITY LIMITS

If the City installs facilities which benefit property which lies outside the corporate limits, that area and the allocable costs shall be included in the original public hearing for the improvement. The City may attempt to negotiate a contract with the owner of such property, which will provide for payment to the City on the same basis as if the property were within the City, and assessed for the improvement as a prepayment upon completion of the project. No physical connection to the City's sanitary sewer or water main trunk line systems will be permitted until a utility agreement and contract, including satisfaction of costs or assessments, is executed. To the greatest extent possible and practical, it shall be the policy of the City to require annexation prior to the extension of any service or facility to any property outside the City limits.

M. LATERAL EQUIVALENT

When a trunk water distribution line, sanitary sewage collection (or trunk) line, or storm sewer trunk line which also serves as a lateral must be constructed in an area and oversized for design purposes to serve a large area beyond the properties receiving lateral benefit, the project costs shall be financed by the City through established water and sewer improvement methods and no assessment will be levied against abutting property owners.

N. INTERSECTIONS

The cost of all improvements in street intersections shall be included as part of the total project and assessable costs.

O. IRREGULAR SHAPED LOTS

1. Corner lots. The assessable footage assigned to corner lots with single, duplex, or triplex residential units shall be the average lot footage for all lots within 300 feet on each side of the corner lot along the street being assessed. In development areas that are precluded from averaging lots within 300 feet each direction, the assigned footage will be an average of lots within the immediate neighborhood. If the assigned width of a corner lot is determined by a neighborhood average, the footage shall be recorded at a width equal to or greater than the next largest lot within the same block on the street under construction. For commercial, industrial, tax exempt, and multiple-dwelling residential property, all improved street frontages shall be assessed in full. As a general rule residential corner lots will only be assessed when the street that fronts their address is improved, however, any unique lot layout whereby benefits are derived from other contiguous streets, the side so assessed shall be the side generating the greater benefit. All residential corner lots assessed in the last 10 years would be exempt and assessments for lots assessed in the 11th through the 20th years would be prorated based on the useful life section.
2. Others. For lots that are of irregular shape, such as those on a cul-de-sac, the assessment shall be determined by the City on a comparative basis to units or areas with regular shaped properties in the immediate proximity or project area. A lot may be considered irregular if it is not rectangular in shape. For residential properties which do not meet the minimum lot width as specified in the Willmar Zoning Ordinance, the reconstruction assessment shall be based on a lot frontage of at least fifty (50) feet.

P. USE OF TAPPING FEES

Tapping fees are established by the City to reflect approximately the usual assessment charged for sewer and/or water in the year of connection. The City Engineer will annually calculate sewer and water tapping fees based on current street project costs. The City shall collect said tapping fee(s) in total at the time a permit is issued for connection to the City sewer and/or water mains, or at the time a permit is issued for remodeling or for an addition which will increase the number of units on a parcel beyond what was originally assessed for. No part of said tapping fee(s) shall be delayed, deferred, or suspended. The estimated useful life of the improvement shall be considered when calculating each individual tapping fee.



Q. TAX FORFEITED PROPERTIES

Properties which have been forfeited to the State for nonpayment of taxes are subject to possible reassessment. The amount of special assessments subject to reassessment are determined by Council resolution following notice from the County of the appraised value of the tax forfeited land and the date of proposed sale. A resolution of the County Board eventually authorizes and fixes the terms of the sale. Following notice of any sale of a tax forfeited property, the City will conduct an assessment hearing and certify for collection any unpaid special assessment balance for a period of five (5) years, or the remaining length of the bond issue debt service schedule, whichever is longer. These assessment terms and conditions may be modified on a case by case basis only if there is variation in the sale price established by the County.

R. ELDERLY/INCOME DEFERMENTS

Any person who is sixty-five (65) years of age or older, or who is retired by virtue of permanent and total disability, may apply for deferment of special assessments against the homestead property owned by said person.

