

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

April 6, 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 Calvin, Council Members Ron Christianson, Andrew Plowman, Denis Anderson, Rick Fagerlie, Jim Dokken, Audrey Nelsen, and Steve Ahmann; Present 8, Absent 1. Council Member Tim Johnson was excused from the meeting.

Also present were City Clerk Kevin Halliday, Police Chief Jim Felt, Finance Director Steve Okins, Community Education and Recreation Director Steve Brisendine, Planning and Development Director, Bruce Peterson, Public Works Director Sean Christensen, City Attorney Robert Scott, and Police Sergeant Michael Jahnke.

Council Member Nelsen requested the addition of an item for discussion at the end of the meeting.

Council Member Christianson offered a motion adopting the Consent Agenda as presented which included the following: City Council Minutes of March 16, Rice Hospital Board Minutes of March 18, Municipal Utilities Commission Minutes of March 23, Planning Commission Minutes of March 25, Accounts Payable Report through April 2, Building Inspection Report of March, Police Commission Minutes of February 2, and Willmar Community and Activity Center Council Minutes of March 13, 2015. Council Member Anderson seconded the motion, which carried with Council Member Christianson abstaining.

At 7:02 p.m. Mayor Calvin opened a hearing to consider an ordinance for Adoption of the 2015 Building Code. Planning and Development Services Director Bruce Peterson explained to the Council that changes to the building code from the State of Minnesota come before them approximately every three years. The proposed ordinance contains only the sections of the 2015 Building Code mandated by the State of Minnesota. Main changes pertain to residential sprinkler systems. All newly constructed residential homes over 4,500 cumulative square feet and multi-family homes are now required to have sprinkler systems. There are no fee changes associated with this code and it is the recommendation of staff to adopt the ordinance. There being no one present to speak for or against the ordinance, Mayor Calvin closed the hearing at 7:05 p.m.

Council Member Anderson offered a motion to adopt, assign a number and order final publication of the Ordinance Adopting the 2015 Building Code. Council Member Fagerlie seconded the motion, which carried on a roll call vote of Ayes 7, Noes 0.

Mayor Calvin acknowledged Julie Asmus, 1404 SW 16<sup>th</sup> Street, who came before the City Council during its scheduled Open Forum. Ms. Asmus asked the Council to rescind their actions to terminate City Administrator Charlene Stevens. She stated she was part of the delegation that went to Atlanta to represent Willmar as it became an All-American City and how proud she was of the City. She stated that what happened at the Council meeting three weeks with no explanation and no justification is outrageous. Data privacy regarding her performance was said not to be an issue. Information for the reason was requested with no explanation. There was silence with no just cause. She reiterated – rescind your vote.

Carol Laumer, 1313 Ella Avenue NW, addressed the Council during the Open Forum. Ms. Laumer commented on her recent attendance to the National Main Street Conference in Atlanta, Georgia. She spoke about the general theme of that conference being the support from the leadership of the City. She asked the Council to reevaluate what is going on in the City, look at times, treasures and talents in ways to support the

heart of the City. She questioned what is going on that we need police sitting at our door and requested the Mayor and Council share with the public both their short-term and long-terms goals for the City of Willmar.

Mayor Calvin welcomed State Representative Dave Baker who was present to provide a brief update to the Council on the 2015 House Legislative Session. He conveyed his learning experience as a newly-elected official of the State. He explained that over the next six weeks officials will be working on a balanced budget and a good, solid transportation plan with a deadline of May 18<sup>th</sup>. He touched base on Willmar's issues and particularly the BNSF Wye Track and the work with the Bonding Committee and the Industrial Park. He is also working on the environmental issues on the WMU Water Plant. Mayor Calvin thanked Representative Baker for his comments and his accessibility and support to Willmar.

Information Technology Coordinator Ross Smeby came before the Council to explain the need to repeal the resolution adopted by the City Council at their January 12<sup>th</sup> meeting. The resolution requesting a fourth cable access channel was passed prior to Charter Communications and Windstream receiving proper notification of the action. Pursuant to the Cable Franchise Ordinance, both entities need to be given the opportunity to be heard before the Council before the fourth channel can be added. Charter plans to be present at a later meeting to discuss the need for a fourth channel before the resolution will be reintroduced.

Resolution No. 1 was introduced by Council Member Christianson, seconded by Council Member Anderson, reviewed by Mayor Calvin, and approved on a roll call vote of Ayes 7, Noes 0.

Resolution No. 1

BE IT RESOLVED by the City Council of the City of Willmar does hereby repeal Resolution No. 11 passed by the City Council on January 12, 2015.

Dated this 6th day of April, 2015.

/s/ Marv Calvin  
Mayor

/s/ Kevin Halliday  
Attest: City Clerk

The Public Works/Safety Committee Report for March 24, 2015 was presented to the Mayor and Council by Council Member Christianson. There were six items for consideration.

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

Item No. 2        Police Chief Jim Felt noted the jail census for March 24, 2015 was 151; 80 inmates from the Department of Corrections, and 71 inmates from Kandiyohi County. The calls for service for the previous two weeks totaled 729. The majority of the calls were for traffic stops, followed by public assists and traffic crashes. It was noted public assist calls include various situations such as debris on the street, individuals walking on the road, as well as bats in a house. The total calls for service so far this year totals 3,733, which is about 80 calls ahead of 2014.

Item No. 3        Paul Jurek, of Bollig Engineering, presented the MinnWest Lift Station/Lakeland Drive improvements project update and requested approval of the Certificate of Substantial Completion. The City Council entered into an agreement with Duininc, Inc. on June 16, 2014 for the construction of the lift station. Successful startup of the lift station occurred on February 12, 2015 and a walk through was completed at that time, with a punch list created of minimal items needing attention by the Contractor. Mr. Jurek noted the building is approximately a 20x20 size and is heated, with the previous building demolition is scheduled for this spring. The lift station can also be controlled remotely at the Wastewater Treatment Facility via a computer. Overall the project is slightly under budget, including two Change Orders and a five percent contingency.

The Committee recommended the Council approve the Substantial Completion of the MinnWest Lift Station/Lakeland Drive Interceptor Project. Council Member Christianson made a motion to follow the recommendation of the Committee with Council Member Anderson seconding the motion, which carried.

Item No. 4 Staff presented, for approval, the purchase and replacement of a riding floor scrubber at the Civic Center from Hillyard in the amount of \$15,872.00. Two quotes were solicited for an Avenger Floor Scrubber; one noted from Hillyard, and one from Nilfisk-Advance, Inc. in the amount of \$17,779.00. The current floor scrubber unit is 11 years old and in poor condition. The 2015 CIP incudes \$13,500 for the purchase and Hillyard is giving a \$1,750 trade allowance for the current unit, with the remaining \$622 being paid from the Civic Center operating budget. The Committee was recommending the Council approve the purchase of an Avenger Floor Scrubber for the Civic Center from Hillyard in the amount of \$15,872.00.

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

Resolution No. 2

BE IT RESOLVED by the City Council of the City of Willmar, a Municipal Corporation of the State of Minnesota, that the purchase of an Avenger Floor Scrubber is accepted, and be it further resolved that the Mayor and City Administrator of the City of Willmar are hereby authorized to enter into an agreement with the bidder for the terms and consideration of the contract in the amount of \$15,872.00.

Dated this 6th day of April, 2015.

/s/ Marv Calvin  
Mayor

/s/ Kevin Halliday  
Attest: City Clerk

Item No. 5 Staff brought forth, for approval, the acceptance of Project No. 1407 and to authorize final payment to Zenergy, LLC in the amount of \$3,174.45. The project was awarded on June 16, 2014 to Zenergy, LLC for the street lighting of Willmar Avenue SW from 22<sup>nd</sup> Street to 30<sup>th</sup> Street. The funding associated with the project is from Local Option Sales Tax and is within the project budget. The Committee was recommending to the Council the acceptance of Project No. 1407 and authorization of final payment to Zenergy, LLC in the amount of \$3,174.45.

Resolution No. 3 was introduced by Council Member Christianson, seconded by Council Member Fagerlie, reviewed by Mayor Calvin, and approved on a roll call vote of Ayes 7, Noes 0.

Resolution No. 3

**ACCEPTING PROJECT AND AUTHORIZING FINAL PAYMENT**

IMPROVEMENT: Project No. 1407 – Street Lighting of Willmar Avenue SW

CONTRACTOR:	Zenergy, LLC
DATE OF CONTRACT:	June 16, 2014
BEGIN WORK:	August 25, 2014
COMPLETE WORK:	March 2, 2015
APPROVE, ENGINEERING DEPT:	March 3, 2015

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

1. The said City of Willmar Project No. 1407 be herewith approved and accepted by the City of Willmar.
2. The following summary and final payment be approved:

ORIGINAL CONTRACT AMOUNT:	\$63,489.00
Change Order None	\$0.00
FINAL NET CONTRACT AMOUNT, PROPOSED:	\$63,489.00
ACTUAL FINAL CONTRACT AMOUNT AS CONSTRUCTED:	\$63,489.00
Less Previous Payments & Liquidated Damages	\$60,314.55
FINAL PAYMENT DUE CONTRACTOR:	\$3,174.45

Dated this 6th day of April, 2015.

\_\_\_\_\_  
/s/ Marv Calvin  
Mayor

\_\_\_\_\_  
/s/ Kevin Halliday  
Attest: City Clerk

Item No. 6 Staff brought forth, for approval, the purchase/replacement of a one ton Ford F-350 truck with dump body. The total cost of the truck totals \$40,668.76; \$26,665.76 from Nelsen Auto Center through Southwest West Central Service Cooperative for the F-350 truck chassis, and \$14,003.00 from Tow Master, Inc. to replace the dump body through State Contract #84884. The current 2003 Ford F-350 has reached its useful life with the engine using oil and the interior in poor condition and will be sold at the City Auction. The 2015 CIP incudes \$47,000 for the replacement of the equipment, and tax and license will be added at a later date for the truck chassis portion. It was the recommendation of the Committee to approve the purchase/replacement of the Ford F-350 truck with dump body in the amount of \$40,668.76.

Resolution No. 4 was introduced by Council Member Christianson, seconded by Council Member Nelsen reviewed by Mayor Calvin, and approved on a roll call vote of Ayes 7, Noes 0.

Resolution No. 4

BE IT RESOLVED by the City Council of the City of Willmar, a Municipal Corporation of the State of Minnesota, that the purchase of an F350 truck chassis through the Southwest West Central Service Cooperative and dump body through State Contract #84884 is accepted, and be it further resolved that the Mayor and City Administrator of the City of Willmar are hereby authorized to enter into an agreement with the bidders for the terms and consideration of the contract in the amount of \$40,668.76.

Dated this 6th day of April, 2015.

\_\_\_\_\_  
/s/ Marv Calvin  
Mayor

\_\_\_\_\_  
/s/ Kevin Halliday  
Attest: City Clerk

The Public Works/Safety Committee Report for March 24, 2015, was approved as presented and ordered placed on file in the City Clerk's Office upon motion by Council Member Christianson, seconded by Council Member Fagerlie, and carried.

The Community Development Committee Report for March 26, 2015 was presented to the Mayor and Council by Council Member Fagerlie. There were seven items for consideration.

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

Item No. 2 Kevin Halliday, City Clerk, told the Committee that Kandiyohi County had given the City notice that Habitat for Humanity had requested tax abatement for the tax year 2014, payable 2015. The City portion of the abatement is calculated at \$7,257. By statute, the County has to hold a hearing and notification of the City was required. If the City does not challenge the abatement and the County grants the full abatement, the City portion of the abatement will be approved. Contrary to media reports, City staff had numerous contacts with Habitat for Humanity to assist them through the tax exemption process. Habitat staff did not follow through in a timely manner, thereby creating the tax issue. It was noted that the cost to the City would be \$7,257, but that it is a very small part of the City's \$15 million general fund budget. The Committee discussed the request and took no action to contest the proposed abatement. The matter was received for information only.

Item No. 3 Staff updated the Committee on the status of the Willmar Wye project. The application is nearing completion and will be submitted by mid-April. Lobbying efforts are under way with the Minnesota Congressional delegation, as well as representatives from US DOT and the Federal Railway Administration. The Governor has indicated that he wanted to include it in a bonding request for the 2015 legislative session. Staff said that the City is submitting a request that the spur track portion of the project be included in the 2016 bonding bill. Contact has been made with both Senator Koenen and Representative Baker on this matter. Due to bonding projects requiring a match, staff suggested that the Council consider selling the 80 acres west of County Road 55 and the 60 acres south of Highway 40 as soon as the final airport land release is received. The Council received this item for information only.

Item No. 4 The Committee reviewed a purchase agreement provided to the City for the purchase of the former airport terminal building. Along with an offer of \$140,000 for the property, the purchaser was requesting that the City conduct significant amounts of environmental review, including a Phase II Environmental Study. The Committee felt that it was more appropriate for the buyer to do the environmental due diligence. The Committee also discussed options for pricing the property either with the building demolished or with the building in place. Staff was directed to further negotiate with the property owners and to submit a counter offer. It is understood that any final action on the sale of the property is at the discretion of the City Council. This item was received for information.

Item No. 5 Staff presented a proposal by an unnamed business to develop an industrial facility on property the City owns adjacent to the Waste Water Treatment Facility west of Willmar. The site is attractive to this business for several reasons. There is some odor generated by their process, and although they want access to municipal sewer, their process is better served by a well rather than municipal water. The Committee inquired about the type of use, whether or not the odor generated would be offensive or would exceed that generated by the Waste Treatment Plant. Also if there would be any impact on adjacent properties and what the impact might be on the operations and employees of the WWTF. Staff responded that the use would be a good fit and, because of its agricultural nature, would be consistent with other uses in the area.

The Committee recommended the Council authorize staff to negotiate the possible sale of excess Waste Water Treatment Facility property with the business and to bring a firm proposal or offer back to Committee. Council Member Fagerlie offered a motion to follow the recommendation of the Committee with Council Member Anderson seconding the motion, which carried.

Item No. 6 Staff informed the Committee that the application for a business development infrastructure grant at the MinnWest Campus had been approved. A road will be widened on the campus and approximately 200 parking spaces will be created to better serve development on the campus. All matching funds are being provided by MinnWest and the City will not have any financial liability for the project. The item was received for information only.

Item No. 7 Staff presented updates on a variety of industrial, office, commercial, residential, and institutional projects to the Committee. This was for information only.

The Community Development Committee Report for March 26, 2015, was approved as presented and ordered placed on file in the City Clerk's Office upon motion by Council Member Fagerlie, seconded by Council Member Dokken, and carried.

Public Works Director Sean Christensen came before the Council to present a request to enter into an Engineering Services Agreement with Donohue and Associates to complete a facilities plan for four lift station replacements to qualify for FY 2016 PFA Funding. The lift stations being address include Westwood Court, Gorton Avenue, the Fairgrounds and the Armory. These lift stations are included in the Five-Year Capital Improvement Plan. The proposal from Donohue and Associates would cover all four lift stations with one facility plan and one environmental review process for a not-to-exceed amount of \$19,640. Staff recommended the Council enter into the engineering services agreement as presented.

Resolution No. 5 was introduced by Council Member Christianson, seconded by Council Member Nelsen reviewed by Mayor Calvin, and approved on a roll call vote of Ayes 7, Noes 0.

Resolution No. 5

Whereas the City of Willmar desires to enter into an engineering services agreement with Donohue and Associates to complete a Facility Plan for four lift station replacements in the amount not to exceed \$19,640.00; and

Whereas an agreement has been prepared detailing the terms of the services;

Now therefore be it resolved by the City Council of the City of Willmar that said agreement be approved and that the Mayor and City Administrator be authorized to execute the same.

Dated this 6th day of April, 2015.

/s/ Marv Calvin  
Mayor

/s/ Kevin Halliday  
Attest: City Clerk

City Clerk Kevin Halliday presented for consideration the On-Sale, Off-Sale, and 3.2% Intoxicating Malt Liquor License Renewals. The term of the licenses is from April 25, 2015 to April 25, 2016. The Council reviewed the list of establishments for each license type. It was staff's recommendation to approve and submit to the State of Minnesota. A motion was offered by Council Member Anderson to approve the renewals. Council Member Dokken seconded the motion, which carried on a roll call vote of Ayes 7, Noes 0.

City Clerk Kevin Halliday brought forth Change Order No. 4 to the contract with Corner Stone Construction Services for the City Auditorium Renovation Project. He explained the addition of an item to remove and replace one two-way valve on an air handling unit with a three-way valve for \$1,550. Also included is blocking off each floor level to prevent smoke and fire from transferring from one floor to the next by closing the chases with drywall and fire tape for an amount of \$2,630. Staff recommended approval of the change order for a total amount of \$4,180 to be paid from the remaining balance of the contingency fund.

Resolution No. 6 was introduced by Council Member Christianson, seconded by Council Member Dokken reviewed by Mayor Calvin, and approved on a roll call vote of Ayes 7, Noes 0.

Resolution No. 6

BE IT RESOLVED by the City Council of the City of Willmar that the agreement with Corner Stone Construction, Inc., of Willmar, Minnesota, for the Willmar Auditorium Renovation Project, be amended with Change Order No. 4 as follows:

- Remove and replace one two-way valve for AHU 1 with one three-way valve per request of the engineer. \$1,550.00
- Block off each floor level with mineral wool, drywall, and fire caulk preventing smoke and fire from transferring from one floor to the next. Close the chases with drywall and fire tape. \$2,630.00

BE IT FURTHER RESOLVED that the Mayor and City Administrator be authorized to execute the necessary documents on behalf of the City for this Change Order No. 4.

Dated this 6th day of April, 2015.

/s/ Marv Calvin  
Mayor

/s/ Kevin Halliday  
Attest: City Clerk

Community Education and Recreation Director Steve Brisendine presented information related to the condition of the gym floor in the City Auditorium. During the installation of the large air handling system, the excess moisture from the units appears to have caused a gym floor ripple which requires board replacement work. The City has received a quote from Johnson Floor Sanding Company in the amount of \$1,750 to repair the 88 square feet of damaged wood. This will make the floor functional, but the old, yellowed urethane sealer would leave a noticeable floor board color difference. Staff noted that every decade the gym floor is sanded and sealed with new urethane and requested authorization to complete that task at this time in the amount quoted of \$14,400, which includes the damaged board repair.

Resolution No. 7 was introduced by Council Member Anderson limiting the repair to the damaged floor boards for a total of \$1,750.00. Council Member Dokken seconded to open it up for discussion. Council Member Ahmann questioned how the moisture damage occurred and the liability was discussed by the Council.

Council Member Christianson amended the Resolution to include repair of the floor boards and also the resurfacing of the gym floor for a total of \$14,400. Council Member Dokken seconded the amendment, which carried. Resolution No. 7 as amended was reviewed by Mayor Calvin, and approved on a roll call vote of Ayes 6, Noes 1, with Council Member Anderson voting "no."

Resolution No. 7

Whereas the City of Willmar desires to enter into a construction services agreement with Johnson Floor Sanding for the sanding and finishing of the gym floor at the Auditorium facility with funding for the improvements from the Auditorium Contingency Account; and

Whereas an agreement has been prepared detailing the terms of the services;

Now therefore be it resolved by the City Council of the City of Willmar that said agreement be approved and that the Mayor and City Administrator be authorized to execute the same.

Dated this 6th day of April, 2015.

/s/ Marv Calvin  
Mayor

/s/ Kevin Halliday  
Attest: City Clerk

Mayor Calvin summarized the Town Hall meeting held a couple weeks ago whereby over 300 people attended the meeting hosted by Big River Consulting. He inquired how the Council would like to receive the

report. Council Member Christianson felt it would be beneficial to have it presented at a future retreat or see how it fits into the City's Comprehensive Plan. Council Member Anderson strongly recommended the results be presented before the Council and can be brought to a retreat at a later date. Council Member Nelsen felt there should be a Council Work Session so the entire Council can hear it. Mayor Calvin encouraged the Council to review it before the next meeting. Council Member Christianson asked to receive the report via email.

Council Member Christianson offered a motion to have the Town Hall Meeting Report emailed to the full Council and then it can be discussed at a future retreat. Council Member Dokken seconded the motion. Council Member Nelsen amended the motion to state the report should be reviewed at the next Council meeting. Council Member Anderson seconded the motion, which carried.

Mayor Calvin commented on his involvement in the matter of what occurred on the City Administrator's position. The public needs to understand conversations took place that caused that meeting to happen. He chose to have a conversation with the City Administrator so that action that night would not come up. He did it in the best interests of the City and we need to be an open, transparent Council.

Council Member Christianson stated that not one person on the Council has any bad intentions for the City. The Council makes tough decisions and has gone through three weeks of hell, hate emails, editorials in the paper, and there is a movement to kick me off of the council. He has only good intentions for the City of Willmar. Once we vote 6-2/5-3 we stick to an action. Personality conflicts are going on, it's quite evident, but we have to do what's best for the City. He stated he was handed the separation agreement 15 minutes prior to the Council meeting, as did the rest of the Council. The City Attorney advised the agreement was not made public, and Council members should be careful what they say. The Council did not write that agreement. We have tough decisions to make and we make them and stand by them. The citizens should be proud of the eight people on the Council and the Mayor.

Council Member Nelsen asked for clarification from the City Attorney about what can be talked about and has met with the Mayor asking how we got here. Mayor Calvin has informed her he is prepared to share the emails from various Council Members that led to the decision and how the Council got to the separation agreement. It is time for the community to know who, what, where, and why. She asked for public clarification on which Council Members put a stop to the retreat and why.

In response to her request, Mayor Calvin stated the emails that he has that can be made public he has no problem making them public as long as the City Attorney advises he has that authority. City Attorney Robert Scott commented that any correspondence he has had with the Mayor or Council are all protected by the Attorney Client Privilege.

Council Member Christianson questioned why bring this up again and again. The information is private as dictated by the data privacy/attorney client privilege. Council Member Nelsen stated the public needs to know what happened for the Mayor to seek a separation agreement. She is asking for the emails the Mayor received from other Council Members, not the City Attorney. Council Member Plowman questioned if the Council is ready and willing to accept any liability that comes along with the emails. Council Member Christianson stated we are going nowhere here. Five of the Council Members here hired a woman, so the sexist thing is out the window. We were all at an evaluation one year ago. We need to move forward. Mayor Calvin stated he will need to talk to the City Attorney to determine what he can release.

Announcements for Council Committee meeting dates were as follows: Finance, 4:45 p.m. at City Hall, April 13; Public Works/Safety, 4:45 p.m. at City Hall, April 14; full Council/Labor Relations, 4:45 p.m. at City Hall, April 8, and Community Development, 4:45 p.m. at City Hall, April 16, 2015.

Council Member Anderson questioned the ability to accommodate a crowd in Conference Room No. 1 at City Hall for the full Council/Labor Relations Committee meeting. Council Member Nelsen requested to make arrangements to move the meeting.

Council Member Christianson offered a motion to adjourn the meeting with Council Member Fagerlie seconding the motion, with carried with six in favor and two opposed. The meeting adjourned at 8:57 p.m.

Attest:

\_\_\_\_\_  
MAYOR

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

**WILLMAR CITY COUNCIL PROCEEDINGS**  
**LABOR RELATIONS ISSUES**  
**WILLMAR, MINNESOTA**

April 8, 2015  
4:45 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 Calvin, Council Members Ron Christianson, Andrew Plowman, Denis Anderson, Rick Fagerlie, Jim Dokken, and Audrey Nelsen; Present 6, Absent 2. Council Members Tim Johnson and Steve Ahmann were excused from the meeting.

Also present was City Clerk Kevin Halliday.

Council Member Christianson made a motion, seconded by Council Member Anderson to go into closed session pursuant to Minn. Stat. §13D.03 to discuss labor negotiation strategies. The meeting was closed at 4:46 p.m.

At this time, City Clerk Kevin Halliday, Finance Director Steve Okins, Planning and Development Director, Bruce Peterson, Public Works Director Sean Christensen, and Fire Chief Gary Hendrickson were excused from the meeting.

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

Council Member Nelsen moved to recess at 5:20 p.m. and reconvene at the Fire Station. The motion was seconded by Council Member Fagerlie, which carried.

The meeting reconvened at the Fire Station at 5:27 p.m. by motion of Council Member Christianson, seconded by Council Member Fagerlie, and carried.

Also present at the reconvened meeting were City Clerk Kevin Halliday, Finance Director Steve Okins, Planning and Development Director, Bruce Peterson, Public Works Director Sean Christensen, and Fire Chief Gary Hendrickson.

Item No. 1 Council Member Dokken opened the meeting with comments from the public. Steve Gardner, 2645 SW 19<sup>th</sup> Avenue, addressed the Council stating he was once a member of the Labor Relations Committee of the Council. He opined that the Labor Relations Committee should have handled the issue of the separation agreement with the City Administrator, which would have avoided three members of the Council being unaware of the pending action. Not the way to conduct City business.

Jessica Rohloff, 3501 SE 15<sup>th</sup> Avenue, a member of the League of Woman Voters, stated the first step in fixing any problem is to acknowledge the problem exists and there is definitely a problem in Willmar with our current labor relations practices. She summarized that in 2012 the City settled a discrimination and breach of contract lawsuit for \$200,000 and in 2014 another discrimination lawsuit for \$115,000 and now in 2015, obligated to pay \$176,000 plus accrued sick and vacation time. These numbers do not include the legal fees for representation in these lawsuits. If there were truly performance issues for this behavior, then what is the reasoning for paying out these settlements? There seems to be what economists call moral hazard, which occurs when a person's actions become disconnected from the consequences of these actions. Citizens have taken little or no action. Let this be no more, let us call on our elected officials to change the way business is being conducted. We want a thriving City that attracts professional jobs to the community and conducts business in a legal, respectful and professional manner.

Warren Erickson, 1717 Upper Trentwood Drive NE, had several questions he asked the Council to address. First he hears that Council Members cannot speak to the issue of why Ms. Stevens is being dismissed, his question is this, will that come out once her contract on the 17<sup>th</sup> is terminated, or will that still be privileged information between the Council and Ms. Stevens? Secondly he commented he feels slighted that representatives of his ward were not involved in the decision making. Lastly he commented that about two years ago on a television program Brian Williams had a former Senator on his show and he asked him what is so different today in Senate than when you were in the Senate? He said the biggest difference was they would still both argue on the floor over a bill, but after they would go out for a drink or eat as a group, but they met as individuals and got things accomplished. He commented on how it goes back to when Gary Geiger approached the Council about civility. He pleaded to the Council to work together.

Cheryl Plathe, 2712 NW 12<sup>th</sup> Avenue, stated it hurts just to watch how the Council treats each other. An example was the motion to adjourn at the last Council meeting, when someone doesn't want to talk about the issue any more in the midst of discussion. You need to treat one another with respect, and then you will earn the respect of the people you are serving.

Chris Newcomer, 3406 Eagle Ridge Drive West, agreed with what was said by those submitting public comment before her and looks for improvements.

An individual whose name and address was inaudible addressed the Council during Public Comment. He stated as far as the request from the Department Head Group, Mr. Peterson should be paid more for doing both jobs, but the City has significant financial fallout from the City Administrator transition and I recommend the City investigate other ways to compensate Mr. Peterson rather than a direct cash payout. We have significant monies leaving the City coffers. Related to the transition I would recommend the Council hire an Interim Administrator from the outside for a period of six months to give the Council time to conduct a reasonable search for a full-time replacement. Lastly, the Council should know it will be met with skepticism until it earns that trust back.

