

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, OCTOBER 7, 2019 7:00 PM
MULTI-PURPOSE 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 September 16, 2019
 B. City Council Special Minutes of September 30, 2019
 C. Willmar Municipal Utilities Board Minutes of September 23, 2019
 D. Application for Exempt Permit – Glacial Ridge Curling
 E. Application for Exempt Permit – Pheasants Forever, Kandiyohi Co. #2
 F. Approval of Sale of 1988 Fire Truck
 G. Accounts Payable Report September 12 through October 2, 2019
Accept: H. Police Commission Minutes of May 21, 2019
 I. Central Community Transit Operations Board Minutes of June 25, 2019
 J. Willmar Lakes Area CVB Board Minutes of August 20, 2019
 K. Monthly Building Report for September, 2019
6. Approve Consent Agenda Items
7. Items Removed from Consent Agenda
8. Open Forum
9. Hearing: 7:01 p.m. – Special Assessments for Unpaid Weed/Grass Mowing Removal Charges
10. Public Works/Safety Committee Report of September 18, 2019
Action Item: A. Resolution to Approve Application and Acceptance of State Fire Marshal Grant
 B. Resolutions (2) for Western Interceptor Storm Sewer Project
 - Adopt As-Bid Budget
 - Accept Project and Authorize Final Payment- C. Resolution to Approve Professional Services Agreement with Bolton and Menk for Eagle Lake Sewer Repair
- D. Resolution to Accept Change Order No. 2 for Project No. 1901-B
11. Finance Committee Report of September 19, 2019
Action Item: A. Authorize Purchase of 2020 Chevrolet Tahoe from Schwieter's Chevrolet
 B. Resolution Adopting Revised Purchasing Policy
12. Labor Relations Committee Report of September 23, 2019
Action Item: A. Approve Updated Tuition Reimbursement Policy
 B. Approve 8th Section of Employee Personnel Policy

13. Approve Civic Center Arena Special Event by an On-Sale Liquor License Holder Permit
14. Special Public Works/Safety Committee Meeting October 7, 2019 (6:45 p.m., Room 1010)
Action Item: A. Resolutions for East Side Drainage Project No. 1902-A Improvements
 - Award Contract to Crow River Construction
 - Adopt As-Bid Budget
 - Approve Amendment to Professional Services Contract with Bolton and Menk
15. Council Members' Announcements
16. Announcement of Council Committee Meeting Dates
17. Closed Session: Labor Negotiations Strategy under MN Statute §13D.03 Subd. 1(b)
18. Adjourn

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

September 16, 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, Human Resources Director Samantha Beckman, Fire Chief Frank Hanson, City Clerk Judy Thompson, City Planner Sarah Swedburg, Police Captain Michael Anderson, and City Attorney Robert Scott.

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 September 3, 2019
- B. Willmar Municipal Utilities Board Minutes of September 9, 2019
- C. Planning Commission Minutes of September 4, 2019
- D. Application to Conduct Excluded Bingo – Church of St. Mary
- E. **Resolution No. 19-141 Declaring Surplus Equipment and Authorizing Sale at Public Auction**
- F. Accounts Payable Report August 29 through September 11, 2019
- G. Park and Recreation Board Minutes of August 28, 2019
- H. Monthly Building Report for August, 2019
- I. Invest in Willmar Board Minutes of July 31, 2019
- J. City Hall Task Force Minutes of August 20, 2019

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

Mayor Calvin read a Proclamation declaring September 21, 2019 as “Celebrate Art! Celebrate Coffee” Days” in Willmar. Mayor Calvin noted Mayor Pro Tempore Rick Fagerlie presented the Proclamation to the Celebrate Art! Celebrate Coffee Committee at an earlier date.

Mayor Calvin read a Proclamation declaring the week of September 15, 2019 as CareerForce Week in the City of Willmar. Mayor Calvin then presented the Proclamation to CareerForce representative Beverly Donley,

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

At 7:07 p.m. Mayor Calvin opened the public hearing for an Ordinance Authorizing Sale of Real Property to BNSF Railway Company. City Attorney Robert Scott stated the sale/conveyance of the depicted city-owned property is in conjunction with the Willmar Wye Project which has been ongoing for several years.

There being no one to speak for or against said ordinance, Mayor Calvin closed the public hearing at 7:09 p.m. and opened it up for discussion by the Council. Council Member Plowman offered a motion to adopt, assign a number and order final publication of **Ordinance No. 1441 An Ordinance Authorizing the Sale of Real Property to BNSF Railway Company**. Council Member Alvarado seconded the motion, which carried on a roll call vote of Ayes 8, Noes 0.

Economic Development Commission (EDC) Executive Director Aaron Backman presented the 2020 EDC budget to the Mayor and Council. He stated the proposed budget totals \$606,588, including a county tax levy of \$534,000. This represents a 1.0% increase in the county tax levy for the upcoming year. He noted the proposed budget was approved by the Joint Operations Board on June 13th, the Joint Powers Board on July 25th, and the Kandiyohi County Commissioners will consider the 2020 budget on September 17th. Following discussion, Council Member Schwantes offered a motion to approve the 2020 EDC budget as presented. Council Member Asmus seconded the motion which carried.

The Public Works/Safety Committee Report for September 4, 2019 was presented to the Mayor and Council by Council Member Plowman. There were five items for consideration.

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

Item No. 2 Staff brought forth, for approval, acceptance of Project No. 1610/1810 and authorization of final payment in the amount of \$81,037.46 to Lametti and Sons, Inc. Project No. 1610/1810 was the replacement of the Armory, Gorton and Fairgrounds lift stations. It was the recommendation of the Committee to accept Project No. 1610/1810 and authorize final payment in the amount of \$81,037.46 to Lametti and Sons, Inc.

Resolution No. 19-142 Accepting Project No. 1610/1810 and Authorizing Final Payment was introduced by Council Member Plowman. Council Member Nelsen seconded the motion, which carried on a roll call vote of Ayes 8, Noes 0.

Item No. 3 Staff brought forth, for approval, the change orders on Project No. 1901-A and 1901-B. Change Order No. 1 in the amount of \$13,452.08 for Project No. 1901-A, reconstruction of 5th Street SW, resulted from replacing a drain tile and adding addition fill to stabilize soils. Change Order No. 1 in the amount of \$8,008.00 for Project No. 1901-B, reconstruction of 13th, 14th, 15th and 16th Street SE, resulted from lowering a watermain and adding an additional sanitary drop.

It was the recommendation of the Committee to accept Change Order No. 1 in the amount of \$13,452.08 for Project No. 1901-A.

The Committee also recommended to accept Change Order No. 1 in the amount of \$8,008.00 for Project No. 1901-B.

Resolution No. 19-143 Accepting Change Order No. 1 for Project No. 1901-A was introduced by Council Member Plowman. Council Member Nelsen seconded the motion, which carried on a roll call vote of Ayes 8, Noes 0.

Resolution No. 19-144 Accepting Change Order No. 1 for Project No. 1901-B was introduced by Council Member Plowman. Council Member Nelsen seconded the motion, which carried on a roll call vote of Ayes 8, Noes 0.

Item No. 4 Staff brought forth, for approval, the bid award for the DOAC Pool Resurfacing project. Two bids were received, with the low bid from Global Specialty Contractors, Inc. in the amount of \$243,447 for

the base bid and alternates of Acid-Rite pH control system and poolside climbing wall. It was the recommendation of the Committee to award the Base Bid and Alternate B and C for the DOAC Pool Resurfacing project to Global Specialty Contractors, Inc. in the amount of \$243,447.

Resolution No. 145 Awarding the DOAC Pool Resurfacing Project to Global Specialty Contractors Inc. In the Amount of \$243,447 was introduced by Council Member Plowman. Council Member Nelsen seconded the motion, which carried on a roll call vote of Ayes 8, Noes 0.

Item No. 5 Staff brought forth, for information, the discussion of the Robbins Island beach closure policy. The beach is tested every Monday from Memorial Day to Labor Day for fecal count. If the count is over 200, the beach is closed and staff re-tests the water daily until the levels are below the defined threshold. It is the recommendation from the Parks and Recreation to continue testing the water to protect the public. This item was for information only.

Mayor Calvin spoke against the beach closing policy and spoke in favor of following the county's process for closing beaches.

The Public Works/Safety Committee Report of September 4, 2019, was approved as presented and ordered placed on file in the City Clerk's Office upon motion by Council Member Plowman. Council Member Nelsen seconded the motion, and carried.

The Finance Committee Report for September 5, 2019 was presented to the Mayor and Council by Council Member Nelsen. There were five items for consideration.

Item No. 1 Pursuant to Willmar Municipal Code, Chapter 9, Article III concerning the cutting of weeds or grass, and in the case of noncompliance, such work to be performed by the City or its agent, the costs thereof can be certified as a special assessment against the property concerned. And, since there were six parcels where noncompliance occurred, staff was asking the Committee to recommend to the Council, to set a public hearing for October 7, 2019 at 7:01 p.m. It was the recommendation of the Committee to recommend that the City Council set a public hearing for 7:01 p.m. on October 7, 2019.

Council Member Nelsen offered a motion to approve the recommendation of the Committee. Council Member Plowman seconded the motion which carried.

Item No. 2 Willmar Main Street is currently pursuing the organization of a new event downtown called "Touch-a-Truck" and would like to charge business participants in order to cover marketing and staff time. The participant fee is recommended to be set at \$100 to participate, with a goal of 16-20 businesses. This would allow the event to remain free for all community members to attend, and would require a budgetary amendment of \$1,600 to record the estimated revenue and anticipated costs. It was the recommendation of the Committee to amend the Main Street budget by \$1,600.00.

Following discussion, **Resolution No. 19-146 2019 Final Main Street Budget Amendment Total Cost \$58,300** was introduced by Council Member Nelsen. Council Member Asmus seconded the motion, which carried on a roll call vote of Ayes 8, Noes 0.

Item No. 3 The Local Option Sales Tax Project Budgets will be proposed and discussed during the 2020 Budget process as the tax will be implemented October 1, 2019. Staff was recommending that a preliminary budget be considered to account for taxes collected in the months of October thru December and then reallocated to the project budgets once finalized in 2020. The estimated amount of collections in the three-month period is estimated to be approximately \$750,000. It was the recommendation of the Committee to set the Preliminary Budget for the Local Option Sales Tax at \$750,000.

Resolution No. 19-147 Preliminary Local Option Sales Budget Total Cost \$750,000 was introduced by Council Member Nelsen. Council Member Asmus seconded the motion, which carried on a roll call vote of Ayes 8, Noes 0.

Item No. 4 The 2019 Capital Improvement Program includes \$200,000 for the DOAC pool resurfacing project. Bids were requested to replace the pool plaster finish and provide and install a pH adjustment system and opened on April 25th. Since the bids were significantly higher than budgeted, the project was rebid and adjusted to include replastering the pool tile. Alternates included: B: Acid-Rite pH control system; C: Poolside climbing wall, and; D: Concrete for the patio deck. Bids were opened Wednesday, September 4th at 1:30 p.m. The Public Works/Safety Committee recommended awarding the Base Bid with alternates B and C in the amount of \$243,447, needed to fund the shortfall of \$43,447.

After the discussions between the City Engineer and the Finance Director, staff was recommending the excess dollars from the Pro Patch Trailer be re-appropriated to cover the shortfall. It was the recommendation of the Committee to re-appropriate \$43,447 from the Pro-Patch Trailer to the Aquatic Center resurfacing.

Resolution No. 19-148 Re-appropriating Funds for the DOAC Pool Resurfacing Project was introduced by Council Member Nelsen. Council Member Asmus seconded the motion, which carried on a roll call vote of Ayes 8, Noes 0.

Item No. 5 The committee reviewed and discussed the recommendations for updating the City Purchasing Policy. The recommendations would basically change the policy to follow MN Statute 471.345. This way as the State changes the Statute the policy would automatically change and the Council would not have to take action to amend. Staff was directed to place this item for action at the next meeting. The committee also discussed the upcoming meeting schedule and directed staff to schedule special meetings to discuss the Preliminary Tax Levy for September 26th, inviting the whole City Council for input. Also scheduling November 21st regular meeting, with full council input to recommend a final budget for the December 2nd Truth in Taxation meeting. This item was for information only.

The Finance Committee Report of September 5, 2019, was approved and ordered placed on file in the City Clerk's Office upon motion by Council Member Nelsen. Council Member Fagerlie seconded the motion which carried.

Mayor Calvin welcomed Boy Scout Troup 224 member Taden Heck who was present at the meeting, and noted he was working toward his Community Badge.

The Community Development Committee Report for September 9, 2019 was presented to the Mayor and Council by Council Member Davis. There were two items for consideration.

Item No. 1 Staff first informed the Committee that the City had already approved the tax abatement for AEHM, LLC (Suite Liv'n) to construct a new 24-unit apartment building, and that the last step in the process was to review and approve the revised resolution and agreement between the City & AEHM, LLC. Staff provided some background information, including that the Sunwood Apartment Complex was owned by AEHM, LLC and that they are currently in the process of constructing the additional 24-unit building. The scope of work also includes improvements to the interiors and exteriors on the existing two buildings (12-units each). The committee was also informed that AEHM, LLC had requested and received Planning Commission approval for an amendment to the existing Planned Unit Development (PUD), which allowed the construction of the additional 24-units at the site. Finally, staff informed the Committee that the Council-approved Tax Abatement is for 10-years at 90% of the increased tax base, and is being provided because the project could not otherwise support itself in the near-term, without the tax abatement. It was also noted that the city will continue to receive the taxes that are based on the property value prior to the new construction.

Council Member Schwantes, asked staff to clarify what changes were made in the Resolution and Agreement. Staff informed the Committee that the revised resolution corrects and restates the following areas: (a) removed a contingency of approval by the County, (b) the term of the tax abatement was revised to be from 2022 to 2031, (c) the site's multiple parcels were combined into a single property identification number

and, (d) clarifications were added to ensure that the tax abatement only applies to the increased property value resulting from the new building. Finally, the Committee also discussed how, if and when tax increment financing and abatements should be used and for what types of projects.

After discussion, staff made the following two recommendations to the Committee: First, to make a motion to approve the tax abatement resolution amending, correcting, and restating Resolution No. 19-068. And, second, to adopt the resolution to approve the Tax Abatement Agreement with AEHM, LLC and authorize the Mayor & City Administrator to execute the revised version.

It was the recommendation of the Committee to approve the resolution amending, correcting, and restating Resolution No. 19-068.

The Committee also recommended to approve the Tax Abatement Agreement with AEHM, LLC and authorize the Mayor & City Administrator to execute the revised version.

City Planner Sarah Swedburg noted the County denied the tax abatement request.

Economic Development Director Aaron Backman provided information about the County's decision to deny the request.

Following discussion, **Resolution No. 19-149 Amending, Correcting and Re-Stating Resolution No. 19-068, Approving Property Tax Abatement** was introduced by Council Member Davis. Council Member Fagerlie seconded the motion, which carried on a roll call vote of Ayes 6, Noes 2. Council Members Davis and Alvarado voted "no".

Resolution No. 19-150 Tax Abatement Agreement for AEHM, LLC was introduced by Council Member Nelsen. Council Member Schwantes seconded the motion, which carried on a roll call vote of Ayes 6, Noes 2. Council Members Davis and Alvarado voted "no".

Item No. 2 Staff highlighted some of the department's current activities for the Committee, which included the recent submittal of City's application to participate in the National Flood Insurance Program; the department continues its search to fill the Permit Technician/Clerk position; Sarah attended her first class of the 2019 Vision 2040 Leadership Cohort Program; and the department has thus far processed 399 permits to date, for a total overall development value of \$47M, of which \$43M (90%) worth of said projects are currently being processed at City Hall, and that construction volume is categorized as follows: 8.5% Retail - 27.6% Institutional - 34% Industrial - 29.7% Multifamily Housing. In addition, it was mentioned that the construction documents for the second phase of the Legacy development have been submitted (Caribou Cabin). This item was for information only.

The Community Development Committee Report of September 9, 2019, was approved and ordered placed on file in the City Clerk's Office upon motion by Council Member Davis. Council Member Schwantes seconded the motion which carried.

The Labor Relations Committee Report for September 9, 2019 was presented to the Mayor and Council by Council Member Nelsen. There were six items for consideration.

Item No. 1 Staff brought forth the request for a Full-Time Deputy Fire Chief again, now that Administrator Gramentz, Chief Hanson, and Mayor Calvin had discussed and reviewed the request and funding sources. The proposed job description, justification for the position, and salary range have all been reviewed by the committee. With increased population, commercial (and inspection) growth, emergency management protocol, increased Training and Public Education requirements, and the need for a full-time 'back-up' chief (rather than only available on-call) there is a growing need for a Full Time Deputy Fire Chief. It was the recommendation of the Committee to approve adding a Deputy Fire Chief as a new position with the City in 2020.

Council Member Mueske offered a motion to approve the recommendation of the Committee. Council Member Davis seconded the motion which carried.

Item No. 2 Staff brought forth updating and re-scoring the City Clerk job description. There were several duties that were removed from the job description in 2016, however the current City Clerk continues to perform those duties so they were added back into the job description and then re-scored by the HR Director. It was the recommendation of the Committee to approve the new job description and pay grade.

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

Item No. 3 Staff brought forth updating the current Willmar Employee Educational Program Policy as a continuation of earlier discussions. Several options and updates were discussed and staff will bring back a revised policy for approval at our next meeting. This item was for information only.

Item No. 4 Staff presented the Insights Discovery employee engagement/communication profile as an employee development tool to be implemented in 2020. After discussion about the program and other similar offerings, a group consensus was reached to request \$20,000 in the 2020 budget for an employee engagement program.

Council Member Mueske offered a motion to approve adding \$20,000 to the 2020 budget for an employee engagement program. Council Member Nelsen seconded the motion which carried.

Item No. 5 Staff presented the seventh section of the updated employee personnel policy and Military Leave Policy. It was pointed out that the majority of this section are leaves required to be offered to employees by law. In future updates to the handbook, these sections will be simplified to reference the applicable state statute. It was the recommendation of the Committee to adopt the seventh section of the new Personnel Policy and Military Leave Policy.

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

Item No. 6 Staff distributed the eighth section of the updated employee personnel 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.

The Labor Relations Committee Report of September 9, 2019, was approved and ordered placed on file in the City Clerk's Office upon motion by Council Member Mueske. Council Member Schwantes seconded the motion which carried.

City Planner Sarah Swedburg presented a request to consider a rezoning of land for commercial use as an office/warehouse for a new painting and power washing company. She noted the Planning Commission found this rezoning would not be consistent with the 2009 Comprehensive Plan that encourages full development of existing industrial and commercial land and recommends orderly development occur where a full complement of utilities can be provided. The Planning Commission recommends denial of this request to rezone.

Following a lengthy discussion, Council Member Fagerlie offered a motion to introduce an ordinance to rezone the property from Agriculture (Ag) to General Business (GB) and set a public hearing for October 7th.

Following further discussion, Council Member Fagerlie withdrew his original motion and offered a new motion to introduce an ordinance to rezone the property from Agriculture (Ag) to Limited Business (LB) and set a public hearing for October 7th. Council Member Mueske seconded the motion which failed on a vote of Ayes 1, Noes 7. Council Members Mueske, Schwantes, Davis, Alvarado, Asmus, Plowman, and Nelsen voted "no".

Council Member Nelsen then offered a motion to introduce **Resolution No. 19-151 Adopting Planning Commission Findings of Fact and Denial of Rezoning of Certain Property Owned by Kandiyohi Power Cooperative from Agriculture (AG) to General Business (GB)**. Council Member Plowman seconded the motion, which carried on a roll call vote of Ayes 7, Noes 1. Council Member Fagerlie voted “no”.

City Attorney Robert Scott presented a request to approve the City’s termination of the agricultural leases with Justin Boike and Mark Kvam with respect only to the parcels to be conveyed by the City to BNSF for the Wye project. He noted both leases allow the City to terminate in the event the City shall sell any portion of the leased premises or convert the same to non-agricultural use, subject only to the City’s payment of crop damages for any crops in the field at the time of termination.

Following discussion, Council Member Fagerlie offered a motion to terminate the agricultural leases with Justin Boike and Mark Kvam with respect only to the parcels to be conveyed by the City to BNSF for the Wye project. Council Member Asmus seconded the motion which carried.

Mayor Calvin stated he had made a comment at the September 3, 2019 Council meeting that documents relating to the Wye project would be signed tonight following the meeting. This will be postponed to the next Council meeting.

City Administrator Brian Gramentz stated the proposed 2020 budget would be available on the city’s website tomorrow for public review and gave a brief explanation of the budget process.

Mayor Calvin presented the Proposed 2020 Budget and noted that the Public Works/Safety Committee and Finance Committee are continuing to work on a new proposal for street project funding. He is also asking the Finance Committee to review the Wastewater Fund Balance. Mayor Calvin stated our revenues have been remaining flat due to minimal increase in Local Government Aid and moderate increase in valuation. Our infrastructure maintenance has increased due to aging infrastructure, deferred costs, and local option sales tax projects.

The proposed property tax levy for 2020 is at \$5,776,821, which represents an increase of 2.6 percent (2.6%) over the 2019 Budget. The total proposed general fund operating expenditures is at \$17,592,001 and the total proposed capital expenditures is at \$1,692,032.

Mayor Calvin noted there will be a Special City Council meeting on September 30th to approve the proposed tax levy.

Finance Director Steve Okins gave further in-depth explanations of various sections of the budget and how the figures are calculated. Mr. Okins stated there will be a Special Finance Committee meeting on September 26th and the full council is invited to attend to address any questions/concerns regarding the proposed budget.

Council Member Alvarado offered the following comments: remind everyone of the Diversity Walk to be held on October 5th starting at 9:00 a.m. at the Goodness Coffee House; Willmar High School Homecoming is this Friday and the 2019 inductees to the Cardinal Pride Hall of Fame will be Walt Gislason, George “Pinky” Nelson, and Brad Welker.

Council Member Asmus offered the following comments: Homecoming is this Friday and urged everyone to be safe and cautious with the events happening throughout the week; Celebrate Art, Celebrate Coffee will be held at Kennedy School and urged everyone to attend; the pickleball courts at Sperry are coming along with striping and fencing to begin soon. The delay in finishing is due to the fact that the surface had to cure for 30 days before the striping and fencing could begin.

Council Member Plowman offered the following comments: Public Works/Safety Committee meeting will be Wednesday at 5:15 p.m.

Council Member Nelsen offered the following comments: Finance Committee meeting will be Thursday at 5:15 p.m.

Council Member Fagerlie offered a motion to adjourn the meeting with Council Member Asmus seconding the motion which carried. The meeting adjourned at 9:32 p.m.

MAYOR

Attest:

SECRETARY TO THE COUNCIL

RESOLUTION NO. 19-141

**A RESOLUTION BY THE MAYOR AND CITY COUNCIL OF THE CITY OF WILLMAR, MINNESOTA
DECLARING SURPLUS SUPPLIES, MATERIALS, AND EQUIPMENT AND AUTHORIZING THE SALE
THEREOF**

Motion By: Mueske Second By: Asmus

WHEREAS, the City of Willmar ("City") is permitted to sell City-owned surplus supplies, materials, and equipment pursuant to Minnesota Statutes Section 471.345, subdivision 17; and

WHEREAS, the City has determined that it owns a surplus of supplies, materials, and equipment, as specified in Exhibit A, which is attached and incorporated herein; and

WHEREAS, the City wishes to hold a public auction on October 9, 2019 ("Public Auction") at which the surplus supplies, materials, and equipment may be sold.

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

1. The City Council finds and declares that all surplus supplies, materials, and equipment listed in Exhibit A is City-owned surplus supplies, materials, and equipment and is authorized to be sold at the Public Auction.

Adopted by the City Council of the City of Willmar on September 16, 2019.

Approved:

s/s Marv Calvin

Mayor

Attested:

s/s Judy Thompson

City Clerk

Exhibit A

October 9, 2019, Vehicle Auction List

In accordance with City of Willmar Code 10-30 and Minnesota Statutes 168B.08, the below described property will be sold Wednesday, October 9, 2019, at 10:00 a.m. at the City Storage Lot, located on Highway 40, north of the City of Willmar Department of Public Works Garage.

Year	Make	Style	License Number	Serial Number
2000	Buick	Park Avenue	806VEK	1G4CU5212Y4197337
2007	Ford	Fusion	AYY205	3FAHP01197R157340
2003	Dodge	Stratus		1B3EL36X43N586312
2006	Ford	500	383WTH	1FAHP24196G164723
2001	Dodge	Caravan	231TBU	2B8GP74L41R393995
1998	Dodge	Dakota	273KMU	1B7FL26X2WS719846
2004	Cadillac	SRX	214NBA	1GYEE637840166835
1997	Mitsubishi	Montero	802MCZ	JA4MR41R0VJ002466
2003	Pontiac	Bonneville	577XCK	1G2HX52K434178232
2000	Buick	LeSabre	437UWL	1G4HP54K0YU268408
2003	Pontiac	Grand Prix	629VNR	1G2WP52K03F116127
2001	Dodge	Stratus	CCR425	1B3EJ46U91N691023
2002	Pontiac	Sunfire	158WTH	1G2JB524X27390275
	Chev	Impala		2G1WT58K679308724
2003	Dodge	Caravan	819XHE	1D4GP24323B306896
2009	Nissan	Quest	6ELC023	5N1BV28U39N103583
2006	Pontiac	G6	701WJH	1G2ZF55BX64150426
2006	Chev	Cobalt	955NBA	1G1AK15F467619615
2002	Chrysler	Town & Country	233KZX	2C4GP54L52R578289
2004	Saturn	Ion	313PAP	1G8AJ52F44Z220320
2004	Volkswagen	New Beetle	BVV064	3VWFE31C44M411472
2000	Toyota	Camry	978KBJ	4T1BG22K5YU677009
2007	kawasaki	Motorcycle	0HV288	JKAEXMF197DA29585
2005	Buick	Rendezvous	BNF757	3G5DA03E15S543628
2000	Mitsubishi	Eclipse	010TPR	4A3AC34G6YE111247
2004	Kia	Sedona	663XVE	KNDUP131446513682
2006	Ford	Taurus	829TLN	1FAFP53U56A107197
2005	Mazda	Mazda 3	290URL	JM1BK323851221973
2009	Chev	Cobalt	940VXE	1G1AS58H697277206
1994	Egil	Vision	803NDN	2E3ED56T2RH221885
2000	Dodge	Ram	653RBB	3B7KF26Z3YM229404
2004	Chrysler	Pacifica	AW24287	2C8GF68404R334501
2001	Chrysler	300	WZ4643	2C3AE66G01H582583
2000	Chev	Impala	531KBH	2G1WF55E3Y9119584

2003	Nissan	Altima	BNF660	1N4AL11E13C222115
1990	Ford	Ranger	822JJK	1FTCR11X2LUB11618
2006	Chrysler	Pacifica	239MNY	2A4GM484X6R839244
2004	Ford	Freestar	BHH769	2FMZA50604BB27773

NOTICE TO BIDDERS

You are hereby notified that the City of Willmar, its employees and agents, have no information about the condition of the vehicles to be sold on this auction and, accordingly, make no representations or warranties of any kind as to the mechanical condition or condition of the body, frame, tires or any accessories on the vehicle. Each vehicle is sold "as is" without any representations or warranties of any kind and each sale is final. The City of Willmar cannot and will not take back any vehicle or refund any purchase price to any successful bidder.

TIM JOHNSON IS THE AUCTIONEER

RESOLUTION NO. 19-142

A RESOLUTION ACCEPTING PROJECT NO. 1610/1810 AND AUTHORIZING FINAL PAYMENT.

Motion By: Plowman Second By: Nelsen

IMPROVEMENT: Project No. 1610/1810 – Armory, Gorton and Fairgrounds Lift Stations

CONTRACTOR:	Lametti and Sons, Inc.
DATE OF CONTRACT:	May 7, 2018
BEGIN WORK:	June 12, 2018
COMPLETE WORK:	June 15, 2019
APPROVE, ENGINEERING DEPT:	August 23, 2019

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

1. The said City of Willmar Project No. 1610/1810 be herewith approved and accepted by the City of Willmar.
2. The following summary and final payment be approved:

ORIGINAL CONTRACT AMOUNT:	\$1,441,950.00
FINAL NET CONTRACT AMOUNT, PROPOSED:	\$1,441,950.00
ACTUAL FINAL CONTRACT AMOUNT AS CONSTRUCTED:	\$1,368,239.20
Less Previous Payments	\$1,287,201.74
FINAL PAYMENT DUE CONTRACTOR:	\$81,037.46

Dated this 16th day of September, 2019

s/s Marv Calvin
Mayor

Attest:

s/s Judy Thompson
City Clerk

RESOLUTION NO. 19-143

A RESOLUTION ACCEPTING CHANGE ORDER NO. 1 FOR PROJECT NO. 1901-A.

Motion By: Plowman Second By: Nelsen

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. 1901-A between the City of Willmar and Duinick, Inc. of Prinsburg, Minnesota by Change Order No. 1 in the increased amount of \$13,452.08.

Dated this 16th day of September, 2019

s/s Marv Calvin
Mayor

Attest:

s/s Judy Thompson
City Clerk

RESOLUTION NO. 19-144

A RESOLUTION ACCEPTING CHANGE ORDER NO. 1 FOR PROJECT NO. 1901-B.

Motion By: Plowman Second By: Nelsen

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. 1901-B between the City of Willmar and Duinick, Inc. of Prinsburg, Minnesota by Change Order No. 1 in the increased amount of \$8,008.00.

Dated this 16th day of September, 2019

s/s Marv Calvin
Mayor

Attest:

s/s Judy Thompson
City Clerk

RESOLUTION NO. 19-145

A RESOLUTION AWARDING THE DOAC POOL RESURFACING PROJECT TO GLOBAL SPECIALTY CONTRACTORS INC. IN THE AMOUNT OF \$243,447.

Motion By: Plowman Second By: Nelsen

BE IT RESOLVED by the City Council of the City of Willmar, a Municipal Corporation of the State of Minnesota, that the bid of Global Specialty Contractors, Inc. of Eagan, MN for the DOAC Pool Resurfacing 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 bidder for the terms and consideration of the contract in the amount of \$243,447.00.

Dated this 16th day of September, 2019

s/s Marv Calvin
Mayor

Attest:

s/s Judy Thompson
City Clerk

RESOLUTION NO. 19-146
2019 FINAL MAIN STREET BUDGET AMENDMENT
TOTAL COST \$58,300

*Budget Amounts are Essential

Motion By: Nelsen Second By: Asmus

Code

PERSONNEL SERVICES

- 10* Salaries Reg. Employees
- 11* Overtime Reg. Employees
- 12* Salaries Temp. Employees
- 13* Employer Pension Contr.
- 14* Employer Ins. Contr.

TOTAL \$0.00

RECEIVABLES

- Property Owners
- County
- State
- City
- City
- Other

\$32,500.00

\$25,800.00

TOTAL \$58,300.00

SUPPLIES

20* Office Supplies	\$500.00
21* Small Tools	
22* Motor Fuels & Lubricants	
23* Postage	\$1,000.00
24 Mtce. of Equipment	
25 Mtce. of Structures	
26 Mtce. of Other Improvements	
27 Subsistence of Persons	
28 Cleaning & Waste Removal	
29* General Supplies	\$15,000.00
TOTAL	\$16,500.00

OTHER SERVICES

30 Communications	\$9,000.00
31* Printing & Publishing	\$1,200.00
32 Utilities	
33* Travel-Conf.-Schools	\$4,770.00
34 Mtce. of Equipment	
35 Mtce. of Structures	
36* Mtce. of Other Impr.	
37 Subsistence of Persons	
38 Cleaning & Waste Removal	
39* Other Services	\$6,155.00
TOTAL	\$21,125.00

OTHER CHARGES

40 Rents	\$400.00
41 Insurance & Bonds	
42 Awards & Indemnities	\$15,000.00
43 Subscriptions/Memberships	\$3,675.00
44 Interest	
45 Licenses & Taxes	
46* Prof. Serv.	\$500.00
47 Advertising	\$1,100.00
48 Admin OH (Transfer)	
49 Other Charges	
TOTAL	\$20,675.00
GRAND TOTAL	\$58,300.00

FINANCING

- Bonds
- State
- City
- City
- Other

TOTAL

\$0.00

GRAND TOTAL

\$58,300.00

Dated this 16th day of September, 2019

s/s Marv Calvin
Mayor

Attest:

s/s Judy Thompson
City Clerk

**RESOLUTION NO. 19-147
PRELIMINARY LOCAL OPTION SALES BUDGET
TOTAL COST \$750,000**

*Budget Amounts are Essential

Motion By: Nelsen

Second By: Asmus

Code

PERSONNEL SERVICES

- 10* Salaries Reg. Employees
- 11* Overtime Reg. Employees
- 12* Salaries Temp. Employees
- 13* Employer Pension Contr.
- 14* Employer Ins. Contr.

TOTAL \$0.00

RECEIVABLES

- Federal
- State
- City Sales Tax \$750,000.00

TOTAL \$750,000.00

SUPPLIES

- 20* Office Supplies
- 21* Small Tools
- 22* Motor Fuels & Lubricants
- 23* Postage
- 24 Mtce. of Equipment
- 25 Mtce. of Structures
- 26 Mtce. of Other Improvements
- 27 Subsistence of Persons
- 28 Cleaning & Waste Removal
- 29* General Supplies

TOTAL \$0.00

FINANCING

- Federal
- State
- City Sales Tax \$750,000

TOTAL \$750,000.00

GRAND TOTAL \$750,000.00

Dated this 16th day of September, 2019

OTHER SERVICES

- 33* Travel-Conf.-Schools
- 34 Mtce. of Equipment
- 35 Mtce. of Structures
- 36* Mtce. of Other Impr.
- 37 Subsistence of Persons
- 38 Cleaning & Waste Removal
- 39* Other Services

TOTAL \$0.00

s/s Marv Calvin
Mayor

Attest:

s/s Judy Thompson
City Clerk

OTHER CHARGES

- 46* Prof. Serv. \$750,000.00
- 48 Admin OH (Transfer)

TOTAL \$750,000.00

GRAND TOTAL \$750,000.00

RESOLUTION NO. 19-148

A RESOLUTION REAPPROPRIATING FUNDS FOR THE DOAC POOL RESURFACING PROJECT.

Motion By: Nelsen Second By: Asmus

BE IT RESOLVED by the City Council of the City of Willmar to authorize the Finance Director to amend the Capital Improvement Fund Budget as follows:

Decrease: 2019 CIP Budget \$43,447
Public Works Pro Patch Trailer

Increase: 2019 CIP Budget \$43,447
DOAC Pool Resurfacing Project

Dated this 16th day of September, 2019

s/s Marv Calvin
Mayor

Attest:

s/s Judy Thompson
City Clerk

RESOLUTION NO. 19-149

**RESOLUTION AMENDING, CORRECTING AND RESTATING RESOLUTION NO. 19-068,
APPROVING PROPERTY TAX ABATEMENT**

MOTION BY: DAVIS SECOND BY: FAGERLIE

BE IT RESOLVED by the City Council (the "Council") of the City of Willmar, Minnesota (the "City"), that the Council, in order to correct scrivener's errors in its Resolution No. 19-068, passed May 6, 2019, and make administrative changes resulting from the combination of multiple tax parcels into the Development Property (as defined below) after the date Resolution 19-068 was adopted, without modifying the substance of the abatement granted in said Resolution, hereby amends, corrects and restates its Resolution No. 19-068 as follows:

1. Recitals.
 - a. AEHM, LLC (the "Developer") proposes to develop an additional 24 unit apartment building existing on Developer's real property located at 2609 15th Avenue Northwest (parcel number 95-135-1140, the "Development Property") in the City, (the "Project"). The developer has requested that the City provide financial assistance to the Developer for the Project. The City proposes to use tax abatement for the purposes provided for in the Abatement Law (and hereinafter defined), including the Project. The proposed term of the abatement will be for a term not to exceed ten years in a total amount not to exceed \$87,000. The abatement will apply to the City's share of ad valorem property taxes on the Development Property derived from the value of the Project and paid by the Developer (the "Abatement").
 - b. On May 6, 2019 the Council held a public hearing on the question of the Abatement, with proper notice being duly given.

- c. The Abatement is authorized under Minnesota Statutes, Section 469.1812 through 469.1815 (the "Abatement Law").
2. Findings for the Abatement. The City Council hereby makes the following findings:
- a. The Council expects the benefits to the City of the Abatement to at least equal or exceed the costs to the City thereof.
 - b. Granting the Abatement is in the public interest because it will increase or preserve the tax base of the City, help provide a variety of housing ownership alternatives and housing choices, and help redevelop or renew blighted areas.
 - c. The Property is not located in a tax increment financing district.
 - d. In any year, the total amount of property taxes abated by the City by this and other resolutions, if any, does not exceed greater of ten percent (10%) of the current levy or \$200,000.
3. Terms of Abatement. The Abatement is hereby approved pursuant to the following terms and conditions:
- a. The Abatement shall be for ten (10) years and shall apply to the taxes payable in the years 2022 through 2031 inclusive.
 - b. The City will abate the portion of the City's share of ad valorem property taxes on the Development Property derived from the value of the Project and paid by the Developer, beginning with taxes payable in 2022 and continuing through taxes payable in 2031, as follows:
 - i) The lesser of \$8,700 per year or the actual City portion of real estate taxes for that year.
 - ii) The Abatement shall be limited to the increase in property taxes resulting from the Project.
 - c. The Abatement shall be subject to all the terms and limitation of the Abatement Law, as well as that certain Tax Abatement Agreement between the Developer and the City approved by the City on even date herewith setting forth the rights and obligations of the parties with respect to the Abatement in greater detail.
 - d. The Abatement may not be modified or changed during its term.
4. Resolution No. 19-068 Superseded. This Resolution amends, corrects, restates and supersedes Resolution No. 19-068. All changes made to the operative provisions of Resolution No. 19-068 herein are shown in legislative text on Appendix A hereto.

Dated this 16th day of September, 2019.

s/s Marv Calvin

 Mayor

Attest:

s/s Judy Thompson

 City Clerk

APPENDIX A: AMENDMENTS TO RESOLUTION NO. 19-068

RESOLUTION APPROVING PROPERTY TAX ABATEMENT

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

1. Recitals.

- b. AEHM, LLC (the "Developer") proposes to develop an additional 24 unit apartment building existing on Developer's real property located at 2609 15th Avenue Northwest (parcel number 95-135-1140, the "Development Property") in the City, (the "Project"). The developer has requested that the City provide financial assistance to the Developer for the p Project. The City proposes to use tax abatement for the purposes provided for in the Abatement Law (and hereinafter defined), including the Project. The proposed term of the abatement will be for a term not to exceed ten years in a total amount not to exceed \$87,000. The abatement will apply to the City's share of ad valorem property taxes on the Development Property derived from the value of the Project and paid by the Developer (the "Abatement").
- b. On May 6, 2019 the Council held a public hearing on the question of the Abatement, with proper notice being duly given.
- c. The Abatement is authorized under Minnesota Statutes, Section 469.1812 through 469.1815 (the "Abatement Law").

2. Findings for the Abatement. The City Council hereby makes the following findings:

- a. The Council expects the benefits to the City of the Abatement to at least equal or exceed the costs to the City thereof.
- b. Granting the Abatement is in the public interest because it will increase or preserve the tax base of the City, help provide a variety of housing ownership alternatives and housing choices, and help redevelop or renew blighted areas.
- c. The Property is not located in a tax increment financing district.
- d. In any year, the total amount of property taxes abated by the City by this and other resolutions, if any, does not exceed greater of ten percent (10%) of the current levy or \$200,000.

3. Terms of Abatement. The Abatement is hereby approved; ~~provided, however, this approval is contingent upon the approval by Kandiyohi County of an abatement program for the Project upon the same terms as set forth below for the County's share of property tax amount which the County receives from the Property. The terms of the Abatement are as follows pursuant to the following terms and conditions:~~

- a. The Abatement shall be for ten (10) years and shall apply to the taxes payable in the years ~~2020-2022~~ through ~~2030-2031~~ inclusive.
- b. The City will abate the portion of the City's share of ad valorem property taxes on the Development Property derived from the value of the Project and paid by the Developer, beginning with taxes payable in ~~2020-2022~~ and continuing through taxes payable in ~~2030-2031~~, as follows:

~~i) The lesser of \$8,700 per year or the actual City portion of real estate taxes for that year.~~

ii) The Abatement shall be limited to the increase in property taxes resulting from the Project.

c. The Abatement shall be subject to all the terms and limitation of the Abatement Law, as well as that certain Tax Abatement Agreement between the Developer and the City approved by the City on even date herewith setting forth the rights and obligations of the parties with respect to the Abatement in greater detail.

d. The Abatement may not be modified or changed during its term.

Dated this 6th day of May, 2019.

Mayor

Attest:

City Clerk

RESOLUTION NO. 19-150

TAX ABATEMENT AGREEMENT FOR AEHM, LLC

Motion By: Nelsen Second By: Schwantes

BE IT RESOLVED by the City Council of the City of Willmar, a municipal corporation of the State of Minnesota, that the Mayor and City Administrator be authorized to enter into a Tax Abatement Agreement between the City of Willmar and AEHM, LLC. In a form in substantial conformity with the draft resolution published in the agenda packet for the meeting at which this resolution was adopted.

Dated this 16th day of September, 2019

s/s Marv Calvin
MAYOR

Attest:

s/s Judy Thompson
CITY CLERK

RESOLUTION NO. 19-151

RESOLUTION ADOPTING PLANNING COMMISSION FINDINGS OF FACT AND DENIAL OF REZONING OF CERTAIN PROPERTY OWNED BY KANIDYOHI POWER COOPERATIVE FROM AGRICULTURE (AG) TO GENERAL BUSINESS (GB)

Motion By: Nelsen

Second By: Plowman

WHEREAS, Kandiyohi Power Cooperative and Daniel Tempel made application to the Willmar City Planning Commission for the rezoning of real property located at Civic Center Drive in the City of Willmar, Minnesota. The property is approximately 3.2 acres in area and is legally described in Exhibit A which is attached hereto and incorporated herein by reference (Subject Property); and

WHEREAS, the application requested that the Subject Property which is currently zoned AG (Agriculture) be rezoned to GB (General Business); and

WHEREAS, the Planning Commission properly noticed and conducted a public hearing on the proposed rezoning of the Subject Property from AG (Agriculture) to GB (General Business) on August 21, 2019, pursuant to City of Willmar Zoning Ordinance Section 9.H, and recommended unanimously that rezone request for the Subject Property be denied;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Willmar, a municipal corporation of the State of Minnesota, based upon the recommendation of the City of Willmar Planning Commission, that it adopts the findings of fact related to the proposed rezoning of the Subject Property from Agriculture (AG) to General Business (GB), as found in Resolution 2019-04 of the City of Willmar Planning Commission.

NOW, THEREFORE, BE IT FURTHER RESOLVED by the City Council of the City of Willmar, a municipal corporation of the State of Minnesota, that the request to rezone the real property located at Civic Center Drive NE in the City of Willmar, Minnesota, approximately 3.2 acres in area, and legally described in Exhibit A, which is attached hereto and incorporated herein by reference, is hereby **DENIED**.

Dated this 16th day of September, 2019

s/s Marv Calvin
MAYOR

Attest:

s/s Judy Thompson
CITY CLERK

EXHIBIT A

The real property located in the City of Willmar, County of Kandiyohi, State of Minnesota, and legally described as:

All that portion of the West Half of the Northwest Quarter of the Northeast Quarter of Section 12, Township 119 North, Range 35 West of the Fifth Principal Meridian, Kandiyohi County Minnesota lying Northwesterly of a line drawn parallel with and distant 50 feet Northwesterly of, as measured at right angles to, Burlington Northern Railroad Company's (formerly Great Northern Railway Company's) Main Track centerline, as now located and constructed upon over and across said West Half of the Northwest Quarter of the Northeast Quarter.

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

September 30, 2019
5:15 p.m.

The special 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, Finance Director Steve Okins, Recreation Director Rob Baumgarn, Fire Chief Frank Hanson, Planning and Development Services Director David Ramstad, Human Resource Director Samantha Beckman, and City Clerk Judy Thompson.

City Administrator Brian Gramentz introduced two new Engineering Department employees – Assistant City Engineer Bruce Cochran, and Surveyor Alex Hetrick to the Mayor and Council. He stated both began their employment with the City in the month of September. Mayor Calvin and members of the Council welcomed them to the City.

The Finance Committee Report for September 26, 2019, was presented to the Mayor and Council by Council Member Nelsen. There were two items for consideration.

Item No. 1. The Mayor's Proposed Budget. The General Operating Budget includes approximately \$17.5 million in revenues plus \$1.7 from Fund Balance Reserves. These Reserves are mostly comprised of the excess from 2018 of \$840,000 plus the \$870,000 resulting from previous council action to abandon the early retirement program. Proposed expenditures for the General Fund are 19.2 million of which 1.7 million is for capital transfers out of operating. Proposed new revenue is a gas franchise fee of \$245,000. It should be noted there is a specific process required in order to institute a gas franchise fee. Further information will be provided at a future meeting as to what the approximate cost may be per customer. Future meetings will also open discussion about spending reserve dollars.

Information on tax levies in comparable communities will also be provided at a future date. Staff is waiting for updated information from the League of Minnesota Cities as the most recent information they have available is currently two years old.

Licenses/Permits Revenue is proposed to increase \$100,000 for previous years' budgets to reflect a more accurate estimate of \$566,000. Various governmental aids revenues were discussed. Fines/Forfeits Revenue reflects a slight decrease based on historical trends. Miscellaneous revenue, which includes interest earnings, has a proposed increase based on the assumption that interest rates will rise. Other Financing Sources is primarily the Intergovernmental Transfer from the Willmar Municipal Utilities. It was noted that the transfers from the hospital are now located in Miscellaneous Revenue as the hospital is no longer a governmental entity. Under Parks & Recreation Revenues, Gun Range Revenue is approximately \$4,500 and the Warhawks and Curling Club leases are broken out into different line items.

Under General Fund Expenditures, the City Administrator Department is proposing an increase of \$159,000 for possible professional services for an assistant city administrator to fund the ebb and flow of projects (i.e. the LOST program, etc.). Most communities the size of the City of Willmar typically have an assistant city administrator. Future meetings will continue discussion on this topic. Further discussion will also include salary ranges as well. There is a substantial increase in Elections Expenditures due to 2020 being an election year as well as a census year. The Finance Department is increasing due to a proposed added position. General Government Nondepartmental is reflecting a substantial increase to accommodate personnel

issues being addressed and anticipated health insurance increases. Anticipated health insurance rate increases have been reduced from 34.5% to 32.5% in 2020. Further discussion will be held at future meetings on the Nondepartmental amounts.

Overall, new positions include an additional Accounting Clerk position, an Assistant Fire Chief position, and two interns (one for the Human Resources Department and one for the Planning and Development Services Department).

Other funds briefly discussed were the Special Revenue Funds, Debt Service Funds, and Capital Projects Funds.

A handout was provided regarding the proposed Tax Levy which is proposed in the amount of 5.7 million (which is approximately a 2.6% increase). The estimated impact on sample home values include: \$140,000 home \$11.58 increase based on the City Portion of the 2019 taxes; 176,000 home \$15.45 increase based on the City Portion of the 2019 taxes; and 344,000 home \$33.00 increase based on the City Portion of the 2019 taxes. This item was for information only.

Item No. 2 The Preliminary Tax Levy needs to be certified to the County Auditor by September 30th. This amount may be reduced but cannot be increased by the December 2, 2019, meeting. The Mayor is proposing a 2.6% increase on the current levy rate to raise the total dollar amount to \$5,776,821 in 2020. Concerns were raised regarding the combination of increasing the tax levy and instituting a gas franchise fee as well. It was the recommendation of the Committee to introduce a Resolution to set the Preliminary Levy at \$5,924,657.

Following discussion, **Resolution No. 19-152 Setting Preliminary Levy for 2020** was introduced by Council Member Nelsen. Council Member Plowman seconded the motion, which carried on a roll call vote of Ayes 6, Noes 2. Council Members Fagerlie and Schwantes votes "no".

The Finance Committee Report for September 26, 2019, was approved as presented and ordered placed on file in the City Clerk's Office upon motion by Council Member Nelsen, seconded by Council Member Fagerlie, and carried.

Council Member Nelsen offered a motion to adjourn the meeting with Council Member Asmus seconding the motion which carried. The meeting adjourned at 5:48 p.m.

MAYOR

Attest:

SECRETARY TO THE COUNCIL

RESOLUTION NO. 19-152

SETTING PRELIMINARY LEVY FOR 2020

Motion By: Nelsen Second By: Plowman

BE IT RESOLVED that the Mayor of the City of Willmar submitted a preliminary levy request of \$5,924,657;

BE IT RESOLVED by the City Council of the City of Willmar, Kandiyohi County, Minnesota, that the following sums of money be preliminarily levied for the current year collectable in 2020 upon the taxable property in said City of Willmar for the following purposes:

General Fund	\$5,924,657
--------------	-------------

BE IT RESOLVED that there is a sufficient sum of money in the Debt Service Funds of the City to pay principal and interest in 2020 on all outstanding bond issues, and the deferred annual tax levies previously certified to the County Auditor are hereby canceled;

BE IT FURTHER RESOLVED that a public hearing shall be scheduled for the 2020 proposed budget on December 2, 2019.

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

Dated this 30th day of September, 2019.

s/s Marv Calvin
Mayor

Attest:

s/s Judy Thompson
City Clerk

WILLMAR MUNICIPAL UTILITIES MINUTES
MUNICIPAL UTILITIES AUDITORIUM
SEPTEMBER 23, 2019

The Municipal Utilities Commission met in its regular scheduled meeting on Monday, September 23, 2019 at 11:45 a.m. in the Municipal Utilities Auditorium with the following Commissioners present: Carol Laumer, Justin Mattern, Abdirizak Mahboub and Brendan MacDonald. Absent were Commissioners Nathan Weber, Bruce DeBlieck and Ross Magnuson.

Others present at the meeting were: General Manager John Harren, Director of Finance Denise Runge, IS Coordinator Mike Sangren, Administrative Secretary Beth Mattheisen, City Attorney Robert Scott (via teleconference), and City Councilman Shawn Mueske.

Commission President Laumer opened the meeting by asking if any revisions were needed to the presented agenda. There being none, Commissioner Laumer continued by requesting a resolution to approve the items contained in the Consent Agenda. Due to a reimbursement included in the payment of bills and under the advisement of City Attorney Scott, it was determined that two separate resolutions (minutes and bills) would be appropriate. Following discussion, Commissioner Laumer offered a resolution to approve the September 9th MUC meeting minutes as presented. Commissioner Mahboub seconded.

RESOLUTION NO. 34

“BE IT RESOLVED, by the Municipal Utilities Commission of the City of Willmar, Minnesota, that the minutes from the September 9, 2019, Commission meeting be approved as presented.”

Dated this 23rd day of September, 2019.

President

Attest:

Secretary

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

Following review of the bills presented for payment, Commissioner Mahboub offered a resolution to approve the bills as presented. Commissioner Mattern seconded.

RESOLUTION NO. 35

“BE IT RESOLVED, by the Municipal Utilities Commission of the City of Willmar, Minnesota, that the bills represented by vouchers No. 191430 to No. 191508 and associated wire transfers inclusive in the amount of \$3,391,395.78 be approved as presented.”

Dated this 23rd day of September, 2019.

President

Attest:

Secretary

The foregoing resolution was adopted by a vote of three ayes, and zero nays with Commissioner Laumer abstaining.

At 11:50 a.m., Commissioner Laumer announced that a public hearing to address rate adjustments would be conducted. Laumer informed the Commission and those in attendance of the rules and regulations involved in conducting the public hearing. It was further noted that legal notice had been published in the West Central Tribune on September 12, 2019. No citizens from the general public were in attendance to address the Commission. Following discussion and a reading of the proposed resolution in its entirety, Commissioner Laumer requested a motion to close the public hearing. Commissioner Mattern offered a motion to close the public hearing to consider approval of the proposed resolution. Commissioner Mahboub seconded the motion which carried by a vote of four ayes and zero nays, and the public hearing was closed at 11:57 a.m. Following further discussion, Commissioner MacDonald offered a resolution to approve the proposed resolution recommending that the Willmar City Council proceed with the process to implement rate adjustments for 2020-2023. Commissioner Mahboub seconded.

RESOLUTION NO. 36

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

Director of Finance Runge presented the Commission with the August 2019 Financial Reports along with a recap of the August 31, 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. Additional discussion regarding investment options as they relate to rate yields was held. Runge along with General Manager Harren informed the Commission that our Utility must adhere to stringent state statutes, guidelines & restrictions as they relate to municipalities. Staff will remain diligent in seeking out better indicators while gathering additional information for potential investment options and opportunities in the future.

Director of Finance Runge informed the Commission of the efforts utilized to collect unpaid utility bills. Letters have been sent to individuals informing them that a lien will be placed on their property for unpaid utility bills. They have also been given the opportunity to appear before the Commission. While efforts continue to collect these unpaid utility bills, Runge was asking the Commission to approve a resolution requesting that the City Council place liens on the properties for their unpaid utility bills. The grand total for the sixteen requested property liens is in the amount of \$7,093.42. Following discussion, Commissioner Mattern offered a resolution to request the City Council to place liens on these properties for unpaid utility bills. Commissioner Mahboub seconded.

RESOLUTION NO. 37

"BE IT RESOLVED, by the Municipal Utilities Commission of the City of Willmar, Minnesota, that the Municipal Utilities Commission requests that the City Council place liens on the following properties for non-payment of utility bills:

ACCOUNT	AMOUNT
18036001	\$94.98
22656003	\$461.61
23376001	\$307.96
26428001	\$390.17
21777003	\$305.54
21777004	\$1,550.66
21777005	\$481.13
25603001	\$578.84
26117001	\$111.42
26119001	\$120.40
28412001	\$344.29
30168001	\$622.49
30519002	\$222.97
33731001	\$390.48
35282002	\$1,014.52
37233001	\$95.96
TOTAL	\$7093.42

Dated this 23rd day of September, 2019.

President

Attest:

Secretary

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

General Manager Harren informed the Commission that Willmar Municipal Utilities will be celebrating Public Power Week, Oct. 6-12, along with more than 2,000 other community-owned, not-for-profit electric utilities that provide electricity to 49 million Americans. Public power puts the people of Willmar first, and Public Power Week gives us the chance to emphasize the advantages of locally-owned power to our citizens and remind them of the reliable and safe services our Utility provides. Following discussion, Commissioner Laumer offered a resolution designating October 6-12 as Public Power Week. Commissioner Mattern seconded.

RESOLUTION NO. 38

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

General Manager Harren stated that a meeting of the WMU Planning Committee will be forthcoming. Agenda item(s) for discussion will include: Power Plant (value); review disconnection policies & procedures; and, transmission investment options.

For information: Upcoming meetings/events to note include:

- MRES Legal Seminar "*Staying Current: Emerging Issues for Utilities*" - Friday, October 4th (8:00 am-3:00 pm) (Sioux Falls, SD)
- MRES Area Meeting at Alexandria Holiday Inn - Thurs., October 24th (9:00 am-1:30 pm)
- "*IMPACT Leadership Workshop*" - Friday, Dec. 13th (7:30 am-12:00 pm) (WMU Auditorium)

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

Respectfully Submitted,

WILLMAR MUNICIPAL UTILITIES

Beth Mattheisen
Administrative Secretary

ATTEST:

Abdirizak Mahboub, Secretary

WILLMAR MUNICIPAL UTILITIES RESOLUTION 2019 - #36

**A RESOLUTION TO RECOMMEND THAT THE WILLMAR CITY COUNCIL IMPLEMENT
UTILITY RATE ADJUSTMENTS FOR 2020-2023**

WHEREAS, Pursuant to Section 4.05, subdivision 2(G) of the Willmar Charter, the Willmar Municipal Utilities Commission (Commission) has the power and responsibility to recommend to the Willmar City Council (City Council), after holding hearings, rates to be charged for water, electricity, hot water heat and any other utility services sold by the Commission; and

WHEREAS, WMU commissioned an Electric and Water Utility Cost of Service and Rate Design Study that was completed by Dave Berg Consulting LLC, a draft of which was accepted by the Commission on August 12, 2019 (rate study), which study recommended no rate increases at this time for electric service rates but recommended establishing a new EV – Electric Vehicle Off Peak rate category, and recommended increases in water service rates in the amounts of 20 percent in 2020, 20 percent in 2021, five percent in 2022 and five percent in 2023, all in order to continue providing the high quality of service expected by WMU Customers; and

WHEREAS, The Commission duly noticed and conducted a public hearing on its proposed rate adjustments for 2020 through 2023 as detailed herein at the Commission’s regular meeting on September 23, 2019; and

WHEREAS, Pursuant to Section 2.12, subdivision 1(E) of the Willmar Charter, the City Council has the power and responsibility to regulate the rates charged for utility services by the Commission and the City by ordinance.

