

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

February 2, 2015
7:00 p.m.

The regular meeting of the Willmar City Council was called to order by the Honorable Mayor Marv Calvin. Members present on a roll call were Mayor Marv Calvin, Council Members Ron Christianson, Andrew Plowman, Denis Anderson, Rick Fagerlie, Jim Dokken, Audrey Nelsen and Tim Johnson; Present 8, Absent 1. (Council Member Ahmann arrived at 7:02 p.m.).

Also present were City Administrator Charlene Stevens, City Clerk Kevin Halliday, Police Chief Jim Felt, Public Works Director Sean Christensen, City Attorney Robert Scott and uniformed Police Officer Dan Erickson.

Mayor Calvin added one item to the agenda asking Police Chief Felt to provide a Polar Plunge update at the end of the agenda.

Council Member Anderson offered a motion adopting the Consent Agenda which included the following: City Council Minutes of January 12, Municipal Utilities Commission Special Meeting Minutes of January 15, Rice Hospital Board Minutes of January 21, Willmar Municipal Utilities Minutes of January 26, Application for Exempt Permit – Kandiyohi County Friends, Mayoral Appointments: Municipal Utilities Commission: Abdirizak “Zack” Mahboub, Planning Commission: Rolf Standfuss and Steve Gardner, Willmar Area Lakes CVB: Michelle Kastel-Olson and Christine Burgess, Mayoral Reappointment: Economic Development Commission: Gary Gilman and Accounts Payable through January 28, 2015.

Council Member Christianson seconded the motion and requested that the City Council Minutes of January 20 and the Willmar Municipal Utilities Special Meeting Minutes of January 15, 2015 be removed from the Consent Agenda for discussion. He requested to amend the City Council Minutes to reflect his statement during the meeting that all equipment purchases over \$10,000 are brought before the appropriate committee prior to Council approval. Council Member Christianson then addressed the minutes of the Willmar Municipal Utilities January 26, 2015 meeting questioning why a public hearing to review the proposed electric and water rate adjustments is being held at 11:50 a.m. when it is less convenient for the rate payers. Council Member Johnson was asked by Mayor Calvin to address this hearing time as he was in attendance at the WMU Board meeting. He was unable to recall if the hearing time was mentioned at the meeting. City Administrator Stevens was directed to verify the hearing time with WMU General Manager, Wes Hompe and also mentioned that they will be attending the Finance Committee on February 9th at 4:45 p.m.

Council Member Christianson made a motion to amend the City Council minutes of January 20, 2015 allowing for his equipment purchases statement to be included. Council Member Dokken seconded the motion, which carried. The motion to accept the consent agenda then carried.

Mayor Calvin acknowledged Bob Skor, 617 SW 14th Street, who had signed up to address the City Council during its scheduled Open Forum. Mr. Skor questioned the ownership, maintenance and use of eminent domain on the pending railroad spur under development. Mayor Calvin indicated his questions would be answered by the appropriate staff member(s).

Mayor Calvin recognized Christie Kurth, Executive Director of the Willmar Food Area Shelf. She indicated there are now several locations: 624 Pacific Avenue NW in Willmar, the former medical clinic in New London (206 Main Street) and also one at the Ridgewater College Campus Ministry building specific to college students. The Food Shelf has been operating since 1982 and been a vital resource for people in need. Ms. Kurth handed out a general information packet and overviewed criteria to qualify to use the Food Shelf

such as proof of residency in Kandiyohi County and proof of identification. She cited many examples of users varying from the young, single mom attending college to the 70-year old woman whose husband recently died.

In 2014 they served over 2,201 households and a record breaking amount of food was distributed. Following information on the number of pounds of food distributed and the value of both the volunteers and contributors, whether it be products or monetary, Ms. Kurth offered tours to the officials. Mayor Calvin thanked Ms. Kurth for her presentation and service to the community. Ms. Kurth also invited everyone to the upcoming Chili Fest to be held March 2nd to honor local heroes from 5-7 p.m. at the Willmar Area Community and Activity Center.

Jill Bengtson, Kandiyohi County Housing and Redevelopment Authority Director, came before the Council to request approval of loan documents for a Small Cities Development Program Loan to Highland Apartments Limited Partnership. This request follows the Council's recent action of expanding the 2012 Small Cities Development Program Rental rehab target area activity to include Highland Apartments. In 2013 Willmar HRA was awarded low-income tax credits for a \$3 million renovation of Highland Apartments which is a part of a total budget cost of \$6.4 million. To complete the financing, the HRA is requesting a loan not to exceed \$166,681 from the City's 2012 Small Cities Development Program to the Highland Apartments Limited Partnership with a repayment date of 2045. Following a short discussion, a motion was made by Council Member Fagerlie to approve the \$166,681.00 loan and the documents as presented. Council Member Dokken seconded the motion which carried.

Public Works Director Sean Christensen introduced Mike Gerbitz of Donohue and Associates to present to the Mayor and Council the Salty Discharge Requirements, which are new environmental requirements for Wastewater Treatment Systems. Mr. Gerbitz offered the facility history from the aging wastewater treatment facility in 2005 to the new wastewater treatment facility (WWTF). In designing the new facility, the City focused its design on meeting the phosphorus requirements and addressed the issue by constructing an \$80 million facility. Shortly after the commissioning of the WWTF, the City also cited storm water issues which resulted in a 2012 report titled a "Comprehensive Watershed Management Plan." that addressed stormwater issues facing the community, which collectively requires an investment of \$24 million. In April of 2013 the City received a letter from the Minnesota Pollution Control Agency (MPCA) stating in the City's next permit, which would be in 2015, there will be new requirements. The City's existing wastewater plant is not designed to remove these types of elements. MPCA recognized most WWTF's cannot meet these water quality parameters and are asking for a proposed compliance schedule. Willmar requested a 20-year compliance schedule based on financial capability and proposing to spend money on storm water issues to obtain better water quality rather than on the Salty Discharge issue. MPCA has agreed to the 20-year compliance schedule, requiring the City to submit an annual progress report on both the salty discharge reduction and the comprehensive watershed management plan and document progress. The extended compliance schedule requires staff attention and actions that shows progress. This matter was for information only.

Public Works Director Sean Christensen introduced Scott Ward of Stevens Engineering who presented an update on the heating, ventilation and air conditioning (HVAC) system for the Civic Center Arena. Mr. Ward overviewed the findings of the report stating the ice refrigeration systems in both arenas have exceeded their expected life and in addition to that both systems use R-22 refrigerant which is scheduled to be phased out of production by 2020 due to its adverse environmental effects (high global warming issues). The ice rink floor in Cardinal Arena was replaced in 2000 and the Blue Line Arena in 1998, so both floors are in good shape with just the refrigeration systems in need of replacement.

Seven different options were investigated for ice system replacement and outlined in the summary provided to the Council. Costs ranged from minimal repairs at \$180,000 up to \$4.2 million for replacing the system with an ammonia or CO2 which are considered more natural refrigerants. Mr. Ward then overviewed the mechanical systems in both arenas. The dehumidification system in Cardinal Arena has been inoperable since 2000 and the air conditioner stopped functioning this past year. He explained the importance of

dehumidification and potential damage to the building. Phase I of the study upgrades the dehumidification in Cardinal Arena at an estimated cost of approximately \$400,000 and the Blue Line Center at \$300,000. Jim Manning of Gosman Moore briefly explained the proposed gas-fired dehumidification system that removes moisture; the other more expensive system utilizes a heat pump. Phase II of the study covers replacement of the refrigeration system. Questions were then raised by the members of the Council and the report was received for information only.

The Labor Relations Committee Report for January 28, 2015 was presented to the Mayor and Council by Council Member Ahmann. There were four items for consideration.

Item No. 1 There were no public comments.

Item No. 2 City Clerk Kevin Halliday reviewed the recruitment steps taken to fill the position of City Assessor. To date no applications have been received. Ongoing advertising of the open position includes the "West Central Tribune," Minnesotaworks statewide site, the League of Minnesota Cities Bulletin and the Minnesota Association of Assessing Officers website.

Staff recommends soliciting proposals for a contractual agreement for appraising Agricultural, Commercial, and Industrial properties of the City and conducting sales ratio studies for compliance with the Minnesota Department of Revenue standards for calendar year 2015. Advertising for a full-time Assessor will continue. Staff will also advertise for an Appraiser II position to maintain adequate levels of trained staff for the listed parcels.

The Committee was recommending the Council authorize staff to initiate contractual arrangements for commercial appraising and advertise for an Appraiser II position, all while continuing the advertising for a full-time City Assessor position. Council Member Ahmann made a motion to approve the Committee's recommendation. Council Member Dokken seconded the motion, which carried.

Item No. 3 Council Member Ahmann offered an overview of the two contracts for legal services: 1) criminal contract with Anderson Law Offices ending 12-31-2015 and 2) a civil contract with Flaherty & Hood requiring a 90-day notice by the law firm if they desire to terminate the contract. Council Member Ahmann requested details of the forfeiture funding breakdowns. Staff will develop a report on that funding source.

Council Member Ahmann noted the legal budget was exceeded in 2014 and suggested meeting with the law firms to assess how the contracts are working for each firm. The firms will be invited to a future committee meeting to continue discussion and get feedback. Council Member Anderson noted the Finance Committee will be reviewing the legal budget so fiscal details will be forthcoming. Council Member Christianson requested a breakdown of the 2014 budget for legal costs by firm including the labor attorney. The committee also asked staff to provide information relating to the budget overage in legal services. This was received for information only.

Item No. 4 Council Member Ahmann raised the issue of the importance of succession planning in the organization, specifically the transfer of institutional knowledge in the organization. The Committee reviewed workforce planning documents submitted by each department of the City in 2007. Committee members pointed to the outdated data and suggested the plan should be updated biennially. It was suggested to consider a program whereby in-house staff could job shadow supervisory positions to determine if that employee would want the job when a vacancy presents itself.

The Committee's recommendation was to direct the City Administrator to update the Workforce Succession Plan as soon as possible. The success plan should be related to all staff including the City Administrator taking into factor the "what if" scenario. Council Member Ahmann made the motion to direct the City Administrator to update the Workforce Succession Plan. Council Member Christianson seconded the motion, which carried.

The Council held discussion including clarification on what the succession plan should include. Council Member Nelsen touched on the inappropriate comments that were made at the Labor Relations meeting of January 28, 2015 and urged the public to listen. She stated she was appalled by the unprofessional comments that were made concerning planning for replacing the City Administrator and felt more direction should be given to staff as to what type of succession plan is desired.

Council Member Christianson raised concern about the accuracy of the Labor Relation minutes and also urged the public to listen to the meeting audio. He reiterated what he said at that meeting, stating that the Council learned from the "West Central Tribune" about one week before the City of Lakeville announced their final decision that City Administrator Stevens was a finalist for their Administrator position. His concern being the City could have been without an administrator in one week.

Council Member Anderson asked to correct the statement Council Member Christianson made pertaining specifically to when the City Administrator was a prospective applicant for the City of Lakeville, the Council found out through the newspaper. He stated he believed there was an email to each Council member in advance of it coming out in the newspaper.

Mayor Calvin commented on his campaign for the Mayor on how he felt the Council should be working together as a team. He stated after receiving numerous messages from the public, he listened to the Labor Relations meeting audio and is also concerned with the comments at the meeting. He deferred comment to the City Administrator at which point Council Member Christianson called point of order on the Mayor as determined by parliamentary procedure. Council Member Christianson cited the presider is chair, and is not to debate or make any motions. Mayor Calvin said he was discussing what was discussed at the Labor Relations meeting and that Council Member Christianson's point of order does not stand. The Mayor again deferred to City Administrator Stevens.

City Administrator Charlene Stevens commented that she did apply for the position of City Administrator with the City of Lakeville and that she is proud of her career and work and that her abilities certainly attract the attention of other communities. The opportunity in Lakeville was one she pursued as a good opportunity for her family and her career. She stated that she has a contract with the City that requires her to provide 30 days' notice and the City would not have been left without an administrator with one week's notice. She has 20 years' experience in local government and is on the Board of Directors for her profession and for CGMC. She stated her future plans and career choices are hers to make and that she was disappointed that an attempt to pursue a promotion would be something held against her.

Item No. 5 Under new business Chair Ahmann inquired if one insurance policy could be offered for all City employees or if negotiating practice limited that option. The City Administrator could update the committee at the next meeting. This was for information only.

Council Member Nelsen sought an amendment to the Labor Relations minutes stating that Council Member Johnson and Attorney Tom Anderson were both in attendance.

The Labor Relations Committee Report for January 28, 2015, was approved as amended and ordered placed on file in the City Clerk's Office upon motion by Council Member Ahmann, seconded by Council Member Dokken, and carried.

City Administrator Charlene Stevens presented for consideration an ordinance to convey City-owned property. Rice Memorial Hospital is requesting to sell the Rehab Building to CDS Investments, LLC. The title to the property is in the City of Willmar's name and therefore it is required by City Charter that the Council adopt an ordinance to convey the land and conduct a public hearing. The Planning Commission did review and approve the sale of land at their January 14th meeting. It has also been approved by the Rice Hospital Board of Directors. Staff is requesting the Council set a public hearing for February 17, 2015 to convey the City-owned property and also approve the amendment to the purchase agreement pending the City Attorney's review. The amount of the sale of the property is \$215,000.

Council Member Anderson made a motion to set a public hearing for the conveyance of City-owned property for 7:01 p.m. February 17, 2015. Council Member Nelsen the motion, which carried.

Public Works Director Sean Christensen proposed rescheduling the Improvement Hearing for the 2015 Projects from February 17th to March 2nd to allow sufficient time to prepare the plans and cost estimates. Council Member Anderson made the motion to reschedule the Improvement Hearing to March 2nd. Council Member Dokken seconded the motion, which carried.

Mayor Calvin gave a brief report on the Coalition of Greater Minnesota Cities Legislative Action Day which was attended by himself, Council Member Nelsen and City Administrator Stevens. Topics discussed were policy issues for the current legislative session and funding levels. An attachment with the key priorities was reviewed. This was received for information only.

Mayor Calvin called on Police Chief Jim Felt to give a brief update on the Polar Plunge event that took place on January 24th at Green Lake in Spicer. Chief Felt reported it was the 11th Annual Polar Plunge for Special Olympics. There were 394 jumpers and \$72,000 was raised for Special Olympics. Since 2005 there has been over one half million dollars raised in the area and over 3,000 jumpers.

Mayor Calvin reported on a number of openings in the boards and commissions. Two openings on Charter Commission, two on Zoning Appeals and the reestablishment of the Human Rights Commission will require a minimum of 7 and up to 15. He stated he would like to see this be a proactive board rather than just a reactive board. The application is available on the website and interested individuals are urged to contact the Mayor or staff.

Announcements for Council Committee meeting dates were as follows: Finance, 4:45 p.m. at City Hall on February 9, Public Works/Safety, 4:45 p.m. at City Hall on February 10, Labor Relations, 4:45 p.m. at City Hall, February 11, and Community Development, 4:45 p.m. at City Hall on February 12, 2015.

The North Entrance Sign to Willmar was discussed. Council Member Christianson suggested the possibility of changing one or more signs maybe inclusive of LED lighting at a committee level. Public Works Director Christensen stated that at this time quotes are being solicited to repair the sign back to its original state, which is to be paid by insurance. Council Member Nelsen suggested information be made available at the same committee meeting from the original signs inclusive of who the contributors were, the cost and design.

There being no further business to come before the Council, the meeting adjourned at 9:11 p.m. upon motion by Council Member Christianson, seconded by Council Member Nelsen, and carried.

Attest:

MAYOR

SECRETARY TO THE COUNCIL

WILLMAR MUNICIPAL UTILITIES MINUTES
MUNICIPAL UTILITIES AUDITORIUM
FEBRUARY 9, 2015

The Municipal Utilities Commission met in its regular meeting on Monday, February 9, 2015 at 11:45 a.m. in the Municipal Utilities Auditorium with the following Commissioners present: Matt Schrupp, Carol Laumer, Dan Holtz, Joe Gimse, Justin Mattern, and Zack Mahboub. Absent was Commissioner Jeff Nagel.

Others present at the meeting were: General Manager Wesley Hompe, Director of Finance Tim Hunstad, Director of Operations John Harren, Power Production Supervisor Jon Folkedahl, Customer Service Supervisor Stacy Stien, Administrative Secretary Beth Mattheisen, City Attorney Robert Scott (via teleconference), City Councilman Jim Dokken, Mayor Marv Calvin, and West Central Tribune Journalist David Little.

Commission President Schrupp opened the meeting by introducing and welcoming the newest member to join the Commission, Abdirizak "Zack" Mahboub. Following the introduction, Commissioner Mahboub presented a brief background description of himself.

At 11:50 a.m., Commissioner Schrupp next proceeded to call the meeting to order by conducting a public hearing to discuss the proposed electric and water rate adjustments. Mayor Marv Calvin was in attendance to express his public concern regarding the rate adjustments. (Mayor Calvin was the only individual in attendance to address the Commission.) Following the close of the public hearing, the Commission continued to further discuss the proposed rate adjustments. The proposed adjustment recommendations were a result of the 2014 Cost of Service and Rate Design Study conducted by Dave Berg Consulting, LLC. The proposed recommended adjustments would be for an overall 4.5% increase in the electric rates, and a 20% overall increase in the water rates. Following approval by the Commission, the proposed rate adjustments would be presented to the City Finance Committee today at their 4:45 p.m. meeting. The recommendation of the Finance Committee would then be forwarded on to the City Council (Feb. 17th meeting) for consideration. The City Council would subsequently schedule a public hearing (March 2nd) to consider authorization, through an ordinance, of the proposed rate adjustments. Following further discussion, Commissioner Laumer offered a resolution to approve the proposed 4.5% overall electric rate increase and the 20% overall water rate increase beginning in June 2015. Commissioner Holtz seconded.

RESOLUTION NO. 4

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

Commissioner Schrupp next requested a resolution to approve the Consent Agenda. Following discussion and review, Commissioner Gimse offered a resolution to approve the Consent Agenda as presented. Commissioner Holtz seconded.

RESOLUTION NO. 5

"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 January 26, 2015 Commission meeting; and.

- ❖ Bills represented by vouchers No. 142632 to No. 142696 inclusive in the amount of \$158,120.98 with a MISO credit in the amount of \$71,982.92 and a Westmoreland Resources coal payment in the amount of \$135,389.04.

Dated this 9th day of February, 2015.

President

ATTEST:

Secretary

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

Director of Finance Hunstad presented the Commission with a number of WMU-related reports for discussion and review. The first report presented was the December 2014 Financial Report (preliminary) which contained operating analysis of the electric, water and heating divisions. The second document reviewed was the December 31, 2014 Investment Report. This document illustrates the year-to-date market value and its changes in the WMU's investment portfolio. The final report presented for discussion was the January 2015 Metered Sales & Revenue Report.

General Manager Hompe, Commissioner Laumer, Director of Finance Hunstad, and Director of Operation Harren recapped for the Commission their recent attendance at the MMUA Legislative Conference (Feb. 4-6). This informational conference provides the opportunity for Commissioners and Staff to meet with their congressional delegates (Sen. Lyle Koenen and Rep. Dave Baker) to address a number of issues facing the utility industry. Among the conference topics discussed were: climate change concerns (Clean Power Plan), Renewable Energy Standards (RES) and the significant cost effects that will be incurred by the rate payers, conservation improvement programs, local regulations, city sales tax, clean water costs, and the expansion of broadband access to greater Minnesota. City Councilman Dokken acknowledged the current need for expansion of broadband access to the surrounding area. Commissioner Laumer expressed her appreciation to the Commission for the opportunity to attend the conference (and other conferences such as APPA-sponsored events) which assists in expanding Commissioners' knowledge in the utility industry while networking with others.

General Manager Hompe informed the Commission that the upcoming WMU Labor Committee Meeting scheduled for February 10th (1:00 p.m.) would primarily focus on a review of a number of personnel policies (FMLA, PDO Donation, Workers Comp) and consideration for a number of staffing position adjustments.

General Manager Hompe informed the Commission that the February 23rd MUC Meeting Agenda will include discussion regarding MCR Performance Solutions (provider of utility management support for WMU's transmission investments including the Priam Substation project and Transmission Ownership), and additional transmission issues.

General Manager Hompe reminded the Commissioners of a number of upcoming meetings/events to note. These include:

- WMU Labor Committee Meeting – Feb. 10th @ 1:00 p.m.
- APPA Legislative Rally (Washington, DC) – March 9-11, 2015

- APPA National Conference (Minneapolis) – June 5-10, 2015
- MMUA Annual Summer Conference (Breezy Point) – August 17-19, 2015

There being no further business to come before the Commission, Commissioner Laumer made a motion to adjourn the meeting. Commissioner Holtz seconded the motion, and the meeting was adjourned at 12:30 p.m. by a vote of six ayes and zero nays

Respectfully Submitted,

WILLMAR MUNICIPAL UTILITIES

Beth Mattheisen
Administrative Secretary

ATTEST:

Carol Laumer, Secretary

RESOLUTION NO. 4

BE IT RESOLVED, by the Municipal Utilities Commission of the City of Willmar, Minnesota, that the rates for electric service be set as follows:

Section 1. ELECTRIC RATES

Residential Service Rate

The rate for residential service shall be the sum of the energy charge and the customer charge as follows:

	Summer	Non-Summer
<u>Energy Charge</u>		
All KWH1094	.0957
<u>Customer Charge</u>	\$10.35/mo.	\$10.35/mo.

Heat Pump Rate

The rate for off-peak service shall be as follows:

<u>Energy Charge</u>		
All KWH1094	.0784

Off-Peak Rate

The rate for off-peak service shall be as follows:

<u>Energy Charge</u>		
All KWH0566	.0566

Small Commercial Rate

The rate for general service shall be the sum of the energy charge and the customer charge as follows:

<u>Energy Charge</u>		
All KWH1091	.0953
<u>Customer Charge</u>	\$16.05/mo.	\$16.05/mo.

Three Phase Commercial Rate

The rate for three phase commercial service shall be the sum of the energy charge and the customer charge as follows:

<u>Energy Charge</u>		
All KWH1091	.0953
<u>Customer Charge</u>	\$31.05/mo.	\$31.05/mo.

Large Power Rate

The rate for large power service shall be the sum of the demand, energy charge and the customer charge as follows:

<u>Demand Charge</u>	\$14.05/KW	\$12.40/KW
<u>Energy Charge</u>		
All KWH0663	.0594
<u>Customer Charge</u>		
Primary Service	\$45.80/mo.	\$45.80/mo.
Secondary Service	\$34.35/mo.	\$34.35/mo.

Industrial Rate

The rate for industrial service shall be the sum of the demand charge, energy charge, and the customer charge as follows:

<u>Demand Charge</u>		
All KW	\$14.05/KW	\$12.40/KW
<u>Energy Charge</u>		
All KWH.....	.0641	.0572
<u>Customer Charge</u>		
Primary Service	\$45.80/mo.	\$45.80/mo.
Secondary Service	\$34.35/mo.	\$34.35/mo.

Section 2. WATER RATES

The rate for water service shall be the sum of the demand charge, consumption charge and customer charge as follows:

<u>Demand Charge</u>	<u>Rate/Month</u>	
Meter Size		
5/8"		\$2.25
3/4"		\$3.26
1"		\$5.73
1 1/2"		\$12.92
2"		\$23.03
3"		\$51.91
4"		\$92.14
6"		\$207.42

<u>Consumption Charge</u>	Summer	Non-Summer
Residential	\$1.57	\$1.23
Commercial.....	1.08	.85
Industrial.....	.93	.73

<u>Customer Charge</u>	<u>Rate/Month</u>
Residential	\$ 6.79
Commercial.....	\$11.24
Industrial	\$28.09

NOTE: Summer rates are defined as billing months of June through September.

BE IT FURTHER RESOLVED that this resolution be forwarded to the City Council of the City of Willmar with a recommendation to approve an ordinance authorizing the above rates.

Dated this 9th day of February, 2015.

President

ATTEST:

Secretary

LG220 Application for Exempt Permit

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

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

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

Application fee (nonrefundable)If the application is postmarked or received 30 days or more before the event, the application fee is **\$50**; otherwise the fee is **\$100**.**Organization Information**

Organization Name:

Willmar Sertoma Club

Previous Gambling Permit Number:

x-24006-11-001

Minnesota Tax ID Number, if any:

411468632

Federal Employer ID Number (FEIN), if any:

Type of Nonprofit Organization (check one):

Fraternal



Religious



Veterans



Other Nonprofit Organization

Mailing Address:

PO Box 134

City:

Willmar

State and Zip:

MN

County:

Kandiyohi

Name of Chief Executive Officer (CEO):

Dean Madsen

Daytime Phone:

320 222-9622

Email:

gm@willmarhotels.com

Nonprofit Status**Attach a copy of ONE of the following for proof of nonprofit status:****Nonprofit Articles of Incorporation OR a current Certificate of Good Standing.**

Don't have a copy? This certificate must be obtained each year from:

Minnesota Secretary of State
Business Services Division
60 Empire Drive, Suite 100
St. Paul, MN 55103
Phone: 651-296-2803

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

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

**IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter).**If your organization falls under a parent organization, attach copies of **both** of the following:

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

Gambling Premises Information

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

Best Western Plus

Address (do not use PO box):

2100 East Highway 12

City or Township:

Willmar

Zip Code:

56201

County:

Kandiyohi

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

3-5-15

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



Bingo*



Paddlewheels*



Pull-Tabs*



Tipboards*

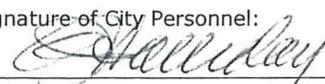


Raffle (total value of raffle prizes awarded for the year: \$ _____)

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

To find a licensed distributor, go to www.mn.gov/gcb and click on **Distributors** under the **LIST OF LICENSEES**, or call 651-539-1900.

Local Unit of Government Acknowledgment

<p style="text-align: center;">CITY APPROVAL for a gambling premises located within city limits</p> <p><input checked="" type="checkbox"/> The application is acknowledged with no waiting period.</p> <p><input type="checkbox"/> The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).</p> <p><input type="checkbox"/> The application is denied.</p> <p>Print City Name: <u>City Of Willmar</u></p> <p>Signature of City Personnel: </p> <p>Title: <u>City Clerk Treasurer</u> Date: <u>2-2-2015</u></p> <div style="border: 1px solid black; padding: 5px; margin-top: 20px; text-align: center;"> <p>Local unit of government must sign.</p> </div>	<p style="text-align: center;">COUNTY APPROVAL for a gambling premises located in a township</p> <p><input type="checkbox"/> The application is acknowledged with no waiting period.</p> <p><input type="checkbox"/> The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.</p> <p><input type="checkbox"/> The application is denied.</p> <p>Print County Name: _____</p> <p>Signature of County Personnel: _____</p> <p>Title: _____ Date: _____</p> <p>TOWNSHIP (if required by the county). On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.166.)</p> <p>Print Township Name: _____</p> <p>Signature of Township Officer: _____</p> <p>Title: _____ Date: _____</p>
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Chief Executive Officer's Signature

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

Chief Executive Officer's Signature: _____ Date: _____

Print Name: _____

Requirements

<p>Complete a separate application for:</p> <ul style="list-style-type: none"> • all gambling conducted on two or more consecutive days, or • all gambling conducted on one day. <p>Only one application is required if one or more raffle drawings are conducted on the same day.</p> <p>Send application with:</p> <p>_____ a copy of your proof of nonprofit status, and _____ application fee (nonrefundable). If the application is postmarked or received 30 days or more before the event, the application fee is \$50; otherwise the fee is \$100. Make check payable to State of Minnesota.</p> <p>To: Gambling Control Board 1711 West County Road B, Suite 300 South Roseville, MN 55113</p>	<p>Financial report and recordkeeping required. A financial report form and instructions will be sent with your permit, or use the online fill-in form available at www.mn.gov/gcb.</p> <p>Within 30 days of the event date, complete and return the financial report form to the Gambling Control Board. Your organization must keep all exempt raffle records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).</p> <p>Questions? Call the Licensing Section of the Gambling Control Board at 651-539-1900.</p> <p>This form will be made available in alternative format (i.e. large print, Braille) upon request.</p>
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Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Department of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

LG220 Application for Exempt Permit

An exempt permit may be issued to a nonprofit organization that: - conducts lawful gambling on five or fewer days, and - awards less than \$50,000 in prizes during a calendar year. If total prize value for the year will be \$1,500 or less, contact the licensing specialist assigned to your county.	Application fee If application posted or received: <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; border-right: 1px solid black; padding: 5px;"> less than 30 days before the event \$100 </td> <td style="width: 50%; padding: 5px;"> more than 30 days before the event \$50 </td> </tr> </table>	less than 30 days before the event \$100	more than 30 days before the event \$50
less than 30 days before the event \$100	more than 30 days before the event \$50		

ORGANIZATION INFORMATION

Organization name: **West Central Ducks Unlimited** Previous gambling permit number: **X-34044-14-013**

Minnesota tax ID number, if any: **930904312** Federal employer ID number (FEIN), if any: _____

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

Mailing address: **PO Box 752** City: **Willmar** State: **MN** Zip code: **56201** County: **Kandiyohi**

Name of chief executive officer [CEO]: **Mike Brown** Daytime phone number: **320-295-9547** E-mail address: **mgbrown@j-ots.com**

NONPROFIT STATUS

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

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

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

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

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted. For raffles, list the site where the drawing will take place.
Pep's Sports Bar

Address [do not use PO box]: **1312 Lakeland Dr SE** City or township: **Willmar** Zip code: **56201** County: **Kandiyohi**

Date[s] of activity. For raffles, indicate the date of the drawing.
March 13th, 2015

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

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

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

LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT

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

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

Print city name City of Willmar

Signature of city personnel [Signature]

Title City Clerk/Treasurer Date 2-12-2015

Local unit of government must sign

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

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

Print county name _____

Signature of county personnel _____

Title _____ Date _____

TOWNSHIP -If required by county. On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. [A township has no statutory authority to approve or deny an application, per Minnesota Statutes 349.166.]

Print township name _____

Signature of township officer _____

Title _____ Date _____

CHIEF EXECUTIVE OFFICER'S SIGNATURE

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

Chief executive officer's signature [Signature] Date 2-12-2015

Print name Michael S. Brown

Print form and have CEO sign

REQUIREMENTS

Reset form

Complete a separate application for:

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

Send application with:

- a copy of your proof of nonprofit status, and
- application fee. Make check payable to "State of Minnesota."

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

Financial report and recordkeeping required

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

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

Questions?

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

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

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

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

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														
	41875	02/11/15	L.S. DESIGN SERVICES	9,290.00		3026		D	N				PROFESSIONAL SER	432.48504.0446
BONNEMA SURVEYS														
	41876	02/11/15	IND. PARK FINAL PLAT	1,109.00		15-012		D	N				PROFESSIONAL SER	205.43451.0446
BSE														
	41877	02/11/15	AIR MONITOR BATTERY	3.65		908702495		D	N				MTCE. OF EQUIPME	101.42412.0224
	41877	02/11/15	LIGHT BULBS	113.04		908744588		D	N				MTCE. OF STRUCTU	101.45433.0225
	41877	02/11/15	LIGHT BULBS	113.04		908745697		D	N				MTCE. OF STRUCTU	101.41408.0225
	41877	02/11/15	ELEC PARTS FOR BLDG	154.77		908789880		D	N				MTCE. OF STRUCTU	101.43425.0225
	41877	02/11/15	ELEC PARTS FOR BLDG	102.64		908793652		D	N				MTCE. OF STRUCTU	101.43425.0225
	41877	02/11/15	ELEC PARTS FOR BLDG	38.62		908800933		D	N				MTCE. OF STRUCTU	101.43425.0225
	41877	02/11/15	BATTERIES/ELEC CORDS	78.18		908807854		D	N				MTCE. OF EQUIPME	101.42412.0224
	41877	02/11/15	LIGHT BULBS	113.05		908807854		D	N				MTCE. OF STRUCTU	101.42412.0225
	41877	02/11/15	ELECTRICAL PARTS/WIRING	38.09		908819711		D	N				MTCE. OF STRUCTU	101.45433.0225
			VENDOR TOTAL	755.08		*CHECK TOTAL								
BUSINESSWARE SOLUTIONS														
	41878	02/11/15	PRINT/PAGE COUNT	5.70		230836		D	N				OFFICE SUPPLIES	101.41400.0220
	41878	02/11/15	PRINT/PAGE COUNT	18.19		230836		D	N				OFFICE SUPPLIES	101.41402.0220
	41878	02/11/15	PRINT/PAGE COUNT	7.00		230836		D	N				OFFICE SUPPLIES	101.41403.0220
	41878	02/11/15	PRINT/PAGE COUNT	7.06		230836		D	N				OFFICE SUPPLIES	101.41404.0220
	41878	02/11/15	PRINT/PAGE COUNT	214.42		230836		D	N				OFFICE SUPPLIES	101.41405.0220
	41878	02/11/15	PRINT/PAGE COUNT	47.59		230836		D	N				OFFICE SUPPLIES	101.41409.0220
	41878	02/11/15	PRINT/PAGE COUNT	99.40		230836		D	N				OFFICE SUPPLIES	101.42411.0220
	41878	02/11/15	PRINT/PAGE COUNT	46.06		230836		D	N				OFFICE SUPPLIES	101.43417.0220
	41878	02/11/15	PRINT/PAGE COUNT	50.46		230836		D	N				OFFICE SUPPLIES	101.43425.0220
	41878	02/11/15	PRINT/PAGE COUNT	27.45		230836		D	N				OFFICE SUPPLIES	101.45433.0220
	41878	02/11/15	PRINT/PAGE COUNT	2.13		230836		D	N				OFFICE SUPPLIES	101.45435.0220
	41878	02/11/15	PRINT/PAGE COUNT	97.40		230836		D	N				OFFICE SUPPLIES	651.48484.0220
	41878	02/11/15	PRINT/PAGE COUNT	35.02		231124		D	N				OFFICE SUPPLIES	101.42412.0220
			VENDOR TOTAL	657.88		*CHECK TOTAL								
CANON FINANCIAL SERVICES														
	41879	02/11/15	COPIER LEASE AGRMT	24.88		14523185		D	N				RENTS	101.43425.0440
CARRANZA/NOE														
	41880	02/11/15	INTERPRETED 01/27/15	100.00		012715		D	M	07			PROFESSIONAL SER	101.42411.0446
CENTERPOINT ENERGY														
	41881	02/11/15	NATURAL GAS CHARGES	114.65		6038773/1-15		D	N				UTILITIES	101.43425.0332
	41881	02/11/15	NATURAL GAS CHARGES	1,110.52		6048932/1-15		D	N				UTILITIES	651.48484.0332
	41881	02/11/15	NATURAL GAS CHARGES	2,720.08		6061271/1-15		D	N				UTILITIES	101.45433.0332
	41881	02/11/15	NATURAL GAS CHARGES	160.76		6069198/1-15		D	N				UTILITIES	101.43425.0332
	41881	02/11/15	NATURAL GAS CHARGES	45.96		6072309/1-15		D	N				UTILITIES	101.45437.0332

Vendor Payments History Report
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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
CENTERPOINT ENERGY 000467														
	41881	02/11/15	NATURAL GAS CHARGES	25.78	CR	6072309/12-14		D	N				UTILITIES	101.45437.0332
	41881	02/11/15	NATURAL GAS CHARGES	1,125.51		6084836/1-15		D	N				UTILITIES	101.45435.0332
	41881	02/11/15	NATURAL GAS CHARGES	3,145.15		6085332/1-15		D	N				UTILITIES	101.45433.0332
	41881	02/11/15	NATURAL GAS CHARGES	160.27		6093527/1-15		D	N				UTILITIES	101.43425.0332
	41881	02/11/15	NATURAL GAS CHARGES	13,802.61		8795475/1-15		D	N				UTILITIES	651.48484.0332
				22,359.73										
			VENDOR TOTAL	22,359.73										
*CHECK TOTAL														
CHAMBERLAIN OIL CO 000154														
	41882	02/11/15	OIL	527.65		137333		D	N				INVENTORIES-MDSE	101.125000
	41882	02/11/15	DRUM RETURN	100.00	CR	137333		D	N				INVENTORIES-MDSE	101.125000
				427.65										
			VENDOR TOTAL	427.65										
*CHECK TOTAL														
CHARTER COMMUNICATIONS 000736														
	41883	02/11/15	MONTHLY PHONE SERVICE	41.86		3941/2-15		D	N				COMMUNICATIONS	101.41409.0330
	41883	02/11/15	MONTHLY PHONE SERVICE	68.37		4972/2-15		D	N				COMMUNICATIONS	101.41409.0330
				110.23										
			VENDOR TOTAL	110.23										
*CHECK TOTAL														
CITY OF WILLMAR-GENERAL 000292														
	41884	02/11/15	PERMANENT SIGN PERMIT	60.00		33115		D	N				OTHER SERVICES	101.45435.0339
COMPASS MINERALS AMERICA 003116														
	41885	02/11/15	ROAD SALT	6,200.44		71288815		D	N				GENERAL SUPPLIES	101.43425.0229
COMPUTER PROF. UNLIMITED 000065														
	41886	02/11/15	CAMA MONTHLY SUPPORT-FEB	156.00		STMT/2-15		D	N				MTCE. OF EQUIPME	101.41404.0334
CORNERSTONE OF WILLMAR I 002164														
	41887	02/11/15	AUDITORIUM RENOVATIO	136,084.00		EST. 4		D	N				MTCE. OF OTHER I	450.45427.0336
CROW CHEMICAL & LIGHTING 000186														
	41888	02/11/15	PAPER TOWELS	86.95		4991		D	N				GENERAL SUPPLIES	651.48484.0229
	41888	02/11/15	CLEANING SUPPLIES	168.94		5037		D	N				CLEANING AND WAS	101.43425.0228
	41888	02/11/15	NIFTY NABBER TOOL	270.00		5052		D	N				SMALL TOOLS	101.43425.0221
				525.89										
			VENDOR TOTAL	525.89										
*CHECK TOTAL														
DAN'S SHOP INC 002212														
	41889	02/11/15	FILTERS	391.89		66398		D	N				INVENTORIES-MDSE	101.125000
	41889	02/11/15	FILTERS	378.13		66476		D	N				INVENTORIES-MDSE	101.125000
				770.02										
			VENDOR TOTAL	770.02										
*CHECK TOTAL														
DELL MARKETING LP 001747														
	41890	02/11/15	UPS BATTERIES	68.92		XJMMW9RK7		D	N				MTCE. OF EQUIPME	101.41409.0224

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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
FASTENAL COMPANY			001188											
	41901	02/11/15	SMALL TOOL	32.89		MNWIL123001		D	N				SMALL TOOLS	101.42412.0221
	41901	02/11/15	TRUCK/UTV PARTS	195.33		MNWIL123001		D	N				MTCE. OF EQUIPME	101.42412.0224
	41901	02/11/15	FITTINGS FOR WATER HOSE	161.59		MNWIL123423		D	N				MTCE. OF STRUCTU	101.43425.0225
				389.81										
			VENDOR TOTAL	389.81										
														*CHECK TOTAL
FERGUSON ENTERPRISES INC			000810											
	41902	02/11/15	PLUMBING PARTS	14.82		3419471		D	N				MTCE. OF STRUCTU	101.43425.0225
	41902	02/11/15	PLUMBING PARTS	3.34		3426582		D	N				MTCE. OF STRUCTU	101.43425.0225
				18.16										
			VENDOR TOTAL	18.16										
														*CHECK TOTAL
FIRE EQUIPMENT SPECIALTI			002109											
	41903	02/11/15	FF TURNOUT GEAR	8,588.00		8655		D	N				SUBSISTENCE OF P	101.42412.0227
FIRE SAFETY USA INC			002660											
	41904	02/11/15	PARTS FOR HOSE WASHER	55.00		75710		D	N				MTCE. OF EQUIPME	101.42412.0224
FLAHERTY & HOOD P.A.			001449											
	41905	02/11/15	PROFESSIONAL SERVICES	6,581.05		7559		D	M	07			PROFESSIONAL SER	101.41406.0446
FLATTEN/CHRISTOPHER			002647											
	41906	02/11/15	FUEL REIMBURSEMENT	25.80		664		D	N				MOTOR FUELS AND	101.42411.0222
	41906	02/11/15	K-9 TRAINING	72.32		664		D	N				TRAVEL-CONF.-SCH	101.42411.0333
				98.12										
			VENDOR TOTAL	98.12										
														*CHECK TOTAL
GALLS			000288											
	41907	02/11/15	SMALL UTILITY POUCH	30.58		002978052		D	N				SUBSISTENCE OF P	101.42411.0227
	41907	02/11/15	HAND CUFFS	332.95		002994754		D	N				SMALL TOOLS	800.42411.0221
				363.53										
			VENDOR TOTAL	363.53										
														*CHECK TOTAL
GENERAL MAILING SERVICES			000293											
	41908	02/11/15	POSTAGE	6.49		14355		D	N				POSTAGE	208.45005.0223
	41908	02/11/15	POSTAGE	1,755.87		14356		D	N				POSTAGE	208.45006.0223
				1,762.36										
			VENDOR TOTAL	1,762.36										
														*CHECK TOTAL
GRAINGER INC			000786											
	41909	02/11/15	PRESSURE GAUGES	159.04		9651861511		D	N				MTCE. OF EQUIPME	651.48484.0224
GREAT NORTHERN ENVIRONME			003064											
	41910	02/11/15	UV DISINFECTION PARTS	640.00		428		D	N				MTCE. OF EQUIPME	651.48484.0224
HAUG IMPLEMENT CO - JOHN			000324											
	41911	02/11/15	#125025-FILTERS	153.57		186820		D	N				MTCE. OF EQUIPME	101.43425.0224

Vendor Payments History Report
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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
ITINERARIES MIDWEST			002388											
			VENDOR TOTAL	3,000.00										
KANDIYOHI CO AUDITOR			000376											
	41920	02/11/15	ELECTION MTCE FEE	6,269.31		011315		D	N				MTCE. OF EQUIPME	101.41424.0334
	41920	02/11/15	ELECTION MTCE FEE	217.54		011315		D	N				MTCE. OF EQUIPME	101.41424.0334
			VENDOR TOTAL	6,486.85										
				6,486.85		*CHECK TOTAL								
KANDIYOHI CO H.R.A.			000341											
	41861	02/05/15	CDAP REQ #10 GEN ADMIN	4,518.60		020315		D	N				OTHER SERVICES	212.46441.0339
KANDIYOHI CO PUBLIC HEAL			000378											
	41921	02/11/15	HEP B SHOT VACCINATION	55.00		1050		D	N				SUBSISTENCE OF P	101.42411.0337
KANDIYOHI CO RECORDER'S			000382											
	41922	02/11/15	PLAT COPIES FEE	10.00		SOP-062200		D	N				PROFESSIONAL SER	101.41401.0446
	41922	02/11/15	MISC COPIES FEE	8.00		SOP-062437		D	N				PROFESSIONAL SER	101.41401.0446
			VENDOR TOTAL	18.00										
				18.00		*CHECK TOTAL								
KANDIYOHI CO RECYCLING A			002296											
	41923	02/11/15	LAMP RECYCLING	16.50		91		D	N				CLEANING AND WAS	101.41408.0338
KANDIYOHI CO-OP ELECTRIC			000375											
	41924	02/11/15	WELCOME TO WILLMAR SIGN	174.03		STMT/1-15		D	N				UTILITIES	101.43425.0332
	41924	02/11/15	WELCOME TO WILLMAR SIGN	134.03		STMT/1-15		D	N				UTILITIES	101.43425.0332
	41924	02/11/15	LIGHTS-15TH ST BYPASS	144.44		STMT/1-15		D	N				UTILITIES	101.43425.0332
	41924	02/11/15	CO RD 23/HWY 71 BYPASS	324.00		STMT/1-15		D	N				UTILITIES	101.43425.0332
	41924	02/11/15	ELEC SERV-LIFT STATION	1,206.00		STMT/1-15		D	N				UTILITIES	651.48485.0332
	41924	02/11/15	ABBOTT DR LIFT STATION	137.97		STMT/1-15		D	N				UTILITIES	651.48485.0332
	41924	02/11/15	ELEC SERV-SECURITY LIGHT	72.00		STMT/1-15		D	N				UTILITIES	651.48486.0332
			VENDOR TOTAL	2,192.47										
				2,192.47		*CHECK TOTAL								
KARDELL/RANDY			000941											
	41925	02/11/15	CHAPTER MEETING	19.75		342		D	N				TRAVEL-CONF.-SCH	101.41402.0333
LAND PRIDE CONSTRUCTION			003149											
	41862	02/05/15	NAVAIDS GRADING/DRAIN	9,778.35		012715		D	N				OTHER IMPROVEMEN	450.43430.0554
LEAGUE OF MN CITIES			000412											
	41926	02/11/15	ANDERSON-ONLINE TRNG	170.00		211940		D	N				TRAVEL-CONF.-SCH	101.42411.0333
	41926	02/11/15	JAHNKE-WORKSHOP REGIS.	20.00		212603		D	N				TRAVEL-CONF.-SCH	101.42411.0333
	41926	02/11/15	NELSON-WORKSHOP REGIS.	20.00		212603		D	N				TRAVEL-CONF.-SCH	101.42411.0333
	41926	02/11/15	LANGE-WORKSHOP REGIS.	20.00		212603		D	N				TRAVEL-CONF.-SCH	101.42411.0333
	41926	02/11/15	KING-WORKSHOP REGIS.	20.00		212603		D	N				TRAVEL-CONF.-SCH	101.42411.0333
	41926	02/11/15	OKINS-WORKSHOP REGIS.	20.00		212796		D	N				TRAVEL-CONF.-SCH	101.41405.0333

