

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

March 21, 2016
7:00 p.m.

The regular meeting of the Willmar City Council was called to order by the Honorable Mayor Marv Calvin. Members present on a roll call were Mayor Marv Calvin, Council Members Denis Anderson, Audrey Nelsen, Ron Christianson, Rick Fagerlie, Shawn Mueske, Steve Ahmann, Andrew Plowman and Tim Johnson. Present 9, Absent 0.

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

As an addition to the agenda, Council Member Fagerlie asked to give a brief update on the transit system. Mayor Calvin asked him to do that at this time. Council Member Fagerlie stated the Central Community Transit Board met recently and a merger with Meeker County is getting closer. The new Joint Powers agreement will be brought before the Council in the near future.

Council Member Anderson offered a motion to adopt the Consent Agenda which included the following items: City Council Minutes of March 7, Willmar Municipal Utilities Board Minutes of March 14, Application for Exempt Permit – Heartland Community Action Agency, Planning Commission Minutes of March 9, Accounts Payable Report through March 16, Willmar Lakes Area CVB Minutes of February 16, and Human Rights Commission Minutes of February 18, 2016 Council Member Fagerlie seconded the motion which carried.

Mayor Calvin announced the Presentation of a Citizen Life-Saving Award and asked Police Chief Felt to come forward. Chief Felt requested the First Responders and Nicholas Stien come forward to honor Mr. Stien with a Citizen Life-Saving Award. On February 9, 2016, Nicholas was at his apartment in Willmar when he discovered his 50-year old neighbor had collapsed in the hallway. He began CPR until officers Tim Wallace and Alex Anderson arrived and continued while they hooked up the external defibrillator. Doug Nelson, the man saved, was transported to the hospital for additional care and was released a few days later with no permanent disability from the incident. Nicholas is a junior at ACGC High School and learned CPR as part of his curriculum. Nicholas's prompt actions were crucial to the survival of his neighbor. Nicholas was presented with the Citizen Life-Saving Award in recognition for his efforts. Doug Nelson, the man saved by his efforts, came forward to speak and thank everyone involved in his incident for giving him a second chance at life. Mayor Calvin also thanked Nicholas for having the courage to step forward. David Nelson, Doug's younger brother, came before the Council to express his thanks to Nicholas and the emergency responders.

Mayor Calvin acknowledged David Little, 2201 SW 21st Street, who wished to speak during the Open Forum. Mr. Little addressed two issues, the first being he urged the Council to approve the Finance Committee's new purchasing policy and not to ignore the advice of the retreat leader who said the Council should be governing from 100,000 feet rather than micromanaging from within the weeds. Secondly he requested the Council do their duty and act on Mayoral appointments as called for in the City Charter. He opined delayed action is unacceptable and delay for political retribution is reprehensible.

Julie Asmus, 1404 SW 16th Street, requested to address the Council during the Open Forum. Ms. Asmus came forward to address the appointments to the Planning Commission and the Zoning Appeals Board stating she was one of the applicants wishing to be appointed and the action was tabled. We are all dedicated citizens who want to volunteer our time and talents. Ms. Asmus stated she submitted her name because she

cares about the City and its future and has a long history of volunteering her time to make Willmar a better place to live. She was a participant in one the first Blandin Leadership Programs which helped build the YMCA in Willmar among many other organizations that have made positive things happen.

Sue Quist, 1451 Hansen Drive SW, was the next contributor to the Open Forum. Ms. Quist felt compelled to respond to the Mayor's Letter to the Editor on Mayoral Appointments. She felt his recommendations for appointment were from the "Recall Ron" group that divided our community. She asked the Council to do what is right and honorable so Willmar can move forward.

Mayor Calvin brought forward for consideration for the first Mayoral Appointment of Julie Asmus to the Planning Commission for the Council's consideration. There are currently two openings and upon review of the application, Mayor Calvin recommended Julie Asmus be appointed. Council Member Anderson made a motion to appoint Julie Asmus to the Planning Commission. Council Member Nelsen seconded the motion. The motion failed with a vote of 3 Ayes, 4 Noes, and 1 Abstaining. Council Members Christianson, Ahmann, Fagerlie and Johnson cast the "no" votes. Council Member Plowman abstained.

Mayor Calvin presented for consideration the Mayoral Appointment of Tom Butterfield to the Zoning Appeals Board. Council Member Christianson made a motion to approve his appointment. Council Member Johnson seconded the motion. Council Member Plowman questioned the application process and Mayor Calvin explained how he determines which individual is considered for which board or commission based on vacancies. Council Member Nelsen commented on the appointments being personal and expressed her disappointment in the process. Council Member Mueske stated the Council is perceived as being divided in two camps and stated he is willing to vote yes for individuals who are willing to serve the community. The Council needs to get back to the business at hand and not all this dichotomy that is going on. Following discussion of the application process, the motion carried.

Mayor Calvin presented for consideration the Mayoral Appointment of Rebecca Trongaard to the Planning Commission and her related background. Council Member Christianson made a motion to approve her appointment. Council Member Mueske seconded the motion, which carried.

The Finance Committee Report for March 14, 2016 was presented to the Mayor and Council by Council Member Anderson. There were seven items for consideration.

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

Item No. 2 Staff explained to the Committee that the City of Willmar had previously entered into an agreement with Bolton & Menk for the engineering and construction related services for the Westwood Court Lift Station Project. Bids were opened on March 10th and will be brought forth to the Public Works/Safety Committee Meeting on March 15th for award. Staff is seeking authority to apply for PFA funding for the project estimated in the amount of \$1,140,000. The Committee was recommending the Council introduce a resolution to authorize the City to apply for the Minnesota Public Facilities Authority loan from the Clean Water Revolving Fund in the amount of \$1,140,000.

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

RESOLUTION NO. 1

RESOLUTION OF APPLICATION FOR PFA FINANCING

BE IT RESOLVED that the City of Willmar is hereby applying to the Minnesota Public Facilities Authority for a loan from the Clean Water Revolving Fund for improvements to its municipal wastewater treatment system as described in the loan application.

BE IT FURTHER RESOLVED that the City of Willmar estimates the loan amount to be \$ 1,140,000.00 or the as-bid cost of the project for the Westwood Court Lift Station.

BE IT FURTHER RESOLVED that the City of Willmar has the legal authority to apply for the loan, and the financial, technical, and managerial capacity to repay the loan and ensure proper construction, operation and maintenance of the project for its design life.

Dated this 21st day of March, 2016.

/s/ Marv Calvin
Mayor

/s/ Kevin Halliday
Attest: City Clerk

Item No. 3 Staff explained to the Committee that there has been discussion and concerns that the City does not have a clear and concise Policy for Accepting Donations and Procedures from the general public, and that they be able to receive documentation in order for the individual or company to meet the IRS Rules and Regulations to take a tax deductible donation when they file their income taxes. A sample policy was presented to the Committee for their review and comments. However, it was noted that under the existing practice, a check made payable to the City of Willmar is normally acceptable to the donor's accountant. The City also would have an individual receipt which could be mailed back to the proper address. If any donor's accountant insisted on a further letter of clarity, the City Clerk-Treasurer would prepare said document on City letterhead and mail it to the proper address. It was the consensus of the Committee that the current Donation Policy and Procedure remain in place at this time. This was received by the Council for information only.

Item No. 4 Staff explained to the Committee that at a previous Finance Committee Meeting, Council Members recommended some changes to the City of Willmar's Purchasing Policy and requested some additional time to consider various policy amounts. It was noted that back in 2004 the City had authorized the City Administrator to approve purchases up to \$20,000 then in 2013; the City Council amended that policy to require Council approval of all Vehicle and Capital Improvement expenditures above \$10,000, whether budgeted or unbudgeted, which creates redundancies. It is staff recommendation that the amount the City Administrator may approve for both budgeted and unbudgeted items be set at \$25,000. A draft of the revised Purchasing Policy incorporating various recommended changes was presented to the Committee for their review.

The Committee was recommending the Council introduce a resolution to approve the City of Willmar's Purchasing Policy as presented, which includes authorization of the City Administrator to approve purchases up to \$25,000, either budgeted or unbudgeted, and that this policy will be reviewed at the end of the year.

Resolution No. 2 was introduced by Council Member Anderson, seconded by Council Member Fagerlie, reviewed by Mayor Calvin. After a lengthy discussion regarding the policy, the resolution was approved on a roll call vote of Ayes 5, Noes 3. Council Members Christianson, Ahmann and Johnson cast the "no" votes.

RESOLUTION NO. 2

BE IT RESOLVED by the City Council of the City of Willmar to adopt the City's Purchasing Policy as on file in the office of the City Clerk, whereby all payments for capital purchases in excess of \$25,000 must be preapproved by the City Council, unless the project, in aggregate, was previously approved by the City Council. Monthly reports for all approved unbudgeted expenditures shall be provided to the City Council by the City Administrator. The department director, along with the concurrence of the Finance Director, may delegate signature authority to another individual in their department for a set dollar amount, which should be significantly lower than their own signing authority. This authority must be in writing and be kept in the

Finance Department. Further, the City Administrator has authorization to approve purchases up to \$25,000, either budgeted or unbudgeted, and that this policy will be reviewed at the end of the year.

Dated this 21st day of March, 2016.

/s/ Marv Calvin
Mayor

/s/ Kevin Halliday
Attest: City Clerk

Item No. 5 Staff presented details of the current statutory tort liability limits to the extent of the coverage purchased from the League of Minnesota Cities Insurance Trust. A decision must be made annually whether to waive the limits.

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

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

RESOLUTION NO. 3

WHEREAS, cities obtaining liability coverage from the League of Minnesota Cities Insurance Trust must decide whether or not to waive the statutory tort liability limits to the extent of coverage purchased, and

WHEREAS, the City Council has reviewed the various options for monetary limits on municipal tort liability, and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Willmar that the City does not waive the monetary limits on municipal tort liability established by Minnesota Statutes 466.04.

Dated this 21st day of March, 2016.

/s/ Marv Calvin
Mayor

/s/ Kevin Halliday
Attest: City Clerk

Item No. 6 City Administrator Kruse informed the Committee that he will be preparing a plan for redistribution of the City Clerk-Treasurer's duties pursuant to the upcoming retirement of Kevin Halliday which has been tentatively given for September 15, 2016. Chair Anderson asked about the possibility of outsourcing investments. Administrator Kruse said that the Finance Department typically performs those duties in other communities. Chair Anderson expressed concerns about the additional work for the Finance Department. Staff noted that a Human Resources position will be added in the future which will be absorbing some duties as well. It is anticipated that a preliminary concept of the redistribution of duties will be

presented at the March 30, 2016, Labor Committee Meeting. This matter was received by the Council for information only.

Item No. 7 Staff noted that the Willmar Municipal Utilities is looking at updating their website. Given the City's intent to do the same, the City Administrator will be meeting with the Utilities to determine possible collaboration in this process. This matter was received by the Council for information only.

It was also noted that the Willmar Municipal Utilities is in the process of updating their building study so staff will be meeting with the Utilities to determine possible collaboration in this process as well, such as using a common architect, etc. Kruse reported he will be working with the Utilities to develop a Request for Proposals for architectural services looking into a new Municipal Utilities Building, City Hall, Civic Center and possibly other collaborative partners regarding space study and facility development. This matter was received by the Council for information only.

There was discussion on the proposed new Local Option Sales Tax. City Administrator Kruse is in the process of meeting with various local government partners for input on regional building needs. It was noted that the Civic Center needs substantial improvements, the Facilities Study shows that City Hall and the Community Center need improvement/replacement, ball fields' lighting is substandard with quality below acceptable levels, and Robbins Island, as a regional park, could use some improvements. Within the next couple of months, staff intends to provide a presentation of a proposed plan to utilize a new local option sales tax to the Council for their review. The Committee was reminded that the Council needs to adopt a resolution to establish a ballot question for a local option sales tax at least 90 days prior to the November election. This matter was received by the Council for information only.

Council Member Anderson made a motion to approve and file the Finance Committee Report for March 14, 2016. Council Member Christianson seconded the motion.

The Public Works/Safety Committee Report for March 15, 2016 was presented to the Mayor and Council by Council Member Christianson. There were twelve items for consideration.

Item No. 1 Mary Lou Arne addressed the Committee on pedestrian crossing at the Library. Mrs. Arne requested a midblock crossing be placed in front of the Library. Public Works Director Christensen discussed opposition to the idea but took into consideration the removal of a parking space to open up sight lines for motorists. The potential reconfiguration of the Block 50 parking lot to address pedestrian concerns was also discussed. The Council received this for information only.

Item No. 2 Police Chief Jim Felt noted the jail census for March 15, 2016 was 124; 56 inmates from the Department of Corrections, 60 inmates from Kandiyohi County, 4 inmates from Swift County, 1 inmate from Lac Qui Parle County, 1 inmate from Pine County, and 2 inmates from Stevens County. The calls for service the previous two weeks totaled 806 and are 11 days ahead of this date last year. The majority of the calls for the previous two weeks were for traffic stops, followed by public assists and suspicious people/vehicles.

Fire Chief Frank Hanson noted the total Fire Department calls for service for the previous two weeks totaled 17. The calls included 4 alarm activations, 3 car accidents, 3 cooking fires, 3 car fires, 1 dryer fire and 1 building fire with major damage. Year to date calls for 2016 totals 68, and is 7 calls down from this time last year. The Committee discussed the calls for service and the mutual aid agreement with other fire departments in Kandiyohi County. The Police and Fire reports were received for information by the Council.

Item No. 3 Staff brought forth, for approval, the authorization for the Fire Department to apply for the IAFC Foundation for a 2016 Hazardous Materials conference grant. The conference is an annual event held in Baltimore and the Foundation is offering a scholarship for registration fees and a \$250 stipend towards lodging. It was the recommendation of the Committee to the Council to authorize the application and if awarded, acceptance of the IAFC Foundation for a 2016 Hazardous Materials conference grant.

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

RESOLUTION NO. 4

BE IT RESOLVED by the City Council of the City of Willmar to approve an application by the Willmar Fire Department for, and the acceptance of, the International Association of Fire Chiefs Foundation Grant for the 2016 Hazardous Materials Conference for registration fees and a \$250.00 stipend towards lodging.

Dated this 21st day of March, 2016.

/s/ Marv Calvin
Mayor

/s/ Kevin Halliday
Attest: City Clerk

Item No. 5 Staff brought forth, for approval, the authorization to apply for the Shakopee Mdewakanton Sioux Community for a \$3,000 grant for firefighter protective hoods. The grant is offered annually to public safety agencies for needed equipment, with a 20% match required which would be funded from within their budget. The recommendation to the Council from the Committee was to authorize the application, and if awarded, acceptance of the Shakopee Mdewakanton Sioux Community for a \$3,000 grant for firefighter protective hoods.

Resolution No. 5 was introduced by Council Member Christianson, seconded by Council Member Nelsen, reviewed by Mayor Calvin, and approved on a roll call vote of Ayes 8, Noes 0.

RESOLUTION NO. 5

BE IT RESOLVED by the City Council of the City of Willmar to approve an application by the Willmar Fire Department for, and the acceptance of, the Shakopee Mdewakanton Sioux Community Grant in the amount of \$3,000 for firefighter protective hoods.

Dated this 21st day of March, 2016.

/s/ Marv Calvin
Mayor

/s/ Kevin Halliday
Attest: City Clerk

Item No. 6 Staff brought forth, for approval, the purchase of 1,612 cubic yards of Flex Fiber from Fiber Flex in the amount of \$18,655.00. The purchase is for the cover material to be placed around the new playground units to be installed this summer. Staff received three quotes, with the lowest being from Fiber Flex and the product meets all ADA requirements and is mold and flame resistant. The Committee discussed using funds from 2015 in lieu of 2016 CIP funds designated for park development. The Committee was recommending the Council approve the purchase of 1,612 cubic yards of Flex Fiber from Fiber Flex in the amount of \$18,655.00. The Council discussed the funding for the product realizing staff will use 2015 funds if available.

Resolution No. 6 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. 6

Whereas the City of Willmar desires to enter into an agreement with Fiber Flex to provide 1,612 cubic yards of Flex Fiber in the amount not to exceed \$18,655.00; and

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

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

Dated this 21st day of March, 2016.

/s/ Marv Calvin
Mayor

/s/ Kevin Halliday
Attest: City Clerk

Item No. 7 Staff brought forth, for approval, the purchase of a pressure washer from Swanson Equipment Company in the amount of \$6,372.00. Public Works staff received two quotes for the purchase of the unit in accordance with the 2016 CIP. The Committee was recommending the Council approve the purchase of a pressure washer from Swanson Equipment Company in the amount of \$6,372.00. Council Member Christianson moved the recommendation of the Committee; Council Member Ahmann seconded the motion, which carried.

Item No. 8 Staff brought forth, for approval, to award the contract to Quam Construction of Willmar, MN in the amount of \$458,398.70 for the Country Club Drive Lift Station. Three bids were received, with the low bid submitted by Quam Construction. They anticipate starting mid-summer on the project following a notice to proceed. The Committee's recommendation to the Council is to award the contract to Quam Construction for the Country Club Drive Lift Station in the amount of \$458,398.70.

Resolution No. 7 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. 7

BE IT RESOLVED by the City Council of the City of Willmar, a Municipal Corporation of the State of Minnesota, that the bid of Quam Construction for Project No. 1510 is accepted, and be it further resolved that the Mayor and City Administrator of the City of Willmar are hereby authorized to enter into an agreement with the bidder for the terms and consideration of the contract in the amount of \$458,398.70.

Dated this 21st day of March, 2016.

/s/ Marv Calvin
Mayor

/s/ Kevin Halliday
Attest: City Clerk

Item No. 9 Staff brought forth, for approval, to award the contract to GM Contracting of Lake Crystal, MN in the amount of \$835,318.72 for the Westwood Court Lift Station. Four bids were received, with the low bid submitted by GM Contracting. They anticipate starting immediately after receiving a notice to proceed. The Committee questioned using the same contractor for both lift station projects, with Josh Halverson of Bolton and Menk stating the competitive bid process was followed in accordance with Minnesota State Statutes. The Committee was recommending the Council award the contract to GM Contracting for the Westwood Court Lift Station in the amount of \$835,318.72.

Resolution No. 8 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. 8

BE IT RESOLVED by the City Council of the City of Willmar, a Municipal Corporation of the State of Minnesota, that the bid of GM Contracting for Project No. 1511 is accepted, and be it further resolved that the Mayor and City Administrator of the City of Willmar are hereby authorized to enter into an agreement with the bidder for the terms and consideration of the contract in the amount of \$835,318.72.

Dated this 21st day of March, 2016.

/s/ Marv Calvin
Mayor

/s/ Kevin Halliday
Attest: City Clerk

Item No. 10 Staff brought forth, for approval, to award the Fairgrounds Lift Station Design and Construction Related Services to Bolton and Menk, Inc. with an amount not to exceed \$89,565.00 and to adopt a resolution of intent to reimburse to insure the City will be reimbursed for project costs after the date of the resolution. Staff reviewed proposals from two firms and took into consideration both a technical and price score. The Committee was recommending the Council take two actions, award the Fairgrounds Lift Station Design and Construction Related Services to Bolton and Menk, Inc. with an amount not to exceed \$89,565.00 and adopt the resolution establishing procedures relating to compliance with reimbursement regulations under the Internal Revenue Code.

Resolution No. 9 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. 9

Whereas the City of Willmar desires to retain a firm to provide engineering and construction related services for the Fairgrounds Lift Station; and

Whereas a proposal has been made by the firm of Bolton & Menk, Inc. at an estimated cost of \$89,565.00;

Now therefore be it resolved by the City Council of the City of Willmar that said proposal be accepted and that the Mayor and City Administrator be authorized to execute an agreement on behalf of the City for the same.

Dated this 21st day of March, 2016.

/s/ Marv Calvin
Mayor

/s/ Kevin Halliday
Attest: City Clerk

Resolution No. 10 was introduced by Council Member Christianson, seconded by Council Member Anderson, reviewed by Mayor Calvin, and approved on a roll call vote of Ayes 8, Noes 0.

RESOLUTION NO. 10

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

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

1. Recitals.

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

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

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

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

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

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

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

C. Care shall be taken so that the City, or its authorized representatives under this Resolution, not make Declarations in cases where the City doesn't reasonably expect to issue reimbursement bonds to finance the subject project costs, and the City officials are hereby authorized to consult with bond counsel to the City concerning the requirements of the Regulations and their application in particular circumstances.

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

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

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

Dated this 21st day of March, 2016.

/s/ Marv Calvin
Mayor

/s/ Kevin Halliday
Attest: City Clerk

Item No. 11 Staff brought forth, for approval, acceptance of Project No. 1504 and authorizing final payment to Duinick, Inc. in the amount of \$11,465.52 for path overlays and striping. The total cost of the project is \$168,353.64 and is within the project budget of \$171,492.75. The Committee was recommending the Council accept Project No. 1504 and authorize final payment to Duinick, Inc. in the amount of \$11,465.52.

Resolution No. 11 was introduced by Council Member Christianson, seconded by Council Member Nelsen, reviewed by Mayor Calvin, and approved on a roll call vote of Ayes 8, Noes 0.

RESOLUTION NO. 11

ACCEPTING PROJECT AND AUTHORIZING FINAL PAYMENT

IMPROVEMENT: Project No. 1504 – Path Overlay and Striping

CONTRACTOR:	Duinick, Inc.
DATE OF CONTRACT:	June 1, 2015
BEGIN WORK:	August 13, 2015
COMPLETE WORK:	September 28, 2015
APPROVE, ENGINEERING DEPT:	October 15, 2015

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

1. The said City of Willmar Project No. 1504 be herewith approved and accepted by the City of Willmar.
2. The following summary and final payment be approved:

ORIGINAL CONTRACT AMOUNT:	\$171,492.75
FINAL NET CONTRACT AMOUNT, PROPOSED:	\$171,492.75
ACTUAL FINAL CONTRACT AMOUNT AS CONSTRUCTED:	\$168,353.64
Less Previous Payments	\$156,888.12
FINAL PAYMENT DUE CONTRACTOR:	\$ 11,465.52

Dated this 21st day of March, 2016.

/s/ Marv Calvin
Mayor

/s/ Kevin Halliday
Attest: City Clerk

Item No. 12 Staff brought forth, for approval, the removal of parking on Lakeland Drive from TH No. 12 to Civic Center Drive. Lakeland Drive has been approved for an overlay as part of the 2016 Street Improvement projects and parking needs to be permanently removed from the street to allow for two bike lanes in accordance with State Aid Requirements. It was the recommendation of the Committee that the Council approve the removal of parking along Lakeland Drive from TH No. 12 to Civic Center Drive. Discussion included whether property owners had been notified.

Resolution No. 12 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. 12

RELATING TO PARKING RESTRICTIONS on S.A.P. 175-152-005 Lakeland Drive from TH No. 12 to Civic Center Drive in the City of Willmar, Minnesota.

WHEREAS, the "City" has approved the improvement of Lakeland Drive, State Aid Route No. 175-152-005 from TH No. 12 to Civic Center Drive in the City of Willmar, Minnesota; and

WHEREAS, the "City" will be expending Municipal Street Aid Funds on the improvements of this street; and

WHEREAS, this improvement does not provide adequate width for parking on both sides of the street; and approval of the proposed construction as a Municipal State Aid Street Project must therefore be conditioned upon certain parking restrictions.

NOW, THEREFORE, BE IT RESOLVED that the "City" shall ban the parking of motor vehicles on either side of Lakeland Drive from TH No. 12 to Civic Center Drive at all times.

Dated this 21st day of March, 2016.

/s/ Marv Calvin
Mayor

/s/ Kevin Halliday
Attest: City Clerk

Item No. 13 The Committee discussed stormwater tasks and reviewing the list of stormwater issues to be addressed as well as obtaining an education piece provided by Loren Engelby on the Grass Lake project. The Committee discussed salt reduction mandates with staff noting Donohue and Associates were previously contracted to work with the Wastewater Treatment Facility and MPA to approve a 20-year compliance schedule. Staff brought forth the professional services agreement with SRF in the amount of \$56,827.00 for the Rice Park project. The Committee requested the agreement be formally presented at the Council Meeting for Council action.

Community Education and Recreation Director Steve Brisendine presented a professional services agreement with SRF Consulting Group for the Rice Park Improvement Project. The agreement includes them partnering with Engan and Associates to provide architectural services on this project to a total cost of \$56,827.00 which would be funded from the \$706,000 that has been allocated in the 2016 CIP. Council Member Christianson made a motion to approve the agreement with SRF Consulting Group. Council Member Nelsen seconded the motion.

The Council discussed the agreement and the spending of funds by the consulting firm to a subcontractor for the architectural services. City Attorney Robert Scott stated he did not have time to review the entire document. Questions were raised on work scope of the agreement and the experience of the consultant. Community Education and Recreation Director Steve Brisendine reviewed the scope and overseeing of the project by SRF Consulting Group. Council Member Christianson expressed his concern of having the scope of work explained in more detail. Council Member Christianson made a motion to table the motion approving the agreement. Council Member Anderson seconded the motion, which carried with 7 Ayes and 1 No. Council Member Nelsen cast the "no" vote.

Council Member Christianson made a motion to approve and file the Public Works/Safety Committee Report for March 15, 2016. Council Member Ahmann seconded the motion.

Council Member Nelsen made a motion that the SRF Consulting Group document come back before the full Council rather than before Public Works/Safety Committee. Council Member Plowman seconded the motion, which carried.

Mayor Calvin called a recess to the meeting at 9:00 p.m. At 9:06 p.m. the Council reconvened.

Mayor Calvin called the vote on filing the Committee Report, which carried.

The Community Development Committee Report for March 17, 2016 was presented to the Mayor and Council by Council Member Fagerlie. There were four items for consideration.

Item No. 1 Ryan Tillman is the manager for a number of apartments in the City. He requested that the City shift the responsibility for bed bug extermination from the apartment owner to the tenant. The City has an Ordinance that states that if an infestation exists in two or more of the dwelling units or in the shared or public parts of any dwelling containing two or more units, extermination shall be the responsibility of the owner. Mr. Tillman interprets that to read that it is also the financial responsibility of the owner. He stated that attempts to pass the costs on to their tenants have been met with resistance by the tenants and tenants' attorneys. The Committee told Mr. Tillman that the matter would be looked into.

Mr. Tillman also requested that the meter charge for apartments be charged directly to the tenants rather than the building owner. Committee members suggested that the charge be built into the rent. Council Member Mueske, who is the Council Member liaison to the Municipal Utilities Commission, said that he would talk to Utilities staff about the matter. The Council received this item for information only.

Item No. 2 Staff presented a Council Action Request for an ordinance that would impose residency restrictions on sexual offenders. The ordinance was drafted by City Attorney Robert Scott as a follow up to past discussions held at the Committee level. Under the ordinance, sexual offenders would be prohibited from living within 500 feet of a school, licensed daycare center, park, public playground, or place of worship. Council Member Johnson stated that he had talked to the Mayor about having the separation distance be mapped at 1,000 feet, as he did not believe 500 feet was adequate. He cited several other cities that used the 1,000 foot standard. The Committee discussed the process for offender resettlement. Jim Felt, Police Chief, said that the Department of Corrections notifies the City of level two and level three offenders. Level three offenders are those that require the full public notification. The Chief said that, with or without the ordinance, the procedure would not change for level two and level three notifications.

Ron Davis stated that he was worried about the 720 current offenders who could be released from Moose Lake or Saint Peter. He added that the City has an obligation to protect citizens and recommended the use of the 1,000 foot separation distance. The Committee requested that a map showing a 1,000 foot separation zone be prepared for the Council to view at their next meeting, in addition to the map with a 500 foot separation zone. It was a recommendation of the Committee to the Council to send the matter to the full Council for discussion along with maps of the 500 foot and 1,000 foot separation zones.

