

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

April 4, 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, and Andrew Plowman. Council Members Steve Ahmann and Tim Johnson were excused from the meeting. Present 7, Absent 2.

Also present were City Administrator Larry Kruse, City Clerk Kevin Halliday, Community Education and Recreation Director Steve Brisendine, Public Works Director Sean Christensen, 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, Mayor Calvin asked to add a Work Session for Local Option Sales Tax as an agenda item at the end of the meeting.

Council Member Anderson offered a motion to adopt the Consent Agenda which included the following items: City Council Minutes of March 21, Willmar Municipal Utilities Board Minutes of March 28, Airport Commission Minutes of March 30, Accounts Payable Report through March 30, Building Inspection Report for March, 2016, Willmar Community and Activity Center Minutes of February 5 and March 11 and CER Joint Powers Board Minutes of March 30, 2016 and Committee Application for Appointment of Dan Anderson to the Zoning Appeals Board. Council Member Plowman seconded the motion which carried.

There was no one signed up to speak during the Open Forum. Mayor Calvin did present a letter written by Steve Gardner who was unable to attend the meeting. Mayor Calvin paraphrased the letter stating for the record Mr. Gardner's opposition of changing the City Council meetings from 7:00 to 5:00 p.m. He feels it is anti-family and anti-citizen.

Community Education and Recreation Director Steve Brisendine came before the Council to present the consideration of the professional services agreement with SRF Consulting Group for the Rice Park Project which was requested to be brought back before the Council. Mr. Brisendine introduced Stuart Crosby, the landscape architect with SRF Consulting who has teamed with Engan and Associates who discussed their individual roles in the Rice Park Project. Stuart Crosby and Richard Engan came forward to overview the project and answer questions of the Council. Mr. Stuart stated this project has two distinct service needs, one being "outside of the building" and the other "inside of the building." SRF will be working on several phases, design, development, construction documents and construction assistance for all of the elements outside of the building such as the walkways, coordination with the splash pad vendor, and to assure all the services on the "outside" dovetail seamlessly with the "inside" of the building. He overviewed design development, construction documents and construction administration.

Richard Engan of Engan and Associates then presented the services that the architect would be performing which include the building design and coordination with the landscape concept, mechanical and electrical engineering and plumbing connections. The Council was invited to ask questions following their presentations.

Resolution No. 1 was introduced by Council Member Nelsen, seconded by Council Member Anderson, reviewed by Mayor Calvin, and approved on a roll call vote of Ayes 5, Noes 0, and 1 Abstaining. Council Member Christianson abstained.

RESOLUTION NO. 1

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 4th day of April, 2016.

/s/ Marv Calvin  
Mayor

/s/ Kevin Halliday  
Attest: City Clerk

The Finance Committee Report for March 28, 2016 was presented to the Mayor and Council by Council Member Anderson. There were five items for consideration.

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

Item No. 2        Staff explained to the Committee the need for a Document Management System for the City 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. The Committee was recommending the Council 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.

Resolution No. 2 was introduced by Council Member Anderson, seconded by Council Member Christianson, reviewed by Mayor Calvin, and approved on a roll call vote of Ayes 6, Noes 0.

RESOLUTION NO. 2

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.

/s/ Marv Calvin  
Mayor

/s/ Kevin Halliday  
Attest: City Clerk

Item No. 3 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. The Committee was recommending the Council introduce a resolution authorizing the Mayor and the City Administrator to execute the agreement as presented in the amount of \$16,380.64.

Resolution No. 3 was introduced by Council Member Anderson, seconded by Council Member Fagerlie, reviewed by Mayor Calvin, and approved on a roll call vote of Ayes 6, Noes 0.

RESOLUTION NO. 3

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.

/s/ Marv Calvin  
Mayor

/s/ Kevin Halliday  
Attest: City Clerk

Item No. 4 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. The Committee received this for information.

Mayor Calvin asked if the Council would care to take action on the lease agreement at this point in the meeting. It was the consensus of the Council to address the lease agreement at this time. Community Education and Recreation Director Steve Brisendine stated there is an ownership group that would like to use the Civic Center Cardinal Arena starting in September for a Junior Hockey Team. Staff has worked out a financial and usage arrangement for a period of one year and recommends the City enter into a lease agreement with a 90-day notice from either party to terminate the lease. The financial aspects of the use of the facility were discussed. Conflicts with dry-floor events were discussed with staff currently being confident that dry-floor event users would be able to keep the current dates they have been using. Rental rates were discussed as well as revenues from concessions sales. It was noted a few changes will be made to the draft lease by City Attorney Robert Scott.

Resolution No. 4 was introduced by Council Member Anderson, seconded by Council Member Fagerlie, reviewed by Mayor Calvin, and approved on a roll call vote of Ayes 6, Noes 0.

RESOLUTION NO. 4

WHEREAS the City of Willmar desires to enter into a Lease Agreement with The Blizzard, LLC d/b/a the (Team) and Chris Canavati and Mitri Canvati, Individually (Tenant) for the rent of ice time and certain related facilities of the Willmar Civic Center Arena for (Team) hockey games, including administrative office space and locker room facilities; and

WHEREAS an agreement has been prepared detailing the terms of the lease;

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Willmar that said agreement be approved and that the Mayor and City Administrator be authorized to execute the same.

Dated this 4th day of April, 2016.

/s/ Marv Calvin  
Mayor

/s/ Kevin Halliday  
Attest: City Clerk

Item No. 5 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 received by the Council for information only.

The Finance Committee Report for March 28, 2016, was approved as presented and ordered placed on file in the City Clerk's Office upon motion by Council Member Anderson, seconded by Council Member Fagerlie, and carried.

The Public Works/Safety Committee Report for March 29, 2016 was presented to the Mayor and Council by Council Member Christianson. There were six items for consideration.

Item No. 1 No public comments were made.

Item No. 2 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 6<sup>th</sup> Street SW is scheduled for 7:00 am on April 16<sup>th</sup> as a training class for area firefighters through Ridgewater College.

Item No. 3 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. 4 Staff brought forth, for approval, the agreement with In-Control for material and professional services for the County 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. The Committee was recommending the Council 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.

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 6, Noes 0.

#### RESOLUTION NO. 5

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.

/s/ Marv Calvin  
Mayor

/s/ Kevin Halliday  
Attest: City Clerk

Item No. 5 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 22<sup>nd</sup> 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. The Committee was recommending the Council adopt the resolution revising the designation of County State Aid Highway No. 23 within the corporate limits of the City.

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 6, Noes 0.

RESOLUTION NO. 6

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 22<sup>nd</sup> Street SW, thence Westerly approximately 1,280 feet and there terminating.

ESTABLISHING

Beginning at the intersection of County State Aid Highway No. 23 and 22<sup>nd</sup> 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.

/s/ Marv Calvin  
Mayor

/s/ Kevin Halliday  
Attest: City Clerk

Item No. 6 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. The Council received this for information only.

The Public Works/Safety Committee Report for March 29, 2016, was approved as presented and ordered placed on file in the City Clerk's Office upon motion by Council Member Christianson, seconded by Council Member Fagerlie, and carried.

The Community Development Committee Report for March 31, 2016 was presented to the Mayor and Council by Council Member Fagerlie. There were five items for consideration.

Item No. 1 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. 2 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 4<sup>th</sup> 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 "shovel-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.

The Committee was recommending the to the Council 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. EDC Executive Director Aaron Backman presented costs estimates for approximately 86 acres at \$2,893 to be split 50/50 with the City's share being approximately an additional \$1,446.50. It was noted if the area was extended another 101 acres to the west along Highway 40 that would add \$8,026.50 to the total cost.

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

#### RESOLUTION NO. 7

BE IT RESOLVED by the City Council of the City of Willmar, that the City participate with the City of Willmar/Kandiyohi County Economic Development Commission in seeking State of Minnesota Shovel Ready Certification.

The City's cost for professional services in this process are estimated to not exceed \$8,026.50.

Dated this 4<sup>th</sup> day of April, 2016.

/s/ Marv Calvin  
Mayor

/s/ Kevin Halliday  
Attest: City Clerk

Item No. 3 Staff presented a draft of protective covenants for the Industrial Park 3<sup>rd</sup> and 4<sup>th</sup> 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.

The Committee was recommending that the City Council approve the Industrial Park Covenants as presented. Council Member Fagerlie moved the recommendation of the Committee. Council Member Christianson seconded the motion, which carried.

Item No. 4 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. The Council received this for information with Mayor Calvin suggesting it not be pulled from off the table as one of the key supporters, Council Member Johnson, was absent at this time.

Item No. 5 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. 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 1<sup>st</sup> and 3<sup>rd</sup> Tuesdays of the month, rather than the 2<sup>nd</sup> and 4<sup>th</sup> 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.

The Community Development Committee Report for March 31, 2016, was approved as presented and ordered placed on file in the City Clerk's Office upon motion by Council Member Fagerlie, seconded by Council Member Christianson.

Council Member Anderson presented for discussion consideration of the best way to utilize the Council's time and consideration be given to developing work sessions. Council Member Christianson commented on abolishing the committee structure stating the Council discussed this in the past and decided to keep the committee structure and referred to committees in the parliamentary book. He opined the committee structure allows greater freedom of discussion, more time being available for each subject and informal procedure can be used. He stated he is in favor of keeping the committee structure. Mayor Calvin rebutted he felt what Council Member Christianson was referencing was the description on what committees are called and he believes the standard operating procedures do not state the Council has to follow a committee structure. Council Member Mueske suggested this topic be referred to the Community Development Committee for discussion. The motion to file the minutes of the Community Development Committee carried.

City Clerk Kevin Halliday presented for the Council's consideration four amendments to the Willmar City Charter recommended by the Charter Commission. City Attorney Robert Scott has recommended that each section stand as a separate ordinance to avoid defeating a multiple section amending ordinance when a Council objection is voiced on one section only. It was recommended to the Council by staff to make one motion setting four separate hearings for the April 18, 2016 Council meeting. Council Member Anderson moved the recommendation of staff. Council Member Fagerlie seconded the motion, which carried.

City Clerk Kevin Halliday then presented for consideration the On-Sale Liquor License Renewal for the Kandi Entertainment Center. The term of the licenses is from April 25, 2016 to April 25, 2017. It was staff's recommendation to approve and submit to the State of Minnesota. A motion was made by Council Member Fagerlie to approve the renewals. Council Member Anderson seconded the motion, which carried on a roll call vote of Ayes 6, Noes 0.

City Administrator Larry Kruse presented for Council consideration that beginning May 2, 2016, the regular semi-monthly meetings of the City Council 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 held on Tuesday, July 5<sup>th</sup> and Tuesday, September 6<sup>th</sup> at the Council Chambers. The recommended time change was not considered due to lack of a motion from the Council.

Announcements for Council Committee meeting dates were as follows: Public Works/Safety, 4:45 p.m. at City Hall, April 12; Labor Relations, 4:45 p.m. at City Hall, April 13, 2016.

Mayor Calvin recommended the Council consider a Local Option Sales Tax Work Session on either Monday or Thursday of next week. Mayor Calvin and City Administrator Kruse would like to update the Council on projects being considered by staff. It was the consensus of the Council to meet on Monday, April 11<sup>th</sup> at 4:45 p.m. in the Council Chambers.

Council Member Fagerlie offered a motion to adjourn the meeting with Council Member Mueske seconding the motion, with carried. The meeting adjourned at 8:53 p.m.

Attest:

\_\_\_\_\_  
MAYOR

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

**LABOR RELATIONS/CITY COUNCIL PROCEEDINGS**  
**BOARD ROOM**  
**WILLMAR MUNICIPAL UTILITIES BUILDING**  
**WILLMAR, MINNESOTA**

April 4, 2016  
6:00 p.m.

The special meeting of the Willmar City Council called to order at 6:00 p.m. in the Board Room of the Willmar Municipal Utilities Commission. Members present on a roll call were Mayor Marv Calvin, Council Members Ron Christianson, Andrew Plowman, Denis Anderson, Rick Fagerlie, Shawn Mueske, and Audrey Nelsen. Present 7, Absent 2. Council Members Tim Johnson and Steve Ahmann were excused from the meeting.

Also present were City Administrator Larry Kruse.

Item No. 1 Council Member Christianson made a motion to go into closed session pursuant to Minn. Stat. §13D.03. to discuss negotiation strategies for the City including labor relation contracts, insurance and compensation for the Supervisors and Confidential Employees Group. Council Member Mueske seconded the motion, which carried. The meeting was closed at 6:01 p.m.

The meeting was reconvened in the Council Chambers at 6:22 p.m. by motion of Council Member Anderson, seconded by Council Member Mueske and passed. Mayor Calvin declared the meeting open.

Mayor Calvin noted the addition to the agenda of consideration of a labor contract with the Supervisors and Confidential Employees Group.

Item No. 2 City Administrator Larry Kruse presented an update on the merger of the City's Assessing Department with the County. He stated he has met with the County's Administration, Human Resources Director, Assessor and Auditor to negotiate duties. It was noted that the City will be required to abolish the Assessing Department by means of ordinance and notify the AFSCME General Unit. Council Member Anderson commented on the layoff of three employees by contract and the distribution of some duties within the City such as the special assessments to the Engineering Department. It was noted the County will be developing a memorandum of understanding with a tentative turnover date of July 1, 2016.

Item No. 3 City Administrator Kruse presented for the Council's consideration the negotiated contract for the Supervisors and Confidential Employees Group for 2016. He stated its standard language was similar to what all the other units have. Interest on accrued sick leave would change from 6% to 0% at the end of the year. The deferred compensation has been extended for another year through 2016 with the concept that it will not be offered to new hires after January 1, 2017. Employees who are promoted into that group who have a hire date prior to January 1, 2017 will be eligible for the deferred compensation. Double Gold will be provided through 2016 for \$90 a month for family coverage and one-year contract with a 2.5% increase retroactive to January 1, 2016 was proposed.

Council Member Anderson made a motion to approve the negotiated labor contract for the Supervisors and Confidential Employees as presented contingent on final approval by the City's Labor Attorney Frank Madden and the Labor Group. Council Member Mueske seconded the motion, which carried.

Council Member Mueske made a motion to adjourn the meeting with Council Member Plowman seconding the motion, which carried unanimously. The meeting adjourned at 6:39 p.m.

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MAYOR

Attest:

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SECRETARY TO THE COUNCIL

**WILLMAR CITY COUNCIL WORK SESSION**  
**COUNCIL CHAMBERS**  
**WILLMAR MUNICIPAL UTILITIES BUILDING**  
**WILLMAR, MINNESOTA**

April 11, 2016  
4:45 p.m.

The Work Session of the City Council was called to order by the Honorable Mayor Marv Calvin. Members present on a roll call were Mayor Calvin, Council Members Denis Anderson, Ron Christianson, Audrey Nelsen, Rick Fagerlie and Shawn Mueske; Present 6, Absent 3. Council Members Steve Ahmann, Andrew Plowman and Tim Johnson were excused from the meeting.

Also present were City Administrator Larry Kruse, Finance Director Steve Okins, Public Works Director Sean Christensen, Community Education and Recreation Director Steve Brisendine and Fire Chief Frank Hanson.

Mayor Calvin informed the Council the purpose of the work session was to discuss the possibility of a local option sales tax. He gave a brief history of conversations over a year ago with Representative Baker and Senator Koenen relating to a half of a percent sales tax to fund projects of regional significance. The idea was not addressed at that time. At the Legislative Action Day this past March City representatives visited with Representative Baker and Senator Koenen and were again asked if the City would be considering this type of tax. Mayor Calvin noted a local option sales tax was discussed at the recent Council Retreat and the idea of holding this work session was to allow the Council to discuss the local option sales tax process and see what projects could be considered.

City Administrator Larry Kruse presented a history on Willmar's sales tax. In 1999 there was an approximately \$4 million sales tax for the Kandiyohi County Regional Library and in 2004 an \$8 million sales tax for expansion of the airport/industrial park, hiking and biking trails and the construction improvements of the Blue Line and Civic Center Connection. This tax was removed in 2012. Some key points Mr. Kruse brought forward were the statute that regulates the sale tax stating it is subject to the voters at a general election. The Council must pass a resolution that states the City's approval, proposed tax rate, uses, total revenue to be raised and length of time to be in effect, and lastly proceeds of the tax must be designated for specific improvements at least 90 days before the referendum. Mr. Kruse presented the 2004 ballot question for reference. The City Administrators and Mayors from Willmar, Spicer and New London have met and there is interest from both Spicer and New London to do their own local sales tax for specific projects they would like to pursue with ten years as the target date.

City Administrator Kruse stated for the City of Willmar a local option sales tax would generate roughly \$2.2 million annually and over a ten-year period it would generate approximately \$23 million. Projects of regional significance have been prepared for the Council's consideration by staff. These include: Community Center/Backup Emergency Operations Center, Mid-Minnesota office space along with WRAC 8 Studio, Swansson Field lighting improvements, Civic Center refrigeration improvements, Robbins Island Regional Park Improvements, Year-round Ice Arena Facility (third sheet), Multi-family Workforce Housing Incentive, Regional Emergency Training Center, Curling Club Facility, Block 50 Parking Structure and Wye South-end Overpass. The high-priority projects identified by staff were the refrigeration improvements at the Civic Center, the Swansson Field Lighting and the Community Center. Mr. Kruse stated the results of the facility study would be coming before the Council in the near future which would address the concerns of the Community Center. City Administrator Kruse detailed the process of implementing a local option sales tax giving a timeline to follow to make the ballot at the November 8<sup>th</sup> General Election, if the Council chose to proceed.

Mayor Calvin reiterated he would like the Council to consider a half of a percent sales tax over ten years and opened the meeting up for discussion by the Council.

Questions were raised about the proposed projects brought before the Council and if the decision to seek a local option sales tax should be made before the projects have been determined. Mayor Calvin opined the Council should first agree if it would be in favor of the local option sales, then determine the projects and lastly the question for the voters. This meeting was held to see if the Council supports a local option sales tax and noted it is the Council's responsibility to select which projects to fund.

Staff was asked to address each of the projects and explain its regional significance. City Administrator Kruse briefly explained how each project can be viewed as being of regional significance. It was noted the projects brought forth for consideration totaled upwards of \$50 million and there may be projects the Council would rather have considered which will be by selection of the Council. He indicated there is need for many of these projects and if not by a local option sales tax, they will have to be funded by property tax. Mayor Calvin opined that if the tax payers don't support the local option sales tax, they will vote against it and the Council is responsible to select the right projects to bring forward for consideration. Council Member Christianson spoke against additional taxes and there not being an appetite in the business community for a local option sales tax.

Council Member Mueske asked for a ballpark estimate for the three high-priority projects. CER Director Steve Brisendine estimated the Civic Center Refrigeration at \$2 - \$2.8 million, and \$1.8 million for Swansson Field Lighting. City Administrator Kruse estimated the Community Center facility at \$350 a square foot or approximately \$5-7 million. Council Member Anderson mentioned some projects for possible consideration. One being revisiting the transportation plan that was done years prior and considering those recommendations and others some nice, market-rate apartments in the downtown area and the Becker Avenue Plan. Public Works Director Christensen addressed the transportation plan stating there is money designated in the 2016 CIP to update it. Council Member Nelsen touched on the Civic Center refrigeration updates and the need to do them improvements whether it be by a local sales tax or placed in the budget, but yet this does not touch on any updates that need to be done at the facility such as locker rooms and other amenities mentioned in the Junior Hockey lease. She pointed out the facilities report will enable the Council to decide what projects need to be prioritized and she supports a local option sales tax for the right reasons.

Council Member Fagerlie requested clarification on the Civic Center and the possible sale of the Blue Line Center questioning if the City can sell it being it was donated and expressed his concern relating to the lighting at Swansson Field and the viable options of a new Community Center. City Administrator Kruse stated these are all thoughts that need to be put out there for discussion and addressed by the Council.

The question was raised as to the scope and cost estimates for the projects. Mayor Calvin asked for clarification of additional projects brought forward by the Council. City Administrator Kruse noted the additional projects as the transportation plan, the Becker Avenue plan, staffing at the Community Center and a Field House. Council Member Nelsen requested an explanation on the time line should the Council decide to proceed with a local options sales. Mayor Calvin reviewed the actions noting the process has to be complete 90 days priors to the election, which is the first part of August. At that point you move to educate the constituents.

It was the consensus of the Council to continue the discussion in support of the local option sales tax at the April 18, 2016 City Council meeting.

There being no further business to come before the Council, the Work Session adjourned at 6:02 p.m.

Attest:

\_\_\_\_\_  
MAYOR

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

**SUBJECT TO FINAL APPROVAL OF THE MUNICIPAL UTILITIES COMMISSION**

**WILLMAR MUNICIPAL UTILITIES MINUTES**  
**MUNICIPAL UTILITIES AUDITORIUM**  
**APRIL 11, 2016**

The Municipal Utilities Commission met in its regular scheduled meeting on Monday, April 11, 2016 at 11:45 a.m. in the Municipal Utilities Auditorium with the following Commissioners present: Dan Holtz, Carol Laumer, Jeff Nagel, Joe Gimse, Justin Mattern, Nathan Weber and Abdirizak Mahboub (arriving at 11:50 a.m.).

Others present at the meeting were: General Manager Wesley Hompe, Director of Operations John Harren, Director of Finance Denise Runge, Power Supply Manager Chris Carlson, Customer Service Supervisor Stacy Stien, Power Production Supervisor Jon Folkedahl, Administrative Secretary Beth Mattheisen, Energy Services/Marketing Representative Mary Kosbab, Power Resources Analyst Michelle Marotzke, City Attorney Robert Scott, and City Councilman Shawn Mueske.

Commission President Holtz opened the meeting by introducing Denise Runge who recently joined the WMU Staff as Director of Finance. Denise's knowledge and 20+ years of experience in the utility industry will be a great asset to the Willmar Municipal Utilities. Welcome, Denise!

Commissioner Holtz continued 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. 12**

"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 28, 2016 Commission meeting; and,
- ❖ Bills represented by vouchers No. 160580 to No. 160663 inclusive in the amount of \$165,412.15 with a MISO charge in the amount of \$14,709.11.

Dated this 11<sup>th</sup> day of April, 2016.

\_\_\_\_\_  
President

ATTEST:

\_\_\_\_\_  
Secretary

The foregoing resolution was adopted by a vote of five ayes, zero nays, and one abstention (Commissioner Laumer).

Commissioner Mattern (Chair) reviewed with the Commission minutes from the March 29<sup>th</sup> WMU Planning Committee meeting (see attached). The first topic of discussion focused on an update regarding the proposed new WMU facilities including the possible creation of an RFP for a joint facilities integrating and addressing the future needs of both WMU and City of Willmar. The next item of discussion concerned the Water Division (Wellhead Protection Plan and Water Treatment Plans). The final subject of discussion was a request for an adjustment to the 2016 WMU Capital Improvement Budget. This request would address the need to efficiently coordinate WMU work

with 2016 City projects (sewer replacement and Country Club Drive Lift Station). Following discussion, Commissioner Mattern offered a motion to approve the minutes of the March 29<sup>th</sup> WMU Planning Committee meeting as presented. Commissioner Gimse seconded the motion which carried by a vote of seven ayes and zero nays.

In conjunction with the approval of the WMU Planning Committee minutes, Commissioner Holtz was requesting a resolution to schedule a public hearing to address the Wellhead Protection Program. The mandated Wellhead Protection Program is part of the Safe Drinking Water Act which is administered by EPA and provides protection for public water supplies. Following discussion, Commissioner Laumer offered a resolution to schedule a public hearing for May 23<sup>rd</sup> at 11:50 a.m. to address the Wellhead Protection Program relative to the Willmar area. Commissioner Mattern seconded.

**RESOLUTION NO. 13**

“BE IT RESOLVED, by the Municipal Utilities Commission of the City of Willmar, Minnesota, that as a requirement of the Safe Drinking Water Act (EPA), a public hearing to address the Wellhead Protection Program for the Willmar area will be held on Monday, May 23, 2016, beginning at 11:50 a.m. in the WMU Auditorium.”

Dated this 11<sup>th</sup> day of April, 2016.

\_\_\_\_\_  
President

ATTEST:

\_\_\_\_\_  
Secretary

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

Commissioner Holtz next presented the Commission with a request to approve an adjustment to the 2016 WMU Budget. As previously presented to the Commission (Planning Committee minutes), this request was in an effort to more efficiently coordinate work with the City’s sewer replacement and lift station projects. Staff was requesting to reallocate funds from the Willmar “WYE” project to the Feeder #3 replacement (originally scheduled for 2017) and to transfer additional funds to complete the Country Club Drive lift station project. Following review, Commissioner Mattern offered a resolution to approve the reallocation of funds for the 2016 WMU Capital Improvement Budget. Commissioner Mahboub seconded.

**RESOLUTION NO. 14**

“BE IT RESOLVED, by the Municipal Utilities Commission of the City of Willmar, Minnesota, that an adjustment to the 2016 WMU Capital Improvement Budget be approved with the transfer of funds from the Willmar “WYE” Fund (deferred to 2017) to the Feeder #3 Replacement Project in the amount of \$165,000 and to the Country Club Drive Lift Station Project in the amount of \$11,200 be approved as presented.”

Dated this 11<sup>th</sup> day of April, 2016.

\_\_\_\_\_  
President

ATTEST:

\_\_\_\_\_  
Secretary

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

Commissioner Holtz opened discussion with the Commission by requesting that the tabled topic seeking approval of a proposed new website design and implementation be taken from the table and made active for consideration. Commissioner Mattern made a motion to take from the table a request to consider approval of a new WMU website design and implementation of the site. Commissioner Mahboud seconded the motion which carried by a vote of seven ayes and zero nays. Energy Services/Marketing Rep Kosbab presented a brief recap of the proposed project along with a request to enter into agreement with VoyageurWeb to provide the professional services for a new website design, implementation and maintenance for WMU. Commissioner Mattern informed the Commission that he had met with Staff to address questions and concerns regarding the project. Following discussion, Commissioner Mattern offered a resolution to proceed with approval of a service contract with VoyageurWeb for the design, implementation and maintenance of a new website for WMU at a cost of \$5,650 (one-time cost) with a \$280 per year on-going hosting and maintenance fee. Commissioner Gimse seconded.

#### RESOLUTION NO. 15

“BE IT RESOLVED, by the Municipal Utilities Commission of the City of Willmar, Minnesota, that the agreement with VoyageurWeb of Mankato, MN, to provide professional services for the design, implementation, and maintenance of a new website for the Willmar Municipal Utilities at a one-time cost of \$5,650 with a \$280 per year on-going hosting and content management system maintenance to be approved.”

