

**WILLMAR CITY COUNCIL MEETING  
MONDAY, OCTOBER 15, 2012, 7:00 P.M.  
COUNCIL CHAMBERS, WILLMAR MUNICIPAL UTILITIES  
700 WEST LITCHFIELD AVENUE, WILLMAR, MINNESOTA**

**AGENDA**

1. Call Meeting to Order
2. Roll Call
3. Pledge of Allegiance
4. Proposed Additions or Deletions to Agenda
5. Consent Items:  
Approve: A. City Council Minutes of October 1, 2012  
B. Municipal Utilities Commission Minutes of October 9, 2012  
C. Planning Commission Minutes of October 10, 2012  
D. Donation to City: Willmar Disc Golf – Minnesota Frisbee Association, \$250.00; and Willmar Disc Golf Club, \$1,000.00  
Accept: E. Application for Exempt Permit: Willmar Curling Club  
F. Building Inspection Report for September, 2012  
G. Charter Commission Minutes of August 13, 2012  
H. Community Ed/Rec. Joint Powers Board Minutes of September 28, 2012
6. Items Removed from Consent Agenda
7. Presentation to Mayor and Council: Mary Catherwood and Russ Bennett, Community-Owned Grocery Store
8. Willmar City Council Open Forum
9. Finance Committee Report for October 8, 2012
10. Public Works/Safety Committee Report for October 9, 2012  
Action Items: A. Consideration of Proposals for Airport Crack Sealing & Turf Runway Repair  
B. Consideration of Contract for Project No. 1110 – Western Interceptor  
C. Consideration of Consultant for Lakeland Drive Interceptor/MinnWest Lift Station, and Resolutions for Funding Source and Intent to Reimburse  
D. Consideration of Agreement with State of Minnesota for Federal Funding
11. Community Development Committee Report for October 11, 2012
12. Consideration of Agricultural Land Exemption of Special Assessments
13. Consideration of Resolution Approving Issuance and Sale of Commercial Development Revenue Refunding Note for West Central Industries, Inc.
14. Consideration of Final Plat: Fairacre Addition
15. Consideration of Preliminary Plat: Quinn Addition
16. City Board of Canvass, November 8, 2012

17. Announcement of Council Committee Meeting Dates

18. Miscellany:

A.

B.

C.

19. Adjourn

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

October 1, 2012  
7:00 p.m.

The regular meeting of the Willmar City Council was called to order by the Honorable Mayor Frank Yanish. Members present on a roll call were Mayor Yanish, Council Members Ron Christianson, Bruce DeBlieck, Denis Anderson, Steve Ahmann, Rick Fagerlie, Jim Dokken, and Tim Johnson; Present 8, Absent 1 – Doug Reese was excused from the meeting.

Also present were City Administrator Charlene Stevens, Police Chief David Wyffels, Finance Director Steve Okins, Planning and Development Services Director Bruce Peterson, City Attorney Robert Scott, and City Clerk Kevin Halliday.

Additions to the Agenda included an Intent to Reimburse Resolution.

Council Member Ahmann offered a motion adopting the Consent Agenda which included the following: City Council Minutes of September 17, Rice Hospital Board Minutes of September 12, Municipal Utilities Commission Minutes of September 24, appointment of Jeffrey Nagel to Municipal Utilities Commission, Accounts Payable Report through September 26, and Willmar Lakes Area Convention/Visitors Bureau Minutes of August 21, 2012. Council Member Anderson seconded the motion, which carried.

At 7:02 p.m. Mayor Yanish opened a hearing on an Ordinance Amending City Code Chapter 4, Animals, Article 1, in General. Planning and Development Services Director Peterson presented details of the Ordinance which is intended to balance the desire of persons to have animals on their property against the general safety, health, peace and repose of the general population. Nick Davis spoke in favor of having chickens in residential area. Mayor Yanish read a letter from Amy Hagen who was also in favor of chickens in residential areas. Upon hearing from all those who wished to be heard, Mayor Yanish closed the hearing at 7:16 p.m.

Council Member Anderson offered a motion to adopt, assign a number, and order final publication of the Ordinance Amending City Code Chapter 4, Animals, Article 1, in General. Council Member DeBlieck seconded the motion, which carried on a roll call vote of Ayes 7, Noes 0.

At 7:17 p.m. Mayor Yanish opened a hearing on an Ordinance Adopting New Chapter 17, Surface Water Management, Article I, in General, and Article II, Illicit Discharge and Illegal Connection to City's Stormwater Drainage System. City Administrator Stevens presented details of the proposed Ordinance which establish methods for controlling the introduction of pollutants into the municipal storm sewer system, thereby complying with MPCA under the National Pollutant Discharge Elimination System. There being no one to speak for or against the proposed Ordinance, Mayor Yanish closed the hearing at 7:18 p.m.

Council Member Christianson offered a motion to adopt, assign a number, and order final publication of the Ordinance Adopting New Chapter 17, Surface Water Management, Article I, in General, and Article II, Illicit Discharge and Illegal Connection to City's Stormwater Drainage System. Council Member Dokken seconded the motion, which carried on a roll call vote of Ayes 7, Noes 0.

At 7:21 p.m. Mayor Yanish opened a hearing on an Ordinance Repealing City Code Chapter 5, Finance and Taxation, Article IV, Sales and Use Tax and Motor Vehicle Excise Tax. Finance Director Okins reviewed the history of the tax which was approved by Willmar voters in the 2004 special election, enacted during the 2005 special legislation session, and started in 2006.

There being no one present to speak for or against the proposed Ordinance, and Mayor Yanish closed the hearing at 7:22 p.m.

Council Member DeBlieck offered a motion to adopt, assign a number, and order final publication of the Ordinance Repealing City Code Chapter 5, Finance and Taxation, Article IV, Sales and Use Tax and Motor Vehicle Excise Tax. Council Member Johnson seconded the motion, which carried on a roll call vote of Ayes 7, Noes 0.

Mayor Yanish acknowledged Jason Butler who had signed up to address the City Council during its scheduled Open Forum. Mr. Butler spoke of the need for a stop sign at the 11<sup>th</sup> Street and Gorton Avenue intersection.

The Finance Committee Report for September 24, 2012, was presented to the Mayor and Council by Council Member Anderson. There were eight items for Council consideration.

Item No. 1 David Herzer questioned donations to community organizations and raised concerns regarding employer share of benefits. John Sullivan opposed the pay increase proposed for the Mayor and Council.

Item No. 2 Ron Erpelding presented to the Committee an overview of the Vision 2020 process which began in late 1999. Significant accomplishments resulting from that project were referenced, including Willmar's All America City Award in 2005. Recent discussion among the original community leadership groups reveals that much has changed and evolved in our community since 1999 and it may be time to create Vision 2040. Ken Warner explained that a Steering Committee has held meetings to review the pros and cons of a new vision process with the consensus that it is time to revisit Willmar's future. The Steering Committee interviewed and subsequently received a proposal from Next Generation Consulting of Madison, Wisconsin, for a total cost of \$27,000 and is requesting a contribution from the City of Willmar of \$5,000 toward this endeavor.

Ron Erpelding appeared before the Council to answer questions and stated that a Vision 2040 would assist to position the community for success. Ken Warner presented information on the proposal from Next Generation Consulting of Madison, Wisconsin.

The Committee was recommending the Council approve participation in Vision 2040, commit \$5,000 toward the project, and direct Staff to determine whether funding is available in the 2012 Budget or the proposed 2013 Budget. Council Member Anderson moved to approve the recommendation of the Finance Committee with Council Member Fagerlie seconding the motion, which carried. Council Member Dokken voted "No."

Item No. 3 The Committee was informed by Staff that Multi-Bank Securities, Inc. offers an internet based "eConnectDirect" service that allows users access to securities inventory issued by all Federal agencies. This is a free service offered to Multi-Bank clients. In past years, the City's investment policy authorizing the Treasurer to conduct investment transactions was sufficient. However, due to the stringent parameters of the Patriot Act, the City must now adopt a resolution authorizing the City Clerk/Treasurer to open a new account with a new investment broker.

The Committee was recommending the Council authorize Staff to open an account and engage in transactions with Multi-Bank Securities, Inc., to be used as a broker in the management of the City's investment portfolio. Resolution No. 1 was introduced by Council Member Anderson, seconded by Council Member Fagerlie, reviewed by Mayor Yanish, and approved on a roll call vote of Ayes 7, Noes 0.

#### RESOLUTION NO. 1

WHEREAS, this Corporation is duly authorized and permitted by its Charter to:

- 1) Engage in security and cash transactions in accordance to Minnesota Statutes 118A.04.
- 2) Engage in cash settlement transaction in the form of certificates of deposits (CDs) held in safekeeping at federally insured institutions.
- 3) Receive on behalf of the Corporation or deliver to the Corporation or third parties monies, bonds, and other securities. To sell, assign, and endorse for transfer, certificates representing bonds, or other securities now registered or hereafter registered in the name of the Corporation.
- 4) Establish and maintain safekeeping accounts with debit card, check writing, fed wire, or ACH, from which account funds are directly spent, the responsibility for which is entirely that of the Corporation, such that these will be limited to the following persons designated by the Corporation. Independently, each designated person can perform the prescribed privileges (approval by more than one designated person is not required), Charlene Stevens City Administrator or Kevin Halliday City Clerk-Treasurer.

NOW THEREFORE BE IT RESOLVED, by the City Council of the City of Willmar that this Corporation open an account or accounts in its name with Multi-Bank Securities, Inc. and Pershing LLC, its successors or assigns, and that the persons named above, may, on behalf of this Corporation or any one of them acting individually, be and they are hereby authorized to (1) give orders in the said account or accounts for the purchase, sale, or other disposition of bonds, and other securities, (2) deliver to and receive from safekeeping agent or introducing broker, on behalf of this Corporation monies, bonds, and other securities, (3) sign acknowledgements of the correctness of all statements of accounts, and (4) make, execute, and deliver under the corporate seal any and all written endorsements and documents necessary or proper to effectuate the authority hereby conferred; the within authorization to each of said officers to remain in full force and effect until written notice of the revocation thereof shall have been received by Multi-Bank Securities, Inc.

Dated this first day of October, 2012.

/s/ Frank Yanish  
MAYOR

/s/ Kevin Halliday  
Attest: CITY CLERK

Item No. 4 The Council reviewed outside organization requests in the proposed 2013 Budget. Kent Skoglund of the Willmar Baseball Boosters provided a summary of funds raised for Taunton Stadium at Baker Field. On behalf of the Boosters, Mr. Skoglund requested \$13,000 in 2013 from the City to pay off the outstanding loan balance for the Stadium project. It was noted that the Mayor had not included funding for the Baseball Boosters in his proposed 2013 Budget.

The Committee was recommending the Council add \$13,000 for the Willmar Baseball Boosters under community organization contributions in the proposed 2013 Budget. Council Member Anderson moved to approve the recommendation of the Finance Committee with Council Member Fagerlie seconded the motion, which carried.

The Committee reviewed the Mayor's proposed increase in Mayor and Council salaries for 2013. Following considerable discussion, it was the consensus of the Committee to forward this issue on to the full Council with no recommendation. After discussion, the Council chose to take no action to introduce an ordinance by the statutory deadline, therefore Staff will reduce the Mayor and Council proposed salaries back down to current salaries.

Item No. 5 David Euerle of Westberg & Eischens presented the City of Willmar's 2011 Financial Statement to the Committee. He explained that not only do they perform an audit of the Financial Statement, but also audit the City's compliance with State and Federal requirements. There were no compliance issues at the City as of 2011 but there was one Finding with the Financial Statement in regard to accounting for the retirees benefits liability. To correct this Finding, the City is required to hire an Actuary to formally determine the amount to be accrued. Mr. Euerle reported that the General Fund is in good shape with the Fund Balance at the end of 2011, well over average annual expenditures. There

were also no issues in the other governmental funds. It was noted that the Waste Treatment Plant, an enterprise fund, reflects capital asset disposals of \$3.8 million for which the majority is the decommissioning of the old plant.

Mr. Euerle recommended the following policy improvements: 1) Consolidate funds, in particularly transferring the Convention & Visitors Bureau, WRAC-8, and Public Improvement Revolving funds to the General Fund; 2) Improve Budget management by allowing the Administrator to manage intra-department budgets with the Council monitoring the department budgets' totals as well as formally recognizing any budget overruns by department; 3) Centralize the process of collecting and retaining grant information; and 4) Consider including the Willmar HRA as a component unit in the City's financial statements. This matter was for information only.

Item No. 6 The Committee reviewed the August Rice Trust Report. This matter was for information only.

Item No. 7 Future agenda items include an HRA Budget Presentation and Fund Balance. Agenda items scheduled November 26, 2012, include budget presentations by Rice Hospital and MUC.

Item No. 8 Chair Anderson explained that the Willmar Library funding request in the Mayor's proposed 2013 budget included a 3 percent increase of \$10,986 and suggested that amount be reduced to 1.5 percent or \$5,493.

Following discussion, the Committee was recommending to the Council reduce the funding request increase for the Willmar Library from 3 percent to 1.5 percent which reduces the increase to approximately \$5,493 for 2013. Council Member Anderson moved to approve the recommendation of the Finance Committee with Council Member Fagerlie seconding the motion, which carried.

The Finance Committee Report for September 24, 2012, was approved as presented and ordered placed on file in the City Clerk's Office upon motion by Council Member Anderson, seconded by Council Member Ahmann, and carried.

The Labor Relations Committee Report for September 26, 2012, was presented to the Mayor and Council by Council Member Ahmann. There were three items for Council consideration.

Item No. 1 John Sullivan addressed the Committee regarding the proposed increase in pay for the Mayor and Council, as well as opinions on labor negotiations and strategy.

Item No. 2 City Administrator Stevens reviewed the status of the six employee vacancies and stated that she and Police Chief Wyffels were requesting action to fill the vacant Police Officer position and maintain a sworn force of 32 officers. Chief Wyffels stated that the officer is needed, however, actual training would begin in January of 2013 due to the current training of two officers at this time. Chief Wyffels also explained that he would be replacing the Gang Enforcement Officer position as well, which would be filled via an internal promotion. Chief Wyffels stated that the City is working with the County to suppress gang-related activities.

The Committee was recommending the Council fill the vacant Patrol Officer position, using the current eligibility list. Council Member Ahmann moved to approve the recommendation of the Labor Relations Committee with Council Member Anderson seconding the motion, which carried.

The Committee received updates on the remaining five vacancies, but did not request any action at this time.

Item No. 3 Chair Ahmann distributed information on Conflict of Interest policies adopted by other cities and suggested that the Willmar City Council consider the adoption of the same and requested that Staff and the City Attorney review the information and provide a recommendation for discussion. Other Committee members concurred.

The Committee entered into closed session to discuss contract negotiation strategies.

Item No. 4 The Committee meeting was reopened. This matter was for information only.

The Labor Relations Committee Report for September 26, 2012, was presented to the Mayor and Council by Council Member Ahmann, seconded by Council Member Anderson, and carried.

The Community Development Committee Report for September 27, 2012, was presented to the Mayor and Council by Council Member Dokken. There were four items for Council consideration.

Item No. 1 There were no public comments offered at this meeting.

Item No. 2 Kandiyohi County Administrator Larry Kleindl, Environmental Health Specialist Chris Wenish, and Public Health Director Ann Stehn reviewed the County's environmental services and responsibilities: licensing and enforcement of food, beverage and lodging establishments, tobacco licenses, safe drinking water act compliance and general education.

Mr. Wenish also reviewed the County's role in licensing and regulating of the manufactured home parks within the County, including those within the City limits. Mr. Kleindl explained that under State statute, cities do not have the authority to perform public health services. This matter was for information only.

Item No. 3 Information Systems Coordinator Mark Boeschen provided a demonstration of the Citizen Support Center feature on the Willmar website. Mr. Boeschen stated that it is a new feature that allows citizens to electronically submit questions, concerns or service needs, such as a fallen tree. The Committee requested a demonstration at a future City Council meeting. This matter was for information only.

The Community Development Committee Report for September 27, 2012, was approved as presented and ordered placed on file in the City Clerk's Office upon motion by Council Member Dokken, seconded by Council Member Christianson, and carried.

City Clerk Halliday informed the Mayor and Council that the Municipal Utilities Commission has requested the Council certify the unpaid utility charges of various properties as a lien on real property. According to City Code a hearing was offered to property owners to object to the charge. The Commission received no requests for appearance.

Following discussion, Resolution No. 2 was introduced by Council Member Christianson, seconded by Council Member Anderson, reviewed by Mayor Yanish, and approved on a roll call vote of Ayes 7, Noes 0.

#### RESOLUTION NO. 2

WHEREAS, Section 16-127 of the Willmar City Code states that such unpaid utility bills represent a lien on the real property receiving utility services; and

WHEREAS, the Willmar Municipal Utilities Commission has offered the owner the right to request an appearance before the Commission to make objections to payment; and

WHEREAS, the Willmar Municipal Utilities Commission has adopted Resolution No. 45 on September 10, 2012, requesting the Willmar City Clerk-Treasurer to certify the unpaid utility charges as a lien on the real property.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Willmar that the amount of the unpaid utility charges totaling \$5,521.75 be certified to the County Auditor to be extended

on the tax rolls of such real property in the same manner as other taxes for collecting in 2013 and collected by the County Treasurer, and paid to the City Clerk-Treasurer along with other taxes; and

BE IT FURTHER RESOLVED that the unpaid utility charges be certified against the real property as follows: (For Resolution in its entirety, see City Council proceedings file dated October 1, 2012, located in the City Clerk's Office)

Dated this first day of October, 2012.

/s/ Frank Yanish  
MAYOR

/s/ Kevin Halliday  
Attest: CITY CLERK

City Clerk Halliday informed the Mayor and Council that in accordance to Minnesota Statutes, it is necessary to appoint election judges for the November 6, 2012, General Election. Resolution No. 3 was introduced by Council Member Anderson, seconded by Council Member Ahmann, reviewed by Mayor Yanish, and approved on a roll call vote of Ayes 7, Noes 0.

RESOLUTION NO. 3

BE IT RESOLVED, that the individuals listed below be appointed as Judges to work at the General Election in the City of Willmar on Tuesday, November 6, 2012: (For list of Judges in its entirety, see City Council Proceedings file dated October 1, 2012)

Dated this first day of October, 2012.

/s/ Frank Yanish  
MAYOR

/s/ Kevin Halliday  
Attest: CITY CLERK

City Clerk Halliday informed the Mayor and Council that the Civic Center has rented space to the Willmar Curling Club who will be holding a two-day Curling Bonspiel. On October 26 and 27, 2012, the Club plans to serve alcohol. Baker's Eagle Creek Eatery LLC has applied for a Civic Center Arena Special Event Permit with an on-site employee. Following discussion, Council Member DeBlieck moved to approve the Civic Center Arena Special Event Permit as presented with Council Member Johnson seconding the motion, which carried on a roll call vote of Ayes 7, Noes 0.

Mayor Yanish read into the record a Community Planning Month Proclamation designating October 2012 as Community Planning Month in the City of Willmar.

Announcements for Council Committee meeting dates were as follows: Finance, October 8; Public Works/Safety, October 9; and Community Development, October 11, 2012.

City Administrator Stevens informed the Mayor and Council that municipal bond regulations require action prior to incurring costs if the City intends to reimburse itself with bond proceeds. Ms. Stevens noted that the Bollig surveying contract will soon be underway, which the City intends to get reimbursed from the 2013 bonds. Following discussion, Resolution No. 4 was introduced by Council Member Fagerlie, seconded by Council Member Ahmann, reviewed by Mayor Yanish, and approved on a roll call vote of Ayes 7, Noes 0.

RESOLUTION NO. 4

RESOLUTION ESTABLISHING PROCEDURES RELATING TO COMPLIANCE WITH

REIMBURSEMENT BOND REGULATIONS UNDER THE INTERNAL REVENUE CODE

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

1. Recitals.

A. The Internal Revenue Service has issued Treasury Regulations, Section 1.150-2 (as the same may be amended or supplemented, the "Regulations"), dealing with "reimbursement bond" proceeds, being proceeds of the City's bonds used to reimburse the City for any project expenditure paid by the City prior to the time of the issuance of those bonds.

B. The Regulations generally require that the City make a declaration of intent to reimburse itself for such prior expenditures out of the proceeds of subsequently issued bonds, that such declaration be made not later than 60 days after the expenditure is actually paid, and that the bonding occur and the written reimbursement allocation be made from the proceeds of such bonds within 18 months after the later of (1) the date of payment of the expenditure or (2) the date the project is placed in service (but in no event more than 3 years after actual payment).

C. The City heretofore implemented procedures for compliance with the predecessor versions of the Regulations and desires to amend and supplement those procedures to ensure compliance with the Regulations.

D. The City's bond counsel has advised the City that the Regulations do not apply, and hence the provisions of this Resolution are intended to have no application, to payments of City project costs first made by the City out of the proceeds of bonds issued prior to the date of such payments.

2. Official Intent Declaration. The Regulations, in the situations in which they apply, require the City to have declared an official intent (the "Declaration") to reimburse itself for previously paid project expenditures out of the proceeds of subsequently issued bonds. The Council hereby authorizes the City Clerk to make the City's Declarations or to delegate from time to time that responsibility to other appropriate City employees. Each Declaration shall comply with the requirements of the Regulations, including without limitation the following:

A. Each Declaration shall be made not later than 60 days after payment of the applicable project cost and shall state that the City reasonably expects to reimburse itself for the expenditure out of the proceeds of a bond issue or similar borrowing. Each Declaration may be made substantially in the form of the Exhibit A, which is attached to and made a part of this Resolution, or in any other format which may at the time comply with the Regulations.

B. Each Declaration shall (1) contain a reasonably accurate description of the "project," as defined in the Regulations (which may include the property or program to be financed, as applicable), to which the expenditure relates and (2) state the maximum principal amount of bonding expected to be issued for that project.

C. Care shall be taken so that the City, or its authorized representatives under this Resolution, not make Declarations in cases where the City doesn't reasonably expect to issue reimbursement bonds to finance the subject project costs, and the City officials are hereby authorized to consult with bond counsel to the City concerning the requirements of the Regulations and their application in particular circumstances.

D. The Council shall be advised from time to time on the desirability and timing of the issuance of reimbursement bonds relating to project expenditures for which the City has made Declarations.

3. Reimbursement Allocations. The designated City officials shall also be responsible for

making the "reimbursement allocations" described in the Regulations, being generally written allocations that evidence the City's use of the applicable bond proceeds to reimburse the original expenditures.

4. Effect. This Resolution shall amend and supplement all prior resolutions and/or procedures adopted by the City for compliance with the Regulations (or their predecessor versions), and, henceforth, in the event of any inconsistency, the provisions of this Resolution shall apply and govern.

Dated this first day of October, 2012.

/s/ Frank Yanish  
MAYOR

/s/ Kevin Halliday  
Attest: CITY CLERK

Council Member Ahmann requested that in the future, community organizations requesting City funds come to the Council with full financial statement disclosures, with consideration of that requirement for the 2013 budget requests.

There being no further business to come before the Council, the meeting adjourned at 9:05 p.m. upon motion by Council Member Anderson, seconded by Council Member Ahmann, and carried.

Attest:

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
SECRETARY TO THE COUNCIL

**WILLMAR MUNICIPAL UTILITIES MINUTES**  
**MUNICIPAL UTILITIES AUDITORIUM**  
**OCTOBER 9, 2012**

The Municipal Utilities Commission met in its regular scheduled meeting on Tuesday, October 9, 2012 at 11:45 a.m. in the Municipal Utilities Auditorium with the following Commissioners present: Steve Salzer, Matt Schrupp, Dan Holtz, Jerry Gesch, Carol Laumer, and Jeffrey Nagel. Absent was Commissioner Dave Baker.

Others present at the meeting were: General Manager Wes Hompe, Manager of Electric Services Jeff Kimpling, Accounting Supervisor Tess Stoffel, Supervisor of Power Production Jon Folkedahl, Customer Service Supervisor Stacy Stien, City Attorney Robert Scott (via teleconference), City Councilman Bruce DeBlieck and WC Tribune Journalist David Little.

