

WILLMAR CITY COUNCIL PROCEEDINGS
COUNCIL CHAMBERS
WILLMAR MUNICIPAL UTILITIES BUILDING
WILLMAR, MINNESOTA

February 21, 2017
7:00 p.m.

The regular meeting of the Willmar City Council was called to order by the Honorable Mayor Marv Calvin. Members present on a roll call were Mayor Marv Calvin, Council Members Audrey Nelsen, Ron Christianson, Kathy Schwantes, Fernando Alvarado, Andrew Plowman, Shawn Mueske and Julie Asmus. Present 8, Absent 1. Council Member Rick Fagerlie was excused from the meeting.

Also present were Interim City Administrator Mike McGuire, Community Education and Recreation Director Steve Brisendine, Finance Director Steve Okins, Police Chief Jim Felt, Planning and Development Services Director Bruce Peterson, Fire Chief Frank Hanson, Human Resource Director Bridget Buckingham, City Clerk Judy Thompson, and City Attorney Robert Scott.

Proposed additions and deletions to the agenda included the addition of the Kandiyohi County road projects relative to the Willmar Wye project. Mayor Calvin suggested this be discussed after the Willmar Wye project presentation scheduled on the agenda. Council Member Christianson moved to approve the Mayor's recommendation. Council Member Alvarado seconded the motion, which carried. Another proposed addition to the agenda was the sale of industrial park property to be discussed later in the meeting. Council Member Plowman moved to approve the amended agenda. Council Member Nelsen seconded the motion, which carried.

City Clerk Thompson reviewed the consent agenda.

- A. Consider Approval of City Council Minutes of February 6, 2017
- B. Consider Approval of Willmar Municipal Utilities Board Minutes of February 13, 2017
- C. Consider Approval of Application for Exempt Permit – Kandiyohi County Friends
- D. Consider Approval of Application for Exempt Permit – United Way of West Central Minnesota
- E. Consider Approval of Accounts Payable Report through February 16, 2017
- F. Consider Approval of **Resolution No. 17-08** to New Established Fees
- G. Consider Approval of **Resolution No. 17-09** to Accept Civic Center Roof Bids
- H. Consider Approval of Mayoral Appointment – Jonathon Marchand to Planning Commission
- I. Accept Police Commission Minutes of October 11, 2016
- J. Accept Willmar Community Center Board Minutes of January 13, 2017

Council Member Christianson offered a motion to approve the Consent Agenda. Council Member Schwantes seconded the motion, which carried on a roll call vote of Ayes 7, Noes 0.

At 7:08 p.m. Mayor Calvin opened the hearing for **Ordinance No. 1399** to Amend Municipal Ordinance No. 1060, the Willmar Zoning Ordinance to Rezone ACMC Parcel from R-2 (One and Two Family Residential) to GB (General Business). Planning and Development Services Director Peterson stated the property is additional land ACMC purchased and the Planning Commission has approved the rezoning. There being no one to speak for or against the proposed amendment, the hearing closed at 7:09 p.m.

Following discussion, Council Member Christianson offered a motion to adopt, assign a number, and order final publication of **Ordinance No. 1399** Ordinance Amending Municipal Ordinance No. 1060, the Willmar Zoning Ordinance. Council Member Nelsen seconded the motion, which carried on a roll call vote of Ayes 7, Noes 0.

At 7:10 p.m. Mayor Calvin opened the hearing to vacate a portion of 3rd Street SE. Planning and Development Services Director Peterson gave a brief explanation for the request to vacate the street and stated the Planning Commission has recommended the request to be effective July 1, 2017. Ron Inselmann, 1308 SE 7th Street, owner of Willmar Bus Service, spoke in favor of the request and recommended there be no parking along the north side of 11th Avenue SE from 2nd Street SE to 4th Street SE to allow better traffic flow for bus access to the middle school, and possibly a 50-foot buffer near the inlet and outlet of the parking lot for safety and maneuvering of the larger vehicles. There being no others to speak for or against the proposed street vacation, the hearing closed at 7:14 p.m.

Following discussion, Council Member Christianson offered a motion to approve **Resolution No. 17-10** Vacating a Portion of 3rd Street SE. Council Member Mueske seconded the motion which carried on a roll call vote of Ayes 7, Noes 0.

Bob Skor, 617 SW 14th Street, spoke during the Open Forum. Mr. Skor spoke in regard to the FAA funds that were received by the City, and also the continued maintenance that needs to be done to the city auditorium and other city facilities.

Mayor Calvin introduced Jon Huseby, District Engineer from MnDOT, who presented an update to the Willmar Wye Project. Mr. Huseby stated a TIGER grant was approved in 2015 in the amount of \$10 million to be used for the proposed project. Also present was Paul Rasmussen, Project Manager from MnDOT, who presented various options for the project and stated the preferred option was Alternative 2B. It was noted a public hearing is scheduled for February 23rd at 5:30 p.m. at the MnDOT office in Willmar, with an open house scheduled from 5-7 p.m. Public comments will also be received from February 2, 2017 to March 8, 2017 and can be submitted to Mr. Rasmussen. It was noted once the layout is complete, they will be coming back to the Council for municipal consent on the project. Mayor Calvin urged the citizens of Willmar to submit their comments to MnDOT in regard to the project.

Following discussion, Planning and Development Services Director Peterson read a letter to Mr. Rasmussen, which he drafted for Mayor Calvin, stating comments and concerns from the City regarding the Wye Project and also stating City's support for the project. Council Member Christianson offered a motion to amend the letter to add an additional line stating the Council's support also, and authorizing the Mayor to sign the amended letter. Council Member Plowman seconded the motion, which carried.

At this time, Council Member Christianson gave a brief summary as explained in the work session prior to the council meeting by County Engineer Mel Odens, that an intersection control evaluation at County Road 5 and 15, and County Road 5 and 55 to further the possibility of all four ramps being built, with bridges, west of Willmar be conducted. Council Member Christianson offered a motion that the City of Willmar fund, in partnership with MnDOT and Kandiyohi County, an intersection control evaluation with funding split to be determined. Council Member Mueske requested that County Engineer Mel Odens present the maps showing the proposed ramp project for the public to see. Following the presentation, Council Member Mueske seconded the motion which carried.

Community Education and Recreation Director Brisendine presented a request to move forward with rebidding the Rice Park Project with the assistance of Engan & Associates and SRF Consulting Group. Council Member Nelsen offered a motion to approve **Resolution No. 17-11** Authorizing the Advertisement for Bids by the City of Willmar with Consultant Firms SRF and Engan and Associates for the Rice Park Project. Council Member Christianson spoke against the motion. Following discussion, Council Member Asmus seconded the motion, which carried on a roll call vote of Ayes 6, Noes 1. Council Member Christianson casting the "no" vote.

Community Education and Recreation Director Brisendine presented a request to enter into an agreement with SRF Consulting Group in the amount of \$31,972.00 to provide plans and construction specs to complete the renovations and upgrade playground equipment at Miller Park. Council Member Nelsen offered a motion to approve **Resolution No. 17-12** Entering into an Agreement with SRF Consulting Group, Inc. in the

amount of \$31,972.00 to provide plans and construction specs for the Miller Park Improvements. Council Member Christianson spoke against the motion. Following discussion, Council Member Schwantes seconded the motion which carried on a roll call vote of Ayes 6, Noes 1. Council Member Christianson casting the “no” vote.

City Attorney Robert Scott presented a request to adopt a process for appointing Commission and Board members. Mr. Scott clarified the Mayor’s responsibility for nominating to the Charter Commission. Mayor Calvin stated that in the past, the names have come from the Mayor. Mr. Scott stated the appointments are made by the Chief District Court Judge. It is not a Council or Charter Commission appointment. Under State Statute there is a process for the Council and Charter Commission to make nominations to the Chief Judge. Currently there are three vacancies on the Charter Commission. The Commission voted to nominate two individuals to fill two of the three vacancies. By request of the Chief Judge a few years ago, the process for communicating those names to the Chief Judge is that they are forwarded to City Attorney Scott who drafts a proposed order for the Chief Judge to consider. Mr. Scott will be forwarding the two names this week. He stated the Council has the equal right to make nominations. Following discussion, Council Member Mueske offered a motion that all Boards and Commissions the City Council appoints, be subject to approval of five (5) City Council members to maintain consistency. Council Member Plowman seconded the motion, which carried.

Interim City Administrator McGuire stated that Isaac Holland has accepted the position of City Administrator and signed an employment contract with the City. Mr. McGuire outlined some of the terms of the contract, and stated Mr. Holland’s starting date would be April 25, 2017. Following discussion, Council Member Christianson offered a motion to approve **Resolution No. 17-13** Authorizing Employment Agreement. Council Member Mueske seconded the motion, which carried on a roll call vote of Ayes 7, Noes 0.

Planning and Development Director Peterson presented a request for sale of industrial park land. Council Member Christianson offered a motion to accept staff’s recommendation and direct staff to proceed with the necessary required process. Council Member Mueske seconded the motion, which carried.

Council Member Mueske offered a motion to adjourn the meeting with Council Member Asmus seconding the motion, which carried. The meeting adjourned at 8:44 p.m.

Attest:

MAYOR

SECRETARY TO THE COUNCIL

RESOLUTION NO. 17-08

A RESOLUTION ESTABLISHING FEES

Motion By: Christianson

Second By: Schwantes

WHEREAS, the City Council of the City of Willmar duly establishes fees for service, sets fees for permits and licenses, and establishes rental rates for City equipment.

NOW, THEREFORE, BE IT RESOLVED that the below listed fees be duly adopted for the year 2017 and the same hereby ordered kept on file in the office of the City Clerk-Treasurer.

CITY CLERK:

Liquor License Investigation Fees:

Sole Proprietor	\$100.00
Partnership	150.00
Corporation	300.00
Limited Liability Company	300.00

Liquor Licenses:

On-Sale Liquor	\$4,000.00 per year
Off-Sale Liquor	950.00 per year
Club On-Sale Liquor	300.00 per year
On-Sale Wine	200.00 per year
On-Sale Sunday	200.00 per year
On-Sale 3.2% Malt Liquor	150.00 per year
Temporary On-Sale Liquor	100.00 per year
On-Sale Taproom	150.00 per year
Off-Sale Taproom	150.00 per year

ADMINISTRATIVE FEES:

Chapter 9, Article I, Section 9-3 Nuisance Abatement — Administrative Fee	\$75.00
Chapter 9, Article III, Section 9-43 Removal of Weed/Grass Nuisance — Administrative Fee	\$75.00
Chapter 9, Article VI, Section 9-66 Removal of Infected Trees — Administrative Fee	\$75.00
Chapter 9, Article I, Section 13-2 Payment for Current Service —Administrative Fee (snow removal, sidewalk repairs, etc.)	\$75.00

PUBLIC WORKS:

Maintenance Trucks:

3 -5 Ton Trucks	\$ 35.00/hour
1 Ton Truck	18.00/hour
3 -5 Ton Truck/Plow/Sander	41.00/hour
3 -5 Ton Truck/Plow/Sander/Wing	55.00/hour
1 Ton Truck Plow	27.00/hour
½ - ¾ Ton Pickup	17.00/hour
1 Ton /Water Tank	27.00/hour

Tractors, Loaders, Motor Graders:

2 -3 CY Loaders	\$ 82.00/hour
-----------------	---------------

Loader/Plow/Wing	102.00/hour
Loader/Snow Blower	122.00/hour
Motor Grader	96.00/hour
Motor Grader/One-Way Plow	102.00/hour
Motor Grader/One-Way Plow/Wing	115.00/hour
40-50 Hp Tractor	21.00/hour
40-50 Hp Tractor/Attachments	35.00/hour
MT Trackless/Blower/Mower	61.00/hour
90 Hp Tractor/22' Flail Mower	55.00/hour
30-40 Hp Unit Mower/Blower/Sweeper	35.00/hour
Skid-Loader	35.00/hour
Skid-Loader/Attachments	50.00/hour
Snowplowing Sidewalks (incl. labor and equipment)	0.60/LF

Specialty Equipment:

Air Conveyance Unit	\$ 55.00/hour
Elgin Sweeper (4 CY)	\$ 70.00/hour
Hydraulic Sewer Cleaner	68.00/hour
Sewer Rodder	41.00/hour
Paint Sprayer	9.00/hour
Paint Sprayer and 1 Ton Truck	27.00/hour
50' Bucket Truck	70.00/hour
30' Bucket Truck	41.00/hour
Brush Chipper	29.00/hour
Tamper	9.00/hour
Bituminous Distributor and Truck (less material)	50.00/hour
Bituminous Roller	55.00/hour
Grass and Leaf Pickup Broom	29.00/hour
Chain Saws	10.00/hour
Trailers	12.00/hour
Over Seeder	29.00/hour
Turf Pro	29.00/hour
Gator and Sprayer	27.00/hour
Generator	9.00/hour
Trash Pumps	9.00/hour
Utility Vehicle with Crane Hoist	42.00/hour
Air Compressor	25.00/hour

Materials:

Winter Sand Mixed with Salt	\$55.00 CY
Gravel	20.00/Ton
Bituminous Cold Mix	105.00/Ton
Chalk Dust (50lb. bag)	7.00/bag
Diamond Dry (50lb. bag)	13.00/bag
Bituminous Repair (incl. labor and equipment)	55.00/SY

Facilities or Equipment:

Bleachers - 3 or 5 High	\$27.00/day
Minimum moving charge	75.00/day
Picnic Tables - Rental per table (12 maximum) (for pickup only-no delivery)	10.00/day

Barricades	\$ 2.00/day
Minimum charge for hauling barricades	20.00

Lights for ball fields \$25.00/day for each field

Labor:

Regular Contract rate plus 53%
Overtime Contract rate plus 53%

Access Fees:

Industrial Park Storm Pond \$ 835.00/acre
Radio Station Drive Lift Station 595.00/acre
Abbott Drive, Lift Station 895.00/acre
Wastewater Treatment:
5,000 gallon tanker with hydraulic boom: \$ 30.00/hour
Portable Lab Sampler \$ 5.00/hour

Airport:

Conference Room \$40.00/non-airport related meetings

COMMUNITY EDUCATION AND RECREATION:

Adult recreation programs will charge cost of program, officials, balls, sanctioning fees, etc., plus \$7.00 per team court fee for volleyball/basketball and \$10.00 per team field fee for softball.

Baseball/Softball Fields Minimum \$ 50.00 or \$30.00 per game
With a 250.00 daily rate

Robbins Island Enclosed Shelters \$100.00/day April - November and
\$50.00 damage deposit

Open Shelter No. 1 (has electricity) \$32.00/day and \$50.00 damage deposit

Open Shelter No. 2 & Lions Shelter (no electricity) \$20.00/day and \$50.00 damage deposit

Showmobile:

Events in Willmar (not for profit) \$215.00/day + staff expenses
(Plus Clean-up/Damage Deposit) 200.00

Plus Staff Costs

Events in Willmar (for profit) \$500.00/day + staff expenses

Civic Center:

Dry floor events \$580.00/day

Ice Rental \$145.00/hour

Blue Line:

Dry Floor events \$400.00/day

Ice Rental \$145/hour

Aquatic Center:

Individual season pass \$ 85.00

Family of 2 125.00

Family of 3 135.00

Family of 4 145.00

Family of 5 155.00

Family of 6 165.00

Each Additional Family Member 15.00

Daily Admission Rate 3.00

Observers 3.00

Group Admission	2.50	
Discount Coupons:		
10 Coupons	\$ 25.00	
20 Coupons	45.00	
Pool Rental:		
2-hour minimum	\$100.00 per hour plus guard/staff fees	
*Auditorium Gun Range:		
Classroom	\$25.00 per hour	<u>\$30.00</u>
Range (10 lanes)	\$40.00 per hour	<u>\$80.00</u>
Open Range	\$5.00 per half hour	<u>\$10.00</u>

*Fees for Gun Range are effective August 1, 2017

FIRE DEPARTMENT:

Firefighter hours that are billed are taken directly from the roll call list.
Firefighters receive a \$14.30 per hour and are paid in one-hour increments.

Equipment:	<u>First Hour</u>	<u>Additional Hour</u>
1 st line pumper - 5251, 5257	\$300	\$200/hour
Tanker/pumpers 5276	300	200/hour
Ladder trucks - 5298 and 5299	500	400/hour
Grass rig - 5285	150	100/hour
Support Vehicles - 5296, 5297	75	50/hour
Trailers	75	50/hour

Equipment charges are billed by the quarter hour as time listed on the fire report, after initial one-hour charge.

Special equipment and supplies used will be billed on a cost basis.

A \$25.00 per hour per Firefighter for fire watch/standby conducted by the Fire Department for special events and any standby conducted during fire protection/detection system down time (as described in the Minnesota State Fire Code).

Training Room Rental Fee:	\$50.00 per hour with a 2 hour minimum
Fire Alarm Permit	\$ 30.00
Fire Alarm Permit Renewals	\$ 30.00 every 3 years
Alarm Malfunction	\$500.00
Bottle Filling Fees	2216 PSI air tank filling fee \$5.00/bottle 3000 PSI air tank filling fee \$10.00/bottle 4500 PSI air tank filling fee \$15.00/bottle 5000-6000 PSI air tank filling fee \$25.00/bottle
Fire Reports	\$ 0.25/page plus postage

POLICE DEPARTMENT:

\$60.00 per hour for off-duty police officers
\$ 1.40 Automated Pawn Transaction Fee-each electronic reportable transaction

Contracted Towing (Per tow)	\$ 25.00 per towed vehicle
	\$ 68.57 towing administrative fee
	\$ 6.43 tax
Base Total	\$100.00

Possible extra tow costs depending upon circumstances involved:

	\$160.00 per hour for "extra work" labor
	\$160.00 per hour for flat hourly tow rate
	\$ 5.50 per mile outside of City limits
	\$ 10.00 per day storage fee after 48 hours

Dated this 21st day of February, 2017.

s/s Marv Calvin
MAYOR

Attest:

s/s Judy Thompson
CITY CLERK

RESOLUTION NO. 17-09

A RESOLUTION AWARDING THE CIVIC CENTER ROOF REPLACEMENT PROJECT TO WEATHER PRO EXTERIORS, LLC IN THE AMOUNT OF \$133,862.00 AND REAPPROPRIATE FUNDS.

Motion By: Christianson

Second By: Schwantes

BE IT RESOLVED by the City Council of the City of Willmar, a Municipal Corporation of the State of Minnesota, the bid of Weather Pro Exteriors, LLC for removal and replacement of the Civic Center roof is accepted, and the Mayor and City Administrator of the City of Willmar are hereby authorized to enter into an agreement with the bidder for the terms and consideration of the contract in the amount of \$133,862.00.

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

Decrease:	LOST Fund Budget	\$38,862.00
Increase:	2017 CIP Budget Civic Center Roof Replacement	\$38,862.00

Dated this 21st day of February, 2017

s/s Marv Calvin
Mayor

Attest:

s/s Judy Thompson
City Clerk

**RESOLUTION NO. 17-10
A RESOLUTION VACATING A PORTION OF PUBLIC STREET ROW**

Motion By: Christianson

Second By: Mueske

WHEREAS, the vacation of those portions of dedicated street as described below was petitioned by the adjacent property owner Calvary Lutheran Church:

Vacation of the platted street (3rd St. SE) adjoining the following described real estate located in the City of Willmar, County of Kandiyohi, State of Minnesota, described as follows: a portion of 3rd St. SE lying Southerly of the South line of Olena Ave. SE, Northerly of the North line of 11th Ave. SE, East of parcel 95-914-2260 and West of parcel 95-914-4510 and consisting of approximately fifty (50) feet in width and three hundred and sixty-five (365) feet in length, all in the SW ¼ of Section 14, Township 119, Range 35.

WHEREAS, the proposed vacation has been approved by the Planning Commission of the City of Willmar; and

WHEREAS, published notice and mailed notice of the proposed vacation and the hearing thereon have been given as provided in Subdivision 6 of Section 9.01 of Article IX of the Willmar City Charter; and

WHEREAS, a hearing was duly held on the proposal to vacate that portion of said street on February 22, 2017; and

WHEREAS, the City Council of Willmar finds that it is in the best interests of the City of Willmar to vacate that portion of said streets;

NOW, THEREFORE, BE IT RESOLVED, that the above described portion of dedicated streets be, and hereby is, vacated.

BE IT FURTHER RESOLVED that a certified copy of the Resolution be filed with the Kandiyohi County Recorder on or after July 1, 2017.

Dated this 21st day of February, 2017.

s/s Marv Calvin
MAYOR

Attest:

s/s Judy Thompson
CITY CLERK

RESOLUTION NO. 17-11

A RESOLUTION AUTHORIZING THE ADVERTISEMENT FOR BIDS BY THE CITY OF WILLMAR WITH CONSULTANT FIRMS SRF AND ENGAN AND ASSOCIATES FOR THE RICE PARK PROJECT.

Motion By: Nelsen

Second By: Asmus

WHEREAS the Consulting Firms SRF and Engan and Associates., for the City of Willmar has presented to the City Council plans and specifications for the Rice Park Project 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 21st day of February, 2017

s/s Marv Calvin
Mayor

Attest:

s/s Judy Thompson
City Clerk

RESOLUTION NO. 17-12

A RESOLUTION ENTERING INTO AN AGREEMENT WITH SRF CONSULTING GROUP, INC. IN THE AMOUNT OF \$31,972.00 TO PROVIDE PLANS AND CONSTRUCTION SPECS FOR MILLER PARK IMPROVEMENTS.

Motion By: Nelsen

Second By: Schwantes

Whereas the City of Willmar desires to retain a firm to provide plans and construction specs for the Miller Park Tennis Court/Play Equipment Renovation Project; and

Whereas a proposal has been made by the firm of SRF Consulting Group, Inc. at an estimated cost of \$31,972.00;

Now therefore be it resolved by the City Council of the City of Willmar that said proposal be accepted and that the Mayor and City Administrator be authorized to execute an agreement on behalf of the City for the same.

Dated this 21st day of February, 2017

s/s Marv Calvin
Mayor

Attest:

s/s Judy Thompson
City Clerk

RESOLUTION NO. 17-13

A RESOLUTION AUTHORIZING EMPLOYMENT AGREEMENT

Motion By: Christianson

Second By: Plowman

BE IT RESOLVED by the City Council of the City of Willmar, a municipal corporation of the State of Minnesota, that the Mayor and City Clerk be authorized to enter into an employment agreement between the City of Willmar and Isaac (Ike) Holland for the position of City Administrator for the City of Willmar.

Dated this 21st day of February, 2017.

s/s Marv Calvin

MAYOR

Attest:

s/s Judy Thompson

CITY CLERK

WILLMAR CITY COUNCIL PROCEEDINGS
CONFERENCE ROOM NO. 2
WILLMAR CITY OFFICE BUILDING
WILLMAR, MINNESOTA

February 16, 2017
9:00 a.m.