Dated this 11<sup>th</sup> day of April, 2016.

\_\_\_\_\_  
President

ATTEST:

\_\_\_\_\_  
Secretary

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

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

1. February 2016 Power Supply Report (Power Resources Analyst Marotzke)
2. March 2016 Wind Turbine Report (Power Production Supervisor Folkedahl)

Commissioner Holtz opened discussion with the Commission on the need to assign committee appointments. Holtz noted that two subcommittees are being formed to address the new Facilities/Building Project. Committee #1 would address the design and regulatory requirements of the project, while Committee #2 would focus specifically on the community and marketing

aspects of the project. Following discussion, Commissioner Holtz appointed Commissioner Nagel to serve on Committee #1 and Commissioner Laumer to serve on Committee #2. Commissioner Holtz continued by appointing Commissioner Webber to serve as a member of the WMU Labor Committee joining Commissioners Laumer (Chair) and Gimse. Commissioner Holtz would serve as an Alternate to both the WMU Labor and Planning Committees.

General Manager Hompe along with Commissioners Holtz & Laumer recapped their recent attendance at the 2016 APPA Lineworkers Rodeo which was hosted by MMUA, Shakopee Public Utilities, and Marshall Municipal Utilities, April 1-2 in Shakopee. Sixty-three teams and 130 apprentices from municipal electric utilities across the nation participated in the annual event. The "rodeo" is a series of competitive events demonstrating lineworkers skills and safe work practices. WMU Linemen Dylan Berg and Ryan Kobliska skillfully represented Willmar in the apprentice portion of these events. Thank you to Dylan & Ryan for their participation in the competition along with Lois Nelson and Michelle Marotzke for volunteering their time and service to make the event a success!

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

- WMU Labor Committee Meeting – April 11 (immediately following MUC mtg.)
- MMUA Annual Legislative Rally – Tues., April 19 (St. Paul)
- APPA Governance Webinar Series (4 of 9): *Industry Issues and Challenges Facing Public Power Governing Bodies* – May 5<sup>th</sup> @ 1:00-2:30 p.m. (WMU Conf. Room)
- MRES 51<sup>st</sup> Annual Meeting – May 11-12 (Sioux Falls, SD)
- APPA National Conference – June 10-15 (Phoenix, AZ)
- MMUA Annual Summer Mtg. – August 15-17 (Cragun's)
- WMU 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 seven ayes and zero nays, and the meeting was adjourned at 12:19 p.m.

Respectfully Submitted,

WILLMAR MUNICIPAL UTILITIES

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Beth Mattheisen  
Administrative Secretary

ATTEST:

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Jeff Nagel, Secretary



**WILLMAR MUNICIPAL UTILITIES**  
**WMU PLANNING COMMITTEE MEETING MINUTES**  
**Tuesday, March 29, 2016**  
**12:00 Noon - WMU Conference Room**

Present: Commissioners Justin Mattern, Jeff Nagel & Abdirizak Mahboub, General Manager Wesley Hompe, Director of Operations John Harren, Supervisor of Facilities & Purchasing Kevin Marti, Water/Heating Supervisor Joel Braegelman, City Clerk Kevin Halliday, Public Works Director Sean Christensen, and City Administrator Larry Kruse (arriving at 12:20 p.m.).

Committee Chair Mattern called the meeting to order at 12:02 p.m.

\*\*\*\*\*

**AGENDA ITEM(S):**

➤ **Request for Proposals - New Facilities/Building Project:**

General Manager Hompe presented a background synopsis of the proposed new facilities project (needs, property purchases, etc.). Following a review of the 2010 Facilities Study which integrated the Utility departments, Hompe noted that the original study would need modifications/updates to meet current & future departmental requirements. Supv. of Facilities & Purchasing Marti spearheaded the project by establishing a Request for Proposal (RFP) in an effort to address requirements of a new WMU facility. Prior to releasing the RFP for the facilities project, City Administrator Kruse had contacted WMU Staff requesting that consideration be given for a possible joint facility venture (WMU/City). Marti continued by stating that the design and location options of the project should be readdressed due to a number of factors (i.e. ease of vehicles accessibility, infrastructure, etc.). Discussion was held regarding theoretical and operational efficiencies related to a future joint facility and logistics (i.e. departmental interaction). (City Administrator Kruse arrived @ 12:20 p.m.)

Discussion continued on the possible creation of an RFP for a joint facilities integrating & addressing the future needs of both the WMU & the City. Note: The City is currently conducting a facility study addressing their current building/facilities (City Hall & Community Center mainly being addressed in the study).

It was a consensus among the meeting participants that the establishment of a "master plan" would be the next step in determining feasibility of either separate or joint facilities which would best meet the future needs of both entities and the citizens of Willmar.

General Manager Hompe requested Commissioner Nagel to provide consulting input on a combined needs assessment and the possible establishment of an RFP incorporating the needs of both WMU and the City of Willmar. Director of Operations Harren will serve as the "point person" to spearhead the joint study project.

City officials Kruse, Christensen & Halliday departed the meeting @ 12:40 p.m.

➤ **Water Division:** Water/Heating Supv. Braegelman led discussion on the following issues related to WMU's Water Division:

**Wellhead Protection Plan (WHPP)** - In conjunction with the mandated Safe Drinking Water Act (EPA), the two-part WHPP requires public water suppliers to identify the area that contributes water to a public water supply (Part 1 was completed in 2012). Part 2 of the plan involves developing a management plan which includes an inventory of potential sources of contamination and ways to manage existing and future activities that impact the City's water

supply. The next step of the plan requires a Public Hearing. This hearing has been scheduled for May 23<sup>rd</sup> (in conjunction with regular MUC meeting). Note: WHPP is reevaluated annually (Dept. of Health). This program ensures the community's safe drinking water supply.

**Water Treatment Plans - Biological filtration treatment process of the WMU Water Treatment Plants.** Braegelman presented a step-by-step outline of the phases and process included in the project (pilot plant operation, preliminary design, design & bidding, and construction of both the NE and SW Plants). Braegelman was requesting the Planning Committee to recommend to the Commission that WMU begin Phase 2 of the project with Carollo Engineering (preliminary design). This portion of the project would include design of biological treatment and review of regulatory requirements.

Following discussion, Commissioner Nagel made a motion to recommend to the Commission that WMU proceed with Phase 2 of the Water Treatment Plan (multi-year project). Commissioner Mahboub seconded the motion which carried by a vote of three ayes and zero nays.

➤ **Miscellaneous: 2016 WMU Budget Adjustment - Reallocation of Funds Request**

Director of Operations Harren informed the Planning Committee that in an effort to more efficiently coordinate work with City projects (sewer and Country Club Lift Station), it was necessary to move WMU's 2017 Feeder #3 Replacement Project up to 2016. Therefore, a transfer of funds from the Willmar "WYE" budget (re-routing of Hwy. 12 scheduled to begin in 2017) to accommodate these projects was being requested. Harren was requesting that the WMU Planning Committee acknowledge Staff's recommendation to reallocate the budgeted funds and recommend to the Commission that they concur with the request. (See attached memo from Bill Hawkinson, Construction Engineer.)

Following discussion, Commissioner Nagel offered a motion to recommend to the Commission the reallocation of 2016 WMU Budget Funds as presented. Commissioner Mahboub seconded the motion which carried by a vote of three ayes and zero nays.

**Adjournment:**

Following discussion, Commissioner Nagel offered a motion to adjourn the meeting of the WMU Planning Committee. Commissioner Mahboub seconded the motion which carried, and the meeting was adjourned by a vote of three ayes and zero noes at 1:10 p.m.



**WILLMAR MUNICIPAL UTILITIES**  
**Interoffice Memo**

**TO:** Wesley Hompe, General Manager  
**FROM:** Bill Hawkinson, Construction Engineer  
**SUBJECT:** 2016 Budget Adjustment Request  
**DATE:** March 21, 2016

In order to efficiently coordinate work with a City sewer project, it was necessary to move 2017's Feeder #3 replacement up to 2016. This move left a \$165,000 shortfall in the appropriate budget line. In order to cover this dollar amount, I propose transferring \$165,000 from the Willmar "we" \$387,000 budget. The "we" project, re-routing of Hwy 12 and railroad tracks, will not take place until at least 2017.

A second City project, a lift station on Country Club Drive, is farther reaching than originally anticipated. The \$20,800 budget is now expected to reach \$32,000. I would like to once again to transfer the \$11,200 shortfall from the "we" budget.

If both of these requests are granted, a balance of \$210,800 would remain in Railroad Relocation Budget.

BH:bm

**WILLMAR PLANNING COMMISSION  
CITY OF WILLMAR, MN  
WEDNESDAY, APRIL 13, 2016**

**MINUTES**

1. The Willmar Planning Commission met on Wednesday, April 13, 2016, at 7:00 p.m. at the Willmar City Offices Conference Room #2.

\*\* Members Present: Gary Geiger, Aaron Larson, Rolf Standfuss, Margaret Fleck, Bob Poe, Rebecca Trongaard, and Steve Gardner.

\*\* Members Absent: Randy Czarnetzki.

\*\* Others Present: Beverly Dougherty, Shelby Lindrud, Warren Erickson, Bev Werder, Ron Werder, Nancy Patock, and Megan DeSchepper- Planner.

2. MINUTES: The March 23, 2016 minutes were approved as submitted.
3. WELCOME: The Planning Commission welcomed Rebecca Trongaard a newly appointed member of the Commission and thanked her for donating her time to her community.
4. CENTRAL BUSINESS DISTRICT DESIGN STANDARDS ORDINANCE- FILE NO. 16-01: The public hearing opened at 7:01 p.m. Staff presented the Central Business District Design Standards Ordinance. A subcommittee of the Planning Commission started working on the Ordinance in June of 2015. Design standards are goals in the Comprehensive Plan and the Downtown Plan of the City of Willmar. The Planning Commission tweaked the documents during the last few meetings in regards to building height limits and windows.

There were no comments from the audience and the public hearing closed at 7:03 p.m.

The Planning Commission talked about all the projects that would be in the Central Business District would require Plan Review so the Commission would be seeing the projects. An applicant could try to vary from the code with a variance, which would go before the Board of Zoning Appeals.

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

The motion carried.

5. TRENTWOOD ESTATES THIRD ADDITION PRELIMINARY PLAT- FILE NO. 16-01: 7:07 p.m. Warren Erickson, of Erickson Land Co., presented a preliminary plat of a two lot replat combining 24' of adjacent land that he owns to two existing lots in

Trentwood Estates on property legally described as follows: Lot 1 & 2, Block One, Trentwood Estates AND also part of the NW ¼ Section 12, Township 119, Range 35 (Upper Trentwood Circle). Erickson Land Co. has a proposed use of an assisted living facility on proposed Lot 2 that requires the additional land to meet setbacks.

With no comments from the public the hearing was closed at 7:11 p.m.

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

Mr. Poe made a motion, seconded by Mr. Geiger, to approve the preliminary plat with the following conditions:

- A. 6' utility easement shall be added to all property lines of each lot.
- B. If pending assessments are added to the parcels prior to final plat recording, reapportionment or full payment of assessments will be required.
- C. Declarations shall be updated to include new legal descriptions. And homeowner's association bylaws shall be updated if these parcels are going to part of the association and recorded with the final plat.
- D. Tapping fees apply for the sanitary sewer connection.

The motion carried.

6. ERICKSON LAND CO. REZONE AG TO R-2 AND GB- FILE NO. 16-02: The public hearing opened at 7:15 p.m. Warren Erickson, Erickson Land Co., presented the rezoning request of the land he proposes subdividing (see above) which is currently zoned AG (Agricultural) to GB (General Business) and R-2 (One and Two Family Residential) on property legally described as follows: Lot 1 & 2, Block One, Trentwood Estates AND also part of the NW ¼ Section 12, Township 119, Range 35 (Upper Trentwood Circle).

The Commission talked about the existing lots are zoned GB and R-2 and that this is just zoning the additional 24' that is being added to the north property line to correlate with what exists. Staff noted that this is in keeping with the Comprehensive Plan that depicts Lakeland Dr. NE as a major road with commercial development along it and then the dense residential to act a buffer to the single and two family homes further east.

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

With no comments from the public the hearing was closed at 7:20 p.m.

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

The motion carried.

7. ERICKSON LAND CO. TWO 10-UNIT ASSISTED LIVING FACILITIES CONDITIONAL USE PERMIT-FILE NO. 16-01: The public hearing opened at 7:21

p.m. Warren Erickson, Erickson Land Co., presented plans on behalf of Passion Properties Two, Willmar, MN, for two 10-unit assisted living facilities on property legally described as follows: Lot 1 & 2, Block One, Trentwood Estates AND also part of the NW ¼ Section 12, Township 119, Range 35 (Upper Trentwood Circle). Assisted living facilities are permitted in the R-2 district with a conditional use permit. The façade of the building will be similar to other homes in the vicinity and will fit in well with the residential properties. The applicant proposes building one 10-unit facility in 2016 and the second facility will be some at some future date unknown.

With no comments from the public the hearing was closed at 7:25 p.m.

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

The Commission talked about the facility being a good neighbor and fitting in well with the neighborhood. The property is part of the homeowners association so will be maintained in the same manner as adjacent properties. Parking exceeds Ordinance minimums.

Mr. Standfuss made a motion, seconded by Ms. Fleck, to approve the conditional use permit with the following conditions:

- A. If the parcel is going to be part of the homeowners association; the declarations and bylaws shall be updated and recorded with the final plat.
- B. The use shall meet all applicable local, state, and federal rules and regulations at all times.

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

The motion carried, with Mr. Gardner abstaining.

8. With no further business to come before the Commission the meeting adjourned at 7:28 p.m.

Respectfully submitted,



Megan M. DeSchepper, AICP  
Planner/Airport Manager

PLANNING COMMISSION-APRIL 13, 2016

STAFF COMMENTS

1. TRENTWOOD ESTATES THIRD ADDITION PRELIMINARY PLAT FILE NO. 16-01:

- The applicant is Erickson Land Co. (Warren Erickson), Willmar, MN.
- The two lot replat is to enlarge both lots with some adjacent land also owned by the applicant to allow for future assisted living development on property legally described as follows: Lot 1 & 2, Block One Trentwood Estates AND also part of the NW ¼ Section 12, Township 119, Range 35 (Upper Trentwood Circle NE).
- The properties are accessed via Upper Trentwood Circle NE and the proposed Lot 1 also has access via Lakeland Dr. NE.
- The existing Lot One and proposed Lot One are zoned GB (General Business), and the existing Lot Two and proposed Lot Two are zoned R-2 (One and Two Family Residential) (rezone of AG land required and conditional use permit required for assisted living facility).
- The applicant proposes adding 24' onto the existing lots from AG land he owns to allow for development of assisted living facilities on Lot 2 and meet required setbacks.
- Both lots exceed minimum lot sq. ft. and lot width requirements.

**Department Comments:**

*MUC Comments:* Electrical service is available. 6' utility easements shall be added to all property lines of each lot. Water service is available off of Upper Trentwood Circle NE.

*Assessor's Comments:* Replat of 95-828-0010, 95-828-0020 and plat part of 95-912-0950. Rezoning and conditional use permit are being addressed. Will there be adequate off street parking? Will declarations be updated? Will these parcels be part of the owner's association for Trentwood Estates? There are pending assessments for the lots that are not available at this time, but reapportionment may be necessary depending on the timing of the final plat and whether the applicant pays them in full or not etc.

*Engineering/Public Works Comments:* This is a 24' addition to two existing lots that were improved in City projects in 2004. Street layout and design are ok as exist. Sanitary sewer is available in Upper Trentwood Circle NE tapping fees apply. Storm sewer site drainage is adequate.

*Fire Chief/Marshall Comments:* All hydrants already in place and adequately located.

RECOMMENDATION: Approve the preliminary plat with the following conditions:

- A. 6' utility easement shall be added to all property lines of each lot.
- B. If pending assessments are added to the parcels prior to final plat recording, reapportionment or full payment of assessments will be required.
- C. Declarations shall be updated to include new legal descriptions. And homeowners

association bylaws shall be updated if these parcels are going to part of the association and recorded with the final plat.

D. Tapping fees apply for the sanitary sewer connection.

2. ERICKSON LAND CO. REZONE AG TO R-2 AND GB- FILE NO. 16-02:

- The applicant is Erickson Land. Co. (Warren Erickson) Willmar, MN.
- The applicant is subdividing some land and wishes to add currently zoned AG (Agricultural) to two existing parcels one that is zoned GB (General Business) and the other is zoned R-2 (One and Two Family Residential) on property legally described as follows: Lot 1 & 2, Block One Trentwood Estates AND also part of the NW ¼ Section 12, Township 119, Range 35 (Upper Trentwood Circle NE).
- The property to the north is zoned AG, east is R-2, South is R-2/GB, west R-2.
- The current zoning and proposed zoning are in keeping with the comprehensive plan that lots along Lakeland Drive are commercial and lots further away are residential.
- The applicant wishes to develop assisted living facilities on the proposed second lot which is zoned R-2. A conditional use permit will be required as the proposed facilities are each 10 unit buildings.

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

3. ERICKSON LAND CO. TWO 10-UNIT ASSISTED LIVING FACILITIES CONDITIONAL USE PERMIT- FILE NO. 16-01:

- The applicant is Energy Concepts (Warren Erickson), on behalf of Passion Properties Two, Willmar, MN.
- The applicant wishes to build two 10-unit assisted living senior facilities on property legally described as follows: Lot 2, Block One, Trentwood Estates AND also part of the NW ¼ Section 12, Township 119, Range 35 (Upper Trentwood Circle NE).
- The property is zoned R-2 and assisted living senior housing facilities are permitted with a conditional use permit.
- There are six off street parking spaces provided as well as two garage stalls and two spaces outside the garage totaling 10 spaces which exceeds the Ordinance requirements.
- As there is no property line between the two proposed facilities they will always be owned by the same entity and will not be subdivided.
- The applicant proposes building one unit in 2016 and the other at an unknown future date.
- The architectural style is similar to adjacent residential properties in the area.
- The landscape plan is varied and involves a variety of shrubs and trees.
- Is this property going to part of the Trentwood Estates homeowners association? If so declarations etc. need to amended for the new plat legal description etc.
- This property will act as a buffer between the commercial properties to the west and the two family and single family homes to the east.
- Setbacks for the proposed buildings are met.

- What type of care facility is this? 55 Plus? Number of in home care nurses?

RECOMMENDATION: Approve the conditional use permit with the following conditions:

- A. If the parcel is going to be part of the homeowners association; the declarations and bylaws shall be updated and recorded with the final plat.
- B. The use shall meet all applicable local, state, and federal rules and regulations at all times.

ACS FINANCIAL SYSTEM  
04/13/2016 14:30:19

Vendor Payments History Report  
INCLUDES ONLY POSTED TRANS

CITY OF WILLMAR  
GL540R-V08.00 PAGE 1

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
ACLS COMPANY/THE			003059							
	45615	04/13/16	FIRST RESPONDER TRNG	1,500.00		1225		D N	TRAVEL-CONF.-SCH	101.42412.0333
ALESHIRE/NICOLE			.02341							
	45616	04/13/16	HOCKEY EQUIP DEPOSIT	50.00		041116		D N	REFUNDS AND REIM	101.41428.0882
ALEX AIR APPARATUS INC			002061							
	45617	04/13/16	2 SCBA CYLINDERS	2,000.00		29350		D N	FURNITURE AND EQ	438.42412.0552
	45617	04/13/16	SCBA BRACKETS	1,830.35		29536		D N	SMALL TOOLS	101.42412.0221
			VENDOR TOTAL	3,830.35		*CHECK TOTAL				
AMERICAN SOLUTIONS FOR B			000046							
	45618	04/13/16	1095C ENVELOPES	39.25		INV02525490		D N	OFFICE SUPPLIES	101.41405.0220
AMERICAN WELDING & GAS I			000057							
	45619	04/13/16	WELDING GAS	29.95		03953706		D N	GENERAL SUPPLIES	101.43425.0229
AMERIPRIDE LINEN & APPAR			000051							
	45620	04/13/16	TOWEL SERVICE	31.94		2200756250		D N	CLEANING AND WAS	101.43425.0338
	45620	04/13/16	TOWEL SERVICE	37.61		2200761354		D N	CLEANING AND WAS	101.43425.0338
			VENDOR TOTAL	69.55		*CHECK TOTAL				
ANDERSON LAW OFFICES			002954							
	45621	04/13/16	NOTICE-NUISANCE ABATEMNT	461.25		STMT/3-16		D M 07	PROFESSIONAL SER	101.41406.0446
	45621	04/13/16	LEGAL SERVICES-MAR	9,980.21		STMT/3-16		D M 07	PROFESSIONAL SER	101.41406.0446
			VENDOR TOTAL	10,441.46		*CHECK TOTAL				
ANDERSON/JANA			.02342							
	45622	04/13/16	HOCKEY EQUIP DEPOSIT	250.00		041116		D N	REFUNDS AND REIM	101.41428.0882
ANDERSON/JENNIFER			.02343							
	45623	04/13/16	HOCKEY EQUIP DEPOSIT	50.00		041116		D N	REFUNDS AND REIM	101.41428.0882
ANYTIME FITNESS			.02389							
	45624	04/13/16	SIGN DEPOSIT REF 2016-03	100.00		2016-03		D N	DEPOSITS-SIGN PE	101.230001
APPERT'S FOOD SERVICE			002526							
	45625	04/13/16	CONCESSION SUPPLIES	606.45		603300362		D N	GENERAL SUPPLIES	101.45433.0229
BAKER/ASHLEY			.02241							
	45626	04/13/16	HOCKEY EQUIP DEPOSIT	50.00		041116		D N	REFUNDS AND REIM	101.41428.0882
BATTERY WHOLESALE INC			002860							
	45627	04/13/16	BATTERIES FOR UPS	68.06		28767WIL		D N	MTCE. OF EQUIPME	651.48484.0224
	45627	04/13/16	BATTERIES FOR UPS	68.06		28831WIL		D N	MTCE. OF EQUIPME	651.48485.0224

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BATTERY WHOLESALE INC														
	45627	04/13/16	BATTERIES	242.61		29524WIL		D	N				INVENTORIES-MDSE	101.125000
	45627	04/13/16	BATTERIES FOR GENERATOR	429.98		29840WIL		D	N				MTCE. OF EQUIPME	651.48484.0224
	45627	04/13/16	BATTERIES	234.29		30439WIL		D	N				INVENTORIES-MDSE	101.125000
	45627	04/13/16	BATTERIES FOR UPS	104.88		31075WIL		D	N				MTCE. OF EQUIPME	651.48485.0224
	45627	04/13/16	CORE RETURN	70.00	CR	31112WIL		D	N				MTCE. OF EQUIPME	651.48484.0224
	45627	04/13/16	BATTERIES	210.00		31507WIL		D	N				INVENTORIES-MDSE	101.125000
			VENDOR TOTAL	1,287.88		*CHECK TOTAL								
				1,287.88										
BEHRENBRINKER/STEPHEN C														
	45628	04/13/16	ASSESSING SERVICES-MAR	3,200.00		STMT/3-16		D	M	07			PROFESSIONAL SER	101.41404.0446
BERNICK'S PEPSI-COLA CO														
	45629	04/13/16	OFFICE COFFEE	97.65		8591		D	N				GENERAL SUPPLIES	101.43425.0229
BLASCHKO/TRAVIS														
	45630	04/13/16	FIRE CALL-1409 FAIR ACRE	35.17		102		D	N				TRAVEL-CONF.-SCH	101.42412.0333
BME LAB AND SCIENCE														
	45631	04/13/16	AUTOCLAVE CALIBRATION	660.00		50111		D	N				MTCE. OF EQUIPME	651.48484.0334
BOHLSSEN/SHANNON														
	45632	04/13/16	HOCKEY EQUIP DEPOSIT	50.00		041116		D	N				REFUNDS AND REIM	101.41428.0882
BOLTON & MENK INC														
	45633	04/13/16	12TH ST SE IMPROVEMENTS	35.00		0188617		D	N				PROFESSIONAL SER	414.48454.0446
	45633	04/13/16	CONSULTANT FEES	4,356.00		0188618		D	N				PROFESSIONAL SER	432.48507.0446
	45633	04/13/16	PRE-TREATMENT PROGRAM	438.00		0188619		D	N				PROFESSIONAL SER	651.48484.0446
	45633	04/13/16	IND. PARK 4TH ADDITION	2,769.50		0188620		D	N				PROFESSIONAL SER	414.48455.0446
	45633	04/13/16	WESTWOOD COURT L.S.	15,559.79		0188621		D	N				MTCE. OF OTHER I	432.48508.0336
	45633	04/13/16	REIMBURSABLE EXPENSES	341.00		0188621		D	N				MTCE. OF OTHER I	432.48508.0336
			VENDOR TOTAL	23,499.29		*CHECK TOTAL								
				23,499.29										
BRISENDINE/STEVE														
	45634	04/13/16	CVB TRAILS MTG-MILEAGE	10.80		032316		D	N				TRAVEL-CONF.-SCH	101.45432.0333
	45634	04/13/16	PLANNING MTG-MILEAGE	56.16		040616		D	N				TRAVEL-CONF.-SCH	101.45432.0333
			VENDOR TOTAL	66.96		*CHECK TOTAL								
				66.96										
BSE														
	45635	04/13/16	REPL. SURGE PROTECTOR	216.62		910968624		D	N				MTCE. OF EQUIPME	651.48486.0224
	45635	04/13/16	LT BULBS FOR BLDG	290.98		911015522		D	N				MTCE. OF STRUCTU	651.48484.0225
			VENDOR TOTAL	507.60		*CHECK TOTAL								
				507.60										
BUETOW/JASON														
	45636	04/13/16	HOCKEY EQUIP DEPOSIT	150.00		041116		D	N				REFUNDS AND REIM	101.41428.0882