Due to the absence of Commission President Baker, Vice President Salzer opened the meeting by introducing and welcoming the newest member to join the Commission, Mr. Jeffrey Nagel.

Following the introduction, Vice President Salzer requested a resolution to approve the Consent Agenda. Following a review, Commissioner Schrupp offered a resolution to approve the Consent Agenda as presented. Commissioner Holtz seconded.

**RESOLUTION NO. 50**

"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 September 24, 2012 Commission meeting; and,
- ❖ Bills represented by vouchers No. 121764 to No. 121848 inclusive in the amount of \$182,551.53 with a MISO credit in the amount of \$59,904.69 and an Absaloka Coal payment in the amount of \$102,346.20."

Dated this 9<sup>th</sup> day of October 2012.

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Vice President

ATTEST:

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Secretary

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

At this time, Commission Secretary Schrupp presented Accounting Supervisor Stoffel with a token of appreciation for her years of service and dedication to the Willmar Municipal Utilities. After 39 years of employment with WMU, Tess will be retiring. Tess thanked the Commission and expressed her admiration for their dedication to the community that they serve.

General Manager Hompe reviewed with the Commission the August 2012 Power Supply Report. It was noted that this was the first monthly report containing the new WIPPI power supply contract data (nuclear power received from Wisconsin).

General Manager Hompe presented the Commission with the monthly Midwest Reliability Organization (MRO) status report. He noted that the self-certification of our compliance is due this month (October).

General Manager Hompe and Supv. of Power Production Folkedahl reported to the Commission on their recent tour of the Absaloka Mine (Westmoreland) near Billings, Montana. This is the mine which provides the essential coal needed to produce energy from the WMU Power Plant.

General Manager Hompe also reminded the Commission that the annual Open House is slated for Thursday, October 11<sup>th</sup> from 4:00-6:30 p.m. at the Willmar Civic Center. This Open House is in conjunction with Public Power Week.

General Manager Hompe informed the Commission that due to a scheduling conflict, the Commissioners tour of the WMU facilities scheduled to begin on October 22<sup>nd</sup> at 4:00 p.m. will need to be rescheduled. Following discussion, it was the consensus of the Commission to begin the facilities tour at 11:30 a.m. followed by a meal and the regular MUC meeting.

With no other business to come before the Commission, Commissioner Holtz made a motion to adjourn the meeting. Commissioner Gesch seconded the motion, and the meeting was adjourned by a vote of six ayes and zero nays.

Respectfully submitted,

WILLMAR MUNICIPAL UTILITIES

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Jeff Kimpling  
Manager of Electric Services

ATTEST:

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Matt Schrupp, Secretary

**WILLMAR PLANNING COMMISSION  
CITY OF WILLMAR, MN  
WEDNESDAY, OCTOBER 10, 2012**

**MINUTES**

1. The Willmar Planning Commission met on Wednesday, October 10, 2012, at 7:00 p.m. at the Willmar City Offices Conference Room #2.

**\*\* Members Present:** Mark Klema, Andrew Engan, Gary Geiger, Bob Poe, and Randy Czarnetzki.

**\*\* Members Absent:** Charlie Oakes, Scott Thaden, Nick Davis, and Virgilio Aguirre, Jr.

**\*\* Others Present:** Robert and Stacey Busby, Steve Salzer, Josh Stern, Todd, Kleinhuizen, Bruce Melchert, Jason Garberding and Megan M. Sauer- Planner/Airport Manager.

2. MINUTES: The minutes of the September 12, 2012 meeting were approved as submitted.

3. BUSBY HOME OCCUPATION SPEECH PATHOLOGIST OFFICE CONDITIONAL USE PERMIT- FILE NO. 12-4: The public hearing opened at 7:01 p.m. Robert Busby presented his request for a home occupation conditional use permit for a speech pathology office out of his home on property legally described as follows: the easterly 25' of Lot 10 and westerly 75' of Lot 11, Block 3, Nyquist's North Orchard Addition (930 Meadow Lane SW). Mr. Busby explained that he will deal with one client at a time and most likely two days a week, four to eight clients total. He explained his office hours would be 10 a.m. to 4 p.m. but that he would also go to the clients' home for speech therapy.

Bruce Melchert, a neighborhood property owner, compared the use to someone giving piano lessons out of their home and was not concerned about the request affecting the neighborhood.

Todd Kleinhuizen, an abutting property owner, also stated he saw no problem with the request.

Staff stated that Lester Halvorson, a neighborhood property owner, called and asked that it be shared at the meeting that he supports the request in his neighborhood.

With no further comments from the public, the hearing was closed at 7:05 p.m.

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

The Planning Commission talked about the minimal traffic and activity that the use will bring to the neighborhood and that it met all the stipulations of a home occupation.

Mr. Geiger made a motion, seconded by Mr. Poe, to approve the home occupation conditional use permit with the following conditions:

A. The use shall meet all applicable local, state, and federal, laws and regulations.

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

The motion carried.

4. QUINN ADDITION PRELIMINARY PLAT-FILE NO. 12-8: Josh Stern of Bonnema Surveys presented the preliminary plat on behalf of Kvam Implement, for a four lot subdivision on property described as: Lot 5, Lot 6, Lot 7, Lot 8, and Lot 9 of State Subdivision of Gov't Lots 1 and 2, Section 16, Township 119N, Range 35-W. There are currently five parcels and this plat is a boundary adjustment to combine two of the lots and adjust some lot lines to have clean titles and no non-conforming setbacks on existing structures for properties owned by Kvam Implement and the Ivan Kvam Trust.

Jason Garberding, an abutting property owner, inquired about purchasing land from the Kvams as it is parceled out today. Staff stated that once the plat is completed all the land would be combined into the new legal descriptions. If he is interested in land, he would need to talk to the Kvams.

With no further comments to come before the Commission, the public hearing closed was closed at 7:21 p.m.

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

The Commission talked about this being a boundary adjustment, but that in the future if there is development/improvements to the area ponding and street improvements will be required at the expense of the developer.

Mr. Geiger made a motion, seconded by Mr. Czarnetzki, to approve the preliminary plat with the following conditions:

- A. Any development of the lots would require street improvements of the service drive and stormwater ponding at the cost of the developer.
- B. All easements shall be added as per the MUC request.
- C. When the Trott Service Drive is improved it shall meet Fire Marshall Policy for hydrants and access.

The motion carried.

5. FAIRACRE ADDITION FINAL PLAT- FILE NO. 12-5: Josh Stern, of Bonnema Surveys, presented the final plat of Fairacre Addition on behalf of Don Williamson of an

11 lot single family residential subdivision on property legally described as: the W ½ of the SW ¼ excluding the E 604.24' thereof, also excluding the S 540' thereof and also excluding the N 1,365.50' thereof, Section 22, Township 119, Range 35 (2721 15<sup>th</sup> St. SW). The private street has been labeled an outlot and declarations/articles have been submitted for staff review. All the MUC easements had been added as requested. And the stormwater review had been completed and approved by the City Engineer on September 10, 2012.

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

The Commission talked about water on the site and the large size of the lots, a different type of development with filtration basins instead of stormwater ponds.

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

- A. Fairacre Dr. SW shall be labeled an outlot.
- B. The private covenants shall be submitted and approved by staff prior to signatures on the final plat.
- C. Parking shall be permitted on one side of the private street only and shall be signed accordingly.
- D. The Fire Hydrants shall be placed as per City Fire Marshall Policy.

The motion carried.

6. MINNWEST TECHNOLOGY CAMPUS PROCORE PLAN REVIEW- FILE NO. 12-8: Steve Salzer presented a request for plan review on behalf of the MinnWest Technology Campus for Procore Business Technology on property legally described as: Unit 5, MinnWest Technology Campus, CIC #40 A Planned Community (1700 Technology Dr. NE). Mr. Salzer explained that the business sells construction management software, much of which is via handheld mobile devices to be used on job sites. The three person business will be leasing 480 sq. ft. of office space.

The Commission talked about the technology-based business being a good fit on the Campus.

Mr. Geiger made a motion, seconded by Mr. Poe, to approve the plan review with the following condition:

- A. The use shall meet all applicable local, state, and federal, laws and regulations.

The Planning Commission reviewed and made affirmative findings of fact in Zoning Ordinance Section 9.E.4.a.1-7.

The motion carried.

7. MINNWEST TECHNOLOGY CAMPUS TECHNICAL DIRECTIONS PLAN REVIEW- FILE NO. 12-9: Steve Salzer presented a request for plan review on behalf of

the MinnWest Technology Campus for Technical Directions on property legally described as: Unit 5, MinnWest Technology Campus, CIC #40 A Planned Community (1700 Technology Dr. NE). Mr. Salzer stated that the business is a data security business for farmers to keep track of and protect their productivity, crop insurance, and government compliance information. It deals with remote access and file servers and how farmers can access said data via handheld mobile devices. The business will be leasing a 238 sq. ft. office space.

The Planning Commission stated that this use is an excellent fit for the Technology District and campus.

Mr. Czarnetzki made a motion, seconded by Mr. Geiger, to approve the plan review with the following condition:

A. The use shall meet all applicable local, state, and federal, laws and regulations.

The Planning Commission reviewed and made affirmative findings of fact in Zoning Ordinance Section 9.E.4.a.1-7.

The motion carried.

8. There being no further business to come before the Commission, the meeting adjourned at 7:39 p.m.

Respectfully submitted,



Megan M. Sauer, AICP  
Planner/Airport Manager

PLANNING COMMISSION-October 10, 2012

**STAFF COMMENTS**

1. BUSBY HOME OCCUPATION SPEECH PATHOLOGIST OFFICE CONDITIONAL USE PERMIT- FILE NO. 12-4:

- The applicant is Robert Busby, Willmar, MN.
- The applicant is requesting a conditional use permit to allow a home occupation for a speech pathologist practice on property legally described as follows: the easterly 25' of Lot 10 and westerly 75' of Lot 11, Block 3, Nyquist's North Orchard Addition (930 Meadow Lane SW).
- The applicant would be the sole employee of the practice.
- There is ample parking available in the driveway.
- There will be no outside storage or alterations to the exterior of the home signifying the home occupation.
- A sign is allowed, but will require a permit and be sized as per the Ordinance (2 sq. ft.).
- The practice will be part time, three days a week from 10 a.m. to 4 p.m. Does Planning Commission wish to set hours of operation as a condition? One client will be handled at a time so at the most two vehicles would be in the driveway at any one time.

RECOMMENDATION: Approve the conditional use permit for a home occupation with the following conditions:

A. The use shall meet all applicable local, state, and federal, laws and regulations.

2. QUINN ADDITION PRELIMINARY PLAT FILE NO. 12-8:

- Applicant is Kvam Implement, Willmar, MN.
- The applicant is requesting a four lot subdivision on property legally described as: Lot 5, Lot 6, Lot 7, Lot 8, and Lot 9 of state Subdivision of Gov't Lots 1 and 2, Section 16, Township 119N, Range 35-W.
- The property is currently zoned I-1 (General Industry) and will remain as such.
- The lots exceed the minimum lot sq. ft. and width requirements.
- The property is accessed via Industrial Dr. SW, Highway 12 SW, Trott Ave. SW, and Trott Service Drive.
- This is currently five separate parcels and some of the lines are being shifted to enlarge lots. Are setbacks are existing, so no new or increased non-conformities are being created.

**Engineering/Public Works Comments:** Access to lots 1, 3 and 4 are fronting an unimproved service drive. Development would require street construction (at the cost of the Developer) and storm sewer ponds to meet requirements of the Storm Water Ordinance.

**MUC Comments:** As the property is industrially zoned, 8' utility easements are being requested as follows: 8' utility easement along the north and west property line of Lot 1, Block One. 8' utility easement along the southwest property line (158.88' + 30.00'). 8' utility easement along the east property line (205.87' + 39.98' + 151.46'). And 8' utility easement along the north and west property line.

**Assessor's Comments:** Lot 4 access is via Trott Service Drive, is that a dedicated public access? If not this lot has no legal access. Also, would Lot 1 and the south end of Lot 3 be granted access to Trott Ave?

**Interim Fire Marshall Comments:** Fire Hydrants need to meet the Fire Marshall Policy. Access must be adequate for all emergency vehicles.

**RECOMMENDATION:** Approve the preliminary plat with the following conditions:

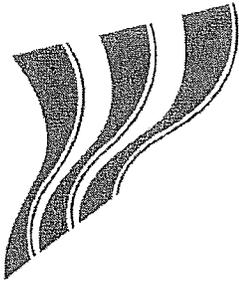
- A. Any development of the lots would require street improvements of the service drive and stormwater ponding at the cost of the developer.
- B. All easements shall be added as per the MUC request.
- C. When the Trott Service Drive is improved it shall meet Fire Marshall policy for hydrants and access.

3. FAIRACRE ADDITION FINAL PLAT- FILE NO. 12-5:

- The applicant is Don Williamson, Willmar, MN.
- The applicant is proposing an 11 lot plat containing a private cul-de-sac which nine of the lots abut on property legally described as: the W ½ of the SW ¼ excluding the E 604.24' thereof, also excluding the S 540' thereof and also excluding the N 1,365.50' thereof, Section 22, Township 119, Range 35 (2721 15<sup>th</sup> St. SW).
- The property is zoned R-1 Single Family Residential.
- The property is accessed via 15<sup>th</sup> St. SW with a proposed private street/cul-de-sac.
- The private street shall be governed by a homeowners association private covenants which shall be recorded congruous with the plat. The covenants documents shall be submitted to the City prior to final plat signatures.
- Easements have been added as per MUC and the City Engineer's request.
- On September 10, 2012 the City Engineer wrote a memo verifying that the most recent submittal from Bollig Inc. dated July 19, 2012, comments had been sufficiently addressed.

**RECOMMENDATION:** Approve the final plat with the following conditions:

- A. Fairacre Dr. SW shall be labeled an Outlot.
- B. The private covenants shall be submitted to the City prior to the final plat signatures.
- C. Parking shall be permitted on one side of the private street only.
- D. The Fire hydrants shall be placed as per City Fire Marshall Policy.



**CITY OF WILLMAR, MINNESOTA  
REQUEST FOR COMMITTEE ACTION**

**Agenda Item Number:** 4  
**Meeting Date:** October 15, 2012  
**Attachments:** Yes

**CITY COUNCIL ACTION**

**Date:**

- |                                   |                                 |
|-----------------------------------|---------------------------------|
| <input type="checkbox"/> Approved | <input type="checkbox"/> Denied |
| <input type="checkbox"/> Amended  | <input type="checkbox"/> Tabled |
| <input type="checkbox"/> Other    |                                 |

**Originating Department:** City Administrator

**Action Requested:** Approve Donations

**Introduction:** Donations to Willmar Disc Golf Course

**Background/Justification:**

The City has received a donation from the Minnesota Frisbee Association in the amount of \$250.00 and a donation from the Willmar Disc Golf Club in the amount of \$1,000.00. The donations are to go towards improvements to the Willmar Disc Golf course at Robbins Island.

**Fiscal Impact:** \$1,250.00 towards the Willmar Disc Golf

**Alternatives:**

**Staff Recommendation:** Approve the donations as presented and send letters of appreciation to the Minnesota Frisbee Association and Willmar Disc Golf Club

**Reviewed by:**

**Preparer:** City Administrator

**Signature:**

**Comments:** N/A.

**LG220 Application for Exempt Permit**

An exempt permit may be issued to a nonprofit organization that:  
 - conducts lawful gambling on five or fewer days, and  
 - awards less than \$50,000 in prizes during a calendar year.  
 If total prize value for the year will be \$1,500 or less, contact the licensing specialist assigned to your county.

Application fee	
If application posted or received:	
less than 30 days before the event	more than 30 days before the event
<b>\$100</b>	<b>\$50</b>

**ORGANIZATION INFORMATION**

Organization name: **Willmar Curling Club** Previous gambling permit number: **X-92195**

Minnesota tax ID number, if any: **8977860** Federal employer ID number (FEIN), if any: **20-2429190**

Type of nonprofit organization. Check one.  
 Fraternal     Religious     Veterans     Other nonprofit organization

Mailing address: **PO Box 3046** City: **Willmar** State: **MN** Zip code: **56201** County: **Kandiyohi**

Name of chief executive officer [CEO]: **Matt Proehl** Daytime phone number: **320-403-3398** E-mail address: **willmarcurling@gmail.com**

**NONPROFIT STATUS**

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

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

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

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

**GAMBLING PREMISES INFORMATION**

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

Address [do not use PO box]: **2707 Arena Dr** City or township: **Willmar** Zip code: **56201** County: **Kandiyohi**

Date[s] of activity. For raffles, indicate the date of the drawing.  
**03/21/2013**

Check each type of gambling activity that your organization will conduct.  
 Bingo\*     Raffle     Paddlewheels\*     Pull-tabs\*     Tipboards\*

**\*Gambling equipment** for bingo paper, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo number selection devices may be borrowed from another organization authorized to conduct bingo.

To find a licensed distributor, go to [www.gcb.state.mn.us](http://www.gcb.state.mn.us) and click on **Distributors** under the **WHO'S WHO? LIST OF LICENSEES**, or call 651-639-4000.

**LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT**

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

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

Print city name City of Willmar

Signature of city personnel [Signature]

Title City Clerk Treasurer Date 9-27-2012

**Local unit of government must sign**

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

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

Print county name \_\_\_\_\_

Signature of county personnel \_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_\_

**TOWNSHIP -If required by county.** On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits.

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

Print township name \_\_\_\_\_

Signature of township officer \_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_\_

**CHIEF EXECUTIVE OFFICER'S SIGNATURE**

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

Chief executive officer's signature \_\_\_\_\_ Date \_\_\_\_\_  
Print name Matt Proehl

**Print form and have CEO sign**

**REQUIREMENTS**

**Reset form**

**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 and recordkeeping required**  
A financial report form and instructions will be sent with your permit, or use the online fill-in form available at [www.gcb.state.mn.us](http://www.gcb.state.mn.us).

**Send application with:**  
\_\_\_ a copy of your proof of nonprofit status, and  
\_\_\_ application fee. Make check payable to "State of Minnesota."

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

**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 651-639-4000.

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

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

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

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

# City of Willmar, Minnesota Building Inspection Report

From 09/01/2012 To 09/30/2012

No.	Date	Owner and Address	Legal Description	Use	Permit For	Value	Total Fee
20942	9/19/2012	ELARD GILBERTSON 616 3RD Street SE	95-740-2050 L 5 & PT OF 4; B 13 Spicer's Addition	Residential Add/Alter Reroofing	REROOF GARAGE	\$3,000.00	\$31.50
20967	9/10/2012	DEB PETERSEN 934 16TH Street NE	95-036-0030 L PT OF 3; B 1 Armen's 2nd Addition	Residential Add/Alter Siding	RESIDENTIAL RESIDE	\$10,000.00	\$55.00
21015	9/21/2012	ZACH WELLE 2201 16th Street SW	95-868-0410 L 2; B 1 Westwind Estates 2nd	Residential Add/Alter Deck	CONSTRUCT 16' X 16' DECK	\$1,536.00	\$72.52
21021	9/24/2012	RON ADKINS 1500 9TH Street SW	95-800-0310 L 1; B 3 TerWisscha's Addition	Residential Add/Alter Residential/Alteration	CONSTRUCT FRONT CANOPY/RESIDE	\$45,900.00	\$777.20
21034	9/19/2012	RULE TIRE 104 Litchfield Avenue SE	95-012-0230 L 4,5,6 & PTS. OF 7; B C Third Addition	Commercial Add/Alter Commercial/Alteration	FRONT ENTRY ADDN/ EXT REMODEL	\$95,000.00	\$1,459.90
21038	9/10/2012	WILLMAR TEN INVESTORS GOODWILL 100 19TH Avenue SW	95-922-6850 L; B S 22; T 119N; R 35W	Commercial New Commercial	CONSTRUCT 22,689 SF GOODWILL STORE	\$1,400,000.00	\$16,707.71

No.	Date	Owner and Address	Legal Description	Use	Permit For	Value	Total Fee
21041	9/5/2012	SCOTT HOLWERDA 400 Olena Avenue SE	95-120-0030 L 3; B 1 Calvary Terrace Addition	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$7,000.00	\$33.50
21044	9/13/2012	WILLMAR MUNICIPAL UTILITIES 800 18th Street SW	95-916-3010 L; B S 16; T 119; R 35	Commercial Add/Alter Reroofing	REPLACE RUBBER ROOF	\$10,600.00	\$167.55
21045	9/7/2012	ARLENE PEDERSON 424 4th Street SE	95-740-0370 L 7; B 3 Spicer's Addition	Residential Add/Alter Siding	RESIDENTIAL RESIDE	\$7,000.00	\$53.50
21048	9/20/2012	RON HOLMGREN 3008 3RD Avenue NW	95-835-0210 L 21; B 1 Vos Park Addition	New Single-Family Dwelling New Residence	NEW HOME AND GARAGE	\$111,818.88	\$1,382.06
21051	9/19/2012	KEVIN MARTI 1605 15th Avenue SW	95-862-0140 L 4; B 1 West Park 3rd Addition	Residential Add/Alter Residential/Alteration	RESIDENTIAL REROOF/RESIDE	\$15,000.00	\$87.50
21052	9/5/2012	STEVE WILLEY 2500 15TH Street SW	95-868-0080 L 8; B 1 Westwind Estates	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$10,324.00	\$35.16
21055	9/6/2012	AHMED OMAR 917 5th Street SE	95-250-1760 L PT OF 5, 16, 17; B 8 Glarum's Addition	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$2,100.00	\$31.05

No.	Date	Owner and Address	Legal Description	Use	Permit For	Value	Total Fee
21056	9/5/2012	BARB HANSON 904 14TH Avenue SE	95-671-0310 L 1; B 3 Pleasant View 2nd Addn	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$2,000.00	\$31.00
21057	9/10/2012	JEROD WENDT 1309 10TH Street SW	95-922-7370 L ; B S 22; T 119; R 35	Residential Add/Alter Drainage system	INTERIOR DRAINTILE	\$6,059.00	\$160.18
21058	9/5/2012	URBANO & MARIA SAENZ 2213 23rd Street SW	95-715-1920 L 2; B 7 Southgate 3rd Addition	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$970.00	\$30.49
21059	9/10/2012	JEFF ADKINS 1711 Gorton Avenue NW	95-916-3630 L ; B S 16; T 119; R 35	Garage/Shed Garage	NEW 14 X 27 GARAGE	\$14,828.94	\$322.06
21060	9/5/2012	DONOVAN KUEHL 712 24th Avenue SW	95-682-0010 L 1; B 1 Portland Acres 2nd Addn	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$5,357.00	\$32.68
21061	9/6/2012	RONALD E JOHNSON 1401 Willmar Avenue SW	95-060-0010 L 1; B 1 Bokelman's Addition	Residential Add/Alter Install Egress Window	INSTALL EGRESS WINDOW	\$598.54	\$33.55
21064	9/19/2012	CITY OF WILLMAR 333 6TH Street SW	95-003-4910 L PTS. OF 8,9,10; B 42 Original City	Commercial Add/Alter Commercial/Alteration	INSTALL 2 NEW REPLACEMENT WINDOWS	\$1,800.00	\$94.54

No.	Date	Owner and Address	Legal Description	Use	Permit For	Value	Total Fee
21065	9/12/2012	HERITAGE BANK 310 1ST Street S	95-305-0010 L ; B Heritage Plaza, PUC #23	Commercial Add/Alter Commercial/Alteration	INTERIOR OFFICE EXPANSION	\$17,825.00	\$442.12
21068	9/26/2012	WILLMAR FAMILY DENTISTRY 1016 1ST Street S	95-280-2250 L PTS. OF 4 & 5; B 13 Hanson's Addition	Commercial Add/Alter Commercial/Alteration	INTERIOR OFFICE REMODEL	\$32,800.00	\$712.29
21075	9/19/2012	PATRICIA BUTLER 1504 7TH Street SW	95-664-0680 L 18, PTS. OF 19; B 4 Perkin's 4th Addition	Residential Add/Alter Deck	CONSTRUCT 11' X 20' DECK	\$1,320.00	\$64.71
21078	9/12/2012	LINDA SJOBERG 619 2nd Street SW	95-006-1540 L PT OF 9; B 67 First Addition	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$4,000.00	\$32.00
21079	9/12/2012	STEVEN AHMANN 626 2ND Street SW	95-006-1670 L 7; B 68 First Addition	Residential Add/Alter Remodel	REMODEL BASEMENT BATHROOM	\$2,400.00	\$105.85
21080	9/19/2012	PAT CAIN 318 10th Street SW	95-003-4160 L 5 & PT OF 6; B 37 Original City	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$4,500.00	\$32.25
21082	9/19/2012	DAVID WESTIN 3335 Eagle Ridge Drive W	95-148-1020 L 2; B 1 Eagles Landing Ph. II	Residential Add/Alter Deck	CONSTRUCT NEW DECK	\$9,500.00	\$231.90