The interview process to select the next City Administrator began at 9:00 a.m. Members present were Mayor Marv Calvin, Council Members Audrey Nelsen, Fernando Alvarado, Julie Asmus, Ron Christianson, Rick Fagerlie, Shawn Mueske, Andrew Plowman and Kathy Schwantes. Also present were Interim City Administrator Mike McGuire, Human Resource Director Bridget Buckingham, and Shelby Lindrud, Report for the "West Central Tribune."

The Council interviewed three candidates for the City Administrator position, Greg Sund, Isaac (Ike) Holland and Darcy Long. The interview process ended at 11:57 a.m. The Council then gathered for lunch at 12:10 p.m. and ended at 12:55 p.m.

The Council deliberation meeting to select the next City Administrator began at 1:10 p.m. The Council Members discussed each candidate's interviews and presentations. During the deliberation process, Human Resource Director Buckingham also provided the Council with a summary of the Directors' interviews with each candidate. After talking about each candidate in length, the Council reached a decision to offer the position to Isaac (Ike) Holland.

A motion was made by Council Member Plowman and seconded by Council Member Alvarado to offer the position to candidate Isaac (Ike) Holland. The motion carried with 8 Ayes and 0 Noes. The deliberation session ended at 2:43 p.m.

Attest:

MAYOR

SECRETARY TO THE COUNCIL

**Rice Memorial Hospital
Board of Directors Meeting
February 15, 2017**

PRESENT: Dr. Douglas Allen, President
Ken Behm, Director
Dr. Lee Cafferty, Director
Jon Saunders, Treasurer
Peggy Sietsema, Director
Eric Weiberg, Secretary

*These Board of Directors minutes have not
been officially approved by the RMH Board.*

ABSENT: Andrea Carruthers

ADMINISTRATIVE STAFF: Michael Schramm, CEO, Teri Beyer CQO, Bill Fenske, CFO, Dr. Ken Flowe, CMO, Wendy Ulferts, CNO

GUESTS: Audrey Nelsen, City Council Liaison; Anne Polta, West Central Tribune

CALL TO ORDER/APPROVAL OF MINUTES: President Allen called the meeting to order at 5:30 p.m. A motion was made by Director Weiberg and seconded by Director Cafferty to approve the consent agenda items as presented.

MOTION TO CLOSE MEETING: President Allen requested a motion to close the meeting at the conclusion of tonight's regular business for the purpose of strategic planning under Minnesota Statute Sec. 144.581. The motion was made by Director Saunders and seconded by Director Weiberg and unanimously approved.

QUALITY REPORT: T. Beyer noted that several Board members had attended the recent trustee conference sponsored by the Minnesota Hospital Association, including a session on Resiliency of the Medical Staff. Rice has implemented a variety of activities to improve the resiliency of the hospital staff and has coordinated those activities through ReYou. Amber Chevalier, ReYou Coordinator, presented an overview of the program's activities and growth (attached).

MEDICAL STAFF REPORT: In the absence of Dr. Hund, Chief of Staff, Dr. Flowe presented the medical staff report. The following physicians/providers were recommended for appointment/reappointment to the Medical Staff at the Credentials Committee meeting on February 7, 2017: Egbelakin Akinbode, MD, Pediatrics, provisional affiliate; Rebecca Gass, RN, Surgical Assistant and Lincoln Roth, CRNA, anesthesiologist – both provisional allied health professional; Darla Miles, PMHNP-BC, Psychiatry additional privileges for admitting patients; Kendall Bos, MD, Internal Medicine, Chad Erickson, MD, Psychiatrist, Frederick Hund, MD, Internal Medicine, Maria Loerzel, MD, Family Practice, Tod Speer, MD, Radiation Oncologist – all reappointment to Active Staff; Nancy J. Rost, MD, Pediatrics – transfer from Provisional Active Staff to Active Staff; John Bass, MD, Pediatrics, Jamie Lohr, MD, Pediatric Cardiology, Shanthi Sivanandam, MD, Pediatric Cardiology, Julia Steinberger, MD, Pediatric Cardiology – all transfer from Provisional Affiliate to Affiliate Staff; Cesar Cobarruvias, DO, Emergency Medicine and Rodney Lee, MD, Emergency Medicine – both Locum Tenens; Emily Moody, MD, Hospitalist – 6-month extension of Locum Tenens; and Angela Jacob, DPM, 3rd Year Podiatric Resident – Temporary Privileges. **Action:** Motion made by Director Weiberg and seconded by Director Cafferty to approve the above-noted recommendations from the Medical Staff.

In addition, Dr. Flowe noted that Dr. Hund sent a letter to the editor of the West Central Tribune on behalf of the Medical Staff in which he noted the value of physicians born outside the United States to our local medical community and encouraged support of their practices. The same letter was sent to Minnesota's senators and local legislators.

CEO REPORT: CEO Schramm reported on the following:

- Rice is exploring the next generation of robotics technology.
- WMS:
 1. Willmar Surgery Center – Marcus Construction has been selected as the Construction Manager for the project. Bids are out and will be brought to the WMS Board as well as to this Board and the Board of APMC for approval. The billing issues for the WSC are still being addressed, with Rice Revenue Cycle staff involved in the analysis.
 2. Willmar Regional Cancer Center – Mary Kjolsing, former Director of RII/RIO, has been appointed the Interim Director of Willmar Regional Cancer Center.
- Recruitment is continuing for Emergency Medicine, Psychiatry (visit scheduled later this week), Hospital Medicine, Pediatrics and Medical Oncology.
- The annual financial audit has been completed with positive findings. Their work will be reported to the Finance Committee at a future meeting. GASB 68 is still an issue of concern for all public hospitals.
- Work is preparing to begin on the expansion of the WOC area.
- We are preparing for a Joint Commission survey during 2017.

NEW BUSINESS

- A. **Change in March Board Meeting Date:** Due to conflicts with the existing schedule, it was unanimously agreed to change the March meeting date to Monday, March 20th at 5:30 p.m.

OTHER:

- A. **City Council Report:** A. Nelsen reported the following:
- Interviews will be held for the City Administrator position tomorrow morning with deliberation/decision scheduled for tomorrow afternoon.
 - The City Council meeting is scheduled for February 20th.

CLOSED SESSION: With regular business concluded, the Board entered closed session at 6:06 p.m. for the purpose of strategic planning.

MOTION TO COME OUT OF CLOSED SESSION: Motion by Director Cafferty, seconded by Director Weiberg and unanimously approved.

ADJOURNMENT: Motion to adjourn by Director Saunders and seconded by Director Cafferty with unanimous approval at 7:26 p.m.

WILLMAR MUNICIPAL UTILITIES MINUTES
MUNICIPAL UTILITIES AUDITORIUM
FEBRUARY 24, 2017

The Municipal Utilities Commission met in its rescheduled meeting on Friday, February 24, 2017 at 11:45 a.m. in the Municipal Utilities Auditorium with the following Commissioners present: Carol Laumer, Justin Mattern, Abdirizak Mahboub, Nathan Weber, Dan Holtz and Bruce DeBlieck. Absent was Commissioner Ross Magnuson.

Others present at the meeting were: General Manager John Harren, Director of Finance Denise Runge, Power Supply Manager Chris Carlson, Customer Service Supervisor Stacy Stien. Power Production Supervisor Jon Folkedahl, Water/Heating Supervisor Joel Braegelman, Power Resources Analyst Michelle Marotzke, Electrical Engineer Jeron Smith, Administrative Secretary Beth Mattheisen, City Attorney Robert Scott (via teleconference), and WC Tribune Journalist Shelby Lindrud.

Commissioner Laumer (President) opened the meeting by requesting the Commission to offer a resolution to approve the Consent Agenda. Following review and discussion, Commissioner Holtz offered a resolution to approve the Consent Agenda as presented. Commissioner Mahboub seconded.

RESOLUTION NO. 4

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

- ❖ Minutes from the February 13, 2017 Commission meeting; and,
- ❖ Bills represented by vouchers No. 170286 to No. 170365 inclusive and associated wire transfers inclusive in the amount of \$1,063,999.66.

Dated this 24th day of February, 2017.

President

ATTEST:

Secretary

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

Commissioner Laumer requested input from the Commission prior to appointing Chair and Vice Chair positions for the WMU Planning and Labor Committees for 2017. For the WMU Planning Committee, Commissioner Mattern will remain Chair, and Commissioner Mahboub will serve as Vice Chair. For the WMU Labor Committee, Commissioner Laumer will continue as Chair with Commissioner Weber serving as Vice Chair. Commissioner Holtz offered a motion to approve the Chair and Vice Chair positions for both the Labor and Planning Committees as presented. Commissioner Weber seconded the motion which carried by a vote of six ayes and zero nays.

Commissioner Mattern (Chair) reviewed with the Commission the minutes from the February 21st WMU Planning Committee meeting (see attached). Topics of discussion included the following: 1) Power Plant Cooling Towers #3 and #2 (status & needed repairs); 2) Priam Substation project (wetland mitigation and engineering); 3) District Heating (decommissioning, general options & customer

contacts); 4) Cost of Power Supply; 5) Water Treatment Plant project (update); and, 6) Joint Action Agency option. Mattern noted that three recommendations regarding these topics were being presented and requesting Commission approval to proceed. Following review and discussion, Commissioner Mattern offered a motion to approve the minutes from the February 21st WMU Planning Committee meeting as presented. Commissioner Mahboub seconded the motion which carried by a vote of six ayes and zero nays.

In conjunction with the Feb. 21st meeting, the first item under consideration for approval was the recommendation to proceed with the replacement of Cooling Tower #2 and associated expenses located near the Power Plant. The project would include the purchase and installation of a used stainless steel unit and all associated costs. Following discussion, Commissioner Mattern offered a motion to approve the Power Plant Cooling Tower #2 Replacement Project. Commissioner Holtz seconded the motion which carried by a vote of six ayes and zero nays.

Commissioner Mattern continued by requesting the Commission to approve the agreement with DGR Engineering to provide engineering and consulting services for the Priam Substation project. The scope of the consulting work would include: all preliminary work; permitting; design; bidding; construction; and, finalization of the project. DGR is a highly qualified firm with many years of experience in engineering and managing construction of electric power utility projects in the region (including WMU projects). Engineering fees for the preliminary phase for the Priam Substation would be in the amount of \$15,000 (preliminary fee). Additional engineering fees will be added later by amendment, after the project has been defined. Following discussion, Commissioner Mattern offered a resolution to approve entering into agreement with DGR to provide the required engineering (consulting) services for the Priam Substation project. Commissioner Mahboub seconded.

RESOLUTION NO. 5

“BE IT RESOLVED, by the Municipal Utilities Commission of the City of Willmar, Minnesota, that the agreement with DGR Engineering of Rock Rapids, Iowa, to provide professional services (engineering/consulting) for the Priam Substation project be approved as presented in the amount of \$15,000 (preliminary phase).”

Dated this 24th day of February, 2017.

President

ATTEST:

Secretary

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

General Manager Harren informed the Commission that the third item for consideration by the Commission was to support a conceptual decommissioning process and timeline of Willmar’s district heating system and possible repowering (generating options). The 7-10 year transitioning process for the conceptual plan would address various factors including: timeline; staffing projections/needs; and, possible current & future generation options. Following discussion, Commissioner Mattern offered a motion to endorse the 7-10 year conceptual plan to proceed with the decommissioning of the district heating system and possible future repowering. Commissioner Mahboub seconded the motion which carried by a vote of six ayes and zero nays.

Director of Finance Runge presented the Commission with the 2016 Year-End Financial Report. Runge noted that this was a preliminary report with the official year-end balances to be established following the conclusion of the 2016 Financial Audit (currently in process).

General Manager Harren reviewed with the Commission the updated WMU Strategic Planning – SWOT Analysis Listing for 2017 (SWOT – Strengths, Weaknesses, Opportunities, Threats). This listing focuses on the following five key components: 1) Organization; 2) Operations; 3) Financial Policies; 4) Power Supply, and, 5) Customer Relations. WMU Staff had recently met to review and update the listings which originated in 2013-2014. Harren provided a step-by-step review of each listing and encouraged input from the Commissioners. This is a “living” document and will be updated periodically. The next step in the update will be to create action items for the SWOT Analysis for Commission consideration.

Power Production Supervisor Folkedahl presented the Commission with the January 2017 Wind Turbine Report. The informational report contained monthly production comparisons and analysis for review.

For information: Upcoming meetings/events to note include:

- APPA Legislative Rally - February 27-March 1, 2017 (Washington, DC)
- APPA National Conference - June 19-21, 2017 (Orlando, FL)
- APPA Webinar Series: Public Utility Governance & Electric Utility 101 (1:00-2:30 p.m. in the WMU Conference Room)
 - Governance Structures, Accountabilities & Processes – March 7
 - Electric Utility 101: Generation – March 9
 - Electric Utility 101: Substations – March 30
 - Overview of Utility Financial Operations – April 6
 - Electric Utility 101: Transmission – April 13
 - Board Policy Development & Policy Compliance – May 2
 - Electric Utility 101: Distribution – May 11
 - Strategic Planning for Long-Term Effectiveness – May 30
 - Board-Driven Performance Evaluation: Governance & Management – July 5

There being no further business to come before the Commission, Commissioner Holtz offered a motion to adjourn the meeting. Commissioner Mahboub seconded the motion which carried, and the meeting was adjourned at 1:05 p.m. by a vote of six ayes and zero nays.

Respectfully Submitted,

WILLMAR MUNICIPAL UTILITIES

Beth Mattheisen
Administrative Secretary

ATTEST:

Abdirizak Mahboub, Secretary



WILLMAR MUNICIPAL UTILITIES

WMU PLANNING COMMITTEE MEETING MINUTES

Tuesday, February 21, 2017–12:00 p.m.

WMU Conference Room

Present: Commissioners Justin Mattern & Bruce DeBlieck, General Manager John Harren, Director of Finance Denise Runge, Power Supply Manager Chris Carlson, Electrical Engineer Jeron Smith, Water/Heating Supervisor Joel Braegelman, Power Production Supervisor Jon Folkedahl, and Administrative Secretary Beth Mattheisen. Absent: Commissioner Abdirizak Mahboub.

Commissioner Mattern called the meeting to order at 12:02 p.m. Mattern noted that assignment of Planning Committee Chair and Vice Chair would be conducted at an upcoming MUC meeting.

AGENDA ITEM(S):

➤ **Power Plant Cooling Towers #3 and #2: Status & Repairs**

Power Production Supv. Folkedahl presented the Committee with a complete status report on the current condition of the Power Plant's cooling towers including potential repair costs. Folkedahl described the purpose of the cooling towers as they relate to the generation process at the Plant. The illustrations and descriptions related to the Power Plant and its cooling towers included the following:

- a. Power Plant Site Plan: Circulating Water Sketch (illustrates purpose & path of cooling towers);
- b. Condenser #3 Cooling Tower (Cell 5 & 6) – repairs in Cell # 6 completed in 2016; Cell #5 repairs needed in 2017;
- c. Cooling Tower #2 Current Condition – received quote to remove & dispose of tower (due to condition of the tower, it must come down); and,
- d. Steam Generation Unit 2 Required to Enable Capacity Credit Return (pricing & description of needed work was presented); Commission approval would be required.

b. Capacity Value & Payback

Power Supply Manager Carlson continued by presenting the Capacity – Payback in # of Years (calculation chart). This chart depicts the estimated value of having the ability to run Boiler #2 to provide capacity. General Manager Harren expanded on the information provided.

Recommendation:

Following discussion, it was the consensus of the WMU Planning Committee to recommend that the Commission move forward with the replacement of Cooling Tower #2 and associated expenses (including the purchase of the used stainless steel unit & installation).

➤ **Priam Substation Project:**

a. Wetland Mitigation

Engineer Smith presented a background recap of the Priam Substation project including the wetland jurisdictions related to the purchased property for the project. Wetland delineation has been completed, and it has been determined that the placement of the substation will have an impact on the wetlands. Bolton & Menk, Inc., submitted a proposal to conduct the wetland permitting services for WMU. Visuals were presented related to the required wetland mitigation process (i.e. mapping, replacement plan prep work including permitting & submittal of application, etc.)

b. Priam Substation Engineering

Staff has been in contact with DGR Engineering and would like to enter into a formal contract to provide consulting services for the construction of the Priam Substation. The scope of the consulting work would include the following: field work, permitting, design, bidding,

construction, and finalization of the Priam Sub project. Illustration of engineering billing rates was presented (DGR along with 4 additional firms). Harren noted that DGR specializes in transmission projects and are very familiar with the procedural work required for such a project. (Note: DGR has performed services in the past for WMU with highly satisfactory results.) Smith continued by requesting approval to move forward with engagement of DGR to act as the engineering (consulting) firm for the Priam Substation project.

Recommendation:

Following discussion, it was the consensus of the WMU Planning Committee to recommend that the Commission enter into agreement with DGR Engineering to conduct the engineering (consulting) services for the Priam Substation Project.

➤ **District Heating Decommissioning & Generation Options:**

General Manager Harren is requesting support from the Committee and Commission to proceed with establishing the decommissioning process and timeline of Willmar's district heating system and possibly repowering. A number of questions involving the process will need to be addressed including: What will staffing look like and how will we get there? How do we proceed with the conceptual design as a whole?

Power Supply Manager Carlson provided a conceptual plan for the decommissioning of the system and possibly repowering including timeline, staffing projections, and possible current & future generation options. Harren continued by expressing the need to establish a transitioning process for Staff (i.e. retirements, retraining, blending, etc.). Harren further noted that the WMU Staff has been kept aware of the potential effects of the future transition. At the Feb. 24th meeting, the Commission will be asked to endorse the 7-10 year conceptual transition plan.

Committee members stated that is of utmost importance to take care of the Staff throughout the transition period (i.e. no layoffs or terminations, provide educational opportunities, etc.). Following discussion, it was the consensus of the Committee to present the conceptual plan to the Commission requesting their support to proceed with the 7-10 year plan.

Engineer Smith continued by further addressing options for generation and diesels as related to providing backup capacity & generation in the future.

➤ **Cost by Power Supply: (Denise)**

Director of Finance Runge reviewed and discussed with the Committee the Cost by Power Supply presentation. The presentation included:

- 1) Purchase power agreements and their associated costs;
- 2) Power Plant Costs (including diesel and wind turbine generators); and,
- 3) Summary of the Cost of Power.

➤ **District Heating Customer Visits Update**

Water & Heating Supv. Braegleman informed the Committee of meetings/visits that have been recently held with DH customers. Braegleman and Energy Services/Marketing Rep Mary Kosbab have met with all of the commercial customers to discuss the process and future options available. These meetings have been informative and well received. Braegleman noted that the small/medium commercial customers have expressed some concerns including financing. (Staff is investigating possible options to assist in the process).

A future public meeting of residential customers may be scheduled to address their questions and concerns (business customers would be invited also). This would assist in establishing a timeline for the process and keeping the DH customers well-informed. (Commercial and residential outreach will be emphasized throughout the process.)

➤ **Water Treatment Project Update**

Grant opportunities are being researched which may delay the project by one year. At this time, additional system modeling is being done to determine how system operational changes will affect water quality. Potential changes may affect the preliminary design of the project (i.e. salty discharge and future funding possibilities).

➤ **Joint Action Agency**

Staff members recently attended an informational meeting at Missouri River Energy (MRES) to discuss the benefits and options of becoming a member of a Joint Action Agency. A brief historic recap of WMU's power supply consulting services was reviewed. Staff is currently weighing the options of utilizing a Joint Action Agency. This is a learning process and future information will be forthcoming.

➤ **Adjournment:**

Following discussion, Commissioner DeBlieck offered a motion to adjourn the meeting of the WMU Planning Committee. Commissioner Mattern seconded the motion which carried, and the meeting was adjourned by a vote of two ayes and zero noes at 1:32 p.m.

LG220 Application for Exempt Permit

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

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

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

Application Fee (non-refundable)

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

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

ORGANIZATION INFORMATION

Organization Name: Willmar Sertoma Club Previous Gambling Permit Number: x-34006-16-010

Minnesota Tax ID Number, if any: 411468632 Federal Employer ID Number (FEIN), if any: _____

Mailing Address: PO Box 135

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

Name of Chief Executive Officer (CEO): Gregg Price

Daytime Phone: 320 235-6060 Email: greggprice@tds.net

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): Ruff's Wings and Sports Bar

Address (do not use P.O. box): 2100 East HWY 12

City or Township: Willmar Zip: 56201 County: Kandiyohi

Date(s) of activity (for raffles, indicate the date of the drawing): 3-30-17

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, including this raffle: \$ 2000.00)

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 **List of Licensees**, or call 651-539-1900.

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

<p style="text-align: center;">CITY APPROVAL for a gambling premises located within city limits</p> <p><input checked="" type="checkbox"/> The application is acknowledged with no waiting period.</p> <p><input type="checkbox"/> The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).</p> <p><input type="checkbox"/> The application is denied.</p> <p>Print City Name: <u>City of Willmar</u></p> <p>Signature of City Personnel: <u>Judy Thompson</u></p> <p>Title: <u>City Clerk</u> Date: <u>2/21/2017</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>
--	---

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: _____
(Signature must be CEO's signature; designee may not sign)

Print Name: _____

<p>REQUIREMENTS</p> <p>Complete a separate application for:</p> <ul style="list-style-type: none"> • all gambling conducted on two or more consecutive days, or • all gambling conducted on one day. <p>Only one application is required if one or more raffle drawings are conducted on the same day.</p> <p>Financial report to be completed within 30 days after the gambling activity is done: A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.</p> <p>Your organization must keep all exempt records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).</p>	<p>MAIL APPLICATION AND ATTACHMENTS</p> <p>Mail application with:</p> <p>_____ a copy of your proof of nonprofit status, and</p> <p>_____ application fee (non-refundable). If the application is postmarked or received 30 days or more before the event, the application fee is \$100; otherwise the fee is \$150. Make check payable to State of Minnesota.</p> <p>To: Minnesota Gambling Control Board 1711 West County Road B, Suite 300 South Roseville, MN 55113</p> <p>Questions? Call the Licensing Section of the Gambling Control Board at 651-539-1900.</p>
--	--

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.

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: WCDU Previous Gambling Permit Number: ~~34044~~ 34044

Minnesota Tax ID Number, if any: 930904312 Federal Employer ID Number (FEIN), if any: 13-5643799

Mailing Address: P.O. Box 752

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

Name of Chief Executive Officer (CEO): Travis Michelson

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

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

Fraternal Religious Veterans Other Nonprofit Organization

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

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

- A current calendar year Certificate of Good Standing**
 Don't have a copy? Obtain this certificate from:
 MN Secretary of State, Business Services Division Secretary of State website, phone numbers:
 60 Empire Drive, Suite 100 www.sos.state.mn.us
 St. Paul, MN 55103 651-296-2803, or toll free 1-877-551-6767
- IRS income tax exemption (501(c)) letter in your organization's name**
 Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.
- IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)**
 If your organization falls under a parent organization, attach copies of both of the following:
 1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling, and
 2. the charter or letter from your parent organization recognizing your organization as a subordinate.