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BUSTOS/CHRISTINA .02346	45637	04/13/16	HOCKEY EQUIP DEPOSIT	50.00		041116		D	N				REFUNDS AND REIM	101.41428.0882
C D & T INC AUTO PARTS 000145	45638	04/13/16	PLAY EQUIP REPAIR-PARTS	293.50		936548		D	N				MTCE. OF OTHER I	101.43425.0226
CARD SERVICES 002552	45613	04/11/16	CONCESSION SUPPLIES	97.44		030710		D	N				GENERAL SUPPLIES	101.45433.0229
	45613	04/11/16	FIRE CALL-1419 FAIR ACRE	91.94		030813		D	N				TRAVEL-CONF.-SCH	101.42412.0333
	45613	04/11/16	CONCESSION SUPPLIES	28.20		030908		D	N				GENERAL SUPPLIES	101.45433.0229
	45613	04/11/16	CONCESSION SUPPLIES	46.32		031810		D	N				GENERAL SUPPLIES	101.45433.0229
	45613	04/11/16	CONCESSION SUPPLIES	15.78		031914		D	N				GENERAL SUPPLIES	101.45433.0229
	45613	04/11/16	CONCESSION SUPPLIES	40.69		033114		D	N				GENERAL SUPPLIES	101.45433.0229
			VENDOR TOTAL	320.37										
				320.37									*CHECK TOTAL	
CENTERPOINT ENERGY 000467	45639	04/13/16	NATURAL GAS-MAR	48.55		6072309/3-16		D	N				UTILITIES	101.45437.0332
CHAMBERLAIN OIL CO 000154	45640	04/13/16	MOTOR OIL	356.60		156487		D	N				MOTOR FUELS AND	651.48484.0222
CHAPPELL CENTRAL INC 000156	45641	04/13/16	CHECKED PUMP #4-LABOR	283.25		00067691		D	N				MTCE. OF STRUCTU	101.41408.0335
	45641	04/13/16	CHECKED MAU #2-LABOR	206.00		00067707		D	N				MTCE. OF EQUIPME	651.48484.0334
	45641	04/13/16	FURNACE FILTERS	54.00		00159161		D	N				MTCE. OF STRUCTU	101.41408.0225
			VENDOR TOTAL	543.25										
				543.25									*CHECK TOTAL	
CHAPUT/KELLY .02347	45642	04/13/16	HOCKEY EQUIP DEPOSIT	100.00		041116		D	N				REFUNDS AND REIM	101.41428.0882
CHARTER COMMUNICATIONS 000736	45643	04/13/16	PHONE SERV 04/12-05/11	62.15		3941/4-16		D	N				COMMUNICATIONS	101.41409.0330
	45643	04/13/16	PHONE SERV 04/16-05/15	644.26		4184/4-16		D	N				COMMUNICATIONS	101.41409.0330
	45643	04/13/16	PHONE SERV 04/10-05/09	168.87		4972/4-16		D	N				TRAVEL-CONF.-SCH	101.41409.0333
			VENDOR TOTAL	875.28										
				875.28									*CHECK TOTAL	
CHIEF SUPPLY CORPORATION 000885	45644	04/13/16	FIREFIGHTER BADGE	126.00		491608		D	N				SUBSISTENCE OF P	101.42412.0227
	45644	04/13/16	FIREFIGHTER BADGE	126.00		493298		D	N				SUBSISTENCE OF P	101.42412.0227
	45644	04/13/16	FIREFIGHTER BADGE	126.00		497436		D	N				SUBSISTENCE OF P	101.42412.0227
			VENDOR TOTAL	378.00										
				378.00									*CHECK TOTAL	
CLOUDNET 002354	45645	04/13/16	DOMAIN NAME REGISTRATION	10.00		20160438787		D	N				PREPAID EXPENSES	208.128000
	45645	04/13/16	DOMAIN NAME REGISTRATION	10.00		20160438787		D	N				COMMUNICATIONS	208.45005.0330
			VENDOR TOTAL	20.00										
				20.00									*CHECK TOTAL	





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FERRER/RICKEY .02350	45664	04/13/16	HOCKEY EQUIP DEPOSIT	50.00		041116		D	N				REFUNDS AND REIM	101.41428.0882
FISCHER LASER EYE CENTER 000244	45665	04/13/16	SCBA LENS INSERTS	64.97		6228		D	N				FURNITURE AND EQ	438.42412.0552
FLADEBOE/ANDREA .02351	45666	04/13/16	HOCKEY EQUIP DEPOSIT	50.00		041116		D	N				REFUNDS AND REIM	101.41428.0882
FLAHERTY & HOOD P.A. 001449	45667	04/13/16	LEGAL SERVICES-MAR	7,165.82		8804		D	M	07			PROFESSIONAL SER	101.41406.0446
FLANNIGAN/PATRICIA .02352	45668	04/13/16	HOCKEY EQUIP DEPOSIT	100.00		041116		D	N				REFUNDS AND REIM	101.41428.0882
FREMONT INDUSTRIES INC 002879	45669	04/13/16	POLYMER	9,306.30		873409		D	N				GENERAL SUPPLIES	651.48486.0229
FRIEDRICHS/JASON .02353	45670	04/13/16	HOCKEY EQUIP DEPOSIT	50.00		041116		D	N				REFUNDS AND REIM	101.41428.0882
GATEWOOD/LYNN .02043	45671	04/13/16	HOCKEY EQUIP DEPOSIT	50.00		041116		D	N				REFUNDS AND REIM	101.41428.0882
GAUER/JIM 000989	45672	04/13/16	OFFICE SUPPLIES	17.98		040516		D	N				OFFICE SUPPLIES	651.48484.0220
	45672	04/13/16	WASTEWTR AWARD CEREMONY	99.36		192		D	N				TRAVEL-CONF.-SCH	651.48484.0333
			VENDOR TOTAL	117.34										
				117.34									*CHECK TOTAL	
GEHRKING/TYLER .02354	45673	04/13/16	HOCKEY EQUIP DEPOSIT	50.00		041116		D	N				REFUNDS AND REIM	101.41428.0882
GENERAL MAILING SERVICES 000293	45674	04/13/16	POSTAGE 02/29-03/04/16	6.98		19884		D	N				POSTAGE	101.41401.0223
	45674	04/13/16	POSTAGE 02/29-03/04/16	42.80		19884		D	N				POSTAGE	101.41402.0223
	45674	04/13/16	POSTAGE 02/29-03/04/16	8.55		19884		D	N				POSTAGE	101.41403.0223
	45674	04/13/16	POSTAGE 02/29-03/04/16	3.54		19884		D	N				POSTAGE	101.41405.0223
	45674	04/13/16	POSTAGE 02/29-03/04/16	15.00		19884		D	N				POSTAGE	101.41408.0223
	45674	04/13/16	POSTAGE 02/29-03/04/16	0.59		19884		D	N				POSTAGE	101.42411.0223
	45674	04/13/16	POSTAGE 02/29-03/04/16	35.99		19884		D	N				POSTAGE	101.42412.0223
	45674	04/13/16	POSTAGE 02/29-03/04/16	0.59		19884		D	N				POSTAGE	101.43417.0223
	45674	04/13/16	POSTAGE 02/29-03/04/16	4.40		19884		D	N				POSTAGE	101.43425.0223
	45674	04/13/16	POSTAGE 02/29-03/04/16	1.67		19884		D	N				POSTAGE	101.45432.0223
	45674	04/13/16	POSTAGE 02/29-03/04/16	7.57		19884		D	N				POSTAGE	101.45433.0223
	45674	04/13/16	POSTAGE 02/29-03/04/16	7.67		19884		D	N				POSTAGE	208.45005.0223
	45674	04/13/16	POSTAGE 02/29-03/04/16	15.93		19884		D	N				POSTAGE	230.43430.0223
	45674	04/13/16	POSTAGE 02/29-03/04/16	6.17		19884		D	N				POSTAGE	651.48484.0223

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GENERAL MAILING SERVICES 000293														
	45674	04/13/16	POSTAGE 03/07-03/11/16	5.90		19917		D	N				POSTAGE	101.41401.0223
	45674	04/13/16	POSTAGE 03/07-03/11/16	24.78		19917		D	N				POSTAGE	101.41402.0223
	45674	04/13/16	POSTAGE 03/07-03/11/16	74.29		19917		D	N				POSTAGE	101.41403.0223
	45674	04/13/16	POSTAGE 03/07-03/11/16	12.98		19917		D	N				POSTAGE	101.41404.0223
	45674	04/13/16	POSTAGE 03/07-03/11/16	15.00		19917		D	N				POSTAGE	101.41408.0223
	45674	04/13/16	POSTAGE 03/07-03/11/16	1.18		19917		D	N				POSTAGE	101.42411.0223
	45674	04/13/16	POSTAGE 03/07-03/11/16	1.77		19917		D	N				POSTAGE	101.42412.0223
	45674	04/13/16	POSTAGE 03/07-03/11/16	6.75		19917		D	N				POSTAGE	101.43417.0223
	45674	04/13/16	POSTAGE 03/07-03/11/16	15.24		19917		D	N				POSTAGE	101.43425.0223
	45674	04/13/16	POSTAGE 03/07-03/11/16	4.72		19917		D	N				POSTAGE	208.45005.0223
	45674	04/13/16	POSTAGE 03/07-03/11/16	1.77		19917		D	N				POSTAGE	230.43430.0223
	45674	04/13/16	POSTAGE 03/14-03/18/16	1.33		19960		D	N				POSTAGE	101.41401.0223
	45674	04/13/16	POSTAGE 03/14-03/18/16	57.96		19960		D	N				POSTAGE	101.41402.0223
	45674	04/13/16	POSTAGE 03/14-03/18/16	2.95		19960		D	N				POSTAGE	101.41403.0223
	45674	04/13/16	POSTAGE 03/14-03/18/16	2.95		19960		D	N				POSTAGE	101.41404.0223
	45674	04/13/16	POSTAGE 03/14-03/18/16	2.36		19960		D	N				POSTAGE	101.41405.0223
	45674	04/13/16	POSTAGE 03/14-03/18/16	15.00		19960		D	N				POSTAGE	101.41408.0223
	45674	04/13/16	POSTAGE 03/14-03/18/16	1.18		19960		D	N				POSTAGE	101.41409.0223
	45674	04/13/16	POSTAGE 03/14-03/18/16	10.03		19960		D	N				POSTAGE	101.42412.0223
	45674	04/13/16	POSTAGE 03/14-03/18/16	2.53		19960		D	N				POSTAGE	101.43425.0223
	45674	04/13/16	POSTAGE 03/14-03/18/16	1.08		19960		D	N				POSTAGE	101.45432.0223
	45674	04/13/16	POSTAGE 03/14-03/18/16	6.71		19960		D	N				POSTAGE	101.45433.0223
	45674	04/13/16	POSTAGE 03/14-03/18/16	5.16		19960		D	N				POSTAGE	651.48484.0223
	45674	04/13/16	POSTAGE 03/21-03/25/16	0.59		19989		D	N				POSTAGE	101.41400.0223
	45674	04/13/16	POSTAGE 03/21-03/25/16	0.59		19989		D	N				POSTAGE	101.41401.0223
	45674	04/13/16	POSTAGE 03/21-03/25/16	17.11		19989		D	N				POSTAGE	101.41402.0223
	45674	04/13/16	POSTAGE 03/21-03/25/16	96.40		19989		D	N				POSTAGE	101.41403.0223
	45674	04/13/16	POSTAGE 03/21-03/25/16	10.03		19989		D	N				POSTAGE	101.41404.0223
	45674	04/13/16	POSTAGE 03/21-03/25/16	15.00		19989		D	N				POSTAGE	101.41408.0223
	45674	04/13/16	POSTAGE 03/21-03/25/16	5.31		19989		D	N				POSTAGE	101.41424.0223
	45674	04/13/16	POSTAGE 03/21-03/25/16	2.04		19989		D	N				POSTAGE	101.43417.0223
	45674	04/13/16	POSTAGE 03/21-03/25/16	2.95		19989		D	N				POSTAGE	101.43425.0223
	45674	04/13/16	POSTAGE 03/21-03/25/16	0.59		19989		D	N				POSTAGE	101.45433.0223
	45674	04/13/16	POSTAGE 03/21-03/25/16	6.49		19989		D	N				POSTAGE	230.43430.0223
	45674	04/13/16	POSTAGE	2.36		20025		D	N				POSTAGE	208.45005.0223
	45674	04/13/16	POSTAGE-MOVIES IN PARK	132.75		20025		D	N				OTHER CHARGES	208.45010.0449
	45674	04/13/16	POSTAGE	1,758.55		20026		D	N				POSTAGE	208.45006.0223
	45674	04/13/16	FED EX CHARGES	26.33		20087		D	N				POSTAGE	101.42412.0223
	45674	04/13/16	POSTAGE	5.43		20087		D	N				POSTAGE	101.42412.0223
				2,513.59										
			VENDOR TOTAL	2,513.59										
														*CHECK TOTAL
GRAND RENTAL STATION 001887														
	45675	04/13/16	SOD CUTTER RENTAL	43.83		1-539607		D	N				RENTS	101.43425.0440
GUERRERO/KYLA .02355														
	45676	04/13/16	HOCKEY EQUIP DEPOSIT	50.00		041116		D	N				REFUNDS AND REIM	101.41428.0882

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HAGEN/MARY			.02356											
	45677	04/13/16	HOCKEY EQUIP DEPOSIT	50.00		041116		D	N				REFUNDS AND REIM	101.41428.0882
HANSEN/MELISSA			.02357											
	45678	04/13/16	HOCKEY EQUIP DEPOSIT	50.00		041116		D	N				REFUNDS AND REIM	101.41428.0882
HANSON/JENNIFER			.02358											
	45679	04/13/16	HOCKEY EQUIP DEPOSIT	50.00		041116		D	N				REFUNDS AND REIM	101.41428.0882
HANSON/MICHELLE			.02359											
	45680	04/13/16	HOCKEY EQUIP DEPOSIT	150.00		041116		D	N				REFUNDS AND REIM	101.41428.0882
HARDWARE HANK EXPRESS			000452											
	45681	04/13/16	GORILLA TAPE	9.58		030416		D	N				GENERAL SUPPLIES	101.43425.0229
	45681	04/13/16	DRILL BITS	13.49		030716		D	N				SMALL TOOLS	101.41408.0221
	45681	04/13/16	NUTS/BOLTS/FASTENERS	0.94		030716		D	N				MTCE. OF STRUCTU	101.41408.0225
	45681	04/13/16	NUTS/BOLTS/FASTENERS	1.02		030716		D	N				MTCE. OF STRUCTU	101.41408.0225
	45681	04/13/16	ROPE FOR BATTING CAGES	63.00		030716		D	N				MTCE. OF EQUIPME	101.43425.0224
	45681	04/13/16	CLEAR BULBS	5.98		031116		D	N				MTCE. OF EQUIPME	101.43425.0224
	45681	04/13/16	SMALL TOOLS	7.88		031516		D	N				SMALL TOOLS	101.41408.0221
	45681	04/13/16	PAPER TOWELS	29.98		031516		D	N				GENERAL SUPPLIES	101.41409.0229
	45681	04/13/16	WORK LIGHTS/SMALL TOOLS	80.95		031516		D	N				SMALL TOOLS	101.45427.0221
	45681	04/13/16	DUCT TAPE/SUPPLIES	17.72		031516		D	N				GENERAL SUPPLIES	101.45433.0229
	45681	04/13/16	BATTERIES	15.99		031516		D	N				GENERAL SUPPLIES	101.45435.0229
	45681	04/13/16	TOOL FOR CONCRETE WORK	8.99		032216		D	N				SMALL TOOLS	101.43425.0221
	45681	04/13/16	FLAG ROPE	70.00		032316		D	N				MTCE. OF EQUIPME	101.43425.0224
	45681	04/13/16	SUPPLIES	0.84		032416		D	N				GENERAL SUPPLIES	101.41402.0229
	45681	04/13/16	LOCKER KEY IN F-BLDG	5.61		032516		D	N				GENERAL SUPPLIES	101.42411.0229
	45681	04/13/16	BATTERIES	29.98		033016		D	N				GENERAL SUPPLIES	101.41409.0229
			VENDOR TOTAL	361.95		*CHECK TOTAL								
				361.95										
HEGLUND CATERING			002036											
	45682	04/13/16	CONCESSION SUPPLIES	87.80		9112		D	N				GENERAL SUPPLIES	101.45433.0229
	45682	04/13/16	CVB BOARD LUNCHES	9.10		9144		D	N				TRAVEL-CONF.-SCH	101.41401.0333
	45682	04/13/16	CVB BOARD LUNCHES	9.10		9144		D	N				TRAVEL-CONF.-SCH	101.41403.0333
	45682	04/13/16	CVB BOARD LUNCHES	9.10		9144		D	N				TRAVEL-CONF.-SCH	101.45433.0333
	45682	04/13/16	CVB BOARD LUNCHES	77.97		9144		D	N				TRAVEL-CONF.-SCH	208.45005.0333
	45682	04/13/16	LEISURE COMMITTEE LNCHS	114.63		9144		D	N				TRAVEL-CONF.-SCH	208.45005.0333
			VENDOR TOTAL	307.70		*CHECK TOTAL								
				307.70										
HETLAND/KATY			.02360											
	45683	04/13/16	HOCKEY EQUIP DEPOSIT	50.00		041116		D	N				REFUNDS AND REIM	101.41428.0882
HILLYARD FLOOR CARE SUPP			000333											
	45684	04/13/16	CLEANING SUPPLIES	17.22		602021364		D	N				CLEANING AND WAS	101.41408.0228
	45684	04/13/16	TOILET TISSUE/HAND TWLS	161.29		602021364		D	N				GENERAL SUPPLIES	101.41408.0229
	45684	04/13/16	CLEANING SUPPLIES	89.66		602021364		D	N				CLEANING AND WAS	101.45427.0228
	45684	04/13/16	TOILET TISSUE/HAND TWLS	143.13		602021364		D	N				GENERAL SUPPLIES	101.45427.0229

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HILLYARD FLOOR CARE SUPP 000333	45684	04/13/16	CLEANING SUPPLIES	227.00		700228035							CLEANING AND WAS	101.45427.0228
				638.30	*CHECK	TOTAL								
			VENDOR TOTAL	638.30										
HOME DEPOT CREDIT SERVIC 000058	45685	04/13/16	PIPE CUTTER	28.18		5580980							SMALL TOOLS	101.45433.0221
HOOVER/CARA .02361	45686	04/13/16	HOCKEY EQUIP DEPOSIT	50.00		041116							REFUNDS AND REIM	101.41428.0882
HORYZA/ERICA .02246	45687	04/13/16	HOCKEY EQUIP DEPOSIT	50.00		041116							REFUNDS AND REIM	101.41428.0882
HUSELID/ALLEN .02362	45688	04/13/16	HOCKEY EQUIP DEPOSIT	50.00		041116							REFUNDS AND REIM	101.41428.0882
IMS/MONICA .02363	45689	04/13/16	HOCKEY EQUIP DEPOSIT	100.00		041116							REFUNDS AND REIM	101.41428.0882
IVERSON/CARLEE .02364	45690	04/13/16	HOCKEY EQUIP DEPOSIT	50.00		041116							REFUNDS AND REIM	101.41428.0882
JACOBSON/SARA .02365	45691	04/13/16	HOCKEY EQUIP DEPOSIT	50.00		041116							REFUNDS AND REIM	101.41428.0882
JACOBSON/SARA 003218	45692	04/13/16	MS4 WORKSHOP	241.75		193							TRAVEL-CONF.-SCH	651.48484.0333
JAGUSH/JEFFREY 003037	45693	04/13/16	MILEAGE 3/15-4/8/16	43.20		041116							TRAVEL-CONF.-SCH	101.43425.0333
	45693	04/13/16	MILEAGE 3/15-4/8/16	43.20		041116							TRAVEL-CONF.-SCH	651.48484.0333
				86.40	*CHECK	TOTAL								
			VENDOR TOTAL	86.40										
JOBSHQ 002923	45694	04/13/16	BLDG/EQUIP MTCE WRKR AD	704.80		103559/3-16							ADVERTISING	101.42412.0447
JOHNSON/TREVOR .02366	45695	04/13/16	HOCKEY EQUIP DEPOSIT	100.00		041116							REFUNDS AND REIM	101.41428.0882
KANDIYOHI CO AUDITOR 000376	45696	04/13/16	15 AIR CARDS JAN-MAR	1,574.55		040116							COMMUNICATIONS	101.42411.0330
	45696	04/13/16	LANDFILL CHARGES-MAR	92.04		358257							CLEANING AND WAS	101.43425.0338
				1,666.59	*CHECK	TOTAL								
			VENDOR TOTAL	1,666.59										
KANDIYOHI CO HISTORICAL 001642	45697	04/13/16	2016 MEMBERSHIP DUES	15.00		041216							SUBSCRIPTIONS AN	208.45005.0443

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KANDIYOHI CO RECORDER'S														
	45698	04/13/16	PLAT COPIES FEE	10.00		SOP-067578		D	N				PROFESSIONAL SER	101.41401.0446
KANDIYOHI CO TREASURER														
	45699	04/13/16	LIBRARY AGREEMENT-201	49,385.00		040616		D	N				DUE TO OTHER GOV	101.222000
	45699	04/13/16	LIBRARY AGREEMENT-201	50,340.00		040616		D	N				MTCE. OF STRUCTU	101.45426.0335
			VENDOR TOTAL	99,725.00										
													*CHECK TOTAL	
				99,725.00										
KARDELL/STEPHANIE														
	45700	04/13/16	HOCKEY EQUIP DEPOSIT	50.00		041116		D	N				REFUNDS AND REIM	101.41428.0882
LAGER/AMANDA														
	45701	04/13/16	HOCKEY EQUIP DEPOSIT	50.00		041116		D	N				REFUNDS AND REIM	101.41428.0882
LAKESIDE PRESS														
	45702	04/13/16	IMP. NOTICE POSTCARDS	61.94		5204		D	N				GENERAL SUPPLIES	101.41404.0229
LANG/NIKKI														
	45703	04/13/16	HOCKEY EQUIP DEPOSIT	50.00		041116		D	N				REFUNDS AND REIM	101.41428.0882
LANGNER/LUKE														
	45704	04/13/16	TRIMBLE USER GROUP	131.90		040516		D	N				TRAVEL-CONF.-SCH	101.43417.0333
LARUE/MARY														
	45705	04/13/16	HOCKEY EQUIP DEPOSIT	50.00		041116		D	N				REFUNDS AND REIM	101.41428.0882
LOCAL GOV'T INFORMATION														
	45706	04/13/16	PERMIT SYSTEM FIREWALL	82.50		41659		D	N				PROFESSIONAL SER	101.41409.0446
LOGE SEED FARM														
	45707	04/13/16	STRAW FOR TREE PLANTING	36.00		4734		D	M	07			GENERAL SUPPLIES	101.43425.0229
LOWNSBURY/JENNIFER														
	45708	04/13/16	HOCKEY EQUIP DEPOSIT	50.00		041116		D	N				REFUNDS AND REIM	101.41428.0882
MACQUEEN EQUIPMENT INC														
	45709	04/13/16	#130012-LATCHES	214.93		2162396		D	N				MTCE. OF EQUIPME	101.43425.0224
MADDEN, GALANTER, HANSEN														
	45710	04/13/16	LABOR RELATIONS-MAR	3,963.34		STMT/3-16		D	M	07			PROFESSIONAL SER	101.41406.0446
MENARDS														
	45711	04/13/16	BATTERIES	29.97		1182		D	N				GENERAL SUPPLIES	101.43425.0229
	45711	04/13/16	HOSE/ATTACHMENT	4.17		224		D	N				MTCE. OF EQUIPME	101.45433.0224
	45711	04/13/16	TEFLON TAPE	2.35		234		D	N				GENERAL SUPPLIES	101.45433.0229
	45711	04/13/16	SNAPS FOR FLAGS	12.72		291		D	N				MTCE. OF EQUIPME	101.43425.0224
	45711	04/13/16	PAINTING SUPPLIES	23.94		291		D	N				GENERAL SUPPLIES	101.43425.0229

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MENARDS 000449														
	45711	04/13/16	PICTURE HANGING SUPPL.	25.96		302							D N	GENERAL SUPPLIES 101.45435.0229
	45711	04/13/16	ENTRY DOOR REPAIR-MAT'	1,044.05		687							D N	MTCE. OF STRUCTU 101.45433.0225
				1,143.16										
			VENDOR TOTAL	1,143.16										*CHECK TOTAL
METRO SALES INC 003016														
	45712	04/13/16	COPIER MTCE 01/02-04/01	483.60		INV500475							D N	MTCE. OF EQUIPME 101.41410.0334
MIKE'S SMALL ENGINE CENT 002699														
	45713	04/13/16	STIHL SAW	299.90		108915							D N	SMALL TOOLS 101.43425.0221
	45713	04/13/16	SAFETY HELMET	64.95		3622							D N	SUBSISTENCE OF P 101.43425.0227
	45713	04/13/16	RECOIL ROPE	5.00		3651							D N	MTCE. OF EQUIPME 101.43425.0224
	45713	04/13/16	STIHL SAW FILLER CAP	4.95		3677							D N	MTCE. OF EQUIPME 651.48484.0224
				374.80										
			VENDOR TOTAL	374.80										*CHECK TOTAL
MILLER SANITATION 002936														
	45714	04/13/16	GARBAGE SERVICE-APRIL	154.50		1298/4-16							D N	CLEANING AND WAS 101.45433.0338
	45714	04/13/16	GARBAGE SERVICE-APRIL	52.70		1300/4-16							D N	CLEANING AND WAS 101.42412.0338
	45714	04/13/16	GARBAGE SERVICE-APRIL	64.74		1301/4-16							D N	CLEANING AND WAS 101.41408.0338
	45714	04/13/16	GARBAGE SERVICE-APRIL	64.74		1301/4-16							D N	CLEANING AND WAS 101.45427.0338
	45714	04/13/16	GARBAGE SERVICE-APRIL	251.31		1302/4-16							D N	CLEANING AND WAS 101.43425.0338
	45714	04/13/16	GARBAGE SERVICE-APRIL	24.34		1303/4-16							D N	CLEANING AND WAS 651.48484.0338
	45714	04/13/16	GARBAGE SERVICE-APRIL	48.67		1304/4-16							D N	CLEANING AND WAS 651.48484.0338
	45714	04/13/16	GARBAGE SERVICE-APRIL	161.04		1304/4-16							D N	CLEANING AND WAS 651.48484.0338
	45714	04/13/16	GARBAGE SERVICE-APRIL	49.67		1305/4-16							D N	CLEANING AND WAS 101.45435.0338
	45714	04/13/16	GARBAGE SERVICE-APRIL	36.96		1305/4-16							D N	CLEANING AND WAS 101.45435.0338
	45714	04/13/16	GARBAGE SERVICE-APRIL	58.64		1378/4-16							D N	CLEANING AND WAS 101.43425.0338
	45714	04/13/16	GARBAGE SERVICE-APRIL	646.12		1379/4-16							D N	CLEANING AND WAS 101.43425.0338
	45714	04/13/16	GARBAGE SERVICE-APRIL	251.60		1388/4-16							D N	CLEANING AND WAS 101.43425.0338
				1,865.03										
			VENDOR TOTAL	1,865.03										*CHECK TOTAL
MILLS AUTOMOTIVE GROUP 000432														
	45715	04/13/16	BRAKES/ROTORS	394.92		3576752							D N	INVENTORIES-MDSE 101.125000
MINI BIFF LLC 001805														
	45716	04/13/16	TOILET RENTALS-MAR	87.21		A-77225							D N	RENTS 101.43425.0440
	45716	04/13/16	TOILET RENTALS-MAR	42.23		A-77226							D N	RENTS 101.43425.0440
	45716	04/13/16	TOILET RENTALS-MAR	87.21		A-77228							D N	RENTS 101.43425.0440
				216.65										
			VENDOR TOTAL	216.65										*CHECK TOTAL
MN DEPT OF LABOR & INDUS 000522														
	45717	04/13/16	1ST QTR SURCHARGE PYMT	1,540.97		041316							D N	OTHER CHARGES 101.41402.0449
MN DEPT OF LABOR & INDUS 002857														
	45718	04/13/16	ELEVATOR LICENSE	100.00		ALR0060551I							D N	LICENSES AND TAX 101.41408.0445