No.	Date	Owner and Address	Legal Description	Use	Permit For	Value	Total Fee
21083	9/13/2012	KELLY NURMI 629 Parkview Road SW	95-340-0460 L 6; B 4 Hilltop Park Addition	Residential Add/Alter Residential/Alteration	INSTALL NEW PATIO DOOR	\$3,000.00	\$106.15
21084	9/19/2012	KANDIYOHI COUNTY HISTORICAL SOCIETY 610 Business 71 N	95-911-0900 L ; B S 11; T 119N; R 35W	Commercial Add/Alter Commercial/Alteration	CONSTRUCT 1466 SF ADDN	\$180,000.00	\$2,213.96
21087	9/17/2012	RAYMOND LANDIN 605 Russell Street NW	95-820-1120 L PT OF 1; B 6 Thorpe & Lien's Addition	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$400.00	\$30.20
21088	9/18/2012	DENNIS & KAREN SPORTEL 2700 6TH Avenue SE	95-882-0320 L 16; B 3 Woodberry Addn.	New Single-Family Dwelling New Residence	NEW HOME AND GARAGE	\$216,714.08	\$2,169.51
21089	9/17/2012	DENNIS FINNEGAN 219 Manila Street NE	95-730-0740 L 4; B 6 Sperry's Addition	Residential Add/Alter Siding	RESIDENTIAL RESIDE GARAGE	\$576.22	\$50.29
21090	9/17/2012	JAMES KNUTSON 506 12TH Street SW	95-006-7180 L 2; B 111 First Addition	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$2,000.00	\$31.00
21091	9/17/2012	DEWITT & PATRICIA FOOTE 1501 2ND Street NE	95-467-0970 L 5; B 2 Lakewood 6th Addition	Residential Add/Alter Siding	RESIDENTIAL RESIDE	\$1,456.00	\$50.73

No.	Date	Owner and Address	Legal Description	Use	Permit For	Value	Total Fee
21094	9/26/2012	DIVERSIFIED LIFESTYLES 1408 Willmar Avenue SW	95-080-0020 L 2; B 1 Bon Van Acres	Residential Add/Alter Residential/Alteration	CONSTRUCT EGRESS AND ENTRY FOR BSMT APT.	\$8,000.00	\$196.15
21096	9/24/2012	STEVE & SHEILA ELLINGBOE 2716 12TH Avenue NW	95-135-0510 L 1; B 3 College View Addition	Residential Add/Alter Addition	KITCHEN AND BATHROOM ADDITION	\$50,000.00	\$829.65
21098	9/19/2012	EARL RICH 317 7th Street NW	95-834-0350 L 5-7; B 4 Victorian Estates Townhns	Commercial Add/Alter Reroofing	REROOF	\$5,000.00	\$102.25
21099	9/19/2012	MARGARET LATCHAM 2004 22ND Street SW	95-601-0129 L 22; B 2 Ortenblad's Homesites	Residential Add/Alter Residential/Alteration	RESIDENTIAL RESIDE/REROOF	\$10,000.00	\$85.00
21101	9/19/2012	TROUW NUTRITION 917 Business 71 N	95-911-0530 L ; B S 11; T 119; R 35	Commercial Add/Alter Commercial/Alteration	REROOF	\$47,943.00	\$580.72
21102	9/24/2012	JOE ULFERTS 309 9th Street SW	95-003-4490 L 12; B 39 Original City	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$5,000.00	\$32.50
21103	9/21/2012	SCOTT BOYS 1000 16th Street NE	95-036-0020 L 2; B 1 Armen's 2nd Addition	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$3,500.00	\$31.75

No.	Date	Owner and Address	Legal Description	Use	Permit For	Value	Total Fee
21110	9/27/2012	ROSS REKEDAL 3308 Eagle Ridge Drive E	95-148-0520 L 10; B 3 Eagles Landing	Residential /Add/Alter Deck	RESIDENTIAL DECK	\$9,000.00	\$214.15
21113	9/28/2012	LOREN HOLTER 612 28TH Avenue SW	95-684-0520 L PT OF 12-13; B 4 Portland Acres 4th Addn	Residential /Add/Alter Residential/Alteration	RESIDENTIAL REROOF	\$5,500.00	\$32.75
21115	9/27/2012	ALICE K WEIBERG 115 Litchfield Avenue SE	95-012-0120 L 3 & 4; B B Third Addition	Commercial /Add/Alter Deck	CONSTRUCT DECK FOR 2ND FLOOR APARTMENT	\$2,000.00	\$88.15
21116	9/27/2012	EDUARDO RIOS 302 12TH Street SW	95-006-6860 L PT OF 1 & 2; B 109 First Addition	Residential /Add/Alter Residential/Alteration	CONSTRUCT EYEBROW ROOFS	\$5,380.00	\$159.84
21117	9/27/2012	JASON DEJONG 625 12TH Street SW	95-006-5580 L PT OF 8 & 9; B 99 First Addition	Residential /Add/Alter Finish Basement	REMODEL BASEMENT BATH & FAMILY ROOM	\$3,000.00	\$106.15
21122	9/27/2012	DARYL DANIELSON 405 25TH Street SE	95-668-4440 L 4; B 1 Pheasant Run, 8 Addn	Residential /Add/Alter Reroofing	RESIDENTIAL REROOF	\$4,000.00	\$32.00

No.	Date	Owner and Address	Legal Description	Use	Permit For	Value	Total Fee
		Current Year Current Month Totals		47		\$2,385,706.66	\$30,362.66
		Previous Year Current Month Valuation				\$3,135,965.43	
		Current YTD Valuation From 01/01/2012 To 09/30/2012				\$13,372,297.34	
		Previous YTD Valuation				\$11,768,079.80	

Willmar Charter Commission  
Minutes of Meeting  
City Office Building  
Willmar, Minnesota

August 13, 2012

The Willmar Charter Commission was called to order by Chair Shawn Mueske. Members present were, Audrey Nelsen, Ron Andreen, Shawn Mueske, Laura Becker, Joe Thompson, John Sullivan, and Richard Hoglund. Robert Bonawitz and Richard Falk were excused. Present 7 Absent 2. Also in attendance were City Attorney Robert Scott and City Clerk-Treasurer Kevin Halliday.

Commissioner Andreen moved to approve the minutes of June 21, 2012. Commissioner Hoglund seconded the motion which carried.

Item 1 Chairman Mueske presented copies of Bob Bonawitz's letter of resignation from the Commission. Following discussion, Commissioner Hoglund moved to accept the resignation and directed the chairman to send a letter thanking him for his service. Commissioner Thompson seconded the motion which carried.

Commissioner Nelsen arrived at 1:38 p.m.

Item 2 Chairman Mueske reviewed the course of action options noting the double publishing requirement for a list of changes going to the electorate. City Attorney Robert Scott provided his estimated ballot questions for major amendments at a dozen which the Commission noted as requiring a second ballot. The County Auditor previously informed the Commission that all second ballot printing and programming costs would be charged to the City estimated at \$10,000. Commissioner Nelsen questioned opportunities with the upcoming special election but City Clerk Halliday explained it was in Council Member Reese's Ward 4 only. Chairman Mueske summarized the option's as option 1) Submit amendment's to the voters; option 2) Send the amended Ordinance to the City Council hoping Section 2.08 (Administrator and Attorney job tasks) would be allowed to pass by objecting Council Members; option 3) Recognize Section 2.08 is objectionable and remit an Ordinance to Council without amending Section 2.08; option 4) Modify Section 2.08 and remit modified Ordinance to the Council.

The Commission continued discussing the benefits of having the duties of the administrator and attorney lay out and recorded somewhere for both the employee and the citizens to know the requirements of the job. Consideration was advanced to submit Section 2.08 to the City Council requesting they amend the Charter to follow employment contracts. Commissioner Nelsen stated an unwillingness to withdraw Section 2.08 Subd. 1 or 2 without a working Ordinance detailing tasks of a City Attorney. Commissioner Thompson moved to present the Council with an amending Ordinance whereby Section 2.08 be further amended to exclude the list of duties. Commissioner Sullivan seconded the motion. Following discussion the motion failed.

Commissioner Becker offered a motion to present the Council with an amending Ordinance with no further changes to Section 2.08. Commissioner Andreen seconded the motion which carried unanimously.

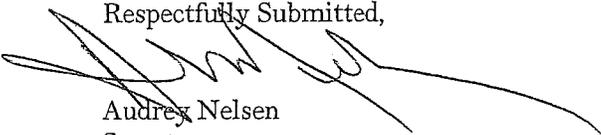
The Commission discussed the City Administrator Ordinance noting it has not been amended or possibly reviewed since 1990. Commissioner Becker moved to recommend to the City Council that they review the Ordinance of the City Administrator (Ord. 989) to assure it is current with today's responsibilities and to create an Ordinance addressing the tasks performed of the City Attorney. Commissioner Hoglund seconded the motion. Commissioner Sullivan offered an amendment that

Chairman Mueske remit a letter detailing the Commission's position on this matter to the Mayor and Council. Commissioner Andreen seconded the amendment which carried. The motion as amended then carried.

The Commission set the next meeting at 1:30 p.m. on October 8, 2012.

Meeting was adjourned at 2:55 p.m.

Respectfully Submitted,



Audrey Nelsen  
Secretary

ds

**WCER JOINT POWERS BOARD MEETING  
SEPTEMBER 28, 2012**

**Members Present:** Eric Banks, Dan Halldin, Patty Johnson, Tim Johnson, Mike Miller, Lynn Peterson, Rachel Smith, Darin Strand

**Staff Present:** Rob Baumgarn, Christine Hilbert, Kevin Madsen, Becky Sorenson

**Guests Present:** Gretchen Baumgarn, Dave Baumgart, Andrew Bjur, Jon Rambow, Nathan Streed

Chairman Eric Banks called the meeting to order. After introductions, he introduced Jon Rambow with the Willmar Baseball Boosters Club. Mr. Rambow, along with Dave Baumgart and Nathan Streed, requested consideration of the Board regarding the condition of the high school baseball and softball fields. He showed a PowerPoint presentation with information of the Baseball Booster Club's financial donations. The Baseball Booster Club has contributed a total of \$17,283, the break-down as follows: \$8,400 for softball field fences, \$6,123 for baseball field fences and \$2,860 for a batting cage. Plans were in place to build dugouts at the fields but that has been put on hold due to Club members' disappointment regarding the field conditions.

The PowerPoint presentation also included pictures of the poor field conditions. Members of the Board asked numerous questions regarding the lack of upkeep and maintenance. Rob stated that Community Ed & Rec had spent quite a bit this past spring to get the fields in better shape but there is a lack of assistance from the School staff to maintain the work that was done. After much discussion, it was suggested that a letter be written to the Superintendent and School Board from the Joint Powers Board expressing concern about the senior high fields.

The next request from the Baseball Booster Club was to be able to sell advertising at Orange Field. The plan is to sell banners (similar to the ones at Baker Diamond). The banners would be 8 feet by 5 feet, selling at a cost of \$200 per year or \$500 for three years. The sale of 20 banners would generate an income of \$4,000 per year. Rambow, Inc. will take care of creating the banners so, initially, the income would be less the first year. Rachel Smith made a motion to allow the Baseball Boosters to sell advertising banners. Patty Johnson seconded and the motion was approved.

Chairman Banks asked Andrew Bjur to present his report on disc golf at the Island. The original intent of disc golf at Robbins Island was to create more usage at the Island. In 2010 the summer league started. Various improvements have been made to the original course, including cement pads for the nine holes and signs for each. Andrew said that Steve Gralish has built 18 benches for the disc golf course.

**JOINT POWERS BOARD MINUTES**  
**SEPTEMBER 28, 2012, PAGE 2**

Matching dollars have been raised for the \$250 grant from the American Frisbee Association. There were a total of 49 people in the league, raising \$1,000.

Long range goal is to make Robbins Island an 18 hole course, hopefully by 2014.

There were four main events this past summer – the Stephen Reynolds Memorial Classic, a Tribune tournament, Willmar Disc Golf Tournament and Ace Ride – sponsored by Disc Crafters.

Andrew presented the Board with two checks, one for \$1,000 and the other for \$250 to be used for improvements of the disc golf course. Mike Miller made a motion to accept the checks, Rachel Smith seconded and the motion passed.

Gretchen Baumgarn, Dean of Students at Kennedy, was present to answer questions regarding the crossing guards. One concern expressed was the training of crossing guards. Gretchen responded that this is her first year in charge of the guards and that she knew there had been training for them a few years ago. After some discussion, she agreed that it may be a good idea to have refresher training for staff. She also stated it is very difficult finding people willing to be crossing guards at the minimum wage and the split shifts and weather conditions. The Board thanked Mrs. Baumgarn for attending the meeting and addressing the concerns of the Board.

Mike Miller presented the Willmar Curling Club's request to serve liquor at the Bonspiel Tournament October 25-28 at the Blue Line Center at the Civic Center Arena. After a few questions, Darin Strand made a motion to approve the request to serve liquor at the Bonspiel Tournament. Eric Banks seconded the motion. Motion passed.

The next Board meeting will be October 26. As there was no further business, the meeting was adjourned.

**FINANCE COMMITTEE REPORT  
CITY OF WILLMAR  
MONDAY, OCTOBER 8, 2012**

The Finance Committee of the Willmar City Council met at 4:45 p.m. on Monday, October 8, 2012, in City Hall Conference Room No. 1. Chair Denis Anderson called the meeting to order.

Members Present:	Denis Anderson	.....	Chair
	Rick Fagerlie	.....	Vice-Chair
	Tim Johnson	.....	Member
	Jim Dokken	.....	Member
	Steve Okins	.....	City Finance Director

Others present included Mayor Frank Yanish; Michael Schramm and Bill Fenske of Rice Memorial Hospital; West Central Tribune Journalist David Little; and Accounting Supervisor Carol Cunningham.

**Item No. 1 – Public Comment**

Chair Anderson acknowledged that no one was present to address the committee at this time.

**Item No. 2 – Rice Hospital 5-Year Plan ( Information )**

Mike Schramm presented an overview of Rice Memorial Hospital’s Five-year Financial Plan which establishes specific balance sheet and profitability targets along with projected capital expenditures through 2017. Bill Fenske reviewed key financial and statistical indicators used to prepare this five-year plan as well as projected financial statements. It was noted that as new or enhanced programs and services are considered, their financial impact on this five-year plan will be addressed. This matter was for information only

**Item No. 3 – West Central Industries ( Information )**

Staff explained to the Committee that originally, the Council was to take action on a resolution on October 1, 2012, for the West Central Industries (WCI) Conduit Financing request. This has been postponed until the Council Meeting on October 15, 2012, due to illness of WCI Executive Director Charlie Oakes. In 2005, WCI obtained a Private Revenue Note for \$1.1 million through Conduit Financing and are now requesting to refinance the remaining balance of \$500,000. This new note will reduce their interest rate to 2.35% and shorten the term by approximately five years. This matter was for information only.

**Item No. 4 – Reports ( Information )**

The Committee reviewed the following September 30, 2012, Reports: LOST, WRAC-8 and CVB. This matter was for information only.

**Item No. 5 – Future Agenda Items ( Information )**

Future agenda items scheduled for October 22, 2012, include: 1) Capital Improvement Program; 2) HRA Budget Presentation; and 3) Fund Balance. Agenda items scheduled for November 26, 2012, include budget presentations by Rice Hospital and MUC. Chair Anderson suggested that a Council Work Session be held prior to an upcoming Council Meeting to discuss the Waste Treatment Plant Rate Study once all the information has been prepared.

**Item No. 6 - Miscellany ( Information )**

Chair Anderson explained to the Committee that the Payment In Lieu Of Taxes Agreement with the Willmar Municipal Utilities is expiring at the end of 2012 and needs to be renegotiated. In the past, the Finance Committee Chair and the City Administrator have negotiated this agreement with the MUC. It was the consensus of Committee members that this same process be followed for negotiating the new agreement. This matter was for information only.

Finance Director Okins reviewed with the Committee the recent changes acted on by the Council affecting the 2013 Budget. The proposed increase to the Mayor/Council Salaries of \$13,500 has been deducted. Offsetting that reduction, \$13,000 was added for the contribution to the Baseball Boosters and \$500 has been added to the Mayor/Council Travel Budget. The Library's Funding Request was reduced by \$5,500 of which \$500 has been reallocated to the Mayor/Council Travel Budget as well. As a result, \$5,000 remains for reallocation. Other items not yet factored into the 2013 Budget include revenue for the Building Inspection Services Contract with Kandiyohi County which could total approximately \$15,000; and the expenditure of \$5,000 for contribution to the 2040 Vision Planning. Council Member Fagerlie also pointed out that it has not yet been decided if the contribution to the Historical Society will be \$5,000 in 2013 or \$1,000 per year for five years. Mayor Yanish commented that contracted airport management services are being considered; consequently, there may be changes to the 2013 Airport budget as well. This matter was for information only.

There being no further business to come before the Committee, the meeting was adjourned at 5:56 p.m. upon motion by Council Member Fagerlie, second by Council Member Johnson, and carried.

Respectfully submitted,



Carol Cunningham  
Accounting Supervisor

To: City of Willmar Finance Committee

From: Michael Schramm  
Bill Fenske

Date: October 4, 2012

Subject: 5-Year Financial Plan

Attached you will find the 2012 5-year Financial Plan projecting through 2017. The Plan's purpose is to set financial targets for the next five years with specific balance sheet and profitability targets along with projected capital expenditures. The attached Financial Plan is summarized for presentation purposes, however, if you would desire further detail; please feel free to request this at any time. This Plan was reviewed and approved by the Rice Memorial Hospital Board of Directors at its August 15, 2012 meeting.

The financial statements that are shown in the Plan are as follows:

Major Assumptions	2013-2017
Capital Plan	2011-2017
Balance Sheet	2011-2017
Statement of Operations	2011-2017
Cash Flow Statement	2012-2017
Key Financial Indicators	2011-2017
Key Statistical Indicators	2011-2017

There are numerous assumptions that are critical in building a financial plan. Some of the major assumptions are as follows:

Key Indicator	Assumption
Inpatient Activity	-3.0% annual decrease
Outpatient Activity	1.0% annual increase
Resident Activity	70.0 during construction; 73.5 thereafter
Home Medical Activity	15% sales increase 2013; 10% thereafter
Hospital Revenues	3% annual price increase; 1.2% net patient revenue increase
Salary per FTE	Hospital 2.5% annual increase including steps Care Center 2.5% annual increase including steps Home Medical 2.5% annual increase
Productivity	Hospital 3.0% improvement in 2013; 1.0% improvement in 2014; 0.0% thereafter Care Center 1.0% improvement in 2013; 0.5% improvement thereafter Home Medical 5.0% annual improvement
Other expenses	Low inflation estimates
Capital Expenditures	110%-115% of equipment depreciation expense - Routine \$5.5M - Care Center renovation \$10.0M - Hospital project \$1.75M - Home Medical store construction/renovations
Debt Activity	\$13.3M new debt
Care Center Donations	\$1.0M donations
Programs & Services	No new or enhanced services

The critical decision point is to understand how these assumptions will affect operating performance and ultimately the Key Financial Indicators. The Operating Margin (enhanced by non-operating activity) indicator is what drives Rice's financial performance goals. As Rice is able to improve its financial performance and enhance its balance sheet; this will provide strategic opportunities that will enhance Rice's financial position.

There are many ways of achieving the financial targets through changes in volume, prices, and/or expenses. This Financial Plan assumes a 3.0% decrease in Hospital inpatient activity and a modest 1.0% increase in outpatient activity; 3% Hospital price increases with 1.2% net patient revenue increases; and various aggressive expense changes. Management has the greatest control over expenses and because of this, the Financial Plan and its success is driven by Management's ability to control and/or reduce expenses.

The Key Financial Indicators are also driven by assumptions, but are mainly driven by operating performance. It is critical that Rice set financial targets that achieve and/or exceed industry benchmarks. If it is unrealistic that Rice would achieve the benchmark then it is critical that Rice makes substantial improvement and progress toward the benchmark. As a result, the following are baseline targets set by Management for the next five years:

Operating Margin	2.0% floor
Debt/Cap Ratio	45.0% ceiling
Days of Cash	10-12 day annual increase
Cash to Debt	100% by 2017

This Financial Plan is date sensitive meaning that the Plan is an estimate or road map as of the date of the presentation. As new or enhanced programs and services are considered, a financial analysis will be completed for each initiative showing the financial impact of the initiative on the most current 5-Year Financial Plan. Once the 5-year Financial Plan is presented and approved, that will determine the target for the next year's annual budget as well as the road map for future years. It is expected that the 5-Year Financial Plan will be updated subsequent to the strategic planning process.

