

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

August 17, 2015  
7:00 p.m.

The regular meeting of the Willmar City Council was called to order by the Honorable Mayor Marv Calvin. Members present on a roll call were Mayor Marv Calvin, Council Members Ron Christianson, Andrew Plowman, Rick Fagerlie, Steve Ahmann, Denis Anderson, Audrey Nelsen, and Tim Johnson; Present 8, Absent 0.

Also present were Interim City Administrator Kevin Halliday, Planning and Development Director Bruce Peterson, Public Works Director Sean Christensen, Finance Director Steve Okins, Community Education and Recreation Director Steve Brisendine, Fire Chief Frank Hanson, Police Chief Jim Felt, Police Captain Michael Anderson, and City Attorney Robert Scott.

Proposed additions or deletions to the agenda included Council Member Johnson requesting the Mayoral Appointments be pulled from the agenda for discussion and Council Member Ahmann asked to bring a citizen complaint forward. Mayor Calvin asked for the deletion of Item No. 17 due to all Council meeting dates falling on a Monday holiday having been adjusted at the organizational meeting this past January. Council Member Ahmann made a motion to approve the agenda as presented. Council Member Fagerlie seconded the motion, which carried.

Council Member Nelsen offered a motion to adopt the Consent Agenda with the exclusion of Item D. Mayoral Appointments which included the following items: City Council Minutes of August 3, Municipal Utilities Commission Minutes of August 10, Planning Commission Minutes of August 12, Accounts Payable Report through August 12, Building Inspection Report for July, 2015, and the CER Joint Powers Board Minutes of July 31, 2015. Council Member Ahmann seconded the motion, which carried. Council Member Johnson made a motion to table Item D. – Mayoral Appointments to allow more time for review. Council Member Christianson seconded the motion, which carried with Ayes 5, Noes 2, with Council Members Anderson and Nelsen voting “no.”

At 7:04 p.m. Mayor Calvin opened the Hearing to allow the closing of the Windstream office. IT Coordinator Ross Smeby spoke briefly on the ordinance amendment which presented the opportunity for the public to speak. Mayor Calvin mentioned the donation of \$12,000 from Windstream if the office closing is approved. After a brief discussion by members of the Council it was noted there was no one present to speak for or against the ordinance, Mayor Calvin closed the hearing at 7:05 p.m.

Council Member Christianson offered a motion to adopt, assign a number and order final publication of the Ordinance to Close the Windstream office and accept the \$12,000 donation. Council Member Ahmann seconded the motion, which carried on a roll call vote of Ayes 7, Noes 0

Mayor Calvin recognized Willmar Fests Board Vice President James Miller who recapped the events that took place in the 2015 Festivities. The Jaycees Block Party had a fantastic turnout. There were a couple new events such as the Rib Fest and the kids' carnival out at Robbins Island that were well received by the public. Mr. Miller then introduced the 2016 Willmar Fests Royalty: Aqua Princess, Morgan Stoeberl, International Princess, Kadijah Farhat and Queen of Festivals, Miranda Roelofs who thanked the Mayor and Council for their support and the opportunity to represent Willmar. The royalty gave a brief PowerPoint presentation and described the many events they have attended as representatives of Willmar. Mayor Calvin thanked them for their commitment as Ambassadors for the City and for their attendance at numerous parades and city celebrations. He also thanked the Willmar Fests Board for all their hard work.

Mayor Calvin introduced Gary Weiers of David Drown Associates who came before the Council to discuss the hiring process for a new City Administrator. The firm has meet with the Mayor, members of the Council and City staff to gather information and create a position profile that highlights the position and the community. He stated we are at the point now where the Council will review documents and give suggestions for improvement. Related to that would be approval of the salary range for the position, the timeline and the job description. Mr. Drown inquired to suggestions for changes to the position profile.

Council Member Christianson stated he liked the contents relating to good relationships with the Council and the public, although he did express concern of there being a conflict of interest with the City Administrator being involved in negotiations and the pointed out that the contract for past Administrators has contained language that their increase should be equal to that received by the Department Head Unit. Council Member Anderson felt this issue can be resolved within the Administrator's contract. This was reiterated by Mr. Weiers stating that this can be solely up to the Council at their performance evaluation and can be resolved with the contract.

Council Member Christianson questioned if the organizational chart Mr. Weiers was using in the profile was the same one that was agreed upon by the Council. He noted the chart in the profile did not include the City Attorney and all the Boards and Commissions. Mr. Weiers stated he does have the chart Council Member Christianson eluded to, but had taken some elements out for simplification and is more than willing to add them back in.

Mr. Weiers then touched on the timeline stating that he would like at least a tentative date of when interviews would be conducted so potential candidates can be made aware ahead of time. He stated advertising can begin tomorrow and remain open for about a month. His staff would then do an initial interview with the top ten or so and bring that back to the Council meeting on October 19<sup>th</sup> at which time the Council would determine which finalists they would like to bring in for the final interview process with a targeted date of November 12 or 13.

Council Members expressed an interest in having a special meeting in which to review the candidates rather than at a regularly-scheduled Council meeting. The Council was informed that once the candidates are selected for final interview, their names become public. The top ten candidates that are considered for an interview at this special meeting are not named, but rather numbered such as #1-#10. Their identities are protected by law until they are named as finalists.

The pay range for the position was discussed with a suggested range of \$115,000 - \$135,000 noting the former Administrator started three years ago at \$118,000. After discussing it at length it was the consensus of the Council to go with the recommendation of Mr. Weiers, a minimum starting salary of \$115,000. This matter was for information only.

Mayor Calvin acknowledged Bradley Peterson, Coalition of Greater Minnesota Cities, who appeared before the Mayor and Council to review the 2015 Legislative Session and activities of the CGMC. Mr. Peterson presented CGMC facts stating their current membership is 85 cities in 2015, and that their primary focus for legislation is limited to five areas: 1) LGA/Property Taxes, 2) Economic Development, 3) Annexation and Land Use, 4) Environmental Regulations and 5) Transportation.

Mr. Peterson stated the outcome of the 2015 legislative session noting it was a budget year and the legislature need to complete a budget by July 1<sup>st</sup> in order to avoid a shutdown. The State's financial health continued to be good, the February forecast shows a budget surplus of \$1.8 billion and about \$1.3 billion in the Budget Reserve with revenues consistently above what they were projected to be. He touched on the CGMC's goals being returning LGA to the 2002 funding level, passing Greater MN economic development programs to include workforce housing, job training, business development public infrastructure programs, broadband, a comprehensive transportation plan and environmental reforms. The main focus was to get

back to the 2002 LGA funding level by pressing for a \$22.75 million increase in CY 2016 and 2017 which would help cities catch up on infrastructure, capital purchases and wages.

Mr. Peterson highlighted on the need for affordable workforce housing for middle-income people. A proposed tax credit from the state to businesses developing failed as no tax bill passed. They were successful in getting a job training program passed based through the DEED program. The broadband infrastructure was discussed noting that in Kandiyohi County 82% of the households do not meet the state goals in terms of access to quality broadband. This is an issue that is growing in urgency in the State and he does not foresee it going away. In conclusion he capped the Greater Minnesota Business Development Public Infrastructure Program which helps communities pay for improvements for business expansion in industrial parks. It is a grant program run through DEED and funded through the bonding bill. He summarized the Environmental Regulatory Reform and its challenges and opportunities to include the changes that the MPCA proposed in terms of water quality standards. These standards were quite stringent and the CGMC felt these that the potential costs were so high that perhaps some legislative review would be necessary.

In relation to transportation, Mr. Peterson commented that everyone wanted long-term comprehensive, transportation funding. The Senate favored a gas tax and the House wanted it all to go into the General Fund. CGMC pushed for street funding for cities on all population levels but there was no Transportation Bill. What did pass was on one-time \$12 million for communities with populations under 5,000 to assist in their street improvements.

In conclusion for the 2015 legislative session, despite strong bipartisan support, there failed to be a tax bill or transportation bill. Focus on tax cuts crowded out investments in Greater Minnesota. The 2016 Session will start on March 8<sup>th</sup>. He slated upcoming events and urged attendance. After a few questions, Mayor Calvin thanked him for his presentation.

Mayor Calvin recognized Bob Skor, 617 SW 14<sup>th</sup> Street, who requested to address the Council during the Open Forum. Mr. Skor addressed people's First Amendment rights and questioned the changes being proposed to the WRAC policy. There are various places in social media sites where nasty things are said in vulgar ways. It seems like certain ones can dish it out, but they can't take. We have the freedom of speech here and it appears there are just certain people who don't like citizens to talk about issues going on in Willmar during the Open Forum or on WRAC TV.

Arlen Christianson, 1121 Becker Avenue SW, spoke next and thanked the Mayor and Council for their roles in City government. He encouraged the public to continue to make Willmar a better place for our future generations. He stated Council Member Christianson has served the residents with honor and integrity and we always seem to find flaws in our elected officials. He indicated what has happened to this City with the negative press is devastating. He spoke of an incident relating to the purchase of a piece of equipment that Council Member Christianson questioned, whereby later this equipment was sold at a loss. He stated he admires a man who will stand up for his convictions and put his family on the line and is thankful the recall is over.

Bob Enos, 905 Trott Avenue SW, came forward requesting the Council carefully consider the future land use of the area proposed to be sold to Habitat for Humanity citing an incident in St. Cloud whereby high-density housing was built on the same parcel of land that residents had earlier voiced opposition to when given to Habitat for Humanity. He spoke on the Cadillac health insurance plan which could represent something people are going to have trouble paying when they know their own health costs are so high today. He referenced a plan that provides for a \$2,000 premium per month and only requires the employee to contribute \$90 a month with no deductible and exists for less than 5% copay for the employee and paying taxes to support a plan better than his own doesn't seem right. Lastly he commented on filling the Council vacancy in Ward 4 and not having a minority representative on the City Council.

The Finance Committee Report for August 10, 2015 was presented to the Mayor and Council by Council Member Johnson. There were eleven items for consideration.

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

Item No. 2 Staff reported to the Committee that the Willmar Police Department conducted alcohol compliance checks on 16 on-sale and 5 off-sale liquor establishments in the City of Willmar. As a result, all of these businesses passed the compliance check with the exception of Walmart and Grizzly's. This is the first failed compliance check for Walmart and the second failed compliance check for Grizzly's. A first violation requires the license holder to appear at a City Council Committee Meeting to explain measures being taken to eliminate future violations. A second violation requires the license holder to be fined \$1,000 or request a hearing to appeal the penalty. Kim Lippert, Walmart Alcohol Manager, was present to explain to the Committee what measures they are undertaking to eliminate future violations. Grizzly's paid their fine in full on August 3, 2015; consequently, they will not be requesting a hearing to appeal. This matter was received by the Council for information only.

Item No. 3 Police Chief Jim Felt explained to the Committee that the Police Department (WPD) has three Chevrolet Impala squad cars that are scheduled for decommission and sale as part of the City Vehicle Replacement Program. The Minnesota Highway Safety Research Center (MHSRC - St. Cloud / a division of St. Cloud State University) would like to directly purchase the vehicles for use in the emergency vehicle operators training. Staff is requesting authorization to sell the three decommissioned squad cars directly to the MHSRC in return for training voucher dollars for drivers training. MHSRC has offered \$4,000 in vouchers per vehicle, will take them as-is, and will incorporate the emergency equipment that cannot be re-used by the WPD. Historically, the City has sold these squads on the City auction, averaging \$3,900 per vehicle. It was noted that additional expenses of an auction would include the cost of removing all emergency equipment and a 5% auctioneer fee. The MHSRC voucher dollars would be used for WPD officers to attend the mandatory emergency vehicle operators' courses which typically cost about \$600 per officer. By utilizing a sale to MHSRC, the City can retain a higher value on the squad cars and directly reduce costs for recertification of officers. It was the recommendation of the Committee to introduce a resolution to approve the sale of the three decommissioned Chevrolet Impala squad cars to MHSRC for \$4,000 in vouchers per vehicle.

Resolution No. 1 was introduced by Council Member Johnson, seconded by Council Member Fagerlie, 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 to authorize the sale of three decommissioned Chevrolet Impala squad cars to the Minnesota Highway Safety Research Center (MHSRC - St. Cloud / a division of St. Cloud State University) for \$4,000 in vouchers per vehicle. This is a total of \$12,000 in vouchers to be used to offset mandatory emergency vehicle operators training/recertification costs for Willmar Police Officers.

Dated this 17th day of August, 2015.

/s/ Marv Calvin  
Mayor

/s/ Kevin Halliday  
Attest: City Clerk

Item No. 4 Willmar Municipal Utilities (WMU) Finance Director Tim Hunsted presented their Financial Report as of May 31, 2015. Both revenues and expenditures are below budget for the period to date reflecting a net loss of \$725,276 as of May 31, 2015. It was noted that rate increases went into effect in June. The financial report was received by the Council for information only.

Item No. 5 Rice Hospital Chief Financial Officer Bill Fenske presented their Financial Report as of June 30, 2015, which reflected a net income of \$2,177,751 compared to a net loss of \$2,698,460 a year ago.

It was noted that inpatient volumes are up and expenses are down. CEO Mike Schramm updated the Committee regarding ICCU's integration into general hospital areas which provides more support staff for rooms near nurses' stations. He also reported on anticipated changes to Rehab Services. The financial report was received by the Council for information only.

Item No. 6 Staff presented to the Committee a list of properties that have not paid the charges for weed and grass mowing. Pursuant to Municipal Code, Chapter 9, Article III, concerning the cutting of weeds or grass and in the case of noncompliance, such work is to be performed by the City or its agent. The costs thereof can be certified as a special assessment against the property in question. The Committee asked staff to review standard mowing fees to determine whether or not changes are warranted.

The Committee was recommending the Council set a public hearing for 7:01 p.m. on September 8, 2015, to consider objections to the proposed assessment for the mowing costs incurred. Council Member Johnson moved the recommendation of the Committee. Council Member Fagerlie seconded the motion, which carried.

Item No. 7 Staff presented to the Committee a list of properties that have not paid the charges for garbage removal. Pursuant to Municipal Code, Chapter 12, Article II, concerning the removal of nuisance conditions by the City, the costs thereof can be certified as a special assessment against the property in question.

The Committee was recommending the Council set a public hearing for 7:02 p.m. on September 8, 2015, to consider objections to the proposed assessment for the garbage removal costs incurred. Council Member Johnson moved the recommendation of the Committee. Council Member Nelsen seconded the motion which carried.

Item No. 8 Staff presented to the Committee a list of properties that have not paid the charges for snow or ice removal. Pursuant to Municipal Code, Chapter 13, Article III, concerning the removal of snow or ice from sidewalks, the costs thereof can be certified as a special assessment against the property in question.

The Committee was recommending the Council set a public hearing for 7:03 p.m. on September 8, 2015, to consider objections to the proposed assessment for the snow or ice removal costs incurred. Council Member Johnson moved the recommendation of the Committee. Council Member Christianson seconded the motion, which carried.

Item No. 9 Staff reported to the Committee that consideration of improvements at the Dorothy Olson Aquatic Center was deferred to the Public Works/Public Safety Committee meeting on August 11, 2015.

Item No. 10 As requested by Chair Denis Anderson, the issue of the verbal SCBA order placed in December, 2014, has been returned to the Committee to become an official motion. After review, the City Attorney indicated that if the City wishes to lock in the price of purchasing the full \$330,000+ worth of equipment in 2016 without legally committing to such purchase at this time, and the seller is okay without receiving a legal commitment to purchase, Attorney Scott would "...recommend the City Council pass a motion to approve the purchase as proposed, but which is contingent on 1) the City including such expenditure in its official 2016 budget (or CIP, as applicable); and 2) City staff not executing any contracts, purchase orders or other documents related to the purchase until after the 2016 budget (or CIP, as applicable) has been officially adopted and includes such expenditure."

Council Member Nelsen wanted the minutes to reflect that a copy of the July 23<sup>rd</sup> email from the City Attorney detailing SCBA purchasing options was not made available to the Finance Committee members at the time of the meeting as it was not presented by staff on a timely basis.

Following considerable discussion, Council Member Nelsen moved to approve the purchase as proposed contingent on the City including the SCBA Purchase in its 2016 budget and City staff not executing any contracts, purchase orders or other documents related to the purchase until after the 2016 budget has been officially adopted and includes this expenditure. There was no second to this motion, which consequently failed.

Item No. 11 The Committee received the following report: 07/31/15 CVB Financial Report. Council Member Nelsen raised a concern that the CVB Board should review these reports before they are provided to the Council. This matter was received by the Council for information only.

Council Member Johnson made a motion to approve and file the Finance Committee Report for August 10, 2015. Council Member Fagerlie seconded the motion.

At this time Council Member Anderson requested to refer back to the Fire Department SCBA Order as he was not able to attend the Finance Committee meeting and take part in the discussion. He expressed concern about the following the advice of the City Attorney and set the order forth as he stated. Council Member Johnson felt it appropriate to wait until the money has been appropriated in 2016 and then place the order.

Council Member Anderson made a motion to approve the purchase as proposed, contingent on 1) the City including such expenditure in its official 2016 budget (or CIP, as applicable); and 2) City staff not executing any contracts, purchase orders or other documents related to the purchase until after the 2016 budget (or CIP, as applicable) has been officially adopted and includes such expenditure. Council Member Nelsen seconded the motion.

During discussion the City Attorney clarified the Council's action stating that a purchase of this amount of money has to be approved by the Council and that approval cannot take place until the money has been allocated in the budget. If the company requires some sort of approval of the purchase of the items and it is the Council's intent to proceed with the purchase and budget allocation, then he recommends proceeding as he outlined in his email. If an approval is no longer necessary by the company to give the City the favorable price and it can all happen after the normal budgeting process then he feels no action is required.

Council Member Nelsen withdrew her second to the motion. The motion failed for lack of a second.

The motion earlier made by Council Member Johnson and seconded by Council Member Fagerlie to approve the Finance Committee report of August 10, 2015 and order them placed on file in the City Clerk's Office carried.

The Public Works/Safety Committee Report for August 11, 2015 was presented to the Mayor and Council by Council Member Christianson. There were seven items for consideration.

Item No. 1 There was no public comment.

Item No. 2 Police Chief Jim Felt noted the jail census for August 11, 2015 was 170; 101 inmates from the Department of Corrections, 68 inmates from Kandiyohi County and 1 inmate from Swift County. The calls for service for the previous two weeks totaled 841. The majority of the calls were for traffic stops, followed by public assists and suspicious activity. The total calls for service so far this year is approximately 15 days ahead of 2014 at this date. The committee discussed the continued recent criminal activity of thefts from unlocked cars with officers continuing to be more present in the areas affected as well as utilizing crimemapping.com tied in with the department's record keeping. The two new officers hired will be starting their four months of training. Alex Anderson, a Willmar native, will be starting on the 17<sup>th</sup> and Lukas Eitrem, from Savage, will be starting on the 25<sup>th</sup>.

Fire Chief Frank Hanson noted the total calls for service for the previous two weeks totaled 14, and included several fire calls, vehicle accidents, a car fire and natural gas leak. The total calls for service so far this year is 218, 26 calls above last year. The Committee suggested Chief Hanson join Chief Felt for the Open Mic radio program to spread additional awareness on fire safety.

The Committee discussed the concern of a stop sign request made by residents at the intersection of 9<sup>th</sup> Street and Becker Avenue SW. Public Works Director Christensen explained multiple variables must be in place to warrant a stop sign to be placed at the intersection and he does not believe this intersection would qualify at this time. A few of the warrants include traffic counts, types of traffic, design and also the number and type of accidents. This is regulated by the Manual on Uniform Traffic Control Devices (MUTCD). The Committee requested to review the policy on placing a sign at the intersection and give a formal answer to the concerned citizens regarding this issue. These updates and stop sign inquiry were received for information only by the Council.

Item No. 3 Staff brought forth, for information, the plan for elected officials of the City of Willmar to receive emergency management training through the National Incident Management Systems (NIMS) FEMA online classes and also to receive Emergency Operations Center training. Proper City identification cards will be issued with proper color codes for the elected officials on September 3<sup>rd</sup> at 6:00 p.m. at the Fire Station. This was received for information only.

Item No. 4 Staff presented, for approval, to enter into an agreement with Horizon Commercial Pool Supply to refurbish three play features and to perform maintenance on the two slides at the Dorothy Olson Aquatic Center in the total amount of \$44,850. The 2015 CIP has \$75,500 budgeted for the improvements. The Committee discussed the maintenance work on the slide as a new coating on the fiberglass and useful life of the equipment. Staff noted there are a few additional maintenance items budgeted in the coming years but none of the items are a safety concern at this time.

The Committee was recommending the City enter into an agreement and authorize signatures of the Mayor and Interim City Administrator with Horizon Commercial Pool Supply to refurbish three play features and perform maintenance on the two slides at the Dorothy Olson Aquatic Center in the amount of \$44,850.

Resolution No. 2 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. 2

Whereas the City of Willmar desires to enter into a Construction Services Agreement with Horizon Commercial Pool Supply to refurbish three play features and perform maintenance on the two slides for the Dorothy Olson Aquatic Center in the amount not to exceed \$54,450.00; 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 17th day of August, 2015.

/s/ Marv Calvin  
Mayor

/s/ Kevin Halliday  
Attest: City Clerk

Item No. 5 Staff brought forth, for approval, Change Order No. 2 for the Industrial Park 4<sup>th</sup> Addition Project No. 1405. The project was awarded to R&R Excavating for the construction of new streets, utilities and industrial lots in the Industrial Park. Due to instability of the existing soils in the storm sewer

trenches, additional granular and rock bedding was required to be placed beneath the storm sewer pipe. Change Order No. 2 was submitted in the amount of \$6,015.70 for the additional work and is within the project budget funded by Local Option Sales Tax. The Committee was recommending the Council approve Change Order No. 2 for Project No. 1405 in the amount of \$6,015.70.

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

RESOLUTION NO. 3

BE IT RESOLVED by the City Council of the City of Willmar, a Municipal Corporation of the State of Minnesota, that the Mayor and City Administrator of the City of Willmar are hereby authorized to modify the contract for CP 1405 between the City of Willmar and R&R Excavating of Hutchinson, Minnesota by Change Order No. 2 in the increased amount of \$6,015.70.

Dated this 17th day of August, 2015.

/s/ Marv Calvin  
Mayor

/s/ Kevin Halliday  
Attest: City Clerk

Item No. 6 Staff brought forth, for information, an update on the Public Works Department and Airport. The Public Works Department has been replacing and trimming boulevard trees, pothole patching continues throughout the City and also drainage of the Orange Field. The Engineering Department is starting to develop potential improvement projects for 2016. The Committee discussed the ice and snow issues on the curve of 1<sup>st</sup> Street N by Hedin Park and if additional safety precautions are needed above the cautionary signs currently in place and frequent attention from plows to keep the road clear. Crews are crack sealing along Willmar Avenue, and concrete work is near completion on Trott Ave. Carolina Avenue is drying out after the heavy rains, with the water line finished and storm sewer currently being constructed. The Civic Center Drive storm pond is also under construction and the path overlays at Robbin's Island, north 7<sup>th</sup> Street and Hedin Park are expected to begin soon. All of the overlay projects have a deadline of August 28<sup>th</sup>; therefore increased construction activity is expected.

The Airport had a busy month of July with multiple weeks of more than 70 operations and high fuel sales. The conference room was utilized several times, noting the non-profit air ambulance from Papua New Guinea being one of the occupants. The PAPI lights were flight checked and functioning on July 8<sup>th</sup> and the F-14 fighter jet was washed on the 13<sup>th</sup>. The Committee discussed starting conversations with the Airport Commission regarding promoting the airport through a possible fly in and pancake feed to increase activity. Staff noted funds are being proposed for the 2016 budget for promotional activities to celebrate the 10-year anniversary of the new airport facility. The Council received this for information only.

Item No. 7 The Committee discussed National Night Out, which took place on August 4<sup>th</sup> in the Garfield and Eagle's Landing neighborhoods, inquiring if attendance was up from previous years and if any funds should be budgeted to help promote the event in the future. The Committee noted any purchase over the amount of \$10,000 needs Council approval. These miscellany items were received for information only by the Council.

The Public Works/Safety Committee Report for August 11, 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 Nelsen, and carried.

The Labor Relations Committee Report for August 12, 2015 was presented to the Mayor and Council by Council Member Ahmann. There were eight items for consideration.

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

Item No. 2 Staff was directed by the Council to make changes to the Personnel Policy in legislative print to be brought back to the Labor Relations Committee for review. The Committee reviewed the Personnel Policy drafts removing the word "permanent" in several areas replacing it with "full time, year-round" and allowing the granting of full time, year-round status upon completion of probationary periods by the City Administrator.

The Committee was recommending the Council approve the revisions to the Personnel Policy as presented. Council Member Ahmann moved the recommendation of the Committee. Council Member Christianson seconded the motion, which carried.

Item No. 4 Interim City Administrator Kevin Halliday presented details of the City, County, and Other Governmental Agencies (CCOGA) Insurance Pool and details of the three health insurance plans proposed to employees. He stated that the First Dollar plan will no longer be offered by BCBS and the Traditional Plan has been chosen to replace it with noted out-of-pocket maximums. He also stated there is no increase in health insurance premiums for 2016 and reviewed the Service Cooperative Insurance Pool eight-year history.

The penalties of the "Cadillac tax" if health insurance aggregate premiums were found to be in excess of the thresholds was explained, along with the benefit of employees using the new Clear Cost Health program to search for health care services based on cost per service. Mr. Halliday informed the Committee that Dan Weir, consultant for SW/WC Service Cooperative, will present the entire program in more detail when he comes before the City Council on September 21, 2015. This was received by the Council for information only.

Item No. 5 The ranking of four job descriptions by the Employee Compensation Study Committee were brought to the Committee for discussion. Council Member Nelsen questioned having this item before the Committee as she was of the understanding that this item was being removed from the agenda. Interim City Administrator Halliday stated that no agenda change came from his office and proceeded to provide information received from the Committee on the job descriptions of: 1) Building Maintenance Supervisor, 2) Environmental Specialist, 3) Recreation Facilities Manager, and 4) Assistant Public Works Director. These four positions were previously discussed before the Labor Relations Committee for consideration as recommended staff changes presented by Public Works Director Sean Christensen.

The Recreation Facilities Manager, an amended job description of the Arena Manager, was scored to see if the amended duties, including Staff Clerk fiscal duties would warrant any change in Pay Grade. It was noted the additional tasks were not of a nature to raise the position on the point value system.

Council Member Christianson questioned the Assistant Public Works Director job description which would replace the position of Assistant City Engineer. He felt it was important to have a licensed individual on staff with the ability to promote to Public Works Director should that position become vacant. You would have a staff member familiar with the position and have the ability to step into the vacancy.

The position evaluations were received by the Council for information only and will be placed on a future committee agenda.

Item No. 6 Chair Ahmann raised the question of establishing an agenda review process for Council Committees and City Council agendas whereby the Chairman for each Council Committee would review and sign off on each agenda prior to them being uploaded to Ipads and/or the City website. It was his directive that in the interim, Labor Attorney Madden receives Labor Relation minutes and agendas as well. These Committee agendas would need to be approved by 3:00 p.m. on the Thursday of the week prior to meetings in order to allow staff time to upload. If no changes are received by the respective Chair by that

deadline, the upload will take place. The Mayor would be responsible to review the City Council agenda noting his response would be needed by 1:00 p.m. on the Thursday of the week prior to the Council meeting. It was the consensus of the Committee to direct staff to implement the review process. The Council received this for information only.

Item No. 7 Chair Ahmann brought up the necessity to continue with training offered by the League of MN Cities for Council Members and staff whether it is online or with staff from LMC. Mayor Calvin and Interim City Administrator Kevin Halliday are currently in contact with LMC staff for planning future sessions. It was the consensus of the Committee that if a list of available training items became available, they should be shared with the Council. This was received for information only by the Council.

Item No. 8 Council Member Nelsen raised the question of discussion that was held at the July 15, 2015 Labor Relations Committee regarding the hiring of the Civic Center Manager, whereby Council Member Christianson raised the question of this position being placed under the supervision of the City rather than Willmar Community Education and Recreation. Council Member Nelsen stated this has not been brought back and the application process for the Civic Center Manager closes August 13<sup>th</sup>. Council Member Nelsen made a motion to have the Civic Center Manager report to the Public Works Director. Council Member Ahmann seconded the motion for discussion. Interim City Administrator Kevin Halliday pointed out that the agreement with the Willmar Community Education and Recreation was recently renewed in November, 2014 and it would take an amendment to the agreement to change who this position reports to. The question was raised if you remove this facility from contracted management, do you do it for the other City facilities, i.e. the City Auditorium, Community Center and the Aquatic Center.

The Committee discussed the effects of this action at length and staff stated concern for hearing comments from the CER Director as well. Council Member Plowman expressed his concern with making a decision without more information and Council Member Nelsen withdrew her motion stating her willingness to bring people forward at the Council meeting. Council Member Ahmann withdrew his second.

Item No. 9 Council Member Christianson expressed concern for pending retirements of City employees and being prepared. The possibility of job shadowing was discussed. Council Member Nelsen felt the primary focus at this time would be to get a City Administrator hired. Council Member Christianson questioned waiting. This discussion was for information only.

Council Member Ahmann made a motion to approve and file the Labor Relations Committee Report for August 12, 2015. Council Member Fagerlie seconded the motion.

Council Member Christianson raised the question whether discussion should take place at this time relating to the Civic Center Manager position being placed under the supervision of the City rather than Willmar Community Education and Recreation as Community Education and Recreation Director Steve Brisendine is present to answer questions of the Council. Mr. Brisendine opined that the City and Willmar School District have been in a Joint Powers Agreement for 15 years. He stated that when he started his position the Civic Center Manager was under the direction of the Public Works Director at that point. After about two years that position was moved under his supervision.

Council Member Anderson stated that at the July 15<sup>th</sup> Labor Relations Committee it was discussed and it was the consensus of the Committee that it should be under the direction of the City as it is a City building and this was no reflection on the way things are being done.

Public Works Director Sean Christensen stated his opinion at the Labor meeting was mostly based on the employees at the Civic Center being City employees therefore making more sense to have a City employee supervising them.

Council Member Nelsen commented on the position remaining a City employee and reporting to Public Works and being of the understanding that the Joint Powers Agreement can be amended.

City Attorney Robert Scott recommended having the opportunity to work with staff and bring forward several options for consideration at the next Labor Relations Committee meeting. The Council tabled the discussion and referred it to the Labor Relations Committee. Council Member Nelsen requested that the staff members of both the Willmar School District and the City Public Works Department work together on the interview process to hire the new Civic Center Manager. Interim City Administrator Halliday informed the Council that it is City's policy requires that interviews be conducted by two Department Directors and one Supervisor with the option of adding outside forces. He stated he will make sure both directors are in on the interview process.

The motion earlier made by Council Member Ahmann and seconded by Council Member Fagerlie to approve the Labor Relations Committee report of August 12, 2015 and order them placed on file in the City Clerk's Office carried.

IT Coordinator Ross Smeby and Cable Access Coordinator Rudy Vigil presented the new rules and procedures for the use of the Willmar Regional Access Facilities, Services, Equipment and Channels. The current rules were 15 years old and the Cable Attorney advised having them updated prior to the expiration of the franchise. The Cable Advisory Committee and the Cable Attorney have reviewed, made revisions, and approved the proposed rules and procedures. Mr. Vigil reviewed the changes highlighting program guidelines and prohibited broadcasts to include harassment, defamation of character, terroristic threats, obscene or indecent content as defined by law and any other content in violation of the law. Council Member Christianson made a motion to adopt the new Rules and Procedures for the Willmar Regional Access Channels. Council Member Anderson seconded the motion, which carried.

Council Member Christianson made a motion to remove the Engagement Agreement with Moss and Barnett from the table. Council Member Anderson seconded the motion, which carried. IT Coordinator Ross Smeby presented for Council consideration the modified engagement agreement with Cable Franchise Attorney Moss and Barnett. The agreement was tabled at the July 29<sup>th</sup> Council meeting pending clarification of conflict of interest because they also represent Windstream. The agreement has been revised in Paragraph H to allow the Moss and Barnett to represent the City on matters involving the Windstream Cable Franchise and waives any conflict of interest.

Resolution No. 4 was introduced by Council Member Christianson, seconded by Council Member Ahmann, 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 to enter into a joint and cooperative agreement between the City of Willmar and the law firm of Moss and Barnett.

Dated this 17th day of August, 2015.

/s/ Marv Calvin  
Mayor

/s/ Kevin Halliday  
Attest: City Clerk

Interim City Administrator Kevin Halliday presented options for filling the Council vacancy in Ward 4. As dictated by City Charter, the Council must act within 45 days to either appoint an eligible person from the vacant ward or schedule a special election to be held within 90 days to fill the vacancy for the remainder of the vacant Council Member's term. Because less than two years remained in Council Member Dokken's term at the time of his resignation, there is no requirement to hold a special election to fill the vacancy, however the City is free to decide to call a special election if it wishes to do so. Mr. Halliday asked them to review the timetable. The date of election would be November 10<sup>th</sup> with standard election times at the polls with an estimated cost of \$6,200.

Council Member Nelsen spoke relating to the community response from the meetings that were held for citizen input. She stated she heard loud and clear that the public would like a special election and asked the Council to respect the residents. She read aloud several comments received from citizens that called for democracy.

Council Member Nelsen made a motion to hold a special election for the current Council vacancy in Ward 4 as laid out in the timeline presented by Interim City Administrator Halliday. Council Member Ahmann seconded the motion.

Council Member Anderson questioned being able to open the filing sooner to avoid some issues in the timeline. Interim City Administrator Halliday explained through his experience with elections he feels if several individuals are vying for the same elected position, it requires more time and effort to get a campaign together.

Council Member Christianson addressed the Council expressing his concerns about being lobbied or given advice from individuals or groups of people and feels that in the last two and one-half years the Council has been lobbied by three groups in particular those being Moving Willmar Forward, Calvin for Mayor and recently Recall Ron Christianson. These groups have divided Willmar, divided the Council and spewed hatred in Ward 2. This was evidenced by very poor decision making during the Recall Ron Campaign. He cannot take advice from any of these groups and will let the rest of the Council make the decision of whether to hold a special election or to vote by abstaining on this vote. The toxic environment has destroyed any members of Ward 4 who would be willing to step forward and either run or be appointed. He stated that never in the history of the City of Willmar has there been a special election when there has been less than two years left on a term.

Council Member Fagerlie spoke in favor of a special election stating his former residence was in Ward 4 and some of those residents have spoken to him in favor of an election. Council Member Plowman felt it important to allow due process by holding an election and spoke in favor of fairness by the long standing tradition of letting the taxpayers decide. Council Member Ahmann attended the special meeting of Ward 4 election and respected their opinion. Council Member Anderson shared his thoughts on the difficult and controversial decisions and his concern as how the community is going to engage in any healing.

Mayor Calvin asked for any additional discussion and at this time handed the gavel to Council Member Fagerlie. Council Member Christianson called a point of order stating he is the elected Mayor Pro Tempore and questioned City Attorney Robert Scott as to the protocol who stated it was correct and he was not aware of any procedure where it would go to any other member of the Council. Mayor Calvin stated he believed the Mayor or presiding officer can give the gavel to whomever he chooses.

At 10:07 p.m. the Council took a five minute recess. At 10:13 p.m. the Council meeting reconvened.

At this time Mayor Calvin called for the question to vote on the motion to hold a special election for the current Council vacancy in Ward 4 as laid out in the timeline presented by Interim City Administrator Halliday. The motion carried with Council Member Christianson abstaining.

Planning and Development Services Director Bruce Peterson presented a proposed plat which is a replat of several lots from Terraplane Estates by Koozman Construction of Willmar called Cambridge Fourth Addition. The development is located in the southeast portion of the City off of 25<sup>th</sup> Street SE and was originally platted for tri-plexes and four-plexes. The plat is proposed to be a planned-unit development consisting of 16 single-family lots with a private street and utilities to be governed by private covenants and articles of declaration. The Planning Commission approved the preliminary plat with various conditions regarding the private covenants and declarations, private utility connections, stormwater detention and rezoning the property to meet the single-family plan. Council Member Fagerlie made a motion to approve the preliminary plat for Cambridge Fourth Addition. Council Member Christianson seconded the motion, which carried.

Planning and Development Services Director Bruce Peterson explained that as previously discussed, the City is moving forward with the sale of 6.12 acres of land at the current Wastewater Treatment Facility to Willmar Poultry of which 5.45 acres is outside of the right-of-way. The City would receive compensation for this area. The next step in the process is to move forward with the ordinance to authorize the sale of the land. Staff recommended a hearing on the proposed ordinance for September 8<sup>th</sup>. Council Member Anderson made a motion to follow the recommendation of staff and hold a hearing at 7:04 p.m., September 8, 2015, on the ordinance authorizing the sale of real property to Willmar Poultry Company. Council Member Nelsen seconded the motion, which carried.

Planning and Development Services Director Bruce Peterson stated that also as discussed at the last City Council meeting, it was agreed to proceed with the transfer of a lot that the City owns to Habitat for Humanity of West Central Minnesota. The transferring of this property requires an ordinance to authorize the sale. Staff's recommendation is to hold that hearing on September 8<sup>th</sup> as well. Council Member Fagerlie made a motion to hold a public hearing on September 8, 2015 at 7:05 p.m. Council Member Ahmann seconded the motion, which carried.

Council Member Ahmann brought forward a citizen's concern regarding curfew for the City parks in Willmar. They reside at 824 SW Third Street and have witnessed inappropriate activities at Rice Park after 10 p.m. and inquired what steps have to be taken to enforce a 10 p.m. curfew for the City parks in Willmar. Council Member Ahmann requested this letter be placed on file and referred to the Public Works/Safety Committee.

Discussion was held pertaining to protocol for receipt of complaints questioning if these should first be brought to staff for review. Interim City Administrator Kevin Halliday noted that the City does have an ordinance on curfew and he feels staff should receive the letter and enforce the City code.

Announcements for Council Committee meeting dates were as follows: Finance (Full Council), 4:45 p.m. at Council Chambers, August 31; Public Works/Safety, 4:45 p.m. at City Hall, September 1; Labor Relations, 4:45 p.m. at City Hall, September 2, 2015.

Council Member Ahmann offered a motion to adjourn the meeting with Council Member Christianson seconding the motion, with carried. The meeting adjourned at 10:27 p.m.

Attest:

\_\_\_\_\_  
MAYOR

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

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

September 8, 2015  
7:00 p.m.

The regular meeting of the Willmar City Council was called to order by the Honorable Mayor Marv Calvin. Members present on a roll call were Mayor Marv Calvin, Council Members Ron Christianson, Andrew Plowman, Rick Fagerlie, Steve Ahmann, Denis Anderson, Audrey Nelsen, and Tim Johnson; Present 8, Absent 0.

Also present were Interim City Administrator Kevin Halliday, Planning and Development Director Bruce Peterson, Public Works Director Sean Christensen, Finance Director Steve Okins, Community Education and Recreation Director Steve Brisendine, Fire Chief Frank Hanson, Police Chief Jim Felt, and City Attorney Robert Scott.

Proposed additions or deletions to the agenda included Mayor Calvin deleting the hearing for unpaid snow and ice removal costs subsequent to those fees being paid and he added the announcement of Council Committee meetings at the end of the agenda.

Council Member Anderson offered a motion to adopt the Consent Agenda which included the following items: City Council Minutes of August 17, Municipal Utilities Commission Minutes of August 24, Planning Commission Minutes of August 26, Application for Exempt Permit – Church of St. Mary, Accounts Payable Report through September 1, Building Inspection Report for August, 2015, Willmar Community and Activity Center Minutes of August 14 and the CER Joint Powers Board Minutes of August 28, 2015. Council Member Nelsen requested the City Council Minutes of August 17 be pulled from the Consent Agenda to correct an error on pages 5 and 6. Council Member Christianson seconded the motion to approve the remainder of the Consent Agenda, which carried.

At 7:02 p.m. Mayor Calvin opened the Hearing to consider special assessments for unpaid weed/grass mowing removal costs. Interim City Administrator Kevin Halliday explained that throughout the summer the City or its agents have mowed properties that have been out of compliance with the ordinance. These property owners were notified and in cases where there was no response the City did the mowing. The properties listed are those that were invoiced and were not paid. The purpose of the hearing is to allow any of those property owners the opportunity to comment of why they should not have these fees assessed against their property in 2016. There being no one present to speak against the certification of the charges to the County Auditor for collection in 2016, Mayor Calvin closed the hearing at 7:04 p.m.

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

**RESOLUTION NO. 1**

WHEREAS, Chapter 9, Article III of the Willmar Municipal Code states that such unpaid weed or grass mowing costs represent a lien of the real property receiving mowing services; and

WHEREAS, THE City Council of the City of Willmar has offered the owner his right to request an appearance before the Council to make objections to payment;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Willmar that the amount of the unpaid weed / grass mowing charges totaling \$3,042.13 be certified to the County Auditor to be extended on

the tax rolls of such real property in the same manner as other taxes for collecting in 2016 and collected by the County Treasurer, and paid to the City Clerk-Treasurer along with other taxes; and

BE IT FURTHER RESOLVED that the unpaid weed or grass charges be certified against the real property as follows:

1. Parcel No. 95-880-0030 \$152.32

Located at 1011 Becker Avenue SE; and  
Described as Section 14, Township 119, Range 35, Lot 3  
WOJOHN'S ADDITION TO THE CITY OF WILLMAR

2. Parcel No. 95-600-0190 \$152.32

Located at 931 Meadow Lane SW; and  
Described as Section 15, Township 119, Range 35, Block 2  
ORCHARD HILL NURSERY ADDITION  
LOT 19 & W'LY 42' OF LOT 18

3. Parcel No. 95-922-6700 \$152.32

Located at 1600 6<sup>th</sup> Street SW; and  
Described as Section 22, Township 119, Range 35  
S 100' OF N 441' OF E 174.6' OF E 1/2 OF SW 1/4 OF NE 1/4

4. Parcel No. 95-280-2060 \$152.32

Located at 922 2<sup>nd</sup> Street SW; and  
Described as Section 15, Township 119, Range 35, Lot 6, Block 12  
HANSON'S ADDITION TO WILLMAR

5. Parcel No. 95-006-6890 \$609.28

Located at 318 12<sup>TH</sup> Street SW; and  
Described as Section 15, Township 119, Range 35, Lot 5, Block 109  
FIRST ADDITION TO THE CITY OF WILLMAR

6. Parcel No. 95-250-1600 \$304.64

Located at 408 Augusta Avenue SE; and  
Described as Section 14, Township 119, Range 35, Block 7  
GLARUM'S ADDITION TO WILLMAR  
E 75 FT OF LOTS 19 & 20

7. Parcel No. 95-130-0110 \$113.57

Located at 116 Minnesota Avenue SE; and  
Described as Section 14, Township 119, Range 35, Block 2  
CARLSON'S ADDITION TO THE CITY OF WILLMAR  
WEST 75 FT. OF LOT 1

8. Parcel No. 95-280-0250 \$606.07

Located at 920 4<sup>th</sup> Street SW; and

Described as Section 15, Township 119, Range 35, Lot 5, Block 2  
HANSON'S ADDITION TO WILLMAR

9. Parcel No. 95-665-0260 \$456.96

Located at 1101 Olena Avenue SE; and  
Described as Section 14, Township 119, Range 35, Lot 16, Block 2  
PERKINS FIFTH ADDITION

10. Parcel No. 95-914-2080 \$152.32

Located at 802 Mary Avenue SE; and  
Described as Section 14, Township 119, Range 35  
PART OF M. JOHNSON'S OUTLOT NO. 1 COM AT A PT 575' E  
FROM INTERSECTION OF E LINE OF 6TH ST E & S LINE OF  
MARY AVE E 75' S 150', W 75', N 150' TO BEG

11. Parcel No. 95-250-0900 \$190.01

Located at 936 3<sup>rd</sup> Street SE; and  
Described as Section 14, Township 119, Range 35, Lot 10, Block 5  
GLARUM'S ADDITION TO WILLMAR

Dated this 8th day of September, 2015.

/s/ Marv Calvin  
Mayor

/s/ Kevin Halliday  
Attest: City Clerk

At 7:04 p.m. Mayor Calvin opened the Hearing to consider special assessments for unpaid garbage removal costs. Interim City Administrator Kevin Halliday stated there was one property that was properly notified and did not comply with the garbage removal. The City made arrangements for the garbage to be removed and billed the property for which reimbursement has not been received. The City has the authority to certify these costs as special assessment against the property. The purpose of the hearing is to allow the property owner the opportunity to comment as to why they should not have these fees assessed against their property in 2016. There being no one present to speak against the certification of the charges to the County Auditor for collection in 2016, Mayor Calvin closed the hearing at 7:06 p.m.

Resolution No. 2 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. 2

WHEREAS, Chapter 12, Article II of the Willmar Municipal Code concerning the removal of nuisance conditions by the City. The cost of such removal or remedial measures shall be assessed by action of the City Council against the property, under such terms and conditions as the City Council may require; and

WHEREAS, THE City Council of the City of Willmar has offered the owner his right to request an appearance before the Council to make objections to payment;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Willmar that the amount of the unpaid garbage removal charges totaling \$80.00 be certified to the County Auditor to be extended on the tax rolls of such real property in the same manner as other taxes for collecting in 2016 and collected by the County Treasurer, and paid to the City Clerk-Treasurer along with other taxes; and

BE IT FURTHER RESOLVED that the unpaid garbage removal charges be certified against the real property as follows:

1. Parcel No. 95-180-0380 \$80.00

Located at 728 3<sup>rd</sup> Street SE; and  
Described as Section 14, Township 119, Range 35, Block 3  
ERICKSON'S ADDITION TO THE CITY OF WILLMAR  
LOT 8 & S 1/2 OF LOT 7

Dated this 8th day of September, 2015.

/s/ Marv Calvin  
Mayor

/s/ Kevin Halliday  
Attest: City Clerk

At 7:07 p.m. Mayor Calvin opened the hearing for the sale of land to Willmar Poultry Company. Planning and Development Director Bruce Peterson came before the Council to present the ordinance. He explained this is the last step in the process to transfer the title and property for the 5.45 acres in Section 23 of St. John's Township from the City to Willmar Poultry Company for the appraised value of \$11,250 per acre. There being no one to speak for or against the sale of land, Mayor Calvin closed the hearing at 7:08 p.m.

Council Member Anderson offered a motion to adopt, assign a number and order final publication of the Ordinance Authorizing the Sale of Real Property to Willmar Poultry Company for \$11,250 per acre and execute the deed. Council Member Fagerlie seconded the motion, which carried on a roll call vote of Ayes 7, Noes 0.

At 7:10 p.m. Mayor Calvin opened the hearing for the sale of land to Habitat for Humanity of West Central Minnesota. Planning and Development Director Bruce Peterson came before the Council to present the ordinance. He again stated this is the last step in the process and the proposal is to transfer ownership for a lot in Pleasant View Second Addition to Habitat for Humanity for the sum of \$1.00. They have agreed to waive the assessment hearing and consented to paying assessments on the property totaling \$9,622.28. It was staff's recommendation to adopt the ordinance. There being no one to speak for or against the sale of land, Mayor Calvin closed the hearing at 7:11 p.m.

Council Member Fagerlie offered a motion to adopt, assign a number and order final publication of the Ordinance Authorizing the Sale of Real Property to Habitat for Humanity of West Central Minnesota for \$1.00. Council Member Nelsen seconded the motion, which carried on a roll call vote of Ayes 7, Noes 0.

A motion was made by Council Member Anderson and seconded by Council Member Plowman to remove the Mayoral Appointments to the Charter Commission off the table. The motion passed. The procedure and history for committee appointments was discussed and it was felt clarification and more discussion on the procedure was needed. Council Member Fagerlie made a motion to table the Mayoral committee appointments. Council Member Johnson seconded the motion, which passed with 5 Ayes and 2 Noes, with Council Members Nelsen and Anderson casting "no" votes.

Mayor Calvin recognized Jessica Rohloff, 3501 SE 15<sup>th</sup> Avenue, who requested to address the Council during the Open Forum. Ms. Rohloff urged Council Member Christianson to rescind his August 17<sup>th</sup> comment that he would not take direction from any constituent who had signed the petition to recall him from office. She stated Council Member Christianson referred to a group of his constituents as a special interest group and he would no longer take direction from any Ward 2 petition signer, which would leave approximately 900 constituents without one of their elected representatives. She went on to state it is a burden each elected official accepts when they take the oath of office and to seek redress is no more than political retribution and is a clear violation of their rights under the Constitution of the United States.

Sue Quist, 1451 Hansen Drive SW, spoke next stating Mayor Calvin appeared offended at the previous Council meeting for being called out as associated with the "Moving Willmar Forward" group. She went on to state that this group has tarnished the City and that the Mayor is linked up with this group as in August of 2014 he wrote a letter to the editor supporting "Move the City Forward." She stated our first President, George Washington, is credited in saying "associate yourself with people of good quality if you esteem your own reputation, for it is better to be alone than in bad company." She went on to say the Mayor's campaign manager was also an active member of the Recall Ron Committee and that at the last Council meeting the suggested Mayoral appointments were either on the Recall Ron Committee or had signed the petition. She commented that citizens cannot trust Mayor Calvin and referred to him as one of the "good 'ole boys."

Mayor Calvin commented that he was not part of the Recall Ron Committee or the Moving Willmar Forward Group.

The Finance Committee Report for August 31, 2015 was presented to the Mayor and Council by Council Member Anderson. There were eight items for consideration.

The meeting was called to order by Chair Anderson at 4:45 p.m. who noted that this is a Finance Committee meeting with full council participation for purposes of discussing the 2016 Mayor's Proposed Budget.

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

Item No. 2 Mayor Marv Calvin presented his proposed 2016 Budget totaling \$34,745,568. Of the total budget, \$14,433,983 is for General Operating; \$7,688,007 is for Capital Improvements; \$1,054,260 is for Special Revenue/Internal Services; \$2,404,267 is for Debt Service; and \$9,165,051 is for the Wastewater Treatment Plant. It was noted that the General portion of the budget includes \$2,009,787 in transfers bringing the total to \$16,443,770. The total proposed tax levy of \$4,451,028 is the same as last year with \$4,054,028 for General Operating. However, last year \$147,000 was dedicated for the Street Program and \$250,000 for the PIR fund. For 2016, the entire \$397,000 is proposed to be dedicated for the Street Program. Other revenues discussed included an anticipated increase in Local Government Aid and expenditures included the addition of the Human Resources position and Downtown Neighborhood Coordinator position. Other changes in 2016 include 1) revisiting the Centerpoint Energy Franchise Ordinance; 2) reclassifying the Central Stores Fund to the General Fund; and 3) dedicating the additional \$250,000 for Pavement Management.

Mayor Calvin noted what he sees as top priorities for the City of Willmar: 1) To maintain operations of the City at the current level; 2) Pavement Management Plan; 3) Parks Plan; 4) Facilities Management Plan; 5) Stormwater; 6) Establish a new local option sales tax program; 7) Continue with the additional \$250,000 portion of levy to be applied toward the Pavement Management Plan; 8) Spend down the remaining Library Fund Balance; 9) Establish the two new staff positions of Human Resources under the Finance Department and Downtown Neighborhood Coordinator under the Planning and Development Services; 10) Promote "shop local" options; and 11) Proposed three-year agreements for Rice Hospital and WMU intergovernmental transfer agreements.

Finance Director Okins indicated that Finance Committee Meetings with Full Council have been scheduled for September 14, 2015, to discuss the Capital Improvement Program and for October 12, 2015, for departmental staff to present their operating budgets.

Council Member Christianson felt that the City should hold off on the two new positions until the new City Administrator is hired because he or she may have different ideas. He also questioned the \$710,000 for improvements under the Park Plan as he felt those funds would be needed more for improvements under the Pavement Management Plan.

Council Member Johnson expressed concern about instituting franchise fees since there have been substantial increases in other utility charges which already burden citizens.

Chair Anderson expressed concern about terminating the Library Fund and raised the question about it originally being established for library improvements only.

Council Member Fagerlie questioned the Downtown Neighborhood Coordinator position since the City already contracts with Downtown Development to do similar work. This new position would be in addition to Downtown Development.

Council Member Nelsen asked why Mayor Calvin did not fund the \$5,000 for Vision 2040. It was explained that various forms, such as Form 990 as well as a budget, need to be received from the requesting community organization in order to include it on the proposed budget. None of those forms were received from Vision 2040.