Merle Berkeland, 1600 SE 7<sup>th</sup> Avenue, came before the Council stating he is close to City Government and watchful of what goes on. He is ashamed as to what has happened because we are being scrutinized by the rest of the State and not in a good way. It's to the point of when a facilitator comes to our City it takes but a few hours for them to state we are dysfunctional. We need to attract business to Willmar and this is not the way to attract people to Willmar. High on the suggestions from the Town Hall meeting was the suggested recall of five members of the Council. Where are we going to find people to run for office? We need to earn their trust and we want good people. It appears this Council has slipped a little bit and we have to work hard to re-earn that trust and find good people to run for office to reestablish the reputation that Willmar, Minnesota had in the past.

Rachel Skretvedt, 1504 NE 2<sup>nd</sup> Street, commented she was present to show her support to move Willmar forward. She has lived in many communities and has now been in Willmar for four years and this by far is the most dysfunctional city. She is raising three young children and wants them to have opportunities, and things to do. She has become a member of the Park Board to make a difference. You cannot neglect the youth. She urged the Council to listen to the people.

Council Member Dokken thanked the public present for their comments and attendance. Mayor Calvin thanked them as well and communicated that he believes as a Council they want to do what is right for the community. Again they have heard the public wants them to work responsibly and respectfully. It is time to prove to the community that the Council can do the right thing. Let us put the past behind us, and if there is a disagreement, go out for coffee – and get down to the business of the people.

Item No. 2 Council Member Dokken noted a request from the Department Head Group regarding a Memorandum of Agreement regarding Section 14.2 of Article XIII of the agreement whereby Planning and Development Director Bruce served as Acting Public Works Director for the City for a period of approximately 18 months. The agreement does allow for a temporary one-time pay adjustment for additional

duties assigned during that time period. This matter has been informally discussed by the bargaining team and staff would recommend that the request for a one-time payment of 6% of annual salary for the 18-month period be given. This would not be added to the base wages. Council Member Fagerlie offered a motion to authorize the execution of the Memorandum of Agreement as presented. Council Member Plowman seconded the motion, which carried. Council Member Anderson did request the Memorandum of Agreement be reviewed by the labor attorney prior to execution.

Item No. 3 Discussion was held by the Council on Interim Administration once City Administrator Charlene Steven has left the employment of the City. Council Member Fagerlie made a motion to appoint Kevin Halliday as Interim Administrator until a permanent one is hired. Council Member Christianson seconded the motion.

Council Member Anderson questioned the motion's intention of interim. Is it until there is a more permanent part-time or Interim Administrator, or is this until we hire a permanent Administrator?

Council Member Nelsen expressed her concern of picking someone from within. She felt the City needs to look outside the organization for help. There are pending negotiations with the Department Head/First Line Supervisor/Confidential Employee Group with an unsettled contract. More fair to finish the contract first and not cause turmoil.

Council Member Christianson opined we have time to discuss whether or not we will go outside for help, but City Charter states the City needs two people to sign checks. We need to appoint someone now and the City Clerk normally fills in when the City Administrator is gone.

Council Member Plowman questioned if there was a way to structure the motion to meet the needs of both Council Members' comments. He understands the need for timeliness, but also for the community by exploring all options.

Mayor Calvin felt the Council was at a crossroads. He expressed his thoughts there can be someone appointed from within or appoint someone from the outside that can come in. Also we can look at allowing Department Directors to do their job, make a motion to have someone to sign checks and move forward with that process. We need to have transfer of knowledge. We need someone to communicate with the current City Administrator, we have one week from today.

Council Member Anderson stated he liked the way Council Member Plowman was thinking and finding a way to structure this. He expressed his concern of placing someone from staff in this position in the midst of negotiations. It puts them in a terribly awkward spot. He struggles putting a member of the staff in this position. He agrees the idea of putting an interim in place rather than rush into finding a permanent replacement. Would like it structured on a more temporary basis and move forward with a longer term interim.

Council Member Nelsen asked the Mayor to elaborate on what can be done. Mayor Calvin stated there needs to be action by April 16<sup>th</sup>, putting an Administrator in place. He suggested for now the City could put someone in place to fill the position and then look elsewhere such as checking with the League of MN Cities to assist the City with a recommendation or an outside Interim Administrator.

Council Member Christianson mentioned that at the meeting there are just six of the eight Council Members and stands by the motion to place Kevin Halliday as Interim Administrator for now. The Council can discuss when all members are present at any upcoming meeting.

Council Member Nelsen stated Council Member Fagerlie made the motion and requested clarification if it would be for a long period of time until we hired someone. What is being discussed is different than that motion.

Council Member Plowman stated there is an opportunity here to forge ahead in one direction or find a healthy compromise, which he believed would involve a short-term basis structured solution along with a more long-term plan that can be formulated at a later date. The Council can put a timeline of events on things that the public would be more comfortable with and stick with the timeline and gain trust and credibility back in the community.

Council Member Fagerlie amended the motion to two months. Council Member Christianson seconded the amending motion.

Council Member Nelsen stated she felt two months was too long for an Interim Administrator. The City needs to find someone sooner.

Council Member Anderson was hoping the Council could come together and have a unanimous vote on a motion. He amended the amended motion to appoint Kevin Halliday as Interim Administrator for a period of not-to-exceed four weeks. Council Member Nelsen seconded the motion. Council Member Fagerlie asked for clarification of an effective date for the start of the four-week period. Council Member Anderson added the effective date of April 16<sup>th</sup> to his motion. Council Member Nelsen, who had seconded the amendment to the amendment, agreed to the date. The motion carried.

Mayor Calvin announced they have heard by from Bruce Miles and he is able to present the Town Hall Meeting materials to the Council at the first meeting in May.

There being no further business to come before the Council, the meeting adjourned at 6:10 p.m. upon motion by Council Member Fagerlie and second by Council Member Christianson.

Attest:

\_\_\_\_\_  
MAYOR

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

**WILLMAR MUNICIPAL UTILITIES MINUTES**  
**MUNICIPAL UTILITIES AUDITORIUM**  
**APRIL 13, 2015**

WMU Commissioners participated in a tour of WMU's facilities beginning at 4:00 p.m. on Monday, April 13, 2015. This informative tour included site visits to the following areas: Willmar Substation, Priam Substation location, SW Substation, SW Water Treatment Plant, Service Center, Power Plant, and returning to the WMU Office.

Following the facilities tour, the Municipal Utilities Commission conducted their regular meeting beginning at 6:15 p.m. in the Municipal Utilities Auditorium with the following Commissioners present: Matt Schrupp, Dan Holtz, Carol Laumer, Jeff Nagel, Joe Gimse, Justin Mattern, and Abdirizak (Zack) Mahboub.

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

Commissioner Schrupp opened the meeting by requesting a resolution to approve the Consent Agenda. Following review and discussion, Commissioner Gimse offered a resolution to approve the Consent Agenda as presented. Commissioner Holtz seconded.

**RESOLUTION NO. 18**

"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 March 23, 2015 Commission meeting; and,
- ❖ Bills represented by vouchers No. 142996 to No. 143094 inclusive in the amount of \$381,353.36 with a MISO credit in the amount of \$56,597.17, and a Westmoreland Resources payment (coal) in the amount of \$71,870.73.

Dated this 13<sup>th</sup> day of April, 2015.

\_\_\_\_\_  
President

ATTEST:

\_\_\_\_\_  
Secretary

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

Commissioner Schrupp (Chair) reviewed with the Commission minutes from the March 23<sup>rd</sup> WMU Labor Committee meeting (see attached). This brief meeting was held prior to the actual March 23<sup>rd</sup> MUC meeting at which three personnel policies (FMLA, Workers'

Compensation & PDO Donation) were recommended for approval by the WMU Labor Committee. The Commission subsequently did approve all three personnel policies in their entirety (Resolution No. 16). Following a brief review, Commissioner Laumer offered a motion to approve the minutes of the March 23<sup>rd</sup> WMU Labor Committee meeting as presented. Commissioner Gimse seconded the motion which carried by a vote of seven ayes and zero nays.

Commissioner Holtz reviewed with the Commission the minutes from the April 7<sup>th</sup> WMU Planning Committee meeting (see attached). The main focus of discussion was a presentation by MCR Performance Solutions, LLC (via teleconference). MCR had been authorized to conduct a Transmission Revenue Neutrality Analysis and Willmar Substation Financial Evaluation for the WMU. The findings and data would be beneficial in negotiating a Memorandum of Understanding (MOU) with Great River Energy (GRE) for the development of the Priam Substation project and further development of transmission facilities. Following the presentation and discussion, the WMU Planning Committee was recommending to accept the results of the report and associated data as presented and to authorize Staff to proceed with negotiating an MOU with GRE. The next item addressed by the WMU Planning Committee was to schedule the next Committee meeting to review and discuss the results of the Local General Study conducted by Burns & McDonnell (April 20<sup>th</sup> @ 11:30 a.m.). Director of Finance Hunstad also informed the Commission that he and General Manager Hompe had recently met with City of Willmar reps to discuss the Payment in Lieu of Taxes (PILOT) Agreement which had expired at the end of 2014. Following discussion, Commissioner Nagel offered a motion to approve the minutes of the April 7<sup>th</sup> WMU Planning Committee meeting as presented. Commissioner Holtz seconded the motion which carried by a vote of seven ayes and zero nays.

Director of Finance Hunstad presented the Commission with a request to approve the updated Energy Risk Management Policy. This policy applies to all power supply activities of WMU, including participation in MISO markets, all purchase power agreements, generation resources, all marketing aspects, credit and liquidity risks in which WMU is exposed to in its normal course of business. This policy would assist with providing reliable and affordable energy and energy services to the customers of WMU. Following discussion, Commissioner Holtz offered a resolution to approve the updated Energy Risk Management Policy. Commissioner Gimse seconded.

#### **RESOLUTION NO. 19**

“BE IT RESOLVED, by the Municipal Utilities Commission of the City of Willmar, Minnesota, that the updated WMU Energy Risk Management Policy be approved with the policy to be reviewed periodically and any modifications made thereto must be approved by the Municipal Utilities Commission.”

Dated this 13<sup>th</sup> day of April, 2015.

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President

ATTEST:

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Secretary

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

Director of Operations Harren reviewed with the Commission a request to approve the Antennae Attachment Agreement (Amendment No. 2) with Northern PCS Services, LLC. This site lease agreement would include modifications to the current agreement to attach additional antennae to the WMU's Willmar Avenue water tower. Currently Northern PCS has three antenna attached and are requesting to add an additional three more for a total of six. All associated costs involved in the antennae modifications would be the responsibility of Northern PCS Services (i.e. additional support for additions, removal of their equipment for upcoming maintenance, etc.). Harren also stated that an annual rent increase of \$11,450.00 would reflect this modification. Following discussion, Commissioner Laumer offered a resolution to approve Amendment No. 2 to the Site Lease Agreement between WMU and Northern PCS for modifications to the antenna facilities and annual rental. Commissioner Mattern seconded.

### RESOLUTION NO. 20

"BE IT RESOLVED, by the Municipal Utilities Commission of the City of Willmar, Minnesota, that Amendment No. 2 to the Site Lease Agreement between WMU and Northern PCS Services, LLC, for modifications to the antenna facilities on WMU's Willmar Avenue water tower be approved including an annual increase of \$11,450.00 in the rental fee be approved."

Dated this 13<sup>th</sup> day of April, 2015.

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President

ATTEST:

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Secretary

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

General Manager Hompe informed the Commission that Energy Services Representative Dave Opsahl had submitted his letter of intent to retire effective May 1, 2015. Dave has been with the WMU for the past 13 years and will be greatly missed. Congratulations and best wishes, Dave!

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

- WMU Planning Committee Meeting – April 20<sup>th</sup> @ 11:30 a.m. (main topic: Local Generation Study)
- David Turch & Associates legislative presentation – April 27<sup>th</sup> MUC meeting
- MRES Annual Meeting – May 6-7, 2015 (Sioux Falls, SD)
- 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 Nagel made a motion to adjourn the meeting. Commissioner Holtz seconded the motion, and the meeting was adjourned at 6:37 p.m. by a vote of seven ayes and zero nays

Respectfully Submitted,

WILLMAR MUNICIPAL UTILITIES

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Beth Mattheisen  
Administrative Secretary

ATTEST:

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Carol Laumer, Secretary



**WILLMAR MUNICIPAL UTILITIES**  
**WMU LABOR COMMITTEE MEETING MINUTES**  
**MARCH 23, 2015 @ 11:00 A.M.**  
**WMU CONFERENCE ROOM**

Attendees: Commissioners Matt Schrupp (Chair), Carol Laumer, & Joe Gimse, General Manager Wesley Hompe and Director of Operations John Harren

Committee Chair Schrupp called the meeting to order at 11:00 a.m.

\*\*\*\*\*

**AGENDA ITEMS:**

➤ **Personnel Policies (FMLA, Workers' Compensation, and PDO Donation) for final review & discussion:**

At the February 10, 2015 WMU Labor Committee meeting, it was the consensus of the Committee members to approve the proposed revisions to both the FMLA and Workers' Compensation Policies as presented and to delay action on the PDO Donation Policy until legal review had been thoroughly completed. All three policies have been reviewed by WMU's Labor Attorney Frank Madden and subsequently forwarded on to the League of Minnesota Cities (LMC) as a formality requesting their review and comment.

➤ **FMLA (Family & Medical Leave Act Policy)**

FMLA entitles eligible employees to take unpaid, job-protected leave for specified family and medical reasons with continuation of group health insurance as required by law. Employee eligibility requirements and associated policy guidelines were reviewed.

*Previously approved by WMU Labor Committee (2/10/15)*

➤ **Workers' Compensation Policy**

Workers' Compensation Policy is the coverage by which WMU and the Workers' Compensation system would compensate employees for injuries arising out of or in the course of their WMU employment. Guidelines and stipulations concerning the proposed Workers' Compensation were reviewed.

*Previously approved by WMU Labor Committee (2/10/15)*

➤ **PDO Donation**

WMU recognizes that a catastrophic illness and/or serious health condition of an employee may deplete an employee's available paid leave (PDO: Personal Days Off and CT: Compensatory Time Off). The intent of this policy is to provide employees with the option of assisting fellow employees at such a time. Clarification of the policy and the guideline requirements were reviewed. It was noted that this policy contains no direct cost to WMU. The employee donations are based on an hour-to-hour basis and not based on individual wages ("bank of hours, not bank of dollars"). This policy is being created for all employees with qualifying events as stipulated. All WMU employees would be eligible as recipients, whether they have previously participated as a donor or not. Employee donations would be accepted one time annually (first pay period in December).

General Manager Hompe & Director of Operations Harren further reviewed with the Committee the LMC's recommended revisions to the proposed PDO Donation Policy. Following discussion, Commissioner Laumer offered a motion to approve the PDO Donation Policy incorporating the revisions recommended by the LMC. Commissioner Gimse seconded the motion which carried by a vote of three ayes and zero nays.

NOTE: A request for formal approval (resolution) of the three policies will be presented to the Commission at today's (3/23/15) MUC meeting.

➤ **Adjournment:**

There being no further business to come before the WMU Labor Committee, Commissioner Gimse offered a motion to adjourn the meeting at 11:20 a.m. Commissioner Laumer seconded the motion which carried by a vote of three ayes and zero nays.



**WILLMAR MUNICIPAL UTILITIES**

**WMU PLANNING COMMITTEE MEETING MINUTES  
APRIL 7, 2015 – 11:30 A.M.  
WMU CONFERENCE ROOM**

Present: Commissioners Dan Holtz (Chair), Justin Mattern & Jeff Nagel, General Manager Wesley Hompe, Director of Finance Tim Hunstad, Power Supply Manager Chris Carlson, Director of Operations John Harren, and via teleconference MCR Performance Solutions Transmission Strategy Representatives: Director Ron Kennedy, Vice President Jim Pardikes and Consultant Matt Glowacki.

Committee Chair Holtz called the meeting to order at 11:33 a.m.

\*\*\*\*\*

**AGENDA ITEMS:**

**1. MCR Performance Solutions, LLC, presentation (via teleconference): Transmission Revenue Neutrality Analysis and Willmar Substation Financial Evaluation:**

General Manager Hompe recapped for the Planning Committee the basis which led the Commission to approve engaging MCR Performance Solutions (02/23/15) to assist WMU with conducting a Transmission Revenue Neutrality Analysis and Willmar Substation Financial Evaluation. The findings of these studies would assist WMU in negotiating a Memorandum of Understanding (MOU) with Great River Energy (GRE) related to the development of the Priam Substation and further development of transmission facilities. Prior to committing to the MOU with GRE, additional data and analyses would aid in understanding WMU's neutral investment position related to the GRE Joint Pricing Zone (JPZ) load ratio share basis and the MISO transmission revenue received less the MISO transmission tariff paid basis along with the value of the Willmar Substation transmission assets.

MCR representatives Kennedy, Pardikes, and Glowacki outlined the following elements contained in the presentation: 1) project background; 2) project objective; 3) project deliverables; 4) project approach for the neutral investment position calculation; 5) analysis assumptions; 6) analysis results; and, 7) conclusions.

Analytical data was reviewed which contained projected tariff costs, projected revenues from WMU's Attachment O and current investments, various rate factors, and financial valuation of the Willmar Substation facilities/assets. The basic conclusion was that WMU is significantly underinvested in the transmission grid which ultimately results in WMU paying more in transmission tariffs than it earns in transmission revenues. The goal to be fully invested would be to offset transmission tariffs paid with transmission revenues earned.

Following extensive discussion, Commissioner Holtz offered a motion to accept the results of MCR's Transmission Revenue Neutrality Analysis & Willmar Substation Financial Evaluation report and associated data as presented and to authorize Staff to proceed with negotiating an MOU with GRE. Commissioner Mattern seconded the motion which carried by a vote of three ayes and zero nays.

## **2. Introduction of the Local Generation Study Results (Burns & McDonnell):**

General Manager Hompe presented a request to the WMU Planning Committee to schedule a Committee meeting prior to the April 27<sup>th</sup> MUC meeting (between April 13-24) to discuss the results of the Local Generation Study conducted by Burns & McDonnell. The intent of this meeting would be to understand the process of creating logical scenarios for local generation in Willmar and how the economic and reliability costs would be impacted in each scenario. Tentative dates were discussed to conduct the meeting which would include a presentation by Burns & McDonnell (via teleconference).

## **3. Miscellaneous:**

Director of Finance Hunstad and General Manager Hompe recently met with the City of Willmar Staff to strategically discuss a different methodology for looking at the Payment In Lieu of Taxes (PILOT). The previous two-year contract expired at the end of 2014. It appears a one-year interim agreement may need to be established with dialog to begin in establishing a new method for determining future PILOT payments. One possible option would be to base the payment on growth or changes in kilowatt hours sold rather than on net assets. The annual PILOT is a major budgetary item which is ultimately reflected in the rates paid by the customers of WMU.

## **Adjournment:**

Following discussion, Commissioner Nagel offered a motion to adjourn the meeting of the WMU Planning Committee at 1:20 p.m. Commissioner Mattern seconded, and the motion was carried by a vote of three ayes and zero nays.

**WILLMAR PLANNING COMMISSION  
CITY OF WILLMAR, MN  
WEDNESDAY, APRIL 8, 2015**

**MINUTES**

1. The Willmar Planning Commission met on Wednesday, April 8, 2015, at 7:00 p.m. at the Willmar City Offices Conference Room #2.

**\*\* Members Present:** Andrew Engan, Scott Thaden, Gary Geiger, Bob Poe, Steve Gardner, Rolf Standfuss, and Aaron Larson.

**\*\*Members Absent:** Margaret Fleck, and Randy Czarnetzki.

**\*\* Others Present:** Todd Kleinhuizen, Lon Negen, Charles O. Miller, Sherron Thein, Kenneth T. Paschke, and Megan DeSchepper- Planner

2. MINUTES: The minutes of the March 25, 2015 meeting were inadvertently omitted from the meeting packets.

Mr. Standfuss made a motion, seconded by Mr. Larson, to table the minutes until the next meeting to review them.

The motion carried.

3. THEIN HOUSE MOVE PLAN REVIEW- FILE NO. 15-04: Sherron Thein, presented a request for plan review for a house move of a single story home onto property legally described as follows: Lots 1-2, Block 12, Spicer Addition (600 4<sup>th</sup> St. SE). The property is zoned R-2 (One and Two Family Residential) and Ms. Thein will rent the property as a duplex. Predominate setback will be met along 4<sup>th</sup> St. SE and Minnesota Ave. SE. They will not be removing the grade that currently exists on the site. Ms. Thein will be putting in a cement driveway and sidewalk and will eventually remove the existing single stall garage and replace it with a double stall garage.

No one appeared to speak for or against the request.

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

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

- A. The main floor elevations above finished grade shall be consistent with those of nearby houses.
- B. The deadline for completing all exterior work i.e., house exterior, driveway, sidewalk, landscaping, etc. shall be August 1, 2015.
- C. A performance bond or certified check in the amount of \$2,500 shall be submitted to the City prior to issuance of a building permit) as security to ensure completion

- of the exterior work.
- D. The water and sewer hook-up plans shall be submitted for review and approval by the Engineering Department prior to issuance of a building permit.
  - E. The use shall conform to all applicable local, state, and federal laws and regulations.

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

The motion carried.

4. WILLMAR CHRISTIAN REFORMED CHURCH ADDITION CONDITIONAL USE PERMIT- FILE NO. 15-03: The public hearing opened at 7:10 p.m. Lon Negen, of Negen Associates, presented the site plan for the proposed sanctuary removal and new sanctuary and classroom addition onto the existing facility conditional use permit request on behalf of Willmar Christian Reformed Church on property legally described follows: part of the SW ¼ of SW ¼ of NE ¼ Section 22, Township 119, Range 35 (1708 8<sup>th</sup> St. SW). The main purpose of the new sanctuary is to make the facility more accessible. There will be an additional 12-15 parking stalls and the exterior architectural style will be architectural wall panels and EIFS.

Ken Paschke, 1608 8<sup>th</sup> St. SW, had some concerns about additional parking stalls adding to water issues down 8<sup>th</sup> St. SW. Mr. Negen stated the parking lot will now be curbed to direct water to appropriate areas as approved the Engineering Department.

With no further comments from the public the hearing was closed at 7:15 p.m.

Mr. Geiger made a motion, seconded by Mr. Gardner, to approve the conditional use permit with the following condition:

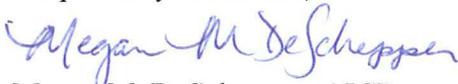
- A. The use shall meet all applicable local, state, and federal laws and regulations.

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

The motion carried.

5. There being no further business to come before the Commission, the meeting adjourned at 7:17 p.m.

Respectfully submitted,



Megan M. DeSchepper, AICP  
Planner/Airport Manager

**PLANNING COMMISSION-APRIL 8, 2015**

**STAFF COMMENTS**

1. THEIN HOUSE MOVE PLAN REVIEW- FILE NO. 15-04:

- The applicant is Sherron Thein, Clara City, MN.
- The applicant wishes to move a one story home onto property legally described as follows: Lots 1-2, Block 12, Spicer Addition (600 4<sup>th</sup> St. SE).
- The property is zoned R-2 (One and Two Family Residential).
- The applicant plans on renting the home as a duplex.
- It appears the required setbacks will be met on the rear and interior side, with the front setback along Minnesota Ave. SE and 4<sup>th</sup> St. SE meeting the predominate setback in the neighborhood.
- The applicant proposes a driveway at this time with a proposed detached garage in the future. The current small garage would be removed when the new garage would be added.
- Four off-street parking spaces are required. The sidewalk and driveway will be cement.
- The Planning Commission can assign a performance bond or other security to ensure that the exterior improvements are completed and done in a timely fashion. When will house be moved?
- Water and sewer hook-ups and plan shall be submitted for review and approval by the Engineering Department prior to issuance of a building permit.

RECOMMENDATION: to approve the house move with the following conditions:

- A. The main floor elevations above finished grade shall be consistent with those of nearby houses.
- B. The deadline for completing all exterior work i.e. house exterior, driveway, sidewalk, landscaping, etc. shall be August 1, 2015?
- C. A performance bond or certified check in the amount of \$2,500 shall be submitted to the City (prior to the issuance of a building permit) as security to ensure completion of the exterior work.
- D. The water and sewer hook-up plans shall be submitted for review and approval by the Engineering Department prior to issuance of a building permit.
- E. The use shall conform to all applicable local, state, and federal laws and regulations.

2. WILLMAR CHRISTIAN REFORMED CHURCH ADDITION CONDITIONAL USE PERMIT- FILE NO. 15-03:

- The applicant is Willmar Christian Reformed Church, Willmar, MN.
- The applicant proposes removing the existing sanctuary and adding on a new worship space and classrooms on property legally described as follows: part of SW ¼ of SW ¼ of NE ¼, Section 22, Township 119, Range 35 (1708 8<sup>th</sup> St. SW).

- The property is zoned R-2 (One and Two Family Residential) and churches are a permitted use with a conditional use permit. The project is significant and thus requires a conditional use permit and review.
  - The property is accessed via 8<sup>th</sup> and 9<sup>th</sup> St. SW.
  - The architecture and design will be in keeping with other worship facilities in the area.  
Materials?
  - Landscape plan?
  - Drainage plans/comments, have all been submitted/met as requested by the Engineering Department.
  - There is a total of 97 parking spaces proposed, some of which are across 8<sup>th</sup> St. SW on another piece of property. It appears that there were 45 parking spaces on the main property and there will be 70 once the project is completed. Seating capacity? 1 space for each three seats.
  - Hours of worship, amplified music?
  - Any sign changes will require a sign permit and will be ancillary from plan review.
- RECOMMENDATION: Approve the conditional use permit with the following conditions:
- A. The use shall meet all applicable local, state, and federal laws and regulations.

