

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

April 18, 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, Andrew Plowman and Tim Johnson. Council Member Steve Ahmann was excused from the meeting. Present 8, Absent 1.

Also present were City Administrator Larry Kruse, City Clerk Kevin Halliday, Community Education and Recreation Director Steve Brisendine, Public Works Director Sean Christensen, Finance Director Steve Okins, Fire Chief Frank Hanson, Planning and Development Services Director Bruce Peterson, Police Officer Ross Livingood and City Attorney Robert Scott.

As an addition to the agenda, Council Member Fagerlie commented on the Good Food Access event, a community gathering to discuss food access solutions which is being held on Thursday, April 21st from 1:00 – 2:30 pm. at 313 SW 4th Street. Council Member Anderson asked to make a comment at the end of the meeting.

Council Member Christianson offered a motion to adopt the Consent Agenda which included the following items: City Council Minutes of April 4, Labor/City Council Minutes of April 4, Council Work Session Minutes of April 11, Willmar Municipal Utilities Board Minutes of April 11, Planning Commission Minutes of April 13, Accounts Payable Report through April 13 and Willmar Community and Activity Center Minutes of April 8, 2016. Council Member Fagerlie seconded the motion which carried.

At 7:04 p.m. Mayor Calvin opened the hearing for an Annexation Ordinance for the William and Carol Cairns property. Planning and Development Services Director Bruce Peterson presented the annexation which includes .96 acres on 19th Avenue SW and has been reviewed and approved by the Planning Commission. They owners plan to utilize municipal services and it is staff's recommendation to adopt the ordinance approving the annexation.

There was no one to speak for or against the Ordinance for Annexation. Mayor Calvin closed the hearing at 7:05 p.m. and opened it up for discussion by the Council. Council Member Anderson offered a motion to adopt, assign a number and order final publication of the Ordinance for Annexation. Council Member Nelsen seconded the motion, which carried on a roll call vote of Ayes 7, Noes 0.

At 7:05 p.m. Mayor Calvin opened the ordinance hearing for amending Section 2.03 of the City Charter. City Clerk Kevin Halliday brought forth four separate amendments to the City Charter proposed by the Charter Commission. Clerk Halliday commented that by State Statute, the Council has thirty days to act on these amendments. It is staff's recommendation that the Council pass a motion after each hearing to continue the hearing until May 16th. Clerk Halliday presented the first amendment which was to Section 2.03, the General Powers and Duties of the Council. The Charter Commission is recommending adding a new subdivision where a structure is set up to compel future City Councils to develop a vision, mission statement and strategic plan. The Charter Commission is recommending this be included under Section 2.03 – General Powers and Duties of the Council.

There was no one to speak for or against the amendment to the Charter. Council Member Christianson made a motion to continue the hearing until May 16, 2016. Council Member Fagerlie seconded the motion, which carried.

At 7:06 p.m. Mayor Calvin opened the ordinance hearing for amending City Charter Section 7.05 – Recall of the City Charter. City Clerk Kevin Halliday stated this section strikes out the current language whereby the Charter Commission desires to not address the issue of any reimbursements for legal services, supplies, printing, and notarial fees, and simply makes it clear that no City funds are to be expended for the actions of the Citizen Recall Committee nor can any committee member accept any remuneration for services performed on such a committee.

There was no one to speak for or against the amendment to the Charter Section 7.05. Council Member Johnson expressed his concern of the language being stricken referencing legal services and does not favor removing what he considers a strong hint that the recall committee gets good legal advice. Council Member Anderson made a motion to continue the hearing until May 16, 2016. Council Member Mueske seconded the motion. Kelly Welch, 1304 23rd Street SE, stated the word “but” is what turns this language around. The Charter Commission felt with the word “but” in there it allows an opening to push for reimbursement. The motion was voted on with 5 Ayes and 2 Noes. Council Members Johnson and Christianson cast the “no” votes.

At 7:17 p.m. Mayor Calvin opened the ordinance hearing for amending City Charter Section 2.11 – Procedure. City Clerk Kevin Halliday stated this section of the Charter 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.

There was no one to speak for or against the amendment to the Charter Section 2.11. Council Member Anderson made a motion to continue the hearing until May 16, 2016. Council Member Mueske seconded the motion, which carried.

At 7:23 p.m. Mayor Calvin opened the ordinance hearing for amending City Charter Section 9.04 – Oath of Office. City Clerk Kevin Halliday informed the Council this amendment adds detail to the current oath which is 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.

There was no one to speak for or against the amendment to the Charter Section 9.04. Council Member Christianson made a motion to continue the hearing until May 16, 2016. Council Member Anderson seconded the motion, which carried.

Bob Skor, 617 SW 14th Street, was signed up to speak during the Open Forum. Mr. Skor referenced his sign “Recall Mayor Calvin” which references our First Amendment Right – Freedom of Speech. He addressed the downtown flower issue stating he would rather see the City plant the flowers and the business owners’ care for them. If the maintenance for the flowers stays as it is, the job should be bid. Last year the job paid about \$9,000 for three months. Mr. Skor stated it will take more than flowers to beautify the downtown area. He opined he sees no need for a Local Option Sales Tax and the citizens of Willmar are unable to absorb the spending practices. He would rather see the City use Reserve Funds.

The Public Works/Safety Committee Report for April 12, 2016 was presented to the Mayor and Council by Council Member Christianson. There were nine items for consideration.

Item No. 1 Three staff from Divine Home Care approached the Committee with the request to temporarily remove the two-hour parking on 2nd 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. This was received by the Council for information only.

Item No. 2 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 21st 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 6th Street SW. This update was received by the Council for information only.

Item No. 3 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 15th at 12:01 a.m. A large water main break took place just off the corner of 19th Avenue and 22nd 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 5th Street SW. The Council received the update on purchases and activities for information only.

Item No. 4 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. The Committee was recommending the Council 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.

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

RESOLUTION NO. 1

BE IT RESOLVED by the City Council of the City of Willmar to authorize the Finance Director to reallocate \$18,655.00 in the 2014 Public Works Capital Budget designated for purchase of a Bobcat T4 skid loader to purchase 1,612 cubic yards of Flex Fiber for playground cover of seven playground units.

Dated this 18th day of April, 2016.

/s/ Marv Calvin
Mayor

/s/ Kevin Halliday
Attest: City Clerk

Item No. 5 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. The Committee was recommending the Council adopt the resolution supporting regional park designation for Robbins Island Park Complex. Council Member Johnson expressed his concern if passing the resolution would obligate the City in future due to legislation that may be passed. The City Attorney will research the issue and provide an answer to staff in the near future if so directed. Council Member Nelsen mentioned the discussion at the Committee meeting can be recapped by staff if there are questions as to why

the City should pursue this regional park designation. Council Member Christianson noted this designation will aid the City is receiving legacy dollars.

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

RESOLUTION NO. 2

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 applicant, the City of Willmar formally supports and authorizes the applicant's submission on behalf of the partnership.

BE IT FURTHER RESOLVED that as applicant 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 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 certifies 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.

Dated this 18th day of April, 2016.

/s/ Marv Calvin
Mayor

/s/ Kevin Halliday
Attest: City Clerk

Item No. 6 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 5th and the amount received to perform the necessary improvements is known. Staff is preparing the assessable footage and the amount for each affected lot. The Committee was recommending the Council 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.

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

RESOLUTION NO. 3

CALLING HEARING ON ASSESSMENTS FOR PROJECT NOS. 1601, 1602, 1603-A, AND 1603-B
2016 STREET AND OTHER IMPROVEMENTS

WHEREAS, the City Clerk-Treasurer with the assistance of the City Engineer has prepared an assessment roll for Project Nos. 1601, 1602, 1603-A, and 1603-B of the 2016 Street and Other Improvements, and said proposed assessment roll is on file with the Clerk-Treasurer and open to public inspection.

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

1. The Clerk-Treasurer shall publish notice that this City Council will meet to consider the proposed assessments on May 16, 2016, at 7:01 p.m. in the Council Chambers, Municipal Utilities Building, 700 West Litchfield Avenue, Willmar, Minnesota.

2. Said notice shall also be mailed to the owners of each parcel of property described in the assessment roll.

3. Such notice shall be in substantially the following form:

(For Notice in its entirety, see 2016 Assessments File, located in the City Clerk's Office)

4. Said notice shall be published by the City Clerk-Treasurer in the official newspaper at least two weeks prior to the hearing and mailed by said Clerk-Treasurer to the owners of each parcel described in the assessment roll.

Dated this 18th day of April, 2016.

/s/ Marv Calvin
Mayor

/s/ Kevin Halliday
Attest: City Clerk

Item No. 7 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. It was the Committee's recommendation to the Council 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.

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

RESOLUTION NO. 4

BE IT RESOLVED by the City Council of the City of Willmar, a Municipal Corporation of the State of Minnesota, that the bid of Duininck, Inc. for Project No. 1604 is accepted, and be it further resolved that the Mayor and City Administrator of the City of Willmar are hereby authorized to enter into an agreement with the bidder for the terms and consideration of the contract in the amount of \$34,787.00.

Dated this 18th day of April, 2016.

/s/ Marv Calvin
Mayor

/s/ Kevin Halliday
Attest: City Clerk

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

RESOLUTION NO. 5

PROJECT NO. 1604

| | | | |
|----------------------|-------------------|--------------|-------------|
| OTHER SERVICES: | | RECEIVABLES: | |
| Mtce. of Other Impr. | \$34,787.00 | State Aid | \$43,483.75 |
| Other Services | <u>\$3,478.70</u> | TOTAL | \$43,483.75 |
| TOTAL | \$38,265.70 | | |

| | | | |
|----------------|-------------------|------------|--------------------|
| OTHER CHARGES: | | FINANCING: | |
| Prof. Serv. | <u>\$5,218.00</u> | State Aid | <u>\$43,483.75</u> |
| TOTAL | \$5,218.00 | TOTAL | \$43,483.75 |
| GRAND TOTAL | \$43,483.75 | | |

Dated this 18th day of April, 2016

/s/ Marv Calvin
Mayor

/s/ Kevin Halliday
Attest: City Clerk

Item No. 8 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. The Committee was recommending the Council 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.

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 7, Noes 0.

RESOLUTION NO. 6

ACCEPTING PROJECT AND AUTHORIZING FINAL PAYMENT

IMPROVEMENT: Project No. 1502 – Sanitary Sewer & Water Main Improvements

| | |
|----------------------------|-------------------------|
| CONTRACTOR: | Land Pride Construction |
| DATE OF CONTRACT: | April 20th, 2015 |
| BEGIN WORK: | June 3, 2015 |
| COMPLETE WORK: | August 28, 2015 |
| APPROVE, ENGINEERING DEPT: | September 30, 2015 |

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

1. The said City of Willmar Project No. 1502 be herewith approved and accepted by the City of Willmar.
2. The following summary and final payment be approved:

| | |
|--|-------------------|
| ORIGINAL CONTRACT AMOUNT: | \$88,933.00 |
| CHANGE ORDER NO. 1: | \$1,800.00 |
| FINAL NET CONTRACT AMOUNT, PROPOSED: | \$89,168.47 |
| ACTUAL FINAL CONTRACT AMOUNT AS CONSTRUCTED: | \$89,168.47 |
| Less Previous Payments | \$83,000.05 |
| FINAL PAYMENT DUE CONTRACTOR: | \$6,168.42 |

Dated this 18th day of April, 2016

/s/ Marv Calvin
Mayor

/s/ Kevin Halliday
Attest: City Clerk

Item No. 9 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 Hompe was noted. The Council received these items for information only.

The Public Works/Safety Committee Report for April 12, 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. Council Member Nelsen made a motion that the Purchasing Policy go back to the Finance Committee for clarification. Council Member Christianson seconded the motion, which carried. The motion on the table to file the minutes carried.

The Labor Relations Committee Report for April 13, 2016 was presented to the Mayor and Council by Council Member Mueske. There were six items for consideration.

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

Item No. 2 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. This was also received by the Council for information only.

Item No. 3 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 Clerk-Treasurer Halliday in September, the position of City Clerk-Treasurer will be modified to be more of a traditional City Clerk. The treasurer and human resource duties presently done by Clerk-Treasurer 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 of 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 20th or 27th. The Council received this item for information only.

Item No. 4 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 2nd and 3rd. The Council received this for information only.

The Labor Relations Committee Report for April 13, 2016, was approved as presented and ordered

placed on file in the City Clerk's Office upon motion by Council Member Mueske, seconded by Council Member Anderson. Council Member Nelsen questioned the date for the Labor Relations/Full Council meeting that was mentioned on tape by the Labor Committee. The Council was polled to determine if April 20th or 27th was the preferred date. It was the consensus of the Council to meet on April 27th. The motion to file the minutes carried.

City Clerk Kevin Halliday informed the Council that pursuant to direction from the Minnesota Department of Transit, conversations have been in place to expand the Central Community Transit activities (currently Renville County, Kandiyohi County and the City of Willmar) to include Meeker County and the City of Litchfield. It is the recommendation of the Central Community Transit Powers Board to adopt the new agreement which will supersede all previous agreements. Tiffany Collins, Central Community Transit Director, was present to give more details to the new joint powers agreement.

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

RESOLUTION NO. 7

BE IT RESOLVED by the City Council of the City of Willmar, a municipal corporation of the State of Minnesota, that the 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

/s/ Marv Calvin
Mayor

/s/ Kevin Halliday
Attest: City Clerk

Planning and Development Services Director Bruce Peterson introduced an Ordinance to Rezone Erickson Land Co. parcels from Agricultural to General Business and One and Two-Family Residential. 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 with 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 and rezoned to the current zoning of the lots GB and R-2 respectively. The rezoning was approved by the Planning Commission. Council Member Fagerlie made a motion to introduce the Ordinance to Rezone for a hearing on May 2, 2016. Council Member Anderson seconded the motion, which carried.

Planning and Development Services Director Bruce Peterson presented a request for approval of a preliminary plat. Erickson Land Co. wishes to enlarge two existing parcels in Trentwood Estates Third Addition by 24 feet to allow room for development of an assisted-living facility and meet the setback requirements. Erickson Land Co. owns the agricultural land to the north of the two existing lots and a simple replat is required. The proposed plat has been approved by the Planning Commission and it is the recommendation of staff to approve the preliminary plat as submitted. Council Member Anderson made a motion to approve the preliminary plat for Trentwood Estates Third Addition. Council Member Christianson seconded the motion, which carried.

Planning and Development Services Director Bruce Peterson brought a text amendment to the zoning ordinance before the Council for consideration. He explained that the Planning Commission formed a subcommittee in 2015 to work on the draft ordinance with the assistance of the Downtown Development Inc. to provide Central Business District design standards. The standards address building placement, general design of buildings, scales, materials, entrances, window architectural projections, awnings and design review. Also included are specifics on landscaping, parking, stormwater and signs. The Planning Commission

conducted a public hearing at their past meeting and subsequently approved the ordinance text amendment. It is staff's recommendation to the Council to introduce the ordinance for a hearing. Council Member Nelsen made a motion to set a hearing on the text amendments to the Zoning Ordinance for May 2, 2016 at 7:02 p.m. Council Member Mueske seconded the motion, which carried.

Mayor Calvin introduced the continuation of the Local Options Sales Tax discussion and asked the Council if they wanted to proceed with the discussion at this time or wait until all the members can be present. Council Member Nelsen suggested that a community conversation should be held to involve the public before further conversations of the Council are held. Council Member Anderson felt the Council should make a decision if it is interested in a Local Option Sales Tax and if they are, then the projects should be developed and brought before the citizens by means of a ballot question. Council Member Christianson felt the projects and costs should be determined first and then the means of funding. He spoke against a Local Option Sales Tax. Council Member Johnson spoke against the procedure and indicated we may have the cart before the horse. Council Member Plowman felt this is ultimately a good way for the local community and the citizens to take part in spending and decide where the money should be designated giving them ownership.

City Administrator Larry Kruse overviewed the 13 projects of regional significance and the "next steps" that coincide with the requirements of state statute. Following further discussion, Council Member Anderson made a motion to place the Local Option Sales Discussion on the next Community Development Committee agenda to develop a process to gather input. Council Member Plowman seconded the motion, which carried. Council Member Nelsen opined that we need to see what other communities are funding with their Local Option Sales Tax dollars.

City Administrator Larry Kruse informed the Council there is no money budgeted in 2016 for downtown flower baskets. In 2015 \$9,000 was budgeted and approximately \$4,500 was spent on the flowers and another \$4,500 on watering. He noted the Wilmar Downtown Development is not involved this year and it would be up to the City to put something together. City Administrator Kruse was seeking direction from the Council. Bev Dougherty, Willmar Downtown Development, came before the Council to brief the Council on the history of the installation and maintenance of downtown flower baskets. Council Member Nelsen suggested the City establish a Beautification Committee for future years.

Announcements for Council Committee meeting dates were as follows: Finance, 4:45 p.m. at City Hall April 25; Public Works/Safety, 4:45 p.m. at City Hall, April 26; Labor Relations/Full Council, 4:45 p.m. at City Hall, April 27; Community Development, 4:45 p.m. at Council Chambers, April 28, 2016.

Council Member Anderson stated that filings will soon begin for City Council. He announced that it has been his honor to serve on the City Council representing the First Ward for the past 18 years and that he will not be filing for re-election. He thanked the residents for the privilege of serving them.

Council Member Anderson offered a motion to adjourn the meeting with Council Member Christianson seconding the motion, with carried. The meeting adjourned at 8:55 p.m.

Attest:

MAYOR

SECRETARY TO THE COUNCIL

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

April 27, 2016
4:45 p.m.

The meeting of the Labor Relations Committee/Willmar City Council was called to order at 4:45 p.m. in Conference Room No. 1 of the City Office Building by Vice Chair Shawn Mueske. Members present on a roll call were Mayor Marv Calvin, Council Members Ron Christianson, Andrew Plowman, Denis Anderson, Tim Johnson, Rick Fagerlie, Shawn Mueske, and Audrey Nelsen. Present 8, Absent 1. Council Member Steve Ahmann was excused from the meeting.

Also present were City Administrator Larry Kruse, City Clerk-Treasurer Kevin Halliday, Planning and Development Services Director Bruce Peterson, Finance Director Steve Okins, Fire Chief Frank Hanson, Public Works Director Sean Christensen, and Administrative Assistant Janell Sommers.

Item No. 1 Gary Manzer, the current Public Works Working Foreman who has been employed by the City for 32+ years requested to speak under Public Comment. He stated his concern for the possibility of the sun setting of the City's current Early Retirement Policy whereby the City offers full-time employees with 20 or more years of continuous employment and who are eligible to collect a pension from PERA one year of paid individual health insurance for every three years of service not to exceed \$430 per month until the years of service benefits are exhausted or the employee is Medicare eligible. He opined the huge impact this will have on the City and the poor timing and that the sun setting of this policy would take care of itself in due time as employees hired after 1989 would not be eligible. He asked the Council to take the impact this will have on employees into consideration when making this decision.

The gavel was turned over to Mayor Calvin at 4:48 p.m. and roll call was taken.

Item No. 2 City Administrator Larry Kruse presented a proposal for reorganization of the City's structure by establishing the position of Administrative Services Director and revising the job description of the City Clerk both to be filled by July 1, 2016. This will allow for overlap of the new City Clerk and City Clerk-Treasurer Halliday would perform the duties of Treasurer while mentoring the new Clerk through September 15th. Upon his retirement the Treasurer duties will be transferred to the Finance Director. The Administrative Services Director position is a new position developed by taking the duties of a Human Resources Director, some duties from the present City Clerk-Treasurer job description and combining them with administrative functions to provide oversight over all internal operations.

The Council reviewed the organizational charts and financial considerations. Council Member Christianson stated he would like the City to consider sharing a Human Resources position with either the Willmar Municipal Utilities or Rice Memorial Hospital. Council Member Anderson overviewed the financial considerations. The Human Resources position and the organizational chart were discussed at length. Council Member Christianson questioned the Finance Director position no longer being a Department Head and stressed the importance of this position. Council Member Anderson made a motion to approve the recommended job descriptions and reorganization as presented by staff. The motion failed for lack of a second.

Discussion was held in relation to the Human Resources position. Council Members Nelsen and Anderson stressed the City's need to fill the position. Several members of the Council questioned if the position warranted being full time. Council Member Mueske made a motion to formally adopt the position of Human Resources Director. Council Member Plowman seconded the motion. Discussion continued as to what level the position should be filled and if the workload justified a full-time position. Upon a roll call vote, the motion that was on the floor passed with 7 Ayes and 0 Noes.

City Administrator Kruse overviewed the Human Resource functions contained in the job description of Administrative Services Director and indicated he felt there are enough job duties to warrant this position as full time. He brought it to the Council's attention that this position would save the City money with legal fees. Mr. Kruse also asked the Council to consider the adoption of the City Clerk job description so the position can be filled prior to the retirement of the present City Clerk-Treasurer and some of the job duties can be delegated to other departments. Council Member Nelsen voiced her opposition of the Human Resources position discussion being taken to Labor Relations Committee rather than the full Council. Council Member Christianson stated he would like an individual who performs as Human Resources Director at Rice Hospital review the position and job duties and make a recommendation to the Labor Relations Committee as to whether this should be a full-time or part-time position.

At 5:52 p.m. the Council took a five minute recess. At 5:57 p.m. Mayor Calvin reconvened the meeting.

Council Member Christianson made an amendment to the motion to have the Human Resources position brought back before the Labor Relations Committee. Council Member Mueske seconded the motion making a friendly amendment to the motion that the listed Human Resource job duties in the Administrative Services Director job description be used to further the discussion. The motion that was on the floor carried with 5 Ayes and 2 Noes. Council Members Anderson and Nelsen cast the "no" vote.

Item No. 3 City Administrator Kruse presented for the Council's consideration the Early Retirement Incentive Policy Change with the recommendation that effective May 15, 2016, the City revise the policy whereby a qualifying employee who gives written notice prior to January 1, 2017, the employee will receive \$430.00 per month. An employee who gives notice between January 1, 2017 and prior to July 1, 2017 will receive \$300 per month. An employee serving notice of retirement after July 1, 2017 will not be eligible for any early retirement payment.

Council Member Anderson commented that the sun setting of this policy is not something new and has been discussed for a couple years now. Council Member Christianson questioned the major effect. City Administrator Kruse commented that there are approximately 38 employees that are currently eligible for the program which is approximately one-third or 40 percent of the current workforce and whether those employees would choose to exercise the early retirement policy is unknown. Council Member Anderson expressed his concern of losing a substantial amount of employees at one time and offered for consideration the extension of the program through 2017 with the caveat of the employee notifying the City of their intent by the end of 2016 would allow time for hiring. Council Member Nelsen requested more information from Administration and review of the information received from staff. Council Member Nelsen made a motion to table the item. Council Member Johnson seconded the motion, which carried with Council Member Anderson casting a "no" vote.

Item No. 4 City Administrator Larry Kruse presented an update on the merger of the City and County Assessing Departments and informed the Council that consideration of the Ordinance Abolishing the City Assessor's Office will be brought before the Council at the May 2nd meeting.

Council Member Anderson made a motion to adjourn the meeting with Council Member Christianson seconding the motion, which carried unanimously. The meeting adjourned at 6:25 p.m.

MAYOR

Attest:

SECRETARY TO THE COUNCIL

WILLMAR MUNICIPAL UTILITIES MINUTES
MUNICIPAL UTILITIES AUDITORIUM
APRIL 25, 2016

The Municipal Utilities Commission met in its regular scheduled meeting on Monday, April 25, 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.

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, Staff Electrical Engineer Jeron Smith, Administrative Secretary Beth Mattheisen, City Attorney Robert Scott, City Councilman Shawn Mueske, and WC Tribune Journalist Shelby Lindrud.

Commission President Holtz opened the meeting by requesting a resolution to approve the Consent Agenda. Commissioner Nagel requested that an agenda item be added to include a report on Willmar's wind turbines. Following review and discussion, Commissioner Laumer offered a resolution to approve the Consent Agenda with the inclusion of a status report regarding WMU's wind turbine generators. Commissioner Mahboub seconded.

RESOLUTION NO. 16

"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 April 11, 2016 Commission meeting; and,
- ❖ Bills represented by vouchers No. 160664 to No. 160753 inclusive in the amount of \$1,672,614.21 with a MISO charge in the amount of \$40,693.65.

Dated this 25th day of April, 2016.

President

ATTEST:

Secretary

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

Commissioner Laumer (Chair) reviewed with the Commission minutes from the April 11th WMU Labor Committee meeting (see attached). The first topic of discussion focused on the status of the WMU linemen's wages versus the current market wages. Possible avenues to bring the WMU's wages more competitive with current market wage were addressed. The second item of discussion was the announcement by General Manager Hompe of this intent to retire from his position as General Manager. Hompe submitted his voluntary separation of employment/ termination notification effective July 15, 2016. Following discussion, Commissioner Laumer offered a motion to approve the minutes of the April 11th WMU Labor Committee meeting as presented. Commissioner Gimse seconded the motion which carried by a vote of seven ayes and zero nays.

Staff Electrical Engineer Smith presented the Commission with a request to issue an Invitation to Bid for the 230kV WB Transmission Line Structure Replacement Project. The proposed project will

consist of replacing 16 structures of the WB Transmission Line identified with clearance and/or structural integrity concerns. This project is required to maintain a safe and reliable transmission line in the Willmar area. The estimated cost to replace the structures (including engineering services, removal & disposal of existing structures, etc.) is in the amount of \$425,000. Smith presented the Commission with a timeline for the completion of the project. Following discussion, Commissioner Nagel offered a resolution to approve the project specifications and to solicit sealed bids for the 230kV WB Transmission Line Structure Replacement Project. Commissioner Mahboub seconded.

RESOLUTION NO. 17

“BE IT RESOLVED, by the Municipal Utilities Commission of the City of Willmar, Minnesota, that the Invitation to Bid for the 230kV WB Transmission Line Structure Replacement Project be approved for the estimated amount of \$425,000 with a bid submission deadline of May 13, 2016.”