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MN ELEVATOR INC			000499											
	45719	04/13/16	ELEVATOR SERVICE	147.12		658826		D	N				MTCE. OF STRUCTU	101.41408.0335
MN FIRE SERVICE CERTIF.			000018											
	45720	04/13/16	CERTIFICATION EXAMS	80.00		4012		D	N				TRAVEL-CONF.-SCH	101.42412.0333
MN GETAWAYS			002709											
	45721	04/13/16	MN GETAWAYS AD	1,500.00		032816		D	N				OTHER CHARGES	208.45010.0449
MN MUNICIPAL UTILITIES A			001257											
	45722	04/13/16	DRUG TESTING	35.50		46797		D	N				SUBSISTENCE OF P	101.43425.0337
	45722	04/13/16	DRUG TESTING CONSORTIUM	868.00		46906		D	N				STATE MANDATES/D	101.43428.0337
			VENDOR TOTAL	903.50										
														*CHECK TOTAL
MN UC FUND			000524											
	45723	04/13/16	UNEMPLOYMENT BENEFITS	984.00		07977283/4-16		D	N				RE-EMPLOYMENT IN	101.41428.0815
MONARCH DIGITAL			003169											
	45724	04/13/16	WEBSITE SUPPORT-MAR	44.00		104371		D	N				PROFESSIONAL SER	101.41409.0446
MORTENSEN/AMY			.02372											
	45725	04/13/16	HOCKEY EQUIP DEPOSIT	50.00		041116		D	N				REFUNDS AND REIM	101.41428.0882
MUNICIPAL UTILITIES			000541											
	45612	04/07/16	UTILITIES FOR MARCH	1,000.00		3/16		D	N				UTILITIES	101.43425.0332
MUNSTERMAN/MELISSA			.02373											
	45726	04/13/16	HOCKEY EQUIP DEPOSIT	50.00		041116		D	N				REFUNDS AND REIM	101.41428.0882
MVTL LABORATORIES INC			000544											
	45727	04/13/16	LAB TESTING	45.00		802044		D	N				PROFESSIONAL SER	651.48484.0446
	45727	04/13/16	LAB TESTING	656.50		802507		D	N				PROFESSIONAL SER	651.48486.0446
	45727	04/13/16	LAB TESTING	45.00		802972		D	N				PROFESSIONAL SER	651.48484.0446
			VENDOR TOTAL	746.50										
														*CHECK TOTAL
NELSON/ABBY			.02375											
	45728	04/13/16	HOCKEY EQUIP DEPOSIT	50.00		041116		D	N				REFUNDS AND REIM	101.41428.0882
NORSTEN/ALISSA			.02374											
	45729	04/13/16	HOCKEY EQUIP DEPOSIT	150.00		041116		D	N				REFUNDS AND REIM	101.41428.0882
NORTHERN STATES SUPPLY			000585											
	45730	04/13/16	PLAY EQUIP REPAIR-PARTS	21.31		10-537241		D	N				MTCE. OF OTHER I	101.43425.0226
	45730	04/13/16	SAND PAPER	72.45		10-537285		D	N				GENERAL SUPPLIES	101.43425.0229
	45730	04/13/16	CABLE TIES	23.66		10-537427		D	N				GENERAL SUPPLIES	101.43425.0229
	45730	04/13/16	PLIERS	29.26		10-537428		D	N				SMALL TOOLS	101.43425.0221

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NORTHERN STATES SUPPLY 000585														
	45730	04/13/16	CABLE TIES	32.14		10-537487		D	N				GENERAL SUPPLIES	101.43425.0229
	45730	04/13/16	PLAY EQUIP REPAIR-PARTS	9.21		10-537631		D	N				MTCE. OF OTHER I	101.43425.0226
	45730	04/13/16	PLAY EQUIP REPAIR-PARTS	21.91		10-537644		D	N				MTCE. OF OTHER I	101.43425.0226
	45730	04/13/16	BAND SAW BLADES	30.90		10-537781		D	N				SMALL TOOLS	101.43425.0221
	45730	04/13/16	EAR PLUGS/DUST MASKS	31.26		10-537794		D	N				SUBSISTENCE OF P	101.43425.0227
	45730	04/13/16	LOAD BINDER	13.98		10-537837		D	N				SMALL TOOLS	101.43425.0221
	45730	04/13/16	GRINDING DISCS	38.94		10-538012		D	N				SMALL TOOLS	101.43425.0221
	45730	04/13/16	HITCH PINS W/LOCKS	8.91		10-538036		D	N				MTCE. OF EQUIPME	101.43425.0224
	45730	04/13/16	BATTERY ADAPTER KIT	149.00		1023863		D	N				SMALL TOOLS	101.43425.0221
	45730	04/13/16	BOLTS	36.43		1024218		D	N				MTCE. OF EQUIPME	101.43425.0224
	45730	04/13/16	BOLTS	14.23		1024219		D	N				MTCE. OF EQUIPME	101.43425.0224
	45730	04/13/16	CORDLESS WORK LIGHT	51.75		1025371		D	N				SMALL TOOLS	651.48484.0221
	45730	04/13/16	WOODSHOP-SHARPEN BLADES	65.00		1028700		D	N				MTCE. OF EQUIPME	101.45435.0334
	45730	04/13/16	PLAY EQUIP REPAIR-PARTS	47.01		1028848		D	N				MTCE. OF OTHER I	101.43425.0226
	45730	04/13/16	NUTS/BOLTS/WASHERS	45.98		1029720		D	N				MTCE. OF EQUIPME	101.43425.0224
				743.33									*CHECK TOTAL	
			VENDOR TOTAL	743.33										
O'REILLY AUTOMOTIVE INC 000650														
	45731	04/13/16	#77ED77-WHEEL SEALS	23.80		1528-411108		D	N				MTCE. OF EQUIPME	101.43425.0224
	45731	04/13/16	#77ED77-CLEANING BRUSH	7.99		1528-411111		D	N				SMALL TOOLS	101.43425.0221
	45731	04/13/16	WINDSHIELD WASHER PUMP	26.20		1528-412246		D	N				INVENTORIES-MDSE	101.125000
	45731	04/13/16	#067863-OXYGEN SENSOR	124.78		1528-412300		D	N				MTCE. OF EQUIPME	101.43425.0224
	45731	04/13/16	#067863-MAF SENSOR	113.12		1528-412529		D	N				MTCE. OF EQUIPME	101.43425.0224
	45731	04/13/16	#067863-MAF CORE RETURN	30.00CR		1528-412535		D	N				MTCE. OF EQUIPME	101.43425.0224
	45731	04/13/16	#067863-OXYGEN SENSOR	44.24CR		1528-413550		D	N				MTCE. OF EQUIPME	101.43425.0224
	45731	04/13/16	#088709-HORN	11.99		1528-414486		D	N				MTCE. OF EQUIPME	101.43425.0224
				233.64									*CHECK TOTAL	
			VENDOR TOTAL	233.64										
OFFICE SERVICES 000589														
	45732	04/13/16	OFFICE SUPPLIES-MAR	17.16		STMT/3-16		D	N				OFFICE SUPPLIES	101.41400.0220
	45732	04/13/16	OFFICE SUPPLIES-MAR	105.36		STMT/3-16		D	N				OFFICE SUPPLIES	101.41402.0220
	45732	04/13/16	OFFICE SUPPLIES-MAR	13.25		STMT/3-16		D	N				OFFICE SUPPLIES	101.41403.0220
	45732	04/13/16	OFFICE SUPPLIES-MAR	10.35		STMT/3-16		D	N				OFFICE SUPPLIES	101.41404.0220
	45732	04/13/16	OFFICE SUPPLIES-MAR	9.30		STMT/3-16		D	N				OFFICE SUPPLIES	101.41405.0220
	45732	04/13/16	OFFICE SUPPLIES-MAR	4.79		STMT/3-16		D	N				OFFICE SUPPLIES	101.41408.0220
	45732	04/13/16	OFFICE SUPPLIES-MAR	1.51		STMT/3-16		D	N				OFFICE SUPPLIES	101.41409.0220
	45732	04/13/16	OFFICE SUPPLIES-MAR	123.96		STMT/3-16		D	N				OFFICE SUPPLIES	101.42411.0220
	45732	04/13/16	OFFICE SUPPLIES-MAR	3.64		STMT/3-16		D	N				OFFICE SUPPLIES	101.42412.0220
	45732	04/13/16	OFFICE SUPPLIES-MAR	10.25		STMT/3-16		D	N				OFFICE SUPPLIES	101.43417.0220
	45732	04/13/16	OFFICE SUPPLIES-MAR	14.80		STMT/3-16		D	N				OFFICE SUPPLIES	101.43425.0220
				314.37									*CHECK TOTAL	
			VENDOR TOTAL	314.37										
ONEBIRD LLC 002717														
	45733	04/13/16	TRAVEL GUIDE AD-MAR	83.16		706		D	N				OTHER CHARGES	208.45010.0449

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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
ORSTEN/ALISSA .02376	45734	04/13/16	HOCKEY EQUIP DEPOSIT	50.00		041116		D	N				REFUNDS AND REIM	101.41428.0882
PAVLICEK/KRISTINE .02377	45735	04/13/16	HOCKEY EQUIP DEPOSIT	50.00		041116		D	N				REFUNDS AND REIM	101.41428.0882
PEDERSON/AMANDA .02378	45736	04/13/16	HOCKEY EQUIP DEPOSIT	50.00		041116		D	N				REFUNDS AND REIM	101.41428.0882
PERKINS LUMBER CO INC 000604	45737	04/13/16	HAMMER	15.79		43572140		D	N				SMALL TOOLS	101.43425.0221
	45737	04/13/16	DOOR FOR GURI SHELTER	683.95		43572343		D	N				MTCE. OF STRUCTU	101.43425.0225
	45737	04/13/16	WOOD/LOCK FOR GURI SHLTR	28.43		43572791		D	N				MTCE. OF STRUCTU	101.43425.0225
	45737	04/13/16	LUMBER FOR GURI SHELTER	33.92		43572812		D	N				MTCE. OF STRUCTU	101.43425.0225
	45737	04/13/16	LUMBER FOR GURI SHELTER	36.71		43572908		D	N				MTCE. OF STRUCTU	101.43425.0225
	45737	04/13/16	CAULK FOR GURI SHELTER	4.79		43572911		D	N				MTCE. OF STRUCTU	101.43425.0225
	45737	04/13/16	CAULK FOR GURI SHELTER	7.99		43572931		D	N				MTCE. OF STRUCTU	101.43425.0225
	45737	04/13/16	CAULK/NAILS FOR GURI	6.08		43573357		D	N				MTCE. OF STRUCTU	101.43425.0225
				817.66										
			VENDOR TOTAL	817.66										
													*CHECK TOTAL	
POE/BOB .01894	45738	04/13/16	HOCKEY EQUIP DEPOSIT	50.00		041116		D	N				REFUNDS AND REIM	101.41428.0882
PREMIUM WATERS INC 000374	45739	04/13/16	DRINKING WATER	60.00		329949/3-16		D	N				SUBSISTENCE OF P	101.42412.0227
	45739	04/13/16	SOFTENER SALT	12.00		329949/3-16		D	N				GENERAL SUPPLIES	101.42412.0229
				72.00										
			VENDOR TOTAL	72.00										
													*CHECK TOTAL	
PRO ACTION 001782	45740	04/13/16	CSO NAME TAG	17.99		13592		D	N				SUBSISTENCE OF P	101.42411.0227
RANNETSBERGER/JENNIFER .02379	45741	04/13/16	HOCKEY EQUIP DEPOSIT	50.00		041116		D	N				REFUNDS AND REIM	101.41428.0882
REYES/MARIBEL .02380	45742	04/13/16	REFUND JERSEY DEPOSIT	30.00		041116		D	N				REFUNDS AND REIM	101.41428.0882
RICE HOSPITAL 001166	45743	04/13/16	DRAW CHG-CASE 16003196	35.45		7534		D	N				PROFESSIONAL SER	101.42411.0446
	45743	04/13/16	DRAW CHG-CASE 16003553	35.45		7534		D	N				PROFESSIONAL SER	101.42411.0446
				70.90										
			VENDOR TOTAL	70.90										
													*CHECK TOTAL	
RIVER CITY DATA\ALTERNAT 000042	45744	04/13/16	SCANNED CITY RECORDS	1,176.76		3708		D	N				PROFESSIONAL SER	101.41403.0446



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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
SERVICE CENTER/CITY OF W			000685											
			VENDOR TOTAL	10,030.19										
SHARP/RENEE			.02382											
45750	04/13/16	HOCKEY EQUIP DEPOSIT		50.00		041116		D	N				REFUNDS AND REIM	101.41428.0882
SHERWIN WILLIAMS CO			000690											
45751	04/13/16	PAINTING SUPPLIES		34.90		0019-3		D	N				GENERAL SUPPLIES	101.43425.0229
45751	04/13/16	PAINT FOR PLAY EQUIP		105.00		3694-0		D	N				MTCE. OF OTHER I	101.43425.0226
45751	04/13/16	TRAFFIC PAINT		1,701.00		3694-0		D	N				GENERAL SUPPLIES	101.43425.0229
45751	04/13/16	PAINT FOR PLAY EQUIPMENT		35.34		3845-8		D	N				MTCE. OF OTHER I	101.43425.0226
45751	04/13/16	TRAFFIC PAINT		866.00		3917-5		D	N				GENERAL SUPPLIES	101.43425.0229
				2,742.24										
			VENDOR TOTAL	2,742.24										
SHI CORP			000275											
45752	04/13/16	SOFTWARE LICENSE		306.36		B04801766		D	N				PREPAID EXPENSES	101.128000
45752	04/13/16	SOFTWARE LICENSE		612.64		B04801766		D	N				LICENSES AND TAX	101.41409.0445
				919.00										
			VENDOR TOTAL	919.00										
SKRETVEDT/RACHEL			.02383											
45753	04/13/16	HOCKEY EQUIP DEPOSIT		100.00		041116		D	N				REFUNDS AND REIM	101.41428.0882
SMEBY/ROSS			002570											
45754	04/13/16	MILEAGE 3/1-3/31/16		86.40		040416		D	N				TRAVEL-CONF.-SCH	101.41409.0333
SPICER COMMERCIAL CLUB			002264											
45755	04/13/16	2016 MEMBERSHIP DUES		150.00		803		D	N				SUBSCRIPTIONS AN	208.45005.0443
SPRINGSTED INCORPORATED			000705											
45756	04/13/16	ARBITRAGE CALCULATIONS		3,100.00		000862.999-9		D	N				PROFESSIONAL SER	305.47100.0446
ST PAUL PIONEER PRESS			.01924											
45757	04/13/16	GO GUIDE BROCHURE AD		700.00		0316539779		D	N				OTHER CHARGES	208.45010.0449
STAR TRIBUNE			000710											
45758	04/13/16	MN EXPLORER AD		290.00		I00120992-0320		D	N				OTHER CHARGES	208.45010.0449
STATEWIDE DISTRIBUTING I			000718											
45759	04/13/16	HAND TOWELS		28.00		200174		D	N				GENERAL SUPPLIES	230.43430.0229
45759	04/13/16	TOILET TISSUE		59.80		200419		D	N				GENERAL SUPPLIES	230.43430.0229
				87.80										
			VENDOR TOTAL	87.80										
STERLING WATER-MINNESOTA			000188											
45760	04/13/16	LAB WATER		38.50		E42074		D	N				GENERAL SUPPLIES	651.48484.0229
45760	04/13/16	SOFTENER SALT		4.60		E42119		D	N				GENERAL SUPPLIES	230.43430.0229

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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
STERLING WATER-MINNESOTA 000188														
	45760	04/13/16	SOFTENER SALT	4.60		E42120		D	N				GENERAL SUPPLIES	230.43430.0229
	45760	04/13/16	LAB WATER	27.75		E42226		D	N				GENERAL SUPPLIES	651.48484.0229
	45760	04/13/16	LAB WATER	44.75		E42515		D	N				GENERAL SUPPLIES	651.48484.0229
	45760	04/13/16	LAB WATER	18.75		E42536		D	N				GENERAL SUPPLIES	651.48484.0229
	45760	04/13/16	LAB WATER	26.00		E42864		D	N				GENERAL SUPPLIES	651.48484.0229
	45760	04/13/16	LAB WATER	53.75		E43011		D	N				GENERAL SUPPLIES	651.48484.0229
	45760	04/13/16	SOFTENER SALT	9.20		E43057		D	N				GENERAL SUPPLIES	230.43430.0229
	45760	04/13/16	LAB WATER	21.50		E43612		D	N				GENERAL SUPPLIES	651.48484.0229
	45760	04/13/16	LAB WATER	18.75		E43639		D	N				GENERAL SUPPLIES	651.48484.0229
	45760	04/13/16	LAB WATER	29.50		E43858		D	N				GENERAL SUPPLIES	651.48484.0229
	45760	04/13/16	DRINKING WATER	30.00		00077131/3-16		D	N				SUBSISTENCE OF P	651.48484.0227
	45760	04/13/16	SOFTENER SALT	9.20		01465137/3-16		D	N				GENERAL SUPPLIES	230.43430.0229
	45760	04/13/16	SOFTENER SALT	26.85		01465145/3-16		D	N				GENERAL SUPPLIES	101.45435.0229
	45760	04/13/16	SOFTENER SALT	245.00		01465285/3-16		D	N				GENERAL SUPPLIES	651.48484.0229
	45760	04/13/16	LAB WATER	137.00		01465285/3-16		D	N				GENERAL SUPPLIES	651.48484.0229
	45760	04/13/16	LAB WATER	27.75		77321		D	N				GENERAL SUPPLIES	651.48484.0229
				773.45										
			VENDOR TOTAL	773.45										
													*CHECK TOTAL	
STRAND/DARIN .00161														
	45761	04/13/16	HOCKEY EQUIP DEPOSIT	50.00		041116		D	N				REFUNDS AND REIM	101.41428.0882
SW - WEST CNTRL SERVICES 000892														
	45762	04/13/16	HEALTH INSURANCE-MAY	2,734.50		C297		D	N				COBRA INS PREMIU	101.120001
	45762	04/13/16	HEALTH INSURANCE-MAY	1,428.00		C297		D	N				EMPLOYER INSUR.	101.41400.0114
	45762	04/13/16	HEALTH INSURANCE-MAY	5,242.00		C297		D	N				EMPLOYER INSUR.	101.41402.0114
	45762	04/13/16	HEALTH INSURANCE-MAY	2,499.01		C297		D	N				EMPLOYER INSUR.	101.41403.0114
	45762	04/13/16	HEALTH INSURANCE-MAY	3,167.00		C297		D	N				EMPLOYER INSUR.	101.41404.0114
	45762	04/13/16	HEALTH INSURANCE-MAY	4,868.50		C297		D	N				EMPLOYER INSUR.	101.41405.0114
	45762	04/13/16	HEALTH INSURANCE-MAY	2,187.50		C297		D	N				EMPLOYER INSUR.	101.41408.0114
	45762	04/13/16	HEALTH INSURANCE-MAY	5,749.00		C297		D	N				EMPLOYER INSUR.	101.41409.0114
	45762	04/13/16	HEALTH INSURANCE-MAY	356.99		C297		D	N				EMPLOYER INSUR.	101.41424.0114
	45762	04/13/16	HEALTH INSURANCE-MAY	7,916.00		C297		D	N				RETIRED EMPLOYEE	101.41428.0818
	45762	04/13/16	HEALTH INSURANCE-MAY	18,795.13		C297		D	N				INS. PASS THROUG	101.41428.0819
	45762	04/13/16	HEALTH INSURANCE-MAY	44,162.22		C297		D	N				EMPLOYER INSUR.	101.42411.0114
	45762	04/13/16	HEALTH INSURANCE-MAY	2,223.50		C297		D	N				EMPLOYER INSUR.	101.42412.0114
	45762	04/13/16	HEALTH INSURANCE-MAY	7,498.50		C297		D	N				EMPLOYER INSUR.	101.43417.0114
	45762	04/13/16	HEALTH INSURANCE-MAY	24,841.05		C297		D	N				EMPLOYER INSUR.	101.43425.0114
	45762	04/13/16	HEALTH INSURANCE-MAY	584.50		C297		D	N				EMPLOYER INSUR.	101.45432.0114
	45762	04/13/16	HEALTH INSURANCE-MAY	4,521.50		C297		D	N				EMPLOYER INSUR.	101.45433.0114
	45762	04/13/16	HEALTH INSURANCE-MAY	350.70		C297		D	N				EMPLOYER INSUR.	101.45435.0114
	45762	04/13/16	HEALTH INSURANCE-MAY	714.00		C297		D	N				EMPLOYER INSUR.	101.45437.0114
	45762	04/13/16	HEALTH INSURANCE-MAY	10,438.40		C297		D	N				EMPLOYER INSUR.	651.48484.0114
	45762	04/13/16	HEALTH INSURANCE-MAY	1,428.00		C297		D	N				EMPLOYER INSUR.	651.48485.0114
	45762	04/13/16	HEALTH INSURANCE-MAY	1,428.00		C297		D	N				EMPLOYER INSUR.	651.48486.0114
				153,134.00										
			VENDOR TOTAL	153,134.00										
													*CHECK TOTAL	

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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
SWANSON FLO-SYSTEMS CO	45763	04/13/16	GBT TWAS PUMP SWITCH	939.32		1168579		D	N				MTCE. OF EQUIPME	651.48486.0224
TERMINAL SUPPLY CO	45764	04/13/16	TRAILER PLUGS/SWITCHES	713.05		99268-00		D	N				INVENTORIES-MDSE	101.125000
THADEN/KRISTIN	45765	04/13/16	HOCKEY EQUIP DEPOSIT	50.00		041116		D	N				REFUNDS AND REIM	101.41428.0882
THOLE/ASHLEY	45766	04/13/16	HOCKEY EQUIP DEPOSIT	50.00		041116		D	N				REFUNDS AND REIM	101.41428.0882
TIRES PLUS	45767	04/13/16	TIRE PATCH	2.00		279343		D	N				MTCE. OF EQUIPME	101.42411.0224
	45767	04/13/16	DISMOUNT/REMOUNT TIRES	21.00		279343		D	N				MTCE. OF EQUIPME	101.42411.0334
	45767	04/13/16	REPL. TIRE STEM-PARTS	8.00		279479		D	N				MTCE. OF EQUIPME	101.42411.0224
	45767	04/13/16	DISMOUNT/REMOUNT TIRES	48.00		279479		D	N				MTCE. OF EQUIPME	101.42411.0334
	45767	04/13/16	REPL. TIRE STEM-PARTS	8.00		279511		D	N				MTCE. OF EQUIPME	101.42411.0224
	45767	04/13/16	DISMOUNT/REMOUNT TIRES	57.00		279511		D	N				MTCE. OF EQUIPME	101.42411.0334
			VENDOR TOTAL	144.00										
				144.00		*CHECK TOTAL								
TRAVEL GUIDES FREE	45768	04/13/16	TRAVEL GUIDE AD-MAR	200.00		1779		D	N				OTHER CHARGES	208.45010.0449
TRIUNE LEADERSHIP SERV	45769	04/13/16	SEAN-LEADERSHIP COURSE	1,000.00		994		D	N				TRAVEL-CONF.-SCH	101.43417.0333
US BANK EQUIPMENT FINANC	45770	04/13/16	COPIER LEASE-APR	144.93		301243606		D	N				RENTS	101.41405.0440
	45770	04/13/16	COPIER LEASE-APR	143.39		301309795		D	N				RENTS	101.42412.0440
	45770	04/13/16	COPIER LEASE-APR	340.00		301440301		D	N				RENTS	101.41410.0440
			VENDOR TOTAL	628.32										
				628.32		*CHECK TOTAL								
VANDAL/SUZANNE	45771	04/13/16	HOCKEY EQUIP DEPOSIT	50.00		041116		D	N				REFUNDS AND REIM	101.41428.0882
VIKING COCA-COLA BOTTLIN	45772	04/13/16	COFFEE SUPPLIES	240.00		297283		D	N				GENERAL SUPPLIES	101.45435.0229
WALL/KEVIN	45773	04/13/16	HOCKEY EQUIP DEPOSIT	50.00		041116		D	N				REFUNDS AND REIM	101.41428.0882
WELCH/AARON	45774	04/13/16	HOCKEY EQUIP DEPOSIT	100.00		041116		D	N				REFUNDS AND REIM	101.41428.0882
WENTZELL/STEPHEN	45775	04/13/16	HOCKEY EQUIP DEPOSIT	50.00		041116		D	N				REFUNDS AND REIM	101.41428.0882