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
ALEX AIR APPARATUS INC			002061											
	42396	04/16/15	ROPE	245.10		27407		D	N				GENERAL SUPPLIES	101.42412.0229
AMERICAN WELDING & GAS I			000057											
	42397	04/16/15	FIRE EXTINGUISHER INSP.	633.95		03154125		D	N				MTCE. OF EQUIPME	101.45433.0334
	42397	04/16/15	WELDING GAS	36.64		03186524		D	N				GENERAL SUPPLIES	101.43425.0229
	42397	04/16/15	WELDING GAS	21.92		03186792		D	N				GENERAL SUPPLIES	101.43425.0229
			VENDOR TOTAL	692.51										
				692.51										
AMERIPRIDE LINEN & APPAR			000051											
	42398	04/16/15	TOWEL SERVICE	25.70		2200622801		D	N				CLEANING AND WAS	101.43425.0338
	42398	04/16/15	TOWEL SERVICE	25.00		2200622803		D	N				CLEANING AND WAS	101.43425.0338
	42398	04/16/15	TOWEL SERVICE	25.70		2200628234		D	N				CLEANING AND WAS	101.43425.0338
	42398	04/16/15	TOWEL SERVICE	25.00		2200628238		D	N				CLEANING AND WAS	101.43425.0338
			VENDOR TOTAL	101.40										
				101.40										
ANDERSON LAW OFFICES			002954											
	42399	04/16/15	LEGAL SERVICES-MARCH	10,063.43		STMT/3-15		D	M	07			PROFESSIONAL SER	101.41406.0446
ANNUAL OUTDOORS			002672											
	42400	04/16/15	SNOW REMOVAL	15.00		1033		D	M	07			OTHER SERVICES	101.41409.0339
BACKES TECHNOLOGY SERVIC			000087											
	42401	04/16/15	CAT 5E WIRE RUN-PARTS	85.00		13808		D	N				MTCE. OF STRUCTU	101.45427.0225
	42401	04/16/15	CAT 5E WIRE RUN-LABOR	340.00		13808		D	N				MTCE. OF STRUCTU	101.45427.0335
	42401	04/16/15	CHECKED FAX LINE-PARTS	11.00		13809		D	N				MTCE. OF STRUCTU	101.45433.0225
	42401	04/16/15	CHECKED FAX LINE-LABOR	170.00		13809		D	N				MTCE. OF STRUCTU	101.45433.0335
			VENDOR TOTAL	606.00										
				606.00										
BATTERY WHOLESALE INC			002860											
	42402	04/16/15	VARDA ALARM BATTERY	9.99		6131WIL		D	N				MTCE. OF EQUIPME	101.42411.0224
BEHRENBRINKER/STEPHEN C			003160											
	42403	04/16/15	ASSESSING SERVICES	2,800.00		040115		D	M	07			PROFESSIONAL SER	101.41404.0446
BERNICK'S PEPSI-COLA CO			000103											
	42404	04/16/15	CONCESSION SUPPLIES	202.80		20352		D	N				GENERAL SUPPLIES	101.45433.0229
BME LAB AND SCIENCE			002850											
	42405	04/16/15	AUTOCLAVE CALIBRATION	670.00		49362		D	N				MTCE. OF EQUIPME	651.48484.0334
BOLLIG INC			002999											
	42406	04/16/15	L.S. DESIGN SERVICES	11,148.00		3068		D	N				PROFESSIONAL SER	432.48504.0446
BOLTON & MENK INC			001010											
	42407	04/16/15	WILLMAR AVE IMPROVEMEN	2,595.50		0176311		D	N				PROFESSIONAL SER	413.48452.0446

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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
BOLTON & MENK INC			001010											
	42407	04/16/15	12TH ST SE IMPROVEMENTS	175.00		0176313		D	N				PROFESSIONAL SER	414.48454.0446
	42407	04/16/15	IND. PARK 4TH ADDITION	3,236.00		0176313		D	N				PROFESSIONAL SER	414.48455.0446
			VENDOR TOTAL	6,006.50										
				6,006.50										
BSE			001980											
	42408	04/16/15	LIGHT BULBS-RUNWAY LTS	74.28		909059324		D	N				MTCE. OF OTHER I	230.43430.0226
	42408	04/16/15	BALLAST	50.91		909062423		D	N				MTCE. OF STRUCTU	101.42412.0225
	42408	04/16/15	LIGHT BULBS	175.24		909065358		D	N				MTCE. OF STRUCTU	101.45427.0225
	42408	04/16/15	ELECTRICAL TAPE	18.44		909074336		D	N				SMALL TOOLS	101.45433.0221
	42408	04/16/15	ELEC PLUG PARTS	40.06		909074741		D	N				MTCE. OF EQUIPME	101.45433.0224
	42408	04/16/15	ELEC PARTS FOR BLDG	12.73		909099208		D	N				MTCE. OF STRUCTU	101.45433.0225
	42408	04/16/15	ELEC PARTS FOR BLDG	14.90		909102604		D	N				MTCE. OF STRUCTU	101.45427.0225
	42408	04/16/15	ELEC PARTS FOR BLDG	21.06		909113422		D	N				MTCE. OF STRUCTU	101.45433.0225
			VENDOR TOTAL	407.62										
				407.62										
BUTTERFIELD/JIM			.02114											
	42409	04/16/15	SIOUX FALLS SPORTS SHOW	578.60		033115		D	N				TRAVEL-CONF.-SCH	208.45006.0333
C D & T INC AUTO PARTS			000145											
	42410	04/16/15	FLOOR DRY	41.88		931449		D	N				GENERAL SUPPLIES	101.42412.0229
	42410	04/16/15	#080492-SPRING/EYE BOLTS	67.88		931552		D	N				MTCE. OF EQUIPME	101.43425.0224
			VENDOR TOTAL	109.76										
				109.76										
CALVIN/MARVIN B			001998											
	42411	04/16/15	MILEAGE 3/25/15	118.45		040115		D	N				TRAVEL-CONF.-SCH	101.41401.0333
CARD SERVICES			002552											
	42412	04/16/15	PLANT-VIGIL FUNERAL	44.89		030510		D	N				GENERAL SUPPLIES	101.41409.0229
	42412	04/16/15	LATE FEE	12.50		030510		D	N				OTHER CHARGES	101.43417.0449
			VENDOR TOTAL	57.39										
				57.39										
CARDMEMBER SERVICE			002365											
	42413	04/16/15	STEVENS-PUB. POLICY MTG	12.00		STMT/3-14		D	N				TRAVEL-CONF.-SCH	101.41400.0333
	42413	04/16/15	WE LEAD CONF REGIS.	11.00		STMT/3-14		D	N				TRAVEL-CONF.-SCH	101.41400.0333
	42413	04/16/15	WE LEAD CONF REGIS.	11.00		STMT/3-14		D	N				TRAVEL-CONF.-SCH	101.42412.0333
	42413	04/16/15	SEAN-PUB. POLICY MTG	12.00		STMT/3-14		D	N				TRAVEL-CONF.-SCH	101.43417.0333
	42413	04/16/15	SEAN-MNDOT MEETING	15.89		STMT/3-14		D	N				TRAVEL-CONF.-SCH	101.43417.0333
	42413	04/16/15	WE LEAD CONF REGIS.	11.00		STMT/3-14		D	N				TRAVEL-CONF.-SCH	101.43425.0333
	42413	04/16/15	WE LEAD CONF REGIS.	11.00		STMT/3-14		D	N				TRAVEL-CONF.-SCH	651.48484.0333
	42413	04/16/15	TONER FOR FAX MACHINE	94.00		STMT/3-15		D	N				OFFICE SUPPLIES	101.42411.0220
	42413	04/16/15	COFFEE MAKER	116.49		STMT/3-15		D	N				SMALL TOOLS	101.42411.0221
	42413	04/16/15	CITIZEN RECOG. PROGRAM	1,032.00		STMT/3-15		D	N				GENERAL SUPPLIES	101.42411.0229
	42413	04/16/15	VANDERHAGEN-LODGING	186.80		STMT/3-15		D	N				TRAVEL-CONF.-SCH	101.42411.0333
	42413	04/16/15	JAHNKE-LODGING EXPENSE	188.22		STMT/3-15		D	N				TRAVEL-CONF.-SCH	101.42411.0333
	42413	04/16/15	HENDRICKSON-MEAL EXPENSE	10.08		STMT/3-15		D	N				TRAVEL-CONF.-SCH	101.42412.0333

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CHECK#	DATE												
CARDMEMBER	SERVICE	002365											
42413	04/16/15	DONUTS-EMT PARTICIPANTS	5.48		STMT/3-15		D	N				TRAVEL-CONF.-SCH	101.42412.0333
42413	04/16/15	EMT REFRESHER COURSE	162.50		STMT/3-15		D	N				TRAVEL-CONF.-SCH	101.42412.0333
42413	04/16/15	HENDRICKSON-MEAL EXPENSE	5.97		STMT/3-15		D	N				TRAVEL-CONF.-SCH	101.42412.0333
42413	04/16/15	PARKING EXPENSE	7.00		STMT/3-15		D	N				TRAVEL-CONF.-SCH	101.42412.0333
42413	04/16/15	HAZ MAT TRAINING-MEALS	52.86		STMT/3-15		D	N				TRAVEL-CONF.-SCH	101.42412.0333
42413	04/16/15	HAZ MAT TRAINING-MEALS	43.51		STMT/3-15		D	N				TRAVEL-CONF.-SCH	101.42412.0333
42413	04/16/15	HAZ MAT TRAINING-MEALS	96.19		STMT/3-15		D	N				TRAVEL-CONF.-SCH	101.42412.0333
42413	04/16/15	POP FOR HAZ MAT TRNG	12.83		STMT/3-15		D	N				TRAVEL-CONF.-SCH	101.42412.0333
42413	04/16/15	MELIN-HAZ MAT RECERTIF.	20.00		STMT/3-15		D	N				TRAVEL-CONF.-SCH	101.42412.0333
42413	04/16/15	2015 MSFCA MBRSHP DUES	435.00		STMT/3-15		D	N				SUBSCRIPTIONS AN	101.42412.0443
42413	04/16/15	2015 AMEM MBRSHP DUES	260.00		STMT/3-15		D	N				SUBSCRIPTIONS AN	101.42412.0443
42413	04/16/15	CONCESSION SUPPLIES	27.96		STMT/3-15		D	N				GENERAL SUPPLIES	101.45433.0229
42413	04/16/15	CONCESSION SUPPLIES	158.14		STMT/3-15		D	N				GENERAL SUPPLIES	101.45433.0229
42413	04/16/15	CONCESSION SUPPLIES	67.74		STMT/3-15		D	N				GENERAL SUPPLIES	101.45433.0229
42413	04/16/15	CONCESSION SUPPLIES	30.03		STMT/3-15		D	N				GENERAL SUPPLIES	101.45433.0229
42413	04/16/15	CONCESSION SUPPLIES	14.68		STMT/3-15		D	N				GENERAL SUPPLIES	101.45433.0229
42413	04/16/15	MIAMA WORKSHOP REGIS.	60.00		STMT/3-15		D	N				TRAVEL-CONF.-SCH	101.45433.0333
42413	04/16/15	AIRFARE-ISI NAT'L CONF.	382.20		STMT/3-15		D	N				TRAVEL-CONF.-SCH	101.45433.0333
42413	04/16/15	CIERNIA-ISI CONF REGIS.	450.00		STMT/3-15		D	N				TRAVEL-CONF.-SCH	101.45433.0333
42413	04/16/15	CAR RENTAL-NAT'L CONF.	159.09		STMT/3-15		D	N				TRAVEL-CONF.-SCH	101.45433.0333
42413	04/16/15	CONCESSION SUPPLIES	33.08		STMT/3-15		D	N				TRAVEL-CONF.-SCH	101.45433.0333
42413	04/16/15	CONCESSION SUPPLIES	100.82		STMT/3-15		D	N				TRAVEL-CONF.-SCH	101.45433.0333
42413	04/16/15	PETERSON-AIRFARE EXP.	634.70		STMT/3-15		D	N				TRAVEL-CONF.-SCH	101.41402.0333
42413	04/16/15	PETERSON-METRO RAIL	20.00		STMT/3-15		D	N				TRAVEL-CONF.-SCH	101.41402.0333
42413	04/16/15	AIRPORT PARKING FEE	16.00		STMT/3-15		D	N				TRAVEL-CONF.-SCH	101.41402.0333
42413	04/16/15	PETERSON-MEAL EXPENSES	22.55		STMT/3-15		D	N				TRAVEL-CONF.-SCH	101.41402.0333
42413	04/16/15	KARDELL-RECERTIF. FEE	75.00		STMT/3-15		D	N				SUBSCRIPTIONS AN	101.41402.0443
42413	04/16/15	SAMSUNG TABLET	636.76		STMT/3-15		D	N				SMALL TOOLS	101.41404.0221
42413	04/16/15	LAPTOP CASE/BAG	37.98		STMT/3-15		D	N				OFFICE SUPPLIES	101.41409.0220
42413	04/16/15	IPAD KEYBOARDS	63.97		STMT/3-15		D	N				SMALL TOOLS	101.41409.0221
42413	04/16/15	IPAD AND KEYBOARD	158.92		STMT/3-15		D	N				SMALL TOOLS	101.41409.0221
42413	04/16/15	CARD READER	91.08		STMT/3-15		D	N				SMALL TOOLS	101.41409.0221
42413	04/16/15	VIDEO SPLITTER	40.93		STMT/3-15		D	N				SMALL TOOLS	101.41409.0221
42413	04/16/15	CABLES	20.17		STMT/3-15		D	N				SMALL TOOLS	101.41409.0221
42413	04/16/15	VIDEO SPLITTER	50.97		STMT/3-15		D	N				SMALL TOOLS	101.41409.0221
42413	04/16/15	CABLE ADAPTER	16.37		STMT/3-15		D	N				SMALL TOOLS	101.41409.0221
42413	04/16/15	DVD PLAYER	579.49		STMT/3-15		D	N				SMALL TOOLS	101.41409.0221
42413	04/16/15	CONF RM 2-MOUSE/KEYBRD	134.11		STMT/3-15		D	N				SMALL TOOLS	101.41409.0221
42413	04/16/15	SHIPPING CHARGES	9.06		STMT/3-15		D	N				POSTAGE	101.41409.0223
42413	04/16/15	CELL PHONE BATTERY	8.19		STMT/3-15		D	N				GENERAL SUPPLIES	101.41409.0229
42413	04/16/15	CZECH-SCHWANDT IT TRNG	99.00		STMT/3-15		D	N				TRAVEL-CONF.-SCH	101.41409.0333
42413	04/16/15	TRAINING VIDEO SERIES	37.50		STMT/3-15		D	N				TRAVEL-CONF.-SCH	101.41409.0333
42413	04/16/15	TRAINING VIDEO SERIES	37.50		STMT/3-15		D	N				TRAVEL-CONF.-SCH	101.41409.0333
42413	04/16/15	EXT. WARRANTY ON EQUIP	5.82		STMT/3-15		D	N				MTCE. OF EQUIPME	101.41409.0334
42413	04/16/15	BROADCASTER SUBSCRIP.	49.00		STMT/3-15		D	N				SUBSCRIPTIONS AN	101.41409.0443
42413	04/16/15	RENEWED DOMAIN NAME	125.00		STMT/3-15		D	N				SUBSCRIPTIONS AN	101.41409.0443
42413	04/16/15	WEBSITE HOSTING FEE	94.68		STMT/3-15		D	N				PROFESSIONAL SER	101.41409.0446
42413	04/16/15	TV MOUNTS	50.95		STMT/3-15		D	N				SMALL TOOLS	101.42411.0221
42413	04/16/15	LABEL MAKER	54.00		STMT/3-15		D	N				SMALL TOOLS	101.42411.0221







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FLAHERTY & HOOD P.A.			001449											
	42440	04/16/15	PROFESSIONAL SERVICES	14,177.37		7722		D	M	07			PROFESSIONAL SER	101.41406.0446
FLATTEN/CHRISTOPHER			002647											
	42441	04/16/15	FUEL REIMBURSEMENT	10.10		677		D	N				MOTOR FUELS AND	101.42411.0222
	42441	04/16/15	K-9 TRAINING 4/6-4/10	79.07		677		D	N				TRAVEL-CONF.-SCH	101.42411.0333
				89.17										
			VENDOR TOTAL	89.17										
FRANCOTYP-POSTALIA INC			001791											
	42442	04/16/15	POSTAGE METER RENTAL	174.21		RI102363900		D	N				RENTS	101.42411.0440
GENERAL MAILING SERVICES			000293											
	42443	04/16/15	POSTAGE	21.25		14881		D	N				POSTAGE	101.42412.0223
	42443	04/16/15	POSTAGE	111.66		14945		D	N				POSTAGE	208.45006.0223
	42443	04/16/15	POSTAGE	7.26		14946		D	N				POSTAGE	101.42411.0223
	42443	04/16/15	POSTAGE	4.13		14990		D	N				POSTAGE	208.45005.0223
	42443	04/16/15	POSTAGE	2,540.86		14991		D	N				POSTAGE	208.45006.0223
			VENDOR TOTAL	2,685.16										
				2,685.16										
GOV DEALS			.02239											
	42444	04/16/15	GOV'T AUCTION FEE	847.50		7419-032015		D	N				PROFESSIONAL SER	101.43417.0446
GRAINGER INC			000786											
	42445	04/16/15	JOTS #2 HVAC AIR FLTRS	35.40		9703388539		D	N				MTCE. OF EQUIPME	651.48485.0224
HALLIDAY *PETTY CASH/KE			000318											
	42446	04/16/15	TO REIMBURSE PETTY CASH	17.00		041415		D	N				TRAVEL-CONF.-SCH	101.41400.0333
	42446	04/16/15	TO REIMBURSE PETTY CASH	20.93		041415		D	N				OFFICE SUPPLIES	101.41401.0220
	42446	04/16/15	TO REIMBURSE PETTY CASH	5.00		041415		D	N				TRAVEL-CONF.-SCH	101.41401.0333
	42446	04/16/15	TO REIMBURSE PETTY CASH	20.00		041415		D	N				TRAVEL-CONF.-SCH	101.41403.0333
	42446	04/16/15	TO REIMBURSE PETTY CASH	124.50		041415		D	N				LICENSES AND TAX	101.42411.0445
			VENDOR TOTAL	187.43										
				187.43										
HARDWARE HANK EXPRESS			000452											
	42447	04/16/15	BATTERIES	54.97		030415		D	N				GENERAL SUPPLIES	101.41408.0229
	42447	04/16/15	BLDG MTCE-PARTS	19.47		030415		D	N				MTCE. OF STRUCTU	101.45435.0225
	42447	04/16/15	SOFTSOAP PUMP	8.67		030515		D	N				GENERAL SUPPLIES	101.41409.0229
	42447	04/16/15	GORILLA TAPE/SUPPLIES	12.57		031015		D	N				MTCE. OF EQUIPME	101.43425.0224
	42447	04/16/15	TENNIS NET ROPE	14.25		031015		D	N				MTCE. OF EQUIPME	101.43425.0224
	42447	04/16/15	SUPPLIES	3.49		031015		D	N				GENERAL SUPPLIES	101.45435.0229
	42447	04/16/15	TRASH CANS	59.98		031315		D	N				GENERAL SUPPLIES	101.45427.0229
	42447	04/16/15	MAT'L FOR TRAILER	27.99		031615		D	N				MTCE. OF EQUIPME	101.43425.0224
	42447	04/16/15	MOUNTING TAPE	7.98		031615		D	N				GENERAL SUPPLIES	101.45435.0229
	42447	04/16/15	PLUMBING PARTS	9.98		031815		D	N				MTCE. OF STRUCTU	101.43425.0225
	42447	04/16/15	PLUMBING PARTS	28.98		031915		D	N				MTCE. OF STRUCTU	101.43425.0225

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HARDWARE HANK EXPRESS			000452											
	42447	04/16/15	ICE MELT/SUPPLIES	35.48		032315		D	N				GENERAL SUPPLIES	101.41408.0229
	42447	04/16/15	SUPPLIES	0.99		032315		D	N				GENERAL SUPPLIES	101.41408.0229
	42447	04/16/15	STEP LADDER	84.99		032315		D	N				SMALL TOOLS	101.45427.0221
	42447	04/16/15	PADLOCKS	128.76		032415		D	N				GENERAL SUPPLIES	101.43425.0229
	42447	04/16/15	NUTS/BOLTS/FASTENERS	3.30		032515		D	N				MTCE. OF EQUIPME	101.45427.0224
	42447	04/16/15	TRASH CANS	89.97		032515		D	N				GENERAL SUPPLIES	101.45427.0229
	42447	04/16/15	SUPPLIES	6.99		033015		D	N				GENERAL SUPPLIES	101.41408.0229
	42447	04/16/15	BATTERIES	29.98		033015		D	N				GENERAL SUPPLIES	101.41409.0229
	42447	04/16/15	KEYS FOR BLDG	14.14		033015		D	N				MTCE. OF STRUCTU	651.48484.0225
	42447	04/16/15	ROPE	12.98		033215		D	N				GENERAL SUPPLIES	101.45432.0229
				655.91										
			VENDOR TOTAL	655.91										
														*CHECK TOTAL
HAWKINS INC			000325											
	42448	04/16/15	FERRIC CHLORIDE	4,634.02		3710706	RI	D	N				GENERAL SUPPLIES	651.48484.0229
	42448	04/16/15	FERRIC CHLORIDE	4,666.96		3712152	RI	D	N				GENERAL SUPPLIES	651.48484.0229
				9,300.98										
			VENDOR TOTAL	9,300.98										
														*CHECK TOTAL
HEGLUND CATERING			002036											
	42449	04/16/15	HAZ MAT TRNG-MEALS	192.38		8270		D	N				TRAVEL-CONF.-SCH	101.42412.0333
HEIMAN FIRE EQUIPMENT IN			000330											
	42450	04/16/15	BATTERIES	289.60		0833191		D	N				GENERAL SUPPLIES	101.42412.0229
HELGESON/JOSHUA			002616											
	42451	04/16/15	SOTA TRAINING	17.70		683		D	N				TRAVEL-CONF.-SCH	101.42411.0333
HENDRICKSON *PETTY CASH/			002975											
	42452	04/16/15	TO REIMBURSE PETTY CASH	6.49		040715		D	N				POSTAGE	101.42412.0223
	42452	04/16/15	TO REIMBURSE PETTY CASH	6.98		040715		D	N				SUBSISTENCE OF P	101.42412.0227
	42452	04/16/15	TO REIMBURSE PETTY CASH	21.00		040715		D	N				TRAVEL-CONF.-SCH	101.42412.0333
				34.47										
			VENDOR TOTAL	34.47										
														*CHECK TOTAL
HIGH POINT NETWORKS INC			002299											
	42453	04/16/15	PHONE BUTTON BOX	251.85		73109		D	N				SMALL TOOLS	101.41409.0221
HILLYARD FLOOR CARE SUPP			000333											
	42454	04/16/15	SUPPLIES	81.61		601559402		D	N				GENERAL SUPPLIES	101.45435.0229
	42454	04/16/15	FLOOR SCRUBBER REPAIR	7.00		700175737		D	N				MTCE. OF STRUCTU	101.45427.0225
	42454	04/16/15	FLOOR SCRUBBER REPAIR	210.00		700175737		D	N				MTCE. OF EQUIPME	101.45427.0334
				298.61										
			VENDOR TOTAL	298.61										
														*CHECK TOTAL
HYDRITE CHEMICAL CO			002837											
	42455	04/16/15	ANTI FOAM	924.00		01790728		D	N				GENERAL SUPPLIES	651.48484.0229



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KANDIYOHI CO SURVEYOR			.02240											
	42469	04/16/15	MAPPED GEOGRAPHIC AREA	200.00		ESCIWFD		D	N				PROFESSIONAL SER	101.42412.0446
KANDIYOHI CO-OP ELECTRIC			000375											
	42470	04/16/15	WELCOME TO WILLMAR SIGN	64.56		STMT/4-15		D	N				UTILITIES	101.43425.0332
	42470	04/16/15	CO RD 23/HWY 71 BYPASS	145.00		STMT/4-15		D	N				UTILITIES	101.43425.0332
	42470	04/16/15	ELEC SERV-LIFT STATIONS	816.00		STMT/4-15		D	N				UTILITIES	651.48485.0332
	42470	04/16/15	ELEC SERV-SECURITY LIGHT	36.00		STMT/4-15		D	N				UTILITIES	651.48486.0332
				1,061.56										
			VENDOR TOTAL	1,061.56										
														*CHECK TOTAL
KING'S ELECTRIC LLC			003138											
	42471	04/16/15	REPL 27 EXIT/EMERG. LT	4,552.13		032615		D	M	07			MTCE. OF STRUCTU	101.45427.0335
	42471	04/16/15	REPL. 2 BALLASTS-LABOR	65.00		95		D	M	07			MTCE. OF STRUCTU	101.42412.0335
				4,617.13										
			VENDOR TOTAL	4,617.13										
														*CHECK TOTAL
KRIS ENGINEERING INC			002498											
	42472	04/16/15	CUTTING EDGES	173.76		25171		D	N				MTCE. OF EQUIPME	101.43425.0224
LAKESIDE PRESS			001646											
	42473	04/16/15	LETTERHEAD	284.77		5068		D	N				OFFICE SUPPLIES	101.41400.0220
	42473	04/16/15	5,000 WINDOW ENVELOPES	370.30		5068		D	N				OFFICE SUPPLIES	741.48001.0220
	42473	04/16/15	5,000 REGULAR ENVELOPES	356.92		5068		D	N				OFFICE SUPPLIES	741.48001.0220
				1,011.99										
			VENDOR TOTAL	1,011.99										
														*CHECK TOTAL
LANGNER/LUKE			003070											
	42474	04/16/15	MNDOT BIT STREET TRNG	246.68		041515		D	N				TRAVEL-CONF.-SCH	101.43417.0333
	42474	04/16/15	LSIT LICENSE	269.96		041515		D	N				LICENSES AND TAX	101.43417.0445
				516.64										
			VENDOR TOTAL	516.64										
														*CHECK TOTAL
LEAGUE OF MN CITIES			000412											
	42475	04/16/15	NELSEN-CONF REGIS.	325.00		215963		D	N				TRAVEL-CONF.-SCH	101.41401.0333
LIEN/EMILY			003041											
	42476	04/16/15	MASS APPRAISAL BASICS	380.00		041615		D	N				TRAVEL-CONF.-SCH	101.41404.0333
	42476	04/16/15	BASIC APPRAISAL PROC.	430.00		041615		D	N				TRAVEL-CONF.-SCH	101.41404.0333
				810.00										
			VENDOR TOTAL	810.00										
														*CHECK TOTAL
LIVINGOOD/ROSS			002380											
	42477	04/16/15	SOTA CONFERENCE	18.00		742		D	N				TRAVEL-CONF.-SCH	101.42411.0333
LOGE SEED FARM			000418											
	42478	04/16/15	STRAW FOR TREE PLANTING	48.00		4631		D	M	07			GENERAL SUPPLIES	101.43425.0229







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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
PLUMBING & HEATING OF WI			000618											
	42500	04/16/15	REPAIR SHOWER VALVE	0.50		19854		D	N				MTCE. OF STRUCTU	101.42412.0225
	42500	04/16/15	REPAIR SHOWER VALVE	127.50		19854		D	N				MTCE. OF STRUCTU	101.42412.0335
			VENDOR TOTAL	240.59		*CHECK TOTAL								
PLUNKETT'S PEST CONTROL			000620											
	42501	04/16/15	PEST CONTROL SERVICES	98.28		4010790		D	N				PREPAID EXPENSES	101.128000
	42501	04/16/15	PEST CONTROL SERVICES	295.02		4010790		D	N				PROFESSIONAL SER	101.41408.0446
			VENDOR TOTAL	393.30		*CHECK TOTAL								
PREMIUM WATERS INC			000374											
	42502	04/16/15	DRINKING WATER	85.00		329949/3-15		D	N				SUBSISTENCE OF P	101.42412.0227
	42502	04/16/15	SOFTENER SALT	12.00		329949/3-15		D	N				GENERAL SUPPLIES	101.42412.0229
			VENDOR TOTAL	97.00		*CHECK TOTAL								
PRINT MASTERS			000624											
	42503	04/16/15	VISITOR INQUIRY SHEETS	59.75		79139		D	N				PRINTING AND PUB	208.45005.0331
PRO ACTION			001782											
	42504	04/16/15	HANDCUFF/CHAIN	32.99		12930		D	N				SUBSISTENCE OF P	101.42411.0227
RAILROAD MANAGEMENT CO I			002582											
	42505	04/16/15	SEWER PIPELINE LEASE	282.95		318727		D	N				PREPAID EXPENSES	101.128000
	42505	04/16/15	SEWER PIPELINE LEASE	282.96		318727		D	N				RENTS	101.43425.0440
			VENDOR TOTAL	565.91		*CHECK TOTAL								
RICE HOSPITAL			001166											
	42506	04/16/15	PROFESSIONAL SERVICES	34.09		5666		D	N				PROFESSIONAL SER	101.42411.0446
RICE HOSPITAL			002761											
	42507	04/16/15	BLOOD TYPING	20.00		5543		D	N				SUBSISTENCE OF P	651.48484.0337
RIDGEWATER COLLEGE			001136											
	42508	04/16/15	LUFT-HAZ MAT TRAINING	300.00		00192810		D	N				TRAVEL-CONF.-SCH	101.42412.0333
ROAD MACHINERY & SUPPLIE			003161											
	42509	04/16/15	4" TRASH PUMP LEVER	45.07		S33354		D	N				MTCE. OF EQUIPME	651.48485.0224
SERVICE CENTER/CITY OF W			000685											
	42510	04/16/15	EQUIPMENT REPAIR-OIL	12.48		STMT/3-15		D	N				MOTOR FUELS AND	101.41402.0222
	42510	04/16/15	EQUIPMENT REPAIR-LABOR	8.32		STMT/3-15		D	N				MTCE. OF EQUIPME	101.41402.0224
	42510	04/16/15	EQUIPMENT REPAIR-OIL	66.56		STMT/3-15		D	N				MOTOR FUELS AND	101.42411.0222
	42510	04/16/15	EQUIPMENT REPAIR-PARTS	833.82		STMT/3-15		D	N				MTCE. OF EQUIPME	101.42411.0224
	42510	04/16/15	EQUIPMENT REPAIR-PARTS	244.53		STMT/3-15		D	N				MTCE. OF EQUIPME	101.42412.0224
	42510	04/16/15	EQUIPMENT REPAIR-OIL	101.36		STMT/3-15		D	N				MOTOR FUELS AND	101.43425.0222
	42510	04/16/15	EQUIPMENT REPAIR-PARTS	321.08		STMT/3-15		D	N				MTCE. OF EQUIPME	101.43425.0224