Vendor Payments History Report
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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
LEAGUE OF MN CITIES			000412											
	41926	02/11/15	HALLIDAY-WORKSHOP REGIS.	20.00		212811		D	N				TRAVEL-CONF.-SCH	101.41403.0333
			VENDOR TOTAL	290.00	*CHECK	TOTAL								
LEAGUE OF MN CITIES			INS 000983											
	41927	02/11/15	CLAIM #C0037009-VANDERHE	529.26		C0037009		D	N				INSURANCE DEDUCT	101.41428.0822
LEAGUE OF MN CITIES			INS 001189											
	41928	02/11/15	WORKER'S COMP PREMIUM	272.00		28993		D	N				EMPLOYER INSUR.	101.41400.0114
	41928	02/11/15	WORKER'S COMP PREMIUM	57.00		28993		D	N				EMPLOYER INSUR.	101.41401.0114
	41928	02/11/15	WORKER'S COMP PREMIUM	550.00		28993		D	N				EMPLOYER INSUR.	101.41402.0114
	41928	02/11/15	WORKER'S COMP PREMIUM	209.00		28993		D	N				EMPLOYER INSUR.	101.41403.0114
	41928	02/11/15	WORKER'S COMP PREMIUM	274.00		28993		D	N				EMPLOYER INSUR.	101.41404.0114
	41928	02/11/15	WORKER'S COMP PREMIUM	354.00		28993		D	N				EMPLOYER INSUR.	101.41405.0114
	41928	02/11/15	WORKER'S COMP PREMIUM	416.00		28993		D	N				EMPLOYER INSUR.	101.41408.0114
	41928	02/11/15	WORKER'S COMP PREMIUM	172.00		28993		D	N				EMPLOYER INSUR.	101.41409.0114
	41928	02/11/15	WORKER'S COMP PREMIUM	74.00		28993		D	N				EMPLOYER INSUR.	101.41409.0114
	41928	02/11/15	WORKER'S COMP PREMIUM	10.00		28993		D	N				EMPLOYER INSUR.	101.41424.0114
	41928	02/11/15	WORKER'S COMP PREMIUM	16,251.00		28993		D	N				EMPLOYER INSUR.	101.42411.0114
	41928	02/11/15	WORKER'S COMP PREMIUM	8,451.00		28993		D	N				EMPLOYER INSUR.	101.42412.0114
	41928	02/11/15	WORKER'S COMP PREMIUM	440.00		28993		D	N				EMPLOYER INSUR.	101.43417.0114
	41928	02/11/15	WORKER'S COMP PREMIUM	14,277.00		28993		D	N				EMPLOYER INSUR.	101.43425.0114
	41928	02/11/15	WORKER'S COMP PREMIUM	532.00		28993		D	N				EMPLOYER INSUR.	101.43425.0114
	41928	02/11/15	WORKER'S COMP PREMIUM	619.00		28993		D	N				EMPLOYER INSUR.	101.45432.0114
	41928	02/11/15	WORKER'S COMP PREMIUM	894.00		28993		D	N				EMPLOYER INSUR.	101.45433.0114
	41928	02/11/15	WORKER'S COMP PREMIUM	295.00		28993		D	N				EMPLOYER INSUR.	101.45437.0114
	41928	02/11/15	WORKER'S COMP PREMIUM	5,606.00		28993		D	N				EMPLOYER INSUR.	651.48484.0114
	41928	02/11/15	WORKER'S COMP PREMIUM	973.00		28993		D	N				EMPLOYER INSUR.	651.48485.0114
			VENDOR TOTAL	50,726.00	*CHECK	TOTAL								
LINCOLN FINANCIAL GROUP			002789											
	41863	02/05/15	LIFE INSURANCE-FEBRUARY	13.20		M283		D	N				COBRA INS PREMIU	101.120001
	41863	02/05/15	LIFE INSURANCE-FEBRUARY	55.80		M283		D	N				EMPLOYER INSUR.	101.41400.0114
	41863	02/05/15	LIFE INSURANCE-FEBRUARY	48.75		M283		D	N				EMPLOYER INSUR.	101.41402.0114
	41863	02/05/15	LIFE INSURANCE-FEBRUARY	16.25		M283		D	N				EMPLOYER INSUR.	101.41403.0114
	41863	02/05/15	LIFE INSURANCE-FEBRUARY	19.50		M283		D	N				EMPLOYER INSUR.	101.41404.0114
	41863	02/05/15	LIFE INSURANCE-FEBRUARY	29.25		M283		D	N				EMPLOYER INSUR.	101.41405.0114
	41863	02/05/15	LIFE INSURANCE-FEBRUARY	9.75		M283		D	N				EMPLOYER INSUR.	101.41408.0114
	41863	02/05/15	LIFE INSURANCE-FEBRUARY	39.00		M283		D	N				EMPLOYER INSUR.	101.41409.0114
	41863	02/05/15	LIFE INSURANCE-FEBRUARY	3.25		M283		D	N				EMPLOYER INSUR.	101.41424.0114
	41863	02/05/15	LIFE INSURANCE-FEBRUAR	1,435.25		M283		D	N				INS. PASS THROUG	101.41428.0819
	41863	02/05/15	LIFE INSURANCE-FEBRUARY	341.25		M283		D	N				EMPLOYER INSUR.	101.42411.0114
	41863	02/05/15	LIFE INSURANCE-FEBRUARY	29.25		M283		D	N				EMPLOYER INSUR.	101.42412.0114
	41863	02/05/15	LIFE INSURANCE-FEBRUARY	43.87		M283		D	N				EMPLOYER INSUR.	101.43417.0114
	41863	02/05/15	LIFE INSURANCE-FEBRUARY	196.96		M283		D	N				EMPLOYER INSUR.	101.43425.0114
	41863	02/05/15	LIFE INSURANCE-FEBRUARY	9.75		M283		D	N				EMPLOYER INSUR.	101.45432.0114
	41863	02/05/15	LIFE INSURANCE-FEBRUARY	39.00		M283		D	N				EMPLOYER INSUR.	101.45433.0114
	41863	02/05/15	LIFE INSURANCE-FEBRUARY	5.85		M283		D	N				EMPLOYER INSUR.	101.45435.0114

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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
LINCOLN FINANCIAL GROUP			002789											
	41863	02/05/15	LIFE INSURANCE-FEBRUARY	4.87		M283		D	N				EMPLOYER INSUR.	101.45437.0114
	41863	02/05/15	LIFE INSURANCE-FEBRUARY	79.95		M283		D	N				EMPLOYER INSUR.	651.48484.0114
	41863	02/05/15	LIFE INSURANCE-FEBRUARY	9.75		M283		D	N				EMPLOYER INSUR.	651.48485.0114
	41863	02/05/15	LIFE INSURANCE-FEBRUARY	9.75		M283		D	N				EMPLOYER INSUR.	651.48486.0114
			VENDOR TOTAL	2,440.25										
				2,440.25										
LIVINGOOD/ROSS			002380											
	41929	02/11/15	FTO SCHOOL	84.04		720		D	N				TRAVEL-CONF.-SCH	101.42411.0333
LOCATORS & SUPPLIES INC			002162											
	41930	02/11/15	CONES FOR TRAFFIC CNTL	1,511.42		0230940		D	N				SMALL TOOLS	101.43425.0221
	41930	02/11/15	FIRST AID KITS	171.98		0230940		D	N				SUBSISTENCE OF P	101.43425.0227
	41930	02/11/15	ROAD CLOSED SIGN	61.12		0231088		D	N				MTCE. OF OTHER I	101.43425.0226
			VENDOR TOTAL	1,744.52										
				1,744.52										
LOTTMAN PAINTING INC			003150											
	41931	02/11/15	PAINTED FRONT ENTRY	1,100.00		012015		D	N				MTCE. OF STRUCTU	101.45427.0335
	41931	02/11/15	PAINTED NO./SO. WALLS	3,600.00		012015		D	N				MTCE. OF STRUCTU	101.45427.0335
	41931	02/11/15	PAINTED REST OF GYM	4,600.00		012015		D	N				MTCE. OF STRUCTU	101.45427.0335
			VENDOR TOTAL	9,300.00										
				9,300.00										
M-R SIGN CO INC			000424											
	41932	02/11/15	STREET SIGNS	385.50		184599		D	N				MTCE. OF OTHER I	101.43425.0226
	41932	02/11/15	STREET SIGNS	334.85		184620		D	N				MTCE. OF OTHER I	101.43425.0226
	41932	02/11/15	STREET SIGNS	1,359.25		184627		D	N				MTCE. OF OTHER I	101.43425.0226
			VENDOR TOTAL	2,079.60										
				2,079.60										
MAIN STREET WILLMAR			001558											
	41933	02/11/15	2015 MEMBERSHIP DUES	100.00		2015		D	N				SUBSCRIPTIONS AN	101.41401.0443
MENARDS			000449											
	41934	02/11/15	PLUMBING PARTS	24.73		67309		D	N				MTCE. OF STRUCTU	101.43425.0225
	41934	02/11/15	PLYWOOD FOR PROJECTS	50.97		67731		D	N				MTCE. OF EQUIPME	101.45433.0224
	41934	02/11/15	TRAINING SUPPLIES	72.53		68159		D	N				GENERAL SUPPLIES	101.42412.0229
	41934	02/11/15	SMALL TOOLS	36.62		68160		D	N				SMALL TOOLS	101.45433.0221
	41934	02/11/15	ELEC PARTS	28.30		68160		D	N				MTCE. OF STRUCTU	101.45433.0225
	41934	02/11/15	CLEANING SUPPLIES	48.29		68160		D	N				CLEANING AND WAS	101.45433.0228
	41934	02/11/15	BATTERIES	42.84		68160		D	N				GENERAL SUPPLIES	101.45433.0229
			VENDOR TOTAL	304.28										
				304.28										
MES - MIDAM			002918											
	41935	02/11/15	FIREFIGHTER GLOVES	75.88		00597935 SNV		D	N				SUBSISTENCE OF P	101.42412.0227

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METRO SALES INC			003016											
	41936	02/11/15	COPIER MTCE CHARGE	208.69		INV163589		D	N				MTCE. OF EQUIPME	741.48001.0334
	41936	02/11/15	COPIER LEASE 1/24-4/23	675.00		INV168402		D	N				RENTS	101.42411.0440
	41936	02/11/15	COPIER MTCE CHARGE	411.53		INV169702		D	N				MTCE. OF EQUIPME	101.42411.0334
				1,295.22										
			VENDOR TOTAL	1,295.22										
						*CHECK TOTAL								
MID-STATES ORG CRIME INF			001343											
	41937	02/11/15	2015 MEMBERSHIP DUES	200.00		43046-22176		D	N				SUBSCRIPTIONS AN	101.42411.0443
MIKE'S SMALL ENGINE CENT			002699											
	41938	02/11/15	POLE SAW REPAIR-PARTS	19.50		620		D	N				MTCE. OF EQUIPME	101.43425.0224
	41938	02/11/15	POLE SAW REPAIR-LABOR	19.50		620		D	N				MTCE. OF EQUIPME	101.43425.0334
	41938	02/11/15	GRINDING WHEEL	62.83		634		D	N				SMALL TOOLS	101.43425.0221
	41938	02/11/15	GRINDING WHEEL	35.00		634		D	N				SMALL TOOLS	101.43425.0221
	41938	02/11/15	POLE SAW CHAINS	30.80		680		D	N				MTCE. OF EQUIPME	101.43425.0224
				167.63										
			VENDOR TOTAL	167.63										
						*CHECK TOTAL								
MILLER SANITATION			002936											
	41939	02/11/15	GARBAGE SERVICE-FEBRUARY	187.80		1298/2-15		D	N				CLEANING AND WAS	101.45433.0338
	41939	02/11/15	GARBAGE SERVICE-FEBRUARY	52.70		1300/2-15		D	N				CLEANING AND WAS	101.42412.0338
	41939	02/11/15	GARBAGE SERVICE-FEBRUARY	64.74		1301/2-15		D	N				CLEANING AND WAS	101.41408.0338
	41939	02/11/15	GARBAGE SERVICE-FEBRUARY	64.74		1301/2-15		D	N				CLEANING AND WAS	101.45427.0338
	41939	02/11/15	GARBAGE SERVICE-FEBRUARY	251.31		1302/2-15		D	N				CLEANING AND WAS	101.43425.0338
	41939	02/11/15	GARBAGE SERVICE-FEBRUARY	24.34		1303/2-15		D	N				CLEANING AND WAS	651.48484.0338
	41939	02/11/15	GARBAGE SERVICE-FEBRUARY	48.67		1304/2-15		D	N				CLEANING AND WAS	651.48484.0338
	41939	02/11/15	GARBAGE SERVICE-FEBRUARY	161.04		1304/2-15		D	N				CLEANING AND WAS	651.48484.0338
	41939	02/11/15	GARBAGE SERVICE-FEBRUARY	49.67		1305/2-15		D	N				CLEANING AND WAS	101.45435.0338
	41939	02/11/15	GARBAGE SERVICE-FEBRUARY	46.15		1306/2-15		D	N				CLEANING AND WAS	101.43425.0338
	41939	02/11/15	GARBAGE SERVICE-FEBRUARY	58.64		1378/2-15		D	N				CLEANING AND WAS	101.43425.0338
				1,009.80										
			VENDOR TOTAL	1,009.80										
						*CHECK TOTAL								
MILLER/JAMES			.02229											
	41940	02/11/15	ANNOUNCING FOR PARADE	50.00		112214		D	N				PROFESSIONAL SER	101.41409.0446
MINI BIFF LLC			001805											
	41941	02/11/15	TOILET RENTALS	77.67		A-68990		D	N				RENTS	101.43425.0440
	41941	02/11/15	TOILET RENTALS	77.67		A-68992		D	N				RENTS	101.43425.0440
				155.34										
			VENDOR TOTAL	155.34										
						*CHECK TOTAL								
MINNCOR INDUSTRIES			001591											
	41942	02/11/15	URINAL SCREEN	42.00		SOI-032628		D	N				GENERAL SUPPLIES	651.48484.0229
MINNEAPOLIS FINANCE DEPA			000466											
	41943	02/11/15	AUTO PAWN TRANS FEE	129.60		400413005563		D	N				PROFESSIONAL SER	101.42411.0446

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NARTEC INC						002884								
	41950	02/11/15	METH TEST AMPULES	175.25		7565		D	N				GENERAL SUPPLIES	101.42411.0229
NCL OF WISCONSIN INC						001627								
	41951	02/11/15	LAB SUPPLIES	419.58		350505		D	N				GENERAL SUPPLIES	651.48484.0229
NEUBAUER/SAMUEL						002554								
	41952	02/11/15	FUEL REIMBURSEMENT	29.20		662		D	N				MOTOR FUELS AND	101.42411.0222
	41952	02/11/15	DARE TRAINING	83.07		662		D	N				TRAVEL-CONF.-SCH	101.42411.0333
				112.27										
			VENDOR TOTAL	112.27										
														*CHECK TOTAL
NORTHERN BUSINESS PRODUC						002322								
	41953	02/11/15	OFFICE SUPPLIES	67.58		792991-0		D	N				OFFICE SUPPLIES	741.48001.0220
	41953	02/11/15	OFFICE SUPPLIES	39.92		792991-1		D	N				OFFICE SUPPLIES	741.48001.0220
				107.50										
			VENDOR TOTAL	107.50										
														*CHECK TOTAL
OFFICE SERVICES						000589								
	41954	02/11/15	OFFICE SUPPLIES-JANUARY	7.14		STMT/1-15		D	N				OFFICE SUPPLIES	101.41400.0220
	41954	02/11/15	OFFICE SUPPLIES-JANUARY	76.32		STMT/1-15		D	N				OFFICE SUPPLIES	101.41401.0220
	41954	02/11/15	OFFICE SUPPLIES-JANUARY	33.68		STMT/1-15		D	N				OFFICE SUPPLIES	101.41402.0220
	41954	02/11/15	OFFICE SUPPLIES-JANUARY	490.78		STMT/1-15		D	N				OFFICE SUPPLIES	101.41403.0220
	41954	02/11/15	OFFICE SUPPLIES-JANUARY	2.31		STMT/1-15		D	N				OFFICE SUPPLIES	101.41404.0220
	41954	02/11/15	OFFICE SUPPLIES-JANUARY	10.18		STMT/1-15		D	N				OFFICE SUPPLIES	101.41405.0220
	41954	02/11/15	OFFICE SUPPLIES-JANUARY	15.14		STMT/1-15		D	N				OFFICE SUPPLIES	101.41408.0220
	41954	02/11/15	OFFICE SUPPLIES-JANUARY	9.81		STMT/1-15		D	N				OFFICE SUPPLIES	101.41409.0220
	41954	02/11/15	OFFICE SUPPLIES-JANUARY	4.60		STMT/1-15		D	N				OFFICE SUPPLIES	101.42412.0220
	41954	02/11/15	OFFICE SUPPLIES-JANUARY	9.28		STMT/1-15		D	N				OFFICE SUPPLIES	101.43417.0220
	41954	02/11/15	OFFICE SUPPLIES-JANUARY	19.73		STMT/1-15		D	N				OFFICE SUPPLIES	101.43425.0220
	41954	02/11/15	OFFICE SUPPLIES-JANUARY	5.07		STMT/1-15		D	N				OFFICE SUPPLIES	230.43430.0220
	41954	02/11/15	OFFICE SUPPLIES-JANUARY	29.52		STMT/1-15		D	N				OFFICE SUPPLIES	651.48484.0220
				713.56										
			VENDOR TOTAL	713.56										
														*CHECK TOTAL
PERKINS LUMBER CO INC						000604								
	41955	02/11/15	BARRICADE MATERIALS	272.47		432078		D	N				MTCE. OF EQUIPME	101.43425.0224
	41955	02/11/15	BARRICADE MATERIALS	42.45		433280		D	N				MTCE. OF EQUIPME	101.43425.0224
				314.92										
			VENDOR TOTAL	314.92										
														*CHECK TOTAL
PILARSKI/NICHOLE M						.02230								
	41956	02/11/15	INSPECTION REFUND	50.00		012115		D	N				REFUNDS AND REIM	101.41428.0882
PREMIUM WATERS INC						000374								
	41957	02/11/15	DRINKING WATER	35.00		329949/1-15		D	N				SUBSISTENCE OF P	101.42412.0227
PRINT MASTERS						000624								
	41958	02/11/15	MUG INSERT CARDS	103.00		78582		D	N				OTHER CHARGES	208.45008.0449

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PRO ACTION						001782								
	41959	02/11/15	CSO NAME TAG	17.99		12763		D	N				SUBSISTENCE OF P	101.42411.0227
	41959	02/11/15	CSO UNIFORMS	173.95		12804		D	N				SUBSISTENCE OF P	101.42411.0227
			VENDOR TOTAL	191.94										
													*CHECK TOTAL	
QUALITY CONTROL EQUIPMEN						003125								
	41960	02/11/15	LAB SAMPLER RENTAL	900.00		0015780		D	N				RENTS	651.48484.0440
	41960	02/11/15	LAB SAMPLER	4,300.00		0015816		D	N				SMALL TOOLS	651.48484.0221
			VENDOR TOTAL	5,200.00										
				5,200.00									*CHECK TOTAL	
QUICK SIGNS						001093								
	41961	02/11/15	#148179-DECALS	16.00		170850		D	N				MTCE. OF EQUIPME	101.43425.0224
QUILL CORPORATION						000635								
	41962	02/11/15	OFFICE SUPPLIES	77.96		9749058		D	N				OFFICE SUPPLIES	101.42411.0220
	41962	02/11/15	OFFICE SUPPLIES	1.29		9824306		D	N				OFFICE SUPPLIES	101.42411.0220
			VENDOR TOTAL	79.25										
				79.25									*CHECK TOTAL	
RIDGEWATER COLLEGE						001136								
	41963	02/11/15	ICE RESCUE REFRESHER	450.00		00191146		D	N				TRAVEL-CONF.-SCH	101.42412.0333
ROOF 1 - RBR INC						002649								
	41964	02/11/15	ROOF REPAIR-LABOR	428.42		15011		D	N				MTCE. OF STRUCTU	101.42412.0335
ROSEMEIER/THOMAS J						001742								
	41965	02/11/15	SCHL FOR BLDG OFFICIALS	455.09		363		D	N				TRAVEL-CONF.-SCH	101.41402.0333
RULE TIRE SHOP						000665								
	41966	02/11/15	TIRE ROTATION/ALIGNMENT	65.00		1-3524		D	N				MTCE. OF EQUIPME	101.42412.0334
	41966	02/11/15	TIRES	592.44		1-3621		D	N				MTCE. OF EQUIPME	101.43425.0224
	41966	02/11/15	COMPUTER BALANCE	29.97		1-3621		D	N				MTCE. OF EQUIPME	101.43425.0334
	41966	02/11/15	TIRE REPAIR-PARTS	5.00		1-3628		D	N				MTCE. OF EQUIPME	101.43425.0224
	41966	02/11/15	TIRE REPAIR-LABOR	25.00		1-3628		D	N				MTCE. OF EQUIPME	101.43425.0334
	41966	02/11/15	FLAT REPAIR-PARTS	4.25		1-3786		D	N				MTCE. OF EQUIPME	651.48485.0224
	41966	02/11/15	FLAT REPAIR-LABOR	25.00		1-3786		D	N				MTCE. OF EQUIPME	651.48485.0334
			VENDOR TOTAL	746.66										
				746.66									*CHECK TOTAL	
RUNNING'S SUPPLY INC						001418								
	41967	02/11/15	SUPPLIES	98.53		3588965		D	N				GENERAL SUPPLIES	651.48484.0229
	41967	02/11/15	MINER-SAFETY BOOTS	124.99		3597409		D	N				SUBSISTENCE OF P	101.43425.0227
			VENDOR TOTAL	223.52										
				223.52									*CHECK TOTAL	
SAND ELECTRIC						000678								
	41968	02/11/15	WHEEL CHAIR LIFT-WIRIN	1,184.30		3953		D	N				BUILDINGS AND ST	450.45433.0551

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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
SANIBEL INC			001492											
	41969	02/11/15	LEISURE COMM. LUNCHES	81.17		1205		D	N				TRAVEL-CONF.-SCH	208.45005.0333
SCHWIETERS			003031											
	41970	02/11/15	#132141 REPAIR-LABOR	99.70		108106		D	N				MTCE. OF EQUIPME	101.42411.0334
SMEBY/ROSS			002570											
	41971	02/11/15	MILEAGE 1/1-1/31/15	96.60		020315		D	N				TRAVEL-CONF.-SCH	101.41409.0333
	41971	02/11/15	LAPTOP POWER SWITCH	18.72		640		D	N				MTCE. OF EQUIPME	101.41409.0224
			VENDOR TOTAL	115.32		*CHECK TOTAL								
SORENSEN/REBECCA			.00708											
	41972	02/11/15	CHRISTMAS TREE	85.49		020315		D	N				GENERAL SUPPLIES	101.45435.0229
SOUTH 71 VETERINARY CLIN			000699											
	41973	02/11/15	ANIMAL CARE SERVICE	89.53		2125297		D	N				PROFESSIONAL SER	101.42411.0446
STATEWIDE DISTRIBUTING I			000718											
	41974	02/11/15	CONCESSION SUPPLIES	47.40		098734		D	N				GENERAL SUPPLIES	101.45433.0229
	41974	02/11/15	CONCESSION SUPPLIES	83.00		098784		D	N				GENERAL SUPPLIES	101.45433.0229
			VENDOR TOTAL	130.40		*CHECK TOTAL								
STERLING WATER-MINNESOTA			000188											
	41975	02/11/15	SOFTENER RENTAL	31.75		112508-9/1-15		D	N				RENTS	101.45435.0440
STREI/SHANNON			.01146											
	41976	02/11/15	1099-S FORMS	7.00		012715		D	N				OFFICE SUPPLIES	101.41405.0220
TERWISSCHA CONSTRUCTION			000032											
	41977	02/11/15	SIGN DEPOSIT REF 2014-37	100.00		2014-34		D	N				DEPOSITS-SIGN PE	101.230001
THOMPSON *PETTY CASH/CO			000745											
	41978	02/11/15	TO REIMBURSE PETTY CASH	5.29		020215		D	N				SMALL TOOLS	651.48484.0221
	41978	02/11/15	TO REIMBURSE PETTY CASH	7.19		020215		D	N				POSTAGE	651.48484.0223
	41978	02/11/15	TO REIMBURSE PETTY CASH	30.91		020215		D	N				MTCE. OF EQUIPME	651.48484.0224
	41978	02/11/15	TO REIMBURSE PETTY CASH	20.00		020215		D	N				TRAVEL-CONF.-SCH	651.48484.0333
	41978	02/11/15	TO REIMBURSE PETTY CASH	14.78		020215		D	N				POSTAGE	651.48486.0223
			VENDOR TOTAL	78.17		*CHECK TOTAL								
TORKELSON'S LOCK SERVICE			002583											
	41979	02/11/15	LOCK REPAIR-LABOR	47.00		565341		D	N				MTCE. OF STRUCTU	101.45433.0335
TRAVEL GUIDES FREE			002717											
	41980	02/11/15	TRAVEL GUIDE AD	232.34		19905		D	N				OTHER CHARGES	208.45010.0449

Vendor Payments History Report
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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
UNCOMMON USA INC	41981	02/11/15	US FLAGS	350.00		768089		D	N				GENERAL SUPPLIES	101.43425.0229
UNDERGROUND TECHNOLOGIES	41982	02/11/15	TELEVISED SEWERS	1,227.54		1013		D	N				MTCE. OF OTHER I	651.48485.0336
US BANK	41983	02/11/15	#148 GO IMP BOND-SC	450.00		3883608		D	N				OTHER CHARGES	330.43430.0449
	41983	02/11/15	#149 GO IMP BOND-SC	425.00		3883780		D	N				OTHER CHARGES	305.47100.0449
			VENDOR TOTAL	875.00										
VANDER HAGEN/DUSTIN	41984	02/11/15	CORNERHOUSE	545.88		667		D	N				TRAVEL-CONF.-SCH	101.42411.0333
WALLACE/TIMOTHY	41985	02/11/15	FUEL REIMBURSEMENT	16.00		666		D	N				MOTOR FUELS AND	101.42411.0222
	41985	02/11/15	FTO TRAINING	75.55		666		D	N				TRAVEL-CONF.-SCH	101.42411.0333
			VENDOR TOTAL	91.55										
WEST CENTRAL PRINTING	41986	02/11/15	BUSINESS CARDS	64.61		18123		D	N				OFFICE SUPPLIES	101.42411.0220
	41986	02/11/15	BUSINESS CARDS	42.06		18169		D	N				OFFICE SUPPLIES	101.42411.0220
			VENDOR TOTAL	106.67										
WEST CENTRAL TRIBUNE	41987	02/11/15	COUNCIL PROCEEDINGS PUB.	605.64		CL03066777		D	N				PRINTING AND PUB	101.41401.0331
	41987	02/11/15	HEARING-COND. USE PERMIT	52.53		CL03068017		D	N				PRINTING AND PUB	101.41402.0331
	41987	02/11/15	POLLING LOCATIONS	117.00		DI03139983		D	N				PRINTING AND PUB	101.41424.0331
	41987	02/11/15	SAMPLE PRIMARY BALLOT	318.00		DI03140443		D	N				PRINTING AND PUB	101.41424.0331
	41987	02/11/15	CITY BALLOT	278.10		DI03148050		D	N				PRINTING AND PUB	101.41424.0331
	41987	02/11/15	COUNCIL PROCEEDINGS PUB.	741.60		DI03154417		D	N				PRINTING AND PUB	101.41401.0331
	41987	02/11/15	COUNCIL PROCEEDINGS PUB.	213.21		DI03154418		D	N				PRINTING AND PUB	101.41401.0331
			VENDOR TOTAL	2,326.08										
WILLMAR AUTO VALUE	41988	02/11/15	#052445-LIGHT	9.99		22117724		D	N				MTCE. OF EQUIPME	101.43425.0224
	41988	02/11/15	OIL/AIR/FUEL FILTERS	85.17		22118443		D	N				MTCE. OF STRUCTU	651.48484.0225
	41988	02/11/15	FUEL FILTER	62.97		22118491		D	N				MTCE. OF EQUIPME	651.48485.0224
			VENDOR TOTAL	158.13										
WILLMAR CHAMBER OF COMME	41989	02/11/15	FISCHER-CONFERENCE REG.	329.00		CC STMT/1-15		D	N				TRAVEL-CONF.-SCH	208.45005.0333
	41989	02/11/15	FISCHER-MEAL EXPENSE	23.13		CC STMT/1-15		D	N				TRAVEL-CONF.-SCH	208.45005.0333
	41989	02/11/15	FISCHER/BOWMAN-MEALS	22.00		CC STMT/1-15		D	N				TRAVEL-CONF.-SCH	208.45005.0333
	41989	02/11/15	ELECTRICITY-SPORTS SHOW	74.75		CC STMT/1-15		D	N				TRAVEL-CONF.-SCH	208.45006.0333

Vendor Payments History Report
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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
WILLMAR CHAMBER OF COMME			000812											
	41989	02/11/15	WELCOME BAG SUPPLIES	24.90		CC STMT/1-15		D	N				OTHER CHARGES	208.45011.0449
	41989	02/11/15	DIRECTOR SALARY	4,207.50		STMT/1-15		D	N				SALARIES-REG. EM	208.45005.0110
	41989	02/11/15	ASSISTANT SALARY	3,288.00		STMT/1-15		D	N				SALARIES-REG. EM	208.45005.0110
	41989	02/11/15	FICA & INSURANCE	1,499.61		STMT/1-15		D	N				EMPLOYER PENSION	208.45005.0113
	41989	02/11/15	IRA CONTRIBUTION	224.86		STMT/1-15		D	N				EMPLOYER PENSION	208.45005.0113
	41989	02/11/15	PHOTO COPIES-JANUARY	90.64		STMT/1-15		D	N				OFFICE SUPPLIES	208.45005.0220
	41989	02/11/15	PAYROLL/FLEX FEE	105.15		STMT/1-15		D	N				OTHER SERVICES	208.45005.0339
	41989	02/11/15	OFFICE RENT-JANUARY	626.61		STMT/1-15		D	N				RENTS	208.45005.0440
	41989	02/11/15	MAIL PICKUP FEE-DEC	50.00		41678		D	N				POSTAGE	208.45005.0223
	41989	02/11/15	2015 MTG ROOM SUPPLIES	250.00		41679		D	N				GENERAL SUPPLIES	208.45005.0229
	41989	02/11/15	2015 D & O INSURANCE	460.00		41680		D	N				INSURANCES AND B	208.45005.0441
	41989	02/11/15	WEBSITE HOSTING FEE	60.00		41769		D	N				PROFESSIONAL SER	208.45005.0446
	41989	02/11/15	MAIL PICKUP FEE-JAN	50.00		41804		D	N				POSTAGE	208.45005.0223
	41989	02/11/15	FISCHER-ANNUAL MEETING	20.00		41808		D	N				TRAVEL-CONF.-SCH	208.45005.0333
			VENDOR TOTAL	11,406.15		*CHECK TOTAL								
				11,406.15										
WILLMAR DOWNTOWN DEVELOP			002348											
	41990	02/11/15	EXPENSE REIMBURSEMENT	3,967.16		1/1-1/22/15		D	N				CIVIC PROMOTION	101.45428.0812
WILLMAR ELECTRIC SERVICE			000816											
	41991	02/11/15	FIRE ALARM BATTERY	19.76		28399		D	N				MTCE. OF STRUCTU	101.41409.0225
WILLMAR FORKLIFT INC			002705											
	41992	02/11/15	PART FOR BATTERY CHARGER	11.03		37009		D	N				MTCE. OF EQUIPME	651.48484.0224
WILLMAR WATER & SPAS			000831											
	41993	02/11/15	LAB WATER	47.50		E26731		D	N				GENERAL SUPPLIES	651.48484.0229
	41993	02/11/15	LAB WATER	26.00		E27053		D	N				GENERAL SUPPLIES	651.48484.0229
	41993	02/11/15	SOFTENER SALT	84.00		E27291		D	N				GENERAL SUPPLIES	101.45433.0229
	41993	02/11/15	LAB WATER	64.50		E27438		D	N				GENERAL SUPPLIES	651.48484.0229
	41993	02/11/15	DRINKING WATER	18.75		E27463		D	N				SUBSISTENCE OF P	651.48484.0227
			VENDOR TOTAL	240.75		*CHECK TOTAL								
				240.75										
WINDSTREAM			002100											
	41994	02/11/15	MONTHLY PHONE SERV-JAN	763.45		STMT/1-15		D	N				COMMUNICATIONS	101.41409.0330
WOSMEK/JARED			000093											
	41995	02/11/15	MN INV. CONFERENCE	36.86		663		D	N				TRAVEL-CONF.-SCH	101.42411.0333

ACS FINANCIAL SYSTEM
02/11/2015 14:02:26

Vendor Payments History Report
INCLUDES ONLY POSTED TRANS

CITY OF WILLMAR
GL540R-V07.27 PAGE 17

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
REPORT TOTALS:				1,697,644.99										

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Vendor Payments History Report

CITY OF WILLMAR
GL060S-V07.27 RECAPPAGE
GL540R

FUND RECAP:

FUND	DESCRIPTION	DISBURSEMENTS
101	GENERAL FUND	212,470.31
205	INDUSTRIAL DEVELOPMENT	1,109.00
208	CONVENTION & VISITORS BUREAU	19,195.15
212	COMMUNITY DEVELOPMENT	4,518.60
230	WILLMAR MUNICIPAL AIRPORT	4,162.31
295	COMMUNITY INVESTMENT	139.89
305	D.S. - 2005 BOND	425.00
330	D.S. - 2004C BOND AIRPORT	450.00
432	C.P. - WASTE TREATMENT	9,290.00
450	CAPITAL IMPROVEMENT FUND	147,046.65
651	WASTE TREATMENT	1,298,188.94
741	OFFICE SERVICES	316.19
800	LAW ENFORCEMENT FORFEITURE	332.95
TOTAL ALL FUNDS		1,697,644.99

BANK RECAP:

BANK	NAME	DISBURSEMENTS
HERT	HERITAGE BANK	1,697,644.99
TOTAL ALL BANKS		1,697,644.99

MINUTES

WILLMAR POLICE COMMISSION

Thursday, December 11, 2014

A meeting of the Willmar Police Civil Service Commission was held on Thursday, December 11, 2014. Members present were: President Dennis Anfinson and Vice President Cassie Akerson. Police Chief Jim Felt, Administrative Assistant Sue Edwards and West Central Tribune Reporter Nicole Hovatter were also present.

The meeting was called to order by President Anfinson at 3:49 p.m.

A motion was made by Commissioner Akerson, seconded by President Anfinson, to approve the November 17, 2014 minutes as submitted. **Motion carried.**

Chief Felt presented the background investigations completed on the next three candidates on the eligibility register. After reviewing the backgrounds and discussion, Commissioner Akerson made a motion, seconded by Commissioner Anfinson, to certify the names of David Ferrell, Kyle Jensen and Samuel Schaeftbauer to the appointing authority, with the recommendation to offer the position to Samuel Schaeftbauer, upon successful completion of a psychological and physical test. **Motion carried.**

Miscellaneous

Chief Felt informed the Commission that he would like to continue with the Captain's promotional process, as it had been placed on temporary hold pending clarification on some issues with the City and the Department Heads / Supervisors / Confidential Employees bargaining group. He explained that Sgt. Michael Anderson and Sgt. Michael Jahnke had tested for the Captain's position. Chief Felt notified the Commission that he received a letter from Sgt. Jahnke this week stating he would like to withdraw from the Captain's promotional process for personal reasons. Chief Felt said he would like to continue with the formal process by conducting an interview with Sgt. Anderson. Commissioner Anfinson requested that all of the Commissioners be able to participate in the interview process, if schedules permitted. Administrative Assistant Sue Edwards will set up a tentative date and try to work it out with everyone's schedule.

Chief Felt informed the Commission that Officer Craig Lange had surgery on his arm December 2, 2014, and believes it will be at least four to six weeks before he will be back on patrol. He explained that the work schedule has been adjusted to cover some of the gaps.

Officers Jeff Liebl and Marco Vazquez have both completed their Field Training programs; a badge pinning ceremony is planned for Monday, December 15th, from 3:00 – 4:00 p.m. in the EOC.

Chief Felt updated the Commission on the canine program. Officer Chris Flatten has been assigned as the canine officer and will be picking up the dog on Sunday, December 14th,

which is a month earlier than expected. The dog will have time to acclimate to the family before being sent to training. The dog won't be used by the department until it is fully trained. Officer Flatten and his canine will attend four weeks of narcotics training in February and ten weeks of patrol training later in the spring.

Chief Felt explained that the Willmar Police Department Explorer Program was assigned Post #3200, as the badge numbers of the WPD officers all begin with 32. Interviews have been completed and they will be starting with about 20 members. Their first meeting is scheduled for January 6, 2015.

Chief Felt inquired, for City Administrator Stevens, if Commissioner Dennis Anfinson was interested in continuing to serve on the Police Commission, as his term would be up at the end of the year. Commissioner Anfinson expressed his interest in continuing to serve as a Police Commissioner.

There being no further business, a motion to adjourn was made by Commissioner Akerson, seconded by Commissioner Anfinson. The meeting was adjourned at 4:20 p.m.

Secretary Kathy Schwantes
By Sue Edwards

City of Willmar, Minnesota Building Inspection Report

From 01/01/2015 To 01/31/2015

No.	Date	Owner and Address	Legal Description	Use	Permit For	Value	Total Fee
22594	1/5/2015	WILLMAR HRA 2412 6TH Street SW	95-680-0660 L PT OF 16-17; B 3 PORTLAND ACRES ADDITION	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$6,900.00	\$33.45
22672	1/28/2015	CITY OF WILLMAR CIVIC CENTER 2707 ARENA Drive NE	95-901-0200 L ; B S 1; T 119N; R 35W	Commercial Add/Alter Commercial/Alteration	REPLACE LOCKER ROOM DOORS	\$23,769.00	\$568.34
22707	1/5/2015	LLOYD MANAGEMENT 1510 5TH Street SW	95-700-0480 L 18-20; B 3 SCANDIA TERRACE ADDITIO	Commercial Add/Alter Deck	DECK REPLACEMENT - APARTMENT BLDG.	\$10,000.00	\$272.71
22735	1/13/2015	RICE HOSPITAL CITY OF WILLMAR 301 BECKER Avenue SW	95-003-5970 L 1 - 14 / 1 - 10; B 48 / 49 ORIGINAL CITY	Commercial Add/Alter Commercial/Alteration	REMODEL BEHAVIORAL HEALTH UNIT	\$1,299,499.00	\$10,281.21
22744	1/7/2015	WILLMAR ELKS LODGE #952 222 20TH Street SE	95-182-1990 L 9-12; B 13 ERICKSON'S 2ND ADDITION	Commercial Add/Alter Commercial/Alteration	RENOVATION FOR NEW SERVICE CLUB	\$20,000.00	\$483.96
22752	1/2/2015	FLADABOE PROPERTIES 815 3RD Street SE	95-180-0100 L 8; B 1 ERICKSON'S ADDITION	Residential Add/Alter Residential/Alteration	REPAIRS TO BSMT/KITCHEN/ NSTALL EGRESS WINDOW	\$5,000.00	\$142.15

No.	Date	Owner and Address	Legal Description	Use	Permit For	Value	Total Fee
22756	1/22/2015	CALVARY LUTHERAN CHURCH 302 OLENA Avenue SE	95-914-1510 L ; B S 14; T 119; R 35	Commercial Add/Alter Commercial/Alteration	REMODEL BATHROOMS FOR ACCESSIBILITY	\$65,500.00	\$1,146.09
22760	1/21/2015	ROBERT FORTMAN PEPS SPORTS BAR 1312 LAKELAND Drive SE	95-481-0010 L 1-2; B 1 LEE-DON ADDITION	Commercial Add/Alter Commercial/Alteration	CLAD EAST SIDE OF BLDG WITH WOOD SIDING	\$2,500.00	\$124.58
22764	1/13/2015	ADAM KNIGHT 1912 6TH Street SW	95-340-0120 L PT OF 2; B 2 HILLTOP PARK ADDITION	Residential Add/Alter Residential/Alteration	RELOCATE 3 WINDOWS & 2 EGRESS WINDOWS	\$2,500.00	\$105.90
22768	1/29/2015	MARIO ABRAIRA 326 BECKER Avenue SE	95-740-0310 L PT OF 1-2; B 3 SPICER'S ADDITION	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$12,007.00	\$36.00
22770	1/23/2015	GUS WORDELL 1400 LAKELAND Drive NE LOT #49	95-980-5490 L 49; B 0 WILLMAR REGENCY EAST M	Mobile Home In/Out Mobil Home Transport	INSTALL 28 X 40 MOBILE HOME	\$0.00	\$75.00
22771	1/21/2015	HEARTHSIDE FOOD SOLUTIONS LLC 1513 LITCHFIELD Avenue SE	95-911-0730 L ; B S 11; T 119N; R 35W	Commercial Add/Alter Commercial/Alteration	REMOVE AND REPLACE 185' OF NORTH WALL	\$124,000.00	\$1,723.96
22773	1/21/2015	MARCUS CONSTRUCTION 2580 HIGHWAY 12 E	95-912-1050 L ; B S 12; T 119; R 35	Commercial Add/Alter Commercial/Alteration	REMODEL EAST SIDE OFFICES	\$55,000.00	\$1,027.10

No.	Date	Owner and Address	Legal Description	Use	Permit For	Value	Total Fee
22774	1/29/2015	HOLIDAY COMPANIES 817 LITCHFIELD Avenue SW	95-003-4500 L 13-14 & pt of 1-2; B 39 ORIGINAL CITY	Commercial Add/Alter Commercial/Alteration	EXTERIOR REMODEL	\$110,000.00	\$1,601.46
22775	1/22/2015	BREW PUB HISTORIC 313 ON FOURTH 313 4TH Street SW	95-003-5250 L PT OF 9-11; B 44 ORIGINAL CITY	Commercial Add/Alter Commercial/Alteration	PHASE 1 FRAMING FOR BREW PUB	\$60,000.00	\$1,081.50
22776	1/28/2015	LESLIE CHERMAK 3017 EAGLE RIDGE Drive E	95-148-0710 L 2; B 1 EAGLES LAND., 1ST	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$18,480.00	\$39.24
22790	1/28/2015	LYNETTE SAUCHUK 1900 6TH Street SW	95-340-0110 L PTS. OF 1; B 2 HILLTOP PARK ADDITION	Residential Add/Alter Residential/Alteration	PROVIDE FOUNDATION REINFORCEMEN TS	\$4,200.00	\$141.75
22791	1/28/2015	DONNA MIDDLETON 617 8TH Street SW	95-006-2370 L 10-11; B 73 FIRST ADDITION	Residential Add/Alter Drainage system	INSTALL 126' OF DRAINAGE SYSTEM	\$7,435.00	\$195.87
22792	1/28/2015	KANDIYOHI COUNTY 2200 23RD Street NE	95-901-0400 L ; B S 1; T 119N; R 35W	Commercial Add/Alter Commercial/Alteration	ADD ANTENNA TO EXISTING TOWER	\$2,500.00	\$124.59
22793	1/28/2015	TOM & DEANA ANDREWS 815 6TH Street SE	95-914-1830 L ; B S 14; T 119; R 35	Residential Add/Alter Siding	RESIDENTIAL RESIDE	\$14,500.00	\$57.25

No.	Date	Owner and Address	Legal Description	Use	Permit For	Value	Total Fee
Current Year Current Month Totals				20		\$1,843,790.00	\$19,262.11
Previous Year Current Month Valuation						\$578,464.89	
Current YTD Valuation From 01/01/2015 To 01/31/2015						\$1,843,790.00	
Previous YTD Valuation						\$578,464.89	

**WILLMAR COMMUNITY ED & REC
JOINT POWERS BOARD MEETING
JANUARY 23, 2015**

Members Present: Eric Banks, Dave Baumgart, Scott Guptill, Tim Johnson, Audrey Nelsen, Lynn Peterson, Rachel Skretvedt, Charlene Stevens, Darin Strand, Liz VanDerBill

Staff Present: Steve Brisendine, Rob Baumgarn, Brad Bonk, Tammy Rudningen, Becky Sorenson, Jena Tollefson, Pam Vruwink

Guests Present: Tony LaPatka-Willmar Curling Club, Trudy Guptill, Beth Fischer and Kelly O'Farrell-Vision 2040

Chairman Eric Banks opened the meeting and asked everyone to introduce themselves. He then asked Tony LaPatka to present his request for permission for the Curling Club to offer liquor for sale during the upcoming BonSpiel tournament. Kandi Entertainment Center will be furnishing staff to serve during the tournament. Darin Strand made a motion to approve their request. Rachel Skretvedt seconded and motion was carried.

Eric called upon Dave Baumgart who talked about the Belgian Waffle Feed fundraiser for the Baseball Boosters that is happening at Roosevelt on Saturday, January 24. He stated that 98% of proceeds go to programs and baseball projects.

Steve and Brad presented the latest revisions to the Park Plan created by SRF, along with cost estimates. Steve said that the plan will be presented to the City Council at their February 17 meeting (Tuesday, since Monday is a holiday). As proponents of this plan, Steve hoped Board Members would be present to show their support for this very solid plan.

Steve stated there were very few changes made to the bulk of the plan. One of the future plans for Ramblewood is to add an entrance into the park from the south. Another is the possibility of adding park space in Eagle's Landing – adjacent to land the city just acquired for – wet land space.

Steve informed the Board that 80% of playground equipment in the City is over 20 years old. This data was part of the decision to complete the Park Plan process.

Brad presented a report on **Robbins Island** upgrades. The Island would be one of two regional parks in Willmar. Acreage of the Island is approximately 65 acres. Combining Sperry Park and Thompson Park with the Island would make the regional park a better draw with regard to DNR ideals related to regional park designation.

**WILLMAR COMMUNITY ED & REC
JOINT POWERS BOARD MEETING
JANUARY 23, 2015, Page 2**

Robbins Island would be a passive rec area with Swansson being an active area with all the soccer and softball/baseball fields and aquatic center.

One of the changes at the Island would be an open area in the southeast part that will not be mowed, but instead planted in prairie grasses. Parking lots will be re-configured, with more spaces being added, from 180 to around 380.

Wetlands in the park would be restored with a board walk being built to accommodate viewing out over the water. The fishing piers would be cleared of overgrown brush.

A boat house by the beach is planned, housing summer rentals along with winter rentals. A four season shelter that could be used as a warming house for winter ice skating, along with a room available for rental for birthday parties, etc is proposed.

Adding more wetland area by shrinking the beach size is also in the plan. This would create less maintenance for the city and hopefully will be of assistance with the water quality of Foot Lake.

Guri Endresen Shelter would be renovated or rebuilt allowing for more flexible use of that facility especially if/when the amphitheatre gets built, allowing Guri to be the staging area for that venue.

Leaf and Green Shelters would be replaced with a new shelter and removing some trees to make a safe winter sledding hill is in the plan.

Tim Johnson asked if there would be a soccer field at the Island. There will still be green space that can be used as a practice field (but, probably not a game field) as we have enough venues in town to accommodate organized games.

Eric Banks asked about boat and equipment rentals, if there will be a designated area for usage of the equipment, to avoid liability if people get out too far in the lake. Steve responded that will be more thoroughly studied as we enter into that phase of the plan.

Swansson Complex is the second proposed regional park. Changes include a proposed dog park at Lions Park's western side with the east side left as an open area for picnics, etc.

North Swansson – re-do the parking lot, rotate Blue field so home plate in on the north side instead of the south side. A plaza with playground equipment is planned for the area between Red, Yellow and the newly changed Blue. A new concession building is planned for Orange, along with a

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batting cage between Red and Blue, this concession facility will include new restroom facilities to meet the needs of this area. Re-configuring the parking lot will increase the number of spaces and allow for better movement in and out of the park. A practice infield is also proposed for the very east end of the property allowing teams to get in infield practice while the other fields have games on them.

South Swansson changes include moving the skate park and creating another baseball field in that space and adding parking south of the stadium. This additional ballfield will meet the needs of the teams going into the future.

Other improvements include adding features to the Aquatic Center (ie lazy river). Adding a parking lot on the north side of the soccer fields is also in the plan. There are also comments about some land south of the DOAC that might be available for future park enhancements.

Northside Park - the baseball field would stay the same. Playground would be moved and a plaza added so parents can watch their kids on the playground or the field. The tennis courts would be re-built into a pickle ball court. A basketball area would be added to the north side of the property.

Rice Park – the wading pool will be removed and green space will be in that location. Horseshoe pits would be moved to the south portion of the park along with the basketball court. Remove the tennis courts. A splash park to replace the wading pool is in the plan along with moving the shelter to the northwest corner of the park, which would create a better flow to the park.

Miller Park – Increase tennis courts from two to four. Move basketball court. Rotate the baseball field so home plate and bleachers are on the north side allowing parents and fans to use the Jefferson parking lot (and possibly the St. Mary's lot). New playground equipment is needed to replace the current aged equipment.