The Council reviewed the maps showing the varying separation zones. City Attorney Robert Scott stated there are various cities that have the 1,000 foot separation zone in place by ordinance. As you increase the distance of the restricted area this takes away areas in the City that cannot be restricted and can make it difficult for people with the restrictions to find housing in the community. The question was raised on how the residency-restriction ordinance is enforced and the density of restricted residents in particular areas of the City. It was noted that there are 64 Licensed Day Care Facilities within the City. Council Member Johnson made a motion to introduce the ordinance imposing residency restriction on sexual offenders and sexual predators for a public hearing. Council Member Fagerlie seconded the motion.

After some discussion, Council Member Christianson made a motion to table the motion on the floor pending more information. Council Member Anderson seconded the motion to table, which carried.

Item No. 3 Staff provided a brief update on the status of the Wye project. The southerly realignment of Highway 12 has been selected by the partners as the preferred alternative. Discussions continue among the partners regarding various project details including the spur and south county road/bridge issues. Meetings will occur in the near future with the Federal Railway Administration to discuss the level of environmental review required for the project. The environmental review needs to be completed so that a final grant agreement can be executed by not later than September of 2017.

Planning and Development Director Bruce Peterson updated the Council on the Wye Project. They have met as a partners group which is Mn/DOT, the County the City and BNSF to look at the project and the consensus is the southerly Highway 12 route is preferred. Plans continue to be discussed and in the near future they will be meeting with the FRA (Federal Railroad Authority) concerning the environmental review.

Item No. 4 Staff presented information regarding enforcement efforts dealing with zoning and nuisance violations. In 2015, 630 properties were dealt with for violations of the Zoning Ordinance, resulting in property owner contacts and/or citations. Through Mid-March of 2016, staff has dealt with 130 properties that have been cited for zoning violations. It was noted that compliance is typically achieved rather easily, but there are sometimes violations that require the involvement of the Police Department and City Attorney for prosecution.

Council Member Fagerlie made a motion to approve and file the Community Development Committee Report for March 17, 2016. Council Member Mueske seconded the motion.

City Clerk Kevin Halliday then presented for consideration the On-Sale, On-Sale Club, On-Sale Wine, On-Sale 3.2% Intoxicating Malt Brewers and Off-Sale Liquor License Renewals. The term of the licenses is from April 25, 2016 to April 25, 2017. The Council reviewed the list of establishments for each license type. It was staff's recommendation to approve and submit to the State of Minnesota. A motion was made by Council Member Anderson to approve the renewals. Council Member Ahmann seconded the motion, which carried on a roll call vote of Ayes 8, Noes 0.

City Clerk Kevin Halliday presented for consideration a Civic Center Arena Special Event by On-Sale Liquor License. The Civic Center has rented spaced to the West Central Builders Association who will hold a two-day show on April 2-3, 2016. On April 2nd, the West Central Builders Association plans to offer free alcohol to their members after closing hours and all the patrons have gone home. The Green Mill has applied for this permit with on-site employee listed as Tim Mattern. The request will go before the CER Joint Powers Board on March 30th. Staff is recommending approval. A motion to approve the Special Event by On-Sale Liquor License at the Civic Center as presented was made by Council Member Fagerlie. Council Member Anderson seconded the motion, which carried on a roll call vote of Ayes 8, Noes 0.

Planning and Development Director Bruce Peterson presented an annexation petition on behalf of Willmar and Carol Cairns for .96 acres on 19th Avenue SW and the plan to utilize municipal services. The Planning Commission has approved the annexation at their February 17, 2016 meeting and Willmar Township has no concerns with the request and have signed a waiver of the 90-day review period. The City

will be asked to reimburse the township one year's taxes totaling \$35.35. Staff is recommending introducing the resolution verify ownership.

Resolution No. 13 was introduced by Council Member Anderson, seconded by Council Member Fagerlie, reviewed by Mayor Calvin, and approved on a roll call vote of Ayes 8, Noes 0.

RESOLUTION NO. 12

WHEREAS, a proceedings for Annexation (File No. 16-01) have commenced for the following described piece of property:

That part of the Northwest Quarter of the Southwest Quarter, Section 21, Township 119 North, Range 35 West of the Fifth Principal Meridian, Willmar Township, Kandiyohi County, Minnesota described as follows:

- Commencing at the northwest corner of said Southwest Quarter;
- thence on an assumed bearing of South 89 degrees 41 minutes 40 seconds East, along the north line of said Southwest Quarter, a distance of 932.80 feet;
- thence on a bearing of South 0 degrees 16 minutes 39 seconds West a distance of 75.00 feet to the southerly boundary of the Highway right of way, which is the point of beginning of the land to be described;
- thence continuing on a bearing of South 0 degrees 16 minutes 39 seconds West a distance of 150.00 feet;
- thence on a bearing of North 89 degrees 41 minutes 40 seconds West a distance of 11.96 feet;
- thence on a bearing of South 0 degrees 30 minutes 08 seconds West, parallel with the east line of said Northwest Quarter of the Southwest Quarter, a distance of 67.00 feet;
- thence on a bearing of South 89 degrees 41 minutes 40 seconds East, parallel with the north line of said Southwest Quarter, a distance of 200.00 feet;
- thence on a bearing of North 0 degrees 30 minutes 08 seconds East, parallel with the east line of said Northwest Quarter of the Southwest Quarter, a distance of 217.00 feet to the southerly boundary of the Highway right of way;
- thence on a bearing of North 89 degrees 41 minutes 40 seconds West, along the southerly boundary of the Highway right of way, a distance of 188.63 feet to the point of beginning.

WHEREAS, the petitioner has certified and stated that they are the sole owner of said property.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Willmar that ownership of the afore described property, by the petitioners, in the manner stated has been verified.

Be IT FURTHER RESOLVED that it has been verified that the Annexation will include City services/improvements/facilities/utilities.

Dated this 21st day of March, 2016.

/s/ Marv Calvin
Mayor

/s/ Kevin Halliday
Attest: City Clerk

Council Member Ahmann made a motion to introduce the annexation ordinance for a public hearing on April 18, 2016 as required by statute. Council Member Mueske seconded the motion, which carried..

Council Member Plowman made a motion to reconsider the appointment of Julie Asmus to the

Planning Commission. Council Member Nelsen seconded the motion, which carried.

The motion was restored to consider the appointment of Julie Asmus to the Planning Commission. Upon a roll call vote the motion failed with 4 Ayes and 4 Noes. Council Members Christianson, Ahmann, Johnson and Fagerlie cast the "no" votes.

Announcements for Council Committee meeting dates were as follows: Finance, 4:45 p.m. at City Hall, March 28; Public Works/Safety, 4:45 p.m. at City Hall, March 29; Labor Relations/Full Council, 4:45 p.m. at City Hall March 30, Community Development, 4:45 p.m. at City Hall, March 31, 2016..

Council Member Anderson offered a motion to adjourn the meeting with Council Member Christianson seconding the motion, with carried. The meeting adjourned at 9:50 p.m.

Attest:

MAYOR

SECRETARY TO THE COUNCIL

WILLMAR MUNICIPAL UTILITIES MINUTES
MUNICIPAL UTILITIES AUDITORIUM
MARCH 28, 2016

The Municipal Utilities Commission met in its regular scheduled meeting on Monday, March 28, 2016 at 11:45 a.m. in the Municipal Utilities Auditorium with the following Commissioners present: Dan Holtz, Carol Laumer, Jeff Nagel, Justin Mattern, Abdirizak Mahboub and Nathan Weber. Absent was Commissioner Joe Gimse.

Others present at the meeting were: General Manager Wesley Hompe, Director of Operations John Harren, Power Supply Manager Chris Carlson, Power Production Supervisor Jon Folkedah, Administrative Secretary Beth Mattheisen, Energy Services/Marketing Representative Mary Kosbab, City Attorney Robert Scott, City Councilman Shawn Mueske, and WC Tribune Journalist Shelby Lindrud.

Commissioner Holtz opened the meeting by requesting the Commission to offer a resolution to approve the Consent Agenda. Following review and discussion, Commissioner Laumer offered a resolution to approve the Consent Agenda as presented. Commissioner Mattern seconded.

RESOLUTION NO. 11

"BE IT RESOLVED, by the Municipal Utilities Commission of the City of Willmar, Minnesota, that the Consent Agenda be approved as presented which includes:

- ❖ Minutes from the March 14, 2016 Commission meeting; and,
- ❖ Bills represented by vouchers No. 160494 to No. 160579 inclusive in the amount of \$1,995,906.52 with a MISO charge in the amount of \$28,984.95, and Westmoreland Resources (coal) payment in the amount of \$50,287.00.

Dated this 28th day of March, 2016.

President

ATTEST:

Secretary

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

Energy Services/Marketing Rep Kosbab addressed the Commission with a presentation and request to move forward with approval of a new WMU website design along with implementation and maintenance of the site. Kosbab informed the Commission that of the three Request for Proposals (RFPs) sent out, only one response had been received. The sole proposal received was submitted by Voyager Web in the amount of \$5,650 for the setup & implementation of the website redesign with a \$280 per year fee for hosting and content management of the system (note: \$10,000 had been budgeted for the 2016 project). The website project goals/features would include: 1) easy accessibility; 2) simplify updating of site content; 3) fresh site appearance; 4) easily navigable; 5) loads quickly (essential for mobile users); 6) user-friendly for those using adaptive devices (ADA compliant) along with translation options; and, 7) speedy search engine capability. Kosbab noted

that the three main objectives of customer use of the website are for: 1) contact information (i.e. office hours, phone number, etc.); 2) seeking payment options; and, 3) access to the optional payment sites. Following discussion, Commissioner Mattern offered a motion to table the request to approve the agreement with Voyageur Web and to see seek possible inclusion of additional web design companies interested in the project. The subject will be reopened for discussion and/or approval at the April 11th MUC meeting. Commissioner Nagel seconded the motion which carried by a vote of six ayes and zero nays.

Attorney Scott presented a legal interpretation related to Commissioner involvement in WMU projects (potential Conflict of Interest issue). General Manager Hompe had requested Attorney Scott to present the clarification to provide the guidance on the legalities involved in a Commissioner's ability to provide professional services such as engineering, architectural, design and/or marketing services to WMU in connection with future projects (i.e. new WMU facility). It appears that the Commissioners could have an interest in a contract with WMU to provide professional services in connection with the project, provided that the interested officer(s) and the board of Commissioners both find and certify that the Commissioner(s) and their companies are qualified and meet all the requirements of the proposal and that the price of the services to be provided under such a contract is as low as or lower than the price at which services could be obtained elsewhere. In addition, Attorney Scott would recommend soliciting quotes or proposals from other firms that provide the same services as well prior to entering into a contract for services in which a Commissioner has an interest. General discussion was held regarding the procedural safeguards.

In conjunction with the proposed facilities project, Commissioner Nagel requested legal clarification on Commissioner involvement/discussions with potential new facility committee members and WMU Planning Committee members (possible quorum situation). Following discussion, Commissioner Holtz stated he would further address the matter including the selection of committee members at the April 11th MUC meeting.

Commissioners Laumer & Mahboub and General Manager Hompe recapped for the Commission their recent attendance at the 2016 APPA Legislative Rally held in Washington, DC, and reiterated the importance of attending these national (and state-sponsored) events which offer the opportunity to exchange ideas and express concerns related to various issues facing Willmar and the utility industry (Mayor Marv Calvin also attending the Rally). Meeting with our elected congressional representatives, their staff, and various lobbyists (i.e. David Turch & Associates) has proven invaluable to WMU in the past and for the planning & preparation of future projects including the possible availability of grants. Key messages and discussions focused on maintaining public utility control with local decision-making while addressing rules and mandates which might make it more difficult for utilities to keep their prices competitive. Additional topics discussed included: 1) importance & purpose served by lobbyists; 2) energy legislation; 3) concerns from federal agencies (i.e. EPA issues); 3) possible availability of future grants; 4) distributed generation (i.e. solar power); 5) energy markets; 6) tax-exempt municipal bonds; and, 7) cyber security.

General Manager Hompe informed the Commission that after 30 years of service and dedication Lead Meter Reader Paul Lundgren has announced his retirement effective March 31st. Congratulations & Best Wishes, Paul!

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

- WMU Planning Committee Meeting – March 29th @ 12:00 noon
- Annual Home Show (WC Builders Assn.) – April 2-3 (Willmar Civic Center)
- MRES 51st Annual Meeting – May 11-12 (Sioux Falls, SD)
- APPA Governance Webinar Series (3 of 9): *Federal Legislative and Regulatory Issues for Boards* – April 7th @ 1:00-2:30 p.m. (WMU Conference Room)
- 2016 APPA Events:
 - Lineworkers Rodeo – April 1-2 (Shakopee, MN) Competitors: Dylan Berg & Ryan Kobliska
 - National Conference – June 10-15 (Phoenix, AZ)
- 2016 MMUA Events:
 - Legislative Conference – Tues., April 19 (St. Paul – one day only)
 - Annual Summer Meeting – August 15-17 (Cragun's)
- Annual Open House (Public Power Week) – Tues., October 4

There being no further business to come before the Commission, Commissioner Laumer offered a motion to adjourn the meeting. Commissioner Nagel seconded the motion which carried by a vote of six ayes and zero nays, and the meeting was adjourned at 12:44 p.m.

Respectfully Submitted,

WILLMAR MUNICIPAL UTILITIES

Beth Mattheisen
Administrative Secretary

ATTEST:

Jeff Nagel, Secretary

**WILLMAR MUNICIPAL AIRPORT COMMISSION
CITY OF WILLMAR, MN
WEDNESDAY, MARCH 30, 2016**

MINUTES

1. The Willmar Municipal Airport Commission met on Wednesday, March 30, 2016, at 4:30 p.m. at the Willmar Municipal Airport Conference Room.

** Members Present: Pat Curry, Don Cole, Sandy Gardner, Dan Reigstad, David Little, Richard Kacher, and Dan O'Meara.

** Members Absent:

** Others Present: Ron Buchanan, Wayne Rudningen, Eric Rudningen- Eric's Aviation Services Megan DeSchepper- Planner/Airport Manager.

2. WELCOME: The Commission welcomed David Little as a new member of the Airport Commission and thanked him for contributing to his community.
2. REORGANIZATION: Mr. Reigstad made a motion, seconded by Mr. Little, to nominate Mr. Curry for Chair.

Mr. Curry made a motion, seconded by Mr. Reigstad, to nominate Mr. Cole for Vice Chair.

The motions carried.

3. MINUTES: The minutes of the October 21, 2015 meeting were approved as submitted.
4. MINIMUM STANDARDS FINAL DRAFT: The Commission reviewed the final draft of the Minimum Standards Ordinance. They discussed the newest added language regarding unmanned drones as recommended by the airport consultant Bolton and Menk. It was also noted on page 33 some language regarding the fire code and sprinkled buildings needs to be inserted as it currently references the Building Official etc.

Mr. Little made a motion, seconded by Mr. Cole, to forward the document onto the City Council for a public hearing and adoption.

The motion carried.

5. TEN YEAR ANNIVERSARY CELEBRATION: Mr. Curry spoke about the subcommittee and plans for the 10 year anniversary of the new airport celebration. Pat

Curry, Dan Reigstad, Dan O'Meara, Eric Rudningen, and Arnie Plowman are members of the subcommittee and have already met to begin planning for the event on Sunday September 4, 2016. The Boy Scouts will assist with the meal and turkey brats will be donated by Jennie-O Turkey Store. The Subcommittee is working on buns, chips, and beverage donations for the meal. Local airplane owners will be encouraged to participate and display plans etc. They hope to have a drawing that will offer people rides in locally owned airplanes. They are working on having displays regarding drones, remote control planes, car club cars, Fagen, and Ag spray planes. The Willmar Lakes Area Chamber of Commerce has volunteered to assist with design and production of a flyer advertising the event. Rambow will be donating hats for the event. The subcommittee will continue planning for this great celebration.

6. AIRPORT UPDATES: Mr. Rudningen updated the Commission that all the T-Hangars are still full. The Federal monies will soon be released so the Master Plan update can begin. The Airtap Conference is in April which Mr. Rudningen will do a presentation regarding the grass runway project. The winter was easy for the airport and the runway was never closed due to drifting. Public Works did a great job with the snow events that did occur. A new business, Oasis Aero, started doing maintenance and repairs out of CH -3.
7. There being no further business to come before the Commission, the meeting adjourned at 5:53 p.m.

Respectfully submitted,



Megan M. DeSchepper, AICP
Planner/Airport Manager

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
ADVANTAGE POLICE SUPPLY			.02331											
	45528	03/30/16	GUN BARREL/BREECHER CHOK	213.44		16-0324		D	N				SMALL TOOLS	101.42411.0221
AFFILIATED MED CENTERS			000028											
	45529	03/30/16	NEW HIRE PHYSICALS	268.17		4911012/3-18		D	N				SUBSISTENCE OF P	101.42412.0337
ALEX AIR APPARATUS INC			002061											
	45530	03/30/16	CONTAINMENT FILL STAT	39,780.00		29348		D	N				FURNITURE AND EQ	450.42412.0552
	45530	03/30/16	CLASS A FOAM	356.00		29351		D	N				GENERAL SUPPLIES	101.42412.0229
	45530	03/30/16	CLASS A FOAM	356.00		29352		D	N				GENERAL SUPPLIES	101.42412.0229
	45530	03/30/16	FIRE GLOVES	150.00		29353		D	N				SUBSISTENCE OF P	101.42412.0227
	45530	03/30/16	COMP. AIR QUALITY TEST	115.00		29423		D	N				PROFESSIONAL SER	101.42412.0446
			VENDOR TOTAL	40,757.00		*CHECK TOTAL								
BACKHAUS EYE SERVICE INC			.02333											
	45531	03/30/16	SIGN DEPOSIT REF 2016-05	100.00		2016-05		D	N				DEPOSITS-SIGN PE	101.230001
BEACON ATHLETICS			000096											
	45532	03/30/16	BASEBALL SUPPLIES	2,235.00		0454773		D	N				GENERAL SUPPLIES	101.45432.0229
BECKLER/CANDICE			.02336											
	45533	03/30/16	SIGN DEPOSIT REF 2016-08	100.00		2016-08		D	N				DEPOSITS-SIGN PE	101.230001
	45533	03/30/16	SIGN DEPOSIT REF 2016-09	100.00		2016-09		D	N				DEPOSITS-SIGN PE	101.230001
			VENDOR TOTAL	200.00		*CHECK TOTAL								
BERNICK'S PEPSI-COLA CO			000103											
	45534	03/30/16	CONCESSION SUPPLIES	1,345.77		20924		D	N				GENERAL SUPPLIES	101.45433.0229
	45534	03/30/16	CONCESSION SUPPLIES	105.60		4756		D	N				GENERAL SUPPLIES	101.45433.0229
	45534	03/30/16	CONCESSION SUPPLIES	226.08		6555		D	N				GENERAL SUPPLIES	101.45433.0229
			VENDOR TOTAL	1,677.45		*CHECK TOTAL								
BOLTON & MENK INC			001010											
	45523	03/21/16	OLD AIRPORT LAND RELE	40,000.00		0187708		D	N				ACCOUNTS PAYABLE	230.202000
BSE			001980											
	45535	03/30/16	REPL. RECEPTACLES	15.08		910871799		D	N				MTCE. OF STRUCTU	651.48484.0225
	45535	03/30/16	REPL. RECEPTACLES	71.84		910913300		D	N				MTCE. OF STRUCTU	651.48484.0225
	45535	03/30/16	REPL. RECEPTACLES	77.58		910920375		D	N				MTCE. OF STRUCTU	651.48484.0225
	45535	03/30/16	REPL. RECEPTACLES	22.88		910941421		D	N				MTCE. OF STRUCTU	651.48484.0225
	45535	03/30/16	FLASHLIGHT	63.23		910944003		D	N				SMALL TOOLS	101.42412.0221
	45535	03/30/16	REPL. RECEPTACLES	264.66		910968623		D	N				MTCE. OF STRUCTU	651.48484.0225
	45535	03/30/16	MAGNETIC CLIPS	28.43		910969589		D	N				GENERAL SUPPLIES	101.45433.0229
	45535	03/30/16	REPL. RECEPTACLES	79.27		910970752		D	N				MTCE. OF STRUCTU	651.48484.0225
			VENDOR TOTAL	622.97		*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
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	45536	03/30/16	PRINT/PAGE COUNT	11.00		252367		D	N				OFFICE SUPPLIES	101.41400.0220
	45536	03/30/16	PRINT/PAGE COUNT	29.06		252367		D	N				OFFICE SUPPLIES	101.41402.0220
	45536	03/30/16	PRINT/PAGE COUNT	7.63		252367		D	N				OFFICE SUPPLIES	101.41403.0220
	45536	03/30/16	PRINT/PAGE COUNT	14.59		252367		D	N				OFFICE SUPPLIES	101.41404.0220
	45536	03/30/16	PRINT/PAGE COUNT	130.72		252367		D	N				OFFICE SUPPLIES	101.41405.0220
	45536	03/30/16	PRINT/PAGE COUNT	51.98		252367		D	N				OFFICE SUPPLIES	101.41409.0220
	45536	03/30/16	PRINT/PAGE COUNT	136.52		252367		D	N				OFFICE SUPPLIES	101.42411.0220
	45536	03/30/16	PRINT/PAGE COUNT	25.56		252367		D	N				OFFICE SUPPLIES	101.43417.0220
	45536	03/30/16	PRINT/PAGE COUNT	107.01		252367		D	N				OFFICE SUPPLIES	101.43425.0220
	45536	03/30/16	PRINT/PAGE COUNT	24.91		252367		D	N				OFFICE SUPPLIES	101.45433.0220
	45536	03/30/16	PRINT/PAGE COUNT	1.32		252367		D	N				OFFICE SUPPLIES	101.45435.0220
	45536	03/30/16	PRINT/PAGE COUNT	107.44		252367		D	N				OFFICE SUPPLIES	651.48484.0220
				647.74										
			VENDOR TOTAL	647.74		*CHECK TOTAL								
CARLSON/MICHAEL 002996														
	45537	03/30/16	EVOC DRIVING SCHOOL	9.00		145		D	N				TRAVEL-CONF.-SCH	101.42411.0333
CARRANZA/NOE 002547														
	45538	03/30/16	INTERPRETED 03/17/16	75.00		031716		D	M	07			PROFESSIONAL SER	101.42411.0446
CENTERPOINT ENERGY 000467														
	45539	03/30/16	NATURAL GAS-MAR	1,915.37		6007939/3-16		D	N				UTILITIES	101.43425.0332
	45539	03/30/16	NATURAL GAS-MAR	38.14		6038773/3-16		D	N				UTILITIES	101.43425.0332
	45539	03/30/16	NATURAL GAS-MAR	424.50		6048932/3-16		D	N				UTILITIES	651.48484.0332
	45539	03/30/16	NATURAL GAS-MAR	1,167.57		6061271/3-16		D	N				UTILITIES	101.45433.0332
	45539	03/30/16	NATURAL GAS-MAR	59.38		6069198/3-16		D	N				UTILITIES	101.43425.0332
	45539	03/30/16	NATURAL GAS-MAR	373.38		6084836/3-16		D	N				UTILITIES	101.45433.0332
	45539	03/30/16	NATURAL GAS-MAR	4,237.34		6085332/3-16		D	N				UTILITIES	101.45433.0332
	45539	03/30/16	NATURAL GAS-MAR	16.94		6093527/3-16		D	N				UTILITIES	101.43425.0332
	45539	03/30/16	NATURAL GAS-MAR	534.66		6102726/3-16		D	N				UTILITIES	101.42412.0332
	45539	03/30/16	NATURAL GAS-MAR	334.05		6725927/3-16		D	N				UTILITIES	230.43430.0332
	45539	03/30/16	NATURAL GAS-MAR	248.73		8503501/3-16		D	N				UTILITIES	651.48485.0332
	45539	03/30/16	NATURAL GAS-MAR	557.27		8512023/3-16		D	N				UTILITIES	651.48485.0332
	45539	03/30/16	NATURAL GAS-MAR	6,173.36		8795475/3-16		D	N				UTILITIES	651.48484.0332
			VENDOR TOTAL	16,080.69		*CHECK TOTAL								
				16,080.69										
CHAMBERLAIN OIL CO 000154														
	45540	03/30/16	GREASE FOR SCREW PUMPS	372.85		155916		D	N				MOTOR FUELS AND	651.48484.0222
	45540	03/30/16	GREASE FOR SCREW PUMPS	313.20		155917		D	N				MOTOR FUELS AND	651.48484.0222
			VENDOR TOTAL	686.05		*CHECK TOTAL								
				686.05										
CHAPPELL CENTRAL INC 000156														
	45541	03/30/16	HVAC REPAIR-LABOR	180.25		00067674		D	N				MTCE. OF EQUIPME	651.48486.0334

Vendor Payments History Report
INCLUDES ONLY POSTED TRANS

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
CHARTER COMMUNICATIONS			000736											
	45542	03/30/16	PHONE SERV 03/20-04/19	150.93		2191/3-16		D	N				COMMUNICATIONS	101.41409.0330
	45542	03/30/16	PHONE SERV 03/26-04/25	89.11		5124/4-16		D	N				COMMUNICATIONS	101.41409.0330
			VENDOR TOTAL	240.04		*CHECK TOTAL								
CHIEF SUPPLY CORPORATION			000885											
	45543	03/30/16	TACTICAL PANTS	46.95		483112		D	N				SUBSISTENCE OF P	101.42412.0227
	45543	03/30/16	NAME PLATES	29.99		490673		D	N				SUBSISTENCE OF P	101.42412.0227
			VENDOR TOTAL	76.94		*CHECK TOTAL								
COLEPAPERS INC			000170											
	45544	03/30/16	TOILET TISSUE/HAND TWLS	121.72		9187143		D	N				GENERAL SUPPLIES	101.45435.0229
	45544	03/30/16	DINNER NAPKINS	51.68		9187143		D	N				GENERAL SUPPLIES	101.45435.0229
			VENDOR TOTAL	173.40		*CHECK TOTAL								
CRONEN CABINET & FLOORIN			003241											
	45545	03/30/16	16 WINDOW SHADES	1,929.00		032116		D	N				MTCE. OF STRUCTU	101.45427.0225
	45545	03/30/16	INSTALLED WINDOW SHADES	320.00		032116		D	N				MTCE. OF STRUCTU	101.45427.0335
			VENDOR TOTAL	2,249.00		*CHECK TOTAL								
CROW CHEMICAL & LIGHTING			000186											
	45546	03/30/16	SCALE AWAY	54.00		6691		D	N				GENERAL SUPPLIES	651.48484.0229
	45546	03/30/16	CLEANING SUPPLIES	106.60		6724		D	N				CLEANING AND WAS	101.43425.0228
			VENDOR TOTAL	160.60		*CHECK TOTAL								
DELL MARKETING LP			001747											
	45547	03/30/16	ENCRYPTION SERV INSTAL	1,400.00		XJWTM2J78		D	N				MTCE. OF EQUIPME	101.41409.0334
DELTA DENTAL OF MINNESOT			002867											
	45524	03/21/16	DENTAL INSURANCE-APR	375.60		6425851		D	N				COBRA INS PREMIU	101.120001
DEPT OF HUMAN SERVICES			000009											
	45548	03/30/16	CLEANING SERVICES-FEB	1,480.00		00000333398		D	N				CLEANING AND WAS	101.45433.0338
DOMINO'S PIZZA			000210											
	45549	03/30/16	CONCESSION SUPPLIES	46.49		0026077		D	N				GENERAL SUPPLIES	101.45433.0229
DUININCK INC			000222											
	45550	03/30/16	PATH IMPROVEMENTS	11,465.52		1504/EST. 3		D	N				MTCE. OF OTHER I	415.48451.0336
EDUCATION & TRNG SERVICE			.02332											
	45551	03/30/16	GAUER-SEMINAR REGIS.	499.00		032116		D	N				TRAVEL-CONF.-SCH	651.48484.0333