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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
WEST CENTRAL BLDRS ASSN .01817	45776	04/13/16	SIGN DEPOSIT REF 2016-10	100.00		2016-10		D	N				DEPOSITS-SIGN PE	101.230001
WEST CENTRAL COMMUNICATI 000796	45777	04/13/16	SIREN MTCE-LABOR	52.50		081377S		D	N				CIVIL DEFENSE	101.42428.0809
WEST CENTRAL SANITATION 000805	45778	04/13/16	GARBAGE SERVICE-APRIL	26.27		6806100/4-16		D	N				CLEANING AND WAS	230.43430.0338
WEST CENTRAL TRIBUNE 000807	45779	04/13/16	ORD.-LAND ANNEXATION	346.08		CL03076564		D	N				PRINTING AND PUB	101.41401.0331
	45779	04/13/16	HRNG-SUBDIVIDE PROPERTY	71.07		CL03076611		D	N				PRINTING AND PUB	101.41402.0331
	45779	04/13/16	HRNG-PROPOSED REZONING	74.16		CL03076612		D	N				PRINTING AND PUB	101.41402.0331
	45779	04/13/16	HRNG-COND'L USE PERMIT	71.07		CL03076613		D	N				PRINTING AND PUB	101.41402.0331
	45779	04/13/16	HRNG-PROPOSED ZONING	83.43		CL03076614		D	N				PRINTING AND PUB	101.41402.0331
	45779	04/13/16	COUNCIL PROCEEDINGS PUB.	964.08		CL03076659		D	N				PRINTING AND PUB	101.41401.0331
	45779	04/13/16	ORD. AMENDING CITY CHRTR	92.70		CL03076771		D	N				PRINTING AND PUB	101.41401.0331
	45779	04/13/16	ORD. AMENDING CITY CHRTR	98.88		CL03076772		D	N				PRINTING AND PUB	101.41401.0331
	45779	04/13/16	ORD. AMENDING CITY CHRTR	95.79		CL03076773		D	N				PRINTING AND PUB	101.41401.0331
	45779	04/13/16	ORD. AMENDING CITY CHRTR	89.61		CL03076774		D	N				PRINTING AND PUB	101.41401.0331
	45779	04/13/16	CONCESSION SUPPLIES	96.10		WT7D7019/2-16		D	N				GENERAL SUPPLIES	101.45433.0229
	45779	04/13/16	55 AND BEYOND AD	102.00		36787/3-16		D	N				ADVERTISING	101.45435.0447
			VENDOR TOTAL	2,184.97		*CHECK TOTAL								
WEST CENTRAL TROPHIES 000808	45780	04/13/16	NAME PLATES	22.00		2238		D	N				SUBSISTENCE OF P	101.42412.0227
WILLMAR AUTO VALUE 002689	45781	04/13/16	BRAKE PARTS	414.38		22165661		D	N				INVENTORIES-MDSE	101.125000
	45781	04/13/16	3/8" DR. HEX BIT SOCKET	4.49		22165726		D	N				SMALL TOOLS	651.48484.0221
	45781	04/13/16	BRAKE PARTS/CORE RETURN	213.43CR		22165740		D	N				INVENTORIES-MDSE	101.125000
	45781	04/13/16	FLOOR DRY	107.88		22166464		D	N				GENERAL SUPPLIES	101.42412.0229
	45781	04/13/16	#067863-SPARK PLUGS	17.99		22166546		D	N				MTCE. OF EQUIPME	101.43425.0224
	45781	04/13/16	#067863-SPARK PLUGS	125.93		22166627		D	N				MTCE. OF EQUIPME	101.43425.0224
	45781	04/13/16	SWITCH FOR BENCH GRINDER	9.99		22166731		D	N				MTCE. OF EQUIPME	651.48484.0224
	45781	04/13/16	#088960-BEAD SEALER TANK	149.95		22166831		D	N				MTCE. OF EQUIPME	101.43425.0224
	45781	04/13/16	PLAY EQUIP REPAIR-PARTS	286.24		22167447		D	N				MTCE. OF OTHER I	101.43425.0226
	45781	04/13/16	TRASH PUMP SPARK PLUGS	14.94		22168508		D	N				MTCE. OF EQUIPME	651.48485.0224
	45781	04/13/16	BRAKE CALIPER	120.10		22168677		D	N				INVENTORIES-MDSE	101.125000
	45781	04/13/16	BRAKE CALIPER/CORE RETRN	61.11CR		22168772		D	N				INVENTORIES-MDSE	101.125000
			VENDOR TOTAL	977.35		*CHECK TOTAL								
WILLMAR BASEBALL\FASTPIT 002519	45782	04/13/16	BASEBALLS	1,050.60		175		D	N				GENERAL SUPPLIES	101.45432.0229
WILLMAR CHAMBER OF COMME 000812	45783	04/13/16	DIRECTOR SALARY	4,375.84		STMT/3-16		D	N				SALARIES-REG. EM	208.45005.0110
	45783	04/13/16	ASSISTANT SALARY	2,474.16		STMT/3-16		D	N				SALARIES-REG. EM	208.45005.0110



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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
REPORT TOTALS:				414,643.03										

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GL060S-V08.00 RECAPPAGE  
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FUND RECAP:

FUND	DESCRIPTION	DISBURSEMENTS
----	-----	
101	GENERAL FUND	336,242.26
208	CONVENTION & VISITORS BUREAU	15,144.42
230	WILLMAR MUNICIPAL AIRPORT	165.86
305	D.S. - 2005 BOND	3,100.00
414	S.A.B.F. - #2014	2,804.50
432	C.P. - WASTE TREATMENT	20,256.79
438	C.P. - MISC. PROJECTS	2,064.97
651	WASTE TREATMENT	34,864.23
TOTAL ALL FUNDS		414,643.03

BANK RECAP:

BANK	NAME	DISBURSEMENTS
----	-----	
HERT	HERITAGE BANK	414,643.03
TOTAL ALL BANKS		414,643.03

WILLMAR COMMUNITY & ACTIVITY CENTER COUNCIL MINUTES

9:00 am Friday, April 8, 2016- WCAC Sunshine Room

"Not yet approved by the WCAC Board."

**Attending:**

Board members: Claudia Cederstrom, Diane Shuck, Darlene Schroeder, Phyllis Williams, Terry Smith, Heidi Burton

Staff: Pam Vruwink, Ryan Harper; Tammy Rudningen, Steve Brisendine

Visitor: Larry Nelson

**Absent:**

Board members: Ben Larson, Ernie Carlson

City Council liaison: Tim Johnson

**Meeting was called to order:** by Claudia

**Agenda was reviewed and adopted** unanimously.

**Minutes were approved as written.**

**Election of new board members:** Motion by Darlene Schroeder, seconded by Diane Shuck to appoint Heidi Burton as a new board member and to appoint Donna Evenson as replacement for Phyllis Williams as Senior Club representative.

**Old Business:**

**Fob System**

Steve Brisendine reported on the option of a fob system. The cost will be \$5,500.

Motion by Diane Shuck, seconded by Terry Smith to implement the fob system.

**User agreement.** Ryan Harper distributed the user agreement used by Willmar Public Schools. It was noted that there is a different agreement in use for WCAC.

**Discussion points:**

- Organizations or volunteers acting as hosts will not need to sign a user agreement.
- The user agreement should be in plain language
- The user agreement should incorporate key principles of WCAC and reference the Minnesota Human Rights Act.
- Questions were raised as to why and under what conditions staff need to be present when the kitchen is used. It was noted that the Senior Citizen Club owns some equipment and supplies. These could be stored in a locked cabinet. It was agreed that staff will go through WCAC with members of the Senior Citizen Club to identify items no longer needed and place them on the upcoming city auction.
- Written instructions on cleaning and the location of cleaning supplies need to be developed.
- Whether private parties using WCAC should be required to put down a damage deposit and if so, in what amount.

It was decided that additional discussion is needed on the WCAC user agreement at future meetings.

## **Committee Reports:**

### Strategic Planning and Community Engagement:

Follow up community meetings scheduled for: April 28<sup>th</sup>, 3:30 – 5pm and 5:30 – 7:00 pm.

The focus of the meetings will be to provide an update on progress and plans and also to get community input on ambiance, activities and future operations.

### Woodshop:

Terry Smith reported that he has talked to several woodshop users and other community members about participating on a woodshop committee.

### Activity Committee:

Darlene Schroeder presented a plan for activities for May through August. Darlene Schroeder moved and Heidi Burton seconded that the plan be approved. See attachment A.

Recreation staff (Casey) will be invited to next board meeting to discuss opportunities for summer activities for youth.

### Ambiance Committee:

This committee has not yet been formed. The next community meeting will engage people in discussion of how the environment/deco can reflect the principles and values of WCAC.

## **Finance:**

### **2016 Budget Update:**

Steve Brisendine provided an overview of the 2016 budget and expenses to date. He clarified that the money can be moved among line items as long as the bottom line met.

**Capital Improvement Plan:** The capital improvement plan for the next 5 years was reviewed. The plan calls for replacing chairs, tables and carpet in 2016. It was suggested that perhaps carpeting and flooring improvements should be delayed until the city building study is completed.

**2017 Budget Development:** Steve Brisendine will be submitting the WCAC budget to the mayor in early June. It was noted that over \$20,000 was cut from personnel when the director position was vacant.

Board members noted that the 2017 budget should include the future plan for staffing and programming at the Center. Position descriptions will need to be forwarded to the committee that grades positions in order to budget accordingly. Staff and board will communicate via email over the next few weeks to develop several different scenarios for consideration at the next board meeting.

**Program staff report:** The spring/summer program will be published shortly.

**Senior Citizen Club:** There will be a free dance on Friday the week of Willmar Fest.

### **New Business:**

Steve Brisendine reported that a new smart tv and dvd are being purchased for the Sunshine and Reynolds Rooms.

Darlene Schroeder reported that Wendell Nash is willing to look at sound equipment options as the existing sound system does not work for music groups.

The next meeting will be held on May 13, 9 a.m.

The meeting adjourned.

Submitted by Diane Shuck, Secretary

## Attachment A

### Summer Activity Planning – WCAC

**Outcome:** Facilitate community building/interaction/engagement

**Strategy:** Schedule activities at WCAC every Saturday and Sunday afternoon

#### Spring/Summer Planning Guide: (May – August)

**Saturday afternoon:** 1 – 2 hours; Starting at 1:30 pm

At least two dances/month;

1x/mo longways – 1 ½ hours (Maggie Harp)

1 – 2x/mo Old-Time; Waltz, 2-Step, Polka

Occasional – Swing

**Sunday afternoon:**

**Entertainment** – Starting at 1:30 – 1 – 2 hours

1x/month Community sing-along – Irene Wallin and John Dean

1x/month Old Time Gospel sing-along - ?

2x/month special – music

**Organized Games - 3 pm – 4:30**

White elephant bingo – 1x month

Need: 200 shutter bingo cards, drawing basket

White elephant bunco – 1 x month

Need: Dice (and cups?)

Kids – 2X month

**On-going**

Board games

Pool – sign-up for ?time blocks (if necessary)

Exercise equipment

**Hosting:** Community organizations, volunteers – supplemented by staff

Need hosting guidelines: Roles and responsibilities; Opening and closing

Facility information; Emergency Contact

**Food:** Coffee, tea and lemonade – provided by WCAC, Suggested donations

Concessions – Community groups – no fee for concession groups; Responsible for meeting state food code

Needed: Clean-up guidelines; Simple food code guidelines

**Other needs:** User expectations: Individual and groups

**Memorial Day:** 10 am – 4 pm

11 am – High school pep band

12 – 3 – Other music groups and patriotic sing-a-long

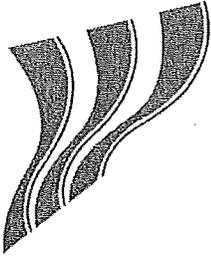
Possibly Old games (3-legged race, etc) and bingo

**July 4<sup>th</sup> Weekend** Vietnam traveling wall at Robbins Island

Food concession options:

Invite community groups to offer – no fee

WCAC provide – proceeds to go program fund



## CITY OF WILLMAR

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

### COUNCIL ACTION REQUEST

**DATE:** April 18, 2016

**SUBJECT:** Public Hearing on Annexation Petition-William and Carol Cairns

**RECOMMENDATION:** Staff recommends the Ordinance be adopted, assigned a number, and published.

**BACKGROUND:** William and Carol Cairns petitioned for annexation of .96 acres on 19<sup>th</sup> Ave. SW. They will be utilizing municipal services. The Planning Commission approved the Annexation. Willmar Township signed a waiver of the 90 day review period as they have no concerns with the annexation.

**FINANCIAL CONSIDERATION:** One year's tax reimbursement to Willmar Township totaling \$35.35.

**LEGAL:** For full legal see attached ordinance.

**DEPARTMENT/RESPONSIBLE PARTY:** Megan M. DeSchepper, Planner/Airport Manager, Planning & Development Services

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

AN ORDINANCE OF THE CITY OF WILLMAR, MINNESOTA ANNEXING  
LAND LOCATED IN WILLMAR TOWNSHIP, KANDIYOHI COUNTY, MINNESOTA  
PURSUANT TO MINNESOTA STATUTES § 414.033 SUBDIVISION 2(3),  
PERMITTING ANNEXATION BY ORDINANCE

WHEREAS, a petition signed by all the property owners, requesting that property legally described herein be annexed to the City of Willmar Minnesota, was duly presented to the Council of the City of Willmar on the day of, ; and

WHEREAS, said property is unincorporated and abuts the City of Willmar on its southwest boundary; is less than 120 acres; is not presently served by public sewer facilities or public sewer facilities are not otherwise available; and

WHEREAS, said property is currently zoned R-2 (Community Residence) and annexation is requested to facilitate the extension of city services for the residential R-2 (One and Two Family Residential) development of the property; and

WHEREAS, the City of Willmar held a public hearing pursuant to Minnesota Statutes §414.033 Subd. 2b, on April 18, 2016, following thirty (30) days written notice by certified mail to the Town of Willmar and to all landowners within and contiguous to the area legally described (herein or attached exhibit), to be annexed; and

WHEREAS, provisions of Minnesota Statutes 414.033 Subd. 12 are not applicable in that there will be no change in the electric utility service provider resulting from the annexation of the territory to the municipality.

NOW, THEREFORE THE CITY COUNCIL OF CITY OF WILLMAR HEREBY  
ORDAINS AS FOLLOWS:

1. The City council hereby determines that the property as hereinafter described abuts the city limits and is or is about to become urban or suburban in nature in that residential use is being proposed for said property the construction of which requires or will need city services, including public sewer facilities.

2. None of the property is now included within the limits of any city, or in any area that has already been designated for orderly annexation pursuant to Minnesota Statute §414.0325.

3. The corporate limits of the City of Willmar, Minnesota, are hereby extended to include the following described property, said land abutting the City of Willmar and being 120 acres or less in area, and is not presently served by public sewer facilities or public sewer facilities are not otherwise available, and the City having received a petition for annexation from all the property owners of the land, to wit:

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.

The above described property consists of a total of .96 acres, more or less. Copies of the corporate boundary map showing the property to be annexed and its relationship to the corporate boundaries and all appropriate plat maps are attached hereto.

4. That the population of the area legally described herein and hereby annexed is zero.
5. The City of Willmar, pursuant to Minnesota Statutes §414.036, that with respect to the property taxes payable on the area legally described herein, hereby annexed, shall make a cash payment to the Town of Willmar in accordance with the following schedule:
  - a. In the first year following the year in which the City of Willmar could first levy on the annexed area, an amount to \$17.67; and
  - b. In the second and final year an amount equal to \$17.68.
6. That pursuant to Minnesota Statutes §414.036 with respect to any special assessments assigned by the Town to the annexed property and any portion of debt incurred by the Town prior to the annexation and attributable to the property to be annexed, but for which no special assessments are outstanding, for the area legally described herein there are no special assessments.
7. That the City Clerk of the City of Willmar is hereby authorized and directed to file a copy of this Ordinance with the Municipal Boundary Adjustment Unit of the Office of Administrative

Hearings, the Minnesota Secretary of State, the Kandiyohi County Auditor, and the Willmar Township Clerk.

8. That this Ordinance shall be in full force and effect and final upon the date this Ordinance is approved by the Office of Administrative Hearings.

This Ordinance introduced by Councilman: \_\_\_\_\_

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

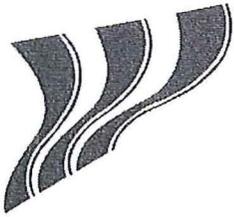
This Ordinance published on: \_\_\_\_\_

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

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

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





WILLMAR

**City Clerk-Treasurer**

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

**COUNCIL ACTION REQUEST**

**DATE:** April 18, 2016

**SUBJECT:** Ordinance Hearing—Amendment of Charter Section 2.03

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

Pursuant to public testimony the Charter Commission is requesting approval of the Amending Ordinance.

**BACKGROUND:**

The Ordinance Amending Charter **Section 2.03.—General powers and duties of the Council**, adds a new Subdivision 2., whereby the Charter Commission is of a firm conviction that current and future City Councils should be compelled to develop of Vision, Mission Statement, and Strategic Plan for the good of the people.

**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.

This Ordinance introduced by Council Member: Anderson

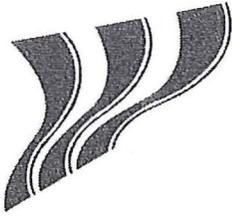
This Ordinance introduced on: April 4, 2016

This Ordinance published on: April 8, 2016

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

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

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



WILLMAR

**City Clerk-Treasurer**

**City Office Building**

**333 SW 6<sup>th</sup> Street**

**Willmar, MN 56201**

**Main Number 320-214-5166**

**Fax Number 320-235-4917**

**COUNCIL ACTION REQUEST**

**DATE:** April 18, 2016

**SUBJECT:** Ordinance Hearing—Amendment of Charter Section 7.05

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

Pursuant to public testimony the Charter Commission is requesting approval of the Amending Ordinance.

**BACKGROUND:**

The Ordinance Amending Charter **Section 7.05.—Recall**, strikes out current language whereby the Charter Commission desires to not address the issue of any reimbursements for legal services, supplies, printing, and notarial fees, but simply make it clear that no City funds are to be expended for the actions of the citizen Recall Committee nor can any of the Recall Committee members accept any remuneration for services performed on such a committee.

**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 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.

This Ordinance introduced by Council Member: Anderson

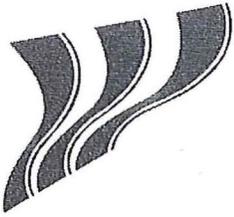
This Ordinance introduced on: April 4, 2016

This Ordinance published on: April 8, 2016

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

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

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



WILLMAR

**City Clerk-Treasurer**

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

**COUNCIL ACTION REQUEST**

**DATE:** April 18, 2016

**SUBJECT:** Ordinance Hearing—Amendment of Charter Section 2.11

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

Pursuant to public testimony the Charter Commission is requesting approval of the Amending Ordinance.

**BACKGROUND:**

The Ordinance Amending Charter **Section 2.11.— Procedure**, strikes through current language detailing the known versions of parliamentary rules defaulting to the word “established” set of parliamentary rules. The Charter Commission believes this will properly position the City for the ever changing rules and names in the future.

**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 2.11. 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.

This Ordinance introduced by Council Member: Anderson

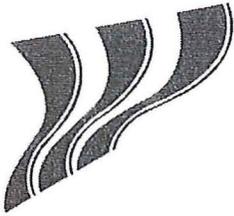
This Ordinance introduced on: April 4, 2016

This Ordinance published on: April 8, 2016

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

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

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



WILLMAR

**City Clerk-Treasurer**

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

**COUNCIL ACTION REQUEST**

**DATE:** April 18, 2016

**SUBJECT:** Ordinance Hearing—Amendment of Charter Section 9.04

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

Pursuant to public testimony the Charter Commission is requesting approval of the Amending Ordinance.

**BACKGROUND:**

The Ordinance Amending Charter **Section 9.04.—Oath of office**, adds details to the current oath administered to elected or appointed officials and board and commission members. The Charter Commission believes clarity of individual offices and positions is beneficial for this City.

**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 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.

This Ordinance introduced by Council Member: Anderson

This Ordinance introduced on: April 4, 2016

This Ordinance published on: April 8, 2016

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

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

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

## PUBLIC WORKS/SAFETY COMMITTEE

### MINUTES

The Public Works/Safety Committee of the Willmar City Council met on Tuesday, April 12, 2016, in Conference Room No. 1 at the City Office Building.

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

Others present: City Administrator Larry Kruse; Public Works Director Sean Christensen; Chief of Police Jim Felt; Director of Education and Recreation Steve Brisendine; Janis VanVeldhuizen; Tabitha Harazin; Karen Carlson (employees from Divine Home Care with parking concerns).

#### Item No. 1      Call to Order

The meeting was called to order by Chair Christianson at 4:47 p.m.

#### Item No. 2      Public Comment

Three staff from Divine Home Care approached the Committee with the request to temporarily remove the two hour parking on 2<sup>nd</sup> Street SW between Becker Avenue and Litchfield Avenue. They previously used Heritage Bank's parking lot and were told they cannot park there during the bank's construction and their facility is not big enough to allow adequate private parking for staff. Public Works Director Christensen stated the company should look into leasing spaces from other neighboring lots before the City would consider proceeding with other options.

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

Police Chief Jim Felt noted the jail census for April 12, 2016 was 122; 43 inmates from the Department of Corrections, 71 inmates from Kandiyohi County, 4 inmates from Swift County, 1 inmate from Pine County, 1 inmate from Redwood County, and 2 inmates from Stevens County. The calls for service the previous two weeks totaled 768 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 abandoned vehicles. Chief Felt noted the department will be starting Coffee with the Cops on April 21<sup>st</sup> from 7:30 to 9:00 a.m. at Cornerstone Coffee. The event, tentatively scheduled for every other month at various Willmar coffee shops, invites citizens to sit down with several police officers to ask questions or discuss topics. The committee discussed the Fire Department will be doing a controlled burn this Saturday at 7:00 a.m. at 621 6<sup>th</sup> Street SW.

#### Item No. 4      Director Update (Information)

The Public Works Director brought forth, for information, an update on department purchases and activities. Wastewater is proceeding with the purchase of a Polaris Ranger in the amount of \$13,550.89 and Nuhn Honey Wagon in the amount of \$59,335, pavement marking quotes were received and Traffic Marking Services of Maple Lake was awarded the project in the amount of \$13,318. Bids were received for the Public Works garage roof replacement with West Central Roofing Contractors being the apparent low bidder in the amount of \$86,642.86 with a request for bid award and authorization of signatures to be brought forth at a later date. The Committee discussed the clarification of the purchasing policy details and the threshold allowing staff to proceed with purchases without Council approval. Spring road restrictions will be lifted on Friday, April 15<sup>th</sup> at 12:01 a.m. A large water main break took place just off the corner of 19<sup>th</sup> Avenue and 22<sup>nd</sup> Street SW affecting approximately 150 feet of pavement. The Committee discussed the effectiveness of the removal of the parking space in front of the entrance of the library on east side of 5<sup>th</sup> Street SW.

Item No. 5      Park Ground Cover Funding (Resolution)

Staff brought forth, for approval, the re-appropriation of unused funds from the purchase of a skid loader in 2014 for the purchase of the flex fiber ground cover for the seven new playground units being installed at six park locations.

A motion was made by Council Member Nelsen, seconded by Council Member Plowman re-appropriate \$18,655.00 from CIP funds designated in 2014 for the purchase of a Bobcat T4 skid loader for the purchase of fiber flex for park ground cover. The motion carried.

Item No. 6      Regional Designation for Robbins Island Park Complex (Resolution)

Staff brought forth, for approval, the resolution supporting regional park designation for Robbins Island Park Complex. The application identifies the facility meeting high standards for a natural resource based outdoor recreation and provides eligibility to apply for Regional Parks and Trails Legacy funding.

A motion was made by Council Member Nelsen, seconded by Council Member Plowman to adopt the resolution supporting regional park designation for Robbins Island Park Complex. The motion carried.

Item No. 7      Declare Costs to be Assessed, Order Preparation of Assessment Roll, and Call for Assessment Hearing: Project 1601, 1602, 1603-A and 1603-B (Resolution)

Staff brought forth, for approval, to declare costs to be assessed, order preparation of the assessment roll, and to call for the Assessment Hearing on City Projects Nos. 1601, 1602, 1603-A and 1603-B. Bids were opened on April 5<sup>th</sup> and the amount received to perform the necessary improvements is known. Staff is preparing the assessable footage and the amount for each affected lot.

A motion was made by Council Member Fagerlie, seconded by Council Member Nelsen to declare costs to be assessed, order preparation of the assessment roll, and to call for the Assessment Hearing on May 16, 2016 for Project Nos. 1601, 1602, 1603-A and 1603-B. The motion carried.

Item No. 8      Accept Bid and Award Contract: Project No. 1604 (Resolution)

Staff brought forth, for approval, to accept the bid, award the contract to Duininck, Inc. in the amount of \$34,787.00, adopt the project budget for Project No. 1604 and authorize necessary signatures. The project includes the parking lot repair adjacent to 1801 Technology Drive NE.

A motion was made by Council Member Nelsen, seconded by Council Member Fagerlie to accept the bid, award the contract to Duininck, Inc. in the amount of \$34,787.00, adopt the project budget for Project No. 1604 and authorize signatures. The motion carried.

Item No. 9      Project No. 1502 Final (Resolution)

Staff brought forth, for approval, Change Order No. 1 in the amount of \$1,800.00, accept the project and authorize final payment to Land Pride Construction, LLC in the amount of \$6,168.42 for Project No. 1502. The project includes sanitary sewer and water main improvements on Benson Avenue SE, Lakeland Drive NE, Airport Drive SW and East TH No. 12.

A motion was made by Council Member Plowman, seconded by Council Member Nelsen to approve Change Order No. 1 in the amount of \$1,800.00, accept the project and authorize final payment to Land Pride Construction, LLC in the amount of \$6,168.42 for Project No. 1502. The motion carried.

Item No. 10      Non-Agenda Items (Information)

The Committee discussed the potential of the Willmar Public School District cutting the position of crossing guards. A citizen concern of other infrastructure needs to be prioritized instead of investing funds only into the Park Plan was discussed. The recent resignation of MUC Director Wes Homp was noted.

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

Respectfully submitted,



Sean E. Christensen, P.E.

Public Works Director



WILLMAR

CER Director

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

**COUNCIL ACTION REQUEST**

**DATE:** April 12, 2016

**SUBJECT:** Playground Ground Cover Funding

**RECOMMENDATION:**

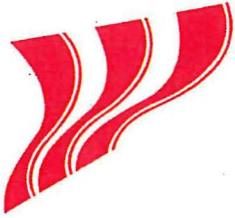
For information purposes only

**BACKGROUND:**

The City Council previously approved the purchase of the fiber flex material for the ground cover around the seven new playground units and directed staff to come back to the committee with a funding source other than the \$706,000 budgeted for the Rice Park project. Staff have reviewed previous CIP/Vehicle Replacement projects and determined allocating money from the 2014 purchase of a Bobcat T4 skid loader with \$31,062.40 remaining.

