

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

November 16, 2015
7:00 p.m.

Mayor Marv Calvin welcomed all those in attendance to the City Council meeting including the newly-elected Council Member for Ward 4, Shawn Mueske. Interim City Administrator Kevin Halliday explained that the City of Willmar conducted a Special Election on November 10, 2015 which resulted in the citizens of Ward 4 electing a Council Member to the unexpired term ending January 9, 2017. As City Clerk and Chief Official in charge of voting, he asked Shawn Mueske to step forward and presented him a Certificate of Election. The Honorable Judge Donald Spilseth, Judge of District Court, officiated the Swearing-in Ceremony of the Council Member and the signing of the Oath of Office.

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, Denis Anderson, Audrey Nelsen, Shawn Mueske, Andrew Plowman, Tim Johnson, and Rick Fagerlie. Present 8, Absent 1. Council Member Ahmann was excused from the meeting.

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

Council Member Fagerlie requested the addition of the Historic 313 Building and the Holiday Parade to the Council agenda.

Council Member Anderson offered a motion to adopt the Consent Agenda which included the following items: City Council Minutes of November 2, Labor Relations/Council Minutes of October 30, Willmar Municipal Utilities Board Minutes of November 9, Board of Canvass Minutes of November 12, Application for Exempt Permit – MN Ducks Unlimited State Committee, Accounts Payable Report through November 10, CER Joint Powers Board Minutes of October 23 and the Building Inspection Report for the Month of October, 2015.

Council Member Nelsen requested information related to Item B. the Labor Relations/Council Minutes of October 30 questioning the attachment of the documents acted on. Mayor Calvin removed those minutes from the Consent Agenda and Council Member Fagerlie seconded the motion to adopt the remaining consent items, which carried.

Mayor Calvin explained that those documents were not attached as the City is still working with the Labor Attorney on clarification of three items in each document which will be brought back to the Council for approval. One item is the title of Community Development Director contained within the document being corrected to Planning and Development Services Director. Another is the issue of MSRS as an investment option if the employees choose to use that venue and the third item was brought forward after it was presented to Council that on the sick leave the 6% interest earnings does not give the employees the option of having 90 days for evaluation. It is the recommendation of the Subcommittee that those three changes be considered by the Council and reflected in the documents. Council Member Nelsen made a motion to table the Labor Relations/Council minutes of October 30. Council Member Anderson seconded the motion, which carried.

Mayor Calvin briefed the Council on an application for appointment to the Community Education and Recreation Board submitted by Sally Calvin and four individuals who have applied for the Human Rights Commission. As requested by the Council, this information is being brought forth for consideration and will

be placed on the next Council agenda for approval. Council Member Fagerlie commented that years ago the City had an established Human Rights Commission which has been dormant for years due to lack of the ability to do much of anything and he questioned what has changed. Mayor Calvin noted that it was one of his campaign issues to reestablish the Human Rights Commission and that in the absence of the Commission it falls back to the Council. Council Member Mueske who previously served on the Human Rights Commission felt having a Commission gave people the opportunity to bring up things they don't want others to hear and this would be an opportunity to start that dialog. Council Member Christianson opined that prior to this Commission being reestablished, some goals or a mission should be laid out. Council Member Nelsen stated it might be helpful to review research from the League of MN Cities on how this Commission operates in other communities. Council Member Anderson offered to bring whatever information can be compiled to a committee of the Council for discussion.

There was no one present to speak at the Open Forum.

The Labor Relations Committee Report for November 5, 2015 was presented to the Mayor and Council by Council Member Anderson. There were four items for consideration.

Item No. 1 There was no public comment.

Item No. 2 Interim City Administrator Kevin Halliday presented information to the Committee relating to health insurance premium cost sharing. He pointed out that the rate for the prior 2012 employees varies between bargaining groups due to contract language and the fact that in 2015 the premium costs actually decreased by 5%. The AFSCME contract stated the employer will contribute up to \$1,428 toward the cost of the monthly premium for family coverage under the basic plan as noted for 2014 and contract language was not detailed for a premium decrease. The recent offer to the non-represented employee(s) policies reflect a stated \$1,428 per month employer share, but union employees are slated to pay a higher cost sharing due to the calculations of a 2015 calendar year decrease. This was received by the Council for information only at this time.

Item No. 3 Council Member Nelsen made a motion, seconded by Council Member Anderson to go into closed session. The meeting was closed at 4:57 p.m.

The meeting was reopened at 5:53 p.m. by motion of Council Member Anderson, and seconded by Council Member Christianson.

Item No. 4 Council Member Ahmann made a recommendation to the committee that the Mayor establish a recognition process for community members and/or people who have served on our boards and commissions, and council members of community involvement, to be presented to the Council for recognition of services. This was referred to Mayor Calvin. The Council received this for information only.

Council Member Anderson made a motion to approve and file the Labor Relations Committee Report for November 5, 2015. Council Member Fagerlie seconded the motion.

The Public Works/Safety Committee Report for November 10, 2015 was presented to the Mayor and Council by Council Member Christianson. There were four items for consideration.

Item No. 1 There was no public comment.

Item No. 2 Police Chief Jim Felt noted the jail census for November 10, 2015 was 162; 86 inmates from the Department of Corrections, 73 inmates from Kandiyohi County and 3 inmates from Swift County. The calls for service since October 27th totaled 763 and is 23 days ahead of last year. The majority of the calls were for traffic stops, followed by public assists and thefts. The two new officers will be completing the final of their four sections of field training in December. The Committee discussed the possible impact the Kandiyohi County Jail would face if the Appleton prison opened. Chief Felt expressed gratitude for all who voted for the K9 contest, with the Willmar Police Department reaching number eight in the ranking. The department has received \$200 in private

donations and \$5,000 from Jennie O for the vests for the two K9 dogs. A media event will be scheduled when the vests are delivered for fitting. Three were arrested in the robbery of Sunray Express and a warrant was issued for the juvenile involved. An officer was injured in an assault by a woman he was attempting to arrest in the early hours of November 8th, with the woman tased and apprehended by a backup officer. Possible solutions to prevent four wheeling in Robbins Island Park were discussed. The positive impact of the department's Facebook page was noted, with community involvement on the posts to help solve crimes. The possibility of an increase in thefts in the last year were discussed and the increase in calls being due to Family Services reporting. The Committee discussed the shelter options for males affected by domestic abuse and the resources Safe Avenues and LifeRight offers for them. The Council received the Police Update for information only.

Item No. 3 Staff brought forth, for approval, the acceptance of Project No. 1301-B and authorizing final payment to Duinick, Inc. in the amount of \$111,255.88. The City entered into an agreement with Duinick on May 6, 2013 for the reconstruction of 2nd Street SE, 6th Street SW, Havana Street NE, and the Block 42 Parking Lot. The final pay request with quantities is hereby submitted for consideration and is just under contract. The delay in the project was due to the late start in starting 2nd Street. The Committee was recommending the Council approve the acceptance of Project No. 1301-B and authorize final payment to Duinick, Inc. in the amount of \$111,255.88.

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

RESOLUTION NO. 1

ACCEPTING PROJECT AND AUTHORIZING FINAL PAYMENT

IMPROVEMENT:	Project No. 1301-B
CONTRACTOR:	Duinick Inc.
DATE OF CONTRACT:	May 6, 2013
BEGIN WORK:	August 30, 2013
COMPLETE WORK:	June 8, 2015
APPROVE, ENGINEERING DEPT:	July 17, 2015

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

1. The said City of Willmar Project No. 1301-B be herewith approved and accepted by the City of Willmar.
2. The following summary and final payment be approved:

ORIGINAL CONTRACT AMOUNT:	\$1,241,718.95
FINAL NET CONTRACT AMOUNT, PROPOSED:	\$1,192,052.02
ACTUAL FINAL CONTRACT AMOUNT AS CONSTRUCTED:	\$1,192,052.02
Less Previous Payments	\$1,080,796.14
FINAL PAYMENT DUE CONTRACTOR:	\$111,255.88

Dated this 16th day of November, 2015.

/s/ Marv Calvin

 Mayor

/s/ Kevin Halliday

 Attest: City Clerk

Item No. 4 Staff brought forth, for information, updates on the activities of the Public Works Department. Seasonal staff is done for the year as of November 6th. Various tasks in the department include

removing docks, sharrow symbols on Ella Avenue, prepping snow equipment for winter use and the newly updated Selvig Park. The Brush Site will be closing for the season on November 21st. The Committee discussed the usage of the dog park, the Yellow Bike program and various repair items at the Auditorium.

Council Member Christianson made a motion to approve and file the Public Works Safety Committee Report for November 10, 2015. Council Member Anderson seconded the motion.

The Community Development Committee Report for November 12, 2015 was presented to the Mayor and Council by Council Member Fagerlie. There were six items for consideration.

Item No. 1 There was no public comment.

Item No. 2 Steve Renquist, Executive Director of the City and County Economic Development Commission, informed the Committee that the City has an opportunity to recruit a business to the City that is currently operating elsewhere in the County. The business is strongly considering a move from its present location and has received much interest from metropolitan communities. The business currently has local and Florida operations.

The company has expressed interest in Willmar, but has raised questions about economic development tools and incentives. They are looking for a commercial, non-industrial site. State programs will be investigated. However, the City may be asked to consider tax increment financing or tax abatement. Mr. Renquist said that he would return in the near future with additional information. This was received by the Council for information only.

Item No. 3 Staff provided background information about the development of the MinnWest Technology Campus and the benefits of JOBZ and tax abatement in assisting in that growth. It has been proposed that the parcels that were in the JOBZ program be considered for a new tax abatement. The current City portion of real estate taxes for the JOBZ parcels is approximately \$41,600 per year.

Jim Sieben, Campus President, presented information showing the growth of tax base and employment at MinnWest. As of today, there are 450 employees in 32 companies operating on the campus. There has been \$16 million dollars invested in the campus to-date. A significant additional investment for the future is planned. Mr. Sieben also presented information depicting the monetary value of employees to the community, and related that information to the job growth on the campus. Mr. Sieben said that the campus, although on the right track, has not yet turned the corner on profitability. He requested a ten-year tax abatement on those parcels that are coming out of the JOBZ program. The county and school district will be asked to participate in the abatement.

The Committee discussed the past use of JOBZ and tax abatement on the campus. The success of the campus redevelopment was noted. Staff was asked for its recommendation. Staff recommended that the Council pursue a business subsidy agreement for a ten-year abatement with the terms to be determined by the Council and to include job creation and capital investment goals.

The Committee was recommending the Council pursue a business subsidy agreement for a ten-year tax abatement at 100% of the City's portion of taxes on the former JOBZ parcels. Also, that goals be included in the business subsidy agreement requiring the creation of 175 jobs and an additional eight million dollars in capital investment by the end of the ten year period.

Council Member Fagerlie made a motion to approve the subsidy agreement as recommended by the Committee and introduce the tax abatement for a public hearing on December 7, 2015. Council Member Nelsen seconded the motion, which carried.

Item No. 5 Staff brought the Committee up-to-date regarding development of the Willmar Industrial Park Fourth Addition on the west side of County State Aid Highway 5. It was noted that the

northern two-thirds of the plat have been completed with curb and gutter and a first course of bituminous. The balance of the work will be completed in the spring of 2016. That work was delayed due to soil conditions.

The Committee was also informed about a contact from an out-of-county company interested in moving a business with 30 employees into the newest addition of the park. Discussion concluded by staff outlining the possible route for a future rail spur and opportunities for rail-based development on the west side of the expanded industrial park. The Council received this for information only.

Item No. 6 Staff presented information about construction values to-date in 2015 and offered a projection that values would be significantly higher in 2016. This was received by the Council for information only.

Item No. 7 The Committee discussed local economic development relationships involving the City, EDC, Chamber of Commerce, Willmar Area Development Corporation and Vision 2040 group.

On a final matter the Committee requested that staff review the Industrial Park listing agreement and to bring forth recommendations for changes if warranted. Both these items were received for information only by the Council.

Council Member Fagerlie made a motion to approve and file the Community Development Committee Report for November 12, 2015. Council Member Anderson seconded the motion.

Council Member Fagerlie commented on the Open House for the Historic 313 Building held on October 26th with a bus tour to include the MinnWest Greenhouse, the new acreage for the Community Garden at MinnWest and the proposed area for additional space for a Community Garden near the Food Shelf. There were 300+ people who attended including the Lieutenant Governor Tina Smith, State Legislators from the metro along with Representative Dave Baker and Senator Lyle Koenen. The project when complete will create 25 new full-time jobs and 5 new businesses in downtown Willmar.

Council Member Fagerlie announced the upcoming Holiday Parade to be held Saturday, November 21st starting at 2:00 p.m. with the parade starting at 6:30 p.m. Activities include Santa and Mrs. Claus at the Barn Theater and Rice Hospital will be sponsoring the informational booth handing out glow sticks to the first 1,500 people. This event is sponsored by the Downtown Development Committee.

Mayor Calvin commented that he and Council Member Nelsen had attended the Rice Holiday Gala that past Saturday. He announced Rice Hospital is working on their Rice Rehab Center with a fund raising effort to fund the new outdoor recreation area and encouraged the community and the Council to provide support to the project \$1.5 million project with a goal to raise \$500,000 which will be matched anonymously if the goal is reached.

Announcements for Council Committee meeting dates were as follows: Finance/Full Council, 4:45 p.m. at City Hall, November 23; Public Works/Safety, 4:45 p.m. at City Hall, December 1; Labor Relations, 4:45 p.m. at City Hall, December 2, 2015.

Council Member Nelsen asked if there would be a discussion of the contract for the new City Administrator. Mayor Calvin responded saying there have been concerns raised pertaining to the proposed agreement and it has been referred back to the City Attorney who will be preparing information to be sent to the full Council. City Attorney Scott stated for timeliness it will most likely placed on the Finance/Full Council agenda for Monday, November 23, 2015.

Council Member Anderson offered a motion to adjourn the meeting with Council Member Christianson seconding the motion, with carried. The meeting adjourned at 7:35 p.m.

Attest:

MAYOR

SECRETARY TO THE COUNCIL

FINANCE COMMITTEE/CITY COUNCIL PROCEEDINGS
COUNCIL CHAMBERS
WILLMAR MUNICIPAL UTILITIES BUILDING
WILLMAR, MINNESOTA

November 23, 2015
4:45 p.m.

The City Council of the City of Willmar met on Tuesday, November 23, 2015, in the Council Chambers at the Willmar Municipal Utilities Building. The meeting was called to order by the Honorable Mayor Marv Calvin. Members present on a roll call were Mayor Marv Calvin, Council Members Ron Christianson, Denis Anderson, Audrey Nelsen, Shawn Mueske, Andrew Plowman, Tim Johnson, and Rick Fagerlie. Present 8, Absent 1. Council Member Ahmann was excused from the meeting.

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

Others present: Rice Memorial Hospital Representatives Mike Schramm and Bill Fenske, Willmar Municipal Utilities Representatives Wes Hompe, John Harren and Tim Hunstad, West Central Industries Representative Cindy Cameron and Renee Nolting, Willmar Downtown Development Representative John Christianson, Emily Northie, Preservation Alliance of Minnesota, Willmar Fests Representative Cathy Fagerstrom-Dodds and Damon Jongbloed, Terry Tone representing Vision 2040 and "West Central Tribune" Journalist David Little.

CEO Michael Schramm and CFO Bill Fenske reviewed the 2016 Forecast detailing the hospital budget process, noting that revenues are projected to continue to be flat. Mr. Fenske explained the statistics used in preparation of the forecast and the methodology used in developing their 2016 projections. Net Operating Revenue for 2016 is projected at \$97,034,602 and Net Operating Expenses at \$93,753,534 with an estimated Net Income of \$3,983,068. Discussion included flat inpatient activity versus increased outpatient volumes, emergency room visits of 1,200 per month, less than 800 surgeries per quarter and an average daily census of 71. Expenses were flat in 2015 to 2014 with no increase in revenue rates and no new borrowing. Council Member Anderson made a motion to approve the 2016 budget for Rice Memorial Hospital. Council Member Mueske seconded the motion, which carried.

Staff informed the Council that the current Intergovernmental Transfer Agreement with the Rice Memorial Hospital which required a transfer payment of .80% of the Hospital's net assets expires December 31, 2015. A new a three-year agreement for 2016-2018 has been negotiated and requires the same .80% transfer payment.

Resolution No. 1 was introduced by Council Member Anderson, seconded by Council Member Johnson, 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 Mayor and Administrator to execute the Intergovernmental Transfer Agreement between the City of Willmar and the Rice Memorial Hospital for 2016 through 2018 establishing the annual transfer rate of .80 percent of the Hospital's audited net assets.

Dated this 23rd day of November, 2015.

/s/ Marv Calvin
Mayor

/s/ Kevin Halliday
Attest: City Clerk

General Manager Wes Hompe, Finance Director Tim Hunstad and Director of Operations John Harren presented the Willmar Municipal Utilities 2016 Budget. Total Operating Revenue is estimated at \$29,150,004 which incorporates electric rates for residential customers remaining flat, and a commercial and industrial increase of 1% with no rate increase. Water revenues remain flat with no rate adjustment and district heating is 1.1% lower in revenue due to a decline in customers. Total Operating Expenditures are estimated at \$25,781,974 and the 2015 Intergovernmental Transfer to the City of Willmar is estimated at \$2,179,579. The projected Net Income for 2016 is \$3,280,499. The 5-year capital improvements budget was also presented in detail. It was also noted that 8,000 meters were replaced with radio-controlled units. WMU staff announced next year is their 125th Anniversary. Council Member Anderson made a motion to approve the 2016 budget for Willmar Municipal Utilities. Council Member Christianson seconded the motion, which carried.

Staff informed the Council that the current Intergovernmental Transfer Agreement with the Willmar Municipal Utilities (WMU), which required a transfer of 4.9% of the audited WMU net assets with an annual increase not to exceed 4 percent, expires December 31, 2015. A new agreement for 2016-2018 has been negotiated with the transfer payments being \$7.70/mwh x (times) the annual mwh sales from January 1st to December 31st of each year. Annual sales are based on the average of the five previous years. The transfer payments are not to exceed a 2% increase in the amount of the Intergovernmental Transfer payment of the previous year. In no event shall the annual payment be less than the previous year.

Resolution No. 2 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. 2

BE IT RESOLVED by the City Council of the City of Willmar to authorize the Mayor and Administrator to execute the Intergovernmental Transfer Agreement between the City of Willmar and Willmar Municipal Utilities for 2016 through 2018 with transfer payments being based on the average of the five previous years.

Dated this 23rd day of November, 2015.

/s/ Marv Calvin
Mayor

/s/ Kevin Halliday
Attest: City Clerk

Meals On Wheels: The Mayor's 2016 Proposed Budget includes \$20,575 for Meals On Wheels and their request is for \$20,575. Renee Nolting representing West Central Industries explained that the Meals On Wheels Program began in 1972 and for the past several years they have received \$15,000 and \$19,200 in 2015 from the City of Willmar. The Meals on Wheels program has been a stable entity that continues to serve people within the community keeping them in their homes and independent longer and providing them with their recommended dietary allowances. Their request for 2016 is increasing to \$20,575 to help supplement the increase in meal costs. Their meals cost \$6.98 to produce and they charge \$5.87 which is required for those on a county waiver. The number of meals served is remaining stable and our aging population will increase. The need was expressed for more volunteer drivers.

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, the City of Willmar will fund the community partners budget request of West Central Industries for their Meals on Wheels Program in the amount of \$20,575 for the year 2016.

Dated this 23rd day of November, 2015.

/s/ Marv Calvin
Mayor

/s/ Kevin Halliday
Attest: City Clerk

Vision 2040: Terry Tone, representing Vision 2040 came before the Council to explain the importance of Vision 2040 offering highlights of what's important including how to attract and retain people in Willmar, strengthen our economic diversity, develop things to do, develop next generation leaders and the health and wellness of our community. He explained the need to retain businesses and transition new leaders to take on roles and cited that Vision 2040 has started 33 new programs. Partnerships have been developed with organizations to include: Jennie-O Turkey Store, Willmar Public Schools, Kandiyohi County, County/City Economic Development Committee, Chamber of Commerce, Spicer Economic Development Commission, New London-Spicer, Pennock and Community Christian School Districts and Willmar Municipal Utilities. Discussion was held as to whether Willmar is clearly benefitting from Vision 2040 expressing concern for using taxpayer's money for a group that encompasses a large area of the County. The Council discussed the funding at length before the resolution was introduced.

Resolution No. 4 was introduced by Council Member Anderson, seconded by Council Member Nelsen, reviewed by Mayor Calvin, and approved on a roll call vote of Ayes 5, Noes 2 with the "no" votes being cast by Council Members Johnson and Christianson.

RESOLUTION NO. 4

BE IT RESOLVED, the City of Willmar will fund the community partners budget request of Vision 2040 with a payment in the amount of \$5,000 for 2015 and fund the amount of \$5,000 for the year 2016.

Dated this 23rd day of November, 2015.

/s/ Marv Calvin
Mayor

/s/ Kevin Halliday
Attest: City Clerk

Council Member Anderson introduced John Christianson, representing the Willmar Downtown Development Inc. who came before the Council. He explained he would be providing information relating to a project that the Willmar Downtown Development has embarked on known as the Historic 313 on 4th Street, LLC, which is the development of the 313 Building to include the Foxhole Brewery/Hub. He explained how that joint venture came to be and the status of the project including the layout. He identified Emily Northie of the Preservation Alliance of Minnesota who came to explain what the Preservation Alliance is and its purpose. Thirdly will be the funding request for the Willmar Downtown Development, Inc. in the amount of \$37,000.

The Board of the Willmar Downtown Development selected the project and partnered with the Preservation Alliance who came up with the initial \$65,000 to purchase this building from the Barn Theater. The Historic 313 LLC was formed with ownership being 49% Willmar Downtown Development, Inc. and 51% Preservation Alliance of Minnesota. The purpose of the project was to stimulate economic development. He presented the building layout and potentially five new businesses participating in this project.

Emily Northie came forward and explained the mission of the Preservation Alliance of Minnesota and that they are a 501c(3) which is nonprofit and funded from a variety of sources. She highlighted the Willmar Downtown Development is the first program within Minnesota to meet the National Accreditation Standards. After receipt of questions from the Council, this was received for information only.

Willmar Downtown Development, Inc.: John Christianson, representing Willmar Downtown Development, Inc. presented the funding request in the amount of \$37,000 which has remained the same as the two prior years. He detailed where the funding would be designated to include the Holiday Parade (\$5,000), Becker Market, liability insurance (\$2,500), rent for storage space (\$1,800), project coordinator

contract (\$21,600), administrative services (\$1,000), marketing and advertising (\$3,500) and grantwriter fees (\$1,600) for a total of \$37,000.

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 5, Noes 0 with Council Members Christianson and Johnson abstaining.

RESOLUTION NO. 5

BE IT RESOLVED, the City of Willmar will fund the community partners budget request of the Willmar Downtown Development, Inc. with a payment in the amount of \$37,000 for the year 2016.

Dated this 23rd day of November, 2015.

/s/ Marv Calvin
Mayor

/s/ Kevin Halliday
Attest: City Clerk

Willmar Fests: The community partners request for Willmar Fests is for \$35,000. Cathy Fagerstrom-Dodds and Damon Jongbloed representing Willmar Fests provided a brief summary of their activities noting the addition this year of a Kids Carnival on Saturday afternoon at Robbins Island and a Rib Fest. They are requesting an additional \$10,000 in 2016 to help offset some shortages in this past year most likely due to the startup of some new events.

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

RESOLUTION NO. 6

BE IT RESOLVED, the City of Willmar will fund the community partners budget request of the Willmar Fests with a payment in the amount of \$35,000 for the year 2016.

Dated this 23rd day of November, 2015.

/s/ Marv Calvin
Mayor

/s/ Kevin Halliday
Attest: City Clerk

Council Member Anderson asked Finance Director Steve Okins to briefly summarize the 2016 City Budget including changes to date. Mr. Okins presented a summation of the actions noting on August 31st Mayor Calvin presented a balanced budget to the Council and in September the Council reviewed the Capital Improvements making reductions of \$441,500. In October the Council reviewed the departmental budgets making additional adjustments. The changes made to both netted \$231,347 in additional funding that is available for appropriations. The Local Option Sales Tax (LOST) reimbursements are totaling \$159,000 and it is staff's recommendation to take that action, leaving \$72,347 and with the earlier action approving \$5,000 for Vision 2040, there remains \$67,347 to balance the budget. The Truth in Taxation hearing will be held on December 7th and the action after that hearing is to set the levy which at this point is \$4,451,028. \$397,000 of that has been designated for Pavement Management and the budget at this point has \$34.7 million. Discussion was held whereby the \$67,347 surplus could be designated into a facilities fund. Interim City Administrator Halliday noted that no action should be taken until after the Truth in Taxation Hearing.

Following the summary by Finance Director Okins, Council Member Anderson made a motion to designate the \$159,000 toward the LOST liability. Council Member Christianson seconded the motion, which carried.

City Attorney Robert Scott presented the proposed agreement with the City Administrator candidate offered the position, taking into consideration the changes made for workplace policies for non-represented employees. Mr. Scott has discussed the matter with City Labor Attorney Frank Madden and he is comfortable with the agreement and does not see it being an issue with any of the issues he's representing with the non-represented and represented employees. Council Member Christianson stated he and Council Member Ahmann were in contact with Labor Attorney Madden and he had stated it would be advantageous to discuss the contract on December 1st during closed session as it has a large effect on current contracts. Council Member Christianson made a motion to delay action on the City Administrator's Employment Agreement until the December 1st closed meeting. The motion failed due to a lack of a second.

City Attorney Robert Scott was questioned by Mayor Calvin if this contract can be discussed during closed session. Mr. Scott responded saying only to the extent that the City Administrator contract would have a bearing on negotiations with represented bargaining units. He stated Labor Attorney Madden had made it clear to him he had no problem with the Council acting on the agreement at this meeting.

Council Member Johnson stated his impression was Mr. Weiers would engage in some negotiation and bring it back to the Council for consideration. He pointed out his dislike for the \$129,000 annual salary that was offered being too high with a 3% increase in six months after hiring.

Council Member Anderson stated his recollection was that Mr. Weiers was basically empowered to negotiate the offer. Council Member Christianson felt the Council was left out on any negotiations.

Council Member Anderson made a motion to approve the employment agreement as presented and appoint Mr. Kruse as the City Administrator. Council Member Nelsen seconded the motion. The motion failed for lack of five affirmative votes with 4 Ayes, 1 No and 2 abstaining. Council Member Christianson cast the "no" vote and Council Members Mueske and Johnson abstained.

Mayor Calvin stated as Mayor he has the option of voting in this situation with four Council Members voting affirmative, and voted affirmative as well to appoint Mr. Kruse as the next City Administrator.

This action was confirmed by City Attorney Robert who stated when appointing a City Administrator, the City's Charter states it takes five Council Members to approve the appointment. There is a section "when the Mayor may vote," specifically Section 3.06 where the Mayor may vote in limited instances which states in the event any appointment fails by one vote the Mayor may vote.

Council Member Mueske explained his reason for abstaining is due to his not being involved in the City Administrator Search or the negotiation process and therefore was not able to make that determination whereby he withheld his vote. He stated if it creates a dilemma, he would change his vote from an abstention to a "yes."

City Attorney Robert Scott stated the vote has been cast and has occurred and there is no reason to revisit the vote.

Council Member Mueske made a motion to reconsider the previous vote to approve the contract and make the appointment of Mr. Kruse as City Administrator. Council Member Nelsen seconded the motion which carried with 5 Ayes, 0 Noes and 2 Abstaining. Council Members Christianson and Anderson abstained.

The previous motion was restored to approve the employment agreement and appoint Mr. Kruse as the City Administrator as presented. Upon a roll call vote, the motion passed with 5 Ayes, 0 Noes and 2 Abstentions. Council Members Christianson and Anderson abstained.

There being no further business to come before the Committee, the meeting was adjourned at 8:02 p.m.

MAYOR

ATTEST:

CITY CLERK

LABOR RELATIONS/CITY COUNCIL PROCEEDINGS
CONFERENCE ROOM NO. 1
CITY OFFICE BUILDING
WILLMAR, MINNESOTA

December 1, 2015
4:45 p.m.

The meeting of the Willmar Labor Relations Committee/Council opened at 4:45 p.m. Members present on a roll call were Mayor Marv Calvin, Council Members Ron Christianson, Andrew Plowman, Tim Johnson, Steve Ahmann, Denis Anderson, Audrey Nelsen and Shawn Mueske. Present 8, Absent 1. Council Member Rick Fagerlie was excused from the meeting.

Also present were Labor Attorney Frank Madden, Interim City Administrator Kevin Halliday, Finance Director Steve Okins, Fire Chief Frank Hanson, Police Chief Jim Felt and David Little of "West Central Tribune."

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

Item No. 2 There were no additions or deletions to the agenda.

Item No. 3 Council Member Anderson made a motion to go into closed section pursuant to Minn. Stat. §13D.03. Council Member Ahmann seconded the motion, which carried. The meeting was closed at 4:46 p.m.

The meeting was reopened at 6:48 p.m. by motion of Council Member Anderson, and seconded by Council Member Christianson.

Item No. 4 Recommended revisions to the policies for Non-represented employees were presented. It was noted the draft final documents presented at the October 30, 2015 meeting should be included as attachments and presented with the Council agenda for the December 7, 2015 meeting.

Changes to the policy for the City Department Heads were detailed by Council Member Christianson and included the deletion of Article 1.1 which changed 1.2 to become the new 1.1. In Article 2.1 the title of the Director of Planning and Development Services was amended. In Article 7.3, the last sentence the addition of "This section shall be subject to the requirements set forth in Section 11.4." In Section 11.4 the second and third paragraphs were changed to read "A Department Head who provides the City written notice of intent to retire on or before December 31, 2015 and sets forth a date of retirement effective on or before March 31, 2016 may elect to establish a health insurance premium payment fund made up of any or all cash value of the Department Head's accrued sick leave fund pursuant to Article 7.4 of this Policy. Interest may be earned through December 31, 2015 at the rate of 6.0% of the year-end balance. No interest shall accrue after December 31, 2015." The third paragraph was revised to read "After March 31, 2016, all Department Heads shall vote as a group as to whether or not to accept the option upon retirement of a cash payment of their accrued sick leave pursuant to Article 7.4, or the establishment of a post-employment health care savings plan pursuant to regulations of MSRS. The option chosen by the majority of the group of Department Heads shall apply to all Department Heads." In Article 21.1 the clothing allowance for the Police and Fire Chiefs was increased to \$750.00 annually.

Council Member Anderson made a motion to approve the policy for the City Department Heads. Council Plowman seconded the motion, which carried.

Item No. 4 Council Member Ahmann updated the Council on the Subcommittee Recommendations stating additional discussions are needed which will hopefully take place before December 15, 2015.