Dated this 25th day of April, 2016.

President

ATTEST:

Secretary

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

Power Production Supervisor Folkedahl presented the Commission with an update on the current operational status of the Willmar wind turbines (#3 and #4). Folkedahl stated that WTG #4 has recently been experiencing issues related to the hydraulic pump and overheating of the generator. Technicians continue to address the situation and anticipate that the issue should be resolved within the next 2 weeks. In the meantime, WCT #3 continues to be operational and working at full force.

Commissioner Laumer along with General Manager Hompe and Director of Operations Harren presented the Commission with a recap of their recent attendance to the MMUA Legislative Conference held on April 19th (St. Paul). Among the key issues and talking points addressed were: 1) Conservation Improvement Program (CIP); 2) railroad right-of-way crossing fees; 3) refundable sales tax for construction materials; 4) labeling of non-flushable wipes; 5) regulatory certainty for effluent limits; 6) broadband access & funding for greater Minnesota; and, 7) wireless pole attachments. The Willmar delegation also met with Sen. Lyle Koenen and Rep. Dave Baker to discuss a number of issues related to WMU and the City of Willmar.

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

- WMU Labor Committee Meeting – April 25 (immediately following MUC mtg.)
- APPA Governance Webinar Series (4 of 9): *Industry Issues and Challenges Facing Public Power Governing Bodies* – May 5th @ 1:00-2:30 p.m. (WMU Conf. Room)
- MRES 51st 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 Nagel offered a motion to adjourn the meeting. Commissioner Laumer seconded the motion which carried by a vote of seven ayes and zero nays, and the meeting was adjourned at 12:13 p.m.

Respectfully Submitted,

WILLMAR MUNICIPAL UTILITIES

Beth Mattheisen
Administrative Secretary

ATTEST:

Jeff Nagel, Secretary



WILLMAR MUNICIPAL UTILITIES
WMU Labor Committee Meeting Minutes
Willmar Conference Room
Monday, April 11, 2016 - 12:30 P.M.

Attendees: Commissioners Carol Laumer (Chair), Joe Gimse, Nathan Weber, and General Manager Wesley Hompe.

Committee Chair Laumer called the meeting to order at 12:25 p.m. by requesting any additions to the agenda.

AGENDA ITEMS:

➤ **Linemen's Wages:**

General Manager Hompe opened discussion with the Labor Committee regarding the current status of WMU linemen's wages. Background on the wages was reviewed which resulted in a one-time increase to all the linemen. This increase was made in an attempt to bring the WMU linemen's wages more in line with the current linemen's market. Due to the strong competition of lineworkers, the gap has recently begun to creep up in the current wages of the area utilities. This result is due mainly to a surge in retirements.

The current union contract with IBEW Local Union #160 was discussed (2016-2017). Wage differentiation and reclassifications are possible avenues to address that could bring the WMU's linemen's wages more competitive with current market wages.

Following discussion, Commissioner Laumer offered a motion to proceed with discussions with the WMU linemen and IBEW Local Union #160 toward the goal of reaching a Letter of Agreement regarding the linemen's wages. Commissioner Weber seconded the motion which carried by a vote of three ayes and zero nays.

➤ **Miscellaneous:**

General Manager Hompe informed the WMU Labor Committee of his intent to retire from his position as General Manager at the Willmar Municipal Utilities. Hompe has held the position since 2011 and submitted his voluntary termination request effective July 15, 2016. The replacement/search process was briefly discussed. Following discussion, Commissioner Laumer offered a motion to "reluctantly" accept General Manager Hompe's letter of voluntary separation/retirement effective July 15, 2016, and to begin the process to fill the General Manager position. Commissioner Gimse seconded the motion which carried by a vote of three ayes and zero nays.

➤ **Adjournment:**

There being no further business to come before the WMU Labor Committee, Commissioner Gimse offered a motion to adjourn the meeting at 12:58 p.m. Commissioner Weber seconded the motion which carried by a vote of three ayes and zero nays.

Rice Memorial Hospital
Board of Directors Meeting
April 20, 2016

These Board of Directors minutes have not
been officially approved by the RMH Board.

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

ADMINISTRATIVE STAFF: Michael Schramm, CEO; Bill Fenske, Teri Beyer, Wendy Ulferts, Dr. Ken Flowe,
Dr. Fred Hund

GUESTS: Joel Halbritter, Lab; Keri Ohren, Respiratory Therapy; Audrey Nelsen, City Council;
Shirley Carter, Rice Health Foundation, Anne Polta; West Central Tribune

CALL TO ORDER/APPROVAL OF MINUTES: President Anfinson called the meeting to order at 5:30 p.m.
A motion was made by Director Gardner and seconded by Director Carruthers to approve the consent
agenda.

PATIENT EXPERIENCE: Dr. Ken Flowe and Keri Ohren, Respiratory Therapist, presented this month's
patient experience. Dr. Flowe presented a graph displaying patients who were in the Emergency
Department over 5 times in 2015. One patient had been in the Emergency Department 35 times. This
patient had Chronic Obstructive Pulmonary Disease (COPD). Keri Ohren presented information about
the pulmonary rehab program at Rice and how this program can impact this disease. This patient had
been in the pulmonary rehab program in the past but her insurance no longer covered the program, and
the patient refused services through our scholarship program. This patient had frequent readmissions
to the hospital so our respiratory therapy began working with the insurance company to see if they
would cover the services. Keri and a Care Manager at Rice wrote an appeal letter to the insurance
company to try to get pulmonary rehab services covered at Rice. After several denials, the patient was
approved for pulmonary rehab. The patient began pulmonary rehab services in December of 2015.
Patient is now doing better and indicates that her quality of life has improved. Patient's Emergency
Department and hospital admissions have declined significantly.

QUALITY REPORT: Joel Halbritter, technical manager from laboratory, presented the quality report.
Patient blood management began in the fall of 2014. A team was put together with the support of VHA.
The goals established for the process centered on decreasing the number of transfusions that patients
receive in order to decrease adverse events related to blood transfusions. Education was done by
Dr. Cafferty for the physicians in the fall of 2014. Results indicate a decrease in transfusions of 2 units of
blood and more transfusions with 1 unit instead of always transfusing 2 units. New transfusion
guidelines were created emphasizing a standard hemoglobin level of 7 instead of 9 before transfusion is
indicated. There was a decrease in blood utilization by 12.4% which resulted in significant cost savings
over \$100,000 in 2015 (presentation attached to the original of these minutes). Next steps are to
continue to educate staff, continue to look at and react to the data, identify champions in specialty
areas to help spread the message, and improve the reporting of these results across the organization.

2016 FINANCIAL AUDIT: The 2016 financial audit was presented to the Finance Committee by RSM
(McGladrey). The auditors' opinion noted this was a clean audit. In this audit, we only presented 1 year

of financial statements because we are required to record the unfunded amount of PERA as a liability. This made the 2014 numbers not comparable so only one year of statements was presented. Motion was made by Director Gardner and seconded by Director Allen to accept the financial audit.

MEDICAL STAFF REPORT: Dr. Hund presented the medical staff report. Dr. Hund recognized that Dr. Jim Tiede has retired from the medical staff. Dr. Hund also reported that the hospital is seeing an increase in the number of patients taking synthetic cavanoids. The patients who use these drugs have a very significant impact on staff as the behavior of these patients is very difficult to control. We are also seeing more family members audiotaping conversations between their family members and the doctor. Because of this emerging trend, the hospital and the clinics are working on a policy to address this issue.

WILLMAR SURGERY CENTER PROJECT UPDATE: M. Schramm presented a report on the Willmar Surgery Center project. We have been working with Mohagen-Hanson architectural firm on the planning process for the project. There has been a user group made of surgeons and Willmar Surgery Center management to work through the details of the planning. We have also had a steering committee that is made up of the WMS Operations Committee that is overseeing and making decisions about the project. Krauss- Anderson was contracted as the construction management group. They are working on doing cost estimations. Recently Krauss Anderson did a cost spot check on the project. The cost estimate came in higher than expected. The size and scope of the project has grown from the original estimates and forces in the markets have impacted costs such as soil conditions at the site. Work will continue on cost reduction.

CEO REPORT: M. Schramm reported that the Rehab building is on schedule and on budget. The lab project is also on time and is going well. Once the lab staff are moved, the construction will begin to install the new PET CT scanner. This will improve access for the community.

Recruitment: We had a site visit from a Medical Oncologist prospect last week for the Cancer Center. He is available in the summer of 2017. We signed an Emergency Room doctor who will be coming in July, and we have had a couple of site visits from other Emergency Room doctors. We also have a new Pediatrician coming in the summer of 2017. We have two orthopedic surgeons starting this summer. Dr. Katie Reigstad, general surgeon, will also start this summer. We are continuing to work on recruitment for a Psychiatrist.

WMS: The Cancer Symposium was held last week at the Willmar Conference Center. There was very good attendance at the symposium. Dana Woelfel is on board as our new Imaging Director.

Rice Health Foundation: Our campaign for the Rehab building with the Rice Health Foundation is still progressing. We have raised over \$1.3 million. The internal campaign with employees surpassed the goal of \$100,000.

The Robotic Assisted Surgery program is doing very well. The numbers have exceeded the initial projections.

Employee recognition week is coming the week of May 9th.

NEW BUSINESS:

- A. Teri Beyer presented the annual HIPAA report. Rice looks at the HIPAA compliance rules on an ongoing basis. Employees are educated upon hire and annually on HIPAA. The Business Associate Agreements are tracked with all contract arrangements. Access to computer programs is based on the System User Authorization Form and is appropriate to the role of that employee. Accounting of disclosures are maintained so if a patient wants to know when their record was accessed, they can be provided with that list. Physical safeguards: badge access was reviewed to ensure that staff have access to only the areas that are appropriate for that person's role at Rice. Remodeling was done in HIS which led to additional safeguards for records. Rice received one request for an amendment to records. Rice is not obligated to amend a record when requested but Rice does review the request and grants the amendment if appropriate. Passwords are reset every 180 days. In 2015, we received no written complaints related to privacy. Rice did receive 2 verbal complaints which were investigated and appropriate action was taken. CentraCare assists us with access audits that ensure that there is not inappropriate access to medical records. We had no security breaches reported in 2015. A security audit by a third party firm was completed in 2014 as required and mitigation continued in 2015 on those findings. Motion to accept the annual HIPAA report was made by Director Allen and seconded by Director Cafferty.

OTHER:

- A. Committee Reports: None
- B. City Council Report: Local option sales tax has generated both positive and negative feedback. The City is considering hiring a Human Resources Director. Council Member Anderson announced that he is not running for City Council in 2017.

ADJOURNMENT: The Board adjourned at 6:45 pm.

Submitted by:

Eric E. Weiberg, Secretary

Vendor Payments History Report
INCLUDES ONLY POSTED TRANS

| VENDOR NAME AND NUMBER | CHECK# | DATE | DESCRIPTION | AMOUNT | CLAIM | INVOICE | PO# | F | S | 9 | BX | M | ACCOUNT NAME | ACCOUNT |
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| ALEX AIR APPARATUS INC | | | | | | 002061 | | | | | | | | |
| | 45793 | 04/27/16 | SUSPENDERS | 110.05 | | 29651 | | D | N | | | | SUBSISTENCE OF P | 101.42412.0227 |
| | 45793 | 04/27/16 | FOLDING LADDER BRACKET | 140.20 | | 29655 | | D | N | | | | MTCE. OF EQUIPME | 101.42412.0224 |
| | | | VENDOR TOTAL | 250.25 | | *CHECK TOTAL | | | | | | | | |
| | | | | 250.25 | | | | | | | | | | |
| AMERICAN WELDING & GAS I | | | | | | 000057 | | | | | | | | |
| | 45794 | 04/27/16 | FIRE EXT. REFILL | 26.00 | | 03904670 | | D | N | | | | MTCE. OF EQUIPME | 101.42411.0334 |
| | 45794 | 04/27/16 | FIRE EXT. REFILL | 18.50 | | 03908248 | | D | N | | | | MTCE. OF EQUIPME | 101.42411.0334 |
| | 45794 | 04/27/16 | FIRE EXTINGUISHER | 71.50 | | 03924876 | | D | N | | | | SMALL TOOLS | 101.42411.0221 |
| | 45794 | 04/27/16 | FIRE EXT. REFILL | 18.50 | | 03924876 | | D | N | | | | MTCE. OF EQUIPME | 101.42411.0334 |
| | 45794 | 04/27/16 | FIRE EXT. INSPECTION | 696.05 | | 03932074 | | D | N | | | | MTCE. OF EQUIPME | 101.45433.0334 |
| | | | VENDOR TOTAL | 830.55 | | *CHECK TOTAL | | | | | | | | |
| | | | | 830.55 | | | | | | | | | | |
| ANDERSON/MICHAEL | | | | | | 001828 | | | | | | | | |
| | 45795 | 04/27/16 | ETI CONFERENCE | 238.00 | | 187 | | D | N | | | | TRAVEL-CONF.-SCH | 101.42411.0333 |
| BACKES TECHNOLOGY SERVIC | | | | | | 000087 | | | | | | | | |
| | 45796 | 04/27/16 | MOVED CR. CARD HOOKUP | 85.00 | | 14813 | | D | N | | | | MTCE. OF EQUIPME | 101.45433.0334 |
| BAKER GRAPHICS | | | | | | 000917 | | | | | | | | |
| | 45797 | 04/27/16 | CINCO DE MAYO POSTERS | 137.50 | | 13291 | | D | N | | | | OTHER CHARGES | 208.45010.0449 |
| BEACON ATHLETICS | | | | | | 000096 | | | | | | | | |
| | 45798 | 04/27/16 | DRAG FOR BALLFIELDS | 214.60 | | 0456199 | | D | N | | | | SMALL TOOLS | 101.43425.0221 |
| BERNICK'S PEPSI-COLA CO | | | | | | 000103 | | | | | | | | |
| | 45799 | 04/27/16 | CONCESSION SUPPLIES | 80.00 | | 109366 | | D | N | | | | GENERAL SUPPLIES | 101.45433.0229 |
| | 45799 | 04/27/16 | CONCESSION SUPPLIES | 201.60CR | | 18732 | | D | N | | | | GENERAL SUPPLIES | 101.45433.0229 |
| | 45799 | 04/27/16 | CONCESSION SUPPLIES | 61.88CR | | 20634 | | D | N | | | | GENERAL SUPPLIES | 101.45433.0229 |
| | 45799 | 04/27/16 | CONCESSION SUPPLIES | 690.36 | | 20963 | | D | N | | | | GENERAL SUPPLIES | 101.45433.0229 |
| | | | VENDOR TOTAL | 506.88 | | *CHECK TOTAL | | | | | | | | |
| | | | | 506.88 | | | | | | | | | | |
| BSE | | | | | | 001980 | | | | | | | | |
| | 45800 | 04/27/16 | R.O. SYSTEM ELEC PARTS | 33.07 | | 911045745 | | D | N | | | | BUILDINGS AND ST | 450.45433.0551 |
| BSN SPORTS INC | | | | | | 003001 | | | | | | | | |
| | 45801 | 04/27/16 | SOFTBALLS | 2,770.56 | | 97790545 | | D | N | | | | GENERAL SUPPLIES | 101.45432.0229 |
| BUSINESSWARE SOLUTIONS | | | | | | 002776 | | | | | | | | |
| | 45802 | 04/27/16 | HP ELITE X2 TABLET | 1,079.00 | | 253561 | | D | N | | | | SMALL TOOLS | 101.41409.0221 |
| | 45802 | 04/27/16 | PRINT/PAGE COUNT | 11.00 | | 253821 | | D | N | | | | OFFICE SUPPLIES | 101.41400.0220 |
| | 45802 | 04/27/16 | PRINT/PAGE COUNT | 45.43 | | 253821 | | D | N | | | | OFFICE SUPPLIES | 101.41402.0220 |
| | 45802 | 04/27/16 | PRINT/PAGE COUNT | 11.05 | | 253821 | | D | N | | | | OFFICE SUPPLIES | 101.41403.0220 |
| | 45802 | 04/27/16 | PRINT/PAGE COUNT | 16.21 | | 253821 | | D | N | | | | OFFICE SUPPLIES | 101.41404.0220 |
| | 45802 | 04/27/16 | PRINT/PAGE COUNT | 177.64 | | 253821 | | D | N | | | | OFFICE SUPPLIES | 101.41405.0220 |
| | 45802 | 04/27/16 | PRINT/PAGE COUNT | 49.89 | | 253821 | | D | N | | | | OFFICE SUPPLIES | 101.41409.0220 |
| | 45802 | 04/27/16 | PRINT/PAGE COUNT | 147.62 | | 253821 | | D | N | | | | OFFICE SUPPLIES | 101.42411.0220 |

Vendor Payments History Report
INCLUDES ONLY POSTED TRANS

| VENDOR NAME AND NUMBER | CHECK# | DATE | DESCRIPTION | AMOUNT | CLAIM | INVOICE | PO# | F | S | 9 | BX | M | ACCOUNT NAME | ACCOUNT |
|------------------------|--------|----------|--------------------------|----------|-------|-----------|-----|---|---|---|----|---|------------------|----------------|
| BUSINESSWARE SOLUTIONS | | | | | | | | | | | | | | 002776 |
| | 45802 | 04/27/16 | PRINT/PAGE COUNT | 24.42 | | 253821 | | D | N | | | | OFFICE SUPPLIES | 101.43417.0220 |
| | 45802 | 04/27/16 | PRINT/PAGE COUNT | 88.39 | | 253821 | | D | N | | | | OFFICE SUPPLIES | 101.43425.0220 |
| | 45802 | 04/27/16 | PRINT/PAGE COUNT | 21.27 | | 253821 | | D | N | | | | OFFICE SUPPLIES | 101.45433.0220 |
| | 45802 | 04/27/16 | PRINT/PAGE COUNT | 1.58 | | 253821 | | D | N | | | | OFFICE SUPPLIES | 101.45435.0220 |
| | 45802 | 04/27/16 | PRINT/PAGE COUNT | 105.49 | | 253821 | | D | N | | | | OFFICE SUPPLIES | 651.48484.0220 |
| | | | | 1,778.99 | | | | | | | | | | |
| | | | VENDOR TOTAL | 1,778.99 | | | | | | | | | | *CHECK TOTAL |
| CARDMEMBER SERVICE | | | | | | | | | | | | | | 002365 |
| | 45787 | 04/19/16 | 9 OFFICE CHAIRS | 2,789.25 | | STMT/3-16 | | D | N | | | | SMALL TOOLS | 101.41408.0221 |
| | 45787 | 04/19/16 | BUSINESS MERSHP DUES | 55.00 | | STMT/3-16 | | D | N | | | | SUBSCRIPTIONS AN | 101.41408.0443 |
| | 45787 | 04/19/16 | USB FILE TRANSFER CABLE | 32.05 | | STMT/3-16 | | D | N | | | | SMALL TOOLS | 101.41409.0221 |
| | 45787 | 04/19/16 | USB MEMORY CARD READER | 48.63 | | STMT/3-16 | | D | N | | | | SMALL TOOLS | 101.41409.0221 |
| | 45787 | 04/19/16 | CELL PHONE HOLSTERS | 24.95 | | STMT/3-16 | | D | N | | | | SMALL TOOLS | 101.41409.0221 |
| | 45787 | 04/19/16 | CELL PHONE CASE | 16.06 | | STMT/3-16 | | D | N | | | | SMALL TOOLS | 101.41409.0221 |
| | 45787 | 04/19/16 | VENTED SERVER SHELF | 51.50 | | STMT/3-16 | | D | N | | | | MTCE. OF EQUIPME | 101.41409.0224 |
| | 45787 | 04/19/16 | DVD'S | 32.05 | | STMT/3-16 | | D | N | | | | GENERAL SUPPLIES | 101.41409.0229 |
| | 45787 | 04/19/16 | BROADCASTER SUBSCRIP. | 49.00 | | STMT/3-16 | | D | N | | | | SUBSCRIPTIONS AN | 101.41409.0443 |
| | 45787 | 04/19/16 | WEBSITE HOSTING FEE | 152.15 | | STMT/3-16 | | D | N | | | | PROFESSIONAL SER | 101.41409.0446 |
| | 45787 | 04/19/16 | OFF-SITE BACKUP | 17.49 | | STMT/3-16 | | D | N | | | | PROFESSIONAL SER | 101.41409.0446 |
| | 45787 | 04/19/16 | MICROWAVE | 96.18 | | STMT/3-16 | | D | N | | | | SMALL TOOLS | 101.42411.0221 |
| | 45787 | 04/19/16 | AWARD-FOR GIVING CPR | 46.23 | | STMT/3-16 | | D | N | | | | GENERAL SUPPLIES | 101.42411.0229 |
| | 45787 | 04/19/16 | FELT-SEMINAR REGIS. | 395.00 | | STMT/3-16 | | D | N | | | | TRAVEL-CONF.-SCH | 101.42411.0333 |
| | 45787 | 04/19/16 | KING-LODGING EXPENSE | 73.02 | | STMT/3-16 | | D | N | | | | TRAVEL-CONF.-SCH | 101.42411.0333 |
| | 45787 | 04/19/16 | HERZOG-SEMINAR REGIS. | 200.00 | | STMT/3-16 | | D | N | | | | TRAVEL-CONF.-SCH | 101.42411.0333 |
| | 45787 | 04/19/16 | FELT-LIFESAVERS CONF. | 350.00 | | STMT/3-16 | | D | N | | | | TRAVEL-CONF.-SCH | 101.42411.0333 |
| | 45787 | 04/19/16 | DOBRANSKY-LIFELINE TRNG | 209.00 | | STMT/3-16 | | D | N | | | | TRAVEL-CONF.-SCH | 101.42411.0333 |
| | 45787 | 04/19/16 | CARLSON-LIFELINE TRNG | 209.00 | | STMT/3-16 | | D | N | | | | TRAVEL-CONF.-SCH | 101.42411.0333 |
| | 45787 | 04/19/16 | ANDERSON-COMMAND ACADEMY | 565.00 | | STMT/3-16 | | D | N | | | | TRAVEL-CONF.-SCH | 101.42411.0333 |
| | 45787 | 04/19/16 | FLASH DRIVE-EMERG. MGMT | 8.52 | | STMT/3-16 | | D | N | | | | OFFICE SUPPLIES | 101.42412.0220 |
| | 45787 | 04/19/16 | #115439-FUEL | 46.39 | | STMT/3-16 | | D | N | | | | MOTOR FUELS AND | 101.42412.0222 |
| | 45787 | 04/19/16 | BRKFST FOR RETIRED FF | 25.64 | | STMT/3-16 | | D | N | | | | SUBSISTENCE OF P | 101.42412.0227 |
| | 45787 | 04/19/16 | BATTERIES-REMOTE STARTER | 4.67 | | STMT/3-16 | | D | N | | | | GENERAL SUPPLIES | 101.42412.0229 |
| | 45787 | 04/19/16 | HANSON-HSEM TRNG MEALS | 8.96 | | STMT/3-16 | | D | N | | | | TRAVEL-CONF.-SCH | 101.42412.0333 |
| | 45787 | 04/19/16 | HANSON-HSEM TRNG MEALS | 10.35 | | STMT/3-16 | | D | N | | | | TRAVEL-CONF.-SCH | 101.42412.0333 |
| | 45787 | 04/19/16 | HANSON-HSEM TRNG MEALS | 6.83 | | STMT/3-16 | | D | N | | | | TRAVEL-CONF.-SCH | 101.42412.0333 |
| | 45787 | 04/19/16 | HANSON-HSEM TRNG MEALS | 15.59 | | STMT/3-16 | | D | N | | | | TRAVEL-CONF.-SCH | 101.42412.0333 |
| | 45787 | 04/19/16 | HANSON-HSEM TRNG MEALS | 9.86 | | STMT/3-16 | | D | N | | | | TRAVEL-CONF.-SCH | 101.42412.0333 |
| | 45787 | 04/19/16 | HANSON-LODGING EXPENSE | 273.60 | | STMT/3-16 | | D | N | | | | TRAVEL-CONF.-SCH | 101.42412.0333 |
| | 45787 | 04/19/16 | HANSON-HSEM TRNG MEALS | 15.59 | | STMT/3-16 | | D | N | | | | TRAVEL-CONF.-SCH | 101.42412.0333 |
| | | | | 5,837.56 | | | | | | | | | | *CHECK TOTAL |
| | | | VENDOR TOTAL | 5,837.56 | | | | | | | | | | |
| CARLSON/KRISTA | | | | | | | | | | | | | | .02391 |
| | 45803 | 04/27/16 | HOCKEY EQUIP DEPOSIT | 50.00 | | 041816 | | D | N | | | | REFUNDS AND REIM | 101.41428.0882 |
| CARLSON/MICHAEL | | | | | | | | | | | | | | 002996 |
| | 45804 | 04/27/16 | TASER INSTRUCTOR TRNG | 32.00 | | 150 | | D | N | | | | TRAVEL-CONF.-SCH | 101.42411.0333 |