**FINANCIAL CONSIDERATION:** Staff is considering the use of \$18,655.00 from CIP funds designated in 2014 for the purchase of a Bobcat skid loader to purchase the manufactured wood fiber.

**Department/Responsible Party:** CER/Steve Brisendine



WILLMAR

CER Director

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

**COUNCIL ACTION REQUEST**

**DATE:** April 12, 2016

**SUBJECT:** Regional designation application for Robbins Island Park Complex

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

Adopt the resolution supporting regional park designation for Robbins Island Park Complex

**BACKGROUND:** The purpose of the application is to identify our facility meeting very high standards for natural resource based outdoor recreation and would be a part of a regional park system across Greater Minnesota. This opportunity will also give the eligibility to apply for Regional Parks and Trails Legacy funding. The Legacy funding is in place under the Clean Water, Land and Legacy Amendment to the Minnesota Constitution to support parks and trails by means of additional sales tax revenue.

**FINANCIAL CONSIDERATION:** None at this time

**LEGAL:** N/A

**Department/Responsible Party:** Steve Brisendine, CER Director

**Reviewed By:** Larry Kruse, City Administrator

**City of Willmar**  
**RESOLUTION NO. \_\_\_\_\_**

**RESOLUTION SUPPORTING REGIONAL PARK OR TRAIL DESIGNATION**  
**APPLICATION IN GREATER MINNESOTA:**

**Park or trail name:** Robbins Island Park Complex  
**Location:** City of Willmar                      **Date of Resolution:** \_\_\_\_\_

- Check below as identified on application:
- o Lead Applicant (City or County)
  - o Joint Applicant/Partner (City or County)

**BE IT RESOLVED** that City of Willmar as lead applicant, has the authority to act as legal public sponsor for the application described in the *Request for Designation as a Regional Park or Trail in Greater Minnesota*. As joint applicant(s)/partner(s) City of Willmar we formally support(s) and authorize(s) the applicant's submission on behalf of the partnership.

**BE IT FURTHER RESOLVED** that as lead applicant and joint applicant(s)/partner(s) we are fully aware of the information provided in the application and associated responsibilities, including long-term commitments as defined in the application and related master plan and supporting information as submitted.

**BE IT FURTHER RESOLVED** that, should Robbins Island Park Complex receive formal designation as a Regional park or trail in Greater Minnesota by the Commission, that as the lead applicant or joint applicant(s)/partner(s) we have the legal authority to enter into formal designation and funding agreements with the Commission for the referenced park or trail.

**BE IT FURTHER RESOLVED** that listed applicant and joint applicant(s)/partner(s) certify they will comply with all applicable laws and regulations associated with regional designation and any future grant funding for their respective portions of any project.

**I CERTIFY THAT** the above resolution was adopted by the listed lead applicant and joint applicant(s)/partner(s) Board or Council.

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

Date \_\_\_\_\_

Witnessed:

\_\_\_\_\_  
City Clerk

Date \_\_\_\_\_



WILLMAR

**Public Works Director**

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

**COUNCIL ACTION REQUEST**

**DATE:** April 12, 2016

**SUBJECT:** Declare costs to be assessed, order preparation of assessment roll and call for the assessment hearing on City Project Nos. 1601, 1602, 1603-A, and 1603-B

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

Declare costs to be assessed, order preparation of assessment roll, and call for the Assessment Hearing on May 16, 2016 for City Project Nos. 1601, 1602, 1603-A, and 1603-B.

**BACKGROUND:** The City Council ordered the 2016 street improvement projects at the Improvement Hearing held on March 7, 2016. Bids were opened on April 5<sup>th</sup> and the amount received to perform the necessary improvements is known. Staff is preparing the assessable footage and the amount for each affected lot. Costs for the improvements must be declared and the preparation of an assessment roll ordered in accordance with the requirements of Chapter 429, State of Minnesota Statutes. Affected property owners must be notified of their assessment amount and the date of the hearing, also in accordance with Chapter 429.

**FINANCIAL CONSIDERATION:** The funding associated with the projects includes special assessments, local funds and bond proceeds.

**LEGAL:** N/A

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

**Reviewed By:** Larry Kruse, City Administrator



WILLMAR

Public Works Director

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

**COUNCIL ACTION REQUEST**

**DATE:** April 12, 2016

**SUBJECT:** Accept bid, award contract, and adopt budget: Project No. 1604

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

Accept the bid and award the contract to Duininck, Inc. in the amount of \$34,787.00 and adopt the project budget for Project No. 1604.

**BACKGROUND:** The City Council authorized advertisement for bids for the project at the March 7, 2016 Council Meeting. The project includes the parking lot repair adjacent to 1801 Technology Drive NE. Two bids were received and opened on April 5<sup>th</sup>; Land Pride Construction in the amount of \$39,535.00 and Duininck, Inc. in the amount of \$34,787.00. The low bid received is approximately 33% above the Engineer's Estimate.

**FINANCIAL CONSIDERATION:** The funding associated with this project includes State Aid and local funds.

**LEGAL:** N/A

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

**Reviewed By:** Larry Kruse, City Administrator

RESOLUTION NO. \_\_\_\_\_  
PROJECT NO. 1604

TOTAL COST \$43,483.75  
\*Budget Amounts are Essential

Dated:

Code

**PERSONNEL SERVICES**

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

**RECEIVABLES**

Assessments Prop Owners	_____
Community Investment	_____
General	_____
State Aid	\$43,483.75
WTP	_____
MUC	_____
Kandiyohi County	_____
<b>TOTAL</b>	<b>\$43,483.75</b>

**SUPPLIES**

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

**FINANCING**

General	_____
Bonds	_____
State Aid	\$43,483.75
WTP	_____
MUC	_____
Kandiyohi County	_____
<b>TOTAL</b>	<b>\$43,483.75</b>

**GRAND TOTAL** **\$43,483.75**

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

**OTHER SERVICES**

30 Communications	_____
31* Printing & Publishing	_____
32 Utilities	_____
33* Travel-Conf.-Schools	_____
34 Mtce. of Equipment	_____
35 Mtce. of Structures	_____
36* Mtce. of Other Impr.	\$34,787.00
37 Subsistence of Persons	_____
38 Cleaning & Waste Removal	_____
39* Other Services	\$3,478.70
<b>TOTAL</b>	<b>\$38,265.70</b>

\_\_\_\_\_  
Mayor

Attest:

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

**OTHER CHARGES**

40 Rents	_____
41* Insurance & Bonds	_____
42 Awards & Indemnities	_____
43 Subscription/Memberships	_____
44 Interest	_____
45 Licenses & Taxes	_____
46 Misc. Serv.	\$5,218.05
47* Advertising	_____
48* Adm. OH (Transfer)	_____
49 Other Charges	_____
<b>TOTAL</b>	<b>\$5,218.05</b>

**GRAND TOTAL** **\$43,483.75**

**PROPOSAL  
PROJECT 1604  
CITY OF WILLMAR**

				Duininck Inc.		Land Pride Const.	
ITEM NO.	ITEM	UNIT	QUANTITY	PRICE	TOTAL	PRICE	TOTAL
2021.501	Mobilization	LS	1	\$4,000.00	\$4,000.00	\$4,000.00	\$4,000.00
2104.509	Remove Bituminous Pavement	SY	388	\$6.50	\$2,522.00	\$5.00	\$1,940.00
2105.501	Common Excavation	CY	130	\$15.00	\$1,950.00	\$19.00	\$2,470.00
2108.533	Salvaged Aggregate (CV)	CY	50	\$12.50	\$625.00	\$20.00	\$1,000.00
2211.501	Aggregate Base Class 5	TON	150	\$25.00	\$3,750.00	\$29.00	\$4,350.00
2123.610	Tractor Mounted Backhoe-Loader	HR	3	\$135.00	\$405.00	\$150.00	\$450.00
2360.501	Type SP 12.5 Wearing Course Mixture (3,B)	TON	30	\$185.00	\$5,550.00	\$200.00	\$6,000.00
2360.501	Type 12.5 Non-Wearing Course Mixture (3,B)	TON	45	\$150.00	\$6,750.00	\$200.00	\$9,000.00
2504.602	Adjust Valve Casting	EA	1	\$205.00	\$205.00	\$700.00	\$700.00
2506.522	Adjust Frame & Ring Castings	EA	1	\$405.00	\$405.00	\$1,000.00	\$1,000.00
2531.604	6" Concrete Valley Gutter	SY	115	\$75.00	\$8,625.00	\$75.00	\$8,625.00
<b>TOTAL PROJECT 1604</b>					<b>\$34,787.00</b>		<b>\$39,535.00</b>
<b>LESS CREDIT FOR BITUMINOUS SALVAGE</b>					0		0
<b>GRAND TOTAL PROJECT 1604</b>					<b>\$34,787.00</b>		<b>\$39,535.00</b>
<b>(Price includes all applicable sales and use taxes)</b>							



WILLMAR

Public Works Director

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

**COUNCIL ACTION REQUEST**

**DATE:** April 12, 2016

**SUBJECT:** Accept Project and Authorize Final Payment for Project No. 1502

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

Approve Change Order No. 1 in the amount of \$1,800.00, accept the project and authorize final payment to Land Pride Construction, LLC in the amount of \$6,168.42 for Project No. 1502.

**BACKGROUND:** The City Council entered into an agreement with Land Pride Construction on April 20, 2015 for sanitary sewer and water main improvements on Benson Avenue SE, Lakeland Drive NE, Airport Drive SW and East TH No. 12. Change Order No. 1 resulted from additional pipe cleaning costs. The final pay request is hereby submitted for consideration and staff is recommending final payment be made.

**FINANCIAL CONSIDERATION:** The total cost of the project is \$89,168.47, and is within the project budget.

**LEGAL:** N/A

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

**Reviewed By:** Larry Kruse, City Administrator

CONTRACTOR'S ESTIMATE NO.3 (FINAL)  
PROJECT NO. 1502

CONTRACTOR: LAND PRIDE CONSTRUCTION, LLC.  
50480 368TH STREET  
PAYNESVILLE, MN 56362

CONSTRUCTION OF: SANITARY SEWER AND WATER MAIN IMPROVEMENTS

LOCATION: BENSON AVENUE SE, LAKELAND DRIVE NE, AIRPORT DRIVE SW, EAST TH NO. 12

DATE: SEPTEMBER 29, 2015

HONORABLE MAYOR AND CITY COUNCIL  
CITY OF WILLMAR, MINNESOTA

IN ACCORDANCE WITH THE CONTRACT WITH LAND PRIDE CONSTRUCTION, LLC.  
I HEREWITH PRESENT THE FOLLOWING ESTIMATE

1502

ITEM NO.	ITEM	UNIT	QUANTITY	BID	TOTAL
2104.501	Remove Concrete Curb/Curb and Gutter	LF	37.2	\$10.00	\$372.00
2104.509	Remove Manhole or Catchbasin	EA	1	\$500.00	\$500.00
2104.509	Remove Bituminous Pavement	SY	71.6	\$5.00	\$358.00
2105.501	Common Excavation	CY	13	\$20.00	\$260.00
2105.525	Topsoil Borrow (CV)	CY	7	\$30.00	\$210.00
2105.604	Geotextile Fabric Type V	SY	71.6	\$3.00	\$214.80
2211.501	Aggregate Base (Class 5)	TON	28.19	\$45.00	\$1,268.55
2360.502	Type SP 12.5 Non Wear Course Mix (3,B)	TON	14.917	\$190.00	\$2,834.23
2360.501	Type SP 12.5 Wearing Course Mix (3,B)	TON	9.501	\$190.00	\$1,805.19
2531.501	Concrete Curb and Gutter, Design B624	LF	37.2	\$54.00	\$2,008.80
2575.501	Seeding	AC	0.32	\$2,500.00	\$800.00
2575.502	Seed Mixture 25-151	LB	38	\$2.00	\$76.00
2575.523	Erosion Control Blanket Category 1	SY	322	\$5.00	\$1,610.00
2575.532	Fertilizer Analysis 20-10-20 Type 3	LB	110.9	\$1.00	\$110.90
2575.562	Hydraulic Matrix Type Bonded Fiber	LB	750.0	\$1.00	\$750.00
2575.601	Erosion Control	LS	1.0	\$100.00	\$100.00

<b>SANITARY SEWER</b>					
2451.609	Granular Foundation and/or Bedding	TON		\$15.00	\$0.00
2451.609	Rock Stabilization	TON		\$30.00	\$0.00
2503.603	F& I 10" PVC Pipe Sewer	LF	15.0	\$300.00	\$4,500.00
2503.603	Lining Sewer Pipe 10"	LF	591.0	\$40.00	\$23,640.00
2506.502	Construct Drainage Structure Design 4007	EA	1.0	\$5,000.00	\$5,000.00
<b>WATER MAIN</b>					
2504.602	Install Gate Valve And Box	EA	2.0	\$2,500.00	\$5,000.00
2504.602	Hydrant	EA	3.0	\$5,000.00	\$15,000.00
2504.603	8" PVC Watermain	LF	251.5	\$40.00	\$10,060.00
2504.603	6" PVC Watermain	LF	31.9	\$100.00	\$3,190.00
2504.608	Watermain Fittings	LB	770.0	\$10.00	\$7,700.00
<b>TOTAL PROJECT 1502</b>					<b>\$87,368.47</b>
<b>(Price includes all applicable sales and use taxes)</b>					
<b>CHANGE ORDER #1</b>					
<b>(additional pipe cleaning)</b>					
<b>SUBTOTAL:</b>					<b>\$89,168.47</b>
<b>LESS PREVIOUS ESTIMATE #1</b>					<b>\$59,810.55</b>
<b>LESS PREVIOUS ESTIMATE #2</b>					<b>\$23,189.50</b>
<b>LESS PREVIOUS ESTIMATE #3</b>					
<b>LESS PREVIOUS ESTIMATE #4</b>					
<b>AMOUNT DUE CONTRACTOR THIS ESTIMATE:</b>					<b>\$6,168.42</b>

APPROVED:   
CONTRACTOR

APPROVED:   
CITY ENGINEER

**CONTRACT AMOUNT: \$88,933.00**  
**BUDGET NO.: 415.48451.0336**

## CHANGE ORDER NO. 1

CITY OF WILLMAR, MINNESOTA

PROJECT – PROJECT 1502 –SANITARY SEWER AND WATER MAIN IMPROVEMENTS

CONTRACTOR – LAND PRIDE CONSTRUCTION, LLC.  
50480 368<sup>TH</sup> STREET, PAYNESVILLE, MN 56362

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

<u>Cost Summary:</u>	Original Contract	\$88,933.00
	As Constructed Contract Amount	\$87,368.47
	Change Order No. 1 (additional pipe cleaning costs)	\$1,800.00
	Contract Total	\$89,168.47

Date: March 2, 2016

CITY OF WILLMAR:

  
Sean Christensen, Public Works Director

LAND PRIDE CONSTRUCTION, LLC.

  
Contractor

**LABOR RELATIONS COMMITTEE**

**MINUTES**

The Labor Relations Committee met on Wednesday, April 13, 2016 at 4:45 p.m. in Conference Room No. 1 at the Willmar City Office Building.

Present:	Shawn Mueske	.....	Vice Chair
	Ron Christianson	.....	Member
	Denis Anderson	.....	Member
	Rick Fagerlie	.....	Alternate Member

Others present: Mayor Marv Calvin (entered at 5:07 p.m.), City Administrator Larry Kruse, Finance Director Steve Okins, City Clerk Kevin Halliday, Mary Scoon, AFSCME Council 65 Staff Representative, Shelby Lindrud, "West Central Tribune" journalist, and Janell Sommers, Administrative Assistant.

Item No. 1      Call to Order

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

Item No. 2      Public Comment

There were no comments from the public.

Item No. 3      Extended Hours (Information)

City Administrator Kruse brought forth for consideration a recommendation to extend work hours on a Department by Department (building by building) basis effective May 22, 2016 through September 3, 2016. Extended hours are defined as four nine-hour days starting at 7:00 a.m. to 4:30 p.m. on Monday through Thursday and one half day from 7:00 a.m. to 12:00 noon on Friday. City Administrator Kruse overviewed his experience with extended hours in other communities and stated departments participating need to have a plan to cover most unforeseen events which may occur on the shorter day. It was noted represented groups must agree to the change and this is not a contract right. The Committee discussed the pros and cons for both the public and the employees. It was the consensus of the committee to receive this for information only.

Item No. 4      Organizational and Job Description Changes/Hiring (Information)

City Administrator Kruse requested the Committee consider an organizational structure which includes the position of an Administrative Services Director. He explained with the announced retirement of City Clerk Halliday in September, the position of City Clerk will be modified to be that more of a traditional City Clerk. The treasurer and human resource duties presently done by Clerk Halliday would be moved to the Finance Director and Administrative Services Director. The proposed job description for the Administrative Services Director would have the primary function of managing the Human Resources within the City and provide administrative oversight overall internal operations. This would be a Director level position reporting to the City Administrator and in the absence of the Administrator would be second in command. City Administrator Kruse was asked to explain the benefit of this organizational structure versus the present organization. He proposed advertising for the Administrative Services Director and City Clerk with a goal of having them both hired by July 1, 2016. This allows the new City Clerk to have the opportunity to be trained for the August primary election as City Clerk Halliday will not be present for the General Election in November and the Administrative Services Director will be able to assist with the implementation of the Classification and Compensation study. It was the recommendation of the City Administrator to approve both job descriptions and forward them onto Springsted to have them incorporated in the study to identify a wage range.

The Committee discussed the proposed reorganizational structure. Council Member Christianson questioned the change of duties for the City Administrator should this position be created and expressed his concern that two current department director positions would no longer be considered as directors. Council Member Anderson expressed his concern that the Council take action on this in the near future. It was the consensus of the Committee to have this item discussed by the full Council at the next Labor meeting which will be scheduled for either April 20<sup>th</sup> or 27<sup>th</sup>.

Item No. 5      Assessing Update (Information)

City Administrator Kruse updated the Committee on the Assessing Department merger with Kandiyohi County. Kruse stated meetings continue to be held to work on developing an agreement which is expected to be brought before the City Council and County Board on May 2<sup>nd</sup> and 3<sup>rd</sup>.

A motion was made by Council Member Anderson, and seconded by Council Member Christianson to adjourn. The motion carried and the meeting was adjourned at 5:40 p.m.

Respectfully submitted,



Janell Sommers  
Administrative Assistant



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

**COUNCIL ACTION REQUEST**

**DATE:** April 18, 2016

**SUBJECT:** Central Community Transit Joint Powers Board Agreement

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

Resolution approving the new Central Community Transit Joint Powers Board Agreement.

**BACKGROUND:** The Central Community Transit Joint Powers Board has received a request from Meeker County and the City of Litchfield to provide public transportation services throughout Litchfield and Meeker County. In order to obtain funding and provide centralized planning and implementation of needed transit services a new Central Community Transit Powers Board Agreement must be entered into by all interested parties.

Highlights of the new agreement include:

1. Adds the City of Litchfield and Meeker County to the Central Community Transit Joint Powers Board.
2. All five government partners will provide for the required local share equally.
3. Adds two board members from Meeker County, City of Litchfield, and one at large member.
4. Language added to the agreement to rotate the Chairperson on both the Joint Powers Board and the Operations Board every two years by county.
5. Adds two additional Operations Board Members.
6. Language added to the agreement to provide written notice of termination of no later than June 1<sup>st</sup> for an effective date of January 1<sup>st</sup>.
7. Resolutions accepting this agreement have both passed in Meeker County and the City of Litchfield and both have passed with additional language designating \$170,000 of reserve funds to be used in Meeker County for transit related costs such as future local share, building upkeep, vehicles, etc. with permission from MNDOT.

**FINANCIAL CONSIDERATION:** N/A

**LEGAL:** N/A

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

**Reviewed By:** Larry Kruse, City Administrator

RESOLUTION NO. \_\_\_\_\_

BE IT RESOLVED by the City Council of the City of Willmar, a municipal corporation of the State of Minnesota, that the Mayor and City Administrator be authorized to execute the Transit Joint Powers Agreement between the Counties of Kandiyohi, Renville and Meeker and the Cities of Litchfield and Willmar, Minnesota.

Dated this 18th day of April, 2016

\_\_\_\_\_  
Mayor

Attest:

\_\_\_\_\_  
City Clerk

**CENTRAL COMMUNITY TRANSIT**  
**JOINT POWERS AGREEMENT**

This joint powers agreement, for public transit services is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2016, by and between Central Community Transit, which is an independent joint powers entity formed by Renville County, Kandiyohi County, and the City of Willmar, (hereinafter "CCT"), and Meeker County and the City of Litchfield, all within the State of Minnesota (Meeker County and the City of Litchfield collectively referred to as the "Joining Parties"; Meeker County, City of Litchfield, and CCT collectively referred to as "the Parties"),

WITNESSETH:

WHEREAS, local units of government are empowered under Minnesota Statutes Section 471.59 jointly and cooperatively to exercise any power common to the contracting parties or any similar powers; and

WHEREAS, CCT currently provides public transportation services throughout Renville County, Kandiyohi County, and the City of Willmar; and

WHEREAS, the Joining Parties currently provide public transportation services throughout the City of Litchfield and Meeker County; and

WHEREAS, the Parties desire to provide for an agreement between and among them to expand the CCT Joint Powers Board (hereinafter referred to as "Joint Powers Board") to succeed the current public transit operations of CCT, and Meeker Public Transit and for purposes of providing a coordinated service delivery and funding source for public transportation throughout Kandiyohi County, Renville County, Meeker County, the City of Litchfield, and the City of Willmar (the "Service Area"); and

WHEREAS, it is the resolution of the Joint Powers Board, Meeker County Board of Commissioners, and the Litchfield City Council to enter into such an agreement in order to obtain funding and provide centralized planning and implementation of needed transit services in this portion of rural Minnesota;

NOW THEREFORE, the undersigned parties jointly agree as follows:

1. Joinder of Local Units of Government. The undersigned local units of government hereby join together for the purposes of coordinating service delivery and providing a funding source for public transportation in and among said area through the CCTJoint Powers Board.

2. Funding Sources. It is intended and anticipated that funding for activities and programs administered under this Joint Powers Agreement shall come primarily from grant monies. The financial commitment of each member local unit of government is limited to the Joint Powers Board's operating and capital costs obligation to the Minnesota Department of Transportation as determined annually by MnDOT, which responsibility shall be borne by the Parties in equal amounts.

If future additional funding is required of the member local units of government, this will be accomplished by separate resolution.

3. Board Makeup. The Joint Powers Board shall consist of two members appointed by the Meeker County, from its County Board of Commissioners and two members appointed by the Litchfield City Council, two members appointed by Kandiyohi County from its County Board, two members appointed by the City of Willmar from its City Council, two members appointed by Renville County from its County Board, and three elected officials from the remaining local units of government, one being from a local government in Kandiyohi County and one being from a local government in Renville County and one being from a local government in Meeker County that are otherwise unrepresented on the Joint Powers Board, to be appointed at large by the Joint Powers Board. Any local units of government represented on the Joint Powers Board may appoint an alternate member, who may act in the place and stead of an absent Joint Powers Board member from that local unit of government including the exercise of all voting rights of that member.

4. Exercise of Powers. The powers of the Joint Powers Board shall be exercised by the members appointed to the Joint Powers Board by each member's local unit of government.

5. Meetings. The Joint Powers Board shall meet at least biannually on a schedule determined by the Board in compliance with all applicable requirements of Minnesota Statutes, Chapter 13D. Notice of meetings to Board members will take place no less than seven days prior to the meeting by phone, mail, or email. Mileage will be reimbursed at the regular agency rate if the board member uses his or her own vehicle to attend meetings. Mileage requests must be submitted using an agency mileage form and signed by the board member claiming reimbursement. A supervisor will review all mileage reimbursement requests for reasonableness before being paid.

6. Terms of Members. The terms of the Joint Powers Board members shall be for up to one year, whose terms shall run through December 31 of the year of their appointment. The members serve at the pleasure of their respective governing body. At the end of their terms, the individual Joint Powers Board members may be reappointed by their respective governing body.

7. Joint Powers Board Voting. Each Joint Powers Board member shall have one vote. Voting by proxy shall not be allowed, except that an alternate member may vote as provided in item 3, above. Except as specifically provided to the contrary in this Agreement, a quorum shall consist of a simple majority of board members (or their alternates), and at least one voting member (or alternate) from the County of Kandiyohi, the County of Renville, the County of Meeker, the City of Litchfield, and the City of Willmar.

8. Officers. Officers of the Joint Powers Board shall be a chair, vice-chair, and treasurer, to be elected at its first meeting, whose terms shall run through December 31 of the year following their initial election. Terms thereafter shall be for one year. At the last meeting prior to completion of an officer's term, his or her

successor shall be elected. The Chair shall rotate at least every 2 years by county. This provision shall not prohibit an officer's reelection. Officers shall be chosen from among the voting Joint Powers Board members.

Agents of the Joint Powers Board shall be selected in accordance with procedures adopted by the Joint Powers Board.

9. Finances. The Joint Powers Board shall prepare an annual budget presented to each member unit of government for review and comment no later than July 31 of each year. The Joint Powers Board shall consider any such comments received by a member unit of government in good faith, however the Joint Powers Board shall have exclusive and final decision making authority with respect to its budget.

10. Records and Reporting. The Joint Powers Board shall receive a monthly financial report of all expenditures, receipts, and current fund balances from the Executive Director. The Joint Powers Board shall cause to be made an annual audit of its books and accounts and shall make and file a report to its members including a) financial condition; b) status of projects; c) business transacted; and d) other matters which affect the interests of the Joint Powers Board. The books and records of the Joint Powers Board shall be open to inspection by members' at all reasonable times, and by the public pursuant to Minnesota Statutes, Chapter 13.

11. Powers. The Joint Powers Board is authorized and empowered to expend funds for the purpose of establishing, funding, coordinating, administering, and operating a Public Transportation Service, including but not limited to providing the transit services listed on Exhibit A attached hereto, and for any other activities necessary for an efficient Public Transportation Service.

12. Use of Earnings. No part of any net earnings of the Joint Powers Board or any transit programs established, funded, coordinated, administered or operated thereunder shall be distributed to, or otherwise benefit its members, directors, officers or

other private person, except that the Joint Powers Board shall be authorized and empowered to pay reasonable compensation for services rendered.

13. Contracting. The Joint Powers Board may enter into contracts or otherwise provide for the establishment, funding, coordination, administration and operation of Public Transportation Services, except that the Joint Powers Board has no authority to bind any individual member unit of government to the expenditure of funds.