Any person authorized to apply for such deferment whose annual income is equal to or less than the poverty level established by the U.S. Government shall be entitled to such deferment.

Any other person who falls within the criteria of the first paragraph, but whose annual income exceeds the Federal poverty level, may still make application for deferment and shall be granted such deferment if the person can establish exceptional and unusual circumstances constituting a financial hardship. The City Council shall determine whether the circumstances recited by the applicant are exceptional and unusual, thereby justifying a deferment.

The option to defer payments will terminate and all deferred payments and interest become payable if:

- a. the owner dies and the surviving spouse is not eligible; or
- b. the property or a portion of the property is sold, transferred, or subdivided;
or
- c. the property loses its homestead status; or
- d. the Council determines that to require immediate or partial payment would not create a hardship.

The option to defer payments will terminate as described above and continuation of deferments will be not be granted nor extended to homesteaded property of a senior citizen qualifying family member. (Amended April 16, 2012)

S. MUC AGREEMENTS

An agreement between the City of Willmar and MUC exists for the installation and maintenance of street lights, which agreement is attached to and made a part of this assessment policy. (See pages 13-16)

T. TAX EXEMPT PROPERTIES

Private cemeteries, churches, hospitals, schools, and similar institutions must pay special assessments. Railroads are also not exempt from special assessments. The lands and property of any not-for-profit or otherwise tax-exempt cemetery association shall be exempt from all public assessments.

U. REAPPORTIONMENT

Property owners may apply to the City for reapportionment of special assessments for any tract of land against which a special assessment has been levied and is subsequently subdivided. The City may, on its own motion or on application of the owner of any part of the tract, equitably apportion among the lots in the tract all of the unpaid assessments. Such action must, however, be preceded by a notice served upon all owners of any part of the tract and subsequent public hearing. The public hearing may be waived upon approval of all affected property owners.

The City will not record any sale of split parcels that are subject to special assessments unless the assessments have been paid, or reapportionment application and accompanying fee has been made to and approved by the City.

As a part of its approval process, the City will require the reapportionment of special assessments to be based on benefit and assessed equitably against the front footage, lot size, or number of units, whichever is appropriate.

V. ALLEYS

Improvements to alleys will be assessed to benefited property owners for one hundred (100) percent of the cost. Exceptions will include routine maintenance as determined by the City Engineer.

W.

AGRICULTURAL LAND EXEMPTIONS

It shall be the policy of the City to temporarily exempt from assessments certain lands currently used for agricultural purposes. Granting an approval for agricultural exemption, the Council shall consider the following: the likelihood of the property being developed in the reasonably foreseeable future, the current use of the property, the ownership/management structure of the property, the size of the property, and other factors deemed pertinent.

Real estate consisting of five (5) acres or more shall be eligible for the assessment exemption if it is actively and exclusively devoted to agricultural use as defined hereinafter, and either:

1. is the homestead or thereafter becomes the homestead of a surviving spouse, child, or sibling of the said owner, or is real estate which is farmed with the real estate which contains the homestead property; or
2. has been in possession of the applicant, his or her spouse, parent, or sibling, or any combination thereof, for a period of at least seven (7) years prior to application; or
3. is the homestead of a shareholder in a family farm operation. Family farm corporation for the purpose of this section means a corporation founded for the purpose of farming and owning agricultural land in which all of the stockholders are related and members of a family.

Real property shall be considered to be in agricultural use provided that it is devoted by the owner of said real property to the raising of crops, forage, produce, fruits, or horticulture/nursery stock, or the production of livestock/poultry or livestock/poultry products. Real property which is enrolled in a government conservation or set-aside program shall also be considered to be in agricultural use. Slough, wasteland, and woodland contiguous to or surrounded by those lands above-described shall be considered to be in agricultural use if under the same ownership and management.