NOW, THEREFORE, BE IT RESOLVED BY THE WILLMAR MUNICIPAL UTILITES COMMISSION THAT:

1. The Commission recommends to the City Council that the rates for water service provided by the Commission be increased from existing rates by twenty percent effective January 1, 2020, an additional twenty percent above such 2020 rates effective January 1, 2021, an additional five percent above such 2021 rates effective January 1, 2022, and an additional five percent above such 2022 rates effective January 1, 2023.
2. The Commission further recommends that the electric energy acquisition adjustment pursuant to Willmar City Code Sec. 16-176 be changed from the calculation based on a specified rate per kWh as currently in effect to a formula as follows:

The overall average cost of wholesale power and net transmission costs (transmission costs less transmission revenue) incurred above the weighted average cost established at the time of the current rate schedule.

3. The Commission further recommends that the City Council adopt the ordinance attached hereto as Appendix A and incorporated herein by reference implementing the water rate adjustments, and revising the manner in which the electric energy acquisition adjustment is calculated as detailed in Paragraphs 1-2 above.

PASSED by the Willmar Municipal Utilities Commission on this 23rd day of September, 2019.

Carol Laumer, President

ATTEST:

By

Abdirizak Mahboub, Secretary

RESOLUTION NO. 38

**2019 PUBLIC POWER WEEK
IN APPRECIATION OF WILLMAR MUNICIPAL UTILITIES,
OUR HOMETOWN ELECTRIC UTILITY**

WHEREAS, we, the citizens of Willmar, place high value on local control over community services and therefore have chosen to operate a community owned, locally controlled, not-for-profit electric utility and, as consumers and owners of our electric utility, have a direct say in utility operations and policies;

WHEREAS, Willmar Municipal Utilities provides our homes, businesses, farms, social service, and local government agencies with reliable, efficient, and cost-effective electricity employing sound business practices designed to ensure the best possible service at not-for-profit rates;

WHEREAS, Willmar Municipal Utilities is a valuable community asset that contributes to the well-being of local citizens through energy efficiency, customer service, environmental protection, economic development, and safety awareness;

WHEREAS, Willmar Municipal Utilities is a dependable and trustworthy institution whose local operation provides many consumer protections and continues to make our community a better place to live and work, and contributes to protecting the global environment;

NOW, THEREFORE BE IT RESOLVED: that Willmar Municipal Utilities will continue to work to bring lower-cost, safe, reliable electricity to community homes and businesses just as it has since 1891, the year when the utility was created to serve all the citizens of Willmar; and

BE IT FURTHER RESOLVED: that the week of Oct. 6-12 be designated Public Power Week to recognize Willmar Municipal Utilities for its contributions to the community and to educate consumer-owners, policy makers, and employees on the benefits of public power;

BE IT FURTHER RESOLVED: that our community joins hands with more than 2,000 other public power systems in the United States in this celebration of public power, which is best for consumers, business, the community, and the nation.

Dated this 23rd day of September, 2019.

President

ATTEST:

Secretary

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: Glacial Ridge Curling Previous Gambling Permit Number: X-92195

Minnesota Tax ID Number, if any: 8977860 Federal Employer ID Number (FEIN), if any: 20-2429190

Mailing Address: PO Box 3046

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

Name of Chief Executive Officer (CEO): Don Nelson

CEO Daytime Phone: 320-463-3394 CEO Email: GLACIALRIDGECURLING@G-MAIL.COM
(permit will be emailed to this email address unless otherwise indicated below)

Email permit to (if other than the CEO): jakevlaminck@gmail.com ; glacialridgecurling@gmail.com

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

Fraternal Religious Veterans Other Nonprofit Organization

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

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

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

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

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

GAMBLING PREMISES INFORMATION

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

Physical Address (do not use P.O. box): 2707 Arena Dr

Check one:

City: Willmar Zip: 56201 County: Kandiyohi

Township: _____ Zip: _____ County: _____

Date(s) of activity (for raffles, indicate the date of the drawing): 3-14-2020

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

Bingo Paddlewheels Pull-Tabs Tipboards Raffle

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

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

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

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

Print City Name: City of Willmar

Signature of City Personnel:
Judith R. Thompson
Title: City Clerk Date: 9/20/2019

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

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

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

Print County Name: _____

Signature of County Personnel: _____
Title: _____ Date: _____

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

Print Township Name: _____
Signature of Township Officer: _____
Title: _____ Date: _____

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

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

Chief Executive Officer's Signature: Don Nelson Date: 9-16-19
(Signature must be CEO's signature; designee may not sign)

Print Name: _____

REQUIREMENTS

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

MAIL APPLICATION AND ATTACHMENTS

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

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

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

LG220 Application for Exempt Permit

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

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

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

Application fee (non refundable)

If application is postmarked or received 30 days or more before the event **\$50**; otherwise **\$100**.

ORGANIZATION INFORMATION

Organization name
Pheasants Forever, Kandiyohi County #2

Previous gambling permit number
X-03697-19-018

Minnesota tax ID number, if any
41-1429149

Federal employer ID number (FEIN), if any

Type of nonprofit organization. Check one.

Fraternal Religious Veterans Other nonprofit organization

Mailing address
Box 732

City
Willmar

State
MN

Zip code
56201

County
Kandiyohi

Name of chief executive officer [CEO]
Kevin Ochsendorf, President

Daytime phone number
320-212-2412

E-mail address
kjochs@yahoo.com

NONPROFIT STATUS

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

Nonprofit Articles of Incorporation OR a current Certificate of Good Standing.

Don't have a copy? This certificate must be obtained each year from:
Secretary of State, Business Services Div., 60 Empire Drive, Suite 100, St. Paul, MN 55103
Phone: 651-296-2803

IRS income tax exemption [501(c)] letter in your organization's name. *on file*

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

IRS - Affiliate of national, statewide, or international parent nonprofit organization [charter]

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

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

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted. For raffles, list the site where the drawing will take place.
Willmar Conference Center

Address [do not use PO box]
2100 East Highway 12

City or township
Willmar

Zip code
56201

County
Kandiyohi

Date[s] of activity. For raffles, indicate the date of the drawing.
3/14/20

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

Bingo* Raffle Paddlewheels* Pull-tabs* Tipboards*

***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.gcb.state.mn.us and click on **Distributors** under the **WHO'S WHO? LIST OF LICENSEES**, or call 651-639-4000.

LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT

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

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

Print city name City of Willmar

Signature of city personnel *Judy R. Thompson*

Title City Clerk Date 9/18/2019

Local unit of government must sign

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

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

Print county name _____

Signature of county personnel _____

Title _____ Date _____

TOWNSHIP. If required by the county.

On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits.

[A township has no statutory authority to approve or deny an application, per Minnesota Statutes 349.166.]

Print township name _____

Signature of township officer _____

Title _____ Date _____

CHIEF EXECUTIVE OFFICER'S SIGNATURE

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

Chief executive officer's signature *Kevin L. Ochsendorf* Date 9/17/19

Print name Kevin L Ochsendorf

REQUIREMENTS

Complete a separate application for:

- all gambling conducted on two or more consecutive days, or
 - all gambling conducted on one day.
- Only one application is required if one or more raffle drawings are conducted on the same day

Send application with:

a copy of your proof of nonprofit status, and on file
 ___ application fee (non refundable). Make check payable to "State of Minnesota."

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

Financial report and recordkeeping required

A financial report form and instructions will be sent with your permit, or use the online fill-in form available at www.gcb.state.mn.us.

Within 30 days of the event date, complete and return the financial report form to the Gambling Control Board.

Questions?

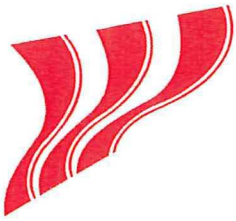
Call the Licensing Section of the Gambling Control Board at 651-639-4000.

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

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

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

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



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: October 7, 2019
From: Frank Hanson, Fire Chief	Agenda item: Approval of the Sale of a 1988 Fire Truck

RECOMMENDED ACTION:

Motion By: _____ Second By: _____, to approve the sale of the 1988 Luverne fire engine to the City of Kandiyohi for \$25,250.00

HISTORY: In 1988 this vehicle was purchased by the City of Willmar, new, from General Safety. It was placed on a 25-year replacement cycle. In 2017 a new fire engine was purchased as a replacement. At this time it was decided to keep the 1988 truck as a “back up.” It was also to be used for training and to help with our ISO rating. After research we discovered that it did not help to improve our rating and that we had no room at the fire station for it.

On July 15, 2019 it was approved by the City Council to advertise the sale of this vehicle with a minimum bid of \$25,000 and a deadline of September 30, 2019. We only received one bid and it was from the city of Kandiyohi for \$25,250.00

FINANCIAL IMPACT:

Revenue of \$25,250.00

ALTERNATIVES:

1. Not sell the vehicle

REVIEWED BY: Brian Gramentz, City Administrator

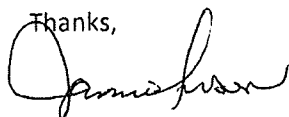
COMMITTEE MEETING DATE: NA

COUNCIL MEETING DATE: October 7, 2019

9-27-19

The Kandiyohi Fire Department would like to submit a bid of \$25250.00 on the 1988 Luverne Pumper that the Willmar Fire Department has up for bid.

Thanks,

A handwritten signature in black ink, appearing to read "Jamie Swanson". The signature is fluid and cursive, with the first letter of the first name being a large, prominent capital letter.

Jamie Swanson

Kandiyohi Fire Chief

320-894-6837

kandiyohifd@gmail.com

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
ACCESSORIES 4 TRUCKS UNL			000329											
	56932	09/25/19	#192741-STROBE LIGHT BAR	174.99		050664		D	N				GENERAL SUPPLIES	651.48486.0229
ALEX AIR APPARATUS INC			002061											
	56933	09/25/19	FIREFIGHTER GLOVES	168.00		INV-40154		D	N				SUBSISTENCE OF P	101.42412.0227
	56933	09/25/19	REPL. COMPRESSOR VALVE	70.00		1876		D	N				MTCE. OF EQUIPME	101.42412.0224
	56933	09/25/19	REPL. COMPRESSOR VALVE	665.00		1876		D	N				MTCE. OF EQUIPME	101.42412.0334
	56933	09/25/19	COMP. AIR QUALITY TEST	125.00		1876		D	N				PROFESSIONAL SER	101.42412.0446
				1,028.00		*CHECK TOTAL								
	57057	10/02/19	FIREFIGHTER GLOVES	318.00		INV-40203		D	N				SUBSISTENCE OF P	101.42412.0227
	57057	10/02/19	FIREFIGHTER GLOVES	1,050.00		INV-40203		D	N				SUBSISTENCE OF P	899.42412.0227
				1,368.00		*CHECK TOTAL								
			VENDOR TOTAL	2,396.00										
ALPHA TRAINING & TACTICS			003136											
	56934	09/25/19	RESTOCKING/EXCHANGE FEE	35.00		2019-245		D	N				OTHER CHARGES	101.42411.0449
AMERICAN WELDING & GAS I			000057											
	56935	09/25/19	O-RINGS	20.65		06208861		D	N				MTCE. OF EQUIPME	101.45433.0224
	56935	09/25/19	FIRE EXT. INSPECTION	203.50		06208861		D	N				MTCE. OF EQUIPME	101.45433.0334
	56935	09/25/19	HYDRO TEST FIRE EXT.	258.50		06208861		D	N				MTCE. OF EQUIPME	101.45433.0334
	56935	09/25/19	FIRE EXT. INSPECTION	33.00		06527723		D	N				MTCE. OF EQUIPME	101.45001.0334
	56935	09/25/19	FIRE EXT. INSPECTION	192.50		06533554		D	N				MTCE. OF EQUIPME	101.42412.0334
	56935	09/25/19	CYLINDER RENT OVER CHG	29.93CR		06548505		D	N				RENTS	101.42412.0440
	56935	09/25/19	WELDING GAS	50.81		06574269		D	N				GENERAL SUPPLIES	101.43425.0229
				729.03		*CHECK TOTAL								
			VENDOR TOTAL	729.03										
ANDERSON/ALEXANDER			003265											
	56936	09/25/19	DRONE RECERTIF. TEST	150.00		091719		D	N				TRAVEL-CONF.-SCH	101.42411.0333
ASPEN MILLS			003008											
	56937	09/25/19	DITTRICH-UNIFORMS	1,244.81		242463		D	N				SUBSISTENCE OF P	101.42411.0227
	56937	09/25/19	EXPLORER CLOTHING	87.16		242786		D	N				SUBSISTENCE OF P	101.42411.0227
	56937	09/25/19	THUNSTEDT-UNIFORMS	1,250.98		243043		D	N				SUBSISTENCE OF P	101.42411.0227
	56937	09/25/19	CSO UNIFORMS	285.80		243163		D	N				SUBSISTENCE OF P	101.42411.0227
				2,868.75		*CHECK TOTAL								
			VENDOR TOTAL	2,868.75										
AT&T MOBILITY			000075											
	56938	09/25/19	MOBILE HOTSPOT	53.55		X09232019		D	N				COMMUNICATIONS	101.41409.0330
AVENU HOLDINGS LLC			000131											
	56939	09/25/19	AS400 HOSTING-AUG	2,437.36		INVB-006708		D	N				SUBSCRIPTIONS AN	101.41409.0443
AXON ENTERPRISE INC			002266											
	56940	09/25/19	TASER HOLSTER	140.00		SI-1609637		D	N				SUBSISTENCE OF P	101.42411.0227

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
BAKER GRAPHICS INC						000917								
	57058	10/02/19	DECALS FOR OUTDOOR SIGN	120.00		17893		D	N				GENERAL SUPPLIES	101.42412.0229
BAKER PRINTING INK						002534								
	57059	10/02/19	500 FIELD REPORTS	124.00		0919/144		D	N				PRINTING AND PUB	101.42412.0331
BAKER TILLY MUNICIPAL AD						003482								
	56941	09/25/19	ARBITRAGE CALCULATIONS	3,100.00		BTMA1973		D	N				PROFESSIONAL SER	314.47100.0446
BECKER-STENGLEIN/KIMBERL						001559								
	56942	09/25/19	NOTARY FEE	20.00		091119		D	N				LICENSES AND TAX	101.42411.0445
BENNETT OFFICE TECHNOLOG						000099								
	56943	09/25/19	PRINT/PAGE COUNT	47.50		295301		D	N				OFFICE SUPPLIES	101.41405.0220
BERNICK'S PEPSI-COLA CO						000103								
	57060	10/02/19	CONCESSION SUPPLIES	615.15		125174		D	N				GENERAL SUPPLIES	101.45433.0229
BOLTON & MENK INC						001010								
	57061	10/02/19	SUMP PUMP INSPECTION	7,186.50		0239258		D	N				PROFESSIONAL SER	651.48487.0446
BRAD'S PLUMBING						001896								
	56944	09/25/19	RPZ TEST-LABOR	520.00		1171		D	N				MTCE. OF EQUIPME	651.48484.0334
	56944	09/25/19	RPZ TEST-LABOR	280.00		1172		D	N				MTCE. OF STRUCTU	101.43425.0335
				800.00										
			VENDOR TOTAL	800.00										*CHECK TOTAL
BSE						001980								
	56945	09/25/19	CORD FOR GENERATOR	260.79		918460705		D	N				GENERAL SUPPLIES	651.48485.0229
	56945	09/25/19	CORD CAPS FOR GENERATO	2,487.75		918480381		D	N				GENERAL SUPPLIES	651.48485.0229
	56945	09/25/19	HYDRANT PARTS	14.73		918486768		D	N				MTCE. OF OTHER I	101.43425.0226
				2,763.27										*CHECK TOTAL
	57062	10/02/19	RETURN-BOX FOR GENERATOR	207.97CR		918151738		D	N				GENERAL SUPPLIES	651.48485.0229
	57062	10/02/19	ELEC PARTS FOR HEATER	351.11		918499855		D	N				MTCE. OF EQUIPME	101.45433.0224
	57062	10/02/19	#022446-DUAL POWER LIGHT	185.40		918542542		D	N				MTCE. OF EQUIPME	101.42412.0224
	57062	10/02/19	CORD CAP FOR GENERATOR	1,132.25		918556075		D	N				GENERAL SUPPLIES	651.48485.0229
				1,460.79										*CHECK TOTAL
			VENDOR TOTAL	4,224.06										
B32 ENGINEERING GROUP IN						003455								
	56946	09/25/19	CIVIC CNTR REFRIG. PRO	1,973.00		1196		D	N				PROFESSIONAL SER	438.45433.0446
	56946	09/25/19	REIMBURSABLE EXPENSE	1.96		1196		D	N				PROFESSIONAL SER	438.45433.0446
				1,974.96										*CHECK TOTAL
			VENDOR TOTAL	1,974.96										
CANON FINANCIAL SERVICES						002336								
	56947	09/25/19	COPIER LEASE-SEP	98.56		20546054		D	N				RENTS	101.41405.0440

Vendor Payment History Report
INCLUDES ONLY POSTED TRANS

VENDOR NAME AND NUMBER		DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
CHECK#	DATE								
CARDMEMBER	SERVICE	002365							
56921	09/16/19	FEIKEMA-CANCELLED TRNG	107.72CR		STMT/8-19		D N	TRAVEL-CONF.-SCH	101.41402.0333
56921	09/16/19	WIRELESS HEADSET	56.44		STMT/8-19		D N	SMALL TOOLS	101.41409.0221
56921	09/16/19	WIRELESS HEADSET	59.98		STMT/8-19		D N	SMALL TOOLS	101.41409.0221
56921	09/16/19	SCREEN FILTER	138.98		STMT/8-19		D N	SMALL TOOLS	101.41409.0221
56921	09/16/19	MONITORS	258.54		STMT/8-19		D N	SMALL TOOLS	101.41409.0221
56921	09/16/19	SERVER RACK/CABLE/RINGS	86.19		STMT/8-19		D N	SMALL TOOLS	101.41409.0221
56921	09/16/19	FLASH DRIVE	43.99		STMT/8-19		D N	SMALL TOOLS	101.41409.0221
56921	09/16/19	CABLES	23.57		STMT/8-19		D N	SMALL TOOLS	101.41409.0221
56921	09/16/19	USB HUB	52.99		STMT/8-19		D N	SMALL TOOLS	101.41409.0221
56921	09/16/19	TRIPOD FOR TABLET	26.59		STMT/8-19		D N	SMALL TOOLS	101.41409.0221
56921	09/16/19	EXTENSION CORDS	52.33		STMT/8-19		D N	SMALL TOOLS	101.41409.0221
56921	09/16/19	WEBSITE HOSTING FEE	2.48		STMT/8-19		D N	SUBSCRIPTIONS AN	101.41409.0443
56921	09/16/19	DOC MONTHLY SOFTWARE	95.00		STMT/8-19		D N	SUBSCRIPTIONS AN	101.41409.0443
56921	09/16/19	WIRECAST SUPPORT	99.00		STMT/8-19		D N	SUBSCRIPTIONS AN	101.41409.0443
56921	09/16/19	WIRECAST SUPPORT UPGRADE	321.05		STMT/8-19		D N	SUBSCRIPTIONS AN	101.41409.0443
56921	09/16/19	BROADCASTER SUBSCRIP.	106.30		STMT/8-19		D N	SUBSCRIPTIONS AN	101.41409.0443
56921	09/16/19	OFF SITE BACKUP	34.99		STMT/8-19		D N	SUBSCRIPTIONS AN	101.41409.0443
56921	09/16/19	FOREIGN TRANSACTION FEE	1.90		STMT/8-19		D N	OTHER CHARGES	101.41409.0449
56921	09/16/19	350 WAT INVERTER	68.39		STMT/8-19		D N	SMALL TOOLS	101.42411.0221
56921	09/16/19	2-1,000 WAT INVERTERS	373.98		STMT/8-19		D N	SMALL TOOLS	101.42411.0221
56921	09/16/19	INVERTER WIRING	54.34		STMT/8-19		D N	SMALL TOOLS	101.42411.0221
56921	09/16/19	2 SHOOTER EAR MUFFS	98.55		STMT/8-19		D N	SMALL TOOLS	101.42411.0221
56921	09/16/19	BIOHAZARD BAGS/SHOE CVRS	193.71		STMT/8-19		D N	GENERAL SUPPLIES	101.42411.0229
56921	09/16/19	PARTICULATE RESPIRATOR	62.85		STMT/8-19		D N	GENERAL SUPPLIES	101.42411.0229
56921	09/16/19	BATTERIES	34.09		STMT/8-19		D N	GENERAL SUPPLIES	101.42411.0229
56921	09/16/19	FIRST AID SUPPLIES	132.56		STMT/8-19		D N	GENERAL SUPPLIES	101.42411.0229
56921	09/16/19	EVANS-DMT RECERTIF.	75.00		STMT/8-19		D N	TRAVEL-CONF.-SCH	101.42411.0333
56921	09/16/19	OAKLEAF-DMT RECERTIF.	75.00		STMT/8-19		D N	TRAVEL-CONF.-SCH	101.42411.0333
56921	09/16/19	SCHAEFBAUER-SWAT TRNG	850.00		STMT/8-19		D N	TRAVEL-CONF.-SCH	101.42411.0333
56921	09/16/19	EVANS/LIEBL-LODGING EXP.	157.15		STMT/8-19		D N	TRAVEL-CONF.-SCH	101.42411.0333
56921	09/16/19	ANDERSON-BASIC SWAT TRNG	136.82		STMT/8-19		D N	TRAVEL-CONF.-SCH	101.42411.0333
56921	09/16/19	POST LICENSE	92.24		STMT/8-19		D N	LICENSES AND TAX	101.42411.0445
56921	09/16/19	EDWARDS-NOTARY RENEWAL	120.00		STMT/8-19		D N	LICENSES AND TAX	101.42411.0445
56921	09/16/19	BECKER-STENGLEIN-NOTARY	120.00		STMT/8-19		D N	LICENSES AND TAX	101.42411.0445
56921	09/16/19	LAUGHLIN-NOTARY RENEWAL	120.00		STMT/8-19		D N	LICENSES AND TAX	101.42411.0445
56921	09/16/19	WITTMAN-NOTARY RENEWAL	120.00		STMT/8-19		D N	LICENSES AND TAX	101.42411.0445
56921	09/16/19	#115439-HEADLIGHTS	422.04		STMT/8-19		D N	MTCE. OF EQUIPME	101.42412.0224
56921	09/16/19	UNIFORM SHIRTS	459.24		STMT/8-19		D N	SUBSISTENCE OF P	101.42412.0227
56921	09/16/19	COFFEE/GRANOLA BARS	120.52		STMT/8-19		D N	GENERAL SUPPLIES	101.42412.0229
56921	09/16/19	HANSON-ELK RIVER MTG	6.86		STMT/8-19		D N	TRAVEL-CONF.-SCH	101.42412.0333
56921	09/16/19	SURVEYOR POSITION AD	208.00		STMT/8-19		D N	ADVERTISING	101.43417.0447
56921	09/16/19	SURVEYOR POSITION AD	487.82		STMT/8-19		D N	ADVERTISING	101.43417.0447
56921	09/16/19	HANDS FREE EQUIPMENT	1,069.72		STMT/8-19		D N	SMALL TOOLS	101.43425.0221
56921	09/16/19	JUVEN-VEHICLE INSP. TRNG	240.00		STMT/8-19		D N	TRAVEL-CONF.-SCH	101.43425.0333
56921	09/16/19	MN FALL MTCE EXPO REGIS.	690.00		STMT/8-19		D N	TRAVEL-CONF.-SCH	101.43425.0333
56921	09/16/19	VIDEO CAPTURE CARD	63.26		STMT/8-19		D N	SMALL TOOLS	101.45001.0221
56921	09/16/19	VIDEO CORDS	411.14		STMT/8-19		D N	SMALL TOOLS	101.45001.0221
56921	09/16/19	VIDEO CORDS	53.89		STMT/8-19		D N	SMALL TOOLS	101.45001.0221
56921	09/16/19	VIDEO CAPTURE CARD	46.56		STMT/8-19		D N	SMALL TOOLS	101.45001.0221

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
CHAMBERLAIN OIL CO 000154 56951 09/25/19 BOX RELEASE AGENT	237.45		203722-00		D N	GENERAL SUPPLIES	101.43425.0229
CHARTER COMMUNICATIONS 000736 56952 09/25/19 PHONE SERV-SEP	1,457.59		0009126091219		D N	COMMUNICATIONS	101.41409.0330
CHRISTENSEN/MICHAEL 003431 57064 10/02/19 DRONE RECERTIF. TEST	150.00		091719		D N	TRAVEL-CONF.-SCH	101.42411.0333
CITY AUTO GLASS 002452 56953 09/25/19 #088959-REPL. WNDSHLD	444.95		I201019943		D N	INVENTORIES-MDSE	101.125000
COMMUNITY GIVING .02932 56954 09/25/19 COMM. FOUNDATION AWARDS	800.00		W-AD91119		D N	OTHER SERVICES	101.41401.0339
COMPASS MINERALS AMERICA 003116 57065 10/02/19 ROAD SALT	2,222.29		501362		D N	GENERAL SUPPLIES	101.43425.0229
CONCRETE PRODUCTS NEW LO 000076 56955 09/25/19 MAT'L FOR CONCRETE PAD	445.83		00218287		D N	MTCE. OF OTHER I	101.42412.0226
56955 09/25/19 CONCRETE FOR VOSS PARK	955.35		00218452		D N	MTCE. OF OTHER I	101.43425.0226
56955 09/25/19 CONCRETE FOR VOSS PARK	1,082.73		00218579		D N	MTCE. OF OTHER I	101.43425.0226
56955 09/25/19 CONCRETE FOR RICE PARK	444.70		00219035		D N	MTCE. OF OTHER I	101.43425.0226
56955 09/25/19 BLOCK FOR BAKER DUGOUT	2,076.63		00219125		D N	BUILDINGS AND ST	450.45432.0551
	5,005.24	*CHECK TOTAL					
VENDOR TOTAL	5,005.24						
COPPERHEAD INNOVATIONS .02931 57066 10/02/19 GAS MONITOR REPAIR-LABOR	968.66		11904		D N	MTCE. OF EQUIPME	651.48484.0334
CREEKSIDE SOILS 003350 57067 10/02/19 COMPOST SITE CLEANUP	4,250.00		74374		D N	CLEANING AND WAS	101.43425.0338
CROW CHEMICAL & LIGHTING 000186 56956 09/25/19 PLANT SUPPLIES	103.78		15409		D N	GENERAL SUPPLIES	651.48484.0229
56956 09/25/19 STAINLESS STEEL CLEANER	7.50		15455		D N	GENERAL SUPPLIES	101.43425.0229
	111.28	*CHECK TOTAL					
VENDOR TOTAL	111.28						
DAIRYLAND SUPPLY INC 003271 56957 09/25/19 HONEYWAGON PARTS	1,024.35		01-5385		D N	MTCE. OF EQUIPME	651.48486.0224
57068 10/02/19 MATS-FINAL EFFL. CHANN	1,914.00		32873		D N	MTCE. OF STRUCTU	651.48484.0225
VENDOR TOTAL	2,938.35						
DAVIS/KIRK .00165 56958 09/25/19 OFFICE CHAIR	350.00		091919		D N	SMALL TOOLS	101.41410.0221

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
DELTA DENTAL OF MINNESOTA			002867											
	56959	09/25/19	DENTAL INSURANCE-OCT	644.30		7765886		D	N				COBRA INS PREMIU	101.120001
	56959	09/25/19	DENTAL INSURANCE-OCT	3,464.10		7765886		D	N				INS. PASS THROUGH	101.41428.0819
			VENDOR TOTAL	4,108.40		*CHECK TOTAL								
DEPT OF HUMAN SERVICES			000009											
	57069	10/02/19	CLEANING SERVICES-AUG	1,500.00		00000566039		D	N				CLEANING AND WAS	101.45433.0338
DOLLIFF INSURANCE			003425											
	57070	10/02/19	2020 DISABILITY POLICY	1,455.84		425258		D	N				PREPAID EXPENSES	101.128000
	57070	10/02/19	2019 DISABILITY POLICY	291.16		425258		D	N				INSURANCES AND B	101.42412.0441
			VENDOR TOTAL	1,747.00		*CHECK TOTAL								
DONOHUE & ASSOCIATES			002293											
	56960	09/25/19	NPDES PERMIT ASSISTANCE	960.00		13023-13		D	N				PROFESSIONAL SER	651.48484.0446
DOOLEY'S PETROLEUM INC			000212											
	56922	09/16/19	5,003 GALLONS UNLEADE	11,341.86		109104		D	N				INVENTORIES-MDSE	101.125000
	56922	09/16/19	2,998 GALLONS DIESEL	6,270.95		319735		D	N				INVENTORIES-MDSE	101.125000
			VENDOR TOTAL	17,612.81		*CHECK TOTAL								
	57055	09/27/19	3,000 GALLONS DIESEL	6,510.10		320319		D	N				INVENTORIES-MDSE	101.125000
	57055	09/27/19	5,004 GALLONS UNLEADE	11,709.83		320320		D	N				INVENTORIES-MDSE	101.125000
			VENDOR TOTAL	18,219.93		*CHECK TOTAL								
				35,832.74										
DRIVER & VEHICLE SERVICE			000217											
	56928	09/18/19	#186470-LICENSE TABS	14.25		091819		D	N				LICENSES AND TAX	101.42411.0445
DUININCK CONCRETE			000151											
	56961	09/25/19	CONCRETE FOR SPERRY CTS	261.53		95321		D	N				MTCE. OF OTHER I	101.43425.0226
DUININCK INC			000222											
	56962	09/25/19	MIX FOR STREET PATCHIN	3,574.25		538433		D	N				GENERAL SUPPLIES	101.43425.0229
	56962	09/25/19	DUGOUT GRAVEL	535.23		538660		D	N				MTCE. OF OTHER I	101.43425.0226
	56962	09/25/19	WINTER SAND	6,232.52		538660		D	N				GENERAL SUPPLIES	101.43425.0229
			VENDOR TOTAL	10,342.00		*CHECK TOTAL								
	57071	10/02/19	NO. BUS 71 PATH OVERL	10,588.49		1801/EST. 3		D	N				MTCE. OF OTHER I	418.48451.0336
	57071	10/02/19	MIX FOR STREET PATCHIN	1,287.53		538812		D	N				GENERAL SUPPLIES	101.43425.0229
	57071	10/02/19	WINTER SAND	3,492.39		538840		D	N				GENERAL SUPPLIES	101.43425.0229
			VENDOR TOTAL	15,368.41		*CHECK TOTAL								
				25,710.41										
ED'S SERVICE CENTER & SA			000231											
	56963	09/25/19	TOWING CHARGES-AUG	1,960.00		STMT/8-19		D	N				OTHER SERVICES	101.42411.0339

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
EDWARDS/SUSAN A			002198											
	56964	09/25/19	NOTARY FEE	20.00		091019		D	N				LICENSES AND TAX	101.42411.0445
EHLERS			001758											
	57072	10/02/19	REVIEW JH LLC TIF DISTR.	367.50		81485		D	N				PROFESSIONAL SER	101.41402.0446
	57072	10/02/19	TIF PLAN MODIFICATIONS	2,497.50		81486		D	N				PROFESSIONAL SER	101.41402.0446
	57072	10/02/19	TIF PLAN MODIFICATIONS	2,497.50		81487		D	N				PROFESSIONAL SER	101.41402.0446
			VENDOR TOTAL	5,362.50										
													*CHECK TOTAL	
ELECTRIC PUMP INC			000788											
	56965	09/25/19	PLUG SEALS FOR L.S. PUMP	147.82		0066316		D	N				MTCE. OF EQUIPME	651.48485.0224
	56965	09/25/19	OIL PLUGS FOR L.S.	120.76		0066361		D	N				GENERAL SUPPLIES	651.48485.0229
			VENDOR TOTAL	268.58										
													*CHECK TOTAL	
EMERGENCY RESPONSE SOLUT			003048											
	56966	09/25/19	SCBA FLOW TEST	3,928.00		13554		D	N				PROFESSIONAL SER	101.42412.0446
ENGAN ASSOCIATES P.A.			000240											
	56967	09/25/19	R.I. 4 SEASON SHELTER	13,674.10		2019-135		D	N				OTHER IMPROVEMEN	450.45432.0554
	56967	09/25/19	REIMBURSABLE EXPENSE	410.38		2019-135		D	N				OTHER IMPROVEMEN	450.45432.0554
			VENDOR TOTAL	14,084.48										
													*CHECK TOTAL	
	57073	10/02/19	R.I. 4 SEASON SHELTER	2,000.00		2019-140		D	N				OTHER IMPROVEMEN	450.45432.0554
			VENDOR TOTAL	16,084.48										
ERICKSON/SCOTT			002176											
	56968	09/25/19	ONLINE UAV TRAINING	150.00		091819		D	M	07			TRAVEL-CONF.-SCH	101.42411.0333
ETTERMAN ENTERPRISES			001567											
	56969	09/25/19	HAND PUMP SPRAYER	44.96		287653		D	M	07			SMALL TOOLS	651.48485.0221
FASTENAL COMPANY			001188											
	56970	09/25/19	NUTS/BOLTS	11.01		MNWIL181671		D	N				MTCE. OF EQUIPME	101.45433.0224
	56970	09/25/19	TAPE	39.96		MNWIL181671		D	N				GENERAL SUPPLIES	101.45433.0229
	56970	09/25/19	SAFETY GLASSES	10.99		MNWIL181794		D	N				SUBSISTENCE OF P	651.48484.0227
	56970	09/25/19	12' STEP LADDER	279.99		MNWIL181951		D	N				SMALL TOOLS	651.48484.0221
	56970	09/25/19	O-RING KIT	19.08		MNWIL182041		D	N				SMALL TOOLS	651.48485.0221
			VENDOR TOTAL	361.03										
													*CHECK TOTAL	
	57074	10/02/19	LADDER FOR MN WEST L.S.	114.99		MNWIL182247		D	N				SMALL TOOLS	651.48485.0221
	57074	10/02/19	COARSE WIRE WHEEL TOOL	21.29		MNWIL182345		D	N				SMALL TOOLS	651.48484.0221
			VENDOR TOTAL	136.28										
													*CHECK TOTAL	
				497.31										
FELT/JAMES E			000993											
	56971	09/25/19	CANOPY TENTS FOR SWATS	139.76		082819		D	N				GENERAL SUPPLIES	101.42411.0229

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
GALLS														
			000288											
	56976	09/25/19	TROUSERS/PANTS	302.99		013591262		D	N				SUBSISTENCE OF P	101.42412.0227
GENERAL MAILING SERVICES			000293											
	56977	09/25/19	POSTAGE 08/26-08/30/19	1.95		51490		D	N				POSTAGE	101.41401.0223
	56977	09/25/19	POSTAGE 08/26-08/30/19	7.35		51490		D	N				POSTAGE	101.41402.0223
	56977	09/25/19	POSTAGE 08/26-08/30/19	97.50		51490		D	N				POSTAGE	101.41403.0223
	56977	09/25/19	POSTAGE 08/26-08/30/19	30.95		51490		D	N				POSTAGE	101.41405.0223
	56977	09/25/19	POSTAGE 08/26-08/30/19	15.00		51490		D	N				POSTAGE	101.41408.0223
	56977	09/25/19	POSTAGE 08/26-08/30/19	0.65		51490		D	N				POSTAGE	101.42411.0223
	56977	09/25/19	POSTAGE 08/26-08/30/19	3.90		51490		D	N				POSTAGE	101.42412.0223
	56977	09/25/19	POSTAGE 08/26-08/30/19	1.30		51490		D	N				POSTAGE	101.43417.0223
	56977	09/25/19	POSTAGE 08/26-08/30/19	7.80		51490		D	N				POSTAGE	101.43425.0223
	56977	09/25/19	POSTAGE 08/26-08/30/19	1.30		51490		D	N				POSTAGE	101.45001.0223
	56977	09/25/19	POSTAGE 08/26-08/30/19	9.10		51490		D	N				POSTAGE	101.45432.0223
	56977	09/25/19	POSTAGE 08/26-08/30/19	5.20		51490		D	N				POSTAGE	208.45005.0223
	56977	09/25/19	POSTAGE 08/26-08/30/19	2.60		51490		D	N				POSTAGE	230.43430.0223
	56977	09/25/19	POSTAGE 08/26-08/30/19	5.20		51490		D	N				POSTAGE	651.48484.0223
	56977	09/25/19	POSTAGE 09/02-09/06/19	4.05		51556		D	N				POSTAGE	101.41401.0223
	56977	09/25/19	POSTAGE 09/02-09/06/19	9.10		51556		D	N				POSTAGE	101.41402.0223
	56977	09/25/19	POSTAGE 09/02-09/06/19	12.90		51556		D	N				POSTAGE	101.41403.0223
	56977	09/25/19	POSTAGE 09/02-09/06/19	62.25		51556		D	N				POSTAGE	101.41405.0223
	56977	09/25/19	POSTAGE 09/02-09/06/19	15.00		51556		D	N				POSTAGE	101.41408.0223
	56977	09/25/19	POSTAGE 09/02-09/06/19	1.95		51556		D	N				POSTAGE	101.42411.0223
	56977	09/25/19	POSTAGE 09/02-09/06/19	0.65		51556		D	N				POSTAGE	101.42412.0223
	56977	09/25/19	POSTAGE 09/02-09/06/19	1.30		51556		D	N				POSTAGE	101.43417.0223
	56977	09/25/19	POSTAGE 09/02-09/06/19	31.00		51556		D	N				POSTAGE	101.43425.0223
	56977	09/25/19	POSTAGE 09/02-09/06/19	18.85		51556		D	N				POSTAGE	101.45432.0223
	56977	09/25/19	POSTAGE 09/02-09/06/19	5.85		51556		D	N				POSTAGE	208.45005.0223
	56977	09/25/19	POSTAGE 09/02-09/06/19	6.70		51556		D	N				POSTAGE	230.43430.0223
	56977	09/25/19	POSTAGE 09/02-09/06/19	34.60		51556		D	N				POSTAGE	651.48484.0223
	56977	09/25/19	POSTAGE 09/09-09/13/19	0.85		51642		D	N				POSTAGE	101.41400.0223
	56977	09/25/19	POSTAGE 09/09-09/13/19	1.30		51642		D	N				POSTAGE	101.41401.0223
	56977	09/25/19	POSTAGE 09/09-09/13/19	7.35		51642		D	N				POSTAGE	101.41402.0223
	56977	09/25/19	POSTAGE 09/09-09/13/19	5.20		51642		D	N				POSTAGE	101.41403.0223
	56977	09/25/19	POSTAGE 09/09-09/13/19	15.45		51642		D	N				POSTAGE	101.41405.0223
	56977	09/25/19	POSTAGE 09/09-09/13/19	15.00		51642		D	N				POSTAGE	101.41408.0223
	56977	09/25/19	POSTAGE 09/09-09/13/19	0.65		51642		D	N				POSTAGE	101.42411.0223
	56977	09/25/19	POSTAGE 09/09-09/13/19	3.90		51642		D	N				POSTAGE	101.42412.0223
	56977	09/25/19	POSTAGE 09/09-09/13/19	23.78		51642		D	N				POSTAGE	101.43425.0223
	56977	09/25/19	POSTAGE 09/09-09/13/19	1.30		51642		D	N				POSTAGE	101.45001.0223
	56977	09/25/19	POSTAGE 09/09-09/13/19	0.65		51642		D	N				POSTAGE	101.45432.0223
	56977	09/25/19	POSTAGE 09/09-09/13/19	1.30		51642		D	N				POSTAGE	651.48484.0223
	56977	09/25/19	POSTAGE	77.40		51702		D	N				POSTAGE	101.42411.0223
	56977	09/25/19	POSTAGE	14.00		51704		D	N				POSTAGE	101.42412.0223
				562.13									*CHECK TOTAL	
	57079	10/02/19	POSTAGE	11.56		51705		D	N				POSTAGE	208.45006.0223

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
GENERAL MAILING SERVICES 000293														
	57079	10/02/19	POSTAGE 09/16-09/20/19	1.50		51734		D	N				POSTAGE	101.41400.0223
	57079	10/02/19	POSTAGE 09/16-09/20/19	6.50		51734		D	N				POSTAGE	101.41401.0223
	57079	10/02/19	POSTAGE 09/16-09/20/19	3.90		51734		D	N				POSTAGE	101.41402.0223
	57079	10/02/19	POSTAGE 09/16-09/20/19	96.05		51734		D	N				POSTAGE	101.41403.0223
	57079	10/02/19	POSTAGE 09/16-09/20/19	69.55		51734		D	N				POSTAGE	101.41405.0223
	57079	10/02/19	POSTAGE 09/16-09/20/19	15.00		51734		D	N				POSTAGE	101.41408.0223
	57079	10/02/19	POSTAGE 09/16-09/20/19	0.65		51734		D	N				POSTAGE	101.42411.0223
	57079	10/02/19	POSTAGE 09/16-09/20/19	0.65		51734		D	N				POSTAGE	101.42412.0223
	57079	10/02/19	POSTAGE 09/16-09/20/19	1.30		51734		D	N				POSTAGE	101.43425.0223
	57079	10/02/19	POSTAGE 09/16-09/20/19	5.20		51734		D	N				POSTAGE	101.45432.0223
	57079	10/02/19	POSTAGE 09/16-09/20/19	0.65		51734		D	N				POSTAGE	651.48484.0223
				212.51										
			VENDOR TOTAL	774.64										
														*CHECK TOTAL
GIOVANNI'S PIZZA 000228														
	57080	10/02/19	LEISURE COMM LUNCHES	10.74		19-917-612		D	N				TRAVEL-CONF.-SCH	101.41401.0333
	57080	10/02/19	LEISURE COMM LUNCHES	10.74		19-917-612		D	N				TRAVEL-CONF.-SCH	101.41403.0333
	57080	10/02/19	LEISURE COMM LUNCHES	10.74		19-917-612		D	N				TRAVEL-CONF.-SCH	101.45433.0333
	57080	10/02/19	LEISURE COMM LUNCHES	143.14		19-917-612		D	N				TRAVEL-CONF.-SCH	208.45005.0333
				175.36										
			VENDOR TOTAL	175.36										
														*CHECK TOTAL
GOLDEN WEST IND. SUPPLY .02934														
	56978	09/25/19	LIGHT LED FLARES	319.23		2099526		D	N				SMALL TOOLS	101.42412.0221
GRAINGER INC 000786														
	57081	10/02/19	AIR FILTERS	299.16		9287899638		D	N				GENERAL SUPPLIES	101.45433.0229
GRAMENTZ/BRIAN 003501														
	56979	09/25/19	MILEAGE 9/2-9/5	102.66		090519		D	N				TRAVEL-CONF.-SCH	101.41400.0333
	56979	09/25/19	LODGING 9/2-9/5	327.81		090519		D	N				TRAVEL-CONF.-SCH	101.41400.0333
	56979	09/25/19	MILEAGE 9/15-9/18	102.66		092319		D	N				TRAVEL-CONF.-SCH	101.41400.0333
	56979	09/25/19	LODGING 9/15-9/18	327.81		092319		D	N				TRAVEL-CONF.-SCH	101.41400.0333
				860.94										
														*CHECK TOTAL
	57082	10/02/19	MILEAGE 9/22-9/26	102.66		092619		D	N				TRAVEL-CONF.-SCH	101.41400.0333
	57082	10/02/19	LODGING 9/22-9/26	437.08		092619		D	N				TRAVEL-CONF.-SCH	101.41400.0333
				539.74										
			VENDOR TOTAL	1,400.68										
														*CHECK TOTAL
GRAND RENTAL STATION 001887														
	56980	09/25/19	ROTO ROOTER RENTAL	30.83		1-557071		D	N				RENTS	101.45433.0440
HACH COMPANY 000316														
	56981	09/25/19	D.O. PROBE REPLACEMENT	2,170.68		11618965		D	N				GENERAL SUPPLIES	651.48484.0229
HANNEMAN/BENJAMIN J 003042														
	56982	09/25/19	DRONE RECERTIF. TEST	150.00		091719		D	N				TRAVEL-CONF.-SCH	101.42411.0333

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
HANSEN ADVERTISING SPECI			000321											
	56983	09/25/19	SAFETY JACKET	110.00		41342		D	N				SUBSISTENCE OF P	651.48485.0227
HAWKINS INC			000325											
	56984	09/25/19	FERRIC CHLORIDE	5,141.70		4577699		D	N				GENERAL SUPPLIES	651.48484.0229
	57083	10/02/19	FERRIC CHLORIDE	5,141.70		4583819		D	N				GENERAL SUPPLIES	651.48484.0229
			VENDOR TOTAL	10,283.40										
HEGLUND CATERING			002036											
	57084	10/02/19	COMM CNTR/C.H. BUS TOUR	85.63		12192		D	N				TRAVEL-CONF.-SCH	101.41401.0333
HENRY'S FOODS INC			000332											
	57085	10/02/19	CONCESSION SUPPLIES	225.75		5655647		D	N				GENERAL SUPPLIES	101.45433.0229
HIGH POINT NETWORKS INC			002299											
	56985	09/25/19	WARRANTY ON SWITCHES	500.00		138338		D	N				MTCE. OF EQUIPME	101.41409.0334
	56985	09/25/19	SERVER	2,559.00		138506		D	N				SMALL TOOLS	101.41409.0221
	56985	09/25/19	SERVER SETUP	995.00		138506		D	N				PROFESSIONAL SER	101.41409.0446
	56985	09/25/19	PHONE SYSTEM UPGRADE	595.00		138627		D	N				PROFESSIONAL SER	101.41409.0446
				4,649.00										
	57086	10/02/19	MICROSOFT TABLET	1,726.00		138906		D	N				SMALL TOOLS	101.41409.0221
	57086	10/02/19	2020 ACCESS PT SUPPORT	425.34		139102		D	N				PREPAID EXPENSES	101.128000
	57086	10/02/19	2019 ACCESS PT SUPPORT	212.66		139102		D	N				MTCE. OF EQUIPME	101.41409.0334
	57086	10/02/19	DOAC FIREWALL-OCT	193.00		139566		D	N				SUBSCRIPTIONS AN	101.41409.0443
	57086	10/02/19	CIVIC CNTR FIREWALL-OCT	142.00		139607		D	N				SUBSCRIPTIONS AN	101.41409.0443
	57086	10/02/19	AIRPORT FIREWALL-OCT	219.00		139607		D	N				SUBSCRIPTIONS AN	101.41409.0443
	57086	10/02/19	COMM. CNTR FIREWALL-OCT	240.00		139610		D	N				SUBSCRIPTIONS AN	101.41409.0443
	57086	10/02/19	PUB. WORKS FIREWALL-OCT	193.00		139616		D	N				SUBSCRIPTIONS AN	101.41409.0443
	57086	10/02/19	ANTIVIRUS SUBSCRIP.-OCT	586.95		139799		D	N				SUBSCRIPTIONS AN	101.41409.0443
				3,937.95										
			VENDOR TOTAL	8,586.95										
HILLYARD\HUTCHINSON			000333											
	56986	09/25/19	TOILET TISSUE/HAND TWLS	94.17		603577605		D	N				GENERAL SUPPLIES	101.42412.0229
HOLIDAY STATION STORES L			003422											
	57056	09/27/19	51.56 GALLONS UNLEADED	50.52		STMT/8-19		D	N				MOTOR FUELS AND	101.42411.0222
HOURLY MEDIA			002697											
	57087	10/02/19	AAA LIVING AD SEP/OCT	241.00		09-19-AAA1076A		D	N				OTHER CHARGES	208.45010.0449
	57087	10/02/19	AAA LIVING AD SEP/OCT	897.00		09-19-AAA1076B		D	N				OTHER CHARGES	208.45010.0449
				1,138.00										
			VENDOR TOTAL	1,138.00										
HYDRITE CHEMICAL CO			002837											
	56987	09/25/19	ANTIFOAM	1,325.98		02286015		D	N				GENERAL SUPPLIES	651.48484.0229

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
JOBSHQ			002923							
	56988	09/25/19	FIREFIGHTER POSITION AD	30.00		103559/8-19		D N	ADVERTISING	101.42412.0447
	56988	09/25/19	SURVEYOR POSITION AD	30.00		103559/8-19		D N	ADVERTISING	101.43417.0447
			VENDOR TOTAL	60.00		*CHECK TOTAL				
				60.00						
JOHNSON CNTRLS FIRE PROT			003404							
	56989	09/25/19	INTRUSION/ALARM MONITOR	805.79		21117702		D N	PREPAID EXPENSES	651.128000
	56989	09/25/19	INTRUSION/ALARM MONITOR	402.89		21117702		D N	MTCE. OF STRUCTU	651.48484.0335
			VENDOR TOTAL	1,208.68		*CHECK TOTAL				
				1,208.68						
JONES/JOHN			003537							
	56990	09/25/19	TRNG-JOURNEYMAN'S LIC.	145.00		090919		D N	LICENSES AND TAX	101.43425.0445
K M FIRE PUMP SPECIALIST			000371							
	56991	09/25/19	#062633-VALVE REPAIR	1,552.00		7443		D M 07	MTCE. OF EQUIPME	101.42412.0224
	56991	09/25/19	#062633-VALVE REPAIR	1,440.00		7443		D M 07	MTCE. OF EQUIPME	101.42412.0334
	56991	09/25/19	PUMP TESTING	1,100.00		7444		D M 07	PROFESSIONAL SER	101.42412.0446
			VENDOR TOTAL	4,092.00		*CHECK TOTAL				
				4,092.00						
KAMCO INC			003533							
	56923	09/16/19	SEAL COATING	18,900.00		201809		D N	MTCE. OF OTHER I	101.43425.0336
KANDI STEEL CO			000867							
	56992	09/25/19	METAL FOR GRATE	383.74		878		D N	MTCE. OF STRUCTU	101.45433.0225
KANDIYOHI CO AUDITOR			000376							
	56993	09/25/19	LANDFILL CHARGES-AUG	54.00		420844		D N	CLEANING AND WAS	101.42411.0338
	56993	09/25/19	LANDFILL CHARGES-AUG	34.00		420845		D N	CLEANING AND WAS	101.43425.0338
	56993	09/25/19	LANDFILL CHARGES-AUG	117.16		420928		D N	CLEANING AND WAS	101.43425.0338
	56993	09/25/19	LANDFILL CHARGES-AUG	59.84		421546		D N	CLEANING AND WAS	101.43425.0338
	56993	09/25/19	LANDFILL CHARGES-AUG	41.92		421576		D N	CLEANING AND WAS	101.43425.0338
	56993	09/25/19	LANDFILL CHARGES-AUG	168.31		421630		D N	CLEANING AND WAS	101.43425.0338
			VENDOR TOTAL	475.23		*CHECK TOTAL				
				475.23						
KANDIYOHI CO TREASURER			000385							
	56994	09/25/19	MTCE O.T. FOR WLMR MTGS	29.39		092019		D N	PROFESSIONAL SER	101.41401.0446
KANDIYOHI CO-OP ELECTRIC			000375							
	56995	09/25/19	WELCOME TO WILLMAR SIGN	53.23		STMT/9-19		D N	UTILITIES	101.43425.0332
	56995	09/25/19	CO RD 23/HWY 71 BYPASS	145.00		STMT/9-19		D N	UTILITIES	101.43425.0332
	56995	09/25/19	ELEC SERV-SECURITY LIGHT	38.00		STMT/9-19		D N	UTILITIES	651.48486.0332
	56995	09/25/19	ELEC SERV-LIFT STATIONS	993.00		STMT/9-19		D N	UTILITIES	651.48487.0332
			VENDOR TOTAL	1,229.23		*CHECK TOTAL				
				1,229.23						

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
KLEIN/LAURA			003534											
	56996	09/25/19	TENNIS COACHING	965.00		091019		D	M	07			PROFESSIONAL SER	101.45432.0446
KOLLANNDER COMPANIES INC			003470											
	57088	10/02/19	LIVE PLAY AAA AD SEP/OCT	506.00		111174		D	N				OTHER CHARGES	208.45010.0449
KROHN/NICHOLAS			.02906											
	56997	09/25/19	EXPL. COMPETITION-MEALS	33.04		082219		D	N				TRAVEL-CONF.-SCH	804.42412.0333
KRONOS			003457											
	56998	09/25/19	WORKFORCE READY SFTWRE	2,440.13		11497968		D	N				SUBSCRIPTIONS AN	101.41420.0443
KVEENE/CHRIS			003399											
	57089	10/02/19	MILEAGE 9/1-9/30/19	31.32		100219		D	N				TRAVEL-CONF.-SCH	101.41409.0333
KWIK TRIP INC			003423											
	56929	09/18/19	198.364 GALLONS UNLEADED	442.90		STMT/8-19		D	N				MOTOR FUELS AND	101.42411.0222
	56929	09/18/19	15.292 GALLONS UNLEADED	37.91		STMT/8-19		D	N				MOTOR FUELS AND	101.42412.0222
				480.81										
			VENDOR TOTAL	480.81										
LAMETTI & SONS INC			003405											
	56931	09/23/19	ARMORY/FRGRNDS/GORTON	81,037.46		1610/1810-#8		D	N				MTCE. OF OTHER I	432.48510.0336
LAND PRIDE CONSTRUCTION			003149											
	56924	09/16/19	WATERMAIN REPAIR	9,600.00		1919		D	N				MTCE. OF OTHER I	419.48451.0336
LARSON FENCE COMPANY			000405											
	56999	09/25/19	INST. 16' GATE W/LATCH	1,985.00		090819		D	M	07			MTCE. OF STRUCTU	101.42412.0335
LAUGHLIN/KATTIE			.01623											
	57000	09/25/19	NOTARY FEE	20.00		091219		D	N				LICENSES AND TAX	101.42411.0445
LEAGUE OF MN CITIES INS			000983											
	57001	09/25/19	CLAIM #82025-BLDG DAMA	2,705.85		5088		D	N				INSURANCE DEDUCT	101.41428.0822
LLOYD SECURITY INC			003376											
	57002	09/25/19	ANNUAL FIRE MONITORING	239.60		113388		D	N				PREPAID EXPENSES	230.128000
	57002	09/25/19	ANNUAL FIRE MONITORING	119.80		113388		D	N				MTCE. OF STRUCTU	230.43430.0335
	57002	09/25/19	REPL. SMOKE DETECTOR	100.00		113974		D	N				MTCE. OF STRUCTU	230.43430.0225
	57002	09/25/19	REPL. SMOKE DETECTOR	85.00		113974		D	N				MTCE. OF STRUCTU	230.43430.0335
				544.40										
			VENDOR TOTAL	544.40										
M & M PAINTING & CONSTRU			003320											
	57003	09/25/19	WALL PAINTING PROJECT	12,745.00		5483		D	N				BUILDINGS AND ST	450.45433.0551
M-R SIGN CO INC			000424											
	57004	09/25/19	STREET SIGNS	95.45		205685		D	N				MTCE. OF OTHER I	101.43425.0226

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
MENARDS									000449	
	57090	10/02/19	EXTENSION CORD	79.98		85150		D N	SMALL TOOLS	101.43425.0221
	57090	10/02/19	16 X 50 CHAIN	13.99		85197		D N	GENERAL SUPPLIES	101.42412.0229
	57090	10/02/19	PLUMBING PARTS	45.13		85243		D N	MTCE. OF STRUCTU	101.43425.0225
	57090	10/02/19	FOAM INSULATION-DUGOUTS	412.00		85300		D N	BUILDINGS AND ST	450.43425.0551
				551.10						
			VENDOR TOTAL	1,693.56		*CHECK TOTAL				
MIMECAST NORTH AMERICA I									003311	
	57009	09/25/19	EMAIL MGMT SERV-OCT	1,332.42		INVUS699453		D N	SUBSCRIPTIONS AN	101.41409.0443
MINI BIFF LLC									001805	
	57010	09/25/19	TOILET RENTALS	77.52		A-109435		D N	RENTS	101.43425.0440
	57010	09/25/19	TOILET RENTALS	79.05		A-109469		D N	RENTS	101.43425.0440
	57010	09/25/19	TOILET RENTALS	189.72		A-109486		D N	RENTS	101.43425.0440
	57010	09/25/19	TOILET RENTALS	77.52		A-109823		D N	RENTS	101.43425.0440
	57010	09/25/19	TOILET RENTALS	77.52		A-109825		D N	RENTS	101.43425.0440
				501.33						
			VENDOR TOTAL	738.48		*CHECK TOTAL				
	57091	10/02/19	TOILET RENTALS	79.05		A-110077		D N	RENTS	101.43425.0440
	57091	10/02/19	TOILET RENTALS	79.05		A-110078		D N	RENTS	101.43425.0440
	57091	10/02/19	TOILET RENTALS	79.05		A-110093		D N	RENTS	101.43425.0440
				237.15						
			VENDOR TOTAL	738.48		*CHECK TOTAL				
MN DEPT OF LABOR & INDUS									000522	
	57011	09/25/19	OPEN PERMIT INSPECTION	316.25		00000557019		D N	PROFESSIONAL SER	101.41402.0446
MN DEPT OF REVENUE									000492	
	335	09/16/19	FUEL LICENSE RENEWAL	25.00		STMT/8-19		M N	PREPAID EXPENSES	101.128000
	335	09/16/19	SALES TAX-AUG	1,865.00		STMT/8-19		M N	SALES TAX PAYABL	101.206000
	335	09/16/19	USE TAX-AUG	68.07		STMT/8-19		M N	SALES TAX PAYABL	101.206000
	335	09/16/19	SALES TAX-AUG	7.30CR		STMT/8-19		M N	SUBSCRIPTIONS AN	101.41409.0443
	335	09/16/19	SALES TAX-AUG	9.36CR		STMT/8-19		M N	OFFICE SUPPLIES	101.42411.0220
	335	09/16/19	DIESEL FUEL TAX-AUG	160.31		STMT/8-19		M N	MOTOR FUELS AND	101.43425.0222
	335	09/16/19	USE TAX-AUG	89.18		STMT/8-19		M N	MOTOR FUELS AND	101.43425.0222
	335	09/16/19	SALES TAX-AUG	8.60CR		STMT/8-19		M N	GENERAL SUPPLIES	101.45432.0229
	335	09/16/19	USE TAX-AUG	6.75		STMT/8-19		M N	MOTOR FUELS AND	101.45433.0222
	335	09/16/19	SALES TAX-AUG	1.62CR		STMT/8-19		M N	GENERAL SUPPLIES	101.45433.0229
	335	09/16/19	SALES TAX-AUG	25.61CR		STMT/8-19		M N	SMALL TOOLS	101.45435.0221
	335	09/16/19	SALES TAX-AUG	0.71CR		STMT/8-19		M N	CLEANING AND WAS	101.45435.0228
	335	09/16/19	SALES TAX-AUG	20.78CR		STMT/8-19		M N	GENERAL SUPPLIES	101.45435.0229
	335	09/16/19	SALES TAX-AUG	3.09CR		STMT/8-19		M N	CLEANING AND WAS	101.45437.0228
	335	09/16/19	SALES TAX-AUG	14.93CR		STMT/8-19		M N	GENERAL SUPPLIES	101.45437.0229
	335	09/16/19	DIESEL FUEL TAX-AUG	55.44		STMT/8-19		M N	MOTOR FUELS AND	651.48485.0222
				2,177.75						
			VENDOR TOTAL	2,177.75		*CHECK TOTAL				