Vendor Payments History Report
INCLUDES ONLY POSTED TRANS

| VENDOR NAME AND NUMBER | CHECK# | DATE | DESCRIPTION | AMOUNT | CLAIM | INVOICE | PO# | F | S | 9 | BX | M | ACCOUNT NAME | ACCOUNT |
|--------------------------|--------|----------|-------------------------|----------|-------|--------------|-----|---|---|----|----|---|------------------|----------------|
| ED'S SERVICE CENTER & SA | | | 000231 | | | | | | | | | | | |
| | 45822 | 04/27/16 | TOWING CHARGES-MAR | 620.00 | | STMT/3-16 | | D | N | | | | OTHER SERVICES | 101.42411.0339 |
| | 45822 | 04/27/16 | TOWING CHARGES-MAR | 80.00 | | 123088 | | D | N | | | | OTHER SERVICES | 101.42411.0339 |
| | | | VENDOR TOTAL | 700.00 | | *CHECK TOTAL | | | | | | | | |
| | | | | 700.00 | | | | | | | | | | |
| ELMQUIST JEWELERS | | | 000236 | | | | | | | | | | | |
| | 45823 | 04/27/16 | JOHNSON-RETIREMENT GIFT | 180.00 | | 93450 | | D | N | | | | GENERAL SUPPLIES | 101.41401.0229 |
| EMD MILLIPORE CORPORATIO | | | 000464 | | | | | | | | | | | |
| | 45824 | 04/27/16 | LAB SUPPLIES | 619.58 | | 7541452 | | D | N | | | | GENERAL SUPPLIES | 651.48484.0229 |
| | 45824 | 04/27/16 | LAB SUPPLIES | 910.72 | | 7541454 | | D | N | | | | GENERAL SUPPLIES | 651.48484.0229 |
| | | | VENDOR TOTAL | 1,530.30 | | *CHECK TOTAL | | | | | | | | |
| | | | | 1,530.30 | | | | | | | | | | |
| ERIC'S AVIATION SERVICES | | | 002998 | | | | | | | | | | | |
| | 45825 | 04/27/16 | ON SITE MGMT SERV-MAY | 6,524.00 | | STMT/5-16 | | D | N | | | | PROFESSIONAL SER | 230.43430.0446 |
| ERICKSON/SCOTT | | | 002176 | | | | | | | | | | | |
| | 45826 | 04/27/16 | DEATH INVESTIG. CONF | 17.07 | | 154 | | D | N | | | | TRAVEL-CONF.-SCH | 101.42411.0333 |
| ETTERMAN ENTERPRISES | | | 001567 | | | | | | | | | | | |
| | 45827 | 04/27/16 | TRASH PUMP HOSE CLAMP | 66.79 | | 239474 | | D | M | 07 | | | MTCE. OF EQUIPME | 651.48485.0224 |
| FASTENAL COMPANY | | | 001188 | | | | | | | | | | | |
| | 45828 | 04/27/16 | NUTS/BOLTS/PIPE FTNGS | 11.02 | | MNWIL142702 | | D | N | | | | MTCE. OF EQUIPME | 101.43425.0224 |
| | 45828 | 04/27/16 | PLAY EQUIP REPAIR-PARTS | 10.71 | | MNWIL143340 | | D | N | | | | MTCE. OF OTHER I | 101.43425.0226 |
| | | | VENDOR TOTAL | 21.73 | | *CHECK TOTAL | | | | | | | | |
| | | | | 21.73 | | | | | | | | | | |
| FELT/JAMES E | | | 000993 | | | | | | | | | | | |
| | 45829 | 04/27/16 | RED CROSS AWARD MEETING | 27.00 | | 149 | | D | N | | | | SUBSISTENCE OF P | 101.42411.0227 |
| | 45829 | 04/27/16 | ETI CONFERENCE | 20.00 | | 152 | | D | N | | | | TRAVEL-CONF.-SCH | 101.42411.0333 |
| | | | VENDOR TOTAL | 47.00 | | *CHECK TOTAL | | | | | | | | |
| | | | | 47.00 | | | | | | | | | | |
| FERGUSON ENTERPRISES INC | | | 000810 | | | | | | | | | | | |
| | 45830 | 04/27/16 | PLUMBING PARTS | 79.93 | | 3902596 | | D | N | | | | MTCE. OF STRUCTU | 101.43425.0225 |
| | 45830 | 04/27/16 | PLUMBING PARTS | 280.00 | | 3903001 | | D | N | | | | MTCE. OF STRUCTU | 101.43425.0225 |
| | 45830 | 04/27/16 | PLUMBING PARTS | 15.72 | | 3905501 | | D | N | | | | MTCE. OF STRUCTU | 101.43425.0225 |
| | 45830 | 04/27/16 | PLUMBING PARTS | 6.52 | | 3908856 | | D | N | | | | MTCE. OF STRUCTU | 101.43425.0225 |
| | 45830 | 04/27/16 | PLUMBING PARTS | 75.59 | | 3911243 | | D | N | | | | MTCE. OF STRUCTU | 101.43425.0225 |
| | 45830 | 04/27/16 | PLUMBING PARTS | 5.34 | | 3913529 | | D | N | | | | MTCE. OF STRUCTU | 101.43425.0225 |
| | | | VENDOR TOTAL | 463.10 | | *CHECK TOTAL | | | | | | | | |
| | | | | 463.10 | | | | | | | | | | |
| FISCHER LASER EYE CENTER | | | 000244 | | | | | | | | | | | |
| | 45831 | 04/27/16 | RUTER-SAFETY GLASSES | 250.00 | | 6311 | | D | N | | | | SUBSISTENCE OF P | 651.48484.0227 |

Vendor Payments History Report
INCLUDES ONLY POSTED TRANS

| VENDOR NAME AND NUMBER | CHECK# | DATE | DESCRIPTION | AMOUNT | CLAIM | INVOICE | PO# | F | S | 9 | BX | M | ACCOUNT NAME | ACCOUNT |
|--------------------------|--------|----------|--------------------------|-----------|-------|-------------|-----|---|---|----|----|---|------------------|----------------|
| KANDI STEEL CO | | | 000867 | | | | | | | | | | | |
| | 45849 | 04/27/16 | STEEL FOR BRACKETS | 52.32 | | 11778 | | D | N | | | | MTCE. OF STRUCTU | 101.45433.0225 |
| KANDIYOHI CO AUDITOR | | | 000376 | | | | | | | | | | | |
| | 45850 | 04/27/16 | REPAIR LIENS-CO. DITC | 30,319.81 | | 032116 | | D | N | | | | MTCE. OF OTHER I | 101.43425.0336 |
| | 45850 | 04/27/16 | REPAIR LIENS-CO. DITCHES | 736.27 | | 032116 | | D | N | | | | MTCE. OF OTHER I | 230.43430.0336 |
| | 45850 | 04/27/16 | REPAIR LIENS-CO. DITCH | 6,436.63 | | 032116 | | D | N | | | | MTCE. OF OTHER I | 651.48484.0336 |
| | | | VENDOR TOTAL | 37,492.71 | | | | | | | | | | |
| | | | | | | | | | | | | | *CHECK TOTAL | |
| KANDIYOHI CO-OP ELECTRIC | | | 000375 | | | | | | | | | | | |
| | 45851 | 04/27/16 | WELCOME TO WILLMAR SIGN | 68.26 | | STMT/4-16 | | D | N | | | | UTILITIES | 101.43425.0332 |
| | 45851 | 04/27/16 | CO RD 23/HWY 71 BYPASS | 153.00 | | STMT/4-16 | | D | N | | | | UTILITIES | 101.43425.0332 |
| | 45851 | 04/27/16 | ELEC SERV-LIFT STATIONS | 898.00 | | STMT/4-16 | | D | N | | | | UTILITIES | 651.48485.0332 |
| | 45851 | 04/27/16 | ELEC SERV-SECURITY LIGHT | 36.00 | | STMT/4-16 | | D | N | | | | UTILITIES | 651.48486.0332 |
| | | | VENDOR TOTAL | 1,155.26 | | | | | | | | | | |
| | | | | | | | | | | | | | *CHECK TOTAL | |
| KING/VINCENT | | | 001264 | | | | | | | | | | | |
| | 45852 | 04/27/16 | DEATH INVESTIG. CONF | 17.76 | | 153 | | D | N | | | | TRAVEL-CONF.-SCH | 101.42411.0333 |
| KING'S ELECTRIC LLC | | | 003138 | | | | | | | | | | | |
| | 45853 | 04/27/16 | INST. OUTLET-TRNG ROOM | 1.42 | | 284 | | D | M | 07 | | | MTCE. OF STRUCTU | 101.42412.0225 |
| | 45853 | 04/27/16 | INST. OUTLET-TRNG ROOM | 65.00 | | 284 | | D | M | 07 | | | MTCE. OF STRUCTU | 101.42412.0335 |
| | | | VENDOR TOTAL | 66.42 | | | | | | | | | | |
| | | | | | | | | | | | | | *CHECK TOTAL | |
| LAKE COUNTRY FIREPLACE & | | | 003248 | | | | | | | | | | | |
| | 45854 | 04/27/16 | PLAY EQUIPMENT FABRIC | 1,215.00 | | 30795 | | D | N | | | | MTCE. OF OTHER I | 101.43425.0226 |
| LAKESIDE PRESS | | | 001646 | | | | | | | | | | | |
| | 45855 | 04/27/16 | AD DEVELOPMENT | 60.00 | | 5977 | | D | N | | | | OTHER CHARGES | 208.45007.0449 |
| | 45855 | 04/27/16 | LETTERHEAD | 238.05 | | 6018 | | D | N | | | | OFFICE SUPPLIES | 101.43425.0220 |
| | 45855 | 04/27/16 | MAYORS BIKE RIDE POSTERS | 59.38 | | 6021 | | D | N | | | | OTHER CHARGES | 208.45006.0449 |
| | 45855 | 04/27/16 | MAYORS BIKE RIDE FLYERS | 75.48 | | 6021 | | D | N | | | | OTHER CHARGES | 208.45006.0449 |
| | 45855 | 04/27/16 | REC. BIKE RIDE FLYERS | 57.00 | | 6021 | | D | N | | | | OTHER CHARGES | 208.45011.0449 |
| | | | VENDOR TOTAL | 489.91 | | | | | | | | | | |
| | | | | | | | | | | | | | *CHECK TOTAL | |
| LAND PRIDE CONSTRUCTION | | | 003149 | | | | | | | | | | | |
| | 45856 | 04/27/16 | SWR/WATER MAIN IMPROVE | 6,168.42 | | 1502/EST. 3 | | D | N | | | | MTCE. OF OTHER I | 415.48451.0336 |
| LEAGUE OF MN CITIES INS | | | 000983 | | | | | | | | | | | |
| | 45789 | 04/19/16 | CLAIM #12685 DAMAGED CAR | 870.44 | | 12685 | | D | N | | | | INSURANCE DEDUCT | 101.41428.0822 |
| LOCATORS & SUPPLIES INC | | | 002162 | | | | | | | | | | | |
| | 45857 | 04/27/16 | FLAGS FOR LOCATES | 100.53 | | 0244319 | | D | N | | | | GENERAL SUPPLIES | 101.43425.0229 |

Vendor Payments History Report
INCLUDES ONLY POSTED TRANS

| VENDOR NAME AND NUMBER | CHECK# | DATE | DESCRIPTION | AMOUNT | CLAIM | INVOICE | PO# | F | S | 9 | BX | M | ACCOUNT NAME | ACCOUNT |
|-------------------------|--------|----------|------------------------|----------|-------|----------|-----|---|---|---|----|---|------------------|----------------|
| LUTHERAN SOCIAL SERVICE | | | 003167 | | | | | | | | | | | |
| | 45858 | 04/27/16 | MEALS-DINING PROMOTION | 156.00 | | 041816 | | D | N | | | | GENERAL SUPPLIES | 101.45435.0229 |
| M-R SIGN CO INC | | | 000424 | | | | | | | | | | | |
| | 45859 | 04/27/16 | STREET SIGNS | 435.72 | | 190066 | | D | N | | | | MTCE. OF OTHER I | 101.43425.0226 |
| | 45859 | 04/27/16 | STREET SIGNS | 3,372.72 | | 190067 | | D | N | | | | MTCE. OF OTHER I | 101.43425.0226 |
| | | | VENDOR TOTAL | 3,808.44 | | | | | | | | | | |
| | | | | 3,808.44 | | | | | | | | | *CHECK TOTAL | |
| MADISON NATIONAL LIFE | | | 002249 | | | | | | | | | | | |
| | 45860 | 04/27/16 | LTD PREMIUM-APRIL | 55.28 | | 237 | | D | N | | | | EMPLOYER INSUR. | 101.41400.0114 |
| | 45860 | 04/27/16 | LTD PREMIUM-APRIL | 93.65 | | 237 | | D | N | | | | EMPLOYER INSUR. | 101.41402.0114 |
| | 45860 | 04/27/16 | LTD PREMIUM-APRIL | 34.64 | | 237 | | D | N | | | | EMPLOYER INSUR. | 101.41403.0114 |
| | 45860 | 04/27/16 | LTD PREMIUM-APRIL | 26.54 | | 237 | | D | N | | | | EMPLOYER INSUR. | 101.41404.0114 |
| | 45860 | 04/27/16 | LTD PREMIUM-APRIL | 63.73 | | 237 | | D | N | | | | EMPLOYER INSUR. | 101.41405.0114 |
| | 45860 | 04/27/16 | LTD PREMIUM-APRIL | 10.32 | | 237 | | D | N | | | | EMPLOYER INSUR. | 101.41408.0114 |
| | 45860 | 04/27/16 | LTD PREMIUM-APRIL | 49.50 | | 237 | | D | N | | | | EMPLOYER INSUR. | 101.41409.0114 |
| | 45860 | 04/27/16 | LTD PREMIUM-APRIL | 3.04 | | 237 | | D | N | | | | EMPLOYER INSUR. | 101.41424.0114 |
| | 45860 | 04/27/16 | LTD PREMIUM-APRIL | 598.85 | | 237 | | D | N | | | | EMPLOYER INSUR. | 101.42411.0114 |
| | 45860 | 04/27/16 | LTD PREMIUM-APRIL | 43.75 | | 237 | | D | N | | | | EMPLOYER INSUR. | 101.42412.0114 |
| | 45860 | 04/27/16 | LTD PREMIUM-APRIL | 80.63 | | 237 | | D | N | | | | EMPLOYER INSUR. | 101.43417.0114 |
| | 45860 | 04/27/16 | LTD PREMIUM-APRIL | 269.63 | | 237 | | D | N | | | | EMPLOYER INSUR. | 101.43425.0114 |
| | 45860 | 04/27/16 | LTD PREMIUM-APRIL | 11.12 | | 237 | | D | N | | | | EMPLOYER INSUR. | 101.45432.0114 |
| | 45860 | 04/27/16 | LTD PREMIUM-APRIL | 39.61 | | 237 | | D | N | | | | EMPLOYER INSUR. | 101.45433.0114 |
| | 45860 | 04/27/16 | LTD PREMIUM-APRIL | 4.73 | | 237 | | D | N | | | | EMPLOYER INSUR. | 101.45435.0114 |
| | 45860 | 04/27/16 | LTD PREMIUM-APRIL | 6.98 | | 237 | | D | N | | | | EMPLOYER INSUR. | 101.45437.0114 |
| | 45860 | 04/27/16 | LTD PREMIUM-APRIL | 128.18 | | 237 | | D | N | | | | EMPLOYER INSUR. | 651.48484.0114 |
| | 45860 | 04/27/16 | LTD PREMIUM-APRIL | 13.95 | | 237 | | D | N | | | | EMPLOYER INSUR. | 651.48485.0114 |
| | 45860 | 04/27/16 | LTD PREMIUM-APRIL | 14.60 | | 237 | | D | N | | | | EMPLOYER INSUR. | 651.48486.0114 |
| | | | VENDOR TOTAL | 1,548.73 | | | | | | | | | | |
| | | | | 1,548.73 | | | | | | | | | *CHECK TOTAL | |
| MATHESON TRI-GAS INC | | | 002898 | | | | | | | | | | | |
| | 45861 | 04/27/16 | WELDING GAS | 70.87 | | 13134250 | | D | N | | | | GENERAL SUPPLIES | 101.45433.0229 |
| MENARDS | | | 000449 | | | | | | | | | | | |
| | 45862 | 04/27/16 | R.O. SYSTEM ELEC PARTS | 17.72 | | 1264 | | D | N | | | | BUILDINGS AND ST | 450.45433.0551 |
| | 45862 | 04/27/16 | PLUMBING PARTS | 9.37 | | 1275 | | D | N | | | | MTCE. OF STRUCTU | 101.43425.0225 |
| | 45862 | 04/27/16 | BLOWERS FOR BLEACHERS | 159.98 | | 1427 | | D | N | | | | SMALL TOOLS | 101.45433.0221 |
| | 45862 | 04/27/16 | PLUMBING PARTS | 11.48 | | 1501 | | D | N | | | | MTCE. OF STRUCTU | 101.43425.0225 |
| | 45862 | 04/27/16 | CLEANING SUPPLIES | 11.48 | | 1501 | | D | N | | | | CLEANING AND WAS | 101.43425.0228 |
| | 45862 | 04/27/16 | YARD MULCH | 11.01 | | 1930 | | D | N | | | | GENERAL SUPPLIES | 101.43425.0229 |
| | 45862 | 04/27/16 | YARD MULCH | 7.34 | | 1935 | | D | N | | | | GENERAL SUPPLIES | 101.43425.0229 |
| | 45862 | 04/27/16 | TV MOUNT | 29.99 | | 1950 | | D | N | | | | SMALL TOOLS | 101.45435.0221 |
| | 45862 | 04/27/16 | R.O. SYSTEM ELEC PARTS | 50.37 | | 937 | | D | N | | | | BUILDINGS AND ST | 450.45433.0551 |
| | | | VENDOR TOTAL | 308.74 | | | | | | | | | | |
| | | | | 308.74 | | | | | | | | | *CHECK TOTAL | |

Vendor Payments History Report
INCLUDES ONLY POSTED TRANS

| VENDOR NAME AND NUMBER | CHECK# | DATE | DESCRIPTION | AMOUNT | CLAIM | INVOICE | PO# | F | S | 9 | BX | M | ACCOUNT NAME | ACCOUNT |
|--------------------------|--------|----------|--------------------------|-----------|-------|--------------|-----|---|---|---|----|---|------------------|----------------|
| METRO SALES INC | | | 003016 | | | | | | | | | | | |
| | 45863 | 04/27/16 | COPIER LEASE-2ND QTR | 675.00 | | INV511696 | | D | N | | | | RENTS | 101.42411.0440 |
| | 45863 | 04/27/16 | COPIER MTCE 04/24-07/23 | 481.25 | | INV513124 | | D | N | | | | MTCE. OF EQUIPME | 101.42411.0334 |
| | | | VENDOR TOTAL | 1,156.25 | | *CHECK TOTAL | | | | | | | | |
| MN DEPT OF REVENUE | | | 000492 | | | | | | | | | | | |
| | 236 | 04/18/16 | SALES TAX-MAR | 1,418.00 | | STMT/3-16 | | M | N | | | | SALES TAX PAYABL | 101.206000 |
| | 236 | 04/18/16 | USE TAX-MAR | 82.03 | | STMT/3-16 | | M | N | | | | SALES TAX PAYABL | 101.206000 |
| | 236 | 04/18/16 | USE TAX-MAR | 19.94CR | | STMT/3-16 | | M | N | | | | SMALL TOOLS | 101.41400.0221 |
| | 236 | 04/18/16 | USE TAX-MAR | 5.94CR | | STMT/3-16 | | M | N | | | | OFFICE SUPPLIES | 101.41409.0220 |
| | 236 | 04/18/16 | USE TAX-MAR | 40.43CR | | STMT/3-16 | | M | N | | | | SMALL TOOLS | 101.41409.0221 |
| | 236 | 04/18/16 | USE TAX-MAR | 5.16CR | | STMT/3-16 | | M | N | | | | MTCE. OF EQUIPME | 101.41409.0224 |
| | 236 | 04/18/16 | USE TAX-MAR | 3.78CR | | STMT/3-16 | | M | N | | | | MTCE. OF STRUCTU | 101.41409.0225 |
| | 236 | 04/18/16 | USE TAX-MAR | 12.20CR | | STMT/3-16 | | M | N | | | | SMALL TOOLS | 101.42411.0221 |
| | 236 | 04/18/16 | USE TAX-MAR | 0.69CR | | STMT/3-16 | | M | N | | | | MTCE. OF EQUIPME | 101.42411.0334 |
| | 236 | 04/18/16 | USE TAX-MAR | 4.35CR | | STMT/3-16 | | M | N | | | | OFFICE SUPPLIES | 101.42412.0220 |
| | 236 | 04/18/16 | USE TAX-MAR | 5.33CR | | STMT/3-16 | | M | N | | | | GENERAL SUPPLIES | 101.42412.0229 |
| | 236 | 04/18/16 | DIESEL FUEL TAX-MAR | 91.99 | | STMT/3-16 | | M | N | | | | MOTOR FUELS AND | 101.43425.0222 |
| | 236 | 04/18/16 | USE TAX-MAR | 37.97 | | STMT/3-16 | | M | N | | | | MOTOR FUELS AND | 101.43425.0222 |
| | 236 | 04/18/16 | DIESEL FUEL TAX AUDIT | 1,747.02 | | STMT/3-16 | | M | N | | | | MOTOR FUELS AND | 101.43425.0222 |
| | 236 | 04/18/16 | USE TAX-MAR | 1.18CR | | STMT/3-16 | | M | N | | | | GENERAL SUPPLIES | 101.43425.0229 |
| | 236 | 04/18/16 | DIESEL FUEL TAX-MAR | 88.42 | | STMT/3-16 | | M | N | | | | MOTOR FUELS AND | 651.48485.0222 |
| | | | VENDOR TOTAL | 3,366.43 | | *CHECK TOTAL | | | | | | | | |
| MN POLLUTION CONTROL AGE | | | 001064 | | | | | | | | | | | |
| | 45864 | 04/27/16 | IND. STORMWATER PERMIT | 400.00 | | 10000006299 | | D | N | | | | LICENSES AND TAX | 230.43430.0445 |
| MN TRAILS | | | 001462 | | | | | | | | | | | |
| | 45865 | 04/27/16 | MN TRAILS AD-SUMMER/WNTR | 600.00 | | 9507 | | D | N | | | | ADVERTISING | 208.45006.0447 |
| | 45865 | 04/27/16 | MN TRAILS AD-SUMMER/WN | 1,110.00 | | 9507 | | D | N | | | | OTHER CHARGES | 208.45010.0449 |
| | | | VENDOR TOTAL | 1,710.00 | | *CHECK TOTAL | | | | | | | | |
| MUNICIPAL BOUNDARY ADJ. | | | 003246 | | | | | | | | | | | |
| | 45866 | 04/27/16 | ANNEXATION FEE | 100.00 | | 041316 | | D | N | | | | OTHER CHARGES | 101.41401.0449 |
| MUNICIPAL CODE CORPORATI | | | 000540 | | | | | | | | | | | |
| | 45867 | 04/27/16 | COPIES-CODE SUPPLEMENT | 664.79 | | 00269080 | | D | N | | | | PROFESSIONAL SER | 101.41403.0446 |
| MUNICIPAL UTILITIES | | | 000541 | | | | | | | | | | | |
| | 45792 | 04/21/16 | UTILITIES FOR MARCH | 3,569.34 | | 3/16 | | D | N | | | | UTILITIES | 101.41408.0332 |
| | 45792 | 04/21/16 | UTILITIES FOR MARCH | 585.18 | | 3/16 | | D | N | | | | UTILITIES | 101.41409.0332 |
| | 45792 | 04/21/16 | UTILITIES FOR MARCH | 6,217.55 | | 3/16 | | D | N | | | | UTILITIES | 101.43425.0332 |
| | 45792 | 04/21/16 | UTILITIES FOR MARCH | 1,835.27 | | 3/16 | | D | N | | | | UTILITIES | 101.45427.0332 |
| | 45792 | 04/21/16 | UTILITIES FOR MARCH | 14,803.95 | | 3/16 | | D | N | | | | UTILITIES | 101.45433.0332 |
| | 45792 | 04/21/16 | UTILITIES FOR MARCH | 939.46 | | 3/16 | | D | N | | | | UTILITIES | 101.45435.0332 |
| | 45792 | 04/21/16 | UTILITIES FOR MARCH | 108.70 | | 3/16 | | D | N | | | | UTILITIES | 101.45437.0332 |
| | 45792 | 04/21/16 | UTILITIES FOR MARCH | 80.24 | | 3/16 | | D | N | | | | UTILITIES | 230.43430.0332 |