Lincoln Park – Remove tennis courts. Rotate baseball field so home plate is in the southeast corner instead of southwest. An area in the southwest would be an ice rink in the winter with a four season shelter, along with a plaza for picnic tables. Also a basketball area is planned. Steve mentioned the possibility of extending 9th Street to Trott Avenue. City and School staff are talking about an exchange that would transfer the remaining land owned by the School to the City. This would allow more access to the southwest of the park.

Ramblewood Park – Mainly a nature area with Ramblewood Slough as the main part of the park. Creating a boardwalk into the wetlands along with expanding the trails (unpaved) is part of the plan. Other projects include creating a native garden, improving the playground, adding a basketball area with the main proposal being creation of a driveway entrance into the park from the south.

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Steve asked if there were any questions. Liz VanDerBill asked about acquiring land and how that process is handled. Charlene Stevens responded that usually is done by the City purchasing land, occasionally the City can acquire by eminent domain or the owner will donate or gift the land to the City. One other way is the City requiring new developments to set aside some land for a park or green space. The proposed drive to access Ramblewood from 19th Ave SW would require using land belonging to Community Christian School so a discussion would need to happen with them.

A survey was presented regarding parks and towns of similar size as Willmar. This survey showed that Willmar's park system was very similar to the several towns surveyed. Where Willmar did not compare as well was the staffing of and maintenance budgets for these systems. Willmar's annual park capital allotment was amongst the lowest for these communities but that amount can change because of one or two big projects.

Tim Johnson asked if SRF had done any estimates on what maintenance would cost. Steve replied that they had not done that yet. Proposed sources of money for the park projects are Legacy Dollars or getting approval for a sales tax percentage increase to go towards projects or using the general fund the city appropriates annually.

The next item presented to the Board was the budget created by SRF regarding the cost of the plan. The proposed cost for everything is in excess of \$22 million. That amount represents if everything in the plan took place and that it represented today's dollars.

Trudy Gorans asked if it was possible for the 2040 group to work on the planning stages. Charlene responded that the City would work with stake holders. Ms Gorans also asked if Community Ed & Rec staff would be in charge. Charlene stated that CER and Public Works would be working together. The plan is to break into committees to specialize in areas, ie shelters, playgrounds, ball fields.

Audrey Nelsen asked about maintenance dollars, using parks year round will increase maintenance issues and staffing. Steve responded that no, not yet, that will be added when the park plan is put into place. It was stated that the City Council should be aware of what other cities offer. Willmar needs to be progressive in the amenities we offer to encourage people to stay in Willmar and move to Willmar. Rachel Skretvedt said that it comes down to quality of life. Willmar is a hub of the west central area and needs to show that to surrounding towns by the amenities we have.

Charlene Stevens said that 1.8 million per year was raised the last time we had a sales tax implemented. This tax has been put in place twice recently; to build the public library and again to build the connection between the Civic Center and the Blue Line Center, add trails and improvements at the industrial park.

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Scott Guptill mentioned there are huge expenditures needed at the Arena. The question of Garfield rink being closed arose. Steve responded by saying closure would depend upon usage if/when the new facilities are created.

Liz VanDerBill asked about staffing at the holidays. Staffing at the warming house has been limited to weekend as weather permits for the last few years as budgets for part time staff were reduced. It was announced that Vision 2040 would be hosting another movie night at the Arena on February 20.

Rachel Skretvedt asked if there were plans to have skate rental at the Island when the plans for an ice rink were complete. Steve stated that was part of the plan and responded that Troy is working on getting more rental skates for the Arena.

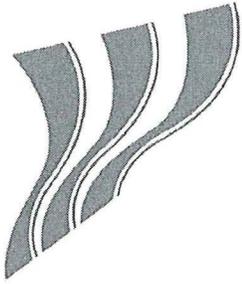
Darin Strand stated that he, Audrey, Liz and Steve have been working on a job description for the Joint Powers Board. Please look over when you receive so changes and/or adoption can be done at the next meeting.

Steve updated the Board on the City Auditorium status. The Gun Range is done, except for the air handling system. We are waiting on delivery and installation; hopefully this will be done by the end of February. We are planning on re-opening the Auditorium by the middle of March. A question was asked about who was in charge of the Auditorium. Steve responded that no one was in charge but the Gun Club did a fairly good job of managing the Range. Rental fee have to be look into. Should the Auditorium be a revenue source or should tax dollars be financing it? Scott Guptill asked if people would stop using the Range if the fees went up too much.

Liz VanDerBill informed the Board that the School Board has called for a meeting to discuss facilities. They are hoping to have a bond referendum on May 12 or 19 to vote on proposed plan. Liz said it sound like the Board is interested in a field house or adding gym space at the high school that can also be used as a field house. One of the proposals is for a dedicated gymnastics room which would free up gym space.

Audrey Nelsen asked about the indoor playground at the City Auditorium. According to news reports, the area that housed the indoor playground will be used to hold most of the HVAC system. Steve agreed, saying the Jefferson's playground has been opened to the public on Fridays from 12-4. There is a possibility of adding a playground on the stage. Audrey stated that people were told the playground was temporarily closed and asked if there was anything we needed to do now that it is permanent.

As there was no further business, the meeting adjourned. The next meeting will be February 27.



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

Agenda Item Number: 7a

Meeting Date: January 20, 2015

Attachments: Yes No

CITY COUNCIL ACTION

Date: February 17, 2015

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

Originating Department: Planning and Development Services

Agenda Item: Public Hearing to Consider Ordinance to Convey City-Owned Property

Recommended Action: Adopt the Ordinance to convey city-owned property and approve the purchase agreement.

Background/Summary: Rice Hospital is requesting to sell the Rehab Building to CDS Investments, LLC. The title review reveals that the property is owned by the City of Willmar. Based on language in the City Charter, the City Council is required to adopt an ordinance to convey the land. The closing agent also requested the City approve and sign an amendment to the purchase agreement.

The Planning Commission reviewed and approved the property sale at their January 14th meeting.

Alternatives: N/A

Financial Considerations: N/A

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

Signature:

Comments:

ORDINANCE NO. _____

AN ORDINANCE AUTHORIZING THE SALE OF REAL PROPERTY TO CDS INVESTMENTS, LLC.

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

Section 1. AUTHORIZATION OF SALE. Finding it to be in the best interests of the City of Willmar, the Willmar City Council hereby authorizes the sale and conveyance of real property legally defined as

Lot 12 and the East 90 feet of the North 40 feet of Lot 11, Block 45, Town (now City) of Willmar, Kandiyohi County, Minnesota

to CDS Investments, LLC pursuant to the terms and conditions of sale set forth in a certain Purchase Agreement between Rice Memorial Hospital and CDS Investments, LLC dated January 15, 2015 and ratified by the City Council on even date herewith.

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

This Ordinance introduced by Council Member: Anderson

This Ordinance introduced on: February 2, 2015

This Ordinance published on: February 7, 2015

This Ordinance given a hearing on: _____

This Ordinance adopted on: _____

This Ordinance published on: _____

RESOLUTION NO. 3

**RESOLUTION SETTING A PUBLIC HEARING TO CONSIDER A
PETITION TO VACATE A STREET**

BE IT RESOLVED by the City Council of the City of Willmar that the Council conduct a public hearing at 7:02 p.m. on Tuesday, February 17, 2015, in the Council Chambers at the Municipal Utilities Commission Building, 700 SW Litchfield Avenue, Willmar, Minnesota.

BE IT FURTHER RESOLVED that the purpose of the hearing will be to consider the partial vacation of 3rd Street Southwest described as:

Beginning at the Southeast (SE) corner of Lot 7, Block 64 of the First Addition to the Town (now City) of Willmar, and continuing on a line extended from the south border of Lot 7, Block 64 of the First Addition to the Town (now City) of Willmar, to the Southwest (SW) corner of Lot 8, Block 65 of the First Addition to the Town (now City) of Willmar, thence northerly along a line extended from the West border of Lot 8, Block 65 of the First Addition to the Town (now City) of Willmar to the Northwest (NW) corner of Lot 14, Block 65 of the First Addition to the Town (now City) of Willmar, thence Westerly on a line extended from the north border of Lot 14, Block 65 of the First Addition to the Town (now City) of Willmar to the Northeast (NE) corner of Lot 1, Block 64 of the First Addition to the Town (now City) of Willmar, thence Southerly on a line extended from the east border of Lot 1, Block 64 of the First Addition to the Town (now City) of Willmar to the point of beginning. All in the City of Willmar, County of Kandiyohi.

BE IT FURTHER RESOLVED that any person having an interest in said matter is invited to appear in person or be represented by counsel to be heard on this matter.

Dated this 20th day of January, 2015.



MAYOR

Attest:



CLERK TRESURER

PURCHASE AGREEMENT
("AGREEMENT")

THIS PURCHASE AGREEMENT is made and entered into as of this 15th JANUARY, 2015 of ~~December, 2014~~ between RICE MEMORIAL HOSPITAL ("Seller"), and CDS INVESTMENTS, LLC, a Minnesota limited liability company ("Purchaser").

In consideration of the covenants and agreements contained herein, the parties agree as follows:

1. Premises; Existing Leases; Management Agreement.

- A. Premises. Subject to compliance with the terms and conditions of this Agreement, and subject to approval by the City of Willmar, Seller shall sell to Purchaser and Purchaser shall purchase from Seller the following (collectively, the "Premises"):
1. The real property located at 311 3rd St. SW, in the City of Willmar, County of Kandiyohi, State of Minnesota, legally described in EXHIBIT A attached hereto, tax parcel nos. 95-003-5410 and 95-003-5390, together with all easements, tenements, hereditaments, and appurtenances belonging thereto, including improvements such as curbing, sanitary sewer, storm sewer, water, rights-of-way, roads and ponding rights;
 2. All buildings, structures and other improvements, including parking lot, erected or placed on the land (the "Improvements");

2. Purchase Price: Payment.

- A. Purchase Price. The purchase price for the Premises shall be Two Hundred Fifteen Thousand and 00/100 Dollars (\$215,000.00) ("Purchase Price").
- B. Payment.
1. Earnest Money. The sum of Five Thousand and No/100 Dollars (\$5,000.00) earnest money ("Earnest Money") shall be delivered at execution of Purchase Agreement and deposited by Seller with Johnson, Moody, Schmidt & Kleinhuizen, P.A., 320 1st St. South, Willmar, Minnesota 56201 ("Escrow Agent"). The Earnest Money, shall be placed and held by Escrow Agent in its attorney trust account in accordance with the terms of this Agreement and shall be credited against the Purchase Price, in favor of Purchaser at closing. No interest shall accrue on the Earnest Money. If Purchaser provides Seller with written notice of Purchaser's waiver or satisfaction of all the conditions to closing set forth in Section 7 of this Agreement, then the Earnest Money shall be deemed non-refundable to Purchaser, except as otherwise provided in Sections 3.C., 5.B., 5.C., 14.A. or elsewhere in this Agreement.

2. Balance. The remaining balance of the Purchase Price in the amount of Two Hundred Ten Thousand and 00/100 Dollars (\$210,000.00) shall be paid by immediately available funds at the closing.

3. Title To Be Delivered: Commitment: Survey: Title Objections.

- A. Title To Be Delivered. At closing and upon Purchaser's fulfillment of all of its obligations under this Agreement, Seller agrees to convey marketable fee simple title in the Real Property, free and clear of all liens, encumbrances, covenants, conditions and restrictions other than the Permitted Exceptions (defined herein).
- B. Abstract. As soon as reasonably possible following the full execution of this Agreement, Seller at its sole cost and expense shall cause to be issued and delivered to Purchaser, abstracts of title, or Registered Abstracts certified to date to include proper searches covering bankruptcies, and State and Federal judgments and liens. After making that delivery, Seller shall not be obligated for any further updating of the abstracts of title, such further cost to be the sole obligation of the Purchaser.
- C. Title Objections. Purchaser shall have ten (10) days after receipt of the abstracts to make its objections to matters disclosed in the abstracts of title in writing to Seller. Any exception disclosed in the abstracts of title and not timely objected to by Purchaser within such 10-day period shall be deemed a "Permitted Exception" hereunder. Seller shall have until one hundred twenty (120) days after it receives such objections to have the same removed or satisfied, using its best efforts. If Seller shall fail to have such objections removed within that time, then without limiting any other remedies Purchaser may have at law or in equity, Purchaser may, at its sole discretion, either (a) terminate this Agreement without any liability on its part and receive the Earnest Money back, (b) waive such objections in writing and proceed to closing with the understanding that such uncured objection shall be deemed Permitted Exceptions at closing, or (c) attempt to cure such uncured objections, in which event Purchaser shall have an additional thirty (30) days to attempt to cure such objections, and receive Seller's credit against purchase price for cost incurred, and if Purchaser is not successful in curing such objections, Purchaser shall then have the right to either terminate this Agreement pursuant to clause (a) above or waive such objections pursuant to clause (b) above. Notwithstanding anything contained herein to the contrary, Seller shall be obligated to cure (i) mortgage or deed of trust financing or similar liens given for security or collateral purposes, (ii) state, federal or local tax liens or liens for the nonpayment of special assessments, and (iii) any other judgment liens or non-consensual liens (collectively, "Liens"), it being the understanding and agreement that any such Liens will be satisfied out of Seller's proceeds at closing, if not sooner paid.

4. Seller's Property Information: Purchaser's Inspections.

- A. Seller's Property Information. Within five (5) days after all parties have signed this Agreement, Seller shall deliver to Purchaser, copies of any contracts, leases, licenses or other agreements pertaining to the Premises and copies of all permits,

plats, authorizations, notices, consents, approvals, plans, specifications, surveys, engineering studies, analysis, soil test borings and other documentation pertaining to the physical condition, development and operation of the Premises and any other information reasonably requested by Purchaser (whether prepared by Seller, Seller's agents or independent contractors, any governmental authority or agency, federal, state or local, or any other third party), to the extent that Seller has the same in its possession or has a right of possession thereto ("Property Information").

- B. Purchaser's Inspections/Approvals. Purchaser, its counsel, accountants, agents and other representatives, shall have full and continuing access to the Premises and all parts thereof, as well as to all other papers and documents of Seller as they relate to the title, physical condition, development and operation of the Premises. Purchaser and its agents and representatives shall also have the right to enter upon the Premises at any time after the execution and delivery hereof for any purpose whatsoever, including inspecting, surveying, engineering, test boring, performance of environmental tests and such other work as Purchaser shall consider appropriate and shall have the further right to make such inquiries of governmental agencies and utility companies, etc., and to make such feasibility studies and analyses as it considers appropriate (collectively the "Inspections"). Purchaser shall indemnify and hold harmless Seller from and against any liabilities or damages to persons or property arising from Purchaser's entry onto the Premises hereunder, unless such liabilities or damages arise from the negligence or willful misconduct of Seller, and provided, however, that Purchaser's indemnification and hold harmless obligations shall not apply to any liabilities or damages arising out of or in any way related to contaminated soil, asbestos, or other environmental hazards uncovered during the Inspections and not introduced onto the Premises by Purchaser or its agents, employees or contractors. Seller at Seller's option shall be entitled to have representatives present during such inspections.

5. Control of Premises: Condemnation.

- A. Control of Premises. Until the closing, except for Purchaser's indemnification obligations set forth in Section 4.B above, Seller shall have the full responsibility and the entire liability for any and all damages or injury of any kind whatsoever to the Premises, the Improvements thereon, and all persons, whether employees or otherwise, and all property from and connected to the Premises. Seller agrees to keep the Premises continually insured during the term of this Agreement under a policy of commercial general liability insurance with policy limits of not less than \$1,000,000 per incident and fire and extended coverage insurance insuring the Improvements and personal property, if any, for their full insurable value. Until the closing, Seller shall have the full responsibility for the continued operation of the Premises, including performance of its obligations under existing leases, provided, however, Seller shall not (i) enter into any new leases or any amendments, modifications, extensions or renewals of existing leases, or (ii) approve of any assignment or sublease of an existing lease, without the prior written consent of the Purchaser, which may be withheld in Purchaser's sole discretion.

- B. Condemnation. If, prior to the Closing Date, eminent domain proceedings are commenced against all or any substantial part of the Premises, Seller shall immediately give notice to Purchaser of such fact and at Purchaser's option (to be exercised within 20 days after Seller's notice), this Agreement shall terminate, in which event neither party will have further obligations under this Agreement and the Earnest Money together with accrued interest shall be returned to Purchaser provided Purchaser is not in breach or default hereunder beyond any applicable grace or cure period. If Purchaser shall fail to give such notice then there shall be no reduction in the Purchase Price, and Seller shall assign to Purchaser at the Closing Date all of Seller's right, title and interest in and to any award made or to be made in the condemnation proceedings. Prior to the Closing Date, Seller shall not designate counsel, appear in, or otherwise act with respect to the condemnation proceedings without Purchaser's prior written consent, which consent shall not be unreasonably withheld or delayed; provided, however, if any action is necessary with respect to such proceeding to avoid any forfeiture or material prejudice, Seller shall be entitled to take such action as and to the extent necessary without obtaining Purchaser's prior written consent. For purposes of this Section, the words "substantial part" mean the fair market value of the portion of the Premises so taken exceeds \$100,000.00.
- C. Casualty. If, prior to Closing (i) the Property is damaged by fire or other casualty to the extent that the cost of repairing such damage shall be Ten Thousand Dollars (\$10,000) or more, or (ii) the Property becomes subject to litigation which may deprive Purchaser of any material benefit to which it would become entitled pursuant to this Agreement, Purchaser shall have the right, by notice in writing to the Seller delivered within fifteen (15) days after actual notice of such fire or other casualty or litigation, to terminate this Agreement, whereupon the Escrow Agent shall immediately disburse the Earnest Money to Purchaser, and neither party shall have any further liability to the other hereunder. If Purchaser does not elect, or is not entitled, to terminate this Agreement, the Purchase Price shall not be reduced except as hereinafter set forth, but Purchaser shall be entitled to an assignment of all of Seller's share of the proceeds of fire or other casualty insurance and rent insurance proceeds (if any) payable with respect to the period after Closing, as the case may be, and Seller shall have no obligation to repair or restore the Property; provided, however, that the Purchase Price shall be reduced by an amount equal to the sum of (a) any uninsured or unreimbursed amount, (b) the "**deductible**" applied by Seller's insurer with respect to such fire or casualty and (c) the amount by which the proceeds of such insurance will be reduced by reason of the application of any co-insurance clause in Seller's insurance policy. If Purchaser proceeds to Closing hereunder, Seller shall not compromise, settle or adjust any claims to such proceeds or awards, without Purchaser's prior written consent.

6. Representations, Warranties and Covenants of Seller.

In order to induce Purchaser to enter into this Agreement and purchase the Premises, Seller hereby represents warrants and covenants to Purchaser:

- A. Seller (i) is not a "foreign person" as that term is defined under Internal Revenue Code Section 1445(F)(3), and (ii) the sale of the Property is not subject to any withholding requirements imposed by the Internal Revenue Code, including, without limitation, Section 1445(F)(3).
- B. Seller has no actual knowledge of any pending or threatened action, litigation, or proceeding by any organization, person, individual or governmental agency (including governmental actions under condemnation authority or similar proceedings) affecting the Premises.
- C. There are no leases or tenants of the Premises, which shall survive closing, other than the lease between the parties as provided in paragraph 16.
- D. There are no management, maintenance or service contracts, licenses, purchase agreements, purchase options, rights of first refusal, or other unrecorded agreements affecting the Premises. Seller agrees not to enter into any new, or modify any existing, written or oral service contracts, licenses or other recorded or unrecorded agreements affecting the Premises hereafter without Purchaser's prior written consent which may be withheld in Purchaser's sole discretion.
- E. To the best knowledge of Seller, without further investigation or expense to Seller, the Premises are now and have been in compliance in all material respects with applicable Environmental Laws including, but not limited to, the Comprehensive Environmental Response Compensation and Liability Act.

As used in this Agreement, the term "Hazardous Substance" shall mean any toxic or hazardous substances or wastes, pollutants or contaminants (including, without limitation, asbestos, urea formaldehyde, radon, the group of organic compounds known as polychlorinated biphenyls, petroleum products including gasoline, fuel oil, crude oil and various constituents of such products, and any hazardous substance as defined in any state, local or federal law, regulation, rule, policy or order relating to the protection of the environment. The Real Property is not now, and to the best knowledge of Seller never has been, listed on any list of sites contaminated with Hazardous Substances, nor used as landfill, dump, or disposal or storage site for Hazardous Substances, except as disclosed to Purchaser in writing.

Seller has received no notice of any environmental claim involving the Real Property, except as disclosed to Purchaser in writing.

There are no underground or above ground storage tanks, other than as disclosed to Purchaser in writing, located on or under the Real Property, and no underground tank previously located on the Real Property has been removed therefrom, other than as disclosed to Purchaser in writing, with respect to which Seller has or will deliver to Purchaser such documentation as is available to Seller.

- F. Seller does not know of any wells (as said term is defined in Minn. Stat. § 1031.005, subd. 21) on the Real Property, except as disclosed to Purchaser in writing. This disclosure is intended to satisfy the requirements of Minn. Stat. § 1031.235, subd. 1(a).

The representations and warranties set forth in this Section 6 shall be continuing and shall be true and correct on and as of the closing date with the same force and effect as if made at that time and all such representations, warranties and covenants shall survive closing and shall not be affected by any investigation, verification or approval by any party hereto or by anyone on behalf of any party hereto and shall not merge into Seller's conveyance being delivered at closing. Seller agrees to indemnify and hold Purchaser harmless from and against and to reimburse Purchaser with respect to any and all claims, demands, causes of action, loss, damage, liabilities, and costs (including attorney's fees and court costs) asserted against or incurred by Purchaser by reason of or arising out of the breach of any representation, warranty or covenant as set forth in this Section 6.

7. Conditions to Closing.

The closing of the transaction contemplated by this Agreement and all the obligations of Purchaser under this Agreement are (in addition to the title contingency contained in Section 3C) subject to fulfillment, on or before the time periods specified below, of the following conditions precedent:

- A. Upon receipt by Purchaser of all of the abstract and the Property Information, Purchaser shall then have until the date that is five (5) days before the Closing Date (referred to as the "Contingency Period") to satisfy or waive the following matters:
 - 1. Notify Seller of any objections to the title.
 - 2. Obtain at Purchaser's sole cost, inspection reports of the Premises and be satisfied with the results of such reports so that conditions are favorable for Purchaser's intended renovation and use of the Premises.
 - 3. Obtain at Purchaser's sole cost, an environmental assessment of the Premises and be satisfied with the results of such report.
 - 4. Obtain at Purchaser's sole cost, assurance that all utilities necessary for Purchaser's intended use of the Premises are reasonably available to the Premises.
- B. At any time during the Contingency Period, Purchaser shall have the right to terminate this Agreement by written notice to Seller, in which case this Agreement shall be null and void and all Earnest Money (and interest thereon) shall be refunded to Purchaser.

8. Closing Date.

Subject to the fulfillment or waiver of the conditions hereof, the Closing of the purchase and sale shall take place on January 13, 2015 (the "Closing Date"). The closing shall take place at the offices of Escrow Agent or at such other place as Seller and Purchaser may mutually determine. Possession of the Premises shall be delivered to Purchaser on the Closing Date, free of the leasehold or possessory interest of Seller and any tenants, licensees or occupants thereof.

9. Seller's Obligations at Closing.

At or prior to the Closing Date, Seller shall:

- A. Execute and deliver to Purchaser the Warranty Deed.
- B. Execute and deliver to Purchaser Escrow Agent's standard affidavit of Seller confirming that Seller is not a "foreign corporation" within the meaning of Section 1445 of the Internal Revenue Code.
- C. Execute and deliver to Purchaser Escrow Agent's standard affidavit of Seller in form and content sufficient to allow Escrow Agent to delete the standard exceptions contained in Purchaser's Owners Title Insurance Policy relative to (i) parties in possession, (ii) liens for labor, materials, or services, and (iii) unrecorded easements or other instruments.
- D. Execute and deliver to Purchaser, Seller's assignment of any service contracts assignable to Purchaser and which Purchaser elects to have assigned to it in a form satisfactory to Purchaser.
- E. Execute and deliver to Purchaser a certificate at closing confirming that the representations and warranties set forth in Section 6 of this Agreement are true and correct as of the Closing Date as though made as of such date
- F. Deliver to Purchaser such other documents as may be reasonably required by its Agreement, all in a form reasonably satisfactory to Purchaser, Seller and Escrow Agent.

10. Delivery of Purchase Price; Obligations At Closing.

At closing, subject to the terms, conditions, and provisions hereof and the performance by Seller of its obligations as set forth herein, the Earnest Money shall be delivered to Seller and credited against the Purchase Price, and Purchaser shall deliver the remaining balance of the Purchase Price to Seller pursuant to Section 2 above.

11. Closing Costs.

The following costs and expenses shall be paid as follows in connection with the closing:

- A. Seller shall pay:
 - 1. The cost to update and deliver to Purchaser the abstract of title; all fees to record all of the documents necessary to permit Seller to convey marketable fee simple title to the Real Property to Purchaser (other than the fee to record the documents of conveyance to Purchaser); the cost to prepare the Warranty Deed, and one-half of the closing fee charged in connection with the closing of this transaction.

2. Any state, county or municipal deed tax, excise tax or transfer fee imposed on the conveyance, and any fees and costs incurred by Seller or necessary to subdivide the Real Property from other real property into a separate tax parcel.
3. Any delinquent real estate taxes and utilities and real estate taxes as provided in Section 12 below.
4. Any attorney's fees or other cost incurred by or at the direction of Seller.

B. Purchaser shall pay:

1. The documentary fee necessary to record the Warranty Deed.
2. The cost to have the abstract of title reviewed.
3. The cost to prepare this Agreement, and one-half of the closing fee charged in connection with the closing of this transaction.
4. Any attorney's fees or other cost incurred by or at the direction of Purchaser.

12. Prorations.

The following prorations shall be made as of the Closing Date:

- A. Real estate taxes that are due and payable in the year of closing shall be prorated between Seller and Purchaser to the Closing Date. Seller shall pay all such real estate taxes due and payable in years prior to the year of closing. Purchaser shall assume responsibility for the payment of all such taxes, special assessments due and payable in years subsequent to the year of closing. If as of the Closing Date the Premises is not assessed for purposes of property taxation separately from all other real property, then the real estate taxes for the total tax parcel shall be paid in full at closing, and the amount of taxes allocable to the Premises shall be determined based upon the ratio that the square footage of the Premises bears to the square footage of all the real property within the total tax parcel.
- B. Seller shall pay all levied or pending special assessments and/or installments of special assessments allocable to the Premises. Buyer shall assume all assessments levied against the Premises after the Closing Date.
- C. The terms of this Section 12 shall survive the closing of the transaction contemplated herein.

13. Brokerage.

Seller and Purchaser represent and warrant to each other that they have not engaged the services of any broker in connection with the sale and purchase contemplated by this Agreement.

14. Remedies.

- A. Seller Default. If Seller defaults in the performance of this Agreement, Purchaser may either (i) cancel this Agreement by written notice to Seller in which event Escrow Agent shall promptly refund the Earnest money (and all interest) to Purchaser and the Agreement shall be deemed to be terminated in all respects, or (ii) if Purchaser does not cancel this Agreement, Seller acknowledges the Premises are unique and that money damages to Purchaser in the event of default by Seller are inadequate and Purchaser shall have the right to apply for and to receive from a court of competent jurisdiction equitable relief by way of restraining order, injunction or otherwise, prohibitory or mandatory, to prevent a breach of the terms of this Agreement, or by way of specific performance to enforce performance of the terms of this Agreement.
- B. Purchaser Default. If Purchaser defaults in the performance of this Agreement, Seller's sole and exclusive remedy shall be to cancel this Agreement by delivering written notice of such default to Purchaser ("Seller's Default Notice"), in which event Purchaser shall have the opportunity to cure such default within thirty (30) days after receipt of Seller's Default Notice, and if Purchaser fails to timely cure such default after receipt of Seller's Default Notice then this Agreement shall be deemed canceled without further action between parties and the Escrow Agent shall deliver the Earnest Money to Seller as liquidated damages, it being the understanding and agreement of the parties that it would be impractical or extremely difficult to determine the actual damages to Seller in the event of Purchaser's default, and that the Earnest Money is reasonable estimate of the damages which Seller would incur as a result of Purchaser's default hereunder.

15. Escrow.

Escrow Agent is authorized and agrees by acceptance thereof to promptly deposit the Earnest Money as provided herein and to hold same in escrow and to disburse the same in accordance with the terms and conditions of this Agreement. The sole duties of Escrow Agent regarding the Earnest Money shall be those described herein, and Escrow Agent shall be under no obligation to determine whether the other parties hereto are complying with any requirements of law or the terms and conditions of any other agreements among said parties. Escrow Agent may conclusively rely upon and shall be protected in acting upon any written notice, consent, order or other document believed by it to be genuine and to have been signed or presented by the proper party or parties to this Agreement. Escrow Agent shall have no duty or liability to verify any such written notice, consent, order or other document, and its sole responsibility shall be to act as expressly set forth in this Agreement. Escrow Agent shall be under no obligation to institute or defend any action, suit or proceeding in connection with this Agreement.

16. Lease. On the Closing Date, the parties shall enter into a Lease in a form substantially similar to that set forth in the attached Exhibit B, by which Seller shall lease the Real Property from Purchaser.

17. Miscellaneous.

The following general provisions govern this Agreement.

- A. No Waivers. The waiver by either party hereto of any condition or the breach of any term, covenant or condition herein contained shall not be deemed to be a waiver of any other condition or of any subsequent breach of the same or of any other term, covenant or condition herein contained. Purchaser, in its sole discretion may waive any right conferred upon Purchaser by this Agreement; provided that such waiver shall only be made by Purchaser giving Seller written notice specifically describing the right waived.
- B. Time of Essence. Time is of the essence of this Agreement.
- C. Governing Law. This Agreement is made and executed under and in all respects to be governed and construed by the laws of the State of Minnesota and the parties hereto hereby agree and consent and submit themselves to any court of competent jurisdiction situated in the State of Minnesota.
- D. Notices. All notices and demands given or required to be given by any party hereto to any other party shall be deemed to have been properly given if and when delivered in person, the next business day after being sent by reputable overnight commercial courier (e.g. U.P.S. or Federal Express), or three (3) business days after having been deposited in any U.S. Postal Service and sent by registered or certified mail, postage prepaid, to such address or phone number as any party shall specify to the other party. Any party, by notice given as aforesaid, may change the address or phone number to which subsequent notices are to be sent to such party.
- E. Confidentiality. Seller and Seller's agent shall keep the information and all terms and conditions of this Agreement confidential.
- F. Successors and Assigns. This Agreement shall be binding upon and inure to the benefit of the successors and assigns of each of the parties hereto. This Agreement may be assigned or transferred by Purchaser and or Seller at any time without consent of the other party provided the assignee agrees to be bound by the terms of this Agreement. Upon such assignment, assigning party shall continue to be fully liable for all of its obligations under this Agreement.
- G. Invalidity. If for any reason any term or provision of this Agreement shall be declared void and unenforceable by any court of law or equity it shall only affect such particular term or provision of this Agreement and the balance of this Agreement shall remain in full force and effect and shall be binding upon the parties hereto.

- H. Complete Agreement. All understandings and agreements heretofore had between the parties are merged into this Agreement which alone fully and completely expresses their agreement. This Agreement may be changed only in writing signed by both of the parties hereto and shall apply to and bind the successors and assigns of each of the parties hereto and shall not merge with the deed delivered to Purchaser at closing.
- I. Counterparts. This Agreement may be executed in one or more counterparts each of which when so executed and delivered shall be an original, but together shall constitute one and the same instrument.
- J. Calculation of Time Periods. Unless otherwise specifically provided herein, in computing any period of time described in this Agreement, the day of the act or event after which the designated period of time begins to run is not to be included and the last day of the period so computed is to be included, unless such last day is a Saturday, Sunday or legal holiday under the laws of the State of Minnesota, in which event the period shall run until the end of the next day which is neither a Saturday, Sunday or legal holiday. The final day of such period shall be deemed to end at 5:00 p.m., Minnesota time.
- K. Attorneys' Fees. If any dispute arises between the parties regarding this Agreement or the subject matter thereof, the prevailing party in any court action, administrative proceeding or alternative dispute resolution commenced or maintained to resolve such dispute, shall be entitled to an award of reasonable attorneys' fees, disbursements and court costs.
- L. Survival. All of the warranties, covenants, and representations made herein by either Seller or Purchaser shall survive closing and the delivery of the Deed to Purchaser, or the earlier termination of this Agreement.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the day and year first above written.

SELLER:

DATE: 01/15/2015

PURCHASER:

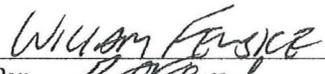
DATE: 01/15/2015

RICE MEMORIAL HOSPITAL


By: Michael Schramm
Its: CEO

CDS INVESTMENTS, LLC


By: ROGER DEUTH
Its: MEMBER


By: William Fenske
Its: CEO

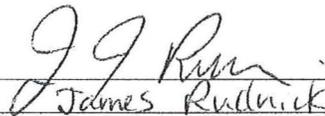

By: James Rudnick
Its: Member

EXHIBIT A
(Legal Description)

Real property located in Kandiyohi County, Minnesota, legally described as follows:

Lot 12, the East 90 feet of the North 40 feet of Lot 11, Block 45, City of Willmar

EXHIBIT B
(Lease)

LEASE

This Lease dated January 2, 2015, by and between CDS Investments, LLC, a Minnesota limited liability company (the "Lessor"), and Rice Memorial Hospital, an agent and instrumentality of the City of Willmar, Minnesota (the "Tenant").

In consideration of their mutual promises and undertakings as hereinafter set forth, the parties agree as follows:

1. **Purpose.** The purpose of this Lease is to provide office space to Tenant in which Tenant will operate services in connection with or ancillary to its operation of Rice Memorial Hospital.
2. **Premises.** The Lessor is the owner of an office building located at 311 3rd St. SW in the city of Willmar, Kandiyohi County, Minnesota, and legally described as set forth on the attached Exhibit A (the "Premises"). This Lease will cover all of the building and the parking lot. Provided, however, that Lessor shall have the right to use some of the parking spaces located on the Premises as the parties shall mutually agree.
3. **Term and Commencement.** The term of this Lease shall be for a period of one (1) year and nine (9) months, commencing January 2, 2015 and ending on September 30, 2016. If Tenant experiences delays in the construction of its new facilities, Tenant shall have the option to renew the Lease for an additional period of two (2) months from October 1, 2016 until November 30, 2016. Tenant shall exercise its option to renew by giving written notice to Lessor of an intent to exercise the option, at least thirty (30) days before expiration of the original lease term.
4. **Rent.** The Tenant will pay as rental to the Lessor the sum of Two Thousand Seven Hundred Forty Five and No/100 Dollars (\$2,745.00) per month during the term of the Lease. The Lease is intended to be a "triple net" lease such that Tenant pays all expenses of the Premises.
5. **Real Estate Taxes.** Tenant shall pay all of the real property taxes that may be imposed on the Premises in each year during the term of this Lease. Lessor shall provide a copy of all tax statements for the Premises to Tenant and Tenant shall pay the real estate taxes on or before the due date of the taxes that are owed and shall provide evidence of payment to Lessor.
6. **No Assignment.** This Lease shall not be assignable or sublet by Tenant without the prior written consent of the Lessor.
7. **Renovation, Alterations, Etc.** The Lessor must approve in advance, in writing, any renovations, alterations or additions to the Premises desired by the Tenant, and unless otherwise agreed in writing, the Tenant shall bear the cost thereof.
8. **Additions and Improvements to Remain.** Additions and improvements of a permanent

nature made in or upon the Premises by either the Tenant or the Lessor shall become the property of the Lessor and shall not be removed by the Tenant. The Tenant may remove "trade fixtures" or other removable items, provided that Tenant shall bear the cost of repair for any damages caused by any such removal.

9. **Personal Property at Tenant's Risk.** Tenant agrees that all personal property that it brings or uses upon the Premises will be there at the risk of the Tenant and Tenant will be responsible to provide the desired insurance coverages therefor.
10. **Insurance.** Tenant shall procure and maintain all appropriate liability insurance against claims for bodily injury, death and property damage arising out of Tenant's business enterprise conducted on the Premises, affording minimum single limit protection of \$1,000,000.00 with respect to personal injury or death and property damage occurring or resulting from one occurrence. Lessor shall be listed as a named insured in such liability policy. Tenants shall procure and maintain fire and storm insurance coverage for the building and improvements located on the Premises and shall have Lessor listed as a named insured.
11. **Indemnity.** The parties agree to indemnify, defend and hold harmless the other, and the other's agents and employees (including the payment of reasonable attorney's fees), from and against all third party claims of whatever nature arising from any act, omission or negligence of the party to be bound, its agents or employees, or arising from any accident, injury or damage whatsoever caused to any such third party, or to the property of any third party, occurring during the term of this Lease in or about the Premises, where such accident, damage or injury results or is claimed to have resulted from an act or omission on the part of the party sought to be bound by this agreement.
12. **Damage or Destruction to Building.** If the building in which the Premises are located is destroyed by fire or other casualty or so damaged as to render the Premises untenable, the Tenant shall pay the rent up to the date of such damage. The Premises shall be repaired by the Lessor as expeditiously as possible, with rents being abated during the repair period with respect to such portions of the Premises as are untenable, and the amount of abatement in rent shall be apportioned on a square foot basis during the repair period.
13. **Condemnation.** If the whole of the Premises or such portion thereof as will make the Premises unsuitable for the purpose herein leased is condemned for any public use by any legally constituted authority, then in either of such events this Lease shall cease from the time when possession is taken by such public authority and rentals shall be accounted for between Lessor and Tenant as of the date of surrender of possession. Such termination shall be without prejudice to the rights of either the Lessor or Tenant to recover compensation from the condemning authority for any loss or damage caused by such condemnation.
14. **Lessor to Provide.** The Lessor agrees to keep and maintain in good order, condition and repair, the foundation, exterior walls, sewer and water systems, roof and structural part of

the floor for the building to be used by Tenant located on the Premises. It is understood however that regular ongoing maintenance of those items shall be the responsibility of Tenant and Lessor shall be obligated only for significant repairs. In the event of any damage to any of the foregoing caused by the negligence of Tenant, its employees, agents, invitees, licensees or contractors, then, the Lessor may at its option put or cause the same to be put into condition and state of repair necessary, and in such case the Tenant, on demand, shall pay the cost thereof.

15. **Tenant to Provide.** Tenant shall, at all times throughout the term of this Lease, including any renewals or extensions, at the Tenant's cost and expense, keep and maintain in good order, condition and repair, the Premises.
16. **Utilities.** Through the term of this Lease and any extensions or renewals thereof, Tenant shall pay, when due, all utility services for the Premises.
17. **Waiver of Subrogation.** Lessor and Tenant each hereby release and waive all right of recovery against each other, irrespective of any carelessness or negligence, for any loss or damage sustained to the property of the other, to the extent such loss or damage is covered under the terms and provisions of any policy or policies of insurance in force at the time of such loss, and the Lessor and the Tenant, to the extent the same shall not invalidate such policy or policies, each agree not to assign any subrogation rights against the other to any such insurer.
18. **Compliance with Laws.** Tenant shall comply with all applicable laws and regulations of any governmental authority having jurisdiction of the Premises in its use of the Premises. Lessor shall undertake to cause all other tenants of the property to use their spaces in compliance with all applicable laws and regulations.
19. **Surrender of Leased Space.** On the last day of the term of this Lease, any extension thereof, or upon the sooner termination thereof, Tenant shall peaceably surrender the Premises in good order. On or before the last day of the term, extension or the sooner termination of this Lease, Tenant shall, at its expense, remove its equipment and personal property from the Premises. Any damage caused by the Tenant in the removal of the above items shall be repaired by Tenant at its expense.
20. **Quiet Enjoyment.** Tenant, upon paying the rental provided, and performing all other terms of this Lease, shall quietly have and enjoy the Premises during the term of this Lease, without hindrance or molestation by anyone claiming by or through the Lessor, subject, however, to the reservations and conditions of this Lease, and to all easements and restrictions of record.
21. **Default.** If default shall at any time be made by the Tenant in payment of the rent or in any other covenants herein provided to be kept, observed and performed by the Tenant or if the leasehold interest shall be levied on under execution or if the Tenant shall be declared bankrupt or insolvent according to law or if any assignment of the Tenant's property shall be made for the benefit of creditors (except assignment in the normal

course of business for purposes of obtaining credit), then in any of said cases, the Lessor may, at its option, terminate this Lease. Such right of termination shall be without prejudice to the exercise by Lessor of any and all other remedies which it may have available upon Tenant's default. In the event of Lessor's default under this Lease, Tenant may, at its option, proceed to cure such default and charge the amount required to cure against Lessor. Such remedy shall be without prejudice to any other remedies which may be available to Tenant in the event of default by Lessor.

- 22. **Waiver.** No waiver by Lessor or Tenant of any provision hereof shall be deemed to be a waiver of any other provision hereof or of any subsequent breach by the other party of any other provision.
- 23. **Holding Over.** If the Tenant remains in possession of the Premises or any part thereof after expiration of the term of this Lease with the consent of the Lessor, that occupancy shall be a tenancy from month-to-month upon all of the terms hereof applicable to the month-to-month tenancy.
- 24. **Choice of Law.** This Lease shall be governed by and interpreted in accordance with the laws of the State of Minnesota.
- 25. **Attorneys' Fees.** If either party named herein brings an action to enforce the terms hereof or declare rights hereunder, the prevailing party in any such action, on trial or appeal, shall be entitled to his reasonable attorneys' fees to be paid by the losing party as fixed by the Court.
- 26. **Notices.** All notices under this Lease must be in writing and either hand delivered or sent by United States certified or registered mail; postage pre-paid, except that any party may by written notice given as aforesaid change its address for subsequent notices to be given hereunder.
- 27. **Binding Effect.** This Lease shall be binding upon Lessor, its successors and assigns and on Tenant and its successors and permitted assigns.

The parties have signed this Lease Agreement as of the date above written.

LESSOR:

CDS INVESTMENTS, LLC

R-D-TH
By: ROGER DEUTZ
Its: MEMBER

James Rutnick
By: James Rutnick
Its: member

TENANT:

RICE MEMORIAL HOSPITAL

[Signature]
By:
Its:

[Signature]
By:
Its: CFO

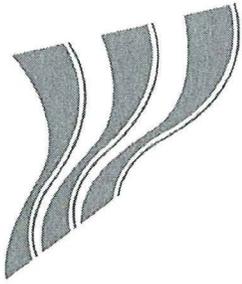
NOT FINAL

EXHIBIT A

(Legal Description)

Real property located in Kandiyohi County, Minnesota described as follows:

Lot 12, the East 90 feet of the North 40 feet of Lot 11, Block 45, City of Willmar



CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 76.

Meeting Date: January 20, 2015

Attachments: Yes No

CITY COUNCIL ACTION

Date: February 17, 2015

- Approved Denied
 Amended Tabled
 Other

Originating Department: Planning and Development Services

Agenda Item: Public Hearing to consider approval of Partial Street Vacation

Recommended Action: Adopt a resolution approving the partial street vacation.

Background/Summary: A petition for the vacation of one block of 3rd Street Southwest between Trott Avenue and Minnesota Avenue was filed by Rice Memorial Hospital and Shared Health Resources, LLC. The street has been closed to through traffic for 10+ years. The Planning Commission has recommended approval of the vacation.

Alternatives:

1. Approve the resolution
2. Delay consideration
3. Not approve the resolution

Financial Considerations: N/A

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

Signature: 

Comments:

RESOLUTION NO. _____

VACATING A PORTION OF A PUBLIC STREET ROW

WHEREAS, the vacation of those portions of dedicated street as described below was petitioned for by Rice Memorial Hospital and Shared Health Resources, LLC. :

Beginning at the Southeast (SE) corner of Lot 7, Block 64 of the First Addition to the Town (now City) of Willmar, and continuing on a line extended from the south border of Lot 7, Block 64 of the First Addition to the Town (now City) of Willmar, to the Southwest (SW) corner of Lot 8, Block 65 of the First Addition to the Town (now City) of Willmar, thence northerly along a line extended from the West border of Lot 8, Block 65 of the First Addition to the Town (now City) of Willmar to the Northwest (NW) corner of Lot 14, Block 65 of the First Addition to the Town (now City) of Willmar, thence Westerly on a line extended from the north border of Lot 14, Block 65 of the First Addition to the Town (now City) of Willmar to the Northeast (NE) corner of Lot 1, Block 64 of the First Addition to the Town (now City) of Willmar, thence Southerly on a line extended from the east border of Lot 1, Block 64 of the First Addition to the Town (now City) of Willmar to the point of beginning. All in the City of Willmar, County of Kandiyohi.

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

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

WHEREAS, a hearing was duly held on the proposal to vacate that portion of said street on February 17, 2015; and

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

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

BE IT FURTHER RESOLVED, that an easement for utilities purposes shall be retained by the City over the entire vacated right-of-way.

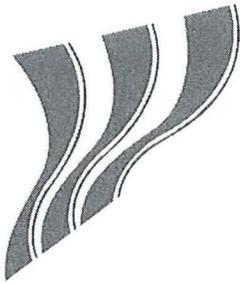
BE IT FURTHER RESOLVED that a certified copy of the Resolution be filed with the Kandiyohi County Recorder on or after February 24, 2015.

Dated this 17th day of February, 2015.

MAYOR

Attest:

CLERK TRESURER



CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 9

Meeting Date: February 17, 2015

Attachments: Yes No

CITY COUNCIL ACTION

Date:

- Approved
- Amended
- Other
- Denied
- Tabled

Originating Department: Community Ed & Recreation

Agenda Item: Park Plan Phase 2 an addendum to the City of Willmar Comprehensive Plan will be presented by Steve Brisendine and staff from SRF Consulting at the February 17, 2015 City Council Meeting.

Recommended Action: Accept phase 2 of the park plan and place it as an addendum to the City of Willmar Comprehensive Plan. Begin working with staff on the implementation of this plan by allocating resources annually through the CIP process.

Background/Summary: Staff started working on a park plan in the fall of 2013 and upon completion of Phase 1 of this process it was determined to enlist the services of SRF Consulting to assist us with Phase 2 in July Of 2014. Four public work focus groups were held in July. Additional workshops were held in September and a Community Open House was held in October of 2014 to review draft concepts of the Park Plan. The primary focus of the plan has been on the following parks: Swanson, Robbins Island, Rice, Northside, Ramblewood, Lincoln and Miller.

The plan will serve as a blueprint for future investments in the park system. The City has not had a master plan prior to this effort.

Alternatives: Request staff to continue to work on this document and incorporate any changes the Council feels is necessary prior to amending this to the City of Willmar Comprehensive Plan.

Financial Considerations: Utilize this plan to incorporate future CIP investments into our Park System.

Preparer: Steve Brisendine

Signature:

Comments:

Parks and Recreation Master Plan

City of Willmar, Minnesota

Draft February 2015



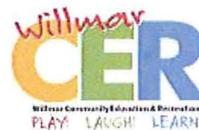
Parks and Recreation Master Plan

City of Willmar, Minnesota

February 2015

Draft

Prepared for:
Willmar Community Education & Recreation



Prepared by:



Acknowledgments

Willmar Community Education & Recreation gratefully acknowledges the community contributions to the content of the Parks and Recreation Master Plan.