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
ERICKSON/DANIEL	45552	03/30/16	EVOC DRIVING SCHOOL	6.26		148		D	N				TRAVEL-CONF.-SCH	101.42411.0333
ETTERMAN ENTERPRISES	45553	03/30/16	LIGHTS FOR CITY GARAGE	256.81		238600		D	M	07			MTCE. OF STRUCTU	101.43425.0225
EXCEL OVERHEAD DOOR	45554	03/30/16	REPL. DOOR SECTIONS	589.00		26218		D	N				INSURANCE DEDUCT	101.41428.0822
FASTENAL COMPANY	45555	03/30/16	SMALL TOOLS	30.29		MNWIL142216		D	N				SMALL TOOLS	651.48484.0221
FEIKEMA/MEGAN	45556	03/30/16	MBPTA MTG - MILEAGE	129.60		031516		D	N				TRAVEL-CONF.-SCH	101.41402.0333
FERGUSON ENTERPRISES INC	45557	03/30/16	PLUMBING PARTS	30.82		3868479		D	N				MTCE. OF STRUCTU	101.43425.0225
FINANCE AND COMMERCE	45558	03/30/16	AD FOR BIDS-STREET IMPR.	83.04		742662416		D	N				ADVERTISING	416.48451.0447
	45558	03/30/16	AD FOR BIDS-STREET IMPR.	83.04		742662417		D	N				ADVERTISING	416.48451.0447
	45558	03/30/16	AD FOR BIDS-STREET IMPR.	81.63		742662418		D	N				ADVERTISING	416.48451.0447
	45558	03/30/16	AD FOR BIDS-STREET IMPR.	78.81		742662419		D	N				ADVERTISING	416.48451.0447
	45558	03/30/16	AD FOR BIDS-STREET IMPR.	78.81		742662420		D	N				ADVERTISING	416.48451.0447
	45558	03/30/16	AD FOR BIDS-ROOF REPL.	68.93		742662421		D	N				ADVERTISING	101.43425.0447
				474.26									*CHECK TOTAL	
			VENDOR TOTAL	474.26										
GOODIN COMPANY	45559	03/30/16	REPL. MOTORS FOR HTRS	267.10		01758132-00		D	N				MTCE. OF EQUIPME	651.48484.0224
GRAINGER INC	45560	03/30/16	HAND CLEANING TOWELS	70.08		9044920016		D	N				CLEANING AND WAS	101.45427.0228
	45560	03/30/16	AIR COMP. REPAIR-PARTS	8.21		9060268936		D	N				MTCE. OF EQUIPME	651.48484.0224
				78.29									*CHECK TOTAL	
			VENDOR TOTAL	78.29										
H & A MEDIA GROUP	45561	03/30/16	TRAVEL AD	264.00		0316LPAA28666		D	N				ADVERTISING	208.45006.0447
HALLIDAY *PETTY CASH/KE	45562	03/30/16	TO REIMBURSE PETTY CASH	6.00		032916		D	N				TRAVEL-CONF.-SCH	101.41400.0333
	45562	03/30/16	TO REIMBURSE PETTY CASH	78.99		032916		D	N				TRAVEL-CONF.-SCH	101.41401.0333
	45562	03/30/16	TO REIMBURSE PETTY CASH	18.00		032916		D	N				TRAVEL-CONF.-SCH	101.41403.0333
				102.99									*CHECK TOTAL	
			VENDOR TOTAL	102.99										
HAUG IMPLEMENT CO - JOHN	45563	03/30/16	#101303-HEATER KNOB	4.90		220227		D	N				MTCE. OF EQUIPME	101.43425.0224

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
HAUG IMPLEMENT CO - JOHN			000324											
	45563	03/30/16	TRACTOR REPAIR-PARTS	488.21		221016		D	N				MTCE. OF EQUIPME	651.48486.0224
				493.11	*CHECK	TOTAL								
			VENDOR TOTAL	493.11										
HAUG-KUBOTA LLC			002609											
	45564	03/30/16	#150297-SEAT BELT REPAIR	20.39		17221R		D	N				MTCE. OF EQUIPME	101.43425.0334
HAWKINS INC			000325											
	45565	03/30/16	FERRIC CHLORIDE	4,657.27		3855968 RI		D	N				GENERAL SUPPLIES	651.48484.0229
HAY/JASON			002690											
	45566	03/30/16	EVOC DRIVING SCHOOL	7.48		146		D	N				TRAVEL-CONF.-SCH	101.42411.0333
HEGLUND CATERING			002036											
	45567	03/30/16	CVB BOARD LUNCHES	10.50		9049		D	N				TRAVEL-CONF.-SCH	101.41401.0333
	45567	03/30/16	CVB BOARD LUNCHES	10.50		9049		D	N				TRAVEL-CONF.-SCH	101.41403.0333
	45567	03/30/16	CVB BOARD LUNCHES	89.08		9049		D	N				TRAVEL-CONF.-SCH	208.45005.0333
				110.08	*CHECK	TOTAL								
			VENDOR TOTAL	110.08										
HERITAGE BANK			000001											
	235	03/30/16	MBS FNMA-3136G3DZ5	860,000.00		033016		M	N				INVESTMENTS	101.109000
HIGH POINT NETWORKS INC			002299											
	45568	03/30/16	2017 EMAIL FLTR LICENS	1,725.84		82949		D	N				PREPAID EXPENSES	101.128000
	45568	03/30/16	2018 EMAIL FLTR LICENS	1,725.84		82949		D	N				PREPAID EXPENSES	101.128000
	45568	03/30/16	2019 EMAIL FLTR LICENSE	575.26		82949		D	N				PREPAID EXPENSES	101.128000
	45568	03/30/16	2016 EMAIL FLTR LICENS	1,150.56		82949		D	N				LICENSES AND TAX	101.41409.0445
				5,177.50	*CHECK	TOTAL								
			VENDOR TOTAL	5,177.50										
HILLENBRAND/DAVID			002497											
	45569	03/30/16	MILEAGE 1/5-2/18	69.12		032815		D	N				TRAVEL-CONF.-SCH	101.41409.0333
HILLYARD FLOOR CARE SUPP			000333											
	45570	03/30/16	DRAIN HOSE ASSEMBLY	24.27		602004788		D	N				GENERAL SUPPLIES	101.45433.0229
	45570	03/30/16	CLEANING SUPPLIES	1,438.30		602013207		D	N				CLEANING AND WAS	101.45433.0228
				1,462.57	*CHECK	TOTAL								
			VENDOR TOTAL	1,462.57										
IMDIEKE/ROGER			.02121											
	45571	03/30/16	SIOUX FALLS SPORTS SHOW	573.01		032916		D	N				TRAVEL-CONF.-SCH	208.45006.0333
INNOVATIVE OFFICE SOLUTI			003023											
	45572	03/30/16	CLEANING SUPPLIES	5.87		SO-1149027		D	N				CLEANING AND WAS	101.42412.0228
	45572	03/30/16	STYROFOAM CUPS	35.76		SO-1149027		D	N				GENERAL SUPPLIES	101.42412.0229
	45572	03/30/16	DETERGENT	44.98		SO-1149027		D	N				GENERAL SUPPLIES	101.42412.0229
				86.61	*CHECK	TOTAL								
			VENDOR TOTAL	86.61										

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
KANDIYOHI CO FRIENDS OF			.02334											
	45573	03/30/16	SIGN DEPOSIT REF 2016-06	100.00		2016-06		D	N				DEPOSITS-SIGN PE	101.230001
KANDIYOHI CO SHERIFF'S D			001507											
	45574	03/30/16	NETWORK SWITCH	178.15		031815		D	N				MTCE. OF EQUIPME	101.42411.0224
KING'S ELECTRIC LLC			003138											
	45575	03/30/16	INST. 2 A/C UNITS-PARTS	240.31		264		D	N				MTCE. OF STRUCTU	101.41408.0225
	45575	03/30/16	INST. 2 A/C UNITS-LABOR	464.00		264		D	N				MTCE. OF STRUCTU	101.41408.0335
	45575	03/30/16	DOAC CASH REGIS. WIRING	156.07		276		D	N				MTCE. OF STRUCTU	101.45437.0225
	45575	03/30/16	DOAC CASH REGIS. WIRING	410.00		276		D	N				MTCE. OF STRUCTU	101.45437.0335
	45575	03/30/16	REPL. BALLAST-LABOR	93.50		280		D	M	07			MTCE. OF STRUCTU	101.41408.0335
			VENDOR TOTAL	1,363.88										
				1,363.88										
													*CHECK TOTAL	
LAKESIDE PRESS			001646											
	45576	03/30/16	BAUMGARN-BUSINESS CARDS	57.00		5919		D	N				OFFICE SUPPLIES	101.45433.0220
	45576	03/30/16	2,500 REGULAR ENVELOPES	277.69		5919		D	N				OFFICE SUPPLIES	101.45433.0220
	45576	03/30/16	LETTERHEAD	279.11		5949		D	N				OFFICE SUPPLIES	101.42411.0220
			VENDOR TOTAL	613.80										
				613.80										
													*CHECK TOTAL	
LANGNER/LUKE			003070											
	45525	03/21/16	MNDOT TECHNICAL WRKSHP	459.58		031716		D	N				TRAVEL-CONF.-SCH	101.43417.0333
LAUGHLIN ENTERPRISE			.02338											
	45577	03/30/16	SIGN DEPOSIT REF 2016-04	100.00		2016-04		D	N				DEPOSITS-SIGN PE	101.230001
LIVINGOOD/ROSS			002380											
	45578	03/30/16	EVOC DRIVING SCHOOL	9.00		188		D	N				TRAVEL-CONF.-SCH	101.42411.0333
MADISON NATIONAL LIFE			002249											
	45526	03/21/16	LTD PREMIUM-MARCH	87.44		236		D	N				EMPLOYER INSUR.	101.41400.0114
	45526	03/21/16	LTD PREMIUM-MARCH	93.65		236		D	N				EMPLOYER INSUR.	101.41402.0114
	45526	03/21/16	LTD PREMIUM-MARCH	34.64		236		D	N				EMPLOYER INSUR.	101.41403.0114
	45526	03/21/16	LTD PREMIUM-MARCH	38.52		236		D	N				EMPLOYER INSUR.	101.41404.0114
	45526	03/21/16	LTD PREMIUM-MARCH	63.73		236		D	N				EMPLOYER INSUR.	101.41405.0114
	45526	03/21/16	LTD PREMIUM-MARCH	10.32		236		D	N				EMPLOYER INSUR.	101.41408.0114
	45526	03/21/16	LTD PREMIUM-MARCH	49.50		236		D	N				EMPLOYER INSUR.	101.41409.0114
	45526	03/21/16	LTD PREMIUM-MARCH	3.04		236		D	N				EMPLOYER INSUR.	101.41424.0114
	45526	03/21/16	LTD PREMIUM-MARCH	598.85		236		D	N				EMPLOYER INSUR.	101.42411.0114
	45526	03/21/16	LTD PREMIUM-MARCH	43.54		236		D	N				EMPLOYER INSUR.	101.42412.0114
	45526	03/21/16	LTD PREMIUM-MARCH	80.24		236		D	N				EMPLOYER INSUR.	101.43417.0114
	45526	03/21/16	LTD PREMIUM-MARCH	283.58		236		D	N				EMPLOYER INSUR.	101.43425.0114
	45526	03/21/16	LTD PREMIUM-MARCH	11.12		236		D	N				EMPLOYER INSUR.	101.45432.0114
	45526	03/21/16	LTD PREMIUM-MARCH	39.61		236		D	N				EMPLOYER INSUR.	101.45433.0114
	45526	03/21/16	LTD PREMIUM-MARCH	4.73		236		D	N				EMPLOYER INSUR.	101.45435.0114
	45526	03/21/16	LTD PREMIUM-MARCH	6.98		236		D	N				EMPLOYER INSUR.	101.45437.0114
	45526	03/21/16	LTD PREMIUM-MARCH	128.18		236		D	N				EMPLOYER INSUR.	651.48484.0114
	45526	03/21/16	LTD PREMIUM-MARCH	13.95		236		D	N				EMPLOYER INSUR.	651.48485.0114

Vendor Payments History Report
INCLUDES ONLY POSTED TRANS

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
MADISON NATIONAL LIFE			002249											
	45526	03/21/16	LTD PREMIUM-MARCH	14.60		236		D	N				EMPLOYER INSUR.	651.48486.0114
			VENDOR TOTAL	1,606.22	*CHECK	TOTAL								
MAGNUSON SHEET METAL INC			001121											
	45579	03/30/16	INST. 2 A/C UNITS	7,656.00		128191		D	N				MTCE. OF STRUCTU	101.41408.0225
	45579	03/30/16	INST. 2 A/C UNITS-LABO	1,914.00		128191		D	N				MTCE. OF STRUCTU	101.41408.0335
			VENDOR TOTAL	9,570.00	*CHECK	TOTAL								
MATHESON TRI-GAS INC			002898											
	45580	03/30/16	WELDING GAS	66.75		12953873		D	N				GENERAL SUPPLIES	101.45433.0229
	45580	03/30/16	EAR PLUGS	39.30		13075858		D	N				GENERAL SUPPLIES	101.45433.0229
			VENDOR TOTAL	106.05	*CHECK	TOTAL								
MENARDS			000449											
	45581	03/30/16	BINDER CLIPS	5.78		99315		D	N				OFFICE SUPPLIES	101.45433.0220
	45581	03/30/16	WATER HEATER PARTS	37.78		99707		D	N				MTCE. OF EQUIPME	651.48484.0224
	45581	03/30/16	SHINGLES FOR PARK SHLTR	16.99		99863		D	N				MTCE. OF STRUCTU	101.43425.0225
	45581	03/30/16	SCREWS/NAILS	8.10		99876		D	N				GENERAL SUPPLIES	101.45433.0229
	45581	03/30/16	MOUNTING TAPE/ANCHORS	4.67		99956		D	N				GENERAL SUPPLIES	651.48484.0229
	45581	03/30/16	SPRING SNAP	9.98		99962		D	N				GENERAL SUPPLIES	651.48484.0229
	45581	03/30/16	2 TOOL BOXES	55.88		99962		D	N				SMALL TOOLS	651.48486.0221
	45581	03/30/16	SHOP TOWELS	7.99		99962		D	N				GENERAL SUPPLIES	651.48486.0229
	45581	03/30/16	PIPE	15.96		99974		D	N				MTCE. OF EQUIPME	101.45433.0224
			VENDOR TOTAL	163.13	*CHECK	TOTAL								
MINNEAPOLIS FINANCE DEPA			000466											
	45582	03/30/16	AUTO PAWN TRANS FEE-FEB	84.60		400413006982		D	N				PROFESSIONAL SER	101.42411.0446
MN DEPT OF REVENUE			000492											
	234	03/18/16	SALES TAX-FEB	967.00		STMT/2-16		M	N				SALES TAX PAYABL	101.206000
	234	03/18/16	USE TAX-FEB	78.32		STMT/2-16		M	N				SALES TAX PAYABL	101.206000
	234	03/18/16	DIESEL FUEL TAX-FEB	173.04		STMT/2-16		M	N				MOTOR FUELS AND	101.43425.0222
	234	03/18/16	USE TAX-FEB	32.92		STMT/2-16		M	N				MOTOR FUELS AND	101.43425.0222
	234	03/18/16	USE TAX-FEB	62.57CR		STMT/2-16		M	N				MTCE. OF STRUCTU	101.45427.0225
	234	03/18/16	USE TAX-FEB	1.43CR		STMT/2-16		M	N				GENERAL SUPPLIES	101.45433.0229
	234	03/18/16	DIESEL FUEL TAX-FEB	76.05		STMT/2-16		M	N				MOTOR FUELS AND	651.48485.0222
	234	03/18/16	USE TAX-FEB	5.24CR		STMT/2-16		M	N				MOTOR FUELS AND	651.48485.0222
			VENDOR TOTAL	1,258.09	*CHECK	TOTAL								
MOSS & BARNETT			001655											
	45583	03/30/16	CHRTR FRANCHISE RENEWA	2,368.00		643294		D	M	07			PROFESSIONAL SER	101.41409.0446

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
MUNICIPAL UTILITIES														000541
	45584	03/30/16	UTILITIES FOR MARCH	736.03		3/16		D	N				UTILITIES	101.42412.0332
	45584	03/30/16	UTILITIES FOR MARCH	104.48		3/16		D	N				UTILITIES	101.43425.0332
	45584	03/30/16	UTILITIES FOR MARCH	3,005.24		3/16		D	N				UTILITIES	230.43430.0332
	45584	03/30/16	UTILITIES FOR MARCH	38,966.41		3/16		D	N				UTILITIES	651.48484.0332
	45584	03/30/16	UTILITIES FOR MARCH	3,017.15		3/16		D	N				UTILITIES	651.48485.0332
			VENDOR TOTAL	45,829.31		*CHECK TOTAL								
				45,829.31										
MVTL LABORATORIES INC														000544
	45585	03/30/16	LAB TESTING	728.00		799908		D	N				PROFESSIONAL SER	651.48484.0446
	45585	03/30/16	LAB TESTING	45.00		800209		D	N				PROFESSIONAL SER	651.48484.0446
	45585	03/30/16	LAB TESTING	45.00		801002		D	N				PROFESSIONAL SER	651.48484.0446
			VENDOR TOTAL	818.00		*CHECK TOTAL								
				818.00										
NCL OF WISCONSIN INC														001627
	45586	03/30/16	LAB SUPPLIES	517.43		369644		D	N				GENERAL SUPPLIES	651.48484.0229
	45586	03/30/16	LAB SUPPLIES	180.49		369710		D	N				GENERAL SUPPLIES	651.48484.0229
			VENDOR TOTAL	697.92		*CHECK TOTAL								
				697.92										
NEXTEL COMMUNICATION														000578
	45587	03/30/16	CELL PHONE USAGE-FEB	2,061.62		317498885-094		D	N				COMMUNICATIONS	101.41409.0330
OFFICE SERVICES														000589
	45588	03/30/16	PHOTO COPIES-FEB/MAR	4.13		STMT/2-16		D	N				OFFICE SUPPLIES	101.41400.0220
	45588	03/30/16	PHOTO COPIES-FEB/MAR	2.70		STMT/2-16		D	N				OFFICE SUPPLIES	101.41400.0220
	45588	03/30/16	PHOTO COPIES-FEB/MAR	40.73		STMT/2-16		D	N				OFFICE SUPPLIES	101.41401.0220
	45588	03/30/16	PHOTO COPIES-FEB/MAR	190.63		STMT/2-16		D	N				OFFICE SUPPLIES	101.41401.0220
	45588	03/30/16	PHOTO COPIES-FEB/MAR	34.80		STMT/2-16		D	N				OFFICE SUPPLIES	101.41402.0220
	45588	03/30/16	PHOTO COPIES-FEB/MAR	121.30		STMT/2-16		D	N				OFFICE SUPPLIES	101.41402.0220
	45588	03/30/16	PHOTO COPIES-FEB/MAR	9.08		STMT/2-16		D	N				OFFICE SUPPLIES	101.41403.0220
	45588	03/30/16	PHOTO COPIES-FEB/MAR	37.76		STMT/2-16		D	N				OFFICE SUPPLIES	101.41403.0220
	45588	03/30/16	PHOTO COPIES-FEB/MAR	113.85		STMT/2-16		D	N				OFFICE SUPPLIES	101.41404.0220
	45588	03/30/16	PHOTO COPIES-FEB/MAR	61.27		STMT/2-16		D	N				OFFICE SUPPLIES	101.41404.0220
	45588	03/30/16	PHOTO COPIES-FEB/MAR	2.40		STMT/2-16		D	N				OFFICE SUPPLIES	101.41405.0220
	45588	03/30/16	PHOTO COPIES-FEB/MAR	26.85		STMT/2-16		D	N				OFFICE SUPPLIES	101.41405.0220
	45588	03/30/16	PHOTO COPIES-FEB/MAR	0.98		STMT/2-16		D	N				OFFICE SUPPLIES	101.41409.0220
	45588	03/30/16	PHOTO COPIES-FEB/MAR	1.27		STMT/2-16		D	N				OFFICE SUPPLIES	101.41409.0220
	45588	03/30/16	PHOTO COPIES-FEB/MAR	0.15		STMT/2-16		D	N				OFFICE SUPPLIES	101.42412.0220
	45588	03/30/16	PHOTO COPIES-FEB/MAR	61.13		STMT/2-16		D	N				OFFICE SUPPLIES	101.43417.0220
	45588	03/30/16	PHOTO COPIES-FEB/MAR	111.40		STMT/2-16		D	N				OFFICE SUPPLIES	101.43417.0220
	45588	03/30/16	PHOTO COPIES-FEB/MAR	3.54		STMT/2-16		D	N				OFFICE SUPPLIES	101.43425.0220
	45588	03/30/16	PHOTO COPIES-FEB/MAR	0.38		STMT/2-16		D	N				OFFICE SUPPLIES	101.45432.0220
	45588	03/30/16	PHOTO COPIES-FEB/MAR	18.26		STMT/2-16		D	N				OFFICE SUPPLIES	101.45432.0220
			VENDOR TOTAL	842.61		*CHECK TOTAL								
				842.61										

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
PARKS & TRAILS COUNCIL			.02337											
	45589	03/30/16	TRIBUTE AD IN PROGRAM	75.00		103		D	N				ADVERTISING	208.45006.0447
PETERSON SHOE STORE			000608											
	45590	03/30/16	JAGUSH-SAFETY BOOTS	30.60		171662		D	N				SUBSISTENCE OF P	101.43425.0227
	45590	03/30/16	JAGUSH-SAFETY BOOTS	30.60		171662		D	N				SUBSISTENCE OF P	101.45435.0227
	45590	03/30/16	JAGUSH-SAFETY BOOTS	91.79		171662		D	N				SUBSISTENCE OF P	651.48484.0227
			VENDOR TOTAL	152.99										
				152.99										
PK SAFETY SUPPLY			.00913											
	45591	03/30/16	COVERALL SUITS	63.50		278758		D	N				GENERAL SUPPLIES	101.45427.0229
	45591	03/30/16	3M MOLD RESPIRATOR KIT	288.50		278758		D	N				GENERAL SUPPLIES	101.45427.0229
			VENDOR TOTAL	352.00										
				352.00										
PLUMBING & HEATING OF WI			000618											
	45592	03/30/16	TESTED R.O. SYSTEM	170.00		21112		D	N				MTCE. OF EQUIPME	101.45433.0334
POWER PLAN OIB			000342											
	45593	03/30/16	#141958 REPAIR-PARTS	200.00		W12650		D	N				MTCE. OF EQUIPME	101.43425.0224
	45593	03/30/16	#141958 REPAIR-LABOR	213.72		W12650		D	N				MTCE. OF EQUIPME	101.43425.0334
			VENDOR TOTAL	413.72										
				413.72										
REVIZE LLC			003242											
	45594	03/30/16	CITY WEBSITE PROJECT	20,000.00		4445		D	N				OTHER IMPROVEMEN	450.41409.0554
RULE TIRE SHOP			000665											
	45595	03/30/16	INST. 2 TIRES-LABOR	30.00		1-11982		D	N				MTCE. OF EQUIPME	651.48484.0334
SAND ELECTRIC			000678											
	45596	03/30/16	REPL. RESTROOM FAN-PARTS	57.00		4555		D	N				MTCE. OF STRUCTU	230.43430.0225
	45596	03/30/16	REPL. RESTROOM FAN-LABOR	196.92		4555		D	N				MTCE. OF STRUCTU	230.43430.0335
			VENDOR TOTAL	253.92										
				253.92										
SERVICE CENTER/CITY OF W			000685											
	45597	03/30/16	EQUIPMENT REPAIR-OIL	47.84		STMT/3-16		D	N				MOTOR FUELS AND	101.42411.0222
	45597	03/30/16	EQUIPMENT REPAIR-PARTS	364.76		STMT/3-16		D	N				MTCE. OF EQUIPME	101.42411.0224
	45597	03/30/16	EQUIPMENT REPAIR-OIL	216.49		STMT/3-16		D	N				MOTOR FUELS AND	101.43425.0222
	45597	03/30/16	EQUIPMENT REPAIR-PARTS	388.89		STMT/3-16		D	N				MTCE. OF EQUIPME	101.43425.0224
			VENDOR TOTAL	1,017.98										
				1,017.98										
STATEWIDE DISTRIBUTING I			000718											
	45598	03/30/16	CONCESSION SUPPLIES	74.75		200341		D	N				GENERAL SUPPLIES	101.45433.0229

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
SUMMIT COMPANIES			002555											
	45599	03/30/16	ALARM MONITORING-2ND QTR	105.00		1111754		D	N				MTCE. OF STRUCTU	101.41408.0335
US BANK EQUIPMENT FINANC			003143											
	45527	03/21/16	COPIER LEASE-MAR	131.75		299015305		D	N				RENTS	101.41405.0440
VANDIJK/CARYN			.02335											
	45600	03/30/16	SIGN DEPOSIT REF 2016-07	100.00		2016-07		D	N				DEPOSITS-SIGN PE	101.230001
VENENGA/JAMES A			002324											
	45601	03/30/16	EVOC DRIVING SCHOOL	8.33		147		D	N				TRAVEL-CONF.-SCH	101.42411.0333
VERIZON WIRELESS			002915											
	45602	03/30/16	3 CELL PHONES	494.77		9761805720		D	N				SMALL TOOLS	101.41409.0221
	45602	03/30/16	CELL PHONE USAGE-FEB	321.96		9761805720		D	N				COMMUNICATIONS	101.41409.0330
				816.73										
			VENDOR TOTAL	816.73										
													*CHECK TOTAL	
VREEMAN CONSTRUCTION CO			000784											
	45603	03/30/16	12TH ST SE IMPROVEMEN	42,798.46		1404/EST. 4		D	N				MTCE. OF OTHER I	414.48454.0336
WAL-MART COMMUNITY			000789											
	45604	03/30/16	COFFEE	31.76		021616		D	N				GENERAL SUPPLIES	101.42411.0229
	45604	03/30/16	COFFEE/FORKS	58.12		022416		D	N				GENERAL SUPPLIES	101.41408.0229
				89.88										
			VENDOR TOTAL	89.88										
													*CHECK TOTAL	
WEST CENTRAL COMMUNICATI			000796											
	45605	03/30/16	CAR #15-ANTENNA	14.24		081440S		D	N				MTCE. OF EQUIPME	101.42411.0224
WEST CENTRAL TRIBUNE			000807											
	45606	03/30/16	NOTICE-PUB IMPROV. HRNG	234.84		CL03076054		D	N				PRINTING AND PUB	416.48451.0331
	45606	03/30/16	AD FOR BIDS-CTRY CLUB DR	284.28		CL03076074		D	N				ADVERTISING	432.48507.0447
	45606	03/30/16	AD FOR BIDS-ROOF REPL.	80.34		CL03076314		D	N				ADVERTISING	101.43425.0447
	45606	03/30/16	AD FOR BIDS-PROJ. 1604	105.06		CL03076396		D	N				ADVERTISING	416.48451.0447
	45606	03/30/16	AD FOR BIDS-PROJ. 1603A	105.06		CL03076397		D	N				ADVERTISING	416.48451.0447
	45606	03/30/16	AD FOR BIDS-PROJ. 1603B	98.88		CL03076398		D	N				ADVERTISING	416.48451.0447
	45606	03/30/16	AD FOR BIDS-PROJ. 1601	123.60		CL03076399		D	N				ADVERTISING	416.48451.0447
	45606	03/30/16	AD FOR BIDS-PROJ. 1602	111.24		CL03076399		D	N				ADVERTISING	416.48451.0447
	45606	03/30/16	COUNCIL PROCEEDINGS PUB.	602.55		CL03076458		D	N				PRINTING AND PUB	101.41401.0331
				1,745.85										
			VENDOR TOTAL	1,745.85										
													*CHECK TOTAL	
WEST CENTRAL TROPHIES			000808											
	45607	03/30/16	NAME PLATE	10.00		1889		D	N				GENERAL SUPPLIES	101.41401.0229
WILLMAR CHAMBER OF COMME			000812											
	45608	03/30/16	OFFICE SUPPLIES	4.36		CC STMT/2-16		D	N				OFFICE SUPPLIES	208.45005.0220
	45608	03/30/16	TOURISM CONF.-MEALS	25.50		CC STMT/2-16		D	N				TRAVEL-CONF.-SCH	208.45005.0333
	45608	03/30/16	POP/COFFEE FOR MTGS	41.39		CC STMT/2-16		D	N				TRAVEL-CONF.-SCH	208.45005.0333