Chair Anderson asked if staff were seeking grants and other leveraging options to offset the \$710,000 for Parks. Staff assured the Committee that was being done.

Council Member Ahmann questioned why a splash park was being proposed for Rice Park when area residents don't want one. Further, funds would be better spent on improvements under the Facilities Management Plan, including the Aquatic Center.

Mayor Calvin challenged the Council to set priorities to pursue and said that, although he is aware of council members' concerns, he would like to have a retreat to establish these priorities. Council Member Christianson expressed concerns about the value of a retreat. Council Member Ahmann stated his first priority is building maintenance. Council Member Nelsen stated the Council needs to hear what the community feels are priorities and not just what the Council thinks are priorities.

Council Member Anderson noted that it is at this time that the Council needs to introduce a resolution establishing the preliminary levy.

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

RESOLUTION NO. 3

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

BE IT RESOLVED by the City Council of the City of Willmar, Kandiyohi County, Minnesota, that the following sums of money be preliminary levied for the current year collectable in 2016, upon the taxable property in said City of Willmar for the following purposes:

General Fund	\$4,054,028
Pavement Management	<u>397,000</u>
	\$4,451,028

BE IT RESOLVED, that there is a sufficient sum of money in the Debt Service Funds of the City to pay principal and interest in 2016 on all outstanding bond issues, and the deferred annual tax levies previously certified to the County Auditor are hereby canceled;

BE IT FURTHER RESOLVED that a public hearing shall be scheduled for the 2016 proposed budget on December 7, 2015.

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

Dated this 8th day of September, 2015.

/s/ Marv Calvin  
Mayor

/s/ Kevin Halliday  
Attest: City Clerk

Item No. 3 Staff reported that Willmar Lakes Area Vision 2040/United Way is providing a grant/donation of \$2,000 to be used for amenities for the Dog Park. This grant was solicited by KC Dog on behalf of the City of Willmar. These funds will be used for signage, waste pickup dispensers, and benches to be placed in the park.

The Committee was recommending the Council introduce a resolution to accept the grant/donation of \$2,000 from the Willmar Lakes Area Vision 2040/United Way to be used for Dog Park amenities and to direct staff to issue a letter of appreciation.

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

RESOLUTION NO. 4

WHEREAS, the Willmar Lakes Area Vision 2040/United Way has agreed to provide a grant to the City of Willmar in the amount of \$2,000 to be used for amenities for the new Dog Park;

NOW, THEREFORE, BE IT RESOLVED by the City Council of Willmar, Minnesota, that the City accept the grant of \$2,000 from the Willmar Lakes Area Vision 2040/United Way and that the City Administrator be directed to express the community's appreciation for the grant.

Dated this 8th day of September, 2015.

/s/ Marv Calvin  
Mayor

/s/ Kevin Halliday  
Attest: City Clerk

Item No. 4 Staff explained that the Selvig Park Committee has solicited a quote from Stacy's Nursery to renovate the landscaping at Selvig Park in two phases. Phase 1 totals \$17,210.80 which includes demolition of the old timber landscaping and replacing it with block landscaping. Phase 2 of this project would not be done until spring of 2016 and is estimated at \$7,288.94. The City has a trust fund donated by Clara Selvig for the purpose of maintaining Selvig Park. Requirements for this fund establish that the balance cannot go below \$30,000. Given the current balance in this fund, \$8,000 would be available for this park project. Mayor Yanish had requested assistance from downtown merchants to rejuvenate Selvig Park and fund raising is in process. It was noted that Faith-at-Work may also be interested in contributing to this project. Once funding is secured the work can begin.

It was the Committee's recommendation to the Council to introduce a resolution to authorize Stacy's Nursery to renovate Selvig Park as presented in Phase 1 for \$17,210.80 and in Phase 2 for \$7,288.94 with the work to begin only after funding is in place. The question was raised by Council Member Christianson as to when funding would be in place. Interim City Administrator Kevin Halliday stated to date the parties soliciting donations have reached \$5,500 and with the \$8,000 budgeted the funding totals \$13,500 and other opportunities are coming in with Faith-at-Work guaranteeing the labor it is still \$4,000 short. Council Member Nelsen suggested doing the project in phases as the funds become available. Interim City Administrator Halliday stated that Phase I would be done this fall and the Council considering striking Phase

II from the resolution at this time. Council Member Anderson made a motion to strike Phase II from the resolution presented with Council Member Fagerlie seconding the motion, which carried.

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

RESOLUTION NO. 5

WHEREAS, the Selvig Park Committee has solicited a quote from Stacy's Nursery to renovate the landscaping at Selvig totaling \$17,210.80; and

WHEREAS, funding for this project includes \$8,000 from the Selvig Park Trust held by the City of Willmar with the remainder to be raised by the downtown merchants.

NOW, THEREFORE, BE IT RESOLVED by the City Council of Willmar, Minnesota, that the Mayor and City Administrator be authorized to execute the contract with Stacy's Nursery contingent upon adequate funds being raised to cover the costs; and

BE IT ALSO RESOLVED that donations received for this project be accepted and that the City Administrator be directed to express the community's appreciation for the donations received.

Dated this 8th day of September, 2015.

/s/ Marv Calvin  
Mayor

/s/ Kevin Halliday  
Attest: City Clerk

Item No. 5 Staff presented the proposed Shooting Range Monitoring Services Agreement with the Willmar Rifle and Pistol Club (WRPC) for Committee review and approval. There have been numerous discussions with the WRPC to arrive at this agreement. It was noted that training and certification costs for Range Safety Officers will be provided by WRPC through 2016 and then beginning in 2017 these costs will be the City's responsibility. City Attorney Robert Scott raised concerns with the decades old practice of allowing the WRPC the full use of the vault for storage of their guns. With League of Minnesota Cities Insurance Trust (LMCIT) review of that concern, Clause II.5 was amended noting WRPC will be fully responsible for the contents and no City insurance will be placed under our LMCIT policies to cover theft, water damage, etc. LMCIT review of the arrangement does require Clause I.7 which refers to the City being named as an additional insured under the WRPC insurance coverage.

The Committee was recommending the Council introduce a resolution authorizing the Mayor and the Interim City Administrator to execute the Shooting Range Monitoring Services Agreement with the Willmar Rifle and Pistol Club as presented.

Resolution No. 6 was introduced by Council Member Anderson, seconded by Council Member Fagerlie, 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 Mayor and City Administrator be authorized to execute the Shooting Range Monitoring Services Agreement with the Willmar Rifle and Pistol Club.

Dated this 8th day of September, 2015.

/s/ Marv Calvin  
Mayor

/s/ Kevin Halliday  
Attest: City Clerk

Item No. 6 Staff explained that the Council had previously adopted the Assessment Roll for the 2015 Street & Other Improvements. Since then, assessments for the Historic 313 Building have been finalized totaling \$28,471.70. Consequently, Council approval is needed to amend the Assessment Roll for the 2015 Street & Other Improvements for a new total \$444,139.34 which would include the Historic 313 Building assessments. This would reset the start date of interest to September 9, 2015, which is the date of closing with the four local banks.

The recommendation of the Committee to the Council was to approve the Assessment Roll for the 2015 Street & Other Improvements as amended totaling \$444,139.34.

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

RESOLUTION NO. 7

WHEREAS, The City Council of the City of Willmar, Minnesota duly adopted the assessment roll for the 2015 Street Improvement Project on May 18, 2015, and

WHEREAS, assessments for the Historic 313 building located at 313 4<sup>th</sup> Street SW have been finalized pursuant to an individual project awarded on June 1, 2015.

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

1. Such assessment roll be amended to the sum of \$444,139.34, a copy of which is attached hereto and made a part hereof, is hereby accepted.
2. Such assessments shall be as follows:
  - A. The assessments shall be payable in equal annual installments extending over a period of ten (10) years, the first of said installments to be payable with general taxes for the year 2015, collectible with such taxes during the year 2016.
  - B. To the first installment shall be added interest at the rate of four and zero hundredths (4.00) percent per annum on the entire principal amount of the assessment from the date of the funding of September 9, 2015, until December 31, 2016. To each subsequent installment, when due there shall be added interest for one year at said rate on the unpaid principal amount of the assessment.
  - C. The owner of any property so assessed may at any time prior to the certification of the assessment or the first installment thereof to the County Auditor (Treasurer), pay the whole of the principal amount of the assessment on such property with interest accrued to the date of payment to the City Clerk-Treasurer, except that no interest shall be charged if the entire assessment is paid by October 31, 2015, and such property owner may at any time prior to November 15 of any year pay to the City Clerk-Treasurer the entire principal amount.
3. The City Clerk-Treasurer shall forthwith transmit a certified duplicate copy of this assessment to the County Auditor to be extended on the tax list of the County.

Dated this 8th day of September, 2015.

/s/ Marv Calvin  
Mayor

/s/ Kevin Halliday  
Attest: City Clerk

Item No. 7 Staff explained to the Committee that it is City policy to temporarily exempt from assessments certain lands currently used for agricultural purposes. Each year contact is made with the listed land owners to ascertain their desire to place the land in agricultural use for the next crop year, which in this case is for 2016 totaling \$654,059.06 in Deferred Collections. The Committee was recommending the Council approve the exemptions for qualifying agricultural land owners of special assessments as presented for 2016 in the amount of \$654,059.06.

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

RESOLUTION NO. 8

WHEREAS, the City Council of the City of Willmar, Minnesota, did order the installation of certain street and other improvements made under Projects No. 0501, 8606, 9101, and 1404, and certain sewer and watermain improvements made under Projects No. 9701, 9303, 9202, and 9002.

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

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

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

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

1.	Hawkinson Land, LLC	95-924-0020	
	7340 26 <sup>th</sup> Street NE	Project 9202	\$13,005.00
	Willmar	Project 9101	51,455.70
		Project 9002	35,340.00
		Project 0501	61,137.01

*Section 24, Township 119, Range 35*

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

2.	Hawkinson Land, LLC	95-913-0040	
	7340 26 <sup>th</sup> Street NE	Project 9202	\$12,095.00
	Willmar	Project 9002	8,255.00
		Project 0501	31,715.79

*Section 13, Township 119, Range 35*

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

3.	Gesch Properties LLC c/o LeAnn Isaacson 10785 46 <sup>th</sup> Place N Plymouth	95-914-2610 Project 9002 Project 9303 Project 0501 Project 1404	\$39,731.66 20,130.42 77,504.80 180,688.13
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*Section 14, Township 119, Range 35*

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

4.	Jean Langsjoen-Hogan Trust and Carter Family 1950 E Welco St. Peter	95-903-0010 Project 0501	\$93,012.00
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*Section 3, Township 119, Range 35*

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

5.	Bernard Revocable Trust Etal c/o William Bernard 520 Litchfield Ave SW Willmar	95-912-0970 Project 9701	\$12,119.04
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*Section 12, Township 119, Range 35*

*North 1,655 feet of Northwest Quarter excluding West 40 acres thereof.  
(60 acres)*

6.	J & C Enterprises of Central MN c/o Stephen Jennings PO Box 639 Richmond	Project 8606  Hidden Valley Estates	\$17,869.51
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- 95-308-0010 Sect-08 TWP -119 Rang-35 Lot-001 Blk-001
- 95-308-0020 Sect-08 TWP -119 Rang-35 Lot-002 Blk-001
- 95-308-0030 Sect-08 TWP -119 Rang-35 Lot-003 Blk-001
- 95-308-0040 Sect-08 TWP -119 Rang-35 Lot-004 Blk-001
- 95-308-0050 Sect-08 TWP -119 Rang-35 Lot-005 Blk-001
- 95-308-0060 Sect-08 TWP -119 Rang-35 Lot-006 Blk-001
- 95-308-0070 Sect-08 TWP -119 Rang-35 Lot-007 Blk-001

95-308-0080 Sect-08 TWP -119 Rang-35 Lot-008 Blk-001  
95-308-0090 Sect-08 TWP -119 Rang-35 Lot-009 Blk-001  
95-308-0100 Sect-08 TWP -119 Rang-35 Lot-010 Blk-001  
95-308-0110 Sect-08 TWP -119 Rang-35 Lot-011 Blk-001  
95-308-0120 Sect-08 TWP -119 Rang-35 Lot-012 Blk-001  
95-308-0130 Sect-08 TWP -119 Rang-35 Lot-013 Blk-001  
95-308-0140 Sect-08 TWP -119 Rang-35 Lot-014 Blk-001  
95-308-0150 Sect-08 TWP -119 Rang-35 Lot-015 Blk-001  
95-308-0160 Sect-08 TWP -119 Rang-35 Lot-016 Blk-001  
95-308-0170 Sect-08 TWP -119 Rang-35 Lot-017 Blk-001  
95-308-0200 Sect-08 TWP -119 Rang-35 Lot-001 Blk-002  
95-308-0210 Sect-08 TWP -119 Rang-35 Lot-002 Blk-002  
95-308-0220 Sect-08 TWP -119 Rang-35 Lot-003 Blk-002  
95-308-0230 Sect-08 TWP -119 Rang-35 Lot-004 Blk-002  
95-308-0300 Sect-08 TWP -119 Rang-35 Lot-001 Blk-003  
95-308-0310 Sect-08 TWP -119 Rang-35 Lot-002 Blk-003  
95-308-0320 Sect-08 TWP -119 Rang-35 Lot-003 Blk-003  
95-308-0330 Sect-08 TWP -119 Rang-35 Lot-004 Blk-003  
95-308-0340 Sect-08 TWP -119 Rang-35 Lot-005 Blk-003  
95-308-0350 Sect-08 TWP -119 Rang-35 Lot-006 Blk-003  
95-308-0360 Sect-08 TWP -119 Rang-35 Lot-007 Blk-003  
95-308-0370 Sect-08 TWP -119 Rang-35 Lot-008 Blk-003  
95-308-0380 Sect-08 TWP -119 Rang-35 Lot-009 Blk-003  
95-308-0390 Sect-08 TWP -119 Rang-35 Lot-010 Blk-003  
95-308-0400 Sect-08 TWP -119 Rang-35 Lot-001 Blk-004  
95-308-0410 Sect-08 TWP -119 Rang-35 Lot-002 Blk-004  
95-308-0420 Sect-08 TWP -119 Rang-35 Lot-003 Blk-004  
95-308-0430 Sect-08 TWP -119 Rang-35 Lot-004 Blk-004  
95-308-0500 Sect-08 TWP -119 Rang-35 Lot-001 Blk-005  
95-308-0510 Sect-08 TWP -119 Rang-35 Lot-002 Blk-005  
95-308-0520 Sect-08 TWP -119 Rang-35 Lot-003 Blk-005  
95-308-0530 Sect-08 TWP -119 Rang-35 Lot-004 Blk-005  
95-308-0540 Sect-08 TWP -119 Rang-35 Lot-005 Blk-005  
95-308-0550 Sect-08 TWP -119 Rang-35 Lot-006 Blk-005

Dated this 8<sup>th</sup> day of September, 2015.

Dated this 8th day of September, 2015.

/s/ Marv Calvin  
Mayor

/s/ Kevin Halliday  
Attest: City Clerk

Item No. 8 Staff explained to the Committee that Verizon and the City of Willmar have entered into an agreement through which Verizon will be renting land from the City of Willmar at the fire station to build a new cell phone tower. The agreement states that Verizon will remit \$15,000 annually for land usage and a one-time fee of \$7,381.36 for new communications equipment to be placed on the tower. It is being proposed that the \$15,000 be used to replace four overhead garage doors, add a restroom in the training room area and remodel two other restrooms. The overhead doors were originally installed about 33 years ago and have outlived their useful life. They are falling apart and cannot be fixed. The fire department training room is used on an average of two to three times per week and has outgrown the one restroom concept. The original restroom in the training room area will be used as a female locker room/shower area. Currently we do not have an area for our female firefighters to use as a shower. The restroom/shower area in the male locker room is in need of repair with the tiles coming off the floor and the sink/toilet fixtures being

very old and inefficient. This restroom has never been remodeled and was built in 1970. The cost of replacing the overhead doors is estimated at \$8,760 and the restroom remodel project is estimated at \$7,560. The Verizon funds are currently unallocated and would pay for the projects listed above with additional funding coming from the 2015 Fire Department Operating Budget. Council Member Nelsen questioned setting a precedent by designating new revenue for specific projects. In response to Council Member Fagerlie's questions regarding details of the lease, staff explained that there is a one-time lump sum payment due from Verizon in the amount of \$7,381.36 for reimbursement of the purchase and installation of equipment. There is also a one-time lump sum payment due from Verizon in the amount of \$3,000 for reimbursement of the City's attorney costs for this lease. Verizon also agrees to pay annual rent of \$15,000 the first year with a 3% increase each year thereafter. The first term of the lease is five years with the option for several additional five-year extensions after that. Responsibility for payment of real estate taxes as a result of improvements made to the property were not addressed in the lease.

The Committee was recommending the Council introduce a resolution allocating the funds to be received from Verizon for the this year's annual rent of \$15,000 and equipment expenses for their new cell phone tower of \$7,381.36 to the Fire Department budget for building maintenance projects and to purchase the replacement communications equipment that will be placed on the Verizon tower.

Resolution No. 9 was introduced by Council Member Anderson, seconded by Council Member Fagerlie, reviewed by Mayor Calvin, and approved on a roll call vote of Ayes 7, Noes 0.

RESOLUTION NO. 9

BE IT RESOLVED by the City Council of the City of Willmar to authorize the Finance Director to allocate revenue from Verizon totaling \$22,381 for the Fire Department building maintenance projects and to purchase replacement communications equipment that will be placed on the new Verizon tower as follows:

Increase:	2015 Rental Revenue/Fire Department	\$ 22,381
Increase:	2015 Capital Outlay/Fire Department for Replacement of Tower Communications Equipment, Replacement of 4 Overhead Garage Doors, Addition of another Restroom, and Remodel of Locker Rooms	\$ 22,381

Dated this 8th day of September, 2015.

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

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

Council Member Anderson made a motion to approve and file the Finance Committee Report for August 31, 2015. Council Member Fagerlie seconded the motion.

The Public Works/Safety Committee Report for September 1, 2015 was presented to the Mayor and Council by Council Member Christianson. There were eight items for consideration.

Item No. 1        There were no public comments.

Item No. 2        Police Chief Jim Felt noted the jail census for September 1, 2015 was 162; 95 inmates from the Department of Corrections, 66 inmates from Kandiyohi County and 1 inmate from Swift County. The calls for service for the previous two weeks totaled 912. The majority of the calls were for traffic stops, followed by public assists and suspicious activity. The total calls for service so far this year is approximately 16 days ahead of 2014 at this date. Chief Felt presented new brochures to the Committee that have been distributed detailing outreach topics for the downtown business district on state laws, city

ordinances and guidelines. The brochures are also available in Somali and Spanish translations. The Committee discussed the Police activity level of the downtown business district versus other areas of the City, with it actually being a relatively quiet area and the Police trying to break the stigma of people perceiving it as an area of high crime.

Fire Chief Frank Hanson noted the total calls for service for the previous two weeks totaled 9, and included several fire calls, vehicle accidents, a car fire and natural gas leak. The total calls for service so far this year is 233, 23 calls above last year. Five new firefighters will be notified this week of their acceptance into the department and another six will be hired in December. The Committee discussed the availability of the FEMA website for the NIMS training courses they are to complete and pictures for new ID cards taking place on Thursday, September 3<sup>rd</sup>. These updated were received by the Council for information only.

Item No. 3 Staff brought forth, for information, a Playground Inspection Report compiled by the Public Works Department's Certified Playground Safety Inspector Justin DeLeeuw. The report detailed inspection of the 230 individual pieces of playground equipment in the City's 28 parks. Each piece of equipment has a priority rating of 1 through 5, with 1 indicating a potential life threatening issue and recommendations to remove immediately and 5 signifying no issues. Each rating is given through a combination of the inspector's opinion and the use of a National Recreation and Park Association testing kit. The Committee discussed the priority rating 1 pieces of equipment and weighed the options of either removing them or fixing them to make them compliant.

At this time the Playground Inspection Report was given by Justin DeLeeuw, Public Works Operator, to the full Council. He demonstrated the equipment used to assist in the report determinations. Examples were shown of protrusion and entrapment hazards on play equipment. There were 230 units in the park study of which 43 are deemed priority-one hazards and 19 priority two-hazards, which is just under 30% of the total being designated as the major hazards. On the plus side, 40-50% are a priority four or five.

Public Works Director Sean Christensen stated it is staff's recommendation to remove all the priority-one equipment as soon as possible. Community Education and Recreation Director Steve Brisendine stated it was also the consensus of the Community Education and Recreation Board to remove the number one's and direct staff to revisit the number two's as they are removing the number one's. Council Member Christianson stated it was discussed at the committee level how to make the public aware of why and where this equipment is being removed.

Council Member Christianson made a motion to direct staff to remove all the priority one-rated playground equipment. Council Member Anderson seconded the motion. Council Member Nelsen made a motion to amend the motion to include directing staff to review the priority-two equipment and bring the recommendation to the Public Works/Safety Committee in the near future for consideration. Council Member Christianson seconded the motion. The amendment to the original motion passed. The original motion directing staff to remove the priority one-rated equipment passed.

Discussion was held as to disposal of the equipment and it was noted by Council Member Nelsen that there may be interest by the Historical Society as there are some antique pieces that can be displayed.

The Park Plan was briefly discussed, particularly if there are any plans to downsize parks. It was noted by Community Education and Recreation Director Steve Brisendine that it has been discussed throughout the Park Plan and the number of parks the City has is large for a community of this size. Mr. Brisendine felt this would be a great discussion item for the Council to have, allowing the opportunity to downsize and repurpose some other parks.

Item No. 4 Staff brought forth, for information, the response to concerns of the intersection of Becker Avenue and 9<sup>th</sup> Street SW for the need of a traffic control device. The history of crashes at the intersection was investigated, with five total since 2011. Four were two vehicle right angle crashes from people claiming they didn't see the other car and one crash where the vehicles left the scene before officers

arrived. Two had citations for driver's license violations, but none for excessive speed and four of the crashes had no reported injuries. Only one accident listed the vehicles needing to be towed. With the accident history, good overall visibility and lower traffic counts, staff does not recommend a traffic control device such as a stop sign be placed at the intersection. The Committee questioned if a yield sign would help alleviate the concerns and staff stating yield signs typically train motorists to drive through the traffic control devices. This was received by the Council for information only.

Item No. 5 Staff brought forth, for approval, the utility easement for property owned by Wallace and Amanda Titus for the relocation of the Country Club Drive Lift Station in the amount of \$4,000.00. The easement was previously negotiated and agreed upon with the property owners and construction will begin next spring. The Committee was recommending to the Council to approve the utility easement for property owned by Wallace and Amanda Titus for the Country Club Drive Lift Station in the amount of \$4,000.00.

Resolution No. 10 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. 10

*AUTHORIZATION TO EXECUTE LIFT STATION UTILITY EASEMENT*

WHEREAS, a utility easement has been prepared for relocation of the Country Club Drive Lift Station to construct, operate and maintain such lift station on or under the described lands; and

WHEREAS, an agreement has been prepared for the terms and conditions of easement with compensation to the landowner in the amount of \$4,000.00;

NOW THEREFORE BE IT RESOLVED, by the City Council of the City of Willmar that the Mayor and City Administrator are hereby authorized to sign said easement on behalf of the City.

Dated this 8th day of September, 2015.

/s/ Marv Calvin  
Mayor

/s/ Kevin Halliday  
Attest: City Clerk

Item No. 6 Staff brought forth, for approval, contracting with Andi's FenceAll for backstop/fencing projects at the Swansson Field Complex in the amount of \$16,999.92. The 2015 CIP allocated \$30,000 for the replacement of the backstops at the blue and red fields, repairing one post, adding a six foot extension on the orange field and replacing the security fence. The Committee was recommending to the Council to approve the contract with Andi's FenceAll for the backstop/fencing projects at the Swansson Field Complex in the amount of \$16,999.92. The motion carried.

Resolution No. 11 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. 11

WHEREAS the City of Willmar desires to enter into a Construction Services Agreement with Andi's FenceAll to replace backstops and fencing in the Swansson Field Complex in the amount not to exceed \$16,999.92; 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 8th day of September, 2015.

/s/ Marv Calvin  
Mayor

/s/ Kevin Halliday  
Attest: City Clerk

Item No. 7 Staff brought forth, for information, the Public Works Department's future staffing of Operators. On February 27<sup>th</sup> there will be one retirement and staff is unaware of any further retirements at this time. Each City employee will base their personal retirement decisions on multiple factors including age, state benefit eligibility, and current job status/satisfaction. The current Public Works staff has done a tremendous job cross training and preparing people for the inevitable. The Committee discussed the importance of cross training the Operators and providing procedures on various tasks for future employees. This was received by the Council for information only.

Item No. 8 The Committee requested staff examine Branch 3 of Ditch 23A for overgrown vegetation by Valley Golf. The recent concerns of Rice Park were discussed with the possibility of curfew enforcement after 10 p.m. The lights of the park in the tennis courts are on a timer to shut off at 10 p.m. but the security lights illuminate the basketball court and remain on all night. This was received by the Council for information only.

The Public Works/Safety Committee Report for September 1, 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 Nelsen, and carried.

The Labor Relations Committee Report for September 2, 2015 was presented to the Mayor and Council by Council Member Ahmann. There were three items for consideration.

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

Item No. 2 Staff was directed by the Council in July to proceed with renewing the contract with Anderson Law Firm. Tom Anderson, the City's prosecuting attorney of Anderson Law Firm, was present to answer questions of the committee. Mr. Anderson addressed the Committee stating he has been the prosecuting attorney for the City since 2012 and he stated things are going well and he has a good rapport with the Police Department. Since 2012 he has implemented additional technology in his practice allowing him to have files available on a laptop during court. A current cost-savings measure which saves overtime pay to off-duty officers with communication with the defense attorneys and Police Department staff has been initiated.

Interim City Administrator Kevin Halliday informed the Committee they have the option of entering into a one-year or a three-year contract and pointed out a change in the contract from previous years is a \$500/year cost reimbursement. Following some discussion, the Committee was recommending the Council approve the three-contract with Anderson Law Firm as presented.

Resolution No. 12 was introduced by Council Member Ahmann, seconded by Council Member Anderson, reviewed by Mayor Calvin, and approved on a roll call vote of Ayes 7, Noes 0.

#### RESOLUTION NO. 12

BE IT RESOLVED by the City Council of the City of Willmar, a municipal corporation of the State of Minnesota, that the Mayor and City Administrator be authorized to enter into a contract between the City of Willmar and Anderson Law Offices for a period of three years.

Dated this 8th day of September, 2015.

/s/ Marv Calvin  
Mayor

/s/ Kevin Halliday  
Attest: City Clerk

Item No. 3 Interim City Administrator Kevin Halliday informed the Committee that the three positions which were previously before the Committee have now been reviewed and scored by the Compensation Study Committee and the pay grades set. Public Works Director Sean Christensen addressed the Committee stating these positions take into account items that need to be addressed and/or duties staff is currently struggling to complete along with their normal work tasks. Mr. Christensen recapped each position giving background information as to the position's previous existence, modification of promoting current staff, or creation as a new position.

The position details of Environmental Specialist were presented by Wastewater Treatment Plant Superintendent Colleen Thompson. This is a new position with the City which staff is proposing to fund by not filling the Safety Coordinator/Assistant Lab Tech position vacated due to retirement. This position will coordinate environmental/regulatory issues and maintain awareness of potential future environmental regulation changes that may affect operations within the City. This individual will facilitate regulatory and permitting efforts for stormwater and help facilitate MS4 requirements along with providing support for regulatory and environmental issues at the Wastewater Treatment Facilities and make recommendations for environmental compliance.

The Committee discussed the funding for the position realizing it can be funded by allocating the unspent monies from the vacancy of the Safety Coordinator/Assistant Lab Technician. A motion was made by Council Member Anderson to approve the Environmental Specialist position and job description and authorize the filling of the position after Council ratification. Council Member Christianson seconded the motion, which carried.

Council Member Ahmann moved the recommendation of the Committee. Council Member Anderson seconded the motion, which carried.

The position of Building Maintenance Supervisor was addressed by Public Works Director Sean Christensen noting this would be the promotion of existing staff from Pay Grade 3 to Pay Grade 6 and filling the then vacant custodial position. This individual would organize the existing custodial staff and maintain the City buildings relieving some coordination from the Public Works Director. Mr. Christensen stated the City's facilities are currently under review and a Facility Management Plan is forthcoming which this individual can use to ensure the maintenance projects are completed. This position was filled by a staff member in the past who later withdrew from the added duties.

The Committee discussed the necessity of the Building Maintenance Supervisor position noting there is no immediate funding source to cover the additional costs. A motion was made by Council Member Anderson to refer this position to the 2016 budgetary process for consideration. Council Member Nelsen seconded the motion, which carried.

Council Member Ahmann moved the recommendation of the Committee. Council Member Nelsen seconded the motion, which carried.

The Assistant Public Works Director position was presented by Public Works Director Sean Christensen noting that the City continues to advertise for an Assistant City Engineer and in the last 1 ½ years only three applications have been submitted. Mr. Christensen is proposing the promotion of the Senior Technician and filling an Engineering Technician position to return the department to its previous staffing level. He stated he saw no need to have two Professional Engineering licenses on staff for a community of this

size. This was viewed as a short-term solution and the staffing changes would have no negative affect on the budget.

A motion was made by Council Member Nelsen to approve the Assistant Public Works Director job description to be filled by promotion and authorize the filling of the Engineering Technician position after Council ratification. Council Member Christianson seconded the motion, which carried.

Council Member Nelsen questioned the title for this position and how it fits into the City's organizational chart. The question was raised as to who would report to this position and if they are in charge in the absence of the Public Works Director. Public Works Director Christensen responded to the questions stating this position supervises all the Engineering Technicians and in his absence would be in charge of the Engineering Department and the other departments would be controlled by their respective supervisors. Staff was directed by the Council to bring a recommendation to the Labor Relations Committee of which particular title will be used for this position.

Council Member Ahmann moved the recommendation of the Committee. Council Member Nelsen seconded the motion, which carried.

Council Member Ahmann announced the meeting on September 30<sup>th</sup> at the Health and Human Services Building relating to the Vision 2040 HRA Study.

Council Member Anderson commented on previous Labor Relations Committee minutes and discussion that was held pertaining to the Arena Manager position in relation to this employee's supervisor noting currently the supervision falls under the Joint Powers Agreement with the Willmar School District. He questioned City Attorney Robert Scott asking if he had the opportunity to look into the current agreement.

City Attorney Robert Scott reported he reviewed the joint powers agreement and there was nothing contained in it that requires the Arena Manger report to the Willmar School District and Community Education and Recreation. It appears to be an agreement through mutual understanding that this position report to the WCER Director. Nothing in the agreement would prevent the Council from directing the position report to the Public Works Director and his practical recommendation would be to work through the Joint Powers Board. This matter will be referred back to the Labor Relations Committee for discussion.

The Labor Relations Committee Report for September 2, 2015, was approved as presented and ordered placed on file in the City Clerk's Office upon motion by Council Member Ahmann, seconded by Council Member Nelsen, and carried.

Interim City Administrator Kevin Halliday presented a list of polling locations for consideration for the Ward 4 Special Election. The City is required by law to publish/post the polling locations for the Special Election, scheduled for Tuesday, November 10, 2015.

Resolution No. 13 was introduced by Council Member Christianson, seconded by Council Member Plowman, reviewed by Mayor Calvin, and approved on a roll call vote of Ayes 7, Noes 0.

RESOLUTION NO. 13

BE IT RESOLVED by the City Council of the City of Willmar, Minnesota, that the following buildings be designated as the official voting locations for the 2015, Ward 4 Special Election.

FOURTH WARD: 1 <sup>st</sup> Precinct	First Baptist Church 1000 6 <sup>th</sup> Street Southeast
2 <sup>nd</sup> Precinct	Calvary Lutheran Church 302 Olena Avenue



**FINANCE COMMITTEE**

**MINUTES**

The Finance Committee and Full Council of the City of Willmar met on Monday, September 14, 2015, in the Council Chambers at the Willmar Municipal Utilities Building.

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

Others present: Council Member Steve Ahmann, Council Member Ron Christianson, Council Member Andrew Plowman, Finance Director Steve Okins, Interim City Administrator/City Clerk Kevin Halliday, Community Ed & Rec Director Steve Brisendine, Public Works Director Sean Christensen, Police Chief Jim Felt, Fire Chief Frank Hanson, Planner/Airport Manager Megan DeSchepper, IT Coordinator Ross Smeby, "West Central Tribune Journalist" David Little, and Accounting Supervisor Carol Cunningham.

Item No. 1      Call to Order

The meeting was called to order by Chair Anderson at 4:45 p.m. who noted that this is a Finance Committee meeting with full council participation for purposes of discussing the 2016 Mayor's Proposed Budget and Capital Improvement Program.

Item No. 2      Public Comments

There were no comments from the public.

Item No. 3      Consideration of EDC 2016 Budget and Levy Presentation (Motion)

Steve Renquist, EDC Executive Director, reviewed the EDC 2016 Budget with the Council. Anticipated revenue for 2016 totals \$522,981 and includes the County Tax Levy of \$477,750. The levy was increased 5% or \$22,750 from previous years. The EDC is also proposing to utilize \$23,332 from the agency's reserves as a funding source. The overall budgeted expenditures for 2016 total \$522,981 which results in no change from 2015. Mr. Renquist stated this budget includes a proposed 5% increase in each of the salaries for the Director, the Assistant Director and the Business Development Specialist.

Following discussion, the proposed 2016 EDC Budget, including the tax levy, was approved upon motion by Council Member Fagerlie, seconded by Council Member Nelsen and carried.

Item No. 4      Local Option Sales Tax Audit (Information)

Staff explained that on September 3, 2015, Penny Demko of the Sales and Use Tax Division of the Department of Revenue called to say that the State has finalized an audit with a large employer in the City of Willmar and that there will be a rebate to the company of approximately \$159,000 for Willmar's Local Option Sales Tax program which ended December 31, 2012. There is a 3 ½ to 4 year audit life after this ending date, with the State continuing to do small audits for various companies. Final settlement with the City of Willmar is anticipated to occur at the beginning of the 4<sup>th</sup> quarter 2016. Staff is reviewing commitments and contract close outs to determine if any funds are available to pay this amount back to the State. Council Member Nelsen requested information that was previously distributed to the Council reflecting the various projects with Local Option Sales Tax fund commitments.

This matter was for information only.

Item No. 5      12/31/14 City of Willmar Financial Statements (Information)

Staff explained that the City of Willmar has received notification from the State Auditor's office that the 12/31/14 financial statements are to be submitted by no later than 09/30/15 or the City will be subject to lose its 12/15/15 Local Government Aid payment of \$2,244,657. It was noted that On June 25, 2015, the City's financial statements were uploaded to the State of Minnesota using the State electronic format and a request for a filing extension for the Comprehensive Annual Financial Report was submitted. City staffing levels have caused workload and scheduling difficulties that are continually being worked on. Staff conversations with both the City and State Auditor's offices are ongoing to establish a schedule to meet the September 30<sup>th</sup> timeline to assure no loss of LGA to the City. Staff will provide copies when filed. The City's auditor is scheduled to be present at the 09/28/15 Finance Committee Meeting. Council Member Nelsen stated her concerns regarding this issue and requested updates of progress. She also wants to institute checks and balances for deadline dates. Council Member Christianson stated he has full faith in staff, doesn't blame anyone, and would like to know who signs off on the Financial Statements. Finance Director Okins responded that the Finance Director does.

This matter was for information only.

Item No. 6      Consideration of Proposed 2016 Capital Improvements Programs (Motions)

Chair Anderson explained that the Mayor, Finance Director and Interim City Administrator prepared the Proposed 2016 Capital Improvements Program Budget and included a minimal number of items. These items are being presented at this time for Council's determination whether or not to retain them in the budget. Discussion began with the Vehicle Replacements proposed for 2016.

A new Fire Pumper is proposed by staff for purchase in the amount of \$650,000, with the Mayor reducing the amount to \$400,000, to replace a 1988 vehicle. The higher priced Pumper would be a multisystem truck that would haul water, have a command center inside, and have an SCBA Fill Station. It would serve as a City/Rural/Mutual Aid truck and would have an estimated 25-year life cycle. The lower priced Pumper would have a commercial chassis, would not have a command center, and would have an estimated 20-year life cycle.

Following discussion Chair Anderson made a motion to include \$650,000 in the 2016 Capital Improvement Program to purchase a Fire Pumper. Council Member Fagerlie seconded the motion.

Questions were asked about how often the vehicle would be used (at least 300 times per year for fires and training), if other departments have a vehicle like this (Willmar would probably be the only one in the County), what is wrong with the current vehicle and do we have a backup vehicle (the current vehicle is a backup and it is anticipated that additional maintenance will be needed on it soon). Council Member Nelsen asked if it would work to wait until next year to purchase the Pumper for \$650,000 instead of settling for the one for \$400,000 this year. Fire Chief Hanson responded that by then the additional repairs would be needed and the value of the vehicle as well as the salability would be lower. Council Member Nelsen asked what efficiencies would be created by having the more expensive Pumper. Fire Chief Hanson stated the firemen would have easier conversation because it would be a command center and not have to resort to using a pickup for that. Also they would have the ability to have internet on multiple devices for researching issues and for monitoring firemen. Council Member Fagerlie asked how inflation would affect the price if we wait a year. Fire Chief Hanson stated he had been informed the price would increase around 6% by next year.

Council Member Christianson stated his concern about spending the additional \$250,000 and made a motion to reduce the dollar amount to \$400,000. Council Member Ahmann seconded the motion which carried on a 4-3 vote with Council Members Johnson, Fagerlie, and Nelsen voting no. The original motion was similar and required no vote.

A new Patrol Car is proposed by staff for purchase in the amount of \$41,483 which would replace a 2006 unmarked vehicle. This amount is higher because additional equipment would need to be purchased to outfit the vehicle for police use. Following discussion, Chair Anderson made a motion to include \$41,483 in the 2016 Capital Improvement Program to purchase a new Police Patrol Car to replace the 2006 vehicle. Council Member Christianson seconded the motion which carried.

Three new Patrol Cars are proposed by staff for purchase in the amount of \$39,508 each replacing one 2008 vehicle and two 2013 vehicles. Following discussion, Chair Anderson made a motion to include the purchase of three vehicles at \$39,508 each in the 2016 Capital Improvement Program. Council Member Christianson seconded the motion which carried.

A new Bobcat Toolcat is proposed by staff for purchase in the amount of \$60,000 to replace the existing Toolcat in the Public Works Department. Questions were raised as to why this Toolcat would be \$7,000 less than the one recently purchased for the Civic Center. Staff explained that there were extra features required on the Civic Center Toolcat which are not needed on the one for Public Works. Following discussion, Chair Anderson made a motion to include the purchase of a Bobcat Toolcat for the Public Works Department in the amount of \$60,000. Council Member Nelsen seconded the motion which carried.

A new Public Works Pickup is proposed by staff for purchase in the amount of \$37,500 to replace the existing 2006 Ford F350 ½-Ton Pickup. Following discussion, Chair Anderson made a motion to include the purchase of a new Public Works Pickup in the amount of \$37,500 to replace the 2006 Ford F350 ½-Ton Pickup. Council Member Christianson seconded the motion which carried.

A new Public Works Pickup is proposed by staff for purchase in the amount of \$49,000 to replace the existing 2004 Ford F350 1-Ton Pickup. Following discussion, Chair Anderson made a motion to include the purchase of a new Public Works Pickup in the amount of \$49,000 to replace the 2004 Ford F350 1-Ton Pickup. Council Member Nelsen seconded the motion which carried.

A new Gator for the Waste Treatment Plant is proposed by staff for purchase in the amount of \$18,500 to replace the existing 2006 Gator. Following discussion, Chair Anderson made a motion to include the purchase of a new Gator for the Waste Treatment Plant in the amount of \$18,500 to replace the 2006 Gator. Council Member Nelsen seconded the motion which carried.

Proposed Capital Allocations for 2016 were discussed, beginning with Information Technology. Installation of Wi-Fi at the Community Center is proposed by staff estimated at \$10,000. It was noted that Wi-Fi is currently available at the Community Center in one room as well as hardwired computers with internet access. Council Member Christianson spoke against this expenditure stating \$10,000 is a lot of money. Council Member Ahmann does not support this project either and asked why the roof replacement project at the Community Center has not been scheduled. CER Director Steve Brisendine stated that staff is well aware of the roof problem but is waiting for the Facility Study to be completed. Following discussion, Chair Anderson made a motion to include the installation of Wi-Fi at the Community Center in the amount of \$10,000. Council member Nelsen seconded the motion which failed on a 1-6 vote with Council Members Ahmann, Christianson, Plowman, Anderson, Johnson, and Fagerlie voting no.

Installation of Wi-Fi at Taunton Stadium is proposed by staff estimated at \$20,000. Council Member Christianson spoke against this project. Following discussion, Chair Anderson made a motion to include the installation of Wi-Fi at Taunton Stadium in the amount of \$20,000. Council Member Fagerlie seconded the motion which failed on a unanimous vote.

Purchase of a Video Server at the WRAC-8 studio is proposed by staff estimated at \$10,000. It would be a Standard Definition (SD) server and it was noted that the anticipated addition of a fourth channel would be unable to broadcast without this SD server. Following discussion, Chair Anderson made a motion to include the purchase of an SD Video Server for the WRAC-8 studio in the amount of \$10,000. Council Member Fagerlie seconded the motion which carried.

Purchase of a New City Website is proposed by staff estimated at \$25,000. Staff reported issues with the current website, including complaints regarding difficult navigation, etc. Council Member Plowman asked if quotes were being obtained from providers with government experience. It was noted this has been done. Council Member Ahmann suggested providing blogging capabilities on the new website. Following discussion, Chair Anderson made a motion to include the purchase of a New City Website in the amount of \$25,000. Council Member Johnson seconded the motion which carried.

Purchase of New Server Switches is proposed by staff estimated at \$31,000. Server switches route traffic for users. Following discussion, Chair Anderson made a motion to include the purchase of New Server Switches in the amount of \$31,000. Council Member Fagerlie seconded the motion which carried.

Purchase of a Server Room Generator is proposed by staff estimated at \$20,000. It was noted power outages have occurred during the past year and having a generator would alleviate issues that arise from those situations. Council Member Ahmann asked about sharing a generator with Christianson & Associates. IT Coordinator Smeby felt that option may not be cost effective. Following discussion, Chair Anderson made a motion to include the purchase of a Server Room Generator in the amount of \$20,000. Council Member Nelsen seconded the motion which carried on a 6-2 vote with Council Members Christianson and Johnson voting no.

Purchase of New Server Switches for the Waste Treatment Plant is proposed by staff estimated at \$25,000. Following discussion, Chair Anderson made a motion to include the purchase of New Server Switches for the Waste Treatment Plant in the amount of \$25,000. Council Member Christianson seconded the motion which carried.

Proposed Capital Allocations for 2016 continued with the Fire Department requests. Purchase of 50 SCBA Packs for the Fire Department is proposed by staff estimated at \$275,000. It was noted that there is no obligation with the company at this time. Following discussion, Chair Anderson made a motion to include the purchase of 50 SCBA Packs for the Fire Department in the amount of \$275,000. Council Member Christianson seconded the motion which carried.

Purchase of 50 SCBA Bottles for the Fire Department is proposed by staff estimated at \$65,000. Following discussion, Chair Anderson made a motion to include the purchase of 50 SCBA Bottles for the Fire Department in the amount of \$65,000. Council Member Fagerlie seconded the motion which carried.

Purchase of an SCBA Compressor for the Fire Department is proposed by staff estimated at \$40,000. It was noted that the current compressor is from 1995 and they typically last 20 years. Following discussion, Chair Anderson made a motion to include the purchase of an SCBA Compressor for the Fire Department in the amount of \$40,000. Council Member Christianson seconded the motion which carried.

Purchase of Extraction Equipment for the Fire Department is proposed by staff estimated at \$35,000. Council Member Ahmann asked if the City could use the existing County extraction equipment. Fire Chief Hanson explained those are hydraulically powered where the new ones being requested would be battery operated. Council Member Christianson spoke against this item stating the County Rescue Squad is there for performing extraction duties and the Fire Department fights fires. Following discussion, Chair Anderson made a motion to include the purchase of Extraction Equipment for the Fire Department in the amount of \$35,000. Council Member Nelsen seconded the motion which failed on a 3-4 vote with Council Members Christianson, Ahmann, Plowman, and Johnson voting no.

Roof Replacement on the Fire Station is proposed by staff estimated at \$48,500. Following discussion, Chair Anderson made a motion to include the Roof Replacement Project at the Fire Station in the amount of \$48,500. Council Member Christianson seconded the motion which carried.

Proposed Capital Allocations for 2016 continued with the Engineering Department requests. Updating Survey Equipment is proposed by staff estimated at \$50,000. Following discussion, Chair Anderson

made a motion to include Updating the Survey Equipment for the Engineering Department in the amount of \$50,000. Council Member Christianson seconded the motion which carried.

Pavement Management is proposed by staff estimated at \$3,000,000. Council Member Ahmann asked how much of this would be for sealcoating and crack filling. Public Works Director Christensen explained the entire \$3,000,000 is earmarked for reconstruction and overlays. He also noted that the MUC portion of street work costs is taken into consideration as well, in response to Council Member Nelsen's question. Following discussion, Chair Anderson made a motion to include Pavement Management in the amount of \$3,000,000. Council Member Christianson seconded the motion which carried.

Storm Sewer Design work is proposed by staff estimated at \$200,000. Following discussion, Chair Anderson made a motion to include Storm Sewer Design in the amount of \$200,000. Council Member Christianson seconded the motion which carried.

Proposed Capital Allocations for 2016 continued with the Public Works Department requests. Purchase of a new Paint Striping Machine is proposed by staff estimated at \$12,000. Following discussion, Chair Anderson made a motion to include the purchase of a Paint Striping Machine for the Public Works Department in the amount of \$12,000. Council Member Nelsen seconded the motion which carried.

Replacement of Public Works Garage Lighting is proposed by staff estimated at \$35,000. Public Works Director Christensen noted that the existing lighting will be replaced with LED lighting. Following discussion, Chair Anderson made a motion to include the Replacement of Public Works Garage Lighting in the amount of \$35,000. Council Member Christianson seconded the motion which carried.

Roof Repair at the Public Works Garage is proposed by staff estimated at \$40,000. Following discussion, Chair Anderson made a motion to include the Roof Repair on the Public Works Garage in the amount of \$40,000. Council Member Christianson seconded the motion which carried.

Purchase of a Pressure Washer for the Public Works Department is proposed by staff estimated at \$9,000. It was noted that the current machine is 20 years old. Following discussion, Chair Anderson made a motion to include the purchase of a Pressure Washer for the Public Works Department in the amount of \$9,000. Council Member Christianson seconded the motion which carried.

Proposed Capital Allocations for 2016 continued with the Airport Department requests. Airport Manager Megan DeSchepper noted that four of the items listed are to be removed to a future year: Fencing Plans & Specs, Back-Up Generator, Environmental Assessment, and Land Acquisition Road 116. Preparation of an Airport Master Plan is proposed for 2016 by staff estimated at \$250,000. It was noted that the Federal Government requires this Plan be completed every 20 years and that the last one was done in 1997. Following discussion, Chair Anderson made a motion to include the Airport Master Plan in the amount of \$250,000. Council Member Christianson seconded the motion which carried.

Overlay of Taxi Lanes by the East Hangar at the Airport is proposed by staff estimated at \$250,000. Following discussion, Chair Anderson made a motion to include the Overlay of Taxi Lanes by the East Hangar at the Airport in the amount of \$250,000. Council Member Nelsen seconded the motion which carried.

Purchase/Installation of a Credit Card System for Jet Fuel at the Airport is proposed by staff estimated at \$20,000. Following discussion, Chair Anderson made a motion to include the Purchase/Installation of a Credit Card System for Jet Fuel at the Airport in the amount of \$20,000. Council Member Nelsen seconded the motion which carried.

Establishment a NavAid Access Road at the Airport is proposed by staff estimated at \$55,000. It was noted this road is needed to access equipment. Following discussion, Chair Anderson made a motion to include the NavAid Access Road at the Airport in the amount of \$55,000. Council Member Fagerlie seconded the motion which carried.

Tiling and Drainage at the Airport is proposed by staff estimated at \$31,500. It was noted this is needed to help alleviate drainage issues. Following discussion, Chair Anderson made a motion to include Tiling and Drainage at the Airport in the amount of \$31,500. Council Member Fagerlie seconded the motion which carried.

Proposed Capital Allocations for 2016 continued with the Leisure Services Department requests. Park Development of Rice Park is proposed by staff estimated at \$706,000. CER Director Brisendine explained that this would include demolition of the wading pool, tennis courts, basketball court, and shelter. It would further include construction of a three-season shelter, a splash pad, pathways, and addressing ADA issues. Chair Anderson made a motion to include the Park Development of Rice Park in the amount of \$706,000. Council Member Nelsen seconded the motion.

Council Member Christianson stated that this is too much to spend on one park at this time and that there is needed street work to be done. He also feels all aquatic facilities should be in one area at the Aquatic Center.

Council Member Johnson raised the question that if we build it, will they come?

Council Member Nelsen feels the City is very far behind in our park system and encourages the Council to stay positive in promoting our community. The City needs to make a commitment to move this project forward. Various organizations are waiting to see what the City will be doing before initiating a fund raising campaign.

Council Member Fagerlie raised concerns about the lack of parking and proposed moving the splash pad to Robbins Island which is to be established as a regional park that would qualify for grants to assist with this project.

Council Member Ahmann raised concerns that the Council hasn't received information for this project regarding maintenance costs, annual operating/staffing costs, useful life cycle of the facility, and traffic/parking issues.

Council Member Plowman supports parks and development but is concerned about maximizing the dollar benefit. Since it is apparent the Council Members do not agree on this project as presented, he proposed amending the motion as follows: include \$706,000 for Park Development with details to follow once the Council has discussed this issue further and sets guidelines and parameters. Council Member Fagerlie seconded this amended motion which carried on a 4-3 roll call vote with Council Member Johnson, Ahmann, and Christianson voting no.

The meeting recessed at 7:25 PM and reconvened at 7:30 PM.

Proposed Capital Allocations for 2016 continued with the Civic Center requests. Replacement of the Cedar Shakes on the exterior of the Civic Center is proposed by staff estimated at \$95,000. Following discussion, Chair Anderson made a motion to include the Cedar Shake Replacement at the Civic Center in the amount of \$95,000. Council Member Christianson seconded the motion which carried.

Installation of a Reverse Osmosis Water System at the Civic Center is proposed by staff estimated at \$23,000. Following discussion, Chair Anderson made a motion to include the Installation of a Reverse Osmosis Water System at the Civic Center in the amount of \$23,000. Council Member Christianson seconded the motion which carried.

Proposed Capital Allocations for 2016 continued with the Aquatic Center request. Replacement of the Pool Heater at the Aquatic Center is proposed by staff estimated at \$40,000. It was noted that the useful life is estimated at 10 to 15 years and the current heater is 11 years old. Following discussion, Chair Anderson made a motion to include the Pool Heater Replacement at the Aquatic Center in the amount of \$40,000. Council Member Nelsen seconded the motion.

Council Member Ahmann amended the motion for this \$40,000 to be part of the Park Development funds just approved for \$706,000. Council Member Christianson seconded the motion which failed on a roll-call vote of 3-4 with Council Members Fagerlie, Nelsen, Plowman, and Anderson voting no.

The original motion to include the Pool Heater Replacement at the Aquatic Center in the amount of \$40,000 was then voted on and passed.

Proposed Capital Allocations for 2016 continued with the Auditorium requests. Replacement of the Lighting in the Auditorium is proposed by staff estimated at \$20,000. It was noted the new lights would be LED. Following discussion, Chair Anderson made a motion to include the Lighting Replacement at the Auditorium in the amount of \$20,000. Council Member Ahmann seconded the motion which carried.

Replacement of the Ceiling in the Auditorium is proposed by staff estimated at \$110,000. It was noted the existing ceiling has deteriorated and this project would be in conjunction with the lighting replacement just discussed. Following discussion, Chair Anderson made a motion to include the Ceiling Replacement at the Auditorium in the amount of \$110,000. Council Member Fagerlie seconded the motion which carried.

