

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

October 6, 2014  
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 Frank Yanish, Council Members Denis Anderson, Ron Christianson, Steve Ahmann, Audrey Nelsen, Tim Johnson, Rick Fagerlie, Jim Dokken and Bruce DeBlieck; Present 9, Absent 0.

Others present were City Administrator Charlene Stevens, City Clerk Kevin Halliday, Police Chief Jim Felt, Public Works Director Sean Christensen, Planning and Development Director Bruce Peterson, Finance Director Steve Okins, Fire Chief Gary Hendrickson, and City Attorney Robert Scott.

Council Members Ahmann, DeBlieck and Anderson mentioned they have announcements to make at the end of the meeting.

Council Member Anderson offered a motion adopting the Consent Agenda which included the following: City Council Minutes of September 15, Willmar Municipal Utilities Minutes of September 23, Rice Memorial Hospital Board Minutes of September 24, Planning Commission Minutes of September 24, Application for Exempt Permit – Fraternal Order of Eagles Auxiliary, Accounts Payable Report through October 1, Kandiyohi Area Transit Operations Board Minutes of July 22, Willmar Lakes Area CVB Board Minutes of August 19, Zoning Appeals Board Minutes of September 15, Willmar Airport Commission Minutes of September 24, WCER Joint Powers Board Minutes of September 26 and the Building Inspection Report for September, 2014. Council Member Christianson seconded the motion, which carried.

Mayor Yanish recognized Patrick Curry, 1307 Grace Avenue SW, who acknowledged the Airport and its members and spoke in favor of the contract with Eric's Aviation Services. He expressed his interest in submitting a report to the Public Works/Safety Committee that would come before the Council on all the airport functions.

Bob Skor, 617 SW 14<sup>th</sup> Street, was acknowledged by Mayor Yanish to speak at the Open Forum. Mr. Skor spoke of the end-around levy play and the \$55 million portfolio for the City that can be used to pay down debt. He expressed his concern for how the City designates the use of its funds and who benefits from the use of the parks, Civic Center and Dorothy Olson Aquatic Center.

The Finance Committee Report for September 29, 2014 was presented to the Mayor and Council by Council Member Anderson. There were seven items for consideration as Item No. 3 was acted upon by the Full Council pursuant to the public notice that the item would be considered at the committee meeting.

Item No. 1        There were no comments from the public.

Item No. 2        2015 Budget Discussion

Fund Balance Update: Staff reviewed the December 31, 2013, Fund Balances with the council. In response to Member Christianson's inquiry about which funds the Council could use at their discretion, Finance Director Okins explained the ramifications of spending down various fund balances. Chair Anderson requested information about the Uncompensated Absences Fund Balances and Member Ahmann asked for an explanation of the Public Works Blacktop Fund Balance. Staff will compile information about both items and present it at a future meeting. Mayor Yanish asked in what areas the City was long and short in revenues over expenditures, to which staff explained that neither has occurred as to date we have always had a balanced

budget. Member Ahmann noted that, excluding police and fire vehicles, there is \$1,155,834 in vehicle replacements scheduled for 2015 and stated the City should delay vehicle purchases, except for those needed for police and fire, for one year to help pay for the auditorium. He also has concerns with employee compensation costs. Chair Anderson stated the council will be discussing capital expenditures and pavement management on October 13, 2014.

County and School Ten-Year Levy History: Staff briefly reviewed the 2014 City Assessor's report reflecting a ten-year history of the County, School District, and EDC levies. Chair Anderson asked why the EDC amounts varied from one year to the next since the annual amount they levy has been the same for several years. Member Nelsen noted the amounts listed are after "Aids" and asked for an explanation of the aids. Staff will compile information on both the EDC and the specific aids and will present it at a future meeting. Member Deblieck asked about the status of the JobZ Program. Planning and Development Director Peterson reported that the program terminates in 2015.

Fees History: Various fees collected by the City over the past few years were reviewed as well as budgeted amounts for 2014 and the proposed budget amounts for 2015. These items under 2015 Budget Discussion were received for information only.

Finance Committee Chair Anderson noted the next item (Adoption of the 2015 Proposed Property Tax Levy) was referred to the full City Council for consideration, both discussion and subsequent action, pursuant to the public notice that the item would be considered.

Item No. 3 Council Member Anderson reviewed the proposed plan for funding the City Auditorium project which includes: \$250,000 from the 2014 Capital Improvements Budget, \$250,000 borrowed from the Self Insurance Reserve, \$250,000 borrowed from the Public Improvements Revolving Fund, \$163,000 from the WRAC-8 Fund Balance, and \$208,000 from the past three years unspent Capital Improvements Funds. He raised concerns about spending down reserves and proposed that the levy be increased by \$250,000 for 2015 to pay off the amount to be borrowed from the Self Insurance Reserve. In 2016 the additional levy could be used to pay off the balance borrowed from the Public Improvement Revolving Fund. Then beginning in 2017 the additional levy could be earmarked for needed capital improvements to city parks and facilities. Questions were raised as to how that would increase individual property taxes. Finance Director Okins explained that \$250,000 would require an increase of approximately two basis points. This translates to an increase of about \$26 on a \$150,000 home. Questions were raised about the amount of taxes that will be generated by MinnWest once they are placed on the tax rolls beginning in 2016. Staff will verify amounts and present them at a future meeting. Council Member Fagerlie noted that all users, including non-profit entities, would pay a franchise fee. Council Member Christianson prefers increasing the tax levy rather than instituting a franchise fee through Centerpoint Energy, as the Committee has discussed at previous meetings, and reminded council members to consider the upcoming expanded tax base as well as tweaking the Capital Improvements Program. Council Member Anderson reminded the council that there is also the possibility of proposing a local option sales tax on the 2016 Ballot.

Following discussion, Resolution No. 1 was introduced by Council Member Fagerlie, seconded by Council Member Nelsen, and approved on a roll call vote of Ayes 4, Noes 2. Voting in favor were Members Anderson, Deblieck, Fagerlie, and Nelsen. Voting against were Members Ahmann and Christianson.

#### RESOLUTION NO. 1

BE IT RESOLVED that the Mayor of the City of Willmar submitted a preliminary levy request of \$4,451,028;

BE IT RESOLVED by the City Council of the City of Willmar, Kandiyohi County, Minnesota, that the following sums of money be preliminary levied for the current year collectable in 2015, upon the taxable property in said City of Willmar for the following purposes:

General Fund                    \$4,451,028  
   \$4,451,028

BE IT RESOLVED, that there is a sufficient sum of money in the Debt Service Funds of the City to pay principal and interest in 2015 on all outstanding bond issues, and the deferred annual tax levies previously certified to the County Auditor are hereby canceled;

BE IT FURTHER RESOLVED that a public hearing shall be scheduled for the 2015 proposed budget on December 1, 2014.

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

Dated this 29th day of September, 2014.

/s/ Frank A. Yanish  
MAYOR

/s/ Kevin Halliday  
Attest: CITY CLERK

At this time, the Finance Committee continued to conduct business.

Item No. 4        Staff presented a request to reallocate funds in the 2014 Capital Improvement Budget originally approved for replacement of the cedar shakes at the Civic Center for \$60,000. It has been determined that the cedar shake project cannot be completed for the budgeted amount at this time. Staff is proposing that \$17,408 of this amount be used for the relocation of the office at the Civic Center. When the addition was constructed in 2007, relocation of the office was considered but postponed to determine whether or not it would be beneficial. It has become apparent that there would be a tremendous benefit for the office to be near the entrance to the facility for better communication with both users of the facility and part time staff working ticket sales and concessions.

The Committee was recommending the Council reallocate \$17,408 from the cedar shake replacement project in the 2014 Civic Center Capital Improvement Budget to the office relocation project and to authorize the Mayor and City Administrator to execute the contract with Cornerstone Construction, Inc., as presented.

Resolution No. 1 was introduced by Council Member Anderson, seconded by Council Member Nelsen, reviewed by Mayor Yanish, and approved on a roll call vote of Ayes 8, Noes 0.

RESOLUTION NO. 1

BE IT RESOLVED by the City Council of the City of Willmar to authorize the Finance Director to reallocate \$17,408 from the Cedar Shake Project in the 2014 Civic Center Capital Outlay Budget to the Civic Center Office Relocation Project as follows:

Increase:	2014 Civic Center Capital Outlay Expenditures/ Office Relocation Project	\$17,408
Decrease:	2014 Civic Center Capital Outlay Expenditures/ Cedar Shake Project	\$17,408

Dated this 6th day of October, 2014.

/s/ Frank Yanish  
MAYOR

/s/ Kevin Halliday  
Attest: CITY CLERK

Item No. 5 Staff presented a request to reallocate funds in the 2014 Capital Improvement Budget originally approved for the purchase of agenda software for \$27,000. Due to employee turnover, development and planning for this new agenda software has not been instituted in 2014 but has been requested for 2016. It has since been determined that the data backup/disaster recovery system is in need of being replaced. The current system is five years old and is in question of being able to successfully perform in the event of a hardware failure or disaster. Three servers that are eight years old and out of warranty would also be replaced. Total cost is estimated at \$28,442. The remaining \$1,442 is available from the 2014 IT Department operating budget. Member Christianson asked if the software will be purchased locally and Member Fagerlie asked if IT has looked into the possibility of using the "Cloud" instead of hardware for a backup system. Staff will research these two questions and provide the information at a future meeting.

City Administrator Charlene Stevens informed the Council that the Information Systems Coordinator stated that in terms of using the "Cloud" as a backup, this was not recommended because of the sensitivity of the data. Regarding the vendor, they are from St. Cloud, Minnesota and are required to meet or beat the State Contract Price. This particular vendor has been used in the past to provide phone service for the City.

It was the Committee's recommendation to the Council to reallocate \$27,000 from the agenda software project in the 2014 IT Capital Improvement Budget to the data backup system project. Member Christianson seconded the motion which carried.

Resolution No. 2 was introduced by Council Member Anderson, seconded by Council Member Nelsen, reviewed by Mayor Yanish, and approved on a roll call vote of Ayes 8, Noes 0.

RESOLUTION NO. 2

BE IT RESOLVED by the City Council of the City of Willmar to authorize the Finance Director to reallocate \$27,000 from the Agenda Software Project in the 2014 Information Systems Capital Outlay Budget to the Data Backup System Project as follows:

Increase:	2014 Information Systems Capital Outlay Expenditures/ Data Backup System Project	\$27,000
Decrease:	2014 Information Systems Capital Outlay Expenditures/ Agenda Software Project	\$27,000

Dated this 6th day of October, 2014.

/s/ Frank Yanish  
MAYOR

/s/ Kevin Halliday  
Attest: CITY CLERK

Item No. 6 The Committee received the following reports: July Rice Hospital, Second Quarter Interest/Dividends, Second Quarter Investment Activity, June 30, 2014, Investment Listing, Ten-Year Historical Investment Balances by Quarter, Ten-Year Historical Interest/Dividends by Quarter, and August Rice Trust. This matter was taken for information only.

Item No. 7 There was no Old Business to come before the Committee.

Item No. 8 Under New Business Chair Anderson reminded the Council Members that there will be another Council Work Session on October 13, 2014, and on November 10, 2014. He also encouraged members to attend the "Walk the Corridor" which is being held downtown September 30, 2014.

The Finance Committee Report for September 29, 2014, 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 Public Works/Safety Committee Report for September 30, 2014 was presented to the Mayor and Council by Council Member Christianson. There were eight items for consideration.

Item No. 1 There were no public comments.

Item No. 2 Chief of Police Jim Felt noted the jail census for September 30, 2014, was 113; 77 of those being Kandiyohi County inmates, 30 inmates from the MN Department of Corrections, 4 inmates from Swift County, 1 inmate from Big Stone County and 1 from Stevens County. The calls for service for the previous two weeks totaled 812. The majority of the calls are for traffic stops, followed by public assists and animal complaints. Chief Felt informed the Committee on the ordinance defined for homeless individuals sleeping in City parks. It defines that no person shall make use of the park as a place to sleep between the hours of 10:00 p.m. and 6:00 a.m. any day of the week. The Committee requested Chief Felt have officers ask homeless individuals if they are a veteran so they can be directed to the appropriate resources for veterans. This was received by the council for information only.

Item No. 3 Public Works Director Christensen brought forth, for review, the quotes received for the Localizer Drainage Improvements project and recommended award of the low quote to Land Pride Construction, LLC. The localizer structure, which houses MnDOT Aeronautics equipment at the airport, is subject to periodic flooding. Quotes were obtained for grading improvements to modify the drainage around the structure. Two quotes were received with the low quote submitted by Land Pride Construction, LLC from Paynesville in the amount of \$11,883.00. The funding is within the Airport budget, and MnDOT aeronautics will contribute eighty percent of the costs associated with the improvements.

The Committee was recommending the Council award the contract and authorize the Mayor and City Administrator execute a contract for the improvements.

Resolution No. 3 was introduced by Council Member Christianson, seconded by Council Member Dokken, reviewed by Mayor Yanish, and approved on a roll call vote of Ayes 8, Noes 0.

#### RESOLUTION NO. 3

BE IT RESOLVED by the City Council of the City of Willmar, a municipal corporation of the State of Minnesota, that the City Administrator and the City of Willmar is hereby authorized to enter into Work Order #4 of the professional services contract between the City of Willmar and Bolton and Menk, Inc. The Work Order is not to exceed \$2,940.00 for Airport site grading and drainage improvements for MNDOT NAVAIID Equipment.

Dated this 6th day of October, 2014.

/s/ Frank Yanish  
MAYOR

/s/ Kevin Halliday  
Attest: CITY CLERK

Item No. 4 Public Works Director Christensen brought forth, for approval, Change Order No. 1 in the amount of \$29,703.40, to amend the budget, and authorize final payment to Duininck, Inc. in the

amount of \$48,787.38 for Project No. 1303-B. With the Change Order, Public Works Director Christensen stated the project would still be approximately \$10,000 under budget.

The Committee recommended the Council approve Change Order No. 1, amend the budget, and authorize final payment to Duinick Inc. for Project No. 1303-B.

Resolution No. 4 was introduced by Council Member Christianson, seconded by Council Member DeBlicek, reviewed by Mayor Yanish, and approved on a roll call vote of Ayes 8, Noes 0.

RESOLUTION NO. 4

**ACCEPTING PROJECT AND AUTHORIZING FINAL PAYMENT**

IMPROVEMENT: Project No. 1303-B – Mill and Overlay

CONTRACTOR:	Duinick Inc.
DATE OF CONTRACT:	May 9, 2013
BEGIN WORK:	June 6, 2013
COMPLETE WORK:	September 30, 2013
APPROVE, ENGINEERING DEPT:	September 30, 2014

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

1. The said City of Willmar Project No. 1303-B, including approval of Change Order No. 1 and amending the project budget, be herewith approved and accepted by the City of Willmar.
2. The following summary and final payment be approved:

ORIGINAL CONTRACT AMOUNT:	\$373,449.80
Change Order No. 1	\$ 29,703.40
FINAL NET CONTRACT AMOUNT, PROPOSED:	\$403,153.20
ACTUAL FINAL CONTRACT AMOUNT AS CONSTRUCTED:	\$403,153.20
Less Previous Payments	\$354,365.82
<b>FINAL PAYMENT DUE CONTRACTOR:</b>	<b>\$48,787.38</b>

Dated this 6th day of October, 2014.

/s/ Frank Yanish  
MAYOR

/s/ Kevin Halliday  
Attest: CITY CLERK

Item No. 5 Paul Jurek with Bollig, Inc. brought forth, for approval, Change Order No. 1 to Project No. 1310 for the MinnWest Technology Campus Lift Station/Lakeland Drive Interceptor. Some of the existing pipe sizes were smaller than the contract was bid, changing the CIPP lining from 18 inches to 15 inches. The result of Change Order No. 1 is a \$34,020.00 reduction to the contract price.

The Committee was recommending the Council approve the Change Order No. 1 for Project No. 1310. Resolution No. 5 was introduced by Council Member Christianson, seconded by Council Member Nelsen, reviewed by Mayor Yanish, and approved on a roll call vote of Ayes 8, Noes 0.

RESOLUTION NO. 5

BE IT RESOLVED by the City Council of the City of Willmar, a Municipal Corporation of the State of Minnesota, that the Mayor and City Administrator of the City of Willmar are hereby authorized to modify the contract for CP 1310 between the City of Willmar and Duinick Inc. of Prinsburg, Minnesota by Change Order No. 1 in the decreased amount of \$30,020.00.

Dated this 6th day of October, 2014.

/s/ Frank Yanish  
MAYOR

/s/ Kevin Halliday  
Attest: CITY CLERK

Item No. 6 Paul Jurek with Bollig, Inc. brought forth, for approval, Change Order No. 2 to Project No. 1310 for the MinnWest Technology Campus Lift Station/Lakeland Drive Interceptor. During excavation by Duinick, Inc., a large underground concrete tank was encountered and partially removed so construction could continue. Additional costs were incurred for the removal and disposal, resulting in Change Order No. 2 in the amount of \$18,659.02.

The Committee was also recommending the approval of Change Order No. 2 for Project No. 1310. Resolution No. 6 was introduced by Council Member Christianson, seconded by Council Member Nelsen, reviewed by Mayor Yanish, and approved on a roll call vote of Ayes 8, Noes 0.

RESOLUTION NO. 6

BE IT RESOLVED by the City Council of the City of Willmar, a Municipal Corporation of the State of Minnesota, that the Mayor and City Administrator of the City of Willmar are hereby authorized to modify the contract for CP 1310 between the City of Willmar and Duinick Inc. of Prinsburg, Minnesota by Change Order No. 2 in the increased amount of \$18,659.02.

Dated this 6th day of October, 2014.

/s/ Frank Yanish  
MAYOR

/s/ Kevin Halliday  
Attest: CITY CLERK

Item No. 7 Under Old Business Council Member Dokken discussed the recent Airport Commission meeting he attended. Council Member Ahmann discussed some thoughts on saving more money as well as keeping up with facility maintenance. This was received by the Council for information only.

Item No. 8 Under New Business Public Works Director Christensen presented a conceptual idea for a Sanitary Sewer agreement with private developer Dan Goetzman for a relocated business. Public Works Director Christensen explained Goetzman is considering the construction of this business on Highway 12 and would like to install a sanitary sewer line at his cost but per City of Willmar specifications for the City to take over maintenance at a later date. The Committee discussed their thoughts on the Walk the Corridor tour through the downtown area. This item was also received for information only.

The Public Works/Safety Committee Report for September 30, 2014, was approved as presented and ordered placed on file in the City Clerk's Office upon motion by Council Member Christianson, seconded by Council Member DeBlicke, and carried.

The Community Development Committee Report for October 2, 2014 was presented to the Mayor and Council by Council Member Fagerlie. There were five items for consideration.

Item No. 1 There were no public comments.

Item No. 2 Staff presented the revised sidewalk ordinance to the Committee. The version of the ordinance being considered included the change dealing with the types of furniture suitable for use on the sidewalks. Staff informed the Committee that a meeting had been held earlier in the week with members of the downtown business community to discuss the ordinance. Issues discussed at that meeting included securing tables and chairs, limiting the months that sidewalks can be used for outdoor seating, property maintenance, and the use of glassware on the sidewalk. The Committee discussed ordinance issues at length.

The Committee was recommending the Council introduce the ordinance as amended with the addition of a prohibition of tables and chairs on the sidewalks during the months of December through February and the general liability insurance additions. A motion was made by Council Member Fagerlie to introduce the ordinance for a hearing at 7:02 p.m. on October 20, 2014. Council Member DeBlieck seconded the motion, which carried.

Item No. 3 Staff presented a letter to the Committee requesting tax abatement for the redevelopment of the Regency East Mobile Home Park. The park has been purchased by Gus Wurdell of Hutchinson, who intends to make improvements to infrastructure and common areas, as well as replace all of the homes in the park with new homes. The Committee discussed the level of abatement requested. Staff informed the Committee that no financial analysis had been performed. The matter was brought to Committee to determine whether or not it met the City's tax abatement policies, and whether Mr. Wurdell should be asked to submit a formal application. Some questions were raised regarding the value of property that would be subject to the abatement. Staff will research that matter and it will be part of the financial analysis. In the analysis, it will be determined whether or not the modular homes as personal property are included in the abatement.

The Committee recommended the Council give preliminary approval to the abatement and that staff be directed to solicit a formal application from Mr. Wurdell. Council Member Fagerlie made a motion to follow the recommendation of the Committee to give preliminary approval and direct staff to solicit a formal application with Council Member Ahmann seconding the motion, which carried.

Item No. 4 Under Old Business Council Member DeBlieck inquired about the requirement for a second access road to the west end of the Valley Brook subdivision. Staff said they would review plat requirements to determine the timing for the construction of the second access.

Item No. 5 Under New Business Council Member Christianson expressed concern about Council requests for information from department heads. He thought the process was cumbersome and delayed with some information being required to go through the City Administrator. Council Member Nelsen said that staff should not be put in the middle, and that protocol needs to be reinforced.

The Community Development Committee Report for October 2, 2014, was approved as presented and ordered placed on file in the City Clerk's Office upon motion by Council Member Fagerlie, seconded by Council Member DeBlieck, and carried.

City Clerk Kevin Halliday presented for the Council's consideration the certification of unpaid utility charges as a lien. Pursuant to Section 16-127 of the Willmar Municipal Code, such unpaid utility bills represent a lien on the real property receiving the utility services. The Willmar Municipal Utilities Commission has offered the owner the right to request an appearance before the Commission to make objections to payment. The Commission has subsequently adopted Resolution No. 36 on September 8, 2014, requesting that the City Clerk-Treasurer certify the unpaid utility charges as a lien. Clerk Halliday recommended the Council take such action.

Resolution No. 7 was introduced by Council Member Anderson, seconded by Council Member DeBlieck, reviewed by Mayor Yanish, and approved on a roll call vote of Ayes 8, Noes 0.