Vendor Payment History Report
INCLUDES ONLY POSTED TRANS

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
MN PEIP			003450											
	56925	09/16/19	HEALTH INSURANCE-OCT	4,012.18	CR	880826		D	N				COBRA INS PREMIU	101.120001
	56925	09/16/19	HEALTH INSURANCE-OCT	1,367.26		880826		D	N				EMPLOYER INSUR.	101.41400.0114
	56925	09/16/19	HEALTH INSURANCE-OCT	1,367.26		880826		D	N				EMPLOYER INSUR.	101.41402.0114
	56925	09/16/19	HEALTH INSURANCE-OCT	1,367.26		880826		D	N				EMPLOYER INSUR.	101.41403.0114
	56925	09/16/19	HEALTH INSURANCE-OCT	2,734.52		880826		D	N				EMPLOYER INSUR.	101.41405.0114
	56925	09/16/19	HEALTH INSURANCE-OCT	1,367.26		880826		D	N				EMPLOYER INSUR.	101.41409.0114
	56925	09/16/19	HEALTH INSURANCE-OCT	1,367.26		880826		D	N				EMPLOYER INSUR.	101.41420.0114
	56925	09/16/19	HEALTH INSURANCE-OCT	1,469.20		880826		D	N				RETIRED EMPLOYEE	101.41428.0818
	56925	09/16/19	HEALTH INSURANCE-OCT	4,101.78		880826		D	N				EMPLOYER INSUR.	101.42411.0114
	56925	09/16/19	HEALTH INSURANCE-OCT	1,367.26		880826		D	N				EMPLOYER INSUR.	101.42412.0114
	56925	09/16/19	HEALTH INSURANCE-OCT	1,367.26		880826		D	N				EMPLOYER INSUR.	101.43417.0114
	56925	09/16/19	HEALTH INSURANCE-OCT	1,367.26		880826		D	N				EMPLOYER INSUR.	101.43425.0114
	56925	09/16/19	HEALTH INSURANCE-OCT	519.60		880826		D	N				EMPLOYER INSUR.	101.45432.0114
	56925	09/16/19	HEALTH INSURANCE-OCT	1,367.26		880826		D	N				EMPLOYER INSUR.	651.48484.0114
				17,118.26										
			VENDOR TOTAL	17,118.26										
													*CHECK TOTAL	
MN SOCIETY OF GASTRO-			.02936											
	57092	10/02/19	CONV BID FULFILLMENT	100.00		092719		D	N				OTHER CHARGES	208.45008.0449
MORRELL/AMY			003536											
	57012	09/25/19	TENNIS COACHING	965.00		083019		D	M	07			PROFESSIONAL SER	101.45432.0446
MOSS & BARNETT			001655											
	57013	09/25/19	CATV LEGAL SERV-AUG	459.00		715813		D	M	07			PROFESSIONAL SER	101.41406.0446
MUNICIPAL UTILITIES			000541											
	57014	09/25/19	UTILITIES FOR AUG	16.58		8/19		D	N				UTILITIES	101.45432.0332
	57093	10/02/19	UTILITIES FOR SEP	779.11		9/19		D	N				UTILITIES	101.42412.0332
	57093	10/02/19	UTILITIES FOR SEP	2,399.28		9/19		D	N				UTILITIES	101.43425.0332
	57093	10/02/19	UTILITIES FOR SEP	2,287.19		9/19		D	N				UTILITIES	230.43430.0332
	57093	10/02/19	UTILITIES FOR SEP	57,168.38		9/19		D	N				UTILITIES	651.48484.0332
	57093	10/02/19	UTILITIES FOR SEP	276.41		9/19		D	N				UTILITIES	651.48485.0332
				62,910.37										
			VENDOR TOTAL	62,926.95										
													*CHECK TOTAL	
MUNICIPAL UTILITIES			002393											
	57094	10/02/19	05/15/19 TAX STLMNT-CU	1,056.94		092519		D	N				DUE TO COMPONENT	295.210001
MVTL LABORATORIES INC			000544											
	57015	09/25/19	LAB TESTING	45.00		994282		D	N				PROFESSIONAL SER	651.48484.0446
	57015	09/25/19	LAB TESTING	2,329.50		995269		D	N				PROFESSIONAL SER	651.48486.0446
	57015	09/25/19	LAB TESTING	297.00		995982		D	N				PROFESSIONAL SER	651.48484.0446
	57015	09/25/19	LAB TESTING	240.00		995983		D	N				PROFESSIONAL SER	651.48484.0446
				2,911.50										
													*CHECK TOTAL	

Vendor Payment History Report
INCLUDES ONLY POSTED TRANS

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
MVTL LABORATORIES INC														
	57095	10/02/19	LAB TESTING	45.00		996414		D	N				PROFESSIONAL SER	651.48484.0446
			VENDOR TOTAL	2,956.50										
MVTV WIRELESS														
	57096	10/02/19	AIRPORT INTERNET-OCT	162.95		11699-20191001		D	N				COMMUNICATIONS	101.41409.0330
NELSON INTERNATIONAL														
	57097	10/02/19	#118382-CAB LEVEL SENSOR	63.61		X101057519:01		D	N				INVENTORIES-MDSE	101.125000
NORTH COUNTRY KENNELS LL														
	57016	09/25/19	K-9 BOARDING 8/25-8/31	120.00		682460		D	N				PROFESSIONAL SER	101.42411.0446
	57016	09/25/19	K-9 BOARDING 9/15-9/19	80.00		682496		D	N				PROFESSIONAL SER	101.42411.0446
			VENDOR TOTAL	200.00										
				200.00		*CHECK TOTAL								
NORTHERN BUSINESS PRODUC														
	57017	09/25/19	EXECUTIVE OFFICE CHAIR	350.00		430000-0		D	N				SMALL TOOLS	101.41409.0221
	57017	09/25/19	OFFICE SUPPLIES	7.19		432048-0		D	N				OFFICE SUPPLIES	101.45432.0220
	57017	09/25/19	OFFICE SUPPLIES	20.57		432048-1		D	N				OFFICE SUPPLIES	101.45432.0220
	57017	09/25/19	ERGONOMIC OFFICE CHAIR	134.99		432054-0		D	N				SMALL TOOLS	101.45432.0221
	57017	09/25/19	OFFICE SUPPLIES	50.45		434082-0		D	N				OFFICE SUPPLIES	101.45432.0220
	57017	09/25/19	OFFICE SUPPLIES	141.02		435346-0		D	N				OFFICE SUPPLIES	101.41410.0220
			VENDOR TOTAL	704.22										
				704.22		*CHECK TOTAL								
NORTHERN STATES SUPPLY														
	57018	09/25/19	SANDPAPER	18.21		10-574235		D	N				GENERAL SUPPLIES	101.45435.0229
	57018	09/25/19	WOODSHOP BLADE PROTECTOR	26.99		1350457		D	N				SMALL TOOLS	101.45435.0221
			VENDOR TOTAL	45.20										
				45.20		*CHECK TOTAL								
O'REILLY AUTOMOTIVE INC														
	57019	09/25/19	#125795-WHEEL BRNGS	95.59		1528-218951		D	N				INVENTORIES-MDSE	101.125000
	57019	09/25/19	BALL HITCH	15.99		1528-219618		D	N				MTCE. OF EQUIPME	101.43425.0224
	57019	09/25/19	KEY CHAINS FOR SQUADS	7.98		1528-220134		D	N				GENERAL SUPPLIES	101.42411.0229
	57019	09/25/19	#103516-A/C CONDENSER	121.00		1528-220146		D	N				INVENTORIES-MDSE	101.125000
	57019	09/25/19	2 CYCLE OIL	25.96		1528-221139		D	N				INVENTORIES-MDSE	101.125000
	57019	09/25/19	SHOP SUPPLIES	19.10		1528-221139		D	N				GENERAL SUPPLIES	101.43425.0229
	57019	09/25/19	#131052-MARKER LIGHT	3.99		1528-221163		D	N				MTCE. OF EQUIPME	101.42412.0224
	57019	09/25/19	#62312J-VOLT REGULATOR	71.78		1528-221363		D	N				INVENTORIES-MDSE	101.125000
	57019	09/25/19	#132141-COOLING FANS	157.77		1528-222167		D	N				INVENTORIES-MDSE	101.125000
	57019	09/25/19	TREAD DEPTH GAUGE	2.80		1528-222358		D	N				SMALL TOOLS	101.43425.0221
	57019	09/25/19	#183429-TRLR LT CONNECTR	49.99		1528-222683		D	N				INVENTORIES-MDSE	101.125000
			VENDOR TOTAL	571.95										
				571.95		*CHECK TOTAL								
OFFICE SERVICES														
	57020	09/25/19	PHOTO COPIES-SEP	662.94		STMT/9-19		D	N				OFFICE SUPPLIES	101.41410.0220
	57020	09/25/19	PHOTO COPIES-SEP	589.97		STMT/9-19		D	N				OFFICE SUPPLIES	101.41410.0220

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
OFFICE SERVICES			000589											
	57020	09/25/19	OFFICE SUPPLIES-AUG/SEP	460.18		STMT/9-19							OFFICE SUPPLIES	101.41410.0220
				1,713.09	*CHECK	TOTAL								
			VENDOR TOTAL	1,713.09										
PAPER & THREADS LLC			002895											
	57021	09/25/19	CERT HATS WITH LOGOS	845.00		091219							SUBSISTENCE OF P	803.42411.0227
	57021	09/25/19	PATCHES SEWN ON SHIRT	8.00		091319							SUBSISTENCE OF P	101.42411.0337
				853.00	*CHECK	TOTAL								
			VENDOR TOTAL	853.00										
PERKINS LUMBER CO INC			000604											
	57022	09/25/19	REROD FOR CONCRETE WORK	139.80		1908-027851							MTCE. OF OTHER I	101.43425.0226
	57022	09/25/19	WOOD STAKES	86.06		1908-028169							GENERAL SUPPLIES	101.43425.0229
	57022	09/25/19	STORM SWR REPAIR-MAT'L	39.90		1908-030012							MTCE. OF OTHER I	101.43425.0226
	57022	09/25/19	CONCRETE FRAMING MAT'L	37.98		1908-030265							GENERAL SUPPLIES	101.43425.0229
	57022	09/25/19	CONCRETE FRAMING MAT'L	134.88		1908-031098							GENERAL SUPPLIES	101.43425.0229
	57022	09/25/19	REROD FOR CONCRETE WORK	242.87		1908-031182							MTCE. OF OTHER I	101.43425.0226
				681.49	*CHECK	TOTAL								
			VENDOR TOTAL	681.49										
PEST PRO II			001968											
	57023	09/25/19	PEST CONTROL SERVICES	230.00		26608							PROFESSIONAL SER	651.48484.0446
PLUMBING & HEATING OF WI			000618											
	57024	09/25/19	RESTROOM REPAIR-PARTS	289.50		26881							MTCE. OF STRUCTU	101.45427.0225
	57024	09/25/19	RESTROOM REPAIR-LABOR	675.00		26881							MTCE. OF STRUCTU	101.45427.0335
				964.50	*CHECK	TOTAL								
			VENDOR TOTAL	964.50										
PREMIUM WATERS INC			000374											
	57098	10/02/19	DRINKING WATER	39.00		803211/6-19							SUBSISTENCE OF P	101.45435.0227
	57098	10/02/19	DRINKING WATER	37.50		803211/7-19							SUBSISTENCE OF P	101.45435.0227
	57098	10/02/19	DRINKING WATER	24.50		803211/8-19							SUBSISTENCE OF P	101.45435.0227
				101.00	*CHECK	TOTAL								
			VENDOR TOTAL	101.00										
PRINT MASTERS			000624											
	57025	09/25/19	SIGN FOR R.I. RESTROOMS	8.00		87094							MTCE. OF STRUCTU	101.43425.0225
PRO COLOR GRAPHICS			002719											
	57099	10/02/19	A-FRAME SIGN	150.00		6057							OTHER CHARGES	208.45008.0449
	57099	10/02/19	SIGNS FOR BIKE MS EVENT	292.80		6057							OTHER CHARGES	208.45011.0449
				442.80	*CHECK	TOTAL								
			VENDOR TOTAL	442.80										
PUBLIC SAFETY CENTER			.01516											
	57026	09/25/19	GEAR BAGS	69.98		5882207							SMALL TOOLS	101.42412.0221

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
SIBLEY STATE PARK IMPROV			003145											
	57102	10/02/19	2020 MEMBERSHIP DUES	30.00		092719		D	N				PREPAID EXPENSES	208.128000
SMEBY/ROSS			002570											
	57103	10/02/19	MILEAGE 9/1-9/30/19	87.00		100219		D	N				TRAVEL-CONF.-SCH	101.41409.0333
SOUTH 71 VETERINARY CLIN			000699											
	57036	09/25/19	ANIMAL CARE SERVICE	158.00		2224622		D	N				OTHER SERVICES	101.42411.0339
SPRINT			000578											
	57037	09/25/19	CELL PHONE USAGE-AUG	69.98		317498885-136		D	N				COMMUNICATIONS	101.41409.0330
ST PAUL PIONEER PRESS			003316											
	57104	10/02/19	DIGITAL AD CAMPAIGN	1,325.00		0819539779		D	N				ADVERTISING	208.45012.0447
STAR TRIBUNE			003417											
	57105	10/02/19	MN EXPLORER AD	290.00		I00317826-0825		D	N				OTHER CHARGES	208.45010.0449
STREICHER'S			000722											
	57038	09/25/19	AMMUNITION	2,719.50		I1386883		D	N				GENERAL SUPPLIES	101.42411.0229
SUN LIFE FINANCIAL			003460											
	57106	10/02/19	LIFE/LTD/VISION INS-OCT	65.14		M339		D	N				COBRA INS PREMIU	101.120001
	57106	10/02/19	LIFE/LTD/VISION INS-OCT	26.52		M339		D	N				EMPLOYER INSUR.	101.41400.0114
	57106	10/02/19	LIFE/LTD/VISION INS-OCT	110.95		M339		D	N				EMPLOYER INSUR.	101.41402.0114
	57106	10/02/19	LIFE/LTD/VISION INS-OCT	40.57		M339		D	N				EMPLOYER INSUR.	101.41403.0114
	57106	10/02/19	LIFE/LTD/VISION INS-OCT	105.69		M339		D	N				EMPLOYER INSUR.	101.41405.0114
	57106	10/02/19	LIFE/LTD/VISION INS-OCT	20.63		M339		D	N				EMPLOYER INSUR.	101.41408.0114
	57106	10/02/19	LIFE/LTD/VISION INS-OCT	68.91		M339		D	N				EMPLOYER INSUR.	101.41409.0114
	57106	10/02/19	LIFE/LTD/VISION INS-OCT	22.26		M339		D	N				EMPLOYER INSUR.	101.41420.0114
	57106	10/02/19	LIFE/LTD/VISION INS-OCT	5.11		M339		D	N				EMPLOYER INSUR.	101.41424.0114
	57106	10/02/19	LIFE/LTD/VISION INS-OCT	115.92		M339		D	N				INS. PASS THROUG	101.41428.0819
	57106	10/02/19	LIFE/LTD/VISION INS-OCT	919.98		M339		D	N				EMPLOYER INSUR.	101.42411.0114
	57106	10/02/19	LIFE/LTD/VISION INS-OCT	70.91		M339		D	N				EMPLOYER INSUR.	101.42412.0114
	57106	10/02/19	LIFE/LTD/VISION INS-OCT	97.32		M339		D	N				EMPLOYER INSUR.	101.43417.0114
	57106	10/02/19	LIFE/LTD/VISION INS-OCT	498.54		M339		D	N				EMPLOYER INSUR.	101.43425.0114
	57106	10/02/19	LIFE/LTD/VISION INS-OCT	23.03		M339		D	N				EMPLOYER INSUR.	101.45001.0114
	57106	10/02/19	LIFE/LTD/VISION INS-OCT	92.01		M339		D	N				EMPLOYER INSUR.	101.45432.0114
	57106	10/02/19	LIFE/LTD/VISION INS-OCT	43.76		M339		D	N				EMPLOYER INSUR.	101.45433.0114
	57106	10/02/19	LIFE/LTD/VISION INS-OCT	31.05		M339		D	N				EMPLOYER INSUR.	101.45435.0114
	57106	10/02/19	LIFE/LTD/VISION INS-OCT	10.25		M339		D	N				EMPLOYER INSUR.	101.45437.0114
	57106	10/02/19	LIFE/LTD/VISION INS-OCT	232.41		M339		D	N				EMPLOYER INSUR.	651.48484.0114
	57106	10/02/19	LIFE/LTD/VISION INS-OCT	19.60		M339		D	N				EMPLOYER INSUR.	651.48485.0114
				2,620.56										
			VENDOR TOTAL	2,620.56										
													*CHECK TOTAL	
SUN LIFE FINANCIAL			003539											
	57107	10/02/19	SUPPLEMENTAL LIFE-SEP	206.83		920813/9-19		D	N				COBRA INS PREMIU	101.120001

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
VERIZON WIRELESS			002915											
	57045	09/25/19	CELL PHONE USAGE-AUG	2,915.79		9837689357		D	N				COMMUNICATIONS	101.41409.0330
WAL-MART COMMUNITY			000789											
	57046	09/25/19	BREAK ROOM SUPPLIES	40.19		082019		D	N				GENERAL SUPPLIES	651.48484.0229
	57046	09/25/19	BOTTLED WATER FOR TRNG	19.90		082119		D	N				GENERAL SUPPLIES	101.42411.0229
	57046	09/25/19	COFFEE/FILTERS	34.04		090619		D	N				GENERAL SUPPLIES	101.42411.0229
	57046	09/25/19	EXCHANGED FILTERS	0.86CR		090619		D	N				GENERAL SUPPLIES	101.42411.0229
	57046	09/25/19	BATTERIES	21.74		091219		D	N				GENERAL SUPPLIES	101.42411.0229
			VENDOR TOTAL	115.01		*CHECK TOTAL								
				115.01										
WALLACE/TIMOTHY			002971											
	57047	09/25/19	FUEL REIMBURSEMENT	78.00		092419		D	N				MOTOR FUELS AND	101.42411.0222
	57047	09/25/19	LEMA HONOR GUARD CAMP	9.50		092419		D	N				TRAVEL-CONF.-SCH	101.42411.0333
			VENDOR TOTAL	87.50		*CHECK TOTAL								
				87.50										
WARNER/KEN			.02937											
	57114	10/02/19	RECYCLE ISNAP COMPUTER	25.00		092719		D	N				PROFESSIONAL SER	208.45005.0446
WEST CENTRAL COMMUNICATI			000796											
	57048	09/25/19	#162835-INST. RADIO	52.85		088401S		D	N				MTCE. OF EQUIPME	651.48486.0224
	57048	09/25/19	#162835-INST. RADIO	325.00		088401S		D	N				MTCE. OF EQUIPME	651.48486.0334
			VENDOR TOTAL	377.85		*CHECK TOTAL								
				377.85										
	57115	10/02/19	SIREN REPAIR	317.15		088525S		D	N				CIVIL DEFENSE	101.42428.0809
			VENDOR TOTAL	695.00										
				695.00										
WEST CENTRAL INDUSTRIES			000801											
	57049	09/25/19	CLEANED PARKS-JUL	2,701.58		4386		D	N				CLEANING AND WAS	101.43425.0338
	57049	09/25/19	CLEANED PARKS-AUG	2,584.12		4386		D	N				CLEANING AND WAS	101.43425.0338
	57049	09/25/19	CLEANED STADIUM-JUL	2,268.50		4392		D	N				CLEANING AND WAS	101.43425.0338
	57049	09/25/19	LAWN MTCE-AUG	170.00		4472		D	N				MTCE. OF OTHER I	101.45437.0336
	57049	09/25/19	CLEANED STADIUM-AUG	1,047.00		4507		D	N				CLEANING AND WAS	101.43425.0338
			VENDOR TOTAL	8,771.20		*CHECK TOTAL								
				8,771.20										
WEST CENTRAL SHREDDING			003252											
	57050	09/25/19	SHREDDING SERVICE	25.00		12669		D	N				PROFESSIONAL SER	101.41403.0446
WEST CENTRAL TROPHIES			000808											
	57116	10/02/19	LOCKER PLATES	40.50		5598		D	N				SUBSISTENCE OF P	101.42412.0227
WILLMAR AUTO VALUE			002689											
	57117	10/02/19	#099551-IGNITION SWITCH	50.99		22318769		D	N				INVENTORIES-MDSE	101.125000
	57117	10/02/19	RETURN-FTNGS/CONNECTORS	110.87CR		22318889		D	N				INVENTORIES-MDSE	101.125000
	57117	10/02/19	#130012-HYD. FITTINGS	24.90		22318890		D	N				INVENTORIES-MDSE	101.125000

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
WILLMAR AUTO VALUE			002689											
	57117	10/02/19	CORE RETURN	30.22	CR	22318963		D	N				INVENTORIES-MDSE	101.125000
	57117	10/02/19	#090639-STABILIZER LINE	53.98		22319515		D	N				INVENTORIES-MDSE	101.125000
	57117	10/02/19	#170560-ALTERNATOR	316.32		22319772		D	N				INVENTORIES-MDSE	101.125000
	57117	10/02/19	BRAKE ROTOR/PARTS	157.97		22319932		D	N				INVENTORIES-MDSE	101.125000
	57117	10/02/19	SERPENTINE BELT	24.99		22319934		D	N				INVENTORIES-MDSE	101.125000
	57117	10/02/19	BRAKE PAD SET	59.99		22319951		D	N				INVENTORIES-MDSE	101.125000
	57117	10/02/19	CORE RETURN	73.33	CR	22320002		D	N				INVENTORIES-MDSE	101.125000
	57117	10/02/19	DEFECTIVE BRAKE PARTS	43.99	CR	22320417		D	N				INVENTORIES-MDSE	101.125000
	57117	10/02/19	AIR FILTER	36.12		22320418		D	N				INVENTORIES-MDSE	101.125000
	57117	10/02/19	AIR CHUCK	7.98		22320916		D	N				SMALL TOOLS	651.48484.0221
	57117	10/02/19	OIL/FUEL FILTERS	58.74		22320967		D	N				MTCE. OF EQUIPME	651.48485.0224
				533.57										
			VENDOR TOTAL	533.57										
													*CHECK TOTAL	
WILLMAR BUS SERVICE			000813											
	57118	10/02/19	BUS SERVICE	75.00		19-0205		D	N				OTHER CHARGES	208.45008.0449
WILLMAR CHAMBER OF COMME			000812											
	57119	10/02/19	2020 MOA GUIDE DISTRIB.	550.00		CC STMT/8-19		D	N				PREPAID EXPENSES	208.128000
	57119	10/02/19	EVENT CENTER MEETING	7.23		CC STMT/8-19		D	N				TRAVEL-CONF.-SCH	208.45005.0333
	57119	10/02/19	OFFICE 365 SUBSCRIP.	7.51		CC STMT/8-19		D	N				SUBSCRIPTIONS AN	208.45005.0443
	57119	10/02/19	GOOGLE MKTG CAMPAIGN	237.64		CC STMT/8-19		D	N				OTHER CHARGES	208.45010.0449
	57119	10/02/19	FACEBOOK ADVERTISING	2.00		CC STMT/8-19		D	N				OTHER CHARGES	208.45010.0449
	57119	10/02/19	BIKE MN EVENT-MEALS	11.62		CC STMT/8-19		D	N				OTHER CHARGES	208.45011.0449
				816.00										
			VENDOR TOTAL	816.00										
													*CHECK TOTAL	
WILLMAR PRECAST COMPANY			001060											
	57051	09/25/19	CLEANING SUPPLIES	131.40		091619PW		D	N				CLEANING AND WAS	101.43425.0228
WINDSTREAM			002100											
	57052	09/25/19	PHONE SERV-AUG	65.32		STMT/8-19		D	N				COMMUNICATIONS	101.45433.0330
WITTE SOD FARMS INC			.02933											
	57053	09/25/19	SOD FOR BALL FIELD	60.00		2531		D	N				MTCE. OF OTHER I	101.43425.0226
WITTMAN/LINDA			.02931											
	57054	09/25/19	NOTARY FEE	20.00		091119		D	N				LICENSES AND TAX	101.42411.0445

ACS FINANCIAL SYSTEM
10/02/2019 12:22:36

Vendor Payment History Report
INCLUDES ONLY POSTED TRANS

CITY OF WILLMAR
GL540R-V08.12 PAGE 25

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
REPORT TOTALS:				589,233.04										

RECORDS PRINTED - 000629

Vendor Payment History Report

FUND RECAP:

FUND	DESCRIPTION	DISBURSEMENTS
101	GENERAL FUND	259,158.65
205	INDUSTRIAL DEVELOPMENT	14,324.00
208	CONVENTION & VISITORS BUREAU	6,800.49
230	WILLMAR MUNICIPAL AIRPORT	3,082.14
236	BIKE SHARE PROGRAM	43.67
295	COMMUNITY INVESTMENT	1,056.94
314	D.S. - 2014 BOND	3,100.00
418	S.A.B.F. - #2018	10,588.49
419	S.A.B.F. - #2019	9,600.00
432	C.P. - WASTE TREATMENT	81,037.46
438	C.P.-R22 REFRIGERATION 2018A	1,974.96
450	CAPITAL IMPROVEMENT FUND	97,962.78
651	WASTE TREATMENT	98,489.98
803	COMM EMERGENCY RESPONSE TEAM	845.00
804	FIRE DEPT EXPLORER FUND	118.48
899	DONATION FUND (AGENCY)	1,050.00
TOTAL ALL FUNDS		589,233.04

BANK RECAP:

BANK	NAME	DISBURSEMENTS
HERT	HERITAGE BANK	589,233.04
TOTAL ALL BANKS		589,233.04

MINUTES
WILLMAR POLICE COMMISSION
Tuesday, May 21, 2019

A meeting of the Willmar Police Civil Service Commission was held on Tuesday, May 21, 2019, at the Law Enforcement Center in Willmar.

Present were Police Civil Service Commission members President Mike Kubesh, Vice President Earline Schulstad, and Secretary Dennis Anfinson. Police Chief Jim Felt and Administrative Assistant Sue Edwards were also present.

The meeting was called to order by President Kubesh at 8:58 a.m.

A motion was made by Commissioner Anfinson, seconded by Commissioner Schulstad, to approve the March 21, 2019 minutes as submitted. **Motion carried.**

Chief Felt informed the Commission that within the next month, the Willmar PD will have five police officer openings. He explained that the top candidate on the eligibility list had withdrawn from the hiring process due to medical issues and background packets were sent out to the next six candidates on the list.

Chief Felt explained that the department could only have a maximum of three candidates in the field training program at one time. He would like to hire three officers at this time, and two additional officers once the field training is completed on the first three candidates.

Discussion followed on the completed background investigations. Commissioner Anfinson made a motion, seconded by Commissioner Schulstad, to certify the top six names to the appointing authority, with the recommendation to offer police officer positions to Alexander Olson, Coleton Dittrich and Zachary Lueders, upon successful completion of psychological and physical testing. **Motion carried.**

Commissioner Anfinson also made a motion, seconded by Commissioner Schulstad, to make a conditional offer to Taylor Thunstedt, upon successful completion of the Skills Program, the MN POST examination, and psychological and physical testing. **Motion carried.**

An additional background packet will be sent to the next candidate on the eligibility list and once that is completed, the Commission will meet again to make a recommendation to the appointing authority for the fifth open position.

Miscellaneous

- Chief Felt informed the Commission that Detective Sergeant Vince King is retiring May 31, 2019, which leaves a vacant sergeant position within the department. Sergeant Chad Nelson will take over as Detective Sergeant in June. Discussion followed on the current sergeant's eligibility list which was established in October 2018. Commissioner Schulstad made a motion, seconded by Commissioner

Anfinson, to offer Officer Ross Livingood the vacant sergeant's position. **Motion carried.**

- Chief Felt also informed the Commission that Officer Pete Dobransky will be retiring June 30, 2019. There will be a joint coffee party for Vince King and Pete Dobransky on June 27th, at 2:00 p.m., in the Emergency Operations Center.
- Officer Mike Carlson turned in his letter of resignation May 7th, and has accepted a job with the Woodbury Police Department. His last day with the Willmar Police Department is May 24, 2019.
- With the shortage of officers for the summer, three new Community Service Officers were hired at the end of April; Nikki Cappelen, Hana DeSchepper and Carston Toedter. All three are in their first year of law enforcement at Ridgewater College and are also members of the Police Explorers Program.

There being no further business, a motion to adjourn was made by Commissioner Kubesh, seconded by Commissioner Anfinson. The meeting was adjourned at 9:53 a.m.

Secretary Dennis Anfinson
by Sue Edwards

MINUTES
Central Community Transit
Operations Board

Tuesday, June 25, 2019
10:00 a.m.
Willmar Office

Members Present: Kristi Maahs, Pam Meinert, Jill Pelzel, Judy Thompson

Members via Phone: Jill Bruns, Paul Bukovich, Michelle Prah

Members Absent: Alan Anderson, Amanda Becker, Catherine Birr, Chad Christianson,
Laura Morales, Jan Wrase

Staff Present: Tiffany Collins, Transit Director; Doug Sweeter, Operations Coordinator;
Patti Flannigan, Office Coordinator

Staff Absent: Donna Anderson, Assistant Transit Director

Guest(s): None Present

Introductions

The meeting was called to order, no introductions were necessary. Operation Board Members: Jill Bruns and Michelle Prah will be joining via phone at approximately 11:00 a.m. due to other meeting obligations, approval for necessary items will take place at that time.

Approval of Agenda

No additions or changes to the agenda, approval to follow.

Approval of Minutes

No additions or changes to the minutes from May 28, 2019, approval to follow.

Director's Update

Financials – Tiffany updated the committee with CDS experiencing cloud service issues that resulted in over 2 weeks of non-computer services. Bank reconciliation for May was included

for review, as it was not available from CDS for the Administration Committee Meeting. Tiffany reviewed May Financials with a remaining revenue target of 58.8%, currently reflecting 56.9%. *Special Services (2024)* includes the larger contract billings in place of (2010.2) *Farebox-Prepaid*. (2028) *MnDOT Grant* 1st and 2nd quarter have been received with the 2nd quarter higher, reflecting the reduction of required local share to 5% for 2019. Reviewed Checking, Savings, Savings Direct and MPT Reserve. Expenditures were reviewed at a 64.2% remaining for personnel. (1020) *Drivers* budget line was reviewed reflecting past base service holidays such as Martin Luther King, Jr. Day and Presidents Day running a near regular service day, as in the past, the majority of services were not needed on those holidays. More funds are spent to have those routes staffed, including both as a paid holiday and holiday premium for hours worked. Challenge remains with no longer being able to save operation hours as transportation services are needed. Another example, Good Friday regular operation until 12:00 noon, with the needs of afternoon transportation for the return of passengers. Future planning is taking place to increase/adjust funds. (1029) *Driver Coordinator* was lower in May reflecting a change in staffing. Administration is currently at 71.4% remaining, (1144) *Audit Services* are being performed for 2017 and 2018 audits. Vehicle Charges (1210) *Fuel/Lubricants* are reflective of Renville County fuel billings being received more frequently. City of Willmar fuel bills were noticed in having 7-8 dates without fuel charges. Doug Sweeter addressed and the billing was corrected with the City of Willmar. Judy Thompson noted that the City of Willmar is currently experiencing a staffing shortage. Insurance Charges (1596) *Insurance Reimbursement* includes reimbursement from two bus accidents. General Transportation Title III program continues with Blue Ride payments coming in and past problems have been resolved. Logistic Care has more hands on contacts available, making it a great deal easier to work through. No-load miles are being requested from Blue Ride and have recently noticed a reduction in rides. It's uncertain if the no-load requests have played a role in the reduction or possibly due to more Medivan transports that have been noticed within Willmar. (1150.2) *100% Volunteer Dispatch* reflects additional office assistance that has been provided since March, as a result in work restrictions from a driver back injury from a fall on the ice. This additional help has been proven beneficial and necessary in working through the process with the new tablets, along with the flexibility in assisting with dispatch and other areas as needed. (1180.2) *Utilities* increase reflects the new tablet service. Positive results have been seen in utilizing the tablets with a reduction in driver paper work along with the ability in providing additional reports. Beneficial tablet features include: passenger signature line and ability to take a picture of meal/parking receipts, with the original receipt required for submission. Drivers have been asked to provide a monthly driver log summary. Tablets were introduced to the Litchfield Office this week and hopefully to the Olivia Office in the next few weeks. The driver mileage reimbursement is broken down for each program under (2024.xx). Elderly/Disabled 5310 transportation program has experienced a few cancelations due to the rainy weather. Renville and Meeker counties have upcoming outings scheduled. Kristi Maahs suggested in checking with area agencies such as Ecumen for any interest of possible 5310 Elderly/Disabled outings for the upcoming Meeker County Garden Tour on Tuesday, July 9th. New Service Expansion is moving into the regular operating budget with both the Litchfield City Day & Evening routes going well. Bank reconciliations for May were included for review as they were not available for the Administration Committee Meeting. Members reviewed with no comments/concerns. Ridership – Doug Sweeter reviewed May's ridership of 21,584, reflecting an overall decrease across all three locations from last year. Ridership changes that have occurred include the loss of

7 daily transports from Litchfield to Hutchinson for WCI program services. Bethesda has purchased a bus/van to provide more of their own transportation, therefore, also seeing a reduction in 5310 outings. JoyRide services for a safe ride home will have additional available service from Wednesday, July 3rd thru Saturday, July 6th. The Spicer Family Friendly Street Dance being held on Saturday, July 6th from 7 p.m.-10 p.m. with the local bar establishments providing entertainment following the dance. CCT in collaboration with the Kandiyohi County Traffic Education & Safety Team (KCTEST) and Stephanie Felt are in communication for the arrangement of this service. No service was provided on Saturday, June 22 due to a scheduling issue.

Committee Updates

Systems Resource Committee Update – Kristi Maahs, Pam Meinert and Jill Pelzel gave a recap from June 4, 2019 meeting. Tiffany reported the 5310 Needs Survey hasn't gone out yet. RTCC mis-concerns are being addressed. Volunteer Driver tablet issues have been resolved and currently felt comfortable releasing tablets to Litchfield to begin practicing. It takes drivers approximately 2 weeks to feel comfortable. The 10 new tablets are under a 24 month payment plan at a cost of \$250/each. The Title III grant dollars require ridership to receive funding. Generally, that program does very well, however, currently the ridership has been down. Volunteer drivers generally prefer the longer trips in place of shorter local trips. CCT Safety Awards Program/2019 Appreciation Gifts will have suggestions provided.

Administration Committee Update – Tiffany reviewed June 19, 2019 committee minutes. No financial information was available from CDS due to computer issues. The 5 year plan Performance Metrics handout was reviewed by the committee with CCT being asked to choose 3-4 provider metrics, those of most importance included: Passenger Complaints (to be defined down), Accidents (clarification if only CCT at fault accidents), Farebox Recovery and Trip/Ride Denial (how to track). Tiffany has questioned trip denial tracking options with the consultants and MnDOT to address a good way to track with numerous variations of needs. MnDOT 2-year contract budget is included in today's meeting.

MnDOT 2 Year Budget Review

Tiffany reviewed the CCT 2020-2021 MnDOT Proposed Budget with the goal of no more than a 3.4% increase per, year as suggested by MnDOT. Personnel reflected and adjusted accordingly regarding wage increases, current over-time and projected paid time off. New Service Expansion project added an additional 1,560 hours and is now fully included into the budget. According to Labor contract wages are set for a 2.5% increase for 2020 with a new contract expected for 2021-2022. Maintenance Support includes 1.5 FTE with the anticipation of upcoming retirement for our mechanic sometime during the 2 year contract, in the hopes to hire a part-time employee to begin training with intension to move into full-time upon retirement. Benefit breakdown allows \$1,025 per eligible employee/month with the additional allowance of \$100 per month for HSA contribution. Work Comp numbers are currently updated from Chad Christianson with North Risk Partners. Administration costs for training have been adjusted down with most training being completed in house. Office Supplies includes \$5,000 in capital that has been able to be added for rotational improvements of office chairs, computers, monitors,

etc. Vehicle charges reflect an estimate with a slight increase, as costs are unknown. MnDOT hasn't been able to provide an estimate for fuel costs yet at this time. Bus fleet will consist of newer buses anticipating the maintenance cost to be lower with the seven new gas buses expected to be received by 2020. Tires were reduced as reflected from past budget, along with stable pricing. Insurance estimates were received from Chad Christianson with those estimates provided. Capital Purchases are expected with the replacement of 3 buses in 2020 and 3 buses in 2021. Those purchases will include a separate application. The local share request will remain at \$20,500 for 2020 with no increase, letters to be sent out yearly with the 2020 requests prepared. Budget suggestions included a 3.4% yearly increase for 2020-2021 with the budget reflecting this new process, including the allowance for staff expansion. Separate contract solicitations will be broken out for Capital, Facility and Technical Enhancements/Improvements.

Kristi Maahs made a motion to recommend the CCT 2020-2021 MnDOT Proposed Budget to the Joint Powers Board. Pam Meinert seconded the motion, which carried all in favor.

Approval of Agenda - Continuation

Judy Thompson made a motion to approve the agenda. Jill Pelzel seconded the motion, which carried.

Approval of Minutes - Continuation

Jill Pelzel made a motion to approve the minutes from May 28, 2019. Judy Thompson seconded the motion, which carried.

Bus Order Review – Recommendation

The resolution for the 1st solicitation for the 2019 - 3 bus purchases is being worked on with Joint Powers Board Chairperson, Beth Oberg. The 2nd solicitation for the additional 4 buses and 1 support vehicle process is currently being worked through, with the anticipation for action at the next Joint Powers Board Meeting. Procurement work will begin once the contract is ready.

Automated Fare Technology – Joint Application with UCAP & Prairie 5 Rides - Discussion

Fare collection technology with area coordination of UCAP and Prairie 5 has been in discussion with MnDOT for the use of a reloadable card to be utilized equally within all areas, to move towards becoming more automated. A federal grant is to become available with an agreement for a joint application with the assistance of UCAP staff in writing the grants. MnDOT will not write the grants, but would assist as the transportation providers will become the direct recipients of the grant dollars. An additional application through MnDOT is a possible secondary option, with the encouragement to go through the federal grant process first.

RTCC - Update

Work continues with RTCC and Mid-MN Development Commission. Tiffany has indicated concerns with Matt Johnson and Don Winkler in addition to working towards the direction of where transit wants/needs to go, what transit can't do/shouldn't do as RTCC is needed within the work plan. All of the pieces within the work plan are good, with the ability to ensure things don't become overlooked. In order for this to work, all agencies need to be involved. Paul Bukovich added; where public transportation begins and ends, RTCC is geared to fill the continuum to meet those transportation needs. The continuation remains to help educate with moving forward to help fill transportation gaps by providing more rides using the same or fewer resources, making transportation easier to use and giving customers more options of where and when to travel. Kristi Maahs provided an example of a transportation gap for a 48 year old individual in need of transportation to the cities for a medical appointment. Due to the age, they don't qualify for the Senior Transportation Program and are not receiving social service assistance, therefore posing a transportation gap.

Other Updates - Cell Phone Use Proposal

As requested, Tiffany was in contact with the League of MN Cities regarding the dispatch driver communication and mobile device use policy. Suggested language from the League of MN Cities: **A tablet may only be used when the vehicle is lawfully stopped in a location that is not designed for vehicular traffic and the vehicle is not obstructing traffic.** In addition to: Use of a personal mobile device while driving is restricted to during employee breaks **and out of the bus.**

Kristi Maahs made a recommendation of this cell phone language in full; to be brought to the Joint Powers Board. Judy Thompson seconded the motion, which carried all in favor.

Meeting Set Up/Dates

Operations Board: July 23, 2019 - 10:00 a.m.

Committee Meetings:

System Resource Committee: (No Meeting July 2, 2019 - Cancelled)

Administration Committee: July 17, 2019 - 8:00 a.m.

Central Community Transit Joint Powers Board Meeting:

July 12, 2019 - 9:00 a.m. – Willmar

Adjourn Meeting

Kristi Maahs made a motion to adjourn the meeting. Pam Meinert seconded the motion, which carried.

The meeting adjourned at 11:45 a.m.

Submitted by,
Patti Flannigan
Office Coordinator

**Willmar Lakes Area CVB Board Meeting
EBO Room of the CVB/Chamber
Tuesday, August 20, 2019 @ 12:00 Noon**

Members Present: Sue Steinert, Denny Baker, David Feist, Ken Warner, Sabrina Lere, Steve Ahmann, Art Benson, RJ Linder, Corky Berg, Audrey Nelsen and Judy Thompson

Members Excused: Janet Demuth and Dave Henle

Members Absent: Michelle Olson, Rob Baumgarn and Doug Kuehnast

Staff Present: Beth Fischer and Tanya Rosenau

- I. **Call to Order:** Steinert called the meeting to order at 12:09pm.
 - a. **Additions or corrections to the agenda:** There were no additions or corrections to the agenda.
- II. **Approve Minutes from the June 18, 2019 Meeting:** It was MSC (m/Ahmann; s/Thompson) to approve the minutes from the June 18, 2019 meeting.
- III. **Financial Report:** Thompson presented the financial report and reviewed the lodging tax revenues report year to date. Thompson shared information regarding the GFO assets and marketing account. It was MSC (m/Benson, s/Nelsen) to authorize the finance department to transfer \$25,493.16 from the GFO Assets to the CVB to offset the GFO Marketing Expenses incurred to date in 2019 and to approve the financial report as it was presented.
- IV. **Reports & Updates:**
 - a. **Sports:** Fischer shared for Baumgarn that the WarHawks will be back September 1 for their 4th season. It was a busy summer with bike events and a variety of tournaments. All upcoming hockey tournaments are scheduled as well as the figure skating events and curling bonspiels. The plan is to have summer ice again next year in June and July and possibly some hockey tournaments in as well. The BikeShare program is working well, but they are still working on some logistical details. Some events coming up include: Hawk Creek Run on August 24, CCS 5K on September 14, and Willmar Bikes leisure rides in September and October. The West Central Tribune Indoor Garage Sale is September 21 and the Quilt Show is September 28-29. The refrigeration system is 95% done. Warner suggested a future board meeting be held at the Civic Center for a tour.
 - b. **Leisure Committee:** Berg shared that they met at Sibley State Park and talked about their Centennial Celebration. The Beach project is done at Sibley State Park and looks great. Ahmann said that there was a discussion on the Airbnb's and the need for regulations for them. Berg said there is a Kandiyohi County Parks Plan Open House on Thursday, August 22 at 4pm at the Health and Human Services Building. The Kandi Trail Riders made 4 ½ miles of mountain bike trail at PWELC and the Little Crow Ski Team placed 5th in regionals.
 - c. **Special Events Committee:** No new business to report.
 - d. **Meetings & Conventions Committee:** Lere said they talked about some advertising opportunities coming up and sponsorship opportunities at the Leadership Conference in

October. There was a discussion about CrowdRiff and she shared that there still is a need for pictures of meeting facilities.

- e. **Visitor Guide Committee:** Steinert said Lakeside Press is selling ads for the guide and there are some coupon spots still available if you're interested. Send any tourism photo from Kandiyohi County to Fischer.

V. Affiliated Partnership Updates/Reports:

- a. **Spicer Commercial Club:** Fischer shared for Olson that the 4th of July Celebration went very well. Not a lot of people came for the family activities before the street dance though. Next year the street dance will go until 11pm. The Fabulous Armadillos is booked for next year on July 3rd. The ice castle is a go for Winterfest and the Dam Jammers are booked for an ice dance on January 18th. Spicer has been looking at what they can do to support Saulsbury Beach.
- b. **New London:** Fischer shared that Otteson has resigned her position on the City Council. They will be making a new appointment for the CVB Board. There are a lot of events coming up in New London including the New London Arts, Crafts and Gift Show and the Fall Festival. Paisley Threads is a new store that has opened up on Main Street.

- VI. Executive Director Report:** Fischer distributed her report and went over some of the larger events that are coming up. Such as Raymond Harvest Festival, Atwater Threshing Days, Celebrate Art! Celebrate Coffee!, Solorlag Stevne, MNSGNA Conference, Beta Sigma Phi Convention, MN Heartland Tourism Association Meeting and many more. She has submitted ads to the American Legion Convention book, AAA Living, Fall Bucket List ad to Minnesota Monthly, Twin Cities Business, City Pages, August Go Guide in the Pioneer Press, Minnesota Monthly for the 12 weeks of Autumn campaign, and exploreminnesota.com. She has contracted space for the fall & winter MN Explorer, Iowa Snowmobiler, Association North Membership Directory, and the 2020 MN Travel Guide. We were awarded the 2019 BPA Conference, 2020 Safe Routes to School Meet Up, 2021 MN Rural Route Carriers Conference, 2020 MN Chapter of the Wildlife Society, 2020 Women in Ag Conference, 2020 MN Chapter of the American Fisheries Annual Meeting, and the 2020 Tribute to the Troops Memorial Program. She submitted a bid to host the 2020 Circle K Convention, 2020 SafeBasements Annual Meeting, 2022 MN State Fire Department Associations Annual Conference & Fire School. We lost one bid for the 2021 Pheasants Forever Convention to St. Cloud. She has assisted conventions/groups such Ander Anderson Reunion, American Legion State Convention, Bike MS, Bicycling Around Minnesota and many more. A complete copy of the Executive Director's Report is available upon request from the CVB office.

VII. Other Business:

- a. **Board Survey:** Steinert said that everyone should have received an email from survey monkey with 5 questions on the new logo options. Please take the survey by the end of this week so the results can be tallied. The consensus was to also send the survey to the tourism committee, mayors of the county, Leadership from new London merchants, leadership from Spicer Commercial Club, and the Chamber Board Chairperson.
- b. **Board Retreat:** Steinert said we will have a Board Retreat on October 15th at Prairie Woods Environmental Learning Center from 9am-2pm.
- c. **Other:**
- d. **Word Around the Community:**

- i. **Lere:** Green Lake Cruises only has 5 public cruises left for the season and 2 of them are sold out. Get tickets now.
- ii. **Warner:** Active Shooter Preparedness is next Thursday, August 27th from 7:15-10:00am at the Willmar Conference Center.
- iii. **Thompson:** The Census Committee was out at the fair and received great feedback. They are still looking for people to work. Applications will come out on March 15th and the census is due April 1, 2020. People can fill out the paper forms, online forms, or by phone. Flyers will be coming out in Municipal Utilities in August and November. The City of Willmar website has some census videos to explain why it's important to be counted.
- iv. **Baker:** The County Fair was good and they had good weather for most of it. The fair has invested in a master plan for the next few years that has 8 phases. The fundraising campaign will start this fall. Spicer is working hard on other projects.
- v. **Benson:** Excited about the housing that's being created and that Kohl's is about to open.
- vi. **Ahmann:** Ahmann shared information about the 2024-2029 MnDot report and what will be funded and the Green Lake sewer system updates. There will be quite a few road projects in the next couple years.
- vii. **Nelson:** At the City Council meeting last night they approved an RFP for the local option sales tax projects, approved for the curling club to go ahead with an architect to design that facility, and reallocated money to purchase additional baseball equipment. The four-season shelter construction is set to begin in the next few weeks.
- viii. **Berg:** Berg shared a little bit about the Safe Avenues Shelter House and how they're impacting our county.
- ix. **Steinert:** Raymond Harvest Festival is coming up this weekend.
- e. **Next Meeting Date:** The next meeting of the CVB Board of Directors is scheduled for September 17, 2019

VIII. **Adjournment:** Steinert adjourned the meeting at 1:04pm.

Respectfully Submitted by,

Tanya Rosenau, Administrative Assistant

Willmar Lakes Area Convention & Visitors Bureau

CVB Executive Director's Report – September 2019

- September 20: Movies in the Park
- September 20-22: MNSGNA Conference
- September 21: Celebrate Art! Celebrate Coffee!
- September 27-28: Beta Sigma Phi Convention
- October 9-10: MN Heartland Tourism Association Meeting
- October 25-26: Volleyball & Soccer Tournament at CCS
- November 4-5: Business Professions of America State Convention
- November 22-24: Bantam Hockey Tournament
- November 22-24: SW MN Synod Junior High Youth Gathering
- November 28: Celebrate the Light of the World Begins

Advertising:

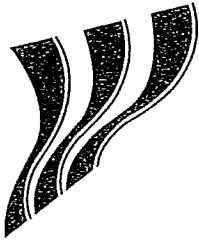
- Submitted photos for the 12 weeks of Autumn campaign that is running with Minnesota Monthly.
- Submitted ad for the MN Snowmobile Destinations Guide.
- Submitted ad to MN Getaways for an email newsletter to their subscribers.
- Contracted ad space in AAA for 2020. We will have advertising in their Mar/Apr, May/June and Sept/Oct publications in Iowa, South Dakota and Minnesota.
- Contracted an ad in Midwest Living. We will be in their Jan/Feb issue and in their Best of the Midwest publication.
- Continue to market the area via social media and online. Please follow us on Facebook, Twitter, Instagram and Pinterest and use the hashtag #WillmarLakesArea.

Proposals/Conference Assistance:

- Submitted a bid to host the 2020 MN Pork Producers Association Conference. If awarded, the conference would be held in June 15-17, 2020.
- Submitted a bid to host the 2021 Concrete Paving Association Workshop. If awarded, it would be held on March 10-12, 2021.
- Met with Solorlag Stevne organizers to finalize the details for their September convention. The CVB arranged bus transportation for their tours and provided welcome bags. Their Stevne was held September 12-15, 2019.
- Met with MNSGNA Conference Planner via conference call to finalize the details for their September Conference. The CVB will be providing welcome bags, name badges and registration assistance.
- Met with MN Cattleman's Association's Planner to provide a site visit and to discuss their December convention. The CVB will be providing welcome bags, name badges and registration assistance.
- Assisted Beta Sigma Phi with several details for their upcoming convention. We will be providing name badges, welcome bags and have assisted with their DJ.
- Provided welcome bags to the Top of the Hill Club for their group tour attendees. They visited several area attractions included Mr B's Chocolates, Three Fingers Sawmill, Schwanke Museum and went on a Green Lake Houseboat Cruise.
- Provided welcome bags to Buckingham Blitz for their Jack Russell Terrier Trials that was held in Raymond on September 7-8. We also assisted with hotel rooms for their attendees.
- Continue to prospect and look for new convention business for our area. I am currently working on several great leads.

Misc:

- Attended the Events Center meeting. The group has been discussing location for the Events Center on the Willmar Civic Center property and also how it will connect to the existing facility.
- Attended the Kandiyohi County Parks Plan Open House. There was a great turnout for the event and strong support for our County Parks.
- Attended a meeting to discuss Saulsbury Beach opportunities.
- Attended the Upper Midwest Convention & Visitors Bureau Fall Conference in Fargo. It was a great conference that was attended by Tourism Professionals from an eight state region that includes Illinois, Iowa, Minnesota, Missouri, Nebraska, North Dakota, South Dakota and Wisconsin.
- Attended a Willmar Bikes meeting. Willmar needs to renew their Bike Friendly Community designation in 2020.
- Attended a BikeWillmar meeting. Ridership on the BikeWillmar bikes has been good. Each hub has seen activity with the Robbins Island, Rice Park and the Trailhead hubs seeing the most activity in the last 30 days. They are being used for both leisure and transportation purposes based on rider activity.
- Attended a Movies in the Park and a Glacial Ridge Curling meeting.