14. Property. The Joint Powers Board may acquire and hold, lease, and convey personal property necessary for the administration, operation, and coordination of a Public Transit System. At such time as the Joint Powers Board is dissolved, the disposition, dispersement, and/or transfer of any capital equipment, personal property or other assets otherwise acquired or held by the Joint Powers Board will follow federal requirements binding public transit entities. All prior owned transit property, as more specifically detailed on the attached Exhibit B, will be transferred to the Joint Powers Board, upon the effective date of this Agreement.

15. Bylaws and Operating Procedures. The Joint Powers Board may adopt such operating procedures as are necessary for its effective operation, and shall have bylaws which shall govern the operation of the Joint Powers Board and which shall initially be adopted by a majority vote of all voting members. Thereafter, the bylaws and operating procedures may be amended by a majority vote of members (or alternates) at a regular meeting or a special meeting called on at least seven days' notice to Joint Powers Board members.

16. Transit System Operations Board.

A. Membership: The Joint Powers Board shall hereby establish a 16 member Transit System Operations Board (hereinafter referred to as "Operations Board") consisting of one member representing the following groups and no county shall have less than three representatives:

Kandiyohi County	Health Care Organization
City of Willmar	Consumer (Disabilities)
Renville County	Consumer (Seniors)
Meeker County	
City of Litchfield	
Other Participating Communities	Consumer (Employee)
Human Service Organization	Education
Long Term Care	Business
Senior Organization	Other Ethnic Communities

B. Appointment: The Joint Powers Board shall make appointments to the Operations Board pursuant to solicitation of citizens through the local media. All nominees shall be required to complete the "application for appointment" on the forms prescribed by the Joint Powers Board. The application shall include letter(s) of support for the individual from representative groups throughout the local area.

C. Terms of members: The terms of the Operations Board members shall be for four (4) years. In the first year of appointment a sufficient number of members shall be appointed to two (2) year terms and three (3) year terms to assure that a maximum of five (5) member terms would expire in any given year. Operations Board members may be reappointed for three (3) additional consecutive four (4) year terms, following their initial term.

D. Voting: Operations Board member shall have one vote. Voting by proxy shall not be allowed. Except as specifically provided to the contrary in this Agreement, a quorum shall consist of a simple majority of currently approved Operations board members. Voting and board participation by interactive television is allowed for the Operations Board, pursuant to the requirements of Minnesota Statutes, Section 13D.02.

E. Officers: Officers of the Operations Board shall be a chair, vice-chair, and secretary to be elected at its first meeting called in each calendar year, whose terms shall run until a successor is elected in a new calendar year. The Chair shall rotate at least every 2 years by county. This provision shall not prohibit an officer's re-election. Officers shall be chosen from among the voting Operations Board members.

F. Powers and Duties: The Operations Board shall:

- 1) Supervise and oversee the development of an annual transit services plan.
- 2) Adopt and promulgate such rules and regulations for the operation of the transit system, as it shall from time to time deem necessary, subject to the veto power of the Joint Powers Board.
- 3) Monitor and evaluate the effectiveness of the transit services.
- 4) Monitor the program expenses and adherence to the approved budget.
- 5) Evaluate the effectiveness of the procedures for the collection of fares, contracts, and other revenue sources.
- 6) Make recommendations for revenue enhancement options.
- 7) Recommend marketing plans to improve ridership.
- 8) Provide direction in the development of transit contracts for supplies, materials, equipment, facilities, and labor subject to such bidding as may be required by law.
- 9) Conduct interviews and recommend to Joint Powers Board, the better option for securing the services of an Executive Director and conducting evaluations of same.
- 10) Make such bylaws, as it may deem necessary for its own meetings.

17. Executive Director. The Joint Powers Board shall secure the services of an Executive Director who will be charged with the responsibility to design an affordable, accessible and cost effective transportation plan under the direction of the Operations Board, and perform the following additional functions.

A. Draft an annual transit services plan under the direction of the Operations Board and assure the Joint Powers Board that a "Public Transit Assistance Application", is submitted to the MN/DOT Office of Transit in compliance with current regulation.

B. Contract or employ the services of a transit system operations supervisor, dispatchers, and drivers and other positions as it shall from time to time deem necessary.

C. Control and monitor the fiscal duties of the transit system including monitoring the internal controls for the safeguarding of assets, collected fares, grant moneys, tokens, and other various revenue sources and verifying the legitimacy of bills, purchase orders, and other forms of debt incurred by the transit system, and provide monthly reports of the same to the Joint Powers Board pursuant to Paragraph 10 above.

18. Insurance

A. The Joint Powers Board will maintain liability coverage with a minimum limit equal to or greater than the maximum liability of municipalities as set forth in Minnesota Statutes, Section 466.04, subd. 1, as amended.

B. Alternatively, the Joint Powers Board may maintain equivalent private liability insurance coverage. Such private liability insurance policies must comply with the following requirements:

- Each policy shall have a limit of at least \$2 million per occurrence. If the policy contains a general aggregate limit, the general aggregate limit shall not be less than \$2,000,000.
- The insurance shall cover liability arising from premises, operations, independent contractors, products-completed operations, personal injury and advertising injury, and contractually-assumed liability.

C. Each member, and each member's officers, employees, and volunteers, shall be named as additional covered parties on each policy for all claims arising from Joint Powers Board activities or operations.

D. The Joint Powers Board may in its discretion procure coverage for auto liability and damage to or loss of property. If the Joint Powers Board at any time hires employees, it will immediately acquire and maintain workers' compensation coverage.

19. Indemnification.

A. The Joint Powers Board is a separate and distinct public entity to which the parties have transferred all responsibility and control for actions taken pursuant to this Agreement.

B. The Joint Powers Board shall defend and indemnify the parties, and their officers, employees, and volunteers, from and against all claims, damages, losses, and expenses, including attorney fees, arising out of the acts or omissions of the Joint Powers Board in carrying out the terms of this Agreement. This Agreement does not constitute a waiver on the limitations of liability set forth in Minnesota Statutes, Section 466.04.

C. Nothing herein shall be construed to provide insurance coverage or indemnification to an officer, employee, or volunteer of any member for any act or omission for which the officer, employee, or volunteer is guilty of malfeasance in office, willful neglect of duty, or bad faith.

D. To the fullest extent permitted by law, action by the parties to this Agreement are intended to be and shall be construed as a "cooperative activity" and it is the intent of the parties that they shall be deemed a "single governmental unit" for the purposes of liability, as set forth in Minnesota Statutes, Section 471.59, subd. 1a(a), provide further that for purposes of that statute, each party to this Agreement expressly declines responsibility for the acts or omissions of another party. The parties to this Agreement are not liable for the acts or omissions of another party to this Agreement except to the extent they have agreed in writing to be responsible for the acts or omissions of the other parties.

E. Any excess or uninsured liability shall be borne equally by all the members, but this does not include the liability of any individual officer,

employee, or volunteer which arises from his or her own malfeasance, willful neglect of duty, or bad faith.

20. Effective date; termination. This agreement shall become effective on execution by all parties hereto, and shall continue in force until a party hereto gives the other contracting parties a written notice of its termination, delivered to the County and City Administrator(s) no later than June 1<sup>st</sup>. The termination will be effective on January 1<sup>st</sup> of the next calendar year. Upon receipt of such notice from one or more parties, the remaining units of government may agree to continue this agreement with the remaining parties, add additional parties, modify the agreement, or discontinue the arrangement contemplated herein.

21. General Terms.

A. Voluntary and Knowing Action: the parties, by executing this Agreement, state that they have carefully read this Agreement and understand fully the contents thereof; that in executing this Agreement they voluntarily accept all terms described in this Agreement without duress, coercion, undue influence, or otherwise, and that they intend to be legally bound thereby.

B. Authorized Signatories: The parties each represent and warrant to the others that (1) the persons signing this Agreement are authorized signatories for the entities represented, and (2) no further approvals, actions or ratifications are needed for the full enforceability of this Agreement against it; each party indemnifies and holds the others harmless against any breach of the foregoing representation and warranty.

C. Noticies: The Members representatives for notification for all purposes are:

To Kandiyohi County:  
County Administrator  
Kandiyohi County  
2200 23<sup>rd</sup> Stree NE, Suite 2020  
Willmar, MN 56201

To Renville County:  
County Administrator  
Renville County

105 South 5<sup>th</sup> Street  
Olivia, MN 56277

To City of Willmar:  
City Administrator  
City of Willmar  
333 6<sup>th</sup> Street SW  
Willmar, MN 56201

To City of Litchfield:  
City Administrator Dave Cziok  
126 N Marshall Avenue  
Litchfield, MN 55355

To Meeker County:  
County Administrator Paul Virnig  
325 N Sibley Avenue  
Litchfield, MN 55355

D. Assignment: This Agreement may not be assigned by a Party without the written consent of the others.

E. Modifications/Amendment: Any alterations, variations, modifications, amendments or waivers of the provisions of this Agreement shall only be valid when they have been reduced to writing, and signed by authorized representatives of all of the Parties hereto. The Joint Powers Board or any Party may propose amendments to this Agreement. Such amendments shall be in the form of a resolution adopted by the Joint Powers Board or a resolution adopted by the governing body of a Party, as applicable, depending on which entity is proposing the amendment. The Party seeking to amend shall present the proposed amendment to the other Parties and to the Joint Powers Board, as applicable. The Joint Powers Board shall issue a report on all proposed amendments, including those initiated by the Joint Powers Board, explaining the amendment and process for amendment consideration and adoption. The Joint Powers Board shall include in its report a proposed resolution reflecting its recommendation regarding the proposed amendment. The Joint Powers Board shall act to approve, modify or deny, by a majority vote, the proposed amendment within ninety (90) days after the Joint Powers Board issues its report concerning the proposed

amendment. Any amendment affecting the rights of a Joint Powers member requires a supermajority vote.

F. Records—Availability and Retention: Pursuant to Minn. Stat. § 16C.05, subd. 5, the Parties agree that any Party, the State Auditor, or any of their duly authorized representatives at any time during normal business hours and as often as they may reasonably deem necessary, shall have access to and the right to examine, audit, excerpt, and transcribe any books, documents, papers, records, etc., which are pertinent to the accounting practices and procedures of the NAFRS and involve transactions relating to this Agreement.

G. Data Practices: The Parties acknowledge that this Agreement is subject to the requirements of Minnesota's Government Data Practices Act, Minnesota Statutes, Section 13.01 *et seq.*

H. No Waiver: Any Party's failure in any one or more instances to insist upon strict performance of any of the terms and conditions of this Agreement or to exercise any right herein conferred shall not be construed as a waiver or relinquishment of that right or of that Party's right to assert or rely upon the terms and conditions of this Agreement. Any express waiver of a term of this Agreement shall not be binding and effective unless made in writing and properly executed by the waiving Party.

I. Entire Agreement: These terms and conditions constitute the entire Agreement between the Parties regarding the subject matter hereof. All discussions and negotiations are deemed merged in this Agreement.

J. Savings Clause: If any section, subdivision or provision of this Agreement shall be held invalid or unenforceable for any reason, the invalidity or unenforceability of such section, subdivision or provision shall not invalidate or render unenforceable any of the remaining provision hereof.

K. Counterparts: This Agreement may be executed in several counterparts, each of which shall be an original, and all of which shall constitute but one and the same instrument.



ATTEST:

\_\_\_\_\_, Administrator  
City of Willmar

\_\_\_\_\_, Mayor  
City of Willmar

ATTEST:

\_\_\_\_\_  
Paul Virning, Administrator  
Meeker County

\_\_\_\_\_, Chairman of  
Meeker County Commissioners

ATTEST:

\_\_\_\_\_, Administrator  
City of Litchfield

\_\_\_\_\_, Mayor  
City of Litchfield

**EXHIBIT A  
TRANSIT SERVICES**

As of the Effective Date, The Joint Powers Board provides services throughout the Service Area including but not limited to the following:

- Monday Evening Service – CCT offers Monday evening service beginning September thru 1st of May for Kandi Entertainment Center (KEC) bowlers.
- Carriage Transportation – Transporting groups from long term care facilities, senior living residences, group homes, etc.
- Public Transportation – Transporting the general public for a fee. CCT provides transportation options for all residents of Kandiyohi County (adults, children, youth, elderly and individuals with disabilities).

- Fixed Flexible Route – A route that will deviate to pick up at any location within 3/4 of a mile (or 10 blocks) from any of the scheduled route stops. (provide link to routes and maps)
- Demand Response Rides (Dial-a-Ride) – A route that is directed based on the ridership demands. This type of route generally has a base route with more flexibility than that of a fixed flexible route.
- Same Day Service – Bus routes are available at times to pick up passengers on the same day for an additional fee above the base fare.
- Saturday Service – CCT offers fixed flexible route service on Saturdays from 8am to 4pm, within the city limits of Willmar. Passenger pick-ups that deviate from the city route must be pre-scheduled the day before (the dispatcher center is closed on Saturdays).
- JARC Transportation– The Job Access Route is designed to provide passengers shorter rides to and from major employers in and around Industrial Park, downtown and Southeast Willmar.
- Senior Volunteer Driver Program – This program utilizes a volunteer driver using a personal vehicle to transport seniors 60 years of age or older to medical appointments, groceries, errands, etc.
- New London/Spicer Senior Dining – A weekday bus route that picks up New London and Spicer city residents going to each of the nutrition sites.
- Group Transportation –elderly and disabled group transportation.
- Group Transportation for various groups such as summer recreation, nursing homes, and other community groups in Renville County for seasonal transportation and holiday celebrations including the general public.

As of the Effective Date, The Joint Powers Board provides services throughout the Service Area shall be expanded to include, but not be limited to, the following:

- Dial a ride for Litchfield, in city limits
- Fixed Flexible Route – A route that will deviate ¾ off of main highway
- \$1.00 charge for same day scheduling
- Contract service with ProWorks, West Central Industries
- Saturday service, October – March from 8:00 am to 1:00 pm
- Sunday service from 7:30 a.m. to 12:30 pm
- Designated days providing service from outlying communities in Meeker County
- Head Start
- Preschool
- Veterans (showing SC on ID card)
- Group transportation for disabled/elderly

## EXHIBIT B

As of the Effective Date, the following capital equipment and other transit property has been transferred to the Joint Powers Board:

Fleet #	Vin	Make	Model	Class	Fuel	Year	Owner	Mileage	Est. Value
80	1HVBEABM61H360063	Intl	Eldorado	500	Diesel	2001	KAT	284,767	\$ 2,000.00
81	1FD4E45P09DA22848	Ford	Elkhart	400	Diesel	2009	KAT	142,454	\$ 7,750.00
82	1FD4E45P48DB26767	Ford	Elkhart	400	GAS	2011	KAT	89,505	\$ 17,500.00
83	1FD4E45P79DA50159	Ford	Elkhart	400	Diesel	2009	KAT	133,966	\$ 7,350.00
84	1FD4E45P08DA22776	Ford	Elkhart	400	GAS	2011	KAT	82,791	\$ 18,000.00
85	1FD4E45P88DB51751	Ford	Elkhart	400	Diesel	2008	KAT	165,261	\$ 5,250.00
86	1FD4E45P48DB29863	Ford	Elkhart	400	GAS	2011	KAT	57,189	\$ 21,500.00
87	1FD4E45P69DA21316	Ford	Elkhart	400	Diesel	2009	KAT	139,904	\$ 8,050.00
88	1FD4E45P7DA61769	Ford	Elkhart	400	Diesel	2007	KAT	231,600	\$ 2,750.00
89	1HVBTA5M53H567224	Intl	Goshen	500	Diesel	2003	KAT	241,952	\$ 3,400.00
90	1GBGV1958F411420	Chevy	5500	500	Diesel	2008	KAT	107,694	\$ 19,500.00
91	5WEASAAM3EH017645	Intl	Goshen	500	GAS	2014	KAT	1,717	\$ 59,500.00
5310	1FD4E45P38DB23563	Ford	Star Trans	400	Diesel	2008	KAT	49,939	\$ 21,000.00
173	1FD4E45P3DDA70002	Ford	Eldorado	400	GAS	2013	RCHE	33,598	\$ 44,000.00
172	1FD4E45P3CDB38183	Ford	Eldorado	400	GAS	2012	RCHE	53,844	\$ 38,000.00
171	1FD4E45P88DB12225	Ford	Eldorado	400	GAS	2011	RCHE	101,000	\$ 24,000.00
169	1FD4E45P98DA50688	Ford	Eldorado	400	GAS	2008	RCHE	197,417	\$ 5,250.00
167	1GBHG31U271160004	Chevy	Turtletop	400	GAS	2007	RCHE	66,450	\$ 15,500.00
166	1FD4E45P66HB33062	Ford	Eldorado	400	GAS	2006	RCHE	300,225	\$ 2,500.00
157	1FD4E45P72HA69799	Ford	Eldorado	400	GAS	2002	RCHE	304,000	\$ 2,500.00
VAN	1D4GP24303B215724	Dodge	Caravan		Gas		RCHE	161,948	\$ 2,900.00

Other CCT Capital Assets:

- Office, Maintenance and Storage Facility located at 1320 22<sup>nd</sup> Street SW Willmar
- Downtown Bus Shelter located at 4<sup>th</sup> Street SW and Becker Ave SW Willmar
- 4 Mobile vehicle lifts
- John Deer Lawn Tractor with snow blower

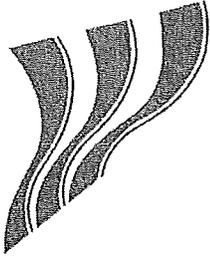
As of the Effective Date, the following additional capital equipment and other transit property shall be transferred to the Joint Powers Board by the Joining Parties:

VIN	Year	Make	Model	Fuel	Est. Value
1FD4E45P11HA54698	2001	Ford	Diamond	Diesel	\$1,000
1FD4E45P66HB19712	2006	Ford	Diamond	Diesel	\$3,000
1FD4E45P57DA31871	2007	Ford	Diamond	Diesel	\$9,000
1FD4E45P57DA31870	2007	Ford	Diamond	Diesel	\$9,000
1FD4E45P48DA91967	2008	Ford	Diamond	Diesel	\$16,000
1FD4E45P29DA64373	2009	Ford	Diamond	Diesel	\$21,000

1GB6G5CG0C1134683	2012	Chev	Turtle Top	gas	\$44,000
1CG6G5CC6E1114683	2014	Chev	Turtle Top	gas	\$54,000
1GB6G5CG4E1174168	2014	Chev	Turtle Top	gas	\$54,000

Other Assets to be transferred by the Joining Parties:

2009 Facility (14 stall bus garage plus office)  
 Craftsman snow blower



**CITY OF WILLMAR**

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

**COUNCIL ACTION REQUEST**

**DATE:** April 18, 2016

**SUBJECT:** Introduction of an Ordinance to Rezone Erickson Land Co. parcels from AG (Agricultural) to GB (General Business) and R-2 (One and Two Family Residential).

**RECOMMENDATION:** Staff recommends that the Ordinance be introduced for a public hearing on May 2, 2016.

**BACKGROUND:** Erickson Land Co. wishes to expand two existing parcels for development of an assisted living facility that requires larger lots to meet setback requirements. Erickson Land Co. is combining existing lots (see attached map) with some additional land they own to the north with a replat. The land to the north is zoned AG and thus to be combined with the existing parcels in Trentwood Estates needs to be rezoned to the current zoning of the lots GB and R-2 respectively. The rezoning was approved by the Planning Commission.

**FINANCIAL CONSIDERATION:** N/A

**LEGAL:** See attached Ordinance.

**DEPARTMENT/RESPONSIBLE PARTY:** Megan M. DeSchepper, AICP, Planner/Airport Manager, Planning and Development Services.

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

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

The City of Willmar does ordain as follows:

SECTION 1. Zoning Change. The Zoning Ordinance and Zoning Map for the City of Willmar are hereby amended to rezone the following property from AG (Agricultural) to GB (General Business) and R-2 (One and Two Family Residential):

Lots 1 & 2, Block One, Trentwood Estates, AND part of the NW 1/4, Section 12, Township 119, Range 35 (soon to be Lots 1 & 2, Block One, Trentwood Third Addition).

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

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

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

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

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

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

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

# TRENTWOOD ESTATES THIRD ADDITION

Preliminary Plat of:

Located in:  
 Lot 1 & Lot 2, Block One, TRENTWOOD ESTATES and also part of the NW¼  
 all in  
 Section 12, T119N-R35W, Willmar Township, Kandiyohi County, Minnesota



This drawing prepared by:  
**Bonnema Surveys Inc.**  
 Professional Land Surveying  
 1809 22nd St SW - Suite 104  
 Willmar, MN 56201  
 Office (507) 531-2844  
 Fax (507) 531-2827

Requested by: Warren Erickson  
 Erickson Land Company of Willmar



### LEGEND

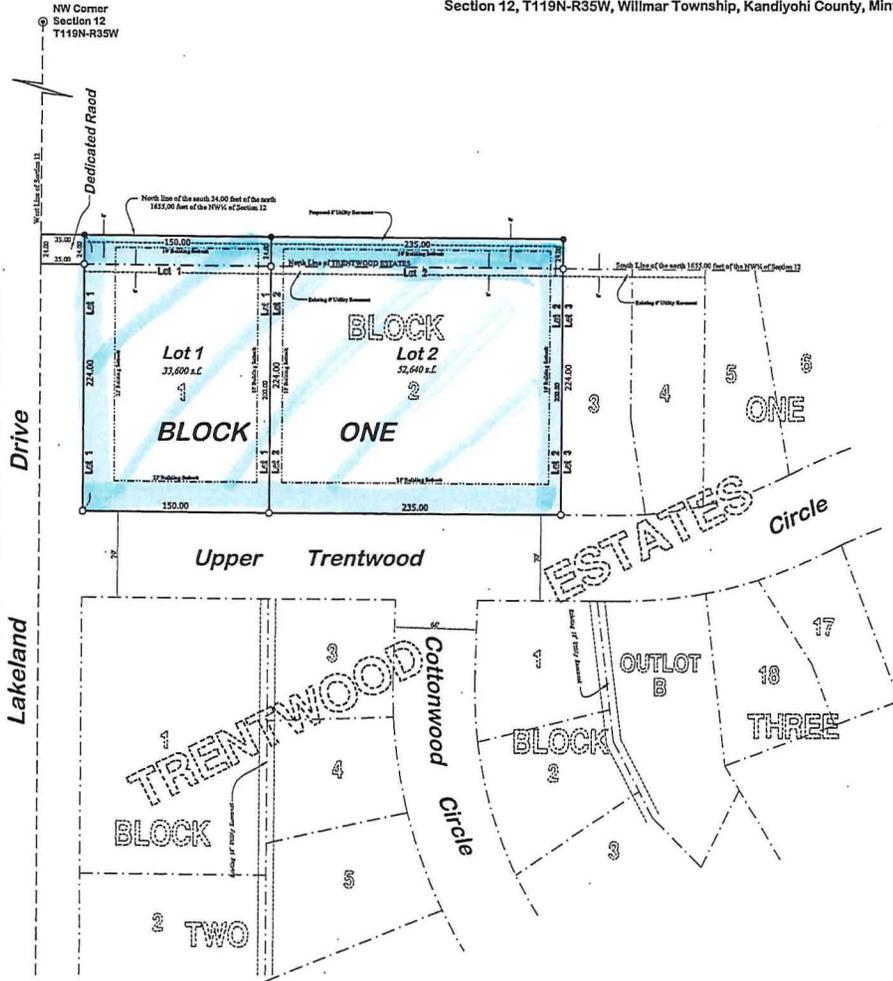
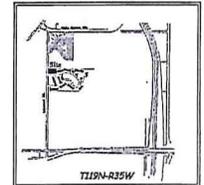
- Found Iron Monument from former surveying
- Bonnama Surveys Placed Capped Iron Monument
- ⊙ Cast Iron Monument

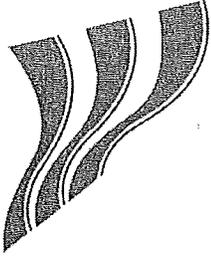
Currently Zoned - GB

Total Area Platted - 87,080 s.f.  
 (2.00 Acres)

5.00 foot tree planting easement is contiguous to all streets

Vicinity Map - Not to Scale  
 Kandiyohi County - Section 12  
 City of Willmar





## CITY OF WILLMAR

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

### COUNCIL ACTION REQUEST

**DATE:** April 18, 2016

**SUBJECT:** Trentwood Estates Third Addition Preliminary Plat

**RECOMMENDATION:** Staff recommends approval of the preliminary plat.

**BACKGROUND:** Erickson Land Co. wishes to enlarge two existing parcels in Trentwood Estates by 24' to allow room for development of an assisted living facility and meet all required setbacks. Erickson Land Company owns the AG parcel to the north of the two existing lots and a simple replat is required. The Planning Commission approved the preliminary plat.

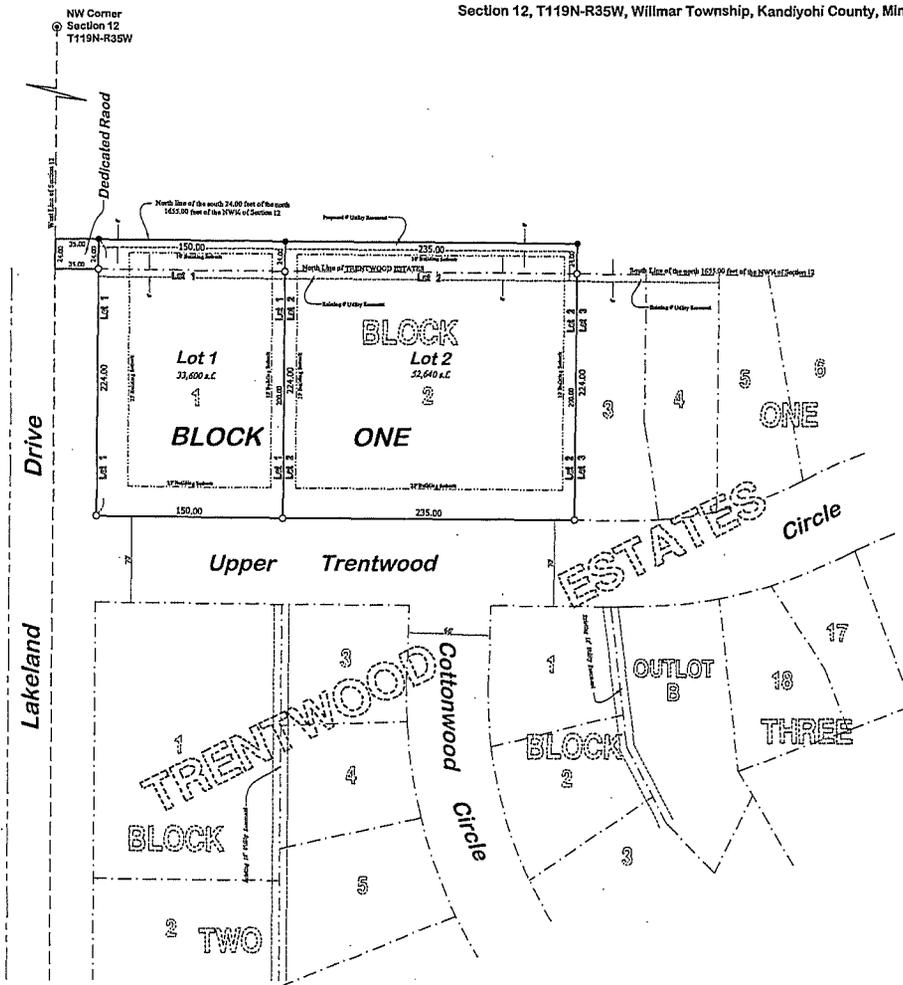
**FINANCIAL CONSIDERATION:** N/A for the City.

