

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 Strategic 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
TUESDAY, SEPTEMBER 8, 2020 AT 7:00 PM
BY ELECTRONIC MEANS (GOTO MEETING)

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 August 17, 2020
 - B. Willmar Municipal Utilities Board Minutes of August 24, 2020
 - C. Planning Commission Minutes of August 19, 2020
 - D. Application for Exempt Permit – West Central Ducks Unlimited
 - E. Application for Exempt Permit – Glacial Ridge Curling
 - F. Application for Exempt Permit – Knights of Columbus
 - G. Application for Planning Commission – Stephanie Carlson
 - H. Accounts Payable Report for August 13 – September 2, 2020
Accept:
 - I. Building Report for the Month of August, 2020
 - J. Human Rights Commission Minutes of February 25, 2020
 - K. Willmar Lakes Area CVB Board Minutes of July 21, 2020
6. Approve Consent Agenda Items
7. Items Removed from Consent Agenda
8. Finance Committee Report of August 20, 2020
Action Item:
 - A. Set Special Assessment Hearing for Unpaid Weed/Grass Mowing
 - B. Set Special Assessment Hearing for Unpaid Nuisances
 - C. Set Special Assessment Hearing for Unpaid Snow or Ice Removal Charges
9. Labor Relations Committee Report of August 24, 2020
Action Item:
 - A. Consideration of Main Street Coordinator and City Planner Job Descriptions
 - B. Consideration of Assistant Finance Director and Accounting Coordinator Job Descriptions
10. Consideration of State Application and Permit for a One-Day to Four-Day Temporary On-Sale Liquor License for Foxhole Brewhouse Inc.
11. Invest in Willmar Projects (Resolutions 4)
 - Resolution to Approve Use of Permanent Bond Financing of \$5 million
 - Resolution to Approve Temporary Use of Cash on Hand for Soft Costs to Recreation Fields and Event/Recreation Center Design and Authorize Advertisement for Bids and Award
 - Resolution Authorizing Re-engaging Widseth Architects and Marcus Construction to Complete Design, Plans with Specifications and Bid Documents for the Recreation Fields Project

- Resolution Authorizing Re-engaging LSE Architects and Marcus Construction to Complete Design, Plans with Specifications and Bid Documents for the Event/Recreation Cent Project

12. Council Members' Announcements
13. Announcement of Council Committee Meeting Dates
14. Adjourn

WILLMAR CITY COUNCIL PROCEEDINGS
BY ELECTRONIC MEANS (GOTO MEETING)

August 17, 2020
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, Vicki Davis, Fernando Alvarado, Julie Asmus, and Audrey Nelsen. Present 7, Absent 2. Council Members Kathy Schwantes and Andrew Plowman were excused from the meeting.

Also present were City Administrator Brian Gramentz, Police Chief Jim Felt, Finance Director Steve Okins, Public Works Director Sean Christensen, Planning and Development Services Director Dave Ramstad, Park and Recreation Director Rob Baumgarn, City Clerk Judy Thompson, 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 Asmus seconded the motion which carried, on a roll call vote of Ayes 6, Noes 0.

City Clerk Judy Thompson reviewed the consent agenda.

- A. Board of Canvass Minutes of August 14, 2020
- B. City Council Minutes of August 3, 2020
- C. Willmar Municipal Utilities Board Minutes of August 10, 2020
- D. Planning Commission Minutes of July 15, 2020
- E. Accounts Payable Report for July 30 – August 12, 2020
- F. Special Park and Recreation Board Minutes of August 10, 2020
- G. Board of Zoning Appeals Minutes of June 15, 2020
- H. Police Commission Minutes of June 3, 2020
- I. Building Report for the Month of July, 2020
- J. Application for Planning Commission – Stephanie Carlson
- K. Invest in Willmar Board Minutes of July 8, 2020
- L. Willmar Main Street Board Minutes of July 21, 2020
- M. Special Invest in Willmar board Minutes of August 10, 2020

Council Member Nelsen offered a motion to approve the Consent Agenda. Council Member Fagerlie seconded the motion, which carried on a roll call vote of Ayes 6, Noes 0.

Mayor Calvin read a Proclamation declaring August 27, 2020 as “Ron Andreen Day.”

At 7:09 p.m. Mayor Calvin opened the public hearing for an Ordinance Amending Willmar Municipal Code, Chapter 4.5, Buildings, Article II, Building Code and adopting the most current building code. Planning and Development Services Director Dave Ramstad presented details of said ordinance and recommended Council approve the proposed ordinance.

There being no one to speak for or against said ordinance, Mayor Calvin closed the public hearing at 7:11 p.m. and opened it up for discussion by the Council. Following discussion, Council Member Fagerlie offered a motion to adopt, assign a number and order final publication of **Ordinance No. 1454 Amending Willmar Municipal Code, Chapter 4.5, Buildings, Article II, Building Code**. Council Member Nelsen seconded the motion, which carried on a roll call vote of Ayes 6, Noes 0.

The Public Works/Safety Committee Report for August 5, 2020 was presented to the Mayor and Council by Council Member Asmus. There were three items for consideration.

Item No. 1 Staff brought forth, for information, the discussion of the Event Center/Recreation Center. The project would potentially utilize \$2 million of Local Option Sales Tax. The Committee is requesting

the Event Center subcommittee discuss the project's priority before the Invest in Willmar Board meets again. This item was for information only.

Item No. 2 No action was taken by the Committee on the recreation fields. Discussion included updating the financials of the project and bringing it back to the Invest in Willmar Board for approval. This item was for information only.

Item No. 3 It was the recommendation of the Committee to adopt the resolution authorizing Change Order No. 1 in the amount of \$18,824.20 for Project No. 2001-E 7th Avenue NW Sewer Extension. The Change Order includes replacing three feet of unsuitable soil, lean backfilling to prevent settlement and sewer damage by drop manholes, and adding polystyrene insulation for sanitary and storm sewer crossings to prevent freezing. The additional cost will be paid from the project's contingency fund.

Resolution No. 2020-104 Accepting Change Order No. 1 for Project No. 2001-E was introduced by Council Member Asmus. Council Member Alvarado seconded the motion which carried, on a roll call vote of Ayes 6, Noes 0.

The Public Works/Safety Committee Report of August 5, 2020, was approved and ordered placed on file in the City Clerk's Office upon motion by Council Member Asmus. Council Member Nelsen seconded the motion which carried, on a roll call vote of Ayes 6, Noes 0.

The Finance Committee Report for August 6, 2020 was presented to the Mayor and Council by Council Member Nelsen. There were five items for consideration.

Item No. 1 Staff explained that the City regularly receives donations and, pursuant to Council action on March 7, 2016, which established a donation protocol that allows staff to promptly send a thank you letter and to have the Council formally approve the donations received, the list of donations during the first and second quarter of 2020 is as follows:

\$ 100.00	Marcus Construction – Movies in the Park 2020
\$ 200.00	Iron Warriors MC – Fire Explorers Program
\$ 200.00	Iron Warriors MC – Police Explorers Program
\$ 1,083.67	WBFBA Tournament Account – Portable Pitching Mounds
\$ 600.00	AgCountry Farm Credit Services – Fire Department Equipment
\$ 50.00	Marv Calvin – 100 Miles in 100 Days Program
\$16,000.00	Healthy Together Willmar Blue Cross Blue Shield – Willmar Main Street

It was the recommendation of the Committee to adopt a resolution to formally approve the donations for January 1, 2020 through June 30, 2020.

Resolution No. 2020-105 Acknowledgement of Donations was introduced by Council Member Nelsen. Council Member Asmus seconded the motion which carried, on a roll call vote of Ayes 6, Noes 0.

Item No. 2 Staff explained the Federal Coronavirus Aid, Relief, and Economic Security Act (the "CARES Act") was signed into law on March 27, 2020, and made funds available to qualifying local, state, and federal agencies to cover expenses related to unbudgeted expenditures incurred between March 1, 2020, and December 30, 2020, due to COVID-19. On June 26, 2020, the Minnesota Legislative Advisory Commission approved Governor Walz's request to formally allocate state-received CARES Act funds to counties, cities, and townships in the State of Minnesota. The City and EDC mutually understand (MOU) that the EDC, based on its nature as an economic development organization and its regular practice of disbursing funds and loan proceeds to businesses within the City consistent with its authority, is best positioned to ensure CARES Act funds are appropriately, effectively, and efficiently disbursed to aid eligible businesses and non-profit corporations.

Kandiyohi County approved the transfer of \$1,308,900 in CARES Act funds to the EDC on July 21st. That funding was wired to the EDC the week of July 27th. The EDC formally launched the CARES Pandemic

Relief (CPR) Program on July 28th. Over the past week, the EDC has received thirty-three applications for assistance, of which twenty-four are from Willmar. Of those thirty-three applications, twenty-seven are from businesses and six from nonprofits.

Staff is proposing to transfer \$1,000,000 to the EDC for the purpose of aiding eligible small businesses and non-profit corporations located within the City, in compliance with the requirements imposed by the CARES Act and the regulatory guidance and recordkeeping requirements issued by the U.S. Treasury Department and State of Minnesota. Further discussion by the Committee resulted in a consensus the City's contribution should not be limited to applicants within the City limits only, but should be used, as necessary, County-wide.

It was the recommendation of the Committee to adopt a resolution to 1) authorize a transfer of \$1,000,000 in CARES Act funds to the EDC for disbursement of grants, in compliance with the CARES Act, to small businesses and nonprofits within Kandiyohi County which have experienced economic harm attributable to the COVID-19 Pandemic; and 2) to have the EDC represent the City of Willmar in distributing these CARES Act funds to qualified small business and nonprofit applicants.

Resolution No. 2020-106 Approving the City's Transfer of CARES Act Funding to the Kandiyohi County and City of Willmar Economic Development Commission for Purposes of Aiding Qualifying Small Businesses and Non-Profit Corporations was introduced by Council Member Nelsen. Council Member Asmus seconded the motion which carried, on a roll call vote of Ayes 6, Noes 0.

Item No. 3 Finance Director Steve Okins provided the Committee with an update on the status of the Local Option Sales Tax revenues received through August 5, 2020. Through the first seven months of collections, the average monthly revenue has been approximately \$166,000. Staff continues to update and analyze what projects could be funded and at what level. New projections will be provided to the Invest In Willmar Committee and the Finance Committee later this month. This item was for information only.

Item No. 4 Finance Director Steve Okins reported no formal information has been received from the State to-date; however, there is a preliminary indication the deficit at the state level may be greater than first predicted. The next financial forecast by the State of Minnesota is not scheduled until November. This item was for information only.

Item No. 5 Future Finance Committee meetings will include discussion on filing fees, Federal Path Local Financing, Sales Tax Project Financing, and possible Carris Health Debt Refinancing. This item was for information only.

The Finance Committee Report of August 6, 2020, was approved and ordered placed on file in the City Clerk's Office upon motion by Council Member Nelsen. Council Member Asmus seconded the motion which carried, on a roll call vote of Ayes 6, Noes 0.

The Community Development Committee Report for August 10, 2020 was presented to the Mayor and Council by Council Member Fagerlie. There was one item for consideration.

Item No. 1 Staff presented the history on the Renaissance Zone adopted by City Council on May 4, 2020. Staff then presented a revised tax abatement policy that included special conditions and the parameters for developers to receive special abatement considerations by the City as part of the Renaissance Zone Overlay District. The policy revisions do not prevent non-renaissance zone abatements from occurring as part of the traditional zoning underlying the Renaissance Zone or in any other surrounding areas. The proposed amendments to the existing City tax abatement policy establishes a separate standardized process for projects that meet Renaissance Zone design criteria, so said projects may be considered on a priority basis by the City.

It was the recommendation of the Committee that the City Council adopt the revised City Tax Abatement Policy.

Resolution No. 2020-107 Approving Amendments to the City's Tax Abatement Policy was introduced by Council Member Fagerlie. Council Member Asmus seconded the motion which carried, on a roll call vote of Ayes 6, Noes 0.

The Community Development Committee Report of August 10, 2020, was approved and ordered placed on file in the City Clerk's Office upon motion by Council Member Fagerlie. Council Member Nelsen seconded the motion which carried, on a roll call vote of Ayes 6, Noes 0.

The Special Public Works/Safety Committee Report for August 12, 2020 was presented to the Mayor and Council by Council Member Asmus. There was one item for consideration.

Item No. 1 It was the recommendation of the Committee to adopt the resolution approving plans and specifications and authorizing advertisement for bids for the Swansson Field improvements. The project includes upgrades to Elise Klemmetson Field (Orange) with a new grandstand, dugouts, fencing, turf infield, improved drainage and concession stand area. Other improvements to the complex would include drainage to softball fields, scoreboards, fencing, dugouts, upgraded restroom facility and grass infield on Blue. The subcommittee has been working with Widseth Architects and Marcus Construction (CMr) on this project. A public meeting was held on August 5th for community input. The Invest in Willmar Committee and Willmar Parks and Recreation met on August 10th to discuss and review the project. The Invest in Willmar Committee and Willmar Parks and Recreation made their recommendation to move this project forward for Council approval.

Invest in Willmar Committee member Mary Sawatzky and Architect Dana Hlebichuk gave a presentation and highlighted various components of the project to the Council.

Following discussion, **Resolution No. 2020-108 Approving Plans and Specifications and Authorize Advertisement for Bids for the Swansson Field Improvements** was introduced by Council Member Asmus. Council Member Nelsen seconded the motion.

Mayor Calvin recommended Council consider removing the ten percent contingency fund of \$200,000 and add it to the budget for a total of \$1.7 million for the project. He stated State legislature designates ten percent be placed in a contingency fund, but Council has the authority to remove if desired.

Council Member Asmus offered a friendly amendment to the original motion to include the Mayor's recommendation. The motion died for a lack of a second.

The original motion then carried on a roll call vote of Ayes 6, Noes 0.

The Special Public Works/Safety Committee Report of August 12, 2020, was approved and ordered placed on file in the City Clerk's Office upon motion by Council Member Asmus. Council Member Alvarado seconded the motion which carried, on a roll call vote of Ayes 6, Noes 0.

Park and Recreation Director Rob Baumgarn presented a request from the Invest in Willmar Board to approve the priority list for projects that are part of the local option sales tax.

Mayor Calvin expressed concern over the amount of funds put aside for contingencies and his displeasure as to how this is handled.

City Administrator Gramentz stated it is not uncommon to have contingency funds. These funds are not lost, and are available for alternates on said projects.

Following discussion, Council Member Mueske offered a motion to approve the priority list the Invest in Willmar Board has set for local option sales tax projects. Council Member Asmus seconded the motion which carried, on a roll call vote of Ayes 6, Noes 0.

City Attorney Robert Scott gave a report on the 909/911 Trott Avenue Southwest property, as directed by Council at their August 3rd Council meeting. Mr. Scott indicated the property has a pending sale in process, and offered four options for the Council to consider in moving forward with this situation. They were: 1) a "wait and see" approach to make sure the homeowner has, in fact, evicted the problem residents and the house will be sold; 2) make contact with homeowner and informally let them know of the concerns; 3) authorization to proceed with a formal notice of abatement, and; 4) a criminal referral.

Following a lengthy discussion, Council Member Mueske offered a motion to choose option number one – to "wait and see". Council Member Alvarado seconded the motion which carried, on a roll call vote of Ayes 6, Noes 0.

Council Member Fagerlie offered the following comments: clarified the pronunciation of Ron Andreen's name, stated he has known him for many years and spoke very highly of Mr. Andreen and his contributions to the community.

Council Member Mueske offered the following comments: he had the pleasure of serving on the Charter Commission with Ron Andreen and spoke very highly of him.

Council Member Alvarado offered the following comments: "Salute" to Ron Andreen for his many years of service; if you haven't already completed the Census, please do so now as the deadline is September 30th; Fall is approaching and remember to keep the leaves on your property and not in the street; Food Shelf is available to those in need.

Council Member Asmus offered the following comments: gave a "Shout Out" to Council Member Davis and her husband for receiving Willmar's first Human Rights Diversity Award; excited more Local Option Sales Tax Projects are moving forward; things are looking good in Willmar.

Council Member Nelsen offered the following comments: gave a "Shout Out" to Ron Andreen and she had the pleasure to serve on the Charter Commission with him; there will be more information coming on the upcoming Flags of Honor event.

The upcoming Committee meetings will be as follows: Public Works/Safety Committee – no meeting scheduled at this time; Finance Committee – Thursday, August 20th at 5:00 p.m.; Community Development Committee – no meeting scheduled at this time; and Labor Relations Committee – no meeting scheduled at this time.

Council Member Nelsen offered a motion to adjourn the meeting with Council Member Asmus seconding the motion which carried. The meeting adjourned at 8:38 p.m.

MAYOR

Attest:

SECRETARY TO THE COUNCIL

RESOLUTION NO. 2020-104

A RESOLUTION ACCEPTING CHANGE ORDER NO. 1 FOR PROJECT NO. 2001-E.

Motion By: Asmus

Second By: Alvarado

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. 2001-E between the City of Willmar and Land Pride Construction of Paynesville, Minnesota by Change Order No. 1 in the increased amount of \$18,824.20.

Dated this 17th day of August, 2020

s/s Marv Calvin
Mayor

Attest:

s/s Judy Thompson
City Clerk

RESOLUTION NO. 2020-105
ACKNOWLEDGEMENT OF DONATIONS

Motion By: Nelsen Second By: Asmus

WHEREAS, the City of Willmar has received donations which have been acknowledged by the City Administrator expressing the community's appreciation for the time period of January 1, 2020 through June 30, 2020.

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

- \$ 100.00 - Marcus Construction - Movies in the Park 2020
- \$ 200.00 - Iron Warriors MC - Fire Explorers Program
- \$ 200.00 - Iron Warriors MC - Police Explorers Program`
- \$ 1,083.67 - WBFBA Tournament Account - Portable Pitching Mounds
- \$ 600.00 - AgCountry Farm Credit Services - Fire Department Equipment
- \$ 50.00 - Marv Calvin - 100 Miles in 100 Days Program
- \$16,000.00 - Healthy Together Willmar BC/BS - Willmar Main Street

Dated this 17th day of August, 2020

s/s Marv Calvin
MAYOR

Attest:

s/s Judy Thompson
CITY CLERK

**CITY OF WILLMAR
RESOLUTION NO. 2020-106**

**A RESOLUTION BY THE MAYOR AND CITY COUNCIL OF THE CITY OF WILLMAR, MINNESOTA
APPROVING THE CITY'S TRANSFER OF CARES ACT FUNDING TO THE KANDIYOHI COUNTY & CITY OF
WILLMAR ECONOMIC DEVELOPMENT COMMISSION FOR PURPOSES OF AIDING QUALIFYING SMALL
BUSINESSES AND NONPROFIT CORPORATIONS**

Motion By: Nelsen Second By: Asmus

WHEREAS, the Coronavirus Disease 2019 ("COVID-19") is a respiratory disease that was declared a global pandemic by the World Health Organization on March 11, 2020; and

WHEREAS, the Federal Coronavirus Aid, Relief, and Economic Security Act (the "CARES Act") was signed into law on March 27, 2020, and made funds available to qualifying local, state, and federal agencies to cover expenses related to unbudgeted expenditures incurred between March 1, 2020 and December 30, 2020, due to COVID-19; and

WHEREAS, on June 26, 2020, the Minnesota Legislative Advisory Commission approved Governor Walz's request to formally allocate state received CARES Act funds to counties, cities, and townships in the State of Minnesota; and

WHEREAS, the City of Willmar (the "City"), through submission of a Coronavirus Relief Fund Certification Form to the Minnesota Department of Revenue, duly applied to receive CARES Act funds in the amount of \$1,514,038.00; and

WHEREAS, the State of Minnesota (the "State") granted the City's application for CARES Act funds, and the City formally accepted \$1,514,038.00 in CARES Act funds from the State on July 29, 2020; and

WHEREAS, numerous small businesses and non-profit entities within the City and Kandiyohi County (the "County") have experienced business interruption and economic hardship due to COVID-19 and required closures under various executive orders issued by Governor Walz, including but not limited to Executive Orders 20-04, 20-20 and relevant extensions; and

WHEREAS, the guidance issued by the United States Department of the Treasury (the "Treasury Department") provides that a local government may use CARES Act funds to pay for expenses associated with the provision of economic support in connection with the COVID-19 public health emergency, such as, but not limited to, expenditures related to the provision of grants to small businesses to reimburse the costs of business interruption caused by required closures; and

WHEREAS, the guidance issued by the Treasury Department provides that local governments may transfer CARES Act funds to other local government entities for the purpose of making eligible expenditures; and

WHEREAS, the Kandiyohi County & City of Willmar Economic Development Commission (the "EDC") is the designated economic development organization for the City and the County, and the EDC has been providing emergency loans and grants to businesses and non-profit corporations affected by COVID-19 since March 26, 2020; and

WHEREAS, the City and EDC mutually understand and agree that the EDC, based on its nature as an economic development organization, and its regular practice of disbursing funds and loan proceeds to businesses and non-profit corporations within the City and County consistent with its authority, is best positioned to ensure CARES Act funds are appropriately, effectively, and efficiently disbursed to aid eligible businesses and non-profit corporations; and

WHEREAS, the City desires to transfer One Million Dollars (\$1,000,000.00) in CARES Act funds to the EDC for the purpose of aiding eligible small businesses and non-profit corporations located within the City and/or County, in compliance with the requirements imposed by the CARES Act and the guidance issued by the Treasury Department the State of Minnesota; and

WHEREAS, the City and the EDC's respective staff have developed a draft memorandum of understanding regarding the transfer of the CARES Act funds from the City to the EDC, and the manner in which the EDC's subsequent expenditure of the funds shall be made so as to comply with the CARES Act and guidance issued by the Treasury Department and/or the State of Minnesota (the "MOU"), which is attached hereto as Exhibit A.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Willmar, Minnesota, that Marvin Calvin, in his capacity of Mayor of the City of Willmar, is hereby authorized to transfer One Million Dollars (\$1,000,000.00) in CARES Act funds from the City to the EDC, subject to the condition that such funds shall only be used by the EDC for the purpose of aiding eligible small businesses and non-profit corporations located within the City and/or County, which have experienced economic harm attributable to the COVID-19 pandemic and resulting restrictions on business activities, in compliance with the CARES Act and guidance issued by the Treasury Department and/or the State of Minnesota.

NOW, THEREFORE, BE IT FURTHER RESOLVED by the City Council of the City of Willmar, Minnesota, that the MOU attached hereto as Exhibit A is hereby approved, and the Mayor and City Administrator are authorized to sign a final version thereof that is in substantial conformity with the draft attached as Exhibit A.

Dated this 17th day of August, 2020

s/s Rick Fagerlie
MAYOR PRO TEMPORE

Attest:

s/s Judy Thompson
CITY CLERK

RESOLUTION NO. 2020-107

A RESOLUTION APPROVING AMENDMENTS TO THE CITY'S TAX ABATEMENT POLICY

Motion By: Fagerlie Second By: Asmus

WHEREAS, On May 4th, 2020, the Willmar City Council ("Council") established the Renaissance Zone, which is a new zoning overlay district encompassing the Central Business (CB) district and adjacent areas; and

WHEREAS, the new Renaissance Zone overlay district is a five-year pilot program intended to encourage economic development; and

WHEREAS, the Council now desires to build upon the second phase of development incentives targeted to the Renaissance Zone by adopting revised policies on tax abatement, which are available City-wide, but are enhanced for and expected to have a particular positive effect within the Renaissance Zone.

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Willmar, a Municipal Corporation of the State of Minnesota, that the Council hereby approves and adopts the revised Tax Abatement Policy attached hereto as Exhibit-1.

Dated this 17th day of August, 2020

s/s Rick Fagerlie
Mayor Pro Tempore

Attest:

s/s Judy Thompson
City Clerk

RESOLUTION NO. 2020-108

A RESOLUTION APPROVING PLANS AND SPECIFICATIONS AND AUTHORIZE ADVERTISEMENT FOR BIDS FOR THE SWANSSON FIELD IMPROVEMENTS.

Motion By: Asmus Second By: Nelsen

WHEREAS the Parks and Recreation Director of the City of Willmar have presented to the City Council plans and specifications for the Swansson Field Improvements for the City of Willmar;

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

Final plans and specifications are hereby approved, and publication of the advertisement for bids is herewith authorized.

Dated this 17th day of August, 2020.

s/s Marv Calvin
Mayor

Attest:

s/s Judy Thompson
City Clerk

WILLMAR MUNICIPAL UTILITIES COMMISSION
MEETING MINUTES OF AUGUST 24, 2020

The Municipal Utilities Commission (MUC) met in its regular scheduled meeting on Monday, August 24, 2020, at 11:45 a.m. in the WMU Auditorium with the following Commissioners present: Justin Mattern, Carol Laumer, Abdirizak Mahboub, Nathan Weber, Bruce DeBlieck, and Ross Magnuson. Absent was Commissioner Cole Erickson.

Others present at the meeting were: General Manager John Harren, Water Supervisor Alan Neer, Finance & Office Services Supervisor Andrea Prekker, Compliance/HR Manager Janell Johnson, Energy Services/ Marketing Rep Michelle Marotzke, Line Distribution Supervisor Todd Graves, IS Coordinator Mike Sangren, Administrative Secretary Beth Mattheisen, and City Attorney Robert Scott.

Commissioner President Mattern opened the meeting by introducing WMU's newest employee Water Supervisor Alan Neer. Alan comes to WMU with over 24 years of experience in the water service industry, and most recently was employed by the city of East Grand Forks. We welcome Alan to Willmar and the Willmar Municipal Utilities.

Commissioner Mattern continued by asking if any revisions were needed to the presented agenda. There being none, Commissioner Mattern requested a resolution to approve the Consent Agenda. Following review and discussion, Commissioner Mahboub offered a resolution to approve the Consent Agenda as presented. Commissioner DeBlieck seconded.

RESOLUTION NO. 27

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

- Minutes from the August 10, 2020 Commission meeting; and,
- Bills represented by vouchers No. 20201126 to No. 20201195 and associated wire transfers inclusive in the amount of \$1,422,236.02.

Dated this 24th day of August, 2020.

President

Attest:

Secretary

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

Energy Services/Marketing Rep Marotzke informed the Commission that American Public Power Association (APPA) has designated October 6-10 as Public Power Week for 2020. Willmar Municipal Utilities 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. Commissioner Mattern reviewed with the Commission a resolution outlining the benefits of public power. Following discussion, Commissioner Laumer offered a resolution designating October 6-10 as Public Power Week. Commissioner Weber seconded.