RESOLUTION NO. 7

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. 36 on September 8, 2014, 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 \$8,498.92 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 2015 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:

1. Parcel No. 95-555-0060  
Located at 822 Northwood Court NW \$782.70  
Described as Section 10, Township 119, Range 35, Block 1  
NORTHWOOD COURT  
LOT 6 EXC S'LY 8'
2. Parcel No. 95-916-3150  
Located at 1417 Gorton Avenue NW \$349.19  
Described as Section 16, Township 119, Range 35  
THE N 150', OF THE E 75' OF THE W 498.5' OF LOT 4  
OF STATE SUBDIVISION OF GOVERNMENT LOTS 1 AND 2  
AND OF THE SE1/4 OF NE1/4
3. Parcel No. 95-006-6890  
Located at 318 12<sup>th</sup> Street SW \$1,113.10  
Described as Section 15, Township 119, Range 35, Lot 5, Block 109  
FIRST ADDITION TO THE CITY OF WILLMAR
4. Parcel No. 95-320-0410  
Located at 500 13<sup>th</sup> Street SW \$209.40  
Described as Section 15, Township 119, Range 35, Lot 1, Block 4  
HIGHLAND PLACE IN THE CITY OF WILLMAR
5. Parcel No. 95-040-0140  
Located at 514 15<sup>th</sup> Street SW \$877.63  
Described as Section 16, Township 119, Range 35, Block 3  
BARNSTAD'S ADDITION TO THE CITY OF WILLMAR  
LOTS 5 & 6
6. Parcel No. 95-006-0600  
Located at 520 6<sup>th</sup> Street SW \$182.57

	Described as Section 15, Township 119, Range 35, Lot 6, Block 61 FIRST ADDITION TO THE CITY OF WILLMAR	
7.	Parcel No. 95-410-0320 Located at 705 2 <sup>nd</sup> Street SE Described as Section 14, Township 119, Range 35, Lot 2, Block 2 JOHNSON'S SUBDIVISION IN THE CITY OF WILLMAR	\$744.19
8.	Parcel No. 95-914-2080 Located at 802 Mary Avenue SE Described as Section 14, Township 119, Range 35 PART OF M. JOHNSON'S OUT- LOT NO.1 COM. AT A PT. 575' E.FROM INTERSECTION OF E.LINE OF 6TH ST. E & S LINE OF MARY AVE. E.75FT S.150', W 75', N 150' TO BEG.	\$300.35
9.	Parcel No. 95-220-0830 Located at 315 Bernard Street SE Described as Section 14, Township 119, Range 35, Lot 12, Block 7 FERRING'S ADDITION TO THE CITY OF WILLMAR	\$842.90
10.	Parcel No. 95-012-0030 Located at 121 Benson Avenue SE Described as Section 15, Township 119, Range 35 THIRD ADDITION TO THE CITY OF WILLMAR BLOCK A LOT 3 EXC THAT PART DESC AS FLWS: BEG AT THE NE COR OF SD LOT 3, TH S'LY 28' TH NW'LY TO A PT ON W LINE OF SD LOT 3, 6' S OF NW COR OF SD LOT 3, TH N'LY 6' TO NW COR OF SD LOT 3, TH E'LY TO PT OF BEG.	\$100.18
11.	Parcel No. 95-143-0380 Located at 1311 19 <sup>th</sup> Avenue SE Described as Section 23, Township 119, Range 35, Lot 18, Block 2 DANA HEIGHTS THIRD ADDITION	\$214.27
12.	Parcel No. 95-914-1230 Located at 1105 Becker Avenue SE Described as Section 14, Township 119, Range 35 PART NW1/4 OF NE1/4: BEG AT A PT 66' N & 502' W OF SE COR OF NW1/4 OF NE1/4, TH N 131.51', E 75', S 132', W 75' TO BEG, BEING THE E 75' OF W 200' OF JOHN THUNSTEDT'S OUTLOT	\$355.38
13.	Parcel No. 95-510-0300 Located at 1304 17 <sup>th</sup> Street SW Described as Section 21, Township 119, Range 35, Lot 8, Block 3 MOLENAAR'S ADDITION TO THE CITY OF WILLMAR	\$265.86
14.	Parcel No. 95-715-1920 Located at 2213 23 <sup>rd</sup> Street SW Described as Section 21, Township 119, Range 35, Lot 2, Block 7 SOUTHGATE THIRD ADDITION	\$891.86



		Carol Wegner Samuela Heyer Rita Dragt Carolyn Gripentrog
	Precinct Three:	Eugene Kerfeld, Head Judge Lynn Shuldes, Assistant Head Judge George Christensen Owen Heuring JoAnn Jagt Evelyn Paulson
WARD TWO	Precinct One:	Mary Louise Wallin, Co-Head Judge Helen Behrends, Co-Head Judge James Buisman Karen Stern Millicent Larsen Susan Thorson
	Precinct Two:	Dan Reigstad, Head Judge James Halverson, Assistant Head Judge Patrick Curry Clara De Ronde George Berg
	Precinct Three:	Marsha Butterfield, Co-Head Judge Sally McAdams, Co-Head Judge Donna Hillenbrand Doris Doerhoefer Mary Lorentzen A.Marilyn Hanson
WARD THREE	Precinct One:	Corey Pavelko, Co-Head Judge Nancy Snyder, Co-Head Judge G. Richard Huesing Susan Schiro Suzanne Wilson Marlys Boeder
	Precinct Two:	Ardel Stiles, Co-Head Judge Duane Bock, Co-Head Judge Julie Rote J. Marie Engwall Donna Krogsrud Diane Plowman
	Precinct Three:	Stephen Enockson, Head Judge LeAnn Gripentrog, Assistant Head Judge Shirley Jensen Mary Ellen deCathelineau Arend Jagt Don Thompson

WARD FOUR

Precinct One:

David Rogers, Head Judge  
Bonnie Kleman, Assistant Head Judge  
Sandra George  
Judith Hillenbrand  
Joan Gleasman  
Susan Brauchler

Precinct Two:

Dennis Krueger, Co-Head Judge  
George Brecheisen, Co-Head Judge  
Mary Huesing  
Carol Laumer  
Mary Konieczny  
Carl Shuldes

Precinct Three:

Suzanne Rogers, Co-Head Judge  
Connie Heath, Co-Head Judge  
Mary Bock  
Janice Krueger  
Fay Marti  
Janice Crackel

Absentee Judges:

Marv Kray  
Ardell Engwall

Dated this 6th day of October, 2014.

/s/ Frank Yanish  
MAYOR

/s/ Kevin Halliday  
Attest: CITY CLERK

Planning and Development Services Director Bruce Peterson explained to the Council that during the closing process on the various Bethesda parcels, their attorney noted that one of the easement agreements from the 1990's had been signed by the City. In order to amend the easements for the planned expansion at Bethesda, the City must also sign off on the amendments. The easements are for access, parking, and utilities in the private development. All of the City's interests are protected as they were under the original easements, for that reason it is the recommendation of staff that the easement agreements be executed.

Resolution No. 9 was introduced by Council Member Anderson, seconded by Council Member Fagerlie, reviewed by Mayor Yanish, and approved on a roll call vote of Ayes 8, Noes 0.

RESOLUTION NO. 9

WHEREAS, the City of Willmar has been asked to consent to the amendment of easements on the Bethesda property to allow expansion while Bethesda still retains access, parking, and utility easements for parcels all within the Bethesda campus; and

WHEREAS, all easement rights for the City are protected and not diminished.

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Willmar that said amendment consent be approved and that the Mayor and City Administrator be authorized to execute the same.

Dated this 6th day of October, 2014.



**Special Meeting**

**RICE MEMORIAL HOSPITAL  
BOARD OF DIRECTORS**

**MINUTES**

**September 30, 2014**

**5:30 PM**

**Board Room**

**Board Members in Attendance:** David Anfinson, President; Dr. Douglas Allen, Vice President; Eric Weiberg, Secretary; Dr. Michael Gardner, Treasurer; and Director Jon Saunders

**Board Members Excused:** Directors Andrea Carruthers and Dr. Lachlan Smith

**Administrative Staff in Attendance:** Michael Schramm, Bill Fenske, Teri Beyer, Dr. Ken Flowe

- 5:30 pm      Motion by Director Gardner to close the meeting for strategic planning purposes under Minn. Stat. Sec. 144.581. Seconded by Director Allen. Motion carried.
- 5:35 pm      Strategic planning discussion.
- 7:44 pm      Motion by Director Allen to come out of closed session. Seconded by Director Gardner. Motion carried.
- 7:50 pm      Meeting adjourned.

Submitted by:

Eric E. Weiberg  
Secretary

sr

**WILLMAR MUNICIPAL UTILITIES MINUTES**  
**MUNICIPAL UTILITIES AUDITORIUM**  
**OCTOBER 14, 2014**

The Municipal Utilities Commission met in its regular scheduled meeting on Tuesday, October 14, 2014 at 11:45 a.m. in the Municipal Utilities Auditorium with the following Commissioners present: Steve Salzer, Matt Schrupp, Carol Laumer, Dan Holtz, Jeff Nagel, Joe Gimse, and Justin Mattern.

Others present at the meeting were: General Manager Wesley Hompe, Director of Finance Tim Hunstad, Director of Operations John Harren, Customer Service Supervisor Stacy Stien, Power Production Supervisor Jon Folkedahl, Administrative Secretary Beth Mattheisen, and City Attorney Robert Scott (via teleconference),

President Salzer opened the meeting by requesting 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. 40**

"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 23, 2014 Commission meeting; and,
- ❖ Bills represented by vouchers No. 141851 to No. 141974 inclusive in the amount of \$337,935.34 with a MISO credit in the amount of \$87,166.43 and a Westmoreland Resource (coal) payment in the amount of \$54,504.22.

Dated this 14<sup>th</sup> day of October, 2014.

\_\_\_\_\_  
President

ATTEST:

\_\_\_\_\_  
Secretary

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

Power Production Supervisor Folkedahl presented the Commission with a Coal and Gas Supply Status Summary. Folkedahl noted that over the past year, the delivery of coal (by rail) has been slow, erratic, and insufficient in meeting the needs of WMU. To meet its generation needs, WMU requires approximately 3,500 tons of coal per month be delivered. This past year, the delivery of coal has averaged 3,000 tons per month. With the supply short-fall of coal on hand, WMU has had to co-fire with natural gas to avoid drawing down the stockpile. The use of natural gas is very expensive compared to coal. Folkedahl also noted that our gas supplier is currently unconstrained, and we have received notice to expect 10-30 days of curtailment this winter. This will drive up the cost of our power generation which will be reflected in the costs to our customers. Staff was instructed to continue their on-going efforts to keep our legislators informed of the situation and its effects on our consumers.

Power Production Supervisor Folkedahl next reviewed with the Commission a status report on the wind turbines maintenance. The new contracts which went into effect October 1<sup>st</sup> with DeWind Co., and the personnel responsible for the maintenance, cleaning, along with the monitoring of the turbines has been a vast improvement. Major areas of improvement include: 1) monitoring & technical support 24/7 with alarm reports and notifications on a daily basis; 2) software upgrade & support; 3) listing of spare parts & supplies for the turbines; and, 4) on-site technical support and continued training of WMU

personnel. Folkedahl continued by recapping the cleaning and annual maintenance services recently conducted on both turbines. DeWind's crew along with WMU Power Plant personnel began the process on Sept. 30<sup>th</sup> with completion on Oct. 8<sup>th</sup> (10 days). A recap of the activities completed by WMU personnel was presented. It was noted that following the thorough cleaning and required maintenance, WMU's wind turbines are in very good condition.

At this time, two utility-related reports were presented for information and discussion. Customer Service Supervisor Stien reviewed with the Commission the September 2014 Sales & Revenue Report. Stien reminded the Commissioners of the impact that weather conditions have on both the sales and revenue sides (cooler temps along with additional rain resulting in less electrical and water usage).

Power Supply Manager Carlson next presented the Commission with the August 2014 Power Supply Report. Carlson noted that transmission costs (understated in 2013) and contract pricings were reflected in the report. Once again, weather was an extenuating factor reflected in the power supply analysis (reduction of megawatt demand due to the cooler temperatures).

General Manager Hompe informed the Commission that the proposed property purchase presented to the City Planning Commission on October 8<sup>th</sup> had been approved. This land acquisition is for the upcoming Priam Substation Project (transmission).

Director of Finance Hunstad reviewed with the Commission the 2015 budget process schedule. Hunstad noted that the budget process schedule and timing will basically follow the same path as the past several years including a review with the WMU Planning Committee in early November and then presented to the Commission in late November.

General Manager Hompe presented the Commission with a recap of the recent Customer Appreciation Open House held on October 7<sup>th</sup> at the Willmar Civic Center. The annual event is held in conjunction with APPA's Public Power Week. Once again, the Open House was a huge success with over 1,700 customers attending. On behalf of the Commission, Commissioner Salzer expressed his appreciation to Staff and Commissioners for their involvement in the event. Eight lucky WMU customers were drawn to receive \$50 credits on their utility bills. They were: James Gorans, Gordan Berg, Dorothy Kragenbring, Herb Beckman, Jon Winge, Dan Pederson, Colleen Kellen, and Lynette Hanson. Congratulations to all!

General Manager Hompe reminded the Commission that the WMU Planning Committee will be meeting immediately following today's MUC meeting (approximately 12:30 p.m.). Topics to be addressed will include: 1) review the results of the Cost of Service Study; 2) discuss the Local Generation Study; and, 3) an update on the computer conversion/upgrade project.

There being no further business to come before the Commission, Commissioner Laumer made a motion to adjourn the meeting. Commissioner Nagel seconded the motion, and the meeting was adjourned by a vote of seven ayes and zero nays.

Respectfully Submitted,

WILLMAR MUNICIPAL UTILITIES

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Beth Mattheisen  
Administrative Secretary

ATTEST:

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Carol Laumer, Secretary

**WILLMAR PLANNING COMMISSION  
CITY OF WILLMAR, MN  
WEDNESDAY, OCTOBER 8, 2014**

**MINUTES**

1. The Willmar Planning Commission met on Wednesday, October 8, 2014, at 7:00 p.m. at the Willmar City Offices Conference Room #2.

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

**\*\*Members Absent:** Scott Thaden, and Margaret Fleck.

**\*\* Others Present:** Steve Salzer, Andy Nelson, Scott Kuhlman, Wesley Hompe, Jim Bach, Ben Taatjes, John Harren, Jeron Smith, Bruce D. Peterson- Director of Planning and Development Services, and Megan DeSchepper- Planner

2. MINUTES: The minutes of the September 24, 2014 meeting were approved as submitted.

3. D.Q. RESTAURANT W/DRIVE THROUGH PLAN REVIEW- FILE NO. 14-07: Jim Bach, of Marcus Construction, presented plans on behalf of HIS Land Co. (Dan Goetzman) for review for a Dairy Queen restaurant with drive-through on property legally described as follows: part of the NE ¼ of the NW ¼ Section 13, Township 119, Range 35 (2020 Highway 12 SE). Mr. Klema, Mr. Engan, and Mr. Larson, recused themselves from the discussion as they have a conflict of interest with the project. The property is zoned General Business (GB) and, as it's a restaurant with a drive-through, plan review by the Planning Commission is required. Building and parking setbacks are met and the number of parking spaces provided exceeds Zoning Ordinance requirements. The architectural style of the building will fit in well with surrounding commercial properties.

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

The Planning Commission discussed the three proposed accesses off of the private access road. The City Engineer's comments were that his recommendation would be to have two accesses and if the frontage road ever becomes public only two accesses will be allowed. Mr. Bach commented that Mr. Goetzman is aware of the frontage road condition and, at this time as it's a private road, wishes to have the three accesses.

Mr. Poe made a motion, seconded by Ms. Bebler to approve the plan review with the following conditions:

- A. All existing and proposed utilities shall be shown on the construction plans, for review and approval by the City prior to issuance of a building permit.
- B. Stormwater calculations and maps that demonstrate pre and post development

calculations and drainage areas shall be submitted for review and approval prior to issuance of a building permit.

- C. The three access openings onto the private service drive are permissible; one of the accesses on the plan shall be removed prior to acceptance of the service drive as a public street.
- D. The applicant shall provide grading, drainage, and erosion control plans for review and approval by the City prior to issuance of a building permit.
- E. Computations for storm sewer on the MNDOT right of way along with the drainage maps shall be submitted to MNDOT.

The Planning Commission reviewed and made affirmative findings of fact as per Zoning Ordinance Section 9.4.a.1-7.

The motion carried, with Mr. Klema, Mr. Engan, and Mr. Larson abstaining.

- 4. TAATJES FINANCIAL ADVISOR OFFICE PLAN REVIEW- FILE NO. 14-08: Ben Taatjes presented the request for plan review for a 6,000 sq. ft. office building on property legally described as follows: the west 125' of Lot 1, Block 1, Les Chermak Addition (1104 19<sup>th</sup> Ave. SW). The property is zoned Limited Business (LB) and the site requires plan review for a professional office use. Earlier in the year when Mr. Taatjes acquired the property a shared parking, access, and stormwater agreement was done between the abutting property to the east the dental clinic and his property. The shared agreement will ensure access, parking, and stormwater ponding is adequate for this development as well. The architectural style of the building will fit in well with neighboring commercial buildings.

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

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

- A. All comments for plan amendment or more information from the City Engineering Department regarding the construction and SWPP plans for grading, paving, utilities, and erosion control shall be addressed to prior to issuance of a building permit.
- B. A copy of the recorded shared parking, access, and stormwater pond agreement shall be submitted to the City for their records.

The Planning Commission reviewed and made affirmative findings of fact as per Zoning Ordinance Section 9.4.a.1-7.

The motion carried.

- 5. WILLMAR MUNICIPAL UTILITIES LAND ACQUISITION (PRIAM SUBSTATION): Wesley Hompe, of Willmar Municipal Utilities, presented the plans for the Priam Substation Project. WMU wishes to build a second substation to have increased load serving reliability. Should one of the two substations be damaged or need repairs the

other can carry the load without a disruption in service. WMU is interested in purchasing a 48 acre tract of land in Priam by January 2015, with construction scheduled to begin in June 2015 and be complete by April of 2016.

The Planning Commission discussed that, as per the City Charter, they must review all land acquisitions by the City from a land use perspective. They supported, the project but, as the substation is not within the City limits, had no comments regarding land use in the area.

Mr. Geiger made a motion, seconded by Mr. Engan, to recommend approving the land acquisition by the MUC for a second substation.

The motion carried.

6. MINNWEST TECHNOLOGY CAMPUS PARKING LOT REVIEW CONTINUED (TECHNICAL ACADAMIES OF MN CHARTER SCHOOL)- FILE NO. 13-10: Steve Salzer, of MinnWest Technology Campus, presented the plans for a 210 stall parking lot along 16<sup>th</sup> St. NE for the Technical Academies Charter School. Earlier in 2014 and 2013 the Commission reviewed concept plans for parking for the school. This newest draft was approved by the State Historical Preservation Office. The street is a private street that connects to Technology Dr. NE in two spots.

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

The Commission discussed the private street/parking addition opening up two way traffic for the school and the campus. The civil plans had not yet been submitted to the Engineering Department for review or comment. The current traffic flow for parent pickup/drop-off is on 16<sup>th</sup> St. NE and the two buses use Technology Drive for loading and unloading.

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

- A. The applicant shall supply any proposed easements for access/shared parking for City review and supply a recorded copy for City records.
- B. Additional information regarding setbacks, ownership, and school drop-off plans shall be supplied to the City prior to construction commencing.
- C. All the information requested by the Engineering Department shall be supplied for review and approval prior to construction commencing.

The Planning Commission reviewed and made affirmative findings of fact as per Zoning Ordinance Section 9.4.a.1-7.

The motion carried with all voting aye, save for Mr. Klema who voted nay.

7. MINNWEST TECHNOLOGY CAMPUS PARKING LOT EXPANSION OFF OF BIO TECH AVE. NE: Steve Salzer explained that the MinnWest Technology Campus wishes

to do a minor 15 stall parking lot at 1708 Bio Tech Ave. NE. It will be of the same exact design and layout as the parking lot across the street. The Engineering Department had no comments due to the small size of the project.

Mr. Czarnetzki made a motion, seconded by Ms. Bebler, to approve the parking lot plan as presented.

The motion carried.

8. MINNWEST TECHNOLOGY CAMPUS PLAN REVIEW 'WORKUP'- FILE NO. 14-09: Steve Salzer, of MinnWest Technology Campus, presented plans for a 4,500 sq. ft. office space for a new tenant named Workup on property legally described as: Unit 3 MinnWest Technology Campus, CIC #40 a Planned Community (1601 Technology Dr. NE). Workup will be run by Betsy Bonnema. It's a professional membership organization where members can rent meeting space, office space, etc. The cottage will be remodeled and updated, but will preserve the historical designation of exterior and interior architecture.

The Commission thought this type of use fit in quite well with the Technology District.

Mr. Poe made a motion, seconded by Ms. Bebler, to approve the plan review as requested.

The Planning Commission reviewed and made affirmative findings of fact as per Zoning Ordinance Section 9.4.a.1-7.

The motion carried.

9. There being no further business to come before the Commission, the meeting adjourned at 7:47 p.m.

Respectfully submitted,



Megan M. DeSchepper, AICP  
Planner/Airport Manager

**PLANNING COMMISSION-OCTOBER 8, 2014**

**STAFF COMMENTS**

1. D.Q. RESTAURANT W/DRIVE THROUGH PLAN REVIEW FILE NO. 14-07:

- The applicant is HIS Land Co., Spicer, MN.
- The applicant is requesting plan review for a Dairy Queen restaurant with drive-through on property legally described as follows: part of the NE ¼ of NW ¼ Section 13, Township 119, Range 35 (2020 Highway 12 SE).
- The property is zoned General Business (GB). Restaurants with a drive through require plan review by the Planning Commission.
- The applicant proposes adding a service road extension of the existing service road to the east. The property would be accessed via the service road off of Highway 12 E.
- The building and parking setbacks are met for the GB district.
- The applicant proposes 47 parking spaces and two bus/rv parking spaces. The building is a total of 3,503 sq. ft. Dining area is 1,245 sq. ft. and kitchen space is 994 sq. ft. The plan meets the Zoning Ordinance parking requirements.
- Sign permitting and approval shall be ancillary from plan review approval.
- There is landscaping planned and outdoor eating areas. Landscaping on the two southern parking islands should be discussed?
- The exterior architectural style of the building will fit in well with the area.

**Engineering Comments:** All existing and proposed utilities shall be shown on construction plans, for review and approval by the City. The applicant shall submit stormwater calculations and maps that demonstrate pre and post development calculations and drainage areas. Three access openings for a 216' wide parcel will not be allowed due to closeness of existing service drive. The applicant shall provide grading, drainage, and erosion control plans for review and approval by the City.

**MNDOT Comments:** The proposal is within the area of the current Highway 12 Corridor Study. The study is a long range vision for the corridor from County Road 5 on the west to 45<sup>th</sup> Street SE on the east. The study helps guide future land use decisions, access management and design, aesthetics, including streetscape opportunities. While the study is still ongoing, it is proposed to be adopted by the City of Willmar later in 2014 or early 2015. As such, this service drive access as proposed is workable. Consideration will need to be made for future traffic movement and access to the west, including the possibility of access consolidation as indicated in the corridor vision. In addition, the city has planned for a pedestrian/bike trail on the south side of Highway 12 between Lakeland Drive and 23<sup>rd</sup> Street SE and these considerations should be taken into account now and in the future. MNDOT requests that computations for storm sewer on the MNDOT right of way along with a drainage area map be furnished.

RECOMMENDATION: Approve the plan review with the following conditions:

- A. All existing and proposed utilities shall be shown on the construction plans, for review and approval by the City prior to issuance of a building permit.
- B. Stormwater calculations and maps that demonstrate pre and post development calculations and drainage areas shall be submitted for review and approval prior to issuance of a building permit.
- C. The three access openings onto the service drive is not permissible, one of the accesses on the plans shall be removed prior to issuance of a building permit.
- D. The applicant shall provide grading, drainage, and erosion control plans for review and approval by the City prior to issuance of a building permit.
- E. Computations for storm sewer on the MNDOT right of way along with the drainage maps shall be submitted to MNDOT.

2. TAATJES FINANCIAL ADVISING OFFICE PLAN REVIEW- FILE NO. 14-08:

- The applicant is Ben Taatjes (BMT Holdings, LLC), Prinsburg, MN.
- The applicant is requesting plan review for a 6,000 sq. ft. professional office building on property legally described as follows: the west 125' of Lot 1, Block 1, Les Chermak Addition (1104 19<sup>th</sup> Ave. SW).
- The property is zoned Limited Business (LB) and plan review is required for office uses.
- The property is accessed via 19<sup>th</sup> Ave. SW.
- Earlier in the year Mr. Taatjes acquired the property from the abutting land owner to the east. There is an agreement for shared parking, access, and stormwater ponding between the two properties.
- There are 19 proposed parking spaces on site, which is less than required by the parking regulations of the Zoning Ordinance. However, the shared parking agreement with the property to the east allows for additional parking as may be needed.
- Architectural/elevation drawings were submitted and the building will fit in well with adjacent properties in the neighborhood.
- A landscaping plan was not submitted.
- Construction and SWPP plans for grading, paving, utilities, and erosion control were submitted by Bollig Engineering. City Engineering review comments have not yet been received back regarding those plans.