## Major Assumptions:

Rate Increase - Hospital	3.0%	3.0%	3.0%	3.0%	3.0%
Volume Increase - Hospital Inpatient	-3.0%	-3.0%	-3.0%	-3.0%	-3.0%
Volume Increase - Hospital Outpatient	1.0%	1.0%	1.0%	1.0%	1.0%
Hospital Net Revenue Change	1.2%	1.2%	1.2%	1.2%	1.2%
Contractual Allowance % - Hospital	53.1%	53.8%	54.5%	55.1%	55.8%
Salary / FTE Increase	2.5%	2.5%	2.5%	2.5%	2.5%
Sales Increase - Home Medical	15.0%	10.0%	10.0%	10.0%	10.0%
Productivity Improvement - Hospital	3.0%	1.0%	0.0%	0.0%	0.0%
Productivity Improvement - Care Center	1.0%	0.5%	0.5%	0.5%	0.5%
Productivity Improvement - Home Medical	5.0%	5.0%	5.0%	5.0%	5.0%

	2013	2014	2015	2016	2017
Rate Increase - Hospital	3.0%	3.0%	3.0%	3.0%	3.0%
Volume Increase - Hospital Inpatient	-3.0%	-3.0%	-3.0%	-3.0%	-3.0%
Volume Increase - Hospital Outpatient	1.0%	1.0%	1.0%	1.0%	1.0%
Hospital Net Revenue Change	1.2%	1.2%	1.2%	1.2%	1.2%
Contractual Allowance % - Hospital	53.1%	53.8%	54.5%	55.1%	55.8%
Salary / FTE Increase	2.5%	2.5%	2.5%	2.5%	2.5%
Sales Increase - Home Medical	15.0%	10.0%	10.0%	10.0%	10.0%
Productivity Improvement - Hospital	3.0%	1.0%	0.0%	0.0%	0.0%
Productivity Improvement - Care Center	1.0%	0.5%	0.5%	0.5%	0.5%
Productivity Improvement - Home Medical	5.0%	5.0%	5.0%	5.0%	5.0%

## 5-Year Capital Plan:

	2011	2012	2013	2014	2015	2016	2017
<b>Hospital &amp; Care Center:</b>							
Routine	\$ 4,410,000	\$ 4,500,000	\$ 4,600,000	\$ 4,600,000	\$ 5,400,000	\$ 6,600,000	\$ 7,100,000
Minor Projects	\$ 1,700,000	\$ 600,000	\$ 1,600,000	\$ 1,600,000	\$ 500,000	\$ 500,000	\$ 500,000
Hospital Ancillary Services				\$ 10,000,000			
Care Center Expansion & Renovation			\$ 2,250,000	\$ 2,250,000	\$ 1,000,000		
<b>Hospital Totals</b>	<b>\$ 6,513,631</b>	<b>\$ 6,110,000</b>	<b>\$ 7,350,000</b>	<b>\$ 18,450,000</b>	<b>\$ 6,900,000</b>	<b>\$ 7,100,000</b>	<b>\$ 7,600,000</b>
<b>Home Medical:</b>							
Routine & Projects	\$ 399,349	\$ 390,000	\$ 1,150,000	\$ 1,410,000	\$ 420,000	\$ 430,000	\$ 440,000
<b>Totals</b>	<b>\$ 6,912,980</b>	<b>\$ 6,500,000</b>	<b>\$ 8,500,000</b>	<b>\$ 19,860,000</b>	<b>\$ 7,320,000</b>	<b>\$ 7,530,000</b>	<b>\$ 8,040,000</b>
<b>5-Year Averages</b>	<b>\$ 4,500,000</b>	<b>\$ 5,000,000</b>	<b>\$ 6,100,000</b>	<b>\$ 9,000,000</b>	<b>\$ 9,800,000</b>	<b>\$ 9,900,000</b>	<b>\$ 10,300,000</b>
<b>5-Year Averages - 2010</b>	<b>\$ 6,000,000</b>						
<b>5-Year Averages - 2009</b>	<b>\$ 8,500,000</b>						
<b>5-Year Averages - 2008</b>	<b>\$ 11,600,000</b>						
<b>5-Year Averages - 2007</b>	<b>\$ 15,700,000</b>						
<b>5-Year Averages - 2006</b>	<b>\$ 16,900,000</b>						

**5-Year Financial Plan  
Financial Statements**

7/27/2012

**BALANCE SHEET**

**ASSETS**

	2011	2012	2013	2014	2015	2016	2017
Cash & Cash Equivalents	\$ 3,654,164	\$ 2,770,718	\$ 2,796,594	\$ 2,851,203	\$ 2,919,666	\$ 2,982,495	\$ 3,056,361
Accounts Receivable-Net	16,143,018	14,546,105	14,921,002	15,212,885	15,566,413	15,843,240	16,212,669
Other Current Assets	6,028,696	5,363,014	5,443,643	5,526,683	5,612,223	5,700,354	5,791,173
Total Current Assets	25,825,878	22,679,837	23,161,239	23,590,771	24,098,302	24,526,089	25,060,203
Assets Limited as to Use	6,320,482	5,921,048	6,053,046	6,191,644	6,337,172	6,489,976	6,650,420
Property, Plant & Equipment-Net	61,769,611	60,051,159	59,846,589	70,332,789	67,716,126	64,619,681	61,941,360
Investments-Unrestricted	25,125,564	29,639,449	33,939,335	36,012,749	41,259,885	45,409,325	49,161,071
Other Assets	4,434,213	4,280,000	4,630,000	5,016,500	5,443,075	5,913,661	6,432,592
Total Assets	\$ 123,475,748	\$ 122,571,494	\$ 127,630,210	\$ 141,144,453	\$ 144,854,560	\$ 146,958,733	\$ 149,245,647

**Liabilities & Net Assets**

Current Maturities-LT Debt	\$ 1,981,181	\$ 2,279,069	\$ 2,143,196	\$ 1,984,850	\$ 2,048,221	\$ 2,117,791	\$ 2,198,512
Other Current Liabilities	14,979,379	15,088,573	15,237,459	15,387,833	15,539,712	15,693,109	15,848,040
Long-Term Debt	49,270,010	47,958,675	47,715,479	55,830,629	54,782,408	52,664,616	50,466,104
Total Liabilities	66,230,570	65,326,317	65,096,134	73,203,312	72,370,341	70,475,517	68,512,656
Net Assets	57,245,177	57,245,177	62,534,076	67,941,141	72,484,219	76,483,216	80,732,990
Total Liabilities & Net Assets	\$ 123,475,747	\$ 122,571,494	\$ 127,630,210	\$ 141,144,453	\$ 144,854,560	\$ 146,958,733	\$ 149,245,647

**5-Year Financial Plan**  
**Financial Statements**

7/27/2012

**STATEMENT OF OPERATIONS**

	2011	2012	2013	2014	2015	2016	2017
Gross Patient Revenues	\$ 208,404,008	\$ 210,775,852	\$ 217,276,729	\$ 224,052,141	\$ 231,572,154	\$ 239,083,751	\$ 246,923,976
Less: Contractual Allowances	(101,844,791)	(104,298,361)	(108,353,413)	(112,998,080)	(117,937,340)	(123,111,234)	(128,571,489)
Net Patient Revenues	106,559,217	106,477,491	108,923,316	111,054,061	113,634,815	115,972,516	118,352,487
Other Operating Revenue	17,325,023	17,954,148	18,320,958	18,690,470	19,067,922	19,453,297	19,846,800
Less: Willmar Medical Services Revenues	(21,315,935)	(21,621,454)	(21,945,776)	(22,274,962)	(22,609,087)	(22,948,223)	(23,292,447)
Total Operating Revenue	102,568,305	102,810,185	105,298,498	107,469,569	110,093,650	112,477,590	114,906,840
Total Operating Expense	107,174,401	109,626,729	110,780,266	113,442,724	116,504,485	119,785,780	122,275,502
Less: Willmar Medical Services Expenses	(9,162,896)	(8,967,035)	(9,101,541)	(9,238,064)	(9,376,635)	(9,517,284)	(9,660,043)
Net Operating Income (Loss)	4,556,800	2,150,491	3,619,772	3,264,908	2,965,800	2,209,095	2,291,382
Non-Operating Income	1,449,824	1,019,720	1,319,127	1,492,157	1,577,278	1,789,902	1,958,393
Net Income (Loss)	\$ 6,006,624	\$ 3,170,211	\$ 4,938,899	\$ 4,757,065	\$ 4,543,078	\$ 3,998,997	\$ 4,249,775
Operating Margin %	2.0%	2.1%	3.4%	3.0%	2.7%	2.0%	2.0%
Excess Margin %	3.0%	3.1%	4.6%	4.4%	4.1%	3.5%	3.6%

**5-Year Financial Plan**  
**Financial Statements**  
7/27/2012

**CASH FLOW STATEMENT**

Sources of Cash & Investments:

	2011	2012	2013	2014	2015	2016	2017
Net Income	\$ 3,170,211	\$ 4,938,899	\$ 4,543,078	\$ 3,998,997	\$ 10,626,444	\$ 4,249,775	\$ 10,718,321
Depreciation & Amortization	8,218,452	8,704,570	9,373,801	9,936,663	1,000,000	-	-
Debt Proceeds	-	1,900,000	10,400,000	-	-	-	-
Debt Refunding	1,013,447	-	350,000	650,000	-	-	-
RCC Donations	-	-	-	-	-	-	-

**Total Sources**

	12,402,110	15,893,469	25,180,866	15,479,741	14,625,441	14,968,096
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**Uses**

Property, Plant, and Equipment - Net	6,500,000	8,500,000	19,860,000	7,320,000	7,530,000	8,040,000
Debt Payments	1,970,454	2,279,069	2,143,196	1,984,850	2,048,221	2,117,791
Working Capital Changes & Other - Net	301,217	788,638	1,049,646	859,292	834,951	984,692

**Total Uses**

	8,771,671	11,567,707	23,052,842	10,164,142	10,413,173	11,142,484
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**Increase / (Decrease) Cash & Investments**

	3,630,439	4,325,762	2,128,023	5,315,599	4,212,268	3,825,612
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**Beginning of Period (January 1)**

	28,779,728	32,410,167	36,735,929	38,863,953	44,179,552	48,391,820
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**End of Period Unrestricted Cash & Investments**

	\$ 32,410,167	\$ 36,735,929	\$ 38,863,953	\$ 44,179,552	\$ 48,391,820	\$ 52,217,432
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**Days of Unrestricted Cash & Investments**

	105	117	131	136	151	162	171
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# 5-Year Financial Plan

## Financial Statements

7/27/2012

### KEY FINANCIAL INDICATORS

#### Operational

	2011	2012	2013	2014	2015	2016	2017	Benchmark
Operating Margin	4.4%	2.1%	3.4%	3.0%	2.7%	2.0%	2.0%	3.3%
Excess Margin	5.8%	3.1%	4.6%	4.4%	4.1%	3.5%	3.6%	5.4%
EBIDA	12.7%	12.8%	14.6%	15.0%	14.9%	14.6%	14.5%	12.8%

#### Financial

Debt/Capitalization Ratio	46.3%	45.6%	43.3%	45.1%	43.0%	40.8%	38.5%	41.0%
Debt Service Coverage	3.5	2.9	3.6	3.2	3.2	3.6	3.9	2.9
Net Days in Accounts Receivable	55	50	50	50	50	50	50	45
Days of Cash	105	117	131	136	151	162	171	134
Unrestricted Cash/Debt	58%	68%	77%	70%	81%	92%	103%	97%
Cushion Ratio	6.3	7.1	8.4	7.6	8.6	10.4	12.1	9.6
Average Age of Plant	9.2	9.0	9.2	9.4	9.6	9.8	10.6	10.2
Financial Strength Index	1.4	0.9	1.6	1.7	1.9	1.9	2.1	0.0

#### Productivity

##### Hospital

FTE's per Adjusted Admit	13.7	14.9	14.4	14.3	14.3	14.3	14.3	14.9
FTE's per Adjusted Patient Day	3.9	4.2	4.1	4.1	4.1	4.1	4.1	4.4
Total Revenue per Adj. Admit	\$ 10,120	\$ 10,858	\$ 11,040	\$ 11,224	\$ 11,408	\$ 11,561	\$ 11,777	
Controllable Expense per Adj. Admit	\$ 7,620	\$ 8,356	\$ 8,363	\$ 8,477	\$ 8,646	\$ 8,811	\$ 8,999	

Care Center Hours per Resident Day	6.5	6.0	6.0	5.9	5.9	5.9	5.9	5.8
Care Center Revenue per Resident Day	\$ 244.5	\$ 281.8	\$ 291.6	\$ 299.7	\$ 307.8	\$ 315.2	\$ 321.8	
Care Center Expense per Resident Day	\$ 212.4	\$ 207.0	\$ 225.3	\$ 239.5	\$ 244.5	\$ 250.2	\$ 253.8	

#### Home Medical Sales per FTE

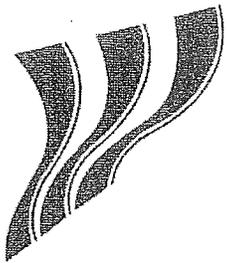
	\$ 158,128	\$ 166,368	\$ 174,686	\$ 183,421	\$ 192,592	\$ 202,221	\$ 212,332	
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**5-Year Financial Plan**  
**Financial Statements**

7/27/2012

**KEY STATISTICAL INDICATORS**

	2011	2012	2013	2014	2015	2016	2017
Hospital Patient Days	13,238	12,080	11,718	11,366	11,025	10,724	10,374
Hospital Avg. Daily Census	36.2	33.1	32.1	31.1	30.2	29.3	28.4
Hospital Admits	3,766	3,451	3,348	3,247	3,150	3,064	2,964
Adj. Patient Days-Hospital	38,487	35,065	34,932	34,813	34,706	34,707	34,531
Adj. Admits-Hospital	10,949	10,017	9,981	9,947	9,916	9,916	9,866
Resident Days	24,031	27,449	25,550	25,550	26,828	26,901	26,828
Care Center Avg. Daily Census	65.7	75.0	70.0	70.0	73.5	73.5	73.5
Hospital FTE's	632	629	608	600	598	598	595
Care Center FTE's	76	77	73	73	76	76	76
Home Medical FTE's	66	72	79	83	87	91	95
Total FTE's	773	778	760	755	761	765	765



**City of Willmar  
Local Option Sales Tax  
Balance Sheet As of September 30, 2012  
As of 10/05/12**

**Assets**

Cash	\$ 3,204.88
Investments	7,688,606.31
Taxes Receivable	-
Due From C.P.-Airport	-
Interest Receivable	-

**Total Assets** \$ 7,691,811.19

**Liabilities**

Due to C.P. LOST	\$ -
Due to Other Governmental Units	-

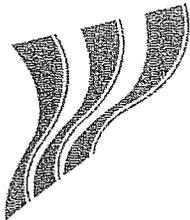
**Total Liabilities** -

**Fund Balance**

Restricted Fund Balance	7,691,811.19
Restricted Fund Balance - LOST	-
Restricted Fund Balance - EDA	-

**Total Fund Balance** 7,691,811.19

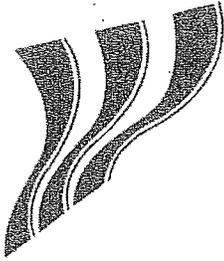
**Total Liabilities and Fund Balance** \$ 7,691,811.19



**City Of Willmar**  
**Local Option Sales Tax**  
**Comparative Income and Expense Statement**  
**For the Period Ending September 30, 2012**  
**(As of 10/05/12)**

	<u>Budget</u>	<u>2012 Actual</u>	<u>2011 Actual</u>
<b><u>Revenues</u></b>			
Sales/Use Tax	\$ 1,800,000.00	\$ 992,359.23	\$ 950,470.31
Excise Tax	50,000.00	31,800.00	34,490.00
Interest Earnings	75,000.00	66,062.78	38,933.90
Market Value Adjustment	-	17,268.20 *	60,973.95 *
Refunds/Reimbursements	-	160.00 *	-
Transfer In - C.P. Airport	-	330,716.00 *	-
<b>Total Revenues</b>	<b>\$ 1,925,000.00</b>	<b>\$ 1,438,366.21</b>	<b>\$ 1,084,868.16</b>
<b><u>Expenditures</u></b>			
Other Charges	\$ -	\$ 16,317.20 *	\$ 11,311.68 *
Transfer Out - Industrial Dev.	5,868,889.00	-	-
Transfer Out - C.P. 2010	-	-	-
Refunds/Reimbursements	-	160.00 *	-
Market Value Adjustment	-	13,068.21 *	17,056.01 *
<b>Total Expenditures</b>	<b>\$ 5,868,889.00</b>	<b>\$ 29,545.41</b>	<b>\$ 28,367.69</b>
Net Income (Loss)	\$ (3,943,889.00)	\$ 1,408,820.80	\$ 1,056,500.47
Fund Balance January 1	6,282,990.39	6,282,990.39	2,416,756.29
Prior Period Adjustment	-	-	-
<b>Fund Balance September 30</b>	<b>\$ 2,339,101.39</b>	<b>\$ 7,691,811.19</b>	<b>\$ 3,473,256.76</b>

\* Indicates Over Budget



**City of Willmar**  
**Local Option Sales Tax Capital Projects Fund**  
**Balance Sheet As of September 30, 2012**  
**(As of 10/05/12)**

**Assets**

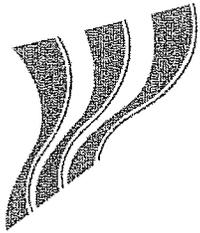
Cash	\$	16,075.06
Due From LOST Special Revenue Fund	\$	-
Due From Other Governmental Units		-
<b>Total Assets</b>	<b>\$</b>	<b>16,075.06</b>

**Liabilities**

Deferred Revenue	\$	-
<b>Total Liabilities</b>		<b>-</b>

**Fund Balance**

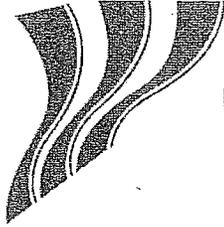
Designated - Civic Center Connection	3,675.14
Assigned Fund Balance	12,399.92
<b>Total Fund Balance</b>	<b>16,075.06</b>
<b>Total Liabilities and Fund Balance</b>	<b>\$ 16,075.06</b>



**City Of Willmar**  
**Local Option Sales Tax Capital Projects Fund**  
**Comparative Income and Expense Statement**  
**For the Period Ending September 30, 2012**  
**(As of 10/05/12)**

	<u>Budget</u>	<u>2012 Actual</u>	<u>2011 Actual</u>
<b><u>Revenues</u></b>			
Interest Earnings	\$ -	\$ -	\$ -
Refunds & Reimbursements	-	-	-
Transfer In - L.O.S.T.	-	-	-
<b>Total Revenues</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b><u>Expenditures</u></b>			
Airport Development	\$ -	\$ -	\$ -
Industrial Park Development	-	2,062.00 *	-
Civic Center Annex	-	-	-
Land Development	-	-	-
Bike Path Projects	-	-	-
<b>Total Expenditures</b>	<u>\$ -</u>	<u>\$ 2,062.00</u>	<u>\$ -</u>
Net Income (Loss)	\$ -	\$ (2,062.00)	\$ -
Fund Balance January 1	18,137.06	18,137.06	(48,621.94)
Prior Period Adjustment	-	-	-
<b>Fund Balance September 30</b>	<u>\$ 18,137.06</u>	<u>\$ 16,075.06</u>	<u>\$ (48,621.94)</u>

\* Indicates Over Budget



**WILLMAR**  
Finance

**City of Willmar**  
**W.R.A.C - 8**  
**Balance Sheet as of September 30, 2012**  
**(As of 10/05/2012)**

**Assets**

Cash	\$ (4,512.30)
Investments	239,226.90
Taxes Receivable	-
Accounts Receivable	-
Prepaid Expenses	-
Interest Receivable	-
<b>Total Assets</b>	<b>\$ 234,714.60</b>

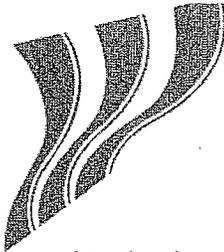
**Liabilities**

Accounts Payable	\$ -
Accrued Wages Payable	-
Due to S.A.B.F. 2011	-
Due to Capital Improvements Fund	-
<b>Total Liabilities</b>	<b>-</b>

**Fund Balance**

Restricted Fund Balance	1,777.69
Committed Fund Balance	39,701.00
Assigned Fund Balance	193,235.91
<b>Total Fund Balance</b>	<b>234,714.60</b>

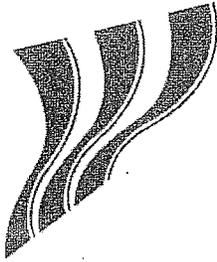
**Total Liabilities & Fund Balance**      **\$ 234,714.60**



**CITY OF WILLMAR**  
**W.R.A.C. - 8**  
**COMPARATIVE INCOME STATEMENT**  
**For the Period Ending September 30, 2012**  
**(As of 10-05-12)**

	<u>Budget</u>	<u>2012 Actual</u>	<u>2011 Actual</u>
Franchise Fees	\$ 225,000.00	\$ 113,046.14	\$ 115,682.86
Interest Earnings	12,000.00	4,380.70	6,963.18
Sale of Materials	-	69.85 *	132.25 *
Market Value Increase	-	1,007.94 *	10,614.64 *
Refunds/Reimbursements	-	-	-
Telephone Reimbursement	-	15.80 *	15.64 *
Miscellaneous	-	-	-
<b>Total Revenues</b>	<b>237,000.00</b>	<b>118,520.43</b>	<b>133,408.57</b>
<b><u>Expenditures</u></b>			
<b>Operating</b>			
Full Time Salaries	76,968.00	49,460.03	51,949.80
Overtime Salaries	5,000.00	1,687.08	1,439.17
Temporary Salaries	5,700.00	8,182.00 *	7,516.00 *
Benefits and Taxes	44,315.00	31,221.57	33,641.17
Office Supplies/Copies	950.00	68.36	288.74
Small Tools	3,400.00	1,756.02	3,031.58
Postage	100.00	3.78	41.28
Mtce. of Equipment	200.00	1,061.70 *	314.70 *
Mtce. of Structures	400.00	844.20 *	318.46
Mtce. Of Other Improvements	-	-	-
Subsistence of Persons	80.00	-	-
Cleaning & Waste Removal	-	-	-
General Supplies	2,900.00	918.09	3,100.64 *
Telephone/Fax	1,200.00	911.17	1,336.03 *
Printing & Publishing	-	-	-
Utilities	4,200.00	4,341.80 *	4,100.93
Travel/Lodging/Dues	2,500.00	1,854.49	1,926.89
Mtce. of Equipment	1,400.00	795.00	653.29
Mtce. of Structures	500.00	528.14 *	353.75
Subsistence of Persons	-	-	-
Cleaning & Waste Removal	560.00	321.37	476.15
Other Services	75.00	-	240.00 *
Rents	800.00	480.00	320.00
Insurances & Bonds	300.00	300.06 *	217.00
Awards & Indemnities	-	-	40.00 *
Subscription/Membership	2,500.00	1,760.19	2,249.92
Licenses and Taxes	-	50.00 *	50.00 *
Professional Services	-	-	-
Advertising	1,000.00	365.56	270.75
Other Charges	-	-	-
Buildings & Equipment	-	-	-
Furniture & Equip	15,995.00	-	-
Transfer Out-Capital Improve	-	-	-
Transfer Out-General Fund	75,000.00	-	-
Refunds/Reimbursements	-	-	-
Market Value Adjustment	-	1,318.54 *	4,047.30 *
<b>Total Expenditures</b>	<b>246,043.00</b>	<b>108,229.15</b>	<b>117,923.55</b>
Net Income (Loss)	(9,043.00)	10,291.28	15,485.02
Fund Balance January 1	224,423.32	224,423.32	480,079.27
Prior Period Adjustment	-	-	-
<b>Fund Balance September 30</b>	<b>\$ 215,380.32</b>	<b>\$ 234,714.60</b>	<b>\$ 495,564.29</b>

\* Indicates Over Budget



**City of Willmar**  
**CONVENTION & VISITORS BUREAU**  
**Balance Sheet as of September 30, 2012**  
**(As of 10/04/12)**

**Assets**

Cash	\$ 7,368.24
Petty Cash	50.00
Investments	177,020.46
Taxes Receivable	-
Accounts Receivable	-
Prepaid Expenses	9,319.17
Interest Receivable	-
<b>Total Assets</b>	<b>\$ 193,757.87</b>

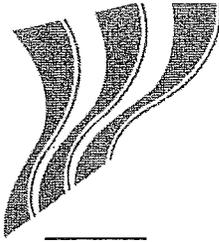
**Liabilities**

Accounts Payable	\$ -
Due to General Fund	-
Due to Capital Improvements	-
<b>Total Liabilities</b>	<b>-</b>

**Fund Balance**

Restricted Fund Balance - CVB	9,319.17
Committed Fund Balance - CVB	31,193.62
Assigned Fund Balance - Petty Cash/CVB	50.00
Assigned Fund Balance - CVB	153,195.08
<b>Total Fund Balance</b>	<b>193,757.87</b>

**Total Liabilities & Fund Balance**      **\$ 193,757.87**



City of Willmar  
**CONVENTION & VISITORS BUREAU**  
**COMPARATIVE INCOME STATEMENT**  
 For the Period Ended September 30, 2012  
 (As of 10/04/12)

	<u>Budget</u>	<u>2012 Actual</u>	<u>2011 Actual</u>
Lodging Receipts	\$ 140,000.00	\$ 110,340.03	\$ 107,294.53
State Tourism Grant	-	4,922.16 *	6,462.36 *
Kandiyohi County	15,000.00	-	-
Kandiyohi Co. Tourism Phone Reim	1,000.00	-	-
Kandiyohi Co. Tourism Partnerhip	34,000.00	34,000.00	34,000.00
Advertising Sales	4,000.00	2,653.50	-
Miscellaneous	-	1,105.00 *	233.95 *
Interest Earnings	6,000.00	2,328.62	3,183.88
Market Value Increase (Decr)	-	578.47 *	4,630.06 *
Refunds & Reimbursements	-	2,424.55 *	1,058.68 *
<b>Total Revenues</b>	<b>200,000.00</b>	<b>158,352.33</b>	<b>156,863.46</b>
 <b>Expenditures</b>			
<b>Operating</b>			
Full Time Exec Director Salary	81,000.00	45,720.99	47,090.51
Temporary Employee Salaries	-	-	1,762.91 *
Benefits and Taxes	19,000.00	10,370.47	10,689.01
Office Supplies/Copies	2,900.00	1,887.19	1,572.05
Small Tools	-	751.59 *	483.18 *
Postage	1,100.00	830.12	126.64
Mtce. of Equipment	1,000.00	-	52.50
General Supplies	1,800.00	350.92	2,338.72
Telephone/Fax	3,900.00	2,949.73	2,219.58
Printing & Publishing	2,000.00	1,453.70	668.80
Travel/Lodging/Dues	4,700.00	4,608.33	3,695.33
Mtce. of Equipment	-	-	-
Other Services	-	677.92 *	196.49 *
Rents	8,000.00	5,012.88	5,012.88
Insurances & Bonds	350.00	355.00 *	330.00
Awards & Indemnities	200.00	256.50 *	456.50 *
Subscription/Membership	1,500.00	1,562.19 *	2,752.78 *
Professional Services	2,400.00	2,598.00 *	2,050.00
Advertising/Marketing	-	-	-
Other Charges			
Contingency Fund	5,300.00	4,105.07	12.50
City Transfer (5%)	7,000.00	-	-
Transfer Out Capital Improvement	-	-	-
Refunds and Reimbursements	-	39.32 *	410.00 *
Market Value Adjustment	-	569.31 *	2,158.82 *
Tourism Expenses	34,000.00	37,238.44 *	29,142.70
Ad Development & Revisions	250.00	-	-
Conference & Convention	21,000.00	14,049.54	14,546.11
Group Tour Promotions	2,000.00	1,972.00	3,972.46 *
Leisure Travel	21,000.00	25,165.25 *	8,614.57
Fall/Winter Promotions	6,000.00	2,368.63	1,560.32
Spring/Summer Promotions	-	-	-
Special Projects	7,000.00	4,500.00	4,250.00
Strategic Marketing	6,000.00	3,123.52	5,326.15
<b>Total Expenditures</b>	<b>239,400.00</b>	<b>172,516.61</b>	<b>151,491.51</b>
 Net Income (Loss)	 (39,400.00)	 (14,164.28)	 5,371.95
Fund Balance January 1	207,922.15	207,922.15	211,651.32
Prior Period Adjustment	-	-	-
<b>Fund Balance September 30</b>	<b>\$ 168,522.15</b>	<b>\$ 193,757.87</b>	<b>\$ 217,023.27</b>

\* Indicates Over Budget

**PUBLIC WORKS/SAFETY COMMITTEE REPORT 12-11  
CITY OF WILLMAR  
TUESDAY, OCTOBER 9, 2012**

A meeting of the Public Works/Safety Committee was called to order at 4:45 p.m. on Tuesday, October 9, 2012, by Chairman Doug Reese at the City Office Building. Members present were: Council Members Bruce DeBlieck, Tim Johnson (substituting for Rick Fagerlie), and Ron Christianson. Also present were: Bruce Peterson, Director of Planning and Development Services; Jared Voge, Bolton and Menk; Brian Bollig, Bollig, Inc.; Josh Halvorson, Donohue and Associates; David Little, "West Central Tribune" and Janell Sommers, Recording Secretary.