RESOLUTION NO. 28

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

In conjunction with Public Power Week, WMU generally holds an Open House in appreciation of its customers. However due to the current circumstances (COVID-19), the Commission has elected to forego the traditional Open House this year. In lieu of the Open House, Energy Services/Marketing Rep Marotzke presented options to reflect the WMU's appreciation to its customers. It was a consensus of the Commission to utilize the annual newsletter as a way to provide a customer give-away within the contents of the newsletter (i.e. ten random \$50 utility bill credits). WMU will also provide 2021 calendars for its customers

Energy Services/Marketing Rep Marotzke requested the Commission to approve a three-year contract with Ridgewater College's Customized Training Program to provide monthly safety training for staff on a variety of subjects. The contract provides for 70 hours of training and 20 hours of consultation/safety meeting participation per year. The past contract (2017) with Ridgewater contained a 5% escalator for each year as does the new contract being offered. Annual costs for the customized safety training would be: \$21,880 for 2021; \$22,974 for 2022; and, \$24,122 for 2023. Following review, Commissioner Mahboub offered a resolution to approve the three-year contract with Ridgewater College to provide safety training for the WMU staff. Commissioner DeBlieck seconded.

RESOLUTION NO. 29

"BE IT RESOLVED, by the Municipal Utilities Commission of the City of Willmar, Minnesota, that the three-year contract with Ridgewater College to provide Customized Safety Training be approved as follows: Year 1 at \$21,880; Year 2 at \$22,974; and, Year 3 at \$24,122."

Dated this 24th day of August, 2020.

President

Attest:

Secretary

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

Line Distribution Supervisor Graves informed the Commission that on August 8th, the Utility had received a call from MMUA requesting Mutual Aid in Granite Falls following a severe wind storm that afternoon. Straight line winds (gusts of 70+ mph) had knocked over trees and caused structural damage to power lines causing numerous power outages. WMU sent a two-man Line Dept. Crew along with a double-bucket truck to Granite Falls Sunday morning (joining four additional communities) to provide the needed assistance to the community. At approximately 5:30 pm on Sunday, the Crew had completed the necessary tasks and returned to Willmar. Granite Falls was appreciative of the support provided by the WMU Line Crew.

Line Distribution Supervisor Graves continued by stating that the wind/thunderstorm experienced in Willmar last night (Aug. 23rd) had caused an outage of Feeder #2. This outage affected nearly 1500 customers. WMU's Line Department quickly had the power restored to these customers in approximately 1 hour. Graves added that this type of outage could have been much greater if not for past line distribution projects conducted by the Utility (burying of overhead lines).

As a member of Missouri River Energy Services (MRES), the Utility is provided a monthly update from the MRES and Western Minnesota Municipal Power Agency (WMPMA) Board of Directors meeting. The update provides a brief overview of the topics discussed by the Boards and the actions taken. Included in the summary were guidelines/responses being followed by MRES relating to COVID-19. A summary of the August 6, 2020 MRES and WMPMA Board of Directors meeting was presented for review.

As part of the Silent Impact Resolution Workshop presented by Joe Schmit, Compliance/HR Manager Johnson presented the Commission with the monthly video update entitled "*Personal Pep Talk*". The topics presented by Mr. Schmit continue to be relevant and thought provoking for all. At this time, the informational video was viewed.

General Manager Harren informed the Commission that a meeting of the WMU Planning Committee had been held on Friday, August 21st. Approval of the meeting minutes, which includes the 2021 WMU Budget, will be requested at the September 14th MUC meeting.

General Manager Harren further stated that additional future meetings of both the WMU Labor and Planning Committees would be forthcoming (TBD). Tentative Labor Committee agenda item(s) will include: labor negotiations. Tentative Planning Committee agenda item(s) will include: Power Plant Environmental Studies (Phases I & II); Willmar/Priam Ownership & Construction Agreement; and, Power Plant Substation Control Building.

For information: 2020 Upcoming meetings/events to note include:

- MMUA Annual Summer Conference: August 25-26 (virtual event)
- Red Rock Hydroelectric Dedication Ceremony (video): September 2 @ 2:00 pm (WMU Auditorium)
- MRES Municipal Power Leadership Academy: September 16-17 (virtual meeting)

There being no further business to come before the Commission, Commissioner DeBlieck offered a motion to adjourn. Commissioner Mahboub seconded the motion which carried by a vote of six ayes and zero nays, and the meeting was adjourned at 12:07 p.m.

Respectfully Submitted,

WILLMAR MUNICIPAL UTILITIES

Beth Mattheisen
Administrative Secretary

ATTEST:

Abdirizak Mahboub, Secretary

RESOLUTION NO. 28

**2020 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. 4-10 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 24th day of August, 2020.

President

ATTEST:

Secretary

**WILLMAR PLANNING COMMISSION
CITY OF WILLMAR, MN
WEDNESDAY, AUGUST 19, 2020**

MINUTES

1. The Willmar Planning Commission met on Wednesday, August 19, 2020, at 7:00 p.m. virtually via GoTo Meeting.

**** Members Present:** Christina Nelson, Rolf Standfuss, Steve Gardner, Jeff Kimpling, Cletus Frank, Terry Sieck, Khalif Ahmed Bashir, and Jonathan Marchand.

**** Members Absent:** N/A

**** Others Present:** Sarah Swedburg – Planner, Lori Knapper - Willmar, MN, Mona Lackore - Willmar, MN.

2. MINUTES: Minutes of the July 15, 2020 meetings were approved as presented.

3. KNAPPER HOME OCCUPATION CUP -- FILE NO. 20-01: The public hearing opened at 7:08p.m. Staff presented a request by Lori Knapper of Willmar, MN for a conditional use permit to allow a home occupation (salon) on property described as follows: Lot 6, Block 1, Terwisscha’s Addition (904 15th Ave SW). Ms. Knapper is planning an addition on the east end of her existing home to accommodate this use, and all business will be conducted inside, by appointment.

Mona Lackore (Willmar, MN) spoke in favor of the Conditional Use Permit & inquired if the business would have more than one employee. Ms. Knapper confirmed that she would be the sole employee.

No one else appeared to speak for or against the request and the public hearing closed at 7:11 p.m.

Staff comments were reviewed and discussed (see Attachment A). Staff noted that all phone calls received from neighbors were positive & in favor of this application.

Mr. Gardner inquired about additional staffing allowances for a home occupation. The Zoning Ordinance was amended in 2011 to allow up to two non-family member employees residing at another address to be employed at a home occupation as long as adequate & convenient parking is available on site.

Mr. Marchand asked about signage plans. Ms. Knapper informed the commission that she has not determined what the final signage plan is, but anticipates putting something in

place to help customers find her location. Sign permits are ancillary to Planning Commission & building permits.

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

Mr. Kimpling made a motion, seconded by Mr. Marchand to approve the Conditional Use Permit with the following conditions, as amended by Mr. Frank:

- A. The home addition and home occupation shall meet Zoning Ordinance setback, signage, and parking standards at all times or a variance shall be obtained.
- B. A building permit shall be submitted and approved by the City Building Inspector for the construction of the home addition.
- C. The use shall meet all applicable local, state, and federal rules and regulations at all times.

The motion carried.

4. TINY HOMES STANDARDS DISCUSSION (CONTINUED): Staff reviewed the discussion that began at Planning Commission on July 15 regarding Tiny Homes. This discussion began because of an inquiry from a local developer interested in a Tiny Home development triggered after the adoption of the 2020 Minnesota Building Code that now includes “Appendix Q” of the International Building Code, allowing for the construction of Tiny Homes that are less than 400 square feet. Staff also shared anecdotal research collected from other cities with Tiny Homes standards.

Mr. Frank asked if there has ever been internal discussion about imposing a minimum square footage for a home. Staff has never felt the need to impose such a minimum requirement. At this time, there is only a minimum square footage requirement for lots.

Smaller homes used to be the standard, as Mr. Gardner informed the commission; the “missing middle” doesn’t just come from the price range needed to fill the gap in housing stock that is being seen across the country, but the size of the homes themselves. He emphasized discussion from July that the Commission should continue discussion focused on Tiny Homes with foundations (as opposed to mobile). Mr. Standfuss expressed his desire to see Tiny Homes allowed in a planned development rather than on vacant lots in already developed neighborhoods.

Mr. Kimpling inquired if Homeowners Associations (HOA) ever impose minimum square footage requirements for homes. If they do, HOA covenants may impose stricter guidelines than the City’s Zoning Ordinance, but never allow a less strict standard unless first approved by the Planning Commission.

Mr. Frank thought that the 4,000 sf lot size that can be achieved with a Planned Unit Development may be the appropriate size for a lot. He has more concern about amending

the code to define square footage of a tiny home & approval of such a home in an existing neighborhood. He thought that perhaps a Conditional Use Permit should be required to allow a tiny home on an existing, vacant lot in a developed area

Mr. Gardner asked about the feasibility of creating a subcommittee to dive into this topic deeper and provide the Commission with a specific recommendation for Tiny Home standards.

Staff will research the possibility of subcommittee creation to dive deeper into investigation of Tiny Homes. Additionally, Staff will continue to gather more feedback from communities with existing Tiny Homes as well as get a better feel from the local developer if there is current community member interest in purchasing Tiny Homes.

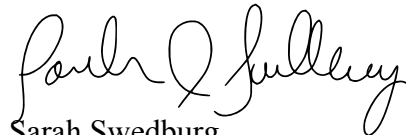
5. MISCELLANY: The Comprehensive Plan is nearing completion of Phase 1. Staff and Mid-Minnesota Development Commission are beginning the planning process for Comprehensive Plan Task Force creation and public outreach activities.

2 of 3 phases of the Renaissance Zone have been completed and approved by the City Council. This new program does not negate the Commission's role in reviewing City land use items such as land sales. The last phase of this program will include the Zoning Overlay district and heritage designation program, both of which will be reviewed by the Commission prior to adoption.

Planning Commission has received 2 formal applications for appointments of Community members. The first who applied is being appointed to the Commission to fill the vacancy of the early retirement of Dr. Kjergaard. Staff anticipates having 2 more community members ready to fill the vacancies that will occur at the end of the year due to the retirements of Mr. Gardner and Standfuss.

6. There being no further business to come before the Commission the meeting adjourned at 8:11 p.m.

Respectfully submitted,



Sarah Swedburg
Planner

PLANNING COMMISSION – AUGUST 19, 2020

STAFF COMMENTS

1. KNAPPER HOME OCCUPATION CUP -- FILE NO 20-01:

- The applicant is Lori Knapper of Willmar, MN.
- The applicant is requesting a conditional use permit to allow a home occupation for a hair salon business on property legally described as: Lot 6, Block 1, Terwisscha's Addition (904 15th Ave SW).
- The parcel is zoned R-2 (One- and Two- Family Residential).
- The parcel fronts 15th Ave SW, and is accessed via this same road.
- The hair salon will be operated by appointment.
- General hours of operation will be Monday mornings, Tuesday & Thursday afternoons
- The applicant will be the sole employee, off street parking is available in the driveway, business will take place within the home, and no exterior storage will occur of business related items.
- An addition on the east side of the existing home will be constructed to accommodate this use.
- Sign permits are ancillary from the CUP. Signs are limited to 2 sq. ft. in size and require a sign permit.
- No anticipation of significant increases in deliveries at the home.
- All comments from neighbors received by staff have been positive and in favor of approval of this request.

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

- A. The home addition shall meet Zoning Ordinance setback requirements (10 feet from interior side yard property line and 30 feet from right-of-way and rear yard property line).
- B. A building permit shall be submitted and approved by the City Building Inspector for the construction of the home addition.
- C. The use shall meet all applicable local, state, and federal rules and regulations at all times.

LG220 Application for Exempt Permit

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

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

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

Application Fee (non-refundable)

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

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

ORGANIZATION INFORMATION

Organization Name: West Central Ducks Unlimited

Previous Gambling Permit Number: X-34044-19-022

Minnesota Tax ID Number, if any: 930904312

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

Mailing Address: P.O. Box 752

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

Name of Chief Executive Officer (CEO): Travis Michelson

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

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

Fraternal Religious Veterans Other Nonprofit Organization

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

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

A current calendar year Certificate of Good Standing

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

MN Secretary of State, Business Services Division
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): Eagle Creek Golf Course

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

City or Township: Willmar Zip: 56201 County: Kandiyohi

Date(s) of activity (for raffles, indicate the date of the drawing): 09/19/2020

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

Bingo* Paddlewheels* Pull-Tabs* Tipboards*

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

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

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

**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: 8-20-2020

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

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

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

Print County Name: _____

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

TOWNSHIP (if required by the county)

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

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

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

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

Chief Executive Officer's Signature: [Signature] Date: 08/19/2020
 (Signature must be CEO's signature; designee may not sign)

Print Name: Travis Michelson

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: 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.

214.5166

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

MINNESOTA LAWFUL GAMBLING
LG220 Application for Exempt Permit

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

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

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

Application Fee (non-refundable)
Applications are processed in the order received. If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**.
Due to the high volume of exempt applications, payment of additional fees prior to 30 days before your event will not expedite service, nor are telephone requests for expedited service accepted.

ORGANIZATION INFORMATION

Organization Name: 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: 320-403-3398 CEO Email: glacialridgecurling@gmail.com
(permit will be emailed to this email address unless otherwise indicated below)
Email permit to (if other than the CEO): jakevlaminck@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: MN County: Kandiyohi
 Township: _____ Zip: _____ County: _____
Date(s) of activity (for raffles, indicate the date of the drawing): 3-13-2021

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: 8-20-2020

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

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

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

Print County Name: _____

Signature of County Personnel: _____

Title: _____ Date: _____

TOWNSHIP (if required by the county)

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

Print Township Name: _____

Signature of Township Officer: _____

Title: _____ Date: _____

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

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

Chief Executive Officer's Signature: [Signature] Date: 08/19/2020
(Signature must be CEO's signature; designee may not sign)

Print Name: Travis Michelson

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

Questions?

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

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

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

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

214 SILC

LG220 Application for Exempt Permit

<p>An exempt permit may be issued to a nonprofit organization that:</p> <ul style="list-style-type: none"> • conducts lawful gambling on five or fewer days, and • awards less than \$50,000 in prizes during a calendar year. <p>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.</p>	<p>Application Fee (non-refundable)</p> <p>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.</p> <p>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.</p>
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ORGANIZATION INFORMATION

Organization Name: Knights of Columbus Previous Gambling Permit Number: x-30005-20-011

Minnesota Tax ID Number, if any: Group 0188 Federal Employer ID Number (FEIN), if any: 23-7543133

Mailing Address: 1900 6th St SW

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

Name of Chief Executive Officer (CEO): Kevin J. Savchuk

CEO Daytime Phone: 320-262-0820 CEO Email: savchuklen@yahoo.com
(permit will be emailed to this email address unless otherwise indicated below)

Email permit to (if other than the CEO): _____

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

Fraternal Religious Veterans Other Nonprofit Organization

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

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

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

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

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

GAMBLING PREMISES INFORMATION

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

Physical Address (do not use P.O. box): 222 20th St SW

Check one:

City: Willmar MN. Zip: 56201 County: Kandiyohi

Township: _____ Zip: _____ County: _____

Date(s) of activity (for raffles, indicate the date of the drawing): June 8, 2021

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.

LG220 Application for Exempt Permit

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

<p style="text-align: center;">CITY APPROVAL for a gambling premises located within city limits</p> <p><input checked="" type="checkbox"/> The application is acknowledged with no waiting period.</p> <p><input type="checkbox"/> The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).</p> <p><input type="checkbox"/> The application is denied.</p> <p>Print City Name: <u>City of Willmar</u></p> <p>Signature of City Personnel: <u>Judy R. Thompson</u></p> <p>Title: <u>City Clerk</u> Date: <u>08-14-2020</u></p> <div style="border: 1px solid black; padding: 5px; text-align: center; margin-top: 10px;"> <p>The city or county must sign before submitting application to the Gambling Control Board.</p> </div>	<p style="text-align: center;">COUNTY APPROVAL for a gambling premises located in a township</p> <p><input type="checkbox"/> The application is acknowledged with no waiting period.</p> <p><input type="checkbox"/> The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.</p> <p><input type="checkbox"/> The application is denied.</p> <p>Print County Name: _____</p> <p>Signature of County Personnel: _____</p> <p>Title: _____ Date: _____</p> <p>TOWNSHIP (if required by the county) On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.213.)</p> <p>Print Township Name: _____</p> <p>Signature of Township Officer: _____</p> <p>Title: _____ Date: _____</p>
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CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

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

Chief Executive Officer's Signature: _____ Date: 8-12-2020
(Signature must be CEO's signature; designee may not sign)

Print Name: Kevin J. Savchuk

REQUIREMENTS	MAIL APPLICATION AND ATTACHMENTS
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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 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.

<p>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</p>	<p>application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Depart-</p>	<p>ment of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.</p>
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**Application for Appointment to
City Board/Committee/Commission**

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

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

Applicant Information

Name: Stephanie Carlson Date of Application: 20 July 2010
Address: 1416 Gorton Ave NW Phone No. 320 262-1910
(Certain Boards and Commissions may require that you are a resident of the City of Willmar)
Email: scarlson@twinc.com

What prompted you to make application for a citizen committee? I want to find ways to become civically engaged

Briefly tell us why you want to serve on this Board/Committee/Commission:
To positively impact my community, strengthen my skills, be part of something larger

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

Current construction admin career and
prior logistics expertise as enlisted USMC

List your educational background: BS from University of South Dakota
(Addiction Studies) AAJ from Ridgewater (Sociology)

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

Phi Beta Kappa, Golden Key Honor Society, AmVets,

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

TerWisscha Construction - 1550 Willmar Ave SE
Assistant Project Manager + Executive Assistant

Please return completed application to:

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

Or fax completed forms to:

(320) 235-4917

Report Selection:

Optional Report Title: INCLUDES ONLY POSTED TRANS

INCLUSIONS:

Fund & Account: thru
Check.. Date..... 08/13/2020 thru 09/02/2020
Source Codes..... thru
Journal Entry Dates..... thru
Journal Entry Ids..... thru
Check.. Number..... thru
Project..... thru
Vendor..... thru
Invoice..... thru
Purchase Order..... thru
Bank..... thru
Totals Only?..... N
1099 Vendors Only?.....
Lower Dollars Limit.....
Create Excel file & Download N

Run Instructions:

Jobq	Banner	Copies	Form	Printer	Hold	Space	LPI	Lines	CPI	CP	SP	RT
J		01		MNWIPRT12	Y	S	6	066	10			

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
ACCESS DATA GROUP INC			002937											
	59848	09/02/20	2021 FORENSIC SFTWRE L	1,632.00		92558			D	N			PREPAID EXPENSES	101.128000
	59848	09/02/20	2022 FORENSIC SFTWRE L	1,632.00		92558			D	N			PREPAID EXPENSES	101.128000
	59848	09/02/20	2023 FORENSIC SFTWRE L	1,261.49		92558			D	N			PREPAID EXPENSES	101.128000
	59848	09/02/20	2020 FORENSIC SFTWRE LIC	730.00		92558			D	N			LICENSES AND TAX	101.42411.0445
			VENDOR TOTAL	5,255.49		*CHECK TOTAL								
ACCESSORIES 4 TRUCKS UNL			000329											
	59849	09/02/20	FLOOR MATS FOR SQUAD	109.95		052793			D	N			MTCE. OF EQUIPME	101.42411.0224
ALEX AIR APPARATUS INC			002061											
	59850	09/02/20	CLASS A FOAM	516.00		INV-42104			D	N			GENERAL SUPPLIES	101.42412.0229
	59850	09/02/20	3 STEP LADDERS	225.00		INV-42157			D	N			SMALL TOOLS	101.42411.0221
			VENDOR TOTAL	741.00		*CHECK TOTAL								
AMAZON CAPITAL SERVICES			003557											
	59851	09/02/20	WIRELESS KEYBOARD/MOUSE	69.98		1D7H-LYCN-PGJ4			D	N			SMALL TOOLS	651.48484.0221
	59851	09/02/20	2 CAMERAS W/ACCESSORIES	678.33		1PC9-JQPQ-FQYM			D	N			SMALL TOOLS	101.42411.0221
	59851	09/02/20	BATTERIES	26.81		1QTV-PLW3-TRWX			D	N			GENERAL SUPPLIES	101.42411.0229
	59851	09/02/20	MEMORY CARDS FOR CAMERA	36.98		1XFR-F6FJ-36JN			D	N			SMALL TOOLS	101.42411.0221
	59851	09/02/20	PRINTER FOR SQUAD CAR	399.00		11QJ-V9PK-NN73			D	N			SMALL TOOLS	101.42411.0221
	59851	09/02/20	ANTI-FATIGUE FLOOR MAT	49.99		19D6-G3CL-61FF			D	N			SMALL TOOLS	101.45432.0221
			VENDOR TOTAL	1,261.09		*CHECK TOTAL								
AMERICAN WELDING & GAS I			000057											
	59852	09/02/20	WELDING RODS/SUPPLIES	360.45		07144714			D	N			GENERAL SUPPLIES	651.48484.0229
	59852	09/02/20	FIRE EXT. REFILL	29.45		07160524			D	N			MTCE. OF EQUIPME	101.42412.0334
	59852	09/02/20	CYLINDER RENTAL	51.43		07258381			D	N			RENTS	101.43425.0440
			VENDOR TOTAL	441.33		*CHECK TOTAL								
ANEZ/KAMI			.02116											
	59853	09/02/20	REF.-CANCELLED FOOTBALL	70.00		081120			D	N			REFUNDS AND REIM	101.41428.0882
APPLIED CONCEPTS INC			001525											
	59854	09/02/20	STALKER MESSAGE TRAIL	16,809.00		S249513			D	N			REFUNDS AND REIM	219.42428.0882
AQUARIUS HOME SERVICES			003609											
	59855	09/02/20	REPL. WATER FILTER-PARTS	27.95		1232130071			D	N			MTCE. OF EQUIPME	230.43430.0224
	59855	09/02/20	INSP. WATER SOFTENER	149.00		1232130071			D	N			MTCE. OF EQUIPME	230.43430.0334
	59855	09/02/20	REPL. WATER FILTER-LABOR	58.80		1232130071			D	N			MTCE. OF EQUIPME	230.43430.0334
			VENDOR TOTAL	235.75		*CHECK TOTAL								
ARMSTRONG/LUKE			.03004											
	59856	09/02/20	REF.-CANCELLED FOOTBALL	70.00		081120			D	N			REFUNDS AND REIM	101.41428.0882

Vendor Payment History Report
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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
ASSOCIATIONS NORTH			000538											
	59857	09/02/20	2021 MEMBERSHIP DUES	262.50		300002222		D	N				PREPAID EXPENSES	208.128000
	59857	09/02/20	2020 MEMBERSHIP DUES	262.50		300002222		D	N				OTHER CHARGES	208.45008.0449
			VENDOR TOTAL	525.00										
													*CHECK TOTAL	
ATWATER FORD INC			000073											
	59858	09/02/20	#208662-KEY FOB	39.87		11245		D	N				MTCE. OF EQUIPME	101.42411.0224
AUSTIN INCORPORATED			003610											
	59859	09/02/20	SEPTIC PUMPING	760.00		11556		D	N				CLEANING AND WAS	230.43430.0338
AVERA MEDICAL GROUP MARS			003158											
	59860	09/02/20	PSYCH DIAGNOSTIC EVAL.	407.00		SC.WIL.POL-1		D	N				PROFESSIONAL SER	101.42411.0446
BACKES TECHNOLOGY SERVIC			-000087											
	59861	09/02/20	PHONE MTCE-LABOR	95.00		18719		D	N				MTCE. OF EQUIPME	101.45433.0334
	59861	09/02/20	BRSH ST GATE OPNR REPAIR	121.50		18733		D	N				MTCE. OF OTHER I	101.43425.0226
	59861	09/02/20	BRSH ST GATE OPNR REPAIR	105.00		18733		D	N				MTCE. OF OTHER I	101.43425.0336
			VENDOR TOTAL	321.50										
													*CHECK TOTAL	
BARN THEATRE/THE			000090											
	59862	09/02/20	FACILITY RENTAL FEE	300.00		081120		D	N				RENTS	235.41402.0440
BARNUM GATE SERVICES INC			003188											
	59863	09/02/20	ROLLERS FOR FRONT GATE	335.78		27693		D	N				MTCE. OF OTHER I	651.48484.0226
BEACON ATHLETICS LLC			000096											
	59864	09/02/20	PORT. BATTING CAGE-PARTS	30.00		0520722-IN		D	N				MTCE. OF EQUIPME	101.43425.0224
BENNETT OFFICE TECHNOLOG			000099											
	59865	09/02/20	PRINT/PAGE COUNT	20.56		307998		D	N				OFFICE SUPPLIES	101.41405.0220
BENNETT VENTURES INC			001323											
	59866	09/02/20	INST. LOCKS-CONC. STAND	166.90		014660		D	N				MTCE. OF STRUCTU	101.43425.0225
	59866	09/02/20	INST. LOCKS-CONC. STAND	97.50		014660		D	N				MTCE. OF STRUCTU	101.43425.0335
			VENDOR TOTAL	264.40										
													*CHECK TOTAL	
BOLTON & MENK INC			001010											
	59867	09/02/20	19TH ST RECONSTRUCTIO	36,211.50		0227479		D	N				PROFESSIONAL SER	418.48451.0446
	59867	09/02/20	SURVEYING SWANSSON FL	19,400.00		0250759		D	N				PROFESSIONAL SER	420.45504.0446
	59867	09/02/20	REIMBURSABLE EXPENSE	495.00		0250759		D	N				PROFESSIONAL SER	420.45504.0446
	59867	09/02/20	TAXILANE PAVEMENT REHA	1,949.85		0254917		D	N				PROFESSIONAL SER	430.43430.0446
	59867	09/02/20	ADA TRANSITION PLAN	14,107.75		0255224		D	N				PROFESSIONAL SER	101.43417.0446
	59867	09/02/20	EAST SIDE DRAINAGE PRO	4,472.50		0255225		D	N				PROFESSIONAL SER	420.43418.0446
	59867	09/02/20	EAGLE LAKE SWR REPAIR	640.00		0255227		D	N				PROFESSIONAL SER	651.48487.0446
			VENDOR TOTAL	77,276.60										
													*CHECK TOTAL	