In all cases, the temporary exemption shall be deemed to have expired at such time as the property is platted and/or developed. For sewer and water projects, a tapping fee shall be charged at the time of connection or when the final plat is approved. These tapping fees shall be based on the project year bid price per front foot or unit, or on the current year costs at the time of connection/platting, whichever is greater. For street projects, assessments will be charged when the property is developed or when the final plat is approved. These assessments shall be based on the project year bid price per front foot or unit, or on the current costs at the time of development/platting, whichever is greater. Useful life shall not be considered in the calculations.

X. AGRICULTURAL LAND DEFERMENTS

It shall be the policy of the City to defer assessments against those lands which qualify for deferment under the Minnesota Agricultural Property Tax Law ("Green Acres" Law), M.S. 273.111, as amended.

IV. PROCEDURES

A. INITIATION OF PROCEDURES

1. By Petition: A petition for improvement by property owners may initiate proceedings. Said petition must have the signature of the owners of at least thirty-five (35) percent of the frontage of the property bordering the proposed improvements. Petitions for public improvements must be received by the City Clerk prior to January 15 or the year in which the construction is requested. The City may delay construction to the following year for petitions received after the deadline.
2. By Council Action: If the Council determines that an improvement is in the best interest of the City, it can without petition order an improvement. If the Council acts on its own initiative, an extraordinary majority is not necessary to initiate the proceedings.
3. 100% Signed Petition: When a petition is signed by one hundred (100) percent of the property owners affected by an improvement, the Council may order said improvement without holding an improvement hearing. This can be accomplished by special resolution.

B. PREPARATION OF A REPORT

The City Council shall order an improvement report from the City Engineer which reviews such factors as the need for the project, the availability of City funds, an estimate of total project costs, and other information necessary for the Council to make a decision.

C. PUBLIC HEARING

With the exception of the one hundred (100) percent signed petition, the City shall publish notice of the hearing twice in the official newspaper, with the notices appearing at least one (1) week apart. At least three (3) days must elapse between the last publication date and the date of the hearing. A notice shall be mailed to each affected property owner at least ten (10) days prior to the hearing date stating hearing date information, proposed improvements, and estimated costs.

D. ORDERING THE IMPROVEMENT AND PREPARATION OF PLANS

If improvement proceedings are initiated by petition, the Council needs a simple majority to pass a resolution for improvement. If the Council initiated the proceedings, it will require a four-fifths (4/5) majority to adopt an improvement resolution. The Council will then direct the City Engineer to prepare plans and specifications, followed by a call for bids.

E. PREPARATION OF PROPOSED ASSESSMENT ROLLS

Assessment rolls are prepared by the office of the City Clerk. Rolls will be prepared for each project involving assessments to benefited properties, and are to include parcel descriptions and estimated assessment costs.

F. PUBLIC HEARING ON THE PROPOSED ASSESSMENT

The assessment hearing is designed to give affected property owners an opportunity to express their concerns. The City must publish notice of the hearing, including the total cost of the improvement, in the official City newspaper one or more times at least two (2) weeks prior to the hearing date. The City will also mail a statement showing possible prepayment provisions, and the interest rate on the assessments if they are to be paid in installments.

G. APPROVAL AND CERTIFICATION OF ASSESSMENT ROLLS

Following the hearing, the assessment roll shall be officially adopted by the Council and certified to the County Auditor. All adjustments to the roll shall be made by contacting the City Clerk prior to the hearing, or by the Council at the time of the hearing. The assessments will be levied in equal annual principal installments with interest set by the Council on the unpaid balance.

H. PREPAYMENTS

After the adoption of the assessments, the City shall certify the assessment roll with each installment, including interest, to the County Auditor for collection. All assessments and interest thereon shall be collected and paid over in the same manner as other municipal taxes. The owner of any property so assessed may, at any time prior to certification of the assessment or the first installment thereof, pay the whole of the assessment on such property, with interest accrued to the date of payment, to the City, except that no interest shall be charged if the entire assessment is paid within thirty (30) days from the adoption thereof; and, except as hereinafter provided, the owner may at any time prior to November 15 of any year, prepay to the City the whole assessment remaining due with interest accrued to December 31 of the year in which said prepayment is made. The City shall accept partial prepayment of assessments prior to certification of the assessment or the first installment thereof to the County Auditor. Thereafter the owner of any property so assessed may make one partial payment per calendar year on the assessment balance if the partial payment is equal to or greater than \$1,500.00.