City of Willmar
CONVENTION & VISITORS BUREAU
Balance Sheet as of August 31, 2019
(As of 09/04/19)

Assets

Cash	\$ (16,682.03)
Bremer Wealth Money Market	\$ 166.25
Petty Cash	50.00
Investments	243,396.66
Taxes Receivable	-
Accounts Receivable	-
Due From Governor's Fishing Opener	67,679.97
Prepaid Expenses	1,246.58
Prepaid Expenses - GFO Marketing	991.68
Interest Receivable	
Total Assets	\$ 296,849.11

Liabilities

Accounts Payable	\$ -
Total Liabilities	-

Fund Balance

Restricted Fund Balance - Prepaid Expenses	10,240.73
Committed Fund Balance - CVB	30,544.27
Assigned Fund Balance - Petty Cash/CVB	50.00
Assigned Fund Balance - CVB	256,014.11
Total Fund Balance	296,849.11

Total Liabilities & Fund Balance **\$ 296,849.11**



Lodging Tax History

	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
January	\$ 7,998.33	\$ 7,855.69	\$ 8,682.75	\$ 9,803.51	\$ 10,143.12	\$ 9,356.74	\$ 8,663.45	\$ 8,485.83	\$ 8,884.20	\$ 8,809.35	\$ 9,592.37	\$ 10,146.02	\$ 11,242.91	\$ 12,481.92	\$ 16,072.96	\$ 15,411.55	\$ 14,438.84	\$ 14,232.85
February	\$ 8,273.68	\$ 8,564.69	\$ 8,499.71	\$ 10,224.37	\$ 10,054.13	\$ 9,566.54	10,602.01	\$ 8,480.61	\$ 10,444.66	\$ 10,611.48	\$ 11,908.11	\$10,911.35	\$ 13,578.53	\$ 13,861.89	\$ 12,644.59	\$ 13,292.01	\$ 13,934.28	\$ 14,552.98
March	\$ 8,369.92	\$ 7,834.79	\$ 8,617.73	\$ 9,891.40	\$ 9,769.91	10,355.41	\$ 11,159.67	\$ 9,627.34	\$ 11,072.50	\$ 10,383.91	\$ 11,246.07	\$ 12,286.25	\$ 11,960.20	\$ 13,268.74	\$ 11,951.98	\$ 14,443.01	\$ 14,696.50	\$ 15,673.47
April	\$ 8,364.42	\$ 8,217.88	\$ 8,791.84	\$ 10,683.76	\$ 10,486.74	\$ 10,298.58	\$ 11,256.15	\$ 8,896.70	\$ 10,582.99	\$ 11,572.47	\$ 9,979.39	\$ 11,762.97	\$ 12,280.28	\$ 20,893.77	\$ 16,855.81	\$ 15,757.48	\$ 16,409.14	\$ 17,819.29
May	\$ 10,054.26	\$ 9,078.07	\$ 9,523.49	\$ 11,180.11	\$ 11,916.43	\$ 12,498.33	\$ 11,400.34	\$ 9,590.19	\$ 10,405.48	\$ 12,184.92	\$ 13,372.89	\$ 13,011.30	\$ 13,953.56	\$ 27,168.41	\$ 16,576.02	\$ 15,746.72	\$ 20,539.88	\$ 20,001.25
June	\$ 12,103.69	\$ 11,693.46	\$ 13,263.93	\$ 13,222.78	\$ 14,655.50	\$ 14,272.52	\$ 13,587.59	\$ 14,138.00	\$ 14,192.88	\$ 16,310.94	\$ 17,056.44	\$ 17,723.80	\$ 21,493.18	\$ 31,353.36	\$ 23,587.69	\$ 26,686.49	\$ 28,342.49	\$ 24,163.13
July	\$ 13,958.28	\$ 14,304.97	\$ 16,313.57	\$ 16,679.03	\$ 17,455.49	\$ 17,601.37	\$ 18,627.95	17,670.65	\$ 18,118.86	\$ 21,102.74	\$ 19,419.80	\$ 20,870.17	\$ 23,504.27	\$ 31,335.96	\$ 21,423.26	\$ 27,584.55	\$ 28,880.56	\$ 21,087.74
August	\$ 12,484.49	\$ 12,430.55	\$ 13,557.57	\$ 15,367.67	\$ 15,814.31	\$ 16,146.49	\$ 15,076.77	\$ 14,583.82	\$ 16,871.90	\$ 17,099.31	\$18,441.81	\$ 19,836.73	\$ 19,602.33	\$ 26,012.06	\$ 24,542.87	\$ 26,921.27	\$ 26,212.67	One Missing
September	\$ 8,761.79	\$ 9,282.67	\$ 11,132.73	\$ 11,735.70	\$ 13,352.34	\$ 12,661.74	\$ 12,474.13	\$ 12,845.44	\$ 12,965.58	\$ 14,485.25	\$ 16,027.03	\$ 16,596.08	\$ 15,996.62	\$ 19,337.47	\$ 20,738.25	\$ 21,674.86	\$ 24,656.95	
October	\$ 10,165.02	\$ 10,461.69	\$ 10,748.60	\$ 12,588.44	\$ 12,889.49	\$ 11,976.87	\$ 12,486.39	\$ 10,180.03	\$ 12,657.71	\$ 13,417.43	\$ 13,824.00	\$ 15,507.78	\$ 16,011.42	\$ 17,588.17	\$ 19,325.13	\$ 21,137.60	\$ 23,002.47	
		\$ 12,994.55	\$ 12,147.50				\$14,931.70*	\$15,814.85*	\$14,889.20*									
November	\$ 6,602.76	\$ 8,430.63	\$ 8,898.66	\$ 10,188.40	\$ 10,176.16	\$ 9,264.87	\$ 9,444.09	\$ 8,785.56	\$ 9,312.75	\$ 11,366.74	\$ 11,414.80	\$ 12,603.31	\$ 12,749.26	\$ 13,727.63	\$15,342.87	\$14,726.67	\$17,698.50	
	\$ 10,746.10			\$ 12,061.86	12,886.81*	13,780.05*				\$ 14,625.30	\$ 14,728.80	\$ 14,885.55	\$14,858.75	\$14,785.45	\$15,497.95	\$15,862.70	\$16,275.30	
December	\$ 7,875.14	\$ 8,583.87	\$ 8,521.55	\$ 10,286.25	\$ 9,985.78	9,345.52	\$ 8,748.64	\$ 6,998.74	\$ 9,662.25	\$10,045.27	\$ 10,378.89	\$ 11,250.37	\$ 12,489.86	\$ 13,694.93	\$13,612.73	\$13,553.46	\$14,020.68	
Total Lodging tax	\$ 125,755.88	\$ 129,733.51	\$ 138,699.63	\$ 153,913.28	\$ 149,046.17	\$ 157,316.91	\$ 149,764.53	\$ 138,486.75	\$ 145,171.76	\$ 161,969.85	\$ 177,390.40	\$ 187,391.68	\$ 199,721.17	\$ 255,809.76	\$ 228,372.11	\$ 242,798.37	\$ 259,108.46	\$ 127,530.71

City of Willmar Monthly External Permits Report

Permit #	Issued Date	Owner and Site Address	Permit Sub-Type and Work Type	Description	Valuation	Total Permit Fee
WI028743	9/26/2019	Zelaya/Rafael 918 Gorton Ave NW	95-003-0320 Block 3 Willmar, Town Of (Original)	Alteration Residential Add/Alter	Repair fire damage, Reroofing, and Window replacement	\$15,000.00 \$378.34
WI028907	9/26/2019	Zelaya/Jorge 1800 7 1/2 St SW	95-922-6490	Reroofing Residential Add/Alter	Residential Reroof	\$850.00 \$31.00
WI029069	9/3/2019	Sharstrom/Steven J 515 2nd St SE	95-740-1000 Block 7 Spicer's Addition	Reroofing Residential Add/Alter	Residential Reroof	\$11,000.00 \$35.50
WI029110	9/10/2019	Bosch/Ann E 2108 20th St SW	95-885-0110 Lot 11, Block 1 Yorktown Estates	Single Family Replace	A/C Replacement	\$3,000.00 \$26.00
WI029111	9/10/2019	Fuentes/Elias D & Victoria L 1015 Ella Ave NW	95-009-1530 Block 136 Second Addition To Willmar	Single Family Replace	Gas Furnace Replacement	\$3,000.00 \$31.00
WI029112	9/10/2019	Lanctot/Reuben D & Hannah L 413 33rd St NW	95-833-1270 Lot 17, Block 7 Valley Brook Estates	Single Family Replace	A/C Replacement	\$3,000.00 \$26.00
WI029113	9/10/2019	Swenson/Barbara 521 Augusta Ave SE	95-250-0450 Block 3 Glarum's Addition To Willmar	Single Family Replace	Gas Furnace & A/C Replacement	\$6,500.00 \$56.00
WI029114	9/23/2019	Hanson/Daniel L & Tammy J 2105 21st St SW	95-885-0040 Lot 4, Block 1 Yorktown Estates	Single Family Replace	Gas Furnace & A/C Replacement	\$6,500.00 \$56.00
WI029117	9/18/2019	State of Minnesota - Department of Human Services 2301 Transportation R NE		Institution New	Commercial HVAC - New CABHS	\$479,292.00 \$5,032.57
WI029118	9/25/2019	Cleary/Patrick T 348 2nd St SW	95-003-5340 Block 45 Willmar, Town Of (Original)	Demolition Move/Raze	Demo - CDT Auto Parts Store	\$0.00 \$150.00
WI029120	9/25/2019	Farm Service Elev.Co. 3939 1st Ave W	95-917-5640	Commercial/Ind New	Elc Furnace and AC in Load Out Facility	\$7,637.00 \$80.19

City of Willmar Monthly External Permits Report

Permit #	Issued Date	Owner and Site Address	Permit Sub-Type and Work Type	Description	Valuation	Total Permit Fee	
WI029121	9/13/2019	Rockstep Willmar, Llc 1605 1st St S	95-923-8640	Alteration Commercial Add/Alter	Interior Remodel - Mall Tenant Space	\$1,100.00	\$62.88
WI029122	9/6/2019	Mueller/Thomas & Vickie 1405 Richland Ave SW	95-696-0230 Lot 3, Block 3 Richland Acres	Single Family Replace	Gas Furnace Replacement	\$6,817.00	\$31.00
WI029123	9/6/2019	Rampaart/Bernardus & Alida 1216 Trott Ave SE	95-184-0810 Block 6 Erickson's Third Addition	Single Family Replace	Gas Furnace & A/C Replacement	\$7,005.00	\$56.00
WI029124	9/6/2019	Koshenina/Glen P & Christina 905 11th Ave SE	95-665-0630 Lot 23, Block 3 Perkins 5th Addition	Siding Residential Add/Alter	Residential Reside	\$6,390.00	\$53.20
WI029125	9/6/2019	K & M Properties Of Willmar 1708 7 1/2 St SW	95-922-6520	Siding Residential Add/Alter	Residential Reside	\$3,200.00	\$51.60
WI029126	9/6/2019	Jennie-O Turkey Store Inc 2505 Willmar Ave SW	95-122-1100 City Of Willmar Interceptor Sewer R-O-W	Reroofing Commercial Add/Alter	Commercial Reroof	\$268,075.00	\$1,866.29
WI029127	9/10/2019	City Of Willmar 515 2nd St SW	95-006-1400 First Addition To The Town Of Willmar	Commercial/Ind Replace	Replace Furnace and AC	\$14,350.00	\$150.68
WI029129	9/17/2019	Woltjer/Richard J & Iris B 515 Kandiyohi Ave SW	95-090-0530 Booth's Addition To Willmar	Single Family Replace	Gas Furnace Replacement	\$2,500.00	\$31.00
WI029131	9/6/2019	Ahmann/Steven J 611 Lakeland Dr SE	95-229-0020 Block 1 Genesis Addn	Demolition Garage/Shed	Demolition of 16x48 shed	\$1,800.00	\$75.00
WI029132	9/6/2019	Ahmann/Steven J 626 2nd St SW	95-006-1670 Lot 7, Block 68 First Addition To The Town Of Willmar	Alteration Residential Add/Alter	Re-frame flat roof above mainfloor kitchen and entry	\$3,400.00	\$88.95
WI029137	9/6/2019	Tom and Michelle Schutt 2609 5th Ave SE	95-882-0270 Lot 11, Block 3 Woodberry Addition	New New Single-Family Dwelling		\$230,092.00	\$2,659.76

City of Willmar Monthly External Permits Report

Permit #	Issued Date	Owner and Site Address	Permit Sub-Type and Work Type	Description	Valuation	Total Permit Fee
WI029138	9/6/2019	Tom and Michelle Schutt 2609 5th Ave SE	95-882-0270 Lot 11, Block 3 Woodberry Addition	Single Family New	New single family Dwelling	\$230,092.00 \$170.00
WI029139	9/6/2019	Tom and Michelle Schutt 2609 5th Ave SE	95-882-0270 Lot 11, Block 3 Woodberry Addition	Single Family New	New Single Family	\$230,092.00 \$116.05
WI029140	9/6/2019	Pikus/Lisa L 817 Augusta Ave SE	95-660-0010 Lot 1, Block 1 Perkins 1st Addition	Reroofing Residential Add/Alter	Residential Reroof	\$3,400.00 \$31.70
WI029141	9/11/2019	Walquist/Robert & Norma 547 7th St NW	95-540-0330 Block 3 Nelson's Addition -Erick Nilson's	Single Family Replace	Gas Furnace & A/C Replacement	\$7,118.00 \$56.00
WI029142	9/11/2019	Stewart/Mike 905 5th St SW	95-280-0330 Lot 13, Block 2 Hanson's Addition To Willmar	Single Family Replace	A/C Replacement	\$3,115.00 \$26.00
WI029143	9/17/2019	Kwik Trip, Inc 2000 1st St S	95-429-0010 Lot 1, Block 1 Kwik Trip 945	Fire Suppression System Commercial Add/Alter	Fire Suppression System - Kwik Ttrip	\$1,510.00 \$85.56
WI029144	9/13/2019	Van Horne/Robert & Nancy 818 5th St SW	95-090-0450 Lot 5 Booth's Addition To Willmar	Drainage system Residential Add/Alter	92' interior drain tilesump	\$6,600.00 \$128.05
WI029145	9/9/2019	Zwagerman/Amy B & Aaron 1701 7th St SW	95-140-0070 Block 1 Curtis Addition	Siding Residential Add/Alter	Residential Reside	\$2,500.00 \$51.25
WI029146	9/12/2019	Willmar Child Care Center, Llc 500 Industrial Dr SW	95-870-0010 Block 1 Willmar Industrial Park	Commercial/Ind Replace	Adding 2 ERV'S and 2 Bath fans - child care center	\$24,876.00 \$261.20
WI029147	9/11/2019	Martins/Charles & Christine 2308 3rd Ave SE	95-668-0030 Lot 3, Block 1 Pheasant Run	Reroofing Residential Add/Alter	Residential Reroof	\$2,800.00 \$31.40
WI029148	9/16/2019	Wagc Properties, Llc 3821 Abbott Dr SE	95-714-0280 Lot 8, Block 2 South Industrial Park	Reroofing Churches/Schools	Commercial Reroof	\$139,000.00 \$1,151.75

City of Willmar Monthly External Permits Report

Permit #	Issued Date	Owner and Site Address	Permit Sub-Type and Work Type	Description	Valuation	Total Permit Fee
WI029149	9/11/2019	City Of Willmar 945 Business 71 N	95-911-0920 Demolition Move/Raze	Demo Existing Building	\$0.00	\$150.00
WI029150	9/16/2019	Schwitters/Wayne & Janice 910 11th St SW	95-200-0210 Block 2 Erickson's Subd. Of Block 4	Reroofing Residential Add/Alter	Residential Reroof	\$4,000.00 \$32.00
WI029151	9/11/2019	Jensen/Joshua A/& B Habicht 709 24th Ave SW	95-682-0220 Block 3 Portland Acres 2nd Addition	Install Egress Window Residential Add/Alter	Egress Window	\$500.00 \$22.00
WI029152	9/18/2019	Wenberg/Camilla R 1609 17th Ave NW	95-603-0740 Lot 4, Block 4 Oslo Heights	Reroofing Residential Add/Alter	Residential Reroof	\$6,000.00 \$33.00
WI029153	9/12/2019	Martin/William C & Ellen F 1301 6th St SW	95-750-0210 Sub-Div. N1/2 Of Ne1/4	Single Family Replace	Gas Furnace Replacement	\$3,500.00 \$31.00
WI029154	9/12/2019	Singsank/Charles & Marlene 2202 10th St SW	95-688-0040 Lot 4, Block 1 Prairie View North	Single Family Replace	Gas Furnace Replacement	\$3,500.00 \$31.00
WI029155	9/12/2019	Ahrenholz/Todd & Nicole 2400 Country Club Dr NE	95-137-0230 Lot 6, Block 4 Country Club Terrace	Deck Residential Add/Alter	16'x4' deck with 16' wide stairs	\$1,600.00 \$85.56
WI029156	9/20/2019	Drexler/Katie J 908 Ella Ave NW	95-820-0970 Block 5 Thorpe & Lien's Addition	Single Family Replace	Replace Boiler	\$8,322.00 \$31.00
WI029157	9/20/2019	Holland/Jennifer 1018 13th St SW	95-650-0050 Lot 5, Block 1 Pederson Subd.	Single Family Replace	A/C Replacement	\$3,064.00 \$26.00
WI029158	9/13/2019	Biel/Dianne 2004 15th St SW	95-868-0200 Lot 5, Block 2 Westwind Estates	Deck Residential Add/Alter	Residential Deck/Replace Deck boards and railing	\$5,000.00 \$102.25
WI029159	9/17/2019	Divine House Inc 1515 9th St SW	95-922-6400	Single Family Alt/Remodel	Add Plumbing for washer and dryer	\$700.00 \$70.00
WI029160	9/18/2019	City Of Willmar 945 Business 71 N	95-911-0920	New Commercial New	Robbins Island Four Season Shelter	\$739,963.00 \$10,891.94

City of Willmar Monthly External Permits Report

Permit #	Issued Date	Owner and Site Address	Permit Sub-Type and Work Type	Description	Valuation	Total Permit Fee
WI029161	9/18/2019	City Of Willmar 945 Business 71 N	95-911-0920 Commercial/Ind New	Commercial Plumbing - Robbins Island Shelter	\$0.00	\$231.00
WI029162	9/20/2019	City Of Willmar 945 Business 71 N	95-911-0920 Commercial/Ind New	Commercial HVAC - Robbins Island Shelter	\$45,272.00	\$475.36
WI029163	9/23/2019	Rh Olsen Holdings, Llc 325 Lakeland Dr NE	95-912-0960 Fire Sprinkler Industrial Add/Alter	Sprinkler Monitoring System	\$3,900.00	\$89.20
WI029167	9/20/2019	Hughes/Neil J 1013 Lake Ave NW	95-003-0490 Block 4 Willmar, Town Of (Original)	Single Family Replace A/C Replacement	\$3,710.00	\$26.00
WI029168	9/19/2019	T-Mobile / Crown Castle USA Inc. 312 24th Ave SW	95-680-0730 Block 4 Portland Acres	Alteration Industrial Add/Alter Antenna replacement and upgrade to Tower for T-Mobile	\$12,000.00	\$314.96
WI029169	9/20/2019	Peters/William/Jr Etal (4) 503 19th St SE	95-095-0130 Lot 3, Block 1 Boulder Ridge	Single Family Replace Gas Furnace Replacement	\$2,478.00	\$31.00
WI029170	9/20/2019	Ward/Corey J 705 4th St SE	95-250-0130 Lot 13, Block 1 Glarum`s Addition To Willmar	Reroofing Residential Add/Alter Residential Reroof	\$1,250.00	\$31.00
WI029172	9/20/2019	Atlas Of West Central Minn 504 19th Ave SW	95-922-6950 Install Egress Window Residential Add/Alter	Egress Window	\$600.00	\$40.19
WI029173	9/20/2019	Rc Investments, Llc 511 12th St NW	95-820-1350 Block 7 Thorpe & Lien`s Addition	Garage Residential Add/Alter Re-roof and re-side	\$2,000.00	\$81.00
WI029175	9/23/2019	Sherwood/Ruth A 925 3rd St SE	95-250-1230 Lot 13, Block 6 Glarum`s Addition To Willmar	Single Family Replace Gas Furnace & A/C Replacement	\$3,000.00	\$56.00
WI029176	9/26/2019	Hanson Properties 401 Lakeland Dr SE	95-913-1040 Alteration Commercial Add/Alter	Rmodel 4 Apartment Buildings - Hanson Apartments	\$444,288.00	\$4,532.35
WI029178	9/20/2019	Mortensen/Kurt L & Michelle L 718 7th St SW	95-006-3350 Lot 5, Block 80 First Addition To The Town Of Willmar	Finish Basement Residential Add/Alter Interior Remodel	\$1,200.00	\$41.25

City of Willmar Monthly External Permits Report

Permit #	Issued Date	Owner and Site Address	Permit Sub-Type and Work Type	Description	Valuation	Total Permit Fee
WI029179	9/27/2019	Bjork/Griffin J & Debra L 1312 12th St SE	95-672-0090 Lot 9, Block 1 Pleasant View	Reroofing Residential Add/Alter	Residential Reroof	\$10,000.00 \$35.00
WI029180	9/20/2019	Barduson/Truman & Maren 2301 10th St SW	95-688-0230 Lot 3, Block 2 Prairie View North	Reroofing Residential Add/Alter	Residential Reroof	\$3,400.00 \$31.70
WI029181	9/20/2019	Underland/Ivan O & Idella A 2303 10th St SW	95-688-0240 Lot 4, Block 2 Prairie View North	Reroofing Residential Add/Alter	Residential Reroof	\$3,400.00 \$31.70
WI029182	9/20/2019	Okay Home Solutions Llc 3051 1st Ave NW	95-616-0240 Block 1 Park View Estates	Garage Garage/Shed	move 12x30 garage onto poured slab	\$1,500.00 \$81.03
WI029183	9/20/2019	Okay Home Solutions Llc 820 Campbell Ave NW	95-003-0790 Block 7 Willmar, Town Of (Original)	Reroofing Residential Add/Alter	Residential Reroof	\$2,000.00 \$31.00
WI029184	9/23/2019	Hess/Dean R & Laurie R 714 Trott Ave SW	95-003-6480 Block 53 Willmar, Town Of (Original)	Reroofing Residential Add/Alter	Residential Reroof	\$4,000.00 \$32.00
WI029186	9/24/2019	Zeug/Grant J & Linda 921 Hill Road SW	95-600-0310 Lot 1, Block 3 Orchard Hill, Nursery Add	Reroofing Residential Add/Alter	Residential Reroof	\$4,400.00 \$32.20
WI029190	9/25/2019	Legacy Group Development, Llc 602 1st St S	95-006-1460 Block 67 First Addition To The Town Of Willmar	New Commercial New	Construct Caribou Coffee Cabin	\$405,000.00 \$7,282.71
WI029192	9/25/2019	Legacy Group Development, Llc 602 1st St S	95-006-1460 Block 67 First Addition To The Town Of Willmar	Commercial/Ind New	Commercial HVAC - Caribou Cabin	\$20,629.00 \$216.60
WI029194	9/26/2019	Benitez/Tomas Millan/& Elina 718 4th St SE	95-470-0070 Lot 7 Larson's Addition	Reroofing Residential Add/Alter	Residential Reroof	\$1,570.00 \$31.00
WI029195	9/27/2019	Erpenbach/Charles A 1125 Ramblewood Ave SW	95-690-1630 Lot 13, Block 8 Ramblewood Addition	Single Family Replace	Gas Furnace & A/C Replacement	\$0.00 \$56.00

Issued Dates: 9/1/2019 to 9/30/2019
 Report Name: Monthly External Permits Report
 Permit Type(s): Building, Mechanical, Plumbing

City of Willmar Monthly External Permits Report

Printed: 10/2/2019
 Page: 7

Permit #	Issued Date	Owner and Site Address	Permit Sub-Type and Work Type	Description	Valuation	Total Permit Fee
WI029198	9/27/2019	Aguilar/Orestes & Maria 425 14th St SE	95-184-0380 Lot 8, Block 3 Erickson`s Third Addition	Single Family Replace	Water Heater Replacement	\$0.00 \$26.00
WI029199	9/27/2019	Pronghorn Properties Llc 2207 1st St S	95-923-8920	Alteration Commercial Add/Alter	Interior Remodel - Remodel Tenant Space	\$15,000.00 \$378.34

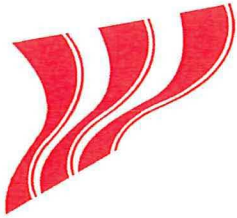
Count: 70

Totals: \$3,498,357.00 \$38,858.26

Year-to-Date Summary (1/1/2019 through 9/30/2019)

Count: 490

YTD Totals: \$50,811,730.00 \$400,222.64



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: October 7, 2019
From: Judy R. Thompson City Clerk	Agenda Item: Special Assessment Hearing for Unpaid Weed/Grass Mowing Removal Charges

RECOMMENDED ACTION:

Motion By: _____ **Second By:** _____, to Adopt a Resolution Certifying the Amount of Unpaid Weed/Grass Mowing Removal Charges to the County Auditor for Collection in 2020

HISTORY: Pursuant to Willmar Municipal Code, Chapter 9, Article III concerning the cutting of weeds or grass, and in the case of noncompliance, such work to be performed by the City or its agent, the costs thereof can be certified as a special assessment against the property concerned, and the City has the authority to certify as special assessments those costs not reimbursed. Notice of tonight's hearing has been sent to the below listed property owners. The Council should consider their objections and take appropriate action.

95-222-0440	Kevin J. & Jay M. Halliday	500 Charlotte Street SE	\$137.89
95-662-0240	Joseph F. Jirasek	819 Olena Ave SE	\$376.99
95-665-0510	Maria G. Meza	1108 Olena Ave SE	\$261.82
95-911-0560	Stephanie L. Nichols	1101 Lakeland Drive NE	\$261.82
95-470-0010	David A. & Janet K. Parker	700 4 th Street SE	\$376.99
95-665-0240	Nathan Pitt	1109 Olena Avenue SE	\$196.15

FINANCIAL IMPACT: \$1,611.66

ALTERNATIVES: N/A

- 1.
- 2.

REVIEWED BY: Brian Gramentz, City Administrator

COMMITTEE MEETING DATE: Finance Committee, September 5, 2019

COUNCIL MEETING DATE: October 7, 2019

RESOLUTION NO.

A RESOLUTION CERTIFYING UNPAID WEED/GRASS SPECIAL ASSESSMENTS

Motion By: _____ Second By: _____

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

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

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Willmar that the amount of the unpaid weed / grass mowing charges totaling \$1,611.66 be certified to the County Auditor to be extended on the tax rolls of such real property in the same manner as other taxes for collecting in 2020 and collected by the County Treasurer, and paid to the City Clerk along with other taxes; and

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

1. Parcel No. 95-222-0440 \$137.89
Located at 500 Charlotte Street SE; and
Described as Section 14, Township 119, Range 35, Lot 14, Block 3
FERRING'S 2ND ADDITION
2. Parcel No. 95-662-0240 \$376.99
Located at 819 Olena Avenue SE; and
Described as Section 14, Township 119, Range 35, Lot 24, Block 1
PERKINS' SECOND ADDITION TO THE CITY OF WILLMAR
3. Parcel No. 95-665-0510 \$261.82
Located at 1108 Olena Avenue SE; and
Described as Section 14, Township 119, Range 35, Lot 11, Block 3
PERKINS FIFTH ADDITION
4. Parcel No. 95-911-0560 \$261.82
Located at 1101 Lakeland Drive NE; and
Described as Section 11, Township 119, Range 35
PART OF LOT 3: WEST 150 FEET OF EAST 183 FEET OF NORTH 90 FEET
OF GOVERNMENT LOT 3 & SOUTH 10 FEET OF WEST 150 FEET OF EAST
183 FEET OF GOVERNMENT LOT 2
5. Parcel No. 95-470-0010 \$376.99
Located at 700 4th Street SE; and
Described as Section 14, Township 119, Range 35
LARSON'S ADDITION TO THE CITY OF WILLMAR
LOT 1 & NORTH 10 FEET OF LOT 2 & (95-740-2310, SPICER'S ADDITION TO WILLMAR,
BLOCK 15)

6. Parcel No. 95-665-0240

\$196.15

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

Dated this 7th day of October, 2019

Mayor

Attest:

City Clerk

**PUBLIC WORKS/SAFETY COMMITTEE
MINUTES**

The Public Works/Safety Committee of the Willmar City Council met on Wednesday, September 18, 2019, in Conference Room No. 1 at the City Office Building.

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

Others present: Public Works Director Sean Christensen; Fire Chief Frank Hanson; 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 Update (Information)

Staff brought forth, for information, the Fire Department statistics for the month of August.

Item No. 3 Fire Marshal Grant (Resolution)

A motion was made by Council Member Nelsen, seconded by Council Member Asmus to approve the application and acceptance of the State Fire Marshal grant for a gear dryer. The motion carried.

Item No. 4 Western Interceptor Project Final (Resolutions)

A motion was made by Council Member Asmus, seconded by Council Member Alvarado, to adopt the as-bid budget, accept the project and authorize final payment in the amount of \$81,325.31 to RL Larson Excavating, Inc. for the Western Interceptor Storm Sewer project. The motion carried.

Item No. 5 Eagle Lake Sewer Repair Professional Services (Resolution)

A motion was made by Council Member Nelsen, seconded by Council Member Alvarado to approve the professional services with Bolton and Menk, Inc. for the Eagle Lake sewer repair project and authorize signatures on the agreement in the amount of \$30,300. The motion carried.

Item No. 6 Project No. 1901-B Change Order No. 2 (Resolution)

A motion was made by Council Member Alvarado, seconded by Council Member Asmus to accept Change Order No. 2 in the amount of \$11,217 for Project No. 1901-B. The motion carried.

Item No. 7 Private Snow Haulers (Information)

The Committee received for discussion, the topic of banning private snow haulers from depositing snow onto the old airport runway. Subtopics included:

- Less area available for storage this year
- No control over what is hauled/deposited
- May not be fair to all

- Not consistent with other municipalities

Item No. 8 Residential Parking Discussion (Information)

The Committee received for discussion, the topic of residential parking concerns and obstruction of snow removal operations by City snowplows. Subtopics included:

- Parking on one side versus no parking
- No parking seasonally
- Time restricted parking
- Level of service

There being no further business to come before the Committee, the meeting was adjourned at 7:20 p.m. by Chair Plowman.

Respectfully submitted,



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

WILLMAR FIRE DEPARTMENT

MONTHLY CALLS FOR SERVICE

Title	August 2018	August 2019
Alarm Activations	6	12
Cooking Fires / Burnt Food	4	1
Building Fires	1	2
Natural Gas Leak	2	3
Vehicle Crashes	7	9
Car Fire	1	0
Carbon Monoxide Alarms	0	2
Gasoline Spill / Haz Mat	1	0
Severe Weather Watch	1	1
Citizen Complaints	2	0
Smoke Scare	0	2
Over Pressure Tank	0	1

Current Month CFS: 33

2018 YTD Calls for Service: 213

2017 Calls for service thru August: 198

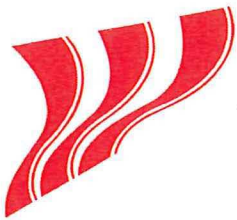
August 2019 Training:

August 1 - Business Meeting

August 8 – Pumping refresher

August 15 – Classroom Auto Extrication

August 22 – Hands on Auto Extrication



WILLMAR

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

CITY COUNCIL AGENDA REPORT

To: Mayor and City Council	Date: September 18, 2019
From: Sean E. Christensen, P.E. Public Works Director	Agenda Item: State Fire Marshal Division Grant

RECOMMENDED ACTION:

Motion By: Council Member _____ Second By: Council Member _____, to approve the application and acceptance of the FY 2019-2020 State Fire Marshal Division grant for a gear dryer.

HISTORY:

For the past several years the Minnesota State Fire Marshal Division has offered grants for turnout gear washers and dryers. They provide up to \$8,000 per department for dryers. The City has never applied for this grant before and the department is in need of purchasing a turnout gear dryer. We have changed our policy on gear washing to include that a firefighter's gear needs to be washed every time they enter a smoke filled atmosphere. We currently hang our wet gear on racks and use a fan to dry them. It takes about 6-10 hours to completely dry a set of gear. If we use a gear dryer, the gear would dry in about half the time and be ready for use again.

FINANCIAL IMPACT:

The Fire Department would be responsible for any costs over \$8,000. The current quote for a gear dryer is about \$9,800. We would take any amount over the \$8,000 from the small tools line from our operating budget.

ALTERNATIVES:

1. Do not allow staff to apply for this grant.

REVIEWED BY: Brian Gramentz, City Administrator

COMMITTEE MEETING DATE: September 18, 2019

COUNCIL MEETING DATE: October 7, 2019

Resolution No. _____

AUTHORIZATION TO APPLY AND ACCEPT THE STATE FIRE MARSHAL DIVISION GRANT.

Motion By: _____ Second By: _____

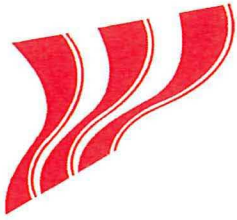
BE IT RESOLVED, by the City Council of the City of Willmar to support submittal of an application on behalf of the Willmar Fire Department for, and the acceptance of, a grant from the State Fire Marshal Division for a dryer for turnout gear.

Dated this 7th day of October, 2019.

Mayor

Attest:

City Clerk



WILLMAR

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

CITY COUNCIL AGENDA REPORT

To: Mayor and City Council	Date: September 18, 2019
From: Sean E. Christensen, P.E. Public Works Director	Agenda Item: Accept Western Interceptor Storm Sewer Project

RECOMMENDED ACTION:

Motion By: Council Member _____ Second By: Council Member _____, to adopt the as-bid budget, accept the project and authorize final payment in the amount of \$81,325.31 to RL Larson Excavating, Inc.

HISTORY:

The Western Interceptor Storm Sewer project was awarded to RL Larson Excavating, Inc. at the July 16, 2018 Council Meeting and included a 48" storm sewer that will collect water from the Swansson and Ortenblad ponds. It will begin at Swansson pond and convey water west towards the Magellan pipeline property and then south towards Ortenblad pond. The storm sewer will then continue from Ortenblad pond to the existing storm sewer near 30th Street. A storm sewer analysis determined the ponds should be designed for a 10 year storm. This design will help alleviate some of the areas prone to flooding and is most economical for the amount of water captured by the ponds. Final quantities have been reviewed by Bolton & Menk and staff and the recommendation is to authorize final payment to the contractor.

FINANCIAL IMPACT:

The final payment of \$81,325.31 is within the project budget.

REVIEWED BY: Brian Gramentz, City Administrator

COMMITTEE MEETING DATE: September 18, 2019

COUNCIL MEETING DATE: October 7, 2019

Resolution No.

A RESOLUTION ACCEPTING THE WESTERN INTERCEPTOR STORM SEWER PROJECT AND AUTHORIZING FINAL PAYMENT.

Motion By: _____ Second By: _____

IMPROVEMENT: Western Interceptor Storm Sewer Project

CONTRACTOR: RL Larson Excavating, Inc.
DATE OF CONTRACT: July 16, 2018
BEGIN WORK: August 10, 2018
COMPLETE WORK: June 12, 2019
APPROVE, ENGINEERING DEPT: September 9, 2019

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

1. The said City of Willmar Western Interceptor Storm Sewer Project be herewith approved and accepted by the City of Willmar.
2. The following summary and final payment be approved:

ORIGINAL CONTRACT AMOUNT:	\$1,635,631.36
FINAL NET CONTRACT AMOUNT, PROPOSED:	\$1,626,506.26
ACTUAL FINAL CONTRACT AMOUNT AS CONSTRUCTED:	\$1,626,506.26
Less Previous Payments	\$1,545,180.95
FINAL PAYMENT DUE CONTRACTOR:	\$81,325.31

Dated this 7th day of October, 2019

Mayor

Attest:

City Clerk

CONTRACTOR'S PAY REQUEST

**WESTERN INTERCEPTOR STORM SEWER
CITY OF WILLMAR, MN
BMI PROJECT NO. W18.115413**

DISTRIBUTION:

- CONTRACTOR (1)
- OWNER (1)
- ENGINEER (1)
- BONDING CO. (1)

TOTAL AMOUNT BID PLUS APPROVED CHANGE ORDERS	\$1,635,631.36
TOTAL, COMPLETED WORK TO DATE	\$1,626,506.26
TOTAL, STORED MATERIALS TO DATE	\$0.00
DEDUCTION FOR STORED MATERIALS USED IN WORK COMPLETED	\$0.00
TOTAL, COMPLETED WORK & STORED MATERIALS	\$1,626,506.26
RETAINED PERCENTAGE (0%)	\$0.00
TOTAL AMOUNT OF OTHER PAYMENTS OR (DEDUCTIONS)	\$0.00
NET AMOUNT DUE TO CONTRACTOR TO DATE	\$1,626,506.26
TOTAL AMOUNT PAID ON PREVIOUS ESTIMATES	\$1,545,180.95
PAY CONTRACTOR AS ESTIMATE NO. Final	\$81,325.31

Certificate for Final Payment

I hereby certify that, to the best of my knowledge and belief, all items quantities and prices of work and material shown on this Estimate are correct and that all work has been performed in full accordance with the terms and conditions of the Contract for this project between the Owner and the undersigned Contractor, and as amended by any authorized changes, and that the foregoing is a true and correct statement of the amount for the Final Estimate, that the provisions of M. S. 290.92 have been complied with and that all claims against me by reason of the Contract have been paid or satisfactorily secured.

Contractor: RL Larson Excavating, Inc.
2255 12th ST SE
St. Cloud, MN 56304

By [Signature] Name UP Title

Date 9/5/19

Approved See Attached
Contractor's Surety

CHECKED AND APPROVED AS TO QUANTITIES AND AMOUNT:

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

By [Signature] PROJECT MANAGER

Date 9-4-19

APPROVED FOR PAYMENT:

OWNER:

By [Signature] CITY ENGINEER 9.24.19
Name Title Date

And _____
Name Title Date

418.48452.0336

Partial Pay Estimate No.:

FINAL

WESTERN INTERCEPTOR STORM SEWER
CITY OF WILLMAR, MN
BMI PROJECT NO. W18.115413

WORK COMPLETED THROUGH June 12, 2018

ITEM NO.	ITEM	UNIT PRICE	AS BID		PREVIOUS ESTIMATE		COMPLETED TO DATE	
			ESTIMATED QUANTITY	ESTIMATED AMOUNT	ESTIMATED QUANTITY	ESTIMATED AMOUNT	ESTIMATED QUANTITY	ESTIMATED AMOUNT
1	MOBILIZATION	\$50,000.00	1 LUMP SUM	\$50,000.00	0.95 LUMP SUM	\$47,500.00	1 LUMP SUM	\$50,000.00
2	CLEARING AND GRUBBING	\$400.00	10 EACH	\$4,000.00	9 EACH	\$3,600.00	9 EACH	\$3,600.00
3	DEWATERING	\$0.01	1 LUMP SUM	\$0.01	1 LUMP SUM	\$0.01	1 LUMP SUM	\$0.01
4	REMOVE CONCRETE CURB & GUTTER	\$3.50	350 LIN FT	\$1,225.00	306 LIN FT	\$1,071.00	306 LIN FT	\$1,071.00
5	REMOVE SEWER PIPE (STORM)	\$14.00	1210 LIN FT	\$16,940.00	843 LIN FT	\$11,802.00	1210 LIN FT	\$16,940.00
6	REMOVE FORCEMAIN	\$30.00	40 LIN FT	\$1,200.00	20 LIN FT	\$600.00	40 LIN FT	\$1,200.00
7	REMOVE CONCRETE WALK & DRIVEWAY	\$6.00	150 SQ YD	\$900.00	95 SQ YD	\$570.00	95 SQ YD	\$570.00
8	REMOVE BITUMINOUS PAVEMENT	\$2.50	1710 SQ YD	\$4,275.00	1710 SQ YD	\$4,275.00	1710 SQ YD	\$4,275.00
9	REMOVE CATCH BASIN CASTING	\$150.00	3 EACH	\$450.00	3 EACH	\$450.00	3 EACH	\$450.00
10	REMOVE DRAINAGE STRUCTURE	\$350.00	5 EACH	\$1,750.00	6 EACH	\$2,100.00	6 EACH	\$2,100.00
11	SALVAGE & REINSTALL SIGN	\$210.00	1 EACH	\$210.00	1 EACH	\$210.00	1 EACH	\$210.00
12	SALVAGE & REINSTALL FENCE	\$15.00	100 LIN FT	\$1,500.00	100 LIN FT	\$1,500.00	100 LIN FT	\$1,500.00
13	SALVAGE & REINSTALL STORM SEWER PIPE	\$50.00	24 LIN FT	\$1,200.00	36 LIN FT	\$1,800.00	48 LIN FT	\$2,400.00
14	BULKHEAD PIPE END	\$325.00	7 EACH	\$2,275.00	4 EACH	\$1,300.00	7 EACH	\$2,275.00
15	COMMON EXCAVATION (P)	\$8.00	5700 CU YD	\$45,600.00	5700 CU YD	\$45,600.00	5700 CU YD	\$45,600.00
16	SUBGRADE EXCAVATION (EV)	\$8.00	100 CU YD	\$800.00	90 CU YD	\$720.00	90 CU YD	\$720.00
17	STABILIZING AGGREGATE (CV)	\$24.00	100 CU YD	\$2,400.00	90 CU YD	\$2,160.00	90 CU YD	\$2,160.00
18	SELECT GRANULAR BORROW (CV)	\$24.00	150 CU YD	\$3,600.00	257 CU YD	\$6,168.00	257 CU YD	\$6,168.00
19	POND GRADING (SWANSSON BASIN)	\$120,000.00	1 LUMP SUM	\$120,000.00	1 LUMP SUM	\$120,000.00	1 LUMP SUM	\$120,000.00
20	POND GRADING (ORTENBLAD BASIN)	\$60,000.00	1 LUMP SUM	\$60,000.00	1 LUMP SUM	\$60,000.00	1 LUMP SUM	\$60,000.00
21	GEOTEXTILE FABRIC TYPE V	\$1.75	1230 SQ YD	\$2,152.50	1314 SQ YD	\$2,299.50	1314 SQ YD	\$2,299.50
22	AGGREGATE BASE, (CV) CLASS 5	\$40.00	400 CU YD	\$16,000.00	408 CU YD	\$16,320.00	408 CU YD	\$16,320.00
23	BITUMINOUS PATCH DRIVEWAY	\$32.00	545 SQ YD	\$17,440.00	375 SQ YD	\$12,000.00	389 SQ YD	\$12,448.00
24	TYPE SP 9.5 WEARING COURSE MIXTURE (3,B)	\$125.00	110 TON	\$13,750.00	37 TON	\$4,625.00	178 TON	\$22,250.00
25	TYPE SP 12.5 NON-WEARING COURSE MIXTURE (3,B)	\$110.00	325 TON	\$35,750.00	312 TON	\$34,320.00	312 TON	\$34,320.00
26	FIELD DRAIN ASSEMBLY	\$400.00	1 EACH	\$400.00	1 EACH	\$400.00	1 EACH	\$400.00
27	8" PVC PIPE SEWER	\$36.00	20 LIN FT	\$720.00	LIN FT	\$0.00	20 LIN FT	\$720.00
28	18" PE PIPE	\$47.00	10 LIN FT	\$470.00	34 LIN FT	\$1,598.00	34 LIN FT	\$1,598.00
29	4"-8" PERFORATED PE DRAINTILE REPAIR	\$25.00	100 LIN FT	\$2,500.00	320 LIN FT	\$8,000.00	320 LIN FT	\$8,000.00
30	10"-12" PERFORATED PE DRAINTILE REPAIR	\$30.00	100 LIN FT	\$3,000.00	37 LIN FT	\$1,110.00	49 LIN FT	\$1,470.00
31	12" RC PIPE SEWER, CLASS III	\$51.00	100 LIN FT	\$5,100.00	88 LIN FT	\$4,488.00	100 LIN FT	\$5,100.00
32	24" RC PIPE SEWER, CLASS III	\$60.00	442 LIN FT	\$26,520.00	488 LIN FT	\$29,280.00	488 LIN FT	\$29,280.00
33	30" RC PIPE SEWER, CLASS III	\$90.00	85 LIN FT	\$7,650.00	86 LIN FT	\$7,740.00	86 LIN FT	\$7,740.00
34	36" RC PIPE SEWER, CLASS IV	\$130.00	88 LIN FT	\$11,440.00	90 LIN FT	\$11,700.00	90 LIN FT	\$11,700.00
35	48" RC PIPE SEWER, CLASS III	\$186.00	2451 LIN FT	\$455,886.00	2451 LIN FT	\$455,886.00	2451 LIN FT	\$455,886.00
36	48" RC PIPE SEWER, CLASS IV	\$230.00	2016 LIN FT	\$463,680.00	2016 LIN FT	\$463,680.00	2016 LIN FT	\$463,680.00
37	12" RC PIPE APRON	\$750.00	2 EACH	\$1,500.00	2 EACH	\$1,500.00	2 EACH	\$1,500.00
38	24" RC PIPE APRON	\$1,100.00	3 EACH	\$3,300.00	3 EACH	\$3,300.00	3 EACH	\$3,300.00
39	36" RC PIPE APRON	\$1,710.00	1 EACH	\$1,710.00	1 EACH	\$1,710.00	1 EACH	\$1,710.00
40	24" RC PIPE APRON W/TRASH GUARD	\$2,055.00	1 EACH	\$2,055.00	1 EACH	\$2,055.00	1 EACH	\$2,055.00
41	30" RC PIPE APRON W/TRASH GUARD	\$2,450.00	1 EACH	\$2,450.00	1 EACH	\$2,450.00	1 EACH	\$2,450.00
42	48" 22" RCP PIPE BEND	\$3,675.00	4 EACH	\$14,700.00	4 EACH	\$14,700.00	4 EACH	\$14,700.00
43	48" 45" DOUBLE MITER RCP PIPE BEND	\$3,675.00	4 EACH	\$14,700.00	4 EACH	\$14,700.00	4 EACH	\$14,700.00

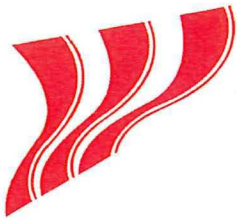
Partial Pay Estimate No.:

FINAL

WESTERN INTERCEPTOR STORM SEWER
CITY OF WILLMAR, MN
BMI PROJECT NO. W18.115413

WORK COMPLETED THROUGH June 12, 2018

ITEM NO.	ITEM	UNIT PRICE	AS BID		PREVIOUS ESTIMATE		COMPLETED TO DATE	
			ESTIMATED QUANTITY	ESTIMATED AMOUNT	ESTIMATED QUANTITY	ESTIMATED AMOUNT	ESTIMATED QUANTITY	ESTIMATED AMOUNT
44	CONNECT TO EXISTING STORM SEWER	\$850.00	11	EACH \$7,150.00	12	EACH \$7,800.00	12	EACH \$7,800.00
45	CONSTRUCT DRAINAGE STRUCTURE DES J	\$390.00	122.2	LIN FT \$46,436.00	122.2	LIN FT \$46,436.00	122.2	LIN FT \$46,436.00
46	CONSTRUCT DRAINAGE STRUCTURE DES 48"-4020	\$280.00	66.4	LIN FT \$18,592.00	66.4	LIN FT \$18,592.00	66.4	LIN FT \$18,592.00
47	CONSTRUCT DRAINAGE STRUCTURE DES 60"-4020	\$470.00	12.3	LIN FT \$5,781.00	12.3	LIN FT \$5,781.00	12.3	LIN FT \$5,781.00
48	CONSTRUCT DRAINAGE STRUCTURE DES 84"-4020	\$770.00	12.7	LIN FT \$9,779.00	12.7	LIN FT \$9,779.00	12.7	LIN FT \$9,779.00
49	CONSTRUCT POND OUTLET STRUCTURE (SWANSSON)	\$14,000.00	1	EACH \$14,000.00	1	EACH \$14,000.00	1	EACH \$14,000.00
50	CONSTRUCT POND OUTLET STRUCTURE (ORTENBLAD)	\$6,320.00	1	EACH \$6,320.00	1	EACH \$6,320.00	1	EACH \$6,320.00
51	STORM CASTING ASSEMBLY (CATCH BASIN)	\$585.00	3	EACH \$1,755.00	4	EACH \$2,340.00	4	EACH \$2,340.00
52	STORM CASTING ASSEMBLY (MANHOLE)	\$390.00	17	EACH \$6,630.00	17	EACH \$6,630.00	17	EACH \$6,630.00
53	ADJUST FRAME & RING CASTING	\$250.00	4	EACH \$1,000.00		EACH \$0.00	1	EACH \$250.00
54	RANDOM RIP RAP CLASS III WITH TYPE 4 GEOTEXTILE FABRIC	\$85.00	65	CU YD \$5,525.00	65	CU YD \$5,525.00	65	CU YD \$5,525.00
55	RANDOM RIP RAP CLASS IV WITH TYPE 4 GEOTEXTILE FABRIC	\$85.00	20	CU YD \$1,700.00	20	CU YD \$1,700.00	20	CU YD \$1,700.00
56	4" CONCRETE WALK	\$7.75	1075	SQ FT \$8,331.25	687	SQ FT \$5,324.25	687	SQ FT \$5,324.25
57	6" CONCRETE WALK	\$8.90	200	SQ FT \$1,780.00	70	SQ FT \$623.00	70	SQ FT \$623.00
58	CONCRETE CURB & GUTTER DESIGN B624	\$30.50	350	LIN FT \$10,675.00	306	LIN FT \$9,333.00	306	LIN FT \$9,333.00
59	TRUNCATED DOMES	\$52.50	18	SQ FT \$945.00	8	SQ FT \$420.00	8	SQ FT \$420.00
60	TRAFFIC CONTROL	\$4,200.00	1	LUMP SUM \$4,200.00	0.95	LUMP SUM \$3,990.00	1	LUMP SUM \$4,200.00
61	DECIDUOUS TREE PLANTING	\$700.00	4	EACH \$2,800.00		EACH \$0.00	4	EACH \$2,800.00
62	EROSION CONTROL BLANKET CATEGORY 3	\$1.25	14420	SQ YD \$18,025.00		SQ YD \$0.00	12,478	SQ YD \$15,597.50
63	STORM DRAIN INLET PROTECTION	\$125.00	20	EACH \$2,500.00	7	EACH \$875.00	7	EACH \$875.00
64	SILT FENCE - HEAVY DUTY	\$3.40	250	LIN FT \$850.00	235	LIN FT \$799.00	235	LIN FT \$799.00
65	SEDIMENT CONTROL LOG TYPE STRAW	\$3.65	64	LIN FT \$233.60		LIN FT \$0.00		LIN FT \$0.00
66	STABILIZED CONSTRUCTION EXIT	\$500.00	3	EACH \$1,500.00		EACH \$0.00		EACH \$0.00
67	TOPSOIL BORROW (LV)	\$10.00	50	CU YD \$500.00		CU YD \$0.00		CU YD \$0.00
68	TEMPORARY EROSION CONTROL, MULCH TYPE 1	\$0.35	1000	SQ YD \$350.00		SQ YD \$0.00		SQ YD \$0.00
69	TURF ESTABLISHMENT AGRICULTURAL	\$1,600.00	3	ACRE \$4,800.00		ACRE \$0.00	5.8	ACRE \$9,280.00
70	TURF ESTABLISHMENT GENERAL	\$1,840.00	3	ACRE \$5,520.00		ACRE \$0.00	3.6	ACRE \$6,624.00
71	TURF ESTABLISHMENT RESIDENTIAL	\$1.30	18250	SQ YD \$23,725.00		SQ YD \$0.00	7750	SQ YD \$10,075.00
72	TURF ESTABLISHMENT POND	\$0.30	6100	SQ YD \$1,830.00		SQ YD \$0.00	1790	SQ YD \$537.00
73	4" BROKEN LINE EPOXY (YELLOW)	\$3.00	160	LIN FT \$480.00		LIN FT \$0.00		LIN FT \$0.00
74	4" SOLID LINE EPOXY (YELLOW)	\$3.00	120	LIN FT \$360.00		LIN FT \$0.00		LIN FT \$0.00
75	4" SOLID LINE EPOXY (WHITE)	\$3.00	120	LIN FT \$360.00		LIN FT \$0.00		LIN FT \$0.00
TOTAL AMOUNT:				\$1,635,631.36		\$1,551,554.76		\$1,626,506.26



WILLMAR

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

CITY COUNCIL AGENDA REPORT

To: Mayor and City Council	Date: September 18, 2019
From: Sean E. Christensen, P.E. Public Works Director	Agenda Item: Eagle Lake Sewer Repair Professional Services

RECOMMENDED ACTION:

Motion By: Council Member _____ Second By: Council Member _____, to approve the professional services with Bolton & Menk, Inc. for the Eagle Lake sewer repair project and authorize signatures on the agreement in the amount of \$30,300.

HISTORY:

The Eagle Lake Sanitary Sewer District was acquired by the City from Kandiyohi County in 2018. With this acquisition, the City is responsible for all repairs of the system. A 365 feet portion of 10 inch PVC sanitary sewer main in the Eagle Lake district has a severe sag and is impeding the flow. It is a continued maintenance problem with constant monitoring and cleaning of the line to ensure sewer service through the pipe. Professional services were requested from Bolton & Menk for the survey, design and permitting of the project. A portion of the sagging line is near the boat landing and will need to be reviewed with the DNR.

FINANCIAL IMPACT:

The project will be funded from the Eagle Lake Sewer District operating budget.

REVIEWED BY: Brian Gramentz, City Administrator

COMMITTEE MEETING DATE: September 18, 2019

COUNCIL MEETING DATE: October 7, 2019

RESOLUTION NO. ____

**A RESOLUTION AWARDING THE CONTRACT FOR THE EAGLE LAKE SEWER REPAIR
ENGINEERING/CONSTRUCTION RELATED SERVICES TO BOLTON & MENK, INC. IN THE AMOUNT OF
\$30,300.**

Motion By: _____ Second By: _____

BE IT RESOLVED by the City Council of the City of Willmar, a Municipal Corporation of the State of Minnesota, the bid of Bolton & Menk, Inc. for the Eagle Lake sewer repair construction and engineering services is accepted, and the Mayor and City Administrator of the City of Willmar are hereby authorized to enter into an agreement with the consultant for the terms and consideration of the contract in the amount of \$30,300.00.

Dated this 7th day of October, 2019

Mayor

Attest:

City Clerk



Real People. Real Solutions.

2040 Highway 12 East
Willmar, MN 56201-5818

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

September 6, 2019

Mr. Tom Templer
City of Willmar – Waste Water Treatment Facility
3000 75th Street SW
Willmar, MN 56201

RE: Proposal: Sewer Repair – Boat Landing
Eagle Lake Sanitary Sewer District (ELSSD)

Dear Mr. Templer:

Bolton & Menk, Inc. is pleased to present this proposal for professional civil engineering services on the repair of the ELSSD sewer. This proposal defines our scope of work, schedule, and cost for these services. Bolton & Menk understands what expectations the City has for the completion of this task. Attached to this letter is an estimated cost for the scope of work detailed.

We offer our expertise and knowledge needed to successfully plan, design, and manage the repair of the sewer on behalf of the City. Our experience and working relationship with the City have resulted in many successful projects together.

Thank you for the opportunity to submit this proposal. If you have any questions, please feel free to contact me at 320-231-3956 or email at joshua.halvorson@bolton-menk.com. We look forward to working with the City of Willmar.

Sincerely,

Bolton & Menk, Inc.

Joshua Halvorson, P.E.
Project Manager

Cc: Jason Lindahl – WWTF Superintendent
Sean Christensen, P.E. – City Engineer

Name: ELSSD Sewer Repair – Boat Landing
Date: September 6, 2019

PROJECT UNDERSTANDING

The project includes the repair of an existing ELSSD 10-inch PVC sanitary sewer main. This sewer line is located near the Eagle Lake Boat Landing. The sewer line is approximately 365-feet long ranging from five to 11 feet deep and has a severe sag along the entire length of the sewer. The sag in the pipe impedes the flow of the sanitary sewer and is a maintenance problem with continued monitoring & cleaning of the line to ensure sewer service thru the pipe.

We understand the proposed project includes replacing this section of sanitary sewer system with a stable foundation to maintain a pipeline slope for uninterrupted flow of the sanitary sewer. Our proposed scope of work is based on our familiarity of the area and our experience working with the City of Willmar. The proposed project will be clearly communicated to all stakeholders and engineered collaboratively among all interested parties.

SCOPE OF WORK

The Scope of Work can be summarized of the following:

1. PRELIMINARY DESIGN

- a. Survey Services
 - i. Provide survey services within the proposed project to the extent needed for the purposes of topographical information, design, and construction.
- b. Prepare 30% Design Plans
 - i. Prepare 30% Design Plans and cost estimates. Conduct a workshop meeting for review with stake holders and incorporate review changes.
- c. Permits
 - i. Develop and prepare a list of permits that are required for the project. The project will be reviewed and discussed with local or state agencies including the DNR.

2. DESIGN PHASE

- a. Prepare 90% Project Documents
 - i. Prepare 90% Design Plans, technical specifications, and project manual, and conduct a workshop meeting with the City of Willmar for review. Incorporate review changes.
- b. Quoting Documents and Cost Estimate
 - i. Prepare and submit quoting documents for construction and a construction cost estimate.
- c. Permits and Approvals
 - i. Acquire regulatory permits and approvals.

3. RECEIVE QUOTES

- a. Distribute Quoting Documents
 - i. Distribute quoting documents to prospective contractors and material suppliers and maintain a plan holders list.
- b. Prepare Addenda
 - i. Answer questions and prepare addenda as required to document changes or clarifications to the construction documents.

Name: ELSSD Sewer Repair – Boat Landing
Date: September 6, 2019

- c. Contractor Quotes
 - i. Coordinate, receive, and open quotes for the project. Obtain copies of the submitted documents for review and tabulation. Prepare, provide, and review with the owner a quote analysis including a tabulation of all quotes and an abstract for each quote. Issue Notice of Award to Contractor.
- d. Contract Documents
 - i. Prepare Contract Documents for execution by the Owner and Contractor. Upon full execution of Contract Documents, prepare documents for the owner to issue a Notice to Proceed.

4. CONSTRUCTION SERVICES

- a. Construction Contract Administration
 - i. Perform the general administration of the Construction Contract. BMI will consult with the owner and act as the Owner's representative.
 - ii. Review and approve, or take other appropriate action, with respect to Shop Drawings and Samples and other data which the Contractor is required to submit.
 - iii. Evaluate and determine the acceptability of substitutes proposed by the Contractor.
 - iv. Application of Payment and accompanying supporting documentation from the contractor will be reviewed, processed, and recommended for payment based on the work completed.
- b. Resident Project Representative
 - i. Provide a qualified individual to serve as Resident Project Representative (RPR). This individual will perform construction administration and observation of the contractor's work while it is in progress. The RPR will make visits to the site at intervals appropriate to the various progress and stages of construction to observe and review the quality of work as an experienced professional.
 - ii. The RPR will require special inspections or tests of the Contractor's work as deemed reasonably necessary, and receive and review all certificates of inspections, tests, and approvals required by the Contract Documents.
 - iii. Recommend the Contractor's work be rejected while it is in progress if it is believed such work will produce a project that does not conform generally to the Construction Documents or will prejudice the integrity of the design.
 - iv. Provide clarifications and interpretations of the Contract Documents based on Contractor inquiries. Provide a Field Order if necessary.
 - v. Recommend Change Orders and Work Change Directives to the Owner and prepare necessary contract documents.
- c. Construction Staking
 - i. Construction survey stakes will be provided for the contractor to complete construction according to the project design.

5. PROJECT CLOSE-OUT

- a. Record Drawings
 - i. Based on information obtained during construction through observing the work, Bolton & Menk will prepare record drawings per City of Willmar Standards.
- b. Final Project Review & Letter of Acceptance

Name: ELSSD Sewer Repair – Boat Landing
Date: September 6, 2019

- i. Conduct a final review of the project with City of Willmar staff and prepare a punch list of items to be completed prior to project closeout or final payment. Ensure these items be completed in a timely matter and completion times are adhered to. A letter of engineering certification that the project was built per design specifications and acceptance of the project will be issued.

ASSUMPTIONS

This proposal is based upon the following assumptions:

- A. Any geotechnical investigation services will not be provided by BMI.
- B. Agreements and Connection fees to the existing sewer system are not included in BMI's costs.
- C. Reimbursable fees related to the project are the responsibility of the Owner.