Council Member Nelsen stated her concerns about why the Council has not received a report on the status of the heating and cooling system at the Auditorium. She wants to know why the cooling system has not been addressed until next year's budget, what happened and who is accountable. She would also like an opportunity to come back to the Council with additions if needed.

Proposed Capital Allocations for 2016 continued with the Waste Treatment Program requests. Computer Software Upgrades for the Waste Treatment Plant is proposed by staff estimated at \$146,000. Following discussion, Chair Anderson made a motion to include the Computer Software Upgrades for the Waste Treatment Plant in the amount of \$146,000. Council Member Fagerlie seconded the motion which carried.

Computer Hardware Upgrades for the Waste Treatment Plant is proposed by staff estimated at \$87,000. Following discussion, Chair Anderson made a motion to include the Computer Hardware Upgrades for the Waste Treatment Plant in the amount of \$87,000. Council Member Nelsen seconded the motion which carried.

Phase II Westwood Court Liftstation Construction for the Waste Treatment Plant is proposed by staff estimated at \$950,000. Following discussion, Chair Anderson made a motion to include the Phase II Westwood Court Liftstation Construction for the Waste Treatment Plant in the amount of \$950,000. Council Member Ahmann seconded the motion which carried.

Replacement of Two Raw Waste Water Municipal Pumps for the Waste Treatment Plant is proposed by staff estimated at \$100,000. Following discussion, Chair Anderson made a motion to include the Replacement of Two Raw Waste Water Municipal Pumps for the Waste Treatment Plant in the amount of \$100,000. Council Member Christianson seconded the motion which carried.

Streets Sewer Replacement for the Waste Treatment Plant is proposed by staff estimated at \$50,000. Following discussion, Chair Anderson made a motion to include the Streets Sewer Replacement for the Waste Treatment Plant in the amount of \$50,000. Council Member Fagerlie seconded the motion which carried.

Phase I Fairgrounds Liftstation for the Waste Treatment Plant is proposed by staff estimated at \$120,000. It was noted this is for the Design Phase of this liftstation. Following discussion, Chair Anderson made a motion to include the Phase I Fairgrounds Liftstation (Design Phase) for the Waste Treatment Plant in the amount of \$120,000. Council Member Ahmann seconded the motion which carried.

Overlay Biosolid Driveway Project for the Waste Treatment Plant is proposed by staff estimated at \$40,000. It was noted this driveway was originally built in 1996. Following discussion, Chair Anderson made

a motion to include the Overlay Biosolid Driveway Project for the Waste Treatment Plant in the amount of \$40,000. Council Member Nelsen seconded the motion which carried.

Industrial Stormwater Permit for the Waste Treatment Plant is proposed by staff estimated at \$20,000. It was noted this is an annual permit required by the MPCA. Following discussion, Chair Anderson made a motion to include the Overlay Biosolid Driveway Project for the Waste Treatment Plant in the amount of \$20,000. Council Member Fagerlie seconded the motion which carried.

HVAC for the Administration Building at the Waste Treatment Plant is proposed by staff estimated at \$30,000. It was noted this is specifically for the lab. The existing HVAC system does not adequately maintain cooling and dehumidification in the lab and this problem needs to be addressed. Following discussion, Chair Anderson made a motion to include the HVAC for the Administration Building at the Waste Treatment Plant in the amount of \$30,000. Council Member Ahmann seconded the motion which carried.

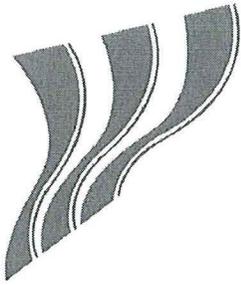
It was noted that as a result of tonight's meeting, there have been a total of \$441,500 of available funds unappropriated for the 2016 Proposed Budget. Chair Anderson expressed his appreciation to staff and to the council members for their efforts for tonight's meeting.

There being no further business to come before the Committee, the meeting was adjourned at 7:50 p.m.

Respectfully submitted,



Carol Cunningham  
Accounting Supervisor



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

**Agenda Item Number:** 3

**Meeting Date:** September 14, 2015

**Attachments:**  Yes  No

**CITY COUNCIL ACTION**

**Date:** September 21, 2015

- Approved     Denied  
 Amended     Tabled  
 Other

**Originating Department:** Finance

**Agenda Item:** Consideration of EDC 2016 Budget & Levy Presentation

**Recommended Action:** Receive and Move Acceptance Based on Recommendation

**Background/Summary:**

Annual requirement per the Joint Powers Agreement

**Alternatives:** Make recommended changes

**Financial Considerations:** Increase of proposed Levy from \$455,000 to \$477,700

**Preparer:** Finance Director

**Signature:**

**Comments:**



Kandiyohi County & City of Willmar  
ECONOMIC DEVELOPMENT COMMISSION

To: City of Willmar  
From: Steve Renquist  
Date: September 10, 2015  
RE: Proposed Kandiyohi County and City of Willmar  
Economic Development Commission (EDC) Levy (2016)

2015 EDC Levy: \$455,000  
2016 Proposed Levy \$477,750

Dollar increase: \$ 22,750  
Percentage increase: 5%

2015 Budget \$522,981  
2016 Draft Budget \$522,981

Mt recommendation to the EDC Joint Powers Board is to  
Reduce the reliance on EDC undesignated reserves in 2016:  
2015 budgetary supplement from reserve fund: \$ 46,082  
Remaining EDC unreserved funds \$152,269  
2016 predicted budgetary supplement \$ 23,332

	2015 Budget
<b>REVENUES</b>	
County Tax Levy	\$ 455,000
Loans	
ELGP loan application fees	\$ 200
Revolving Loan Fund application fees	\$ 250
Revolving Loan Fund repayments interest	\$ 7,432
Insurance dividends	\$ 1,500
Interest on investments	
Citizens Alliance Bank 36-month CD \$100,000 at 1%	\$ 1,000
Citizens Alliance Bank 36-month CD \$100,000 at 1.05%	\$ 1,050
Concorde Bank (Revolving Loan Fund savings account)	\$ 100
Heritage Bank savings account	\$ 200
North American State Bank 23-month CD \$100,000 at 1.15%	\$ 1,150
US Bank CD (Tourism Development Account)	\$ 225
Other Income	
Reserve Fund	\$ 54,774
Refunds and reimbursements	\$ 100
<b>Total Revenues</b>	<b>\$ 522,981</b>
<b>EXPENSES</b>	
<b>Economic Development Community Contributions</b>	
Blandin Foundation HackFest	\$ 5,000
Sponsor Fees	
Animal Science Conference	\$ 1,500
U of M Technology Showcase	\$ 2,000
Vision 2040	\$ 2,500
Other	\$ 1,500
<b>Total Economic Development Community Contributions</b>	<b>\$ 12,500</b>
<b>Other Expenses:</b>	
Joint Operations Board (includes meals/administrative time)	\$ 3,000
Joint Powers Board (includes meals/administrative time)	\$ 1,000
SCORE (cell phone and email account)	\$ 300
Other operating expenses	\$ 1,254
<b>Total Other Expenses</b>	<b>\$ 5,554</b>
<b>Countywide Business Development</b>	
Creating Entrepreneurial Opportunitites Program (2014-2016)	\$ 1,000
Miscellaneous countywide business development	\$ 6,000
<b>Total Countywide Business Development</b>	<b>\$ 7,000</b>

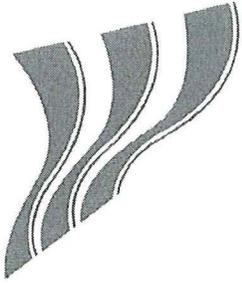
	2015 Budget
<b>COMMITTEE EXPENSES</b>	
<b>Agriculture and Renewable Energy Development</b>	
Conferences/Seminars/Trainings	\$ 1,800
Marketing	\$ 200
Meals/Meeting Refreshments	\$ 350
Mileage/Travel	\$ 400
Professional Services	
General Administrative Services	\$ 2,500
Professional Services - Other	\$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

	2015 Budget
<b>Tourism/Leisure Travel</b>	
CVB Tourism Partnership Agreement	\$ 34,000
<b>Total Tourism/Leisure Travel Committee</b>	<b>\$ 34,000</b>
<b>Total Committee Expense</b>	<b>\$ 88,100</b>
<b>EMPLOYEE COMPENSATION</b>	
<b>Executive Director</b>	
Director's salary	\$ 81,488
Director's auto allowance (\$525 per month)	\$ 6,300
Director's health insurance (\$850 p/mo. ED's actual is \$660.06)	\$ 10,011
Director's payroll taxes (FICA = 6.20%; Medicare = 1.45%)	\$ 6,234
Director's pension (PERA) employer rate is 7.5%	\$ 6,112
<b>Total Executive Director's Compensation</b>	<b>\$ 110,145</b>
<b>Assistant Director</b>	
Assistant Director's salary	\$ 67,304
Asst Director's health insurance	\$ 10,200
Asst Director's payroll taxes	\$ 5,149
Assistant Director's PERA	\$ 5,048
<b>Total Assistant Director's Compensation</b>	<b>\$ 87,701</b>
<b>Business Development Specialist's position</b>	
Business Development Specialist's salary	\$ 51,000
Business Development Specialist's health insurance	\$ 10,200
Business Development Specialist's payroll taxes	\$ 3,902
Business Development Specialist's PERA	\$ 3,825
<b>Total Business Development Specialist's Compensation</b>	<b>\$ 68,927</b>
Employee workers' compensation insurance	\$ 959
<b>Total Employee Compensation</b>	<b>\$ 267,732</b>
<b>ADMINISTRATIVE EXPENSES</b>	
MCIT property/casualty insurance	\$ 3,110
Meals not for a committee	\$ 2,000
Memberships, dues, subscriptions	\$ 3,500
Professional services:	
Accountant fees	\$ 1,000
Auditor	\$ 7,500
Bookkeeping fees	\$ 5,557
Legal fees	\$ 2,000
Seminars and promotions	\$ 2,000
Travel, conference, school	\$ 7,509
<b>Total Administrative Expenses</b>	<b>\$ 34,176</b>
<b>OFFICE EXPENSES</b>	
Cleaning person	\$ 2,600
Equipment maintenance and rental	
Software (Synchronist annual fee \$1,200)	\$ 2,000
Toshiba service contract (\$1,468.92)	\$ 1,470
Equipment maintenance and rental - other	\$ 2,000
Furniture and equipment	\$ 2,000
Office equipment and miscellaneous	\$ 3,000
Postage, mailing service	\$ 500
Printing, copying and publishing	\$ 2,500
Professional services:	
General administrative	\$ 56,650
Planning session facilitator	\$ 1,500
Website hosting service	\$ 450

Date Printed: 2/9/2015

Adopted by Joint Powers Board 7/24/2014  
Amended by Joint Powers Board 10/23/2014 and 1/22/2015  
Amended by Joint Operations Board 12/11/2014

	2015 Budget
Rent, parking, utilities	\$ 21,600
Rent (water cooler, post office box)	\$ 200
Supplies	\$ 4,000
Telephone/Telecommunications	\$ 7,449
Total Office Expenses	\$ 107,919
<b>TOTAL PROGRAM EXPENSES</b>	<b>\$ 522,981</b>



CITY OF WILLMAR, MINNESOTA  
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 4  
Meeting Date: September 14, 2015  
Attachments: Yes No

CITY COUNCIL ACTION

Date: September 21, 2015

- Approved
- Amended
- Other
- Denied
- Tabled

Originating Department: Administration

Agenda Item: Local Option Sales Tax State Audit

Recommended Action: Note the pending obligation.

**Background/Summary:** On September 3, 2015, Penny Demko of the Sales and Use Tax Division of the Department of Revenue called to inform me that they are continuing the audit for the City of Willmar Local Option Sales Tax. The tax, which ended December 31, 2012, has a 3 1/2 to 4-year Department of Revenue audit life beyond that ending date. Ms. Demko was calling to let me know that they have finalized an audit with a large employer in the City of Willmar (of which she cannot tell me the name of the business) and she was giving me a heads up that the rebate to that company was in the tune of \$159,000. They will continue to do the small audits for various companies and settle with the City of Willmar at the beginning of the 4th quarter 2016. This call was to just let us know that an invoice will come requesting a payback of \$159,000 if there are no other credits to the ongoing totals for the City of Willmar's Local Option Sales Tax. Finance Director Okins is reviewing commitments and contract close outs to determine if any funds are available to pay this amount back to the State.

Alternatives:

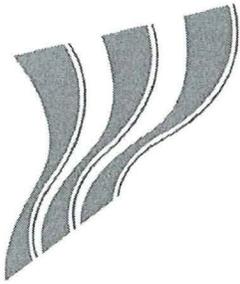
Financial Considerations: \$159,000

Preparer: Kevin J. Halliday, Interim City Administrator

Signature:

Comments:

*State Aid*  
*Railroad/County*  
*Willmar Ave.*  
*+ 1,316,074* *Western Interceptor* *- 4,537,178*  
*2 Loans / 1 Grant PFA*  
*Industrial Park*



CITY OF WILLMAR, MINNESOTA  
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 5  
Meeting Date: September 14, 2015  
Attachments:  Yes No

CITY COUNCIL ACTION

Date: September 21, 2015

- Approved     Denied  
 Amended     Tabled  
 Other

Originating Department: Finance

Agenda Item: 12/31/2014 City of Willmar Financial Statements

Recommended Action: Information on 12/31/14 City of Willmar Financial Statements.

**Background/Summary:** On June 25, 2015, the City of Willmar's financial statements were uploaded to the State of Minnesota using the State electronic format and a request for a filing extension for the Comprehensive Annual Financial Report was submitted. City staffing levels have caused workload and scheduling difficulties that are continually being worked on. Staff conversations with both the City and State Auditor's offices are ongoing to establish a schedule to meet the September 30<sup>th</sup> timeline to assure no loss of LGA to the City. Staff will provide copies when filed.

Alternatives: N/A

Financial Considerations:

Preparer: Steve Okins, Finance Director

Signature:

Comments:



REBECCA OTTO  
STATE AUDITOR

STATE OF MINNESOTA  
OFFICE OF THE STATE AUDITOR

SUITE 500  
525 PARK STREET  
SAINT PAUL, MN 55103-2139

(651) 296-2551 (Voice)  
(651) 296-4755 (Fax)  
state.auditor@state.mn.us (E-mail)  
1-800-627-3529 (Relay Service)

September 8, 2015

The Honorable Mayor Marvin Calvin  
City of Willmar  
333 6th St SW  
Willmar, Minnesota 56201-0755

Dear Mayor Calvin,

According to our records, the Office of the State Auditor has not received your City's 2014 Financial Statements. Cities are required by law to report their financial activities annually to the Office of the State Auditor to fulfill the requirements of Minn. Stat. §§ 6.74, 471.697, 471.698 and 477A.017.

We ask that your City please submit the 2014 Financial Statements as soon as possible, but **no later than September 30, 2015**. If the City does not file the requested information by this deadline, the City will forfeit its December 2015 Local Government Aid payment of \$2,244,657 from the Department of Revenue.

If you have any questions, please contact John Jernberg at 651-297-3678 or by email at [John.Jernberg@osa.state.mn.us](mailto:John.Jernberg@osa.state.mn.us) or me at 651-282-2388 or by email at [Kathy.Docter@osa.state.mn.us](mailto:Kathy.Docter@osa.state.mn.us).

Thank you for your cooperation.

Sincerely,

A handwritten signature in cursive script that reads "Kathy Docter".

Kathy Docter, CPA, CFE  
Director  
Government Information Division

Cc: The Honorable Lyle Koenen, State Senator  
The Honorable Dave Baker, State Representative  
Mr. Kevin Halliday, City Clerk/Treasurer

## Steve Okins

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**From:** Steve Okins  
**Sent:** Thursday, June 25, 2015 11:47 AM  
**To:** Carol Cunningham  
**Subject:** FW: 2014 Financial Statement

fyi

---

**From:** Steve Okins  
**Sent:** Thursday, June 25, 2015 9:50 AM  
**To:** 'mark.albarado@state.mn.us'  
**Subject:** 2014 Financial Statement

Mark the city has filed the financial statement electronically on the Annual Reporting Form, but the hard copy report is still being reviewed and printed by staff and our Auditors. Would it be possible to have a 45 to 60 day extension for filing the printed hard copy with your office. Thank you in advance. Steve B. Okins Finance Director

## Annual Financial Reporting Form

### Home

---

This form is the Annual Financial Reporting Form for cities. This form will be required every year. It is due on June 29, 2015.

Please become familiar with the forms and review each line for accuracy.

### Version

---

2014B

### Basis of Accounting

---

Select from the drop-down list on the left your basis of accounting.

### What do the red messages in the form indicate?

---

The red messages in the right margin indicate that data must be entered or corrected before the reporting form can be submitted. Once the data has been entered or corrected, the red message will no longer be displayed.

Tab Name	Red Messages Remaining
Cover	0
Revenues	0
Expenditures	0
Enterprise	0
Enterprise - Liquor	0
Indebtedness	0
Fund Balance	0
Cash and Investments	0
Employee	0
Special Districts	0
Joint Powers - Compnent Units	0
OPEB	0
Unique Comments	0
Cut & Paste	0
<b>TOTAL COUNT</b>	<b>0</b>

### Have you read the instructions?

---

any problems or questions after reviewing these materials, you may email [gid@auditor.state.mn.us](mailto:gid@auditor.state.mn.us) or call (651) 297-3682.

[CLICK HERE for detailed reporting instructions](#)

### Have you saved your files?

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Use the SAVE AS command and choose the location to save your files on your computer. Otherwise, they will be saved to a temporary location, making them difficult to locate when you are ready to upload.

**Office of the State Auditor**  
**Annual Financial Reporting Form**  
 Cities Reporting using the GAAP Basis of Accounting  
**City of Willmar**  
**For the Fiscal Year Ended: December 31, 2014**

Please complete this form per Minn. Stat. Sec. 6.74  
 and return it with the city's financial statement by June 29, 2015

NOTE: THIS FORM SHOULD AGREE WITH THE FINANCIAL STATEMENT TOTALS

This report has been prepared from the records of the city and includes, to the best of my knowledge, all transactions for all funds of the city for the year ended December 31, 2014

Please provide the address, email address and telephone numbers for the work location(s) at which you conduct local government business.  
**THIS INFORMATION IS PUBLIC; IT WILL BE AVAILABLE TO ANYONE ON REQUEST.**

Contact Information				
Primary Contact:	<u>Steven</u> First Name	<u>Okins</u> Middle Name Last Name	<u>Finance Director</u> Title	
	<u>(320) 235-4913</u> Phone Number	<u>sokins@ci.willmarmn.gov</u> Email Address		
Form Preparer:	<u>Carol</u> First Name	<u>Cunningham</u> Middle Name Last Name	<u>Accounting Supervisor</u> Title	
	<u>(320) 235-4913</u> Phone Number	<u>ccunningham@ci.willmarmn.gov</u> Email Address		
Executive Officer:	<u>Kevin</u> First Name	<u>Halliday</u> Middle Name Last Name	<u>Interim City Administrator</u> Title	
	<u>(320) 235-4913</u> Phone Number	<u>khalliday@willmarmn.gov</u> Email Address		
City Mailing Address:	<u>333 SW 6th Street</u>			
	<u>P.O. Box 755</u>			
	<u>Willmar</u> City	<u>MN</u> State	<u>56201</u>	
<input type="checkbox"/> I have reviewed the contact information and have made the necessary changes.				
<b>Audit Firm:</b> <u>Westberg &amp; Eischens PLLP</u>				
Audit Firm Contact:	<u>David</u> First Name	<u>Euerle</u> Middle Name Last Name	<u>Accountant</u> Title	
	<u>(320) 235-3727</u> Phone Number	<u>deuerle@wecpas.net</u> Email Address		
<b>Cost of Financial Statement Preparation (Outside Vendor):</b> \$ _____ - <b>Cost of Audit:</b> \$ _____ <b>25,000</b>				
<input checked="" type="checkbox"/> **Please check if the duties of clerk and treasurer are combined.				
Indicate date of change in status: _____				

For Further Information Contact:  
 Government Information Division  
 525 Park Street, Suite 500  
 Saint Paul, Minnesota 55103  
 Phone: (651) 297-3682/Fax: (651) 296-4755

Upload Financial Statements through the State Auditor's Financial Entry System (SAFES)  
 E-mail Questions to: [GID@auditor.state.mn.us](mailto:GID@auditor.state.mn.us)  
 Web site: [www.auditor.state.mn.us](http://www.auditor.state.mn.us)



# City of Willmar

## SECTION I: REVENUES

Include all governmental funds and component units. Exclude enterprise funds.

For the Year Ended  
December 31, 2014

		Amount (round to nearest dollar)
<b>TAXES</b>		
1	Property Taxes (include Tax Forfeited Property) .....	1 \$ 4,148,370
2	Tax Increments (TIF) .....	2
3	Franchise Taxes - (fee from private sector only) e.g. Cable TV .....	3 \$ 267,227
4	Local Sales Taxes .....	4
5	Hotel/Motel Taxes .....	5 \$ 184,862
6	Gambling Tax .....	6
7	Gravel Tax .....	7
8	Wheelage Tax .....	8
9	TOTAL TAXES .....	9 \$ 4,600,459
10	SPECIAL ASSESSMENTS (include delinquent charges) .....	10 \$ 1,533,526
11	LICENSES AND PERMITS .....	11 \$ 544,182
<b>INTERGOVERNMENTAL REVENUES</b>		
FEDERAL - Community Development Block Grants (CDBG, including		
12	Entitlements CFDA #14.218 and 14.228).....	12 \$ 713,935
13	- Education .....	13
14	- Transportation .....	14 \$ 1,350
15	- Human Services .....	15
16	- Emergency Management Aid .....	16
17	- Other Federal Grants .....	17
18	STATE - Local Government Aid (LGA).....	18 \$ 4,439,722
19	- County Program Aid .....	19
20	- Agricultural Market Value Credit .....	20
21	- Taconite Homestead Credit .....	21
22	- Taconite Aids.....	22
23	- PERA Aid .....	23 \$ 172,146
24	- Transportation/Highway User Tax/Gasoline Tax/Town Road Allotment .....	24 \$ 530,172
25	- Disparity Reduction Aid (DRA) .....	25
26	- Police and Fire Aid .....	26 \$ 241,807
27	- Town Aid .....	27
28	- Human Services .....	28
29	- Education .....	29
30	- Other State Grants and Aids (payments in lieu of taxes) .....	30 \$ 9,870
31	COUNTY - Highways .....	31 \$ 3,795
32	- Other County Grants .....	32 \$ 68,723
33	LOCAL UNITS - IRRRB Grants.....	33
34	- Other Local Units Grants.....	34 \$ 144,000
35	TOTAL INTERGOVERNMENTAL REVENUES (add lines 12 - 34) .....	35 \$ 6,325,520
<b>CHARGES FOR SERVICES</b>		
36	General Government (include auto registration, filing fees) .....	36 \$ 36,860
37	Police and Fire Contracts .....	37
38	Other Public Safety (include ambulance) .....	38 \$ 248,991
39	Streets and Highways .....	39 \$ 9,891
40	Sanitation (Garbage, Recycling and Other Refuse) (enterprise fund accounting preferred).....	40
41	Libraries .....	41
42	Parks and Recreation (include hall rent, community center, park dedication fees) .....	42 \$ 513,423
43	Airports (include hangar rent).....	43 \$ 180,336
44	Transit.....	44
45	Cemetery (include plot sales).....	45
46	Other Service Charges (include W.A.C., rents, S.A.C.) .....	46
47	TOTAL CHARGES FOR SERVICES (add lines 36 through 46).....	47 \$ 989,501
48	FINES AND FORFEITS (35000) .....	48 \$ 167,157
49	ADMINISTRATIVE FINES (per M.S. 169.999 total collected, not net) (35000) .....	49

**MISCELLANEOUS REVENUES**

50	Investment Earnings (checking, savings, interest and investments) .....	50	\$	691,503
51	All Other Revenue (identify)	51	\$	2,669,146
<div style="border: 1px solid black; padding: 2px; display: inline-block;">                     Contrib/Donations \$9,385; Sale of Materials \$40,036; Ref/Reimb \$647,250;                      Misc Rents \$565; 2013 Flex Forfeitures \$(1,577); Market Value Net Increase                      \$1,973,487                 </div>				
52	TOTAL REVENUES (should equal total on financial statement) .....	52	\$	17,520,994

**OTHER FINANCING SOURCES**

53	Investments - Sold or matured (CDs., savings withdrawals, etc.) .....	53		
54	Borrowing - Bonds Issued (net proceeds) (Include bond premiums and discounts).....	54	\$	1,000,000
55	- Other Long-Term Debt (Include capital leases).....	55		
56	- Short-Term Debt .....	56		
57	Other Financing Sources (Include Interfund Debt, Sales of Fixed Assets) .....	57	\$	42,950
58	Transfers from Enterprise Funds and Internal Service Funds .....	58	\$	794,208
59	Transfers from Governmental Funds .....	59	\$	12,883,546
60	TOTAL REVENUES AND OTHER FINANCING SOURCES .....	60	\$	32,241,698

# City of Willmar

## SECTION II: EXPENDITURES

For the Year Ended  
December 31, 2014

Include all governmental funds and component units. Exclude enterprise funds (sewer, etc.).

		Amount (round to nearest dollar)
<b>GENERAL GOVERNMENT</b>		
1	Governing Board (including Mayor) .....	1 \$ 179,004
2	Administration and Finance (clerk/treasurer, deputy clerk, etc.) .....	2 \$ 815,219
3	Other General Government (elections, audit, legal, accounting, etc.) .....	3 \$ 2,979,716
4	General Government - Capital Outlay .....	4 \$ 156,135
<b>PUBLIC SAFETY</b>		
5	Police/Sheriff - Current Expenditures (include police relief, forfeiture fund) .....	5 \$ 3,635,317
6	- Capital Outlay .....	6 \$ 248,053
7	Corrections - Current Expenditures .....	7
8	- Capital Outlay .....	8
9	Ambulance - Current Expenditures (include rescue squad, 1st responders) .....	9
10	- Capital Outlay .....	10
11	Fire - Current Expenditures (include fire relief) .....	11 \$ 596,457
12	- Capital Outlay .....	12 \$ 643,380
13	Other Protection - Current Expenditures (include building inspection, flood control) .....	13 \$ 12,059
14	- Capital Outlay .....	14
<b>STREETS AND HIGHWAYS (Roads and Bridges)</b>		
15	Administration .....	15
16	Street Maintenance and Storm Sewers (include street cleaning) .....	16 \$ 2,356,416
17	Snow and Ice Removal .....	17
18	Street Engineering .....	18 \$ 558,442
19	Street Lighting .....	19
20	Street Construction - Capital Outlay (include bridges, sidewalks and storm sewers) .....	20 \$ 3,508,317
21	Street - Other Capital Outlay (buildings and equipment).....	21 \$ 1,237,652
<b>SANITATION</b>		
22	Garbage and Other Refuse Collection and Disposal (enterprise fund accounting preferred) .....	22
23	Other Sanitation - Current Expenditures (weed & pest control, recycling).....	23
24	Sanitation - Capital Outlay .....	24
<b>HEALTH</b>		
25	Current Expenditures .....	25
26	Capital Outlay .....	26
<b>HUMAN SERVICES</b>		
27	Income Maintenance .....	27
28	Social Services .....	28
29	Other Human Services Costs .....	29
30	Capital Outlay .....	30
<b>EDUCATION</b>		
31	Current Expenditures .....	31
32	Capital Outlay .....	32
<b>CULTURE AND RECREATION</b>		
33	Libraries - Current Expenditures .....	33 \$ 436,938
34	- Capital Outlay .....	34
35	Parks and Recreation - Current Expenditures (include community center, Cable TV).....	35 \$ 1,658,727
36	- Capital Outlay .....	36 \$ 569,777
<b>HOUSING AND ECONOMIC DEVELOPMENT</b>		
37	Housing and Urban Redevelopment - Current Expenditures .....	37
38	- Capital Outlay .....	38
39	Economic Development - Current Expenditures (include business loans).....	39 \$ 863,301
40	- Capital Outlay .....	40

**CONSERVATION OF NATURAL RESOURCES**

41	Current Expenditures .....	41	
42	Capital Outlay .....	42	

**MISCELLANEOUS EXPENDITURES**

43	Airports - Current Expenditures .....	43	\$ 218,564
44	- Capital Outlay .....	44	\$ 26,460
45	Transit - Current Expenditures.....	45	\$ 15,000
46	- Capital Outlay.....	46	
47	Cemetery - Current Expenditures.....	47	
48	- Capital Outlay.....	48	
49	Pension Contribution (if not allocated) .....	49	
50	Insurance (if not allocated) .....	50	

51	All Other - Current Expenditures (identify)	51	
52	All Other - Capital Outlay (ONLY items not classified elsewhere) (identify)	52	
53	Capital Project Fund Outlay for Enterprise Funds (water, sewer, etc.).....	53	

<b>TOTAL CURRENT EXPENDITURES</b> Calculate (lines 1,2,3,5,7,9,11,13,15,16,17,18,19,22,23,25,27,28,29,31,33,35,37,39, 41,43,45,47,49,50,51).....		54	\$ 14,325,160
<b>TOTAL CAPITAL OUTLAY</b> Calculate (lines 4,6,8,10,12,14,20,21,24,26,30,32,34,36,38,40,42,44,46,48,52,53)....		55	\$ 6,389,774

**DEBT SERVICE**

56	Principal Payments on Bonds .....	56	\$ 2,120,000
57	Principal Payments on Other Long-term Debt and Short-term Debt .....	57	
58	Interest and Fiscal Charges (Bond Issuance Costs) .....	58	\$ 379,110
<b>TOTAL EXPENDITURES (should equal total on financial statement)</b> Calculate (Sum Lines 54 through 58).....		59	\$ 23,214,044

**OTHER FINANCING USES**

60	Investments - Purchased (CDs., savings deposits, etc.) .....	60	
61	Principal Payments - Refunded Bond (payment to escrow agent) .....	61	
62	Other Financing Uses (Include Interfund Debt) .....	62	
63	Transfers to Enterprise Funds and Internal Service Funds .....	63	\$ 2,139,148
64	Transfers to Governmental Funds .....	64	\$ 9,602,201
<b>TOTAL EXPENDITURES AND OTHER FINANCING USES</b> Calculate (Sum Lines 59 through 64).....		65	\$ 34,955,393

City of Willmar

SECTION III: ENTERPRISE FUNDS - Water, Sewer, Refuse, Hospital, Nursing Home, Electric, Gas Utilities, Golf, etc.

Note: Include operations of all enterprise funds and related component units, except liquor store operations.

For the Year Ended December 31, 2014

SPECIFY FUND NAME:	Electric	Heat	Rice Memorial Hospital	Waste Treatment Plant	Water		
SPECIFY ENTERPRISE DESCRIPTION:	Electric	Other	Hospital & Clinic	Sewer	Water		
1 OPERATING REVENUES	\$ 28,145,182	\$ 981,928	\$ 92,784,412	\$ 8,876,769	\$ 2,076,360		
2 OPERATING EXPENSES	\$ 25,235,786	\$ 905,422	\$ 93,433,253	\$ 4,494,202	\$ 1,738,300		
3 OPERATING INCOME (LOSS) [Calculate Line 1 minus 2]	\$ 2,909,396	\$ 76,506	\$ (648,841)	\$ 4,382,567	\$ 338,060	\$ -	\$ -
4 NON-OPERATING REVENUES (interest, grants, property taxes, assessments, etc.)	\$ 793,507	\$ 57,905	\$ 1,524,652	\$ 324,506	\$ 82,722		
5 NON-OPERATING EXPENSES (interest, etc.)	\$ 320,930	\$ -	\$ 1,762,267	\$ 2,229,922	\$ 12,880		
6 NET INCOME (LOSS) - Before Transfers [Calculate Lines 3 plus 4 minus 5]	\$ 3,381,973	\$ 134,411	\$ (886,456)	\$ 2,477,151	\$ 407,902	\$ -	\$ -
ADDITIONAL INFORMATION:							
7 Taxes (exclude special assessments)	\$ -	\$ -	\$ 2,248,746	\$ -	\$ -		
8 Federal Grants	\$ -	\$ -	\$ -	\$ -	\$ -		
9 State Grants (include MV Credits)	\$ -	\$ -	\$ -	\$ -	\$ -		
10 County Grants / Local Grants	\$ -	\$ -	\$ -	\$ -	\$ -		
11 Transfers In from Other Funds	\$ -	\$ -	\$ -	\$ 1,414,148	\$ -		
12 Transfers Out to Other Funds	\$ 1,867,856	\$ 62,262	\$ 482,347	\$ 794,208	\$ 145,278		
13 Capital Outlay during the Year	\$ 2,972,098	\$ -	\$ 9,263,306	\$ 3,003,093	\$ -		
14 Interfund Debt Borrowed	\$ -	\$ -	\$ -	\$ -	\$ -		
15 Interfund Debt Paid	\$ -	\$ -	\$ -	\$ -	\$ -		
16 Borrowing - Bonds Issued (net proceeds) and other long-term debt	\$ -	\$ -	\$ -	\$ 2,402,989	\$ -		
17 Interest Paid and Fiscal Charges	\$ 320,930	\$ -	\$ 1,747,285	\$ 2,229,922	\$ 12,880		
18 Debt Paid - Bonds	\$ 435,000	\$ -	\$ 1,435,000	\$ 100,000	\$ 140,000		
19 - Other Long-Term Debt	\$ -	\$ -	\$ 333,610	\$ 2,451,780	\$ -		
20 Outstanding Bonded Debt - End of Year	\$ 6,860,000	\$ -	\$ 47,165,000	\$ 550,000	\$ 300,000		
21 Outstanding Other Long-Term Debt - End of Year	\$ -	\$ -	\$ 267,126	\$ 74,504,698	\$ -		
22 Depreciation (included in operating statement)	\$ 1,745,611	\$ 186,334	\$ 7,696,373	\$ 2,255,759	\$ 264,324		

City of Willmar

SECTION III: ENTERPRISE FUNDS - Water, Sew

Note: Include operations of all enterprise funds and

For the Year Ended December 31, 2014

SPECIFY FUND NAME:							
SPECIFY ENTERPRISE DESCRIPTION:							
1 OPERATING REVENUES							
2 OPERATING EXPENSES							
3 OPERATING INCOME (LOSS) [Calculate Line 1 minus 2]	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4 NON-OPERATING REVENUES (interest, grants, property taxes, assessments, etc.)							
5 NON-OPERATING EXPENSES (interest, etc.)							
6 NET INCOME (LOSS) - Before Transfers [Calculate Lines 3 plus 4 minus 5]	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
ADDITIONAL INFORMATION:							
7 Taxes (exclude special assessments)							
8 Federal Grants							
9 State Grants (include MV Credits)							
10 County Grants / Local Grants							
11 Transfers In from Other Funds							
12 Transfers Out to Other Funds							
13 Capital Outlay during the Year							
14 Interfund Debt Borrowed							
15 Interfund Debt Paid							
16 Borrowing - Bonds Issued (net proceeds) and other long-term debt							
17 Interest Paid and Fiscal Charges							
18 Debt Paid - Bonds							
19 - Other Long-Term Debt							
20 Outstanding Bonded Debt - End of Year							
21 Outstanding Other Long-Term Debt - End of Year							
22 Depreciation (included in operating statement)							

City of Willmar

SECTION III: ENTERPRISE FUNDS - Water, Sew

Note: Include operations of all enterprise funds and

For the Year Ended December 31, 2014

SPECIFY FUND NAME:							
SPECIFY ENTERPRISE DESCRIPTION:							
1 OPERATING REVENUES							
2 OPERATING EXPENSES							
3 OPERATING INCOME (LOSS) [Calculate Line 1 minus 2]	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4 NON-OPERATING REVENUES (interest, grants, property taxes, assessments, etc.)							
5 NON-OPERATING EXPENSES (interest, etc.)							
6 NET INCOME (LOSS) - Before Transfers [Calculate Lines 3 plus 4 minus 5]	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
ADDITIONAL INFORMATION:							
7 Taxes (exclude special assessments)							
8 Federal Grants							
9 State Grants (include MV Credits)							
10 County Grants / Local Grants							
11 Transfers In from Other Funds							
12 Transfers Out to Other Funds							
13 Capital Outlay during the Year							
14 Interfund Debt Borrowed							
15 Interfund Debt Paid							
16 Borrowing - Bonds Issued (net proceeds) and other long-term debt							
17 Interest Paid and Fiscal Charges							
18 Debt Paid - Bonds							
19 - Other Long-Term Debt							
20 Outstanding Bonded Debt - End of Year							
21 Outstanding Other Long-Term Debt - End of Year							
22 Depreciation (included in operating statement)							

**City of Willmar**  
**Liquor Store ENTERPRISE FUND**  
**Statement of Revenues, Expenses, and Changes in Net Position**  
**For the Year Ended December 31, 2014**

SPECIFY FUND NAME:	Amount
1 OPERATING REVENUES	
2 - Cost of Sales	
3 - Gross Profit	\$ -
4 OPERATING EXPENSES	
5 OPERATING INCOME (LOSS)	\$ -
6 NON-OPERATING REVENUES (interest, grants, property taxes, assessments, etc.)	
7 NON-OPERATING EXPENSES (interest, etc.)	
8 NET INCOME (LOSS) - Before Transfers	\$ -
ADDITIONAL INFORMATION:	
9 Taxes (exclude special assessments)	
10 Federal Grants	
11 State Grants (include MV Credits)	
12 County Grants / Local Grants	
13 Transfers In from Other Funds	
14 Transfers Out to Other Funds	
15 Capital Outlay during the Year	
16 Interfund Debt Borrowed	
17 Interfund Debt Paid	
18 Borrowing - Bonds Issued (net proceeds) and other long-term debt	
19 Interest Paid and Fiscal Charges	
20 Debt Paid - Bonds	
21 - Other Long-term Debt	
22 Outstanding Bonded Debt - End of Year	
23 Outstanding Other Long-Term Debt - End of Year	
24 Depreciation (included in operating statement)	

\*TYPE OF LIQUOR STORE:

NUMBER OF  
LIQUOR STORES  
OPERATED BY THE  
CITY:

**City of Willmar**  
**SECTION IV: DEBT STATEMENT - ALL FUNDS**  
**For the Year Ended December 31, 2014**

TYPE OF BONDS		BEGINNING OF THE YEAR (a)	ISSUED DURING THE YEAR (b)	PAID DURING THE YEAR (c)	END OF YEAR
1	General Obligation	\$ -			\$ -
2	G.O. Tax Increment	\$ -			\$ -
3	Revenue Tax Increment	\$ -			\$ -
4	G.O. Special Assessment	\$ 12,080,000	\$ 1,000,000	\$ 1,980,000	\$ 11,100,000
5	G.O. Revenue (G.O. backed)	\$ 41,710,000	\$ -	\$ 1,815,000	\$ 39,895,000
6	Revenue	\$ 16,395,000	\$ -	\$ 435,000	\$ 15,960,000
7	Other (MSAH, Bonded Indebtedness, etc.)	\$ -			\$ -
8	<b>TOTAL BONDED DEBT</b>	<b>\$ 70,185,000</b>	<b>\$ 1,000,000</b>	<b>\$ 4,230,000</b>	<b>\$ 66,955,000</b>
9	Refunding Bonds (included in debt statement - lines 1-7)				
<b>OTHER LONG-TERM DEBT</b>					
10	Installment Purchase Contracts				\$ -
11	Certificates of Indebtedness				\$ -
12	Notes (PFA)	\$ 74,553,489	\$ 2,402,989	\$ 2,451,780	\$ 74,504,698
13	Other Long-Term Debt	\$ 299,342	\$ 301,394	\$ 333,610	\$ 267,126
14	<b>TOTAL OTHER LONG-TERM DEBT</b>	<b>\$ 74,852,831</b>	<b>\$ 2,704,383</b>	<b>\$ 2,785,390</b>	<b>\$ 74,771,824</b>
15	SHORT-TERM DEBT (Paid within one year)	\$ -			\$ -
16	INTERFUND DEBT	\$ -			\$ -
17	Compensated Absences				\$ 4,770,200
18	Net Other Post-employment Benefits (OPEB) Liability				\$ 1,502,017

**City of Willmar**  
**SECTION V: FUND BALANCES AND NET POSITION**  
For the Year Ended December 31, 2014

**GOVERNMENTAL FUNDS - FUND BALANCE**

	FUND BALANCE	General Fund	Special Revenue Funds	Debt Service Funds	Capital Projects Funds	Permanent Funds	Total Governmental Funds	Total Discretely Presented Component Units
1	Nonspendable	\$ 102,129	\$ 19,752	\$ 938,516	\$ -	\$ 30,000	\$ 1,090,397	
2	Restricted	\$ -	\$ 7,898,289	\$ -	\$ -	\$ 7,911	\$ 7,906,200	
3	Unrestricted - Committed	\$ 14,017,150	\$ 2,896,985	\$ 4,733,425	\$ 8,205,225	\$ -	\$ 29,852,785	
4	Unrestricted - Assigned	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
5	Unrestricted - Unassigned	\$ -	\$ -	\$ (7,756)	\$ -	\$ -	\$ (7,756)	
6	<b>TOTAL FUND BALANCE</b>	<b>\$ 14,119,279</b>	<b>\$ 10,815,026</b>	<b>\$ 5,664,185</b>	<b>\$ 8,205,225</b>	<b>\$ 37,911</b>	<b>\$ 38,841,626</b>	<b>\$ -</b>

**PROPRIETARY FUNDS - NET POSITION**

	NET POSITION	Enterprise Funds	Internal Service Funds	Private Purpose Trust Funds	Total Net Assets	Total Discretely Presented Component Units
7	Net investment in Capital Assets	\$ 13,840,550	\$ 550		\$ 13,841,100	\$ 38,899,230
8	Restricted	\$ (320,224)	\$ 4,862		\$ (315,362)	\$ 19,647,586
9	Unrestricted	\$ 7,481,472	\$ 150,561		\$ 7,632,033	\$ 51,765,397
10	<b>TOTAL NET POSITION</b>	<b>\$ 21,001,798</b>	<b>\$ 155,973</b>	<b>\$ -</b>	<b>\$ 21,157,771</b>	<b>\$ 110,312,213</b>



**City of Willmar**  
**SECTION VI: EMPLOYEE SALARY AND BENEFITS**  
**For the Year Ended December 31, 2014**

Benefits include employer contributions for insurance, deferred compensation, and retirement benefits, including P.E.R.A. and F.I.C.A.

<b>GOVERNMENTAL FUND EMPLOYEES</b>		
<b>GENERAL GOVERNMENT (Administration)</b>		
1	Number of Full-time Employees .....	1 20.80
2	Number of Part-time Employees .....	2 90.00
3	Total Amount of Salaries/Wages Paid to General Government Employees .....	3 \$ 1,369,490
4	Total Amount of Benefits for General Government Employees .....	4 \$ 517,726
<b>POLICE/SHERIFF/CORRECTIONS DEPARTMENT</b>		
5	Number of Full-time Employees .....	5 37
6	Number of Part-time Employees .....	6 5
7	Total Amount of Salaries/Wages Paid to Department Employees .....	7 \$ 2,396,085
8	Total Amount of Benefits for Department Employees .....	8 \$ 947,162
<b>FIRE DEPARTMENT/AMBULANCE/FIRST RESPONDERS</b>		
9	Number of Full-time Employees .....	9 2.8
10	Number of Part-time Employees .....	10 36
11	Total Amount of Salaries/Wages Paid to Fire Department Employees .....	11 \$ 308,175
12	Total Amount of Benefits for Fire Department Employees .....	12 \$ 85,810
<b>STREET/HIGHWAY/ROAD DEPARTMENT</b>		
13	Number of Full-time Employees .....	13 24.7
14	Number of Part-time Employees .....	14 13
15	Total Amount of Salaries/Wages Paid to Street Department Employees .....	15 \$ 1,329,465
16	Total Amount of Benefits for Street Department Employees .....	16 \$ 581,948
<b>SANITATION DEPARTMENT</b>		
17	Number of Full-time Employees .....	17 0
18	Number of Part-time Employees .....	18 0
19	Total Amount of Salaries/Wages Paid to Sanitation Department Employees .....	19
20	Total Amount of Benefits for Sanitation Department Employees .....	20
<b>HEALTH</b>		
21	Number of Full-time Employees .....	21 0
22	Number of Part-time Employees .....	22 0
23	Total Amount of Salaries/Wages Paid to Health Department Employees .....	23
24	Total Amount of Benefits for Health Department Employees .....	24
<b>HUMAN SERVICES</b>		
25	Number of Full-time Employees .....	25 0
26	Number of Part-time Employees .....	26 0
27	Total Amount of Salaries/Wages Paid to Human Services Department Employees .....	27
28	Total Amount of Benefits for Human Services Department Employees .....	28
<b>LIBRARY</b>		
29	Number of Full-time Employees .....	29 0
30	Number of Part-time Employees .....	30 0
31	Total Amount of Salaries/Wages Paid to Library Employees .....	31
32	Total Amount of Benefits for Library Employees .....	32

<b>PARK AND RECREATION DEPARTMENT</b>		
33	Number of Full-time Employees .....	33 6.6
34	Number of Part-time Employees .....	34 168
35	Total Amount of Salaries/Wages Paid to Park and Recreation Department Employees .....	35 \$ 519,085
36	Total Amount of Benefits for Park and Recreation Department Employees .....	36 \$ 151,392
<b>HOUSING AND ECONOMIC DEVELOPMENT</b>		
37	Number of Full-time Employees .....	37 0
38	Number of Part-time Employees .....	38 0
39	Total Amount of Salaries/Wages Paid to Economic Development Employees .....	39
40	Total Amount of Benefits for Economic Development Employees .....	40
<b>CONSERVATION OF NATURAL RESOURCES</b>		
41	Number of Full-time Employees .....	41 0
42	Number of Part-time Employees .....	42 0
43	Total Amount of Salaries/Wages Paid to Conservation of Natural Resources Department Employees .....	43
44	Total Amount of Benefits for Conservation of Natural Resources Department Employees .....	44
<b>ALL OTHER GOVERNMENTAL FUND EMPLOYEES</b>		
45	Number of Full-time Employees .....	45 0
46	Number of Part-time Employees .....	46 0
47	Total Amount of Salaries/Wages Paid to All Other Governmental Fund Employees .....	47
48	Total Amount of Benefits for All Other Governmental Fund Employees .....	48 \$ 117,477
<b>TOTAL GOVERNMENTAL FUND EMPLOYEES</b>		
49	Number of Full-time Employees .....	49 91.90
50	Number of Part-time Employees .....	50 312.00
51	Total Amount of Salaries/Wages Paid to All Governmental Fund Employees .....	51 \$ 5,922,300
52	Total Amount of Benefits for All Governmental Fund Employees .....	52 \$ 2,401,515
<b>ENTERPRISE FUND EMPLOYEES</b>		
53	Number of Full-time Employees .....	53 11.2
54	Number of Part-time Employees .....	54 1
55	Total Amount of Salaries/Wages Paid to Enterprise Fund Employees .....	55 \$ 618,219
56	Total Amount of Benefits for Enterprise Fund Employees .....	56 \$ 290,426
<b>POST-RETIREMENT BENEFITS</b>		
57	Number of Retired Employees Receiving Post-Retirement Benefits .....	57 11
58	Total Amount of Post-Retirement Benefits Paid .....	58 \$ 48,160

Benefits include employer contributions for insurance, deferred compensation, and retirement benefits, including P.E.R.A. and F.I.C.A.

**City of Willmar**  
**SECTION VII - SPECIAL DISTRICTS**

If you are member of a special district, please identify below:

	<b>NAME OF DISTRICT</b>	<b>TYPE OF DISTRICT</b>	<b>GOVERNING BODIES OF ORGANIZATION</b>
1			
2			
3			
4			
5			

**City of Willmar**  
**SECTION VIII - JOINT POWERS AGREEMENT**

If you participate in one or more joint powers agreement, please identify below:

	ORGANIZATION	PURPOSE OF AGREEMENT	PARTICIPATING GOVERNMENTAL UNITS	INCLUDED IN REPORT
1	Community Education & Recreation	Centralize Community Activities	Independent School District 347 and City of Willmar	<input checked="" type="checkbox"/> es
2	Kandiyohi Area Transit (KAT)	Transit Activities	Kandiyohi County and City of Willmar	<input type="checkbox"/> es
3	Economic Development Commission	Economic Development Activities	Kandiyohi County and City of Willmar	<input type="checkbox"/> es
4				<input type="checkbox"/> es
5				<input type="checkbox"/> es
6				<input type="checkbox"/> es
7				<input type="checkbox"/> es
8				<input type="checkbox"/> es
9				<input type="checkbox"/> es
10				<input type="checkbox"/> es

**SECTION IX: COMPONENT UNITS**  
For the Year Ended December 31, 2014

	Blended?	Government Fund?	NAME OF COMPONENT UNIT
1	<input type="checkbox"/> Yes	<input type="checkbox"/> es	Municipal Utilities (Enterprise Fund)
2	<input type="checkbox"/> es	<input type="checkbox"/> es	Rice Memorial Hospital (Enterprise Fund)
3	<input type="checkbox"/> es	<input type="checkbox"/> es	
4	<input type="checkbox"/> es	<input type="checkbox"/> es	
5	<input type="checkbox"/> es	<input type="checkbox"/> es	
6	<input type="checkbox"/> es	<input type="checkbox"/> es	
7	<input type="checkbox"/> es	<input type="checkbox"/> es	
8	<input type="checkbox"/> es	<input type="checkbox"/> es	
9	<input type="checkbox"/> es	<input type="checkbox"/> es	
10	<input type="checkbox"/> es	<input type="checkbox"/> es	
11	<input type="checkbox"/> es	<input type="checkbox"/> es	
12	<input type="checkbox"/> es	<input type="checkbox"/> es	
13	<input type="checkbox"/> es	<input type="checkbox"/> es	
14	<input type="checkbox"/> es	<input type="checkbox"/> es	
15	<input type="checkbox"/> es	<input type="checkbox"/> es	
16	<input type="checkbox"/> es	<input type="checkbox"/> es	
17	<input type="checkbox"/> es	<input type="checkbox"/> es	
18	<input type="checkbox"/> es	<input type="checkbox"/> es	
19	<input type="checkbox"/> es	<input type="checkbox"/> es	
20	<input type="checkbox"/> es	<input type="checkbox"/> es	



CITY OF WILLMAR, MINNESOTA  
CAPITAL IMPROVEMENT PROGRAM

	<u>CODE</u>	<u>2016 MAYOR'S PROPOSED</u>	<u>2016 STAFF PROPOSED</u>
<b>VEHICLE REPLACEMENT</b>			
<b>Fire</b>			
Fire Pumper	53	400,000	650,000
<b>Total Fire</b>		<u>400,000</u>	<u>650,000</u>
<b>Police Department</b>			
2006 Chevrolet Impala Patrol Car	53	41,483	41,483
2013 Chevrolet Impala Patrol Car	53	39,508	39,508
2013 Chevrolet Impala Patrol Car	53	39,508	39,508
2013 Chevrolet Impala Patrol Car	53	39,508	39,508
<b>Total Police Department</b>		<u>160,007</u>	<u>160,007</u>
<b>Public Works Department</b>			
New-Bobcat Toolcat	53	60,000	60,000
2006 Ford - F350 1/2-Ton Pickup	53	37,500	37,500
2004 Ford - F350 1-Ton Pickup	53	49,000	49,000
<b>Total Public Works Department</b>		<u>146,500</u>	<u>146,500</u>
<b>Waste Water Treatment Plant</b>			
2006 Gator	53	18,500	18,500
<b>Total Waste Water Treatment Plant</b>		<u>18,500</u>	<u>18,500</u>
<b>TOTAL VEHICLE REPLACEMENT</b>		<u>725,007</u>	<u>975,007</u>

CITY OF WILLMAR, MINNESOTA  
CAPITAL IMPROVEMENT PROGRAM

	<u>Code</u>	<u>2016 MAYOR'S PROPOSED</u>	<u>2016 STAFF PROPOSED</u>
<b>CAPITAL ALLOCATIONS</b>			
<b>Information Technology</b>			
WTP Switches	52	Pending ***	25,000
Server Room Generator	52	Pending ***	20,000
Server Switches	52	Pending ***	31,000
New City Website	52	Pending ***	25,000
Video Server	52	Pending ***	10,000
Taunton Stadium Wi-Fi	51	Pending ***	20,000
Community Center Wi-Fi	51	Pending ***	10,000
<b>Total Information Technology</b>		<u>0</u>	<u>141,000</u>
<b>Fire Department</b>			
50 SCBA Packs	52	Pending ***	275,000
50 SCBA Bottles	52	65,000	65,000
SCBA Compressor	52	Pending ***	40,000
Extraction Equipment	52	Pending ***	35,000
Roof Replacement	51	Pending ***	48,500
<b>Total Fire Department</b>		<u>65,000</u>	<u>463,500</u>
<b>Engineering</b>			
Update Survey Equipment	52	Pending ***	50,000
Pavement Management	54	3,000,000	3,000,000
Storm Sewer Design	54	200,000	200,000
<b>Total Engineering</b>		<u>3,200,000</u>	<u>3,250,000</u>
<b>Public Works Department</b>			
Paint Striping Machine	52	Pending ***	12,000
Public Works Garage Lighting	51	Pending ***	35,000
Roof Repair	51	Pending ***	40,000
Pressure Washer	52	Pending ***	<u>9,000</u>
<b>Total Public Works</b>		<u>0</u>	<u>96,000</u>
<b>Airport</b>			
Airport Master Plan	54	250,000	250,000
Overlay Taxi Lanes (East Hanger)	54	250,000	250,000
× Fencing Plans & Specs	54	120,000	120,000
Credit Card Jet Fuel	51	20,000	20,000
NavAid Access Roads	54	55,000	55,000
× Back-Up Generator	52	75,000	75,000
× Environmental Assessment 13/31	52	180,000	180,000
× Land Acquisition Road 116	50	500,000	500,000
Tiling & Drainage	54	Pending ***	31,500
<b>Total Airport</b>		<u>1,450,000</u>	<u>1,481,500</u>
<b>Leisure Services</b>			
Park Development - Rice Park	51	710,000	706,000

CITY OF WILLMAR, MINNESOTA  
CAPITAL IMPROVEMENT PROGRAM

	<u>Code</u>	<u>2016 MAYOR'S PROPOSED</u>	<u>2016 STAFF PROPOSED</u>
<b>CAPITAL ALLOCATIONS (Con't)</b>			
<b>Civic Center</b>			
Cedar Shake Replacement	51	Pending ***	95,000
RO Water System		Pending ***	23,000
<b>Total Civic Center</b>		<u>0</u>	<u>118,000</u>
<b>Aquatic Center</b>			
Pool Heater	51	Pending ***	40,000
<b>Total Aquatic Center</b>		<u>0</u>	<u>40,000</u>
<b>Auditorium</b>			
Lighting		Pending ***	20,000
Ceiling		Pending ***	110,000
<b>Auditorium</b>		<u>0</u>	<u>130,000</u>
<b>TOTAL CAPITAL ALLOCATIONS</b>		<u><u>5,425,000</u></u>	<u><u>6,426,000</u></u>
<b>WASTE TREATMENT PROGRAM</b>			
<b>Authorized and Funded</b>			
Computer Software Upgrades	52	146,000	146,000
Computer Hardware	52	87,000	87,000
Phase II WWC/Liftstation	51	950,000	950,000
4 RWV Muni Pumps	52	100,000	100,000
Streets Sewer Replacement	54	50,000	50,000
Phase I Fairgrounds Lift Station	51	120,000	120,000
Overlay Biosolid Driveway	54	40,000	40,000
Industrial Stormwater Permit	54	20,000	20,000
HVAC Admin. Bldg.	51	30,000	30,000
<b>TOTAL WASTE TREATMENT PROGRAM</b>		<u><u>1,543,000</u></u>	<u><u>1,543,000</u></u>
<b>GRAND TOTAL CAPITAL IMPROVEMENT PROGRAM</b>		<u><u>7,693,007</u></u>	<u><u>8,944,007</u></u>

## Steve Okins

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**From:** Gary Hendrickson  
**Sent:** Tuesday, April 07, 2015 9:25 AM  
**To:** Steve Okins; Sean Christensen; Scott Ledebauer; Jim Felt  
**Cc:** Kevin Halliday; Charlene Stevens  
**Subject:** 2015 Vehicle Replacement Committee  
**Attachments:** 2015 - Vehicle Replacement.zip

Good Morning All,

As the committee chair for the vehicle replacement committee I GREATLY appreciate all of your time, efforts, and contributions you made as we went through the process. Attached you will find the final replacement schedule approved by the committee and the City Administrator. Should you have any questions please feel free to give me a call.