RECOMMENDATION: Approve the site plan with the following conditions:

- A. All comments for plan amendments or more information regarding the construction and SWPP plans for grading, paving, utilities, and erosion control shall be adhered to prior to issuance of a building permit.
- B. A copy of the recorded shared parking, access, and stormwater pond shall be submitted to the City for their records.

3. MINNWEST TECHNOLOGY CAMPUS PARKING LOT PLAN REVIEW CONTINUED (TECHNICAL ACADEMIES OF MN CHARTER SCHOOL) - FILE NO 13-10:

- At the October 23, 2013 Planning Commission meeting the Commission approved plan review for the technical Academies of MN-Charter School on the MinnWest Technology Campus with a condition that a parking lot plan shall be submitted for review and approval by the Planning Commission at an upcoming meeting. The conceptual plan was reviewed by the Commission on January 8, 2014 that the Planning Commission deemed conceptually acceptable. Mr. Salzer had to then submit the design to the State Historical Preservation Office for review and approval.
- The proposed parking lot expansion is along an existing private drive (16<sup>th</sup> St. NE) that connects/accesses Technology Dr. NE in two spots.
- The applicant proposes a total of 210 parking spaces.
- Is this two way traffic as the stalls are not diagonal?
- What is the setback from the buildings?
- There are proposed easements for parking/access etc. Those documents shall be furnished to the City for review prior to recording them and recorded copies supplied for City records, as well. Spelled out in CIC?
- Is there a demand/need for this number of parking spaces?
- What will the student drop off/bus plan be for the Charter School?

Engineer Comments: Parcel ownership shall be provided on the drawing. All easements required based on existing parcel boundaries and the proposed improvements shall be clearly identified on the construction plans. All existing easements shall be clearly identified and labeled on the construction drawings. All utilities, consisting of, but not limited to, sanitary sewer, watermain, stormsewer, electrical, and street lights shall be clearly identified on the construction drawings. The applicant shall be clearly identified on the construction drawings, and shall submit stormwater calculations and maps complete with pre and post development drainage areas for the review of the City. The applicant shall submit grading, drainage, and erosion control plans for the review and approval of the City prior to construction. All construction shall be in accordance with the City of Willmar Standards.

RECOMMENDATION: Approve the parking plan with the following conditions:

- A. The applicant shall supply any proposed easements for access/shared parking for City review and supply a recorded copy for City records.
- B. Additional information regarding setbacks, ownership, and school drop-off plans shall be supplied to the City prior to construction commencing.
- C. All of the information requested by the Engineering Department shall be supplied for review and approval prior to construction commencing.

4. MINNWEST TECHNOLOGY CAMPUS SOUTHERN PARKING LOT EXPANSION PLAN REVIEW:

- MinnWest Technology Campus also proposes a small 15 stall parking lot addition off of 1708 Bio Tech Ave. NE. The parking lot layout is similar to that across the street.

Engineering Comments: No comments received back yet.

RECOMMENDATION: Approve parking plan with the following comments:

- A. All of the information requested by the Engineering Department shall be supplied for review and approval prior to construction commencing.

Vendor Payments History Report  
INCLUDES ONLY POSTED TRANS

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
AFFILIATED MED CENTERS			000028											
	40837	10/15/14	NEW HIRE PHYSICAL	268.17		4911012/10-14		D	N				SUBSISTENCE OF P	101.42412.0337
	40837	10/15/14	FLU SHOT ADMINISTRATION	66.00		4934253/10-14		D	N				SAFETY PROGRAM	101.42428.0817
			VENDOR TOTAL	334.17										
				334.17										
AFFORDABLE PUMPING SERVI			002404											
	40838	10/15/14	SEPTIC PUMPING	330.00		26474		D	N				CLEANING AND WAS	230.43430.0338
AMERICAN FOUNDATION FOR			.01775											
	40839	10/15/14	REFUND SHELTER DEPOSIT	50.00		101314		D	N				DEPOSITS	101.230000
AMERICAN WELDING & GAS I			000057											
	40840	10/15/14	CYLINDER RETEST	330.00		02900749		D	N				PROFESSIONAL SER	101.42412.0446
	40840	10/15/14	FIRE EXT. INSPECTION	380.50		02905478		D	N				MTCE. OF EQUIPME	101.42412.0334
	40840	10/15/14	FIRE EXT. INSPECTION	30.00		02907671		D	N				MTCE. OF EQUIPME	101.45435.0334
	40840	10/15/14	FIRE EXT. INSPECTION	98.00		02913468		D	N				MTCE. OF EQUIPME	101.43417.0334
	40840	10/15/14	CYLINDER RETEST	330.00		02914580		D	N				PROFESSIONAL SER	101.42412.0446
	40840	10/15/14	WELDING GAS	33.00		02928347		D	N				GENERAL SUPPLIES	101.43425.0229
	40840	10/15/14	WELDING GAS	20.10		02928629		D	N				GENERAL SUPPLIES	101.43425.0229
			VENDOR TOTAL	1,221.60										
				1,221.60										
AMERIPRIDE LINEN & APPAR			000051											
	40841	10/15/14	TOWEL SERVICE	25.70		2200555929		D	N				CLEANING AND WAS	101.43425.0338
	40841	10/15/14	TOWEL SERVICE	29.40		2200555930		D	N				CLEANING AND WAS	101.43425.0338
	40841	10/15/14	TOWEL SERVICE	25.70		2200560775		D	N				CLEANING AND WAS	101.43425.0338
	40841	10/15/14	TOWEL SERVICE	26.97		2200560776		D	N				CLEANING AND WAS	101.43425.0338
			VENDOR TOTAL	107.77										
				107.77										
ANDERSON LAW OFFICES			002954											
	40842	10/15/14	LEGAL SERVICES-SEPTEMBER	10,084.70		STMT/9-14		D	M	07			PROFESSIONAL SER	101.41406.0446
ARC OF KANDIYOHY COUNTY			.00713											
	40843	10/15/14	REFUND SHELTER DEPOSIT	50.00		101314		D	N				DEPOSITS	101.230000
BATTERY WHOLESALE INC			002860											
	40844	10/15/14	BATTERY	211.63		23418		D	N				INVENTORIES-MDSE	101.125000
BECKER ARENA PRODUCTS IN			000097											
	40845	10/15/14	ICE LOGOS	1,210.00		00099595		D	N				GENERAL SUPPLIES	101.45433.0229
BENNETT OFFICE TECHNOLOG			000099											
	40846	10/15/14	LAMINATED POUCHES	56.50		210040		D	N				OFFICE SUPPLIES	651.48484.0220
BLUE TARP FINANCIAL			003013											
	40847	10/15/14	55 GALLON DRUM ROLLER	53.51		31465767		D	N				SMALL TOOLS	651.48484.0221

Vendor Payments History Report  
INCLUDES ONLY POSTED TRANS

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
BOLLIG INC			002999											
	40848	10/15/14	L.S. DESIGN SERVICES	53,882.00		2893		D	N				PROFESSIONAL SER	432.48504.0446
BONNEMA/MEGAN			002727											
	40849	10/15/14	MILEAGE EXP.-MBPTA TRNG	103.04		101314		D	N				TRAVEL-CONF.-SCH	101.41402.0333
BSE			001980											
	40850	10/15/14	ELEC PARTS FOR BLDG	347.20		908045269		D	N				MTCE. OF STRUCTU	101.41409.0225
	40850	10/15/14	WRAC-8 LIGHTS	138.87CR		908076163		D	N				MTCE. OF STRUCTU	101.41409.0225
	40850	10/15/14	THERMOSTAT-GAS HTR UNIT	67.79		908122704		D	N				MTCE. OF EQUIPME	651.48484.0224
	40850	10/15/14	L.S. REMOTE KEYPAD KIT	91.10		908122705		D	N				MTCE. OF EQUIPME	651.48485.0224
	40850	10/15/14	TRUCK FLOOD LTS-PARTS	74.44		908152532		D	N				MTCE. OF EQUIPME	101.42412.0224
			VENDOR TOTAL	441.66		*CHECK TOTAL								
C D & T INC AUTO PARTS			000145											
	40851	10/15/14	HYDRAULIC FITTINGS	13.54		929172		D	N				MTCE. OF EQUIPME	101.43425.0224
	40851	10/15/14	LUBRICANTS	18.95		929339		D	N				MOTOR FUELS AND	101.42412.0222
	40851	10/15/14	#154577-HYD. FITTINGS	26.85		929442		D	N				MTCE. OF EQUIPME	101.43425.0224
			VENDOR TOTAL	59.34		*CHECK TOTAL								
CARD SERVICES			002552											
	40834	10/08/14	FREEMAN-RETIREMENT PARTY	91.88		091613		D	N				GENERAL SUPPLIES	101.45435.0229
	40834	10/08/14	PLANT FOR FUNERAL	34.20		092309		D	N				GENERAL SUPPLIES	101.41401.0229
	40834	10/08/14	CONCESSION SUPPLIES	20.02		092709		D	N				GENERAL SUPPLIES	101.45433.0229
			VENDOR TOTAL	146.10		*CHECK TOTAL								
CARLSON/MICHAEL			002996											
	40852	10/15/14	ACTIVE SHOOTER TRNG	25.79		603		D	N				TRAVEL-CONF.-SCH	101.42411.0333
CARMONA/NICHOLE			.02205											
	40853	10/15/14	REFUND SHELTER DEPOSIT	50.00		101314		D	N				DEPOSITS	101.230000
CENTERPOINT ENERGY			000467											
	40854	10/15/14	NATURAL GAS CHARGES	53.35		6072309/9-14		D	N				UTILITIES	101.45437.0332
CENTRAL LAKES COOPERATIV			001259											
	40855	10/15/14	WEED KILLER	76.21		054983		D	N				GENERAL SUPPLIES	101.45433.0229
	40855	10/15/14	PROPANE-STREET PATCHING	96.79		055078		D	N				MTCE. OF OTHER I	101.43425.0226
			VENDOR TOTAL	173.00		*CHECK TOTAL								
CENTRAL MN DUST CONTROL			002890											
	40856	10/15/14	DUST CNTL APPLICATION	474.50		2248		D	N				MTCE. OF OTHER I	651.48486.0336
CHAMBERLAIN OIL CO			000154											
	40857	10/15/14	OIL	631.60		128008		D	N				MOTOR FUELS AND	651.48484.0222

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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
CHAMBERLAIN OIL CO			000154											
	40857	10/15/14	JOTS PUMP COOLANT	175.00		132182		D	N				MTCE. OF EQUIPME	651.48485.0224
	40857	10/15/14	OIL	1,543.35		132297		D	N				INVENTORIES-MDSE	101.125000
	40857	10/15/14	DRUM RETURN	60.00	CR	132297		D	N				INVENTORIES-MDSE	101.125000
	40857	10/15/14	GREASE-SCREW PUMPS	368.76		132939		D	N				MOTOR FUELS AND	651.48484.0222
			VENDOR TOTAL	2,658.71		*CHECK TOTAL								
				2,658.71										
CHARTER COMMUNICATIONS			000736											
	40858	10/15/14	MONTHLY PHONE SERVICE	46.80		1136/11-14		D	N				COMMUNICATIONS	101.41409.0330
	40858	10/15/14	MONTHLY PHONE SERVICE	5.92		3941/10-14		D	N				COMMUNICATIONS	101.41409.0330
	40858	10/15/14	MONTHLY PHONE SERVICE	96.65		4972/10-14		D	N				COMMUNICATIONS	101.41409.0330
	40858	10/15/14	MONTHLY PHONE SERVICE	90.28		5124/10-14		D	N				COMMUNICATIONS	101.41409.0330
			VENDOR TOTAL	239.65		*CHECK TOTAL								
				239.65										
CIERNIA *PETTY CASH/TRO			003117											
	40859	10/15/14	PETTY CASH-CONCESSIONS	400.00		101014		D	N				PETTY CASH	101.102000
CIT TECHNOLOGY FIN SERV			002556											
	40860	10/15/14	COPIER LEASE AGRMT	159.00		25864282		D	N				RENTS	101.41405.0440
CLARK EQUIPMENT CO DBA			002107											
	40861	10/15/14	BOBCAT S590 SKID LOAD	22,538.36		817202/817203		D	N				MACHINERY AND AU	450.43425.0553
	40861	10/15/14	SNOW BLOWER ATTACHMENT	4,558.48		817202/817203		D	N				MACHINERY AND AU	450.43425.0553
	40861	10/15/14	PALLET FORKS	611.80		817202/817203		D	N				MACHINERY AND AU	450.43425.0553
	40861	10/15/14	COMBINATION BUCKET 74"	2,695.72		817202/817203		D	N				MACHINERY AND AU	450.43425.0553
	40861	10/15/14	WHEEL SAW	13,933.08		817202/817203		D	N				MACHINERY AND AU	450.43425.0553
	40861	10/15/14	LANDSCAPE RAKE	6,035.16		817202/817203		D	N				MACHINERY AND AU	450.43425.0553
			VENDOR TOTAL	50,372.60		*CHECK TOTAL								
				50,372.60										
CODE 4 SERVICES LLC			002984											
	40862	10/15/14	PLUG-IN HEAD LT FLASHER	72.01		1569		D	N				MTCE. OF EQUIPME	101.42411.0224
COLEPAPERS INC			000170											
	40863	10/15/14	CLEANING SUPPLIES	129.81		9022906		D	N				CLEANING AND WAS	101.45435.0228
	40863	10/15/14	HAND TOWELS	63.90		9022906		D	N				GENERAL SUPPLIES	101.45435.0229
			VENDOR TOTAL	193.71		*CHECK TOTAL								
				193.71										
COMPASS MINERALS AMERICA			003116											
	40864	10/15/14	ROAD SALT	1,971.38		71227941		D	N				GENERAL SUPPLIES	101.43425.0229
	40864	10/15/14	ROAD SALT	2,036.00		71231070		D	N				GENERAL SUPPLIES	101.43425.0229
			VENDOR TOTAL	4,007.38		*CHECK TOTAL								
				4,007.38										
COMPUTER PROF. UNLIMITED			000065											
	40865	10/15/14	CAMA MONTHLY SUPPORT-OCT	150.00		STMT/10-14		D	N				MTCE. OF EQUIPME	101.41404.0334



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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
DOOLEY'S PETROLEUM INC			000212											
	40874	10/15/14	187 GALLONS UNLEADED	645.16		321614		D	N				MOTOR FUELS AND	651.48484.0222
DUININCK INC			000222											
	40875	10/15/14	WILLMAR AVE IMPROVEM	399,294.14		1302A/EST. 2		D	N				MTCE. OF OTHER I	413.48452.0336
	40875	10/15/14	GORTON AVE/9TH ST IM	246,740.29		1401/EST. 1		D	N				MTCE. OF OTHER I	414.48451.0336
			VENDOR TOTAL	646,034.43										
ECCO MIDWEST INC			003107											
	40835	10/08/14	AUDITORIUM REMEDIATIO	83,540.00		2		D	N				MTCE. OF OTHER I	450.45427.0336
ED'S SERVICE CENTER & SA			000231											
	40876	10/15/14	TOWING CHARGES	880.00		STMT/9-14		D	N				OTHER SERVICES	101.42411.0339
	40876	10/15/14	TOWING CHARGES	45.00		118263		D	N				OTHER SERVICES	101.42411.0339
			VENDOR TOTAL	925.00										
EMERGENCY RESPONSE SOLUT			003048											
	40877	10/15/14	SMALL TOOLS	247.82		2834		D	N				SMALL TOOLS	101.42412.0221
ER PORTAL SOFTWARE GROUP			002945											
	40878	10/15/14	SOFTWARE SUPPORT AGRMT	1,424.98		030882		D	N				PREPAID EXPENSES	651.128000
	40878	10/15/14	SOFTWARE SUPPORT AGRMT	475.02		030882		D	N				MTCE. OF EQUIPME	651.48484.0334
			VENDOR TOTAL	1,900.00										
ETTERMAN ENTERPRISES			001567											
	40879	10/15/14	PENETRATING LUBRICANT	107.76		216494		D	M	07			MOTOR FUELS AND	651.48484.0222
FAMILY PRACTICE MED CENT			000245											
	40880	10/15/14	DRUG TESTING	23.50		45/10-14		D	N				SUBSISTENCE OF P	101.45433.0337
FASTENAL COMPANY			001188											
	40881	10/15/14	HYDRAULIC FITTINGS	77.66		MNWIL119525		D	N				MTCE. OF EQUIPME	101.43425.0224
	40881	10/15/14	BATTERIES	27.67		MNWIL119593		D	N				MTCE. OF EQUIPME	651.48484.0224
	40881	10/15/14	PUMP LIFTING EYE	19.49		MNWIL119709		D	N				MTCE. OF STRUCTU	651.48484.0225
			VENDOR TOTAL	124.82										
FELT/JAMES E			000993											
	40882	10/15/14	FIREARMS LAWS CLASS	4.80		593		D	N				TRAVEL-CONF.-SCH	101.42411.0333
FIRE EQUIPMENT SPECIALTI			002109											
	40883	10/15/14	FIRE GEAR REPAIR	44.00		8526		D	N				SUBSISTENCE OF P	101.42412.0337
FIVE-STAR PUMPING			000234											
	40884	10/15/14	HAULED BIOSOLIDS	2,493.75		3601		D	N				RENTS	651.48486.0440

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FLAHERTY & HOOD P.A.														
	40885	10/15/14	PROFESSIONAL SERVICES	7,235.91		7260					D	M	07	PROFESSIONAL SER 101.41406.0446
FLEETPRIDE														
	40886	10/15/14	REBUILD PTO SHAFT-FLSHR	562.66		63629648					D	N		INVENTORIES-MDSE 101.125000
FRANCOTYP-POSTALIA INC														
	40887	10/15/14	POSTAGE METER RENTAL	174.21		RI102159543					D	N		RENTS 101.42411.0440
GENERAL MAILING SERVICES														
	40888	10/15/14	POSTAGE	1.77		13238					D	N		POSTAGE 208.45005.0223
	40888	10/15/14	POSTAGE	1,758.58		13239					D	N		POSTAGE 208.45006.0223
			VENDOR TOTAL	1,760.35										
														*CHECK TOTAL
HACH COMPANY														
	40889	10/15/14	LAB SUPPLIES	682.92		9062308					D	N		GENERAL SUPPLIES 651.48484.0229
	40889	10/15/14	LAB SUPPLIES	182.79		9062468					D	N		GENERAL SUPPLIES 651.48484.0229
			VENDOR TOTAL	865.71										
														*CHECK TOTAL
HARDWARE HANK EXPRESS														
	40890	10/15/14	KILZ PRIMER	7.99		090214					D	N		MTCE. OF STRUCTU 101.41409.0225
	40890	10/15/14	BLDG MTCE-MATERIALS	12.99		090214					D	N		MTCE. OF STRUCTU 101.41409.0225
	40890	10/15/14	WINDOW SCREEN	21.39		090314					D	N		MTCE. OF STRUCTU 101.43425.0225
	40890	10/15/14	DAP CONTACT CEMENT	15.49		090314					D	N		GENERAL SUPPLIES 101.45437.0229
	40890	10/15/14	CLEANING SUPPLIES	28.47		090414					D	N		CLEANING AND WAS 101.45433.0228
	40890	10/15/14	BATTERIES	50.97		090414					D	N		GENERAL SUPPLIES 101.45433.0229
	40890	10/15/14	MASKING TAPE	7.99		090814					D	N		GENERAL SUPPLIES 101.41409.0229
	40890	10/15/14	TOILET TISSUE/PAPER TWLS	61.74		090814					D	N		GENERAL SUPPLIES 101.41409.0229
	40890	10/15/14	SUPPLIES	4.49		090814					D	N		GENERAL SUPPLIES 101.43425.0229
	40890	10/15/14	BATTERIES	14.99		090814					D	N		GENERAL SUPPLIES 101.45433.0229
	40890	10/15/14	MEASURING CUPS-CLNG SOL.	12.48		090914					D	N		GENERAL SUPPLIES 101.45433.0229
	40890	10/15/14	PARK SHLTR MTCE-PARTS	11.07		091014					D	N		MTCE. OF STRUCTU 101.43425.0225
	40890	10/15/14	KEY FOR BLDG	2.81		091214					D	N		MTCE. OF STRUCTU 101.43425.0225
	40890	10/15/14	ELEC SWITCH/WALL PLATE	3.96		091514					D	N		MTCE. OF STRUCTU 101.41409.0225
	40890	10/15/14	WRENCHES	21.68		091514					D	N		SMALL TOOLS 101.45427.0221
	40890	10/15/14	BLDG MTCE-PARTS	2.25		091614					D	N		MTCE. OF STRUCTU 101.41408.0225
	40890	10/15/14	FLAG ROPE	36.99		091614					D	N		MTCE. OF EQUIPME 101.43425.0224
	40890	10/15/14	BLDG MTCE-PARTS	12.09		091914					D	N		MTCE. OF STRUCTU 101.41409.0225
	40890	10/15/14	SUPPLIES	7.49		092214					D	N		GENERAL SUPPLIES 101.41409.0229
	40890	10/15/14	LIGHT BULBS	4.98		092214					D	N		MTCE. OF STRUCTU 101.45435.0225
	40890	10/15/14	CLEANING SUPPLIES	23.52		092314					D	N		CLEANING AND WAS 101.41408.0228
	40890	10/15/14	KEYS FOR BLDG	12.86		092314					D	N		MTCE. OF STRUCTU 101.45433.0225
	40890	10/15/14	BIRD REPELLER/SUPPLIES	65.26		092314					D	N		GENERAL SUPPLIES 101.45433.0229
	40890	10/15/14	DOOR BELL PLUG-IN	45.98		092414					D	N		MTCE. OF STRUCTU 101.41409.0225
	40890	10/15/14	CLEAN-UP BAG	33.99		092514					D	N		GENERAL SUPPLIES 101.41409.0229
	40890	10/15/14	PAINTING SUPPLIES	9.98		092614					D	N		GENERAL SUPPLIES 101.43425.0229