PRELIMINARY SCHEDULE

Bolton & Menk, Inc. will initiate providing the scope of services immediately following execution of this proposal. Our proposed schedule for completing the major tasks outlined within this proposal is as follows:

- | | |
|--------------------------|-------------------|
| 1. Preliminary Design | October 18, 2019 |
| 2. Design Phase | October 25, 2019 |
| 3. Quotes | November 8, 2019 |
| 4. Construction Services | December 20, 2019 |
| 5. Project Closeout | May 15, 2020 |

This schedule will be adjusted as necessary since the tasks including permitting and approvals affect the completion of subsequent project tasks. The Owner will be made aware of any deviations from this schedule which affect or jeopardize the timely completion of the project.

COST

Bolton & Menk, Inc. understands the importance of delivering a project on time and within budget. We closely monitor our time, budget, and our staff efficiency to provide value and savings to our clients. Based on our experience working with the City of Willmar, and with similar projects, we are confident in the level of effort required to deliver a successful project.

TASK	ESTIMATED COST
Task 1 – Preliminary Design	\$8,100
Task 2 – Design Phase	\$7,900
Task 3 – Quotes	\$2,150
Task 4 – Construction Services	\$9,650
Task 5 – Project Closeout	\$2,500
TOTAL ESTIMATED COSTS	\$30,300

We propose an hourly Not To Exceed contract. We bill monthly based on hourly fees for each individual performing work on the project up to a total NOT TO EXCEED fee of \$30,300. We only bill for hours of work completed on the project. If the project requires less time, then we will only bill for the hours required. We will obtain your approval prior to proceeding with additional work outside our scope of services.

Name: ELSSD Sewer Repair – Boat Landing
Date: September 6, 2019

Because we understand the proposed scope of work is dynamic and subject to modification, our scope of services and estimated fee is open to further negotiation. We do not charge separately for typical expenses associated with operating a professional business. The fees identified above include vehicle and personnel expenses, mileage, telephone, and routine expendable supplies; and no separate charges will be made for these items.

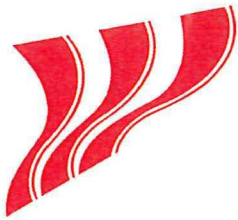
If everything appears acceptable upon your review of this proposal and you would like us to proceed, please sign and return a copy of this page. We appreciated the opportunity to work with you.

Thank you!

Accepted by:

Printed Name Title

Signature Date



WILLMAR

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

CITY COUNCIL AGENDA REPORT

To: Mayor and City Council	Date: September 18, 2019
From: Sean E. Christensen, P.E. Public Works Director	Agenda Item: Project No. 1901-B Change Order No. 2

RECOMMENDED ACTION:

Motion By: Council Member _____ Second By: Council Member _____, to accept Change Order No. 2 in the amount of \$11,217 for Project No. 1901-B.

HISTORY:

Project No. 1901-B included the reconstruction of 13th and 14th Street SE from the service road to the south end and 15th and 16th Street SE from Becker Avenue to the south end. Change Order No. 2 in the amount of \$11,217 for Project No. 1901-B resulted from CenturyLink utility conflicts and a drop manhole placed at the intersection of 14th Street and Trott Avenue.

FINANCIAL IMPACT:

The change order is within the project budget.

REVIEWED BY: Brian Gramentz, City Administrator

COMMITTEE MEETING DATE: September 18, 2019

COUNCIL MEETING DATE: October 7, 2019

Resolution No. ____

A RESOLUTION ACCEPTING CHANGE ORDER NO. 2 FOR PROJECT NO. 1901-B.

Motion By: _____ Second By: _____

BE IT RESOLVED by the City Council of the City of Willmar, a Municipal Corporation of the State of Minnesota, that the Mayor and City Administrator of the City of Willmar are hereby authorized to modify the contract for Project No. 1901-B between the City of Willmar and Duininck, Inc. of Prinsburg, Minnesota by Change Order No. 2 in the increased amount of \$11,217.00.

Dated this 7th day of October, 2019

Mayor

Attest:

City Clerk

Project No. 1901-B

CHANGE ORDER NO. 2

WORK ORDER NO. 2

CITY OF WILLMAR, MINNESOTA

PROJECT – PROJECT 1901-B RECONSTRUCTION IMPROVEMENTS

CONTRACTOR – DUININCK INC. BOX 208, PRINSBURG, MN 56281

The following changes in work, quantities and cost for the above project are herewith authorized:

<u>Cost Summary:</u>	Original Contract	\$2,232,137.65
	Change Order No. 1 (Work Order No. 1 for utility conflicts)	\$8,008.00
	Change Order No. 2 (Work Order No. 2 for utility conflicts)	\$11,217.00
	Contract Total	\$2,251,362.65

Date: September 11, 2019

CITY OF WILLMAR:

Sean Christensen, Public Works Director

DUININCK INC.

Contractor

FINANCE COMMITTEE

MINUTES

The Finance Committee of the City of Willmar met at 5:15 p.m. on Thursday, September 19, 2019 in Conference Room No. 1 at the City Office Building.

Present:	Audrey Nelsen	Chair
	Rick Fagerlie	Member
	Andrew Plowman	Member
	Julie Asmus	Member

Others present: Finance Director Okins, Fire Chief Frank Hanson, and David Euerle of Westberg & Eischens.

Item No. 1 Call to Order

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

Item No. 2 Public Comments

There were no Public comments.

Item No. 3 Recommended Action Items for the Council

Fire Department Vehicle Replacement - (Motion)

The current Fire Department Pickup, which is a 2011 Dodge Ram, has a mechanical issue of a blown lifter causing the truck to run on only seven cylinders. The mechanics at the City Garage stated that it would cost approximately \$1,700 to \$2,000 to fix. In speaking with Mill's Ford, they stated that this is a very common issue with this pickup and that parts are back ordered currently. When speaking with Schwieter's Chevrolet, they stated that they would give us a trade in value of \$14,000 as is and \$15,000 if the issue was fixed. It was staff's recommendation not to spend the money on the repairs. If Council chooses to wait until next year to replace and trade this pickup in, the trade in value will decrease by \$3,000 to \$5,000.

Two quotes were received for a 2020 Chevrolet Tahoe: one from Schwieter's of Willmar for \$40,100 less trade in for a net vehicle price of \$26,100; and the other quote was via the State Contract which was \$37,658 with no trade in option. Other expenses that need to be added include: Graphics for \$900, Emergency Lights and install of equipment \$1,000, and miscellaneous items \$2,000. Using the Schwieters quote the total cost would be \$36,000. Since this is unbudgeted for this year, it is proposed that the funds would come from unspent monies from 2019 CIP projects.

It was then moved by Councilman Plowman, seconded by Councilman Asmus to recommend that the new 2020 Chevrolet Tahoe be purchased through Schwieter's of Willmar for \$26,100, with the total cost of \$36,000 after adding on the other required equipment.

Adopt Revised Purchasing Policy - (Resolution)

Staff presented the proposed Purchasing Policy which was updated to reflect Minnesota State Statute 471.345 - Uniform Municipal Contracting Law. This Statute was changed in 2018 to address the cost of inflation since 2008. The recommendations would basically change the policy to follow MN Statute 471.345. This way as the State changes the Statute the policy would automatically change and the Council would not have to take action to amend. It was noted that the limits have not changed.

It was moved to recommend by Councilmember Asmus, seconded by Councilmember Plowman to introduce a Resolution to adopt the revised Purchasing Policy as presented.

Item No. 4 Discussion Items by the Committee

Review 2018 Audit Presentation

David Euerle, Auditor Westberg & Eischens, presented the 2018 Audit to the Committee. He noted that since 2014, the City has been spending down fund balances in the General Fund and the Capital Improvements Fund. As of 2018, the fund balance was approximately 80% of the 2019 Budgeted Expenditures. Other items reviewed were the General Fund Balance Classifications of \$166,609 of Nonspendable and \$12,857,239 of Committed, the Fund Balance of the Community Investment Fund, the Governmental Activities Outstanding Bonds, the Waste Treatment Fund Revenues, Expenditures and Operating Income, Investments Maturities, Summary of Budget Overages and the Governance Communication Letter.

Items pointed out in the Governance Letter for future discussion were the Level of Budgetary Control and the process for amendments, Fund Balance Policy action and Investment Policy action to specifically address interest rate risk. These items will be discussed and addressed at future meeting when these Policies and Budget are reviewed.

Review Fund Balance Policy

The City Fund Balance Policy was submitted to the committee for their annual review. Since the committee procedure is to receive policy documents at one meeting for action at a future meeting, this Policy will be placed on a future agenda for any committee proposed revisions.

Review Mayor's 2020 Budget

Staff reviewed the Mayor's 2020 Proposed Budget Powerpoint presentations as well as all Fund recap sheets which contain Fund descriptions and totals of Fund Balances, Revenues and Expenditures not only for the proposed 2020 year but also for the current Year Budget and two prior year actuals as well. Also discussed was the upcoming Special Meeting on Thursday September 26th where the full City Council will be invited to set the Preliminary Levy.

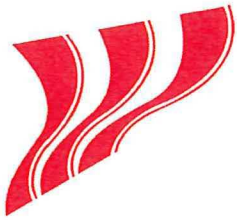
Meeting Calendar

The committee reviewed the upcoming Meeting Calendar. Special dates that were pointed out were Thursday, September 26 with the full Council invited to discuss setting the Preliminary Tax Levy and Thursday, November 21 again with the full City Council and Mayor invited to discuss the final Recommended Budget to be presented at the Truth-In-Taxation Hearing set for December 2nd at 7:01 p.m. Also mentioned was that the committee will be reviewing sections of the Proposed Budget at all future meetings until the November 21st meeting.

There being no further business to come before the Committee, the meeting was adjourned at 6:50 PM by Chair Nelsen.

Respectfully submitted,

Steven B. Okins
Finance 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: October 7, 2019
From: Frank Hanson, Fire Chief	Agenda item: Approval for a Vehicle Replacement

RECOMMENDED ACTION:

Motion By: _____ Second By: _____, to approve the purchase of a new vehicle to replacement the 2011 Dodge Ram pickup.

HISTORY: This pickup was purchased in 2011. It is the vehicle that is assigned to the Fire Chief. This pickup has had a few mechanical issues in the past and is starting to have some rust issues. We have attempted to control the rust issues with touch up paint and some dura coatings, but the rust is continuing to grow.

About two months ago it developed a mechanical problem that is going to cost about \$1,700 - \$2,000 to fix. This pickup is scheduled to be replaced in the 2020 vehicle replacement budget. The mechanical issue is a blown lifter which causes the truck to only run on 7 cylinders. The city garage stated that it would cost about \$1,700 -\$2,000 to fix. In speaking with Mill's Ford they stated that this is a very common issue with this truck and that parts are back ordered currently. When speaking with Schwieter's Chevrolet they stated that they would give us a trade in value of \$14,000 as is and \$15,000 if the issue was fixed. I feel that spending the money to fix it would be a waste of money. If we wait until next year to replace and trade this truck in, the trade in value will decrease by \$3,000- \$5,000.

FINANCIAL IMPACT: I received two quotes for a 2020 Chevrolet Tahoe. One from Schweiter's of Willmar and one from the state contract. The Schwieter's price was \$40,100 minus \$14,000 trade-in for a vehicle price of \$26,100. The State contract price is \$37,658 with no trade-in option. Other item that need to be added in the price are: graphics-\$900, emergency lights and installation -- \$7,000 and miscellaneous -- \$2,000. The total expense would be \$36,000. This is an unbudgeted expense for 2019, so the funding would come from unexpended monies from 2019 Fire Dept. CIP budget.

ALTERNATIVES:

1. Do not replace until 2020

REVIEWED BY: Brian Gramentz, City Administrator

COMMITTEE MEETING DATE: Finance, September 19, 2019

COUNCIL MEETING DATE: October 7, 2019

CITY OF WILLMAR PUBLIC WORKS

(320) 235-1251

Quote # 301

Expires: 09/03/19

City Of Willmar

Customer:

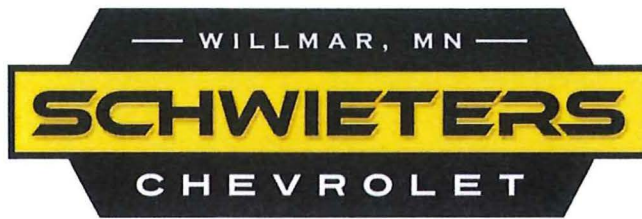
Vehicle:

2011 Dodge or Ram Truck RAM 1500 Truck 4WD V8-5.7L
Mileage: 72000

Type	Description	Part #	Qty/Hrs	Price/Rate	Extended
Part	Camshaft 16 - Camshaft	53022263AF	1.0	\$386.00	\$386.00
Labor	Replace Camshaft, R&R-Includes: R&I Cylinder Heads, Front Cover, Timing Chain And Oil Pan.		14.2	\$0.00	\$0.00
Labor	Replace NOTE - With Skid Plate, Add		0.3	\$0.00	\$0.00
Labor	Replace NOTE - With 4WD, Add		1.0	\$0.00	\$0.00
Part	5W30 engine oil		7.0	\$2.00	\$14.00
Part	Oil Filter B329		1.0	\$3.12	\$3.12
Part	Anti-freeze		4.0	\$5.60	\$22.40
Part	Head Gasket Set		1.0	\$199.59	\$199.59
Part	Lifter Assemblies		4.0	\$119.37	\$477.48
Part	Head Bolts		2.0	\$24.34	\$48.68
Part	Water Pump		1.0	\$82.79	\$82.79
Part	Estimated machine shop Labor and parts Clean, Resurface, Crack check heads, Inspect Valves for damage		1.0	\$300.00	\$300.00
Part	Oil Pan Gasket		1.0	\$53.64	\$53.64
Part	Timing chain Set		1.0	\$121.49	\$121.49
Part	Misc Parts		1.0	\$50.00	\$50.00

Parts Total: \$1,759.19
Labor Total: \$0.00
Others Total: \$0.00
Parts Tax: \$0.00
Labor Tax: \$0.00

Total: \$1,759.19



Willmar Fire Department / Willmar City Council
333 6th St SW
Willmar, MN 56201
September 6, 2019

RE: New Vehicle Proposal for the Fire Department

Fire Department / City Council,

We are sending to you a proposal for replacing the Willmar Fire Department's 2011 Ram 1500 Crew Cab ST Pickup 4D with the 5 ½ foot box with a 2020 Chevrolet Tahoe.

In using the most up to date system and information available to us we have come up with a trade in value of \$14,000 on your 2011 Ram 1500 including the 69,976 miles that have accumulated on that truck.

We have put together a package on a 2020 Tahoe with all the features that were request by the Willmar Fire Department. If you wish to receive a detailed break down of this vehicle and its features please feel free to contact us and we will be able to get that to you. The price of this Chevrolet 2020 Tahoe with the incentives put forward as it is going to be a Willmar Fire Department Vehicle brings that total to \$40,100.

If you have any further question please free to contact us. We look forward in serving you and serve this community by making sure you are in the most reliable vehicle around.

Sincerely,

Bill Zastrow

Managing Partner

Schwieters Chevrolet of Willmar, MN
1401 Lakeland Drive SE
Willmar, MN 56201
(320)235-5455



Quick Order

Enter BFC



BAC: 282336 BFC: 1 Name: SCHWIETERS CHEVROLET OF WILLMAR, INC.

This page will allow you to quickly create and submit a preliminary order, request for order or stored configuration.

→ Load Autobook Order

→ Manage My Default Settings

Select Model Criteria *indicates required field

Year*: 2020 Division*: CHEVROLET TRUCK Distribution Entity*: FLT Fleet

Allocation Group*: TAHOE Order Type*: FNR-Fleet Commercial

Model*: CK15706 - Tahoe: 4WD

Charge To BAC*: 282336 Charge To BFC*: 1 Ship to BAC*: 282336 Ship to BFC*: 1 > Verify BAC

Quick Order Interactive mode: ON OFF

RELATED LINKS

- View My Preliminary Orders
- Request for Order List
- View Stored Configurations
- View My Allocation and Constraints
- US On-Line Order/Reference Guide



Options (18/18 completed)	Quantity / Other Info (2/2 completed)	Customer Info (1/1 completed)	Fleet/Upfitter (1/1 completed)	Summary (0/0 completed)
------------------------------	--	----------------------------------	-----------------------------------	----------------------------

Summary Information

Model Information

Year:	2020	Division:	CHEVROLET TRUCK	Distribution Entity:	FLT Fleet
Allocation Group:	TAHOE	Model:	CK15706	Order Type:	FNR-Fleet Commercial
Charge To BAC:	282336	Ship to BAC:	282336	Quantity:	1
Requested TPW:	10/21/2019	Primary FAN:	000824780	End-User FAN:	
MSRP w/DFC†:	W/A	Invoice w/DFC†:	W/A		
GMS w/DFC†:	W/A	Supplier w/DFC†:	W/A		

Vehicle Specifications

PEG:	1FL - Commercial / Fleet Preferred Equipment Group
Primary Color:	01U - Special Color Upper (SEO)
Trim:	H0U - Cloth, Jet Black, Interior Trim

Additional Options

5HP - Single Key System, 6 Spare Keys	6J7 - Flasher System
9C1 - Police Pursuit Package	A95 - Seats: High Back Bucket, Driver & Passenger
AG2 - Seat Adjuster, Front Passenger, Power	AQ9 - Keyless Remote Entry
AT6 - Seats, 2nd Row 60/40 Bench, Manual Configurable	ATD - Seat Delete: Third Row
AU3 - Power Door Locks	B30 - Floor Covering: Carpet, Color Keyed
B58 - Floor Mats, Color-Keyed Carpeted 1st & 2nd Row	BTV - Remote Engine Starting Pkg
BVE - Assist Steps	C49 - Defogger, Rear Window, Electric
C5Y - GVW Rating 7100 Lbs	CE1 - Wipers, Front Intermittent, Rainsense
CJ4 - Climate Control, Electronic - Multi-zone	DL8 - Mirrors, O/S, Power, Heated
FE9 - Federal Emissions	FHS - E85 Flex Fuel Capable
G80 - Locking Differential, Rear	GU4 - Rear Axle 3.08 Ratio
IO5 - Radio, 8" Color Screen, Bluetooth, w/ USB Port	JF4 - Pedals, Power Adjustable
K34 - Cruise Control	K47 - Air Cleaner, High Capacity
K4B - Battery, Auxiliary, 730 CCA	KC4 - Cooler, Engine Oil

KI4 - 110 Volt Electrical Receptacle, In Cab
 KW7 - Alternator, 170 AMP
 MYC - 6-Speed Automatic
 NQH - T-Case, 4WD, Electronic Autotrac w/
 Rotary Dial Ctrls
 PCW - LT Plus Package/Enhanced Driver Alert
 Pkg (Tah/Sub)
 QAR - TIRE ALL P265/60R17 SL 108V BW AL3
 RM7 - Wheel, Spare, 17 x 8, Steel
 TB4 - Rear Lift Gate, Manual
 TGK - Special Paint (SEO)
 U2J - SiriusXM Satellite Radio, Delete
 UDD - Driver Info Display
 UHX - Lane Keep Assist/Departure Warning
 UK3 - Radio Controls -Steering Wheel
 UTJ - Theft Protection System, Unauthorized
 Entry
 V76 - Recovery Hooks
 VPV - Hdlg Charge Arlgon Assm To Kerr Ind.
 Rtn to Arlg Assm
 Y86 - Driver Alert Package
 YM8 - LPO Processing Option

KNP - Transmission Cooling System
 L83 - Engine: 5.3L, V-8, SIDI, Active
 Fuel Mgt
 N33 - Steering Column: Manual Tilt
 NZZ - Underbody Shield
 Q5U - Wheels, 17" x 8" Bright
 Machined Aluminum
 R9Y - Fleet Free Maintenance Credit
 SAF - Spare Tire Lock
 TG5 - Compact Disc & MP3 Player
 TQ5 - Headlamps, Intellibeam
 UD7 - Rear Parking Assist Sensors
 UEO - OnStar Delete
 UHY - Automatic Emergency
 Braking
 UQ3 - Speaker System
 UVC - Rear View Camera System
 VAV - LPO - All Weather Floor Mats
 VQK - LPO - Splash Guards,
 Molded, Black
 YK6 - SEO Processing Option
 Z82 - Trailing Package

\$ 48000
- 7900

\$ 40100

(0/0 completed)

< PREVIOUS

NEXT >

CANCEL

SAVE STORED CONFIGURATION

SUBMIT REQUEST FOR ORDER

† North American Order Workbench is intended solely for business use by GM Dealers. Pricing shown is for illustration purposes only. Refer to GMPricing.com for official GM Price schedules. GM pricing is subject to change by GM at anytime, without notice.

Order Workbench: [FAQs](#) [Site Map](#)

© 2008 General Motors. All Rights Reserved.

S
9-6-19

Trade In Breakdown

KBB.com

8/23/2019-8/29/2019

2011 Ram 1500 Crew Cab ST Pickup 4D 5 1/2 ft..... \$10,151

VIN: 1D7RV1CT8BS625439

*** Itemized Add/Deducts ***

V8, HEMI, 5.7 Liter.....	Included	Power Steering.....	Included
Automatic, 5-Spd w/Overdriv	Included	Tilt Wheel.....	Included
4WD.....	Included	AM/FM Stereo.....	Included
Stability Control.....	Included	CD/MP3 (Single Disc).....	Included
ABS (4-Wheel).....	Included	Dual Air Bags.....	Included
Anti-Theft System.....	Included	F&R Side Air Bags.....	Included
Keyless Entry.....	Included	F&R Head Curtain Air Bags...	Included
Air Conditioning.....	Included	Towing Pkg.....	90
Power Windows.....	Included	Steel Wheels.....	Included
Power Door Locks.....	Included	No Oversized Premium Wheels	-162
Cruise Control.....	Included		20"

Condition.....	Fair*
Total Value without mileage.....	\$10,079
Mileage adjustment (69976) miles.....	\$3,408

*** KBB.com Trade In
\$13,487

\$ 14,000 Trade Value

***Fair** - 18% of all cars we value meet this criteria. This car has some mechanical or cosmetic defects and needs servicing, but is still in safe running condition and has a clean title history. The paint, body and/or interior may need professional servicing. The tires may need replacing and there may be some repairable rust damage.

Schwieters Chevrolet - Derek Dionne

KBB.com publication for Minnesota: 8/23/2019-8/29/2019

Values are subjective opinions. KBB.com and vAuto, Inc. assume no responsibility for errors or omissions.
© vAuto, Inc. 2019, all rights reserved.

STATE BID

TOTAL PRICE = \$37,658.42

Ranger GM	Option Price	VEHICLE SPEC
2018 CHEVROELT TAHOE PPV REAR WHEEL DRIVE	9C1 \$32,309.12	
CHOOSE ONE BELOW for 4 WHEEL DRIVE		
9C1 CK15706 4X4 PPV (POLICE PURSUIT VEHICLE)	\$2,819.30	X
5W4 CK15706 4x4 SSV (SPECIAL SERVICE VEHICLE)	\$2,027.02	
SELECTED OPTIONS - 2018 Fleet/Non-Retail CK15706 4WD 4dr Commercial		
SUSPENSION PKG		
Z56 SUSPENSION PACKAGE, HEAVY-DUTY, POLICE-RATED front, independent torsion bar, and stabilizer bar and rear, multi-link with coil springs (Included and only available with (9C1) Police Vehicle only.)	STD	X
EMISSIONS		
FE9 EMISSIONS, FEDERAL REQUIREMENTS	N/C	X
ENGINE		
L83 ENGINE, 5.3L ECOTEC3 V8 WITH ACTIVE FUEL MANAGEMENT, DIRECT INJECTION AND VARIABLE VALVE TIMING includes aluminum block construction (355 hp [265 kW] @ 5600 rpm, 383 lb-ft of torque [518 N-m] @ 4100 rpm) (STD)	STD	X
TRANSMISSION		
MYC TRANSMISSION, 6-SPEED AUTOMATIC, ELECTRONICALLY CONTROLLED with overdrive and tow/haul mode (STD)	STD	X
AXLE		
GU4 REAR AXLE, 3.08 RATIO (Not available with (NHT) Max Trailering Pkg)	STD	X
GU6 REAR AXLE 3.42 RATIO Req 5W4 Special Service and Max Trailer Pkg) N/A WITH 9C1 PURSUIT UNIT	N/C	
1FL COMMERCIAL PREFERRED EQUIPMENT GROUP Includes Standard Equipment	INCL	X
WHEEL TYPE		
RAP WHEELS, 17" X 8" (43.2 CM X 20.3 CM) STEEL, POLICE, BLACK (Included and only available with (9C1) Police Vehicle.)	STD	X
TIRES		
QAR TIRES, P265/60R17 ALL-SEASON, POLICE, V-RATED (Included and only available with (9C1) Police Vehicle.)	STD	X
RKX TIRES, P265,60R-18 ALL SEASON (Required with NHT Max Trailer Pkg)		
PZX WHEELS, 18" X 8.5" ALUMINUM WHEELS (Required with NHT Max Trailer Pkg price included PZX tire option N/A PPV	\$528.00	
NHT MAX TRAILER PACKAGE Requires 5W4 and PZX tires	\$510.40	
R18 TIRES 265/65R18SL MT 114S Requires 9G3 Off-Road Pkg and PZX Wheels)	\$259.60	
9G3 Off-Road Suspension	\$201.52	
ZY1 PAINT SCHEME, SOLID APPLICATION		
PAINT		
GBA BLACK	N/C	
GAZ SUMMIT WHITE	N/C	
GAN SILVER ICE METALLIC	N/C	
GXG TUNGSTEN METALLIC	N/C	
G1M BLUE VELVET	N/C	
G9K SATIN STEEL METALLIC	N/C	

GMU PEPPERDUST METALLIX	N/C	
G2X HAVANA METALLIC	N/C	
G1E SIREN RED TINTCOAT	\$435.60	
TGK SPECIAL PAINT VICTORY RED (bumpers gloss black w/o 5T4)	\$374.00	
5T4 RED BUMPER COVERS TO MATCH VICTORY RED	\$198.00	
SEAT TYPE AZ3 SEATING, FRONT 40/20/40 SPLIT-BENCH, 3-PASSENGER includes 6-way power driver and 2 way front passenger seat adjuster, driver and front passenger power lumbar control and power reclining, center folddown armrest with storage (includes auxiliary power outlet, USB port and input jack for audio system), storage compartments in seat cushion, adjustable outboard head restraints and storage pockets (With vinyl, does not include (AG1) Driver 6-way power seat adjuster or (AG2) Front passenger 6-way power adjuster.) (STD)	STD	X
SEAT TRIM H0U JET BLACK, CLOTH SEAT TRIM	STD	X
RADIO I05 AUDIO SYSTEM, CHEVROLET MYLINK RADIO WITH 8" DIAGONAL COLOR TOUCH-SCREEN AM/FM stereo with seek-and-scan and digital clock, includes Bluetooth streaming audio for music and select phones; voice-activated technology for radio and phone; and Shop with the ability to browse, select and install apps to your vehicle. You can customize your content with audio, weather and more; featuring Apple CarPlay and Android Auto capability for compatible phone; 5 USB ports and 1 auxiliary jack (STD)	STD	X
ADDITIONAL EQUIPMENT 9C1 IDENTIFIER FOR PPV includes, (K47) high-capacity air cleaner, (KW7) 170 amp high output alternator, (K4B) 730 cold-cranking amps auxiliary battery, electrical power & vehicle signals for customer connection located at the center front floor. Auxiliary battery circuit for customer connection located in the rear cargo area, (UN9) radio suppression package, (Z56) heavy-duty, police-rated suspension, front independent torsion bar, and stabilizer bar and rear, multilink with coil springs, (QAR) P265/60R17 all-season, v-rated tires, (ZAK) P265/60R17 all-season, Vrated spare tire, Police brakes, (NZZ) underbody shield, (RAP) Black steel wheels w/bolt on center caps, Certified speedometer, delete roof rails, (ATD) third row seat delete, (NQH) active 2-speed transfer case (4WD only)	INCL	X
PCW ENHANCED DRIVER ALERT PACKAGE includes (JF4) Poweradjustable pedals, (UEU) Forward Collision Alert, (TQ5) IntelliBeam headlamps, (UHY) Low Speed Forward Automatic Braking and (UHX) Lane Keep Assist and Safety Alert Driver Seat	\$611.00	
ADDITIONAL EQUIPMENT Y86 ENHANCED DRIVER ALERT PACKAGE includes (UEU) Forward Collision Alert, (TQ5) IntelliBeam headlamps, (UHY) Low Speed Forward Automatic Braking and (UHX) Lane Keep Assist and Safety Alert Driver Seat (Included and only available with (PCW) Enhanced Driver Alert Package.)	incl w/PCW	
___ CAPLESS FUEL FILL (Included and only available with (9C1) Police Vehicle or (5W4) Special Service Vehicle only.)	STD	X
K05 ENGINE BLOCK HEATER	\$88.00	
NQH TRANSFER CASE, ACTIVE, 2-SPEED ELECTRONIC AUTOTRAC with rotary controls, includes neutral position for dinghy towing (Requires	STD	X
NZZ SKID PLATE PACKAGE with (9C1) Police Vehicle or (5W4) Special Service Vehicle, includes frame-mounted shields, includes front underbody shield starting behind front bumper and running to first crossmember,		

protecting front underbody, oil pan, differential case and transfer case (Requires 4WD models and a Fleet or Government sales order type. Included with (9C1) Police Vehicle or (5W4) Special Service Vehicle)	STD	X
K4B BATTERY, AUXILIARY, 730 CCA W/A ___ POWER SUPPLY, 100-AMP, AUXILIARY BATTERY, REAR ELECTRICAL CENTER (Included and only available with (9C1) Police Vehicle or (5W4) Special Service Vehicle only.)	STD	
___ POWER SUPPLY, 50-AMP, POWER SUPPLY, AUXILIARY BATTERY passenger compartment wiring harness (Included and only available with (9C1) Police Vehicle or (5W4) Special Service Vehicle only.)	STD	X
___ POWER SUPPLY, 120-AMP, (4) 30-AMP CIRCUIT, PRIMARY BATTERY relay controlled, passenger compartment harness wiring (Included and only available with (9C1) Police Vehicle or (5W4) Special Service Vehicle only.)	STD	X
ADDITIONAL EQUIPMENT KW7 ALTERNATOR, 170 AMPS, HIGH OUTPUT (Included and only available with (9C1) Police Vehicle or (5W4) Special Service Vehicle only.)	STD	X
UT7 GROUND STUDS, AUXILLARY, CARGO AREA INSIDE LIFTGATE OPENING, LEFT AND RIGHT SIDES (Requires (9C1) Police Vehicle or (5W4) Special Service Vehicle.)		\$77.44
V76 RECOVERY HOOKS, 2 FRONT, FRAME-MOUNTED, BLACK (Standard on 4WD Commercial models. Available on 2WD, Police and Special Service models. Required on all models going to Alaska, Guam, Hawaii, Puerto Rico and Virgin Islands. All Tahoe (9C1) and (5W4) vehicles include front fascia with recovery hook openings.)		\$44.00
1LR BRAKE SYSTEM, MODIFIED, POLICE "CITY BRAKE PACKAGE" (Requires (9C1) Police Vehicle.)	N/C	
RM7 WHEEL, 17" X 8" (43.2 CM X 20.3 CM) FULL-SIZE, STEEL SPARE includes P265/60R17 V-rated tire (Included and only available with (9C1) Police Vehicle.)	STD	X
___ LUGGAGE RACK, DELETE (Included and only available with (9C1) Police Vehicle or (5W4) Special Service Vehicle only.)	STD	X
B85 MOLDINGS, BRIGHT BODYSIDE (Not available with (B86) body-color bodyside moldings.)		\$88.00
VQK LPO, MOLDED SPLASH GUARDS (dealer-installed) (Requires (BVE) Black assist steps.)		\$149.60
TQ5 HEADLAMPS, INTELLIBEAM, AUTOMATIC HIGH BEAM ON/OFF (Included and only available with (PCW) Enhanced Driver Alert Package.)		\$665.00
6J7 FLASHER SYSTEM, HEADLAMP AND TAILLAMP, DRL COMPATIBLE with control wire (Requires (9C1) Police Vehicle or (5W4) Special Service Vehicle.)		\$435.60
7X6 SPOTLAMP, LEFT-HAND (Requires (9C1) Police Vehicle or (5W4) Special Service Vehicle. Not available with (7X7) left&right hand spotlamp)		\$431.20
7X7 SPOTLAMPS, LEFT- AND RIGHT-HAND (Requires (9C1) Police Vehicle or (5W4) Special Service Vehicle. Not available with (7X6) left-hand spotlamp)		\$748.00
AKP GLASS, SOLAR ABSORBING (deletes deep tinted glass)		(\$259.60)
___ EXTERIOR ORNAMENTATION DELETE (Included and only available with (9C1) Police Vehicle or (5W4) Special Service Vehicle only.)	STD	X
VK3 LICENSE PLATE FRONT MOUNTING PACKAGE (Included on orders with ship-to-states that require a front license plate.)	STD	X
WX7 WIRING, AUXILIARY SPEAKER. FOR UPFITTER CONNECTION TO FRONT DOOR AND WINDSHIELD PILLAR SPEAKERS. (Requires (9C1) Police Vehicle or (5W4) Special Service Vehicle.)		\$52.80

6J3 WIRING, GRILLE LAMPS AND SIREN SPEAKERS (Requires (9C1) Police Vehicle or (5W4) Special Service Vehicle.)	\$80.96	
6J4 WIRING, HORN AND SIREN CIRCUIT (Requires (9C1) Police Vehicle or (5W4) Special Service Vehicle.)	\$36.08	
___ DOOR HANDLES, BODY-COLOR (Included and only available with (9C1) Police Vehicle or (5W4) Special Service Vehicle only.)	STD	X
UN9 RADIO SUPPRESSION PACKAGE, WITH GROUND STRAPS (Included and only available with (9C1) Police Vehicle or (5W4) Special Service Vehicle.)	STD	X
ATD SEAT DELETE, THIRD ROW PASSENGER (Deletes rear storage compartment and (AP9) rear cargo net. Included with (9C1) Police Vehicle or (5W4) Special Service Vehicle.)	STD	X
B30 FLOOR COVERING, COLOR-KEYED CARPETING B58 FLOOR MATS, COLOR-KEYED CARPETED FIRST AND SECOND ROW, REMOVABLE (Included and only available with (B30) color-keyed carpeting, floor covering.)	\$167.20	
AAK LPO, ALL-WEATHER FLOOR LINER, 1ST AND 2ND ROWS bright finish badge (dealer-installed) (Not available with (PDH) Interior Protection Package, LPO or (VAV) All-weather floor mats, LPO.)	\$220.00	
___ INSTRUMENTATION, ANALOG with certified 150 mph speedometer (PPV), 140 mph speedometer (Special Service), odometer with trip odometer, engine hour meter, fuel level, voltmeter, engine temperature, oil pressure and tachometer (Included and only available with (9C1) Police Vehicle or (5W4) Special Service Vehicle only.)	STD	X
6N6 DOOR LOCKS AND HANDLES, INSIDE REAR DOORS INOPERATIVE (doors can only be opened from outside) (Requires (9C1) Police Vehicle or (5W4) Special Service Vehicle.)	\$51.92	
BTV REMOTE VEHICLE START	\$264.00	
AMF REMOTE KEYLESS ENTRY PACKAGE includes 6 additional transmitters NOTE: programming of remotes is at customer's expense. Programming remotes is not a warranty expense (Requires (9C1) Police Vehicle or (5W4) Special Service Vehicle.)	\$66.00	
6E2 KEY COMMON, COMPLETE VEHICLE FLEET provides a single key with a specific code that is common to the door locks and ignition of all the vehicles in the vehicle fleet. Key code is an alternate to SEO(6E8) complete vehicle fleet common key. NOTE: NOT COMPATIBLE with previous model years 2014 and earlier (Requires (9C1) Police Vehicle or (5W4) Special Service Vehicle.)	\$22.00	
6E3 KEY COMMON, COMPLETE VEHICLE FLEET provides a single key with a specific code that is common to the door locks and ignition of all the vehicles in the vehicle fleet. Key code is an alternate to SEO(6E8) complete vehicle fleet common key. NOTE: NOT COMPATIBLE with previous model years 2014 and earlier.(Requires (9C1) Police Vehicle or (5W4) Special Service Vehicle.)	\$22.00	
6N5 SWITCHES, REAR WINDOW INOPERATIVE (rear windows can only operate from driver's position) (Requires (9C1) Police Vehicle or (5W4) Special Service Vehicle.)	\$50.16	
JF4 PEDALS, POWER-ADJUSTABLE FOR ACCELERATOR AND BRAKE (Included with (PCW) Enhanced Driver Alert Package.)	\$132.00	
___ POWER OUTLETS, 4 AUXILIARY, 12-VOLT includes 1 on the instrument panel, 1 in armrest, and 2 in the cargo area (Included and only available with (9C1) Police Vehicle or (5W4) Special Service Vehicle.)	STD	X
6C7 LIGHTING, RED AND WHITE FRONT AUXILIARY DOME (Requires		

(9C1) Police Vehicle or (5W4) Special Service Vehicle.)	\$149.60	
UHY LOW SPEED FORWARD AUTOMATIC BRAKING (Included and only available with (PCW) Enhanced Driver Alert Package.)	req PCW	
9G8 HEADLAMPS, DAYTIME RUNNING LAMPS AND AUTOMATIC HEADLAMP CONTROL DELETE deletes standard Daytime Running Lamps and automatic headlamp control features (Requires (9C1) Police Vehicle or (5W4) Special Service Vehicle.)	\$44.00	
___ SAFETY ALERT DRIVER SEAT (Included and only available with (PCW) Enhanced Driver Alert Package.)	req PCW	
UE0 ONSTAR, DELETE (Requires a Fleet or Government sales order type. With (9C1) Police Vehicle or (5W4) Special Service Vehicle (VV4) OnStar with 4G LTE is deleted when ordered.)		(\$74.80)
UEU FORWARD COLLISION ALERT SENSOR INDICATOR (Included and only available with (PCW) Enhanced Driver Alert Package.)	req PCW	
UHX LANE KEEP ASSIST (Included and only available with (PCW) Enhanced Driver Alert Package.)	req PCW	
___ SAFETY BELTS, 3-POINT, DRIVER AND FRONT PASSENGER IN ALL SEATING POSITIONS (Included and only available with (9C1) Police Vehicle or (5W4) Special Service Vehicle.)	STD	X
SHIP THRU CODES VPV SHIP THRU, PRODUCED IN ARLINGTON ASSEMBLY and shipped to Kerr Industries and onto Arlington Assembly	INCL	X
SPECIAL EQUIPMENT OPTIONS ST5 SEATS, 2ND AND 3RD ROW VINYL WITH FRONT CLOTH SEATS Provides vinyl second and third row seats and cloth front seats (Requires interior trim (HOU) Jet Black and RPO (AZ3) front 40/20/40 split-bench seat)	\$ - N/C	
9U3 SEATS, DRIVER AND PASSENGER FRONT INDIVIDUAL SEATS IN CLOTH TRIM Power driver and passenger bucket seats in base cloth trim. Derived from RPO (AZ3) 40-20-40 split bench seat with the 20% section removed which also removes the auxiliary power outlet, USB port and input jack for audio system. Does not include a floor console. All exposed floor area will remain untrimmed. (Requires (AZ3) 40/20/40 split bench seat, trim code (HOU) Jet Black cloth.)	N/C	
5HP KEY, 6 ADDITIONAL KEYS NOTE: programming of keys is at customer's expense. Programming keys is not a warranty expense	\$36.08	
UTQ CONTENT THEFT ALARM DISABLE	\$44.00	
TRANSIT TAX (required for UNMARKED ONLY units)	\$20.00	
TOTAL PER UNIT PRICE		



WILLMAR

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

CITY COUNCIL AGENDA REPORT

To: Mayor and City Council	Date: September 19, 2019
From: Brian Gramentz, City Administrator	Agenda item: Consideration of Revision of City Purchasing Policy

RECOMMENDED ACTION:

Motion By: _____ Second By: _____, to adopt a resolution revising the purchase policy adopting State Statute 471.345 – Uniform Municipal Contracting Law by reference.

HISTORY:

In May of 2016 the Council adopted the current purchase policy that had the same monetary limits to the over the counter/quotes/competitive bidding limits as set by State Statute 471.345. The State Statute was changed in 2018 to address the impact of inflation since 2008, the last time the limits were increased. This resulted in a City policy (<\$25,000 allows over the counter purchase, \$25,000 - \$100,000 requires two quotes, \$100,000> requires sealed bids) and is more restrictive than the current State Statute (<\$25,000 allows over the counter purchase, \$25,000 - \$175,000 requires two quotes, \$175,000> requires sealed bids).

The current city policy requires sealed bids to be prepared, advertised and received for purchases which are in between \$100,000-\$175,000, when State Statute would allow them to be made by the use of obtaining quotes. Obtaining quotes is less time consuming, require less paperwork and speeds up the process.

The City Council still has to authorize the expenditure before quotes or bids are obtained. No other changes to the policy is being requested.

FINANCIAL IMPACT:

There is additional time and expense associated with preparing, advertising, receiving sealed bids for city purchases or expenditures that fall between the amounts (\$100,000-\$175,000).

ALTERNATIVES:

1. Let existing policy stand.
2. Amend city purchase policy to authorize following MN Statute 471.345 by reference.

REVIEWED BY: Brian Gramentz, City Administrator

COMMITTEE MEETING DATE: Finance, September 19, 2019

COUNCIL MEETING DATE: October 7, 2019

RESOLUTION NO. 19-_____

ADOPT REVISED PURCHASING POLICY

Motion By:_____

Second By:_____

BE IT RESOLVED by the City Council of the City of Willmar, Minnesota, that the revised Purchasing Policy be adopted.

Dated this 7th day of October, 2019.

MAYOR

ATTEST:

CITY CLERK

CITY OF WILLMAR PURCHASING POLICY

Revised: ~~May 2, 2016~~ ⁹ September 16, 2019

GENERAL PHILOSOPHY

The City of Willmar is committed to be responsible, prudent, and wise in spending the taxpayer's funds.

The purchasing policy was developed by the City to be followed and enforced. It is difficult to identify every possible scenario in this document that might be considered prudent or imprudent. In addition, the city is cognizant of the value not only of the following spending policies, but also the public perception of prudence. The City employees should make every attempt to adhere to the policies and exercise good business judgment in spending. It is recognized that even the best policies will need to be revised periodically and modified as needed.

PURCHASING

POLICY:

The City's policy is to purchase goods and services at the most cost effective and competitive rates, yielding the desired service, turnaround and value for the dollar. This practice must ensure the best utilization of funds, vendor selection, and adherence to ethical business practices including integrity, honesty, and avoidance of conflict of interest.

SCOPE:

This policy applies to purchase of goods or services that includes: competitive bidding, vendor selection, signature authority, purchase orders, and coding.

COMPETITIVE BIDDING

The City follows ~~the rules pursuant to~~ Minnesota State Statute 471.345 Uniform Municipal Contracting Law.

- ~~1. If the amount of the contract is estimated to exceed \$100,000, sealed bids shall be solicited by public notice in the manner and subject to the requirements of the law governing contracts by the particular municipality or class thereof.~~
- ~~2. Purchases between \$25,000 and \$100,000, the contract may be made either upon sealed bids or by direct negotiation, by obtaining two or more quotations for the purchase or sale when possible, and without advertising for bids or otherwise~~

~~complying with the requirements of competitive bidding. All quotations obtained shall be kept on file for a period of at least one year after receipt thereof.~~

~~3. Purchases under \$25,000 may be made either upon quotation or in the open market, in the discretion of the governing body. If the contract is made upon quotation it shall be based, so far as practicable, on at least two quotations which shall be kept on file for a period of at least one year after their receipt.~~

~~4. Other provisions of the statute as listed in the statute.~~

Note: The current statute should always be referenced or referred to for the most recent revisions to the law.

It is not the policy of the City to accept the lowest bidding vendor. The acceptance of the bid may be based on a number of factors, including: Cost, delivery costs, demonstrated working experience in the specific area, past experience with the City, overall quality of work, and in emergency situations.

Exception to this policy may be made in order to maintain continuity of services, their in-depth knowledge of the City's operations or systems, the uniqueness of the services offered, and in emergency situations. Examples include, but not limited to: Auditing Services, Financial Services, Engineering Services, Legal Services, Maintenance Contracts, Building Maintenance, Architectural Services, and other similar services. Exception can also be made if the project requires unique skills or if bids cannot be obtained due to lack of interest from the vendors. It is the responsibility of the department head to document the rationale for the vendor selection, particularly when the lowest bid is not accepted and/or if a bid was only received or obtained from one vendor.

Spending Not Requiring Council Action

AUTHORIZATION LIMITS

Individual	\$ Limit - Budgeted	\$ Limit - Unbudgeted
City Administrator	up to \$ 25,000	up to \$ 25,000
Department Directors	up to \$ 5,000	up to \$ 5,000

Note: All payments for capital purchases in excess of \$25,000 must be preapproved by the City Council. Monthly reports for all approved capital expenditures shall be provided to the City Council by the City Administrator. The department director, along with the concurrence of the Finance Director, may delegate signature authority to another individual in their department for a set dollar amount, which should be significantly lower than their own signing authority. This authority must be in writing and be kept in the Finance Department.

Items not requiring Council authorization prior to payment, but is part of the approved budget and over the authorization limits as described above:

- Payroll and payroll related payments
 - Employee Expense reimbursements
 - Insurance Premiums
 - Routine Operations (utilities, supplies, cleaning services, etc.)
 - Emergency payments or other payments to avoid late fees or interest charges.
1. Finance will process payments on a bi-weekly basis. Payments that do not require Council authorization will be issued the same time as Council authorized ones.
 2. Payments that require Council action will be issued after the approval.
 3. A complete list of all paid and unpaid claims will be presented at the regular Council meeting under the consent agenda items.

PURCHASE ORDERS & CODING INVOICES

It is a prudent business practice to issue purchase orders prior to the purchase of goods and services. As a practical matter, no purchase orders are required for purchases under \$5,000. Purchase orders can only be signed by the authorized individuals as outlined above with their respective signing authority. The City Administrator or their designee may co-sign a purchaser order if the order exceeds the director's authorization level.

Purchase orders are issued by the individual departments and retained by them until the goods and services are received. Upon the receipt of the invoice, the department head will approve the invoice for payment and forward the invoice, along with the purchase order to the Finance Department for processing.

All invoices are required to be coded and signed by the department head, or authorized delegate, before forwarding them to the Finance Department for processing.

NEW VENDORS

Selecting new vendors is at the discretion of the department head. When selecting a new vendor the department head or authorized delegate is required to also obtain an IRS Form W-9 from the vendor. The City requires the IRS Form W-9 before payment can be processed for the vendor.

471.345 UNIFORM MUNICIPAL CONTRACTING LAW.

Subdivision 1. **Municipality defined.** For purposes of this section, "municipality" means a county, town, city, school district or other municipal corporation or political subdivision of the state authorized by law to enter into contracts.

Subd. 2. **Contract defined.** A "contract" means an agreement entered into by a municipality for the sale or purchase of supplies, materials, equipment or the rental thereof, or the construction, alteration, repair or maintenance of real or personal property.

Subd. 3. **Contracts over \$175,000.** If the amount of the contract is estimated to exceed \$175,000, sealed bids shall be solicited by public notice in the manner and subject to the requirements of the law governing contracts by the particular municipality or class thereof. With regard to repairs and maintenance of ditches, the provisions of section 103E.705, subdivisions 5, 6, and 7, apply.

Subd. 3a. **Contracts over \$175,000; best value alternative.** As an alternative to the procurement method described in subdivision 3, municipalities may award a contract for construction, alteration, repair, or maintenance work to the vendor or contractor offering the best value under a request for proposals as described in section 16C.28, subdivision 1, paragraph (a), clause (2), and paragraph (c).

Subd. 4. **Contracts exceeding \$25,000 but not \$175,000.** If the amount of the contract is estimated to exceed \$25,000 but not to exceed \$175,000, the contract may be made either upon sealed bids or by direct negotiation, by obtaining two or more quotations for the purchase or sale when possible, and without advertising for bids or otherwise complying with the requirements of competitive bidding. All quotations obtained shall be kept on file for a period of at least one year after receipt thereof.

Subd. 4a. **Contracts exceeding \$25,000 but not \$175,000; best value alternative.** As an alternative to the procurement method described in subdivision 4, municipalities may award a contract for construction, alteration, repair, or maintenance work to the vendor or contractor offering the best value under a request for proposals as described in section 16C.28, subdivision 1, paragraph (a), clause (2), and paragraph (c).

Subd. 5. **Contracts \$25,000 or less.** If the amount of the contract is estimated to be \$25,000 or less, the contract may be made either upon quotation or in the open market, in the discretion of the governing body. If the contract is made upon quotation it shall be based, so far as practicable, on at least two quotations which shall be kept on file for a period of at least one year after their receipt. Alternatively, municipalities may award a contract for construction, alteration, repair, or maintenance work to the vendor or contractor offering the best value under a request for proposals as described in section 16C.28, subdivision 1, paragraph (a), clause (2), and paragraph (c).

Subd. 5a. **County or town rental contracts.** If the amount of a county or town contract for the rental of equipment is estimated to be \$60,000 or less, the contract may, in the discretion of the county or town board, be made by direct negotiation by obtaining two or more quotations for the rental when possible and without advertising for bids or otherwise complying with the requirements of competitive bidding. All quotations shall be kept on file for a period of at least one year after their receipt.

Subd. 5b. **Water tank service contracts.** (a) A municipality may, by direct negotiation or through the solicitation of requests for proposals, enter into a multiyear professional service contract for the engineering, repair, and maintenance of a water storage tank and appurtenant facilities owned, controlled, or operated by the municipality, if the contract contains:

(1) a provision that the municipality is not required to make total payments in a single year that exceed the water utility charges received by the municipality for that year;

(2) a provision requiring that the work performed be done under the review of a professional engineer licensed in the state of Minnesota attesting that the work will be performed in compliance with all applicable codes and engineering standards; and

(3) a provision that if, at the commencement of the contract, the water tank or appurtenant facilities require engineering, repair, or service in order to bring the water tank or facilities into compliance with federal, state, or local requirements, the party contracting with the municipality is responsible for providing the engineering, repair, or service. The costs to bring the water tank or facilities into compliance must be itemized separately and charged to the municipality in payments spread over a period of not less than three years from the commencement of the contract.

(b) If the cost of a contract for the sale or purchase of supplies, materials, equipment or the rental thereof, or the construction, alteration, repair, or maintenance of real or personal property entered into under this subdivision is estimated to meet the costs specified under subdivisions 3 and 3a, paragraph (a) applies but the municipality must use the procurement methods specified in subdivision 3 or 3a to contract for that portion of the work.

Subd. 6. Applicability of other laws. The purpose of this section is to establish for all municipalities, uniform dollar limitations upon contracts which shall or may be entered into on the basis of competitive bids, quotations or purchase or sale in the open market. To the extent inconsistent with this purpose, all laws governing contracts by a particular municipality or class thereof are superseded. In all other respects such laws shall continue applicable.

Subd. 7. Minimum labor standards. Nothing in this section shall be construed to prohibit any municipality from adopting rules, regulations, or ordinances which establish the prevailing wage rate as defined in section 177.42, as a minimum standard for wages and which establish the hours and working conditions prevailing for the largest number of workers engaged in the same class of labor within the area as a minimum standard for a contractor's employees which must be agreed to by any contractor before the contractor may be awarded any contract for the furnishing of any labor, material, supplies, or service.

Subd. 8. Procurement from economically disadvantaged persons. For purposes of this subdivision, the following terms shall have the meanings herein ascribed to them:

(a) "Small targeted group business" means businesses designated under section 16C.16.

(b) "Business entity" means an entity organized for profit, including an individual, partnership, corporation, joint venture, association, or cooperative.

Nothing in this section shall be construed to prohibit any municipality from adopting a resolution, rule, regulation, or ordinance which on an annual basis designates and sets aside for awarding to small targeted group businesses a percentage of the value of its anticipated total procurement of goods and services, including construction, and which uses either a negotiated price or bid contract procedure in the awarding of a procurement contract under a set-aside program as allowed in this subdivision, provided that any award based on a negotiated price shall not exceed by more than five percent the municipality's estimated price for the goods and services if they were purchased on the open market and not under the set-aside program.

Subd. 9. [Repealed, 1990 c 549 s 3]

Subd. 10. Shared hospital or ambulance service purchasing. Supplies, materials, or equipment to be used in the operation of a hospital licensed under sections 144.50 to 144.56 or an ambulance service licensed under chapter 144E that are purchased or leased under a shared service purchasing arrangement whereby more than one hospital or ambulance service purchases supplies, materials, or equipment with one or more

other hospitals or ambulance services either through one of the hospitals or ambulance services or through another entity, may be purchased without regard to the competitive bidding requirements of this section, if the following conditions are met:

- (1) the hospital's or ambulance service's governing authority authorizes the arrangement;
- (2) the shared services purchasing program purchases items available from more than one source on the basis of competitive bids or competitive quotations of prices; and
- (3) the arrangement authorizes the hospital's or ambulance service's governing authority or its representatives to review the purchasing procedures to determine compliance with these requirements.

The shared services purchasing program may award contracts to more than one bidder if doing so does not decrease the service level or diminish the effects of competition.

Subd. 11. Fuel contracts for generation of municipal power. Notwithstanding the amount of the contract, any contract entered into by a municipality for the purchase of fuel required for the generation of power from municipal power plants shall be governed by subdivision 4.

Subd. 12. Procurement from rehabilitation facilities. Nothing in this section prohibits a municipality from adopting a resolution, rule, regulation, or ordinance that on an annual basis designates and sets aside for awarding to rehabilitation facilities as described in section 268A.06 a percentage of the value of its anticipated total procurement of goods and services, including construction, and which uses either a negotiated price or bid contract procedure in the awarding of a procurement contract under a set-aside program as allowed in this subdivision, provided that any award based on a negotiated price shall not exceed by more than five percent the municipality's estimated price for the goods and services if they were purchased on the open market and not under the set-aside program.

Subd. 13. Energy efficiency projects. The following definitions apply to this subdivision.

(a) "Energy conservation measure" means a training program or facility alteration designed to reduce energy consumption or operating costs and includes:

- (1) insulation of the building structure and systems within the building;
- (2) storm windows and doors, caulking or weatherstripping, multiglazed windows and doors, heat absorbing or heat reflective glazed and coated window and door systems, additional glazing, reductions in glass area, and other window and door system modifications that reduce energy consumption;
- (3) automatic energy control systems;
- (4) heating, ventilating, or air conditioning system modifications or replacements;
- (5) replacement or modifications of lighting fixtures to increase the energy efficiency of the lighting system without increasing the overall illumination of a facility, unless an increase in illumination is necessary to conform to the applicable state or local building code for the lighting system after the proposed modifications are made;
- (6) energy recovery systems;
- (7) cogeneration systems that produce steam or forms of energy such as heat, as well as electricity, for use primarily within a building or complex of buildings;
- (8) energy conservation measures that provide long-term operating cost reductions; and

(9) water metering devices that increase efficiency or accuracy of water measurement and reduce energy use.

(b) "Guaranteed energy-savings contract" means a contract for the evaluation and recommendations of energy conservation measures, and for one or more energy conservation measures. The contract must provide that all payments, except obligations on termination of the contract before its expiration, are to be made over time, but not to exceed 20 years from the date of final installation, and the savings are guaranteed to the extent necessary to make payments for the systems.

(c) "Qualified provider" means a person or business experienced in the design, implementation, and installation of energy conservation measures. A qualified provider to whom the contract is awarded shall give a sufficient bond to the municipality for its faithful performance.

Notwithstanding any law to the contrary, a municipality may enter into a guaranteed energy-savings contract with a qualified provider to significantly reduce energy or operating costs.

Before entering into a contract under this subdivision, the municipality shall provide published notice of the meeting in which it proposes to award the contract, the names of the parties to the proposed contract, and the contract's purpose.

Before installation of equipment, modification, or remodeling, the qualified provider shall first issue a report, summarizing estimates of all costs of installations, modifications, or remodeling, including costs of design, engineering, installation, maintenance, repairs, or debt service, and estimates of the amounts by which energy or operating costs will be reduced.

A guaranteed energy-savings contract that includes a written guarantee that savings will meet or exceed the cost of energy conservation measures is not subject to competitive bidding requirements of section 471.345 or other law or city charter. The contract is not subject to section 123B.52.

A municipality may enter into a guaranteed energy-savings contract with a qualified provider if, after review of the report, it finds that the amount it would spend on the energy conservation measures recommended in the report is not likely to exceed the amount to be saved in energy and operation costs over 20 years from the date of final installation if the recommendations in the report were followed, and the qualified provider provides a written guarantee that the energy or operating cost savings will meet or exceed the costs of the system. The guaranteed energy-savings contract may provide for payments over a period of time, not to exceed 20 years.

A municipality may enter into an installment payment contract for the purchase and installation of energy conservation measures. The contract must provide for payments of not less than 1/20 of the price to be paid within two years from the date of the first operation, and the remaining costs to be paid monthly, not to exceed a 20-year term from the date of final acceptance.