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SERVICE CENTER/CITY OF W			000685											
	42510	04/16/15	EQUIPMENT REPAIR-OIL	29.12		STMT/4-15		D	N				MOTOR FUELS AND	101.42411.0222
	42510	04/16/15	EQUIPMENT REPAIR-PARTS	399.37		STMT/4-15		D	N				MTCE. OF EQUIPME	101.42411.0224
	42510	04/16/15	EQUIPMENT REPAIR-OIL	14.56		STMT/4-15		D	N				MOTOR FUELS AND	101.43425.0222
	42510	04/16/15	EQUIPMENT REPAIR-PARTS	41.97		STMT/4-15		D	N				MTCE. OF EQUIPME	101.43425.0224
	42510	04/16/15	TARGETS FOR RIFLE RANGE	110.98		STMT/4-15		D	N				MTCE. OF EQUIPME	101.45427.0224
				2,184.15										
			VENDOR TOTAL	2,184.15										
														*CHECK TOTAL
STAR TRIBUNE			000710											
	42511	04/16/15	MN EXPLORER AD	290.00		I00062218		D	N				OTHER CHARGES	208.45010.0449
STARK PRESERVATION PLNG			003105											
	42512	04/16/15	HISTORIC RESOURCE MITI	3,240.80		328		D	N				PROFESSIONAL SER	205.43451.0446
STERLING WATER-MINNESOTA			000188											
	42513	04/16/15	SOFTENER RENTAL	31.75		112508-9/3-15		D	N				RENTS	101.45435.0440
STREICHER'S			000722											
	42514	04/16/15	AMMUNITION	1,400.00		I1144016		D	N				GENERAL SUPPLIES	101.42411.0229
SURPLUS WAREHOUSE INC			000728											
	42515	04/16/15	TIRES/SPINDLES	311.92		031115		D	N				MTCE. OF EQUIPME	101.43425.0224
	42515	04/16/15	TIRES/SPINDLES	311.92		031815		D	N				MTCE. OF EQUIPME	101.43425.0224
	42515	04/16/15	#154577-HITCH BALL/REC.	60.98		033115		D	N				MTCE. OF EQUIPME	101.43425.0224
	42515	04/16/15	PLANT SUPPLIES	53.94		040215		D	N				GENERAL SUPPLIES	651.48484.0229
	42515	04/16/15	HUSKY APPLICATOR-TIRE	84.99		040215		D	N				MTCE. OF EQUIPME	651.48486.0224
				823.75										
			VENDOR TOTAL	823.75										
														*CHECK TOTAL
SW - WEST CNTRL SERVICES			000892											
	42395	04/14/15	HEALTH INSURANCE-MAY	720.00		C285		D	N				COBRA INS PREMIU	101.120001
	42395	04/14/15	HEALTH INSURANCE-MAY	3,849.00		C285		D	N				EMPLOYER INSUR.	101.41400.0114
	42395	04/14/15	HEALTH INSURANCE-MAY	5,894.02		C285		D	N				EMPLOYER INSUR.	101.41402.0114
	42395	04/14/15	HEALTH INSURANCE-MAY	2,974.71		C285		D	N				EMPLOYER INSUR.	101.41403.0114
	42395	04/14/15	HEALTH INSURANCE-MAY	1,974.26		C285		D	N				EMPLOYER INSUR.	101.41404.0114
	42395	04/14/15	HEALTH INSURANCE-MAY	4,675.26		C285		D	N				EMPLOYER INSUR.	101.41405.0114
	42395	04/14/15	HEALTH INSURANCE-MAY	1,332.00		C285		D	N				EMPLOYER INSUR.	101.41408.0114
	42395	04/14/15	HEALTH INSURANCE-MAY	5,241.26		C285		D	N				EMPLOYER INSUR.	101.41409.0114
	42395	04/14/15	HEALTH INSURANCE-MAY	350.05		C285		D	N				EMPLOYER INSUR.	101.41424.0114
	42395	04/14/15	HEALTH INSURANCE-MAY	7,790.50		C285		D	N				RETIRED EMPLOYEE	101.41428.0818
	42395	04/14/15	HEALTH INSURANCE-MAY	25,875.72		C285		D	N				INS. PASS THROUG	101.41428.0819
	42395	04/14/15	HEALTH INSURANCE-MAY	44,340.26		C285		D	N				EMPLOYER INSUR.	101.42411.0114
	42395	04/14/15	HEALTH INSURANCE-MAY	2,509.00		C285		D	N				EMPLOYER INSUR.	101.42412.0114
	42395	04/14/15	HEALTH INSURANCE-MAY	7,247.26		C285		D	N				EMPLOYER INSUR.	101.43417.0114
	42395	04/14/15	HEALTH INSURANCE-MAY	22,084.02		C285		D	N				EMPLOYER INSUR.	101.43425.0114
	42395	04/14/15	HEALTH INSURANCE-MAY	584.50		C285		D	N				EMPLOYER INSUR.	101.45432.0114
	42395	04/14/15	HEALTH INSURANCE-MAY	4,036.76		C285		D	N				EMPLOYER INSUR.	101.45433.0114
	42395	04/14/15	HEALTH INSURANCE-MAY	344.40		C285		D	N				EMPLOYER INSUR.	101.45435.0114
	42395	04/14/15	HEALTH INSURANCE-MAY	700.14		C285		D	N				EMPLOYER INSUR.	101.45437.0114

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SW - WEST CNTRL SERVICES			000892											
	42395	04/14/15	HEALTH INSURANCE-MAY	12,183.86		C285		D	N				EMPLOYER INSUR.	651.48484.0114
	42395	04/14/15	HEALTH INSURANCE-MAY	1,400.26		C285		D	N				EMPLOYER INSUR.	651.48485.0114
	42395	04/14/15	HEALTH INSURANCE-MAY	1,400.26		C285		D	N				EMPLOYER INSUR.	651.48486.0114
			VENDOR TOTAL	157,507.50										
				157,507.50		*CHECK TOTAL								
TAHER INC			000623											
	42516	04/16/15	VANDERPOL-WELCOME COFFEE	42.73		4156		D	N				GENERAL SUPPLIES	101.41404.0229
TEMPLER/THOMAS			001406											
	42517	04/16/15	MWOA SECTION MEETING	172.25		460		D	N				TRAVEL-CONF.-SCH	651.48484.0333
THOMPSON/JUDY			000949											
	42518	04/16/15	MAAO SEMINAR REGIS.	175.00		040915		D	N				TRAVEL-CONF.-SCH	101.41404.0333
TIRES PLUS			000747											
	42519	04/16/15	DISMOUNT/REMOUNT TIRES	8.00		263795		D	N				MTCE. OF EQUIPME	101.42411.0224
	42519	04/16/15	DISMOUNT/REMOUNT TIRES	48.00		263795		D	N				MTCE. OF EQUIPME	101.42411.0334
	42519	04/16/15	DISMOUNT/REMOUNT TIRES	8.00		263796		D	N				MTCE. OF EQUIPME	101.42411.0224
	42519	04/16/15	DISMOUNT/REMOUNT TIRES	48.00		263796		D	N				MTCE. OF EQUIPME	101.42411.0334
	42519	04/16/15	DISMOUNT/REMOUNT TIRES	8.00		263806		D	N				MTCE. OF EQUIPME	101.42411.0224
	42519	04/16/15	DISMOUNT/REMOUNT TIRES	48.00		263806		D	N				MTCE. OF EQUIPME	101.42411.0334
	42519	04/16/15	DISMOUNT/REMOUNT TIRES	8.00		263810		D	N				MTCE. OF EQUIPME	101.42411.0224
	42519	04/16/15	DISMOUNT/REMOUNT TIRES	48.00		263810		D	N				MTCE. OF EQUIPME	101.42411.0334
	42519	04/16/15	DISMOUNT/REMOUNT TIRES	8.00		263813		D	N				MTCE. OF EQUIPME	101.42411.0224
	42519	04/16/15	DISMOUNT/REMOUNT TIRES	48.00		263813		D	N				MTCE. OF EQUIPME	101.42411.0334
	42519	04/16/15	DISMOUNT/REMOUNT TIRES	8.00		263888		D	N				MTCE. OF EQUIPME	101.42411.0224
	42519	04/16/15	DISMOUNT/REMOUNT TIRES	48.00		263888		D	N				MTCE. OF EQUIPME	101.42411.0334
	42519	04/16/15	DISMOUNT/REMOUNT TIRES	8.00		263902		D	N				MTCE. OF EQUIPME	101.42411.0224
	42519	04/16/15	DISMOUNT/REMOUNT TIRES	48.00		263902		D	N				MTCE. OF EQUIPME	101.42411.0334
	42519	04/16/15	DISMOUNT/REMOUNT TIRES	8.00		263936		D	N				MTCE. OF EQUIPME	101.42411.0224
	42519	04/16/15	DISMOUNT/REMOUNT TIRES	48.00		263936		D	N				MTCE. OF EQUIPME	101.42411.0334
	42519	04/16/15	DISMOUNT/REMOUNT TIRES	8.00		263976		D	N				MTCE. OF EQUIPME	101.42411.0224
	42519	04/16/15	DISMOUNT/REMOUNT TIRES	48.00		263976		D	N				MTCE. OF EQUIPME	101.42411.0334
	42519	04/16/15	DISMOUNT/REMOUNT TIRES	8.00		263993		D	N				MTCE. OF EQUIPME	101.42411.0224
	42519	04/16/15	DISMOUNT/REMOUNT TIRES	48.00		263993		D	N				MTCE. OF EQUIPME	101.42411.0334
	42519	04/16/15	DISMOUNT/REMOUNT TIRES	8.00		264018		D	N				MTCE. OF EQUIPME	101.42411.0224
	42519	04/16/15	DISMOUNT/REMOUNT TIRES	48.00		264018		D	N				MTCE. OF EQUIPME	101.42411.0334
	42519	04/16/15	TIRE REPAIR-LABOR	9.00		264032		D	N				MTCE. OF EQUIPME	101.42411.0334
			VENDOR TOTAL	625.00										
				625.00		*CHECK TOTAL								
TRAVEL ADVERTISING GROUP			002939											
	42520	04/16/15	SPRING VACATION GUIDE	1,460.00		1514		D	N				OTHER CHARGES	208.45010.0449
TRAVEL GUIDES FREE			002717											
	42521	04/16/15	TRAVEL GUIDE AD	297.00		20096		D	N				OTHER CHARGES	208.45010.0449

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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
TWIN CITY SEED COMPANY			002949											
	42522	04/16/15	FERTILIZER	806.00		34287		D	N				GENERAL SUPPLIES	101.43425.0229
UNITED WAY OF WEST CENTR			001287											
	42523	04/16/15	UNITED WAY CONTRIB.	301.82		7665		D	N				REFUNDS AND REIM	101.41428.0882
VANDER POL/BRENDA			003164											
	42524	04/16/15	BASIC APPRAISAL PRNCPLS	430.00		041615		D	N				TRAVEL-CONF.-SCH	101.41404.0333
	42524	04/16/15	ASMT LAWS & PROCEDURES	380.00		9112119		D	N				TRAVEL-CONF.-SCH	101.41404.0333
	42524	04/16/15	BASIC APPRAISAL PROC.	430.00		9112202		D	N				TRAVEL-CONF.-SCH	101.41404.0333
			VENDOR TOTAL	1,240.00		*CHECK TOTAL								
				1,240.00										
VENENGA/JAMES A			002324											
	42525	04/16/15	FUEL REIMBURSEMENT	15.01		679		D	N				MOTOR FUELS AND	101.42411.0222
	42525	04/16/15	SOTA CONFERENCE	206.07		679		D	N				TRAVEL-CONF.-SCH	101.42411.0333
			VENDOR TOTAL	221.08		*CHECK TOTAL								
				221.08										
VIKING COCA-COLA BOTTLIN			000777											
	42526	04/16/15	COFFEE	220.00		233070		D	N				GENERAL SUPPLIES	101.45435.0229
WEST CENTRAL TRIBUNE			000807											
	42527	04/16/15	COUNCIL PROCEEDINGS PU	1,643.88		DI03161196		D	N				PRINTING AND PUB	101.41401.0331
	42527	04/16/15	OVR PD LIFE CONNEX. RENT	580.00		041015		D	N				REFUNDS AND REIM	101.45433.0882
			VENDOR TOTAL	2,223.88		*CHECK TOTAL								
				2,223.88										
WILLMAR CHAMBER OF COMME			000812											
	42528	04/16/15	OFFICE SUPPLIES	114.38		CC STMT/2-15		D	N				OFFICE SUPPLIES	208.45005.0220
	42528	04/16/15	POSTAGE STAMPS	49.00		CC STMT/2-15		D	N				POSTAGE	208.45005.0223
	42528	04/16/15	SPACE HEATER	42.94		CC STMT/2-15		D	N				GENERAL SUPPLIES	208.45005.0229
	42528	04/16/15	TOURISM CONF.-PARKING	10.00		CC STMT/2-15		D	N				TRAVEL-CONF.-SCH	208.45005.0333
	42528	04/16/15	TOURISM CONF.-LODGING	388.41		CC STMT/2-15		D	N				TRAVEL-CONF.-SCH	208.45005.0333
	42528	04/16/15	POP FOR COMMITTEE LNCHS	23.62		CC STMT/2-15		D	N				TRAVEL-CONF.-SCH	208.45005.0333
	42528	04/16/15	LEISURE COMMITTEE MTG	19.03		CC STMT/2-15		D	N				TRAVEL-CONF.-SCH	208.45005.0333
	42528	04/16/15	LEISURE COMMITTEE MTG	25.08		CC STMT/2-15		D	N				TRAVEL-CONF.-SCH	208.45005.0333
	42528	04/16/15	TABLE FOR SPORTS SHOW	226.79		CC STMT/2-15		D	N				TRAVEL-CONF.-SCH	208.45006.0333
	42528	04/16/15	DIRECTOR SALARY	4,207.50		STMT/3-15		D	N				SALARIES-REG. EM	208.45005.0110
	42528	04/16/15	ASSISTANT SALARY	2,288.00		STMT/3-15		D	N				SALARIES-REG. EM	208.45005.0110
	42528	04/16/15	FICA & INSURANCE	1,423.09		STMT/3-15		D	N				EMPLOYER PENSION	208.45005.0113
	42528	04/16/15	IRA CONTRIBUTION	194.86		STMT/3-15		D	N				EMPLOYER PENSION	208.45005.0113
	42528	04/16/15	STATE UNEMPLOYMENT TAX	20.28		STMT/3-15		D	N				EMPLOYER PENSION	208.45005.0113
	42528	04/16/15	FEDERAL UNEMPLOYMENT TAX	84.00		STMT/3-15		D	N				EMPLOYER PENSION	208.45005.0113
	42528	04/16/15	MN WORKFORCE FEE	20.28		STMT/3-15		D	N				EMPLOYER PENSION	208.45005.0113
	42528	04/16/15	PHOTO COPIES-MARCH	27.60		STMT/3-15		D	N				OFFICE SUPPLIES	208.45005.0220
	42528	04/16/15	PAYROLL/FLEX FEE	39.93		STMT/3-15		D	N				OTHER SERVICES	208.45005.0339
	42528	04/16/15	OFFICE RENT-MARCH	626.61		STMT/3-15		D	N				RENTS	208.45005.0440

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WILLMAR CHAMBER OF COMME			000812											
	42528	04/16/15	WORKER'S COMP PREMIUM	153.96		42052		D	N				PREPAID EXPENSES	208.128000
	42528	04/16/15	WORKER'S COMP PREMIUM	308.08		42052		D	N				EMPLOYER INSUR.	208.45005.0114
	42528	04/16/15	MAIL PICKUP FEE-MARCH	50.00		42066		D	N				POSTAGE	208.45005.0223
	42528	04/16/15	INTERNET-1ST QUARTER	125.16		42070		D	N				COMMUNICATIONS	208.45005.0330
			VENDOR TOTAL	10,468.60										
				10,468.60										
WILLMAR ELECTRIC SERVICE			000816											
	42529	04/16/15	SERVICED WRAC-8 ALARM	186.00		29014		D	N				MTCE. OF STRUCTU	101.41409.0335
WILLMAR FESTS			000817											
	42530	04/16/15	DONATION	25,000.00		031815		D	N				CIVIC PROMOTION	101.45428.0812
WILLMAR LAKES ROTARY			001557											
	42531	04/16/15	QUARTERLY MEALS	156.00		1331		D	N				SUBSISTENCE OF P	101.45432.0227
	42531	04/16/15	QUARTERLY DUES	35.94		1331		D	N				SUBSCRIPTIONS AN	101.45432.0443
			VENDOR TOTAL	191.94										
				191.94										
WILLMAR WATER & SPAS			000831											
	42532	04/16/15	SOFTENER SALT	23.00		E28132		D	N				GENERAL SUPPLIES	230.43430.0229
	42532	04/16/15	SOFTENER SALT	42.00		E28607		D	N				GENERAL SUPPLIES	101.45433.0229
	42532	04/16/15	LAB WATER	15.25		E28694		D	N				GENERAL SUPPLIES	651.48484.0229
	42532	04/16/15	DRINKING WATER	7.00		E28836		D	N				SUBSISTENCE OF P	101.41408.0227
	42532	04/16/15	LAB WATER	38.50		E28841		D	N				GENERAL SUPPLIES	651.48484.0229
	42532	04/16/15	LAB WATER	26.00		E29085		D	N				GENERAL SUPPLIES	651.48484.0229
	42532	04/16/15	DRINKING WATER	14.00		E29389		D	N				SUBSISTENCE OF P	101.41408.0227
	42532	04/16/15	SOFTENER SALT	25.50		E29389		D	N				GENERAL SUPPLIES	101.41408.0229
	42532	04/16/15	LAB WATER	27.75		E29394		D	N				GENERAL SUPPLIES	651.48484.0229
	42532	04/16/15	LAB WATER	38.50		E29590		D	N				GENERAL SUPPLIES	651.48484.0229
	42532	04/16/15	DRINKING WATER	6.25		E29617		D	N				SUBSISTENCE OF P	651.48484.0227
	42532	04/16/15	WTR PURIFIER RENTAL-APR	35.00		R12072		D	N				RENTS	101.41408.0440
	42532	04/16/15	DRINKING WATER	37.50		73870		D	N				SUBSISTENCE OF P	651.48484.0227
			VENDOR TOTAL	336.25										
				336.25										
WINDSTREAM			002100											
	42533	04/16/15	MONTHLY PHONE SERV-MAR	763.19		STMT/3-15		D	N				COMMUNICATIONS	101.41409.0330
	42533	04/16/15	MONTHLY PHONE SERV-MAR	51.72		STMT/3-15		D	N				COMMUNICATIONS	101.45433.0330
			VENDOR TOTAL	814.91										
				814.91										
5 STAR WALT'S LLC			000790											
	42534	04/16/15	DISINFECT SQUAD CAR #15	25.00		1.9979.3		D	N				MTCE. OF EQUIPME	101.42411.0334

ACS FINANCIAL SYSTEM  
04/16/2015 12:06:59

Vendor Payments History Report  
INCLUDES ONLY POSTED TRANS

CITY OF WILLMAR  
GL540R-V07.27 PAGE 19

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
REPORT TOTALS:				515,729.16										

RECORDS PRINTED - 000464

ACS FINANCIAL SYSTEM  
04/16/2015 12:07:00

Vendor Payments History Report

CITY OF WILLMAR  
GL060S-V07.27 RECAPPAGE  
GL540R

FUND RECAP:

FUND	DESCRIPTION	DISBURSEMENTS
101	GENERAL FUND	329,328.35
205	INDUSTRIAL DEVELOPMENT	3,240.80
208	CONVENTION & VISITORS BUREAU	22,049.98
230	WILLMAR MUNICIPAL AIRPORT	3,447.96
413	S.A.B.F. - #2013	2,595.50
414	S.A.B.F. - #2014	3,411.00
432	C.P. - WASTE TREATMENT	11,148.00
450	CAPITAL IMPROVEMENT FUND	62,262.00
651	WASTE TREATMENT	77,256.25
741	OFFICE SERVICES	989.32
TOTAL ALL FUNDS		515,729.16

BANK RECAP:

BANK	NAME	DISBURSEMENTS
HERT	HERITAGE BANK	515,729.16
TOTAL ALL BANKS		515,729.16

**BOARD OF ZONING APPEALS  
CITY OF WILLMAR, MN  
MONDAY, APRIL 6, 2015**

**MINUTES**

1. The Willmar Board of Zoning Appeals met on Monday, April 6, 2015 at 5:00 p.m. at the City Office Building.

\*\* Members Present: Jeff Kimpling, Andrew Bjur, and Beverly Dougherty.

\*\* Members Absent: Jay Lawton, and Jim Rudnick.

\*\* Others Present: Rick Franzen, Wally Klause, and Megan M. DeSchepper-Planner.

2. REORGANIZATION: Ms. Dougherty made a motion, seconded by Mr. Bjur, to nominate Mr. Bjur as the Chair and Mr. Kimpling as the Vice Chair of the Board of Zoning Appeals.

The motion carried.

3. BRISTLE GARAGE VARIANCE- FILE NO. 15-01: The public hearing opened at 5:03 p.m. Staff presented the request on behalf of Steve Bristle for a 1,232 sq. ft. garage addition onto an existing 1,804 sq. ft. garage on property legally described as follows: Lots 13, 14 and the west ½ of vacated alley adjacent thereto, Block 3, Fourth Railroad Addition (1411 Becker Ave. SW). The Zoning Ordinance limits detached residential garages to 1,000 sq. ft.; the current garage on the property is a preexisting legal nonconforming use. Mr. Bristle's intent for the addition is to use the space for his rental housing business projects.

Rick Franzen and Wally Klause, property owners in the area, both spoke against the request as the space isn't being used by the tenants and is too big and industrial looking.

With no further comments from the public, the hearing closed at 5:10 p.m.

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

The Board talked about the existing garage already exceeding size limits and that Mr. Bristle wouldn't be using it for its residential intended use and purpose.

Mr. Kimpling made a motion, seconded by Ms. Dougherty, to deny the variance request.

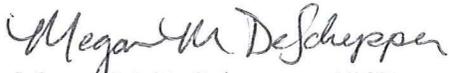
The reasoning the Board of Appeals gave for the denial was that the variance was not in harmony with the residential zoning and the residents at the home wouldn't be using the storage space. They also found that if they granted the garage expansion it would

alter the essential character of the locality further into commercial which is not the intent of the Zoning Ordinance or Comprehensive Plan.

The motion carried.

4. With no further business to come before the Board the meeting adjourned at 5:15 p.m.

Respectfully submitted,



Megan M. DeSchepper, AICP

Planner/Airport Manager

**BOARD OF ZONING APPEALS- APRIL 6, 2015**

***STAFF COMMENTS***

1. BRISTLE GARAGE VARIANCE- FILE NO. 15-01:

- The applicant is Steve Bristle, Raymond, MN.
- The applicant requests to allow a 1,232 sq. ft. garage addition onto an existing 1,804 sq. ft. garage on property legally described as Lots 13 and 14 and the west ½ of vacated alley adjacent thereto, Block 3, Fourth Railroad Addition (1411 Becker Ave. SW).
- The property is zoned R-2 (One and Two Family Residential).
- Zoning Ordinance allows 1,000 sq. ft. for a detached garage.
- The existing garage onsite greatly exceeds the maximum sq. ft. allowed by the Zoning Ordinance.

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

## FINANCE COMMITTEE

### MINUTES

The Finance Committee of the Willmar City Council met on Monday, April 13, 2015, in Conference Room No. 1 at the City Office Building.

Present:	Denis Anderson	.....	Chair
	Tim Johnson	.....	Vice-Chair
	Jim Dokken	.....	Member
	Audrey Nelsen	.....	Member

Others present: Finance Director Steve Okins, Interim City Administrator/City Clerk-Treasurer Kevin Halliday, Fire Chief Gary Hendrickson, Community Ed & Rec Director Steve Brisendine, IT Coordinator Ross Smeby, and Accounting Supervisor Carol Cunningham.

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      Purchase/Install Fiber Link Between City Hall and Fire Station (Resolution)

Fire Chief Hendrickson explained to the Committee that the Fire Station's current means of communication with the City's network is via a wireless link which is prone to weather interruptions and has a limited service life. The most recent purchase of a new antenna for the fire station occurred in 2013 which cost \$4,000, not including installation, and replaced a three-year old antenna. It was also noted that the current tower that the antenna resides on is scheduled to be taken down in 2016 to be replaced with a new mono-pole by Verizon Wireless. During the installation an alternative connection would need to be developed in order for staff to continue to conduct daily activities. The purchase and installation of a fiber connection will eliminate the need to invest in a temporary connection which will ultimately save money in the future. The total cost to purchase and install the direct fiber link between City Hall and the Fire Station is estimated at \$26,649 through MP Nexlevel. It is proposed that excess funds from the Fire Department 2014 Operating Budget be utilized for this expenditure.

Following discussion, Council Member Dokken made a motion to introduce a resolution authorizing the Mayor and the City Administrator to execute the agreement with MP Nexlevel to purchase and install the direct fiber link between City Hall and the Fire Station in the amount of \$26,649, utilizing excess funds from the 2014 Fire Department Operating Budget as presented. Council Member Johnson seconded the motion which carried.

Item No. 4      Charter and Windstream Monthly Expense Increase (Resolution)

IT Coordinator Ross Smeby reported to the Committee that the elevator installed in the Blue Line Center has a dedicated phone line expense that was not planned for in the 2015 budget. It is anticipated the annual cost for this phone line will be \$633.12. Also, Charter Communications has recently notified the City that they will begin charging an additional \$588.89 per month for the City's Primary Rate Interface (PRI) phone line. The City purchased the new Voice Over IP system a couple of years ago. The additional annual cost to the City for 2015 is anticipated at \$6,477.79. The 2015 IT Communications Budget needs to be increased \$7,111 to accommodate these two unplanned operating expenditures and would be funded from excess funds in the 2014 budget.