Warm Regards,  
Gary

Gary Hendrickson  
Fire Chief  
Willmar Fire Department  
515 2nd Street SW  
Willmar, MN 56201  
(320) 235-1354  
[ghendrickson@willmarmn.gov](mailto:ghendrickson@willmarmn.gov)

# CITY OF WILLMAR

## VEHICLE/EQUIPMENT REPLACEMENT POLICY

### Scope

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This policy applies to all vehicles and equipment attached to a vehicle which is owned by the City of Willmar.

### Objective

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It will be the objective of this policy to reduce annual maintenance and replacement costs of all City equipment. These objectives will be met through the systematic maintenance, upgrade, and/or replacement of equipment.

### Procedure

---

The procedure of replacing, transferring to another department, deleting or requesting additional equipment or altering the replacement schedule is to submit a written justification to the Vehicle/Equipment Committee prior to the annual budgeting process. This request shall include specifications, estimated vehicle costs, funding source and completion of the *Vehicle/Equipment Change Request Form*.

All vehicles/equipment replaced will be available to other departments by schedule priority. If the vehicle/equipment being replaced is better than one scheduled to be replaced at a later date, then other departments would be able to exchange the equipment, allowing a department to have the best equipment available until such time as its vehicle/equipment would normally be scheduled to be replaced.

Equipment reaching its useful life but not replaced due to non-appropriation, refurbishment or usage allowance shall cause the Vehicle Replacement Committee to reconvene and revise the schedule as priorities, maintenance and funding allows.

Any vehicle not assigned a critical function and/or in use shall be made available for general usage and identified as a "general purpose vehicle". After use, a general purpose vehicle must be fueled to ¾ tank minimum and cleaned appropriately. Scheduling of all general usage vehicles shall be done thru Outlook Calendar established and maintained by IT.

Joint purchasing agreements should be considered when possible (i.e., state contract, consortium purchase, cooperative purchasing ventures, etc.).

### Review

---

An annual review of all city vehicles will be done during the annual budget process by the Vehicle/Equipment Committee and submitted to the City Administrator at the same time as the annual budget. Modifications would be done through the approval of the Finance Committee.

## Financing

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The amount needed to finance the replacement program shall be funded through the normal budgeting process; however when planning for future year vehicle replacements 5% should be calculated in to the overall budget for inflation.

## General Allocation Schedules

---

<u>Vehicle Type</u>	<u>Recommended Useful Life (Years)</u>
Air Compressors	20
Cars	
<i>Squad Cars</i>	3
<i>Specialty</i>	5
<i>Other Cars</i>	8
Fire Apparatus	
<i>Aerial Trucks</i>	25
<i>Pumpers</i>	25
<i>Tankers</i>	25
<i>Quint</i>	25
Heavy Equipment	
<i>Graders</i>	20
<i>Loaders</i>	15
<i>Rollers</i>	15
<i>Sweepers</i>	8
Light Equipment	
<i>Mowers</i>	4
<i>Mt Trackless</i>	8
<i>Skid Loaders</i>	10
<i>UTVs</i>	7
Pickups (up to $\frac{3}{4}$ Ton)	10
<i>CSO Pickup</i>	5
Snow Blowers	15
Specialty Equipment	
<i>Bucket Trucks</i>	15
<i>Flusher Trucks</i>	10
<i>Hot Box</i>	15
<i>R-Vac</i>	10

<i>Rodder/Tar Dist.</i>	20
<i>Semi Tractors</i>	10
<i>Speed Trailers</i>	15
<i>SWAT Bus</i>	20
SUV/Suburbans/Vans	10
Tractors	20
Trucks (1 Ton)	12
<i>Dump Truck</i>	10

## **Vehicle Replacement/Additions/Deletions/Transfer Request Procedure**

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For purposes of this policy the following terms when used have the assigned meaning:

- Chairperson – means the person the City Administrator has identified as the Chair for the Vehicle Replacement Committee.
- Vehicle – refers to a motor vehicle, tractor, or trailer capable of being pulled by a vehicle. Only trailers in which the initial purchase price of the trailer was more than \$5000.00 should be counted as a vehicle.
- Vehicle/Equipment – refers to equipment that is attached to the vehicle for the life of the vehicle or is repeatedly mounted and then removed from a vehicle as an accessory attachment which allows then allows the vehicle to be used for its intended functions (ie. buckets, mower decks, snow plows, etc.).
- Vehicle Addition (Added) – means a vehicle was will be added to increase the overall number of vehicles in a department’s fleet and is not replacing an existing vehicle.
- Vehicle Deletion (Deleted) – means a vehicle which is being removed from the overall number of vehicles listed in the department’s fleet with no intention to have the vehicle replaced.
- Vehicle Replacement (Replaced) – means a vehicle that has reached its useful life and will be sold, traded, or transferred with the planned purchase of another vehicle to take its place.
- Vehicle Transfer (Transferred) – means a vehicle that has reached the maximum useful life in one city department but may serve a purpose for another department which was scheduled to replace a similar vehicle. (Mowers might be an example of this).

1. During the first week of January of each year, the current Chairperson of the Vehicle/Equipment Committee shall (by email) distribute the following to each Department Head within the City:
  - a. A working list of vehicles managed and maintained within the various departments in an excel spreadsheet format.
  - b. The most current copy of the Vehicle/Equipment Replacement Policy. (This document.)
  - c. The most current copy of the Vehicle/Equipment Change Request form. (Also found within this document).
2. After receiving the spreadsheet each Department Head (or his/her designee) will review the vehicle(s) listed for their department. They will compare the list against the actual inventory being kept and maintained within their department and within two (2) weeks notify the Chairperson

receiving the spreadsheet of all differences between the listed vehicles and actual inventory so the spreadsheet can be properly updated by the Chairperson.

3. The Chairperson will make corrections as notified no later than the end of January and then resend the updated spreadsheet back to all Department Heads by email and indicate in that email the date as to when Department Heads need to submit Vehicle/Equipment Change Requests back to the Chairperson.
4. Each Department Head (or his/her designee) will then review the updated list for accuracy as it relates to their own department(s). They will determine which fleet vehicle(s) need replacement or need to have the replacement schedule adjusted. They will also consider their needs for any deletions, additions or re-assignments to their fleet. They will consider vehicles being replaced by other Departments and make the necessary contact with the Department head to determine if a vehicle being replaced within that Department may or may not fit their own replacement needs.
5. If the Department Head (or his/her designee) wishes to make any fleet additions, deletions, transfers or replacements they will then fully complete a Vehicle/Equipment Change Request form (with a photo attached) for each vehicle addition, deletion, replacement, re-assignment or replacement they wish to enact to the acting Chairperson by the date indicated in the email.
6. The Chairperson will consolidate the information received from Department Heads, update the spreadsheet and convene a meeting with other Vehicle Replacement committee members. The Committee is responsible for:
  - Discussing the changes received from each Department Head and approves or denies those requests as agreed upon.
  - Reviewing the current policy and forms for effectiveness and modify as necessary to meet current practices and needs.
7. The Chairperson is responsible for:
  - Setting up committee meetings as needed.
  - Maintaining the digital history either through Microsoft Word or Excel of each vehicle change and action being requested by the various city departments heads. This will enable future committees to:
    - i. Better track department requests and changes.
    - ii. Track overall fleet inventory numbers being maintained within the various city departments along with additions or deletions in a fleet.
    - iii. Track the overall use and the actual service life of different vehicle types being maintained within the city.

- Developing committee agendas for the replacement committee to follow and track the outcome of the committee's decisions on those agenda items.
  - Keeping the City Administrator informed of the action being taken by the committee.
8. In the event where a vehicle request is denied the Chairperson will schedule a future meeting date with committee members present and the affected Department Head (and/or staff member) to discuss the committee's denial. The affected Department spokesperson can at that time present any additional information regarding the denied request for further committee consideration.
9. After all change requests have been approved or denials have been fully vetted by the Committee, the Chairperson will forward the Committee findings to the City Administrator for the final approval or denial.
10. If the City Administrator approves a submitted request the Administrator will:
- Indicate the approval or denial on the request form along with signing and dating the form.
  - Give the original request form back to the Chairperson.
11. Within five (5) days of the approval or denial, the Chairperson will:
- Give the original copy of approved requests to the City Clerk.
  - Provide a copy of all approvals or denials to both the affected Department Head and Finance Director to assist future fleet planning and purchasing purposes.
  - Reconvene the committee if necessary to discuss any additional budgetary considerations made known by the City Administrator regarding the denied requests.
12. If a vehicle cannot be purchased under State Contract or through other approved purchasing consortiums and the purchase cost will be in excess of \$100,000.00 then the City Clerk will notify the Department Director to obtain quotes and start the bidding process. The City Clerk and/or Department Director will accept the bids along with obtaining the City Administrator's approval for purchase. Approved bids require agreements signed by Mayor and City Administrator. For all vehicles that do not need to be purchased through the bidding process the approval to purchase in the budgeted year is granted by the City Administrator's signature on the vehicle request form.
13. The Department Director (or his/her designee) will order, receive, and accept the vehicle.
14. After receiving the vehicle the Department Director submits the following paperwork to the City Clerk:
- Original completed fixed asset sheet for the vehicle.
  - Original Sales receipt/invoice.
  - Certificate of Origin for a Vehicle. (MSO)
  - Copy of the Application to Title/Register a motor vehicle.
  - A copy of the check issued if one was required upon delivery of the vehicle.
  - Color photo copy of front, side, odometer reading and VIN # of the vehicle.

15. The City Clerk is responsible to license and insure the vehicle. He/she will then forward the original completed fixed asset sheet to the Finance Director along with a request for payment if a check was not already previously issued.



**City of Willmar**  
**Department Inventory of Vehicles Currently Being Used**

This spreadsheet was last updated on: March 6, 2015

Location	Fixed Asset Number	Vehicle Number	Year	Make/Model	Vehicle Type	Sub-type	Assigned for...	Replacement Cycle (Years)	2014	2015	2016	2017	2018	2019
Civic Center	3020.00002	901147	1990	Cushman	Light Equipment	-	Garbage hauling	Will not Replace (See notes)	-	-	-	-	-	-
Civic Center	3007.00023	044451	2004	Advanced Riding Floor Scrubber	Specialty Equipment	-	-	11	-	\$18,500	-	-	-	-
Civic Center	3007.00032	126458	2012	Kubota	Light Equipment	Mower	-	7	-	-	-	-	-	\$25,000
Civic Center	3018.00073	120152	2012	Ford - F-250, 4x4	Pickups (up to 1/2 Ton)	-	Site use	10	-	-	-	-	-	-
Civic Center	3020.00004	944983	1994	Ice Resurfacers	Specialty Equipment	-	Blue Line Center	20	-	\$125,000	-	-	-	-
Civic Center	3020.00015	078310	2007	Zamboni Ice Resurfacers	Specialty Equipment	-	Civic Center Arena	20	-	-	-	-	-	-
Civic Center	3020.00022	000359	2000	Toro, Workman Model 3200	Skid Sprayer	UTV	Making Ice	20	-	-	-	-	-	-
Civic Center	0.00000	0	0	Bobcat - Toolcat	Specialty Equipment	0	Multi Purpose	10	-	\$60,000	-	-	-	-
									\$0	\$203,500	\$0	\$0	\$0	\$25,000
Community Center	3007.00003	036430	2003	John Deere GT-235	Light Equipment	Mower	Mowing weeds around garden at Sr. Citizen Center	Will not Replace (See notes)	-	-	-	-	-	-
									\$0	\$0	\$0	\$0	\$0	\$0
Community Development	-	-	2014	-	Pickup	Pickup - Under 1 ton	Inspections - Randy	10	\$27,000	-	-	-	-	-
Community Development	3016.00017	099551	2009	Ford Escape	SUV	SUV	Toms / Inspections / General Use	10	-	-	-	-	-	\$28,000
									\$27,000	\$0	\$0	\$0	\$0	\$28,000
Engineering	3018.00064	117343	2011	Dodge Ram 2500	Pickup	Pickup - Under 1 ton	Ryan - Surveying	10	-	-	-	-	-	-
Engineering	3016.00019	119487	2011	Ford Explorer XLT	SUV	SUV	General Use	10	-	-	-	-	-	-
Engineering	3018.00008	018011	2001	Chevrolet 1/2 Ton	Pickup	Pickup - Under 1 ton	Daryl Inspections	10	\$0	\$37,353	-	-	-	-
Engineering	3018.00028	992939	1999	Ford F-150	Pickup	Pickup - Under 1 ton	Curly Inspections	10	\$0	\$37,353	-	-	-	-
									\$0	\$74,705	\$0	\$0	\$0	\$0
Fire	3008.00019	317270	1991	American La France	Fire Apparatus	Fire - Pumper	Parade / Public Education	N/A	-	-	-	-	-	-
Fire	2102.00001	073222	1997	Southwest Gulfstream Hazmat Trailer	Trailer	-	TRT - Technical Rescue Team	20	-	-	-	\$0	\$0	\$30,000
Fire	2102.00011	100419	2010	CargoMate Trailer	Trailer	-	HEAT Team	20	-	-	-	-	-	-
Fire	3005.00010	062693	2005	Spartan Pumper/Tanker	Fire Apparatus	Fire - Tanker	Fire Suppression	25	-	-	-	-	-	-
Fire	3005.00014	140522	2014	Rosenbauer 78' Viper	Fire Apparatus	Fire-Quint	Fire Suppression	25	-	-	-	-	-	-
Fire	3006.00023	685700	1998	LuVerne Commander II	Fire Apparatus	Fire - Pumper	Fire Suppression	25	-	-	\$650,000	-	-	-
Fire	3006.00026	991481	1999	Pierce Ladder	Fire Apparatus	Fire - Aerial Truck	Fire Suppression	25	-	-	-	-	-	-
Fire	3006.00033	022446	2002	Spartan Chassis	Fire Apparatus	Fire - Pumper	Fire Suppression	25	-	-	-	-	-	-
Fire	3015.00077	972764	1997	Chevrolet (4-Door)	Truck	-	Fire Suppression - Grass Rig	15	-	-	-	\$60,000	-	-
Fire	3016.00045	070455	2007	Ford F-150	Pickup	Pickup - Under 1 ton	Fire Suppression	10	\$0	\$0	\$0	\$0	-	\$42,500
Fire	3018.00066	115489	2011	Dodge Ram 1500	Pickup	Pickup - Under 1 ton	Gary - Dept. Head Assignment	10	-	-	-	-	\$0	-
Fire	3020.00016	112949	2011	Polaris Ranger 500	UTV	UTV - Utility Task Vehicle	Regional Response	10	-	-	-	-	-	-
									\$0	\$0	\$650,000	\$60,000	\$0	\$72,500
Police	2083.00007	047266	2004	MPH Trailer	Specialty Equipment	-	Community	15	\$0	-	-	-	-	\$42,000
Police	0.00000	141318	2014	Radar Triler "Stalker Sam"	Specialty Equipment	-	Community	15	\$16,000	-	-	-	-	-
Police	3002.00001	992747	1999	Ford Eldorado Bus	Specialty Equipment	-	S.W.A.T.	20	-	-	-	-	-	-
Police	3004.00030	067051	2006	Chevrolet Impala	Car	Police - Specialty Squad	School Resource Officer	8	\$0	\$0	\$41,483	-	-	-
Police	3004.00039	082072	2008	Chevrolet Impala	Car	Police - Unmarked Squad	Detective	8	-	-	\$0	\$39,508	-	-
Police	3004.00042	087437	2008	Chevrolet Impala	Car	Police - Specialty Squad	School and Travel (Old GET)	5	\$0	\$0	\$0	\$39,508	-	-
Police	3004.00043	099277	2009	Ford Crown Victoria	Car	Police - Specialty Squad	Canine	5	\$0	\$0	\$0	\$40,000	-	-
Police	3004.00049	090639	2009	Chevrolet Impala	Car	Police - Unmarked Squad	Detective	8	-	-	-	\$41,483	-	-
Police	3004.00054	103762	2010	Chevrolet Impala	Car	Police - Unmarked Squad	Community Outreach Sgt.	8	-	-	-	-	\$42,000	-
Police	3004.00056	104928	2010	Chevrolet Impala	Car	Police - Unmarked Squad	Detective	8	-	-	-	-	\$42,000	-
Police	3004.00059	129961	2012	Chevrolet Impala	Car	Police - Marked Squad	School Resource Officer	8	-	-	-	-	\$42,000	-
Police	3004.00060	129440	2012	Chevrolet Impala	Car	Police - Specialty Squad	School Resource Officer	8	-	-	-	-	-	-
Police	3004.00061	121323	2012	Chevrolet Impala	Car	Police - Marked Squad	Patrol	3	-	\$37,627	-	-	\$42,000	-
Police	3004.00062	121380	2012	Chevrolet Impala	Car	Police - Marked Squad	Patrol - Spare	3	-	\$0	\$0	\$41,483	-	-
Police	3004.00063	121406	2012	Chevrolet Impala	Car	Police - Marked Squad	Patrol	3	-	\$37,627	-	-	\$42,000	-
Police	3004.00064	129461	2012	Chevrolet Impala	Car	Police - Marked Squad	Patrol	3	-	\$37,627	-	-	\$42,000	-
Police	3004.00103	131244	2013	Chevrolet Impala	Car	Police - Marked Squad	Patrol	3	-	-	-	-	-	\$42,000
Police	3004.00104	131852	2013	Chevrolet Impala	Car	Police - Marked Squad	Patrol	3	-	-	\$39,508	-	-	\$42,000

Location	Fixed Asset Number	Vehicle Number	Year	Make/Model	Vehicle Type	Sub-type	Assigned for...	Replacement Cycle (Years)	2014	2015	2016	2017	2018	2019	2020	Next Projected Replacement
Police	3004.00105	132141	2013	Chevrolet Impala	Car	Police - Marked Squad	Patrol	3	-	-	\$39,508	-	-	\$42,000	\$0	2022
Police	3016.00018	114924	2011	Dodge Caravan	Van	Police - CSO Vehicle	Community Service Officer	5	-	-	\$0	\$39,508	-	-	-	\$0
Police	3016.00024	130712	2013	Ford Police Interceptor	SUV	Police - Unmarked Squad	Captain	8	-	-	-	-	-	-	-	2021
Police	3016.00030	128728	2012	Dodge Caravan	Van	Police - CSO Vehicle	Community Service Officer	5	-	-	\$41,483	-	-	-	\$0	2022
Police	3016.00031	149279	2014	Ford Police Interceptor	SUV	Police - Unmarked Squad	Gang Enforcement	5	-	-	-	-	\$42,000	-	\$0	2023
Police	3018.00062	57537	2005	Dodge Ram	Pickup	Pickup - Under 1 ton	Forfeiture	8	-	-	\$0	\$40,000	-	-	-	2025
									\$16,000	\$112,881	\$160,007	\$322,973	\$294,000	\$168,000	\$41,483	

Location	Fixed Asset Number	Vehicle Number	Year	Make/Model	Vehicle Type	Sub-type	Assigned for...	Replacement Cycle (Years)	2014	2015	2016	2017	2018	2019	2020	Next Projected Replacement
Public Works	2092.00046	092394	2006	Air Compressor	Air Compressors	Other	-	20	-	-	-	-	-	-	\$0	2026
Public Works	2094.00001	073839	2007	SNOW-BO Blower	Snow Removal	Snow Blower	-	15	-	-	-	-	-	-	\$0	2022
Public Works	3005.00007	052445	2005	International - 7400	Truck	Dump Truck	Dave	10	-	-	-	\$170,000	-	-	\$0	2025
Public Works	3005.00006	052443	2005	International - 7400	Truck	Dump Truck	Scott C.	10	-	-	-	\$170,000	-	-	\$0	2027
Public Works	3005.00005	052444	2005	International - 7400	Truck	Dump Truck	Lynn	10	-	\$170,000	-	-	-	-	\$0	2027
Public Works	3005.00041	088959	2008	International - 7400	Truck	Dump Truck	Todd	10	-	-	-	\$0	\$200,000	-	\$0	2029
Public Works	3005.00042	088960	2008	International - 7400	Truck	Dump Truck	Dan H.	10	-	-	-	-	\$200,000	-	\$0	2028
Public Works	3005.00050	118282	2011	International - 7400	Truck	Dump Truck	Steve K.	10	-	-	-	-	-	-	\$0	2021
Public Works	3005.00058	132486	2013	International	Truck	Dump Truck	Mike	10	-	-	-	-	-	-	\$0	2023
Public Works	3005.00059	132487	2013	International	Truck	Dump Truck	Ralph	10	-	-	-	-	-	-	\$0	2023
Public Works	3007.00004	070130	1997	TORO - Rake-O-Vac-Sweeper	Light Equipment	Sweeper	Grass	15	-	-	-	-	-	\$45,000	-	2034
Public Works	3007.00007	899291	1999	John Deere Tractor w/ Infield Rake	Light Equipment	Specialty	-	N/A	-	-	-	-	-	-	\$0	Never
Public Works	3007.00011	050291	2005	TORO - 5020 - Sand Pro	Light Equipment	Other	-	10	-	\$30,000	-	-	-	-	\$0	2025
Public Works	3007.00027	100666	2010	Sand Pro	Light Equipment	Other	-	10	-	-	-	-	-	-	\$0	2030
Public Works	3007.00028	113803	2011	Kubota	Light Equipment	Mower	-	4	-	\$31,907	-	-	-	\$37,000	\$0	2030
Public Works	3007.00029	115645	2011	Kubota - F3680 - mower, broom, blade	Light Equipment	Mower	-	4	-	\$31,907	-	-	-	\$37,000	\$0	2023
Public Works	3007.00030	115645	2011	Kubota - F3680 - Deck, cab, snoblower	Light Equipment	0	-	4	-	\$31,907	-	-	-	\$37,000	\$0	2023
Public Works	3007.00031	115649	2011	Kubota	Light Equipment	Mower	-	4	-	\$31,907	-	-	-	\$37,000	\$0	2023
Public Works	3008.00001	098709	2008	John Deere - 624J - Wheel Loader	Heavy Equipment	Loader	Ken	15	-	-	-	-	-	-	\$0	2024
Public Works	3008.00005	059958	2005	John Deere - 624J - Wheel Loader	Heavy Equipment	Loader	Gary - Misc. Brushsite	15	-	-	-	-	-	-	\$250,000	2035
Public Works	3008.00021	006586	2000	John Deere - 624H - Wheel Loader	Heavy Equipment	Loader	Justin	15	-	\$222,000	-	-	-	-	\$0	2030
Public Works	3008.00026	090492	2008	Skid Loader - S 205	Light Equipment	Skid Loader	-	10	-	-	-	-	\$95,000	-	\$0	2028
Public Works	3008.00030	114532	2011	John Deere - 624K - Loader	Heavy Equipment	Loader	Dann	15	-	-	-	-	-	-	\$0	2026
Public Works	3008.00034	126466	2012	John Deere Wheel Loader 624K	Heavy Equipment	Loader	Gurt	15	-	-	-	-	-	-	\$0	2027
Public Works	3008.00035	133257	2013	John Deere - 624K - Front End Loader	Heavy Equipment	Loader	Sieve	15	-	-	-	-	-	-	\$0	2028
Public Works	3009.00003	010410	2001	John Deere - 772CH - Grader	Heavy Equipment	Grader	-	20	-	-	-	-	-	-	\$0	2021
Public Works	3011.00003	092177	2009	Case - SV208 - Roller	Heavy Equipment	Roller	-	15	-	-	-	-	-	-	\$0	2024
Public Works	3013.00001	092355	1998	Sewer Rodder	Specialty Equipment	Rodder Tar-Dist	-	N/A	-	-	-	-	-	-	\$0	Never
Public Works	3014.00004	623123	1992	International Tractor	Tractors	Utility Tractor	-	15	-	-	-	-	-	-	\$0	Never
Public Works	3014.00007	058039	2005	John Deere - 642D - Tractor	Tractors	Utility Tractor	-	20	-	-	-	-	-	-	\$0	2025
Public Works	3014.00013	073501	2007	MT - MTST - Trackless w/ Attachments	Light Equipment	MT Trackless	-	8	-	\$140,000	-	-	-	-	\$0	2023
Public Works	3014.00015	101203	2010	MT - MT6 - Trackless w/ Attachments	Light Equipment	MT Trackless	-	8	-	-	-	-	\$160,000	-	\$0	2026
Public Works	3014.00016	112619	2011	John Deere - 643D - Tractor	Tractors	Utility Tractor	-	20	-	-	-	-	-	-	\$0	2031
Public Works	3014.00018	125025	2012	John Deere - 6085 - Tractor Loader	Tractors	Utility Tractor	-	20	-	-	-	-	-	-	\$0	2032
Public Works	3015.00001	040582	2004	Ford - F-450, 4x2	Pickup	Pickup - 1 ton or greater	0	12	-	-	\$0	\$0	\$49,000	-	\$0	2030
Public Works	3015.00004	042332	2004	Ford - F-350	Pickup	Pickup - 1 ton or greater	0	12	-	-	\$49,000	-	-	-	\$0	2028
Public Works	3015.00006	067785	2005	G.M.C. Sierra - 3500	Pickup	Pickup - 1 ton or greater	Ralph	12	-	-	-	-	\$51,000	-	\$0	2030
Public Works	3015.00007	068220	2006	G.M.C. Sierra - 3500	Pickup	Pickup - 1 ton or greater	M.C. Gal	12	-	-	-	-	\$51,000	-	\$0	2030
Public Works	3015.00010	073219	2007	Ford - F-450, (Bucket)	Specialty Equipment	Bucket Truck	-	15	-	-	-	-	-	-	\$0	2022
Public Works	3015.00014	107170	2010	Ford - F-350	Pickup	Pickup - 1 ton or greater	Kenny - Ball Fields	12	-	-	-	-	-	-	\$0	2022
Public Works	3015.00015	107169	2010	Ford - F-350	Pickup	Pickup - 1 ton or greater	Misc. Arrows	12	-	-	-	-	-	-	\$0	2022
Public Works	3015.00021	125794	2012	Ford - One ton chassis	Pickup	Pickup - 1 ton or greater	-	12	-	-	-	-	-	-	\$0	2024
Public Works	3015.00022	125795	2012	Ford - One ton chassis	Pickup	Pickup - 1 ton or greater	-	12	-	-	-	-	-	-	\$0	2024
Public Works	3015.00031	135285	2013	Ford - F-450, 4x2	Pickup	Pickup - 1 ton or greater	Miscellaneous	12	-	-	-	-	-	-	\$0	2025
Public Works	3015.00043	030074	2003	Ford - F-350	Pickup	Pickup - 1 ton or greater	Miscellaneous	12	-	\$47,000	-	-	-	-	\$0	2027
Public Works	3017.00005	045704	2004	Falls - PR1243ST - Snow Plow	Snow Removal	Snow Plow	-	NA	-	-	-	-	-	-	\$0	Never
Public Works	3017.00012	044004	2004	Falls - TDLDATE - Snow Plow	Snow Removal	Snow Plow	-	NA	-	-	-	-	-	-	\$0	Never
Public Works	3017.00015	045704	2004	Falls - PR1243ST - Snow Plow	Snow Removal	Snow Plow	-	NA	-	-	-	-	-	-	\$0	Never
Public Works	3017.00016	045704	2004	Falls - PR1243ST - Snow Plow	Snow Removal	Snow Plow	-	NA	-	-	-	-	-	-	\$0	Never
Public Works	3017.00020	056005	2005	Wing and Reversible Snow Plow	Snow Removal	Snow Plow	-	NA	-	-	-	-	-	-	\$0	Never
Public Works	3017.00023	699112	1999	Falls-Grader	Snow Removal	Snow Plow	-	NA	-	-	-	-	-	-	\$0	Never
Public Works	3017.00029	77501H	1977	Falls-Grader	Snow Removal	Snow Plow	-	NA	-	-	-	-	-	-	\$0	Never
Public Works	3018.00009	095449	2000	Ford - F-150, 4X4	Pickup	Pickup - Under 1 ton	Misc.	10	-	-	-	-	-	-	\$0	Never
Public Works	3018.00019	095413	2006	Ford - F-150, 4X4	Pickup	Pickup - Under 1 ton	Justin - Pool	10	-	\$37,500	-	-	-	-	\$0	2026
Public Works	3018.00020	096412	2006	Ford - F-150, 4X4	Pickup	Pickup - Under 1 ton	-	10	-	\$0	\$0	\$35,000	-	-	\$0	2028
Public Works	3018.00042	067863	2006	Ford - F-350	Pickup	Pickup - 1 ton or greater	Miscellaneous	12	-	-	-	-	\$51,000	-	\$0	2030
Public Works	3018.00052	098184	2008	Ford - F-150	Pickup	Pickup - Under 1 ton	-	10	-	-	-	-	\$48,000	-	\$0	2028
Public Works	3018.00070	125503	2012	Ford - F-150 4x4 extended cab	Pickup	Pickup - Under 1 ton	-	10	-	-	-	-	-	-	\$0	2022
Public Works	3018.00080	133877	2013	Ford - F-150, 4x2	Pickup	Pickup - Under 1 ton	Ball Diamonds	10	-	-	-	-	-	-	\$0	2023
Public Works	3020.00003	007712	2000	Vermeer - Brush Chipper	Light Equipment	Other	-	15	-	-	\$95,720	-	-	-	\$0	2032
Public Works	3020.00020	130813	2013	John Deere - Gator	Light Equipment	UTV-Utility Task Vehicle	-	7	-	-	-	-	-	-	\$25,000	2027

Location	Fixed Asset Number	Vehicle Number	Year	Make/Model	Vehicle Type	Sub-type	Assigned for...	Replacement Cycle (Years)	2014	2015	2016	2017	2018	2019	2020	Next Projected Replacement
Public Works	3040.00002	98TCCW	1998	Pro-patch Pothole Trailer	Specialty Equipment	Other	-	15	-	-	-	-	-	\$143,325	\$0	2034
Public Works	3040.00003	014025	2001	Wenger Showmobile	Specialty Equipment	Other	-	20	-	-	-	-	-	-	\$0	2021
Public Works	3040.00005	130012	2013	Elgin Sweeper	Heavy Equipment	-	-	8	-	-	-	-	-	-	\$0	2021
Public Works	2016 Fleet Addition Request	-	2016	Bobcat - Toolcat	Specialty Equipment	Other	-	10	-	-	\$60,000	-	-	-	\$0	2026
									\$0	\$736,628	\$146,500	\$435,720	\$740,000	\$536,325	\$305,000	

Year	2014	2015	2016	2017	2018	2019	2020
Total For All City Departments (Excluding Waste Water as they use different funding source):	\$43,000	\$1,127,715	\$956,507	\$818,693	\$1,034,000	\$829,825	\$676,483

Waste - Collector	2053.00009	75468	2007	Olympian Generator	Portable Trailer	Generator	Lift Station Standby	15	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0	-
Waste - Collector	2102.00001	077092	2007	Air Conveyance	Trailer	0	Clean Sewers	10	-	-	-	\$185,000.00	-	-	-
Waste - Treatment	0.00000	147637	2014	Kubota - F3680 F - Mower	Light Equipment	Mower	Both Sites	7	\$20,848.00	-	-	-	-	-	-
Waste - Biosolids	3014.00010	069956	2006	International - 7600 - Semi/Tractor	Specialty Equipment	Semi Tractor	Pulls Tanker	12	-	-	-	-	\$175,049.00	-	
Waste - Biosolids	3014.00014	096730	2009	John Deere - 8330	Tractor	0	Hauling Solids	10	-	-	-	-	-	\$230,000	
Waste - Collector	3015.00011	103516	2010	Dodge - Ram 5500, 4x4	Trucks (1 Ton)	0	Lift Station	10	-	-	-	-	-	-	\$78,000
Waste - Collector	3015.00020	119287	2011	International Sewer Cleaner Truck	Specialty Equipment	Flusher Truck	Used by Public Works	10	-	-	-	-	-	-	-
Waste - Treatment	3017.00021	054478	2005	Hiniker Plow Blade	Specialty Equipment	0	On Jason's Truck	10	-	\$6,000.00	-	-	-	-	-
Waste - Treatment	3018.00038	056648	2005	Ford - F-250 - Electrical	Pickup	Pickup - Under 1 ton	Jim	14	-	-	-	-	-	\$56,227	-
Waste - Treatment	3018.00039	056649	2005	Ford - F-250 - Biosolids	Pickup	Pickup - Under 1 ton	Jason	10	-	\$45,000.00	-	-	-	-	-
Waste - Treatment	3018.00044	056337	2006	Ford - F-350 - Maintenance	Pickup	Pickup - 1 ton or greater	Paul	12	-	-	-	-	\$47,741.00	-	-
Waste - Treatment	3018.00061	104969	2010	Ford - F-150, 4x4 - Plant	Pickup	Pickup - Under 1 ton	On Site Use	12	-	-	-	-	-	-	-
Waste - Biosolids	3020.00005	011581	2001	Honeywagon - 5300 gallons	Light Equipment	Tanker	Tanker in Field	10	-	\$90,000.00	-	-	-	-	-
Waste - Biosolids	3020.00014	065904	2006	John Deere - 4x4 Gator	UTV	0	On-site Maintenance	10	-	-	\$18,500.00	-	-	-	-
Waste - Biosolids	3020.00016	108390	2010	5500 Gallon Tanker	Heavy Equipment	Tanker	Hauling Solids	10	-	-	-	-	-	-	\$98,500
Waste - Treatment	3020.00023	841684	1984	EZ Go golf cart - J1684	Light Equipment	0	Site use	0	-	-	-	-	-	-	-
Waste - Treatment	unknown	1445681	2014	Kubota RTV 500	Light Equipment	Utility Cart	Site use	7	\$8,655.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0	-
Waste - Treatment	3020.00024	100164	2010	Kubota Utility Tractor	Light Equipment	0	New Site	10	-	\$0.00	-	-	-	-	\$60,229
Waste - Treatment	3020.00029	104944	2010	Kubota RTV	Light Equipment	0	New Site	10	-	-	-	-	-	-	\$16,513
Waste - Biosolids	3040.00004	967043	1996	5000 Gallon Tanker - E5000 SL	Heavy Equipment	Tanker	Hauling Solids	10	-	-	-	-	-	-	\$98,500
									\$29,503	\$141,000	\$18,500	\$185,000.00	\$222,790.00	\$286,227	\$351,742

Year	2014	2015	2016	2017	2018	2019	2020
Total For All City Departments (Including Waste Water Needs):	\$72,503	\$1,268,715	\$975,007	\$1,003,693	\$1,256,790	\$1,116,052	\$1,028,225

**City of Willmar 2016  
Proposed Capital Improvement Program**

9/10/2015  
10:17 AM

Score	Project	Department	Cash	Bond	WWTP Fund	Storm Water	State Aid/Federal
50	Airport Master Plan Update	Airport	\$ 25,000.00				\$ 225,000.00
35	Overlay Taxi lanes in East Hangar Area	Airport	\$ 75,000.00				\$ 175,000.00
33	Fencing Plans and Specs	Airport	\$ 36,000.00				\$ 84,000.00
27	Credit Card Fuel Machine Jet Fuel	Airport	\$ 6,000.00				\$ 14,000.00
25	NavAid Access Roads	Airport	\$ 16,500.00				\$ 38,500.00
20	Airfield Electrical Back-up Generator	Airport	\$ 22,500.00				\$ 52,500.00
19	Environmental Assessment 13/31 Ext.	Airport	\$ 18,000.00				\$ 162,000.00
19	Land Acquisition - County Road 116	Airport	\$ 50,000.00				\$ 450,000.00
19	Tiling & Drainage Design/Implementation	Airport	\$ 31,500.00				
37	Lighting	Auditorium	\$ 20,000.00				
34	Ceiling	Auditorium	\$ 110,000.00				
25	Cedar Shake Replacement	Civic Center	\$ 95,000.00				
17	RO Water System	Civic Center	\$ 23,000.00				
30	Pool Heater	DOAC	\$ 40,000.00				
30	Update Survey Equipment	Eng.	\$ 50,000.00				
40	Pavement Mgmt. - streets, parking lots, trails *	Eng./PM		\$ 3,000,000.00			
37	50 SCBA Packs	Fire	\$ 275,000.00				
37	50 SCBA Bottles	Fire	\$ 65,000.00				
37	SCBA Compressor	Fire	\$ 40,000.00				
24	Extraction Equipment	Fire	\$ 35,000.00				
24	Roof Replacement	Fire	\$ 48,500.00				
37	WTP Switches	IT	\$ 25,000.00				
35	Server Room Generator	IT	\$ 20,000.00				
35	Server Switches	IT	\$ 31,000.00				
26	New City Website	IT	\$ 25,000.00				
23	Video Server	IT	\$ 10,000.00				
20	Taunton Stadium Wi-Fi	IT	\$ 20,000.00				
16	Sr. Center Wi-Fi	IT	\$ 10,000.00				
37	Rice Park - Renovations	Park Dev.	\$ 706,000.00				
37	Paint Striping Machine (2)	Public Works	\$ 12,000.00				
29	Public Works Garage Shop Lighting	PW	\$ 35,000.00				
25	Roof Repair PW Garage	PW	\$ 40,000.00				
24	Pressure Washer	PW	\$ 9,000.00				

Highlighted item Funds available not appropriated by Mayor

\*Once the project is determined other sources will also be used, i.e. Cash, State Aid, Utility Fee, MUC, etc.

*City of Willmar 2016  
Proposed Capital Improvement Program*

9/10/2015  
10:17 AM

Score	Project	Department	Cash	Bond	WWTP Fund	Storm Water	State Aid/Federal
32	Western Interceptor Storm Sewer Design	Stormwater				\$ 200,000.00	
32	PCN HMI Computer Software Upgrades & Virtualization Software	WWT			\$ 146,000.00		
32	PCN/HMI Computer Hardware	WWT			\$ 87,000.00		
31	Phase II WWC/Station/Radio piping construction	WWT			\$ 950,000.00		
30	4 RWW Muni Pumps	WWT			\$ 100,000.00		
29	Sewer Replacement on streets being constructed	WWT			\$ 50,000.00		
27	Phase I Fairgrounds Lift Station; design	WWT			\$ 120,000.00		
25	Overlay new site-biosolid driveway	WWT			\$ 40,000.00		
23	Industrial Stormwater Permit	WWT			\$ 20,000.00		
17	HVAC Admin Bldg. Modifications	WWT			\$ 30,000.00		
			\$ 2,025,000.00	\$ 3,000,000.00	\$ 1,543,000.00	\$ 200,000.00	\$ 1,201,000.00

Highlighted item Funds available not appropriated by Mayor

\*Once the project is determined other sources will also be used, i.e. Cash, State Aid, Utility Fee, MUC, etc.

**City of Willmar 2017  
Proposed Capital Improvement Program**

9/10/2015

Score	Project	Department	Cash	Bond	WWTP Fund	Storm Water	State Aid/Federal
33	Perimeter Fencing Phase 1	Airport	\$ 32,500.00				\$ 292,500.00
23	Extend Sewer Line to new WWTF	Airport	\$ 120,000.00				\$ 280,000.00
19	CR116 Relocation for RWY Extension	Airport	\$ 40,000.00				\$ 360,000.00
19	Extend Runway & Taxiway Design	Airport	\$ 34,000.00				\$ 306,000.00
18	Apron Expansion - Phase 1	Airport	\$ 45,000.00				\$ 405,000.00
18	Apron Expansion Design	Airport	\$ 8,000.00				\$ 72,000.00
9	Terminal Irrigation System	Airport	\$ 60,000.00				
39	Tuck Pointing	Auditorium	\$ 100,000.00				
35	Air Conditioning	Auditorium	\$ 300,000.00				
26	Bathroom Fixture Retrofit	Civic Center	\$ 40,000.00				
19	Bleacher Replacement	Civic Center	\$ 375,000.00				
37	Server	IT	\$ 15,000.00				
22	Network Link to PWG	IT	\$ 100,000.00				
37	Neighborhood Parks, Playground Replacement, ADA Adj.	Park Dev.	\$ 100,000.00				
27	North Swansson - Press Box, Concession, Restroom Bldg.	Park Dev.	\$ 375,000.00				
26	Miller Park Renovations	Park Dev.	\$ 192,000.00				
40	Pavement Management - Streets, Parking Lots, Trails*	Pavement Mgmt.		\$ 3,000,000.00			
32	Use of Force Simulator	Police	\$ 19,000.00				
25	Fuel System-Tanks	Public Works	\$ 175,000.00				
26	Old WWTP Retrofit	Stormwater				\$ 100,000.00	
15	Area West of Menards (Phase 1)	Stormwater				\$ 100,000.00	
29	Sewer Replacement on streets being constructed	WWTP			\$ 50,000.00		
27	Phase II Fairgrounds LS, construction and CRS	WWTP			\$ 600,000.00		
27	Phase I Armory Lift Station Design	WWTP			\$ 80,000.00		
			\$ 2,130,500.00	\$ 3,000,000.00	\$ 730,000.00	\$ 200,000.00	\$ 1,715,500.00

\*Once the project is determined other sources will also be used, i.e. Cash, State Aid, Utility Fee, MUC, etc.

City of Willmar 2018

9/10/2015

Proposed Capital Improvement Program

Score	Project	Department	Cash	Bond	WWTP Fund	Storm Water	State Aid/Federal
33	Perimeter Fencing Phase 2	Airport	\$ 32,500.00				
19	Runway Extension Grading	Airport	\$ 75,000.00				
37	Refrigeration Project-Cardinal & Blue line Arenas	Civic	\$ 2,450,000.00				
25	Double Sided Concession Stand	DOAC	\$ 300,000.00				
40	Portable and Mobile Radios	Fire	\$ 200,000.00				
14	Fire Station Carpeting	Fire	\$ 18,500.00				
37	Neighborhood Parks, Playground Replacement, ADA Adj.	Park Dev.	\$ 100,000.00				
29	Swansson Field New Lighting (Green/Orange/Yellow)	Park Dev.	\$ 525,000.00				
0	Swansson Field Utility Storage Bldg.	Park Dev.	\$ 187,500.00				
40	Pavement Management - Streets, Parking Lots, Trails*	Pavement Mgmt.		\$ 3,000,000.00			
24	Search Robot	Police	\$ 18,000.00				
20	Public Works Storage	Public Works	\$ 175,000.00				
30	Kennedy School Area	Stormwater				\$ 100,000.00	
30	Ramblewood Slough	Stormwater				\$ 100,000.00	
32	BIN (desktop) Computers	WWTP			\$ 10,450.00		
31	Bio solids Piping & Design	WWTP			\$ 600,000.00		
29	Sewer Replacement of streets being constructed	WWTP			\$ 50,000.00		
27	Phase II Armory LS; construction and CRS	WWTP			\$ 400,000.00		
27	Phase I Gorton Ave LS	WWTP			\$ 60,000.00		
14	Overlay Old Site Driveway	WWTP			\$ 40,000.00		
			\$ 4,081,500.00	\$ 3,000,000.00	\$ 1,160,450.00	\$ 200,000.00	\$ -

\*Other the project is determined other sources will also be used, i.e. Cash, State Aid, Utility Fee, MUC, etc.

City of Willmar 2019

9/10/2015

Proposed Capital Improvement Program

Score	Project	Department	Cash	Bond	WWTP Fund	Storm Water	State Aid/Federal
19	Runway Extension Paving & Lighting	Airport	\$ 195,000.00				
7	Maintenance Equipment Storage Bldg.	Airport	\$ 195,000.00				
13	Traffic Signals 24th Avenue & 1st St	Engineering	\$ 260,000.00				
5	Signal - Interconnection 1st St. Signals	Engineering	\$ 150,000.00				
28	Thermal Imaging Cameras	Fire	\$ 18,000.00				
37	Neighborhood Parks, Playground Replacement, ADA Adj.	Park Dev.	\$ 100,000.00				
35	Swansson Field - Playground Equipment	Park Dev.	\$ 275,000.00				
29	Swansson Field - New Lighting Blue/Red	Park Dev.	\$ 262,500.00				
25	Swansson Field - Reorient Blue Field	Park Dev.	\$ 250,000.00				
17	Swansson Field - 2 Season Shelter/Plaza	Park Dev.	\$ 143,750.00				
40	Pavement Management - Streets, Parking Lots, Trails*	Pavement Mgmt.		\$ 3,000,000.00			
15	Area West of Menards (Phase 2)	Stormwater				\$ 300,000.00	
30	Bio solids UST Mixing pumps & design	WWTP			\$ 360,000.00		
29	Sewer Replacement of streets being constructed	WWTP			\$ 50,000.00		
27	Phase II Gorton Ave LS; Construction and CRS	WWTP			\$ 300,000.00		
			\$ 1,849,250.00	\$ 3,000,000.00	\$ 710,000.00	\$ 300,000.00	\$ -

\*Once the project is determined other sources will also be used, i.e. Cash, State Aid, Utility Fee, MUC, etc.

*City of Willmar 2020  
Proposed Capital Improvement Program*

9/10/2015

Score	Project	Department	Cash	Bond	WWTP Fund	Storm Water	State Aid/Federal
39	Runway 3-31 Rehabilitation	Airport	\$ 7,500.00				\$ 67,500.00
16	Training Burn Facility	Fire	\$ 225,000.00				
37	Neighborhood Parks, Playground Replacement, ADA Adj.	Park Dev.	\$ 100,000.00				
23	Robbins Island - Remove Shelter except Guri	Park Dev.	\$ 56,000.00				
23	Robbins Island - Build 4 season shelter	Park Dev.	\$ 437,500.00				
40	Pavement Management - Streets, Parking Lots, Trails	Pavement Mgmt.		\$ 3,000,000.00			
33	Computer Forensics Eqt. Upgrade	Police Dept.	\$ 10,000.00				
33	Public Works Garage HVAC Mech. Shop paint area	Public Works	\$ 75,000.00				
30	MgOH Recirculation Pump	WWTP			\$ 8,755.00		
29	Sewer Replacement on streets being constructed	WWTP			\$ 50,000.00		
			\$ 911,000.00	\$ 3,000,000.00	\$ 58,755.00	\$ -	\$ 67,500.00

\*Once the project is determined other sources will also be used, i.e. Cash, State Aid, Utility Fee, MUC, etc.