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											
45608	03/30/16	TOURISM CONF.-LODGING	387.90		CC STMT/2-16		D	N				TRAVEL-CONF.-SCH	208.45005.0333
45608	03/30/16	ELEC.-OMAHA SPORTS SHOW	106.75		CC STMT/2-16		D	N				TRAVEL-CONF.-SCH	208.45006.0333
45608	03/30/16	TABLE-SIOUX FALLS SHOW	78.44		CC STMT/2-16		D	N				TRAVEL-CONF.-SCH	208.45006.0333
45608	03/30/16	ELEC.-SIOUX FALLS SHOW	65.00		CC STMT/2-16		D	N				TRAVEL-CONF.-SCH	208.45006.0333
45608	03/30/16	TABLE-OMAHA SPORTS SHOW	242.68		CC STMT/2-16		D	N				TRAVEL-CONF.-SCH	208.45006.0333
45608	03/30/16	MTG PLANNER PROMO ITEMS	624.00		CC STMT/2-16		D	N				OTHER CHARGES	208.45008.0449
45608	03/30/16	ITINERARIES MIDWEST MTG	25.50		CC STMT/2-16		D	N				OTHER CHARGES	208.45009.0449
45608	03/30/16	LEISURE COMMITTEE LNCHS	20.00		CC STMT/2-16		D	N				OTHER CHARGES	208.45010.0449
45608	03/30/16	FACEBOOK ADVERTISING	13.20		CC STMT/2-16		D	N				OTHER CHARGES	208.45010.0449
45608	03/30/16	BIKE OPEN HOUSE MTG	5.15		CC STMT/2-16		D	N				OTHER CHARGES	208.45011.0449
		VENDOR TOTAL	1,639.87										
			1,639.87										
													*CHECK TOTAL
WILLMAR DOWNTOWN DEVELOP		002348											
45609	03/30/16	2ND QTR OPERATIONAL BD	9,250.00		1083		D	N				CIVIC PROMOTION	101.45428.0812
WOLFE COMMUNICATIONS		003051											
45610	03/30/16	PAGER CLIPS	42.15		7960		D	N				SMALL TOOLS	101.42412.0221
XEROX BUSINESS SERVICES		000131											
45611	03/30/16	PRGRM BAR CODING ON CK	1,550.00		1250996		D	N				PROFESSIONAL SER	101.41409.0446

ACS FINANCIAL SYSTEM
03/30/2016 14:23:29

Vendor Payments History Report
INCLUDES ONLY POSTED TRANS

CITY OF WILLMAR
GL540R-V08.00 PAGE 12

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
REPORT TOTALS:				1,145,878.49						

RECORDS PRINTED - 000248

Vendor Payments History Report

FUND RECAP:

FUND	DESCRIPTION	DISBURSEMENTS
101	GENERAL FUND	925,253.95
208	CONVENTION & VISITORS BUREAU	2,640.96
230	WILLMAR MUNICIPAL AIRPORT	43,593.21
414	S.A.B.F. - #2014	42,798.46
415	S.A.B.F. - #2015	11,465.52
416	S.A.B.F. - #2016	1,184.01
432	C.P. - WASTE TREATMENT	284.28
450	CAPITAL IMPROVEMENT FUND	59,780.00
651	WASTE TREATMENT	58,878.10
TOTAL ALL FUNDS		1,145,878.49

BANK RECAP:

BANK	NAME	DISBURSEMENTS
HERT	HERITAGE BANK	1,145,878.49
TOTAL ALL BANKS		1,145,878.49

City of Willmar, Minnesota Building Inspection Report

From 03/01/2016 To 03/31/2016

No.	Date	Owner and Address	Legal Description	Use	Permit For	Value	Total Fee
23451	3/3/2016	WILLMAR REDEVOLPEMENT CO. LLC 1400 LAKELAND Drive NE LOT #81	95-980-6210 L 81; B 0 NORTHLAND SQUARE MHP	Mobile Home In/Out Mobil Home Transport	MOVE IN 1991, 16' X 80', SCHULT, #R251018	\$0.00	\$75.00
23489	3/2/2016	TROY SCHOOLMEESTER 353 17TH Street NW	95-146-0190 L 9; B 2 DISTRICT 347 17 ST NW ADD	Garage/Shed Garage	CONSTRUCT 24' X 14' ATTACHED GARAGE ADDN	\$12,956.16	\$286.13
23570	3/22/2016	NELSON INTERNATIONAL 2700 HIGHWAY 12 E	95-913-1180 L ; B S 13; T 119; R 35	Commercial Add/Alter Commercial/Alteration	INSTALL DRY CHEMICAL FIRE SYSTEM IN PAINT ROOM	\$9,098.00	\$272.26
23583	3/8/2016	HEILING PROPERTIES 1224 15TH Street SW	95-860-0050 L 5; B 1 WEST PARK 1ST ADDITION	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$1,500.00	\$30.75
23584	3/8/2016	HEILING PROPERTIES 801 BECKER Avenue SW	95-003-6560 L PT OF 1-2; B 54 ORIGINAL CITY	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$1,500.00	\$30.75
23587	3/8/2016	HEILING PROPERTIES 807 BECKER Avenue SW	95-003-6570 L PT OF 1-2; B 54 ORIGINAL CITY	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$1,500.00	\$30.75

No.	Date	Owner and Address	Legal Description	Use	Permit For	Value	Total Fee
23592	3/8/2016	DENNIS COLLINS 708 19TH Avenue SW	95-922-6190 L ; B S 22; T 119; R 35	Residential Add/Alter Drainage system	INSTALL INTERIOR DRAINAGE SYSTEM	\$3,800.00	\$124.05
23593	3/14/2016	MINNWEST TECHNOLOGIES 1707 18TH Street NE	95-508-0230 L ; B MINNWEST TECH. CIC#40	Commercial Add/Alter Commercial/Alteration	RENOVATE BASEMENT FOR NEW TENANT USAGE	\$200,000.00	\$2,388.96
23595	3/3/2016	LISA PAULSON 1425 19TH Avenue SW	95-922-7605 L ; B S 22; T 119; R 35	Commercial Add/Alter Commercial/Alteration	REPAIR WALL DAMAGE BY VEHICLE	\$5,000.00	\$167.09
23598	3/8/2016	TEJEDA LAW OFFICE GUZMAN TEJEDA 214 4TH Street SW	95-003-3210 L pt of 1-2; B 30 ORIGINAL CITY	Commercial Add/Alter Commercial/Alteration	COMMERCIAL ROOF REPAIR	\$4,256.88	\$101.88
23599	3/10/2016	MIKE SURBUS 1302 7TH Street SW	95-780-0860 L 6, 7, 8, & 9; B 4 SUNNYSIDE ADDITION	Residential Add/Alter Bathroom Addition	ADD BATHROOM	\$2,200.00	\$105.75
23603	3/10/2016	POINT LAKE PROPERTIES, LLC AARON MILLER 1414 24TH Street NW	95-909-0118 L ; B S 9; T 119; R 35	Commercial Add/Alter Commercial/Alteration	COMMERCIAL REROOFING	\$3,500.00	\$89.00
23605	3/10/2016	NEW 2 YOU THRIFT STORE 1401 1ST Street S	95-923-8510 L ; B S 23; T 119; R 35	Commercial Add/Alter Commercial/Alteration	COMMERCIAL ROOF REPAIRS	\$18,958.97	\$284.23

No.	Date	Owner and Address	Legal Description	Use	Permit For	Value	Total Fee
23606	3/10/2016	HORMEL FOODS JENNIE O TURKEY 1126 BENSON Avenue SW	95-006-6230 L PT OF 9-12; B PT OF 13,17,1 FIRST ADDITION	Commercial Add/Alter Commercial/Alteration	COMMERCIAL REROOFING	\$47,400.00	\$580.45
23607	3/28/2016	GARY HEDLOF 501 PORTLAND Drive SW	95-684-0750 L 13-14; B 5 PORTLAND ACRES 4TH ADD	Commercial Add/Alter Commercial/Alteration	CHANGE ROOF TO PITCHED ROOF/ STEEL PANELS	\$15,000.00	\$378.34
23608	3/14/2016	CHRISTIANSON BROTHERS CONSTR 2600 3RD Avenue SE	95-882-0030 L 3; B 1 WOODBERRY ADDN.	New Single-Family Dwelling New Residence	NEW HOME AND GARAGE	\$268,141.14	\$2,559.72
23612	3/14/2016	TODD NIELSEN 1210 TROTT Avenue SE	95-914-1280 L ; B S 14; T 119; R 35	Move/Raze Removal/Building	REMOVE CARPORT ON SOUTHSIDE OF GARAGE	\$500.00	\$30.25
23614	3/16/2016	HERITAGE BANK 145 LITCHFIELD Avenue SW	95-003-5600 L PT OF 12-14; B 46 ORIGINAL CITY	Move/Raze Removal/Building	DEMO COMMERCIAL BUILDING	\$0.00	\$150.00
23616	3/17/2016	MATT MORTON 717 11TH Street SW	95-006-2970 L 10; B 77 FIRST ADDITION	Residential Add/Alter Siding	RESIDENTIAL RESIDE & WINDOW REPLACEMENT	\$7,400.00	\$53.70
23617	3/17/2016	GARY MANZER 1608 MONONGALIA Avenue SW	95-040-0470 L pt of 7-8; B 5 BARNSTAD'S ADDITION	Residential Add/Alter Reroofing	RESIDENTIAL REROOFING	\$2,000.00	\$31.00

No.	Date	Owner and Address	Legal Description	Use	Permit For	Value	Total Fee
23620	3/22/2016	CENTRAL LAKES CO-OP MARCUS CONST. 602 1ST Street S	95-006-1460 L pt of 1-3; B 67 FIRST ADDITION	Move/Raze Demolition	REMOVE COMMERCIAL BUILDING	\$0.00	\$150.00
23623	3/21/2016	SANDRA TABORA 211 BECKER Avenue SE	95-310-0330 L PT OF 23; B 0 HIGHLAND ADDITION	Residential Add/Alter Residential/Alteration	REBUILD FRONT PORCH & SIDING	\$2,500.00	\$105.90
23624	3/24/2016	ABDULCADIN ABUCAR GAEL 411 LITCHFIELD Avenue SW	95-003-4970 L pt of 1-2; B 43 ORIGINAL CITY	Commercial Add/Alter Commercial/Alteration	REMODEL ROOM FOR FOOD PREP	\$18,000.00	\$441.71
23626	3/30/2016	AEHB, LLC 1308 6TH Street SW	95-750-0270 L 0; B 0 SUBDIVISION N1/2 NE 1/4	Residential Add/Alter Residential/Alteration	SIDING, WINDOW S, DOORS, INTERIOR REMODEL	\$12,000.00	\$268.15
23627	3/24/2016	STEVE LEDEBOER 2405 21ST Avenue SW	95-715-0030 L 3; B 1 SOUTHGATE ADDITION	Residential Add/Alter Reroofing	REROOF RESIDENCE AND GARAGE	\$2,000.00	\$31.00
23628	3/22/2016	ANDREW HENDRICKSON 408 5TH Street SE	95-740-0130 L 3; B 2 SPICER'S ADDITION	Residential Add/Alter Install Egress Window	INSTALL 2 EGRESS WINDOWS	\$400.00	\$29.60
23629	3/30/2016	GRASS LAKE LLC 1443 GRACE Avenue SW	95-080-0120 L 12; B 1 BON VAN ACRES	Residential Add/Alter Residential/Alteration	CONSTRUCT DECK/ INSTALL NEW PATIO DOOR	\$3,500.00	\$123.90

No.	Date	Owner and Address	Legal Description	Use	Permit For	Value	Total Fee
23631	3/24/2016	MARCIA HOLGIUN 1301 DANA Drive SE	95-142-0140 L 14; B 1 DANA HEIGHTS ADDITION	Residential Add/Alter Siding	RESIDENTIAL RESIDING	\$2,000.00	\$51.00
23632	3/24/2016	TOM AMBERG 1115 QUINCY Avenue SW	95-690-1100 L pt of 10; B 6 RAMBLEWOOD ADDITION	Residential Add/Alter Install Egress Window	INSTALL EGRESS WINDOW	\$1,500.00	\$68.65
23633	3/30/2016	TERRY & SHELLY QUAM 325 15TH Avenue NW	95-443-0450 L 6; B 1 LAKE NORTH 4TH ADDITION	New Single-Family Dwelling New Residence	NEW HOME AND GARAGE	\$193,182.78	\$1,996.74
23636	3/24/2016	KYLE R BRAEGELMAN 1405 12TH Street SE	95-672-0370 L 7; B 4 PLEASANT VIEW 3RD ADDN	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$2,646.00	\$31.32
23637	3/24/2016	PHIL CLEARY 2308 20TH Avenue SW	95-921-5660 L ; B S 21; T 119; R 35	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$1,000.00	\$30.50
23641	3/24/2016	ELAINE FLANNIGAN 515 RUSSELL Street NW	95-820-1180 L PTS. OF 4; B 6 THORPE & LIEN'S ADDITION	Residential Add/Alter Siding	RESIDENTIAL RESIDING	\$5,000.00	\$52.50
23642	3/28/2016	PATRICIA MARTINEZ 420 TROTT Avenue SE	95-740-1310 L pt of 1-3; B 9 SPICER'S ADDITION	Residential Add/Alter Residential/Alteration	CHANGING WINDOW SIZE 3 WINDOWS	\$600.00	\$33.55

No.	Date	Owner and Address	Legal Description	Use	Permit For	Value	Total Fee
23646	3/30/2016	LESTER KAENEL 2004 25TH Street SW	95-601-0142 L 4; B 3 ORTENBLAD'S HOMESITES	Residential Add/Alter Reroofing	RESIDENTIAL REROOFING	\$6,850.00	\$33.43

Current Year Current Month Totals	35	\$855,889.93	\$11,218.01
Previous Year Current Month Valuation		\$12,157,050.56	
Current YTD Valuation From 01/01/2016 To 03/31/2016		\$2,867,310.21	
Previous YTD Valuation		\$18,550,088.37	

Willmar Community and Activity Center Board

Friday, Feb 5, 2016 Meeting Minutes

In attendance:

Board: Claudia Cederstrom, Diane Shuck, Darlene Schroeder, Ernie Carlson, Phyllis Williams

Staff: Ryan Harper, Tammy Rudningen, Pam Vruwink, Absent: Steve Bresendine, Tim Johnson

Also in attendance: Marv Kinzler, Sr Club President; George Davies

Meeting was called to order by Claudia

Agenda was adopted

Minutes were approved. Ernie Carlson requested that minutes for the monthly meetings be supplied to him by regular mail

Community Engagement Meeting updates:

- a. Claudia commended Darlene on a good job facilitating the two community engagement and strategic planning meetings held Feb 4th at the community center. Approximately 50 people were in attendance at the 3 pm meeting and 11 people in attendance at the 6 pm meeting.
- b. Darlene summarized the meetings and highlighted the apparent community consensus regarding the following principles:
 1. Community Ownership
 2. Hospitality
 3. Accessibility
 4. Leveraging partnershipsDarlene will organize a summary of themes and ideas generated by community participants for the March board meeting

Next steps on Community Engagement and Strategic Planning:

1. **Increase availability of the center.**
 - a. Motion was made, seconded and passed to act on a plan to increase evening and weekend hours at the March board meeting.
 - b. The following information is needed and will be provided by staff to board members by February 29 in order to accomplish this goal
 1. Paid staff during all hours of operation (cost per hour using different levels of staff
 2. Paid staff to open and close facility with volunteers to provide support during hours of operation
 3. Community organizations or individuals to open/close and staff Center
 - c. By February 15, staff will forward copies of volunteer manuals and related materials to Board for review. Recommendations for updates to be reviewed at April meeting.
2. **Develop proposal to suspend fees for all non-profit groups and activities open to public**
 - a. Motion was made, seconded and passed to consider suspension of fees for non-profits groups and activities open to the public at the March meeting

b Information on all current contracts including days, hours and fees will be provided by staff by board members by Feb 29 in order to understand the possible ramifications of any fee change

c..Staff provide list of all current contracts including days/hours and fees to Board by February 2

3. Leverage partnership

Motion was made, seconded and passed to contact community groups who may be interested in hosting evening and week-end hours.

4. Promoting and paying for open community events over the next two months:

Motion was made, seconded and passed to solicit information from groups interested in providing entertainment or activities, including fees

- a. Contact community businesses and organizations who may be interested in sponsoring open community events.
- b. Groups not compensated through community sponsorship may accept free will donations.

a. Additional Reports and Updates:

- 1. Financial information was presented by Pam Vruwink. She indicated the 2015 final financial report is not yet available. The board requested that the 2017 proposed budget be on the agenda starting in March of 2016 until such time as it is submitted to the major. Members asked what constituted capital instead of operational expenses. Steve will provide clarification at the next meeting.
- 2. Staff raised concerns about where the money would come from for additional staff required to keep the center open additional hours. Board members reminded staff that the board had recommended that salaried regular employees be budgeted at \$46,239 the 2014 level. Steve indicated the money was not lost by in the Recreation and Leisure budget
- 3. Board membership was discussed. There is a consensus that board membership needs to increase. As part of the community engagement process input will be sought over the next month as to groups who should be represented on the board
- 4. Facility Study: Ryan Harper is a member of the facility study committee and provided a brief update at future meetings.

Program updates:

- a. No Senior club report
- b. Program updates: Tammy Rudningen reported that the West Central Connection will be providing a concert on March 28th.

PLEASE NOTE: Next meeting on March 11, 9 am

March agenda items: Update on February community events; expanding week-end and evening hours; reduction/elimination/suspension of fees for non-profits and activities open to the public; leveraging partnerships—report on community groups interested in hosting events; report on groups interested in providing entertainment and community business sponsorships; representative board membership; and program updates.

Submitted by Diane Shuck, Secretary

MINUTES OF WILLMAR COMMUNITY & ACTIVITY CENTER BOARD

9:00 am Friday, March 11, 2016- WCAC Sunshine Room

Minutes yet not yet approved by the WCAC Board.

In attendance:

Board members: Claudia Cederstrom, Diane Shuck, Ernie Carlson, Darlene Schroeder,
City council liaison: Tim Johnson
WCER staff: Pam Vruwink, Ryan Harper
Visitors: Marv Kinzler

Absent:

Board member: Phyllis Williams
WCER staff: Tammy Rudningen, Steve Brisendine

Meeting was called to order by Claudia Cederstrom

Agenda was reviewed and adopted unanimously

Minutes were approved.

Status of contracts and utilization for 2016 and Fee and Use Policy:

Information provided by Ryan Harper was reviewed (See attached.)

It was noted that a private party had recently used WCAC and left a mess. The possibility of adding a security deposit was discussed. No action was taken.

It was noted that the current use and fee schedules lack clarity needed for consistent and fair application. Questions were raised as to whether or not there should be an hourly fee, as well as a daily use fee. Questions were also raised as to whether non-profit groups that exist to serve the community, e.g. Foodshelf, should be charged when using the facility as the money raised benefits on the community.

The fee and use policy will be on the agenda for the April meeting. Ryan Harper will identify areas that need further clarification

Strategic Planning and Community Engagement

Darlene provided an update on the strategic planning guiding principles and values and proposed representation on community center board and committees.

Darlene Schroeder recommended that the planning and engagement summary be accepted. It was agreed by consensus that a follow-up community engagement meeting be held in April following the April board meeting.

Short Term Goals and Strategies:

Motion made by Diane Shuck to pursue the FOB system for use at the community center; seconded by Ernie Carlson; approved by board.

Motion made by Darlene Schroeder and seconded by Diane Shuck that non-profit organizations may provide in-kind support for their use of WCAC in lieu of cash. In kind support considered as payment would be community center host 1 hour for every hour of use. Expectations that three persons would be hosting at any one time. Expected hosting hours would occur on week-ends or evenings. A list of host expectations will be provided.

Motion made by Darlene Schroeder and seconded by Diane Shuck that the board will schedule activities on week-end days that are open through August 2016. Compensation for entertainment: 1. Entertainers may elect to receive free-will donations 2. Businesses and other community groups will be invited to underwrite activities. e.g. pay the difference between agreed upon fee and donations received. Underwriters will be listed as sponsor of activities on all publicity. Sponsors will be encouraged to pay performers directly. 3. Solicit donations of activities, games, etc of interest of children, youth and other age groups

Diane Shuck moved that Terry Smith, local business person and parent along with Ben Larson, staff with "People First" a self-advocacy group for people with disabilities be appointed to the community center board. Motion was seconded by Ernie Carlson and passed.

Submission of Minutes to City Council

Council invites minutes to be submitted as soon as they are ready with the caveat or "not yet approved by the WCAC Board". Diane Shuck will submit minutes directly to city office.

Budget for 2017

It was noted that we should be working on the 2017 budget in April and May for next year as it will be submitted to the mayor in early summer. Budget proposals, including staffing needs will be on the April and May board agendas.

Other Information:

Claudia Cederstrom reported Redwood Falls is looking at increase by 1.4million expansion to community center with addition of senior center

The next meeting will be held April 8th, 9 a.m. at WCAC. Agenda items will include fee and use policies, 2017 budget, including staffing, programming and other needs, strategic planning and community engagement.

Motion to adjourn was made by Ernie Carlson and seconded by Diane Shuck. The motion passed and the meeting was adjourned.

Submitted by Diane Shuck, Secretary
WCAC Board.

**Community Education & Recreation
Joint Powers Board
March 30, 2016**

Members Present: Dave Baumgart, Sally Calvin, Scott Guptill, Allen Huselid, Carol Laumer, Audrey Nelsen, Pablo Obregon, Rachel Skretvedt, Darin Strand

Staff Present: Steve Brisendine, Rob Baumgarn, Casey Hagert, Ryan Harper, Scott Ledebouer, Tammy Rudningen, Becky Sorenson, Jena Tollefson, Pam Vruwink

Guests: Nancy Lohn – West Central Builders Assn
Richard Engan & Andy Engan – Engan Associates
Stewart Crosby – SRF Consulting
Sean Christianson – Willmar City Engineer

The meeting was called to order by Vice Chair Rachel Skretvedt. Rachel announced the first item on the agenda was the request for a liquor permit. **Nancy Lohn from West Central Builders was present to explain their request, saying the liquor would be served to the vendors after the show was done (would not be available to the general public). Scott Guptill made a motion to approve the request, Dave Baumgart seconded and motion carried.**

Steve Brisendine brought up the next item on the agenda – Rice Park and introduced Stewart Crosby from SRF Consulting. Mr. Crosby clarified the Rice Park proposal and suggested improvements, stating that SRF will be the lead in the project and Engan Associates is the sub-consultant. SRF has expertise in the splash pad and supporting structures and Engan will handle shelter plans.

It was stated that the \$706,000 approved by the City Council would cover the new shelter and splash pad with cement patio/walkways along with removal of the wading pool and existing basketball court. The remainder of the park would stay the same until future resources are available to make further enhancements.

Design development is the next phase. SRF will work with the City and splash pad vendors. Staff has already contacted two different vendors. Mr. Crosby stated that both companies have good references. The design of the splash pad and patio area must be refined. SRF would provide the necessary information to vendors so they can submit bids. SRF would also provide assistance in the permitting processes. During the bidding process, questions will arise that SRF will answer. Once bids have been submitted, SRF will verify the qualifications of the low bid company. SRF will be in Willmar once a week during the whole process for construction meetings. Mr. Crosby stated that he is a landscape specialist and not a specialist as Engan is in plumbing, etc.

**Community Education & Recreation
Joint Powers Board
March 30, 2016, page 2**

Richard Engan talked about the process and why two firms were needed. He stated the first step is to decide exactly what is wanted with regard to shelter specifications. Engan works with a group of engineers specializing in various forms.

Carol Laumer asked about the master plan. Stewart Crosby stated the master plan was a road map with ideas about all the parks. The Rice Park proposal is a more specific plan as a starting point.

Rachel Skretvedt asked if SRF is the onsite construction manager. Richard Engan stated that Engan Associates is working under SRF.

Audrey Nelson wants Rice Park to be the first good step in the park plan, does not want us to short change the plan. She stated that we have one chance to get it right. She also thinks that we need to have a donation process in place. She believes that there are many people or businesses who would donate if they knew their money was being set aside for park improvements.

Pablo Obregon asked how we should go about getting the extra for Rice Park (estimated cost for all the Rice Park improvements is \$1.5 million and we only have \$706,000 to spend at this time). Steve said that when the \$706,000 was approved for park expenditures, it was put into a CIP for park improvements and it was decided to put all that into Rice. He stated that Robbins Island was also high on the priority list but, since the cost to enhance Robbins Island was approximately \$8 million, the thought was to start with Rice. Steve stated that we are still working on the regional park designation for the Island and that, if we receive that designation, there would be grants we could apply for.

It was stated that we want the first shelter to set the standard for the remaining parks. Darin Strand asked what the price difference would be in an open shelter versus a three season shelter. Richard Engan stated he could not give a realistic answer at this time saying everything depends on size and amenities. He felt there would not be a significant price difference due to the fact that either style shelter would need the same footings, etc. The main increase would be in insulation and window costs.

Allen Huselid asked if the greatest items that SRF and Engan needs to focus on is getting answers to the questions the City Council asked. Audrey Nelsen spoke about the concerns of the City Council that she has experienced. Steve responded that there have been no decisions made with Rice Park plans and that what was presented to the Council were suggestions and ideas only.

Rachel Skretvedt asked what the next step is if the City Council agrees at the next meeting. She questioned who would be the contact group that SFR and Engan works with. Steve stated that he feels the Joint Powers Board should be the main contact.

Sean Christianson said the Master Plan is a conceptual plan, not a firm design.

**Community Education & Recreation
Joint Powers Board
March 30, 2016, page 3**

Pablo Obregon stated that even though we may have differences of opinion on how to do this project, he is glad we are all on the same page regarding the park plan going forward with one voice.

Allen Huselid asked about the contract with SRF for the splash pad, concrete patio and shelter. If it is decided later on to add additional amenities such as basketball courts, etc. would a new contract be needed? Mr. Crosby responded that an extension could be added to the existing contract.

Stewart Crosby and Richard Engan will be present at the next City Council meeting to present the Master Plan and explain the purpose of the plan, stating that we now want to implement some of the master plan. Steve stated he is hopeful that the Council will move forward with the plan once they have listened to SRF and Engan's answers at Monday's meeting.

Rachel Skretvedt stated that the Council wants details that we hadn't determined. Audrey Nelson said that a statement had been made that this is the plan which has already been decided.

A motion was made by Allen Huselid that the Joint Powers Board supports the professional services agreement with SRF as presented to the Joint Powers Board. The motion was seconded by Pablo Obregon. Motion passed.

Steve Brisendine announced that Abdirahman Ibrahim has resigned his position on the Board so we now have another City spot open. He asked everyone to keep that in mind and let him know of anyone they know of who may be interested.

Staff and Board updates: Casey Hagert spoke about the Bike Open House next week, Thursday, April 7 at the City Auditorium from 5-7 pm. Carol Laumer stated that she is glad a bike trail has been added to Lakeland Drive. She also asked about the Facility Study. Sean Christianson said that the report is still being compiled and includes projects at City Hall and the Community Center such as door replacement, etc. He is hopeful that the report will be completed in May.

Rachel Skretvedt said she had attended the Community Engagement get together at the Community Center and that Darlene Schroeder had contacted her about having someone from the Joint Powers Board agreeing to serve on the Community Center Council.

Steve talked about dogs in the parks. Now that the snow is gone, it is noticeable that dogs have enjoyed the parks a great deal. He is working on getting signs to put in the parks regarding dogs and stated that a new sign is being posted for Jefferson playground stating no dogs. He also talked about the possibility of getting some more disposal units installed in the various parks such as the dog park has. Audrey mentioned there is discussion to increase the cost of dog licenses and that part of the extra money could go to park expenses with regards to dogs.