V. METHODS OF DETERMINING ASSESSMENTS

A. GENERAL ASSESSMENT INFORMATION

It shall be the policy of the City to assess benefited properties by linear foot, area, or by unit, whichever is determined by the City to be the most equitable and appropriate. All facilities which represent new service to areas previously without City utility service shall be assessed at the rate of one hundred (100) percent of the cost of installation.

B. TRUNK SANITARY SEWERS

In the event oversized or trunk lines are not required in an area, but are necessary to provide adequate service and capacity for areas beyond the specific area in question, the oversized or trunk line (*) share of the cost (the amount in excess of lateral costs) shall be assumed by the City and financed by Sewer Service Revenues. This policy, however, shall not prevent the City from assessing special benefits or creating special trunk line assessment districts if deemed advisable and proper in any particular situation.

(*) Normally ten (10) inches or larger in residential areas.

C. SANITARY SEWER/WATER MAIN LATERALS

One hundred (100) percent of the cost of new water and sewer lateral improvements, including mains and service lines, shall be assessed against benefiting, adjacent properties on a unit basis. Water and sewer replacement lines shall not be assessed against benefited, adjacent properties and shall be financed by the City through established water and sewer improvement methods. (see Section III.F.2.)

1. Units, Developed, or Built-Up Property: A unit for residential property shall be defined as a parcel of property on which a single residence is located and which cannot be subdivided for additional structures under the minimum requirements of the City Zoning and Subdivision Ordinances. On residential property, additional units for assessment purposes may be added for a parcel which can be subdivided into more than one legally platted lot.

For assessment purposes, multiple dwelling properties shall be assigned one unit for the first dwelling unit contained in a structure, and seventy-five (75) percent of one unit for each additional dwelling unit within that structure.

All other developed property (including commercial and industrial) shall be assigned units for assessment purposes at the rate of one unit for:

- a. Every 150 gallons of water used per day; or
 - b. A residential land use equivalent of 8,500 SF/unit; or
 - c. As may be otherwise recommended by the Engineering Department.
2. Units, Undeveloped Property: The number of assessable units will be calculated as the maximum number of units allowed under the Zoning Ordinance for the various land use classifications within the benefited project area.

The average and reasonable depth of benefited land will be determined based on projected future land use.

Mobile home parks, multiple dwelling complexes, commercial, and industrial uses may be subject to a sewer or water connection fee for additional and unforeseen benefits not originally anticipated, nor assessed.

D. FIRE DEMAND WATER MAIN TRUNK

If a trunk or oversize line is required because of fire demand or supply and is not required for distribution purposes, such trunk or oversized line cost shall be financed by the City.

E. LIFT STATIONS

All newly developed properties whose sanitary sewage or storm water runoff must be elevated by a lift station in order to reach the Waste Treatment Plant or discharge point shall be assessed a lift station tapping fee equal to ten (10) percent of a normal sanitary sewer assessment.

F. WATER SERVICE OR FIRE LINES

New service lines benefiting properties shall be assessed one hundred (100) percent of the cost, including those lines required or requested for fire protection purposes. Replacement service lines shall not be assessed and such replacement will be financed by the City through established water and sewer improvement methods (see Section III.F.2.) and no assessment will be levied against abutting property owners.

Service lines that are replaced for the purpose of increasing size and capacity shall be the responsibility of benefited properties, including the cost of repairing and resurfacing any streets that may be disturbed in the process.