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HARDWARE HANK EXPRESS 000452														
	40890	10/15/14	PAINTING SUPPLIES	17.99		092914		D	N				GENERAL SUPPLIES	101.41409.0229
	40890	10/15/14	BATTERIES	2.99		092914		D	N				GENERAL SUPPLIES	101.41409.0229
	40890	10/15/14	PLUMBING PARTS	15.84		093014		D	N				MTCE. OF STRUCTU	101.43425.0225
	40890	10/15/14	RUST-OLEUM SPRAY	6.49		093014		D	N				MTCE. OF STRUCTU	101.43425.0225
			VENDOR TOTAL	577.21		*CHECK TOTAL								
				577.21										
HAWKINS INC 000325														
	40891	10/15/14	FERRIC CHLORIDE	4,577.81		3631315 RI		D	N				GENERAL SUPPLIES	651.48484.0229
	40891	10/15/14	FERRIC CHLORIDE	4,579.75		3651050 RI		D	N				GENERAL SUPPLIES	651.48484.0229
	40891	10/15/14	SODIUM HYPOCHLORITE	396.89		3651597 RI		D	N				GENERAL SUPPLIES	651.48484.0229
			VENDOR TOTAL	9,554.45		*CHECK TOTAL								
				9,554.45										
HEGLUND CATERING 002036														
	40892	10/15/14	CVB BOARD LUNCHES	10.30		7803		D	N				TRAVEL-CONF.-SCH	101.41401.0333
	40892	10/15/14	CVB BOARD LUNCHES	10.30		7803		D	N				TRAVEL-CONF.-SCH	101.41403.0333
	40892	10/15/14	CVB BOARD LUNCHES	10.30		7803		D	N				TRAVEL-CONF.-SCH	101.45433.0333
	40892	10/15/14	CVB BOARD LUNCHES	92.65		7803		D	N				TRAVEL-CONF.-SCH	208.45005.0333
			VENDOR TOTAL	123.55		*CHECK TOTAL								
				123.55										
HENDRICKSON *PETTY CASH/ 002975														
	40893	10/15/14	TO REIMBURSE PETTY CASH	21.34		100114		D	N				POSTAGE	101.42412.0223
	40893	10/15/14	TO REIMBURSE PETTY CASH	14.00		100114		D	N				TRAVEL-CONF.-SCH	101.42412.0333
	40893	10/15/14	TO REIMBURSE PETTY CASH	10.00		100114		D	N				LICENSES AND TAX	101.42412.0445
			VENDOR TOTAL	45.34		*CHECK TOTAL								
				45.34										
HERITAGE BANK 000001														
	40836	10/08/14	INVESTMENT	245,000.00		100814		D	N				INVESTMENTS	350.109000
HIGH POINT NETWORKS INC 002299														
	40894	10/15/14	PHONE SYS. SUPPORT-LABOR	37.50		68648		D	N				MTCE. OF EQUIPME	101.41409.0334
HILLYARD FLOOR CARE SUPP 000333														
	40895	10/15/14	CLEANING SUPPLIES	159.00		601327141		D	N				CLEANING AND WAS	101.45433.0228
	40895	10/15/14	2 GARBAGE RECEPTACLES	88.44		601332073		D	N				GENERAL SUPPLIES	101.45433.0229
	40895	10/15/14	SCRUB PADS	24.50		601332073		D	N				GENERAL SUPPLIES	101.45433.0229
			VENDOR TOTAL	271.94		*CHECK TOTAL								
				271.94										
HOFFMAN FILTER SERVICE 000335														
	40896	10/15/14	FILTER RECYCLING	50.00		68982		D	N				CLEANING AND WAS	101.43425.0338
HOLME/MICHAEL 002511														
	40897	10/15/14	SEARCH WARRANT TRNG	9.00		611		D	N				TRAVEL-CONF.-SCH	101.42411.0333

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HOLME/MICHAEL			002511											
	40897	10/15/14	ACTIVE SHOOTER TRNG	26.11		613		D	N				TRAVEL-CONF.-SCH	101.42411.0333
				35.11										
			VENDOR TOTAL	35.11		*CHECK TOTAL								
HOME DEPOT CREDIT SERVIC			000058											
	40898	10/15/14	SMALL TOOLS	219.66		6020480		D	N				SMALL TOOLS	101.45433.0221
I & M LANDSCAPING NURSER			000343											
	40899	10/15/14	2 ROLLS OF SOD/STAPLES	10.96		27765		D	N				MTCE. OF OTHER I	101.43425.0226
IN CONTROL INC			002486											
	40900	10/15/14	ENGINEERING SERVICES	130.00		14132KB01		D	N				MTCE. OF EQUIPME	651.48484.0334
J.P. COOKE CO/THE			001239											
	40901	10/15/14	NOTARY STAMPS	100.50		307007		D	N				OFFICE SUPPLIES	101.42411.0220
JOBSHQ			002923											
	40902	10/15/14	CITY ASSESSOR AD	612.96		103559/9-14		D	N				ADVERTISING	101.41404.0447
KANDIYOHI CO AUDITOR			000376											
	40903	10/15/14	SPECIAL ASSESSMENT CA	10,250.00		091814		D	N				OTHER SERVICES	413.48451.0339
	40903	10/15/14	LONG DISTANCE-AUG	29.46		092614		D	N				COMMUNICATIONS	101.42411.0330
	40903	10/15/14	LANDFILL CHARGES	28.80		326129		D	N				CLEANING AND WAS	101.43425.0338
			VENDOR TOTAL	10,308.26		*CHECK TOTAL								
				10,308.26										
KANDIYOHI CO SHERIFF'S D			001507											
	40904	10/15/14	EQUIFAX CHECKS	30.22		100614		D	N				PROFESSIONAL SER	101.42411.0446
LAPATKA/ANTHONY J			001431											
	40905	10/15/14	ACTIVE SHOOTER TRNG	21.80		595		D	N				TRAVEL-CONF.-SCH	101.42411.0333
LIVINGOOD/ROSS			002380											
	40906	10/15/14	ACTIVE SHOOTER TRNG	25.36		610		D	N				TRAVEL-CONF.-SCH	101.42411.0333
LOCATORS & SUPPLIES INC			002162											
	40907	10/15/14	FLAGS FOR LOCATES	302.35		0228060		D	N				GENERAL SUPPLIES	101.43425.0229
M-R SIGN CO INC			000424											
	40908	10/15/14	STREET SIGNS	76.49		183261		D	N				MTCE. OF OTHER I	101.43425.0226
MACQUEEN EQUIPMENT INC			000427											
	40909	10/15/14	#073501-SHAFT/BRNG/SPRKT	508.23		2146097		D	N				MTCE. OF EQUIPME	101.43425.0224
MENARDS			000449											
	40910	10/15/14	SHEETROCK REPAIR-MAT'L	37.94		59085		D	N				MTCE. OF STRUCTU	101.41409.0225
	40910	10/15/14	SMALL TOOLS	9.95		59246		D	N				SMALL TOOLS	101.41409.0221

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MENARDS 000449														
	40910	10/15/14	BLDG PAINT	170.00		59246		D	N				MTCE. OF STRUCTU	101.41409.0225
	40910	10/15/14	PAINTING SUPPLIES	10.54		59246		D	N				GENERAL SUPPLIES	101.41409.0229
	40910	10/15/14	TOOL BAGS	32.92		59488		D	N				SMALL TOOLS	101.42412.0221
	40910	10/15/14	BOOT WASH PROJECT-RETURN	24.94	CR	59582		D	N				MTCE. OF STRUCTU	651.48484.0225
	40910	10/15/14	SPRINKLER SYS. PARTS	11.72		59588		D	N				MTCE. OF OTHER I	651.48484.0226
	40910	10/15/14	BLDG MTCE-MATERIALS	82.00		59659		D	N				MTCE. OF STRUCTU	101.41409.0225
	40910	10/15/14	PLANT DOOR REPAIR	7.89		59748		D	N				MTCE. OF STRUCTU	651.48484.0225
	40910	10/15/14	SHOVELS	76.48		60030		D	N				SMALL TOOLS	651.48484.0221
	40910	10/15/14	BLDG MTCE-PARTS	46.15		60076		D	N				MTCE. OF STRUCTU	101.41409.0225
	40910	10/15/14	RADAR DETECT. FLANGE	5.89		60144		D	N				MTCE. OF STRUCTU	651.48484.0225
	40910	10/15/14	REPL. CEILING TILES	104.32		60274		D	N				MTCE. OF STRUCTU	101.45435.0225
				570.86										
			VENDOR TOTAL	570.86										
													*CHECK TOTAL	
MIKE'S SMALL ENGINE CENT 002699														
	40911	10/15/14	FUEL HOSE	8.95		INV-92		D	N				MTCE. OF EQUIPME	101.43425.0224
	40911	10/15/14	STIHL SAW REPAIR-PARTS	6.00		RO-139		D	N				MTCE. OF EQUIPME	101.43425.0224
	40911	10/15/14	STIHL SAW REPAIR-LABOR	26.00		RO-139		D	N				MTCE. OF EQUIPME	101.43425.0334
	40911	10/15/14	TRIMMER LINE	10.95		108139		D	N				GENERAL SUPPLIES	651.48485.0229
	40911	10/15/14	STIHL SAW REPAIR-OIL	1.75		4623899		D	N				MOTOR FUELS AND	101.43425.0222
	40911	10/15/14	STIHL SAW REPAIR-PARTS	11.95		4623899		D	N				MTCE. OF EQUIPME	101.43425.0224
	40911	10/15/14	STIHL SAW REPAIR-LABOR	42.50		4623899		D	N				MTCE. OF EQUIPME	101.43425.0334
	40911	10/15/14	STIHL SAW REPAIR-PARTS	105.95		4623998		D	N				MTCE. OF EQUIPME	101.43425.0224
	40911	10/15/14	STIHL SAW REPAIR-LABOR	32.50		4623998		D	N				MTCE. OF EQUIPME	101.43425.0334
				246.55										
			VENDOR TOTAL	246.55										
													*CHECK TOTAL	
MILLER SANITATION 002936														
	40912	10/15/14	GARBAGE SERVICE-OCTOBER	93.90		1298/10-14		D	N				CLEANING AND WAS	101.45433.0338
	40912	10/15/14	GARBAGE SERVICE-OCTOBER	61.60		1298/10-14		D	N				CLEANING AND WAS	101.45433.0338
	40912	10/15/14	GARBAGE SERVICE-OCTOBER	46.22		1299/10-14		D	N				CLEANING AND WAS	101.45433.0338
	40912	10/15/14	GARBAGE SERVICE-OCTOBER	52.70		1300/10-14		D	N				CLEANING AND WAS	101.42412.0338
	40912	10/15/14	GARBAGE SERVICE-OCTOBER	64.74		1301/10-14		D	N				CLEANING AND WAS	101.41408.0338
	40912	10/15/14	GARBAGE SERVICE-OCTOBER	64.74		1301/10-14		D	N				CLEANING AND WAS	101.45427.0338
	40912	10/15/14	GARBAGE SERVICE-OCTOBER	251.31		1302/10-14		D	N				CLEANING AND WAS	101.43425.0338
	40912	10/15/14	GARBAGE SERVICE-OCTOBER	24.34		1303/10-14		D	N				CLEANING AND WAS	651.48484.0338
	40912	10/15/14	GARBAGE SERVICE-OCTOBER	48.67		1304/10-14		D	N				CLEANING AND WAS	651.48484.0338
	40912	10/15/14	GARBAGE SERVICE-OCTOBER	161.04		1304/10-14		D	N				CLEANING AND WAS	651.48484.0338
	40912	10/15/14	GARBAGE SERVICE-OCTOBER	49.67		1305/10-14		D	N				CLEANING AND WAS	101.45435.0338
	40912	10/15/14	GARBAGE SERVICE-OCTOBER	51.74		1305/10-14		D	N				CLEANING AND WAS	101.45435.0338
	40912	10/15/14	GARBAGE SERVICE-OCTOBER	58.64		1378/10-14		D	N				CLEANING AND WAS	101.43425.0338
	40912	10/15/14	GARBAGE SERVICE-OCTOBER	616.55		1379/10-14		D	N				CLEANING AND WAS	101.43425.0338
	40912	10/15/14	GARBAGE SERVICE-OCTOBER	61.60		1379/10-14		D	N				CLEANING AND WAS	101.43425.0338
	40912	10/15/14	GARBAGE SERVICE-OCTOBER	251.60		1388/10-14		D	N				CLEANING AND WAS	101.43425.0338
				1,959.06										
			VENDOR TOTAL	1,959.06										
													*CHECK TOTAL	

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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
MINI BIFF LLC			001805											
	40913	10/15/14	TOILET RENTALS	78.45		A-67215		D	N				RENTS	101.43425.0440
	40913	10/15/14	TOILET RENTALS	156.89		A-67216		D	N				RENTS	101.43425.0440
	40913	10/15/14	TOILET RENTALS	78.45		A-67217		D	N				RENTS	101.43425.0440
	40913	10/15/14	TOILET RENTALS	78.45		A-67219		D	N				RENTS	101.43425.0440
			VENDOR TOTAL	392.24		*CHECK TOTAL								
MN DEPT OF LABOR & INDUS			000094											
	40914	10/15/14	BOILER INSPECTION	20.00		ABR0103070I		D	N				LICENSES AND TAX	101.43425.0445
MN DEPT OF LABOR & INDUS			000522											
	40915	10/15/14	3RD QTR SURCHARGE PYMT	7,280.03		100214		D	N				OTHER CHARGES	101.41402.0449
MN ELEVATOR INC			000499											
	40916	10/15/14	ELEVATOR SERVICE	143.01		325949		D	N				MTCE. OF STRUCTU	101.41408.0335
MN POLLUTION CONTROL AGE			000512											
	40917	10/15/14	TEMPLER-SEMINAR REGIS.	300.00		100714		D	N				TRAVEL-CONF.-SCH	651.48485.0333
MN POLLUTION CONTROL AGE			001064											
	40918	10/15/14	IND. STORMWATER PERMIT	400.00		58223		D	N				OTHER CHARGES	651.48484.0449
MN RECREATION & PARK ASS			000513											
	40919	10/15/14	AQUATICS COORD. AD	100.00		8314		D	N				ADVERTISING	101.45432.0447
MN UC FUND			000524											
	40920	10/15/14	UNEMPLOYMENT BENEFITS	861.59		07977283/10-14		D	N				RE-EMPLOYMENT IN	101.41428.0815
MONSON EXCAVATING LLC/GA			002040											
	40921	10/15/14	WINTER SAND	2,682.07		1508CC		D	N				GENERAL SUPPLIES	101.43425.0229
	40921	10/15/14	MIX FOR STREET PATCHIN	1,457.26		1514CC		D	N				MTCE. OF OTHER I	101.43425.0226
	40921	10/15/14	WINTER SAND	1,391.12		1547CC		D	N				GENERAL SUPPLIES	101.43425.0229
	40921	10/15/14	WINTER SAND	1,899.54		1606CC		D	N				GENERAL SUPPLIES	101.43425.0229
	40921	10/15/14	MIX FOR STREET PATCHIN	2,003.04		1618CC		D	N				MTCE. OF OTHER I	101.43425.0226
			VENDOR TOTAL	9,433.03		*CHECK TOTAL								
MSPN INC			001685											
	40922	10/15/14	DESTINATIONS AD	380.00		12453		D	N				ADVERTISING	208.45006.0447
	40922	10/15/14	DESTINATIONS AD	380.00		12453		D	N				OTHER CHARGES	208.45010.0449
			VENDOR TOTAL	760.00		*CHECK TOTAL								
MUNICIPAL UTILITIES			000541											
	40923	10/15/14	UTILITIES FOR SEPTEMBE	2,887.22		9/14		D	N				UTILITIES	101.41408.0332
	40923	10/15/14	UTILITIES FOR SEPTEMBER	652.38		9/14		D	N				UTILITIES	101.41409.0332
	40923	10/15/14	UTILITIES FOR SEPTEMBER	780.70		9/14		D	N				UTILITIES	101.42412.0332

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MUNICIPAL UTILITIES			000541											
	40923	10/15/14	UTILITIES FOR SEPTEMBE	6,066.23		9/14		D	N				UTILITIES	101.43425.0332
	40923	10/15/14	UTILITIES FOR SEPTEMBE	1,269.54		9/14		D	N				UTILITIES	101.45427.0332
	40923	10/15/14	UTILITIES FOR SEPTEMBE	2,852.31		9/14		D	N				UTILITIES	101.45433.0332
	40923	10/15/14	UTILITIES FOR SEPTEMBE	1,258.45		9/14		D	N				UTILITIES	101.45435.0332
	40923	10/15/14	UTILITIES FOR SEPTEMBE	1,923.32		9/14		D	N				UTILITIES	101.45437.0332
	40923	10/15/14	UTILITIES FOR SEPTEMBE	2,727.64		9/14		D	N				UTILITIES	230.43430.0332
	40923	10/15/14	UTILITIES FOR SEPTEMB	59,717.43		9/14		D	N				UTILITIES	651.48484.0332
	40923	10/15/14	UTILITIES FOR SEPTEMBE	1,500.00		9/14		D	N				PROFESSIONAL SER	651.48484.0446
	40923	10/15/14	UTILITIES FOR SEPTEMBE	4,724.73		9/14		D	N				UTILITIES	651.48485.0332
			VENDOR TOTAL	86,359.95										
				86,359.95										*CHECK TOTAL
MVTL LABORATORIES INC			000544											
	40924	10/15/14	WASTEWATER TESTING	45.00		723424		D	N				PROFESSIONAL SER	651.48484.0446
	40924	10/15/14	WASTEWATER TESTING	45.00		724380		D	N				PROFESSIONAL SER	651.48484.0446
			VENDOR TOTAL	90.00										
				90.00										*CHECK TOTAL
NAMEPLATES			000546											
	40925	10/15/14	MYLAR LABELS	220.49		313765		D	N				OFFICE SUPPLIES	101.41403.0220
NATIONWIDE GLASS OF WILL			000564											
	40926	10/15/14	SERVICED ALUMINUM ENTR.	130.00		1407		D	N				MTCE. OF STRUCTU	101.41409.0335
NCL OF WISCONSIN INC			001627											
	40927	10/15/14	LAB SUPPLIES	428.52		344892		D	N				GENERAL SUPPLIES	651.48484.0229
NELSON INTERNATIONAL			000568											
	40928	10/15/14	#888570 REPAIR-PARTS	74.77		316342		D	N				MTCE. OF EQUIPME	101.42412.0224
	40928	10/15/14	#888570 REPAIR-LABOR	277.44		316342		D	N				MTCE. OF EQUIPME	101.42412.0334
	40928	10/15/14	#052443-ALTERNATOR	204.67		624407		D	N				MTCE. OF EQUIPME	101.43425.0224
			VENDOR TOTAL	556.88										
				556.88										*CHECK TOTAL
NELSON/CHAD			001794											
	40929	10/15/14	ACTIVE SHOOTER TRNG	24.94		594		D	N				TRAVEL-CONF.-SCH	101.42411.0333
NEXTEL COMMUNICATION			000578											
	40930	10/15/14	CELL PHONE	49.99		317498885-076		D	N				SMALL TOOLS	101.41403.0221
	40930	10/15/14	CELLULAR PHONE USAGE	4,123.90		317498885-076		D	N				COMMUNICATIONS	101.41409.0330
	40930	10/15/14	CELL PHONE	149.99		317498885-076		D	N				SMALL TOOLS	101.45433.0221
			VENDOR TOTAL	4,323.88										
				4,323.88										*CHECK TOTAL
NORTHERN BUSINESS PRODUC			002322											
	40931	10/15/14	OFFICE SUPPLIES	116.79		752309-0		D	N				OFFICE SUPPLIES	741.48001.0220
	40931	10/15/14	OFFICE SUPPLIES	12.89		752309-1		D	N				OFFICE SUPPLIES	741.48001.0220

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NORTHERN BUSINESS PRODUC			002322											
	40931	10/15/14	OFFICE SUPPLIES	1.96		752309-2		D	N				OFFICE SUPPLIES	741.48001.0220
			VENDOR TOTAL	131.64		*CHECK TOTAL								
				131.64										
NORTHERN STATES SUPPLY			000585											
	40932	10/15/14	CABLE TIES	6.10		10-520611		D	N				GENERAL SUPPLIES	101.43425.0229
	40932	10/15/14	DRILL BITS	28.35		10-520650		D	N				SMALL TOOLS	101.45433.0221
	40932	10/15/14	BOLTS	4.00		10-520671		D	N				MTCE. OF EQUIPME	101.43425.0224
	40932	10/15/14	BOLTS	6.69		10-520674		D	N				MTCE. OF EQUIPME	101.43425.0224
	40932	10/15/14	THREADED ROD	1.27		10-520690		D	N				MTCE. OF EQUIPME	101.43425.0224
	40932	10/15/14	SMALL TOOLS	60.93		10-520802		D	N				SMALL TOOLS	101.43425.0221
	40932	10/15/14	#059968-NUTS/BOLTS	0.39		10-520822		D	N				MTCE. OF EQUIPME	101.43425.0224
	40932	10/15/14	GRINDING DISCS	28.83		10-520844		D	N				SMALL TOOLS	101.43425.0221
	40932	10/15/14	DRILL BITS	9.56		10-520876		D	N				SMALL TOOLS	101.43425.0221
	40932	10/15/14	SWIVEL WHEELS	92.82		10-521185		D	N				MTCE. OF EQUIPME	101.43425.0224
	40932	10/15/14	MISCELLANEOUS PARTS	55.20		10-521197		D	N				MTCE. OF EQUIPME	101.43417.0224
	40932	10/15/14	#052444-NUTS	3.79		10-521293		D	N				MTCE. OF EQUIPME	101.43425.0224
	40932	10/15/14	#073501-CHAIN/WASHERS	141.49		10-521366		D	N				MTCE. OF EQUIPME	101.43425.0224
			VENDOR TOTAL	439.42		*CHECK TOTAL								
				439.42										
NTOA			002557											
	40933	10/15/14	MEMBERSHIP DUES	150.00		49325/2015		D	N				PREPAID EXPENSES	101.128000
PAWS FLORAL			.02206											
	40934	10/15/14	FREEMAN-RETIREMENT PARTY	40.00		091614		D	N				OTHER CHARGES	101.45435.0449
PERKINS LUMBER CO INC			000604											
	40935	10/15/14	ROOFING MAT'L	278.00		420684		D	N				MTCE. OF STRUCTU	101.43425.0225
	40935	10/15/14	ROOFING MAT'L	257.50		420865		D	N				MTCE. OF STRUCTU	101.43425.0225
	40935	10/15/14	SMALL TOOLS	1.49		421298		D	N				SMALL TOOLS	101.43425.0221
	40935	10/15/14	ROOFING MAT'L	259.69		421393		D	N				MTCE. OF STRUCTU	101.43425.0225
	40935	10/15/14	RESTROOM REPAIR-PARTS	11.20		423608		D	N				MTCE. OF STRUCTU	101.43425.0225
			VENDOR TOTAL	807.88		*CHECK TOTAL								
				807.88										
PETE'S COMMUNICATIONS			000610											
	40936	10/15/14	UPS CHARGES	11.56		2711403		D	N				POSTAGE	101.42412.0223
POMP'S TIRE SERVICE INC			.02204											
	40937	10/15/14	TIRES FOR SQUADS	1,929.40		210133840		D	N				MTCE. OF EQUIPME	101.42411.0224
	40937	10/15/14	TIRES FOR SQUADS	1,102.40		210135066		D	N				MTCE. OF EQUIPME	101.42411.0224
	40937	10/15/14	TIRES FOR SQUADS	369.24		210135726		D	N				MTCE. OF EQUIPME	101.42411.0224
			VENDOR TOTAL	3,401.04		*CHECK TOTAL								
				3,401.04										
POWER PLAN OIB			000342											
	40938	10/15/14	SOLENOID	474.92		P36654		D	N				MTCE. OF EQUIPME	101.43425.0224