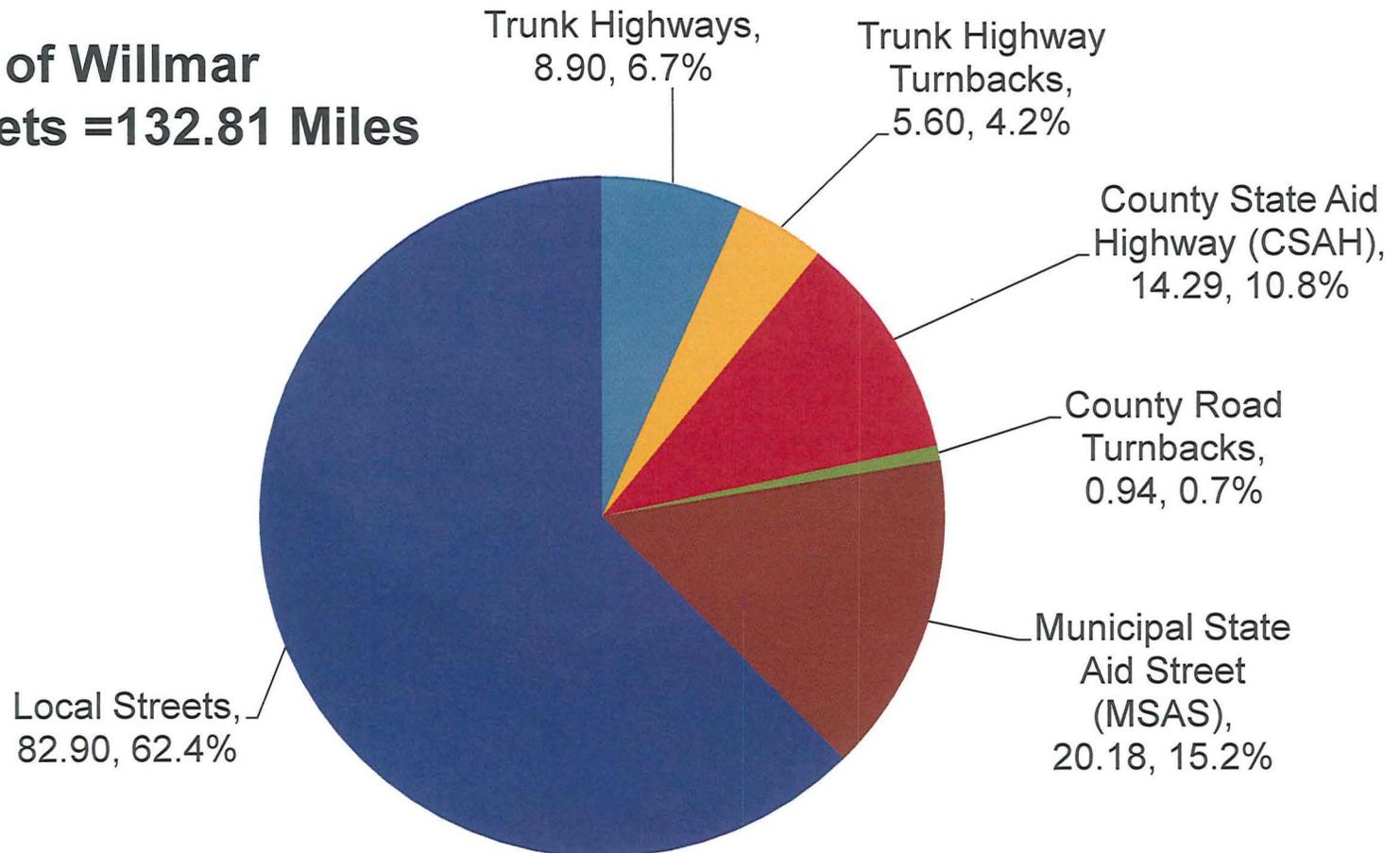


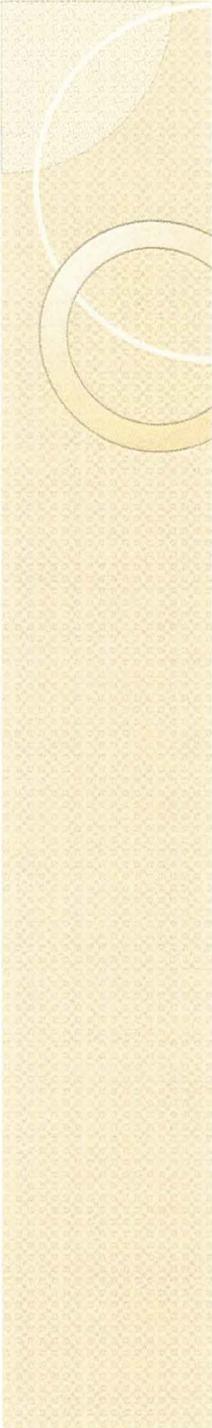
**CITY OF WILLMAR**

# Pavement Management Program

# Willmar Street Designations

**City of Willmar  
Streets = 132.81 Miles**

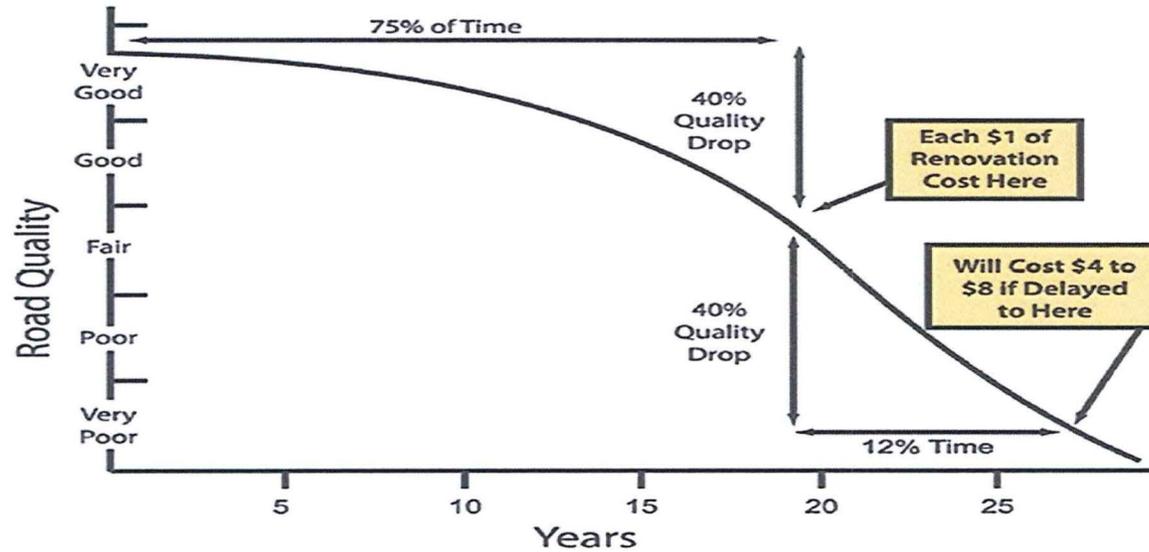




# Mileage History

- Total Miles 1967                      72.61
- Total Miles 1998                      121.17
- Total Miles 2009                      132.81
  
- Reconstructed/New 98-2009      28.27 miles
- Reconstruct/New 2010-15        10.91 miles
  
- Street Overlays 98-2009        17.74 miles
- Street Overlays 2010-15        8.39 miles

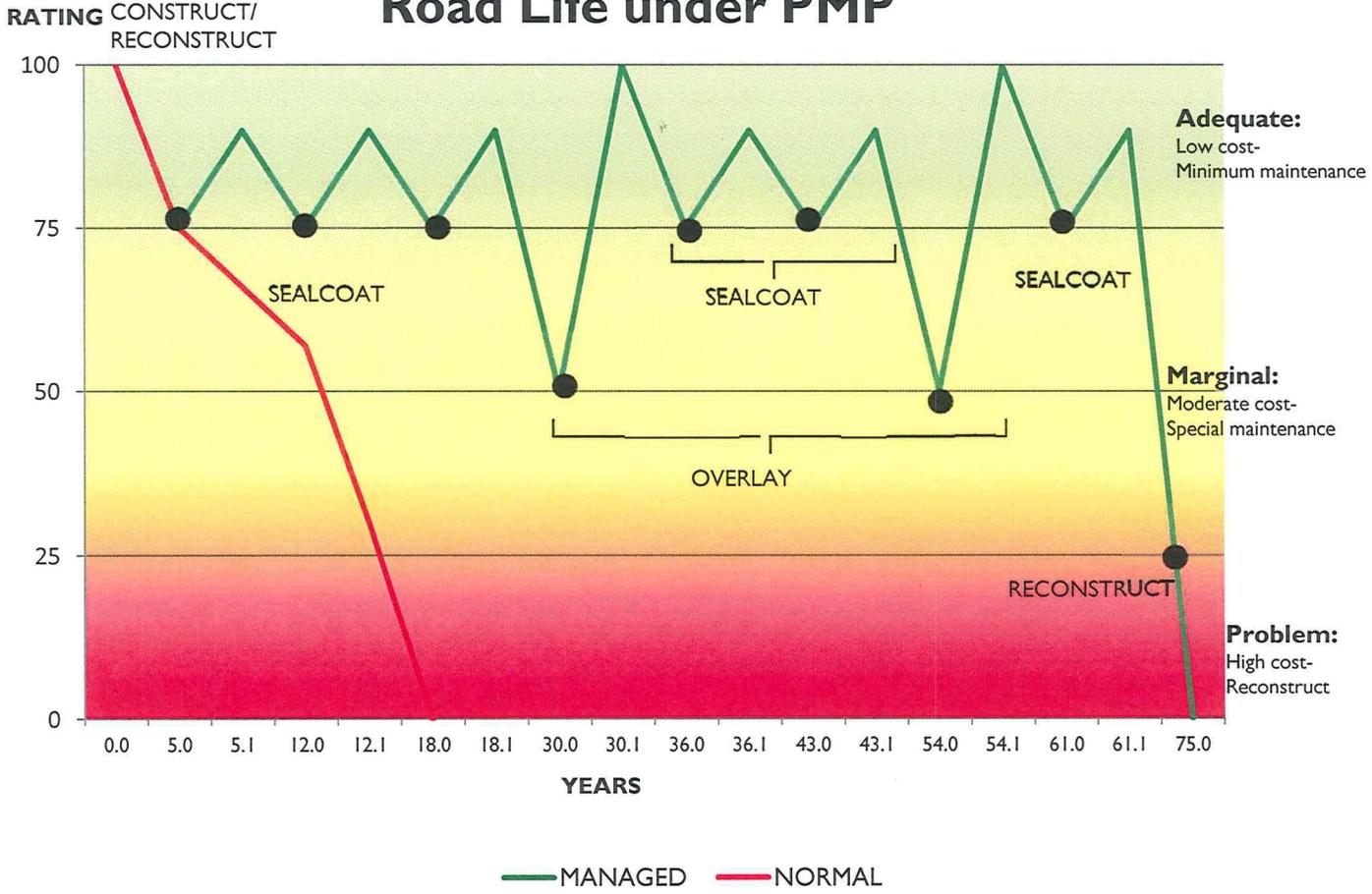
## Road Deterioration vs. Time



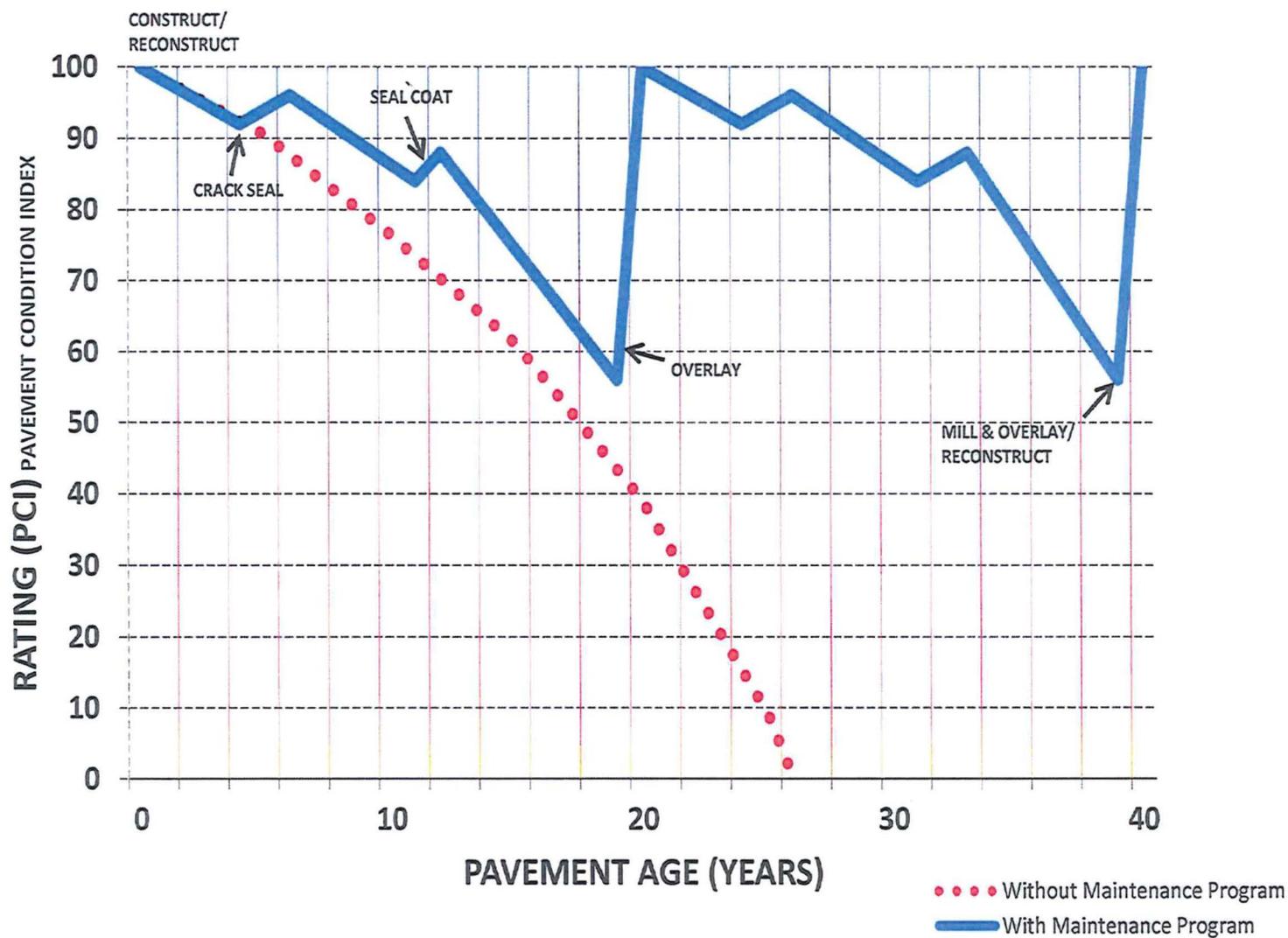
Timely maintenance is the key to getting the maximum life from our pavements. For every dollar not spent on timely preventive maintenance, \$4 to \$8 will be needed for complete reconstruction a few years later.

Source: Pavement Management System

# Road Life under PMP



# Maintenance Strategies for Life Cycle Extension



# Examples of Street Maintenance History

## Street Maintenance History

Project / Code	Location	Improvement	Length And Cost	Year Built	Recon struct	Over layed	Seal Coat	Crack Sealed	Rating	Status
2000 2000	23rd St SE From 3rd Ave SE To Hwy 12		0.21 Mi. \$0.00	1982	1985	2000	2007	2002	80	Transverse cracking is common. There is some longitudinal and block cracking. Minimal wear. (2010) Tile starting to cause heaving on west side (2012) Councilman Ahmann request - crack sealing
9101 1991	19th Ave SE From 1st St S (TH 71) To 915' east		0.17 Mi. \$0.00	1977	1991	2007	1999	2013	95	MSAS # 175-155-10 SAP 175-155-033 in 2007 (1997) Crack sealed Proposed sanitary sewer from Business 71 to point directly south of existing WWTP. 2007 Overlay- Mill 3" Full Width (2010) Transverse & longitudinal cracking
<b>Total Cost</b>		\$0.00	<b>Miles:</b>	0.38						



**Contacts**

**Engineering 320-235-4202**

Lynden  
Senior Technician ..... 320-214-5172

Luke  
Survey Technician ..... 320-214-5197

Darrell  
Technician ..... 320-214-5171

Sean Christensen  
Public Works Director PH 320-235-4252  
333 6th Street SW FAX 320-235-4917  
Willmar MN 56201 www.willmarmn.gov

**VACANT**  
Assistant City Engineer PH 320-235-4202  
333 6th Street SW FAX 320-235-4917  
Willmar MN 56201 www.willmarmn.gov

**Streets & Park Maintenance 320-235-3827**

Scott  
Superintendent ..... 320-235-3827

Gary  
Working Foreman ..... 320-235-3827

**For more information on streets**

**Construction:**  
Call Engineering at 320-235-4202.  
**Maintenance/repair:**  
Streets & Park Maintenance at 320-235-3827.

Visit the City web site at  
www.willmarmn.gov  
City of Willmar  
Streets & Park Maintenance  
801 West Hwy 40  
Willmar, MN 56201

**Streets & Park Maintenance Hours:**  
7 a.m. - 3:30 p.m.,  
Monday - Friday  
Phone: 320-235-3827

**Engineering Office Hours:**  
8 a.m. - 4:30 p.m.,  
Monday - Friday  
Phone: 320-235-4202

Leave a Message 24 Hours a Day

City of Willmar  
Public Works Department  
Public Works working for you --

**Pavement Management Program (PMP)**

The Pavement Management Program

(PMP) is a maintenance plan for streets. Maintenance crews perform the proper maintenance techniques at the optimum time. The results include:

- Prolonged pavement life.
- Reduced overall cost for streets.
- Reduced overall assessment rates for property owners.

**Every street is continually investigated**

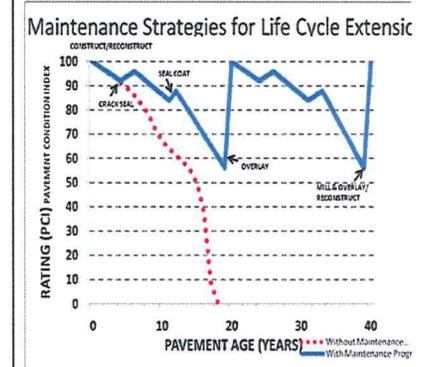
Willmar has over 130 center lane miles of roadways.

That's a lot of pavement -- and the condition of all these road surfaces are in the City's PMP database. How does the PMP work? City staff inspect our streets and assign them PCI (Pavement Condition Index) numbers on a scale of 100 to 1. The numerical designation determines what maintenance needs to be performed:



**Affordable price -- PMP equals less costly roads**

The typical street with little or no maintenance will last less than 20 years before it needs to be totally rebuilt. By performing periodic pavement sealcoats or overlays at the correct times, a street's lifespan can be more than doubled before costly reconstruction is needed.



**Funding the PMP**

The Public Works' Pavement Management Program has reduced the overall cost of keeping our streets in good condition. Sealcoating, the low-cost maintenance of roads, is funded from the City's General Fund. Overlay funds come from a variety of sources. Costly reconstruction of a street is funded from State Aid and special assessments to property owners.

**Lower assessment policy**  
Individual properties are only assessed for street reconstruction and, even then, only a portion of the costs. A single-, two-, or three-family residence only pays 50 percent of their portion of a project's cost on the legal address side. Properties such as commercial, industrial or multi-family residences pay 50 percent of their portion of a project's cost on all abutting streets. Other funding sources make up the difference.

**Assessment payment options**  
Road assessments may be paid with a one-time payment or over 10 years with a low simple interest charge.

## Construction techniques used in Willmar

### Patch and Repair / Cracksealing

**What is it?** A pothole or a small isolated section is cleaned of loose materials and filled.

A rubberized sealant is placed in cracks which have been thoroughly cleaned and dried. Crack sealing provides a protective coating and seals out water.

**Who patches and repairs?** The City's Maintenance crews repair our streets. The City hires contractors for crack sealing.



### Sealcoat

**What is it?** Sealcoat is a wear-resistant coating that protects pavements from oxidation and the effects of moisture.

A bituminous adhesive is sprayed on the existing surface and small graded aggregate rock is applied. Excess aggregate is swept off. Sealcoat is done every 2 years.

**Who sealcoats?** The City's Maintenance crews sealcoat our streets.

### Mill and Overlay

**What is it?** Bituminous surface is ground off and a new top layer of pavement is constructed.

Milling creates an even surface to ensure an even overall thickness to the new overlay, which is critical to ride quality. An overlay is a structural improvement that renews the street surface and extends the life cycle of the original pavement.

**Who does mill and overlay?** The City hires contractors.



### Reconstruction

**What is it?** Existing asphalt pavement and aggregate base are removed and replaced.

Reconstruction may also involve sub grade soil corrections. For streets that are below current design standards for width, drainage, or curb and gutter, an upgrade may be incorporated.

**Who does reconstruction?** The City hires contractors.

## Glad you asked...

### What is a street made from?

Asphalt cement and aggregate (rock) is mixed, heated and spread on a base of gravel.

### What will my boulevard look like afterward?

The property owner is responsible for relocating or repair to any private items in the right-of-way. Property owners will need to water the new grass.

### Will my underground sprinkler lines be affected?

Yes, if it is in the right-of-way (boulevard). Removal or relocation of a sprinkler system is the responsibility of the property owner.

### Will my mail or trash service be disrupted?

No. Regular services will not be affected.

### How will the water and sewer lines be affected?

Water, sanitary and storm lines will be checked and repaired as needed.

### We have a low spot in front of the house where water doesn't drain. Will it be fixed?

Yes, but please notify Public Works to confirm we are aware of the situation.

### Can we have speed bumps to slow traffic?

No. Speed bumps cause safety and maintenance problems and are difficult to plow.

### Can I get to my driveway during construction?

Yes, except if curb and gutter concrete is replaced. Concrete requires one week to cure.

### How long will construction take?

Two weeks before construction, you will get a notice with important information about the project. Large projects can take the entire summer (approximately three months).

### Will my sidewalk be repaired or replaced?

Depending on the condition, sections of sidewalks may be replaced.

## During construction

**C**onstruction areas are dangerous...

- Stay away from equipment, materials and trenches.
- Be especially careful to keep children away from these areas.
- Observe posted detour and/or warning signs.
- Survey stakes are important for project progress, please leave them up for the duration of the project.
- Contractors have many jobs going on simultaneously and may not be in your area for some time. Bad weather and unforeseen factors often extend the completion date.

Uneven road surfaces, dust, mud

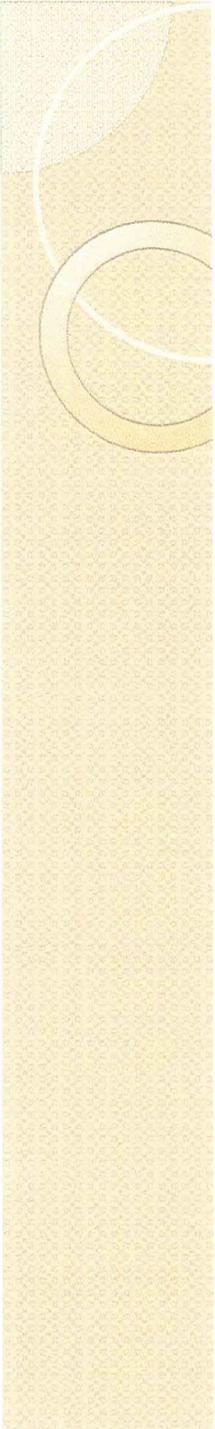
- The street may be rough and have areas where the surfacing has been removed.
- Dust may become a problem in dry weather. Driving slowly will create less dust. The contractor will water streets to reduce dusty conditions.
- In wet weather, muddy conditions may exist. If possible, crews will try to reduce these areas.

Disturbed boulevards, new seed/soil

The contractor will restore the disturbed area to a condition equal to that at the time of removal.

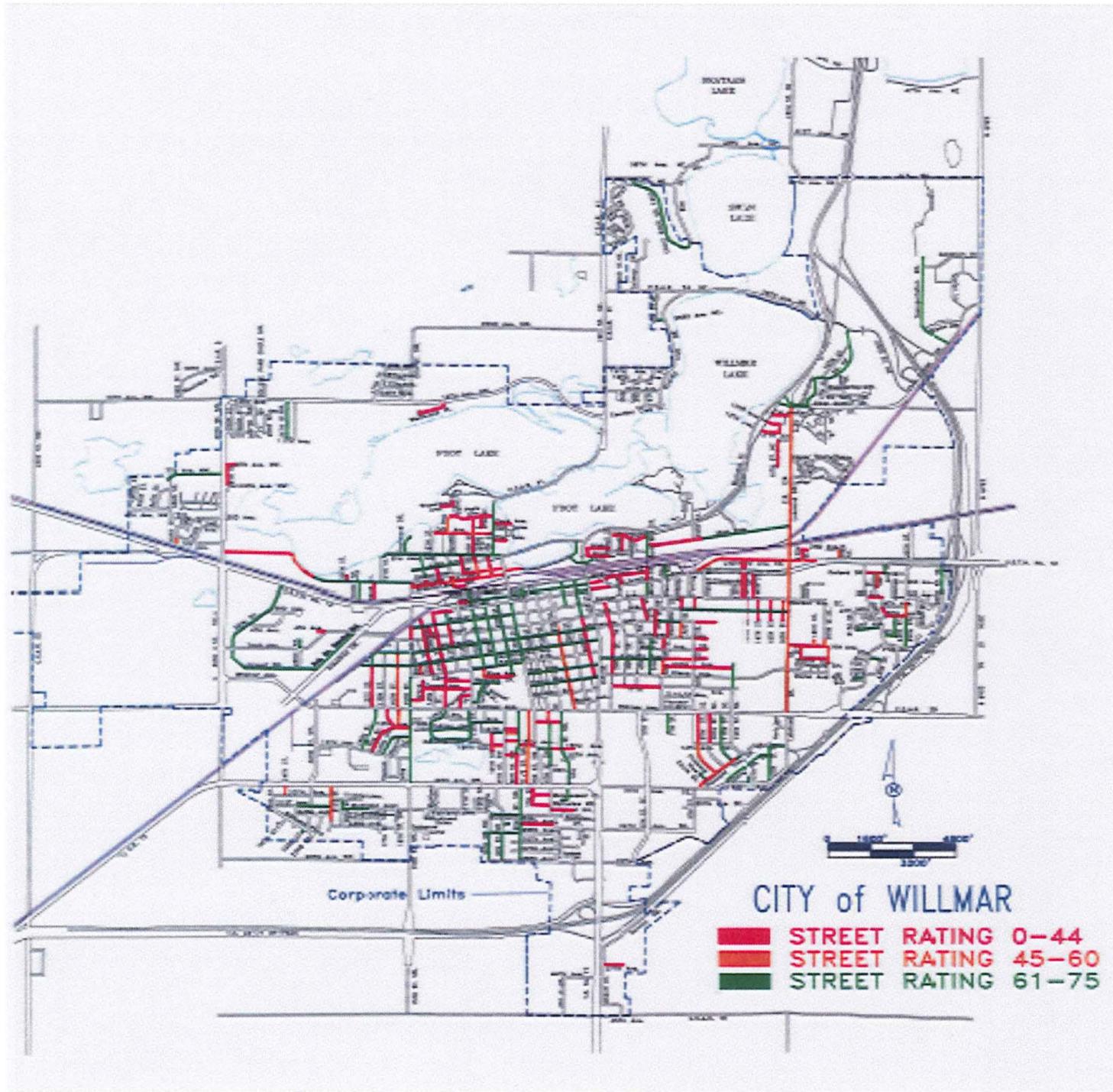
- Remove or relocate any sprinkler system, electrical lighting and/or invisible dog fences from the right-of-way (boulevard). The property owner is responsible for relocating or repair to any private items in the right-of-way.
- The contractor is responsible for new seed/soil for 30 days (30-day warranty).
- When the contractor's responsibility ends, watering becomes the property owner's responsibility.
- New seeding/soil will require frequent watering.
- Do not cut new grass for about 21 days. After that, raise the mower deck when cutting the grass for the first few times. Longer grass promotes a healthy lawn.



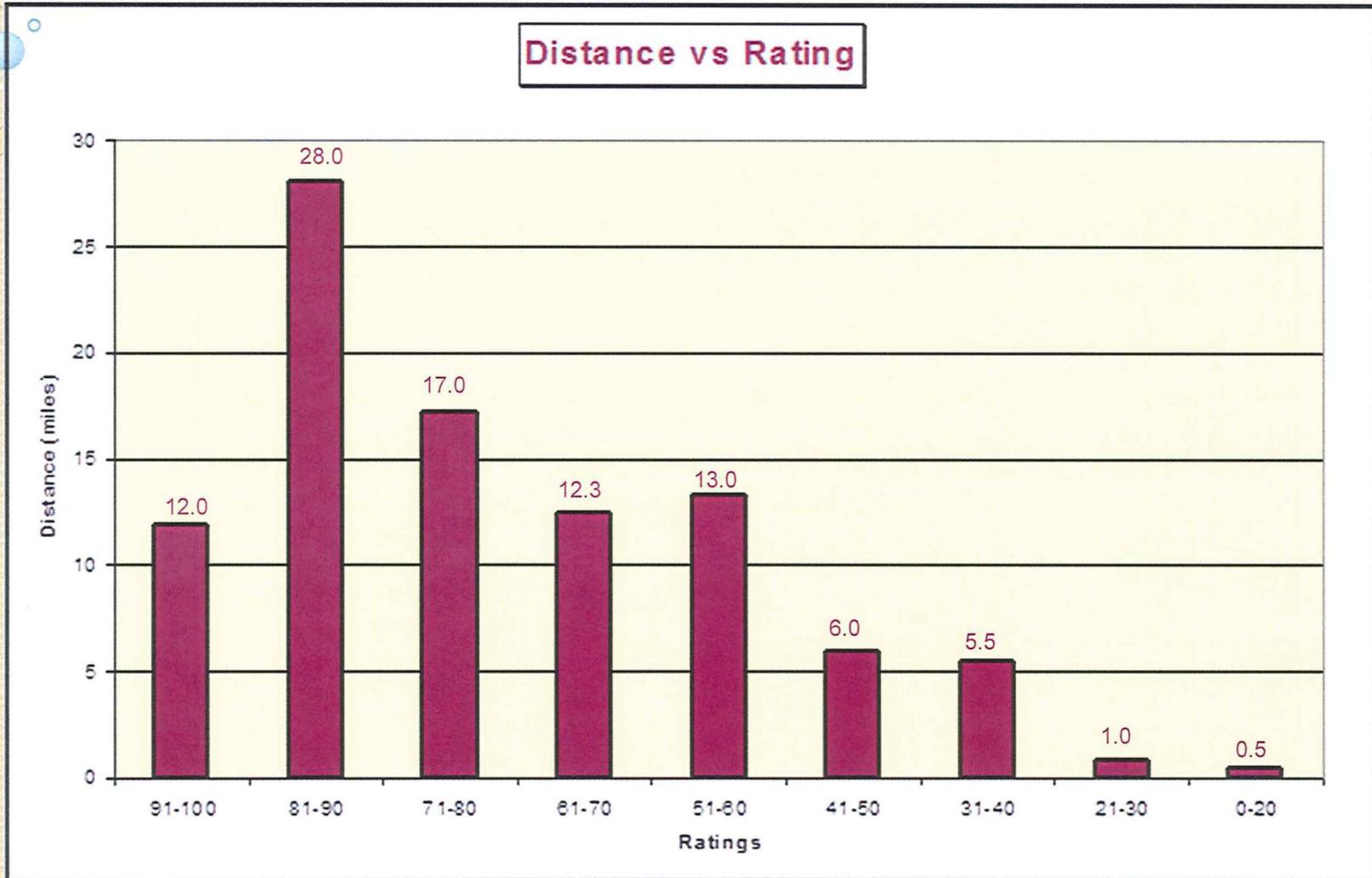


# Pavement Condition Index

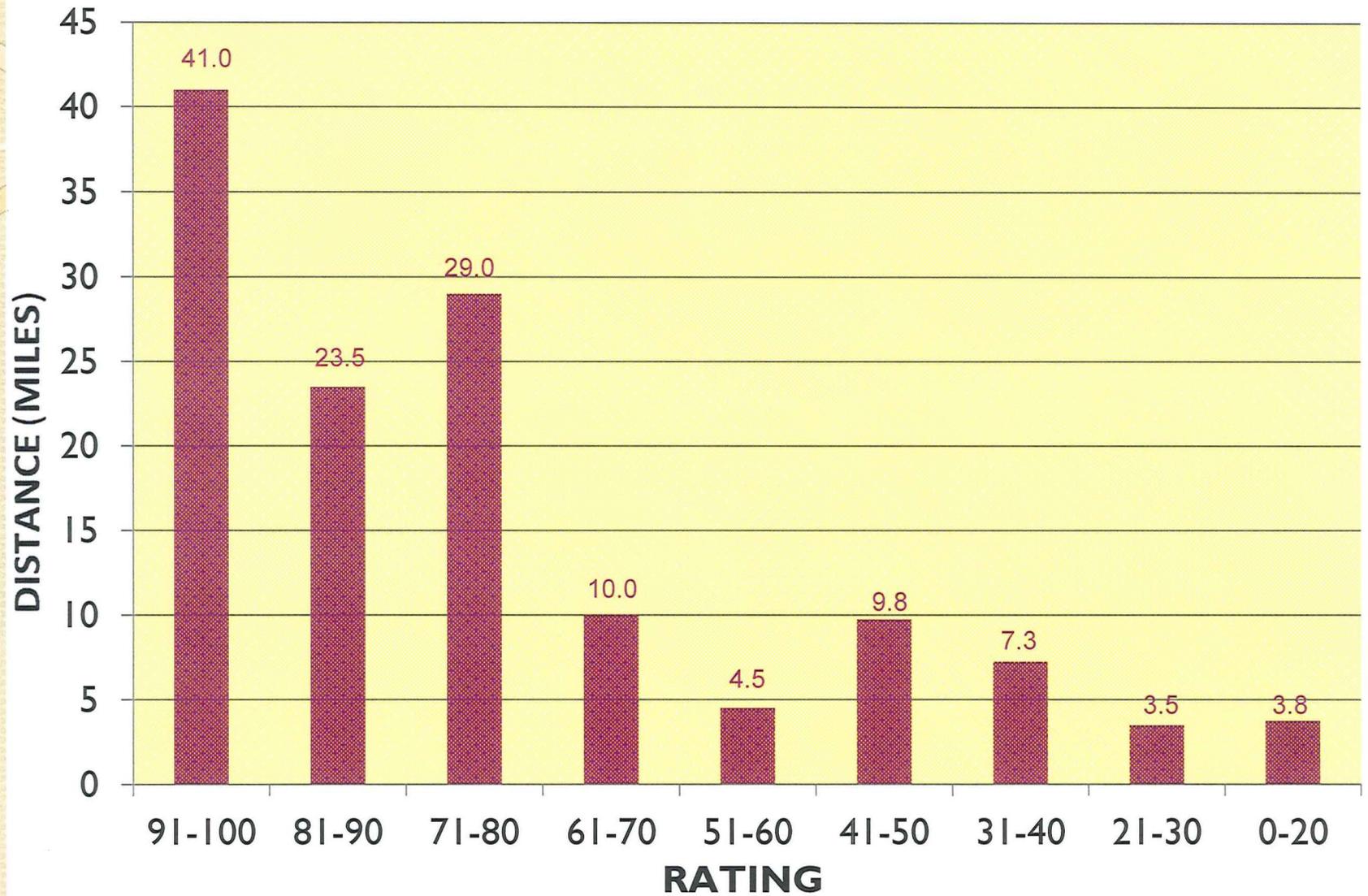
<u>PCI Number</u>	<u>Designation</u>	<u>Maintenance</u>
100	Newly Reconstructed	None
99-71	Adequate	Sealcoat
70-55	Marginal	Mill & Overlay
54 >	Problem	Reconstruct



# 2000 Distance vs Rating Chart



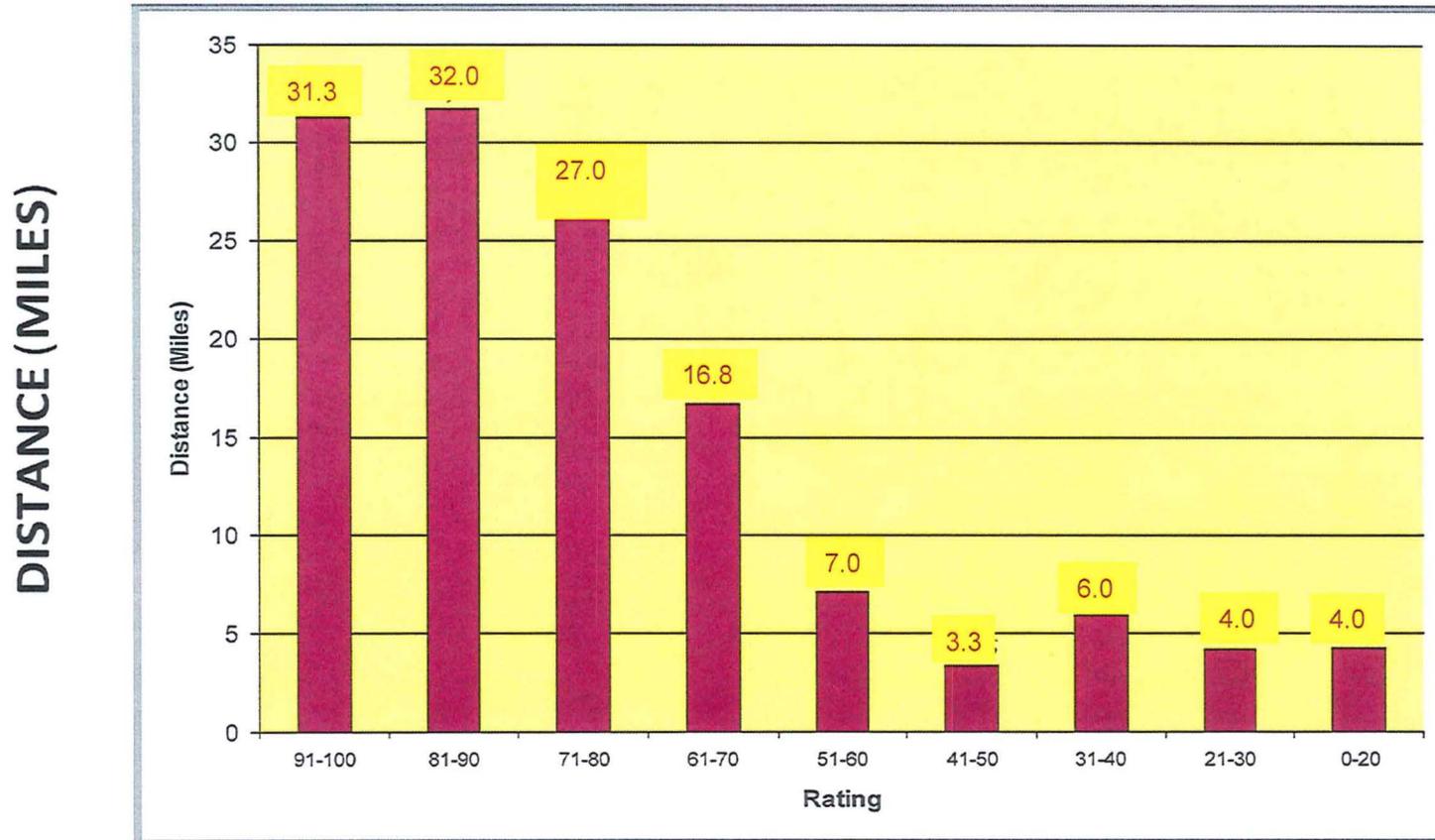
# 2009 Distance vs Rating Chart



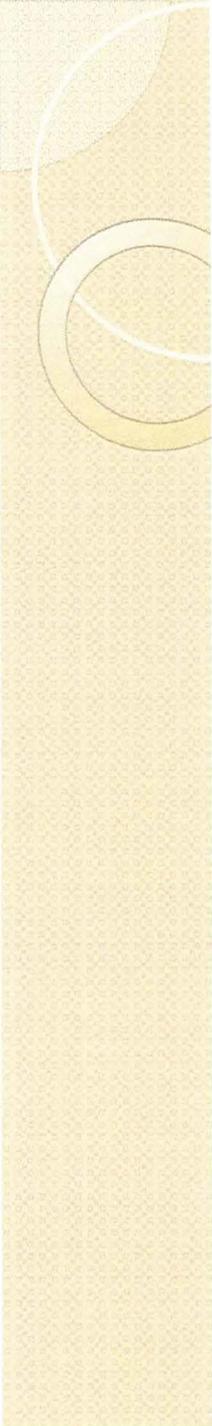
# 2014 Distance vs Rating Chart

2014  
Distance Vs Rating

FunctionalClass <> 'utl' And FunctionalClass <> 'pl' And FunctionalClass <> 'f' And FunctionalClass <> 'pth'



RATING



# Street Selection Criteria

- Age/Condition of Water Main per Municipal Utilities
- Age/Condition of Sanitary Sewer
- Storm Water Issues
- Street Maintenance Issues
- Age/Condition of Street Surfaces
- Location in City
- Funding Sources
- Traffic Volume
- Project Coordination

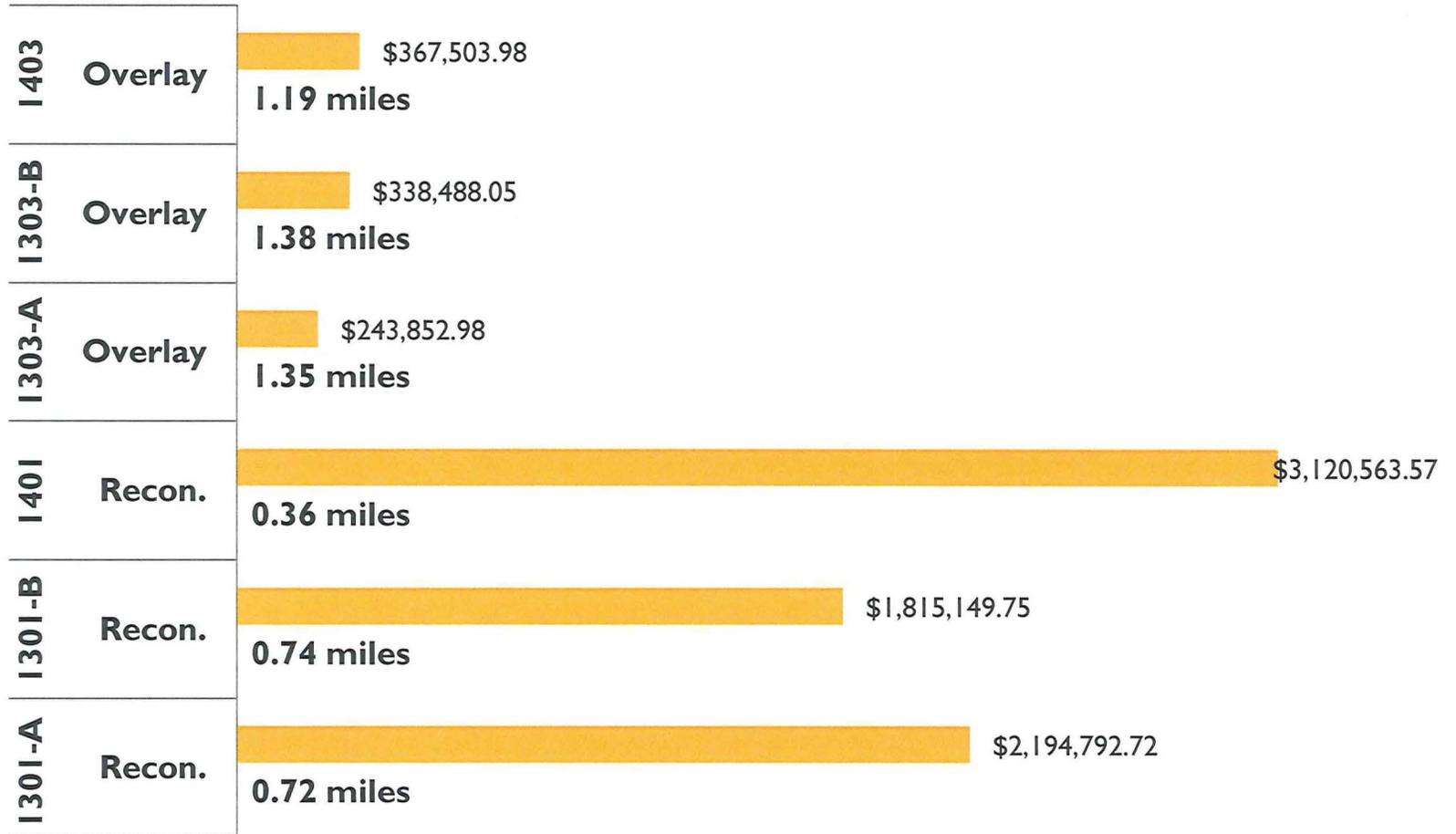


# Street/Pavement Improvement Funding

- Bonding (Debt)
  - Assessments
  - Community Investment Fund
  - Public Works Res. (Infr. Utility Fee \$4/month)
  - Future dedicated Levy or Revenues
- Cash
  - Excess Prior Year Revenues
  - Unspent Previous Capital Allocations
- Special Revenues
  - LOST

# Street Project Costs

■ Cost/Mile



**LABOR RELATIONS COMMITTEE**

**MINUTES**

The Labor Relations Committee/Full Council met on Wednesday, September 16, 2015 at 4:45 p.m. in Conference Room No. 1 at the Willmar City Office Building.

Present:	Steve Ahmann	.....	Chair
	Denis Anderson	.....	Member
	Ron Christianson	.....	Member
	Andrew Plowman	.....	Member
	Audrey Nelsen	.....	Member
	Tim Johnson	.....	Member
	Rick Fagerlie	.....	Member

Others present: Mayor Marv Calvin, Labor Attorney Frank Madden, WMU General Manager Wes Hompe, Dan Holtz, Carol Laumer, John Harren, and Matt Schrupp.

Item No. 1      Call to Order

The meeting was called to order by Council Member Ahmann at 4:45 p.m.

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

Council Member Anderson made a motion, seconded by Council Member Christianson to go into closed session. The meeting was closed at 4:46 p.m.

The meeting was reopened at 6:39 p.m. by motion of Council Member Christianson, and seconded by Council Member Anderson.

There being no further business, the meeting was adjourned at 6:40 p.m.

Respectfully submitted,

Janell Sommers  
Administrative Assistant

Rice Memorial Hospital

Board of Directors

September 2, 2015

**PRESENT:** David Anfinson, President; Dr. Michael Gardner, Treasurer; Eric Weiberg, Secretary; Directors Andrea Carruthers, Jon Saunders, and Dr. Lachlan Smith

**EXCUSED:** Dr. Douglas Allen, Vice President

**ADMINISTRATIVE STAFF:** Michael Schramm, Chief Executive Officer; Bill Fenske, Teri Beyer, Wendy Ulferts and Sandy Roelofs

**GUESTS:** Jackie Hinderks, Carl Sorensen, Shirley Carter

**Call to Order/Minutes:** President Anfinson called the meeting to order at 5:30 p.m. **ACTION:** A motion was made by Director Gardner, seconded by Director Smith, and carried to approve the consent agenda including the July 15, 2015 Board of Directors meeting minutes, the July 28, 2015 Medical staff Executive and Credentials Committee meeting minutes, the August 13, 2015 Finance Committee meeting minutes, and the June 30, 2015 Financial Statements.

**Patient Experience:** Teri Beyer reviewed a patient experience from a Rice Hospital patient who had reached his breaking point emotionally and was advised by his friend to go the Emergency Room at Rice Hospital. He did and was admitted to Rice Institute Inpatient (RII) unit for several days. He was so grateful for the care he received, particularly from the nursing staff, that he is now advising others not to wait until they are in crisis, but to seek professional help for issues as they arise. He originally had posted this message on Facebook and then also shared his message with one of the RII nurses.

**Medical Staff Report:** CEO Schramm presented the Medical Staff Report on behalf of Dr. Fred Hund, Chief of Staff, as follows: 1) Issue noted regarding members of our Medical Staff in terms of their credentials/medical degrees, such as M.D., D.O., as well as some who have been educated in other countries, i.e., MBBS. Discussion has been held on how these physicians should be designated in the computerized medical record, on the website, etc. After further investigation and discussion, Dr. Hund agreed that each physician should be designated as their credentials indicate and the designation that they have earned. 2) Acuity Adaptable Rooms: With the recent integration to the new unit there has been some confusion within the community that Rice Hospital no longer has an Intensive Care Unit. A positive patient experience was reviewed for the Board, on behalf of Dr. Hund, in regard to a recent patient of his who was very ill and was very well cared for in one of our new Intensive Care rooms. The transition for the staff to the new unit has gone well. 3) Currently working through a process on how best to handle patients that come to our facility in regard to medical cannabis. This has not been finalized with the Hospital's Medical Staff, but work continues on the development of a policy for the organization. Rice's position is that we need to be proactive rather than reactive. **ACTION:** A motion was made by Director Gardner, seconded by Director Smith, and carried that the Medical Staff appointments for the month of July, 2015 be approved as presented and recommended: **INITIAL APPLICATIONS :** Transfer from Temporary Privileges to Provisional Active: Pankaj Goyal, M.D. – Hospitalist/Department of Internal Medicine. Affiliated Community Medical Center, Willmar, MN. Temporary privileges granted effective 6/1/2015. Transfer from Temporary Privileges to Provisional Affiliate: Jason Erickson, M.D. – Gastroenterology/Department of Internal Medicine. CentraCare Clinic Health Plaza, St. Cloud, MN. Temporary privileges granted effective 5/18/2015. Transfer from Temporary Privileges to Provisional Allied Health: Theresa Kellner, LDA – Dental Assistant/Department of Surgery. Oral-Facial Surgery, Willmar, MN. Responsible Physician: Dr. Hughes. Temporary Privileges: 7/1/2015. Provisional Active: Leah Dvorak, M.D. – Pathologist/Department of Pathology. Minnesota Pathologists Chartered, Willmar, MN. Provisional Affiliate: Michael Merck, MD – Ophthalmology/Department of Surgery. Regional Eye Specialists, P.A., Hutchinson, MN. Locum Tenens: Sarah Huber, M.D. - Obstetrics & Gynecology/Department of Obstetrics & Gynecology. Weatherby Healthcare, Fort Lauderdale, FL. Anticipated start date: 8/24/15. Victor Rostapshov, M.D. – Hematology/Oncology/Department of Internal Medicine, CompHealth, Salt Lake City, UT Locum Tenens Privileges were granted: 7/6/2015. **REAPPOINTMENT APPLICATIONS:** Active Staff: Dale Bays, DDS, MD - Department of Surgery. Oral-Facial Surgery, Willmar, MN. Provisional Active: David Beck, M.D. – Hospitalist-Internal

Medicine/Department of Internal Medicine. HealthEast Care System, St. Paul, MN. Proposed Extension of Provisional Active. Affiliate Staff: Raymond Watts, M.D. – Emergency Medicine/Department of Emergency Medicine. Freelance Physician, San Diego, CA. Allied Health Staff: Jamie Bohner, LDA – Surgical Assistant/Department of Surgery. Oral-Facial Surgery, Willmar, MN. Amanda Hirman, LDA – Surgical Assistant/Department of Surgery. Oral-Facial Surgery, Willmar, MN. Randal Nelson, PA-C – Physician Assistant/Department of Radiology. Suburban Radiologic Consultants, Bloomington, MN. Responsible Physician: John Olsen, M.D. Kathleen Quarzenski, RN-CNP – Nurse Practitioner/Department of Surgery. Heartland Orthopaedic Associates, P.A. Responsible Physician: Eric W. Nelson, M.D. Matthew Reinertson, ATC, CSCS – Surgical Assistant/Department of Surgery. Heartland Orthopaedic Associates, P.A. Aimee TeBrake, CNS – Certified Clinical Nurse Specialist / Department of Family Practice. Family Practice Medical Center, Willmar, MN. Jessica Vagle, ACNS-BS, FHP-BC – Family Nurse Practitioner and Adult Clinical Nurse Specialist/ Department of Internal Medicine. Willmar Regional Cancer Center, Willmar, MN. Additional Privileges – Robotic Surgery: Stephen Bell, MD. Steven Kidd, MD. Thomas H. Lange, M.D.