GAMBLING PREMISES INFORMATION

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

Address (do not use P.O. box): 220 19th Ave SW

City or Township: Willmar Zip: 56201 County: Kandiyah

Date(s) of activity (for raffles, indicate the date of the drawing): March 24, 2017

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: \$5,100)

* **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 Thompson

Title: City Clerk Date: 2/23/17

**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: _____

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

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: Travis Michelson Date: 2/22/17
(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 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.

LG220 Application for Exempt Permit

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

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

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

Application Fee (non-refundable)

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

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

ORGANIZATION INFORMATION

Organization Name: Willmar Fests, Inc. Previous Gambling Permit Number: X-33503-15-006

Minnesota Tax ID Number, if any: _____ Federal Employer ID Number (FEIN), if any: 41-1653995

Mailing Address: P.O. Box 45

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

Name of Chief Executive Officer (CEO): Judy R. Thompson

Daytime Phone: 320-214-5166 Email: jthompson@willmarmn.gov

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): Robbins Island City Park

Address (do not use P.O. box): 601 Hwy 71 NE

City or Township: Willmar Zip: 56201 County: Kandiyohi

Date(s) of activity (for raffles, indicate the date of the drawing): June 24, 2017

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, including this raffle: \$ 5,000)

Gambling equipment for bingo paper, bingo boards, raffle boards, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo ball selection devices may be borrowed from another organization authorized to conduct bingo. To find a licensed distributor, go to www.mn.gov/gcb and click on **Distributors** under **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	COUNTY APPROVAL for a gambling premises located in a township
<input checked="" type="checkbox"/> The application is acknowledged with no waiting period. <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). <input type="checkbox"/> The application is denied.	<input type="checkbox"/> The application is acknowledged with no waiting period. <input type="checkbox"/> The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days. <input type="checkbox"/> The application is denied.
Print City Name: <u>City of Willmar</u>	Print County Name: _____
Signature of City Personnel: <u>Judy Thompson</u>	Signature of County Personnel: _____
Title: <u>City Clerk</u> Date: <u>3/1/2017</u>	Title: _____ Date: _____
<p>The city or county must sign before submitting application to the Gambling Control Board.</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> 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: _____ Date: _____
 (Signature must be CEO's signature; designee may not sign)

Print Name: _____

REQUIREMENTS	MAIL APPLICATION AND ATTACHMENTS
<p>Complete a separate application for:</p> <ul style="list-style-type: none"> all gambling conducted on two or more consecutive days, or all gambling conducted on one day. <p>Only one application is required if one or more raffle drawings are conducted on the same day.</p> <p>Financial report to be completed within 30 days after the gambling activity is done: A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.</p> <p>Your organization must keep all exempt records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).</p>	<p>Mail application with:</p> <p>_____ 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.</p> <p>To: Minnesota Gambling Control Board 1711 West County Road B, Suite 300 South Roseville, MN 55113</p> <p>Questions? Call the Licensing Section of the Gambling Control Board at 651-539-1900.</p>

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

Application for Appointment to City Board/Committee/Commission

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

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

Applicant Information

Name: Terry Sieck Date of Application: 2/8/17

Address: 1317 7th St SW, Willmar, MN Phone No. 320-905-6070
(Certain Boards and Commissions may require that you are a resident of the City of Willmar)

Email: tsieck@gl-ec.com

What prompted you to make application for a citizen committee? Approched by Steve Gardner

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

I am a lifelong resident of Willmar. Since starting my business in 2007, I have become increasingly interested in the growth of Willmar.

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

I have 18 years of experience in the environmental consulting field specializing in Phase I ESAs as well as soil and groundwater investigations at petroleum and agricultural facilities.

List your educational background: Saint Cloud State University 1990-1996

B.E.S. Earth Science with a minor in Geography

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

No current or former organizational involvement.

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

Glacial Lakes Environmental Consulting, Inc., Willmar, MN

Owner/Project Manager

Please return completed application to: Mayor's Office
333 SW 6th Street
Willmar, MN 56201

Or fax completed forms to: (320) 235-4917

**WILLMAR PLANNING COMMISSION
CITY OF WILLMAR, MN
WEDNESDAY, FEBRUARY 22, 2017**

MINUTES

1. The Willmar Planning Commission met on Wednesday, February 22, 2017, at 7:00 p.m. at the Willmar City Offices Conference Room #2.

** Members Present: Steve Gardner, Bob Poe, Margaret Fleck, Rolf Standfuss, Jeff Kimpling, Terry VanVeldhuizen, and Cletus Frank.

** Members Absent:

** Others Present: Terry Sieck, and Megan DeSchepper- Planner.

2. MINUTES: The January 25, 2017 minutes were approved as submitted with one correction. The meeting was January 25, 2017 not 27th as erroneously typed in the minutes.

3. ROCKSTEP PLAZA SUBDIVISION FINAL PLAT- FILE NO. 17-01: Staff presented the final plat of the one lot subdivision of Kandi Mall property on behalf of AutoZone for development of an auto parts store on property legally described as follows: part of the SW ¼ of the NW ¼ Section 23, Township 119N-R35W (1605 1st St. S., see file for full legal). Staff explained that the utility easements have been added as requested by Municipal Utilities, the rezoning has been completed, and the applicant is working on private easements/agreements for the private utilities.

Staff comments were reviewed and discussed (see Attachment A).

The Commission talked about the final plat mylars not being signed until the private documents are submitted to the City.

Mr. Poe made a motion, seconded by Mr. Kimpling, to approve the final plat with the following conditions:

- A. A private sanitary sewer agreement/easement shall be recorded with final plat and copy provided to the City.
- B. A private access agreement/easements (from 19th Ave. SE to new lot and mall parking from the north) between the mall property and the proposed lot shall be recorded with the final plat and copy provided to the City.
- C. The private storm sewer shall be protected by an agreement/easement and recorded with the final plat and copy provided to the City.
- D. The private water main shall be protected by an agreement/easement and recorded with final plat and copy provided to the City.

The motion carried.

4. PROPOSED CITY LAND SALE: Staff presented the proposed purchase of a lot in the newest portion of the industrial park by Magnum Holdings Inc. of property legally described as follows: Lot 1, Block 1, Willmar Industrial Park Fourth Addition. The company also has requested first right of refusal on a second lot described as Lot 2, Block 1, Willmar Industrial Park Fourth Addition. The Commission discussed the matter as the City Charter requires them to consider all land sales and purchases by the City in regards to land use. As the proposed buyer plans to use the land for Industrial purposes it would fit the Zoning Ordinance.

Mr. Standfuss made a motion, seconded by Ms. Fleck, to recommend the City Council direct staff to negotiate and sell the property to the proposed buyer.

The motion carried.

5. MISCELLANY: The Commission continued their discussions regarding accessory dwelling units and hopes to review a draft ordinance once the Commission is fully filled to allow new and past Commission members to review and work on the draft.
6. There being no further business to come before the Commission the meeting adjourned at 7:50 p.m.

Respectfully submitted,



Megan M. DeSchepper, AICP
Planner/Airport Manager

PLANNING COMMISSION-FEBRUARY 22, 2017

STAFF COMMENTS

1. ROCKSTEP PLAZA SUBDIVISION- FILE NO. 17-01:

- The applicant is AutoZone, Memphis, TN. The landowner is Rockstep Willmar, LLC, Houston, TX (Kandi Mall).
- The subdivision is a one lot plat described as follows: part of the SW ¼ of the NW ¼ Section 23, Township 119N-R35W (1605 1st St. S, see file for full legal).
- The applicant is requesting subdividing the land to create a separate parcel for development of an auto part store.
- The property was rezoned to GB.
- The 6' utility easements were added as requested.
- Private access and utility agreements/easements have not been submitted to the City as of yet.

RECOMMENDATION: Approve the final plat with the following conditions:

- A. A private sanitary sewer agreement/easement shall be recorded with final plat and copy provided to the City.
- B. A private access agreement/easements (from 19th Ave. SE to new lot and mall parking from the north) between the mall property and the proposed lot shall be recorded with the final plat and copy provided to the City.
- C. The private storm sewer shall be protected by an agreement/easement and recorded with the final plat and copy provided to the City.
- D. The private water main shall be protected by an agreement/easement and recorded with final plat and copy provided to the City.

Vendor Payments 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
AFFILIATED MED CENTERS			000028							
	48574	03/01/17	EMPLOYEE DOT PHYSICAL	103.35		4911012/2-17		D N	PROFESSIONAL SER	101.42412.0446
AMEM			003166							
	48575	03/01/17	ANNUAL MEMBERSHIP DUES	21.68		BA213FBB54		D N	PREPAID EXPENSES	101.128000
	48575	03/01/17	ANNUAL MEMBERSHIP DUES	108.32		BA213FBB54		D N	SUBSCRIPTIONS AN	101.42412.0443
			VENDOR TOTAL	130.00		*CHECK TOTAL				
ASMUS/JULIE			001221							
	48576	03/01/17	LMC TRAINING-BRAINERD	387.13		022817		D N	TRAVEL-CONF.-SCH	101.41401.0333
AUTO INTERIORS PLUS INC			.02630							
	48577	03/01/17	REPAIR SEATS IN SQUADS	155.00		16791		D N	PROFESSIONAL SER	101.42411.0446
BOLTON & MENK INC			001010							
	48578	03/01/17	MASTER PLAN UPDATE	3,107.36		0199768		D N	PROFESSIONAL SER	430.43430.0446
	48578	03/01/17	RECLAIM TAXILANE	1,500.00		0199769		D N	PROFESSIONAL SER	430.43430.0446
			VENDOR TOTAL	4,607.36		*CHECK TOTAL				
BSE			001980							
	48579	03/01/17	CORD REEL	89.88		912537770		D N	MTCE. OF EQUIPME	101.42412.0224
	48579	03/01/17	LT BULBS FOR BLDG	239.76		912553434		D N	MTCE. OF STRUCTU	651.48484.0225
	48579	03/01/17	LIGHT BALLAST	43.32		912595518		D N	MTCE. OF STRUCTU	101.45433.0225
	48579	03/01/17	ELECTRICAL TAPE	28.90		912595518		D N	GENERAL SUPPLIES	101.45433.0229
	48579	03/01/17	FLASHLIGHT	200.00		912602962		D N	SMALL TOOLS	101.42412.0221
	48579	03/01/17	GREASE GUN TOOL	156.38		912602962		D N	SMALL TOOLS	101.42412.0221
			VENDOR TOTAL	758.24		*CHECK TOTAL				
BUSINESSWARE SOLUTIONS			002776							
	48580	03/01/17	PRINT/PAGE COUNT	17.00		268230		D N	OFFICE SUPPLIES	101.41400.0220
	48580	03/01/17	PRINT/PAGE COUNT	36.94		268230		D N	OFFICE SUPPLIES	101.41402.0220
	48580	03/01/17	PRINT/PAGE COUNT	24.95		268230		D N	OFFICE SUPPLIES	101.41403.0220
	48580	03/01/17	PRINT/PAGE COUNT	142.23		268230		D N	OFFICE SUPPLIES	101.41405.0220
	48580	03/01/17	PRINT/PAGE COUNT	49.16		268230		D N	OFFICE SUPPLIES	101.41409.0220
	48580	03/01/17	PRINT/PAGE COUNT	157.64		268230		D N	OFFICE SUPPLIES	101.42411.0220
	48580	03/01/17	PRINT/PAGE COUNT	10.38		268230		D N	OFFICE SUPPLIES	101.43417.0220
	48580	03/01/17	PRINT/PAGE COUNT	109.33		268230		D N	OFFICE SUPPLIES	101.43425.0220
	48580	03/01/17	PRINT/PAGE COUNT	35.54		268230		D N	OFFICE SUPPLIES	101.45433.0220
	48580	03/01/17	PRINT/PAGE COUNT	1.22		268230		D N	OFFICE SUPPLIES	101.45435.0220
	48580	03/01/17	PRINT/PAGE COUNT	107.99		268230		D N	OFFICE SUPPLIES	651.48484.0220
			VENDOR TOTAL	692.38		*CHECK TOTAL				
CALVIN/MARVIN B			001998							
	48569	02/22/17	MILEAGE-MTG W/SENATOR	79.18		021417		D N	TRAVEL-CONF.-SCH	101.41401.0333
	48569	02/22/17	MEALS-CITY ADMIN SEARCH	402.28		021417		D N	TRAVEL-CONF.-SCH	101.41401.0333
			VENDOR TOTAL	481.46		*CHECK TOTAL				

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
CALVIN/MARVIN B			001998							
			VENDOR TOTAL	481.46						
CARRANZA/NOE			002547							
48581	03/01/17	INTERPRETED	02/16/17	50.00		021617		D M 07	PROFESSIONAL SER	101.42411.0446
48581	03/01/17	INTERPRETED	02/20/17	100.00		022017		D M 07	PROFESSIONAL SER	101.42411.0446
48581	03/01/17	INTERPRETED	02/20/17	50.00		022017		D M 07	PROFESSIONAL SER	101.42411.0446
48581	03/01/17	INTERPRETED	02/24/17	125.00		022417		D M 07	PROFESSIONAL SER	101.42411.0446
48581	03/01/17	INTERPRETED	02/24/17	75.00		022417		D M 07	PROFESSIONAL SER	101.42411.0446
48581	03/01/17	INTERPRETED	02/24/17	125.00		022417		D M 07	PROFESSIONAL SER	101.42411.0446
			VENDOR TOTAL	525.00						
										*CHECK TOTAL
CENTERPOINT ENERGY			000467							
48582	03/01/17	NATURAL GAS-FEB		17.58		1958964/2-17		D N	UTILITIES	101.41408.0332
48582	03/01/17	NATURAL GAS-FEB		2,738.18		6007939/2-17		D N	UTILITIES	101.43425.0332
48582	03/01/17	NATURAL GAS-FEB		91.01		6038773/2-17		D N	UTILITIES	101.43425.0332
48582	03/01/17	NATURAL GAS-FEB		772.36		6048932/2-17		D N	UTILITIES	651.48484.0332
48582	03/01/17	NATURAL GAS-FEB		1,906.20		6061271/2-17		D N	UTILITIES	101.45433.0332
48582	03/01/17	NATURAL GAS-FEB		127.33		6069198/2-17		D N	UTILITIES	101.43425.0332
48582	03/01/17	NATURAL GAS-FEB		673.74		6084836/2-17		D N	UTILITIES	101.45435.0332
48582	03/01/17	NATURAL GAS-FEB		5,235.59		6085332/2-17		D N	UTILITIES	101.45433.0332
48582	03/01/17	NATURAL GAS-FEB		16.03		6093527/2-17		D N	UTILITIES	101.43425.0332
48582	03/01/17	NATURAL GAS-FEB		777.47		6102726/2-17		D N	UTILITIES	101.42412.0332
48582	03/01/17	NATURAL GAS-FEB		219.70		6236671/2-17		D N	UTILITIES	230.43430.0332
48582	03/01/17	NATURAL GAS-FEB		378.98		8503501/2-17		D N	UTILITIES	651.48485.0332
48582	03/01/17	NATURAL GAS-FEB		762.96		8512023/2-17		D N	UTILITIES	651.48485.0332
48582	03/01/17	NATURAL GAS-FEB		8,825.80		8795475/2-17		D N	UTILITIES	651.48484.0332
			VENDOR TOTAL	22,542.93						
										*CHECK TOTAL
CHAPPELL CENTRAL INC			000156							
48583	03/01/17	BELT FOR AIR HNDLNG UNIT		9.87		00167337		D N	MTCE. OF STRUCTU	101.41408.0225
CHARTER COMMUNICATIONS			000736							
48584	03/01/17	PHONE SERV	02/16-03/15	47.12		1136/2-17		D N	COMMUNICATIONS	101.41409.0330
48584	03/01/17	PHONE SERV	02/20-03/19	150.98		2191/3-17		D N	COMMUNICATIONS	101.41409.0330
48584	03/01/17	PHONE SERV	02/27-03/26	107.27		2589/3-17		D N	COMMUNICATIONS	101.41409.0330
48584	03/01/17	CREDIT FOR DOUBLE PYMT		651.69CR		4184/1-17		D N	COMMUNICATIONS	101.41409.0330
48584	03/01/17	PHONE SERV	02/16-03/15	656.75		4184/2-17		D N	COMMUNICATIONS	101.41409.0330
48584	03/01/17	PHONE SERV	02/26-03/25	87.86		5124/3-17		D N	COMMUNICATIONS	101.41409.0330
			VENDOR TOTAL	398.29						
										*CHECK TOTAL
CHUNGU/CHIBWE			.02629							
48585	03/01/17	RNTL REFUND 7644 29TH ST		60.00		021617		D N	REFUNDS AND REIM	101.41428.0882
CITIES EDGE LLC			003299							
48586	03/01/17	CER/CONCESSIONS FACILI		1,100.00		4024		D N	CONTRACTS PAYABL	450.207000

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
COALITION OF GREATER MN			001335											
	48587	03/01/17	NELSEN-LEGIS. ACTION DAY	65.00		022117		D	N				TRAVEL-CONF.-SCH	101.41401.0333
COLEPAPERS INC			000170											
	48588	03/01/17	CLEANING SUPPLIES	198.02		9281420		D	N				CLEANING AND WAS	101.41408.0228
	48588	03/01/17	TOILET TISSUE	133.48		9281420		D	N				GENERAL SUPPLIES	101.41408.0229
	48588	03/01/17	DISPOSABLE GLOVES	28.26		9281420		D	N				GENERAL SUPPLIES	101.41408.0229
	48588	03/01/17	FORKS/SPOONS/SUPPLIES	225.12		9281420		D	N				GENERAL SUPPLIES	101.41408.0229
	48588	03/01/17	DISPOSABLE GLOVES	28.27		9281420		D	N				GENERAL SUPPLIES	101.45427.0229
	48588	03/01/17	TOILET TISSUE	113.46CR		9284475		D	N				GENERAL SUPPLIES	101.41408.0229
			VENDOR TOTAL	499.69										
				499.69		*CHECK TOTAL								
COLLEGE TOWN PIZZA INC			000210											
	48589	03/01/17	CONCESSION SUPPLIES	37.59		0028873		D	N				GENERAL SUPPLIES	101.45433.0229
	48589	03/01/17	CONCESSION SUPPLIES	37.59		0029001		D	N				GENERAL SUPPLIES	101.45433.0229
	48589	03/01/17	CONCESSION SUPPLIES	22.62		0029098		D	N				GENERAL SUPPLIES	101.45433.0229
	48589	03/01/17	CONCESSION SUPPLIES	37.59		0029100		D	N				GENERAL SUPPLIES	101.45433.0229
	48589	03/01/17	CONCESSION SUPPLIES	37.59		0029101		D	N				GENERAL SUPPLIES	101.45433.0229
	48589	03/01/17	CONCESSION SUPPLIES	45.07		0029102		D	N				GENERAL SUPPLIES	101.45433.0229
	48589	03/01/17	CONCESSION SUPPLIES	22.97		0029180		D	N				GENERAL SUPPLIES	101.45433.0229
	48589	03/01/17	CONCESSION SUPPLIES	37.59		0029183		D	N				GENERAL SUPPLIES	101.45433.0229
	48589	03/01/17	CONCESSION SUPPLIES	37.59		0029185		D	N				GENERAL SUPPLIES	101.45433.0229
	48589	03/01/17	CONCESSION SUPPLIES	37.59		0029187		D	N				GENERAL SUPPLIES	101.45433.0229
			VENDOR TOTAL	353.79										
				353.79		*CHECK TOTAL								
CROW CHEMICAL & LIGHTING			000186											
	48590	03/01/17	CLEANING SUPPLIES	10.08		8332		D	N				CLEANING AND WAS	101.45435.0228
	48590	03/01/17	TOILET PAPER/DISP GLOVES	278.00		8338		D	N				GENERAL SUPPLIES	651.48484.0229
	48590	03/01/17	CLEANING SUPPLIES	118.40		8383		D	N				CLEANING AND WAS	101.43425.0228
	48590	03/01/17	DISPOSABLE GLOVES	85.00		8383		D	N				GENERAL SUPPLIES	101.43425.0229
			VENDOR TOTAL	491.48										
				491.48		*CHECK TOTAL								
DELTA DENTAL OF MINNESOT			002867											
	48570	02/22/17	DENTAL INSURANCE-MAR	268.70		6811814		D	N				COBRA INS PREMIU	101.120001
DEPT OF HUMAN SERVICES			000009											
	48591	03/01/17	CLEANING SERVICES-JAN	120.00		00000395940		D	N				CLEANING AND WAS	101.45435.0338
DUININCK INC			000222											
	48592	03/01/17	WTR MAIN/SWR/CURB/GUT	42,113.98		1601/EST. 4		D	N				MTCE. OF OTHER I	416.48451.0336
ED'S SERVICE CENTER & SA			000231											
	48593	03/01/17	TOWING CHARGES-JAN	550.00		STMT/1-17		D	N				OTHER SERVICES	101.42411.0339
EMERG. AUTOMOTIVE TECHNO			003296											
	48594	03/01/17	SIREN SWITCH SYS/LED L	1,532.60		WC021417-28		D	N				MACHINERY AND AU	450.42412.0553