Community Education & Recreation

Joint Powers Board

March 30, 2016, page 4

Clean up day at the Dog Park is April 19. It was suggested to have clean up days at other parks.

Scott Guptill asked to be updated about Arena matters, specifically the Junior Hockey team. Steve stated that there have been discussions and an agreement has been submitted which will be on the City Council agenda. Steve feels it is a good thing for Willmar to have a junior hockey league team. The lease agreement for the 2016-17 year is in our hands. There would be 22 home games, Friday and Saturday nights in the Cardinal Arena with practices during the weekday. Steve believes there should be no conflicts. He said it was confidential up until 10 days ago which is why nothing was mentioned earlier.

Rachel Skretvedt asked if the Arena was up to handling the additional ice usage due to problems experienced earlier this year. Steve responded that he had told the group that our facility is what it is. The locker rooms and office space will work for them. 2018 is the proposed date for refrigeration replacement. Steve believes that the lease price being paid will cover additional costs of ice, lights, etc. Scott Guptill said that the Curling Club is glad to see more hockey and supports the Junior Hockey program. Allen Huselid asked what the length of time was for the lease. Steve stated it is for one year.

The next Joint Powers Board meeting will be April 22. As there was no further business, Darin Strand adjourned the meeting.



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: DAN ANDERSON Date of Application: 3/1/2016

Address: 615 GRACE AVE SW WILLMAR, MN Phone No. 320-262-2368
(Certain Boards and Commissions may require that you are a resident of the City of Willmar)

Email: danderson@heritagebankna.com

What prompted you to make application for a citizen committee? _____

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

Born and raised in Willmar, now work and have a family here.
I want to contribute to the growth and success of my
community.

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

Eagle Creek Board, Grow MN Board, next social & education co-chair,
next leadership board

List your educational background: Graduated from SC SU

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

See above

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

Heritage Bank - Willmar MN
310 1st St. SW

Please return completed application to:

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

Or fax completed forms to:

(320) 235-4917



City Office Building
333 SW 6th Street
Willmar, MN 56201
Main Number 320-214-5160
Fax Number 320-235-4917

COUNCIL ACTION REQUEST

DATE: April 4, 2016

SUBJECT: Professional Services Agreement-SRF for Rice Park Project

RECOMMENDATION: Staff recommends allowing the City Administrator to enter into an agreement with SRF Consulting Group, Inc. for project management of the Rice Park CIP project.

BACKGROUND: The Public Works Committee received this information verbally at their March 15, 2016 meeting and agreed to move it on to the full City Council. \$706,000.00 has been allocated in the 2016 CIP for Rice Park Improvements. These improvements would include removal of existing aged amenities, splash pad, shelter, bathroom/changing facility, walkways and landscaping to enhance Rice Park. The Scope of Services included in this agreement would include;

Design Development
Construction Documents
Project Management
Construction Assistance
Miscellaneous Expenses

See document for more details of this agreement.

SRF has enlisted the services of Engan and Associates to provide Architectural Services on this project.

FINANCIAL CONSIDERATION: \$56,827.00 is required for the proposal with SRF Consulting Group which would come out of the \$706,000 that has been allocated in the 2016 CIP.

LEGAL: This is an agreement for professional services and given SRF was involved with the creation of the Park Plan for the City of Willmar we feel they are the firm in the best position to guide us through this project.

Department/Responsible Party: Steve Brisendine

Reviewed by: Larry Kruse, City Administrator

Resolution No. _____

Whereas the City of Willmar desires to retain a firm to provide professional services for the Rice Park Improvements Project; and

Whereas a proposal has been made by the firm of SRF Consulting Group, Inc. at an estimated cost of \$56,827.00;

Now therefore be it resolved by the City Council of the City of Willmar that said proposal be accepted and that the Mayor and City Administrator be authorized to execute an agreement on behalf of the City for the same.

Dated this 21st day of March, 2016

Mayor

Attest:

City Clerk-Treasurer

March 10, 2016

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

SUBJECT: PROPOSAL FOR PROFESSIONAL SERVICES FOR RICE PARK DESIGN AND
CONSTRUCTION SERVICES — WILLMAR, MINNESOTA

Dear Mr. Brisendine:

Based on your request, we are pleased to submit this proposal to provide professional services for design and construction administration services for Rice Park in downtown Willmar. It is our understanding that the City of Willmar (City) wishes to develop a splash pad, a restroom/picnic shelter and an outdoor patio area, and pedestrian circulation in Rice Park, replacing the existing wading pool and picnic shelter. SRF Consulting Group, Inc. (SRF) is pleased to be partnering with Engan Associates, a local Willmar architecture firm with extensive experience designing similar park structures.

Initial design tasks will include working with a splash pad vendor to develop a concept for the splash pad and developing a concept for a park building that will include restroom and picnic facilities. Once the concepts have been approved by City staff, the design tasks will continue with design development, construction documents and in-construction assistance.

SCOPE OF SERVICES

We propose to carry out the work as described as follows:

- Design Development \$3,830
 - Refine splash pad concept with splash pad vendor.
 - Refine park building concept with Project Architect and present City staff with revised design concept.
 - Prepare revised site concept drawings incorporating splash pad and park building concepts.
 - Attend one (1) meeting with City staff to review revised site concept.

- Construction Documents \$17,166
 - Prepare construction documents, specifications and engineer's estimate.
 - Submit P, S & E package to City staff for review and make appropriate revisions as necessary (assume one (1) round of revisions).
 - Assist City staff in securing necessary permits for construction and prepare supporting documentation for necessary permits including preparation of the required Stormwater Pollution Prevention Plan (SWPPP) and NPDES permit.
 - Assist City staff in responding to questions from contractors during the bidding process.
 - Review contractor bids for accuracy.

- Project Management \$1,398
 - Day-to-day project coordination, project oversight, and quality control reviews of preliminary and final plans.

- Construction Assistance \$6,480
 - Conduct construction administration and periodic on-site construction observation including one (1) preconstruction meeting with contractor and City staff.
 - Attend one (1) weekly site inspection during construction to verify project is proceeding in accordance with the contract documents (assume that construction period will be eight (8) weeks).
 - Review and approve shop drawings, samples, and submittals of the contractor.

- Expenses \$938
 - Mileage for travel and copy duplication

Total SRF Costs: \$29,827

ASSUMPTIONS

- Steve Brisendine, Director of Community Education & Recreation, will serve as the formal project liaison on behalf of the City of Willmar. In this role, Mr. Brisendine will serve as the point of contact for SRF and the information conduit to the City.
- Construction is intended to begin in summer 2016 with completion that same year.
- The City of Willmar has allocated \$706,000 for this project, which will include design fees and construction costs.
- It is assumed that the City will procure the necessary permits for construction. SRF will assist the City in obtaining regulatory permits from local authorities by providing technical drawings

and information necessary to make the permit application(s). It is not known at this time if a watershed permit is required. If required, the time and expense for its preparation and securing will be considered an additional expense.

- The City will advertise and distribute plans and special provisions to contractors through the City's standard methods.
- The City will provide SRF with a site survey.
- Geotechnical services needed for site work and construction are not included in this contract. SRF assumes the City will provide this information or SRF can contract with a local firm to provide this service as an out-of-scope expense.
- Engineering services for the splash pad design will be provided by the splash pad provider.

SCHEDULE

We will complete this work within a mutually agreed-upon time schedule.

BASIS OF PAYMENT/BUDGET

We propose to be reimbursed for our services on an hourly basis for the actual time expended. Other direct project expenses, such as printing, supplies, reproduction, etc., will be billed at cost, and mileage will be billed at the current allowable IRS rate for business miles. Invoices are submitted on a monthly basis for work performed during the previous month. Payment is due within 30 days.

Based on our understanding of the project and our scope of services, we estimate the cost of our services to be \$56,827.00, which includes both time and expenses.

CHANGES IN THE SCOPE OF SERVICES

It is understood that if the scope or extent of work changes, the cost will be adjusted accordingly. Before any out-of-scope work is initiated, however, we will submit a budget request for the new work and will not begin work until we receive authorization from you.

STANDARD TERMS AND CONDITIONS

The attached Standard Terms and Conditions (Attachment A), together with this proposal for professional services, constitute the entire agreement between the Client and SRF Consulting Group, Inc. and supersede all prior written or oral understandings. This agreement may only be amended, supplemented, modified or canceled by a duly executed written instrument.

ACCEPTANCE/NOTICE TO PROCEED

A signed copy of this proposal, mailed or emailed to our office, will serve as acceptance of this proposal and our notice to proceed. The email address is scrosby@srfconsulting.com.

We sincerely appreciate your consideration of this proposal and look forward to working with you on this project. Please feel free to contact us if you have any questions or need additional information.

Sincerely,

SRF CONSULTING GROUP, INC.



Stewart F. Crosby, PLA, ASLA (MN)
Senior Associate



Ken J. Grieshaber, PLA, ASLA (MN IA ND)
Principal

SFC/KJG/jal

Attachment A – Standard Terms and Conditions
Attachment B – Engan Associates Architects proposal

cc: Sean Christensen, City of Willmar
Scott Ledebor, City of Willmar

APPROVED:

CITY OF WILMAR

(signature)

Name _____

Title _____

Date _____

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

SRF P160238

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**ATTACHMENT A
STANDARD TERMS AND CONDITIONS**

The Standard Terms and Conditions together with the attached Proposal for Professional Services constitute the entire Agreement between the CLIENT and SRF Consulting Group, Inc. ("SRF") and supersede all prior written or oral understandings. This Agreement may only be amended, supplemented, modified, or canceled by a duly executed written instrument.

1. STANDARD OF CARE

- a. The standard of care for all professional services performed or furnished by SRF under this Agreement will be the care and skill ordinarily used by members of SRF's profession practicing under similar circumstances at the same time and in the same locality. SRF makes no warranties, expressed or implied, under the Agreement or otherwise, in connection with SRF's service.
- b. The CLIENT shall be responsible for, and SRF may rely upon, the accuracy and completeness of all requirements, programs, instructions, reports, data, and other information furnished by CLIENT to SRF pursuant to this Agreement. SRF may use such requirements, reports, data, and information in performing or furnishing services under this Agreement.

2. INDEPENDENT CONTRACTOR

All duties and responsibilities undertaken pursuant to this Agreement will be for the sole and exclusive benefit of the CLIENT and SRF and not for the benefit of any other party. Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against either the CLIENT or SRF. SRF's services under this Agreement are being performed solely for the CLIENT's benefit, and no other entity shall have any claims against SRF because of this Agreement or the performance or nonperformance of services hereunder.

3. PAYMENT TO SRF

Invoices will be prepared in accordance with SRF's standard invoicing practices and will be submitted to the CLIENT by SRF monthly, unless otherwise agreed. Invoices are due and payable within thirty (30) days of receipt. If the CLIENT fails to make any payment due SRF for services and expenses within forty-five (45) days after receipt of SRF's invoice thereafter, the amounts due SRF will be increased at the rate of 1-1/2% per month (or the maximum rate of interest permitted by law, if less). In addition, SRF may, after giving seven days written notice to the CLIENT, suspend services under this Agreement until SRF has been paid in full of amounts due for services, expenses, and other related charges.

4. OPINION OF PROBABLE CONSTRUCTION COST

Any opinions of costs prepared by SRF represent its judgment as a design professional and are furnished for the general guidance of the CLIENT. Since SRF has no control over the cost of labor, materials, market condition, or competitive bidding, SRF does not guarantee the accuracy of such cost opinions as compared to contractor or supplier bids or actual cost to the CLIENT.

5. INSURANCE

SRF will maintain insurance coverage for Workers' Compensation, General Liability, Automobile Liability and Professional Liability and will provide certificates of insurance to the CLIENT upon request.

6. INDEMNIFICATION AND ALLOCATION OF RISK

- a. To the fullest extent permitted by law, SRF agrees to indemnify and hold harmless the CLIENT, their officers, directors and employees against all damages, liabilities or costs (including reasonable attorneys' fees and defense costs) to the extent caused by SRF's negligent acts under this Agreement and that of its subconsultants or anyone for whom SRF is legally liable.
- b. To the fullest extent permitted by law, the CLIENT agrees to indemnify and hold harmless SRF, their officers, directors and employees against all damages, liabilities or costs to the extent caused by the CLIENT's negligent acts under this Agreement and anyone for whom the CLIENT is legally liable.

7. TERMINATION OF AGREEMENT

Either party may at any time, upon seven days prior written notice to the other party, terminate this Agreement. Upon such termination, the CLIENT shall pay to SRF all amounts owing to SRF under this Agreement, for all work performed up to the effective date of termination.

8. OWNERSHIP AND REUSE OF DOCUMENTS

All documents prepared or furnished by SRF pursuant to this Agreement are instruments of service, and SRF shall retain an ownership and property interest therein. Reuse of any such documents by the CLIENT shall be at CLIENT's sole risk; and the CLIENT agrees to indemnify, and hold SRF harmless from all claims, damages, and expenses including attorney's fees arising out of such reuse of documents by the CLIENT or by others acting through the CLIENT.

9. USE OF ELECTRONIC MEDIA

- a. Copies of Documents that may be relied upon by the CLIENT are limited to the printed copies (also known as hard copies) that are signed or sealed by SRF. Files in electronic media format of text, data, graphics, or of other types that are furnished by SRF to the CLIENT are only for convenience of the CLIENT. Any conclusion or information obtained or derived from such electronic files will be at the user's sole risk.
- b. When transferring documents in electronic media format, SRF makes no representations as to long-term compatibility, usability, or readability of documents resulting from the use of software application packages, operating systems, or computer hardware differing from those used by SRF at the beginning of this Assignment.
- c. If there is a discrepancy between the electronic files and the hard copies, the hard copies govern.
- d. Because data stored in electronic media format can deteriorate or be modified inadvertently or otherwise without authorization of this data's creator, the party receiving electronic files agrees that it will perform acceptance tests or procedures within sixty (60) days, after which the receiving party shall be deemed to have accepted the data thus transferred. Any errors detected within the sixty (60) day acceptance period will be corrected by the party delivering the electronic files. SRF shall not be responsible to maintain documents stored in electronic media format after acceptance by the CLIENT.

10. FORCE MAJEURE

SRF shall not be liable for any loss or damage due to failure or delay in rendering any service called for under this Agreement resulting from any cause beyond SRF's reasonable control.

11. ASSIGNMENT

Neither party shall assign its rights, interests or obligations under this Agreement without the express written consent of the other party.

12. BINDING EFFECT

This Agreement shall bind, and the benefits thereof shall inure to the respective parties hereto, their legal representatives, executors, administrators, successors, and assigns.

13. SEVERABILITY AND WAIVER OF PROVISIONS

Any provisions or part of the Agreement held to be void or unenforceable under any laws or regulations shall be deemed stricken, and all remaining provisions shall continue to be valid and binding upon the CLIENT and SRF, who agree that the Agreement shall be reformed to replace such stricken provision or part thereof with a valid and enforceable provision that comes as close as possible to expressing the intention of the stricken provision. Non-enforcement of any provision by either party shall not constitute a waiver of that provision, nor shall it affect the enforceability of that provision or of the remainder of this Agreement.

14. SURVIVAL

All provisions of this Agreement regarding Ownership of Documents and Reuse of Documents, Electronic Media provisions, Indemnification and Allocation of Risk, and Dispute Resolution shall remain in effect.

15. DISPUTE RESOLUTION

If negotiation in good faith fails to resolve a dispute within the thirty (30) days of notice of the dispute, or time period specified by applicable law, then the parties agree that each dispute, claim or controversy arising from or related to this Agreement or the relationships which result from this Agreement shall be subject to mediation as a condition precedent to initiating legal or equitable actions by either party. Unless the parties agree otherwise, the mediation shall be in accordance with the Commercial Mediation Procedures of the American Arbitration Association then currently in effect. A request for mediation shall be filed in writing with the American Arbitration Association and the other party. No legal or equitable action may be instituted for a period of ninety (90) days from the filing of the request for mediation unless a longer period of time is provided by agreement of the parties. Cost of mediation shall be shared equally between the parties. Mediation shall be held in a location mutually agreed upon by the parties. The parties shall memorialize any agreement resulting from the mediation in a mediated settlement agreement, which agreement shall be enforceable as a settlement in any court having jurisdiction thereof.

16. CONTROLLING LAW

This Agreement is to be governed by the law of the principal place of business of SRF.

17. SITE SAFETY

SRF shall not at any time supervise, direct, control or have authority over or charge of, nor be responsible for, the construction means, methods, techniques, sequences or procedures, or for safety and security precautions and programs in connection with the work performed by any Contractor for the Project, nor for any failure of any Contractor to comply with laws and regulations applicable to such Contractor's work, since these are solely the Contractor's rights and responsibilities. SRF shall not be responsible for the acts or omissions of any Contractor or Owner, or any of their agents or employees, or of any other persons (except SRF's own employees and consultants), furnishing or performing any work for the Project, except as specifically outlined in SRF's scope of services.



March 10, 2016

Stewart Crosby
SRF Consulting Group
One Carlson Parkway North, Suite 150
Minneapolis, MN 55447-4443

RE: **Rice Park Shelter Upgrades, Willmar, MN** (#296.16)

Dear Stewart:

This letter responds to your request for a proposal to provide Architectural services for the Park Shelter structure at Rice Park in Willmar, Minnesota. We are proposing to be a subcontractor to you to provide building design services for the Park Shelter Community Room building. Our services are intended to begin with looking at the Park Master Plan as previously prepared and that we have received.

Our services:

A. Preliminary Planning

1. Become familiar with the issues related to the development of this project.
2. Meet with you and the Owner to review size and features required.
3. The minutes of this meeting (#2) will be the program for this building project.
4. With you and the City establish how utilities such as water, electricity, and sewer will serve this building.
5. Develop schematic design of the building.
6. Review preliminary plans.

Outcomes:

1. Preliminary floor plan.
2. Sketch indicating appearance of the structure.
3. Estimate of probable construction cost.

B. Design Development & Construction Documents

1. Review schematic design with our Structural, Mechanical, and Electrical Engineers.
2. Develop construction documents for the proposed building.
3. Develop technical specifications for the proposed building.
4. Review work of our engineers and incorporate required changes with the engineers and into our documents.
5. Review construction documents with you and the City.

Outcomes:

1. Construction drawings.
2. Technical specifications.
3. Estimate of probable construction cost.
4. Building code summary.

C. Bidding & Negotiations

1. Work with you and the City to distribute construction documents.
2. Answer any questions that arise.
3. Follow up with Addenda for any required items.
4. Assist with bid opening if required and/or necessary.
5. Review bids and make recommendations to the Owner.

D. Construction Administration

1. Work with construction team to promote a seamless construction process.
2. Prepare for and attend the Pre-construction Meeting.
3. Review shop drawings.
4. Answer Contractor's questions.
5. Attend on-site Progress Meetings.
6. Assist in color selection.
7. Conduct Substantial Completion Inspection and prepare memo and Certificate of Substantial Completion.

Our services will conform with the Owner Architect Agreement AIA B105 and Architect Consultant's Agreement AIA C401 modified for this project.

E. Our costs are as follows:

Schematic Design	\$ 4,000
Construction Documents	\$ 19,000
Architect	\$ 6,250
Structural Engineer	\$ 3,000
Mechanical Engineer	\$ 6,000
Electrical Engineer	\$ 3,480
Bidding/Negotiation & Construction Administration	\$ 4,000
TOTAL	\$ 27,000

We look forward to working with you and your team to provide a new park shelter to the City of Willmar.

Respectfully,



Andrew Engan
AME/mml

FINANCE COMMITTEE

MINUTES

The Finance Committee of the City of Willmar met on Monday, March 28, 2016, in Conference Room No. 1 at the City Office Building.

Present:	Denis Anderson	Chair
	Tim Johnson	Vice-Chair
	Rick Fagerlie	Member
	Shawn Mueske	Member

Others present: City Administrator Larry Kruse, Finance Director Steve Okins, Public Works Director Christensen, and CER Director Steve Brisendine.

Item No. 1 Call to Order

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

Item No. 2 Public Comments

There were no comments from the public.

Item No. 3 OPG3, Inc., Agreement for Document Management System (Resolution)

Staff explained to the Committee the need for a Document Management System for the City of Willmar for the purpose of archiving and preserving documents and information. By State Statute, the City must retain many documents for various periods of time with many of these items, such as council minutes, required to be kept in perpetuity. An additional benefit would be increased staff workflow efficiency because an electronic document imaging system would provide easy access by employees to essential documents rather than researching the information either in the physical storage areas or by interrupting other departments to track down the information. Staff has explored multiple systems and has determined that a Laserfische System through OPG3, Inc., at a cost of \$41,000 is the best suited for the City's needs. Previous Council action authorized the use of City funds for this project but authorization for the Mayor and City Administrator to execute the agreement is also needed.

Following discussion, Council Member Mueske made a motion to introduce a resolution to authorize the Mayor and City Administrator to enter into an agreement with OPG3, Inc., in the amount of \$41,000 for implementing the Document Management System. Council Member Fagerlie seconded the motion which carried.

Item No. 4 Willmar Township Fire Protection Agreement (Resolution)

Staff reviewed with the Committee the proposed Fire Protection Contract with Willmar Township. The state-wide formula used to calculate the amount due from the Township is based on information from the previous year, which includes operating costs of the Fire Department, depreciation of the fire station and equipment, the number of firefighter hours used and market values of the area covered in Willmar Township. It was noted that the amount of the contract is down substantially from last year due to the reduced number of fire calls.

Following discussion, Council Member Fagerlie made a motion to introduce a resolution authorizing the Mayor and the City Administrator to execute the agreement as presented in the amount of \$16,380.64. Council Member Mueske seconded the motion which carried.

Item No. 5 Civic Center Usage Agreement With Junior Hockey Team (Information)

Staff explained to the Committee that the City of Willmar has been approached by an ownership group interested in leasing the Civic Center Cardinal Arena for use by a Tier 3 Junior Hockey Team. The lease would include approximately 200 hours of ice time for practices, ice usage for 22 home games, locker room and office space for a preliminary estimate of \$40,000 per year. In addition, the team is proposing to pay the City \$8,000 annually for advertising in the Cardinal Arena facility. The final contract is still being worked out but a draft copy has been sent to the City Attorney for his review. Once the final numbers are known, the final lease agreement will be sent to Attorney Scott again for his approval. It was noted there may be some scheduling issues to work out with high school hockey games but staff does not believe this agreement will negatively impact any current users and most likely will have a positive impact on all users and overall use of the Civic Center. Local groups, such as the Willmar Hockey Association, have indicated their support of having a Junior Hockey Team in Willmar. Fiscally, it is anticipated that costs will increase at the arena due to the increased usage, however, it is believed that the additional revenues generated should offset the applicable increase in expenditures. Council Members requested that the owners be present at the next Council Meeting and that a detail be provided of how the lease amounts were determined as well as copies of the letters of support from the various local groups. This matter was taken for information.

Item No. 6 Reports (Information)

The Committee received the following reports: 12/31/15 Rice Trust Fund and Moody's Investors Service Credit Rating. Discussion included a request for a ten-year history of Willmar's tax base which staff will provide from the annual assessing reports. This matter was taken for information only.

There being no further business to come before the Committee the meeting adjourned at 5:42 p.m.

Respectfully submitted,



Carol Cunningham
Accounting Supervisor



COUNCIL ACTION REQUEST

DATE: March 28, 2016

SUBJECT: Request to enter into an agreement with OPG3 Inc.

RECOMMENDATION: It is respectfully requested the City Council consider the following recommendation:

Motion to enter into an agreement with OPG3 Inc. to implement the Document Management System in the amount of \$41,000.

BACKGROUND:

Document Management:

By State Statute the City must retain many documents for various periods of time, with many of them like minutes to be kept in perpetuity. The City literally has hundreds of thousands of documents to manage and is in need of a long term solution to store and access documents in a timely manner. Many of the paper documents are located under fire sprinkler systems, where they could be damaged and others are impossible to find due to the sheer number of them. Beyond storing City documents the City is in need of a disaster recovery system, whereby important records such as the City's minutes and financial records can be accessed from remote locations in the event of a disaster. Currently the City would be greatly hindered if a fire, flood or other event would affect City Hall and other City operations.

An electronic document imaging system provides easy access by employees to essential documents, that now employees would have to go interrupt another department to get that information. Employees can be given full document access or their authority can be limited to read only access. For example, a Department Director can search an invoice from the past to determine future actions. Once documents are in the system, an employee would search City records much like you would search the web. In many instances, those records are at the employee's finger tips. Purge dates can be incorporated into the scanning process creating a notice when documents can be purged pursuant to the State Historical Society's retention schedule. Only authorized employees can purge documents pursuant to the records retention schedule.

With some program expansion, the City Council and general public can be given access to certain City records like minutes and they too can search those documents for key words.

Beyond storage and access, work processes can be developed to electronically route documents through a sequence of approvals in a seamless way. They can go simultaneously or in sequence depending on how the workflow is set up.

Staff would begin by scanning all current documents and as time allows begin the task to scan all historical documents. Many other cities and counties around the state have been doing this for years creating efficiency, security and disaster recovery.

Staff reviewed multiple document imaging products and it was decided that Laserfische offered the most comprehensive solution with features such as workflow items, a public portal and auditing which would best fit our needs. OPG-3 Inc. is a company based in Eagan that has worked with multiple municipalities and counties. Also the Administrator Kruse has worked with OPG-3 in the past implementing a document management system in a number of communities.

FINANCIAL CONSIDERATION:

The \$41,000 for a Document Management System as identified in the recently modified technology CIP

LEGAL: Documents are saved in their native format and are a recognized way to store records pursuant to the State Historical Society Records Retention laws.

Department/Responsible Party: Ross Smeby, IT Coordinator

Reviewed by: Larry Kruse, City Administrator

RESOLUTION NO. _____

DOCUMENT MANAGEMENT APPROVAL

WHEREAS, the City of Willmar needs to purchase a Document Management System for archiving, preserving, auditing, and for increasing staff workflow efficiency and;

WHEREAS, the City of Willmar has explored multiple systems and has determined that a Laserfische system as the best suited for the City's needs;

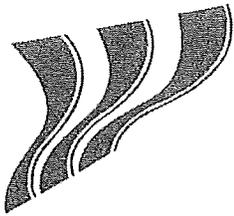
NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Willmar that the Mayor and City Administrator be authorized to repurpose \$41,000 from the Information Systems Thin Client Capital Improvement Project to the Document Management System

Dated this 4th day of April, 2016.

MAYOR PRO TEMPORE

Attest:

CITY CLERK



WILLMAR

City Clerk-Treasurer

**City Office Building
333 SW 6th Street
Willmar, MN 56201
Main Number 320-214-5166
Fax Number 320-235-4917**

COUNCIL ACTION REQUEST

DATE: March 14, 2016

SUBJECT: Willmar Township Fire Agreement

RECOMMENDATION: It is respectfully recommended the City Council approve the following:

Approve an agreement with Willmar Township and introduce a resolution authorizing the Mayor and City Administrator to execute the agreement.

BACKGROUND:

Willmar Township is under an annual contract for Willmar Fire Department service. A statewide formula has been used for decades to calculate the Township cost sharing proposal and is enclosed with current numbers.

Willmar Township

2016	\$16,380.64
2015	\$20,245.64
2014	\$47,706.46
2013	\$33,704.96
2012	\$20,540.54
2011	\$19,301.12

FINANCIAL CONSIDERATION: \$16,380.64 for the Willmar Townships fiscal year

LEGAL: N/A

Department/Responsible Party: Kevin J. Halliday, City Clerk-Treasurer

RESOLUTION NO. ____

WHEREAS Willmar Township annually contracts with the City of Willmar Fire Department for fire protection services; and

WHEREAS it is the established practice of the City of Willmar to use a statewide formula to calculate the Township cost sharing proposal;

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Willmar that the Mayor and City Administrator be authorized to execute the fire protection agreement with Willmar Township for the period 04/01/16 - 03/31/17 in the amount of \$16,380.64.