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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
BOX INC			003259											
	59868	09/02/20	2020 AGENDA BOX LICENSE	134.02		INV08192721		D	N				LICENSES AND TAX	101.41409.0445
BRAUN INTERTEC CORPORATI			000117											
	59869	09/02/20	CONST. MATERIALS TESTI	1,253.00		B2005433		D	N				PROFESSIONAL SER	400.48451.0446
	59869	09/02/20	CONST. MATERIALS TESTI	3,163.00		B221236		D	N				PROFESSIONAL SER	400.48451.0446
			VENDOR TOTAL	4,416.00		*CHECK TOTAL								
BSE			001980											
	59870	09/02/20	ELEC PARTS FOR CNTL UNIT	33.69		920274182		D	N				MTCE. OF EQUIPME	101.45433.0224
	59870	09/02/20	ELEC PARTS FOR CNTL UNIT	19.90		920274184		D	N				MTCE. OF EQUIPME	101.45433.0224
	59870	09/02/20	LUGS FOR MUNI AERATOR	170.24		920477860		D	N				MTCE. OF EQUIPME	651.48484.0224
	59870	09/02/20	LIGHT BULBS	159.12		920490992		D	N				MTCE. OF STRUCTU	101.45433.0225
	59870	09/02/20	ELEC PARTS FOR CNTL UNIT	114.61		920545719		D	N				MTCE. OF EQUIPME	101.45433.0224
	59870	09/02/20	ELEC PARTS FOR CNTL UNIT	53.27		920557189		D	N				MTCE. OF EQUIPME	101.45433.0224
			VENDOR TOTAL	550.83		*CHECK TOTAL								
BULLET PROOF MECHANICAL			003181											
	59871	09/02/20	WELDED HYD. CYLINDERS	113.52		6375		D	N				MTCE. OF EQUIPME	101.43425.0334
	59871	09/02/20	4 BTU RADIANT HEATERS	13,995.00		6412		D	N				FURNITURE AND EQ	450.43425.0552
			VENDOR TOTAL	14,108.52		*CHECK TOTAL								
CANON FINANCIAL SERVICES			002336											
	59872	09/02/20	COPIER LEASE-AUG	98.56		21794224		D	N				RENTS	101.41405.0440
CARDMEMBER SERVICE			002365											
	59835	08/18/20	2021 MAPPING SFTWRE SUBS	618.92		STMT/7-20		D	N				PREPAID EXPENSES	101.128000
	59835	08/18/20	2021 EMAIL CERTIFICATE	396.00		STMT/7-20		D	N				PREPAID EXPENSES	101.128000
	59835	08/18/20	2022 EMAIL CERTIFICATE	226.00		STMT/7-20		D	N				PREPAID EXPENSES	101.128000
	59835	08/18/20	2021 DNS SERVICE	30.00		STMT/7-20		D	N				PREPAID EXPENSES	101.128000
	59835	08/18/20	2022 DNS SERVICE	30.00		STMT/7-20		D	N				PREPAID EXPENSES	101.128000
	59835	08/18/20	2023 DNS SERVICE	15.00		STMT/7-20		D	N				PREPAID EXPENSES	101.128000
	59835	08/18/20	NEW SHLTR CNCL OPEN HSE	35.01		STMT/7-20		D	N				GENERAL SUPPLIES	101.41401.0229
	59835	08/18/20	2020 MAPPING SFTWRE SUBS	442.08		STMT/7-20		D	N				SUBSCRIPTIONS AN	101.41402.0443
	59835	08/18/20	DOC MONTHLY SOFTWARE	95.00		STMT/7-20		D	N				SUBSCRIPTIONS AN	101.41409.0443
	59835	08/18/20	FILE TRANSFER SERV-JUL	100.00		STMT/7-20		D	N				SUBSCRIPTIONS AN	101.41409.0443
	59835	08/18/20	2020 EMAIL CERTIFICATE	160.00		STMT/7-20		D	N				SUBSCRIPTIONS AN	101.41409.0443
	59835	08/18/20	2020 DNS SERVICE	14.85		STMT/7-20		D	N				SUBSCRIPTIONS AN	101.41409.0443
	59835	08/18/20	OFF SITE BACKUP-JUL	34.99		STMT/7-20		D	N				SUBSCRIPTIONS AN	101.41409.0443
	59835	08/18/20	VIDEO SOFTWARE LICENSE	322.55		STMT/7-20		D	N				LICENSES AND TAX	101.41409.0445
	59835	08/18/20	DICTATION SOFTWARE LIC.	50.44		STMT/7-20		D	N				LICENSES AND TAX	101.41409.0445
	59835	08/18/20	FOREIGN TRANSACTION FEE	3.41		STMT/7-20		D	N				OTHER CHARGES	101.41409.0449
	59835	08/18/20	BECKMAN-SEMINAR REGIS.	925.00		STMT/7-20		D	N				TRAVEL-CONF.-SCH	101.41420.0333
	59835	08/18/20	CORDS FOR INVERTERS	12.82		STMT/7-20		D	N				SMALL TOOLS	101.42411.0221
	59835	08/18/20	FARADAY BAGS	196.08		STMT/7-20		D	N				SMALL TOOLS	101.42411.0221
	59835	08/18/20	6 TINT METERS	419.70		STMT/7-20		D	N				SMALL TOOLS	101.42411.0221
	59835	08/18/20	AED BATTERIES	66.61		STMT/7-20		D	N				MTCE. OF EQUIPME	101.42411.0224

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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
CARDMEMBER SERVICE			002365											
	59835	08/18/20	REG. VI CHIEFS MTG-MEALS	31.16		STMT/7-20		D	N				SUBSISTENCE OF P	101.42411.0227
	59835	08/18/20	SEARCH/RESCUE EQUIP SUPP	148.79		STMT/7-20		D	N				GENERAL SUPPLIES	101.42411.0229
	59835	08/18/20	FLAG/POLE KIT/TIE-DOWN	284.95		STMT/7-20		D	N				GENERAL SUPPLIES	101.42411.0229
	59835	08/18/20	EXPLORER WATER BOTTLES	312.19		STMT/7-20		D	N				GENERAL SUPPLIES	101.42411.0229
	59835	08/18/20	6 NYLON RESTRAINTS	152.03		STMT/7-20		D	N				GENERAL SUPPLIES	101.42411.0229
	59835	08/18/20	ENGRAVED WATER BOTTLES	171.00		STMT/7-20		D	N				MTCE. OF EQUIPME	101.42411.0334
	59835	08/18/20	POST LICENSE	92.24		STMT/7-20		D	N				LICENSES AND TAX	101.42411.0445
	59835	08/18/20	DRONE REGISTRATION	25.00		STMT/7-20		D	N				LICENSES AND TAX	101.42411.0445
	59835	08/18/20	CODE BOOKS	302.05		STMT/7-20		D	N				OFFICE SUPPLIES	101.42412.0220
	59835	08/18/20	UNIFORM PANTS	99.90		STMT/7-20		D	N				SUBSISTENCE OF P	101.42412.0227
	59835	08/18/20	CCS AUCTION PRIZE	6.47		STMT/7-20		D	N				TRAVEL-CONF.-SCH	101.42412.0333
	59835	08/18/20	LANDFILL CHARGES-JUL	28.10		STMT/7-20		D	N				CLEANING AND WAS	101.42412.0338
	59835	08/18/20	COCHRAN-CANCELLED SEMINA	70.00CR		STMT/7-20		D	N				TRAVEL-CONF.-SCH	101.43417.0333
	59835	08/18/20	SMART SALTING TRNG-MEALS	244.27		STMT/7-20		D	N				TRAVEL-CONF.-SCH	101.43418.0333
	59835	08/18/20	SMART SALTING TRNG-MEALS	40.71		STMT/7-20		D	N				TRAVEL-CONF.-SCH	101.43418.0333
	59835	08/18/20	SMART SALTING TRNG-MEALS	36.94		STMT/7-20		D	N				TRAVEL-CONF.-SCH	101.43418.0333
	59835	08/18/20	POSTAGE	23.05		STMT/7-20		D	N				POSTAGE	101.43425.0223
	59835	08/18/20	POSTAGE	30.00		STMT/7-20		D	N				POSTAGE	101.43425.0223
	59835	08/18/20	POSTAGE	22.50		STMT/7-20		D	N				POSTAGE	101.43425.0223
	59835	08/18/20	POSTAGE	15.00		STMT/7-20		D	N				POSTAGE	101.43425.0223
	59835	08/18/20	POSTAGE	22.50		STMT/7-20		D	N				POSTAGE	101.43425.0223
	59835	08/18/20	LOCK/KEYS	29.33		STMT/7-20		D	N				MTCE. OF STRUCTU	101.45432.0225
	59835	08/18/20	FIRST AID SUPPLIES	11.99		STMT/7-20		D	N				SUBSISTENCE OF P	101.45432.0227
	59835	08/18/20	BATTING TEES/SB FACEMASK	156.90		STMT/7-20		D	N				GENERAL SUPPLIES	101.45432.0229
	59835	08/18/20	OFFICE DECOR	38.89		STMT/7-20		D	N				GENERAL SUPPLIES	101.45432.0229
	59835	08/18/20	STAFF MEETING-MEALS	62.27		STMT/7-20		D	N				GENERAL SUPPLIES	101.45432.0229
	59835	08/18/20	PARK IT GAMES/SUPPLIES	7.54		STMT/7-20		D	N				GENERAL SUPPLIES	101.45432.0229
	59835	08/18/20	STOP WATCHES/FACE MASKS	30.18		STMT/7-20		D	N				GENERAL SUPPLIES	101.45432.0229
	59835	08/18/20	AMAZON MEMBERSHIP-JUL	14.01		STMT/7-20		D	N				SUBSCRIPTIONS AN	101.45432.0443
	59835	08/18/20	LAMINATING SHEETS	64.06		STMT/7-20		D	N				OFFICE SUPPLIES	101.45435.0220
	59835	08/18/20	OFFICE SUPPLIES	23.35		STMT/7-20		D	N				OFFICE SUPPLIES	101.45435.0220
	59835	08/18/20	2 BOX FANS	39.76		STMT/7-20		D	N				SMALL TOOLS	101.45435.0221
	59835	08/18/20	STORAGE SHELF	113.24		STMT/7-20		D	N				MTCE. OF STRUCTU	101.45435.0225
	59835	08/18/20	PLUMBING PARTS	34.77		STMT/7-20		D	N				MTCE. OF STRUCTU	101.45435.0225
	59835	08/18/20	PLUMBING PARTS	1.90		STMT/7-20		D	N				MTCE. OF STRUCTU	101.45435.0225
	59835	08/18/20	SHELF BRACKETS	14.34		STMT/7-20		D	N				MTCE. OF STRUCTU	101.45435.0225
	59835	08/18/20	FACE MASK	14.99		STMT/7-20		D	N				SUBSISTENCE OF P	101.45435.0227
	59835	08/18/20	CORDS/FABRIC SUPPLIES	85.11		STMT/7-20		D	N				GENERAL SUPPLIES	101.45435.0229
	59835	08/18/20	HAND SANITIZER	6.41		STMT/7-20		D	N				GENERAL SUPPLIES	101.45435.0229
	59835	08/18/20	STORAGE TOTE/HAND SANITI	61.02		STMT/7-20		D	N				GENERAL SUPPLIES	101.45435.0229
	59835	08/18/20	WIPES/HAND SANITIZER	58.36		STMT/7-20		D	N				GENERAL SUPPLIES	101.45435.0229
	59835	08/18/20	FACE MASKS/SUPPLIES	39.64		STMT/7-20		D	N				GENERAL SUPPLIES	101.45435.0229
	59835	08/18/20	COOKIE DAY TREAT	13.98		STMT/7-20		D	N				GENERAL SUPPLIES	101.45435.0229
	59835	08/18/20	HAND SANITIZER	15.49		STMT/7-20		D	N				GENERAL SUPPLIES	101.45437.0229
	59835	08/18/20	STEEL WOOL/PCKNG TAPE	13.68		STMT/7-20		D	N				GENERAL SUPPLIES	101.45437.0229
	59835	08/18/20	GLOVES/HAND SANITIZER	130.14		STMT/7-20		D	N				REFUNDS AND REIM	219.42428.0882
	59835	08/18/20	PAPER TWLS/HAND SANITIZE	39.85		STMT/7-20		D	N				REFUNDS AND REIM	219.42428.0882
	59835	08/18/20	SANITIZING WIPES	12.23		STMT/7-20		D	N				REFUNDS AND REIM	219.42428.0882
	59835	08/18/20	SANITIZING WIPES	33.69		STMT/7-20		D	N				REFUNDS AND REIM	219.42428.0882

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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
CHAMBERLAIN OIL CO			000154											
	59877	09/02/20	OIL FOR PLANT GENERATO	1,083.00		331220-00		D	N				MOTOR FUELS AND	651.48484.0222
	59877	09/02/20	OIL	480.70		331513-00		D	N				INVENTORIES-MDSE	101.125000
	59877	09/02/20	SCREW PUMP GREASE	761.18		332536-00		D	N				MOTOR FUELS AND	651.48484.0222
				2,324.88										
			VENDOR TOTAL	2,324.88										
														*CHECK TOTAL
CHAPPELL CENTRAL INC			000156											
	59878	09/02/20	REPL. AIR COMP SWITCH	279.56		00014857		D	N				MTCE. OF EQUIPME	651.48484.0224
	59878	09/02/20	REPL. AIR COMP SWITCH	291.60		00014857		D	N				MTCE. OF EQUIPME	651.48484.0334
	59878	09/02/20	HVAC REPAIR-LABOR	340.20		00014882		D	N				MTCE. OF EQUIPME	101.45433.0334
	59878	09/02/20	CK ADMIN BLDG A/C-LABOR	121.50		00014886		D	N				MTCE. OF STRUCTU	651.48484.0335
	59878	09/02/20	CK SMALL COOLER-LABOR	121.50		00014912		D	N				MTCE. OF EQUIPME	651.48484.0334
	59878	09/02/20	CK PLC CABINET-LABOR	291.60		00014915		D	N				MTCE. OF EQUIPME	651.48484.0334
	59878	09/02/20	A/C MTCE-LABOR	537.29		00014947		D	N				MTCE. OF STRUCTU	101.45435.0335
				1,983.25										
			VENDOR TOTAL	1,983.25										
														*CHECK TOTAL
CHARTER COMMUNICATIONS			000736											
	59847	08/31/20	PHONE SERV-AUG	1,531.75		0009126072220		D	N				COMMUNICATIONS	101.41409.0330
	59847	08/31/20	PHONE SERV-SEP	1,525.57		0009126082220		D	N				COMMUNICATIONS	101.41409.0330
				3,057.32										
			VENDOR TOTAL	3,057.32										
														*CHECK TOTAL
CHOSEN VALLEY TESTING IN			003607											
	59879	09/02/20	SOIL TESTING	3,000.00		29857		D	N				PROFESSIONAL SER	420.45504.0446
CODE 4 SERVICES INC			002984											
	59880	09/02/20	#204887-HARDWARE/PARTS	994.22		5678		D	N				MTCE. OF EQUIPME	101.42411.0224
CONCRETE PRODUCTS NEW LO			000076											
	59881	09/02/20	CONCRETE-PICNIC SHLTR	880.07		00226030		D	N				MTCE. OF STRUCTU	230.43430.0225
	59881	09/02/20	CONCRETE-AROUND POOL	521.52		00226113		D	N				MTCE. OF OTHER I	101.45437.0226
				1,401.59										
			VENDOR TOTAL	1,401.59										
														*CHECK TOTAL
CORE & MAIN LP			002130											
	59882	09/02/20	HYDRANT PARTS	2,116.34		M682972		D	N				MTCE. OF OTHER I	101.43425.0226
CROW CHEMICAL & LIGHTING			000186											
	59883	09/02/20	HAND SOAP	201.90		18330		D	N				GENERAL SUPPLIES	101.43425.0229
	59883	09/02/20	LATEX GLOVES	25.68		18401		D	N				REFUNDS AND REIM	219.42428.0882
				227.58										
			VENDOR TOTAL	227.58										
														*CHECK TOTAL
DAHLBERG BOOT & TRAILER			001299											
	59884	09/02/20	12X6 ENCLOSED UTIL. TR	3,199.00		IN-135875		D	M	07			SMALL TOOLS	101.42411.0221

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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
DAN'S SHOP INC			002212											
	59885	09/02/20	FILTERS	154.98		102015		D	N				INVENTORIES-MDSE	101.125000
	59885	09/02/20	FILTERS	16.45		102056		D	N				INVENTORIES-MDSE	101.125000
	59885	09/02/20	FILTERS	233.66		102175		D	N				INVENTORIES-MDSE	101.125000
	59885	09/02/20	FILTERS	111.28		102364		D	N				INVENTORIES-MDSE	101.125000
	59885	09/02/20	FILTERS	29.49		102443		D	N				INVENTORIES-MDSE	101.125000
	59885	09/02/20	FILTERS	68.27		102561		D	N				INVENTORIES-MDSE	101.125000
	59885	09/02/20	FILTERS	73.22		102634		D	N				INVENTORIES-MDSE	101.125000
			VENDOR TOTAL	687.35										
				687.35									*CHECK TOTAL	
DELTA DENTAL OF MINNESOT			002867											
	59886	09/02/20	DENTAL INSURANCE-SEP	532.65		523514		D	N				COBRA INS PREMIU	101.120001
	59886	09/02/20	DENTAL INSURANCE-SEP	3,395.95		523514		D	N				INS. PASS THROUG	101.41428.0819
			VENDOR TOTAL	3,928.60										
				3,928.60									*CHECK TOTAL	
DOOLEY'S PETROLEUM INC			000212											
	59845	08/25/20	SHELTER PROPANE CONTRACT	125.00		48294		D	N				GENERAL SUPPLIES	101.45432.0229
	59845	08/25/20	154.1 GALLONS UNLEADED	278.14		6818		D	N				MOTOR FUELS AND	651.48484.0222
			VENDOR TOTAL	403.14										
				403.14									*CHECK TOTAL	
DRIVER & VEHICLE SERVICE			000217											
	59842	08/20/20	#134049-LICENSE/TITLE	52.00		080720		D	N				LICENSES AND TAX	101.42411.0445
	59842	08/20/20	#134049-TAX	780.00		080720		D	N				MACHINERY AND AU	450.42411.0553
	59842	08/20/20	CODING CORRECTION	52.00CR		080720		M	N				LICENSES AND TAX	101.42411.0445
	59842	08/20/20	CODING CORRECTION	780.00CR		080720		M	N				MACHINERY AND AU	450.42411.0553
	59842	08/20/20	#134049-LICENSE/TITLE	52.00		080720		M	N				LICENSES AND TAX	800.42411.0445
	59842	08/20/20	#134049-TAX	780.00		080720		M	N				MACHINERY AND AU	800.42411.0553
			VENDOR TOTAL	832.00										
				832.00									*CHECK TOTAL	
DUININCK CONCRETE			000151											
	59887	09/02/20	CONCRETE FOR SIDEWALK	455.00		99664		D	N				MTCE. OF OTHER I	651.48484.0226
	59887	09/02/20	CONCRETE FOR FLAG POLE	205.00		99920		D	N				MTCE. OF OTHER I	101.43425.0226
			VENDOR TOTAL	660.00										
				660.00									*CHECK TOTAL	
DUININCK CONCRETE CONST			003245											
	59888	09/02/20	EDGER	14.36		2008-638046		D	N				SMALL TOOLS	101.43425.0221
	59888	09/02/20	CAULK	79.11		2008-638046		D	N				GENERAL SUPPLIES	101.43425.0229
	59888	09/02/20	CONCRETE TOOLS	137.30		2008-638179		D	N				SMALL TOOLS	101.43425.0221
			VENDOR TOTAL	230.77										
				230.77									*CHECK TOTAL	
DUININCK INC			000222											
	59836	08/18/20	9TH ST RECONSTRUCTIO	311,285.54		2001A/EST. 2		D	N				MTCE. OF OTHER I	400.48451.0336

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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
DUININCK INC			000222											
	59889	09/02/20	MIX FOR STREET PATCHIN	3,545.52		543053		D	N				MTCE. OF OTHER I	101.43425.0226
	59889	09/02/20	GRAVEL	554.96		543099		D	N				GENERAL SUPPLIES	101.43425.0229
	59889	09/02/20	MIX FOR STREET PATCHIN	4,737.75		543382		D	N				MTCE. OF OTHER I	101.43425.0226
	59889	09/02/20	TRAIL REPAIR-GRAVEL	624.44		543435		D	N				GENERAL SUPPLIES	101.43425.0229
				9,462.67										
			VENDOR TOTAL	320,748.21										
													*CHECK TOTAL	
ED'S SERVICE CENTER & SA			000231											
	59890	09/02/20	TOWING CHARGES-APR	106.04		STMT/4-20		D	N				OTHER SERVICES	101.42411.0339
ELECTRIC PUMP INC			000788											
	59891	09/02/20	IMPELLER KIT FOR L.S.	2,165.05		0069047-IN		D	N				MTCE. OF EQUIPME	651.48485.0224
FANCY COATS			002172											
	59892	09/02/20	BOARD K-9 08/07-08/09	48.00		40092-AXEL		D	N				PROFESSIONAL SER	101.42411.0446
FASTENAL COMPANY			001188											
	59893	09/02/20	NUTS/BOLTS	33.87		MNWIL189776		D	N				GENERAL SUPPLIES	651.48484.0229
	59893	09/02/20	BANDSAW BLADES	39.40		MNWIL190027		D	N				SMALL TOOLS	101.43425.0221
	59893	09/02/20	ZIP TIES	196.90		MNWIL190027		D	N				GENERAL SUPPLIES	101.43425.0229
				270.17										
			VENDOR TOTAL	270.17										
													*CHECK TOTAL	
FERGUSON ENTERPRISES INC			000810											
	59894	09/02/20	FLUSH VALVES	378.12		7646927		D	N				MTCE. OF STRUCTU	101.45432.0225
	59894	09/02/20	PUMP GASKETS	57.63		7732741		D	N				MTCE. OF EQUIPME	101.43425.0224
	59894	09/02/20	ROOF DRAIN COVE	146.31		7764850		D	N				MTCE. OF STRUCTU	101.45432.0225
	59894	09/02/20	POOL REPAIR-PARTS	18.19		7772506		D	N				MTCE. OF OTHER I	101.45437.0226
	59894	09/02/20	POOL REPAIR-PARTS	11.40		7772527		D	N				MTCE. OF OTHER I	101.45437.0226
	59894	09/02/20	POOL REPAIR-PARTS	29.02		7777408		D	N				MTCE. OF OTHER I	101.45437.0226
				640.67										
			VENDOR TOTAL	640.67										
													*CHECK TOTAL	
FILE TEC INC			003562											
	59895	09/02/20	SCAN/DATA INDEXING	4,407.49		1063		D	N				PROFESSIONAL SER	101.41403.0446
FLAGSHIP RECREATION			003307											
	59896	09/02/20	REPL. POOL TOWER VALVE	5,647.00		F8413		D	N				MTCE. OF EQUIPME	101.45437.0224
FORUM COMMUNICATIONS COM			002269											
	59897	09/02/20	HRNG-COND'L USE PERMIT	100.75		CL01764249		D	N				PRINTING AND PUB	101.41402.0331
	59897	09/02/20	ORD. AMENDING BLDG CODE	279.50		CL01764313		D	N				PRINTING AND PUB	101.41402.0331
	59897	09/02/20	VEHICLE AUCTION NOTICE	78.00		CL01764426		D	N				OTHER SERVICES	101.41428.0339
	59897	09/02/20	ORD. AMENDING BLDG CODE	263.25		CL01764799		D	N				PRINTING AND PUB	101.41402.0331
	59897	09/02/20	BUS. SUBSIDY LEGAL DISCL	260.00		36792/8-20		D	N				PRINTING AND PUB	101.41402.0331
				981.50										
			VENDOR TOTAL	981.50										
													*CHECK TOTAL	

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KANDIYOHI CO & CITY OF W			001465											
	59915	09/02/20	CARES FUNDS TRANSF	1,000,000.00		090120		D	N				REFUNDS AND REIM	219.42428.0882
KANDIYOHI CO H.R.A.			000341											
	59846	08/25/20	CDAP-17-0049-0-FY18	96,529.00		REQ 3 RENTAL		D	N				OTHER SERVICES	212.46441.0339
KANDIYOHI CO TREASURER			000385											
	59843	08/20/20	#199149-TITLE FEE	65.00		080720		D	N				LICENSES AND TAX	101.43425.0445
	59843	08/20/20	#208057-TITLE FEE	57.00		080720		D	N				LICENSES AND TAX	101.43425.0445
	59843	08/20/20	#208057-TAX	6,160.90		080720		D	N				FURNITURE AND EQ	450.43425.0552
	59843	08/20/20	#199149-TAX	5,525.00		080720		D	N				MACHINERY AND AU	450.43425.0553
				11,807.90		*CHECK TOTAL								
	59916	09/02/20	#209256-TAX	207.93		082720		D	N				SMALL TOOLS	101.42411.0221
	59916	09/02/20	#209256-LICENSE	51.50		082720		D	N				LICENSES AND TAX	101.42411.0445
				259.43		*CHECK TOTAL								
			VENDOR TOTAL	12,067.33										
KANDIYOHI CO-OP ELECTRIC			000375											
	59917	09/02/20	WELCOME TO WILLMAR SIGN	55.43		STMT/8-20		D	N				UTILITIES	101.43425.0332
	59917	09/02/20	CO RD 23/HWY 71 BYPASS	126.00		STMT/8-20		D	N				UTILITIES	101.43425.0332
	59917	09/02/20	ELEC SERV-SECURITY LIGHT	38.00		STMT/8-20		D	N				UTILITIES	651.48486.0332
	59917	09/02/20	ELEC SERV-LIFT STATIONS	926.00		STMT/8-20		D	N				UTILITIES	651.48487.0332
				1,145.43		*CHECK TOTAL								
			VENDOR TOTAL	1,145.43										
KENT/JOSEPHINE			003508											
	59918	09/02/20	GYMNASTICS COACHING	840.00		082020		D	M	07			PROFESSIONAL SER	101.45432.0446
KLEIN/LAURA			003534											
	59919	09/02/20	TENNIS COACHING	1,465.00		081920		D	M	07			PROFESSIONAL SER	101.45432.0446
KONALD/JON			003517											
	59920	09/02/20	YOUTH FOOTBALL CAMP-AU	3,200.00		082620		D	M	07			PROFESSIONAL SER	101.45432.0446
	59920	09/02/20	YOUTH FOOTBALL CAMP-AU	1,680.00		090220		D	M	07			PROFESSIONAL SER	101.45432.0446
				4,880.00		*CHECK TOTAL								
			VENDOR TOTAL	4,880.00										
KRISS PREMIUM PRODUCTS I			002122											
	59921	09/02/20	COOLING TOWER TREATMENT	916.41		168047		D	N				GENERAL SUPPLIES	101.45433.0229
LAKESIDE PRESS			001646											
	59922	09/02/20	5,000 WINDOW ENVELOPES	607.50		9707		D	N				OFFICE SUPPLIES	101.41403.0220
LAND PRIDE CONSTRUCTION			003149											
	59837	08/18/20	SANITARY SEWER IMPRO	213,590.12		2001E/EST. 1		D	N				MTCE. OF OTHER I	400.48451.0336
LEAGUE OF MN CITIES			000412											
	59923	09/02/20	2021 MEMBERSHIP DUES	11,680.67		326613		D	N				PREPAID EXPENSES	101.128000
	59923	09/02/20	2020 MEMBERSHIP DUES	5,840.33		326613		D	N				SUBSCRIPTIONS AN	101.41401.0443