Vendor Payments 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
EMERG. AUTOMOTIVE TECHNO			003296											
	48594	03/01/17	WHELEN LED LT/CONSOLE	187.34		WC021417-28A		D	N				MACHINERY AND AU	450.42412.0553
				1,719.94	*CHECK	TOTAL								
			VENDOR TOTAL	1,719.94										
EMPLOYMENT PLUS			000238											
	48595	03/01/17	TEMP EMPL. SERVICE	775.58		40289		D	N				SALARIES-TEMP. E	101.41402.0112
	48595	03/01/17	TEMP EMPL. SERVICE	790.40		40318		D	N				SALARIES-TEMP. E	101.41402.0112
				1,565.98	*CHECK	TOTAL								
			VENDOR TOTAL	1,565.98										
ERIC'S AVIATION SERVICES			002998											
	48596	03/01/17	ON SITE MGMT SERV-MAR	6,622.00		STMT/3-17		D	N				PROFESSIONAL SER	230.43430.0446
ETTERMAN ENTERPRISES			001567											
	48597	03/01/17	L.S. VALVE REPAIR-PARTS	51.05		252360		D	M	07			MTCE. OF EQUIPME	651.48485.0224
FELT/JAMES E			000993											
	48598	03/01/17	COFFEE WITH THE COPS	50.00		021617		D	N				SUBSISTENCE OF P	101.42411.0227
	48598	03/01/17	ACTIVE SHOOTER TRNG-MLS	28.86		021717		D	N				SUBSISTENCE OF P	101.42411.0227
				78.86	*CHECK	TOTAL								
			VENDOR TOTAL	78.86										
FERGUSON ENTERPRISES INC			000810											
	48599	03/01/17	SELVIG FOUNTAIN PARTS	96.79		4583034		D	N				MTCE. OF OTHER I	101.43425.0226
	48599	03/01/17	POOL EQUIPMENT PARTS	3.62		4607138		D	N				MTCE. OF EQUIPME	101.43425.0224
	48599	03/01/17	SELVIG FOUNTAIN PARTS	8.52		4611994		D	N				MTCE. OF OTHER I	101.43425.0226
	48599	03/01/17	SELVIG FOUNTAIN PARTS	15.95		4613654		D	N				MTCE. OF OTHER I	101.43425.0226
				124.88	*CHECK	TOTAL								
			VENDOR TOTAL	124.88										
FORUM COMMUNICATIONS COM			002269											
	48600	03/01/17	AMENDED ZONING ORD.	100.75		C-03004401		D	N				PRINTING AND PUB	101.41402.0331
	48600	03/01/17	NOTICE OF SPECIAL MTG	39.00		C-03004463		D	N				PRINTING AND PUB	101.41401.0331
	48600	03/01/17	HRNG-APPEAL FOR VARIANCE	78.00		C-03004495		D	N				PRINTING AND PUB	101.41402.0331
				217.75	*CHECK	TOTAL								
			VENDOR TOTAL	217.75										
GALLS			000288											
	48601	03/01/17	MEDICAL KIT	37.20		006936773		D	N				SUBSISTENCE OF P	101.42411.0227
GENERAL MAILING SERVICES			000293											
	48602	03/01/17	POSTAGE 02/06-02/10/17	0.59		35994		D	N				POSTAGE	101.41400.0223
	48602	03/01/17	POSTAGE 02/06-02/10/17	0.59		35994		D	N				POSTAGE	101.41401.0223
	48602	03/01/17	POSTAGE 02/06-02/10/17	58.95		35994		D	N				POSTAGE	101.41402.0223
	48602	03/01/17	POSTAGE 02/06-02/10/17	82.74		35994		D	N				POSTAGE	101.41403.0223
	48602	03/01/17	POSTAGE 02/06-02/10/17	10.08		35994		D	N				POSTAGE	101.41405.0223
	48602	03/01/17	POSTAGE 02/06-02/10/17	15.00		35994		D	N				POSTAGE	101.41408.0223
	48602	03/01/17	POSTAGE 02/06-02/10/17	1.18		35994		D	N				POSTAGE	101.43417.0223
	48602	03/01/17	POSTAGE 02/06-02/10/17	2.03		35994		D	N				POSTAGE	101.43425.0223

Vendor Payments History Report
INCLUDES ONLY POSTED TRANS

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
GENERAL MAILING SERVICES			000293											
	48602	03/01/17	POSTAGE 02/06-02/10/17	0.59		35994		D	N				POSTAGE	101.45001.0223
				171.75	*CHECK	TOTAL								
			VENDOR TOTAL	171.75										
GM CONTRACTING INC			003258											
	48603	03/01/17	WESTWOOD COURT L.S.	63,869.17		1511/EST. 6		D	N				MTCE. OF OTHER I	432.48504.0336
GRAINGER INC			000786											
	48604	03/01/17	REFRIGERANT	1,653.69		9348504524		D	N				MTCE. OF EQUIPME	101.45433.0224
	48604	03/01/17	FLTRS FOR EYE WASH STA.	38.48		9354536964		D	N				GENERAL SUPPLIES	651.48484.0229
				1,692.17	*CHECK	TOTAL								
			VENDOR TOTAL	1,692.17										
HAWKINS INC			000325											
	48605	03/01/17	FERRIC CHLORIDE	4,610.76		4023077 RI		D	N				GENERAL SUPPLIES	651.48484.0229
HEGLUND CATERING			002036											
	48606	03/01/17	CONCESSION SUPPLIES	668.94		9796		D	N				GENERAL SUPPLIES	101.45433.0229
HIGH POINT NETWORKS INC			002299											
	48607	03/01/17	BLOCK OF TIME	1,568.00		89939		D	N				PREPAID EXPENSES	101.128000
	48607	03/01/17	MONTHLY ANTIVIRUS SUBSC.	455.00		91031		D	N				SUBSCRIPTIONS AN	101.41409.0443
	48607	03/01/17	ANTIVIRUS SETUP FEE	910.00		91031		D	N				PROFESSIONAL SER	101.41409.0446
				2,933.00	*CHECK	TOTAL								
			VENDOR TOTAL	2,933.00										
HILLYARD FLOOR CARE SUPP			000333											
	48608	03/01/17	CLEANING SUPPLIES	511.95		602416860		D	N				CLEANING AND WAS	101.45433.0228
HOLLAND/ISAAC			003297											
	48609	03/01/17	INTERVIEW TRAVEL EXP.	300.00		022817		D	N				TRAVEL-CONF.-SCH	101.41401.0333
IBM CORPORATION			001638											
	48610	03/01/17	2017 SAAS DEVICE MGMT	220.35		8758003/8357		D	N				LICENSES AND TAX	101.41409.0445
JAGUSH/JEFFREY			003037											
	48611	03/01/17	MILEAGE 1/24-2/24/17	49.49		022717		D	N				TRAVEL-CONF.-SCH	101.43425.0333
	48611	03/01/17	MILEAGE 1/24-2/24/17	49.49		022717		D	N				TRAVEL-CONF.-SCH	651.48484.0333
				98.98	*CHECK	TOTAL								
			VENDOR TOTAL	98.98										
KANDIYOHI CO RECYCLING A			002296											
	48612	03/01/17	LAMP RECYCLING	19.00		303		D	N				CLEANING AND WAS	651.48484.0338
KANDIYOHI CO SHERIFF'S D			001507											
	48613	03/01/17	SMALL TOOLS	442.00		22317		D	N				SMALL TOOLS	800.42411.0221

Vendor Payments 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
KEY ENTERPRISES LLC			003069											
	48614	03/01/17	AD/TWIN CITIES BUS.-MA	1,750.00		2017-68937		D	N				OTHER CHARGES	208.45008.0449
KING'S ELECTRIC LLC			003138											
	48615	03/01/17	LIGHT FIXTURE COVER	70.15		447		D	M	07			MTCE. OF STRUCTU	101.45435.0225
LAKESIDE PRESS			001646											
	48616	03/01/17	SHIPPED GUIDES TO MOA	46.00		6837		D	N				POSTAGE	208.45006.0223
	48616	03/01/17	MAYORS BIKE RIDE POSTERS	89.99		6837		D	N				OTHER CHARGES	208.45006.0449
	48616	03/01/17	MN BIKING AD DEVELOPMENT	10.00		6837		D	N				OTHER CHARGES	208.45007.0449
	48616	03/01/17	BEST OF MIDWEST AD DEV.	10.00		6837		D	N				OTHER CHARGES	208.45007.0449
			VENDOR TOTAL	155.99		*CHECK TOTAL								
				155.99										
LANGE/CRAIG			002000											
	48617	03/01/17	BCA TRAINING-ST PAUL	16.00		022217		D	N				TRAVEL-CONF.-SCH	101.42411.0333
LEAGUE OF MN CITIES			INS 000983											
	48618	03/01/17	CLAIM #25557-VEH. DAMAGE	577.11		25557		D	N				INSURANCE DEDUCT	101.41428.0822
	48618	03/01/17	CLAIM #27645-VEH. DAMA	3,285.83		27645		D	N				INSURANCE DEDUCT	101.41428.0822
			VENDOR TOTAL	3,862.94		*CHECK TOTAL								
				3,862.94										
LION GROUP INC			.01021											
	48619	03/01/17	TURNOUT GEAR REPAIR	227.20		17-5006898		D	N				SUBSISTENCE OF P	101.42412.0337
LUTHERAN SOCIAL SERVICE			00909											
	48620	03/01/17	SHARED EXERCISE PRGRM	687.50		013017		D	N				PROFESSIONAL SER	101.45435.0446
M-R SIGN CO INC			000424											
	48621	03/01/17	BARRICADE SHEETING	387.45		194246		D	N				MTCE. OF EQUIPME	101.43425.0224
MADISON NATIONAL LIFE			002249											
	48571	02/22/17	LTD PREMIUM-FEB	28.61		247		D	N				EMPLOYER INSUR.	101.41400.0114
	48571	02/22/17	LTD PREMIUM-FEB	75.36		247		D	N				EMPLOYER INSUR.	101.41402.0114
	48571	02/22/17	LTD PREMIUM-FEB	18.90		247		D	N				EMPLOYER INSUR.	101.41403.0114
	48571	02/22/17	LTD PREMIUM-FEB	51.83		247		D	N				EMPLOYER INSUR.	101.41405.0114
	48571	02/22/17	LTD PREMIUM-FEB	8.51		247		D	N				EMPLOYER INSUR.	101.41408.0114
	48571	02/22/17	LTD PREMIUM-FEB	41.19		247		D	N				EMPLOYER INSUR.	101.41409.0114
	48571	02/22/17	LTD PREMIUM-FEB	2.45		247		D	N				EMPLOYER INSUR.	101.41424.0114
	48571	02/22/17	LTD PREMIUM-FEB	485.38		247		D	N				EMPLOYER INSUR.	101.42411.0114
	48571	02/22/17	LTD PREMIUM-FEB	32.22		247		D	N				EMPLOYER INSUR.	101.42412.0114
	48571	02/22/17	LTD PREMIUM-FEB	64.38		247		D	N				EMPLOYER INSUR.	101.43417.0114
	48571	02/22/17	LTD PREMIUM-FEB	210.94		247		D	N				EMPLOYER INSUR.	101.43425.0114
	48571	02/22/17	LTD PREMIUM-FEB	8.94		247		D	N				EMPLOYER INSUR.	101.45432.0114
	48571	02/22/17	LTD PREMIUM-FEB	32.55		247		D	N				EMPLOYER INSUR.	101.45433.0114
	48571	02/22/17	LTD PREMIUM-FEB	3.95		247		D	N				EMPLOYER INSUR.	101.45435.0114
	48571	02/22/17	LTD PREMIUM-FEB	5.61		247		D	N				EMPLOYER INSUR.	101.45437.0114
	48571	02/22/17	LTD PREMIUM-FEB	88.79		247		D	N				EMPLOYER INSUR.	651.48484.0114
	48571	02/22/17	LTD PREMIUM-FEB	11.22		247		D	N				EMPLOYER INSUR.	651.48485.0114

Vendor Payments History Report
INCLUDES ONLY POSTED TRANS

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
MENARDS			000449											
	48627	03/01/17	BLINDS-CITY CLERK OFFICE	126.00		23567		D	N				GENERAL SUPPLIES	101.41408.0229
	48627	03/01/17	DRAIN WASHER	1.06		23655		D	N				MTCE. OF STRUCTU	101.45433.0225
	48627	03/01/17	SUPPLIES	4.48		23706		D	N				GENERAL SUPPLIES	101.41408.0229
	48627	03/01/17	6 GAL. AIR COMPRESSOR	118.99		24022		D	N				SMALL TOOLS	101.42411.0221
	48627	03/01/17	SELVIG FOUNTAIN PARTS	15.98		24108		D	N				MTCE. OF OTHER I	101.43425.0226
	48627	03/01/17	MOUSE TRAPS	5.84		24511		D	N				GENERAL SUPPLIES	101.43425.0229
	48627	03/01/17	CLEANING SUPPLIES	18.36		24886		D	N				CLEANING AND WAS	101.43425.0228
			VENDOR TOTAL	290.71										
				290.71									*CHECK TOTAL	
MERA-MATEO/MARIN			.02628											
	48572	02/22/17	REPL. PAYROLL CK #36287	35.55		36287		D	N				SALARIES-TEMP. E	101.45432.0112
MINNEAPOLIS FINANCE DEPA			000466											
	48628	03/01/17	AUTO PAWN TRANS FEE-JAN	103.50		400451000804		D	N				PROFESSIONAL SER	101.42411.0446
MN DEPT OF PUBLIC SAFETY			000490											
	48629	03/01/17	HAZ. CHEMICAL FEE	25.00		3417500912016		D	N				LICENSES AND TAX	651.48484.0445
MN DEPT OF REVENUE			000492											
	276	02/17/17	SALES TAX-JAN	1,344.00		STMT/1-17		M	N				SALES TAX PAYABL	101.206000
	276	02/17/17	USE TAX-JAN	70.70		STMT/1-17		M	N				SALES TAX PAYABL	101.206000
	276	02/17/17	USE TAX-JAN	1.18CR		STMT/1-17		M	N				GENERAL SUPPLIES	101.41401.0229
	276	02/17/17	USE TAX-JAN	6.43CR		STMT/1-17		M	N				SMALL TOOLS	101.41409.0221
	276	02/17/17	USE TAX-JAN	26.12CR		STMT/1-17		M	N				MTCE. OF EQUIPME	101.41409.0224
	276	02/17/17	USE TAX-JAN	3.62CR		STMT/1-17		M	N				GENERAL SUPPLIES	101.41409.0229
	276	02/17/17	USE TAX-JAN	139.73		STMT/1-17		M	N				MOTOR FUELS AND	101.43425.0222
	276	02/17/17	USE TAX-JAN	3.65CR		STMT/1-17		M	N				GENERAL SUPPLIES	101.43425.0229
	276	02/17/17	USE TAX-JAN	6.57		STMT/1-17		M	N				MOTOR FUELS AND	101.45433.0222
			VENDOR TOTAL	1,520.00									*CHECK TOTAL	
				1,520.00										
	277	02/21/17	DIESEL FUEL TAX-JAN	623.79		STMT/1-17		M	N				MOTOR FUELS AND	101.43425.0222
	277	02/21/17	DIESEL FUEL TAX-JAN	25.73		STMT/1-17		M	N				MOTOR FUELS AND	651.48485.0222
			VENDOR TOTAL	649.52									*CHECK TOTAL	
				2,169.52										
MN ELEVATOR INC			000499											
	48630	03/01/17	ELEVATOR SERVICE	147.12		693958		D	N				MTCE. OF STRUCTU	101.41408.0335
MN STATE FIRE CHIEFS ASS			000520											
	48631	03/01/17	2017 MEMBERSHIP DUES	549.00		300002456		D	N				SUBSCRIPTIONS AN	101.42412.0443
MOSS & BARNETT			001655											
	48632	03/01/17	CATV LEGAL SERV-JAN	6,717.00		662375		D	M	07			PROFESSIONAL SER	101.41406.0446
MOTOROLA			001797											
	48633	03/01/17	MOTOROLA MOBILE RADIO	4,085.75		13149205		D	N				SMALL TOOLS	101.42411.0221

Vendor Payments 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
RINK SYSTEMS INC			000856											
	48643	03/01/17	COMPRESSOR REPAIR-PART	1,271.23		1105773		D	N				MTCE. OF EQUIPME	101.45433.0224
ROTARY CLUB OF WILLMAR			000829											
	48644	03/01/17	ROCKIN ROBBINS SPONSOR	2,000.00		022217		D	N				OTHER CHARGES	208.45013.0449
SAND ELECTRIC			000678											
	48645	03/01/17	COOLING TWR REPAIR-PARTS	89.27		5001		D	N				MTCE. OF EQUIPME	101.45433.0224
	48645	03/01/17	COOLING TWR REPAIR-LABOR	60.00		5001		D	N				MTCE. OF EQUIPME	101.45433.0334
			VENDOR TOTAL	149.27										
				149.27										
						*CHECK TOTAL								
SCHWIETERS			003031											
	48573	02/28/17	2017 CHEVY SILVERADO	25,836.71		7727		D	N				MACHINERY AND AU	450.42412.0553
SERVICE CENTER/CITY OF W			000685											
	48646	03/01/17	GAS-39.9 GALLONS	89.12		STMT/1-17		D	N				MOTOR FUELS AND	101.41402.0222
	48646	03/01/17	GAS-9.13 GALLONS	20.27		STMT/1-17		D	N				MOTOR FUELS AND	101.41408.0222
	48646	03/01/17	GAS-2308.66 GALLONS	4,984.37		STMT/1-17		D	N				MOTOR FUELS AND	101.42411.0222
	48646	03/01/17	DIESEL-46.74 GALLONS	90.67		STMT/1-17		D	N				MOTOR FUELS AND	101.42412.0222
	48646	03/01/17	GAS-108.52 GALLONS	234.56		STMT/1-17		D	N				MOTOR FUELS AND	101.42412.0222
	48646	03/01/17	GAS-49.19 GALLONS	106.95		STMT/1-17		D	N				MOTOR FUELS AND	101.43417.0222
	48646	03/01/17	DIESEL-4339.06 GALLONS	8,486.77		STMT/1-17		D	N				MOTOR FUELS AND	101.43425.0222
	48646	03/01/17	GAS-714.47 GALLONS	1,549.81		STMT/1-17		D	N				MOTOR FUELS AND	101.43425.0222
	48646	03/01/17	DIESEL-95.01 GALLONS	188.12		STMT/1-17		D	N				MOTOR FUELS AND	101.45433.0222
	48646	03/01/17	GAS-52.82 GALLONS	114.04		STMT/1-17		D	N				MOTOR FUELS AND	101.45433.0222
	48646	03/01/17	DIESEL-91.19 GALLONS	178.84		STMT/1-17		D	N				MOTOR FUELS AND	651.48485.0222
			VENDOR TOTAL	16,043.52										
				16,043.52										
						*CHECK TOTAL								
SOLIZ/CRYSTAL			.02631											
	48647	03/01/17	HOUSE FIRE 925 6TH ST	16,293.73		022217		D	N				DEPOSITS	812.230000
STANDARD SIGNS INC			003295											
	48648	03/01/17	REPL. RUNWAY SIGN	2,034.18		46066		D	N				MTCE. OF OTHER I	230.43430.0226
STATEWIDE DISTRIBUTING I			000718											
	48649	03/01/17	CONCESSION SUPPLIES	146.50		201678		D	N				GENERAL SUPPLIES	101.45433.0229
SURPLUS WAREHOUSE INC			000728											
	48650	03/01/17	FLOOD LT FOR GRASS RIG	79.98		021517		D	N				MACHINERY AND AU	450.42412.0553
TASC			002856											
	48651	03/01/17	QTRLY FLEX ADMIN FEE	523.74		IN981243		D	N				REFUNDS AND REIM	101.41428.0882
THOMPSON			*PETTY CASH/JU											
	48652	03/01/17	TO REIMBURSE PETTY CASH	11.00		021317		D	N				TRAVEL-CONF.-SCH	101.41401.0333
	48652	03/01/17	TO REIMBURSE PETTY CASH	7.35		021317		D	N				POSTAGE	101.41403.0223
	48652	03/01/17	TO REIMBURSE PETTY CASH	20.00		021317		D	N				SUBSCRIPTIONS AN	101.41403.0443
	48652	03/01/17	TO REIMBURSE PETTY CASH	65.25		021317		D	N				LICENSES AND TAX	101.41428.0445

ACS FINANCIAL SYSTEM
03/01/2017 11:12:42

Vendor Payments History Report
INCLUDES ONLY POSTED TRANS

CITY OF WILLMAR
GL540R-V08.05 PAGE 12

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
WILLMAR COMMUNITY ED & R			001243											
	48661	03/01/17	COLOR COPIES FOR EVENTS	27.00		022117		D	N				PRINTING AND PUB	101.45435.0331

ACS FINANCIAL SYSTEM
03/01/2017 11:12:42

Vendor Payments History Report
INCLUDES ONLY POSTED TRANS

CITY OF WILLMAR
GL540R-V08.05 PAGE 13

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
REPORT TOTALS:				312,417.10										

RECORDS PRINTED - 000274

ACS FINANCIAL SYSTEM
03/01/2017 11:12:42

Vendor Payments History Report

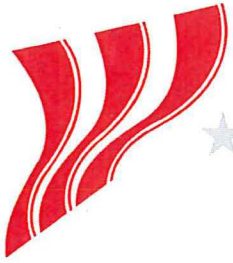
CITY OF WILLMAR
GL060S-V08.05 RECAPPAGE
GL540R

FUND RECAP:

FUND	DESCRIPTION	DISBURSEMENTS
101	GENERAL FUND	73,551.14
208	CONVENTION & VISITORS BUREAU	5,666.14
230	WILLMAR MUNICIPAL AIRPORT	12,172.04
416	S.A.B.F. - #2016	42,113.98
430	C.P. - AIRPORT DEVELOPMENT	4,607.36
432	C.P. - WASTE TREATMENT	63,869.17
450	CAPITAL IMPROVEMENT FUND	33,518.13
651	WASTE TREATMENT	60,183.41
800	LAW ENFORCEMENT FORFEITURE	442.00
812	FIRE INSURANCE ESCROW/TRUST	16,293.73
TOTAL ALL FUNDS		312,417.10

BANK RECAP:

BANK	NAME	DISBURSEMENTS
HERT	HERITAGE BANK	312,417.10
TOTAL ALL BANKS		312,417.10



CITY OF WILLMAR

Planning and Development Services
City Office Building
333 SW 6th Street
Willmar, MN 56201
320-235-8311

COUNCIL ACTION REQUEST

DATE: March 6, 2017

SUBJECT: Hazardous Building Declaration

RECOMMENDATION: To declare the house at 825 5th St SW in Willmar as unsafe.

BACKGROUND: This home was damaged in 2016. The foundation has recently had a major failure and the lower level is now accessible to water the weather elements and is an attractive nuisance to children. The roof is in need of complete replacement and there are several broken and missing windows. The building certainly meets the requirements to be declared as an unsafe building. If the building is so declared, the staff will initiate the process for removal.

FINANCIAL CONSIDERATION: It is possible that the City will have to front the costs of removal and seek reimbursement from the property owner or as an alternative certify a special assessment for collection against the property.

LEGAL: The statutes governing this declaration are Minnesota Statutes sections 463.15-463.28. Those statutes will be followed in enforcing the removal order.

DEPARTMENT/RESPONSIBLE PARTY: Bruce D. Peterson, AICP – Director of Planning and Development Services

REVIEWED BY: Mike McGuire, Interim City Administrator

WORK SESSION DATE: February 21, 2017

COUNCIL MEETING DATE: March 6, 2017

RESOLUTION NO. _____

RESOLUTION DECLARING HAZARDOUS BUILDING AND ORDER FOR REMOVAL
BY THE CITY COUNCIL OF THE CITY OF WILLMAR, MINNESOTA

WHEREAS, evidence has been presented to the City Council of the City of Willmar, Minnesota, and the City Council finds the following facts:

1. That on the real property located at 825 5th Street Southwest in the City of Willmar, Kandiyohi County, Minnesota, which real property is described as follows, to-wit:

Lots 8, excluding the eastern 55 feet thereof, and the south half of Lot 9, excluding the eastern 55 feet thereof, Hanson's Addition to City of Willmar

Parcel Number: 95-280-0090 (the "property"), there is a single family dwelling (the "dwelling") and detached garage (collectively, the "buildings").