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POWER PLAN OIB			000342											
	40938	10/15/14	RETURNED SOLENOID	467.92CR		P36767		D	N				MTCE. OF EQUIPME	101.43425.0224
				7.00	*CHECK	TOTAL								
			VENDOR TOTAL	7.00										
PREMIUM WATERS INC			000374											
	40939	10/15/14	DRINKING WATER	49.00		329949/9-14		D	N				SUBSISTENCE OF P	101.42412.0227
QUICK SIGNS			001093											
	40940	10/15/14	FRONT DOOR GRAPHICS	125.00		170511		D	N				MTCE. OF STRUCTU	101.41409.0225
	40940	10/15/14	OPEN/CLOSED SIGN	66.00		170511		D	N				MTCE. OF STRUCTU	101.41409.0225
	40940	10/15/14	SIDE WINDOW GRAPHICS	331.00		170511		D	N				MTCE. OF STRUCTU	101.41409.0225
	40940	10/15/14	INST. SIDE WNDW GRAPHICS	331.00		170511		D	N				MTCE. OF STRUCTU	101.41409.0335
	40940	10/15/14	DESIGN NEW WRAC LOGO	300.00		170511		D	N				PROFESSIONAL SER	101.41409.0446
	40940	10/15/14	WRAC BUILDING SIGN	2,190.00		170531		D	N				SMALL TOOLS	101.41409.0221
				3,343.00	*CHECK	TOTAL								
			VENDOR TOTAL	3,343.00										
QUILL CORPORATION			000635											
	40941	10/15/14	OFFICE SUPPLIES	75.89		6610285		D	N				OFFICE SUPPLIES	101.42411.0220
	40941	10/15/14	OFFICE SUPPLIES	22.99		6617438		D	N				OFFICE SUPPLIES	101.42411.0220
				98.88	*CHECK	TOTAL								
			VENDOR TOTAL	98.88										
RAMADA INN			001412											
	40942	10/15/14	ERICKSON-LODGING EXPENSE	100.69		50878		D	N				TRAVEL-CONF.-SCH	101.42411.0333
RICE HOSPITAL			001166											
	40943	10/15/14	PROFESSIONAL SERVICES	66.20		4721		D	N				PROFESSIONAL SER	101.42411.0446
	40943	10/15/14	NEW HIRE PHYSICAL	165.00		500160274/10		D	N				SUBSISTENCE OF P	101.45437.0337
				231.20	*CHECK	TOTAL								
			VENDOR TOTAL	231.20										
RICE HOSPITAL			002761											
	40944	10/15/14	BLOOD TYPING	20.00		4589		D	N				SUBSISTENCE OF P	101.45433.0337
RIDGEWATER COLLEGE			001136											
	40945	10/15/14	HOUSE BURN-TRAINING	1,700.00		00183889		D	N				TRAVEL-CONF.-SCH	101.42412.0333
SCHWIETERS			003031											
	40946	10/15/14	#121323 REPAIR-PARTS	142.97		104043		D	N				MTCE. OF EQUIPME	101.42411.0224
	40946	10/15/14	#121323 REPAIR-LABOR	657.00		104043		D	N				MTCE. OF EQUIPME	101.42411.0334
				799.97	*CHECK	TOTAL								
			VENDOR TOTAL	799.97										
SERVICE CENTER/CITY OF W			000685											
	40947	10/15/14	EQUIPMENT REPAIR-OIL	24.96		STMT/10-14		D	N				MOTOR FUELS AND	101.42411.0222
	40947	10/15/14	EQUIPMENT REPAIR-PARTS	25.41		STMT/10-14		D	N				MTCE. OF EQUIPME	101.42411.0224

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SERVICE CENTER/CITY OF W			000685											
40947	10/15/14	EQUIPMENT REPAIR-OIL		295.98		STMT/10-14		D	N				MOTOR FUELS AND	101.43425.0222
40947	10/15/14	EQUIPMENT REPAIR-PARTS		640.87		STMT/10-14		D	N				MTCE. OF EQUIPME	101.43425.0224
40947	10/15/14	EQUIPMENT REPAIR-PARTS		1,339.11		STMT/10-14		D	N				MTCE. OF EQUIPME	651.48485.0224
				2,326.33										
				2,326.33										
			VENDOR TOTAL	2,326.33										
SHERWIN WILLIAMS CO			000690											
40948	10/15/14	PAINT FOR R.I. RESTROOM		99.07		4853-1		D	N				MTCE. OF STRUCTU	101.43425.0225
SHI CORP			000275											
40949	10/15/14	WINDOWS SERVERS LICENS		1,152.00		B02518754		D	N				LICENSES AND TAX	101.41409.0445
SMEBY/ROSS			002570											
40950	10/15/14	MILEAGE 9/1-9/30/14		64.96		100614		D	N				TRAVEL-CONF.-SCH	101.41409.0333
SOUND IMAGE			001069											
40951	10/15/14	SPEAKER		77.99		48406		D	N				SMALL TOOLS	101.41409.0221
ST CLOUD FIRE EQUIPMENT			003021											
40952	10/15/14	INTERNET DIALER-ALARM		990.00		10015197069		D	N				MTCE. OF STRUCTU	101.41408.0335
ST CLOUD TECH & COMM COL			001314											
40953	10/15/14	FIRE SCHOOL/TRAINING		100.00		00149273		D	N				TRAVEL-CONF.-SCH	101.42412.0333
STATE INDUSTRIAL PRODUCT			000712											
40954	10/15/14	HAND SOAP		152.13		96991441		D	N				CLEANING AND WAS	101.43425.0228
STATEWIDE DISTRIBUTING I			000718											
40955	10/15/14	CONCESSION SUPPLIES		124.90		098791		D	N				GENERAL SUPPLIES	101.45433.0229
40955	10/15/14	CONCESSION SUPPLIES		24.00		098827		D	N				GENERAL SUPPLIES	101.45433.0229
				148.90										
			VENDOR TOTAL	148.90										
STERLING WATER-MINNESOTA			000188											
40956	10/15/14	SOFTENER RENTAL		31.75		112508-9/9-14		D	N				RENTS	101.45435.0440
SURPLUS WAREHOUSE INC			000728											
40957	10/15/14	TIRE FOR HONEYWAGON		84.99		101314		D	N				MTCE. OF EQUIPME	651.48486.0224
SW - WEST CNTRL SERVICES			000892											
40958	10/15/14	HEALTH INSURANCE-NOV		3,032.00		C280		D	N				COBRA INS PREMIU	101.120001
40958	10/15/14	HEALTH INSURANCE-NOV		4,061.00		C280		D	N				EMPLOYER INSUR.	101.41400.0114
40958	10/15/14	HEALTH INSURANCE-NOV		5,303.50		C280		D	N				EMPLOYER INSUR.	101.41402.0114
40958	10/15/14	HEALTH INSURANCE-NOV		3,101.50		C280		D	N				EMPLOYER INSUR.	101.41403.0114
40958	10/15/14	HEALTH INSURANCE-NOV		4,007.50		C280		D	N				EMPLOYER INSUR.	101.41404.0114
40958	10/15/14	HEALTH INSURANCE-NOV		7,214.00		C280		D	N				EMPLOYER INSUR.	101.41405.0114
40958	10/15/14	HEALTH INSURANCE-NOV		5,164.00		C280		D	N				EMPLOYER INSUR.	101.41409.0114

Vendor Payments History Report  
INCLUDES ONLY POSTED TRANS

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
SW - WEST CNTRL SERVICES			000892											
	40958	10/15/14	HEALTH INSURANCE-NOV	357.00		C280		D	N				EMPLOYER INSUR.	101.41424.0114
	40958	10/15/14	HEALTH INSURANCE-NOV	4,734.00		C280		D	N				RETIRED EMPLOYEE	101.41428.0818
	40958	10/15/14	HEALTH INSURANCE-NOV	29,130.50		C280		D	N				INS. PASS THROUG	101.41428.0819
	40958	10/15/14	HEALTH INSURANCE-NOV	44,121.00		C280		D	N				EMPLOYER INSUR.	101.42411.0114
	40958	10/15/14	HEALTH INSURANCE-NOV	2,645.50		C280		D	N				EMPLOYER INSUR.	101.42412.0114
	40958	10/15/14	HEALTH INSURANCE-NOV	7,442.00		C280		D	N				EMPLOYER INSUR.	101.43417.0114
	40958	10/15/14	HEALTH INSURANCE-NOV	23,518.30		C280		D	N				EMPLOYER INSUR.	101.43425.0114
	40958	10/15/14	HEALTH INSURANCE-NOV	766.60		C280		D	N				EMPLOYER INSUR.	101.45432.0114
	40958	10/15/14	HEALTH INSURANCE-NOV	2,801.00		C280		D	N				EMPLOYER INSUR.	101.45433.0114
	40958	10/15/14	HEALTH INSURANCE-NOV	784.20		C280		D	N				EMPLOYER INSUR.	101.45435.0114
	40958	10/15/14	HEALTH INSURANCE-NOV	865.60		C280		D	N				EMPLOYER INSUR.	101.45437.0114
	40958	10/15/14	HEALTH INSURANCE-NOV	12,685.30		C280		D	N				EMPLOYER INSUR.	651.48484.0114
	40958	10/15/14	HEALTH INSURANCE-NOV	1,428.00		C280		D	N				EMPLOYER INSUR.	651.48485.0114
	40958	10/15/14	HEALTH INSURANCE-NOV	1,428.00		C280		D	N				EMPLOYER INSUR.	651.48486.0114
			VENDOR TOTAL	164,590.50		*CHECK TOTAL								
				164,590.50										
THOMPSON/JUDY			000949											
	40959	10/15/14	MAAO FALL CONFERENCE	454.10		100714		D	N				TRAVEL-CONF.-SCH	101.41404.0333
TIRES PLUS			000747											
	40960	10/15/14	TIRE REPAIR-PARTS	1.00		255833		D	N				MTCE. OF EQUIPME	101.42411.0224
	40960	10/15/14	TIRE REPAIR-LABOR	11.00		255833		D	N				MTCE. OF EQUIPME	101.42411.0334
	40960	10/15/14	DISMOUNT/REMOUNT TIRE	4.00		256357		D	N				MTCE. OF EQUIPME	101.42411.0224
	40960	10/15/14	DISMOUNT/REMOUNT TIRE	54.00		256357		D	N				MTCE. OF EQUIPME	101.42411.0334
			VENDOR TOTAL	70.00		*CHECK TOTAL								
				70.00										
TRAVEL GUIDES FREE			002717											
	40961	10/15/14	TRAVEL GUIDE AD	400.00		196153		D	N				OTHER CHARGES	208.45010.0449
ULTIMATE SAFETY CONCEPTS			000165											
	40962	10/15/14	4 GAS MONITORS	2,662.11		157745		D	N				SMALL TOOLS	101.42412.0221
	40962	10/15/14	REGULATOR FOR MONITORS	200.00		157745		D	N				SMALL TOOLS	101.42412.0221
	40962	10/15/14	GAS-TO CALIBRATE MONITOR	218.75		157745		D	N				GENERAL SUPPLIES	101.42412.0229
			VENDOR TOTAL	3,080.86		*CHECK TOTAL								
				3,080.86										
US BANK			000264											
	40963	10/15/14	#151 GO IMP BOND-SC	450.00		3785162		D	N				OTHER CHARGES	306.47100.0449
US CAVALRY			001424											
	40964	10/15/14	SWAT CLOTHING	25.46		SI 2435545		D	N				SUBSISTENCE OF P	101.42411.0227
VREEMAN CONSTRUCTION CO			000784											
	40965	10/15/14	12TH ST SE IMPROVEMEN	52,489.40		1404/EST. 2		D	N				MTCE. OF OTHER I	414.48454.0336

Vendor Payments History Report  
INCLUDES ONLY POSTED TRANS

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
WALLACE/TIMOTHY			002971											
	40966	10/15/14	ACTIVE SHOOTER TRNG	27.00		604		D	N				TRAVEL-CONF.-SCH	101.42411.0333
WEST CENTRAL INDUSTRIES			000801											
	40967	10/15/14	LAWN MAINTENANCE	86.00		00043546		D	N				MTCE. OF OTHER I	101.45437.0336
WEST CENTRAL ROOFING			000927											
	40968	10/15/14	OLD SITE ROOF REPAIRS	3,860.00		11890		D	N				MTCE. OF STRUCTU	651.48484.0335
WEST CENTRAL SANITATION			000805											
	40969	10/15/14	GARBAGE SERVICE-OCT	27.34		6806100/10-14		D	N				CLEANING AND WAS	230.43430.0338
WEST CENTRAL TROPHIES			000808											
	40970	10/15/14	PASS/LOCKER TAGS	146.00		18792		D	N				GENERAL SUPPLIES	101.42412.0229
WILLMAR AUTO VALUE			002689											
	40971	10/15/14	MOLDED COOLANT HOSE	41.98		22102813		D	N				INVENTORIES-MDSE	101.125000
	40971	10/15/14	WIPER BLADES	15.98		22103469		D	N				MTCE. OF EQUIPME	651.48484.0224
	40971	10/15/14	ZAMBONI PARTS	65.94		22103501		D	N				MTCE. OF EQUIPME	101.45433.0224
	40971	10/15/14	MOWER PARTS	11.98		22103609		D	N				MTCE. OF EQUIPME	651.48484.0224
	40971	10/15/14	WIPER BLADES	19.98		22105628		D	N				MTCE. OF EQUIPME	651.48484.0224
	40971	10/15/14	#101303-BELT	9.99		22106288		D	N				MTCE. OF EQUIPME	101.43425.0224
			VENDOR TOTAL	165.85		*CHECK TOTAL								
WILLMAR CHAMBER OF COMME			000812											
	40972	10/15/14	FISCHER-PUB. POLICY MTG	10.99		CC STMT/9-14		D	N				TRAVEL-CONF.-SCH	208.45005.0333
	40972	10/15/14	FISCHER-MEDIA CONF REG.	125.00		CC STMT/9-14		D	N				TRAVEL-CONF.-SCH	208.45005.0333
	40972	10/15/14	ROSENAU-MEDIA CONF REG.	125.00		CC STMT/9-14		D	N				TRAVEL-CONF.-SCH	208.45005.0333
	40972	10/15/14	FISCHER-MACVB MEETING	20.00		CC STMT/9-14		D	N				TRAVEL-CONF.-SCH	208.45005.0333
	40972	10/15/14	FISCHER-MSAE FALL CONF	299.00		CC STMT/9-14		D	N				OTHER CHARGES	208.45008.0449
	40972	10/15/14	OFFICE SUPPLIES	112.73		CC STMT/9-14		D	N				OTHER CHARGES	208.45010.0449
	40972	10/15/14	CANDIDATE FORUM	30.00		41007		D	N				TRAVEL-CONF.-SCH	208.45005.0333
	40972	10/15/14	MAIL PICKUP FEE-SEP	50.00		41076		D	N				POSTAGE	208.45005.0223
	40972	10/15/14	INTERNET-3RD QUARTER	125.16		41077		D	N				COMMUNICATIONS	208.45005.0330
			VENDOR TOTAL	897.88		*CHECK TOTAL								
WILLMAR FORKLIFT INC			002705											
	40973	10/15/14	SCISSORLIFT INSPECTION	125.00		35816		D	N				MTCE. OF EQUIPME	101.45433.0334
WILLMAR LAKES ROTARY			001557											
	40974	10/15/14	QUARTERLY MEALS	121.00		1259		D	N				SUBSISTENCE OF P	101.45432.0227
	40974	10/15/14	QUARTERLY DUES	35.94		1259		D	N				SUBSCRIPTIONS AN	101.45432.0443
			VENDOR TOTAL	156.94		*CHECK TOTAL								
WILLMAR WATER & SPAS			000831											
	40975	10/15/14	LAB WATER	23.25		E22688		D	N				GENERAL SUPPLIES	651.48484.0229

ACS FINANCIAL SYSTEM  
10/15/2014 10:42:42

Vendor Payments History Report  
INCLUDES ONLY POSTED TRANS

CITY OF WILLMAR  
GL540R-V07.24 PAGE 17

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
WINDSTREAM			002100											
	40976	10/15/14	MONTHLY PHONE SERV-SEP	875.58		STMT/9-14		D	N				COMMUNICATIONS	101.41409.0330

ACS FINANCIAL SYSTEM  
10/15/2014 10:42:42

Vendor Payments History Report  
INCLUDES ONLY POSTED TRANS

CITY OF WILLMAR  
GL540R-V07.24 PAGE 18

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
REPORT TOTALS:				1,559,769.22										

RECORDS PRINTED - 000364

ACS FINANCIAL SYSTEM  
10/15/2014 10:42:42

Vendor Payments History Report

CITY OF WILLMAR  
GL060S-V07.24 RECAPPAGE  
GL540R

FUND RECAP:

FUND	DESCRIPTION	DISBURSEMENTS
101	GENERAL FUND	303,465.78
208	CONVENTION & VISITORS BUREAU	3,910.88
230	WILLMAR MUNICIPAL AIRPORT	3,084.98
306	D.S. - 2006 BOND	450.00
350	RICE HOSPITAL DEBT SERVICE	245,000.00
413	S.A.B.F. - #2013	409,544.14
414	S.A.B.F. - #2014	299,229.69
432	C.P. - WASTE TREATMENT	54,733.50
450	CAPITAL IMPROVEMENT FUND	133,912.60
651	WASTE TREATMENT	106,306.01
741	OFFICE SERVICES	131.64
TOTAL ALL FUNDS		1,559,769.22

BANK RECAP:

BANK	NAME	DISBURSEMENTS
HERT	HERITAGE BANK	1,559,769.22
TOTAL ALL BANKS		1,559,769.22

## MINUTES

### WILLMAR POLICE COMMISSION

Wednesday, September 3, 2014

A meeting of the Willmar Police Civil Service Commission was held on Wednesday, September 3, 2014. Members present were: President Dennis Anfinson, Vice President Cassie Akerson, and Secretary Kathy Schwantes. City Administrator Charlene Stevens, Police Chief Jim Felt and Administrative Assistant Sue Edwards were also present.

The meeting was called to order by President Anfinson at 3:48 p.m.

A motion was made by Commissioner Akerson, seconded by Commissioner Schwantes, to approve the May 20, 2014 minutes as submitted. **Motion carried.**

Chief Felt explained to the Commission that he had received approval from City Administrator Stevens to fill the Captain's position. He said there are five sergeants eligible to test, and he would like to see the position filled sometime in November. Chief Felt recommended PDI (Personnel Decisions International) as the testing company, using an in-basket type test.

Discussion followed on the testing process for the Captain's promotional exam. Commissioner Schwantes made a motion, seconded by Commissioner Akerson, to authorize Chief Felt to proceed with the Police Captain promotional process by accepting letters of interest and résumés from eligible sergeants within the Willmar Police Department, with the weighted score for the testing process consisting of a 40% value given to the written portion and a 60% value given to the oral portion. **Motion carried.**

The written test will be selected by Chief Felt, and the Commission will meet again after the written test results are back to decide on cut-off scores for oral interviews.

#### Miscellaneous

Chief Felt updated the Commission on some of the internal changes within the Police Department. He explained that Sgt. Mike Anderson had been assigned to the Community Resource Sergeant position in June, after Sgt. Julie Asmus' retirement. With Officer Craig Lange being promoted to Sergeant in June, it vacated a position on the Gang Enforcement Team (GET), which was filled by Officer Mike Holme in August. In anticipation of filling the Captain's position in November from the existing Sergeant pool, a new sergeant would be appointed at that time. The Chief explained that the next name on the eligibility list is Detective Chad Nelson, which would leave an opening in the Detective Unit. Officer Dustin Van der Hagen will be assigned to the Detective unit in September for field training, which will leave another position open in the GET unit. This position would be filled once the department is up to full sworn staff of 32 officers.

Chief Felt explained that background investigations are currently being done to fill the existing police officer position, once the two newest officers have completed their Field Training programs and are assigned to the road. He updated the Commission on the performance of the new officers (Jeff Liebl and Marco Vazquez).

Discussion followed on the Community Service Officer/Apprentice positions through Ridgewater College. Chief Felt inquired if there's a possibility in future hirings to give some type of preference points to former/current Willmar Community Service Officers in good standing. Discussed ways to help mentor the CSO's to better prepare them for the hiring process.

Chief Felt informed the Commission that the Police Department is looking at starting a Law Enforcement Explorer Program through Boy Scouts of America. He feels it's a good educational tool to teach young adults, ages 14 to 20, about law enforcement. The Police Union is willing to help out with some of the start-up costs, and the Explorers will be responsible for raising their own money for uniforms, etc. He's looking at a potential start date of sometime in January 2015.

Chief Felt explained that the Police Department has been without a canine unit since 2012, and there are a couple of donors who are willing to cover the cost of re-starting the program. This would be a joint canine program with the Police Department and the Sheriff's Office sharing the costs. They would like to focus on a dog used for drugs and tracking, that is also good with the public for speaking engagements. At this time they are waiting to hear when schools/training will be offered. Commissioner Schwantes wanted the Chief to convey to the donors that they have been very patient waiting for this program to get up and running.

There being no further business, a motion to adjourn was made by Commissioner Akerson, seconded by Commissioner Schwantes. Meeting was adjourned at 4:37 p.m.

Secretary Kathy Schwantes  
by Sue Edwards

WILLMAR COMMUNITY & ACTIVITY CENTER COUNCIL

Tuesday October 14, 2014

Members Present: John Lambing, Earl Knutson, Carol Laumer, Diane Shuck, Tim Johnson, Jena Tollefson, Tammy Rudningen, Rob Baumgarn and Steve Brisendine

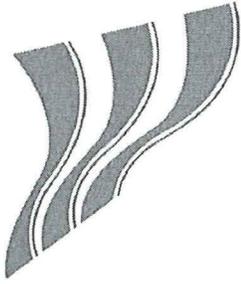
Members Absent: Jim Collier & Claudia Cederstrom

The meeting was called to order at 8:30am by Chairperson Earl Knutson

1. **Welcome and Introduction:** Diane Shuck requested everyone introduce themselves as there were a lot of staff members that she had not before.
2. **WCAC Committee Membership:** Steve Brisendine brought the membership list and discussed with the committee that the majority of member's terms were up. Earl Knutson and Carol Laumer had completed two terms and John Lambing finished his first term. Lambing was eligible for another term but he was requesting to not renew for another two years. No new candidates have come forward at this time. Brisendine and the rest of the committee will discuss possible candidates in the coming weeks.
3. **Program Update:** Tammy Rudningen filled the committee in on a number of activities that were upcoming highlighted by the Pumpkin Patch Festival that is back this year after a one year hiatus and will be held at the WCAC on Sunday October 26. Rudningen also requested assistance from the committee for the winter catalog of offerings that will be distributed in early January. The deadline for new program submittals will be in mid November. Jena Tollefson gave the committee an update on a new initiative that has begun at Roosevelt Elementary School called Catch a Healthy Habit. This program matches adults 55+ with elementary age students that meet on Thursday's afterschool for a 10 minute snack a 20 minute segment on nutrition and healthy eating followed by a 30 minute active period for games, etc. Tollefson is looking for more volunteers for this program.
4. **Facility Use Fees:** Brisendine brought to the attention of the membership that although the current fee schedule seems to be working OK it has too many layers and is difficult to institute to users of the facility. The plan is to bring new ideas forward during the next couple of meetings that will make the fee schedule easier for all parties to understand. Any new recommendations will be sent on to the City Council for approval.
5. **Miscellaneous:** Shuck requested information on coverage of the facility and a replacement for Ms. Freeman for the CER Department. Brisendine informed the committee that Rudningen will handle all adult programming for the department and will be the staff member at the center the most for the immediate future. Rob Baumgarn is responsible for facility usage for most public buildings owned by the City and School District and will take on usage of the WCAC. Once a new person is hired for the department staff will meet to make sure all duties are allocated to the right members and that the WCAC will have the coverage necessary to serve the community. Further discussion took place as to the fact that duties were being expanded to staff that already had full time jobs. It was reiterated that staff should be able to handle the additional duties and that the CER Department will monitor needs for the future.  
Brisendine thanked the outgoing members for their service to the WCAC and City of Willmar.