Vendor Payments History Report
INCLUDES ONLY POSTED TRANS

| VENDOR NAME AND NUMBER | CHECK# | DATE | DESCRIPTION | AMOUNT | CLAIM | INVOICE | PO# | F | S | 9 | BX | M | ACCOUNT NAME | ACCOUNT |
|--------------------------|--------|----------|--------------------------|-----------|-------|---------------|-----|---|---|---|----|---|------------------|----------------|
| MUNICIPAL UTILITIES | | | 000541 | | | | | | | | | | | |
| | 45792 | 04/21/16 | UTILITIES FOR MARCH | 1,070.29 | | 3/16 | | D | N | | | | UTILITIES | 651.48484.0332 |
| | 45792 | 04/21/16 | UTILITIES FOR MARCH | 1,939.55 | | 3/16 | | D | N | | | | UTILITIES | 651.48485.0332 |
| | | | VENDOR TOTAL | 31,149.53 | | *CHECK TOTAL | | | | | | | | |
| MVTL LABORATORIES INC | | | 000544 | | | | | | | | | | | |
| | 45868 | 04/27/16 | LAB TESTING | 50.00 | | 803798 | | D | N | | | | PROFESSIONAL SER | 651.48484.0446 |
| | 45868 | 04/27/16 | LAB TESTING | 636.50 | | 804522 | | D | N | | | | PROFESSIONAL SER | 651.48486.0446 |
| | | | VENDOR TOTAL | 686.50 | | *CHECK TOTAL | | | | | | | | |
| NAT'L LEAGUE OF CITIES | | | 000556 | | | | | | | | | | | |
| | 45869 | 04/27/16 | 2016 MEMBERSHIP DUES | 1,489.00 | | 0000023550 | | D | N | | | | SUBSCRIPTIONS AN | 101.41401.0443 |
| NATIONWIDE GLASS OF WILL | | | 000564 | | | | | | | | | | | |
| | 45870 | 04/27/16 | ACRYLIC PLEXIGLASS | 87.90 | | 29360 | | D | N | | | | GENERAL SUPPLIES | 101.45433.0229 |
| NCL OF WISCONSIN INC | | | 001627 | | | | | | | | | | | |
| | 45871 | 04/27/16 | LAB SUPPLIES | 632.99 | | 371315 | | D | N | | | | GENERAL SUPPLIES | 651.48484.0229 |
| NELSON INTERNATIONAL | | | 000568 | | | | | | | | | | | |
| | 45872 | 04/27/16 | #159115-REPL. WINDSHIELD | 225.95 | | R101002113:01 | | D | N | | | | MTCE. OF EQUIPME | 101.43425.0224 |
| | 45872 | 04/27/16 | #159115-REPL. WINDSHIELD | 298.50 | | R101002113:01 | | D | N | | | | MTCE. OF EQUIPME | 101.43425.0334 |
| | | | VENDOR TOTAL | 524.45 | | *CHECK TOTAL | | | | | | | | |
| NEXTEL COMMUNICATION | | | 000578 | | | | | | | | | | | |
| | 45873 | 04/27/16 | CELL PHONE USAGE-MAR | 1,932.50 | | 317498885-095 | | D | N | | | | COMMUNICATIONS | 101.41409.0330 |
| | 45873 | 04/27/16 | CELL PHONE USAGE-MAR | 101.09 | | 317498885-095 | | D | N | | | | COMMUNICATIONS | 651.48484.0330 |
| | | | VENDOR TOTAL | 2,033.59 | | *CHECK TOTAL | | | | | | | | |
| NORTHSTAR COUNCIL OF MN | | | 003189 | | | | | | | | | | | |
| | 45874 | 04/27/16 | ANNUAL EXPLORER DUES | 36.00 | | 042716 | | D | N | | | | SUBSCRIPTIONS AN | 101.42411.0443 |
| PERFORMANCE KENNELS INC | | | 003135 | | | | | | | | | | | |
| | 45875 | 04/27/16 | FLATTEN-SEMINAR REGIS. | 125.00 | | 2784 | | D | N | | | | TRAVEL-CONF.-SCH | 101.42411.0333 |
| | 45875 | 04/27/16 | LANGE-SEMINAR REGIS. | 125.00 | | 2784 | | D | N | | | | TRAVEL-CONF.-SCH | 101.42411.0333 |
| | | | VENDOR TOTAL | 250.00 | | *CHECK TOTAL | | | | | | | | |
| PLUMBING & HEATING OF WI | | | 000618 | | | | | | | | | | | |
| | 45876 | 04/27/16 | ANNUAL RPZ TEST-LABOR | 160.00 | | 21245 | | D | N | | | | MTCE. OF STRUCTU | 230.43430.0335 |
| | 45876 | 04/27/16 | WTR HEATER REPAIR-PARTS | 40.20 | | 21246 | | D | N | | | | MTCE. OF EQUIPME | 101.41408.0224 |
| | 45876 | 04/27/16 | WTR HEATER REPAIR-LABOR | 85.00 | | 21246 | | D | N | | | | MTCE. OF EQUIPME | 101.41408.0334 |
| | 45876 | 04/27/16 | OPEN PLUGGED URINAL | 55.00 | | 21247 | | D | N | | | | MTCE. OF STRUCTU | 101.41408.0225 |
| | 45876 | 04/27/16 | OPEN PLUGGED URINAL | 85.00 | | 21247 | | D | N | | | | MTCE. OF STRUCTU | 101.41408.0335 |

Vendor Payments History Report
INCLUDES ONLY POSTED TRANS

| VENDOR NAME AND NUMBER | CHECK# | DATE | DESCRIPTION | AMOUNT | CLAIM | INVOICE | PO# | F | S | 9 | BX | M | ACCOUNT NAME | ACCOUNT |
|--------------------------|--------|----------|--------------------------|----------|-------|--------------|-----|---|---|----|----|---|------------------|----------------|
| PLUMBING & HEATING OF WI | | | 000618 | | | | | | | | | | | |
| | 45876 | 04/27/16 | REPL. FLUSH VALVE-PARTS | 215.25 | | 21248 | | D | N | | | | MTCE. OF STRUCTU | 101.45427.0225 |
| | 45876 | 04/27/16 | REPL. FLUSH VALVE-LABOR | 127.50 | | 21248 | | D | N | | | | MTCE. OF STRUCTU | 101.45427.0335 |
| | 45876 | 04/27/16 | REPAIR 1-1/4 GALV. PIPE | 93.40 | | 21249 | | D | N | | | | MTCE. OF STRUCTU | 101.45427.0225 |
| | 45876 | 04/27/16 | REPAIR 1-1/4 GALV. PIPE | 425.00 | | 21249 | | D | N | | | | MTCE. OF STRUCTU | 101.45427.0335 |
| | | | VENDOR TOTAL | 1,286.35 | | *CHECK TOTAL | | | | | | | | |
| PLUNKETT'S PEST CONTROL | | | 000620 | | | | | | | | | | | |
| | 45877 | 04/27/16 | PEST CONTROL SERVICES | 98.28 | | 5408417 | | D | N | | | | PREPAID EXPENSES | 101.128000 |
| | 45877 | 04/27/16 | PEST CONTROL SERVICES | 295.02 | | 5408417 | | D | N | | | | PROFESSIONAL SER | 101.41408.0446 |
| | | | VENDOR TOTAL | 393.30 | | *CHECK TOTAL | | | | | | | | |
| PRO COLOR GRAPHICS | | | 002719 | | | | | | | | | | | |
| | 45878 | 04/27/16 | WILLMAR TENNIS BANNER | 150.00 | | 4308 | | D | M | 07 | | | OTHER CHARGES | 208.45011.0449 |
| QUICK SIGNS | | | 001093 | | | | | | | | | | | |
| | 45879 | 04/27/16 | DOG PARK SIGNAGE | 38.00 | | 172276 | | D | N | | | | GENERAL SUPPLIES | 101.45432.0229 |
| RAILROAD MANAGEMENT CO I | | | 002582 | | | | | | | | | | | |
| | 45880 | 04/27/16 | SEWER PIPELINE LEASE | 311.25 | | 329457 | | D | N | | | | PREPAID EXPENSES | 101.128000 |
| | 45880 | 04/27/16 | SEWER PIPELINE LEASE | 311.25 | | 329457 | | D | N | | | | RENTS | 101.43425.0440 |
| | | | VENDOR TOTAL | 622.50 | | *CHECK TOTAL | | | | | | | | |
| RINK SYSTEMS INC | | | 000856 | | | | | | | | | | | |
| | 45881 | 04/27/16 | COMPRESSOR OIL | 200.00 | | 1104744 | | D | N | | | | MOTOR FUELS AND | 101.45433.0222 |
| | 45881 | 04/27/16 | COMPRESSOR PARTS | 6,997.10 | | 1104744 | | D | N | | | | MTCE. OF EQUIPME | 101.45433.0224 |
| | | | VENDOR TOTAL | 7,197.10 | | *CHECK TOTAL | | | | | | | | |
| ROTARY CLUB OF WILLMAR | | | 000829 | | | | | | | | | | | |
| | 45882 | 04/27/16 | SPECIAL EVENTS GRANT | 2,000.00 | | 042616 | | D | N | | | | OTHER CHARGES | 208.45013.0449 |
| SCHEFFLER/JASON | | | 003134 | | | | | | | | | | | |
| | 45883 | 04/27/16 | EMT EXAM PREP | 54.99 | | 103 | | D | N | | | | TRAVEL-CONF.-SCH | 101.42412.0333 |
| | 45883 | 04/27/16 | FIRE CAM BATTERY CHARGER | 25.95 | | 104 | | D | N | | | | SMALL TOOLS | 101.42412.0221 |
| | | | VENDOR TOTAL | 80.94 | | *CHECK TOTAL | | | | | | | | |
| SHI CORP | | | 000275 | | | | | | | | | | | |
| | 45884 | 04/27/16 | DOC. MGMT SRVR LICENSE | 576.00 | | B04877895 | | D | N | | | | LICENSES AND TAX | 101.41409.0445 |
| SOUTH 71 VETERINARY CLIN | | | 000699 | | | | | | | | | | | |
| | 45885 | 04/27/16 | K-9 WELLNESS EXAM | 106.22 | | 2151220 | | D | N | | | | PROFESSIONAL SER | 101.42411.0446 |
| SPICER/CITY OF | | | 003220 | | | | | | | | | | | |
| | 45886 | 04/27/16 | E-DISPATCH SERVICES | 340.00 | | 041116 | | D | N | | | | COMMUNICATIONS | 101.42412.0330 |

Vendor Payments History Report
INCLUDES ONLY POSTED TRANS

| VENDOR NAME AND NUMBER | CHECK# | DATE | DESCRIPTION | AMOUNT | CLAIM | INVOICE | PO# | F | S | 9 | EX | M | ACCOUNT NAME | ACCOUNT |
|--------------------------|--------|----------|-------------------------|-----------|-------|---------------|-----|---|---|---|----|---|------------------|----------------|
| STACY'S NURSERY INC | | | | | | | | | | | | | | |
| | 45887 | 04/27/16 | SHADE TREES | 15,330.00 | | 9080 | | D | N | | | | MTCE. OF OTHER I | 101.43425.0226 |
| STACY'S NURSERY INC | | | | | | | | | | | | | | |
| | 45888 | 04/27/16 | CLEANING SUPPLIES | 128.69 | | 753113 | | D | N | | | | CLEANING AND WAS | 101.43425.0228 |
| | 45888 | 04/27/16 | TOILET TISSUE/HAND TWLS | 643.98 | | 753113 | | D | N | | | | GENERAL SUPPLIES | 101.43425.0229 |
| | 45888 | 04/27/16 | DISPOSABLE GLOVES | 40.90 | | 753113 | | D | N | | | | GENERAL SUPPLIES | 101.43425.0229 |
| | | | | 813.57 | | | | | | | | | | |
| | | | VENDOR TOTAL | 813.57 | | | | | | | | | | |
| | | | | | | | | | | | | | | |
| STERLING WATER-MINNESOTA | | | | | | | | | | | | | | |
| | 45790 | 04/19/16 | SOFTENER SALT | 7.00 | | 00088997/3-16 | | D | N | | | | GENERAL SUPPLIES | 101.45427.0229 |
| | 45889 | 04/27/16 | R.O. SYSTEM | 10,000.00 | | BLUE LINE | | D | N | | | | BUILDINGS AND ST | 450.45433.0551 |
| | 45889 | 04/27/16 | REPL. WATER SOFTENER | 4,699.00 | | CITY A 16/2 | | D | N | | | | SMALL TOOLS | 101.45427.0221 |
| | 45889 | 04/27/16 | DRINKING WATER | 7.00 | | E41747 | | D | N | | | | SUBSISTENCE OF P | 101.41408.0227 |
| | 45889 | 04/27/16 | DRINKING WATER | 7.00 | | E42221 | | D | N | | | | SUBSISTENCE OF P | 101.41408.0227 |
| | 45889 | 04/27/16 | SOFTENER SALT | 5.10 | | E42221 | | D | N | | | | GENERAL SUPPLIES | 101.41408.0229 |
| | 45889 | 04/27/16 | SOFTENER SALT | 187.03 | | E42433 | | D | N | | | | GENERAL SUPPLIES | 101.45433.0229 |
| | 45889 | 04/27/16 | DRINKING WATER | 7.00 | | E42859 | | D | N | | | | SUBSISTENCE OF P | 101.41408.0227 |
| | 45889 | 04/27/16 | DRINKING WATER | 7.00 | | E43285 | | D | N | | | | SUBSISTENCE OF P | 101.41408.0227 |
| | 45889 | 04/27/16 | SOFTENER SALT | 74.81 | | E43569 | | D | N | | | | GENERAL SUPPLIES | 101.45433.0229 |
| | 45889 | 04/27/16 | SOFTENER SALT | 37.41 | | E43570 | | D | N | | | | GENERAL SUPPLIES | 101.45433.0229 |
| | 45889 | 04/27/16 | DRINKING WATER | 7.00 | | E43853 | | D | N | | | | SUBSISTENCE OF P | 101.41408.0227 |
| | 45889 | 04/27/16 | WTR PURIFIER RENTAL-FEB | 35.00 | | R18920 | | D | N | | | | RENTS | 101.41408.0440 |
| | 45889 | 04/27/16 | DRINKING WATER | 14.00 | | 01454495/3-16 | | D | N | | | | SUBSISTENCE OF P | 101.41408.0227 |
| | 45889 | 04/27/16 | WTR PURIFIER RENTAL-MAR | 35.00 | | 01454495/3-16 | | D | N | | | | RENTS | 101.41408.0440 |
| | 45889 | 04/27/16 | WTR PURIFIER RENTAL-APR | 35.00 | | 01454495/3-16 | | D | N | | | | RENTS | 101.41408.0440 |
| | 45889 | 04/27/16 | SOFTENER SALT | 29.93 | | 75336 | | D | N | | | | GENERAL SUPPLIES | 101.45433.0229 |
| | | | | 15,187.28 | | | | | | | | | | |
| | | | VENDOR TOTAL | 15,194.28 | | | | | | | | | | |
| | | | | | | | | | | | | | | |
| TASER INTERNATIONAL | | | | | | | | | | | | | | |
| | 45890 | 04/27/16 | TASER BATTERIES | 181.31 | | SI1434631 | | D | N | | | | MTCE. OF EQUIPME | 101.42412.0224 |
| THOMPSON/JUDY | | | | | | | | | | | | | | |
| | 45891 | 04/27/16 | MAAO SEMINAR REGIS. | 175.00 | | 042616 | | D | N | | | | TRAVEL-CONF.-SCH | 101.41404.0333 |
| TLC CRAFTERS | | | | | | | | | | | | | | |
| | 45892 | 04/27/16 | CHALKBOARD SANDWICH BRD | 40.00 | | 041216 | | D | N | | | | GENERAL SUPPLIES | 101.42411.0229 |
| TORKELSON'S LOCK SERVICE | | | | | | | | | | | | | | |
| | 45893 | 04/27/16 | INST. LEVERSET ON DOORS | 312.25 | | 719676-0 | | D | N | | | | MTCE. OF STRUCTU | 101.41408.0225 |
| | 45893 | 04/27/16 | INST. LEVERSET ON DOORS | 90.00 | | 719676-0 | | D | N | | | | MTCE. OF STRUCTU | 101.41408.0335 |
| | | | | 402.25 | | | | | | | | | | |
| | | | VENDOR TOTAL | 402.25 | | | | | | | | | | |
| | | | | | | | | | | | | | | |
| TWIN CITY SEED COMPANY | | | | | | | | | | | | | | |
| | 45894 | 04/27/16 | FERTILIZER | 810.00 | | 37055 | | D | N | | | | GENERAL SUPPLIES | 101.43425.0229 |

Vendor Payments History Report
INCLUDES ONLY POSTED TRANS

| VENDOR NAME AND NUMBER | CHECK# | DATE | DESCRIPTION | AMOUNT | CLAIM | INVOICE | PO# | F | S | 9 | BX | M | ACCOUNT NAME | ACCOUNT |
|--------------------------|--------|----------|-------------------------|----------|-------|----------------|-----|---|---|---|----|---|------------------|----------------|
| USPCA REGION 12 | | | 002275 | | | | | | | | | | | |
| | 45895 | 04/27/16 | K-9 CERTIFICATION TRIAL | 115.00 | | 042616 | | D | N | | | | TRAVEL-CONF.-SCH | 101.42411.0333 |
| VERIZON WIRELESS | | | 002915 | | | | | | | | | | | |
| | 45896 | 04/27/16 | CELL PHONE USAGE-MAR | 190.60 | | 9763450881 | | D | N | | | | COMMUNICATIONS | 101.41409.0330 |
| VETERANS CENTRAL COUNCIL | | | .02327 | | | | | | | | | | | |
| | 45897 | 04/27/16 | 1/2 PAGE AD | 500.00 | | 020916 | | D | N | | | | ADVERTISING | 101.42411.0447 |
| VIGIL/RUDY | | | 000951 | | | | | | | | | | | |
| | 45898 | 04/27/16 | NAB CONVENTION | 450.95 | | 042716 | | D | N | | | | TRAVEL-CONF.-SCH | 101.41409.0333 |
| WAL-MART COMMUNITY | | | 000789 | | | | | | | | | | | |
| | 45899 | 04/27/16 | COFFEE/FILTERS/PLATES | 35.71 | | 031616 | | D | N | | | | GENERAL SUPPLIES | 101.42411.0229 |
| | 45899 | 04/27/16 | EMERGENCY FOOD SUPPLY | 195.44 | | 032516 | | D | N | | | | SUBSISTENCE OF P | 101.42411.0227 |
| | | | VENDOR TOTAL | 231.15 | | *CHECK TOTAL | | | | | | | | |
| WEST CENTRAL COMMUNICATI | | | 000796 | | | | | | | | | | | |
| | 45900 | 04/27/16 | RADIO REMOTE MOUNT KIT | 1,149.00 | | 081511S | | D | N | | | | MTCE. OF EQUIPME | 101.42411.0224 |
| WEST CENTRAL ELECTRIC SU | | | 000798 | | | | | | | | | | | |
| | 45901 | 04/27/16 | R.O. SYSTEM ELEC PARTS | 91.60 | | 1214576-000101 | | D | N | | | | BUILDINGS AND ST | 450.45433.0551 |
| WEST CENTRAL TRIBUNE | | | 000807 | | | | | | | | | | | |
| | 45902 | 04/27/16 | BD OF APPEAL/EQUAL. MTG | 482.04 | | CL03076568 | | D | N | | | | PRINTING AND PUB | 101.41404.0331 |
| | 45902 | 04/27/16 | COUNCIL PROCEEDINGS PU | 1,279.26 | | DI03195053 | | D | N | | | | PRINTING AND PUB | 101.41401.0331 |
| | 45902 | 04/27/16 | VEHICLE AUCTION NOTICE | 618.00 | | DI03195057 | | D | N | | | | OTHER SERVICES | 101.41428.0339 |
| | | | VENDOR TOTAL | 2,379.30 | | *CHECK TOTAL | | | | | | | | |
| WEXELBAUM/RACHEL S | | | .02393 | | | | | | | | | | | |
| | 45903 | 04/27/16 | HUMAN RIGHTS COMM. MTG | 64.80 | | 041916 | | D | N | | | | TRAVEL-CONF.-SCH | 101.41401.0333 |
| WILLMAR BUS SERVICE | | | 000813 | | | | | | | | | | | |
| | 45904 | 04/27/16 | CONVENTION BUS TRANSP. | 350.00 | | 16-0061 | | D | N | | | | OTHER CHARGES | 208.45008.0449 |
| WILLMAR CHAMBER OF COMME | | | 000812 | | | | | | | | | | | |
| | 45905 | 04/27/16 | POSTAGE | 2.96 | | CC STMT/3-16 | | D | N | | | | POSTAGE | 208.45005.0223 |
| | 45905 | 04/27/16 | COMPUTER KEYBOARD/MOUSE | 85.81 | | CC STMT/3-16 | | D | N | | | | GENERAL SUPPLIES | 208.45005.0229 |
| | 45905 | 04/27/16 | FISCHER-PUB. POLICY MTG | 11.99 | | CC STMT/3-16 | | D | N | | | | TRAVEL-CONF.-SCH | 208.45005.0333 |
| | 45905 | 04/27/16 | FISCHER-MET WITH EDC | 5.54 | | CC STMT/3-16 | | D | N | | | | TRAVEL-CONF.-SCH | 208.45005.0333 |
| | 45905 | 04/27/16 | FISCHER-PUB. POLICY MTG | 11.99 | | CC STMT/3-16 | | D | N | | | | TRAVEL-CONF.-SCH | 208.45005.0333 |
| | 45905 | 04/27/16 | ELECTRICITY-SPORTS SHOW | 107.00 | | CC STMT/3-16 | | D | N | | | | TRAVEL-CONF.-SCH | 208.45006.0333 |
| | 45905 | 04/27/16 | TABLE-SPORTS SHOW | 136.07 | | CC STMT/3-16 | | D | N | | | | TRAVEL-CONF.-SCH | 208.45006.0333 |
| | 45905 | 04/27/16 | FISCHER-MPI MEETING | 20.00 | | CC STMT/3-16 | | D | N | | | | OTHER CHARGES | 208.45008.0449 |
| | 45905 | 04/27/16 | FISCHER-MPI MEETING | 40.00 | | CC STMT/3-16 | | D | N | | | | OTHER CHARGES | 208.45008.0449 |
| | 45905 | 04/27/16 | MTG PLANNER MATERIALS | 259.05 | | CC STMT/3-16 | | D | N | | | | OTHER CHARGES | 208.45008.0449 |
| | 45905 | 04/27/16 | MN THEATRE GUIDE AD | 995.00 | | CC STMT/3-16 | | D | N | | | | OTHER CHARGES | 208.45010.0449 |
| | 45905 | 04/27/16 | PARKING-NW SPORTS SHOW | 10.00 | | CC STMT/3-16 | | D | N | | | | OTHER CHARGES | 208.45010.0449 |

Vendor Payments History Report
INCLUDES ONLY POSTED TRANS

| VENDOR NAME AND NUMBER | | | | | | | | | | | | | |
|--------------------------|----------|--------------------------|----------|-------|--------------|-----|---|---|---|----|---|------------------|----------------|
| CHECK# | DATE | DESCRIPTION | AMOUNT | CLAIM | INVOICE | PO# | F | S | 9 | BX | M | ACCOUNT NAME | ACCOUNT |
| WILLMAR CHAMBER OF COMME | | 000812 | | | | | | | | | | | |
| 45905 | 04/27/16 | MEAL EXP.-NW SPORTS SHOW | 17.05 | | CC STMT/3-16 | | D | N | | | | OTHER CHARGES | 208.45010.0449 |
| 45905 | 04/27/16 | FACEBOOK ADVERTISING | 2.81 | | CC STMT/3-16 | | D | N | | | | OTHER CHARGES | 208.45010.0449 |
| 45905 | 04/27/16 | FISCHER-BK OPEN HSE MTG | 5.54 | | CC STMT/3-16 | | D | N | | | | OTHER CHARGES | 208.45011.0449 |
| | | VENDOR TOTAL | 1,710.81 | | *CHECK TOTAL | | | | | | | | |
| | | | 1,710.81 | | | | | | | | | | |
| WILLMAR LAKES ROTARY | | 001557 | | | | | | | | | | | |
| 45906 | 04/27/16 | QUARTERLY MEALS | 156.00 | | 1463 | | D | N | | | | SUBSISTENCE OF P | 101.45432.0227 |
| 45906 | 04/27/16 | QUARTERLY DUES | 35.94 | | 1463 | | D | N | | | | SUBSCRIPTIONS AN | 101.45432.0443 |
| | | VENDOR TOTAL | 191.94 | | *CHECK TOTAL | | | | | | | | |
| | | | 191.94 | | | | | | | | | | |
| WINDSTREAM | | 002100 | | | | | | | | | | | |
| 45907 | 04/27/16 | PHONE SERV-MAR | 43.59 | | STMT/3-16 | | D | N | | | | COMMUNICATIONS | 101.45433.0330 |
| 45907 | 04/27/16 | PHONE SERV-MAR | 397.80 | | STMT/3-16 | | D | N | | | | COMMUNICATIONS | 101.41409.0330 |
| 45907 | 04/27/16 | PHONE SERV-MAR | 273.52 | | STMT/3-16 | | D | N | | | | COMMUNICATIONS | 230.43430.0330 |
| 45907 | 04/27/16 | PHONE SERV-MAR | 86.49 | | STMT/3-16 | | D | N | | | | COMMUNICATIONS | 651.48484.0330 |
| | | VENDOR TOTAL | 801.40 | | *CHECK TOTAL | | | | | | | | |
| | | | 801.40 | | | | | | | | | | |
| ZEE MEDICAL SERVICE | | 000839 | | | | | | | | | | | |
| 45908 | 04/27/16 | FIRST AID SUPPLIES | 395.95 | | 54162626 | | D | N | | | | SUBSISTENCE OF P | 101.45433.0227 |

ACS FINANCIAL SYSTEM
04/27/2016 14:26:47

Vendor Payments History Report
INCLUDES ONLY POSTED TRANS

CITY OF WILLMAR
GL540R-V08.00 PAGE 16

| VENDOR NAME AND NUMBER | CHECK# | DATE | DESCRIPTION | AMOUNT | CLAIM | INVOICE | PO# | F | S | 9 | BX | M | ACCOUNT NAME | ACCOUNT |
|------------------------|--------|------|-------------|--------------|-------|---------|-----|---|---|---|----|---|--------------|---------|
| REPORT TOTALS: | | | | 4,504,328.16 | | | | | | | | | | |

RECORDS PRINTED - 000347

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04/27/2016 14:26:48

Vendor Payments History Report

CITY OF WILLMAR
GL060S-V08.00 RECAPPAGE
GL540R

FUND RECAP:

| FUND | DESCRIPTION | DISBURSEMENTS |
|-----------------|------------------------------|---------------|
| 101 | GENERAL FUND | 3,835,420.73 |
| 208 | CONVENTION & VISITORS BUREAU | 10,955.91 |
| 230 | WILLMAR MUNICIPAL AIRPORT | 8,174.03 |
| 295 | COMMUNITY INVESTMENT | 41,000.00 |
| 350 | RICE HOSPITAL DEBT SERVICE | 300,000.00 |
| 415 | S.A.B.F. - #2015 | 6,168.42 |
| 450 | CAPITAL IMPROVEMENT FUND | 47,275.42 |
| 651 | WASTE TREATMENT | 30,333.65 |
| 812 | FIRE INSURANCE ESCROW/TRUST | 225,000.00 |
| TOTAL ALL FUNDS | | 4,504,328.16 |

BANK RECAP:

| BANK | NAME | DISBURSEMENTS |
|-----------------|---------------|---------------|
| HERT | HERITAGE BANK | 4,504,328.16 |
| TOTAL ALL BANKS | | 4,504,328.16 |

HUMAN RIGHTS COMMISSION

MINUTES

The Human Rights Commission met on Tuesday, March 15, 2016 at 5:00 p.m. in the Multi-Purpose Room at the Kandiyohi County Historical Society.