Dated this 4th day of April, 2016.

MAYOR

Attest:

CITY CLERK



City Office Building
333 SW 6th Street
Willmar, MN 56201
Main Number 320-214-5160
Fax Number 320-235-4917

*Rec.
3/28/16
3:00 PM
[Signature]*

COUNCIL ACTION REQUEST

DATE: March 28, 2016

SUBJECT: Civic Center Lease-Junior Hockey

RECOMMENDATION: Approve the Mayor and City Administrator to enter into an agreement with representatives of an organization interested in bringing a Tier 3 Junior Hockey Team to Willmar for the 2016-17 season.

BACKGROUND: City Staff have been contacted by an ownership group interested in leasing the Civic Center Cardinal Arena for use by a Junior Hockey Team. The lease would include approximately 200 hours of ice for practices, ice usage for 22 home games, locker room and office space. The numbers being discussed for the lease rate would be \$40,000.00 for the space discussed previously. In addition a proposal of a payment to the City of Willmar in the amount of \$8,000.00 annually would allow this team to sell advertising in the Cardinal Arena facility.

The final contract is still being worked out but a draft copy had been sent to Attorney Scott previously for his review. Once the final numbers are known the final lease agreement will be sent to Mr. Scott again for his approval.

Staff has been involved in this discussion for the last 15 months or so. Due to some new dynamics that have taken place both on the part of the Junior Team and the City's staff believe this is an arrangement that would benefit all parties including current users of the Civic Center.

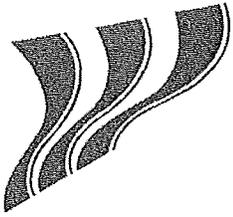
There will be some scheduling issues to work out but staff does not believe this agreement will negatively impact any current users and most likely will have positive impacts on all users and the overall use of this facility.

It is anticipated that costs will increase at this facility about the same amount as the revenue being proposed. It is hoped that with the expanded ice time in the fall and spring of the year that current users will rent space that will have a positive net impact to the overall budget.

FINANCIAL CONSIDERATION: \$48,000.00 \$40,000.00 Ice/Space Lease \$8,000.00 Advertising Allowance

LEGAL:

Department/Responsible Party: CER/Steve Brisendine



WILLMAR

City Finance Department

**City Office Building
333 SW 6th Street
Willmar, MN 56201
Main Number 320-235-4984
Fax Number 320-235-4917**

COUNCIL ACTION REQUEST

DATE: March 28, 2016

SUBJECT: Reports

RECOMMENDATION: It is respectfully requested the City Council consider receive the following reports for information:

12/31/15 Rice Trust Fund
Moody's Investors Service Credit Rating

BACKGROUND: Periodically the Council receives various reports providing information for their review.

FINANCIAL CONSIDERATION: None

LEGAL: None

Department/Responsible Party: Steve Okins, Finance Director

PUBLIC WORKS/SAFETY COMMITTEE

MINUTES

The Public Works/Safety Committee of the Willmar City Council met on Tuesday, March 29, 2016, in Conference Room No. 1 at the City Office Building.

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

Others present: City Administrator Larry Kruse; Public Works Director Sean Christensen; Fire Chief Frank Hanson; Loren Engelby, Kandiyohi County Drainage Supervisor; Frank and Lorna Yanish.

Item No. 1 Call to Order

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

Item No. 2 Public Comment

No public comments were made.

Item No. 3 Police and Fire Update (Information)

Fire Chief Frank Hanson noted the jail census for March 29, 2016 was 124; 39 inmates from the Department of Corrections, 77 inmates from Kandiyohi County, 4 inmates from Swift County, 1 inmate from Lac Qui Parle County, 1 inmate from Redwood County, and 2 inmates from Stevens County. The calls for service the previous two weeks totaled 716 and are 10 days ahead of this date last year. The majority of the calls for the previous two weeks were for traffic stops, followed by public assists and crashes.

Fire Chief Hanson noted the total Fire Department calls for service for the previous two weeks totaled 13. The calls included 5 alarm activations, 4 car accidents, 1 grass fire, 1 cooking fire, and 2 house fires. Year to date calls for 2016 totals 80, and is 5 calls down from this time last year. A controlled house burn at 621 6th Street SW is scheduled for 7:00 am on April 16th as a training class for area firefighters through Ridgewater College.

Item No. 4 Grass Lake Restoration Update (Information)

Staff brought forth, for information, an update on the Grass Lake restoration project from Mr. Engelby. The project entails rerouting ditches and restoring a portion of the lake to control the amount and quality of water flowing downstream. Discussion included design constraints, the restoration plan, design analysis, funding and project features. Other areas with stormwater concerns were noted and potential areas for storage were discussed.

Item No. 5 Country Club Drive Lift Station Professional Services/Materials Agreement (Resolution)

Staff brought forth, for approval, the agreement with In-Control for material and professional services for the Country Club Drive Lift Station. Quotes were obtained for the electrical equipment, adjustable speed drives, and motor control center. The professional services include the modifications to the motor control center and building the control panel.

A motion was made by Council Member Ahmann, seconded by Council Member Nelsen to approve the agreement with In-Control for materials and professional services for the Country Club Drive Lift Station

in the amount of \$69,834.00. The motion carried.

Item No. 6 CSAH 23 Establishment (Resolution)

Staff brought forth, for approval, the resolution revising the designation of County State Aid Highway No. 23 within the corporate limits of the City. Kandiyohi County revoked the current designation and established it as the intersection of the highway and 22nd Street SW westerly and northerly to the intersection of County State Aid Highway No. 5 and then terminated. The Committee discussed future State Aid funding on the extension of the street in the future.

A motion was made by Council Member Nelsen, seconded by Council Member Plowman to adopt the resolution revising the designation of County State Aid Highway No. 23 within the corporate limits of the City. The motion carried.

Item No. 7 Stormwater Infrastructure Update (Information)

Staff brought forth, for information, an update on stormwater management improvements and additions over the last four years. Individual projects were discussed as well as storm drainage upgrades within street improvement projects.

There being no further business to come before the Committee, the meeting was adjourned at 6:00 p.m. by Chair Christianson.

Respectfully submitted,



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



WILLMAR

Public Works Director

**City Office Building
333 SW 6th Street
Willmar, MN 56201
Main Number 320-214-5160
Fax Number 320-235-4917**

COUNCIL ACTION REQUEST

DATE: March 29, 2016

SUBJECT: Grass Lake Restoration Update

RECOMMENDATION: No action is needed on the item.

BACKGROUND: The Grass Lake restoration project with Kandiyohi County started in 2015 to reroute ditches and restore a portion of the lake to control the amount and quality of water flowing downstream. The County's Drainage Supervisor, Loren Engelby, will provide an update on the project.

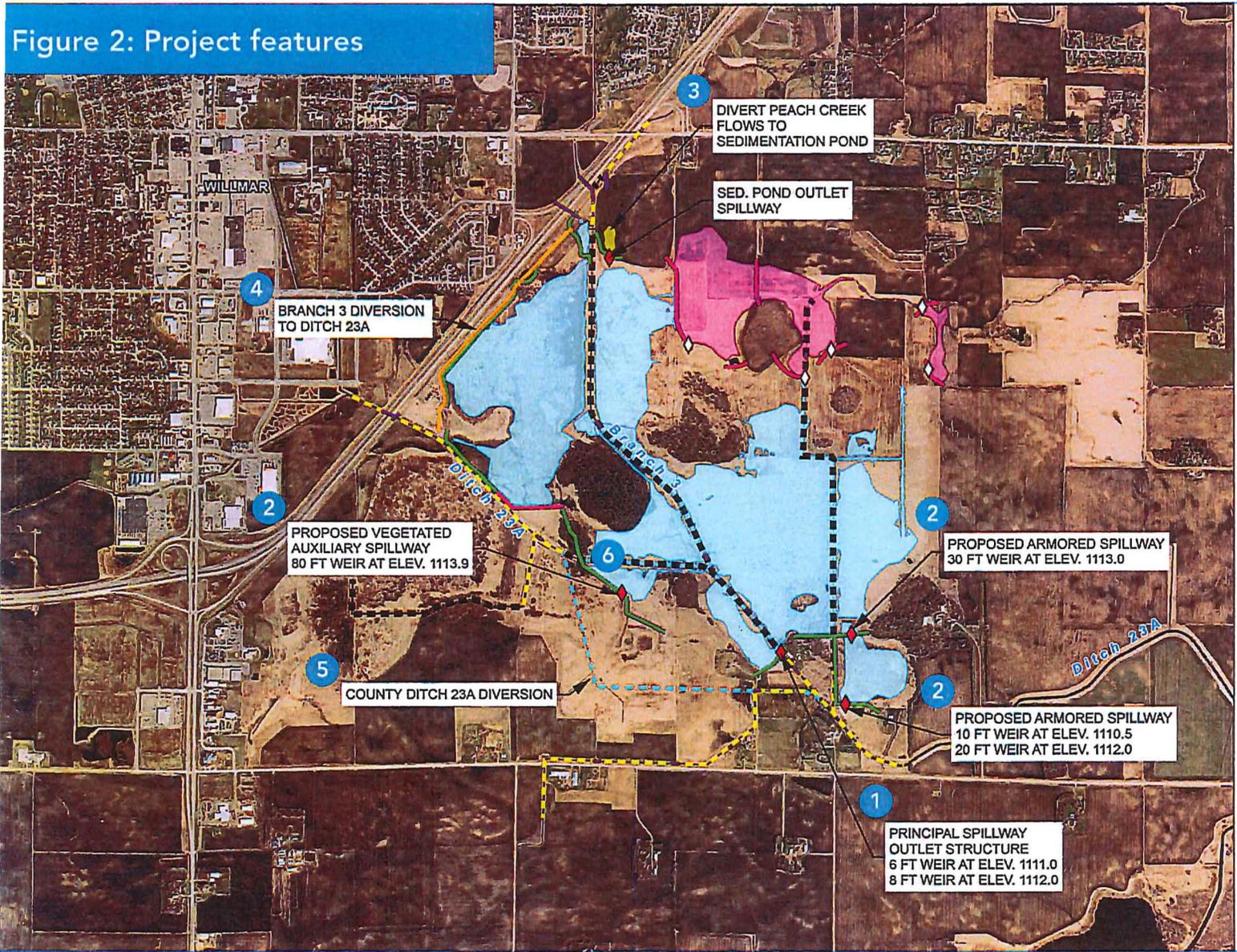
FINANCIAL CONSIDERATION: N/A

LEGAL: N/A

Department/Responsible Party: Sean E. Christensen, Public Works Director

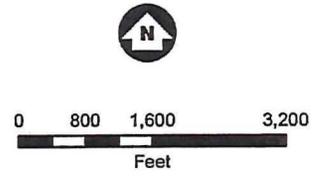
Reviewed By: Larry Kruse, City Administrator

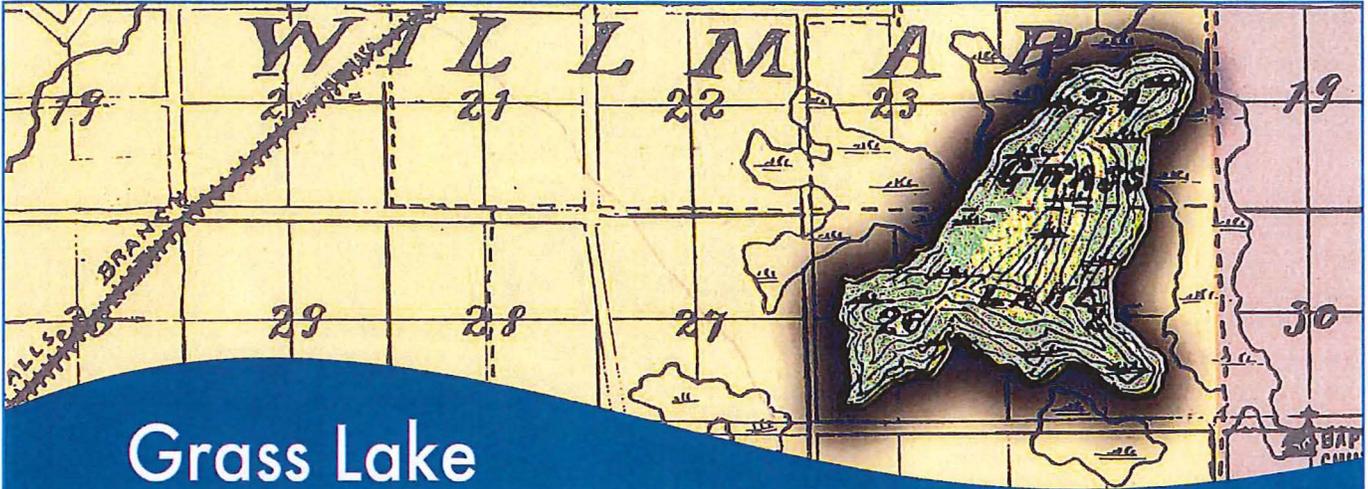
Figure 2: Project features



- ◆ Proposed Spillways
- ◇ Existing Spillways
- Culverts
- Branch 3 Diversion
- 6 Project Embankment
- Existing Embankment
- - - Existing Ditch to Remain
- - - Existing Ditch to be Abandoned
- ⋯ Proposed Ditches
- Restored Upper Grass Lake Basin (completed 2011)
- Restored Grass Lake Basin
- Grass Lake
- Sedimentation Pond

Note: Elevations listed in NGVD29





Grass Lake Restoration Project



The Grass Lake prairie wetland is located in central Kandiyohi County, southeast of the city of Willmar, Minnesota. Efforts are underway to restore this large, shallow prairie wetland which has been extensively drained and altered.

Prior to its drainage, Grass Lake was approximately 1,200 acres in size, with its western edge extending into what is now the developed southeastern portion of Willmar. The majority of the lake bed still resides to the south and east of the Highway 23/71 bypass, which runs along the southeast edge of the city.

Grass Lake and its contributing drainage area are located at the upper end of the South Fork of the Crow River watershed. Just downstream of Grass Lake is a chain of lakes including Wakanda, Little Kandiyohi, and Minnetaga.

Background and history

In 1905, the Board of County Commissioners approved the construction of a “public ditch” through Grass Lake and the surrounding area. The purpose of the ditch was to provide drainage for the city of Willmar and improve surrounding lands for agricultural use. As a result, a combination of public and private drainage measures, including open ditches, subsurface tile drainage systems, and lift pumps were installed—effectively draining the lake.

Once drained, this large, shallow lake bed was successfully farmed for many years. In more recent years, however, the capacity of the ditch system through Grass Lake and downstream has been taxed by above-normal precipitation cycles and subsequent increases in upstream watershed runoff. As a result, the former lake bed has been affected by frequent flooding, creating poor conditions for farming. In addition, the lakes downstream of Willmar and Grass Lake have experienced flooding issues of their own, as well as issues with water quality. To help address these issues, the restoration of Grass Lake has become a priority for many, including local landowners; city, county, state and federal agencies; the state legislature; and a number of conservation organizations.

Given Grass Lake’s proximity to the city of Willmar, existing infrastructure, and other properties adjacent to the former lakebed, a number of challenges need to be addressed as part of the lake’s restoration. Perhaps the most important will be minimizing potential adverse impacts to areas upstream of the lake bed, including portions of the city of Willmar. To determine the extent of potential impacts and to develop an effective restoration design, a comprehensive hydrologic and hydraulic modeling effort was undertaken. Included in this report are the results of the modeling analysis, with a summary of the major construction features planned to successfully restore Grass Lake.

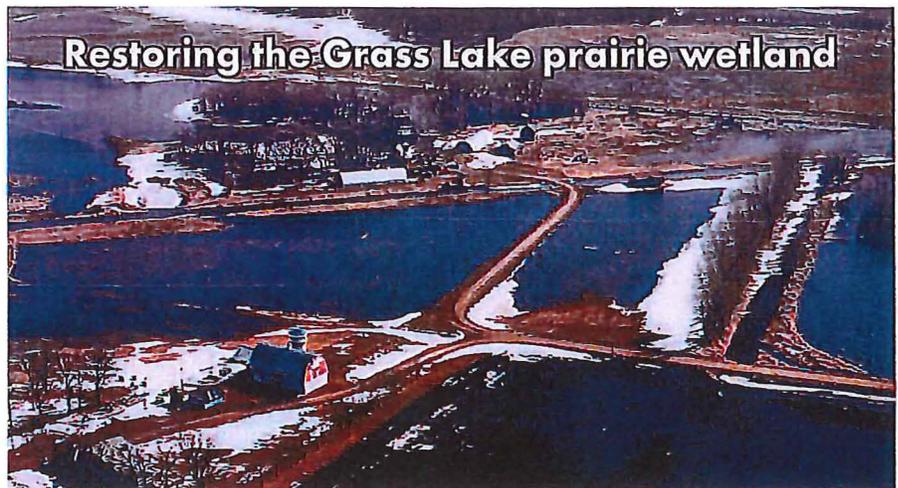
Land rights acquisition

Over the past 20 years, a coalition of conservation groups and local, state, and federal agencies have been working with landowners to purchase perpetual conservation easements, with a goal of restoring the drained lakebed. To date, just over 1,300 acres of the drained shallow prairie wetland and associated uplands have been secured under perpetual conservation easement and remain in private ownership. Partial restoration has already occurred in some areas of the project. With the final easements now in place, the restoration of the larger Grass Lake shallow prairie wetland can now be considered.

Design constraints

One of the many challenges associated with restoring Grass Lake includes protecting private and public properties that surround the lake bed from adverse flood impacts. This is difficult because certain areas of the city of Willmar use and benefit from the same ditch system that drains Grass Lake. Much of this area of the city is low in elevation and part of the former Grass Lake bed.

Previous plans to restore Grass Lake included installing lift stations at the edge of the city to pump stormwater runoff into the lake. While feasible, this project was not supported by the city due to related short- and long-term costs, as well as reliance on pumps for flood protection. Through additional planning, investigation, and design a revised restoration plan has been developed. This new plan includes re-routing a portion of the county ditch system to divert runoff from the city around the lake bed. With this diversion, a majority of the former lake bed can be restored without the use of pumps, while minimizing potential adverse impacts to the city or other surrounding lands.



A 1997 aerial photograph taken near the proposed location of the outlet structure of a restored Grass Lake. The entire study area is shown in Figure 1.

The restoration plan

The restoration design evaluated in this study includes the principal features described below and depicted in Figure 2:

- 1 Construction of an outlet structure located in the southeast corner of the restored lake. The structure will manage restored water levels in the lake at elevation 1111.0 feet (NGVD29).
- 2 Construction of additional armored and vegetated auxiliary spillways to help manage expected discharges from large runoff events.
- 3 Construction of a diversion for Peach Creek and its contributing watershed. The diversion will allow all Peach Creek flows to directly enter the restored Grass Lake (as opposed to flowing into Branch 3 of the county ditch system).
- 4 Construction of a diversion for Branch 3 of County Ditch 23A so it can be re-routed parallel to and along the east side of the Highway 23/71 bypass and out of the restored lake bed.
- 5 Construction of a diversion for a portion of the main County Ditch 23A to remove it from the planned restoration area.

- 6 Construction of a number of shallow earthen embankments in areas along the west and south sides of the lake to control and manage water elevations within the restored lake bed.

Design analysis and results

The hydrology and hydraulics of the Grass Lake watershed were modeled using a detailed computer simulation. The existing stormwater conveyance system was modeled to estimate a baseline for peak water surface elevations and flows within the watershed. Proposed restoration features were then added to the model to allow a comparison of pre- and post- project conditions. This analysis also provides an assessment of potential restoration benefits, including flood storage.

Two-, 10-, and 100-year storm events were simulated for both existing and proposed conditions. Figure 3 shows the existing and proposed model results for the 100-year, 24-hour storm event at seven key locations within the project area.

Figure 1: Study area

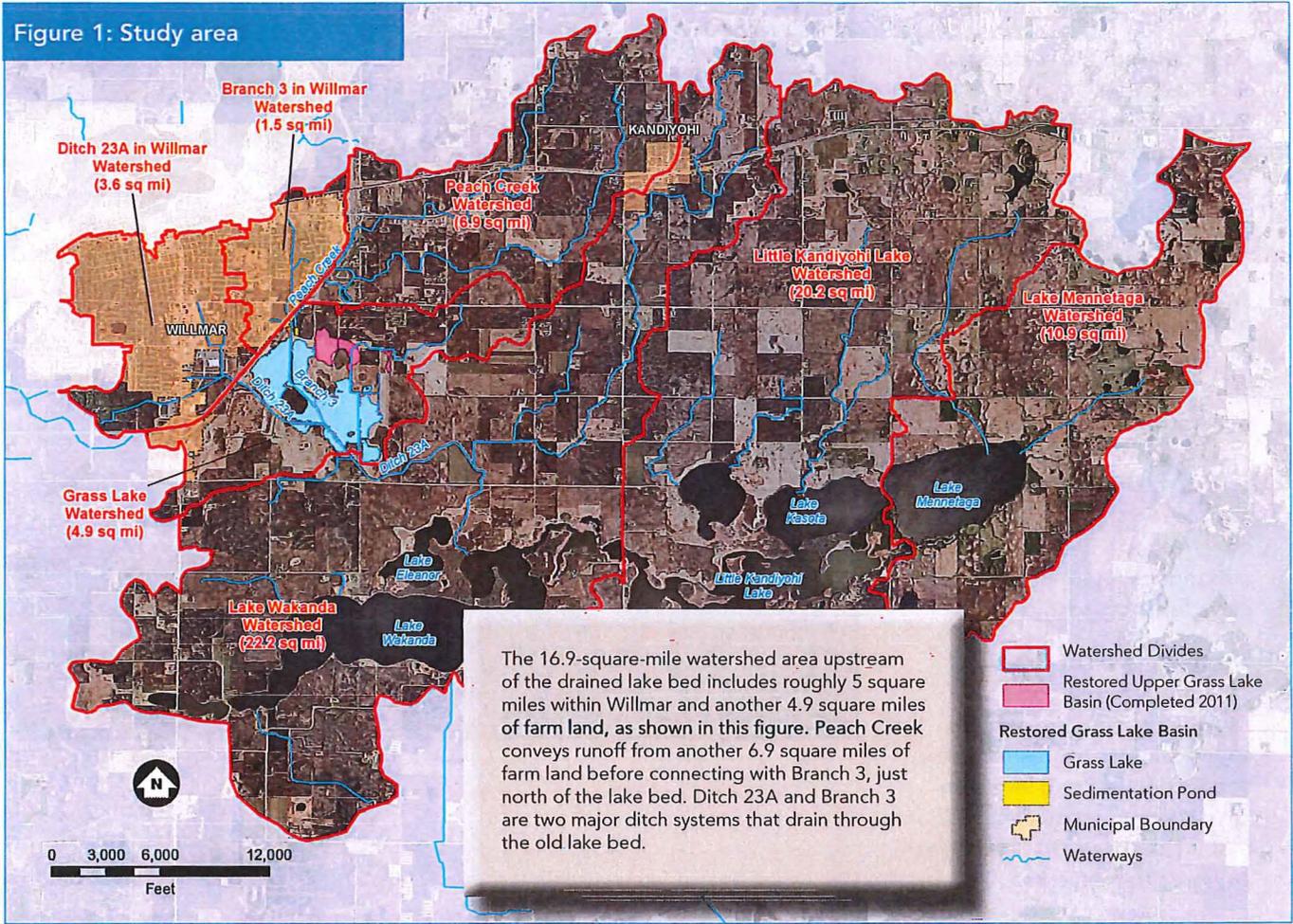
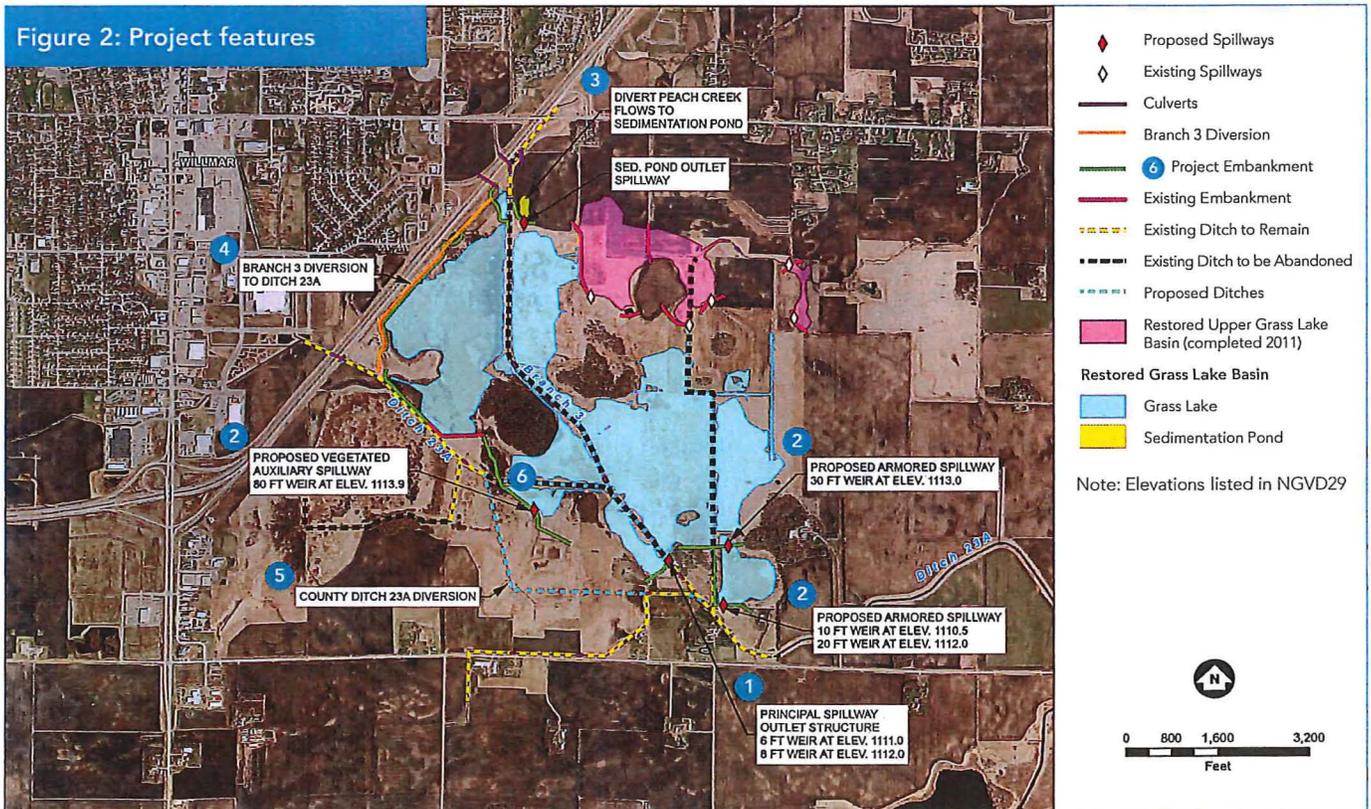


Figure 2: Project features



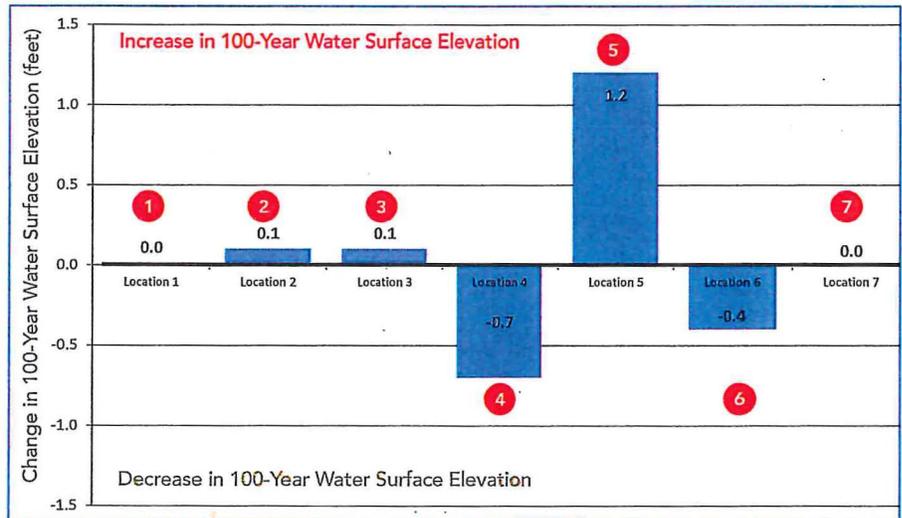
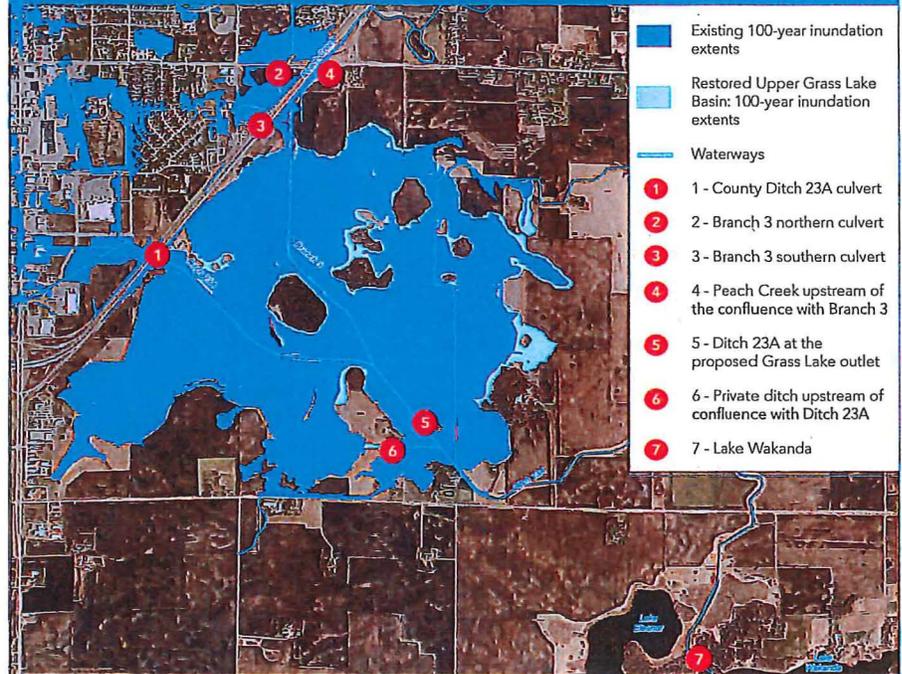
Notable findings

- As proposed, the restoration of Grass Lake will not increase the 100-year peak water surface elevations in areas upstream of the lake bed by more than 0.1 feet, including areas within the city of Willmar.
- Approximately 12 square miles of drainage area, including the Peach Creek watershed, will contribute directly to the restored lake bed. This will reduce flows to the adjoining county ditch system, improving its function and drainage effectiveness. The project should also reduce future maintenance costs for the ditch system.
- The restoration of Grass Lake will reduce flooding on the downstream lakes. More specifically, model results show a reduction of flood levels on Lake Wakanda between 0-0.2 feet for the 100-, 10-, and 2-year 24-hour storm events.