**Financial Report:** Bill Fenske, CFO, stated that on an annual basis, a report is presented to the Board on the Rice Memorial Hospital's (RMH) billing practices. It is a requirement that Jackie Hinderks, Director of Revenue Cycle, review the Attorney General Agreement Annual check-off list with the Hospital's CEO and CFO as well as with the Board of Directors. Any changes in policies regarding billing and collections must also be reviewed annually with Administration and the Board. Jackie Hinderks reviewed the following information, as required: 1) Attorney General (AG) Checklist: a) Review contract with third party collection agencies and determine whether to renew contract. *The contracts are consistent with prior year – no changes have been made.* b) Provide AG office with the % discount provided to uninsured patients as compared to the discount provided to Rice's most favored provider. *2014 discount based off of the average reimbursement rate with BCBS is 30%.* c) Review filing of debt collection litigation against hospital patients including the garnishment of patient wages subsequent to entry of a default judgement. *Litigation pursued appears to be in line with AG requirements.* d) Review the debt collection activities of RMH's debt collectors. *There were no instances in 2014 in which a business office team member failed to follow the collection policy.* e) Review the debt collection activity of Rice's third party debt collection agencies. 1) *There was one case in which the AG contacted a law office (legal entity of JCC).* 2) *There were 11 complaints received by JCC in 2014.* 3) *There were two complaints filed for Collection Resources in 2014.* f) Rice's compliance with AG policies: 1) *All reviews of the billing and collection process shows that Rice understands the policies in the AG agreement and adheres to the policies.* 2) *There was one case in which the AG contacted Rice.* 3) *There were two cases in which Administration received a complaint about its billing practices.* 4) *There was one case where the Minnesota Department of Health was contacted.* Changes were also reviewed for the Board in regard to both the Hospital's Financial Counseling Policy & Procedure as well as its Self Pay Billing & Collections Procedure. The Board also viewed a video clip in regard to the Hospital's patient registration and billing/insurance processes. **ACTION: A motion was made by Director Gardner, seconded by Director Carruthers and carried that the Rice Memorial Hospital Board of Directors approve the Attorney General checklist as well as the following Hospital policy and procedures: Self Pay Billing & Collections Procedures. Financial Counseling Policy and Procedure.**

#### **CEO Report – Mike Schramm:**

1. Facility Projects: a) We are putting the final touches on the Behavioral Health bed expansion project. The Rice Health Foundation will be hosting an open house for project donors on September 9. b) Plans are also underway for moving some of the Hospital's Lab services to the second floor in order to create space for the new permanent PET/CT Scanner. The new scanner should be installed by the end of the year of shortly thereafter.
2. Rice Rehab Center Project: a) Bids for the Rehab project have been received and will be presented to the Board for review and approval at tonight's meeting. b) The demolition of the Jade Center took place on August 27 and was completed within a few hours. c) We continue to communicate with our staff, patients, and visitors about parking options during the construction project.
3. Willmar Medical Services (WMS): a) Ambulatory Surgery Center (ASC): i) An ASC Steering Committee meeting is scheduled with Mohagen Hansen next week who is the Architectural firm we have engaged for the project. The Steering Committee along with the Project's Working Committee will continue to meet on a monthly basis in order to review and discuss project details. ii) Plans are underway for the installation of the new EPIC EMR system during the first quarter of 2016.

4. Recruitment: a) We have signed a contract with a Psychiatric Nurse Practitioner who will start in RII at the end of September. b) Physician recruitment efforts continue in the areas of Psychiatry, Emergency Services, Surgery, Pediatrics, and Orthopedics.
5. Employee Engagement Survey: We are currently conducting an Employee Engagement Survey at Rice. This is a follow-up survey to the one conducted two years ago. The same firm is being utilized for the survey process which will be beneficial in comparing questions/results.
6. Rice Health Foundation (RHF): a) The Foundation is currently working on capital campaign efforts for the Hospital's Rehab Center building project. The Foundation has developed a video for the Rehab Center project. We will plan for the Board of Directors to view the video at its September 23 meeting. b) The Foundation Board will be holding a strategic planning retreat on September 10.
7. Union Negotiations: Preparations are now underway for the Hospital's bargaining unit negotiations which will begin this Fall.

**New Business:**

- A. Rehab Building Project Bids: 1) A summary of the Rice Rehab Center building project bids was presented to the Board of Directors. At the May, 2015 Board meeting, the Board authorized Administration to proceed with construction documents and bidding of the project with the timeline of bringing back the bids for subsequent approval. 2) Bill Fenske presented the Artist's sketch/drawing for the new Rice Rehab Center to the Board. 3) Mr. Fenske reviewed the bids for the project and stated that the bids came in higher than expected. The projected construction costs for the project were \$4.9 million. Two alternates for the project were also shared to be considered at an additional \$500,000 or \$5.4 million in total construction cost. The bid tabulation presented to the Board had an estimated construction cost of \$5.9 million. Factors involved in the increase in costs for the project included: a) There was not a significant amount of interest from contractors in the project. b) Most of the contractors are very busy and with the tight schedule from receiving the construction documents to bid submission date, some of the contractors were unable to compile and submit bids for the project. c) There were also some design changes made from the initial documents developed in July to the final construction documents in mid-August. Rice Administration has met with Marcus Construction and Perkins+Will to determine what value engineering can be accomplished once the bids are awarded. It is believed that \$300,000+ can be value engineered out of the project thus lowering the construction costs closer to the May, 2015 estimated costs. There are two Bid Packages (3A and 6) that Administration believes need to be re-bid and Marcus Construction will be seeking out contractors interested in bidding this work. **ACTION: A motion was made by Director Gardner, seconded by Director Carruthers and carried that the Rice Memorial Hospital Board of Directors approve the Rice Rehab Center Project Bid Packages as presented, excluding bid package 3A and 6 for a total cost of \$4,243,886.67 (construction cost only not including general conditions, contingencies, fees, etc.); and that Bid Packages 3 A and 6 be re-bid and brought back to the Board of Directors for review and final approval.**

**Adjournment:** There being no further business, the meeting was adjourned at 6:30 p.m.

Submitted by:

Eric Weiberg, Secretary

**WILLMAR MUNICIPAL UTILITIES MINUTES**

**MUNICIPAL UTILITIES AUDITORIUM**

**SEPTEMBER 14, 2015**

The Municipal Utilities Commission met in its regular meeting on Monday, September 14, 2015 at 11:45 a.m. in the Municipal Utilities Auditorium with the following Commissioners present: Matt Schrupp, Dan Holtz, Jeff Nagel, Justin Mattern and Abdirizak Mahboub. Absent were Commissioners Carol Laumer and Joe Gimse.

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, Power Resources Analyst Michelle Marotzke, City Attorney Robert Scott (via teleconference), City Councilman Andrew Plowman, and WC Tribune Journalist David Little.

Due to the absence of Secretary Laumer, President Schrupp opened the meeting by appointing Commissioner Nagel to serve as Acting Secretary. Following the appointment, President Schrupp proceeded to request a resolution to approve the Consent Agenda. It was noted that included in the bills being presented for payment, were the annual contributions to the Salvation Army and Heartland Community Action Agency (each in the amount of \$4,000) which were being requested for approval as Item #5 of today's agenda. Following review and discussion, Commissioner Mattern offered a resolution to approve the Consent Agenda pending the approval of agenda Item #5 for the contributions to both Salvation Army and Heartland Community Action Agency. Commissioner Nagel seconded.

**RESOLUTION NO. 36**

"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 August 24, 2015 Commission meeting; and,
- ❖ Bills represented by vouchers No. 144101 to No. 144218 inclusive in the amount of \$429,536.75 with a MISO charge in the amount of \$38,965.65, and a Westmoreland Resources (coal) payment in the amount of \$82,354.05

Dated this 14<sup>th</sup> day of September, 2015.

\_\_\_\_\_  
President

ATTEST:

\_\_\_\_\_  
Acting Secretary

The foregoing resolution was adopted by a vote of four ayes and zero nays, with Commissioner Holtz abstaining.

Commissioner Holtz reviewed with the Commission the minutes of the September 2<sup>nd</sup> WMU Labor Committee meeting. The main topic of discussion focused on establishing an acceptable total

compensation package for the 2016 General Manager's contract. Along with the compensation package to be presented, a number of language changes and modifications will also be incorporated into the contract. It was the consensus of the WMU Labor Committee to make the recommended modifications to the contract with the intent of approving the 2016 contract on September 17<sup>th</sup> (immediately following the scheduled WMU/IBEW labor negotiating session). The contract would subsequently be presented to the full Commission for formal approval at the next regular MUC meeting. Following discussion, Commissioner Nagel offered a motion to approve the minutes of the September 2<sup>nd</sup> WMU Labor Committee meeting as presented. Commissioner Mattern seconded the motion which carried by a vote of five ayes and zero nays.

General Manager Hompe and Director of Finance Hunstad discussed with the Commission the newly negotiated Agreement for Payment of Intergovernmental Transfer to the City of Willmar (aka Payment in Lieu of Taxes or PILOT). The 2016, 2017, and 2018 transfer payments shall be \$7.70/mwh x (times) the annual MWh sales from January 1<sup>st</sup> to December 31<sup>st</sup> each year. (Annual sales are based on the average of the previous five years.) The transfer payments are not to exceed a 2% increase in the amount of the previous year. In no event shall the annual payment be less than the previous year. Hunstad noted that the Intergovernmental Payment Transfer to the City of Willmar for 2015 would be in the amount of \$2,136,842. The annual transfer payments shall be made in equal quarterly installments on March 30, June 30, September 30, and December 30, of each year. Following discussion, Commissioner Holtz offered a resolution to approve the three-year Agreement for Payment of Intergovernmental Transfer with the City as presented. Commissioner Mahboub seconded.

#### **RESOLUTION NO. 37**

"BE IT RESOLVED, by the Municipal Utilities Commission of the City of Willmar, Minnesota, that the three-year Agreement for Payment of Intergovernmental Transfer with the City of Willmar be approved as presented."

Dated this 14<sup>th</sup> day of September, 2015.

\_\_\_\_\_  
President

ATTEST:

\_\_\_\_\_  
Acting Secretary

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

At this time, a number of utility-related reports were presented to the Commission by Staff. These informational reports and analyses included:

1. June 2015 Financial Statements & Report (Director of Finance Hunstad)
2. June 30, 2015 Investment Report (Director Finance Hunstad)
3. May 2015 Power Supply Report (Power Supply Manager Carlson)
4. August 2015 Wind Turbine Report (Director of Operations Harren)

Customer Service Supervisor Stien reviewed with the Commission a request to contribute to two area heating assistance programs. The two programs are Salvation Army HeatShare and Heartland Community Action Energy Assistance. Since WMU does not have a policy to assist low-income

customers in paying their heating bills, it was being recommended that a donation of \$4,000 to each program be approved to support these programs. Stien noted that during the previous heating season, WMU received approximately \$147,000 in total revenue through their combined efforts (746 customers effected). Following discussion, Commissioner Nagel offered a resolution to approve a contribution in the amount of \$4,000 each to support the Salvation Army HeatShare Program and the Heartland Community Action Energy Assistance Program. Commissioner Holtz seconded.

### RESOLUTION NO. 38

“BE IT RESOLVED, by the Municipal Utilities Commission of the City of Willmar, Minnesota, that a contribution in the amount of \$4,000 be approved to both the Salvation Army HeatShare Program and the Heartland Community Action Energy Assistance Program to assist with their low-income customer programs.”

Dated this 14<sup>th</sup> day of September, 2015.

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President

ATTEST:

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Acting Secretary

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

At the recent 2015 Strategic Planning Session (July 22<sup>nd</sup>), Staff had recommended to the Commission that consideration be given to modify both WMU’s current Mission Statement and Principal Statement. The intention was to simplify the statements while emphasizing the attributes of the WMU. (A new WMU Principal Statement had received Commission approval on August 24<sup>th</sup>) Following discussion and review of the alternative options for the WMU Mission Statement, Commissioner Holtz offered a motion to approve the new WMU Mission Statement as follows:

***“Willmar Municipal Utilities will provide safe, reliable & quality utility services at competitive rates for their customers.”***

Commissioner Mahboub seconded the motion which carried by a vote of five ayes and zero nays.

General Manager Hompe introduced Michelle Marotzke, the latest addition to the WMU staff. Michelle will fill the position of Power Resources Analyst. She will assist with all electric power scheduling and its associated responsibilities. We’re pleased to have Michelle join the WMU team!

General Manager Hompe informed the Commission that representatives from WMU and Great River Energy (GRE) had met recently to discuss establishing a Memorandum of Understanding (MOU) between the two entities. The MOU would focus on substation and transmission sharing (i.e. projects, facilities, etc.). Further discussions will continue.

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

- WMU/IBEW Labor Negotiating Session (2<sup>nd</sup>) – Thurs., Sept. 17<sup>th</sup> @ 9:00 a.m.
- Annual Open House (Public Power Week) – Tues., Oct. 6<sup>th</sup> @ 4:00-6:30 p.m. (Willmar Civic Center)
- WMU/IBEW Labor Negotiating Session (3<sup>rd</sup> if needed) – Thurs., Oct. 8<sup>th</sup> @ 9:00 a.m.
- Schedule a WMU Planning Committee (TBD – Sept. or early Oct.)

There being no further business to come before the Commission, Commissioner Mattern made a motion to adjourn the meeting. Commissioner Holtz seconded the motion, and the meeting was adjourned at 12:26 p.m. by a vote of five ayes and zero nays

Respectfully Submitted,

WILLMAR MUNICIPAL UTILITIES

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Beth Mattheisen  
Administrative Secretary

ATTEST:

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Jeff Nagel, Acting Secretary

**WILLMAR PLANNING COMMISSION  
CITY OF WILLMAR, MN  
WEDNESDAY, SEPTEMBER 9, 2015**

**MINUTES**

1. The Willmar Planning Commission met on Wednesday, September 9, 2015, at 7:00 p.m. at the Willmar City Offices Conference Room #2.

**Members Present:** Andrew Engan, Margaret Fleck, Aaron Larson, Steve Gardner, Randy Czarnetzki, and Rolf Standfuss.

**Members Absent:** Scott Thaden, Bob Poe, and Gary Geiger.

**Others Present:** Greg Hayes, Taylor Cooper, Charles O. Miller, Bruce D. Peterson- Director Planning and Development Services, and Megan M. DeSchepper-Planner.

2. MINUTES: The minutes of the August 26, 2015 meeting were approved as submitted.
3. CHIPS HOLDINGS PLANNED UNIT DEVELOPMENT CONDITIONAL USE PERMIT-FILE NO. 15-07: The public hearing opened at 7:04 p.m. Greg Hayes presented the conditional use permit request for a planned unit development, on behalf of Chips Holdings LLC, for property legally described as follows: Lot 1, Block 2, Eastgate Addition (101 25<sup>th</sup> St. SE). The applicant wishes to subdivide the property into two lots with a private street (Outlot A). The commercial planned unit development will allow the subdivision of land that otherwise wouldn't have access. All utilities and services will be private to the second proposed lot.

No one appeared to speak for or against the request and the public hearing closed at 7:04 p.m.

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

Mr. Hayes submitted the private declarations and covenants and they have been reviewed and approved by City Staff.

Mr. Czarnetzki made a motion, seconded by Ms. Fleck, to approve the conditional use permit for a planned unit development with the following conditions:

- A. The declarations and covenants of the planned unit development shall be recorded with the final plat.
- B. The use shall meet all applicable local, state, and federal rules and regulations at all times.

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

The motion carried.

4. EASTGATE 2<sup>ND</sup> ADDITION-PRELIMINARY/FINAL PLAT- FILE NO. 15-04: The public hearing opened at 7:09 p.m. Greg Hayes presented the request for preliminary/final plat review of a two lot subdivision of land legally described as follows: Lot 1, Block 2, Eastgate Addition and the North 15' of Lot 2, Block 2, Eastgate Addition (101 25<sup>th</sup> St. SE). The two lot plat is part of a planned unit development with private street. The lots exceed minimum lot sizes. Lot 2, the proposed second lot of the plat will be serviced via private utilities.

With no comments from the public the hearing closed at 7:09 p.m.

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

Mr. Gardner made a motion, seconded by Mr. Standfuss, to approve the plat with the following conditions:

- A. Declarations/covenants shall be recorded with the plat.
- B. 5' utility easements shall be added along all lots lines (Lots 1-2).
- C. Parking shall only be permitted on one side of the private street.
- D. Show existing ingress/egress easement adjacent to the south line of Outlot A on preliminary plat.

The motion carried.

5. CITY REZONE G/I TO AG- FILE NO. 15-03: The public hearing opened at 7:12 p.m. Staff presented a rezone request initiated by the City of Willmar of City owned property from G/I (Government/Institutional) to Ag (Agricultural) on property legally described as : part of the SE ½ of Section 23, Township 119 North, Range 36 West (for full legal see file) Township Rd. 116. The property is going to be sold for an Ag use. The abutting properties that are all in the County's jurisdiction are zoned Ag Preservation.

No one appeared to speak for or against the request and the public hearing closed at 7:12 p.m.

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

Mr. Gardner made a motion, seconded by Ms. Fleck, to approve the rezone and forward it onto the City Council for a public hearing and ordinance adoption.

The motion carried.

6. WILLMAR POULTRY COMPANY BROODING FACILITY CONDITONAL USE PERMIT-FILE NO. 15-09: The public hearing opened 7:17 p.m. Staff presented the request for a conditional use permit for a nursery brooding facility on behalf of Willmar Poultry Company on property legally described as follows: part of the SE ½ of Section 23, Township 119 North, Range 36 West (for full legal see file) Township Rd. 116. They are proposing a 13,360 sq. ft. building on the 6.12 acre site. All setbacks are met and the proposed accesses will require County approvals. The poults will be on site for 10-14 days and then moved elsewhere. There will be minimal employees on site and mostly semi-truck traffic.

With no one present to speak for or against the request, the hearing closed at 7:17 p.m.

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

Staff added that the applicant wants City sewer access but does not need City water. The site will not affect the trap range or Waste Water Treatment Facility. No stormwater issues have been noted for the site.

Mr. Czarnetzki made a motion, seconded by Mr. Larson, to approve the conditional use permit with the following conditions:

- A. The use shall meet all applicable local, state, and federal rules and regulations at all times.

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

The motion carried.

7. COOPER HOME OCCUPATION CONDITONAL USE PERMIT-FILE NO. 15-08: The public hearing opened at 7:40 p.m. Taylor Cooper presented a request for a conditional use permit for a home occupation for retail sales of tactical gear and equipment through online and on site transfers on property legally described as: Lot 3, Block 1, Yorktown Estates Second Addition (2304 21<sup>st</sup> St. SW). Mr. Cooper explained that he applied for a Federal Fire Arms License and that the ATF requires the City Zoning Department verify zoning, at which point the home occupation conditional use permit process was started. Mr. Cooper will operate the majority of his business online with distributors. He will not have inventory at his home except in the case of transfers which he will do at public places not his home. There will be no exterior changes to the home, there is off-street parking available in the driveway, and Mr. Cooper will be the sole employee of the business.

Charles Miller, an adjacent property owner, spoke in favor of Mr. Cooper's request and said he is a man of integrity and everything he says is straight and true.

With no further comments from the public, the hearing was closed at 7:45 p.m.

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

The Commission discussed traffic to the site, mainly Fed Ex or UPS deliveries. The Commission talked about interim use permits that could put a time limit on requests. However, the traditional conditional use permits cannot be given a sunset date. The conditional use permit regulation that strictly retail sales businesses would not be allowed as a home occupation was discussed. The Commission debated whether this request was simply retail or if the transfer process was service based. Concern was expressed about setting precedent for other retails businesses out of homes.

Mr. Cooper stated his wife and kids are at home and the only onsite transfers he would do would be to family or friends.

Mr. Gardner made a motion to deny the request, seconded by Mr. Standfuss, citing the request not meeting affirmative finding of fact Section 9.E.3.a.1. as it does not meet the purpose and intent of the Zoning Ordinance section regarding home occupations which prohibits strictly retail businesses.

The motion failed with a tie vote with Mr. Gardner, Mr. Standfuss, and Mr. Engan voting aye, and Mr. Larson, Ms. Fleck, and Mr. Czarnetzki voting no.

Discussion continued about whether this is a retail concern or if its gun related, as the request met all other standards for a home occupation. The Commission talked about other home based businesses such as Avon or Mary Kay that does have retail product out of a home and no conditional use permit.

Mr. Czarnetzki made a motion, seconded by Mr. Gardner, to approve the request with staff comments.

The Commission talked about possible restrictions they could place on the use such as hours of operation and customers to the site etc.

Ms. Fleck made a motion to amend the motion, seconded by Mr. Larson, by adding the following conditions:

- A. There shall be no more than one client at a time at the business.
- B. The hours of operation for clients shall be 9 a.m. to 5 p.m. (shipments have no time restraints).
- C. No unsold inventory/product may be stored/displayed on site.
- D. Exterior signage will be prohibited.

The amendment carried with all voting aye except for Mr. Czarnetzki.

The affirmative finding of fact were made per Zoning Ordinance Section 9.E.3.a.1-7.

The motion carried with all voting aye save for Mr. Czarnetzki.

8. FIVE YEAR CAPITAL IMPROVEMENT PROGRAM REVIEW: The Planning Commission reviewed the Capital Improvement Program submittals as per the City Charter. They specifically discussed land use related items. They spoke in support of the Rice Park renovations, pavement management, and Airport Master Plan.

Mr. Gardner made a motion, seconded by Mr. Standfuss, to recommend approval of the 2016 CIP and forward it to the City Council for adoption.

The motion carried.

9. There being no further business to come before the Commission, the meeting adjourned at 8:44 p.m.

Respectfully submitted,



Megan M. DeSchepper, AICP  
Planner/Airport Manager

PLANNING COMMISSION-SEPTEMBER 9, 2015

STAFF COMMENTS

1. CHIPS HOLDINGS PLANNED UNIT DEVELOPMENT CONDITIONAL USE PERMIT- FILE NO. 15-07:

- The applicant is Chips Holdings, LLC, Corcoran, MN.
  - The applicant is requesting a conditional use permit for a planned unit development commercial subdivision with a private street on property legally described as follows: Lot 1, Block 2, Eastgate Addition and the North 15' of Lot 2, Block 2, Eastgate Addition.
  - The applicant wishes to subdivide the property into two parcels, as the second lot does not have public street frontage it will gain access via a private street (Outlot A).
  - The property is zoned GB (General Business).
  - The common area (Outlot A) access, maintenance, and ownership will all be designated via the private declaration of covenants. The applicant has already provided a copy to the City, and the City Assessor had no comments regarding the document.
  - Proposed lot one has access via 25<sup>th</sup> St. SE as well as the proposed private street.
  - All utilities and services will be private once they leave the public right-of-way 25<sup>th</sup> St. SE.
  - No nonconforming setbacks will be created for the existing structure on the proposed Lot 1.
- RECOMMENDATION: Approve the conditional use permit for the planned unit development with the following conditions:
- A. The declarations and covenants of the planned unit development shall be recorded with the final plat.
  - B. The use shall meet all applicable local, state, and federal rules and regulations at all times.

2. EASTGATE 2<sup>ND</sup> ADDITION-PRELIMINARY/FINAL PLAT- FILE NO. 15-04:

- The applicant is Chips Holdings, LLC, Corcoran, MN.
- The applicant is requesting a subdivision of a parcel into two lots on property legally described as follows: Lot 1, Block 2, Eastgate Addition and the North 15' of Lot 2, Block 2, Eastgate Addition (101 25<sup>th</sup> St. SE).
- The property is zoned GB (General Business).
- The property abuts 25<sup>th</sup> St. SE, and there is a proposed private street (Outlot A) to ensure Lot 2 will have access (conditional use permit for planned unit development required and declarations for common area).
- Both lots exceed minimum sq. ft. for lots.

**Assessor's Comments:** Replat of 95-165-0110. Declarations shall be recorded along with the final plat. No other comments.

**Municipal Utilities Comments:** Electrical service is available, but installation shall be required. Water is not currently available to the proposed Lot 2, and will be serviced via a

private line not a public service. 5' utility easements requested on all property lines of the lots.

**Fire Marshall/Chief Comments:** No comments. (Parking only allowed on one side of the street? Approved street width of 23').

**Engineering Department Comments:** Lot 2 is not adjacent to public right of way. Lot two does not have a sanitary sewer service line installed. There is no storm sewer available. Site drainage is ok as currently graded. The existing ingress/egress easement adjacent to the south line of Outlot A is not shown.

RECOMMENDATION: Approve the preliminary/final plat with the following conditions:

- A. Declarations/covenants shall be recorded with the plat.
- B. 5' utility easements shall be added along all lot lines (Lots 1-2).
- C. Parking shall only be permitted on one side of the private street.
- D. Show existing ingress/egress easement adjacent to the south line of Outlot A.

3. CITY REZONE G/I TO AG-FILE NO. 15-03:

- The City of Willmar is initiating the rezone of property from G/I (Government/Institutional) on property legally described as follows: part of the SE ½ of Section 23, Township 119 North, Range 36 West (for full legal see file) Township Rd 116.
- The City has a prospective buyer for the property that wishes to use it for an Ag use.
- The property to the west is zoned G/I and the properties in the other three directions are not in the City limits and zoned A-1 (Ag Preservation).
- The property is currently leased for crops by the City.

RECOMMENDATION: Approve the rezone and forward it onto the City Council for a public hearing and ordinance adoption.

4. WILLMAR POULTRY COMPANY BROODING FACILITY CONDITIONAL USE PERMIT-FILE NO. 15-09:

- The applicant is Willmar Poultry Company, Inc. Willmar, MN.
- The applicant is requesting a conditional use permit for a nursery brooding facility on property legally described as follows: part of the SE ½ of Section 23, Township 119 North, Range 36 West (for full legal see file) Township Rd. 116.
- The applicant is looking at developing a 6.12 acre site for a nursery brooding facility.
- Building setbacks for Ag are met. Parking/drive lanes are proposed to be setback 20' from property lines.
- Two accesses are proposed (approval required by County), and turnaround drive lanes for semi delivery. Number of employees? Employee parking? # of semi's daily?
- The building is agricultural in nature (precast plank), and will fit in architecturally with surrounding buildings.
- Sq. Ft. of building? 2 story?

- Landscaping?  
RECOMMENDATION: Approve the conditional use permit with the following conditions:  
A. The use shall meet all applicable local, state, and federal rules and regulations at all times.

5. COOPER HOME OCCUPATION CONDITIONAL USE PERMIT-FILE NO. 15-08:

- The applicant is Taylor Cooper, Willmar, MN.
- The applicant is requesting a conditional use permit for a home occupation for retail sales of tactical gear and equipment through online and on site transfers on property legally described as: Lot 3, Block 1, Yorktown Estates Second Addition (2304 21<sup>st</sup> St. SW).
- The property is zoned R-2 (One and Two Family Residential).
- The applicant wishes to operate this business out of his home temporarily and eventually with business growth move to a commercial site.
- All ATF rules and regulations shall be met at all times.
- The applicant proposes mostly online transactions with limited onsite sales.
- The Zoning Ordinance prohibits home occupations that are strictly retail sales; Mr. Cooper argues he is providing a service of gun transfers.
- Off-street parking is available on the site (driveway), all merchandise will be shipped to purchasers and or stored on site inside the home, and Mr. Cooper will have no employees.
- Hours of operation?
- Any onsite signage shall require a sign permit and meet the Zoning Ordinance regulations.  
RECOMMENDATION: Approve the conditional use permit with the following conditions:  
A. The use shall meet all applicable local, state, and federal rules and regulations.

**WILLMAR PLANNING COMMISSION  
CITY OF WILLMAR, MN  
TUESDAY, SEPTEMBER 15, 2015**

**MINUTES**

1. The Willmar Planning Commission met on Tuesday, September 15, 2015, at 4:30 p.m. at the Willmar City Offices Conference Room #2.

**Members Present:** Gary Geiger, Aaron Larson, Steve Gardner, Randy Czarnetzki, and Rolf Standfuss.

**Members Absent:** Scott Thaden, Bob Poe, Andrew Engan, and Margaret Fleck

**Others Present:** Megan M. DeSchepper-Planner.

2. CAMBRIDGE FOURTH ADDITION FINAL PLAT- FILE NO. 15-03: Staff presented the final plat on behalf of Koosman Construction of a 16 lot single family home subdivision on property legally described as follows: Lots 1-11 and Lots 16-22, Block 2 TerraPlane Estates. The property is in the process of being rezoned from R-4 (Medium Density Multiple Family) to R-3 (Low Density Multiple Family). The 5' utility easements have been added as per the Municipal Utilities request. And declarations/covenants for the private development have been submitted and reviewed by City Staff.

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

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

- A. No parking signs shall be placed on the private drive to prohibit parking on one side of the street prior to final plat signatures.
- B. The utility easement shall be vacated prior to final plat signatures if it's not going to be shown on the plat.
- C. The rezone shall be completed prior to final plat recording.
- D. Stormwater detention plans including calculations shall be submitted for review and approval by the Engineering Department prior to final plat signatures.
- E. Plans shall be submitted to the Engineering Department verifying sewer service to each lot prior to final plat signatures.
- F. The declarations and covenants shall be corrected and reviewed and approved by Staff and then recorded with the final plat.

The motion carried.

3. With no further business to come before the Commission the meeting adjourned at 4:34 p.m.

Respectfully submitted,



Megan M. DeSchepper, AICP  
Planner/Airport Manager

**PLANNING COMMISSION-SEPTEMBER 15, 2015**

**STAFF COMMENTS**

1. CAMBRIDGE FOURTH ADDITION FINAL PLAT- FILE NO. 15-03:

- The applicant is Koosman Construction, Willmar, MN.
- The applicant is requesting a replat of property creating 16 single family homes on property legally described as follows: Lots 1-11 and Lots 16-22, Block 2, TerraPlane Estates.
- The property is in the process of being rezoned the public hearing for the rezone from R-4 (Medium Density Multiple Family) to R-3 (Low Density Multiple Family) is scheduled for the City Council meeting on September 21, 2015.
- The 5' rear and side utility easements have been added as requested by MUC.
- The utility easement vacation has not been initiated by the applicant yet with MUC.
- The applicant has added Outlot A to the plat, perhaps for stormwater retention? Stormwater detention plans or calculations have not been submitted to the Engineering Department yet.
- Sewer service verification plans have not been submitted to The Engineering Department for review and approval yet.
- No parking signs have not been added to the private street.
- The covenants and declarations have been submitted for review and sent back to the applicant for corrections.

RECOMMENDATION: Approve the final plat with the following conditions:

- A. No parking signs shall be placed on the private drive to prohibit parking on one side of the street prior to final plat signatures.
- B. The utility easement shall be vacated prior to final plat signatures if it's not going to be shown on the plat.
- C. The rezone shall be completed prior to final plat recording.
- D. Stormwater detention plans including calculations shall be submitted for review and approval by the Engineering Department prior to final plat signatures.
- E. Plans shall be submitted to the Engineering Department verifying sewer service to each lot prior to final plat signatures.
- F. The declarations and covenants shall be corrected and reviewed and approved by Staff and then recorded with the final plat.



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
BRAD'S PLUMBING 001896														
	43802	09/17/15	BACKFLOW PREVENTORS/JOTS	334.02		6013		D	N				MTCE. OF EQUIPME	651.48485.0224
	43802	09/17/15	BACKFLOW PREVENTORS/JOTS	195.00		6013		D	N				MTCE. OF EQUIPME	651.48485.0334
	43802	09/17/15	REPL. RPZ-PARTS	403.86		6074		D	N				MTCE. OF STRUCTU	101.43425.0225
	43802	09/17/15	REPL. RPZ-LABOR	130.00		6074		D	N				MTCE. OF STRUCTU	101.43425.0335
				1,062.88										
			VENDOR TOTAL	1,062.88										
*CHECK TOTAL														
BSE 001980														
	43803	09/17/15	WALL PLATE	8.04		909873481		D	N				MTCE. OF STRUCTU	101.42412.0225
	43803	09/17/15	CODING TAPE	8.54		909873481		D	N				GENERAL SUPPLIES	101.42412.0229
	43803	09/17/15	LIGHT REPAIR-PARTS	23.13		909889945		D	N				MTCE. OF STRUCTU	101.42412.0225
	43803	09/17/15	KEYPAD DISPLAY KITS	267.39		909905559		D	N				MTCE. OF EQUIPME	651.48484.0224
	43803	09/17/15	DUPLEX OUTLET PARTS	40.63		909905559		D	N				MTCE. OF STRUCTU	651.48484.0225
	43803	09/17/15	LT BULB FOR BLDG	24.69		909914044		D	N				MTCE. OF STRUCTU	101.43425.0225
	43803	09/17/15	ELEC PARTS FOR BLDG	68.41		909933611		D	N				MTCE. OF STRUCTU	101.42412.0225
	43803	09/17/15	HVAC UNIT MTCE-PARTS	272.64		909951209		D	N				MTCE. OF EQUIPME	651.48484.0224
	43803	09/17/15	WIRE CONNECTORS	90.59		909960387		D	N				MTCE. OF OTHER I	651.48484.0226
	43803	09/17/15	HVAC UNIT MTCE-PARTS	24.82CR		909971731		D	N				MTCE. OF EQUIPME	651.48484.0224
				779.24										
			VENDOR TOTAL	779.24										
*CHECK TOTAL														
C D & T INC AUTO PARTS 000145														
	43804	09/17/15	#101303-SWITCH	11.45		934037		D	N				MTCE. OF EQUIPME	101.43425.0224
	43804	09/17/15	#101303-SWITCH	18.75		934055		D	N				MTCE. OF EQUIPME	101.43425.0224
				30.20										
			VENDOR TOTAL	30.20										
*CHECK TOTAL														
CALVIN/MARVIN B 001998														
	43805	09/17/15	WYE PROJ. MTG-MEALS	7.89		090215		D	N				TRAVEL-CONF.-SCH	101.41401.0333
	43805	09/17/15	WYE PROJ. MTG-MILEAGE	121.90		090215		D	N				TRAVEL-CONF.-SCH	101.41401.0333
				129.79										
			VENDOR TOTAL	129.79										
*CHECK TOTAL														
CARD SERVICES 002552														
	43806	09/17/15	B-DAY PARTY SUPPLIES	9.99		080312		D	N				GENERAL SUPPLIES	101.45437.0229
	43806	09/17/15	BADGE PINNING CEREMONY	41.25		080313		D	N				SUBSISTENCE OF P	101.42411.0227
	43806	09/17/15	B-DAY PARTY SUPPLIES	9.99		080710		D	N				GENERAL SUPPLIES	101.45437.0229
	43806	09/17/15	LATE FEE	12.50		080710		D	N				OTHER CHARGES	101.45437.0449
				73.73										
			VENDOR TOTAL	73.73										
*CHECK TOTAL														
CARDMEMBER SERVICE 002365														
	43807	09/17/15	AIRFARE-GRANT LOBBYING	191.35		STMT/8-15		D	N				TRAVEL-CONF.-SCH	101.41401.0333
	43807	09/17/15	AIRFARE-GRANT LOBBYING	382.70		STMT/8-15		D	N				TRAVEL-CONF.-SCH	101.41401.0333
	43807	09/17/15	AIRFARE-GRANT LOBBYING	191.35		STMT/8-15		D	N				TRAVEL-CONF.-SCH	101.41402.0333
	43807	09/17/15	PETERSON-CONFERENCE REG.	300.00		STMT/8-15		D	N				TRAVEL-CONF.-SCH	101.41402.0333
	43807	09/17/15	INTEREST/LATE FEES	126.32		STMT/8-15		D	N				OTHER CHARGES	101.41400.0449
	43807	09/17/15	NELSEN-LODGING EXPENSE	586.46		STMT/8-15		D	N				TRAVEL-CONF.-SCH	101.41401.0333
	43807	09/17/15	PAPER-CREDIT CARD TERM.	19.52		STMT/8-15		D	N				OFFICE SUPPLIES	101.41409.0220

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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
CARDMEMBER SERVICE			002365											
	43807	09/17/15	DOAC CASH REGISTER TAPE	25.22		STMT/8-15		D	N				OFFICE SUPPLIES	101.41409.0220
	43807	09/17/15	TABLET COVER	62.95		STMT/8-15		D	N				SMALL TOOLS	101.41409.0221
	43807	09/17/15	TABLET COVER/KEYBOARD	43.89		STMT/8-15		D	N				SMALL TOOLS	101.41409.0221
	43807	09/17/15	TABLET CHARGER	14.18		STMT/8-15		D	N				SMALL TOOLS	101.41409.0221
	43807	09/17/15	TABLET CHARGERS	20.20		STMT/8-15		D	N				SMALL TOOLS	101.41409.0221
	43807	09/17/15	TABLET CHARGERS	90.74		STMT/8-15		D	N				SMALL TOOLS	101.41409.0221
	43807	09/17/15	PORTABLE HARD DRIVE	53.43		STMT/8-15		D	N				SMALL TOOLS	101.41409.0221
	43807	09/17/15	PHONE CORD DETANGLER	24.79		STMT/8-15		D	N				SMALL TOOLS	101.41409.0221
	43807	09/17/15	CABLE ENDS	15.86		STMT/8-15		D	N				MTCE. OF EQUIPME	101.41409.0224
	43807	09/17/15	ETHERNET CABLES	33.38		STMT/8-15		D	N				MTCE. OF EQUIPME	101.41409.0224
	43807	09/17/15	ETHERNET CABLES	7.28		STMT/8-15		D	N				MTCE. OF EQUIPME	101.41409.0224
	43807	09/17/15	LAPTOP BATTERY	10.50		STMT/8-15		D	N				MTCE. OF EQUIPME	101.41409.0224
	43807	09/17/15	DVD'S FOR WRAC 8	37.40		STMT/8-15		D	N				GENERAL SUPPLIES	101.41409.0229
	43807	09/17/15	TRAINING VIDEO SERIES	37.50		STMT/8-15		D	N				TRAVEL-CONF.-SCH	101.41409.0333
	43807	09/17/15	TABLET COVER PROTECTION	3.78		STMT/8-15		D	N				MTCE. OF EQUIPME	101.41409.0334
	43807	09/17/15	BROADCASTER SUBSCRIP.	49.00		STMT/8-15		D	N				SUBSCRIPTIONS AN	101.41409.0443
	43807	09/17/15	DROP BOX FOR AGENDAS	99.00		STMT/8-15		D	N				SUBSCRIPTIONS AN	101.41409.0443
	43807	09/17/15	PC PRO SUBSCRIPTION	17.49		STMT/8-15		D	N				SUBSCRIPTIONS AN	101.41409.0443
	43807	09/17/15	TONER FOR FAX MACHINE	113.09		STMT/8-15		D	N				OFFICE SUPPLIES	101.42411.0220
	43807	09/17/15	VOICE RECORDER MEM CARD	59.49		STMT/8-15		D	N				GENERAL SUPPLIES	101.42411.0229
	43807	09/17/15	HUBEL-COLEMAN LODGING	585.00		STMT/8-15		D	N				SMALL TOOLS	101.42412.0221
	43807	09/17/15	PAINTING SUPPLIES	2.87		STMT/8-15		D	N				GENERAL SUPPLIES	101.42412.0229
	43807	09/17/15	FOOD-HAZ MAT TRAINING	5.36		STMT/8-15		D	N				TRAVEL-CONF.-SCH	101.42412.0333
	43807	09/17/15	MEALS-TRUCK COMM. MTG	49.15		STMT/8-15		D	N				TRAVEL-CONF.-SCH	101.42412.0333
	43807	09/17/15	HANSON-SEMINAR REGIS.	395.00		STMT/8-15		D	N				TRAVEL-CONF.-SCH	101.42412.0333
	43807	09/17/15	2 GUEST CHAIRS	160.12		STMT/8-15		D	N				SMALL TOOLS	101.43417.0221
			VENDOR TOTAL	3,814.37										
				3,814.37										*CHECK TOTAL
CARRANZA/NOE			002547											
	43808	09/17/15	INTERPRETED 08/28/15	50.00		082815		D	M	07			PROFESSIONAL SER	101.42411.0446
	43808	09/17/15	INTERPRETED 08/31/15	50.00		083115		D	M	07			PROFESSIONAL SER	101.42411.0446
	43808	09/17/15	INTERPRETED 09/06/15	75.00		090615		D	M	07			PROFESSIONAL SER	101.42411.0446
	43808	09/17/15	INTERPRETED 09/10/15	50.00		091015		D	M	07			PROFESSIONAL SER	101.42411.0446
			VENDOR TOTAL	225.00										
				225.00										*CHECK TOTAL
CARRANZA/NORMA I			002542											
	43809	09/17/15	INTERPRETED 08/15/15	50.00		081515		D	M	07			PROFESSIONAL SER	101.42411.0446
	43809	09/17/15	INTERPRETED 09/05/15	50.00		090515		D	M	07			PROFESSIONAL SER	101.42411.0446
			VENDOR TOTAL	100.00										
				100.00										*CHECK TOTAL
CENTERPOINT ENERGY			000467											
	43810	09/17/15	NATURAL GAS-AUGUST	1,628.89		6072309/8-15		D	N				UTILITIES	101.45437.0332
CHARTER COMMUNICATIONS			000736											
	43811	09/17/15	PHONE SERV 09/16-10/15	46.99		1136/9-15		D	N				COMMUNICATIONS	101.41409.0330

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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
CHARTER COMMUNICATIONS			000736											
	43811	09/17/15	PHONE SERV 09/20-10/19	143.62		2191/9-15		D	N				COMMUNICATIONS	101.41409.0330
	43811	09/17/15	PHONE SERV 09/16-10/15	173.76		3552/9-15		D	N				COMMUNICATIONS	208.45005.0330
	43811	09/17/15	PHONE SERV 09/16-10/15	630.47		4184/9-15		D	N				COMMUNICATIONS	101.41409.0330
				994.84										
			VENDOR TOTAL	994.84										
CHIEF SUPPLY CORPORATION			000885											
	43812	09/17/15	SWAT CLOTHING	32.99		353769		D	N				SUBSISTENCE OF P	101.42411.0227
COLEPAPERS INC			000170											
	43813	09/17/15	CARPET CLEANING SUPPLIES	157.88		9126357		D	N				CLEANING AND WAS	101.41408.0228
	43813	09/17/15	CARPET CLEANING SUPPLIES	157.54		9126358		D	N				CLEANING AND WAS	101.41408.0228
	43813	09/17/15	CLEANING SUPPLIES	102.18		9126653		D	N				CLEANING AND WAS	101.45435.0228
	43813	09/17/15	TOILET TISSUE/HAND TWLS	116.50		9126653		D	N				GENERAL SUPPLIES	101.45435.0229
				534.10										
			VENDOR TOTAL	534.10										
COMPUTER PROF. UNLIMITED			000065											
	43814	09/17/15	ASSR MEETING	44.00		STMT/9-15		D	N				TRAVEL-CONF.-SCH	101.41404.0333
	43814	09/17/15	CAMA MONTHLY SUPPORT-SEP	156.00		STMT/9-15		D	N				MTCE. OF EQUIPME	101.41404.0334
	43814	09/17/15	TAX WEB APPRAISAL SUMMRY	100.00		STMT/9-15		D	N				MTCE. OF EQUIPME	101.41404.0334
				300.00										
			VENDOR TOTAL	300.00										
CONCORDE BANK			002887											
	43815	09/17/15	2013 HOSP REV BOND-I	2,611.58		090115		D	N				INTEREST	350.47402.0444
CROW CHEMICAL & LIGHTING			000186											
	43816	09/17/15	DISPOSABLE GLOVES	85.00		5853		D	N				GENERAL SUPPLIES	651.48484.0229
	43816	09/17/15	PAPER TOWELS	46.20		5861		D	N				GENERAL SUPPLIES	651.48484.0229
				131.20										
			VENDOR TOTAL	131.20										
CZECH-SCHWANDT/DENISE			003137											
	43817	09/17/15	MILEAGE 6/1-8/26/15	212.75		090115		D	N				TRAVEL-CONF.-SCH	101.41409.0333
DAN'S SHOP INC			002212											
	43818	09/17/15	FILTERS	78.87		68825		D	N				INVENTORIES-MDSE	101.125000
DELL MARKETING LP			001747											
	43819	09/17/15	2 DELL MONITORS	296.38		XJRP5NT86		D	N				SMALL TOOLS	101.41409.0221
DELTA DENTAL OF MINNESOT			002867											
	43820	09/17/15	DENTAL INSURANCE-OCT	300.00		6180607		D	N				COBRA INS PREMIU	101.120001
DEPT OF HUMAN SERVICES			002914											
	43821	09/17/15	#22 RICE CARE CENTER-	25,164.49		00000293780		D	N				OTHER CHARGES	101.41428.0449



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
EMERGENCY RESPONSE SOLUT			003048											
	43831	09/17/15	FIREFIGHTER GLOVES	172.45		4701		D	N				SUBSISTENCE OF P	101.42412.0227
FAMILY PRACTICE MED CENT			000245											
	43832	09/17/15	DRUG TESTING	61.00		45/9-15		D	N				SUBSISTENCE OF P	101.43425.0337
FARNAM'S GENUINE PARTS			000249											
	43833	09/17/15	#068220-POWER INVERTER	322.76		733961		D	N				MTCE. OF EQUIPME	101.43425.0224
	43833	09/17/15	BRAKE PARTS/BATTERY	770.09		734163		D	N				INVENTORIES-MDSE	101.125000
			VENDOR TOTAL	1,092.85		*CHECK TOTAL								
FASTENAL COMPANY			001188											
	43834	09/17/15	SUPPLIES	22.49		MNWIL136366		D	N				GENERAL SUPPLIES	101.42412.0229
FERGUSON ENTERPRISES INC			000810											
	43835	09/17/15	PLUMBING PARTS	17.49		3653019		D	N				MTCE. OF STRUCTU	101.43425.0225
	43835	09/17/15	DRINKING FOUNTAIN PARTS	23.49		3657479		D	N				MTCE. OF OTHER I	101.43425.0226
			VENDOR TOTAL	40.98		*CHECK TOTAL								
FISCHER/BETH			002484											
	43836	09/17/15	CELL PHONE-JULY	50.00		091415		D	M	07			COMMUNICATIONS	208.45005.0330
	43836	09/17/15	CELL PHONE-AUGUST	50.00		091415		D	M	07			COMMUNICATIONS	208.45005.0330
	43836	09/17/15	CELL PHONE-SEPTEMBER	50.00		091415		D	M	07			COMMUNICATIONS	208.45005.0330
	43836	09/17/15	MILEAGE 6/6-9/14/15	634.23		091415		D	M	07			TRAVEL-CONF.-SCH	208.45005.0333
			VENDOR TOTAL	784.23		*CHECK TOTAL								
FLAHERTY & HOOD P.A.			001449											
	43837	09/17/15	LEGAL SERVICES-AUGUST	9,653.82		8077		D	M	07			PROFESSIONAL SER	101.41406.0446
FLOOR TO CEILING STORE			000274											
	43838	09/17/15	WRAC 8-WINDOW SHADES	464.80		123646		D	N				MTCE. OF STRUCTU	101.41409.0225
FREMONT INDUSTRIES INC			002879											
	43839	09/17/15	POLYMER	9,306.30		859486		D	N				GENERAL SUPPLIES	651.48486.0229
GALLS			000288											
	43840	09/17/15	MEDALS OF VALOR	72.18		004017923		D	N				SUBSISTENCE OF P	101.42411.0227
GENERAL MAILING SERVICES			000293											
	43841	09/17/15	POSTAGE 08/10 - 08/14/15	0.59		16103		D	N				POSTAGE	101.41400.0223
	43841	09/17/15	POSTAGE 08/10 - 08/14/15	5.31		16103		D	N				POSTAGE	101.41401.0223
	43841	09/17/15	POSTAGE 08/10 - 08/14/15	47.20		16103		D	N				POSTAGE	101.41402.0223
	43841	09/17/15	POSTAGE 08/10 - 08/14/15	42.16		16103		D	N				POSTAGE	101.41403.0223
	43841	09/17/15	POSTAGE 08/10 - 08/14/15	10.62		16103		D	N				POSTAGE	101.41404.0223
	43841	09/17/15	POSTAGE 08/10 - 08/14/15	2.36		16103		D	N				POSTAGE	101.41405.0223
	43841	09/17/15	POSTAGE 08/10 - 08/14/15	15.00		16103		D	N				POSTAGE	101.41408.0223
	43841	09/17/15	POSTAGE 08/10 - 08/14/15	0.59		16103		D	N				POSTAGE	101.42411.0223

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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
GENERAL MAILING SERVICES			000293											
	43841	09/17/15	POSTAGE 08/10 - 08/14/15	5.80		16103		D	N				POSTAGE	101.42412.0223
	43841	09/17/15	POSTAGE 08/10 - 08/14/15	20.11		16103		D	N				POSTAGE	101.43417.0223
	43841	09/17/15	POSTAGE 08/10 - 08/14/15	11.57		16103		D	N				POSTAGE	101.43425.0223
	43841	09/17/15	POSTAGE 08/10 - 08/14/15	1.77		16103		D	N				POSTAGE	101.45432.0223
	43841	09/17/15	POSTAGE 08/10 - 08/14/15	0.59		16103		D	N				POSTAGE	208.45005.0223
	43841	09/17/15	POSTAGE 08/17 - 08/21/15	3.73		16133		D	N				POSTAGE	101.41400.0223
	43841	09/17/15	POSTAGE 08/17 - 08/21/15	6.17		16133		D	N				POSTAGE	101.41401.0223
	43841	09/17/15	POSTAGE 08/17 - 08/21/15	43.84		16133		D	N				POSTAGE	101.41402.0223
	43841	09/17/15	POSTAGE 08/17 - 08/21/15	107.89		16133		D	N				POSTAGE	101.41403.0223
	43841	09/17/15	POSTAGE 08/17 - 08/21/15	4.72		16133		D	N				POSTAGE	101.41404.0223
	43841	09/17/15	POSTAGE 08/17 - 08/21/15	3.54		16133		D	N				POSTAGE	101.41405.0223
	43841	09/17/15	POSTAGE 08/17 - 08/21/15	15.00		16133		D	N				POSTAGE	101.41408.0223
	43841	09/17/15	POSTAGE 08/17 - 08/21/15	1.18		16133		D	N				POSTAGE	101.42411.0223
	43841	09/17/15	POSTAGE 08/17 - 08/21/15	0.59		16133		D	N				POSTAGE	101.42412.0223
	43841	09/17/15	POSTAGE 08/17 - 08/21/15	7.93		16133		D	N				POSTAGE	101.43417.0223
	43841	09/17/15	POSTAGE 08/17 - 08/21/15	1.18		16133		D	N				POSTAGE	101.43425.0223
	43841	09/17/15	POSTAGE 08/17 - 08/21/15	3.68		16133		D	N				POSTAGE	101.45432.0223
	43841	09/17/15	POSTAGE 08/17 - 08/21/15	1.18		16133		D	N				POSTAGE	651.48484.0223
	43841	09/17/15	POSTAGE 08/24 - 08/28/15	1.18		16165		D	N				POSTAGE	101.41400.0223
	43841	09/17/15	POSTAGE 08/24 - 08/28/15	0.59		16165		D	N				POSTAGE	101.41401.0223
	43841	09/17/15	POSTAGE 08/24 - 08/28/15	43.66		16165		D	N				POSTAGE	101.41402.0223
	43841	09/17/15	POSTAGE 08/24 - 08/28/15	3.54		16165		D	N				POSTAGE	101.41403.0223
	43841	09/17/15	POSTAGE 08/24 - 08/28/15	16.52		16165		D	N				POSTAGE	101.41404.0223
	43841	09/17/15	POSTAGE 08/24 - 08/28/15	1.18		16165		D	N				POSTAGE	101.41405.0223
	43841	09/17/15	POSTAGE 08/24 - 08/28/15	15.00		16165		D	N				POSTAGE	101.41408.0223
	43841	09/17/15	POSTAGE 08/24 - 08/28/15	2.21		16165		D	N				POSTAGE	101.41409.0223
	43841	09/17/15	POSTAGE 08/24 - 08/28/15	0.59		16165		D	N				POSTAGE	101.42411.0223
	43841	09/17/15	POSTAGE 08/24 - 08/28/15	2.95		16165		D	N				POSTAGE	101.42412.0223
	43841	09/17/15	POSTAGE 08/24 - 08/28/15	0.59		16165		D	N				POSTAGE	101.43417.0223
	43841	09/17/15	POSTAGE 08/24 - 08/28/15	7.00		16165		D	N				POSTAGE	101.43425.0223
	43841	09/17/15	POSTAGE	15.40		16186		D	N				POSTAGE	101.42412.0223
	43841	09/17/15	POSTAGE	27.24		16248		D	N				POSTAGE	101.42411.0223
	43841	09/17/15	POSTAGE	0.59		16279		D	N				POSTAGE	208.45005.0223
	43841	09/17/15	POSTAGE	2,049.79		16280		D	N				POSTAGE	208.45006.0223
			VENDOR TOTAL	2,552.33										
				2,552.33		*CHECK TOTAL								
HANSEN ADVERTISING SPECI			000321											
	43842	09/17/15	SHIRTS FOR STAFF	54.00		34074		D	N				SUBSISTENCE OF P	101.41400.0227
	43842	09/17/15	SHIRTS FOR STAFF	107.00		34074		D	N				SUBSISTENCE OF P	101.41404.0227
	43842	09/17/15	SHIRTS FOR STAFF	45.00		34074		D	N				SUBSISTENCE OF P	101.41405.0227
	43842	09/17/15	SHIRTS FOR STAFF	45.00		34074		D	N				SUBSISTENCE OF P	101.43417.0227
	43842	09/17/15	PROMOTIONAL ITEMS	919.05		34338		D	N				OTHER CHARGES	208.45011.0449
			VENDOR TOTAL	1,170.05										
				1,170.05		*CHECK TOTAL								
HARMON AUTOGLASS			000323											
	43843	09/17/15	#066412-REPL. WINDOW	207.50		202-124079		D	N				MTCE. OF EQUIPME	101.43425.0224
	43843	09/17/15	#066412-REPL. WINDOW	125.00		202-124079		D	N				MTCE. OF EQUIPME	101.43425.0334