Community Education & Recreation Staff

- » Steve Brisendine, Director
- » Brad Bonk
- » Rob Baumgam

City Staff

- » Charlene Stevens, City Administrator
- » Sean Christensen, Public Works Director/City Engineer
- » Bruce Peterson, Director of Planning and Development Services
- » Scott Ledebauer, Public Works Superintendent
- » Gary Manzer, Public Works Foreman

Consultants

- » SRF Consulting Group, Inc.

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Introduction

The City of Willmar’s well-established park system serves a variety of user groups and provides a wide assortment of activities for residents. But the City of Willmar seeks to do more with its park system. Today’s park systems must be programmed and operated to do more with less, support multi-purpose programming and activities, and serve youth, adults and seniors who live in the community. This master plan reaches to the future with vision, innovation and sustainable ideas to reinforce these initiatives. Updating Willmar’s parks will provide safe and relevant amenities that will draw more users to the parks, create places that families and groups will want to visit and will make Willmar a more attractive community for future residents. Updating the park system will strengthen Willmar’s role as a regional center for business, culture and services.

Willmar residents benefit from a large park system that provides access to neighborhood parks, community parks and regional amenities that include sports and recreation facilities, lakes and ample open space. The City’s 37 parks are well used and well maintained, but they need updating. Across the park system, aging buildings, facilities and play equipment have reached the end of their useful life cycles. Many of the facilities no longer meet current standards for accessibility or do not meet current codes for safety.



Willmar has a well-used and established park system that is integrated within the community and serves many roles for its residents.



The Dorothy Olson Aquatic Center is a favorite venue in the Willmar Park System.

Introduction



Baker Field is prominent in the Swansson Field Regional Park Complex.

Phase one of the Willmar Parks Plan called for additional master planning efforts focused on priority parks in the community. Specifically, the park plan identified two regional park complexes including Robbins Island and Swansson Field and four community parks including Northside, Rice, Lincoln and Ramblewood as the first step in updating the larger park system. This master plan is a direct outreach of the phase one report and focuses on the regional and community parks as identified in the report.



The Willmar Park System has a wide variety of activities spread throughout the city.

System-Wide Planning

The Willmar park system extends to all corners of the city. Prioritizing improvements will be important as the City moves forward implementing the recommendations in the Phase One Park Plan and this master plan. A key component of this master plan was identifying which parks are within walking distance of the two regional park complexes and the four community parks that are the focus of this plan. To help in prioritizing park improvements on a system-wide scale, parks within five blocks of the six community and regional parks were identified. Improvements at parks may become lower priorities because residents will be able to access newer amenities at the six focus area parks. The following figure

identifies the five block radius around each of the focus parks and lists the other parks that fall within walking distance.

Using information from the Phase One Park Plan, a matrix of all parks and their amenities was developed. The matrix is divided into four quadrants of the City and lists the parks by name and notes what amenities are in each park. The matrix provides a tool to prioritize park improvements by location. Recommendations for upgrades, replacements, removals and new additions to parks are noted in the matrix, which is included as Appendix B at the end of the report.

PARK CLASSIFICATION

REGIONAL PARK COMPLEX
A grouping of neighboring parks, together act as one large regional destination park complex.

ROBBINS ISLAND REGIONAL PARK COMPLEX

- Robbins Island Park
- Hedin park
- Sperry Park
- Flags of Honor Memorial
- Thompson Park
- Rau Park

SWANSSON FIELD REGIONAL PARK COMPLEX

- Swansson Field Complex
- Baker Field
- Lion's Park
- Dorothy Olson Aquatic Center
- Soccer fields

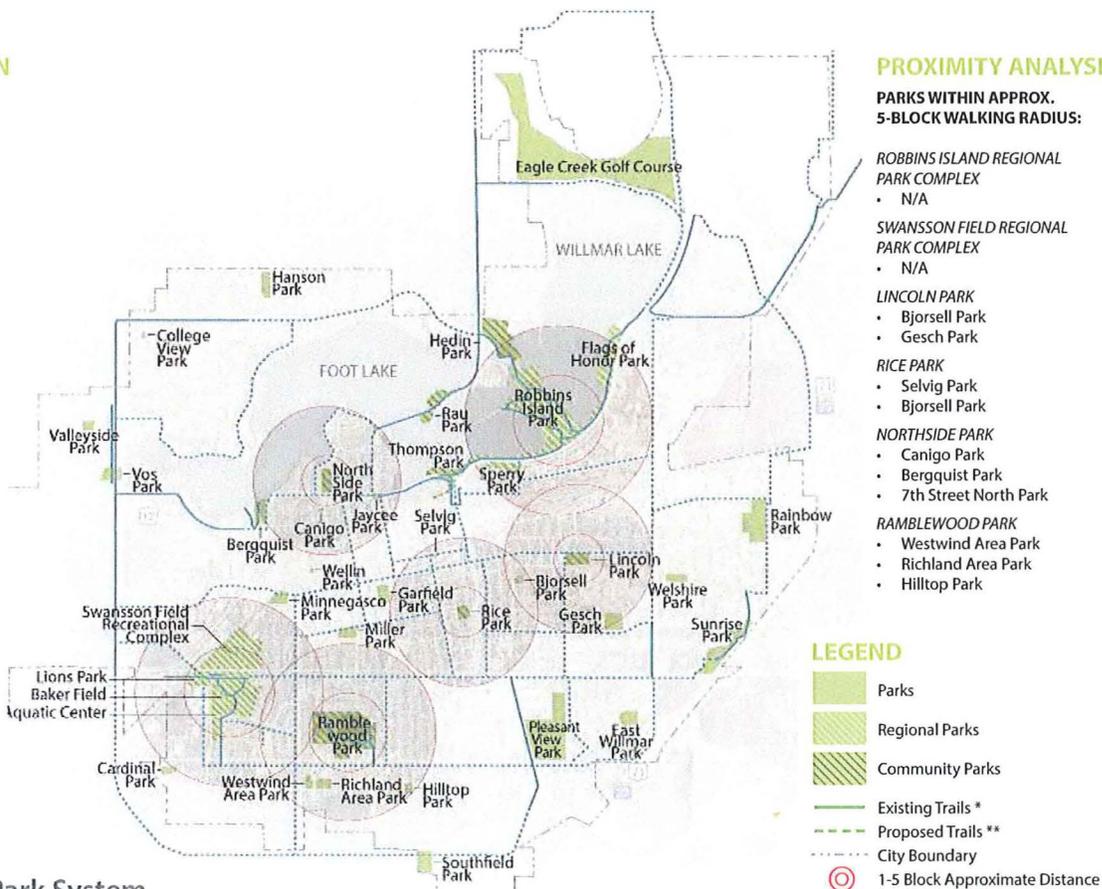
COMMUNITY PARKS
Larger multi-purpose parks that serve the entire community.

- LINCOLN PARK
- NORTHSIDE PARK
- RAMBLEWOOD PARK
- RICE PARK

PROXIMITY ANALYSIS

PARKS WITHIN APPROX. 5-BLOCK WALKING RADIUS:

- ROBBINS ISLAND REGIONAL PARK COMPLEX**
 - N/A
- SWANSSON FIELD REGIONAL PARK COMPLEX**
 - N/A
- LINCOLN PARK**
 - Bjorsell Park
 - Gesch Park
- RICE PARK**
 - Selvig Park
 - Bjorsell Park
- NORTHSIDE PARK**
 - Canigo Park
 - Bergquist Park
 - 7th Street North Park
- RAMBLEWOOD PARK**
 - Westwind Area Park
 - Richland Area Park
 - Hilltop Park



LEGEND

- Parks
- Regional Parks
- Community Parks
- Existing Trails *
- Proposed Trails **
- City Boundary
- 1-5 Block Approximate Distance

Figure 1: Willmar Park System



Figure 2: Ramblewood Park potential parkland acquisition



Figure 3: Eagle Creek area potential parkland acquisition

Future Parkland Needs

The City of Willmar is expanding with new development occurring in several locations around the City. The Willmar park system should reflect the growth and development of the City as well. Acquiring additional parkland in locations where the city is growing or where opportunity exists to improve an existing facility should be considered. Several parcels were identified as potential park acquisitions during the planning process. These included:

A parcel on the south side of Ramblewood Park. This parcel is on the south side of the park, adjacent to 19th Avenue SW. Additional land at Ramblewood Park would provide opportunities for a future parking lot and additional natural landscape restoration to enhance the planned improvements at the existing park. This parcel is currently in private ownership.

Three parcels northeast of the Eagle Creek Golf Course. These parcels sit between Swan Lake and the north side of the Eagle Creek Golf Course. This area of Willmar was identified in the Phase One Park Plan as park deficient. The Eagle's Landing neighborhood is currently without a park and future park development could include a community park and potentially a unique regional feature such as a single-track mountain bike course. These parcels are currently in private ownership.

A parcel south of the Dorothy Olson Aquatic Center. The vacant property that sits south of the aquatic center could provide space for additional practice fields for soccer and it could be used when the aquatic center is expanded. This parcel is currently in private ownership.

A parcel southeast of Robbins Island Park and north of the BNSF railroad tracks. This parcel is in a park-deficient area of the city and could be developed as a community park. This parcel is currently in private ownership.

It is important to assess the utility of all existing park properties in light of the proposed improvements to the park system. It is possible that certain park property will become obsolete as the park system changes. Selling obsolete park land is a potential revenue source for future park improvements.

Willmar School Facilities

Willmar Public Schools have recreation facilities and building that serve the public during non-school hours. The location of these facilities in relation to parks is an important factor to consider as the park system is improved. Coordination between the two entities for planning, development and/or management of future recreation amenities through cost-sharing, maintenance agreements or facility access could provide great benefits to school recreation and park programs. The soccer fields on the south side of the Swansson Field Regional Park and Recreation Complex are a good example of the coordination between the schools and parks and the benefits to the community.



Figure 4: Dorothy Olson Aquatic Center potential parkland acquisition



Figure 5: Potential parkland acquisition southeast of Willmer Lake

Park Facilities

The Willmar park system is well maintained with a professional staff that has extended the useful life of the park system's buildings, playgrounds and other park facilities, many which have been in-place for decades. As Willmar plans for the future of its park system, replacing and upgrading park facilities will be an important part of the redevelopment process. New facilities will attract more visitors and will provide a more enjoyable and a safer experience for park users.

Park Buildings

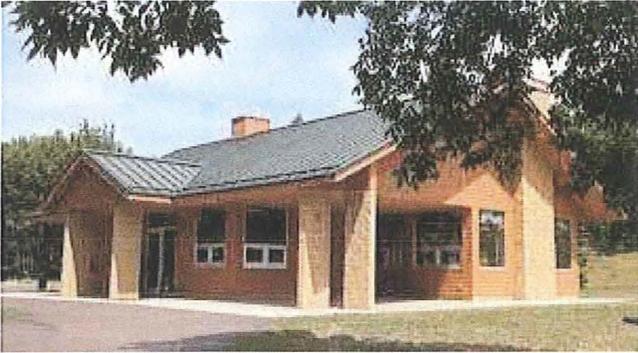
Willmar has several types of park buildings that have served many purposes over the years. Some of the buildings are no longer functional while others are used in ways that were not intended. Most of the park buildings do not meet current Americans with Disabilities (ADA) standards. The park concepts in this master plan incorporate several new building types that will provide Willmar with state-of-the-art facilities that will be elegant, multi-functional, enjoyable spaces to visit. It is important that new buildings be designed to meet current and future needs of the parks. These needs include opportunities for a variety of activities in different seasons. New, well-designed buildings will revitalize the opportunity for building rentals. The buildings proposed in this plan include a variety of picnic shelters of different sizes and amenities, large four-season park buildings, maintenance structures and concessions buildings.



Well appointed medium size three-season picnic shelter.



Simple, small picnic shelter.



This example shows a four-season park building with a community room, kitchen and indoor/outdoor accessible restrooms.



A three-season, open air, large picnic shelter with restrooms and a kitchen.

Picnic Shelters

Large, three-season picnic shelters with restrooms, catering kitchens and covered picnic areas will provide space for large gatherings such as family reunions, weddings or corporate events. Mid-size picnic shelters will be available for three-season day-to-day use with the potential to be rented. These shelters will be equipped with electricity to provide lighting and outlets for plugging in a coffee pot, crock pot or other small electric devices that will make these buildings desirable for renting. Small, three-season picnic shelters with room to cover two to three picnic tables will be available for day-to-day use. These shelters will provide small groups a place to gather for a picnic or to get out of the elements during a trip to the park.

Four-Season Buildings

Parks that are open year-round including the winter season need buildings that are functional all year and provide places to warm up or change into sledding, skiing or skating gear. These buildings can also provide concessions, space for equipment rental and attractive, spacious multi-purpose rooms. Well-designed four-season park buildings will provide another revenue source for Willmar Parks because they will provide the opportunity to be rented for group gatherings.

Concessions and Maintenance Buildings

Robbins Island Regional Park and Swansson Field Regional Park are large parks that require specialized equipment to be stored on-site. Incorporating maintenance buildings to store and maintain the equipment and tools needed to operate these parks is important because it extends the life of equipment and it provides employees a safe location away from the public to maintain the park system's equipment.

Willmar Parks currently has two concessions buildings at Swansson Field and the Dorothy Olson Aquatic Center. The concessions building at Swansson Field is not functional and is currently used for equipment storage. Providing new buildings that are designed specifically for concessions preparation and sales will create an opportunity for additional revenue generation. The proposed building at the Dorothy Olson Aquatic Center should be designed to provide concessions for aquatic center guests and players and fans at the adjacent soccer/multipurpose fields. These buildings can also include restrooms and, in the case of the aquatic center, changing rooms to create space for staff offices in the current aquatic center building.

Playground Equipment

Much of the playground equipment in Willmar's parks is outdated and in need of replacement. Advances in playground equipment have changed the way children play and interact



Landscape Structures 2-5 playground set.



Landscape Structures 5-12 playground set.



Half-court basketball facilities are popular in parks.



Groups of 2-4 tennis courts in one park are beneficial for clubs and instruction.

with one another in parks and school yards. New playground equipment is designed for age-specific play (2-5 and 5-12) and can be constructed in modules that are easily expanded or changed out as equipment wears out or is broken.

New playground development will incorporate safe surfacing to meet current safety standards. Soft material such as wood mulch should be contained by a curb of wood, plastic or concrete to keep it contained. New technologies in soft surfacing include rubberized pour-in-place material that is a good idea when playgrounds are adjacent to pools or splash pads, or other facilities that can be damaged from migrating soft surface materials like wood mulch or sand.

Recreation Facilities

Willmar Parks include a wide variety of recreation facilities. In several parks, the facilities are desirable but are beyond their useful life and need to be updated or replaced. The park concepts that follow will provide additional detail on which facilities are proposed in each park. Facilities include:

- » Tennis courts
- » Pickleball courts
- » Basketball courts
- » Baseball fields
- » Softball fields
- » Soccer/football/lacrosse/multi-use fields
- » Splash pad
- » Horseshoes
- » Disc golf
- » Skateboard park

Trails & Boardwalks

Some Willmar parks, such as the Robbins Island Regional Park complex already have extensive paved trails that allow users to connect with adjacent parks. The park concepts proposed in this master plan propose refinements to the existing trail network in parks and new trails in locations where there is room for additions to the trail network, specifically in and around the Swansson Field Regional Park complex.

Robbins Island and Ramblewood Park both have wetlands that are currently inaccessible to park users. Boardwalks are proposed in these two parks to expand the existing trail system and to allow park users the opportunity to get closer to wetland landscapes. Boardwalks provide exciting opportunities for educational field trips and for children and adults to explore these interesting natural areas. Interpretive signage can be incorporated into boardwalk designs to enhance the user experience.

Dog Park

Willmar does not currently have an off-leash dog park and there is interest and a proven need for such a facility. A committee of interested citizens has taken the initiative to develop a dog park and are actively engaged in fundraising for its development. Several locations have been identified for a dog park, including Robbins Island Park, Hedin Park and Lions Park. Additional analysis done during this master plan study confirmed that Lions Park is a good location for a dog park. Lions Park is centrally located within the community and is not adjacent to residential neighborhoods.



The splash pad at River's Edge Park in Waite Park, MN is a very popular amenity.



Dog parks provide great outlets for pet owners and their animals. Willmar can accommodate at least one dog park.



Dumor Bench 34.



Dumor Picnic Table 71.



Dumor Bike Rack 125.



DERO Bike Fixit Station.

Park Amenities

Willmar parks contain a variety of park amenities including picnic tables, benches, grills, and trash receptacles. Creating a palette of park facilities that is consistent throughout the park system will make maintenance and replacement easier and it will help to develop the character and look of the park system. The following amenities are proposed for Willmar Parks:

- » Dumor Bench 34
- » Dumor Picnic Table 71
- » Dumor Trash Receptacle 43
- » Dumor Bike Rack 125
- » DERO Bike Fixit Station
- » Custom park signage



Dumor Trash Receptacle 43.

Regional Parks

Robbins Island Regional Park Complex

The Robbins Island Regional Park Complex includes six parks and is located on the shores of Willmar's two largest lakes which gives this area great potential to become the Crown Jewel in the Willmar Park system. Totaling over 120 acres, these parks already provide a variety of activities for Willmar residents. Future park development and programming can make this area a regional attraction offering premier recreation and entertainment amenities.

Natural Features

The size of these parks and the variety of landscapes provides opportunities for highlighting the area's natural beauty. Mature hardwood forests over rolling hills in Robbins Island Park are well maintained in areas where picnicking and disc golf activities occur. The edges of the woodlands, especially the around the existing wetlands, should be managed to remove buckthorn and other invasive species. Active vegetation management of the woodlands, wetlands



Figure 6: Robbins Island Regional Park Complex

and lake shore around Foot and Willmar Lakes will enhance the natural beauty of these parks and it will open the views to the lakes from the surrounding parks and roadways. The entrance to Robbins Island currently consists of a large lawn that is expensive to maintain and remains unusable during wet periods because the turf is saturated. The proposal for the park entrance includes a native prairie with long grasses and perennial plants that will provide an attractive natural feature as visitors enter the park.

Foot Lake and Willmar Lake Water Quality

The water quality in both Foot Lake and Willmar Lake is extremely important to the improvements proposed for the Robbins Island Regional Park complex. Many of the activities that currently occur at the parks rely on clean water and as the parks are improved with attention given to active recreation including swimming and boating and passive activities like fishing, bird watching and picnicking, maintaining healthy water quality will be critically important to the success of the park's redevelopment.

In addition to wetland, shore land and woodland restoration, working with other city and county agencies to minimize runoff from storm water and creating natural buffers around the entire lake shore will help to improve the water quality. Involving groups from the community, local schools and Ridgewater College to help maintain water quality by holding clean-up events or monitoring water quality through science

classes will increase public awareness about the importance of the lakes and help maintain use-able lakes.

Connections to Downtown

One challenge facing the Robbins Island Regional Park Complex is Highway 71, which separates the parks from downtown. Major improvements such as a pedestrian bridge over the highway would greatly help connect the parks and downtown but the cost to construct a bridge is prohibitive, especially given the many other improvements that are proposed. Improving existing pedestrian connections is a better alternative to creating safe and enjoyable connections to the parks. The existing pedestrian crossing at Porto Rico Street should be improved to current crossing standards. Improvements may include re-striping the crosswalk, installing pedestrian ramps and adding additional signage along the roadway to alert motorists about the crossing. Further study and discussions with the Kandiyohi County Transportation Department are needed to determine whether a pedestrian activated signal or other crossing aid would be feasible at this location.

The existing trail extending from downtown through Thompson, Robbins Island and Flags of Honor Park along 1st Street and Highway 71 provides a nice pedestrian connection to the parks. Improving the pedestrian crossing at the 1st Street and Ella Avenue intersection would make this trail an even better connection. Trail users currently cannot cross Ella

Street at this signalized intersection and have to follow the trail west along Ella Avenue to the mid-block crossing at the Thompson Park entrance. Adding a pedestrian crossing at the Ella Avenue and 1st Street signal would make for a more user-friendly and safer crossing that would expedite the trip to the parks.

Robbins Island Pedestrian and Vehicle Circulation

Within Robbins Island Park, several improvements are recommended that will make the park function as the core of the regional park complex. The current roads, parking lots and trails are in fair to poor condition and the long-term objective is to replace these elements in a slightly different alignment and layout that will allow access to proposed facilities such as new picnic shelters, an amphitheater and a new park building and complex at the beach. The proposed road through the park will generally follow the current alignment but will end in a turn-around at the northwest corner of the park with parking and access to a new picnic shelter. Trails, not roads, will become the primary way for park users to navigate the majority of the park and separation of the two elements will provide safe pedestrian access to park facilities.

Parking in the new park concept aligns with proposed improvements and distributes spaces according to how active each location will be on a regular basis. During special events when large crowds are anticipated, all parking lots can be utilized with access to events along pedestrian trails or by



The beach at Robbins Island Park could be a key attraction and focal point of the park.



The rolling hills of Robbins Island Park are a good location for a natural play area for children.

way of a shuttle. Additional on-street parking along the main park road could accommodate up to 80 more vehicles.

New circulation features proposed for Robbins Island Park include a boardwalk on the east side of the “great lawn” in an area that currently floods during high water. Re-claiming the eastern portion of the “great lawn” as restored wetland and prairie will help improve water quality in Willmar Lake and create a feature that will be exciting to travel through on the proposed elevated boardwalk.

The proposed concept for Robbins Island Park includes several new structures to replace the existing picnic shelters and changing room buildings at the beach. The primary facility at the proposed Robbins Island Park will be the four-season, multi-use building located at the swimming beach. This structure will serve as the park headquarters, main concession building and rental facility. It will also have restrooms and changing rooms for summer beach use. During the winter months, this building will have a warming room for the outdoor skating rink and will be the start and finish for the cross-country skiing. It is planned that summer and winter rental equipment will be available from this facility.

A new multi-use amphitheater is planned for Robbins Island Park at a site west of the Guri Endresen Shelter. This facility will provide opportunities for large and small venues and will complement the other planned activities at the park. Tiered outdoor seating will face the concrete and wood structure. Its location will allow the beach and redeveloped

Guri Endresen Shelter to be incorporated into large events where concessions, restrooms and indoor activities may be coordinated.

The Guri Endresen Shelter, currently the most popular shelter for rentals, will be reconstructed as a four-season shelter that will provide indoor restrooms and seating for groups. This facility will be available for rental. During concerts at the amphitheater this facility could serve refreshments and concessions.

Two additional three-season picnic shelters will be available at Robbins Island Park. One will be located at the end of the road near the turn-around and the other near the current picnic area parking on the northeast side of the park. These shelters will provide shelter for medium to large groups and will be equipped with electricity and lighting. Smaller picnic shelters will supplement the larger facilities for small group or impromptu gatherings.

In addition to improvements at the swimming beach and developing an amphitheater, a nature-based destination playground is proposed along the hillside north of the current Guri Endresen Shelter. This playground will utilize the existing topography and take advantage of the large trees to create a unique play environment that may include elements such as a zip line or rope climbing structure.

The popular disc golf course will remain at the park as will a large field at the “great lawn” where group games or pick-up soccer matches can be played.



Figure 7: Robbins Island Park

Winter at Robbins Island Park

During the winter, Robbins Island Park will offer several activities including skating at a lighted rink adjacent to the four-season shelter near the beach. This will serve as the base for several kilometers of cross-country ski trails that will wind through the woods and restored wetlands and, when the lake is safe for winter travel the course can extend onto the snow-covered ice for additional loops. A sledding hill is

planned near on the hill north of the Guri Endresen Shelter. The proposed winter facilities will make it possible to host a winter festival or numerous activities during winter break when children are out of school and looking for activities to keep them busy.

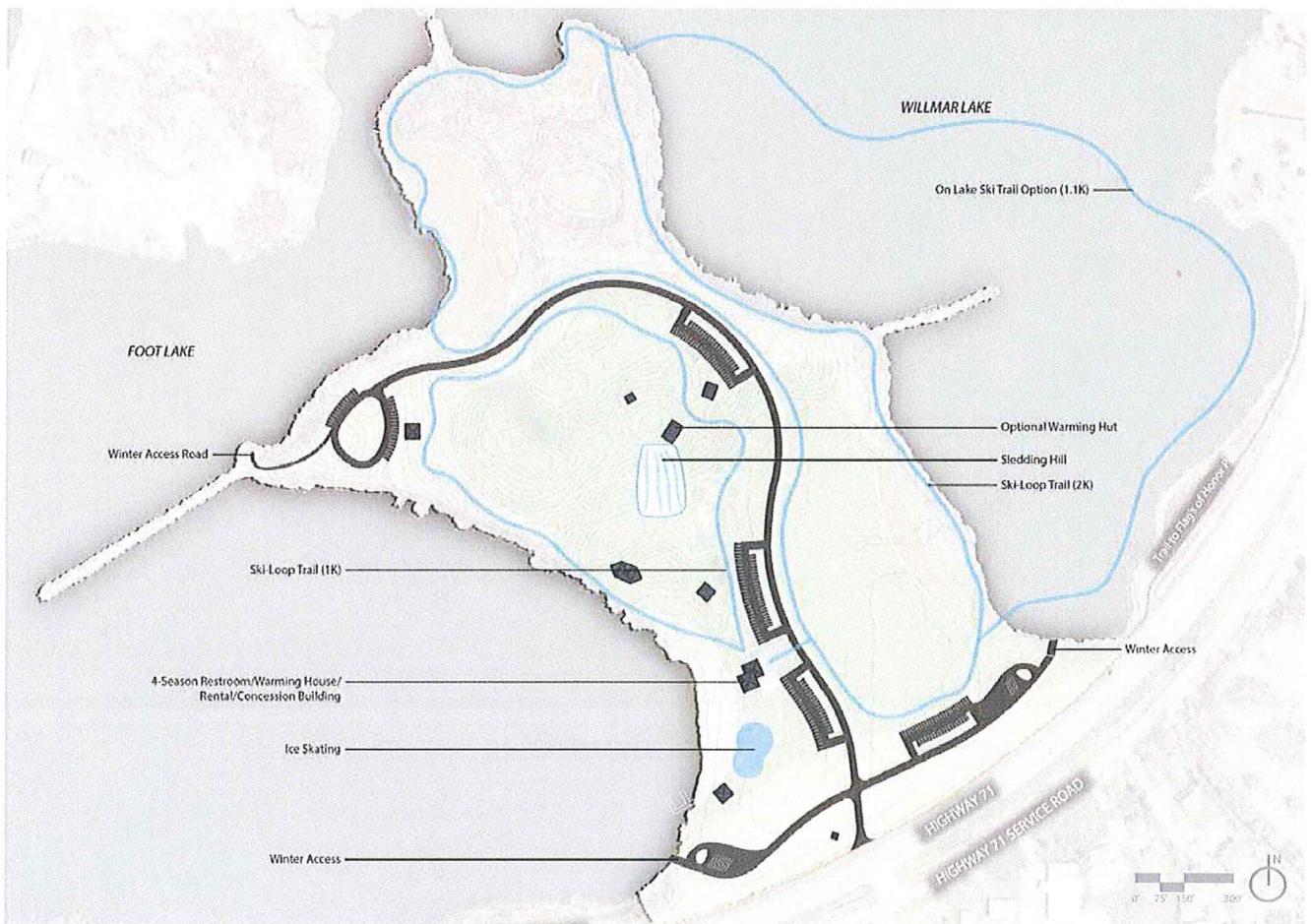


Figure 8: Robbins Island Park in Winter

Swansson Field Regional Park Complex

The Swansson Field Regional Park Complex is a combination of Swansson Park, Lions Park, Baker Field, The Dorothy Olson Aquatic Center and the soccer fields. This area is already the epicenter for Willmar Park's active recreation activities. Several proposed improvements will make the complex of existing parks more user-friendly for organized sports and will provide enhanced facilities for youth and adults, and more parking.

Ball Field Complex

Two major issues with the current ball field layout at Swansson Field are the lack of parking and no central location for concessions or other activities for non-playing family members. Several proposed changes will make this area more user-friendly. Blue Field will be rotated clockwise so that home plate is in the northwest corner of its current location. Rotating Blue Field creates a central gathering space in the center of the ball field complex where a plaza with playgrounds and covered picnic tables will be available for families or teams to gather before and during games. Approximately 300 parking spaces will be added in two new lots on the north and south of the proposed plaza. Concessions, restrooms and a press box will be located in a new building on the east side of

Orange Field that is near the central plaza and within walking distance of all fields at the facility.

Re-orienting Blue Field provides a central gathering space and it creates a space to develop a practice center with batting cages and a turf infield that teams can use when all other fields are occupied with games. These elements will be located behind Blue Field and will be easily accessible from the central gathering area.

There is currently no maintenance building on-site at Swansson Field so the proposed layout includes a new maintenance building near the well house between Green and Orange Fields. Willmar Parks has received a bid from Musco Lighting to redo the ball field lighting on all existing fields north of Willmar Avenue. New lighting will enhance the usability of the fields and provide a more pleasant experience for players and visitors.

A new baseball field with a grass infield is proposed north of Baker Field to accommodate tournament needs and to allow for more league play. Adjacent to this new field is an extension of the Baker Field parking lot in the area where the skateboard park is now located. Additional parking will ease the pressure on this area during summer evenings when softball leagues are playing at the same time as a Stinger game at Baker Field.



Although much of the parking at Swansson Field is in good condition, there is a shortage of parking spaces during most summer evenings.



The soccer fields at Swansson Field Regional Park are well-used but lack adequate facilities for spectators and families.

Soccer and Aquatic Center

The Dorothy Olson Aquatic Center and the lighted soccer fields are well used facilities that lack several attributes that, if added, would add significant value to the park. The proposal for the south end of the Swansson Field Athletic Complex includes a new building for concessions and restrooms located between the east side of the aquatic center and the west side of the soccer fields. Adjacent to the new building will be a central plaza with playgrounds, half basketball courts and a new skateboard park all within reach. This will create a central gathering spot for multiple activities and will allow soccer spectators access to concessions, restrooms and family activities during games. This arrangement also recognizes that the aquatic center may expand in the future by adding a lazy river or other amenities.

The two soccer fields east of the aquatic center are heavily used for games and need to be rested during non-game days. This creates a shortage of available field space for practices forcing clubs and teams to use fields in other parts of the city. The proposed concept includes three additional practice and multi-use fields east of Baker Field. The existing playground north of 15th Avenue SW will be relocated to create a large open field for recreation. The northernmost proposed practice field would sit in a low spot that currently gets flooded with storm water during large rain events.



Figure 9: Swansson Field Regional Park Complex

Parking on soccer game days is a challenge because the need is greater than available spaces. For this reason, and because additional parking is needed during Stinger games, two new parking lots are proposed on the north and south sides of 15th Avenue SW.

Pedestrian Circulation

To improve pedestrian circulation and to add opportunities for recreation in the park, a trail system is planned around the entire regional park complex. The trail system will extend around the ball fields north of Willmar Avenue and circle back through Lions Park, creating a paved trail that connects the multiple venues within this park complex and provides users a way to exercise and travel through the park. New trails will link the east side of the soccer fields with the west side providing trail access from the school to the plaza area between the soccer complex and the aquatic center.

Dog Park

A dog park has been proposed at Lions Park. Park system analysis during this planning process confirmed that this location is suitable for a dog park. The Dog Park should be situated on the back 2/3 of the park property. The existing driveway and parking lot are beyond their useful life and should be replaced. The new parking lot should be slightly larger to accommodate approximately 15-20 vehicles. The existing shelter will be a good covered structure for inside the

dog park. Other elements that will be needed to ensure safe use of the park include water and fencing. To ensure the dog park is developed to current standards, the detailed design should be completed by a landscape architect.

The front side of Lions Park will remain outside the dog park fence and will become a passive park with a small picnic shelter and additional tree plantings to provide a slight buffer from the activity in the dog park. The proposed trail system around Swansson Field Regional Park will meander through the open area in Lions Park providing trail access to the picnic area and the dog park.

Community Parks

Four parks were designated by the Phase One Plan to be developed into community parks that will include new and updated amenities that serve the entire community as well as the local neighborhood. The four community parks include Northside, Rice, Lincoln and Ramblewood. After reviewing these parks and identifying appropriate amenities for each park, it became apparent that Miller Park should be added to the list of community parks to provide a designated place in the Willmar park system for tennis where a group of four courts will be available to serve the needs of tennis instruction, group play and tournaments. As will be highlighted further in this section, each of the five community parks will provide several basic amenities but each will offer a unique element that will become that park's main attraction. Northside Park will have pickleball courts. Rice Park will have a splash pad. Miller Park will have tennis courts. Lincoln Park will have skating and a four-season heated shelter, and Ramblewood will become the nature-based park with an arboretum-style flower garden, restored natural landscapes and a more extensive soft-surface trail system.



The park buildings in the community parks have been well used but are in need of replacement to meet current codes and to fulfill expectations of today's park users.



Much of the playground equipment in Willmar parks needs to be upgraded.



Northside Park has a good baseball field that is well-used. Improvements to the park will improve the overall park quality and enhance user experiences.



The existing playground is spread out and has outdated equipment.

Northside Park

Northside Park is important because it is the only community park on the north side of the railroad tracks that run through town proposed for improvements in this plan. Redeveloping Northside Park will provide residents north of the tracks access to new facilities and playgrounds and the unique feature of this park which will be three pickleball courts. In addition to the pickleball courts, Northside Park will feature a new medium size, three-season picnic shelter and concrete plaza in the center of the park. The plaza will be the center of several activities including a playground area with two age-appropriate play structures, two half-court basketball courts and a picnic area. The placement of the picnic area and playgrounds on the south side of the shelter and plaza provides the opportunity for families to watch ball games on the little league baseball field while younger members of the group can play on the other park facilities.

The north side of the park will be re-graded to provide a large open turf field for pick-up soccer or football games. This will also serve as a buffer to the neighbors from the picnic shelter and playground area in the middle of the park. A paved trail will extend north/south along the east side of the park connecting to sidewalks along Ella Avenue and Olaf Avenue to provide a small exercise loop around the park.

New tree plantings will help define the different spaces in the re-developed park and will eventually provide shade for the picnic area.

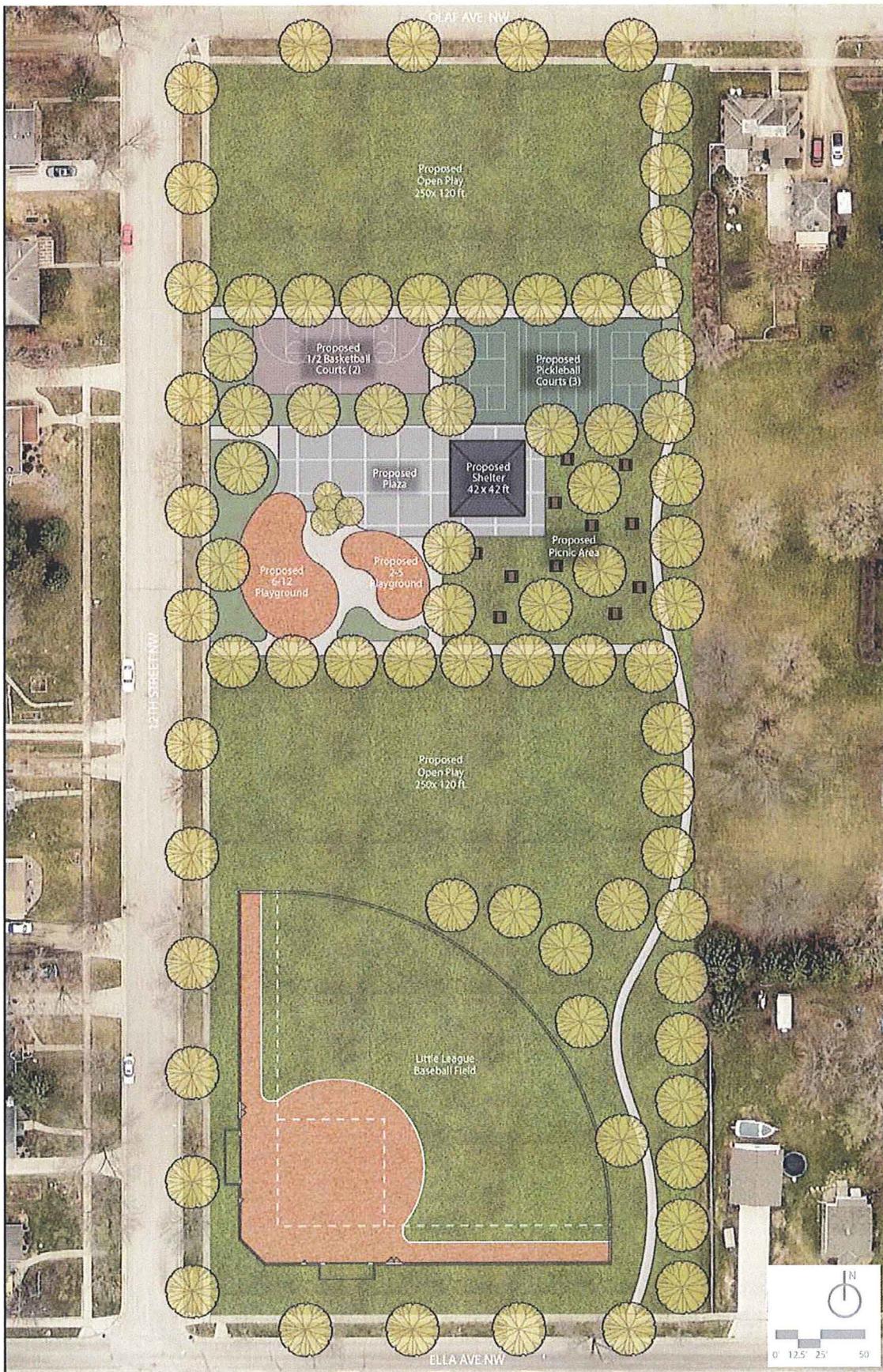


Figure 10: Northside Park Proposed Concept

Rice Park

Rice Park is perhaps the most heavily used park in all of Willmar. Rice Park is centrally located in the community and it provides many activities for residents and visitors to the city. The proposal for Rice Park includes removing some activities including the sand volleyball court and the tennis courts to provide more space for the upgraded park elements. Tennis is becoming more popular and to accommodate the resurgence in this sport multiple courts are proposed at nearby Miller Park.

The unique feature of Rice Park will be the new splash pad water feature that will replace the old and outdated wading pool. The proposed splash pad will provide interaction with above surface water features with no standing water. There are many options available for splash pads including how the water is treated and which elements are included. Splash pads can be expanded over time but proper planning is needed to ensure adequate space is provided for the facility.

Adjacent to the splash pad will be an open plaza and a new park building featuring restrooms, changing rooms and a community room that will be available for renting or to host community events. The picnic area on the northwest corner of the park will remain to provide a shaded location for lunch breaks or an evening picnic. East of the splash pad will be an age appropriate playground with two separate structures

for older and younger children. The surfacing for these playgrounds should be compatible with the adjacent splash pad, such as a poured-in-place rubberized surface to reduce the potential for contaminating the water circulation system of the splash pad.

Open space and play fields will be located south of the splash pad to provide a place for active recreation. Two half-court basketball courts and five horseshoe pits will be located on the south side of the park. Sidewalks will link all these facilities and connect with the existing sidewalks located on the outside of the park.



The wading pool is no longer functional. Replacing this amenity with a splash pad will make Rice Park a very popular location for families of all ages.



Figure 11: Rice Park Proposed Concept

Miller Park

Miller Park will become the primary tennis facility in the Willmar Park system. Along with two courts at Sperry Park, the four courts at Miller Park will provide opportunities for instruction, tournaments and club play with multiple courts in one location. Other improvements at Miller Park will improve the way the facilities work and the flow between them. The little league ball field will be rotated so that home plate is in the northwest corner of the park. This will allow easier access to the field for teams and for spectators who generally enter the park from the school parking lot on Kandiyohi Avenue.

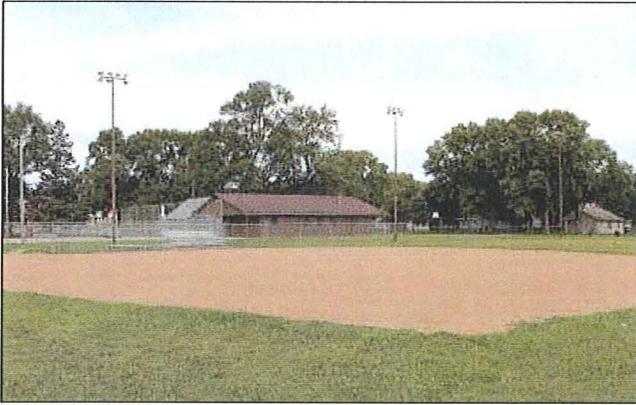
A new three-season picnic shelter will be constructed in the same location as the current shelter and a concrete plaza will provide a connection to new age-specific playgrounds adjacent to the shelter. A full-size basketball court will be added north of the tennis courts and the existing picnic area will remain with new picnic tables and grills. Concrete sidewalks will connect Carolina Avenue with Kandiyohi Avenue through the park from north to south.



Re-arranging the facilities at Miller Park will make room for four tennis courts. This will provide a great location for lessons and group tennis.



Figure 12: Miller Park Proposed Concept



Re-orienting the current baseball field at Lincoln Park will create more open space near the park building.



A new four-season park building will provide a winter warming hut for skaters and a top-notch summer rental building for group gatherings.

Lincoln Park

Lincoln Park is one of only a few parks that provide skating in the winter months but the facilities for winter use have become old and outdated. The current winter-use layout with the skating rink on the far side of the ball field from the park building can be improved. The new park concept re-organizes the park to provide better access for skating and opens the park green space for multiple uses closer to the park shelter. The baseball field will be rotated so home base is in the southeast corner of the park so the outfield can be used for other activities in a more central location. Winter skating will be moved adjacent to the new four-season park building with restrooms so that open skating can be accessed right outside the building with a hockey rink west of the open skating area. These areas will be lit during the winter months to allow skating in the evening hours. A new age-separated playground and picnic plaza will be developed on the north side of the park building with a half-court basketball court west of the park building. A new sidewalk will link Minnesota Avenue with Trott Avenue providing access through the park for pedestrians. The proposed changes in Lincoln Park allow for future development of 9th Street if and when that is expanded along the park's west edge.

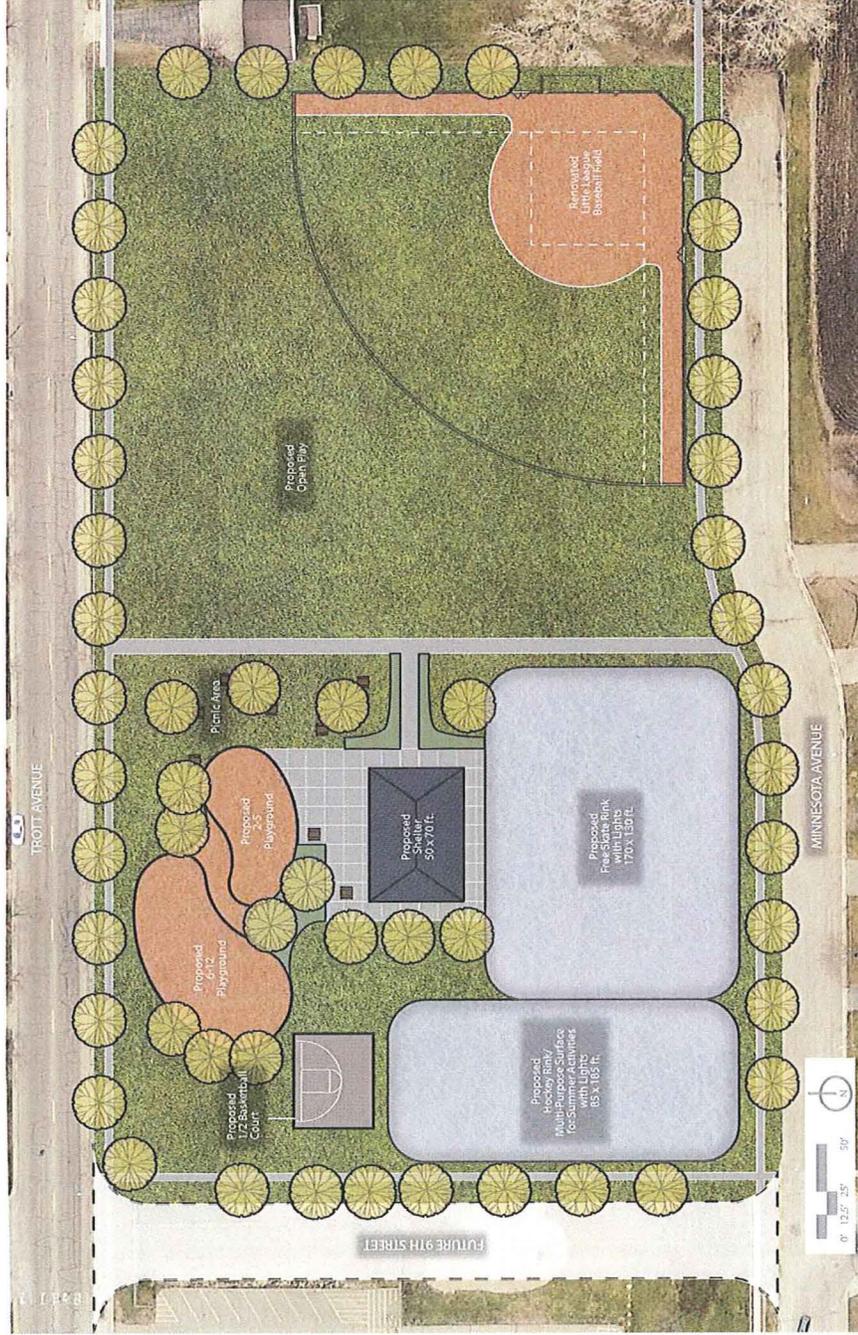


Figure 13: Lincoln Park Proposed Concept



The playground at Ramblewood Park serves the neighborhood well but it needs upgraded equipment.



Adding to the trail network at Ramblewood Park, including boardwalks will create new opportunities for park users.

Ramblewood Park

Ramblewood Park is a unique feature in Willmar because it provides excellent passive recreation opportunities with the gravel trail that winds around a wetland in a relatively large and natural environment. The park concept for Ramblewood Park will create a beautiful passive recreation area with expanded trails, boardwalks and restored landscapes that will create wildlife habitat and a small urban sanctuary for Willmar residents to relax and visit. Still a neighborhood park, Ramblewood will offer a playground, half basketball court and a small three-season picnic shelter in the southwest corner of the park. To accommodate future park users a larger parking lot is planned with space for up to 40 vehicles. Adjacent to the play structures will be a small arboretum-style garden with native plants and perennial and annual flower beds. The gardens will become a unique feature of this park and may be popular as a location for weddings and other group gatherings. The garden area will be the starting point for an expanded soft-surface trail system that will wind its way through restored wetlands, prairie and savanna ecosystems. The trails will loop around the park by incorporating boardwalks to cross the wetlands on the west and east sides of the park. The boardwalks will allow trail users to get close to the wetland vegetation which will be a great opportunity for young children or school groups to explore this unique ecosystem. Future expansion opportunities exist for Ramblewood Park with the open parcel along 19th Avenue SW where additional trails could be developed with another parking lot, if demand necessitates additional access to the park and the area.