**1. CONSIDERATION OF PROPOSALS FOR AIRPORT CRACK SEALING AND TURF RUNWAY REPAIR:**

Jared Voge of Bolton and Menk presented the results of the September 20, 2012 bid opening for improvements at the Willmar Municipal Airport. Bids were initially opened in August with only one bid received. In September the bid was rejected and authorization was granted to re-advertise, separating the improvements into two projects.

Three bids were received for the crack seal project. Mr. Voge recommended accepting the low base bid plus Phase I and II of Fahrner Asphalt Sealers, LLC of Eau Claire, WI in the amount of \$81,886.90. No bids were received for the turf establishment and quotes were solicited with two responses. The low quote received was from Kuechle Underground of Kimball, MN in the amount of \$72,480.01.

The funding source for the Airport Improvements is 70% State monies and 30% local funds which are budgeted in the 2012 Capital Improvements. In order to use state monies, the project must be under contract in 2012, although construction can be completed in 2013. After discussion, a motion was made by Council Member Christianson, seconded by Council Member DeBlieck and passed for the following

**RECOMMENDATION:**

Accept the bid of Fahrner Asphalt Sealers, LLC in the amount of \$81,996.80 for the crack seal improvements and authorize the Mayor and City Administrator to enter into an agreement on behalf of the City. (Resolution)

A second motion was made by Council Member DeBlieck, seconded by Council Member Christianson, and passed for the following

**RECOMMENDATION:**

Accept the quote of Kuechle Underground for turf establishment in the amount of \$72,480.01 and authorize the Mayor and City Administrator to enter into an agreement on behalf of the City. (Resolution)

**2. CONSIDERATION OF AWARD OF CONTRACT FOR PROJECT NO. 1110 - WESTERN INTERCEPTOR:**

Josh Halvorson of Donohue and Associates presented the bid tabulation and contract recommendation for Project No. 1110, which is the Western Interceptor Sewer Connection. This pipe connects to the existing sewer at 30<sup>th</sup> Street and 30<sup>th</sup> Avenue SW and proceeds north along 30<sup>th</sup> Street, crosses 19<sup>th</sup> Avenue SW and continues north along the west side of County Road No. 5 crossing Highway 12 and up to First Avenue NW in Vos Park. Seven bids were received in June, 2012 with the low bid being that of Geislinger & Sons, Inc. from Watkins, MN. All bids were evaluated for conformance and qualifications to perform the work. The low bidder was also established by references, financial data and previous experience. Donohue is also recommending award of the alternate bid, which is the inclusion of the storm sewer, for an additional cost of \$505,769.00 for a total contract of \$3,575,354.25, which is under the Engineer's Estimate. It was noted that no construction would be allowed on the former airport site until the Phase II land release was finalized. A motion was made by Council Member DeBlieck, seconded by Council Member Christianson, and passed for the following

**RECOMMENDATION:**

Award the contract for Project No. 1110 to Geislinger & Sons, Inc. in the amount of \$3,575,354.25 and authorize the Mayor and City Administrator to enter into a contract on behalf of the City. (Resolution)

**3. CONSIDERATION OF PROPOSAL FOR ENGINEERING SERVICES - LAKELAND DRIVE INTERCEPTOR/MINNWEST LIFT STATION PROJECT:**

Proposals for engineering services to design the construction of the Lakeland Drive Interceptor/MinnWest Lift Station were received from six firms with costs ranging from \$320,261.00 to \$515,436.00. The project includes the reconstruction of Lakeland Drive to an urban section. Four staff members reviewed and scored the proposals and the three highest scoring firms were interviewed. It was staff's recommendation to accept the proposal of Donohue and Associates.

The committee discussed the scoring and evaluation process at length. It was noted this particular scoring system has been used by the City in the past for selecting an engineering firm. A motion was made by Council Member Reese to approve staff's recommendation of Donohue and Associates. The motion failed for lack of a second. This item will be brought before the full Council without a recommendation. A request was made to see the scoring results of the interview process. Staff will make this information available upon approval of the City Attorney/City Clerk-Treasurer.

Should the Council pass a resolution to engage a consultant, two other resolutions to identify a source of funds and to state intent to reimburse will be required as well.

4. **CONSIDERATION OF AGREEMENT WITH STATE OF MINNESOTA FOR FEDERAL FUNDING:**

The City received correspondence from the Minnesota Department of Transportation for renewal of an agreement whereby the Commissioner of Transportation is appointed as agent of the City of Willmar to accept federal aid funds. The agreement covers all federal projects the City is designated funding for. The Willmar Avenue crossing and the Robbins Island-to-Downtown Trail are both projects that would fall into this type of funding in 2013. Staff recommended acceptance of the agreement which has been approved by the City Attorney. A motion was made by Council Member Christianson and seconded by Council Member DeBlieck for the following

**RECOMMENDATION:**

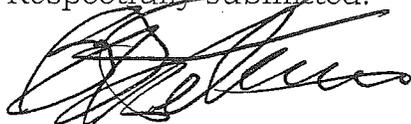
To accept the agency agreement and authorize the Mayor and City Administrator to sign on behalf of the City. (Resolution)

5. **MISCELLANEOUS ITEMS (FOR INFORMATION ONLY):**

Council Member Christianson brought up the topic of parking enforcement in the downtown. He requested information related to the revenue and expenditures be brought before the committee at a future meeting.

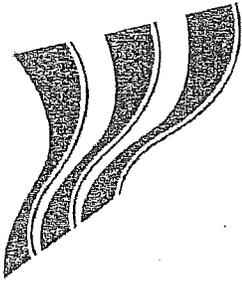
There being no further business to come before the committee, the meeting adjourned at 5:55 p.m.

Respectfully submitted:



Bruce D. Peterson, AICP  
Director of Planning & Development Services

Janell Sommers  
Recording Secretary



CITY OF WILLMAR, MINNESOTA  
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: \_\_\_\_\_

Meeting Date: October 9, 2012

Attachments:  Yes  No

CITY COUNCIL ACTION

Date: October 15, 2012

- Approved     Denied  
 Amended     Tabled  
 Other

Originating Department: Engineering

Action Requested: Accept bids and quotes and award contracts for Mn/DOT SP 3401-63 – Airport Improvements.

Guiding Principle: The City Engineer hereby submits to the City Council that the bids and quotes received for the Airport Improvements project be accepted and contracts be awarded.

Introduction: Three bids for the Airport Improvements Project were received on September 20, 2012. Two quotes for the Airport Improvements Project were received on October 5, 2012.

Background/Justification: The City Council authorized the Mayor and City Administrator to execute Work Order No. 1 to the Professional Services Contract for Design, Bidding, and Construction Services for the Airport Improvements. Work Order No. 1 was executed May 25, 2012. The plans and specifications for the improvements were approved by the City Council on July 16, 2012 and granted authorization for advertisement for bids. On August 9, 2012, one bid was received for the project. At the September 4, 2012 City Council meeting the bid was rejected and authorization was granted by the City Council to re-advertise the project. On September 20, 2012 bids were received for the project. Of the three bids received, no bids included costs for Contract 1: Runway 03/21 Turf Establishment. Since no bids were received for Contract 1, three quotes were solicited for Contract 1. On October 5, 2012, two quotes were received for Contract 1.

Fiscal Impact: The funding source for the Airport Improvements is 70% State monies and 30% local funds budgeted in 2012 Capital Improvements. In order to use state monies, the project must be under contract in 2012 although construction can be completed in 2013.

Alternatives: N/A

Staff Recommendation: Accept the bids received on September 20, 2012 as well as the quotes received on October 5, 2012 and award Contract 1 to Kuechle Underground of Kimball, MN in the amount of \$72,480.01 and award Contract 2 consisting of the base bid, Phase 1 and Phase 2 to Fahrner Asphalt Sealers of Eau Claire, WI in the amount of \$81,996.80, contingent on MnDOT concurrence.

Reviewed by: Jared Voge, Interim City Engineer

Preparer: Janell Sommers, Public Works Secretary

Signature: \_\_\_\_\_

Comments:

**ABSTRACT OF BIDS**

WILLMAR AIRPORT 2012 AIRPORT IMPROVEMENTS  
 WILLMAR MUNICIPAL AIRPORT  
 CITY OF WILLMAR, MINNESOTA  
 BMM PROJECT NO.: T51 105070

DATE SEPTEMBER 20, 2012

ITEM NO.	ITEM	APPROX. QUANT.	UNIT	Fairmer Asphalt Sealers, LLC Emu Claire, WI		Bergen, Inc. Mountain Lakes, NJ		Interstate Improvement, Inc. Fairbault, MN	
				UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT
CONTRACT 2: Crack Repair									
Base Bid									
2.1	2021 501 MOBILIZATION	1	LS	\$6,500.00	\$6,500.00	\$1,000.00	\$1,000.00	\$10,000.00	\$10,000.00
2.2	01550.1 MAINTENANCE AND RESTORATION OF HAUL ROADS & STAGING AREA	1	LS	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$0.01	\$0.01
2.3	01555.2 AIRPORT SAFETY CONTROL	1	LS	\$1,500.00	\$1,500.00	\$500.00	\$500.00	\$5,000.00	\$5,000.00
2.4	01555.3 PROVIDE AND INSTALL LOW PROFILE AIRPORT BARRICADE	13	EA	\$65.00	\$1,170.00	\$223.00	\$4,050.00	\$150.00	\$2,700.00
2.5	01555.4 RE-INSTALL LOW PROFILE AIRPORT BARRICADE	16	EA	\$65.00	\$1,040.00	\$100.00	\$1,600.00	\$75.00	\$1,200.00
2.6	01555.8 PROVIDE & INSTALL RUNWAY CLOSURE MARKER, NON-LIGHTED	2	EA	\$250.00	\$500.00	\$250.00	\$500.00	\$800.00	\$1,600.00
				TOTAL CONTRACT 2 (BASE):					
				\$11,710.00	\$11,710.00	\$8,650.00	\$8,650.00	\$30,500.01	\$30,500.01
Phase 1 - Runway 13/31									
2.7	02975.1 BITUMINOUS CRACK ROUTE & JOINT REPAIR	22790	LF	\$1.60	\$36,464.00	\$1.98	\$45,124.20	\$2.00	\$45,580.00
				\$36,464.00	\$36,464.00	\$45,124.20	\$45,124.20	\$45,580.00	\$45,580.00
Phase 2 - Taxiway									
2.8	02975.1 BITUMINOUS CRACK ROUTE & JOINT REPAIR	13370	LF	\$1.60	\$21,712.00	\$1.98	\$26,868.60	\$2.00	\$27,140.00
2.9	2104.513 SAWCUT BITUMINOUS (FULL DEPTH)	400	LF	\$3.00	\$1,200.00	\$18.75	\$7,500.00	\$4.25	\$1,700.00
2.1	2104.505 REMOVE BITUMINOUS PAVEMENT - HAUL OFFSITE	88	SY	\$13.10	\$1,152.80	\$37.50	\$3,300.00	\$11.55	\$1,016.40
2.11	2331.501 BITUMINOUS FULL DEPTH PATCHING MIXTURE (4")	22	TON	\$383.00	\$8,426.00	\$250.00	\$5,500.00	\$450.00	\$9,460.00
2.12	2337.502 BITUMINOUS TACK COAT PATCHING	6	GAL	\$22.00	\$132.00	\$18.75	\$112.50	\$45.00	\$270.00
2.13	02976.1 SAW & SEAL BITUMINOUS JOINTS	400	LF	\$3.00	\$1,200.00	\$2.95	\$1,180.00	\$2.00	\$800.00
				\$3,000.00	\$3,000.00	\$1,180.00	\$1,180.00	\$2.00	\$800.00
				\$33,822.80	\$33,822.80	\$44,461.10	\$44,461.10	\$40,386.40	\$40,386.40
Phase 3 - West Taxiway									
2.14	02975.1 BITUMINOUS CRACK ROUTE & JOINT REPAIR	3090	LF	\$1.60	\$4,944.00	\$1.98	\$6,118.20	\$2.00	\$6,180.00
2.15	2104.513 SAWCUT BITUMINOUS (FULL DEPTH)	80	LF	\$3.00	\$240.00	\$18.75	\$1,500.00	\$4.25	\$340.00
2.16	2104.505 REMOVE BITUMINOUS PAVEMENT - HAUL OFFSITE	22	SY	\$13.10	\$288.20	\$37.50	\$825.00	\$11.55	\$254.10
2.17	2331.501 BITUMINOUS FULL DEPTH PATCHING MIXTURE (4")	6	TON	\$383.00	\$2,298.00	\$250.00	\$1,500.00	\$430.00	\$2,580.00
2.18	2337.502 BITUMINOUS TACK COAT PATCHING	1	GAL	\$22.00	\$22.00	\$18.75	\$18.75	\$45.00	\$45.00
2.19	02976.1 SAW & SEAL BITUMINOUS JOINTS	80	LF	\$3.00	\$240.00	\$2.95	\$236.00	\$2.00	\$160.00
				\$240.00	\$240.00	\$236.00	\$236.00	\$2.00	\$160.00
				\$8,032.20	\$8,032.20	\$10,254.20	\$10,254.20	\$9,559.10	\$9,559.10

**ABSTRACT OF BIDS**

WILLMAR AIRPORT 2012 AIRPORT IMPROVEMENTS  
 WILLMAR MUNICIPAL AIRPORT  
 CITY OF WILLMAR, MINNESOTA  
 BMT PROJECT NO. T51 1163070

DATE: SEPTEMBER 20, 2012

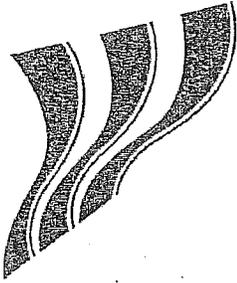
ITEM NO.	ITEM	APPROX. QUANT.	UNIT	Fahner Asphalt Sealers, LLC Eau Claire, WI		Bergen, Inc. Mountain Lake, MN		Interstate Improvement, Inc. Fairbault, MN	
				UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT
Phase 4 - East Taxi Lane									
2.20	02973.1 BITUMINOUS CRACK ROUTE & JOINT REPAIR	6730	LF	\$1.60	\$10,768.00	\$1.98	\$13,325.40	\$2.00	\$13,460.00
2.21	2104.513 SAWCUT BITUMINOUS (FULL DEPTH)	240	LF	\$3.00	\$720.00	\$18.75	\$4,500.00	\$4.25	\$1,020.00
2.22	2104.505 REMOVE BITUMINOUS PAVEMENT, HAUL-OFFSITE	67	SY	\$13.10	\$877.70	\$37.50	\$2,512.50	\$11.55	\$775.85
2.23	2231.501 BITUMINOUS FULL DEPTH PATCHING MIXTURE (4")	17	TON	\$383.00	\$6,511.00	\$250.00	\$4,250.00	\$430.00	\$7,310.00
2.24	2357.502 BITUMINOUS TACK COAT PATCHING	4	GAL	\$22.00	\$88.00	\$18.75	\$75.00	\$45.00	\$180.00
2.25	02976.1 SAW & SEAL BITUMINOUS JOINTS	240	LF	\$3.00	\$720.00	\$2.95	\$708.00	\$2.00	\$480.00
					\$19,684.70			\$25,370.90	\$23,223.85
TOTAL CONTRACT 2 PHASE 4:									
Phase 5 - Parking Lot									
2.26	02973.2 BITUMINOUS CRACK REPAIR (RE-SEAL ONLY)	1750	LF	\$5.25	\$9,187.50	\$1.55	\$2,712.50	\$2.00	\$3,500.00
2.27	02973.1 BITUMINOUS CRACK ROUTE & JOINT REPAIR	1365	LF	\$1.60	\$2,184.00	\$1.98	\$2,702.70	\$2.00	\$2,730.00
2.28	2104.513 SAWCUT BITUMINOUS (FULL DEPTH)	80	LF	\$3.00	\$240.00	\$18.75	\$1,500.00	\$4.25	\$340.00
2.29	2104.505 REMOVE BITUMINOUS PAVEMENT, HAUL-OFFSITE	20	SY	\$13.10	\$262.00	\$37.50	\$750.00	\$11.55	\$231.00
2.30	2231.501 BITUMINOUS FULL DEPTH PATCHING MIXTURE (4")	5	TON	\$383.00	\$1,915.00	\$250.00	\$1,250.00	\$430.00	\$2,150.00
2.31	2357.502 BITUMINOUS TACK COAT PATCHING	1	GAL	\$22.00	\$22.00	\$18.75	\$18.75	\$45.00	\$45.00
2.32	02976.1 SAW & SEAL BITUMINOUS JOINTS	80	LF	\$3.00	\$240.00	\$2.95	\$236.00	\$2.00	\$160.00
					\$14,082.50			\$9,209.55	\$9,190.00
TOTAL CONTRACT 2 PHASE 5:									
Phase 6 - Airport Access Road									
2.33	02973.1 BITUMINOUS CRACK ROUTE & JOINT REPAIR	475	LF	\$1.60	\$760.00	\$1.98	\$940.50	\$2.00	\$950.00
					\$760.00			\$940.50	\$950.00
					\$124,556.20			\$144,010.45	\$149,395.36
TOTAL CONTRACT 2									

**ABSTRACT OF BIDS**

WILLMAR AIRPORT 2012 AIRPORT IMPROVEMENTS  
 WILLMAR MUNICIPAL AIRPORT  
 CITY OF WILLMAR, MINNESOTA  
 B/M1 PROJECT NO.: T31.105070

DATE OCTOBER 5, 2012

ITEM NO.	ITEM	APPROX. QUANT.	UNIT	1		2	
				KUECHLE UNDERGROUND KIMBALL, MN UNIT PRICE	AMOUNT	CHAD MONSON EXCAVATING LOCATION UNIT PRICE	AMOUNT
CONTRACT 1: Runway 03/21 Turf Establishment							
1.1	2021.501 MOBILIZATION	1	LS	\$3,000.00	\$3,000.00	\$4,880.00	\$4,880.00
1.2	015501 MAINTENANCE AND RESTORATION OF HAUL ROADS & STAGING AREA	1	LS	\$0.01	\$0.01	\$8,475.00	\$8,475.00
1.3	015552 AIRPORT SAFETY CONTROL	1	LS	\$600.00	\$600.00	\$3,480.00	\$3,480.00
1.4	015553 PROVIDE AND INSTALL LOW PROFILE AIRPORT BARRICADE	24	EA	\$170.00	\$4,080.00	\$218.00	\$5,232.00
1.5	01555.8 PROVIDE & INSTALL RUNWAY CLOSURE MARKER, NON-LIGHTED	4	EA	\$880.00	\$3,520.00	\$1,118.00	\$4,472.00
1.6	2575.501 SEEDING (MNDOT MIX 260) SPRAY, PREP, FERTILIZER, WATER	17.2	AC	\$2,600.00	\$44,720.00	\$5,000.00	\$85,000.00
1.7	2575.560 HYDRAULIC SOIL STABILIZER, TYPE 5	5.2	AC	\$1,800.00	\$9,360.00	\$2,500.00	\$13,000.00
1.8	2575.511 MULCH MATERIAL, TYPE 3	12	AC	\$600.00	\$7,200.00	\$1,500.00	\$18,000.00
TOTAL SCHEDULE CONTRACT 1:					\$72,480.01		\$143,539.00



CITY OF WILLMAR, MINNESOTA.  
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: \_\_\_\_\_

Meeting Date: October 9, 2012

Attachments:  Yes No

CITY COUNCIL ACTION

Date: October 15, 2012

- |                                   |                                 |
|-----------------------------------|---------------------------------|
| <input type="checkbox"/> Approved | <input type="checkbox"/> Denied |
| <input type="checkbox"/> Amended  | <input type="checkbox"/> Tabled |
| <input type="checkbox"/> Other    |                                 |

Originating Department: Engineering

Action Requested: Award contract to Geislinger & Sons, Inc. for Project No. 1110 – Western Interceptor Sewer and authorize the Mayor and City Administrator to sign the construction contract on behalf of the City of Willmar.

Guiding Principle: On May 7, 2012 the City Council approved plans and specifications and authorized bids for Project No. 1110 – Western Interceptor Sewer.

Introduction: Bids were received and opened for this project June 12, 2012. Seven bids were received as tabulated in the attached abstract of bids. Donohue & Associates, Inc. has reviewed, analyzed these bids, investigated the tentative low bidder qualifications and has recommended award of the project to Geislinger & Son's, Inc to City Staff per the attached letter.

Background/Justification: The project schedule is as follows:

- May 7, 2012 - Authorization to Bid
- June 12, 2012 – Open bids
- October 15, 2012 – Council Receive bids and Award Contract
- November 1, 2013 – Construction final completion

Fiscal Impact: Allocation of funding for the project will be in accordance with asbid pricing and the attached Form 4 of the PFA loan application:

- \$1,111,582 – LOST
- \$2,873,557 – Temp. Bond (PFA)
- \$ 624,379 – City Funds
- \$4,609,518 – Grand Total

Alternatives: N/A

Staff Recommendation: Accept the bid from Geislinger & Sons, Inc. including the alternate for Project No. 1110 – Western Interceptor Sewer and enter into a contract agreement of \$3,575,354.25 for construction.