2. That the records on file with the Kandiyohi County Recorder reveal that the owner of the property is Gregory T. Trisko, and that First National Bank of Sauk Centre holds a mortgage deed on the property and is the only lienholder of record on the property.

3. That the buildings located on the property are currently vacant, and the dwelling was recently damaged in 2016 when the foundation experienced a major failure.

4. That the dwelling does not have running water in violation of Minn. R. 4715.0200(A) and (Q), and therefore presents a health hazard to the owner and to the general public as water use is necessary for human sanitation.

5. That the dwelling's roof has suffered structural damage beyond repair; replacement of the roof is necessary.

6. That the dwelling is has experienced structural damage, dilapidation, deterioration and/or decay because of the deterioration, decay or inadequacy of its foundation and is likely to partially or completely collapse.

7. That the dwelling, in its current condition, is unsanitary, is likely to cause sickness or disease, and is manifestly unsafe and unfit for human habitation.

8. That the buildings on the property constitute a fire hazard because of their dilapidation, physical condition and unsanitary condition and abandonment.

9. That the exterior of the dwelling has been excavated (in violation of city ordinances) in such a way as to expose the dwelling to water, weather elements, and in its current condition has become an attractive nuisance to children.

10. That garbage, junk, and other debris, have been allowed to accumulate and

are currently present in plain view on the premises of the property and constitute a public nuisance and hazard to the public health, safety and welfare of the community.

11. Photographs documenting the current hazardous condition of the building are attached hereto as Exhibit 1.

NOW, THEREFORE, it is found as a matter of fact that the buildings on the property constitute hazardous buildings and that the property on which the buildings are located is hazardous; that the buildings must be brought into compliance with the state building code or the buildings must be razed.

YOU, Gregory T. Trisko are hereby ordered to either:

(1) repair said buildings within Twenty (20) days after service of this Order upon you, i.e., hire a licensed plumber to restore running water to the dwelling; the roof on the dwelling must be replaced; the foundation must be repaired or replaced, that any structurally damaged walls or rafters must be repaired; all exterior surfaces must be repaired to a weather resistive state; or

(2) raze said buildings within Twenty (20) days after service of this Order upon you and fill any excavation left after the razing of said buildings so that there will be no hazard to the public health and safety; and you are further ordered to remove from said premises any personal property and fixtures within Twenty (20) days after service of this Order upon you, if the buildings are razed.

The City will make a motion for summary enforcement of this Order to the District Court of Kandiyohi County, Minnesota, if the corrective action is not taken as ordered, **or unless an answer is served within 20 days from the date this Order was served upon you, as provided in Minnesota Statutes Section 463.18.**

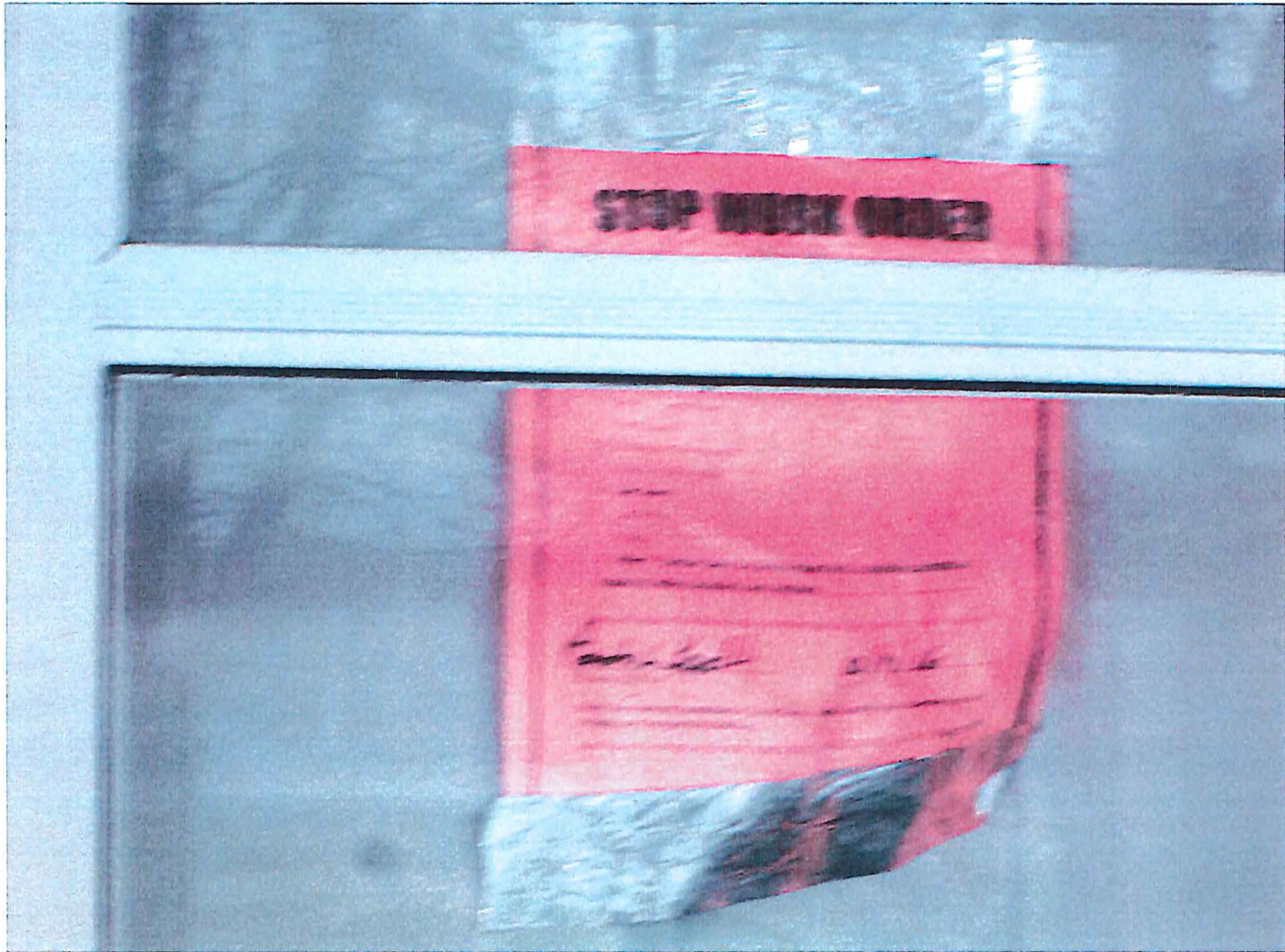
The City Attorney is directed to proceed with this matter according to law.

Dated this _____ day of March, 2017.

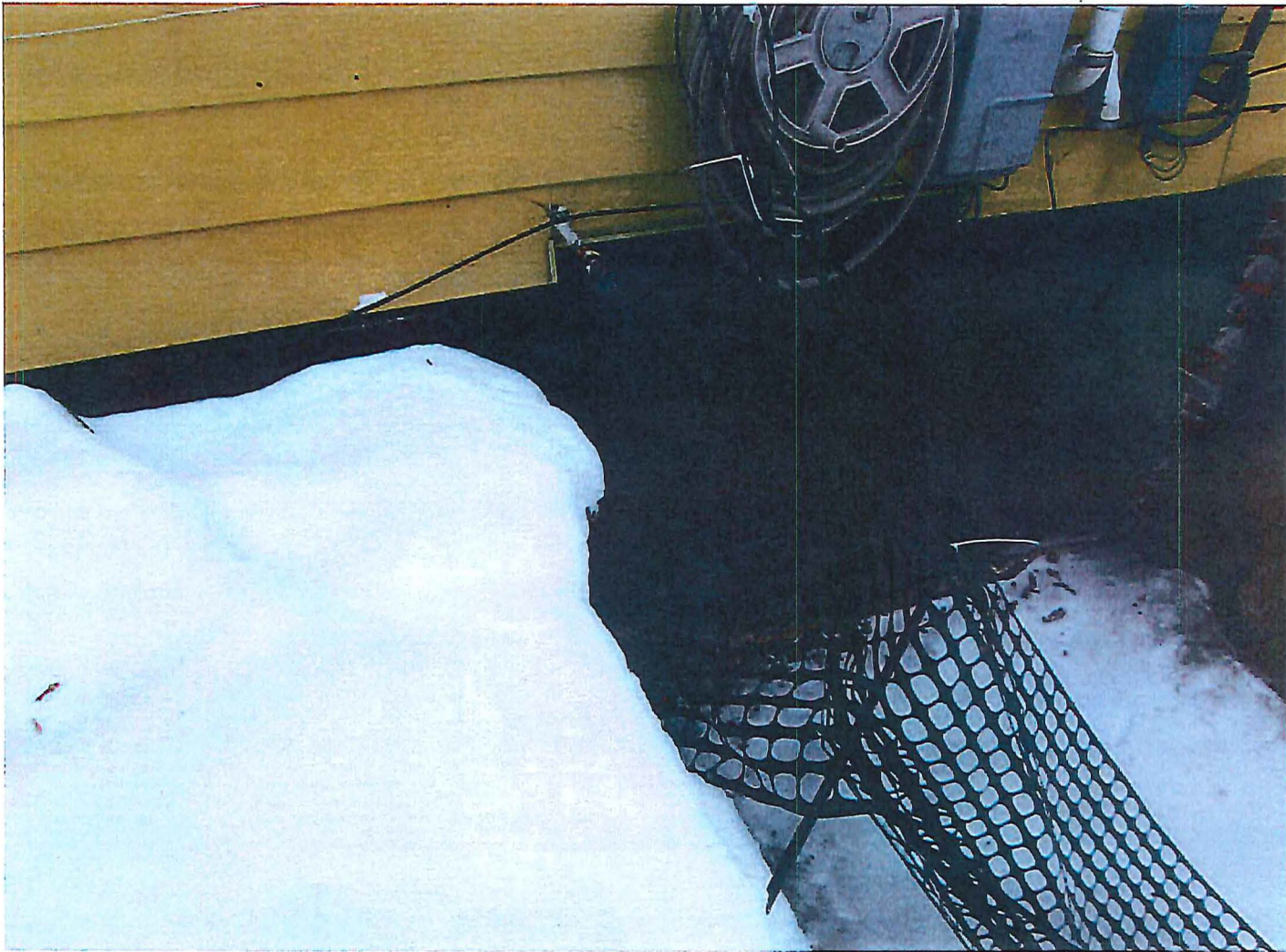
By: _____
Marvin Calvin
Its: Mayor

ATTEST:

By: _____
Judy Thompson
Its: City Clerk



825 5th St. SW
12/15/2016 2:12:02 PM
RLK



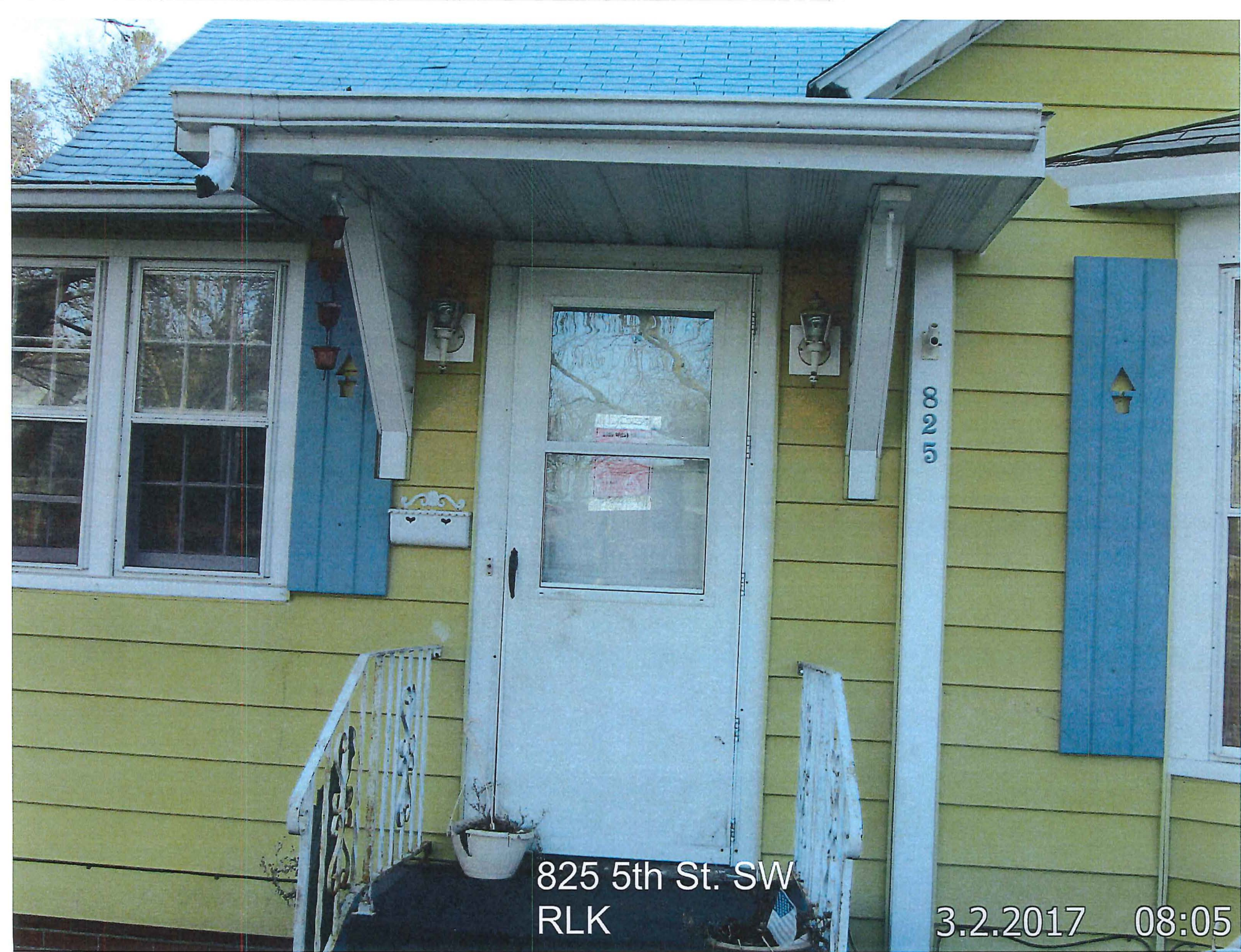
825 5th St. SW
12/15/2016 2:10:33 PM
RLK