A municipality entering into a guaranteed energy-savings contract shall provide a copy of the contract and the report from the qualified provider to the commissioner of commerce within 30 days of the effective date of the contract.

Guaranteed energy-savings contracts may extend beyond the fiscal year in which they become effective. The municipality shall include in its annual appropriations measure for each later fiscal year any amounts payable under guaranteed energy-savings contracts during the year. Failure of a municipality to make such an appropriation does not affect the validity of the guaranteed energy-savings contract or the municipality's obligations under the contracts.

Subd. 14. **Damage awards.** In any action brought challenging the validity of a municipal contract under this section, the court shall not award, as any part of its judgment, damages, or attorney's fees, but may award an unsuccessful bidder the costs of preparing an unsuccessful bid.

Subd. 15. **Cooperative purchasing.** (a) Municipalities may contract for the purchase of supplies, materials, or equipment by utilizing contracts that are available through the state's cooperative purchasing venture authorized by section 16C.11. For a contract estimated to exceed \$25,000, a municipality must consider the availability, price and quality of supplies, materials, or equipment available through the state's cooperative purchasing venture before purchasing through another source.

(b) If a municipality does not utilize the state's cooperative purchasing venture, a municipality may contract for the purchase of supplies, materials, or equipment without regard to the competitive bidding requirements of this section if the purchase is through a national municipal association's purchasing alliance or cooperative created by a joint powers agreement that purchases items from more than one source on the basis of competitive bids or competitive quotations.

Subd. 16. **Reverse auction.** Notwithstanding any other procedural requirements of this section, a municipality may contract to purchase supplies, materials, and equipment using an electronic purchasing process in which vendors compete to provide the supplies, materials, or equipment at the lowest selling price in an open and interactive environment. A municipality may not use this process to contract for services, as defined by section 16C.02, subdivision 17, or a service contract, as defined by section 16C.02, subdivision 7a. Nothing in this subdivision must be construed to prohibit a municipality from adopting a resolution, rule, regulation, or ordinance relating to minimum labor standards under subdivision 7, or procurement from economically disadvantaged persons under subdivision 8.

Subd. 17. **Electronic sale of surplus supplies, materials, and equipment.** Notwithstanding any other procedural requirements of this section, a municipality may contract to sell supplies, materials, and equipment which is surplus, obsolete, or unused using an electronic selling process in which purchasers compete to purchase the surplus supplies, materials, or equipment at the highest purchase price in an open and interactive environment.

Subd. 18. **Electronic bidding.** Notwithstanding any other procedural requirements of this section, vendors may submit bids, quotations, and proposals electronically in a form and manner required by the municipality. A municipality may allow bid, performance, or payment bonds, or other security, to be furnished electronically.

Subd. 19. **Town road construction and maintenance.** Notwithstanding any other procedural requirements of this section, a town may contract for the construction or maintenance of a town road by agreeing to the terms of an existing contract between a vendor and a county for road construction or maintenance on an adjoining road if the existing county contract was made in conformance with all applicable procedural requirements.

Subd. 20. **Solicitations to small business enterprises or veteran-owned small businesses.** A contract, as defined in subdivision 2, estimated not to exceed \$250,000 may be made pursuant to the provisions of subdivision 4 provided that a business that is directly solicited is: (1) certified as a small business enterprise by a county designated small business certification program; or (2) certified by the commissioner of administration as a small business that is majority-owned and operated by a veteran or a service-disabled veteran. This subdivision applies only to county boards.

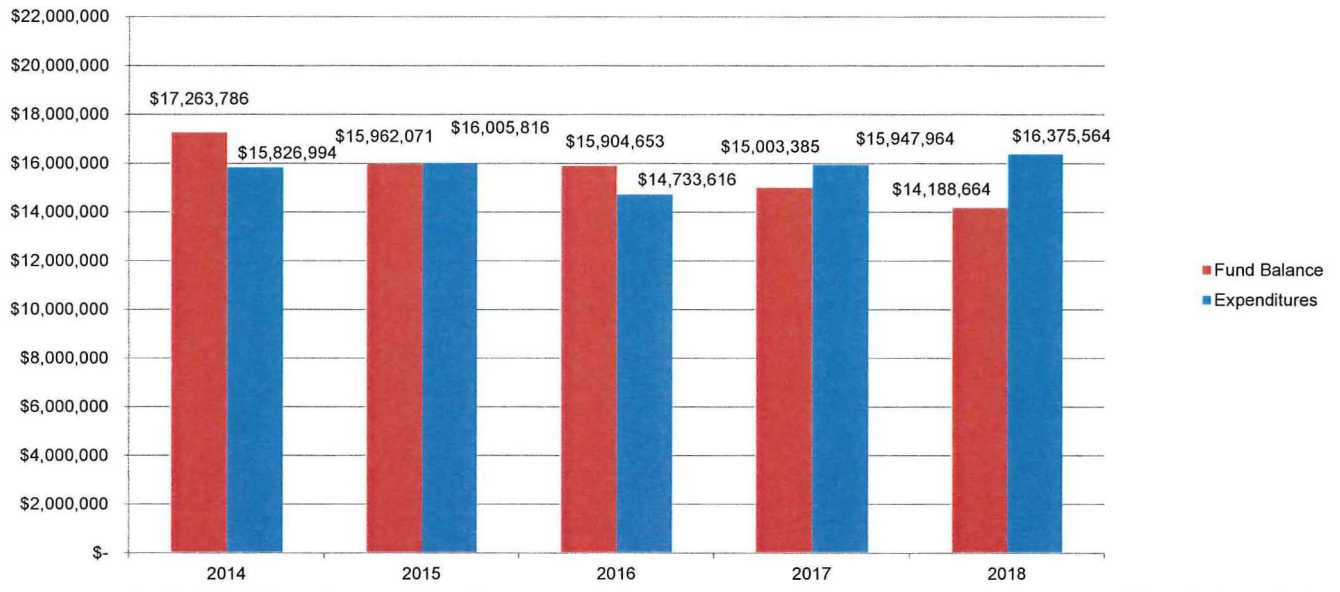
History: 1969 c 934 s 1; 1973 c 123 art 5 s 7; 1973 c 226 s 1,2; 1974 c 510 s 1; 1977 c 182 s 1-3; 1980 c 462 s 4; 1983 c 42 s 1-3; 1983 c 301 s 211; 1984 c 413 s 1; 1985 c 172 s 129; 1Sp1985 c 13 s 347; 1986

c 350 s 1,2; 1986 c 444; 1988 c 409 s 1; 1988 c 689 art 2 s 268; 1989 c 9 s 3; 1989 c 352 s 19,25; 1990 c 391 art 8 s 51; 1990 c 541 s 26,29; 1990 c 549 s 1; 1992 c 380 s 4-6; 1998 c 386 art 2 s 93; 1998 c 397 art 11 s 3; 1999 c 13 s 1; 2000 c 328 s 2-4; 2002 c 358 s 1; 1Sp2003 c 10 s 1; 2004 c 278 s 10-14; 2005 c 63 s 1; 2006 c 274 s 2; 2007 c 136 art 3 s 4; 2007 c 148 art 3 s 31-33; 2008 c 207 s 4-8; 2008 c 356 s 11; 2009 c 101 art 2 s 92; 2014 c 196 art 3 s 4; 2015 c 22 s 1; 2018 c 107 s 1,2; 2018 c 124 s 1; 2018 c 146 s 1

**CITY OF WILLMAR, MINNESOTA
2018 PRESENTATION**

CITY OF WILLMAR, MINNESOTA

GENERAL FUND AND CAPITAL IMPROVEMENT FUND
FUND BALANCE VS EXPENDITURES



Key Points:

The total fund balance has decreased every year.

At the end of 2018, the general fund balance is approximately 80% of the 2019 budgeted expenditures.

City of Willmar
General Fund Balance Classifications

General Fund

Nonspendable

Prepays and inventory \$ 166,609

Committed

Working capital \$ 4,000,000
Year 2019 1,512,717
Year 2020 840,664
Retirees sick leave held 133,948
Self-insurance 1,000,000
Petty cash 3,650
Current employees ins buy out 1,008,006
Current employees sick leave 1,473,095
Current employees vacation 437,529
Retirees insurance buy-out 447,630
Next year budget 1,000,000
Current year emergency 1,000,000

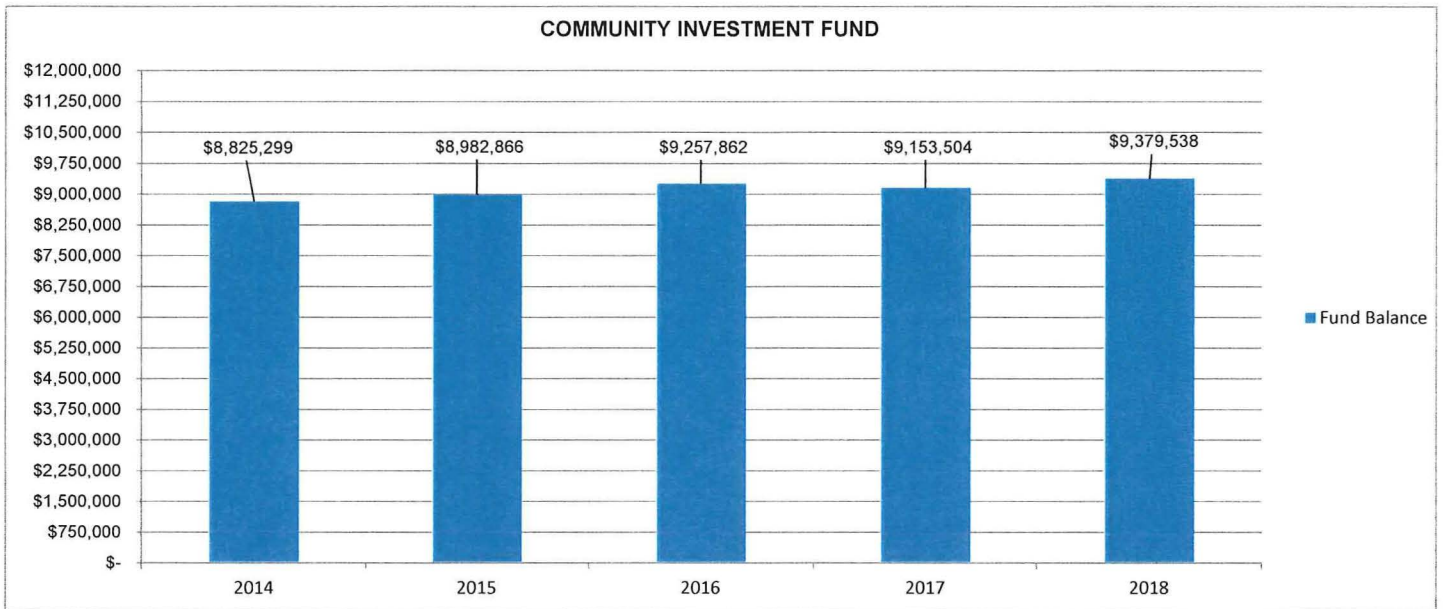
Total Committed \$ 12,857,239

Key Points:

Fund balance amounts classified as committed must be approved by council resolution.
Some of the balances are not supported by council resolution.
The proper classification should be assigned or unassigned.

CITY OF WILLMAR, MINNESOTA

COMMUNITY INVESTMENT FUND



Key Points:

The fund balance increased approximately \$550,000 since 2014.

Over a ten year period, the fund balance was at a low of \$8.49 million and a high of \$9.38 million

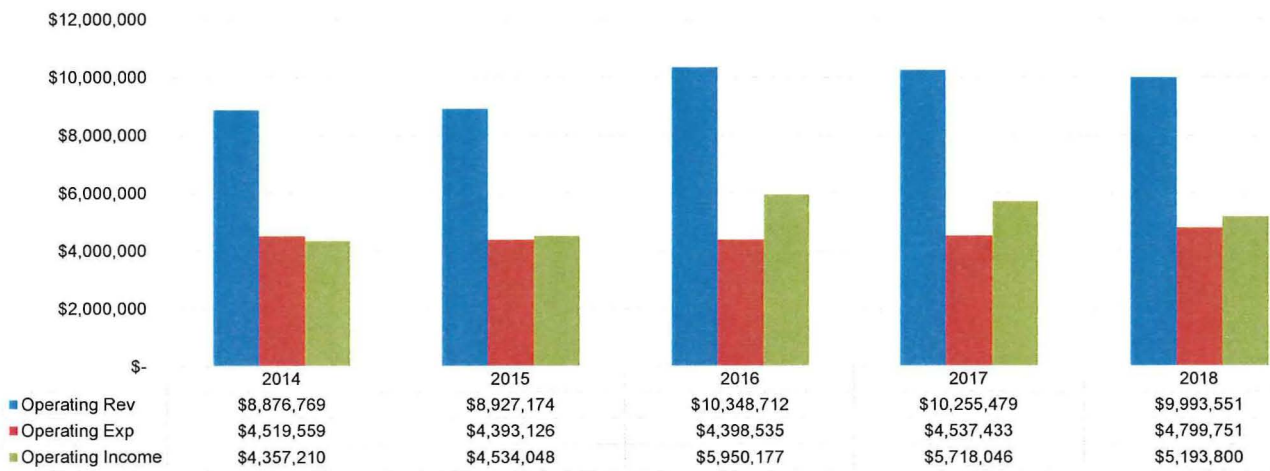
City of Willmar
 Governmental Activities Outstanding Bonds

	Issue Date	Maturity Date	Bonds Issued	Fund	Debt Balance 12/31/2018	Fund Balance 12/31/2018	Over(Under)
Special Assessment Bonds							
Ser 2007A	4/1/2007	2/1/2018	3,285,000	307	\$ -	\$ 569,491	\$ 569,491
Ser 2007B	7/1/2007	2/1/2018	1,725,000	327	-	375,428	375,428
Ser 2008A	8/1/2008	2/1/2019	1,530,000	308	150,000	2,744	(147,256)
				309	-	371,669	371,669
Ser 2010A	8/1/2010	2/1/2021	1,785,000	310	525,000	342,467	(182,533)
Ser 2011A	7/15/2011	2/1/2022	1,825,000	311	720,000	819,365	99,365
Ser 2012B	8/1/2012	2/1/2023	1,460,000	312	655,000	515,843	(139,157)
Ser 2013A	8/1/2013	2/1/2024	1,910,000	313	1,140,000	1,342,067	202,067
Ser 2014B	8/1/2014	2/1/2025	1,000,000	314	722,000	386,755	(335,245)
Ser 2015A	8/27/2015	2/1/2026	1,400,000	315	1,162,000	640,264	(521,736)
Ser 2016A	10/13/2016	2/1/2027	1,600,000	316	1,468,000	924,622	(543,378)
Ser 2017A	11/20/2017	2/1/2028	1,100,000	397	1,100,000	650,816	(449,184)
Ser 2018B	6/20/2018	2/1/2029	2,930,000	318	2,930,000	166,217	(2,763,783)
Ser 2018A	6/20/2018	2/1/2038	2,780,000	338	2,780,000	37,620	(2,742,380)
					13,352,000	7,145,368	(6,206,632)
Airport							
Ser 2004C	10/1/2004	1/1/2020	2,100,000	330	355,000	182,145	(172,855)
					<u>\$ 13,707,000</u>	<u>\$ 7,327,513</u>	<u>\$ (6,379,487)</u>

Key Points:

Two bonds matured in 2018. There is approximately \$945,000 of excess funds remaining.
 The fund balance for funds 311 and 313 are greater than the outstanding bond balance.

City of Willmar Waste Treatment Fund



Key Points:

Operating income is sufficient to cover debt payments and required replacement reserves.

Cash and investments at the end of 2018 were \$13.2 million and sufficient reserves against unexpected expense fluctuations.

**City of Willmar
Investments**

	<u>Fair Value</u>	<u>Investment Maturities</u>		
		<u>Less than 1</u>	<u>1-5 Years</u>	<u>6-10 Years</u>
12/31/2018	\$ 46,406,219	\$ 6,443,924 14%	\$ 7,891,065 17%	\$ 32,071,230 69%
12/31/2017	\$ 41,665,491	\$ 150,336 0.4%	\$ 6,680,549 16%	\$ 34,834,606 84%
12/31/2016	\$ 40,059,471	\$ 245,296 0.6%	\$ 7,605,796 19%	\$ 32,208,379 80%

Key Points:

The concentration of investments maturing greater than 5 years exposes the City to an increased interest rate risk and reduces the liquidity of the investments.

The investment policy should be revised to specifically address interest rate risk.

City of Willmar
Summary of Budget Overages

Fund 100 General Fund

Department	
Planning and development	55,712
Clerk	2,307
Legal	2,657
Police	56,142
WRAC 8	8,519
Parks and recreation	29,738
Acquatics	9,280

Fund 295 Community Investment Fund 84,131

**GOVERNANCE COMMUNICATION LETTER
FOR THE YEAR ENDED
DECEMBER 31, 2018**



westberg | eischens
advisors and accountants

August 15, 2019

To the City Council
City of Willmar, Minnesota

We have audited the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of City of Willmar, Minnesota for the year ended December 31, 2018. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards and *Government Auditing Standards* and the Uniform Guidance, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated April 15, 2019. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Matters

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by City of Willmar, Minnesota are described in Note 1 to the financial statements. As described in Note 13 to the financial statements, the City of Willmar, Minnesota changed accounting policies related to accounting and financial reporting for postemployment benefits other than pensions by adopting Statement of Governmental Accounting Standards (GASB Statement) No. 75, *Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions*, in 2018. Accordingly, the cumulative effect of the accounting change as of the beginning of the year is reported in the governmental activities net position. We noted no transactions entered into by City of Willmar, Minnesota during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimate affecting the financial statements was:

Management's estimate of the pension and OPEB liabilities are based on actuarial valuations performed by consultants specializing in those areas. We evaluated the key factors and assumptions used to develop those estimates in determining that it is reasonable in relation to the financial statements taken as a whole.

The financial statement disclosures are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

We were delayed in starting our audit because we were waiting for management to complete year-end adjustments. As a result, we were not able to complete the audit by the anticipated completion date of June 28, 2019.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. In addition, none of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to each opinion unit's financial statements taken as a whole.

2630 1st Street S
PO Box 362
Willmar, MN 56201

phone 320.235.3727
e-mail info@wecpas.net
fax 320.235.1641

515 Highway 7 E
PO Box 407
Montevideo, MN 56265

phone 320.269.7380
e-mail info@wecpas.net
fax 320.269.8176

Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated August 15, 2019.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to City of Willmar, Minnesota's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as City of Willmar, Minnesota's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Recommended Policy Improvements

Budget management

The legal level of budget control is at the department level. The Council authorizes budget amendments when circumstances change during the year. However, there is no formal action taken when department expenditures exceed the budget. We recommend the Council implement policies for formally authorizing a department to exceed budget.

Fund Balance Policy

The City has adopted a formal fund balance policy. As stated in the policy, fund balances can only be committed by formal action by the City Council. Some of the committed balances in the general fund are not supported by a council resolution. We recommend the council pass a resolution specifying the purpose of the committed amounts.

Investment Policy

The City's investment policy specifies the maximum maturity for investments is 10 years from date of purchase. However, the policy does not specifically address interest rate risk. At the end of 2018, approximately 69 percent of the City's investments mature in more than 5 years. We recommend the investment policy be amended to limit the concentration of longer-term investments.

Other Matters

We applied certain limited procedures to management's discussion and analysis, individual schedules of revenue, expenditures and changes in fund balances – budget and actual, schedules of proportionate share of net pension liability, schedules of employer contributions, and schedule of changes in the city's total OPEB liability and related ratios, which are required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

We were engaged to report combining statements, individual fund statements, and the schedule of expenditures of federal awards, which accompany the financial statements but are not RSI. With respect to this supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the

United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

We were not engaged to report on introductory and statistical sections, which accompany the financial statements but are not RSI. Such information has not been subjected to the auditing procedures applied in the audit of the basic financial statements, and accordingly, we do not express an opinion or provide any assurance on it.

Restriction on Use

This information is intended solely for the information and use of City Council and management of City of Willmar, Minnesota and is not intended to be, and should not be, used by anyone other than these specified parties.

Very truly yours,

Westberg Eischens, PLLP

Westberg Eischens, PLLP
Willmar, Minnesota

CITY OF WILLMAR, MINNESOTA

FUND BALANCE POLICY

Adopted: February 4, 2013

Revised: May 4, 2015

Revised: July 5, 2016

CITY OF WILLMAR
FUND BALANCE POLICY

I. PURPOSE

The purpose of this policy is to establish the specific guidelines for the level of fund balances available for current and future spending in the governmental funds. The fund balance policy addresses a minimum level of unrestricted fund balance to be maintained, how the unrestricted fund balance can be used or spent down and how that fund balance will be replenished if it falls below the minimum level. In addition, the City sets a stabilization amount for use in emergency situations or when revenue shortages or budgetary imbalances arise. The policy also addresses when fund balances will be restricted to specific purposes. For the purpose of this policy any reference to the City Administrator shall mean the City Administrator or his or her designee.

II. BACKGROUND

Government Accounting Standards Board (GASB) Statement No. 54 was enacted to enhance the usefulness of fund balance information by providing clearer fund balance classifications that can be more consistently applied and by clarifying the existing governmental fund type definitions. In governmental funds, a City should identify fund balance separately between non-spendable, restricted, committed, assigned or unassigned based on the relative strength of the constraints that control how specific amounts can be spent.

Proprietary funds' equity will be managed as a separate business-like enterprise as allowed by U.S. Generally Accepted Accounting Principles (GAAP). The funds will be monitored through operations and their rate structures. Examples of Proprietary funds include Hospital, Municipal Utilities, and Sewer. Proprietary fund balances will be classified as either invested in capital assets net of related debt, restricted or unrestricted.

III. CLASSIFICATION OF FUND BALANCE/PROCEDURES

1. Non-Spendable

- This category includes fund balance that cannot be spent because it is either (i) not in spendable form or (ii) is legally or contractually required to be maintained intact. Examples include inventory, prepaid items, endowments and land held for resale.

2. Restricted

- Fund balance should be reported as restricted when constraints placed on those resources are either (i) externally imposed by creditors, grantors, contributors, or laws or regulations of other governments or (ii) imposed by law through constitutional provisions or enabling legislation. Examples include bond or grant proceeds, tax increments and park dedication fees.

3. Committed

- Fund balance that can only be used for specific purposes pursuant to constraints imposed by formal action of the government’s highest level of decision-making authority. The committed amounts cannot be used for any other purpose unless the government removes or changes the specified use by taking the same type of action it employed to commit those amounts.
- The City’s highest level of decision making authority (City Council) will annually or as deemed necessary commit specific revenue sources for specified purposes by formal action. This formal action must occur prior to the end of the reporting period, however, the amount to be subject to the constraint, may be determined in the subsequent period. A committed fund balance cannot be a negative number.

4. Assigned

- Amounts that are constrained by the government’s intent to use for specified purposes, but are neither restricted nor committed. Assigned fund balance in the General fund includes amounts that are intended to be used for specific purposes.

5. Unassigned

- Unassigned fund balance represents the residual classification for the General fund. Includes amounts that have not been assigned to other funds and that have not been restricted, committed, or assigned to specific purposes within the General fund. The General fund should be the only fund that reports a positive unassigned fund balance amount.
 - a. The City will maintain an unrestricted fund balance in the General fund of an amount not less than \$4,000,000 Working Capital, \$1,000,000 Self Insurance, and \$2,600,000 Stabilization of the General fund. This will assist in maintaining an adequate level of fund balance to provide for cash flow requirements and contingency needs because major revenues, including property taxes and other government aids are received in the second half of the City’s fiscal year.
 - b. If spending unrestricted fund balance in designated circumstances has reduced unrestricted fund balance to a point below the minimum targeted level, as noted above, the replenishment will be funded by property taxes (funding source) within five years (period over which replenishment will occur).

IV. STABILIZATION ARRANGEMENTS

Stabilization arrangements are defined as formally setting aside amounts for use in emergency situations or when revenue shortages or budgetary imbalances arise.

The City will set aside amounts by resolution as deemed necessary that can only be expended when certain specific circumstances exist. The resolution will identify and describe the specific circumstances under which a need for stabilization arises. The need for stabilization will only be utilized for situations that are not expected to occur routinely.

V. MONITORING AND REPORTING

The City Council shall annually review fund balances in relation to this policy in conjunction with the development of the annual budget.

When both restricted and unrestricted resources are available for use, it is the City's policy to first use restricted resources, and then use unrestricted resources as they are needed.

When committed, assigned or unassigned resources are available for use, it is the City's policy to use resources in the following order; 1) Committed, 2) Assigned, and 3) Unassigned.

A negative residual amount may not be reported for restricted, committed, or assigned fund balances in the General fund.

VI. GOVERNMENTAL FUND DEFINITIONS

GASB Statement 54 provides clarification of the governmental funds definitions. The definitions are added to the fund balance policy to clearly define their reporting requirements. It is also important to understand the fund classification when determining the classification of their fund balances.

General Fund – Used to account for all financial resources not accounted for in another fund.

Special Revenue Funds – Used to account for reporting the proceeds of specific revenue sources that are restricted or committed to expenditures for specific purposes (other than debt service or capital projects).

- One or more specified restricted or committed revenues are the foundation for the fund (comprise a substantial portion of fund's inflows).
- Other inflows (i.e. interest and transfers) may be reported in fund, if restricted, committed or assigned to the specified purpose of the fund.
- Restricted or committed proceeds of specific revenue sources should be expected to continue to comprise a substantial portion of inflows of the fund.
- Exception for specific revenue rules – General fund of Blended Component Unit (EDA).

Debt Service Funds – Used to account for and report financial resources that are restricted, committed, or assigned to expenditure for principal and interest payments.

Capital Projects Funds – Used to account for and report financial resources that are restricted, committed, or assigned to expenditures for capital outlays, including the acquisition or construction of capital facilities and other capital assets. Capital project funds exclude those types of capital related outflows financed by proprietary funds or for assets that will be held in trust for individuals, private organizations, or other governments.

VII. ENTERPRISE FUND EQUITY

Enterprise funds are used to account for operations financed and operated in a manner similar to private business enterprises, where the City intends the cost of providing goods or services to the public be financed or recovered primarily through user charges. The City's enterprise funds include the Rice Memorial Hospital, Willmar Municipal Utilities and Sewer funds.

It is the City's intent to cover all operating and non-operating expenses through user charges to eliminate the impact on taxpayers. User charges will be reviewed annually to ensure adequate rates are charged for the services provided.

Enterprise funds' equity will be classified in one of the following categories:

- *Investment in Capital Assets, Net of Related Debt.* The component of net assets which is the difference between assets and liabilities of proprietary funds that consists of capital assets less both accumulated depreciation and the outstanding balance of debt that is directly attributable to the acquisition, construction or improvement of the capital assets.
- *Restricted.* The component of net assets which is the difference in assets and liabilities of proprietary funds that consist of assets with constraints placed on their use by either external parties (i.e. creditors or grantors) or through constitutional provisions or enabling legislation.
- *Unrestricted.* The difference between the assets and liabilities of proprietary funds that is not reported as Investment in Capital Assets, Net of Related Debt or Restricted Net Assets.

The City Council will not establish a minimum required level for equity in proprietary funds other than the funds should cover their own operating and non-operating costs.

IV. OTHER POLICY CONSIDERATIONS

The City will use all *budgetary and financial accounting options* available to maintain the minimum level of fund balance available for appropriation in the General and Special Revenue Funds. Some options available include the following items:

- A specific budgeted revenue increase (i.e. ad valorem property tax increase).
- Increase fees for services.

- Reduction of expenditures in the budget.
- Transfers from other available funds.
- Sale of capital assets.

The City Council requires positive fund balances for all governmental, proprietary and fiduciary funds, with a few exceptions. The Council will allow a negative fund balance in the following instances:

- A project may be in a developmental phase in which all appropriations have not yet been received. It is anticipated the appropriations will be received within the fiscal year or early the following fiscal year. The City Administrator will present anticipated revenue sources to the Council when a deficit occurs for this reason.
- An emergency occurred and all appropriations to pay for the emergency have not been received yet. The City Administrator will keep a current listing of anticipated revenue sources to pay for the emergency.
- Pledges for a project are expected to be received over a period of time. In this case, a long-term receivable may be recorded if the pledges are assured to be received. If the receipt of the pledges is not guaranteed, the receivable cannot be recorded. The project (fund in some cases) will carry a negative balance until all pledges are received.
- An inter-fund loan is not appropriate or not available to cover the fund deficit.

The City Administrator will report shortfalls or surpluses in the projected fund balance levels to the City Council as soon as found to be a significant impact.

If a *fund deficit* occurs, a written plan by the City Administrator to move the fund out of the deficit is required. The City Council is responsible for reviewing and approving the financial plan. The City Administrator will monitor the plan's effectiveness on a monthly basis. The City Administrator will report the plan's effectiveness to the City Council on a quarterly basis.

A *fund surplus*, above all internal and external constraints, may also occur. In this case, the Administrator will notify the City Council to discuss the circumstances of the surplus and determine whether or not the established threshold is effective. Some appropriate plans for using fund surpluses include the following items (but are not limited to):

- Move budgeted expenditure into a future year due to unforeseen circumstances.
- Fund a one-time project or project planning that would not normally be budgeted in the ongoing operations of the City.
- Return unused dollars to donors.

- Transfer excess funds to another City fund to finance a project or cover a shortfall.

The City's *credit rating* for debt financing and investing will also be considered in the level of required General fund balance. The City Council may further restrict the required fund balance level to meet a higher credit rating need if possible. The City's credit rating is reviewed annually by the City Administrator, Finance Director, and bond counsel when necessary. The City Administrator shall be responsible for conducting rating reviews.

IV. REPORTING REQUIREMENTS

The City's audit firm shall provide a City presentation of the previous year's financial condition in the modified and full accrual basis of accounting after the audit is completed. Any deficiencies presented by the auditor will be followed up by the City Administrator with a written plan to comply with this policy. The audit presentation will occur before June 30th following the previous year's end.



WILLMAR

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

CITY COUNCIL AGENDA REPORT

To: Mayor and City Council	Date: September 5, 2019
From: Brian Gramentz, City Administrator	Subject: Consideration of Revision of City Purchasing Policy

AGENDA ITEM: Consideration of Revision of City Purchasing Policy

INTRODUCTION/REQUEST: Staff is requesting to revise the current Purchasing Policy updated in May of 2016 to reflect State Statute.

HISTORY: In 2004, the City adopted a purchasing policy setting the amount the City Administrator could approve at \$20,000. In 2013, the City Council amended that policy to request the Council approve all Vehicle and Capital Improvement expenditures above \$10,000. In May of 2016 the Council adopted the current policy dictating authorization limits for spending not requiring Council action and following the competitive bidding process set by State Statute. The State Statute was changed in 2018 to address the cost of inflation since 2008, resulting in a City policy (\$25,000 - \$100,000) more restrictive than the State Statute (\$25,000 - \$175,000).

CURRENT CIRCUMSTANCE: Staff is requesting updating the Purchasing Policy to reflect Minnesota State Statute 471.345 – Uniform Municipal Contracting Law (see attached). No change is recommended to staff spending limits not requiring Council action.

RECOMMENDATIONS: The Council approve the updated policy which reflects changes in the State Statute 471.345 – Uniform Municipal Contracting Law.

FINANCIAL IMPACT: NA

ALTERNATIVES: Let existing policy stand.

REVIEWED BY: Brian Gramentz, City Administrator

COUNCIL MEETING DATE: September 16, 2019

CITY OF WILLMAR PURCHASING POLICY

Revised: ~~May 2, 2016~~ September 16, 2019

GENERAL PHILOSOPHY

The City of Willmar is committed to be responsible, prudent, and wise in spending the taxpayer's funds.

The purchasing policy was developed by the City to be followed and enforced. It is difficult to identify every possible scenario in this document that might be considered prudent or imprudent. In addition, the city is cognizant of the value not only of the following spending policies, but also the public perception of prudence. The City employees should make every attempt to adhere to the policies and exercise good business judgment in spending. It is recognized that even the best policies will need to be revised periodically and modified as needed.

PURCHASING

POLICY:

The City's policy is to purchase goods and services at the most cost effective and competitive rates, yielding the desired service, turnaround and value for the dollar. This practice must ensure the best utilization of funds, vendor selection, and adherence to ethical business practices including integrity, honesty, and avoidance of conflict of interest.

SCOPE:

This policy applies to purchase of goods or services that includes: competitive bidding, vendor selection, signature authority, purchase orders, and coding.

COMPETITIVE BIDDING

The City follows ~~the rules pursuant to~~ Minnesota State Statute 471.345 Uniform Municipal Contracting Law.

- ~~1. If the amount of the contract is estimated to exceed \$100,000, sealed bids shall be solicited by public notice in the manner and subject to the requirements of the law governing contracts by the particular municipality or class thereof.~~
- ~~2. Purchases between \$25,000 and \$100,000, the contract may be made either upon sealed bids or by direct negotiation, by obtaining two or more quotations for the purchase or sale when possible, and without advertising for bids or otherwise~~

~~complying with the requirements of competitive bidding. All quotations obtained shall be kept on file for a period of at least one year after receipt thereof.~~

- ~~3. Purchases under \$25,000 may be made either upon quotation or in the open market, in the discretion of the governing body. If the contract is made upon quotation it shall be based, so far as practicable, on at least two quotations which shall be kept on file for a period of at least one year after their receipt.~~
- ~~4. Other provisions of the statute as listed in the statute.~~

~~**Note: The current statute should always be referenced or referred to for the most recent revisions to the law.**~~

It is not the policy of the City to accept the lowest bidding vendor. The acceptance of the bid may be based on a number of factors, including: Cost, delivery costs, demonstrated working experience in the specific area, past experience with the City, overall quality of work, and in emergency situations.

Exception to this policy may be made in order to maintain continuity of services, their in-depth knowledge of the City's operations or systems, the uniqueness of the services offered, and in emergency situations. Examples include, but not limited to: Auditing Services, Financial Services, Engineering Services, Legal Services, Maintenance Contracts, Building Maintenance, Architectural Services, and other similar services. Exception can also be made if the project requires unique skills or if bids cannot be obtained due to lack of interest from the vendors. It is the responsibility of the department head to document the rationale for the vendor selection, particularly when the lowest bid is not accepted and/or if a bid was only received or obtained from one vendor.

Spending Not Requiring Council Action

AUTHORIZATION LIMITS

Individual	\$ Limit - Budgeted	\$ Limit - Unbudgeted
City Administrator	up to \$ 25,000	up to \$ 25,000
Department Directors	up to \$ 5,000	up to \$ 5,000

Note: All payments for capital purchases in excess of \$25,000 must be preapproved by the City Council. Monthly reports for all approved capital expenditures shall be provided to the City Council by the City Administrator. The department director, along with the concurrence of the Finance Director, may delegate signature authority to another individual in their department for a set dollar amount, which should be significantly lower than their own signing authority. This authority must be in writing and be kept in the Finance Department.

Items not requiring Council authorization prior to payment, but is part of the approved budget and over the authorization limits as described above:

- Payroll and payroll related payments
 - Employee Expense reimbursements
 - Insurance Premiums
 - Routine Operations (utilities, supplies, cleaning services, etc.)
 - Emergency payments or other payments to avoid late fees or interest charges.
1. Finance will process payments on a bi-weekly basis. Payments that do not require Council authorization will be issued the same time as Council authorized ones.
 2. Payments that require Council action will be issued after the approval.
 3. A complete list of all paid and unpaid claims will be presented at the regular Council meeting under the consent agenda items.

PURCHASE ORDERS & CODING INVOICES

It is a prudent business practice to issue purchase orders prior to the purchase of goods and services. As a practical matter, no purchase orders are required for purchases under \$5,000. Purchase orders can only be signed by the authorized individuals as outlined above with their respective signing authority. The City Administrator or their designee may co-sign a purchaser order if the order exceeds the director's authorization level.

Purchase orders are issued by the individual departments and retained by them until the goods and services are received. Upon the receipt of the invoice, the department head will approve the invoice for payment and forward the invoice, along with the purchase order to the Finance Department for processing.

All invoices are required to be coded and signed by the department head, or authorized delegate, before forwarding them to the Finance Department for processing.

NEW VENDORS

Selecting new vendors is at the discretion of the department head. When selecting a new vendor the department head or authorized delegate is required to also obtain an IRS Form W-9 from the vendor. The City requires the IRS Form W-9 before payment can be processed for the vendor.

471.345 UNIFORM MUNICIPAL CONTRACTING LAW.

Subdivision 1. **Municipality defined.** For purposes of this section, "municipality" means a county, town, city, school district or other municipal corporation or political subdivision of the state authorized by law to enter into contracts.

Subd. 2. **Contract defined.** A "contract" means an agreement entered into by a municipality for the sale or purchase of supplies, materials, equipment or the rental thereof, or the construction, alteration, repair or maintenance of real or personal property.

Subd. 3. **Contracts over \$175,000.** If the amount of the contract is estimated to exceed \$175,000, sealed bids shall be solicited by public notice in the manner and subject to the requirements of the law governing contracts by the particular municipality or class thereof. With regard to repairs and maintenance of ditches, the provisions of section 103E.705, subdivisions 5, 6, and 7, apply.

Subd. 3a. **Contracts over \$175,000; best value alternative.** As an alternative to the procurement method described in subdivision 3, municipalities may award a contract for construction, alteration, repair, or maintenance work to the vendor or contractor offering the best value under a request for proposals as described in section 16C.28, subdivision 1, paragraph (a), clause (2), and paragraph (c).

Subd. 4. **Contracts exceeding \$25,000 but not \$175,000.** If the amount of the contract is estimated to exceed \$25,000 but not to exceed \$175,000, the contract may be made either upon sealed bids or by direct negotiation, by obtaining two or more quotations for the purchase or sale when possible, and without advertising for bids or otherwise complying with the requirements of competitive bidding. All quotations obtained shall be kept on file for a period of at least one year after receipt thereof.

Subd. 4a. **Contracts exceeding \$25,000 but not \$175,000; best value alternative.** As an alternative to the procurement method described in subdivision 4, municipalities may award a contract for construction, alteration, repair, or maintenance work to the vendor or contractor offering the best value under a request for proposals as described in section 16C.28, subdivision 1, paragraph (a), clause (2), and paragraph (c).

Subd. 5. **Contracts \$25,000 or less.** If the amount of the contract is estimated to be \$25,000 or less, the contract may be made either upon quotation or in the open market, in the discretion of the governing body. If the contract is made upon quotation it shall be based, so far as practicable, on at least two quotations which shall be kept on file for a period of at least one year after their receipt. Alternatively, municipalities may award a contract for construction, alteration, repair, or maintenance work to the vendor or contractor offering the best value under a request for proposals as described in section 16C.28, subdivision 1, paragraph (a), clause (2), and paragraph (c).

Subd. 5a. **County or town rental contracts.** If the amount of a county or town contract for the rental of equipment is estimated to be \$60,000 or less, the contract may, in the discretion of the county or town board, be made by direct negotiation by obtaining two or more quotations for the rental when possible and without advertising for bids or otherwise complying with the requirements of competitive bidding. All quotations shall be kept on file for a period of at least one year after their receipt.

Subd. 5b. **Water tank service contracts.** (a) A municipality may, by direct negotiation or through the solicitation of requests for proposals, enter into a multiyear professional service contract for the engineering, repair, and maintenance of a water storage tank and appurtenant facilities owned, controlled, or operated by the municipality, if the contract contains:

(1) a provision that the municipality is not required to make total payments in a single year that exceed the water utility charges received by the municipality for that year;

(2) a provision requiring that the work performed be done under the review of a professional engineer licensed in the state of Minnesota attesting that the work will be performed in compliance with all applicable codes and engineering standards; and

(3) a provision that if, at the commencement of the contract, the water tank or appurtenant facilities require engineering, repair, or service in order to bring the water tank or facilities into compliance with federal, state, or local requirements, the party contracting with the municipality is responsible for providing the engineering, repair, or service. The costs to bring the water tank or facilities into compliance must be itemized separately and charged to the municipality in payments spread over a period of not less than three years from the commencement of the contract.

(b) If the cost of a contract for the sale or purchase of supplies, materials, equipment or the rental thereof, or the construction, alteration, repair, or maintenance of real or personal property entered into under this subdivision is estimated to meet the costs specified under subdivisions 3 and 3a, paragraph (a) applies but the municipality must use the procurement methods specified in subdivision 3 or 3a to contract for that portion of the work.

Subd. 6. Applicability of other laws. The purpose of this section is to establish for all municipalities, uniform dollar limitations upon contracts which shall or may be entered into on the basis of competitive bids, quotations or purchase or sale in the open market. To the extent inconsistent with this purpose, all laws governing contracts by a particular municipality or class thereof are superseded. In all other respects such laws shall continue applicable.

Subd. 7. Minimum labor standards. Nothing in this section shall be construed to prohibit any municipality from adopting rules, regulations, or ordinances which establish the prevailing wage rate as defined in section 177.42, as a minimum standard for wages and which establish the hours and working conditions prevailing for the largest number of workers engaged in the same class of labor within the area as a minimum standard for a contractor's employees which must be agreed to by any contractor before the contractor may be awarded any contract for the furnishing of any labor, material, supplies, or service.

Subd. 8. Procurement from economically disadvantaged persons. For purposes of this subdivision, the following terms shall have the meanings herein ascribed to them:

(a) "Small targeted group business" means businesses designated under section 16C.16.

(b) "Business entity" means an entity organized for profit, including an individual, partnership, corporation, joint venture, association, or cooperative.

Nothing in this section shall be construed to prohibit any municipality from adopting a resolution, rule, regulation, or ordinance which on an annual basis designates and sets aside for awarding to small targeted group businesses a percentage of the value of its anticipated total procurement of goods and services, including construction, and which uses either a negotiated price or bid contract procedure in the awarding of a procurement contract under a set-aside program as allowed in this subdivision, provided that any award based on a negotiated price shall not exceed by more than five percent the municipality's estimated price for the goods and services if they were purchased on the open market and not under the set-aside program.

Subd. 9. [Repealed, 1990 c 549 s 3]

Subd. 10. Shared hospital or ambulance service purchasing. Supplies, materials, or equipment to be used in the operation of a hospital licensed under sections 144.50 to 144.56 or an ambulance service licensed under chapter 144E that are purchased or leased under a shared service purchasing arrangement whereby more than one hospital or ambulance service purchases supplies, materials, or equipment with one or more

other hospitals or ambulance services either through one of the hospitals or ambulance services or through another entity, may be purchased without regard to the competitive bidding requirements of this section, if the following conditions are met:

(1) the hospital's or ambulance service's governing authority authorizes the arrangement;

(2) the shared services purchasing program purchases items available from more than one source on the basis of competitive bids or competitive quotations of prices; and

(3) the arrangement authorizes the hospital's or ambulance service's governing authority or its representatives to review the purchasing procedures to determine compliance with these requirements.

The shared services purchasing program may award contracts to more than one bidder if doing so does not decrease the service level or diminish the effects of competition.

Subd. 11. Fuel contracts for generation of municipal power. Notwithstanding the amount of the contract, any contract entered into by a municipality for the purchase of fuel required for the generation of power from municipal power plants shall be governed by subdivision 4.

Subd. 12. Procurement from rehabilitation facilities. Nothing in this section prohibits a municipality from adopting a resolution, rule, regulation, or ordinance that on an annual basis designates and sets aside for awarding to rehabilitation facilities as described in section 268A.06 a percentage of the value of its anticipated total procurement of goods and services, including construction, and which uses either a negotiated price or bid contract procedure in the awarding of a procurement contract under a set-aside program as allowed in this subdivision, provided that any award based on a negotiated price shall not exceed by more than five percent the municipality's estimated price for the goods and services if they were purchased on the open market and not under the set-aside program.

Subd. 13. Energy efficiency projects. The following definitions apply to this subdivision.

(a) "Energy conservation measure" means a training program or facility alteration designed to reduce energy consumption or operating costs and includes:

(1) insulation of the building structure and systems within the building;

(2) storm windows and doors, caulking or weatherstripping, multiglazed windows and doors, heat absorbing or heat reflective glazed and coated window and door systems, additional glazing, reductions in glass area, and other window and door system modifications that reduce energy consumption;

(3) automatic energy control systems;

(4) heating, ventilating, or air conditioning system modifications or replacements;

(5) replacement or modifications of lighting fixtures to increase the energy efficiency of the lighting system without increasing the overall illumination of a facility, unless an increase in illumination is necessary to conform to the applicable state or local building code for the lighting system after the proposed modifications are made;

(6) energy recovery systems;

(7) cogeneration systems that produce steam or forms of energy such as heat, as well as electricity, for use primarily within a building or complex of buildings;

(8) energy conservation measures that provide long-term operating cost reductions; and

(9) water metering devices that increase efficiency or accuracy of water measurement and reduce energy use.

(b) "Guaranteed energy-savings contract" means a contract for the evaluation and recommendations of energy conservation measures, and for one or more energy conservation measures. The contract must provide that all payments, except obligations on termination of the contract before its expiration, are to be made over time, but not to exceed 20 years from the date of final installation, and the savings are guaranteed to the extent necessary to make payments for the systems.

(c) "Qualified provider" means a person or business experienced in the design, implementation, and installation of energy conservation measures. A qualified provider to whom the contract is awarded shall give a sufficient bond to the municipality for its faithful performance.

Notwithstanding any law to the contrary, a municipality may enter into a guaranteed energy-savings contract with a qualified provider to significantly reduce energy or operating costs.

Before entering into a contract under this subdivision, the municipality shall provide published notice of the meeting in which it proposes to award the contract, the names of the parties to the proposed contract, and the contract's purpose.

Before installation of equipment, modification, or remodeling, the qualified provider shall first issue a report, summarizing estimates of all costs of installations, modifications, or remodeling, including costs of design, engineering, installation, maintenance, repairs, or debt service, and estimates of the amounts by which energy or operating costs will be reduced.

A guaranteed energy-savings contract that includes a written guarantee that savings will meet or exceed the cost of energy conservation measures is not subject to competitive bidding requirements of section 471.345 or other law or city charter. The contract is not subject to section 123B.52.

A municipality may enter into a guaranteed energy-savings contract with a qualified provider if, after review of the report, it finds that the amount it would spend on the energy conservation measures recommended in the report is not likely to exceed the amount to be saved in energy and operation costs over 20 years from the date of final installation if the recommendations in the report were followed, and the qualified provider provides a written guarantee that the energy or operating cost savings will meet or exceed the costs of the system. The guaranteed energy-savings contract may provide for payments over a period of time, not to exceed 20 years.

A municipality may enter into an installment payment contract for the purchase and installation of energy conservation measures. The contract must provide for payments of not less than 1/20 of the price to be paid within two years from the date of the first operation, and the remaining costs to be paid monthly, not to exceed a 20-year term from the date of final acceptance.

A municipality entering into a guaranteed energy-savings contract shall provide a copy of the contract and the report from the qualified provider to the commissioner of commerce within 30 days of the effective date of the contract.

Guaranteed energy-savings contracts may extend beyond the fiscal year in which they become effective. The municipality shall include in its annual appropriations measure for each later fiscal year any amounts payable under guaranteed energy-savings contracts during the year. Failure of a municipality to make such an appropriation does not affect the validity of the guaranteed energy-savings contract or the municipality's obligations under the contracts.

Subd. 14. **Damage awards.** In any action brought challenging the validity of a municipal contract under this section, the court shall not award, as any part of its judgment, damages, or attorney's fees, but may award an unsuccessful bidder the costs of preparing an unsuccessful bid.

Subd. 15. **Cooperative purchasing.** (a) Municipalities may contract for the purchase of supplies, materials, or equipment by utilizing contracts that are available through the state's cooperative purchasing venture authorized by section 16C.11. For a contract estimated to exceed \$25,000, a municipality must consider the availability, price and quality of supplies, materials, or equipment available through the state's cooperative purchasing venture before purchasing through another source.

(b) If a municipality does not utilize the state's cooperative purchasing venture, a municipality may contract for the purchase of supplies, materials, or equipment without regard to the competitive bidding requirements of this section if the purchase is through a national municipal association's purchasing alliance or cooperative created by a joint powers agreement that purchases items from more than one source on the basis of competitive bids or competitive quotations.

Subd. 16. **Reverse auction.** Notwithstanding any other procedural requirements of this section, a municipality may contract to purchase supplies, materials, and equipment using an electronic purchasing process in which vendors compete to provide the supplies, materials, or equipment at the lowest selling price in an open and interactive environment. A municipality may not use this process to contract for services, as defined by section 16C.02, subdivision 17, or a service contract, as defined by section 16C.02, subdivision 7a. Nothing in this subdivision must be construed to prohibit a municipality from adopting a resolution, rule, regulation, or ordinance relating to minimum labor standards under subdivision 7, or procurement from economically disadvantaged persons under subdivision 8.

Subd. 17. **Electronic sale of surplus supplies, materials, and equipment.** Notwithstanding any other procedural requirements of this section, a municipality may contract to sell supplies, materials, and equipment which is surplus, obsolete, or unused using an electronic selling process in which purchasers compete to purchase the surplus supplies, materials, or equipment at the highest purchase price in an open and interactive environment.

Subd. 18. **Electronic bidding.** Notwithstanding any other procedural requirements of this section, vendors may submit bids, quotations, and proposals electronically in a form and manner required by the municipality. A municipality may allow bid, performance, or payment bonds, or other security, to be furnished electronically.

Subd. 19. **Town road construction and maintenance.** Notwithstanding any other procedural requirements of this section, a town may contract for the construction or maintenance of a town road by agreeing to the terms of an existing contract between a vendor and a county for road construction or maintenance on an adjoining road if the existing county contract was made in conformance with all applicable procedural requirements.

Subd. 20. **Solicitations to small business enterprises or veteran-owned small businesses.** A contract, as defined in subdivision 2, estimated not to exceed \$250,000 may be made pursuant to the provisions of subdivision 4 provided that a business that is directly solicited is: (1) certified as a small business enterprise by a county designated small business certification program; or (2) certified by the commissioner of administration as a small business that is majority-owned and operated by a veteran or a service-disabled veteran. This subdivision applies only to county boards.

History: 1969 c 934 s 1; 1973 c 123 art 5 s 7; 1973 c 226 s 1,2; 1974 c 510 s 1; 1977 c 182 s 1-3; 1980 c 462 s 4; 1983 c 42 s 1-3; 1983 c 301 s 211; 1984 c 413 s 1; 1985 c 172 s 129; 1Sp1985 c 13 s 347; 1986

c 350 s 1,2; 1986 c 444; 1988 c 409 s 1; 1988 c 689 art 2 s 268; 1989 c 9 s 3; 1989 c 352 s 19,25; 1990 c 391 art 8 s 51; 1990 c 541 s 26,29; 1990 c 549 s 1; 1992 c 380 s 4-6; 1998 c 386 art 2 s 93; 1998 c 397 art 11 s 3; 1999 c 13 s 1; 2000 c 328 s 2-4; 2002 c 358 s 1; 1Sp2003 c 10 s 1; 2004 c 278 s 10-14; 2005 c 63 s 1; 2006 c 274 s 2; 2007 c 136 art 3 s 4; 2007 c 148 art 3 s 31-33; 2008 c 207 s 4-8; 2008 c 356 s 11; 2009 c 101 art 2 s 92; 2014 c 196 art 3 s 4; 2015 c 22 s 1; 2018 c 107 s 1,2; 2018 c 124 s 1; 2018 c 146 s 1



WILLMAR

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

CITY COUNCIL AGENDA REPORT

To: Mayor and City Council	Date: September 16, 2019
From: Steve Okins, Finance Director	Subject: Mayor's 2020 Proposed Budget Presentation

AGENDA ITEM: Mayor's 2020 Proposed Budget Presentation

INTRODUCTION/REQUEST: Annually the Mayor is required by the City Charter to present a Proposed Budget for the upcoming year. The presentation of the 2019 Proposed Budget will consist of opening remarks from the Mayor, presentation and explanation of the proposed Capital Improvements, and the Departmental changes within the General Fund.

HISTORY: Annually, Mayors have presented their proposed budget per the City Charter in September in order to meet the State Statute and to set the Preliminary Property Tax Levy. Final approval will take place at the first meeting in December.

CURRENT CIRCUMSTANCE: The Council will receive the presentation tonight including the amount being proposed for the Preliminary Tax Levy of \$5,776,821. Action introducing a resolution to set the preliminary levy will be scheduled for the September 30th Special City Council meeting so it can be certified to the County Auditor by September 30th. The level of the proposed levy set on September 30th can be lowered but not increased after it has been certified to the County Auditor.

RECOMMENDATIONS: The Council received the proposed budget for action and discussion on the September 30th Special Council meeting.

FINANCIAL IMPACT: The Proposed Property Tax Levy for 2020 is at \$5,776,821; the Total Proposed General Fund Operating expenditures is at \$17,592,001 and the Total Proposed Capital Expenditures is at \$1,692,032.

ALTERNATIVES:

1. Change the amounts as recommended.
2. Request additional information to be presented at the next meeting

REVIEWED BY: Brian Gramentz, City Administrator

COUNCIL MEETING DATE: September 16, 2019

RESOLUTION NO.

SETTING PRELIMINARY LEVY FOR 2020

Motion By: _____ Second By: _____

BE IT RESOLVED that the Mayor of the City of Willmar submitted a preliminary levy request of \$5,776,821;

BE IT RESOLVED by the City Council of the City of Willmar, Kandiyohi County, Minnesota, that the following sums of money be preliminarily levied for the current year collectable in 2020 upon the taxable property in said City of Willmar for the following purposes:

General Fund \$5,776,821

BE IT RESOLVED that there is a sufficient sum of money in the Debt Service Funds of the City to pay principal and interest in 2020 on all outstanding bond issues, and the deferred annual tax levies previously certified to the County Auditor are hereby canceled;

BE IT FURTHER RESOLVED that a public hearing shall be scheduled for the 2020 proposed budget on December 2, 2019.