Council Member Anderson made a motion offered a motion to adjourn the meeting with Council Member Ahmann seconding the motion, with carried. The meeting adjourned at 6:55 p.m.

Attest:

MAYOR

SECRETARY TO THE COUNCIL

**City of Willmar Policy
For City Department Heads**

ARTICLE 1. PURPOSE

- 1.1 The City and the Department Heads, through this Policy, continue their dedication to the highest quality of public service.

ARTICLE 2. DEPARTMENT HEADS

- 2.1 This Policy applies to the following:

City Clerk
Director of Planning and Development Services
Finance Director
Fire Chief
Police Chief
Public Works Director

- 2.2 Department Head positions may be created, established, consolidated or deleted by duly adopted resolution of the City Council.

ARTICLE 3. GRIEVANCE PROCEDURE

- 3.1 **DEFINITION OF GRIEVANCE:** A grievance is defined as a dispute or disagreement as to the interpretation or application of the specific terms and conditions of this Policy.

- 3.2 **PROCEDURE.** A Grievance, as defined by Section 3.1, shall be resolved in conformance with the following procedure:

Step 1: No grievance shall be entertained or processed unless it is submitted within ten (10) working days after the first occurrence of the event giving rise to the grievance, or within ten (10) working days after the Department Head through the use of reasonable diligence should have obtained knowledge of the first occurrence of the event giving rise to the grievance. The written grievance shall be signed by the Department Head and shall set forth the nature of the grievance, the facts upon which it is based, the alleged violation of this Policy, and the relief requested.

The grievance shall be submitted in writing to the City Administrator within the ten (10) working day period as noted above. A meeting or discussion between the City Administrator and the Department Head shall be held within ten (10) working days. If no

settlement is reached, the City Administrator shall provide a written answer to the Department Head within ten (10) working days following the meeting.

Step 2: If the grievance is not settled in Step 1 and the Department Head desires to appeal, the Department Head shall appeal in writing to the City Labor Relations Committee within ten (10) working days after the City Administrator's answer in Step 1. A meeting or discussion between the Labor Relations Committee and the Department Head shall be held within twenty (20) working days. The decision of the Labor Relations Committee shall be final.

ARTICLE 4. PROBATIONARY PERIODS

- 4.1 A newly hired Department Head will serve a probationary period at the discretion of the City Council. The normal probationary period shall be 12 months.
- 4.2 At any time during the probationary period referred to in 4.1, a newly hired or rehired Department Head may be terminated at the discretion of the City Administrator, subject to approval by the City Council.

ARTICLE 5. HOLIDAY LEAVE

- 5.1 The following holidays shall be paid holidays for all Department Heads:

New Year's Day	January 1
Martin Luther King Day	Third Monday in January
President's Day	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Veteran's Day	November 11
Thanksgiving Day	Fourth Thursday in November
Day After Thanksgiving	
Christmas Day	December 25

- 5.2 A paid holiday falling on Sunday will be observed on the following Monday, and one falling on Saturday will be observed on the preceding Friday.

ARTICLE 6. VACATION LEAVE

- 6.1 A Department Head who has completed the probationary period referred to in Section 4.1 shall be granted vacations compensated according to the following schedule:
 - A. From the beginning of continuous employment through the fourth (4th) year of continuous employment, each Department Head shall accrue and be granted vacation at the rate of ten (10) working days per year.

- B. From the beginning of the fifth (5th) year and on through the ninth (9th) year of continuous employment, each Department Head shall accrue and be granted vacation at the rate of fifteen (15) working days per year.
 - C. From the beginning of the tenth (10th) year and on through the fourteenth (14th) year of continuous employment, each Department Head shall be granted vacation at the rate of twenty (20) working days per year.
 - D. From the beginning of the fifteenth (15th) year and thereafter, each Department Head shall accrue and be granted vacation at the rate of twenty-five (25) working days per year.
- 6.2 If a Department Head retires, resigns or is terminated without receiving the vacation due him or her that year, he/she shall be paid for such vacation, not to exceed twice their annual allotment of accumulated vacation, provided that if discharged such termination is not due to misconduct or dishonesty on the part of the Department Head.
- 6.3 Each Department Head shall annually receive two (2) personal leave days. These days are to be taken when the Department Head's workload permits and are not cumulative from year to year.
- 6.4 A Department Head shall be allowed to accumulate vacation and to have credited to them twice their annual vacation. Vacation may be taken in increments of one hour (minimum) to 25 working days (maximum). If 25 working days of vacation are used at one time, a Department Head must work a minimum of two weeks before further vacation can be taken.

ARTICLE 7. SICK LEAVE

- 7.1 A Department Head who has completed the probationary period referred to in Section 4.1 shall be granted eight (8) hours of sick leave, with pay, for each month of service; unused sick leave to a Department Head's credit shall be cumulative from one year to the next.
- 7.2 Sick leave of up to three (3) days per incident may be used in the case of acute sickness, emergency or accident in the Department Head's immediate family, as such term is defined in Section 8.1.
- 7.3 A Department Head entitled to receive weekly workers' compensation wage loss benefits who has accumulated sick leave benefits at the time of a compensable injury, shall be allowed to utilize accumulated sick leave benefits to supplement the difference between the workers' compensation wage loss payment and their average weekly wage at the time of the injury. A Department Head will only be allowed to utilize the sick leave accrued as of the date of injury.

- 7.4 A Department Head with seven (7) or more years of consecutive service with the City shall be granted, upon termination of employment with the City, the cash value of the accumulated total sick leave; computed at last current salary at time of severance, in accordance with the following schedule: seven (7) years, seventy (70%) percent; eight (8) years, eighty (80%) percent; nine (9) years, ninety (90%) percent; ten (10) years, one hundred (100%) percent. In the event a Department Head with at least seven (7) years continuous service dies while so employed, his/her heirs as designated under the PERA plan shall be entitled to an amount equal to the percent of accrued sick leave benefits that said Department Head would have earned under the termination clause (payable at the time of Department Head's death). Termination and/or death benefits shall be limited to 820 hours in 1992 and thereafter. This section shall be subject to the requirements set forth in Section 11.4.

ARTICLE 8. FUNERAL LEAVE

- 8.1 A Department Head may be allowed up to three (3) working days paid leave at the Department Head's straight time rate in the event of death of a member of the Department Head's immediate family. Such funeral leave will not be deducted from sick leave. The Department Head's immediate family is defined as father or father-in-law, grandfather, mother or mother-in-law, grandmother, grandchildren, sister or sister-in-law, brother or brother-in-law, spouse, children of either husband or wife, stepchildren or stepparents, or a member of the Department Head's own immediate household. It is understood that payment under the above provisions is only for a day or days when the Department Head was scheduled to work and would have worked except for the death of such relative.

ARTICLE 9. JURY DUTY (COURT APPEARANCE) OR MILITARY DUTY

- 9.1 A Department Head may be granted a leave of absence with pay for service upon a jury, appearance before a court, legislative committee or other body as a witness in a proceeding involving the Federal Government, the State of Minnesota, or a political subdivision thereof, in response to a subpoena or other direction by proper authority; or attendance in court in connection with his/her official duties.

ARTICLE 10. WORK SCHEDULE

- 10.1 The normal work week for a full-time Department Head shall consist of forty (40) hours. However, it is expected that a Department Head will provide the service necessary to carry out the responsibilities of their positions. A Department Head is exempt from the overtime provisions of the Fair Labor Standards Act (FLSA) and shall not be entitled to accrue overtime or compensatory time for hours worked in excess of forty (40) hours per week.
- 10.2 The pay period system will provide twenty-six (26) pay periods per year with concurrent adjustments of accrued benefits.

- 10.3 Special Leave. Any Department Head who is mentally or physically incapacitated to perform his/her duties, or who for any stated reason considered good by the City Administrator finds it necessary to absent himself/herself from his/her duties, may on written request approved by the City Administrator, be granted special leave of absence without pay for a period not to exceed one year. Such request shall be submitted in writing stating the reason why such absence is desired and the date of his/her return. The Department Head granted a special leave shall be reinstated in the same position as he/she held when the special leave was granted. Special leaves may be reviewed after one year by the City Administrator and if mutually agreed upon by both parties, an extension may be granted.

ARTICLE 11. INSURANCE

- 11.1 Health Insurance. The City agrees to provide an insurance program for hospitalization and major medical coverage comparable to the current Basic Plan. Effective for 2016, the City will pay the full cost of the premium for single coverage for the Basic Plan. Any additional cost resulting from a Department Head electing single coverage based on a higher paid plan option, will be paid by the Department Head through payroll deduction.

For 2016, the City will contribute up to \$1,428 per month toward the cost of the monthly premium for family coverage under the Basic Plan. Any additional cost in the premium for the family Basic Plan or for a higher paid plan option will be paid by the Department Head through payroll deduction. For 2017, and annually thereafter, the City will contribute up to fifty percent (50%) of the increase in the cost of the monthly premium for dependent coverage under the Basic Plan. Any additional cost shall be paid by the Department Head through payroll deduction. The formula for calculation of fifty percent (50%) of the increase of the monthly premium for family coverage under the Basic Plan shall be as follows:

The total new family premium cost (currently for 2016 \$1,639) minus the total new single premium cost (currently for 2016 \$584.50) equals dependent coverage cost. The difference in the new total dependent cost minus the cost of the previous year dependent coverage cost of the Basic Plan shall be divided by two and added to the Department Head contribution toward dependent coverage from the previous year.

- 11.2 Effective for 2017, the City intends to provide a VEBA or HSA plan as an additional option provided there is a minimum of at least ten (10) employees enrolled City wide.
- 11.3 The City agrees to pay for a long-term disability program for such Department Heads comparable to what is now in effect.

- 11.4 A Department Head who retires may continue to participate in the City's health insurance group in accordance with the provisions of Minnesota Statute § 471.61, subd. 2b. A Department Head who elects to continue to participate in the City's health insurance group after retirement shall be responsible for paying the full premium.

A Department Head who provides the City written notice of intent to retire on or before December 31, 2015 and sets forth a date of retirement effective on or before March 31, 2016 may elect to establish a health insurance premium payment fund made up of any or all cash value of the Department Head's accrued sick leave fund pursuant to Article 7.4 of this Policy. Interest may be earned through December 31, 2015 at the rate of 6.0% of the year-end balance. No interest shall accrue after December 31, 2015.

After March 31, 2016, all Department Heads shall vote as a group as to whether or not to accept the option upon retirement of a cash payment of their accrued sick leave pursuant to Article 7.4, or the establishment of a post-employment health care savings plan pursuant to regulations of MSRS. The option chosen by the majority of the group of Department Heads shall apply to all Department Heads.

- 11.5 The City agrees to pay for a \$50,000 life insurance program for a Department Head. The City will provide additional term life insurance solely at Department Head cost, subject to individual participation approval by the insurance carrier.
- 11.6 If there is sufficient participation interest within the City, the City will provide the options for a dental insurance program solely at Department Head cost.

ARTICLE 12. CLOTHING ALLOWANCE

- 12.1 The City shall annually provide a clothing allowance to the Police Chief (electing to wear a uniform), and Fire Chief up to \$750.00. The allowance will be based on a voucher system under the direction of the City Administrator and subject to a list of items issued by the Department Head or may be paid in a lump sum for the year subject to the condition that if a Department Head terminates employment during the year after receiving a lump-sum payment, said Department Head will repay the City on a pro rata basis. If necessary, the City Administrator has the authority to order the Department Head to replace his/her uniform or parts thereof.

The initial uniform shall consist of:

Parka	1	Trousers	2
Cap (winter)	1	Leather Goods	
Cap (summer)	1	Breast and Cap Badge	1
Jacket	1	Set of Hand Cuffs (Police Chief)	1
Shirts (winter)	2	Hand Gun (Police Chief)	1
Shirts (summer)	2	Name Tag	1

ARTICLE 13. DEFERRED COMPENSATION

13.1 The City agrees to participate with Department Heads in a deferred compensation program. City agrees to provide a matching contribution of 100 percent not-to-exceed \$2,000. A Department Head hired on or after January 1, 2016 shall not be eligible for participation in this program.

ARTICLE 14. VEHICLE ALLOWANCE/ASSIGNMENT

14.1 Effective January 1, 2016, a Department Head shall receive a vehicle allowance of \$350.00 per month, except those Directors who are assigned vehicles for business use. Assigned vehicles may be used to and from work. Effective January 1, 2016, vehicles and/or granted vehicle allowances will be granted at the sole discretion of the City.

Disclaimer and Reservation of Rights

This Policy is intended to provide general information to Department Heads of the City of Willmar. The policies and information described herein are not conditions of employment, and the language is not intended to nor does it create a contract between the City of Willmar and any Department Head. The City of Willmar reserves the right to change, add to, eliminate, or modify any of the policies at its discretion, with or without notice. Any employee manuals or contracts previously distributed are now specifically revoked and rescinded and the provisions therein are now null and void.

Rice Memorial Hospital

Board of Directors

November 18, 2015

PRESENT: David Anfinson, President; Dr. Douglas Allen, Vice President; Eric Weiberg, Secretary; Dr. Michael Gardner, Treasurer; and Directors Jon Saunders and Andrea Carruthers

EXCUSED: Director Dr. Lachlan Smith

ADMINISTRATIVE STAFF: Bill Fenske, Dr. Ken Flowe, Teri Beyer, Wendy Ulferts, Sandy Roelofs, Dr. Fred Hund

GUESTS: Audrey Nelsen

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 Allen and carried to approve the consent agenda including the October 21, 2015 Board of Directors meeting minutes, the November 12, 2015 Finance Committee minutes, and the September 30, 2015 financial statements.**

Patient Experience: Teri Beyer distributed and reviewed tonight's patient experience. This patient experience was an email forwarded to Administration from the Hospice Director. The email involved a son of one of their Hospice patients. He was in high school at the time and was also caring for his three younger brothers while his Mom was dying from cancer. He missed a fair amount of school while caring for his mother so he had to repeat the 12th grade this year. He was an awesome cross country runner but was now past the age in which he could participate in high school sports so he needed a "special dispensation" to continue to run cross country during his senior year. With the help of his guidance counselor, they contacted his Mother's Hospice Nurse. The Nurse supplied an email reference for the son so that he could run cross country in his senior year which meant the world to him. The Hospice Nurse also assisted him in getting a job in Willmar.

Quality Report: Teri Beyer presented an overview to the Board on the Hospital's Corporate Compliance program in regard to the following: A) Compliance requirements. B) Rice Structure: 1) Board of Directors. 2) Compliance Committee. 3) Compliance Work Group. C) Work Plan Development: The Office of the Inspector General (OIG) publishes an annual work plan with areas of focus for the coming year. D) OIG Review – Mission. E) Rice Hospital Work Plan: 1) Compliance work group develops annual plan based on the OIG's plan with revisions as needed. 2) Work group meetings focus on internal audits of the items on our plan. 3) Minutes reflect actions and are reviewed by the financial auditors on an annual basis.

Medical Staff Report: Dr. Hund reviewed for the Board information from the 11/17/15 Medical Staff Executive Committee Meeting: A) The Committee approved the Medical Staff Executive Committee going paperless effective January 1, 2016. All Medical Staff Committees will be going paperless by March 1, 2016. B) The Medical Staff/Physicians continue to have frustrations with the EMR, with the exception of the Hospitalist physicians. C) Discussion was held on the continued frustrations patients and their family have when they are admitted to the Hospital as an observation patient vs. an inpatient. These new rules and regulations have tremendous consequences to the Hospital. D) A reception was held on November 16th for the Hospital's new physicians. **ACTION: A motion was made by Director Gardner, seconded by Director Allen and carried that the following applications to the Medical Staff of Rice Memorial Hospital be approved for appointment as presented and recommended: Locum Tenens Privileges: Christopher Davis, M.D. – Emergency Medicine / Department of Emergency Medicine. Jackson & Coker Recruiting – Start Date 11/24/2015. Provisional Allied Health Professional: Amanda Barkley, ATC – Surgical Assistant/Department of Surgery. Heartland Orthopedics, Alexandria, MN. Responsible Physician: Thomas Dudley, M.D. Samantha Bourcy, ATC – Surgical Assistant/Department of Surgery. Heartland Orthopedics, Alexandria, MN. Responsible Physician: Eric Nelson, M.D. Jennifer Kingery, NP-C – Nurse Practitioner / Department of Family Medicine. Family Practice Medical Center, Willmar, MN. Responsible physician: Timothy Mulder, M.D. Provisional Affiliate Staff: Magdalena Pietka, M.D. – Family Medicine / Department of Family Medicine. Urgent Care / Affiliated Community Medical Center, Willmar, MN. Additional Privilege Requests: Amy Kirking, RN CNOR RNFA – Insert laparoscopic trocars under surgeon's supervision. Leia Zwilling, CST – Insert laparoscopic trocars under surgeon's supervision. Active Staff:**

Stan Antkowiak, DO, Obstetrics/Gynecology/Department of Obstetrics/Gynecology, Affiliated Community Medical Center, Willmar, MN. Steven Bell, M.D. – General Surgery/Department of Surgery, Affiliated Community Medical Center, Willmar, MN. Kenneth Flowe, M.D. – Emergency Medicine/Emergency Department, Rice Memorial Hospital, Willmar, MN. Andrew Hoffman, M.D. – Emergency and Family Medicine / Department of Family Practice & Emergency Medicine. Family Practice Medical Center, Willmar, MN. Nasser Kazmouz, M.D. – Emergency Medicine / Department of Emergency Medicine, Rice Memorial Hospital, Willmar, MN. KerriAnn E. Mahon, M.D. – Pediatrics / Department of Pediatrics, Affiliated Community Medical Center, Willmar, MN. Larry Okerlund, M.D. - Emergency Medicine/Department of Emergency Medicine, Rice Memorial Hospital, Willmar, MN. Daniel Scott, M.D. – Psychiatry/Department of Psychiatry, Rice Institute for Counseling, Willmar, MN. Affiliate Staff: Curt Behrns, M.D. – Diagnostic Radiology/Department of Radiology. Suburban Radiologic Consultants, LTD, Bloomington, MN. Jeffrey Fischer, M.D. – Ophthalmology/Department of Surgery, Fischer Laser Eye Center, Willmar, MN. Ralph Gerbig, M.D. – Hospice Consultation. Family Medicine/Department of Family Medicine, Johnson Memorial Health Services, Dawson, MN. Aimee Johnson, M.D. – Cardiovascular Disease/Department of Internal Medicine, Park Nicollet Heart Center, St. Louis Park, MN. Mark R. Johnston, D.P.M. – Podiatry/Department of Surgery Affiliated Community Medical Center, Willmar, MN. Asif A. Khan, MBBS – Internal Medicine / Department of Internal Medicine, CentraCare Clinic River Campus, St. Cloud, MN. Mark J. Martone, M.D. – Cardiology/Department of Internal Medicine, CentraCare Clinic River Campus, St. Cloud, MN. Hieu Joe Nguyen, M.D. – Cardiology/Department of Internal Medicine. CentraCare Clinic River Campus / Heart & Vascular Center, St. Cloud, MN. Jay H. Traverse III, M.D. – Cardiology, Interventional/Department of Internal Medicine, Minneapolis Heart Institute, Minneapolis, MN. James Wire, M.D. – Plastic & Constructive Surgery/Department of Surgery, James Wire, M.D. Chaska, MN. Transfer from Provisional Affiliate to Affiliate Staff. Javad Keyhani, M.D. – Emergency Medicine/Department of Emergency Medicine, Rice Memorial Hospital, Willmar, MN. Patsa H. Sullivan, M.D. – Radiation Oncology/Department of Internal Medicine, Abbott Northwestern Hospital, Radiation Oncology, Minneapolis, MN. Muhammad Fareed Suri, MBBS – Vascular Neurology/Department of Internal Medicine, CentraCare Clinic River Campus/Neurology, St. Cloud, MN. Laura Willson, M.D. – Radiation/Oncology/Department of Internal Medicine, Abbott Northwestern Hospital, Radiation Oncology, Minneapolis, MN. Allied Health Staff: Wendy Arnold, ST – Surgical Tech / Department of Surgery, St. Cloud Orthopedic Associates, LTD, Sartell, MN. Responsible physician: Christopher Widstrom, M.D. Alysa Bergstrom, LDA – Surgical Assistant/Department of Surgery, Oral-Facial Surgery, PA, Willmar, MN. Responsible physician: James R. Hughes, DDS. Holly Gibson, RN, CRNA – Certified Registered Nurse Anesthetist/Department of Anesthesiology Rice Memorial Hospital, Willmar, MN. Responsible physician: John Seifert, D.O. Cathleen Janitscke, CRNA - Certified Registered Nurse Anesthetists/Department of Anesthesiology. Rice Memorial Hospital, Willmar, MN. Responsible physician: John Seifert, D.O. Wayne Janitscke, CRNA – Certified Registered Nurse Anesthetists/Department of Anesthesiology Rice Memorial Hospital, Willmar, MN. Responsible physician: John Seifert, D.O. Steven Kuchta, L.P. – Licensed Psychologist/Department of Psychiatry, Affiliated Community Medical Center, Willmar, MN. Responsible physician: David Newcomer, M.D. Scooter K. Lippert, LICSW – Licensed Independent Clinical Social Worker/Department of Psychiatry. Rice Institute for Counseling, Willmar, MN. Responsible physician: Daniel Scott, M.D. Tanya Smith, GNP-BC – Nurse Practitioner/Department of Emergency Medicine, Rice Memorial Hospital, MN. Responsible physician: Kenneth Flowe, M.D. Diane Zorn, PSYD, LP – Licensed Psychologist/Department of Psychiatry, Affiliated Community Medical Center, Willmar, MN. Responsible physician: David Newcomer, M.D. Updated Radiology Privileges (forms revised--no changes in privilege requested), Radiology/Department of Radiology, Suburban Radiologic Consultants, Ltd., Minneapolis, MN: Kevin P. Henseler, M.D., Adam B. Jeffers, M.D., Anne Reddy, M.D., Daniel J. Thompson, M.D.

CEO Report: Bill Fenske presented the CEO report in regard to the following:

- A. Facility Projects: The Rice Rehab Center project continues to progress. Even with the recent rainfall, the project is still on track with its timeline and budget to-date.
- B. Rice Institute/Behavioral Health: 1) The new/additional inpatient beds are now being utilized to treat patients. 2) Darla Miles, Nurse Practitioner, started her employment at Rice in mid-October. 3) An offer was made to a Psychiatrist Candidate last week who has been working at Rice on a locum basis. We hope to hear back from him soon on the contract offer.
- C. Union Negotiations: A tentative contract settlement has been reached with the AFSCME and Licensed Practical Nursing (LPN) bargaining units. The members of these units will be voting to ratify the contract on November

30. If approved the proposed contract will be brought to the Board for review and approval at its December meeting. Negotiations continue with the IAFF bargaining unit.

- D. Willmar Medical Services: Willmar Surgery Center (WSC): The WSC Steering Committee met this morning and continues to work through key planning issues for the construction of a new Ambulatory Surgery Center (ASC).
- E. Physician Recruitment: A new General Surgeon has been recruited through ACMC and will begin his practice in Willmar starting in February. Dr. Flowe is in the process of setting up site visits for Emergency Services physician candidates.

New Business:

2016 Financial Forecast: Bill Fenske presented the 2016 Financial Forecast to the Board which has been reviewed and discussed with the Hospital Board's Finance Committee. Information was provided to the Board in regard to the proposed financial forecast, as follows: A) The revised 2015 forecast projects an operating margin of 3.8% for the consolidated Rice operations and 3.4% for 2016 with a projected profitability for all three entities. B) Inpatient activity is projected to remain flat with an average daily census of approximately 31. C) Revenue projections are conservative in that they do not include factors for activity related to recruitment efforts. D) Routine capital expenditures are projected to be lower in 2016 than 2015 by over \$1.3 million due to the completion of the Rice Rehab Center building project. E) The Balance Sheet reflects no new debt to be incurred. **ACTION: A motion was made by Director Gardner, seconded by Director Carruthers and carried that the 2016 Financial Forecast for Rice Memorial Hospital be approved as presented and recommended by the Hospital's Finance Committee.**

City Council Report – Audrey Nelsen: A) Mr. Fenske will be attending the full City Council Finance Committee meeting on Monday Night, November 23rd. B) At the end of the November 23rd meeting the Council will be discussing the contract for the new City Administrator. C) The Holiday Parade will be held in downtown Willmar on Saturday, November 21.

Other: Director Carruthers questioned whether or not information from the Estes Park Conference would be shared with the other members of the Hospital Board, Physicians and Staff sometime in the future? President Anfinson stated that the Board members in attendance at the conference will prepare information to be reviewed with the Hospital Board at a future meeting.

Adjournment: There being no further business, the meeting was adjourned at 6:02 p.m.

Submitted by:

Eric Weiberg, Secretary

WILLMAR MUNICIPAL UTILITIES MINUTES
MUNICIPAL UTILITIES AUDITORIUM
NOVEMBER 23, 2015

The Municipal Utilities Commission met in its regular meeting on Monday, November 23, 2015 at 11:45 a.m. in the Municipal Utilities Auditorium with the following Commissioners present: Matt Schrupp, Dan Holtz, Jeff Nagel, Joe Gimse, Justin Mattern, and Abdirizak Mahboub. Absent was Commissioner Carol Laumer.

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, Power Production Supervisor Jon Folkedahl, Administrative Secretary Beth Mattheisen, City Councilman Andrew Plowman, City Attorney Robert Scott (via teleconference), and WC Tribune Journalist David Little.

Due to the absence of Commission Secretary Laumer, President Schrupp opened the meeting by appointing Commissioner Nagel to serve as Acting Secretary. Following the appointment, President Schrupp requested the Commission to offer a resolution to approve the Consent Agenda. Following review and discussion, Commissioner Gimse offered a resolution to approve the Consent Agenda as presented. Commissioner Holtz seconded.

RESOLUTION NO. 47

“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 November 9, 2015 Commission meeting; and,
- ❖ Bills represented by vouchers No. 144580 to No. 144668 inclusive in the amount of \$1,965,021.53 with a MISO charge in the amount of \$35,600.61.

Dated this 23rd day of November, 2015.

President

ATTEST:

Acting Secretary

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

Commissioner Mattern (Chair) reviewed with the Commission the minutes from the November 20th WMU Planning Committee meeting (see attached). The primary purpose of the meeting was to review and discuss the preliminary 2016 WMU Budget. A brief financial recap of 2015 was presented by General Manager Hompe. Director of Finance Hunstad continued by presenting a detailed analysis of all divisions along with data related to the proposed Budget. Following review and discussion, it was the recommendation of the WMU Planning Committee to present the proposed 2016 WMU Budget to the Commission for review at the November 23rd MUC meeting.

Following discussion, Commissioner Mattern offered a motion to approve the minutes of the November 23rd WMU Planning Committee meeting as presented. Commissioner Holtz seconded the motion which carried by a vote of six ayes and zero nays.

In conjunction with the WMU Planning Committee recommendation, Director of Finance Hunstad presented the Commission with a comprehensive review of the proposed 2016 WMU Budget. Among the topics contained in the presentation were: 1) review of assumptions; 2) Electric Division; 3) Water Division; 4) Heating Division; 5) Combined WMU; 6) Capital Plan; 7) Operating Financial summaries; and, 8) Capital Plan details. A request for formal approval of the 2016 WMU Budget would be presented to the Commission at the December 14th MUC meeting. (Note: The proposed Budget will be presented to the City Finance Committee for consideration at their November 23rd meeting.)

Staff presented the Commission with the following Utility-related reports for review and discussion. These informational reports and analyses included:

1. August & September 2015 Power Supply Reports (Power Supply Manager Carlson)
2. October 2015 Wind Turbine Report (Power Production Supervisor Folkedahl)

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

- WMU Labor Committee Meeting – Mon., Nov. 23rd @ 1:00 p.m.
- WMU/IBEW mediation session – Tues., Dec. 1st @ 9:00 a.m. (Willmar Conference Center)
- 2016 APPA Events:
 - Legislative Rally – March 7-9 (Washington, DC)
 - Lineworker Rodeo – April 1-2 (Shakopee, MN)
 - National Conference – June 10-15 (Phoenix, AZ)
- 2016 MMUA Events:
 - Legislative Conference – Tues., April 19 (note: 1 day only)
 - Annual Summer Meeting – August 15-17 (location TBD)

There being no further business to come before the Commission, Commissioner Nagel made a motion to adjourn the meeting. Commissioner Gimse seconded the motion which carried, and the meeting was adjourned at 12:45 p.m. by a vote of six ayes and zero nays.

Respectfully Submitted,

WILLMAR MUNICIPAL UTILITIES

Beth Mattheisen
Administrative Secretary

ATTEST:

Jeff Nagel, Acting Secretary



WILLMAR MUNICIPAL UTILITIES

WMU PLANNING COMMITTEE MEETING MINUTES NOVEMBER 20, 2015 – 1:00 P.M. WMU CONFERENCE ROOM

Present: Commissioners Justin Mattern & Jeff Nagel, General Manager Wesley Hompe, Director of Finance Tim Hunstad, and Director of Operations John Harren

Committee Chair Mattern called the meeting to order at 1:03 p.m.

AGENDA ITEM(S):

➤ **Review preliminary 2016 WMU Budget**

General Manager Hompe and Director of Finance Hunstad presented the Committee with the proposed 2016 WMU Budget. A brief financial recap of 2015 was reviewed by General Manager Hompe. Director of Finance Hunstad continued by presenting analysis of the following data relative to the proposed budget:

- Review of assumptions
- Electric Division
- Water Division
- Heating Division
- Combined WMU
- Capital Plan
- Operating Financial Summaries
- Capital Plan details

Among the points of interest to note for 2016:

- No rate increases anticipated
- Possible re-allocation of existing funds (i.e. assist in reducing the required amount of finance for future large budget projects)
- Job market effect on current & future wages
- Additional costs anticipated with upcoming Transmission Ownership
- WMU's 125- year anniversary

Following review & discussion, it was the consensus of the WMU Planning Committee to recommend presenting the proposed 2016 WMU Budget to the Commission at the Nov. 23rd MUC meeting. Commission approval of the Budget in its entirety will be requested at the December 14th MUC meeting. (Note: The proposed 2016 WMU Budget will be presented to the City Council/Finance Committee at their scheduled meeting on November 23rd beginning at 4:45 p.m.)

Adjournment:

Following discussion, Commissioner Nagel offered a motion to adjourn the meeting of the WMU Planning Committee at 2:00 p.m. Commissioner Mattern seconded the motion which carried by a vote of two ayes and zero noes.