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MARCO TECHNOLOGIES LLC														
	59931	09/02/20	COPIER LEASE-SEP	129.53		421206707		D	N				RENTS	101.42411.0440
	59931	09/02/20	COPIER LEASE-SEP	124.45		422141291		D	N				RENTS	101.45432.0440
				253.98										
			VENDOR TOTAL	253.98										
						*CHECK TOTAL								
MENARDS														
	59932	09/02/20	STEP WAX AND DRY	9.94		01522		D	N				GENERAL SUPPLIES	101.45437.0229
	59932	09/02/20	DOWEL/PIPE	2.56		01877		D	N				MTCE. OF STRUCTU	101.45435.0225
	59932	09/02/20	PLUMBING PARTS	109.75		02442		D	N				MTCE. OF STRUCTU	101.45433.0225
	59932	09/02/20	WASP/HORNET KILLER	130.04		02442		D	N				GENERAL SUPPLIES	101.45433.0229
	59932	09/02/20	BLDG PAINT	28.98		02726		D	N				MTCE. OF STRUCTU	101.45433.0225
	59932	09/02/20	PAINTING SUPPLIES	50.47		02726		D	N				GENERAL SUPPLIES	101.45433.0229
	59932	09/02/20	PLUMBING PARTS	38.08		02746		D	N				MTCE. OF STRUCTU	101.45437.0225
	59932	09/02/20	PAINTING SUPPLIES	29.86		03169		D	N				GENERAL SUPPLIES	101.45433.0229
	59932	09/02/20	PAINT SPRAYER	163.89		03181		D	N				SMALL TOOLS	101.45433.0221
	59932	09/02/20	MAILBOX/PARTS	103.12		03246		D	N				MTCE. OF STRUCTU	101.42412.0225
	59932	09/02/20	ANTIBACTERIAL WIPES	9.57		03246		D	N				REFUNDS AND REIM	219.42428.0882
	59932	09/02/20	INSECT KILLER	10.84		03365		D	N				GENERAL SUPPLIES	101.45433.0229
	59932	09/02/20	POWER STRIPS FOR OFFICE	31.83		03365		D	N				GENERAL SUPPLIES	101.45433.0229
	59932	09/02/20	TRAINING MATERIALS	71.71		03375		D	N				TRAVEL-CONF.-SCH	101.42412.0333
	59932	09/02/20	HAND SANITIZER	22.39		03440		D	N				GENERAL SUPPLIES	101.41408.0229
	59932	09/02/20	ELEC.-POWER STRIP	64.90		03455		D	N				REFUNDS AND REIM	219.42428.0882
	59932	09/02/20	LAB SUPPLIES	5.38		03635		D	N				GENERAL SUPPLIES	651.48484.0229
	59932	09/02/20	SAFETY PROJECT SUPPLIES	126.94		03635		D	N				GENERAL SUPPLIES	651.48484.0229
	59932	09/02/20	WING NUTS	0.98		03713		D	N				GENERAL SUPPLIES	101.45435.0229
	59932	09/02/20	KICKSTAND TOOL/PARTS	26.11		03783		D	N				SMALL TOOLS	236.45436.0221
	59932	09/02/20	PLANT SUPPLIES	21.02		03956		D	N				GENERAL SUPPLIES	651.48484.0229
	59932	09/02/20	ELECTRICAL SUPPLIES	218.47		03967		D	N				GENERAL SUPPLIES	101.45433.0229
	59932	09/02/20	GARBAGE BAGS/BATTERIES	83.31		03975		D	N				GENERAL SUPPLIES	101.42412.0229
	59932	09/02/20	DOLLY CART	32.97		04076		D	N				SMALL TOOLS	101.45435.0221
	59932	09/02/20	12' CARPET/RUG	48.00		04076		D	N				SMALL TOOLS	101.45435.0221
	59932	09/02/20	LOCK BOLT FOR STAGE	13.58		04178		D	N				GENERAL SUPPLIES	101.45433.0229
	59932	09/02/20	SMALL TOOLS/C-CLAMP	53.38		04195		D	N				SMALL TOOLS	651.48485.0221
	59932	09/02/20	CLEANING SUPPLIES	5.64		04195		D	N				CLEANING AND WAS	651.48485.0228
	59932	09/02/20	VELCRO STRIPS	15.28		04373		D	N				GENERAL SUPPLIES	101.45435.0229
				1,528.99										
			VENDOR TOTAL	1,528.99										
						*CHECK TOTAL								
MILES PARTNERSHIP														
	59933	09/02/20	GOOGLE DMO PROGRAM	2,000.00		081920		D	N				OTHER CHARGES	208.45010.0449
MILLS FORD\JEEP OF WILLM														
	59934	09/02/20	2020 FORD F450 CHASSI	39,127.00		0098779		D	N				MACHINERY AND AU	450.43425.0553
MIMECAST NORTH AMERICA I														
	59935	09/02/20	EMAIL MGMT SERV-SEP	1,332.42		INVUS860597		D	N				SUBSCRIPTIONS AN	101.41409.0443

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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
MINI BIFF LLC						001805								
	59936	09/02/20	TOILET RENTALS	86.96		A-117067		D	N				RENTS	101.43425.0440
	59936	09/02/20	TOILET RENTALS	86.96		A-117068		D	N				RENTS	101.43425.0440
	59936	09/02/20	TOILET RENTALS	204.26		A-117100		D	N				RENTS	101.43425.0440
	59936	09/02/20	TOILET RENTALS	173.91		A-117162		D	N				RENTS	101.43425.0440
	59936	09/02/20	TOILET RENTALS	86.96		A-117349		D	N				RENTS	101.43425.0440
	59936	09/02/20	TOILET RENTALS	76.76		A-117350		D	N				RENTS	101.43425.0440
	59936	09/02/20	TOILET RENTALS	86.96		A-117352		D	N				RENTS	101.43425.0440
	59936	09/02/20	TOILET RENTALS	86.96		A-117384		D	N				RENTS	101.43425.0440
	59936	09/02/20	TOILET RENTALS	86.96		A-117386		D	N				RENTS	101.43425.0440
	59936	09/02/20	TOILET RENTALS	25.25		A-117493		D	N				RENTS	101.43425.0440
	59936	09/02/20	TOILET RENTALS	86.96		A-117500		D	N				RENTS	101.43425.0440
	59936	09/02/20	TOILET RENTALS	86.96		A-117513		D	N				RENTS	101.43425.0440
			VENDOR TOTAL	1,175.86		*CHECK TOTAL								
				1,175.86										
MN DEPT OF REVENUE						000492								
	364	08/19/20	USE TAX-JUL	1.77		STMT/7-20		M	N				SALES TAX PAYABL	101.206000
	364	08/19/20	DIESEL FUEL TAX-JUL	5.59		STMT/7-20		M	N				MOTOR FUELS AND	101.42411.0222
	364	08/19/20	DIESEL FUEL TAX-JUL	117.95		STMT/7-20		M	N				MOTOR FUELS AND	101.43425.0222
	364	08/19/20	USE TAX-JUL	54.23		STMT/7-20		M	N				MOTOR FUELS AND	101.43425.0222
	364	08/19/20	DIESEL FUEL TAX-JUL	14.12		STMT/7-20		M	N				MOTOR FUELS AND	651.48485.0222
			VENDOR TOTAL	193.66		*CHECK TOTAL								
				193.66										
MN HANDS & VOICES						.03005								
	59937	09/02/20	FACILITY RENTAL REFUND	100.00		081920		D	N				REFUNDS AND REIM	101.41428.0882
	59937	09/02/20	STAFFING CHARGE REFUND	80.00		081920		D	N				REFUNDS AND REIM	101.41428.0882
			VENDOR TOTAL	180.00		*CHECK TOTAL								
				180.00										
MN MAYORS ASSN						000502								
	59938	09/02/20	2021 MEMBERSHIP DUES	20.00		090220		D	N				PREPAID EXPENSES	101.128000
	59938	09/02/20	2020 MEMBERSHIP DUES	10.00		090220		D	N				SUBSCRIPTIONS AN	101.41401.0443
			VENDOR TOTAL	30.00		*CHECK TOTAL								
				30.00										
MN PEIP						003450								
	59838	08/18/20	HEALTH INSURANCE-SEP	1,982.58		994096		D	N				COBRA INS PREMIU	101.120001
	59838	08/18/20	HEALTH INSURANCE-SEP	2,782.20		994096		D	N				EMPLOYER INSUR.	101.41400.0114
	59838	08/18/20	HEALTH INSURANCE-SEP	6,092.98		994096		D	N				EMPLOYER INSUR.	101.41402.0114
	59838	08/18/20	HEALTH INSURANCE-SEP	2,434.43		994096		D	N				EMPLOYER INSUR.	101.41403.0114
	59838	08/18/20	HEALTH INSURANCE-SEP	5,564.40		994096		D	N				EMPLOYER INSUR.	101.41405.0114
	59838	08/18/20	HEALTH INSURANCE-SEP	1,391.10		994096		D	N				EMPLOYER INSUR.	101.41408.0114
	59838	08/18/20	HEALTH INSURANCE-SEP	3,310.78		994096		D	N				EMPLOYER INSUR.	101.41409.0114
	59838	08/18/20	HEALTH INSURANCE-SEP	1,391.10		994096		D	N				EMPLOYER INSUR.	101.41420.0114
	59838	08/18/20	HEALTH INSURANCE-SEP	347.77		994096		D	N				EMPLOYER INSUR.	101.41424.0114
	59838	08/18/20	HEALTH INSURANCE-SEP	6,280.06		994096		D	N				RETIRED EMPLOYEE	101.41428.0818
	59838	08/18/20	HEALTH INSURANCE-SEP	47,547.38		994096		D	N				EMPLOYER INSUR.	101.42411.0114
	59838	08/18/20	HEALTH INSURANCE-SEP	5,564.40		994096		D	N				EMPLOYER INSUR.	101.42412.0114

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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
MN PEIP			003450											
	59838	08/18/20	HEALTH INSURANCE-SEP	6,788.53		994096		D	N				EMPLOYER INSUR.	101.43417.0114
	59838	08/18/20	HEALTH INSURANCE-SEP	29,416.14		994096		D	N				EMPLOYER INSUR.	101.43425.0114
	59838	08/18/20	HEALTH INSURANCE-SEP	1,391.10		994096		D	N				EMPLOYER INSUR.	101.45001.0114
	59838	08/18/20	HEALTH INSURANCE-SEP	5,230.46		994096		D	N				EMPLOYER INSUR.	101.45432.0114
	59838	08/18/20	HEALTH INSURANCE-SEP	2,782.20		994096		D	N				EMPLOYER INSUR.	101.45433.0114
	59838	08/18/20	HEALTH INSURANCE-SEP	845.72		994096		D	N				EMPLOYER INSUR.	101.45435.0114
	59838	08/18/20	HEALTH INSURANCE-SEP	264.29		994096		D	N				EMPLOYER INSUR.	101.45437.0114
	59838	08/18/20	HEALTH INSURANCE-SEP	12,820.26		994096		D	N				EMPLOYER INSUR.	651.48484.0114
	59838	08/18/20	HEALTH INSURANCE-SEP	1,391.10		994096		D	N				EMPLOYER INSUR.	651.48485.0114
				145,618.98									*CHECK TOTAL	
			VENDOR TOTAL	145,618.98										
MN\WI PLAYGROUND			003213											
	59939	09/02/20	REPLACEMENT COLUMNS	7,576.00			2020250		D	N			MTCE. OF STRUCTU	454.45447.0225
MORRELL/AMY			003536											
	59940	09/02/20	TENNIS COACHING	1,465.00			081920		D	M	07		PROFESSIONAL SER	101.45432.0446
MOTOR SPORTS OF WILLMAR			000873											
	59941	09/02/20	LIFE JACKET	90.00			2013484		D	N			SUBSISTENCE OF P	651.48484.0227
	59941	09/02/20	#192651-FILTER	20.99			2013595		D	N			INVENTORIES-MDSE	101.125000
	59941	09/02/20	#192659-FILTER	20.99			2013595		D	N			INVENTORIES-MDSE	101.125000
				131.98									*CHECK TOTAL	
			VENDOR TOTAL	131.98										
MUNICIPAL UTILITIES			000541											
	59942	09/02/20	UTILITIES FOR AUG	1,093.33			8/20		D	N			UTILITIES	101.42412.0332
	59942	09/02/20	UTILITIES FOR AUG	1,065.70			8/20		D	N			UTILITIES	101.43425.0332
	59942	09/02/20	UTILITIES FOR AUG	2,862.32			8/20		D	N			UTILITIES	230.43430.0332
	59942	09/02/20	UTILITIES FOR AUG	53,604.75			8/20		D	N			UTILITIES	651.48484.0332
	59942	09/02/20	UTILITIES FOR AUG	324.36			8/20		D	N			UTILITIES	651.48485.0332
				58,950.46									*CHECK TOTAL	
			VENDOR TOTAL	58,950.46										
MVTL LABORATORIES INC			000544											
	59943	09/02/20	LAB TESTING	279.00			1046478		D	N			PROFESSIONAL SER	651.48484.0446
	59943	09/02/20	LAB TESTING	45.00			1047112		D	N			PROFESSIONAL SER	651.48484.0446
	59943	09/02/20	LAB TESTING	45.00			1048132		D	N			PROFESSIONAL SER	651.48484.0446
				369.00									*CHECK TOTAL	
			VENDOR TOTAL	369.00										
MVTV WIRELESS			003372											
	59944	09/02/20	AIRPORT INTERNET-SEP	162.95			11699-20200901		D	N			COMMUNICATIONS	101.41409.0330
NCL OF WISCONSIN INC			001627											
	59945	09/02/20	LAB SUPPLIES	344.99			442410		D	N			GENERAL SUPPLIES	651.48484.0229

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PEST PRO II			001968											
	59954	09/02/20	PEST CONTROL SERVICES	37.00		27728		D	N				PROFESSIONAL SER	101.45435.0446
POWER PLAN OIB			000342											
	59955	09/02/20	#059968-DIAGNOSTICS	537.85		W1950711		D	N				INVENTORIES-MDSE	101.125000
PREMIUM WATERS INC			000374											
	59956	09/02/20	DRINKING WATER	8.00		803211/7-20		D	N				SUBSISTENCE OF P	101.45435.0227
PRO HYDRO-TESTING LLC			003606											
	59957	09/02/20	HYDRO TEST SCBA CYLIND	3,303.00		103567		D	N				PROFESSIONAL SER	101.42412.0446
QUICK SIGNS			001093											
	59958	09/02/20	SOCIAL DISTANCING SIGNS	99.80		177438		D	N				REFUNDS AND REIM	219.42428.0882
RAILROAD MANAGEMENT CO I			002582											
	59959	09/02/20	2021 WTR PIPELINE LIC.	237.37		422037		D	N				PREPAID EXPENSES	101.128000
	59959	09/02/20	2020 WTR PIPELINE LIC.	21.58		422037		D	N				LICENSES AND TAX	101.43425.0445
	59959	09/02/20	2021 WTR PIPELINE LIC.	237.37		422038		D	N				PREPAID EXPENSES	101.128000
	59959	09/02/20	2020 WTR PIPELINE LIC.	21.58		422038		D	N				LICENSES AND TAX	101.43425.0445
	59959	09/02/20	2021 WTR PIPELINE LIC.	237.37		422039		D	N				PREPAID EXPENSES	101.128000
	59959	09/02/20	2020 WTR PIPELINE LIC.	21.58		422039		D	N				LICENSES AND TAX	101.43425.0445
			VENDOR TOTAL	776.85		*CHECK TOTAL								
				776.85										
RAMBOW INC			000639											
	59960	09/02/20	YOUTH FOOTBALL PANTS	409.50		612857		D	N				GENERAL SUPPLIES	101.45432.0229
RIDDELL			003594											
	59961	09/02/20	YOUTH FOOTBALL HELMETS	2,608.98		60413553		D	N				SMALL TOOLS	101.45432.0221
	59961	09/02/20	YOUTH SHOULDER PADS	2,030.97		60413553		D	N				SMALL TOOLS	101.45432.0221
			VENDOR TOTAL	4,639.95		*CHECK TOTAL								
				4,639.95										
RILEY BROS CONSTRUCTION			000653											
	59840	08/18/20	6TH ST SWR/CURB/GTR/	125,668.38		2001B/EST. 1		D	N				MTCE. OF OTHER I	400.48451.0336
RULE TIRE SHOP			000665											
	59962	09/02/20	#191276-TIRES	316.00		1-44246		D	N				INVENTORIES-MDSE	101.125000
SCHOUMAKER/ASHLEY			003528											
	59963	09/02/20	YOUTH VOLLEYBALL CAMP	260.00		081920		D	M	07			PROFESSIONAL SER	101.45432.0446
SERVICE CENTER/CITY OF W			000685											
	59964	09/02/20	GAS-43.95 GALLONS	81.31		STMT/7-20		D	N				MOTOR FUELS AND	101.41402.0222
	59964	09/02/20	GAS-19.05 GALLONS	35.24		STMT/7-20		D	N				MOTOR FUELS AND	101.41408.0222
	59964	09/02/20	DIESEL-19.79 GALLONS	27.90		STMT/7-20		D	N				MOTOR FUELS AND	101.42411.0222
	59964	09/02/20	GAS-2,575.32 GALLONS	4,745.07		STMT/7-20		D	N				MOTOR FUELS AND	101.42411.0222
	59964	09/02/20	DIESEL-107.55 GALLONS	149.10		STMT/7-20		D	N				MOTOR FUELS AND	101.42412.0222
	59964	09/02/20	GAS-101.30 GALLONS	186.57		STMT/7-20		D	N				MOTOR FUELS AND	101.42412.0222

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SERVICE CENTER/CITY OF W			000685											
	59964	09/02/20	GAS-189.80 GALLONS	350.55		STMT/7-20		D	N				MOTOR FUELS AND	101.43417.0222
	59964	09/02/20	DIESEL-1,629.21 GALLON	2,276.90		STMT/7-20		D	N				MOTOR FUELS AND	101.43425.0222
	59964	09/02/20	GAS-1,014.84 GALLONS	1,870.60		STMT/7-20		D	N				MOTOR FUELS AND	101.43425.0222
	59964	09/02/20	GAS-25.12 GALLONS	45.72		STMT/7-20		D	N				MOTOR FUELS AND	101.45432.0222
	59964	09/02/20	GAS-25.42 GALLONS	47.03		STMT/7-20		D	N				MOTOR FUELS AND	101.45433.0222
	59964	09/02/20	DIESEL-50.01 GALLONS	69.24		STMT/7-20		D	N				MOTOR FUELS AND	651.48484.0222
	59964	09/02/20	EQUIPMENT REPAIR-PARTS	304.18		STMT/8-20		D	N				MTCE. OF EQUIPME	101.42411.0224
	59964	09/02/20	EQUIPMENT REPAIR-PARTS	24.19		STMT/8-20		D	N				MTCE. OF EQUIPME	101.42412.0224
	59964	09/02/20	EQUIPMENT REPAIR-PARTS	1,729.12		STMT/8-20		D	N				MTCE. OF EQUIPME	101.43425.0224
	59964	09/02/20	EQUIPMENT REPAIR-PARTS	159.64		STMT/8-20		D	N				MTCE. OF EQUIPME	651.48485.0224
	59964	09/02/20	EQUIPMENT REPAIR-PARTS	15.27		STMT/8-20		D	N				MTCE. OF EQUIPME	101.42411.0224
	59964	09/02/20	EQUIPMENT REPAIR-PARTS	2,191.24		STMT/8-20		D	N				MTCE. OF EQUIPME	101.43425.0224
	59964	09/02/20	EQUIPMENT REPAIR-PARTS	106.44		STMT/8-20		D	N				MTCE. OF EQUIPME	101.42411.0224
	59964	09/02/20	EQUIPMENT REPAIR-PARTS	3,017.70		STMT/8-20		D	N				MTCE. OF EQUIPME	101.43425.0224
				17,433.01										
			VENDOR TOTAL	17,433.01										
						*CHECK TOTAL								
SIBLEY STATE PARK IMPROV			003145											
	59965	09/02/20	2021 MEMBERSHIP DUES	30.00		083020		D	N				PREPAID EXPENSES	208.128000
SOUND PLAY INC			003308											
	59966	09/02/20	PLAY EQUIP REPAIR-PARTS	461.10		00009047		D	N				MTCE. OF EQUIPME	101.45432.0224
SPRINT			000578											
	59967	09/02/20	CELL PHONE USAGE-JUL	69.98		317498885-147		D	N				COMMUNICATIONS	101.41409.0330
STACY'S NURSERY INC			000706											
	59968	09/02/20	DIRT	137.50		16324		D	N				GENERAL SUPPLIES	101.43425.0229
STANLEY ACCESS TECH LLC			.03008											
	59969	09/02/20	DOOR REPAIR-PARTS	119.35		0906017248		D	N				MTCE. OF STRUCTU	101.45435.0225
	59969	09/02/20	DOOR REPAIR-LABOR	173.25		0906017248		D	N				MTCE. OF STRUCTU	101.45435.0335
				292.60										
			VENDOR TOTAL	292.60										
						*CHECK TOTAL								
STICKERBOY SIGNS			.03006											
	59970	09/02/20	SIGNS FOR BEACH	140.00		082020		D	N				MTCE. OF OTHER I	101.43425.0226
SUN LIFE FINANCIAL			003460											
	59841	08/18/20	LIFE/LTD/VISION INS-AUG	20.25		M350		D	N				COBRA INS PREMIU	101.120001
	59841	08/18/20	LIFE/LTD/VISION INS-AUG	77.78		M350		D	N				EMPLOYER INSUR.	101.41400.0114
	59841	08/18/20	LIFE/LTD/VISION INS-AUG	139.69		M350		D	N				EMPLOYER INSUR.	101.41402.0114
	59841	08/18/20	LIFE/LTD/VISION INS-AUG	45.02		M350		D	N				EMPLOYER INSUR.	101.41403.0114
	59841	08/18/20	LIFE/LTD/VISION INS-AUG	110.69		M350		D	N				EMPLOYER INSUR.	101.41405.0114
	59841	08/18/20	LIFE/LTD/VISION INS-AUG	21.74		M350		D	N				EMPLOYER INSUR.	101.41408.0114
	59841	08/18/20	LIFE/LTD/VISION INS-AUG	73.21		M350		D	N				EMPLOYER INSUR.	101.41409.0114
	59841	08/18/20	LIFE/LTD/VISION INS-AUG	27.85		M350		D	N				EMPLOYER INSUR.	101.41420.0114
	59841	08/18/20	LIFE/LTD/VISION INS-AUG	5.36		M350		D	N				EMPLOYER INSUR.	101.41424.0114
	59841	08/18/20	LIFE/LTD/VISION INS-AUG	101.43		M350		D	N				INS. PASS THROUG	101.41428.0819

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CHECK#	DATE												
SUN LIFE FINANCIAL		003460											
	59841	08/18/20	LIFE/LTD/VISION INS-AU	1,026.23	M350		D	N				EMPLOYER INSUR.	101.42411.0114
	59841	08/18/20	LIFE/LTD/VISION INS-AUG	106.45	M350		D	N				EMPLOYER INSUR.	101.42412.0114
	59841	08/18/20	LIFE/LTD/VISION INS-AUG	154.96	M350		D	N				EMPLOYER INSUR.	101.43417.0114
	59841	08/18/20	LIFE/LTD/VISION INS-AUG	518.34	M350		D	N				EMPLOYER INSUR.	101.43425.0114
	59841	08/18/20	LIFE/LTD/VISION INS-AUG	24.25	M350		D	N				EMPLOYER INSUR.	101.45001.0114
	59841	08/18/20	LIFE/LTD/VISION INS-AUG	73.33	M350		D	N				EMPLOYER INSUR.	101.45432.0114
	59841	08/18/20	LIFE/LTD/VISION INS-AUG	46.06	M350		D	N				EMPLOYER INSUR.	101.45433.0114
	59841	08/18/20	LIFE/LTD/VISION INS-AUG	34.38	M350		D	N				EMPLOYER INSUR.	101.45435.0114
	59841	08/18/20	LIFE/LTD/VISION INS-AUG	10.79	M350		D	N				EMPLOYER INSUR.	101.45437.0114
	59841	08/18/20	LIFE/LTD/VISION INS-AUG	260.32	M350		D	N				EMPLOYER INSUR.	651.48484.0114
	59841	08/18/20	LIFE/LTD/VISION INS-AUG	20.60	M350		D	N				EMPLOYER INSUR.	651.48485.0114
			VENDOR TOTAL	2,898.73									
				2,898.73									
													*CHECK TOTAL
SUN LIFE FINANCIAL		003539											
	59971	09/02/20	SUPPLEMENTAL LIFE-AUG	104.90		920813/8-20	D	N				COBRA INS PREMIU	101.120001
SURPLUS WAREHOUSE INC		000728											
	59972	09/02/20	REFRIG. MODUAL DISPOSAL	10.00		3338	D	N				CLEANING AND WAS	651.48484.0338
	59972	09/02/20	SHOP PRESS	44.99		3361	D	N				SMALL TOOLS	651.48484.0221
			VENDOR TOTAL	54.99									
				54.99									*CHECK TOTAL
TACTICAL SOLUTIONS		003040											
	59973	09/02/20	RADAR CERTIFICATIONS	644.00		8031	D	N				PROFESSIONAL SER	101.42411.0446
TEN17 MEDIA LLC		003589											
	59974	09/02/20	WEBSITE/SOC. MEDIA WOR	1,250.00		1072	D	N				PROFESSIONAL SER	235.41402.0446
THOMPSON/JUDY		000949											
	59975	09/02/20	ELEC.-SOC DISTANCE SIGNS	321.92		081420	D	N				REFUNDS AND REIM	219.42428.0882
UNCOMMON USA INC		001286											
	59976	09/02/20	US FLAGS	64.00		971093	D	N				GENERAL SUPPLIES	230.43430.0229
	59976	09/02/20	FLAG POLE PARTS	58.40		971289	D	N				MTCE. OF OTHER I	101.43425.0226
			VENDOR TOTAL	122.40									
				122.40									*CHECK TOTAL
US BANK EQUIPMENT FINANC		003143											
	59977	09/02/20	COPIER LEASE-SEP	144.97		422527283	D	N				RENTS	651.48484.0440
USA BLUE BOOK		001258											
	59978	09/02/20	COREPRO SAMPLER	299.33		324317	D	N				SMALL TOOLS	651.48484.0221
VAN BERGEN & MARKSON INC		000772											
	59979	09/02/20	POLYMER PUMP REPAIR-PR	3,047.04		380108	D	N				MTCE. OF EQUIPME	651.48486.0224