Following discussion, Council Member Dokken made a motion to introduce a resolution authorizing the 2015 IT Communications Budget increase of \$7,111 and that excess funds from the 2014 Budget be utilized for this increase. Council Member Johnson seconded the motion which carried.

Item No. 5      Microsoft Licensing Expense Increase (Resolution)

IT Coordinator Ross Smeby reported to the Committee that Microsoft Software Assurance licensing for Server and Devices is due every three years. Due to Microsoft licensing policy changes and additional users for the City, the recalculated total for the licenses was \$9,206 higher than anticipated. Prorated over three years, the annual increase would be \$3,069. It is being proposed that these funds come from the 2014 General Fund Surplus.

Following discussion, Council Member Dokken made a motion to introduce a resolution authorizing the 2015 IT Licenses/Taxes Budget increase of \$3,069 and that excess funds from the 2014 Budget be utilized for this increase. Council Member Johnson seconded the motion which carried.

Item No. 6      Intergovernmental Agreement Willmar Municipal Utilities (Resolution)

Staff explained that the current intergovernmental transfer agreement with Willmar Municipal Utilities (MUC) expired at the end of December, 2014. A new agreement has been negotiated for 2015 establishing an annual amount based on 4.90% of the MUC's audited net position as of January 1 of the previous year, but not to exceed a four percent increase in the amount of the intergovernmental transfer payment of the previous year. The previous agreement also reflected a rate of 4.90% of net position with the same limit on annual increases. It was noted that other potential methods for calculating this payment will be researched for future agreements.

Following discussion, Council Member Dokken made a motion to introduce a resolution authorizing the Mayor and the City Administrator to execute the agreement as presented. Council Member Johnson seconded the motion which carried.

Item No. 7      Statutory Municipal Liability Coverage Limits – City Options (Resolution)

Staff presented details of the current statutory tort liability limits to the extent of the coverage purchased from the League of Minnesota Cities Insurance Trust. A decision must be made annually whether to waive the limits.

If the City does not waive the statutory tort limits, an individual claimant would be able to recover no more than \$500,000 on any claim to which the statutory tort limits apply. The total which all claimants would be able to recover in a single occurrence to which the statutory tort limits apply would be limited to \$1,500,000. If the City waives the statutory tort limits and purchases excess liability coverage, a single claimant could potentially recover an amount up to the limit of the coverage purchased. The total which all claimants would be able to recover for a single occurrence to which the statutory tort limits apply would also be limited to the amount of coverage purchased, regardless of the number of claimants. Staff was recommending not to waive the statutory tort limits at this time.

Following discussion, Council Member Dokken made a motion to introduce a resolution stating the City will not waive the statutory tort limits. Council Member Johnson seconded the motion which carried.

Item No. 8      Change Order For Park Plan Project (Resolution)

Community Ed & Rec Director Steve Brisendine presented to the Committee a request for an increase of \$2,000 to the Willmar Parks & Recreation Master Plan Contract with SRF Consulting Group, Inc. Staff felt it necessary to have a final meeting with SRF representatives to clarify and provide deeper explanation of the Master Plan results. This additional work was provided by SRF at a cost of \$2,000 which increased the total contract to \$49,950.

Following discussion, Council Member Dokken made a motion to introduce a resolution authorizing the additional work performed by SRF Consulting Group, Inc., thereby increasing the total Contract to \$49,950. Council Member Johnson seconded the motion which carried.

Item No. 9      Reappropriate Funds from CIP to Public Works Operating Budget for Crack Seal/Seal Coat Project (Resolution)

Staff explained to the Committee that the 2015 Crack Sealing and Seal Coating Project quotes were received on April 7, 2015, totaling \$70,470. The 2015 Public Works Operating Budget included \$65,000 for this project. Consequently, it is necessary to reappropriate unused 2015 Capital Funds from the purchase of four Kubota mowers to cover the \$5,470 shortfall.

Following discussion, Council Member Nelsen made a motion to introduce a resolution reappropriating \$5,470 from the 2015 Capital Projects Purchase of Four Kubota Mowers to the 2015 Public Works Operating Budget for the additional amount needed for Crack Sealing and Seal Coating. Council Member Dokken seconded the motion which carried.

Item No. 10      Sale of Zamboni (Resolution)

Staff explained that the Civic Center Zamboni was authorized for replacement in accordance with the Vehicle Replacement Program on September 2, 2014. Arena Warehouse has offered \$27,500 to purchase the old Zamboni. It was noted that the dealer who sold the City the new Zamboni indicated the old one would be valued at \$12,000, so selling it for \$27,500 is a respectable return on our initial investment. Staff was seeking approval for the sale of the old Zamboni and charger to Arena Warehouse for the sum of \$27,500 and to reallocate those funds to the 2015 Civic Center Operating Budget.

Following discussion, Council Member Johnson made a motion to introduce a resolution authorizing the sale of the old Civic Center Zamboni and charger to Arena Warehouse for \$27,500 and that those funds be reallocated to the 2015 Civic Center Operating Budget. Council Member Dokken seconded the motion which carried.

Item No. 11      Sale of 2005 International Dump Truck (Resolution)

Staff explained that the Public Works Department replaced the 2005 International Dump Truck in accordance with the Vehicle Replacement Program through State Contract as authorized by Council action on January 20, 2015. The Willmar Municipal Utilities has offered \$28,000 to purchase the old truck from the City of Willmar. It was noted that the dealer who sold the City the new truck indicated the old one would be valued at \$26,000 so selling it for \$28,000 would be a respectable return on our initial investment. Committee Members requested staff to find out what the MUC's intentions are for use of this truck.

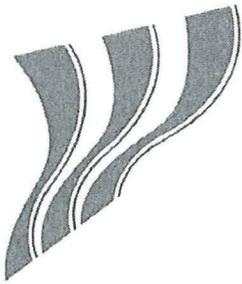
Following discussion, Council Member Dokken made a motion to introduce a resolution authorizing the sale of the old 2005 International Dump Truck to the Willmar Municipal Utilities for \$28,000. Council Member Johnson seconded the motion which carried.

There being no further business to come before the Committee, the meeting was adjourned at 5:45 p.m. by Chair Anderson.

Respectfully submitted,



Carol Cunningham  
Accounting Supervisor



CITY OF WILLMAR, MINNESOTA  
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 3

Meeting Date:

Attachments:  Yes  No

CITY COUNCIL ACTION

Date:

- Approved
- Amended
- Other
- Denied
- Tabled

Originating Department: Fire Department

Agenda Item: Request authorization to purchase and install a direct fiber link from city hall to the fire station.

Recommended Action: Staff recommends purchasing and installing the direct fiber link as a means to maintain a reliable and secure data connection between city hall and the fire station.

Background/Summary: The fire stations current means of communication with the cities network is via a wireless link which is prone to weather interruptions and has a limited service life. Additionally the fiber connection would offer a secure connection eliminating any opportunities from the outside to hack the cities network and would not require any additional equipment or computers to be installed or purchased. The most recent purchase for a new antenna cost the city \$4000.00 and did not include installation costs. Unfortunately the previous antenna only lasted a little over 3 years and had to be replaced in 2013. When this antenna failed fire station staff were unable to go about their daily activities for 3 days. Finally the current tower that the antenna resides on is scheduled to be taken down in 2016 and will be replaced with a new mono-pole by Verizon Wireless. During the installation of the mono-pole an alternative connection would need to be developed in order for staff to continue to conduct daily activities. The purchase and installation of a fiber connection will eliminate the need to invest in a temporary connection which will ultimately save money in the future.

Alternatives:

1. Continue to utilize our current equipment until the installation of the new Verizon mono-pole which is anticipated to be installed sometime in 2016.
2. Do nothing until our current equipment needs replacement (This approach may seem the most economical yet it is also very unpredictable and will cause the fire station to not have any means of communication via phone or computer when the equipment fails; causing significant issues for staff.)

Financial Considerations: The cost to purchase and install the direct fiber link is \$26,649.00. Staff recommends utilizing left over funds from the fire departments 2014 budget in order to move forward with this purchase.

Preparer: Gary Hendrickson

Signature:

Comments:

# Proposal



**Estimator: Lauren Wolff**  
**Project Supervisor**

500 County Road 37 East Maple Lake MN 55358  
 Cell: 612-747-9251 Office: 320-963-2400  
 lwolff@mpnexuslevel.com  
 Fax: 320-963-2439

PROPOSAL SUBMITTED TO <b>City Of Willmar</b>		PHONE <b>320-214-5182</b>	DATE <b>4/8/2015</b>
ADDRESS <b>333 sw 6th st po box 755</b>		JOB NAME <b>Fire hall to city hall</b>	
CITY, STATE AND ZIP CODE <b>Willmar , Mn 56201</b>		JOB LOCATION <b>Willmar</b>	
Contact <b>Ross Smeby</b>	E-MAIL ADDRESS	FAX NUMBER <b>320-235-4917</b>	

We hereby submit specifications and estimates for:

- ~ Provide & install duct
- ~ Provide & install 3 - 1/4 duct in existing 5 " duct
- ~ Provide & install 12 fiber in duct
- ~ Permitting & engineering
- ~ Provide & install 12 fiber term panel
- ~ Terminate and test fiber link end to end provide test reports
- ~ Provide and install riser at both buildings entrance points

Total **\$26,649.00**

**We Propose hereby to supply -- complete in accordance with above specifications, for the sum of:**

(     \$26,649.00     )

**Terms: 30 Days, 1.5 percent per month ( 18 percent annual will be charged on past due balances )**

All material is guaranteed to be as specified. All work to be done in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owners carry fire, tornado and other necessary insurance. Our workers are fully covered by Worker's Compensation Insurance.

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

*Paul Decker*  
Paul Decker, Regional Vice President

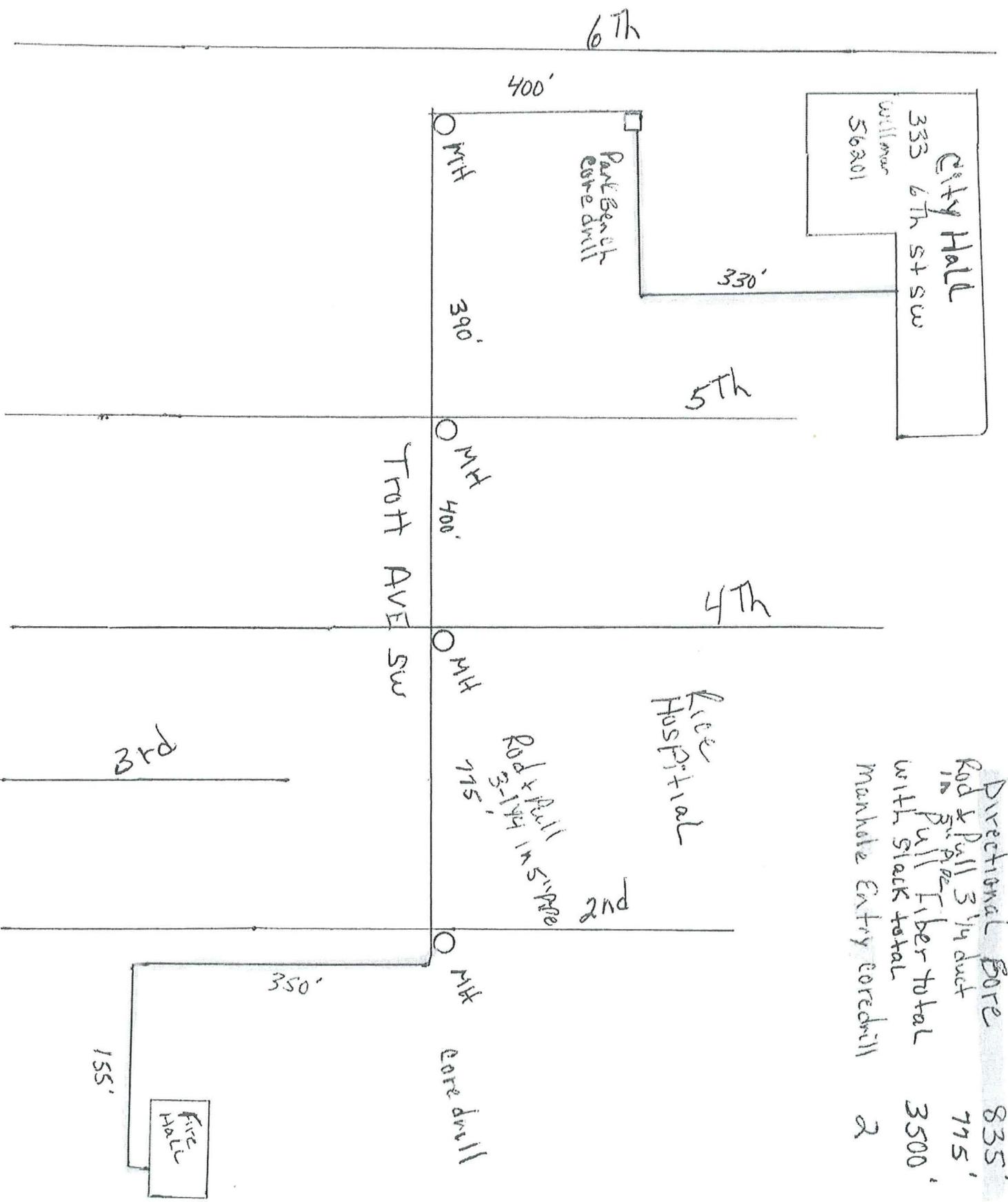
Note: This proposal may be withdrawn if not accepted within     30     days.

**Acceptance of Proposal** - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature \_\_\_\_\_

Signature \_\_\_\_\_

Date of Acceptance \_\_\_\_\_



Directional Bore 835'

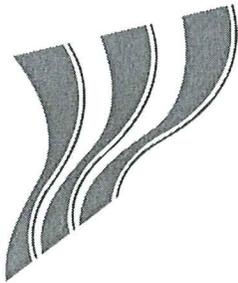
Rod & Pull 3/4" duct 775'

1" Pipe 3500'

Pull Fiber total

with slack total

Manhole Entry coredrill 2



CITY OF WILLMAR, MINNESOTA  
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 4  
Meeting Date: April 13, 2015  
Attachments:  Yes No

CITY COUNCIL ACTION

Date: April 20, 2015

- Approved
- Amended
- Other
- Denied
- Tabled

Originating Department: IT

Agenda Item: Charter and Windstream Monthly Expense Increase

Recommended Action: The IT Department is requesting that the operations budget for communications is increased \$7111.00 for 2015.

Background/Summary: The Civic Center had an elevator installed in the Blue Line Center and this elevator has a dedicated phone line expense that was not planned for in the 2015 budget. The monthly invoice has been \$52.76 thus the request to increase the overall budget by \$633.12. Also Charter Communications will start to charge the city an additional \$588.89 per month for the PRI phone line for the phone system. This charge will start to occur in February and will increase the budget by \$6,477.79. It is proposed that the funding for this increase would come from any 2014 General Fund Surpluses.

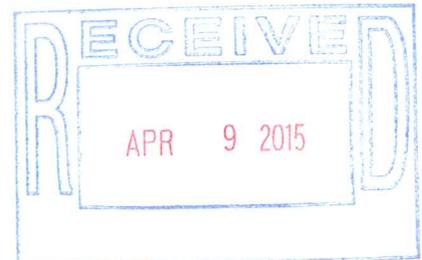
Alternatives: Do not increase the budget and that line item will run a deficit for the year.

Financial Considerations: \$7,111.00 2015 Fiscal Year

Preparer: Ross Smeby, IT Coordinator

Signature: *Ross Smeby*

Comments:



## Ross Smeby

---

**From:** Theisen, Pam J <Pam.Theisen@charter.com>  
**Sent:** Wednesday, March 11, 2015 4:19 PM  
**To:** Ross Smeby  
**Subject:** RE: PRI rate

Hello Ross:

The PRI is \$450.00

DIDs is \$15.00

Long Distance package is \$15.89

Fees and taxes will run approximately \$108.00

Total per month: \$588.89

Pam

**From:** Ross Smeby [<mailto:rsmeby@willmarmn.gov>]  
**Sent:** Wednesday, March 11, 2015 8:08 AM  
**To:** Theisen, Pam J  
**Subject:** PRI rate

Pam,

Can you let me know what the full monthly cost will be for the PRI line? I'll need to do a budget increase request for this year on it.

101.41109.330 My  
Civic Center - Elvira



Account number	Telephone number	Invoice date
012120384	320-222-0266	February 24, 2015

Please call Windstream Communications toll free or visit our website.  
 For Sales/Billing/Account Changes: 1-800-345-3874  
 For Repair/Technical Support: 1-866-990-3282  
 Website: [www.windstream.com](http://www.windstream.com)

CITY OF WILMAR - CIVIC CENTER  
 2707 ARENA DR  
 WILLMAR MN 56201-9427

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## Service At-A-Glance

Previous Bill	\$110.05
Payments/Adjustments thru 02/20	\$57.29 CR
Amount Previously Due - DUE IMMEDIATELY	\$52.76
Current Charges Due - 03/17/15	\$52.75
<b>Total Amount Due</b>	<b>\$105.51</b>

Use of the Services constitutes your agreement to Windstream's Terms and Conditions maintained at [www.windstream.com/terms](http://www.windstream.com/terms), or you may request a copy by calling the number at the top of the bill. See "Windstream Customer Message" section on this bill for any recent changes to Windstream's Terms and Conditions. If you are a business customer with an existing contract, those contract terms will control.

## Pay My Bill

**On-line:** For easy payments 24 hours a day, visit [www.windstreamonline.com](http://www.windstreamonline.com).  
**In person:** To find a retail store location near you, visit [www.windstream.com/support](http://www.windstream.com/support).  
**By Mail:** Send your check and payment slip to the address below.  
**By Phone:** For automated payments or to speak to a representative, call 1-800-537-7755.

Detach and return this payment slip with your check payable to WINDSTREAM EN-TEL, LLC.

windstream.  
 ATTN: SUPPORT SERVICES  
 1720 GALLERIA BLVD  
 CHARLOTTE, NC 28270      Address Service Requested

Yes! I am interested in Windstream High-Speed Internet. Please contact me.

Account number	Telephone number	Due date
012120384	320-222-0266	March 17, 2015
Amount Due	<b>\$105.51</b>	
Payment enclosed	\$ _____ .	

Check here for address changes noted on reverse side.

123 012120384 0

0934001746      PRESORT 1746 1 MB 0.432 P1CB <B>

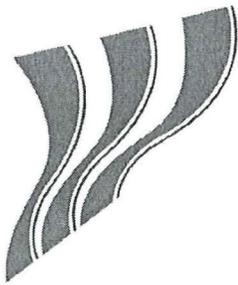


CITY OF WILMAR - CIVIC CENTER  
 2707 ARENA DR  
 WILLMAR MN 56201-9427

WINDSTREAM  
 PO BOX 9001908  
 LOUISVILLE, KY 40290-1908



7000123000000001212038481502220000001055122



CITY OF WILLMAR, MINNESOTA  
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 5  
Meeting Date: April 13, 2015  
Attachments:  Yes  No

CITY COUNCIL ACTION

Date: April 20, 2015

- Approved  Denied  
 Amended  Tabled  
 Other

Originating Department: Administrator

Agenda Item: Microsoft Licensing Expense Increase

Recommended Action: The IT Department is requesting that the operations budget for Licenses and Taxes be increased by \$3069.00 for the 2015 budget year.

Background/Summary: The Microsoft Software Assurance licensing for Server and Devices is due every 3 years. Due to Microsoft licensing policy changes and additional users for the city the recalculated total for the licenses was \$9206.00 higher than budgeted. This is a prorated amount over three years with the total being \$3069.00. It is proposed that these funds come from any 2014 General Fund Surpluses.

Alternatives: 1) Approve the budget increase 2) Do not approve the budget increase and this line item will run a shortfall for the year.

Financial Considerations \$3069.00

Preparer: Ross Smeby, IS Coordinator

Signature:

Comments:





Pricing Proposal  
Quotation #: 9432924  
Created On: 3/27/2015  
Valid Until: 4/26/2015

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## MN CITY OF WILLMAR

---

### Ross Smeby

CITY OFFICE BLDG  
PO BOX 755  
WILLMAR, MN 56201  
United States  
Phone: (320) 214-5182  
Fax:  
Email: Rsmeby@willmarmn.gov

---

## Inside Account Executive

---

### Alexander Kisin

290 Davidson Ave  
Somerset, NJ 08873  
Phone: 800-477-6479  
Fax: 800-477-6479  
Email: Alexander\_Kisin@shi.com

All Prices are in US Dollar (USD)

Product	Qty	Your Price	Total
1 Microsoft Office Professional Plus - Software assurance - 1 PC - Select, Select Plus - Win - Single Language Microsoft - Part#: 269-05708 <b>Note:</b> Expires on 2/28/2018	100	\$289.00	\$28,900.00
2 Microsoft Exchange Server - Software assurance - 1 server - Select, Select Plus - Single Language Microsoft - Part#: 312-02250 <b>Note:</b> Expires on 2/28/2018	1	\$347.00	\$347.00
3 Microsoft Exchange Server - Software assurance - 1 user CAL - Select, Select Plus - Single Language Microsoft - Part#: 394-00559 <b>Note:</b> Expires on 2/28/2018	110	\$38.00	\$4,180.00
4 Microsoft Windows Server Standard Edition - Software assurance - 2 processors - Select, Select Plus - Single Language Microsoft - Part#: P73-05865 <b>Note:</b> Expires on 2/28/2018	9	\$432.00	\$3,888.00
5 Microsoft Windows Server - Software assurance - 1 device CAL - Select, Select Plus - Single Language Microsoft - Part#: R18-00085 <b>Note:</b> Expires on 2/28/2018	60	\$15.00	\$900.00
6 Microsoft Exchange Server - License & software assurance - 1 user CAL - Select, Select Plus - Single Language Microsoft - Part#: 394-00529 <b>Note:</b> Expires on 2/28/2018	75	\$88.00	\$6,600.00
7 Microsoft Windows Server - License & software assurance - 1 device CAL - Select, Select Plus - Single Language Microsoft - Part#: R18-00129 <b>Note:</b> Expires on 2/28/2018	46	\$33.00	\$1,518.00

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Subtotal	\$46,333.00
Total	\$46,333.00

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*The Products offered under this proposal are subject to the SHI Return Policy posted at [www.shi.com/returnpolicy](http://www.shi.com/returnpolicy), unless there is an existing agreement between SHI and the Customer.*



Pricing Proposal  
 Quotation #: 9402997  
 Created On: 3/23/2015  
 Valid Until: 4/22/2015

**MN CITY OF WILLMAR**

**Inside Account Executive**

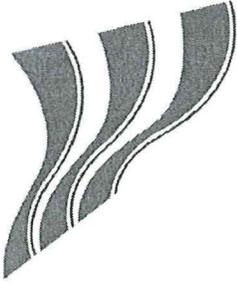
**Ross Smeby**  
 CITY OFFICE BLDG  
 PO BOX 755  
 WILLMAR, MN 56201  
 United States  
 Phone: (320) 214-5182  
 Fax:  
 Email: Rsmeby@willmarmn.gov

**Alexander Kisin**  
 290 Davidson Ave  
 Somerset, NJ 08873  
 Phone: 800-477-6479  
 Fax: 800-477-6479  
 Email: Alexander\_Kisin@shi.com

All Prices are in US Dollar (USD)

Product	Qty	Your Price	Total
1 Microsoft Office Professional Plus - Software assurance - 1 PC - Select, Select Plus - Win - Single Language Microsoft - Part#: 269-05708 <b>Note:</b> SA Expires 2/28/2018	100	\$281.00	\$28,100.00
2 Microsoft Exchange Server - Software assurance - 1 server - Select, Select Plus - Single Language Microsoft - Part#: 312-02250 <b>Note:</b> SA Expires 2/28/2018	1	\$337.00	\$337.00
3 Microsoft Exchange Server - Software assurance - 1 user CAL - Select, Select Plus - Single Language Microsoft - Part#: 394-00559 <b>Note:</b> SA Expires 2/28/2018	110	\$37.00	\$4,070.00
4 Microsoft Windows Server Standard Edition - Software assurance - 2 processors - Select, Select Plus - Single Language Microsoft - Part#: P73-05865 <b>Note:</b> SA Expires 2/28/2018	9	\$420.00	\$3,780.00
5 Microsoft Windows Server - Software assurance - 1 device CAL - Select, Select Plus - Single Language Microsoft - Part#: R18-00085 <b>Note:</b> SA Expires 2/28/2018	60	\$14.00	\$840.00
		Subtotal	\$37,127.00
		Total	\$37,127.00

The Products offered under this proposal are subject to the SHI Return Policy posted at [www.shi.com/returnpolicy](http://www.shi.com/returnpolicy), unless there is an existing agreement between SHI and the Customer.



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

**Agenda Item Number:** 6  
**Meeting Date:** April 13, 2015  
**Attachments:** X Yes \_\_\_ No

**CITY COUNCIL ACTION**

**Date:** April 20, 2015

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

**Originating Department:** Finance

**Agenda Item:** Intergovernmental Agreement Willmar Municipal Utilities

**Recommended Action:** Introduce resolution approving agreement and authorize the Mayor and Administrator with the authority to sign the agreement as presented.

**Background/Summary:** The City and the City-owned Municipal Utilities has had a long standing agreement to provide the General Government Budget with revenue from the Municipal Utilities for a revenue stream for its General Fund Budget.

**Alternatives:** Not approve agreement and give direction or recommend changes.

**Financial Considerations:** 2015 Revenue of \$2,136,842 which is a \$61,446 increase over 2014.

**Preparer:** Steve Okins, Finance Director

**Signature:**

**Comments:**

**AGREEMENT FOR PAYMENT  
OF INTERGOVERNMENTAL TRANSFER**

THIS AGREEMENT made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2015, by and between the City of Willmar (hereinafter referred to as City) and the Municipal Utilities Commission of the City of Willmar (hereinafter referred to as MUC), WITNESSETH:

WHEREAS, the City and MUC have previously entered into agreements whereby MUC would remit to the City annually negotiated payments referred to as an intergovernmental transfer; and

WHEREAS, the parties are desirous of extending the terms and conditions for establishing the amount of annual intergovernmental transfers;

NOW, THEREFORE, BE IT RESOLVED by and between the parties as follows:

- A. The 2015 transfer payments shall be 4.90 percent of the Municipal Utilities audited net position as of January 1 of the previous year, but not to exceed a 4 percent increase in the amount of the intergovernmental transfer payment of the previous year.
- B. Annual transfer payments shall be made in full to the City provided the Utilities net revenues will not be reduced to a point where the debt coverage ratio is less than 1.25 times debt service as may be stated in bond covenants.
- C. Equal installments in the amount of one quarter of the annual payment shall be made on March 30, June 30, September 30, and December 30, of each year.
- D. The parties hereby agree that no provisions of this agreement shall be amended without the written consent of both parties. The parties agree that the terms and conditions shall be in effect each year thereafter until such time the parties shall reach a new agreement.

IN WITNESS WHEREOF, the parties hereto have caused these presents to be executed in their corporate names and seals affixed thereto the day and year first above written.