Report Selection:

Optional Report Title.....INCLUDES ONLY POSTED TRANS

INCLUSIONS:

Fund & Account.		thru	
Check Date.....	11/11/2015	thru	12/02/2015
Source Codes.....		thru	
Journal Entry Dates.....		thru	
Journal Entry Ids.....		thru	
Check Number.....		thru	
Project N.....		thru	
Vendor.....		thru	
Invoice.....		thru	
Purchase Order.....		thru	
Bank.....		thru	
Totals Only?.....	N		
1099 Vendors Only?.....			
Lower Dollars Limit.....			
Create Excel file & Download		N	

Run Instructions:

Jobq	Banner	Copies	Form	Printer	Hold	Space	LPI	Lines	CPI	CP	SP
J		01			N	S	6	066	10		

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
AEHD LLC			.02291											
	44430	12/02/15	FIRE INS. ESCROW/TRUS	12,149.00		111015		D	N				MISCELLANEOUS	812.34350.1701
ALPHA TRAINING & TACTICS			003136											
	44431	12/02/15	HELMENTS AND CASES	5,410.00		2015227		D	N				SMALL TOOLS	101.42411.0221
AMERICAN DOOR WORKS			000825											
	44432	12/02/15	T-HANGAR DR REPAIR-PARTS	84.25		0052788		D	N				MTCE. OF STRUCTU	230.43430.0225
	44432	12/02/15	T-HANGAR DR REPAIR-LABOR	212.50		0052788		D	N				MTCE. OF STRUCTU	230.43430.0335
			VENDOR TOTAL	296.75		*CHECK TOTAL								
				296.75										
AMERICAN PLANNING ASSOCI			000053											
	44433	12/02/15	2016 DUES/SUBSCRIPTION	535.00		060270-15104		D	N				PREPAID EXPENSES	101.128000
APPERT'S FOOD SERVICE			002526											
	44434	12/02/15	CONCESSION SUPPLIES	1,499.43		511180256		D	N				GENERAL SUPPLIES	101.45433.0229
ASD INSURANCE\THE AWES A			000085											
	44435	12/02/15	DISABILITY POLICY	1,398.83		111015		D	N				PREPAID EXPENSES	101.128000
	44435	12/02/15	DISABILITY POLICY	127.17		111015		D	N				INSURANCES AND B	101.42412.0441
			VENDOR TOTAL	1,526.00		*CHECK TOTAL								
				1,526.00										
BATTERY WHOLESALE INC			002860											
	44436	12/02/15	LAB THERMOMETER BATTERY	59.88		22977WIL		D	N				OFFICE SUPPLIES	651.48484.0220
	44436	12/02/15	BATTERIES	238.57		23154WIL		D	N				INVENTORIES-MDSE	101.125000
			VENDOR TOTAL	298.45		*CHECK TOTAL								
				298.45										
BERNICK'S PEPSI-COLA CO			000103											
	44437	12/02/15	CONCESSION SUPPLIES	1,962.90		142103		D	N				GENERAL SUPPLIES	101.45433.0229
	44437	12/02/15	CONCESSION SUPPLIES	424.80		20634		D	N				GENERAL SUPPLIES	101.45433.0229
	44437	12/02/15	OFFICE COFFEE	78.96		3069		D	N				GENERAL SUPPLIES	101.43425.0229
	44437	12/02/15	CONCESSION SUPPLIES	459.34		3483		D	N				GENERAL SUPPLIES	101.45433.0229
	44437	12/02/15	CONCESSION SUPPLIES	1,787.88		4020		D	N				GENERAL SUPPLIES	101.45433.0229
	44437	12/02/15	CONCESSION SUPPLIES	240.00		5241		D	N				GENERAL SUPPLIES	101.45433.0229
			VENDOR TOTAL	4,953.88		*CHECK TOTAL								
				4,953.88										
BITUMINOUS PAVING INC			.02224											
	44438	12/02/15	MIX FOR STREET PATCHIN	1,991.25		15-772.1		D	N				MTCE. OF OTHER I	101.43425.0226
BOLTON & MENK INC			001010											
	44422	11/18/15	PVMNT/GRASS RUNWAY REH	1,362.00		0174113		D	N				PROFESSIONAL SER	430.43430.0446
	44439	12/02/15	WESTWOOD COURT L.S.	1,250.00		0182653		D	N				MTCE. OF OTHER I	432.48508.0336
	44439	12/02/15	L.S. DESIGN SERVICES	720.00		0183465		D	N				PROFESSIONAL SER	432.48507.0446

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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
BOLTON & MENK INC 001010														
	44439	12/02/15	12TH STREET	414.00		0184788		D	N				PROFESSIONAL SER	414.48454.0446
	44439	12/02/15	IND. PARK/4TH ADDITIO	15,132.00		0184790		D	N				PROFESSIONAL SER	414.48455.0446
	44439	12/02/15	WESTWOOD COURT L.S.	11,615.00		0184791		D	N				PROFESSIONAL SER	432.48508.0446
				29,131.00										
			VENDOR TOTAL	30,493.00										
*CHECK TOTAL														
BSE 001980														
	44440	12/02/15	LINEAR LIGHT BULBS	113.04		910280076		D	N				MTCE. OF EQUIPME	101.45433.0224
	44440	12/02/15	OXIDE INHIBITOR	22.42		910288810		D	N				MTCE. OF EQUIPME	101.45433.0224
	44440	12/02/15	LIGHTS AND BALLESTS	248.10		910305947		D	N				MTCE. OF STRUCTU	101.43425.0225
	44440	12/02/15	LIGHT BULBS FOR SIGN	98.76		910391968		D	N				MTCE. OF EQUIPME	101.43425.0224
	44440	12/02/15	LIGHT BULBS FOR SIGN	65.10		910392319		D	N				MTCE. OF EQUIPME	101.43425.0224
				547.42										
			VENDOR TOTAL	547.42										
*CHECK TOTAL														
BSN SPORTS INC 003001														
	44441	12/02/15	V-BALL STANDARD PADDIN	1,072.06		97367721		D	N				GENERAL SUPPLIES	101.45427.0229
	44441	12/02/15	HOCKEY PUCKS	223.65		97371391		D	N				GENERAL SUPPLIES	101.45433.0229
				1,295.71										
			VENDOR TOTAL	1,295.71										
*CHECK TOTAL														
BURNHAM COMPANIES 003151														
	44442	12/02/15	GRINDING BRUSH MATERIAL	800.00		3738		D	N				OTHER SERVICES	101.43425.0339
BUSINESSWARE SOLUTIONS 002776														
	44443	12/02/15	PRINT/PAGE COUNT	6.41		246303		D	N				OFFICE SUPPLIES	101.41400.0220
	44443	12/02/15	PRINT/PAGE COUNT	36.14		246303		D	N				OFFICE SUPPLIES	101.41402.0220
	44443	12/02/15	PRINT/PAGE COUNT	10.45		246303		D	N				OFFICE SUPPLIES	101.41403.0220
	44443	12/02/15	PRINT/PAGE COUNT	19.62		246303		D	N				OFFICE SUPPLIES	101.41404.0220
	44443	12/02/15	PRINT/PAGE COUNT	171.05		246303		D	N				OFFICE SUPPLIES	101.41405.0220
	44443	12/02/15	PRINT/PAGE COUNT	47.41		246303		D	N				OFFICE SUPPLIES	101.41409.0220
	44443	12/02/15	PRINT/PAGE COUNT	77.78		246303		D	N				OFFICE SUPPLIES	101.42411.0220
	44443	12/02/15	PRINT/PAGE COUNT	22.23		246303		D	N				OFFICE SUPPLIES	101.43417.0220
	44443	12/02/15	PRINT/PAGE COUNT	95.28		246303		D	N				OFFICE SUPPLIES	101.43425.0220
	44443	12/02/15	PRINT/PAGE COUNT	35.63		246303		D	N				OFFICE SUPPLIES	101.45433.0220
	44443	12/02/15	PRINT/PAGE COUNT	3.95		246303		D	N				OFFICE SUPPLIES	101.45435.0220
	44443	12/02/15	PRINT/PAGE COUNT	81.32		246303		D	N				OFFICE SUPPLIES	651.48484.0220
				607.27										
			VENDOR TOTAL	607.27										
*CHECK TOTAL														
CALVARY LUTHERAN CHURCH 000136														
	44444	12/02/15	CUSTODIAN SERVICES	20.00		112415		D	N				RENTS	101.41424.0440
CARD SERVICES 002552														
	44423	11/18/15	CAKE & ICECREAM-R. JOHNS	43.75		0077		D	N				AWARDS AND INDEM	101.42412.0442
	44423	11/18/15	DONUTS	140.98		104976		D	N				GENERAL SUPPLIES	101.45433.0229
	44423	11/18/15	BUNS FOR CONCESSIONS	25.92		107811		D	N				GENERAL SUPPLIES	101.45433.0229

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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
CARRANZA/NOE			002547											
	44445	12/02/15	INTERPRETED 11/12/15	50.00		113015		D	M	07			PROFESSIONAL SER	101.42411.0446
CENTERPOINT ENERGY			000467											
	44446	12/02/15	NATURAL GAS-NOV	16.94		6007936/11-15		D	N				UTILITIES	230.43430.0332
	44446	12/02/15	NATURAL GAS-NOV	382.48		6007939/11-15		D	N				UTILITIES	101.43425.0332
	44446	12/02/15	NATURAL GAS-NOV	23.23		6038773/11-15		D	N				UTILITIES	101.43425.0332
	44446	12/02/15	NATURAL GAS-NOV	336.62		6048932/11-15		D	N				UTILITIES	651.48484.0332
	44446	12/02/15	NATURAL GAS-NOV	732.71		6061271/11-15		D	N				UTILITIES	101.45433.0332
	44446	12/02/15	NATURAL GAS-NOV	34.15		6069198/11-15		D	N				UTILITIES	101.43425.0332
	44446	12/02/15	NATURAL GAS-NOV	292.62		6084836/11-15		D	N				UTILITIES	101.45435.0332
	44446	12/02/15	NATURAL GAS-NOV	1,508.31		6085332/11-15		D	N				UTILITIES	101.45433.0332
	44446	12/02/15	NATURAL GAS-NOV	16.94		6093527/11-15		D	N				UTILITIES	101.43425.0332
	44446	12/02/15	NATURAL GAS-NOV	209.53		6102726/11-15		D	N				UTILITIES	101.42412.0332
	44446	12/02/15	NATURAL GAS-NOV	223.81		6725927/11-15		D	N				UTILITIES	230.43430.0332
	44446	12/02/15	NATURAL GAS-NOV	16.94		7177865/11-15		D	N				UTILITIES	230.43430.0332
	44446	12/02/15	NATURAL GAS-NOV	116.19		8503501/11-15		D	N				UTILITIES	651.48485.0332
	44446	12/02/15	NATURAL GAS-NOV	143.29		8512023/11-15		D	N				UTILITIES	651.48485.0332
	44446	12/02/15	NATURAL GAS-NOV	2,712.62		8795475/11-15		D	N				UTILITIES	651.48484.0332
			VENDOR TOTAL	6,766.38		*CHECK TOTAL								
CES IMAGING			002988											
	44447	12/02/15	BOND PAPER	58.92		INV027604		D	N				OFFICE SUPPLIES	101.41408.0220
CHAMBERLAIN OIL CO			000154											
	44448	12/02/15	OIL	438.00		151404		D	N				INVENTORIES-MDSE	101.125000
CHAPPELL CENTRAL INC			000156											
	44449	12/02/15	CK FRONT ENTRY WAY HTR	103.00		00065909		D	N				MTCE. OF STRUCTU	101.41408.0335
	44449	12/02/15	OFFICE FURNACE	2,682.00		00155636		D	N				MTCE. OF STRUCTU	101.43425.0335
	44449	12/02/15	FLTRS-AIR HANDLING UNIT	221.92		00155661		D	N				MTCE. OF STRUCTU	101.41408.0225
			VENDOR TOTAL	3,006.92		*CHECK TOTAL								
CHARTER COMMUNICATIONS			000736											
	44450	12/02/15	PHONE SERV 11/16-12/15	46.94		1136/11-15		D	N				TRAVEL-CONF.-SCH	101.41409.0333
	44450	12/02/15	PHONE SERV 11/20-12/19	144.06		2191/11-15		D	N				COMMUNICATIONS	101.41409.0330
	44450	12/02/15	PHONE SERV 10/16-12/15	1,260.32		4184/10-11/15		D	N				TRAVEL-CONF.-SCH	101.41409.0333
	44450	12/02/15	PHONE SERV 11/26-12/25	84.88		5124/12-15		D	N				COMMUNICATIONS	101.41409.0330
			VENDOR TOTAL	1,536.20		*CHECK TOTAL								
CODE 4 SERVICES LLC			002984											
	44451	12/02/15	#168301 VEHICLE UP-FIT	850.87		2209		D	N				MTCE. OF EQUIPME	101.42411.0224
	44451	12/02/15	#168301 VEHICLE UP-FIT	2,380.00		2209		D	N				MTCE. OF EQUIPME	101.42411.0334
	44451	12/02/15	#149279 SETINA PARTITI	1,091.18		2230		D	N				MACHINERY AND AU	450.42411.0553
	44451	12/02/15	WEAPON MOUNTS	828.05		2240		D	N				MACHINERY AND AU	101.42411.0553

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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
CODE 4 SERVICES LLC			002984											
	44451	12/02/15	CAR 18 REPLACEMENT LIGHT	196.03		2243		D	N				MTCE. OF EQUIPME	101.42411.0224
				5,346.13										
			VENDOR TOTAL	5,346.13										
COLEPAPERS INC			000170											
	44452	12/02/15	TOILET BOWL CLEANER	159.57		9153643		D	N				CLEANING AND WAS	101.45435.0228
COMPASS MINERALS AMERICA			003116											
	44453	12/02/15	ROAD SALT	4,055.73		71408038		D	N				GENERAL SUPPLIES	101.43425.0229
CONCORDE BANK			002887											
	44454	12/02/15	2013 HOSP REV BOND	2,611.58		120115		D	N				INTEREST	350.47402.0444
	44454	12/02/15	2013 HOSP REV BOND	14,300.00		120115		D	N				BONDS	350.47402.0660
			VENDOR TOTAL	16,911.58										
CR-BUILDING PERFORMANCE			003215											
	44455	12/02/15	2015 PROFF SERVICES	2,580.00		WILMA001-01		D	N				BUILDINGS AND ST	450.43417.0551
CROW CHEMICAL & LIGHTING			000186											
	44456	12/02/15	CLEANING SUPPLIES	28.00		6135		D	N				CLEANING AND WAS	101.43425.0228
	44456	12/02/15	TOWELS	154.20		6188		D	N				CLEANING AND WAS	651.48484.0228
	44456	12/02/15	EATING UTENCILS	133.75		6188		D	N				GENERAL SUPPLIES	651.48484.0229
	44456	12/02/15	MOP HANDLE, TOOL HOLDER	139.31		6198		D	N				CLEANING AND WAS	101.45433.0228
			VENDOR TOTAL	455.26										
DAN'S SHOP INC			002212											
	44457	12/02/15	FILTERS	184.36		70017		D	N				INVENTORIES-MDSE	101.125000
	44457	12/02/15	FILTERS	100.20		70140		D	N				INVENTORIES-MDSE	101.125000
			VENDOR TOTAL	284.56										
DAN'S TOWING INC			.02289											
	44458	12/02/15	REFUND ON OVERCHARGE	30.00		113015		D	N				REFUNDS AND REIM	101.42428.0882
DELTA DENTAL OF MINNESOT			002867											
	44428	11/25/15	DENTAL INSURANCE-DEC	300.00		6261839		D	N				COBRA INS PREMIU	101.120001
DEPT OF HUMAN SERVICES			000009											
	44459	12/02/15	CLEANING SERVICES-OCT	1,628.00		00000310980		D	N				CLEANING AND WAS	101.45433.0338
DEPT OF HUMAN SERVICES			002914											
	44424	11/18/15	#22 RICE CARE CENTER-	25,164.49		306427		D	N				OTHER CHARGES	101.41428.0449
DOOLEY'S PETROLEUM INC			000212											
	44460	12/02/15	CHEVRON OIL	365.44		8982		D	N				MOTOR FUELS AND	101.42412.0222

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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
DOOLEY'S PETROLEUM INC			002163							
	44461	12/02/15	4000 GAL UNLEADED	7,179.98		23508		D N	INVENTORIES-MDSE	101.125000
	44461	12/02/15	3999 GALLONS DYED DIES	7,626.13		23508		D N	INVENTORIES-MDSE	101.125000
	44461	12/02/15	293 GALLONS DIESEL	633.46		268371		D N	MOTOR FUELS AND	651.48486.0222
	44461	12/02/15	167 GALLONS UNLEADED	395.80		268372		D N	MOTOR FUELS AND	651.48484.0222
	44461	12/02/15	94.9 GALLONS DIESEL	205.17		269046		D N	MOTOR FUELS AND	651.48486.0222
			VENDOR TOTAL	16,040.54		*CHECK TOTAL				
				16,040.54						
DUININCK INC			000222							
	44462	12/02/15	WTR MAIN/SWR/STORM S	111,255.88		1301B/EST. 5		D N	MTCE. OF OTHER I	413.48451.0336
ED'S SERVICE CENTER & SA			000231							
	44463	12/02/15	TOWING CHARGES-OCT	1,405.00		STMT/10-15		D N	OTHER SERVICES	101.42411.0339
ENGWALL/ARDELL			.00889							
	44464	12/02/15	MILEAGE EXPENSE	12.65		111615		D N	TRAVEL-CONF.-SCH	101.41424.0333
ERIC'S AVIATION SERVICES			002998							
	44465	12/02/15	ON SITE MGMT SERV-DEC	6,428.00		STMT/12-15		D N	PROFESSIONAL SER	230.43430.0446
	44465	12/02/15	PAINT FOR FBO DOORS	52.94		3795765		D N	MTCE. OF STRUCTU	230.43430.0225
			VENDOR TOTAL	6,480.94		*CHECK TOTAL				
				6,480.94						
ERICKSON/DANIEL			001924							
	44466	12/02/15	GAS-NEW SQUAD PICKUP	24.95		714		D N	MOTOR FUELS AND	101.42411.0222
ETTERMAN ENTERPRISES			001567							
	44467	12/02/15	CABLE TIES	34.97		234044		D M 07	GENERAL SUPPLIES	651.48484.0229
EXCEL OVERHEAD DOOR			002443							
	44468	12/02/15	REPL. 4 OVERHEAD DOORS	6,520.00		25401		D N	MTCE. OF STRUCTU	101.42412.0225
	44468	12/02/15	REPL. 4 OVERHEAD DOORS	2,240.00		25401		D N	MTCE. OF STRUCTU	101.42412.0335
			VENDOR TOTAL	8,760.00		*CHECK TOTAL				
				8,760.00						
EXPLORE MN TOURISM			002245							
	44469	12/02/15	2016-2017 MRKTG CAMPAI	1,700.00		11302015		D N	PREPAID EXPENSES	208.128000
	44469	12/02/15	2016 GRAPHICAL ADS	3,000.00		11302015		D N	PREPAID EXPENSES	208.128000
			VENDOR TOTAL	4,700.00		*CHECK TOTAL				
				4,700.00						
FARM-RITE EQUIPMENT			003002							
	44470	12/02/15	LIFT RNTL FOR SCOREBOARD	390.00		R01556		D N	RENTS	101.42412.0440
FARNAM'S GENUINE PARTS			000249							
	44471	12/02/15	BATTERY	142.22		736754		D N	MTCE. OF EQUIPME	101.45433.0224
	44471	12/02/15	SPARK PLUGS	8.48		736925		D N	MTCE. OF EQUIPME	101.45433.0224

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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
FARNAM'S GENUINE PARTS			000249											
	44471	12/02/15	BATTERY	220.01		737121		D	N				INVENTORIES-MDSE	101.125000
	44471	12/02/15	WIPER BLADES	95.98		737944		D	N				MTCE. OF EQUIPME	101.43425.0224
	44471	12/02/15	WIPER BLADES	95.98		738063		D	N				MTCE. OF EQUIPME	101.43425.0224
	44471	12/02/15	JACK OIL	14.72		738299		D	N				MOTOR FUELS AND	101.43425.0222
			VENDOR TOTAL	577.39										
				577.39		*CHECK TOTAL								
FASTENAL COMPANY			001188											
	44472	12/02/15	KEYSTOCK	17.04		MNWIL138094		D	N				INVENTORIES-MDSE	101.125000
	44472	12/02/15	#159115 INT. BASKET	99.21		MNWIL138167		D	N				MTCE. OF EQUIPME	101.43425.0224
			VENDOR TOTAL	116.25										
				116.25		*CHECK TOTAL								
FAT FREDDY'S MUSIC			002342											
	44473	12/02/15	SOUND SYSTEM RENTAL	100.00		111315		D	N				RENTS	101.41409.0440
FELT/JAMES E			000993											
	44474	12/02/15	MEALS-CHIEFS LEGISLATIVE	18.00		715		D	N				SUBSISTENCE OF P	101.42411.0227
FISCHER/BETH			002484											
	44475	12/02/15	CELL PHONE-OCT-DEC	150.00		113015		D	M	07			COMMUNICATIONS	208.45005.0330
	44475	12/02/15	MILEAGE 9/15-11/30/15	626.75		113015		D	M	07			TRAVEL-CONF.-SCH	208.45005.0333
			VENDOR TOTAL	776.75										
				776.75		*CHECK TOTAL								
FIVE-STAR PUMPING			000234											
	44476	12/02/15	BIOSOLIDS LAND APPLIC.	2,530.00		3640		D	N				OTHER SERVICES	651.48486.0339
	44476	12/02/15	BIOSOLIDS LAND APPLIC.	2,117.50		3643		D	N				OTHER SERVICES	651.48486.0339
			VENDOR TOTAL	4,647.50										
				4,647.50		*CHECK TOTAL								
FLAHERTY & HOOD P.A.			001449											
	44477	12/02/15	LEGAL SERVICES-OCTOBER	6,417.82		8224		D	M	07			PROFESSIONAL SER	101.41406.0446
FLEETPRIDE			002973											
	44478	12/02/15	WINTER BLADES	93.00		72448144		D	N				INVENTORIES-MDSE	101.125000
	44478	12/02/15	TRAILER LIGHT CABLE/BOX	40.22		72654293		D	N				INVENTORIES-MDSE	101.125000
			VENDOR TOTAL	133.22										
				133.22		*CHECK TOTAL								
GENERAL MAILING SERVICES			000293											
	44479	12/02/15	POSTAGE 10/19-10/23/15	3.54		16677		D	N				POSTAGE	101.41401.0223
	44479	12/02/15	POSTAGE 10/19-10/23/15	21.90		16677		D	N				POSTAGE	101.41402.0223
	44479	12/02/15	POSTAGE 10/19-10/23/15	76.62		16677		D	N				POSTAGE	101.41403.0223
	44479	12/02/15	POSTAGE 10/19-10/23/15	10.03		16677		D	N				POSTAGE	101.41404.0223
	44479	12/02/15	POSTAGE 10/19-10/23/15	3.54		16677		D	N				POSTAGE	101.41405.0223
	44479	12/02/15	POSTAGE 10/19-10/23/15	15.00		16677		D	N				POSTAGE	101.41408.0223
	44479	12/02/15	POSTAGE 10/19-10/23/15	0.59		16677		D	N				POSTAGE	101.42411.0223
	44479	12/02/15	POSTAGE 10/19-10/23/15	2.38		16677		D	N				POSTAGE	101.42412.0223

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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											
	44479	12/02/15	POSTAGE 10/19-10/23/15	1.79		16677		D	N				POSTAGE	230.43430.0223
	44479	12/02/15	POSTAGE 10/19-10/23/15	3.54		16677		D	N				POSTAGE	651.48484.0223
	44479	12/02/15	POSTAGE 10/26-10/30/15	0.59		16713		D	N				POSTAGE	101.41401.0223
	44479	12/02/15	POSTAGE 10/26-10/30/15	24.19		16713		D	N				POSTAGE	101.41402.0223
	44479	12/02/15	POSTAGE 10/26-10/30/15	6.44		16713		D	N				POSTAGE	101.41403.0223
	44479	12/02/15	POSTAGE 10/26-10/30/15	6.49		16713		D	N				POSTAGE	101.41404.0223
	44479	12/02/15	POSTAGE 10/26-10/30/15	1.77		16713		D	N				POSTAGE	101.41405.0223
	44479	12/02/15	POSTAGE 10/26-10/30/15	15.00		16713		D	N				POSTAGE	101.41408.0223
	44479	12/02/15	POSTAGE 10/26-10/30/15	1.77		16713		D	N				POSTAGE	101.41409.0223
	44479	12/02/15	POSTAGE 10/26-10/30/15	0.86		16713		D	N				POSTAGE	101.41424.0223
	44479	12/02/15	POSTAGE 10/26-10/30/15	1.18		16713		D	N				POSTAGE	101.42411.0223
	44479	12/02/15	POSTAGE 10/26-10/30/15	22.98		16713		D	N				POSTAGE	101.43425.0223
	44479	12/02/15	POSTAGE 10/26-10/30/15	2.95		16713		D	N				POSTAGE	208.45005.0223
	44479	12/02/15	POSTAGE 10/26-10/30/15	3.22		16713		D	N				POSTAGE	230.43430.0223
	44479	12/02/15	POSTAGE 10/26-10/30/15	5.31		16713		D	N				POSTAGE	651.48484.0223
	44479	12/02/15	UPS CHARGES	31.51		16795		D	N				POSTAGE	101.42412.0223
	44479	12/02/15	POSTAGE	16.93		16795		D	N				POSTAGE	101.42412.0223
	44479	12/02/15	POSTAGE	37.49		16866		D	N				POSTAGE	101.42411.0223
	44479	12/02/15	FED EX CHARGES	23.38		16866		D	N				POSTAGE	101.42411.0223
	44479	12/02/15	POSTAGE 11/02-11/06/15	0.59		18690		D	N				POSTAGE	101.41400.0223
	44479	12/02/15	POSTAGE 11/02-11/06/15	2.90		18690		D	N				POSTAGE	101.41401.0223
	44479	12/02/15	POSTAGE 11/02-11/06/15	12.98		18690		D	N				POSTAGE	101.41402.0223
	44479	12/02/15	POSTAGE 11/02-11/06/15	92.01		18690		D	N				POSTAGE	101.41403.0223
	44479	12/02/15	POSTAGE 11/02-11/06/15	0.59		18690		D	N				POSTAGE	101.41404.0223
	44479	12/02/15	POSTAGE 11/02-11/06/15	10.62		18690		D	N				POSTAGE	101.41405.0223
	44479	12/02/15	POSTAGE 11/02-11/06/15	15.00		18690		D	N				POSTAGE	101.41408.0223
	44479	12/02/15	POSTAGE 11/02-11/06/15	1.77		18690		D	N				POSTAGE	101.42411.0223
	44479	12/02/15	POSTAGE 11/02-11/06/15	25.96		18690		D	N				POSTAGE	101.42412.0223
	44479	12/02/15	POSTAGE 11/02-11/06/15	1.13		18690		D	N				POSTAGE	101.43417.0223
	44479	12/02/15	POSTAGE 11/02-11/06/15	0.59		18690		D	N				POSTAGE	101.43425.0223
	44479	12/02/15	POSTAGE 11/02-11/06/15	13.84		18690		D	N				POSTAGE	230.43430.0223
	44479	12/02/15	POSTAGE 11/02-11/06/15	8.16		18690		D	N				POSTAGE	651.48484.0223
	44479	12/02/15	POSTAGE 11/09-11/13/15	2.36		18721		D	N				POSTAGE	101.41400.0223
	44479	12/02/15	POSTAGE 11/09-11/13/15	3.53		18721		D	N				POSTAGE	101.41401.0223
	44479	12/02/15	POSTAGE 11/09-11/13/15	28.19		18721		D	N				POSTAGE	101.41402.0223
	44479	12/02/15	POSTAGE 11/09-11/13/15	9.24		18721		D	N				POSTAGE	101.41403.0223
	44479	12/02/15	POSTAGE 11/09-11/13/15	11.40		18721		D	N				POSTAGE	101.41404.0223
	44479	12/02/15	POSTAGE 11/09-11/13/15	2.36		18721		D	N				POSTAGE	101.41405.0223
	44479	12/02/15	POSTAGE 11/09-11/13/15	15.00		18721		D	N				POSTAGE	101.41408.0223
	44479	12/02/15	POSTAGE 11/09-11/13/15	1.18		18721		D	N				POSTAGE	101.41409.0223
	44479	12/02/15	POSTAGE 11/09-11/13/15	1.18		18721		D	N				POSTAGE	101.41424.0223
	44479	12/02/15	POSTAGE 11/09-11/13/15	1.18		18721		D	N				POSTAGE	101.42412.0223
	44479	12/02/15	POSTAGE 11/09-11/13/15	0.59		18721		D	N				POSTAGE	101.43417.0223
	44479	12/02/15	POSTAGE 11/09-11/13/15	3.71		18721		D	N				POSTAGE	101.43425.0223
	44479	12/02/15	POSTAGE 11/09-11/13/15	4.72		18721		D	N				POSTAGE	208.45005.0223
	44479	12/02/15	POSTAGE 11/09-11/13/15	4.72		18721		D	N				POSTAGE	651.48484.0223
	44479	12/02/15	POSTAGE 11/16-11/20/15	1.08		18756		D	N				POSTAGE	101.41400.0223
	44479	12/02/15	POSTAGE 11/16-11/20/15	5.35		18756		D	N				POSTAGE	101.41401.0223
	44479	12/02/15	POSTAGE 11/16-11/20/15	28.32		18756		D	N				POSTAGE	101.41402.0223