Reviewed by: Bruce Peterson, Planning & Development Director

Preparer: Joshua Halvorson, Project Manager

Signature: *Joshua J. Halvorson*

Comments:

BID TABULATION SUMMARY  
 CITY OF WILLMAR  
 WESTERN INTERCEPTOR SEWER  
 WILLMAR PROJECT NO. 1110

BIDDER	BID AMOUNT	ALTERNATE BID	TOTAL BID
Geislinger and Sons, Inc.	\$ 3,069,585.25	\$ 505,769.00	\$ 3,575,354.25
R.L. Larson Excavating, Inc.	\$ 3,517,350.25	\$ 471,627.50	\$ 3,988,977.75
Ryan Contracting Co.	\$ 3,589,350.50	\$ 477,380.00	\$ 4,066,730.50
Duininck, Inc.	\$ 3,612,701.40	\$ 466,498.50	\$ 4,079,199.90
S.R. Weidema, Inc.	\$ 3,784,895.85	\$ 513,510.00	\$ 4,298,405.85
LaTour Construction, Inc.	\$ 4,025,369.40	\$ 543,463.40	\$ 4,568,832.80
S.J. Louis Construction, Inc.	\$ 4,364,450.00	\$ 490,732.00	\$ 4,855,182.00

Engineer's Estimate                      \$ 3,792,117.75    \$ 589,762.50    \$ 4,381,880.25

June 20, 2012

Ms. Holly Wilson, P.E.  
Public Works Director  
City of Willmar  
333 Sixth Street SW  
Willmar, MN 56201

RE: Letter of Recommendation  
Western Interceptor Sewer  
Willmar Project No. 1110 / Donohue Project No. 11678

Dear Ms. Wilson:

Pursuant to the Advertisement of Bids, sealed bids for the above referenced project were received at the office of the City Clerk on June 12, 2012, and publicly opened and read aloud. We have reviewed all the bids received for the work and have enclosed a copy of the Abstract for Bids for your information.

Seven sealed bids were received. The low base bid was submitted by Geislinger & Sons, Inc. of Watkins, Minnesota, in the amount of \$3,069,585.25. The second low bid was submitted by R.L. Larson Excavating, Inc. of Saint Cloud, Minnesota, in the amount of \$3,517,350.25. The high bid for the project was from S.J. Louis Construction, Inc. of Rockville, Minnesota in the amount of \$4,364,450.00. My opinion of probable construction cost for the base project was \$3,792,117.75.

I have evaluated all the bids received for conformance and reviewed the qualifications of the lowest bidder including: financial data, previous experience, present commitments, lists of equipment to perform work, and contacting company references. It is recommended that the Contract be awarded to Geislinger & Sons, Inc. in the amount of \$3,069,585.25.

Based on the qualifications of the low bidder, I am also recommending award of the alternate bid to Geislinger & Sons, Inc. who submitted a bid of \$505,769.00 to complete this work. The engineer's estimate was \$589,762.50. This recommendation is based on the contractor's ability to do the work, the proposed contract price, and the cost savings the City would not otherwise endure constructing with a different contract at a later date.

This project has undergone extensive contract review and anticipated construction by all plan holders, City staff and Donohue resulting in very competitive and favorable pricing for the project. I am delighted to give you this information and announcement of my recommendation. Please inform me when you are ready to move forward with awarding the project. If you have any questions, don't hesitate to contact myself.

Sincerely,  
*Donohue & Associates, Inc.*

Joshua Halvorson, P.E.  
Project Manager

Enclosures: As noted

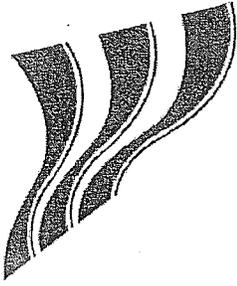
Minnesota Public Facilities Authority  
 CWRF/DWRF Loan Application  
 Form 4 - Clean Water Project Budget (Wastewater Projects)

Applicant: City of Willmar, Minnesota Project: Western Interceptor Sewer Date: 07/10/12

	Start Date	End Date	Total Requested From PFA	Other Funding (name source) City L.O.S.T.	Other Funding (name source) City Stormwater	Other Funding (name source) City Funds	Total Project Cost
<b>1. Non-Construction Costs</b>							
A. Planning	07/21/09	02/19/11	105,363				105,363
B. Engineering Design	02/20/11	05/30/12	119,595		40,030		159,625
C. Other Engineering/Inspection	06/01/12	12/01/13	261,030				261,030
D. Legal/Financing Related Fees	02/01/11	11/01/13	331,666				331,666
E. Land <sup>(1)</sup>						78,580	78,580
<b>Non-Construction Subtotal</b>			<b>\$ 817,654</b>	<b>\$ -</b>	<b>\$ 40,030</b>	<b>\$ 78,580</b>	<b>\$ 936,264</b>
<b>2. Construction Costs <sup>(2)</sup></b>							
A. Secondary Treatment							
B. Advanced Treatment							
C. Infiltration / Inflow Correction							
D. Sewer System Rehabilitation							
E. New Collector Sewers							
F. New Interceptors	08/01/12	11/01/13	1,958,003	1,111,582			3,069,585
G. CSO Correction							
H. Storm Sewer						505,769	505,769
I. Service Connections <sup>(3)</sup>							
<b>Construction Subtotal</b>			<b>\$ 1,958,003</b>	<b>\$ 1,111,582</b>	<b>\$ -</b>	<b>\$ 505,769</b>	<b>\$ 3,575,354</b>
Contingencies (up to 5% of construction subtotal)			97,900				97,900
<b>Project Total</b>			<b>\$ 2,873,557</b>	<b>\$ 1,111,582</b>	<b>\$ 40,030</b>	<b>\$ 584,349</b>	<b>\$ 4,609,518</b>

Notes:

- (1) Land costs are not PFA eligible except in limited situations. Contact your PFA loan officer with any questions.
- (2) After as-bid project costs are known, a revised Form 4 must be submitted
- (3) Service connections are not PFA eligible



CITY OF WILLMAR, MINNESOTA  
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: \_\_\_\_\_

Meeting Date: October 9, 2012

Attachments:  Yes  No

CITY COUNCIL ACTION

Date: \_\_\_\_\_

- |                                   |                                 |
|-----------------------------------|---------------------------------|
| <input type="checkbox"/> Approved | <input type="checkbox"/> Denied |
| <input type="checkbox"/> Amended  | <input type="checkbox"/> Tabled |
| <input type="checkbox"/> Other    |                                 |

Originating Department: Public Works

Action Requested: Accept proposal for engineering services – Lakeland Drive interceptor sewer, street reconstruction, and MinnWest lift station.

Guiding Principle: Maintenance of infrastructure to support current and future development.

Introduction: Proposals were solicited from engineering firms to provide engineering services for the above project(s).

Background/Justification: Proposals were received from six firms. Several proposals included a "team" approach. Costs ranged from \$320,261 to \$515,436. Staff reviewed and scored the proposals. The three highest scoring firms were interviewed September 14, 2012. Following interviews and proposal scoring, it was determined that the proposal submitted by Donohue and Associates best addressed the scope of the project and the needs of the City.

Fiscal Impact: Funding for these engineering services are part of the overall project cost. Costs will initially be funded by waste treatment reserves, and will be reimbursed with PFA financing.

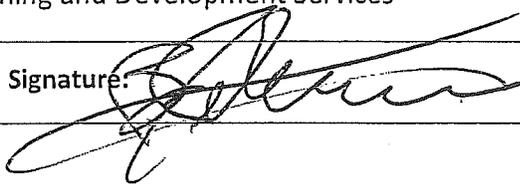
Alternatives:

1. Revise the project
2. Select another consultant
3. Issue new RFP
4. Do nothing

Staff Recommendation: To adopt a resolution accepting the proposal by Donohue and Associates in the amount of \$368,789 and authorize the City Administrator to enter into an agreement on behalf of the City.

Reviewed by: Bruce D. Peterson, AICP, Director of Planning and Development Services

Preparer:

Signature: 

Comments:

## LAKELAND DRIVE/MINNWEST LIFT STATION RPF RESULTS

<u>Firm Name</u>	<u>Amount</u>	<u>Average Score</u>
Bolton & Menk	\$487,585.00	83.0
Foth	\$439,908.00	67.0
Bloom Co.	\$333,130.00	53.75
Widseth, Smith & Nolting	\$515,436.00	49.5
Bollig Inc.	\$320,261.00	63.5
Donohue & Assoc.	\$368,789.00	87.0

June 18, 2012

Business  
Name  
Address  
Address

Re: Request for Proposal - Lakeland Drive Interceptor/MinnWest Lift Station Project

Dear so and so,

The City of Willmar would appreciate your firm submitting a proposal regarding the referenced project for the services as outlined in the attached request. Please read through the request thoroughly and submit per the instructions attached hereto.

Feel free to contact me at 320-214-5173 if you have any questions.

Sincerely,  
City of Willmar

---

Holly Wilson, PE  
Public Works Director

Attached: "Request for Proposal"  
"Site Map"

# City of Willmar

## *Request for Proposal*

### Engineering Services for the Lakeland Drive Interceptor/MinnWest Lift Station Project

#### Purpose

The City of Willmar is seeking proposals to provide Municipal Engineering Services for the management, design, and bidding for the Lakeland Drive Interceptor/MinnWest Lift Station Project. This work can be described as the replacement of sanitary sewer lines along Lakeland Drive from Willmar Avenue to the MinnWest lift station adjacent to the MinnWest Business Park. This work includes the demolition and replacement of the existing MinnWest (formerly State Hospital) lift station and associated forcemain related with this collection system. The proposal should include all work through award of a construction contract and includes engineering and surveying services for storm sewer, watermain, street paving, quiet zone railroad crossing and paths in accordance with City standards and procedures. The services requested are tentatively scheduled to begin October of 2012 with bidding for construction commencing in February of 2014.

#### Background

The City of Willmar plans to reconstruct the Lakeland Drive interceptor and intends to address any necessary rehabilitation components of Lakeland Drive. Several studies contain information about the flows in the Lakeland Drive Interceptor. Notable areas of concern include: excessive infiltration and inflow, not enough capacity to handle peak flows from an existing fully developed service area or future developed service area, pipe operates in surcharged (pressurized) condition at times during peak flows, identified as an "older" section of City's collection system (past materials design life), leaking manholes, and flow restrictions causing surcharged conditions. The construction of the interceptor along Lakeland drive would include areas from Willmar Avenue to Civic Center Drive (approximately 10,500 feet).

The City of Willmar owns and operates the lift station located on the MinnWest Technology Campus located on the north edge of Willmar adjacent to Highway 23. The lift station was built in the 50's or earlier. The MinnWest Technology Campus occupies the former State Hospital Facility. The Highway 23/71 corridor and Eagle Lake are prime areas for future development. The lift station has several deficiencies; not enough capacity, plugging, safety, need for permanent standby power source, out-dated pumps and equipment (lack of parts), structurally

deficient and doesn't meet electrical code. There are approximately 1500 feet of force main from the lift station to Lakeland drive that would be replaced with this project.

This project is intended to be financed in part by the Minnesota Public Facility Authority, MN State Aid Highway Funds, and thru special assessments. The services rendered for this project shall include the necessary work needed to obtain and secure these funds.

### **Scope of Proposal Services**

#### **1. Kick-Off Meeting**

Meet with City staff to review the contract scope of services and to determine, to the fullest possible extent, the work plan, schedules, contact information, means of conducting business, deliverable methods, billings, reviews, meetings, coordination, and communication for the project. The kick-off meeting will include City staff from these departments; Engineering, Finance, Planning and Development, Wastewater Treatment, and Willmar Municipal Utilities.

#### **2. Preliminary Design**

- 2.1 Provide survey services along the proposed project to the extents needed for the purposes of topographical information, design and construction.
- 2.2 Conduct a Geotechnical investigation (minimum of 10 or more soil boring to effectively design and convey the project) with a report of findings and recommendations related to the project.
- 2.3 Evaluate the service area and calculate design flows to accommodate the project. Documents for reference regarding the 2006 Comprehensive Collection System Plan prepared by Donohue & Associates are available for review per your request.
- 2.4 Prepare 30% Design Plans & cost estimates and conduct a workshop meeting for review. Incorporate review changes.
- 2.5 Determine the easement requirements and provide to the City for obtainment.
- 2.6 Develop a list of permits that are required for the project.
- 2.7 Complete all work related to completing, submittal, and declaration of an EIW.
- 2.8 Complete all work related to completing, submittal, and acceptance of a Facility Plan by MPCA.
- 2.9 Coordinate, facilitate, and complete all work needed to secure the PFA loan.
- 2.10 Verify and document all stormwater, air and safety regulations have been addressed.

#### **3. Design Phase**

- 3.1 Prepare 60% Design Plans, technical specifications, & cost estimate and conduct a workshop meeting for review. Incorporate review changes.

- 3.2 Prepare 90% Design Plans, technical specifications, and project manual including a SWPPP and conduct a workshop meeting for review. Incorporate review changes.
- 3.3 Prepare and submit Bidding Documents & cost estimate.
- 3.4 Acquire regulatory permits and approvals.

Important design items:

- Lift Station; Design of one duplex dry pit submersible pump station, with a preference to a custom wet well/ dry well with stairway design with seamless integration into the existing SCADA system. The City's existing industrial pump stations design is the pattern desired and is available for review.
- SCADA Design and System Integration: the City has standard lift station control designs for twenty six lift station as well as two main dry pit lift stations. Standard Modicon PLC programs are incorporated for both types. The City uses a wide area private-licensed radio network to poll all lift stations through a master Modicon PLC located at the old wastewater plant facility. Current software will accommodate the new lift station. The City uses Wonderware software for HMI/SCADA.

The new WWTF is controlled and monitored by Wonderware System Platform that communicates with lift station SCADA computer at the old WWTF across the City fiber optic system.

The existing control and Instrumentation system was engineered, programmed and installed by In-Control Inc. of Blaine, MN. Include an allowance for In-Control Inc. to provide for the following services:

- New lift station control panel drawings and bill of materials per current City of Willmar standards for construction of lift Station controls and instrumentation including starters, soft starters or variable frequency drives.
- Make all necessary changes to the license requirements for the; radio network, programming of the network switches, changes required at both the new and old Wastewater Treatment Plant SCADA hardware and software.
- In Control will review construction of the control system and conduct a point to point check out of the new control system.

#### 4. Bidding

Upon written authorization by Owner to call for bids:

- 4.1 Prepare advertisement for bids and submit to required publications.
- 4.2 Distribute bidding documents upon request from prospective bidders and material suppliers and maintain a plan holders list.
- 4.3 Answer bidding questions and prepare addenda as required to document changes or clarifications to the bidding documents.
- 4.4 Provide bid support services including conducting a pre-bid meeting and responding to prospective bidder questions. Prepare and distribute minutes of the conference.
- 4.5 Coordinate, conduct, and hold bid opening for project. Obtain copies of the submitted bidding documents for review and tabulation. Prepare, provide, and review with the City a bid analysis including a tabulation of all bids and an abstract of bids for each bidder. Prepare and submit an award recommendation letter to the City. Issue Notice of Award to Contractor.
- 4.6 Prepare Contract Documents for execution by the Owner and successful bidder. Upon full execution of Contract Documents, prepare documents for City to issue a Notice to Proceed.

#### 5. Project Management

- 5.1 Support the City with unanticipated project-related issues such as informal discussions with interested citizens, civic organizations, environmental groups, developers or the press. Hold, present, manage and document meeting minutes along with implementing discussion.
- 5.2 Work in close cooperation with the City's Finance Director. Provide asset management information related to the project for the City's asset management program. Work with the Finance Director to implement project payments.
- 5.3 Prepare, review with City, submit loan application material, permits, reports, and supporting documentation as required.
- 5.4 Keep the City Council and Public Works/Safety Committee well informed of the project status. Attend City Council and committee meetings and make formal or informal presentations and respond to questions as needed. All project related information meetings, change orders, council meeting material, reports, resolutions, and presentations will be prepared and presented.
- 5.5 Maintain a City-approved paper (hard copy) file management system for documents related to the project. Maintain the filing system to ensure it is complete and accurate for any related audits. In addition, maintain in electronic format and submit a pdf version of project documents to the City at the conclusion of the project.

## Coordination Activities

The firm selected for this project will be required to coordinate activities with the City of Willmar, Willmar Municipal Utilities (Water/Electric), Gas, Telephone, Cable TV, MPCA, PFA, MnDOT and other jurisdictional or regulatory agencies as required.

## Proposal Contents

### **Technical Proposal**

1. Description of work and deliverables for each item.
2. List any assumptions or additional scope necessary to complete the work.
3. Provide attached qualifications and experience of only those personnel working on the project and the role each will play.
4. Related project experiences of company/project team members with references.
5. Scope of work and level of effort with information listed below.
  - A list of all major tasks.
  - A detailed inventory of project personnel by task.
  - Estimated labor hours for each labor category, person, and for each task.
  - Subconsultant involvement by task.

### **Price Proposal**

1. Proposed fee with information listed below.
  - A list of all major tasks.
  - A detailed inventory of all project personnel by task.
  - Proposed hours and hourly rates for all project personnel by task.
  - Subconsultant involvement and fee by task.
  - Expenses by task.
  - Total fee.

## Proposal Evaluation

### **Technical Evaluation Score**

Selection Committee will evaluate and rate Technical Proposals using the criteria listed below. The following information must be included in each Proposal and will form the basis of the evaluation.

1. Firm Experience
2. Similar Projects Completed by Firm & Project Team
  - a. Similar Projects Completed by Team Members
  - b. Similar Projects Completed by Project Manager
3. Project Approach
  - a. Understanding
  - b. Scope of Work and Level of Effort

**Price Evaluation Score**

After the Selection Committee has rated and ranked the proposals, it will then open the separate sealed envelope containing the Price Proposals.

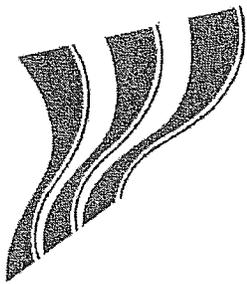
**Proposal Submittal**

Send complete proposals to:

City Office Building  
Box 755  
Willmar, MN 56201  
Attn: Holly Wilson, Public Works Director

Submit six (6) copies of your Technical Proposal and one sealed envelope containing six (6) Price Proposals no later than August 24, 2012. The sealed envelope containing the Price Proposals shall be labeled "Price Proposal." E-mail responses will not be considered. All costs incurred in responding to this RFP will be borne by the responder.

The City reserves the right to award the total proposal, to reject any and all proposals in whole or in part, and to waive any informality or technical defects if, in the City sole judgment, the best interests of the City will be so served.



CITY OF WILLMAR, MINNESOTA  
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: \_\_\_\_\_

Meeting Date: October 9, 2012

Attachments:  Yes  No

CITY COUNCIL ACTION

Date: \_\_\_\_\_

Approved  Denied  
 Amended  Tabled  
 Other

Originating Department: Planning and Development Services

Action Requested: Approval of Agency Agreement Between City and MnDot for Federal Participation in Construction.

Guiding Principle: Intergovernmental cooperation

Introduction: The agreement is necessary for MnDOT to act as the City's agent in accepting federal funds.

Background/Justification: This agreement will allow the City to accept federal funding for the Willmar Avenue crossing and Robbins Island-to-downtown trail. The City Attorney has reviewed and approved the agreement.

Fiscal Impact: Receipt of the federal funds will reduce the City's out-of-pocket costs.

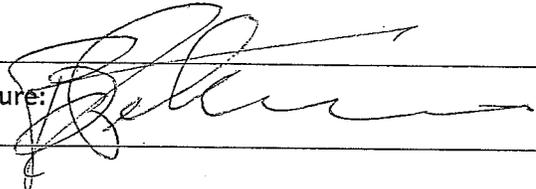
Alternatives:

1. Do not approve the agreement and not accept federal funds

Staff Recommendation: Approve the agreement by resolution and authorize the Mayor and Administrator to execute same.

Reviewed by:

Preparer:

Signature: 

Comments:



**Minnesota Department of Transportation**

**State Aid for Local Transportation**

395 John Ireland Boulevard, MS 500  
Saint Paul, MN 55155

October 28, 2011

Holly Wilson  
Willmar City Engineer  
333 6th St SW  
PO Box 755  
Willmar MN 56201

**SUBJECT: Agency Delegated Contracting Process Agreement  
Agency Agreement No. 99928**

Dear Ms. Wilson:

Attached are three copies of the agency agreement between the City of Willmar and MnDOT, which allows for MnDOT to act as the City's agent in accepting federal aid. This agreement is intended to cover all federally funded projects that the City of Willmar is awarded funds for until revisions are needed to the agreement. It supersedes the agreement executed in or about 2003, which is referenced in this agreement. There are not substantial changes to the agreement. There is a more clear reference to the DCP checklist as well as requirements and references to other State Aid policies and procedures rather than MnDOT's. I also get frequent calls questioning the CFDA number for the projects so I added that information.

While I do not anticipate that the requirements in Section I.J.1 will apply to you, the language required by federal law and must be included in all federally funded project agreements as of October 1, 2010. Please review the agreement and if approved, have all three copies signed. A Council resolution similar to the attached example must be passed. The certified resolution should then be placed as the last page in **each** of the three copies of the agreement. Please verify that the person/title authorized to sign as stated in the resolution, corresponds to the signature (person/title) on the signature page. Please return all three copies of the agreement to me for MnDOT signatures. A fully executed copy will be returned to you.

If you have any questions or need any revisions, please feel free to contact me at 651.366.3822.

Sincerely,

Lynnette Roshell, PE  
Project Development Engineer

Enclosures

cc: Mel Odens DSAE  
File

An Equal Opportunity Employer



**COMMUNITY DEVELOPMENT COMMITTEE  
CITY OF WILLMAR, MINNESOTA  
THURSDAY, OCTOBER 11, 2012**

**MINUTES**

The Community Development Committee of the Willmar City Council met on Thursday, October 11, 2012, in Conference Room No.1 at the City Office Building. Chair Dokken called the meeting to order at 4:45pm.

**Present:**

Jim Dokken	Chair
Steve Ahmann	Council Member
Ron Christianson	Council Member
Bruce DeBlieck	Council Member
Bruce Peterson	Director of Planning and Development Services

**Others present:** Frank Yanish – Mayor, Tim Johnson – Council Member, Steve Renquist – Economic Development Commission, David Little – West Central Tribune

**1. PUBLIC COMMENTS (FOR INFORMATION ONLY)**

There were no public comments offered at this meeting.

**2. 515 NORTHWEST 7<sup>TH</sup> STREET (MOTION)**

The Committee reviewed photos of the deteriorating home at 515 NW 7<sup>th</sup> ST. The property is in foreclosure and the deed is currently held by Fannie Mae. Research has determined that the property is on the National Register of Historic Places, but there is no evidence that a preservation easement has ever been recorded for the property. In discussing the situation with the City Attorney, it was recommended that the Council issue a formal repair order as a preliminary step to a hazardous building declaration.

Following discussion, a motion was made by Council member Christianson, seconded by Council member DeBlieck and passed for the following:

**RECOMMENDATION:** To direct staff to file formal correction orders for exterior repairs and to allow 45 days to complete the work.

**3. DEVELOPMENT PROJECTS (FOR INFORMATION ONLY)**

Staff of the City and Economic Development Commission presented and reviewed lists of recent and proposed projects. City staff presented a list of 2012 commercial/industrial projects that was accompanied by an explanatory memo and location map (See Attachment A). It was noted that 2012 projects will exceed \$11 million dollars, and there is \$24 million dollars' worth of commercial/industrial work already anticipated for 2013. Steve Renquist, Economic Development Commission Director, presented a handout of EDC projects and explained the relationship of the projects to EDC goals (See Attachment B).

**4. MISCELLANY (FOR INFORMATION ONLY)**

Steve Ahmann inquired about downtown plan progress and the revision of development financing policies. Staff indicated that the Downtown Planning Committee was scheduled to meet on October 17<sup>th</sup>, but that work had not yet begun on the revisions to the development financing policies.

5. There being no further business to come before the Committee, the meeting adjourned at 6:00 pm.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'Bruce Peterson', written over a horizontal line.