Members present were: Kristal Dahlager, Richard Engan, Jill Benson, Shelly Huseby, Abdirahman Abdi Hussein, Bashir Abdi, Barbara Little, Marlin Breems, Lynn Travaglio, Denis Anderson and Shawn Mueske. Also present were Mayor Marv Calvin and Janell Sommers, Recording Secretary.

Item No. 1 Call to Order

The meeting was called to order by Chair Kristal Dahlager at 5:00 p.m. A motion was made by Council Member Denis Anderson to approve the minutes of the February 18, 2016 meeting. Marlin Breems seconded the motion, which carried.

Item No. 2 Public Comment

There were no comments from the public.

Item No. 3 Review of Mission Statement, Bylaws and Ordinance

The Commission discussed possible changes to the bylaws for the Human Rights Commission. Council Member Denis Anderson suggested the inclusion of "or without" in Article 3.F. to read: Removal: The Council, by majority vote, may remove any member of the Commission with "or without" cause. This change would be consistent with how it is worded in the ordinance. Also suggested was reference in Article 10 to Roberts Rules of Order it was the consensus of the Commission to specify this as "by Alice Sturgis" which is the code of parliamentary procedure used by the Willmar City Council. It was suggested that each member receive the one-page summary from code for future reference and discussion at a future meeting.

Marlin Breems brought forward the bylaws call for the staggering of terms of the Commission members. It was stated that each member can be reappointed up to three times; therefore a member who starts out with a one-year term could in fact serve for seven years, a two-year term for eight years and a three-year term for nine years. These terms are to be established by the Commission.

The idea of defining "resources" in Article I, Section C, No. 4 was discussed and consideration was given to the definition of resources. Council Member Anderson commented on the need to have a small amount of money placed in the budget for access to the Commission in 2017 which could be considered as a resource. Chair Dahlager addressed Article V, Section F, No. 3 which states the meeting minutes and agenda be delivered by "mail" and suggested email be added. It was the consensus of the Commission to change this "mail" to "send."

The Mission Statement was discussed and felt to be correct and in line with the Human Rights Act and the Minnesota State Act against Discrimination and 70% of other cities have the same Mission Statement. It was suggested Commission members take some time and review the Minnesota Department of Human Rights website.

Comments on the Ordinance were discussed next noting under Section 8. E. it was noted the Human Rights Commission shall not resolve or hear complaints or grievances between parties nor participate in the Minnesota Department of Human Rights No-Fault Grievance Procedure.

Item No. 4 Interpreter Discussion

Chair Dahlager discussed the pros and cons of having an interpreter at meetings. It would allow more people to come and understand, but could also lead to extensive costs. It was decided to go on a case by case basis and if the committee knows in advance, the Commission can provide an interpreter.

Council Member Anderson felt it would make sense to hear from a Human Rights Commission in another City and hear how they function and receive complaints. It was suggested to an invite such an individual to a meeting to receive some input and training.

Jill Benson updated the Commission on a situation whereby an individual had approached Columba Ferdinand for assistance with an employer issue. Commission members were urged not to intervene in such situations. It could be considered overreaching the intent of the Commission, which is to be an advocate and assist the individual in contacting the State Branch Office in St. Cloud. The Commission's role is to be a conduit and be the eyes and ears of the community. If an issue comes before a Commission member in order not to violate the Open Meeting Law, they were asked to forward the information to Janell Sommers, the City staff liaison, who would summarize the issue and have it placed on the next agenda.

Item No. 5 Term Lengths

It was at this time the Commission Members determined their staggered term lengths. The following Commission Members offered their initial term length as follows:

Denis Anderson, Marlin Breems, Columba Ferdinand and Jill Benson – One Year
Shawn Mueske, Richard Engan, Abdi Hussein and Lynn Travaglio – Two Years
Bashir Abdi, Kristal Dahlager, Shelly Huseby, and Barbara Little – Three Years

Shawn Mueske made a motion to pass the term lengths as offered. Denis Anderson seconded the motion, which carried.

The positions for the Executive Committee of the Commission were acted upon. Richard Engan moved a white ballot vote for Denis Anderson to serve as Budget Chair. Lynn Travaglio seconded the motion, which carried.

Marlin Breems moved a white ballot vote for Jill Benson to serve as Corresponding Secretary. Denis Anderson seconded the motion, which carried.

Richard Engan moved a white ballot vote for Abdi Hussein to serve as Member at Large. Shawn Mueske seconded the motion, which carried.

Item No. 6 Bio of Richard Engan

Commission Member Engan gave his bio detailing his background as an architect and farmer, his education and travels to various places outside the United States and his service in the Peace Corp.

Item No. 7 Miscellaneous

The next meeting date was determined to be April 19, 2016 starting at 5:00 p.m. Richard Engan announced he will be absent from this meeting. Members were urged to seek out a representative of the Latino community to be a member of the Commission.

A motion was made Richard Engan, and seconded by Barbara Little to adjourn. The motion carried and the meeting was adjourned at 6:08 p.m.

Respectfully submitted,

A handwritten signature in black ink that reads "Janell Sommers". The signature is written in a cursive style with a large initial "J".

Janell Sommers
Recording Secretary

**Willmar Lakes Area CVB Board Meeting
EBO Room of the CVB/Chamber
Tuesday, March 15th, 2016 @ 12:00 Noon**

Members Present: Janet Demuth, David Feist, Doug Kuehnast, Sue Steinert , Ken Warner, Dave Henle, Kevin Halliday, Audrey Nelsen and Jim Butterfield

Members Excused: Michelle Olson and Rob Baumgarn

Members Absent: Denny Baker and Roger Imdieke

Staff Present: Beth Fischer and Tanya Rosenau

- I. **Call to Order:** Demuth called the meeting to order at 12:13pm.
 - a. **Additions or corrections to the agenda:** There were no additions or corrections to the agenda.

- II. **Approve Minutes from the February 16, 2016 Meeting:** It was MSC (m/Kuehnast; s/Steinert) to approve the minutes from the February 16, 2016 meeting.

- III. **Financial Report:** Halliday presented the financial report and reviewed the lodging tax revenues report. It was MSC (m/Nelsen, s/Butterfield) to approve the financial report as it was presented.

- IV. **Committee Reports & Requests:**
 - a. **Sports Committee:** Fischer said the Novice Bonspiel was last weekend on the Blue Line Arena and the ice will be taken off this week. The Civic Center will now focus on dry floor events coming up such as the Spring Show, Camper Show, Builders Home Show, and the Gun Show. Fischer shared that there will be a Bike Open House on April 7th from 5-7pm at the City Auditorium and there will be recreational bike rides led by two citizens on May 11 and June 8. May 20th is the Mayor's Bike Ride into Robbins Island for a picnic. The New London ride will start at the new city parking lot across from the brewery and Willmar will have two different length rides for people to choose from. Fischer has been working with the hockey association to finalize their tournament schedule and will be partnering with them on the potential of hosting Hockey Day in Minnesota. Discussions continue regarding Willmar hosting a Junior Hockey team. The first baseball tournament will be in June. Demuth asked if these biking dates were on the different ads we did in magazines. Fischer said they are not on the ads but she will put them on all the biking websites.
 - b. **Special Events Committee:** No new business to report.
 - c. **Meetings & Conventions Committee:** Feist said they met and recapped some of the recent conventions including the Ducks Unlimited convention which went very well and booked for two more years. February and March are traditionally quiet months. The MN Junior Holstein Convention is this weekend and in April will be Kiwanis Key Club, Catholic Order of Foresters, Gideons and MN Alliance of Local History Museums. The MSAE Expo is in May this year and the theme is "Taking it to the Streets". The committee decided to move forward with a Midwest Meetings ad.
 - d. **Visitor Guide Committee:** Steinert shared that an additional 10,000 guides were printed so there are a total of 40,000 this year. They are looking at new options to distribute them this year and they are primarily looking in southern Minnesota. Thank you letters were sent out

to advertisers this week with information on ad sales for 2017. All tourism racks have been filled with the new guides. If you have new ideas for the guide or have any examples of other guides to share, please give them to Fischer.

- e. **Leisure Travel Committee:** Demuth said they were going to meet at WorkUp but there was a conflict at the last minute so they met in the EBO Board Room. Dave Lais will be receiving the Reuel Harmon award and the group is moving forward with a full page ad in the program. 560 guides were distributed at the Omaha Sport Show at the end of February and this past weekend Imdieke and Butterfield were at the Sioux Falls Sport Show and handed out 475 guides. Butterfield said there were a lot of people that were looking for camping sites and places to host reunions on lakes. People loved the idea that we are only three hours away from Sioux Falls. We still need one volunteer to cover a shift for the Northwest Sport Show from 1-5pm on Sunday, April 3rd; this would include the take down of the booth. Some community updates included: the new Glacial Ridge brochures will hopefully be done by May; this year is the 30th year for the New London to New Brighton Antique Car Run so they are expecting more cars; May 5th the church exhibit opens at the Historical Society; All School Reunion is the theme for the Little Crow Ski Show this year and their first show is June 3; Prairie Woods Environmental Learning Center's Earth Day Celebration is April 23 and the Smithsonian Water/Ways exhibit starts June 25. New members, Mike and Barb Roe, joined the committee to report on county campgrounds. The new EDC Director, Aaron Backman, and Art Benson will replace Donna Boonstra's position on the committee. The CVB is doing a co-op ad in Itineraries Midwest, which is mainly geared toward group tours. Fischer explained what the itinerary would include and how to be a part of the co-op ad.
- f. **Executive Committee:** No new business to report.

V. Affiliated Partnership Updates/Reports:

- a. **Vision 2040 Update:** The Conversation & Celebration event on February 29th went well with 115 people in attendance. 20-25 new people volunteered to work on one of the goals. Warner felt that the two groups that weren't represented at the event were people under age 40 and minorities. They will look into offering daycare within the facility at the next event to see if the younger crowd will come. They used a World Café technique to get people to talk and make quick conversations happen. There was a lot of interest in Robbins Island and improving the community center.
- b. **Other:**

- VI. Executive Director Report:** Fischer distributed the report and reviewed some of the larger events that are coming up. Such as the Kiwanis Key Club Convention, Gideons Convention, Catholic Order of Foresters Convention, Cinco de Mayo Family Festival and many more events. She has submitted ads to Pioneer Press Travel Go Guide, meetingpages.com, Have Fun Biking, MN Parks & Trails Council and contracted space in the Spring/Summer issue of Itineraries Midwest and a banner with Willmar Tennis. She is also working with the West Central Tribune for other advertising opportunities. We were awarded the 2018 MN Ducks Unlimited Convention. She has submitted bids to MN Childcare Conference in 2017 and MN Elk Breeders Conference in 2017. She has assisted conventions such as MN Junior Holstein Convention, Combined Stevne, American Legion State Tournament and more. She also went over the importance of the Glacial Lakes State Trail extension and that legislation is working on it. A complete copy of the Executive Director's Report is available upon request from the CVB office.

VII. Other Business:

a. Word Around the Community:

- i. Feist:** Willmar Stingers Fabulous Armadillos is this Friday.
- ii. Butterfield:** The County hired a new AIS coordinator and her name is Stephanie Felt. They approved a bid for Big Kandiyohi Lake County Park West for \$215,000 that included a bath house. The lowest bituminous bid for this year's \$5 million budget came in at \$4.1 million. They should approve it at the next County Commissioner meeting. The county has agreed to do a video project that would highlight area businesses and historical places and show what Kandiyohi County has to offer newcomers. They will sell ads to businesses in the area to pay for the video.
- iii. Nelsen:** Tomorrow the Mayor and City Administer will join her at the Coalition of Greater MN Cities meeting.
- iv. Henle:** The Dam Club Banquet is April 9th at the Little Crow Country Club and the Spicer Awards Banquet is May 6th. They will start the road construction on Lake Avenue in May instead of July. The 4th of July parade will need to be rerouted and the street dance will be moved.
- v. Warner:** April 12th there will be a Candidate Workshop over the lunch hour and Dick Larson, Dion Warne and Denis Anderson will be talking about reasons to run for office. The Chamber will be hosting a summer job fair out at the high school along with Ridgewater College on May 3rd. They are hoping to have 1200 high school students attend as well as many Ridgewater College students. They are hoping to have 80 vendors at the show. Central MN job training will be working with the vendors and giving them helpful hints on how to interact with the students.
- vi. Halliday:** The Mayor's Prayer Breakfast will be held on May 5th. The brush site opens March 19th and will be open every Monday, Wednesday and Saturday throughout the summer.
- vii. Demuth:** It's a slow time of year and they are currently giving their lobby a face lift.

b. Other:

- c. Next Meeting Date:** The next meeting will be held on Tuesday, April 19, 2016 at 12:00 noon.

VIII. Adjournment: Demuth adjourned the meeting at 12:53pm.

Respectfully Submitted by,

Tanya Rosenau, Administrative Assistant

Willmar Lakes Area Convention & Visitors Bureau



City of Willmar
CONVENTION & VISITORS BUREAU
Balance Sheet as of March 31, 2016
(As of 04/06/16)

(2015 Not Yet Closed So Information Subject to Change)

Assets

| | |
|---------------------|----------------------|
| Cash | \$ (1,601.95) |
| Petty Cash | 50.00 |
| Investments | 231,409.48 |
| Taxes Receivable | - |
| Accounts Receivable | - |
| Prepaid Expenses | 13,430.70 |
| Interest Receivable | 213.83 |
| Total Assets | \$ 243,502.06 |

Liabilities

| | |
|-----------------------------|----------|
| Accounts Payable | \$ - |
| Due to General Fund | - |
| Due to Capital Improvements | - |
| Total Liabilities | - |

Fund Balance

| | |
|--|-------------------|
| Restricted Fund Balance - Prepaid Expenses | 12,766.43 |
| Committed Fund Balance - CVB | 31,193.62 |
| Assigned Fund Balance - Petty Cash/CVB | 50.00 |
| Assigned Fund Balance - CVB | 199,492.01 |
| Total Fund Balance | 243,502.06 |

Total Liabilities & Fund Balance **\$ 243,502.06**





City of Willmar
CONVENTION & VISITORS BUREAU
COMPARATIVE INCOME STATEMENT
 For the Period Ended March 31, 2016
 (As of 04/06/16)

(2015 Not Yet Closed So Information Subject to Change)

| | <u>Budget</u> | <u>2016 Actual</u> | <u>2015 Actual</u> |
|-----------------------------------|---------------|--------------------|--------------------|
| Revenues | | | |
| Lodging Receipts | \$ 184,000.00 | \$ 28,893.39 | \$ 26,343.81 |
| State Tourism Grant | 7,000.00 | - | - |
| Kandiyohi County | 14,500.00 | - | - |
| Kandiyohi Co. Tourism Phone Reim | 1,000.00 | - | - |
| Kandiyohi Co. Tourism Partnership | 34,000.00 | 34,000.00 | 34,000.00 |
| Advertising Sales | 2,000.00 | - | 2,039.63 * |
| Miscellaneous | - | - | - |
| Interest Earnings | - | 408.43 * | 244.47 * |
| Market Value Increase (Decr) | - | 97.96 * | 256.23 * |
| Refunds & Reimbursements | - | 1,578.99 * | 2,158.78 * |
| Total Revenues | 242,500.00 | 64,978.77 | 65,042.92 |
| Expenditures | | | |
| Operating | | | |
| Full Time Exec Director Salary | 91,000.00 | 13,240.32 | 13,783.00 |
| Temporary Employee Salaries | - | - | - |
| Benefits and Taxes | 19,000.00 | 3,225.66 | 3,320.28 |
| Office Supplies/Copies | 3,000.00 | 119.72 | 175.92 |
| Small Tools | 2,000.00 | - | - |
| Postage | 1,500.00 | 55.31 | 165.27 |
| Mtce. of Equipment | 1,000.00 | - | - |
| Mtce. Of Structures | - | - | - |
| General Supplies | 2,200.00 | 250.00 | 250.00 |
| Telephone/Fax | 5,000.00 | 2,427.94 | 572.16 |
| Printing & Publishing | 5,000.00 | - | 585.00 |
| Travel/Lodging/Dues | 6,000.00 | 1,158.10 | 709.21 |
| Mtce. of Equipment | 5,000.00 | - | - |
| Other Services | - | 226.07 * | 199.71 * |
| Rents | 8,000.00 | 1,253.22 | 1,253.22 |
| Insurances & Bonds | 460.00 | 460.00 | 460.00 * |
| Awards & Indemnities | 250.00 | 53.52 | - |
| Subscription/Membership | 2,000.00 | 189.06 | 214.06 |
| Professional Services | 3,000.00 | 282.06 | 60.00 |
| Advertising/Marketing | - | - | - |
| Other Charges | - | - | - |
| Contingency Fund | 500.00 | 40.00 | - |
| City Transfer (5%) | - | - | - |
| Transfer Out Capital Improvements | 9,000.00 | - | - |
| Refunds and Reimbursements | - | - | - |
| Market Value Adjustment | - | 2.78 * | 5.54 * |
| Tourism Expenses | 40,000.00 | 11,054.84 | 8,581.60 |
| Ad Development & Revisions | 300.00 | - | 10.00 |
| Conference & Convention | 22,000.00 | 13,622.07 | 4,215.90 |
| Group Tour Promotions | 1,290.00 | 25.50 | 1,500.00 |
| Leisure Travel | 28,000.00 | 6,549.28 | 6,247.11 |
| Fall/Winter Promotions | 7,000.00 | 10.69 | 911.96 |
| Spring/Summer Promotions | - | - | - |
| Special Projects | 4,000.00 | 500.00 | - |
| Strategic Marketing | 4,000.00 | - | - |
| Total Expenditures | 270,500.00 | 54,746.14 | 43,219.94 |
| Net Income (Loss) | (28,000.00) | 10,232.63 | 21,822.98 |
| Fund Balance January 1 | 233,269.43 | 233,269.43 | 187,847.83 |
| Prior Period Adjustment | - | - | - |
| Fund Balance March 31 | \$ 205,269.43 | \$ 243,502.06 | \$ 209,670.81 |

* Indicates Over Budget



Lodging Tax History

| | 2001 | 2002 | 2003 | 2004 | 2005 | 2006 | 2007 | 2008 | 2009 | 2010 | 2011 | 2012 | 2013 | 2014 | 2015 | 2016 |
|--------------------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|--------------|
| January | \$ 7,257.21 | \$ 7,998.33 | \$ 7,855.69 | \$ 8,682.75 | \$ 9,803.51 | \$ 10,143.12 | \$ 9,356.74 | \$ 8,863.45 | \$ 8,485.83 | \$ 8,884.20 | \$ 8,809.36 | \$ 9,592.37 | \$ 10,146.02 | \$ 11,242.91 | \$ 12,481.92 | \$ 16,072.96 |
| February | \$ 8,301.68 | \$ 8,273.68 | \$ 8,564.69 | \$ 8,499.71 | \$ 10,224.37 | \$ 10,054.13 | \$ 9,566.54 | 10,602.01 | \$ 8,480.61 | \$ 10,444.66 | \$ 10,611.48 | \$ 11,908.11 | \$10,911.35 | \$ 13,578.53 | \$ 13,861.89 | \$ 12,644.59 |
| March | \$ 9,310.62 | \$ 8,369.92 | \$ 7,834.79 | \$ 8,617.73 | \$ 9,891.40 | \$ 9,769.91 | 10,355.41 | \$ 11,159.67 | \$ 9,627.34 | \$ 11,072.50 | \$ 10,383.91 | \$ 11,246.07 | \$ 12,286.25 | \$ 11,960.20 | \$ 13,268.74 | |
| April | \$ 7,911.69 | \$ 8,364.42 | \$ 8,217.88 | \$ 8,791.84 | \$ 10,683.76 | \$ 10,486.74 | \$ 10,298.58 | \$ 11,256.15 | \$ 8,896.70 | \$ 10,582.99 | \$ 11,572.47 | \$ 9,979.39 | \$ 11,762.97 | \$ 12,280.28 | \$ 20,893.77 | |
| May | \$ 9,234.55 | \$ 10,054.26 | \$ 9,078.07 | \$ 9,523.49 | \$ 11,180.11 | \$ 11,916.43 | \$ 12,498.33 | \$ 11,400.34 | \$ 9,590.19 | \$ 10,405.48 | \$ 12,184.92 | \$ 13,372.89 | \$ 13,011.30 | \$ 13,953.56 | \$ 27,168.41 | |
| June | \$ 12,152.89 | \$ 12,103.69 | \$ 11,693.46 | \$ 13,263.93 | \$ 13,222.78 | \$ 14,656.50 | \$ 14,272.52 | \$ 13,587.59 | \$ 14,138.00 | \$ 14,192.88 | \$ 16,310.94 | \$ 17,056.44 | \$ 17,723.80 | \$ 21,493.18 | \$ 31,353.36 | |
| July | \$ 13,656.84 | \$ 13,956.28 | \$ 14,304.97 | \$ 16,313.57 | \$ 16,679.03 | \$ 17,455.49 | \$ 17,601.37 | \$ 18,627.95 | 17,670.65 | \$ 18,118.86 | \$ 21,102.74 | \$ 19,419.80 | \$ 20,870.17 | \$ 23,504.27 | \$ 31,335.96 | |
| August | \$ 12,932.30 | \$ 12,484.49 | \$ 12,430.55 | \$ 13,557.57 | \$ 15,367.67 | \$ 15,814.31 | \$ 16,146.49 | \$ 15,076.77 | \$ 14,583.82 | \$ 16,871.90 | \$ 17,099.31 | \$18,441.81 | \$ 19,836.73 | \$ 19,602.33 | \$ 26,012.06 | |
| September | \$ 8,815.63 | \$ 8,761.79 | \$ 9,282.67 | \$ 11,132.73 | \$ 11,735.70 | \$ 13,352.34 | \$ 12,661.74 | \$ 12,474.13 | \$ 12,845.44 | \$ 12,965.58 | \$ 14,485.25 | \$ 16,027.03 | \$ 16,596.08 | \$ 15,996.62 | \$ 19,337.47 | |
| October | \$ 10,148.01 | \$ 10,165.02 | \$ 10,461.69 | \$ 10,748.60 | \$ 12,588.44 | \$ 12,889.49 | \$ 11,976.87 | \$ 12,486.39 | \$ 10,180.03 | \$ 12,657.71 | \$ 13,417.43 | \$ 13,824.00 | \$ 15,507.78 | \$ 16,011.42 | \$ 17,588.17 | |
| | | | \$ 12,994.55 | \$ 12,147.50 | | | | \$14,931.70* | \$15,814.85* | \$14,889.20* | | | | | | |
| November | \$ 7,893.51 | \$ 6,602.76 | \$ 8,430.63 | \$ 8,898.66 | \$ 10,188.40 | \$ 10,176.16 | \$ 9,264.87 | \$ 9,444.09 | \$ 8,785.56 | \$ 9,312.75 | \$ 11,366.74 | \$ 11,414.80 | \$ 12,603.31 | \$ 12,749.26 | \$ 13,727.63 | |
| | | \$ 10,746.10 | | \$ 12,061.86 | 12,886.81* | 13,780.05* | | | | | \$ 14,625.30 | \$ 14,728.80 | \$ 14,885.55 | \$14,858.75 | \$14,785.45 | |
| December | \$ 8,725.40 | \$ 7,875.14 | \$ 8,583.87 | \$ 8,521.55 | \$ 10,286.25 | \$ 9,985.78 | 9,345.52 | \$ 8,748.64 | \$ 6,998.74 | \$ 9,662.25 | \$10,045.27 | \$ 10,378.89 | \$ 11,250.37 | \$ 12,489.86 | \$ 13,694.93 | |
| Total Lodging tax | \$ 116,340.33 | \$ 125,755.88 | \$ 129,733.51 | \$ 138,699.63 | \$ 153,913.28 | \$ 149,046.17 | \$ 157,316.91 | \$ 149,764.53 | \$ 138,486.75 | \$ 145,171.76 | \$ 161,969.85 | \$ 177,390.40 | \$ 187,391.68 | \$ 199,721.17 | \$ 255,509.76 | \$ 28,717.55 |

*Kandiyohi County Camping Receipts

CVB Executive Director's Report – April 2016

- April 22 – 24: Catholic Order of Foresters Convention
- April 27 – 28: MN Alliance of Local History Museums Convention
- April 30: MN / ND GWRRA Rally Spring Ops Meeting
- May 6: Spicer Appreciation Banquet at O'Neil's
- May 15: Willmar Car Club Show & Swap Meet
- May 18: MSAE Expo
- May 20: Mayor's Bike Ride
- May 21: Cinco de Mayo Family Festival
- May 23 – 25: NARFE Convention
- June 10 – 12: Willmar Youth Baseball Tournament
- June 11 – 12: Ninja Warriors
- June 15 – 18: Vestlandslag—Valdres Samband Combined Stevne
- June 17: Movies in the Park - Pan
- June 17 – 18: Studio Hop
- June 19 – 22: Lutheran Women's Missionary League North District Convention
- June 22 – 26: Willmar Fests
- June 25 – August 7: Smithsonian *Water/Ways* Exhibit
-

Advertising:

- Submitted ad to Midwest Meetings for their summer issue.
- Submitted MN Monthly ad for their Ultimate Travel Guide.
- Submitted MN Theatre Guide ad.
- Submitted ad for the Chamber of Commerce's annual map.
- Submitted MN Getaways ad for their spring/summer direct mailer.
- Submitted ad for the Little Crow Ski Team publication.
- Submitted ad for the summer issue of MN Trails.
- Committed to an advertising partnership with the Willmar Stingers on Fox Sports North.
- Contracted ad space in the Lakes Area Review promoting the Mayors' Bike Ride.
- Created posters and banners promoting the Mayor's Bike Ride. One banner will be placed in Willmar, New London & Spicer.