825 5th St. SW
12/15/2016 2:08:51 PM
RLK



825 5th St. SW
12/15/2016 2:08:35 PM
RLK



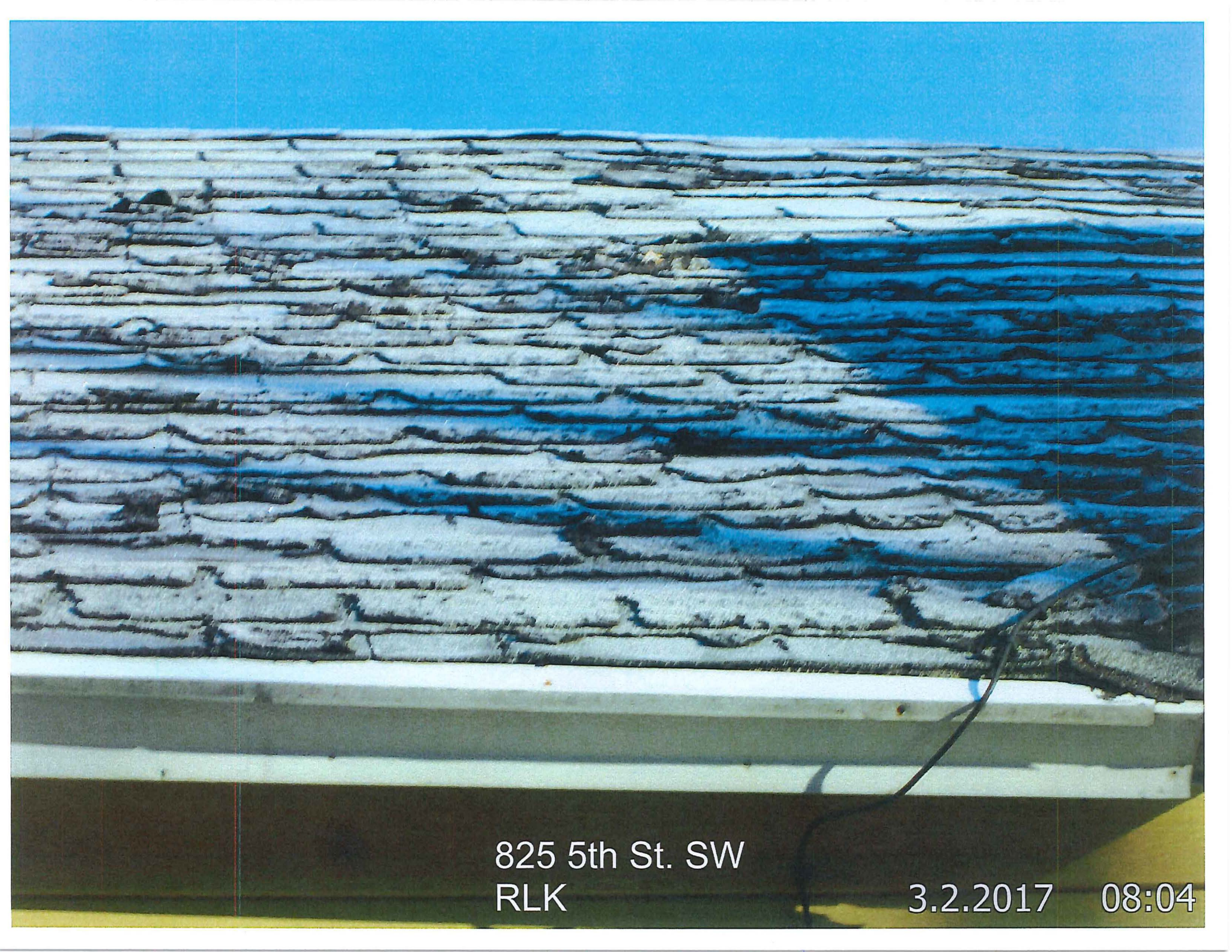
825 5th St. SW
RLK

3.2.2017 08:05



825 5th St. SW
RLK

3.2.2017 08:04



825 5th St. SW
RLK

3.2.2017 08:04



825 5th St. SW
RLK

3.2.2017

08:04



825 5th St SW
RLK

3.2.2017 08:05



825 5th St. SW
RLK

3.2.2017 08:05



825 5th St. SW
RLK

3.2.2017 08:06



825 5th St. SW
RLK

3.2.2017 08:07



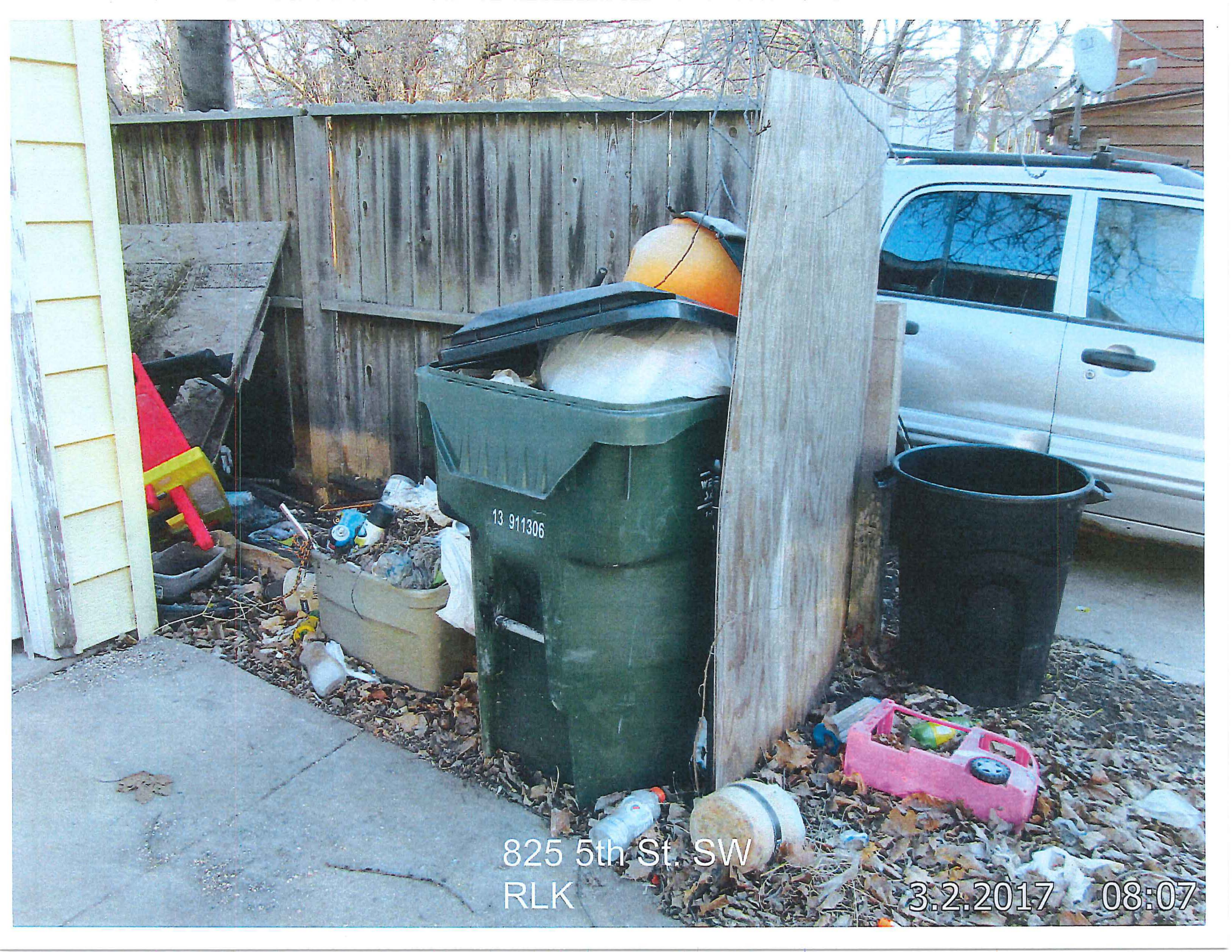
825 5th St. SW
RLK

3.2.2017 08:07



825 5th St. SW
RLK

3.2.2017 08:06



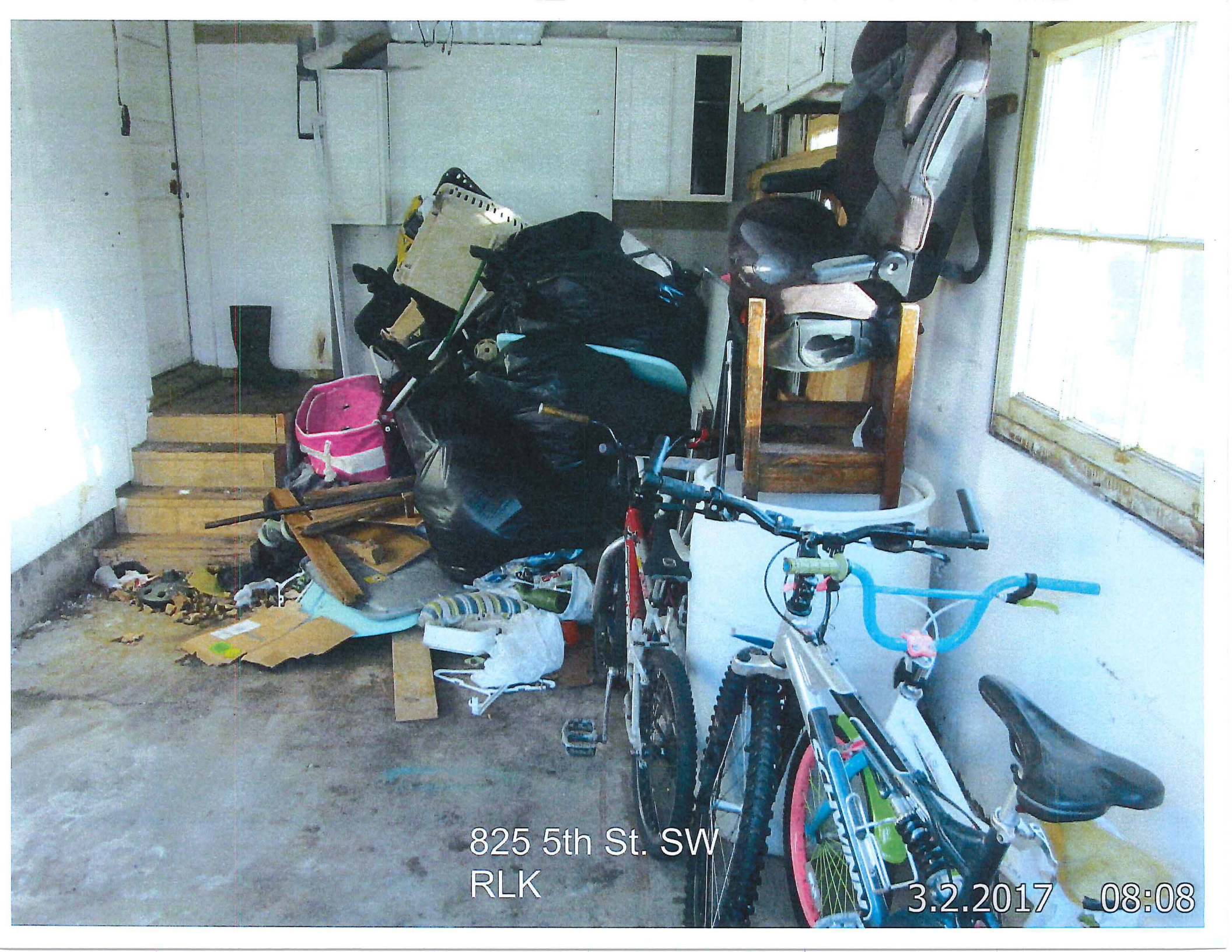
825 5th St. SW
RLK

3.2.2017 08:07



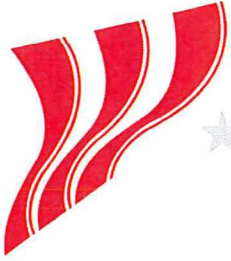
825 5th St. SW
RLK

3.2.2017 08:07



825 5th St. SW
RLK

3.2.2017 08:08



CITY OF WILLMAR

**Planning and Development Services
City Office Building
333 SW 6th Street
Willmar, MN 56201
320-235-8311**

COUNCIL ACTION REQUEST

DATE: March 6, 2017

SUBJECT: Industrial Park Land Sale to GM Development LLC

RECOMMENDATION: To introduce the land sale ordinance for a public hearing on March 20, 2017.

BACKGROUND: City staff has negotiated the sale of Lot 1, Block One, Willmar Industrial Park Fourth Addition to GM Development LLC. They plan to construct an LTL Terminal and Maintenance Facility on the site beginning spring of 2017. To keep the project on schedule it is necessary to proceed with the formal ordinance to sell the land.

FINANCIAL CONSIDERATION: The price of the land is \$405,900. The company has requested a write-down of \$160,000 based on the value of the development and the number of jobs to be created within the next several years. It is anticipated then that the City will receive \$5,000 earnest money and \$240,900 at closing.

LEGAL: City staff has been working with the City Attorney on the purchase agreement and other documents to complete the transaction.

DEPARTMENT/RESPONSIBLE PARTY: Bruce D. Peterson, AICP – Director of Planning and Development Services

REVIEWED BY:

WORK SESSION DATE: February 21, 2017

COUNCIL MEETING DATE: March 6, 2017

ORDINANCE NO. _____

AN ORDINANCE AUTHORIZING THE SALE OF REAL PROPERTY TO GM DEVELOPMENT LLC

The City of Willmar hereby ordains as follows:

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

Lot 1, Block One, Willmar Industrial Park Fourth Addition

To GM Development LLC by quitclaim deed pursuant to the terms and conditions of sale set forth in a certain Industrial Real Property Purchase Agreement, between the City and GM Development LLC.

Section 2. EFFECTIVE DATE: This Ordinance shall be effective from and after its adoption and second publication.

This Ordinance introduced by Councilmember: _____

This Ordinance introduced on: _____

This Ordinance published on: _____

This Ordinance given a hearing on: _____

This Ordinance adopted on: _____

This Ordinance published on: _____

**HUMAN RIGHTS COMMISSION
MINUTES**

Approved 2-21-17

The Human Rights Commission met on Tuesday, January 17, 2017 at 5:00 p.m. in the Multi-Purpose Room at the Kandiyohi County Historical Society.

Members present were: Kristal Dahlager, Richard Engan, Barbara Little, Marlin Breems,, Lynn Travaglio, Shelly Huseby, Jill Benson, Fernando Alvarado, Shawn Mueske and Janell Sommers, Recording Secretary. .

Item No. 1 Call to Order

The meeting was called to order by Chair Kristal Dahlager at 5:00 p.m.

Item No. 2 Public Comment

There were no public comments.

Item No. 3 Approve Minutes of Meeting

Commission Member Breems moved to approve the Human Rights Commission minutes of November 15, 2016. Commission Member Huseby seconded the motion, which carried.

Item No 4 Recap of Human Rights Commission Presentations:

Chair Dahlager briefly recapped the discussions and presentations that have taken place to date at the Human Rights Commission meetings for new Commission Member Fernando Alvarado. It was reported that no changes appeared to have occurred at the Kandiyohi County Family Services regarding providing more access to a Somali interpreter. Chair Dahlager stated at this meeting the Commission would regroup from these discussions and determine the future direction of the Commission.

Item No. 5 Discussion of Educational Ideas and Topics:

Commission Member Barbara Little announced she attended an event where the State Commissioner for Human Rights, Kevin Lindsey, was in attendance and spoke and informed the public of what their rights are on several topics including the immigration law and obtaining a drivers' license. In speaking to Mr. Lindsey, Commission Member Little asked him if he would attend a meeting of Willmar's Human Rights Commission and he said he would be happy to do so. Commissioner Little was directed by the Commission to contact Mr. Lindsey by letter informing him of the Commission's meeting dates and time and inviting him to attend a future meeting.

The Commission discussed the ramifications of Willmar becoming a Sanctuary City and involvement with the Isaiah Project. It was noted a representative from the local Isaiah group will be in contact with the Human Rights Commission to attend a future meeting.

The Commission briefly touched on the training of the Willmar Police Department and the two additional members appointed to the Human Rights Commission who will be invited to attend the next meeting.

An Idea brought forth for discussion that is probably not very well known included sex trafficking noting last fishing opener there were 62 active websites specifically for Kandiyohi County. Also educational topics of the difference between a refugee and an immigrant in addition to homelessness and use of resources like Heartland and Family Promise. The Commission discussed the use of the Willmar Regional Access Channel (WRAC 8) to air these educational ideas and the use of interactive activities to get the public more involved.

Discussion was held on how to put the ideas and information out there to the public such as a booth at Willmar Fests. It was stated that for it to be effective, people have to get to know each other to realize we are all the same. The news makes things more one-sided and we are living in more segregated housing. Discussion of interactive activities was shared pointing out places where interaction takes place on a daily basis such as the YMCA, Jennie-O Turkey, and schools. It was noted the NEXT group hosts a "Walk the Corridor" event, and the Commission discussed some type of a food event and fashion show. It was noted that the people who most need the education are those that will likely not participate.

Item No. 6 Miscellaneous

Commissioner Breems informed the Commission that he had received two complaints of blatant racism from retail businesses and questioned how to respond noting he was not present at the time to step up for support. He did offer to go back with the individual but they declined the offer. It was the consensus of the Commission to develop a list of questions to address to Commissioner Lindsey to include situations such as this and make the Chamber of Commerce aware of the incident.

The Commission set the next meeting date for February 21, 2017.

A motion was made by Commission Member Breems and seconded by Commission Member Engan to adjourn. The motion carried and the meeting was adjourned at 6:00 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Janell Sommers".

Janell Sommers
Recording Secretary

Willmar Community Center Board

February 10, 2017

(Not yet approved by WCC board)

Call to order: The meeting was called to order by Darlene Schroeder, chair.

Introductions: Board members introduced themselves to Julie Asmus, the new council liaison.

Present: Board members: Doug Sweeter, Donna Evenson, Mike Jahnke, Larry Nelson, Ben Larson, Heidi Burton, Jan Olney, Diane Shuck and Darlene Schroeder. City Council liaison: Julie Asmus.

Absent: Board member: Terry Smith. Staff: Steve Brisendine, Tammy Rudningen, Ryan Harper and Pam Vruwink.

Agenda: Darlene Schroeder noted that the Executive Committee met the previous week with Steve Brisendine. The proposed agenda was designed to have the board work on initiatives that will move the Willmar Community Center board. The Executive Committee will meet with Steve Brisendine between board meetings and will address on-going operational issues. **The agenda was approved by consensus.**

Minutes: Motion made, seconded and passed to approve the January Minutes with the change: "Submitted by Darlene Schroeder, acting secretary".

Guiding Principles and Mission Statement:

The guiding principles and values adopted the June 2016 meeting were reviewed. These principles provide the template for decision-making. No changes were recommended. Board members suggested the mission statement should focus on the first principle, "Community Building" with emphasis on "Engaging: Facilitating interaction among people," "Meeting the needs of today" and inclusiveness. Shaping the community of tomorrow." Darlene Schroeder will draft several possible mission statements based on board input and distribute for review prior to the March 2017 meeting. Board members agreed that the Center should be known as a place where people come together to get things done

Children's Play Area:

A survey of WCC users was completed and Steve Brisendine noted that there were no objections to converting the card/craft area off of the Selvig Room for this purpose. Board members toured the room and reconvened in the Sunshine Room for additional discussion. Key discussion points included:

- Focusing on children 0 – 7
- Furnishings should be comfortable for children.
- Children need to be accompanied by adults at WCC.
- The Willmar Public Library, YMCA and Early Childhood all have play components.
- A list of appropriate toys will be developed. These can be purchased using WCC funds. Donation of specific "items needed" can also be sent to community civic organizations, etc.

Heidi Burton agreed to coordinate the collection and dissemination of information. She will contact the library, YMCA and Early Childhood to get ideas on furnishings, toys, books and also policies and practices.

Expansion of Stage:

- WCC Existing users were asked for input on increasing the depth of the stage. Musicians noted that it should be 10' deep. Some people attending the Friday Senior Club dances voiced objection to reducing the size of the dance floor. It was noted that there are always three (3) tables on the dance floor and that by removing these tables, there would be no reduction in the dance space available.
- Doug Sweeter shared that they used removable stage sections at his church. He agreed to get more information and to share it with staff and other board members.
- Steve Brisendine is consulting with applicable city staff regarding any code issues.
- Board members also suggested that there be no center railing, but that there should be an appropriate railing with steps at one end of the stage for mobility assistance.

Community Conversations: Ben Larson has agreed to chair a committee that will develop programs that increase understanding among the people in the community. It is hoped that some of these topics can be scheduled and included in the spring/summer WCER and WCC brochures. Ben indicated that he already has agreement from an

immigrant from Burma to speak on his experiences. Board members should send committee, speaker and program ideas to Ben via email.

Weekend Entertainment:

- Darlene Schroeder reported that the spring/summer entertainment will build on the successes over the past months. As many activities as possible will be scheduled for May through August by the end of February so they can be included in the WCER brochure. Board members suggested that school speech coaches should also be contacted to provide the opportunity for youth to present speech as well as music.
- Posters for the Traditional Somali Music and Dance scheduled for February 12 were distributed. Free will donations will benefit IFTIIN Somali Youth Organization which is opening up a homework center in downtown Willmar.

Transit Subsidies and Passes: Doug Sweeter from Coordinated Community Transit (CCT) indicated that there are over \$1,200 in funds remaining from a former program in which the Willmar Senior Citizen Club donated funds to subsidize bus passes for seniors going to and from WCC. Doug Sweeter will work with the Willmar Senior Citizens Club to update the passes and work out the details for implementing this program.

Storage: Users were asked to complete an inventory of all property that they have stored in the building and submit to WCER by January 30.

- Donna Evenson indicated that she would ask two long-time members of the Willmar Senior Citizen Club to go through items they had stored to see what could be disposed of, etc.
- It was noted that the Noon Lions has a rolling cart in which they store their items. Board members discussed the option of having other regular user groups secure similar rolling storage at their own expense.
- The option of building storage along the east wall of the Sunshine Room was discussed.

Finance Report and 2017 Budget:

- Steve Brisendine noted at the Executive Committee meeting that there is \$30,000 in the 2017 budget that can be used for staff, programming, etc.
- It was noted that there may be another optional sales tax in the next two year that might include a new community center. It was pointed out that if a new center were to be built, it would be about 4 years from now. The board agreed that it does not make sense to invest in major changes that are not transferrable – but – that available money should be used to make WCC functional in the meantime.

Round Table Updates:

- **Destination playground:** Julie Asmus reported on the destination playground at Robbins Island. Community volunteers are being recruited to assemble the playground and loan tools. Childcare will be provided for volunteers. Board members agreed that it would be good marketing and consistent with our mission to have childcare provided at the Center during construction of the playground.
- **Painting of Snowblades:** Janet Olney indicated that the city is interested in having the snowblades painted. The parking lot on the east side of the Center is a possible site for this project as it is not often used and painters would have access to restrooms. Board members agreed by consensus that using WCC for this purpose would be consistent with our missions.
- **Intercultural Tea Party:** A community group is planning an intercultural tea party for older women of diverse cultures at WCC on April 27. Jan Olney is participating in the planning group.
- **“Celebrating Community” Mural:** \$1740 in donations have been received to date.

The meeting adjourned at 10 am.

Next meeting: March 10, 8:30 a.m.

Submitted by,

Diane Shuck, Secretary



WILLMAR

Lakes Area

CONVENTION & VISITORS BUREAU

Willmar Lakes Area CVB Board Meeting
EBO Room of the CVB / Chamber
Tuesday, February 21, 2017 @ 12:00 Noon

The Willmar Lakes Area Convention & Visitors Bureau's mission is to promote and market the Willmar Lakes Area as a Travel Destination.

AGENDA

- I. Call to order: Sue Steinert, Chair
 - A. Additions or corrections to the agenda
- II. Approve Minutes from January 17, 2017
- III. Financial Report - Judy Thompson
- IV. Approval of the Amendments to the CVB Operating Guidelines - Steinert
- V. Destination Playground Build – Fischer
- VI. Reports / Updates:
 - A. Sports – Baumgarn / Fischer
 - B. Bike Committee – Feist / Butterfield / Fischer
 - C. Leisure Committee – no new business to report
 - D. Special Events Committee – Baker
 - E. Meetings & Conventions Committee - Feist
 - F. Visitor Guide Committee – Steinert
- VII. Affiliated Partnership Updates/Reports
 - A. Vision 2040 Update – All
 - B. Spicer Commercial Club - Olson
- VIII. Executive Director Report-Fischer
- IX. Other Business:
 - A. Word Around the Community-All
 - B. Other
 - C. Next Meeting: March 21, 2017
- X. Adjournment

**Willmar Lakes Area CVB Board Meeting
EBO Room of the CVB/Chamber
Tuesday, January 17, 2017 @ 12:00 Noon**

Members Present: Denny Baker, Steve Ahmann, Sue Steinert , Doug Kuehnast, Ken Warner, Audrey Nelsen, Janet Demuth, Judy Thompson, Jim Butterfield, David Feist and Dave Henle

Members Excused: Rob Baumgarn and Michelle Olson

Members Absent: Julie Kann and Art Benson

Staff Present: Beth Fischer and Tanya Rosenau

- I. **Call to Order:** Steinert called the meeting to order at 12:11pm.
 - a. **Additions or corrections to the agenda:** There were no additions or corrections.
 - b. **Welcome to Steve Ahmann:** Steinert welcomed Commissioner Ahmann to the CVB Board.
 - c. **Self-Introductions:** Self-Introductions were done.

- II. **Approve Minutes from the December 20, 2016 Meeting:** It was MSC (m/Demuth; s/Henle) to approve the minutes from the December 20, 2016 meeting.

- III. **Financial Report:** Thompson presented the financial report and reviewed the lodging tax revenues report. It was MSC (m/Kuehnast, s/Demuth) to approve the financial report as it was presented.

- IV. **CVB Task Force Report:** Demuth shared the reason for the Task Force and who was involved. Demuth reviewed the report stating the four requests presented by Imdieke and Roberts. Then she went over the recommendations of the task force. The task force is recommending a change in the Operating Guidelines under the Board of Directors to include "An appointed member by the City of New London." Baker and Nelsen shared their viewpoints on the discussions of the task force. Butterfield also thought it would be good to have a New London representative on the board and to look at the possibility of rebranding. Henle shared that he thought the CVB functioned very well as a whole and that the marketing money is being spent well to benefit the county as a whole. He suggested sharing any groups that are coming into the county with all the towns of Kandiyohi County. It was MSC (m/Baker, s/Henle) to accept the recommendations of the task force. It was MSC (m/Nelsen, s/Demuth) to move forward with adding an appointed New London representative on the board. Fischer shared that she will update the Operating Guidelines to reflect the recommendations of the board. An official vote will take place at the February 21, 2017 CVB Board meeting. This is in accordance with the guidelines for any changes.

- V. **CVB Business Plan Annual Review:** Steinert gave a brief summary of the business plan, the mission, objectives, target markets and the committees. There was a consensus to keep the business plan as it was. Nelsen asked how we would add marketing for the two new hotels and the northern part of the county. Fischer shared how we are already doing that and that we don't separate out the different towns in Marketing.

- VI. **Affiliated Partnership Updates/Reports:**
 - a. **Vision 2040 Update:** Fischer shared that Movie on Ice is February 11th at 6pm at the Willmar Civic Center and the movie is Finding Dory. Nelsen shared that Million Cups continues to meet on Wednesdays from 8:30-9:30am at The Barn Theatre.

- b. **Spicer Commercial Club:** Fischer shared that the kickoff and opening ceremony is this Saturday, January 21st for WinterFest.

VII. Executive Director Report: Fischer distributed the report and went over some of the larger events that are coming up. Such as the Girls Hockey Tournament, Spicer WinterFest, Lions Convention, Squirt Hockey Tournament, MN Ducks Unlimited Convention, I-600 Snowmobile Race, boys & girls basketball tournament and many more events. She has submitted ads to Twin Cities Business March Resource Guide and contracted ad space in the August Venue Guide. She has assisted conventions such as the USDA Conference, Lions Convention, Diamond Edge Figure Skating competition, Willmar Hockey Association, VFW Baseball Tournament and more. She shared that she would like us to forgo the May meeting and would like everyone to volunteer to help build the destination playground. She also distributed a poster on the upcoming Human Trafficking workshops. A complete copy of the Executive Director's Report is available upon request from the CVB office.

VIII. Other Business:

a. **Word Around the Community:**

- i. **Thompson:** Hobby Lobby is opening this weekend.
- ii. **Baker:** The new boat landing is in motion from the DNR and it will hopefully be done in the spring. The parking located there will also be increased.
- iii. **Nelsen:** City Council meeting tonight. At 6pm they will be reviewing candidates for the City Administrator position.
- iv. **Henle:** The City of Spicer will have a marina in the new boat landing area.
- v. **Feist:** The Big Band Experience with Shaun Johnson last Friday was a really good show.
- vi. **Butterfield:** At the County Board Meeting they approved a decontamination unit with four Seasons for AIS and it will be open 8am-5pm seven days a week. Boats can be decontaminated anytime; they would just need to call them ahead of time.
- vii. **Ahmann:** Broadband is expanding, they are exploring a new delivery service for the Health & Human Service Department and they are trying to get funding to reconfigure the system into a more automated system.
- viii. **Kuehnast:** The Neil Diamond Tribute band performing at Rockin' Robbins on August 1st is really good and he encouraged everyone to attend.

b. **Other:**

- c. **Next Meeting Date:** February 21, 2017

IX. Adjournment: Steinert adjourned the meeting at 1:03pm.

Respectfully Submitted by,

Tanya Rosenau, Administrative Assistant

Willmar Lakes Area Convention & Visitors Bureau

Willmar Lakes Area Convention & Visitors Bureau

OPERATING GUIDELINES

1. **PURPOSE.** The Willmar Lakes Area CVB (WLACVB) is a division of the Willmar Lakes Area Chamber of Commerce (WLACC) organized to advance the economic impact of the Willmar Lakes area by attracting visitor's, conventions, meetings, events and trade shows.

2. **MEMBERSHIP.** All Directors of the WLACVB must be members in good standing (or their employers) and a member of the WLACC.

3. **BOARD OF DIRECTORS**

1. **General Powers.** The affairs of the WLACVB and the control and management of its property and business shall be managed by the WLACVB Board of Directors consistent with the By-Laws of the Chamber of Commerce. The WLACC Board of Directors and the Willmar City Council must approve budget and the annual audit.