Funding

Numerous funding sources have been used to secure easements and perform interim restoration work. The state legislature, through capital budget appropriations, has provided much of the necessary remaining funding to implement the full restoration of Grass Lake, as described in this report.

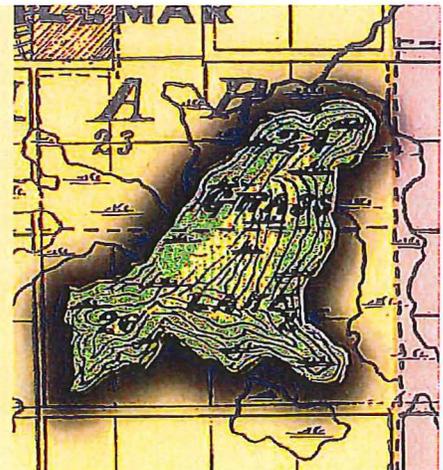
Figure 3: Existing and proposed conditions peak water surface elevations for the 100-year, 24-hour design event

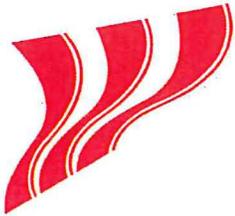


Conclusion

The restoration of Grass Lake presents an excellent opportunity to restore a large shallow prairie wetland along the edge of the city of Willmar. The project will provide multiple benefits to the area and will not be detrimental to surrounding properties.

The project will require that County Ditch 23A be modified through partial abandonment, reroutes, and an impoundment through MN Statute 103E. The restoration and associated modifications to the county drainage system will neither impair the utility of the drainage system nor deprive affected landowners of its benefit. The project is anticipated to reduce future maintenance costs related to the ditch system.





WILLMAR

Public Works Director

City Office Building
333 SW 6th Street
Willmar, MN 56201
Main Number 320-214-5160
Fax Number 320-235-4917

COUNCIL ACTION REQUEST

DATE: March 29, 2016

SUBJECT: Country Club Lift Station Professional Services/Materials Agreement

RECOMMENDATION: It is respectfully requested the City Council consider the following recommendation:

Approve the agreement with In-Control for material and professional services for the Country Club Drive Lift Station in the amount of \$69,834.00.

BACKGROUND: Moving forward with the Country Club Drive lift station construction this summer; quotes were obtained by staff for the electrical equipment, adjustable speed drives, and motor control center for the project from Border States Electric in the amount of \$44,357.00 and In-Control in the amount of \$42,287.00. In-Control was also solicited for providing the control panel and instruments along with professional services to make the modifications to the motor control center and building the control panel, as they have in our previous lift station projects, in the amount of \$24,649.00.

FINANCIAL CONSIDERATION: The services and materials are within the project budget of \$645,000.00.

LEGAL: N/A

Department/Responsible Party: Sean E. Christensen, Public Works Director

Reviewed By: Larry Kruse, City Administrator

Resolution No. _____

Whereas the City of Willmar desires to retain a firm to provide materials and professional services for the Country Club Drive Lift Station Project; and

Whereas a proposal has been made by the firm of In-Control, Inc. at an estimated cost of \$69,834.00;

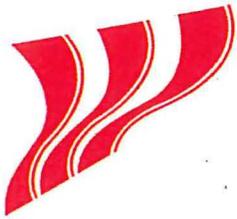
Now therefore be it resolved by the City Council of the City of Willmar that said proposal be accepted and that the Mayor and City Administrator be authorized to execute an agreement on behalf of the City for the same.

Dated this 4th day of April, 2016

Mayor

Attest:

City Clerk-Treasurer



WILLMAR

Public Works Director

**City Office Building
333 SW 6th Street
Willmar, MN 56201
Main Number 320-214-5160
Fax Number 320-235-4917**

COUNCIL ACTION REQUEST

DATE: March 29, 2016

SUBJECT: CSAH 23 Establishment

RECOMMENDATION: It is respectfully requested the City Council consider the following recommendation:

Adopt the resolution revising the designation of County State Aid Highway No. 23 within the corporate limits of the City.

BACKGROUND: Currently the County State Aid Highway No. 23 begins at the intersection of the highway and 22nd Street SW westerly approximately 1,280 feet and then terminated. Kandiyohi County adopted a resolution on March 15th to revoke the current designation and establishing it as the intersection of the highway and 22nd Street SW westerly and northerly to the intersection of County State Aid Highway No. 5 and then terminated.

FINANCIAL CONSIDERATION: Future reconstruction costs will be shared by the City and County per County State Aid Highway policies.

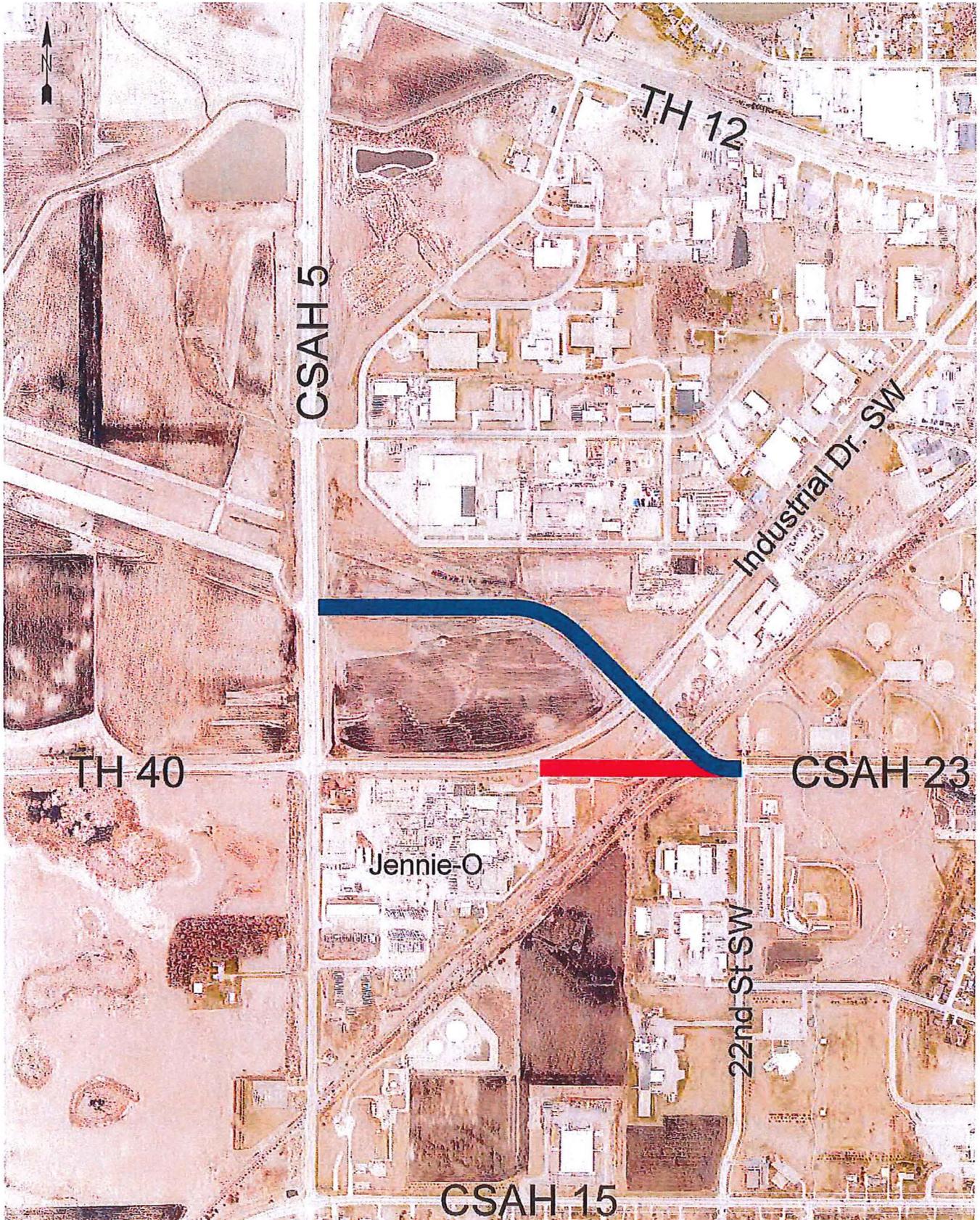
LEGAL: N/A

Department/Responsible Party: Sean E. Christensen, Public Works Director

Reviewed By: Larry Kruse, City Administrator

CSAH 23 Proposed System Revision

-  Revoke - 0.24 miles
-  Establish - 0.56 miles



RESOLUTION NO. _____

MUNICIPAL CONCURRENCE OF CSAH DESIGNATION

WHEREAS, the County Board of the County of Kandiyohi did adopt resolutions on March 15, 2016, revising the designation of County State Aid Highway No. 23 within the corporate limits of the City of Willmar, as follows:

REVOKING

Beginning at the intersection of County State Aid Highway No. 23 and 22nd Street SW, thence Westerly approximately 1,280 feet and there terminating.

ESTABLISHING

Beginning at the intersection of County State Aid Highway No. 23 and 22nd Street SW, thence Westerly and Northerly to the intersection of County State Aid Highway No. 5 and there terminating.

NOW THEREFORE, BE IT RESOLVED, by the City Council of the City of Willmar that said revision is in all things approved.

Dated this 4th day of April, 2016

Mayor

Attest:

City Clerk-Treasurer



WILLMAR

Public Works Director

**City Office Building
333 SW 6th Street
Willmar, MN 56201
Main Number 320-214-5160
Fax Number 320-235-4917**

COUNCIL ACTION REQUEST

DATE: March 29, 2016

SUBJECT: Stormwater Infrastructure Update

RECOMMENDATION: No action is needed on this item.

BACKGROUND: The City always strives to improve the quality and quantity of stormwater runoff and is constantly reviewing all construction projects and plans for these specifics. Storm ponds within the City continue to be maintained and upgraded as well as conforming to the MS4 program guidelines which includes annual inspections.

FINANCIAL CONSIDERATION: N/A

LEGAL: N/A

Department/Responsible Party: Sean E. Christensen, Public Works Director

Reviewed By: Larry Kruse, City Administrator

**COMMUNITY DEVELOPMENT COMMITTEE
MINUTES**

The Community Development Committee of the Willmar City Council met on Thursday, March 31, 2016, in Conference Room No. 1 at the City Office Building.

Present:	Rick Fagerlie	Chair
	Andrew Plowman	Member
	Audrey Nelsen	Member
	Dennis Anderson	Member

Others present: Bruce Peterson - Director of Planning and Development Services, Larry Kruse - City Administrator, Aaron Backman - EDC Director, Shelby Lindrud- "West Central Tribune", Ron Davis.

Item No. 1 Call to Order

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

Item No. 2 Public Comments (For Information Only)

Ron Davis spoke to the Committee about the sex offender residency ordinance. He offered clarity on levels of sex offenders. He added that he thought the system would be fairly simple for the Police Department to enforce.

Item No. 3 Shovel-Ready Program for Industrial Park (Motion)

Aaron Backman, EDC Director, presented information about the State of Minnesota Shovel-Ready Certification Program. He was requesting that the City participate in the program for that portion of the Industrial Park west of County Road 5, known as Willmar Industrial Park 4th Addition. The information required to have the park certified by an independent third party includes an ALTA survey, information about infrastructure, geo-technical data, and utility information. The process concludes by a visit from a certified professional site selector, who will formally certify this site as "shove-ready". Mr. Backman said that the EDC Board has allocated funds to cover a portion of the cost of certification. He requested that City participation in the program include funds to cover the cost of professional services to be split equally between the City and EDC. Those professional services include the ALTA survey, soil borings, and environmental assessment, estimated at a cost of \$13,160.00. Staff had suggested that some land west of the industrial park be included in the certification due to the upcoming access by the rail spur. If the certification area boundary were expanded, costs could increase. It was noted that 30 plus cities are currently certified in the State of Minnesota. Mr. Backman believes that the certification would benefit marketing efforts. The EDC will develop the print and on-line materials to market the industrial park once the shovel-ready certification is obtained. The \$3250 application fee has been approved to be paid by the EDC.

Following discussion, a motion was made by Council Member Nelson, seconded by Council Member Plowman and passed that the City participate in the Shovel-Ready Program along with the EDC, with a City contribution in the amount of \$6,580 plus 50% of the additional cost due to any expansion of the geographic certification area.

Item No. 4 Industrial Park Covenants (Motion)

Staff presented a draft of protective covenants for the Industrial Park 3rd and 4th Additions. The purpose of the covenants is to protect the value of the development, to maintain the integrity of the industrial park, and to assure some continuity and consistency in visual standards for development in the park. City Administrator Kruse stated that in his experience covenants are beneficial to all industrial park property and business owners. Staff suggested that it would be preferable to have the covenants adopted before any real estate is formally transferred. If the covenants are in fact approved by the Council, staff will record the covenants so that they are part of any title work performed for any industrial park properties.

Following discussion, a motion was made by Council Member Plowman, seconded by Council Member Nelsen and passed that the City Council approve the Industrial Park Covenants as presented.

Item No. 5 Sex Offender Residency Restrictions (For Information Only)

Staff informed the Committee that this item had been placed on the agenda as an opportunity for staff to answer questions about the maps, and to serve as a placeholder in case the matter (which had previously been tabled) was removed from the table for discussion by the full Council.

Item No. 6 New Business (For Information Only)

Staff clarified some points regarding the Wye project. In a previous meeting, it had been noted that the value engineering option was the preferred alternative for the Highway 12 route. This was not meant to suggest that it was the adopted alignment, rather it is the alignment preferred by the partners. The final alignment will not be determined until the environmental review process is completed.

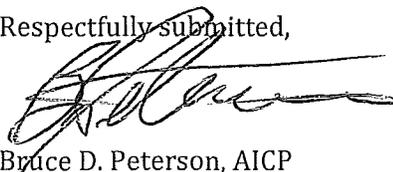
The Committee briefly discussed access to the new school, both vehicle and pedestrian.

A response from City Attorney Robert Scott regarding property owner's responsibility for insect infestations was briefly discussed (see attachment). The owners of multi-unit buildings have the responsibility for mitigating infestations, but are not prohibited from passing those costs on to the tenants.

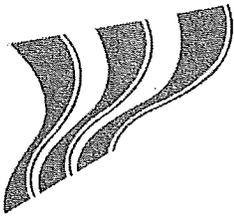
The Committee discussed future meeting dates. There has been a continual issue with getting the minutes out on a Friday and not being part of the overall Council packet. It was proposed that the Committee meet the 1st and 3rd Tuesdays of the month, rather than the 2nd and 4th Thursdays. It was suggested that the committee structure as a whole needed to be reevaluated and that the Council should reconsider the concept of a work session in place of individual committee meetings.

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

Respectfully submitted,



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



WILLMAR

City Administrator

City Office Building
333 SW 6th Street
Willmar, MN 56201
Main Number 320-214-5160
Fax Number 320-235-4917

COUNCIL ACTION REQUEST

DATE: March 31, 2016

SUBJECT: Shovel-Ready Certification for Willmar Industrial Park 4th Addition

RECOMMENDATION: It is respectfully requested that the Community Development Committee consider and recommend to the City Council that the City of Willmar partner with the Kandiyohi County & City of Willmar Economic Development Commission to fund a Shovel-Ready Certification Application for the Willmar Industrial Park 4th Addition.

BACKGROUND: One of the key 2016 objectives for the EDC is to provide leadership for the development of the Willmar Industrial Park. On March 7th the EDC's Joint Operations Board unanimously moved to pursue Shovel-Ready Site Certification. They authorized the EDC's Executive Director and staff to submit an application to the Minnesota Department of Employment & Economic Development (DEED) for Shovel-Ready Site Certification for the Willmar Industrial Park's 4th Addition, allocated \$3,250 for the application fee and \$8,000 for related professional services costs. They also directed the EDC Executive Director to seek financial participation by the City of Willmar in these costs. The EDC has begun collecting information for the Shovel-Ready Site application.

Site selectors, developers and prospective buyers of industrial sites need a variety of information to determine whether a location is suitable. This includes general site information, utility services, transportation access, and technical assessments, such as geotechnical soil tests, Phase I environmental assessment, and ALTA survey. The estimated costs for the latter three items are: \$5,710, \$2,750, and \$4,700.

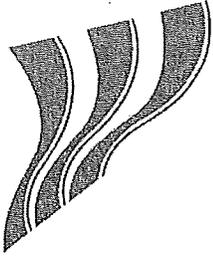
The application fee covers the cost of initial review, onsite inspection, final certification and annual maintenance of the DEED's Shovel-Ready Program. John Rhodes, the consultant for the program, reviews the application and supporting documentation, conducts the onsite visit, and provides feedback.

FINANCIAL CONSIDERATION: It is proposed that the professional service costs of \$13,160 be split between the City and the EDC (or \$6,580 each). It is also proposed that the application fee be shared between the Willmar Municipal Utilities and the EDC (\$2,000 by the EDC and \$1,250 by the WMU).

LEGAL: N/A

Department/Responsible Party: Aaron Backman, EDC Executive Director

Reviewed by: Larry Kruse, City Administrator



CITY OF WILLMAR

Planning and Development Services
City Office Building
333 SW 6th Street
Willmar, MN 56201
320-235-8311

COUNCIL ACTION REQUEST

DATE: March 31, 2016

SUBJECT: Industrial Park Covenants

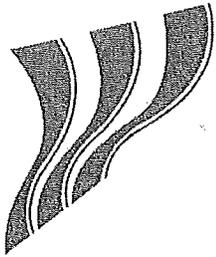
RECOMMENDATION: It is respectfully requested that the City Council consider placing restrictive covenants on the property platted as Willmar Industrial Park Third and Fourth Additions.

BACKGROUND: With the Fourth Addition of the Industrial Park nearing completion, it is important that the City impose restrictive covenants on the property to insure its proper use, development and of maintenance. Such covenants will preserve the value of the property within the Industrial Park, protect the environment, guard against the construction of unsuitable structures and provide a level of compatibility that promotes the health and safety of the public, as well as attracting quality development to the Park. The attached draft covenants are to be considered as a starting point. Staff is open to any and all recommendations to either add or delete to the covenants included as drafted.

FINANCIAL CONSIDERATION: The cost of enforcing the covenants is minimal, as covenants can be enforced as part of the site and zoning review process. Ultimately, the covenants will result in higher quality development that has a positive impact on the growth of the tax base.

LEGAL: The City, as the property owner and developer, has the right to impose restrictive covenants on the property to meet the purposes stated above.

DEPARTMENT/RESPONSIBLE PARTY: Bruce D. Peterson, AICP – Director of Planning and Development Services



CITY OF WILLMAR

Planning and Development Services
City Office Building
333 SW 6th Street
Willmar, MN 56201
320-235-8311

COUNCIL ACTION REQUEST

DATE: March 31, 2016

SUBJECT: An Ordinance Imposing Residency Restrictions on Sexual Offenders and Sexual Predators
(see attached)

RECOMMENDATION: It is respectfully requested the City Council consider the following recommendation: That the Ordinance be introduced for a Public Hearing to be held April 18, 2016, and to ultimately adopt the Ordinance.

BACKGROUND: For the past several months, the Community Development Committee and full City Council have discussed the issue of regulating housing for convicted sexual offenders. These discussions were held in response to several citizen concerns over safety and neighborhood property values. At the March 21, 2016 Council meeting, action on the Ordinance was tabled to allow time for members to better understand the impacts of the various sizes of residency prohibition areas.

City Attorney Robert Scott previously advised the City Council as to its authority and limitations regarding the City's regulation of sexual offender housing. Although the City cannot impose an outright ban on such housing, it can reasonably restrict the location and concentration of the use by an ordinance that defines specific areas within which such housing is not permitted. For the purposes of this Ordinance, no designated offenders shall live within 500 feet of a school, licensed daycare center, park, public playground, or place of worship.

An initial part of the regulatory process will be to map areas where offenders may not live. Due to changes in property uses, said map will need to be updated annually. Contact with the Office of the Minnesota Commissioner of Corrections will be required to get information about, and track the residencies of, designated offenders.

FINANCIAL CONSIDERATION: The cost of enforcing the Ordinance is expected to be primarily for staff time. No additional funds have been budgeted for such enforcement. At this time, it would be difficult to estimate the budgetary impact of enforcement.

LEGAL: N/A

DEPARTMENT/RESPONSIBLE PARTY: Bruce D. Peterson, AICP – Director of Planning and Development Services



WILLMAR

City Clerk-Treasurer

City Office Building
333 SW 6th Street
Willmar, MN 56201
Main Number 320-214-5166
Fax Number 320-235-4917

COUNCIL ACTION REQUEST

DATE: April 4, 2016

SUBJECT: Consideration of Public Hearings for City Charter Amending Ordinance(s)

RECOMMENDATION: It is respectfully recommended the City Council approve the following:

Approve a motion to set four separate hearings for the four amending City Charter ordinances.

BACKGROUND:

The Charter Commission has recommended four amendments to the Willmar City Charter. City Attorney Scott has recommended that each section stands as a separate ordinance to avoid defeating a multiple section amending ordinance when a Council objection is voiced on one section only. The Council must motion to set four separate hearings for the four attached amending ordinances.

FINANCIAL CONSIDERATION: N/A

LEGAL: N/A

Department/Responsible Party: Kevin J. Halliday, City Clerk-Treasurer

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 2.03. Charter Section 2.03 is hereby amended as follows (deleted material is crossed out; new material is underlined; sections and subsections not being amended are omitted):

Section 2.03. – General powers and duties of the Council.

Subdivision 1. Powers vested in Council. All powers of the City shall be vested in the Council except as otherwise provided by law or this Charter, and the Council shall provide for the exercise thereof and for the performance of all duties and obligations imposed on the City by law.

Subdivision 2. Vision, Mission Statement and Strategic Plan. The Council shall adopt a written vision, mission statement and strategic plan, and shall thereafter review the same annually and update it as needed.

Section 2. 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 _____, 2016.

ATTEST:

Kevin Halliday, City Clerk

Marvin Calvin, Mayor

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

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: _____

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 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 2. 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 _____, 2016.

ATTEST:

Kevin Halliday, City Clerk

Marvin Calvin, Mayor

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

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: _____

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. 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 _____, 2016.

ATTEST:

Kevin Halliday, City Clerk

Marvin Calvin, Mayor

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

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: _____

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 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 _____ of the City of Willmar to the best of my judgment and ability."

Section 2. 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 _____, 2016.

ATTEST:

Kevin Halliday, City Clerk

Marvin Calvin, Mayor

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

This Ordinance introduced by Council Member: _____

This Ordinance introduced on: _____

This Ordinance published on: _____

This Ordinance given a hearing on: _____

This Ordinance adopted on: _____

This Ordinance published on: _____



City Office Building
333 SW 6th Street
Willmar, MN 56201
Main Number 320-214-5160
Fax Number 320-235-4917

COUNCIL ACTION REQUEST

DATE: April 4, 2016

SUBJECT: Civic Center Lease-Junior Hockey

RECOMMENDATION: Approve allowing the Mayor and City Administrator to enter into an agreement with representatives of an organization interested in bringing a Tier 3 North American Hockey League team to Willmar for the 2016-17 season pending City Attorney approval of Lease Agreement.

BACKGROUND: City Staff have been contacted by an ownership group interested in leasing the Civic Center Cardinal Arena for use by a Junior Hockey Team. The lease would include approximately 200 hours of ice for practices, ice usage for 22 home games, locker room and office space. The lease payment would be \$40,000 payable in (8) \$5,000.00 monthly installments. This proposal is for one year with a 90 day notice from either party to cancel this agreement.

Included in this paperwork is the proposed lease, costs estimates associated with this additional usage, utility costs for the Civic Center facility, a brief description of the North American Hockey League (NAHL), letters of support from the Willmar Hockey Association and Diamonds Edge Figure Skating Association and three letters of support for Junior Hockey from City Council members from Austin and Sauk Rapids.

There will be some scheduling issues to work out but staff does not believe this agreement will negatively impact any current users and most likely will have positive impacts on all users and the overall use of this facility. Letters of support from two main users are in this packet.

It is anticipated that costs will increase at this facility and a budget amendment will be brought to the finance committee upon approval of this lease. Staff fully believe that this will be a positive net financially for the Civic Center. This is a number that is hard to quantify at this time but could amount to more than \$10,000.00 using conservative numbers. This number could increase substantially if local use goes up during the additional ice on hours at this facility.

FINANCIAL CONSIDERATION: \$40,000.00 Annually \$20,000.00 payable in 2016

LEGAL: Attorney Scott has been given a copy of this lease to review.

Department/Responsible Party: CER/Steve Brisendine

LEASE AGREEMENT

THIS RENTAL AGREEMENT is made this ____ day of _____, 2016, between the City of Willmar (Owner) and The Blizzard, LLC d/b/a the (Team) and Chris Canavati and Mitri Canavati, Individually (Tenant).