Proposals/Conference Assistance:

- Submitted bid to host the 2018 NARFE Convention.
- Submitted bid to host the 2019 MECA (MN Erosion Control Association) Conference. Set up a site visit for the meeting planner for late April to tour the area.
- Assisted the MN Junior Holstein Convention with transportation for their March convention. We secured an offsite location for their Friday activities and arranged for bus transportation between the Best Western Plus and the Prairie Woods Environmental Learning Center.
- Phone meeting with the Kiwanis Key Club to finalize details for their April Convention. Overall the convention was a success and the organizer was pleased with the services provided by the CVB. We provided them with name badges, welcome bags and use of the iSnap photo station.
- Met with and assisted the Gideons organizers with the several details for their April convention. The CVB provided name badges and welcome bags for their attendees and assisted with registration. Their convention was one of their largest attended. They enjoyed their time in the area, the conference facility and appreciated the services provided by the CVB.
- Participated in a conference call with the Catholic Order of Foresters meeting planner to finalize details for their April convention. The CVB will be providing name badges, welcome bags, registration assistance and the iSnap photo station. I have also arranged for bus transportation from their conference destination to a local church for Saturday evening services.

- Met with Lutheran Women's Missionary League Board Members and Committees to discuss the details for their June Convention and provide a site visit of the convention property. Also, assisted them with a permit for their walk during the convention. The CVB will be providing name badges, registration assistance and welcome bags for their convention.
- Met with NARFE Convention organizers and State Officers to discuss their May convention. Reviewed details for the convention and provided a site visit for their group.
- Assisting the Willmar Youth Baseball Tournament organizer and participating teams with lodging for the tournament weekend. Teams are staying at hotels in Willmar, Spicer, Olivia, Benson, Paynesville and Litchfield; and at a local resort.
- Participated in a Conference Call with Goldwing Rally organizer to discuss details for their April Spring Ops meeting and their July rally. We are assisting them with social activities, motorcycle parade and will be providing welcome bags and name badge for their attendees. We have connected them to a local non-profit. They will be collecting donations and presenting them to the organization in July.
- Met with American Milking Shorthorn National Convention organizers and provided a site visit of the Willmar Conference Center. They will be holding their convention in Willmar in June 2018.
- Assisted the MN Elk Breeders with additional items for our bid to host their 2017 conference.
- Assisted the Willmar Hockey Association with finalizing hockey tournament dates for the 2016-2017 season and recommended dates for the 2017-2018 season. Requested room blocks from Willmar and Spicer hotels for their 2016-2017 tournaments.
- Continue to do prospecting and sales calls for future meetings and conventions business.

Misc:

- Continue to promote Biking and participate on several Bike Committees including the Willmar Bike Advocacy Team, Bike Open House Team, Kandiyohi County Bike and Ped Plan Committee and the CVB's Bike Committee.
- The CVB had a booth at the Willmar Bikes Open House promoting cycling in the Willmar Lakes Area. We distributed bike maps, Mayor's Bike Ride information, flyers on local recreational bike rides, visitor guides and featured the iSnap photo station. It was a good community event focused on biking.
- Continue to participate in the Cinco de Mayo meetings. The family festival will take place on Saturday, May 21 this year. A soccer tournament has been added to the festival and will take place on two weekends in May. The CVB has assisted with the marketing components for the event.
- Met with organizer of the Airport 10th Anniversary Celebration organizer on details for the event. They are currently working on establishing the activities that will take place and then the CVB will create the posters, postcards and mail invites.
- Continue to work on the development of a new Glacial Ridge Scenic Byway brochure and map.
- Participated in two educational meetings with MPI – MN. Attended a live stream webinar in March and attended their April Educational meeting in Minnetonka.
- The CVB had a booth at the Northwest Sport Show. We visited with a lot of people promoting our area as a travel destination. All four sport shows (Omaha, Sioux Falls, St. Cloud and Northwest) were up this year for guide distribution, and we have committed to attend all four in 2017. We will also be attending the MSAE Expo in May.
- Met with Joe Holm regarding Let's Go Fishing and opportunities to work with the CVB.
- Attended the Spicer Appreciation Banquet meeting. The banquet will be held on Friday, May 6 at O'Neil's. The CVB will be providing name badges for the banquet.
- Participated in a variety of meetings including, but not limited to, Willmar Fests, Spicer Commercial Club Board/Spicer Parade, Leadership, Movies in the Park, LSPN, Let's Go Fishing Open House, Public Policy, etc.

MINUTES
Central Community Transit
Operations Board

Tuesday, March 22, 2016
10:00 a.m.
Willmar Office

Members Present: Deb Buffington, Kristi Maahs, Pam Meinert, Jill Pelzel, Tracy Hendrickx, Kevin Halliday, Michelle Prah

Members Absent: Alan Anderson, Chad Christianson, Darrell Ruch, Jill Bruns, Laura Morales

Staff Present: Tiffany Collins, Transit Director; Doug Sweeter, Operations Coordinator; Darla Kimpling, Office Coordinator

Guest(s): None

Introductions

No introductions were made.

Approval of Agenda

Tiffany has an update on Non-Emergency Medical Transportation (NEMT) under Other Updates.

Approval of Minutes

Pam Meinert made a motion to approve the minutes from November 24, 2015. Deb Buffington seconded the motion, which carried.

Director's Update

Financials – Work is being done on closing the books for 2015 and getting ready for the audit. Tiffany has worked on a full RFP for the audit for 2016 & 2017 and found out that a Request for Quotes is all that is needed. Westberg & Eischens are interested and Tiffany also has some names from the Renville County area. The Hwy 12 Route was a two year grant for 2014 & 2015 and is also being finalized. Since CDS does the accounting for CCT they cannot audit their own books.

Ridership – Doug reviewed the ridership for February as follows:

Monthly ridership for February was up 135 from last year at 14,172 this year
Daily Average was 700.57, down a little bit from last year

Saturday – last year was 249 and 237 this year

5310 – up from last year at 65 compared to 24 last year

Sr. Transportation – down slightly from 796 to 787

Evening Route – the Monday night bowling group has been incorporated into this route, but usually gets 5 or 6 people the rest of the nights.

Sunday – this route started two weeks ago and got 1 person, this past Sunday 9 passengers rode the bus. The hours are from 8:00 am to 5:15 pm with an hour break from 1:00 pm – 2:00 pm. Schedules have been handed out on the buses and are also posted in the buses.

Renville – ridership is maintaining and steady

Tiffany stated that there is a small need for a bus from Renville County to go to Hutchinson, New Ulm and Redwood Falls. It maybe that it would be a once a month trip. Tiffany has created a spreadsheet and kept track for the last 6 months where the volunteer drivers are starting from and going to. There seems to be no consistencies for certain days going to specific places. Tiffany suggests starting on the Hutchinson run first.

Two billboards will be used for promoting the Commuter Challenge. They are located on Hwy 12 by Atwater and at the intersection of Hwy 71 & Hwy 212. They will be up from April through September.

Committee Updates

System Resource Committee – Kristi Maahs reviewed the minutes from January 12 and March 8, 2016. **Updates:** Crossroad clients are being transported to their jobs in the community. There are still some that are going to the main sheltered workshop in Industrial Park. There is a Headstart meeting scheduled at Jefferson school with Willmar Bus Service, school personnel and CCT. This meeting will be in regards to youth transportation issues. Laura Morales had been asked to find out what the adult to child ratio is and depending on the age and what is being done in the class room can be 4 to 1 or 10 to 1. CCT has had some responses for drivers, but question on whether the job would still be available next year and this depends on funding for transportation. There are about 500 youth riders in Renville County. Tiffany stated that there is a true unmet need for Headstart if the school bus companies can't provide the service. If there is funding for Headstart transportation for 2017 that would be put into the MnDOT application for 2017. Letters of support from the private sector and schools could also be included. CCT wants to make sure that this transportation is a safe environment for the youth. Doug said that there would be Headstart staff on the buses. There is concern for not having child safety seats for all the children. Headstart can apply for a waiver to use public transportation and use the seatbelts on the CCT buses. Tiffany asked the Renville County committee members if there are any health fairs in Renville County. There are no health fairs, but could do something at the Renville County Fair, Island Days in Bird Island and Corn Days in Olivia. Tiffany stated that a bus will be in parades in Renville County for events.

Administration Committee – Kevin Halliday reviewed the minutes from January 19 and March 15, 2016.

Merger Update

A Joint Powers Board meeting was held on Friday, March 18th at the request of Meeker County and the City of Litchfield to go over some proposed changes. One was to change the name of the Operations Board to the Advisory Board. There was discussion regarding that the Operations Board does deal with day to day operations and is not acting in an advisory capacity. The name of the Operations Board will remain the same. Meeker County has implemented term limits and would like to see that for CCT also. The Joint Powers agreement states that the term limits are 4 years and can serve 3 consecutive terms for a total of 12 years. That would start with the signing of the agreement and nothing would need to be done for 12 years. There are some board members that need to be on more than the 12 years as they provide critical information and knowledge. The Operations Board will have a potential of 16 members. Currently the board has a couple of openings. Tiffany made all the changes that were agreed upon at the meeting on Friday and has sent the agreement to the 5 administrators to be shared with their respective attorneys for approval. Meeker County and the City of Litchfield will be taking to their respective boards for approval. The original merger date was July 1st, but is getting to be too late for that so the date may need to be moved back. Tiffany has the names of three current MPT Advisory Board members who want to be on the Operations Board. The fare structures are different with MPT having special discounts for seniors and youth. Kevin Halliday stated that the Willmar City Council will have to pass a new resolution as this is a new Joint Powers Agreement. Tiffany was directed to check with the labor attorney regarding the MPT drivers and bus maintenance. Hick's is the 3rd party contractor for MPT for the drivers and bus maintenance and has sent a letter stating that he is not interested in the drivers, but is still interested in the maintenance portion. The drivers' positions will have to be posted and interviews take place if they are interested in working for CCT. Donna Anderson has been trying to gather information on the drivers' wages and the length of service. A CCT staff meeting is being held next week to inform staff of the current status of the merger.

Other Updates

Tiffany has been trying to provide detailed information to MnDOT regarding Non-Emergency Medical Transportation (NEMT). All of the new regulations are creating extra work and putting a burden on the staff to get billing, reporting and collections done. All of the providers are asking for different things. No load miles and payment of those is a big issue and could cost the providers if the health care providers are not willing to pay for those. In addition, work will have to be done with Divine House for fingerprinting and back ground studies. This will have to be done for all volunteer drivers and bus drivers at a cost of \$29.00 each. ACTS in Olivia is also setup for this process. The volunteer drivers are exempt from vehicle maintenance checks, but the buses may have to have an additional inspection sticker. There are some insurance companies that are dropping the volunteer drivers due to the vehicle not being used as it is intended for personal use. The volunteer drivers are only paid mileage not for labor. It is different with each insurance company. Prairie Five Rides is not providing Blue Ride any longer due to all of the no load miles that were going unpaid. They have to travel greater distances and would not be reimbursed for the first 10 no-load miles each way.

Meeting Set Up/Dates

The next Operations Board meeting will be on Tuesday, April 26 @ 10:00 a.m. in Olivia. The bus will leave at 9:15 am.

System Resource Committee – April 12, 2016 @ 1:00 p.m.

Administration Committee – April 19, 2016 @ 10:00 a.m.

Joint Powers Board – April 29, 2016 @ 9:00 a.m.

Adjourn Meeting

The meeting adjourned at 11:35 a.m.

Submitted by,

Darla Kimpling
Office Coordinator

**COMMUNITY EDUCATION & RECREATION
JOINT POWERS BOARD
APRIL 22, 2016**

Members Present: Bill Borth, Sally Calvin, Matt Dawson, Scott Guptil, Allen Huselid, Tim Johnson, Audrey Nelsen, Pablo Obregon, Rachel Skretvedt

Staff Present: Steve Brisendine, Casey Hagert, Ryan Harper, Gary Manzer-Public Works, Tammy Rudningen, Becky Sorenson, Jena Tollefson, Pam Vruwink

Guest Present: Stewart Crosby-SRF Consulting Group

1. Vice Chair Rachel Skretvedt called the meeting to order and asked everyone to introduce themselves.
2. Robbins Island Regional Park Designation – We are applying to the Greater Minnesota Parks and Trails Commission a second time for regional park designation. The application is due by next Friday, April 29. The application was emailed to Board Members for their input. Steve stated he and Casey will be working on the final draft next week and want any ideas from the Board by next Tuesday or Wednesday. Scott Guptill asked if this would give us money if we are accepted. Casey replied that this is the first step and, if we are approved, then we can apply for grants.

Tim Johnson asked how long after filing before we find out. Steve responded it could take 3 to 4 months. Tim also asked about legacy grants and how many get turned down. Stewart Crosby replied that it depends on how much money is available, how many apply and how many are similar.

3. Park Equipment Installation – Gary Manzer from Public Works talked about the installation of the new park equipment. He stated that work has started on three parks – Cardinal, Ramblewood and Minnegasco removing the old fill and have started replacing with the new engineered fiber fill. Work will start at Collegeview, Gesch and Hedin in July.

Sally Calvin asked if there are any plans to fence the parks, especially Minnegasco near the railroad tracks and questioned about shade in the parks. Gary responded that ash trees have been removed due to disease which has added to the lack of shade at some parks. He also stated that there are no plans at present to fence, adding the additional maintenance needed. Audrey Nelsen asked if before and after pictures were being taken. Gary agreed that should be done.

4. Rice Park Project - The contract has been signed between the City and SRF Consulting. The two major goals for Rice Park will be the splash pad and the new shelter along with removal of the old shelter, wading pool and basketball court. Steve feels we will probably need to meet more often than once a month with SRF.

**Community Education & Recreation
Joint Powers Board Meeting
April 22, 2016, Page 2**

Talk centered round the overall site, what splash pad and shelter features we want to see in each. Stewart stated we will see a refined concept from SRF in the near future. The whole of Rice Park was considered in the master plan but only the shelter, splash pad and courtyard will be included in the \$704,000 budgeted.

The square footage designed for the splash pad is 8,600. The splash pad will be broken up into age categories: toddler bay, family bay and teen bay. Pam Vruwink talked about the splash pad features, expressing concern that if we have too many features, it will pull attendance from the Aquatic Center. Bill Borth asked if teenagers would use the splash pad. The response was that, if it is hot enough, they probably will. Audrey Nelsen asked for more description of the features. There will be a combination of fountains and spray units.

Scott Guptill asked about vandalism. Stewart responded it's not vandal proof but things will be removed for the winter. The park is also in a well lit and utilized area and hopes it won't be a big problem.

Bill Borth asked if there are any plans to have supervisors at the park. Steve responded there would be no full time supervisors but planned programs we offer would have supervisors.

Scott Guptill asked about water usage; he is concerned about the waste of water going down the drain. Steve said that 5 to 7 million gallons of water a year is the expected usage. He hopes to use some of that water for irrigating the park grass and shrubs. Allen Huselid asked if it was known what the break even point is if we purchase the re-circulating system. Stewart said he could check to see if it was possible to add the re-circulating system later.

Audrey Nelsen asked about the size. The proposed size in the master plan was for 8,600 square feet. The drawing from Vortex of a possible splash pad is for 3,087 square feet. Tim Johnson asked if there were any projected usage numbers. He feels it would be better to be oversized instead of undersized. Allen Huselid asked what specifications were given to Vortex. Steve responded they were asked to figure a splash pad with features up to \$200,000 which is the plan they submitted. Audrey Nelsen stated she doesn't want to short change the park.

Stewart said we can go back to Vortex asking what they would recommend for the size drawn for Rice. He also talked about re-designing the splash pad – do we want to have the toddler area closer to the playground versus farther from the playground.

The plaza was discussed next. Do we want to have a quiet, scenic area? We need to have enough seating for parents of splash pad users. Do we want a colorful area or more natural?

**Community Education & Recreation
Joint Powers Board Meeting
April 22, 2016, Page 3**

Scott Guptill asked if there was a reason the shelter was placed in the same area versus putting in the wading pool area. It was stated that the northwest corner of the park is the desirable area due to its accessibility to the playground. Sally Calvin asked if we wanted to look into purchasing funbrellas for shade purposes. It was thought this would be a good idea to look into. Picnic tables were discussed – moveable versus anchored. Gary stated Public Works would not like anchored tables unless they were on the patio section. Moveable tables on the grassy area would make it easier for mowing.

Restrooms were discussed - need to have them large enough to have a bench for people to use when changing instead of a separate room. It was mentioned that, in addition to male and female restrooms, there should be a family restroom.

The subject of a three season shelter was talked about. It would be nice to have a space available for renters for a longer season, April thru October instead of May thru September. It was stated that proposed three season shelters are included in the future for Robbins Island and Lincoln. Audrey Nelsen stated again she doesn't want us to forget about the three season status for Rice Park shelter. It was also stated that we need to try to keep the same look for all shelters in the future.

The next step will be SRF meeting with Engan to formulate a plan. The hope is to start construction in August. Stewart said he would have concepts ready for the May 27th meeting.

5. Local Option Sales Tax – The proposed projects to be financed through a sales tax increase are the Community Center – renovating or new; Civic Center – refrigeration upgrades; Robbins Island; and Swansson – field lighting. It is thought the \$2.5 million would be needed for each area. It is estimated that 2.3 million per year could be raised with a ½ cent increase in the sales tax.

Audrey Nelsen stated she is in favor of a local option sales tax for the right purposes. We need to do something to recruit people to our community. Tim Johnson stated he knows that some people won't be in favor of a local option sales tax but then they go to St. Cloud to shop and support St. Cloud in their local option sales tax (they might as well support Willmar)

Matt Dawson stated he thinks that if we need a community center, it could be added to the Civic Center Arena and make it more than just a community center, adding a running track, etc.

The time line is 90 days before the general election, we need to have specifications on the ballot. The last sales tax increase was 7 or 8 years ago.

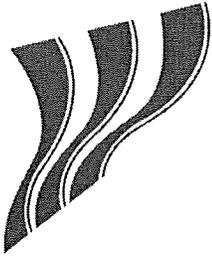
**Community Education & Recreation
Joint Powers Board Meeting
April 22, 2016, Page 4**

Rachel Skretvedt announced there is another community meeting on Thursday the 28th at the Community Center and everyone is welcome to come.

The Mayor's Bike Ride is May 20.

As there was no further business, Pablo Obregon made a motion to adjourn. Allen Huselid seconded the motion. Motion carried.

The next meeting will be May 27.



CITY OF WILLMAR

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

COUNCIL ACTION REQUEST

DATE: May 2, 2016

SUBJECT: Public hearing on 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 adopted, assigned a number, and published.

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: _____

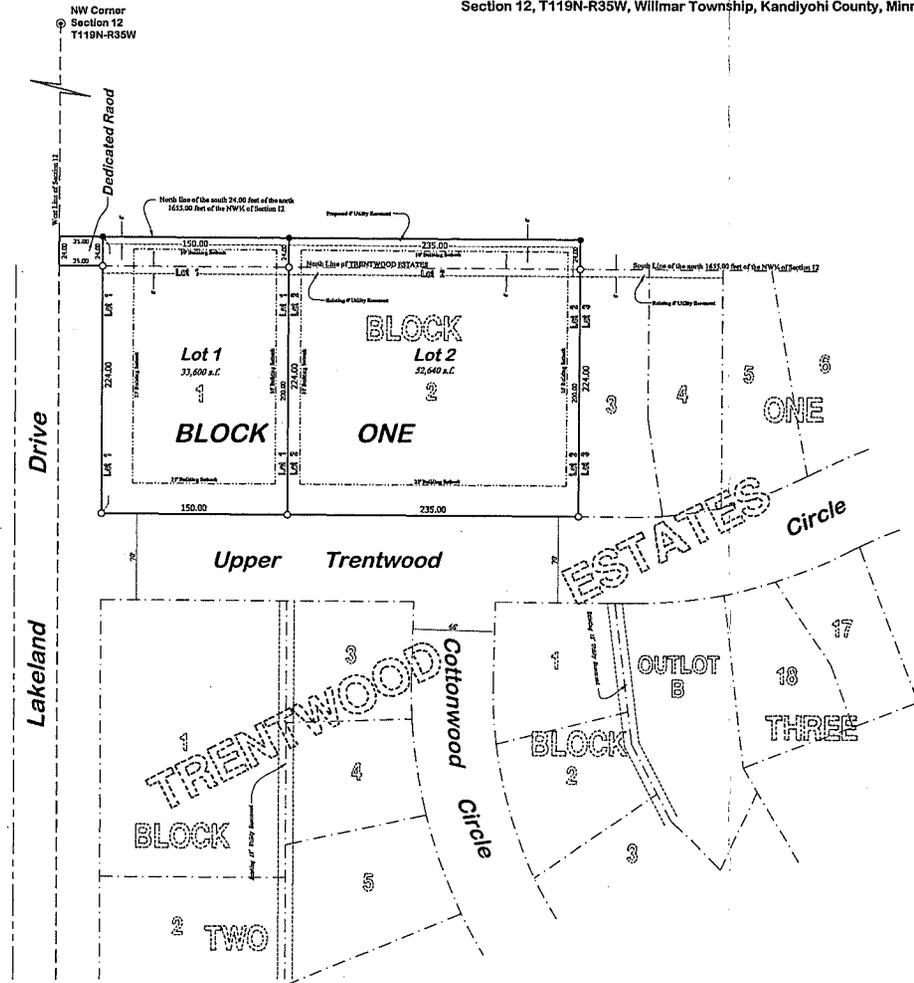
This Ordinance adopted on: _____

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
 1800 2nd St SW - Suite 104
 Willmar, MN 56201
 Office (507) 231-2244
 Fax (507) 231-2257

Requested by Warren Erickson
 Erickson Land Company of Willmar

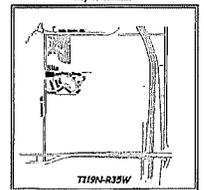


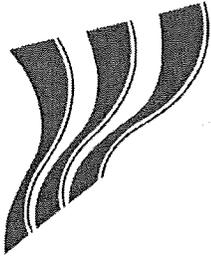
- LEGEND**
- Found Iron Monument from former survey
 - Bonnama Survey Pinned Capped Iron Monument
 - ⊙ Cast Iron Monument

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 6th Street
Willmar, MN 56201
320-235-8311

COUNCIL ACTION REQUEST

DATE: May 2, 2016

SUBJECT: Public hearing on a Zoning Ordinance Text Amendment- Central Business District Design Standards

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

BACKGROUND: The 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.

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 1st, 2nd, 3rd, 4th, 5th, and 6th Streets; Becker Ave. SW and 1st, 2nd, 3rd, 4th, and 5th Streets; and Benson Ave. SW and 2nd, 3rd, 4th, and 5th 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 4th 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: _____

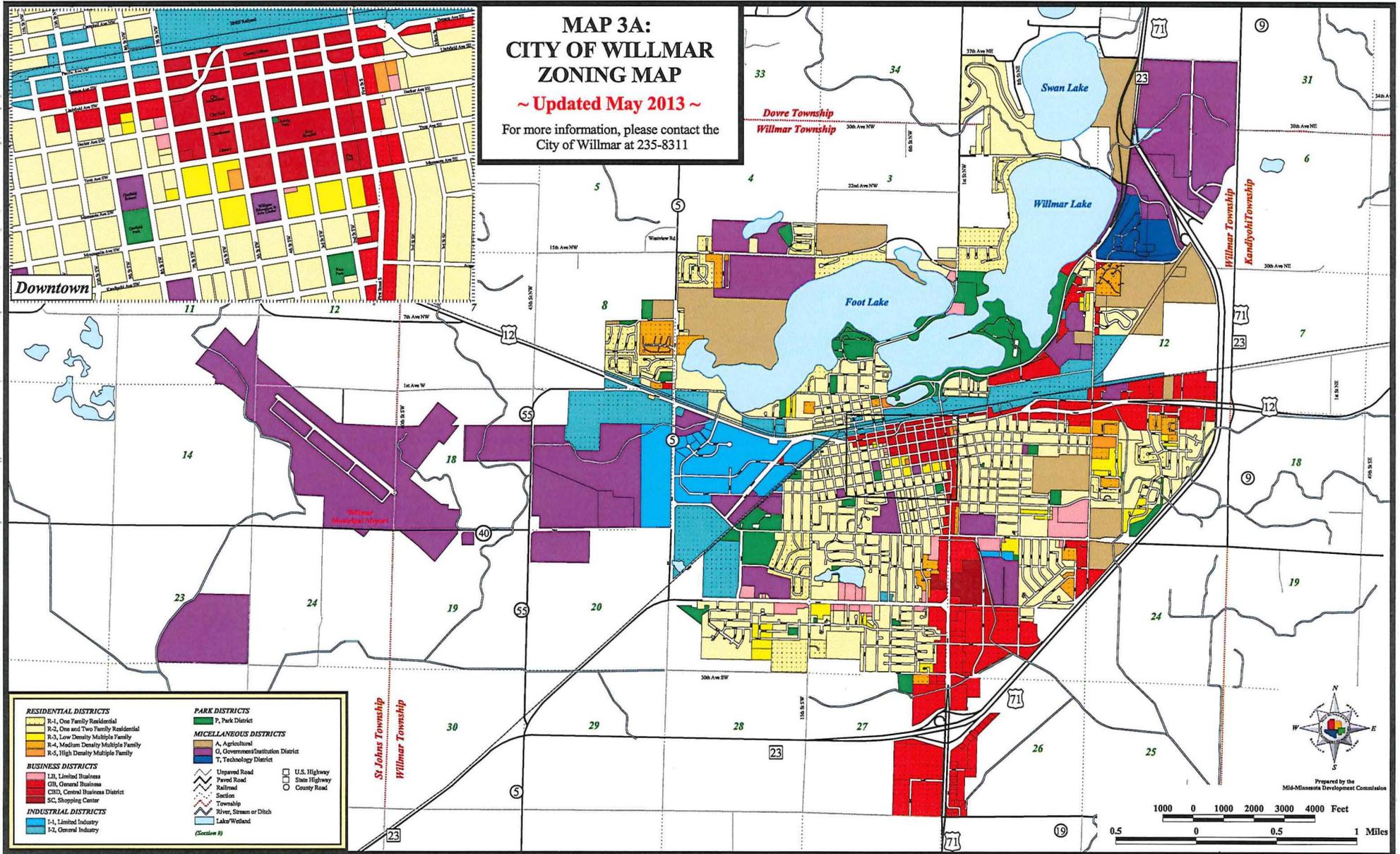
This Ordinance adopted on: _____

This Ordinance published on: _____

MAP 3A: CITY OF WILLMAR ZONING MAP

~ Updated May 2013 ~

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



FINANCE COMMITTEE

MINUTES

The Finance Committee of the City of Willmar met on Monday, April 25, 2016, in Conference Room No. 1 at the City Office Building.