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 CHAMBER OF COMME			000812											
	59987	09/02/20	SOCIAL MKTG PLATFORM	383.50		CC STMT/7-20		D	N				PREPAID EXPENSES	208.128000
	59987	09/02/20	OFFICE 365 SUBSCRIP.	7.54		CC STMT/7-20		D	N				SUBSCRIPTIONS AN	208.45005.0443
	59987	09/02/20	SOCIAL MKTG PLATFORM	383.49		CC STMT/7-20		D	N				OTHER CHARGES	208.45010.0449
	59987	09/02/20	VIDEO SHOOT-MEALS	10.36		CC STMT/7-20		D	N				OTHER CHARGES	208.45010.0449
	59987	09/02/20	VIDEO SHOOT-WTR/GATORADE	10.00		CC STMT/7-20		D	N				OTHER CHARGES	208.45010.0449
	59987	09/02/20	VIDEO SHOOT-BEVERAGES	17.64		CC STMT/7-20		D	N				OTHER CHARGES	208.45010.0449
	59987	09/02/20	VIDEOGRAPHER GIFT	8.31		CC STMT/7-20		D	N				OTHER CHARGES	208.45010.0449
	59987	09/02/20	VIDEO SHOOT-BEVERAGES	9.67		CC STMT/7-20		D	N				OTHER CHARGES	208.45010.0449
	59987	09/02/20	VIDEO SHOOT-MEALS	37.32		CC STMT/7-20		D	N				OTHER CHARGES	208.45010.0449
	59987	09/02/20	GOOGLE ADVERTISING	234.81		CC STMT/7-20		D	N				OTHER CHARGES	208.45010.0449
	59987	09/02/20	FACEBOOK ADVERTISING	13.00		CC STMT/7-20		D	N				OTHER CHARGES	208.45010.0449
	59987	09/02/20	INTERNET 6/18-7/17	35.58		51636		D	N				COMMUNICATIONS	208.45005.0330
	59987	09/02/20	MANAGED IT 6/12-7/11	66.66		51636		D	N				PROFESSIONAL SER	208.45005.0446
			VENDOR TOTAL	1,217.88										
				1,217.88										*CHECK TOTAL
WILLMAR CRANE SERVICE			000899											
	59988	09/02/20	CRANE SERVICES	450.00			5477		D	N			MTCE. OF EQUIPME	651.48484.0334
WILLMAR FORKLIFT INC			002705											
	59989	09/02/20	SCISSORLIFT INSPECTION	135.00			65502		D	N			MTCE. OF EQUIPME	101.45433.0334
WILLMAR YOUTH FOOTBALL A			003522											
	59990	09/02/20	YOUTH FOOTBALL CAMP	3,140.00			442		D	N			PROFESSIONAL SER	101.45432.0446
WINDSTREAM			002100											
	59991	09/02/20	PHONE SERV-AUG	68.61			STMT/8-20		D	N			COMMUNICATIONS	101.45433.0330
4IMPRINT INC			.03009											
	59992	09/02/20	COMMUNITY OUTREACH ITEMS	297.80			20079453		D	N			GENERAL SUPPLIES	101.42411.0229
	59992	09/02/20	CERT BINDERS/CLIPBOARDS	483.38			20079453		D	N			GENERAL SUPPLIES	101.42411.0229
	59992	09/02/20	HAND SANITIZER	520.93			20079453		D	N			REFUNDS AND REIM	219.42428.0882
			VENDOR TOTAL	1,302.11										
				1,302.11										*CHECK TOTAL
5 STAR WALT'S LLC			000790											
	59993	09/02/20	#186470-DETAILED TRUCK	139.95			POLICE/7-20		D	N			MTCE. OF EQUIPME	101.42411.0334

ACS FINANCIAL SYSTEM
09/02/2020 13:03:50

Vendor Payment History Report
INCLUDES ONLY POSTED TRANS

CITY OF WILLMAR
GL540R-V08.14 PAGE 22

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
REPORT TOTALS:				2,538,350.09										

RECORDS PRINTED - 000555

ACS FINANCIAL SYSTEM
09/02/2020 13:03:50

Vendor Payment History Report

CITY OF WILLMAR
GL060S-V08.14 RECAPPAGE
GL540R

FUND RECAP:

FUND	DESCRIPTION	DISBURSEMENTS
101	GENERAL FUND	295,027.06
208	CONVENTION & VISITORS BUREAU	4,388.38
212	COMMUNITY DEVELOPMENT	96,529.00
219	CORONAVIRUS RELIEF FUND	1,025,717.99
230	WILLMAR MUNICIPAL AIRPORT	13,155.39
235	WILLMAR MAIN STREET	1,550.00
236	BIKE SHARE PROGRAM	26.11
400	S.A.B.F. - 2020	654,960.04
418	S.A.B.F. - #2018	36,211.50
420	LOCAL OPT SALES TAX PROJECTS	123,109.50
430	C.P. - AIRPORT DEVELOPMENT	1,949.85
450	CAPITAL IMPROVEMENT FUND	159,399.90
454	DESTINATION PLAYGROUND	7,576.00
651	WASTE TREATMENT	117,917.37
800	LAW ENFORCEMENT FORFEITURE	832.00
TOTAL ALL FUNDS		2,538,350.09

BANK RECAP:

BANK	NAME	DISBURSEMENTS
HERT	HERITAGE BANK	2,538,350.09
TOTAL ALL BANKS		2,538,350.09

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
WI029365	8/25/2020	Dominguez/Daniel Garcia 1117 Florence Lane SW	95-850-0240 Lot 4, Block 2 West Orchard Addition	Alteration Residential Add/Alter	Interior Remodel	\$1,400.00 \$76.49
WI029629	8/12/2020	Benson/Jenith 516 Lakeland Dr SE	95-184-1520 Block 10 Erickson`s Third Addition	Reroofing Residential Add/Alter	Residential Reroof	\$2,500.00 \$31.25
WI029684	8/12/2020	Mdb Properties, Llc 201 4th St SW	95-003-3190 Block 29 Willmar, Town Of (Original)	Alteration Apartment	Interior Remodel	\$50,000.00 \$25.00
WI029685	8/12/2020	Mdb Properties, Llc 201 4th St SW	95-003-3190 Block 29 Willmar, Town Of (Original)	Commercial/Ind Alt/Remodel	Interior Remodel	\$50,000.00 \$25.00
WI029686	8/12/2020	Mdb Properties, Llc 201 4th St SW	95-003-3190 Block 29 Willmar, Town Of (Original)	Multi Family Apts/Condos Alt/Remodel		\$0.00 \$1.00
WI029762	8/20/2020	Family Video Movie Club Inc 800 1st St S	95-280-2820 Block 16 Hanson`s Addition To Willmar	Commercial/Ind Alt/Remodel	Plumbing for Tenant space Remodel	\$0.00 \$100.00
WI029764	8/25/2020	Jh, Llc 1011 30th St NW	95-845-0030 Lot 3, Block 1 Unique Opportunities	New Apartment	Construct 72 Unit Apartment Building W/ Underground Parking	\$4,800,000.00 \$78,192.71
WI029790	8/12/2020	Rockstep Willmar, Llc 1605 1st St S	95-923-8640	Fire Suppression System Commercial Add/Alter	Install Type I Hood Fire Suppression System	\$1,490.00 \$81.03
WI029791	8/6/2020	Lopez Barajas/Astrid Estela 316 Robert St SE	95-520-0110 Lot 11 Murray`s Addition	Siding Residential Add/Alter	Residential Reside	\$6,000.00 \$53.00
WI029793	8/6/2020	Johnson/Mitchell 1600 Ella Ave NW	95-820-1435 Block 7 Thorpe & Lien`s Addition	Reroofing Residential Add/Alter	Residential Reroof	\$4,000.00 \$32.00
WI029795	8/6/2020	Becerra/Claudia 905 Lakeland Dr NE	95-881-0010 Lot 1, Block 1 Woltjer Addition	Reroofing Residential Add/Alter	Residential Reroof	\$9,500.00 \$34.75

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
WI029796	8/6/2020	Schafer/Michael A & Jenny 2104 6th Ave SE	95-668-0500 Lot 10, Block 3 Pheasant Run	Reroofing Residential Add/Alter	Residential Reroof	\$12,800.00 \$36.40
WI029797	8/6/2020	Halliday/Kevin J & Jay M 308 Augusta Ave SE	95-250-1130 Block 6 Glarum's Addition To Willmar	Reroofing Residential Add/Alter	Residential Reroof	\$3,100.00 \$1.55
WI029798	8/6/2020	Kohls/Roger K 816 4th St SW	95-280-0050 Block 1 Hanson's Addition To Willmar	Drainage system Residential Add/Alter	Interior Drain Tile and Pump	\$7,450.00 \$140.98
WI029799	8/20/2020	Divine House Properties Llp 1508 15th St SW	95-864-0190 Lot 19, Block 1 West Park 5th Addition	Commercial/Ind Alt/Remodel	Add Kitchen Range Hood, Ductwork, and Air Exchanger	\$36,000.00 \$378.00
WI029800	8/6/2020	Norsten/Ricky G & Wendy 320 3rd St SW	95-003-5180 Block 44 Willmar, Town Of (Original)	Commercial/Ind Replace	AC and Boiler to replace city heat	\$65,000.00 \$32.50
WI029801	8/6/2020	Quenemoen/Clint A 921 5th St SE	95-250-1780 Block 8 Glarum's Addition To Willmar	Reroofing Residential Add/Alter	Residential Reroof	\$4,200.00 \$32.10
WI029802	8/6/2020	Laffen/Bruce & Linda 920 13th Ave SW	95-922-7110	Single Family Replace	Gas Furnace Replacement	\$3,852.00 \$31.00
WI029803	8/6/2020	Endmorado/ Delmi 328 7th St NW	95-440-0010 Lake Front Addition	Single Family Replace	Gas Furnace Replacement	\$4,085.00 \$31.00
WI029804	8/6/2020	Knutson/Kristen 2205 24th St SW	95-715-0710 Lot 1, Block 1 Southgate Addition	Single Family Replace	A/C Replacement	\$3,379.00 \$26.00
WI029805	8/6/2020	Contreras/Ricardo & Lucina 1300 Trott Ave SE	95-184-1020 Lot 12, Block 7 Erickson's Third Addition	Single Family Replace	A/C Replacement	\$3,469.00 \$26.00
WI029806	8/6/2020	Ekren/Arlene 704 11th Ave SE	95-230-0260 Block 2 Gesch Addition	Single Family Replace	Gas Furnace & A/C Replacement	\$7,239.00 \$56.00

City of Willmar

Monthly External Permits Report

Permit #	Issued Date	Owner and Site Address	Permit Sub-Type and Work Type	Description	Valuation	Total Permit Fee
WI029807	8/6/2020	Peterson/James A 1012 4th St SW	95-280-0440 Block 3 Hanson's Addition To Willmar	Alteration Residential Add/Alter	Remove Frost Footing Under Kitchen/ Install Crawl Space	\$11,500.00 \$193.00
WI029808	8/6/2020	Jacobson/Winner L & Deanna R 716 Richland Ave SW	95-680-0150 Lot 15, Block 1 Portland Acres	Reroofing Residential Add/Alter	Residential Reroof	\$3,500.00 \$31.75
WI029809	8/6/2020	Zavala/Heriberto Leiva 525 7th St SW	95-006-0620 Lot 8, Block 61 First Addition To The Town Of Willmar	Reroofing Residential Add/Alter	Residential Reroof	\$1,500.00 \$1.00
WI029810	8/6/2020	Mogensen/Gary J & Wanda J/& 1304 19th Ave SE	95-143-0140 Lot 4, Block 1 Dana Heights	Reroofing Residential Add/Alter	Residential Reroof	\$5,000.00 \$32.50
WI029811	8/6/2020	Presbyterian Family Foundatn 1609 7th St SW	95-140-0060 Block 1 Curtis Addition	Reroofing Residential Add/Alter	Re-roof/ Siding/ Windows	\$9,800.00 \$84.90
WI029812	8/6/2020	Kamstra/Colleen & Laura 900 24th St SE	95-668-4630 Lot 3, Block 2 Pheasant Run	Reroofing Residential Add/Alter	Residential Reroof	\$6,975.00 \$33.49
WI029813	8/12/2020	Spoors/Steven & Linda 608 11 1/2 Ave SE	95-230-0420 Lot 2, Block 3 Gesch Addition	Reroofing Residential Add/Alter	Residential Reroof	\$10,000.00 \$35.00
WI029814	8/6/2020	Viaene/James G 1417 1st St S	95-923-8500	Alteration Commercial Add/Alter	Repair Store Front from Damage	\$40,000.00 \$819.84
WI029815	8/27/2020	Doughty/Jennifer & Philip 620 Ella Ave NW	95-540-0220 Block 2 Nelson's Addition -Erick Nilson's	Reroofing Residential Add/Alter	Residential Reroof	\$17,200.00 \$38.60
WI029816	8/12/2020	Ind. School Dist. #347 2701 30th St NE	95-936-9100	Fire Sprinkler Churches/Schools	Fire Alarm Update - Industrial Arts Improvements	\$3,490.00 \$145.71
WI029817	8/12/2020	Rodelius/Steve W & Amy C 511 Benson Ave SW	95-003-3410 Block 31 Willmar, Town Of (Original)	Reroofing Commercial Add/Alter	Commercial Reroof	\$6,900.00 \$3.45

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
WI029818	8/20/2020	City Of Willmar 417 Litchfield Ave SW	95-003-5090 Block 43 Willmar, Town Of (Original)	Commercial/Ind Replace	Replace city heat W / Furnaces, and Air Exchanger	\$24,344.00 \$12.17
WI029819	8/20/2020	City Of Willmar 333 6th St SW	95-003-4910 Block 42 Willmar, Town Of (Original)	Commercial/Ind Replace	Replace city heat W / Boiler	\$21,321.00 \$10.66
WI029820	8/12/2020	Sand/Christine E 617 Oak Lane NW	95-300-0120 Lot 12 Harris Subd. Of Seminary	Reroofing Residential Add/Alter	Residential Reroof/ Detached Garage	\$500.00 \$31.00
WI029821	8/20/2020	Doyle/Amy M 1436 Vista Lane SW	95-720-0020 Lot 2, Block 1 Spaulding's Addition	Single Family Replace	A/C Replacement	\$4,904.00 \$26.00
WI029822	8/12/2020	J & D Properties Of Willmar 204 6th St SW	95-003-3530 Block 32 Willmar, Town Of (Original)	Commercial/Ind Replace	Gas Furnace	\$12,900.00 \$1.00
WI029823	8/12/2020	Johnson/Isak/& Leah Sawyer 117 Litchfield Ave SE	95-012-0110 Third Addition To Willmar	Single Family Replace	Gas Boiler	\$4,000.00 \$1.00
WI029824	8/12/2020	Miller/Michael & Claudia 409 3rd St SE	95-740-0420 Block 3 Spicer's Addition	Single Family Replace	A/C Replacement/Mini Split Unit	\$2,500.00 \$1.00
WI029825	8/12/2020	Sandstrom/Dean/& Jill Eberlein 313 Valley View Dr SE	95-831-0230 Lot 3, Block 2 Valley View Court	Single Family New	Gas Fireplace	\$3,700.00 \$31.00
WI029826	8/12/2020	Centennial Square 1109 9th St SE	95-055-0120 Lot 3, Block 1 Bethesda Nursing Home Add	Multi Family Apts/Condos Replace	Gas Fireplace	\$5,200.00 \$77.60
WI029827	8/20/2020	Dezeeuw/Martin James 315 10th St NW	95-003-0410 Lot 3, Block 4 Willmar, Town Of (Original)	Reroofing Residential Add/Alter	Residential Reroof	\$1,855.00 \$31.00

City of Willmar

Monthly External Permits Report

Permit #	Issued Date	Owner and Site Address	Permit Sub-Type and Work Type	Description	Valuation	Total Permit Fee
WI029828	8/12/2020	Bonnema/Michelle L 1305 Richland Ave SW	95-696-0300 Lot 10, Block 3 Richland Acres	Alteration Residential Add/Alter	Repair Vehicle damage to front of garage	\$5,000.00 \$167.09
WI029829	8/12/2020	Evangelical Free Church 1305 19th Ave SW	95-922-7610	Garage Garage/Shed	Commercial Garage Addition	\$44,484.00 \$896.33
WI029830	8/20/2020	JasonL./ Jennifer L Lindblad 305 25th St SE	Lot 1, Block 2 Woodberry Addition	New New Single-Family Dwelling		\$279,956.00 \$3,088.94
WI029831	8/20/2020	Jason L/ Jennifer L. Lindblad 305 25th St SE	Lot 1, Block 2 Woodberry Addition	Single Family New		\$279,956.00 \$140.98
WI029832	8/20/2020	Jason L./ Jennifer L. Lindblad 305 25th St SE	Lot 1, Block 2 Woodberry Addition	Single Family New		\$279,956.00 \$163.00
WI029833	8/20/2020	Jaspersen/Nathan C & Angela 140 High Ave NE	95-450-0110 Lot 1, Block 2 Lakeside Addition	Reroofing Residential Add/Alter	Residential Reroof	\$10,000.00 \$35.00
WI029834	8/20/2020	Jasperson/Charles W & Carol 613 24th Ave SW	95-682-0250 Lot 5, Block 3 Portland Acres 2nd Addition	Single Family Replace	Gas Furnace Replacement	\$4,643.00 \$31.00
WI029835	8/20/2020	Dayton Hudson Corp T-661 2505 1st St S	95-795-0010 Lot 1, Block 1 Target Addition	Commercial/Ind Replace	Replace Mini Split - Target	\$5,000.00 \$77.50
WI029836	8/20/2020	Braun Living Trust 1321 16th St SW	95-863-0340 Lot 4, Block 2 West Park 4th Addition	Single Family Replace	A/C Replacement	\$3,500.00 \$26.00
WI029837	8/20/2020	Heffron Properties, Llc 539 Pacific Ave SW	95-003-2310 Block 22 Willmar, Town Of (Original)	Commercial/Ind Replace	Replace City Heat/ Install Boiler	\$19,000.00 \$9.50
WI029838	8/20/2020	650 Capital, Llc 1801 7 1/2 St SW	95-922-6580	Reroofing Residential Add/Alter	Residential Reroof/Detached Garage	\$1,000.00 \$31.00
WI029839	8/20/2020	Cool/Renee L & Paul G 711 Park Ave NW	95-710-0180 Lot 8, Block 2 Seminary Addition	Reroofing Residential Add/Alter	Residential Reroof	\$13,558.00 \$36.78

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
WI029840	8/20/2020	Thomson/Thomas E & Donna K 1416 Willmar Ave SW	95-039-0020 Lot 2, Block 1 Banks Addition	Reroofing Residential Add/Alter	Residential Reroof	\$3,250.00 \$31.63
WI029841	8/20/2020	Thomson/Thomas E & Donna K 1418 Willmar Ave SW	95-039-0010 Lot 1, Block 1 Banks Addition	Reroofing Residential Add/Alter	Residential Reroof	\$3,250.00 \$31.63
WI029842	8/25/2020	Jh, Llc 1011 30th St NW	95-845-0030 Lot 3, Block 1 Unique Opportunities	Multi Family Apts/Condos New	Commercial Plumbing - 72 Unit Apartment Bldg.	\$0.00 \$5,710.00
WI029843	8/20/2020	AP Rentals of MN 921 1st St S	95-250-2050 Block 9 Glarum's Addition To Willmar	Alteration Apartment	60' Foundation Repair/ Re-Roof/ Replace 8 windows	\$9,000.00 \$251.59
WI029844	8/25/2020	Jh, Llc 1011 30th St NW	95-845-0030 Lot 3, Block 1 Unique Opportunities	Multi Family Apts/Condos New	Commercial HVAC - 72 Unit Apartment Bldg.	\$63,500.00 \$666.75
WI029845	8/20/2020	Willmar Ten Investors 1305 1st St S, Suite D	95-923-8620	Alteration Commercial Add/Alter	Tenant Space Remodel, & Buildout - The Spot Nutrition	\$3,100.00 \$145.51
WI029846	8/20/2020	Jensen Trust/Kristine 1217 7th St SW	95-480-0300 Lot 10, Block 2 Leary's Addition	Alteration Residential Add/Alter	Residential Bathroom Remodel	\$20,000.00 \$483.96
WI029847	8/20/2020	Cool/Renee L & Paul G 703 17th St SW	95-042-0460 Block 1 Barnstad's Second Addition	Reroofing Residential Add/Alter	Residential Reroof	\$7,514.00 \$33.76
WI029848	8/20/2020	KLC 912 19th St SE	Lot 15, Block 2 Emerald Pond	New New Single-Family Dwelling		\$217,720.00 \$2,546.32
WI029849	8/20/2020	KLC 912 19th St SE	Lot 15, Block 2 Emerald Pond	Single Family New		\$217,720.00 \$109.86
WI029850	8/20/2020	KLC 912 19th St SE	Lot 15, Block 2 Emerald Pond	Single Family New		\$217,720.00 \$156.00
WI029851	8/20/2020	Koosman'S Construction Co 908 19th St SE	95-176-0250 Lot 16, Block 2 Emerald Pond	New New Single-Family Dwelling		\$213,287.00 \$1,928.20

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
WI029852	8/20/2020	Koosman'S Construction Co 908 19th St SE	95-176-0250 Lot 16, Block 2 Emerald Pond	Single Family New	\$213,287.00	\$107.64
WI029853	8/20/2020	Koosman'S Construction Co 908 19th St SE	95-176-0250 Lot 16, Block 2 Emerald Pond	Single Family New	\$213,287.00	\$156.00
WI029854	8/20/2020	Legacy Group Development, Llc 602 1st St S Suite4	95-006-1460 Block 67 First Addition To The Town Of Willmar	New Commercial New	NewTenant Build Out - Legacy Salon	\$142,325.00 \$71.16
WI029855	8/20/2020	Divine House Properties Llp 521 13th St SE	95-184-0970 Lot 7, Block 7 Erickson`s Third Addition	Deck Residential Add/Alter	Residential Deck	\$9,000.00 \$251.59
WI029856	8/25/2020	Legacy Group Development, Llc 602 1st St S Suite4	95-006-1460 Block 67 First Addition To The Town Of Willmar	Commercial/Ind New	New Tenant Build Out - Legacy Salon	\$12,850.00 \$6.43
WI029857	8/26/2020	Legacy Group Development, Llc 602 1st St S Suite4	95-006-1460 Block 67 First Addition To The Town Of Willmar	Commercial/Ind New	New Tenant Build Out - Legacy Salon	\$0.00 \$1.00
WI029858	8/20/2020	Larson Liv Trust/Alan & Gayle 1300 Olaf Ave NW	95-820-1240 Block 7 Thorpe & Lien`s Addition	Deck Residential Add/Alter	Residential Deck	\$12,000.00 \$314.96
WI029859	8/20/2020	Mateski/Brant M & Angela J 600 13th St SW	95-006-7910 Lot 1, Block 117 First Addition To The Town Of Willmar	Reroofing Residential Add/Alter	Residential Reroof	\$2,100.00 \$31.05
WI029860	8/20/2020	A & B Properties, Llc 416 Litchfield Ave SE	95-240-0050 Gilbertson`s Subdivision	Reroofing Residential Add/Alter	Residential Reroof	\$5,800.00 \$2.90
WI029863	8/20/2020	Cochran/Bruce D & Debra S 400 16th Ave NE	95-467-0420 Lot 2, Block 1 Lakewood	Deck Residential Add/Alter	Residential Deck with Roof/ Residential Re-Roof	\$50,000.00 \$973.34
WI029864	8/25/2020	Hookom/Lavonne 700 Olena Ave SE	95-230-0080 Lot 8, Block 1 Gesch Addition	Single Family Replace	Gas Furnace & A/C Replacement	\$6,932.00 \$56.00

City of Willmar Monthly External Permits Report

Permit #	Issued Date	Owner and Site Address	Permit Sub-Type and Work Type	Description	Valuation	Total Permit Fee
WI029865	8/25/2020	Milani/Rahim B & Marsha L 912 Becker Ave SW	95-136-0020 Lot 2, Block 1 Cobblestone Way	Single Family Replace	Gas Furnace & A/C Replacement	\$7,673.00 \$1.00
WI029866	8/20/2020	Norling/Ione R & Donald G 715 23rd St SE	95-668-2430 Lot 3, Block 3 Pheasant Run	Siding Residential Add/Alter	Residential Reside	\$9,000.00 \$54.50
WI029868	8/25/2020	BNSF Railway Company 701 Litchfield Ave SE	95-220-0210 Block 2 Ferring's Addition	Commercial/Ind New	Commercial Plumbing - BNSF Yard Office	\$0.00 \$276.00
WI029871	8/25/2020	Schmitz/John H & Debra L 1604 17th Ave NW	95-603-0580 Lot 8, Block 3 Oslo Heights	Deck Residential Add/Alter	Residential Deck/ Remodel	\$1,500.00 \$81.03
WI029872	8/25/2020	S N P Properties, Llc 1613 Lakeland Dr SE	95-675-0020 Lot 2, Block 1 Pierskalla Addition	Reroofing Commercial Add/Alter	Commercial Reroof/ Replace steel roof	\$3,500.00 \$89.00
WI029873	8/25/2020	Harkess/Roger A 423 8th St SW	95-003-6500 Block 53 Willmar, Town Of (Original)	Reroofing Residential Add/Alter	Residential Reroof	\$10,350.00 \$5.18
WI029875	8/27/2020	Sietsema/Gaven L & Laura A 809 Lakeland Dr SE	95-913-0020	Other Residential Add/Alter	Radon Mitigation	\$2,300.00 \$75.90
WI029876	8/25/2020	Divine House Properties Llp 1508 15th St SW	95-864-0190 Lot 19, Block 1 West Park 5th Addition	Alteration Commercial Add/Alter	Interior Remodel - Supervised Living Facility	\$15,000.00 \$288.44
WI029877	8/27/2020	BNSF Railway Company 701 Litchfield Ave SE	95-220-0210 Block 2 Ferring's Addition	Commercial/Ind New	Commercial HVAC - New Yard Office	\$29,853.00 \$313.46
WI029879	8/27/2020	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	\$296,284.00 \$2,020.39
WI029880	8/27/2020	Aldi Inc 495 19th Ave SE	95-231-0200 Lot 1, Block 1 Gesch Acres	Addition Commercial Add/Alter	Fire Alarm System addition & upgrade	\$18,162.00 \$462.42

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
WI029882	8/27/2020	Markgraf/Susan & Albert 1805 3rd St NE	95-467-1070 Lot 2, Block 2 Lakewood	Single Family Replace	A/C Replacement	\$6,132.00 \$26.00
WI029883	8/27/2020	Maras/David M & Anita L 105 32nd Ave NE	95-148-1560 Lot 6, Block 5 Eagles Landing	Single Family Replace	Water Heater Replacement	\$2,007.00 \$26.00
WI029884	8/27/2020	Bowers/Peter & Emily 218 Augusta Ave SE	95-250-0820 Block 5 Glarum`s Addition To Willmar	Garage Residential Add/Alter	Residential Reroof/ Siding Detached Garage	\$4,200.00 \$82.10
WI029886	8/27/2020	Sagedahl/Michael & Mary 1715 Pleasant View Ci SE	95-423-0040 Lot 4, Block 1 Koosman Signature Addition	Reroofing Residential Add/Alter	Residential Reroof	\$9,875.00 \$34.94
WI029887	8/27/2020	Sharstrom/Herbert L & Mary 923 Trott Ave SE	95-914-1350	Reroofing Residential Add/Alter	Residential Reroof	\$5,000.00 \$32.50

Count: 94 **Totals: \$8,283,084.00 \$103,724.69**

Year-to-Date Summary (1/1/2020 through 8/31/2020)

Count: 469 **YTD Totals: \$25,536,917.00 \$270,226.85**

HUMAN RIGHTS COMMISSION MINUTES

Approved: 9-18-20

The Human Rights Commission met on Tuesday, February 25, 2020 at 5:20 p.m. in the Multi-Purpose Room at the Kandiyohi County Historical Society.