As there was no further business, the meeting adjourned at 9:40am

Submitted by Steve Brisendine-WCER Director



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

**Agenda Item Number:** 7

**Meeting Date:** October 2, 2014

**Attachments:**  Yes  No

**CITY COUNCIL ACTION**

**Date:** October 20, 2014

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

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**Originating Department:** Planning and Development Services

**Agenda Item:** Public Hearing on Revised Public Hearing

**Recommended Action:** Adopt the ordinance, assign it a number, and publish it.

**Background/Summary:** Following the Council meeting of September 15, 2014, the Sidewalk Ordinance was referred back to Committee for additional consideration. The revised Ordinance reflects one major change, that being a requirement that furniture being placed on the sidewalks be suitable and manufactured for outdoor use and be properly maintained. Other than that, the Ordinance remains the same.

**Alternatives:**

1. Further amend the Ordinance
2. Do nothing
3. Adopt the Ordinance as revised

**Financial Considerations:** N/A

**Preparer:** Bruce D. Peterson, AICP  
Director of Planning and Development Services

**Signature:**

**Comments:**

ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE AMENDING CHAPTER 8, LICENSES, PERMITS AND BUSINESS REGULATIONS, ARTICLE I, IN GENERAL, SECTION 8-3, USE OF PUBLIC SIDEWALKS IN THE CENTRAL BUSINESS DISTRICT FOR COMMERCIAL PURPOSES; AND CHAPTER 13, STREETS SIDEWALKS AND OTHER PUBLIC PROPERTY, ARTICLE I, IN GENERAL, SECTION 13-3, PLACING WASTE MATERIALS, LEAVING EQUIPMENT ON STREET, SIDEWALK OR PUBLIC GROUND; TEMPORARY PLACEMENT OF DUMPSTERS, COLLECTION BINDS OR COLLECTION BOXES IN PUBLIC RIGHTS-OF-WAY

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

Section 1. AMENDMENT OF MUNICIPAL CODE SECTION 8-3. Chapter 8, Article I, Section 8-3 of the Willmar Municipal Code is hereby amended as follows (deleted material is crossed out; new material is underlined; sections and subsections not being amended are omitted):

**Sec. 8-3. Use of public sidewalks in the central business district for commercial purposes.**

- (a) *Issuance of permits.* Any business located in the central business district may apply to the city clerk for a permit to conduct business on the public sidewalk immediately adjoining the building where the business is located. The permit shall expire on December 31 of the year in which it was issued. Use of the permit shall be subject to all the terms of this section.
- (b) *Conditions on use of sidewalks.* Each permit that is issued shall be subject to the following conditions:
  - (1) Sidewalk remaining for use by pedestrians shall be a minimum of five (5) feet in width in addition to the area presently occupied by trees, transformer boxes or other permanent installations.
  - (2) The sidewalk shall be used for the permitted purpose ~~on Monday through Saturday~~ only.
  - (3) Each permittee shall ~~contain an indemnification~~ fully indemnifying the city against claims for injury to persons or damage to property.
  - (4) ~~Property placed on the sidewalk by a permit holder shall be removed from the sidewalk at the close of each business day.~~ Each permittee shall maintain general liability insurance that includes premises and operations insurance and products and completed operations insurance with minimum coverage amounts of \$50,000 per occurrence, \$10,000 per occurrence for property damage, and \$300,000 aggregate for personal injury or death, and which names the City of Willmar as an additional insured.
  - (5) Property placed on the sidewalk by a permit holder shall not obstruct or interfere with building exits; fire hydrants; standpipes or other public safety equipment.

- (6) No food or beverage shall be sold on the public sidewalk for immediate consumption except by a licensed restaurant and only in compliance with all state and local regulations for restaurants. No alcoholic beverages shall be sold or served on the public sidewalk for immediate consumption or otherwise except by an establishment holding a valid license encompassing such public sidewalk pursuant to Section 3-111, and only in compliance with all state and local regulations for the sale of alcoholic beverages. All waste liquids and foods; disposable cups, glasses, plates and utensils; and waste paper shall be placed in covered garbage receptacles.
- (7) All furniture placed on the sidewalk by a permit holder shall be suitable for and manufactured for outdoor use and shall be maintained in good condition.
- (8) No tables, chairs or other furniture intended to enable or promote public seating shall be placed or allowed to remain on the sidewalk during the months of December, January and February.
- (c) *Permit not required.* A permit shall not be required for use of the sidewalk by a business during a downtown promotion such as Crazy Days, block parties and special sales events. A permit shall also not be required to place a flower pot on the sidewalk provided it abuts the wall of the building that it is placed in front of.

Section 2. AMENDMENT OF MUNICIPAL CODE SECTION 13-3. Chapter 13, Article I, Section 13-3 of the Willmar Municipal Code is hereby amended as follows (deleted material is crossed out; new material is underlined; sections and subsections not being amended are omitted):

**Sec. 13-3. ~~Placing waste materials, leaving equipment on~~ Obstructions on streets, sidewalks or public grounds prohibited; temporary placement of dumpsters, collection bins or collection boxes in public rights-of-way.**

- (a) No person shall encumber any street, sidewalk, alley, lane, boulevard or public ground within the limits of the city by throwing, placing or depositing thereon or therein any garbage, grass, lawn clippings, hay, leaves, brush, glass, metal, tin cans, paper or any other material whatsoever of a like nature, or by placing thereon or therein any cart, wagon, sleigh box, barrel, keg, lumber, firewood, posts, or any farm, road, agricultural or other machine, or any other material, object or equipment of a like nature unless otherwise authorized in this Code.

Section 3. EFFECTIVE DATE. This ordinance shall be effective from and after its adoption and second publication.

Passed by the City Council of the City of Willmar this \_\_\_\_ day of \_\_\_\_\_, 2014.

ATTEST:

\_\_\_\_\_  
Kevin Halliday, City Clerk

\_\_\_\_\_  
Frank Yanish, Mayor

VOTE: \_\_\_\_\_ AHMANN \_\_\_\_\_ ANDERSON \_\_\_\_\_ CHRISTIANSON  
\_\_\_\_\_ DEBLIECK \_\_\_\_\_ DOKKEN \_\_\_\_\_ FAGERLIE \_\_\_\_\_ JOHNSON \_\_\_\_\_ NELSEN

This Ordinance introduced by Council Member: \_\_\_\_\_

This Ordinance introduced on: \_\_\_\_\_

This Ordinance published on: \_\_\_\_\_

This Ordinance given a hearing on: \_\_\_\_\_

This Ordinance adopted on: \_\_\_\_\_

This Ordinance published on: \_\_\_\_\_

**FINANCE COMMITTEE/CITY COUNCIL**

**MINUTES**

The Finance Committee and Full Council of the City of Willmar met on Monday, October 13, 2014, in the Council Chambers at the Willmar Municipal Utilities Building.

Present: Denis Anderson ..... Chair  
Tim Johnson ..... Vice-Chair  
Rick Fagerlie ..... Member  
Audrey Nelsen ..... Member

Others present: Council Member Bruce Deblicek, Council Member Steve Ahmann, Council Member Jim Dokken, Council Member Ron Christianson, Mayor Frank Yanish, City Administrator Charlene Stevens, City Finance Director Steve Okins, Planning and Development Director Bruce Peterson, Public Works Director Sean Christensen, Community Ed and Rec Director Steve Brisendine, Police Chief Jim Felt, Fire Chief Gary Hendrickson, Public Works Supervisor Scott Ledebauer, EDC Executive Director Steve Renquist, West Central Tribune Journalist David Little, and Accounting Supervisor Carol Cunningham.

Item No. 1      Call to Order

The meeting was called to order by Chair Anderson at 4:00 p.m. who noted that this is a Finance Committee meeting with full council participation for purposes of discussing the 2015 Mayor's Proposed Budget.

Item No. 2      Public Comments

There were no comments from the public.

Item No. 3      EDC 2014 Budget Presentation (Motion)

Steve Renquist, EDC Executive Director, reviewed the EDC 2015 Budget with the Council. Anticipated revenue for 2015 totals \$543,981 and includes the County Tax Levy of \$465,000. The levy was increased \$10,000 from previous years in anticipation of receiving the BNSF Tiger II Grant. Since this grant was not funded, it is anticipated the EDC Board will reduce the levy back to \$455,000 for 2015. The EDC is also proposing to utilize \$64,774 from the Agency's reserves as a funding source. The overall budgeted expenditures for 2015 total \$543,981. Mr. Renquist stated this budget includes a proposed 5% increase in each of the salaries for the Assistant Director and the Business Development Specialist.

Following discussion, the proposed 2015 EDC Budget, including the tax levy, was approved upon motion by Council Member Fagerlie, seconded by Council Member Nelsen and carried.

Item No. 4      2015 Mayor Proposed Budget (Information)

A. Previous Questions

Staff distributed historical information about the County and School District total tax levies. It was also noted that the EDC tax levy has been the same amount each year for the past few years, however, the breakdown of the amounts allocated between the City and the County Tax Rolls have varied due to agricultural land transfers. Council Member Anderson asked if the County is subject to levy limits. Staff will research this question and present more information on levy limits for the City as well as the County at a future meeting.

Staff reported that the Public Works Blacktop Fund Balance of \$200,000 was earmarked for future pavement work and will be included in the 2015 Street Program.

Staff also explained the Uncompensated Absences Fund Balances which are comprised of three areas. 1) Current employees' vacation and sick leave based on contractual obligations. 2) Retired employees' liability for the Early Retirement Program which allows retirees to receive \$430 per month toward health insurance premiums. For every three years of employment, the employee will receive one year of the health insurance allowance. Previously, this program was offered on three different occasions for a specified period of time. It is currently in its fourth offering, which has been continuous since 2008 when the City Administrator recommended and the Council approved leaving the Early Retirement Program open ended. To qualify under this program, an employee must work for the City for a minimum of 20 years, must retire from the City and begin receiving PERA benefits. 3) Retired employees' sick leave funds left with the City for payment of their net health insurance premiums. Once the retiree terminates health insurance coverage through the City, any remaining sick leave funds are to be paid in full to the retiree.

#### B. Capital Program

Staff presented an overview of the Capital Improvements and Vehicle Replacement Programs and distributed the proposed replacement schedules. Council Member Christianson questioned the following projects: Rebuild Orange Field/Replace Cinder Warning Track for \$50,000, Taunton Field Storm Shelter for \$100,000, Backstop Replacements at Swansson Field for \$30,000, Top Dressing Soccer Fields Westwind Park for \$30,000, Canine Program for \$6,000, City Hall Thin Clients for \$125,000, City Hall Permit System for \$25,000, and Extrication Equipment in 2016 for \$35,000. CER Director Brisendine explained that the cinder warning tracks on the Orange Field at Swansson are a hazard and should be replaced, and funding for fence work may possibly be shared by the Baseball Boosters. Mr. Brisendine also noted that an update on the status of the Park Plan will be presented at the Fire Station on October 14, 2014. Council Member Deblieck noted WRAC-8 funds were being proposed to be used for some capital improvements listed and wondered what the status was of those WRAC-8 funds. Staff explained that \$125,000 is to be used in 2015 for City Hall Thin Clients and the remaining WRAC-8 Funds will be used for Auditorium improvements. Construction of walking paths around Willmar was discussed. The circumference around Willmar is not yet complete due to difficulty encountered in determining a location for a path along the golf course road on the north side. Council Member Anderson asked about the Master Plan Update to which Public Works Christensen explained normal practice is to update the Master Plan every five to ten years. Council Member Christianson asked about LOST funds. Staff indicated that most of the remaining funds are earmarked for the Western Collector in the Industrial Park and \$968,000 is proposed to be designated for the paths on Lakeland Drive, Hedin Park, CSAH 41, and Robbins Island Beach.

Staff presented an overview of the Vehicle Replacement Policy and the proposed schedule for 2015. It was noted three vehicles totaling \$425,000 were moved from the 2015 Schedule to 2017 in an effort to balance out annual expenditures. Council Member Ahmann would like to transfer \$500,000 from the 2015 Vehicle Replacement Schedule to Pavement Improvement Projects. Council Member Anderson felt the vehicle replacement policy should be followed and if the Council wants to extend replacement schedules, the policy should be reviewed and revised to do that. Staff also explained that other aspects, including the vehicle's purpose, are taken into consideration when reviewing replacement schedules. Council Member Christianson asked about the two Bobcats to be replaced in 2015 and the CSO Vehicle to be replaced in 2016. Staff explained the Bobcat for Public Works is used for clearing off trails, etc, and the Civic Center Bobcat will be used for mowing, as a loader, and as a forklift, replacing the existing lift that is no longer up to code.

Council Member Christianson left at this time.

Public Works Director Christensen presented the Pavement Management Plan. Council Member Johnson asked what the effect of the cost of oil has on the per foot cost of pavement improvement. Staff reported that oil costs can have an impact, noting that other cost factors could fluctuate as well. Council Member Deblieck asked about researching the makeup of street construction, trenchless sewer improvements, and the possibility of vehicle restrictions on certain streets to save wear and tear. Council Members Nelsen and Anderson asked if staff has considered the "Complete Streets" concept which includes bike lanes, etc. Public Works Director Christensen explained that new methods for street improvement and construction are always explored. Trenchless sewer improvements are used where reasonable, but if the

existing pipe is not large enough for the capacity required, "digging in" methods still need to be used. Council Member Ahmann requested staff to compile pavement management cost projections for the next ten years. Furthermore, ag deferments should be reviewed to determine possible changes to that policy, as well as the percentage paid by the City versus the property owners for street improvements. Public Works Director Christensen explained that a five-year projection of pavement management costs would probably be more reasonable since cost predictions for a longer period would be inaccurate. Staff also explained that the current assessment ratio on any given street improvement is 30% for overlay and 55 - 60% on reconstruction.

### C. Other Revenue Sources

Staff reported on other revenue sources including a gas utility franchise fee first discussed by the Council in 2007 when it was estimated at \$250,000. Recent estimates obtained in 2014 from Centerpoint Energy indicate an increase of approximately 2% over the original amount. Another source previously discussed would be charges for fire calls which, based on the number of 2013 fire calls, would provide around \$15,000 annually. Council Member Nelsen asked staff to research what the annual Willmar Municipal Utilities' contribution limits would be for street reconstruction. Council Member Anderson offered the following possibilities for other revenue sources. 1) The \$147,000 per year that the Mayor included as part of the tax levy for the street improvement program could be used instead to repay \$1.2 million in street improvement bonds over 10 years. 2) Possibly increasing the utility replacement fee by \$1.50 per month for an additional \$150,000 per year. Council Member Ahmann stated the Council needs to address these options to the citizens of Willmar, including an increase in taxes, instituting franchise fees, raising the utility replacement fee, charging for fire calls, etc. Council Member Deblieck suggested reviewing the assessment policy.

At this time, the Finance Committee continued to conduct business.

#### Item No. 5      Agricultural Land Leases (Resolution)

Staff explained to the Committee that a bid opening was held recently to lease out agricultural land surrounding the old and new airports and the new waste water treatment plant. Bid tabulations and proposed leases were reviewed reflecting interested bidders in all 13 tracts, which range in size from 6 acres to 143.8 acres. It was noted that, per Council action on September 2, 2014, the rent for the tract at ROW II, leased to Dan Groothuis, is calculated using the average of the six highest rates per acre plus \$20 per acre.

Following discussion, Council Member Fagerlie moved to introduce a resolution to authorize the Mayor and City Administrator to execute the 13 agricultural leases as presented. Council Member Nelsen seconded the motion which carried.

#### Item No. 6      Police Department Explorer Account Request (Resolution)

Chief Jim Felt explained to the Committee that the Willmar Police Department is organizing a Willmar Police Explorer group as an outreach program for young people age 14 to 21 in the Willmar community. The Police Explorer program is a nationally established program under the Boy Scouts of America Learning for Life to teach young people about law enforcement careers and build interaction between police and the community. The Willmar Police & Peace Officers Association has donated \$500 in start-up funds for this program. Funds will be used for student uniforms, training equipment, and other costs/supplies. Future funds will be obtained through fundraising activities.

Following discussion, Member Nelson moved to introduce a resolution to establish a separate internal City account for the Willmar Police Explorer Program. Council Member Fagerlie seconded the motion which carried.

Item No. 7      Old Business (Information)

There was no old business.

Item No. 8      New Business (Information)

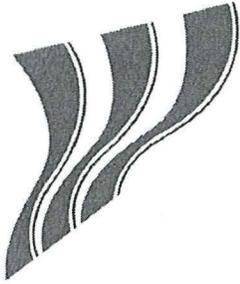
Staff reminded the Committee that there will be another Council Work Session on November 10, 2014, at 4 PM, to discuss the 2015 Mayor's Proposed Budget including Community Group Requests, the Rice Hospital 2015 Budget and the Willmar Municipal Utilities 2015 Budget.

There being no further business to come before the Committee, the meeting was adjourned at 6:21 p.m.

Respectfully submitted,



Carol Cunningham  
Accounting Supervisor



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

**Agenda Item Number:** 3

**Meeting Date:** October 13, 2014

**Attachments:**  Yes  No

**CITY COUNCIL ACTION**

**Date:** October 20, 2014

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

**Originating Department:** Finance

**Agenda Item:** EDC 2015 Proposed Budget Presentation

**Recommended Action:** Receive and discuss the City/County Economic Development Commission's proposed 2015 budget.

**Background/Summary:** Annually, the EDC presents its budget to the Finance Committee as required under the Joint Powers Agreement.

**Alternatives:** N/A

**Financial Considerations:** None.

**Preparer:** Steve Okins, Finance Director

**Signature:**

**Comments:**

**Kandiyohi County City of Willmar Economic Development Commission**

Adopted by Joint Powers Board 7/24/2014

Date Printed: 8/28/2014

	<b>2015 Budget</b>
<b>REVENUES</b>	
County Tax Levy	\$ 465,000
Loans	
ELGP application fees	\$ 200
Revolving Loan Fund application fees	\$ 250
Revolving Loan Fund repayments interest	\$ 7,432
Conference registrations	
Finance Seminar	
Insurance dividends	\$ 2,500
Interest on investments	
Heritage Bank savings account	\$ 200
Concorde Bank (Revolving Loan Fund savings account)	\$ 100
Citizens Alliance Bank 36-month CD \$100,000 at 1%	\$ 1,000
Citizens Alliance Bank 36-month CD \$100,000 at 1.05%	\$ 1,050
North American State Bank 23-month CD \$100,000 at 1.15%	\$ 1,150
US Bank CD (Tourism Development Account)	\$ 225
Other Income	
Reserve Fund	\$ 64,774
Miscellaneous revenue	\$ -
Refunds and reimbursements	\$ 100
<b>Total Revenues</b>	<b>\$ 543,981</b>
<b>EXPENSES</b>	
Economic Development Community Contributions	
Sponsor Fees	
Ag Tech Showcase	\$ 2,000
Animal Science Conference	\$ 1,500
Vision 2040	\$ 2,500
Blandin Foundation USDA Rural Development Rural Business Opportunity Program grant (2014 and 2015)	
Other	\$ 1,500
<b>Total Economic Development Community Contributions</b>	<b>\$ 7,500</b>
Other Expenses:	
Joint Powers Board (includes meals/administrative time)	\$ 1,000
Joint Operations Board (includes meals/administrative time)	\$ 3,000
SCORE (cell phone and email account)	\$ 300
Other operating expenses	\$ 1,853
<b>Total Other Expenses</b>	<b>\$ 6,153</b>
Countywide Business Development	
Creating Entrepreneurial Opportunites (2014-2016)	\$ 1,000
Burlington Northern Santa Fe Railway TIGER II	\$ 35,000
Miscellaneous countywide business development	\$ 10,000
<b>Total Countywide Business Development</b>	<b>\$ 36,000</b>

# Kandiyohi County City of Willmar Economic Development Commission

Adopted by Joint Powers Board 7/24/2014

Date Printed: 8/28/2014

	2015 Budget
<b>COMMITTEE EXPENSES</b>	
<b>Agriculture and Renewable Energy Development</b>	
Conferences/Seminars/Trainings	\$ 1,800
Marketing	\$ 200
Meals/Meeting Refreshments	\$ 350
Mileage/Travel	\$ 400
Professional Services	
General Administrative Services	\$ 2,500
Professional Services - Other	\$ 1,000
Supplies (office or program)	\$ 250
<b>Total Ag Committee Expenses</b>	<b>\$ 6,500</b>
<b>Business Retention and Expansion/Recruitment</b>	
Conferences/Seminars/Trainings	\$ 1,800
Marketing	\$ 500
Meals	\$ 500
Mileage/Travel	\$ 1,000
Professional services	
General administrative services	\$ 2,500
Professional services - Other	\$ 2,000
Supplies (office or program)	\$ 300
<b>Total BRE/R Committee Expenses</b>	<b>\$ 8,600</b>
<b>Finance</b>	
Other charges (filing fees)	
Professional services	
General administrative services	
Legal services	
Seminars	
Meals	
Marketing	
<b>Total Finance Committee Expenses</b>	<b>\$ 2,000</b>
<b>Marketing and Public Relations</b>	
Memberships	
Special projects	
Media	
Professional services	
General administrative services	
REDstar Creative	
Professional services - other	
Printing, copying and publishing	
Meals	
<b>Total Marketing and Public Relations Committee Expenses</b>	<b>\$33,000</b>
<b>Technology Advisory Committee</b>	
Meals/Refreshments	\$ 4,000
Website development grants	
<b>Total Technology Advisory Committee</b>	<b>\$ 4,000</b>
<b>Tourism/Leisure Travel</b>	
CVB Tourism Partnership Agreement	\$ 34,000
<b>Total Tourism/Leisure Travel Committee</b>	<b>\$ 34,000</b>
<b>Total Committee Expense</b>	<b>\$ 88,100</b>

# Kandiyohi County City of Willmar Economic Development Commission

Adopted by Joint Powers Board 7/24/2014

Date Printed: 8/28/2014

	2015 Budget
<b>EMPLOYEE COMPENSATION</b>	
<b>Executive Director</b>	
Director's salary	\$ 79,500
Director's auto allowance (\$525 per month)	\$ 6,300
Director's health insurance (\$722.50 p/mo.)	\$ 8,670
Director's payroll taxes (FICA = 6.20%; Medicare = 1.45%)	\$ 6,082
Director's pension (PERA) employer rate is 7.25%	\$ 5,764
<b>Total Executive Director's Compensation</b>	<b>\$ 106,316</b>
<b>Assistant Director</b>	
Assistant Director's salary	\$ 67,304
Asst Director's health insurance	\$ 8,670
Asst Director's payroll taxes	\$ 5,149
Assistant Director's PERA	\$ 4,879
<b>Total Assistant Director's Compensation</b>	<b>\$ 86,002</b>
<b>Business Development Specialist's position</b>	
Business Development Specialist's salary	\$ 51,000
Business Development Specialist's health insurance	\$ 8,670
Business Development Specialist's payroll taxes	\$ 3,902
Business Development Specialist's PERA	\$ 3,697
<b>Total Business Development Specialist's Compensation</b>	<b>\$ 67,269</b>
Employee workers' compensation insurance	\$ 900
<b>Total Employee Compensation</b>	<b>\$ 260,487</b>
<b>ADMINISTRATIVE EXPENSES</b>	
MCIT property/casualty insurance	\$ 3,300
Meals not for a committee	\$ 2,000
Memberships, dues, subscriptions	\$ 3,500
<b>Professional services:</b>	
Auditor	\$ 7,500
Accounting fees	\$ 1,000
Bookkeeping fees	\$ 5,557
Legal fees	\$ 2,000
Seminars and promotions	\$ 3,000
Travel, conference, school	\$ 8,600
<b>Total Administrative Expenses</b>	<b>\$ 36,457</b>