CITY OF WILLMAR

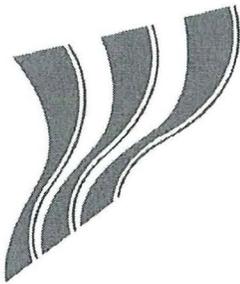
MUNICIPAL UTILITIES COMMISSION

By: \_\_\_\_\_  
Mayor

By: \_\_\_\_\_  
President

By: \_\_\_\_\_  
City Administrator

By: \_\_\_\_\_  
Secretary



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

**Agenda Item Number:** 7

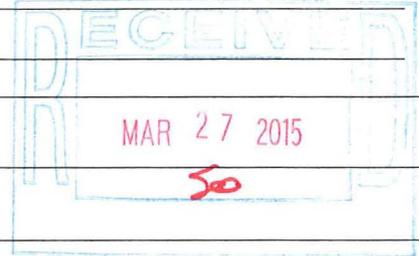
**Meeting Date:** April 13, 2015

**Attachments:**  Yes  No

**CITY COUNCIL ACTION**

**Date:** April 20, 2015

- Approved  Denied
- Amended  Tabled
- Other



**Originating Department:** City Clerk-Treasurer

**Agenda Item:** Statutory Municipal Liability Coverage Limits—City Options

**Recommended Action:** Adopt Resolution with the municipal tort limits set at \$500,000 per claimant, \$1,500,000 per occurrence.

**Background/Summary:**

The statutory municipal tort liability limits for 2015 are set at \$500,000 per claimant, \$1,500,000 per occurrence.

The city will have \$1,500,000 of coverage limits available for most claims. But on those claims to which the statutory limits apply, the city, and LMCIT will be able to use the statutory tort liability limit to limit an individual claimant's recovery to no more than \$500,000.

The statutory liability limit only comes into play if somebody has been injured by the city's negligence, and has proved to the court that his/her actual injuries exceed \$500,000. The statutory liability limit means, very literally, that the city and LMCIT won't fully compensate that individual for his/her injuries, which the city caused. Because of this, some cities may decide that as a matter of public policy you want to have more than \$500,000 available to compensate a citizen who has been injured by the city's negligence.

Since it increases the exposure, there is an additional premium charge of 3.5% if the city decides to waive the statutory per-person limit. Options for the Council to consider are:

- If the city does not waive the statutory tort limits*, an individual claimant would be able to recover no more than \$500,000 on any claim to which the statutory tort limits apply. The total which all claimants would be able to recover for a single occurrence to which the statutory tort limits apply would be limited to \$1,500,000. These statutory tort limits would apply regardless of whether or not the city purchases the optional excess liability coverage.
- If the city waives the statutory tort limits and does not purchase excess liability coverage*; a single claimant could potentially recover up to \$2,000,000 on a single occurrence. The total which all claimants would be able to recover for a single occurrence to which the statutory tort limits apply would be limited to \$2,000,000, regardless of the number of claimants.
- If the city waives the statutory tort limits and purchases excess liability coverage*, a single claimant could potentially recover an amount up to the limit of the coverage purchased (example \$10 Million). The total which all claimants would be able to recover for a single occurrence to which the statutory tort limits apply would also be limited to the amount of coverage purchased, regardless of the number of claimants.

**Alternatives:** Waive limits and purchase excess liability coverage from the LMCIT

**Financial Considerations:** No fiscal impact unless a new option is selected

**Preparer:** City Clerk-Treasurer

**Signature:**

**Comments:**



## LIABILITY COVERAGE – WAIVER FORM

**LMCIT members purchasing coverage must complete and return this form to LMCIT before the effective date of the coverage. Please return the completed form to your underwriter or email to [pstech@lmc.org](mailto:pstech@lmc.org)**

This decision must be made by the member's governing body every year. You may also wish to discuss these issues with your attorney.

League of Minnesota Cities Insurance Trust (LMCIT) members that obtain liability coverage from LMCIT must decide whether to waive the statutory tort liability limits to the extent of the coverage purchased. The decision has the following effects:

- *If the member does not waive the statutory tort limits*, an individual claimant would be able to recover no more than \$500,000 on any claim to which the statutory tort limits apply. The total all claimants would be able to recover for a single occurrence to which the statutory tort limits apply would be limited to \$1,500,000. These statutory tort limits apply regardless of whether the city purchases the optional excess liability coverage.
- *If the member waives the statutory tort limits and does not purchase excess liability coverage*, a single claimant could potentially recover up to \$2,000,000 for a single occurrence. (Under this option, the tort cap liability limits are waived to the extent of the member's liability coverage limits, and the LMCIT per occurrence limit is \$2 million.) The total all claimants would be able to recover for a single occurrence to which the statutory tort limits apply would also be limited to \$2,000,000, regardless of the number of claimants.
- *If the member waives the statutory tort limits and purchases excess liability coverage*, a single claimant could potentially recover an amount up to the limit of the coverage purchased. The total all claimants would be able to recover for a single occurrence to which the statutory tort limits apply would also be limited to the amount of coverage purchased, regardless of the number of claimants.

Claims to which the statutory municipal tort limits do not apply are not affected by this decision.

\_\_\_\_\_ selects liability coverage limits of \$\_\_\_\_\_ from the League of Minnesota Cities Insurance Trust (LMCIT).

Check one:

- The member **DOES NOT WAIVE** the monetary limits on municipal tort liability established by Minnesota Statutes, Section 466.04.
- The member **WAIVES** the monetary limits on municipal tort liability established by Minnesota Statutes, Section 466.04 to the extent of the limits of the liability coverage obtained from LMCIT.

Date of city council/governing body meeting \_\_\_\_\_

Signature \_\_\_\_\_ Position \_\_\_\_\_



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

**Agenda Item Number:** 8  
**Meeting Date:**  
**Attachments:**  Yes  No

**CITY COUNCIL ACTION**

**Date:**

- Approved
- Amended
- Other
- Denied
- Tabled

**Originating Department:** Community Education & Recreation

**Agenda Item:** Change Order for the Park Plan Project



**Recommended Action:** Approve invoice submitted by SRF Consulting for additional work requested by City Staff in the amount of \$2,000.00

**Background/Summary:** Staff felt it important to have a final meeting with staff from SRF and the City before approving the final draft of the Park Plan. The cost of this agreement indicates the additional work performed by SRF Consulting to complete the work requested by staff.

**Alternatives:**

**Financial Considerations:** \$2,000.00

**Preparer:** Steve Brisendine

**Signature:** *Steve Brisendine*

**Comments:**

March 2, 2015

SRF No. 0148539

Mr. Steve Brisendine  
Director of Community Education & Recreation  
CITY OF WILLMAR  
1234 Kandiyohi Avenue SW  
Willmar, MN 56266

SUBJECT: WILLMAR PARKS & RECREATION MASTER PLAN – ADDITIONAL WORK FOR CITY STAFF MEETING

Dear Mr. Brisendine:

At your request, we are pleased to provide this request for additional services for Parks & Recreation Master Plan project. The following describes the additional efforts required for the project:

**One (1) Additional Meeting with City of Willmar Staff**

One (1) additional meeting was requested to present the draft Master Plan to City of Willmar staff to solicit feedback and to provide staff an opportunity to review the document before releasing it to the public. Included in the additional service for this meeting was material preparation time, travel to and from Willmar, and a one hour meeting with City staff.

The additional fee required to complete this work is \$2,000.00.

The cost of the additional work, described above, is a total of \$2,000.00. We respectfully request that the Contract fee for the Parks & Trails Master Plan project be increased by \$2,000.00, which when added to the current contract amount of \$47,950.00, results in a total revised contract amount of \$49,950.00.

Please let us know if you have any questions concerning our request for additional fees and work associated with this request. We have appreciated the opportunity to work with you and look forward to working together on future projects.

Sincerely,

SRF CONSULTING GROUP, INC.



Stewart F. Crosby, ASLA  
Associate



Ken J. Grieshaber, ASLA  
Principal – Landscape Architecture Studio

**APPROVED:**



(signature)

Name Steve Brisendine

Title CER Director

Date 3/3/15

**This cost proposal is valid for a period of 90 days. SRF reserves the right to adjust its cost estimate after 90 days from the date of this proposal.**

H:\Projects\8539\\_ProjectManagement\Budget Revisions\2015\_0302\_ContractAmendment.docx

[www.srfconsulting.com](http://www.srfconsulting.com)

One Carlson Parkway North, Suite 150 | Minneapolis, MN 55447-4443 | 763.475.0010 Fax: 763.475.2429

An Equal Opportunity Employer



CITY OF WILLMAR, MINNESOTA  
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 9

Meeting Date: April 13, 2015

Attachments: Yes No

CITY COUNCIL ACTION

Date: April 20, 2015

- Approved
- Amended
- Other
- Denied
- Tabled

Originating Department: Public Works

Agenda Item: Re-appropriation of Capital Funds for Crack Sealing and Seal Coating

Recommended Action: To re-appropriate funds for the 2015 crack sealing and seal coating projects in the amount of ~~\$9,731.20~~ \$5,470.00.

Background/Summary: The 2015 Crack Sealing and Seal Coating project quotes were received on April 7<sup>th</sup>, totaling ~~\$74,731.20~~ \$70,470, with the Public Works operating budget including \$65,000.00 for the projects. It is necessary to re-appropriate unused capital funds from the purchase of four Kubota mowers to cover the ~~\$9,731.20~~ \$5,470 not included in the operating budget.

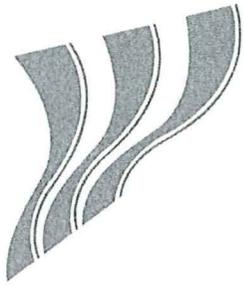
Alternatives: Look for another funding source.

Financial Considerations: The expenditures were budgeted for 2015 in the Public Works operating budget.

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

Signature:

Comments:



CITY OF WILLMAR, MINNESOTA  
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 10

Meeting Date: April 13, 2015

Attachments: Yes  No

CITY COUNCIL ACTION  
Date: April 20, 2015

- Approved       Denied
- Amended       Tabled
- Other

Originating Department: Civic Center

Agenda Item: Sale of Zamboni

**Recommended Action:** Approve the sale of the Zamboni and charger to Arena Warehouse for the sum of \$27,500.00 and re-allocate the funds to the Civic Center Operating Budget.

**Background/Summary:** The Civic Center replaced the Zamboni in accordance with the Vehicle Replacement Program at the September 2<sup>nd</sup>, 2014 Council Meeting.

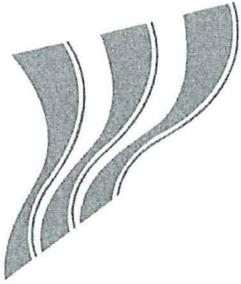
**Alternatives:** Do not sell the Zamboni and charger.

**Financial Considerations:** The dealer who sold us the new Zamboni indicated it be valued at \$12,000, so selling it for \$27,500 is a respectable return on our initial investment.

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

**Signature:**

**Comments:**



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

**Agenda Item Number:** 11

**Meeting Date:** April 13, 2015

**Attachments:** Yes  No

**CITY COUNCIL ACTION**

**Date:** April 20, 2015

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

**Originating Department:** Public Works

**Agenda Item:** Sale of 2005 International Dump Truck

**Recommended Action:** Approve the sale of a 2005 International Dump Truck to Willmar Municipal Utilities for the sum of \$28,000.00.

**Background/Summary:** The Public Works Department replaced the 2005 International Dump Truck, Unit #052445, in accordance with the Vehicle Replacement Program through State Contract #77941 at the January 20, 2015 Council Meeting.

**Alternatives:** Do not sell the truck and retain it for use in another department.

**Financial Considerations:** The dealer who sold us the new truck indicated it be valued at \$26,000, so selling it for \$28,000 is a respectable return on our initial investment.

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

**Signature:**

**Comments:**

## PUBLIC WORKS/SAFETY COMMITTEE

### MINUTES

The Public Works/Safety Committee of the Willmar City Council met on Tuesday, April 14, 2015, in Conference Room No. 1 at the City Office Building.

Present:	Ron Christianson	.....	Chair
	Audrey Nelsen	.....	Vice Chair
	Rick Fagerlie	.....	Member
	Andrew Plowman	.....	Member

Others present: Council Member Jim Dokken, Council Member Denis Anderson, Director of Public Works Sean Christensen; Chief of Police Jim Felt; Fire Chief Gary Hendrickson, City Clerk/Treasurer Kevin Halliday, Jared Voge, Bolton & Menk, 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

There were no public comments.

#### Item No. 3      Fire and Police Update (Information)

Fire Chief Gary Hendrickson noted there have been 89 calls for service this year so far, which is up from 75 at this time last year. It was noted the City is not included in the red flag warning at this time, and recreational fires are authorized with the ring being at least three feet in diameter, 25 feet from the home and must be attended at all times. The house fire at 1068 6<sup>th</sup> Street SW was discussed, with the fire being the fourth significant call for the year. The Committee noted it being Severe Weather Awareness Week and a statewide tornado drill will take place on Thursday, April 16<sup>th</sup> at 1:45 pm and 6:55 pm.

Police Chief Jim Felt noted the jail census for April 14, 2015 was 153; 89 inmates from the Department of Corrections, 63 inmates from Kandiyohi County, and one inmate from Swift County. The calls for service for the previous two weeks totaled 772. The majority of the calls were for traffic stops, followed by public assists and animal complaints. The total calls for service so far this year totals 4,896, which is about 201 calls ahead of 2014.

#### Item No. 4      CenterPoint Energy Community Partnership Grant Application (Resolution)

Chief Felt presented, for approval, the submittal of a grant application to CenterPoint Energy for safety initiatives used in the community with a 50% match. The equipment identified for the grant includes two replacement Automated External Defibrillators, two advanced first responder kits for squad cars and traffic safety vests for all uniform personnel. The Police Department budget will accommodate the expenses if the grant is awarded.

A motion was made by Council Member Fagerlie, seconded by Council Member Nelsen to approve the CenterPoint Energy Community Partnership Grant application submittal by the Willmar Police Department. The motion carried.

#### Item No. 5      Outdoor Warning Siren Purchase/Replacement (Resolution)

Chief Hendrickson presented, for approval, the purchase and replacement of an outdoor warning siren to replace the Thunderbolt Siren located at 22<sup>nd</sup> Street SW and 15<sup>th</sup> Avenue SW across from Taunton

Stadium. The current siren has been in operation since 1971 and is only partially operational, as it does not rotate 360 degrees to allow proper notification of an approaching storm. This particular siren has required numerous repairs and due to its age, parts are no longer available. The new siren is included in the 2015 Capital Improvement Plan and is within budget at a cost of \$18,200.00.

A motion was made by Council Member Nelsen, seconded by Council Member Plowman to approve the purchase of a Federal outdoor warning siren in the amount of \$18,200.00. The motion carried.

Item No. 6      Crack Seal Bid Award (Resolution)

Staff brought forth, for approval, the award of the Crack Sealing Project No. 1506 to Glieden Enterprises, LLC in the amount of \$46,500 and authorizes signatures on the contract. The City requested quotes for the project and three were received. The other quotes received were from All Things Asphalt in the amount of \$52,500 and Fahrner Asphalt Sealers LLC in the amount of \$65,500. The 2015 Public Works budget included \$65,000 for the crack sealing and seal coating projects, and \$5,470 is being re-appropriated from unused capital funds to cover the remainder of the \$70,470 total cost.

A motion was made by Council Member Fagerlie, seconded by Council Member Nelsen to award the Crack Sealing project to Glieden Enterprises, LLC in the amount of \$46,500 and authorizes signatures on the contract. The motion carried.

Item No. 7      Seal Coat Bid Award (Resolution)

Staff brought forth, for approval, the award of the Seal Coating Project No. 1508 to Astech Corporation in the amount of \$23,970.00 and authorizes signatures on the contract. The City requested quotes for the project and three were received. The other quotes received were from Caldwell Asphalt Company in the amount of \$25,899.30 and Pearson Brothers Inc. in the amount of \$28,231.20. The 2015 Public Works budget included \$65,000 for the crack sealing and seal coating projects, and \$5,470 is being re-appropriated from unused capital funds to cover the remainder of the \$70,470 total cost.

A motion was made by Council Member Fagerlie, seconded by Council Member Nelsen to award the Seal Coating project to Astech Corporation in the amount of \$23,970.00 and authorize signatures on the contract. The motion carried.

Item No. 8      Declare Costs to be Assessed, Order Preparation of Assessment Roll, and Call for Assessment Hearing: Project No. 1501-A (Resolution- Combine All Three Projects)

Staff brought forth, for approval, to declare costs to be assessed, order preparation of the assessment roll and call for the Assessment Hearing for City Project No. 1501-A on May 18, 2015. The City Council ordered the Carolina Avenue SW, 21<sup>st</sup> Street SW, Alley between City Hall and the Auditorium, Swanson Field Parking Lot and Public Works Facility parking lot reconstructions at the Improvement Hearing held March 2, 2015. Bids were opened on April 7<sup>th</sup> and the amount received to perform the necessary improvements is known. Staff is preparing the assessable footage and the amount for each affected lot. Costs for the improvements must be declared, the preparation of an Assessment Roll ordered, and affected property owners notified of their Assessment amount in accordance with the requirements of Chapter 429, State of Minnesota Statutes.

A motion was made by Council Member Nelsen, seconded by Council Member Fagerlie to declare the costs to be assessed, order preparation of the Assessment Roll, and call for the Assessment Hearing for Project No. 1501-A on May 18, 2015. The motion carried.

Item No. 9      Declare Costs to be Assessed, Order Preparation of Assessment Roll, and Call for Assessment Hearing: Project No. 1503-A (Resolution-Combine All Three Projects)

Staff brought forth, for approval, to declare costs to be assessed, order preparation of the assessment roll and call for the Assessment Hearing for City Project No. 1503-A on May 18, 2015. The City Council ordered the Trott Avenue SE and Kandiyohi Avenue SW overlays at the Improvement Hearing held March 2, 2015. Bids were opened on April 7<sup>th</sup> and the amount received to perform the necessary improvements is known. Staff is preparing the assessable footage and the amount for each affected lot. Costs for the improvements must be declared, the preparation of an Assessment Roll ordered, and affected property owners notified of their Assessment amount in accordance with the requirements of Chapter 429, State of Minnesota Statutes.

A motion was made by Council Member Nelsen, seconded by Council Member Fagerlie to declare the costs to be assessed, order preparation of the Assessment Roll, and call for the Assessment Hearing for Project No. 1503-A on May 18, 2015. The motion carried.

Item No. 10      Declare Costs to be Assessed, Order Preparation of Assessment Roll, and Call for Assessment Hearing: Project No. 1503-B (Resolution-Combine All Three Projects)

Staff brought forth, for approval, to declare costs to be assessed, order preparation of the assessment roll and call for the Assessment Hearing for City Project No. 1503-B on May 18, 2015. The City Council ordered the 23<sup>rd</sup> Street SW, 7<sup>th</sup> Street SE, and 25<sup>th</sup> Street SE overlays at the Improvement Hearing held March 2, 2015. Bids were opened on April 7<sup>th</sup> and the amount received to perform the necessary improvements is known. Staff is preparing the assessable footage and the amount for each affected lot. Costs for the improvements must be declared, the preparation of an Assessment Roll ordered, and affected property owners notified of their Assessment amount in accordance with the requirements of Chapter 429, State of Minnesota Statutes.

A motion was made by Council Member Nelsen, seconded by Council Member Plowman to declare the costs to be assessed, order preparation of the Assessment Roll, and call for the Assessment Hearing for Project No. 1503-B on May 18, 2015. The motion carried.

Item No. 11      Accept Bid and Award Contract: Utility Construction, Project No. 1502 (Resolution)

Staff brought forth, for approval, to award the project to Land Pride Construction in the amount of \$88,933.00, adopt the budget and authorize signatures on the contract for Project No. 1502. The project includes sanitary sewer lining on Benson Avenue SE, East TH 12 water main relocation, and fire hydrant replacements at Lakeland Drive NE and Airport Drive SW. Four bids were received and opened on April 7<sup>th</sup>; Land Pride Construction in the amount of \$88,933.00, Quam Construction in the amount of \$93,117.50, Duininck Inc. in the amount of \$108,685.50, and Breitbach Construction in the amount of \$117,214.71. The low bid received is approximately 6% above the Engineer's Estimate.

A motion was made by Council Member Fagerlie, seconded by Council Member Nelsen to accept the bid and award the project to Land Pride Construction in the amount of \$88,933.00, adopt the budget and authorize signatures on the contract for Project No. 1502. The motion carried.

Item No. 12      State Agreement- Motorcycle Skills Testing Site (Resolution)

Staff brought forth, for approval, the State Agreement with the Department of Public Safety for a motorcycle skills test course in the City Right of Way. The City first received a request in 2005 from the State to enter into a lease agreement allowing the Department of Public Safety to use an area of land on the north end of Transportation Drive for the term of five years for the testing of motorcycle license applicants. In 2010, the lease was amended and again in 2012 to allow an additional two years on the lease consecutively. The current Amendment replaces the terms commencing May 1, 2015 through April 30, 2020. The Committee

discussed the testing site not interfering with traffic from the school or Civic Center.

A motion was made by Council Member Nelsen, seconded by Council Member Plowman to approve the State agreement with the Department of Public Safety for a motorcycle skills test course in the City Right of Way on the north end of Transportation Drive. The motion carried.

Item No. 13      Westwood Court Lift Station (WWC) Engineering/CRS Agreement Recommendation (Resolution)

Staff brought forth, for approval, the award of the design and construction related services project for the Westwood Court Lift Station to Bolton and Menk. Staff reviewed two proposals, one from Bolton and Menk and one from Bollig Engineering, for the professional services of the Westwood Court Lift Station, taking into consideration a technical score and a price score. The preliminary budget for the project was approved at \$1,140,000 by the Council on February 17, 2015 and PFA funding will be pursued.

A motion was made by Council Member Nelsen, seconded by Council Member Fagerlie to award the professional services contract for the Westwood Court Lift Station to Bolton and Menk. The motion carried.

Item No. 14      Miscellaneous- Cooperative Construction Agreement (Resolution)

Staff brought forth, for approval, the Kandiyohi County and City of Willmar Cooperative Construction Agreement for the County Office building West Lot 15 improvement project. The agreement details the City reimbursing the County for 50% of the cost, not to exceed \$90,000, in exchange for 12 to 20 public spots in the lot.

After discussion, a motion was made by Council Member Nelsen, seconded by Council Member Fagerlie to approve the Cooperative Construction Agreement with Kandiyohi County for the County Office building West Lot 15. The motion carried.

It was noted staff is working with Willmar Downtown Development as it pertains to installing utilities into 313 4<sup>th</sup> Street SW.

There being no further business to come before the Committee, the meeting was adjourned at 5:25 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:

Attachments: Yes  No

CITY COUNCIL ACTION

Date:

- Approved       Denied  
 Amended       Tabled  
 Other

Originating Department: Willmar Police Department

Agenda Item: CenterPoint Energy Community Partnership Grant Application

**Recommended Action:** Request approval for the Willmar Police Department to submit a grant application to CenterPoint Energy. The CenterPoint Energy grant requires it be used for safety initiatives in the community and have a 50% match. Equipment identified for the grant include two replacement Automated External Defibrillators (AED's), two advanced first responder first aid kits for squad cars and DOT compliant traffic safety vests for all uniform personnel.

**Background/Summary:** CenterPoint Energy contacted the City of Willmar with the grant opportunity. If the grant is awarded, this would expedite the replacement of aging AED's in the squad cars (several are over 10 years old and no longer manufactured or can be repaired). It would also provide better first aid equipment for medical emergencies and provide updated & DOT compliant safety vests to all uniformed officers.

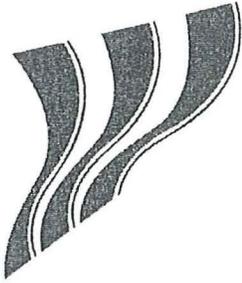
**Alternatives:** Decline the grant application and work to replace / update items from the department budget.

**Financial Considerations:** This grant requires a 50% match. The existing 2015 Willmar PD budget would be able to accommodate these expenses if the grant is awarded. If not awarded, would look at the 2016 budget for updates / replacement.

Preparer: Chief Jim Felt, Willmar Police

Signature:

Comments:



CITY OF WILLMAR, MINNESOTA  
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 5

Meeting Date:

Attachments:  Yes No

CITY COUNCIL ACTION

Date:

- Approved     Denied  
 Amended     Tabled  
 Other

Originating Department: Fire Department

**Agenda Item:** Authorization to purchase an outdoor warning siren to replace the old Thunderbolt Siren located at 22<sup>nd</sup> Street SW and 15<sup>th</sup> Ave SW across from Taunton Stadium.

**Recommended Action:** Staff recommends purchasing a new Federal outdoor warning siren to replace the current one which is partially operational.

**Background/Summary:** The current siren has been in operation since 1971 and is only partially operational. Currently it still sounds when activated yet it does not rotate 360 degrees not allowing for proper notification of the surrounding area of approaching dangerous storms. This particular siren has required numerous repairs recently and due to its age parts are no longer available.

**Alternatives:**

1. Continue to use siren as it is until it completely stops working.

**Financial Considerations:** This siren was identified within the Capital Improvement Plan (CIP) for replacement in 2015. Therefore the cost to replace the siren was already approved within the 2015 CIP. Total replacement cost would be \$18,200.00

Preparer: Gary Hendrickson

Signature: 

Comments:

# 2001-130 Siren

## Features

- **130 dB(C) output**
- **Directional, rotating siren for maximum coverage**
- **Three distinct warning signals**
- **Full battery operation or battery back-up**
- **Maintenance-free sealed bearing motors**
- **Weather-resistant coating**
- **Ideal for outdoor warning**
- **5-year limited warranty**



The Federal Signal 2001-130 public siren is a high power, rotating, uni-directional outdoor warning siren that offers an anechoic certified signal strength of 130 dB(C) +/- 1 dB(C) at 100-ft. The high-decibel output provides maximum coverage with minimum installation cost. Radio activation can further minimize installation costs by eliminating the need for leased dedicated control lines.

The siren's projector produces a 60-degree projection of sound which rotates at 3 RPM and can produce three distinct warning signals: steady, wail and fast wail. The 2001-130 siren will supply a minimum of 15 minutes of full power output from its batteries after AC power loss. The siren controls are available with battery operation, AC operation, and AC operation with battery back-up, one-way and two-way radio control, wired or wireless ethernet, satellite/cellular or landline.

Ideally suited to provide warning for hazardous weather conditions, fires, floods, chemical spills and other types of emergencies, the 2001-130 siren is a perfect choice to protect any community.

 **FEDERAL SIGNAL**  
Safety and Security Systems  
*Advancing security and well being.*

DATA SHEET

# 2001-130 Siren

## Specifications

### Power Requirements\*

Siren Motor	48V (DC or full wave rectified AC) 110A (nom.)
Rotator Motor	48V (DC or full wave rectified AC) 1A (nom.)

### Wiring

Siren Motor	2 AWG
Rotator Motor	12 AWG

### Motor Type

Siren	Series wound DC 6 Hp
Rotator	Permanent magnet DC 1/8 Hp

### Signal Information

Signal	Frequency Range	Sweep Rate
Steady	790 Hz	N.A.
Wail	470-790 Hz	10 sec.
Fast Wail	600-790 Hz	3.5 sec.
Signal Duration	3min. std. (programmable)	
Signal Output (SPL)	130 dB(C) +/- 1 dB(C) at 100' (30.5 m) 6400 feet Effective Range at 70dBC	
Rotation	3 RPM	

### Dimensions

Height x Width x Depth	55" x 37" x 41" 140cm x 94cm x 10cm
------------------------	--

### Weight

Shipping Weight	450 lbs. (205 kg)
-----------------	-------------------

### Environmental

Operating Temperature	-30°C to +60°C**
-----------------------	------------------

\* Power requirements refer to the power supplied by the batteries or optional AC operation through 2001TRB.