Bruce Peterson, AICP  
Director of Planning and Development Services



*Attachment A*  
*10-11-12*

**PLANNING AND DEVELOPMENT SERVICES**

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

<b>GENERAL DEPARTMENT &amp; INFORMATION</b>	320-235-8311
<b>DIRECTOR</b>	320-214-5184
<b>PLANNER</b>	320-214-5195
<b>BUILDING OFFICIAL</b>	320-214-5185
<b>BUILDING INSPECTION TECH</b>	320-214-5187

FAX: 320-235-4917

**MEMO**

TO: Mayor and City Council

FROM: Bruce D. Peterson, *BDP* AICP – Director of Planning and Development Services

DATE: October 11, 2012

RE: Commercial/Industrial Projects

Staff is pleased to provide a summary of commercial/industrial projects to-date for the year 2012. The total value of the projects for this time frame, including the late 2011 Assembly of God church project, is nearly \$11 million dollars. Looking to the future, and knowing what we have had presented to us as pending projects, it is anticipated that there is another \$24 million dollars in projects on the horizon for 2013.

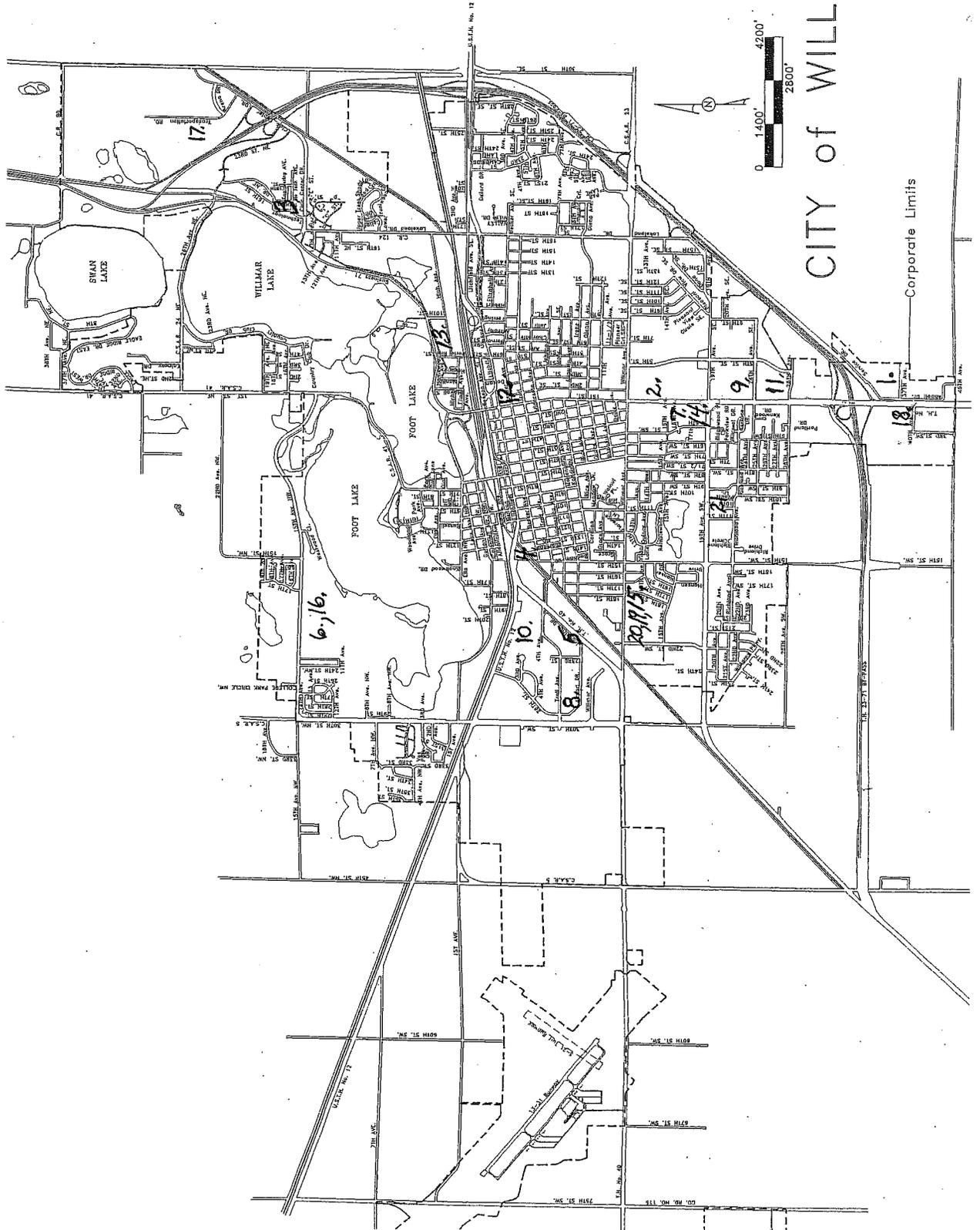
In recognition of the uncertainty and difficulty of current times for the business sector, we are pleased by the level of commercial/industrial development we are seeing. It far exceeds the totals we witnessed in 2011. It is our belief that the private sector is doing well, and as staff we will continue to work to remove barriers to economic development and to promote and support sound growth for the City of Willmar.



A.2

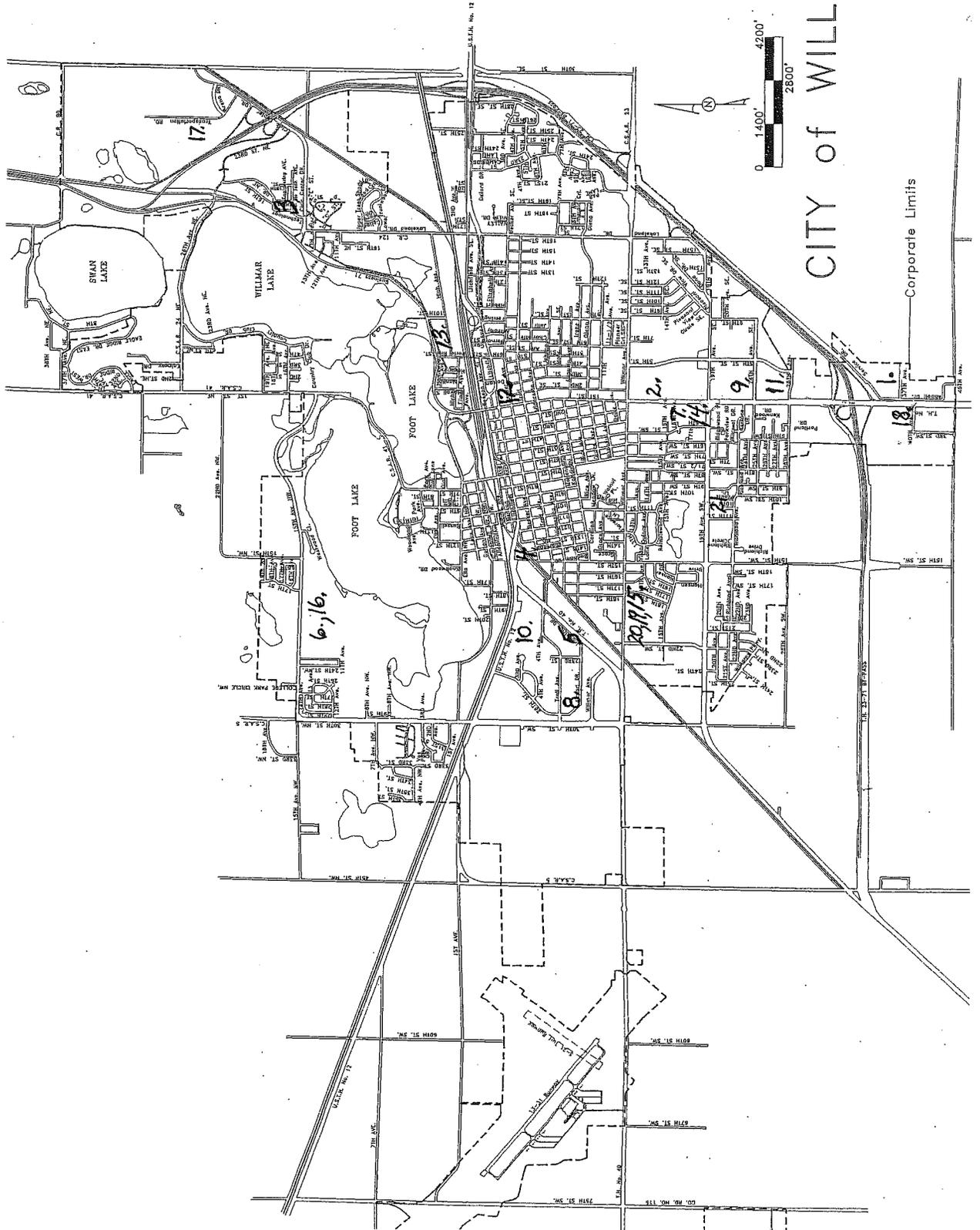
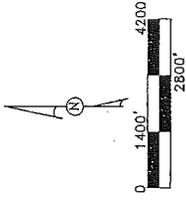
<b>2011 Projects (On going)</b>	
1. Assembly of God Church addn.	\$2,227,374
<b>2012 Projects</b>	
2. Willmar 10 Building Remodel	\$124,600
3. MinnWest Tech Bldg. #24	\$95,000
4. Fed-Ex Addition	\$435,435
5. W.C. Communications addn.	\$220,000
6. Ridgewater College Reroof	\$322,940
7. Skylark Mall/ACMC remodel	\$91,500
8. Mills Parts Center	\$3,043,675
9. Cherry Berry	\$150,000
10. Willmar Plumbing & Heating addn.	\$233,024
11. Applebee's addn.	\$120,000
12. Rule Tire Remodel	\$95,000
13. Historical Society addn.	\$180,000
14. Goodwill	\$1,400,000
15. Rice Care Center – Phase C	\$2,000,000
<b>Pending Projects</b>	
16. Ridgewater College	\$10 million +
17. MnDOT Expansion	\$5 million +
18. Mills Car Dealership Building	\$5 million +
19. Rice Care Center – Phase D	\$2 million +
20. Rice Care Center – Phase E	\$2 million +
21. Rice Home Medical	\$800,000

A.3



# CITY OF WILLMAR

Corporate Limits



Attachment B  
10-11-12

## EDC Projects and Potential Projects

The purpose of this list is to provide the Willmar Community Development Committee with a partial listing of EDC projects and how they apply to the current 5 – Year Goals. There is no intent to suggest the Committee should endorse all of these goals as a specific work plan – it is to be a menu of opportunity to assist the EDC Operations Board in determining direction for staff/committee which areas should receive concentrated attention.

### Strategic Goals:

1. Create growth environment
2. Diversify community/county economic base
3. Promote strong downtown and downtown area redevelopment
4. Capitalize on emerging agribusiness, biobusiness and technology based opportunities

### Tactical Plan of action:

1. Business retention programs
  - a) Align effort with \_\_\_\_ Kandiyohi County Communities – **Goal #1**
  - b) Consistent zoning/ regulatory review – **Goals # 1 & 4**
  - c) Discover Manufacturing. . Innovation Showcase – **Goals # 1 & 4**
  - d) Community Owned Grocery – **Goals # 1 & 5**
2. Business expansion – Build capacity
  - a) Social media and internet programs – **Goal #1**
  - b) 100% broadband coverage – **Goal #1**
  - c) Financing workshops – **Goal # 1**
  - d) Item of measurement - Increased number of businesses – **Goal # 1**
  - e) Item of measurement - Increased number of jobs – **Goal # 1**
  - f) Item of measurement - Increased dollar value of jobs – **Goal # 1**
  - g) Pre-zoning of rural agri-business intensive sites – **Goal # 1**
  - h) Animal Science Conference and Venture Forum – **Goals # 1, 3 & 4**
  - i) Promote development of local Angel Investment group – **Goals # 1, 3, 5**

- j) Market Kandiyohi County – **Goals # 1, 4 & 5**
  - k) Facilitate success of new Willmar Industrial Park - **Goals # 1 & 4**
3. Business attraction
- a) Railroad – Passenger, west-end yard, Willmar Industrial Park – **Goal # 1**
  - b) Downtown business attraction – all cities – **Goal # 1**
  - c) Individual city as they identify opportunities and needs – **Goal # 1**
  - d) Inventory available commercial buildings and land - **Goal # 1**
4. Medical regional center
- a) Downtown Willmar parking study – **Goals # 1 & 2**
  - b) Parking study - **Goals # 1 & 2**
  - c) Extended-stay lodging - **Goals # 1 & 2**
  - d) Assist in medical staff attraction and retention - **Goal # 2**
5. Airport
- a) Increased direct utilization – FBO, marketing plan - **Goal # 6**
  - b) Increased indirect utilization – aviation related businesses - **Goal # 6**
  - c) Satisfaction of present users of facility - **Goal # 6**
  - d) Air-taxi and charter - **Goal # 6**
  - e) Metro over-flow, cargo - **Goal # 6**
6. MinnWest Technology Campus
- a) Attraction of new businesses to facility, marketing & sales - **Goal # 3**
  - b) Attraction of personnel to businesses - **Goal # 3**
7. Mid-Central Research and Outreach Center
- a) Assist University in identifying purpose – **Goals # 1, 3, 4 & 5**
  - b) Commercialization of intellectual property – **Goals # 1, 3, 4 & 5**
  - c) Assist University in marketing the facility – **Goals # 1,3 & 5**
  - d) Recruit entrepreneurs and businesses to utilize facility – **Goals # 1 & 3**
  - e) Successful 2<sup>nd</sup> Annual Animal Science Venture Forum – **Goals # 1, 3 & 5**
  - f) Participate in International Bio-Energy Days – **Goals # 1, 3 & 5**

8. Cooperation with similar agencies
  - a) Regional renewable resources corridor – **Goals # 1, 4 & 5**
  - b) Regional bio-sciences corridor – **Goals # 1, 3 & 4**
  - c) Highway 12 Improvement and Regional Marketing Coalition – **Goals # 1 & 4**
  - d) Finish Highway 23 – **Goals # 1 & 4**
  - e) U of M Office of Commercialization. IRETI – **Goals # 1 & 4**
  
9. Commercialization of renewable energy projects
  - a) Ag bio-mass to anhydrous ammonia – **Goals # 1, 3, & 5**
  - b) Fuel cell, algae – **Goals # 1, 4 & 5**
  - c) Compressed natural gas – **Goals # 1, 4 & 5**
  
10. Value added agri-business related projects
  - a) Large dairy – Pennock – **Goals # 1 & 5**
  - b) Large beef finishing operation – **Goals # 1 & 5**
  - c) Dairy Research, Training and Consumer Education facility – **Goals # 1, 3, 4 & 5**
  - d) Turkey Research and Development facility – **Goals 1, 3, 4 & 5**
  - e) Turkey litter combustion – **Goals #1,4 & 5**

B.H.

Kandiyohi County  
& City of Willmar

**Economic Development Commission**



**5-Year Goals (2011-2015)**

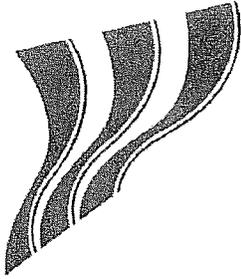
[Subparagraphs are 2011 goals]

1. Continue efforts to maintain and expand businesses in Kandiyohi County
  - a. Survey local business industry sectors mapping and modeling successes in trends and growth indicators (success stories)
  - b. Enhance opportunities for business growth
  - c. Continue to promote and enhance Kandiyohi County's and Willmar's business-friendly environment
  - d. Increase the number of businesses
  - e. Increase employment
  - f. 100% broadband and cell phone coverage within Kandiyohi County by 2015
  - g. Obtain railroad access to Willmar's new industrial park
  
2. ~~Assist~~ Promote Rice Memorial Hospital's position in ~~strengthening its position~~ as a regional hospital (indirectly and directly when asked)
  - a. Determine the hospital board's strategies to strengthen their position
  - b. Identify three ways to assist the hospital in the process
  - c. Assess and improve the perception county residents have about the hospital
  - d. Investigate extended-stay lodging at the hospital
  - e. Support a parking ramp for the hospital
  - f. Identify ways to foster cooperation between Willmar's medical facilities and the hospital
  
3. Fill additional 50% of MinnWest Technology Campus (MWTC) capacity by 2015
  - a. Development and success of the Mid-Central Research and Outreach Center
  - b. Annually identify with MWTC at least three ways the EDC can assist MWTC
  
4. Develop new opportunities for cooperation with similar agencies
  - a. Create regional biosciences corridor by 2015
  - b. Assess knowledge base and relationships
  - c. Identify and investigate two options annually
  
5. Successful commercialization of two renewable energy projects and expansion of three value-added ag businesses
  - a. Renewable energy projects to be worked on in 2011
  - b. Value-added ag projects to be worked on in 2011
  
6. Achieve ~~50~~25% increase in local airport utilization by 2015
  - a. Pursue cargo
  - b. Pursue on-field aviation businesses
  - ~~c. Increase on-field hangar facilities to attract on-base aircraft~~
  - ~~d. Enhance air taxi service and charter flight options~~ Develop a marketing plan

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Ranked in order of priority by the Joint Operations Board 9/9/2010

Adopted by Joint Powers Board 10/28/2010



**CITY OF WILLMAR, MINNESOTA  
REQUEST FOR COMMITTEE ACTION**

**Agenda Item Number:** 12  
**Meeting Date:** October 15, 2012  
**Attachments:**  Yes  No

**CITY COUNCIL ACTION**

**Date:** October 15, 2012

Approved  Denied  
 Amended  Tabled  
 Other

**Originating Department:** City Clerk-Treasurer

**Action Requested:** Motion to Adopt the Resolution

**Guiding Principle:** Must be approved by Willmar City Council

**Agenda Item:** Consideration of Agricultural Land Exemption of Special Assessments

**Background/Justification:**

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

Attached is a resolution listing the property owners who have made application for Agricultural Land Exemptions and have met the criteria contained in the City's Comprehensive Assessment Policy.

**Fiscal Impact:**

**Alternatives:** Deny

**Staff Recommendation:** Adopt the Resolution Exempting Qualifying Agricultural Land Owners of the Special Assessments

**Preparer:** City Clerk-Treasurer

**Signature:**

RESOLUTION NO. \_\_\_\_\_

WHEREAS, the City Council of the City of Willmar, Minnesota, did order the installation of certain street and other improvements made under Projects No. 0501, 8606, 9301 and 9101, and certain sewer and water main improvements made under Projects No. 9701, 9303, 9202, 9002, 7402, and 7206.

WHEREAS, Section W of the City of Willmar Comprehensive Assessment Policy allows the City to temporarily exempt from assessments certain lands currently used for agriculture purposes; and

WHEREAS, certain property owners have made application to the City for delayed payment of taxes on special assessments and have met the criteria contained in the Comprehensive Assessment Policy for said deferment;

NOW, THEREFORE, BE IT RESOLVED by the Willmar City Council that special assessments as hereinafter designated be certified to the County and deferred until such property is developed or upon approval of the final plat, and that no interest be charged until such time.

BE IT FURTHER RESOLVED that upon development or plat approval that tapping fee shall be based on the project year bid price per front foot or unit, or on the current year costs at the time of connection/platting, whichever is greater:

1.	Virgil Hawkinson ETAL	95-924-0020
	c/o Gayle Hawkinson	Project 9202 \$13,005.00
	4655 104 <sup>th</sup> Avenue NE	Project 9101 51,455.70
	Spicer	Project 9002 35,340.00
		Project 0501 61,137.01

*Section 24, Township 119, Range 35*

*That part of Northwest Quarter of Northwest Quarter lying Northwesterly of Highway right-of way, except the South 125 feet of North 175 feet of West 133 feet & except part platted into Kandiyohi County State Aid Highway No. 23 right-of-way Plat No.1. (26.40 acres)*

2.	Virgil Hawkinson ETAL	95-913-0040
	c/o Gayle Hawkinson	Project 9202 \$12,095.00
	4655 104 <sup>th</sup> Avenue NE	Project 9002 8,255.00
	Spicer	Project 0501 31,715.79

*Section 13, Township 119, Range 35*

*Southwest Quarter of Southwest Quarter except the South 685 feet of West 468.8 feet of Southwest Quarter of Southwest Quarter and except part for plat of Pheasant Run. (32 acres)*

- |    |   |   |                                       |
|----|---|---|---------------------------------------|
| 3. | Gesch Properties LLC c/o LeAnn Isaacson<br>10785 46 <sup>th</sup> Place N<br>Plymouth | 95-914-2610<br>Project 9002<br>Project 9303<br>Project 0501 | \$39,731.66<br>20,130.42<br>77,504.80 |
|----|---|---|---------------------------------------|

*Section 14, Township 119, Range 35*

*South 610 feet of Northeast Quarter except West 393.61 feet; Southeast Quarter except South 914.88 feet of West 1085 feet and except parts in plats-Bergquists Estates, Perkins 5<sup>th</sup> Addition and Gesch Park except that part of the South Half of Northeast Quarter described as follows: Commencing 715 feet South and 393.61 feet East of Northwest Corner of Southwest Quarter Northeast Quarter, Thence East to Southwest Corner of Lot 7, Block 7 Erickson's Third Addition, Thence South 70 feet, Thence West to East Line of Welch's Addition, Thence North 70 feet to point of beginning and except part platted into Gesch YMCA Addition and except that part of the South Half of the Southeast Quarter described as follows: Beginning at the Northwest Corner of Lot 2, Block 1, Gesch YMCA Addition, Thence South 548.78 feet, Thence West 363.89 feet, Thence North 54 feet to Southeast Corner of Lot 1, Block 6, Perkins Fifth Addition, Thence continuing North 495 feet to Northeast Corner of Lot 1, Block 4, Perkins Fifth Addition, Thence East along Southerly right-of-way boundary line of Olena Avenue 363.89 feet to point of beginning. (88.36 acres)*

- |    |   |                             |          |
|----|---|-----------------------------|----------|
| 4. | Mildred Thorpe<br>501 28 <sup>th</sup> Avenue SW<br>Willmar | 95-908-0130<br>Project 7402 | 3,517.00 |
|----|---|-----------------------------|----------|

*Section 8, Township 119, Range 35*

*West 309.7 feet of East 929.2 feet of North 400 feet of South 470 feet and West 854.2 feet of East 929.2 feet of North 300 feet of South 770 feet of Southeast Quarter of Northeast Quarter. (5.88 acres)*

- |    |   |                             |             |
|----|---|-----------------------------|-------------|
| 5. | Jean Langsjoen-Hogan Trust<br>and Carter Family Trust<br>1455 Hansen Dr SW<br>Willmar | 95-903-0010<br>Project 0501 | \$93,012.00 |
|----|---|-----------------------------|-------------|

*Section 3, Township 119, Range 35*

*Southeast Quarter of Southwest Quarter and Southwest Quarter of Southwest Quarter except the Southerly 350 feet of the Westerly 233 feet of Southwest Quarter of Southwest Quarter and except parts platted as Northwood Estates and Northwood Estates Second Addition. (64.13 acres)*

6. Word of Faith Family Church 95-908-0140  
 3010 7<sup>th</sup> Ave NW Project 9301 \$27,495.00  
 Willmar

*Section 8, Township 119, Range 35  
 West 854.2 feet of East 929.2 feet of North 400 feet of South 470 feet of  
 East Half of Northeast Quarter excluding part platted into West Pump Station  
 Addition. (3.88 acres)*

7. William N. Bernard, ETAL 95-912-0970  
 520 Litchfield Ave SW Project 9701 \$12,119.04  
 Willmar

*Section 12, Township 119, Range 35  
 North 1,655 feet of Northwest Quarter excluding West 40 acres thereof.  
 (60 acres)*

8. State of MN Higher Ed Board 95-904-0040  
 c/o Ridgewater College Project 7206 \$14,375.92  
 2101 15<sup>th</sup> Ave NW  
 Willmar

*Section 4, Township 119, Range 35  
 Southeast Quarter of Southwest Quarter excluding the Westerly 500 feet of  
 southerly 609.84 feet thereof.  
 (33 acres)*

9. J & C Enterprises of Central MN  
 c/o Stephen Jennings Project 8606 \$17,869.51  
 PO Box 639  
 Richmond, MN 56368 Hidden Valley Estates

- 95-308-0010 Sect-08 TWP -119 Rang-35 Lot-001 Blk-001
- 95-308-0020 Sect-08 TWP -119 Rang-35 Lot-002 Blk-001
- 95-308-0030 Sect-08 TWP -119 Rang-35 Lot-003 Blk-001
- 95-308-0040 Sect-08 TWP -119 Rang-35 Lot-004 Blk-001
- 95-308-0050 Sect-08 TWP -119 Rang-35 Lot-005 Blk-001
- 95-308-0060 Sect-08 TWP -119 Rang-35 Lot-006 Blk-001
- 95-308-0070 Sect-08 TWP -119 Rang-35 Lot-007 Blk-001
- 95-308-0080 Sect-08 TWP -119 Rang-35 Lot-008 Blk-001
- 95-308-0090 Sect-08 TWP -119 Rang-35 Lot-009 Blk-001
- 95-308-0100 Sect-08 TWP -119 Rang-35 Lot-010 Blk-001
- 95-308-0110 Sect-08 TWP -119 Rang-35 Lot-011 Blk-001
- 95-308-0120 Sect-08 TWP -119 Rang-35 Lot-012 Blk-001
- 95-308-0130 Sect-08 TWP -119 Rang-35 Lot-013 Blk-001
- 95-308-0140 Sect-08 TWP -119 Rang-35 Lot-014 Blk-001
- 95-308-0150 Sect-08 TWP -119 Rang-35 Lot-015 Blk-001

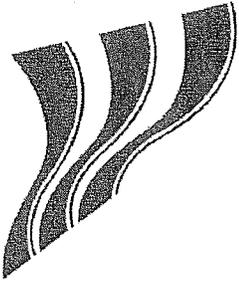
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95-308-0210 Sect-08 TWP -119 Rang-35 Lot-002 Blk-002  
95-308-0220 Sect-08 TWP -119 Rang-35 Lot-003 Blk-002  
95-308-0230 Sect-08 TWP -119 Rang-35 Lot-004 Blk-002  
95-308-0300 Sect-08 TWP -119 Rang-35 Lot-001 Blk-003  
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95-308-0360 Sect-08 TWP -119 Rang-35 Lot-007 Blk-003  
95-308-0370 Sect-08 TWP -119 Rang-35 Lot-008 Blk-003  
95-308-0380 Sect-08 TWP -119 Rang-35 Lot-009 Blk-003  
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95-308-0540 Sect-08 TWP -119 Rang-35 Lot-005 Blk-005  
95-308-0550 Sect-08 TWP -119 Rang-35 Lot-006 Blk-005

Dated this 15<sup>th</sup> Day of October, 2012.