2. **Number, Tenure and Qualifications.** The Board of Director shall consist of:

- 1). Up to three (3) directors from the lodging industry.
- 2). Up to four (4) at-large directors representing the community.
- 3). WLACC Representative (President of the WLACC)
- 4). WLACC Board Liaison.
- 5). City Council Representative (Appointed by the City Council)
- 6). Willmar City Clerk
- 7). Kandiyohi County Economic Development Partnership Inc. (Executive Director)
- 8). An appointed member by the City of Spicer
- 9). Up to two (2) representatives from Torgerson Properties
- 10). Willmar Civic Center Manager
- 11). An appointed member by the Kandiyohi County Board to represent the Kandiyohi County Campgrounds.

12.) An appointed member by the City of New London

The WLACVB Executive Director shall serve as a non-voting member of the WLACVB Board. The Mayor with the approval of the City Council shall appoint the Board of Directors. The Executive Director, on behalf of the WLACVB Board of Directors shall submit names to the Mayor as candidates for appointment. The Board of Directors shall serve without compensation.

3. Term of Office

The regular term of office of the Directors shall commence on January 1 of the year in which appointed to serve, unless elected to fill an empty position, in which case the Director will commence the month immediately following appointment. Lodging industry and at-large directors shall serve 3-year terms with a maximum of 3 consecutive terms. In the case of a vacated position, if less than 50% of the term has expired, the new appointee shall simply fulfill the remainder of the term. If more than 50% of the term has expired, the position becomes a new three-year term, commencing the month following appointment. The terms shall have staggered start dates following the listed schedule. The Directors must adhere to the criteria established for Board attendance (listed under item 7. Vacancies).

4. Meetings. A regular meeting of the Board of Directors shall be held monthly without any other notice at 12:00 Noon on the third Tuesday of each month at the Willmar Lakes Area Chamber of Commerce Board Room.
5. Special Meetings. Special meeting of the WLACVB Board may be called by or at the request of the Chairperson or any three voting Directors. The person or persons authorized to call special meetings may fix any place within the City of Willmar.
6. Notice. Notice of any special meeting of the WLACVB shall be given at least three (3) days previously thereto.
7. Vacancies. A member of the Board who shall be absent from three consecutive monthly meetings of the Board within a twelve-month period shall be automatically dropped from membership of the Board, unless such absence shall be approved by a majority vote of those voting at a regular meeting. The Chair shall contact the member following two consecutive absences to determine intent of the member.
8. Specific Responsibility. The members of the WLACVB Board shall employ staff and shall arrange the terms of employment, subject to the approval of the WLACC Board of Directors and the Willmar City Council.
9. Quorum. A majority of appointed directors (7) of the WLACVB Board shall constitute a quorum for the transaction of business at any meeting of the WLACVB Board.
10. Manner of Acting. The act of a majority of the WLACVB Board present at a meeting shall be the act of the WLACVB Board unless the act of a greater number is required by law or by these policies.

II. POSITION AND RESPONSIBILITIES OF WLACVB MEMBERS.

1. Duties of Officers. The Chairperson shall be the legislative head of the WLACVB and shall preside at all meetings of the WLACVB Board.
2. The Vice Chairperson shall perform the duties of the Chairperson in his/her absence.
3. The Executive Director, or designee, shall perform such responsibilities as may be assigned by the WLACVB Board. She/he shall serve as secretary to the WLACVB Board and prepare notices and keep minutes. She/he shall also serve as secretary to the Administrative Committees and shall be responsible for employment, direction, and supervision of all salaried personnel for the WLACVB. All employees at the administrative level, and others as designated, shall report directly to the Chairperson and/or WLACVB Board of Directors. With the assistance of the Executive and Marketing Committees, the Executive Director shall be responsible for the preparation of an operating budget and marketing plan covering all activities of the WLACVB, subject to the approval of the WLACVB Board. She/he shall be responsible for all operating expenditures in accordance with the approved budget allocation.
4. Term and Starting Date. The term of office for all appointed directors of the WLACVB shall be for the first regular meeting in January or the month immediately following their qualification and appointment, until their successor shall be duly qualified and appointed.

III. EXECUTIVE COMMITTEE

1. Composition. The five (5) members of the Executive Committee shall, by virtue of her/his responsibility, include:
 1. The Chair of the Board
 2. The Vice-Chair of the Board
 3. The Past Chair of the Board
 4. The City Clerk
 5. The Executive Director (as an advisor)The Chairperson shall preside.
2. General Responsibility. The Executive Committee shall possess and exercise only emergency powers of the WLACVB Board of Directors between meetings of the WLACVB Board. It shall report its action or discussion at the next meeting of the WLACVB Board for its approval or rejection of the action taken.
3. Meetings. Notice of any meeting of the Executive Committee shall be given at least twenty-four (24) hours previous thereto. Any member of the Executive Committee may waive notice of any meeting and the attendance at any meeting shall

constitute a waiver of notice of any such meeting, except where a member of the Executive Committee attends the meeting for the express purpose of objecting to the meeting as unlawful. A majority of the Executive Committee shall constitute a quorum.

IV. COMMITTEES.

The WLACVB shall appoint standing committees, as the WLACVB deems necessary to implement the mission and goals established by the WLACVB Board of Directors. Task Forces shall be formed as needed.

V. POLICY.

The Board is responsible for establishing procedure and formulating policy of the organization consistent with and subordinate to the By-Laws of the Chamber of Commerce. It is also responsible for adopting all policies of the organization. These policies shall be maintained in a manual, to be reviewed and revised as necessary.

VI. ANNUAL REPORT.

The WLACVB shall distribute an Annual Report to the City of Willmar during the second quarter of the year, and to the Willmar Lakes Area Chamber of Commerce, and EDC as requested annually.

VII. AMENDMENTS.

These policies and procedures may be amended or altered by a two-thirds vote of the Board of Directors, provided the notice for such meetings includes the proposals of the amendment and was submitted to the WLACVB Board at least thirty (30) days in advance of the meeting at which they are to be acted upon.

VII. PARLIAMENTARY PROCEDURE.

The most recent edition of Robert's Rules of Order shall govern the proceedings of the WLACVB.

IX. HOLD HARMLESS.

Any and all employees of the WLACC or WLACVB, or any other persons, while engaged in the performance of any service required by the Chamber of Commerce under this agreement, shall not be considered employees of the City, and any all claims that may or might arise under the Workers Compensation Act of the State of Minnesota on behalf of said employees or other persons while so engaged, and any and all claims made by the third party as a consequence of any act or omission on the part of the WLACC, or its agents or employees or other persons while so engaged in any of the services provided to be rendered herein, shall in no way agree to or the responsibility of the City. And in connection therewith, the WLACC, hereby agrees to indemnify, save and hold harmless, defend the City and all its agents and employees thereof, from any and all claims, demands, actions, or causes of action of whatever nature or character arising out of or by

reason of the execution or the performances of the services provided in accordance with this agreement, excepting there from City duties relating to the collection of taxes.

X. BUDGET.

The WLACVB shall submit its annual operating budget to the WLACC Board of Directors for approval. The WLACVB for shall then present such budget to the City of Willmar approval. Such budget shall detail with specificity the uses to which monies received shall be spent to provide the services rendered. The city shall administer the budget.

XI. EXPENDITURES.

The WLACVB shall not expend for services rendered under this agreement a sum in excess of 95% of the revenue collected by the City under Ordinance #967.

Lodging Tax History

	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016
January	\$ 7,257.21	\$ 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
February	\$ 8,301.68	\$ 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
March	\$ 9,310.62	\$ 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
April	\$ 7,911.69	\$ 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
May	\$ 9,234.55	\$ 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
June	\$ 12,152.89	\$ 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
July	\$ 13,656.84	\$ 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
August	\$ 12,932.30	\$ 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
September	\$ 8,815.63	\$ 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
October	\$ 10,148.01	\$ 10,165.02	\$ 10,461.69	\$ 10,748.60	\$ 12,588.44	\$ 12,889.49	\$ 11,976.87	\$ 12,486.39	\$ 10,180.03	\$ 12,657.71	\$ 13,417.43	\$ 13,824.00	\$ 15,507.78	\$ 16,011.42	\$ 17,588.17	\$ 19,325.13
			\$ 12,994.55	\$ 12,147.50				\$14,931.70*	\$15,814.85*	\$14,889.20*						
November	\$ 7,893.51	\$ 6,602.76	\$ 8,430.63	\$ 8,898.66	\$ 10,188.40	\$ 10,176.16	\$ 9,264.87	\$ 9,444.09	\$ 8,785.56	\$ 9,312.75	\$ 11,366.74	\$ 11,414.80	\$ 12,603.31	\$ 12,749.26	\$ 13,727.63	\$15,342.87
		\$ 10,746.10			\$ 12,061.86	12,886.81*	13,780.05*				\$ 14,625.30	\$ 14,728.80	\$ 14,885.55	\$14,858.75	\$14,785.45	\$15,497.95
December	\$ 8,725.40	\$ 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
Total Lodging tax	\$ 116,340.33	\$ 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

CVB Executive Director's Report – February 2017

- Feb 23-26: Omaha Boat, Sports and Travel Show
- February 25: Willmar Basketball Boosters Tournament – Girls
- February 26: Willmar Basketball Boosters Tournament – Boys
- March 9-12: Sioux Empire Sportsmen's Show
- March 10-11: MN Metal Craftsmen Conference
- March 10-12: Novice Bonspiel
- March 16-18: Midstates Housemovers Association Conference
- March 17-18: Renewal Conference
- March 23-26: Northwest Sportshow
- April 12-14: MN Rehabilitation Association Conference
- April 21-22: BPW Conference
- April 22-23: Eagles District Convention
- April 28-29: AAUW Convention

Advertising:

- Submitted ad to AAA Living. We will be on the MN Bike page of their May/June issue.
- Submitted an ad to Rider magazine for their May issue.
- Submitted an ad to Pioneer Press for the March Go Guide.
- Submitted an ad to Midwest Living for their Best of the Midwest issue.
- Submitted an ad for the MN Biking Guide.
- Contracted ad space in MN Trails. We will be in the summer and winter issue.
- Contracted SEM with Madden Media for March, April & May.
- Participated in a MN Heartland Association Marketing conference call to finalize our 2017 marketing plans as an association. The marketing will focus on three niche markets (fishing, biking and golfing) in the Central Region. It includes development of stories on the markets, native advertising promoting those stores and an email marketing campaign with Take5 Media.
- Continue to market the area via social media and online

Proposals/Conference Assistance:

- Submitted bid to host the 2018 Healthcare Educators Conference.
- Submitted bid to host the 2019 NARFE Convention.
- We were awarded the 2018 Kiwanis Convention. It will be held August 10-12, 2018.
- Assisted the Lions Convention organizers with several details for their January Convention in Willmar. We provided name badges, welcome bags, photo station and assistance with decorations and their registration. Overall the convention was a success and they were pleased with the services provided by the CVB.
- Met via conference call with the organizer and also with the registration person to finalize details for the Ducks Unlimited Convention. The CVB provided welcome bags, the photo station and registration assistance. The convention was a success and they will be back in 2018.
- Met with Women in Agriculture organizer to finalize the details for their February conference. The CVB provided welcome bags for their attendees.
- Met with Solorlag Stevne regarding the possibility of us hosting their 2019 Stevne.
- Met with AAUW Convention Organizer to discuss details for their April Convention. The CVB will be providing welcome bags, meal tickets, name badges, photo station, registration assistance and we have secured a Girl Scout troop to do the opening flag ceremony.
- Met with the MN Rehabilitation Association organizers to finalize details for their April conference. The CVB will be providing name badges, welcome bags and registration assistance.

- Working with the Midstates Housemovers Conference organizer to finalize details for their March conference. The CVB will be providing welcome bags, name badges, photo station and registration assistance.
- Working with the MN Elks Convention organizer on materials for the registration packet. Their convention is in October 2017.
- Assisted the organizer for the MN Metal Craftsmen Conference with tours for their attendees. We will also be providing welcome bags.
- Assisted the Little Crow Archers with room blocks for two tournaments they will be holding this summer. They will be held on the first and third weekend in June.
- Assisted the Willmar Youth Baseball Tournament with hotel accommodations. Occupancy for the weekend is nearing capacity, so we are providing periodic hotel updates so they can share with teams registered.
- Participated in a GFO Conference Call and also hosted a site visit regarding the possibility of us hosting the event. If awarded it will be announced in May.

Misc:

- Attended the Explore MN Tourism Conference in St. Paul.
- Attended the MN Heartland Tourism Association Meeting.
- Attended the All Region Meeting with Explore Minnesota Leadership. This meeting was for the officers of the state tourism associations. I serve as the Vice President for the MN Heartland Tourism Association, which is the Central and Northwest region of the state.
- Participated in a Bike Share meeting to discuss the possibility of bringing a new program to our area.
- Participated in Prairie Woods Environmental Learning Center's Sleigh & Ski Festival. Brought the iSnap photo station to the event and distributed Mayor's Bike Ride posters.
- Held two Human Trafficking Workshops for Kandiyohi County lodging establishments. Hotels, resorts, bed & breakfasts and campgrounds were invited to attend.
- Participated in a MPI Webinar. Received CIC clock hours towards CMP.
- Updated Snowmobile Maps and reprinted.
- We exhibited at the St. Cloud Sportmen's Show and will be leaving for Omaha this week. Other shows we will be exhibiting at this spring include the Sioux Empire and the Northwest sport shows.
- Attended the Spicer Commercial Club WinterFest meeting to recap this year's events. We are looking for new ideas for next year's festival and will begin planning in the near future.
- Helped at the Movies on Ice. It was held on February 11 at the Willmar Civic Center. It was a great free event for area families.
- Attended several meetings including, but not limited to, Willmar Bikes, Let's Go Fishing, Willmar Fests, Glacial Ridge Trail Association and Bike/Walk loop.

**BOARD OF ZONING APPEALS
CITY OF WILLMAR, MN
MONDAY, FEBRUARY 27, 2017**

MINUTES

1. The Willmar Board of Zoning Appeals met on Monday, February 27, 2017 at 5:00 p.m. at the City Office Building.

** Members Present: Andrew Engan, Jay Lawton, Tom Butterfield, and Dan Anderson.

** Members Absent: Jim Rudnick.

** Others Present: Dennis Bredeson, Jeff Stoddard, and Megan M. DeSchepper- Planner.

2. BREDESON ADDITION REAR SETBACK VARIANCE- FILE NO. 17-02: The public hearing opened at 5:07 p.m. Dennis Bredeson presented his request for a 26' rear setback variance to add a sunroom porch onto his home on property legally described as follows: Lot 14, Block 1, Yorktown Estates (2008 20th St. SW). Mr. Bredeson explained that the addition would be a four season porch onto the existing garden home (slab on grade). The Ordinance requires a rear setback of 30'.

No one appeared to speak for or against the request and the public hearing closed at 5:11 p.m.

Staff comments were reviewed and discussed (see Attachment A).

The Board talked about other homes in the area that appear to have similar bump out rear porches and a home on the block that is setback further. They also talked about a very similar request last year that was approved at a lesser setback.

Mr. Anderson made a motion, seconded by Mr. Lawton, to approve the variance as requested.

The motion carried.

The reasoning the Board gave for approving the variance was that it was in harmony with the purpose and intent of the ordinance. It is consistent with the Comprehensive Plan in an area that is residential and fully developed. The request was reasonable as there are limited areas for additions on the slab on grade home. The variance will not alter the essential character of the locality but improve it. There was already a patio in the location and an indent in the home as if it was built with the intent for a porch.

3. With nothing further to come before the Board the meeting adjourned at 5:15 p.m.

Respectfully submitted,



Megan M. DeSchepper, AICP
Planner/Airport Manager

BOARD OF ZONING APPEALS- FEBRUARY 27, 2017

STAFF COMMENTS

1. BREDESON ADDITION REAR SETBACK VARIANCE- FILE NO. 17-02:

- The applicant is Dennis Bredeson, Pennock, MN.
- The applicant requests to allow a sunroom porch addition onto a home with a 26' rear setback on property legally described as: Lot 14, Block 1, Yorktown Estates (2008 20th St. SW).
- The property is zoned R-3 (Low Density Multi-Family Residential).
- Zoning Ordinance requires a 30' rear yard setback.
- The applicant wishes to add 12' by 17' addition.

RECOMMENDATION: Review variance standards in Section 9.D.3.a.1-4 to see if there are practicable difficulties, reasonableness, uniqueness, and essential character.

**Community Education & Recreation
Joint Powers Board
February 24, 2017**

Members Present: Sally Calvin, Matt Dawson, Maria Garcia, Allen Huselid, Ross Magnuson, Linda Mathiasen, Audrey Nelsen, Darin Strand

Staff Present: Steve Brisendine, Ryan Harper, Scott Ledebøer, Tom Moore, Becky Sorenson, Pam Vruwink, Jodi Wambeke

Chairman Darin Strand called the meeting to order. He informed everyone that we were returning to the sub-committee bi-monthly meeting format, starting with this month's meeting. The two groups: Parks/Facilities and Programs will split off into separate meetings and re-join at the end to inform the other of their discussions.

The Park/Facilities Committee members are Allen Huselid, Audrey Nelsen, Dave Baumgart, Rachel Skretvedt, Matt Dawson, Ross Magnuson. Maria Garcia was undecided so she sat in on the Park Committee. Staff presence on the Park Committee is Steve Brisendine, Scott Ledebøer, Ryan Harper with Becky Sorenson taking minutes.

The Program Committee members are Bill Borth, Darin Strand, Pablo Obregon. Sally Calvin was undecided so she sat in on the Program Committee. Carol Laumer, who was not present, was placed on this committee. Staff presence on the Program Committee is Tammy Rudningen, Pam Vruwink, Jodi Wambeke and Tom Moore.

Park Committee: Steve opened with the CIP projects that are in the 2016 & 2017 CIP thus funding is available to complete these projects.

Swansson Complex: Steve stated the City Council approved the North Swansson field project of new concession building/restroom placed next to Orange baseball field. Agreements have been signed with Cities Edge Architects and SRF to provide the planning and leadership to complete this project. Future plans are to close the drive between Orange parking lot and Yellow/Red parking lot and create a new driveway from 18th Street on the north side of Red with a new parking lot to the north of the existing parking lot which will be turned into a plaza with a shelter and playground equipment. Reconfiguring the layout of Blue field is also in the plans, moving home plate to the northwest corner from the present southwest corner orientation. Maintenance work that will need to take place is to replace the light structures at all fields over the next 5 years or so.

Rice Park: Monday night at the City Council meeting, approval was given to re-bid the Rice Park project. The total budget available for this work is \$650,000. Steve stated that approximately \$300,000 is for the building, \$200,000 for the splash pad and \$100,000 for path, landscaping, etc. It has been decided to leave the horseshoe pits where they are and remove the tennis courts and the wading pool.

Community Education & Recreation
Joint Powers Board
February 24, 2017, Page 2

The new bid will be presented with a few alternatives to provide an opportunity to stay within budget. Any of these alternatives will not impact the integrity of the plan in place for these improvements.

Miller Park: City Council approved signing an agreement with SRF to create construction documents and lead the project through the bidding/construction of creating a four court tennis complex at a cost not to exceed the \$220,000 available in the budget. Cost estimates are \$145,000 to mill and overlay the existing two and adding two courts or \$190,000 to remove the two old courts and build four courts. Ross Magnuson asked if \$50,000 could be used from Miller to pay for the overbid at Rice Park if we decided to go with the lower cost at Miller. Steve stated that was a possibility but not probable that any funds will remain from this project.

Allen Huselid asked what the difference was in milling and overlaying versus building new. Scott Ledebauer stated milling and doing an overlay on existing tennis courts generally shows cracks within a short time frame where they existed before the overlay. It was stated that the cracks at Miller were not small. Matt Dawson asked if it was possible to build more tennis courts at the Middle School instead of Miller. This would require cooperation between City and School. Linda Mathiasen stated that she feels moving the Rice Park tennis courts to Miller is not a good idea. Audrey Nelsen expressed concern that there is no Phase 2 for Miller planned at this time. These are all good points to consider but staff believe it is best to move this project forward as the plan has been vetted by the community previously.

Robbins Island: Allen Huselid asked about the Legacy Grant. We applied for a \$750,000 grant with \$250,000 match component. We were approved by the GMRPTC for \$606,000 grant that still needs legislative approval this spring. There are three components to this project one would be a new beach shelter (4 season) along with new restrooms, another component is the beach house that would house rental equipment and third component is an interpretive trail along the eastern waterfront. When the money is officially turned over to us, we believe we will have July 1, 2017 until July 1, 2019 to use these resources. The \$250,000 could be included in the 2018 or 2019 budget year depending on how the funding is released.

The destination playground was discussed. A question arose as to who was paying for the equipment. Audrey Nelsen said that the donations were coming in to the City and the City would pay for the equipment from the donations but that the project is being built without city financial assistance.

Civic Center Arena: The roof bids were approved on Monday night. Steve hopes that work will take place soon and be done by mid-summer.

School Facility Update: Steve stated that gym space is 98% utilized during the school year and that the building project currently underway at the schools will alleviate much of that pressure for the 2018 school year. There will be two more gyms at the Senior High with another at the new elementary school. These gyms will free up space at Kennedy, as gymnastics will move to the Senior High. If Middle

Community Education & Recreation
Joint Powers Board
February 24, 2017, Page 3

School sports are moved to the City Auditorium, which will free up space at Roosevelt to be used for elementary programming.

Linda Mathiasen stated that the Joint Powers Board should recommend sports projects to the School Board so they are kept informed as the needs of the community. A short discussion took place regarding some future projects that could benefit the community. A recommendation was given to resurrect the inter-governmental relations so the entities are more informed as to projects they are involved in so cooperation could be discussed. Linda did say that was a goal of the school board chair for the coming year.

Community Park System Discussion: Steve mentioned Councilman Christianson's suggestion to consider downsizing the City's 37 parks by up to four parks. A discussion followed related to this topic.

Welshire Park: - 7th Ave SE – Does not seem to get a lot of use but does have a few pieces of equipment that have some useful life left. One of the reasons this park might not get as much use is due to the close location of playground at nearby HRA housing complex. Regardless of what the future utilization of this park it needs to remain city property as Scott Ledeboer mentioned the need to access the ditch from this location for future maintenance issue.

Eastside Park: - Land-locked park to a degree– Pleasantview 12th St & 14th Ave SE – as a street was planned to provide access to the park, but the road was not constructed. The access point to the park is extremely bumpy without close parking options. This could play into the usage being less than optimal. There is some fairly good playground equipment at this location. Audrey brought up that we should either improve the access to this location as well as consider improvements to the Pleasantview Park a few blocks to the west.

Canigo Park: 12th Street N and Lake Avenue – this is a small park that does not get the use of nearby parks, Northside and Bria's Playground at Jaycee Park.

Wellin Park: 14th Street SW – play equipment – used by day care providers in the area due to the fencing that is at this location. Is a nice little park that does have parks nearby.