\*\* The siren can operate throughout this temperature range provided that battery temperature is maintained at 18°C or higher.

### Ordering Information\*

Siren Motor	Rotating electro-mechanical Siren 130 dB(C) +/- 1dB(C), 48VDC, pole mount included
2001AC <sup>1</sup>	AC operated motor control, 208 or 220/240VAC (specify voltage) NEMA 3R control cabinet, two 48VDC contactors and transformer/rectifier, 182 lbs. 53 kg
2001DC <sup>1,2</sup>	120VAC motor control, NEMA 4 control cabinet, four chargers, two 48VDC contactors and NEMA 3R battery cabinet. 224 lbs. 102 kg

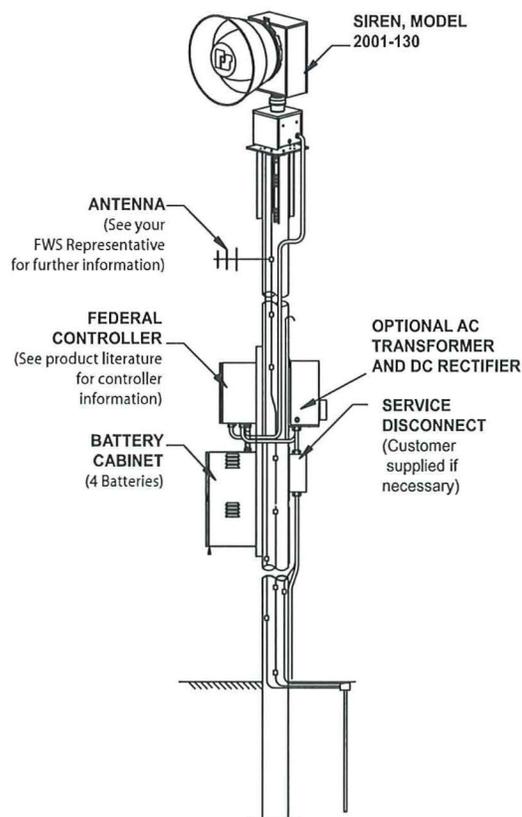
### Landline Option

2001HR	Rotator holding relay for use with external timer
--------	---

\* 2001-130 Siren requires a Federal Controller such as FC or DFCB (See controller product literature)

<sup>1</sup> For use with Electro-mechanical sirens. Antenna and cable are not included with any radio activation control and must be purchased separately. (See your sales representative)

<sup>2</sup> Batteries not included.



**FEDERAL SIGNAL**  
Safety and Security Systems  
*Advancing security and well being.*



**QUOTATION**  
**FEDERAL SIGNAL CORPORATION**  
**Federal Warning Systems**

Quotation No.: FWS **32415631**  
 Reference quote no. on your order

Name City of Willmar  
 Co. Name Fire Chief Gary Hendrickson  
 Address 515 2<sup>nd</sup> Street SW  
 City, State, Zip Willmar, MN 56201  
 Phone No. 320-235-1354  
 Fax No. ghendrickson@willmarmn.gov



Date 3/23/2015

Reference DC Siren

**CUSTOMER COPY**  
**SALESPERSON COPY**  
**OFFICE COPY**

Item No.	Qty.	Federal Model/Part No.	Description	Net Cost Each	Total Cost
1	1	2001-130	130 db Rotating Mechanical Siren		\$7,000.00
2	1	DCFCBH	DC Control/Battery Cabinet/4 Chargers/(2)		4,400.00
3			48VDC Contactors/VHF Narrowband		
4			Receiver/NEMA Aluminum Cabinets		
5	1	FS-PL	Tone Coded Squelch		125.00
6	1	RP164/10A3	Ground Plane Antenna/25 ft Coaxial Cable		325.00
7	1	AMB-RP164	Antenna Mounting Bracket		50.00
8	1	MISC.	Shipping from Factory		600.00
9	1	TOTAL	Equipment & Shipping		<b>\$12,500.00</b>
10					
11					
12			<b>OPTIONS</b>		
13	1	TK-I-2001DCZ2*	Installation on 50' Class 2 Wood Pole with		\$5,825.00
14			4 Deep Cycle Batteries. *See the attached		
15			Customer Responsibilities Checklist		
16	1	CREDIT	Credit for power company to provide pole		(\$425.00)
17	1	HTR4	4 Battery Warming Blankets Per Siren		\$300.00
18					
19					
20					

Prices are firm for 30 days from the date of quotation unless shown otherwise. Upon acceptance, prices are firm for \_\_\_\_\_ (days / months). This quotation is expressly subject to acceptance by Buyer of all Terms stated on the reverse side hereof, and any exception to or modification of such Terms shall not be binding on Seller unless expressly accepted in writing by an authorized agent or Officer of Seller. Any order submitted to Seller on the basis set forth above, in whole or in part, shall constitute an acceptance by Buyer of the Terms on this and the reverse side hereof. Any such order shall be subject to acceptance by Seller in its discretion. If the total price for the items set forth above exceeds \$50,000 then this quotation IS ONLY VALID if countersigned below by a Regional Manager of the Signal Division, Federal Signal Corporation.

F.O.B. University Park, IL  
 EST. DEL. WT. \_\_\_\_\_  
 DELIVERY 6 - 8 Weeks (ARO)  
 TERMS Equipment: Net 30 Days Upon Shipment  
Services: Net 30 Days Billed Monthly Upon Completion  
 FREIGHT TERMS See Line Item Above

BY: [Signature]  
 FWS Sales Representative  
 ADDRESS: Federal Warning Systems, Inc.  
1708 3<sup>rd</sup> Ave. SE  
Rochester, MN 55904  
 BY: \_\_\_\_\_  
 Federal Signal / Countersigned  
 TITLE: \_\_\_\_\_

Purchase order MUST be made out to:  
 Federal Signal Corporation, Federal Warning Systems, 2645 Federal Signal Drive, University Park, IL 60484



**QUOTATION**  
**FEDERAL SIGNAL CORPORATION**  
**Federal Warning Systems**

Quotation No.: FWS **32415641**  
 Reference quote no. on your order

Name City of Willmar  
 Co. Name Fire Chief Gary Hendrickson  
 Address 515 2<sup>nd</sup> Street SW  
 City, State, Zip Willmar, MN 56201  
 Phone No. 320-235-1354  
 Fax No. ghendrickson@willmarmn.gov



Date 3/23/2015

Reference AC/DC Siren

<b>CUSTOMER COPY</b> <b>SALESPERSON COPY</b> <b>OFFICE COPY</b>
---

Item No.	Qty.	Federal Model/Part No.	Description	Net Cost Each	Total Cost
1	1	2001-130	130 db Rotating Mechanical Siren		\$7,000.00
2	1	DCFCBH	DC Control/Battery Cabinet/4 Chargers/(2)		4,400.00
3			48VDC Contactors/VHF Narrowband		
4			Receiver/NEMA Aluminum Cabinets		
5	1	FS-PL	Tone Coded Squelch		125.00
6	1	RP164/10A3	Ground Plane Antenna/25 ft Coaxial Cable		325.00
7	1	AMB-RP164	Antenna Mounting Bracket		50.00
8	1	2001TRBP	Transformer/Rectifier for AC/DC Operation		1,575.00
9	1	MISC.	Shipping from Factory		675.00
10	1	TOTAL	Equipment & Shipping		<b>\$14,150.00</b>
11					
12			OPTIONS		
13	1	TK-I-2001ADCZ2*	Installation on 50' Class 2 Wood Pole with		\$6,008.00
14			4 Deep Cycle Batteries. *See the attached		
15			Customer Responsibilities Checklist		
16	1	CREDIT	Credit for power company to provide pole		(\$425.00)
17	1	HTR	4 Battery Warming Blankets Per Siren		\$300.00
18					
19					
20					

Prices are firm for 30 days from the date of quotation unless shown otherwise. Upon acceptance, prices are firm for \_\_\_\_\_ (days / months). This quotation is expressly subject to acceptance by Buyer of all Terms stated on the reverse side hereof, and any exception to or modification of such Terms shall not be binding on Seller unless expressly accepted in writing by an authorized agent or Officer of Seller. Any order submitted to Seller on the basis set forth above, in whole or in part, shall constitute an acceptance by Buyer of the Terms on this and the reverse side hereof. Any such order shall be subject to acceptance by Seller in its discretion. If the total price for the items set forth above exceeds \$50,000 then this quotation IS ONLY VALID if countersigned below by a Regional Manager of the Signal Division, Federal Signal Corporation.

F.O.B. University Park, IL

EST. DEL. WT. \_\_\_\_\_

DELIVERY 6 - 8 Weeks (ARO)

TERMS Equipment: Net 30 Days Upon Shipment

Services: Net 30 Days Billed Monthly Upon Completion

FREIGHT TERMS See Line Item Above

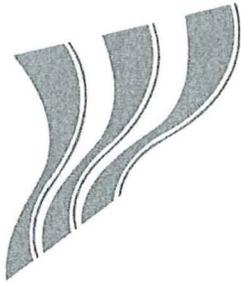
BY:   
 FWS Sales Representative

ADDRESS: Federal Warning Systems, Inc.  
1708 3<sup>rd</sup> Ave. SE  
Rochester, MN 55904

BY: \_\_\_\_\_  
 Federal Signal / Countersigned

TITLE: \_\_\_\_\_

Purchase order MUST be made out to:  
 Federal Signal Corporation, Federal Warning Systems, 2645 Federal Signal Drive, University Park, IL 60484



CITY OF WILLMAR, MINNESOTA  
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 6

Meeting Date: April 14th, 2015

Attachments:  Yes No

CITY COUNCIL ACTION

Date: April 20th, 2015

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

Originating Department: Public Works

Agenda Item: Award the Contract for the 2015 Crack Sealing, Project No. 1506.

Recommended Action: To award the project to Glieden Enterprises, LLC in the amount of \$46,500 and authorize signatures on the 2015 Crack Sealing contract.

Background/Summary: The City requested quotes for the 2015 Crack Sealing Project. Three quotes were received with the lowest being from Glieden Enterprises, LLC in the amount of \$46,500. The other quotes received were from All Things Asphalt in the amount of \$52,500 and Fahrner Asphalt Sealers LLC in the amount of \$65,500.

Alternatives: 1. Reject all quotes and rebid.  
2. Remove the project in its entirety from the 2015 Improvements.

Financial Considerations: The funding associated with the project is included in the 2015 Public Works budget, with \$65,000 allotted for Crack Sealing and Seal Coating. The Seal Coating project contract was awarded at \$23,970, for a total cost of \$70,470. \$5,470 is being re-appropriated from unused capital funds to cover the remainder of the costs.

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

Signature: 

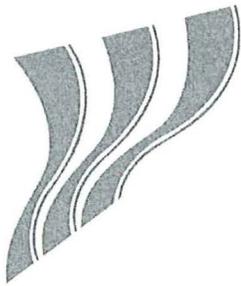
Comments:

**CITY OF WILLMAR  
PROJECT NO. 1506  
CRACK SEALING  
BID TABULATION**

**Quotes Close: April 3, 2015 at 1:00 p.m.**

<u>BIDDER</u>	<u>BID TOTAL</u>	<u>REMARKS</u>
Fahrner Asphalt Sealers LLC 6615 US Hwy 12W Eau Claire, WI 54703	\$2.62 / Lb 65,500	
All Things Asphalt 1314 Timberline Drive Sauk Centre, MN 56378	\$2.10 / LB 52,500	
Glieden Enterprises LLC Box 74 Belgrade, MN 56312	\$1.86 / LB 46,500	

25,000 pounds of Crafc0 221 or Crafc0 515



CITY OF WILLMAR, MINNESOTA  
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 7

Meeting Date: April 14<sup>th</sup>, 2015

Attachments:  Yes No

CITY COUNCIL ACTION

Date: April 20<sup>th</sup>, 2015

Approved  Denied  
 Amended  Tabled  
 Other

Originating Department: Public Works

Agenda Item: Award the Contract for the 2015 Seal Coating, Project No. 1508

Recommended Action: Award the project to Astech Corp. in the amount of \$23,970.00 and authorize signatures on the 2015 Seal Coating Contract.

Background/Summary: The City requested quotes for the 2015 Seal Coating Project. Three quotes were received with the lowest being from Astech Corp. in the amount of \$23,970.00. The other quotes received were from Caldwell Asphalt Co. in the amount of \$25,899.30 and Pearson Brothers Inc. in the amount of \$28,231.20.

Alternatives: 1. Reject all quotes and rebid.  
2. Remove the project in its entirety from the 2015 Improvements.

Financial Considerations: The funding associated with the project is included in the 2015 Public Works budget, with \$65,000 allotted for Crack Sealing and Seal Coating. The Crack Sealing project contract was awarded at \$46,500, for a total of \$70,470. \$5,470 is being re-appropriated from unused capital funds to cover the remainder of the costs.

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

Signature: 

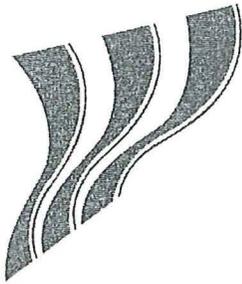
Comments:

*2015 SEAL COAT  
QUOTE TABULATION*

*CITY OF WILLMAR*

BIDDER	TOTAL
Caldwell Asphalt Co. Inc. 24060 175 <sup>th</sup> St NE Hawick, MN 56273	\$25,899.30
Astech Corp. P O Box 1025 St. Cloud, MN 56302	\$23,970.00
Pearson Bros. Inc. 11079 Lamont Ave NE Hanover, MN 55341	\$28,231.20

April 7, 2015



CITY OF WILLMAR, MINNESOTA  
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 8

Meeting Date: April 14, 2015

Attachments: Yes  No

CITY COUNCIL ACTION

Date: April 20, 2015

Approved  Denied  
 Amended  Tabled  
 Other

Originating Department: Engineering

Agenda Item: Declare Costs to be Assessed, Order Preparation of Assessment Roll, and Call for Assessment Hearing on City Project No. 1501-A

Recommended Action: Declare Costs to be Assessed, Order Preparation of Assessment Roll, and Call for Assessment Hearing on May 18, 2015 for the Carolina Avenue SW, 21<sup>st</sup> Street SW, Alley between City Hall and the Auditorium, Swanson Field Parking Lot, and Public Works Facility Parking Lot Reconstructions – City Project No. 1501-A

Background/Summary: The City Council ordered the Carolina Avenue SW, 21<sup>st</sup> Street SW, Alley between City Hall and the Auditorium, Swanson Field Parking Lot, and Public Works Facility Parking Lot Reconstructions at the Improvement Hearing held March 2, 2015. Bids were opened on April 7th and the amount received to perform the necessary improvements is known. Staff is preparing the assessable footage and the amount for each affected lot. Costs for the improvements must be declared and the preparation of an assessment roll ordered in accordance with the requirements of Chapter 429, State of Minnesota Statutes. Affected property owners must be notified of their assessment amount and the date of the hearing, also in accordance with Chapter 429.

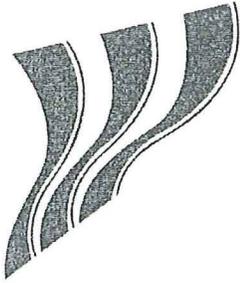
Alternatives: 1. Declare Costs to be Assessed at a later date.  
2. Delay the Assessment Hearing to a later date.  
3. Remove the project in its entirety from the 2015 Improvements.

Financial Considerations: The funding associated with the project includes special assessments, local funds, and bond proceeds.

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

Signature: 

Comments:



CITY OF WILLMAR, MINNESOTA  
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 9

Meeting Date: April 14, 2015

Attachments: Yes  No

CITY COUNCIL ACTION

Date: April 20, 2015

- Approved  Denied  
 Amended  Tabled  
 Other

Originating Department: Engineering

Agenda Item: Declare Costs to be Assessed, Order Preparation of Assessment Roll, and Call for Assessment Hearing on City Project No. 1503-A

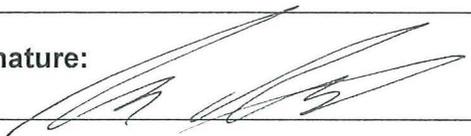
Recommended Action: Declare Costs to be Assessed, Order Preparation of Assessment Roll, and Call for Assessment Hearing on May 18, 2015 for the Trott Avenue SE and Kandiyohi Avenue SW Overlays – City Project No. 1503-A

Background/Summary: The City Council ordered the Trott Avenue SE and Kandiyohi Avenue SW Overlays at the Improvement Hearing held March 2, 2015. Bids were opened on April 7th and the amount received to perform the necessary improvements is known. Staff is preparing the assessable footage and the amount for each affected lot. Costs for the improvements must be declared and the preparation of an assessment roll ordered in accordance with the requirements of Chapter 429, State of Minnesota Statutes. Affected property owners must be notified of their assessment amount and the date of the hearing, also in accordance with Chapter 429.

Alternatives: 1. Declare Costs to be Assessed at a later date.  
2. Delay the Assessment Hearing to a later date.  
3. Remove the project in its entirety from the 2015 Improvements.

Financial Considerations: The funding associated with the project includes local funds, special assessments, State Aide funding, and bond proceeds.

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

Signature: 

Comments:



CITY OF WILLMAR, MINNESOTA  
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 10

Meeting Date: April 14, 2015

Attachments: Yes  No

CITY COUNCIL ACTION

Date: April 20, 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: Declare Costs to be Assessed, Order Preparation of Assessment Roll, and Call for Assessment Hearing on City Project No. 1503-B

Recommended Action: Declare Costs to be Assessed, Order Preparation of Assessment Roll, and Call for Assessment Hearing on May 18, 2015 for the 23<sup>rd</sup> Street SW, 7<sup>th</sup> Street SE, and 25<sup>th</sup> Street SE Overlays – City Project No. 1503-B

Background/Summary: The City Council ordered the 23<sup>rd</sup> Street SW, 7<sup>th</sup> Street SE, and 25<sup>th</sup> Street SE Overlays at the Improvement Hearing held March 2, 2015. Bids were opened on April 7th and the amount received to perform the necessary improvements is known. Staff is preparing the assessable footage and the amount for each affected lot. Costs for the improvements must be declared and the preparation of an assessment roll ordered in accordance with the requirements of Chapter 429, State of Minnesota Statutes. Affected property owners must be notified of their assessment amount and the date of the hearing, also in accordance with Chapter 429.

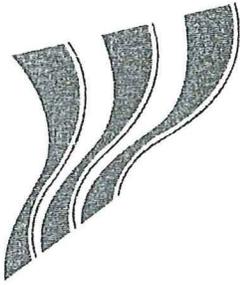
- Alternatives:
1. Declare Costs to be Assessed at a later date.
  2. Delay the Assessment Hearing to a later date.
  3. Remove the project in its entirety from the 2015 Improvements.

Financial Considerations: The funding associated with the project includes local funds, special assessments, and bond proceeds.

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

Signature:

Comments:



CITY OF WILLMAR, MINNESOTA  
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 11

Meeting Date: April 14, 2015

Attachments:  Yes  No

CITY COUNCIL ACTION

Date: April 20, 2015

- Approved  Denied  
 Amended  Tabled  
 Other

Originating Department: Engineering

Agenda Item: Accept Bid, Award Contract, and Adopt Budget: Utility Construction, Project No. 1502

Recommended Action: Accept the bid and award the contract to Land Pride Construction in the amount of \$88,933.00 and adopt the budget for Project No. 1502.

Background/Summary: The City Council authorized advertisement for bids for the project at the March 2, 2015 Council Meeting. The project includes sanitary sewer lining on Benson Avenue SE, East TH 12 water main relocation, and fire hydrant replacements at Lakeland Drive NE and Airport Drive SW. Four bids were received and opened on April 7th; Land Pride Construction in the amount of \$88,933.00, Quam Construction in the amount of \$93,117.50, Duinick Inc. in the amount of \$108,685.50, and Breitbach Construction in the amount of \$117,214.71. The low bid received is approximately 6% above the Engineer's Estimate.

Alternatives: 1. Reject all bids and rebid.  
2. Remove the project in its entirety from the 2015 Improvements.

Financial Considerations: The funding associated with the project includes local funds and bond proceeds.

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

Signature:

Comments:

**1502 BID TABULATION  
Utility Construction**

	ITEM	UNIT	ESTIMATED QUANTITY	Duininck Inc		Quam Construction		Breitbach Construction		Land Pride Construction	
				PRICE	TOTAL	PRICE	TOTAL	PRICE	TOTAL	PRICE	TOTAL
	<b>STREET ITEMS</b>										
2104.501	Remove Concrete Curb/Curb and Gutter	LF	50	\$5.00	\$250.00	\$8.00	\$400.00	\$20.28	\$1,014.00	\$10.00	\$500.00
2104.509	Remove Manhole or Catchbasin	EA	1	\$500.00	\$500.00	\$205.00	\$205.00	\$695.00	\$695.00	\$500.00	\$500.00
2104.509	Remove Bituminous Pavement	SY	100	\$8.00	\$800.00	\$7.50	\$750.00	\$28.40	\$2,840.00	\$5.00	\$500.00
2105.501	Common Excavation	CY	15	\$25.00	\$375.00	\$27.25	\$408.75	\$151.00	\$2,265.00	\$20.00	\$300.00
2105.525	Topsoil Borrow (CV)	CY	6	\$50.00	\$300.00	\$28.50	\$171.00	\$335.83	\$2,014.98	\$30.00	\$180.00
2105.604	Geotextile Fabric Type V	SY	100	\$3.00	\$300.00	\$2.25	\$225.00	\$8.44	\$844.00	\$3.00	\$300.00
2211.501	Aggregate Base (Class 5)	TON	68	\$65.00	\$4,420.00	\$16.00	\$1,088.00	\$40.37	\$2,745.16	\$45.00	\$3,060.00
2360.502	Type SP 12.5 Non Wear Course Mix (3,B)	TON	24	\$200.00	\$4,800.00	\$199.25	\$4,782.00	\$218.96	\$5,255.04	\$190.00	\$4,560.00
2360.501	Type SP 12.5 Wearing Course Mix (3,B)	TON	13	\$250.00	\$3,250.00	\$199.50	\$2,593.50	\$252.08	\$3,277.04	\$190.00	\$2,470.00
2531.501	Concrete Curb and Gutter, Design B624	LF	50	\$30.00	\$1,500.00	\$36.00	\$1,800.00	\$45.20	\$2,260.00	\$54.00	\$2,700.00
2575.501	Seeding	AC	0.38	\$6,000.00	\$2,280.00	\$6,825.00	\$2,593.50	\$6,778.95	\$2,576.00	\$2,500.00	\$950.00
2575.502	Seed Mixture 25-151	LB	50	\$4.00	\$200.00	\$4.50	\$225.00	\$4.52	\$226.00	\$2.00	\$100.00
2575.523	Erosion Control Blanket Category 1	SY	155	\$5.00	\$775.00	\$5.75	\$891.25	\$5.65	\$875.75	\$5.00	\$775.00
2575.532	Fertilizer Analysis 20-10-20 Type 3	LB	138	\$2.00	\$276.00	\$3.50	\$483.00	\$2.26	\$311.88	\$1.00	\$138.00
2575.562	Hydraulic Matrix Type Bonded Fiber	LB	1225	\$1.50	\$1,837.50	\$1.75	\$2,143.75	\$1.70	\$2,082.50	\$1.00	\$1,225.00
2575.601	Erosion Control	LS	1	\$1,200.00	\$1,200.00	\$1,800.00	\$1,800.00	\$6,417.00	\$6,417.00	\$100.00	\$100.00
	<b>NON-PARTICIPATING</b>										
	<b>SANITARY SEWER</b>										
2451.609	Granular Foundation and/or Bedding	TON	5	\$15.00	\$75.00	\$11.50	\$57.50	\$91.40	\$457.00	\$15.00	\$75.00
2451.609	Rock Stabilization	TON	5	\$30.00	\$150.00	\$29.50	\$147.50	\$94.60	\$473.00	\$30.00	\$150.00
2503.603	F& I 10" PVC Pipe Sewer	LF	13	\$325.00	\$4,225.00	\$113.50	\$1,475.50	\$194.85	\$2,533.05	\$300.00	\$3,900.00
2503.603	Lining Sewer Pipe 10"	LF	595	\$60.00	\$35,700.00	\$44.60	\$26,537.00	\$49.72	\$29,583.40	\$40.00	\$23,800.00
2506.502	Construct Drainage Structure Design 4007	EA	1	\$5,500.00	\$5,500.00	\$3,475.00	\$3,475.00	\$5,765.00	\$5,765.00	\$5,000.00	\$5,000.00
	<b>WATER MAIN</b>										
2504.602	Install Gate Valve And Box	EA	2	\$2,700.00	\$5,400.00	\$1,285.00	\$2,570.00	\$2,011.00	\$4,022.00	\$2,500.00	\$5,000.00
2504.602	Hydrant	EA	3	\$5,400.00	\$16,200.00	\$4,875.00	\$14,625.00	\$5,148.33	\$15,444.99	\$5,000.00	\$15,000.00
2504.603	8" PVC Watermain	LF	265	\$42.00	\$11,130.00	\$79.00	\$20,935.00	\$55.68	\$14,755.20	\$40.00	\$10,600.00
2504.603	6" PVC Watermain	LF	24	\$108.00	\$2,592.00	\$27.75	\$666.00	\$158.88	\$3,813.12	\$100.00	\$2,400.00
2504.608	Watermain Fittings	LB	465	\$10.00	\$4,650.00	\$4.45	\$2,069.25	\$10.04	\$4,668.60	\$10.00	\$4,650.00
	<b>TOTAL PROJECT 1502</b>		<b>TOTAL</b>		<b>\$108,685.50</b>		<b>\$93,117.50</b>		<b>\$117,214.71</b>		<b>\$88,933.00</b>
	LESS CREDIT FOR BITUMINOUS SALVAGE						0				0
	<b>GRAND TOTAL PROJECT 1502</b>				<b>\$108,685.50</b>		<b>\$93,117.50</b>		<b>\$117,214.71</b>		<b>\$88,933.00</b>

(Price includes all applicable sales and use taxes)

Engineer's Estimate: \$ 84,048.70

RESOLUTION NO. \_\_\_\_\_  
As Bid- 1502 Budget

ESTIMATED TOTAL COST \$112,500.00

\*Budget Amounts are Essential

Dated: April 14, 2015

Code

**PERSONNEL SERVICES**

10* Salaries Reg. Employees	_____	
11* Overtime Reg. Employees	_____	
12* Salaries Temp. Employees	_____	
13* Employer Pension Contr.	_____	
14* Employer Ins. Contr.	_____	
<b>TOTAL</b>	_____	<b>\$0.00</b>

**RECEIVABLES**

Assessments Prop Owners	_____	\$0.00
Community Investment	_____	\$68,406.00
State Aid	_____	\$0.00
LOST	_____	\$0.00
WTP	_____	\$18,810.00
MUC	_____	\$25,284.00
Kandiyohi County	_____	\$0.00
<b>TOTAL</b>	_____	<b>\$112,500.00</b>

**SUPPLIES**

20* Office Supplies	_____	
21* Small Tools	_____	
22* Motor Fuels & Lubricants	_____	
23* Postage	_____	
24 Mtce. of Equipment	_____	
25 Mtce. of Structures	_____	
26 Mtce. of Other Improvements	_____	
27 Subsistence of Persons	_____	
28 Cleaning & Waste Removal	_____	
29* General Supplies	_____	
<b>TOTAL</b>	_____	<b>\$0.00</b>

**FINANCING**

Bonds	_____	\$68,406.00
State Aid	_____	\$0.00
LOST	_____	\$0.00
WTP	_____	\$18,810.00
MUC	_____	\$25,284.00
Kandiyohi County	_____	\$0.00
<b>TOTAL</b>	_____	<b>\$112,500.00</b>

**GRAND TOTAL** **\$112,500.00**

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

**OTHER SERVICES**

30 Communications	_____	
31* Printing & Publishing	_____	
32 Utilities	_____	
33* Travel-Conf.-Schools	_____	
34 Mtce. of Equipment	_____	
35 Mtce. of Structures	_____	
36* Mtce. of Other Impr.	_____	\$88,933.00
37 Subsistence of Persons	_____	
38 Cleaning & Waste Removal	_____	
39* Other Services	_____	\$8,893.00
<b>TOTAL</b>	_____	<b>\$97,826.00</b>

\_\_\_\_\_  
Mayor

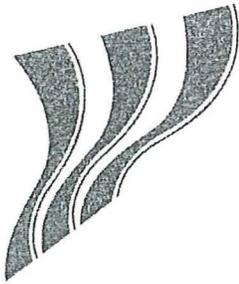
Attest:

\_\_\_\_\_  
City Clerk/Treasurer

**OTHER CHARGES**

40 Rents	_____	
41* Insurance & Bonds	_____	
42 Awards & Indemnities	_____	
43 Subscription/Memberships	_____	
44 Interest	_____	
45 Licenses & Taxes	_____	
46 Pub. Serv.	_____	\$14,674.00
47* Advertising	_____	
48* Adm. OH (Transfer)	_____	
49 Other Charges	_____	\$0.00
<b>TOTAL</b>	_____	<b>\$14,674.00</b>

**GRAND TOTAL** **\$112,500.00**



CITY OF WILLMAR, MINNESOTA  
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 12

Meeting Date: April 14, 2015

Attachments:  Yes No

CITY COUNCIL ACTION

Date: April 20, 2015

- Approved     Denied  
 Amended     Tabled  
 Other

Originating Department: Engineering

Agenda Item: State Agreement – Motorcycle Skills Testing Site

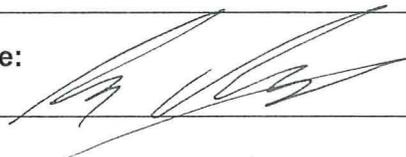
Recommended Action: Approve the State agreement with the Department of Public Safety for a motorcycle skills test course in City Right of Way.