Service lines less than forty (40) years old that were installed as part of a City public improvement project and must be replaced or repaired due to failure shall be the responsibility of the City. For the purposes of this section, a service line ends at the right-of-way line.

G.

STORM SEWERS

Storm sewer improvements shall be classified as storm sewer trunks and storm sewer laterals. Storm sewer drainage districts shall be determined by the City Engineer for the various projects and improvements as may be required.

1. Laterals: All storm sewer laterals, when constructed as an integral part of a street improvement, shall be included in the street improvement project cost and assessed in accordance with the policy for street improvement projects. In the event a storm sewer lateral is constructed without accompanying street improvements, the City may assess one hundred (100) percent of the cost of such improvement against the benefited property included in the improvement district with such costs assessed on either a square foot, linear foot, or unit basis.
2. Trunk Lines: One hundred (100) percent of the total cost of storm sewer trunk improvements shall be assessed against benefited property on an area basis. To determine runoff contribution and assessments in storm sewer districts with multiple zoning, the City shall take into consideration the maximum amount of hard surfacing (creating one hundred [100] percent storm water runoff) that can be allowed on any property.

H. NEW STREET CONSTRUCTION

One hundred (100) percent of the costs of street (paving or any other street improvement) and curb and gutter improvements shall be assessed against benefited property, except as outlined hereafter. The costs of each improvement shall include costs of intersections and related drainage facilities. The number of front feet assigned to each property shall be the linear footage abutting (or benefited by) the street improvement, determined by measuring at the front of each property the distance between property lines. Irregular or odd-shaped lots shall be given an average width.



This average width may be determined by using the average of the front and rear widths, an average of the other lots in the general area being improved, or a width based on average lot area or depth based on either the existing plat (if any) or the Zoning Ordinance.

It shall be the policy of the City to assess residential properties only for the costs which would have incurred had a standard residential street specification been utilized. The City shall bear the responsibility for any cost exceeding that normal residential street cost, except that the City may assign all or a portion of its excess cost to non-residential properties abutting the street, if in the judgment of the City the existing or projected use of that property required the increased expenditure for the additional street construction requirements.

I. STREET RECONSTRUCTION

When the condition of a street surface has deteriorated to the point where excessive maintenance cost is incurred or will be incurred by the City, or a majority of abutting residents request an improvement, the Council may order a public hearing on proposed improvements for that street. If the Council, following the hearing, decides that improvements are necessary, it may elect to completely reconstruct the street and assess abutting property owners in a manner described as follows:

1. Except as otherwise provided by State law, all classes of properties shall be assessed for seventy-five (75) percent of the total cost to reconstruct a street. This shall include commercial, industrial, residential, and tax exempt properties. It shall be the policy of the City to assess residential properties, regardless of actual street width, for an amount equal to those costs which would have been incurred had a standard forty (40) foot residential street been constructed. This cost shall be calculated annually based on current bid prices, and shall not include the cost of sidewalks, street lights, and trees. The City of Willmar shall bear the responsibility for any cost exceeding that normal residential street cost, except that the City may assign all or a portion of its excess costs to non-residential properties abutting the street if, in the judgment of the City, the existing or projected use of that property required the increased expenditure for the additional street construction requirements.

2. Commercial, industrial, and tax exempt properties are to be assessed for all improved street frontages (i.e. a corner lot that is one hundred fifty [150] feet on one street side and fifty [50] feet on other street side would be assessed for one hundred fifty [150] feet when that side is improved and fifty [50] feet when the other side is improved).
3. Apartment buildings with four (4) or more units are to be assessed for all improved street frontages in the same manner as no. 2 above.

J. STREET OVERLAYS

The City may resurface or overlay a street. In this event, the City shall assume twenty-five (25) percent of the total cost of such improvement and assess the remaining seventy-five (75) percent of the cost to benefited property owners. The manner in which assessment amounts are determined shall be similar to that for the street reconstruction program.