Darin Strand asked if our next step would be to do an in-depth study of our parks. It was felt that we have better options to consider rather than removing parks. Audrey Nelsen said that we should be looking at all the parks, not just these four. Matt Dawson said we should review the parks before making a decision to down-size. The board agreed that a future task of the park committee is to analyze the usage of all of our parks and determine steps based upon that data collection.

Audrey Nelsen mentioned "Adopt a Park" which had been used in the past to cut down on maintenance expenses on the part of the City. She feels we need to assess the parks to determine their need and usage.

The question was asked if it makes sense to tell the City Council that we don't want to close these parks and that we would like to have a discussion on studying the usage before making a decision on re-purposing any parks.

**Community Education & Recreation
Joint Powers Board
February 24, 2017, Page 4**

After discussion, not closing the parks was the general consensus of the Board and that the council should be informed that a future task is to analyze the utilization of our whole park system.

Steve mentioned the Rotary is in the early planning stages of Rockin Robbins. The proceeds from the events will potentially go towards landscaping the entrance to the Island and improving the signage in the park.

Following are the minutes from the Program Committee as shared by Darin Strand.

1) Discussed the Survey Results

-From this discussion, we thought it would be a good idea for the JP board to charge staff with researching and coming up with a plan to improve the registration process.

-Ideas to consider regarding the development of a plan would be to engage current college students in the marketing or Computer Science Studies to use as a possible internship.

-Discussing this with the KCEO Class / Instructor about a potential class project for the students

-Utilize Pam and Jena's existing research on the topic and pair it with new research to be completed on other communities' processes / platform

-Determine appropriate timeline for research as well as timeline for potential implementation

-Understand financial feasibility for CIP 2018 or 2019

2) Tom shared spring and summer are well organized. We're introducing some additional Special Olympic programs. The yellow bike program should meet its goal of 80 bikes in service. We have hired a repair crew to assist in the building and fixing of bikes. Current challenges are getting time with winter coaches to finalize their summer programming times. (Lack of time created by the coaches being busy with the ends of their seasons) Other challenge is the HS gym being closed after school is out which will create scheduling conflicts.

3) Pam shared that aquatic scheduling is coming along. The Brochure should come out mid-April.

4) Next Meeting (April 28th) we'd like to hear about year-end results for ABE, Early Childhood and Cardinal Place.

As there was no further business, the meeting adjourned. The next meeting will be March 24

Respectfully submitted by,
Becky Sorenson

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
WI026782	2/22/2017	City Of Willmar 2707 Arena Drive NE	95-901-0200 Alteration Commercial Add/Alter	Interior Remodel	\$200.00	\$34.75
WI026813	2/22/2017	City Of Willmar 2707 Arena Drive NE	95-901-0200 Alteration Commercial Add/Alter	Construct 416 sf deck for observation/assembly	\$8,700.00	\$251.44
WI026814	2/1/2017	K & R Properties, Llc 1109 Hwy 12 E	95-914-2310 Alteration Commercial Add/Alter	Exterior window/roof changes	\$8,000.00	\$230.46
WI026816	2/13/2017	Bulthuis/Ricky J & Kristine A 2204 Richland Dr SW	95-696-0240 Lot 4, Block 3 Richland Acres Single Family Replace	Gas Furnace Replacement	\$0.00	\$26.00
WI026817	2/13/2017	Drexler/Dean R & Kathy 409 33rd St NW	95-833-1260 Lot 16, Block 7 Valley Brook Estates Single Family Replace	Gas Furnace & A/C Replacement	\$0.00	\$56.00
WI026818	2/13/2017	Melchert/Bruce/& C Nilles 900 Meadow Lane SW	95-590-0310 Block 3 Nyquist's North Orchard Addition Drainage system Residential Add/Alter	Install 88' of interior drainage system	\$5,050.00	\$170.91
WI026820	2/9/2017	Martinez/Crystal Elaine Soliz 925 6th St SW	95-090-1080 Lot 8 Booth's Addition To Willmar Fire Repair Residential Add/Alter	Repair fire damaged roof	\$16,000.00	\$363.88
WI026821	2/9/2017	Divine House Properties Llp 931 Meadow Lane SW	95-600-0190 Block 2 Orchard Hill, Nursery Add Alteration Residential Add/Alter	add tub in bsmt bath/ install new egress window	\$4,000.00	\$132.88
WI026824	2/14/2017	Twc Properties, Llp 1210 Lakeland Dr SE	95-441-1000 Lot 1, Block 1 Lakeland Business Park Alteration Commercial Add/Alter	tenant space remodel	\$19,000.00	\$462.84
WI026825	2/17/2017	Twc Properties, Llp 1210 Lakeland Dr SE	95-441-1000 Lot 1, Block 1 Lakeland Business Park Commercial/Ind New	Plumbing for new tenant remodel	\$0.00	\$91.00
WI026832	2/17/2017	State Of Minnesota 614 Business 71 N	95-911-0890 Commercial/Ind New	new plumbing for armory remodel	\$0.00	\$325.50
WI026833	2/23/2017	Pronghorn Properties Llc 2207 1st St S	95-923-8920 Reroofing Commercial Add/Alter	Commercial Reroof	\$10,100.00	\$179.80

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	
WI026835	2/21/2017	Heiling Properties, Llc 617 2nd St SW	95-006-1550 Lot 10, Block 67 First Addition To The Town Of Willmar	Siding Commercial Add/Alter	Residential Reside	\$3,500.00	\$51.75
WI026836	2/21/2017	Heiling Properties, Llc 824 5th St SW	95-090-0470 Lot 7 Booth's Addition To Willmar	Siding Residential Add/Alter	Residential Reside	\$3,500.00	\$51.75
WI026839	2/22/2017	Martinez/Crystal Elaine Soliz 925 6th St SW	95-090-1080 Lot 8 Booth's Addition To Willmar	Fire Repair Residential Add/Alter	Repairs to fire damaged structure	\$75,000.00	\$1,134.00
WI026842	2/27/2017	Gulden/Jesse 211 Grace Ave SW	95-280-2370 Block 13 Hanson's Addition To Willmar	Drainage system Residential Add/Alter	Install 35' of drainage system	\$2,100.00	\$113.18
WI026843	2/23/2017	Lemke/Paul A & Sandra L 1501 14th Ave NE	95-911-0300	Install Egress Window Residential Add/Alter	Install 2 egress windows	\$800.00	\$44.28
WI026844	2/24/2017	Ziehl/Rodney & Amy 411 9th St SE	95-530-0030 Naber's Addition	Alteration Residential Add/Alter	Rebuild front porch roof	\$750.00	\$44.26
WI026846	2/27/2017	Johnson/Penny H M 608 11th Ave SE	95-230-0280 Block 2 Gesch Addition	Reroofing Residential Add/Alter	Residential Reroof	\$8,500.00	\$34.25
WI026849	2/27/2017	Willmar Redevelopment LLC 1400 Lakeland Dr #73 NE 73	95-980-6130	Mobil Home Transport Move/Raze	Remove 1971 Western, 14 x 64 from park	\$0.00	\$75.00
WI026850	2/27/2017	Rosario/Eric Zivier Diaz 1400 Lakeland Dr #6 NE 6	95-980-5060	Install Egress Window Move/Raze	Remove 1971 Skyline MH, 14 x 64, from park	\$0.00	\$75.00
Count: 21					Totals:	\$165,200.00	\$3,948.93
Year-to-Date Summary (1/1/2017 through 2/28/2017)					YTD Totals:	\$632,967.00	\$11,806.41
Count: 41							



WILLMAR

Public Works Director

City Office Building
333 SW 6th Street
Willmar, MN 56201
Main Number 320-214-5160
Fax Number 320-235-4917

COUNCIL ACTION REQUEST

DATE: March 6, 2017

SUBJECT: Public Hearing to Consider 2017 Improvements, Order Improvements, Advertise for Bids

RECOMMENDATION: It is respectfully requested the City Council consider the following recommendations:

Authorization to order the 2017 street and trail improvements and approve preparation of plans and specifications.

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

BACKGROUND: As required by State Statute 429.031 subd. 1(b), a Public Hearing on the proposed 2017 street and path improvements has been called for the purpose of reviewing and explaining the proposed improvements, and estimated costs, and to obtain input from interested parties. Following the hearing, approval of the plans and specifications as prepared by staff requires Council action at this time for authorization to advertise for bids.

Project No. 1701-A Reconstruction

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

Project No. 1701-B Reconstruction

16th Street SW- 13th Avenue SW to Willmar Avenue SW
17th Street SW- 15th Avenue SW to Willmar Avenue SW
13th Avenue SW- 17th Street SW to 16th Street SW

Project No 1703-A Overlay

Lakeland Drive SE- Willmar Avenue to TH No. 12

Project No. 1703-B Overlay/Signal System Controller and Loop Detector Upgrades

1st Street at Litchfield Avenue- Signal System Controller and Loop Detector Upgrades
1st Street at Willmar Avenue- Loop Detector Upgrades

Project No. 1703-C Overlay

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

Project No. 1704 Federal Path

TH No. 12- Lakeland Drive SE to 23rd Street SE
Lakeland Drive SE- 300' south of Olena Avenue SE to TH No. 12

Project No. 1705 New Path

23rd Street SE

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

LEGAL: State Statute 429.031 subd. 1(b)

Department/Responsible Party: Sean E. Christensen, Public Works Director

Reviewed By: Michael McGuire, City Administrator

Council Meeting Date: March 6, 2017

RESOLUTION NO. _____

A RESOLUTION APPROVING FINAL PLANS AND SPECIFICATIONS AND AUTHORIZING PUBLICATION OF THE ADVERTISEMENT FOR BIDS FOR THE 2017 IMPROVEMENT PROJECTS.

Motion By: _____ Second By: _____

WHEREAS the City Engineer of the City of Willmar has presented to the City Council plans and specifications for Project Nos. 1701-A, 1701-B, 1703-A, 1703-B, 1703-C, 1704 and 1705 for the City of Willmar;

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

Final plans and specifications are hereby approved, and publication of the advertisement for bids is herewith authorized. Multiple bid packages will be publicly opened and read with the first opening scheduled for 1:00 p.m. on the 4th day of April, 2017, at the City Office Building, 333 Southwest Sixth Street, Willmar, Minnesota.

Dated this 6th day of March, 2017.

Mayor

Attest:

City Clerk

RESOLUTION NO. _____

A RESOLUTION ORDERING THE 2017 STREET AND OTHER IMPROVEMENTS AND DIRECTING STAFF TO PREPARE FINAL PLANS AND SPECIFICATIONS.

Motion By: _____ Second By: _____

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

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

1. It is advisable, expedient, and necessary that said improvements as described in the Notice of Hearing thereon be constructed and the same are hereby ordered made.
2. The improvements described in said Notice of Hearing are hereby designated and shall be known as 2017 Street and Other Improvements.
3. The City's Engineer is hereby directed to prepare final plans and specifications for said improvements.
4. The City Council shall let the contract for all or part of the work for said improvements or order all or part of the work done by day labor or otherwise as authorized by Minnesota Statutes, Section 429.041, Subdivision 2, within one year of the date of this resolution ordering said improvements.

Dated this 6th day of March, 2017.

Mayor

Attest:

City Clerk



COUNCIL ACTION REQUEST

DATE: March 6, 2017

SUBJECT: SW Minnesota Arts Council Arts Project Grant

RECOMMENDATION: To approve staff in collaboration with Willmar Community Center Committee (WCC) Members, Darlene Schroeder and Janet Olney, writing a grant to support some arts initiatives at the Community Center.

BACKGROUND: The Willmar Community Center Board would like WCER/City of Willmar to apply for an Arts Project grant from the Southwest Minnesota Arts Council in the amount of \$5,000. The goal of this project is to build community through engagement with high-quality music and dance activities by integrating art presentations into ethnic celebrations that are open to the public. People of all ages and ethnic backgrounds will be invited and encouraged to attend. These events are designed to be “family-friendly,” and engage people of all generations.

WCC is planning a variety of ethnic celebrations over the next year that will feature Somali, Latino and Karen music and dance artists (newer immigrant populations in the Willmar area.) The target dates for these events are:

Somali Independence Day, July 1

Hispanic Heritage Month, September 15 – October 15

Karen Independence Day, January 11

The grant application deadline is March 15, 2017.

FINANCIAL CONSIDERATION: The grant requires a 20%, \$1,000 cash match. Free will donations at these events will cover part of the match, with the remainder coming from the Willmar Community Center budget.

Council Action Requested at the March 6, 2017 City Council Meeting

LEGAL: N/A

Department/Responsible Party: Steve Brisendine WCER Director

RESOLUTION NO. ____

**RESOLUTION AUTHORIZING GRANT APPLICATION FOR ARTS PROJECT GRANT
FROM THE SOUTHWEST MINNESOTA ARTS COUNCIL**

Motion By: _____ Second By: _____

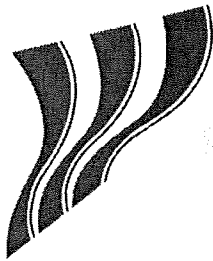
BE IT RESOLVED by the City Council of the City of Willmar to approve an application for, and the acceptance of, the SW Minnesota Arts Council Arts Project Grant.

Dated this 6th day of March, 2017

MAYOR

Attest:

CITY CLERK



CITY OF WILLMAR

**Planning and Development Services
City Office Building
333 SW 6th Street
Willmar, MN 56201
320-235-8311**

COUNCIL ACTION REQUEST

DATE: March 6, 2017

SUBJECT: Rockstep Plaza Subdivision Final Plat

RECOMMENDATION: Staff recommends approval of the final plat.

BACKGROUND: RockStep Willmar, LLC (Kandi Mall) is subdividing one lot off of the large mall parcel to be sold to AutoZone for development of an auto parts store. The proposed lot is west of the strip mall off of 19th Ave. SE. The Planning Commission approved the final plat with some conditions regarding private utility and access easements.

FINANCIAL CONSIDERATION: N/A for the City.

LEGAL: See attached final plat survey drawing.

DEPARTMENT/RESPONSIBLE PARTY: Megan M. DeSchepper, AICP, Planner/Airport Manager, Planning and Development Services.

ROCKSTEP PLAZA SUBDIVISION

Plat of:
 Located in:
 Southwest Quarter of the Northwest Quarter
 Section 23, T119N-R35W, Willmar Township, Kandiyohi County, Minnesota



This drawing prepared by:
Bonnema Runke Stern Inc.
 Professional Land Surveyors
 1809 12th St SW - Suite 104
 Willmar, MN 56201
 Office (507) 231-2844
 Fax (507) 231-2827

Developer: Rockstep Willmar, LLC
 1443 North Loop W, Ste 623
 Houston TX 77058



DEDICATION

KNOW ALL MEN BY THESE PRESENTS that Rockstep Willmar, LLC, a Texas limited liability company, owner and proprietor of the following described property, situated in the County of Kandiyohi, State of Minnesota, to-wit:

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

- Commencing at the southwest corner of the Northwest Quarter of said Section 23;
- thence on an assumed bearing of South 89 degrees 30 minutes 56 seconds East, along the south line of said Northwest Quarter, a distance of 205.00 feet;
- thence on a bearing of North 0 degree 00 minutes 05 seconds East a distance of 210.00 feet;
- thence on a bearing of South 89 degree 30 minutes 56 seconds East a distance of 175.00 feet;
- thence on a bearing of South 0 degree 00 minutes 05 seconds West a distance of 210.00 feet to the south line of said Northwest Quarter;
- thence on a bearing of North 89 degree 30 minutes 56 seconds West, along the south line of said Northwest Quarter, a distance of 210.00 feet to the point of beginning.

Have caused the same to be surveyed and platted as ROCKSTEP PLAZA SUBDIVISION, as shown on this plat and hereby dedicates to the public use forever, all roads and easements as shown on this plat.

In witness whereof said Rockstep Willmar, LLC, a Texas limited liability company has caused these presents to be the ___ day of ___ 20__

SIGNED:

By: _____ for: _____

By: _____ for: _____

STATE OF MINNESOTA)
 COUNTY OF _____) SS The foregoing instrument was acknowledged before me this ___ day of ___ 20__
 by _____ and _____
 Willmar, LLC, a Texas limited liability company.

Notary Signature _____ Notary Printed Name _____
 My Commission Expires _____ County, Minnesota.
 Notary Public, _____ County, Minnesota.

Land Surveyor

I hereby certify that this plat was prepared by me or under my direct supervision; that I am a duly Licensed Land Surveyor in the State of Minnesota; that this plat is a correct representation of the boundary survey; that all mathematical data and labels are correctly designated on this plat; that all monuments indicated on this plat have been, or will be set within one year; that all water boundaries and wetlands, as defined Minnesota Statutes, Section 505.01, Subd 3, as of the date of this certificate are shown and labeled on the plat; and all public ways are shown and labeled on the plat.

Dated this ___ day of ___ 20__

Joshua M. Stern, Licensed Land Surveyor
 Minnesota License No. 46169

STATE OF MINNESOTA)
 COUNTY OF KANDIYOHJI) SS This Surveyors Certificate was acknowledged by me this ___ day of ___ 20__
 by Joshua M. Stern, Licensed Land Surveyor, Minnesota License No. 46169.

Notary Signature _____ Notary Printed Name _____
 My Commission Expires _____
 Notary Public, Kandiyohi County, Minnesota

City Engineer
 Approved by the City Engineer of the City of Willmar,
 this ___ day of ___ 20__

Willmar City Engineer _____

City Planning Commission
 Approved by the Planning Commission of the City of Willmar,
 this ___ day of ___ 20__

Signed: _____
 Chair _____
 ATTEST: _____
 Secretary

City Council
 Passed and adopted this ___ day of ___ 20__

Signed: _____
 Mayor _____
 ATTEST: _____
 Secretary

EX Corner
 Section 23
 T119N-R35W

ATTORNEY
 I hereby certify that the proper evidence of title has been presented to me and that all parties with an interest in said property have been included in the execution of the above instrument. Dated this ___ day of ___ 20__

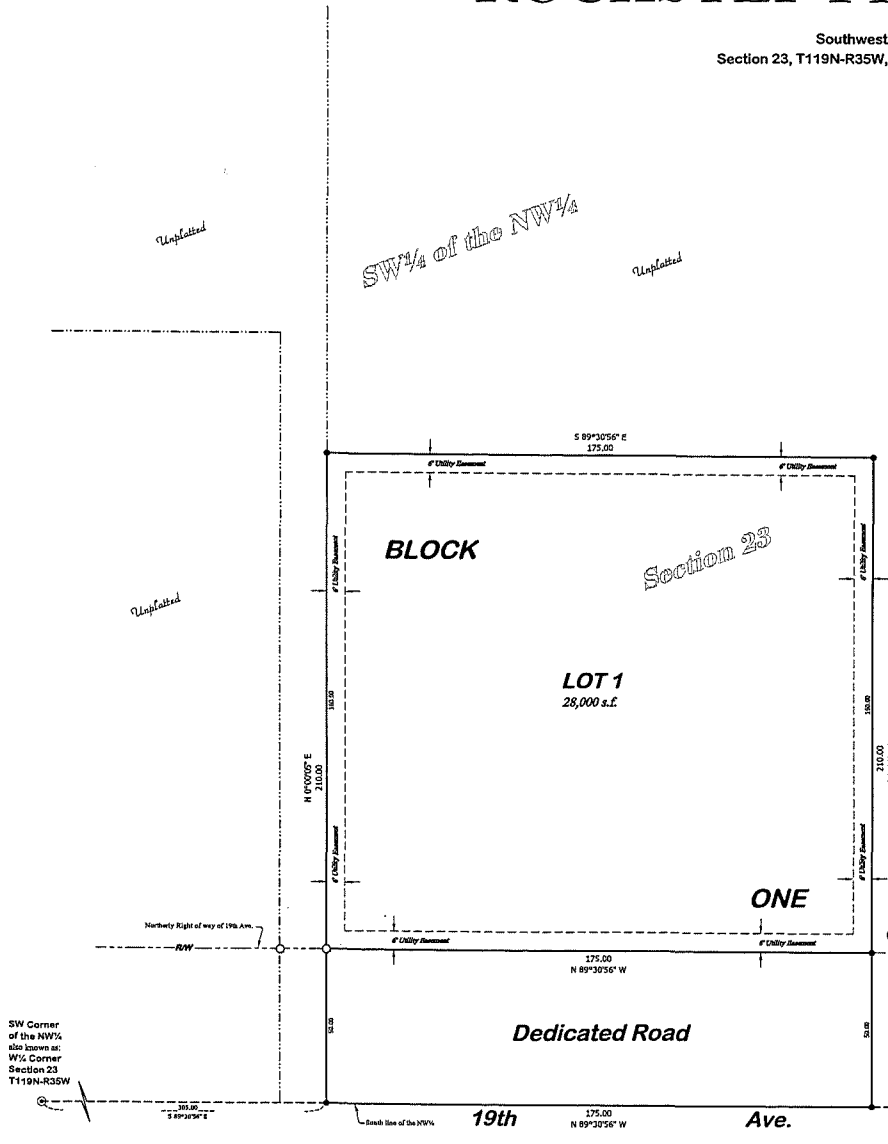
Attorney _____

COUNTY AUDITOR/TREASURER
 TAX STATEMENT
 I hereby certify that all taxes for 20__ on the land described herein are paid, and no delinquent taxes are due and transfer entered this ___ day of ___ 20__

Kandiyohi County Auditor/Treasurer _____

COUNTY RECORDER
 I hereby certify that this instrument was filed for record in the office of the County Recorder (in and for Kandiyohi County, Minnesota) on this ___ day of ___ 20__ at _____ o'clock, _____ M., in Folder No. _____ and as Document No. _____

Kandiyohi County Recorder _____





★ WILLMAR

Public Works Director

**City Office Building
333 SW 6th Street
Willmar, MN 56201
Main Number 320-214-5160
Fax Number 320-235-4917**

COUNCIL ACTION REQUEST

DATE: March 6, 2017

SUBJECT: Curling Club Site Evaluation

RECOMMENDATION: It is respectfully requested the City Council consider the following recommendation:

Authorize staff to advertise a request for proposals for professional services to study the Civic Center complex to include a curling facility.

BACKGROUND: Midwest Curling Association, aka Willmar Curling Club, has inquired about constructing a facility of approximately 20,000 square feet and requested City consideration in siting the facility and assisting with site preparation and utility costs. Staff previously presented a proposal to Council to assist the Curling Club with their project at the September 2016 Council Meeting and agreed to a not to exceed amount of \$15,000 for sewer, water and site work. Following discussion with the club, an RFP is requested for professional services to study the Civic Center complex to include a curling facility.

FINANCIAL CONSIDERATION: The cost is estimated to be less than \$50,000 in consultant fees and funds from excess sales tax proceeds will be used to cover the cost.

LEGAL: N/A

Department/Responsible Party: Sean E. Christensen, Public Works Director

Reviewed By: Michael McGuire, City Administrator

Council Meeting Date: March 6, 2017