Background/Summary: The City first received a request in 2005 from the State to enter into a lease agreement allowing the Department of Public Safety to use an area of land on the north end of Transportation Drive for the term of five years for the testing of motorcycle license applicants. In 2010 the lease was amended, and again in 2012 to allow an additional two years on the lease consecutively. The current Amendment to Lease No. PS0246 replaces the terms to commencing May 1, 2015 through April 30, 2020.

Alternatives: Deny the Amendment to the Lease.

Financial Considerations: There is no monetary rent amount included in the lease.

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

Signature: 

Comments:

STATE OF MINNESOTA

AMENDMENT OF LEASE

Amendment No. 2

Lease No. PS0246

THIS AMENDMENT No. 2 to Lease No. PS0246 is made by and between City of Willmar, 333 6<sup>th</sup> Street SW, Willmar, MN 56201, hereinafter referred to as LESSOR, and the State of Minnesota, Department of Administration, hereinafter referred to as LESSEE, acting for the benefit of the Department of Public Safety, Driver and Vehicle Services.

WHEREAS, LESSOR and LESSEE entered into Lease No. PS0246, involving the lease of approximately 30' x 75' (2,250 usable square feet) of mutually agreed upon area of land on the north dead end of Transportation Drive;

WHEREAS, the parties deem certain amendments and additional terms and conditions mutually beneficial for the effective continuation of said Lease;

NOW THEREFORE, LESSOR and LESSEE agree to substitution and/or addition of the following terms and conditions, which shall become a part of Lease No. PS0246 effective as of the date set forth herein.

1. **Lease Term**

1.1 Deletion Clause 3.1 of the Lease is hereby deleted and of no further force or effect and is replaced with the following Clause 1.2.

1.2 Replacement The term of this Lease Agreement is five (5) years, commencing May 1, 2015 and continuing through April 30, 2020 between the hours of 9:00 a.m. and 4:00 p.m. on the Second Friday of each month, holidays excepted. When not used on a holiday, an alternate day may be substituted, as required and if available.

2. **Payment of Rent**

2.1 The consideration of this lease shall be the mutual benefits to both parties of this Lease.

3. Except as modified by the provisions of this Amendment, said Lease is ratified and confirmed as originally written.

---

NO ATTACHMENTS

PS0246 Amendment 2

IN WITNESS WHEREOF, the parties have set their hands on the date(s) indicated below intending to be bound thereby.

LESSOR:

CITY OF WILLMAR

*LESSOR certifies that the appropriate person(s) have executed the Lease on behalf of LESSOR as required by applicable articles, bylaws, resolutions or ordinances.*

By \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

By \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

LESSEE:

STATE OF MINNESOTA

DEPARTMENT OF ADMINISTRATION

COMMISSIONER

Delegated To:

By \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

APPROVED:

STATE OF MINNESOTA

DEPARTMENT OF PUBLIC SAFETY

By \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

STATE ENCUMBRANCE VERIFICATION

*Individual signing certifies that funds have been encumbered as required by Minn. Stat. §16A.15 and §16C.05.*

By \_\_\_\_\_

Date \_\_\_\_\_

Contract No. N/A

P.O. No. N/A

Resolution No. 7

Authorization to Execute  
State of Minnesota Department of Public Safety  
Lease Agreement No. PS0246

It is resolved by the City of Willmar as follows:

1. That the State of Minnesota Lease Agreement No. PS0246,  
"Agreement for Motorcycle Skill Test Course" on the north dead end of  
Transportation Drive in Willmar, Minnesota is accepted.
2. That the Mayor and City Administrator are authorized to execute this agreement  
and any amendments on behalf of the City of Willmar.

Dated this 20th day of June, 2005.

  
\_\_\_\_\_  
Mayor

Attest:

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

STATE OF MINNESOTA  
LEASE AGREEMENT NO. PS0246

THIS LEASE AGREEMENT is made by and between the City of Willmar, 333 S.W. 6<sup>th</sup> Street, Willmar, Minnesota 56201, hereinafter referred to as LESSOR, and the STATE OF MINNESOTA Department of Administration, acting for the benefit of the Department of Public Safety, hereinafter referred to as LESSEE.

WITNESSETH: LESSOR and LESSEE, in consideration of the rents, covenants and considerations hereinafter specified, do hereby agree each with the other as follows:

1. LEASED PREMISES AND TERM

1.1 LESSOR grants and LESSEE accepts a lease of the following described Leased Premises in the City of Willmar, County of Kandiyohi, Minnesota 56201, to-wit:

an area of land approximately 30' X 75' (2,250 square feet) on the north dead end of Transportation Drive, in an area mutually agreed to between LESSOR and LESSEE,

for the term of five (5) years commencing on May 1, 2005, and continuing through April 30, 2010 to be used as a motorcycle skill test course between the hours of 8:00 a.m. and 10:00 a.m. on Friday of each week from May through October, except for the period in July of each year during the Sonshine Festival. If other events are planned LESSOR will notify LESSEE in writing as soon as possible, but not less than fifteen (15) days in advance of the scheduled event.

1.3 LESSOR and LESSEE hereby agree that a change in the hours, day(s), or location, of use may be made by mutual agreement in writing between the parties, so long as there is no increase in usage.

2. RENT

2.1 The consideration for this Lease Agreement shall be the mutual benefits to both parties of this Lease Agreement.

2.2 LESSOR represents and warrants that it is solely entitled to all of the rents payable under the terms of this Lease Agreement, if any, and that LESSEE shall have the quiet enjoyment of the Leased Premises during the full term of this Lease Agreement and any extension or renewal thereof.

3. OPTION TO RENEW

3.1 LESSOR further grants and LESSEE accepts the right to one option to renew this Lease Agreement for a period of two (2) years at the same terms, conditions, and rental rate as this Lease Agreement.

3.2 To exercise the above noted option, LESSEE must indicate in writing its intent to exercise said option thirty (30) days prior to the expiration date of this Lease Agreement.

4. TERMINATION

This Lease Agreement may be terminated by either party for any reason at any time upon giving thirty (30) days prior written notice to the other party.

5. DUTIES OF LESSOR

LESSOR shall:

- a. furnish and provide to LESSEE access to the Leased Premises; and
- b. allow LESSEE to provide markings for a motorcycle skill testing course.

6. DUTIES OF LESSEE

Except as otherwise provided herein, LESSEE shall:

- a. furnish materials and services required for its use of the Leased Premises; and
- b. maintain the Leased Premises in a reasonably good condition and state of repair during the continuance of its tenancy; and
- c. surrender the Leased Premises to LESSOR at the termination of such tenancy in such condition as the same are in at the commencement of such tenancy, reasonable wear and damage by the elements excepted; and
- d. spray the course area for control of noxious weeds.

7. INSURANCE

- 7.1 PROPERTY DAMAGE. It shall be the duty of LESSOR and LESSEE to maintain insurance or self-insurance on their own property, both real and personal. Notwithstanding anything apparently to the contrary in the Lease Agreement, LESSOR and LESSEE hereby release on another and their respective partners, officers, employees and property manager from any and all liability or responsibility to the other or anyone claiming through or under them by way of subrogation or otherwise for loss or damage, even if such loss or damage shall have been caused by the fault or negligence of the other party, or anyone for whom such party may be responsible.
- 7.2 LIABILITY. LESSOR and LESSEE agree that each party will be responsible for its own acts and the results thereof to the extent authorized by law and shall not be responsible for the acts of any others and the results thereof. LESSEE'S liability shall be governed by the provisions of the Minnesota Tort Claims Act, Minnesota Statutes, Section 3.736 and other applicable law.

8. DESTRUCTION

If the Leased Premises shall be destroyed or damaged by fire, tornado, flood, civil disorder or any cause whatsoever, so that the Leased Premises become untenable, LESSEE shall have the option of terminating this Lease Agreement immediately or allowing LESSOR such amount of time as LESSEE deems reasonable to restore the damaged Leased Premises to a tenable condition.

9. MAINTENANCE AND REPAIRS

- 9.1 It shall be the duty of LESSOR to maintain, at its own expense, in working condition, all appurtenances within the scope of this Lease Agreement.
- 9.2 LESSOR shall, at its own expense, make such necessary repairs so as to continue to provide all such service appurtenances as are required by this Lease Agreement, provided, however, that LESSOR shall not be responsible for repairs upon implements or articles which are the personal property of LESSEE.

10. OTHER CONDITIONS

- 10.1 LESSOR agrees to provide and maintain the Leased Premises and the building of which the Leased Premises are a part with accessibility and facilities meeting code requirements for persons with disabilities, pursuant to all applicable laws, rules, ordinances and regulations as issued by federal, state and local governments, and any other political subdivisions having jurisdiction and authority in connection with said property.
- 10.2 LESSOR agrees that in exercising its management responsibilities of the property of which the Leased Premises are a part, including the maintenance, repair, alterations and construction relating thereto, it shall comply with all applicable laws, statutes, rules, ordinances and regulations, including but not limited to building code, disabilities access, zoning, air quality, pollution control, recyclable materials and prevailing wage requirements, as issued by any federal, state or local political subdivisions having jurisdiction and authority in connection with said property.
- 10.3 Pursuant to Minnesota Statutes, Section 16C.05, Subdivision 5, the books, records, documents and accounting procedures and practices of LESSOR relevant to this Lease Agreement shall be subject to examination by the State and/or Legislative Auditor, as appropriate, for a minimum of six (6) years.

11. AFFIRMATIVE ACTION

- 11.1 For all contracts in excess of \$100,000.00, and where LESSOR has more than 40 full-time employees at any time during the previous twelve months, LESSOR shall comply with the following:

LESSOR certifies pursuant to Minn. Stat. 363A.36 that: (a) LESSOR has not had more than 40 full-time employees at any time during the previous twelve months;

OR (b) if LESSOR has more than 40 full-time employees within the State of Minnesota on a single working day during the previous twelve months, that it has an affirmative action plan pursuant to the requirements of Minnesota Statute 363 for the employment of minority persons, women, and qualified disabled individuals approved by the State of Minnesota, Commissioner of Human Rights; OR (c), if LESSOR does not have 40 full-time employees within the State of Minnesota on a single working day during the previous twelve months, but has more than 40 full-time employees on a single working day during the previous twelve months in the state in which it has its primary place of business, then (1) LESSOR has a current Minnesota certificate of compliance issued by the Minnesota Commissioner of Human Rights, OR (2) LESSOR certifies that it is in compliance with federal Affirmative Action requirements.

- 11.2 Minnesota Rule 5000.3550-DISABLED INDIVIDUALS AFFIRMATIVE ACTION CLAUSE.

- a. LESSOR shall not discriminate against any employees or applicants for employment because of physical or mental disability in regard to any position for which the employee or applicant for employment is qualified. LESSOR agrees to take affirmative action to employ, advance in employment, and otherwise treat qualified disabled individuals without discrimination based upon their physical or mental disability in all employment practices such as the recruitment, advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.
- b. LESSOR agrees to comply with the rules and relevant orders of the Minnesota Department of Human Rights issued pursuant to the Minnesota Human Rights Act.

- c. In the event of LESSOR'S noncompliance with the requirements of this Clause, actions for noncompliance may be taken in accordance with Minnesota Statute 363A.36 and the rules and relevant orders of the Minnesota Department of Human Rights issued pursuant to the Minnesota Human Rights Act.
- d. LESSOR agrees to post in conspicuous places, available to employees and applicants for employment, notices in a form to be prescribed by the Commissioner of the Minnesota Department of Human Rights. Such notices shall state LESSOR'S obligation under the law to take affirmative action to employ and advance in employment qualified disabled employees and applicants for employment, and the rights of applicants and employee.
- e. LESSOR shall notify each labor union or representative of workers with which it has a collective bargaining agreement or other contract understanding, that LESSOR is bound by the terms of Minnesota Statute 363A.36 of the Minnesota Human Rights Act and is committed to take affirmative action to employ and advance in employment physically and mentally disabled individuals.

IN WITNESS WHEREOF, the parties have set their hands on the date(s) indicated below intending to be bound thereby.

LESSOR: City of Willmar  
 LESSOR certifies that the appropriate person(s) have executed the License Agreement on behalf of LESSOR as required by applicable articles, bylaws, resolutions or ordinances

LESSEE  
 STATE OF MINNESOTA  
 DEPARTMENT OF ADMINISTRATION  
 Delegated to

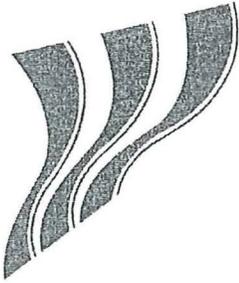
By Lester J. Hicks  
 Title MAYOR  
 Date 6-20-2005

\_\_\_\_\_  
 Title Lease Coordinator  
 Date \_\_\_\_\_

By Michael Blumert  
 Title City Admin  
 Date 6/21/05

APPROVED  
 STATE OF MINNESOTA  
 DEPARTMENT OF PUBLIC SAFETY  
 with delegated authority

By \_\_\_\_\_  
 Date \_\_\_\_\_



CITY OF WILLMAR, MINNESOTA  
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 13

Meeting Date: April 14, 2015

Attachments:      Yes    No

CITY COUNCIL ACTION

Date: April 20, 2015

- Approved       Denied  
 Amended       Tabled  
 Other

Originating Department: Wastewater- Collection

Agenda Item: Westwood Court Lift Station (WWC) Engineering/CRS Agreement Recommendation

**Recommended Action:** Award the Westwood Court Lift Station Design and Construction Related Services project to Bolton and Menk in the amount not-to-exceed \$161,943.

**Background/Summary:** Staff reviewed 2 proposals (Bollig and Bolton & Menk) on April 6<sup>th</sup> for Design Engineering and CRS services for the WWC lift station project. It is staff's recommendation to award the project to Bolton and Menk. The proposals were reviewed by a committee of 4. The proposals take into consideration a technical score and price score.

**Alternatives:** N/A

**Financial Considerations:** Staff has prepared the preliminary budget for the Westwood Court Lift Station project and Council approved the preliminary budget and intent to reimburse for WWC financing on February 17, 2015. PFA funds will be pursued for this project. Preliminary budget is set at \$1,140,000.

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

**Signature:**

**Comments:**

**KANDIYOHI COUNTY & CITY OF WILLMAR  
COOPERATIVE CONSTRUCTION AGREEMENT  
COUNTY OFFICE BUILDING WEST LOT (COB LOT-15)  
IMPROVEMENT PROJECT**

THIS AGREEMENT, made this \_\_\_\_\_ day of \_\_\_\_\_, 2015, by and between the COUNTY OF KANDIYOHI, MINNESOTA, party of the first part, hereinafter known as COUNTY and the CITY OF WILLMAR, MINNESOTA, a municipal corporation, party of the second part, hereinafter known as CITY, WITNESSETH:

That the parties to this agreement, each in consideration of the agreement on the part of the other herein obtained, do hereby agree, the COUNTY for itself, and the CITY for itself, as follows:

**COB LOT-15**

THIS agreement shall apply only to the improvement of the County Office Building West Lot, lying within the CITY as detailed in the COB LOT-15 Improvement Plans for said project. Said lot shall be 100% - 2 hour public parking. County employees may obtain parking permits to allow all day parking during business hours.

**Administration of the Project**

The CITY agrees that the COUNTY shall hereafter act as the agent of the CITY in the award and administration of the contract for the COB LOT-15 Improvement Plans.

**Estimated Construction Costs**

Estimated pre-bid construction costs incurred by the respective parties of this agreement are shown in **Exhibit A**, which is attached to and made part of this agreement. An Abstract of Low Bid will be provided to CITY after bids are opened and will be made part of this agreement.

**County Costs**

The COUNTY agrees to finance, with its own funds, all items shown on the plan COB LOT-15 but excluding the total amount in the following paragraph and in the attached **Exhibit A**. The COUNTY also agrees to provide, with its own funds, design and construction testing services.

**City Costs and Payments**

The CITY agrees to reimburse the COUNTY for 50% of the construction items as provided in the attached **Exhibit A**. The CITY also agrees that upon presentation of reimbursable costs certified to the CITY by a COUNTY generated Request for Payment; the CITY shall make payment within 30 days. The CITY also agrees to provide, with its own funds, construction staking, with construction stake out point data supplied by designer. The supplied stake out point data to be Kandiyohi County coordinate system for horizontal and vertical control in the City's official vertical datum of NAVD88 and horizontal datum of NAD83. The CITY also agrees to provide inspection services.

**Future Lot Maintenance**

The CITY agrees to provide, with its own funds, snow and ice removal for said lot as it currently does. The COUNTY agrees to provide, with its own funds, all other maintenance items including but not limited to striping, pothole/crack repair, lighting repair, turf maintenance, etc.

**Designated COUNTY/CITY Representatives**

The Kandiyohi County Public Works Director shall be the designated COUNTY representative to approve any needed modification of work shown in the Plans during construction of the project. This includes the increase or decrease in quantities needed to accomplish the work or a change in the work requiring a Change Order. The City of Willmar Public Works Director shall be the designated CITY representative to approve any needed modification of the Plans affecting City costs requiring a Change Order.

**COUNTY AND CITY APPROVAL**

IN TESTIMONY WHEREOF, the County of Kandiyohi, by the authority of the Board of Commissioners, and the City of Willmar, by the authority of the of the City Council, have caused this agreement to be enacted, the day and year first written above.

**CITY OF WILLMAR**

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

BY: \_\_\_\_\_  
City Mayor

BY: \_\_\_\_\_  
City Administrator

Approved as to Form and Execution this \_\_\_\_\_ day of \_\_\_\_\_, 2015

\_\_\_\_\_  
Robert Scott, City Attorney

**COUNTY OF KANDIYOHI**

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

By: \_\_\_\_\_  
Chairman of County Board

BY: \_\_\_\_\_  
County Auditor/ Treasurer

Approved as to Form and Execution this \_\_\_\_\_ day of \_\_\_\_\_, 2015

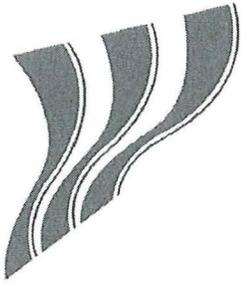
\_\_\_\_\_  
Shane Baker, County Attorney

# EXHIBIT A

## COB LOT-15 Preliminary Construction Cost Estimate

Item	Quantity	Unit	Unit Cost	Item Cost
Salvage sign	17	Each	\$ 25.0	\$ 425
Adjust Manhole	2	Each	\$ 300.0	\$ 600
Adjust Catch Basin	1	Each	\$ 250.0	\$ 250
Relocate Light Standard	3	Each	\$ 3,500.0	\$ 10,500
Relocate Hydrant	1	Each	\$ 4,000.0	\$ 4,000
Remove Shrub	26	Each	\$ 10.0	\$ 260
Remove Tree	6	Each	\$ 300.0	\$ 1,800
Remove Paver Bricks	1	Lump Sum	\$ 800.0	\$ 800
Remove Landscaping	1	Lump Sum	\$ 400.0	\$ 400
Remove Valve Box	1	Each	\$ 75.0	\$ 75
Protect Tree	2	Each	\$ 50.0	\$ 100
Sawcut Concrete	78	LF	\$ 5.0	\$ 390
Sawcut Bituminous	230	LF	\$ 4.0	\$ 920
Remove Curb and Gutter	1065	LF	\$ 6.0	\$ 6,390
Remove Concrete Pavement	83	SY	\$ 20.0	\$ 1,660
Remove Bituminous Pavement	1930	SY	\$ 5.0	\$ 9,650
Remove Concrete Sidewalk	1620	SF	\$ 1.5	\$ 2,430
Grading	1	Lump Sum	\$ 10,000.0	\$ 10,000
B612 Concrete Curb and Gutter	650	LF	\$ 15.0	\$ 9,750
B624 Concrete Curb and Gutter	65	LF	\$ 18.0	\$ 1,170
Colored Concrete Sidewalk	775	SF	\$ 10.0	\$ 7,750
Concrete Driveway Pavement	122	SY	\$ 50.0	\$ 6,100
Bituminous Pavement	500	Ton	\$ 75.0	\$ 37,500
Aggregate Base Class 5	600	CY	\$ 27.0	\$ 16,200
Striping	1	Lump Sum	\$ 1,500.0	\$ 1,500
Signage	1	Lump Sum	\$ 500.0	\$ 500
Sod	300	SY	\$ 6.0	\$ 1,800
Silt Fence	330	LF	\$ 3.0	\$ 990
Inlet Protection	4	Each	\$ 175.0	\$ 700
Traffic Control	1	Lump Sum	\$ 5,000.0	\$ 5,000
Mobilization	1	Lump Sum	\$ 7,000.0	\$ 7,000
<b>SUB TOTAL:</b>				<b>\$ 146,610</b>
10% Contingency:				\$ 14,670
<b>TOTAL ESTIMATED CONSTRUCTION COST:</b>				<b>\$ 161,280</b>

Funding	
City of Willmar	\$80,640
Kandiyo County	\$80,640



CITY OF WILLMAR, MINNESOTA  
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 11

Meeting Date:

Attachments:  Yes  No

CITY COUNCIL ACTION

Date: April 20, 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

Agenda Item: Consideration of City Auditorium Gym Floor Improvements

Recommended Action: Resolution directing Mayor and City Administrator to sign an agreement for the improvements.

Background/Summary: At the April 6, 2015 Council meeting, action was taken to repair damaged floor boards and then sand, seal and finish the entire gymnasium. It was brought to staff's attention that the repair proposal did not meet the workload for the offset channel system which is a 33/32" maple board with clips.

New quotes were solicited whereby FLR Sanders, Inc. is the only firm that has the same design of floor boards with clips to the u-shaped channel. Both firms could bid a custom-made tongue and groove nailed in place floor repair which would cut out the u-shaped channel and replaced with a wood nailer. Staff is not recommending a substandard repair process and presents for Council consideration FLR Sanders, Inc. prices for both

- 1) repair and repair area sand and seal (\$16,900)
- 2) repair and complete gymnasium sand and seal (\$27,700)

Alternatives: Sand off cupped boards in repair area and live with imperfect floor.

Financial Considerations:

Preparer: Kevin Halliday, City Clerk

Signature:

Comments:





FLR Sanders, Inc.  
3079 92nd Avenue  
Princeton, MN 55371

**Proposal**  
DATE: 4/10/2015

**PROPOSAL FOR:**

**City of Willmar  
333 6th St. SW  
Willmar, MN 56201**

**Project:  
City Auditorium**

**DESCRIPTION**

PROJECT: CITY AUDITORIUM GYMNASIUM FLOOR REPAIR AND REFINISH (8,850 sq. ft.)

REPAIRS UTILIZING MAPLE AND CLIPS DESIGNED FOR CHANNEL SYSTEM :

Remove damaged area of flooring saving existing channel system. Install 33/32" 2nd and Better MFMA maple designed for system including all new clips in repair area. Lace into existing floor. This repair includes square footage in addition to damaged flooring to complete project as it should be done to tie repair area into existing floor without deficiencies in final product.

SAND, SEAL, FINISH AND PAINT GAME LINES ON GYMNASIUM FLOOR:

- Sand wood flooring using custom built double riding sanders designed to assure uniform finished surface. FLR Sanders, Inc. is an MFMA member and will sand and finish floor to exceed MFMA recommendations.
- Seal and finish wood floor utilizing Bona or Advantage oil modified urethane finish according to the manufacturer's instructions. Apply two (2) coats seal and two (2) coats finish.
- Game lines shall be applied utilizing compatible Bona gymnasium floor paint applied according to manufacturer instructions. Precision taping machines will be used as required. As specified by the governing authority, game lines shall include the following:
  - Main Basketball Court
  - Two (2) Side Volleyball Courts
  - Two (2) Tennis Courts
  - Two (2) Pickleball Courts

THE FOLLOWING ARE OPTIONS AND SHOULD BE ADDED TO THE TOTAL COST IF DESIRED

OPTION FOR WATERBASE FINISH: Add \$ 2,212.50

Upgrade from oil modified urethane seal and finish to a water based formula. Bid includes two(2) coats of seal and two(2) coats of finish utilizing Bona SuperSport or Advantage Defense waterborne formula.

Note: Flooring is in stock and available for immediate installation. Price will increase if a special order is required at a later date.

*\*\* Proposal may be withdrawn if not accepted within 60 days.*

**Total                      \$27,700.00**

All material is guaranteed to be as specified. All work to be completed in a substantial workmanlike manner according to specifications submitted, per standard practices. Customer responsible for all costs of collection including reasonable attorney fees and expenses. 208 three phase power and dumpsters by owner. Slab testing by FLR Sanders, Inc. Slab leveling by others. Unlimited access to jobsite required for schedule and drying times. List after hours contact:

\_\_\_\_\_  
FLR Sanders, Inc.

date

\_\_\_\_\_  
Authorized Signature

date

*The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made for material at time of delivery. Labor will be paid within 45 days of completion. Overdue invoices will accrue interest at 1.5% per month.*