Figure 14: Ramblewood Park Proposed Concept

Park Maintenance

Willmar's parks serve an important role in the community. It is vital to their long-term success that along with a plan to improve the park system, a plan is created to maintain the parks in a manner that the public expects and deserves. The proposed park improvements in this plan will be costly and will serve the community for many years, but only if regular and scheduled maintenance is included in the city's annual budget and future capital plans. Staffing at appropriate levels, and purchasing and maintaining the equipment to operate the parks are vital to the long-term success of the park system.

The City of Willmar serves as a regional center for west central Minnesota drawing people from surrounding communities for work, vital public services and for recreation. But in comparison to other communities in the region, Willmar

allocates fewer staff resources and annual capital to parks. Table 1 provides park staffing, budget and capital allocation comparisons to several communities of similar size in the region.

Maintenance Planning

Public works departments utilize special software to track and manage maintenance operations on municipal streets and buildings. The same level of planning is appropriate for parks and the software that is used for other municipal departments will work for parks as well. A less expensive but just as effective solution is to maintain a park maintenance and service spreadsheet to help plan for short and long-term park maintenance and operation needs.

Table 1: Regional Park Budgets and Staffing Comparisons

Community	2010 Population	Full-Time Maintenance Staff	Budget for Part-Time Staff	Annual Capital Allotment	Number of Parks	Park Acreage
Albert Lea	18,000	8	\$99,000	\$850,000	41	300
Austin	24,700	9	\$92,000	\$287,000	29	962 ⁸
Faribault	23,400	5	\$65,000	\$30,000 to \$400,000 ²	23	230
Fergus Falls	13,100	8	\$40,000	\$45,000 ³	27	600
Hutchinson	14,200	6	\$115,000	\$215,000 ⁴	39	280 ⁶
Marshall	13,700	3 ¹	\$60,000	\$260,000 ⁵	8	150
Owatonna	25,600	8	\$180,000	\$100,000	28	700
Watertown, SD	21,400	10	\$61,000	\$304,000 ⁵	21	700
Average	19,300	7	\$89,000	\$284,000	27	490
Willmar	20,000	5 ⁷	\$30,000	\$50,000	37	350

NOTES:

1. Three additional staff will be added with new additions to park system.
2. Varies year to year. Mean used for average is \$215,000.
3. Figure is for 2015.
4. Figure is two-year average.
5. Figure is four-year average.
6. 400 additional acres of school land is maintained in addition to park land.
7. Figure does not include forestry staff.
8. Included in this figure are 507 acres of natural areas.

Implementation, Budgeting & Funding

The concepts proposed in this master plan and in the Phase One City Parks Plan will require a significant investment and several years to plan and develop. An annual review and periodic updates to the plan will be necessary as milestones are reached and as priorities or situations within the Willmar community change that impact the park system and future park development.

Program Identity

The Willmar Parks Plan will impact everyone in the community and it will be important that the entire community learn about the plan and celebrate its successes. Creating a name for the park plan will help the community and residents understand the scope of the work and it will help as community leaders and volunteers advocate for future projects. In addition, developing a park plan logo can help create an identity that will show the public that there is progress being made toward the goal of upgrading the park system. A similar approach is used for Minnesota's Clean Water Land & Legacy Amendment. Projects that are financed with funds from the Legacy Fund display a specific logo to let the public know that the project is supported by that source of revenue.



The Clean Water Land & Legacy Amendment is posted at all facilities that were developed with funds from the Legacy Fund.

Cost Estimates

Planning-level cost estimates have been developed for each park in the study. The cost estimates list all items proposed in the park concepts including removals, asphalt and concrete elements, architectural elements, park elements, site furnishings and landscaping. All costs are listed in 2015 dollars and have not been adjusted for future inflation. Complete cost estimates for each park are included in Appendix A.

The following table provides a summary of overall costs per park for the proposed improvements. The overall cost is useful for planning purposes but it is probable that elements in each park will be developed over an extended period, contingent on available funding, project scope and project need.

Table 2: Estimated Park Improvement Costs

COMMUNITY PARKS	
Northside Park	\$936,000
Rice Park	\$1,504,000
Miller Park	\$1,504,000
Lincoln Park	\$1,721,000
Ramblewood Park	\$1,469,000
TOTAL COMMUNITY PARKS	\$7,134,000
REGIONAL PARKS	
Robbins Island Park	\$7,918,000
Swansson Field Park	\$7,183,000
TOTAL REGIONAL PARKS	\$15,101,000
GRAND TOTAL	\$22,235,000

Implementation & Phasing

Several factors are weighed when developing priorities for implementing the park plan including project need, the condition of the existing facilities, the scope of the proposed improvements and cost estimates to complete the work. Balancing projects between community park improvements and regional park improvements are another factor that is considered in developing an implementation plan.

Utilizing multiple funding mechanisms will be necessary to implement the proposed plan. Five-year and ten-year capital improvement programs that are based on realistic funding levels similar to other communities in the region should serve as the foundation of the implementation plan. Additional funding from private sources as well as new public funding programs will be needed to fund larger projects and to carry out the full plan.

It is important to note that this master plan addresses five community parks and several additional parks within the context of the two regional park complexes. Other parks in the City's extensive park system will not be equally served, yet all have unmet needs. A portion of future annual expenditures for parks should be allocated to maintaining and upgrading the parks not identified in this plan.

Funding Opportunities

There are many ways to fund park improvements and development and thinking broadly can be beneficial to the long-term success of the plan. A long-term funding strategy that the City updates annually is important. Parks are a very visible public amenity and preparing a detailed funding plan will ensure that improvements for Willmar's parks continue on pace with the plan. Like roads and sidewalks, designing, building and maintaining parks requires dedicated staff time and resources to make the improvements happen.

While exploring potential funding sources it is important to consider grant program requirements. Some grants, particularly those with federal funds, have specific design and reporting requirements that require additional administrative costs. Many grants require a local match that can be as much as 20 percent of the total grant request.

The following funding sources may be available for the City of Willmar to use for park design and construction.

Partnerships

Partnerships with private and public organizations are essential to the providing a comprehensive park system. Projects that are initiated by community groups and have broad support, independent leadership and identified funding sources should be given priority. An engaged group

of community members is working hard to develop a dog park at Lions Park. Their efforts in fundraising and design development should move forward with the support of the Willmar Community Education and Recreation Joint Powers Board.

Local rotary and Lions Clubs, for example, are two organizations with a strong interest in improving communities and providing service to assist in improvements. Local garden clubs and friends organizations can be effective partners for individual parks where day-to-day maintenance and oversight can be shared. Explicit agreements detailing what is expected of partner groups will help in obtaining the desired results for park care.

Foundations

Private foundations can be another source of funding for park and recreation projects. Three private foundations that support projects in the Willmar area include:

- » Willmar Area Community Foundation
- » Southwest Initiative Foundation
- » Bernick Family Foundation
- » Otto Bremer Foundation

It is important to contact the foundation staff early in the planning phase to confirm that there is a fit between the foundation's initiatives and the project scope, at to learn about deadlines and specific requirements of their grant programs.

Donations

Private donations are another potential funding source. These may include financial donations from individuals or local corporations, donations of time and labor to help with a specific project in a nearby park, or land donations, easements or special use agreements.

Local corporations and employers are another source for project support. Companies may be interested in a specific park or type of project because it may be a benefit to their employees and their families. Willmar has several companies and employers who may be willing partners in park projects:

- » Jennie-O-Turkey Store
- » Willmar Poultry Company
- » Affiliated Community Medical Centers
- » Rice Memorial Hospital
- » BNSF Railroad

Grants

Grants are a way for Willmar to leverage additional resources for park projects. The Minnesota Department of Natural Resources (DNR) is a primary resource for park grants. The DNR offers a variety of grant programs and technical assistance for park development and for on-going activities such as maintenance.

The DNR administers several grant programs and each is unique, with different application timeframes that may be offered quarterly, annually or once every few years. It is best to consult with the DNR before pursuing a specific grant program to clarify funding availability and qualifications.

Clean Water Land and Legacy Amendment

The DNR administers the Parks and Trails Legacy Grants Program, which is one of several programs of the that stem from the 2008 Clean Water, Land and Legacy Amendment to the Minnesota State Constitution which increased the general sales tax rate by three-eighths of one percent and dedicated the proceeds to parks, trails, habitat, water quality improvement and the arts. Other agencies including the Pollution Control Agency, Department of Health, Historical Society and the Greater Minnesota Regional Parks and Trails Commission. More information can be found on-line at the following websites.

» http://www.dnr.state.mn.us/grants/recreation/pt_legacy.html

» <http://www.dnr.state.mn.us/legacy/index.html>

The Outdoor Recreation Grant Program

The Minnesota Department of Natural Resources administers this grant program. The purpose is to increase and enhance outdoor recreation facilities in local and community parks throughout the state. This program provides matching grants to local units of government for up to 50% of the cost of acquisition, development and/or redevelopment of local

parks and recreation areas. More information can be found at the following website:

» http://www.dnr.state.mn.us/grants/recreation/outdoor_rec.html

The Regional Park Grant Program

The Minnesota Department of Natural Resources administers this grant program. The purpose is to provide grants to local units of government to support parks of regional or statewide significance. Funding for this grant program is from the Environment and Natural Resources Trust Fund. There is currently no funding available for regional parks but the status of this grant program changes so it is recommended that agencies contact the DNR to verify current funding status. Additional information can be found at the following website:

» <http://www.dnr.state.mn.us/grants/recreation/parkgrants.html>

Statewide Health Improvement Program (SHIP)

The Statewide Health Improvement Program invests in local solutions for better health of Minnesota's residents. The focus of this program is to increase opportunities for physical activity, improving nutrition and reducing tobacco use. Grant requests associated with increasing physical activity are most closely related to park development. Safe Routes to School (SRTS) is a very successful program that may provide opportunities for Willmar Parks to leverage funding to

improve trail access through parks or to schools. Additional information can be found on-line at the following website.

» <http://www.health.state.mn.us/ship/>

The Parks and Trails Council of Minnesota

The Parks and Trails Council of Minnesota recently published a useful resource guide that provides information on grants for park and trail development called *2015 Resource Guide, Grants for Your Park or Trail*. This document can be downloaded from the Parks and Trails website.

» https://www.parksandtrails.org/community_partners/grants_and_funding

General Funds

General funds can be used to develop parks. These funds are well suited to small projects such as installing new park amenities or constructing small picnic shelters that may not be eligible for grant funds. General funds are the primary source of funding for on-going park maintenance.

Park Dedication

Minnesota statutes allow local governments to require dedication of land or cash in-lieu of land for parks from new development. The dedication must be reasonable and relevant to the recreation demand created by the new development. Park and trail dedication is a commonly used source of funding by communities to help pay for new park projects.

Local Option Taxes and Municipal Bonding

Local option taxes are taxes levied with state approval by municipalities, county and special district governments including school districts. Local option taxes provide revenue flexibility to local governments and can provide additional funds for specific programs and services without tapping state funds. Local option taxes can allow shifting of some of the tax burden from residents to visitors and other non-residents.

Municipal bonds are issued by a local governments or their agencies to fund specific infrastructure projects or initiatives, including improvements to roadways, parks and trails.

Capital Improvement Program

Realizing the objectives proposed in the master plan will require the coordination of multiple funding sources and options. Park improvements should be part of Willmar’s Capital Improvement Program (CIP), much like road and other municipal capital improvements. For the purpose of this plan, a Parks Capital Improvement Program, with a funding level of \$500,000 to \$750,000 annually, will be targeted for ten years. Annual funding at this level will provide significant opportunities for Willmar to improve the park system in a reasonable time-frame.

The following tables identify the funding priorities for the ten-year CIP. Demand for improvements to the regional and

community parks highlighted in this plan is high. The funding priorities balance program needs for community parks and regional parks. Elements that are not included within this program may be candidates for independent fundraising efforts or development with other grants or funding sources.

A detailed list of costs and contingencies for each program year is included in Appendix A.

Table 3: 10-Year Capital Improvement Program

YEAR 1: RICE PARK
Remove Basketball Court
Remove Wading Pool
Install Splash Pad
TOTAL: \$516,000
YEAR 2: SWANSSON FIELD REGIONAL PARK COMPLEX
Remove Bituminous Parking Lot
Remove Roadway
Remove Concession Building
Install Bituminous Roadway
Install Bituminous Parking Lot
Install Concrete Plaza
Install Concessions/Restroom Building
TOTAL: \$518,000

Table 3 Continued: 10-Year Capital Improvement Program

YEAR 3: MILLER PARK & LINCOLN PARK
MILLER PARK
Remove Playground Equipment
Tennis Court Resurfacing (2 courts)
LINCOLN PARK
Remove Large Shelter
Remove Hockey Rink Boards and Lighting
Remove Tennis Courts (2)
Install Skating Rink & Hockey Rink w/Boards & Lighting
Install 2-5 Playground
Install 5-12 Playground
TOTAL: \$744,000
YEAR 4: LINCOLN PARK
Install Large 4-Season Park Building
TOTAL: \$586,000
YEAR 5: ROBBINS ISLAND REGIONAL PARK COMPLEX
Remove Large Shelter
Install Large 4-Season Park Building
TOTAL: \$610,000
YEAR 6: NORTHSIDE PARK
Remove Large Shelter
Remove Playground Equipment
Remove Basketball Court
Install Bituminous Tennis Courts (2)
Install Medium 3-Season Picnic Shelter
Install 2-5 Playground
Install 5-12 Playground
Install 1/2 Basketball Court
TOTAL: \$605,000

YEAR 7: SWANSSON FIELD REGIONAL PARK COMPLEX
Install Bituminous Parking Lot (North Side) (4000 SY)
Baseball Field Reconstruction (Blue Field)
TOTAL: \$734,000

YEAR 8: RAMBLEWOOD PARK
Remove Small Shelter
Install Small 3-Season Picnic Shelter
Install Gravel Trail (4,500 LF)
Install Boardwalk (1400 LF)
TOTAL: 600,000

YEAR 9: ROBBINS ISLAND REGIONAL PARK COMPLEX
Remove Bituminous Parking Lot (8300 SY)
Remove Bituminous Roadway (500 SY)
Install Bituminous Parking Lot (4300 SY)
Install Bituminous Roadway (500 SY)
Install Skating Rink & Hockey Rink w/Boards & Lighting
TOTAL: \$632,000

YEAR 10: SWANSSON FIELD REGIONAL PARK COMPLEX
Install Maintenance Building
Replace Ballfield Lighting
Install Soccer Fields (2)
Install Skateboard Park
TOTAL: 625,000

Appendix A - Cost Estimates

12/18/2014

UNIT LEGEND: LS=Lump Sum, SF=Square Feet, SY=Square Yard, EA=Each, LF=Lineal Foot, CY=Cubic Yards, AC=Acre					
Northside Park Preliminary Construction Estimate (2015 Dollars)					
Notes	Removals	Unit	Unit Price (in Dollars)	Estimated Quantity	Total (in Dollars)
	Remove Large Shelter	LS	\$15,000.00	1	\$15,000
	Remove Playground Equipment	LS	\$2,000.00	1	\$2,000
	Remove Basketball Court	LS	\$3,000.00	1	\$3,000
	Remove Tennis Courts (2 side-by-side)	LS	\$7,000.00	1	\$7,000
Subtotal					\$27,000
Notes	Asphalt & Concrete		Unit Price (in Dollars)		Total (in Dollars)
	Bituminous Trail (8' width)	LF	\$50.00	720	\$36,000
	Concrete Plaza	SF	\$5.00	8500	\$42,500
Subtotal					\$78,500
Notes	Architectural Elements		Unit Price (in Dollars)		Total (in Dollars)
	Medium 3-Season Picnic Shelter (650 sf)	LS	\$85,000.00	1	\$85,000
Subtotal					\$85,000
Notes	Park Elements		Unit Price (in Dollars)		Total (in Dollars)
	2-5 Playground	EA	\$95,000.00	1	\$95,000
	5-12 Playground	EA	\$125,000.00	1	\$125,000
	Pickleball Court	LS	\$15,000.00	3	\$45,000
	Basketball Court (1/2)	LS	\$15,000.00	2	\$30,000
	Soccer Field	LS	\$20,000.00	1	\$20,000
Subtotal					\$315,000
Notes	Site Furnishings		Unit Price (in Dollars)		Total (in Dollars)
	Picnic Table	EA	\$1,600.00	11	\$17,600
	Bench	EA	\$1,600.00	2	\$3,200
	Bike Rack	EA	\$650.00	1	\$650
	Trash Receptacle	EA	\$800.00	2	\$1,600
	Park Sign	EA	\$2,500.00	1	\$2,500
Subtotal					\$25,550
Notes	Landscaping		Unit Price (in Dollars)		Total (in Dollars)
	Deciduous Tree	EA	\$500.00	40	\$20,000
	Coniferous Tree	EA	\$500.00	13	\$6,500
	Turf Establishment	AC	\$6,000.00	1	\$6,000
Subtotal					\$32,500
Notes	SUBTOTAL IMPROVEMENTS*				\$560,000
	Erosion Control, 3%*				\$17,000
	Construction Surveying, 8%*				\$45,000
	Mobilization, 5%*				\$28,000
	SUBTOTAL 2				\$650,000
	Construction Contingency, 20%*				\$130,000
	SUBTOTAL 3				\$780,000
	Design & Engineering Contingency, 20%*				\$156,000
	GRAND TOTAL				\$936,000

* Figure has been rounded.

UNIT LEGEND: LS=Lump Sum, SF=Square Feet, SY=Square Yard, EA=Each, LF=Lineal Foot, CY=Cubic Yards, AC=Acre					
Rice Park Preliminary Construction Estimate (2015 Dollars)					
Notes	Removals	Unit	Unit Price (in Dollars)	Esimated Quantity	Total (in Dollars)
	Remove Sand Volleyball Court	LS	\$2,500	1	\$2,500
	Remove Large Shelter	LS	\$15,000	1	\$15,000
	Remove Playground Equipment	LS	\$2,000	1	\$2,000
	Remove Basketball Court	LS	\$3,000	1	\$3,000
	Remove Wading Pool	LS	\$6,000	1	\$6,000
	Remove Tennis Courts (2 side-by-side)	LS	\$7,000	1	\$7,000
				Subtotal	\$35,500
Notes	Asphalt & Concrete		Unit Price (in Dollars)		Total (in Dollars)
	Concrete Sidewalk (5' width)	LF	\$23	520	\$11,960
	Concrete Sidewalk (8' width)	LF	\$38	360	\$13,680
	Concrete Plaza	SF	\$5	5630	\$28,150
				Subtotal	\$53,790
Notes	Architectural Elements		Unit Price (in Dollars)		Total (in Dollars)
	Large 3-Season Picnic Shelter (1500 sf)	LS	\$175,000	1	\$175,000
				Subtotal	\$175,000
Notes	Park Elements		Unit Price (in Dollars)		Total (in Dollars)
	2-5 Playground	EA	\$95,000	1	\$95,000
	5-12 Playground	EA	\$125,000	1	\$125,000
	Splash Pad	LS	\$300,000	1	\$300,000
	Horseshoe Pits	LS	\$5,000	1	\$5,000
	Basketball Court (1/2)	LS	\$15,000	2	\$30,000
				Subtotal	\$555,000
Notes	Site Furnishings		Unit Price (in Dollars)		Total (in Dollars)
	Picnic Table	EA	\$1,600	9	\$14,400
	Bench	EA	\$1,600	5	\$8,000
	Bike Rack	EA	\$650	1	\$650
	Trash Receptacle	EA	\$800	3	\$2,400
	Grill	EA	\$400	3	\$1,200
	Park Sign	EA	\$2,500	1	\$2,500
	Pedestrian Light Fixture	EA	\$6,500	6	\$39,000
				Subtotal	\$68,150
Notes	Landscaping		Unit Price (in Dollars)		Total (in Dollars)
	Deciduous Tree	EA	\$500	23	\$11,500
	Turf Establishment	AC	\$6,000	1	\$6,000
				Subtotal	\$17,500
Notes			SUBTOTAL IMPROVEMENTS*		\$900,000
			Erosion Control, 3%*		\$27,000
			Construction Surveying, 8%*		\$72,000
			Mobilization, 5%*		\$45,000
			SUBTOTAL 2		\$1,044,000
			Construction Contingency, 20%*		\$209,000
			SUBTOTAL 3		\$1,253,000
			Design & Engineering Contingency, 20%*		\$251,000
			GRAND TOTAL		\$1,504,000

* Figure has been rounded.

UNIT LEGEND: <u>LS</u> =Lump Sum, <u>SF</u> =Square Feet, <u>SY</u> =Square Yard, <u>EA</u> =Each, <u>LF</u> =Lineal Foot, <u>CY</u> =Cubic Yards, <u>AC</u> =Acre					
Miller Park Preliminary Construction Estimate (2015 Dollars)					
Notes	Removals	Unit	Unit Price (in Dollars)	Esimated Quantity	Total (in Dollars)
	Remove Concrete Sidewalk or Plaza	SY	\$8	190	\$1,520
	Remove Large Shelter	LS	\$15,000	1	\$15,000
	Remove Playground Equipment	LS	\$2,000	1	\$2,000
	Remove Basketball Court	LS	\$3,000	1	\$3,000
				Subtotal	\$21,520
Notes	Asphalt & Concrete		Unit Price (in Dollars)		Total (in Dollars)
	Concrete Sidewalk (5' width)	LF	\$23	352	\$8,096
	Concrete Plaza	SF	\$5	8250	\$41,250
				Subtotal	\$49,346
Notes	Architectural Elements		Unit Price (in Dollars)		Total (in Dollars)
	Large 3-Season Picnic Shelter (1500 sf)	LS	\$175,000	1	\$175,000
				Subtotal	\$175,000
Notes	Park Elements		Unit Price (in Dollars)		Total (in Dollars)
	2-5 Playground	EA	\$95,000	1	\$95,000
	5-12 Playground	EA	\$125,000	1	\$125,000
	Tennis Courts (2 side-by-side)	LS	\$82,000	1	\$82,000
	Tennis Court Resurfacing (2 side-by-side)	LS	\$50,000	1	\$50,000
	Basketball Court (full)	LS	\$30,000	1	\$30,000
	Baseball Field Reconstruction	LS	\$200,000	1	\$200,000
				Subtotal	\$582,000
Notes	Site Furnishings		Unit Price (in Dollars)		Total (in Dollars)
	Picnic Table	EA	\$1,600	15	\$24,000
	Bench	EA	\$1,600	3	\$4,800
	Bike Rack	EA	\$650	1	\$650
	Trash Receptacle	EA	\$800	2	\$1,600
	Park Sign	EA	\$2,500	1	\$2,500
	Pedestrian Light Fixture	EA	\$6,500	3	\$19,500
				Subtotal	\$53,050
Notes	Landscaping		Unit Price (in Dollars)		Total (in Dollars)
	Deciduous Tree	EA	\$500	34	\$17,000
	Turf Establishment	AC	\$6,000	0.2	\$1,200
				Subtotal	\$18,200
Notes			SUBTOTAL IMPROVEMENTS*		\$900,000
			Erosion Control, 3%*		\$27,000
			Construction Surveying, 8%*		\$72,000
			Mobilization, 5%*		\$45,000
			SUBTOTAL 2		\$1,044,000
			Construction Contingency, 20%*		\$209,000
			SUBTOTAL 3		\$1,253,000
			Design & Engineering Contingency, 20%*		\$251,000
			GRAND TOTAL		\$1,504,000

* Figure has been rounded.

UNIT LEGEND: <u>LS</u> =Lump Sum, <u>SF</u> =Square Feet, <u>SY</u> =Square Yard, <u>EA</u> =Each, <u>LF</u> =Lineal Foot, <u>CY</u> =Cubic Yards, <u>AC</u> =Acre					
Lincoln Park Preliminary Construction Estimate (2015 Dollars)					
Notes	Removals	Unit	Unit Price (in Dollars)	Esimated Quantity	Total (In Dollars)
	Remove Concrete Sidewalk or Plaza	SY	\$8	138	\$1,104
	Remove Large Shelter	LS	\$15,000	1	\$15,000
	Remove Small Shed	LS	\$5,000	1	\$5,000
	Remove Playground Equipment	LS	\$2,000	1	\$2,000
	Remove Basketball Court	LS	\$3,000	1	\$3,000
	Remove Hockey Rink Boards and Lighting	LS	\$4,000	1	\$4,000
	Remove Tennis Courts (2 side-by-side)	LS	\$7,000	1	\$7,000
	Clear and Grub Tree	EA	\$300	5	\$1,500
				Subtotal	\$38,604
Notes	Asphalt & Concrete		Unit Price (in Dollars)		Total (In Dollars)
	Concrete Sidewalk (5' width)	LF	\$23	677	\$15,571
	Concrete Plaza	SF	\$5	9105	\$45,525
				Subtotal	\$61,096
Notes	Architectural Elements		Unit Price (in Dollars)		Total (In Dollars)
	Large 4-Season Park Building (1600 sf)	LS	\$350,000	1	\$350,000
				Subtotal	\$350,000
Notes	Park Elements		Unit Price (in Dollars)		Total (In Dollars)
	2-5 Playground	EA	\$95,000	1	\$95,000
	5-12 Playground	EA	\$125,000	1	\$125,000
	Basketball Court (1/2)	LS	\$15,000	1	\$15,000
	Baseball Field Reconstruction	LS	\$200,000	1	\$200,000
	Skating Rink & Hockey Rink w/Boards	LS	\$66,000	1	\$66,000
				Subtotal	\$501,000
Notes	Site Furnishings		Unit Price (in Dollars)		Total (In Dollars)
	Picnic Table	EA	\$1,600	8	\$12,800
	Bench	EA	\$1,600	2	\$3,200
	Bike Rack	EA	\$650	1	\$650
	Trash Receptacle	EA	\$800	2	\$1,600
	Park Sign	EA	\$2,500	1	\$2,500
	Pedestrian Light Fixture	EA	\$6,500	2	\$13,000
				Subtotal	\$33,750
Notes	Landscaping		Unit Price (in Dollars)		Total (In Dollars)
	Deciduous Tree	EA	\$500	30	\$15,000
	Coniferous Tree	EA	\$500	8	\$4,000
	Perennial Plantings	SF	\$20	500	\$10,000
	Turf Establishment	AC	\$6,000	2.5	\$15,000
				Subtotal	\$44,000
				SUBTOTAL IMPROVEMENTS*	\$1,030,000
				Erosion Control, 3%*	\$31,000
				Construction Surveying, 8%*	\$82,000
				Mobilization, 5%*	\$52,000
				SUBTOTAL 2	\$1,195,000
				Construction Contingency, 20%*	\$239,000
				SUBTOTAL 3	\$1,434,000
				Design & Engineering Contingency, 20%*	\$287,000
				GRAND TOTAL	\$1,721,000

* Figure has been rounded.

UNIT LEGEND: LS=Lump Sum, SF=Square Feet, SY=Square Yard, EA=Each, LF=Lineal Foot, CY=Cubic Yards, AC=Acre					
Ramblewood Park Preliminary Construction Estimate (2015 Dollars)					
Notes	Removals	Unit	Unit Price (in Dollars)	Esimated Quantity	Total (In Dollars)
	Remove Bituminous Parking Lot	SY	\$4	430	\$1,720
	Remove Small Shelter	LS	\$8,000	1	\$8,000
	Remove Playground Equipment	LS	\$2,000	1	\$2,000
	Remove Basketball Court	LS	\$3,000	1	\$3,000
				Subtotal	\$14,720
Notes	Asphalt & Concrete		Unit Price (in Dollars)		Total (In Dollars)
	Bituminous Parking Lot	SY	\$60	1440	\$86,400
	Gravel Trail	LF	\$14	5100	\$71,400
	Concrete Plaza	SF	\$5	600	\$3,000
				Subtotal	\$160,800
Notes	Architectural Elements		Unit Price (in Dollars)		Total (In Dollars)
	Small 3-Season Picnic Shelter (250 sf)	LS	\$50,000	1	\$50,000
				Subtotal	\$50,000
Notes	Park Elements		Unit Price (in Dollars)		Total (In Dollars)
	2-5 Playground	EA	\$95,000	1	\$95,000
	5-12 Playground	EA	\$125,000	1	\$125,000
	Basketball Court (1/2)	LS	\$15,000	1	\$15,000
	Boardwalk	LF	\$170	1400	\$238,000
				Subtotal	\$473,000
Notes	Site Furnishings		Unit Price (in Dollars)		Total (In Dollars)
	Picnic Table	EA	\$1,600	2	\$3,200
	Bench	EA	\$1,600	2	\$3,200
	Bike Rack	EA	\$650	1	\$650
	Trash Receptacle	EA	\$800	1	\$800
	Park Sign	EA	\$2,500	1	\$2,500
	Pedestrian Light Fixture	EA	\$6,500	2	\$13,000
				Subtotal	\$23,350
Notes	Landscaping		Unit Price (in Dollars)		Total (In Dollars)
	Deciduous Tree	EA	\$500	20	\$10,000
	Coniferous Tree	EA	\$500	30	\$15,000
	Perennial Plantings	SF	\$20	2500	\$50,000
	Native Landscape Restoration	AC	\$9,000	9	\$81,000
				Subtotal	\$156,000
Notes				SUBTOTAL IMPROVEMENTS*	\$880,000
				Erosion Control, 3%*	\$26,000
				Construction Surveying, 8%*	\$70,000
				Mobilization, 5%*	\$44,000
				SUBTOTAL 2	\$1,020,000
				Construction Contingency, 20%*	\$204,000
				SUBTOTAL 3	\$1,224,000
				Design & Engineering Contingency, 20%*	\$245,000
				GRAND TOTAL	\$1,469,000

* Figure has been rounded.

UNIT LEGEND: LS=Lump Sum, SF=Square Feet, SY=Square Yard, EA=Each, LF=Lineal Foot, CY=Cubic Yards, AC=Acre					
Robbins Island Regional Park Preliminary Construction Estimate (2015 Dollars)					
Notes	Removals	Unit	Unit Price (in Dollars)	Estimated Quantity	Total (in Dollars)
	Remove Bituminous Parking Lot	SY	\$4	10950	\$43,800
	Remove Bituminous Roadway	SY	\$4	13450	\$53,800
	Remove Bituminous Trail	SY	\$4	3400	\$13,600
	Remove Large Shelter	LS	\$15,000	4	\$60,000
	Remove Small Shelter	LS	\$8,000	11	\$88,000
	Clear and Grub Tree	EA	\$300	50	\$15,000
				Subtotal	\$274,200
Notes	Asphalt & Concrete		Unit Price (in Dollars)		Total (in Dollars)
	Bituminous Roadway	SY	\$40	14200	\$568,000
	Bituminous Parking Lot	SY	\$60	10400	\$624,000
	Bituminous Trail (8' width)	LF	\$50	15500	\$775,000
	Concrete Plaza	SF	\$5	16000	\$80,000
				Subtotal	\$2,047,000
Notes	Architectural Elements		Unit Price (in Dollars)		Total (in Dollars)
	Medium 3-Season Picnic Shelter (650 sf)	LS	\$85,000	2	\$170,000
	Large 3-Season Picnic Shelter (1500 sf)	LS	\$175,000	3	\$525,000
	Large 4-Season Park Building (1600 sf)	LS	\$350,000	2	\$700,000
	Amphitheater	LS	\$350,000	1	\$350,000
				Subtotal	\$1,745,000
Notes	Park Elements		Unit Price (in Dollars)		Total (in Dollars)
	5-12 Playground	EA	\$125,000	1	\$125,000
	Skating Rink & Hockey Rink w/Boards	LS	\$66,000	1	\$66,000
	Boardwalk	LF	\$170	752	\$127,840
				Subtotal	\$318,840
Notes	Site Furnishings		Unit Price (in Dollars)		Total (in Dollars)
	Picnic Table	EA	\$1,600	30	\$48,000
	Bench	EA	\$1,600	10	\$16,000
	Bike Rack	EA	\$650	4	\$2,600
	Trash Receptacle	EA	\$800	10	\$8,000
	Bike Fixit Station	EA	\$1,500	1	\$1,500
	Park Sign	EA	\$2,500	1	\$2,500
	Interpretive Kiosk	EA	\$2,000	1	\$2,000
	Pedestrian Light Fixture	EA	\$6,500	25	\$162,500
				Subtotal	\$243,100
Notes	Landscaping		Unit Price (in Dollars)		Total (in Dollars)
	Deciduous Tree	EA	\$500	60	\$30,000
	Coniferous Tree	EA	\$500	20	\$10,000
	Native Landscape Restoration	AC	\$9,000	2	\$18,000
	Turf Establishment	AC	\$6,000	9	\$54,000
				Subtotal	\$112,000
Notes			SUBTOTAL IMPROVEMENTS*		\$4,740,000
			Erosion Control, 3%*		\$142,000
			Construction Surveying, 8%*		\$379,000
			Mobilization, 5%*		\$237,000
			SUBTOTAL 2		\$5,498,000
			Construction Contingency, 20%*		\$1,100,000
			SUBTOTAL 3		\$6,598,000
			Design & Engineering Contingency, 20%*		\$1,320,000
			GRAND TOTAL		\$7,918,000

* Figure has been rounded.

UNIT LEGEND: <u>LS</u> =Lump Sum, <u>SE</u> =Square Feet, <u>SY</u> =Square Yard, <u>EA</u> =Each, <u>LF</u> =Lineal Foot, <u>CY</u> =Cubic Yards, <u>AC</u> =Acre					
Swansson Field Regional Park Preliminary Construction Estimate (2015 Dollars)					
Notes	Removals	Unit	Unit Price (in Dollars)	Esimated Quantity	Total (In Dollars)
	Remove Bituminous Parking Lot	SY	\$4	4300	\$17,200
	Remove Bituminous Roadway	SY	\$4	1000	\$4,000
	Remove Concession Building	LS	\$10,000	1	\$10,000
	Remove Playground Equipment	LS	\$2,000	1	\$2,000
	Remove Ballfield	LS	\$7,000	1	\$7,000
	Remove Skateboard Park	LS	\$5,000	1	\$5,000
				Subtotal	\$45,200
Notes	Asphalt & Concrete		Unit Price (in Dollars)		Total (In Dollars)
	Bituminous Roadway	SY	\$40	1800	\$72,000
	Bituminous Parking Lot	SY	\$60	25000	\$1,500,000
	Bituminous Trail (8' width)	LF	\$50	8800	\$440,000
	Concrete Sidewalk (5' width)	LF	\$23	2200	\$50,600
				Subtotal	\$2,062,600
Notes	Architectural Elements		Unit Price (in Dollars)		Total (In Dollars)
	Small 3-Season Picnic Shelter (250 sf)	LS	\$50,000	2	\$100,000
	Medium 3-Season Picnic Shelter (650 sf)	LS	\$85,000	1	\$85,000
	Concessions/Restroom Building (900 sf)	LS	\$300,000	2	\$600,000
	Maintenance Building (600 sf)	LS	\$100,000	1	\$100,000
				Subtotal	\$885,000
Notes	Park Elements		Unit Price (in Dollars)		Total (In Dollars)
	2-5 Playground	EA	\$95,000	2	\$190,000
	5-12 Playground	EA	\$125,000	2	\$250,000
	Basketball Court (1/2)	LS	\$15,000	2	\$30,000
	Baseball Field New Construction	LS	\$125,000	1	\$125,000
	Baseball Field Reconstruction	LS	\$200,000	1	\$200,000
	Replace Ballfield Lighting for Swansson Fields	LS	\$180,000	1	\$180,000
	Practice Turf Infield	LS	\$20,000	1	\$20,000
	Batting Cage	LS	\$15,000	2	\$30,000
	Soccer Field	LS	\$20,000	2	\$40,000
	Skateboard Park	LS	\$54,000	1	\$54,000
				Subtotal	\$1,119,000
Notes	Site Furnishings		Unit Price (in Dollars)		Total (In Dollars)
	Picnic Table	EA	\$1,600.00	20	\$32,000
	Bench	EA	\$1,600.00	10	\$16,000
	Bike Rack	EA	\$650.00	2	\$1,300
	Trash Receptacle	EA	\$800.00	9	\$7,200
	Bike Fixit Station	EA	\$1,500.00	1	\$1,500
	Park Sign	EA	\$2,500.00	2	\$5,000
	Pedestrian Light Fixture	EA	\$6,500.00	5	\$32,500
	Fencing	LF	\$30.00	1500	\$45,000
				Subtotal	\$140,500
Notes	Landscaping		Unit Price (in Dollars)		Total (In Dollars)
	Deciduous Tree	EA	\$500	50	\$25,000
	Coniferous Tree	EA	\$500	25	\$12,500
	Turf Establishment	AC	\$6,000	2	\$12,000
				Subtotal	\$49,500
				SUBTOTAL IMPROVEMENTS*	\$4,300,000
				Erosion Control, 3%*	\$129,000
				Construction Surveying, 8%*	\$344,000
				Mobilization, 5%*	\$215,000
				SUBTOTAL 2	\$4,988,000
				Construction Contingency, 20%*	\$998,000
				SUBTOTAL 3	\$5,986,000
				Design & Engineering Contingency, 20%*	\$1,197,000
				GRAND TOTAL	\$7,183,000

* Figure has been rounded.

10-Year Capital Improvement Program

YEAR	PARK	IMPROVEMENT	UNIT	UNIT PRICE	ESTIMATED QUANTITY	TOTAL (In Dollars)	
1	Rice Park	Remove Basketball Court	LS	\$3,000	1	\$3,000	
		Remove Wading Pool	LS	\$6,000	1	\$6,000	
		Splash Pad	LS	\$300,000	1	\$300,000	
			SUBTOTAL IMPROVEMENTS				\$309,000
			Erosion Control, 3%*				\$9,000
			Construction Surveying, 8%*				\$25,000
			Mobilization, 5%*				\$15,000
			SUBTOTAL 2				\$358,000
			Construction Contingency, 20%*				\$72,000
			SUBTOTAL 3				\$430,000
			Design & Engineering Contingency, 20%*				\$86,000
			GRAND TOTAL				\$516,000
	2	Swansson Field Park	Remove Bituminous Parking Lot	SY	\$4		\$0
Remove Bituminous Roadway			SY	\$4		\$0	
Remove Concession Building			LS	\$10,000	1	\$10,000	
Bituminous Roadway			SY	\$40		\$0	
Bituminous Parking Lot			SY	\$60		\$0	
Concrete Plaza			SF	\$5		\$0	
Concessions/Restroom Building (900 sf)			LS	\$300,000	1	\$300,000	
			SUBTOTAL IMPROVEMENTS				\$310,000
			Erosion Control, 3%*				\$9,000
			Construction Surveying, 8%*				\$25,000
			Mobilization, 5%*				\$16,000
			SUBTOTAL 2				\$360,000
			Construction Contingency, 20%*				\$72,000
		SUBTOTAL 3				\$432,000	
		Design & Engineering Contingency, 20%*				\$86,000	
		GRAND TOTAL				\$518,000	
3	Miller Park	Remove Playground Equipment	LS	\$2,000	1	\$2,000	
		Tennis Court Resurfacing (2 side-by-side)	LS	\$50,000	1	\$50,000	
		Tennis Courts (2 side-by-side)	LS	\$82,000	1	\$82,000	
	Lincoln Park	Remove Large Shelter	LS	\$15,000	1	\$15,000	
		Remove Hockey Rink Boards and Lighting	LS	\$4,000	1	\$4,000	
		Remove Tennis Courts (2 side-by-side)	LS	\$7,000	1	\$7,000	
		Skating Rink & Hockey Rink w/Boards	LS	\$66,000	1	\$66,000	
		2-5 Playground	EA	\$95,000	1	\$95,000	
		5-12 Playground	EA	\$125,000	1	\$125,000	
			SUBTOTAL IMPROVEMENTS				\$446,000
			Erosion Control, 3%*				\$13,000
			Construction Surveying, 8%*				\$36,000
			Mobilization, 5%*				\$22,000
		SUBTOTAL 2				\$517,000	
		Construction Contingency, 20%*				\$103,000	
		SUBTOTAL 3				\$620,000	
		Design & Engineering Contingency, 20%*				\$124,000	
		GRAND TOTAL				\$744,000	
4	Lincoln Park	Large 4-Season Park Building (1600 sf)	LS	\$350,000	1	\$350,000	
		SUBTOTAL IMPROVEMENTS				\$350,000	
		Erosion Control, 3%*				\$11,000	
		Construction Surveying, 8%*				\$28,000	
		Mobilization, 5%*				\$18,000	
		SUBTOTAL 2				\$407,000	
		Construction Contingency, 20%*				\$81,000	
		SUBTOTAL 3				\$488,000	
	Design & Engineering Contingency, 20%*				\$98,000		
		GRAND TOTAL				\$586,000	
5	Robbins Island Park	Remove Large Shelter	LS	\$15,000	1	\$15,000	
		Large 4-Season Park Building (1600 sf)	LS	\$350,000	1	\$350,000	
		SUBTOTAL IMPROVEMENTS				\$365,000	
		Erosion Control, 3%*				\$11,000	
		Construction Surveying, 8%*				\$29,000	
		Mobilization, 5%*				\$18,000	
		SUBTOTAL 2				\$423,000	
		Construction Contingency, 20%*				\$85,000	
	SUBTOTAL 3				\$508,000		
	Design & Engineering Contingency, 20%*				\$102,000		
		GRAND TOTAL				\$610,000	

YEAR	PARK	IMPROVEMENT	UNIT	UNIT PRICE	ESTIMATED QUANTITY	TOTAL (In Dollars)		
6	Northside Park	Remove Large Shelter	LS	\$15,000	1	\$15,000		
		Remove Playground Equipment	LS	\$2,000	1	\$2,000		
		Remove Basketball Court	LS	\$3,000	1	\$3,000		
		Remove Tennis Courts (2 side-by-side)	LS	\$7,000	1	\$7,000		
		Medium 3-Season Picnic Shelter (650 sf)	LS	\$85,000	1	\$85,000		
		2-5 Playground	EA	\$95,000	1	\$95,000		
		5-12 Playground	EA	\$125,000	1	\$125,000		
		Basketball Court (1/2)	LS	\$15,000	2	\$30,000		
		SUBTOTAL IMPROVEMENTS						\$362,000
		Erosion Control, 3%*						\$11,000
		Construction Surveying, 8%*						\$29,000
		Mobilization, 5%*						\$18,000
		SUBTOTAL 2						\$420,000
Construction Contingency, 20%*						\$84,000		
SUBTOTAL 3						\$504,000		
Design & Engineering Contingency, 20%*						\$101,000		
GRAND TOTAL						\$605,000		
7	Swansson Field Park	Bituminous Parking Lot	SY	\$60	4000	\$240,000		
		Baseball Field Reconstruction	LS	\$200,000	1	\$200,000		
		SUBTOTAL IMPROVEMENTS						\$440,000
		Erosion Control, 3%*						\$13,000
		Construction Surveying, 8%*						\$35,000
		Mobilization, 5%*						\$22,000
		SUBTOTAL 2						\$510,000
		Construction Contingency, 20%*						\$102,000
		SUBTOTAL 3						\$612,000
		Design & Engineering Contingency, 20%*						\$122,000
		GRAND TOTAL						\$734,000
		8	Ramblewood Park	Remove Small Shelter	LS	\$8,000	1	\$8,000
				Small 3-Season Picnic Shelter (250 sf)	LS	\$50,000	1	\$50,000
Gravel Trail	LF			\$14	4500	\$63,000		
Boardwalk	LF			\$170	1400	\$238,000		
SUBTOTAL IMPROVEMENTS						\$359,000		
Erosion Control, 3%*						\$11,000		
Construction Surveying, 8%*						\$29,000		
Mobilization, 5%*						\$18,000		
SUBTOTAL 2						\$417,000		
Construction Contingency, 20%*						\$83,000		
SUBTOTAL 3						\$500,000		
Design & Engineering Contingency, 20%*						\$100,000		
GRAND TOTAL						\$600,000		
9	Robbins Island Park	Remove Bituminous Parking Lot	SY	\$4	8300	\$33,200		
		Remove Bituminous Roadway	SY	\$4	500	\$2,000		
		Bituminous Parking Lot	SY	\$60	4300	\$258,000		
		Bituminous Roadway	SY	\$40	500	\$20,000		
		Skating Rink & Hockey Rink w/Boards	LS	\$66,000	1	\$66,000		
		SUBTOTAL IMPROVEMENTS						\$379,200
		Erosion Control, 3%*						\$11,000
		Construction Surveying, 8%*						\$30,000
		Mobilization, 5%*						\$19,000
		SUBTOTAL 2						\$439,200
		Construction Contingency, 20%*						\$88,000
		SUBTOTAL 3						\$527,200
		Design & Engineering Contingency, 20%*						\$105,000
GRAND TOTAL						\$632,200		
10	Swansson Field Park	Maintenance Building (600 sf)	LS	\$100,000	1	\$100,000		
		Replace Ballfield Lighting for Swansson Fields	LS	\$180,000	1	\$180,000		
		Soccer Field	LS	\$20,000	2	\$40,000		
		Skateboard Park	LS	\$54,000	1	\$54,000		
		SUBTOTAL IMPROVEMENTS						\$374,000
		Erosion Control, 3%*						\$11,000
		Construction Surveying, 8%*						\$30,000
		Mobilization, 5%*						\$19,000
		SUBTOTAL 2						\$434,000
		Construction Contingency, 20%*						\$87,000
		SUBTOTAL 3						\$521,000
		Design & Engineering Contingency, 20%*						\$104,000
		GRAND TOTAL						\$625,000

Appendix B - Park System Matrix

Willmar Parks
Master Plan

Park	Playground	Tennis	Pickleball	Hockey/ Skating	Buildings	Picnic Shelter	Basketball	Baseball/ Softball	Soccer	Horseshoe Pits	Splash Pad	Dog Park	Notes
NE													
Bergquist						(1) 8'x8'							
College View	●					(1) 18'x18'							
Hanson	●					(1) 18'x18'							
Jaycee	●					(1) 12'x12'	●						
Northside	●		●		●		●	●	Add				Replace playground, pickleball & shelter building; add soccer field
Rau	●					(2) 8'x8'							Remove playground when improvements to Robbins Island Park are completed
Thompson	●					(1) 8'x8'							Remove/replace playground
Valleyside							●	●					Remove/replace basketball court
Vos	●						●		●				
NW													
Canigo	●												Remove playground when improvements to Northside Park are completed
Flags of Honor					●	(1) 8'x8'							
Hedin	●					(1) 18'x18'		Add					Add a ball field
Robbins Island	●			Add	4 ●		●						Add winter recreation area; replace shelters; remove ball field
Sperry		2 ●				(1) 18'x32'	●	●					Replace tennis courts; remove ball field
SW													
Aquatics/Soccer Complex									●				
Cardinal	●						●	●					Remove/replace playground, basketball and ball field
Garfield				●				●					
Hilltop	●			●	●								Remove building when improvements to Ramblewood are completed
Lions						(1) 8'x8'					Add		Add dog park and picnic shelter
Miller	●	2 ●Add 2			●		Full ●	●					Replace playground; install 2 new tennis courts & replace existing
Minnegasco	●	2 ●				(1) 8'x8'							
Ramblewood	●					(1) 8'x8'	●						Replace playground and picnic shelter
Rice	●	●			●		●			●	Add		Replace playground; remove tennis courts; add splash pad; replace horseshoes
Richland	●					(1) 8'x8'							
Selvig													
Southfield	●					(1) 20'x20'	●	●	●				Remove/replace playground & basketball court
Swansson	●				2 ●Add 1		Add	●	●				Replace & install new playground; install basketball; add new ball field & re-orient existing
Wellin	●												Remove/replace playground
West Wind									Add				Add a soccer field
SE													
Bjorsell	●						●						Remove/replace playground & basketball court
East Willmar	●												
Gesch	●						●						Remove/replace playground & basketball court
Lincoln	●	●		●	●		●	●	●				Replace playground; remove tennis courts, replace skating, basketball & ball field
Pleasant View	●	2 ●				(1) 12'x24'	2 ●	Add					Remove/replace playground & add a ball field
Rainbow	●												Remove/replace playground
Sunrise	●												
Welshire	●												Remove/replace playground
ACQUISITIONS													
Swansson Field									Add				Property south of Aquatic Center
Ramblewood													Property south of park along 19th Avenue SW
Parcel NE of Eagle Creek Golf													Property northeast of Eagle Creek Golf Course
Parcel SE of Robbins Island													Property along Lakeland Drive between Hw 71 and BNSF tracks

Key:

●	Existing element
●	Future replacement or upgrade of element
●	Future removal or replacement of element
Add	Add new element

FINANCE COMMITTEE

MINUTES

The Finance Committee of the City of Willmar met on Monday, February 9, 2015, in Conference Room No. 1 at the City Office Building.