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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
KANDIYOHI CO AUDITOR			000376											
	43856	09/17/15	COUNTY COLLECTION COSTS	160.00		082815		D	N				OTHER SERVICES	101.41401.0339
	43856	09/17/15	LANDFILL CHARGES-AUGUST	76.50		347240		D	N				CLEANING AND WAS	101.43425.0338
			VENDOR TOTAL	236.50		*CHECK TOTAL								
KANDIYOHI CO PUBLIC WORK			000381											
	43857	09/17/15	HOTEL-GRANT LOBBYING	274.04		083115		D	N				TRAVEL-CONF.-SCH	101.41401.0333
	43857	09/17/15	HOTEL-GRANT LOBBYING	274.05		083115		D	N				TRAVEL-CONF.-SCH	101.41402.0333
			VENDOR TOTAL	548.09		*CHECK TOTAL								
KANDIYOHI CO RECORDER'S			000382											
	43858	09/17/15	RECORDING FEES	46.00		629445		D	N				PROFESSIONAL SER	101.41401.0446
KANDIYOHI CO TREASURER			000385											
	43859	09/17/15	#169051-LICENSE	45.75		091715		D	N				LICENSES AND TAX	101.43425.0445
	43859	09/17/15	#169051-TAX	1,732.63		091715		D	N				MACHINERY AND AU	450.43425.0553
			VENDOR TOTAL	1,778.38		*CHECK TOTAL								
KANDIYOHI CO-OP ELECTRIC			000375											
	43860	09/17/15	WELCOME TO WILLMAR SIGN	65.92		STMT/9-15		D	N				UTILITIES	101.43425.0332
	43860	09/17/15	CO RD 23/HWY 71 BYPASS	145.00		STMT/9-15		D	N				UTILITIES	101.43425.0332
	43860	09/17/15	ELEC SERV-LIFT STATION	1,105.00		STMT/9-15		D	N				UTILITIES	651.48485.0332
	43860	09/17/15	ELEC SERV-SECURITY LIGHT	36.00		STMT/9-15		D	N				UTILITIES	651.48486.0332
			VENDOR TOTAL	1,351.92		*CHECK TOTAL								
KING'S ELECTRIC LLC			003138											
	43861	09/17/15	REPL. BALLAST-PARTS	210.67		208		D	M	07			MTCE. OF STRUCTU	101.45435.0225
	43861	09/17/15	REPL. BALLAST-LABOR	122.00		208		D	M	07			MTCE. OF STRUCTU	101.45435.0335
			VENDOR TOTAL	332.67		*CHECK TOTAL								
KNESTING/SHANE			.02300											
	43862	09/17/15	REFUND SHELTER DEPOSIT	50.00		091415		D	N				DEPOSITS	101.230000
KRIS ENGINEERING INC			002498											
	43863	09/17/15	CUTTING EDGES	2,650.10		25717		D	N				MTCE. OF EQUIPME	101.43425.0224
LAKE REGION BANK			002886											
	43864	09/17/15	2013 HOSP REV BOND-I	3,482.10		090115		D	N				INTEREST	350.47402.0444
LAKELAND BROADCASTING CO			002187											
	43865	09/17/15	GOING GREEN ADS	6,000.00		30132		D	N				CIVIC PROMOTION	101.45428.0812
LET'S PLAY INC			002760											
	43866	09/17/15	HOCKEY TOURNAMENT AD	575.00		13952		D	N				OTHER CHARGES	208.45011.0449



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VENDOR NAME AND NUMBER		DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
MINI BIFF LLC	001805								
43874	09/17/15	TOILET RENTALS-AUGUST	77.01		A-73735		D N	RENTS	101.43425.0440
43874	09/17/15	TOILET RENTALS-AUGUST	154.02		A-73736		D N	RENTS	101.43425.0440
43874	09/17/15	TOILET RENTALS-AUGUST	77.01		A-73737		D N	RENTS	101.43425.0440
43874	09/17/15	TOILET RENTALS-AUGUST	77.01		A-73741		D N	RENTS	101.43425.0440
43874	09/17/15	TOILET RENTALS-AUGUST	77.01		A-73746		D N	RENTS	101.43425.0440
43874	09/17/15	TOILET RENTALS-AUGUST	77.01		A-73784		D N	RENTS	101.43425.0440
			539.07						
		VENDOR TOTAL	539.07		*CHECK TOTAL				
MN DEPT OF TRANSPORTATIO	000497								
43875	09/17/15	MATERIAL SAMPLE TESTS	194.26		P00003785		D N	OTHER SERVICES	413.48452.0339
43875	09/17/15	MATERIAL SAMPLE TESTS	33.86		P00004672		D N	OTHER SERVICES	413.48451.0339
43875	09/17/15	MATERIAL SAMPLE TESTS	298.59		P00004672		D N	OTHER SERVICES	414.48451.0339
43875	09/17/15	MATERIAL SAMPLE TESTS	1,189.29		P00004672		D N	OTHER SERVICES	414.48451.0339
43875	09/17/15	MATERIAL SAMPLE TESTS	15.86		P00004818		D N	OTHER SERVICES	101.45433.0339
43875	09/17/15	MATERIAL SAMPLE TESTS	806.75		P00004818		D N	OTHER SERVICES	413.48452.0339
			2,538.61						
		VENDOR TOTAL	2,538.61		*CHECK TOTAL				
MN FALL MAINTENANCE EXPO	000290								
43876	09/17/15	SEMINAR REGISTRATIONS	75.00		090915		D N	TRAVEL-CONF.-SCH	101.43425.0333
MN PETROLEUM SERVICE	002167								
43877	09/17/15	FUEL TANK TESTING/INSP.	810.50		111929		D N	MTCE. OF OTHER I	101.43425.0336
MODERN MARKETING	002952								
43878	09/17/15	K-9 PRGRM KIDS STICKERS	445.86		MMI111005		D N	GENERAL SUPPLIES	101.42411.0229
MONSON EXCAVATING LLC/GA	002040								
43879	09/17/15	MIX FOR STREET PATCHING	673.79		3160CC		D N	MTCE. OF OTHER I	101.43425.0226
43879	09/17/15	WINTER SAND	639.81		3191CC		D N	GENERAL SUPPLIES	101.43425.0229
43879	09/17/15	WINTER SAND	272.20		3215CC		D N	GENERAL SUPPLIES	101.43425.0229
43879	09/17/15	MIX FOR STREET PATCHIN	2,735.72		3241CC		D N	MTCE. OF OTHER I	101.43425.0226
43879	09/17/15	MIX FOR STREET PATCHIN	1,156.32		3243CC		D N	MTCE. OF OTHER I	101.43425.0226
			5,477.84						
		VENDOR TOTAL	5,477.84		*CHECK TOTAL				
MORRIS ELECTRONICS	003199								
43880	09/17/15	PERMIT FIREWALL SETUP	52.50		20134916		D N	PROFESSIONAL SER	101.41409.0446
43880	09/17/15	PERMIT FIREWALL SETUP	122.50		20134974		D N	PROFESSIONAL SER	101.41409.0446
43880	09/17/15	PERMIT FIREWALL SETUP	70.00		20134999		D N	PROFESSIONAL SER	101.41409.0446
			245.00						
		VENDOR TOTAL	245.00		*CHECK TOTAL				
MVTL LABORATORIES INC	000544								
43881	09/17/15	WASTEWATER TESTING	38.00	CR	772101		D N	PROFESSIONAL SER	651.48484.0446
43881	09/17/15	WASTEWATER TESTING	45.00		772263		D N	PROFESSIONAL SER	651.48484.0446

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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
MVTL LABORATORIES INC			000544											
	43881	09/17/15	WASTEWATER TESTING	45.00		772787		D	N				PROFESSIONAL SER	651.48484.0446
				52.00	*CHECK	TOTAL								
			VENDOR TOTAL	52.00										
NARTEC INC			002884											
	43882	09/17/15	METH TEST AMPULES	175.25		7994		D	N				GENERAL SUPPLIES	101.42411.0229
NELSON AUTO CENTER			002398											
	43883	09/17/15	2016 FORD F350 4X2	26,665.76		F6057		D	N				MACHINERY AND AU	450.43425.0553
	43883	09/17/15	2016 FORD INTERCEPTOR	27,989.95		F6136		D	N				MACHINERY AND AU	450.42411.0553
	43883	09/17/15	2016 FORD INTERCEPTOR	27,989.95		F6137		D	N				MACHINERY AND AU	450.42411.0553
	43883	09/17/15	2016 FORD INTERCEPTOR	27,989.95		F6138		D	N				MACHINERY AND AU	450.42411.0553
				110,635.61	*CHECK	TOTAL								
			VENDOR TOTAL	110,635.61										
NELSON INTERNATIONAL			000568											
	43884	09/17/15	#991481 REPAIR-PARTS	1,614.78		320417		D	N				MTCE. OF EQUIPME	101.42412.0224
	43884	09/17/15	#991481 REPAIR-LABOR	484.80		320417		D	N				MTCE. OF EQUIPME	101.42412.0334
	43884	09/17/15	#133688-OIL/FLUID	15.50		637833		D	N				MOTOR FUELS AND	101.42412.0222
				2,115.08	*CHECK	TOTAL								
			VENDOR TOTAL	2,115.08										
NORTH AMERICAN STATE BAN			003068											
	43885	09/17/15	2013 HOSP REV BOND-I	8,706.16		090115		D	N				INTEREST	350.47402.0444
NORTHERN STATES SUPPLY			000585											
	43886	09/17/15	SPRAY PAINT/SUPPLIES	67.50		10-530978		D	N				GENERAL SUPPLIES	101.45433.0229
	43886	09/17/15	MARKING PAINT	55.20		10-531076		D	N				GENERAL SUPPLIES	101.43417.0229
	43886	09/17/15	#059968-PLOW BOLTS	23.65		10-531150		D	N				MTCE. OF EQUIPME	101.43425.0224
	43886	09/17/15	MARKING PAINT	55.20		10-531401		D	N				GENERAL SUPPLIES	101.43417.0229
	43886	09/17/15	MARKING PAINT	55.20		10-531481		D	N				GENERAL SUPPLIES	101.43425.0229
	43886	09/17/15	BOLTS	7.41		10-531622		D	N				MTCE. OF EQUIPME	101.43425.0224
	43886	09/17/15	MARKING PAINT	55.20		10-531627		D	N				GENERAL SUPPLIES	101.43417.0229
	43886	09/17/15	CONCRETE REPAIR KIT	13.74		10-531731		D	N				MTCE. OF OTHER I	101.43425.0226
	43886	09/17/15	BOLTS	6.14		968555		D	N				MTCE. OF EQUIPME	101.43425.0224
	43886	09/17/15	PLOW BOLTS	19.70		971408		D	N				MTCE. OF EQUIPME	101.43425.0224
	43886	09/17/15	BOLTS & WASHERS	61.99		971409		D	N				MTCE. OF EQUIPME	101.43425.0224
	43886	09/17/15	BOLTS	24.46		971410		D	N				MTCE. OF EQUIPME	101.43425.0224
	43886	09/17/15	CHAIN SLING	190.30		975701		D	N				SMALL TOOLS	101.43425.0221
	43886	09/17/15	GRINDER	172.68		975766		D	N				SMALL TOOLS	101.43425.0221
	43886	09/17/15	EAR MUFFS FOR MECHANICS	20.00		975766		D	N				SUBSISTENCE OF P	101.43425.0227
	43886	09/17/15	SANDING CLOTH	44.46		975766		D	N				GENERAL SUPPLIES	101.43425.0229
				872.83	*CHECK	TOTAL								
			VENDOR TOTAL	872.83										
O'REILLY AUTOMOTIVE INC			000650											
	43887	09/17/15	BATTERY	227.99		1528-374516		D	N				INVENTORIES-MDSE	101.125000





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STRATEGIC EQUIPMENT			002595											
	43905	09/17/15	DISHWASHER SOAP	197.95		2492783			D	N			CLEANING AND WAS	101.45433.0228
STREICHER'S			000722											
	43906	09/17/15	EITREIM-UNIFORMS	739.86		I1168935			D	N			SUBSISTENCE OF P	101.42411.0227
	43906	09/17/15	EITREIM-UNIFORMS	20.98		I1169100			D	N			SUBSISTENCE OF P	101.42411.0227
	43906	09/17/15	ANDERSON-UNIFORMS	7.99		I1169135			D	N			SUBSISTENCE OF P	101.42411.0227
	43906	09/17/15	EITREIM-UNIFORMS	7.99		I1169333			D	N			SUBSISTENCE OF P	101.42411.0227
	43906	09/17/15	ANDERSON-UNIFORMS	44.99		I1169356			D	N			SUBSISTENCE OF P	101.42411.0227
	43906	09/17/15	EITREIM-UNIFORMS	44.99		I1170727			D	N			SUBSISTENCE OF P	101.42411.0227
			VENDOR TOTAL	866.80		*CHECK TOTAL								
				866.80										
SURPLUS WAREHOUSE INC			000728											
	43907	09/17/15	#984472-TRAILER LIGHT	14.99		090115			D	N			MTCE. OF EQUIPME	101.43425.0224
SW - WEST CNTRL SERVICES			000892											
	43908	09/17/15	HEALTH INSURANCE-OCTOB	2,734.50		C290			D	N			COBRA INS PREMIU	101.120001
	43908	09/17/15	HEALTH INSURANCE-OCTOB	1,924.50		C290			D	N			EMPLOYER INSUR.	101.41400.0114
	43908	09/17/15	HEALTH INSURANCE-OCTOB	5,894.02		C290			D	N			EMPLOYER INSUR.	101.41402.0114
	43908	09/17/15	HEALTH INSURANCE-OCTOB	2,974.71		C290			D	N			EMPLOYER INSUR.	101.41403.0114
	43908	09/17/15	HEALTH INSURANCE-OCTOB	3,128.76		C290			D	N			EMPLOYER INSUR.	101.41404.0114
	43908	09/17/15	HEALTH INSURANCE-OCTOB	5,823.26		C290			D	N			EMPLOYER INSUR.	101.41405.0114
	43908	09/17/15	HEALTH INSURANCE-OCTOB	1,332.00		C290			D	N			EMPLOYER INSUR.	101.41408.0114
	43908	09/17/15	HEALTH INSURANCE-OCTOB	5,241.26		C290			D	N			EMPLOYER INSUR.	101.41409.0114
	43908	09/17/15	HEALTH INSURANCE-OCTOBER	350.05		C290			D	N			EMPLOYER INSUR.	101.41424.0114
	43908	09/17/15	HEALTH INSURANCE-OCTOB	8,365.00		C290			D	N			RETIRED EMPLOYEE	101.41428.0818
	43908	09/17/15	HEALTH INSURANCE-OCTO	24,361.98		C290			D	N			INS. PASS THROUG	101.41428.0819
	43908	09/17/15	HEALTH INSURANCE-OCTO	44,340.26		C290			D	N			EMPLOYER INSUR.	101.42411.0114
	43908	09/17/15	HEALTH INSURANCE-OCTOB	2,599.00		C290			D	N			EMPLOYER INSUR.	101.42412.0114
	43908	09/17/15	HEALTH INSURANCE-OCTOB	7,247.26		C290			D	N			EMPLOYER INSUR.	101.43417.0114
	43908	09/17/15	HEALTH INSURANCE-OCTO	20,683.76		C290			D	N			EMPLOYER INSUR.	101.43425.0114
	43908	09/17/15	HEALTH INSURANCE-OCTOBER	584.50		C290			D	N			EMPLOYER INSUR.	101.45432.0114
	43908	09/17/15	HEALTH INSURANCE-OCTOB	3,316.76		C290			D	N			EMPLOYER INSUR.	101.45433.0114
	43908	09/17/15	HEALTH INSURANCE-OCTOBER	344.40		C290			D	N			EMPLOYER INSUR.	101.45435.0114
	43908	09/17/15	HEALTH INSURANCE-OCTOBER	700.14		C290			D	N			EMPLOYER INSUR.	101.45437.0114
	43908	09/17/15	HEALTH INSURANCE-OCTO	11,588.86		C290			D	N			EMPLOYER INSUR.	651.48484.0114
	43908	09/17/15	HEALTH INSURANCE-OCTOB	1,400.26		C290			D	N			EMPLOYER INSUR.	651.48485.0114
	43908	09/17/15	HEALTH INSURANCE-OCTOB	1,400.26		C290			D	N			EMPLOYER INSUR.	651.48486.0114
			VENDOR TOTAL	156,335.50		*CHECK TOTAL								
				156,335.50										
THOMPSON/COLLEEN			000948											
	43909	09/17/15	MILEAGE 7/2-9/15/15	183.43		091515			D	N			TRAVEL-CONF.-SCH	651.48484.0333
TIRES PLUS			000747											
	43910	09/17/15	FLAT REPAIR-PARTS	2.00		270038			D	N			MTCE. OF EQUIPME	101.42411.0224
	43910	09/17/15	FLAT REPAIR-LABOR	18.00		270038			D	N			MTCE. OF EQUIPME	101.42411.0334

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
TIRES PLUS 000747														
	43910	09/17/15	DISMOUNT/REMOUNT TIRES	4.00		270485		D	N				MTCE. OF EQUIPME	101.42411.0224
	43910	09/17/15	DISMOUNT/REMOUNT TIRES	57.00		270485		D	N				MTCE. OF EQUIPME	101.42411.0334
	43910	09/17/15	DISMOUNT/REMOUNT TIRES	2.00		270575		D	N				MTCE. OF EQUIPME	101.42411.0224
	43910	09/17/15	DISMOUNT/REMOUNT TIRES	21.00		270575		D	N				MTCE. OF EQUIPME	101.42411.0334
	43910	09/17/15	DISMOUNT/REMOUNT TIRES	8.00		270702		D	N				MTCE. OF EQUIPME	101.42411.0224
	43910	09/17/15	DISMOUNT/REMOUNT TIRES	52.50		270702		D	N				MTCE. OF EQUIPME	101.42411.0334
	43910	09/17/15	DISMOUNT/REMOUNT TIRES	2.00		270718		D	N				MTCE. OF EQUIPME	101.42411.0224
	43910	09/17/15	DISMOUNT/REMOUNT TIRES	19.50		270718		D	N				MTCE. OF EQUIPME	101.42411.0334
				186.00										
			VENDOR TOTAL	186.00										
*CHECK TOTAL														
TITAN MACHINERY .00513														
	43911	09/17/15	#092117-MIRROR/KEY LOCK	149.08		6492703		D	N				MTCE. OF EQUIPME	101.43425.0224
TORKELSON'S LOCK SERVICE 002583														
	43912	09/17/15	DEADBOLT REPAIR-PARTS	8.00		451661		D	N				MTCE. OF STRUCTU	101.45427.0225
	43912	09/17/15	DEADBOLT REPAIR-LABOR	57.00		451661		D	N				MTCE. OF STRUCTU	101.45427.0335
				65.00										
			VENDOR TOTAL	65.00										
*CHECK TOTAL														
UNCOMMON USA INC 001286														
	43913	09/17/15	US FLAGS	48.00		793530		D	N				GENERAL SUPPLIES	101.45433.0229
US BANK 000264														
	43914	09/17/15	#157 GO IMP BOND-SC	450.00		4068361		D	N				OTHER CHARGES	310.47100.0449
US BANK EQUIPMENT FINANC 003143														
	43915	09/17/15	COPIER LEASE-SEP	131.75		286369889		D	N				RENTS	101.41405.0440
	43915	09/17/15	LATE FEE	13.18		286369889		D	N				OTHER CHARGES	101.41405.0449
				144.93										
			VENDOR TOTAL	144.93										
*CHECK TOTAL														
VIKING COCA-COLA BOTTLIN 000777														
	43916	09/17/15	COFFEE SUPPLIES	120.00		260779		D	N				GENERAL SUPPLIES	101.45435.0229
WE LEAD 003198														
	43917	09/17/15	WE LEAD CONF REGIS.	11.00		091415		D	N				TRAVEL-CONF.-SCH	101.41400.0333
	43917	09/17/15	WE LEAD CONF REGIS.	11.00		091415		D	N				TRAVEL-CONF.-SCH	101.41402.0333
	43917	09/17/15	WE LEAD CONF REGIS.	33.00		091415		D	N				TRAVEL-CONF.-SCH	101.41405.0333
	43917	09/17/15	WE LEAD CONF REGIS.	11.00		091415		D	N				TRAVEL-CONF.-SCH	101.41409.0333
	43917	09/17/15	WE LEAD CONF REGIS.	11.00		091415		D	N				TRAVEL-CONF.-SCH	101.43425.0333
				77.00										
			VENDOR TOTAL	77.00										
*CHECK TOTAL														
WEST CENTRAL ELECTRIC SU 000798														
	43918	09/17/15	240V BREAKER	27.24		1208045-000101		D	N				MTCE. OF STRUCTU	101.43425.0225



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
WILLMAR WATER & SPAS			000831											
	43924	09/17/15	DRINKING WATER	14.00		E35640		D	N				SUBSISTENCE OF P	101.41408.0227
	43924	09/17/15	DRINKING WATER	14.00		E35640		D	N				SUBSISTENCE OF P	101.41408.0227
	43924	09/17/15	LAB WATER	30.50		E35645		D	N				GENERAL SUPPLIES	651.48484.0229
	43924	09/17/15	LAB WATER	38.50		E35906		D	N				GENERAL SUPPLIES	651.48484.0229
	43924	09/17/15	DRINKING WATER	25.00		E36025		D	N				SUBSISTENCE OF P	651.48484.0227
	43924	09/17/15	LAB WATER	27.75		E36149		D	N				GENERAL SUPPLIES	651.48484.0229
	43924	09/17/15	LAB WATER	27.75		E36487		D	N				GENERAL SUPPLIES	651.48484.0229
	43924	09/17/15	SOFTENER SALT	9.20		E36556		D	N				GENERAL SUPPLIES	230.43430.0229
	43924	09/17/15	WTR PURIFIER RENTAL-SEP	35.00		R13392		D	N				RENTS	101.41408.0440
	43924	09/17/15	SOFTENER SALT	245.00		75410		D	N				GENERAL SUPPLIES	651.48484.0229
	43924	09/17/15	SOFTENER SALT	55.00		75411		D	N				GENERAL SUPPLIES	651.48484.0229
			VENDOR TOTAL	521.70										
				521.70		*CHECK TOTAL								
WINDSTREAM			002100											
	43925	09/17/15	PHONE SERVICE-AUGUST	716.93		STMT/8-15		D	N				COMMUNICATIONS	101.41409.0330
WOLFE COMMUNICATIONS			003051											
	43926	09/17/15	PAGER CLIP	12.75		7647		D	N				SMALL TOOLS	101.42412.0221
	43926	09/17/15	PAGER BATTERIES	16.60		7647		D	N				GENERAL SUPPLIES	101.42412.0229
			VENDOR TOTAL	29.35										
				29.35		*CHECK TOTAL								
5 STAR WALT'S LLC			000790											
	43927	09/17/15	25.184 GALLONS UNLEADED	61.68		2.9457.8		D	N				MOTOR FUELS AND	101.45432.0222

ACS FINANCIAL SYSTEM  
09/17/2015 11:01:12

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:				1,063,570.30										

RECORDS PRINTED - 000451

Vendor Payments History Report

FUND RECAP:

FUND	DESCRIPTION	DISBURSEMENTS
101	GENERAL FUND	256,742.44
208	CONVENTION & VISITORS BUREAU	17,190.53
230	WILLMAR MUNICIPAL AIRPORT	365.67
310	D.S. - 2010 BOND	450.00
350	RICE HOSPITAL DEBT SERVICE	79,225.08
413	S.A.B.F. - #2013	1,034.87
414	S.A.B.F. - #2014	1,487.88
415	S.A.B.F. - #2015	543,924.60
450	CAPITAL IMPROVEMENT FUND	122,049.60
651	WASTE TREATMENT	40,324.63
800	LAW ENFORCEMENT FORFEITURE	775.00
TOTAL ALL FUNDS		1,063,570.30

BANK RECAP:

BANK	NAME	DISBURSEMENTS
HERT	HERITAGE BANK	1,063,570.30
TOTAL ALL BANKS		1,063,570.30

**Willmar Lakes Area CVB Board Meeting**  
**EBO Room of the CVB/Chamber**  
**Tuesday, June 16, 2015 @ 12:00 Noon**

**Members Present:** Janet Demuth, David Feist, Kevin Halliday, Denny Baker, Roger Imdieke, Sue Steinert, Ken Warner, Donna Boonstra, Dave Henle, Doug Kuehnast, Chris Burgess, Audrey Nelsen and Jim Butterfield

**Members Excused:** Michelle Olson

**Members Absent:** Troy Ciernia

**Staff Present:** Beth Fischer and Tanya Rosenau

- I. **Call to Order:** Steinert called the meeting to order at 12:12pm.
  - a. **Additions or corrections to the agenda:** There were no additions or corrections.
- II. **Approve Minutes from the May 19, 2015 Meeting:** It was MSC (m/Demuth; s/Henle) to approve the minutes from the May 19, 2015 meeting.
- III. **Financial Report:** Halliday presented the financial report and reviewed the lodging tax revenues report. It was MSC (m/Butterfield, s/Kuehnast) to approve the financial report as it was presented.

[Imdieke joined the meeting]

**IV. Committee Reports & Requests:**

- a. **Sports Committee:** Fischer shared that Ciernia gave his resignation and his last day is June 26<sup>th</sup>. Nelsen said we should lobby to keep that position strong. Halliday said no decisions have been made about a replacement. Fischer shared that the Willmar Baseball Association had a tournament this last weekend with 55 teams and Ninja Warriors was a good event and went well.
- b. **Special Events Committee:** No new business to report.
- c. **Meetings & Conventions Committee:** Feist shared that they discussed some sales calls that were made in St. Cloud. They also talked about the MSAE Expo at the River Centre in St. Paul that was attended by Fischer and Tegels Nelson.
- d. **Visitor Guide Committee:** Steinert said they are still working on the 2016 guide. If you have any photos that you would like to share please e-mail them to Fischer. July 14<sup>th</sup> is the next scheduled meeting. They received the timeline for the guide from Lakeside Press and December 1<sup>st</sup> is the due date to have the guide printed and given to the CVB.
- e. **Leisure Travel Committee:** Demuth said they met at County Park 7 and they went over the calendar of events, a Tourism Week recap and a Mayor's Bike Ride recap. Little Crow Ski Team shows have started, Water Days in New London is coming up with lots of events to celebrate their 150<sup>th</sup> Anniversary, Prairie Woods Environmental Learning Center received the Smithsonian traveling exhibited that they applied for and they have a portable climbing wall now to take to different events. The County Fair is August 5-8<sup>th</sup> and Spicer's 4<sup>th</sup> of July Celebration includes a Pro Wrestling event this year. The next

meeting will be on August 3<sup>rd</sup> at the Old Log Church. Butterfield shared that on July 21<sup>st</sup> the County Commissioners will be attempting the climbing wall at 11am at the Health & Human Services building.

f. **Executive Committee:**

- i. **2016 CVB Budget:** Fischer handed out the recommended budget and shared that the Executive Committee went over the budget line by line. Fischer went over the summary of the budget. It was MSC (m/Imdieke; s/Nelsen) to approve the 2016 CVB Budget as presented.
- ii. **New CVB Logo:** Steinert shared the new logo that was approved.

V. **Affiliated Partnership Updates/Reports:**

- a. **Vision 2040 Update:** Fischer handed out posters for the Movies in the Park and said the first movie will be on June 25<sup>th</sup> at 8pm. Halliday shared that the KC DOG group was approved for fencing by the City Council last night and the location of the dog park will be at Lion's Park. The group has a layout for the dog park and they are currently working on fundraising ideas. Rosenau shared that Willmar is one of the top 15 finalists in the Bark for your Park Contest to win \$100,000 to build an off leash dog park. We are the only city in Minnesota that made it to the final round. The contest is based on number of votes so please vote daily on both the website and the Facebook page. Links for voting can be found on the KC DOG Facebook page.
- b. **Other:**

VI. **Executive Director Report:** Fischer distributed the report and went over some of the larger events that are coming up. Such as Studio Hop, Atwater Festival Days, MSA State Target Championship, Willmar Fests, a couple of tennis tournaments, Spicer 4<sup>th</sup> of July, BASF Annual Global Meeting, Buckingham Blitz, New London Water Days and many more events. She has submitted an ad to Twin Cities Business for their Annual Meeting Guide and submitted a bid to host the 2017 REAM Convention. We were awarded the July 2016 MN/ND GWRRA Rally. She has assisted conventions such as Hallinglag Stevne, US Army Deployment meetings, Willmar Baseball Association, MN Ducks Unlimited and more. A complete copy of the Executive Director's Report is available upon request from the CVB office.

VII. **Other Business:**

a. **Word Around the Community:**

- i. **Imdieke:** Rib Fest was a huge success with 1040 people coming through the gate.
- ii. **Henle:** Ninja Warriors went well this past weekend. Spicer's 4<sup>th</sup> of July events run July 3-5<sup>th</sup> this year.
- iii. **Kuehnast:** MN Wild Road Tour will be at the Willmar Civic Center June 23<sup>rd</sup> from Noon-1pm. Posters were handed out.
- iv. **Baker:** County Fair is coming up August 5-8th. The culinary building has all been redone.
- v. **Halliday:** Willmar Fests is next week and they have a couple of new events this year including the Kids Carnival on Saturday at Robbins Island from 1-4pm and Hog Heaven at Cash Wise parking lot Friday night from 4-6pm.
- vi. **Rosenau:** Please support Willmar in the Bark for Your Park contest by voting twice every day until July 22<sup>nd</sup> and spread the news. We are the only city in Minnesota that made it onto the final round of voting.

- vii. **Demuth:** Baseball tournament was last weekend and they were very busy.
- viii. **Warner:** The Walk the Corridor event is Thursday night from 3-5pm. Aggie Open is June 29<sup>th</sup> at Island Pine Golf Club in Atwater and the proceeds from the event go toward scholarships to the Ag program at Ridgewater College.
- ix. **Butterfield:** The County Commissioners will be climbing the new rock wall from Prairie Woods Environmental Learning Center on July 21<sup>st</sup> after the board meeting at 11am.
- x. **Nelsen:** The Willmar Fests Block Party is Thursday night as well as the Beer on Becker event. There is a full Council Labor meeting tomorrow night.

b. **Other:**

c. **Next Meeting Date:** August 25, 2015

VIII. **Adjournment:** Steinert adjourned the meeting at 12:50pm.

Respectfully Submitted by,

Tanya Rosenau, Administrative Assistant

Willmar Lakes Area Convention & Visitors Bureau



City of Willmar  
**CONVENTION & VISITORS BUREAU**  
Balance Sheet as of August 31, 2015  
(As of 09/03/15)

**Assets**

Cash	\$ 40,075.93
Petty Cash	50.00
Investments	183,299.94
Taxes Receivable	-
Accounts Receivable	-
Prepaid Expenses	608.93
Interest Receivable	-
<b>Total Assets</b>	<b>\$ 224,034.80</b>

**Liabilities**

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

**Fund Balance**

Restricted Fund Balance - Prepaid Expenses	12,766.43
Committed Fund Balance - CVB	31,193.62
Assigned Fund Balance - Petty Cash/CVB	50.00
Assigned Fund Balance - CVB	180,024.75
<b>Total Fund Balance</b>	<b>224,034.80</b>

**Total Liabilities & Fund Balance**      **\$ 224,034.80**





City of Willmar  
**CONVENTION & VISITORS BUREAU**  
**COMPARATIVE INCOME STATEMENT**  
 For the Period Ended August 31, 2015  
 (As of 09/03/15)

	<u>Budget</u>	<u>2015 Actual</u>	<u>2014 Actual</u>
<b><u>Revenues</u></b>			
Lodging Receipts	\$ 170,000.00	\$ 148,783.71	\$ 108,012.93
State Tourism Grant	7,000.00	4,056.98	845.54
Kandiyohi County	14,500.00	-	-
Kandiyohi Co. Tourism Phone Reim	1,000.00	-	-
Kandiyohi Co. Tourism Partnerhip	34,000.00	34,000.00	34,000.00
Advertising Sales	2,000.00	2,039.63 *	2,045.29 *
Miscellaneous	-	-	-
Interest Earnings	-	1,665.72 *	1,472.57
Market Value Increase (Decr)	-	3,535.90 *	8,701.42 *
Refunds & Reimbursements	-	3,011.34 *	704.71 *
<b>Total Revenues</b>	<b>228,500.00</b>	<b>197,093.28</b>	<b>155,782.46</b>
<b><u>Expenditures</u></b>			
<b>Operating</b>			
Full Time Exec Director Salary	88,000.00	46,970.18	43,726.20
Temporary Employee Salaries	-	-	-
Benefits and Taxes	18,000.00	12,065.27	9,019.25
Office Supplies/Copies	3,000.00	891.93	1,608.84
Small Tools	-	1,277.89 *	5,108.08 *
Postage	1,500.00	421.43	467.27
Mtce. of Equipment	1,000.00	-	161.34
Mtce. Of Structures	-	49.50 *	-
General Supplies	2,200.00	292.94	250.00
Telephone/Fax	9,000.00	11,607.47 *	2,088.85
Printing & Publishing	2,000.00	2,020.88 *	1,374.15
Travel/Lodging/Dues	6,000.00	3,400.36	2,815.65
Mtce. of Equipment	-	57.75 *	1,042.50 *
Other Services	-	421.44 *	423.19 *
Rents	8,000.00	4,386.27	4,386.27
Insurances & Bonds	450.00	460.00 *	447.00 *
Awards & Indemnities	250.00	-	-
Subscription/Membership	2,600.00	1,438.98	1,295.83
Professional Services	2,200.00	2,220.00 *	1,911.00
Advertising/Marketing	-	-	-
Other Charges	-	-	-
Contingency Fund	500.00	-	25.00
City Transfer (5%)	8,500.00	-	-
Transfer Out Capital Improvements	-	-	-
Refunds and Reimbursements	-	-	-
Market Value Adjustment	-	2,450.97 *	3,474.66 *
Tourism Expenses	34,000.00	29,847.76	33,753.71
Ad Development & Revisions	300.00	40.00	-
Conference & Convention	22,000.00	11,667.01	14,568.77
Group Tour Promotions	1,500.00	1,500.00	-
Leisure Travel	25,000.00	24,038.63	14,431.96
Fall/Winter Promotions	6,500.00	3,379.65	2,064.61
Spring/Summer Promotions	-	-	-
Special Projects	5,000.00	-	1,000.00
Strategic Marketing	4,000.00	-	1,564.58
<b>Total Expenditures</b>	<b>251,500.00</b>	<b>160,906.31</b>	<b>147,008.71</b>
Net Income (Loss)	(23,000.00)	36,186.97	8,773.75
Fund Balance January 1	187,847.83	187,847.83	184,413.58
Prior Period Adjustment	-	-	-
Fund Balance August 31	<u>\$ 164,847.83</u>	<u>\$ 224,034.80</u>	<u>\$ 193,187.33</u>

\* Indicates Over Budget



### Lodging Tax History

	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015
January	\$ 7,257.21	\$ 7,998.33	\$ 7,855.69	\$ 8,682.75	\$ 9,803.51	\$ 10,143.12	\$ 9,356.74	\$ 8,863.45	\$ 8,485.83	\$ 8,884.20	\$ 8,809.36	\$ 9,592.37	\$ 10,146.02	\$ 11,242.91	\$ 12,481.92
February	\$ 8,301.68	\$ 8,273.68	\$ 8,564.69	\$ 8,499.71	\$ 10,224.37	\$ 10,054.13	\$ 9,566.54	10,602.01	\$ 8,480.61	\$ 10,444.66	\$ 10,611.48	\$ 11,908.11	\$10,911.35	\$ 13,578.53	\$ 13,861.89
March	\$ 9,310.62	\$ 8,369.92	\$ 7,834.79	\$ 8,617.73	\$ 9,891.40	\$ 9,769.91	10,355.41	\$ 11,159.67	\$ 9,627.34	\$ 11,072.50	\$ 10,383.91	\$ 11,246.07	\$ 12,286.25	\$ 11,960.20	\$ 13,266.74
April	\$ 7,911.69	\$ 8,364.42	\$ 8,217.88	\$ 8,791.84	\$ 10,683.76	\$ 10,486.74	\$ 10,298.58	\$ 11,256.15	\$ 8,896.70	\$ 10,582.99	\$ 11,572.47	\$ 9,979.39	\$ 11,762.97	\$ 12,280.28	\$ 20,893.77
May	\$ 9,234.55	\$ 10,054.26	\$ 9,078.07	\$ 9,523.49	\$ 11,180.11	\$ 11,916.43	\$ 12,498.33	\$ 11,400.34	\$ 9,590.19	\$ 10,405.48	\$ 12,184.92	\$ 13,372.89	\$ 13,011.30	\$ 13,953.56	\$ 27,168.41
June	\$ 12,152.89	\$ 12,103.69	\$ 11,693.46	\$ 13,263.93	\$ 13,222.78	\$ 14,656.50	\$ 14,272.52	\$ 13,587.59	\$ 14,138.00	\$ 14,192.88	\$ 16,310.94	\$ 17,056.44	\$ 17,723.80	\$ 21,493.18	\$ 31,353.36
July	\$ 13,656.84	\$ 13,956.28	\$ 14,304.97	\$ 16,313.57	\$ 16,679.03	\$ 17,455.49	\$ 17,601.37	\$ 18,627.95	17,670.65	\$ 18,118.86	\$ 21,102.74	\$ 19,419.80	\$ 20,870.17	\$ 23,504.27	\$ 31,335.96
August	\$ 12,932.30	\$ 12,484.49	\$ 12,430.55	\$ 13,557.57	\$ 15,367.67	\$ 15,814.31	\$ 16,146.49	\$ 15,076.77	\$ 14,583.82	\$ 16,871.90	\$ 17,099.31	\$18,441.81	\$ 19,836.73	\$ 19,602.33	
September	\$ 8,815.63	\$ 8,761.79	\$ 9,282.67	\$ 11,132.73	\$ 11,735.70	\$ 13,352.34	\$ 12,661.74	\$ 12,474.13	\$ 12,845.44	\$ 12,965.58	\$ 14,485.25	\$ 16,027.03	\$ 16,596.08	\$ 15,996.62	
October	\$ 10,148.01	\$ 10,165.02	\$ 10,461.69	\$ 10,748.60	\$ 12,588.44	\$ 12,889.49	\$ 11,976.87	\$ 12,486.39	\$ 10,180.03	\$ 12,657.71	\$ 13,417.43	\$ 13,824.00	\$ 15,507.78	\$ 16,011.42	
			\$ 12,994.55	\$ 12,147.50				\$14,931.70*	\$15,814.85*	\$14,889.20*					
November	\$ 7,893.51	\$ 6,602.76	\$ 8,430.63	\$ 8,898.66	\$ 10,188.40	\$ 10,176.16	\$ 9,264.87	\$ 9,444.09	\$ 8,785.56	\$ 9,312.75	\$ 11,366.74	\$ 11,414.80	\$ 12,603.31	\$ 12,749.26	
		\$ 10,746.10			\$ 12,061.86	12,886.81*	13,780.05*				\$ 14,625.30	\$ 14,728.80	\$ 14,885.55	\$14,858.75	
December	\$ 8,725.40	\$ 7,875.14	\$ 8,583.87	\$ 8,521.55	\$ 10,286.25	\$ 9,985.78	9,345.52	\$ 8,748.64	\$ 6,998.74	\$ 9,662.25	\$10,045.27	\$ 10,378.89	\$ 11,250.37	\$ 12,489.86	
Total Lodging tax	\$ 116,340.33	\$ 125,755.88	\$ 129,733.51	\$ 138,699.63	\$ 153,913.28	\$ 149,046.17	\$ 157,316.91	\$ 149,764.53	\$ 138,486.75	\$ 145,171.76	\$ 161,969.85	\$ 177,390.40	\$ 187,391.68	\$ 199,721.17	\$ 150,364.05

## CVB Executive Director's Report – September 2015

- September 18 Movie in the Park – Big Hero 6
- September 18 – 19: New London Fall Festival
- September 19: Celebrate Art! Celebrate Coffee!
- September 19: NL-S Community Color Run
- September 19: A Celebration of Fire & Stone
- September 24: Animal Science Conference
- September 26: 2<sup>nd</sup> Minnesota Battery Light Artillery Civil War Encampment
- October 8 – 11: U.S. Army Deployment
- October 19 – 20: MN BPA Fall Professional Conference
- October 19 – 23: MN Department of Revenue PACE
- October 23 & 24: MN BEST Robotics Competition
- November 20 – 22: SW MN Synod Jr. High Youth Gathering
- December 4 – 6: Bantam Hockey Tournament
- December 11 – 13: Pee Wee Hockey Tournament
- December 15 – 16: University of Minnesota Conservation Tillage Conference

### Advertising:

- Submitted ad to MN Trails highlighting the Glacial Ridge Trail.
- Submitted ad to MN Snowmobile Destinations.
- Contracted ad space for four issues with Let's Play Hockey. Submitted ads and tournament listing for the 2015-2016 Hockey Tournaments.
- Contracted ad space with Iowa Snowmobiler.
- Contracted ad space with MN Travel Guide.
- Contracted ad space in the MSAE Directory.
- Contracted ad space in Snow Goer for the February 2016 issue.
- Contracted ad space with Rider for the May 2016 issue.
- Contracted ad space in AAA Living – Iowa and Twin Cities issues.
- Continue to advertise on Facebook to promote the area.

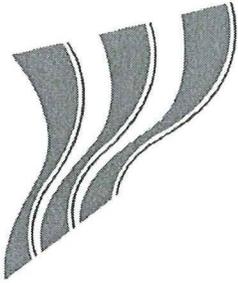
### Proposals/Conference Assistance:

- Willmar Lakes Area was awarded the 2017 American Legion Convention. It will be held October 26 -29<sup>th</sup>.
- Willmar Lakes Area was awarded the 2017 MN Elk Convention. The dates are in the process of being finalized.
- Submitted bid to host the 2017 Midstates Housemovers Association Convention. This convention was awarded to the Willmar Lakes Area and will be held March 16-18, 2017.
- Submitted bid to host the 2017 MN Association of Ag Educators Annual Summer Conference.
- Submitted bid to host the 2016 – 2024 MN State Fire Chiefs Annual Board Meeting & Retreats.
- Submitted bid to host the 2018 & 2019 MN Jaycees Annual Convention.
- Submitted bid to host the 2016 Combined Stevne. This convention would include both the Vestlandslag and Valdres Samband.
- Submitted bid to host the 2015 Sons of Norway Convention. This bid was lost due to a conflict with the groups preferred date in October. We have been asked to resubmit for the next convention.
- Submitted bid to host the Southwest Healthcare Preparedness Coalition Conference. This bid was lost to Jackpot Junction.

- Submitted bid to host the 2016 MN Judicial Branch Conference. This bid was lost as their preferred date was not available and have asked us to resubmit for 2017.
- Met with the MAAE (MN Association of Ag Educators) to discuss our bid to host the 2017 conference and provided them with a site visit.
- Met with Kiwanis Key Club to discuss their April 2016 Convention in Willmar. The CVB will be providing name badges, welcome bags, church information and assisting with various other items.
- Met with the Gideons Auxiliary to discuss the details for their April 2016 convention. The CVB will be providing welcome bags, name badges and registration assistance.
- Assisted the Hallinglag Stevne with their August convention. The CVB assisted with their social tour and arranged their bus transportation. We provided welcome bags, church information, name badges, registration assistance, meal, bus and picnic tickets, picnic tables and many other items. The Stevne was a huge success and the organizers were very pleased with the services provided by the CVB.
- Assisted National Guard with several details for their September meeting in Willmar. Space was reserved at the Willmar Senior High and catered by two local caterers.
- Assisted the Tennis Association with marketing for the Cardinal Classic Tournament. Sent emails to Tennis Coaches and Athletic Directors in MN promoting the event. There were over 90 competitors that participated.
- Assisted Buckingham Blitz with welcome bags, name badges, vendors and room blocks for their July event.
- The CVB assisted BASF Plant Science with bus transportation, area economic information and welcome bags for their June Annual Global Meeting.
- Assisted North Star Genetics with bus transportation for their plot tours.
- Assisted MN DAV with a change of dates for their October 2016 convention in Willmar. The new dates are October 7-9, 2016.
- Assisted Willmar Hockey Association with room blocks, registration form and marketing for their 2015-2016 tournaments. We created the ads for their tournaments and the tournament listed to be included in Let's Play Hockey.
- Provided welcome bags to MN NAHRO for their July Leadership Retreat.
- Provided welcome bags to the Green Lake Triathlon and the Green Lake Kids Triathlon.
- Provided welcome bags to Jennie-O Turkey Store, Dan Baker Golf Tournament, Run Around Raymond, the NL-Spicer Color Run and several bus groups.
- Met with I-500 representative to discuss February 2016 race. Riders will arrive in Willmar on February 13<sup>th</sup>.
- Assisted several groups with a variety of different items including but not limited to day meeting space, tour ideas and hotel information.

#### Misc:

- Assisted with the interviews for the Willmar Civic Center Manager.
- Assisted with Willmar Fests Kiddie Parade and the Willmar Fests Grande Parade.
- Assisted with the Spicer 4<sup>th</sup> of July Parade.
- CVB continues to be an active participant in Movies in the Park. We have assisted with the marketing materials, coordination of volunteers and several other details for the movie series.
- Participated in several meetings including but not limited to Public Policy, Willmar Fests, Spicer 4<sup>th</sup> of July, Spicer Commercial Club, Glacial Ridge Trail Association, Yellow Bike, Willmar Bike Alliance, Movies in the Park, Central MN Series, Vision 20/40 Leadership, the Smithsonian Sub-Committee, etc.



CITY OF WILLMAR, MINNESOTA  
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 7

Meeting Date: August 26, 2015

Attachments:  Yes  No

CITY COUNCIL ACTION

Date: September 21, 2015

- Approved  Denied
- Amended  Tabled
- Other

Originating Department: Planning & Development Services

Agenda Item: Hearing on an Ordinance to rezone from R-4 (Medium Density Multiple Family Residential) to R-3 (Low Density Multiple Family Residential)

Recommended Action: Staff recommends that the ordinance be adopted, assigned a number, and published.

Background/Summary: Koosman Construction wishes to develop single family residential rental units on their property located off of 25<sup>th</sup> St. SE, 3<sup>rd</sup> Ave. SE, 2<sup>nd</sup> Ave. SE, and Terraplane Dr. SE, which is zoned R-4 Single family homes are not permitted in the R-4 District. There is a mix of multi-family twin homes and four-plexes in the area as well as commercial to the north and east. R-3 permits single family up to four-plexes. The Planning Commission held a public hearing and recommends the Council hold a hearing and adopt the Ordinance to rezone the property.

Alternatives: N/A

Financial Considerations: N/A

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

Signature: *Megan M. DeSchepper*

Comments:

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

AN ORDINANCE AMENDING MUNICIPAL ORDINANCE NO. 1060,  
THE WILLMAR ZONING ORDINANCE

The City of Willmar does ordain as follows:

SECTION 1. Zoning Change. The Zoning Ordinance and Zoning Map for the City of Willmar are hereby amended to rezone the following property from R-4 (Medium Density Multiple Family Residential) to R-3 (Low Density Multiple Family Residential):

Lots 1-11, and Lots 16-22, Block 2, Terraplane Estates.

SECTION 2. Effective Date. This Ordinance shall be effective from and after its adoption and second publication.

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

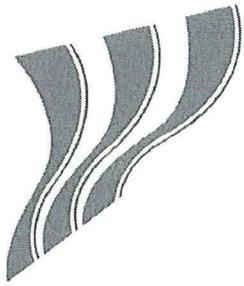
This Ordinance introduced on: \_\_\_\_\_

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

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

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

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



CITY OF WILLMAR, MINNESOTA  
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 8

Meeting Date:

Attachments: Yes X No

CITY COUNCIL ACTION

Date: September 21, 2015

- Approved
- Amended
- Other
- Denied
- Tabled

Originating Department: Administration

Agenda Item: Presentation – SW/WC Service Cooperative Insurance Review

Recommended Action: Receive for Information

Background/Summary:

Dan Weir, Health Insurance Consultant for the SW/WC Service Cooperative that administrates the City, County, and Other Governmental Agency (CCOGA) Health Insurance Pool will be present to explain the basics of the pooling concept, provide details of the 2016 Health Insurance Renewal, and explain new cost containment programs offered by the Cooperative..

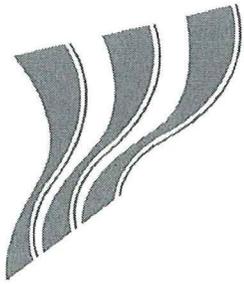
Alternatives:

Financial Considerations:

Preparer: Kevin Halliday, Interim City Administrator

Signature: *Kevin Halliday*

Comments:



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

**Agenda Item Number:** 11

**Meeting Date:**

**Attachments:** X Yes No

**CITY COUNCIL ACTION**

**Date:** September 21, 2015

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

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**Originating Department:** Administration

**Agenda Item:** Habitat for Humanity Special Assessments

**Recommended Action:** Adopt resolution certifying the special assessments.

**Background/Summary:** Pursuant to the sale of a City lot to Habitat for Humanity on September 8, 2015 for one dollar and fiscal responsibility for all the special assessments, the City Council must now adopt a resolution certifying the special assessments for collections over a ten-year period.

**Alternatives:**

**Financial Considerations:**

**Preparer:** Kevin J. Halliday, Interim City Administrator

**Signature:**

**Comments:**

RESOLUTION NO. \_\_\_\_

WHEREAS, The City Council of the City of Willmar, Minnesota did authorize the sale of Lot 1, Block 2, Pleasantview 4<sup>th</sup> Addition to Habitat for Humanity, and

WHEREAS, the sale is contingent upon Habitat for Humanity paying all recorded special assessments against said property.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Willmar, that special assessments totaling \$9,191.62 for Project 2010 Street and Other Improvements be certified to the County for collection in the years of 2016 through 2025 with interest at the annual rate of four and twenty-five hundredths (4.25%) percent, and special assessments totaling \$430.66 for Project No. 1105 – Street Lighting be certified to the County for collection in the years of 2016 through 2025 with interest at the annual rate of four and twenty hundredths (4.20%) percent.

Dated this 21st day of September, 2015.

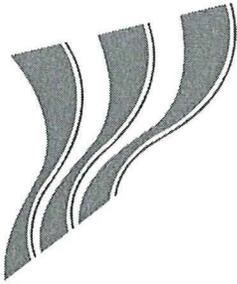
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MAYOR

ATTEST:

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CITY CLERK-TREASURER



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

**Agenda Item Number:** 12  
**Meeting Date:** September 15, 2015  
**Attachments:**  Yes  No

**CITY COUNCIL ACTION**

**Date:** September 21, 2015

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

**Originating Department:** Planning & Development Services

**Agenda Item:** Cambridge Fourth Addition Final Plat

**Recommended Action:** Staff recommends approval of the final plat.

**Background/Summary:** The proposed plat is a replat of several lots from Terraplane Estates by Koozman Construction Willmar, MN on the southeast portion of town off of 25<sup>th</sup> St. SE. The proposed development consists of 16 single family lots. The development is a planned unit development with a private street and private utilities and will be governed by private covenants and articles of declaration. The Planning Commission approved the final plat with various conditions regarding the private covenants and declarations, private utility connections, stormwater detention, and rezoning the property to meet the single family plan.