**LEGAL:** See attached preliminary plat survey drawing.

**DEPARTMENT/RESPONSIBLE PARTY:** Megan M. DeSchepper, AICP, Planner/Airport Manager, Planning and Development Services.

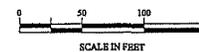
# Preliminary Plat of: TRENTWOOD ESTATES THIRD ADDITION

Located In:  
Lot 1 & Lot 2, Block One, TRENTWOOD ESTATES and also part of the NW¼  
all in  
Section 12, T119N-R35W, Willmar Township, Kandiyohi County, Minnesota



This drawing prepared by:  
**Bonnema Surveys Inc.**  
Professional Land Surveying  
1809 22nd St SW - Suite 104  
Willmar, MN 56201  
Office (727) 231-2544  
Fax (727) 231-2527

Requested by: Warren Erickson  
Erickson Land Company of Willmar



### LEGEND

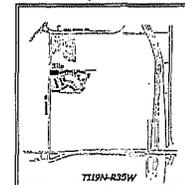
- Found Iron Monument from former survey
- Bonnama Survey Placed Closed Iron Monument
- ⊙ Cast Iron Monument

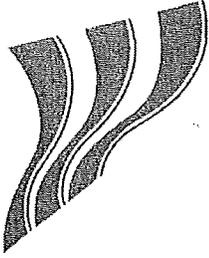
Currently Zoned - GB

Total Area Platted - 87,080 s.f.  
(2.00 Acres)

500 foot tree planting easement is contiguous to all sheets

Vicinity Map - Not to Scale  
Kandiyohi County - Section 12  
City of Willmar





**CITY OF WILLMAR**

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

**COUNCIL ACTION REQUEST**

**DATE:** April 18, 2016

**SUBJECT:** Zoning Ordinance Text Amendment- Central Business District Design Standards

**RECOMMENDATION:** Staff recommends that the Ordinance be introduced for a public hearing on May 2, 2016.

**BACKGROUND:** Planning Commission formed a subcommittee in 2015 to work on the draft ordinance with the assistance of the Downtown Development folks. The standards address building placement, general design, scale, materials, entrances, windows architectural projections, awnings and design review. It also includes specifics on landscaping, parking, stormwater, and signs. The Planning Commission approved the Ordinance text amendment.

**FINANCIAL CONSIDERATION:** N/A

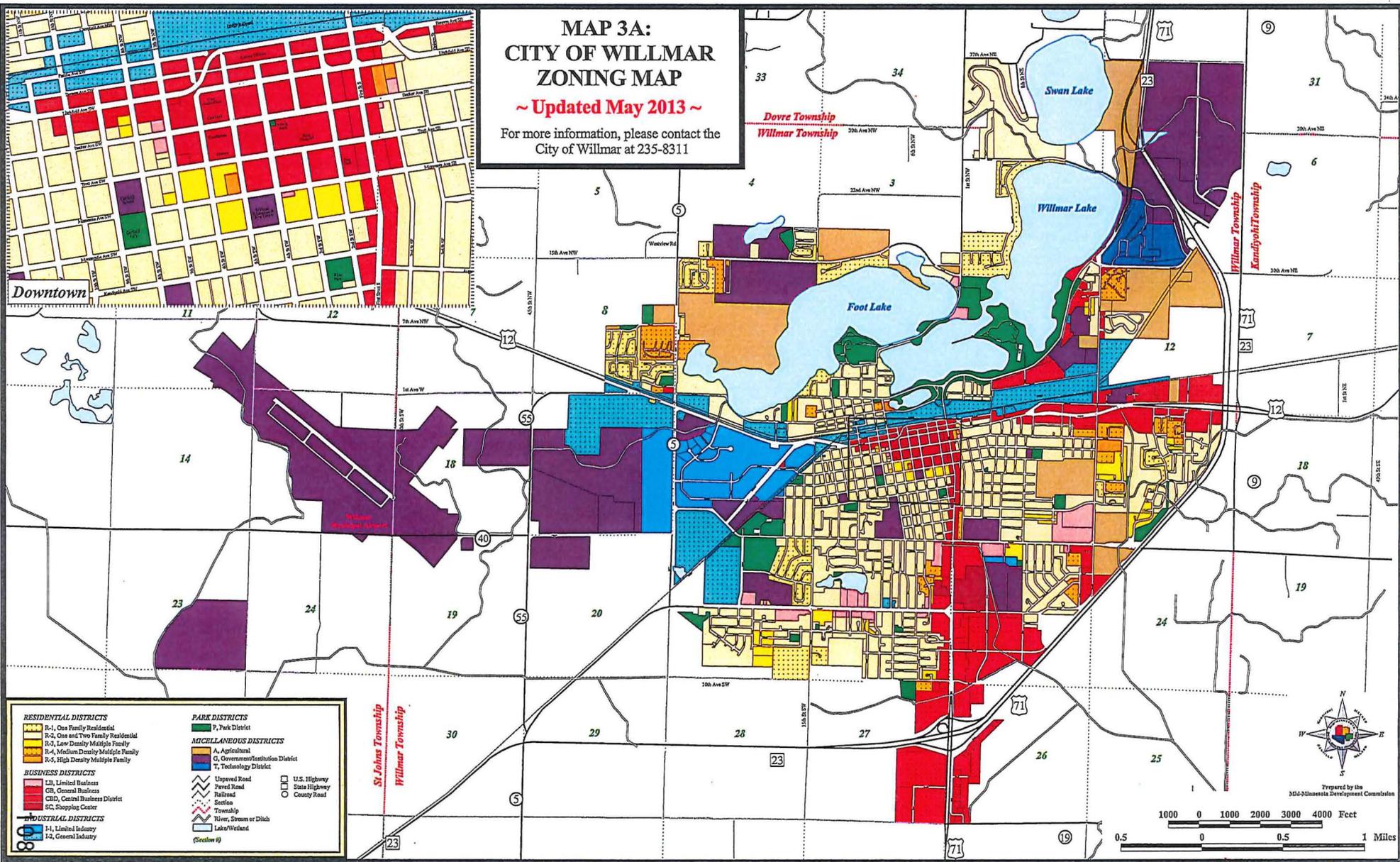
**LEGAL:** Entire Central Business District (see attached map)

**DEPARTMENT/RESPONSIBLE PARTY:** Megan M. DeSchepper, AICP, Planner/Airport Manager, Planning and Development Services.

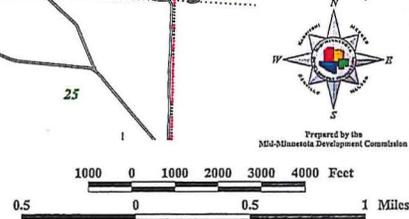
# MAP 3A: CITY OF WILLMAR ZONING MAP

~ Updated May 2013 ~

For more information, please contact the  
City of Willmar at 235-8311



- |                                     |                                    |
|-------------------------------------|------------------------------------|
| <b>RESIDENTIAL DISTRICTS</b>        | <b>PARK DISTRICTS</b>              |
| R-1, One Family Residential         | P, Park District                   |
| R-2, One and Two Family Residential |                                    |
| R-3, Low Density Multiple Family    | <b>MISCELLANEOUS DISTRICTS</b>     |
| R-4, Medium Density Multiple Family | A, Agricultural                    |
| R-5, High Density Multiple Family   | G, Government/Institution District |
|                                     | T, Technology District             |
| <b>BUSINESS DISTRICTS</b>           | U, Unpaved Road                    |
| LB, Limited Business                | F, Fenced Road                     |
| CB, Central Business                | R, Railroad                        |
| CB2, Central Business District      | S, Service                         |
| SC, Shopping Center                 | T, Township                        |
|                                     | N, River, Stream or Ditch          |
| <b>INDUSTRIAL DISTRICTS</b>         | L, Lake/Wetland                    |
| I-1, Limited Industry               | (Section #)                        |
| I-2, General Industry               |                                    |
|                                     | U.S. Highway                       |
|                                     | State Highway                      |
|                                     | County Road                        |



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

AN ORDINANCE AMENDING ORDINANCE NO. 1060  
KNOWN AS THE WILLMAR ZONING ORDINANCE BY  
ADDING SECTION 6.J.7. RELATING TO  
CENTRAL BUSINESS DISTRICT DESIGN STANDARDS

The City Council of City of Willmar does ordain as follows:

SECTION 4. Ordinance 1060 is hereby amended by adding the following text Section 4.A.5.g.

- g. *In the CBD, where off-street surface parking is provided it shall be setback 5' (five feet) from all street rights-of-way (see Section 3.P.). Surface parking shall be located at least 40' (forty feet) from any street intersection.*

SECTION 6. Ordinance 1060 is hereby amended by striking/amending Section 6.J.5.c. so as to read as follows:

- c. Setbacks (all) = ~~Not applicable.~~ *Shall be zero (0) feet from all street rights-of-way.*

SECTION 6. Ordinance 1060 is hereby amended by adding a new SECTION 6.J.7. so as to read as follows:

**SECTION 6.J.7. CENTRAL BUSINESS DISTRICT DESIGN STANDARDS**

7. *Design Standards.*

- a. *Building Placement. In the Central Business District buildings shall be placed at primary street corners, defined as the intersections of Litchfield Ave. SW and 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup>, and 6<sup>th</sup> Streets; Becker Ave. SW and 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, and 5<sup>th</sup> Streets; and Benson Ave. SW and 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, and 5<sup>th</sup> Streets. If no primary corner exists, buildings shall be placed as per setback requirements in Section 6.J.5.c.*
- b. *General Design. The design and construction of downtown buildings shall be in keeping with the scale and quality of existing buildings in the heart of downtown, primarily at the intersection of Litchfield Ave. SW and 4<sup>th</sup> St. SW. Design creativity is encouraged. Willmar has no defined and required aesthetic. Scale and architectural quality is more important than a particular style.*
- c. *Scale. Buildings are encouraged to be two, three, or four stories in height (buildings over four stories require plan review as per Section 6.J.2.i.) or shall be one story with an ornamental cornice constituting a minimum of one-half the height of the inhabited space.*

- d. *Materials. Buildings shall be constructed of high-quality materials such as brick, stone, stucco, or decorative masonry, with accent materials of metal, stone, glass, or other materials.*
- e. *Entrances. The primary building entrance should provide access directly to the public sidewalk, not to a parking area. A secondary entrance accessing a parking area is permitted.*
- f. *Windows. All facades at street level adjacent to the public right-of-way shall be composed of at least 40% (forty percent) windows that allow a clear view into and out from the building. The remaining 60% shall be building wall or privacy glass (reflective glass or faux glass is not permitted).*
- g. *Architectural Projections.*
  - (1) *Elements may extend 2' (two feet) out over the public sidewalk, provided there is a minimum of 7.5' (seven and half feet) vertical clear zone between the sidewalk surface and the underside of the projection.*
  - (2) *Architectural projections shall be limited to awnings (for signs see Section 5.H.5.) and decorative building elements, which shall be an integral part of the building design and may only extend one foot over the public sidewalk.*
- h. *Awnings. (see Section 5.H.5.h. for signed awnings)*
  - (1) *Awnings shall be composed of fabric, or of hard materials complementary to the building design.*
  - (2) *Awnings may be lit on both sides, but may not be internally lit.*
  - (3) *Vinyl awnings are not permitted.*
- i. *Design Review. Building designs shall be submitted along with site plans for Plan Review by the Planning Commission.*

SECTION 3. Ordinance 1060 is hereby amended by adding the following text Section 3.P.9.

- 9. *Landscaping and parking lot buffers in the Central Business District where surface parking is provided shall be as follows:*
  - a. *Parking Lot Buffers. The five foot parking area setback shall constitute the required parking lot buffer, and shall be composed of one of the following options:*
    - (1) *An ornamental railing at least three feet high, in combination with perennials or shrubs in quantities to ensure eventual 100% soil coverage.*
    - (2) *A hedge of shrubs a minimum of 2' (two feet) high and a maximum of 4' (four feet high).*
    - (3) *Perennials or shrubs in quantities to ensure eventual 100% soil*

*coverage, in combination with one ornamental tree (1 ½" caliper at installation) per 32' (thirty-two feet) of parking lot frontage.*

*\*\*NOTE Planning Commission advisory about the type and size of the ornamental trees. Plantings shall be designed to allow sight lights for automobiles and existing parking lots.*

- b. *Parking Lot Landscaping.*
- (1) *Parking areas larger than 30 stalls shall include 150 (one hundred fifty) square feet of interior landscaping for each 15 (fifteen) parking stalls.*
  - (2) *Parking areas with public right-of-way frontage greater than 74' (seventy four feet) shall provide one shade tree (2 ½" caliper at installation) per 25' (twenty-five) feet of frontage.*
  - (3) *Each 150 (one hundred fifty) square feet of interior parking lot landscaping shall include one of the following options:*
    - (a) *Shrubs and perennials in quantities to ensure eventual 100% soil coverage, in combination with one ornamental or shade tree (1 ½" caliper at installation).*
    - (b) *Perennials only, in quantities to ensure eventual 100% soil coverage, when the landscape area is sunken below parking lot grade and used for stormwater management.*
- c. *Stormwater Management. Permeable pavement and other techniques to manage stormwater on site are encouraged. Techniques that return the rate of runoff to the equivalent of native grassland shall allow a 50% reduction in the interior landscaping requirement. The requirements of Stormwater Management Ordinance #1227 shall be met at all times.*

SECTION 5. Ordinance 1060 is hereby amended by adding the following text Section 5.H.5.k

- k. *When applying for a sign permit, the applicant shall provide, in addition to a scaled drawing of the entire sign, a product sample, which may be one of the following:*
- (1) *If the sign will be fabricated by a reputable sign company, provide a small product sample of a similar sign design with similar materials and fabrication methods, or*
  - (2) *If the sign will be fabricated by a reputable sign company, provide full-color photos of similar signs the company has fabricated installed, or*
  - (3) *If the sign will be fabricated by an individual, provide a sample portion of the sign at full size and in full color. For example, if the sign will be painted, provide several letters painted on the same surface as the final sign.*

EFFECTIVE DATE. This Ordinance shall be effective from and after its adoption and second publication.

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

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

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

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

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

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



**COUNCIL ACTION REQUEST**

**DATE:** April 15, 2016

**SUBJECT:** Willmar Local Option Sales Tax (LOST)

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

Motion to support pursuing a Willmar Local Option Sales Tax for projects of regional significance and direct staff to compile additional information necessary for the Council to evaluate, prioritize and select projects of regional significance with the goal to develop a general election ballot question for the November 8<sup>th</sup> election and to schedule another workshop in May for the Council to evaluate and select projects.

**BACKGROUND:**

On, Monday, April 11, 2015 the City Council and staff met in Council Chambers to discuss placing a local option sales tax on the November General Election Ballot. In 1999 there was an approximately \$4 million sales tax for the Kandiyohi County Regional Library and in 2004 an \$8 million sales tax for expansion of the airport/industrial park, hiking and biking trails and the construction improvements of the Blue Line and Civic Center Connection. This tax was removed in 2012. The statute that regulates the sale tax states it is subject to the voters at a general election and that a Council resolution must state the City Council's approval, proposed tax rate, uses, total revenue to be raised and length of time to be in effect. Lastly proceeds of the tax must be designated for specific improvements at least 90 days before the referendum.

Projects of regional significance were presented:

1. Community Center/Backup Emergency Operations Center, Mid-Minnesota Office Space, WRAC 8 Studio
2. Swansson Field/Lighting Improvements
3. Civic Center Refrigeration Improvements
4. Robbin's Island Regional Park Improvements
5. Year-round Ice Arena/Facility
6. Multi-family Workforce Housing Incentive
7. Regional Emergency Training Center
8. Curling Club Facility
9. Block 50 Parking Structure
10. Wye South-end Overpass

The Council added the following for consideration:

1. Field House
2. Transportation Plan
3. Becker Avenue Plan

Staff stated the list of projects of regional significance is likely in excess of \$50,000,000. Staff identified three projects of regional significance which are likely to be done with or without the sales tax to fund the projects. This means the choice really is between using a regional sales tax or the local property tax. Projects identified were:

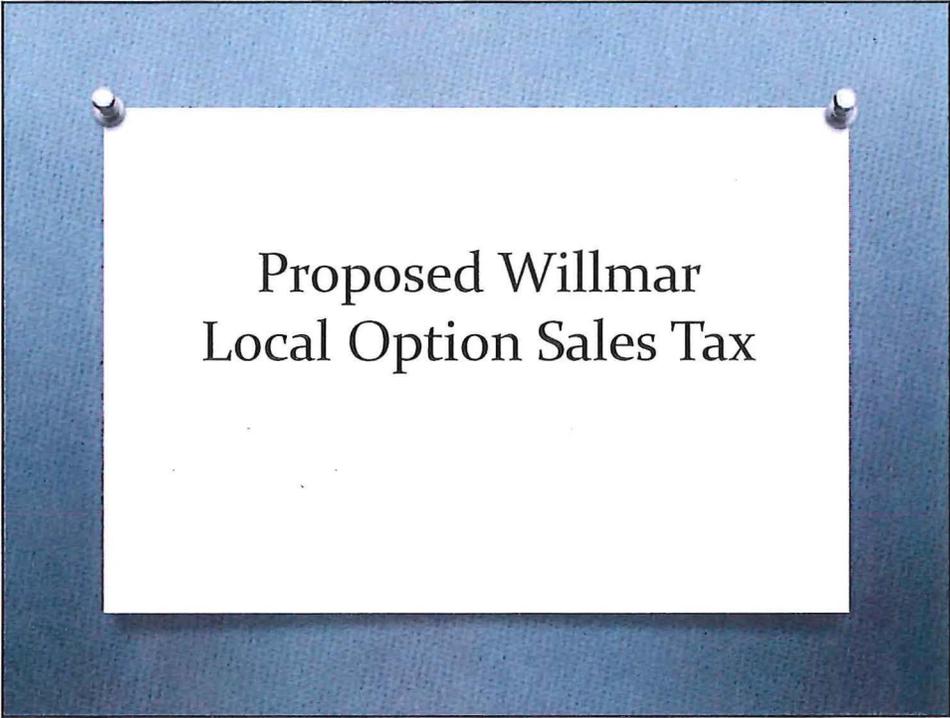
1. Civic Center improvements including new refrigeration equipment for both arenas
2. Swansson Ball Field improvements including new lighting
3. Community Center Facility

**FINANCIAL CONSIDERATION:**

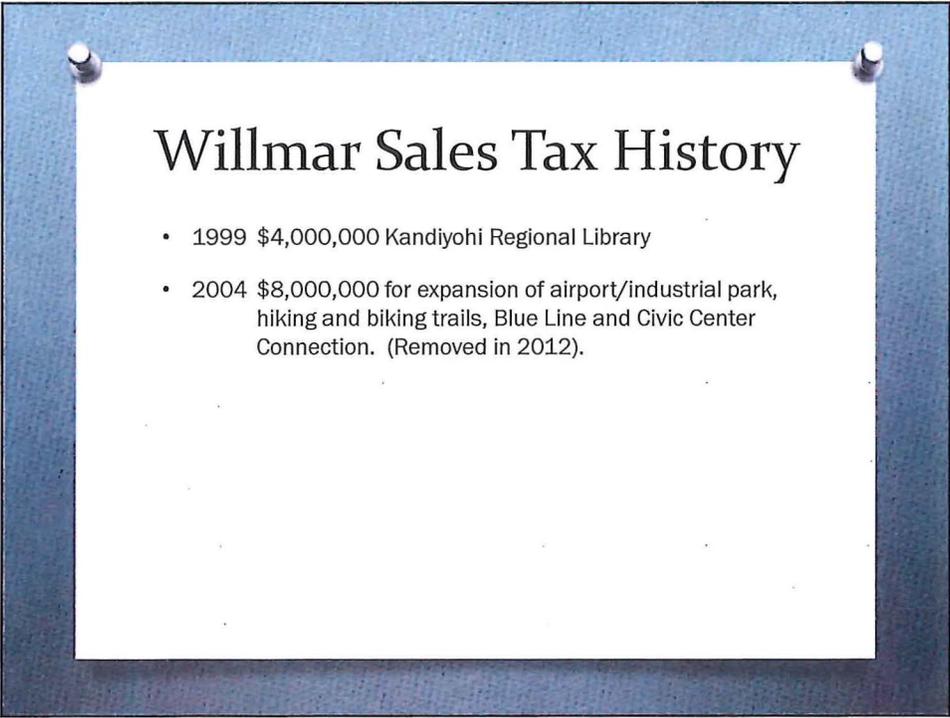
The City could expect to generate approximately \$2,200,000 per year or approximately \$23,000,000 over a 10-year period based on a 1.5% inflation factor.

**LEGAL:** Minnesota State Statute 297A.99 Local Sales Taxes

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



## Proposed Willmar Local Option Sales Tax



## Willmar Sales Tax History

- 1999 \$4,000,000 Kandiyohi Regional Library
- 2004 \$8,000,000 for expansion of airport/industrial park, hiking and biking trails, Blue Line and Civic Center Connection. (Removed in 2012).

## Key Points

- Local Sales Taxes – Minnesota State Statute 297A.99
- Subject to approval of the voters at a general election – November 8, 2016.
- Resolution must state the City's approval, proposed tax rate, uses, total revenue to be raised and length of time to be in effect.
- Proceeds of the tax must be designated for specific improvements at least 90 days before the referendum.

## 2004 Ballot Questions

Should the City of Willmar finance the completion and expansion of the Airport/Industrial Park, hiking and biking trails, connection of the Blue Line and Civic Center Buildings, and purchase of that portion of the Willmar Regional Treatment Center campus west of Highway 71 (approximately 60 acres) with a one-half (1/2%) percent sales tax on all taxable transactions occurring within the City of Willmar. The projects have an estimated cost of \$8 million. The sales tax will expire upon payment of all bonded indebtedness issues to finance the various projects anticipated to be seven (7) years from the date of implementation.

- ( ) Yes, I am in favor of this sales tax proposal
- ( ) No, I am opposed to this sales tax proposal

## Multi-Community Effort

- City of Willmar
- City of Spicer
- City of New London

Proposed for ten (10 years)

## Local Option Sales Tax Revenue Forecast

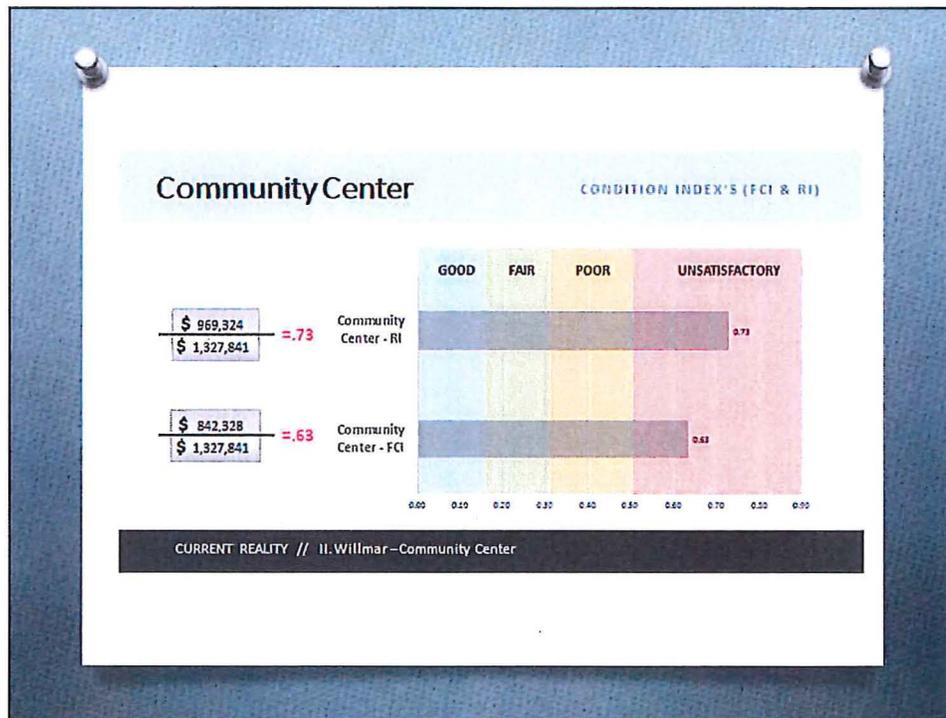
- \$2,200,000      Annually
- \$23,000,000    2018 -2027

## Projects of Regional Significance

1. Community Center/Backup Emergency Operations Center, Mid-Minnesota Office Space, WRAC 8 Studio
2. Swansson Field/Lighting Improvements
3. Civic Center Refrigeration Improvements
4. Robbin's Island Regional Park Improvements
5. Year-around Ice Arena/Facility
6. Multi-family Workforce Housing Incentive
7. Regional Emergency Training Center
8. Curling Club Facility
9. Block 50 Parking Structure
10. Wye South-end Overpass

## High Priority Projects

- Civic Center Refrigeration
- Swansson Field Lighting
- Community Center



## Next Steps

- Place Local Options Sales Tax on the April 18<sup>th</sup> Agenda
  - Decide if the Council supports pursuing a Local Option Sales Tax
  - Authorize Staff to work with a consultant to estimate project costs of priority projects'
- June Agenda - Evaluate and select projects
- July Agenda - Adopted a Resolution and ballot Question.
- August - October - Inform residents
- November 8, 2016 - Election