**Kandiyohi County City of Willmar Economic Development Commission**

Adopted by Joint Powers Board 7/24/2014

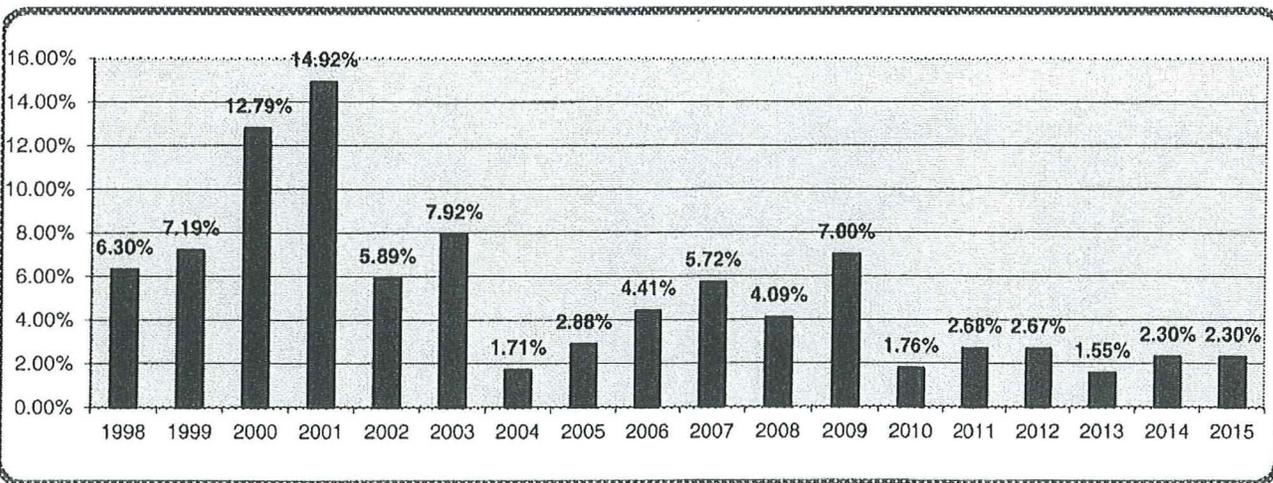
Date Printed: 8/28/2014

	2015 Budget
<b>OFFICE EXPENSES</b>	
Furniture and equipment	\$ 2,000
Rent (water cooler, post office box)	\$ 300
Waste and snow removal	
Office equipment and miscellaneous	\$ 3,000
Maintenance of equipment and rental	
Software (Synchronist annual fee \$1,200)	\$ 2,000
Toshiba service contract (\$1,468.92)	\$ 1,470
Equipment maintenance and rental - other	\$ 2,000
Rent	\$ 21,600
Telephone/Telecommunications	\$ 7,714
Supplies	\$ 4,000
Printing, copying and publishing	\$ 2,500
Postage, mailing service	\$ 1,500
Professional services:	
General administrative	\$ 56,650
Planning session facilitator	\$ 1,500
Website hosting service	\$ 450
Cleaning person	\$ 2,600
Total Office Expenses	\$ 109,284
<b>TOTAL PROGRAM EXPENSES</b>	<b>\$ 543,981</b>

## KANDIYOHI COUNTY TOTAL BUDGET HISTORY

Year Payable	Budget	Increase
1996	\$11,910,113	5.91%
1997	\$12,743,656	7.00%
1998	\$13,546,954	6.30%
1999	\$14,520,957	7.19%
2000	\$16,378,655	12.79%
2001	\$18,821,931	14.92%
2002	\$19,930,383	5.89%
2003	\$21,508,188	7.92%
2004	\$21,875,806	1.71%
2005	\$22,505,777	2.88%
2006	\$23,499,350	4.41%
2007	\$24,843,650	5.72%
2008	\$25,860,950	4.09%
2009	\$27,672,752	7.00%
2010	\$28,161,200	1.76%
2011	\$28,916,500	2.68%
2012	\$29,689,700	2.67%
2013	\$30,152,800	1.55%
2014	\$30,853,500	2.30%
<b>2015</b>	<b>\$31,568,000</b>	<b>2.30%</b>

Net Levy	Increase / Decrease
9,865,793	10.48%
10,616,076	7.60%
11,296,953	6.41%
12,250,965	8.44%
13,863,229	3.16%
16,616,966	9.86%
17,437,468	4.93%
18,963,423	8.75%
20,087,142	5.92%
20,390,760	1.51%
21,425,637	5.07%
22,800,309	6.41%
23,776,916	4.28%
25,401,541	6.83%
25,939,905	2.11%
27,163,333	4.71%
28,136,418	3.58%
28,670,611	1.89%
29,008,411	1.17%
29,833,483	<b>2.80%</b>



## PROPOSED 2015 NET LEVY

Gross Levy	\$31,568,000
Less County Program Aid	<u>-1,734,517</u>
	<b>\$29,833,483</b>

### Tax Capacity Rates

2008	57.663
2009	57.865
2010	54.243
2011	56.650
2012	61.483
2013	59.776
2014	56.660
<b>2015</b>	<b>54.424</b>

### Tax Levy Information

2008	4.28%
2009	6.80%
2010	2.10%
2011	4.70%
2012	3.50%
2013	1.89%
2014	1.17%
<b>2015</b>	<b>2.80%</b>

### County Program Aid for the last 8 years

2008	2,084,034
2009	2,271,211
2010	2,221,295
2011	1,753,167
2012	1,553,282
2013	1,482,189
2014	1,845,089
<b>2015</b>	<b>1,734,517</b>

**Willmar Public Schools**  
**REVENUES**  
**FY 2014-2015 Original Budget Comparison Detail**  
**General Fund**

<b>Source</b>	<b><u>FY 12-13</u> Actual Audited</b>	<b><u>FY 13-14</u> Revised Budget</b>	<b><u>FY 14-15</u> Original Budget</b>	<b>Original vs. Revised Difference</b>	<b>Original vs. Revised % Inc/Dec</b>
<b>Local Revenue</b>	\$ 5,572,518	\$ 5,787,989	\$ 5,222,789	\$ (565,200)	-10.82%
<b>State Revenue</b>	36,715,193	36,888,976	39,354,739	2,465,763	6.27%
<b>Federal Revenue</b>	2,611,431	3,170,733	2,502,634	(668,099)	-26.70%
<b>Other Revenues</b>	56,861	27,562	28,094	532	1.89%
<b>TOTAL</b>	<b>\$ 44,956,003</b>	<b>\$ 45,875,259</b>	<b>\$ 47,108,255</b>	<b>\$ 1,232,996</b>	<b>2.62%</b>

**Willmar Public Schools**

**REVENUES**

**FY 2014-2015 Original Budget Comparison Detail**

**General Fund**

	<b>FY 12-13</b>	<b>FY 13-14</b>	<b>FY 14-15</b>	<b>Original vs</b>	<b>Original vs</b>	
<b>Description</b>	<b>Actual</b>	<b>Revised</b>	<b>Original</b>	<b>Revised</b>	<b>Revised</b>	<b>Comments on Major Changes</b>
	<b>Audited</b>	<b>Budget</b>	<b>Budget</b>	<b>Difference</b>	<b>% Inc/Dec</b>	
<b>Local Revenues</b>						
Property Tax Levy	\$ 4,056,989	\$ 3,969,553	\$ 3,656,671	\$ (312,881)	-8.56%	Referendum revenue shifted to Location Equity revenue and more of the revenue is funded by aid instead of levy.
County Apportionment	68,034	69,334	69,334	0	0.00%	
Miscellaneous County Tax Revenue	6,154	6,000	0	(6,000)	0.00%	
Property Tax Shift Recognition Revenue	(49,163)	0	0	0	0.00%	
Tuition From Minnesota School Dist	71,014	430,221	471,524	41,303	8.76%	Prairie Lakes Education Center and Lake Park School are care and treatment facilities. They contain predominantly non-resident students. Almost all the revenue comes from tuition billing. As expenditures in those programs increase so does the amount of tuition billing revenue.
Fees From Patrons	326,811	330,422	326,898	(3,524)	-1.08%	
Admissions - Student activities	114,851	109,741	96,955	(12,786)	-13.19%	Revenue for invitationals is estimated slightly lower in the original budget. The revenue will be adjusted in the revised budget based on actual contests.
Med Assistance From Dept of HS	324,148	350,000	350,000	0	0.00%	
Interest Earnings	2,489	2,917	2,917	0	0.00%	
Rent	37,620	37,282	37,448	166	0.44%	
Tournaments	8,215	9,504	7,739	(1,765)	-22.81%	
Gifts & Bequests	387,606	305,488	101,662	(203,826)	-200.49%	FY 14 saw increased athletic donations, Music Matters instrument donations and the Roosevelt PTSA donated toward the playground. In FY 15, unclear if there will be another iCardinal donation.
Miscellaneous Local Revenue	217,751	167,527	101,639	(65,888)	-64.83%	In FY 14, the district received funds to support wellness initiatives from the coop. In FY 15, there is a change to the flow of integration funding. Achievement and Integration funding will flow through the property tax levy and general education aid lines only.
	\$ 5,572,518	\$ 5,787,989	\$ 5,222,789	\$ (565,200)	-10.82%	
<b>State Revenues</b>						
Endowment Fund Apportionment	\$ 121,884	\$ 118,382	\$ 109,561	\$ (8,820)	-8.05%	

Willmar Public Schools							
REVENUES							
FY 2014-2015 Original Budget Comparison Detail							
General Fund							
	FY 12-13	FY 13-14	FY 14-15	Original vs.	Original vs.		
Description	Actual	Revised	Original	Revised	Revised		
	Audited	Budget	Budget	Difference	% Inc/Dec	Comments on Major Changes	
General Education Aid	31,571,637	31,580,853	33,819,311	2,238,458	6.62%	Enrollment projections increased 14 ADM from the FY 14 Revised Budget. The legislature changed the pupil unit weighting per ADM but they adjusted all the formulas so districts didn't lose money due to the change in the calculation. The basic formula increased \$529 of which \$424 was due to the pupil unit weighting change, \$80 (1.5%) was a true increase given by the 2013 legislature and \$25 (0.5%) was an additional increase given by the 2014 legislature. The increase in revenue due to the change in enrollment is \$90,672. Kindergarten was funded at 61.2% in FY 14. In FY 15, Kindergarten is funded at 100% which increases funding \$669,679. Aid is no longer reduced for the pension adjustment causing an increase to revenue of \$281,227. Location equity aid (shift from levy aid) was \$357,286. Compensatory revenue increased \$254,827. One-time money of \$95,625 will be received related to teacher evaluations. Many categories that are funded by aid and levy saw the aid piece increase and the levy piece decrease.	
Literacy Incentive Aid	212,648	229,303	236,841	7,538	3.18%		
Shared Time Aid	9,664	9,664	9,664	0	0.00%		
Abatement Aid	1,879	123	123	0	0.00%		
Disparity Reduction Aid	328	311	311	0	0.00%		
Homestead Market Value Credit	6,913	6,159	6,159	0	0.00%		
Other State Credits	0	0	0	0	0.00%		
State Aid Adjustments For Prop Taxes	49,163	0	0	0	0.00%		
State Aids From MDE	556,340	700,608	705,605	4,997	0.71%		
Special Education Aid	4,169,503	4,233,572	4,457,163	223,591	5.02%		Special education is implementing a SEAT team which requires an increase to the number of positions. Special education revenue is driven by expenditures thus causing an increase to revenue.
Other State Agency Revenue	7,448	2,000	2,000	0	0.00%		
Other Aid From MDE	7,786	8,000	8,000	0	0.00%		
	\$ 36,715,193	\$ 36,888,976	\$ 39,354,739	\$ 2,465,763	6.27%		

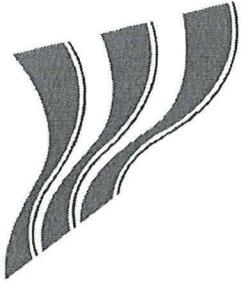
**Willmar Public Schools**

**REVENUES**

**FY 2014-2015 Original Budget Comparison Detail**

**General Fund**

	FY 12-13	FY 13-14	FY 14-15	Original vs.	Original vs.	
Description	Actual	Revised	Original	Revised	Revised	Comments on Major Changes
	Audited	Budget	Budget	Difference	% Inc/Dec	
<b>Federal Revenues</b>						
Federal Aids & Grant	\$ 2,055,391	\$ 2,285,065	\$ 1,800,219	\$ (484,846)	-26.93%	The Rural and Low Income grant and Immigrant grant are not included in the FY 15 budget as the District will not be notified as to eligibility until the Fall. FY 15 is the final year of the School Improvement Grant and the requested entitlement is \$134,400 lower than prior year. Title I is being used in part to fund some early childhood initiatives that are then matched with Race to the Top funds. The Title I expenditures for early childhood and the corresponding revenue are recorded in the Community Education fund. In addition, all of the "regular" federal entitlements are lower in FY 15.
Federal Aids Received Through State	556,041	885,668	702,415	(183,253)	-26.09%	The District planned to use all of its federal special education funds in FY 14 causing the carryover in to FY 15 to be zero.
	\$ 2,611,431	\$ 3,170,733	\$ 2,502,634	\$ (668,099)	-26.70%	
<b>Other Revenues</b>						
COM Rev Producing Act (Contra)	\$ (19,777)	\$ (12,114)	\$ (11,500)	\$ 614	-5.34%	
Sale of Material - Rev Producing Act	32,641	18,355	18,000	(355)	-1.97%	
Sales Of Materials For Resale	23,696	21,321	21,594	272	1.26%	
Sale Of Real Property	18,204	0	0	0	0.00%	
Sale of Equipment	1,000	0	0	0	0.00%	
Insurance Recovery	1,097	0	0	0	0.00%	
	\$ 56,861	\$ 27,562	\$ 28,094	\$ 532	1.89%	
<b>Total Revenues</b>	\$ 44,956,003	\$ 45,875,259	\$ 47,108,255	\$ 1,232,996	2.62%	



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

**Agenda Item Number:** 4  
**Meeting Date:** October 13, 2014  
**Attachments:**  Yes No

**CITY COUNCIL ACTION**

**Date:** October 20, 2014

- Approved     Denied  
 Amended     Tabled  
 Other

**Originating Department:** City Administrator

**Agenda Item:** 2015 Proposed Capital Programs

**Recommended Action:** Approve Program Documents as previously presented.

**Background/Summary:** Review and discussion of 2015 Proposed Capital Programs. Refer to previously distributed documents and power point presentations for reference.

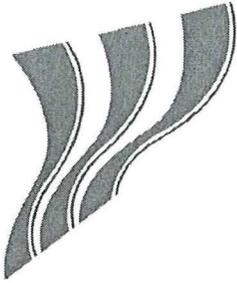
**Alternatives:** Amend the Programs as presented. Change procedures of the policies as previously adopted.

**Financial Considerations:** Raise or lower amount needed to fund with the 2015 Operating Budget as presented.

**Preparer:** Steve Okins, Finance Director

**Signature:**

**Comments:**



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

**Agenda Item Number:** 5

**Meeting Date:** October 22, 2014

**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:** Planning & Development  
Services/Airport

**Agenda Item:** Consideration of Accepting Agricultural Land Leases

**Recommended Action:** Staff recommends accepting the Ag bids and adopt resolution for execution of the land lease agreements.

\* Pursuant to prior Council action Dan Groothius lease (R.O.W. 2) will be drafted for \$226.21 per acre totaling \$57,511.64 for four years.

**Background/Summary:** City Ag leases were let for bids for the years 2015-2018 (see attached for high bids). Two bidders tied and opted to share the leases.

**Alternatives:** Sell land where possible and lease airport lands to Conservation Program vendors.

**Financial Considerations:** Grand total of 13 leased tracts for four years \$562,947.00

**Preparer:** Megan M. DeSchepper, AICP  
Planner/Airport Manager

**Signature:** *Megan M DeSchepper*

**Comments:**

**Awarded Ag Bid Stats-2014**

Land	Awarded	Amount Per Acre	Acres	Years total 4	July 1st	Dec. 1st	Each year
Tract 1	Mike Arends	\$226.00	73.34 acres	\$ 66,299.36	\$ 8,287.42	\$ 8,287.42	\$ 16,574.84
Tract 2	Mike Arends	\$261.00	143.81 acres	\$ 150,137.64	\$ 18,767.20	\$ 18,767.21	\$ 37,534.41
Tract 3	Mike Arends & Randy/Norm Kveene	\$181.00	11.01 acres	\$ 7,971.24	\$ 996.40	\$ 996.41	\$ 1,992.81
Tract 4	Byron Boike	\$195.00	56 acres	\$ 43,680.00	\$ 5,460.00	\$ 5,460.00	\$ 10,920.00
Tract 5	Heidecker Bros.	\$80.00	17.2 acres	\$ 5,504.00	\$ 688.00	\$ 688.00	\$ 1,376.00
Tract 6	Jay Larson	\$186.75	74.03 acres	\$ 55,300.40	\$ 6,912.55	\$ 6,912.55	\$ 13,825.10
Tract 7	Randy/Norm Kveene	\$159.00	24.48 acres	\$ 15,569.28	\$ 1,946.16	\$ 1,946.16	\$ 3,892.32
Tract 8	Randy/Norm Kveene & Mike Arends	\$146.00	77.41 acres	\$ 45,207.44	\$ 5,650.93	\$ 5,650.93	\$ 11,301.86
R.O.W. 1	Dennis Bredeson	2015 \$100	14.1 acres	\$ 5,851.00	\$ 705.00	\$ 705.00	\$ 1,410.00
		2016 \$100			\$ 705.00	\$ 705.00	\$ 1,410.00
		2017 \$105			\$ 740.25	\$ 740.25	\$ 1,480.50
		2018 \$110			\$ 775.50	\$ 775.50	\$ 1,551.00
R.O.W. 2	Dan Groothuis	\$226.21	63.56 acres	\$ 57,511.64	\$ 7,188.96	\$ 7,188.95	\$ 14,377.91
R.O.W. 3	Peggy/Dan Groothuis	\$125.00	10.62 acres	\$ 5,310.00	\$ 663.75	\$ 663.75	\$ 1,327.50
R.O.W. 4	Jay Larson	\$187.50	137.09 acres	\$ 104,205.00	\$ 1,305.63	\$ 13,025.62	\$ 26,051.25
R.O.W. 5	Myron Bluhm	\$100.00	6 acres	\$ 400.00	\$ 50.00	\$ 50.00	\$ 100.00

**TOTAL 4 YEARS      \$562,947.00**

RESOLUTION NO. \_\_\_\_

BE IT RESOLVED by the City Council of the City of Willmar, a municipal corporation of the State of Minnesota that the Mayor and City Administrator be authorized to execute Land Lease Agreements between the City of Willmar and the following Lessees:

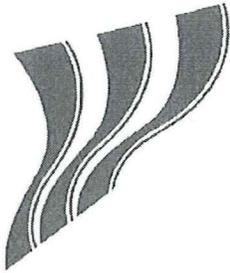
Mike Arends	Section 17 and 18, Township 119 N, Range 35W 73 acres more or less	Tract 1
Mike Arends	Section 17, Township 119N, Range 35W 143.8 acres more or less	Tract 2
Randy/Norm Kveene & Mike Arends	Lot 9, Block 1, Willmar Industrial Park 3 <sup>rd</sup> Add. 11.01 acres more or less	Tract 3
Byron Boike	Section 20, Township 119N, Rnage 35W 56 acres more or less	Tract 4
Heidecker Brothers	Section 17, Township 119N, Range 35W 17.2 acres more or less	Tract 5
Jay Larson	Section 16 & 17, Township 119N, Range 35W 74.03 acres more or less	Tract 6
Randy/Norm Kveene	Lot 1, Block 3 Willmar Industrial Park 3 <sup>rd</sup> Addition 24.48 acres more or less	Tract 7
Mike Arends & Randy/ Norm Kveene	Section 23, Township 119N, Range 36W 77.41 acres more or less	Tract 8
Dennis Bredeson	Section 14, Township 119N, Range 36W 14.1 acres more or less	R.O.W. 1
*Dan Groothius	Section 11, Township 119N, Range 36W 63.56 acres more or less	R.O.W. 2
Peggy/Dan Groothius	Section 11, Township 119N, Range 36W 13 acres more or less	R.O.W. 3
Jay Larson	Section 13, Township 119N, Range 36W 68 acres more or less	R.O.W. 4
Myron Bluhm	Section 11, T119N, R36W 6 acres more or less	R.O.W. 5

Dated this 20<sup>th</sup> day of October, 2014

\_\_\_\_\_  
MAYOR

Attest:

\_\_\_\_\_  
CITY CLERK TREASURER



CITY OF WILLMAR, MINNESOTA  
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 6

Meeting Date:

Attachments:  Yes  No

CITY COUNCIL ACTION

Date:

- Approved  Denied  
 Amended  Tabled  
 Other

\_\_\_\_\_  
\_\_\_\_\_

Originating Department: Willmar Police Dept.

Agenda Item: Authorize establishing an internal city account for the Willmar Police Explorer Program

**Recommended Action:**

Recommend the city authorize an internal & separate account for the newly organized Willmar Police Explorer Program. Heritage Bank requires authorization by a city committee to open this new account.

**Background/Summary:** The Willmar Police Department is organizing a Willmar Police Explorer group as an outreach program for young people, age 14 to 21, in the Willmar community. The Police Explorer program is a nationally established program under the Boy Scouts of America (Learning for Life) to teach young people about law enforcement careers and build interaction between police and the community.

The Willmar Police & Peace Officers Association has graciously donated \$500 as start-up monies for the account. Funds will be used for student uniforms, training equipment and other costs / supplies. The Police Explorer group will be getting further funds through fundraising activities in the future.

In checking with the City of Willmar finance department, along with other police agencies that have Explorer programs, they recommend a separate account to track finances. This would be an account separate from the regular Willmar Police Department budget.

**Alternatives:** Not authorize a separate account.

**Financial Considerations:** Finances from this account would not come from taxpayer (city) funds. Police Explorers would conduct future fundraisers and solicit appropriate donations for future monies.

Preparer: Chief Jim Felt

Signature:

Comments:

**PUBLIC WORKS/SAFETY COMMITTEE**

**MINUTES**

The Public Works/Safety Committee of the Willmar City Council met on Tuesday, October 14, 2014, in Conference Room No. 1 at the City Office Building.

Present:	Ron Christianson	.....	Chair
	Audrey Nelsen	.....	Vice Chair
	Denis Anderson	.....	Member
	Steve Ahmann	.....	Member

Others present: Mayor Frank Yanish; Director of Planning and Development Services, Bruce Peterson; Chief of Police Jim Felt; Sheriff Dan Hartog; Airport Operations Supervisor Eric Rudningen; Airport Commission Chairperson Pat Curry.

Item No. 1      Call to Order

The meeting was called to order by Chair Christianson at 4:45 p.m.

Item No. 2      Public Comments

There were no public comments.

Item No. 3      Police and Fire Updates

Chief of Police Jim Felt noted the jail census for October 14, 2014, was 133; 77 of those being Kandiyohi County inmates, 51 inmates from the MN Department of Corrections, 4 inmates from Swift County, and 1 from Stevens County. The calls for service for the previous two weeks totaled 766. The majority of the calls are for traffic stops, followed by public assists and crashes.

Fire Chief Gary Hendrickson provided an update on Fire Department activities. So far in 2014 there have been 254 fire calls, compared to 239 last year. Chief Hendrickson noted the average response time from the station to the address is 9 minutes and 11 seconds. There are three new fire fighters starting the hiring process and one late applicant being processed, bringing on two males and two females to the department. The Fire Department has been awarded the Shared Services grant in the amount of \$36,225 to allow a consultant to come in for training for nine of the eleven cities within the county, and will be brought forth for Council approval at a later date.