PREAMBLE

WHEREAS, the City of Willmar is the owner of the Willmar Civic Center in the City of Willmar, Minnesota, and

WHEREAS, Tenant desires to rent ice time and certain related facilities of the Willmar Civic Center Arena for (Team) hockey games, including administrative office space, and locker room facilities.

NOW, THEREFORE, it is agreed as follows:

ARTICLE I.
Premises

Owner will rent to Tenant the herein defined facilities of the Willmar Civic Center at the defined times and for the amounts as more fully described herein.

ARTICLE II.
Term of Agreement

The terms and conditions of this agreement shall be binding upon the parties for a period of one year commencing June 1, 2016, and for each year thereafter until terminated by either party, upon giving in writing, at least ninety (90) days notice.

ARTICLE III.
Office Space

Owner agrees to lease to Tenant office space located ____TBD____ in the Willmar Civic Center Arena, or such other office space as may be designated by Owner prior to the term of this lease agreement, or any renewal thereof, provided that the designated space is of adequate sized and agreed to by the Tenant.

ARTICLE IV.
Spectator Suite

Owner is open to possible addition of a spectator suite within the Willmar Civic Center Arena pending agreement and approve of addition.

ARTICLE V.
Locker Room Facilities

Owner shall provide Tenant with the use of one team locker room located within the Willmar Civic Center Arena for the exclusive use of the Tenant as designated by Owner prior to the commencement of this lease term or any renewal thereof, provided that the designated space is adequate in size and agreed to by the Tenant. For each home game, Owner will provide Tenant with a visiting team locker room, and an officials room during the (Team) season from September 1 through April 1 of the following year.

ARTICLE VI.
Ice Time

Owner agrees to rent to Tenant and Tenant shall be obligated to pay for ice time as follows:

1. Approximately 200 hours of ice time each annual lease term at the ice rink designated by the Owner's manager during non-prime ice rental hours (between 12:00 pm and 2:45 pm) for use as hockey practice times. Morning ice may be used if agreed to by both parties. The 200 hours of practice time provided for in this agreement is to be used between September 1, 2016 through April 1, 2017.
2. The ice time at the main (Cardinal) ice rink, together with associated facilities, to accommodate up to 22 home hockey games, (estimated to consist of four (4) hours for each game). In the event there are postponements of scheduled hockey games and Tenant agrees that it will use reasonable diligence in rescheduling hockey games so as not to conflict with other scheduled Willmar Civic Center Arena activities. City provides a Zamboni driver and tenant provides staff for other areas of necessity.

The scheduling of ice time usage shall at all times and under all circumstances be coordinated by and between Owner, acting through its Manager, and the designated person in charge of scheduling for Tenant.

ARTICLE VII.
Rent

Tenant covenants and agrees to pay to Owner for the office facility, locker room facility, concession stand and the ice time defined in Article VI, 1 and 2 the amount of \$40,000 for the period September 1 thru April 1. Separate agreement for advertising.

In the event (Team) is eligible for home playoff games, (Team shall pay additional rent in amount consistent with agreed upon regular season home game)

NOTICE must be given by June 1, 2017 if tenant has any changes to this lease. Tenant must put his changes in writing and must be in before June 1, 2017.

It is agreed that the tenant and the Willmar Civic Center Arena will meet yearly during the month of April to review this contract.

ARTICLE VIII.
Payment of Rent

The rent payments for ice time, office space, locker room, the spectator suite, or any other rent contemplated within this lease agreement shall be paid in installments as follows:

1. September 1, 2016 thru April 1, 2017 – 8 equal payments of \$5,000.

Tenant shall also be permitted to charge admission to its ice related events and home games and Tenant shall retain all gate receipts from such events and be obligated to pay all sales tax thereon.

ARTICLE IX.
Use of Premises

Tenant shall use the premises for the operation of a Junior “A” Tier III hockey team, its office, locker room, regular season and playoff games, tryouts and associated activities. No part of the rented premises shall be used by Tenant for any other purpose without the prior express written consent of Owner.

Tenant shall use and occupy the rented premises in a careful, safe and responsible manner. Tenant shall comply with all laws, ordinances and regulations affecting the rented premises. Tenant agrees to defend, indemnify and hold Owner harmless from any and all loss, claim, liability or damage incurred as a result of Tenant’s failure to comply with such laws, ordinances or regulations, or though Tenant’s failure to occupy the rental premises in a careful, safe and responsible manner.

ARTICLE X.
Assigning and Subletting

Tenant may not assign, sublet, or mortgage this lease or any right hereunder without the express written consent of Owner.

ARTICLE XI.
Maintenance, Responsibilities of Owner and Tenant

Owner shall be responsible for general building maintenance, janitorial services, ice resurfacing, and routine operation and maintenance of the Willmar Civic Center Arena during the rental times subject to this agreement . Owner shall keep the foundation, exterior walls, roof and other items which may be considered structural in nature in good repair but shall not be otherwise obligated to repair or replace any parts of the Willmar Civic Center Arena. Owner shall furnish electricity, water, heat and other utilities at Owner's expense, except for telephone to the Tenant's office which shall be Tenant's responsibility.

Tenant will not deface, injure or damage the premises and will not do or permit to be done on the premises or adjoining ways anything that would constitute a nuisance. Tenant shall, at its own expense, keep the portions of the premises over which they have exclusive use during the term of the lease period, including equipment, fixtures, and appliances located thereon in good repair and in good sanitary condition. If Tenant does not repair or replace any portions of the premises as required by this lease, Owner may repair the same at its discretion, after having given written notice of such need to Tenant. In such event, Tenant shall pay the Owner the cost of such repairs as additional rent.

Tenant shall be responsible for providing necessary ticket sellers, ticket takers, announcers, parking lot attendants, officials as needed, goal judges, scorekeepers, plus not less than one supervisory person on duty for all activities conducted during the times subject to this agreement. Tenant shall be responsible for the sound system and playing of all music before, during and after home games.

ARTICLE XII.
Concessions and Hospitality

Owner shall operate a concession stand in the lobby of facility during all (Team) home games. Owner and tenant agree that profits from sale of concessions shall be shared with 50% of net profit going to WCCA and 50% net profit going to (Team). For purposes of this concession agreement. Owner and tenant agree that 30% of the gross sales will be equivalent to 50% of the net profit. Owner agrees to grant tenant the right to operate Merchandise and sell alcoholic beverages. Tenants have the right to keep all profits from all sales of Merchandise and Alcoholic beverages. Tenant shall have the right to operate a hospitality area will the ability to provide food, beverages, and alcoholic beverages. During a (Team) home game in the WCCA there should be no other concessions or vending machines in operation.

ARTICLE XIII.
Sales of Alcoholic Beverages

Alcohol may be sold during (Team) games by a licensed establishment and must comply with state and local laws.

Whoever supplies alcohol needs to provide a Certificate of Insurance listing the City of Willmar as an additional insured.

ARTICLE XIV.
General Liability Insurance

Tenant, at its expense, shall carry its own insurance on its fixtures, improvements, inventory and contents. Tenant, at its expense, shall keep in force a comprehensive general liability insurance policy with respect to Tenant's use or occupancy of the rented premises, in which the limits for property damage shall not be less than \$1,000,000.00, and the limits of public liability shall not be less than \$1,000,000.00 per person and \$1,000,000.00 per occurrence. Tenant shall name Owner as an additional insured under its comprehensive general liability policy. Tenant shall furnish copies of insurance policies or certificates of insurance which shall be delivered to Owner. All policies shall require the insurance company to notify Owner in writing prior to any cancellation of the insurance.

ARTICLE XV.
Indemnity

Tenant will indemnify and hold Owner, its officers, directors, managers and employees harmless from and against all loss, cost, expense, and liability whatsoever (including the Owner's costs of defending against the foregoing, such costs to include attorney's fees) resulting or occurring by reason of Tenant's use or occupancy of the rented premises, unless occasioned by act or omission of Owner in the establishment, operation or maintenance of the rented premises.

ARTICLE XVI.
Alterations

Tenant shall make no alterations, changes, or improvements to the rental premises without the written consent of Owner's representative (the Willmar Civic Center Arena).

ARTICLE XVII.
Security

Tenant shall provide security for all games sufficient to maintain order and provide adequate safety for all people attending games.

ARTICLE XVIII.
Damage to Willmar Civic Center Arena

Any damage to the Willmar Civic Center Arena, interior or exterior, occurring as a result of Tenant's use of the premises will be repaired at the expense of Tenant unless caused solely by the negligence of Owner.

ARTICLE XIX.
Damage or Destruction

If the Willmar Civic Center Arena shall be destroyed or damaged by fire or other casualty to any extent which prevents the WCCA from being used for the purposes intended by this agreement, Owner may elect to rebuild/repair or give notice terminating this lease. Owner shall give written notice to Tenant of its election within thirty (30) days after damage or destruction. If Tenant is unable to use WCCA facilities, a proportionate part of the rent shall be abated for any time during which Tenant is unable to utilize the rental premises.

In the event of damage by fire or other casualty resulting in damage to Tenant's property, Tenant shall be obligated to fully repair or replace all its exterior or interior signs, trade fixtures, furniture, equipment, display cases, advertising and other personal property and improvements originally installed by Tenant at its expense.

ARTICLE XX.
Liens

Tenant shall not permit any mechanic's or other lien against the rental property or the Owner arising out of any act or omission of Tenant. Tenant may contest the validity or amount of any lien if Tenant shall give Owner security required by Owner to insure payment or prevent any forfeiture of the property. Tenant shall pay any judgments and have all liens released or judgments satisfied at Tenant's expense.

ARTICLE XXI.
Default

If Tenant shall default on any of the provisions of this lease, or if Tenant shall make an assignment for the benefit of creditors, enter bankruptcy, receivership or insolvency, Owner, at its election, may give notice to Tenant in writing specifying the default. Tenant shall have thirty (30) days after notice is sent to cure the default. If default continues thereafter, Owner may declare the term of this lease ended and re-enter the premises and the lease shall thereupon terminate. In such event, Owner may, either with or without process of law, enter the premises and expel Tenant and all other persons on the premises using such force as may be necessary to repossess and enjoy the premises without prejudice to any other remedy which might be available.

If Owner is in default under this lease, Tenant, at its election, may give notice to Owner in writing specifying the default. Owner shall have thirty (30) days after notice is sent to cure default.

In the event of a catastrophic failure, Owner agrees to discuss possible solutions with Tenant to cure default. Owner also notifies Tenant that Owner has no insurance coverage for Tenant's loss of revenue due to catastrophic failure.

Owner requires a copy of Certificate of Renter's Insurance or letter declining such insurance.

ARTICLE XXII.

Non-Waiver

No waiver by Owner of any breach by Tenant of its obligations hereunder shall be a waiver of any other subsequent or continuing breach. Forbearance by Owner to seek a remedy for any breach by Tenant shall not be a waiver of its rights or remedies with respect to the breach.

ARTICLE XXIII.

Surrender

At the termination of this lease for any reason, Tenant shall quit and surrender the premises in a good condition as when received, reasonable wear and tear and damages by the elements or causes beyond Tenant's control excepted.

Tenant may remove its trade fixtures, equipment and other personal property owned by Tenant at its expense, provided it shall repair all damage caused by removal.

ARTICLE XXIV.

Obligation of Parties

The agreements in this lease shall be binding upon and enforceable by the parties, personal representatives, successors and assigns.

ARTICLE XXV.

Relationship of Parties

Nothing contained in this lease shall be construed to create a relationship of principal and agent, partnership, joint venture or association between Owner and Tenant. Neither the method of computing rent or any act of the parties, shall create any relationship between the parties other than the relationship of Landlord and Tenant.

ARTICLE XXVI.

Advertising

Tenant, with Owner's consent, may place advertising within the rental premises as more fully specified within a separate agreement made between Owner and Tenant, and any separate agreement allowing Tenant to place advertising within the rental premises shall be made a part of this lease by reference.

ARTICLE XXVII.
Attorneys Fees

In the event either party hereto institutes legal action or proceedings arising out of or in any way connected with this lease agreement, the non-prevailing party shall reimburse the prevailing party for all reasonable expenses incurred in connection therewith, including attorney fees and costs.

ARTICLE XXVIII
Catastrophic Failure

In the event of catastrophic failure, owner agrees to discuss possible solutions with tenant to cure default.

ARTICLE XXIX
Modification of Agreement

Any agreement made between the parties shall be ineffective in changing, modifying, or discharging this lease agreement in whole or in part unless the agreement is in writing and signed by the party against whom enforcement of the change, modification, or discharge is sought. An oral agreement for the modification of the lease agreement in any manner shall be void and of no force and effect.

IN WITNESS WHEREOF, the Owner, acting through the Willmar Civic Center Arena, and Tenant have caused this agreement to be signed as of the date and year first above written.

CITY OF WILLMAR,
WILLMAR CIVIC CENTER ARENA

THE BLIZZARD, LLC
D/B/A THE BLIZZARD

By ~~_____~~
~~Steve Brisendine, Director of Community Ed & Rec~~

By _____
Matt Johnson, General Manager

By ~~_____~~
~~Sean Christianson, City Engineer~~

By _____
Chris Canavati, Individually

By ~~_____~~
~~Rob Baumgarn, Arena Manager~~

By _____
Mitri Canavati, Individually

Mayor
City Admin

Partnering with the community

Team brings in 25 players to spend money around town for food and entertainment
 Junior team brings in parents of the 25 players that stay in hotels, eat, and shop while visited for 7 months
 Junior team brings in Fans from other teams during those home games that help drive revenue around town
 Operates summer program that brings in other communities
 Tryouts held during the summer where players and families stay in hotels plus eat and shop around town
 Opportunity to help businesses promote and get involved in different ways
 More things for families and all ages to do during winter weather season
 Our team will be in the community helping on a weekly basis. (Special olympic events, fundraising, special event, work assistance, and volunteering)
 Our team will also help within the school districts wherever needed. (reading to youth, helping at school events, volunteering in the classroom)
 Majority of games happen on the weekends. Weekdays are spent for school, working jobs in the community, and being involved in the community
 Players will take college courses at Ridgewater College
 Part time jobs during the game and places for students to stay out of trouble
 Junior team games are a great addition to events going on at the rink to help push people to go to the Willmar Civic Arena
 New team name/logo choosing would be assisted by community



Help with building the current associations

The team will bring more opportunity for ice at different times of the year- summer and longer year
 Drives traffic to the arena and helps convince people to try new things on the ice
 Opportunity to show off at games (figure skating and curling)
 Helps lower costs for the other areas based on budgets and black ice used by Junior team
 Consistent revenue from a tenant that uses black ice
 Participation in all areas (hockey, curling, figure skating) will increase due to amount of people attending
 The summer hockey program will without a doubt increase the talent level throughout the age levels



Needs for a Junior Team to be on site

Locker room year round
 Office space year round
 Alcohol sales available at all home games
 Concession stand - either run by us or partial sales from fans
 All Sponsorship/advertising Sales rights in the Cardinal rink
 Ice available fom September 1 through March 31
 Summer Ice to run hockey camps for area youth
 We will use black ice for practice during the year
 26 Fri and Sat nights for games blocked from 6p-10p (Sept-Mar)
 New Video Screen in place for Videos
 Updated Scoreboard
 (All subjects are based on negotiated agreement)



Civic Center/Junior Hockey

The following information is an attempt to analyze the expenses and revenues related to the Civic Center Budget if a Junior Hockey team is placed in Willmar for the 2016-17 Hockey Season.

The increased costs will be from extending the ice season at the facility. We plan on installing ice in the Blue Line Arena a month earlier than we typically do, sometime early in September. We will also extend the ice season in the Cardinal Arena into late March, which again is about a month longer than our current ice season.

Utilities for the 2015 season ranged from a high of \$15,251.10 in November of 2015 to a low of \$2,836.69 for May of 2015. Thus we are assuming that utilities will increase approximately \$20-25,000.00 for the two month increase in ice time. (Attached is the utility info for 2015). November, December and January are on average our most expensive months for utility expenses with a range last year of \$14,101.23-\$15,251.10. Thus we feel confident our anticipated increase will cover the expenses of the increased utility costs.

Staffing will be impacted on game days with the need for a Zamboni Driver and on ice assistant. The estimated time for these staff would be a total of 7 hours per game. With salaries and employer match we are estimating the costs of staff increases for game days to be \$2,500.00 for the 22 home game schedule. We believe the practice time needs will be met by regular staff scheduling.

Cleaning Supplies/Paper products are the other items we anticipate using more of if a Junior Team is added to our community. The range of this expense is \$1,400.00-2,000.00. This would include toilet paper, paper towels, soap and other such consumables.

Concession supplies and staff costs will increase with the addition of this team. Given the agreement calls for the team and city to split revenues from net concession sales we believe this will be a net gain for the city and as such I have not included it in this document. When a budget revision is requested for the Civic Center due to this addition of a Junior Team this information will be presented in detail.

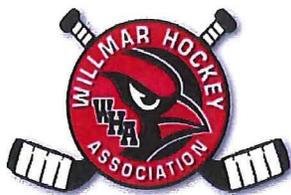
Thus it is staffs analysis that adding a Junior Team to the usage of the Civic Center will impact expenses in this way;

Utilities	\$25,000.00
Staffing Game Days	\$2,500.00
Cleaning Supplies	\$2,500.00
Total Increase in Expenses	\$30,000.00

Obviously it is safe to assume that other expenses are going to take place that we have not considered at this time. Thus I believe the \$40,000.00 proposed lease rate is an appropriate amount for the first year of this arrangement. We will also have ice in the facility earlier so the other users of the Civic Center will also have an option to rent ice that has not existed before. Given an amount of 10 hours a week for the additional 8 weeks that would mean another \$11,200.00 in revenue for the facility that would allow us to cover further expenses related to this new lessee.

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
MUNICIPAL UTILITIES			000541											
	41716	01/26/15	*14* UTILITIES FOR DE	11,599.78		12/14		D	N				UTILITIES	101.45433.0332
	41947	02/11/15	UTILITIES FOR JANUARY	14,101.23		1/15		D	N				UTILITIES	101.45433.0332
	42190	03/11/15	UTILITIES FOR FEBRUAR	13,506.21		2/15		D	N				UTILITIES	101.45433.0332
	42493	04/16/15	UTILITIES FOR MARCH	11,399.93		3/15		D	N				UTILITIES	101.45433.0332
	42722	05/14/15	UTILITIES FOR APRIL	6,468.86		4/15		D	N				UTILITIES	101.45433.0332
	42995	06/10/15	UTILITIES FOR MAY	2,836.69		5/15		D	N				UTILITIES	101.45433.0332
	43332	07/16/15	UTILITIES FOR JUNE	2,949.28		6/15		D	N				UTILITIES	101.45433.0332
	43594	08/12/15	UTILITIES FOR JULY	3,135.36		7/15		D	N				UTILITIES	101.45433.0332
	43739	09/01/15	UTILITIES FOR AUGUST	3,331.26		8/15		D	N				UTILITIES	101.45433.0332
	44132	10/14/15	UTILITIES FOR SEPTEMBE	3,127.32		9/15		D	N				UTILITIES	101.45433.0332
	44381	11/10/15	UTILITIES FOR OCTOBER	6,969.46		10/15		D	N				UTILITIES	101.45433.0332
	44682	12/17/15	UTILITIES FOR NOVEMBE	15,251.10		STMT/11-15		D	N				UTILITIES	101.45433.0332
	44906	01/20/16	*15* UTILITIES FOR DE	14,145.69		12/15		D	N				UTILITIES	101.45433.0332
			VENDOR TOTAL	108,822.17										



Mr. Steve Brisendine

Director, Willmar Community Education and Recreation

Dear Mr. Brisendine,

I am writing this letter on behalf of the Willmar Hockey Association stating support from our organization and its members for a junior hockey league franchise here in Willmar. We feel that the addition of a junior program in Willmar will enhance the skating opportunities for all of our skaters. Through our partnership with WCER the hockey program in Willmar has shown considerable growth in the past 4 years. We have increased our membership by 250% in this time from 100 skaters to 265. This number represents our Learn to Skate, Learn to Play Hockey, Mites(K-3rd grade,)Recreational Hockey League(4th – 6th grade) and the traveling portion of the WHA. These boys and girls have the benefit of utilizing one of the finest facilities in the state of Minnesota. Our partnership with the WCER has been a major factor in this growth and we look forward to continuing to work together to enhance the hockey opportunities here in Willmar.

It is with this understanding and partnership that we feel the addition of a junior hockey franchise in Willmar will further increase opportunities for all skaters at every level. With the additional ice in the Civic Center's arenas we will be able to introduce more youth of our community to the great game of hockey, enhance current programs and add additional programs. There will be no concerns over ice time that we can foresee with a team coming to Willmar. The City of Willmar will also benefit by additional revenue generated by the new team in ice rental and increasing excitement in the game of hockey. This will help ensure continued growth and success in all of our youth hockey programs.

The WHA wholeheartedly supports the addition of a junior hockey team franchise in Willmar. If you have any questions do not hesitate to contact me at 320.212.6924 or email: aamo@fpmc-willmar.com.

Sincerely,

Anthony Amon, M. D.

WHA President

Sean Christensen

From: Rodney Staska <[REDACTED]>
Sent: Wednesday, February 24, 2016 9:21 AM
To: Steve Brisendine; Sean Christensen; Rob Baumgarn
Cc: Marvin Calvin; Larry Kruse
Subject: Junior Hockey

To whom it may concern:

My name is Rodney Staska and I am the current President of the Diamond Edge Figure Skating Club here in Willmar. The reason for my email is to voice my support for the possibility of bringing a Junior Hockey team to Willmar.

I believe this will be a positive thing for our city, community and especially the youth in the area. Having a team like this will not only benefit the hockey programs but as President of this club, I believe this will also help out the other programs such as the figure skaters. By having a longer season we would be able to change our club from a Basic Skills club to a Full club. We like the hockey team lose a lot of our skaters to other "full" clubs due to the fact that we do not have ice during the summer months, many families travel to the metro and other places to continue having instruction for their skaters. I feel that by bringing in this junior team we could have a longer season and keep those families and their resources here in our own community instead of spending those resources elsewhere. I always say why send our young talent to help somewhere else when we could keep them here in our own backyard.

Also by bringing in a team to use the ice time that is not being used by others this will help pay the bills and keep the costs down for the other programs that use the facility while generating more revenue for the City of Willmar.

Thank you for taking the time to read this email, and I hope this will help in bringing a team to Willmar.

Have a great day

Rodney Staska
Colonial Life
1700 Technology Dr Suite 119
Willmar/MN 56201
[REDACTED]

Matt,

My deepest apologies for the extremely late response to your email. Somehow, between my computer, iPhone and iPad, it got lost in a folder that I didn't know about.

In my opinion, the Lumberjacks have made an extremely positive impact on our community and even perhaps the surrounding communities. They have participated in our local parades and fundraisers. I believe that they have also participated in a program for military families whose children want to play hockey. They are also a great source of community and use for Sports Arena East, which is the home ice. I haven't heard anything negative for any members of our community. Ellen Thronson

Again, I do apologize for this late response. I do hope that my comments help your community in it's decision. Please contact me again if I can be of help.

On Wed, Sep 23, 2015 at 8:43 PM, Matt Dawson <~~redacted~~@gmail.com> wrote:
Ellen,

My name is Matt Dawson I live in Willmar Minnesota...Our community has been exploring the possibility of putting a Junior Hockey team in town....I wanted to reach out to a few people in other communities that have a team...I was wondering if you had a minute to drop me a quick note and let me know if having the Lumberjacks in Sauk Rapids has been a positive or negative for your community...Thank you in advance for your time!

Matt Dawson

~~622-443-179~~

~~redacted~~@gmail.com

RESPONSE FROM CITY COUNCIL SAUK RAPIDS MINNESOTA

Steve King <[REDACTED]> 8:27 AM (8 minutes ago)

to me

Hi Matt,

The addition of the Austin Bruins has been nothing but a positive to our city. The local bars, restaurants and hotels appreciate the extra business on game nights so the economic impact is positive.

The team is very much community oriented and put on clinics, and appears for family fun events at our YMCA etc.

Further, the team leases our hockey arena and their lease helps offset the expense to the city to run the arena.

With committed ownership and good PR I'd highly recommend Willmar going after a team.

Steve

Stephen M. King

Director

Mower County Corrections

201 Second Avenue NE Suite 2

Austin, MN 55912

[REDACTED]

[REDACTED]

City Council Member Austin Minnesota:

Matt,

The Bruins have been a real boon to the city. I'm not a hockey buff, but it is first rate hockey, and very popular. We have two arenas in Austin, and were considering closing one, but the Bruins have solved that issue for us. The team is very popular in town, and ownership is involved in a lot of things in Austin. They are the sponsors of a major fundraiser for the Hormel institute (cancer research) and other charitable efforts. all in all they are a real asset to our community. If you have further questions feel free to email me. Tom Stiehm

mayor@ci.austin.mn.us>

Response from Austin Mayor after the request for feedback on Junior Hockey in Austin Minnesota!



WILLMAR

City Clerk-Treasurer

City Office Building
333 SW 6th Street
Willmar, MN 56201
Main Number 320-214-5166
Fax Number 320-235-4917

COUNCIL ACTION REQUEST

DATE: April 4, 2016

SUBJECT: On-Sale Liquor License Renewal

RECOMMENDATION: It is respectfully recommended the City Council approve the following:

Approve the Renewal Application from April 25, 2016 to April 25, 2017 on a Roll Call Vote.

BACKGROUND:

The following establishment is requesting renewal of their current Liquor Licenses:

On-Sale

Kandi Entertainment Center

FINANCIAL CONSIDERATION: \$4,000

LEGAL:

Department/Responsible Party: Kevin J. Halliday, City Clerk-Treasurer



COUNCIL ACTION REQUEST

DATE: April 4, 2016

SUBJECT: Change of Council Meeting Time

RECOMMENDATION: It is respectfully requested the City Council consider:

Introduce a resolution that beginning May 2, 2016, the regular semi-monthly meetings of the City Council shall be held at 5:00 p.m. on the first and third Mondays of each month through January of 2017 with the exception of the months of July and September where the Council meeting shall be Tuesday, July 5th and Tuesday, September 6th and that the regular place of said meetings shall be in the Council Chambers of the Municipal Utilities Building, 700 Litchfield Avenue Southwest, Willmar, Minnesota; and

BACKGROUND:

Traditionally, City Council meetings have always been an evening event. Moving Council meetings from 7:00 p.m. to 5:00 p.m. allows the City Council and staff to complete the business of the City and still have the rest of the evening for other meetings or events. Hosting the meeting at 5:00 allows the working public to go directly from work to the meeting and also gives them the opportunity to attend other evening events too.

I've notice it is difficult to for some committee members to make the 4:45 p.m. committee time and hopefully the 5:00 p.m. time would accommodate those individuals. If 5:00 is too early, perhaps 5:30 is also another option.

FINANCIAL CONSIDERATION:

There are not fiscal implications to changing the meeting time.

LEGAL: The Council has the authority to change meeting times.

Department/Responsible Party: Larry Kruse, City Administrator *JKK*

RESOLUTION NO. _____

BE IT RESOLVED by the City Council of the City of Willmar, Minnesota, that starting May 2, 2016, the regular semi-monthly meetings of the City Council shall be held at 5:00 p.m. on the first and third Mondays of each month through January of 2017 with the exception of the months of July and September where the Council meeting shall be Tuesday, July 5th and Tuesday, September 6th and that the regular place of said meetings shall be in the Council Chambers of the Municipal Utilities Building, 700 Litchfield Avenue Southwest, Willmar, Minnesota; and

BE IT FURTHER RESOLVED that the time for adjournment of said Council meetings shall be no later than 11:00 p.m. with the following exceptions:

1. An item of business under consideration at 11:00 p.m. may be disposed.
2. Business from the first meeting of the month will be carried over to the second meeting if necessary.
3. Any business not completed at the second meeting of the month, which is urgent and must have action will be adjourned to a special meeting.

Dated this 4th day of April, 2016.

MAYOR

Attest:

CITY CLERK-TREASURER