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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
HAUG IMPLEMENT CO - JOHN			000324							
	44483	12/02/15	#14278 HYD HOSE	56.00		214141		D N	MTCE. OF EQUIPME	101.43425.0224
	44483	12/02/15	#142781 HOSES	375.18		214171		D N	MTCE. OF EQUIPME	101.43425.0224
	44483	12/02/15	#125025 SHIELD KIT	114.94		214320		D N	MTCE. OF EQUIPME	101.43425.0224
			VENDOR TOTAL	546.12						
				546.12						
HAUG-KUBOTA LLC			002609							
	44484	12/02/15	#152201 ANTI SCALP WHEEL	8.88		7201		D N	MTCE. OF EQUIPME	101.43425.0224
HAWKINS INC			000325							
	44485	12/02/15	SODIUM HYPOCHLORITE	396.89		3797261 RI		D N	GENERAL SUPPLIES	651.48484.0229
	44485	12/02/15	FERRIC CHLORIDE	4,653.40		3797654 RI		D N	GENERAL SUPPLIES	651.48484.0229
	44485	12/02/15	FERRIC CHLORIDE	4,655.34		3800423 RI		D N	GENERAL SUPPLIES	651.48484.0229
			VENDOR TOTAL	9,705.63						
				9,705.63						
HERITAGE BANK			000001							
	44486	12/02/15	2013 HOSP REV NOTE	58,330.65		120115		D N	INTEREST	350.47402.0444
	44486	12/02/15	2013 HOSP REV NOTE	319,500.00		120115		D N	BONDS	350.47402.0660
			VENDOR TOTAL	377,830.65						
				377,830.65						
HILLYARD FLOOR CARE SUPP			000333							
	44487	12/02/15	TOILET TISSUE/HAND TWLS	160.53		601836253		D N	GENERAL SUPPLIES	101.41408.0229
	44487	12/02/15	WET DRY	33.66		601848918		D N	SMALL TOOLS	101.45435.0221
	44487	12/02/15	CLEANING SUPPLIES	99.62		601849079		D N	CLEANING AND WAS	101.45433.0228
	44487	12/02/15	DRY VACUUM	8,611.25		601852352		D N	FURNITURE AND EQ	450.45427.0552
	44487	12/02/15	CLEANING SUPPLIES	759.95		601854442		D N	CLEANING AND WAS	101.45433.0228
	44487	12/02/15	VACUUM REPAIR-PARTS	55.32		700208431		D N	MTCE. OF EQUIPME	101.45433.0224
	44487	12/02/15	VACUUM REPAIR-LABOR	84.00		700208431		D N	MTCE. OF EQUIPME	101.45433.0334
			VENDOR TOTAL	9,804.33						
				9,804.33						
HOME STATE BANK			003067							
	44488	12/02/15	2013 HOSP REV BOND	6,094.59		120115		D N	INTEREST	350.47402.0444
	44488	12/02/15	2013 HOSP REV BOND	33,400.00		120115		D N	BONDS	350.47402.0660
			VENDOR TOTAL	39,494.59						
				39,494.59						
HYLEN/MATTHEW			.02313							
	44489	12/02/15	MILEAGE-FOR INTERVIEWS	232.30		111915		D N	TRAVEL-CONF.-SCH	101.41401.0333
INT'L CODE COUNCIL			000355							
	44490	12/02/15	KARDELL-SEMINAR REGIS	135.00		3073607		D N	PREPAID EXPENSES	101.128000
IOWA SNOWMOBILER			002932							
	44491	12/02/15	ADVERTISING	500.00		1199		D M 07	ADVERTISING	208.45006.0447

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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
J.P. COOKE CO/THE			001239							
	44492	12/02/15	DOG-CAT LICENSES	166.79		370072		D N	GENERAL SUPPLIES	101.41403.0229
JAGUSH/JEFFREY			003037							
	44493	12/02/15	MILEAGE 10/27-11/20/15	43.13		112315		D N	TRAVEL-CONF.-SCH	101.43425.0333
	44493	12/02/15	MILEAGE 10/27-11/20/15	43.12		112315		D N	TRAVEL-CONF.-SCH	651.48484.0333
			VENDOR TOTAL	86.25		*CHECK TOTAL				
				86.25						
KANDIYOHI CO-OP ELECTRIC			000375							
	44494	12/02/15	WELCOME TO WILLMAR SIGN	68.00		STMT/11-15		D N	UTILITIES	101.43425.0332
	44494	12/02/15	CO RD 23/HWY 71 BYPASS	147.00		STMT/11-15		D N	UTILITIES	101.43425.0332
	44494	12/02/15	ELEC SERV-LIFT STATIONS	792.00		STMT/11-15		D N	UTILITIES	651.48485.0332
	44494	12/02/15	ELEC SERV-SECURITY LIGHT	36.00		STMT/11-15		D N	UTILITIES	651.48486.0332
			VENDOR TOTAL	1,043.00		*CHECK TOTAL				
				1,043.00						
KENNEDY & GRAVEN, CHARTE			002520							
	44495	12/02/15	2015A GO IMP BONDS	4,500.00		WL300-28		D N	PROFESSIONAL SER	415.48451.0446
KEY ENTERPRISES LLC			003069							
	44496	12/02/15	ADVERTISING	1,750.00		2015-51187		D N	OTHER CHARGES	208.45008.0449
KRAY/MARVIN			.01949							
	44497	12/02/15	MILEAGE EXPENSE	4.60		111615		D N	TRAVEL-CONF.-SCH	101.41424.0333
LAKE REGION BANK			002886							
	44498	12/02/15	2013 HOSP REV BOND	3,482.10		120115		D N	INTEREST	350.47402.0444
	44498	12/02/15	2013 HOSP REV BOND	19,100.00		120115		D N	BONDS	350.47402.0660
			VENDOR TOTAL	22,582.10		*CHECK TOTAL				
				22,582.10						
LAKESIDE PRESS			001646							
	44499	12/02/15	LETTERHEAD	285.07		5590		D N	OFFICE SUPPLIES	101.45433.0220
LAND PRIDE CONSTRUCTION			003149							
	44500	12/02/15	NAVAIDS GRADING/DRAINAGE	514.65		111715		D N	LAND	450.43430.0550
LINDBLAD/JANICE			.01973							
	44501	12/02/15	MILEAGE EXPENSE	25.88		111615		D N	TRAVEL-CONF.-SCH	101.41424.0333
LOCATORS & SUPPLIES INC			002162							
	44502	12/02/15	RAIN SUITS	160.43		0240558-IN		D N	SUBSISTENCE OF P	101.43425.0227
LUTHERAN SOCIAL SERVICE			003167							
	44503	12/02/15	MEALS-DINING PROMOTION	108.00		111815		D N	GENERAL SUPPLIES	101.45435.0229
MAAC INC			001765							
	44504	12/02/15	HVAC PROJECT	240.00		101508		D N	OTHER IMPROVEMEN	450.45433.0554

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
MADDEN, GALANTER, HANSEN			000429											
	44505	12/02/15	LABOR RELATIONS-OCT	12,047.27		STMT/10-15		D	N				PROFESSIONAL SER	101.41406.0446
MADISON NATIONAL LIFE			002249											
	44429	11/25/15	LTD PREMIUM-OCTOBER	45.44		231		D	N				EMPLOYER INSUR.	101.41400.0114
	44429	11/25/15	LTD PREMIUM-OCTOBER	90.86		231		D	N				EMPLOYER INSUR.	101.41402.0114
	44429	11/25/15	LTD PREMIUM-OCTOBER	33.80		231		D	N				EMPLOYER INSUR.	101.41403.0114
	44429	11/25/15	LTD PREMIUM-OCTOBER	36.14		231		D	N				EMPLOYER INSUR.	101.41404.0114
	44429	11/25/15	LTD PREMIUM-OCTOBER	61.09		231		D	N				EMPLOYER INSUR.	101.41405.0114
	44429	11/25/15	LTD PREMIUM-OCTOBER	9.83		231		D	N				EMPLOYER INSUR.	101.41408.0114
	44429	11/25/15	LTD PREMIUM-OCTOBER	48.63		231		D	N				EMPLOYER INSUR.	101.41409.0114
	44429	11/25/15	LTD PREMIUM-OCTOBER	2.97		231		D	N				EMPLOYER INSUR.	101.41424.0114
	44429	11/25/15	LTD PREMIUM-OCTOBER	596.62		231		D	N				EMPLOYER INSUR.	101.42411.0114
	44429	11/25/15	LTD PREMIUM-OCTOBER	42.49		231		D	N				EMPLOYER INSUR.	101.42412.0114
	44429	11/25/15	LTD PREMIUM-OCTOBER	77.71		231		D	N				EMPLOYER INSUR.	101.43417.0114
	44429	11/25/15	LTD PREMIUM-OCTOBER	281.35		231		D	N				EMPLOYER INSUR.	101.43425.0114
	44429	11/25/15	LTD PREMIUM-OCTOBER	10.85		231		D	N				EMPLOYER INSUR.	101.45432.0114
	44429	11/25/15	LTD PREMIUM-OCTOBER	39.04		231		D	N				EMPLOYER INSUR.	101.45433.0114
	44429	11/25/15	LTD PREMIUM-OCTOBER	4.61		231		D	N				EMPLOYER INSUR.	101.45435.0114
	44429	11/25/15	LTD PREMIUM-OCTOBER	6.81		231		D	N				EMPLOYER INSUR.	101.45437.0114
	44429	11/25/15	LTD PREMIUM-OCTOBER	108.87		231		D	N				EMPLOYER INSUR.	651.48484.0114
	44429	11/25/15	LTD PREMIUM-OCTOBER	13.62		231		D	N				EMPLOYER INSUR.	651.48485.0114
	44429	11/25/15	LTD PREMIUM-OCTOBER	14.24		231		D	N				EMPLOYER INSUR.	651.48486.0114
	44429	11/25/15	LTD PREMIUM-NOVEMBER	45.44		232		D	N				EMPLOYER INSUR.	101.41400.0114
	44429	11/25/15	LTD PREMIUM-NOVEMBER	90.86		232		D	N				EMPLOYER INSUR.	101.41402.0114
	44429	11/25/15	LTD PREMIUM-NOVEMBER	33.80		232		D	N				EMPLOYER INSUR.	101.41403.0114
	44429	11/25/15	LTD PREMIUM-NOVEMBER	36.14		232		D	N				EMPLOYER INSUR.	101.41404.0114
	44429	11/25/15	LTD PREMIUM-NOVEMBER	61.09		232		D	N				EMPLOYER INSUR.	101.41405.0114
	44429	11/25/15	LTD PREMIUM-NOVEMBER	10.07		232		D	N				EMPLOYER INSUR.	101.41408.0114
	44429	11/25/15	LTD PREMIUM-NOVEMBER	48.63		232		D	N				EMPLOYER INSUR.	101.41409.0114
	44429	11/25/15	LTD PREMIUM-NOVEMBER	2.97		232		D	N				EMPLOYER INSUR.	101.41424.0114
	44429	11/25/15	LTD PREMIUM-NOVEMBER	596.62		232		D	N				EMPLOYER INSUR.	101.42411.0114
	44429	11/25/15	LTD PREMIUM-NOVEMBER	42.49		232		D	N				EMPLOYER INSUR.	101.42412.0114
	44429	11/25/15	LTD PREMIUM-NOVEMBER	77.71		232		D	N				EMPLOYER INSUR.	101.43417.0114
	44429	11/25/15	LTD PREMIUM-NOVEMBER	281.35		232		D	N				EMPLOYER INSUR.	101.43425.0114
	44429	11/25/15	LTD PREMIUM-NOVEMBER	10.85		232		D	N				EMPLOYER INSUR.	101.45432.0114
	44429	11/25/15	LTD PREMIUM-NOVEMBER	39.04		232		D	N				EMPLOYER INSUR.	101.45433.0114
	44429	11/25/15	LTD PREMIUM-NOVEMBER	4.61		232		D	N				EMPLOYER INSUR.	101.45435.0114
	44429	11/25/15	LTD PREMIUM-NOVEMBER	6.81		232		D	N				EMPLOYER INSUR.	101.45437.0114
	44429	11/25/15	LTD PREMIUM-NOVEMBER	108.87		232		D	N				EMPLOYER INSUR.	651.48484.0114
	44429	11/25/15	LTD PREMIUM-NOVEMBER	13.62		232		D	N				EMPLOYER INSUR.	651.48485.0114
	44429	11/25/15	LTD PREMIUM-NOVEMBER	14.24		232		D	N				EMPLOYER INSUR.	651.48486.0114
				3,050.18										
			VENDOR TOTAL	3,050.18										
MAGNUSON SHEET METAL INC			001121											
	44506	12/02/15	FURNACE REPAIR-LABOR	135.00		127380		D	N				MTCE. OF EQUIPME	101.45433.0224

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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
MATHESON TRI-GAS INC			002898											
	44507	12/02/15	WELDING GAS	29.79		12344382		D	N				MTCE. OF EQUIPME	101.45433.0224
MCKALE'S CATERING			002208											
	44508	12/02/15	LEISURE COMM LUNCH	108.85		6744		D	N				TRAVEL-CONF.-SCH	208.45005.0333
MEL'S SPORT SHOP			001327											
	44509	12/02/15	BINOCULARS	1,050.00		385428		D	N				SMALL TOOLS	101.42411.0221
MENARDS			000449											
	44510	12/02/15	BATTERIES/SUPPLIES	30.87		86332		D	N				GENERAL SUPPLIES	101.45435.0229
	44510	12/02/15	TOOL BOX/MEASURING TAPE	17.92		89163		D	N				SMALL TOOLS	101.45433.0221
	44510	12/02/15	EQUIPMENT REPAIR-PARTS	30.09		89163		D	N				MTCE. OF EQUIPME	101.45433.0224
	44510	12/02/15	GALVANIZED PIPE	31.88		89163		D	N				MTCE. OF STRUCTU	101.45433.0225
	44510	12/02/15	SHOWER LINER/HOOKS	44.56		89163		D	N				GENERAL SUPPLIES	101.45433.0229
	44510	12/02/15	EXTENSION LADDER	353.99		89478		D	N				SMALL TOOLS	651.48484.0221
	44510	12/02/15	LIGHT BULBS	9.99		89570		D	N				MTCE. OF STRUCTU	101.45435.0225
	44510	12/02/15	BATTERIES	23.94		89570		D	N				GENERAL SUPPLIES	101.45435.0229
	44510	12/02/15	WALL CLOCK	7.76		89570		D	N				GENERAL SUPPLIES	101.45435.0229
	44510	12/02/15	CHRISTMAS WREATH LIGHTS	23.52		89796		D	N				MTCE. OF EQUIPME	101.43425.0224
	44510	12/02/15	CHRISTMAS LIGHTS	25.98		89828		D	N				MTCE. OF EQUIPME	101.43425.0224
	44510	12/02/15	CHRISTMAS LIGHTS	139.96		89880		D	N				GENERAL SUPPLIES	101.43425.0229
	44510	12/02/15	COAT RACK FOR GUN RANGE	21.99		89894		D	N				GENERAL SUPPLIES	101.45427.0229
	44510	12/02/15	SHEET METAL TOOL	14.89		89967		D	N				SMALL TOOLS	651.48484.0221
	44510	12/02/15	WIRE	35.68		90289		D	N				MTCE. OF EQUIPME	101.45433.0224
	44510	12/02/15	GLASS CLEANER	33.46		90289		D	N				CLEANING AND WAS	101.45433.0228
	44510	12/02/15	SNAPS FOR SAFETY JACKETS	2.98		90527		D	N				SUBSISTENCE OF P	101.43425.0227
			VENDOR TOTAL	849.46		*CHECK TOTAL								
				849.46										
MIKE'S SMALL ENGINE CENT			002699											
	44511	12/02/15	CARB/FUEL SHUT-OFF	78.90		108690		D	N				INVENTORIES-MDSE	101.125000
	44511	12/02/15	CHAPS	99.95		3124		D	N				SUBSISTENCE OF P	101.43425.0227
			VENDOR TOTAL	178.85		*CHECK TOTAL								
				178.85										
MINI BIFF LLC			001805											
	44512	12/02/15	TOILET RENTALS-NOV	59.05		A-75733		D	N				RENTS	101.43425.0440
MINNEAPOLIS FINANCE DEPA			000466											
	44513	12/02/15	AUTO PAWN TRANS FEE-OCT	134.10		400413006499		D	N				PROFESSIONAL SER	101.42411.0446
MN DEPT OF AGRICULTURE			000487											
	44514	12/02/15	2016 TREE CARE REGISTRY	25.00		20106660		D	N				LICENSES AND TAX	101.43425.0445
MN DEPT OF REVENUE			000492											
	227	11/18/15	SALES TAX-OCTOBER	554.00		STMT/10-15		M	N				SALES TAX PAYABL	101.206000
	227	11/18/15	USE TAX-OCTOBER	103.84		STMT/10-15		M	N				SALES TAX PAYABL	101.206000
	227	11/18/15	USE TAX-OCTOBER	7.32CR		STMT/10-15		M	N				SMALL TOOLS	101.41409.0221
	227	11/18/15	USE TAX-OCTOBER	4.54CR		STMT/10-15		M	N				MTCE. OF EQUIPME	101.41409.0224

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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
MUNICIPAL UTILITIES			000541											
	44521	12/02/15	UTILITIES FOR NOVEMBER	87.58		11/15		D	N				UTILITIES	101.43425.0332
	44521	12/02/15	UTILITIES FOR NOVEMBER	43.64		11/15		D	N				UTILITIES	101.43425.0332
	44521	12/02/15	UTILITIES FOR NOVEMBER	454.12		11/15		D	N				UTILITIES	101.43425.0332
	44521	12/02/15	UTILITIES FOR NOVEMBER	24.69		11/15		D	N				UTILITIES	101.43425.0332
	44521	12/02/15	UTILITIES FOR NOVEMBER	832.43		11/15		D	N				UTILITIES	230.43430.0332
	44521	12/02/15	UTILITIES FOR NOVEMBER	790.43		11/15		D	N				UTILITIES	230.43430.0332
	44521	12/02/15	UTILITIES FOR NOVEMBER	591.50		11/15		D	N				UTILITIES	230.43430.0332
	44521	12/02/15	UTILITIES FOR NOVEMBER	18.07		11/15		D	N				UTILITIES	230.43430.0332
	44521	12/02/15	UTILITIES FOR NOVEMBER	91.40		11/15		D	N				UTILITIES	230.43430.0332
	44521	12/02/15	UTILITIES FOR NOVEMBER	17.67		11/15		D	N				UTILITIES	230.43430.0332
	44521	12/02/15	UTILITIES FOR NOVEMBER	17.87		11/15		D	N				UTILITIES	230.43430.0332
	44521	12/02/15	UTILITIES FOR NOVEMBER	17.76		11/15		D	N				UTILITIES	230.43430.0332
	44521	12/02/15	UTILITIES FOR NOVEMBER	17.76		11/15		D	N				UTILITIES	230.43430.0332
	44521	12/02/15	UTILITIES FOR NOVEMBER	17.67		11/15		D	N				UTILITIES	230.43430.0332
	44521	12/02/15	UTILITIES FOR NOVEMBER	80.71		11/15		D	N				UTILITIES	230.43430.0332
	44521	12/02/15	UTILITIES FOR NOVEMBER	56.27		11/15		D	N				UTILITIES	230.43430.0332
	44521	12/02/15	UTILITIES FOR NOVEMBER	26.22		11/15		D	N				UTILITIES	230.43430.0332
	44521	12/02/15	UTILITIES FOR NOVEMBER	36,787.44		11/15		D	N				UTILITIES	651.48484.0332
	44521	12/02/15	UTILITIES FOR NOVEMBER	112.33		11/15		D	N				UTILITIES	651.48485.0332
	44521	12/02/15	UTILITIES FOR NOVEMBER	88.29		11/15		D	N				UTILITIES	651.48485.0332
			VENDOR TOTAL	40,173.85		*CHECK TOTAL								
MVTL LABORATORIES INC			000544											
	44522	12/02/15	LAB TESTING	45.00		777876		D	N				PROFESSIONAL SER	651.48484.0446
	44522	12/02/15	LAB TESTING	45.00		782680		D	N				PROFESSIONAL SER	651.48484.0446
	44522	12/02/15	LAB TESTING	304.00		784867		D	N				PROFESSIONAL SER	651.48484.0446
	44522	12/02/15	LAB TESTING	45.00		784900		D	N				PROFESSIONAL SER	651.48484.0446
			VENDOR TOTAL	439.00		*CHECK TOTAL								
MWOA			000545											
	44523	12/02/15	LINDAHL-MBRSH DUES	15.00		120115		D	N				SUBSCRIPTIONS AN	651.48484.0443
	44523	12/02/15	WERDER-MBRSH DUES	15.00		120115		D	N				SUBSCRIPTIONS AN	651.48484.0443
	44523	12/02/15	GAUER-MBRSH DUES	15.00		120115		D	N				SUBSCRIPTIONS AN	651.48484.0443
	44523	12/02/15	HATZINGER-MBRSH DUES	15.00		120115		D	N				SUBSCRIPTIONS AN	651.48484.0443
	44523	12/02/15	RUTER-MBRSH DUES	15.00		120115		D	N				SUBSCRIPTIONS AN	651.48484.0443
			VENDOR TOTAL	75.00		*CHECK TOTAL								
NEW LIFE COMMUNICATIONS			000574											
	44524	12/02/15	OUTPUT CABLE	357.10		105323		D	N				MTCE. OF EQUIPME	101.45433.0224
	44524	12/02/15	LABOR	30.00		105323		D	N				MTCE. OF EQUIPME	101.45433.0334
			VENDOR TOTAL	387.10		*CHECK TOTAL								
NEXTEL COMMUNICATION			000578											
	44525	12/02/15	CELL PHONE USAGE-OCT	2,150.42		317498885-090		D	N				COMMUNICATIONS	101.41409.0330

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NORTH AMERICAN STATE BAN			003068											
	44526	12/02/15	2013 HOSP REV BOND	8,706.16		1201115		D	N				INTEREST	350.47402.0444
	44526	12/02/15	2013 HOSP REV BOND	47,700.00		1201115		D	N				BONDS	350.47402.0660
			VENDOR TOTAL	56,406.16										
				56,406.16		*CHECK TOTAL								
NORTHERN STATES SUPPLY			000585											
	44527	12/02/15	PLANER BLADES	84.00		985678		D	N				SMALL TOOLS	101.45435.0221
OFFICE SERVICES			000589											
	44528	12/02/15	OFFICE SUPPLIES-OCT	7.25		STMT/10-15		D	N				OFFICE SUPPLIES	101.41400.0220
	44528	12/02/15	OFFICE SUPPLIES-OCT	46.01		STMT/10-15		D	N				OFFICE SUPPLIES	101.41402.0220
	44528	12/02/15	OFFICE SUPPLIES-OCT	14.01		STMT/10-15		D	N				OFFICE SUPPLIES	101.41403.0220
	44528	12/02/15	OFFICE SUPPLIES-OCT	6.01		STMT/10-15		D	N				OFFICE SUPPLIES	101.41404.0220
	44528	12/02/15	OFFICE SUPPLIES-OCT	2.69		STMT/10-15		D	N				OFFICE SUPPLIES	101.41405.0220
	44528	12/02/15	OFFICE SUPPLIES-OCT	6.97		STMT/10-15		D	N				OFFICE SUPPLIES	101.41409.0220
	44528	12/02/15	OFFICE SUPPLIES-OCT	1.54		STMT/10-15		D	N				OFFICE SUPPLIES	101.41424.0220
	44528	12/02/15	OFFICE SUPPLIES-OCT	2.31		STMT/10-15		D	N				OFFICE SUPPLIES	101.42411.0220
	44528	12/02/15	OFFICE SUPPLIES-OCT	1.52		STMT/10-15		D	N				OFFICE SUPPLIES	101.42412.0220
	44528	12/02/15	OFFICE SUPPLIES-OCT	6.61		STMT/10-15		D	N				OFFICE SUPPLIES	101.43425.0220
	44528	12/02/15	OFFICE SUPPLIES-OCT	0.29		STMT/10-15		D	N				OFFICE SUPPLIES	651.48484.0220
	44528	12/02/15	PHOTO COPIES 10/13-11/17	3.38		STMT9/11-15		D	N				OFFICE SUPPLIES	101.41400.0220
	44528	12/02/15	PHOTO COPIES 10/13-11/17	7.97		STMT9/11-15		D	N				OFFICE SUPPLIES	101.41400.0220
	44528	12/02/15	PHOTO COPIES 10/13-11/17	71.10		STMT9/11-15		D	N				OFFICE SUPPLIES	101.41401.0220
	44528	12/02/15	PHOTO COPIES 10/13-11/17	95.18		STMT9/11-15		D	N				OFFICE SUPPLIES	101.41401.0220
	44528	12/02/15	PHOTO COPIES 10/13-11/17	139.58		STMT9/11-15		D	N				OFFICE SUPPLIES	101.41402.0220
	44528	12/02/15	PHOTO COPIES 10/13-11/17	25.68		STMT9/11-15		D	N				OFFICE SUPPLIES	101.41402.0220
	44528	12/02/15	PHOTO COPIES 10/13-11/17	30.23		STMT9/11-15		D	N				OFFICE SUPPLIES	101.41403.0220
	44528	12/02/15	PHOTO COPIES 10/13-11/17	15.47		STMT9/11-15		D	N				OFFICE SUPPLIES	101.41403.0220
	44528	12/02/15	PHOTO COPIES 10/13-11/17	68.93		STMT9/11-15		D	N				OFFICE SUPPLIES	101.41404.0220
	44528	12/02/15	PHOTO COPIES 10/13-11/17	218.06		STMT9/11-15		D	N				OFFICE SUPPLIES	101.41404.0220
	44528	12/02/15	PHOTO COPIES 10/13-11/17	1.95		STMT9/11-15		D	N				OFFICE SUPPLIES	101.41405.0220
	44528	12/02/15	PHOTO COPIES 10/13-11/17	63.05		STMT9/11-15		D	N				OFFICE SUPPLIES	101.41405.0220
	44528	12/02/15	PHOTO COPIES 10/13-11/17	5.25		STMT9/11-15		D	N				OFFICE SUPPLIES	101.41409.0220
	44528	12/02/15	PHOTO COPIES 10/13-11/17	17.52		STMT9/11-15		D	N				OFFICE SUPPLIES	101.41409.0220
	44528	12/02/15	PHOTO COPIES 10/13-11/17	56.70		STMT9/11-15		D	N				OFFICE SUPPLIES	101.43417.0220
	44528	12/02/15	PHOTO COPIES 10/13-11/17	42.17		STMT9/11-15		D	N				OFFICE SUPPLIES	101.43417.0220
	44528	12/02/15	PHOTO COPIES 10/13-11/17	27.60		STMT9/11-15		D	N				OFFICE SUPPLIES	101.43425.0220
	44528	12/02/15	PHOTO COPIES 10/13-11/17	4.31		STMT9/11-15		D	N				OFFICE SUPPLIES	101.43425.0220
	44528	12/02/15	PHOTO COPIES 10/13-11/17	1.43		STMT9/11-15		D	N				OFFICE SUPPLIES	101.45432.0220
	44528	12/02/15	PHOTO COPIES 10/13-11/17	3.01		STMT9/11-15		D	N				OFFICE SUPPLIES	101.45432.0220
	44528	12/02/15	PHOTO COPIES 10/13-11/17	7.50		STMT9/11-15		D	N				OFFICE SUPPLIES	101.45433.0220
	44528	12/02/15	PHOTO COPIES 10/03-10/12	27.71		101515		D	N				OFFICE SUPPLIES	101.41401.0220
	44528	12/02/15	PHOTO COPIES 10/03-10/12	23.33		101515		D	N				OFFICE SUPPLIES	101.41401.0220
	44528	12/02/15	PHOTO COPIES 10/03-10/12	11.86		101515		D	N				OFFICE SUPPLIES	101.41402.0220
	44528	12/02/15	PHOTO COPIES 10/03-10/12	9.45		101515		D	N				OFFICE SUPPLIES	101.41402.0220
	44528	12/02/15	PHOTO COPIES 10/03-10/12	87.70		101515		D	N				OFFICE SUPPLIES	101.41403.0220
	44528	12/02/15	PHOTO COPIES 10/03-10/12	7.28		101515		D	N				OFFICE SUPPLIES	101.41403.0220
	44528	12/02/15	PHOTO COPIES 10/03-10/12	8.99		101515		D	N				OFFICE SUPPLIES	101.41404.0220
	44528	12/02/15	PHOTO COPIES 10/03-10/12	15.53		101515		D	N				OFFICE SUPPLIES	101.41404.0220

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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
OFFICE SERVICES			000589							
	44528	12/02/15	PHOTO COPIES 10/03-10/12	7.74		101515		D N	OFFICE SUPPLIES	101.41405.0220
	44528	12/02/15	PHOTO COPIES 10/03-10/12	4.84		101515		D N	OFFICE SUPPLIES	101.41409.0220
	44528	12/02/15	PHOTO COPIES 10/03-10/12	0.90		101515		D N	OFFICE SUPPLIES	101.41409.0220
	44528	12/02/15	PHOTO COPIES 10/03-10/12	3.19		101515		D N	OFFICE SUPPLIES	101.43417.0220
	44528	12/02/15	PHOTO COPIES 10/03-10/12	0.98		101515		D N	OFFICE SUPPLIES	101.43417.0220
	44528	12/02/15	PHOTO COPIES 10/03-10/12	1.80		101515		D N	OFFICE SUPPLIES	101.43425.0220
	44528	12/02/15	PHOTO COPIES 10/03-10/12	0.30		101515		D N	OFFICE SUPPLIES	101.45432.0220
			VENDOR TOTAL	1,212.88		*CHECK TOTAL				
				1,212.88						
OPTIMUM COMMUNICATION CO			.02315							
	44529	12/02/15	PHONE LINE REPAIRS	192.38		332346		D N	COMMUNICATIONS	208.45005.0330
OXYGEN SERVICE COMPANY			002223							
	44530	12/02/15	LIGHTERS FOR TORCH	48.12		07927409		D N	SMALL TOOLS	101.43425.0221
	44530	12/02/15	LIGHTERS FOR TORCH	15.95CR		07933009		D N	SMALL TOOLS	101.43425.0221
			VENDOR TOTAL	32.17		*CHECK TOTAL				
				32.17						
PAPER & THREADS LLC			002895							
	44531	12/02/15	PATCHES-EXPLORER SHIRTS	9.00		111415		D N	SUBSISTENCE OF P	101.42411.0227
PERKINS LUMBER CO INC			000604							
	44532	12/02/15	FASCIA-LINCOLN SHELTER	21.98		43557785-00		D N	MTCE. OF STRUCTU	101.43425.0225
	44532	12/02/15	MANHOLE REPAIR-PARTS	71.88		43558334		D N	MTCE. OF OTHER I	101.43425.0226
	44532	12/02/15	CONCRETE MIX-SIGN BASE	38.61		43558751		D N	MTCE. OF OTHER I	101.43425.0226
	44532	12/02/15	PARK SHLTR SOFFIT MAT'L	49.20		43559112		D N	MTCE. OF STRUCTU	101.43425.0225
	44532	12/02/15	WOOD-FOR GEAR RACKS	110.72		43559130		D N	GENERAL SUPPLIES	101.42412.0229
	44532	12/02/15	CONCRETE FRAMING MAT'L	31.36		43559559		D N	GENERAL SUPPLIES	101.43425.0229
	44532	12/02/15	CONCRETE FRAMING MAT'L	13.99		43559560		D N	GENERAL SUPPLIES	101.43425.0229
	44532	12/02/15	REROD FOR CONCRETE	46.09		43559776		D N	MTCE. OF OTHER I	101.43425.0226
	44532	12/02/15	REPAIR HOCKEY BOARDS	301.43		43560307		D N	MTCE. OF OTHER I	101.43425.0226
			VENDOR TOTAL	685.26		*CHECK TOTAL				
				685.26						
PETERSON SHOE STORE			000608							
	44533	12/02/15	TEMPLER-SAFETY BOOTS	175.00		164060		D N	SUBSISTENCE OF P	651.48485.0227
PREMIUM WATERS INC			000374							
	44534	12/02/15	DRINKING WATER	60.00		329949/10-15		D N	SUBSISTENCE OF P	101.42412.0227
PRINT MASTERS			000624							
	44535	12/02/15	SHOOTING RANGE CARDS	65.00		80469		D N	GENERAL SUPPLIES	101.45427.0229
PRO ACTION			001782							
	44536	12/02/15	#052444-INT	192.85		20252		D N	MTCE. OF EQUIPME	101.43425.0224
	44536	12/02/15	#132486-INT BEACON	60.85		20285		D N	MTCE. OF EQUIPME	101.43425.0224
			VENDOR TOTAL	253.70		*CHECK TOTAL				
				253.70						