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

Others present: City Administrator Larry Kruse and Finance Director Steve Okins.

Item No. 1 Call to Order

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

Item No. 2 Public Comments

There were no comments from the public.

Item No. 3 City Purchasing Policy (Resolution)

Staff explained to the Committee that, per Council direction, the recently adopted Purchasing Policy is again being brought to the Committee with the intent to continue discussion for clarification of sections within the adopted policy document. There was some concern by Council Members about when capital purchases need to be presented to the Council for approval.

Following considerable discussion, Council Member Johnson made a motion to introduce a resolution to revise the Purchasing Policy as follows: under "Spending Not Requiring Council Action" in the first sentence strike "unless the project, in aggregate, was previously approved by the City Council", in the second sentence change "unbudgeted" to "capital" and to strike bullet #5 "Items that were previously approved by the Council". Further, to include the requirement that monthly reports for all capital expenditures reflecting amounts budgeted in the current year CIP, items and amounts not budgeted in the CIP, amounts actually expended, year to date expended, and date put in service shall be provided to the Council by the City Administrator. Council Member Fagerlie seconded the motion which carried.

Item No. 4 Reimbursement of Personal Expenditures (Resolution)

Staff explained to the Committee that it has been some time since the City has adjusted its compensation rates for reimbursement of meals in its Travel Policy. The current rates of \$7.00 for breakfast, \$9.00 for lunch, and \$14.00 for dinner have been in place since April, 1999. Staff is proposing to increase these amounts to \$10.00 for breakfast, \$12.00 for lunch, and \$18.00 for dinner to more accurately reflect reasonable costs. Council Members raised the option of setting meal reimbursement rates to follow those rates established for State of Minnesota employees which according to a quick search are currently \$9.00 for breakfast, \$11.00 for lunch, and \$16.00 for dinner.

Following discussion, Council Member Fagerlie made a motion to introduce a resolution amending compensation rates for reimbursement of meals in the Travel Policy to follow those rates established for State of Minnesota employees. Council Member Johnson seconded the motion which carried.

Item No. 5 Request to Purchase Nuhn Honey Wagon (Resolution)

Staff reported to the Committee that Wastewater staff solicited quotes for the purchase of a honey wagon in accordance with the 2016 Capital Improvements Program. Quotes were received from Boss Supply of Janesville, Inc. in the amount of \$78,500 and Dairyland Supply, Inc. in the amount of \$75,335. The honey wagon is used in the field to inject bio-solids as required by our land application program. The current unit was purchased in 2001 and was deferred from the ten-year replacement schedule to 2016. It is a key component to the bio-solids program and, as it has aged, the tank is starting to corrode from the inside out as well as needing wheel spindles, bearings, wheel hubs and a rebuild of the pump. Staff recommended purchase of the Nuhn 6000 Honey Wagon Slurry Tank from Dairyland Supply, Inc. less trade-in of the current unit of \$16,000 for a net cost of \$59,335.

Following discussion, Council Member Fagerlie made a motion to introduce a resolution to approve the purchase of the Nuhn 6000 Honey Wagon Slurry Tank from Dairyland Supply, Inc. in the amount of \$59,335 as presented. Council Member Mueske seconded the motion which carried.

Item No. 6 Fairgrounds Lift Station Project Preliminary Budget (Resolution)

Staff presented to the Committee the preliminary budget for the Fairgrounds Lift Station Project which is identified in the 2016 Improvement Projects as needing replacement. The lift station is located at 908 Park Avenue on the south side of the Fairgrounds and is a custom dry pit station constructed in 1931. Bolton & Menk, Inc. was awarded the design engineering and construction related services contract for this project on March 21, 2016. Staff has prepared the preliminary construction budget for the Fairgrounds Lift Station estimated at \$640,000. Funding for the project will be through a Public Facilities Authority (PFA) loan.

Following discussion, Council Member Mueske made a motion to introduce a resolution to approve the Fairgrounds Lift Station Project Preliminary Budget as presented. Council Member Fagerlie seconded the motion which carried.

Item No. 7 2016 Street Improvement Projects (2 Resolutions)

A. Intent to Reimburse for Costs. Staff explained to the Committee that prior to incurring costs on the 2016 Street Improvement Projects, it is necessary per bond regulations under the Internal Revenue Code that the Council adopts a Resolution of Intent to Reimburse. This will ensure the City will be reimbursed for project costs after the date of the resolution.

Following discussion, Council Member Fagerlie made a motion to introduce a resolution establishing procedures relating to compliance with reimbursement bond regulations under the Internal Revenue Code for the 2016 Street Improvement Projects. Council Member Mueske seconded the motion which carried.

B. Budget. Staff presented to the Committee the budget for the 2016 Improvement Projects totaling \$2,869,200. It was noted that Council action is required to approve the budgets outlining the estimated cost and funding sources for the projects. Estimated bond financing for these improvements is \$1,600,000.

Following discussion, Council Member Mueske made a motion to introduce a resolution to approve the 2016 Improvement Projects Budget for a total of \$2,869,200 as presented. Council Member Fagerlie seconded the motion which carried.

Item No. 8 Reports (Information)

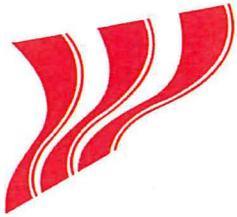
The Committee received the following reports: Quarter End 03/31/16 Investment Activity, Quarter End 03/31/16 Interest Activity, Quarter End 03/31/16 Cash/Investment Portfolio, Quarter End 03/31/16 Ten-Year Historical Interest Received Per Quarter, Quarter End 03/31/16 Ten-Year Historical Investment Balances Per Quarter, and 03/31/16 Rice Trust Fund. Staff explained to the Committee the restrictions attached to the various City funds which dictate how those funds may be used. This matter was taken for information only.

There being no further business to come before the Committee the meeting adjourned at 5:35 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Carol Cunningham".

Carol Cunningham
Accounting Supervisor



★ WILLMAR

Finance Director

City Office Building
333 SW 6th Street
Willmar, MN 56201
Main Number 320-235-4913
Fax Number 320-235-4917

COUNCIL ACTION REQUEST

DATE: April 25, 2016

SUBJECT: Consideration of Adopted City Purchasing Policy

RECOMMENDATION: Review Adopted Policy to clarify unclear sections.

BACKGROUND: Staff was given direction from Administration to develop written Purchasing Policy setting levels of authority. Finance Committee recommended changes at its February 8, 2016, meeting, which staff has instituted. Revised Policy was adopted by Council with direction to continue discussion with intent to clarify sections within the adopt policy document.

FINANCIAL CONSIDERATION:

LEGAL:

Department/Responsible Party: Steven B. Okins, Finance Director

RESOLUTION No. _____

BE IT RESOLVED by the City Council of the City of Willmar, Minnesota, that the Purchasing Policy of the City of Willmar be revised under the "Spending Not Requiring Council Action" section as follows:

In the first sentence, strike "unless the project, in aggregate, was previously approved by the City Council", in the second sentence change "unbudgeted" to "capital", and to strike bullet #5 "Items that were previously approved by the Council".

BE IT FURTHER RESOLVED that the required monthly report to the Council by the City Administrator include all capital expenditures reflecting amounts budgeted in the current year CIP, items and amounts not budgeted in the CIP, amounts actually expended, year to date expended amounts, and the date put in service.

Dated this 2nd day of May, 2016.

MAYOR

ATTEST:

CITY CLERK

CITY OF WILLMAR
PURCHASING POLICY

(Revised 4/25/16)

GENERAL PHILOSOPHY

The City of Willmar is committed to be responsible, prudent, and wise in spending the taxpayer's funds.

The purchasing policy was developed by the City to be followed and enforced. It is difficult to identify every possible scenario in this document that might be considered prudent or imprudent. In addition, the city is cognizant of the value not only of the following spending policies, but also the public perception of prudence. The City employees should make every attempt to adhere to the policies and exercise good business judgment in spending. It is recognized that even the best policies will need to be revised periodically and modified as needed.

PURCHASING

POLICY:

The City's policy is to purchase goods and services at the most cost effective and competitive rates, yielding the desired service, turnaround and value for the dollar. This practice must ensure the best utilization of funds, vendor selection, and adherence to ethical business practices including integrity, honesty, and avoidance of conflict of interest.

SCOPE:

This policy applies to purchase of goods or services that includes: competitive bidding, vendor selection, signature authority, purchase orders, and coding.

COMPETITIVE BIDDING

The City follows the rules pursuant to Minnesota State Statute 471.345.

1. If the amount of the contract is estimated to exceed \$100,000, sealed bids shall be solicited by public notice in the manner and subject to the requirements of the law governing contracts by the particular municipality or class thereof.
2. Purchases between \$25,000 and \$100,000, the contract may be made either upon sealed bids or by direct negotiation, by obtaining two or more quotations for the purchase or sale when possible, and without advertising for bids or otherwise complying with the requirements of competitive bidding. All quotations obtained shall be kept on file for a period of at least one year after receipt thereof.

3. Purchases under \$25,000 may be made either upon quotation or in the open market, in the discretion of the governing body. If the contract is made upon quotation it shall be based, so far as practicable, on at least two quotations which shall be kept on file for a period of at least one year after their receipt.
4. Other provisions of the statute as listed in the statute.

Note: The current statute should always be referenced or referred to for the most recent revisions to the law.

It is not the policy of the City to accept the lowest bidding vendor. The acceptance of the bid may be based on a number of factors, including: Cost, demonstrated working experience in the specific area, past experience with the City, overall quality of work, and in emergency situations.

Exception to this policy may be made in order to maintain continuity of services, their in-depth knowledge of the City's operations or systems, the uniqueness of the services offered, and in emergency situations. Examples include, but not limited to: Auditing Services, Financial Services, Engineering Services, Legal Services, Maintenance Contracts, Building Maintenance, Architectural Services, and other similar services. Exception can also be made if the project requires unique skills or if bids cannot be obtained due to lack of interest from the vendors. It is the responsibility of the department head to document the rationale for the vendor selection, particularly when the lowest bid is not accepted and/or if a bid was only received or obtained from one vendor.

Spending Not Requiring Council Action

AUTHORIZATION LIMITS

| Individual | \$ Limit - Budgeted | \$ Limit - Unbudgeted |
|----------------------|---------------------|-----------------------|
| City Administrator | up to \$ 25,000 | up to \$ 25,000 |
| Department Directors | up to \$ 5,000 | up to \$ 5,000 |

Note: All payments for capital purchases in excess of \$25,000 must be preapproved by the City Council, ~~unless the project, in aggregate, was previously approved by the City Council.~~ Monthly reports for all approved ~~unbudgeted~~ capital expenditures shall be provided to the City Council by the City Administrator. The department director, along with the concurrence of the Finance Director, may delegate signature authority to another individual in their department for a set dollar amount, which should be significantly lower than their own signing authority. This authority must be in writing and be kept in the Finance Department.

Items not requiring Council authorization prior to payment, but is part of the approved budget and over the authorization limits as described above:

- Payroll and payroll related payments
 - Employee Expense reimbursements
 - Insurance Premiums
 - Routine Operations (utilities, supplies, cleaning services, etc.)
 - ~~Items that were previously approved by the Council.~~
 - Emergency payments or other payments to avoid late fees or interest charges.
1. Finance will process payments on a bi-weekly basis. Payments that do not require Council authorization will be issued the same time as Council authorized ones.
 2. Payments that require Council action will be issued after the approval.
 3. A complete list of all paid and unpaid claims will be presented at the regular Council meeting under the consent agenda items.

PURCHASE ORDERS & CODING INVOICES

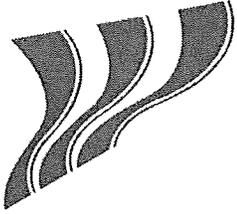
It is a prudent business practice to issue purchase orders prior to the purchase of goods and services. As a practical matter, no purchase orders are required for purchases under \$5,000. Purchase orders can only be signed by the authorized individuals as outlined above with their respective signing authority. The City Administrator or their designee may co-sign a purchaser order if the order exceeds the director's authorization level.

Purchase orders are issued by the individual departments and retained by them until the goods and services are received. Upon the receipt of the invoice, the department head will approve the invoice for payment and forward the invoice, along with the purchase order to the Finance Department for processing.

All invoices are required to be coded and signed by the department head, or authorized delegate, before forwarding them to the Finance Department for processing.

NEW VENDORS

Selecting new vendors is at the discretion of the department head. When selecting a new vendor the department head or authorized delegate is required to also obtain an IRS Form W-9 from the vendor. The City requires the IRS Form W-9 before payment can be processed for the vendor.



WILLMAR

City Administrator

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

COUNCIL ACTION REQUEST

DATE: April 25, 2016

SUBJECT: Reimbursement of Personal Expenditures

RECOMMENDATION: It is respectfully requested the Finance Committee consider the following recommendation:

Motion to set the meal rates for individuals proportionate with IRS-approved reimbursement rates.

BACKGROUND:

It has been some time since the City has adjusted its compensation for reimbursement of meals in its Travel Policy. The current rates of \$7.00 for breakfast, \$9.00 for lunch and \$14.00 for dinner have been in place since April of 1999. I am proposing increasing these amounts to \$10.00 for breakfast, \$12.00 for lunch and \$18.00 for dinner which is seemingly be appropriate and in line with the IRS-approved reimbursement rates.

FINANCIAL CONSIDERATION:

Additional costs to the City are fairly minimal as the increases are not that large.

LEGAL: NA.

Department/Responsible Party: Larry Kruse, City Administrator

RESOLUTION No. _____

WHEREAS, the City of Willmar has a Travel Policy establishing compensation rates for reimbursement of meals; and

WHEREAS, the current meal reimbursement rates have been in existence since April, 1999;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Willmar, Minnesota, that the compensation rates for reimbursement of meals in the Travel Policy be established to follow the same rates in effect for the State of Minnesota employees which would revise the City of Willmar rates effective May 3, 2016, as follows:

| | <u>From</u> | <u>To</u> |
|-----------|-------------|-----------|
| Breakfast | \$ 7.00 | \$ 9.00 |
| Lunch | \$ 9.00 | \$11.00 |
| Dinner | \$14.00 | \$16.00 |

BE IT FURTHER RESOLVED that the above rates will follow established State of Minnesota meal reimbursement rates as they may change in the future.

Dated this 2nd Day of May, 2016.

MAYOR

ATTEST:

CITY CLERK



★ WILLMAR

Public Works Director

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

COUNCIL ACTION REQUEST

DATE: April 25, 2016

SUBJECT: Request to Purchase Nuhn Honey Wagon

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

To approve the purchase of a Nuhn 6000 Honey Wagon Slurry Tank for the Bio-Solids Wastewater Treatment Facility from Dairyland Supply Inc. in the amount of \$59,335.00.

BACKGROUND: Wastewater staff solicited quotes for the purchase of a honey wagon in accordance with the 2016 Capital Improvement Program. Quotes were received from Boss Supply of Janesville, Inc. in the amount of \$78,500.00 and Dairyland Supply, Inc. in the amount of \$75,335.00. The honey wagon is used in the field to inject bio-solids as required by our land application program. The current unit was purchased in 2001 was deferred from the ten year replacement schedule to 2016. It is a key component to the bio-solids program and as it has aged, the tank is starting to corrode from the inside out as well as needing wheel spindles, bearings, wheel hubs and the pump rebuilt.

FINANCIAL CONSIDERATION: The 2016 Capital Improvement Program includes \$90,000 for the purchase, with the current unit to be traded in and the purchase price reflects the \$16,000 allowance.

LEGAL: N/A

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

Reviewed By: Larry Kruse, City Administrator

RESOLUTION NO. _____

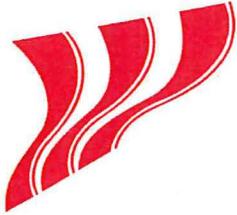
BE IT RESOLVED by the City Council of the City of Willmar to authorize the purchase of one Nuhn 6000 Honey Wagon Slurry Tank from Dairyland Supply, Inc., in the amount of \$75,335 less \$16,000 trade-in of the current unit for a net cost of \$59,335 and that funds to be utilized for this purchase are per the 2016 Capital Improvement Program.

Dated this 2nd Day of May, 2016.

MAYOR

ATTEST:

CITY CLERK



★ WILLMAR

Public Works Director

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

COUNCIL ACTION REQUEST

DATE: April 25, 2016

SUBJECT: Fairgrounds Lift Station Preliminary Budget

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

Adopt the resolution establishing the preliminary budget for the Fairgrounds Lift Station Project.

BACKGROUND: The Fairgrounds Lift Station is identified in the 2016 improvement projects for replacement. The lift station is located at 908 Park Avenue, on the south side of the Fairgrounds and is a custom dry pit station constructed in 1931. Bolton and Menk, Inc. was awarded the design engineering and construction related services contract for the project on March 21st.

FINANCIAL CONSIDERATION: Staff has prepared the preliminary construction budget for the Fairgrounds Lift Station and it is estimated at \$640,000. The funding for the project will be from a PFA loan.

LEGAL: N/A

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

Reviewed By: Larry Kruse, City Administrator

RESOLUTION NO. ____
FAIRGROUNDS LIFT STATION

ESTIMATED TOTAL COST \$640,000.00

*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. | _____ |
| TOTAL | \$0.00 |

RECEIVABLES

| | |
|-------------------------|---------------------|
| Assessments Prop Owners | _____ |
| Community Investment | _____ |
| General | _____ |
| State Aid | _____ |
| WTP- Rates | \$640,000.00 |
| MUC | _____ |
| Kandiyohi County | _____ |
| TOTAL | \$640,000.00 |

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 | _____ |
| TOTAL | \$0.00 |

FINANCING

| | |
|------------------|---------------------|
| General | _____ |
| PFA Loan | \$640,000.00 |
| State Aid | _____ |
| WTP | _____ |
| MUC | _____ |
| Kandiyohi County | _____ |
| TOTAL | \$640,000.00 |

GRAND TOTAL **\$640,000.00**

Dated: _____

OTHER SERVICES

| | |
|-----------------------------|---------------------|
| 30 Communications | _____ |
| 31* Printing & Publishing | _____ |
| 32 Utilities | _____ |
| 33* Travel-Conf.-Schools | _____ |
| 34 Mtce. of Equipment | _____ |
| 35 Mtce. of Structures | _____ |
| 36* Mtce. of Other Impr. | \$500,000.00 |
| 37 Subsistence of Persons | _____ |
| 38 Cleaning & Waste Removal | _____ |
| 39* Other Services | \$50,000.00 |
| TOTAL | \$550,000.00 |

Mayor

Attest:

OTHER CHARGES

| | |
|-----------------------------|--------------------|
| 40 Rents | _____ |
| 41* Insurance & Bonds | _____ |
| 42 Awards & Indemnities | _____ |
| 43 Subscription/Memberships | _____ |
| 44 Interest | _____ |
| 45 Licenses & Taxes | _____ |
| 46 Other Serv. | \$90,000.00 |
| 47* Advertising | _____ |
| 48* Adm. OH (Transfer) | _____ |
| 49 Other Charges | _____ |
| TOTAL | \$90,000.00 |

City Clerk/Treasurer

2016- Engineering Services
2017- Construction and Contingency

GRAND TOTAL **\$640,000.00**



WILLMAR



Public Works Director

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

COUNCIL ACTION REQUEST

DATE: April 25, 2016

SUBJECT: Resolutions of Intent to Reimburse and Budget – 2016 Street Improvement Projects

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

Adopt the resolution of Intent to Reimburse for costs on the 2016 Street Improvement Projects.

Adopt the resolution setting the 2016 Street Improvement Projects budget at \$2,869,200.00.

BACKGROUND: Prior to incurring costs on the 2016 project it is necessary the Council adopt a Resolution of Intent to Reimburse. This will ensure the City will be reimbursed for project costs after the date of the resolution.

FINANCIAL CONSIDERATION: The resolution insures project costs are covered by the bond issue.

LEGAL: The resolution establishes procedures relating to compliance with reimbursement bond regulations under the Internal Revenue Code.

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

Reviewed By: Larry Kruse, City Administrator

RESOLUTION NO. _____

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

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

1. Recitals.

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

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

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

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

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

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

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

C. Care shall be taken so that the City, or its authorized representatives under this Resolution, not make Declarations in cases where the City doesn't reasonably expect to issue reimbursement bonds to finance the subject project costs, and the City officials are hereby

authorized to consult with bond counsel to the City concerning the requirements of the Regulations and their application in particular circumstances.

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

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

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

Adopted this 18th day of April, 2016, by the Willmar City Council

MAYOR

Attest:

CITY CLERK

EXHIBIT A

DECLARATION OF OFFICIAL INTENT

The undersigned, being the duly appointed and acting City Clerk of the City of Willmar, Minnesota (the "City"), pursuant to and for purposes of compliance with Treasury Regulations Section 1.150-2 (the "Regulations"), under the Internal Revenue Code of 1986, as amended, hereby states and certifies as follows:

1. The undersigned has been and is on the date hereof duly authorized by the Willmar City Council to make and execute this Declaration of Official Intent (the "Declaration") for and on behalf of the City.

2. This Declaration relates to the following project, property or program (the "Project") and the costs thereof to be financed: 2016 Pavement Management Improvement Bonds.

3. The City reasonably expects to reimburse itself for the payment of certain costs of the Project out of the proceeds of a bond issue or similar borrowing (the "Bonds") to be issued by the City after the date of payment of such costs. As of the date hereof, the City reasonably expects that \$1,260,000.00 is the maximum principal amount of the Bonds, which will be issued to finance the Project.

4. Each expenditure to be reimbursed from the Bonds is or will be a capital expenditure or a cost of issuance, or any of the other types of expenditures described in Section 1.150-2(d)(3) of the Regulations.

5. As of the Date thereof, the statements and expectations contained in this Declaration are believed to be reasonable and accurate.

Dated: April 18, 2016

Kevin Halliday
City Clerk
City of Willmar, Minnesota

CERTIFICATION

The undersigned, being the duly qualified and acting City Clerk of the City of Willmar, Minnesota, hereby certifies the following:

The foregoing is true and correct copy of a Resolution on file and of official, publicly available record in the offices of the City, which Resolution relates to procedures of the City for compliance with certain IRS Regulations on reimbursement bonds. Said Resolution was duly adopted by the governing body of the City (the "Council") at a regular meeting of the Council held on April 18, 2016. Said meeting was duly called, regularly held, open to the public, and held at the place at which meetings of the Council are regularly held. Council Member _____ moved the adoption of the Resolution, which motion was seconded by Council Member _____. A vote being taken on the motion, the following members of the Council voted in favor of the motion to adopt the Resolution:

and the following voted against the same:

Whereupon said Resolution was declared duly passed and adopted. The Resolution is in full force and effect, and no action has been taken by the Council, which would in any way alter or amend the Resolution.

WITNESS MY HAND officially as the City Clerk of the City of Willmar, Minnesota, this 18th day of April, 2016.

City Clerk
City of Willmar, Minnesota

RESOLUTION NO. _____
2016 STREET IMPROVEMENTS BUDGET

TOTAL COST \$2,869,200.00

*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. | _____ |
| TOTAL | _____ \$0.00 |

RECEIVABLES

| | |
|-------------------------|-----------------------------|
| Assessments Prop Owners | _____ \$906,938.00 |
| Community Investment | _____ \$693,062.00 |
| General | _____ \$397,000.00 |
| State Aid | _____ \$679,300.00 |
| WTP | _____ \$40,000.00 |
| MUC | _____ \$52,900.00 |
| Kandiyohi County | _____ \$100,000.00 |
| TOTAL | _____ \$2,869,200.00 |

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 | _____ |
| TOTAL | _____ \$0.00 |

FINANCING

| | |
|------------------|-----------------------------|
| General | _____ \$397,000.00 |
| Bonds | _____ \$1,600,000.00 |
| State Aid | _____ \$679,300.00 |
| WTP | _____ \$40,000.00 |
| MUC | _____ \$52,900.00 |
| Kandiyohi County | _____ \$100,000.00 |
| TOTAL | _____ \$2,869,200.00 |

GRAND TOTAL **\$2,869,200.00**

Dated: _____

OTHER SERVICES

| | |
|-----------------------------|-----------------------------|
| 30 Communications | _____ |
| 31* Printing & Publishing | _____ |
| 32 Utilities | _____ |
| 33* Travel-Conf.-Schools | _____ |
| 34 Mtce. of Equipment | _____ |
| 35 Mtce. of Structures | _____ |
| 36* Mtce. of Other Impr. | _____ \$2,280,430.00 |
| 37 Subsistence of Persons | _____ |
| 38 Cleaning & Waste Removal | _____ |
| 39* Other Services | _____ \$228,043.00 |
| TOTAL | _____ \$2,508,473.00 |

Mayor

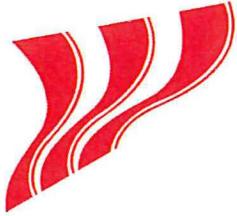
Attest:

City Clerk/Treasurer

OTHER CHARGES

| | |
|-----------------------------|---------------------------|
| 40 Rents | _____ |
| 41* Insurance & Bonds | _____ |
| 42 Awards & Indemnities | _____ |
| 43 Subscription/Memberships | _____ |
| 44 Interest | _____ |
| 45 Licenses & Taxes | _____ |
| 46* Frt. Serv. | _____ \$342,065.00 |
| 47* Advertising | _____ |
| 48* Adm. OH (Transfer) | _____ |
| 49 Other Charges | _____ \$18,662.00 |
| TOTAL | _____ \$360,727.00 |

GRAND TOTAL **\$2,869,200.00**



WILLMAR

City Finance Department

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

COUNCIL ACTION REQUEST

DATE: April 25, 2016

SUBJECT: Reports

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

Quarter End 03/31/16 Investment Activity
Quarter End 03/31/16 Interest Activity
Quarter End 03/31/16 Cash/Investment Portfolio
Quarter End 03/31/16 Ten-Year Historical Interest Received Per Quarter
Quarter End 03/31/16 Ten-Year Historical Investment Balances Per Quarter
03/31/16 Rice Trust Fund

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

FINANCIAL CONSIDERATION: None

LEGAL: None

Department/Responsible Party: Steve Okins, Finance Director

**COMMUNITY DEVELOPMENT COMMITTEE
MINUTES**

The Community Development Committee of the Willmar City Council met on Thursday, April 28, 2016, in Council Chambers at the Willmar Municipal Utilities building.