Present:	Denis Anderson Chair
	Tim Johnson Vice-Chair
	Rick Fagerlie Member
	Jim Dokken Member

Others present: City Finance Director Steve Okins, City Administrator Charlene Stevens, MUC General Manager Wes Hompe, and MUC Finance Director Tim Hunstad.

Item No. 1 Call to Order

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

Item No. 2 Public Comments

There were no comments from the public.

Item No. 3 Municipal Utilities Proposed Rate Increase (Motion)

MUC General Manager Wes Hompe and Finance Director Tim Hunstad presented to the Committee the MUC Cost of Service and Rate Design Study, as well as reviewed the process necessary to enact the rate increase.

The Cost of Service and Rate Design Study was previously distributed to the City Council and can be found electronically in the Council Agenda materials.

Following discussion, Council Member Fagerlie moved to set a Public Hearing for March 2, 2015, Council Member Dokken seconded the motion, which carried.

Item No. 4 Review of Forfeiture Asset Sales Distribution (Information Only)

Staff explained to the Committee the City of Willmar takes possession of forfeiture vehicles pursuant to District Court orders. The City Clerk’s Office takes steps necessary to secure ownership of the asset and subsequently prepares to dispose of the asset at a City auction. Attached are the last four year’s distribution details of the successful sales. The Willmar Police Department receives 70% of the net sales (-5% admin/advertising and -5% for the auctioneer) in all cases. The prosecuting attorney (City and County) receives either the remaining 30% or 20% if State Statute requires a 10% payment to the State Treasury and credited to the general fund. The proceeds forwarded to the prosecuting authority that handled the forfeiture must be “used as a supplement to its operating fund or similar fund for prosecutorial purposes”. This matter was received for information only.

Item No. 5 Fire Department 2015 Budgetary Amendment (Resolution)

Staff explained to the Committee that in 2014, the Legislature passed into law the Volunteer Retention Stipend Aid Pilot Program whereby an annual stipend will be allotted to volunteer fire fighters and first responders to assist with recruitment and retention efforts. Willmar has been selected to be included in this pilot program. Volunteers who serve from January 1 to December 31, 2014, 2015, and 2016 will receive a payment of \$500 for each year in service.

As part of this program, The City is required to document its effectiveness in recruitment and retaining of volunteer staff to help ensure it is expanded statewide in three years. The three year funding to assist with recruitment and retention of volunteers for the Fire Department is: \$17,500 / 2015, \$20,000 / 2016-2017.

Following discussion, Council Member Fagerlie moved to introduce a Resolution to increase the Fire Department budget by \$17,500. Council Member Dokken seconded the motion, which carried.

Item No. 6 Preliminary Budget Presentation for the Westwood Court Lift Station Project (Resolution)

Staff introduced to the Committee a resolution to approve the recommended preliminary budget for the Westwood Court Lift Station project. The lift station replacement is scheduled in the City Wastewater Study that has been approved by the Council in previous years.

Following discussion, Council Member Fagerlie moved to approve the Resolution for the Preliminary Budget for the Westwood Court Lift Station Project of \$1,140,000. Council Member Dokken seconded the motion, which carried.

Item No. 7 Resolution of Intent to Reimburse-Westwood Court Lift Station(Resolution)

Prior to incurring costs on the Westwood Court Lift Station project, it is necessary that the Council adopt a Resolution of Intent to Reimburse. This will insure that the City will be reimbursed for project costs after the date of the resolution. It was staff's recommendation to adopt the resolution insuring that project costs are covered by the bond issue.

Following discussion, Council Member Fagerlie moved to approve the Resolution for the Intent to Reimburse the Westwood Court Lift Station Project of \$1,140,000. Council Member Dokken seconded the motion, which carried.

Item No. 8 Consideration of 2014 General Fund Departmental Budget Amendments (Information Only)

The City Council and Finance Committee have handled past departmental budgetary adjustments in one of two ways, either at the time of known adjustments or at the end of the year when unaudited numbers are available, normally the first part of March. Previous audits have indicated both are acceptable and need to be determined by the City Council. Adjustment alternatives have consisted of the following:

- A.) Appropriation of new revenues
- B.) Appropriating revenue surpluses
- C.) Covering with available appropriations (i.e. vacant positions from other departments)
- D.) Appropriation of assigned Emergency Fund balances

The City Council and Finance Committee should decide and direct staff as to the method of handling budget adjustments, and will be addressing this matter further at their March meeting.

The Legal Department overage was discussed at length and staff explained the annual costs for 2014 were \$81,500 over budget due to more than anticipated costs for Labor contracts, personnel issues for the Police Commission, and Cable Access franchise work. Legal costs in 2013 were \$263,434 and 2012 were \$235,564.

Item No. 9 Reports (Information Only)

The Committee reviewed and directed staff to place the following reports on file in the Finance Department.

- A.) October Rice Trust
- B.) November General Fund Departmental Report
- C.) November Rice Trust
- D.) 4th Quarter Investment Activity
- E.) December 31, Investment Portfolio
- F.) 10 Year Investment/Cash Quarterly Balances
- G.) 2014 Interest by Institution
- H.) 10 Year Interest Quarterly Earnings
- I.) 4th Quarter Rice Trust Activity
- J.) Preliminary 2014 General Fund Year End Summary Totals

Item No. 10 Old Business (Information)

There was no old business.

Item No. 11 New Business (Information)

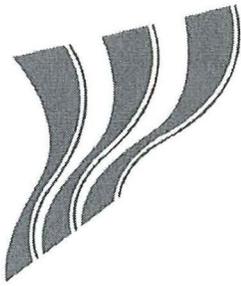
There was no new business.

There being no further business to come before the Committee, the meeting was adjourned at 5:56 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Steven B. Okins", with a stylized flourish at the end.

Steven B. Okins
Finance Director



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

Agenda Item Number: 3

Meeting Date: February 9, 2015

Attachments: Yes No

CITY COUNCIL ACTION

Date: February 17, 2015

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

Originating Department: Municipal Utilities

Agenda Item: Municipal Utilities Proposed Rate Increase

Recommended Action: Receive Report on Proposed Rate Design and Comment for the Future Public Hearing.

Background/Summary:

Wes Hompe and Tim Hunstad, Municipal Utilities staff, will present the MUC Cost of Service and Rate Design Study, as well as review the process necessary to enact the rate increase.

The Cost of Service and Rate Design Study was previously distributed to the City Council and can be found electronically in the Council Agenda materials.

Alternatives:

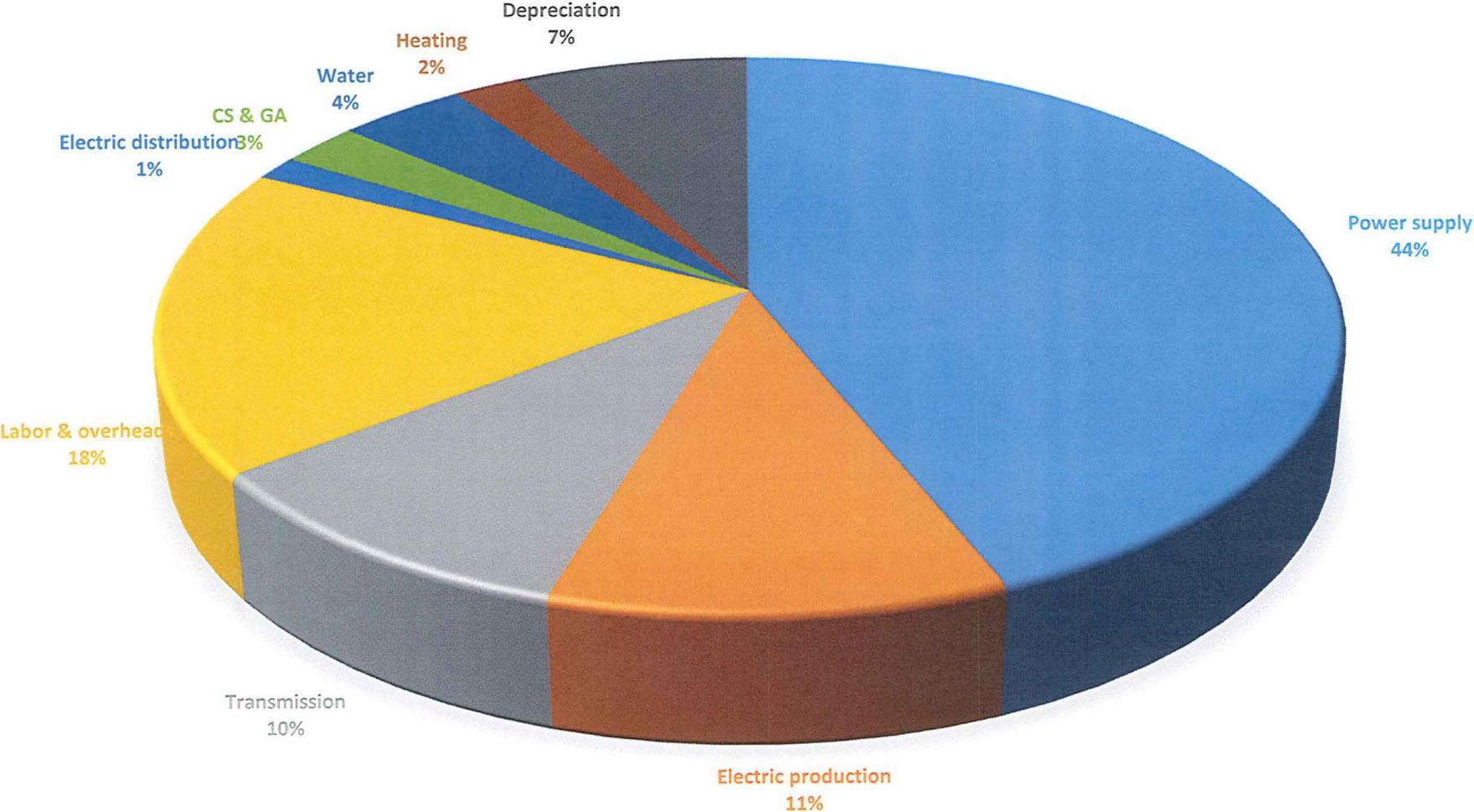
Financial Considerations: As stated in Cost of Service and Rate Design Study

Preparer: Wes Hompe, General Manager

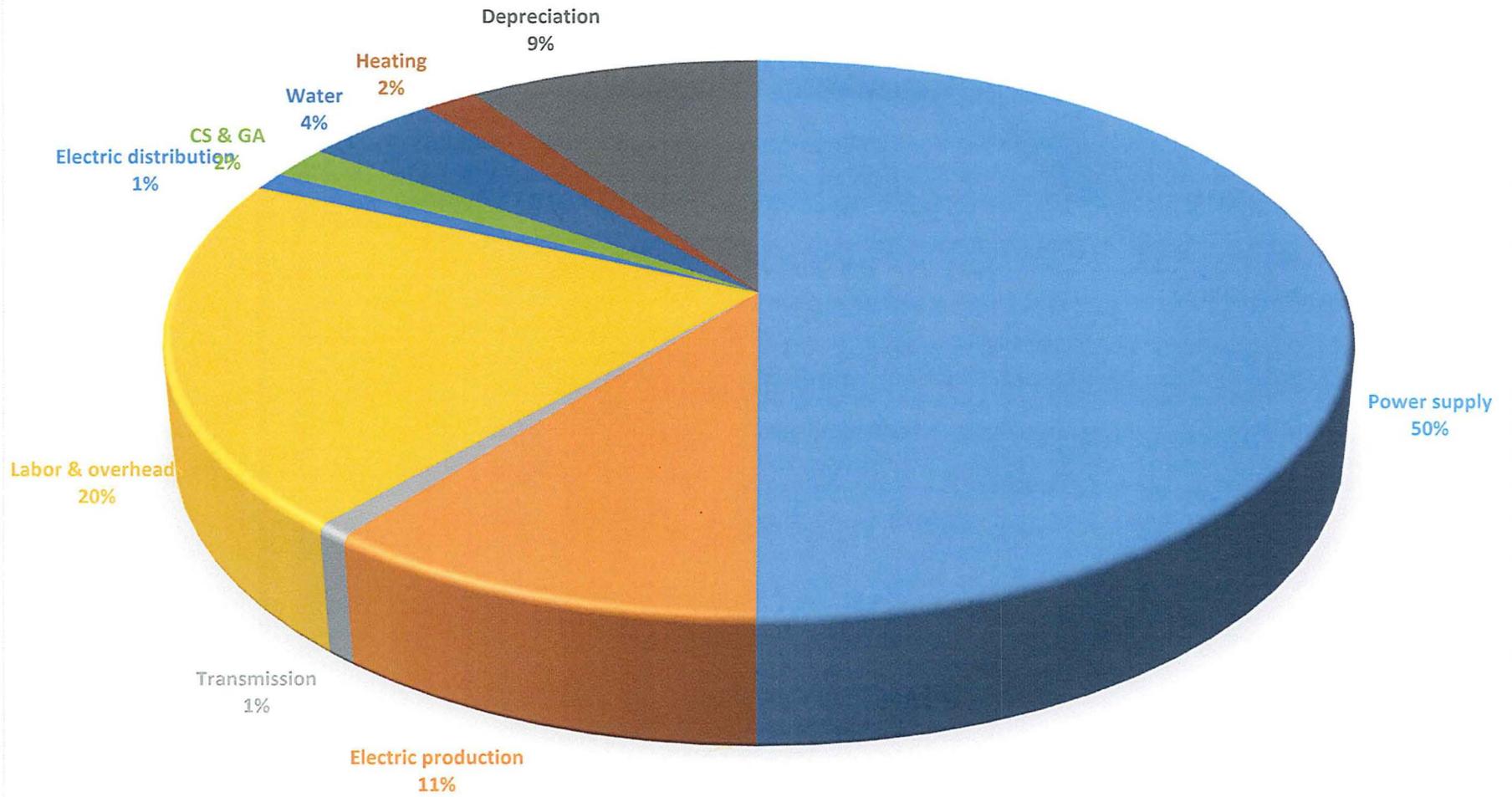
Signature:

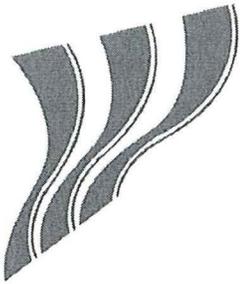
Comments:

2015 BUDGET



2012 ACTUAL





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

Agenda Item Number: 4

Meeting Date:

Attachments: X Yes No

CITY COUNCIL ACTION

Date: February 17, 2015

- Approved Denied
 Amended Tabled
 Other

Originating Department: City Clerk-Treasurer

Agenda Item: Review of Forfeiture Asset Sales Distribution

Recommended Action: Information Only

Background/Summary:

The City of Willmar takes possession of forfeiture vehicles pursuant to District Court orders. The City Clerk's Office takes steps necessary to secure ownership of the asset and subsequently prepares to dispose of the asset at a City auction. Attached are the last four year's distribution details of the successful sales. The Willmar Police Department receives 70% of the net sales (-5% admin/advertising and -5% for the auctioneer) in all cases. The prosecuting attorney (City and County) receives either the remaining 30% or 20% if State Statute requires a 10% payment to the State Treasury and credited to the general fund. The proceeds forwarded to the prosecuting authority that handled the forfeiture must be "used as a supplement to its operating fund or similar fund for prosecutorial purposes". Past practice for decades was to distribute the appropriate percentage directly to the prosecuting attorney.

Alternatives:

Financial Considerations:

Preparer: City Clerk-Treasurer

Signature:

Comments:



CITY OF WILLMAR

Willmar, Minnesota 56201
An Affirmative Action Employer

REQUISITION

Department Title NON DEPARTMENTAL
Date 2/5/15

Requested by K. HALLIDAY
Dept Head Approval

Reason for Requisition (check x)
Information for Accountant
Funds available request
End of fiscal year encumbrance
Payment made from requisition
Has been ordered

Vendor DAVE WYFFELS, POLICE CHIEF
Address 2201 NE 23rd St. P.O. Box 995
City, State & Zip Code WILLMAR MN 56201

Table with columns: INVOICE NUMBER, DATE, INVOICE AMOUNT, DEPT. CHARGED, CODE ALLOCATIONS (FUND, DEPT, DIV, ITEM), CODE AMOUNT, RESOLUTION, EXPLANATION. Includes entry for 5-Feb-15 with amount \$6,268.50.

Table with columns: Year, Make, Model, Vin, Sale Price, Expenses, Net Amount To Distribute, 70% WPD, 20/30% CITY ATTORNEY, 20/30% COUNTY ATTORNEY, 10% State. Lists vehicle details from 2001 to 2005.

Summary table with columns: Sale Price, Expenses, Net Amount To Distribute, 70% WPD, 20/30% CITY ATTORNEY, 20/30% COUNTY ATTORNEY, 10% State. Totals: \$9,950.00, \$995.00, \$8,955.00, \$6,268.50, \$715.50, \$1,476.00, \$495.00.

I hereby certify that there is a balance, otherwise unencumbered to the credit of the appropriation to which the foregoing purchase is to be charged, sufficient to provide for said purchase

Approved Accountant



CITY OF WILLMAR

Willmar, Minnesota 56201
An Affirmative Action Employer

REQUISITION

Department Title NON DEPARTMENTAL
Date 2/5/15

Requested by K. HALLIDAY
Dept Head Approval

Reason for Requisition (check x)
Information for Accountant
Funds available request
End of fiscal year encumbrance
Payment made from requisition
Has been ordered

Vendor DAVE WYFFELS, POLICE CHIEF
Address 2201 NE 23rd St. P.O. Box 995
City, State & Zip Code WILLMAR MN 56201

Table with columns: INVOICE NUMBER, DATE, INVOICE AMOUNT, DEPT. CHARGED, CODE ALLOCATIONS (FUND, DEPT, DIV, ITEM), CODE AMOUNT, RESOLUTION, EXPLANATION. Includes entry for 5-Feb-15 with amount \$10,741.50.

Main table with columns: Year, Make, Model, Vin, Sale Price, Expenses, Net Amount To Distribute, 70% WPD, 20/30% CITY ATTORNEY, 20/30% COUNTY ATTORNEY, 10% State. Includes a TOTAL row at the bottom.

I hereby certify that there is a balance, otherwise unencumbered to the credit of the appropriation to which the foregoing purchase is to be charged, sufficient to provide for said purchase

Approved

Accountant



CITY OF WILLMAR

REQUISITION

Willmar, Minnesota 56201
An Affirmative Action Employer

Department Title NON DEPARTMENTAL
Date 2/5/15

Requested by K. HALLIDAY
Dept Head Approval

Reason for Requisition (check x)
Information for Accountant
Funds available request
End of fiscal year encumbrance
Payment made from requisition
Has been ordered

Vendor DAVE WYFFELS, POLICE CHIEF
Address 2201 NE 23rd St. P.O. Box 995
City, State & Zip Code WILLMAR MN 56201

Table with columns: INVOICE NUMBER, DATE, INVOICE AMOUNT, DEPT. CHARGED, CODE ALLOCATIONS (FUND, DEPT, DIV, ITEM), CODE AMOUNT, RESOLUTION, EXPLANATION. Includes entry for 5-Feb-15 with amount \$4,139.31.

Table with columns: Year, Make, Model, Vin, Sale Price, Expenses, Net Amount To Distribute, 70% WPD, 20/30% CITY ATTORNEY, 20/30% COUNTY ATTORNEY, 10% State. Includes a TOTAL row with amount \$4,139.31.

I hereby certify that there is a balance, otherwise unencumbered to the credit of the appropriation to which the foregoing purchase is to be charged, sufficient to provide for said purchase

Approved Accountant

Department Title NON DEPARTMENTAL
 Date 2/5/15

Requested by K. HALLIDAY
 Dept Head Approval _____

Reason for Requisition (check x)
 Information for Accountant _____
 Funds available request _____
 End of fiscal year encumbrance _____
 Payment made from requisition _____
 Has been ordered _____

Vendor DAVE WYFFELS, POLICE CHIEF
 Address 2201 NE 23rd St. P.O. Box 995
 City, State & Zip Code WILLMAR MN 56201

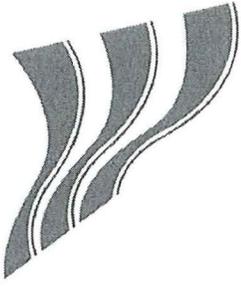
INVOICE NUMBER	DATE	INVOICE AMOUNT	DEPT. CHARGED	CODE ALLOCATIONS FUND DEPT DIV. ITEM	CODE AMOUNT	RESOLUTION	EXPLANATION
	5-Feb-15	\$12,804.75	NON DEPARTMENTAL	101.41428.0339	\$12,804.75	AUCTION SALE OF	May 6, 2011
						ADMIN FORFEITURE VEHICLE	
						(AS PER MS 609.5315)	70% of sale

Year	Make	Model	Vin	Sale Price	Expenses	Net Amount To Distribute	70% WPD	20% CITY ATTORNEY	20/30% COUNTY ATTORNEY	10% State	
1999	CHEVY	CAVALIER	1G1JC5240X7274611	\$900.00	\$90.00	\$810.00	\$567.00	\$243.00	\$0.00	\$0.00	Case # 10007287
1998	CHEVROLET	MALIBU	1G1ND52T3W6109808	\$750.00	\$75.00	\$675.00	\$472.50	\$202.50	\$0.00	\$0.00	Case # 09018941
2000	MERCURY	COUGAR	1ZWFT61L1Y5629609	\$2,600.00	\$260.00	\$2,340.00	\$1,638.00	\$702.00	\$0.00	\$0.00	Case # 10012404
2002	BUICK	CENTURY	2G4WS52J921203012	\$1,200.00	\$120.00	\$1,080.00	\$756.00	\$324.00	\$0.00	\$0.00	Case # 10000634
1994	TOYOTA	CAMRY	4T1GK13E8RU064097	\$1,000.00	\$100.00	\$900.00	\$630.00	\$270.00	\$0.00	\$0.00	Case # 09041368
1988	OLDSMOBILE	CUTLASS	1G3WS14WBJD339348	\$300.00	\$30.00	\$270.00	\$189.00	\$81.00	\$0.00	\$0.00	Case # 10025435
1990	PONTIAC	BONNEVILLE	1G2HY54C9L1256668	\$450.00	\$45.00	\$405.00	\$283.50	\$121.50	\$0.00	\$0.00	Case # 10005621
2000	ISUZU	TROOPER	JACDJ58X0Y7J18841	\$2,000.00	\$200.00	\$1,800.00	\$1,260.00	\$540.00	\$0.00	\$0.00	Case # 09036247
2000	CADILLAC	ESCALADE	1GYEK63R2YR189121	\$3,700.00	\$370.00	\$3,330.00	\$2,331.00	\$999.00	\$0.00	\$0.00	Case #10031310.
1996	CHEVROLET	BLAZER	1GNNDT13W9T2200003	\$2,100.00	\$210.00	\$1,890.00	\$1,323.00	\$567.00	\$0.00	\$0.00	Case # 10025461
1997	MERCURY	SABLE	1MELM50U6VG651048	\$600.00	\$60.00	\$540.00	\$378.00	\$0.00	\$108.00	\$54.00	Case # 10021947
1993	FORD	EXPLORER	1FMDU34X3PUA21924	\$650.00	\$65.00	\$585.00	\$409.50	\$175.50	\$0.00	\$0.00	Case #10020082
1990	MAZDA	PICK UP	JM2UF3138L0874221	\$500.00	\$50.00	\$450.00	\$315.00	\$135.00	\$0.00	\$0.00	Case # 10018063
1995	CHEVROLET	BLAZER	1GNNDT13W5S2145077	\$1,400.00	\$140.00	\$1,260.00	\$882.00	\$0.00	\$378.00	\$0.00	Case # 08032345.
1994	CHEVROLET	S10 PICK UP	1GCDT19Z2RK137619	\$1,400.00	\$140.00	\$1,260.00	\$882.00	\$0.00	\$378.00	\$0.00	Case # 09041350.
1991	CHEVROLET	ASTRO VAN	1GBEL19Z6MB139732	\$375.00	\$37.50	\$337.50	\$236.25	\$0.00	\$101.25	\$0.00	Case # 10011154
1994	MITSUBISHI	ECLIPSE	4A3CF54F9RE026360	\$400.00	\$40.00	\$360.00	\$252.00	\$0.00	\$108.00	\$0.00	Case # 10014170.
				\$20,325.00	\$2,032.50	\$18,292.50	\$12,804.75	\$4,360.50	\$1,073.25	\$54.00	
TOTAL				\$12,804.75							

I hereby certify that there is a balance, otherwise unencumbered to the credit of the appropriation to which the foregoing purchase is to be charged, sufficient to provide for said purchase

Approved _____

Accountant _____



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

Agenda Item Number: 5

Meeting Date: February 9, 2015

Attachments: Yes No

CITY COUNCIL ACTION

Date: February 17, 2015

- Approved Denied
- Amended Tabled
- Other

Originating Department: Finance

Agenda Item: Fire Department 2015 Budgetary Amendment

Recommended Action: Increase Estimated Revenue (101.33340.0720)
Increase Temporary Employee Salaries \$17,500.00 (101.42412.0112)

Background/Summary:

In 2014, the Legislature passed into law the Volunteer Retention Stipend Aid Pilot Program whereby an annual stipend will be allotted to volunteer fire fighters and first responders to assist with recruitment and retention efforts. Willmar has been selected to be included in this pilot program. Volunteers who serve from January 1st to December 31st in 2014, 2015 and 2016 will receive a payment of \$500 for each year in service.

As part of this program, the City is required to document its effectiveness in recruitment and retaining of volunteer staff to help ensure it is expanded statewide in three years.

The three-year funding to assist with recruitment and retention of volunteers for the City's Fire Departments is: \$17,500/2015, \$20,000/2016-2017

Alternatives: N/A

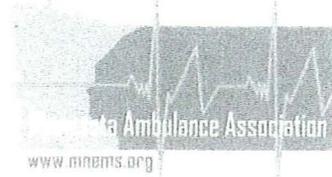
Financial Considerations: Increase 2015 Budget by \$17,500 (Revenue neutral)

Preparer: Steven B. Okins, Finance Director

Signature:

Comments:

Received From
Gary H 8/18/14
2:30 PM
Coe



Dear Emergency Service Provider,

August 1, 2014

The 2014 Legislature passed into law the Volunteer Retention Stipend Aid Pilot Program. You are receiving this letter because your organization falls within the fourteen counties identified for this pilot program. All of us within public safety are aware of the difficulties in recruiting and maintaining an effective volunteer department or organization within our communities. This legislation is an attempt to assist you in those efforts.

The original purpose of this legislation was to provide an annual statewide stipend to volunteer fire fighters and first responders to assist with recruitment and retention efforts. The final legislation created a three year pilot program to evaluate effectiveness, before broadening it statewide.

The legislation will provide an incentive payment to volunteer fire fighters, ambulance personnel, and emergency medical responders of \$500 annually. Volunteers who serve from January 1st thru December 31st in 2014, 2015, and 2016 will receive a payment of \$500 in 2015, 2016, and 2017, respectively. The program is structured to run under the Department of Public Safety and you should be receiving communications from them in the near future.

The MSFCA, MSFDA, and the Minnesota Ambulance Association are committed to providing whatever assistance we can to help your organization demonstrate the effectiveness this aid payment has in your efforts to recruit and retain your volunteer staff. It is our belief the benefits of this program can be documented sufficiently to ensure it is expanded statewide, but we need your help and support to make that happen.

The reason for writing you today is to ask for your help in supporting the efforts of this program and the subsequent study that will be prepared for the legislature to gauge its effectiveness. Your efforts are needed to ensure we are successful in extending this program statewide in three years.

Please watch for further communications regarding the pilot program and feel free to contact any of our organizations for further information. We will be preparing future mailings with more information and guidance for you and your organization. Together we can do what is necessary to help improve the staffing levels of our volunteer organizations so we can continue to serve our communities.

Sincerely,

William Mund
President MSFCA

Mark Rosenblum
President MSFDA

Kevin Miller
President MAA

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

ARTICLE 1 PROPERTY TAX AIDS AND CREDITS

Section 1. [69.022] VOLUNTEER RETENTION STIPEND AID PILOT.

Subdivision 1. Definitions. (a) For purposes of this section, the following terms have the meanings given them.

(b) "Commissioner," unless otherwise specified, means the commissioner of public safety.

(c) "Emergency medical services provider" means a licensee as defined under section 144E.001, subdivision 8.

(d) "Independent nonprofit firefighting corporation" has the same meaning as used in chapter 424A.

(e) "Municipality" has the meaning given in section 69.011, but only if the municipality uses one or more qualified volunteers to provide service.

(f) "Qualified entity" means an emergency medical services provider, independent nonprofit firefighting corporation, or municipality.

(g) "Qualified volunteer" means one of the following types of volunteers who has provided service, for the entire prior calendar year to one or more qualified entities:

(1) a volunteer firefighter as defined in section 299N.03, subdivision 7;

(2) a volunteer ambulance attendant as defined in section 144E.001, subdivision 15; or

(3) an emergency medical responder as defined in section 144E.001, subdivision 6, who provides emergency medical services as a volunteer.

(h) "Pilot area" means the following groups of counties:

(1) southern Minnesota, consisting of the counties of Faribault, Fillmore, Freeborn, Houston, and Watonwan;

(2) west central Minnesota, consisting of the counties of Chippewa, Kandiyohi, Redwood, and Renville;

(3) central Minnesota, consisting of the counties of Morrison and Todd; and

(4) north central Minnesota, consisting of the counties of Beltrami, Clearwater, and Mahnomon.

Subd. 2. Certification. By June 1 of the calendar year following the year in which the qualified volunteer provided service, the commissioner shall certify to the commissioner of revenue each qualified volunteer's name and the qualified entity for which

the qualified volunteer provided service, but the commissioner must remove duplicate listings of qualified volunteers who provided service to more than one qualified entity so that each qualified volunteer is listed only once. The commissioner shall also certify to the

commissioner of revenue the total amount of aid to be paid to each qualified entity under subdivision 3. For qualified entities that are not municipalities, the commissioner must indicate the municipality to which the aid is to be paid, as designated by the qualified entity.

Subd. 3. **Aid payment and calculation.** The commissioner of revenue shall pay aid to qualified entities located in the pilot area to provide funds for the qualified entities to pay annual volunteer retention stipends to qualified volunteers who provide services to the qualified entities. A qualified entity is located in the pilot area if it is a municipality located in whole or in part in the pilot area, or if it is an emergency medical services provider or independent nonprofit firefighting corporation with its main office located in the pilot area. The amount of the aid equals \$500 multiplied by the number of qualified volunteers. For purposes of calculating this aid, each individual providing volunteer service, regardless of the different types of service provided, is one qualified volunteer. The commissioner of revenue shall pay the aid to qualified entities by July 15 of the calendar year following the year in which the qualified volunteer provided service. If a qualified entity is not a municipality, the commissioner shall pay the aid to the treasurer of the municipality designated by the qualified entity. The treasurer of the municipality shall, within 30 days of receipt of the aid, transmit the aid to the qualified entity.

Subd. 4. **Application.** Each year each qualified entity in the pilot area may apply to the commissioner for aid under this section. The application must be made at the time and in the form prescribed by the commissioner and must provide sufficient information to permit the commissioner to determine the applicant's entitlement to aid under this section.

Subd. 5. **Payment of stipends.** A qualified entity receiving state aid under this section must pay the aid as retention stipends of \$500 to qualified volunteers no later than September 15 of the year in which the aid was received.

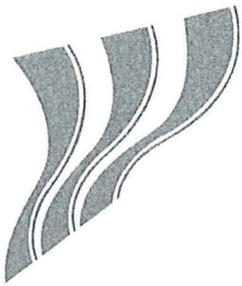
Subd. 6. **Report.** No later than January 15, 2018, the commissioner must report to the chairs and ranking minority members of the legislative committees having jurisdiction over public safety and taxes in the senate and the house of representatives, in compliance with sections 3.195 and 3.197, on aid paid under this section. The report must include:

- (1) for each county in the pilot area, a listing of the qualified entities that received aid in each of the three years of the pilot;
- (2) the amount of aid paid to each qualified entity that received aid in each of the three years of the pilot; and
- (3) for each qualified entity that received aid, the number of qualified volunteers who were paid stipends in each of the three years of the pilot, and the number of qualified volunteers in the year preceding the pilot.

The report must also provide information on the number of qualified volunteers providing service to qualified entities in comparison counties in each of the three years of the pilot and in the year preceding the pilot, and must summarize changes in the number of qualified volunteers during the year preceding the pilot and during the three years of the pilot both within the pilot area and in the comparison counties. For purposes of this subdivision, "comparison counties" means counties designated by the commissioner to include at least half of the counties that border each group of counties in the pilot area, as specified in subdivision 1. Qualified entities in comparison counties must provide information to the commissioner necessary to the report in this subdivision in the form and manner required by the commissioner.

Subd. 7. **Appropriation.** An amount sufficient to pay the state aid under this section is appropriated from the general fund to the commissioner of revenue.

Subd. 8. **Sunset.** This section expires for aid payable after calendar year 2017, except that the reporting requirement in subdivision 6 remains in effect through 2018. **EFFECTIVE DATE.** This section is effective the day following final enactment and applies for volunteer service provided beginning in calendar years 2014, 2015, and 2016, and for aid payable in calendar years 2015, 2016, and 2017.



CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 6

Meeting Date: February 9, 2015

Attachments: Yes No

CITY COUNCIL ACTION

Date: February 17, 2015

- Approved Denied
 Amended Tabled
 Other

Originating Department: Engineering

Agenda Item: Preliminary budget presentation for the Westwood Court Lift Station project

Recommended Action: Introduction and approval of the resolution to approve the recommended budget for the Westwood Court Lift Station project.

Background/Summary: Staff has prepared the preliminary budget for the Westwood Court Lift Station project. Council action is required to approve the budget outlining the estimated cost and funding sources for the project.

Alternatives: Further review and discussion of the project cost and financing.

Financial Considerations: Usage of funding sources as noted on the attached budget resolution.

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

Signature: 

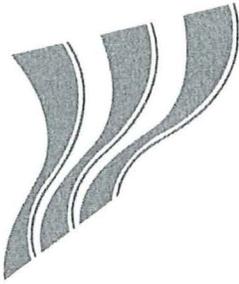
Comments:

RESOLUTION NO. _____
 PRELIMINARY WESTWOOD COURT LIFT STATION BUDGET

ESTIMATED TOTAL COST \$1,140,000
 *Budget Amounts are Essential

Dated: 5-Feb-15

Code			
	PERSONNEL SERVICES	RECEIVABLES	
10*	Salaries Reg. Employees	Property Owners	
11*	Overtime Reg. Employees	County	
12*	Salaries Temp. Employees	State	
13*	Employer Pension Contr.	City	\$190,000.00 2015 collections budget 04-46
14*	Employer Ins. Contr.	City	\$950,000.00 2016 collection budget Capital
	TOTAL	Other	
	\$0.00	TOTAL	\$1,140,000.00
	SUPPLIES	FINANCING	
20*	Office Supplies	Bonds	\$1,140,000.00
21*	Small Tools	State	
22*	Motor Fuels & Lubricants	City	
23*	Postage	City	
24	Mtce. of Equipment	Other	
25	Mtce. of Structures	TOTAL	\$1,140,000.00
26	Mtce. of Other Improvements		
27	Subsistence of Persons		
28	Cleaning & Waste Removal	GRAND TOTAL	\$1,140,000.00
29*	General Supplies		
	TOTAL		
	\$0.00		
		Dated: _____	
	OTHER SERVICES		
30	Communications		
31*	Printing & Publishing		
32	Utilities		
33*	Travel-Conf.-Schools	_____	
34	Mtce. of Equipment	Mayor	
35	Mtce. of Structures		
36*	Mtce. of Other Impr.	\$950,000.00	Phase II 2016; Lift Station and forcemain
37	Subsistence of Persons		
38	Cleaning & Waste Removal		
39*	Other Services		
	TOTAL	Attest:	
	\$950,000.00		
	OTHER CHARGES		
40	Rents		
41*	Insurance & Bonds		
42	Awards & Indemnities	_____	
43	Subscription/Memberships	City Clerk/Treasurer	
44	Interest		
45	Licenses & Taxes		
46*	Prof. Serv.	\$190,000.00	Engineering Contract Phase I-2015
47*	Advertising		
48*	Adm. OH (Transfer)		
49	Other Charges		
	TOTAL		
	\$190,000.00		
	GRAND TOTAL		
	\$1,140,000.00		



CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 7
Meeting Date: February 9, 2015
Attachments: Yes No

CITY COUNCIL ACTION

Date: February 17, 2015

- Approved Denied
 Amended Tabled
 Other

Originating Department: Engineering

Agenda Item: Resolution of Intent to Reimburse – Westwood Court Lift Station

Recommended Action: Adopt the attached Resolution Establishing Procedures Relating to Compliance with Reimbursement Bond Regulations Under the Internal Revenue Code

Background/Summary: Prior to incurring costs on the Westwood Court Lift Station project it is necessary that the Council adopt a Resolution of Intent to Reimburse. This will insure that the City will be reimbursed for project costs after the date of the resolution.

Alternatives: Do not adopt the resolution and find a source other than bond funds to pay project costs

Financial Considerations: Adoption of the resolution insuring that project costs are covered by the bond issue.

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

Signature: 

Comments:

Preliminary Schedule for WestWood Court (WWC) Lift Station

Project: WestWood Court Lift Station; Design in 2015; Construct in 2016

Revision Date:

October 30, 2014

Task	Start Date	Finish Date	Complete
Discuss Financing with Steve Okins	12/04/14	12/04/14	<input type="checkbox"/>
Information to Finance Committee Agenda	01/06/15	01/06/15	<input type="checkbox"/>
Finance committee for approval to proceed with project financing and project	01/12/15	01/12/15	<input type="checkbox"/>
Council approval to proceed with project financing and project	01/19/15	01/19/15	<input type="checkbox"/>
Submit RFP to Quest	01/20/15	02/20/15	<input type="checkbox"/>
Time allotted for consultants to prepare Proposals	01/20/15	02/20/15	<input type="checkbox"/>
Receive & Review Proposals	02/23/15	03/04/15	<input type="checkbox"/>
Information to Kelsi for PW/S committee agenda	03/04/15	03/04/15	<input type="checkbox"/>
Staff Recommendation to PWS to accept approval of design and CRS contract	03/10/15	03/10/15	<input type="checkbox"/>
Council approval of Design Engineering and CRS Contract	03/16/15	03/16/15	<input type="checkbox"/>
Kick off meeting			<input type="checkbox"/>
Survey Services			<input type="checkbox"/>
Geotechnical Investigation			<input type="checkbox"/>
LS Design Flows			<input type="checkbox"/>
30% Design Plans & Cost Estimates			<input type="checkbox"/>
Workshop No 1-30% Design Review			<input type="checkbox"/>
Easement list & information for the City to use in obtaining easements or Property Acquisition			<input type="checkbox"/>
Regulatory and Permit Needs			<input type="checkbox"/>
90% Design Plans & Specifications			<input type="checkbox"/>
Workshop No 2-90% Design Review			<input type="checkbox"/>
Incorporate Owner Comments and UC			<input type="checkbox"/>
Draft Contract Documents-Send to Attorney			<input type="checkbox"/>
PW/S recommendation to call for bids			<input type="checkbox"/>
Contract Documents-Plans & Specs Finalized			<input type="checkbox"/>
Council Authorization for bids			<input type="checkbox"/>
Advertise for bids	January-15		<input type="checkbox"/>
Open Bids	February-15		<input type="checkbox"/>
PW/S recommendation to award bid and final project budget	February-15		<input type="checkbox"/>
Council Approval to award	March-15		<input type="checkbox"/>
Notice to Proceed	March-15		<input type="checkbox"/>
Substantial Completion	July-15		<input type="checkbox"/>
Final Completion	September-15		<input type="checkbox"/>

RESOLUTION NO. _____

RESOLUTION ESTABLISHING PROCEDURES
RELATING TO COMPLIANCE WITH REIMBURSEMENT BOND
REGULATIONS UNDER THE INTERNAL REVENUE CODE

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

1. Recitals.

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

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

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

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

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

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

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

C. Care shall be taken so that the City, or its authorized representatives under this Resolution, not make Declarations in cases where the City doesn't reasonably expect to issue reimbursement bonds to finance the subject project costs, and the City officials are hereby

Westwood Court —

authorized to consult with bond counsel to the City concerning the requirements of the Regulations and their application in particular circumstances.

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

3. Reimbursement Allocations. The designated City officials shall also be responsible for making the "reimbursement allocations" described in the Regulations, being generally written allocations that evidence the City's use of the applicable bond proceeds to reimburse the original expenditures.

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

Adopted this 15th day of December, 2014, by the Willmar City Council.

MAYOR

Attest:

CITY CLERK

EXHIBIT A

DECLARATION OF OFFICIAL INTENT

The undersigned, being the duly appointed and acting City Clerk of the City of Willmar, Minnesota (the "City"), pursuant to and for purposes of compliance with Treasury Regulations Section 1.150-2 (the "Regulations"), under the Internal Revenue Code of 1986, as amended, hereby states and certifies as follows:

1. The undersigned has been and is on the date hereof duly authorized by the Willmar City Council to make and execute this Declaration of Official Intent (the "Declaration") for and on behalf of the City.

2. This Declaration relates to the following project, property or program (the "Project") and the costs thereof to be financed: 2015 Pavement Management Improvement Bonds.

3. The City reasonably expects to reimburse itself for the payment of certain costs of the Project out of the proceeds of a bond issue or similar borrowing (the "Bonds") to be issued by the City after the date of payment of such costs. As of the date hereof, the City reasonably expects that \$1,950,000.00 is the maximum principal amount of the Bonds, which will be issued to finance the Project.

4. Each expenditure to be reimbursed from the Bonds is or will be a capital expenditure or a cost of issuance, or any of the other types of expenditures described in Section 1.150-2(d)(3) of the Regulations.

5. As of the Date thereof, the statements and expectations contained in this Declaration are believed to be reasonable and accurate.

Dated: December 15, 2014

Kevin Halliday
City Clerk
City of Willmar, Minnesota

CERTIFICATION

The undersigned, being the duly qualified and acting City Clerk of the City of Willmar, Minnesota, hereby certifies the following:

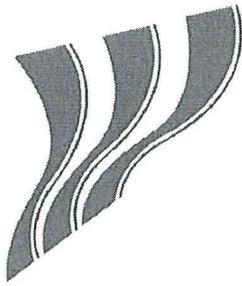
The foregoing is true and correct copy of a Resolution on file and of official, publicly available record in the offices of the City, which Resolution relates to procedures of the City for compliance with certain IRS Regulations on reimbursement bonds. Said Resolution was duly adopted by the governing body of the City (the "Council") at a regular meeting of the Council held on December 15, 2014. Said meeting was duly called, regularly held, open to the public, and held at the place at which meetings of the Council are regularly held. Council Member _____ moved the adoption of the Resolution, which motion was seconded by Council Member _____. A vote being taken on the motion, the following members of the Council voted in favor of the motion to adopt the Resolution:

and the following voted against the same:

Whereupon said Resolution was declared duly passed and adopted. The Resolution is in full force and effect, and no action has been taken by the Council, which would in any way alter or amend the Resolution.

WITNESS MY HAND officially as the City Clerk of the City of Willmar, Minnesota, this 15th day of December, 2014.

City Clerk
City of Willmar, Minnesota



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

Agenda Item Number: 8

Meeting Date: February 9, 2015

Attachments: Yes No

CITY COUNCIL ACTION

Date: February 17, 2015

- Approved Denied
- Amended Tabled
- Other

Originating Department: Finance

Agenda Item: Consideration of 2014 General Fund Departmental Budget Amendments

Recommended Action: Information Only

Background/Summary:

The City Council and Finance Committee have handled past departmental budgetary adjustments in one of two ways, either at the time of known adjustments or at the end of the year when unaudited numbers are available, normally the first part of March. Previous audits have indicated both are acceptable and need to be determined by the City Council. Adjustment alternatives have consisted of the following:

- A.) Appropriation of new revenues
- B.) Appropriating revenue surpluses
- C.) Covering with available appropriations (i.e. vacant positions from other departments)
- D.) Appropriation of assigned Emergency Fund balances

The City Council and Finance Committee should decide and direct staff the method of handling budget adjustments.

Alternatives: Consider giving City Administrator authority to appropriate 15-20% of departmental budgets.

Financial Considerations: To be addressed at a future meeting.