An overlay is considered normal maintenance and does not fall under the assessment exemption or reduction of the "twenty (20)-year street life" policy.

K. SIDEWALKS

All costs for installing sidewalk facilities may be assessed against abutting properties based on the same formula applicable to street or curb and gutter improvements.

City Ordered Sidewalk: In any case where a sidewalk is planned and constructed upon order by the Council, the cost of that improvement shall not be assessed unless such improvement shall be part of any development agreement.

L. CALCULATING TAPPING FEES

Tapping fees are established by the Council and reviewed periodically to assure that amounts accurately reflect comparable assessment amounts for sewer and/or water during the most recent improvement project. If the most recent project has not been within the preceding twelve (12) month period, an inflation/deflation adjustment factor shall be considered when the fee is set. The estimated useful life of the improvement shall be considered when calculating each individual tapping fee, and the amount charged shall reflect the pro-rated fee based on useful life theory (see section VI.A.).

For property on which multiple residential units are constructed, the tapping fee shall include the initial amount for the first living unit, and, for each unit thereafter, an amount equal to twenty (20) percent of the initial amount or standard fee for a residential unit. The amount for additional units in a multiple family structure shall be due the City regardless of previous assessments and shall be payable at the time the building permit is obtained. In no event shall the tapping fee exceed the cost of installing an eight (8)-inch water main based on current year prices multiplied by property front footage.

Remodeling projects which result in the number of living units in a structure being increased shall be subject to the tapping fee described above.

VI. LIFE EXPECTANCY OF IMPROVEMENTS

A. IMPROVEMENT CLASSIFICATION

Watermain: The estimated useful life of watermain trunk facilities and lateral facilities shall be forty (40) years from the date of initial construction.

Sanitary Sewer: The estimated useful life of sanitary sewer trunk facilities and lateral facilities shall be forty (40) years from the date of initial construction.

Storm Sewer: The estimated useful life of a storm sewer system involving installation of pipe shall be forty (40) years from the date of initial construction.

Streets: The estimated useful life of a street shall be twenty (20) years from the date of initial construction.

Street Lights: The estimated useful life of street lights shall be twenty (20) years from the date of initial construction.

Sidewalks: The estimated useful life of a sidewalk shall be twenty (20) years from the date of initial construction.

B. USEFUL LIFE APPLICATION

Street and Utility Facilities: When any municipal facility must be reconstructed or replaced, and that facility has provided a period of use equal to or more than the estimated useful life of a facility as hereinbefore described, all costs for such replacement or reconstruction shall be one hundred (100) percent assessed against benefited abutting properties as provided for in original construction proceedings, except as outlined in Section V, paragraphs C., F., I., and J. of this document.

Assessments for any public facility which must be reconstructed or replaced before the estimated useful life of the facility shall be multiplied by the percentage of useful life attained for the respective facility.

If failures are caused by changes in use, the Council may, at its discretion, assess one hundred (100) percent of the replacement cost to benefited properties.

VII. WORK BY OTHERS

A. WORK BY PRIVATE DEVELOPERS

Work by private developers shall occur only within the boundaries of private property. Any public utility or street construction work within a public right-of-way shall be done only by contract with the City.

B. WORK BY PROPERTY OWNERS

Property owners may not place or have placed any improvement in, nor in any way alter, the public right-of-way, except that a driveway may be installed at the expense of the property owner to the curb when approved by the City.



WILLMAR

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CITY COUNCIL AGENDA REPORT

To: Mayor and City Council	Date: August 5, 2019
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 Inc. held a similar event on August 25, 2018, without issue.

CURRENT CIRCUMSTANCE: The Foxhole Brewhouse Inc. dba Foxhole Brewhouse; has plans to sell alcohol during the Foxhole Brewhouse Anniversary Party on August 24, 2019. 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: Brain Gramentz, Interim City Administrator

COUNCIL MEETING DATE: August 5, 2018 ___ **CONSENT AGENDA** X **AGENDA**