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QUICK SIGNS			001093							
	44537	12/02/15	SIGN FOR PODIUM	25.00		171812		D N	MTCE. OF EQUIPME	101.41409.0224
	44537	12/02/15	#162835-DECALS	15.00		171824		D N	MTCE. OF EQUIPME	651.48486.0224
	44537	12/02/15	SHOOTING RANGE SIGNS	407.50		171836		D N	MTCE. OF STRUCTU	101.45427.0225
				447.50						
			VENDOR TOTAL	447.50						
R & R EXCAVATING INC			002098							
	44538	12/02/15	IND. PARK 4TH ADDITI	611,160.10		1405/EST. 6		D N	MTCE. OF OTHER I	414.48455.0336
R & R SPECIALTIES INC			000636							
	44539	12/02/15	BLADE SHARPENING	321.50		0058484		D N	MTCE. OF EQUIPME	101.45433.0224
RDO EQUIPMENT CO			003109							
	44540	12/02/15	#059968 LIGHTS	144.39		P42998		D N	MTCE. OF EQUIPME	101.43425.0224
RULE TIRE SHOP			000665							
	44541	12/02/15	TUBES	14.74		1-8716		D N	MTCE. OF EQUIPME	651.48486.0224
	44541	12/02/15	FLAT TIRE	11.25		1-8716		D N	MTCE. OF EQUIPME	651.48486.0334
	44541	12/02/15	TIRES	80.00		1-9756		D N	MTCE. OF EQUIPME	101.42412.0334
				105.99						
			VENDOR TOTAL	105.99						
RUNNING'S SUPPLY INC			001418							
	44542	12/02/15	#130012-FITTINGS	46.98		3778680		D N	MTCE. OF EQUIPME	101.43425.0224
	44542	12/02/15	#130012-FITTINGS	18.98		3778716		D N	MTCE. OF EQUIPME	101.43425.0224
	44542	12/02/15	FITTINGS/THREAD TAPE	39.67		3778788		D N	MTCE. OF EQUIPME	101.45433.0224
	44542	12/02/15	DOG FOOD	52.99		3780599		D N	GENERAL SUPPLIES	101.42411.0229
	44542	12/02/15	ROPE	14.99		3780599		D N	GENERAL SUPPLIES	101.42411.0229
	44542	12/02/15	GUN SUPPLIES	118.17		3780599		D N	GENERAL SUPPLIES	101.42411.0229
	44542	12/02/15	PAINT SPRAYER TIP	99.95		3788245		D N	MTCE. OF EQUIPME	101.45433.0224
	44542	12/02/15	GRASS SEED	58.99		3789398		D N	GENERAL SUPPLIES	101.43425.0229
	44542	12/02/15	PLANT SUPPLIES	17.48		3789668		D N	GENERAL SUPPLIES	651.48484.0229
	44542	12/02/15	SPRAYER TANK CLEANER	34.99		3791015		D N	CLEANING AND WAS	101.43425.0228
	44542	12/02/15	PLUMBING PARTS	2.99		3791154		D N	MTCE. OF STRUCTU	101.43425.0225
				506.18						
			VENDOR TOTAL	506.18						
SAGE CAPITAL VENTURES			.02312							
	44543	12/02/15	AMUSEMENT MACH. LICENSE	60.00		111715		D N	REFUNDS AND REIM	101.41428.0882
SANCHEZ/JORGE			.02311							
	44544	12/02/15	SEWER REPLACEMENT	1,500.00		6107		D N	MTCE. OF OTHER I	651.48485.0336
SAND ELECTRIC			000678							
	44545	12/02/15	TERMINAL BLDG LT REPAIR	372.05		4359		D N	MTCE. OF STRUCTU	230.43430.0225
	44545	12/02/15	TERMINAL BLDG LT REPAIR	342.00		4359		D N	MTCE. OF STRUCTU	230.43430.0335
				714.05						
			VENDOR TOTAL	714.05						

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
SERVICE CENTER/CITY OF W			000685											
	44546	12/02/15	EQUIPMENT REPAIR-OIL	14.56		STMT/11-15		D	N				MOTOR FUELS AND	101.42411.0222
	44546	12/02/15	EQUIPMENT REPAIR-PARTS	32.81		STMT/11-15		D	N				MTCE. OF EQUIPME	101.42411.0224
	44546	12/02/15	EQUIPMENT REPAIR-OIL	14.56		STMT/11-15		D	N				MOTOR FUELS AND	101.43417.0222
	44546	12/02/15	EQUIPMENT REPAIR-PARTS	75.28		STMT/11-15		D	N				MTCE. OF EQUIPME	101.43417.0224
	44546	12/02/15	EQUIPMENT REPAIR-OIL	16.64		STMT/11-15		D	N				MOTOR FUELS AND	101.43425.0222
	44546	12/02/15	EQUIPMENT REPAIR-PARTS	505.87		STMT/11-15		D	N				MTCE. OF EQUIPME	101.43425.0224
				659.72										
			VENDOR TOTAL	659.72										
														*CHECK TOTAL
SHERWIN WILLIAMS CO			000690											
	44547	12/02/15	PAINTING SUPPLIES	48.41		9029-3		D	N				GENERAL SUPPLIES	101.43425.0229
	44547	12/02/15	TRAFFIC PAINT	107.45		9037-6		D	N				GENERAL SUPPLIES	101.43425.0229
				155.86										
			VENDOR TOTAL	155.86										
														*CHECK TOTAL
SHI CORP			000275											
	44548	12/02/15	2016 SOFTWARE LICENSE	9,805.34		B04127052		D	N				PREPAID EXPENSES	101.128000
	44548	12/02/15	2017 SOFTWARE LICENSE	9,805.34		B04127052		D	N				PREPAID EXPENSES	101.128000
	44548	12/02/15	2018 SOFTWARE LICENSE	8,171.09		B04127052		D	N				PREPAID EXPENSES	101.128000
	44548	12/02/15	2016 SOFTWARE SUBSCRIP	2,978.67		B04127052		D	N				PREPAID EXPENSES	101.128000
	44548	12/02/15	2017 SOFTWARE SUBSCRIP	2,978.67		B04127052		D	N				PREPAID EXPENSES	101.128000
	44548	12/02/15	2018 SOFTWARE SUBSCRIP	2,482.21		B04127052		D	N				PREPAID EXPENSES	101.128000
	44548	12/02/15	SOFTWARE LICENSE	1,634.23		B04127052		D	N				LICENSES AND TAX	101.43417.0445
	44548	12/02/15	SOFTWARE SUBSCRIPTION	496.45		B04127052		D	N				PROFESSIONAL SER	101.43417.0446
				38,352.00										
			VENDOR TOTAL	38,352.00										
														*CHECK TOTAL
SILVERSTONE INC			.02164											
	44549	12/02/15	KUBOTA TIRES	465.00		68527		D	N				MTCE. OF EQUIPME	651.48484.0224
SIMPLEX GRINNELL			001411											
	44550	12/02/15	ALARM/DETECT EQUIP MTCE	730.50		81904356		D	N				MTCE. OF STRUCTU	101.45433.0225
SMEBY/ROSS			002570											
	44551	12/02/15	MILEAGE 11/1-11/30/15	100.05		120115		D	N				TRAVEL-CONF.-SCH	101.41409.0333
STATEWIDE DISTRIBUTING I			000718											
	44552	12/02/15	CONCESSION SUPPLIES	273.85		199905		D	N				GENERAL SUPPLIES	101.45433.0229
	44552	12/02/15	CONCESSION SUPPLIES	32.00		199919		D	N				GENERAL SUPPLIES	101.45433.0229
				305.85										
			VENDOR TOTAL	305.85										
														*CHECK TOTAL
STEIN'S INC			000720											
	44553	12/02/15	LIQUID ICE MELT	294.10		740332		D	N				GENERAL SUPPLIES	101.42412.0229
STERLING WATER-MINNESOTA			000188											
	44554	12/02/15	SOFTENER RENTAL-NOB	31.75		112508-9/11-15		D	N				RENTS	101.45435.0440

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
STEVENS ENGINEERS INC			003126							
	44555	12/02/15	HVAC IMPROVEMENTS	2,448.00		10283		D N	OTHER IMPROVEMEN	450.45433.0554
	44555	12/02/15	REIMBURSABLE EXPENSES	4,800.00		10283		D N	OTHER IMPROVEMEN	450.45433.0554
			VENDOR TOTAL	7,248.00		*CHECK TOTAL				
SURPLUS WAREHOUSE INC			000728							
	44556	12/02/15	WRENCH SET	54.99		110915		D N	SMALL TOOLS	651.48484.0221
SYSO MINNESOTA			000161							
	44557	12/02/15	RETURN PRETZELS	17.00CR		509160280		D N	GENERAL SUPPLIES	101.45433.0229
	44557	12/02/15	CHILI	50.50		511069002		D N	GENERAL SUPPLIES	101.45433.0229
			VENDOR TOTAL	33.50		*CHECK TOTAL				
TASC			002856							
	44558	12/02/15	QTRLY FLEX ADMIN FEE	485.00		IN672798		D N	PREPAID EXPENSES	101.128000
	44558	12/02/15	FLEX PLAN ENROLLMENT	240.00		IN672798		D N	PREPAID EXPENSES	101.128000
			VENDOR TOTAL	725.00		*CHECK TOTAL				
TASER INTERNATIONAL			002266							
	44559	12/02/15	SALES TAX-AUDIT	5.16		SI1168536		D N	LICENSES AND TAX	101.42411.0445
	44559	12/02/15	SALES TAX-AUDIT	5.16		SI1220237		D N	LICENSES AND TAX	101.42411.0445
			VENDOR TOTAL	10.32		*CHECK TOTAL				
TORKELSON'S LOCK SERVICE			002583							
	44560	12/02/15	MASTER KEY	3.00		451623-0		D N	MTCE. OF STRUCTU	101.41408.0225
UNCOMMON USA INC			001286							
	44561	12/02/15	US FLAGS	304.00		793951		D N	GENERAL SUPPLIES	101.45433.0229
	44561	12/02/15	US/MN FLAGS	236.00		793952		D N	GENERAL SUPPLIES	651.48484.0229
			VENDOR TOTAL	540.00		*CHECK TOTAL				
US BANK EQUIPMENT FINANC			003143							
	44426	11/18/15	COPIER LEASE-NOV	223.47		290457092		D N	RENTS	101.42412.0440
	44562	12/02/15	COPIER LEASE-DEV	139.36		292595246		D N	RENTS	101.42412.0440
			VENDOR TOTAL	362.83						
UTILITY TRUCK SERVICES			.02314							
	44563	12/02/15	BUCKET TRUCK BOOM INSPEC	551.20		FINV-188		D N	MTCE. OF EQUIPME	101.43425.0334
	44563	12/02/15	BUCKET TRUCK BOOM INSPEC	551.20		FINV-190		D N	MTCE. OF EQUIPME	101.43425.0334
			VENDOR TOTAL	1,102.40		*CHECK TOTAL				

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 CHAMBER OF COMME			000812											
	44570	12/02/15	CINCO MAYO MTG-FISCHER	14.13		CC STMT/10-15		D	N				OTHER CHARGES	208.45010.0449
				658.03	*CHECK	TOTAL								
			VENDOR TOTAL	658.03										
WILLMAR REDEVELOPMENT CO			003214											
	44571	12/02/15	2015 TAX ABATEMENT	2,497.44		111715		D	N				REFUNDS AND REIM	101.41428.0882
WILLMAR WATER & SPAS			000831											
	44572	12/02/15	LAB WATER	38.50		E39401		D	N				GENERAL SUPPLIES	651.48484.0229
	44572	12/02/15	DRINKING WATER	14.00		E39717		D	N				SUBSISTENCE OF P	101.41408.0227
	44572	12/02/15	SOFTENER SALT	51.00		E39717		D	N				GENERAL SUPPLIES	101.41408.0229
	44572	12/02/15	LAB WATER	36.75		E39722		D	N				GENERAL SUPPLIES	651.48484.0229
				140.25	*CHECK	TOTAL								
			VENDOR TOTAL	140.25										
ZEE MEDICAL SERVICE			000839											
	44573	12/02/15	FIRST AID SUPPLIES	129.25		54162213		D	N				SUBSISTENCE OF P	101.41408.0227

ACS FINANCIAL SYSTEM
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Vendor Payments History Report
INCLUDES ONLY POSTED TRANS

CITY OF WILLMAR
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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
REPORT TOTALS:				1,694,726.73										

RECORDS PRINTED - 000593

Vendor Payments History Report

FUND RECAP:

FUND	DESCRIPTION	DISBURSEMENTS
101	GENERAL FUND	212,855.44
208	CONVENTION & VISITORS BUREAU	9,688.68
230	WILLMAR MUNICIPAL AIRPORT	10,376.13
350	RICE HOSPITAL DEBT SERVICE	513,225.08
413	S.A.B.F. - #2013	111,255.88
414	S.A.B.F. - #2014	626,706.10
415	S.A.B.F. - #2015	4,669.95
430	C.P. - AIRPORT DEVELOPMENT	1,362.00
432	C.P. - WASTE TREATMENT	13,585.00
450	CAPITAL IMPROVEMENT FUND	117,827.21
651	WASTE TREATMENT	61,026.26
812	FIRE INSURANCE ESCROW/TRUST	12,149.00
TOTAL ALL FUNDS		1,694,726.73

BANK RECAP:

BANK	NAME	DISBURSEMENTS
HERT	HERITAGE BANK	1,694,726.73
TOTAL ALL BANKS		1,694,726.73

City of Willmar, Minnesota Building Inspection Report

From 11/01/2015 To 11/30/2015

No.	Date	Owner and Address	Legal Description	Use	Permit For	Value	Total Fee
23306	11/12/2015	HOLIDAY STATION STORES 817 LITCHFIELD Avenue SW	95-003-4500 L 13-14 & pt of 1-2; B 39 ORIGINAL CITY	Commercial Add/Alter Commercial/Alteration	INTERIOR REMODEL	\$52,504.00	\$1,005.53
23394	11/4/2015	MIKE PESOLA 1704 7 1/2 Street SW	95-922-6480 L ; B S 22; T 119; R 35	Residential Add/Alter Reroofing	RE-ROOF HOUSE AND GARAGE	\$1,500.00	\$30.75
23402	11/10/2015	WILLMAR POULTRY COMPANY 2401 4TH Avenue SW	95-872-0150 L 5, PTS. OF 6; B 1 WILLMAR IND PARK 2ND ADD	Commercial Add/Alter Commercial/Alteration	CONSTRUCT 12,795 SF ADDN TO HATCHERY	\$917,437.35	\$8,153.91
23416	11/4/2015	FIRST COVENANT CHURCH 801 WILLMAR Avenue SW	95-750-0750 L 30-33 & pt of 29; B 0 SUBDIVISION N1/2 NE 1/4	Commercial Add/Alter Commercial/Alteration	INSTALL WHEEL CHAIR LIFT	\$45,000.00	\$896.59
23420	11/16/2015	WILLMAR ELKS #952 222 20TH Street SE	95-182-1990 L 9-12; B 13 ERICKSON'S 2ND ADDITION	Commercial Add/Alter Commercial/Alteration	CONSTRUCT COMMERCIAL KITCHEN	\$25,000.00	\$589.59
23421	11/10/2015	DIVINE HOUSE 320 4TH Street SW	95-003-5000 L 5, PTS. OF 6; B 43 ORIGINAL CITY	Commercial Add/Alter Commercial/Alteration	REMODEL NE CORNER /BOTH LEVELS	\$50,000.00	\$973.34

No.	Date	Owner and Address	Legal Description	Use	Permit For	Value	Total Fee
23424	11/5/2015	RELCO 517 BENSON Avenue SE	95-630-0040 L pt of 4; B 1 PAULSON'S/SUNDE'S ADDN	Commercial Add/Alter Commercial/Alteration	COMMERCIAL REMODEL/NEW RESTROOM	\$30,000.00	\$666.34
23426	11/5/2015	PHYLLIS RUSTAD 1101 6TH Street SW	95-090-2380 L 18; B P BOOTH'S ADDITION	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$1,200.00	\$30.60
23431	11/10/2015	LHS PROPERTIES 414 15TH Street SW	95-916-3450 L ; B S 16; T 119; R 35	Residential Add/Alter Install Egress Window	INSTALL EGRESS WINDOW	\$1,200.00	\$56.95
23432	11/10/2015	SHAWNA STEFFEN 2409 WILLIAMS Parkway SW	95-715-0950 L 5; B 1 SOUTHGATE 2ND ADDITION	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$11,300.00	\$35.65
23437	11/10/2015	C & B LLC 1020 BUSINESS HIGHWAY 71 N	95-911-0670 L ; B S 11; T 119n; R 35w	Commercial Add/Alter Commercial/Alteration	CONSTRUCT NEW H.C. RESTROOM	\$2,000.00	\$103.71
23444	11/10/2015	PANDA GARDENS 1305 1ST Street S	95-923-8620 L ; B S 23; T 119N; R 35W	Commercial Add/Alter Commercial/Alteration	INSTALL FIRE SYSTEM ON HOOD	\$2,750.00	\$124.72
23445	11/12/2015	JON BOHNER 409 12TH Street SW	95-006-5860 L 12; B 101 FIRST ADDITION	Residential Add/Alter Remodel	BASEMENT REMODEL	\$2,500.00	\$105.90

No.	Date	Owner and Address	Legal Description	Use	Permit For	Value	Total Fee
23447	11/12/2015	GRANT ZEUG 921 HILL Road SW	95-600-0310 L 1; B 3 ORCHARD HILL, NURSERY A	Residential Add/Alter Residential/Alteration	CONVERT GARAGE INTO BEDROOM/BATH ROOM	\$4,500.00	\$141.90
23454	11/19/2015	BILL LEENSTRA 1701 9TH Street SW	95-664-0220 L 2 & pt of 1; B 2 PERKIN'S 4TH ADDITION	Residential Add/Alter Install Egress Window	INSTALL EGRESS WINDOW	\$1,500.00	\$68.65
23455	11/19/2015	ANITA FLOWE 3413 EAGLE RIDGE Drive E	95-148-0130 L 13; B 1 EAGLES LANDING	Residential Add/Alter Reroofing	RESIDENTIAL REROOFING	\$10,000.00	\$35.00
23459	11/19/2015	DIANE EMBERLAND 1013 LAKE Avenue NW	95-003-0490 L PT OF 11-12; B 4 ORIGINAL CITY	Residential Add/Alter Siding	RESIDENTIAL RESIDING	\$13,000.00	\$56.50
23460	11/19/2015	RON CLANCY 754 19TH Avenue SW	95-922-7010 L ; B S 22; T 119; R 35	Residential Add/Alter Install Egress Window	INSTALL EGRESS WINDOW	\$650.00	\$37.43
23462	11/19/2015	JOSE GOMEZ 604 2ND Street SE	95-130-0100 L PT OF 1; B 2 CARLSON'S ADDITION	Residential Add/Alter Reroofing	RESIDENTIAL REROOFING	\$2,000.00	\$31.00
23463	11/19/2015	JEFF LARSON 373 13TH Road SE	95-160-0090 L 9; B 1 EAST PARK ADDITION	Residential Add/Alter Reroofing	RESIDENTIAL REROOFING	\$3,000.00	\$31.50

No.	Date	Owner and Address	Legal Description	Use	Permit For	Value	Total Fee
23464	11/23/2015	MICHEAL KIRSCH 1608 COLLEGE PARK Circle NW	95-134-0050 L 5; B 0 COLLEGE PARK ADDITION	Garage/Shed Garage	MOVE IN 12' X 24' DAKOTA BLDG	\$11,105.28	\$267.70
23467	11/23/2015	TPI PROPERTIES COUNTRY INN SUITES 201 28TH Avenue SE	95-139-0010 L 1; B 1 COUNTRY INN ADDN	Commercial Add/Alter Commercial/Alteration	COMMERCIAL RESIDING	\$19,500.00	\$483.71
23469	11/30/2015	RAY & HARRIETE NORLING 1005 19TH Street SE	95-176-0640 L 6 & PT OF 5; B 5 EMERALD POND	New Single-Family Dwelling New Residence	NEW HOME AND GARAGE	\$209,958.92	\$2,117.13
Current Year Current Month Totals				23		\$1,417,605.55	\$16,044.10
Previous Year Current Month Valuation						\$1,195,322.68	
Current YTD Valuation From 01/01/2015 To 11/30/2015						\$35,327,845.83	
Previous YTD Valuation						\$47,764,235.31	

**Application for Appointment to
City Board/Committee/Commission**

Please indicate the Board/Committee(s)/Commission(s) to which you are interested in being appointed. (If more than one, please number in order of choice.)

- Airport Commission (meets monthly)
- Cable Advisory Board (meets as needed)
- Charter Commission (meets as needed)
- Community Education & Recreation Advisory Board (meets monthly)
- City/County Economic Development Operations Board (meets monthly)
- Housing and Redevelopment Authority (meets monthly)
- Human Rights Commission (meets as needed)
- Municipal Utilities Commission (meets bi-monthly)
- Pioneerland Library System Board (meets monthly)
- Planning Commission (meets bi-monthly)
- Police Civil Service Commission (meets first Monday in February each year and on as-needed basis thereafter)
- Rice Memorial Hospital (meets bi-monthly)
- Willmar Convention and Visitors Bureau
- Zoning Appeals Board (meets monthly)
- Ad hoc Task Forces (will be posted and will meet on an as-needed basis)

Applicant Information

Name: Sally Calvin Date of Application: 10/29/15
Address: 1008 16th St SW Willmar Phone No. (320) 295-8167
(Certain Boards and Commissions may require that you are a resident of the City of Willmar)
Email: sallyc01@hotmail.com

What prompted you to make application for a citizen committee? The position was recommended because of my passion for improving child's play
Briefly tell us why you want to serve on this Board/Committee/Commission:

I would like to be a voice in the community for in-home daycare providers. I enjoy knowing and learning about developmental milestones for children and also what is appropriate for various ages. I also frequently visit the parks with my child as well as the children in my care.

List any special background or experience you have which would be helpful to this Board/Committee/Commission:

I know what is developmentally /physically appropriate for various ages. We use the parks most days weather permit. I am also familiar + comfortable with the grant process, researching and writing.

List your educational background: I have a BS in Early Childhood + Elem. teaching degree. My current day care is Parent Aware Rated. I just completed the Directors Creed.

List any social, fraternal, patriotic, governmental, or service organizations, which you have or currently are serving on:

None at this time

If you are employed, please provide the name and address of your employer and your position:

I am self-employed, owner/provider @ Joyful Kidz Daycare. I provide care in my home.

Please return completed application to:

Mayor's Office
333 SW 6th Street
Willmar, MN 56201

Or fax completed forms to:

(320) 235-4917

**Application for Appointment to
City Board/Committee/Commission**

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- Rice Memorial Hospital (meets bi-monthly)
- Willmar Convention and Visitors Bureau
- Zoning Appeals Board (meets monthly)
- Ad hoc Task Forces (will be posted and will meet on an as-needed basis)

Applicant Information

Name: ABDI ABDIRAHMAN HUSSEIN Date of Application: _____

Address: 1401 19th AVE SE, WILLMAR, MN 56201 Phone No. 320-237-3212
(Certain Boards and Commissions may require that you are a resident of the City of Willmar)

Email: kadar50601@gmail.com

What prompted you to make application for a citizen committee? To insure that no persons are excluded from participating equally and fully in the Human Rights Commission. Experience at the highest level because of race, gender, and nationality.

Briefly tell us why you want to serve on this Board/Committee/Commission: To serve secure for all citizens equal opportunity in employment, housing, public accommodations, public, public serving education, and full participating in the affairs of the city by supporting the Minnesota Department of Human Rights, implementing the Minnesota Human Right Act and by advising the Council on long-range programs to improve community relations in the city.

List any special background or experience you have which would be helpful to this Board/Committee/Commission:

I served this Commission for the last 3 years both U.S.A and our country.

I provide information and referral service to people in Willmar who need assistance the city, building as well as the Minnesota Department of Human Rights

List your educational background: I graduate Willmar Senior High May 2012, Ridgewater College, I am currently student at St Cloud State University, but still going Medical Doctor.

List any social, fraternal, patriotic, governmental, or service organizations, which you have or currently are serving on:

I was serving Willmar Islamic Society, as a chairman and still thinking to become ~~Builder~~ in charge of the building (Executive Director)

If you are employed, please provide the name and address of your employer and your position:

Jennie-o-turkey, Cub Pharmacy, Family Care transportation, as well as tutoring CHEMISTRY and Math

Please return completed application to:

Mayor's Office
333 SW 6th Street
Willmar, MN 56201

Or fax completed forms to:

(320) 235-4917

1. Quality Control

2. Production Supervisor - Jennie

3. U.S.D.A / Department of Agriculture / Food Safety Inspector

4. Walmart, ZMS, Consumerables Merchandise, Supervisor

5. Energy Assistance Interchange / HEATLAND

Community Assistance:

6. Community Service: Catching Soccer

7. Translating / Arch. West Centres,

8. Transportation



**Application for Appointment to
City Board/Committee/Commission**

Please indicate the Board/Committee(s)/Commission(s) to which you are interested in being appointed. (If more than one, please number in order of choice.)

- _____ Airport Commission (meets monthly)
- _____ Cable Advisory Board (meets as needed)
- _____ Charter Commission (meets as needed)
- _____ Community Education & Recreation Advisory Board (meets monthly)
- _____ City/County Economic Development Operations Board (meets monthly)
- _____ Housing and Redevelopment Authority (meets monthly)
- X _____ Human Rights Commission (meets as needed)
- _____ Municipal Utilities Commission (meets bi-monthly)
- _____ Pioneerland Library System Board (meets monthly)
- _____ Planning Commission (meets bi-monthly)
- _____ Police Civil Service Commission (meets first Monday in February each year and on as-needed basis thereafter)
- _____ Rice Memorial Hospital (meets bi-monthly)
- _____ Willmar Convention and Visitors Bureau
- _____ Zoning Appeals Board (meets monthly)
- _____ Ad hoc Task Forces (will be posted and will meet on an as-needed basis)

Applicant Information

Name: Lynn Travaglio Date of Application: 2/24/15
Address: 1508 4th St NE, Willmar Phone No. 320-212-6637
(Certain Boards and Commissions may require that you are a resident of the City of Willmar)
Email: lmtravaglio@j-ots.com

What prompted you to make application for a citizen committee? work/personal interest

Briefly tell us why you want to serve on this Board/Committee/Commission:

I have a strong desire to lend my background, experience, and education to a public/city committee.

List any special background or experience you have which would be helpful to this Board/Committee/Commission:

2003 a Honoree of Leadership Perspectives, Blandin 2014 nominee,
Human Resources experience - familiarity with Human
Rights issues

List your educational background: BS in Communication, Senior Professional
in Human Resources certification (2013)

List any social, fraternal, patriotic, governmental, or service organizations, which you have or currently are serving on:

None

If you are employed, please provide the name and address of your employer and your position:

Jennie-O Turkey Store, Inc. 2505 Willmar Ave SW, Willmar
Position: Manager of Training, Communication & Education

Please return completed application to:

Mayor's Office
333 SW 6th Street
Willmar, MN 56201

Or fax completed forms to:

(320) 235-4917

**Application for Appointment to
City Board/Committee/Commission**

Please indicate the Board/Committee(s)/Commission(s) to which you are interested in being appointed. (If more than one, please number in order of choice.)

- _____ Airport Commission (meets monthly)
- _____ Cable Advisory Board (meets as needed)
- _____ Charter Commission (meets as needed)
- _____ Community Education & Recreation Advisory Board (meets monthly)
- _____ City/County Economic Development Operations Board (meets monthly)
- _____ Housing and Redevelopment Authority (meets monthly)
- _____ Human Rights Commission (meets as needed)
- _____ Municipal Utilities Commission (meets bi-monthly)
- _____ Pioneerland Library System Board (meets monthly)
- _____ Planning Commission (meets bi-monthly)
- _____ Police Civil Service Commission (meets first Monday in February each year and on as-needed basis thereafter)
- _____ Rice Memorial Hospital (meets bi-monthly)
- _____ Willmar Convention and Visitors Bureau
- _____ Zoning Appeals Board (meets monthly)
- _____ Ad hoc Task Forces (will be posted and will meet on an as-needed basis)

Applicant Information

Name: Marlin Breems Date of Application: Oct 26, 2015

Address: 1120 3rd St SW, Willmar Phone No. 320-894-2145
(Certain Boards and Commissions may require that you are a resident of the City of Willmar)

Email: marlin.breems@yahoo.com

What prompted you to make application for a citizen committee? perceived need

Briefly tell us why you want to serve on this Board/Committee/Commission:

Given the ethnic diversity in our city, a functioning Human Rights Commission is vital. I have long had a passion for human rights.

List any special background or experience you have which would be helpful to this Board/Committee/Commission: (Central Christian)

My professional back ground as teacher, principal
(Varicore) (Project Turnabout)
marketing director and chemical dependency counselor
will all be helpful.

List your educational background: -MA in Education.
-Licensed alcohol & Drug Counselor

List any social, fraternal, patriotic, governmental, or service organizations, which you have or currently are serving on:

I am active in my church (Unity Christian Reformed in Prinsburg) and in a variety of volunteer organization including Family Promise.

If you are employed, please provide the name and address of your employer and your position:
recently retired (8/15) I continue to work on an occasional basis for Project Turnabout.

Please return completed application to: Mayor's Office
333 SW 6th Street
Willmar, MN 56201

Or fax completed forms to: (320) 235-4917

**Application for Appointment to
City Board/Committee/Commission**

Please indicate the Board/Committee(s)/Commission(s) to which you are interested in being appointed. (If more than one, please number in order of choice.)