Members present were: Shelly Huseby, Shawn Mueske, Vicki Davis, Barbara Little, Jill Benson, Ben Larson, Rebecca Chelene, and Richard Engan. Others present were Kandiyohi County Sheriff Eric Holien.

Item No. 1 Call to Order

The meeting was called to order by Chairperson Shelly Huseby at 5:20 p.m. when a quorum was reached.

Item No. 2 Approve Minutes of Meeting

Chair Huseby presented the minutes of the December 17, 2019 meeting for discussion. Commission Member Larson moved to approve the Human Rights Commission minutes of December 17, 2019 and Commission Member Little seconded the motion, which carried.

Item No. 3 New Commission Member:

Chair Huseby introduced Rebecca Chelene as a new member to the Commission.

Item No. 4 Public Comment

There were no public comments.

Item No. 5 Highlights from the Sheriff's Office:

Chair Huseby introduced Kandiyohi County Sheriff Eric Holien who recapped the highlights of his first year in office. He spoke of several training programs with additional hours in use of force training, education and training on Muslim culture and PTSD, complete body cam roll out, addition of FTO Ipads, upgraded radios, and exterior load bearing belts. A full-time investigations position was added and various upgrades were made to the records systems. Courthouse cameras will be complete in 2020. A new schedule was implemented for jail staff, Securus tablets for inmates to allow access to get a GED and other education materials. A .6 RN on staff was added along with access to a dentist, psychologist and physiatrist. Sheriff's Holien's overview of his first year was well received by the Commission and they thanked him.

Item No. 6 Diversity Nominations:

Chair Huseby updated the Commission on the Diversity Award through the Chamber of Commerce. To avoid public announcement of the recipient prior to when all the awards are known, Chair Huseby appointed Vice Chair Richard Engan to represent the Commission to assist with the selection on behalf of the Commission.

Item No. 7 Naturalization Ceremony:

Chair Huseby announced that she is working with the League of Women Voters on hosting a second naturalization ceremony. She will keep the Commission updated as information comes in.

The next meeting date of the Commission was scheduled for Tuesday, March 17th at 5:00 p.m.
The meeting was adjourned at 6:00 p.m.

Respectfully submitted,

Janell Sommers
Administrative Assistant

**Willmar Lakes Area CVB Board Meeting
Go To Meeting
Tuesday, July 21, 2020 @ 12:00 Noon**

Members Present: Judy Thompson, Janet Demuth, Sue Steinert, Audrey Nelsen, Ken Warner, David Feist, Corky Berg, Dave Baker and John Dahl

Members Excused: Rob Baumgarn, Doug Kuehnast, and Dave Henle

Members Absent: Denny Baker, Art Benson, Michelle Olson, RJ Linder, and Sabrina Lere

Staff Present: Beth Fischer and Tanya Rosenau

- I. **Call to Order:** Steinert called the meeting to order at 12:06pm.
 - a. **Additions or corrections to the agenda:** There were no additions or corrections to the agenda.
- II. **Approve Minutes from the June 16, 2020 Meeting:** It was MSC (m/Feist; s/Nelsen) to approve the minutes from the June 16, 2020 meeting.
- III. **Financial Report:** Fischer presented the financial report and reviewed the lodging tax revenues report. It was MSC (m/Nelsen, s/Berg) to approve the financial report as it was presented.
- IV. **2021 Budget Approval:** Fischer reviewed the proposed 2021 budget summary in detail. She noted that if things change, we are still able to make cuts to the budget. We just cannot spend over the bottom line number. She added significant cuts have been made to the 2020 budget as well. This includes reductions in administrative, operating and marketing expenses. Based on projections for the remainder of 2020 and the proposed spending for 2021, we would end 2021 at our six months reserve minimum. Baker asked what does the CVB staff do when there are no conventions? Rosenau has been cut down to 20 hours per week so staff isn't at normal compacity. They continue to work on visitor inquiries, convention bids and activities, updating the website, and promoting the area on social media, among many other things. It was MSC (m/Feist, s/Demuth) to approve the 2021 budget as it was presented.
- V. **Other:** Baker asked about any industry trends for last minute travel. Fischer shared that people are focusing on more outdoor leisure activities. She shared she has an outdoor activities digital campaign set to run in August with Greenspring Media. We are also focusing on outdoors activities on social media and on our website. Fischer has talked to Aaron Backman about the CARES Act funding and the possibility of the CVB being eligible. She provided him with some options for use of the funding. Baker suggested reaching out to the large sports events and offer to help them with advertising. Fischer shared hockey is the only sports association moving forward with tournaments at this point. She has committed to help them with advertising in Let's Play Hockey and to assist with mailers to hockey associations.
- VI. **Adjournment:** Steinert adjourned the meeting at 12:38pm.

Respectfully Submitted by,

Tanya Rosenau, Administrative Assistant
Willmar Lakes Area Convention & Visitors Bureau41



City of Willmar
CONVENTION & VISITORS BUREAU
Balance Sheet as of July 31, 2020
(As of 08/03/20)

(This information not final as 2019 has not yet been closed out)

Assets

Cash	\$ 9,814.21
Bremer Wealth Money Market	656.00
Petty Cash	50.00
Investments	258,388.32
Taxes Receivable	-
Accounts Receivable	-
Due From Governor's Fishing Opener	-
Prepaid Expenses	437.86
Prepaid Expenses - GFO Marketing	
Interest Receivable	

Total Assets \$ 269,346.39

Liabilities

Accounts Payable	\$ -
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Total Liabilities -

Fund Balance

Restricted Fund Balance - Prepaid Expenses	7,343.26
Restricted Fund Balance - Governor's Fishing Opener	22,521.31
Committed Fund Balance - CVB	30,544.27
Assigned Fund Balance - Petty Cash/CVB	50.00
Assigned Fund Balance - CVB	208,887.55

Total Fund Balance 269,346.39

Total Liabilities & Fund Balance \$ 269,346.39



Lodging Tax History

	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
January	\$ 7,998.33	\$ 7,855.69	\$ 8,682.75	\$ 9,803.51	\$ 10,143.12	\$ 9,356.74	\$ 8,863.45	\$ 8,485.83	\$ 8,884.20	\$ 8,809.36	\$ 9,592.37	\$ 10,146.02	\$ 11,242.91	\$ 12,481.92	\$ 16,072.96	\$ 15,411.55	\$ 14,438.84	\$ 14,232.85	\$ 14,148.02
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	\$ 15,048.46
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	\$ 9,303.62
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	\$ 4,588.16
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	\$ 7,314.51
June	\$ 12,103.69	\$ 11,693.46	\$ 13,263.93	\$ 13,222.78	\$ 14,656.50	\$ 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	\$ 12,608.70
July	\$ 13,956.28	\$ 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	\$ 26,044.25	
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	\$ 25,113.28	
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	\$ 23,058.37	
October	\$ 10,165.02	\$ 10,461.69 \$ 12,994.55	\$ 10,748.60 \$ 12,147.50	\$ 12,588.44	\$ 12,889.49	\$ 11,976.87	\$ 12,486.39 \$14,931.70*	\$ 10,180.03 \$15,814.85*	\$ 12,657.71 \$14,889.20*	\$ 13,417.43	\$ 13,824.00	\$ 15,507.78	\$ 16,011.42	\$ 17,588.17	\$ 19,325.13	\$ 21,137.60	\$ 23,002.47	\$ 22,999.10	
November	\$ 6,602.76 \$ 10,746.10	\$ 8,430.63	\$ 8,898.66	\$ 10,188.40 \$ 12,061.86	\$ 10,176.16 12,886.81*	\$ 9,264.87 13,780.05*	\$ 9,444.09	\$ 8,785.56	\$ 9,312.75	\$ 11,366.74 \$ 14,625.30	\$ 11,414.80 \$ 14,728.80	\$ 12,603.31 \$ 14,886.55	\$ 12,749.26 \$14,858.75	\$ 13,727.63 \$14,785.45	\$15,342.87 \$15,497.95	\$14,726.67 \$15,862.70	\$17,698.50 \$16,275.30	\$17,729.37 \$15,594.25	
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	\$13,812.73	\$13,553.46	\$14,020.88	\$14,276.98	
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	\$ 255,509.76	\$ 228,372.11	\$ 242,798.37	\$ 259,108.46	\$ 251,258.57	\$ 63,011.47

FINANCE COMMITTEE

MINUTES

The Finance Committee Meeting of the City of Willmar met at 5:00 p.m. on Thursday, August 20, 2020, via TeleConference.

Present:	Audrey Nelsen	Chairman
	Rick Fagerlie	Member
	Julie Asmus	Member

Others on the teleconference: Finance Director Steve Okins, City Clerk Judy Thompson, Dr. Tony Amon, and West Central Tribune Reporter Shelby Lindrud.

Item No. 1 Call to Order

The meeting was called to order at 5:00 p.m.

Item No. 2 Roll Call

Roll-call was taken with the following members present: Chair Audrey Nelsen, Councilmember Rick Fagerlie, and Councilmember Julie Asmus. The following member was absent: Councilmember Andrew Plowman.

Item No. 3 Action Items for the Council

Special Assessment Hearing for Unpaid Weed/Grass Mowing - Motion

Staff explained that pursuant to Willmar Municipal Code, Chapter 9, Article III, concerning the cutting of weeds or grass, when such work needs to be performed by the City or its agent due to noncompliance, the costs thereof can be certified as a special assessment against the property concerned. There are five parcels where noncompliance occurred. It is being requested that the committee recommend to the Council to set a public hearing for September 21, 2020, at 7:01 p.m. to consider objections to the proposed assessment for the mowing costs incurred on the below-listed properties:

95-090-1490	Myrna Diaz	1017 7th Street SW	\$523.64
95-222-1220	Chad Lawrence	704 Minnesota Avenue SE	\$743.26
95-911-0560	Stephanie L. Nichols	1101 Lakeland Drive NE	\$261.82
95-470-0010	David A. & Janet K. Parker	700 4th Street SE	\$550.19
95-820-0410	Gregory Rush	629 7th Street NW	\$287.15

It was moved by Councilmember Fagerlie, seconded by Councilmember Asmus and passed to recommend that the City Council set a public hearing for 7:01 p.m. on September 21, 2020, for the Special Assessment Hearing for Unpaid Weed/Grass Mowing Removal Charges.

Special Assessment Hearing for Unpaid Nuisances - Motion

Pursuant to Willmar Municipal Code, Chapter 9, Article I, concerning the removal of a hazardous building and the securing of a property, when such work needs to be performed by the City or its agent due to noncompliance, the costs thereof can be certified as a special assessment

against the property concerned. There is one parcel where noncompliance occurred. It is being requested that the committee recommend to the Council to set a public hearing for September 21, 2020, at 7:02 p.m. to consider objections to the proposed assessment for the demolition and removal cost incurred on the below-listed property:

95-003-0210	Paul Hanson	312 9 th Street NW	\$13,628.06
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It was moved by Councilmember Asmus, seconded by Councilmember Fagerlie and passed to recommend that the City Council set a public hearing for 7:02 p.m. on September 21, 2020, for the Special Assessment Hearing for Unpaid Nuisance, specifically for building demolition and removal charges.

Special Assessment Hearing for Snow Or Ice Removal Charges - Motion

Pursuant to Willmar Municipal Code, Chapter 13, Article III, concerning the removal of snow or ice, when such work needs to be performed by the City or its agent due to noncompliance, the costs thereof can be certified as a special assessment against the property concerned. There are three parcels where noncompliance occurred. It is being requested that the committee recommend to the Council to set a public hearing for September 21, 2020, at 7:03 p.m. to consider objections to the proposed assessment for the demolition and removal cost incurred on the below-listed properties:

95-003-4170	Todd Carlson	322 10 th Street SW	\$112.20
95-143-0450	Jacqueline Hanson	1017 19 th Avenue SE	\$141.00
95-003-0440	Servando Torres	1002 Gorton Avenue NW	\$144.00

It was moved by Councilmember Asmus, seconded by Councilmember Fagerlie and passed to recommend that the City Council set a public hearing for 7:03 p.m. on September 21, 2020, for the Special Assessment Hearing for Unpaid Snow or Ice Removal Charges.

Item No. 3 Discussion Items for the Council

Sales Tax Analysis Funding Level Review

Staff explained to the Committee the clarification received from the City Attorney regarding the ten percent deviation allowed by statute. Statute states “... (b) Notwithstanding the limits listed in paragraph (a) the city may by ordinance reallocate up to ten percent of the funds designated for one or more projects listed in that paragraph to other projects listed in that paragraph...” Subsequently, up to ten percent can be deducted from one or more of the projects approved under the statute for Willmar’s Local Option Sales Tax and added to one or more of the other projects approved under the statute for Willmar’s Local Option Sales Tax. Since an ordinance is required to institute any deviation, the process includes issuing the publication, setting a public hearing, and introducing the ordinance.

It was noted that ten percent contingency fees and fifteen percent architectural fees were included in the projected costs. However, since there is a construction manager in place, the contingency fees may be a cost projection that could be reduced.

Finance Director Okins provided the Committee with an update on the anticipated collections for the first 15 months which is projected to be \$2.5 million and is based on an average of \$168,000 per month. With this \$2.5 million, we would be able to cover all soft costs except for the Senior Center/City Hall project. We would also be able to cover \$274,000 in construction engineering costs

which would be primarily for the Swansson Field Project, Construction Manager costs for the rec fields and event center on a prorated basis, and the storm water project for about \$500,000 for this year. The remaining balance of \$500,000 could then be applied to hard costs, which would probably be most beneficial to use for the existing road work contract under the Robbins Island Project.

Financing options include bonds that could be issued either before the end of the year or next year, as needed. Additionally, the City could obtain construction loans for any of the projects at any time, based on conversations with the local lending institutions. Subsequently, permanent bonding could be issued at a later date, thereby paying off the construction loan.

Staff also provided and discussed several scenarios which projected various possibilities using cash versus bonding over the life of the local sales tax program.

State Financial Information Update

Finance Director Okins reported that no formal information has been received from the State to date; however, indications are to approach Local Government Aid projections and Property Tax projections cautiously since circumstances remain unknown. Staff has been working on preparing different scenarios for 2021 budget projections. The next financial forecast by the State of Minnesota is not scheduled until November.

Departmental Information Update

Chair Nelsen requested this item be included in the Finance Agenda to update the committee with current department activities. Finance Director noted there are currently four staff members in the Finance Department with three coming in to the office to work during the Covid Shutdown and one mostly working remotely, only coming in to the office once per week or so. The Audit and Financial Statements are being finalized with a second extension for submission authorized by the State for September 15, 2020, due to Covid and the availability of the auditors. Staff has completed the first draft of the 2021 budget and will be meeting with the Mayor in the near future to finalize his proposal. It was noted that the Council needs to certify its tax levy at its September 21st meeting as the certification is required to be submitted to the County Auditor by September 30th. Staff has also been tracking new programs including the Local Option Sales Tax and CARES Funding. A new position approved in the 2020 budget is being worked on with the administrator and is scheduled to be reviewed for approval at the next Labor Relations Committee meeting. We are anxiously awaiting this new position to assist with the additional workload. It was also noted that investment activity has increased substantially this year and the new timekeeping software with Kronos is continuing to be worked on as well.

Future Agendas

Future Finance Committee meetings will include discussion on filing fees, Federal Path Local Financing, Sales Tax Project Financing, and possible Carris Health Debt Refinancing.

There being no further business to come before the Committee, the meeting was adjourned at 6:05 p.m. by Chair Nelsen.

Respectfully submitted,



Carol Cunningham, Accounting Coordinator



City Council Action Request

Council Meeting Date:	September 8, 2020	Agenda Item Number:	8.A.
Agenda Section:	Finance	Originating Department:	City Clerk
Resolution		Prepared by:	Judy Thompson City Clerk
Ordinance		Reviewed By:	Brian Gramentz, City Administrator
No. of Attachments		Presented By:	Judy R. Thompson, City Clerk
Item:	Special Assessment Hearing for Unpaid Weed/Grass Mowing Charges		

RECOMMENDED ACTION:

Motion By: _____ Second By: _____ to Set a Public Hearing for 7:01 p.m. on September 21, 2020, for the Special Assessment Hearing for Unpaid Weed/Grass Mowing Charges

COMMITTEE/BOARD/COMMISSION RECOMMENDATION:

The Finance Committee recommends setting a public hearing for 7:01 p.m. on September 21, 2020, for the Unpaid Weed/Grass Mowing Charges as special assessments.

OVERVIEW:

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

Notice will be given that the City Council of the City of Willmar, Minnesota, will meet on the 21st day of September 2020, at 7:01 p.m. to consider objections to the proposed assessment for the mowing cost incurred on the below-listed property owners.

95-090-1490	Myrna Diaz	1017 7 th Street SW	\$523.64
95-222-1220	Chad Lawrence	704 Minnesota Avenue SE	\$743.26
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	\$550.19
95-820-0410	Gregory Rush	629 7 th Street NW	\$287.15

PRIMARY ISSUES/ALTERNATIVES TO CONSIDER: N/A

BUDGETARY/FISCAL ISSUES: \$2,366.06

ATTACHMENTS: N/A



City of Willmar

Committee Action Request

Committee Meeting Date:	Finance Committee August 20, 2020	Agenda Item Number:	
Agenda Section:		Originating Department:	City Clerk
Resolution		Prepared by:	Judy R. Thompson, City Clerk
Ordinance		Reviewed By:	Brian Gramentz, City Administrator
No. of Attachments		Presented By:	Judy R. Thompson, City Clerk
Item:	Special Assessment Hearing for Unpaid Weed/Grass Mowing Removal Charges		

RECOMMENDED ACTION:

Motion By: _____ Second By: _____ to Set a Public Hearing for 7:01 p.m. on September 21, 2020, for the Special Assessment Hearing for Unpaid Weed/Grass Mowing Removal Charges

OVERVIEW:

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

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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	\$550.19
95-820-0410	Gregory Rush	629 7 th Street NW	\$287.15

PRIMARY ISSUES/ALTERNATIVES TO CONSIDER: N/A

BUDGETARY/FISCAL ISSUES: \$2,366.06

ATTACHMENTS: N/A



City Council Action Request

Council Meeting Date:	September 8, 2020	Agenda Item Number:	8.B.
Agenda Section:	Finance	Originating Department:	City Clerk
Resolution		Prepared by:	Judy Thompson City Clerk
Ordinance		Reviewed By:	Brian Gramentz, City Administrator
No. of Attachments		Presented By:	Judy R. Thompson, City Clerk
Item:	Special Assessment Hearing for Unpaid Nuisances In General Removal Charges		

RECOMMENDED ACTION:

Motion By: _____ Second By: _____ to Set a Public Hearing for 7:02 p.m. on September 21, 2020, for the Special Assessment Hearing for Unpaid Nuisances In General, Duties, Authority of Building Inspector Removal Charges

COMMITTEE/BOARD/COMMISSION RECOMMENDATION:

The Finance Committee recommends setting a public hearing for 7:02 p.m. on September 21, 2020, for the Unpaid Nuisances In General Removal Charges as special assessments.

OVERVIEW:

Pursuant to Willmar Municipal Code, Chapter 9, Article I concerning the removal of a hazardous building and the securing of a property, 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

Notice will be given that the City Council of the City of Willmar, Minnesota, will meet on the 21st day of September 2020, at 7:02 p.m. to consider objections to the proposed assessment for the demolition and removal cost incurred on the below-listed property owner.

95-003-0210 Paul Hanson 312 9th Street NW \$13,628.06

PRIMARY ISSUES/ALTERNATIVES TO CONSIDER: N/A

BUDGETARY/FISCAL ISSUES: \$13,628.06

ATTACHMENTS: N/A



City of Willmar

Committee Action Request

Committee Meeting Date:	Finance Committee August 20, 2020	Agenda Item Number:	
Agenda Section:		Originating Department:	City Clerk
Resolution		Prepared by:	Judy R. Thompson, City Clerk
Ordinance		Reviewed By:	Brian Gramentz, City Administrator
No. of Attachments		Presented By:	Judy R. Thompson, City Clerk
Item:	Special Assessment Hearing for Unpaid Nuisances In General Removal Charges		

RECOMMENDED ACTION:

Motion By: _____ Second By: _____, to Set a Public Hearing for 7:02 p.m. on September 21, 2020, for the Special Assessment Hearing for Unpaid Nuisances In General, Duties, Authority of Building Inspector Removal Charges

OVERVIEW:

Pursuant to Willmar Municipal Code, Chapter 9, Article I concerning the removal of a hazardous building and the securing of a property, 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

Notice will be given that the City Council of the City of Willmar, Minnesota, will meet on the 21st day of September 2020, at 7:02 p.m. to consider objections to the proposed assessment for the demolition and removal cost incurred on the below-listed property owner.

95-003-0210 Paul Hanson 312 9th Street NW \$13,628.06

PRIMARY ISSUES/ALTERNATIVES TO CONSIDER: N/A

BUDGETARY/FISCAL ISSUES: \$13,628.06

ATTACHMENTS: N/A



City Council Action Request

Council Meeting Date:	September 8, 2020	Agenda Item Number:	8.C.
Agenda Section:	Finance	Originating Department:	City Clerk
Resolution		Prepared by:	Judy Thompson City Clerk
Ordinance		Reviewed By:	Brian Gramentz, City Administrator
No. of Attachments		Presented By:	Judy R. Thompson, City Clerk
Item:	Special Assessment Hearing for Unpaid Snow or Ice Removal Charges		

RECOMMENDED ACTION:

Motion By: _____ Second By: _____ to Set a Public Hearing for 7:03 p.m. on September 21, 2020, for the Special Assessment Hearing for Unpaid Snow or Ice Removal Charges

COMMITTEE/BOARD/COMMISSION RECOMMENDATION:

The Finance Committee recommends setting a public hearing for 7:03 p.m. on September 21, 2020, for the Unpaid Snow or Ice Removal Charges as special assessments.

OVERVIEW:

Pursuant to Willmar Municipal Code, Chapter 13, Article III concerning the removal of snow or ice, 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

Notice will be given that the City Council of the City of Willmar, Minnesota, will meet on the 21st day of September 2020, at 7:03 p.m. to consider objections to the proposed assessment for the snow or ice removal cost incurred on the below-listed property owners.

95-003-4170	Todd Carlson	322 10 th Street SW	\$112.20
95-143-0450	Jacqueline Hanson	1017 19 th Avenue SE	\$141.00
95-003-0440	Servando Torres	1002 Gorton Avenue NW	\$144.00

PRIMARY ISSUES/ALTERNATIVES TO CONSIDER: N/A

BUDGETARY/FISCAL ISSUES: \$397.20

ATTACHMENTS: N/A



City of Willmar

Committee Action Request

Committee Meeting Date:	Finance Committee August 20, 2020	Agenda Item Number:	
Agenda Section:		Originating Department:	City Clerk
Resolution		Prepared by:	Judy R. Thompson, City Clerk
Ordinance		Reviewed By:	Brian Gramentz, City Administrator
No. of Attachments		Presented By:	Judy R. Thompson, City Clerk
Item:	Special Assessment Hearing for Unpaid Snow or Ice Removal Charges		

RECOMMENDED ACTION:

Motion By: _____ Second By: _____, to Set a Public Hearing for 7:03 p.m. on September 21, 2020, for the Special Assessment Hearing for Unpaid Snow or Ice Removal Charges

OVERVIEW:

Pursuant to Willmar Municipal Code, Chapter 13, Article III concerning the removal of snow or ice, 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

Notice will be given that the City Council of the City of Willmar, Minnesota, will meet on the 21st day of September 2020, at 7:03 p.m. to consider objections to the proposed assessment for the snow or ice removal cost incurred on the below-listed property owners.

95-003-4170	Todd Carlson	322 10 th Street SW	\$112.20
95-143-0450	Jacqueline Hanson	1017 19 th Avenue SE	\$141.00
95-003-0440	Servando Torres	1002 Gorton Avenue NW	\$144.00

PRIMARY ISSUES/ALTERNATIVES TO CONSIDER: N/A

BUDGETARY/FISCAL ISSUES: \$397.20

ATTACHMENTS: N/A

provided in this section, the provisions of Minnesota Statutes, section 297A.99, govern the imposition, administration, collection, and enforcement of the tax authorized under this subdivision.

Subd. 2. **Use of sales and use tax revenues.** The revenues derived from the tax authorized under subdivision 1 must be used by the city of West St. Paul to pay the costs of collecting and administering the tax and to finance the capital and administrative costs of rebuilding and repair of essential transportation corridors and related ancillary roads within the city, including but not limited to Annapolis Street which borders both Ramsey and Dakota County, the cultural corridor of Smith Avenue, historic Dodd Road, and other essential corridors. The total that may be raised from the tax to pay for these projects is limited to \$28,000,000, plus the costs related to the issuance and paying debt service on bonds for these projects.