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

Others present: Bruce Peterson - Director of Planning and Development Services, Larry Kruse – City Administrator, Denis Anderson – Council Member, Randy Kardell – Building Official, Frank and Lorna Yanish, Ron Davis, Loren Schultz, and Shelby Lindrud – “West Central Tribune”

Item No. 1 Call to Order

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

Item No. 2 Public Comments (For Information Only)

Ron Davis addressed the Committee regarding the Sex Offender Housing Ordinance. He requested that the Council move forward and adopt an Ordinance. He suggested that to determine the appropriate distance for “safe zones” the Council either make the decision or ask the stakeholders for input. He also suggested that the Ordinance include a standard limiting how close together sex offenders are permitted to reside.

Item No. 3 Back Flow/Cross Connection Program (Motion)

Staff outlined the mandated Backflow/Cross Connection Program. Primary responsibility to administer the program lies with the Willmar Municipal Utilities as the purveyor of water. The program requires all backflow valves and cross connections be inspected and maintained on an annual basis and will apply to all properties. The Council asked several questions regarding City Staff involvement in the process, length of time to bring the program up to speed, and asked for examples of where cross connections have posed problems in other cities. Building Official Randy Kardell was able to cite several examples where products such as embalming fluid and pesticides have been introduced into the potable water supply due to faulty backflow prevention devices.

Following discussion, a motion was made by Council Member Johnson, seconded by Council Member Nelson, and passed to recommend to the Council that the City initiate the mandated Municipal Backflow/Cross Connection Program and direct Willmar Municipal Utilities to implement the program as the purveyor of water.

Item No. 4 Local Option Sales Tax (Motion)

The Committee renewed discussion of the possibility of reestablishing the local option sales tax. Public comments were solicited. Loren Schultz spoke to the Committee and said he favored a sale tax increase rather than a property tax increase. He would like to see the money used for drainage and infrastructure projects.

City Administrator Kruse led the Committee through a PowerPoint presentation which covered the City's past use of sale tax and the statutory requirements for the local options sales tax process. It is estimated that a local .5% tax would generate approximately \$2.2 million annually. Projects eligible for a local option sales tax must be of regional significance.

A list of potential projects was reviewed and discussed. High priority projects as identified by staff were Civic Center refrigeration system improvements, Swansson Field lighting, and a new Community Center. A calendar for pursuing a local option sales tax was presented and discussed. Additional Council priorities in the past had been expressed as the field house, transportation projects, and Becker Avenue plan implementation. It was noted that the idea of a local option sales tax was advanced by the Council at the past retreat. Since then, staff has met with a number of community stakeholders and quantified projects and impacts. A list of project cost estimates was presented and reviewed. The total costs of all projects recommended by staff were approximately \$19.5 million dollars. The Committee discussed the public process and how to best identify projects with a broad range of benefits.

Council Member Plowman offered that his priorities for sales tax projects would be street improvements, municipal building improvements, new community center, and recreation facilities/opportunities. Council Member Nelson said the City should pursue a local option sales tax, but do it for the right reasons. She was not sure how streets and buildings can be shown to serve a regional purpose. Administrator Kruse said that some latitude exists for the Council in determining project eligibility. Council Member Johnson said his three priorities would be Swansson Field lighting, Civic Center refrigeration, and street improvements. Council Member Fagerlie said his priorities were a community center/field house complex, Civic Center refrigeration, and street improvements. Council Member Nelson said she needed more community input on specific projects, but suggested the local option sales tax should be enacted.

A motion was made by Council Member Nelson, seconded by Council Member Plowman and passed to recommend to the Council that the City pursue a Local Option Sales Tax, with eligible projects to be determined.

A motion was made by Council Member Nelson, seconded by Council Member Plowman and passed to recommend to the Council that staff be directed to find ways to include the community in the project selection process.

Item No. 5 Building Safety Month (Motion)

Staff informed the Committee that May was Building Safety Month. To recognize Building Safety Month, staff is doing some public service announcements to explain the value of building codes and the inspections process. Additionally, it was requested that a proclamation be read by the Mayor to proclaim May as Building Safety Month, and to recognize the work done by local code enforcement personnel to maintain public health and safety.

A motion was made by Council Member Nelson, seconded by Council Member Johnson and passed to recommend to the Council that the Mayor issue the proclamation as submitted.

Item No. 6 Sex Offender Housing Ordinance (Motion)

Council Member Johnson reopened discussion of the Sex Offender Housing Ordinance. He presented a revised ordinance that would further regulate residency for sex offenders. Under the amendment, sex offenders would be prohibited from living within 500 feet of each other. The 500 foot standard is similar to the separation distance required from specific facilities that attract and deal with youth. There was a suggestion that the separation distance from youth facilities and distance between sex offenders to be set at 1,000 feet, as opposed to 500 feet as stated in the previous draft.

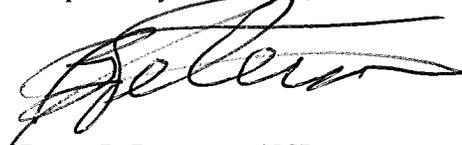
A motion was made by Council Member Johnson, seconded by Council Member Nelson and passed to recommend to the Council that the revised sex offender housing ordinance be considered for a public hearing with a new designated separation distance of 1,000 feet and with the inclusion of language to restrict the density of sex offenders to reflect the facility separation distance of 1000 feet.

Item No. 7 Project Updates (For Information Only)

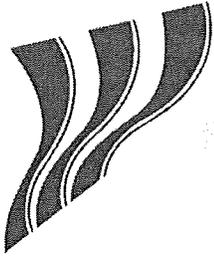
Staff provided updates on a number of projects; among them being residential, commercial, and industrial projects, as well as a brief update on the railroad wye project.

There being no further business to come before the Committee, the meeting was adjourned at 6:20 p.m. by Chair Fagerlie.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Bruce D. Peterson", written in a cursive style.

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



CITY OF WILLMAR

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

COUNCIL ACTION REQUEST

DATE: April 28, 2016

SUBJECT: Back Flow/Cross Connection Program

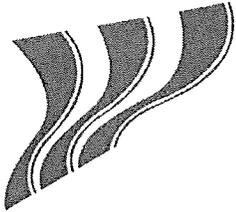
RECOMMENDATION: To initiate the State and Federally mandated Municipal Backflow/Cross Connection Program, and direct Willmar Municipal Utilities to implement the program as the purveyor of water.

BACKGROUND: Potable water safety is an ongoing concern. Issues have arisen in many communities regarding cross connections and back flow issues contaminating the public potable water system. To guard against that happening, a program had been mandated that purveyors of water implement a backflow/cross connection program. Under this program, a database must be established of all instances where it is possible for back flow to occur. These are typically situations where there are back flow valves installed, or check valves, as the case may be. City of Willmar staff has discussed this matter with Willmar Municipal Utilities Staff and the Utilities Staff understands their responsibility under the law. City staff has agreed to assist in establishing the initial database to be used by Willmar Municipal Utilities to set up the inspection program.

FINANCIAL CONSIDERATION: The cost to implement this program will be primarily staff time. There will be demands on Willmar Municipal Utilities Staff to conduct the ongoing program. Initial staff time will be required by City Staff and WMU Staff to create the database and structure for the inspection program.

LEGAL: This program is a mandate by the Federal Government and by the Minnesota Department of Health and Minnesota Plumbing Code. Many Communities have put off doing this for some time due to the increased potential for contamination of the public water system it is important to implement the program from a liability standpoint.

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



WILLMAR

City Administrator

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

COUNCIL ACTION REQUEST

DATE: 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 8th 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:

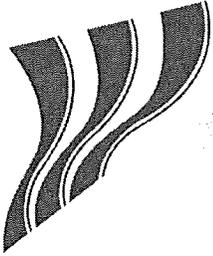
1. Civic Center improvements including new refrigeration equipment for both arenas
2. Swansson Ball Field improvements including new lighting
3. Community Center Facility

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



CITY OF WILLMAR

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

COUNCIL ACTION REQUEST

DATE: April 28, 2016

SUBJECT: Building Safety Month

RECOMMENDATION: That the Mayor issue the Proclamation for May, 2016 as Building Safety Month.

BACKGROUND: The month of May has been designated as Building Safety Month. Building Safety Month is recognized by the International Code Council as a month of public awareness of construction issues related to safety and building codes. Communities have been asked to formally proclaim the month of May as building safety month in recognition of the efforts by code officials to create a safe and healthy building construction environment.

FINANCIAL CONSIDERATION: N/A

LEGAL: N/A

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

**PROCLAMATION
BUILDING SAFETY MONTH – MAY, 2016**

Whereas, our City's continuing efforts to address the critical issues of safety, energy efficiency, water conservation, and resilience in the built environment that affect our citizens, both in everyday life and in times of natural disaster, give us confidence that our structures are safe and sound, and;

Whereas, our confidence is achieved through the devotion of vigilant guardians – building safety and fire prevention officials, architects, engineers, builders, tradespeople, laborers and others in the construction industry – who work year-round to ensure the safe construction of buildings, and;

Whereas, these guardians – dedicated members of the International Code Council – use a governmental consensus process that brings together local, state and federal officials with expertise in the built environment to create and implement the highest-quality codes to protect Americans in the buildings where we live, learn, work, worship, play, and;

Whereas, the International Codes, the most widely adopted building safety, energy and fire prevention codes in the nation, are used by most U.S. cities, counties and states; these modern building codes also include safeguards to protect the public from natural disasters such as hurricanes, snowstorms, tornadoes, wildland fires, floods and earthquakes, and;

Whereas, Building Safety Month is sponsored by the International Code Council, to remind the public about the critical role of our communities' largely unknown guardians of public safety – our local code official – who assure us of safe, efficient, and livable buildings, and;

Whereas, "Building Codes: Driving Growth through Innovation, Resilience and Safety" the theme for Building Safety Month 2016, encourages all Americans to raise awareness of the importance of building safe and resilient construction; fire prevention; disaster mitigation, water safety and conservation; energy efficiency and new technologies in the construction industry. Building Safety Month 2016 encourage appropriate steps everyone can take to ensure that the places where we live, learn, work, worship and play are safe and sustainable, and recognizes that countless lives have been saved due to the implementation of safety codes by local and state agencies, and,

Whereas, each year, in observance of Building Safety Month, Americans are asking to consider projects to improve building safety and sustainability at home and in the community, and to acknowledge the essential service provided to all of us by local and state building departments, fire prevention bureaus and federal agencies in protecting lives and property.

NOW, THEREFORE, I, Mayor – Marv Calvin of the City of Willmar do hereby proclaim the month of May 2016 as Building Safety Month. Accordingly, I encourage our citizens to join with their communities in participation in Building Safety Month activities.

Mayor, Marv Calvin

ORDINANCE NO. _____

AN ORDINANCE ADDING A NEW ARTICLE V IMPOSING RESIDENCY RESTRICTIONS
ON SEXUAL OFFENDERS AND SEXUAL PREDATORS TO MUNICIPAL CODE
CHAPTER 10, OFFENSES AND MISCELLANEOUS PROVISIONS

The City Council of the City of Willmar hereby ordains as follows:

Section 1. AMENDMENT OF MUNICIPAL CODE, CHAPTER 10, OFFENSES AND MISCELLANEOUS PROVISIONS. Chapter 10 of the Willmar Municipal Code is hereby amended by adding a new Article V, Sexual Offenders and Sexual Predators, imposing residency restrictions on sexual offenders and sexual predators as follows:

ARTICLE V. - SEXUAL OFFENDERS AND SEXUAL PREDATORS

Sec. 10-76. – Findings and Intent.

Sec. 10-77. – Definitions.

Sec. 10-78. – Residence Prohibition; Penalties; Exceptions.

Sec. 10-79. – Renting Real Property; Penalties.

Sec. 10-80. – Severability.

Sec. 10-76. – Findings and Intent.

- (a) Repeat sexual offenders, sexual offenders who use physical violence, and sexual offenders who prey on children are sexual predators who present an extreme threat to the public safety. Sexual offenders are likely to use physical violence and to repeat their offenses, and most sexual offenders commit many offenses, have many more victims than are ever reported, and are prosecuted for only a fraction of their crimes. The costs of this sexual offender victimization to society at large are severe.
- (b) Offenders who have committed certain statutorily designated sexual offenses and other identified offenses are required by Minnesota statutes to register their addresses, secondary addresses, work locations and vehicles with the Minnesota Department of Corrections.
- (c) Offenders who have committed the designated sexual and predatory offenses and are confined in Minnesota correctional facilities or treatment facilities are subject to review by an End of Confinement Review Committee (ECRC) established by the Minnesota Commissioner of Corrections, which assesses, reviews and assigns a risk level to the offender before the offender is released from confinement, all pursuant to Minnesota Statutes, Section 244.052. The offender is entitled to notice of the ECRC meeting and has the right to be present and be heard at the meeting.

- (d) The ECRC assigns offenders a risk level from I to III, with those assigned a risk level III having been assessed to have the highest risk of reoffending and thus posing the greatest risk to other residents of the city.
- (e) Research indicates the measurement of individual characteristics are the best predictors of likelihood of reoffending and the end of confinement review process follows the procedures for such individualized review identified in Minnesota Statutes, Section 244.052, resulting in the assigned risk level.
- (f) It is the intent of this Article to serve the city's compelling interest to promote, protect and improve the health, safety and welfare of the citizens of the city by creating areas around locations where children regularly congregate in concentrated numbers wherein those sexual offenders and sexual predators assessed to have the greatest likelihood of reoffending are prohibited from residing.
- (g) It is the further intent of this Article to serve the city's compelling interest in mitigating the concentration of certain predatory offenders, as recommended by Minnesota Statutes, Section 244.052, subdivision 4a, by prohibiting certain predatory offenders from establishing temporary or permanent residences within close proximity to one another.

Sec. 10-77. – Definitions.

The following words, terms and phrases, when used in this Article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

- (a) *Designated Offender.* The term “designated offender” means any person who has committed a designated sexual offense, regardless of whether adjudication has been withheld, in which the victim of the offense was less than 16 years of age, or who has been categorized as a level III sex offender under Minnesota statutes section 244.052 or successor statute.
- (b) *Designated sexual offense.* The term “designated sexual offense” means a conviction, adjudication of delinquency, commitment under Minnesota Statutes, Chapter 253B, or admission of guilt under oath without adjudication involving any of the offenses identified under Minnesota Statutes, Section 243.166, Subdivision 1b, requiring the offender to register with the Department of Corrections, including offenses under a similar law of another state, as identified under Minnesota Statutes, Section 243.166, Subdivision 1b.
- (c) *Permanent residence.* The term “permanent residence” means a place where the person abides, lodges, or resides for 14 or more consecutive days.

- (d) *Temporary residence.* The term “temporary residence” means a place where the person abides, lodges, or resides for a period of 14 or more days in the aggregate during any calendar year and which is not the person’s permanent address, or a place where the person routinely abides, lodges, or resides for a period of four or more consecutive or nonconsecutive days in any month and which is not the person’s permanent residence.
- (e) *School.* The word “school” means any public or nonpublic elementary or secondary school, and shall include any structure, land, or facility owned, leased or used for operation of the school or school activities.
- (f) *Licensed day care center.* The term “licensed day care center” means any facility, center, home or institution where children are cared for pursuant to a license issued by the Kandiyohi County Health and Human Services Department.
- (g) *Park.* The word “park” means an outdoor area owned by a local government and maintained for public recreational use and/or preservation of natural space.
- (h) *Public playground.* The term “public playground” means an improved outdoor area owned by a local government and designed, equipped, and set aside for children’s play, and includes in that area such facilities as play equipment, surfacing, fencing, sign, internal pathways, internal land forms, vegetation and related structures.
- (i) *Place of worship.* The term “place of worship” means a place where persons regularly assemble for religious worship and which provides regular educational programs for children.

Sec. 10-78. – Residence Prohibition; Penalties; Exceptions.

- (a) *Prohibited Location Of Residence.* It is unlawful for any designated offender to establish a permanent residence or temporary residence within 500 feet of any school, licensed daycare center, park, public playground, ~~or~~ place of worship, or the permanent or temporary residence of any other designated offender lawfully established under this Article.
- (b) *Prohibited Activity.* It is unlawful for any designated offender to participate in a holiday event involving children under 18 years of age, such as distributing candy or other items to children on Halloween, wearing a Santa Claus costume on or preceding Christmas, or wearing an Easter bunny costume on or preceding Easter. Holiday events in which the offender is the parent or guardian of the children involved, and no nonfamilial children are present, are exempt from this subsection.

(c) *Measurement of Distance.*

- (1) For purposes of determining the minimum distance separation, the requirement shall be measured by following a straight line from the outer property line of the permanent residence or temporary residence to the nearest outer property line of a school, daycare center, park, public playground, place of worship, or other place where children regularly congregate.
- (2) The city clerk shall maintain an official map showing prohibited locations as defined by this Article. The clerk shall update the map at least annually to reflect any changes in the location of prohibited zones.

(d) *Penalties.* Any person violating any provision of this Article shall be guilty of a misdemeanor and, upon conviction thereof, shall be punished as provided in Section 1-15 of this code. Each day a person maintains a residence in violation of this Article constitutes a separate violation.

(e) *Exceptions.* A designated offender residing within a prohibited area as described in subsection (a) of this section does not commit a violation of this section if any of the following applies:

- (1) The person established the permanent residence or temporary residence and reported and registered the residence pursuant to Minnesota Statutes, Sections 243.166, 243.167, or successor statute, prior to July 1, 2016.
- (2) The person was a minor when he/she committed the offense and was not convicted as an adult.
- (3) The person is a minor.
- (4) The school or daycare center within 500 feet of the person's permanent residence was opened after the person established the permanent residence or temporary residence and reported and registered the residence pursuant to Minnesota Statutes, Sections 243.166 or 243.167.
- (5) The residence is also the primary residence of the person's parents, grandparents, siblings, spouse, or children.

(f) Nothing in this section shall require any person or designated offender to sell or otherwise dispose of any real property acquired or owned prior to the conviction restricting residency under this Article.

Sec. 10-79. – Renting Real Property; Penalties.

- (a) It is unlawful to let or rent any place, structure, or part thereof, trailer or other conveyance, with the knowledge that it will be used as a permanent residence or temporary residence by any person prohibited from establishing such permanent residence or temporary residence pursuant to this Article, if such place, structure, or part thereof, trailer or other conveyance, is located within a prohibited location zone described in Section 10-78(a).
- (b) A property owner’s failure to comply with provisions of this section shall constitute a violation of this section.
- (c) If a property owner discovers or is informed that a tenant is a designated offender after signing a lease or otherwise agreeing to let the offender reside on the property, the owner or property manager may evict the offender.

Sec. 10-80. – Severability.

Should any section, subdivision, clause or other provision of this Article be held to be invalid by any court of competent jurisdiction, such decision shall not affect the validity of this Article as a whole, or of any part thereof, other than the part held to be invalid.

Secs. 10-81. – 10.85.—Reserved.

Section 2. EFFECTIVE DATE. This ordinance shall be effective from and after July 1, 2016.

Passed by the City Council of the City of Willmar this ___ day of _____, 2016.

ATTEST:

Kevin Halliday, City Clerk

Marvin Calvin, Mayor

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

This Ordinance introduced by Council Member: _____

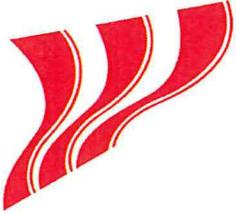
This Ordinance introduced on: _____

This Ordinance published on: _____

This Ordinance given a hearing on: _____

This Ordinance adopted on: _____

This Ordinance published on: _____



COUNCIL ACTION REQUEST

DATE: April 27, 2016

SUBJECT: An Ordinance Abolishing the City Assessor's Office within the City Clerk's Department

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

Pursuant to the City Charter, call for a hearing on Monday, May 16, 2016 to consider abolishing the Assessing Department within the City of Willmar.

BACKGROUND: On December 4, 2014, the City's Senior Accredited Minnesota Assessor (SAMA) retired. Since that time the City has advertised and has not been able to attract a candidate for the position primarily due to the lack of a competitive salary. In the absence of the SAMA, the City has contracted with Steve Behrenbrinker a Senior Accredited Minnesota Assessor (SAMA) who is the designated assessor to manage the commercial and industrial portions of the department. As of April 25th, the department now consists of Brenda Vander Pole, Assessor, I who has been with the City approximately one year and Judy Thompson, Assessor II, a long-time employee with 28 years of service. On April 21st, Emily Lien, Assessor I resigned to take another job.

The City since 2010 has tried at least twice to abolish the department and for many reasons that was never accomplished. Having this ongoing effort to abolish the department does not help with employee morale and attract a Senior Accredited Assessor or other needed staff assessors.

It is suggested by many assessing professionals that a County-wide assessment by one entity can result in more uniform and consistent market values versus many jurisdictions doing their own separate assessment.

The City has served notice to the AFSCME Union pursuant to Article 5 in the contract inviting them to discuss the impact on laid off employees. It is proposed that the City will give notice to lay off the City's two assessors and as per the contract they will have an opportunity to bump other positions within the City and remain employed. The City has facilitated conversations with the County to hire the City employees and integrate them into the County's Assessment Department. Both Assessors' participated in a recent visit to explore this opportunity. I am working with AFSCME Representative Mary Scoon to work with those involved to keep them informed and make the situation as good as possible. Qualified Assessors are in demand these days and in all likelihood they will have an opportunity with the County. Ultimately that will depend on both parties reaching agreement. A meeting with the Assessing employees and their Union representative is scheduled for Thursday.

There are some other duties performed by the Assessing Department that will need attention. This includes maintenance of a manual paper card system to track current and historical assessments. Kandiyohi County has eliminated their card system a couple years ago and all of this information is now available to City and County staff online. It is likely the City will eliminate their card system and establish a digital workflow process to track

its assessments in concert with the County. Other miscellaneous duties will be absorbed by a number of departments.

By hosting this hearing to abolish the Assessing Department will allow an opportunity for employee and public input. During this time, the County Board will also evaluate if it wants to assume the assessing work. All indications are the County is interested consolidating the assessing functions.

FINANCIAL CONSIDERATION: The 2016 adopted Assessing budget is \$328,335. Like many Department budgets, labor constitutes the majority at \$311,525. To date in 2016 the City has spent an estimated \$80,000 primarily on salaries. The City has 6,284 residential parcels, 789 commercial parcels, 253 multi-family parcels, 116 Agricultural parcels and 425 tax exempt parcels for a total of 7,867 parcels. The County currently charges other municipalities and townships \$12 per parcel to complete their assessment. Willmar's cost using the \$328,335 adopted budget equals \$41.74 per parcel. The City's five year historical costs range from \$28.25 to \$32.75 with an average of \$29.87.

It is proposed that the City will pay Kandiyohi County \$364,468 to take over the assessing responsibilities effective July 5, 2016. Beyond this payment, the City will contribute the City Assessors' computers, a police squad, \$5,000 for training, \$5,000 for consulting time for software data conversion and should the County need to hire an assessor prior to July 5th in preparation for the assessing work, the City would pay for several weeks of an Assessor II wages and benefits.

In 2016 and 2017, no County per parcel rate will apply for the City. Then in 2018, the County will charge the City on a per parcel bases for residential and non-residential, similar to what other jurisdictions pay. In conversations, the County suggests that rate in 2018 may be \$15 for residential parcels and \$25 for non-residential properties. Based on this information the cost for the City in 2018 would be approximately \$135,000. Should the County move to a "true assessment," the County would then levy for the entire cost of the assessing function, instead of having contracts with each unit of local government.

In 2019, the Assessor qualifications increase and the remaining township assessors may have to discontinue doing the work if they do not have the higher designation. What the County will eventually charge is unknown; however, we have requested we be charged the same rate per parcel as other townships and Cities.

LEGAL: The City Council has the authority following a public hearing to adopt an ordinance to abolish the Assessing Department.

Department/Responsible Party: Larry Kruse, City Administrator

Reviewed by: Larry Kruse, City Administrator

ORDINANCE NO. _____

AN ORDINANCE ABOLISHING THE CITY ASSESSOR'S OFFICE WITHIN THE CITY CLERK DEPARTMENT

The City Council of the City of Willmar hereby ordains as follows:

Section 1. ABOLISHMENT OF CITY ASSESSOR'S OFFICE. Finding it to be in the best interests of the City of Willmar, the Willmar City Council hereby alters the City Clerk Department by abolishing the City Assessor's Office within such department.

Section 2. EFFECTIVE DATE. This ordinance shall be effective from and after July 5, 2016.

Passed by the City Council of the City of Willmar this ____ day of _____, 2016.

ATTEST:

Kevin Halliday, City Clerk

Marvin Calvin, Mayor

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

This Ordinance introduced by Council Member: _____

This Ordinance introduced on: _____

This Ordinance published on: _____

This Ordinance given a hearing on: _____

This Ordinance adopted on: _____

This Ordinance published on: _____