- 4th Airport Commission (meets monthly)
- _____ Cable Advisory Board (meets as needed)
- _____ Charter Commission (meets as needed)
- 3rd Community Education & Recreation Advisory Board (meets monthly)
- _____ City/County Economic Development Operations Board (meets monthly)
- _____ Housing and Redevelopment Authority (meets monthly)
- 2nd Human Rights Commission (meets as needed)
- _____ Municipal Utilities Commission (meets bi-monthly)
- _____ Pioneerland Library System Board (meets monthly)
- _____ Planning Commission (meets bi-monthly)
- 1st Police Civil Service Commission (meets first Monday in February each year and on as-needed basis thereafter)
- _____ Rice Memorial Hospital (meets bi-monthly)
- _____ Willmar Convention and Visitors Bureau
- _____ Zoning Appeals Board (meets monthly)
- _____ Ad hoc Task Forces (will be posted and will meet on an as-needed basis)

Applicant Information

Name: COLUMBA FERDINAND Date of Application: 10/12/2015
 Address: 1000 5TH ST SW, WILLMAR Phone No. 320-444-3228
 (Certain Boards and Commissions may require that you are a resident of the City of Willmar)
 Email: Columba.Ferdinand@ridgewater.edu

What prompted you to make application for a citizen committee? CIVIC RESPONSIBILITY

Briefly tell us why you want to serve on this Board/Committee/Commission:

I believe it is my civic responsibility to pay my taxes as well as volunteer my services to my city and in service to my community and the wellbeing of my society.

List any special background or experience you have which would be helpful to this Board/Committee/Commission:

I have served my community as a Community Service officer (CSO), worked as member of Racial Reconciliation and unification in Cape Town, South Africa.

List your educational background: B.A. Political Science, A.A. Law Enforcement, Leadership Certificates

List any social, fraternal, patriotic, governmental, or service organizations, which you have or currently are serving on:

Council member (National) Phi Kappa Phi - The Nation's Oldest All discipline Academic Honor Society

If you are employed, please provide the name and address of your employer and your position:

Ridgewater College (Check & Connect Coach)
2101 15th Ave NW, Willmar, MN 56201

Please return completed application to:

Mayor's Office
333 SW 6th Street
Willmar, MN 56201

Or fax completed forms to:

(320) 235-4917

**Application for Appointment to
City Board/Committee/Commission**

Please indicate the Board/Committee(s)/Commission(s) to which you are interested in being appointed. *(If more than one, please number in order of choice.)*

- _____ Airport Commission (meets monthly)
- _____ Cable Advisory Board (meets as needed)
- _____ Charter Commission (meets as needed)
- _____ Community Education & Recreation Advisory Board (meets monthly)
- _____ City/County Economic Development Operations Board (meets monthly)
- _____ Housing and Redevelopment Authority (meets monthly)
- _____ Human Rights Commission (meets as needed)
- _____ Municipal Utilities Commission (meets bi-monthly)
- _____ Pioneerland Library System Board (meets monthly)
- _____ Planning Commission (meets bi-monthly)
- _____ Police Civil Service Commission (meets first Monday in February each year and on as-needed basis thereafter)
- XX _____ Rice Memorial Hospital (meets bi-monthly)
- _____ Willmar Convention and Visitors Bureau
- _____ Zoning Appeals Board (meets monthly)
- _____ Ad hoc Task Forces (will be posted and will meet on an as-needed basis)

Applicant Information

Name: Lee L. Cafferty, MD Date of Application: December 1, 2015

Address: 3855 105th St SE, Kandiyohi, MN 56251 Phone No. 320-382-6316
(Certain Boards and Commissions may require that you are a resident of the City of Willmar)

Email: LLC@Rice.willmar.mn.us

What prompted you to make application for a citizen committee? Discussion with CEO Mike Schramm, Rice Hospital.

Briefly tell us why you want to serve on this Board/Committee/Commission:

I hope that my experience in clinical medicine (Anatomic and Clinical pathology), quality improvement, and administration can bring some expertise to the board that might help Rice grow and prosper during this very challenging time for hospitals and medicine in general.

List any special background or experience you have which would be helpful to this Board/Committee/Commission:

I have 23 years of experience in pathology and laboratory medicine, 21 of those at Rice Hospital. During that time, I served on multiple hospital committees at Rice and at outreach hospitals in the area, including on various Quality, Transfusion, and Information Technology committees. I have served as Chief of the Medical Staff and as Chairman of the Department of Pathology/Laboratory Medicine. I have also served as CEO of, and in other Officer positions of, our independent group of pathologists, Minnesota Pathologists Chartered. During these years I have had to deal with a number of challenges in the Medical and Hospital fields.

List your educational background: BS, Biology (top 3%), University of New Mexico; Doctor of Medicine (MD), Johns Hopkins University; Pathology residency and fellowships at Johns Hopkins Medical Institutions, UTMB Galveston, UTMD Anderson Cancer Center, Baylor College of Medicine (Houston).

List any social, fraternal, patriotic, governmental, or service organizations, which you have or currently are serving on:

Previously served as a Captain in the Civil Air Patrol (Air Force Auxiliary), Willmar branch. Current and past Assistant Coroner, Kandiyohi County.

If you are employed, please provide the name and address of your employer and your position:

Minnesota Pathologists, Chartered, 301 Becker Ave SW, Willmar, MN 56201; Pathologist and CEO

Please return completed application to:

Mayor's Office
333 SW 6th Street
Willmar, MN 56201

Or fax completed forms to:

(320) 235-4917



November 30, 2015

The Honorable Marv Calvin
Mayor of Willmar
333 6th St SW
Willmar, MN 56201

Dear Mayor Calvin,

The Rice Hospital Board Nominating Committee wishes to formally recommend Dr. Lee Cafferty for the physician board member seat that will be vacated by Dr. Lachlan Smith at the end of this year.

The nominating committee consists of the hospital board's executive committee members, those being David Anfinson, Dr. Douglas Allen and Dr. Michael Gardner.

It is the duty and commitment of the hospital board to ensure a candidate brought forward to the mayor and council embodies the characteristics needed to ensure the success and viability of our city hospital. In our search for such a candidate the nominating committee requested each clinic; APMC, Family Practice Medical Center and Minnesota Pathologists Chartered, provide a potential physician candidate to be reviewed by the committee. The committee met and individually interviewed each of the respective candidates. During the interviews the candidates were asked a series of questions related to board governance and to issues of local and regional health care.

After the interview process, the nominating committee found Dr. Cafferty to be an outstanding candidate who clearly understands the needs of the local health care community. He is a medical school graduate of Johns Hopkins and completed his residency at Johns Hopkins and Baylor University. He has practiced in Willmar since 1992 and we have found him to be highly respected by his peers. He is active in the community, his local church and has previously served as the Hospital Chief of Staff.

Dr. Cafferty is deeply passionate about local healthcare access and will make an excellent addition to the hospital board.

Sincerely,

A handwritten signature in cursive script that reads "David Anfinson".

David Anfinson, President
Rice Memorial Hospital Board of Directors

**Application for Appointment to
City Board/Committee/Commission**

Please indicate the Board/Committee(s)/Commission(s) to which you are interested in being appointed. (If more than one, please number in order of choice.)

- Airport Commission (meets monthly)
- Cable Advisory Board (meets as needed)
- Charter Commission (meets as needed)
- Community Education & Recreation Advisory Board (meets monthly)
- City/County Economic Development Operations Board (meets monthly)
- Housing and Redevelopment Authority (meets monthly)
- Human Rights Commission (meets as needed)
- Municipal Utilities Commission (meets bi-monthly)
- Pioneerland Library System Board (meets monthly)
- Planning Commission (meets bi-monthly)
- Police Civil Service Commission (meets first Monday in February each year and on as-needed basis thereafter)
- Rice Memorial Hospital (meets bi-monthly)
- Willmar Convention and Visitors Bureau
- Zoning Appeals Board (meets monthly)
- Ad hoc Task Forces (will be posted and will meet on an as-needed basis)

Applicant Information

Name: David Little Date of Application: 12-1-15

Address: 2201 21st St. S.W. Phone No. 320-235-9154
(Certain Boards and Commissions may require that you are a resident of the City of Willmar)

Email: dlm11ittle@charter.net

What prompted you to make application for a citizen committee? My interest in city government.

Briefly tell us why you want to serve on this Board/Committee/Commission:
I want to help the commission plan for the 10th anniversary celebration of the airport in 2016.

List any special background or experience you have which would be helpful to this Board/Committee/Commission:

As a reporter for the West Central Tribune, I covered city government for a total of 14 years and am familiar with various programs and city services, including the airport.

List your educational background: Bachelor's degree in Mass Communications from Moorhead State University.

List any social, fraternal, patriotic, governmental, or service organizations, which you have or currently are serving on:

Secretary - ~~with~~ West Central Concert Series Board.

If you are employed, please provide the name and address of your employer and your position:

I will be retiring from the West Central Tribune on Dec. 31, 2015, and would like to be

Please return completed application to:

Mayor's Office
333 SW 6th Street
Willmar, MN 56201

Or fax completed forms to: (320) 235-4917

considered for the appointment effective Jan. 1, 2016.

**Application for Appointment to
City Board/Committee/Commission**

Please indicate the Board/Committee(s)/Commission(s) to which you are interested in being appointed. (If more than one, please number in order of choice.)

- _____ Airport Commission (meets monthly)
- _____ Cable Advisory Board (meets as needed)
- _____ Charter Commission (meets as needed)
- X Community Education & Recreation Advisory Board (meets monthly)
- _____ City/County Economic Development Operations Board (meets monthly)
- _____ Housing and Redevelopment Authority (meets monthly)
- _____ Human Rights Commission (meets as needed)
- _____ Municipal Utilities Commission (meets bi-monthly)
- _____ Pioneerland Library System Board (meets monthly)
- _____ Planning Commission (meets bi-monthly)
- _____ Police Civil Service Commission (meets first Monday in February each year and on as-needed basis thereafter)
- _____ Rice Memorial Hospital (meets bi-monthly)
- _____ Willmar Convention and Visitors Bureau
- _____ Zoning Appeals Board (meets monthly)
- _____ Ad hoc Task Forces (will be posted and will meet on an as-needed basis)

Applicant Information

Name: ABDIRAHMAN IBRAHIM Date of Application: 11-15-2015

Address: 401 Trot Ave SW # 1803 Phone No. 320-262-1940
(Certain Boards and Commissions may require that you are a resident of the City of Willmar)

Email: Abdirahman_Ibrahim2015@hotmail

What prompted you to make application for a citizen committee? I felt that this position closely matches My interests

Briefly tell us why you want to serve on this Board/Committee/Commission:

The Two Main Reasons As to Why I want serve this committee is the desire to have a voice in decision Making on behalf on representing the community on a key leg. issues. While the other one is Learning OPPortunities so that I can gain Experience in this Board

List any special background or experience you have which would be helpful to this Board/Committee/Commission:

speaking of been Bilingual I am able to ^{to speak} both English and My Native Language Somali

Which ^{to exist} facilitate the common barriers that between our board & our community. With that been said I have also had 4 years work experience and this would make me a good asset for the board & the community to be served

List your educational background: pursuing Bachelor Degree in Political Science & Global Studies at the University of SCSU soon to be

List any social, fraternal, patriotic, governmental, or service organizations, which you have or currently are serving on:

Somali Community Organizations in Willmar Which recently Collapsed Due to Lack of Leadership & Dysfunctional Issues !!!

If you are employed, please provide the name and address of your employer and your position:

Divine House Inc # 320-231-2738
328 5th st SW Willmar MN 56201

Please return completed application to:

Mayor's Office
333 SW 6th Street
Willmar, MN 56201

Or fax completed forms to:

(320) 235-4917

Application for Appointment to City Board/Committee/Commission

Please indicate the Board/Committee(s)/Commission(s) to which you are interested in being appointed. (If more than one, please number in order of choice.)

- Airport Commission (meets monthly)
- Cable Advisory Board (meets as needed)
- Charter Commission (meets as needed)
- Community Education & Recreation Advisory Board (meets monthly)
- City/County Economic Development Operations Board (meets monthly)
- Housing and Redevelopment Authority (meets monthly)
- Human Rights Commission (meets as needed)
- Municipal Utilities Commission (meets bi-monthly)
- Pioneerland Library System Board (meets monthly)
- Planning Commission (meets bi-monthly)
- Police Civil Service Commission (meets first Monday in February each year and on as-needed basis thereafter)
- Rice Memorial Hospital (meets bi-monthly)
- Willmar Convention and Visitors Bureau
- Zoning Appeals Board (meets monthly)
- Ad hoc Task Forces (will be posted and will meet on an as-needed basis)

Applicant Information

Name: Barbara E. Little Date of Application: 11-19-15
 Address: 1400 Willmar Ave S.E. Cell Phone No. 954-654-4469
(Certain Boards and Commissions may require that you are a resident of the City of Willmar)
 Email: belit8@aol.com

What prompted you to make application for a citizen committee? Recent events in the world

Briefly tell us why you want to serve on this Board/Committee/Commission:

I am interested in Human lives, all deserve to be treated with dignity, respect and equality. Human rights and respect for the mentally ill is an important aspect that has prompted me to submit this application.

List any special background or experience you have which would be helpful to this Board/Committee/Commission:

I have worked in mental health for over 35 years.

List your educational background: Masters Degree in Mental Health Nursing

List any social, fraternal, patriotic, governmental, or service organizations, which you have or currently are serving on:

DFL (Family Focus etc)
AAUW First Presbyterian Church. In the past
The Samaritans of Green Valley AZ - humanitarian efforts
The Red Cross - Florida - Disaster Relief for Mental Health's support.

If you are employed, please provide the name and address of your employer and your position:

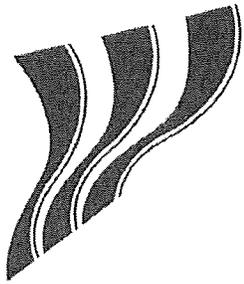
Woodland Centers Staff Nurse Practitioner
1125 SE 6th St (Director Dr. Rick Lee)

Please return completed application to:

Mayor's Office
333 SW 6th Street
Willmar, MN 56201

Or fax completed forms to:

(320) 235-4917



CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 7

Meeting Date:

Attachments: X Yes No

CITY COUNCIL ACTION

Date: December 7, 2015

- Approved Denied
 Amended Tabled
 Other

Originating Department: Administration

Agenda Item: Consideration of Removing the October 30, 2015 Labor Relations/Full Council Minutes from the Table

Recommended Action: Motion to remove minutes from the table.
Motion to approve the October 30, 2015 Labor Relations/Full Council Minutes.

Background/Summary:

The City Council tabled the approval of the October 30, 2015 Labor Relations/Full Council minutes due to the policies for the various non-organized employees not being attached to the minutes. Those draft policies offered at that meeting are now attached. Those policies are not the final draft of the policy for "City Department Heads" which was approved at the December 2, 2015 Labor Relations/Full Council meeting nor will they most likely be the approved policy(s) for the "Administrative Assistant to the City Administrator" and for "Non-Organized Employees" which is on this Council Agenda.

Alternatives: Leave the minutes on the table.

Financial Considerations: NA

Preparer: Kevin Halliday, Interim City Administrator

Signature:

Comments:

LABOR RELATIONS/CITY COUNCIL PROCEEDINGS
CONFERENCE ROOM NO. 1
CITY OFFICE BUILDING
WILLMAR, MINNESOTA

October 30, 2015
4:45 p.m.

The meeting of the Willmar Labor Relations Committee/Council opened at 4:45 p.m. Council Member Ahmann informed the Council that City Attorney Robert Scott ruled that any time there is a Committee meeting and the full Council is in attendance, the Mayor presides over the meeting.

Members present on a roll call were Mayor Marv Calvin, Council Members Ron Christianson, Andrew Plowman, Tim Johnson, Steve Ahmann, Denis Anderson, and Audrey Nelsen. Present 7, Absent 1. Council Member Rick Fagerlie was excused from the meeting.

Also present were Interim City Administrator Kevin Halliday, Finance Director Steve Okins, Police Chief Jim Felt, Fire Chief Frank Hanson, Public Works Director Sean Christensen and Administrative Assistant Janell Sommers.

Mayor Calvin informed the Council that the Administrative Assistant to the City Administrator's job description was updated by Council Members Johnson and Anderson. Council Member Anderson explained the changes needed to reflect that this position is confidential by nature and by making these changes, this becomes a confidential position. Council Member Nelsen questioned if this document was the same one she had seen earlier and reviewed the document. Council Member Christianson made a motion to approve the Administrative Assistant to the City Administrator job description as presented. Council Member Johnson seconded the motion, which carried.

Mayor Calvin called on Council Member Plowman for presentation of the Subcommittee reports regarding Non-Organized Employees which include three separate documents for consideration. Council Member Plowman explained the changes to the document for the Administrative Assistant to the City Administrator starting with stating the purpose of the policy is to achieve and maintain sound, harmonious and mutually beneficial working conditions with the Administrative Assistant to the City Administrator.

The first change to be noted was under Article 10.1 - Work Schedule noting employees classified as Non-Exempt under the Fair Labor Standards Act (FLSA) shall be eligible to receive overtime compensation computed at one and one-half times the applicable hourly pay rate for time worked in excess of forty hours a work week rather than in excess of eight hours a day under the direction of their supervisor.

In Article 11.1 - Health Insurance Council Member Plowman stated the City agrees to provide an insurance program for hospitalization and major medical coverage comparable to the current Basic Plan. Effective for 2016, the City will contribute \$1,428 per month toward the cost of the monthly premium for family coverage under the Basic Plan. Any additional cost in the premium for the family Basic Plan or for a higher paid plan option will be paid by the Employee through payroll deduction. For 2017, and annually thereafter, the City will contribute up to fifty percent of the increase in the cost of the monthly premium for dependent coverage under the Basic Plan. Any additional cost shall be paid by the employee through payroll deduction.

In Article 11.4 within the second paragraph Council Member Plowman noted the change in the establishment of a health insurance premium payment fund from the employee's accrued sick leave fund to state interest may be earned through December 31, 2015 at the rate of 6.0% of the year-end balance. No interest shall accrue after December 31, 2015. After December 31, 2015, Employees shall have the option upon retirement of a cash payment of their accrued sick leave pursuant to Article 7.4, or the establishment of a post-employment health care savings plan. The option chosen by Employees shall apply to all Employees.

Lastly for the Administrative Assistant to the City Administrator under 12.1 - Deferred Compensation, the employee may participate in a deferred compensation program. The City agrees to provide a matching contribution of up to a maximum of \$1,250 annually. Employees hired on or after January 1, 2016, shall not be eligible for participation in this program.

Council Member Nelsen questioned if those were the only changes or if 11.2 was new? Mayor Calvin noted that the only change was the year to 2017. Council Member Anderson cited that it is the intention of the City in 2017 to look at a VEBA or HSA health insurance plans as an additional option for all employees.

Council Member Christianson made a motion to approve the policy for the Administrative Assistant to the City Administrator as presented. Council Member Ahmann seconded the motion.

Council Member Ahmann informed the Council that the Subcommittee has put many hours into establishing these policies and today met with each affected individual.

Council Members Anderson and Nelsen expressed concern that the Subcommittee had already met with the employees rather than the policies being brought before Council first. Council Member Ahmann stated they wanted input from the employees as recommended and approved by Labor Attorney Frank Madden. Council Member Christianson clarified the reason to meet with the employees was to get their ideas and as a result of that, some language was modified.

Council Member Anderson wanted to make it clear he was not objecting to the product, his concerns are with the process stating he believes his motion was to bring the documents back to the Labor Relations Committee. Council Member Nelsen expressed her concerns as well stating she hoped the Open Meeting Law had been followed and did not believe anyone had been authorized to act as a City Administrator.

The Mayor called the question, which carried.

Council Member Plowman initiated the document for the Non-Organized Employees but due to the computer crashing during revisions, some language was not saved. A new first page was requested for the Council Members and in the interim; the policy for the City Department Heads was discussed.

Council Member Plowman covered the changes to the Policy for the City Department Heads identifying job titles that this policy applies to. The first revision was to Article 10 - Work Schedule whereby it states the normal work week for full-time Departments Heads shall consist of forty hours. However, it is expected that Department Heads will provide the service necessary to carry out the responsibilities of their positions. Department Heads are exempt from the overtime provisions of the Fair Labor Standards Act (FLSA) and shall not be entitled to accrue overtime or compensatory time for hours worked in excess of forty hours per week.

Council Member Plowman went on to present language in Articles 11 - 14

Article 11 - Health Insurance was very similar to the previous document for the Administrative Assistant in terms of the City's match for 2017 and also outlines the 2016 policy. 11.4 was also stated as being similar to the previous document.

Article 12 - Clothing Allowance it states the City shall annually provide a clothing allowance to the Police Chief (electing to wear a uniform), and Fire Chief up to \$750.00. The allowance will be based on a voucher system under the direction of the City Administrator and subject to a list of items issued by the Department Head or may be paid in a lump sum for the year subject to the condition that if a Department Head terminates employment during the year after receiving a lump-sum payment, said Department Head will repay the City on a pro rata basis. If necessary, the City Administrator has the authority to order the Department Head to replace his/her uniform or parts thereof.

Article 13 –Deferred Compensation - The City agrees to participate with Department Heads in a deferred compensation program. City agrees to provide a matching contribution of 100 percent not-to-exceed \$2,000. Department Heads hired on or after January 1, 2016 shall not be eligible for participation in this program.

14.1 - Vehicle Allowance/Assignment - Effective January 1, 2016, Department Heads shall receive a vehicle allowance of \$350.00 per month, except those Directors who are assigned vehicles for business use. Assigned vehicles may be used to and from work. Effective January 1, 2016, vehicles and/or granted vehicle allowances will be granted at the sole discretion of the City.

Council Member Christianson made a motion to approve the policy for the City Department Heads as presented. Council Member Ahmann seconded the motion, which carried. Council Members Anderson and Nelsen went on record to say the product is fine, they did not approve of the process. Council Member Johnson asked to go on record that he was not in attendance when this process was put forward.

Council Member Plowman brought forward for discussion the final policy for Non-Organized Employees. The purpose of the policy was the same. This document governs the Administrative Assistant in the Police Department and the Accounting Supervisor. Again the first pages were the same until Article 10 – Work Schedule where it was defined as The normal work week for full-time Employees shall consist of forty (40) hours. Employees classified as "non-exempt" pursuant to the Fair Labor Standards Act (FLSA) and shall be eligible to receive overtime compensation computed at one and one-half (1 1/2) times the applicable hourly pay rate for time worked in excess of forty (40) hours in a 40 hour work week, Sunday 12:00 a.m. through Saturday 11:59 p.m. An employee may be required to take time off from work during the same work week in order to eliminate overtime payments, at the discretion of the Employer. Such time shall be on a straight time basis.

11.1 – Health Insurance reads identical to the previous two documents. 11.4 – Reads similar to the policy for the Administrative Assistant to the City Administrator whereby interest may be earned through December 31, 2015 at the rate of 6.0% of the year-end balance. No interest shall accrue after December 31, 2015. After December 31, 2015, Employees shall have the option upon retirement of a cash payment of their accrued sick leave pursuant to Article 7.4, or the establishment of a post-employment health care savings plan. The option chosen by Employees shall apply to all Employees.

Council Member Anderson asked for clarification on Article 10.2 whereby it states non-exempt employees may be permitted to accrue comp time in lieu of overtime upon written approval of the City Administrator. Compensatory time may be permitted to accumulate to a maximum of eighty (80) hours. Overtime hours worked while an employee has the maximum of eighty (80) hours accumulated compensatory time shall be paid overtime.

Mayor Calvin explained it is his understanding that non-exempt employees are permitted to accrue compensatory time in lieu of overtime up to 80 hours by approval of the City Administrator and/or Department Director. They cannot be forced to choose comp time and can receive overtime if they choose to do so up to a maximum of 80 hours. The issue of the amount of hours and the timeframe they can remain on the books was asked to be clarified by Council Member Anderson.

Council Member Christianson stated his understanding is these are policies and if the Council finds things they would like to change they can be amended. These policies were needed in order to meet the health insurance open enrollment deadline.

Council Members Anderson and Nelsen went on record to say they liked the product yet, they did not approve of the process. Council Member Christianson made a motion to approve the policy for the Non-Organized Employees as presented. Council Member Ahmann seconded the motion, which carried.

Council Member Ahmann brought forth an issue relating to the health insurance payment for December for the three groups and/or individuals affected by the approved policies. He informed the Council that the deduction for an employee's health insurance premium is taken out of their salary the month prior and by implementing this action for 2016, the employees are in essence taking a decrease. He suggested the employees be reimbursed for their deduction of the approved insurance costs whereby the employee will pay \$90 for their health insurance premium in the December, 2015 deduction for January, 2016.

Discussion was held as to how to compensate the employees for the difference. Mayor Calvin stated the intent would be to keep the employee's contribution for health insurance the same in December as it is in November so the employee does not see an out-of-pocket expense prior to discussing their compensation packages with them in whatever way it can be worked out with the Finance Department.

Council Member Plowman noted that this was one example of an item that was discovered by holding discussions with the employees.

Member Christianson made a motion to leave the employee's contribution for these Non-Organized employees for health insurance payable in December, 2015 for January 2016 at \$90.00 and to work with the Finance Department to carry out the order. Council Member Anderson seconded the motion, which carried.

Mayor Calvin opined that he felt the process that was undergone to develop these policies was very thorough. Council Member Christianson reiterated this and felt the Council would eventually ask the new City Administrator to take all three of these policies and combine them into one document. Council Member Ahmann stated the subcommittee still has the issue of compensation ahead of them and will be working with salary data received from similar communities and job types. He stated they are also awaiting clarification from the Police Commission relating to changing job descriptions.

Council Member Anderson requested a closed session for the Labor Relations Committee on Thursday, November 5, 2015 at 4:45 p.m. as Labor Attorney Frank Madden can be in attendance. Council Member Nelsen expressed she was uncomfortable with the process and does not believe that was the intent of the committee. Council Member Plowman expressed that the reason these events took place the way they did was due to the timeline.

Council Member Anderson offered a motion to adjourn the meeting with Council Member Christianson seconding the motion, with carried. The meeting adjourned at 5:37 p.m.

Attest:

MAYOR

SECRETARY TO THE COUNCIL

**City of Willmar Policy
For Administrative Assistant to the City Administrator**

ARTICLE I. PURPOSE

- 1.1 The purpose of this Policy is to achieve and maintain sound, harmonious and mutually beneficial working conditions with the Administrative Assistant to the City Administrator.
- 1.2 The City and the employees, through this Policy, continue their dedication to the highest quality of public service.

ARTICLE 2. EMPLOYEES COVERED BY POLICY

- 2.1 This Policy applies to the following:
 - Administrative Assistant to the City Administrator
- 2.2 Employee positions may be created, established, consolidated or deleted by duly adopted resolution of the City Council.

ARTICLE 3. GRIEVANCE PROCEDURE

- 3.1 **DEFINITION OF GRIEVANCE:** A grievance is defined as a dispute or disagreement as to the interpretation or application of the specific terms and conditions of this Policy.
- 3.2 **PROCEDURE.** A Grievance, as defined by Section 3.1, shall be resolved in conformance with the following procedure:

Step 1: No grievance shall be entertained or processed unless it is submitted within ten (10) working days after the first occurrence of the event giving rise to the grievance, or within ten (10) working days after the Employee through the use of reasonable diligence should have obtained knowledge of the first occurrence of the event giving rise to the grievance. The written grievance shall be signed by the Employee and shall set forth the nature of the grievance, the facts upon which it is based, the alleged violation of this Policy, and the relief requested.

The grievance shall be submitted in writing to the Employee's supervisor and City Administrator within the ten (10) working day period as noted above. A meeting or discussion between the Employee's supervisor, City Administrator or designee and the Employee shall be held within ten (10) working days. If no settlement is reached, the City Administrator or designee shall provide a written answer to the Employee within ten (10) working days following the meeting.

Step 2: If the grievance is not settled in Step I and the Employee desires to appeal, the Employee shall appeal in writing to the City Labor Relations Committee within ten (10) working days after the City Administrator's answer in Step 1. A meeting or discussion between the Labor Relations Committee and the Employee shall be held within twenty (20) working days. The decision of the Labor Relations Committee shall be final.

ARTICLE 4. PROBATIONARY PERIODS

- 4.1 A newly hired Employee shall serve a six month probationary period at the discretion of the City Council.
- 4.2 At any time during the probationary period in Section 4.1, a newly hired or rehired employee may be terminated at the discretion of the City Administrator, subject to approval of the City Council.

ARTICLE 5. HOLIDAY LEAVE

5.1 The following holidays shall be paid holidays for all Employees:

New Year's Day	January 1
Martin Luther King Day	Third Monday in January
President's Day	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Veteran's Day	November 11
Thanksgiving Day	Fourth Thursday in November
Day After Thanksgiving	
Christmas Day	December 25

5.2 A paid holiday falling on Sunday will be observed on the following Monday, and one falling on Saturday will be observed on the preceding Friday.

ARTICLE 6. VACATION LEAVE

- 6.1 Employees who have completed the probationary period referred to in Section 4.1 shall be granted vacations compensated according to the following schedule:
 - A. From the beginning of continuous employment through the fourth (4th) year of continuous employment, each Employee shall accrue and be granted vacation at the rate of ten (10) working days per year.

- B. From the beginning of the fifth (5th) year and on through the ninth (9th) year of continuous employment, each Employee shall accrue and be granted vacation at the rate of fifteen (15) working days per year.
 - C. From the beginning of the tenth (10th) year and on through the fourteenth (14th) year of continuous employment, each Employee shall be granted vacation at the rate of twenty (20) working days per year.
 - D. From the beginning of the fifteenth (15th) year and thereafter, each Employee shall accrue and be granted vacation at the rate of twenty-five (25) working days per year.
- 6.2 If an Employee retires, resigns or is terminated without receiving the vacation due him or her that year, he/she shall be paid for such vacation, not to exceed twice their annual allotment of accumulated vacation, provided that if discharged such termination is not due to misconduct or dishonesty on the part of the Employee.
- 6.3 Each Employee shall annually receive two (2) personal leave days. These days are to be taken when the Employee's workload permits and are not cumulative from year to year.
- 6.4 Employees shall be allowed to accumulate vacation and to have credited to them twice their annual vacation. Vacation may be taken in increments of one hour (minimum) to 25 working days (maximum). If 25 working days of vacation are used at one time, an Employee must work a minimum of two weeks before further vacation can be taken.

ARTICLE 7. SICK LEAVE

- 7.1 Employees who have completed the probationary period referred to in Section 4.1 shall be granted eight (8) hours of sick leave, with pay, for each month of service; unused sick leave to an Employee's credit shall be cumulative from one year to the next.
- 7.2 Sick leave of up to three (3) days per incident may be used in the case of acute sickness, emergency or accident in the Employee's immediate family; as such term is defined in Section 8.1.
- 7.3 An Employee entitled to receive weekly workers' compensation wage loss benefits who has accumulated sick leave benefits at the time of a compensable injury, shall be allowed to utilize accumulated sick leave benefits to supplement the difference between the workers' compensation wage loss payment and their average weekly wage at the time of the injury. Employees will only be allowed to utilize the sick leave accrued as of the date of injury.
- 7.4 Employees with seven (7) or more years of consecutive service with the City shall be granted, upon termination of employment with the City, the cash value of the accumulated total sick leave; computed at last current salary at time of severance, in

accordance with the following schedule: seven (7) years, seventy (70%) percent; eight (8) years, eighty (80%) percent; nine (9) years, ninety (90%) percent; ten (10) years, one hundred (100%) percent. In the event an Employee with at least seven (7) years continuous service dies while so employed, his/her heirs as designated under the PERA plan shall be entitled to an amount equal to the percent of accrued sick leave benefits that said Employee would have earned under the termination clause (payable at the time of Employee's death). Termination and/or death benefits shall be limited to 820 hours in 1992 and thereafter.