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

Dated this 30th day of September, 2019.

 s/s Marv Calvin
Mayor

Attest:

 s/s Judy Thompson
City Clerk



City of Willmar

Proposed 2020 Budget

Presented September 16, 2019

Mayor Marv Calvin

Financial Picture

- Revenues Remain Flat
 - Minimal increase in Local Government Aid
 - Moderate increase in valuation
- Increasing costs for Infrastructure Maintenance
 - Aging infrastructure
 - Deferred costs
 - Local Option Sales Tax Projects

2020 Proposed Budget

Fund Type	Amount
General Operating	*\$ 19,284,033
Capital Improvements	\$ 24,145,722
Special Revenue/Internal	\$ 4,933,705
Debt Service	\$ 5,773,556
Enterprise (Wastewater)	\$ 11,552,298
Total All Funds	\$ 65,689,314

* Includes a financial transfer for Capital Improvements

Operating Levy

	Amount	Rate	
2020	\$ 5,776,821	39.076	2.6%
2019	\$ 5,250,000	38.076	
<hr/>			
	\$ 526,821	1.000	

General Fund Revenues

Major Category	Amount	Percentage
Current Taxes	\$ 6,371,821	33.10%
Licenses & Permits	\$ 566,527	2.90%
Intergovernmental Aid (includes LGA)	\$ 5,758,759	29.90%
Service Charges	\$765,625	3.90%
Fines & Forfeitures	\$ 155,000	.80%
Interest Earnings and Reimbursements	\$ 1,455,058	7.60%
Other Financing Sources	\$2,500,579	12.90%
Fund Balance	\$ 1,710,664	8.90%
Total	\$ 19,284,033	100%

SUMMARY OF REVENUE ACCOUNT

GENERAL FUND

	<u>2017</u> <u>Actual</u>	<u>2018</u> <u>Actual</u>	<u>2019</u> <u>Adopted</u>	<u>2020</u> <u>Proposed</u>	<u>2020</u> <u>Adopted</u>	<u>Difference</u>	<u>Percentage</u> <u>Change</u>
TAXES							
CURRENT AD VALOREM	4,747,653	4,903,714	5,250,000	5,776,821	-	\$526,821	10%
DELINQUENT AD VALOREM	45,846	66,136	85,000	85,000	-	\$0	0%
FRANCHISE FEE	260,803	257,840	265,000	510,000	-	\$245,000	92%
LICENSES AND PERMITS	554,249	552,126	463,860	566,527	-	\$102,667	22%
INTERGOVERNMENTAL							
OTHER AIDS	918,735	910,685	784,980	863,250	-	\$78,270	10%
LOCAL GOVERNMENT AID	4,514,548	4,616,342	4,623,250	4,895,509	-	\$272,259	6%
SERVICE CHARGES	764,551	782,890	750,000	765,625	-	\$15,625	2%
FINES AND FORFEITS	147,835	159,255	165,000	155,000	-	(\$10,000)	-6%
SPECIAL ASSESSMENTS	1,273	973	2,500	2,000	-	(\$500)	-20%
MISCELLANEOUS REVENUE	1,015,830	1,155,189	1,308,409	1,453,058	-	\$144,649	11%
OTHER FINANCING SOURCES	2,762,427	2,457,448	2,489,079	2,500,579	-	\$11,500	0%
EXTRAORDINARY ITEMS	----	----	----	----	----		
TOTAL	<u>15,733,750</u>	<u>15,862,598</u>	<u>16,187,078</u>	<u>17,573,369</u>	<u>0</u>	<u>1,386,291</u>	<u>9%</u>

General Fund Expenditures

Major Category	Amount	Percentage
Administration	\$ 1,375,716	7.10%
Mayor and Council	\$ 440,700	2.20%
Planning and Development	\$ 627,786	3.20%
City Clerk/Elections/Assessing	\$ 502,604	2.60%
Finance	\$ 560,893	2.90%
Non-Departmental	\$ 2,057,738	10.70%
Public Safety	\$ 5,826,773	30.30%
Public Works	\$ 3,712,869	19.30%
Library	\$ 543,332	2.80%
Community Partners	\$ 98,000	0.50%
Recreation	\$ 1,845,590	9.60%
Transfers	\$ 1,692,032	8.80%
Totals	\$ 19,284,033	100%

SUMMARY OF EXPENDITURES BY FUNCTION

	<u>2017</u> <u>Actual</u>	<u>2018</u> <u>Actual</u>	<u>2019</u> <u>Adopted</u>	<u>2020</u> <u>Proposed</u>	<u>2020</u> <u>Adopted</u>	<u>Difference</u>	<u>Percentage</u>
GENERAL GOVERNMENT							
CITY ADMINISTRATOR	404,796	376,087	296,327	455,953		\$159,626	54%
MAYOR & COUNCIL	171,098	174,410	185,700	190,700		\$5,000	3%
PLANNING & DEVELOPMENT	566,138	563,779	594,254	627,786		\$33,532	6%
CITY CLERK	162,670	163,435	202,307	215,908		\$13,601	7%
ASSESSING	242,026	110,014	113,400	115,750		\$2,350	2%
FINANCE	387,400	406,581	452,594	560,893		\$108,299	24%
LEGAL	266,881	252,657	250,000	250,000		\$0	0%
CITY HALL	128,241	147,539	154,052	157,021		\$2,969	2%
INFORMATION TECHNOLOGY	403,247	514,225	605,483	599,186		(\$6,297)	-1%
OFFICE SERVICES	28,541	29,121	29,960	30,540		\$580	2%
HUMAN RESOURCES	0	372	151,356	163,556		\$12,200	8%
ELECTIONS	18,131	66,384	38,843	140,406		\$101,563	261%
NON-DEPARTMENTAL	931,285	898,366	819,916	2,057,738		\$1,237,822	151%
TOTAL GENERAL GOV'T	<u>3,710,453</u>	<u>3,702,970</u>	<u>3,894,192</u>	<u>5,565,437</u>	<u>0</u>	<u>\$1,671,245</u>	43%
PUBLIC SAFETY							
POLICE DEPARTMENT	4,205,277	4,620,792	4,907,284	4,927,606		\$20,322	0%
FIRE PROTECTION	627,670	674,280	771,413	883,667		\$112,254	15%
NON-DEPARTMENTAL	17,055	15,141	15,500	15,500		\$0	0%
TOTAL PUBLIC SAFETY	<u>4,850,002</u>	<u>5,310,213</u>	<u>5,694,197</u>	<u>5,826,773</u>	<u>0</u>	<u>\$132,576</u>	2%
PUBLIC WORKS							
TRANSIT SYSTEM	20,000	20,000	20,500	20,500		\$0	0%
ENGINEERING	469,816	517,229	710,930	698,525		(\$12,405)	-2%
TORM WATER	0	31,087	55,000	76,850		\$21,850	
PUBLIC WORKS	2,392,267	2,621,980	2,876,215	2,915,994		\$39,779	1%
NON-DEPARTMENTAL	806	806	1,000	1,000		\$0	
TOTAL PUBLIC WORKS	<u>2,882,889</u>	<u>3,191,102</u>	<u>3,663,645</u>	<u>3,712,869</u>	<u>0</u>	<u>\$49,224</u>	1%

	<u>2017 Actual</u>	<u>2018 Actual</u>	<u>2019 Adopted</u>	<u>2020 Proposed</u>	<u>2020 Adopted</u>	<u>Difference</u>	<u>Percentage</u>
HEALTH & SOCIAL SERVICES							
NON-DEPARTMENTAL	----	----	----	----	----	----	
TOTAL HEALTH/SOC SER	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
CULTURE & RECREATION							
WRAC	148,005	121,367	128,660	134,842		\$6,182	5%
LIBRARY	511,899	474,796	542,512	543,332		\$820	0%
AUDITORIUM	100,461	59,932	121,251	81,751		(\$39,500)	-33%
NON-DEPARTMENTAL	92,705	59,133	96,000	98,000		\$2,000	2%
PARKS AND RECREATION	462,274	497,263	730,107	558,855		(\$171,252)	-23%
CIVIC CENTER	717,233	650,563	661,462	646,005		(\$15,457)	-2%
COMMUNITY CENTER	92,196	110,715	162,194	184,284		\$22,090	14%
AQUATIC CENTER	199,445	208,793	250,671	239,853		(\$10,818)	-4%
TOTAL CULTURE/RECR	<u>2,324,217</u>	<u>2,182,562</u>	<u>2,692,857</u>	<u>2,486,922</u>	<u>0</u>	<u>(\$205,935)</u>	<u>-8%</u>
OTHER FINANCING USES							
TRANSFERS OUT	2,671,286	2,133,399	1,691,267	1,692,032		\$765	0%
TOTAL OTHER FINANCING	<u>2,671,286</u>	<u>2,133,399</u>	<u>1,691,267</u>	<u>1,692,032</u>	<u>0</u>	<u>\$765</u>	<u>0%</u>
GRAND TOTAL	<u><u>16,438,847</u></u>	<u><u>16,520,246</u></u>	<u><u>17,636,158</u></u>	<u><u>19,284,033</u></u>	<u><u>0</u></u>	<u><u>1,647,875</u></u>	<u><u>9%</u></u>

Changes in 2020

- Carris Health Debt Service \$ 3.7 Million
- Local Option Sale Tax Projects \$ 9.8 Million
- City Hall \$ 8.5 Million
- Community Development Block Grant
 - \$ 3.3 Million
- Health Insurance Increase of 35%
- Two Additional Positions
 - Assistant Fire Chief
 - Additional Accounting Clerk

Capital Planning 2020-2024

- Criteria for consideration
 - Legal Mandates
 - Maintenance of Existing Assets
 - Sustainability
 - Reduce or Offset Costs
 - Critical Public Safety Needs or Concern
 - Meeting City Council Priorities
- Goal of establishing a five (5) year planning process

Capital Improvement Funding

- Bonding (Debt)
- Cash
 - Unspent Reserves
 - Unspent Previous Capital Improvement Funds
- Special Revenues
 - Wastewater Treatment Fund
 - Local Option Sales Tax

Capital Projects

	2020	2021	2022	2023	2024
Equipment	\$1,151,742	\$959,527	\$1,000,000	\$1,000,000	\$2,000,000
Projects	\$19,993,980	\$16,295,000	\$12,078,347	\$9,705,492	\$1,170,000
Pavement Management/ Bonds	\$3,000,000	\$3,250,000	\$3,500,000	\$3,750,000	\$4,000,000
Totals	\$24,145,722	\$23,504,527	\$16,578,347	\$14,455,492	\$7,170,000

Questions?

GENERAL

FUND

2020

General Fund

The General Fund is established to account for all revenues and expenditures which are not required to be accounted for in other funds. It has more diverse sources than other funds, and includes property taxes, licenses, permits, fines and forfeits, intergovernmental revenues, service charges, rents and investment interest earnings. The fund's resources finance a wide range of functions including current operations of general government, public safety, public works and non-departmental general expenditures.

	2017 <u>Actual</u>	2018 <u>Actual</u>	2019 <u>Revised</u>	2020 <u>Mayor Proposed</u>	2020 <u>Adopted</u>
Undesignated Bal. \$	----	\$ ----	\$ ----	\$ ----	\$ ----
Designated Bal.	14,435,896	12,278,860	11,574,768	9,864,104	9,864,104
Designated		1,451,938	1,449,080	1,710,664	1,710,664
Revenues	15,733,750	15,862,598	16,187,078	17,573,369	
Operating	(13,767,561)	(14,386,847)	(15,944,891)	(17,592,001)	
Capital Transfers	(2,671,286)	(2,133,399)	(1,691,267)	(1,692,032)	
Expenditures	<u>(16,438,847)</u>	<u>(16,520,246)</u>	<u>(17,636,158)</u>	<u>(19,284,033)</u>	
Prior Adjust.	(1)	(49,302)			
Balance-Dec. 31	<u>13,730,798</u>	<u>13,023,848</u>	<u>11,574,768</u>	<u>9,864,104</u>	<u>11,574,768</u>

SUMMARY OF REVENUE ACCOUNT

GENERAL FUND

	<u>2017 Actual</u>	<u>2018 Actual</u>	<u>2019 Adopted</u>	<u>2020 Proposed</u>	<u>2020 Adopted</u>	<u>Difference</u>	<u>Percentage Change</u>
TAXES							
CURRENT AD VALOREM	4,747,653	4,903,714	5,250,000	5,776,821	-	\$526,821	10%
DELINQUENT AD VALOREM	45,846	66,136	85,000	85,000	-	\$0	0%
FRANCHISE FEE	260,803	257,840	265,000	510,000	-	\$245,000	92%
LICENSES AND PERMITS	554,249	552,126	463,860	566,527	-	\$102,667	22%
INTERGOVERNMENTAL							
OTHER AIDS	918,735	910,685	784,980	863,250	-	\$78,270	10%
LOCAL GOVERNMENT AID	4,514,548	4,616,342	4,623,250	4,895,509	-	\$272,259	6%
SERVICE CHARGES	764,551	782,890	750,000	765,625	-	\$15,625	2%
FINES AND FORFEITS	147,835	159,255	165,000	155,000	-	(\$10,000)	-6%
SPECIAL ASSESSMENTS	1,273	973	2,500	2,000	-	(\$500)	-20%
MISCELLANEOUS REVENUE	1,015,830	1,155,189	1,308,409	1,453,058	-	\$144,649	11%
OTHER FINANCING SOURCES	2,762,427	2,457,448	2,489,079	2,500,579	-	\$11,500	0%
EXTRAORDINARY ITEMS	----	----	----	----	----		
TOTAL	<u><u>15,733,750</u></u>	<u><u>15,862,598</u></u>	<u><u>16,187,078</u></u>	<u><u>17,573,369</u></u>	<u><u>0</u></u>	<u><u>1,386,291</u></u>	9%

SUMMARY OF EXPENDITURES BY FUNCTION

	<u>2017 Actual</u>	<u>2018 Actual</u>	<u>2019 Adopted</u>	<u>2020 Proposed</u>	<u>2020 Adopted</u>	<u>Difference</u>	<u>Percentage</u>
GENERAL GOVERNMENT							
CITY ADMINISTRATOR	404,796	376,087	296,327	455,953		\$159,626	54%
MAYOR & COUNCIL	171,098	174,410	185,700	190,700		\$5,000	3%
PLANNING & DEVELOPMENT	566,138	563,779	594,254	627,786		\$33,532	6%
CITY CLERK	162,670	163,435	202,307	215,908		\$13,601	7%
ASSESSING	242,026	110,014	113,400	115,750		\$2,350	2%
FINANCE	387,400	406,581	452,594	560,893		\$108,299	24%
LEGAL	266,881	252,657	250,000	250,000		\$0	0%
CITY HALL	128,241	147,539	154,052	157,021		\$2,969	2%
INFORMATION TECHNOLOGY	403,247	514,225	605,483	599,186		(\$6,297)	-1%
OFFICE SERVICES	28,541	29,121	29,960	30,540		\$580	2%
HUMAN RESOURCES	0	372	151,356	163,556		\$12,200	8%
ELECTIONS	18,131	66,384	38,843	140,406		\$101,563	261%
NON-DEPARTMENTAL	931,285	898,366	819,916	2,057,738		\$1,237,822	151%
TOTAL GENERAL GOV'T	<u>3,710,453</u>	<u>3,702,970</u>	<u>3,894,192</u>	<u>5,565,437</u>	<u>0</u>	<u>\$1,671,245</u>	43%
PUBLIC SAFETY							
POLICE DEPARTMENT	4,205,277	4,620,792	4,907,284	4,927,606		\$20,322	0%
FIRE PROTECTION	627,670	674,280	771,413	883,667		\$112,254	15%
NON-DEPARTMENTAL	17,055	15,141	15,500	15,500		\$0	0%
TOTAL PUBLIC SAFETY	<u>4,850,002</u>	<u>5,310,213</u>	<u>5,694,197</u>	<u>5,826,773</u>	<u>0</u>	<u>\$132,576</u>	2%
PUBLIC WORKS							
TRANSIT SYSTEM	20,000	20,000	20,500	20,500		\$0	0%
ENGINEERING	469,816	517,229	710,930	698,525		(\$12,405)	-2%
TORM WATER	0	31,087	55,000	76,850		\$21,850	
UBLIC WORKS	2,392,267	2,621,980	2,876,215	2,915,994		\$39,779	1%
ON-DEPARTMENTAL	806	806	1,000	1,000		\$0	
TOTAL PUBLIC WORKS	<u>2,882,889</u>	<u>3,191,102</u>	<u>3,663,645</u>	<u>3,712,869</u>	<u>0</u>	<u>\$49,224</u>	1%

	<u>2017</u> <u>Actual</u>	<u>2018</u> <u>Actual</u>	<u>2019</u> <u>Adopted</u>	<u>2020</u> <u>Proposed</u>	<u>2020</u> <u>Adopted</u>	<u>Difference</u>	<u>Percentage</u>
HEALTH & SOCIAL SERVICES							
NON-DEPARTMENTAL	----	----	----	----	----	----	
TOTAL HEALTH/SOC SER	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
CULTURE & RECREATION							
WRAC	148,005	121,367	128,660	134,842		\$6,182	5%
LIBRARY	511,899	474,796	542,512	543,332		\$820	0%
AUDITORIUM	100,461	59,932	121,251	81,751		(\$39,500)	-33%
NON-DEPARTMENTAL	92,705	59,133	96,000	98,000		\$2,000	2%
PARKS AND RECREATION	462,274	497,263	730,107	558,855		(\$171,252)	-23%
CIVIC CENTER	717,233	650,563	661,462	646,005		(\$15,457)	-2%
COMMUNITY CENTER	92,196	110,715	162,194	184,284		\$22,090	14%
AQUATIC CENTER	199,445	208,793	250,671	239,853		(\$10,818)	-4%
TOTAL CULTURE/RECR	<u>2,324,217</u>	<u>2,182,562</u>	<u>2,692,857</u>	<u>2,486,922</u>	<u>0</u>	<u>(\$205,935)</u>	<u>-8%</u>
OTHER FINANCING USES							
TRANSFERS OUT	2,671,286	2,133,399	1,691,267	1,692,032		\$765	0%
TOTAL OTHER FINANCING	<u>2,671,286</u>	<u>2,133,399</u>	<u>1,691,267</u>	<u>1,692,032</u>	<u>0</u>	<u>\$765</u>	<u>0%</u>
GRAND TOTAL	<u><u>16,438,847</u></u>	<u><u>16,520,246</u></u>	<u><u>17,636,158</u></u>	<u><u>19,284,033</u></u>	<u><u>0</u></u>	<u><u>1,647,875</u></u>	<u><u>9%</u></u>

SPECIAL

REVENUE

FUNDS

2020

INDUSTRIAL DEVELOPMENT

The Industrial Development Fund was established for the systematic development of the City's Industrial Park. All remaining Sales Tax dollars were transferred to this fund in 2012. The land release was obtained from the FAA in 2016, and this fund will continue to be used for the redevelopment of the Old Airport Site, and replenished with proceeds from the sale of Industrial Park land. Sale of two parcels anticipated in the fall of 2018 or Spring of 2019 is estimated to generate between \$700,000 to \$750,000. Programed \$700,000 in 2019. The anticipated sale did not materialize in 2019 thus the fund will not end as anticipated.

	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2020</u>
	<u>Actual</u>	<u>Actual</u>	<u>Revised</u>	<u>Mayor Proposed</u>	<u>Adopted</u>
Unassigned Bal.	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000
Assigned Bal.	260,564	614,825	608,567	38,567	38,567
Revenues	393,831	183,010	115,000	109,715	
Expenditures	(39,570)	(189,268)	(685,000)	0	
Prior Adjust.	<u>0</u>	<u>0</u>	<u>0</u>		
Balance-Dec. 31	<u>1,614,825</u>	<u>1,608,567</u>	<u>1,038,567</u>	<u>1,148,282</u>	<u>1,038,567</u>

2020

CONVENTION AND VISITOR'S BUREAU

The Convention and Visitor's Bureau Fund was established in 1990 and was funded by the establishment of a city wide Lodging Tax of 3%. A maximum of 5% of Lodging revenues is transferred to the City General Fund for Administrative purposes.

	2017 <u>Actual</u>	2018 <u>Actual</u>	2019 <u>Adopted</u>	2020 <u>Mayor Proposed</u>	2020 <u>Adopted</u>
Unassigned Bal.	\$ 0	\$ ----	\$ ----	\$ ----	\$ ----
Assigned Bal.	211,619	240,320	325,477	275,827	275,827
Revenues	295,466	378,698	264,500	292,500	
Expenditures	(266,765)	(293,541)	(314,150)	(342,460)	
Prior Adjust.			----	----	----
Balance-Dec. 31	<u>240,320</u>	<u>325,477</u>	<u>275,827</u>	<u>225,867</u>	<u>275,827</u>

2020

COMMUNITY DEVELOPMENT FUND

The Community Development Fund was established in 1975 to account for activities of the Community Development Block Grant Program, which provides communities with financial assistance so they can provide better housing, improve living conditions and encourage economic opportunities primarily for persons of low and moderate income. These grants are forwarded on, and administered through the Kandiyohi County HRA.

The Westwind Estates Townhomes Deferred Note thru March 23, 2040 is shown on the Balance sheet within this Fund for recording purposes only. The original note of \$350,000 will have a projected balance of \$376,250 with accumulated interest at maturity.

In 2019, Grant CDAP-18-0051-O-FY19 was received in the amount of \$ 750,000.

	<u>2017</u> <u>Actual</u>	<u>2018</u> <u>Actual</u>	<u>2019</u> <u>Budget</u>	<u>2020</u> <u>Mayor Proposed</u>	<u>2020</u> <u>Adopted</u>
Unassigned Bal. \$	----	----	----	----	----
Assigned Bal.	355,056	355,931	356,806	357,681	----
Revenues	875	875	875	3,334,475	----
Expenditures	----	----	----	3,333,600	----
Prior Adjust.	----	----	----	----	----
Balance-Dec. 31	<u>355,931</u>	<u>356,806</u>	<u>357,681</u>	<u>358,556</u>	<u>0</u>

2020

Airport Operations

The Airport Operations Fund was established to comply with FAA and State Aeronautics grant assurances. The land release was obtained from the FAA, this fund no longer receives rental income from the Old Airport Site. 2020 will be last payment for the 2004C Debt Service to relocate the Airport. The Airplanes that use the Willmar Airport as their base of operations has grown since the relocation from 30 to 51 as of 12/31/2018.

	2017 <u>Actual</u>	2018 <u>Actual</u>	2019 <u>Adopted</u>	2020 <u>Mayor Proposed</u>	2020 <u>Adopted</u>
Unassigned Bal. \$	----	----	----	----	----
Assigned Bal.	411,564	216,977	217,527	26	26
Revenues	282,667	440,734	270,839	385,869	
Expenditures	(476,730)	(440,707)	(488,340)	(385,895)	
Prior Adjust.	<u>(524)</u>	<u>523</u>	<u>----</u>	<u>----</u>	<u>----</u>
Balance-Dec. 31	<u>216,977</u>	<u>217,527</u>	<u>26</u>	<u>0</u>	<u>26</u>

2020

LIBRARY IMPROVEMENT FUND

This fund was created in 2002 with excess sales tax proceeds,
for the construction and remodeling of the Library

	<u>2017 Actual</u>	<u>2018 Actual</u>	<u>2019 Adopted</u>	<u>2020 Mayor Proposed</u>	<u>2020 Adopted</u>
Unassigned Bal.	\$	\$	\$	\$	\$
		----	----	----	----
Assigned Bal.	163,131	162,193	163,728	163,728	163,728
Revenues	4,346	5,857	0	0	0
Expenditures	(5,284)	(4,322)	0	0	0
Prior Adjust.	----	----	----	----	----
Balance-Dec. 31	<u>162,193</u>	<u>163,728</u>	<u>163,728</u>	<u>163,728</u>	<u>163,728</u>

2020

COMMUNITY INVESTMENT

The Community Investment Fund was established in 1990 for the sole purpose of payment of capital costs for the general benefit to the City of Willmar.

Expenditures shall be made solely from accumulated investment earnings until 1995.

After 1995 and beyond, only from accumulated investment earnings whenever possible.

The projects are prioritized as follows:

First Priority: Projects which can be funded within the amount of available investment earnings.

Second Priority: Projects using principal funds which have the capacity to repay the principal.

Third Priority: Projects with no other reasonable funding source.

	2017 <u>Actual</u>	2018 <u>Actual</u>	2019 <u>Adopted</u>	2020 <u>Mayor Proposed</u>	2020 <u>Adopted</u>
Unassigned Bal.	\$ ----	\$ ----	\$ ----	\$ ----	\$ ----
Assigned Bal.	507,862	507,862	403,504	629,538	629,538
Restricted Bal.	8,750,000	8,750,000	8,750,000	8,750,000	8,750,000
Revenues	884,920	1,146,154	680,000	874,552	
Expenditures	(989,278)	(920,120)	(683,433)	(871,750)	
Prior Adjust.		(330,392)	229,467	----	----
Balance-Dec. 31	<u>9,153,504</u>	<u>9,153,504</u>	<u>9,379,538</u>	<u>9,382,340</u>	<u>9,379,538</u>

2020

PUBLIC WORKS RESERVE

The Fund was established to accelerate and maintain/sustain Public Improvements.

Initiating a Financing Mechanism with a five-year street improvement/Reconstruction Program

Key Points

Establish supplemental public (street) improvement financing vehicle utilizing annual utility fund revenues.

Program commits utility fund or portions thereof for a period of up to fifteen years.

Program allows time for the Community Investment Fund to rebound by paying off debt and building up reserves.

Future Considerations

City should consider permanent financing for public works improvements through local option sales tax which expired in 2012.

No deferred assessments. All projects must be financed 100% with public funds, assessments developer financing, or combinations thereof.

	2017 <u>Actual</u>	2018 <u>Actual</u>	2019 <u>Revised</u>	2020 <u>Mayor Proposed</u>	2020 <u>Adopted</u>
Unassigned Bal. \$	----	\$ ----	\$ ----	\$ ----	\$ ----
Assigned Bal.	927,262	963,780	291,552	259,552	259,552
Revenues	439,792	465,888	468,000	425,000	
Expenditures	(403,273)	(1,138,117)	(500,000)	(684,552)	
Prior Adjust.	(1)	1	----	----	----
Balance-Dec. 31	<u>963,780</u>	<u>291,552</u>	<u>259,552</u>	<u>0</u>	<u>259,552</u>

D E B T

S E R V I C E

F U N D S

2020

DEBT SERVICE (SPECIAL ASSESSMENTS) FUNDS

Principal and interest payments on special assessment bonds are paid from this fund.

Bonds are issued periodically in amounts necessary to meet expenditure requirements for special assessment projects.

Revenue consists of payments from property owners whose properties have been assessed for the improvements, interest earnings, interfund transfers and ad valorem taxes.

	2017 <u>Actual</u>	2018 <u>Actual</u>	2019 <u>Revised</u>	2020 <u>Mayor Proposed</u>	2020 <u>Adopted</u>
Undesignated Bal. \$	0 \$	----	----	----	----
Designated Bal.	5,535,982	7,077,666	7,327,515	7,134,255	7,134,255
Revenues	3,861,817	2,480,077	1,497,612	1,512,700	
Expenditures	(2,316,323)	(2,230,296)	(1,690,872)	(2,038,601)	
Prior Adjust.	(3,810)	68	----	----	----
Balance-Dec. 31	<u>7,077,666</u>	<u>7,327,515</u>	<u>7,134,255</u>	<u>6,608,354</u>	<u>7,134,255</u>

SUMMARY OF REVENUES BY FUNCTION

DEBT SERVICE FUNDS

	2016 <u>Actual</u>	2017 <u>Actual</u>	2018 <u>Actual</u>	2019 <u>Revised</u>	2020 <u>Proposed</u>
DEBT REDEMPTION					
BOND FUND - 2004	2,750	260	0	0	0
BOND FUND - 2004C	200,251	183,643	195,320	186,290	183,845
BOND FUND - 2005	150,925	111,852	0	0	0
BOND FUND - 2006	172,419	206,950	0	0	0
BOND FUND - 2007	314,994	322,742	8,292	0	0
BOND FUND - 2007B	176,323	170,251	6,145	0	0
BOND FUND - 2008	84,137	122,318	162,875	0	0
BOND FUND - 2009	31,889	26,110	30,917	20,448	0
BOND FUND - 2010	165,075	164,249	153,400	106,041	103,582
BOND FUND - 2011	182,945	176,582	188,230	147,365	144,045
BOND FUND - 2012	159,282	158,630	150,694	120,505	122,819
BOND FUND - 2013	616,496	600,822	224,079	159,380	158,394
BOND FUND - 2014	91,726	91,862	413,684	89,153	86,697
BOND FUND - 2015	55,477	625,451	171,110	150,523	149,491
BOND FUND - 2016	355,781	593,484	187,140	140,223	133,751
BOND FUND - 2017	0	306,606	382,254	103,100	97,352
BOND FUND - 2018A	0	0	38,670	91,528	0
BOND FUND - 2018B	0	0	167,267	91,528	332,224
BOND FUND - 2018	0	0	0	91,528	500
TOTAL	<u>2,760,470</u>	<u>3,861,812</u>	<u>2,480,077</u>	<u>1,497,612</u>	<u>1,512,700</u>

SUMMARY OF EXPENDITURES BY FUNCTION

DEBT SERVICE FUNDS

	2016 <u>Actual</u>	2017 <u>Actual</u>	2018 <u>Actual</u>	2019 <u>Revised</u>	2020 <u>Proposed</u>
DEBT REDEMPTION					
BOND FUND - 2004	3,010	0	0	0	0
BOND FUND - 2004C	185,181	183,643	183,380	186,500	183,845
BOND FUND - 2005	349,730	111,852	0	0	0
BOND FUND - 2006	207,115	206,950	0	0	0
BOND FUND - 2007	389,651	349,314	346,895	0	0
BOND FUND - 2007B	219,252	192,718	201,504	0	0
BOND FUND - 2008	176,328	167,894	162,875	153,910	0
BOND FUND - 2009	10,867	1,138	9,080	0	0
BOND FUND - 2010	205,898	197,009	197,356	188,598	183,375
BOND FUND - 2011	215,680	210,613	214,986	197,470	193,240
BOND FUND - 2012	189,583	167,648	171,513	157,954	147,695
BOND FUND - 2013	232,425	240,076	244,032	221,310	211,225
BOND FUND - 2014	114,796	110,756	112,263	112,525	111,488
BOND FUND - 2015	37,530	144,372	167,496	162,667	161,230
BOND FUND - 2016	0	32,340	179,452	182,773	182,140
BOND FUND - 2017	0	0	37,364	127,165	129,170
BOND FUND - 2018A	0	0	1,050	0	196,943
BOND FUND - 2018B	0	0	1,050	0	338,250
BOND FUND - 2019	0	0	0	0	0
TOTAL	<u>2,537,046</u>	<u>2,316,323</u>	<u>2,230,296</u>	<u>1,690,872</u>	<u>2,038,601</u>

2020

RICE HOSPITAL DEBT SERVICE

This fund was established to replace an escrow account for the retirement of the Rice Memorial Hospital Debt. The Rice Memorial Hospital budgets for the actual debt payments. Starting January 1, 2018, operations of Rice Hospital were leased to Carris Health. Debt Service remained with the City of Willmar and will be serviced by the lease payments of Carris Health. The property Assests were moved to the General Fixed Asset Group, the Bond Liability to the General Long Term Debt Group and the annual Debt activity to this Debit Service Fund.

	2017 <u>Actual</u>	2018 <u>Actual</u>	2019 <u>Budget</u>	2020 <u>Mayor Proposed</u>	2020 <u>Adopted</u>
Unassigned Bal. \$	-----	\$ -----	\$ -----	\$ -----	\$ -----
Assigned Bal.	6,642,472	6,647,294	6,701,965	6,814,965	6,814,965
Revenues	3,876,899	3,952,490	3,112,875	3,848,920	
Expenditures	(3,872,077)	(3,897,819)	(2,999,875)	(3,735,495)	
Prior Adjust.			-----	-----	-----
Balance-Dec. 31	<u>6,647,294</u>	<u>6,701,965</u>	<u>6,814,965</u>	<u>6,928,390</u>	<u>6,814,965</u>

ENTERPRISE

FUNDS

2020

WASTE TREATMENT PLANT FUND

The Waste Treatment Plant involves the operation, maintenance, collection and treatment of sewage for the City of Willmar and Eagle Lake Sewer District.

During 1983, improvements to the plant costing approximately \$10,000,000 were completed.

The City sold bonds totaling \$1,290,000 to pay for their share. These bonds will be paid through sewer charges. Due to the plant odor problem, the City, in 1988, sold \$3,250,000 worth of General Obligation Revenue Bonds with an increase in sewer rates to repay them.

In 1996 the City issued a Public Facilities note in the amount of \$4,300,000 for a sludge storage facility with the intent to repay the note with sewer rate increases. Starting in 2005 the City started the process to relocate the Treatment Plant approximately 4 miles west of the city at an estimated cost of \$86 million plus, funded by Grants, Loans and Fees.

Beginning in 2011, the new plant became fully operational and reserves will be set at one year debt service and six months of operational costs.

Capital Outlay	915,000	1,165,450	646,227	501,980	
Debt Principal	2,784,158	3,132,000	3,060,000	3,108,000	
	2017	2018	2019	2020	2020
	<u>Actual</u>	<u>Actual</u>	<u>Revised</u>	<u>Mayor Proposed</u>	<u>Adopted</u>
Undesignated Bal. \$	----	\$ ----	\$ ----	\$ ----	\$ ----
Designated Bal.	13,111,099	15,891,508	19,481,293	22,771,231	22,771,231
Revenues	10,595,419	10,781,325	10,597,000	10,556,000	0
Operating	(5,405,868)	(5,186,033)	(5,194,562)	(5,856,845)	
Depreciation	<u>(2,135,073)</u>	<u>(2,144,458)</u>	<u>(2,112,500)</u>	<u>(2,144,000)</u>	
Expenditures	(7,540,941)	(7,330,491)	(7,307,062)	(8,000,845)	0
Prior Adjust.	(274,069)	138,951	----	----	----
Balance-Dec. 31	<u>15,891,508</u>	<u>19,481,293</u>	<u>22,771,231</u>	<u>25,326,386</u>	<u>22,771,231</u>

**City of Willmar 2020
Proposed Capital Improvement Program**

9/16/2019
DRAFT

Score	Project	Budget	Cash	Bond/Sales Tax	WWTP Fund	Federal/State Aid
53	Street Improvement Program	Engineering		\$ 2,000,000		\$ 1,000,000
53	District Heat Shutdown Remodel	Auditorium	\$ 50,000			
53	District Heat Shutdown Remodel	City Hall	\$ 50,000			
50	Swansson Field - Orange/Elise	Park Dev.		\$ 315,000		
50	Hwy 12 Basin Sump Pump Inspections	WWTP			\$ 20,000	
50	Hwy 12 Lift Station Elimination Design	WWTP			\$ 100,000	
50	Eagle Lake No. 7 LS; Design	WWTP			\$ 150,000	
50	Eagle Lake No. 8 LS; Design	WWTP			\$ 105,000	
50	Eagle Lake #5 Replace pipes/values	WWTP			\$ 14,380	
50	Eagle Lake #2/#9, New Pumps	WWTP			\$ 38,000	
50	Eagle Lake Sump Pump Inspections	WWTP			\$ 24,600	
49	Robbins Island Parking Lot	Pavement Mang.		\$ 2,000,000		
49	Resurface Pool (additional funds)	DOAC	\$ 150,000			
49	Swansson Field Improvements	Park Dev.		\$ 2,000,000		
49	Rec Fields	Civic Center		\$ 4,000,000		
49	Community Center LOST Project	Community Center		\$ 300,000		
43	Turnout Gear Dryer	Fire Department	\$ 11,000			
43	Lab Equipment & Dishwasher	WWTP			\$ 50,000	
42	Tuck Pointing	DOAC	\$ 30,000			
42	Signal Pole Painting	Public Works	\$ 70,000			
41	Park Equipment	Park Dev.	\$ 150,000			
40	19th Avenue SW Path/1st-15th	Pavement Mang.		\$ 200,000		
40	Heaters for Shop	Public Works	\$ 50,000			
40	Mechanic A/C	Public Works	\$ 10,000			
37	Pond Outfall	Stormwater		\$ 1,500,000		
36	Garage Floor Refinish	Fire Department	\$ 38,000			
35	BLA Sound System	Civic Center	\$ 20,000			
29	Exterior Door Replacement/ADA Door Req.	Auditorium	\$ 15,000			
29	Outdoor Hockey Boards	Public Works	\$ 15,000			
24	Robot System	Police	\$ 18,000			
	City Hall	City Hall		\$ 8,500,000		
			\$ 677,000	\$ 20,815,000	\$ 501,980	\$ 1,000,000

City of Willmar 2020

Proposed Capital Improvement Program

45	BLA Insulation	Civic Center	\$ 350,000			
42	Parking Lot Reconstruction	Fire Department	\$ 130,000			
42	Tuck Pointing	Auditorium	\$ 400,000			
39	ADA Requirements; Elevator & Bathroom	Auditorium	\$ 600,000			
35	Swansson Field - Yellow	Park Dev.	\$ 220,000			
35	Swansson Field - Red	Park Dev.	\$ 220,000			
35	Swansson Field - Green	Park Dev.	\$ 220,000			
35	Pickle Ball Court (Sperry) (additional funds)	Park Dev.	\$ 100,000			
27	Outdoor Community Sign	Fire Department	\$ 22,000			
26	Roof & Gutter Replacement	Auditorium	\$ 350,000			
13	Storage Shed	Fire Department	\$ 10,000			
10	Display Building for Antique Fire Engine	Fire Department	\$ 80,000			
			\$ 3,379,000	\$ 20,815,000	\$ 501,980	\$ 1,000,000
			\$ 2,702,000			
			\$ 677,000	\$ 20,815,000	\$ 501,980	\$ 1,000,000

City of Vancouver 2021
Proposed Capital Improvements Program

9/16/2019
DRAFT

Score	Project	Budget	Cash	Bond/Sales Tax	WWTP Fund	Federal/State Aid
	Air Conditioning	Auditorium	\$ 150,000			
	Locker Room	Auditorium	\$ 200,000			
	Ceiling	Auditorium	\$ 110,000			
	Carpet	City Hall	\$ 15,000			
	Windows	City Hall	\$ 40,000			
	Complete Remodel	City Hall		\$ 4,100,000		
	Ceiling Downstairs	City Hall	\$ 20,000			
	Roof Replacement	City Hall	\$ 65,000			
	Tuck Pointing	City Hall	\$ 50,000			
	Public Restrooms ADA/Remodel	City Hall	\$ 15,000			
	BLA Door Replacement	Civic Center	\$ 35,000			
	Rec Fields	Civic Center		\$ 2,000,000		
	Event Center	Civic Center		\$ 1,000,000		
	Community Center LOST Project	Community Center		\$ 1,700,000		
	Concession/Storage Unit	DOAC	\$ 350,000			
	Basketball/Volleyball Courts	DOAC	\$ 175,000			
	Street Improvement Program	Engineering		\$ 2,000,000		
	6th St. Pedestrian Bridge over RR	Engineering	\$ 800,000			
	Park Shelter	Park Dev.		\$ 500,000		
	Park Equipment	Park Dev.	\$ 150,000			
	Pathways	Pavement Mang.	\$ 50,000			
	Bethel Parking Lot	Pavement Mang.	\$ 500,000			
	Secure Garage	Police	\$ 35,000			
	Public Works Storage	Public Works	\$ 185,000			
	Southern Detention Pond	Storm Water		\$ 1,500,000		
	Hwy 12 LS Elimination; Construction; CRS	WWTP			\$ 700,000.00	
			\$ 2,795,000	\$ 12,800,000	\$ 700,000	

City of Willmar 2022
Proposed Capital Improvements Program

9/16/2019
DRAFT

Score	Project	Budget	Cash	Bond	WWTP Fund	State Aid/Federal
	Apron Expansion- Construction	Airport	\$ 22,017			\$ 418,330
	Apron Expansion- Design	Airport	\$ 3,750			\$ 71,250
	Air Conditioning	Auditorium	\$ 150,000			
	Interior Door Replacement	Auditorium	\$ 15,000			
	Civic Center Lighting Project	Civic Center	\$ 100,000			
	Event Center	Civic Center		\$ 6,000,000		
	Pump/Filter Replacement	DOAC	\$ 75,000			
	Water Feature Resurface	DOAC	\$ 10,000			
	Street Improvement Program	Engineering		\$ 2,000,000		
	Traffic Signals Co Road 5/Willmar Ave	Engineering	\$ 400,000			
	Park Equipment	Park Dev.	\$ 150,000			
	10th Street RR Repair	Pavement Mang.	\$ 300,000			
	Drone Replacement	Police	\$ 5,000			
	Thermal Imaging/Night Vision Camera	Police	\$ 8,000			
	Siding/Insulation/Windows in Shop	Public Works	\$ 200,000			
	Detention Pond & Outfall	Stormwater		\$ 1,500,000		
	Eagle Lake No. 7 LS; construction; CRS	WWTP			\$ 650,000	
			\$ 1,438,767	\$ 9,500,000	\$ 650,000	\$ 489,580

City of Moorpark 2023
Proposed Capital Improvements Program

9/16/2019
DRAFT

Score	Project	Budget	Cash	Bond/Sales Tax	WWTP Fund	Federal/State Aid
	Hangar 120'x90'	Airport	\$ 518,900			
	Hangar Site Prep	Airport	\$ 231,592.00			\$ 540,382
	Isolate Gun Range Entrance	Auditorium	\$ 75,000			
	Gun Range Lane Remodel	Auditorium	\$ 60,000			
	2nd Floor Office Remodel	Auditorium	\$ 100,000			
	Locker room/Storage	Civic Center	\$ 300,000			
	Event Center	Civic Center		\$ 3,000,000		
	Outdoor Furniture/Umbrella	DOAC	\$ 20,000			
	Extra Patio Space-Cement	DOAC	\$ 20,000			
	Signals - Interconnect 1st Street Signals	Engineering	\$ 150,000			
	Street Improvement Program	Engineering		\$ 2,000,000		
	Northside Park Development	Park Dev.	\$ 950,000			
	Forcible Entry Equipment	Police	\$ 5,000			
	Truck Wash	Public Works	\$ 150,000			
	Kennedy School Area	Stormwater		\$ 1,500,000		
	Eagle Lake No. 8; construction & CRS	WWTP			\$ 520,000	
	Phase II Iverson Park LS; design	WWTP			\$ 105,000	
			\$ 2,580,492	\$ 6,500,000	\$ 625,000	

City of Willmar 2024
Proposed Capital Improvements Program

Score	Project	Budget	Estimate	Bond/Sales Tax	WWTP Fund	Federal/State Aid
	Design Report - Sanitary Sewer Alt.	Airport	\$ 5,000			\$ 45,000
	Extend Sanitary Sewer	Airport	\$ 38,500			\$ 346,500
	Stage Area Remodel	Auditorium	\$ 100,000			
	Cardinal Arena Ceiling	Civic Center	\$ 175,000			
	Street Improvement Program	Engineering		\$ 2,000,000		
	Park Equipment	Park Dev.	\$ 150,000			
	Western Interceptor Storm (Phase 2)	Stormwater	\$ 310,000			
			\$ 778,500	\$ 2,000,000	\$ -	

2019 Finance Committee Meeting Dates

September 5th & 19th

September 5th –

September 19th – Mayor's Proposed 2020 Budget

September 26th – Special Meeting to discuss and recommend Preliminary Levy
(Full Council Invited) action to ratify on September 30th by full
Council

October 10th & 24th

October 10th –

October 24th – September Monthly Report

November 7th & 21st

November 7th –

November 21st – Mayor's Proposed 2020 Budget – (Full Council Invited)
Recommend on Budget Adoption at December 2nd Council Mtg.

October Monthly Report

December 5th & 19th

December 5th –

December 19th – November Monthly Report

LABOR RELATIONS COMMITTEE

MINUTES

The Labor Relations Committee met on Monday, September 23, 2019 at 6:30 p.m. in Conference Room No. 1 at the Willmar City Office Building.

Present: Shawn Mueske Council Member
 Fernando Alvarado Council Member
 Vicki Davis Council Member

Others present: Human Resource Director Samantha Beckman and City Administrator Brian Gramentz.

Item No. 1 Call to Order

The meeting was called to order by Council Member Mueske at 6:30 p.m.

Item No. 2 Public Comment

There were no public comments.

Item No. 3 Willmar Employee Educational Program Policy (Motion)

Staff brought forth updating the current Willmar Employee Educational Program Policy as a continuation of earlier discussions. A motion was made by Council Member Alvarado, seconded by Council Member Davis and passed to recommend that the City also reimburse 75% of the cost of books. A motion was made by Council Member Alvarado, seconded by Council Member Davis and passed to approve the updated policy.

Item No. 4 Employee Personnel Policy – 8th Section (Motion)

Staff presented the eighth section of the updated employee personnel policy and Family and Medical Leave (FMLA) Policy. Staff brought attention to maximum leave without pay being reduced to 30 days (current policy allows one year). The previous policy seems to be in place before ADA and FMLA protections as it references injuries and modified work duties. With the City's current sick leave policies, worker's compensation, FMLA, and ADA there is no need to offer an additional one-year leave of absence to all employees. A motion was made by Council Member Alvarado, seconded by Council Member Davis and passed to adopt the eighth section of the new Personnel Policy and FMLA Policy.

Item No. 5 Employee Personnel Policy – 9th Section (Information)

Staff distributed the ninth section of the updated employee personnel policy. At the League's recommendation, staff is utilizing their handbook template and customizing it to Willmar's policies and procedures.

Item No. 6 Labor Negotiations Strategy Under Minn. Stat. § 13D.03 subd. 1(b) (Information)

A motion was made by Council Member Alvarado, seconded by Council Member Davis and passed to go into closed session pursuant to Minn. Stat. 13.D.03 subdivision 1(b) to discuss Labor Negotiations Strategy. The meeting was closed at 6:58 p.m. The meeting was reopened at 8:13 p.m. by Council Member Mueske.

There being no further business to come before the Committee, the meeting was adjourned at 8:13 p.m. by Council Member Mueske.

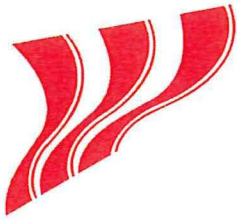
CITY OF WILLMAR

**LABOR COMMITTEE MEETING
6:15 PM, MONDAY, SEPTEMBER 23, 2019
CONFERENCE ROOM #1
CITY OFFICE BUILDING**

AGENDA

**Chair: Shawn Mueske
Vice Chair: Fernando Alvarado
Members: Samantha Beckman
Vicki Davis
Kathy Schwantes**

1. Meeting Called to Order
2. Public Comment
3. Tuition Reimbursement Policy Update
4. Employee Personnel Policy – 8th Section
5. Employee Personnel Policy – 9th Section
6. Labor negotiations strategy under Minn. Stat. § 13D.03, subd. 1(b)
7. Miscellaneous
8. Adjourn



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: October 7, 2019
From: Samantha Beckman, Human Resource Director	Agenda item: Approval of Willmar Employee Educational Program Updates

RECOMMENDED ACTION:

Motion By: _____ Second By: _____,
to approve the updated Tuition Reimbursement Policy.

HISTORY:

Willmar has had a tuition reimbursement program since 1994 that needed updating. Willmar's tuition reimbursement policy and application are being updated to remove redundancies and also include an option for textbook reimbursement.

FINANCIAL IMPACT:

Requests are all considered on a case by case basis and must be approved by both the Department Head and City Administrator. Reimbursement is 75% of the cost and only if the employee receives a passing grade for the course.

ALTERNATIVES:

1. Let existing policy stand.
2. Amend the policy further.

REVIEWED BY: Brian Gramentz, City Administrator

COMMITTEE MEETING DATE: Labor, September 23, 2019

COUNCIL MEETING DATE: October 7, 2019

Tuition Reimbursement

To be considered for tuition reimbursement, the employee must be in good standing and employed full-time. All requests for tuition reimbursement will be considered on a case-by-case basis by the city administrator.

The city will reimburse up to 75% the cost of tuition upon successful completion (C grade or better; “pass” in a pass/fail course) of the approved course. Employees must reimburse the city if they voluntarily leave employment within twelve (12) months of receiving tuition reimbursement from the city. To apply, please complete a Tuition Reimbursement Application and see full Tuition Reimbursement Policy for additional information.

I. WILLMAR EMPLOYEE EDUCATIONAL PROGRAM TUITION REIMBURSEMENT POLICY

Purpose

The purpose of this policy is to encourage employees to take academic courses on a voluntary basis to keep pace with the demands of the current job through tuition reimbursement.

Since limited funding is available for this program and it relies on employee initiative, reimbursement will be extended on a first-come, first-serve basis. While this program is geared towards helping employees improve performance on the current job, long term career development is a responsibility of the employee.

This program does not apply to seminars or other training activities that the City requires the employee to attend.

The City of Willmar has a program for tuition reimbursement called the Willmar Employee Educational Program. A copy of the program guidelines is attached (Exhibit A).

(Exhibit A)

II. WILLMAR EMPLOYEE EDUCATIONAL PROGRAM

Definitions

“Formal educational training” means academic courses offered by accredited institutions including vocational schools, colleges, universities and correspondence courses.

“Job related” means having a direct effect on the knowledge, skills and abilities needed to keep pace with the performance requirements of the present job or job within a reasonable promotional opportunity in the same field of work.

“Satisfactory completion of a course” means the following”

- A. In courses issuing a letter grade: a “C” or above is required.
- B. In courses issuing a numerical grade: a “70 percentile or above” is required.
- C. In courses using a Pass/No Pass system: A “P” grade is required.
- D. In courses where grades are not issued, a certificate from the instructor indicating satisfactory participation is required.

III. Philosophy

~~The Willmar Employee Educational Program began in 1994. The purpose of this program is to encourage employees to take academic courses on a voluntary basis to keep pace with the demands of the current job.~~

~~Since limited funding is available for this program and it relies on employee initiative, reimbursement will be extended on a first come, first serve basis. While this program is geared towards helping employees improve performance on the current job, long term career development is a responsibility of the employee. This program is not intended to finance college degrees for people, but rather to help defray the cost of taking job related training from academic institutions.~~

~~This program does not apply to seminars or other training activities that the City requires the employee to attend.~~

IV. Program Policy

A. Eligibility requirements:

1. Only full-time, ~~permanent and probationary~~ City employees will be eligible for ~~tuition reimbursement program benefits~~. ~~To qualify for reimbursement benefits under this program~~, the employee must complete all course requirements while still employed by the City. ~~After A an employee has receiveding benefits need not tuition reimbursement, they must~~ remain in City employment for ~~any specific~~ period ~~of one year~~ following the completion of the course, ~~or pay back the City's portion of the tuition. except that t~~
2. ~~Participation in the program~~ is on a voluntary basis, i.e. with all course work being completed outside normal working hours. However, in certain circumstances, a Department Head may allow an employee to attend class during normal working hours. However, in such cases the City will not reimburse the employee for those hours of the normal working day during which he/she is engaged in class-related activities. Employees will be expected to use vacation, comp. time or leave without pay in these circumstances.
3. Proposed course work must be job related.

B. Financial reimbursement:

1. ~~The Cityis program~~ will reimburse the student 75 percent of the approved course tuition and ~~required books, but~~ does not reimburse ~~books, student health~~ fees, materials, registration, studying or counseling.
2. Expenses for which the employee could be compensated through other educational incentive programs, i.e. the GI Bill will not be covered.

3. Financial reimbursement will only be granted after the employee has:
 - A. Completed the application for tuition reimbursement~~Properly applied for Willmar Employee Educational Program benefits.~~
 - B. Secured the Department Head's recommendation ~~and the properly completed documentation to determine job relatedness of the training.~~
 - C. Secured the approval of the City Administrator.
 - D. Demonstrated proof of tuition payment.
 - E. Demonstrated proof of satisfactory course completion.

~~V.~~ Procedure for administration of the Willmar Employee Educational Program:

- A. Prior to enrolling in a course, the employee must complete a Tuition Reimbursement Willmar Employee Educational Program application form ~~in quadruple~~ and submit it for Department Head recommendation.
 1. The Department Head will review the application, ~~insure completion of the job relatedness worksheet~~ and submit the form to the City Administrator~~all material~~ including his/her recommendation ~~to the City Administrator.~~
 2. The City Administrator shall determine whether the employee will be reimbursed for the course.
 3. The City Administrator will notify the Department Head after final decision on reimbursement has been made.
 4. The Department Head will notify the employee of the decision.
- B. The employee must pay the initial costs of tuition.
- C. Upon completion of all necessary course work, the employee shall submit proof of the tuition payment and satisfactory course completion to the City Administrator.
 1. Proof of tuition payment may be in the form of a canceled personal check or a paid receipt from the educational institution.
 2. Satisfactory course completion must be verified by submitting an official grade transcript, report or a certificate of satisfactory completion from the

educational institution. If the Employee does not complete the course satisfactorily, he/she is not eligible for reimbursement.

D. The City will reimburse the employee for 75 percent of the tuition cost.

~~Applications for tuition reimbursement are handled through the City Administrator's Office. The procedure is as follows:~~

- ~~5. Employees must complete an application and secure approval before the course is taken. Employees will request an application form from the City Administrator's Office. (Exhibit B).~~
- ~~6. The application requires the Department Head's signature indicating approval.~~
- ~~7. After Department Head approval, present to the City Administrator for final approval.~~
- ~~8. Following approval by the City Administrator, copies of the application should be made available to the Employee, Department Head, Finance Director and City Administrator.~~
- ~~9. When the Employee completes the course, he/she must provide the following:
 - ~~a. A receipt of registration, credit card entry or canceled check to indicate he/she paid for the course. This information may have accompanied the original application. If so, it should be kept in the file. Remember, the City reimburses 75 percent of the tuition only. Books, student health fees, materials, registration, studying or counseling costs are not reimbursable.~~
 - ~~b. A grade transcript, certificate or something to indicate that the Employee has satisfactorily completed the course. If the Employee does not complete the course satisfactorily, he/she is not eligible for reimbursement and should be so informed.~~~~
- ~~10.5. Upon proof of payment and proof of satisfactory completion, complete the bottom portion of the application form and forward to the Finance Director and City Administrator for payment approval.~~

(Exhibit B)

**APPLICATION FOR PARTICIPATION IN THE
CITY OF WILLMAR EMPLOYEE EDUCATIONAL PROGRAM**

The undersigned hereby applies for participation in the Willmar Employee Educational Program and requests approval of participation in the educational training course (s) listed below. It is agreed that the City's reimbursement of the costs for such training will be conditioned upon employee compliance with the provisions of the Willmar Employee Educational Program.

Name: _____ Dated: _____

Course (s) Title and Number	Credits	Tuition Cost
_____	_____	_____
_____	_____	_____
_____	_____	_____

To be taken at: _____ Total Tuition Cost: _____
Class Start Date(s): _____ Class End Date(s): _____

Day and Hour of Course Sessions: _____ Date Encumbered: _____

Monday	Tuesday	Wednesday	Thursday	Friday
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Willmar Employee Educational Program applicant must complete worksheet on job relatedness and submit with this application.

_____ Department Head's recommendation that
_____ the employee be reimbursed under the
_____ provisions of the Willmar Employee
_____ Educational Program: _____

_____ Department Head _____ Date

_____ Tuition Reimbursement Approval: _____

_____ City Administrator _____ Date

For Office Use Only

Course(s) Completed	Date	Grade	Amount Approved For Reimbursement
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
			Total: _____
Approved for Payment: _____			
_____ City Administrator			

(Exhibit C)

Job Relatedness Worksheet
(To Be Completed by Applicant)

Course Objectives:

How course objectives enhance knowledge, skill and ability of the job:

Submit to the City Administrator's office with completed application.

Tuition Reimbursement Application

The undersigned hereby applies for tuition reimbursement and requests approval of participation in the educational training course(s) listed below. It is agreed that the City's reimbursement of the costs for such training will be conditioned upon employee compliance with the provisions of the Tuition Reimbursement Policy.

Course Name(s)	Start Date	End Date	Book(s) Cost	Tuition Cost

Total Cost: _____

Name of University/Institution: _____

Course to be taken: Online In-person

If course(s) will take place during regular work schedule please include the days and times you would need to be absent from work: _____

Job Relatedness

Course Objectives:

How course objectives enhance knowledge, skill and ability of the job:

Signatures

Requestor: _____

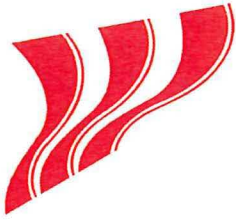
Department Head Recommendation: _____

Request Approval (Administrator): _____

After Course Completion

Course Name(s)	Grade Received	Reimbursable Amount (75%)

Administrator Approval: _____



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: October 7, 2019
From: Samantha Beckman, Human Resource Director	Agenda item: Approval of Personnel Policy Updates

RECOMMENDED ACTION:

Motion By: _____ Second By: _____,
to approve the 8th section of the Personnel Policy and Family and Medical Leave (FMLA) Policy, replacing sections 3.5.1; the remainder of 5.7; and 5.9 of the current personnel policy.

HISTORY:

The current Personnel Policy has not been updated in years and is over 100 pages long as it incorporates every single policy in full. At the League of Minnesota Cities' recommendation, staff is utilizing their handbook template and customizing it to Willmar's policies and procedures.

The Personnel Policy should be condensed into a shorter handbook for employees to reference while still maintaining the policies in full for employees to access. The template provided by the League has been created by their HR team and reviewed by their attorney's that Willmar will customize to fit our City.

FINANCIAL IMPACT:

ALTERNATIVES:

1. Let existing policies stand.
2. Amend the policies further.

REVIEWED BY: Brian Gramentz, City Administrator

COMMITTEE MEETING DATE: Labor, September 23, 2019

COUNCIL MEETING DATE: October 7, 2019

Personnel Policy - 8th Section LEAVES OF ABSENCE CONT

+ FMLA Policy

Regular Leave without Pay

The city administrator may authorize leave without pay for up to thirty (30) days. Leave without pay for greater periods may be granted by the City Council.

Normally employee benefits will not be earned by an employee while on leave without pay. However, the city's contribution toward health, dental and life insurance may be continued, if approved by the City Council, for leaves of up to ninety (90) days when the leave is for medical reasons and FMLA has been exhausted.

If an employee is on a regular leave without pay and is not working any hours, the employee will not accrue (or be paid for) holidays, sick leave, or vacation leave. Employees who are working reduced hours while on this type of leave will receive holiday pay on a prorated basis and will accrue sick leave and vacation leave based on actual hours worked.

Leave without pay hours will not count toward seniority and all accrued vacation leave and compensatory time must normally be used before an unpaid leave of absence will be approved.

To qualify for leave without pay, an employee need not have used all sick leave earned unless the leave is for medical reasons. Leave without pay for purposes other than medical leave or work-related injuries will be at the convenience of the city.

Employees returning from a leave without pay for a reason other than a qualified Parenting Leave or FMLA, will be guaranteed return to the original position only for absences of thirty (30) calendar days or less.

Employees receiving leave without pay in excess of thirty (30) calendar days, for reasons other than qualified Parenting Leave or FMLA, are not guaranteed return to their original position. If their original position or a position of similar or lesser status is available, it may be offered at the discretion of the city administrator subject to approval of the City Council.

Family and Medical Leave

The Family and Medical Leave Act (FMLA) provides certain employees with up to 12 workweeks of unpaid, job-protected leave a year, and requires group health benefits to be maintained during the leave as if employees continued to work instead of taking leave.

To be eligible for FMLA leave, an employee must work for a covered employer and:

- have worked for that employer for at least 12 months; and
- have worked at least 1,250 hours during the 12 months prior to the start of the FMLA leave; and
- work at a location where at least 50 employees are employed at the location or within 75 miles of the location.

See full Family and Medical Leave Policy for additional information.

Parental Leave of Absence

Unpaid Parental Leave of up to four (4) months shall be granted to natural or adoptive parents who have been employed with the City for at least twelve (12) consecutive months. Parental Leave shall run concurrently with all other applicable leaves (FMLA, Pregnancy and Parenting Leave, etc.). The employee must use all applicable paid time off that they have accrued, however

they may retain a balance of forty (40) paid hours if desired. Any exceptions to this policy must be approved by the city administrator.