Mayor \_\_\_\_\_

Attest:

City Clerk-Treasurer \_\_\_\_\_



CITY OF WILLMAR, MINNESOTA  
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 13

Meeting Date: October 18, 2012

Attachments:  Yes No

CITY COUNCIL ACTION

Date: January 17, 2012

Approved  Denied  
 Amended  Tabled  
 Other

Originating Department: Finance

**Action Requested:** Passage of Resolution Approving the Issuance and Sale of a Commercial Development Revenue Refunding Note Series 2012 and Authorizing Execution of Documents Relating thereto (West Central Industries, Inc. Project)

**Guiding Principle:** To facilitate the refinancing of outstanding Debt for cost savings

**Introduction:** West Central Industries Request/Application of Conduit Financing from the City

**Background/Justification:** The City in 2005 acted as a conduit to issue Debt for West Central Industries, a Non Profit 501©3, doubling the size of a licensed commercial kitchen to serve the Meals on Wheels Program. At the time, financing was in the amount of \$1,100,000 for 20 years @ 5.338% interest. Due to the decline in interest rates and the desire to lower costs, West Central Industries has applied to the City to act again as a conduit to refinance a portion of the outstanding balance and shorten the term of their outstanding debt. The request is to issue a Commercial Development Revenue Note in the amount of not to exceed \$500,000 for 7 years @ 2.35%.

**Fiscal Impact:** The Note would not constitute a debt of the City and the City would not be obligated in any financial way.

**Alternatives:** Not act as a Conduit in the Refinancing, thus not providing a reduction of costs for West Central Industries

**Staff Recommendation:** Pass the Resolution as submitted

Reviewed by:

Preparer: Steven B. Okins

Signature:

Comments:

Extract of Minutes of a Meeting of the  
City Council of the City of Willmar

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Willmar was duly held in the City of Willmar, Minnesota, on Monday, October 15, 2012, at \_\_\_\_\_ o'clock P.M.

The following members were present:

and the following were absent:

During said meeting \_\_\_\_\_ introduced the following resolution and moved its adoption:

RESOLUTION NO. \_\_\_\_\_

RESOLUTION APPROVING THE ISSUANCE AND SALE OF A  
COMMERCIAL DEVELOPMENT REVENUE REFUNDING NOTE, SERIES 2012 AND  
AUTHORIZING THE EXECUTION OF DOCUMENTS RELATING THERETO  
(WEST CENTRAL INDUSTRIES, INC. PROJECT)

The motion for the adoption of the foregoing resolution was duly seconded by Member \_\_\_\_\_, and after full discussion thereof and upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

whereupon said resolution was declared duly passed and adopted.

RESOLUTION APPROVING THE ISSUANCE AND SALE OF A COMMERCIAL  
DEVELOPMENT REVENUE REFUNDING NOTE, SERIES 2012  
AND AUTHORIZING THE EXECUTION OF DOCUMENTS RELATING THERETO  
(WEST CENTRAL INDUSTRIES INC. PROJECT)

WHEREAS,

(a) The purpose of Minnesota Statutes, Chapter 469.152 to 469.1651 (the "Act") as found and determined by the legislature is to promote the welfare of the state by the active attraction and encouragement and development of economically sound industry and commerce to prevent so far as possible the emergence of blighted and marginal lands and areas of chronic unemployment;

(b) Factors necessitating the active promotion and development of economically sound industry and commerce are the increasing concentration of population in the metropolitan areas and the rapidly rising increase in the amount and cost of governmental services required to meet the needs of the increased population and the need for development of land use which will provide an adequate tax base to finance these increased costs and the need for access to employment opportunities for such population;

(c) The City Council of the City of Willmar, Minnesota (the "City") has received from West Central Industries, Inc., a Minnesota nonprofit corporation organized under the laws of the State of Minnesota (the "Borrower"), a proposal that City assist in refinancing a Project hereinafter described, through the issuance of a Revenue Note, referred to in this resolution as the "Revenue Note" or "Note", pursuant to the Act;

(d) The City desires to facilitate the selective development of the community, retain and improve the tax base and help to provide the range of services and employment opportunities required by the population, including training and rehabilitation services for persons with developmental or physical disabilities; and the Project will assist the City in achieving those objectives and will enhance the image and reputation of the community;

(e) The proceeds of the Note, together with available funds of the Borrower, will be applied to refund the outstanding principal balance of the City of Willmar's \$1,100,000 Commercial Development Revenue Note, Series 2005 (West Central Industries, Inc. Project) (the "Prior Note"), the proceeds of which were used to finance the renovation, expansion and equipping of an approximately 45,000 square foot facility located at 1300 SW 22<sup>nd</sup> Street in the City (the "Project"). The Project is owned and operated by the Borrower;

(f) The City has been advised by representatives of the Borrower that conventional, commercial financing to pay the capital cost of the Project is available only on a limited basis and at such high costs of borrowing that the economic feasibility of operating the Project would be significantly reduced, but the Borrower has also advised the City that with the aid of municipal financing, and its resulting low borrowing cost, the Project is economically more feasible;

(g) Based on representations of the Borrower, no public official of the City has either a direct or indirect financial interest in the Project nor will any public official either directly or indirectly benefit financially from the Project.

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

**SECTION 1. LEGAL AUTHORIZATION AND FINDINGS.**

1.1 Findings. The City hereby finds, determines and declares as follows:

(a) The City is a municipal corporation and a political subdivision of the State of Minnesota and is authorized under the Act to assist the revenue producing project herein referred to, and to issue and sell the Note, as hereinafter defined, for the purpose, in the manner and upon the terms and conditions set forth in the Act and in this Resolution.

(b) The issuance and sale of the Commercial Development Revenue Refunding Note, Series 2012 (West Central Industries, Inc. Project) (the “Note”) by the City pursuant to the Act, is in the best interest of the City, and the City hereby determines to issue the Note and to sell the Note to North American State Bank or another banking institution in Minnesota (the “Lender”), as provided herein. The City will loan the proceeds of the Note (the “Loan”) to the Borrower in order to refund the Prior Note.

(c) Pursuant to a Loan Agreement (the “Loan Agreement”) to be entered into between the City and the Borrower, the Borrower has agreed to repay the Note in specified amounts and at specified times sufficient to pay in full when due the principal of, premium, if any, and interest on the Note. In addition, the Loan Agreement contains provisions relating to the maintenance and operation of the Project, indemnification, insurance, and other agreements and covenants which are required or permitted by the Act and which the City and the Borrower deem necessary or desirable for the financing of the Project. A draft of the Loan Agreement has been submitted to the City Council.

(d) Pursuant to a Pledge Agreement (the “Pledge Agreement”) to be entered into between the City and the Lender, the City has pledged and granted a security interest in all of its rights, title, and interest in the Loan Agreement to the Lender (except for certain rights of indemnification and to reimbursement for certain costs and expenses). A draft of the Pledge Agreement has been submitted to the City Council.

(e) Pursuant to a Mortgage, Security Agreement and Fixture Financing Statement (the “Mortgage”) to be executed by the Borrower in favor of the Lender, the Borrower has secured payment of amounts due under the Loan Agreement and Note by granting to the Lender a mortgage and security interest in the property described therein. A draft of the Mortgage has been submitted to the City Council.

(f) The Note will be a special, limited obligation of the City. The Note shall not be payable from or charged upon any funds other than the revenues pledged to the payment thereof, nor shall the City be subject to any liability thereon. Nothing in this

resolution or in the documents prepared pursuant hereto shall authorize the expenditure of any municipal funds on the Project other than the revenues derived from the Project. The Note shall not constitute a charge, lien or encumbrance, legal or equitable, upon any property or funds of the City except the revenue and proceeds pledged to the payment thereof, nor shall the City be subject to any liability thereon. No holder of the Note shall ever have the right to compel any exercise of the taxing power of the City to pay the Note or the interest thereon, nor to enforce payment thereof against any property of the City. The Note shall not constitute a debt of the City within the meaning of any constitutional, statutory or charter limitation.

(g) It is desirable, feasible and consistent with the objects and purposes of the Act to issue the Note to refund the Prior Note.

1.2 Authorization and Ratification of Project. The City hereby authorizes the Borrower, in accordance with the provisions of the Act and subject to the terms and conditions imposed by the Lender, to provide for the refunding of the Prior Note by such means as shall be available to the Borrower and in the manner determined by the Borrower; and the City hereby ratifies, affirms, and approves all actions heretofore taken by the Borrower consistent with and in anticipation of such authority.

## **SECTION 2. THE NOTE.**

2.1 Authorized Amount and Form of Note. The issuance of the Note is hereby approved and the Note shall be issued pursuant to this Resolution in substantially the form submitted to the City Council with such appropriate variations, omissions and insertions as may be necessary and appropriate and approved by Bond Counsel prior to the execution and delivery of the Note and in accordance with the further provisions of this Resolution; and the total aggregate principal amount of the Note that may be outstanding hereunder is expressly limited to \$500,000, unless duplicate Note is issued pursuant to Section 2.7.

2.2 The Note. The Note shall be dated as of the date of delivery to the Lender, shall be payable at the times and in the manner, shall bear interest at the rate, and shall be subject to such other terms and conditions as are set forth therein.

2.3 Execution. The Note shall be executed on behalf of the City by the signatures of its Mayor and City Clerk and shall be sealed with the seal of the City; provided that the seal may be intentionally omitted as provided by law. In case any officer whose signature shall appear on the Note shall cease to be such officer before the delivery of the Note, such signature shall nevertheless be valid and sufficient for all purposes, the same as if such officer had remained in office until delivery. In the event of the absence or disability of the Mayor or the City Clerk such officers of the City as, in the opinion of the City Attorney, may act in their behalf, shall without further act or authorization of the City Council execute and deliver the Note.

2.4 Delivery of Initial Note. Before delivery of the Note, there shall be filed with the Lender (except to the extent waived by the Lender) the following items:

- (1) an executed copy of each of the following documents:

- (a) the Loan Agreement;
  - (b) the Pledge Agreement;
  - (c) the Mortgage;
- (2) an opinion of Counsel for the Borrower as prescribed by the Lender and Bond Counsel;
- (3) the opinion of Bond Counsel as to the validity and tax exempt status of the Note;
- (4) a 501(c)(3) determination letter from the Internal Revenue Service evidencing that the Borrower is exempt from income taxation under Section 501(c)(3) of the Code; and
- (5) such other documents and opinions as Bond Counsel may reasonably require for purposes of rendering its opinion required in subsection (3) above or that the Lender may reasonably require for the closing.

2.5 Disposition of Note Proceeds. Upon delivery of the Note to Lender, the Lender shall, on behalf of the City, disburse the proceeds of the Note for payment of Project Costs in accordance with the terms of the Loan Agreement.

2.6 Registration of Transfer. The City will cause to be kept at the office of the City Finance Director a Note Register in which, subject to such reasonable regulations as it may prescribe, the City shall provide for the registration of transfers of ownership of the Note. The Note shall be initially registered in the name of the Lender and shall be transferable upon the Note Register by the Lender in person or by its agent duly authorized in writing, upon surrender of the Note together with a written instrument of transfer satisfactory to the Finance Director, duly executed by the Lender or its duly authorized agent. The following form of assignment shall be sufficient for said purpose.

For value received \_\_\_\_\_ hereby sells, assigns and transfers unto \_\_\_\_\_ the within Note of the City of Willmar, Minnesota, and does hereby irrevocably constitute and appoint \_\_\_\_\_ attorney to transfer said Note on the books of said City with full power of substitution in the premises. The undersigned certifies that the transfer is made in accordance with the provisions of Section 2.9 of the Resolution authorizing the issuance of the Note.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Registered Owner

Upon such transfer the Finance Director shall note the date of registration and the name and address of the new Lender in the Note Register and in the registration blank appearing on the Note.

2.7 Mutilated, Lost or Destroyed Note. In case the Note issued hereunder shall become mutilated or be destroyed or lost, the City shall, if not then prohibited by law, cause to be executed and delivered, a new Note of like outstanding principal amount, number and tenor in exchange and substitution for and upon cancellation of such mutilated Note, or in lieu of and in substitution for such Note destroyed or lost, upon the Lender's paying the reasonable expenses and charges of the City in connection therewith, and in the case of a Note destroyed or lost, the filing with the City of evidence satisfactory to the City with indemnity satisfactory to it. If the mutilated, destroyed or lost Note has already matured or been called for redemption in accordance with its terms it shall not be necessary to issue a new Note prior to payment.

2.8 Ownership of Note. The City may deem and treat the person in whose name the Note is last registered in the Note Register and by notation on the Note whether or not such Note shall be overdue, as the absolute owner of such Note for the purpose of receiving payment of or on account of the Principal Balance, redemption price or interest and for all other purposes whatsoever, and the City shall not be affected by any notice to the contrary.

2.9 Limitation on Note Transfers. The Note will be issued to an "accredited investor" or "financial institution" and without registration under state or other securities laws, pursuant to an exemption for such issuance; and accordingly the Note may not be assigned or transferred in whole or part, nor may a participation interest in the Note be given pursuant to any participation agreement, except to another "accredited investor" or "financial institution" in accordance with an applicable exemption from such registration requirements and with full and accurate disclosure of all material facts to the prospective purchaser(s) or transferee(s).

2.10 Issuance of New Notes. Subject to the provisions of Section 2.9, the City shall, at the request and expense of the Lender, issue new notes, in aggregate outstanding principal amount equal to that of the Note surrendered, and of like tenor except as to number, principal amount, and the amount of the periodic installments payable thereunder, and registered in the name of the Lender or such transferee as may be designated by the Lender.

2.11 Designation of Qualified Tax-Exempt Obligation. In order to qualify as a "qualified tax-exempt obligation" within the meaning of Section 265(b)(3) of the Code, the City hereby makes the following factual statements and representations:

- (a) the Note is issued after August 7, 1986;
- (b) the Note is not a "private activity bond" as defined in Section 141 of the Code;
- (c) the aggregate face amount of the Note does not exceed \$10,000,000;
- (d) the Note is issued to refund the Prior Note not later than 30 days after the issuance of the Note; and

(e) the Prior Note was designated as a “qualified tax-exempt obligation” for purposes of Section 265(b)(3) of the Code, the average maturity of the Note is not longer than the average maturity of the Prior Note and the Note matures not later than 30 years after the date the Prior Note was issued and the Note does not exceed the outstanding principal balance of the Prior Note; therefore, the Note is deemed designated as a “qualified tax-exempt obligation” for purposes of Section 265(b)(3) of the Code.

The City shall use its best efforts to comply with any federal procedural requirements which may apply in order to effectuate the designation made by this paragraph.

### **SECTION 3. MISCELLANEOUS.**

3.1 Severability. If any provision of this Resolution shall be held or deemed to be or shall, in fact, be inoperative or unenforceable as applied in any particular case in any jurisdiction or jurisdictions or in all jurisdictions or in all cases because it conflicts with any provisions of any constitution or statute or rule or public policy, or for any other reason, such circumstances shall not have the effect of rendering the provision in question inoperative or unenforceable in any other case or circumstance, or of rendering any other provision or provisions herein contained invalid, inoperative, or unenforceable to any extent whatever. The invalidity of any one or more phrases, sentences, clauses or paragraphs in this Resolution contained shall not affect the remaining portions of this Resolution or any part thereof.

3.2 Authentication of Transcript. The officers of the City are directed to furnish to Bond Counsel certified copies of this Resolution and all documents referred to herein, and affidavits or certificates as to all other matters which are reasonably necessary to evidence the validity of the Note. All such certified copies, certificates and affidavits, including any heretofore furnished, shall constitute recitals of the City as to the correctness of all statements contained therein.

3.3 Authorization to Execute Agreements. The forms of the proposed Loan Agreement and the Pledge Agreement, are hereby approved in substantially the form heretofore presented to the City Council, together with such additional details therein as may be necessary and appropriate and such modifications thereof, deletions therefrom and additions thereto as may be necessary and appropriate and approved by Bond Counsel prior to the execution of the documents, and the Mayor and City Clerk of the City are authorized to execute the Loan Agreement and the Pledge Agreement and such other documents as Bond Counsel consider appropriate in connection with the issuance of the Note, in the name of and on behalf of the City. In the event of the absence or disability of the Mayor or the City Clerk such officers of the City as, in the opinion of the City Attorney, may act in their behalf, shall without further act or authorization of the City Council do all things and execute all instruments and documents required to be done or executed by such absent or disabled officers. The execution of any instrument by the appropriate officer or officers of the City herein authorized shall be conclusive evidence of the approval of such documents in accordance with the terms hereof.

Adopted by the City Council of the City of Willmar, Minnesota, this 15th day of  
October, 2012.

\_\_\_\_\_  
Mayor

ATTEST:

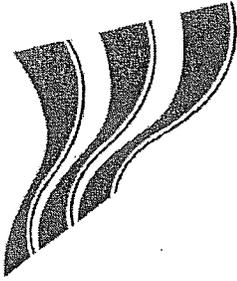
\_\_\_\_\_  
City Clerk

STATE OF MINNESOTA  
COUNTY OF KANDIYOHI  
CITY OF WILLMAR

I, the undersigned, being the duly qualified and acting Clerk of the City of Willmar, DO  
HEREBY CERTIFY that I have compared the attached and foregoing extract of minutes with the  
original thereof on file in my office, and that the same is a full, true and complete transcript of  
the minutes of a meeting of the City Council duly called and held on the date therein indicated,  
insofar as such minutes relate to a resolution authorizing the issuance of a revenue refunding  
note.

WITNESS my hand this \_\_\_\_ day of October, 2012.

\_\_\_\_\_  
Clerk



CITY OF WILLMAR, MINNESOTA  
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 14

Meeting Date: October 15, 2012

Attachments: Yes No

CITY COUNCIL ACTION

Date: \_\_\_\_\_

- Approved       Denied  
 Amended       Tabled  
 Other

Originating Department: Planning and Development Services

Action Requested: Approval of Fairacre Addition Final Plat

Guiding Principle: Subdivision Ordinance

Introduction: The applicant Don Williamson is requesting an 11 lot single family home subdivision on property at 2721 15<sup>th</sup> St. SW.

Background/Justification: Fairacre Addition is zoned R-1 (One Family Residential) and is proposed to have a private cul-de-sac. A conditional use permit for a planned unit development was approved by the Planning Commission for the private street. All utilities will be private and the plans have been submitted for review and approval to the City Engineer. Declarations and private covenants will be recorded congruous with the plat regarding the private streets maintenance etc.

Fiscal Impact: N/A

Alternatives: N/A

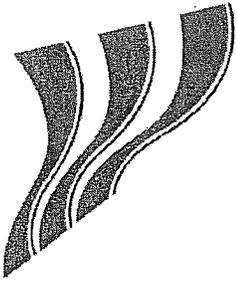
Staff Recommendation: Staff recommends approval of the final plat.

Reviewed by: Bruce D. Peterson, AICP, Director of Planning and Development Services

Preparer: Megan M. Sauer, AICP, Planner/Airport Manager

Signature: *Megan M. Sauer*

Comments:



CITY OF WILLMAR, MINNESOTA  
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 15

Meeting Date: October 10, 2012

Attachments: Yes No

CITY COUNCIL ACTION

Date: \_\_\_\_\_

- Approved
- Amended
- Other
- Denied
- Tabled

Originating Department: Planning and Development Services

Action Requested: Quinn Addition Preliminary Plat Approval

Guiding Principle: Subdivision Ordinance

Introduction: The applicant Kvam Implement requested to subdivide their five parcels into four lots on the Kvam Implement property on the corner of Highway 12 SW and Industrial Drive SW as well as Trott Ave. SW.

Background/Justification: The property is currently owned by Kvam Implement and the Ivan Kvam Trust, and there are several buildings already existing on four of the lots being created. This is a boundary line adjustment to clean up some titles and shift some property lines. If/when the one vacant lot being created is developed, the service road and stormwater ponding will need to be developed to current requirements at the cost of the developer. The Planning Commission approved the plat with conditions of easements being added, and the above improvement requirements at the time of development.

Fiscal Impact: N/A

Alternatives: N/A

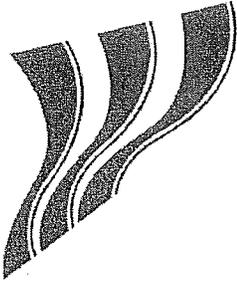
Staff Recommendation: Staff recommends approval of the preliminary plat.

Reviewed by: Bruce D. Peterson, AICP, Director of Planning and Development Services

Preparer: Megan M. Sauer, AICP, Planner/Airport Manager

Signature: *Megan M Sauer*

Comments:



**CITY OF WILLMAR, MINNESOTA  
REQUEST FOR COMMITTEE ACTION**

**Agenda Item Number:** 16 Meeting

**Date:**

**Attachments:** \_\_\_ Yes \_\_\_ No

**CITY COUNCIL ACTION**

**Date:** October 15, 2012

- |                                   |                                 |
|-----------------------------------|---------------------------------|
| <input type="checkbox"/> Approved | <input type="checkbox"/> Denied |
| <input type="checkbox"/> Amended  | <input type="checkbox"/> Tabled |
| <input type="checkbox"/> Other    |                                 |

**Originating Department:** City Clerk-Treasurer

**Action Requested:** Motion to Set Board of Canvass

**Guiding Principle:** Minnesota Statute 205.185 Subd 3

**Agenda Item:** Consideration of Setting the Board of Canvass

**Background/Justification:**

The City Council needs to set a date and time to conduct the Board of Canvass pursuant to the below listed Statute. Keep in mind the observed Veterans' Day, Monday, November 12, 2012, will not be a viable option.

**Subd. 3. Canvass of returns, certificate of election, ballots, disposition.**

(a) Between the third and tenth days after an election, the governing body of a city conducting any election including a special municipal election, or the governing body of a town conducting the general election in November shall act as the canvassing board, canvass the returns, and declare the results of the election.

**Fiscal Impact:** None

**Alternatives:** Set Different Time

**Staff Recommendation:** Call the Board of Canvass for November 9, 2012, at 3:00 p.m.

**Preparer:** City Clerk-Treasurer

**Signature:**