ARTICLE 8. FUNERAL LEAVE

8.1 Employees may be allowed up to three (3) working days paid leave at the Employee's straight time rate in the event of death of a member of the Employee's immediate family. Such funeral leave will not be deducted from sick leave. The Employee's immediate family is defined as father or father-in-law, grandfather, mother or mother-in-law, grandmother, grandchildren, sister or sister-in-law, brother or brother-in-law, spouse, children of either husband or wife, stepchildren or stepparents, or a member of the Employee's own immediate household. It is understood that payment under the above provisions is only for a day or days when the Employee was scheduled to work and would have worked except for the death of such relative.

ARTICLE 9. JURY DUTY (COURT APPEARANCE) OR MILITARY DUTY

9.1 An Employee may be granted a leave of absence with pay for service upon a jury, appearance before a court, legislative committee or other body as a witness in a proceeding involving the Federal Government, the State of Minnesota, or a political subdivision thereof, in response to a subpoena or other direction by proper authority; or attendance in court in connection with his/her official duties.

ARTICLE 10. WORK SCHEDULE

10.1 The normal work week for full-time Employees shall consist of forty (40) hours. Employees classified as "non-exempt" pursuant to the Fair Labor Standards Act (FLSA) and shall be eligible to receive overtime compensation computed at one and one-half (1 1/2) times the applicable hourly pay rate for time worked in excess of forty (40) hours in a 40 hour work week, Sunday 12:00 a.m. through Saturday 11:59 p.m. An employee may be required to take time off from work during the same work week in order to eliminate overtime payments, at the discretion of the Employer. Such time shall be on a straight time basis.

10.2 Non-exempt employees may be permitted to accrue comp time in lieu of overtime upon written approval of the City Administrator. Compensatory time may be permitted to accumulate to a maximum of eighty (80) hours. Overtime hours worked while an employee has the maximum of eighty (80) hours accumulated compensatory time shall be paid overtime.

- 10.3 The pay period system will provide twenty-six (26) pay periods per year with concurrent adjustments of accrued benefits.
- 10.4 Special Leave. Any Employee who is mentally or physically incapacitated to perform his/her duties, or who for any stated reason considered good by the City Administrator finds it necessary to absent himself/herself from his/her duties, may on written request approved by the City Administrator, be granted special leave of absence without pay for a period not to exceed one year. Such request shall be submitted in writing stating the reason why such absence is desired and the date of his/her return. The Employee granted a special leave shall be reinstated in the same position as he/she held when the special leave was granted. Special leaves may be reviewed after one year by the City Administrator and if mutually agreed upon by both parties, an extension may be granted.
- 10.5 Reinstatement. Any Employee who has been given a special leave of absence or layoff in accordance with this Policy shall be eligible for reinstatement to positions of the same class and grade as the position from which the leave of absence or layoff took place to the extent practicable.

ARTICLE II. INSURANCE

- 11.1 Health Insurance. The City agrees to provide an insurance program for hospitalization and major medical coverage comparable to the current Basic Plan. Effective for 2016, the City will pay the full cost of the premium for single coverage for the Basic Plan. Any additional cost resulting from an Employee electing single coverage based on a higher paid plan option, will be paid by the Employee through payroll deduction.

For 2016, the City will contribute up to \$1,428 per month toward the cost of the monthly premium for family coverage under the Basic Plan. Any additional cost in the premium for the family Basic Plan or for a higher paid plan option will be paid by the Employee through payroll deduction. For 2017, and annually thereafter, the City will contribute up to fifty percent (50%) of the increase in the cost of the monthly premium for dependent coverage under the Basic Plan. Any additional cost shall be paid by the Employee through payroll deduction. The formula for calculation of fifty percent (50%) of the increase of the monthly premium for family coverage under the Basic Plan shall be as follows:

The total new family premium cost (currently for 2016 \$1,639) minus the total new single premium cost (currently for 2016 \$584.50) equals dependent coverage cost. The difference in the new total dependent cost minus the cost of the previous year dependent coverage cost of the Basic Plan shall be divided by two and added to the Employee contribution toward dependent coverage from the previous year.

- 11.2 Effective for 2017, the City intends to provide a VEBA or HSA plan as an additional option provided there is a minimum of at least ten (10) employees enrolled City wide.
- 11.3 The City agrees to pay for a long-term disability program for such Employees comparable to what is now in effect.
- 11.4 Employees who retire may continue to participate in the City's health insurance group in accordance with the provisions of Minnesota Statute § 471.61, subd. 2b. A Employee who elects to continue to participate in the City's health insurance group after retirement shall be responsible for paying the full premium.

An Employee who retires on or before December 31, 2015 may elect to establish a health insurance premium payment fund made up of any or all cash value of the Employee's accrued sick leave fund pursuant to Article 7.4 of this Policy. Interest may be earned through December 31, 2015 at the rate of 6.0% of the year-end balance. No interest shall accrue after December 31, 2015.

After December 31, 2015, Employees shall have the option upon retirement of a cash payment of their accrued sick leave pursuant to Article 7.4, or the establishment of a post-employment health care savings plan. The option chosen by Employees shall apply to all Employees.

- 11.5 The City agrees to pay for a \$50,000 life insurance program for the Employees. The City will provide additional term life insurance solely at Employee cost, subject to individual participation approval by the insurance carrier.
- 11.6 If there is sufficient participation interest within the City, the City will provide the options for a dental insurance program solely at Employee cost.

ARTICLE 12. DEFERRED COMPENSATION

- 12.1 Employees may participate in a deferred compensation program. City agrees to provide a matching contribution of up to a maximum of \$1,250 annually. Employees hired on or after January 1, 2016 shall not be eligible for participation in this program.

Disclaimer and Reservation of Rights

This Policy is intended to provide general information to Employees of the City of Willmar. The policies and information described herein are not conditions of employment, and the language is not intended to nor does it create a contract between the City of Willmar and any Employee. The City of Willmar reserves the right to change, add to, eliminate, or modify any of the policies at its discretion, with or without notice. Any employee manuals or contracts previously distributed are now specifically revoked and rescinded and the provisions therein are now null and void.

**City of Willmar Policy
For City Department Heads**

ARTICLE 1. PURPOSE

- 1.1 The purpose of this Policy is to achieve and maintain sound, harmonious and mutually beneficial working conditions for City Department Heads.
- 1.2 The City and the Department Heads, through this Policy, continue their dedication to the highest quality of public service.

ARTICLE 2. DEPARTMENTHEADS

- 2.1 This Policy applies to the following:

- City Clerk
- Community Development Director
- Finance Director
- Fire Chief
- Police Chief
- Public Works Director

- 2.2 Department Head positions may be created, established, consolidated or deleted by duly adopted resolution of the City Council.

ARTICLE 3. GRIEVANCE PROCEDURE

- 3.1 **DEFINITION OF GRIEVANCE:** A grievance is defined as a dispute or disagreement as to the interpretation or application of the specific terms and conditions of this Policy.
- 3.2 **PROCEDURE.** A Grievance, as defined by Section 3.1, shall be resolved in conformance with the following procedure:

Step 1: No grievance shall be entertained or processed unless it is submitted within ten (10) working days after the first occurrence of the event giving rise to the grievance, or within ten (10) working days after the Department Head through the use of reasonable diligence should have obtained knowledge of the first occurrence of the event giving rise to the grievance. The written grievance shall be signed by the Department Head and shall set forth the nature of the grievance, the facts upon which it is based, the alleged violation of this Policy, and the relief requested.

The grievance shall be submitted in writing to the City Administrator within the ten (10) working day period as noted above. A meeting or discussion between the City Administrator and the Department Head shall be held within ten (10) working days. If no settlement is reached, the City Administrator shall provide a written answer to the Department Head within ten (10) working days following the meeting.

Step 2: If the grievance is not settled in Step 1 and the Department Head desires to appeal, the Department Head shall appeal in writing to the City Labor Relations Committee within ten (10) working days after the City Administrator's answer in Step 1. A meeting or discussion between the Labor Relations Committee and the Department Head shall be held within twenty (20) working days. The decision of the Labor Relations Committee shall be final.

ARTICLE 4. PROBATIONARY PERIODS

- 4.1 A newly hired Department Head will serve a probationary period at the discretion of the City Council. The normal probationary period shall be 12 months.
- 4.2 At any time during the probationary period referred to in 4.1, a newly hired or rehired Department Head may be terminated at the discretion of the City Administrator, subject to approval by the City Council.

ARTICLE 5. HOLIDAY LEAVE

- 5.1 The following holidays shall be paid holidays for all Department Heads:

New Year's Day	January 1
Martin Luther King Day	Third Monday in January
President's Day	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Veteran's Day	November 11
Thanksgiving Day	Fourth Thursday in November
Day After Thanksgiving	
Christmas Day	December 25

- 5.2 A paid holiday falling on Sunday will be observed on the following Monday, and one falling on Saturday will be observed on the preceding Friday.

ARTICLE 6. VACATION LEAVE

- 6.1 Department Heads who have completed the probationary period referred to in Section 4.1 shall be granted vacations compensated according to the following schedule:

- A. From the beginning of continuous employment through the fourth (4th) year of continuous employment, each Department Head shall accrue and be granted vacation at the rate of ten (10) working days per year.
 - B. From the beginning of the fifth (5th) year and on through the ninth (9th) year of continuous employment, each Department Head shall accrue and be granted vacation at the rate of fifteen (15) working days per year.
 - C. From the beginning of the tenth (10th) year and on through the fourteenth (14th) year of continuous employment, each Department Head shall be granted vacation at the rate of twenty (20) working days per year.
 - D. From the beginning of the fifteenth (15th) year and thereafter, each Department Head shall accrue and be granted vacation at the rate of twenty-five (25) working days per year.
- 6.2 If a Department Head retires, resigns or is terminated without receiving the vacation due him or her that year, he/she shall be paid for such vacation, not to exceed twice their annual allotment of accumulated vacation, provided that if discharged such termination is not due to misconduct or dishonesty on the part of the Department Head.
- 6.3 Each Department Head shall annually receive two (2) personal leave days. These days are to be taken when the Department Head's workload permits and are not cumulative from year to year.
- 6.4 Department Heads shall be allowed to accumulate vacation and to have credited to them twice their annual vacation. Vacation may be taken in increments of one hour (minimum) to 25 working days (maximum). If 25 working days of vacation are used at one time, a Department Head must work a minimum of two weeks before further vacation can be taken.

ARTICLE 7. SICK LEAVE

- 7.1 Department Heads who have completed the probationary period referred to in Section 4.1 shall be granted eight (8) hours of sick leave, with pay, for each month of service; unused sick leave to a Department Head's credit shall be cumulative from one year to the next.
- 7.2 Sick leave of up to three (3) days per incident may be used in the case of acute sickness, emergency or accident in the Department Head's immediate family; as such term is defined in Section 8.1.
- 7.3 A Department Head entitled to receive weekly workers' compensation wage loss benefits who has accumulated sick leave benefits at the time of a compensable injury, shall be allowed to utilize accumulated sick leave benefits to supplement the difference between the workers' compensation wage loss payment and their average weekly wage at the time

of the injury. Department Heads will only be allowed to utilize the sick leave accrued as of the date of injury.

- 7.4 Department Heads with seven (7) or more years of consecutive service with the City shall be granted, upon termination of employment with the City, the cash value of the accumulated total sick leave; computed at last current salary at time of severance, in accordance with the following schedule: seven (7) years, seventy (70%) percent; eight (8) years, eighty (80%) percent; nine (9) years, ninety (90%) percent; ten (10) years, one hundred (100%) percent. In the event a Department Head with at least seven (7) years continuous service dies while so employed, his/her heirs as designated under the PERA plan shall be entitled to an amount equal to the percent of accrued sick leave benefits that said Department Head would have earned under the termination clause (payable at the time of Department Head's death). Termination and/or death benefits shall be limited to 820 hours in 1992 and thereafter.

ARTICLE 8. FUNERAL LEAVE

- 8.1 Department Heads may be allowed up to three (3) working days paid leave at the Department Head's straight time rate in the event of death of a member of the Department Head's immediate family. Such funeral leave will not be deducted from sick leave. The Department Head's immediate family is defined as father or father-in-law, grandfather, mother or mother-in-law, grandmother, grandchildren, sister or sister-in-law, brother or brother-in-law, spouse, children of either husband or wife, stepchildren or stepparents, or a member of the Department Head's own immediate household. It is understood that payment under the above provisions is only for a day or days when the Department Head was scheduled to work and would have worked except for the death of such relative.

ARTICLE 9. JURY DUTY (COURT APPEARANCE) OR MILITARY DUTY

- 9.1 A Department Head may be granted a leave of absence with pay for service upon a jury, appearance before a court, legislative committee or other body as a witness in a proceeding involving the Federal Government, the State of Minnesota, or a political subdivision thereof, in response to a subpoena or other direction by proper authority; or attendance in court in connection with his/her official duties.

ARTICLE 10. WORK SCHEDULE

- 10.1 The normal work week for full-time Department Heads shall consist of forty (40) hours. However, it is expected that Department Heads will provide the service necessary to carry out the responsibilities of their positions. Department Heads are exempt from the overtime provisions of the Fair Labor Standards Act (FLSA) and shall not be entitled to accrue overtime or compensatory time for hours worked in excess of forty (40) hours per week.

- 10.2 The pay period system will provide twenty-six (26) pay periods per year with concurrent adjustments of accrued benefits.
- 10.3 Special Leave. Any Department Head who is mentally or physically incapacitated to perform his/her duties, or who for any stated reason considered good by the City Administrator finds it necessary to absent himself/herself from his/her duties, may on written request approved by the City Administrator, be granted special leave of absence without pay for a period not to exceed one year. Such request shall be submitted in writing stating the reason why such absence is desired and the date of his/her return. The Department Head granted a special leave shall be reinstated in the same position as he/she held when the special leave was granted. Special leaves may be reviewed after one year by the City Administrator and if mutually agreed upon by both parties, an extension may be granted.

ARTICLE 11. INSURANCE

- 11.1 Health Insurance. The City agrees to provide an insurance program for hospitalization and major medical coverage comparable to the current Basic Plan. Effective for 2016, the City will pay the full cost of the premium for single coverage for the Basic Plan. Any additional cost resulting from a Department Head electing single coverage based on a higher paid plan option, will be paid by the Department Head through payroll deduction.

For 2016, the City will contribute up to \$1,428 per month toward the cost of the monthly premium for family coverage under the Basic Plan. Any additional cost in the premium for the family Basic Plan or for a higher paid plan option will be paid by the Department Head through payroll deduction. For 2017, and annually thereafter, the City will contribute up to fifty percent (50%) of the increase in the cost of the monthly premium for dependent coverage under the Basic Plan. Any additional cost shall be paid by the Department Head through payroll deduction. The formula for calculation of fifty percent (50%) of the increase of the monthly premium for family coverage under the Basic Plan shall be as follows:

The total new family premium cost (currently for 2016 \$1,639) minus the total new single premium cost (currently for 2016 \$584.50) equals dependent coverage cost. The difference in the new total dependent cost minus the cost of the previous year dependent coverage cost of the Basic Plan shall be divided by two and added to the Department Head contribution toward dependent coverage from the previous year.

- 11.2 Effective for 2017, the City intends to provide a VEBA or HSA plan as an additional option provided there is a minimum of at least ten (10) employees enrolled City wide.
- 11.3 The City agrees to pay for a long-term disability program for such Department Heads comparable to what is now in effect.

- 11.4 Department Heads who retire may continue to participate in the City's health insurance group in accordance with the provisions of Minnesota Statute § 471.61, subd. 2b. A Department Head who elects to continue to participate in the City's health insurance group after retirement shall be responsible for paying the full premium.

A Department Head who retires on or before December 31, 2015 may elect to establish a health insurance premium payment fund made up of any or all cash value of the Department Head's accrued sick leave fund pursuant to Article 7.4 of this Policy. Interest may be earned through December 31, 2015 at the rate of 6.0% of the year-end balance. No interest shall accrue after December 31, 2015.

After December 31, 2015, Department Heads shall have the option upon retirement of a cash payment of their accrued sick leave pursuant to Article 7.4, or the establishment of a post-employment health care savings plan. The option chosen by Department Heads shall apply to all Department Heads.

- 11.5 The City agrees to pay for a \$50,000 life insurance program for the Department Heads. The City will provide additional term life insurance solely at Department Head cost, subject to individual participation approval by the insurance carrier.
- 11.6 If there is sufficient participation interest within the City, the City will provide the options for a dental insurance program solely at Department Head cost.

ARTICLE 12. CLOTHING ALLOWANCE

- 12.1 The City shall annually provide a clothing allowance to the Police Chief (electing to wear a uniform), and Fire Chief up to \$750.00. The allowance will be based on a voucher system under the direction of the City Administrator and subject to a list of items issued by the Department Head or may be paid in a lump sum for the year subject to the condition that if a Department Head terminates employment during the year after receiving a lump-sum payment, said Department Head will repay the City on a pro rata basis. If necessary, the City Administrator has the authority to order the Department Head to replace his/her uniform or parts thereof.

The initial uniform shall consist of:

Parka	1	Trousers	2
Cap (winter)	1	Leather Goods	
Cap (summer)	1	Breast and Cap Badge	1
Jacket	1	Set of Hand Cuffs (Police Chief)	1
Shirts (winter)	2	Hand Gun (Police Chief)	1
Shirts (summer)	2	Name Tag	1

ARTICLE 13. DEFERRED COMPENSATION

13.1 The City agrees to participate with Department Heads in a deferred compensation program. City agrees to provide a matching contribution of 100 percent not-to-exceed \$2,000. Department Heads hired on or after January 1, 2016 shall not be eligible for participation in this program.

ARTICLE 14. VEHICLE ALLOWANCE/ASSIGNMENT

14.1 Effective January 1, 2016, Department Heads shall receive a vehicle allowance of \$350.00 per month, except those Directors who are assigned vehicles for business use. Assigned vehicles may be used to and from work. Effective January 1, 2016, vehicles and/or granted vehicle allowances will be granted at the sole discretion of the City.

Disclaimer and Reservation of Rights

This Policy is intended to provide general information to Department Heads of the City of Willmar. The policies and information described herein are not conditions of employment, and the language is not intended to nor does it create a contract between the City of Willmar and any Department Head. The City of Willmar reserves the right to change, add to, eliminate, or modify any of the policies at its discretion, with or without notice. Any employee manuals or contracts previously distributed are now specifically revoked and rescinded and the provisions therein are now null and void.

**City of Willmar Policy
For Non-Organized Employees**

ARTICLE 1. PURPOSE

- 1.1 The purpose of this Policy is to achieve and maintain sound, harmonious and mutually beneficial working conditions.
- 1.2 The City and the employees, through this Policy, continue their dedication to the highest quality of public service.

ARTICLE 2. EMPLOYEES COVERED BY POLICY

- 2.1 This Policy applies to the following:
 - Administrative Assistant in the Police Department
 - Accounting Supervisor
- 2.2 Employee positions may be created, established, consolidated or deleted by duly adopted resolution of the City Council.

ARTICLE 3. GRIEVANCE PROCEDURE

- 3.1 **DEFINITION OF GRIEVANCE:** A grievance is defined as a dispute or disagreement as to the interpretation or application of the specific terms and conditions of this Policy.
- 3.2 **PROCEDURE.** A Grievance, as defined by Section 3.1, shall be resolved in conformance with the following procedure:

Step 1: No grievance shall be entertained or processed unless it is submitted within ten (10) working days after the first occurrence of the event giving rise to the grievance, or within ten (10) working days after the Employee through the use of reasonable diligence should have obtained knowledge of the first occurrence of the event giving rise to the grievance. The written grievance shall be signed by the Employee and shall set forth the nature of the grievance, the facts upon which it is based, the alleged violation of this Policy, and the relief requested.

The grievance shall be submitted in writing to the Employee's supervisor and City Administrator within the ten (10) working day period as noted above. A meeting or discussion between the Employee's supervisor, City Administrator or designee and the Employee shall be held within ten (10) working days. If no settlement is reached, the

City Administrator or designee shall provide a written answer to the Employee within ten (10) working days following the meeting.

Step 2: If the grievance is not settled in Step 1 and the Employee desires to appeal, the Employee shall appeal in writing to the City Labor Relations Committee within ten (10) working days after the City Administrator's answer in Step 1. A meeting or discussion between the Labor Relations Committee and the Employee shall be held within twenty (20) working days. The decision of the Labor Relations Committee shall be final.

ARTICLE 4. PROBATIONARY PERIODS

- 4.1 A newly hired Employee shall serve a six month probationary period at the discretion of the City Council.
- 4.2 At any time during the probationary period in Section 4.1, a newly hired or rehired employee may be terminated at the discretion of the City Administrator, subject to approval of the City Council.

ARTICLE 5. HOLIDAY LEAVE

5.1 The following holidays shall be paid holidays for all Employees:

New Year's Day	January 1
Martin Luther King Day	Third Monday in January
President's Day	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Veteran's Day	November 11
Thanksgiving Day	Fourth Thursday in November
Day After Thanksgiving	
Christmas Day	December 25

5.2 A paid holiday falling on Sunday will be observed on the following Monday, and one falling on Saturday will be observed on the preceding Friday.

ARTICLE 6. VACATION LEAVE

- 6.1 Employees who have completed the probationary period referred to in Section 4.1 shall be granted vacations compensated according to the following schedule:
 - A. From the beginning of continuous employment through the fourth (4th) year of continuous employment, each Employee shall accrue and be granted vacation at the rate of ten (10) working days per year.

- B. From the beginning of the fifth (5th) year and on through the ninth (9th) year of continuous employment, each Employee shall accrue and be granted vacation at the rate of fifteen (15) working days per year.
 - C. From the beginning of the tenth (10th) year and on through the fourteenth (14th) year of continuous employment, each Employee shall be granted vacation at the rate of twenty (20) working days per year.
 - D. From the beginning of the fifteenth (15th) year and thereafter, each Employee shall accrue and be granted vacation at the rate of twenty-five (25) working days per year.
- 6.2 If an Employee retires, resigns or is terminated without receiving the vacation due him or her that year, he/she shall be paid for such vacation, not to exceed twice their annual allotment of accumulated vacation, provided that if discharged such termination is not due to misconduct or dishonesty on the part of the Employee.
- 6.3 Each Employee shall annually receive two (2) personal leave days. These days are to be taken when the Employee's workload permits and are not cumulative from year to year.
- 6.4 Employees shall be allowed to accumulate vacation and to have credited to them twice their annual vacation. Vacation may be taken in increments of one hour (minimum) to 25 working days (maximum). If 25 working days of vacation are used at one time, an Employee must work a minimum of two weeks before further vacation can be taken.

ARTICLE 7. SICK LEAVE

- 7.1 Employees who have completed the probationary period referred to in Section 4.1 shall be granted eight (8) hours of sick leave, with pay, for each month of service; unused sick leave to an Employee's credit shall be cumulative from one year to the next.
- 7.2 Sick leave of up to three (3) days per incident may be used in the case of acute sickness, emergency or accident in the Employee's immediate family, as such term is defined in Section 8.1.
- 7.3 An Employee entitled to receive weekly workers' compensation wage loss benefits who has accumulated sick leave benefits at the time of a compensable injury, shall be allowed to utilize accumulated sick leave benefits to supplement the difference between the workers' compensation wage loss payment and their average weekly wage at the time of the injury. Employees will only be allowed to utilize the sick leave accrued as of the date of injury.
- 7.4 Employees with seven (7) or more years of consecutive service with the City shall be granted, upon termination of employment with the City, the cash value of the accumulated total sick leave; computed at last current salary at time of severance, in

accordance with the following schedule: seven (7) years, seventy (70%) percent; eight (8) years, eighty (80%) percent; nine (9) years, ninety (90%) percent; ten (10) years, one hundred (100%) percent. In the event an Employee with at least seven (7) years continuous service dies while so employed, his/her heirs as designated under the PERA plan shall be entitled to an amount equal to the percent of accrued sick leave benefits that said Employee would have earned under the termination clause (payable at the time of Employee's death). Termination and/or death benefits shall be limited to 820 hours in 1992 and thereafter.

ARTICLE 8. FUNERAL LEAVE

8.1 Employees may be allowed up to three (3) working days paid leave at the Employee's straight time rate in the event of death of a member of the Employee's immediate family. Such funeral leave will not be deducted from sick leave. The Employee's immediate family is defined as father or father-in-law, grandfather, mother or mother-in-law, grandmother, grandchildren, sister or sister-in-law, brother or brother-in-law, spouse, children of either husband or wife, stepchildren or stepparents, or a member of the Employee's own immediate household. It is understood that payment under the above provisions is only for a day or days when the Employee was scheduled to work and would have worked except for the death of such relative.

ARTICLE 9. JURY DUTY (COURT APPEARANCE) OR MILITARY DUTY

9.1 An Employee may be granted a leave of absence with pay for service upon a jury, appearance before a court, legislative committee or other body as a witness in a proceeding involving the Federal Government, the State of Minnesota, or a political subdivision thereof, in response to a subpoena or other direction by proper authority; or attendance in court in connection with his/her official duties.

ARTICLE 10. WORK SCHEDULE

10.1 The normal work week for full-time Employees shall consist of forty (40) hours. Employees classified as "non-exempt" pursuant to the Fair Labor Standards Act (FLSA) and shall be eligible to receive overtime compensation computed at one and one-half (1 1/2) times the applicable hourly pay rate for time worked in excess of forty (40) hours in a 40 hour work week, Sunday 12:00 a.m. through Saturday 11:59 p.m. An employee may be required to take time off from work during the same work week in order to eliminate overtime payments, at the discretion of the Employer. Such time shall be on a straight time basis.

10.2 Non-exempt employees may be permitted to accrue comp time in lieu of overtime upon written approval of the City Administrator. Compensatory time may be permitted to accumulate to a maximum of eighty (80) hours. Overtime hours worked while an employee has the maximum of eighty (80) hours accumulated compensatory time shall be paid overtime.

- 10.3 The pay period system will provide twenty-six (26) pay periods per year with concurrent adjustments of accrued benefits.
- 10.4 Special Leave. Any Employee who is mentally or physically incapacitated to perform his/her duties, or who for any stated reason considered good by the City Administrator finds it necessary to absent himself/herself from his/her duties, may on written request approved by the City Administrator, be granted special leave of absence without pay for a period not to exceed one year. Such request shall be submitted in writing stating the reason why such absence is desired and the date of his/her return. The Employee granted a special leave shall be reinstated in the same position as he/she held when the special leave was granted. Special leaves may be reviewed after one year by the City Administrator and if mutually agreed upon by both parties, an extension may be granted.
- 10.5 Reinstatement. Any Employee who has been given a special leave of absence or layoff in accordance with this Policy shall be eligible for reinstatement to positions of the same class and grade as the position from which the leave of absence or layoff took place to the extent practicable.

ARTICLE 11. INSURANCE

- 11.1 Health Insurance. The City agrees to provide an insurance program for hospitalization and major medical coverage comparable to the current Basic Plan. Effective for 2016, the City will pay the full cost of the premium for single coverage for the Basic Plan. Any additional cost resulting from an Employee electing single coverage based on a higher paid plan option, will be paid by the Employee through payroll deduction.

For 2016, the City will contribute up to \$1,428 per month toward the cost of the monthly premium for family coverage under the Basic Plan. Any additional cost in the premium for the family Basic Plan or for a higher paid plan option will be paid by the Employee through payroll deduction. For 2017, and annually thereafter, the City will contribute up to fifty percent (50%) of the increase in the cost of the monthly premium for dependent coverage under the Basic Plan. Any additional cost shall be paid by the Employee through payroll deduction. The formula for calculation of fifty percent (50%) of the increase of the monthly premium for family coverage under the Basic Plan shall be as follows:

The total new family premium cost (currently for 2016 \$1,639)
Minus the total new single premium cost (currently for 2016
\$584.50) equals dependent coverage cost. The difference in the
new total dependent cost minus the cost of the previous year
dependent coverage cost of the Basic Plan shall be divided by two
And added to the Employee contribution toward
dependent coverage from the previous year.

- 11.2 Effective for 2017, the City intends to provide a VEBA or HSA plan as an additional option provided there is a minimum of at least ten (10) employees enrolled City wide.
- 11.3 The City agrees to pay for a long-term disability program for such Employees comparable to what is now in effect.
- 11.4 Employees who retire may continue to participate in the City's health insurance group in accordance with the provisions of Minnesota Statute § 471.61, subd. 2b. A Employee who elects to continue to participate in the City's health insurance group after retirement shall be responsible for paying the full premium.

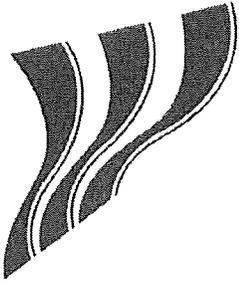
An Employee who retires on or before December 31, 2015 may elect to establish a health insurance premium payment fund made up of any or all cash value of the Employee's accrued sick leave fund pursuant to Article 7.4 of this Policy. Interest may be earned through December 31, 2015 at the rate of 6.0% of the year-end balance. No interest shall accrue after December 31, 2015.

After December 31, 2015, Employees shall have the option upon retirement of a cash payment of their accrued sick leave pursuant to Article 7.4, or the establishment of a post-employment health care savings plan. The option chosen by Employees shall apply to all Employees.

- 11.5 The City agrees to pay for a \$50,000 life insurance program for the Employees. The City will provide additional term life insurance solely at Employee cost, subject to individual participation approval by the insurance carrier.
- 11.6 If there is sufficient participation interest within the City, the City will provide the options for a dental insurance program solely at Employee cost.

Disclaimer and Reservation of Rights

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

Agenda Item Number: 8

Meeting Date:

Attachments: X Yes No

CITY COUNCIL ACTION

Date: December 7, 2015

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

Originating Department: Administration

Agenda Item: Consideration of Approval of City of Willmar Policies for Non-Organized Employees

Recommended Action: Motion to approve the Policy for Administrative Assistant to the City Administrator. Motion to approve the Policy for Non-Organized Employees.

Background/Summary:

The Labor Relations Committee/Full Council meeting of December 1, 2015 adopted the City of Willmar Policy for City Department Heads. Two other policies: 1) Administrative Assistant to the City Administrator and 2) Non-Organized Employees were prepared by Labor Attorney Frank Madden and will now need to be approved by the Council.

Alternatives:

Financial Considerations: NA

Preparer: Kevin Halliday, Interim City Administrator

Signature:

Comments:

Subject to Council Consideration and Approval

**City of Willmar Policy
For Administrative Assistant to the City Administrator**

ARTICLE 1. PURPOSE

- 1.1 The City and the Employee, through this Policy, continue their dedication to the highest quality of public service.