Reasonable Unpaid Work Time for Nursing Mothers

Nursing mothers will be provided reasonable unpaid break time for nursing mothers to express milk for nursing her child for one year after the child's birth. The city will provide a room (other than a bathroom) as close as possible to the employee's work area, that is shielded from view and free from intrusion from coworkers and the public and includes access to an electrical outlet, where the nursing mother can express milk in private.

Light Duty/Modified Duty Assignment

This policy is to establish guidelines for temporary assignment of work to temporarily disabled employees who are medically unable to perform their regular work duties. Light duty is evaluated by the city administrator on a case-by-case basis. This policy does not guarantee assignment to light duty.

Such assignments are for short-term, temporary disability-type purposes; assignment of light duty is at the discretion of the city administrator. The city administrator reserves the right to determine when and if light duty work will be assigned.

When an employee is unable to perform the essential requirements of his/her job due to a temporary disability, he/she will notify the supervisor in writing as to the nature and extent of the disability and the reason why he/she is unable to perform the essential functions, duties, and requirements of the position. This notice **must** be accompanied by a physician's report containing a diagnosis, current treatment, and any work restrictions related to the temporary disability. The notice must include the expected time frame regarding return to work with no restrictions, meeting all essential requirements and functions of the city's job description along with a written request for light duty. Upon receipt of the written request, the supervisor is to forward a copy of the report to the city administrator. The city may require a medical exam conducted by a physician selected by the city to verify the diagnosis, current treatment, expected length of temporary disability, and work restrictions.

It is at the discretion of the city administrator whether or not to assign light duty work to the employee. Although this policy is handled on a case-by-case basis.

If the city offers a light duty assignment to an employee who is out on workers' compensation leave, the employee may be subject to penalties if he/she refuses such work. The city will not, however, require an employee who is otherwise qualified for protection under the Family and Medical Leave Act to accept a light duty assignment.

The circumstances of each disabled employee performing light duty work will be reviewed regularly. Any light duty/modified work assignment may be discontinued at any time.

Reasonable Accommodations to an Employee for Health Conditions Relating to Pregnancy

The city will attempt to provide a female employee who requests reasonable accommodation with the following for her health conditions related to her pregnancy or childbirth:

- More frequent restroom, food, and water breaks;
- Seating;

- Limits on lifting over 20 pounds; and/or
- Temporary transfer to a less strenuous or hazardous position, should one be available.

Unless such accommodations impose an undue hardship on the city, the city will engage in an interactive process with respect to an employee's request for a reasonable accommodation.

Emergency Leave

If an employee has no unused vacation or compensatory time, up to two (2) hours may be taken off without pay for emergency situations with the approval of the immediate Supervisor. More than two hours requires the Department Director's approval.

Family and Medical Leave Policy

ELIGIBILITY

To qualify to take FMLA leave under this policy, an employee must meet all the following conditions:

- Have worked for the City for 12 months (or 52 weeks) prior to the date the leave is to commence. The 12 months or 52 weeks need not have been consecutive; however, the City will not consider any service 7 years prior to the employee's most recent hire date unless the break was due to National Guard or Reserves military service obligation.
- Have worked at least 1,250 hours during the 12-month period prior to the date when the leave is requested to commence. The principles established under the Fair Labor Standards Act ("FLSA") determine the number of hours worked by an employee.

TYPES OF LEAVE COVERED BY FMLA

Leave will be granted to all eligible employees for any of the following reasons:

- The birth of a child, including prenatal care, or placement of a child with the employee for adoption or foster care;
- To care for a spouse, child, or parent who has a serious health condition;
- Due to a serious health condition that makes the employee unable to perform the essential functions of the position;
- A covered military member's active duty or call to duty or to care for a covered military member (Military Caregiver and Qualified Exigency Leave) (described below).

DEFINITIONS

- **"Spouse"** does not include domestic partners or common-law spouses.
- **"Caring for"** a covered family member includes psychological as well as physical care. It also includes acquiring care and sharing care duties. An eligible **"child,"** with some exceptions, is under 18 years of age.
- An eligible **"parent"** includes a biological parent or a person who stood in the place of a parent.
- **"Serious Health Condition"** means an illness, injury, impairment, or physical or mental condition that involves one of the following:
 - **Hospital Care:** Any period of incapacity or treatment connected with inpatient care (i.e., an overnight stay) in a hospital, hospice, or residential medical care facility;
 - **Pregnancy:** Any period of incapacity due to pregnancy, prenatal medical care or child birth;
 - **Absence Plus Treatment:** A period of incapacity of more than three consecutive calendar days that also involves continuing treatment by or under the supervision of a health care provider.
 - **Chronic Conditions Requiring Treatments:** An incapacity from a chronic condition which requires periodic visits for treatment by a health care provider, continues over an extended period of time, and may cause episodic rather than a continuing period of incapacity;
 - **Permanent/Long-Term Conditions Requiring Supervision**

- **Multiple Treatments:** Any period of absence to receive multiple treatments (including any period of recovery therefrom) by a health care provider or by a provider of health care services under orders of, or on referral by, a health care provider.

LENGTH AND AMOUNT OF LEAVE

The length of FMLA leave is not to exceed twelve (12) weeks in any twelve (12) month period. The leave year is calculated based on a rolling backward~~looking forward~~ basis.

The entitlement to FMLA leave for the birth or placement of a child for adoption expires twelve (12) months after the birth or placement of that child.

HOW LEAVE MAY BE TAKEN

FMLA leave may be taken for 12 (or less) consecutive weeks, may be used intermittently (a day periodically when needed), or may be used to reduce the workweek or workday, resulting in a reduced hour schedule. In all cases, the leave may not exceed a total of 12 workweeks.

Employees must notify their supervisor and the HR Department of all hours taken as FMLA Leave.

Intermittent leave may be taken when medically necessary for the employee's serious health condition or to care for a seriously ill family member. Intermittent leave must be documented in the medical certification form as medically necessary. **Employees will normally not be allowed to 'flex' their workweek or hours to compensate for FMLA leave and must designate hours that they are unable to work as FMLA Leave.**

If an employee is taking intermittent leave or leave on a reduced schedule for planned medical treatment, the employee must make a reasonable effort to schedule the treatment so as to not disrupt the City's business.

In instances when intermittent or reduced schedule leave for the employee or employee's family member is foreseeable or is for planned medical treatment, including recovery from a serious health condition, the City may temporarily transfer an employee to an available alternative position with equivalent pay and benefits if the alternative position would better accommodate the intermittent or reduced schedule.

Intermittent/reduced scheduled leave may be taken to care for a newborn or newly placed adopted or foster care child only with the City's approval.

Employees must use all applicable paid time off that they have accrued, however they may retain a balance of forty (40) paid hours if desired.

PROCEDURE FOR REQUESTING LEAVE AND NOTICE

All employees requesting FMLA leave must provide written or verbal notice of the need for the leave to the HR Department.

When the need for the leave is foreseeable, the employee must give verbal or written notice to his/her supervisor at least thirty (30) days prior to the date on which leave is to begin.

If thirty (30) days' notice cannot be given, the employee is required to give as much notice as practicable, including following required call-in procedures.

The City requires an employee on FMLA leave to report periodically on the employee's status and intent to return to work.

Under emergency or special circumstances, the City may place an employee on FMLA Leave when the employee is unable to complete the necessary documentation.

CERTIFICATION AND DOCUMENTATION REQUIREMENTS

For leave due to an employee's serious health condition or that of an employee's family member, the City will require the completion of a Medical Certification form by the attending physician or practitioner. The form must be submitted by the employee to the Human Resources Department within fifteen (15) calendar days after leave is requested. If the form is not submitted in a timely fashion, the employee must provide a reasonable explanation for the delay. Failure to provide medical certification may result in a denial or delay of the leave.

When leave is due to an employee's own serious health condition, a fitness for duty certification (FFD) will be required before an employee can return to work. Failure to timely provide such certification may eliminate or delay an employee's right to reinstatement under the FMLA.

If an employee is using intermittent leave and reasonable safety concerns exist regarding the employee's ability to perform his or her duties, a FFD certificate may be required as frequently as every 30 days during periods when the employee has used intermittent leave.

Recertification of leave may be required if the employee requests an extension of the original length approved by the City or if the circumstances regarding the leave have changed. Recertification may also be required if there is a question as to the validity of the certification or if the employee is unable to return to work due to the serious health condition.

SECOND AND THIRD MEDICAL OPINIONS

The City may request a second, and in certain circumstances, a third medical opinion.

ANNUAL MEDICAL CERTIFICATION AND RECERTIFICATION

Where the employee's need for leave due to the employee's own serious health condition lasts beyond a single leave year, the City will require employees to provide a new medical certification in each subsequent leave year.

REINSTATEMENT

Employees returning from Family and Medical Leave will be reinstated in the same position or a position equivalent in pay, benefits, and other terms and conditions of employment.

GROUP HEALTH INSURANCE AND OTHER BENEFITS, CONCURRENT LEAVE AND SUBSTITUTION OF PAID LEAVE

An employee granted leave under this policy will continue to be covered under the City's group health, life, and long term disability insurance plans under the same conditions and at the same level of City contribution as would have been provided had the employee been continuously employed during the leave period. The employee will be required to continue payment of the

employee portion of group insurance coverage while on leave. Arrangements for payment of the employee's portion of premiums must be made by the employee with the City.

If there are changes in the City's contribution levels while the employee is on leave, those changes will take place as if the employee were still on the job.

Rights to additional continued benefits will depend on whether leave is paid or unpaid.

Any paid disability leave benefits (Short Term Disability or Long Term Disability), sick leave, Paid Time Off (PTO) or compensatory time off available to employees for a covered reason (an employee's serious health condition or a covered family member's serious health condition, including worker's compensation leave and Minnesota State Parenting Leave) will run concurrently with FMLA.

FAILURE TO RETURN TO WORK AFTER FMLA

Under certain circumstances, if the employee does not return to work at the end of the FMLA leave for at least 30 calendar days, the City may require the employee to repay the portion of the monthly cost paid by the City for group health plan benefits. The City may also require the employee to repay any amounts the City paid on the employee's behalf to maintain benefits other than group health plan benefits.

UNPAID MEDICAL LEAVE OF ABSENCE

If an employee is ineligible for FMLA leave or has exhausted available FMLA leave benefits, it is the policy of the City to consider an employee's request for a medical or personal leave of absence. The amount of medical leave available to each employee will be determined on a case-by-case basis depending on the position held, staffing requirements, the reasons for the leave, and the anticipated return-to-work date. Employees who take unpaid medical leave are not guaranteed to return to the same position held prior to taking leave.

Employees seeking a medical leave of absence will be required to present medical documentation to support the need for the leave, on-going documentation to support the need for continued leave, and documentation to support a return to work.

During Unpaid Medical Leave, employees will be expected to keep in regular contact with human resources. When you anticipate your return to work, please notify human resources of your expected return date at least one week before the end of your leave.

Employees on an Unpaid Medical Leave of Absence may be subject to COBRA notice and continuation benefits and will be solely responsible for payment of the entire COBRA.

Failure to keep in touch with management during your leave, failure to advise management of your availability to return to work, or failure to return to work following leave will be considered a voluntary resignation of your employment.

FMLA – QUALIFIED EXIGENCY AND MILITARY CAREGIVER LEAVE

Qualified Exigency

Eligible employees (described above) whose spouse, son, daughter, or parent either has been notified of an impending call or order to covered active military duty or who is already on covered active duty may take up to 12 weeks of leave for reasons related to or affected by the family member's call-up or service.

The qualifying exigency must be one of the following: (1) short-notice deployment; (2) military events and activities; (3) childcare and school activities; (3) financial and legal arrangements; (5) counseling; (6) rest and recuperation; (7) post-deployment activities; (8) parental care; or (9) additional activities that arise out of active duty, provided that the employer and employee agree, including agreement on timing and duration of the leave.

Military Caregiver Leave

An employee eligible for FMLA leave (described above) who is the spouse, son, daughter, parent, or next of kin of a covered servicemember may take up to 26 weeks in a single 12-month period to care for that servicemember.

The family member must be a current member of the Armed Forces (including a member of the National Guard or Reserves), who has a serious injury or illness incurred in the line of duty on active duty for which he or she is undergoing medical treatment, recuperation, or therapy, or otherwise is on outpatient status or on the temporary disability retired list. Eligible employees may not take leave under this provision to care for former members of the Armed Forces, former members of the National Guard and Reserves, or members on the permanent disability retired list.

DEFINITIONS

- A **“son or daughter of a covered servicemember”** means the covered servicemember's biological, adopted, or foster child, stepchild, legal ward, or a child for whom the covered servicemember stood in loco parentis, and who is of any age.
- A **“parent of a covered servicemember”** means a covered servicemember's biological, adoptive, step, or foster father or mother, or any other individual who stood in loco parentis to the covered servicemember. This term does not include parents “in law.”
- The **“next of kin of a covered servicemember”** is the nearest blood relative, other than the covered servicemember's spouse, parent, son, or daughter, in the following order of priority: blood relatives who have been granted legal custody of the servicemember by court decree or statutory provisions, brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the covered servicemember has specifically designated in writing another blood relative as his or her nearest blood relative for purposes of military caregiver leave under the FMLA. When no such designation is made, and there are multiple family members with the same level of relationship to the covered servicemember, all such family members shall be considered the covered servicemember's next of kin and may take FMLA leave to provide care to the covered servicemember, either consecutively or simultaneously. When such designation has been made, the designated individual shall be deemed to be the covered servicemember's only next of kin.
- **“Covered active duty”** means:

- “Covered active duty” for members of a regular component of the Armed Forces means duty during deployment of the member with the Armed Forces to a foreign country.
- “Covered active duty” for members of the reserve components of the Armed Forces (members of the U.S. National Guard and Reserves) means duty during deployment of the member with the Armed Forces to a foreign country under a call or order to active duty in a contingency operation as defined in section 101(a)(13)(B) of Title 10 of the United States Code.
- **“Covered servicemember”** means:
 - An Armed Forces member (including the National Guard or Reserves) undergoing medical treatment, recuperation, or therapy or otherwise in outpatient status or on the temporary disability retired list, for a serious injury or illness”; or
 - A veteran who is undergoing medical treatment, recuperation, or therapy, for a serious injury or illness and who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during the period of 5 years preceding the date on which the veteran undergoes that medical treatment, recuperation, or therapy.
- **“Serious injury or illness”** means:
 - In the case of a member of the Armed Forces (including a member of the National Guard or Reserves), means an injury or illness that was incurred by the member in line of duty on active duty in the Armed Forces (or existed before the beginning of the member’s active duty and was aggravated by service in line of duty on active duty in the Armed Forces) and that may render the member medically unfit to perform the duties of the member’s office, grade, rank, or rating; and
 - In the case of a veteran who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during a period when the person was a covered servicemember, means a qualifying (as defined by the Secretary of Labor) injury or illness incurred by a covered servicemember in the line of duty on active duty that may render the servicemember medically unfit to perform the duties of his or her office, grade, rank or rating.

AMOUNT OF LEAVE – QUALIFIED EXIGENCY

An eligible employee can take up to 12 weeks of leave for a qualified exigency.

AMOUNT OF LEAVE – MILITARY CAREGIVER

An eligible employee taking military caregiver leave is entitled to 26 workweeks of leave during a “single 12-month period.” The “single 12-month period” begins on the first day the eligible employee takes FMLA leave to care for a covered servicemember and ends 12 months after that date.

Leave taken for any FMLA reason counts towards the 26-week entitlement. If an employee does not take all 26 workweeks of leave to care for a covered servicemember during this “single 12-month period,” the remaining part of the 26 workweeks of leave entitlement to care for the covered servicemember is forfeited. 29 C.F.R. § 825.127(e)(1) (2017).

CERTIFICATION OF QUALIFYING EXISGENCY FOR MILITARY FAMILY LEAVE

The City will require certification of the qualifying exigency for military family leave. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. This certification will be provided using the DOL Certification of Qualifying Exigency for Military Family Leave.

CERTIFICATION FOR SERIOUS INJURY OR ILLNESS OF COVERED SERVICEMEMBER FOR MILITARY FAMILY LEAVE

The City will require certification for the serious injury or illness of the covered servicemember. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. This certification will be provided using the DOL Certification for Serious Injury or Illness of Covered Servicemember.

All other provisions of the FMLA policy, including Use of Paid Leave, Employee Status and Benefits During Leave, Procedure for Requesting Leave, and Benefits During Leave and Reinstatement, are outlined above in the FMLA policy.

Previous Personnel Policy - 8th Section replaces the following

3.5.1. Maternity Leave of Absence Maternity/paternity or adoption leave of absence without pay will be granted to a natural parent or an adoptive parent who requests such leave in conjunction with the birth or adoption of a child. The leave shall commence on the date requested by the employee and shall continue up to four (4) months past the date of delivery or adoption of a child. Pregnant women will be permitted to continue working for the City, without regard to their stage of pregnancy, provided that they can continue to perform their regularly prescribed duties and can do so without endangering either the health of the mother, fetus, or endangering other employees because of restricted work activity. The City of Willmar may require a physician's statement at any time attesting to these facts regarding safety. Maternity leave during the first or second trimester shall be granted only with a physician's order.

5.7. Extended Leave of Absence

5.7.1. Employees may request an extended leave of absence without pay for reasons other than injury or illness subject to the approval of the City Administrator.

5.7.2. An employee who has requested an extended leave of absence may be required to successfully complete a physical exam before being allowed to return to work.

5.7.3. Employees requesting an extended leave of absence of one month or more are required to pay the pro-rata cost of monthly premiums for health, long-term disability, or life insurance policies in effect during the time of absence.

5.7.4. Vacation and sick leave shall not be earned and accumulated during an employee's leave of absence regardless of the length of leave.

5.7.5. An employee shall not be granted a leave of absence in order to accept a different position with another employer. Acceptance of other work shall be considered as termination of employment with the City.

5.7.6. Employees may request an extended leave of absence without pay for reasons of injury or illness subject to City Administrator approval and/or subject to long-term disability insurance criteria. Acceptance of the request by the City Administrator will limit the leave of absence to one year from the date of approval. In the event the employee cannot return and perform the designated job duties at the end of one year, the employee shall be placed on un-requested leave of absence and their job shall be considered vacant. Except that an employee, at the end of the one year, may request to return on a part-time rehabilitative employment basis if it is recommended and supervised by a licensed physician and it is acceptable to the long-term disability insurance carrier. Acceptance of the rehabilitative employment request by the City Administrator will limit the arrangement to one hundred eighty (180) calendar days. In the event the employee cannot perform on a full-time basis at the end of 180 calendar days, the City Administrator may opt to demote or transfer the employee to a part-time permanent position within the employee's capabilities or terminate the employee and their job shall be considered vacant. All employee vacation and sick leave benefits accumulated and payable in accordance with the respective collective bargaining agreement shall be paid in full if placed on the un-requested leave of absence.

Employees granted a leave of absence, and who plan to be absent the full term authorized under these policies and procedures, will be required to notify the City of the employee's intent with regard to continued employment ninety (90) days in advance of the expiration of the leave.

5.9 Emergency Leave

An employee may be granted time off without pay when approved by the Department Director provided the employee has no unused vacation or compensatory time. Up to two (2) hours may be taken off without pay for compelling personal reasons with the approval of the immediate Supervisor. More than two hours requires the Department Director's approval.

Personnel Policy - 9th Section WORKPLACE CONDUCT

+ Sexual Harassment Prevention Policy

+Respectful Workplace Policy

+Job Related Injury/Illness Policy

SEXUAL HARASSMENT PREVENTION

General

The City of Willmar is committed to creating and maintaining a public service work place free of harassment and discrimination. In keeping with this commitment, the city maintains a strict policy prohibiting unlawful harassment, including sexual harassment. This policy prohibits harassment in any form, including verbal and physical harassment.

This policy is intended to make all employees, volunteers, members of boards and commissions, and elected officials sensitive to the matter of sexual harassment, to express the city's strong disapproval of unlawful sexual harassment, to advise employees against this behavior and to inform them of their rights and obligations. The most effective way to address any sexual harassment issue is to bring it to the attention of management.

Definitions

To provide employees with a better understanding of what constitutes sexual harassment, the definition, based on Minnesota Statute § 363.01, subdivision 41, is provided: sexual harassment includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact, or other verbal or physical conduct or communication of a sexual nature, when:

- Submitting to the conduct is made either explicitly or implicitly a term or condition of an individual's employment; or
- Submitting to or rejecting the conduct is used as the basis for an employment decision affecting an individual's employment; or
- Such conduct has the purpose or result of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

Expectations

The City of Willmar recognizes the need to educate its employees volunteers, members of boards and commissions, and elected officials on the subject of sexual harassment and stands committed to providing information and training. All employees are expected to treat each other and the general public with respect, and assist in fostering an environment free from offensive behavior or harassment. Violations of this policy may result in discipline, including possible termination. Each situation will be evaluated on a case-by-case basis.

Employees who feel that they have been victims of sexual harassment, or employees who are aware of such harassment, should immediately report their concerns to any of the following:

1. A supervisor;
2. Human Resources;
3. City administrator;
4. Mayor or city councilmember.

A supervisor must act upon such a report even if requested otherwise by the victim. The city will take action to correct any and all reported harassment to the extent evidence is available to verify the alleged harassment and any related retaliation. All allegations will be investigated. Strict confidentiality is not possible in all cases of sexual harassment as the accused has the right to answer charges made against them; particularly if discipline is a possible outcome. Reasonable efforts will be made to respect the confidentiality of the individuals involved, to the extent possible.

Retaliation

The City of Willmar will not tolerate retaliation or intimidation directed towards anyone who makes a complaint of employment discrimination, who serves as a witness or participates in an investigation, or who is exercising his/her rights, including when requesting religious or disability accommodation. Retaliation is broader than discrimination and includes, but is not limited to, any form of intimidation, reprisal or harassment. While each situation is very fact dependent, generally speaking retaliation can include a denial of a promotion, job benefits, or refusal to hire, discipline, negative performance evaluations or transfers to less prestigious or desirable work or work locations.

Any individual who retaliates against a person who testifies, assists, or participates in an investigation may be subject to disciplinary action up to and including termination.

If you feel retaliation is occurring within the workplace, please report your concern immediately to any of the following:

1. Immediate supervisor;
2. Human Resources;
3. City administrator;
4. Mayor or City Councilmember
5. In the event an employee feels retaliation has occurred by the city administrator or the City Council, then reporting may be made to the City Attorney.

See full Sexual Harassment Prevention Policy for additional information.

RESPECTFUL WORKPLACE

Applicability

Maintaining a respectful public service work environment is a shared responsibility. This policy is applicable to all city employees, volunteers, firefighters, members of boards and commissions and City Council members.

Abusive Customer Behavior

While the city has a strong commitment to customer service, the city does not expect employees to accept verbal and other abuse from any customer. An employee may request that a supervisor intervene when a customer is abusive, or the employee may defuse the situation themselves, including professionally ending the contact.

Types of Disrespectful Behavior

The following behaviors are unacceptable and therefore prohibited, even if not unlawful in and of themselves:

Violent behavior: includes the use of physical force, harassment, bullying or intimidation.

Discriminatory behavior: includes inappropriate remarks about or conduct related to a person's race, color, creed, religion, national origin, disability, sex, pregnancy, marital status, age, sexual orientation, gender identity, or gender expression, familial status, or status with regard to public assistance.

Offensive behavior: may include such actions as: rudeness, angry outbursts, inappropriate humor, vulgar obscenities, name calling, disparaging language, or any other behavior regarded as offensive to a reasonable person based upon violent or discriminatory behavior as listed above. If an employee is unsure whether a particular behavior is appropriate, the employee should request clarification from their supervisor or the city administrator.

Sexual harassment: See Sexual Harassment Prevention Policy above or full Policy.

Employee Response to Disrespectful Workplace Behavior

All employees should feel comfortable calling their supervisor or another manager to request assistance should they not feel comfortable with a situation. If situations involve violent behavior call the police or ask the individual to leave the area. If employees see or overhear a violation of this policy, employees should advise a supervisor, the city administrator, Human Resources or City Attorney promptly.

Employees who believe disrespectful behavior is occurring are encouraged to deal with the situation in one of the ways listed below. If there is a concern about the possibility of violence, the individual should use his/her discretion to call 911, and as soon as feasible, a supervisor.

Step 1(a). If you feel comfortable doing so, professionally, but firmly, request the person stop the behavior because you feel intimidated, offended, or uncomfortable. If practical, bring a witness with you for this discussion.

Step 1(b). If you fear adverse consequences could result from telling the offender or if the matter is not resolved by direct contact, go to your supervisor or city administrator.

Step 1(c). The city urges conduct which is viewed as offensive be reported immediately to allow for corrective action to be taken through education and immediate counseling, if appropriate. It is vitally important you notify a supervisor, the city administrator, human resources, the mayor or councilmember promptly of your concerns.

Step 2. If, after what is considered to be a reasonable length of time (for example, 30 days), you believe inadequate action is being taken to resolve your complaint/concern, the next step is to report the incident to the city administrator or the mayor.

Supervisor’s Response to Allegations of Disrespectful Workplace Behavior

Employees who have a complaint of disrespectful workplace behavior will be taken seriously. In the case of sexual harassment or discriminatory behavior, a supervisor must report the allegations promptly to the city administrator, who will determine whether an investigation is warranted. A supervisor must act upon such a report even if requested otherwise by the victim.

Confidentiality

A person reporting or witnessing a violation of this policy cannot be guaranteed anonymity. The person’s name and statements may have to be provided to the alleged offender.

Retaliation

Consistent with the terms of applicable statutes and city personnel policies, the city may discipline any individual who retaliates against any person who reports alleged violations of this policy. The city may also discipline any individual who retaliates against any participant in an investigation, proceeding or hearing relating to the report of alleged violations. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment. See full Respectful Workplace Policy for additional information.

Possession and Use of Dangerous Weapons

Possession or use of a dangerous weapon (see attached definitions) is prohibited on city property, in city vehicles, or in any personal vehicle, which is being used for city business. This includes employees with valid permits to carry firearms.

The following exceptions to the dangerous weapons prohibition are as follows:

- Employees legally in possession of a firearm for which the employee holds a valid permit, if required, and said firearm is secured within an attended personal vehicle or concealed from view within a locked unattended personal vehicle while that person is working on city property.
- A person who is showing or transferring the weapon or firearm to a police officer as part of an investigation.
- Police officers and employees who are in possession of a weapon or firearm in the scope of their official duties.

Sexual Harassment Prevention Policy

General

The City of Willmar is committed to creating and maintaining a public service work place free of harassment and discrimination. Such harassment is a violation of Title VII of the Civil Rights Act of 1964, the Minnesota Human Rights Act, and other related employment laws.

In keeping with this commitment, the city maintains a strict policy prohibiting unlawful harassment, including sexual harassment. This policy prohibits harassment in any form, including verbal and physical harassment.

This policy statement is intended to make all employees, volunteers, members of boards and commissions, and elected officials sensitive to the matter of sexual harassment, to express the city's strong disapproval of unlawful sexual harassment, to advise employees against this behavior and to inform them of their rights and obligations. The most effective way to address any sexual harassment issue is to bring it to the attention of management.

Definitions

To provide employees with a better understanding of what constitutes sexual harassment, the definition, based on Minnesota Statute § 363.01, subdivision 41, is provided: sexual harassment includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact, or other verbal or physical conduct or communication of a sexual nature, when:

- Submitting to the conduct is made either explicitly or implicitly a term or condition of an individual's employment; or
- Submitting to or rejecting the conduct is used as the basis for an employment decision affecting an individual's employment; or
- Such conduct has the purpose or result of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

Examples of inappropriate behaviors that are unacceptable and therefore prohibited, even if not unlawful in and of themselves include: unwanted physical contact; unwelcome sexual jokes or comments; sexually explicit posters or pinups; repeated and unwelcome requests for dates or sexual favors; sexual gestures or any indication, expressed or implied, that job security or any other condition of employment depends on submission to or rejection of unwelcome sexual requests or behavior. In summary, sexual harassment is the unwanted, unwelcome or repeated action of an individual against another individual, using sexual overtones.

Expectations

The City of Willmar recognizes the need to educate its employees volunteers, members of boards and commissions, and elected officials on the subject of sexual harassment and stands committed to providing information and training. All employees are expected to treat each other and the general public with respect, and assist in fostering an environment free from offensive behavior or harassment. Violations of this policy may result in discipline, including possible termination. Each situation will be evaluated on a case-by-case basis.

Employees who feel that they have been victims of sexual harassment, or employees who are aware of such harassment, should immediately report their concerns to any of the following:

1. A supervisor;
2. Human Resources;

3. City administrator;
4. Mayor or city councilmember.

In addition to notifying one of the above persons and stating the nature of the harassment, the employee is also encouraged to take the following steps, if the person feels safe and comfortable doing so. If there is a concern about the possibility of violence, the individual should use his/her discretion to call 911, and as soon as feasible, a supervisor.

1. Communicate to the harasser the conduct is unwelcome. Professionally, but firmly, tell whoever is engaging in the disrespectful behavior how you feel about their actions, and request the person to stop the behavior because you feel intimidated, offended, or uncomfortable. If practical, bring a witness with you for this discussion.
2. In some situations such as with an offender from the public, it is preferable to avoid one on one interactions. Talk to your supervisor about available options to ensure there are others available to help with transactions with an offender.
3. To reiterate, it's important you notify a supervisor, the city administrator, the mayor or councilmember of your concerns. The person to whom you speak is responsible for documenting the issues and for giving you a status report on the matter. If, after what is considered to be a reasonable length of time (for example, 30 days), you believe inadequate action is being taken to resolve your complaint/concern, the next step is to report the incident to the city administrator, the mayor or the city attorney.

The city urges conduct which is viewed as offensive be reported immediately to allow for corrective action to be taken through education and immediate counseling, if appropriate. Management takes these complaints seriously, and has the obligation to provide an environment free of sexual harassment. The city is obligated to prevent and correct unlawful harassment in a manner which does not abridge the rights of the accused. To accomplish this task, the cooperation of all employees is required.

In the case of a sexual harassment complaint, a supervisor must report the allegations promptly to the city administrator. If the city administrator is the subject of the complaint, then the supervisor is to report the complaint to the City Attorney. A supervisor must act upon such a report even if requested otherwise by the victim. The city will take action to correct any and all reported harassment to the extent evidence is available to verify the alleged harassment and any related retaliation. All allegations will be investigated. Strict confidentiality is not possible in all cases of sexual harassment as the accused has the right to answer charges made against them; particularly if discipline is a possible outcome. Reasonable efforts will be made to respect the confidentiality of the individuals involved, to the extent possible.

The City is not voluntarily engaging in a dispute resolution process within the meaning of Minn. Stat. § 363A.28, subd. 3(b) by adopting and enforcing this workplace policy. The filing of a complaint under this policy and any subsequent investigation does not suspend the one-year statute of limitations period under the Minnesota Human Rights Act for bringing a civil action or for filing a charge with the Commissioner of the Department of Human Rights.

Special Reporting Requirements

When the supervisor is the alleged harasser, a report will be made to the city administrator who will assume the responsibility for investigation and discipline.

If the city administrator is the alleged harasser, a report will be made to the City Attorney who will confer with the Mayor and City Council regarding appropriate investigation and action.

If a councilmember is the alleged harasser, the report will be made to the city administrator and referred to the City Attorney who will undertake the necessary investigation. The City Attorney will report his/her findings to the City Council, which will take the action it deems appropriate. Pending completion of the investigation, the city administrator may at his/her discretion take appropriate action to protect the alleged victim, other employees, or citizens.

If an elected or appointed city official (e.g., council member or commission member) is the victim of disrespectful workplace behavior, the City Attorney will be consulted as to the appropriate course of action.

Retaliation

The City of Willmar will not tolerate retaliation or intimidation directed towards anyone who makes a complaint of employment discrimination, who serves as a witness or participates in an investigation, or who is exercising his/her rights, including when requesting religious or disability accommodation. Retaliation is broader than discrimination and includes, but is not limited to, any form of intimidation, reprisal or harassment. While each situation is very fact dependent, generally speaking retaliation can include a denial of a promotion, job benefits, or refusal to hire, discipline, negative performance evaluations or transfers to less prestigious or desirable work or work locations because an employee has engaged or may engage in activity in furtherance of EEO laws.

It can also include threats of reassignment, removal of supervisory responsibilities, filing civil action, deportation or other action with immigration authorities, disparagement to others or the media and making false report to government authorities because an employee has engaged or may engage in protected activities. Any individual who retaliates against a person who testifies, assists, or participates in an investigation may be subject to disciplinary action up to and including termination.

If you feel retaliation is occurring within the workplace, please report your concern immediately to any of the following:

1. Immediate supervisor;
2. Human Resources;
3. City administrator;
4. Mayor or City Councilmember
5. In the event an employee feels retaliation has occurred by the city administrator or the City Council, then reporting may be made to the City Attorney.

Supervisors who have been approached by employees with claims of retaliation will take the complaint seriously and promptly report the allegations promptly to the city administrator, or if the complaint is against the city administrator to the City Attorney, who will decide how to proceed in addressing the complaint.

Respectful Workplace Policy

The intent of this policy is to provide general guidelines about conduct that is and is not appropriate in the workplace and other city-sponsored social events.

The city acknowledges this policy cannot possibly predict all situations that might arise, and also recognizes that some employees are exposed to disrespectful behavior, and even violence, by the very nature of their jobs.

Applicability

Maintaining a respectful public service work environment is a shared responsibility. This policy is applicable to all city employees, volunteers, firefighters, members of boards and commissions and City Council members.

Abusive Customer Behavior

While the city has a strong commitment to customer service, the city does not expect employees to accept verbal and other abuse from any customer.

An employee may request that a supervisor intervene when a customer is abusive, or the employee may defuse the situation themselves, including professionally ending the contact.

If there is a concern about the possibility of violence, the individual should use his/her discretion to call 911, and as soon as feasible, a supervisor. Employees should leave the area immediately when violence is imminent unless their duties require them to remain (such as police officers). Employees must notify their supervisor about the incident as soon as possible.

Types of Disrespectful Behavior

The following behaviors are unacceptable and therefore prohibited, even if not unlawful in and of themselves:

Violent behavior:

includes the use of physical force, harassment, bullying or intimidation.

Discriminatory behavior:

includes inappropriate remarks about or conduct related to a person's race, color, creed, religion, national origin, disability, sex, pregnancy, gender-biased statements, such as stereotypes about women or men, marital status, age, sexual orientation, gender identity, or gender expression, familial status, or status with regard to public assistance.

Offensive behavior:

may include such actions as: rudeness, angry outbursts, inappropriate humor, vulgar obscenities, name calling, disparaging language, or any other behavior regarded as offensive to a reasonable person based upon violent or discriminatory behavior as listed above. It is not possible to anticipate in this policy every example of offensive behavior. Accordingly, employees are encouraged to discuss with their fellow employees and supervisor what is regarded as offensive, taking into account the sensibilities of employees and the possibility of public reaction.

Although the standard for how employees treat each other and the general public will be the same throughout the city, there may be differences between work groups about what is appropriate in other circumstances unique to a work group. If an employee is unsure whether a

particular behavior is appropriate, the employee should request clarification from their supervisor or the city administrator.

Sexual harassment:

can consist of a wide range of unwanted and unwelcome sexually directed behavior such as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submitting to the conduct is made either explicitly or implicitly a term or condition of an individual's employment; or
- Submitting to or rejecting the conduct is used as the basis for an employment decision affecting an individual's employment; or
- Such conduct has the purpose or result of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

Sexual harassment includes, but is not limited to, the following:

- Unwelcome or unwanted sexual advances. This means stalking, patting, pinching, brushing up against, hugging, cornering, kissing, fondling or any other similar physical contact considered unacceptable by another individual.
- Verbal or written abuse, kidding, or comments that are sexually-oriented and considered unacceptable by another individual. This includes comments about an individual's body or appearance where such comments go beyond mere courtesy, telling "dirty jokes" or any other tasteless, sexually oriented comments, innuendos or actions that offend others. The harassment policy applies to social media posts, tweets, etc., that are about or may be seen by employees, customers, etc.
- Requests or demands for sexual favors. This includes subtle or obvious expectations, pressures, or requests for any type of sexual favor, along with an implied or specific promise of favorable treatment (or negative consequence) concerning one's current or future job.

Names and Pronouns:

Every employee will be addressed by a name and by pronouns that correspond to the employee's gender identity. A court-ordered name or gender change is not required.

Employee Response to Disrespectful Workplace Behavior

All employees should feel comfortable calling their supervisor or another manager to request assistance should they not feel comfortable with a situation. If situations involve violent behavior call the police or ask the individual to leave the area.

If employees see or overhear a violation of this policy, employees should advise a supervisor, the city administrator, Human Resources, or City Attorney promptly. Employees who believe disrespectful behavior is occurring are encouraged to deal with the situation in one of the ways listed below. If there is a concern about the possibility of violence, the individual should use his/her discretion to call 911, and as soon as feasible, a supervisor.

Step 1(a). If you feel comfortable doing so, professionally, but firmly, tell whoever is engaging in the disrespectful behavior how you feel about their actions. Politely request the person to stop the behavior because you feel intimidated, offended, or uncomfortable. If practical, bring a witness with you for this discussion.

Step 1(b). If you fear adverse consequences could result from telling the offender or if the matter is not resolved by direct contact, go to your supervisor or city administrator. The person to whom you speak is responsible for documenting the issues and for giving you a status report on the matter.

In some situations with an offender from the public, it is preferable to avoid one on one interactions. Talk to your supervisor about available options to ensure there are others available to help with transactions with the offender.

Step 1(c). The city urges conduct which is viewed as offensive be reported immediately to allow for corrective action to be taken through education and immediate counseling, if appropriate. It is vitally important you notify a supervisor, the city administrator, Human Resources, the mayor or councilmember of promptly of your concerns. Any employee who observes sexual harassment or discriminatory behavior, or receives any reliable information about such conduct, must report it promptly to a supervisor or the city administrator.

Step 2. If, after what is considered to be a reasonable length of time (for example, 30 days), you believe inadequate action is being taken to resolve your complaint/concern, the next step is to report the incident to the city administrator or the mayor.

Supervisor's Response to Allegations of Disrespectful Workplace Behavior

Employees who have a complaint of disrespectful workplace behavior will be taken seriously. In the case of sexual harassment or discriminatory behavior, a supervisor must report the allegations promptly to the city administrator, who will determine whether an investigation is warranted. A supervisor must act upon such a report even if requested otherwise by the victim. In situations other than sexual harassment and discriminatory behavior, supervisors will use the following guidelines when an allegation is reported:

Step 1(a). If the nature of the allegations and the wishes of the victim warrant a simple intervention, the supervisor may choose to handle the matter informally. The supervisor may conduct a coaching session with the offender, explaining the impact of his/her actions and requiring the conduct not reoccur. This approach is particularly appropriate when there is some ambiguity about whether the conduct was disrespectful.

Step 1(b). Supervisors, when talking with the reporting employee will be encouraged to ask him or her what he or she wants to see happen next. When an employee comes forward with a disrespectful workplace complaint, it is important to note the city cannot promise complete confidentiality, due to the need to investigate the issue properly. However, any investigation process will be handled as confidentially as practical and related information will only be shared on a need to know basis and in accordance with the Minnesota Data Practices Act.

Step 2. If a formal investigation is warranted, the individual alleging a violation of this policy will be interviewed to discuss the nature of the allegations. The person being interviewed may have someone of his/her own choosing present during the interview. Typically, the investigator will obtain the following description of the incident, including date, time and place:

- Corroborating evidence.
- A list of witnesses.
- Identification of the offender.

Step 3. The supervisor must notify the city administrator about the allegations (assuming the allegations do not involve the city administrator).

Step 4. In most cases, as soon as practical after receiving the written or verbal complaint, the alleged policy violator will be informed of the allegations, and the alleged violator will have the opportunity to answer questions and respond to the allegations. The City will follow any other applicable policies or laws in the investigatory process.

Step 5. After adequate investigation and consultation with the appropriate personnel, a decision will be made regarding whether or not disciplinary action will be taken.

Step 6. The alleged violator and complainant will be advised of the findings and conclusions as soon as practicable and to the extent permitted by the Minnesota Government Data Practices Act.

Special Reporting Requirements

When the supervisor is perceived to be the cause of a disrespectful workplace behavior incident, a report will be made to the city administrator who will determine how to proceed in addressing the complaint as well as appropriate discipline.

If the city administrator is perceived to be the cause of a disrespectful workplace behavior incident, a report will be made to the city attorney who will confer with the mayor and City Council regarding appropriate investigation and action.

If a councilmember is perceived to be the cause of a disrespectful workplace behavior incident involving city personnel, the report will be made to the city administrator and referred to the city attorney who will undertake the necessary investigation. The city attorney will report his/her findings to the City Council, which will take the action it deems appropriate.

Pending completion of the investigation, the city administrator may at his/her discretion take appropriate action to protect the alleged victim, other employees, or citizens.

If an elected or appointed city official (e.g., council member or commission member) is the victim of disrespectful workplace behavior, the City Attorney will be consulted as to the appropriate course of action.

Confidentiality

A person reporting or witnessing a violation of this policy cannot be guaranteed anonymity. The person's name and statements may have to be provided to the alleged offender. All complaints and investigative materials will be contained in a file separate from the involved employees' personnel files. If disciplinary action does result from the investigation, the results of the disciplinary action will then become a part of the employee(s) personnel file(s).

Retaliation

Consistent with the terms of applicable statutes and city personnel policies, the city may discipline any individual who retaliates against any person who reports alleged violations of this policy. The city may also discipline any individual who retaliates against any participant in an investigation, proceeding or hearing relating to the report of alleged violations. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

Job Related Injury or Illness Policy

All employees are required to report any job-related illnesses or injuries to their supervisor immediately (no matter how minor). If a supervisor is not available and the nature of injury or illness requires immediate treatment, the employee is to go to the nearest available medical facility for treatment and, as soon as possible, notify his/her supervisor of the action taken. In the case of a serious emergency, 911 should be called.

If the injury is not of an emergency nature, but requires medical attention, the employee will report it to the supervisor and make arrangements for a medical appointment.

Workers' compensation benefits and procedures to return to work will be applied according to applicable state and federal laws.

~~If an employee is injured or becomes ill due to job-related reasons, the employee shall be eligible for workers compensation benefits according to the current State regulations.~~

In the event of an injury or illness, the City of Willmar shall follow the procedure to continue the employee's regular wage until such time as the employee receives a workers compensation payment for lost work time. The employee's accrued sick leave shall then be reduced by the difference between their regular pay and the workers compensation check. State law allows the employee to choose between endorsing the workers' compensation payment to the employer or to keep the tax-free workers compensation payment and reducing the employees next scheduled paycheck by an equal amount. An employee may choose not to receive additional salary compensation from the City (above the workers compensation payment) in order to preserve limited sick leave accruals.

Payments made to an employee by workers compensation are not considered salary and therefore PERA or FICA are not deducted. Deductions of Federal and State tax, FICA and PERA will be deducted on the excess of regular earnings over workers compensation payments.

Previous Personnel Policy - 9th Section replaces the following

2.13. FIREARMS AT WORK

The City of Willmar hereby establishes a policy prohibiting all employees, except sworn employees of the Police Department, from carrying or possessing firearms while acting in the course and scope of employment for the City. The possession or carrying of a firearm by employees other than sworn Police Officers is prohibited while working on City property or while working in any location on behalf of the City. This includes, but is not limited to:

- Driving on City business;
- Riding as a passenger in a car or any type of mass transit on City business;
- Working at City Hall or any other City-owned work site;
- Working off-site on behalf of the City;
- Performing emergency or on-call work after normal business hours and on weekends;
- Working at private residences and at businesses on behalf of the City; and
- Attending training or conferences on behalf of the City.

When responding to on-call work from home after regular work hours, an employee is prohibited from bringing a firearm in their private vehicle unless the vehicle remains in a parking lot and is not needed in order to respond to the call.

Violations of this policy are subject to disciplinary action in accordance with the City's Disciplinary Procedures Policy (Sections 2.11 and 2.12).

2.22 Sexual Harassment

Sexual harassment and sex discrimination are against the law. It is the policy of the City of Willmar to abide by federal and state laws which prohibit sexual harassment, and to maintain an employment atmosphere free of sexual harassment, intimidation, or coercion. The supervisory and management personnel of the City are responsible for implementing this policy and their success in their jobs depends, in part, on its successful implementation.

Discipline: Sexual harassment of any employee of the City by any other employee of the City will not be tolerated. If an investigation of a complaint of sexual harassment produces evidence that such harassment has occurred, appropriate disciplinary action will be taken, up to and including discharge.

Definition of Harassment: Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct in a sexual nature. The following are examples of conduct which may be legally actionable sexual harassment. These examples are not all inclusive:

1. Use of demeaning terms which have sexual connotation.
2. Objectionable physical proximity or physical contact.
3. Unwelcome suggestions regarding, or invitations to, social engagements or events.
4. Any indication, express or implied, that an employee's job security, job assignment, conditions of employment, or opportunities for advancement depend on the granting of sexual favors to any other employee, supervisor, or manager.
5. Any action relating to any employee's job status which is in fact affected by consideration of the granting or refusal of social or sexual favors.
6. The deliberate or careless creation of an atmosphere of sexual harassment or intimidation.
7. The deliberate or careless expression of jokes or remarks of a sexual nature to or in the presence of employees who may find such jokes or remarks offensive.

8. The deliberate or careless dissemination of materials which have a sexual content and which are not necessary for work (such as cartoons, articles, pictures, e-mail, etc.), to employees who may find such material offensive.

Employee Responsibility: All employees shall be careful to treat their Co-workers, subordinates, and supervisors with respect at all times.

The following procedures may be used by any employee for reporting any form of harassment:

1. Any employee who feels that he or she is being subjected to sexual harassment in any form, shall, if the aggrieved employee feels comfortable in doing so, inform the person engaging in the sexual harassing conduct or communications that such conduct or communication is offensive, against City policy and must stop; or
2. If an employee who feels that he or she is being subjected to sexual harassment in any form, and is uncomfortable about talking to the person engaging in sexual harassing conduct or communications, may contact their supervisor or department director if the employee is comfortable in doing so. The employee may also contact: Willmar City Administrator, 320-214-5160

Any employee who becomes aware or is concerned about a perceived incident of sexual harassment is encouraged to report this activity to the City Administrator, a supervisor, or a manager.

If any supervisor, manager, or Department Director has an incident of sexual harassment reported to them, the individual receiving the report shall contact the City Administrator. Complaints involving the City Administrator shall be reported to the Chair of the Labor Relations Committee.

Investigation: All reports of sexual harassment will be investigated in a timely manner and if the investigation produces evidence that such harassment has occurred, appropriate disciplinary action will be taken, up to and including discharge.

If you believe you have been subjected to sexual harassment, you may also contact:

1. Minnesota Department of Human Rights
500 Bremer Tower

7th and Minnesota Streets

St. Paul, MN 55101

(651) 296-5663

2. The Equal Employment Opportunities Commission

110 South Fourth Street, Room 178

Minneapolis, MN 55401

(651) 349-3495

Any official or employee who is found to have been the perpetrator of sexual harassment will be subject to appropriate disciplinary action pursuant to Section 2.11 of the City's Personnel Policy and Procedures. Any official or employee found to have made a false complaint of sexual harassment may also be subject to disciplinary action pursuant to Section 2.11 of the City's Personnel Policy and Procedures.

No retaliation of any kind will occur because an employee has reported an incident of suspected sexual harassment.

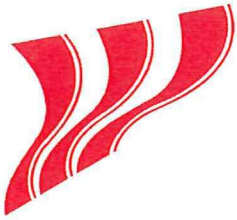
This policy shall apply to all employees, including those represented by a bargaining unit, full-time, part-time, and seasonal.

6.3. Workers Compensation

If an employee is injured or becomes ill due to job-related reasons, the employee shall be eligible for workers compensation benefits according to the current State regulations.

In the event of an injury or illness, the City of Willmar shall follow the procedure to continue the employee's regular wage until such time as the employee receives a workers compensation payment for lost work time. The employee's accrued sick leave shall then be reduced by the difference between their regular pay and the workers compensation check. State law allows the employee to choose between endorsing the workers' compensation payment to the employer or to keep the tax-free workers compensation payment and reducing the employees next scheduled paycheck by an equal amount. An employee may choose not to receive additional salary compensation from the City (above the workers compensation payment) in order to preserve limited sick leave accruals.

Payments made to an employee by workers compensation are not considered salary and therefore PERA or FICA are not deducted. Deductions of Federal and State tax, FICA and PERA will be deducted on the excess of regular earnings over workers compensation payments.



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: October 7, 2019
From: Judy R. Thompson City Clerk	Agenda Item: Civic Center Arena Special Event by On-Sale Liquor License Holder Permit

RECOMMENDED ACTION:

Motion By: _____ **Second By:** _____, to Approve the Civic Center Arena Special Event by an On-Sale Liquor License Holder Permit on a Roll Call vote

HISTORY: The Civic Center has rented space to the Willmar Warhawks; a Tier III Ice Hockey team, who plan to serve alcohol during the hockey season starting October 12, 2019, and running through March 6, 2020. A Civic Center Arena Special Event by an On-Sale Liquor License Holder Permit is required to distribute or consume alcohol on the Civic Center grounds. The Little Crow Country Club Inc. dba Little Crow Country Club has applied for this permit with on-site employee listed as Michael Bowman. A permit was approved for the 2016-17, and 2017-18, hockey seasons.

FINANCIAL IMPACT: \$100.00

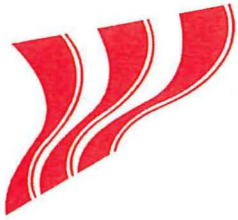
ALTERNATIVES: N/A

- 1.
- 2.

REVIEWED BY: Brian Gramentz, City Administrator

COMMITTEE MEETING DATE: N/A

COUNCIL MEETING DATE: October 7, 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: Mayor and City Council	Date: October 7, 2019
From: Sean E. Christensen, P.E. Public Works Director	Agenda Item: East Side Drainage Project No. 1902-A Improvements

RECOMMENDED ACTION:

Motion By: Council Member _____ Second By: Council Member _____, to award the East Side Drainage Improvements Project No. 1902-A to Crow River Construction in the amount of \$52,321, adopt the as-bid budget and approve the amendment to the professional services contract with Bolton and Menk, Inc. in the amount of \$43,500.

HISTORY:

Council awarded the professional services to Bolton and Menk, Inc. for the drainage improvements on September 17th, 2018. The improvements include the addition of a piped outlet from the stormwater pond to reduce flooding and impacts to the structures surrounding it. A new scope has been developed for this project which consists of adding two catch basins at the intersection of 24th Street and Oxford Drive SE. A storm manhole at the intersection will also be added to redirect the flow of water away from a private pond as well as closing off the existing pipes flowing to the pond. Because of this new scope, an amendment with Bolton and Menk is required for the additional design and modeling in the amount of \$43,500. Bids were opened on September 27th for the project with Crow River Construction the low bidder in the amount of \$52,321.

FINANCIAL IMPACT:

The costs anticipated is \$172,613 including construction, engineering and contingencies. Engineering costs have been included in this budget.

REVIEWED BY: Brian Gramentz, City Administrator

COMMITTEE MEETING DATE: October 7, 2019

COUNCIL MEETING DATE: October 7, 2019

Resolution No. _____

A RESOLUTION AWARDING EAST SIDE DRAINAGE PROJECT NO. 1902-A TO CROW RIVER CONSTRUCTION IN THE AMOUNT OF \$52,321.

Motion By: _____ Second By: _____

BE IT RESOLVED by the City Council of the City of Willmar, a Municipal Corporation of the State of Minnesota, that the bid of Crow River Construction of New London, MN for the East Side Drainage Project No. 1902-A is accepted, and be it further resolved that the Mayor and City Administrator of the City of Willmar are hereby authorized to enter into an agreement with the bidder for the terms and consideration of the contract in the amount of \$52,321.

Dated this 7th day of October, 2019

Mayor

Attest:

City Clerk

RESOLUTION NO. ____
PROJECT NO. 1902-A EAST SIDE DRAINAGE BUDGET

ESTIMATED TOTAL COST \$172,613

*Budget Amounts are Essential

Dated:

Code

PERSONNEL SERVICES

10*	Salaries Reg. Employees	_____	
11*	Overtime Reg. Employees	_____	
12*	Salaries Temp. Employees	_____	
13*	Employer Pension Contr.	_____	
14*	Employer Ins. Contr.	_____	
	TOTAL	<u>_____</u>	\$0.00

SUPPLIES

20*	Office Supplies	_____	
21*	Small Tools	_____	
22*	Motor Fuels & Lubricants	_____	
23*	Postage	_____	
24	Mtce. of Equipment	_____	
25	Mtce. of Structures	_____	
26	Mtce. of Other Improvements	_____	
27	Subsistence of Persons	_____	
28	Cleaning & Waste Removal	_____	
29*	General Supplies	_____	
	TOTAL	<u>_____</u>	\$0.00

OTHER SERVICES

30	Communications	_____	
31*	Printing & Publishing	_____	
32	Utilities	_____	
33*	Travel-Conf.-Schools	_____	
34	Mtce. of Equipment	_____	
35	Mtce. of Structures	_____	
36*	Mtce. of Other Impr.	_____	\$52,321
37	Subsistence of Persons	_____	
38	Cleaning & Waste Removal	_____	
39*	Other Services	_____	\$5,232
	TOTAL	<u>_____</u>	\$57,553

OTHER CHARGES

40	Rents	_____	
41*	Insurance & Bonds	_____	
42	Awards & Indemnities	_____	
43	Subscription/Memberships	_____	
44	Interest	_____	
45	Licenses & Taxes	_____	
46	Pub. Serv.	_____	\$110,060
47*	Advertising	_____	
48*	Adm. OH (Transfer)	_____	
49	Other Charges	_____	\$5,000
	TOTAL	<u>_____</u>	\$115,060

GRAND TOTAL **\$172,613**

RECEIVABLES

Assessments Prop Owners	_____	\$0.00
LOST	_____	\$172,613.00
General	_____	\$0.00
State Aid	_____	\$0.00
WTP	_____	\$0.00
Bond Proceeds	_____	
TOTAL	<u>_____</u>	\$172,613.00

FINANCING

Bonds	_____	\$0.00
LOST	_____	\$172,613.00
WTP	_____	\$0.00
MUC	_____	\$0.00
MnDOT	_____	\$0.00
TOTAL	<u>_____</u>	\$172,613.00

GRAND TOTAL **\$172,613.00**

Dated: October 7, 2019

Mayor

Attest:

City Clerk

Resolution No. ____

**A RESOLUTION ACCEPTING CONTRACT AMENDMENT NO. 1 WITH BOLTON AND MENK, INC.
FOR PROJECT NO. 1902-A EAST SIDE DRAINAGE.**

Motion By: _____ Second By: _____

BE IT RESOLVED by the City Council of the City of Willmar, a Municipal Corporation of the State of Minnesota, that the Mayor and City Administrator of the City of Willmar are hereby authorized to modify the contract for Project No. 1902-A East Side Drainage between the City of Willmar and Bolton and Menk, Inc. of Willmar, Minnesota by Contract Amendment No. 1 in the increased amount of \$43,500.

Dated this 7th day of October, 2019

Mayor

Attest:

City Clerk

**AMENDMENT NO. 1
CONSULTANT SERVICES CONTRACT
CAMBRIDGE DEVELOPMENT DRAINAGE IMPROVEMENTS
PROJECT
EXECUTED SEPTEMBER 21, 2018**

This Contract amendment is made this _____ day of _____, _____, by and between the CITY and CONSULTANT.

WHEREAS, CITY requires additional professional services in conjunction with the Project; and

WHEREAS, CONSULTANT agrees to furnish the additional professional services required by CITY.

NOW, THEREFORE, in consideration of the mutual covenants and promises contained herein, the Parties agree to amend the contract as follows:

SECTION I – CONSULTANT'S SERVICES AND RESPONSIBILITIES

- A. Scope of Services.** CONSULTANT agrees to perform the following additional professional services:

CAMBRIDGE DEVELOPMENT DRAINAGE IMPROVEMENTS PROJECT

- a. CONSULTANT will complete additional design and modeling beyond the original contract scope. An alternative solution is required due to constructability and easement requirements.

SECTION II – CONSIDERATION

- A. Fees.** CITY will compensate CONSULTANT for the services set forth in this amendment as follows:

CAMBRIDGE DEVELOPMENT DRAINAGE IMPROVEMENTS PROJECT -
\$43,500.

- B. Contract Time.** CITY will extend contract to June 30, 2021.

- C. Project Name.** CITY will revise the project name to EAST SIDE DRAINAGE IMPROVEMENTS.

SECTION III –SIGNATURES

IN WITNESS WHEREOF, the PARTIES have hereunto executed this amendment the day and year first above written.

CONSULTANT

By: _____
(Signature)
Title: Principle
Print Name: Jared Voge

Date: _____

CITY

By: _____
(Signature)
Title: City Administrator
Print Name: Brian Gramentz

Date: _____