Item No. 4      Donation for Restart of Willmar Police Canine Program (Resolution)

Police Chief Jim Felt brought forth, for review, the donations offered by Duininck, Inc. and Fancy Coats in the amount of \$15,000 to the Willmar Police Department and Kandiyohi County Sheriff's Office to restart the canine program in 2015. The Willmar Police Department has been without a canine unit since the retirement of their last dog in 2012. The donation will be divided, with the Police Department and the Sheriff's Office each receiving \$7,500, for the purchase of a dog for each agency from a police canine company in Anoka. There is \$6,000 in approved funds in the 2014 CIP for the Police Canine program, to cover excess costs of purchasing the dog and patrol/obedience training. The dog will be assigned to a specific police officer, which will also receive specialized training, and will reutilize the existing canine equipment. Sheriff Hartog noted the dog each department holds will complement each other's schedule, allowing one dog to always be available for utilization.

A motion was made by Council Member Ahmann, seconded by Council Member Nelsen to accept the donations and authorize the restart of the canine program in 2015. The motion carried.

Item No. 5      Project No. 1302-A Change Order #1 (Resolution)

Director of Planning and Development Services Bruce Peterson brought forth, for approval, Change Order No. 1 in the amount of \$7,850.62 for Project No. 1302-A to Duinick, Inc. for the Willmar Avenue SW improvements from Industrial Drive to 22<sup>nd</sup> Street. Minor work was needed to prevent erosion control, additional traffic control and temporary striping at the intersection of Willmar Avenue and Industrial Drive. The payment is within the project budget.

A motion was made by Council Member Ahmann, seconded by Council Member Nelsen to approve Change Order No. 1 in the amount of \$7,850.62 to Duinick, Inc. The motion carried.

Item No. 6      September Airport Report (Information Only)

Airport Commission Chairperson Pat Curry and Airport Operations Manager Eric Rudningen presented information from the September Airport Report to the Committee. Operations Manager Rudningen credited Airport Manager Megan DeSchepper and the Public Works Department for the open lines of communication with the successful airport operations and snow removal. As a general aviation part 91 airport, it sees an average of over 40 operations per week. Life Link continues to operate out of the airport and is still in discussion of gaining a permanent residence, as right now they share part of the facility with the FBO.

Item No. 7      Old Business

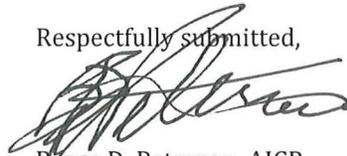
There were no items for Old Business.

Item No. 8      New Business

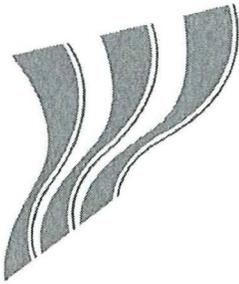
There were no items for New Business.

There being no further business to come before the Committee, the meeting was adjourned at 5:30 p.m. by Chair Christianson.

Respectfully submitted,



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



CITY OF WILLMAR, MINNESOTA  
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 4

Meeting Date: October 14, 2014

Attachments: Yes  No

CITY COUNCIL ACTION

Date: October 20, 2014

- Approved
- Amended
- Other
- Denied
- Tabled

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Originating Department: Willmar Police Dept

Agenda Item: Donation for restart of Willmar Police canine program

Recommended Action: Request approval for the City of Willmar to accept a monetary donation to be used to restart the Willmar Police canine program in 2015.

Background/Summary: Willmar Police have been without a canine unit since the retirement of our last dog in 2012. Two business donors, Duininck, Inc. and Fancy Coats, have graciously offered to donate \$15,000 toward the canine program for Willmar Police and Kandiyohi Co Sheriff's Office. KCSO and WPD have developed a plan to utilize the donated \$7500 (each) for purchase of a dog for each agency. The dog will be purchased and trained through a Minnesota company and utilized for narcotics detection, tracking and patrol. Some existing canine equipment (specialized vehicle, etc) will be reutilized.

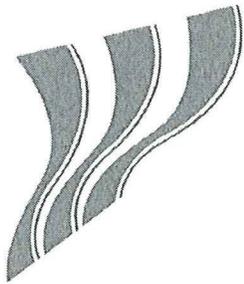
Alternatives: Decline the donation

Financial Considerations: Beyond the donation, limited funds will be needed to cover the purchase of the dog, training and initial equipment. There are \$6,000 in approved funds in the 2014 CIP for the Police Canine program, which will more than cover the excess for purchase of the dog, initial equipment and the patrol / obedience training. Any additional training or equipment needs would come from the 2015 Willmar PD regular budget lines.

Preparer: Chief Jim Felt

Signature:

Comments:



CITY OF WILLMAR, MINNESOTA  
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 5

Meeting Date: October 14, 2014

Attachments:  Yes  No

CITY COUNCIL ACTION

Date: October 20, 2014

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

Originating Department: Engineering

Agenda Item: Project No. 1302-A Change Order #1

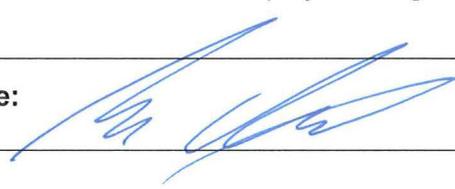
Recommended Action: Approve Change Order #1 to Project No. 1302-A.

**Background/Summary:** The City Council entered into an agreement with Duinick Inc. on July 1, 2013 for the Willmar Avenue SW improvements from Industrial Drive to 22<sup>nd</sup> Street. Staff noted some minor work was required for erosion control designed for the winter months to ensure slope stabilization, additional traffic control and temporary striping at the intersection of Willmar Avenue and Industrial Drive.

Alternatives: N/A

Financial Considerations: Payment of the final amount of \$7,850.62 from within the project budget.

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

Signature: 

Comments:

# Change Order

No. 1

Date of Issuance: November 20, 2013

Effective Date: November 20, 2013

Project: 2013 Willmar Avenue Improvements	Owner: City of Willmar, Minnesota	Owner's Contract No.: 1302-A
Contract: 2013 Willmar Avenue Improvements		Date of Contract: July 15, 2013
Contractor: Duininck, Inc.		Engineer's Project No.: W18.105961

**The Contract Documents are modified as follows upon execution of this Change Order:**

Description: Temporary striping and additional traffic control was required at the intersection of Industrial Drive and Willmar Avenue. In addition, temporary erosion control measures (mulch) were completed to ensure slope stabilization during the winter. The change order work mentioned above is the result of delays in Burlington Northern Sante Fe Railway's schedule related to the new signal and crossing on Willmar Avenue.

**Attachments (list documents supporting change):**

Exhibit A

CHANGE IN CONTRACT PRICE:	CHANGE IN CONTRACT TIMES:
Original Contract Price:  \$ 1,068,195.47	Original Contract Times: <input type="checkbox"/> Working days <input checked="" type="checkbox"/> Calendar days Substantial completion (days or date): November 8, 2013 Ready for final payment (days or date): November 8, 2013
\$0.00 from previously approved Change Orders No. 0 to No. 0:  \$ NA	No Date Changes from previously approved Change Orders No. 0 to No. 0:  Substantial completion (days): NA Ready for final payment (days): NA
Contract Price prior to this Change Order:  \$ 1,068,195.47	Contract Times prior to this Change Order: Substantial completion (days or date): November 8, 2013 Ready for final payment (days or date): November 8, 2013
Net increase of this Change Order:  \$ 7,850.62	Increase of this Change Order: Substantial completion (days or date): June 27, 2014 Ready for final payment (days or date): June 27, 2014
Contract Price incorporating this Change Order:  \$ 1,076,046.09	Contract Times with all approved Change Orders: Substantial completion (days or date): June 27, 2014 Ready for final payment (days or date): June 27, 2014

RECOMMENDED:  
By: [Signature]  
Engineer (Authorized Signature)  
Date: 9/23/14

ACCEPTED:  
By: [Signature]  
Owner (Authorized Signature)  
Date: 10.6.14

ACCEPTED:  
By: [Signature]  
Contractor (Authorized Signature)  
Date: 9-19-14

**EXHIBIT A****CHANGE ORDER NO. 1**

2013 WILLMAR AVENUE IMPROVEMENTS

SAP 175-080-005 / SAP 34-623-027

WILLMAR, MINNESOTA

BMI PROJECT W18.105961

ITEM NO.	ITEM	UNIT	ESTIMATED QUANTITIES	UNIT PRICE	BID AMOUNT EXTENSION
1	MOBILIZATION	LUMP SUM	1	\$1,320.00	\$1,320.00
2	BARRICADES AT INDUSTRIAL DRIVE & WILLMAR AVENUE INTERSECTION (INCLUDES ROAD CLOSED SIGNS)	LUMP SUM	1	\$4,620.00	\$4,620.00
3	4" DOUBLE SOLID LINE YELLOW-PAINT	LIN FT	578	\$0.79	\$456.62
4	4" SOLID LINE WHITE-PAINT	LIN FT	1,160	\$0.40	\$464.00
5	TEMPORARY MULCH	TON	4.5	\$220.00	\$990.00

**TOTAL CHANGE ORDER AMOUNT =** \$7,850.62

# Willmar Municipal Airport Operations

## Monthly Report September 2014

The month of September continued steady high use of the airport. Despite some wet and foggy weather, we averaged 40+ operations per week. Use of the terminal building remained steady, with most occurring on Monday morning and Friday afternoon.

There were a couple of instances of birds trying to settle in at the airport. Non-lethal methods were employed to scare off both Canada Geese, and Gulls. We continue to monitor the bird situation closely.

Re-lamping continues as needed for both runway and taxiway lights. With good weather in the middle of the month I was able to complete some more in-depth repairs to a couple of runway and taxiway lights. This involved digging by hand and re-plumbing one of the runway cans which had settled to a point where it was unusable, and taxiway lights with bolts sheared off that were drilled, tapped and reinstalled.

I continue to spray a mixture around buildings, in cracks, and along fence lines for weed control. I plan to spray some areas of the airfield in October in preparation for winter.

Mowing has been steady the month of September. With the wet/warm conditions the grass (and mosquitoes) have flourished. We will continue to mow as necessary through the fall.

The Terminal building was utilized by the FAA and MNDOT for their CIP meetings with local airports. Cleaning of the Terminal continues once per week, with spot cleaning daily to ensure a clean welcoming space.

Snow is not too far off, and we received a shipment of NAAC this month. I will be coordinating with Scott to have a pre-snow meeting with the snow plowing team.

Thank You  
Eric

**LABOR RELATIONS COMMITTEE**

**MINUTES**

The Labor Relations Committee of the Willmar City Council met on Wednesday, October 15, 2014, in Conference Room No. 1 at the City Office Building.

Present:	Steve Ahmann	.....	Chair
	Jim Dokken	.....	Vice Chair
	Denis Anderson	.....	Member
	Tim Johnson	.....	Member

Others present: City Administrator Charlene Stevens

Item No. 1      Call to Order

The meeting was called to order by Council Member Ahmann at 4:47 p.m.

Item No. 2      Closed Session Pursuant to Minn. Stat. §13D.03

Council Member Anderson made a motion, seconded by Council Member Dokken to go into closed session pursuant to Minn. Stat. §13D.03 to discuss labor negotiation strategies. The meeting was closed at 4:48 p.m.

The meeting was reopened at 5:20 p.m. on a motion by Council Member Anderson, seconded by Council Member Dokken.

Item No. 3      Consideration of Contract with AFSCME General Unit

Chair Ahmann reviewed the tentative agreement with AFSCME General Unit (see attached document), summarizing the agreement for 2014-2015. Chair Ahmann highlighted the annual wage increases of 2.0%, the changes in language for contracting, the change in post-retirement health care and the changes in the employer contribution for insurance.

Council Member Dokken made a motion, seconded by Council Member Anderson to approve the contract and Memorandum of Understanding with AFSCME General Unit for 2014-2015 as described and attached. The motion carried.

Item No. 4      Requests for Information (Information Only)

Chair Ahmann opened the discussion regarding requests for information and how best to handle requests so staff is not overburdened and so that information is received in a timely fashion. Ms. Stevens explained the process for handling requests and the attempts to ensure that the full Council has the same information. Ms. Stevens noted that staff works to be responsive and that there are efforts to ensure that information is broadly distributed. Ms. Stevens stated one value of distributing information via the weekly memo is that it helps staff to track responses.

Ms. Stevens acknowledged there may be instances when a request is really individual from a Council Member and it will be responded to in that fashion, but generally if someone is requesting statistics or background on issues, that information is more broadly distributed. Ms. Stevens also noted that if Council Members have certain deadlines, such as data needed for a presentation, it is helpful to know that in advance.

Council Member Anderson agreed that some general guidelines are helpful, but it should not be so rigid. Council Member Johnson stated that he prefers to make individual requests, but understand sometimes that information may have a broader interest to other Council Members and that distribution should come from staff.

Council Member Dokken suggested that the Committee Action Forms could be more detailed and that would also help the Council.

Chair Ahmann summarized the discussion that in general, requests should come through the Administrator and then be assigned to appropriate staff with a timely response of a few days or a week. If it will take longer to fulfill the request, notification then is given and appropriate information be distributed broadly so that Council has the same information.

Item No 5      New Business (Information Only)

The committee asked the City Administrator to look into additional health care plan options such as VEBA/HSA plans and bring back additional information to the committee.

There being no further business, the meeting was adjourned at 5:45 p.m.

Respectfully submitted,

*Charlene Stevens*

Charlene Stevens  
City Administrator

by *js*

**TENTATIVE AGREEMENT**

**CITY OF WILLMAR  
and  
AFSCME COUNCIL 65, LOCAL 559  
(General Unit)**

**1. WAGES – ATTACHMENT A**

2014            2.0%

2015            2.0%

**2. ARTICLE 5 – EMPLOYER AUTHORITY**

5.3    Nothing in this Agreement shall prohibit or restrict the right of the Employer to subcontract work performed by employees covered by this Agreement, provided it does not result in the layoff of employees performing the specific work functions that are being contracted out. In the event the Employer elects to subcontract bargaining unit work which will result in the layoff of current bargaining unit employees, the Employer will provide the Union ten (10) days written notice and the opportunity to meet and negotiate the impact on laid off employees.

**3. ARTICLE 19 – SICK LEAVE**

19.5    Delete current language and provide group the option upon retirement of a cash payment or a Memorandum of Agreement providing for a post employment health care account pursuant to the regulations of the MSRS. (The option chosen will apply to all employees in the group.)

**4. ARTICLE 22 – MISCELLANEOUS**

22.4    Insurance. The Employer agrees to provide at the Employer's expense for all regular full-time employees and probationary employees under this Agreement, an insurance program for hospitalization and major medical coverage comparable to the current Basic Plan. If the employee chooses dependent coverage, the Employer shall pay the following toward the cost of dependent coverage:

A.    For 2014, for employees hired prior to 2012, the Employer will contribute up to \$1,428 per month toward the cost of the monthly premium for family coverage under the Basic Plan. Any additional cost shall be paid by the employee through payroll deduction. Except as noted below, for 2015, and annually thereafter, the Employer will contribute up to fifty percent (50%) of the increase in cost of the monthly premium for dependent coverage under the Basic Plan. Any additional cost shall be paid by the employee through payroll deduction. The formula for calculation of fifty

percent (50%) of the increase in the cost of the monthly premium for family coverage under the Basic Plan shall be as follows:

The total new family premium cost (currently for 2014 \$1,725) minus the total new single premium cost (currently for 2014 \$615) equals dependent coverage cost. The difference in the new total dependent cost minus the cost of the previous year dependent coverage cost shall be divided by two and added to the Employer contribution toward dependent coverage from the previous year.

- B. For employees hired after 2012, the Employer will pay up to \$574 per month for 2015 toward the cost of single coverage. For 2015, the Employer will pay up to \$1,332 per month toward the cost of family coverage. Any additional cost will be paid by the employee through payroll deduction.

## 5. OTHER ITEMS

### A. ARTICLE 3 – UNION SECURITY

- 3.1 Interest in updating contract language to reflect actual current practice:
  - 3.1.1 In recognition of the Union as the Exclusive Representative, the Employer shall deduct each pay period an amount sufficient to provide the payment of regular dues established by the Union from the wages of all employees authorizing in writing such deductions.
  - 3.1.2 The Union shall provide the formula or schedule to calculate the actual dues deduction to the Employer and will provide a spreadsheet that can be used to calculate the dues in an electronic format and transmit pertinent employee information necessary for the collection and administration of union dues. The Employer shall remit such deductions to AFSCME Council 65, 118 Central Avenue, Nashwauk, MN 55769.

The Employer shall deduct fair share fees in accordance with the provisions of Minnesota Statutes, Section 179A.06, subd. 3.

### B. ARTICLE 22 – MISCELLANEOUS

- 22.10 (New) Affordable Care Act. In the event the health insurance provisions of this Agreement fail to meet the requirements of the Affordable Care Act and its related regulations or cause the Employer to be subject to a penalty, tax or fine, the Union and the Employer will meet immediately to negotiate over alternative provisions so as to comply with the Act and avoid any penalties, taxes or fines for the Employer.

**C. ARTICLE 25 – SAVINGS CLAUSE**

25.1 This Agreement is subject to the laws of the United States, the State of Minnesota and the City of Willmar. In the event any provision of this Agreement shall be determined to be contrary to law by a court of competent jurisdiction from whose final judgment or decree, no appeal has been taken within the time provided, or administrative ruling or in violation of legislation or administrative regulations, such provisions shall be voided. All other provisions of this Agreement shall continue in full force and effect. The voided provision may be renegotiated at the written request of either party.

**D. MEMORANDUM OF AGREEMENT REGARDING CHANGES IN MINN. STAT. § 181.9431, SECTIONS 1 AND 2 (See attachment)**

## MEMORANDUM OF AGREEMENT

This Memorandum of Agreement is entered into between the City of Willmar (hereafter "City") and the AFSCME Council 65 (hereafter "Union")

**WHEREAS**, the City and the Union are parties to a collective bargaining agreement effective January 1, 2014 through December 31, 2015; and

**WHEREAS**, the Minnesota legislature authorized the Minnesota State Retirement System (MSRS) to establish and administer a Post Retirement Health Care Savings Plan ("Plan") for public employers and their employees; and

**WHEREAS**, the City and the Union have both expressed an interest in allowing members of the bargaining unit to participate in the Plan; and

**WHEREAS**, employees retiring from City service may be eligible for a sick leave/severance payout.

**NOW, THEREFORE**, the parties agree as follows:

1. Upon retirement, either by virtue of eligibility for a full annuity under PERA or disability, severance pay of accumulated sick leave hours shall be paid at seventy-five percent (75%), not to exceed seven hundred twenty (720) hours based on the current rate of pay.
2. Employees who terminate in good standing and have been employed ten (10) years shall be paid at fifty percent (50%); employed for fifteen (15) years shall be paid at sixty percent (60%); employed for twenty (20) years shall be paid at seventy percent (70%) of accumulated sick leave not including the bank hours.
3. The severance pay will be placed into the retiring employees Health Care Savings Plan in accordance with all IRS regulations.
4. This payment shall be made within 45 days of the official retirement date. If an employee dies before any or all of the applicable severance is paid into the HCSP, the money cannot then be received by the HCSP. In this event, the severance payment shall be paid to the retiring employee's estate.
5. All bargaining unit employees shall participate in the Post Retirement Health Care Savings Plan, unless they apply for and are approved by MSRS under a qualified exemption.
6. Employees can draw from their Post Retirement Health Care Savings Plan account in accordance with state law.
7. Any description of benefits is intended to be informational only. The management of contributed funds into the Post Retirement Health Care Savings Plan is the

responsibility of the employee and/or the investment option provider selected by the employee. The City's only obligation is to deposit eligible sick leave/severance payment. The City has no other responsibilities or obligations and no other claims can or shall be made against the City pursuant to this Memorandum of Agreement.

8. This Memorandum of Agreement constitutes the complete and total agreement between the parties regarding this matter.

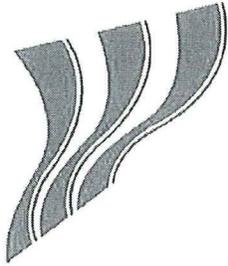
**IN WITNESS WHEREOF**, the parties hereto have caused this Memorandum of Agreement to be executed this \_\_\_ day of \_\_\_\_\_, 2014.

CITY OF WILLMAR

AFSCME COUNCIL 65

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_



CITY OF WILLMAR, MINNESOTA  
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 12

Meeting Date:

Attachments:  Yes  No

CITY COUNCIL ACTION

Date:

- Approved  Denied  
 Amended  Tabled  
 Other

Originating Department: Fire Department

Agenda Item: Acceptance of State Fire Marshal's Shared Service Grant

Recommended Action:

Accept the State Fire Marshal's Shared Service Grant in the amount of \$36,225.00 on behalf of the Kandiyohi County Fire Chiefs Association. The Willmar Fire Department will act as the fiscal agent for the grant.

Background/Summary:

The State Fire Marshal Division recently offered another opportunity to apply for a Shared Services grant. Shared Services refers to any number of scenarios where fire-and-rescue service organizations are working together to become more effective or more efficient. The shared-service concept does not necessarily result in financial savings, nor does it mean that fire departments must formally merge. Therefore the Kandiyohi Fire Chiefs Association felt it was important to apply for this grant to look at how all of the fire departments within the county could potentially share various services. These funds will be used to compensate a consulting service to explore a shared services model between multiple fire departments within Kandiyohi County.

Alternatives:

1. Not accept the grant on behalf of the Kandiyohi Fire Chiefs.
2. Recommend another agency act as the fiscal agent on behalf of the Kandiyohi Fire Chiefs Association.

Financial Considerations: None as this is a grant passed through from the State Fire Marshal's Office.

Preparer: Gary Hendrickson

Signature:

Comments:

# MINNESOTA DEPARTMENT OF PUBLIC SAFETY



Alcohol and  
Gambling  
Enforcement

Bureau of  
Criminal  
Apprehension

Driver  
and Vehicle  
Services

Emergency  
Communication  
Networks

Homeland  
Security and  
Emergency  
Management

Minnesota  
State Patrol

Office of  
Communications

Office of  
Justice Programs

Office of  
Pipeline Safety

Office of  
Traffic Safety

State Fire  
Marshal



## State Fire Marshal

445 Minnesota Street • Suite 145 • Saint Paul, Minnesota 55101-5145  
Phone: 651-201-7200 • Fax: 651-215-0525 • TTY: 651-282-6555  
[www.dps.state.mn.us](http://www.dps.state.mn.us)

To:

Gary Hendrickson  
515 SW 2d Street  
Willmar, MN 56201

From:

Bruce West  
State Fire Marshal  
445 Minnesota Street, Suite 145  
St. Paul, MN 55101-5145

Congratulations!

The Shared Services Review Committee has gone over all of the applications and scored them according to the criteria in the Shared Service Grant Application information and your application has been selected for a grant award of \$36,225. The reason your award is less than what you requested is, this is what was available when we reached your grant score. The grant award period is from now until June 30<sup>th</sup> 2015, so you will have to get working on it as soon as possible in order to complete all of the grant work and have your documentation turned in to the State Fire Marshal Division by the due date.

We had requests totaling \$292,615.00 and only had \$200,000.00 available, so the committee had a particularly difficult time this year. The Contract is being prepared and will be mailed to you as soon as we can release it. If you have any questions please contact Bruce Roed 651-201-7218 or [Bruce.Roed@state.mn.us](mailto:Bruce.Roed@state.mn.us)

Respectfully,

Bruce West  
State Fire marshal