**Alternatives:** N/A

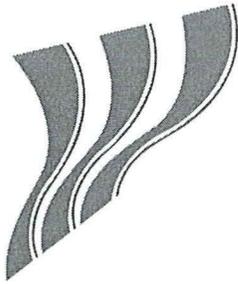
**Financial Considerations:** N/A

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

**Signature:**

**Comments:**





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

**Agenda Item Number:** 13

**Meeting Date:** September 15, 2015

**Attachments:**  Yes  No

**CITY COUNCIL ACTION**

**Date:** September 21, 2015

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

**Originating Department:** Planning & Development Services

**Agenda Item:** Eastgate 2<sup>nd</sup> Addition preliminary/final plat.

**Recommended Action:** Staff recommends approval of the preliminary/final plat.

**Background/Summary:** The proposed plat is a replat of a parcel in Eastgate Addition on 25<sup>th</sup> St. SE (101 25<sup>th</sup> St. SE) by Chips Holdings, LLC, Corcoran, MN. The proposed development consists of 2 lots in a commercial planned unit development with a private street and private utilities and will be governed by private covenants and articles of declaration. The Planning Commission approved the final plat with conditions to be met prior to final plat signatures such as recording of declarations/covenants, utility easements to be noted on plat, and parking on the private street.

**Alternatives:** N/A

**Financial Considerations:** N/A

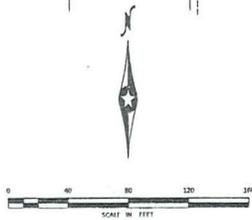
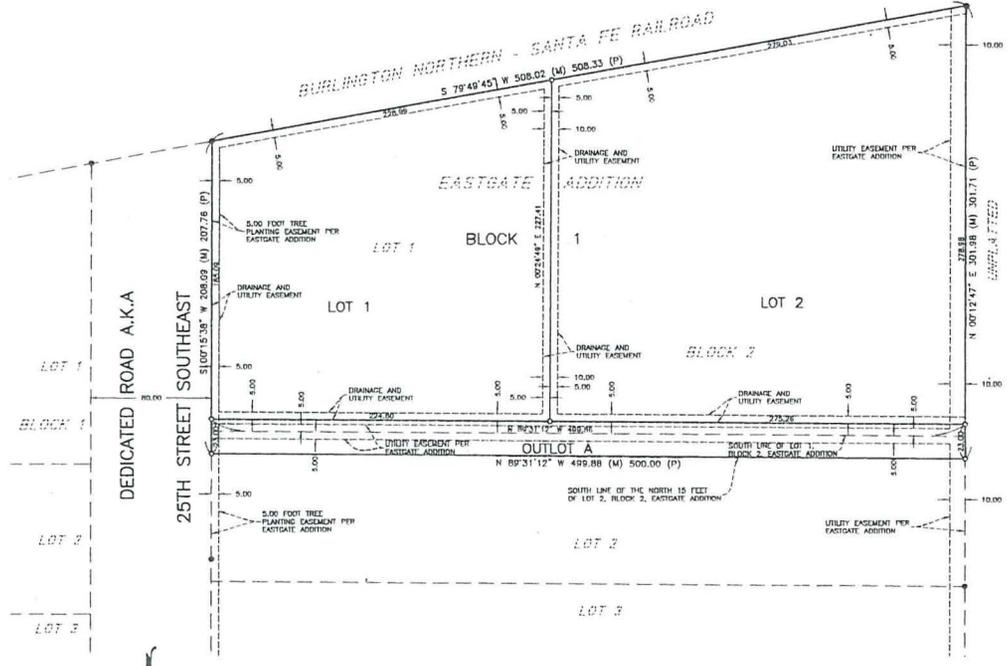
**Preparer:** Megan M. DeSchepper, AICP  
Planner/Airport Manager

**Signature:**

**Comments:**

OFFICIAL PLAT COPY

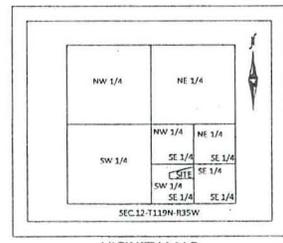
EASTGATE 2ND ADDITION



**LEGEND**

- 3/4" IRON PIPE MONUMENT SET MARKED BY REG. NO. 43934
- MONUMENT FOUND
- (P) PLAT MEASURED
- (M) MEASURED

**HORIZONTAL DATUM**  
Orientation of the bearing system is based upon the Kandiyohi County Coordinate System NAD83(2011)



VICINITY MAP  
NOT TO SCALE

**COUNTY AUDITOR / TREASURER**  
I hereby certify that all taxes for 2015 on the land described herein are paid, and no delinquent taxes are due and transfer entered this \_\_\_\_ day of \_\_\_\_\_, 2015.

Kandiyohi County Auditor-Treasurer \_\_\_\_\_

**COUNTY RECORDER**  
I hereby certify that this plat was filed in this office this \_\_\_\_ day of \_\_\_\_\_, 2015, at \_\_\_\_ o'clock \_\_\_\_ M., and was duly recorded as  
Folder No. \_\_\_\_\_ and Document No. \_\_\_\_\_

Kandiyohi County Recorder \_\_\_\_\_

**INSTRUMENT OF DEDICATION**  
KNOW ALL PERSONS BY THESE PRESENTS, That Chipe Holdings, LLC, a Minnesota limited liability company, owner, and BankWest, a Minnesota corporation, mortgagee, of the following described property:  
Lot 1, Block 2, EASTGATE ADDITION and the North 15.00 feet of Lot 2, Block 2, EASTGATE ADDITION  
Has caused the same to be surveyed and platted as EASTGATE 2ND ADDITION and do hereby dedicate to the public use forever the drainage and utility easements as created by this plat.  
In witness whereof said Chipe Holdings, LLC, a Minnesota limited liability company, has caused these presents to be signed \_\_\_\_ day of \_\_\_\_\_, 2015.  
Signed: Chipe Holdings, LLC

By: \_\_\_\_\_ By: \_\_\_\_\_  
Gregory R. Elert James O. Rasmussen  
Its: Chief Manager/President Its: Secretary and Treasurer

STATE OF MINNESOTA  
COUNTY OF HENNEPIN  
The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 2015, by Gregory R. Elert and James O. Rasmussen, the Chief Manager/President and the Secretary and Treasurer, respectively, of Chipe Holdings, LLC, a Minnesota limited liability company, on behalf of the company.

Notary Public or other Public Official  
In witness whereof said BankWest, a Minnesota Banking Corporation, has caused these presents to be signed \_\_\_\_ day of \_\_\_\_\_, 2015.  
Signed: BankWest, a Minnesota Banking Corporation

By: \_\_\_\_\_  
Steve Hutton  
Its: President

STATE OF MINNESOTA  
COUNTY OF WISCONSIN  
The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 2015, by Steve Hutton, President of BankWest, a Minnesota Banking Corporation, on behalf of the corporation.

Notary Public or other Public Official  
**SURVEYOR'S CERTIFICATE**  
I, Nathaniel T. Stadler, Surveyor, do hereby certify that this plat was prepared by me or under my direct supervision; that I am a duly Licensed Land Surveyor in the State of Minnesota; that this plat is a correct representation of the boundary survey; that all mathematical data and labels are correctly designated on this plat; that all monuments depicted on this plat have been, or will be correctly set within one year; that all water boundaries and wet lands, as defined in Minnesota Statutes, Section 505.01, Subd. 3, as of the date of this certificate are shown and labeled on this plat; and all public ways are shown and labeled on this plat.

Dated this \_\_\_\_ day of \_\_\_\_\_, 2015.

Nathaniel T. Stadler, Land Surveyor  
Minnesota License No. 43934

**NOTARY'S CERTIFICATE**  
State of Minnesota  
County of Kandiyohi  
This instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 2015, by Nathaniel T. Stadler, Land Surveyor, Minnesota License No. 43934.

Signature \_\_\_\_\_  
Kristina Mary Orsady  
Printed Name  
Notary Public, Kandiyohi County, Minnesota  
My Commission Expires January 31, 2017

**CITY COUNCIL**  
We do hereby certify that on the \_\_\_\_ day of \_\_\_\_\_, 2015, the City Council of Willmar, Minnesota approved this plat.

Mayer \_\_\_\_\_ Clerk \_\_\_\_\_  
**CITY ENGINEER**  
Approved this \_\_\_\_ day of \_\_\_\_\_, 2015.  
Engineer, City of Willmar \_\_\_\_\_

**CITY PLANNING COMMISSION**  
Be it known that at a meeting held on this \_\_\_\_ day of \_\_\_\_\_, 2015, the Planning Commission of the City of Willmar, Minnesota approved this plat.

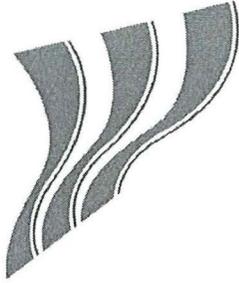
Chairman \_\_\_\_\_ Clerk \_\_\_\_\_

**CITY ATTORNEY**  
I hereby certify that the proper evidence of title has been presented to me and that all parties with an interest in said property have been included in the execution of the above instrument on the \_\_\_\_ day of \_\_\_\_\_, 2015.

City Attorney \_\_\_\_\_

BOLTON AND MENK, INC.  
2040 HIGHWAY 12 EAST  
WILLMAR, MN 56201

THIS PLAT PREPARED BY BOLTON & MENK, INC.  
DRAWN BY: FRD



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

**Agenda Item Number:** 14

**Meeting Date:** September 9, 2015

**Attachments:**  Yes  No

**CITY COUNCIL ACTION**

**Date: September 21, 2015**

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

**Originating Department:** Planning & Development Services

**Agenda Item:** Introduction of an Ordinance to rezone from G/I (Government Institutional) to AG (Agricultural)

**Recommended Action:** Staff recommends that the ordinance be introduced for a public hearing at the October 5, 2015 meeting.

**Background/Summary:** The City has initiated the rezone of City owned property by the Waste Water Treatment Plant (off of Township Rd. 116) from G/I to Ag. The City will be selling the 6.12 acre site for a nursery brooding facility. The abutting properties in all directions are outside the City limits, and all zoned Agricultural preservation by the County. The Planning Commission approved the rezone and recommends the Council set a hearing and adopt the Ordinance.

**Alternatives:** N/A

**Financial Considerations:** N/A

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

**Signature:**

**Comments:**

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

AN ORDINANCE AMENDING MUNICIPAL ORDINANCE NO. 1060,  
THE WILLMAR ZONING ORDINANCE

The City of Willmar does ordain as follows:

SECTION 1. Zoning Change. The Zoning Ordinance and Zoning Map for the City of Willmar are hereby amended to rezone the following property from G/I Government Institutional to Ag Agricultural:

That part of the East Half of the Southeast Quarter of Section 23, Township 119 North, Range 36 West of the Fifth Principal Meridian, St. Johns Township, Kandiyohi County, Minnesota, described as follows:

- Commencing at the southeast corner of said Section 23;
- thence on an assumed bearing of North 0 degrees 33 minutes 11 seconds East, along the east line of said Section 23, a distance of 959.50 feet to the point of beginning of the land to be described;
- thence on a bearing of North 89 degrees 26 minutes 49 seconds West a distance of 506.00 feet;
- thence on a bearing of North 0 degrees 33 minutes 11 seconds East a distance of 527.00 feet;
- thence on a bearing of South 89 degrees 26 minutes 49 second East a distance of 506.00 feet to the east line of said Section 23;
- thence on a bearing of South 0 degrees 33 minutes 11 seconds West, along the east line of said Section 23, a distance of 527.00 feet to the point of beginning.

SECTION 2. Effective Date. This Ordinance shall be effective from and after its adoption and second publication

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

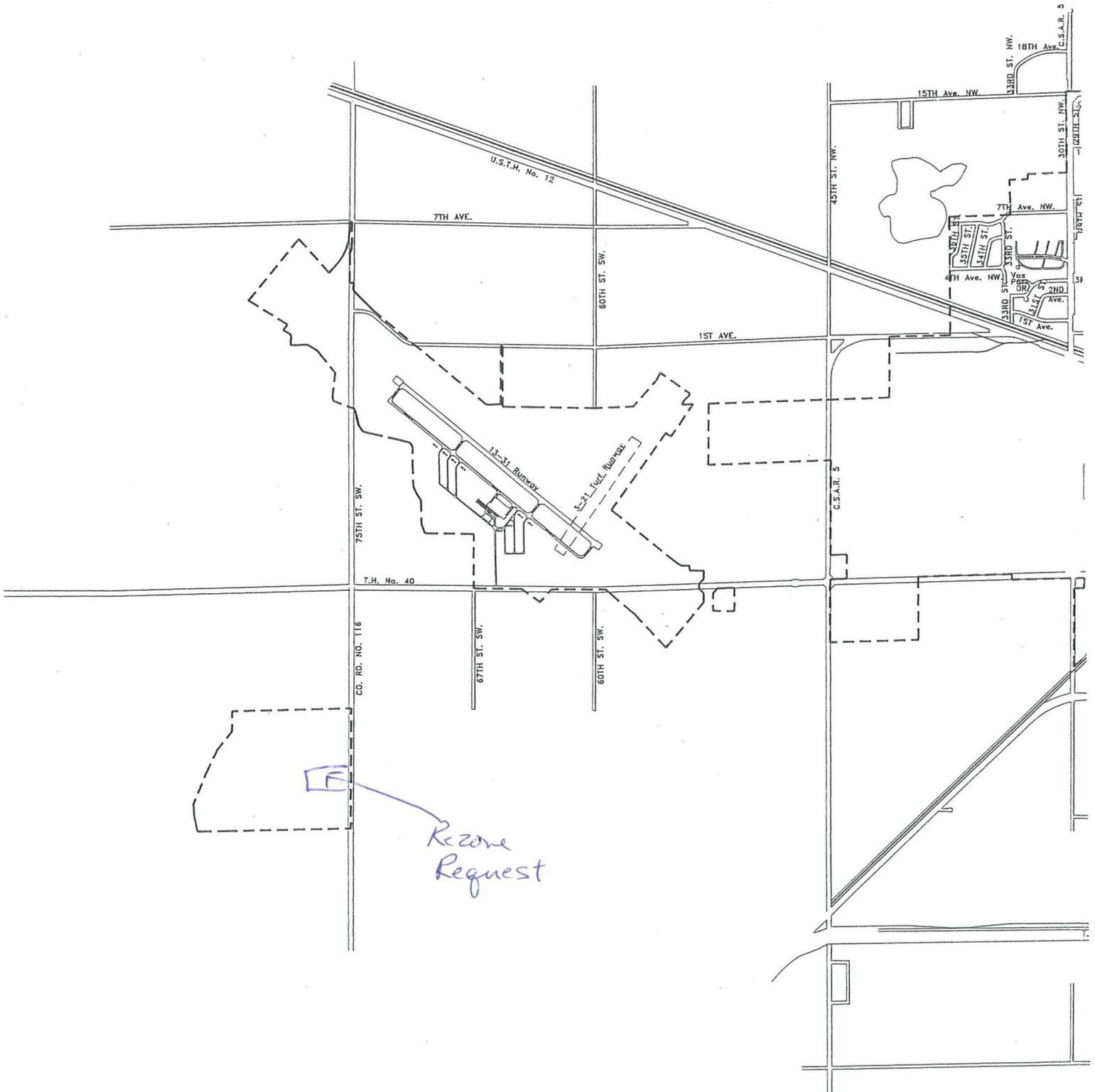
This Ordinance introduced on: \_\_\_\_\_

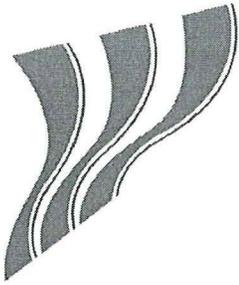
This Ordinance published on: \_\_\_\_\_

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

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

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





CITY OF WILLMAR, MINNESOTA  
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 15  
Meeting Date:  
Attachments:  Yes  No

CITY COUNCIL ACTION

Date: September 21, 2015

- Approved  Denied
- Amended  Tabled
- Other

Originating Department: Administrator

Agenda Item: Resolution for proposed transfer of Charter Cable Franchise

Recommended Action: Approve the revised resolution on the Transfer of the Cable Franchise for Charter.

Background/Summary: On July 1<sup>st</sup> the City received FCC Form 394 the Application for Franchise Authority Consent to transfer control of the Cable Franchise. The City has until October 29<sup>th</sup> to take action on the form or no action will result in automatic approval of the transfer of control. Charter will be merging with other cable providers to form a company "New Charter." This form will amend the franchise to cover the new company.

Alternatives:

Financial Considerations: None

Preparer: Kevin Halliday

Signature:

Comments: Our franchise attorney has reviewed and revised the form to remove any language which will negatively impact the City.

*Proposed Resolution by Moss and Barnett*

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

**APPROVING THE PROPOSED TRANSFER OF  
THE CABLE FRANCHISE CURRENTLY HELD BY  
CC VIII OPERATING, LLC D/B/A CHARTER COMMUNICATIONS**

**WHEREAS**, CC VIII Operating, LLC (hereinafter referred to as “Grantee”), currently holds a cable television franchise (“Franchise”) granted by the City of \_\_\_\_\_, Minnesota (“City”).

**WHEREAS**, Grantee owns, operates and maintains a cable television system in the City (“System”) pursuant to the terms of the Franchise.

**WHEREAS**, on May 23, 2015, Charter Communications, Inc. (“Charter Communications”), the ultimate parent company of Grantee, directly and indirectly, with its subsidiary CCH I, LLC (“New Charter”), entered into agreements with Advance/Newhouse Partnership and A/NPC Holdings LLC (collectively “A/N”), the ultimate parent company of Bright House Networks, LLC (“BHN”), Time Warner Cable Inc. (“TWC”), and Liberty Broadband Corporation (“Liberty”) (collectively “the Agreements”), the purpose of which are to effectuate the acquisition of BHN and merge with TWC (the “Transactions”); and

**WHEREAS**, Charter Communications will merge with and into New Charter, and all shares of Charter Communications will be converted into shares of New Charter, and New Charter will assume the Charter Communications name; and

**WHEREAS**, pursuant to the Agreements, A/N, TWC shareholders, and Liberty will acquire ownership interests in New Charter; and

**WHEREAS**, on or about July 1, 2015 the City received from Grantee, FCC Form 394 - Application for Franchise Authority Consent to Assignment or Transfer of Control of Cable Television Franchise (“Application”); and

**WHEREAS**, Federal law, and the terms of the Franchise require that the City take action to consider the Application within one hundred twenty (120) days of the date of receipt, or on or before October 29, 2015; and

**WHEREAS**, Minnesota state law and the Franchise require the City’s advance written consent prior to the Grantee’s change in ownership; and

**WHEREAS**, as a result of the proposed Transactions Grantee has requested consent from the City to the proposed change in ownership; and

**WHEREAS**, the City has reviewed the proposed Transactions, and based on information provided by Grantee and information otherwise publicly available, the City has elected to approve the proposed Transactions subject to certain conditions as set forth herein.

**NOW, THEREFORE**, the City of \_\_\_\_\_, Minnesota hereby resolves as follows:

1. All of the above recitals are hereby incorporated by reference as if fully set forth herein.
2. The Franchise is in full force and effect and Grantee is the lawful holder of the Franchise.
3. The City hereby consents and approves the proposed Transactions.
4. Grantee will be the lawful holder of the Franchise after completion of the Transactions.
5. The City's consent to the Transactions shall not serve to waive any rights City may have under applicable law to hold Grantee liable for any and all liabilities, known and unknown, under the Franchise.
6. In the event the proposed Transactions contemplated by the foregoing resolution are not completed, for any reason, the City's consent shall not be effective and shall be null and void.

This Resolution shall take effect and continue and remain in effect from and after the date of its passage, approval, and adoption.

Approved by the City of \_\_\_\_\_, Minnesota this \_\_\_\_ day of \_\_\_\_\_, 2015.

ATTEST:

CITY OF \_\_\_\_\_, MINNESOTA

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

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

Its: \_\_\_\_\_

Its: \_\_\_\_\_

*Proposed Resolution by Charter.*

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

CONSENT

WHEREAS, Charter Communications VIII Operating, LLC ("Franchisee") is the duly authorized holder of a franchise, as amended to date (the "Franchise"), authorizing Franchisee to operate and maintain a cable system to serve City of Willmar, MN (the "Franchise Authority"); and

WHEREAS, on May 23, 2015, Charter Communications, Inc. ("Charter Communications"), the ultimate parent company of Franchisee, with its subsidiary CCH I, LLC ("New Charter"), entered into agreements with Advance/Newhouse Partnership ("A/N"), the ultimate parent company of Bright House Networks, LLC ("BHN"), Time Warner Cable Inc. ("TWC"), and Liberty Broadband Corporation ("Liberty") (collectively "the Agreements"), the purpose of which are to effectuate the acquisition of BHN and merger with TWC ("Transaction"); and

WHEREAS, Charter Communications will merge with a subsidiary of New Charter, and all shares of Charter Communications will be converted into shares of New Charter, and New Charter will assume the name Charter Communications, Inc. ("Charter"); and

WHEREAS, pursuant to the Agreements, A/N, TWC shareholders, and Liberty will acquire minority ownership interests in Charter; and

WHEREAS, the majority of Charter's Board of Directors will remain the same and its senior management will not change as a result of the Transaction; and

WHEREAS, the actual working control of Franchisee will not change as a result of the Transaction, and will remain with Charter; and

WHEREAS, Charter has filed an FCC Form 394 with the Franchise Authority (the "Application"); and

WHEREAS, the Franchise Authority has considered the Application and consents to the Transaction.

NOW, THEREFORE, BE IT RESOLVED BY THE FRANCHISE AUTHORITY AS FOLLOWS:

The foregoing recitals are approved and incorporated herein by reference.

1. The Franchise Authority consents to the Transaction.
2. The Franchise Authority confirms that the Franchise is valid and outstanding and in full force and effect and there are no defaults under the Franchise. Subject to compliance with

the terms of this Resolution, any action necessary with respect to the Transaction and the Franchisee has been duly and validly taken.

3. Charter or the Franchisee may (a) assign, transfer, or transfer control of its assets, including the Franchise, provided that such assignment, transfer, or transfer of control is to an entity directly or indirectly controlling, controlled by or under common control with Charter; (b) restructure debt or change the ownership interests among existing equity participants in Charter; (c) pledge or grant a security interest to any lender(s) of Charter's assets, including, but not limited to, the Franchise, or of interest in Charter, for purposes of securing any indebtedness; and (d) sell equity interests in Charter or any of Charter's affiliates.

4. Upon closing of the Transaction, the Franchisee shall remain bound by the lawful terms and conditions of the Franchise.

5. This Resolution shall be deemed effective upon adoption.

6. This Resolution shall have the force of a continuing agreement with Franchisee, and the Franchise Authority shall not amend or otherwise alter this Resolution without the consent of Franchisee and Charter.

PASSED, ADOPTED AND APPROVED this \_\_\_ day of \_\_\_\_, 2015.

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

Name: \_\_\_\_\_

Title: \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
Clerk

## INTRODUCTION

This report has been provided by Moss & Barnett, a Professional Association, for the express purpose of evaluating FCC Form 394 ("Form 394") - Application for Franchise Authority Consent to Assignment or Transfer of Control of Cable Television Franchise ("Application").

Moss & Barnett has been retained by a number of jurisdictions including the City (hereinafter collectively referred to as "City" or "Cities") to review the Application.

Pursuant to each jurisdiction's Franchise, this proposed transfer is prohibited without the written consent of the City. Federal law provides the City with a period of 120 days to examine the legal, technical and financial qualifications of the proposed transferee. The Cities have directed that this report shall focus solely on the financial qualifications of Charter Communications, Inc. as more fully described herein. In addition to local franchise requirements, the following provisions of Federal law and State law govern the actions of the City in acting on the request for approval of the proposed transfer.

## FEDERAL LAW

The Cable Communications Policy Act of 1984, as amended by the Cable Consumer Protection and Competition Act of 1992 and the Telecommunications Act of 1996 ("Cable Act"), provides at Section 617 (47 U.S.C. § 537):

*Sales of Cable Systems. A franchising authority shall, if the franchise requires franchising authority approval of a sale or transfer, have 120 days to act upon any request for approval of such sale or transfer that contains or is accompanied by such information as is required in accordance with Commission regulations and by the franchising authority. If the franchising authority fails to render a final decision on the request within 120 days, such request shall be deemed granted unless the requesting party and the franchising authority agree to an extension of time.*

Further, the Federal Communications Commission ("FCC") has promulgated regulations governing the sale of cable systems. Section 76.502 of the FCC's regulations (47 C.F.R. § 76.502) provides:

*Time Limits Applicable to Franchise Authority Consideration of Transfer Applications.*

(a) *A franchise authority shall have 120 days from the date of submission of a completed FCC Form 394, together with all exhibits, and any additional information required by the terms of the franchise agreement or applicable state or local law to act upon an application to sell, assign, or otherwise transfer controlling ownership of a cable system.*

(b) *A franchise authority that questions the accuracy of the information provided under paragraph (a) must notify the cable operator within 30 days of the filing of such information, or such information shall be deemed accepted, unless the cable operator has failed to provide any additional information reasonably requested by the franchise authority within 10 days of such request.*

(c) *If the franchise authority fails to act upon such transfer request within 120 days, such request shall be deemed granted unless the franchise authority and the requesting party otherwise agree to an extension of time.*

## STATE LAW

Minnesota Statutes Section 238.083 provides:

### *Sale or Transfer of Franchise.*

***Subd. 1. Fundamental corporate change defined.*** *For purposes of this section, "fundamental corporate change" means the sale or transfer of a majority of a corporation's assets; merger, including a parent and its subsidiary corporation; consolidation; or creation of a subsidiary corporation.*

***Subd. 2. Written approval of franchising authority.*** *A sale or transfer of a franchise, including a sale or transfer by means of a fundamental corporate change, requires the written approval of the franchising authority. The parties to the sale or transfer of a franchise shall make a written request to the franchising authority for its approval of the sale or transfer.*

***Subd. 3. Repealed, 2004 c 261 art 7 s 29***

***Subd. 4. Approval or denial of transfer request.*** *The franchising authority shall approve or deny in writing the sale or transfer request. The approval must not be unreasonably withheld.*

***Subd. 5. Repealed, 2004 c 261 art 7 s 29***

***Subd. 6. Transfer of stock; controlling interest defined.*** *Sale or transfer of stock in a corporation so as to create a new controlling interest in a cable communication system is subject to the requirements of this section.*

*The term "controlling interest" as used herein is not limited to majority stock ownership, but includes actual working control in whatever manner exercised.*

## FINANCIAL QUALIFICATIONS

### I. SCOPE OF REVIEW

Charter Communications, Inc., a Delaware corporation (“Charter”), is the ultimate parent company of the current holder of the cable television franchises (hereinafter referred to as the “Franchise Agreement”) granted by the Cities (collectively referred to herein as the “City”). Under the Franchise Agreement, Charter, through its subsidiaries, operates cable television systems (the “System”) that provide cable services and other communication services in the City. Charter has requested the City’s approval of the proposed pro forma transfer of control of Charter to CCH I, LLC, a Delaware limited liability company (“New Charter”), as part of the acquisition by New Charter of the cable systems owned and operated by Bright House Networks, LLC (“BHN”) and Time Warner Cable Inc. (“TWC”).

At the request of the City, Moss & Barnett, PA has reviewed selected financial information that was provided by Charter and New Charter or publicly available to assess the financial qualifications of New Charter, as a new publicly traded entity, following completion of the proposed transfer of control and the acquisition of the TWC and BHN cable systems.

The financial information that was provided or available through other public sources and to which our review has been limited, consists solely of the following financial information (hereinafter referred to collectively as the “Financial Statements”):

1. FCC Form 394 “Application for Franchise Authority Consent to Assignment or Transfer of Control of Cable Television Franchise” dated July 1, 2015, provided by Charter Communications, Inc. (the “Application”), along with such other exhibits as provided therewith;
2. Form 10-K for Charter Communications, Inc. filed with the Securities and Exchange Commission on February 24, 2015, for the fiscal year ended December 31, 2014;
3. Form 8-K for Charter Communications, Inc. filed with the Securities and Exchange Commission on March 31, 2015 that includes the Contribution Agreement dated March 31, 2015 by which Charter would acquire the BHN cable systems;
4. Form 8-K for Charter Communications, Inc. filed with the Securities and Exchange Commission on May 23, 2015 that includes the Agreement and Plan of Mergers under which Charter will acquire the TWC cable systems;
5. Form 10-Q for Time Warner Cable Inc. filed with the Securities and Exchange Commission on July 30, 2015 for the fiscal quarter and six-month period ended June 30, 2015;
6. Form 10-Q for Charter Communications, Inc. filed with the Securities and Exchange Commission on August 4, 2015 for the fiscal quarter and six-month period ended June 30, 2015;
7. The audited financial statements of Charter Communications, Inc. and subsidiaries as of December 31, 2014 and 2013, including Consolidated Balance Sheets as of December 31, 2014 and 2013, Consolidated Statements of Operations, Cash Flows and Change

in Shareholders' Equity for the years ended December 31, 2014, 2013 and 2012, and the Independent Auditors' Report of KPMG LLP dated February 23, 2015;

8. The Agreement and Plan of Mergers dated May 23, 2015 by and among Time Warner Cable Inc.; Charter Communications, Inc.; CCH I, LLC; Nina Corporation I, Inc.; Nina Company II, LLC; and Nina Company III, LLC and related transaction documents (the "Agreement and Plan of Mergers");

9. The Contribution Agreement dated March 31, 2015, as amended on May 23, 2015, by and among Advance/Newhouse Partnership; A/NPC Holdings LLC; CCH I, LLC; and Charter Communications Holdings, LLC (a subsidiary of Charter Communications, Inc.)(the "Contribution Agreement");

10. The Investment Agreement dated May 23, 2015 by and among Charter Communications, Inc., CCH I, LLC, and Liberty Broadband Corporation; and

11. Such other information as is publicly available.

Our procedure is limited to providing a summary of our analysis of the Financial Statements in order to facilitate the City's assessment of the financial capabilities of New Charter to control and operate the System in the City. We have not requested any additional financial information from Charter other than what is available publicly due to Federal securities regulations that restrict financial information disclosures by public companies.

## II. OVERVIEW OF TRANSACTION

On March 31, 2015, Charter entered into a Contribution Agreement to acquire the BHN membership interests and cable business.<sup>1</sup> On May 23, 2015, this Contribution Agreement was amended to integrate the BHN transaction into Charter's acquisition of the TWC cable business.<sup>2</sup> Under the BHN transaction, the Charter acquisition price includes approximately \$2 billion in cash, \$2.5 billion of preferred Charter ownership that includes a 6% coupon return for its owners and upon completion of the transactions, approximately 34.3 million shares of New Charter common stock with an estimated value of approximately \$6 billion.<sup>3</sup>

On May 23, 2015, Charter entered into the Agreement and Plan of Mergers pursuant to which Charter agreed to acquire the cable assets of TWC through a series of merger transactions.<sup>4</sup> Upon completion of the mergers, New Charter will become a new publicly traded entity and wholly own the TWC and Charter cable business systems.<sup>5</sup> As a result of the merger, the TWC shareholders will receive cash in an amount between \$100 and \$115 per TWC common share and New Charter common stock, except for the TWC stock owned by Liberty Broadband

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<sup>1</sup> Form 8-K for Charter Communications, Inc. filed with the Securities and Exchange Commission on March 31, 2015 ("March Form 8-K") at p. 1.

<sup>2</sup> Form 8-K for Charter Communications, Inc. filed with the Securities and Exchange Commission on May 23, 2015 ("May Form 8-K") at p. 1.

<sup>3</sup> Form 10-Q for Charter Communications, Inc. filed with the Securities and Exchange Commission on August 4, 2015 for the fiscal quarter and six-month period ended June 30, 2015 ("Form 10-Q") at p. 5.

<sup>4</sup> May Form 8-K at p. 1.

<sup>5</sup> Form 10-Q at p. 4.

Corporation and Liberty Interactive Corporation whose TWC shares will be converted fully into New Charter stock.<sup>6</sup> The aggregate enterprise value of TWC is projected to be approximately \$79 billion.<sup>7</sup>

As part of the above merger and acquisition transactions, Charter, the ultimately parent company of the holder of the System serving the City, will use its subsidiary, CCH I, LLC, as defined herein as New Charter to facilitate the transactions.<sup>8</sup> Upon consummation of the transactions, Charter will merge with and into New Charter creating a pro forma change of control of the System serving the City for which Charter is seeking the City's approval.<sup>9</sup>

In order to complete the transactions, Charter will need a significant amount of cash. Charter estimates, at a minimum, that approximately \$30 billion of cash will be needed to complete the transactions as set forth above.<sup>10</sup> Charter's sources of cash include (i) \$4.3 billion from Liberty Broadband Corporation through the issuance of New Charter stock, (ii) \$15.5 billion of senior secured notes, (iii) \$3.8 billion of senior secured bank loans, (iv) \$5.2 billion for incremental senior secured term loan facilities and unsecured notes, (v) \$1.7 billion from a revolving loan facility and (vi) commitments for an additional \$4.3 billion bridge loan facility, if necessary.<sup>11</sup> New Charter's \$15.5 billion senior secured notes mature starting in 2020 and ending in 2055 and bear interest between 3.579% and 6.834%.<sup>12</sup> In total the credit facilities, if fully extended, would provide almost \$35 billion of cash. In addition, as part of the transactions, New Charter will be assuming approximately \$23 billion of TWC debt, which is in addition to Charter's \$13.9 billion of long-term debt as of June 30, 2015.<sup>13</sup>

This transaction is subject to many conditions including federal regulatory approval, performance covenants, legal and tax opinions, and other requirements of the parties that are common for a transaction of this type and size.<sup>14</sup> Both TWC and Charter are subject to termination fees of \$1 billion to \$2 billion upon the termination of the Agreement and Plan of Mergers under certain circumstances.<sup>15</sup>

As a result of the transactions described above, Charter's current shareholders, who include Liberty Broadband Corporation and Berkshire Hathaway, Inc., which own 25.74% and 5.53% of the Charter's Class A Common stock, respectively, will continue to own a majority of

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<sup>6</sup> Id.

<sup>7</sup> Id.

<sup>8</sup> FCC Form 394 "Application for Franchise Authority Consent to Assignment or Transfer of Control of Cable Television Franchise" dated July 1, 2015, provided by Charter Communications, Inc. (the "Application") at Exhibit 1.

<sup>9</sup> Id.

<sup>10</sup> Form 10-Q at p. 25.

<sup>11</sup> Form 10-Q at p. 5.

<sup>12</sup> Charter Communications, Inc. Press Release – July 23, 2015.

<sup>13</sup> Form 10-Q at p. 1 and Form 10-Q for Time Warner Cable Inc. filed with the Securities and Exchange Commission on July 30, 2015 for the fiscal quarter and six-month period ended June 30, 2015 at p. 22.

<sup>14</sup> Agreement and Plan of Mergers dated May 23, 2015 by and among Time Warner Cable Inc.; Charter Communications, Inc.; CCH I, LLC; Nina Corporation I, Inc.; Nina Company II, LLC; and Nina Company III, LLC at pp. 94 -97.

<sup>15</sup> Id. at p. 100.

the outstanding equity interests of New Charter.<sup>16</sup> BHN owners and the TWC shareholders will own a minority interest in New Charter after the transactions.<sup>17</sup>

The transactions are expected to close in late 2015.<sup>18</sup>

### III. OVERVIEW OF CHARTER AND NEW CHARTER

At the current time, Charter Communications, Inc. provides full service communications and cable services, along with other video programming, Internet services, and voice services to residential and commercial customers in certain markets in the United States and is the 7<sup>th</sup> largest cable provider in the United States.<sup>19</sup> Charter currently has over 4.2 million residential cable subscribers and operates in 28 states with over 23,500 employees.<sup>20</sup>

New Charter was formed on June 9, 2003 as a Delaware limited liability company.<sup>21</sup> After the transactions, New Charter will assume all of Charter's existing business and acquire the TWC and BHN communication businesses.<sup>22</sup> After the transactions, it is projected that New Charter will be the 3<sup>rd</sup> largest cable provider in the United States.<sup>23</sup> New Charter's cable system will include approximately 17.3 million video customers located in 41 states in the United States.<sup>24</sup>

Cable providers and telecommunication companies operate in a competitive environment and the financial performance of cable television operators, like New Charter, are subject to many factors, including, but not limited to, the general business conditions, programing costs, incumbent operators, digital broadcast satellite service, technology advancements, burdensome service contracts, and customer preferences, as well as competition from multiple sources, which provide and distribute programming, information, news, entertainment and other telecommunication services.<sup>25</sup> New Charter has no operating history as a stand-alone company. New Charter, as a result of the transaction, will be a highly leveraged company, which may reduce its ability to withstand prolonged adverse business conditions and there is no assurance that New Charter will be able to obtain financing in the future to cover its cash flow and debt financing needs.<sup>26</sup> The cable business is inherently capital intensive, requiring capital for the construction and maintenance of its communications systems. Each of these factors could have a significant financial impact on New Charter and its ability to continue to operate the System.

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<sup>16</sup> Application at Exhibit 3.

<sup>17</sup> Id. at July 1, 2015 Cover Letter from Adam E. Falk, Senior Vice President, State Government Affairs, Charter Communications, Inc.

<sup>18</sup> Press Release of Time Warner Cable Inc. dated May 26, 2015.

<sup>19</sup> Application at Exhibit 9.

<sup>20</sup> Id.

<sup>21</sup> Application at p. 3.

<sup>22</sup> Form 10-Q at p. 4-5.

<sup>23</sup> Application at Exhibit 1.

<sup>24</sup> Id.

<sup>25</sup> Form 10-K for Charter Communications, Inc. filed with the Securities and Exchange Commission on February 24, 2015, for the fiscal year ended December 31, 2014 at pp. 19-25

<sup>26</sup> Form 10-Q at pp. 5, 8-9.

## V. FINDINGS

As part of our review, we have analyzed the Financial Statements, including the historical financial statements of Charter. New Charter did not provide us with projected statements of cash flow and income or a balance sheet for the combined Charter/TWC/BHN operations. The historical audited financial statements do not include transaction costs and ongoing additional costs and synergies of the new New Charter operation, including the new debt and the assets and operations of TWC and BHN.

Since New Charter combined and projected financial statements are not available, we are reporting our Findings hereunder based upon Charter's historical information with some comments regarding certain known financial aspects of New Charter.

1. **Analysis of Financial Statements.** Federal law and FCC regulations provide franchising authorities, such as the City, with limited guidance concerning the evaluation of the financial qualifications of an applicant for a cable franchise. In evaluating the financial capabilities of a cable operator, we believe it is appropriate to consider the performance of an applicant based on the applicant's historical performance plus its projected or budgeted financial information along with its financial capabilities (financing). We believe a general review of the historical Charter financial information may provide some insight into the general financial operations of New Charter with respect to the Application, but we note that there are many unanswered questions regarding New Charter's operations going forward.

New Charter's operations will include both cable television video services and non-cable television services. According to Charter's financial statements, Charter's video service compromised approximately fifty percent (50%) of its revenue in 2014 and 2013.<sup>27</sup> The Charter financial information discussed below includes all of the Charter operations, including the non-cable television video services, but excludes TWC and BHN financial information. We have analyzed historical financial statements as of June 30, 2015 and December 31, 2014 and 2013 in providing the information in this Section. As described below, these financial statements do not reflect the post-merger fair value of New Charter's assets and liabilities, but rather, the assets and liabilities are presented based on Charter's historical information.

### 2. Specific Financial Statement Data and Analysis.

(a) **Assets.** Charter had (i) current assets of \$456 million, \$371 million, and \$322 million; (ii) working capital of a negative \$1,180 million, a negative \$1,264 million, and a negative \$1,145 million; and (iii) total assets of \$17,319 million, \$24,550 million, and \$17,295 million as of June 30, 2015 and December 31, 2014 and 2013, respectively.<sup>28</sup> Working capital, which is the excess of current assets over current liabilities, is a short-term analytical tool used to assess the ability of a particular entity to meet its current financial obligations in the ordinary course of business. The trend shows that Charter, as a stand-alone company, has significant negative working capital from December 31, 2013 to June 30, 2015, and suggests that Charter's cash flow may be

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<sup>27</sup> Form 10-K at p. 46.

<sup>28</sup> Form 10-K at p. F-3 and Form 10-Q at p. 1.

unable to meet its current obligations.<sup>29</sup> Charter's current ratio (current assets divided by current liabilities) as of June 30, 2015, of 0.28:1 is well below a generally recognized standard of 1:1 for a sustainable business operation.<sup>30</sup> Charter's inflated total assets as of December 31, 2014 reflect restricted cash relating to a potential transaction with Comcast Corporation that has since been terminated.<sup>31</sup>

(b) **Liabilities and Net Equity.** Charter had (i) current liabilities of \$1,636 million, \$1,635 million and \$1,467 million; and (ii) deferred taxes of \$1,745 million, \$1,674 million and \$1,431 million; and (iii) long term debt of \$13,896 million, \$21,023 million and \$14,181 million as of June 30, 2015 and December 31, 2014 and 2013, respectively.<sup>32</sup> Charter's long term debt as of December 31, 2014 reflects the credit facilities relating to a potential transaction with Comcast Corporation that has since been terminated.<sup>33</sup> New Charter's long-term debt after the transaction is estimated to be at or over \$65 billion which will have a significant impact on New Charter's balance sheet.<sup>34</sup> The specific interest rates of the new indebtedness vary and some of Charter's existing debt is subject to interest rates in excess of 8% per annum.<sup>35</sup> If New Charter's annual interest rate averages six percent (6%), New Charter's annual interest expense would be approximately \$4 billion (and this does not include the required principal payments under the debt facilities). This additional debt will require New Charter to generate additional cash flow, including through its operations, to fund its debt service. New Charter's initial debt leverage will likely be greater than 5.0 times its earnings before interest, taxes, depreciation and amortization, which is significantly higher than competitors Comcast and DirecTV, but in line with smaller operators including Cablevision, Suddenlink, and Mediacom.<sup>36</sup> In order to close these transactions, New Charter will be required to obtain certain levels of financing which, if not received, would terminate the above described transactions.

(c) **Income and Expense.** Charter reported (i) revenue of \$4,792 million and \$9,108 million; (ii) operating expenses of \$4,274 million and \$8,137 million; and (iii) operating income of \$518 million and \$971 million for the six-month period ending June 30, 2015 and the year ending December 31, 2014, respectively.<sup>37</sup> Charter posted overall net losses for both periods.<sup>38</sup> We note that Charter has a long history of reporting net losses and has remained an operating entity solely as a result of equity funding and financing.<sup>39</sup> There is no guaranty that the transactions will allow New Charter to fund its operations or make capital improvements on a going forward basis. The ability to generate cash is important for Charter due to its highly leveraged operations. As a result of the merger transactions, New Charter will likely incur significant non-recurring

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<sup>29</sup> Id.

<sup>30</sup> Id.

<sup>31</sup> Form 10-K at p. F-3.

<sup>32</sup> Form 10-K at p. F-3 and Form 10-Q at p. 1.

<sup>33</sup> Form 10-K at p. F-3.

<sup>34</sup> Form 10-Q at p. 5 and Form 10-Q at p. 1.

<sup>35</sup> Form 10-K at p. F-17.

<sup>36</sup> Form 10-K at F-3, F-4.

<sup>37</sup> Form 10-K at p. F-4 and Form 10-Q at p. 2.

<sup>38</sup> Id.

<sup>39</sup> Form 10-K at p. 27.

expenses which may negatively affect New Charter's short-term income statement performance. In addition, as a result of the transaction, New Charter may be required to incur significant capital expenditures for the assimilation of its new business and customers along with additional programming costs to maintain its current programming in the future. We have not been provided with the estimated cost of the integration of TWC and BHN into New Charter or the benefit of the synergies of the acquisitions.

## **VI. SUMMARY**

Using the FCC Form 394 to establish an absolute minimum standard of financial qualifications that a proposed applicant must demonstrate in order to be qualified as the successor operator of the System, Charter and New Charter have the burden of demonstrating to the City's satisfaction that New Charter has "sufficient net liquid assets on hand or available from committed resources" to consummate the transaction and operate the System, together with its newly acquired operations, for three (3) months. This minimum standard is not easy to apply to the newly merged highly leveraged company with significant transaction and ongoing service costs. In general, we have also considered the standard practice of lenders that requires borrowers to maintain certain debt covenants on new and outstanding debt, including certain cash flow requirements, financial ratios and adequate security, in order to make and maintain a loan. We note that if a borrower does not meet these lender requirements at inception, the loan would not be initially funded (and the proposed transaction would not be completed).

Based solely on Charter's financial information that we reviewed, Charter's public filings show that New Charter has received funding and sufficient debt and equity commitments to consummate the Agreement and Plan of Mergers. Based on the foregoing and limited strictly to the financial information analyzed in conducting this review, we do not believe that Charter's request for transfer of control of the ownership of the System to New Charter can reasonably be denied based solely on a lack of financial qualifications of New Charter. This assumes that financing to consummate the transactions is obtained by New Charter so that New Charter will have the funds to acquire and operate the System for at least some initial period of time. The failure to obtain the financing would result in the termination of the Agreement and Plan of Mergers and proposed transfer of control. Due to the many uncertainties and lack of information regarding the proposed financing and future operations, there is not enough information that has been made available to review to make any conclusions regarding the financial qualification of New Charter's ability to own and operate the System after the acquisition and initial operating period.

In the event the City elects to proceed with approving the proposed transfer of control, the assessment of New Charter's financial qualifications should not be construed in any way to constitute an opinion as to the financial capability or stability of New Charter to (i) operate under the Franchise Agreement, (ii) operate its other operations, or (iii) successfully consummate the transactions as contemplated in the Agreement and Plan of Mergers. The sufficiency of the procedures used in making an assessment of New Charter's financial qualifications and its capability to operate the System is solely the responsibility of the City. Consequently, we make no representation regarding the sufficiency of the procedures used either for the purpose for which this analysis of financial capabilities and qualifications was requested or for any other purpose.

Lastly, in order to ensure compliance with its obligations to operate the System, we recommend that the City maintain any performance bonds or corporate parent guaranty, if any, required under any City Franchise Agreement. If security funds are not required in the City Franchise Agreement, the City may wish to consider pursuing a corporate parent guaranty from New Charter in a form as set forth in Exhibit A or as otherwise mutually agreeable to New Charter and the City. If the City is interested in pursuing this option please contact Moss & Barnett to discuss the options that may be available to the City under its existing Franchise and applicable law.

## **RESOLUTION REGARDING THE PROPOSED TRANSACTION**

Moss & Barnett has prepared a proposed Resolution approving the Transactions for the City's review and consideration - attached hereto as Exhibit B.

**EXHIBIT A  
CORPORATE PARENT GUARANTY**

THIS AGREEMENT is made this \_\_\_\_\_ day of \_\_\_\_\_, 201\_\_ (this "Agreement"), by and among CCH I, LLC, a Delaware limited liability company (the "Guarantor"), the City of \_\_\_\_\_, \_\_\_\_\_ ("Franchising Authority"), and \_\_\_\_\_, a \_\_\_\_\_ ("Company").

**WITNESSETH**

WHEREAS, on \_\_\_\_\_, 20\_\_ the Franchising Authority adopted Ordinance No. \_\_\_\_\_ granting a Cable Television Franchise which is now held by \_\_\_\_\_ (the "Franchise"), pursuant to which the Franchising Authority has granted the rights to own, operate, and maintain a cable television system ("System"); and

WHEREAS, pursuant to the Agreement and Plan of Mergers dated May 23, 2015 by and among Time Warner Cable Inc.; Charter Communications, Inc.; CCH I, LLC; Nina Corporation I, Inc.; Nina Company II, LLC; and Nina Company III, LLC (the "Agreement"), Charter Communications, Inc. will transfer control of the Company to the Guarantor and the Guarantor will acquire control of the Company as an indirect subsidiary of Guarantor as a result of Charter Communications, Inc. merger under the Agreement ("Change of Control"); and

WHEREAS, Company and Charter Communications, Inc. have requested the consent to the Change of Control in accordance with the requirements of Section \_\_\_ of the Franchise; and

WHEREAS, pursuant to Resolution No. \_\_\_\_\_, dated \_\_\_\_\_, 20\_\_, Franchising Authority conditioned its consent to the Change of Control on the issuance by Guarantor of a corporate parent guaranty guaranteeing certain obligations of Company under the Franchise.

NOW, THEREFORE, in consideration of the foregoing premises and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, in consideration of the approval of the Change of Control, Guarantor hereby unconditionally and irrevocably agrees to provide all the financial resources necessary for the observance, fulfillment and performance of the obligations of the Company under the Franchise and also to be legally liable for performance of said obligations in case of default by or revocation or termination for default of the Franchise.

This Agreement, unless terminated, substituted, or canceled, as provided herein, shall remain in full force and effect for the duration of the term of the Franchise.

Upon substitution of another Guarantor reasonably satisfactory to the Franchising Authority, this Agreement may be terminated, substituted, or canceled upon thirty (30) days prior written notice from Guarantor to the Franchising Authority and the Company. Such termination shall not affect liability incurred or accrued under this Agreement prior to the effective date of such termination or cancellation.



**EXHIBIT B  
RESOLUTION**

**RESOLUTION NO. \_\_\_\_\_**  
**APPROVING THE PROPOSED TRANSFER OF**  
**THE CABLE FRANCHISE CURRENTLY HELD BY**  
**CC VIII OPERATING, LLC D/B/A CHARTER COMMUNICATIONS**

**WHEREAS**, CC VIII Operating, LLC (hereinafter referred to as “Grantee”), currently holds a cable television franchise (“Franchise”) granted by the City of \_\_\_\_\_, Minnesota (“City”).

**WHEREAS**, Grantee owns, operates and maintains a cable television system in the City (“System”) pursuant to the terms of the Franchise.

**WHEREAS**, on May 23, 2015, Charter Communications, Inc. (“Charter Communications”), the ultimate parent company of Grantee, directly and indirectly, with its subsidiary CCH I, LLC (“New Charter”), entered into agreements with Advance/Newhouse Partnership and A/NPC Holdings LLC (collectively “A/N”), the ultimate parent company of Bright House Networks, LLC (“BHN”), Time Warner Cable Inc. (“TWC”), and Liberty Broadband Corporation (“Liberty”) (collectively “the Agreements”), the purpose of which are to effectuate the acquisition of BHN and merge with TWC (the “Transactions”); and

**WHEREAS**, Charter Communications will merge with and into New Charter, and all shares of Charter Communications will be converted into shares of New Charter, and New Charter will assume the Charter Communications name; and

**WHEREAS**, pursuant to the Agreements, A/N, TWC shareholders, and Liberty will acquire ownership interests in New Charter; and

**WHEREAS**, on or about July 1, 2015 the City received from Grantee, FCC Form 394 - Application for Franchise Authority Consent to Assignment or Transfer of Control of Cable Television Franchise (“Application”); and

**WHEREAS**, Federal law, and the terms of the Franchise require that the City take action to consider the Application within one hundred twenty (120) days of the date of receipt, or on or before October 29, 2015; and

**WHEREAS**, Minnesota state law and the Franchise require the City’s advance written consent prior to the Grantee’s change in ownership; and

**WHEREAS**, as a result of the proposed Transactions Grantee has requested consent from the City to the proposed change in ownership; and

**WHEREAS**, the City has reviewed the proposed Transactions, and based on information provided by Grantee and information otherwise publicly available, the City has elected to approve the proposed Transactions subject to certain conditions as set forth herein.

**NOW, THEREFORE**, the City of \_\_\_\_\_, Minnesota hereby resolves as follows:

1. All of the above recitals are hereby incorporated by reference as if fully set forth herein.
2. The Franchise is in full force and effect and Grantee is the lawful holder of the Franchise.
3. The City hereby consents and approves the proposed Transactions.
4. Grantee will be the lawful holder of the Franchise after completion of the Transactions.
5. The City's consent to the Transactions shall not serve to waive any rights City may have under applicable law to hold Grantee liable for any and all liabilities, known and unknown, under the Franchise.
6. In the event the proposed Transactions contemplated by the foregoing resolution are not completed, for any reason, the City's consent shall not be effective and shall be null and void.

This Resolution shall take effect and continue and remain in effect from and after the date of its passage, approval, and adoption.

Approved by the City of \_\_\_\_\_, Minnesota this \_\_\_\_ day of \_\_\_\_\_, 2015.

ATTEST:

CITY OF \_\_\_\_\_, MINNESOTA

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

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

Its: \_\_\_\_\_

Its: \_\_\_\_\_

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

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THE CABLE FRANCHISE CURRENTLY HELD BY  
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ATTEST:

CITY OF \_\_\_\_\_, MINNESOTA

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

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

Its: \_\_\_\_\_

Its: \_\_\_\_\_