Subd. 3. **Bonding authority.** (a) The city of West St. Paul may issue bonds under Minnesota Statutes, chapter 475, to finance all or a portion of the costs of the facilities authorized in subdivision 2. The aggregate principal amount of bonds issued under this subdivision may not exceed \$28,000,000, plus an amount to be applied to the payment of the costs of issuing the bonds. The bonds may be paid from or secured by any funds available to the city of West St. Paul, including the tax authorized under subdivision 1. The issuance of bonds under this subdivision is not subject to Minnesota Statutes, sections 275.60 and 275.61.

(b) The bonds are not included in computing any debt limitation applicable to the city of West St. Paul, and any levy of taxes under Minnesota Statutes, section 475.61, to pay principal and interest on the bonds is not subject to any levy limitation. A separate election to approve the bonds under Minnesota Statutes, section 475.58, is not required.

Subd. 4. **Termination of taxes.** The tax imposed under subdivision 1 expires at the earlier of: (1) 20 years after the tax is first imposed; or (2) when the city council determines that \$28,000,000, plus an amount sufficient to pay the costs related to issuing the bonds authorized under subdivision 3, including interest on the bonds, has been received from the tax to pay for the cost of the projects authorized under subdivision 2. Any funds remaining after payment of all such costs and retirement or redemption of the bonds shall be placed in the general fund of the city. The tax imposed under subdivision 1 may expire at an earlier time if the city so determines by ordinance.

EFFECTIVE DATE. This section is effective the day after the governing body of the city of West St. Paul and its chief clerical officer comply with Minnesota Statutes, section 645.021, subdivisions 2 and 3.

Sec. 32. CITY OF WILLMAR; TAX AUTHORIZED.

Subdivision 1. **Sales and use tax authorization.** Notwithstanding Minnesota Statutes, section 297A.99, subdivision 1, or 477A.016, or any other law, ordinance, or city charter, and as approved by the voters at the November 6, 2018, general election, the city of Willmar may impose, by ordinance, a sales and use tax of up to one-half of one percent for the purposes specified in subdivision 3. Except as otherwise provided in this section, the provisions of Minnesota Statutes, section 297A.99, govern the imposition, administration, collection, and enforcement of the tax authorized under this subdivision.

Subd. 2. **Excise tax authorized.** Notwithstanding Minnesota Statutes, section 477A.016, or any other contrary provision of law, ordinance, or city charter, the city of Willmar may impose by ordinance, for the purposes specified in subdivision 3, an excise tax of up to \$20 per motor vehicle, as defined by ordinance, purchased or acquired from any person engaged within the city of Willmar in the business of selling motor vehicles at retail.

Subd. 3. **Use of revenues.** (a) The revenues derived from the taxes authorized under subdivisions 1 and 2 must be used by the city of Willmar to pay the costs of collecting and administering the taxes, and to

pay for the projects listed in this subdivision, including securing and paying debt service on bonds issued to finance all or part of these projects. The total amount of projects to be funded with the taxes imposed under subdivisions 1 and 2 shall not exceed \$30,000,000 plus the costs related to the issuance and paying debt service on bonds for these projects. The amount that may be spent on each project is limited to:

- (1) \$2,000,000 for a community center replacement;
- (2) \$6,000,000 for new athletic fields;
- (3) \$3,000,000 for infrastructure improvements at Robins Island Regional Park;
- (4) \$2,000,000 for a new playground and spectator amenities at Swansson Field Regional Park;
- (5) \$7,000,000 for storm water management infrastructure improvements; and
- (6) \$10,000,000 for a new recreation and event center.

(b) Notwithstanding the limits listed in paragraph (a) the city may by ordinance reallocate up to ten percent of the funds designated for one or more projects listed in that paragraph to other projects listed in that paragraph.

Subd. 4. **Bonding authority.** (a) The city of Willmar may issue bonds under Minnesota Statutes, chapter 475, to finance all or a portion of the costs of the projects authorized in subdivision 3. The aggregate principal amount of bonds issued under this subdivision may not exceed \$30,000,000, plus an amount applied to the payment of costs of issuing the bonds. The bonds may be paid from or secured by any funds available to the city of Willmar, including the taxes authorized under subdivisions 1 and 2. The issuance of bonds under this subdivision is not subject to Minnesota Statutes, sections 275.60 and 275.61.

(b) The bonds are not subject to any provisions of the home rule charter of the city of Willmar and are not included in computing any debt limitation applicable to the city. Any levy of taxes under Minnesota Statutes, section 475.61, to pay principal of and interest on the bonds is not subject to any levy limitation. A separate election to approve the bonds under Minnesota Statutes, section 475.58, is not required.

Subd. 5. **Termination of taxes.** The taxes imposed under subdivisions 1 and 2 expire at the earlier of: (1) 13 years after the taxes are first imposed; or (2) when the city council determines that the city has received \$30,000,000 from this tax to fund the projects listed in subdivision 3 plus an amount sufficient to pay interest on and the costs of the issuance of the bonds authorized in subdivision 4. Any funds remaining after payment of the allowed costs due to timing of the termination under Minnesota Statutes, section 297A.99, shall be placed in the city's general fund. The taxes imposed under subdivisions 1 and 2 may expire at an earlier time if the city so determines by ordinance.

EFFECTIVE DATE. This section is effective the day after the governing body of the city of Willmar and its chief clerical officer comply with Minnesota Statutes, section 645.021, subdivisions 2 and 3.

Sec. 33. **CITY OF WORTHINGTON; TAX AUTHORIZED.**

Subdivision 1. **Sales and use tax authorization.** Notwithstanding Minnesota Statutes, section 297A.99, subdivision 1, or 477A.016, or any other law, ordinance, or city charter, and as approved by the voters at the November 6, 2018, general election, the city of Worthington may impose, by ordinance, a sales and use tax of one-half of one percent for the purposes specified in subdivision 3. Except as otherwise provided in this section, the provisions of Minnesota Statutes, section 297A.99, govern the imposition, administration,

Project Name	Project Budget/Source	Arch/Eng CMr Service/Contractor	Contract Amount	Accrued To Date	Paid to Date	Proposed	Proposed Cash Financing
City Hall/Community Center	\$2,000,000 Sales Tax Bond	BKV Group (1)	\$562,500				
	\$8,500,000 GO Bond	RJM CMr (1)	\$570,710				
Athletic Fields	\$6,000,000 Sales Tax Bond	Widseth Smith Nolting	\$319,046	\$14,355		\$319,046	\$319,046
		Marcus CMr	\$523,200				
Robbins Island	\$3,000,000 Sales Tax Bond	Bolton and Menk Eng.	\$199,500			\$199,500	\$199,500
Swanson Field	\$2,000,000 Sales tax Bond	Widseth Smith Nolting	\$106,350	\$12,936		\$106,350	
		Marcus CMr	\$174,400			\$174,400	
		Survey-B&M Eng.	\$19,400	\$19,400		\$19,400	\$300,150
Storm Water Projects	\$7,000,000 Sales Tax Bond	Project #1	\$417,363				
		Bolton and Menk Eng.	\$110,000	\$73,058	\$73,058	\$110,000	
		Crow River Const. Ph#1 (2)	\$52,321	\$29,650	\$29,650	\$52,321	
		UNKN Ph#2 (2)	\$250,000			\$250,000	
		additional small Projects				\$88,000	\$500,321
Recreation/Event Center	\$10,000,000 Sales Tax Bond	LSE	\$455,660	\$161,125	\$161,125	\$455,660	
		Marcus CMr	\$886,025				
		Survey-Sundee	\$23,075			\$23,075	\$478,735
Totals	\$38,500,000		\$4,252,187	310524	263833	\$1,797,752	\$1,797,752
		Arch/Eng	\$1,800,000				
		CMr	\$2,154,000				
		Hard cost	\$300,000				

(1) Delay City Hall Community Center, frees up \$1,13,1000 (\$562,500 and \$570,710)

(2) Included project hard costs

All Soft cost	\$1,800,000		\$1,233,031
Less City Hall BKV	(\$562,500)		
Subtotal	\$1,237,500		\$1,233,031
Add Hard cost	\$302,500	**	\$1,000,000
Add 10% CMr	\$160,000		\$274,400
Total exp 2020	\$1,700,000		\$2,507,431
Sales tax receipts \$100,000 - \$150,000 per month	Est. 2020 sales tax	\$1.2-\$1.8 m	
	2019 sales tax	\$580,000	
	Est. sales tax avail	\$1.8-\$2.4 m	**

City of Willmar, Minnesota
Sales Tax Projects - Financial Planning
**Only blue cells can be changed.*

Notes		Swansson Field	Robbin's Island	Recreation Fields	Storm Sewer Management	Event Center	Community Center	Total
(1)	Include in Projections?:	Yes	Yes	Yes	No	Yes	Yes	
(2)	Authorized Project Cost:	\$ 1,700,000	\$ 2,300,000	\$ 5,700,000	\$ -	\$ 2,000,000	\$ 10,000,000	\$ 21,700,000
(3)	Soft Costs:	\$ (106,350)	\$ (199,500)	\$ (319,046)	\$ -	\$ (455,660)	\$ (562,500)	\$ (1,643,056)
	Remaining Amount:	\$ 1,593,650	\$ 2,100,500	\$ 5,380,954	\$ -	\$ 1,544,340	\$ 9,437,500	\$ 20,056,944
Terms								
(4)	Project / Bond Issue Year:	2020	2020	2021	2021	2021	2023	
(5)	Repayment Term:	12	12	11	11	11	9	
(6)	First Principal Payment:	2022	2022	2023	2023	2023	2025	
(7)	Final Principal Payment:	2033	2033	2033	2033	2033	2033	
(8)	Estimated Interest Rate:	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	

									Scenario 1		Scenario 2		
(9)	Collection Year	Payment Year	Swansson Field	Robbin's Island	Recreation Fields	Storm Sewer Management	Event Center	Community Center	Total Debt Service	Collection Year Revenues	Fund Balance	Collection Year Revenues	Fund Balance
(10)	2020	2021	-	-	-	-	-	-	-		0		0
(11)	2021	2022	151,000	199,000	-	-	-	-	350,000	2,016,000	1,666,000	2,056,320	1,706,320
	2022	2023	151,000	199,000	550,000	-	158,000	-	1,058,000	2,016,000	2,624,000	2,097,446	2,745,766
	2023	2024	151,000	199,000	550,000	-	158,000	-	1,058,000	2,016,000	3,582,000	2,139,395	3,827,161
	2024	2025	151,000	199,000	550,000	-	158,000	1,156,000	2,214,000	2,016,000	3,384,000	2,182,183	3,795,344
	2025	2026	151,000	199,000	550,000	-	158,000	1,156,000	2,214,000	2,016,000	3,186,000	2,225,827	3,807,171
	2026	2027	151,000	199,000	550,000	-	158,000	1,156,000	2,214,000	2,016,000	2,988,000	2,270,344	3,863,515
	2027	2028	151,000	199,000	550,000	-	158,000	1,156,000	2,214,000	2,016,000	2,790,000	2,315,751	3,965,266
	2028	2029	151,000	199,000	550,000	-	158,000	1,156,000	2,214,000	2,016,000	2,592,000	2,362,066	4,113,332
	2029	2030	151,000	199,000	550,000	-	158,000	1,156,000	2,214,000	2,016,000	2,394,000	2,409,307	4,308,639
	2030	2031	151,000	199,000	550,000	-	158,000	1,156,000	2,214,000	2,016,000	2,196,000	2,457,493	4,552,132
	2031	2032	151,000	199,000	550,000	-	158,000	1,156,000	2,214,000	2,016,000	1,998,000	2,506,643	4,844,775
(12)	2032	2033	151,000	199,000	550,000	-	158,000	1,156,000	2,214,000	1,512,000	1,296,000	2,556,776	5,187,551
	2033	2034	-	-	-	-	-	-	-	-	1,296,000	-	5,187,551
	2034	2035	-	-	-	-	-	-	-	-	1,296,000	-	5,187,551
	2035	2036	-	-	-	-	-	-	-	-	1,296,000	-	5,187,551
	Total		1,812,000	2,388,000	6,050,000	-	1,738,000	10,404,000	22,392,000	23,688,000		27,579,551	

- Notes:
- (1) Projects - Select dropdown box in cell to include or exclude projects.
 - (2) Authorized Project Cost - Amount authorized in statute and ordinance to pay for project costs.
 - (3) Soft Costs - Contract amount for engineering and architecture.
 - (4) Remaining Amount - For planning purposes, assumed to be the par amount of bonds.
 - (5) Repayment Term - Number of principal payments.
 - (6) First Principal Payment - The first principal payment will be in the second year following issuance; e.g. bonds issued in July 2020; first principal payment in Feb 2022.
 - (7) Final Principal Payment - Calculated based on number of repayment periods.
 - (8) Estimated Interest Rate - Changes based on market conditions. As of May 2020, assumed to be 2.0% with final payment in 2033.
 - (9) Collection and Payment Year - Assumes revenues are collected in prior year and principal payments are made in February of following year.
 - (10) Fund Balance - Assumes that all collections in 2020 and 2021 will be used to pay soft costs and first interest payments on bonds issued in 2020.
 - (11) Sales Tax Revenues - Input assumptions for annual sales tax revenues.
 - (12) Under current law, sales taxes are imposed thru September 2032. Final payment to City in December 2032.

LABOR RELATIONS COMMITTEE MINUTES

The Labor Committee met on Monday, August 24, 2020 at 6:15 p.m. over GoToMeeting.

Present: Shawn Mueske Chair
Fernando Alvarado Vice Chair
Vicki Davis Council Member
Kathy Schwantes Council Member

Others present: Human Resource Director Samantha Beckman, City Planner Sarah Swedburg, and Mayor Marv Calvin.

Item No. 1 Call to Order

The meeting was called to order by Council Member Mueske at 6:15 p.m.

Item No. 2 Main Street Coordinator Position (Motion)

Staff presented the job description for a part-time, non-benefit eligible Main Street Coordinator to run Willmar's Main Street Program in 2021. In order to maintain our status as a Designated Main Street Community, a city of Willmar's size would normally be required to hire a full-time staff position but we have been granted a temporary exception to this requirement. The duties have been split among current staff and departments for the few years and is now requiring more staff hours to maintain and continue growth than what split hours can adequately handle. A motion was made by Council Member Schwantes, seconded by Council Member Davis and passed to approve the job descriptions pending budgetary approval.

Item No. 3 General Unit MOU (Information)

Staff presented a proposed Memorandum of Understanding (MOU) between the City and the General Unit that will allow for employees to work flexible schedules (if mutually agreed to by Supervisor and Employee) without incurring overtime. The current contract requires overtime to be paid after 8 hours in a day. If adopted, this MOU will allow employees to work four-10 hour days, summer hours, etc. at no additional cost to the employer. The Employee and Supervisor will work together on allowing flexible schedules so that proper staffing levels are maintained during work hours. The committee requested additional information regarding overtime cost savings be provided.

Item No. 4 FSA Monthly Administration Fee (Information)

Currently all employee Health Savings Accounts (HSA) are non-interest bearing accounts that have no monthly fee called FreeSaver accounts. The FreeSaver account was discontinued as of 1/1/19, however the City of Willmar's accounts were grandfathered in and allowed to remain free at that time. The FreeSaver account will be discontinued completely in time (date has not yet been set) and the City has the opportunity now to take advantage of the SWWC Coop's pricing deal with our HSA Administrator as a former member of the Coop. The committee did not wish to make a change at this time and all accounts will remain in FreeSaver until we are required to convert them.

Item No. 5 Assistant Finance Director Position Update (Motion)

Staff presented the job description for an Assistant Finance Director for approval. Funds were approved in the 2020 budget for a new position within the Finance Department, but creation of the job description and posting was delayed due to COVID-19. With the Assistant Director supervising the Accounting Clerk positions, those duties should be removed from the Accounting Coordinator job description as well. A motion was made by Council Member Schwantes, seconded by Council Member Alvarado and passed to approve the job descriptions.

Item No. 6 Miscellaneous

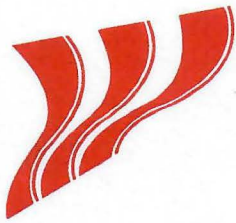
No additional items.

There being no further business to come before the Committee, the meeting was adjourned at 7:06 p.m. by Council Member Mueske.

Respectfully submitted,

Samantha Beckman

Samantha Beckman
Human Resources Director



City Council Action Request

Council Meeting Date:	September 8, 2020	Agenda Item Number:	9.A.
Agenda Section:	Labor	Originating Department:	Human Resources
Resolution	NO	Prepared by:	City Planner, HR Director
Ordinance	NO	Reviewed By:	Labor Committee
No. of Attachments	Three (3)	Presented By:	City Councilor Mueske
Item:	From the Labor Committee recommending approval of job description for a part-time Main Street Coordinator position in 2021 and updates to the City Planner job description.		

RECOMMENDED ACTION:

Motion By: _____ Second By: _____, to approve Main Street Coordinator and City Planner job descriptions pending budgetary approval.

COMMITTEE RECOMMENDATION:

The Labor Committee reviewed the job descriptions and Main Street Requirements presented by the Human Resources Director. Consideration for the alternatives resulted in approving a part-time position to reduce costs and allow current staff to more efficiently use their time.

OVERVIEW:

As part of the Main Street America requirements, Willmar is required to have a full-time Coordinator on staff to maintain our status as a Designated Main Street Community. Willmar has been granted a temporary exception to this requirement by splitting the full-time hours out among several departments/employees. With this agreement, we were required to add Main Street duties to at least one job description, so in January of 2019 we added those to the City Planner job description.

Now that the program is off and running, it is requiring more staff hours to maintain and continue growth than what split hours among several employees can adequately handle. Adding a part-time Coordinator position in 2021, will get us one step closer to meeting the requirements of the program and also set up staff time to be most efficiently used.

PRIMARY ISSUES/ALTERNATIVES TO CONSIDER:

1. Hire a full-time Main Street coordinator, as the program requires, but will increase the program budget.
2. Leave current staffing levels the same but staff will have less time to work on their other duties.

BUDGETARY/FISCAL ISSUES:

Part-time, non-benefit eligible hourly position \$18-25/hr

ATTACHMENTS:

- Main Street Coordinator Job Description Draft
- Main Street Program Requirements
- City Planner Job Description Draft

WILLMAR MAIN STREET COORDINATOR

Position Title: Willmar Main Street Coordinator

Department: Planning and Development Services

Department Head: Director, Planning and
Development Services

Immediate Supervisor: Director, Planning and Development Services

FLSA Status: Non-exempt

APPROVED: _____
REVISED: _____
REVISED: _____
REVISED: _____

Purpose

Performs non-supervisory technical and specialized work with primary responsibility for the administration, coordination, and networking efforts related to the Willmar Main Street program, to continue the City of Willmar as a designated Main Street Community through Main Street America & the Minnesota Main Street coordinating program. A primary objective of this community-based effort is continued improvements to the economic vitality of Willmar's central business district.

Organizational Relationships

Communicates with:

Internally – City Administrator, Department Directors, City Attorney, and various City staff;

Externally – City of Willmar & Kandiyohi County Economic Development Commission, Kandiyohi County Historical Society, Willmar Main Street volunteers, downtown Willmar business and property owners, business, and community leaders,

Supervises: None

ESSENTIAL FUNCTIONS

Ensure local Main Street efforts align with national standards to continue status as a “Main Street Designated Community.”

Coordinate & provide administrative support to the Willmar Main Street Executive Board and Sub-Committees.

Manage volunteer-recruitment, mobilization, training, and recognition/referrals for their service.

In collaboration with the Main Street Executive Board and volunteer committees, lead efforts to develop annual, short- and long-term work plan(s) that align with the annual budget.

Work with the Executive Board to develop appropriate Main Street district revitalization strategies, partner with and augment other non-Main Street initiatives, and develop and conduct ongoing public awareness and education programs.

Coordinate with third-party contractor (Ten17 Media) to manage website, social media, and newsletter.

Enthusiastic and charismatic social qualities to continually nurture and enhance authentic relationships with downtown property and business owners as well as other community leaders and organizations.

Coordinate and communicate with the MN Main Street state program coordinator, including quarterly district data reports, grant writing, and all other reports required by the state and national Main Street programs.

WILLMAR MAIN STREET COORDINATOR

Develop and maintain a downtown business inventory.

Advocate and coordinate policy and programmatic issues at local, state, and federal levels.

Attend continuing education and professional development courses and seminars.

Perform special projects.

Perform other related duties as assigned by supervisor or as needed.

Required Knowledge, Skills, and Abilities

Knowledge of Main Street America 4-point approach.

Knowledge of economic and community development.

Knowledge of government structure and practices.

Skills in reading maps and plans.

Skills in grant writing.

Skills in professional written and verbal communication.

Computer skills: Outlook, Word, Excel, etc.

Ability to work with the public and civic/citizen groups.

Ability to conceptualize and develop new and improve existing community activities, projects, programs, and incentives.

MINIMUM QUALIFICATIONS

Bachelor's degree in community development, business/non-profit management, planning, urban studies, geography, or related field (or equivalent experience) and 2-3 years of experience in a similar position (City, EDA/EDC, or Chamber of Commerce) preferred.

Working Conditions

Work is performed in typical office environment with travel within/without the City to visit downtown businesses, and attend meetings. Operates either a City or personal vehicle for regular transportation needs. Sits for extended periods of time. Noise in workplace is usually quiet but may be exposed to louder noises while visiting projects downtown. Uses near vision, ability to focus, sense of touch, and hearing. Uses fine and large motor movements at times.

___/1 Cities over 5,000 pop.: Main Street program has an annual budget (specifically dedicated for the purpose of revitalizing the commercial district) of at least \$60,000 | Cities under 5,000 pop.: Main Street program has an annual budget of at least \$40,000 (1 point)

___/1 Program has a strategy in place to help maintain stable funding. Please describe your strategy here or in an attachment (1 point): _____

___/1 Funding is derived from at least 5 of the following sources: Donors inside the district, donors outside the district, earned income, sponsorship, municipal support, county support, local tax, and other community organizations (1 point)

___/1 Not more than 50% of the budget is derived from a single source (public support, stakeholder/member support, earned income) (1 point)

___/1 Earned income (sponsor, ticket sales, event participation, etc...) comprises at least 20% of 2018 revenue (1 point)

___/1 Donors (including members/friends) comprise at least 20% of 2018 revenue (1 point)

___/1 Budget includes travel expenses to attend the Minnesota Main Street sponsored trainings and the National Main Streets Conference (1 point)

___/1 The budget adequately covers the salary and fringe benefits of staff, office expenses, professional development, and committee activities (1 point)

___/1 Program currently has at least 3 months of operating reserves (1 point)

___/1 Board or Steering Committee has adopted a comprehensive Financial Policies/Procedures document (1 point)

___/1 Program has an active treasurer who makes regular, accurate, monthly financial reports to the board or Steering Committee (1 point)

___/1 Program completed an annual audit or third-party financial review in the past 12 months (1 point)

Total: _____

Here's your space to give us special notes about this section that aren't reflected in the points above. Examples might start like this, "We see room for improvement with _____ and we expect to do _____..." or "Here's why _____ is happening this year."

7. Professional management and development

Coordinating a successful Main Street program requires a trained, professional staff person whose sole job focus is the Main Street district. While Main Street Managers come from a broad range of academic and professional backgrounds, the most successful Main Street Managers are those who are good communicators; can motivate volunteers; and have good project management skills, keeping revitalization activities moving forward on schedule and on budget.

Date of Hire for Main Street staff: _____

per Sarina - some flexibility for now, but job description needed for someone, even if partial duties

Date of most recent employee evaluation: _____

Note: Eligibility to meet Criterion 7 requires full- or part-time staff depending on community size (full-time if pop. 5,000+; 25 hours/week minimum if pop. <5,000). If the program does not meet this eligibility requirement, then the program will not receive accreditation.

# Pts	Indicators
__/2	Main Street staff was in place for at least 10 out of the past 12 months (2 points)
__/2	Main Street Director made regular monthly reports to the Board or Steering Committee (2 points)
__/1	Performance expectations (ie. Job description) of staff were reviewed/revised during past 12 months (1 point) Date: _____
__/2	Main Street staff received a formal written evaluation during past 12 months (2 points) Date: _____
__/1	Staff compensation package was reviewed during past 12 months (1 point) Date: _____
__/1	Program provided staff with professional development opportunities in past 12 months (1 point)
__/1	Adequate written staff management policies and procedures are in place (1 point)
__/1	Main Street staff answers to and has only 1 boss; typically the Board Chair for the Director for stand-alone programs. If the program is embedded within an organization (such as a Chamber of Commerce) the supervision of the Main Street Director typically falls to the organization's Executive Director. If the Main Street program has additional staff, they are answerable to the Main Street Director. (1 point)

Total: _____

Here's your space to give us special notes about this section that aren't reflected in the points above. Examples might start like this, "We see room for improvement with _____ and we expect to do _____..." or "Here's why _____ is happening this year."

8. Program of ongoing training

In order to meet new challenges and ensure a strong program, Main Street program participants need ongoing training.

Participants—both staff and volunteers—need different skills in different phases of the revitalization process. For that reason, the skills a program's participants learn in the program's catalyst phase are rarely adequate for the growth or management phases. As staff and volunteer turnover occurs, new staff members and new volunteers will need basic Main Street training.

Moreover, all program participants should stay current on issues that affect traditional commercial districts and on new revitalization techniques and models. Regular attendance at Minnesota Main Street trainings and networking events is required for Main Street Managers.

# Pts	Indicators
__/4	Program representative attended at least 4 Minnesota Main Street trainings in past 12 months (4 points):

Position Title: Planner
Department: Planning and Development Services
Department Head: Director, Planning and
Development Services
Immediate Supervisor: Same
Pay Range: 8 **FLSA Status:** Non-exempt

<i>APPROVED:</i> <u>January, 2003</u>
<i>REVISED:</i> <u>November, 2017</u>
<i>REVISED:</i> <u>January 2019</u>
<i>REVISED:</i>

Purpose

Performs non-supervisory technical and specialized work with primary responsibility for land use planning and zoning administration. Assists with economic development research and projects.

Organizational Relationships

Communicates with: *Internally* – City Administrator, Department Directors, City Attorney and various City staff;

Externally – Developers, contractors, realtors, surveyors, architects, engineers, other planners, Mid MN Development Commission, Willmar Main Street, Economic Development Association of Minnesota, MN Chapter of the American Planning Association, and the public.