ARTICLE 2. EMPLOYEE COVERED BY POLICY

- 2.1 This Policy applies to the following:

Administrative Assistant to the City Administrator

- 2.2 Employee positions may be created, established, consolidated or deleted by duly adopted resolution of the City Council.

ARTICLE 3. GRIEVANCE PROCEDURE

- 3.1 **DEFINITION OF GRIEVANCE:** A grievance is defined as a dispute or disagreement as to the interpretation or application of the specific terms and conditions of this Policy.
- 3.2 **PROCEDURE.** A Grievance, as defined by Section 3.1, shall be resolved in conformance with the following procedure:

Step 1: No grievance shall be entertained or processed unless it is submitted within ten (10) working days after the first occurrence of the event giving rise to the grievance, or within ten (10) working days after the Employee through the use of reasonable diligence should have obtained knowledge of the first occurrence of the event giving rise to the grievance. The written grievance shall be signed by the Employee and shall set forth the nature of the grievance, the facts upon which it is based, the alleged violation of this Policy, and the relief requested.

The grievance shall be submitted in writing to the Employee's supervisor and City Administrator within the ten (10) working day period as noted above. A meeting or discussion between the Employee's supervisor, City Administrator or designee and the Employee shall be held within ten (10) working days. If no settlement is reached, the City Administrator or designee shall provide a written answer to the Employee within ten (10) working days following the meeting.

Step 2: If the grievance is not settled in Step 1 and the Employee desires to appeal, the Employee shall appeal in writing to the City Labor Relations Committee within ten (10)

working days after the City Administrator's answer in Step 1. A meeting or discussion between the Labor Relations Committee and the Employee shall be held within twenty (20) working days. The decision of the Labor Relations Committee shall be final.

ARTICLE 4. PROBATIONARY PERIODS

- 4.1 A newly hired Employee shall serve a six month probationary period at the discretion of the City Council.
- 4.2 At any time during the probationary period in Section 4.1, a newly hired or rehired employee may be terminated at the discretion of the City Administrator, subject to approval of the City Council.

ARTICLE 5. HOLIDAY LEAVE

- 5.1 The following holidays shall be paid holidays for all Employees:

New Year's Day	January 1
Martin Luther King Day	Third Monday in January
President's Day	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Veteran's Day	November 11
Thanksgiving Day	Fourth Thursday in November
Day After Thanksgiving	
Christmas Day	December 25

- 5.2 A paid holiday falling on Sunday will be observed on the following Monday, and one falling on Saturday will be observed on the preceding Friday.

ARTICLE 6. VACATION LEAVE

- 6.1 An Employee who has completed the probationary period referred to in Section 4.1 shall be granted vacations compensated according to the following schedule:
 - A. From the beginning of continuous employment through the fourth (4th) year of continuous employment, each Employee shall accrue and be granted vacation at the rate of ten (10) working days per year.
 - B. From the beginning of the fifth (5th) year and on through the ninth (9th) year of continuous employment, each Employee shall accrue and be granted vacation at the rate of fifteen (15) working days per year.

- C. From the beginning of the tenth (10th) year and on through the fourteenth (14th) year of continuous employment, each Employee shall be granted vacation at the rate of twenty (20) working days per year.
 - D. From the beginning of the fifteenth (15th) year and thereafter, each Employee shall accrue and be granted vacation at the rate of twenty-five (25) working days per year.
- 6.2 If an Employee retires, resigns or is terminated without receiving the vacation due him or her that year, he/she shall be paid for such vacation, not to exceed twice their annual allotment of accumulated vacation, provided that if discharged such termination is not due to misconduct or dishonesty on the part of the Employee.
- 6.3 Each Employee shall annually receive two (2) personal leave days. These days are to be taken when the Employee's workload permits and are not cumulative from year to year.
- 6.4 An Employee shall be allowed to accumulate vacation and to have credited to them twice their annual vacation. Vacation may be taken in increments of one hour (minimum) to 25 working days (maximum). If 25 working days of vacation are used at one time, an Employee must work a minimum of two weeks before further vacation can be taken.

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- 7.4 An Employee with seven (7) or more years of consecutive service with the City shall be granted, upon termination of employment with the City, the cash value of the accumulated total sick leave; computed at last current salary at time of severance, in accordance with the following schedule: seven (7) years, seventy (70%) percent; eight (8) years, eighty (80%) percent; nine (9) years, ninety (90%) percent; ten (10) years, one hundred (100%) percent. In the event a Employee with at least seven (7) years continuous service dies while so employed, his/her heirs as designated under the PERA

plan shall be entitled to an amount equal to the percent of accrued sick leave benefits that said Employee would have earned under the termination clause (payable at the time of Employee's death). Termination and/or death benefits shall be limited to 820 hours in 1992 and thereafter. This section shall be subject to the requirements set forth in Section 11.4.

ARTICLE 8. FUNERAL LEAVE

- 8.1 An Employee may be allowed up to three (3) working days paid leave at the Employee's straight time rate in the event of death of a member of the Employee's immediate family. Such funeral leave will not be deducted from sick leave. The Employee's immediate family is defined as father or father-in-law, grandfather, mother or mother-in-law, grandmother, grandchildren, sister or sister-in-law, brother or brother-in-law, spouse, children of either husband or wife, stepchildren or stepparents, or a member of the Employee's own immediate household. It is understood that payment under the above provisions is only for a day or days when the Employee was scheduled to work and would have worked except for the death of such relative.

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- 10.1 The normal work week for a full-time Employee shall consist of forty (40) hours. An Employee classified as "non-exempt" pursuant to the Fair Labor Standards Act (FLSA) and shall be eligible to receive overtime compensation computed at one and one-half (1 ½) times the applicable hourly pay rate for time worked in excess of forty (40) hours in a 40 hour work week, Sunday 12:00 a.m. through Saturday 11:59 p.m. An employee may be required to take time off from work during the same work week in order to eliminate overtime payments, at the discretion of the Employer. Such time shall be on a straight time basis.
- 10.2 A non-exempt employee may be permitted to accrue comp time in lieu of overtime upon written approval of the City Administrator. Compensatory time may be permitted to accumulate to a maximum of eighty (80) hours. Overtime hours worked while an employee has the maximum of eighty (80) hours accumulated compensatory time shall be paid overtime.
- 10.3 The pay period system will provide twenty-six (26) pay periods per year with concurrent adjustments of accrued benefits.

- 10.4 Special Leave. Any Employee who is mentally or physically incapacitated to perform his/her duties, or who for any stated reason considered good by the City Administrator finds it necessary to absent himself/herself from his/her duties, may on written request approved by the City Administrator, be granted special leave of absence without pay for a period not to exceed one year. Such request shall be submitted in writing stating the reason why such absence is desired and the date of his/her return. The Employee granted a special leave shall be reinstated in the same position as he/she held when the special leave was granted. Special leaves may be reviewed after one year by the City Administrator and if mutually agreed upon by both parties, an extension may be granted.
- 10.5 Reinstatement. Any Employee who has been given a special leave of absence or layoff in accordance with this Policy shall be eligible for reinstatement to positions of the same class and grade as the position from which the leave of absence or layoff took place to the extent practicable.

ARTICLE 11. INSURANCE

- 11.1 Health Insurance. The City agrees to provide an insurance program for hospitalization and major medical coverage comparable to the current Basic Plan. Effective for 2016, the City will pay the full cost of the premium for single coverage for the Basic Plan. Any additional cost resulting from an Employee electing single coverage based on a higher paid plan option, will be paid by the Employee through payroll deduction.

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The total new family premium cost (currently for 2016 \$1,639) minus the total new single premium cost (currently for 2016 \$584.50) equals dependent coverage cost. The difference in the new total dependent cost minus the cost of the previous year dependent coverage cost of the Basic Plan shall be divided by two and added to the Employee contribution toward dependent coverage from the previous year.

- 11.2 Effective for 2017, the City intends to provide a VEBA or HSA plan as an additional option provided there is a minimum of at least ten (10) employees enrolled City wide.

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- 11.4 An Employee who retires may continue to participate in the City's health insurance group in accordance with the provisions of Minnesota Statute § 471.61, subd. 2b. An Employee who elects to continue to participate in the City's health insurance group after retirement shall be responsible for paying the full premium.

An Employee who provides the City written notice of intent to retire on or before December 31, 2015 and sets forth a date of retirement effective on or before March 31, 2016 may elect to establish a health insurance premium payment fund made up of any or all cash value of the Employee's accrued sick leave fund pursuant to Article 7.4 of this Policy. Interest may be earned through December 31, 2015 at the rate of 6.0% of the year-end balance. No interest shall accrue after December 31, 2015.

After March 31, 2016, Employee needs to decide upon retirement of a cash payment of their accrued sick leave pursuant to Article 7.4, or the establishment of a post-employment health care savings plan pursuant to regulations of MSRS.

- 11.5 The City agrees to pay for a \$50,000 life insurance program for an Employee. The City will provide additional term life insurance solely at Employee cost, subject to individual participation approval by the insurance carrier.
- 11.6 If there is sufficient participation interest within the City, the City will provide the options for a dental insurance program solely at Employee cost.

ARTICLE 12. DEFERRED COMPENSATION

- 12.1 An Employee may participate in a deferred compensation program. City agrees to provide a matching contribution of up to a maximum of \$2,000 annually. An Employee hired on or after January 1, 2016 shall not be eligible for participation in this program.

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Subject to Council Consideration and Approval

**City of Willmar Policy
For Non-Organized Employees**

ARTICLE 1. PURPOSE

- 1.1 The City and the Employees, through this Policy, continue their dedication to the highest quality of public service.

ARTICLE 2. EMPLOYEES COVERED BY POLICY

- 2.1 This Policy applies to the following:

Administrative Assistant in the Police Department
Accounting Supervisor

- 2.2 Employee positions may be created, established, consolidated or deleted by duly adopted resolution of the City Council.

ARTICLE 3. GRIEVANCE PROCEDURE

- 3.1 **DEFINITION OF GRIEVANCE:** A grievance is defined as a dispute or disagreement as to the interpretation or application of the specific terms and conditions of this Policy.
- 3.2 **PROCEDURE.** A Grievance, as defined by Section 3.1, shall be resolved in conformance with the following procedure:

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The grievance shall be submitted in writing to the Employee's supervisor and City Administrator within the ten (10) working day period as noted above. A meeting or discussion between the Employee's supervisor, City Administrator or designee and the Employee shall be held within ten (10) working days. If no settlement is reached, the City Administrator or designee shall provide a written answer to the Employee within ten (10) working days following the meeting.

Step 2: If the grievance is not settled in Step 1 and the Employee desires to appeal, the Employee shall appeal in writing to the City Labor Relations Committee within ten (10) working days after the City Administrator's answer in Step 1. A meeting or discussion between the Labor Relations Committee and the Employee shall be held within twenty (20) working days. The decision of the Labor Relations Committee shall be final.

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- 4.1 A newly hired Employee shall serve a six month probationary period at the discretion of the City Council.
- 4.2 At any time during the probationary period in Section 4.1, a newly hired or rehired employee may be terminated at the discretion of the City Administrator, subject to approval of the City Council.

ARTICLE 5. HOLIDAY LEAVE

- 5.1 The following holidays shall be paid holidays for all Employees:

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- C. From the beginning of the tenth (10th) year and on through the fourteenth (14th) year of continuous employment, each Employee shall be granted vacation at the rate of twenty (20) working days per year.
 - D. From the beginning of the fifteenth (15th) year and thereafter, each Employee shall accrue and be granted vacation at the rate of twenty-five (25) working days per year.
- 6.2 If an Employee retires, resigns or is terminated without receiving the vacation due him or her that year, he/she shall be paid for such vacation, not to exceed twice their annual allotment of accumulated vacation, provided that if discharged such termination is not due to misconduct or dishonesty on the part of the Employee.
- 6.3 Each Employee shall annually receive two (2) personal leave days. These days are to be taken when the Employee's workload permits and are not cumulative from year to year.
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- 7.3 An Employee entitled to receive weekly workers' compensation wage loss benefits who has accumulated sick leave benefits at the time of a compensable injury, shall be allowed to utilize accumulated sick leave benefits to supplement the difference between the workers' compensation wage loss payment and their average weekly wage at the time of the injury. An Employee will only be allowed to utilize the sick leave accrued as of the date of injury.
- 7.4 An Employee with seven (7) or more years of consecutive service with the City shall be granted, upon termination of employment with the City, the cash value of the accumulated total sick leave; computed at last current salary at time of severance, in accordance with the following schedule: seven (7) years, seventy (70%) percent; eight (8) years, eighty (80%) percent; nine (9) years, ninety (90%) percent; ten (10) years, one hundred (100%) percent. In the event a Employee with at least seven (7) years

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ARTICLE 11. INSURANCE

- 11.1 Health Insurance. The City agrees to provide an insurance program for hospitalization and major medical coverage comparable to the current Basic Plan. Effective for 2016, the City will pay the full cost of the premium for single coverage for the Basic Plan. Any additional cost resulting from an Employee electing single coverage based on a higher paid plan option, will be paid by the Employee through payroll deduction.

For 2016, the City will contribute up to \$1,428 per month toward the cost of the monthly premium for family coverage under the Basic Plan. Any additional cost in the premium for the family Basic Plan or for a higher paid plan option will be paid by the Employee through payroll deduction. For 2017, and annually thereafter, the City will contribute up to fifty percent (50%) of the increase in the cost of the monthly premium for dependent coverage under the Basic Plan. Any additional cost shall be paid by the Employee through payroll deduction. The formula for calculation of fifty percent (50%) of the increase of the monthly premium for family coverage under the Basic Plan shall be as follows:

The total new family premium cost (currently for 2016 \$1,639) minus the total new single premium cost (currently for 2016 \$584.50) equals dependent coverage cost. The difference in the new total dependent cost minus the cost of the previous year dependent coverage cost of the Basic Plan shall be divided by two and added to the Employee contribution toward dependent coverage from the previous year.

- 11.2 Effective for 2017, the City intends to provide a VEBA or HSA plan as an additional option provided there is a minimum of at least ten (10) employees enrolled City wide.
- 11.3 The City agrees to pay for a long-term disability program for such Employees comparable to what is now in effect.
- 11.4 An Employee who retires may continue to participate in the City's health insurance group in accordance with the provisions of Minnesota Statute § 471.61, subd. 2b. An Employee who elects to continue to participate in the City's health insurance group after retirement shall be responsible for paying the full premium.

An Employee who provides the City written notice of intent to retire on or December 31, 2015 and sets forth a date of retirement effective on or before March 31, 2016 may elect to establish a health insurance premium payment fund made up of any or all cash value of the Employee's accrued sick leave fund pursuant to Article 7.4 of this Policy. Interest may be earned through December 31, 2015 at the rate of 6.0% of the year-end balance. No interest shall accrue after December 31, 2015.

After March 31, 2016, all Employees shall vote as a group as to whether or not to accept the option upon retirement of a cash payment of their accrued sick leave pursuant to Article 7.4, or the establishment of a post-employment health care savings plan pursuant to regulations of MSRS. The option chosen by the majority of the group of Employees shall apply to all Employees.

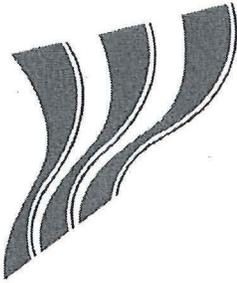
- 11.5 The City agrees to pay for a \$50,000 life insurance program for an Employee. The City will provide additional term life insurance solely at Employee cost, subject to individual participation approval by the insurance carrier.
- 11.6 If there is sufficient participation interest within the City, the City will provide the options for a dental insurance program solely at Employee cost.

ARTICLE 12. DEFERRED COMPENSATION

- 12.1 An Employee may participate in a deferred compensation program. The City agrees to provide a matching contribution of up to \$2,000 annually. An Employee hired on or after January 1, 2016 shall not be eligible for participation in this program.

Disclaimer and Reservation of Rights

This Policy is intended to provide general information to Employees of the City of Willmar. The policies and information described herein are not conditions of employment, and the language is not intended to nor does it create a contract between the City of Willmar and any Employee. The City of Willmar reserves the right to change, add to, eliminate, or modify any of the policies at its discretion, with or without notice. Any employee manuals or contracts previously distributed are now specifically revoked and rescinded and the provisions therein are now null and void.



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

Agenda Item Number: 9a.
Meeting Date:
Attachments: X Yes No

CITY COUNCIL ACTION

Date: December 7, 2015

- Approved
- Amended
- Other
- Denied
- Tabled

Originating Department: Administration

Agenda Item: Public Hearing for Truth in Taxation

Recommended Action: Conduct the public hearing and then adopt one Resolution to establish the 2016 Tax Levy and a second resolution setting the 2016 Budget.

Background/Summary:

Every year as part of the budgeting process, the City is required by Minnesota law to conduct a public hearing, known commonly as "Truth in Taxation." The County Auditor is responsible for mailing statements to each resident indicating the estimate of how much the property tax bill with either increase or decrease, as well as the time and date of the public hearing.

The City has provided all appropriate information to the County Auditor, as well as published notification on the hearing.

At the November 23, 2015 Finance Committee/Full Council, the recommended levy was set at \$4,451,028. This represents a \$0 increase over 2015.

The 2016 Proposed Tax Levy and Budget resolutions are attached.

Alternatives: There are none. The City must comply with state law and conduct the hearing. The City Council does have the authority to lower the proposed tax rate or adjust the recommended budget.

Financial Considerations: In 2016, the tax will stay the same thus reducing the City portion of the Tax Rate due to increase in value due to new construction.

Preparer: Kevin Halliday, Interim City Administrator

Signature:

Comments:

RESOLUTION NO. _____

BE IT RESOLVED by the City Council of the City of Willmar, Kandiyohi County, Minnesota, that the following sums of money be 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
Street/Infrastructure Improvements	\$ <u>397,000</u>
Total	\$ 4,451,028

BE IT RESOLVED, that there is a sufficient sum of money in the Debt Service Funds of the City, together with the above Debt Service Fund Tax Levy, 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 cancelled;

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

Dated this 7th day of December, 2015.

Mayor

Attest: CITY CLERK-TREASURER

RESOLUTION NO. _____

ADOPTING THE BUDGET FOR THE FISCAL YEAR 2016

BE IT RESOLVED by the City Council of the City of Willmar that the Annual Budget for the fiscal year beginning January 1, 2016, which has been submitted by the Mayor and modified and approved by the City Council, is hereby adopted, the totals of the said budget and the Mayor's division thereof being as follows:

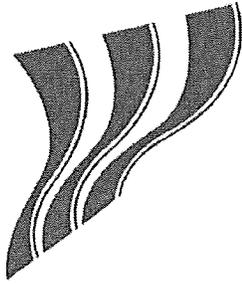
EXPENDITURE REQUIREMENTS

General Operating	\$ 14,141,636
Capital Improvements	7,246,507
Special Revenue/Internal	1,054,260
Debt Service	2,404,267
Enterprise (Wastewater)	<u>9,165,051</u>
Total 2015 Budget	\$ 34,011,721

Dated this 7th day of December, 2015.

Mayor

Attest: CITY CLERK TREASURER



CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 9b.

Meeting Date: December 7, 2015

Attachments: Yes No

CITY COUNCIL ACTION

Date: _____

- Approved Denied
- Amended Tabled
- Other

Originating Department: Planning and Development Services

Agenda Item: Public Hearing – Minn West Technology Campus Tax Abatement Request

Recommended Action: Approve the resolution approving the property tax abatement.

Background/Summary: Minn West Technology Campus Management has requested a ten-year tax abatement for properties previously in a JOBZ zone. The current City share of taxes on the subject properties is approximately \$41,600/year.

Alternatives: Grant a lesser abatement, or deny the request.

Financial Considerations: The abatement amount shall not exceed \$41,600 over a ten year period.

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

Signature:

Comments:

RESOLUTION NO. _____

RESOLUTION APPROVING PROPERTY TAX ABATEMENT

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

1. Recitals.
 - a. MinnWest Technology Campus Management (the "Developer") proposes to further develop the MinnWest Technology Campus by adding new employers/employees and making additional capital investments in real estate (the "Project"). The developer has requested that the City provide financial assistance to the Developer for the project. The City proposes to use tax abatement for the purposes provided for in the Abatement Law (as hereinafter defined), including the Project. The proposed term of the abatement will be for ten years in an amount not to exceed \$416,000. The abatement will apply to all or a portion of the City's share on the property taxes (the "Abatement") derived from the value of the Project of part of the MinnWest Technology Campus (parcel numbers 95-508-0240, 95-508-0250, 95-508-0260, 95-508-0270, 95-508-0300, 95-508-0310, 95-508-0380, 95-508-0400).
 - b. On December 7, 2015 the Council held a public hearing on the question of the Abatement, with proper notice being duly given.
 - c. The Abatement is authorized under Minnesota Statutes, Section 469.1812 through 469.1815 (the "Abatement Law").
2. Finding for the Abatement. The City Council hereby makes the following findings:
 - a. The Council expects the benefits to the City of the Abatement to at least equal or exceed the costs to the City thereof.
 - b. Granting the Abatement is in the public interest because it will increase or preserve the tax base of the City and provide employment opportunities in the City.
 - c. The property is not located in a tax increment financing district.
 - d. In any year, the total amount of property taxes abated by the City by this and other resolutions, if any, does not exceed the greater of ten percent (10%) of the current levy or \$200,000.

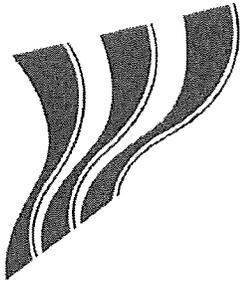
3. Terms of Abatement. The Abatement is hereby approved; provided, however, this approval is contingent upon the approval by Kandiyohi County of an abatement program for the Project. The terms of the abatement are as follows:
- a. The Abatement shall be for ten (10) years and shall apply to the taxes payable in the years 2016 through 2025 inclusive.
 - b. The City will abate a portion of the City's share of property tax amount derived from the Project which the City receives from the Property, not to exceed as follows:
 - 100% of those taxes previously forgiven under the JOBZ program, not to exceed \$41,600/year.
 - c. The Abatement shall be subject to all the terms and limitations of the Abatement Law.
 - d. The Abatement may not be modified or changed during its term.

Dated this 7th day of December, 2015.

Mayor

Attest:

City Clerk-Treasurer



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

Agenda Item Number: 11

Meeting Date:

Attachments: X Yes No

CITY COUNCIL ACTION

Date: December 7, 2015

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

Originating Department: Administration

Agenda Item: Consideration of Council Committee/Liaison Appointments

Recommended Action: Adopt resolution appointing officials to Council Committee and Liaison Assignments.

Background/Summary:

Pursuant to the election of Ward 4 Council Member Mueske, a resolution adding his name to various committees and commissions should be approved.

Alternatives: Leave the assignments as is.

Financial Considerations: NA

Preparer: Kevin Halliday, Interim City Administrator

Signature:

Comments:

RESOLUTION NO. ____

BE IT RESOLVED, by the City Council of the City of Willmar, Minnesota, that the 2015 through 2016 Committee and Council Liaison appointments for members of the Council shall be provided in the list of appointments as follows:

Labor Relations Committee: Chair: Ahmann
Vice Chair: Anderson
Christianson
Mueske

Finance Committee: Chair: Anderson
Vice Chair: Johnson
Fagerlie
Mueske

Community Development Committee: Chair: Fagerlie
Vice Chair: Plowman
Nelsen
Johnson

Public Works/Safety Committee: Chair: Christianson
Vice Chair: Nelsen
Ahmann
Plowman

Airport Commission: Plowman

Community Education/Recreation Joint Powers Board and Park Board:
Johnson
Nelsen

Economic Development Commission: Anderson
Christianson
Mayor Calvin
Alternate: Ahmann

Fire Code Appeals Board: Chair: Mayor Pro Tempore
Vice Chair: Anderson

Mid-Minnesota Development Commission: Fagerlie

Municipal Utilities Commission: Mueske
Alternate: Plowman

Human Rights Commission: Anderson

Pioneerland Library System: _____ Anderson _____

Rice Hospital Board: _____ Nelsen _____
Alternate: _____ Ahmann _____

Central Community Transit Board _____ Fagerlie _____
_____ Calvin _____

Vision 2040 Committee: _____ Calvin _____

Willmar Cable Advisory Board: _____ Christianson _____
_____ Anderson _____

Willmar Convention and Visitors Bureau: _____ Nelsen _____

Willmar Community and Activity Center Council: _____ Johnson _____

Willmar Downtown Development: _____ Fagerlie _____

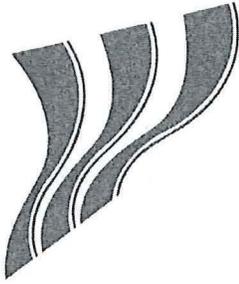
Kandiyohi County HRA: _____ Ahmann _____
Alternate: _____ Christianson _____

Dated this 7th day of December, 2015.

MAYOR

Attest:

CITY CLERK-TREASURER



CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 12

Meeting Date: December 7, 2015

Attachments: Yes No

CITY COUNCIL ACTION

Date: December 7, 2015

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

Originating Department: Engineering

Agenda Item: Order Preparation of Improvement Report for 2016 Improvements

Recommended Action: Adopt the resolution ordering the Improvement Report

Background/Summary: As required by State Statute, a report is required to be presented by the City Engineer for the 2016 Street and Other Improvements. The Engineering Department has prepared the list of streets and other proposed projects for 2016. The City Council is required to order the preparation of the Improvement Report explaining the proposed improvements and estimated costs.

- Alternatives:
1. Amend the street improvement list
 2. Approve the list as presented
 3. Consider no improvements for 2016

Financial Considerations: Sources of funding for the 2016 Improvement Projects includes monies from the Willmar Municipal Utilities, assessments, federal and state aid funds, and bond proceeds. The estimated total cost for the 2016 Improvements will be presented in the report.

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

Signature:

Comments:

RESOLUTION NO. _____

**RESOLUTION ORDERING PREPARATION OF
REPORT ON IMPROVEMENT**

WHEREAS, it is proposed to construct the following improvements under the 2016 Improvement Projects:

Grading, aggregate base, curb and gutter, edge drain, sump pump connections, milling, bituminous pavement, sidewalk, service lines, sanitary sewer, storm pond, and watermain

And to assess the benefited property for all or a portion of the cost of the improvement, pursuant to Minnesota Statutes, Section 429.011 to 429.111 (Laws 1953, Chapter 398, as amended).

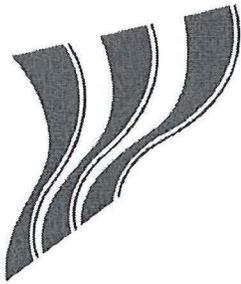
NOW, THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF WILLMAR, MINNESOTA:

That the proposed improvement be referred to the City Engineer for study, and that he is instructed to report to the Council advising the Council in a preliminary way as to whether the proposed improvement is feasible, and as to whether it should be best be made as proposed or in connection with some other improvement, and the estimated cost of the improvement as recommended.

Dated this 7th day of December, 2015

Mayor

City Clerk



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

Agenda Item Number: 13

Meeting Date:

Attachments: Yes No

CITY COUNCIL ACTION

Date: December 7, 2015

Approved Denied
 Amended Tabled
 Other

Originating Department: City Clerk-Treasurer

Agenda Item: Consideration of Amending Ordinance to the Willmar Charter

Recommended Action: Motion to Request a Hearing at 7:01 on December 21, 2015

Background/Summary:

The Charter Commission has suggested three administrative amendments be made to the Willmar City Charter. City Attorney Scott has prepared a draft Ordinance detailing those amendments. This Ordinance should be heard at the December 21, 2015, City Council meeting and it is staff's recommendation that a hearing be set for 7:01 p.m. on December 21, 2015. City Charter Commissioners will attend the hearing to offer testimony of the reasons for the amendments.

Alternatives: Deny

Financial Considerations: N/A

Preparer: City Clerk-Treasurer

Signature:

Comments:

ORDINANCE NO. _____

AN ORDINANCE AMENDING THE CHARTER OF THE CITY OF WILLMAR

Pursuant to Minn. Stat. § 410.12, subd. 7, the City Council of the City of Willmar hereby ordains as follows:

Section 1. AMENDMENT OF CHARTER SECTION 2.11. Charter Section 2.11 is hereby amended as follows (deleted material is crossed out; new material is underlined; sections and subsections not being amended are omitted):

Section 2.11. - Procedure.

* * * *

Subdivision 2. Rules and journal. The Council shall adopt, at the meeting prescribed in Subdivision 1, an ~~authorized established~~ set of parliamentary rules, ~~ie. "Robert's Rules of Order", "Mason's Manual", Thomas Jefferson's "A Manual of Parliamentary Practice", Alice Sturgis' "Rules of Order", or "Minnesota Mayor's Association Rules of Order for City Councils"~~ and shall provide for a journal of its proceedings, which journal shall be a public record. The rules adopted by the City Council are applicable to all Commissions, Boards, and Committees.

* * * *

Section 2. AMENDMENT OF CHARTER SECTION 7.05. Charter Section 7.05 is hereby amended as follows (deleted material is crossed out; new material is underlined; sections and subsections not being amended are omitted):

Section 7.05. - Recall.

The exercise in each instance of the power of recall shall be by a committee of not less than five (5) registered voters of the City. ~~None of the members of such committee shall accept any remuneration for the services performed on such committee, but the committee and its members shall be entitled to be reimbursed for and to expend a reasonable amount for legal services, supplies, printing and notarial fees.~~ The City shall not be liable for the payment of any expenditures for or on behalf of the committee and the Council shall not make any appropriation therefore, except for the cost of any election that may result from the actions of such committee.

Section 3. AMENDMENT OF CHARTER SECTION 9.04. Charter Section 9.04 is hereby amended as follows (deleted material is crossed out; new material is underlined; sections and subsections not being amended are omitted):

Section 9.04. - Oath of office.

Every Council member, elected or appointed official, and board and commission member shall, before entering upon the duties of their office take and subscribe an oath of

office in the following form: "I do solemnly swear (or affirm) that I will support the Constitutions of the United States and of the state of Minnesota, and the Willmar City Charter and that I will discharge faithfully the duties of ~~the office~~ _____ of the City of Willmar to the best of my judgment and ability."

Section 4. EFFECTIVE DATE. Pursuant to Minn. Stat. § 410.12, subd. 7, this ordinance shall be effective 90 days after its adoption and second publication.

Passed by the City Council of the City of Willmar this ___ day of _____, 2015.

ATTEST:

Kevin Halliday, City Clerk

Marvin Calvin, Mayor

VOTE: _____ AHMANN _____ ANDERSON _____ CHRISTIANSON
_____ FAGERLIE _____ JOHNSON _____ NELSEN _____ PLOWMAN

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: _____