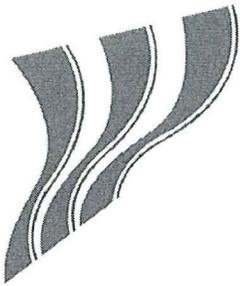
Preparer: Steven B. Okins, Finance Director

Signature:

Comments:

	ADOPTED BUDGET	REVISED BUDGET	ANNUAL ACT MTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT	
101 GENERAL FUND							
31311 GENERAL PROPERTY TAXES	4,297,734.00	4,297,734.00	0.00	4,332,096.68	34,362.68-	100	-----
32330 LICENSES AND PERMITS	303,300.00	303,300.00	0.00	543,871.98	240,571.98-	179	-----!!!!
33340 INTERGOVERNMENTAL	5,190,227.00	5,190,227.00	0.00	5,335,220.81	144,993.81-	102	-----
34350 SERVICE CHARGES	750,348.00	751,898.00	23,245.76	705,869.77	46,028.23	93	-----
35349 FINES AND FORFEITS	153,000.00	153,000.00	0.00	160,398.64	7,398.64-	104	-----
36320 SPECIAL ASSESSMENTS	1,620.00	1,620.00	0.00	1,857.93	237.93-	114	-----!
38351 MISCELLANEOUS REVENUE	923,000.00	923,000.00	160,875.16	1,452,586.21	529,586.21-	157	-----!!!!
39355 OTHER FINANCING SOURCES	3,021,840.00	3,197,636.00	398,944.00	2,991,539.44	206,096.56	93	-----
39359 EXTRAORDINARY ITEMS	0.00	0.00	0.00	0.00	0.00	0	-----
TOTAL: GENERAL FUND	14,641,069.00	14,818,415.00	583,064.92	15,523,441.46	705,026.46-	104	-----

	ANNUAL	ACT MTD POSTED	ACT YTD POSTED	REMAINING	PCT
	REVISED BUDGET	ENCUMBERED	AND IN PROCESS	BALANCE	
101 GENERAL FUND					
41400 CITY ADMINISTRATOR	391,197.00	0.00	197.12	266,309.36	124,887.64 68
41401 MAYOR AND COUNCIL	211,065.00	0.00	2,557.36	179,003.99	32,061.01 84
41402 PLANNING & DEVELOP. SERVICES	495,974.00	0.00	3,386.04	495,422.15	551.85 99
41403 CITY CLERK-TREASURER	206,939.00	0.00	734.04	197,708.25	9,230.75 95
41404 ASSESSING	283,575.00	0.00	1,681.88	262,218.99	21,356.01 92
41405 FINANCE DEPARTMENT	401,621.00	0.00	1,770.77	359,220.60	42,400.40 89
41406 LEGAL	216,000.00	0.00	24,668.72	297,500.04	81,500.04- 137
41408 CITY HALL	117,707.00	0.00	4,122.15	99,237.47	18,469.53 84
41409 INFORMATION TECHNOLOGY	498,076.00	0.00	18,975.98	420,038.59	78,037.41 84
41418 CULTURAL DIVERSITY	0.00	0.00	0.00	0.00	0.00 0
41424 ELECTIONS	56,172.00	0.00	25.53	45,125.33	11,046.67 80
41428 NON-DEPARTMENTAL	1,150,969.00	0.00	78,979.91	1,542,620.05	391,651.05- 134
42411 POLICE DEPARTMENT	4,154,035.00	0.00	28,961.32	3,870,650.41	283,384.59 93
42412 FIRE PROTECTION	657,079.00	0.00	62,255.57	587,712.31	69,366.69 89
42428 NON-DEPARTMENTAL	15,000.00	0.00	40.00	16,358.90	1,358.90- 109
43001 TRANSIT SYSTEM	15,000.00	0.00	0.00	15,000.00	0.00 100
43417 ENGINEERING	759,006.00	0.00	1,311.38	558,803.44	200,202.56 73
43425 PUBLIC WORKS	2,503,641.00	0.00	7,445.63-	2,318,274.46	185,366.54 92
43428 NON-DEPARTMENTAL	2,000.00	0.00	54,000.00	54,837.00	52,837.00- 2741
43430 AIRPORT	0.00	0.00	0.00	0.00	0.00 0
44428 NON-DEPARTMENTAL	0.00	0.00	0.00	0.00	0.00 0
45426 LIBRARY	483,488.00	0.00	0.00	436,938.00	46,550.00 90
45427 AUDITORIUM	44,850.00	0.00	6,717.33	32,641.47	12,208.53 72
45428 NON-DEPARTMENTAL	114,000.00	0.00	2,454.60	96,202.79	17,797.21 84
45431 PARK DEVELOPMENT	0.00	0.00	0.00	0.00	0.00 0
45432 LEISURE SERVICES	374,829.00	0.00	85,607.24	409,078.58	34,249.58- 109
45433 CIVIC CENTER	577,180.00	0.00	33,467.55	572,413.09	4,766.91 99
45435 COMMUNITY CENTER	160,571.00	0.00	4,081.20	106,264.11	54,306.89 66
45437 AQUATIC CENTER	202,770.00	0.00	457.92	200,492.31	2,277.69 98
49429 TRANSFERS	1,854,323.00	0.00	1,691,323.00	1,854,323.00	0.00 100
TOTAL: GENERAL FUND	15,947,067.00	0.00	2,100,330.98	15,294,394.69	652,672.31 95



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

Agenda Item Number: 9

Meeting Date: February 9, 2015

Attachments: Yes No

CITY COUNCIL ACTION

Date: February 17, 2015

Approved Denied
 Amended Tabled
 Other

Originating Department: Finance

Agenda Item: Reports

Recommended Action: Review and Place Reports on File in the Finance Department

Background/Summary:

- A.) October Rice Trust
- B.) November General Fund Departmental Report
- C.) November Rice Trust
- D.) 4th Quarter Investment Activity
- E.) December 31, Investment Portfolio
- F.) 10 Year Investment/Cash Quarterly Balances
- G.) 2014 Interest by Institution
- H.) 10 Year Interest Quarterly Earnings
- I.) 4th Quarter Rice Trust Activity
- J.) Preliminary 2014 General Fund Year End Summary Totals

Alternatives: Ask for clarification of report questions

Financial Considerations: N/A

Preparer: Steven B. Okins, Finance Director

Signature:

Comments:

PUBLIC WORKS/SAFETY COMMITTEE

MINUTES

The Public Works/Safety Committee of the Willmar City Council met on Tuesday, February 10, 2015, in Conference Room No. 1 at the City Office Building.

Present: Ron Christianson Chair
Audrey Nelsen Vice Chair
Steve Ahmann Member
Andrew Plowman Member

Others present: Council Member Jim Dokken; Director of Public Works Sean Christensen; Chief of Police Jim Felt; Jared Voge, Bolton & Menk, Inc.; Josh Halverson, Bolton & Menk, Inc.; David Little, "West Central Tribune".

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

No public comments.

Item No. 3 Police Update (Information)

Police Chief Jim Felt noted the jail census for February 10, 2015 was 123; 43 inmates from the Department of Corrections, 1 inmate from Stearns County, and 2 inmates from Swift County. The calls for service for the previous two weeks totaled 701. The majority of the calls were for traffic stops, followed by public assists and abandoned vehicles. An update was given on the new K9 dog Axel, noting he has started narcotic training last week with his handler, Officer Chris Flatten.

Item No. 4 Country Club Drive Lift Station Contract Amendment (Resolution)

Public Works Director Sean Christensen presented a recommendation to amend the contract with Bolton & Menk, Inc. in the amount of \$31,230.00 for the Country Club Drive Lift Station. The amendment includes additional compensation for the design of a block control structure rather than using a control panel, providing construction survey staking, and construction material testing. Jared Voge with Bolton & Menk described the types of testing as compaction, concrete and soil testing.

A motion was made by Council Member Nelsen, seconded by Council Member Christianson to approve Amendment No. 1 to the Bolton & Menk, Inc. contract for the Country Club Lift Station project in the amount of \$31,230.00. The motion carried.

Item No. 5 Project No. 1501-B Professional Services Agreement (Resolution)

Public Works Director Christensen presented a recommendation to award the contract for the professional services of Project No. 1501-B to Bolton & Menk, Inc. in the amount of \$239,000.00 and authorize the Mayor and City Administrator to execute the agreement on behalf of the City. The estimated fees are for the design, materials testing and construction services for the reconstruction of 9th Street NW, Park Avenue NW, and 10th Street NW. The total estimated fees are not to exceed \$239,000.00 and based on an hourly rate of services provided.

A motion was made by Council Member Nelsen, seconded by Council Member Christianson to award the professional services contract for Project No. 1501-B to Bolton & Menk, Inc. in the amount of \$239,000.00

and authorize the Mayor and City Administrator to execute an agreement on behalf of the City. The motion carried.

Item No. 6 Public Works Garage Doors Replacement (Resolution)

Public Works Director Christensen brought forth, for review, to accept the quote from Excel Overhead door for the replacement of the garage doors at the Public Works Garage. Quotes were received from American Door Works in the amount of \$14,807.07 and Excel Overhead Door in the amount of \$12,400.00. The doors provided by Excel Overhead Door have an R factor value of 17.54.

Following discussion a motion was made by Council Member Ahmann, seconded by Council Member Christianson to approve the purchase and replacement of the Public Works Facility garage doors by Excel Overhead Door in the amount of \$12,400.00. The motion carried.

Item No. 7 Request to Purchase/Replace Sand Pro (Resolution)

Public Works Director Christensen brought forth, for approval, the request to purchase/replace the current 2005 Toro Sand Pro with a 2015 Jacobsen Groom Master. The total cost of the equipment totals \$23,026.00 through the National Joint Powers Alliance with Turfwerks in Eagan. Currently there are two of these units in use by the City, and the 2005 Toro unit has 1,042 hours and visible wear and tear. The Public Works Department uses this equipment for field preparation at softball and baseball games in various parks as well as for Stingers games. The current unit will be sold on the City auction, with schools and baseball booster clubs notified for interest of purchasing it.

A motion was made by Council Member Ahmann, seconded by Council Member Christianson to approve the purchase and replacement of the Sand Pro with a 2015 Jacobsen Groom Master in the amount of \$23,026.00 from Turfwerks in Eagan. The motion carried.

Item No. 8 1302-B Project Final (Resolution)

Public Works Director Christensen brought forth, for approval, acceptance of Project No. 1302-B and to authorize final payment to Kuechle Underground, Inc. in the amount of \$25,081.07. The City Council entered into an agreement with Kuechle Underground, Inc. on July 15, 2013 for the 4th Avenue SW improvements. The final pay request has been submitted and staff is recommending final payment be made.

A motion was made by Council Member Ahmann, seconded by Council Member Nelsen to accept Project No. 1302-B and authorize final payment to Kuechle Underground, Inc. in the amount of \$25,081.07. The motion carried.

Item No. 9 Willmar Avenue Improvements Contract Amendment (Resolution)

Public Works Director Christensen brought forth, for approval, Amendment No. 1 to the Bolton & Menk, Inc. contract for the Willmar Avenue improvements project. When the contract was developed, the estimated cost was \$675,000 and after modifications by Kandiyohi County and the BNSF the project cost increased. A significant delay occurred with BNSF to finalize the agreement and also scheduling delays for constructing the crossing. The original construction duration was estimated at eight weeks, with the actual duration totaling 16 months for completion. As a result of these factors, Bolton & Menk, Inc. is requesting a contract amendment in the amount of \$15,000 for engineering services.

Following discussion a motion was made by Council Member Ahmann, seconded by Council Member Nelsen to approve Amendment No. 1 to the Bolton & Menk, Inc. contract for the Willmar Avenue improvements in the amount of \$15,000. The motion carried.

Item No. 10 1303-A Project Final (Resolution)

Public Works Director Christensen brought forth, for approval, Change Order No. 1 in the amount of \$1,262.83 to Project No. 1303-A and requested authorization for final payment to Duininck, Inc. in the amount of \$15,977.65. The City Council entered into an agreement with Duininck, Inc. on May 9, 2013 for the street improvements to Trott Avenue SW, 23rd Street SW, and TH No. 12. Staff noted additional wearing course was needed, resulting in Change Order No. 1. The final pay request has been submitted and staff is recommending final payment be made.

A motion was made by Council Member Nelsen, seconded by Council Member Plowman to approve Change Order No. 1 in the amount of \$1,262.83, accept Project No. 1303-A and authorize final payment to Duininck, Inc. in the amount of \$15,977.65. The motion carried.

Item No. 11 Old Business

The Committee discussed the previously proposed crosswalk addition at the Community Christian School on 19th Avenue SW. This was for information only.

Item No. 12 New Business

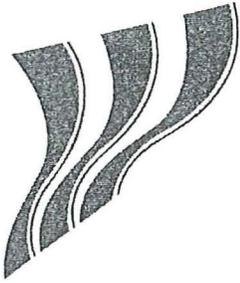
The Committee discussed the meeting at MnDOT for the railroad bypass project; including information on the Tiger grant, plans and calendar items. The topic of fall leaf pick up services was discussed, with questions of fees and ways to pick up the leaves if implemented. The idea of snow melting machines, such as the ones used in the City of Boston, was brought to the Committee as a possible idea for disposing of snow in the future. The idea of salt free water softeners being used to help resolve the issue of salty discharge was debated. The progress of the Welcome to Willmar sign on North Highway 71 was noted, with the prospect of a new sign design being used. The status of the Assistant City Engineer vacancy was discussed, as the job description verbage is under review at this time. The quality of water from the Crow River Water Shed was questioned, along with the Storm Water Task Force's ideas for stormwater control. Staff continues to review the BARR report and have begun to implement some of the recommendations. These items were for information only.

There being no further business to come before the Committee, the meeting was adjourned at 5:55 p.m. by Chair Christianson.

Respectfully submitted,



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



CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 4

Meeting Date: February 10, 2015

Attachments: Yes No

CITY COUNCIL ACTION

Date: February 17, 2015

- Approved Denied
- Amended Tabled
- Other

Originating Department: Engineering

Action Requested: Accept an amendment for professional design and construction services on the Country Club Drive Lift Station Project – City Project No.1510

Recommended Action: Approve Amendment No. 1 to the Consultant Service Contract with Bolton & Menk, Inc.; City Project No. 1510.

Background/Summary: The City Council entered into agreement with Bolton & Menk, Inc. on April 22, 2014 for the Country Club Drive Lift Station Project. This amendment includes additional compensation for the design of a block control structure, providing construction survey staking, and performing construction material testing. The amendment is based on the following:

1. Review of the lift station control housing determined a block control structure will best suite City needs based on:
 - providing a longer design life: 30 vs. 50 year
 - reducing operation & maintenance costs
 - City Staff providing electrical construction services for an estimated savings of \$23,500
 - abutting residents preferring block building due to it conforming to neighborhood setting
2. City Staff availability is limited to provide construction survey staking in addition to other city projects during the construction season of this project.
3. It is in the best interest of the City that construction materials testing be completed independently of the construction contract.

These findings are the basis of the recommended action.

- Alternatives: Do not accept amendment and have:
1. Control housing as a control panel.
 2. Construction staking completed by contractor.
 3. Material testing completed by contractor.

Financial Considerations: The amendment increases the Consultant Service Contract amount by \$31,230. The costs associated with Amendment No. 1 will be borne by the Sanitary Sewer Enterprise Fund.

Preparer: Jared Voge, P.E., Project Manager

Signature:

Comments:

AMENDMENT NO. 1
CONSULTANT SERVICE CONTRACT
COUNTRY CLUB DRIVE LIFT STATION
CITY OF WILLMAR, MINNESOTA

WHEREAS, City of Willmar (hereinafter referred to as "OWNER"), and Bolton & Menk, Inc. (hereinafter referred to as "CONSULTANT") entered into an agreement on April 22, 2014 for engineering and other professional services (hereinafter referred to as "Consultant Service Contract").

AND, WHEREAS, the OWNER requires additional engineering services for the project due to the owners's request for a scope of services change to include a control building rather than a control panel at the lift station site, together with construction phase services including construction staking and material testing.

NOW, THEREFORE, the OWNER and CONSULTANT, for the consideration hereinafter named, agree to this Amendment No. 1 of the Consultant Service Contract as follows:

1. Amendment No. 1 is subject to the provisions of the Consultant Service Contract except as specifically modified herein.
2. Section I – A. Scope of Services per Exhibit 1 is hereby revised to add the additional services as follows:
 - a. The OWNER authorizes the CONSULTANT perform such additional services as necessary to complete the project design and construction documents through the bidding phase of the work and to make such changes and revisions necessary to the contract documents for the construction of a free standing block building to house the instrumentation and control hardware of the lift station facility.
 - b. The OWNER authorizes CONSULTANT to provide construction staking and to furnish necessary equipment and supplies to establish grade and line stakes for contractor's guidance in construction of the project and in accordance with requirements of the contract documents. Construction surveying services are generally assumed to include the following:
 1. Staking of right-of-way limits and approximate construction limits.
 2. Staking of watermain, sanitary and storm sewer structures and centerline offsets at approximate 50 foot intervals.
 3. Establishment of grading control lines, curb offset lines, and edge of pavements lines, at 50 foot spacing.
 4. "Bluetop" finish grade stakes at top of finished base prior to placement of bituminous surfacing.
 6. Such miscellaneous staking as may be necessary for control of the construction, quantity control, measurements, and completion of the improvements.
 - c. The OWNER authorizes CONSULTANT to coordinate and perform on-site testing activities during the construction of the project. The actual testing will be performed by an independent testing consultant. Tests will be performed to evaluate the contractor's conformance to the contract specifications.

3. Section III – A. Fees per Exhibit 3 is hereby revised to include compensation per the revised scope of services as follows:
- a. The CONSULTANT shall provide design services to the OWNER for the construction of a free standing block building per the additional services contained herein on an hourly basis in accordance with the provisions of the Consultant Service Contract at an estimated cost of \$19,690.
 - b. Construction staking services shall be provided by the CONSULTANT on an hourly basis in accordance with the provisions of the Consultant Service Contract and on file with the OWNER. Based upon anticipated scope of staking, as summarized herein, the estimated cost of construction staking is \$4,205.
 - c. The CONSULTANT shall provide construction materials testing for the project per the project specifications to the OWNER at an estimated cost of \$7,335.

IN WITNESS WHEREOF, the parties hereto have caused this Amendment to be executed in their behalf.

OWNER – City of Willmar

CONSULTANT - Bolton & Menk, Inc.

By: _____

By: _____

Printed Name: Charlene Stevens

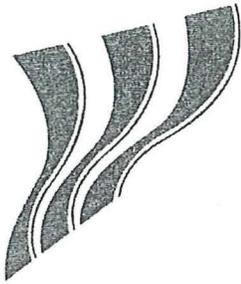
Printed Name: Jared Voge, P.E.

Title: City Administrator

Title: Principal

Date: _____

Date: _____



CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 5

Meeting Date: February 10, 2015

Attachments: Yes No

CITY COUNCIL ACTION

Date: February 17, 2015

- | | |
|-----------------------------------|---------------------------------|
| <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. 1501-B Engineering Services Agreement

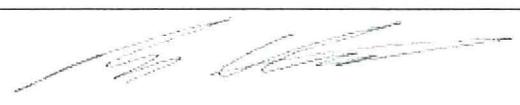
Recommended Action: Approve the estimated fees associated with the design, materials testing, and construction services provided by Bolton & Menk, Inc. and enter into a Consultant Service Contract for Project No. 1501-B.

Background/Summary: The 2015 Improvements Project No. 1501-B consists of the reconstruction of 9th Street NW between Ella Avenue NW and Park Avenue NW, Park Avenue NW between 7th Street NW and 10th Street NW, and 10th Street NW between Park Avenue NW and approximately 200 feet north of Woodland Avenue NW. The estimated fee schedule for design, construction services and testing totals \$239,000.00.

Alternatives: To complete construction services in house.

Financial Considerations: The budget for the project includes sufficient funds to approve and award the contract to Bolton & Menk, Inc.

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

Signature: 

Comments:



BOLTON & MENK, INC.[®]

Consulting Engineers & Surveyors

2040 Highway 12 East • Willmar, MN 56201-5818

Phone (320) 231-3956 • Fax (320) 231-9710

www.bolton-menk.com

January 27, 2015

Mr. Sean Christensen, Public Works Director/City Engineer
City of Willmar
P.O. Box 755
Willmar, MN 56201

RE: 2015 Improvements
City of Willmar, Minnesota

Dear Sean:

Please find listed below the estimated fees associated with the design, materials testing, and construction services for the 2015 Improvement Project. The 2015 Improvements consist of the reconstruction of 9th Street NW between Ella Avenue NW and Park Avenue NW, Park Avenue NW between 7th Street NW and 10th Street NW, and 10th Street NW between Park Avenue NW and approximately two hundred (200) feet north of Woodland Avenue NW. The streets identified for reconstruction above were previously included in the 2014 Improvements at the preliminary design phase however, due to budget constraints, were removed from the project scope. The estimated construction cost associated with the improvements, based on bid prices received for City of Willmar projects in 2014, is \$1,130,000.00.

2015 Improvements City Project No. 1501-B

Estimated Construction Cost -	\$1,130,000.00
Total Estimated Design Fees -	\$119,000.00
Estimated Construction Services Fees-	\$100,000.00
Estimated Testing Cost -	\$20,000.00
Estimated Project Cost -	\$1,369,000.00

Design Services associated with the project include the preparation of plans and specifications, cost estimates, advertisement for bids (not publishing costs), preparation of a bid tabulation, and the preparation of contract documents for execution by the contractor and City of Willmar. Topography was acquired previously when the improvements were originally included as part of the 2014 Improvement project. The estimated fees associated with the project design are \$119,000. I have also estimated the permit fees required for the project to be approximately \$600. The permit fees have not been included in the estimates above.

I have estimated the fees associated with Construction Services to be \$100,000.00. Construction Services consist of construction observation from the project pre-construction meeting through construction and the completion of record drawings. In addition, construction staking for grading and utility installation has also been included in the fee estimate. Project management tasks have also been included in the estimated Construction Services fee above. These tasks include the preparation of payment requests, attendance at City Council and Public Works/Safety Committee meetings when the project is on the agenda, providing asset management information, and maintenance and distribution of hard copy and

electronic files to the City. Finally, estimated construction materials testing costs have also been identified above and are proposed to be completed by a sub-consultant similar to the 2014 Improvements Project.

We proposed to bill the City of Willmar on an hourly basis according to the fee schedule included in the original agreement since the engineering services described above will be an amendment to the Agreement currently in-place. By doing so, the City will only be charged for time spent on the project rather than a lump sum amount.

If you have any questions, please call. Thank you.

Sincerely,

BOLTON & MENK, INC.

A handwritten signature in black ink, appearing to read 'Jared Voge', with a stylized flourish at the end.

Jared Voge, P.E.
Principal Engineer

JV/kg

This is EXHIBIT K, consisting of 2 pages, referred to in and part of the Agreement between Owner and Engineer for Professional Services dated July 21, 2014.

**AMENDMENT TO OWNER-ENGINEER AGREEMENT
Amendment No. 1**

The Effective Date of this Amendment is: January 27, 2015

Background Data

Effective Date of Owner-Engineer Agreement: July 21, 2015

Owner: City of Willmar, MN

Engineer: Bolton & Menk, Inc.

Project: 2014 Improvements

Nature of Amendment:

X Additional Services to be performed by Engineer

Description of Modifications:

See attached letter dated January 27, 2015.

Agreement Summary:

Original agreement amount:	\$ <u>922,000</u>
Net change for prior amendments:	\$ <u> </u>
This amendment amount:	\$ <u>239,000</u>
Adjusted Agreement amount:	\$ <u>1,161,000</u>

Change in time for services (days or date, as applicable): N/A

The foregoing Agreement Summary is for reference only and does not alter the terms of the Agreement, including those set forth in Exhibit C.

Owner and Engineer hereby agree to modify the above-referenced Agreement as set forth in this Amendment. All provisions of the Agreement not modified by this or previous Amendments remain in effect.

OWNER:

City of Willmar

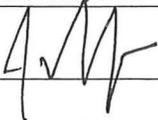
By: _____
Print
name: _____

Title: _____

Date Signed: _____

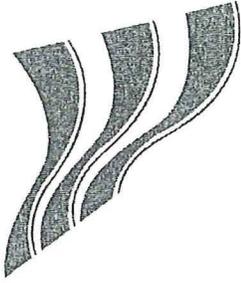
ENGINEER:

Bolton & Menk, Inc.

By: 
Print
name: Jared Voge

Title: Principal Engineer

Date Signed: 1/27/15



CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 6

Meeting Date: February 10, 2015

Attachments: Yes No

CITY COUNCIL ACTION

Date: February 17, 2015

- Approved Denied
 Amended Tabled
 Other

Originating Department: Public Works

Agenda Item: Public Works Garage Doors Replacement

Recommended Action: Approve the purchase and replacement of the Public Works Garage Doors by Excel Overhead Door.

Background/Summary: Staff has requested the purchase and replacement of the Public Works Garage Doors. Quotes were solicited for three garage doors, two openers, and the removal and disposal of the old doors. Quotes were received from American Door Works in the amount of \$14,807.07 and from Excel Overhead Door in the amount of \$12,400.00.

Alternatives: Replace the garage doors at a later date.

Financial Considerations: The 2015 Capital Outlay Program has included \$17,000.00 for the Public Works Facility garage doors.

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

Signature:

Comments:



WILLMAR

PUBLIC WORKS

DIRECTOR/CITY ENGINEER

City Office Building
Box 755 320-235-4202

STREET/PARK SUPERINTENDENT

801 W. Hwy. 40 320-235-3827

WASTEWATER TREATMENT

3000 75th St. SW 320-235-4760

Willmar, Minnesota 56201

Fax 320-235-4917

www.ci.willmar.mn.us

Memorandum

TO: Charlene Stevens, City Administrator

FROM: Sean Christensen, Public Works Director *SC*

DATE: January 26th 2015

RE: Purchase and Replacement of Public Works Garage Doors

Staff is in the process of proceeding with the purchase and replacement of three (3) garage doors and two (2) openers at the Public Works Garage in accordance with the 2015 Capital Outlay Program.

I am requesting approval to replace three (3) garage doors and two (2) openers at the Public Works Garage. Please be advised that the 2015 Capital Outlay Program has included \$ 17,000.00, for replacement of garage doors and openers. The garage doors and openers would be purchased and installed by Excel Overhead Door Company for \$12,400.00.

Please let me know if you concur with this submittal.

Approval *[Signature]*

gm

Willmar



2005

Excel Overhead Door

514 Pacific Ave SW PO Box 3107
 Willmar, MN 56201
 Phone (320) 235-2971 Fax (320) 235-8827

Proposal

Customer

Name City of Willmar
 Address 333 6th St SW
 City Willmar State MN ZIP 56201
 Phone 320-235-3827 Email gmanzer@willmarr

Date 1/6/2015
 Contact Gary Manzer
 Job Name Maintenance Shop
 Location 801 Industrial Drive

Qty	Description	Unit Price	Extension
3	16'2" x 14' CHI model 3216 super-insulated 2" woodgrain steel sandwich flush door. 3" HD rev angle track/rollers STD radius (4)24x12 insulated lites and perimeter weatherstrip. 50k cycle springs	Material Cost \$ 2,300.00	\$ 6,900.00
		Installed \$ 850.00	\$ 2,550.00
2	LiftMaster model T-7511 3/4hp commercial Heavy duty Trolley operator w/ open/close/stop wall station and photo eyes. Includes solenoid brake, Pricing includes remove/haul of existing	Material Cost \$ 675.00	\$ 1,350.00
		Installed \$ 200.00	\$ 400.00
40	893LM 3- button remotes	\$ 30.00	\$ 1,200.00

Subtotal	\$ 12,400.00
Taxes	
Total	\$ 12,400.00

Terms & Conditions

Electrical wiring is not included. Preparation of opening is not included. All obstructions shall be removed by others. Proposal is based on working off of concrete floor. Price good for 30 days from date of proposal.

Authorization to Proceed

This Proposal is accepted per the above terms:

 Signature of Customer

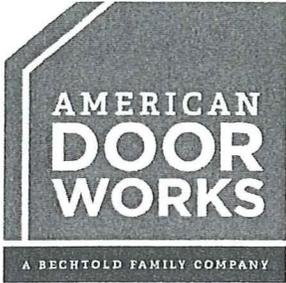
 Josh Fladeboe
 Signature of Excel Overhead Door

 Date

PROPOSAL

Customer Number: WIL030

Quote Number: 0029855



AMERICANDOORWORKS.COM

1301 EAST HWY 12 / WILLMAR, MN 56201 P: 320.235.7688 F: 320.235.7686

MN Contractor License #BC001005

Willmar, City of City Offices Building PO Box 755 Willmar, MN 56201 Phone: (320) 235-1251	Ship To: Public Works - Gary Willmar, MN 56201	Date: 1/5/2015	Expiration Date: 2/19/2015
		Terms:	Net 30 Days
		Job Name:	Public Works - Gary
		Location:	Willmar
		Sales Person:	John Hodapp

	Ordered	Price	Amount
16'-2" x 14'-0" 714 white	3.00		
1 3/4" flush, R-16.3, 3" HD track			
4 - 24 x 12 insulated lites @, 25K springs			
LM T5011L4 14'	2.00		
1/2HP HD operator w/ photo eyes			
24" Commerical Opener Plate	3.00		
LM 3 Chnl Univ Receiver 850LM	2.00		
LM 892LT 2 button learning rem	40.00		
White Vinyl Stop Moulding	132.00		
Installation Labor	1.00		
\$14,807.07 remove and haul (3) doors,install (3) new doors, install (2) new operators			

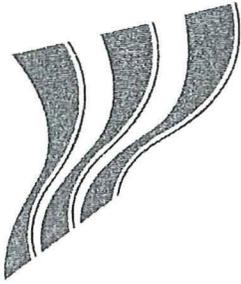
Conditions based on Willmar Overhead Door installation:

1. Opening preparation & electrical wiring by others.
2. Based on working off of concrete floors & opening clear of any obstructions.

Acceptance of Proposal: Date: _____

Signature: _____

Net Order:	14,807.07
Sales Tax:	<u>INCLUDED</u>
Order Total:	14,807.07



CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 7

Meeting Date: February 10, 2015

Attachments: Yes No

CITY COUNCIL ACTION

Date: February 17, 2015

- Approved Denied
 Amended Tabled
 Other

Originating Department: Public Works

Agenda Item: Request to Purchase/Replace Sand Pro.

Recommended Action: Approve the purchase/replacement of the 2005 Toro Sand Pro with a 2015 Jacobsen Groom Master.

Background/Summary: The total cost for the above equipment amounts to \$23,026.00 through the City of Willmar's membership in the National Joint Powers Alliance through Turfwerks in Eagan. The unit has 1,042 hours and has visible signs of wear and tear. The Public Works Department uses this equipment for field preparation at all softball and baseball games.

Alternatives: Keep the current Sand Pro.

Financial Considerations: The 2015 Capital Outlay Program has included \$30,000.00 for the purchase and replacement of the Sand Pro. The current unit will be sold on the City auction.

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

Signature: 

Comments: Vehicle/Equipment Replacement Policy objective is to reduce annual maintenance and replacement costs of all City equipment. These objectives will be met through the systematic maintenance, upgrade, and/or replacement of equipment.



WILLMAR

PUBLIC WORKS

DIRECTOR/CITY ENGINEER
City Office Building
Box 755 320-235-4202
STREET/PARK SUPERINTENDENT
801 W. Hwy. 40 320-235-3827
WASTEWATER TREATMENT
3000 75th St. SW 320-235-4760
Willmar, Minnesota 56201
Fax 320-235-4917
www.ci.willmar.mn.us

Memorandum

TO: Charlene Stevens, City Administrator
FROM: Sean Christensen, Public Works Director
DATE: January 27, 2015
RE: Purchase of Sand Pro

Staff is in the process of proceeding with the purchase and replacement of a Toro Sand Pro in accordance with the 2015 Capital Outlay Program.

I am requesting approval to replace Unit # 050291 a 2005 Sand Pro. Please be advised that the 2015 Capital Outlay Program has included \$30,000.00 for the replacement of the Sand Pro. A Jacobsen Groom Master would be purchase from Turfwerk for \$23,026.00 through the City of Willmar membership in National Joint Powers Alliance. Please note that the Public Works Department uses this equipment for field preparation at all softball and baseball games.

Please note that Unit # 050291 would be sold on the City auction at first chance.

Please let me know if you concur with this submittal.

sl

Approved. 



JACOBSEN

Groom Master® II

Sand Rakes



The Groom Master® II by Jacobsen® is a versatile and powerful machine for projects requiring a smooth finish and maneuverability. The hydrostatic drive delivers superior pulling and pushing power to put the final touches on a golf course bunker, new-course construction or baseball infield.

Groom Master® II gas shown with front blade, cultivator and rear rake/fan rakes

- Parallel-Series 3WD traction system provides grip in deep and damp working conditions ensuring a wheel will keep footing and maintain productivity.
- Strong and reliable powertrain consisting of 18 hp (13.4 kW) Gas or 16.6 hp (12.4 kW) Diesel engine and full-time hydrostatic drive has plenty of power to push sand up a slope or pull a large mat.
- Maneuverable power steering for responsive and easy steering within a bunker or around a base.
- Front, mid and rear accessory mounting points offer attachment points to meet varying needs. Attachments include a spring-assisted manual or hydraulic operated heavy-duty front blade, mid-mount cultivators or scarifier, rear rakes and drag mat and many more.
- Operator ergonomics and safety come standard with the smooth foot-pedal transmission, adjustable steering wheel and high-back seat, standard power rear rake lift, ROPS with seat belt, and headlight for operation before dawn or after dusk.

QUICK SPECS

Engine & Horsepower:

Gas: Briggs & Stratton® Vanguard™ 18 hp (13.4 kW)

Diesel: Kubota® 16.6 hp (12.4 kW)

Forward Speed:

Up to 9.3 mph (15 km/h)

Dimensions:

Weight: 984 lbs. (446 kg) with rear rake, less operator

Length: 90 in. (2.3 m) with rear rake, front blade

Width: 73.5 in. (1.9 m) with rear rake

Turning Radius: 6 in. (152 mm) inside rear tire



CHECK IT OUT!

Scan with your smart phone to view the Groom Master® II product page. Get app using your smartphone at i-nigma.mobi

www.jacobsen.com

Groom Master® II

SPECIFICATIONS

Sand Rakes

Power	
Engine	Gas: Two-cylinder, air-cooled Briggs & Stratton® Vanguard™ V-twin Diesel: Three-cylinder, liquid cooled Kubota® D722
Horsepower*	Gas: 18 hp (13.4 kW) @ 3600 rpm Diesel: 16.6 hp (12.4 kW) @ 3000 rpm
Charging System	Gas: 12-volt, 16 amp alternator; full size battery Diesel: 12-volt, 40 amp alternator; full size battery
Air Cleaner	Donaldson® type; remote mounted
Fuel Capacity	4.5 gal. (17.1 L)
Performance	
Forward Speed	0 - 9.3 mph (0 - 15 km/h) transport and working
Reverse Speed	0 - 3.5 mph (0 - 5.6 km/h)
Parking Brake	6 in. (152 mm) caliper disc
Hydraulic System	
Drive	Hydrostatic, three-spool valve for accessories
Hydraulic Oil Capacity	12 qt. (11.4 L), 25-micron filter
Oil Cooler	Side location; isolation mounted
Brakes	Hydrostatic braking with mechanical parking brake
Steering	Automotive-style power steering
Tires	Three 20 x 11.00-10 tubeless, knobby tread tires
Dimensions	
Weight	984 lbs. (446 kg) with rear rake, less operator
Length	90 in. (2.3 m) with rear rake and front blade
Width	73.5 in. (1.9 m) with rear rake
Ground Clearance	7.5 in. (191 mm)
Wheel Base	40 in. (1 m)
Outside Wheel Tread	59 in. (1.5 m)
Turning Radius	6 in. (152 mm) inside rear tire

*Engine horsepower is provided by engine manufacturer. Actual operating power output may vary due to conditions of specific use.

NOTE: Specifications, while correct at time of printing, may change without notice.

PRODUCT CONFIGURATION

EQUIPPED STANDARD

- ✓ ROPS with seat belt
- ✓ Parallel-series 3WD and power steering
- ✓ Hydraulic powered rear implement lift
- ✓ Adjustable seat and steering wheel
- ✓ Headlight
- ✓ 12 Volt accessory power outlet

ACCESSORIES

- Front blade, manual lift
- Mid-mount cultivator, hydraulic controls
- Cultivator straight blade feet
- Cultivator aggressive duck feet
- Mid-mount scarifier with leveling blade
- Hydraulic controls for front blade or scarifier
- Rear drag mat with transport carrier brackets
- Rear rake implement
- Fan rakes (four) add-ons to rear rake

GENUINE SERVICE PARTS

- GreensCare™ 68 and GreensCare™ Plus 68 biodegradable fluid

THIRD-PARTY ACCESSORIES

- Box blade
- Flip-up finishing brush
- Infield conditioner



1.888.922.TURF | www.jacobsen.com

1-27-2015
No. 1042

VEHICLE/EQUIPMENT CHANGE REQUEST FORM

RP Department Head - I am requesting the following to occur:

Check Applicable Box

Addition - (To the overall number of vehicles in our fleet):			
Deletion - (From the overall number of vehicles in our fleet and not to be replaced):			
Replacement - (To be replaced by another vehicle):		2015	
Replacement Adjustment - (Move a budgeted vehicle to a different year in the schedule)			
Re-assignment - (Transfer to another City Dept.):			
Fixed Asset Number:	3007.00011	Reminder to Attach Photo	
Vehicle Number:	050291	Replacement Cost:	\$30,000.00

Tire 5020 Land Pro

(Comments): Unit is in the dust and agriculture a lot and can have a effect on the life of the engine. Recommend replacement as in schedule.

Initial *D.L.*

Operator or Supervisor (comments if applicable):

Teeth on Leveling Blade are wore out wobbles when going from field to field BAD Tires? Showing signs of wear and tear.

Initial *KS 1-18-14*

Mechanic (comments if applicable):

981 Ho. Charging systems recently repaired. Has been a good unit.

Initial *MDS 1/17/14*

APPROVED

DENIED

D. W. Kelly
Vehicle/Equipment Committee

02-19-14
Date

APPROVED

DENIED

Chad H. Heston
City Administrator

4-10-14
Date



TORO SANDPRO # 050291



Contract Acceptance and Award

(To be completed only by NJPA)

NJPA 070313 GROUNDS MAINTENANCE WITH RELATED EQUIPMENT, ACCESSORIES AND SUPPLIES

Jacobsen, a Division of Texttron
Proposer's full legal name

Your proposal is hereby accepted and awarded. As an awarded Proposer, you are now bound to provide the defined product/equipment and services contained in your proposal offering according to all terms, conditions, and pricing set forth in this RFP, any amendments to this RFP, your Response, and any exceptions accepted or rejected by NJPA on Form C.

The effective date of the Contract will be August 20, 20 13 and continue for four years thereafter AND which is subject to annual renewal at the option of both parties. This contract has the consideration of an optional fifth year renewal option at the discretion NJPA.

National Joint Powers Alliance® (NJPA)

NJPA Authorized signature: [Signature] Chad Coquette
NJPA Executive Director (Name printed or typed)

Awarded this 20th day of August 20 13 NJPA Contract Number # 070313-JCS

NJPA Authorized signature: [Signature] Scott Veronen
NJPA Board Member (Name printed or typed)

Executed this 20th day of August 20 13 NJPA Contract Number # 070313-JCS

Proposer hereby accepts contract award including all accepted exceptions and NJPA clarifications identified on FORM C.

Vendor Name Jacobsen, a Division of Texttron
Vendor Authorized signature: [Signature] Chris Vernon
Title: VP Marketing
(Name printed or typed)

Executed this 27th day of June 20 13 NJPA Contract Number # 070313-JCS



FORM D Formal Offering of Proposal (To be completed Only by Proposer)

GROUNDS MAINTENANCE WITH RELATED EQUIPMENT, ACCESSORIES AND SUPPLIES,

In compliance with the Request for proposal (RFP) for "GROUNDS MAINTENANCE WITH RELATED EQUIPMENT, ACCESSORIES AND SUPPLIES", the undersigned warrants that I/we have examined this RFP and, being familiar with all of the instructions, terms and conditions, general specifications, expectations, technical specifications, service expectations and any special terms, do hereby propose, fully commit and agree to furnish the defined equipment/products and related services in full compliance with all terms, conditions of this RFP, any applicable amendments of this RFP, and all Proposer's Response documentation. Proposer further understands they accept the full responsibility as the sole source of responsibility of the proposed response herein and that the performance of any sub-contractors employed by the Proposer in fulfillment of this proposal is the sole responsibility of the Proposer.

Company Name: Jacobsen, a Division of Textron Inc.

Date: July 27, 2013

Company Address: 11108 Quality Drive

City: Charlotte
Zip: 28273

State: North Carolina

Contact Person: Art Petrone

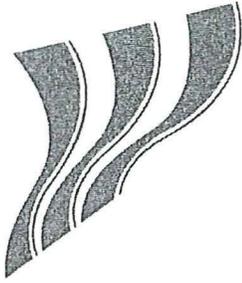
Title: Municipal Channel Manager

Authorized Signature (ink only):

A handwritten signature in black ink, appearing to read "C. Vernon", is written over a horizontal line.

(Name printed or typed):

Chris Vernon



CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 8

Meeting Date: February 10, 2015

Attachments: Yes No

CITY COUNCIL ACTION

Date: February 17, 2015

- | | |
|-----------------------------------|---------------------------------|
| <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: Accept Project and Authorize Final Payment Project No. 1302-B

Recommended Action: Accept Project No. 1302-B and authorize final payment to Kuechle Underground, Inc. in the amount of \$25,081.07.

Background/Summary: The City Council entered into an agreement with Kuechle Underground, Inc. on July 15, 2013 for the 4th Avenue SW improvements. The final pay request with quantities is hereby submitted for consideration. Staff is recommending final payment be made.

Alternatives: N/A

Financial Considerations: Payment of the final amount of \$25,081.07 is within the project budget.

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

Signature: 

Comments:

CONTRACTOR'S PAY REQUEST
4TH AVENUE SW IMPROVEMENTS - 2013
PROJECT NO. 1302-B
WILLMAR, MINNESOTA
BMI PROJECT NO. W18.105962

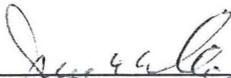
CONTRACTOR
OWNER
ENGINEER

TOTAL AMOUNT BID PLUS APPROVED CHANGE ORDERS.....	\$	513,618.02
TOTAL, COMPLETED WORK TO DATE.....	\$	415,133.30
TOTAL, STORED MATERIALS TO DATE.....		\$0.00
DEDUCTION FOR STORED MATERIALS USED IN WORK COMPLETED.....		\$0.00
TOTAL, COMPLETED WORK & STORED MATERIALS.....	\$	415,133.30
RETAINED PERCENTAGE (0%).....	\$	-
TOTAL AMOUNT OF OTHER PAYMENTS OR (DEDUCTIONS).....	\$	-
NET AMOUNT DUE TO CONTRACTOR TO DATE.....	\$	415,133.30
TOTAL AMOUNT PAID ON PREVIOUS ESTIMATES.....	\$	390,052.23
PAY CONTRACTOR AS ESTIMATE NO. 6	\$	25,081.07

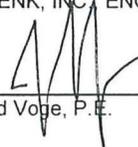
Certificate for Final Payment

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

Contractor: Kuechle Underground, Inc.
10998 State Highway 55
Kimball, MN 55353

By   12-10-14
Name Title Date

CHECKED AND APPROVED AS TO QUANTITIES AND AMOUNT:
BOLTON & MENK, INC, ENGINEERS, 2040 HIGHWAY 12 EAST, WILLMAR, MN 56201

By  Project Manager 12/26/14
Jared Voge, P.E. Title Date

APPROVED FOR PAYMENT:
Owner: WILLMAR, MINNESOTA

By  CITY ENGINEER 1.9.15
Name Title Date

PARTIAL PAY ESTIMATE NO.