Supervises: None

ESSENTIAL FUNCTIONS

Land use planning (Comprehensive and special projects).

Collect and maintain current socioeconomic and contextual community data to update and create informational graphics and maps

Work with ESRI, GIS and other planning software

Prepare staff reports on a variety on planning/zoning issues and proposals.

Assist with zoning and subdivision ordinance proposals, adoption, and administration (plan review, conditional use permits, rezonings/amendments, variances, and plats).

Lead zoning enforcement efforts.

Attend and participate in -Planning Commission, Board of Zoning Appeals, Willmar Main Street Board, and Sub-Committee meetings, and City Council Meetings (as necessary).

Economic development research and planning.

Prepare and make graphic-presentations-and-maps to a variety of audiences.

Maintain records and files.

Provide information to the public on planning-related issues.

~~Lead local Main Street efforts by coordinating the development of annual, short and long term work plan(s) with the Main Street Executive Board and volunteer committees.~~

~~Work with the board to develop appropriate Main Street district revitalization strategies and to develop and conduct ongoing public awareness and education programs.~~

~~Coordinate and communicate with the MN Main Street state program coordinator including quarterly district data reports, grant writing, and all other reports required by the state and national Main Street programs.~~

PLANNER

Ensure continuation of Willmar as a Designated Main Street Community by directing and assisting the Willmar Main Street Coordinator with essential Main Street activities, planning, and functions.

Attend continuing education and professional development courses and seminars.

Perform special projects.

Perform other related duties as assigned by supervisor or as needed apparent.

Required Knowledge, Skills, and Abilities

Knowledge of physical planning, zoning and subdivision practices.

Knowledge of local, state, and federal land use, planning and development laws, regulations, and programs.

Knowledge of, and ability in the use of, GIS.

Knowledge of economic development planning practices.

Knowledge of government structure and practices.

Skill in reading maps and plans.

Computer skills: Outlook, Word, Excel, etc.

Skill in written and verbal communication.

Ability to work with the public and civic/citizen groups.

Ability to initiate and pursue specific projects.

Preferably, AICP Certified Planner

MINIMUM QUALIFICATIONS

Bachelor's degree in planning, urban studies, geography or equivalent and 1-year of experience in land use planning and zoning.

Working Conditions

Work is performed in typical office environment with travel within/without the City to observe projects and attend meetings. Operates either a City or personal vehicle for regular transportation needs. Sits for extended periods of time. Noise in work place is usually quiet but may be exposed to louder noises at work sites. May be exposed to dangerous or unsafe conditions at construction sites. Uses near vision, ability to focus, sense of touch, and hearing. Uses fine and large motor movements at times.



City Council Action Request

Council Meeting Date:	September 8, 2020	Agenda Item Number:	9.B.
Agenda Section:	Labor	Originating Department:	Human Resources
Resolution	NO	Prepared by:	HR Director
Ordinance	NO	Reviewed By:	Labor Committee
No. of Attachments	Two (2)	Presented By:	City Councilor Mueske
Item:	From the Labor Committee recommending approval of the job description for Assistant Finance Director and updates to the Accounting Coordinator job description.		

RECOMMENDED ACTION:

Motion By: _____ Second By: _____, to approve the Assistant Finance Director and Accounting Coordinator job descriptions.

COMMITTEE RECOMMENDATION:

The Labor Committee reviewed the proposed job descriptions and pay scales presented by the Human Resources Director. Consideration for the alternatives resulted in approving both job descriptions.

OVERVIEW:

Adding a position to the Finance Department was approved in the 2020 budget and we now have a proposed Assistant Finance Director job description for approval. Since the Assistant Director will supervise the Coordinator and Account Clerk positions, those duties should be removed from the Accounting Coordinator job description as well.

PRIMARY ISSUES/ALTERNATIVES TO CONSIDER:

1. Suggest changes to the Assistant Finance Director position.
2. Suggest changes to the Accounting Coordinator position.

BUDGETARY/FISCAL ISSUES:

Job score of the Assistant Finance Director puts it in pay range 13 of the City-Wide pay scale at \$70,496.87 to \$91,645.93 annually.

ATTACHMENTS:

- Assistant Finance Director Job Description Draft
- Accounting Coordinator Job Description Draft

ASSISTANT FINANCE DIRECTOR

Position Title: Assistant Finance Director

Department: Finance

Department Head: Finance Director

Immediate Supervisor: Finance Director

Pay Range: 13 **FLSA Status:** Exempt

APPROVED:	_____
REVISED:	_____
REVISED:	_____
REVISED:	_____

Purpose

Serves as Assistant to Department Director. Performs supervisory, professional and executive work to manage City finances and investments; assist Finance Director in budgeting process; prepare financial reports and statements; develop administrative policies and procedures; prepare capital improvement, equipment replacement and other planning documents; participate in labor negotiations; oversee accounts payable, accounts receivable and payroll activities and related reporting/record keeping; and performs various other support activities. This position is responsible for making recommendations to the Finance Director for matters affecting the finance department, including issues that might have a city-wide impact.

Organizational Relationships

Communicates with: *Internally* - City Administrator, other department directors, all City employees, MUC staff; *Externally* - County officials, numerous state agencies, League of Minnesota Cities, School District personnel, Regional Development Commission, Convention and Visitors Bureau, Chamber of Commerce, numerous vendors and contractors and the general public.

Supervises: Accounting Clerks, Accounting Coordinator.

ESSENTIAL FUNCTIONS

Assists in the management of the City's financial operations by developing administrative policies/procedures and operational plans; monitor each department's compliance; communicate with Finance Director; and compile, prepare and recommend capital improvement, equipment replacement, spending and budget plans; and performs some investment management activities. Support and maintain compensation information; review and administer collective bargaining agreements and personnel policy to make appropriate payments to employees; and provide input on necessary changes.

Provide jurisdiction support services such as assessment activities and contract compliance and monitoring.

Assist in planning, organizing and overseeing department daily operations to ensure workload is met.

Supervise and provide technical direction and oversight to department staff including training, assigning and reviewing work, and conducting performance evaluations.

Assist in reviewing departmental operations to develop short and long-term goals.

Develop, prepare and maintains City financial records in conformance with generally accepted accounting principles and standards.

ASSISTANT FINANCE DIRECTOR

Carry out procedures and formats used for various monthly reports showing the financial condition of the City and year-to-date budget figures.

Prepare monthly and other interim financial reports and statements as necessary or as directed.

Assist the Finance Director in the preparation of the annual city budget.

Assist to ensure records are published in accordance with legal requirements.

Follow internal control procedures to ensure transactions are authorized and accurately recorded.

Follow established procedures for processing payroll, accounts payable, accounts receivable, cash management and personnel records as necessary to meet department requirements and state and federal standards and laws.

Oversees accounting work to ensure compliance with legal requirements, policies, and procedures.

Monitor the budget and confer as necessary with the Finance Director to ensure adequate balances and recommend adjustments to the Finance Director.

Ensure that legal requirements are met to maximize the ability of the City to levy and collect taxes.

Assist the public by answering questions regarding special assessments and property taxes.

Monitor cash flow to ensure sufficient cash is available to make necessary payments.

Oversee and participate in accounts receivable and payable functions, code expenses and prepare vouchers for data entry.

Work with auditors at year-end and communicate with throughout the year as necessary.

Performs other job-related duties as assigned or apparent.

Required Knowledge, Skills, and Abilities

Knowledge of accounting practices and procedures.

Knowledge of applicable state and federal laws, rules and regulations particularly those relating to municipal finance and accounting, labor and employee relations.

Knowledge of bonding, financing and administrating projects.

Skill in governmental accounting and financial reporting.

Ability to operate various office machines including AS400 computers, PCs, printers, PC Network file server, Digital network copier, fax machine, telephones, calculators, typewriters, postage scale, and microfilm reader.

MINIMUM QUALIFICATIONS

Bachelor's degree in finance, accounting, or business administration **and** three to five years financial management experience in positions of similar complexity. An equivalent amount of training and experience may be considered.

Working Conditions

Work is performed in typical office environment with travel to attend meetings. Sits for extended periods of time. Uses near vision, ability to focus, sense of touch, and hearing. Uses fine and large motor movements at times.

ACCOUNTING COORDINATOR

reference.

Process journal entries.

Set up new codes as directed by Finance Director and keep current chart of accounts on hand.

Compile year-end interest receivable report for all interest earned on investments.

Respond to employee questions regarding salary and benefits by personally providing information or referring employee to appropriate contract.

Perform monthly closings on financial software.

Run monthly revenue, expenditure and general ledger reports to copy and distribute to Finance Director and place in appropriate physical files.

Compile monthly balance sheets, income statements and tax-collected graphs for all Funds and Departments; and copy and distribute to appropriate parties.

Answer questions from other departments concerning payables/receivables, fixed assets, Payroll payments, coding of receipts, reports, etc.

Record all bonds (City, MUC, Hospital) by type and payment schedules.

~~Assign work to employees, including assigning work duties, determining work priorities and assigning work hours.~~

Direct employees, evaluate assigned work product and exercise the authority to reject the assigned work product which does not meet standards.

~~Approve requests for vacation and sick leave.~~

~~Approve and sign time cards.~~

~~Complete and sign probationary employee evaluation forms.~~

~~Issue verbal reprimands to employees when necessary and discuss corrective action.~~

~~Recommend the issuance of a written reprimand of an employee, the suspension of an employee, and the discharge of an employee.~~

~~Serve as the Department's representative at Step 1 of grievance procedure, including responding orally and/or in writing to grievance.~~

~~Other Duties and Responsibilities~~

Works on various projects and miscellaneous tasks as assigned by Finance Director or Assistant Finance Director.

Performs other related duties as assigned.

ACCOUNTING COORDINATOR

Required Knowledge, Skill, and Abilities

Knowledge of accounting practices and procedures including A/R, A/P and payroll.

Skill in operating IBM AS400 computer using Quickbooks Pro, Microsoft Office and PC desktop software and ability to perform some basic troubleshooting.

Skill in handling cash receipts, financial transactions, payroll and fixed assets.

Ability to be flexible in work tasks.

Ability to initiate tasks, works with little supervision and use independent judgment.

Ability to prioritize work tasks and complete with 100% completeness and accuracy.

Ability to understand and follow written and verbal instructions.

Ability to establish and maintain effective work relationships with others.

Machines, tools and equipment used: printers, copiers, fax machine, calculators, telephone, ~~wycom box~~, binding/punching machines, postage scale and typewriter.

MINIMUM QUALIFICATIONS

Associate's degree in accounting **and** a minimum of three years of previous accounting or record keeping experience including the use of personal computers and automated accounting systems.

Working Conditions

Works in typical office setting sitting for extended periods of time working at computer and desk. Use fine motor skills and performs repetitive movements and some lifting of object such as office supplies and files. Uses near vision, hearing, and sense of touch.



City Council Action Request

Council Meeting Date:	September 8, 2020	Agenda Item Number:	10.
Agenda Section:	Council	Originating Department:	City Clerk
Resolution	N/A	Prepared by:	Judy Thompson City Clerk
Ordinance	N/A	Reviewed By:	Brian Gramentz, City Administrator
No. of Attachments	None	Presented By:	Judy R. Thompson, City Clerk
Item:	Consideration of a State 1 Day to 4 Day Temporary On-Sale Liquor License Permit – Foxhole Brewhouse Inc.		

RECOMMENDED ACTION:

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

COMMITTEE/BOARD/COMMISSION RECOMMENDATION: N/A

OVERVIEW:

The Foxhole Brewhouse Inc. dba Foxhole Brewhouse; has plans to sell alcohol during the Foxtoberfest on October 3, 2020. A State Application and Permit for a 1 Day to 4 Day Temporary On-Sale Liquor License is required to distribute or consume alcohol per State Statute 340A.404, Subdivision 10 (c), which states that the governing body of a municipality may issue to a brewer who manufactures fewer than 3,500 barrels of malt liquor in a year or a microdistillery a temporary license for the on-sale of intoxicating liquor in connection with a social event within the municipality sponsored by the brewer or microdistillery. The terms and conditions specified for temporary licenses under paragraph (a) shall apply to a license issued under this paragraph, except that the insurance requirements of section 340A.409 subdivisions 1 to 3a, shall apply to the license.

PRIMARY ISSUES/ALTERNATIVES TO CONSIDER:

Deny the serving of alcohol during their social event

BUDGETARY/FISCAL ISSUES: \$100.00 Application Fee

ATTACHMENTS: N/A



City Council Action Request

Council Meeting Date:	September 8, 2020	Agenda Item Number:	11.
Agenda Section:	Council	Originating Department:	Parks and Recreation
Resolution	Yes (4)	Prepared by:	Rob Baumgarn, Parks and Recreation Director
Ordinance	No	Reviewed By:	Brian Gramentz
No. of Attachments	Five (5)	Presented By:	Rob Baumgarn
Item:	Authorize Invest in Willmar projects to re-engage the Architects and Construction Manager and set financing plan for cash reserves and permanent financing of approved Local Option Sales tax projects.		

RECOMMENDED ACTION:

Motion By: _____ Second By: _____, to adopt a resolution to approve the use of Permanent Bond Financing in the amounts of \$5 million (\$3,000,000 Robbins Island and \$2,000,000 Swansson Field) for Local Option Sales Tax projects approved in 2020.

Motion By: _____ Second By: _____, to adopt a resolution to temporarily use cash on hand to cover the approved soft costs for the Recreation Fields project and Event/Recreation Center project, and upon completion of design, Plans and Specifications, and acceptance of the low bid, permanent bond financing will be sought to cover all project soft and construction costs on an annual basis.

Motion By: _____ Second By: _____, to adopt a resolution to authorize re-engaging Widseth Architects and Marcus as Construction Manager to complete the design, preparation of Plans and Specifications and bid documents for the Recreation Fields (\$6 million).

Motion By: _____ Second By: _____, to adopt a resolution to authorize re-engaging LSE Architects and Marcus as Construction Manager to complete the design, preparation of Plans and Specifications and bid documents for the Event/Recreation Center (\$10 million in phases).

OVERVIEW:

The City of Willmar passed a half cent local option sales tax referendum in the fall of 2018. The State of MN has authorized the City of Willmar to collect 30 Million dollars over a 13 year period. Due to COVID 19, the projects were put on hold until a history of sales tax receipts was realized, and financial projections could be made.

Finance Director Okins gave a presentation to the Finance Committee on the sales tax receipts, which reflect the City of Willmar’s ability to construct additional projects. The \$13 million requested by the Invest in Willmar committee could be safely increased to \$20 million and staggered in over 2021-2023 based upon the current sales tax revenue projections.

The Invest in Willmar committee priority list is:

1. Robbins Island- Budget \$3 million, City Council approved for \$2,000,000 (\$1 million unallocated)
2. Swansson Fields- Budget \$2 million, City Council approved for \$2,000,000

CURRENTLY ON HOLD PROJECTS

3. Recreation Fields-Budget \$6 million, not yet approved for \$6,000,000
4. Events/Recreation Center-Budget \$10 million, not yet approved for \$2,000,000
5. Community Center for \$2,000,000
6. Event/Recreation Center for \$8,000,000.

Storm water projects are now under \$7,000,000 and will be addressed when Public Works staff has a project ready and requesting funding.

PRIMARY ISSUES/ALTERNATIVES TO CONSIDER:

Determine the dollar amount of projects to authorize for completion of design, plans and specifications and bidding documents based upon the estimated amount of sales tax revenue available for retirement of bond debt.

BUDGETARY/FISCAL ISSUES:

Sales Tax receipts are currently averaging \$168,000 per month, which allows for the repayment of a maximum of \$23 million in bond debt over the 13 year period allowed by the enacting legislation. If inflation is calculated in, over the same 13 years, it is possible to come close to completing all the recreational projects.

The City would bond for all the recreational projects, using the cash on hand to finance the storm water projects and as a reserve to address any shortfalls in future bond re-payments should sales tax receipts fall below projected levels. Towards the end of the bond repayment schedule, the City can use cash on hand to pay off (call) the bonds early (if the bonds are structured in this manner).

ATTACHMENTS:

- Sales Tax report from Finance Committee
- Resolution Approving Permanent Bond Financing
- Resolution to temporarily use Cash on Hand
- Resolution to Re-engage Widseth Architects and Marcus Construction
- Resolution to Re-engage LSE Architects and Marcus Construction

Project Name	Project Budget/Source	Arch/Eng CMr Service/Contractor	Contract Amount	Accrued To Date	Paid to Date	Proposed	Proposed Cash Financing
City Hall/Community Center	\$2,000,000 Sales Tax Bond	BKV Group (1)	\$562,500				
	\$8,500,000 GO Bond	RJM CMr (1)	\$570,710				
Athletic Fields	\$6,000,000 Sales Tax Bond	Widseth Smith Nolting	\$319,046	\$14,355		\$319,046	\$319,046
		Marcus CMr	\$523,200				
Robbins Island	\$3,000,000 Sales Tax Bond	Bolton and Menk Eng.	\$199,500			\$199,500	\$199,500
Swanson Field	\$2,000,000 Sales tax Bond	Widseth Smith Nolting	\$106,350	\$12,936		\$106,350	
		Marcus CMr	\$174,400			\$174,400	
		Survey-B&M Eng.	\$19,400	\$19,400		\$19,400	\$300,150
Storm Water Projects	\$7,000,000 Sales Tax Bond	Project #1	\$417,363				
		Bolton and Menk Eng.	\$110,000	\$73,058	\$73,058	\$110,000	
		Crow River Const. Ph#1 (2)	\$52,321	\$29,650	\$29,650	\$52,321	
		UNKN Ph#2 (2)	\$250,000			\$250,000	
		additional small Projects				\$88,000	\$500,321
Recreation/Event Center	\$10,000,000 Sales Tax Bond	LSE	\$455,660	\$161,125	\$161,125	\$455,660	
		Marcus CMr	\$886,025				
		Survey-Sundee	\$23,075			\$23,075	\$478,735
Totals	\$38,500,000		\$4,252,187	310524	263833	\$1,797,752	\$1,797,752
		Arch/Eng	\$1,800,000				
		CMr	\$2,154,000				
		Hard cost	\$300,000				

{1} Delay City Hall Community Center, frees up \$1,13,1000 (\$562,500 and \$570,710)

{2} included project hard costs

All Soft cost	\$1,800,000		\$1,233,031
Less City Hall BKV	(\$562,500)		
Subtotal	\$1,237,500		\$1,233,031
Add Hard cost	\$302,500	**	\$1,000,000
Add 10% CMr	\$160,000		\$274,400
Total exp 2020	\$1,700,000		\$2,507,431
Sales tax receipts \$100,000 - \$150,000 per month	Est. 2020 sales tax	\$1.2-\$1.8 m	
	2019 sales tax	\$580,000	
	Est sales tax avail	\$1.8-\$2.4 m	**

This amount takes all the projects except City Hall/Community Center up to bidding.

City of Willmar, Minnesota
Sales Tax Projects - Financial Planning
**Only blue cells can be changed.*

Notes		Swansson Field	Robbin's Island	Recreation Fields	Storm Sewer Management	Event Center	Community Center	Total
(1)	Include in Projections?:	Yes	Yes	Yes	No	Yes	Yes	
(2)	Authorized Project Cost:	\$ 1,700,000	\$ 2,300,000	\$ 5,700,000	\$ -	\$ 2,000,000	\$ 10,000,000	\$ 21,700,000
(3)	Soft Costs:	\$ (106,350)	\$ (199,500)	\$ (319,046)	\$ -	\$ (455,660)	\$ (562,500)	\$ (1,643,056)
	Remaining Amount:	\$ 1,593,650	\$ 2,100,500	\$ 5,380,954	\$ -	\$ 1,544,340	\$ 9,437,500	\$ 20,056,944
	Terms							
(4)	Project / Bond Issue Year:	2020	2020	2021	2021	2021	2023	
(5)	Repayment Term:	12	12	11	11	11	9	
(6)	First Principal Payment:	2022	2022	2023	2023	2023	2025	
(7)	Final Principal Payment:	2033	2033	2033	2033	2033	2033	
(8)	Estimated Interest Rate:	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	

Scenario 1

Scenario 2

	Collection Year	Payment Year	Swansson Field	Robbin's Island	Recreation Fields	Storm Sewer Management	Event Center	Community Center	Total Debt Service	Collection Year Revenues	Fund Balance	Collection Year Revenues	Fund Balance
(9)	Year	Year											
(10)	2020	2021	-	-	-	-	-	-	-		0		0
(11)	2021	2022	151,000	199,000	-	-	-	-	350,000	2,016,000	1,666,000	2,056,320	1,706,320
	2022	2023	151,000	199,000	550,000	-	158,000	-	1,058,000	2,016,000	2,624,000	2,097,446	2,745,766
	2023	2024	151,000	199,000	550,000	-	158,000	-	1,058,000	2,016,000	3,582,000	2,139,395	3,827,161
	2024	2025	151,000	199,000	550,000	-	158,000	1,156,000	2,214,000	2,016,000	3,384,000	2,182,183	3,795,344
	2025	2026	151,000	199,000	550,000	-	158,000	1,156,000	2,214,000	2,016,000	3,186,000	2,225,827	3,807,171
	2026	2027	151,000	199,000	550,000	-	158,000	1,156,000	2,214,000	2,016,000	2,988,000	2,270,344	3,863,515
	2027	2028	151,000	199,000	550,000	-	158,000	1,156,000	2,214,000	2,016,000	2,790,000	2,315,751	3,965,266
	2028	2029	151,000	199,000	550,000	-	158,000	1,156,000	2,214,000	2,016,000	2,592,000	2,362,066	4,113,332
	2029	2030	151,000	199,000	550,000	-	158,000	1,156,000	2,214,000	2,016,000	2,394,000	2,409,307	4,308,639
	2030	2031	151,000	199,000	550,000	-	158,000	1,156,000	2,214,000	2,016,000	2,196,000	2,457,493	4,552,132
	2031	2032	151,000	199,000	550,000	-	158,000	1,156,000	2,214,000	2,016,000	1,998,000	2,506,643	4,844,775
(12)	2032	2033	151,000	199,000	550,000	-	158,000	1,156,000	2,214,000	1,512,000	1,296,000	2,556,776	5,187,551
	2033	2034	-	-	-	-	-	-	-	-	1,296,000	-	5,187,551
	2034	2035	-	-	-	-	-	-	-	-	1,296,000	-	5,187,551
	2035	2036	-	-	-	-	-	-	-	-	1,296,000	-	5,187,551
	Total		1,812,000	2,388,000	6,050,000	-	1,738,000	10,404,000	22,392,000	23,688,000		27,579,551	

Notes:

- (1) Projects - Select dropdown box in cell to include or exclude projects.
- (2) Authorized Project Cost - Amount authorized in statute and ordinance to pay for project costs.
- (3) Soft Costs - Contract amount for engineering and architecture.
- (4) Remaining Amount - For planning purposes, assumed to be the par amount of bonds.
- (5) Repayment Term - Number of principal payments.
- (6) First Principal Payment - The first principal payment will be in the second year following issuance; e.g. bonds issued in July 2020; first principal payment in Feb 2022.
- (7) Final Principal Payment - Calculated based on number of repayment periods.
- (8) Estimated Interest Rate - Changes based on market conditions. As of May 2020, assumed to be 2.0% with final payment in 2033.
- (9) Collection and Payment Year - Assumes revenues are collected in prior year and principal payments are made in February of following year.
- (10) Fund Balance - Assumes that all collections in 2020 and 2021 will be used to pay soft costs and first interest payments on bonds issued in 2020.
- (11) Sales Tax Revenues - Input assumptions for annual sales tax revenues.
- (12) Under current law, sales taxes are imposed thru September 2032. Final payment to City in December 2032.

RESOLUTION NO. ____

**RESOLUTION APPROVING THE USE OF PERMANENT BOND FINANCING IN THE AMOUNTS OF
\$5 MILLION FOR THE LOCAL OPTION SALES TAX PROJECTS APPROVED IN 2020.**

Motion By: _____ Second By: _____

BE IT RESOLVED by the City Council of the City of Willmar to approve the permanent bond financing in the amount of \$5 Million for the Local Option Sales Tax Projects approved in 2020.

Dated this 8th day of September, 2020

MAYOR

Attest:

CITY CLERK

RESOLUTION NO. ____

RESOLUTION AUTHORIZING THE TEMPORARY USE OF CASH ON HAND TO COVER THE APPROVED SOFT COSTS FOR THE RECREATION FIELDS PROJECT AND THE EVENT/RECREATION CENTER PROJECT. AND UPON COMPLETION OF DESIGN, PLANS AND SPECIFICATIONS AND ACCEPTANCE OF THE LOW BID, PERMANENT BOND FINANCING WILL BE SOUGHT TO COVER ALL PROJECT SOFT AND CONSTRUCTION COSTS ON AN ANNUAL BASIS.

Motion By: _____

Second By: _____

BE IT RESOLVED by the City Council of the City of Willmar to approve the temporary use of cash on hand to cover the approved soft costs for the Recreation Fields project and Event/Recreation Center project, and upon completion of design, Plans and Specifications, and acceptance of the low bid, permanent bond financing will be sought to cover all project soft and construction costs on an annual basis.

Dated this 8th day of September, 2020

MAYOR

Attest:

CITY CLERK

RESOLUTION NO. ____

**RESOLUTION AUTHORIZING THE RE-ENGAGEMENT OF WIDSETH ARCHITECTS AND MARCUS
CONSTRUCTION TO COMPLETE THE DESIGN, PREPARATION OF PLANS, SPECIFICATIONS AND BID
DOCUMENTS FOR THE RECREATION FIELDS.**

Motion By: _____

Second By: _____

BE IT RESOLVED by the City Council of the City of Willmar to approve the re-engagement of Widseth Architects and Marcus Construction to complete the design preparation of Plans, Specifications and bid documents for the Recreation Fields.

Dated this 8th day of September, 2020

MAYOR

Attest:

CITY CLERK

RESOLUTION NO. ____

**RESOLUTION AUTHORIZING THE RE-ENGAGEMENT OF LSE ARCHITECTS AND MARCUS
CONSTRUCTION TO COMPLETE THE DESIGN PREPARATION OF PLANS, SPECIFICATIONS AND BID
DOCUMENTS FOR THE EVENT/RECREATION CENTER.**

Motion By: _____ Second By: _____

BE IT RESOLVED by the City Council of the City of Willmar to approve the re-engagement of LSE Architects and Marcus Construction to complete the design preparation of plans, specifications and bid documents for the Event/Recreation Center.

Dated this 8th day of September, 2020

MAYOR

Attest:

CITY CLERK