6 (FINAL)

4TH AVENUE SW IMPROVEMENTS - 2013

PROJECT NO. 1302-B

WILLMAR, MINNESOTA

BMI PROJECT NO. W18.105962

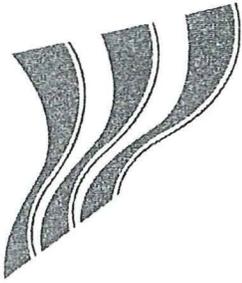
WORK COMPLETED THROUGH NOVEMBER 13, 2014

ITEM NO.	DESCRIPTION	UNIT PRICE	ESTIMATED		QUANTITY PREVIOUS ESTIMATE		QUANTITY COMPLETED TO DATE	
			BID QUANTITY	BID AMOUNT				
1	MOBILIZATION	\$8,100.00	1	LUMP SUM \$ 8,100.00	1	LUMP SUM \$ 8,100.00	1	LUMP SUM \$ 8,100.00
2	TRAFFIC CONTROL	\$3,500.00	1	LUMP SUM \$ 3,500.00	1	LUMP SUM \$ 3,500.00	1	LUMP SUM \$ 3,500.00
3	CLEAR & GRUB TREE	\$330.00	19	EACH \$ 6,270.00	28	EACH \$ 9,240.00	28	EACH \$ 9,240.00
4	REMOVE BITUMINOUS PAVEMENT - STREET	\$3.50	653	SQ YD \$ 2,285.50	694	SQ YD \$ 2,429.00	694	SQ YD \$ 2,429.00
5	REMOVE CONCRETE CURB & GUTTER	\$4.00	153	LIN FT \$ 612.00	149	LIN FT \$ 596.00	149	LIN FT \$ 596.00
6	REMOVE MANHOLE AND OR CATCH BASIN	\$25.00	1	EACH \$ 25.00	1	EACH \$ 25.00	1	EACH \$ 25.00
7	REMOVE STORM SEWER PIPE	\$2.50	50	LIN FT \$ 125.00	19	LIN FT \$ 47.50	19	LIN FT \$ 47.50
8	REMOVE WATERMAIN	\$1.00	16	LIN FT \$ 16.00	9	LIN FT \$ 9.00	9	LIN FT \$ 9.00
9	REMOVE SANITARY PIPE	\$2.00	12	LIN FT \$ 24.00	8	LIN FT \$ 16.00	8	LIN FT \$ 16.00
10	SAW CUT BITUMINOUS PAVEMENT (FULL DEPTH)	\$4.50	121	LIN FT \$ 544.50	121	LIN FT \$ 544.50	121	LIN FT \$ 544.50
11	COMMON LABORER	\$90.00	16	HOUR \$ 1,440.00		HOUR \$ -		HOUR \$ -
12	1.5 CU YD SHOVEL	\$160.00	8	HOUR \$ 1,280.00		HOUR \$ -		HOUR \$ -
13	DOZER	\$160.00	8	HOUR \$ 1,280.00		HOUR \$ -		HOUR \$ -
14	12 CU YD TRUCK	\$95.00	8	HOUR \$ 760.00		HOUR \$ -		HOUR \$ -
15	3 CU YD FRONT END LOADER	\$120.00	8	HOUR \$ 960.00		HOUR \$ -		HOUR \$ -
16	SKID LOADER	\$94.00	8	HOUR \$ 752.00		HOUR \$ -		HOUR \$ -
17	4" PERF PIPE DRAIN	\$6.75	606	LIN FT \$ 4,090.50	568	LIN FT \$ 3,834.00	568	LIN FT \$ 3,834.00
18	24" RC APRON AND GRATE	\$1,100.00	2	EACH \$ 2,200.00	2	EACH \$ 2,200.00	2	EACH \$ 2,200.00
19	30" RC APRON AND GRATE	\$1,400.00	1	EACH \$ 1,400.00	1	EACH \$ 1,400.00	1	EACH \$ 1,400.00
20	12" RCP CLV	\$28.00	32	LIN FT \$ 896.00	32	LIN FT \$ 896.00	32	LIN FT \$ 896.00
21	18" RCP CL IV	\$33.00	65	LIN FT \$ 2,145.00	65	LIN FT \$ 2,145.00	65	LIN FT \$ 2,145.00
22	21" RCP CLIV	\$38.00	326	LIN FT \$ 12,388.00	332	LIN FT \$ 12,616.00	332	LIN FT \$ 12,616.00
23	24" RCP CL IV	\$42.00	310	LIN FT \$ 13,020.00	107	LIN FT \$ 4,494.00	107	LIN FT \$ 4,494.00
24	30" RCP CL III	\$54.00	342	LIN FT \$ 18,468.00	336	LIN FT \$ 18,144.00	336	LIN FT \$ 18,144.00
25	18" PLUG	\$230.00	1	EACH \$ 230.00	1	EACH \$ 230.00	1	EACH \$ 230.00
26	21" PLUG	\$260.00	2	EACH \$ 520.00	2	EACH \$ 520.00	2	EACH \$ 520.00
27	CONSTRUCT DRAINAGE STRUCTURE DES G	\$300.00	5.6	LIN FT \$ 1,680.00	5.1	LIN FT \$ 1,530.00	5.4	LIN FT \$ 1,620.00
28	CONSTRUCT DRAINAGE STRUCTURE DES 48-4020	\$330.00	22.5	LIN FT \$ 7,425.00	21.0	LIN FT \$ 6,930.00	24.0	LIN FT \$ 7,920.00
29	CONSTRUCT DRAINAGE STRUCTURE DES 60-4020	\$390.00	14.1	LIN FT \$ 5,499.00	13.6	LIN FT \$ 5,304.00	13.9	LIN FT \$ 5,421.00
30	CASTING ASSEMBLY, STORM SEWER	\$390.00	7	EACH \$ 2,730.00	5	EACH \$ 1,950.00	7	EACH \$ 2,730.00
31	BULKHEAD 12" STORM PIPE	\$550.00	1	EACH \$ 550.00	1	EACH \$ 550.00	1	EACH \$ 550.00
32	CONNECT TO EXISTING STORM SEWER	\$540.00	1	EACH \$ 540.00	1	EACH \$ 540.00	1	EACH \$ 540.00
33	CONSTRUCT POND SKIMMER	\$6,200.00	1	EACH \$ 6,200.00	1	EACH \$ 6,200.00	1	EACH \$ 6,200.00
34	CONSTRUCT DETENTION POND	\$27,000.00	1	LUMP SUM \$ 27,000.00	0.95	LUMP SUM \$ 25,650.00	1	LUMP SUM \$ 27,000.00
35	STRIP & RESPREAD TOPSOIL IN DISPOSAL AREA	\$4,900.00	7.5	ACRE \$ 36,750.00	2.6	ACRE \$ 12,740.00	2.6	ACRE \$ 12,740.00
36	HAUL SUITABLE EXCESS EXCAVATED MATERIAL TO STOCKPILE SITE (LV)	\$4.85	5000	CU YD \$ 24,250.00		CU YD \$ -		CU YD \$ -
37	HAUL UNSUITABLE EXCESS EXCAVATED MATERIAL OFFSITE (LV)	\$5.85	1500	CU YD \$ 8,775.00		CU YD \$ -		CU YD \$ -
38	9' BURY HYDRANT	\$3,900.00	1	EACH \$ 3,900.00	1	EACH \$ 3,900.00	1	EACH \$ 3,900.00
39	6" GATE VALVE & BOX	\$1,300.00	1	EACH \$ 1,300.00		EACH \$ -		EACH \$ -
40	8" GATE VALVE & BOX	\$1,700.00	7	EACH \$ 11,900.00	6	EACH \$ 10,200.00	6	EACH \$ 10,200.00
41	ADJUST GATE VALVE	\$180.00	8	EACH \$ 1,440.00	7	EACH \$ 1,260.00	7	EACH \$ 1,260.00
42	8" WATERMAIN	\$31.00	649	LIN FT \$ 20,119.00	635	LIN FT \$ 19,685.00	635	LIN FT \$ 19,685.00
43	6" WATERMAIN	\$26.00	5	LIN FT \$ 130.00	11	LIN FT \$ 286.00	11	LIN FT \$ 286.00
44	WATERMAIN FITTINGS	\$6.62	818	POUND \$ 5,415.16	662	POUND \$ 4,382.44	662	POUND \$ 4,382.44
45	CONNECT TO EXISTING WATERMAIN (PIPE)	\$1,200.00	2	EACH \$ 2,400.00	2	EACH \$ 2,400.00	2	EACH \$ 2,400.00
46	CONSTRUCT SANITARY MANHOLE, DES 4007C	\$190.00	26.7	LIN FT \$ 5,073.00	26.7	LIN FT \$ 5,073.00	26.7	LIN FT \$ 5,073.00
47	CASTING ASSEMBLY, SANITARY	\$290.00	2	EACH \$ 580.00	2	EACH \$ 580.00	2	EACH \$ 580.00
48	ADJUST FRAME & RING CASTING	\$200.00	4	EACH \$ 800.00	3	EACH \$ 600.00	4	EACH \$ 800.00
49	6" PVC SEWER SERVICE PIPE	\$14.00	251	LIN FT \$ 3,514.00	248	LIN FT \$ 3,472.00	248	LIN FT \$ 3,472.00
50	8" PVC SANITARY SEWER (SDR 35)	\$32.00	357	LIN FT \$ 11,424.00	357	LIN FT \$ 11,424.00	357	LIN FT \$ 11,424.00
51	12" PVC SANITARY SEWER (SDR 26)	\$44.00	12	LIN FT \$ 528.00	8	LIN FT \$ 352.00	8	LIN FT \$ 352.00

ITEM NO.	DESCRIPTION	UNIT PRICE	ESTIMATED		QUANTITY		QUANTITY	
			BID QUANTITY	BID AMOUNT	PREVIOUS ESTIMATE	COMPLETED TO DATE		
52	8" x 6" PVC WYE	\$610.00	4	EACH \$ 2,440.00	4	EACH \$ 2,440.00	4	EACH \$ 2,440.00
53	CONNECT TO EXISTING SANITARY SEWER (PIPE)	\$550.00	2	EACH \$ 1,100.00	2	EACH \$ 1,100.00	2	EACH \$ 1,100.00
54	4" INSULATION	\$37.00	7.0	SQ YD \$ 259.00	10.7	SQ YD \$ 395.90	10.7	SQ YD \$ 395.90
55	EROSION AND SEDIMENT CONTROL	\$0.01	1	LUMP SUM \$ 0.01	1	LUMP SUM \$ 0.01	1	LUMP SUM \$ 0.01
56	SEED, FERTILIZER & EROSION CONTROL BLANKET (MIXTURE 310)	\$1.50	7400	SQ YD \$ 11,100.00	6,600	SQ YD \$ 9,900.00	6,600	SQ YD \$ 9,900.00
57	SEED, FERTILIZER & EROSION CONTROL BLANKET (MIXTURE 260)	\$1.50	7600	SQ YD \$ 11,400.00		SQ YD \$ -		SQ YD \$ -
58	SEED, FERTILIZER & MULCH	\$850.00	11.5	ACRE \$ 9,775.00	7.6	ACRE \$ 6,460.00	7.6	ACRE \$ 6,460.00
59	INLET PROTECTION	\$125.00	6	EACH \$ 750.00		EACH \$ -		EACH \$ -
60	BIOROLL (6"-7")	\$3.75	230	LIN FT \$ 862.50		LIN FT \$ -		LIN FT \$ -
61	RIPRAP, CL IV	\$72.00	298	CU YD \$ 21,456.00	250	CU YD \$ 18,000.00	250	CU YD \$ 18,000.00
62	SILT FENCE, MACHINE SLICED	\$1.95	2485	LIN FT \$ 4,845.75	1553	LIN FT \$ 3,028.35	1553	LIN FT \$ 3,028.35
63	TEMPORARY ROCK CONSTRUCTION ENTRANCE	\$650.00	1	EACH \$ 650.00		EACH \$ -		EACH \$ -
64	FURNISH & INSTALL STREET NAME SIGNS	\$400.00	1	EACH \$ 400.00		EACH \$ -	1	EACH \$ 400.00
65	FURNISH & INSTALL SIGN PANELS, TYPE C	\$100.00	6.00	SQ FT \$ 600.00		SQ FT \$ -	6.25	SQ FT \$ 625.00
SUBTOTAL (BASE BID) =				\$ 338,891.92		\$ 237,318.70		\$ 241,870.70

BID ALTERNATE A: CONCRETE PAVEMENT

ITEM NO.	DESCRIPTION	UNIT PRICE	ESTIMATED		QUANTITY		QUANTITY	
			BID QUANTITY	BID AMOUNT	PREVIOUS ESTIMATE	COMPLETED TO DATE		
1	MOBILIZATION (ALTERNATE A)	\$1,700.00	1	LUMP SUM \$ 1,700.00	1	LUMP SUM \$ 1,700.00	1	LUMP SUM \$ 1,700.00
2	COMMON EXCAVATION (P)	\$5.45	1938	CU YD \$ 10,562.10	1,938	CU YD \$ 10,562.10	1,938	CU YD \$ 10,562.10
3	SUBGRADE EXCAVATION (EV)	\$3.50	540	CU YD \$ 1,890.00	275	CU YD \$ 962.50	275	CU YD \$ 962.50
4	GEOTEXTILE FABRIC TYPE V	\$1.25	2840	SQ YD \$ 3,550.00	1,140	SQ YD \$ 1,425.00	1,140	SQ YD \$ 1,425.00
5	AGGREGATE BASE, CLASS 5 (STREET) (CV) (P)	\$21.00	474	CU YD \$ 9,954.00	474	CU YD \$ 9,954.00	474	CU YD \$ 9,954.00
6	SELECT GRANULAR BORROW (CV)	\$11.00	631	CU YD \$ 6,941.00	631	CU YD \$ 6,941.00	631	CU YD \$ 6,941.00
7	BITUMINOUS PATCH (STREET)	\$37.00	653	SQ YD \$ 24,161.00	694	SQ YD \$ 25,678.00	694	SQ YD \$ 25,678.00
8	CONSTRUCT CONCRETE CURB & GUTTER DESIGN B624	\$18.00	936	LIN FT \$ 16,848.00	940	LIN FT \$ 16,920.00	940	LIN FT \$ 16,920.00
9	6.0" CONCRETE PAVEMENT	\$40.00	2478	SQ YD \$ 99,120.00	2,478	SQ YD \$ 99,120.00	2,478	SQ YD \$ 99,120.00
SUBTOTAL (ADD ALTERNATE 1) =				\$ 174,726.10		\$ 173,262.60		\$ 173,262.60
TOTAL=				\$ 513,618.02		\$ 410,581.30		\$ 415,133.30



CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 9

Meeting Date: February 10, 2015

Attachments: Yes No

CITY COUNCIL ACTION

Date: February 17, 2015

- Approved Denied
 Amended Tabled
 Other

Originating Department: Engineering

Agenda Item: Willmar Avenue Improvements Project: Bolton & Menk, Inc. Contract Amendment No. 1

Recommended Action: Approve Amendment No. 1 to the Bolton & Menk, Inc. contract for the Willmar Avenue Improvements Project.

Background/Summary: In January of 2013 the City entered into an Agreement with Bolton & Menk, Inc. to provide Engineering Services for management, design and bidding for the Willmar Avenue Improvements, Project No. 1302-A. When the contract was developed, the estimated cost was \$675,000. Modifications were made to the project scope as required by Kandiyohi County and the BNSF Railroad, increasing the project cost. A significant delay occurred with BNSF to finalize the agreement required for the new Willmar Avenue crossing, as well as scheduling delays caused by the BNSF for constructing the crossing. The original construction duration was estimated at 8 weeks, with the actual duration totaling 16 months for completion. As a result of these factors, Bolton & Menk, Inc. is requesting a contract amendment in the amount of \$15,000 for engineering services provided.

Alternatives: Do not award Contract Amendment No. 1 to Bolton & Menk, Inc.

Financial Considerations: Including the Contract Amendment, the total project cost is approximately \$66,425.00 below budget.

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

Signature:

Comments:



BOLTON & MENK, INC.

Consulting Engineers & Surveyors

2040 Highway 12 East • Willmar, MN 56201-5818

Phone (320) 231-3956 • Fax (320) 231-9710

www.bolton-menk.com

January 27, 2015

Mr. Sean Christensen, Public Works Director/City Engineer
City of Willmar
P.O. Box 755
Willmar, MN 56201

RE: Willmar Avenue Improvements Engineering Budget
City of Willmar, Minnesota
BMI Project No. W18. 105961
City Project No. 1302-A

Dear Sean,

I have reviewed the summary of payments made on the above referenced project which you provided in your email dated January 23, 2015. Based on the summary, the payments made to Bolton and Menk, Inc. total \$120,564. The original contract amount for the improvements was \$115,000. This contract amount was identified in a letter to Bruce Peterson, Acting Public Works Director dated January 28, 2013. Please find enclosed a copy of that letter for your information.

When the contract was developed for the Willmar Avenue Improvements project, the estimated construction cost associated with the improvements, provided by the City of Willmar, was \$675,000. As a result of modifications to the project scope required by Kandiyohi County and BNSF Railroad, the project cost increased. When bids were received for the project the low bid was in the amount of \$1,068,195.47, or \$393,195 above the original estimate. Throughout the design process, Bolton and Menk worked with BNSF Railroad to finalize the railroad agreement required for the new Willmar Avenue crossing. This process took many months. After the agreement was finalized, the railroad was to install the new crossing surface and gates in the fall of 2013. However, the railroad improvements were not constructed by BNSF until spring of 2014. The delays caused by BNSF's schedule for the railroad crossing improvements were significant. Those delays required additional time spent on project management to coordinate contractor's schedules and additional time spent on construction observation to coordinate contractor activities in the field. Originally in our letter dated January 28, 2013, the construction duration was estimated at eight weeks. The contractor began working on the Willmar Avenue Improvements in June 2013 and was substantially complete in October 2014, 16 months following the start of construction.

Although the delays caused by BNSF were significant, the construction contract is expected to come in below budget. The original bid price associated with the improvements was \$1,068,195.47. A change order in the amount of \$7,850.62 was approved and issued to the contractor for additional work required due to BNSF delays. With the addition of the change order, the contract price is \$1,076,046.09. We have estimated that the final construction contract amount will be \$994,617.21 or \$81,420.90 below the approved construction contract amount.

As a result of the factors identified above and since the contractor has not completed the Willmar Avenue improvements project, please consider this letter as Bolton & Menk, Inc.'s formal request for a contract amendment in the amount of \$15,000. With the amendment, the total engineering contract will be \$130,000. As with all previous contracts, we propose to bill the City of Willmar for the only the hours spent on the project which could be less than and will not exceed an additional \$15,000. After the amendment is applied to the total project cost, the project will be approximately \$66,425 below budget.

Please let me know if you have any questions or need any additional information.

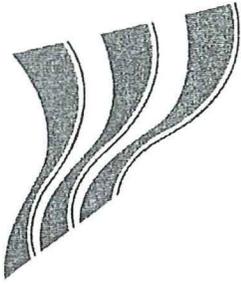
Sincerely,

BOLTON & MENK, INC.

A handwritten signature in black ink, appearing to read 'J. Voge', with a stylized flourish extending to the right.

Jared Voge, P.E.
Principal Engineer

JV/kg



CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 10

Meeting Date: February 10, 2015

Attachments: Yes No

CITY COUNCIL ACTION

Date: February 17, 2015

- | | |
|-----------------------------------|---------------------------------|
| <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: Accept Project and Authorize Final Payment Project No. 1303-A

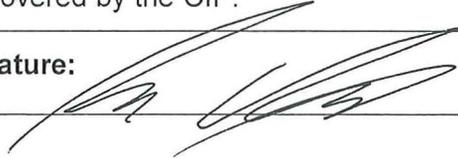
Recommended Action: Approve Change Order No. 1 in the amount of \$1,262.83 and authorize final payment to Duinick, Inc. in the amount of \$15,977.65 for Project 1303-A.

Background/Summary: Project No. 1303-A was awarded on May 9, 2013 to Duinick Inc. and included the street improvements to Trott Avenue SW, 23rd Street SW and TH No. 12 Service Drives. Staff noted additional wearing course was needed resulting in Change Order No. 1 in the amount of \$1,262.83. The Change Order and final pay request with quantities is hereby submitted for consideration.

Alternatives: NA

Financial Considerations: Adding payment of the Change Order brings the final project amount to \$284,944.34, which does not exceed the project budget and covered by the CIP.

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

Signature: 

Comments:

CONTRACTOR'S ESTIMATE NO. 4 (FINAL)
PROJECT NO. 1303-A

CONTRACTOR: DUININCK INC.
P.O. BOX 208
PRINSBURG, MN 56281

**CONSTRUCTION OF: BITUMINOUS MILLING,CURB AND GUTTER, BITUMINOUS PAVING,
AND TURF ESTABLISHMENT**

LOCATION: TROTT AVENUE SW, 23RD STREET SW, AND TH NO. 12 SERVICE DRIVES

DATE: JUNE 4, 2014

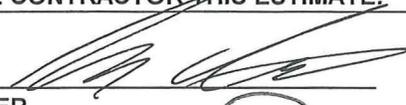
HONORABLE MAYOR AND CITY COUNCIL
CITY OF WILLMAR, MINNESOTA

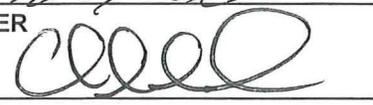
IN ACCORDANCE WITH THE CONTRACT WITH DUNINCK INC.
I HEREWITH PRESENT THE FOLLOWING ESTIMATE

1303-A

ITEM NO.	ITEM	UNIT	QUANTITY	BID	TOTAL
2104.501	Remove Concrete Curb/Curb and Gutter	LF	558.5	\$3.50	\$1,954.75
2104.509	Remove Bituminous Pavement	SY	107.4	\$4.07	\$437.12
2105.525	Topsoil Borrow (CV)	CY	25	\$33.00	\$825.00
2211.501	Aggregate Base (Class 5)	TON	8.4	\$14.80	\$124.32
2232.501	Mill Bituminous Pavement 3-1/2"	SY		\$2.30	\$0.00
2232.501	Mill Bituminous Pavement 1-1/2"	SY	24,255	\$1.00	\$24,255.00
2360.502	Type SP 12.5 Non Wear Course Mix (3,B)	TON	26.55	\$80.00	\$2,124.00
2360.501	Type SP 12.5 Wearing Course Mix (3,B)	TON	3,137.70	\$74.75	\$234,543.08
2504.602	Adjust Valve Casting	EA	6	\$125.00	\$750.00
2506.516	Casting Assembly (Catchbasin) B624 Curb	EA	2	\$600.00	\$1,200.00
2506.522	Adjust Frame & Ring Casting	EA	10	\$350.00	\$3,500.00
2531.501	Concrete Curb and Gutter, Design B624	LF	558.5	\$16.95	\$9,466.58
2575.501	Seeding	AC	0.09	\$5,000.00	\$450.00
2575.502	Seed Mixture 270	LB	11.1	\$15.00	\$166.50
2575.523	Erosion Control Blanket Category 1	SY	430.2	\$6.00	\$2,581.20
2575.532	Fertilizer Analysis 20-10-20 Type 3	LB	31.9	\$4.00	\$127.60
2575.601	Erosion & Sediment Control	LS	1.0	\$500.00	\$500.00
2582.501	Pavement Message(Left-Thru Arrow) Epoxy	EA	1	\$170.00	\$170.00
2582.501	Pavement Message(Right-Thru Arrow) Epoxy	EA	1	\$170.00	\$170.00
2582.502	4" Solid Line White - Epoxy	LF	524	\$0.84	\$440.16
2582.502	4" Broken Line Yellow - Epoxy	LF	1,780	\$0.85	\$1,513.00
2582.502	4" Double Solid Line Yellow - Epoxy	LF	378	\$1.70	\$642.60
TOTAL PROJECT 1303-A					\$285,940.91
(Price includes all applicable sales and use taxes)					
BITUMINOUS DISINCENTIVE (SEE ATTACHED)					\$996.57
SUBTOTAL:					\$284,944.34

LESS PREVIOUS ESTIMATE #1	\$24,039.23
LESS PREVIOUS ESTIMATE #2	\$136,963.49
LESS PREVIOUS ESTIMATE #3	\$107,963.97
LESS PREVIOUS ESTIMATE #4	
AMOUNT DUE CONTRACTOR THIS ESTIMATE:	\$15,977.65

APPROVED: 
CITY ENGINEER

APPROVED: 
CONTRACTOR

CONTRACT AMOUNT: \$283,681.51
BUDGET NO.: 413.48453.0336

CHANGE ORDER NO. 1

CITY OF WILLMAR, MINNESOTA

PROJECT – PROJECT 1303-A-2013 STREET IMPROVEMENTS

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

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

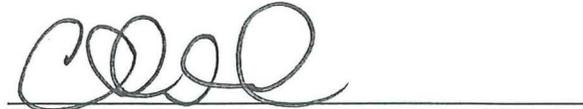
<u>Cost Summary:</u>	Original Contract	\$283,681.51
	Change Order No. 1 (includes bituminous disincentive of \$996.57)	\$1,262.83
	Contract Total	\$284,944.34

Date: June 4, 2014

CITY OF WILLMAR:


Sean Christensen, Public Works Director

DUININCK INC.


Contractor

LABOR RELATIONS COMMITTEE

MINUTES

The Labor Relations Committee of the Willmar City Council met on Wednesday, February 12, 2015, in Conference Room No. 1 at the City Office Building.

Present:	Steve Ahmann	Chair
	Jim Dokken	Vice Chair
	Audrey Nelsen	Member
	Ron Christianson	Member

Others present: City Administrator Charlene Stevens, Finance Director Steve Okins and Mayor Marv Calvin.

Item No. 1 Call to Order

The meeting was called to order by Council Member Ahmann at 4:45 p.m.

Item No. 2 Public Comment

There were no comments from the public.

Item No.3 Council Retreat (Information Only)

City Administrator Charlene Stevens explained to the Committee that she and Mayor Calvin have been in discussion with two potential facilitators for a Council Retreat or Planning Session(s). Regardless of who is selected, the plan is to hold shorter, two-hour planning sessions over one full day or day and one half retreat. The two-hour sessions could be held in conjunction with Council meetings or perhaps Committee meetings. The proposed focus is on Roles and Responsibilities, Procedure and Norms, Better Working Relationships and an understanding of what Long-range Planning is and the value it adds. Two proposals were received for consideration. Ms. Stevens stated that Bruce Miles of the Big River Group had been considered back in 2013 and Mark Deterding of Triune Leadership had been recommended by other businesses in the community, but that neither had actually worked with the City before.

Council Member Ahmann asked the Mayor if he wished to offer any further information. Mayor Calvin stated that traditionally the Mayor and Administrator have worked together to coordinate a Council retreat and he was looking for some feedback from the committee and it would also be discussed on the February 17th City Council agenda. Mayor Calvin stated that he thought it was important to include the one-on-one conversations prior to a retreat and respect Council Members' time with some shorter sessions before engaging in a day-long retreat.

There followed a lengthy discussion.

Council Member Ahmann stated it would be helpful to get ideas in advance and a neutral facilitator would be good.

Council Member Christianson stated that the Council and Mayor alone should go away for a retreat, a facilitator was not necessary, it should be held outside of the City of Willmar, that the previous retreat had not been productive and the issues were trust and respect, which the Council could resolve if they just "got in the locker room" together.

Council Member Nelsen stated she was willing to support the Mayor's suggestion of shorter sessions or a combination of shorter sessions and a day-long session. She also suggested there was a need for an outside facilitator, there was a need to focus on the fundamentals before working on a strategic plan.

Council Member Dokken expressed a desire to be out of town, but to understand what we were doing and why and have documentation and focus on the new normal.

Council Member Ahmann stated that there appeared to be common ground on holding a retreat and having a neutral facilitator.

Mayor Calvin thanked the Council Members for their input and stated it would be discussed further as part of the Council meeting on February 17th.

Item No. 4 Appointments to Boards and Commissions (Information Only)

Chair Ahmann requested the appointment to Boards and Commissions be discussed. The relevant sections of the City Charter were brought before the Committee.

Council Member Ahmann asked if it would be possible for the Mayor to provide the candidate names and qualifications early to the Council, so that the Council had more time to review.

Mayor Calvin stated that he was following the City Charter and past practice, noting that in one instance he was not able to have the application materials until the night of the Council meeting, but he had spoken with two of the senior members of Council, including the Mayor Pro Temp before adding that appointment to the agenda. Mayor Calvin stated it is his intent to have the candidates and their background information included with the Council documents that are sent and not bring them to the meeting directly.

Council Member Christianson stated that individuals should live in Willmar for at least 10 years before they would be considered for serving on a Board or Commission.

Council Member Nelsen stated that the process should be open to anyone in the community.

Mayor Calvin thanked the Council for their comments and stated he would take it under advisement.

Item No. 5 Closed Session Pursuant to Minn. Stat. §13D.03

Council Member Christianson 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 5:37 p.m.

At this time, Mr. Okins excused himself from the meeting.

The meeting was reopened at 5:55 p.m. on a motion by Council Member Christianson, seconded by Council Member Dokken.

Item No. 6 Other Business (Information Only)

Council Member Christianson raised the issue of issuing a Request for Proposal for City Attorney services. Council Member Christianson stated his concerns with travel costs and a preference for a local attorney.

Council Member Ahmann stated that he had spoken to the City Attorney and he would like to first offer them the opportunity to come out and discuss concerns with the committee and/or full Council.

Council Member Christianson raised the issue of Succession Planning and questioned if the Council needed to make a motion to proceed. Council Member Ahmann stated that a motion had been made at the previous meeting and that City staff were working to update the plan and asked the Administrator to develop a timeline for updating the plan. Council Member Christianson stated he thought there was an update to the plan in 2010 and Administrator Stevens stated she would look into the matter.

Mayor Calvin stated that it might be wise to consider the Human Resources position as staff needs assistance to complete such projects.

Council Member Christianson stated that the Council had previously voted to keep the current organizational structure.

Council Member Dokken asked the Mayor why he felt the position was needed.

Mayor Calvin stated that he felt the work load was divided up between too many staff persons and one person would bring great consistency to the organization; the position would provide a place for employees to resolve conflicts, would allow for study and analysis of pay structure, benefits and job descriptions and would ensure the City was in compliance with laws and hiring practices.

Council Member Christianson stated that it was an unnecessary expansion of government.

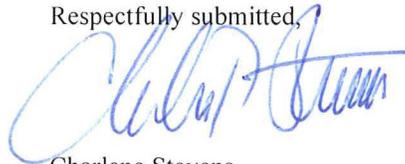
Council Member Nelsen stated that the City should be willing to look at efficiencies and how to best utilize positions, rather than always accept the status quo.

Council Member Dokken asked for an update on filling the Assessing positions. Ms. Stevens responded that staff was working to fill the position as outlined at the last Council meeting.

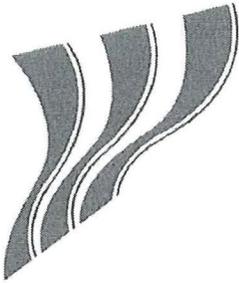
Council Member Christianson stated that the City should consider merging with Kandiyohi County.

There being no further business, the meeting was adjourned at 6:28 p.m.

Respectfully submitted,



Charlene Stevens
City Administrator



CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 3

Meeting Date: February 11, 2015

Attachments: Yes No

CITY COUNCIL ACTION

Date: February 17, 2015

- Approved
- Amended
- Other
- Denied
- Tabled

Originating Department: Administration

Agenda Item: Council Retreat

Recommended Action: Discussion

Background/Summary:

Mayor Calvin and the City Administrator have been in discussion with two potential facilitators for a Council retreat or planning session(s). Regardless of who is selected, the preference would be to hold shorter two-hour planning sessions over one full day or day and a half retreat. The two-hour sessions could be held in conjunction with Council meetings or perhaps committee meetings. The proposed focus is on Roles and Responsibilities, Procedures and Norms, Better Working Relationships and an understanding of what long-range planning is and the value it adds.

Two proposals are attached for background information. This item will be added to the February 17th agenda as well so that feedback from the full Council is possible.

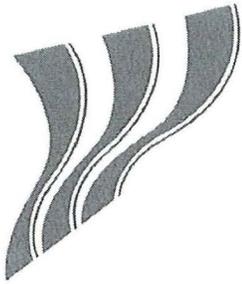
Alternatives: n/a.

Financial Considerations: n/a

Preparer: Charlene Stevens, City Administrator

Signature:

Comments:



CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 4

Meeting Date: February 11, 2015

Attachments: Yes No

CITY COUNCIL ACTION

Date:

- Approved
- Amended
- Other
- Denied
- Tabled

Originating Department: Administration

Agenda Item: Appointments to Boards and Commissions

Recommended Action: Discussion

Background/Summary:

Councilmember Ahmann requested that this item be placed on the agenda. The relevant sections of the City Charter regarding appointments to Boards and Commissions are attached.

Alternatives: n/a.

Financial Considerations: n/a

Preparer: Charlene Stevens, City Administrator

Signature:

Comments:

however, have the full force and effect as all other ordinances, and the City Clerk shall index and record them so that they can be at all times readily inspected by the public. The City Clerk shall provide copies thereof to the public at a reasonable price fixed by the Council.

(Ord. No. 1027, § 1, 7-15-92; Ord. No. 1337, § 10, 11-19-12)

ARTICLE III. THE MAYOR

Section 3.01. Chief executive officer.

The Mayor shall be the chief executive of the City and enjoy the powers given to the Mayor by this Charter and the laws of the state of Minnesota.

(Ord. No. 1027, § 1, 7-15-92; Ord. No. 1337, § 11, 11-19-12)

Section 3.02. Election and qualification.

Residents, 21 years of age or older, of the City shall be eligible to hold the office of the Mayor. For the purposes of this section said resident need not be registered to vote. The Mayor shall be elected at the regular City election held every even-numbered year by the direct vote of the people for a term of four (4) years to begin on the first Monday after the first Tuesday of the year following the Mayor's election, but the incumbent Mayor shall continue to serve until a new Mayor has been elected and has qualified.

(Ord. No. 1027, § 1, 7-15-92; Ord. No. 1337, § 12, 11-19-12)

Section 3.03. Mayor's messages to the Council.

The Mayor shall, at the beginning of each calendar year, and may at other times, present to the Council the state of the city message, providing information as to the affairs of the City and recommend measures he/she considers necessary and desirable.

(Ord. No. 1027, § 1, 7-15-92; Ord. No. 1337, § 13, 11-19-12)

Section 3.04. Powers and duties.

The Mayor shall, in conjunction with the Council, supervise the administration of City affairs. The Mayor shall:

- (A) Appoint, subject to the approval of five (5) members of the Council, the members of all boards and commissions provided for by this Charter;
- (B) Preside at all Council meetings;
- (C) Prepare or cause to be prepared and submit the Mayor's annual budget and capital improvements program to the Council; and for this purpose all personnel of the City shall furnish to the Mayor such information as requested for the discharge of this duty;
- (D) Keep the Council fully advised as to the financial condition and future needs of the City and make such recommendations to the Council concerning the affairs of the City including those recommendations which may be suggested by the City Administrator;

ARTICLE IV. BOARDS AND COMMISSIONS**Section 4.01. General provisions.**

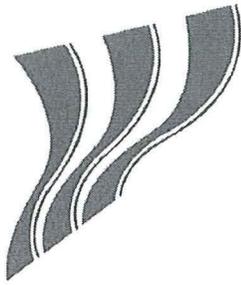
There shall be established such boards and commissions as are provided in this Article and the Council may establish or activate such other boards and commissions as may be authorized by law. The Council shall have the authority to establish by ordinance such other advisory or administrative boards as it shall from time to time determine and to regulate and control and abolish the same insofar as permitted by law. The Council shall also have the authority to establish by resolution such committees as it may determine, of its own members or otherwise, and to provide for their regulation and control. All boards and commissions shall keep a public record of all its actions, both written and audio recordings and video recordings where practical, and shall transmit to the Council promptly after each meeting true copies of its minutes and of all resolutions adopted by it. Members appointed to boards and commissions established by this Charter shall be appointed as provided in this Charter and otherwise as provided in the ordinance or resolution establishing the board or committee. Members appointed to specific terms shall not be subject to recall or suspension except for cause, and then only upon evidence of malfeasance, misfeasance, or nonfeasance presented at a hearing before the appointing power on notice to the member. If any member of a board or commission fails to attend three (3) consecutive regular meetings of the board or commission, without being excused by the board or commission, the City Council may remove said member by an affirmative vote of five (5) members of the Council. Vacancies shall be filled by the appointing power. With the exception of the licensed physician representing the Hospital Board, members shall be residents of the City and shall serve without pay, except as specifically provided in the Charter, ordinance, or resolution establishing the board, commission or committee. All appointees to boards and commissions shall, before undertaking to serve thereon, file with the City Clerk a written acceptance and oath of office. The required forms shall be available in the City Clerk's office.

(Ord. No. 1027, § 1, 7-15-92; Ord. No. 1337, § 17, 11-19-12)

Section 4.02. The Planning Commission.

Subdivision 1. Members, qualifications, term. There shall be a City Planning Commission of nine (9) members, appointed for terms of three (3) years in such manner so that the terms of three (3) members expire each year, none of whom shall hold any other office or position in the City government. The Commission shall elect a chairman, vice-chairman and a secretary and such other officers as it shall from time to time determine. The officers shall be members of the Commission. No member shall serve more than two (2) consecutive terms on the Board. The serving of a term of two (2) years or more shall be considered a full term for purposes of the preceding sentence.

Subdivision 2. Meetings, reports, relationship to the Council. The Commission shall meet at least once a month at a time and place designated by it and publicly announced, and shall meet with the Council at such times as the Council or the Commission may request. It shall keep a



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

Agenda Item Number: 14

Meeting Date:

Attachments: ___ Yes No

CITY COUNCIL ACTION

Date: February 17, 2015

- Approved Denied
- Amended Tabled
- Other

Originating Department: City Clerk-Treasurer

Agenda Item: Consideration of Civic Center Arena Special Event by On-Sale Liquor License Holder Permit

Recommended Action: Motion for Approval on a Roll Call Vote

Background/Summary:

The Civic Center has rented space to the Willmar Curling Club who will hold a 3 day Curling Bonspiel. On March 13, 14 and 15, 2015, the Willmar Curling Club has plans to serve alcohol. A Civic Center Arena Special Event Permit is required to distribute or consume alcohol on the Civic Center grounds. Kandi Entertainment Center Inc. dba Kandi Entertainment Center has applied for this permit with on-site employee listed as Keith Pattison.

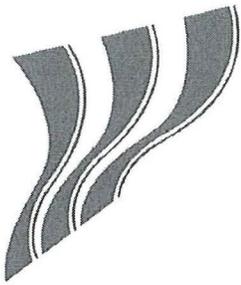
Alternatives: Deny Permit and Hold a Non-Alcoholic Event

Financial Considerations: \$100 Application Fee

Preparer: City Clerk-Treasurer

Signature:

Comments: Approval of the Community Education & Recreation Board was given on January 23, 2015



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

Agenda Item Number: 15

Meeting Date:

Attachments: ___ Yes X No

CITY COUNCIL ACTION

Date: February 17, 2015

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

Originating Department: City Clerk-Treasurer

Agenda Item: Consideration of a 1 Day to 4 Day Temporary On-Sale Liquor License

Recommended Action: Motion to approve the applications on a roll call vote

Background/Summary:

Willmar Downtown Development Inc., a current Non-Profit Organization, is requesting authorization to provide alcohol at the "Hidden Treasures Downtown Dinner Tour" social event located at 313 4th Street SW. A State approved 1 Day to 4 Day Temporary On-Sale Liquor License is required to hold this event scheduled for March 26, 2015.

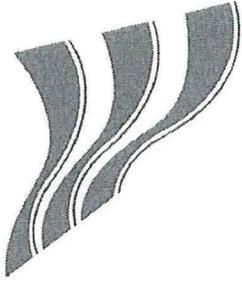
Alternatives: Deny the organization the license and require the use of a State Liquor Caterer.

Financial Considerations: \$100 Application Fee

Preparer: City Clerk-Treasurer

Signature:

Comments:



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

Agenda Item Number: 16
Meeting Date:
Attachments: Yes No

CITY COUNCIL ACTION

Date: February 17, 2015

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

Originating Department: Administration

Agenda Item: Council Retreat

Recommended Action: Discussion

Background/Summary:

Mayor Calvin and the City Administrator have been in discussion with two potential facilitators for a Council retreat or planning session(s). Regardless of who is selected, the preference would be to hold shorter two-hour planning sessions over one full day or day and a half retreat. The two-hour sessions could be held in conjunction with Council meetings or perhaps committee meetings. The proposed focus is on Roles and Responsibilities, Procedures and Norms, Better Working Relationships and an understanding of what long-range planning is and the value it adds.

Two proposals are attached for background information.

Alternatives: n/a.

Financial Considerations: n/a

Preparer: Charlene Stevens, City Administrator

Signature:

Comments:



City Council / Staff Culture Development



A Custom Solution for City of Willmar

January 27, 2015

Presented to:
Charlene Stevens
City Administrator
City of Willmar

Presented by:
Mark Deterding



EXECUTIVE SUMMARY

Current Situation

The City of Willmar has elected a new Mayor. The Mayor and City Administrator would like to enhance the current culture of the City Council and Staff of the City of Willmar. This group has a history of mistrust and dysfunction and they feel getting the two groups together for a working retreat could lead to improvement of the current culture. The Mayor and City Administrator believe that living with the status quo is not a sustainable model that would drive future success for the City of Willmar.

Desired Outcomes

Solutions must be structured to maximize the likelihood that you will get the results you desire most and a return on your investment. I understand that your goal is to achieve the following key outcomes.

Leaders Who Inspire Passion by Exhibiting Servant Leadership Behaviors

Effective servant leaders help ordinary people achieve extraordinary results. They help others develop excitement and passion for their work as well as higher self-esteem and more self-assurance. Research shows that leadership is the key factor in influencing a community's vitality and ability to serve its constituents. An effective culture and leadership development process will allow the City of Willmar to create results-oriented, people-focused leaders who improve service performance, increase engagement and morale, and deliver outstanding service to the citizens of Willmar, as well as bottom-line results.

Improved Engagement

Taking a proactive approach to the desired culture can help the City Staff and City Council engage and find meaning in the work they do and in the services they provide. The key lies in growing culture within the City of Willmar that encourages people to take ownership for driving improvements, innovation, and cost savings.

Trusting Relationships / Common Culture in all Locations

When the City of Willmar successfully manages the culture process, it will establish a supportive environment, enhance trust, encourage healthy conflict, and allow risks to be taken that will be consistent across all facets of their community. This will enable common stakeholder experience as well as common community experience. The City of Willmar will create world-class performance that is consistent throughout their community by advancing their desired culture.

Vision

Create a leadership philosophy of **service** that will enable a highly creative and engaged environment where both the Staff and the City Council bring their hands, heads, and hearts to bear for the City of Willmar. Utilize a process to advance a leadership culture that embraces the principles of servant leadership and cares about values and relationships. Develop a system of feedback that builds an atmosphere of "No fear" that will enable constant improvement within the culture.

Strategy

Servant Leadership Culture

Use Triune Leadership Service's "Build Model of Servant Leadership" to guide our efforts in establishing a culture of service, and a purpose driven, values based environment for the people serving the City of Willmar.

Team Portrait

Use a Team Portrait concept to create alignment between the City Staff and the City Council and create a focus on purpose, goals, and values.

Coaching (Optional)

Provide training and support to the City of Willmar Leadership Team to support them in this transformation. Provide executive level coaching to whomever is deemed appropriate.

Implementation Proposal

Phase I – Setting the Stage for a Retreat

1. Discovery Session with the Mayor and City Administrator to determine goals.
2. Proposal based on discovery session. Determine desire to move forward with a plan to enhance culture of the City of Willmar.
3. Conduct 1x1 Interviews with Mayor, City Administrator, City Staff (7 Dept. Directors) and 8 Council Members

Phase I Deliverables

- Gain an initial understanding of the current state of the culture of the governance and staff of the City of Willmar.
- Gain individual insights from all Staff and City Council on their assessment of the current state of the culture of the City of Willmar.
- Prepare a summary of the findings to Mayor and City Administrator.
- Based on finding of interviews, have a follow-up call with Mayor and City Administrator to finalize agenda for Retreat.

Phase II – Retreat

4. City of Willmar Staff and City Council members attend a Retreat to build trust within the team and develop a Team Portrait. Team Portrait would include the team's purpose, values, norms, roles, key areas of responsibility, communication practices, and decision-making practices.

Phase II Deliverables

- Build team unity and trust between the City Staff and City Council and develop the City Staff and City Council's purpose, goals, and values through the Team Portrait process.
- Develop a culture of feedback that leads to leader vulnerability, continuous improvement, and an atmosphere of "No fear" within the leadership of the City of Willmar.

Executive Coaching (Optional)

Provide coaching support for any leaders throughout the process and beyond via phone.

Investment

Setting the Stage (Interview Process via phone -17 people)	\$2,500
Retreat (Friday afternoon - Saturday)	\$3,500*
Optional:	
Executive Coaching – Monthly Fee / Person (2 – 1 HR sessions / Mo)	\$350

*All travel expenses are included in these prices for Retreat in Willmar, MN.

City of Willmar Culture Change Initiative Interview Protocol
Feb-15

1. Name:
2. Role in the City of Willmar:
3. How long: in current job
4. What do you believe is the primary purpose of the City Council of the City of Willmar? Why does it exist?
Purpose:
Why we exist?
5. What are the top two issues within the City Council of the City of Willmar that impacts member's performance and satisfaction?
1
2
6. What are the top two issues between the City Council and the City Staff that impact employee performance and satisfaction?
1
2
7. How clear are performance expectations within the City of Willmar? Are goals aligned across different functions/levels?
Clarity of expectations:
Goal alignment?
8. What are the values of the City Council of the City of Willmar (HOW work gets done)?
Values description:
9. To what extent are Council Members held accountable for performance expectations and HOW goals are to be accomplished (values)? Do consequences (+/-) exist?
Performance accountability?
Values accountability?
Consequences?
10. What do "star performers" within the City Council of the City of Willmar consistently do?
Describe star performer:
11. What gets in the way of every Council Member consistently doing what star performers do?
Barriers to star performance?
12. What gets measured, monitored, and/or rewarded for City Council Members within the City of Willmar?
Performance metrics:
13. What are community perceptions about the performance of the City Council of the City of Willmar?
Customers say:
14. What short term wins are you hoping this initiative creates for the staff / the Council / the community of the City of Willmar?
Goals of journey:
Staff:
Council:
Community:
15. What are two things that you would like to see the Staff and Mayor improve on that would help your performance in your job?
1
2
16. Anything else you'd like to tell me?



Research, "Chainsaw Planning"[®] & Training

P.O. Box 5120 • St. Cloud, MN 56302-5120 • (800) 500-7017 • Fax (320) 202-1010 • www.bigrivergroup.com

City of Willmar, MN • Proposal for Council Retreat Project February 2015

Proposal Design & Plan

This proposal has been developed to provide a systematic method for the Willmar City Council & Administration through the refinement of the work that they perform together. Specific project goals include:

- 1) Increased understanding of Council roles and responsibilities, procedures and norms
- 2) Development of better working relationships among the Council
- 3) Development of better working relationships between the Council, city staff and community
- 4) Develop a common understanding of what long range planning is and what value it adds.

The system proposed has been used extensively with service and educational organizations; including governmental units, schools and school districts, interagency collaboratives, colleges and universities, other non-profit organizations. This system will allow participants to quickly work through issues and develop more effective strategies where needed.

Development & Delivery of Retreat Project

I) Preplanning Activities

- A) In-person interviews with all Council members & selected Administration.
- B) Draft agenda developed & presented to Council Mayor & Administrator for edits and/or approval prior to each session.
- C) Two personality assessments ordered & delivered to participants.

II) Retreat Sessions

The session agendas may be refined, but are expected to be developed with the following items:

Session #1: Foundation (two hours)

- A) ID recent successes & issues
- B) Review information re: effective Councils, & effective cities
- C) Work through "My Job, Your Job" exercise re: roles & responsibilities
- D) Evaluate the session

Session #2: Application of New Knowledge (two hours)

- A) Review all results from Session #1
- B) Discuss & identify preferred leadership styles for Mayor, Administration & Council
- C) Discuss & identify preferred conflict styles for Mayor, Administration & Council
- D) Evaluate the session

Session #3: Improve & Adjust Roles & Responsibilities (two hours)

- A) Review all results from Session #2
- B) Adjust roles & responsibilities using new information
- C) ID system for periodic review of Council work & effectiveness
- D) Evaluate the session

Session #4: Improve Vision & Clarify Priorities (two hours)

- A) Review all results from Session #3
- B) Participate in a vision exercise
- C) Clarify near-term priorities for City
- D) Evaluate the session

Total list of work to be completed through the retreat project:

- 1) Complete an Outcome Diagnosis (past successes & history)
- 2) Review information re: effective Councils, & effective cities
- 3) Work through "My Job, Your Job" exercise
- 4) Review & apply leadership & conflict styles
- 5) Adjust goals, roles & responsibilities using new information
- 6) ID system for periodic review of Council work & effectiveness
- 8) Draft elements of an improved vision & near-term priorities
- 9) Evaluate each of the planning sessions.

III) Post-Session Work

- We prepare & e-mail all final products from each of the sessions.

About the Proposer

Dr. Bruce Miles is the owner & CEO of the Big River Group, LLC. He has also been an Assistant Professor & taught Graduate & Doctoral coursework in the areas of leadership, research, planning, finance & personnel. He is a national-level presenter and trainer in the areas of strategic planning, organizational improvement, organizational conflict, & difficult employees.

Bruce has worked as a consultant for the past thirty two years and works with more than 8,000 participants / 110 organizations each year in the areas of:

- Strategic "Chainsaw" planning
- Workplace climate issues
- Executive Searches
- Leadership training
- Personnel issues & decisions
- Resistant employees
- Organizational effectiveness
- Reducing organizational conflict
- Data-based decision-making
- Followership training
- Hiring & firing
- Increased accountability

Recent clients & organizations include:

- Regional & city governmental units
- Schools & school districts
- Nonprofit agencies & service providers
- Interagency family service and mental health collaboratives
- Colleges and universities
- Educational Service Cooperatives & CESAs
- Medical practices, hospitals and related organizations
- Businesses, legal practices & financial organizations
- Hockey teams
- Monks

Bruce can be reached @ (800) 500-7017 (office) 320-260-2612 (cell), by e-mail at bruce@bigrivergroup.com, or on his website at www.bigrivergroup.com.

Tasks & Costs

- A) Travel to Willmar
- B) Interview each council member & key city employees
- C) Return travel
- D) Draft session #1 Agenda
- E) Assemble all session materials & supplies
- F) Travel to Willmar
- G) Facilitate session #1
- H) Return travel
- I) Assemble & e-mail all session results & debrief w/ key city employees
- J) Draft session #2 Agenda
- K) Assemble all session materials & supplies

- L) Travel to Willmar
- M) Facilitate session #2
- O) Return travel
- P) Assemble & e-mail all session results & debrief w/ key city employees
- Q) Draft session #3 Agenda
- R) Assemble all session materials & supplies
- S) Travel to Willmar
- T) Facilitate session #3
- U) Return travel
- V) Assemble & e-mail all session results & debrief w/ key city employees
- W) Draft session #4 Agenda
- X) Assemble all session materials & supplies
- Y) Travel to Willmar
- Z) Facilitate session #4
- AA) Return travel
- AB) Assemble & e-mail all session results & debrief w/ key city employees

Payment Structure

- Costs for Interviews & Session #1 (steps A-I): \$3100
- Each subsequent session: \$2450



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

Agenda Item Number: 17
Meeting Date:
Attachments: Yes No

CITY COUNCIL ACTION

Date: February 17, 2015

- Approved Denied
 Amended Tabled
 Other

Originating Department: City Administrator

Agenda Item: Vision 2040 Update

Recommended Action: For Information Only

Background/Summary:

The Mayor has requested that the City Administrator provide an update on Vision 2040.

Alternatives: N/A

Financial Considerations: N/A

Preparer: Charlene Stevens, City Administrator

Signature:

Comments: