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

June 6, 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 Audrey Nelsen, Steve Ahmann, Denis Anderson, Rick Fagerlie, Shawn Mueske, Andrew Plowman and Tim Johnson. Council Member Ron Christianson was excused from the meeting. Present 8, Absent 1.

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

Proposed additions to the agenda included addressing further action to be taken by the Council pertaining to "social affair" in the CER Joint Powers Board minutes and the liquor license application for the Willmar Fests Beach Party at Robbins Island on June 25th.

Council Member Plowman offered a motion to adopt the Consent Agenda which included the following items: City Council Minutes of May 16, Rice Memorial Hospital Board Minutes of May 18, Willmar Municipal Utilities Board Minutes of May 23, Airport Commission Minutes of May 24, Accounts Payable Report through June 2, Human Rights Commission Minutes of April 19, Willmar Lakes Area CVB Minutes of April 19, CER Joint Powers Board Minutes of May 27, and the Building Inspection Report for May, 2016. Council Member Fagerlie seconded the motion which carried.

At 7:03 p.m. Mayor Calvin opened the hearing to consider an Ordinance Imposing Residency Restrictions on Sexual Offenders and Sexual Predators. Planning and Development Services Director Bruce Peterson presented the ordinance that has been discussed by the Council on several occasions. The final document presented for hearing imposes residency restrictions on sexual offenders and sexual predators by prohibiting them from residing within 1,000 feet of a school, licensed day care center, park, public playground or place of worship and additionally that no sex offender lives within 1,000 feet of another sex offender.

There being no one to speak for or against the proposed ordinance, Mayor Calvin closed the hearing at 7:05 p.m. and opened it up for discussion by the Council. Council Member Ahmann offered a motion to adopt, assign a number and order final publication of the Ordinance for Imposing Residency Restrictions on Sexual Offenders and Sexual Predators. Council Member Johnson seconded the motion, which carried on a roll call vote of Ayes 7, Noes 0.

At 7:08 p.m. Mayor Calvin opened the hearing to consider a Business Subsidy Agreement with Dooley Brothers, LLP. Planning and Development Services Director Bruce Peterson informed the Council that a final purchase priced based on the City's industrial park land write-down has been agreed upon. Because this amount of the write-down exceeds $150,000, Minnesota Statues require a business subsidy agreement. The purchase price has been written down due to the job creation factors and the value of the improvements being constructed on the site.

There being no one to speak for or against the proposed business subsidy agreement, Mayor Calvin closed the hearing at 7:10 p.m. and opened it up for discussion by the Council.

Resolution No. 1 was introduced by Council Member Plowman, seconded by Council Member Anderson to approve the Business Subsidy Land Write-Down Agreement between the City and Dooley Bros. LLP. The resolution was 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, a municipal corporation of the State of Minnesota, that the Mayor and City Administrator be authorized to enter Business Subsidy Land Write-Down Agreement between the City of Willmar and Dooley Bros. LLP.

Dated this 6th day of June, 2016.

/s/ Marv Calvin
Mayor

/s/ Kevin Halliday
Attest: City Clerk

At 7:15 p.m., Mayor Calvin opened the continued hearing on an amendment to the City Charter proposed by the Charter Commission under Section 2.03. City Clerk Kevin Halliday detailed the Charter Commission's recommendation to add a new subdivision where a structure is set up to compel future City Councils to develop a vision, mission statement and strategic plan. Staff's recommendation is to hear from the public and following any testimony, close the hearing which will trigger the thirty-day approval or denial date by which all eight Council Members must vote affirmatively for any Charter changes.

Bob Bonawitz, 2525 – 7th Avenue SE spoke in favor of the amendment to have a vision for the City to put in place and have the volunteer organizations come together with this vision.

Council Member Anderson made a motion to close the hearing. Council Member Ahmann seconded the motion which passed. Mayor Calvin closed the hearing at 7:17 p.m. and opened it up for discussion by the Council. Council Member Nelsen made a motion for Administration to survey the members of the City Council to find when all eight Council Members can be present so that a meeting can be scheduled before July 6, 2016. Council Member Anderson seconded the motion, which carried.

At 7:22 p.m. Mayor Calvin opened the continued 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 being no one to speak for this issue, Council Member Ahmann made a motion to close the hearing. Council Member Anderson seconded the motion which passed. Mayor Calvin closed the hearing at 7:23 p.m.

At 7:24 p.m. Mayor Calvin opened the continued 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 Mueske made a motion to close the hearing. Council Member Anderson seconded the motion which passed. Mayor Calvin closed the hearing at 7:25 p.m.

At 7:25 p.m. Mayor Calvin opened the continued 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 being no one to speak for or against this amendment to the Charter, Council Member Anderson made a motion to close the hearing. Council Member Mueske seconded the motion, which passed. Mayor Calvin closed the hearing at 7:26 p.m.

No one requested to speak during the Open Forum.

Mayor Calvin recognized Willmar Fests Board Member James Miller who thanked the City Council and staff for their help and support and extended invitations to the events scheduled for the 71st annual community celebration. Again this year the flag raising ceremony to kick off Willmar Fests will be held at Selvig Park on 8:00 a.m., Wednesday, June 22nd. He acknowledged the many great sponsors who make this celebration happen. He touched on the many events of the festival to include the Grand Day Parade on Saturday, June 25th; coronation from 3:00 to 5:00 p.m. and again the kid's carnival at Robbins Island free of charge sponsored by Jennie-O Turkey Store.

Mr. Miller then introduced the 2016 Willmar Fests Royalty: Queen of Festivals, Miranda Roelofs, Aqua Princess, Morgan Stoeberl, and International Princess, Kadijah Farhat. The royalty thanked the Mayor and Council for their past support and gave a presentation of some events they have attended as representatives of Willmar. Mayor Calvin thanked them for their commitment as Ambassadors for the City and for their attendance at numerous parades and city celebrations.

Matt Johnson, Mid-Minnesota Development Commission came before the Council to present results from the survey for Project of Regional Significance and the Local Option Sales Tax. Mr. Johnson was requested to facilitate the draft project report for the City based on the results of the on line survey that had 840 participants. The results showed the highest priority the survey respondents chose was regional streets/highways. The actual statistics are contained within the report which is on file in the Clerk's office at City Hall. Mr. Johnson summarized the results in order of significance. Mayor Calvin expressed his and the Council's appreciation for the work performed on the report in such tight time frame.

The Finance Committee Report for May 23, 2016 was presented to the Mayor and Council by Council Member Anderson. There were five items for consideration.

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

Item No. 2 Staff explained to the Committee that the current WRAC budget was incorporated with the Information Systems budget in 2013 when the two departments were combined. At the December, 2015, Cable Advisory Committee Meeting it was recommended that the budgets be separated again due to the difficulty of tracking and approving a recommended budget for the WRAC Department. With the renewal of the cable franchise this year, a needs assessment was performed by CBG Communications. With this study, there have been equipment and infrastructure upgrade recommendations that were suggested for the years 2017 through 2019. At this time, funding is a concern due to the removal of the WRAC reserve fund. There have been suggestions to implement a PEG Fee to local cable subscribers. The PEG Fee is an option under the current cable franchise which consists of charging cable subscribers an additional one dollar per month and the funds can only be used towards purchases for the local access stations and studio. It was reviewed by staff that the current franchise fees which the City receives would be adequate to fund the WRAC operating budget along with the proposed equipment and infrastructure upgrades and that any excess funds from those franchise fees could be placed into a reserve account for WRAC projects or distributed as needed. It was noted that separating the budgets would alleviate the need to implement the PEG fee for cable subscribers. The proposed change would start with the 2017 budget and the Cable Coordinator would be the responsible

party for proposing the WRAC budget to the Council. The Committee was recommending the Council introduce a resolution to separate the WRAC budget from the Information Systems Budget beginning in 2017.

Resolution No. 2 was introduced by Council Member Anderson, 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 by the City Council of the City of Willmar, Minnesota, that the WRAC budget be separated from the Information Systems Budget beginning with 2017.

Dated this 6th day of June, 2016.

/s/ Marv Calvin
Mayor

/s/ Kevin Halliday
Attest: City Clerk

Item No. 3 Staff explained to the Committee that previous action by the City Council approving an agreement for Junior Hockey has resulted in an estimated increase for Civic Center expenditures as well as an increase in rental income of $20,000. The term of the lease begins June 1, 2016, for one year in the amount of $40,000 with 6 months allocated to the 2016 Budget and 6 months allocated to the 2017 Budget. It was the Committee's recommendation that the Council introduce a resolution increasing the 2016 Civic Center Budget in the amount of $20,000 for both revenues and expenditures as presented.

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

RESOLUTION NO. 3

Civic Center Budget Amendment

PERSONNEL SERVICES:		RECEIVABLES:	
Salaries Temp. Employees	$1,250.00	Other – Ice Rental	$20,000.00
TOTAL	$1,250.00	TOTAL	$20,000.00
SUPPLIES:		FINANCING:	
General Supplies	$1,250.00	Other – Ice Rental	$20,000.00
		TOTAL	$20,000.00
OTHER SERVICES:			
Utilities	$12,500.00		
TOTAL	$12,500.00		
OTHER CHARGES:			
Other Charges	$5,000.00		
TOTAL	$5,000.00		
GRAND TOTAL	$20,000.00	GRAND TOTAL	$20,000.00

Dated this 6th day of June, 2016.

/s/ Marv Calvin
Mayor

/s/ Kevin Halliday
Attest: City Clerk

Item No. 4 Staff reviewed with the Committee the proposed 2017 Budget Calendar. It was noted that Council needs to adopt and certify the Proposed Levy to the County Auditor for Truth in Taxation in September. The Committee was recommending the Council approve the 2017 Budget Calendar as presented.

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

Item No. 5 Staff explained to the Committee that previous City Council action has approved the 2016 Street Improvement Program of $2,869,000. Funding for the program is planned to come from a number of funding sources, those being a General Tax Levy, Municipal State Aid, Waste Treatment funds, Willmar Municipal Utilities, Kandiyohi County, and the issuance of approximately $1,600,000 in General Obligation Special Revenue Bonds. At this time, Council action is required to set a public hearing which staff is proposing to be held June 20, 2016, at 7:05 PM. The Committee was recommending the Council introduce a resolution setting a Public Hearing for June 20, 2016, at 7:05 PM to discuss the 2016 General Obligation Street Improvements.

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

RESOLUTION NO. 4

RESOLUTION CALLING FOR PUBLIC HEARING ON AN ORDINANCE AUTHORIZING THE ISSUANCE OF $1,600,000 GENERAL OBLIGATION IMPROVEMENT BONDS, SERIES 2016A AND LEVYING TAXES FOR THE PAYMENT THEREOF

(For Resolution in its entirety, see City Council procedures file dated June 6, 2016, located in the City Clerk's Office)

Dated this 6th day of June, 2016.

/s/ Mary Calvin
Mayor

/s/ Kevin Halliday
Attest: City Clerk

Item No. 6 Staff explained to the Committee that the City of Willmar has entered into an agreement with Bolton & Menk for engineering and construction related services for the Fairgrounds Lift Station project. The preliminary budget for this project is $640,000 which has previously been approved by the Council. At this time, staff is requesting authorization to apply for the Minnesota Public Facilities Authority (PFA) loan from the Clean Water Revolving Fund in the amount of $640,000. It was the Committee's recommendation to the Council to introduce a resolution authorizing the City of Willmar's application for a PFA loan estimated at $640,000 to fund the Fairgrounds Lift Station Project.

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

RESOLUTION NO. 5

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

BE IT FURTHER RESOLVED that the City of Willmar estimates the loan amount to be $640,000 or the as-bid cost of the project.

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

BE IT FURTHER RESOLVED that the City of Willmar hereby expresses its official intent to use proceeds of this loan to reimburse construction expenditures made prior to the issuance of its general obligation bond to the Public Facilities Authority.

Dated this 6th day of June, 2016.

/s/ Marv Calvin
Mayor

/s/ Kevin Halliday
Attest: City Clerk

The Finance Committee Report for May 23, 2016, was approved as presented and ordered placed on file in the City Clerk's Office upon motion by Council Member Anderson, seconded by Council Member Fagerlie, which carried.

The Community Development Committee Report for May 26, 2016 was presented to the Mayor and Council by Council Member Fagerlie. There were five items for consideration.

Item No. 1 There were no public comments.

Item No. 2 The Committee discussed ongoing issues of default of the terms of an FBO agreement between the City and Brian Negen of Maximum Cruise Aviation. Staff provided information in a packet detailing events of default. Insurance documents recently submitted by Mr. Negen indicate inadequate coverage as determined by the City Clerk. The Airport Commission had discussed the matter earlier in the week and had taken action to direct Mr. Negen to provide proper insurance coverage prior to the Community Development Committee meeting. Mr. Negen had been informed of the Committee meeting at an earlier Airport Commission meeting, but was not in attendance.

It was suggested that if the City received periodic financial statements it would give the City an indication of the FBO's ability to perform under the agreement. Staff said that there had been a clear history of default and non-performance. MnDOT has suspended Mr. Negen's operator license for failure to provide the required proof of insurance. The Committee reviewed the default issues in detail and it was suggested that the FBO was not worthy of a second chance. Pat Curry, Airport Commission Chair, said the City has liability for the FBO mechanic work if no insurance is in place. It was suggested by the Committee that more Airport Commission involvement be required in monitoring FBO performance.

The Committee was recommending to the Council that the FBO contract with Maximum Cruise Aviation/Brian Negen be terminated immediately. Council Member Fagerlie moved the recommendation of the Committee. Council Member Plowman seconded the motion. Mayor Calvin called on City Attorney Robert Scott to clarify points in the Berns Knight PA letter received by the City late that afternoon. The letter was from an attorney representing the FBO and requested thirty days to resolve the dispute. One dispute was

that a thirty-day notice was not given to the FBO. Mr. Scott noted that he received a copy of the letter from Planning and Development Service Director Bruce Peterson which triggered the thirty-day notice to the FBO to cure his default. The attorney's letter also stated that the insurance coverages have been reinstated, but upon review of the coverages not all of them required by the contract have been complied with.

The Council discussed the airport issues at length and the procedure of relaying information to the Council. Council Member Nelsen opined that the Council needs to take into consideration the empowerment of the Boards and Commissions as they are the first line of communication in issues such as this. Following discussion by the Council, the motion passed.

Item No. 3 Staff presented background on efforts to work with the owner of property at 810 Campbell Ave NW, to have the dilapidated structures removed. A demolition permit had been issued late last summer, but the owner never followed through with the demolition. The property has continued to deteriorate and poses a definite safety hazard. The Committee discussed the City's liability and responsibility should the property owner not remove the structures.

The Committee was recommending the Council declare the structures at 810 Campbell Ave NW as hazardous buildings and to issue an order for their repair or removal. Council Member Fagerlie moved the recommendation of the Committee. Council Member Nelsen seconded the motion, which carried.

Item No. 4 Staff provided updates on:

- Wye rail project
- The capital improvement budgeting process
- Local options sales tax public participation
- Dooley's project
- Miscellaneous commercial/residential project

These updates were received by the Council for information only.

Item No. 5 Staff presented a proposal to the Committee that the City forgo a business development infrastructure grant as previously awarded. In 2015, the City partnered with MinnWest Technology Campus Management Company to secure a $470,000 Innovation Business Public Infrastructure Grant. The City was to be the public entity owning the property where the project was to occur on the MinnWest Campus. After award of the grant, it was determined that Kandiyohi County owned a significant amount of real property where the improvements would be made. For that reason, it is proposed that the County would be the better governmental unit to receive and manage the funds. The grant was to simply be a pass-through for roadway and parking lot improvements on the campus. City staff worked with MinnWest to put the project together, and concurs that the County would be the better grant recipient.

The Committee was recommending the Council adopt a resolution forgoing the 2015 grant and recommending that the County replace the City as the grantee.

Resolution No. 6 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. 6

BE IT RESOLVED by the City Council of the City of Willmar a Municipal Corporation of the State of Minnesota that the City hereby agrees to forgo the Business Development Infra-structure Grant #IBDP-15-0002-O-FY15 in the amount of $470,000.00, as previously awarded.

BE IT FURTHER RESOLVED that the City of Willmar shall no longer be designated as the grantee; rather, that the grantee designation be changed to Kandiyohi County.

Dated this 6th day of June, 2016.

/s/ Marv Calvin
Mayor

/s/ Kevin Halliday
Attest: City Clerk

It was noted that on May 2, 2016, the Council tabled the action on the Backflow/Cross Connection Program. A motion was made by Council Member Fagerlie to remove from the table the Backflow/Cross Connection Program. Council Member Nelsen seconded the motion, which carried. Prior discussion questioned whether this action was needed and directed City Attorney Scott to report on the consequence of not implementing this mandated program. The Council received the email provided by City Attorney Robert Scott. City Attorney Scott expressed his understanding of the motion at the previous Council meeting was not to proceed with preparation of the ordinance, but to direct staff to initiate the mandated Municipal Backflow/Cross Connection Program and direct Willmar Municipal Utilities to implement the program as he purveyor of water. The previous motion carried.

Council Member Nelsen noted her comments regarding Boards and Commissions were not reported in the Community Development minutes and she wanted to ascertain that the item isn't dropped. She opined that the Council review what the Boards and Commissions roles are or what they should be doing. These entities should be used to their fullest to provide feedback and better monitoring.

The Committee Development Committee Report for May 26, 2016, was approved as presented and ordered placed on file in the City Clerk's Office upon motion by Council Member Fagerlie, seconded by Council Member Nelsen, which carried.

The Public Works/Safety Committee Report for May 31, 2016 was presented to the Mayor and Council by Council Member Christianson. There were seven items for consideration.

Item No. 1 No public comments were made.

Item No. 2 Police Chief Felt noted the jail census for May 31, 2016 was 106; 35 inmates from the Department of Corrections, 67 inmates from Kandiyohi County and 4 inmates from other counties. The calls for service the previous two weeks totaled 912 and are 11 days ahead of this date last year. The majority of the calls for the previous two weeks were for traffic stops, followed by public assists and animal complaints.

Chief Hanson noted total Fire Department calls for service the previous two weeks totaled 14. The calls included 8 alarm activations, 2 car accidents, 2 elevator rescues, 1 car fire, 1 crash, 1 small building and 1 weather watch. The response time from dispatch to in route for April was 3 minutes 20 seconds and for May was 3 minutes 22 seconds. The total calls for service this year is 128, compared to 140 calls in 2015. The Council received the Police and Fire updates for information only.

Item No. 3 Staff brought forth, for approval, acceptance of a $2,500 CenterPoint Partnership Award for automated external defibrillators (AED's) for the Police Department. It is requested the recipient match funds for the safety equipment and the department has budgeted for the replacement of the AED costs and has the matching funds available. The useful life of the AED's is an average of 12 to 14 years. The Committee was recommending the Council accept the $2,500 CenterPoint Partnership Award for the purchase of automatic external defibrillators for the Willmar Police Department.

Resolution No. 7 was introduced by Council Member Nelsen, seconded by Council Member Ahmann 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 to approve the acceptance of the CenterPoint Community Partnership Award in the amount of $2,500 for Automated External Defibrillators (AED's) for the Willmar Police Department.

Dated this 6th day of June, 2016.

/s/ Marv Calvin
Mayor

/s/ Kevin Halliday
Attest: City Clerk

Item No. 4 Dave Baker presented the concept of a destination playground at Robins Island brought forth from Vision 2040 and NEXT groups. Using Leathers and Associates to assist with the project, the concept includes constructing 15-20,000 square foot custom-designed community built playground area and the total estimated $700-800,000 cost would be covered through fundraising. The Committee discussed the protocol of accepting donations and being the fiscal agent on the project as well as bidding requirement guidelines. Pedestrian access concerns were noted and possible remedies within the Park Plan. The Committee was recommending the Council support the concept of a destination playground at Robbins Island and to present it at the June 20th. Council Member Nelsen moved the recommendation of the Committee. Council Member Ahmann seconded the motion, which carried.

Item No. 5 Staff brought forth, for approval, to accept the project and authorize final payment to Duininck, Inc. in the amount of $127,985.34 for Project No. 1401 that included the reconstruction of Gorton Avenue NW from 7th Street to 10th Street and 9th Street NW from Campbell Avenue to Ella Avenue. It was the Committee's recommendation to the Council to accept Project No. 1401 and authorize final payment to Duininck, Inc. in the amount of $127,985.34.

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

RESOLUTION NO. 8

ACCEPTING PROJECT AND AUTHORIZING FINAL PAYMENT

IMPROVEMENT: Project No. 1401 – Gorton Avenue NW, 9th Street NW Reconstruction

CONTRACTOR:	Duininck, Inc.
DATE OF CONTRACT:	June 16, 2014
BEGIN WORK:	August 18, 2014
COMPLETE WORK:	May 9, 2016
APPROVE, ENGINEERING DEPT:	May 11, 2016

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

1. The said City of Willmar Project No. 1401 be herewith approved and accepted by the City of Willmar.

2. The following summary and final payment be approved:

ORIGINAL CONTRACT AMOUNT:	$966,788.83
FINAL NET CONTRACT AMOUNT, PROPOSED:	$966,788.83

ACTUAL FINAL CONTRACT AMOUNT AS CONSTRUCTED:	$883,251.35
Less Previous Payments & Liquidated Damages	-$755,266.01
FINAL PAYMENT DUE CONTRACTOR:	**$127,985.34**

Dated this 6th day of June, 2016.

/s/ Marv Calvin
Mayor

/s/ Kevin Halliday
Attest: City Clerk

Item No. 6 Staff brought forth, for approval, Change Order No. 1 in the amount of $42,475.60 for Project No. 1601 with Duininck, Inc. for a water main replacement and street repair in 22nd Street SW from 20th Avenue to 19th Avenue. The current contract pricing was extended for the change order cost. The Committee was recommending the Council approve Change Order No. 1 in the amount of $42,475.60 for Project No. 1601 with Duininck, Inc.

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

RESOLUTION NO. 9

BE IT RESOLVED by the City Council of the City of Willmar, a Municipal Corporation of the State of Minnesota, that the Mayor and City Administrator of the City of Willmar are hereby authorized to modify the contract for CP 1601 between the City of Willmar and Duininck, Inc. of Prinsburg, Minnesota by Change Order No. 1 in the increased amount of $542,475.60.

Dated this 6th day of June, 2016.

/s/ Marv Calvin
Mayor

/s/ Kevin Halliday
Attest: City Clerk

Item No. 7 The Committee discussed safety issues at Minnegasco Park area of 16th Street and Minnesota Ave SW. The Committee discussed stormwater issues including the detention at the site of the new elementary school with continued conversations still taking place with staff regarding their detention efforts. The stormwater detention issues in the Pheasant Run and Holiday Inn area were discussed with staff noting the issue is being taken care of. The condition of Branch 3 of Ditch 23-A was discussed, with the concerns of sediment and vegetation noted. Staff noted the vegetation cannot be removed as it is needed for erosion control and the volume is currently sufficient. Staff continues to monitor the ditch. The Council received these items for information only.

The Public Works/Safety Committee Report for May 31, 2016, 2016, was approved as presented and ordered placed on file in the City Clerk's Office upon motion by Council Member Nelsen, seconded by Council Member Mueske. Police Chief Felt addressed the safety concerns at Minnegasco Park as related to traffic. Council Member Ahmann made suggestions for park safety and signage. Mr. Ahmann commented on the sediment in Ditch 23-A and asked about the removal of vegetation. Public Works Director Sean Christensen stated the vegetation on the ditch banks needs to stay in place to prevent erosion. The motion to file the minutes carried.

Finance Director Steve Okins explained the next step in the financing of the Westwood Court Lift Station Project is the bonding of the Sewer Revenue Notes to secure the loan that the Public Financing

Authority system will be financing the project. This will take place in the same time schedule as the 2016 Improvements Bond.

Resolution No. 10 was introduced by Council Member Anderson, seconded by Council Member Fagerlie reviewed by Mayor Calvin, and approved on a roll call vote of Ayes 7, Noes 0

RESOLUTION NO. 10

RESOLUTION CALLING FOR PUBLIC HEARING ON AN ORDINANCE AUTHORIZING THE ISSUANCE OF A GENERAL OBLIGATION SEWER REVENUE NOTE, SERIES 2016B

(For Resolution in its entirety, see City Council procedures file dated June 6, 2016, located in the City Clerk's Office)

Dated this 6th day of June, 2016.

/s/ Marv Calvin
Mayor

/s/ Kevin Halliday
Attest: City Clerk

City Clerk Kevin Halliday presented an application and permit for a One-Day to Four-Day Temporary On-Sale Liquor License from the Willmar Lakes Rotary Club to sell alcohol during two Rockin Robbins Concerts located at Robbins Island on July 17, 2016 and August 16, 2016. A state application and permit for the temporary on-sale liquor license is required to distribute or consume alcohol on City park property. It is staff's recommendation to approve the state application and permit for a One-Day to Four-Day Temporary On-Sale Liquor License for the Willmar Lakes Rotary Club. Council Member Anderson moved the recommendation of staff. Council Member Fagerlie seconded the motion which carried on a roll call vote of 7 Ayes, 0 Noes.

City Clerk Halliday presented to the Mayor and Council a Resolution Designating Polling Locations for the Primary Election, scheduled for Tuesday, August 9 and the General Election, scheduled for November 8, 2016.

Resolution No. 11 was introduced by Council Member Fagerlie, seconded by Council Member Anderson reviewed by Mayor Calvin, and approved on a roll call vote of Ayes 7, Noes 0

RESOLUTION NO. 11

BE IT RESOLVED by the City Council of the City of Willmar, Minnesota, that the following buildings be designated as the official voting locations for the 2016 Primary and General Elections:

FIRST WARD:	1st Precinct	Willmar Community Center 624 North Highway 71
	2nd Precinct	Lakeview Apartment Building 300 North 7th Street
	3rd Precinct	Word of Faith Family Church 3010 7th Avenue Northwest

SECOND WARD:	1st Precinct	St. Mary's Catholic Church 713 Southwest 12th Street
	2nd Precinct	Vinje Lutheran Church 1101 Willmar Avenue Southwest
	3rd Precinct	Rock of Life, GRC 1708 Southwest 8th Street
THIRD WARD:	1st Precinct	Willmar Conference Center 2100 East Highway 12
	2nd Precinct	Highland Apartments 115 East Becker Avenue
	3rd Precinct	City Auditorium 313 West 6th Street
FOURTH WARD:	1st Precinct	First Baptist Church 1000 6th Street Southeast
	2nd Precinct	Calvary Lutheran Church 302 Olena Avenue
	3rd Precinct	Redeemer Lutheran Church 1401 Southwest 6th Street

Dated this 6th day of June, 2016.

/s/ Marv Calvin
Mayor

/s/ Kevin Halliday
Attest: City Clerk

Council Member Johnson made a motion to direct the City Attorney to draft an amendment to the current ordinance for permitted uses at the Civic Center which would allow for the sale of alcohol to include "social affairs." Council Member Nelsen seconded the motion, which carried.

City Clerk Kevin Halliday presented an application submitted by Willmar Fests for the Beach Party on June 25th The event has a band and Oaks on Eagle is taking application to dispense alcohol at Robbins Island Park. It was staff's recommendation to the Council to approve the liquor application subject to review of the certificate of insurance and approval by the Chief of Police. Council Member Anderson moved the recommendation of staff. Council Member Nelsen seconded the motion which was approved on a roll call vote of Ayes 7, Noes 0.

Announcements for Council Committee meeting dates were as follows: Finance/Full Council, 4:45 p.m. at the Council Chambers, June 13; Public Works/Safety, 4:45 p.m. at City Hall, June 14; Labor Relations, 4:45 p.m. at City Hall, June 15, 2016.

Council Member Nelsen inquired as to a date for City Administrator Kruse's performance evaluation. Council Member Ahmann stated he is currently researching various review processes. Council Member Nelsen expressed her concern as to the six-month timeline. City Attorney Robert Scott expressed his view that the contract refers to a six-month evaluation and then a one-year evaluation, but it is important to have a proper evaluation process in place and set an actual target date for the evaluation. City Attorney Robert Scott stated the six-month evaluation is not a probation period but rather a target date. The legal status of the employee does not change.

Council Member Anderson offered a motion to adjourn the meeting with Council Member Fagerlie seconding the motion, with carried. The meeting adjourned at 9:22 p.m.

Attest:

MAYOR

SECRETARY TO THE COUNCIL

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

The meeting of the Finance Committee/Willmar City Council was called to order at 4:45 p.m. in the Council Chambers by Chair Denis Anderson. Members present were Mayor Marv Calvin, Council Members Denis Anderson, Tim Johnson, Rick Fagerlie, Steve Ahmann, Andrew Plowman and Audrey Nelsen. Present 7, Absent 2. Council Members Ron Christianson and Shawn Mueske were excused from the meeting.

Also present were City Administrator Larry Kruse, Finance Director Steve Okins, City Clerk-Treasurer Kevin Halliday, Police Chief Jim Felt, Fire Chief Frank Hanson, Public Works Director Sean Christensen, CER Director Steve Brisendine and Rice Hospital CFO Bill Fenske and CEO Mike Schramm.

The gavel was turned over to Mayor Calvin at 4:46 p.m. Council Member Anderson asked to have items six and seven on the agenda moved up.

There were no comments from the public.

Bill Fenske, of Rice Hospital, presented the Council with the 12/31/15 Financial Report which reflects an increase in net position $4,089,605. The Hospital's 04/30/16 Financial Report was also presented which reflects a 3.5% increase in operating margin. It was noted that both 2015 and the first four months of 2106 were positive in terms of actual financial performance generating a gain on operations. Discussion included new required reporting in pension funds and its effect on the annual financial statements. This matter was received for information.

Staff presented to the Council the proposed five-year capital improvement program and vehicle replacement schedule. The City Charter requires this information be presented for review three months prior to the Mayor's Budget Presentation which affords the City Council an opportunity for review and analysis so formal action can be taken during the budget process. This matter was taken for information only.

Staff presented to the Committee the City of Willmar Projects of Regional Significance Report compiled by Mid-Minnesota Development Commission which reflects a compilation of projects that could be pursued under a local option sales tax program. It was noted that staff, the Mayor and Council have been studying the processes of implementing a local option sales tax to fund projects of regional significance. Staff is requesting direction from the Council on the next action desired. A local option sales tax could potentially generate $2.2 million annually.

Following considerable discussion, Council Member Anderson made a motion to commit to pursue further discussion of a .5% local option sales tax. Council Member Fagerlie seconded the motion which carried.

Following further considerable discussion, it was the consensus of the Council Members present that the top three projects to pursue included Street Improvements which would be incorporated into the Mayor's Capital Improvement Budget, a Community Center/Civic Center Project, and Robbins Island Infrastructure. These items will continue to be discussed.

Staff explained to the Committee that the below grade Bio-Solids Storage Tank is currently mixed by three external draft tube mixers and eight submersible propeller mixers. Components of this mixing system have been problematic since commissioning in 1996 or soon after. It is being requested to use funds originally financed through the 2016 CIP slated for Industrial Stormwater Permit/No Exposure Certification Work for a vehicle fueling station. Staff would like to remove the above ground fueling station at the Wastewater Treatment Facility (WWTF) and begin to utilize the fueling station at Public Works to avoid the "No Exposure" requirements to cover the vehicle fueling station at the WWTF. It is being requested that these

funds instead be used to rebuild and modify one of three existing external draft tube mixers with a new style mechanical seal and extra bearings that will outperform the existing OEM design. The estimated cost for one external draft tube mixer is $17,740.18. If proven to be reliable, similar modifications for the other two mixers will be pursued at a later date.

A resolution reappropriating the $17,740 originally budgeted in the 2016 CIP for Industrial Storm Water Permit/No Exposure Certification Work for a vehicle fueling station to the 2016 Wastewater Treatment Biosolids Operating Budget to rebuild an external draft tube mixer as presented.

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

RESOLUTION NO. 1

BE IT RESOLVED by the City Council of the City of Willmar that $17,740 be reallocated from the 2016 CIP Budget to the 2016 Waste Treatment Bio-Solids Operating Budget as follows:

Decrease:	2016 Capital Outlay/Waste Treatment Bio-Solids/Industrial Stormwater Permit	$17,740
Increase:	2016 Waste Treatment Bio-Solids Operating Budget	$17,740

Dated this 13th day of June, 2016.

/s/ Marv Calvin
Mayor

/s/ Kevin Halliday
Attest: City Clerk

Staff explained to the Committee that the current server system that operates the financial software needs to be replaced. It was purchased in 2004 and is no longer supported by Xerox. The problems that are occurring are mainly due to incompatibility with new software and systems along with no updates to support an upgrade. It is the suggestion of our vendor that we replace the server. After staff reviewed replacement systems it was decided that purchasing the Software as a Service (SaaS) from Xerox would be the best solution. The SaaS plan consists of having Xerox host the software in a secure and offsite location. Xerox will also be responsible for backups and upgrades. This will be a three-year contract totaling $89,195.85. The new system changeover would occur in 2016 and funds have been approved with the 2016 Operating Budget.

A resolution authorizing the Mayor and City Administrator to execute the three-year contract with Xerox for their "Software as a Service" package for the City's financial software totaling $89,195.85 as presented was introduced for consideration.

Resolution No. 2 was introduced by Council Member Anderson, seconded by Council Member Fagerlie, reviewed by Mayor Calvin, and approved on a roll call vote of Ayes 4, Noes 0.

RESOLUTION NO. 2

BE IT RESOLVED by the City Council of the City of Willmar to authorize the Mayor and City Administrator to execute the three-year agreement with ACS/XEROX for the purchase of their financial system Software as a Service (SaaS) in the amount of $89,195.85.

Dated this 13th day of June, 2016.

/s/ Marv Calvin
Mayor

/s/ Kevin Halliday
Attest: City Clerk

City Administrator Kruse reported to the Committee on the City of Willmar's historical practice on accepting donations. Based on his review, he feels the City's practices in managing donations are exemplary and would not recommend any changes be made. Staff will endeavor to increase community awareness of the donation process. This matter was for information only.

City Administrator Kruse explained to the Committee that pursuant to the City abolishing the Assessing Department effective July 4, 2016, the AFSCME Union Labor Contract requires the City to meet and negotiate with the Union when a pending layoff occurs. Staff met with AFSCME regarding the Appraiser I, Brenda Vander Pol where it was requested that she be paid out her 42 hours of accumulated sick leave. Further, as Ms. Vander Pol transitions to the County, her health insurance costs will increase $482 per month. Although Ms. Vander Pol's deductible will decrease and she will have improved coverage, the reduction in deductible provides no benefit to Ms. Vander Pol unless her family incurred additional medical expense.

Ms. Vander Pol has decided to accept a position with the County. The City Council is under no obligation to provide additional assistance, however, it was agreed the City Administrator would make a recommendation based on this unusual circumstance to pay Ms. Vander Pol for accumulated sick leave and to meet the Union halfway and pay up to $241 per month for 18 months in a lump sum either directly to her or into a tax deferred account.

Staff presented a resolution authorizing the payout of the Appraiser I sick leave and to pay $241 per month for 18 months toward health insurance costs totaling $4,338 as presented.

Resolution No. 3 was introduced by Council Member Anderson, seconded by Council Member Fagerlie, reviewed by Mayor Calvin, and approved on a roll call vote of Ayes 6, Noes 1, with Council Member Johnson casting the "No" vote.

RESOLUTION NO. 3

WHEREAS, the City of Willmar has abolished the Assessing Department and the positions therein as of July 4, 2016; and

WHEREAS, Appraiser I, Brenda Vander Pol, will be transitioning to the County thereby losing her accumulated sick leave and incurring an increase of $482 per month in health insurance premiums as a result of this abolishment;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Willmar that the City of Willmar pay out Ms. Vander Pol's accumulated sick leave as of July 4, 2016; and

BE IT FURTHER RESOLVED that the City of Willmar meet half of the increase in health insurance premiums for 18 months for a total lump sum payment of $4,338.

Dated this 13th day of June, 2016.

/s/ Marv Calvin
Mayor

/s/ Kevin Halliday
Attest: City Clerk

There being no further business to come before the Council the meeting adjourned at 6:48 p.m.

Attest:

MAYOR

SECRETARY TO THE COUNCIL

RESOLUTION NO. 1

BE IT RESOLVED by the City Council of the City of Willmar that $17,740 be reallocated from the 2016 CIP Budget to the 2016 Waste Treatment Bio-Solids Operating Budget as follows:

Decrease:	2016 Capital Outlay/Waste Treatment Bio-Solids/Industrial Stormwater Permit	$17,740
Increase:	2016 Waste Treatment Bio-Solids Operating Budget	$17,740

Dated this 13th day of June, 2016.

MAYOR

Attest:

CITY CLERK-TREASURER

RESOLUTION NO. 2

BE IT RESOLVED by the City Council of the City of Willmar to authorize the Mayor and City Administrator to execute the three-year agreement with ACS/XEROX for the purchase of their financial system Software as a Service (SaaS) in the amount of $89,195.85.

Dated this 13th day of June, 2016.

MAYOR

Attest:

CITY CLERK-TREASURER

SUBJECT TO FINAL APPROVAL OF THE MUNICIPAL UTILITIES COMMISSION

WILLMAR MUNICIPAL UTILITIES MINUTES
MUNICIPAL UTILITIES AUDITORIUM
JUNE 13, 2016

The Municipal Utilities Commission met in its regular scheduled meeting on Monday, June 13, 2016 at 11:45 a.m. in the Municipal Utilities Auditorium with the following Commissioners present: Carol Laumer, Jeff Nagel, Joe Gimse, Justin Mattern, Abdirizak Mahboub, and Nathan Weber. Absent was Commissioner Dan Holtz.

Others present at the meeting were: General Manager Wesley Hompe, Director of Operations John Harren, Director of Finance Denise Runge, Power Supply Manager Chris Carlson, Customer Service Supervisor Stacy Stien, Power Production Supervisor Jon Folkedahl, Administrative Secretary Beth Mattheisen, Water & Heating Supervisor Joel Braegelman, Power Resources Analyst Michelle Marotzke, State Representative Dave Baker, MMUA Government Relations Staff Bill Black & Amanda Duerr, City Attorney Robert Scott, Mayor Marv Calvin, and WC Tribune Journalist Shelby Lindrud.

Due to the absence of Commission President Holtz, Vice President Laumer opened the meeting by requesting the Commission to offer a resolution to approve the Consent Agenda. Following review and discussion, Commissioner Mahboub offered a resolution to approve the Consent Agenda as presented. Commissioner Nagel seconded.

RESOLUTION NO. 27

"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 May 23, 2016 Commission meeting; and,
- Bills represented by vouchers No. 160930 to No. 161096 inclusive in the amount of $649,451.52 with a MISO charge in the amount of $3,640.75.

Dated this 13th day of June, 2016.

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Vice President

ATTEST:

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Secretary

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

At this time, Commissioner Laumer introduced Representative Dave Baker along with Bill Black, MMUA Government Relations Director, and Amanda Duerr, MMUA Government Relations Representative who were in attendance to present a legislative update to the Commission & Staff. Rep. Baker reviewed a number of issues related to Willmar/Kandiyohi County that were addressed during the recent session. Among the topics of discussion were: 1) possible modifications to the Conservation Improvement Program (CIP); 2) railroad crossings (revise the process to unify timelines, fees, etc.); 3) improve broadband access in greater Minnesota; 4) Jobs & Energy Committee work (Baker is member of the J&E Committee); and, 5) possibility of calling a special session. Director Black continued by presenting a brief overview of solar projects related to current marketing trends.

Commissioner Laumer (Chair) reviewed with the Commission minutes from the June 1st WMU Labor Committee meeting (see attached). Items of discussion included: 1) review proposed revisions to the WMU Personnel Policies including the addition of an IT Security Policy; 2) review proposal submitted by executive search firm; and, 3) determine wage/salary for Interim General Manager position. Following review, Commissioner Laumer offered a motion to approve the June 1st WMU Labor Committee meeting minutes as presented. Commissioner Gimse seconded the motion which carried by a vote of six ayes and zero nays.

In conjunction with the approval of the WMU Labor Committee minutes, four separate items were presented to the Commission for approval. First, the Committee was recommending to approve the proposed revisions to the WMU Personnel Policy Manual along with the newly created IT Security Policy. The modifications proposed were needed to bring the manual/policies current and in compliance with all statues and personnel requirements. Following review and discussion, Commissioner Laumer offered a resolution to approve the WMU Personnel Policy Manual and the IT Security Policy as presented. Commissioner Nagel seconded.

RESOLUTION NO. 28

"BE IT RESOLVED, by the Municipal Utilities Commission of the City of Willmar, Minnesota, that the modifications to the WMU Personnel Policy Manual and the newly created IT Security Policy be approved in its entirety as presented."

Dated this 13th day of June, 2016.

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Vice President

ATTEST:

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Secretary

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

The second item to be recommended for approval by the WMU Labor Committee was to grant Staff the latitude to adapt and change WMU organizational policies as necessary to perform day-to-day functions and operations (i.e. name changes, contact information, etc.). It was noted that all policies are tentatively scheduled to be reviewed annually and presented to the Commission for approval. Following review and discussion, Commissioner Gimse offered a resolution to authorize Staff to adapt necessary changes to WMU organizational policies as needed to conduct day-to-day business on behalf of the Utilities as required. Commissioner Nagel seconded.

RESOLUTION NO. 29

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

The third item to be recommended for approval by the WMU Labor Committee was to approve the proposal submitted by David Drown Associates (DDA) to assist the Commission in the executive search for the General Manager position. Following review and discussion, Commissioner Gimse offered a resolution to approve the submitted proposal from DDA to lead the search process for the General Manager position for the all-inclusive fee of $24,000. Commissioner Weber seconded.

RESOLUTION NO. 30

"BE IT RESOLVED, by the Municipal Utilities Commission of the City of Willmar, Minnesota, that the proposal submitted by David Drown Associates, Inc., of Fairbault, Minnesota, to lead the executive search for the General Manager position be approved for the all-inclusive fee of $24,000."

Dated this 13th day of June, 2016.

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Vice President

ATTEST:

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Secretary

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

The fourth item recommended by the WMU Labor Committee was to establish the wage/salary for the Interim General Manager position effective July 16, 2016. Following discussion, Commissioner Mattern offered a resolution to set the wage for the impending Interim General Manager position at the current level of the General Manager position beginning July 16th (minus longevity pay). Commissioner Gimse seconded.

RESOLUTION NO. 31

"BE IT RESOLVED, by the Municipal Utilities Commission of the City of Willmar, Minnesota, that the wage/salary for the Interim General Manager position be set at the current level of the General Manager position effective July 16, 2016 (minus longevity pay)."

Dated this 13th day of June, 2016.

_____
Vice President

ATTEST:

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Secretary

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

Water & Heating Supervisor Braegelman presented the Commission with a request to approve a service agreement with Burns & McDonnell to conduct a Risk Management Plan (RMP) Hazard Review of Covered Process (chlorine process). This service agreement would provide a hazard review of the two chlorination systems in Willmar (NE & SW Water Treatment Plants) as required by EPA every 5 years. The cost to provide the services would be in the total amount of $9,100 ($4,550/per facility). Following discussion, Commissioner Mattern offered a resolution to approve the service agreement with Burns & McDonnell to conduct the RMP Hazard Review of Willmar's water treatment facilities (2) in the amount of $9,100. Commissioner Weber seconded.

RESOLUTION NO. 32

"BE IT RESOLVED, by the Municipal Utilities Commission of the City of Willmar, Minnesota, that the Authorization for Professional Services Agreement with Burns & McDonnell Engineering Company, Inc., to conduct the Risk Management Plan (RMP) Hazard Review of the Chlorine Process at the Northeast and Southwest Water Treatment Plants, as required every 5 years by EPA, be approved in the total amount of $9,100 ($4,550 per facility)."

Dated this 13th day of June, 2016.

_____
Vice President

ATTEST:

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Secretary

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

At this time, three utility-related reports were presented to the Commission for review and discussion. These informational reports and analyses included:

1. 2016 First Quarter Financial Report (Director of Finance Runge)
2. April 2016 Power Supply Report (Power Resources Analyst Marotzke)
3. Power Production Update Presentation (Power Production Supervisor Folkedahl)

General Manager Hompe informed the Commission that notice of assessments (2) have been received from the City of Willmar. These proposed assessments are in conjunction with the City's 2016 Street Improvement Project located on Lakeland Drive North. The proposed assessments are in the amounts of: 1) $26,702.00 (NE Water Treatment Plant area); and, 2) $11,243.60 (69 kV transmission line/pole line area).

General Manager Hompe informed the Commission that Staff is currently gathering data to proceed with the purchasing of iPads or tablet–type devices for Commissioner use. This was for information only.

General Manager Hompe requested the Commission to schedule a meeting of the WMU Planning Committee. The two main topics of discussion will focus on: 1) continued discussions/data with MCR Consulting regarding the Memorandum of Understanding between WMU & Great River Energy (GRE); and, 2) Facilities Study status update (GLTArchitect). Admin. Secretary Mattheisen will contact the members of the WMU Planning Committee to schedule the meeting.

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

- APPA National Conference – June 10-15 (Phoenix, AZ)
- Week of June 22nd – David Drown Associates will be meeting with Commissioners (individually) in preparation of GM Search
- Retirement social honoring General Manager Wes Hompe – Friday, July 15th from 2:00-4:00 p.m. in the WMU Auditorium
- 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 Mattern offered a motion to adjourn the meeting. Commissioner Nagel seconded the motion which carried by a vote of six ayes and zero nays, and the meeting was adjourned at 12:56 p.m.

Respectfully Submitted,

WILLMAR MUNICPAL UTILITIES

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Beth Mattheisen
Administrative Secretary

ATTEST:

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Jeff Nagel, Secretary

WILLMAR MUNICIPAL UTILITIES

WMU Labor Committee Meeting Minutes
WMU Conference Room
Wednesday, June 1, 2016 – 8:00 a.m.

Attendees: Commissioners Carol Laumer (Chair), Joe Gimse, Nathan Weber, General Manager Wesley Hompe, Director of Operations John Harren, and Compliance Officer Janell Johnson .

Committee Chair Laumer called the meeting to order at 8:02 a.m.

****

AGENDA ITEMS:

- **Review proposed revisions to WMU Personnel Policies including the addition of an IT Security Policy:**

  Compliance Officer Johnson presented the Committee with a listing of proposed revisions for the WMU Personnel Policy Manual for consideration. Policy modifications are necessary to meet compliance requirements and to bring all policies up to date including the addition of a new IT Security Policy. Johnson reviewed the various policy changes proposed (i.e. HIPPA, Data Practices, Workers Comp, general verbiage, etc.).

  The newly created IT Policy has been established to set standards to protect the utility's IT Systems from business interruption and unauthorized or inappropriate access, and to maintain security. The IT Policy applies to all WMU employees as well as any other person(s) acting on behalf of WMU (i.e. Commissioners, consultants, independent contractors, vendors, etc.) who have access to or utilize IT Systems both on and off WMU property. This policy encompasses all IT systems owned by WMU including computers, cell phones, PDA, email, internet, network, servicers, CD/DVD drive, software, etc.

  Director of Operations Harren noted that Staff is also requesting latitude to authorize Staff to act on minor day-to-day operational changes (i.e. name change updates, language clarifications, etc.). It was noted that the WMU Personnel Policy Manual and associated policies are reviewed on an annual basis and presented to the Commission for approval. A listing of all policies will be provided to Commissioners and will be incorporated into a document listing Commission duties.

  Action:
  Following discussion, Commissioner Laumer made a motion to approve the proposed modifications to the WMU Personnel Policy Manual including the newly created IT Security Policy, and to allow WMU Staff to adapt and change WMU organizational policies as necessary (i.e. name changes, contact information, etc.) between annual policy approvals. Commissioner Gimse seconded the motion which carried by a vote of 3 ayes and zero nays.

  (Note: The Labor Committee will be recommending full-Commission approval at the June 13th MUC meeting.)

  Director of Operations Harren & Compliance Officer Johnson were excused from the WMU Labor Committee meeting at 8:28 a.m.

- **Review RFP received for executive search firm:**

  General Manager Hompe opened discussion with the Committee on the sole response received from the RFPs soliciting potential search firms. Of the four firms contacted, one proposal was received. The submitted proposal was received from David Drown Associates, Inc. for an all-inclusive search process fee of $24,000. This fee covers professional services and all expenses including travel, advertising, personality index, intellectual profile, background checks on all finalist, etc. It was noted that David

Drown Associates had been previously engaged by the City of Willmar to assist in their executive search for the City Administrator position.

Action:
Following discussion, Commissioner Gimse made a motion to accept the proposal submitted by David Drown Associates to perform the executive search for the General Manager position in the all-inclusive amount of $24,000. Commissioner Weber seconded the motion which carried by a vote of three ayes and zero nays.

(Note: The Labor Committee will be recommending full-Commission approval at the June 13th MUC meeting.)

- **Determination of wage/salary for Interim General Manager position:**

At the May 23rd MUC meeting, Director of Operations Harren was appointed (and accepted) to assume the position of Interim General Manager effective July 16th. With the impending increase of duties and responsibilities associated with the position, a wage/salary adjustment is warranted.

Action:
Following discussion, Commissioner Laumer made a motion to set the wage for the Interim General Manager position at the current level of the General Manager position effective July 16, 2016 (minus longevity pay). Commissioner Gimse seconded the motion which carried by a vote of three ayes and zero nays.

(Note: The Labor Committee will be recommending full-Commission approval at the June 13th MUC meeting.)

- **Miscellaneous:**

General Manager Hompe presented the Committee with a status update regarding the Memorandum of Agreement (MOA) submitted to IBEW Local Union #160. The MOA created between the union and WMU outlined the agreed upon modifications for the Meter Dept. classifications and market wage adjustments for the Line Dept. employees. While WMU has done their due diligence in finalizing and submitting the document to IBEW, an executed copy from IBEW has yet to be received. The Labor Committee was recommending that an actual deadline be established for receipt of the completed MOA from IBEW.

Action:
Following discussion, Commissioner Gimse offered a motion to set July 1, 2016 as the inactivity deadline for receipt of the executed MOA between WMU and IBEW. Commissioner Weber 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 Laumer offered a motion to adjourn the meeting at 9:20 a.m. Commissioner Gimse seconded the motion which carried by a vote of three ayes and zero nays.

RESOLUTION NO. 29

BE IT RESOLVED, by the Municipal Utilities Commission of the City of Willmar, Minnesota, that:

Whereas, WMUC has the authority to create, approve and revise policy that gives staff the direction for day to day functions, and

Whereas, WMUC currently has various policies in place which govern both the operations and personnel functions of WMUC, and

Whereas, WMUC encourages all policies be reviewed at least once a year, with no longer than 3 years between review, and

Whereas, WMUC recognizes various policies are required to be employee- name specific and related contact information specific, not position driven, and

Whereas, the WMUC recognizes that staffing may change through retirement, new hires and lateral job changes, requiring potentially frequent changes to be made to said policies between MUC's formal policy review, and

Whereas, the WMUC recognizes the importance of keeping all policies up to date.

Now, therefore, be it resolved that in between formal Commission approvals, WMU staff is granted the latitude to adapt and change all WMUC organizational policies as necessary to follow with the organizations position when a policy requires the position to be named by individual name and related contact information.

Dated this 13th day of June, 2016.

_____
Vice President

ATTEST:

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Secretary

SUBJECT TO FINAL APPROVAL BY PLANNING COMMISSION

WILLMAR PLANNING COMMISSION
CITY OF WILLMAR, MN
WEDNESDAY, JUNE 8, 2016

MINUTES

1. The Willmar Planning Commission met on Wednesday, June 8, 2016, at 7:00 p.m. at the Willmar City Offices Conference Room #2.

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

   ** Members Absent: Margaret Fleck, and Rebecca Trongaard.

   ** Others Present: Gary Laughlin, Joshua Stern, Nathan Feist, and Megan DeSchepper-Planner.

2. MINUTES: The May 11, 2016 minutes were approved as submitted.

3. ELECTRONIC SIGNS TEXT AMENDMENT- FILE NO. 16-04: The public hearing opened at 7:02 p.m. Staff presented the draft ordinance regarding electronic signs in Residential Districts with the limited timeframe of illumination as per the previous Planning Commission discussions. Staff explained the language is exactly the same as the other districts except for the last sentence limiting the hours of illumination. This would apply to all residentially zoned properties that could include places of worship, senior housing, and apartment buildings.

   The Commission talked about possible adjacent uses that could be residential or commercial. They also talked about brightness levels. Gary Laughlin, of Quick Signs, stated all digital signs can be set to various levels of luminosity depending on the time of day etc. Staff added that the timeframe 10 p.m. to 6 p.m. is fairly liberal, staff was of the opinion an 8 a.m. to 8 p.m. would still allow messages to be viewed but also be more considerate of neighbors.

   With no further comments from the public, the hearing was closed at 7:10 p.m.

   Mr. Geiger made a motion, seconded by Mr. Gardner, to approve the Zoning Ordinance text amendment as drafted and forward it onto the City Council for a public hearing and Ordinance adoption.

   The motion carried, with Mr. Standfuss abstaining.

4. BOOK ADDITION PRELIMINARY/FINAL PLAT- FILE NO. 16-02: Staff presented the preliminary plat on behalf of MIA III, LLC Chillicothe, MO AND JR & R II LLC, Marshall, MN for a two lot subdivision of property legally described as follows: part of Section 26, Township 119, Range 35 (3031 1st St. S.). Josh Stern, of Bonnema Surveys

explained that the two parcels property lines are being adjusted from how the two metes and bounds properties are currently laid out to square off the northerly parcel for development. There are shared access and parking agreements that have already been recorded to ensure access to both lots as well as the lot to the east via the service drive.

The Commission asked about the ditch on lot one and its future. Nathan Feist, of Bollig Inc. explained that that was part of a drainage plan for the old Walmart Store, it will be discharged into the new holding pond instead.

With no comments from the public, the hearing was closed at 7:19 p.m.

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

A. 6' utility easements shall be added to all property lines.
B. Stormwater detention plans and calculations shall be submitted for Engineering department review and approval prior to issuance of any building permits.
C. All shared/cross access easements, parking, and stormwater easements shall be recorded with the final plat and copies supplied to the City.
D. Fire hydrants shall be added as per the Fire Marshalls approval prior to issuance of a certificate of occupancy.

The motion carried.

5. MINNWEST TECHNOLOGY DISTRICT PLAN REVIEW CLEMENS OFFICE USE-FILE NO. 16-04: Staff presented a plan review request on behalf of the MinnWest Technology Campus for Candice Clemens office use on property legally described as follows: Unit 5, MinnWest Technology Campus, CIC #40 a Planned Community (1700 Technology Dr. NE). Ms. Clemens works for Microsoft and needs dedicated office space.

The Commission talked about this use being a very good fit on campus.

Mr. Standfuss made a motion, seconded by Mr. Larson, to approve the plan review with the following condition:

A. That the use at all times conforms to all applicable local, state, and federal laws and regulations.

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

The motion carried.

6. There being no further business to come before the Commission the meeting adjourned at 7:28 p.m.

Respectfully submitted,

Megan M. DeSchepper

Megan M. DeSchepper, AICP
Planner/Airport Manager

Attachment A

PLANNING COMMISSION-JUNE 8, 2016

STAFF COMMENTS

1. BOOK ADDITION PRELIMINARY/FINAL PLAT- FILE NO. 16-02:
   - The applicants are MIA III LLC, Chillicothe, MO AND JR & R II LLC, Marshall, MN.
   - The applicant is requesting a two lot subdivision of property on property legally described as follows: part of Section 26, Township 119, Range 35 (3031 1st St. S).
   - The two proposed parcels are zoned GB (General Business).
   - They are accessed via 1st St. S.
   - Lot 2 is an existing Running's Store property, and Lot 1 is vacant land.
   - The lot area and width meets Zoning Ordinance requirements.

   Assessing Comments: Plat a part of 95-926-0050 & 95-926-0055. Ingress and egress easements across parcel 95-926-0050 needs to be terminated or released. Service drive easement on north end of property needs to be recorded. All easements need to be identified on final plat! Make sure there is an access easement across Lot 2, Block 1 to enter their property.

   MUC Comments: Add 6' utility easement around all lot lines. 3 phase electricity exists along east and north property lines. Existing 3 phase power runs east-west along existing soft egress easement. 12" water main in east road ditch.

   Engineering Comments: The ownership/easement of the Service Drive is not indicated. Because of the additional impervious surfaces being constructed, storm water detention will be required. Calculations shall be submitted for review pre and post construction runoff rates.

   Fire Chief/Marshall Comments: I noticed there is a lack of fire hydrants in this area. According to the 2015 Minnesota Fire Code, this area will need three (3) hydrants for this property. I am willing to accept the hydrant on the Runnings property as one. Another hydrant will need to be located on the Northeast corner of the property and the third hydrant will need to be located on the West side of the proposed building.

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

   A. 6' utility easements shall be added to all property lines.
   B. Stormwater detention plans and calculations shall be submitted for Engineering department review and approval prior to issuance of any building permits.
   C. All shared/cross access easements, parking, and stormwater easements shall be recorded with the final plat and copies supplied to the City.
   D. Fire hydrants shall be added as per the Fire Marshalls approval prior to issuance of a certificate of occupancy.

VENDOR NAME AND NUMBER / CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
AFFILIATED MED CENTERS 000028													
46225	06/15/16	NEW HIRE PHYSICALS	4,243.30		4911012/5-16			D	N			SUBSISTENCE OF P	101.42412.0337
ALEX AIR APPARATUS INC 002061													
46226	06/15/16	FIRE HOODS	348.52		29953			D	N			SUBSISTENCE OF P	101.42412.0227
AMERICAN WELDING & GAS I 000057													
46227	06/15/16	FIRE EXT. INSPECTION	50.00		04056866			D	N			MTCE. OF EQUIPME	230.43430.0334
46227	06/15/16	WELDING GAS	55.45		04078481			D	N			GENERAL SUPPLIES	101.43425.0229
			105.45	*CHECK TOTAL									
		VENDOR TOTAL	105.45										
AMERIPRIDE LINEN & APPAR 000051													
46228	06/15/16	TOWEL SERVICE	36.81		2200776718			D	N			CLEANING AND WAS	101.43425.0338
46228	06/15/16	TOWEL SERVICE	39.24		2200781746			D	N			CLEANING AND WAS	101.43425.0338
			76.05	*CHECK TOTAL									
		VENDOR TOTAL	76.05										
ANCOM COMMUNICATIONS 003027													
46229	06/15/16	RADIO BATTERIES	491.80		60568			D	N			GENERAL SUPPLIES	101.42412.0229
ANDERSON LAW OFFICES 002954													
46230	06/15/16	LEGAL SERVICES-MAY	9,829.60		STMT/5-16			D	M	07		PROFESSIONAL SER	101.41406.0446
ANDERSON/MICHAEL 001828													
46231	06/15/16	MN COP COMMAND ACADEMY	11.00		150			D	N			TRAVEL-CONF.-SCH	101.42411.0333
BCA CJTE 000095													
46232	06/15/16	ERICKSON-CONF REGIS.	150.00		33732042116DIC			D	N			TRAVEL-CONF.-SCH	101.42411.0333
BEHRENBRINKER/STEPHEN C 003160													
46233	06/15/16	ASSESSING SERVICES-MAY	2,150.00		060116			D	M	07		PROFESSIONAL SER	101.41404.0446
BERNICK'S PEPSI-COLA CO 000103													
46234	06/15/16	OFFICE COFFEE	78.96		17112			D	N			GENERAL SUPPLIES	101.43425.0229
BSE 001980													
46235	06/15/16	L.S. LIGHT POLE/LIGHT	57.35		911290263			D	N			MTCE. OF OTHER I	432.48507.0226
46235	06/15/16	LATCH FOR SIREN	10.34		911290264			D	N			CIVIL DEFENSE	101.42428.0809
46235	06/15/16	BLDG MTCE-PARTS	187.71		911307144			D	N			MTCE. OF STRUCTU	101.45437.0225
46235	06/15/16	L.S. EXTERIOR LIGHT	1,089.72		911325017			D	N			MTCE. OF STRUCTU	432.48507.0225
46235	06/15/16	CABLE TIES	38.55		911342907			D	N			GENERAL SUPPLIES	101.45433.0229
			1,383.67	*CHECK TOTAL									
		VENDOR TOTAL	1,383.67										
BSN SPORTS INC 003001													
46236	06/15/16	YOUTH CATCHERS MITT	62.99		97945861			D	N			GENERAL SUPPLIES	101.45432.0229

VENDOR NAME AND NUMBER / CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
BULLET PROOF MECHANICAL 003181													
46237	06/15/16	GAS PIPING-GENERATOR	1,805.85		2260			D	N			BUILDINGS AND ST	450.41409.0551
BUSINESSWARE SOLUTIONS 002776													
46238	06/15/16	PRINT/PAGE COUNT	11.00		255490			D	N			OFFICE SUPPLIES	101.41400.0220
46238	06/15/16	PRINT/PAGE COUNT	39.39		255490			D	N			OFFICE SUPPLIES	101.41402.0220
46238	06/15/16	PRINT/PAGE COUNT	8.59		255490			D	N			OFFICE SUPPLIES	101.41403.0220
46238	06/15/16	PRINT/PAGE COUNT	13.00		255490			D	N			OFFICE SUPPLIES	101.41404.0220
46238	06/15/16	PRINT/PAGE COUNT	137.55		255490			D	N			OFFICE SUPPLIES	101.41405.0220
46238	06/15/16	PRINT/PAGE COUNT	49.40		255490			D	N			OFFICE SUPPLIES	101.41409.0220
46238	06/15/16	PRINT/PAGE COUNT	105.90		255490			D	N			OFFICE SUPPLIES	101.42411.0220
46238	06/15/16	PRINT/PAGE COUNT	33.47		255490			D	N			OFFICE SUPPLIES	101.43417.0220
46238	06/15/16	PRINT/PAGE COUNT	105.03		255490			D	N			OFFICE SUPPLIES	101.43425.0220
46238	06/15/16	PRINT/PAGE COUNT	19.10		255490			D	N			OFFICE SUPPLIES	101.45433.0220
46238	06/15/16	PRINT/PAGE COUNT	3.49		255490			D	N			OFFICE SUPPLIES	101.45435.0220
46238	06/15/16	PRINT/PAGE COUNT	92.04		255490			D	N			OFFICE SUPPLIES	651.48484.0220
			617.96	*CHECK TOTAL									
		VENDOR TOTAL	617.96										
C D & T INC AUTO PARTS 000145													
46239	06/15/16	POOL SAND FILTER VALVE	47.91		937242			D	N			MTCE. OF OTHER I	101.45437.0226
46239	06/15/16	LAWN MOWER OIL	4.99		937317			D	N			MOTOR FUELS AND	101.42412.0222
46239	06/15/16	#885700-STARTER SWITCH	36.50		937322			D	N			MTCE. OF EQUIPME	101.42412.0224
46239	06/15/16	#022446-RUBBER BUMPERS	7.45		937322			D	N			MTCE. OF EQUIPME	101.42412.0224
46239	06/15/16	HVAC FAN BELT	25.94		937369			D	N			MTCE. OF EQUIPME	651.48485.0224
46239	06/15/16	POOL FILTER	9.95		937495			D	N			GENERAL SUPPLIES	101.45437.0229
			132.74	*CHECK TOTAL									
		VENDOR TOTAL	132.74										
CARD SERVICES 002552													
46220	06/07/16	CONCESSION SUPPLIES	7.92		050614			D	N			GENERAL SUPPLIES	101.45433.0229
46220	06/07/16	JOHNSON-RETIREMENT COFFE	56.93		051011			D	N			TRAVEL-CONF.-SCH	101.42412.0333
46220	06/07/16	JOHNSON-RETIREMENT COFFE	114.27		051211			D	N			TRAVEL-CONF.-SCH	101.42412.0333
			179.12	*CHECK TOTAL									
		VENDOR TOTAL	179.12										
CARDMEMBER SERVICE 002365													
46240	06/15/16	WOSMEK-ICIS MBRSHP DUES	45.00		STMT/5-16			D	N			PREPAID EXPENSES	101.128000
46240	06/15/16	DIGITAL VOICE RECORDER	144.00		STMT/5-16			D	N			SMALL TOOLS	101.42411.0221
46240	06/15/16	WALLACE/ERICKSON-LODGING	197.36		STMT/5-16			D	N			TRAVEL-CONF.-SCH	101.42411.0333
46240	06/15/16	FELT-LODGING EXPENSE	100.01		STMT/5-16			D	N			TRAVEL-CONF.-SCH	101.42411.0333
46240	06/15/16	CARLSON/DOBRANSKY-LDGNG	159.99		STMT/5-16			D	N			TRAVEL-CONF.-SCH	101.42411.0333
46240	06/15/16	WOSMEK/HOLME-LODGING EXP	265.44		STMT/5-16			D	N			TRAVEL-CONF.-SCH	101.42411.0333
46240	06/15/16	WOSMEK-ICIS MBRSHP DUES	45.00		STMT/5-16			D	N			SUBSCRIPTIONS AN	101.42411.0443
46240	06/15/16	DVD RECORDER	549.99		STMT/5-16			D	N			SMALL TOOLS	101.41409.0221
46240	06/15/16	HP PRINTER	106.86		STMT/5-16			D	N			SMALL TOOLS	101.41409.0221
46240	06/15/16	VIDEO CONVERTER	230.00		STMT/5-16			D	N			SMALL TOOLS	101.41409.0221
46240	06/15/16	TABLET CHARGER	20.31		STMT/5-16			D	N			SMALL TOOLS	101.41409.0221
46240	06/15/16	USB ADAPTER HUB	234.20		STMT/5-16			D	N			MTCE. OF EQUIPME	101.41409.0224
46240	06/15/16	6' SERIAL CABLES	20.70		STMT/5-16			D	N			MTCE. OF EQUIPME	101.41409.0224

VENDOR NAME AND NUMBER / CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
CARDMEMBER SERVICE 002365													
46240	06/15/16	SALES TAX SURVEY	1,020.00CR		STMT/5-16			D	N			SUBSCRIPTIONS AN	101.41409.0443
46240	06/15/16	BROADCASTER SUBSCRIP.	49.00		STMT/5-16			D	N			SUBSCRIPTIONS AN	101.41409.0443
46240	06/15/16	OFF SITE BACKUP	17.49		STMT/5-16			D	N			SUBSCRIPTIONS AN	101.41409.0443
46240	06/15/16	WEBSITE HOSTING FEE	153.68		STMT/5-16			D	N			SUBSCRIPTIONS AN	101.41409.0443
46240	06/15/16	OFFICE SUPPLIES	31.82		STMT/5-16			D	N			OFFICE SUPPLIES	101.42412.0220
			1,350.85	*CHECK TOTAL									
		VENDOR TOTAL	1,350.85										
CENTERPOINT ENERGY 000467													
46241	06/15/16	NATURAL GAS-MAY	54.73		6072309/5-16			D	N			UTILITIES	101.45437.0332
46241	06/15/16	NATURAL GAS-APR	448.68		6725927/4-16			D	N			UTILITIES	230.43430.0332
46241	06/15/16	NATURAL GAS-MAY	74.34		8503501/5-16			D	N			UTILITIES	651.48485.0332
46241	06/15/16	NATURAL GAS-MAY	67.10		8512023/5-16			D	N			UTILITIES	651.48485.0332
			644.85	*CHECK TOTAL									
		VENDOR TOTAL	644.85										
CENTRAL TIRE AND AUTO IN 000150													
46242	06/15/16	KUBOTA TIRES/TUBES	492.08		53552			D	N			MTCE. OF EQUIPME	101.43425.0224
CHAPPELL CENTRAL INC 000156													
46243	06/15/16	HVAC MTCE-PARTS	112.00		00068534			D	N			MTCE. OF EQUIPME	651.48484.0224
46243	06/15/16	HVAC MTCE-LABOR	1,666.80		00068534			D	N			MTCE. OF EQUIPME	651.48484.0334
46243	06/15/16	FLTRS-AIR HANDLING UNIT	50.88		00160485			D	N			MTCE. OF STRUCTU	101.42412.0225
			1,829.68	*CHECK TOTAL									
		VENDOR TOTAL	1,829.68										
CHARTER COMMUNICATIONS 000736													
46244	06/15/16	PHONE SERV 06/16-07/15	47.26		1136/6-16			D	N			COMMUNICATIONS	101.41409.0330
46244	06/15/16	PHONE SERV 06/12-07/11	62.15		3941/6-16			D	N			COMMUNICATIONS	101.41409.0330
46244	06/15/16	PHONE SERV 06/16-07/15	635.37		4184/6-16			D	N			COMMUNICATIONS	101.41409.0330
46244	06/15/16	PHONE SERV 06/10-07/09	167.61		4972/6-16			D	N			COMMUNICATIONS	101.41409.0330
			912.39	*CHECK TOTAL									
		VENDOR TOTAL	912.39										
CHIEF SUPPLY CORPORATION 000885													
46245	06/15/16	LEATHER HELMET FRONTS	152.49		132836			D	N			SUBSISTENCE OF P	101.42412.0227
46245	06/15/16	NAME PLATES	44.99		142152			D	N			SUBSISTENCE OF P	101.42412.0227
			197.48	*CHECK TOTAL									
		VENDOR TOTAL	197.48										
CLARKE MOSQUITO CONTROL 002157													
46246	06/15/16	MOSQUITO CNTL CHEMICAL	3,778.74		5071745			D	N			GENERAL SUPPLIES	101.43425.0229
COALITION OF GREATER MN 001335													
46247	06/15/16	KRUSE-LEGIS. ACTION DAY	65.00		060816			D	N			TRAVEL-CONF.-SCH	101.41400.0333
46247	06/15/16	NELSEN-LEGIS. ACTION DAY	50.00		060816			D	N			TRAVEL-CONF.-SCH	101.41401.0333
46247	06/15/16	CALVIN-LEGIS. ACTION DAY	50.00		060816			D	N			TRAVEL-CONF.-SCH	101.41401.0333
			165.00	*CHECK TOTAL									
		VENDOR TOTAL	165.00										

VENDOR NAME AND NUMBER / CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
COMMUNITY COMPLIANCE .02417													
46248	06/15/16	REPL. GPS TRACK DEVICE	900.00		CCMS-030816			D	N			OTHER CHARGES	101.42411.0449
COMPUTER PROF. UNLIMITED 000065													
46249	06/15/16	ASSESSOR MEETING	45.00		STMT/6-16			D	N			TRAVEL-CONF.-SCH	101.41404.0333
46249	06/15/16	CAMA MONTHLY SUPPORT-JUN	162.00		STMT/6-16			D	N			MTCE. OF EQUIPME	101.41404.0334
46249	06/15/16	TAX WEB APPRAISAL SUMMRY	104.00		STMT/6-16			D	N			MTCE. OF EQUIPME	101.41404.0334
			311.00	*CHECK TOTAL									
		VENDOR TOTAL	311.00										
CONCORDE BANK 002887													
46250	06/15/16	2013 HOSP REV BOND-I	2,481.09		060116			D	N			INTEREST	350.47402.0444
CR-BUILDING PERFORMANCE 003215													
46251	06/15/16	BLDG FACILITIES STUDY	4,148.00		WILMA001-09			D	N			PROFESSIONAL SER	101.41428.0446
CROW CHEMICAL & LIGHTING 000186													
46252	06/15/16	HAND TOWELS	86.95		7099			D	N			GENERAL SUPPLIES	651.48484.0229
46252	06/15/16	2 36" NIFTY NABBERS	90.00		7144			D	N			SMALL TOOLS	101.43425.0221
46252	06/15/16	BROOMS/DUST PANS	140.98		7144			D	N			SMALL TOOLS	101.43425.0221
46252	06/15/16	CLEANING SUPPLIES	175.00		7144			D	N			CLEANING AND WAS	101.43425.0228
			492.93	*CHECK TOTAL									
		VENDOR TOTAL	492.93										
CUMMINS NPOWER LLC 000903													
46253	06/15/16	GENERATOR COOLANT HTR	831.48		100-3118			D	N			MTCE. OF EQUIPME	651.48484.0224
DAN'S SHOP INC 002212													
46254	06/15/16	FILTERS	171.64		73276			D	N			INVENTORIES-MDSE	101.125000
46254	06/15/16	MUD FLAPS	76.24		73289			D	N			MTCE. OF EQUIPME	101.43425.0224
			247.88	*CHECK TOTAL									
		VENDOR TOTAL	247.88										
DONOHUE & ASSOCIATES 002293													
46255	06/15/16	NPDES PERMIT ASSISTANC	5,530.00		13023-05			D	N			PROFESSIONAL SER	651.48484.0446
DOOLEY'S PETROLEUM INC 000212													
46256	06/15/16	188.9 GALLONS DIESEL	368.74		2287			D	N			MOTOR FUELS AND	651.48486.0222
46256	06/15/16	126 GALLONS DIESEL	257.30		268735			D	N			MOTOR FUELS AND	651.48486.0222
46256	06/15/16	65 GALLONS DIESEL	126.89		3112			D	N			MOTOR FUELS AND	651.48486.0222
46256	06/15/16	46.1 GALLONS UNLEADED	101.01		403			D	N			MOTOR FUELS AND	651.48484.0222
			853.94	*CHECK TOTAL									
		VENDOR TOTAL	853.94										
DOOLEY'S PETROLEUM INC 002163													
46257	06/15/16	5,000 GALLONS UNLEADE	10,154.98		278267			D	N			INVENTORIES-MDSE	101.125000
46257	06/15/16	3,000 GALLONS DIESEL	4,817.98		278268			D	N			INVENTORIES-MDSE	101.125000
			14,972.96	*CHECK TOTAL									
		VENDOR TOTAL	14,972.96										

VENDOR NAME AND NUMBER / CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
DUININCK INC		000222											
46258	06/15/16	GORTON AVE/9TH ST IM	127,985.34		1401/EST. 3			D	N			MTCE. OF OTHER I	414.48451.0336
ED'S SERVICE CENTER & SA		000231											
46259	06/15/16	TOWING CHARGES-MAY	980.00		STMT/5-16			D	N			OTHER SERVICES	101.42411.0339
ELECTRIC MOTOR COMPANY		.02340											
46260	06/15/16	REPL. FBO CEILING FAN	262.40		270			D	N			MTCE. OF STRUCTU	230.43430.0225
ERIC'S AVIATION SERVICES		002998											
46261	06/15/16	ON SITE MGMT SERV-JUL	6,524.00		STMT/7-16			D	N			PROFESSIONAL SER	230.43430.0446
ERICKSON P & H OF BLOMKE		002912											
46262	06/15/16	REPAIR IRON FLTR/WTR HTR	212.84		15799			D	N			MTCE. OF EQUIPME	651.48484.0224
46262	06/15/16	REPAIR IRON FLTR/WTR HTR	240.00		15799			D	N			MTCE. OF EQUIPME	651.48484.0334
			452.84	*CHECK TOTAL									
		VENDOR TOTAL	452.84										
ERICKSON/SCOTT		002176											
46263	06/15/16	INTERVIEW/INTERROGATING	10.99		110			D	N			TRAVEL-CONF.-SCH	101.42411.0333
FANCY COATS		002172											
46264	06/15/16	K-9 BOARDING FEE	98.33		19100			D	N			PROFESSIONAL SER	101.42411.0446
FARNAM'S GENUINE PARTS		000249											
46265	06/15/16	OIL	20.93		748622			D	N			MOTOR FUELS AND	101.45433.0222
46265	06/15/16	BRAKE PARTS	407.04		748867			D	N			INVENTORIES-MDSE	101.125000
46265	06/15/16	#092117-LIGHT/CONNECTOR	26.32		749305			D	N			MTCE. OF EQUIPME	101.43425.0224
46265	06/15/16	BRAKE PARTS	547.88		749555			D	N			INVENTORIES-MDSE	101.125000
46265	06/15/16	OIL	136.85		750024			D	N			MOTOR FUELS AND	101.45433.0222
			1,139.02	*CHECK TOTAL									
		VENDOR TOTAL	1,139.02										
FASTENAL COMPANY		001188											
46266	06/15/16	SAFETY GLASSES	35.94		MNWIL144837			D	N			SUBSISTENCE OF P	101.43425.0227
FIREBYTES LLC		003090											
46267	06/15/16	SERVER UPDATE SUPPORT	99.00		INV-0436			D	M	07		PROFESSIONAL SER	101.41409.0446
46267	06/15/16	CANINE DATABASE UPDATE	89.00		INV-0436			D	M	07		PROFESSIONAL SER	101.41409.0446
			188.00	*CHECK TOTAL									
		VENDOR TOTAL	188.00										
FLAHERTY & HOOD P.A.		001449											
46268	06/15/16	LEGAL SERVICES-MAY	7,400.26		9027			D	M	07		PROFESSIONAL SER	101.41406.0446
GALLS		000288											
46269	06/15/16	AMERICAN FLAG PATCHES	107.95		005445215			D	N			SUBSISTENCE OF P	101.42411.0227

VENDOR NAME AND NUMBER / CHECK# DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
GENERAL MAILING SERVICES 000293								
46270 06/15/16	POSTAGE	39.52		30655		D N	POSTAGE	101.42412.0223
46270 06/15/16	POSTAGE	15.80		30655		D N	POSTAGE	651.48484.0223
46270 06/15/16	UPS CHARGES	32.00		30724		D N	POSTAGE	101.42411.0223
		87.32	*CHECK TOTAL					
	VENDOR TOTAL	87.32						
GIS MIDWEST 002798								
46271 06/15/16	GIS SITE WORK	1,170.00		16-023-GIS		D N	PROFESSIONAL SER	101.41409.0446
GM CONTRACTING INC 003258								
46272 06/15/16	WESTWOOD COURT L.S.	224,446.95		1511/EST. 1		D N	MTCE. OF OTHER I	432.48504.0336
GRAHAM TIRE CO 002462								
46273 06/15/16	TIRES FOR SQUADS	2,530.00		9272360		D N	MTCE. OF EQUIPME	101.42411.0224
GRAINGER INC 000786								
46274 06/15/16	RETURNED HAND DRUM PUMP	166.28CR		9117015017		D N	SMALL TOOLS	651.48484.0221
46274 06/15/16	HVAC FILTERS	97.56		9125069931		D N	MTCE. OF EQUIPME	651.48484.0224
46274 06/15/16	HVAC FILTERS	174.00		9125679846		D N	MTCE. OF EQUIPME	651.48484.0224
46274 06/15/16	HVAC FILTERS	36.12		9127527522		D N	MTCE. OF EQUIPME	651.48484.0224
		141.40	*CHECK TOTAL					
	VENDOR TOTAL	141.40						
HANSON *PETTY CASH/FRANK 003184								
46275 06/15/16	TO REIMBURSE PETTY CASH	4.80		061316		D N	GENERAL SUPPLIES	101.42412.0229
46275 06/15/16	TO REIMBURSE PETTY CASH	49.00		061316		D N	TRAVEL-CONF.-SCH	101.42412.0333
46275 06/15/16	TO REIMBURSE PETTY CASH	12.88		061316		D N	SUBSISTENCE OF P	101.42412.0337
		66.68	*CHECK TOTAL					
	VENDOR TOTAL	66.68						
HAUG-KUBOTA LLC 002609								
46276 06/15/16	OIL	61.51		7953		D N	MOTOR FUELS AND	101.45433.0222
46276 06/15/16	FILTERS	28.03		7953		D N	MTCE. OF EQUIPME	101.45433.0224
46276 06/15/16	PAINT FOR MOWER	13.23		7970		D N	GENERAL SUPPLIES	101.45433.0229
		102.77	*CHECK TOTAL					
	VENDOR TOTAL	102.77						
HAWKINS INC 000325								
46277 06/15/16	FERRIC CHLORIDE	4,653.40		3888772 RI		D N	GENERAL SUPPLIES	651.48484.0229
46277 06/15/16	FERRIC CHLORIDE	4,684.41		3892039 RI		D N	GENERAL SUPPLIES	651.48484.0229
46277 06/15/16	FERRIC CHLORIDE	4,725.11		3895747 RI		D N	GENERAL SUPPLIES	651.48484.0229
		14,062.92	*CHECK TOTAL					
	VENDOR TOTAL	14,062.92						
HAYNES WINDOW CLEANING S 000327								
46278 06/15/16	WINDOW CLEANING	64.00		27287		D N	CLEANING AND WAS	101.41409.0338

VENDOR NAME AND NUMBER / CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
HERITAGE BANK		000001											
244	06/15/16	WF FHLB-3130A8GU1	1,000,000.00		061516			M	N			INVESTMENTS	101.109000
244	06/15/16	WFA FHLB-3130A8B69	1,000,000.00		061516			M	N			INVESTMENTS	101.109000
			2,000,000.00	*CHECK TOTAL									
46279	06/15/16	2013 HOSP REV NOTE-I	55,415.21		060116			D	N			INTEREST	350.47402.0444
		VENDOR TOTAL	2,055,415.21										
HILLYARD FLOOR CARE SUPP		000333											
46280	06/15/16	CLEANING SUPPLIES	37.92		602081270			D	N			CLEANING AND WAS	101.41408.0228
46280	06/15/16	TOILET TISSUE/HAND TWLS	201.94		602081270			D	N			GENERAL SUPPLIES	101.41408.0229
46280	06/15/16	TOILET TISSUE	36.53		602081270			D	N			GENERAL SUPPLIES	101.41409.0229
46280	06/15/16	CLEANING SUPPLIES	69.48		602081270			D	N			CLEANING AND WAS	101.45427.0228
46280	06/15/16	CLEANING SUPPLIES	96.44		602083161			D	N			CLEANING AND WAS	101.45435.0228
46280	06/15/16	HAND TOWELS	53.30		602096895			D	N			GENERAL SUPPLIES	101.42412.0229
46280	06/15/16	CLEANING SUPPLIES	186.21		602108604			D	N			CLEANING AND WAS	101.45437.0228
46280	06/15/16	CLEANING SUPPLIES	43.05		602108605			D	N			CLEANING AND WAS	101.45437.0228
46280	06/15/16	SCRUBBER MTCE-PARTS	139.00		700236567			D	N			MTCE. OF EQUIPME	101.45433.0224
46280	06/15/16	SCRUBBER MTCE-LABOR	88.00		700236567			D	N			MTCE. OF EQUIPME	101.45433.0334
			951.87	*CHECK TOTAL									
		VENDOR TOTAL	951.87										
HOME DEPOT CREDIT SERVIC		000058											
46281	06/15/16	WOOD FOR TARGET STANDS	13.15		5054888			D	N			GENERAL SUPPLIES	101.42411.0229
HOME STATE BANK		003067											
46282	06/15/16	2013 HOSP REV BOND-I	5,789.81		060116			D	N			INTEREST	350.47402.0444
HORIZON COMMERCIAL POOL		003075											
46283	06/15/16	POOL CHEMICALS	976.40		160516053			D	N			MTCE. OF OTHER I	101.45427.0226
HYDRITE CHEMICAL CO		002837											
46284	06/15/16	ANTIFOAM	924.00		01907662			D	N			GENERAL SUPPLIES	651.48484.0229
IN CONTROL INC		002486											
46285	06/15/16	COMP. PROGRAMMING SERV	135.00		16062KA01			D	N			PROFESSIONAL SER	651.48484.0446
INT'L CODE COUNCIL		000355											
46286	06/15/16	REFERENCE MATERIALS	88.00		1000695554			D	N			OFFICE SUPPLIES	101.41402.0220
J & J DUST CONTROL		003025											
46287	06/15/16	DUST CNTL APPLICATION	2,049.00		526			D	M	07		MTCE. OF OTHER I	101.43425.0336
JAGUSH/JEFFREY		003037											
46288	06/15/16	MILEAGE 5/10-6/3/16	41.85		060616			D	N			TRAVEL-CONF.-SCH	101.43425.0333
46288	06/15/16	MILEAGE 5/10-6/3/16	41.85		060616			D	N			TRAVEL-CONF.-SCH	651.48485.0333
			83.70	*CHECK TOTAL									
		VENDOR TOTAL	83.70										

VENDOR NAME AND NUMBER / CHECK# DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
KANDIYOHI CO AUDITOR 000376												
46289 06/15/16	LANDFILL CHARGES-MAY	52.60		360888			D	N			CLEANING AND WAS	101.43425.0338
46289 06/15/16	LANDFILL CHARGES-MAY	27.49		361517			D	N			CLEANING AND WAS	101.43425.0338
		80.09	*CHECK TOTAL									
	VENDOR TOTAL	80.09										
KANDIYOHI CO RECORDER'S 000382												
46290 06/15/16	PLAT COPIES FEE	10.00		SOP-068195			D	N			PROFESSIONAL SER	101.41401.0446
46290 06/15/16	RECORDING FEES	46.00		635061			D	N			PROFESSIONAL SER	101.41401.0446
		56.00	*CHECK TOTAL									
	VENDOR TOTAL	56.00										
KANDIYOHI CO SHERIFF'S D 001507												
46291 06/15/16	RADIO BATTERIES	120.00		16-0608-1			D	N			MTCE. OF EQUIPME	101.42411.0224
KANDIYOHI CO-OP ELECTRIC 000375												
46292 06/15/16	WELCOME TO WILLMAR SIGN	62.76		STMT/6-16			D	N			UTILITIES	101.43425.0332
46292 06/15/16	CO RD 23/HWY 71 BYPASS	123.00		STMT/6-16			D	N			UTILITIES	101.43425.0332
46292 06/15/16	ELEC SERV-LIFT STATIONS	940.00		STMT/6-16			D	N			UTILITIES	651.48485.0332
46292 06/15/16	ELEC SERV-SECURITY LIGHT	36.00		STMT/6-16			D	N			UTILITIES	651.48486.0332
		1,161.76	*CHECK TOTAL									
	VENDOR TOTAL	1,161.76										
KING'S ELECTRIC LLC 003138												
46293 06/15/16	HOOKUP POOL HEATER	254.47		297			D	M	07		OTHER IMPROVEMEN	450.45437.0554
46293 06/15/16	PUMP REPAIR-PARTS	3.20		308			D	M	07		MTCE. OF EQUIPME	101.45437.0224
46293 06/15/16	PUMP REPAIR-LABOR	207.50		308			D	M	07		MTCE. OF EQUIPME	101.45437.0334
46293 06/15/16	BOILER PUMP REPAIR-PARTS	4.80		309			D	M	07		MTCE. OF STRUCTU	101.41408.0225
46293 06/15/16	BOILER PUMP REPAIR-LABOR	93.50		309			D	M	07		MTCE. OF STRUCTU	101.41408.0335
46293 06/15/16	BAKER FIELD LT REPAIR	27.00		323			D	M	07		MTCE. OF OTHER I	101.43425.0226
46293 06/15/16	BAKER FIELD LT REPAIR	321.50		323			D	M	07		MTCE. OF OTHER I	101.43425.0336
		911.97	*CHECK TOTAL									
	VENDOR TOTAL	911.97										
KLAUSE/ARLYCE .02412												
46294 06/15/16	REFUND SHELTER DEPOSIT	50.00		060716			D	N			DEPOSITS	101.230000
46294 06/15/16	REFUND SHELTER FEE	100.00		060716			D	N			REFUNDS AND REIM	101.41428.0882
		150.00	*CHECK TOTAL									
	VENDOR TOTAL	150.00										
LAKE COUNTRY FIREPLACE & 003248												
46295 06/15/16	BIO-DEGRADABLE STAPLES	103.50		31092			D	N			MTCE. OF OTHER I	101.43425.0226
LAKE REGION BANK 002886												
46296 06/15/16	2013 HOSP REV BOND-I	3,307.81		060116			D	N			INTEREST	350.47402.0444
LARSON AUTOMOTIVE .01975												
46297 06/15/16	LITHIUM BATTERIES	21.86		004467			D	N			MTCE. OF EQUIPME	101.42412.0224

VENDOR NAME AND NUMBER

CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
LEAGUE OF MN CITIES INS 000983													
46222	06/09/16	MUNICIPAL LIABILITY I	10,137.00		53162			D	N			INSURANCES AND B	101.41402.0441
46222	06/09/16	AUTO LIAB/PHYS DAMAGE	136.00		53162			D	N			INSURANCES AND B	101.41402.0441
46222	06/09/16	PROPERTY INS PREMIUM	977.00		53162			D	N			INSURANCES AND B	101.41408.0441
46222	06/09/16	EQUIPMENT INS PREMIUM	453.00		53162			D	N			INSURANCES AND B	101.41408.0441
46222	06/09/16	AUTO LIAB/PHYS DAMAGE	68.00		53162			D	N			INSURANCES AND B	101.41408.0441
46222	06/09/16	PROPERTY INS PREMIUM	228.00		53162			D	N			INSURANCES AND B	101.41409.0441
46222	06/09/16	EQUIPMENT INS PREMIUM	70.00		53162			D	N			INSURANCES AND B	101.41409.0441
46222	06/09/16	MUNICIPAL LIABILITY IN	6,871.00		53162			D	N			INSURANCES AND B	101.41428.0441
46222	06/09/16	MUNICIPAL LIABILITY IN	7,652.00		53162			D	N			INSURANCES AND B	101.41428.0441
46222	06/09/16	MUNICIPAL LIABILITY IN	7,219.00		53162			D	N			INSURANCES AND B	101.41428.0441
46222	06/09/16	AUTO LIAB/PHYS DAMAGE	18.00		53162			D	N			INSURANCES AND B	101.41428.0441
46222	06/09/16	PROPERTY INS PREMIUM	229.00		53162			D	N			INSURANCES AND B	101.42411.0441
46222	06/09/16	EQUIPMENT INS PREMIUM	101.00		53162			D	N			INSURANCES AND B	101.42411.0441
46222	06/09/16	MUNICIPAL LIABILITY I	20,666.00		53162			D	N			INSURANCES AND B	101.42411.0441
46222	06/09/16	AUTO LIAB/PHYS DAMAGE	4,017.00		53162			D	N			INSURANCES AND B	101.42411.0441
46222	06/09/16	PROPERTY INS PREMIUM	823.00		53162			D	N			INSURANCES AND B	101.42412.0441
46222	06/09/16	EQUIPMENT INS PREMIUM	390.00		53162			D	N			INSURANCES AND B	101.42412.0441
46222	06/09/16	AUTO LIAB/PHYS DAMAGE	2,820.00		53162			D	N			INSURANCES AND B	101.42412.0441
46222	06/09/16	AUTO LIAB/PHYS DAMAGE	254.00		53162			D	N			INSURANCES AND B	101.43417.0441
46222	06/09/16	PROPERTY INS PREMIUM	11,224.00		53162			D	N			INSURANCES AND B	101.43425.0441
46222	06/09/16	EQUIPMENT INS PREMIUM	1,165.00		53162			D	N			INSURANCES AND B	101.43425.0441
46222	06/09/16	MOBILE PRPTY PREMIUM	6,647.00		53162			D	N			INSURANCES AND B	101.43425.0441
46222	06/09/16	AUTO LIAB/PHYS DAMAGE	2,912.00		53162			D	N			INSURANCES AND B	101.43425.0441
46222	06/09/16	PROPERTY INS PREMIUM	1,159.00		53162			D	N			INSURANCES AND B	101.45427.0441
46222	06/09/16	EQUIPMENT INS PREMIUM	549.00		53162			D	N			INSURANCES AND B	101.45427.0441
46222	06/09/16	PROPERTY INS PREMIUM	141.00		53162			D	N			INSURANCES AND B	101.45432.0441
46222	06/09/16	EQUIPMENT INS PREMIUM	6.00		53162			D	N			INSURANCES AND B	101.45432.0441
46222	06/09/16	AUTO LIAB/PHYS DAMAGE	68.00		53162			D	N			INSURANCES AND B	101.45432.0441
46222	06/09/16	PROPERTY INS PREMIUM	2,535.00		53162			D	N			INSURANCES AND B	101.45433.0441
46222	06/09/16	EQUIPMENT INS PREMIUM	1,558.00		53162			D	N			INSURANCES AND B	101.45433.0441
46222	06/09/16	MOBILE PRPTY PREMIUM	406.00		53162			D	N			INSURANCES AND B	101.45433.0441
46222	06/09/16	AUTO LIAB/PHYS DAMAGE	58.00		53162			D	N			INSURANCES AND B	101.45433.0441
46222	06/09/16	PROPERTY INS PREMIUM	898.00		53162			D	N			INSURANCES AND B	101.45435.0441
46222	06/09/16	EQUIPMENT INS PREMIUM	206.00		53162			D	N			INSURANCES AND B	101.45435.0441
46222	06/09/16	PROPERTY INS PREMIUM	3,001.00		53162			D	N			INSURANCES AND B	101.45437.0441
46222	06/09/16	EQUIPMENT INS PREMIUM	237.00		53162			D	N			INSURANCES AND B	101.45437.0441
46222	06/09/16	PROPERTY INS PREMIUM	8,605.00		53162			D	N			INSURANCES AND B	230.43430.0441
46222	06/09/16	EQUIPMENT INS PREMIUM	482.00		53162			D	N			INSURANCES AND B	230.43430.0441
46222	06/09/16	PROPERTY INS PREMIUM	19,998.00		53162			D	N			INSURANCES AND B	651.48485.0441
46222	06/09/16	EQUIPMENT INS PREMIUM	9,236.00		53162			D	N			INSURANCES AND B	651.48485.0441
46222	06/09/16	MOBILE PRPTY PREMIUM	528.00		53162			D	N			INSURANCES AND B	651.48485.0441
46222	06/09/16	AUTO LIAB/PHYS DAMAGE	655.00		53162			D	N			INSURANCES AND B	651.48485.0441
46222	06/09/16	PROPERTY INS PREMIUM	1,443.00		53162			D	N			INSURANCES AND B	816.41402.0441
46222	06/09/16	EQUIPMENT INS PREMIUM	518.00		53162			D	N			INSURANCES AND B	816.41402.0441
			137,364.00	*CHECK TOTAL									
		VENDOR TOTAL	137,364.00										

VENDOR NAME AND NUMBER / CHECK# DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
LEARNING FOR LIFE .02414												
46298 06/15/16	ADVISOR MBRSHP FEE	14.00		060216			D	N			SUBSCRIPTIONS AN	101.42411.0443
LINDAHL/JASON 001400												
46299 06/15/16	BIOSOLIDS REFRESHER	106.92		231			D	N			TRAVEL-CONF.-SCH	651.48486.0333
LUTHERAN SOCIAL SERVICE 003167												
46300 06/15/16	MEALS-DINING PROMOTION	118.00		060816			D	N			GENERAL SUPPLIES	101.45435.0229
LUTHERAN WOMEN'S .02409												
46301 06/15/16	REF. RUN/WALK PERMIT FEE	30.00		061416			D	N			REFUNDS AND REIM	101.41428.0882
MACQUEEN EQUIPMENT INC 000427												
46302 06/15/16	#130012-WHL HUB/SEAL	370.57		2163585			D	N			MTCE. OF EQUIPME	101.43425.0224
MADDEN, GALANTER, HANSEN 000429												
46303 06/15/16	LABOR RELATIONS-MAY	787.47		STMT/5-16			D	M	07		PROFESSIONAL SER	101.41406.0446
MADISON NATIONAL LIFE 003237												
46223 06/09/16	LIFE INSURANCE-JUN	8.85		M299			D	N			COBRA INS PREMIU	101.120001
46223 06/09/16	LIFE INSURANCE-JUN	20.70		M299			D	N			EMPLOYER INSUR.	101.41400.0114
46223 06/09/16	LIFE INSURANCE-JUN	51.75		M299			D	N			EMPLOYER INSUR.	101.41402.0114
46223 06/09/16	LIFE INSURANCE-JUN	18.11		M299			D	N			EMPLOYER INSUR.	101.41403.0114
46223 06/09/16	LIFE INSURANCE-JUN	20.70		M299			D	N			EMPLOYER INSUR.	101.41404.0114
46223 06/09/16	LIFE INSURANCE-JUN	41.40		M299			D	N			EMPLOYER INSUR.	101.41405.0114
46223 06/09/16	LIFE INSURANCE-JUN	10.35		M299			D	N			EMPLOYER INSUR.	101.41408.0114
46223 06/09/16	LIFE INSURANCE-JUN	41.40		M299			D	N			EMPLOYER INSUR.	101.41409.0114
46223 06/09/16	LIFE INSURANCE-JUN	2.59		M299			D	N			EMPLOYER INSUR.	101.41424.0114
46223 06/09/16	LIFE INSURANCE-JUN	1,414.85		M299			D	N			INS. PASS THROUG	101.41428.0819
46223 06/09/16	LIFE INSURANCE-JUN	372.60		M299			D	N			EMPLOYER INSUR.	101.42411.0114
46223 06/09/16	LIFE INSURANCE-JUN	41.40		M299			D	N			EMPLOYER INSUR.	101.42412.0114
46223 06/09/16	LIFE INSURANCE-JUN	46.57		M299			D	N			EMPLOYER INSUR.	101.43417.0114
46223 06/09/16	LIFE INSURANCE-JUN	209.07		M299			D	N			EMPLOYER INSUR.	101.43425.0114
46223 06/09/16	LIFE INSURANCE-JUN	10.35		M299			D	N			EMPLOYER INSUR.	101.45432.0114
46223 06/09/16	LIFE INSURANCE-JUN	31.05		M299			D	N			EMPLOYER INSUR.	101.45433.0114
46223 06/09/16	LIFE INSURANCE-JUN	6.21		M299			D	N			EMPLOYER INSUR.	101.45435.0114
46223 06/09/16	LIFE INSURANCE-JUN	5.18		M299			D	N			EMPLOYER INSUR.	101.45437.0114
46223 06/09/16	LIFE INSURANCE-JUN	95.22		M299			D	N			EMPLOYER INSUR.	651.48484.0114
46223 06/09/16	LIFE INSURANCE-JUN	10.35		M299			D	N			EMPLOYER INSUR.	651.48485.0114
46223 06/09/16	LIFE INSURANCE-JUN	10.35		M299			D	N			EMPLOYER INSUR.	651.48486.0114
		2,469.05	*CHECK TOTAL									
	VENDOR TOTAL	2,469.05										
MAGNUSON SHEET METAL INC 001121												
46304 06/15/16	SERVICE A/C UNIT-PARTS	24.00		128615			D	N			MTCE. OF STRUCTU	101.42412.0225
46304 06/15/16	SERVICE A/C UNIT-LABOR	85.00		128615			D	N			MTCE. OF STRUCTU	101.42412.0335
		109.00	*CHECK TOTAL									
	VENDOR TOTAL	109.00										

VENDOR NAME AND NUMBER / CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
MARCO TECHNOLOGIES LLC		000437											
46305	06/15/16	CABLECAST VIDEO SERVER	8,774.93		INV3367022			D	N			FURNITURE AND EQ	450.41409.0552
MENARDS		000449											
46306	06/15/16	CREDIT FOR DBL PAYMENT	53.11CR		3409			D	N			GENERAL SUPPLIES	101.43425.0229
46306	06/15/16	PLANT SUPPLIES	4.99		4253			D	N			GENERAL SUPPLIES	651.48484.0229
46306	06/15/16	PLANT SUPPLIES	19.64		4641			D	N			GENERAL SUPPLIES	651.48484.0229
46306	06/15/16	PAINTING SUPPLIES	61.73		5427			D	N			GENERAL SUPPLIES	101.45433.0229
46306	06/15/16	WEED TRIMMER	66.00		5691			D	N			SMALL TOOLS	101.42412.0221
46306	06/15/16	PAINTING SUPPLIES	47.90		5691			D	N			GENERAL SUPPLIES	101.42412.0229
46306	06/15/16	ELEC PARTS FOR BLDG	58.54		5760			D	N			MTCE. OF STRUCTU	101.45433.0225
46306	06/15/16	PAINT FOR THE BLDG	63.90		5784			D	N			MTCE. OF STRUCTU	101.45433.0225
46306	06/15/16	PAINTING SUPPLIES	35.23		5784			D	N			GENERAL SUPPLIES	101.45433.0229
46306	06/15/16	PAINT FOR BLDG	32.96		5884			D	N			MTCE. OF STRUCTU	101.45435.0225
46306	06/15/16	FLOOR SQUEEGEE/BRUSH	39.84		5944			D	N			SMALL TOOLS	101.45437.0221
46306	06/15/16	AQUA NOODLES/DIVE RINGS	32.34		5944			D	N			GENERAL SUPPLIES	101.45437.0229
46306	06/15/16	POOL SUPPLIES	12.56		5944			D	N			GENERAL SUPPLIES	101.45437.0229
46306	06/15/16	1 GAL. TANK SPRAYER	14.99		5982			D	N			SMALL TOOLS	101.43425.0221
46306	06/15/16	PLUMBERS GREASE	4.98		5982			D	N			MOTOR FUELS AND	101.43425.0222
46306	06/15/16	POOL WATER TREATMENT	29.94		5982			D	N			MTCE. OF OTHER I	101.43425.0226
46306	06/15/16	WEED KILLER	27.90		5982			D	N			GENERAL SUPPLIES	101.43425.0229
46306	06/15/16	IRRIGATION PARTS	12.53		6107			D	N			MTCE. OF OTHER I	101.43425.0226
46306	06/15/16	TOILET TANK LEVER	6.99		6136			D	N			MTCE. OF STRUCTU	101.45435.0225
			519.85	*CHECK TOTAL									
		VENDOR TOTAL	519.85										
MIKE'S SMALL ENGINE CENT		002699											
46307	06/15/16	FUEL CAN	20.00		4137			D	N			SMALL TOOLS	101.42412.0221
46307	06/15/16	CHAIN SAW OIL	103.60		4189			D	N			MOTOR FUELS AND	101.43425.0222
46307	06/15/16	PARTS FOR TRIMMER	69.90		4190			D	N			MTCE. OF EQUIPME	101.43425.0224
			193.50	*CHECK TOTAL									
		VENDOR TOTAL	193.50										
MILLER SANITATION		002936											
46308	06/15/16	GARBAGE SERVICE-JUN	154.50		1298/6-16			D	N			CLEANING AND WAS	101.45433.0338
46308	06/15/16	GARBAGE SERVICE-JUN	52.70		1300/6-16			D	N			CLEANING AND WAS	101.42412.0338
46308	06/15/16	GARBAGE SERVICE-JUN	64.74		1301/6-16			D	N			CLEANING AND WAS	101.41408.0338
46308	06/15/16	GARBAGE SERVICE-JUN	64.74		1301/6-16			D	N			CLEANING AND WAS	101.45427.0338
46308	06/15/16	GARBAGE SERVICE-JUN	251.31		1302/6-16			D	N			CLEANING AND WAS	101.43425.0338
46308	06/15/16	GARBAGE SERVICE-JUN	24.34		1303/6-16			D	N			CLEANING AND WAS	651.48484.0338
46308	06/15/16	GARBAGE SERVICE-JUN	49.67		1304/6-16			D	N			CLEANING AND WAS	101.45435.0338
46308	06/15/16	GARBAGE SERVICE-JUN	48.67		1304/6-16			D	N			CLEANING AND WAS	651.48484.0338
46308	06/15/16	GARBAGE SERVICE-JUN	161.04		1304/6-16			D	N			CLEANING AND WAS	651.48484.0338
46308	06/15/16	GARBAGE SERVICE-JUN	58.64		1378/6-16			D	N			UTILITIES	101.43425.0332
46308	06/15/16	GARBAGE SERVICE-JUN	616.55		1378/6-16			D	N			CLEANING AND WAS	101.43425.0338
46308	06/15/16	GARBAGE SERVICE-JUN	61.60		1378/6-16			D	N			CLEANING AND WAS	101.43425.0338
46308	06/15/16	GARBAGE SERVICE-JUN	29.57		1379/6-16			D	N			CLEANING AND WAS	101.43425.0338
46308	06/15/16	GARBAGE SERVICE-JUN	251.60		1388/6-16			D	N			CLEANING AND WAS	101.43425.0338

VENDOR NAME AND NUMBER / CHECK# DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
MILLER SANITATION 002936								
46308 06/15/16	GARBAGE SERVICE-JUN	78.84		1456/6-16		D N	CLEANING AND WAS	101.45437.0338
		1,968.51	*CHECK TOTAL					
	VENDOR TOTAL	1,968.51						
MINI BIFF LLC 001805								
46309 06/15/16	TOILET RENTALS-MAY	77.01		A-78542		D N	RENTS	101.43425.0440
46309 06/15/16	TOILET RENTALS-MAY	154.02		A-78543		D N	RENTS	101.43425.0440
46309 06/15/16	TOILET RENTALS-MAY	77.01		A-78544		D N	RENTS	101.43425.0440
46309 06/15/16	TOILET RENTALS-MAY	77.01		A-78546		D N	RENTS	101.43425.0440
46309 06/15/16	TOILET RENTALS-MAY	77.01		A-78549		D N	RENTS	101.43425.0440
46309 06/15/16	TOILET RENTALS-MAY	77.01		A-78550		D N	RENTS	101.43425.0440
46309 06/15/16	TOILET RENTALS-MAY	77.01		A-78551		D N	RENTS	101.43425.0440
46309 06/15/16	TOILET RENTALS-MAY	77.01		A-78553		D N	RENTS	101.43425.0440
46309 06/15/16	TOILET RENTALS-MAY	154.02		A-78605		D N	RENTS	101.43425.0440
		847.11	*CHECK TOTAL					
	VENDOR TOTAL	847.11						
MN DEPT OF LABOR & INDUS 000094								
46221 06/07/16	ELECTRICAL INSPECTION	159.50		060616		D N	MTCE. OF OTHER I	432.48507.0336
MN ELEVATOR INC 000499								
46310 06/15/16	ELEVATOR SERVICE	147.12		664897		D N	MTCE. OF STRUCTU	101.41408.0335
MN POLLUTION CONTROL AGE 000512								
46311 06/15/16	WASTEWATER PERMIT FEE	345.00		10000007270		D N	LICENSES AND TAX	651.48484.0445
MODERN MARKETING 002952								
46312 06/15/16	POLICE SYMBOL STICKERS	190.74		MMI116074		D N	GENERAL SUPPLIES	101.42411.0229
46312 06/15/16	POLICE BADGE STICKERS	496.23		MMI116207		D N	GENERAL SUPPLIES	101.42411.0229
		686.97	*CHECK TOTAL					
	VENDOR TOTAL	686.97						
MOSS & BARNETT 001655								
46313 06/15/16	CREDIT FOR DBL PAYMENT	764.00CR		636370		D M 07	PROFESSIONAL SER	101.41409.0446
46313 06/15/16	CATV LEGAL SERV-MAR	732.00		644648		D M 07	PROFESSIONAL SER	101.41409.0446
46313 06/15/16	CATV LEGAL SERV-APR	1,003.00		646813		D M 07	PROFESSIONAL SER	101.41406.0446
		971.00	*CHECK TOTAL					
	VENDOR TOTAL	971.00						
MOTOR SPORTS OF WILLMAR 000873								
46314 06/15/16	MIRROR FOR RANGER	65.99		1610000		D N	MTCE. OF EQUIPME	651.48484.0224
46314 06/15/16	OIL	22.98		1610529		D N	MOTOR FUELS AND	651.48484.0222
46314 06/15/16	FILTER	13.99		1610529		D N	MTCE. OF EQUIPME	651.48484.0224
		102.96	*CHECK TOTAL					
	VENDOR TOTAL	102.96						
MUNICIPAL UTILITIES 000541								
46315 06/15/16	UTILITIES FOR MAY	2,489.38		5/16		D N	UTILITIES	101.41408.0332
46315 06/15/16	UTILITIES FOR MAY	286.95		5/16		D N	UTILITIES	101.41409.0332

VENDOR NAME AND NUMBER / CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
MUNICIPAL UTILITIES		000541											
46315	06/15/16	UTILITIES FOR MAY	3,652.70		5/16			D	N			UTILITIES	101.43425.0332
46315	06/15/16	UTILITIES FOR MAY	1,672.50		5/16			D	N			UTILITIES	101.45427.0332
46315	06/15/16	UTILITIES FOR MAY	5,176.71		5/16			D	N			UTILITIES	101.45433.0332
46315	06/15/16	UTILITIES FOR MAY	950.86		5/16			D	N			UTILITIES	101.45435.0332
46315	06/15/16	UTILITIES FOR MAY	222.71		5/16			D	N			UTILITIES	101.45437.0332
46315	06/15/16	UTILITIES FOR MAY	61.07		5/16			D	N			UTILITIES	230.43430.0332
46315	06/15/16	UTILITIES FOR MAY	857.52		5/16			D	N			UTILITIES	651.48484.0332
46315	06/15/16	UTILITIES FOR MAY	1,557.76		5/16			D	N			UTILITIES	651.48485.0332
			16,928.16	*CHECK TOTAL									
		VENDOR TOTAL	16,928.16										
MUNICIPAL UTILITIES		002393											
46316	06/15/16	WORKER'S COMP RETRO A	73,807.00		061016			D	N			EMPLOYER INSUR.	101.41428.0114
MVTL LABORATORIES INC		000544											
46317	06/15/16	LAB TESTING	45.00		810767			D	N			PROFESSIONAL SER	651.48484.0446
46317	06/15/16	LAB TESTING	45.00		812006			D	N			PROFESSIONAL SER	651.48484.0446
			90.00	*CHECK TOTAL									
		VENDOR TOTAL	90.00										
NELSON INTERNATIONAL		000568											
46318	06/15/16	#885700 REPAIR-PARTS	154.93		R101003174:01			D	N			MTCE. OF EQUIPME	101.42412.0224
46318	06/15/16	#885700 REPAIR-LABOR	298.50		R101003174:01			D	N			MTCE. OF EQUIPME	101.42412.0334
46318	06/15/16	#885700 REPAIR-PARTS	8.75		R101003206:01			D	N			MTCE. OF EQUIPME	101.42412.0224
46318	06/15/16	#885700 REPAIR-LABOR	175.00		R101003206:01			D	N			MTCE. OF EQUIPME	101.42412.0334
46318	06/15/16	#885700 REPAIR-PARTS	229.81		R101003206:02			D	N			MTCE. OF EQUIPME	101.42412.0224
46318	06/15/16	#885700 REPAIR-LABOR	126.00		R101003206:02			D	N			MTCE. OF EQUIPME	101.42412.0334
46318	06/15/16	FRONT WHL BRNG COVERS	34.14		X101008936:01			D	N			MTCE. OF EQUIPME	101.43425.0224
46318	06/15/16	#317270-BATTERY	121.58		X101009040:01			D	N			MTCE. OF EQUIPME	101.42412.0224
46318	06/15/16	SIREN BATTERIES	3,466.00		X101009978:01			D	N			CIVIL DEFENSE	101.42428.0809
			4,614.71	*CHECK TOTAL									
		VENDOR TOTAL	4,614.71										
NORTH AMERICAN STATE BAN		003068											
46319	06/15/16	2013 HOSP REV BOND-I	8,270.90		060116			D	N			INTEREST	350.47402.0444
NORTHERN BUSINESS PRODUC		002322											
46320	06/15/16	OFFICE SUPPLIES	2.92CR		C48675-0			D	N			OFFICE SUPPLIES	101.41410.0220
46320	06/15/16	OFFICE SUPPLIES	130.80		46168-0			D	N			OFFICE SUPPLIES	101.41410.0220
46320	06/15/16	OFFICE CHAIR	410.00		48476-0			D	N			SMALL TOOLS	101.41402.0221
46320	06/15/16	OFFICE SUPPLIES	113.71		48675-0			D	N			OFFICE SUPPLIES	101.41410.0220
46320	06/15/16	OFFICE SUPPLIES	32.80		49424-0			D	N			OFFICE SUPPLIES	651.48484.0220
46320	06/15/16	OFFICE SUPPLIES	40.75		50308-0			D	N			OFFICE SUPPLIES	651.48484.0220
46320	06/15/16	OFFICE SUPPLIES	5.11		51464-0			D	N			OFFICE SUPPLIES	101.41410.0220
46320	06/15/16	COPY PAPER	1,319.60		51805-0			D	N			OFFICE SUPPLIES	101.41410.0220
46320	06/15/16	OFFICE SUPPLIES	21.99		53202-0			D	N			OFFICE SUPPLIES	651.48484.0220
			2,071.84	*CHECK TOTAL									
		VENDOR TOTAL	2,071.84										

VENDOR NAME AND NUMBER CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
NORTHERN STATES SUPPLY 000585													
46321	06/15/16	CABLE TIES	1.88		10-539197			D	N			GENERAL SUPPLIES	101.42412.0229
46321	06/15/16	EAR PROTECTION HEADBAND	39.90		10-539256			D	N			SUBSISTENCE OF P	101.43425.0227
46321	06/15/16	CABLE TIES	61.93		10-539341			D	N			GENERAL SUPPLIES	101.43425.0229
46321	06/15/16	RAKES-STREET PATCHING	142.15		10-539564			D	N			SMALL TOOLS	101.43425.0221
46321	06/15/16	EQUIPMENT MTCE-PARTS	7.97		10-539748			D	N			MTCE. OF EQUIPME	101.45437.0224
46321	06/15/16	EQUIPMENT MTCE-PARTS	37.08		10-539750			D	N			MTCE. OF EQUIPME	101.45437.0224
46321	06/15/16	NUTS/BOLTS	16.60		1043817			D	N			MTCE. OF EQUIPME	101.43425.0224
46321	06/15/16	NUTS/BOLTS	33.79		1044144			D	N			MTCE. OF EQUIPME	101.43425.0224
46321	06/15/16	BOLTS	6.00		1047045			D	N			MTCE. OF EQUIPME	101.43425.0224
46321	06/15/16	1/2" DR RATCHET	25.25		1047530			D	N			SMALL TOOLS	101.43425.0221
			372.55	*CHECK TOTAL									
		VENDOR TOTAL	372.55										
O'REILLY AUTOMOTIVE INC 000650													
46322	06/15/16	FLOOR DRY	77.88		1528-424870			D	N			GENERAL SUPPLIES	101.42412.0229
OFFICE SERVICES 000589													
46323	06/15/16	OFFICE SUPPLIES-MAY	3.86		STMT/5-16			D	N			OFFICE SUPPLIES	101.41400.0220
46323	06/15/16	PHOTO COPIES-MAY	0.60		STMT/5-16			D	N			OFFICE SUPPLIES	101.41400.0220
46323	06/15/16	OFFICE SUPPLIES-MAY	5.64		STMT/5-16			D	N			OFFICE SUPPLIES	101.41401.0220
46323	06/15/16	PHOTO COPIES-MAY	75.75		STMT/5-16			D	N			OFFICE SUPPLIES	101.41401.0220
46323	06/15/16	PHOTO COPIES-MAY	143.98		STMT/5-16			D	N			OFFICE SUPPLIES	101.41401.0220
46323	06/15/16	OFFICE SUPPLIES-MAY	15.20		STMT/5-16			D	N			OFFICE SUPPLIES	101.41402.0220
46323	06/15/16	PHOTO COPIES-MAY	140.55		STMT/5-16			D	N			OFFICE SUPPLIES	101.41402.0220
46323	06/15/16	PHOTO COPIES-MAY	79.11		STMT/5-16			D	N			OFFICE SUPPLIES	101.41402.0220
46323	06/15/16	OFFICE SUPPLIES-MAY	21.66		STMT/5-16			D	N			OFFICE SUPPLIES	101.41403.0220
46323	06/15/16	PHOTO COPIES-MAY	21.98		STMT/5-16			D	N			OFFICE SUPPLIES	101.41403.0220
46323	06/15/16	PHOTO COPIES-MAY	27.23		STMT/5-16			D	N			OFFICE SUPPLIES	101.41403.0220
46323	06/15/16	OFFICE SUPPLIES-MAY	22.52		STMT/5-16			D	N			OFFICE SUPPLIES	101.41404.0220
46323	06/15/16	PHOTO COPIES-MAY	32.63		STMT/5-16			D	N			OFFICE SUPPLIES	101.41404.0220
46323	06/15/16	PHOTO COPIES-MAY	175.62		STMT/5-16			D	N			OFFICE SUPPLIES	101.41404.0220
46323	06/15/16	OFFICE SUPPLIES-MAY	33.56		STMT/5-16			D	N			OFFICE SUPPLIES	101.41405.0220
46323	06/15/16	PHOTO COPIES-MAY	1.43		STMT/5-16			D	N			OFFICE SUPPLIES	101.41405.0220
46323	06/15/16	PHOTO COPIES-MAY	124.43		STMT/5-16			D	N			OFFICE SUPPLIES	101.41405.0220
46323	06/15/16	OFFICE SUPPLIES-MAY	1.06		STMT/5-16			D	N			OFFICE SUPPLIES	101.41409.0220
46323	06/15/16	PHOTO COPIES-MAY	5.55		STMT/5-16			D	N			OFFICE SUPPLIES	101.41409.0220
46323	06/15/16	PHOTO COPIES-MAY	8.42		STMT/5-16			D	N			OFFICE SUPPLIES	101.41409.0220
46323	06/15/16	PHOTO COPIES-MAY	0.23		STMT/5-16			D	N			OFFICE SUPPLIES	101.41424.0220
46323	06/15/16	PHOTO COPIES-MAY	0.13		STMT/5-16			D	N			OFFICE SUPPLIES	101.41424.0220
46323	06/15/16	OFFICE SUPPLIES-MAY	6.81		STMT/5-16			D	N			OFFICE SUPPLIES	101.42411.0220
46323	06/15/16	OFFICE SUPPLIES-MAY	1.12		STMT/5-16			D	N			OFFICE SUPPLIES	101.42412.0220
46323	06/15/16	OFFICE SUPPLIES-MAY	14.46		STMT/5-16			D	N			OFFICE SUPPLIES	101.43417.0220
46323	06/15/16	PHOTO COPIES-MAY	57.00		STMT/5-16			D	N			OFFICE SUPPLIES	101.43417.0220
46323	06/15/16	PHOTO COPIES-MAY	77.59		STMT/5-16			D	N			OFFICE SUPPLIES	101.43417.0220
46323	06/15/16	PHOTO COPIES-MAY	4.65		STMT/5-16			D	N			OFFICE SUPPLIES	101.43425.0220
46323	06/15/16	PHOTO COPIES-MAY	2.93		STMT/5-16			D	N			OFFICE SUPPLIES	101.43425.0220
46323	06/15/16	PHOTO COPIES-MAY	6.63		STMT/5-16			D	N			OFFICE SUPPLIES	101.45432.0220
			1,112.33	*CHECK TOTAL									
		VENDOR TOTAL	1,112.33										

VENDOR NAME AND NUMBER / CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
OPG-3 INC 003249													
46324	06/15/16	DOCUMENT MGMT SUBSCRIP.	955.50		1067			D	N			PREPAID EXPENSES	450.128000
46324	06/15/16	2 CANON SCANNERS	2,616.92		1067			D	N			SMALL TOOLS	450.41409.0221
46324	06/15/16	DOCUMENT MGMT SUBSCRIP	1,911.00		1067			D	N			SUBSCRIPTIONS AN	450.41409.0443
46324	06/15/16	DOCUMENT MGMT LICENSI	14,092.50		1067			D	N			LICENSES AND TAX	450.41409.0445
46324	06/15/16	INSTALLATION/TRAINING	825.00		1067			D	N			PROFESSIONAL SER	450.41409.0446
			20,400.92	*CHECK TOTAL									
		VENDOR TOTAL	20,400.92										
PERKINS LUMBER CO INC 000604													
46325	06/15/16	CONCRETE FRAMING MAT'L	10.56		43577975-00			D	N			GENERAL SUPPLIES	101.43425.0229
46325	06/15/16	BOARDED UP HOUSE-MAT'L	75.09		43578149-00			D	N			GENERAL SUPPLIES	101.43425.0229
46325	06/15/16	SMALL TOOLS	4.79		43579034-00			D	N			SMALL TOOLS	101.43425.0221
46325	06/15/16	CAULKING-PARK SHELTER	6.99		43579034-00			D	N			MTCE. OF STRUCTU	101.43425.0225
			97.43	*CHECK TOTAL									
		VENDOR TOTAL	97.43										
PETERSON SHOE STORE 000608													
46326	06/15/16	RUTER-SAFETY BOOTS	169.99		174473			D	N			SUBSISTENCE OF P	651.48484.0227
PIONEERLAND LIBRARY SYST 000614													
46327	06/15/16	2ND QTR OPERATIONAL	101,036.00		061416			D	N			OTHER CHARGES	101.45426.0449
PLUMBING & HEATING OF WI 000618													
46328	06/15/16	POOL HEATER	34,901.00		21415			D	N			OTHER IMPROVEMEN	450.45437.0554
POMP'S TIRE SERVICE INC 003170													
46329	06/15/16	TIRES FOR SQUADS	246.86		210226379			D	N			MTCE. OF EQUIPME	101.42411.0224
PRAIRIE RESTORATIONS INC 002345													
46330	06/15/16	WETLAND MITIGATION	3,485.00		1038			D	N			PROFESSIONAL SER	651.48484.0446
PREMIUM WATERS INC 000374													
46331	06/15/16	DRINKING WATER	41.00		329949/5-16			D	N			SUBSISTENCE OF P	101.42412.0227
PRICE CHOPPER INC 002434													
46332	06/15/16	WRIST BANDS	103.11		195563			D	N			GENERAL SUPPLIES	101.45437.0229
PRO ACTION 001782													
46333	06/15/16	#022446-OPTIC LENS	14.25		00020880			D	N			MTCE. OF EQUIPME	101.42412.0224
R & R EXCAVATING INC 002098													
46334	06/15/16	IND. PARK 4TH ADDITI	224,850.31		1405/EST. 7			D	N			MTCE. OF OTHER I	414.48455.0336
RAILROAD MANAGEMENT CO I 002582													
46335	06/15/16	WATER PIPELINE LEASE	117.90		331831			D	N			PREPAID EXPENSES	101.128000
46335	06/15/16	WATER PIPELINE LEASE	117.90		331831			D	N			PREPAID EXPENSES	101.128000
46335	06/15/16	WATER PIPELINE LEASE	58.96		331831			D	N			RENTS	101.43425.0440
46335	06/15/16	WATER PIPELINE LEASE	58.96		331831			D	N			RENTS	101.43425.0440
			353.72	*CHECK TOTAL									

VENDOR NAME AND NUMBER / CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
RAILROAD MANAGEMENT CO I		002582											
		VENDOR TOTAL	353.72										
RAMBOW INC		000639											
46336	06/15/16	SUMMER STAFF T SHIRTS	519.46		527309			D	N			GENERAL SUPPLIES	101.45432.0229
RICE HOSPITAL		001166											
46337	06/15/16	DRAW CHG-CASE 16006419	35.45		7854			D	N			PROFESSIONAL SER	101.42411.0446
RODRIGUEZ/JOCELINE		.02416											
46338	06/15/16	REFUND SHELTER DEPOSIT	50.00		061516			D	N			DEPOSITS	101.230000
SAENZ/RUBY		.02413											
46339	06/15/16	REFUND SHELTER DEPOSIT	50.00		060616			D	N			DEPOSITS	101.230000
SCOTT SWANSON'S EQUIPMEN		000683											
46340	06/15/16	PRESSURE WASHER REPAIR	144.15		40630			D	N			MTCE. OF EQUIPME	651.48484.0224
46340	06/15/16	PRESSURE WASHER REPAIR	150.00		40630			D	N			MTCE. OF EQUIPME	651.48484.0334
			294.15	*CHECK TOTAL									
		VENDOR TOTAL	294.15										
SERVICE CENTER/CITY OF W		000685											
46341	06/15/16	GAS-70.17 GALLONS	141.61		STMT/5-16			D	N			MOTOR FUELS AND	101.41402.0222
46341	06/15/16	EQUIPMENT REPAIR-OIL	120.64		STMT/5-16			D	N			MOTOR FUELS AND	101.42411.0222
46341	06/15/16	GAS-2198.69 GALLONS	4,513.40		STMT/5-16			D	N			MOTOR FUELS AND	101.42411.0222
46341	06/15/16	EQUIPMENT REPAIR-PARTS	1,099.98		STMT/5-16			D	N			MTCE. OF EQUIPME	101.42411.0224
46341	06/15/16	DIESEL-130.49 GALLONS	209.25		STMT/5-16			D	N			MOTOR FUELS AND	101.42412.0222
46341	06/15/16	GAS-77.44 GALLONS	160.53		STMT/5-16			D	N			MOTOR FUELS AND	101.42412.0222
46341	06/15/16	GAS-60.42 GALLONS	123.13		STMT/5-16			D	N			MOTOR FUELS AND	101.43417.0222
46341	06/15/16	EQUIPMENT REPAIR-OIL	68.76		STMT/5-16			D	N			MOTOR FUELS AND	101.43425.0222
46341	06/15/16	DIESEL-2165.83 GALLONS	3,454.99		STMT/5-16			D	N			MOTOR FUELS AND	101.43425.0222
46341	06/15/16	GAS-891.8 GALLONS	1,815.72		STMT/5-16			D	N			MOTOR FUELS AND	101.43425.0222
46341	06/15/16	EQUIPMENT REPAIR-PARTS	530.11		STMT/5-16			D	N			MTCE. OF EQUIPME	101.43425.0224
46341	06/15/16	DIESEL-100 GALLONS	158.00		STMT/5-16			D	N			MOTOR FUELS AND	101.45433.0222
46341	06/15/16	GAS-28.43 GALLONS	58.11		STMT/5-16			D	N			MOTOR FUELS AND	101.45433.0222
46341	06/15/16	GAS-27 GALLONS	57.78		STMT/5-16			D	N			MOTOR FUELS AND	651.48484.0222
46341	06/15/16	DIESEL-99.88 GALLONS	159.16		STMT/5-16			D	N			MOTOR FUELS AND	651.48485.0222
			12,671.17	*CHECK TOTAL									
		VENDOR TOTAL	12,671.17										
SHERWIN WILLIAMS CO		.02415											
46342	06/15/16	SIGN DEPOSIT REF 2016-14	100.00		2016-14			D	N			DEPOSITS-SIGN PE	101.230001
SHERWIN WILLIAMS CO		000690											
46343	06/15/16	TRAFFIC PAINT	210.00		0463-3			D	N			GENERAL SUPPLIES	101.43425.0229
46343	06/15/16	TRAFFIC PAINT	884.27		0559-8			D	N			GENERAL SUPPLIES	101.43425.0229
46343	06/15/16	TRAFFIC PAINT	315.00		5445-5			D	N			GENERAL SUPPLIES	101.43425.0229
46343	06/15/16	FIELD MARKING PAINT	127.50		5881-1			D	N			GENERAL SUPPLIES	101.43425.0229

VENDOR NAME AND NUMBER / CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
SHERWIN WILLIAMS CO 000690													
46343	06/15/16	CAULK FOR BLDG	38.21		6318-3			D	N			MTCE. OF STRUCTU	101.43425.0225
			1,574.98	*CHECK TOTAL									
		VENDOR TOTAL	1,574.98										
SMEBY/ROSS 002570													
46344	06/15/16	MILEAGE 5/1-5/31/16	103.68		060616			D	N			TRAVEL-CONF.-SCH	101.41409.0333
STATEWIDE DISTRIBUTING I 000718													
46345	06/15/16	HAND TOWELS	28.00		200639			D	N			GENERAL SUPPLIES	230.43430.0229
STEINBEISSER AUTO REPAIR 003256													
46346	06/15/16	PROPANE-STREET PATCHING	92.25		1141			D	N			MTCE. OF OTHER I	101.43425.0226
STERLING WATER-MINNESOTA 000188													
46347	06/15/16	DRINKING WATER	38.25		00077131/5-16			D	N			GENERAL SUPPLIES	651.48484.0229
46347	06/15/16	DRINKING WATER	21.00		00088997/5-16			D	N			SUBSISTENCE OF P	101.45427.0227
46347	06/15/16	SOFTENER SALT	202.20		00088997/5-16			D	N			GENERAL SUPPLIES	101.45427.0229
46347	06/15/16	WTR PURIFIER RENTAL-JUN	35.00		01454495/5-16			D	N			RENTS	101.41408.0440
46347	06/15/16	SOFTENER SALT	19.90		01465137/5-16			D	N			GENERAL SUPPLIES	230.43430.0229
46347	06/15/16	SOFTENER SALT	28.85		01465145/5-16			D	N			GENERAL SUPPLIES	101.45435.0229
			345.20	*CHECK TOTAL									
		VENDOR TOTAL	345.20										
SW - WEST CNTRL SERVICES 000892													
46224	06/09/16	HEALTH INSURANCE-JUL	2,734.50		C299			D	N			COBRA INS PREMIU	101.120001
46224	06/09/16	HEALTH INSURANCE-JUL	1,428.00		C299			D	N			EMPLOYER INSUR.	101.41400.0114
46224	06/09/16	HEALTH INSURANCE-JUL	5,453.00		C299			D	N			EMPLOYER INSUR.	101.41402.0114
46224	06/09/16	HEALTH INSURANCE-JUL	2,499.01		C299			D	N			EMPLOYER INSUR.	101.41403.0114
46224	06/09/16	HEALTH INSURANCE-JUL	2,582.50		C299			D	N			EMPLOYER INSUR.	101.41404.0114
46224	06/09/16	HEALTH INSURANCE-JUL	4,868.50		C299			D	N			EMPLOYER INSUR.	101.41405.0114
46224	06/09/16	HEALTH INSURANCE-JUL	1,428.00		C299			D	N			EMPLOYER INSUR.	101.41408.0114
46224	06/09/16	HEALTH INSURANCE-JUL	5,365.00		C299			D	N			EMPLOYER INSUR.	101.41409.0114
46224	06/09/16	HEALTH INSURANCE-JUL	356.99		C299			D	N			EMPLOYER INSUR.	101.41424.0114
46224	06/09/16	HEALTH INSURANCE-JUL	9,085.00		C299			D	N			RETIRED EMPLOYEE	101.41428.0818
46224	06/09/16	HEALTH INSURANCE-JUL	22,263.50		C299			D	N			INS. PASS THROUG	101.41428.0819
46224	06/09/16	HEALTH INSURANCE-JUL	43,987.50		C299			D	N			EMPLOYER INSUR.	101.42411.0114
46224	06/09/16	HEALTH INSURANCE-JUL	2,856.00		C299			D	N			EMPLOYER INSUR.	101.42412.0114
46224	06/09/16	HEALTH INSURANCE-JUL	6,922.50		C299			D	N			EMPLOYER INSUR.	101.43417.0114
46224	06/09/16	HEALTH INSURANCE-JUL	22,893.40		C299			D	N			EMPLOYER INSUR.	101.43425.0114
46224	06/09/16	HEALTH INSURANCE-JUL	584.50		C299			D	N			EMPLOYER INSUR.	101.45432.0114
46224	06/09/16	HEALTH INSURANCE-JUL	4,521.50		C299			D	N			EMPLOYER INSUR.	101.45433.0114
46224	06/09/16	HEALTH INSURANCE-JUL	350.70		C299			D	N			EMPLOYER INSUR.	101.45435.0114
46224	06/09/16	HEALTH INSURANCE-JUL	714.00		C299			D	N			EMPLOYER INSUR.	101.45437.0114
46224	06/09/16	HEALTH INSURANCE-JUL	9,269.40		C299			D	N			EMPLOYER INSUR.	651.48484.0114
46224	06/09/16	HEALTH INSURANCE-JUL	1,428.00		C299			D	N			EMPLOYER INSUR.	651.48485.0114
46224	06/09/16	HEALTH INSURANCE-JUL	1,428.00		C299			D	N			EMPLOYER INSUR.	651.48486.0114
			153,019.50	*CHECK TOTAL									
		VENDOR TOTAL	153,019.50										

VENDOR NAME AND NUMBER / CHECK# DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
THOMPSON/JUDY 000949								
46348 06/15/16	MAAO SUMMER SEMINAR	176.08		321		D N	TRAVEL-CONF.-SCH	101.41404.0333
TIRES PLUS 000747								
46349 06/15/16	DISMOUNT/REMOUNT TIRES	8.00		280911		D N	MTCE. OF EQUIPME	101.42411.0224
46349 06/15/16	DISMOUNT/REMOUNT TIRES	64.00		280911		D N	MTCE. OF EQUIPME	101.42411.0334
46349 06/15/16	DISMOUNT/REMOUNT TIRES	4.00		281441		D N	MTCE. OF EQUIPME	101.42411.0224
46349 06/15/16	DISMOUNT/REMOUNT TIRES	32.00		281441		D N	MTCE. OF EQUIPME	101.42411.0334
46349 06/15/16	DISMOUNT/REMOUNT TIRES	8.00		281578		D N	MTCE. OF EQUIPME	101.42411.0224
46349 06/15/16	DISMOUNT/REMOUNT TIRES	48.00		281578		D N	MTCE. OF EQUIPME	101.42411.0334
		164.00	*CHECK TOTAL					
	VENDOR TOTAL	164.00						
TITAN MACHINERY .00513								
46350 06/15/16	#092117-SWITCH	117.81		7795716 GP		D N	MTCE. OF EQUIPME	101.43425.0224
TORKELSON'S LOCK SERVICE 002583								
46351 06/15/16	KEYS FOR BLDG	96.00		820405-0		D N	MTCE. OF STRUCTU	101.45433.0225
UNCOMMON USA INC 001286								
46352 06/15/16	US FLAGS	240.32		787893		D N	GENERAL SUPPLIES	651.48484.0229
46352 06/15/16	US FLAG	15.60		787987		D N	GENERAL SUPPLIES	101.42412.0229
		255.92	*CHECK TOTAL					
	VENDOR TOTAL	255.92						
US BANK EQUIPMENT FINANC 003143								
46353 06/15/16	COPIER LEASE-JUN	131.75		305482093		D N	RENTS	101.41405.0440
46353 06/15/16	COPIER LEASE-JUN	142.59		305579997		D N	RENTS	101.42412.0440
46353 06/15/16	COPIER LEASE-JUN	340.00		305682791		D N	RENTS	101.41410.0440
		614.34	*CHECK TOTAL					
	VENDOR TOTAL	614.34						
UV DOCTOR SYSTEMS LLC 002968								
46354 06/15/16	UV SYSTEM-PARTS	665.00		299		D N	MTCE. OF EQUIPME	651.48484.0224
VIEHMAN/DAN 003257								
46355 06/15/16	PROGRAM SUBSCRIPTION	120.00		053016		D N	SUBSCRIPTIONS AN	101.41409.0443
WEST CENTRAL COMMUNICATI 000796								
46356 06/15/16	CHECKED RADIO-LABOR	30.00		081913S		D N	MTCE. OF EQUIPME	101.42411.0334
WEST CENTRAL INDUSTRIES 000801								
46357 06/15/16	LAWN MAINTENANCE	60.00		00049906		D N	MTCE. OF OTHER I	101.45437.0336
46357 06/15/16	LAWN MAINTENANCE	60.00		00049949		D N	MTCE. OF OTHER I	101.45437.0336
		120.00	*CHECK TOTAL					
	VENDOR TOTAL	120.00						
WEST CENTRAL SANITATION 000805								
46358 06/15/16	GARBAGE SERVICE-JUN	26.40		6806100/6-16		D N	CLEANING AND WAS	230.43430.0338

VENDOR NAME AND NUMBER / CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
WEST CENTRAL TRIBUNE		000807											
46359	06/15/16	AD FOR BIDS-ROOF REPL.	77.25		CL03077611			D	N			BUILDINGS AND ST	450.45433.0551
46359	06/15/16	NOTICE-BUSINESS SUBSIDY	55.62		CL03077673			D	N			PRINTING AND PUB	101.41402.0331
46359	06/15/16	NOTICE-STORM WTR MTG	37.08		CL03077702			D	N			ADVERTISING	101.43417.0447
46359	06/15/16	NOTICE-ZONING AMENDMENT	83.43		CL03077703			D	N			PRINTING AND PUB	101.41402.0331
46359	06/15/16	NOTICE-SUBDIVIDE PRPTY	67.98		CL03077708			D	N			PRINTING AND PUB	101.41402.0331
46359	06/15/16	ORD. AUTH BOND ISSUE	89.61		CL03078036			D	N			ADVERTISING	432.48508.0447
46359	06/15/16	COUNCIL PROCEEDINGS PUB.	889.92		DI03198226			D	N			PRINTING AND PUB	101.41401.0331
			1,300.89	*CHECK TOTAL									
		VENDOR TOTAL	1,300.89										
WEST CENTRAL TROPHIES		000808											
46360	06/15/16	NAME PLATE W/TITLE	13.00		2476			D	N			SUBSISTENCE OF P	101.42412.0227
WILLMAR FESTS		000817											
46361	06/15/16	DONATION	35,000.00		061516			D	N			CIVIC PROMOTION	101.45428.0812
WINDSTREAM		002100											
46362	06/15/16	PHONE SERV-MAY	372.50		STMT/5-16			D	N			COMMUNICATIONS	101.41409.0330
46362	06/15/16	PHONE SERV-MAY	298.51		STMT/5-16			D	N			COMMUNICATIONS	230.43430.0330
46362	06/15/16	PHONE SERV-MAY	86.49		STMT/5-16			D	N			COMMUNICATIONS	651.48484.0330
46362	06/15/16	PHONE SERV-JUN	61.23		STMT/6-16			D	N			COMMUNICATIONS	101.45433.0330
			818.73	*CHECK TOTAL									
		VENDOR TOTAL	818.73										
71 AGGREGATE		002040											
46363	06/15/16	REMOVED SALES TAX	123.95CR		2180CC			D	N			MTCE. OF OTHER I	101.43425.0226
46363	06/15/16	REMOVED SALES TAX	40.97CR		2206CC			D	N			MTCE. OF OTHER I	101.43425.0226
46363	06/15/16	REMOVED SALES TAX	41.35CR		2256CC			D	N			MTCE. OF OTHER I	101.43425.0226
46363	06/15/16	MIX FOR STREET PATCHIN	1,198.50		2264CC			D	N			MTCE. OF OTHER I	101.43425.0226
46363	06/15/16	MIX FOR STREET PATCHING	574.92		2266CC			D	N			MTCE. OF OTHER I	101.43425.0226
46363	06/15/16	MIX FOR STREET PATCHING	577.37		2298CC			D	N			MTCE. OF OTHER I	101.43425.0226
46363	06/15/16	MIX FOR STREET PATCHING	599.78		2302CC			D	N			MTCE. OF OTHER I	101.43425.0226
46363	06/15/16	MIX FOR STREET PATCHING	598.65		2343CC			D	N			MTCE. OF OTHER I	101.43425.0226
			3,342.95	*CHECK TOTAL									
		VENDOR TOTAL	3,342.95										

VENDOR NAME AND NUMBER CHECK# DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M ACCOUNT NAME	ACCOUNT
REPORT TOTALS:		3,382,878.98					

RECORDS PRINTED - 000502

FUND RECAP:

FUND	DESCRIPTION	DISBURSEMENTS
101	GENERAL FUND	2,566,594.76
230	WILLMAR MUNICIPAL AIRPORT	16,805.96
350	RICE HOSPITAL DEBT SERVICE	75,264.82
414	S.A.B.F. - #2014	352,835.65
432	C.P. - WASTE TREATMENT	225,843.13
450	CAPITAL IMPROVEMENT FUND	66,214.42
651	WASTE TREATMENT	77,359.24
816	BIOSCIENCE GRANT	1,961.00
TOTAL ALL FUNDS		3,382,878.98

BANK RECAP:

BANK	NAME	DISBURSEMENTS
HERT	HERITAGE BANK	3,382,878.98
TOTAL ALL BANKS		3,382,878.98

MINUTES

WILLMAR POLICE COMMISSION

Thursday, February 1, 2016

A meeting of the Willmar Police Civil Service Commission was held on Monday, February 1, 2016. Members present were: President Cassie Akerson, Vice President Kathy Schwantes, and Secretary Dennis Anfinson. Police Chief Jim Felt was also present.

The meeting was called to order by President Akerson at 3:46 p.m.

A motion was made by Commissioner Schwantes, seconded by Commissioner Anfinson, to approve the July 16, 2015 minutes as submitted. **Motion carried**.

The commission held the annual election (rotation) of officers, with Commissioner Kathy Schwantes moving to President, Dennis Anfinson to Vice President and Cassie Akerson to Secretary. Motion by Commissioner Anfinson, seconded by Commissioner Schwantes. **Motion carried**.

Commissioners reviewed the Police Commission Rules & Regulations, last revised in 2007, and last reviewed February 2, 2015. No changes were recommended at this time. Chief Felt noted that the City Attorney was currently reviewing how a job description, specifically that for the Police Department Administrative Assistant, related with the Commission definition versus the general City of Willmar definition. Commissioners will be notified of their findings and decide if changes need to take place. Motion made by Commissioner Anfinson, seconded by Commissioner Schwantes. **Motion carried**.

The Willmar Police Commission discussed the end of the probationary period for promotions in 2015. Those promotions included Sgt. Chad Nelson and Captain Michael Anderson. Chief Felt advised that both officers were performing exceptionally in their new positions and recommended their final appointment. The Police Commission also noted that Chief Felt's probationary period was reached in June 2015, and wished the minutes to reflect his final appointment. Motion made by Commissioner Anfinson, seconded by Commissioner Schwantes. **Motion carried**.

Miscellaneous

Chief Felt updated the Commission on the following:

- Discussion of probationary officers Alex Anderson and Lukas Eitreim. Both are progressing well and no problems noted.

- Informed the Commission of the Willmar Police Department's sponsorship of the Polar Plunge for Special Olympics that was held on January 30th. There

were 320 people who plunged and $65,000 was raised at this event. This was the 12th Annual Polar Plunge held in Spicer.

- Updated the Commission of the Police Explorer program & advised the Explorers had been helping at various events. A membership update was also given.

- Discussed the departments need to move an officer to a 4th detective position. This position had been left vacant since the retirement of Officer Tim Manuel about five years ago.

- Discussed future potential staffing issues, including possible retirements. A discussion was also held on potential staffing needs due to more calls for service and general caseload. An overview of calls for service and category comparison from 2014 to 2015 was discussed.

- An update was given on Willmar PD K-9 Axel and a recent drug seizure where his narcotics detection capabilities were put to use.

The Willmar Police Commission briefly discussed creating a card or letterhead that they could use for thank-you notes, letters of congratulations, etc. Commissioner Schwantes indicated she would work on this for the group.

The Willmar Police Commission also wanted to express their thanks and support to the Willmar Police Department for the work of each staff member and how they represent the community and department.

There being no further business, a motion to adjourn was made by Commissioner Anfinson, seconded by Commissioner Schwantes. The meeting was adjourned at 3:42 p.m.

Secretary Dennis Anfinson
by Jim Felt

WILLMAR COMMUNITY & ACTIVITY CENTER COUNCIL MINUTES

9:00 am Friday, May 13, 2016- WCAC Sunshine Room

"Not yet approved by the WCAC Board."

Attending:
Board members: Claudia Cederstrom, Diane Shuck, Darlene Schroeder, Ben Larson, Larry Nelson, Heidi Burton and Donna Evenson
City Council liaison: Tim Johnson
Staff: Pam Vruwink, Ryan Harper; Tammy Rudningen, Steve Brisendine
Visitors: None

Absent:
Board members: Terry Smith

Meeting was called to order: by Claudia

Agenda was reviewed and adopted unanimously.

Minutes were approved as written.

Election of new board members: Motion made, seconded and passed to appoint Mike Jahnke as a new board member and to appoint Larry Nelson as replacement for Ernie Carlson as Senior Club representative.

Old Business:
Fob System
Steve Brisendine reported that the fob system will take 6 weeks to be installed and that it should be done by the middle of June.

Update on technology: Steve Brisendine reported that a large flat screen tv has been installed in the Reynolds Room. Plans to install another large flat screen tv in the Sunshine Room were discussed.

Steve mentioned the option of installing a ceiling projector in the Sunshine Room. The need for a reliable projector and a computer and that could be used anywhere in WCAC was discussed. No decision was made.

Issues with the current sound system were discussed. Ben Larson agreed to check to see how the sound can be modified (turned off/on) in various areas of WCAC.

Report on April 28 Community Meetings:
Two community meetings were held in April 28 in follow up to the meetings held in February to report on progress and to solicit additional community input. Forty people were in attendance. Plans for Memorial Day and the summer were reviewed. Suggestions on creating an environment that better reflects the community and the WCAC mission and values were discussed.

Report on Memorial Day Celebration Plans: Darlene Schroeder reported on the plans for Memorial Day.

Entertainment: 12:30 – Willmar Pep Band; 1:00 – Willmar High School Music Groups: 2701, Camerata and the Cardinal Chamber Orchestra; 2:00 – Patriotic Sing-a-long lead by John Dean and Irene Wallin, 2:45 – Community Dance lead by Maggie Harp; 4 pm – Music by the Melting Potters

Honoring Our Vets and Thanking Our Deployed Troops: Diane Shuck will have name tags available for vets with symbols representing their branch of service in order for people to recognize and thank them for their service. Blue Star Mothers will have a table display and provide cards for adults to sign and coloring for kids that will be included in packages sent to deployed troops. It was recommended that Blue Star Mothers be allowed to collect donations at the Memorial Day Celebration to help defray the costs of sending packages to troops.

Food: To date, no scout troops or other non-profits have committed to providing concessions at the event. Efforts to secure food vendors will continue as it is important that there be food at the event.

Free-will donations: Consistent with WCAC policy, free-will donations will be accepted for entertainers in lieu of remuneration from WCAC.

A motion was made, seconded and passed to approve the plans for the Memorial Day Celebration.

Summer Plans:

Plans to have the Center open and available to the public on weekend afternoons over the summer. Darlene Schroeder will continue to book entertainers who agree to perform for free will donations.

Steve Brisendine questioned whether all weekend afternoons should be booked for community use as private individuals may wish to rent the Center for private parties. Members discussed priority uses for the Center. No decisions were made.

Darlene will work with Ryan Harper to assure that dates are open for the weekend days that entertainment is scheduled this summer.

It was noted that the Vietnam Traveling Wall will be at Robbins Island July 1 – 4. Options for how WCAC might complement the exhibit at Robbins Island by welcoming visitors were discussed. Darlene Schroeder will follow up with Ron Mackendanz and report at the June WCAC board meeting.

Revised Guiding Principles and Values:

An updated draft of the Guiding Principle and Values were distributed and discussed. These statements were derived from the community meetings. The principles are designed to serve as a template for decision-making. (See Attachment A)

Short-term Goals and Strategies:

A copy of the draft short-term goals and strategies (Attachment B) was distributed and discussed.

2017 Budget Considerations:

Copies of 2017 budget considerations (Attachment C) developed for discussion purposes by Darlene Schroeder were distributed and discussed.

Next meeting: June 10, 2016 9 a.m.

Respectfully submitted,

Diane Shuck, Secretary

Attachment A

Willmar Community and Activity Center

Draft Guiding Principles and Values

Community Building

Engaging: Facilitating interaction among people
Empowering: Easy for individuals and groups to make things happen
Inclusive: All ages, cultures and interests; Respecting differences; Finding common goals
Meeting the needs of today; Shaping the community of tomorrow

Community Ownership and Investment

Community organizations, government and/or individual partners:

1) Making things happen
2) Investing time, talent and financial resources
3) Problem-solving

Accountability and responsibility: Built into organizational design through

1) Role delineation
2) Public engagement in decision-making
3) Feedback loops

Effective shared leadership: board, committees, community partners, volunteers, staff

Welcoming/Hospitality

Ambiance: "the look and feel" reflects the richness and diversity of our community
Everyone feels welcome.

1) Hosts greet, provide information, assist in accessing resources.
2) Activities appeal to diverse interests
3) Knowing where to find things/how things work

Convenience: – has basic resources available
A good, safe place to go.

Accessible

Visible; Good communication/marketing
Open to the community: When people want to be here; Days, evenings and weekends
Physically accessible: Facility, parking, lighting, sound
Public transportation available
Affordable

Attachment B

Draft Short-term (Summer 2016) Goals – For Discussion

1. Increase hours WCAC is open to the public, e.g. weekends and evenings.
   Short-term goal: Plan to have WCAC open Saturday and Sunday afternoons, summer 2016.
   Strategy: Partner with community groups to host weekend afternoons summer of 2016.
   Strategy: Implement fob key system to make access easier.
   Strategy: Reserve 12-5:30 on Saturdays and Sundays for community use (unless already reserved.

2. Provide entertainment that brings community together on weekends and holidays.
   Strategy: Implement Memorial Day Celebration
   Strategy: Implement weekend afternoon activity plan for summer 2016
   Strategy: Form Workgroup to develop program options for children and youth.

3. Sponsor or co-sponsor presentation on topics of interest to and that build community.
   Strategy: Identify partner organizations to host or co-host presentations, etc.
   Strategy: Form workgroup to develop multi-cultural programs
   Strategy: Form workgroup to identify and schedule speakers
   Strategy: Partner with Human Rights Commission to offer programs.

4. Create an environment that is welcoming to all community members:
   Strategy: Form ambiance committee of community representatives to develop and implement short-range improvements.
   Strategy; Develop information for host organizations
   Strategy: Develop guidelines for all users to promote WCAC principles
   Strategy: Develop workgroup to make food available.

5. Create greater visibility of WCAC and its programs:
   Strategy: Develop list of existing opportunities to publish events
   Strategy: Develop website and facebook page that has current information.
   Strategy: Partner with WRAC 8 to broadcast programs of interest.

Attachment C

2017 Budget Considerations – For Discussion

Human Resources:

1. Hire full-time WCAC director. Working with and through WCAC board, committees and community organizations implement strategies achieve goals and operationalize principles.
    a. Develop partnerships with community organizations
    b. Develop volunteer program including recruitment and supervision.
    c. Develop programs to implement principles
    d. Develop guidelines.
    e. Participant in design of new community center.
    f. Schedule and work with user groups.

    Accountability: to WCAC board and WCER Director.
    Skills:
    Demonstrated experience in
    community development
    program development.
    change management.
    conflict management.
    staff and/or volunteer management.
    general management.
    basic computer skills.
2. Increase custodian from .5 FTE to 1 FTE.
3. Add .5 FTE program staff to provide support for 7 day per week community programs.
4. Budget for two foster grandparents (40 hours per week over summer months.
5. Budget for one year-round senior companion.

Printing: On-site printer and copier for black and white and color and adequate budget for related supplies.

Program Supplies and Equipment – adequate budget to

Storage: Adequate budget to develop storage.

Computers: Adequate budget to update computers and programs, including printer available to users at cost, including networking with WCER system, as necessary.

Sound system: Adequate budget to provide on-site sound system for use for entertainment

Ambiance: Budget to create environment consistent with principles and values.

Marketing: Budget for electronic signage.

Strategy for development:

1. Budget routed and approved by board members via email, as necessary to meet early June deadline.
2. Job descriptions developed and graded by appropriate HR system (city or WPS)
3. Point people from Board to assume responsibility for different areas of budget development

WILLMAR

Finance Director

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

COUNCIL ACTION REQUEST

DATE: June 20, 2016

SUBJECT: 2016 General Obligation Street Improvement Financing Series 2016A

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

1. Hold a public hearing to take testimony on the Ordinance Authorizing the Issuance of $1,600,000 General Obligation Improvement Bonds, Series 2016A and the Levying of Taxes to Secure Payment.

2. Adopt the resolution authorizing the sale of General Obligation Improvement Bonds, Series 2016A.

BACKGROUND: Previous City Council action has approved the 2016 General Obligation Improvement Bonds, Series 2016A in the amount of $1,600,000..

FINANCIAL CONSIDERATION: The issuing of $1,600,000 of General Obligation Improvement Bonded Indebtedness to help finance the 2016 Street Improvements.

LEGAL: State Statute 429

Department/Responsible Party: Steve Okins, Finance Director

Reviewed By: Larry Kruse, City Administrator

ORDINANCE NO. _____

AN ORDINANCE AUTHORIZING THE ISSUANCE OF $1,600,000 GENERAL OBLIGATION IMPROVEMENT BONDS, SERIES 2016A AND THE LEVYING OF TAXES TO SECURE PAYMENT THEREFOR.

The City of Willmar hereby ordains:

1. In accordance with Minnesota Statutes, Chapter 429, the City of Willmar has heretofore determined to construct the following improvements:

Project	**Total Cost**	**Amount to be Financed**	**Amount to be Assessed**
2016 Improvement Project	$2,869,200	$1,600,000	$906,938

2. In order to finance said improvements it is necessary to issue General Obligation Improvement Bonds of the City in the amount of $1,600,000.

3. For the purposes of complying with Minnesota Statutes, Section 475.61, there is hereby levied a direct ad valorem tax upon all taxable property in the municipality in such amounts as are required by law to secure payment of said Bonds.

4. This Ordinance is adopted in order to authorize the borrowing of money and the issuance of general obligation bonds and the levying of taxes therefor as provided in Section 2.12 of the City Charter. Further details shall be set forth by resolution.

This Ordinance introduced by Councilmember Anderson
This Ordinance introduced on June 6, 2016
Hearing notice published on June 10, 2016
This Ordinance given a hearing on June 20, 2016
This Ordinance adopted on June 20, 2016
This Ordinance published on _____

RESOLUTION NO. ___

A RESOLUTION AUTHORIZING THE SALE OF GENERAL OBLIGATION IMPROVEMENT BONDS, SERIES 2016A, SUBJECT TO CERTAIN PARAMETERS; FIXING THEIR FORM AND SPECIFICATIONS; DIRECTING THEIR EXECUTION AND DELIVERY; AND PROVIDING FOR THEIR PAYMENT

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

Section 1. Sale of Bonds.

1.01. It is determined that:

(a) the assessable public improvements including the costs of various street and utility improvement projects (the "Improvements") have been duly ordered by the City;

(b) the City is authorized by Minnesota Statutes, Chapter 429 (the "Improvement Act") to finance all or a portion of the cost of the Improvements by the issuance of general obligation bonds of the City payable from special assessments levied against benefited property and ad valorem taxes;

(c) on June 6, 2016, the City Council adopted a resolution calling a public hearing on an Ordinance entitled "An Ordinance Authorizing the Issuance of $1,600,000 General Obligation Improvement Bonds, Series 2016A, and Levying of Taxes to Secure the Payment Thereof" (the "Ordinance");

(d) a public hearing on the adoption of the Ordinance was held this same date, and, following the public hearing the City Council adopted the Ordinance;

(e) the construction of the Improvements to be financed by the Bonds (as defined below) have heretofore been ordered;

(f) it is necessary and expedient to the sound financial management of the affairs of the City to issue its General Obligation Improvement Bonds, Series 2016A (the "Bonds") in the approximate aggregate principal amount of $1,600,000, subject to certain parameters provided herein, to provide financing for the Improvements pursuant to the Improvement Act to provide financing for the Improvements;

(g) the City hereby retains Springsted Incorporated ("Springsted") to act as an independent financial advisor for the purpose of reviewing the pricing fairness associated with the purchase and subsequent reoffering of the Bonds. It being thus determined that the City has

retained an independent financial adviser in connection with such sale, the City is authorized by Minnesota Statutes, Section 475.60, Subdivision 2(9) to negotiate the sale of the Bonds.

1.02 Pricing Committee. The City hereby establishes a pricing committee with respect to the Bonds comprising the Mayor (or a City Council member designated by the Mayor), the City Administrator and the City Finance Director (the "Pricing Committee"). The Pricing Committee is authorized and directed, upon satisfaction of the conditions for the issuance of the Bonds under the City Charter and with the advice of the City's municipal advisor, Springsted Incorporated, to (i) review proposals for the sale of the Bonds; (ii) award the sale of the Bonds to the prospective purchaser (the "Purchaser") in an aggregate principal amount note to exceed $1,600,000, with a true interest cost not to exceed 3.25% and a final maturity not later than February 1, 2027; (iii) approve the dates for optional redemption or any mandatory sinking fund redemption schedule; and (iv) approve the tax levy for the repayment of the Improvement Bonds. The City hereby approves the sale of the Bonds to the Purchaser, at the price, maturity schedule, and rates to be determined by the Pricing Committee based on the lowest true interest cost.

1.03. Terms and Principal Amounts of the Bonds. The City will forthwith issue and sell the Bonds pursuant to Minnesota Statutes, Section Chapters 429 and 475 (collectively, the "Act"), in an aggregate principal amount not to exceed $1,600,000 bearing interest as determined by the Pricing Committee, and maturing on February 1 in the years and amounts as determined by the Pricing Committee.

1.04. Optional Redemption. The City may elect to prepay Bonds on the dates to be determined by the Pricing Committee. Redemption may be in whole or in part and if in part, at the option of the City and in such manner as the City will determine. Prepayments will be at a price of par plus accrued interest.

Section 2. Registration and Payment.

2.01. Registered Form. Each Bond will be issued as a single typewritten bond, only in fully registered form. The interest thereon and, upon surrender of each of the Bonds, the principal amount thereof, is payable by check or draft issued by the Registrar described herein.

2.02. Dates; Interest Payment Dates. The Bonds will be dated as of the date of delivery. The interest on the Bonds will be payable on the dates to be determined by the Pricing Committee and set forth in the Bonds to the registered owners of record thereof as of the close of business on the fifteenth day of the immediately preceding month, whether or not that day is a business day.

2.03. Registration. The City appoints the City Finance Director as bond registrar, transfer agent, authenticating agent and paying agent (the "Registrar"). The effect of registration and the rights and duties of the City and the Registrar with respect thereto are as follows:

(a) Register. The Registrar must keep at its principal corporate trust office a bond register in which the Registrar provides for the registration of ownership of the Bonds and the registration of transfers and exchanges of the Bonds entitled to be registered, transferred or exchanged.

(b) Transfer of Bonds. Upon surrender for transfer of a Bond duly endorsed by the registered owner thereof or accompanied by a written instrument of transfer, in form satisfactory to the Registrar, duly executed by the registered owner thereof or by an attorney duly authorized by the registered owner in writing, the Registrar will authenticate and deliver, in the name of the designated transferee or transferees, one or more new Bonds of a like aggregate principal amount and maturity, as requested by the transferor. The Registrar may, however, close the books for registration of any transfer after the fifteenth day of the month preceding each interest payment date and until that interest payment date.

(c) Exchange of Bonds. When a Bond is surrendered by the registered owner for exchange the Registrar will authenticate and deliver one or more new Bonds of a like aggregate principal amount and maturity as requested by the registered owner or the owner's attorney in writing.

(d) Cancellation. Bonds surrendered upon transfer or exchange will be promptly cancelled by the Registrar and thereafter disposed of as directed by the City.

(e) Improper or Unauthorized Transfer. When a Bond is presented to the Registrar for transfer, the Registrar may refuse to transfer the Bond until the Registrar is satisfied that the endorsement on the Bond or separate instrument of transfer is valid and genuine and that the requested transfer is legally authorized. The Registrar will incur no liability for the refusal, in good faith, to make transfers which it, in its judgment, deems improper or unauthorized.

(f) Persons Deemed Owners. The City and the Registrar may treat the person in whose name a Bond is registered in the bond register as the absolute owner of the Bond, whether the Bond is overdue or not, for the purpose of receiving payment of, or on account of, the principal of and interest on the Bond and for all other purposes, and payments so made to a registered owner or upon the owner's order will be valid and effectual to satisfy and discharge the liability upon the Bond to the extent of the sum or sums so paid.

(g) Taxes, Fees and Charges. The Registrar may impose a charge upon the owner thereof for a transfer or exchange of Bonds sufficient to reimburse the Registrar for any tax, fee or other governmental charge required to be paid with respect to the transfer or exchange.

(h) Mutilated, Lost, Stolen or Destroyed Bonds. If a Bond becomes mutilated or is destroyed, stolen or lost, the Registrar will deliver a new Bond of like amount, number, maturity date and tenor in exchange and substitution for and upon cancellation of the mutilated Bond or in lieu of and in substitution for a Bond destroyed, stolen or lost, upon the payment of the reasonable expenses and charges of the Registrar in connection therewith; and, in the case of a Bond destroyed, stolen or lost, upon filing with the Registrar of evidence satisfactory to it that the Bond was destroyed, stolen or lost, and of the ownership thereof, and upon furnishing to the Registrar of an appropriate bond or indemnity in form, substance and amount satisfactory to it and as provided by law, in which both the City and the Registrar must be named as obligees. Bonds so surrendered to the Registrar

will be cancelled by the Registrar and evidence of such cancellation must be given to the City. If the mutilated, destroyed, stolen or lost Bond has already matured or been called for redemption in accordance with its terms it is not necessary to issue a new Bond prior to payment.

(i) Redemption. In the event any of the Bonds are called for redemption, notice thereof identifying the Bonds to be redeemed will be given by the Registrar by mailing a copy of the redemption notice by first class mail (postage prepaid) to the registered owner of each Bond to be redeemed at the address shown on the registration books kept by the Registrar and by publishing the notice if required by law. Failure to give notice by publication or by mail to any registered owner, or any defect therein, will not affect the validity of the proceedings for the redemption of Bonds. The Bonds so called for redemption will cease to bear interest after the specified redemption date, provided that the funds for the redemption are on deposit with the place of payment at that time.

2.04. Execution and Delivery. The Bonds will be prepared under the direction of the City Finance Director and executed on behalf of the City by the signatures of the Mayor and the City Clerk-Treasurer, provided that all signatures may be printed, engraved or lithographed facsimiles of the originals. If an officer whose signature or a facsimile of whose signature appears on the Bonds ceases to be such officer before the delivery of the Bonds, that signature or facsimile will nevertheless be valid and sufficient for all purposes, the same as if the officer had remained in office until delivery. When the Bonds have been so prepared and executed, the City Finance Director will deliver the same to the Purchaser upon payment of the purchase price in accordance with the contract of sale heretofore made and executed, and the Purchaser is not obligated to see to the application of the purchase price.

Section 3. Form of Bonds.

3.01. Execution of the Bonds. The Bonds will be printed or typewritten in substantially the form as shown in EXHIBIT A.

3.02. Approving Legal Opinion. The City Finance Director will obtain a copy of the proposed approving legal opinion of Kennedy & Graven, Chartered, Minneapolis, Minnesota, which will be complete except as to dating thereof and will cause the opinion to be printed on or accompany the Bonds.

Section 4. Payment; Security; Pledges and Covenants.

4.01. (a) Debt Service Fund. The Bonds are payable from the General Obligation Bonds, Series 2016A Debt Service Fund (the "Debt Service Fund") hereby created. The Finance Director will timely deposit the special assessments (the "Assessments") and taxes (the "Taxes") levied or to be levied for the Improvements, which Assessments and Taxes are pledged to that account of the Debt Service Fund. If any payment of principal or interest on the Bonds will become due when there is not sufficient money in the Debt Service Fund to pay the same, the City Finance Director is directed to pay such principal or interest from the general fund of the City, and the general fund will be reimbursed for such advances out of the proceeds of Assessments and Taxes when received.

(b) Construction Fund. The proceeds of the Bonds, less the appropriations made in paragraph (a), together with any other funds appropriated during the construction of the Improvements financed by the Bonds will be deposited in a separate construction fund (the "Construction Fund") to be used solely to defray expenses of the Improvements and the payment of principal and interest on the Bonds prior to the completion and payment of all costs of the Improvements. When the Improvements are completed and the cost thereof paid, any balance therein shall be deposited in the Debt Service Fund.

4.02. Covenants. It is hereby determined that the Improvements will directly and indirectly benefit abutting property, and the City hereby covenants with the holders from time to time of the Bonds as follows:

(a) The City has caused or will cause the Assessments for the Improvements to be promptly levied so that the first installment will be collectible not later than 2017 and will take all steps necessary to assure prompt collection, and the levy of the Assessments is hereby authorized. The City Council will cause to be taken with due diligence all further actions that are required for the construction of each Improvement financed wholly or partly from the proceeds of the Bonds, and will take all further actions necessary for the final and valid levy of the Assessments and the appropriation of any other funds needed to pay the Bonds and interest thereon when due.

(b) In the event of any current or anticipated deficiency in Assessments and Taxes, the City Council will levy additional ad valorem taxes in the amount of the current or anticipated deficiency.

(c) The City will keep complete and accurate books and records showing: receipts and disbursements in connection with the Improvements, Assessments and Taxes levied therefor and other funds appropriated for their payment, collections thereof and disbursements therefrom, monies on hand and, the balance of unpaid Assessments and Taxes.

(d) The City will cause its books and records to be audited at least annually and will furnish copies of such audit reports to any interested person upon request.

4.03. Pledge of Taxes. It is determined that at least 20% of the cost of the Improvements will be specially assessed against benefited properties. For the purpose of paying the principal of and interest on the Bonds, there is levied a direct annual irrepealable ad valorem tax (the "Taxes") upon all of the taxable property in the City, which will be spread upon the tax rolls and collected with and as part of other general taxes of the City. The taxes will be credited to the Debt Service Fund above provided and will be in the years and amounts as to be set for in the certificate of the Pricing Committee.

4.04. Certification as to Debt Service Fund Amount. It is hereby determined that the estimated collections of Assessments and the foregoing Taxes will produce at least 5% in excess of the amount needed to meet when due the principal and interest payments on the Bonds. The tax levy herein provided is irrepealable until the Bonds are paid, provided that at the time the City makes its annual tax levies the Finance Director may certify to the County Auditor of Kandiyohi County the amount available in the Debt Service Fund to pay principal and interest due during the ensuing year, and the County Auditor will thereupon reduce the levy collectible during such year by the amount so certified.

4.05. County Auditor Certificate as to Registration. If no Certificate of Intent is filed in accordance with Section 7.04(j) of the City Charter within 15 days after adoption of this resolution, the Clerk-Treasurer is hereby directed to file a certified copy of this resolution and a copy of the certificate of the Pricing Committee with the County Auditor of Kandiyohi County, Minnesota, together with such other information as he or she shall require, and to obtain the County Auditor's certificate that the Bonds have been entered in the County Auditor's Bond Register, and the tax levy required by law has been made.

Section 5. Authentication of Transcript.

5.01. City Proceedings and Records. The officers of the City are authorized and directed to prepare and furnish to the Purchaser and to the attorneys approving the Bonds, certified copies of proceedings and records of the City relating to the Bonds and to the financial condition and affairs of the City, and such other certificates, affidavits and transcripts as may be required to show the facts within their knowledge or as shown by the books and records in their custody and under their control, relating to the validity and marketability of the Bonds, and such instruments, including any heretofore furnished, will be deemed representations of the City as to the facts stated therein.

5.02. No Official Statement or Prospectus. It is determined that no official statement or prospectus has been prepared or circulated by the City in connection with the sale of the Bonds and that the Purchaser has made its own investigations concerning the City as set forth in an investment letter of even date, receipt of which is hereby acknowledged.

Section 6. Tax Covenant.

6.01. Tax-Exempt Bonds. The City covenants and agrees with the holders from time to time of the Bonds that it will not take or permit to be taken by any of its officers, employees or agents any action which would cause the interest on the Bonds to become subject to taxation under the Internal Revenue Code of 1986, as amended (the "Code"), and the Treasury Regulations promulgated thereunder, in effect at the time of such actions, and that it will take or cause its officers, employees or agents to take, all affirmative action within its power that may be necessary to ensure that such interest will not become subject to taxation under the Code and applicable Treasury Regulations, as presently existing or as hereafter amended and made applicable to the Bonds.

6.02. Rebate. The City will comply with requirements necessary under the Code to establish and maintain the exclusion from gross income of the interest on the Bonds under Section 103 of the Code, including without limitation requirements relating to temporary periods for investments, limitations on amounts invested at a yield greater than the yield on the Bonds, and the rebate of excess investment earnings to the United States if the Bonds (together with other obligations reasonably expected to be issued in calendar year 2015) exceed the small-issuer exception amount of $5,000,000.

6.03. Not Private Activity Bonds. The City further covenants not to use the proceeds of the Bonds or to cause or permit them or any of them, or the Improvements, to be used, in such a manner as to cause the Bonds to be "private activity bonds" within the meaning of Sections 103 and 141 through 150 of the Code.

6.04. Qualified Tax-Exempt Obligations. In order to qualify the Bonds as "qualified tax-exempt obligations" within the meaning of Section 265(b)(3) of the Code, the City makes the following factual statements and representations:

(a) the Bonds are not "private activity bonds" as defined in Section 141 of the Code;

(b) the City designates the Bonds as "qualified tax-exempt obligations" for purposes of Section 265(b)(3) of the Code;

(c) the reasonably anticipated amount of tax-exempt obligations (other than private activity bonds that are not qualified 501(c)(3) bonds which will be issued by the City (and all subordinate entities of the City) during calendar year 2016 will not exceed $10,000,000; and

(d) not more than $10,000,000 of obligations issued by the City during calendar year 2016 have been designated for purposes of Section 265(b)(3) of the Code.

6.05. Procedural Requirements. The City will use its best efforts to comply with any federal procedural requirements which may apply in order to effectuate the designations made by this section.

Section 7. No Requirement of Continuing Disclosure. The Purchaser need not comply with the continuing disclosure requirements of Rule 15c2-12 promulgated by the Securities and Exchange Commission under the Securities Exchange Act of 1934 (the "Rule"). Consequently, the City will not enter into any undertaking to provide continuing disclosure of any kind with respect to the Bonds.

Section 8. Defeasance. When all of the Bonds and all interest thereon have been discharged as provided in this section, all pledges, covenants and other rights granted by this resolution to the holders of the Bonds will cease, except that the pledge of the full faith and credit of the City for the prompt and full payment of the principal of and interest on the Bonds will remain in full force and effect. The City may discharge the Bonds which are due on any date by depositing with the Registrar on or before that date a sum sufficient for the payment thereof in full. If any Bond should not be paid when due, it may nevertheless be discharged by depositing with the Registrar a sum sufficient for the payment thereof in full with interest accrued to the date of such deposit.

The motion for the adoption of the foregoing resolution was duly seconded by Member _____, and upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

whereupon said resolution was declared duly passed and adopted.

WILLMAR

Finance Director

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

COUNCIL ACTION REQUEST

DATE: June 20, 2016

SUBJECT: 2016 General Obligation Sewer Revenue Notes Financing Series 2016B

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

1. Hold a public hearing to take testimony on the Ordinance Authorizing the Issuance of a General Obligation Sewer Revenue Note, Series 2016B.

2. Adopt the resolution accepting the offer of the Minnesota Public Facilities Authority to purchase a $1,046,528 General Obligation Sewer Revenue Note, Series 2016B, providing for its issuance and authorizing execution of a bond purchase and project loan agreement for the note.

BACKGROUND: Previous City Council action has approved the 2016 Sewer Revenue Notes, 2016B of $1,046,528 for the Westwood Court Lift Station. Funding for the program is planned to come from Waste Treatment rates.

FINANCIAL CONSIDERATION: The issuing of $1,046,528 of General Obligation Improvement Bonded Indebtedness to help finance the Westwood Court Lift Station.

LEGAL: State Statute 429

Department/Responsible Party: Steve Okins, Finance Director

Reviewed By: Larry Kruse, City Administrator

ORDINANCE NO. _____

AN ORDINANCE AUTHORIZING THE ISSUANCE OF
A GENERAL OBLIGATION SEWER REVENUE NOTE, SERIES 2016B

The City of Willmar hereby ordains:

1. The City of Willmar has heretofore determined to finance replacement of the Westwood Court lift station and construction of new forcemain to direct flow from the Radio Lift Station to the Westwood Court lift station (the "Project").

2. This Ordinance is adopted in order to authorize the borrowing of money and the issuance of a General Obligation Sewer Revenue Note, Series 2016B, to finance a portion of the costs of the Project in an approximate aggregate principal amount not to exceed $1,100,000 as provided in Section 2.12 of the City Charter. Further details shall be set forth by resolution.

This Ordinance introduced by Councilmember: Anderson.
This Ordinance introduced on: June 6, 2016.
Hearing notice published on: June 10, 2016.
This Ordinance given a hearing on: June 20, 2016.
This Ordinance adopted on: June 20, 2016.
This Ordinance published on: _____.

RESOLUTION NO. ____

RESOLUTION ACCEPTING THE OFFER OF THE MINNESOTA PUBLIC FACILITIES AUTHORITY TO PURCHASE A $1,046,528 GENERAL OBLIGATION SEWER REVENUE NOTE, SERIES 2016B, PROVIDING FOR ITS ISSUANCE AND AUTHORIZING EXECUTION OF A BOND PURCHASE AND PROJECT LOAN AGREEMENT FOR THE NOTE

A. WHEREAS, the City Council of the City of Willmar, Minnesota (the "City"), has heretofore applied for a loan from the Minnesota Public Facilities Authority (the "PFA") to provide financing pursuant to Minnesota Statutes, Chapters 444 and 475, for improvements to the City's municipal sewer system including replacement of the Westwood Court lift station and construction of new forcemain to direct flow from the Radio Lift Station to the Westwood Court lift station (the "Project"); and

B. WHEREAS, the PFA is authorized pursuant to Minnesota Statutes, Chapter 446A, as amended, to issue its bonds (the "PFA Bonds") and to use the proceeds thereof, together with certain other funds, to provide loans and other assistance to municipalities to fund eligible costs of construction of sanitary sewer collection systems; and

C. WHEREAS; the City has applied for a loan from the PFA pursuant to such program and the PFA has committed to make a loan to the City in the principal amount of $1,046,528 to be disbursed and repaid in accordance with the terms of a Minnesota Public Facilities Authority Bond Purchase and Project Loan Agreement (the "Project Loan Agreement") to be executed by the City and the PFA, a draft copy of which has been presented to the Council and is on file with the Clerk; and

D. WHEREAS, the $1,046,528 General Obligation Sewer Revenue Note, Series 2016B (the "Note") of the City is tax-exempt, and in addition the City will covenant to take no action to impair the tax-exemption of the PFA Bonds; and

E. WHEREAS, in accordance with Minnesota Statutes, Section 475.60, Subdivision 2(4), the City is authorized to issue obligations to a board, department or agency of the State of Minnesota by negotiation and without advertisement for bids and the PFA is, and has represented that it is, a board, department or agency of the State of Minnesota; and

F. WHEREAS, on June 6, 2016, the City Council adopted a resolution calling a public hearing on an Ordinance entitled "An Ordinance Authorizing the Issuance of a General Obligation Sewer Revenue Bonds, Series 2016B" (the "Ordinance").

G. WHEREAS, a public hearing on the adoption of the Ordinance was held on March 17, 2014, and, following the public hearing the City Council adopted the Ordinance.

H. WHEREAS, a contract or contracts for the Project have been made by the City with the approval of the PFA and all other state and federal agencies of which approval is required:

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

1. Acceptance of Offer; Payment. The offer of the PFA to purchase a $1,046,528 General Obligation Sewer Revenue Note, Series 2016B of the City (the "Note") at the rate of interest hereinafter set forth, and to pay therefor the sum of $1,046,528 as provided below, is hereby accepted, and the sale of the Note is hereby awarded to the PFA. Payment for the Note by the PFA shall be made in installments as eligible costs of the Project are reimbursed or paid, all as provided in the Project Loan Agreement.

2. Title; Date; Denomination; Interest Rates; Maturities. The Note shall be a fully registered negotiable obligation, shall be titled the "General Obligation Sewer Revenue Note, Series 2016B", shall be dated as of the date of delivery and shall be issued forthwith. The Note shall be in the principal amount of $1,046,528, or so much thereof as shall be disbursed pursuant to the Project Loan Agreement, shall bear interest on so much of the principal amount of the Note as may be disbursed and remains unpaid until the principal amount of the Note has been paid or has been provided for, at the rate of 1.035% per annum (calculated on the basis of a 360-day year of twelve 30-day months). Interest on the Note is payable semi-annually on February 20 and August 20, commencing February 20, 2017 interest starts accruing as of the date of the initial disbursement. In accordance with Minnesota Statutes, Section 475.54, Subd. 17, principal on the Note shall mature on August 20 of the years and in the installments as follows:

Year	Amount	Year	Amount
2017	$19,528	2027	$54,000
2018	49,000	2028	55,000
2019	50,000	2029	55,000
2020	50,000	2030	56,000
2021	51,000	2031	56,000
2022	51,000	2032	57,000
2023	52,000	2033	57,000
2024	52,000	2034	58,000
2025	53,000	2035	59,000
2026	53,000	2036	59,000

Interest shall accrue only on the aggregate principal amount of the Note which has been disbursed and is unpaid under the Project Loan Agreement. The principal installments shall be paid in the amounts scheduled above even if at the time of payment the full principal amount of the Note has not been disbursed; provided that if the full principal amount of the Note is never disbursed, the amount of the principal not disbursed shall be applied to reduce each unpaid principal installment in the proportion that such installment bears to the total of all unpaid principal installments (i.e., the remaining principal payment schedule shall be reamortized to provide similarly level annual installments of total debt service payments). Principal, interest and any premium due under the Note will be paid on each payment date by wire payment, or by check or draft mailed at least five business days prior to the payment date to the person in whose

name the Note is registered, in any coin or currency of the United States which at the time of payment is legal tender for public and private debts.

Interest on the Note includes amounts treated by the PFA as service fees.

3. Purpose; Cost. The proceeds of the Note shall provide funds to finance construction of the Project. The total cost of the construction of the Project, including legal and other professional charges, publication and printing costs, interest accruing on money borrowed for the Project before the collection of net revenues pledged and appropriated therefor, and all other costs necessarily incurred and to be incurred from the inception to the completion of the Project, is estimated to be at least equal to the amount of the Note. The City covenants that it shall do all things and perform all acts required of it to assure that work on the Project proceeds with due diligence to completion and that any and all permits and studies required under law for the Project are obtained.

4. Redemption. This Note is subject to redemption with the consent of the PFA, in whole or in part on such dates and at such prices and upon such other terms as are specified in the Project Loan Agreement, including, but not limited to, acceleration or payment of increased interest as provided in Section 6.2 of the Project Loan Agreement.

5. Registration of Note. At the time of issuance and delivery of the Note, the officer of the City performing the functions of the Treasurer (the "Treasurer") shall register the Note in the name of the payee in a note register which the Treasurer and the officer's successors in office shall maintain for the purpose of registering the ownership of the Note. The Note shall be prepared for execution with an appropriate text and spaces for notation of registration. The force and effect of such registration shall be as stated in the form of Note hereinafter set forth. Payment of principal installments and interest, whether upon redemption or otherwise, made with respect to the Note, may be made to the registered holder thereof or to the registered holder's legal representative, without presentation or surrender of the Note.

6. Form of Note. The Note, together with the Certificate of Registration attached thereto, shall be in substantially the form attached hereto as Exhibit A.

7. Execution. The Note shall be executed on behalf of the City by the signatures of its Mayor and Clerk and be sealed with the seal of the City; provided, however, that the seal of the City may be intentionally omitted as permitted by law. In the event of disability or resignation or other absence of either such officer, the Note may be signed by the manual signature of that officer who may act on behalf of such absent or disabled officer. In case either such officer whose signature shall appear on the Note shall cease to be such officer before the delivery of the Note, such signature shall nevertheless be valid and sufficient for all purposes, the same as if he or she had remained in office until delivery.

8. Delivery; Application of Proceeds. The Note when so prepared and executed shall be delivered by the Treasurer to the purchaser thereof prior to disbursements pursuant to the Project Loan Agreement, and the purchaser shall not be obliged to see to the proper application thereof.

9. Fund and Accounts. There has heretofore been created a separate fund in the City treasury designated the Sewer Fund (the "Fund"). The Treasurer and all municipal officials and employees concerned therewith shall establish and maintain financial records of the receipts and disbursements of the municipal sewer system (the "Sewer System") in accordance with this resolution. There shall be maintained in the Fund, in addition to any accounts heretofore created, the following accounts:

(a) A "PFA Construction Account", to which shall be credited all draws received on the Note. The draws under the Note shall be the only source of moneys credited to the PFA Construction Account. It is recognized that the sale proceeds of the Note are received in reimbursement for costs expended on the Project or in direct payment of such costs, and that accordingly the moneys need not be placed in the PFA Construction Account upon receipt but may be applied immediately to reimburse the source from which the expenditure was made. The moneys in the PFA Construction Account shall be used solely for the purpose of paying for the cost of constructing the Project, including all costs enumerated in Minnesota Statutes, Section 475.65, provided that such moneys shall only be expended for costs and expenses which are permitted under the Project Loan Agreement. The PFA prohibits the use of proceeds of the Note to reimburse costs initially paid from proceeds of other obligations of the City unless otherwise specifically approved. Upon completion of the Project and the payment of the costs thereof, any surplus shall be transferred to the PFA Debt Service Account.

(b) An "Operation and Maintenance Account", into which shall be paid all gross revenues and earnings derived from the operation of the Sewer System, including all charges for the service, use and availability of and connection to the Sewer System, when collected, and all moneys received from the sale of any facilities or equipment of the Sewer System or any by-products thereof. From this account there shall be paid all the normal, reasonable and current costs of operating and maintaining the Sewer System. Current expenses include the reasonable and necessary costs of operating, maintaining and insuring the Sewer System, salaries, wages, costs of materials and supplies, necessary legal, engineering and auditing services, and all other items which, by sound accounting practices, constitute normal, reasonable and current costs of operating and maintenance, but excluding any allowance for depreciation, extraordinary repairs and payments into any debt service account. All moneys remaining in the Operation and Maintenance Account after paying or providing for the foregoing items constitute, and are refereed to in this resolution as, "net revenues".

(c) A "PFA Debt Service Account", to which shall be irrevocably appropriated, pledged and credited: (1) net revenues of the Sewer System in an amount sufficient, with other moneys, to pay the principal of, and interest on, the Note when due; (2) any collection of taxes which may hereafter be levied in the event the net revenues of the Sewer System herein pledged for the payment of the Note are insufficient therefor; (3) all investment earnings on moneys held in the PFA Debt Service Account; (4) any amounts transferred from the PFA Construction Account; and (5) any other moneys which are properly available and are appropriated by the City Council to the PFA Debt

Service Account. The moneys in said account shall be used only to pay or prepay the principal of, and interest on, the Note and any other general obligation bonds hereafter issued and made payable from said account, and to pay any rebate due to the United States with respect to the PFA Bonds in connection with the Note.

(d) Excess net revenues may be used for any proper purpose.

No portion of the proceeds of the Note shall be used directly or indirectly to acquire higher yielding investments or to replace funds which were used directly or indirectly to acquire higher yielding investments, except (1) for a reasonable temporary period until such proceeds are needed for the purpose for which the Note was issued, and (2) in addition to the above in an amount not greater than the lesser of 5% of the proceeds of the Note or $100,000. To this effect, any proceeds of the Note or any sums from time to time held in the PFA Construction Account, Operation and Maintenance Account or PFA Debt Service Account (or any other City account which will be used to pay principal or interest to become due on the Note) in excess of amounts which under then-applicable federal arbitrage regulations may be invested without regard to yield shall not be invested at a yield in excess of the applicable yield restrictions imposed by said arbitrage regulations on such investments after taking into account any applicable "temporary periods" or "minor portion" made available under the federal arbitrage regulations. In addition, moneys in the Fund shall not be invested in obligations or deposits issued by, guaranteed by or insured by the United States or any agency or instrumentality thereof if and to the extent that such investment would cause the Note to be "federally guaranteed" within the meaning of Section 149(b) of the federal Internal Revenue Code of 1986, as amended (the "Code").

The City shall observe the covenants of paragraphs 17, 18 and 19 of this resolution and of Article III of the Project Loan Agreement with regard to the Fund.

10. Coverage Test; Pledge of Net Revenues; Excess Revenues. It is hereby found, determined and declared that the net revenues of the Sewer System are sufficient in amount to pay when due 105% of the principal of and interest on the Note and any other outstanding obligations payable from net revenues of the Sewer System when due, and the net revenues of the Sewer System are hereby pledged to the payment of the Note, but solely to the extent required to meet, with other pledged sources, 105% of the principal and interest requirements of the Note as the same become due. Excess net revenues may be used for any proper purpose. Nothing contained herein shall be deemed to preclude the City from making further pledges and appropriations of the net revenues of the Sewer System for the payment of other or additional obligations of the City, provided that it has first been determined by the City Council that estimated net revenues of the Sewer System will be sufficient, in addition to all other sources, for the payment of the Note and such additional obligations, and any such pledge and appropriation of net revenues may be made superior or subordinate to, or on a parity with, the pledge and appropriation herein.

11. Pledge to Produce Revenues. In accordance with Minnesota Statutes, Section 444.075, the City hereby covenants and agrees with the holder of the Note that it will impose and collect charges for the service, use and availability of and connection to the Sewer System at the

times and in the amounts required to produce net revenues adequate to pay all principal and interest when due on the Note.

12. General Obligation Pledge. The full faith, credit and taxing powers of the City shall be, and are hereby, irrevocably pledged for the prompt and full payment of the principal and interest on the Note as the same respectively become due. If the net revenues of the Sewer System appropriated and pledged to the payment of principal and interest on the Note, together with other funds irrevocably appropriated to the PFA Debt Service Account shall at any time be insufficient to pay such principal and interest when due, the City covenants and agrees to levy, without limitation as to rate or amount, an ad valorem tax upon all taxable property in the City sufficient to pay such principal and interest as they become due. If the balance in the PFA Debt Service Account is ever insufficient to pay all principal and interest then due on the Note and any other obligations payable therefrom, the deficiency shall be promptly paid out of any other funds of the City which are available for such purpose, and such other funds may be reimbursed, with or without interest, from the PFA Debt Service Account when a sufficient balance is available therein.

13. Certificate of Registration. The Clerk is hereby directed to file a certified copy of this resolution with the County Auditor of Kandiyohi County, Minnesota, together with such other information as the County Auditor shall require, and to obtain the County Auditor's certificate that the Note has been entered in the County Auditor's Bond Register.

14. Project Loan Agreement. The Project Loan Agreement is hereby approved in substantially the form heretofore presented to the City Council, and in the form executed is hereby incorporated by reference and made a part of this resolution. Each and all of the provisions of this resolution relating to the Note are intended to be consistent with the provisions of the Project Loan Agreement, and to the extent that any provision in the Project Loan Agreement is in conflict with this resolution as it relates to the Note, that provision shall control and this resolution shall be deemed accordingly modified. The execution and delivery of the Project Loan Agreement by the Mayor and Clerk are hereby authorized and ratified. The execution of the Project Loan Agreement by the appropriate officers shall be conclusive evidence of the approval of the Project Loan Agreement in accordance with the terms hereof. The Project Loan Agreement may be attached to the Note, and shall be attached to the Note if the holder of the Note is any person other than the PFA.

15. Records and Certificates. The officers of the City are hereby authorized and directed to prepare and furnish to the PFA, and to the attorneys approving the legality of the issuance of the Note, certified copies of all proceedings and records of the City relating to the Note and to the financial condition and affairs of the City, and such other affidavits, certificates, and information as are required to show the facts relating to the legality and marketability of the Note as the same appear from the books and records under their custody and control or as otherwise known to them, and all such certified copies, certificates, and affidavits, including any heretofore furnished, shall be deemed representations of the City as to the facts recited therein.

16. Negative Covenants as to Use of Proceeds and Project. The City hereby covenants not to use the proceeds of the Note or to use the Project, or to cause or permit them to

be used, or to enter into any deferred payment arrangements for the cost of the Project, in such a manner as to cause the Note to be a "private activity bond" within the meaning of Sections 103 and 141 through 150 of the Code. The City reasonably expects that no actions will be taken over the term of the Note that would cause it to be a private activity bond, and the average term of the Note is not longer than reasonably necessary for the governmental purpose of the issue. The City hereby covenants not to use the proceeds of the Note in such a manner as to cause the Note to be a "hedge bond" within the meaning of Section 149(g) of the Code.

The City hereby covenants not to use the proceeds of the Note or to use the Project, or to cause or permit them to be used, or to enter into any deferred payment arrangement for the cost of the Project, in such a manner as to cause the PFA Bonds to be "private activity bonds" within the meaning of Sections 103 and 141 through 150 of the Code. The City reasonably expects that it will take no actions over the term of the Note that would cause the PFA Bonds to be private activity bonds, and the average term of the Note is not longer than reasonably necessary for its governmental purpose.

17. Tax-Exempt Status of the Note; Rebate. The City shall comply with requirements necessary under the Code to establish and maintain the exclusion from gross income under Section 103 of the Code of the interest on the Note, including without limitation (a) requirements relating to temporary periods for investments, (b) limitations on amounts invested at a yield greater than the yield on the Note, and (c) the rebate of excess investment earnings to the United States if the Note (together with other obligations reasonably expected to be issued and outstanding at one time in this calendar year) exceeds the small-issuer exception amount of $5,000,000.

For purposes of qualifying for the exception to the federal arbitrage rebate requirements for governmental units issuing $5,000,000 or less of bonds, the City hereby finds, determines and declares that (a) the Note is issued by a governmental unit with general taxing powers, (b) the Note is not a private activity bond, (c) 95% or more of the net proceeds of the Note are to be used for local governmental activities of the City (or of a governmental unit the jurisdiction of which is entirely within the jurisdiction of the City), and (d) the aggregate face amount of all tax-exempt bonds (other than private activity bonds) issued by the City (and all subordinate entities thereof, and all entities treated as one issuer with the City) during the calendar year in which the Note is issued and outstanding at one time is not reasonably expected to exceed $5,000,000, all within the meaning of Section 148(f)(4)(D) of the Code.

18. Tax-Exempt Status of the PFA Bonds; Rebate. The City shall comply with requirements necessary under the Code in order to not impair the exclusion from gross income under Section 103 of the Code of the interest on the PFA Bonds, including without limitation (a) requirements relating to temporary periods for investments of the Note proceeds and sinking fund proceeds, (b) limitations on Note proceeds and sinking fund proceeds invested at a yield greater than the yield on the PFA Bonds, and (c) the rebate of excess investment earnings on the Note proceeds to the United States. The City covenants and agrees with the PFA and holders of the Note that the investments of proceeds of the Note, including the investment of any revenues pledged to the Note which are considered gross proceeds of the PFA Bonds under the applicable regulations, and accumulated sinking funds, if any, shall be limited as to amount and yield in

such manner that the PFA Bonds shall not be arbitrage bonds within the meaning of Section 148 of the Code and any regulations thereunder. On the basis of the existing facts, estimates and circumstances, including the foregoing findings and covenants, the City hereby certifies that it is not expected that the proceeds of the Note will be used in such manner as to cause the PFA Bonds to be arbitrage bonds under Section 148 of the Code and any regulations thereunder. The Mayor and Clerk shall furnish a certificate to the PFA based on the foregoing certification at the time of delivery of the Note to the PFA. The proceeds of the Note will not be used in such manner so that the Note is a private activity bond under Section 103(b) of the Code.

19. Designation of Qualified Tax-Exempt Obligation. In order to qualify the Note as a "qualified tax-exempt obligation" within the meaning of Section 265(b)(3) of the Code, the City hereby makes the following factual statements and representations:

(a) the Note is issued after August 7, 1986;

(b) the Note is not a "private activity bond" as defined in Section 141 of the Code;

(c) the City hereby designates the Note as a "qualified tax-exempt obligation" for purposes of Section 265(b)(3) of the Code;

(d) the reasonably anticipated amount of tax-exempt obligations (other than private activity bonds, treating qualified 501(c)(3) bonds as not being private activity bonds) which will be issued by the City (and all entities treated as one issuer with the City, and all subordinate entities whose obligations are treated as issued by the City) during this calendar year 2016 will not exceed $10,000,000; and

(e) not more than $10,000,000 of obligations issued by the City during this calendar year 2016 have been designated for purposes of Section 265(b)(3) of the Code.

The City shall use its best efforts to comply with any federal procedural requirements which may apply in order to effectuate the designation made by this paragraph.

20. Compliance with Reimbursement Bond Regulations. The provisions of this paragraph are intended to establish and provide for the City's compliance with United States Treasury Regulations Section 1.150-2 (the "Reimbursement Regulations") applicable to the "reimbursement proceeds" of the Note, being those portions thereof which will be used by the City to reimburse itself for any expenditure which the City paid or will have paid prior to the Closing Date (a "Reimbursement Expenditure").

The City hereby certifies and/or covenants as follows:

(a) Not later than 60 days after the date of payment of a Reimbursement Expenditure, the City (or person designated to do so on behalf of the City) has made or will have made a written declaration of the City's official intent (a "Declaration") which effectively (i) states the City's reasonable expectation to reimburse itself for the payment

of the Reimbursement Expenditure out of the proceeds of a subsequent borrowing; (ii) gives a general and functional description of the property, project or program to which the Declaration relates and for which the Reimbursement Expenditure is paid, or identifies a specific fund or account of the City and the general functional purpose thereof from which the Reimbursement Expenditure was to be paid (collectively, the "Project"); and (iii) states the maximum principal amount of debt expected to be issued by the City for the purpose of financing the Project; provided, however, that no such Declaration shall necessarily have been made with respect to: (i) "preliminary expenditures" for the Project, defined in the Reimbursement Regulations to include engineering or architectural, surveying and soil testing expenses and similar prefatory costs, which in the aggregate do not exceed 20% of the "issue price" of the Note, and (ii) a de minimis amount of Reimbursement Expenditures not in excess of the lesser of $100,000 or 5% of the proceeds of the Note.

(b) Each Reimbursement Expenditure is a capital expenditure or a cost of issuance of the Note or any of the other types of expenditures described in Section 1.150-2(d)(3) of the Reimbursement Regulations.

(c) The "reimbursement allocation" described in the Reimbursement Regulations for each Reimbursement Expenditure shall and will be made forthwith following (but not prior to) the issuance of the Note and in all events within the period ending on the date which is the later of three years after payment of the Reimbursement Expenditure or one year after the date on which the Project to which the Reimbursement Expenditure relates is first placed in service.

(d) Each such reimbursement allocation will be made in a writing that evidences the City's use of Note proceeds to reimburse the Reimbursement Expenditure and, if made within 30 days after the Note is issued, shall be treated as made on the day the Bonds are issued.

Provided, however, that the City may take action contrary to any of the foregoing covenants in this paragraph 20 upon receipt of an opinion of its Bond Counsel for the Note stating in effect that such action will not impair the tax-exempt status of the Note.

21. Severability. If any section, paragraph or provision of this resolution shall be held to be invalid or unenforceable for any reason, the invalidity or unenforceability of such section, paragraph or provision shall not affect any of the remaining provisions of this resolution.

22. Headings. Headings in this resolution are included for convenience of reference only and are not a part hereof, and shall not limit or define the meaning of any provision hereof.

The motion for the adoption of the foregoing resolution was duly seconded by member _____ and, after full discussion thereof and upon a vote being taken thereon, the following voted in favor thereof:

and the following voted against the same: _____

Whereupon the resolution was declared duly passed and adopted.

WILLMAR

Police Chief

Willmar Police Department
2201 23rd Street NE, Ste 102
Willmar, MN 56201
Main Number 320-214-6700
Fax Number 320-231-6556

COUNCIL ACTION REQUEST

DATE: June 13, 2016

SUBJECT: CenterPoint Community Partnership Award Acceptance

RECOMMENDATION: Public acceptance of a $2500 CenterPoint Community Partnership Award for Automated External Defibrillators (AED's) for the Willmar Police Department. CenterPoint Energy has requested to attend the June 20, 2016 City Council meeting to present the award.

BACKGROUND: CenterPoint Energy provides awards for safety equipment to government entities. Willmar PD was selected to receive $2500 as part of this program for Automated External Defibrillators. This award was approved by resolution at the June 6, 2016 Willmar City Council meeting.

FINANCIAL CONSIDERATION: CenterPoint Energy requests the recipient match funds for the safety equipment. Willmar PD budgeted for replacement AED costs through part of the yearly budgeting process and has the matching funding available.

LEGAL: N/A

Department/Responsible Party: Jim Felt, Police Chief

Reviewed By: Larry Kruse, City Administrator

WILLMAR

CER 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: June 20, 2016

SUBJECT: Robbins Island Projects-Rockin Robbins Concert Series/Destination Playground Projects

RECOMMENDATION: To make a motion supporting the destination playground project. Rockin Robbins presentation is for information only.

BACKGROUND:
Short presentation from committees working on these initiatives for Robbins Island. Representatives from the Rotary Clubs and the destination playground committee will update the city council on their events. CER Director Steve Brisendine will present the groups and offer the background of the projects being planned for Robbins Island regarding these two events/projects. The two Rotary Clubs in town are sponsoring two concerts called Rockin Robbins; the first is Tuesday July 19 and the second is Tuesday August 16. Any funds raised by the clubs from these events will go into a Friends of Robbins Island fund being created at the Willmar Area Community Foundation. Dave Baker and others have formed a committee to look into building a destination playground at Robbins Island in the summer of 2017. The committee will present information on the progress they are making and hoping the city council will pass a motion in support of this project.

FINANCIAL CONSIDERATION: The city has committed $3,500.00 to support the two Rockin Robbins concerts this summer July 19 and August 16. In addition city expenses for these two events will be charged back to the clubs sponsoring these events.

LEGAL:
All permits have been applied for or are in place for the concert series.

Department/Responsible Party: CER/Steve Brisendine

PUBLIC WORKS/SAFETY COMMITTEE

MINUTES

The Public Works/Safety Committee of the Willmar City Council met on Tuesday, June 14, 2016, in Conference Room No. 1 at the City Office Building.

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

Others present: Council Member Tim Johnson; Public Works Director Sean Christensen; Fire Chief Frank Hanson; Community Education and Recreation Director Steve Brisendine; United Way Executive Director James Miller; Bolton & Menk Engineer Jared Voge; Shelby Lindrud "West Central Tribune"; Robbie Hjelle; Tom Peterson.

Item No. 1 Call to Order

The meeting was called to order by Chair Christianson at 4:46 p.m.

Item No. 2 Public Comment (Motion)

Robbie Hjelle addressed concerns to the Committee regarding City participation in reimbursement of the $5,500 cost incurred for the removal of a cottonwood tree by CMF Tree Removal Services on his property at 1212 Carolina Avenue SW which had partially grown into City property at Miller Park. Public Works Director Christensen originally proposed participation of the Public Works Department removing and replacing the fence bordering the park next to the tree, removing and replacing the concrete sidewalk, two loads of black dirt for the stump hole and yard restoration for a total value of $3,902.91 including equipment and labor. Tom Peterson spoke in support of Mr. Hjelle's request and questioned the City's fee schedule. Considerations were made to the following:

- Taking the total project cost as a whole and dividing in half to determine City participation and each party be responsible for the restoration on their respective properties.
- Reimbursing Mr. Hjelle thirty percent of the $5,500 tree removal bill for a total of $1,650.
- Reimbursing Mr. Hjelle $750 of the tree removal bill, which is equivalent to each party paying $4,750.
- Reimbursing Mr. Hjelle $1,000 of the tree removal bill and complete the items Public Works Director Christensen originally proposed.

A motion was made by Council Member Ahmann, seconded by Council Member Nelsen to reimburse Robbie Hjelle $1,000 for the tree removal cost and complete the previously proposed restoration by Public Works Director Christensen. The motion carried.

Item No. 3 Police and Fire Updates (Information)

Chief Hanson noted the jail census for June 14, 2016 was 102; 29 inmates from the Department of Corrections, 68 inmates from Kandiyohi County and 5 inmates from other counties. The calls for service the previous two weeks totaled 761 and are 11 days ahead of this date last year. The majority of the calls for the previous two weeks were for traffic stops, followed by public assists and abandoned vehicles.

Chief Hanson noted total Fire Department total calls for service this year is 139, compared to 158 calls in 2015. The dispatch to en route time for May was 3 minutes 37 seconds.

Item No. 4 United Way Little Libraries (Motion)

James Miller provided a short presentation on the United Way Little Libraries program. The program places free Little Libraries boxes full of books for anyone to stop and pick up a book and bring back another book to share, with books geared towards children and families. The Committee discussed the positives and

negatives of the program and asked Mr. Miller for a possible an update in the fall.

A motion was made by Council Member Nelsen, seconded by Council Member Ahmann to support the Little Libraries program from the United Way. The motion carried.

Item No. 5 Work Order No. 5 Design/Bid Administration East Taxilanes Reconstruction Project at Willmar Municipal Airport with Bolton & Menk (Resolution)

Staff brought forth, for approval, Work Order No. 5 with Bolton & Menk professional services contract for design and bid administration of the East Taxilane Reconstruction project. The project includes grading the taxilane for better drainage and installation of valley gutters.

A motion was made by Council Member Nelsen, seconded by Council Member Ahmann to approve Work Order No. 5 with Bolton & Menk for professional services of design and bid administration services for the east taxilane reconstruction project and authorize signatures on the contract. The motion carried.

Item No. 6 Work Order No. 6 2016 Airport Master Plan and Airport Layout Plan Update Project with Bolton & Menk (Resolution)

Staff brought forth, for approval, Work Order No. 6 with Bolton & Menk professional services contract for aviation planning and engineering services of the 2016 Airport Master Plan and Airport Layout Plan Update. The Committee discussed public meetings, the Advisory Committee's role and if tenants are involved in the planning process.

A motion was made by Council Member Ahmann, seconded by Council Member Nelsen to approve Work Order No. 6 with Bolton & Menk for professional services of contract aviation planning and engineering services for the 2016 Airport Master Plan and Airport Layout Plan Update. The motion carried.

Item No. 7 Civic Center Roof Replacement Consideration of Bids (Information)

Staff brought forth, for information, bid information on the Civic Center roof replacement. Bid opening on the project took place on June 14th, with one bid received. Staff is recommending no action on the bid at this time.

There being no further business to come before the Committee, the meeting was adjourned at 5:50 p.m. by Chair Christianson.

Respectfully submitted,

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

WILLMAR

Public Works Director

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

COUNCIL ACTION REQUEST

DATE: June 14, 2016

SUBJECT: United Way Little Libraries

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

Receive for information only.

BACKGROUND: James Miller with the United Way of West Central Minnesota would like to present the Little Libraries program at several Willmar parks. It is a "take a book, return a book" library for the community to share their favorite literature and stories. The free Little Libraries is a box full of books where anyone may stop by and pick up a book and bring back another book to share. The United Way will be stocking the libraries with books for children and families.

FINANCIAL CONSIDERATION: N/A

LEGAL: N/A

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

Reviewed By: Larry Kruse, City Administrator

CITY OF WILLMAR

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

www.willmarmn.gov

COUNCIL ACTION REQUEST

DATE: June 20, 2016

SUBJECT: Work Order No. 5 Design/Bid Administration East Taxilanes Reconstruction Project at Willmar Municipal Airport with Bolton and Menk.

RECOMMENDATION: Staff recommends the City Council approve the resolution to enter into Work Order No. 5 with Bolton and Menk professional services contract design and bid administration services for east taxilane reconstruction project.

BACKGROUND: The airport has historically had issues with drainage off of the east taxilanes by the private hangars. This project would include grading the taxilane for better drainage and installation of valley gutters. This work order would cover the design and bid administration for the project.

FINANCIAL CONSIDERATION: $75,000 which is eligible for FAA entitlement money at the 95/5 split (part of CIP).

LEGAL: N/A

DEPARTMENT/RESPONSIBLE PARTY: Megan M. DeSchepper, AICP, Planner/Airport Manager

Resolution No. _____

BE IT RESOLVED by the City Council of the City of Willmar, a municipal corporation of the State of Minnesota, that the City Administrator and the City of Willmar is hereby authorized to enter into Work Order #5 of the professional services contract between the City of Willmar and Bolton and Menk, Inc. The Work Order is not to exceed $75,000.00 for Airport design and bid administration services for the east taxilanes reconstruction project.

Dated this 20th day of June, 2016.

_____

Mayor

Attest:

_____

City Clerk-Treasurer

May 23, 2016

WORK ORDER No. 5
TO
PROFESSIONAL SERVICES CONTRACT
DESIGN AND BID ADMINISTRATION SERVICES

EAST TAXILANES RECONSTRUCTION PROJECT

WILLMAR MUNICIPAL AIRPORT – JOHN L. RICE FIELD
WILLMAR, MINNESOTA

BETWEEN:	The City of Willmar, A Minnesota municipal corporation	**(SPONSOR)**
AND:	Bolton & Menk, Inc.	**(CONSULTANT)**
EFFECTIVE DATE:	June 6, 2016	

RECITALS

1. The Sponsor owns and operates the Willmar Municipal Airport (FAA Identifier: BDH) located in Willmar, Minnesota

2. This is Work Order No. 5 to the Professional Services Contract, between City and Bolton & Menk, Inc. The Professional Services Contract effective April 25 2012 is referred to herein as the "**Master Agreement**".

AGREEMENT

The Consultant agrees to provide Design and Bid Administration services all required for the East Taxilane Reconstruction project at the Willmar Municipal Airport herein referred to as the "**Project.**"

I.A. BASIC SERVICES

PROJECT INFORMATION

The East Area Taxilanes (Taxilanes B, C, D, E, and F) were originally constructed in 2004. These pavements were constructed with four inches of bituminous pavement on six inches of aggregate base on 20 inches of granular subbase.

The Taxilanes were designed with no crown in the pavement with the longitudinal profile grade responsible to facilitate surface drainage. With the development of private hangars and aprons adjacent to each Taxilane, surface drainage has become a major problem in the area. Presently surface drainage ponds at the edge of private aprons where they abut each Taxilane and ultimately backs up into the hangars.

In 2014, MnDOT Office of Aeronautics completed a pavement condition report of BDH. The report rated the East Taxilanes with an average Pavement Condition Index (PCI) of 72 which is classified as "very good". The report identified major distresses as longitudinal and transverse cracking, and alligator cracking. What the report failed to take into consideration is the poor surface drainage of the pavements.

The proposed project for 2017 will be the reconstruction of each Taxilane. The existing pavement section will be reclaimed and recycled as the underlying base course. The reclaimed base course will be graded

with an inverted crown and a concrete valley gutter will be constructed down the center of each Taxilane. An inverted crown pavement design with a concrete valley gutter will better facilitate surface drainage to the ditch located south of Taxilane F.

SCOPE OF SERVICES

TASK 1A: DESIGN

1.1 Project Scoping

Consultant shall confer with the Sponsor on, and ascertain, project requirements, finances, schedules, and other pertinent matters affecting the project and shall arrive at a mutual understanding of such matters with the Sponsor.

Consultant shall coordinate with the Sponsor, FAA, MN/DOT, subconsultants, and other applicable agencies to complete the work elements in Task 1.

Consultant shall submit the FAA Pre-Application package detailing the project.

1.2 Topographical Survey

Consultant shall establish survey control for the design survey utilizing existing established control points adjacent to the airport. Kandiyohi County coordinates shall be utilized for the survey. Survey work will include all utilities, pavement center, edges, and intermediate shots; ground shots; lights; signs; drainage structures; and buildings. It is anticipated survey field work will require three trips to the airport by a two-person survey crew. Consultant shall convert the survey data to CADD format for use in design.

1.3 Geotechnical Investigation

Soil borings are necessary to comply with FAA pavement design requirements. Consultant shall determine the type and frequency of geotechnical testing required for the project. Field work will be performed by a qualified geotechnical subconsultant. The geotechnical investigation will include: twenty (20) soil borings to a depth of 5 feet.

1.4 Prepare FAA Design Report

Consultant shall prepare the FAA Design Report per the recommended outline of the Dakota-Minnesota Airports District Office. The Design Report shall outline the scope of the project, operational safety, pavement and electric design, drainage design, pavement marking, environmental issues, phasing plan, project schedule, and preliminary cost.

Consultant shall submit the Design Report to the FAA for review and concurrence.

1.5 Construction Safety and Phasing Plan (CSPP)

Consultant will complete FAA Form 7460-1 and the Construction Safety and Phasing Plan (CSPP), through FAA's Obstruction Evaluation / Airport Airspace Analysis (OE/AAA) website portal. The 7460 form and CSPP will be prepared according to current FAA Guidelines.

1.6 Prepare Modification of Airport Design Standards

Consultant shall complete the FAA Dakota-Minnesota Region's Modification of Airport Design Standards to allow the use of MN/DOT Specifications for certain construction bid items. The request will be submitted to the FAA prior to completing Final Design services for review and approval.

1.7 Prepare Preliminary Plans, Specifications, and Cost Estimate

Consultant will prepare preliminary plans. The plan sheets will be limited to those sheets necessary to carry-out the construction of the proposed project.

Consultant will assemble the technical specifications necessary for the intended work. Standard FAA specifications will be utilized where possible. Additional specifications will be prepared to address work items or materials that are not covered by FAA specifications.

Consultant will assemble preliminary contract documents including instruction to bidders, proposal, equal opportunity clauses, construction clauses, construction contract agreement, performance bond, payment bond, bid bond, State Requirements, Federal Requirements, bid schedule, wage rates, and general provisions.

Consultant shall prepare preliminary construction cost estimate.

1.8 Final Plans, Specifications, and Cost Estimate

Consultant shall submit 90% plans, specifications, and cost estimate to the Sponsor and FAA for review. One (1) telecom design review meeting will be held to review the bidding documents and discuss Sponsor comments.

A final set of plans, specifications, and cost estimate will be prepared which incorporates revisions, modifications, and corrections determined during the Sponsors review.

1.9 Prepare Construction Management Plan

FAA funded grants in which pavement construction work is estimated to exceed $500,000 require a Construction Management Plan. The plan should detail the testing measures and procedures for subgrade, subbase, aggregate base, and pavement course quality assurance testing all in conformance to the FAA construction specifications. Consultant shall prepare the Construction Management Plan and submit to the FAA for approval.

1.10 Prepare Disadvantaged Business Plan (DBE)

Since the project is anticipated to use Federal grant funds in excess of $250,000, the annual Disadvantage Business Enterprise goals will be updated to reflect the current project. This task includes research of the current state highway certified DBE listings and area contractors to determine the availability of potential DBE contractors, preparation of preliminary construction estimates, and identification of potential DBE work items. The DBE goal work sheets will be finalized for Sponsor submittal to the FAA Civil Rights Office.

1.11 Prepare Advertisement for Bids

Required advertisement dates, and bidding dates will be established. Consultant will submit a copy to the Sponsor for distribution to local and selected publications of the project. The Sponsor shall pay for the associated cost of advertising.

1.12 Project Meetings

Consultant will prepare for and attend one (1) joint meeting with the FAA and MN/DOT for the purpose of discussing the proposed project. The Consultant will also provide concept plan sheets to the Sponsor and attend two (2) meetings to discuss the progress of the project.

TASK 1B: BID ADMINISTRATION

1.13 Furnish Bid Documents

Consultant shall prepare, reproduce, and distribute 10 sets of bidding documents for the project. In addition, electronic copies of the bid documents will be made available for download through the Quest Construction Document Network website (QuestCDN). The Consultant shall keep a current list of plan holders and distribute this to interested parties upon request. This task also includes coordination required to facilitate these requests.

1.14 Respond to Bidders Questions

During the bidding process, Consultant will be available to clarify bidding issues with contractors and suppliers, and for consultation with the various entities associated with the project. This item also includes contacting bidders to generate interest in the project.

1.15 Prepare and Distribute Addendums

Consultant shall issue addenda as appropriate to interpret, clarify, or change the bidding documents as required by the Sponsor or the State. Addenda will be made available to the plan holders either through mail, electronic mail, hand delivering or via facsimile transmission. Any addenda that are generated as a sole result of the Sponsors error or omission will be considered as extra services and Consultant shall be reimbursed for this effort as an amendment to this contract.

1.16 Pre-Bid and Bid Opening

Consultant shall arrange for and conduct pre-bid conference. The Project Manager and Project Engineer will attend and conduct the pre-bid conference with potential contractors and the Sponsor to review the project and answer questions. The meeting will be conducted at the Airport and will include a site inspection. Meeting minutes will be prepared and distributed.

Consultant shall attend the bid opening to process the bidding documents.

1.17 Bid Review and Bid Tabulation

Consultant shall advise the Sponsor as to the acceptability of any subcontractors, suppliers, and other persons and organizations proposed by the bidders and as to the acceptability of substitute materials and equipment proposed by bidders. Consultant shall prepare a spreadsheet that includes all bid items for the purpose evaluating the lowest bidder. Consultant shall input the as-bid unit prices into the spreadsheet and to verify mathematical computations of the bids. Consultant will then provide recommendations to the Sponsor as to the name of the apparent low bidder.

1.18 Prepare Recommendation for Award

Consultant will prepare a recommendation of award for the Sponsor to accept or reject the bids as submitted. If rejection is recommended, Consultant will supply an explanation for their recommendation and possible alternative actions the Sponsor can pursue to complete the project. Once the Contract Award is made Consultant will distribute the bid tabulations on request of the Sponsor.

1.19 Prepare Grant Application

Consultant shall prepare the Federal Grant Application after project design has been completed and the bids accepted. Consultant shall submit the Application to the Sponsor for approval and signatures. After obtaining the necessary signatures, Consultant will forward copies to the FAA for further processing.

I.B. ADDITIONAL SERVICES

Consulting services performed other than those authorized under Section I.A. shall not be considered part of the Basic Services and may be authorized by the Sponsor as Additional Services. Additional Services consist of those services, which are not generally considered to be Basic Services; or exceed the requirements of the Basic Services; or are not definable prior to the commencement of the project; or vary depending on the technique, procedures or schedule of the project contractor. Additional services may consist of the following:

1. Additions to the project outside of this scope.
2. Additional geotechnical investigation required for the Project.
3. Completion of additional special studies not identified in Section I.A.
4. Attendance of additional meetings beyond those identified in the above scope.
5. All other services not specifically identified in Section I.A.

I.C. CONSIDERATION

The services described above in Section I.A. BASIC SERVICES shall be provided on an **LUMP SUM** basis as follows:

TASK I – DESIGN & BID ADMINISTRATION	$ 75,000.00
TOTAL AUTHORIZED FEE	**$ 75,000.00**

Progress payments shall be made in accordance with the Attached Fee Schedule and Section III of the Master Agreement.

I.D. SCHEDULE

The consulting services authorized under Section I.A. will be performed under the following schedule or as authorized by the CLIENT as the BASIC SERVICES proceed.

TASK	SERVICE DESCRIPTION	DATE
1A	DESIGN	July 2016 – April 2017
1B	BID ADMINISTRATION	May 2017

May 23, 2016

I.E. AUTHORIZATION

City of Willmar, Minnesota

By: _____
Mr. Marv Calvin
Mayor

Attest: _____
Mr. Bruce Peterson
Planning Director

Bolton & Menk, Inc.

By: _____
Mr. Jared Voge, P.E.
Principal Engineer

CITY OF WILLMAR

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

COUNCIL ACTION REQUEST

DATE: June 20, 2016

SUBJECT: Work Order No. 6 2016 Airport Master Plan and Airport Layout Plan Update project at Willmar Municipal Airport with Bolton and Menk.

RECOMMENDATION: Staff recommends the City Council approve the resolution to enter into Work Order No. 6 with Bolton and Menk professional services contract aviation planning and engineering services for 2016 Airport Master Plan & Airport Layout Plan Update.

BACKGROUND: The current Airport Master Plan was done in 1996 and the ALP is out of compliance with FAA standards. An update is required to justify future projects and to meet FAA requirements for grant assurances.

FINANCIAL CONSIDERATION: $ 305,018.00 which is eligible for FAA entitlement dollars at the 95/5 split (part of CIP).

LEGAL: N/A

DEPARTMENT/RESPONSIBLE PARTY: Megan M. DeSchepper, AICP, Planner/Airport Manager

Resolution No. _____

BE IT RESOLVED by the City Council of the City of Willmar, a municipal corporation of the State of Minnesota, that the City Administrator and the City of Willmar is hereby authorized to enter into Work Order #6 of the professional services contract between the City of Willmar and Bolton and Menk, Inc. The Work Order is not to exceed $305,018.00 for Aviation Planning and Engineering Services for 2016 Airport Master Plan and Airport Layout Plan Update.

Dated this 20th day of June, 2016.

_____

Mayor

Attest:

_____

City Clerk-Treasurer

WORK ORDER No. 6
TO
PROFESSIONAL SERVICES CONTRACT
AVIATION PLANNING AND ENGINEERING SERVICES

2016 AIRPORT MASTER PLAN and
AIRPORT LAYOUT PLAN UPDATE

WILLMAR MUNICIPAL AIRPORT – John L. Rice Field
WILLMAR, MINNESOTA

BETWEEN:	The City of Willmar, A Minnesota municipal corporation	**(SPONSOR)**
AND:	Bolton & Menk, Inc.	**(CONSULTANT)**
EFFECTIVE DATE:	June 6, 2016	

RECITALS

1. The Sponsor owns and operates the Willmar Municipal Airport (FAA Identifier: BDH) located in Willmar, Minnesota.

2. This is Work Order No. 6 to the Professional Services Contract, between City and Bolton & Menk. The Professional Services Contract effective April 25, 2012 is referred to herein as the "**Master Agreement.**"

AGREEMENT

INTRODUCTION

The City of Willmar operates the Willmar Municipal Airport (Airport) and has elected to undertake a study to update the existing Airport Master Plan for the Airport with the financial support of the Federal Aviation Administration (FAA). This study will address numerous areas of interest which have a bearing on the management and development of the Airport in the future. Consultant was selected to provide Airport planning services to the Willmar Municipal Airport and the Commission. This Scope of Services covers the planning services and tasks associated with an update of the Airport's Master Plan and Airport Layout Plan. This document provides the following important aspects of the project:

- Background information describing the context in which the master planning effort will be accomplished;
- Areas of emphasis for this master planning effort; and
- Project scope elements, describing the actual work activities, responsibilities, and level of effort.

BACKGROUND

The City of Willmar last completed a comprehensive Airport planning study in 1996. The ALP was approved in 2012 to reflect as-built conditions. The existing master plan is out dated and the ALP does not meet the current FAA Standard Operating Procedure 2.0, Procedure for FAA Review and Approval of ALPs and the Interim Guidance on Land Uses Within a Runway Protection Zone.

The Sponsor and Airport Commission have a desire to use this study to position BDH as an economic development tool to attract business development to the community. The City also desires to determine the best configuration(s) for the Airport's primary runway for future development, and maintaining compatibility

with surrounding local land use plans.

For these reasons, an Airport Master Plan and associated ALP Update is recommended at this time.

AIRPORT MASTER PLAN AREAS OF EMPHASIS

An Airport Master Plan process evaluates many aspects of an Airport facility. The following areas of emphasis will be reviewed in greater detail in the Airport Master Plan.

Runway Alternatives

The existing ALP depicts a 1,000-foot extension to the Runway 13 end that does not meet current design standards. The project will evaluate runway extension options. The Consultant will review various runways alternatives including shifting runway end locations and lengthening the runway. Major considerations to be evaluated will be environmental impacts, cost, on and off-airport development impacts, zoning implications, and compatibility with local community plans. Airport design standards will be evaluated against the current and future critical aircraft.

Comprehensive Obstruction Evaluation

There may be a need for the Airport to take action to mitigate obstructions to the approach/departure surfaces as required in FAA Order 8260.3C, United States Standard for Terminal Instrument Procedures (TERPS), Table 3-2 of Advisory Circular 150/5300-13A, and/or FAR Part 77. To identify obstructions to existing and proposed future runway configurations and design standards, the Consultant will acquire aerial imagery to conduct a detailed planning-level obstruction analysis. This analysis will identify representative obstructions and help determine impacts of Airport development on surrounding landowners. Once the obstructions are identified, an Obstacle Action Plan (OAP) will be developed to document how and when the obstructions will be cleared and how the clear surfaces will be maintained.

Evaluate Building Area Plan

The existing Airport building area has room to expand west of the current apron. An updated long-term development plan will be evaluated for the current hangar storage and aviation business development. The plan will evaluate development and access options for the east side of the primary runway in addition to expansion of the existing building area. Development in these areas will enhance community economic development for aeronautical purposes.

Protect Surrounding Land Uses

The Sponsor and Airport Commission have a desire to maximize on-airport land use to attract aeronautical use business development with direct Airport access. Other City land uses will be evaluated to ensure that off-airport impacts are acceptable to meet community planning needs and Airport zoning requirements.

Financial Feasibility

The Sponsor and Airport Commission see a benefit to completing a Financial Feasibility Analysis to maximize the use of available resources. This plan will allow the Airport to be maintained, operated, and developed in an efficient manner. The Sponsor and Airport Commission desires to complete a financial feasibility analysis to better position the Airport to finance the projects recommended in the master plan and to demonstrate the financial feasibility of the recommended capital improvement program.

Public Involvement

The Sponsor and Airport Commission would like special emphasis to be placed on engaging Airport stakeholders and the general public throughout this process. The Consultant will develop a public involvement plan that allows Airport stakeholders the opportunity to provide input to the decision-makers.

I.A. BASIC SERVICES
TASK 1 – AIRPORT MASTER PLAN

The following sections describe the project scope elements for this master planning effort. The elements (phases) for this project are broken down as follows:

1. Project Development and Control
2. Public Involvement
3. Data Collection and Analysis

The discussion of each element that follows includes a detailed breakdown of the sub-elements that together makeup the scope of work. Preparation of an Airport Master Plan will follow FAA guidelines described in FAA Advisory Circular 150/5070-6B *Airport Master Plans* and other FAA Regional guidance. FAA airport design standards will follow FAA AC 150/5300-13A *Airport Design* as it stands at the time of the executed Work Order.

PROJECT DEVELOPMENT AND CONTROL

1.0 Project Formulation

It is important at the onset of the planning process to define a detailed scope of services to conduct the master planning effort. The study design includes development of a comprehensive scope of services, definition of effort necessary to accomplish the work scope, and preparation of realistic work effort and cost budgets for completing the work. It also serves to organize the project planning team, which includes Consultant, its sub-consultants, Airport Management, and other consultants working for the city of Willmar and/or Municipal Airport, so that the necessary study efforts are effectively executed and the participant roles and responsibilities are clearly defined.

A meeting/conference call was held on December 7, 2015 with DAK/MN FAA, MnDOT, City of Willmar and BMI staff for the specific purpose of discussing the project and scope elements to be completed as part of this master planning effort.

2.0 Project Scoping

The effort for this task includes preparation of this scope of services for the master planning efforts. The deliverables for this element will be a draft and final scope of services, project schedule, an agreed-upon project planning budget and an agreement for the proposed planning work. Specialty sub-consultants and their scope of work will be identified and included in the process. The scope of services, the schedule and the budget will be detailed by study element. In addition to elements, the budget will be identified using rates by role, labor hours by task, person-trips, reimbursable costs and specialty sub-consultant budgets.

These documents will form the basis of the agreement to provide professional services for this project. In an effort to assist the Sponsor in meeting FAA project procurement requirements, the Consultant will also coordinate the preparation of an Independent Fee Estimate between the Sponsor and an independent consultant separate from the scope of this contract. The cost of the Independent Fee Estimate is not included in this scope of work or fee estimate; however, these costs are eligible for reimbursement by FAA.

3.0 Project Management

Projects such as this study demand a refined approach to project management to achieve success. This is especially true at the beginning of the process when the goals, direction, criteria, assumptions, roles, and expectations are developed. Continuous and timely coordination with the Airport and its designated project manager will be provided throughout the study. Project management tasks will continue throughout all aspects of the agreed-upon project schedule.

This effort includes communication among the project team for purposes of tracking the progress of the studies. Managing the various technical work tasks among the project team is necessary for a successful project. Project management duties will include:

- Developing and documenting the project plan

- Organizing the project team
- Launching the project activities
- Executing project activities
- Monitoring and controlling the project to achieve results
- Managing/mitigating risks and solving challenges
- Invoicing and monitoring project budget

Regular project status briefings will take place throughout the study process. These briefings will take place in person or via a telephone call or an email between the Airport project manager and Consultant's project manager or approved staff. These briefings will include status reports of current work, upcoming meetings and work effort and discussion of any challenges in the study effort which may affect the schedule, process or budget.

Airport Primary Point of Contact
Megan De Schepper, Airport Manager

Bolton & Menk Point of Contact
Melissa Underwood, Senior Aviation Planner

Secondary Point(s) of Contact
Sean Christensen, City Engineer Manager
Eric Rudningen, Airport Ops Manager
Bruce Peterson, City Planner

Secondary Point(s) of Contact
Silas Parmar, P.E., Aviation Project
Jared Voge, P.E., Principal Engineer

PUBLIC INVOLVEMENT

4.0 Public Involvement Plan

Introduction & Purpose: Public involvement will be a key component to the successful development of the Willmar Municipal Airport Master Plan. The purpose of this plan is to identify the goals and objectives of public involvement related to this study and to clarify details for the master planning process.

The general public is most often unaware of the contributions an airport provides to the health and vitality of a community, including how an airport's infrastructure strengthens the local economy. When airport building areas or runways need to expand to support existing and future demand, the public often views the expansion negatively. As a result, it is vital to understand airport user needs, perspectives of the public and state and federal review agencies, and the tradeoffs between the alternatives being considered. Developing this understanding, sharing this information between stakeholders, and considering the input received will provide a strong foundation for the future projects ultimately identified in the Airport Master Plan.

This Public Involvement Plan includes proactive outreach strategies. It focuses on:

- Identifying "key influencers" in the community who may be leaders among certain community networks and/or who have the ability to influence others positively or negatively about the Airport's plans.
- Positive two-way communication with all stakeholders, including the public and state and federal environmental review agencies.
- Providing forums to educate the public regarding Airport needs, benefits, opportunities, and project rationale, as well as share the public's comments and concerns so they can be addressed in a proactive manner.

5.0 Public Involvement Meetings

The Public Involvement Plan for the Willmar Municipal Airport Master Plan contains the following meetings:

Master Plan Advisory Group

Purpose: The Master Plan Advisory Group (MPAG) will provide input on information being considered and findings being developed throughout the Airport Master Planning process. The MPAG will help assess Airport issues and needs and be a vital part of the overall project. This group will act as a sounding board for proposed development alternatives, as well as be a conduit for information among various interest groups throughout the community. Interaction with the Airport Manager and the MPAG will be essential for the review and assessment of project information that will ultimately be incorporated into the Airport Master Plan.

Description: The MPAG will include the Airport Manager and other representatives as follows:

- Airport Commission
- Airport business representation
- City Council
- City Planning Commission
- Federal Aviation Administration Airport District Office (FAA ADO)
- Minnesota Department of Transportation Office of Aeronautics (MnDOT)
- Staff from Willmar Municipal's planning department/Zoning Board
- County and/or Township
- Others as necessary

The MPAG members each represent an area or stakeholder group, and will be expected to share their perspective with the MPAG, as well as take information back to the groups they represent. The Consultant and the Airport Manager will work through each represented entity to identify their appointed liaison.

The Consultant team will lead the preparation and facilitation of the MPAG meetings and distribute meeting notices and summaries for up to six (6) MPAG meetings to be held at the Airport. The sub-consultant for the financial feasibility analysis portion of the project will attend three (3) of the MPAG meetings held at the Airport. Meeting graphics and presentations will be prepared for each meeting. The meetings will be used to solicit information and responses from the Airport Operations Specialist and MPAG members regarding information presented by the Consultant. Consultant staff will send invitations two weeks before the MPAG meeting.

Project workbooks, as well as related meeting handouts, and meeting summaries will be provided for each MPAG member. This will also include one hard copy of the working documents for each of the project work items.

Since the resulting documents of the overall study effort will be the property of the Willmar Municipal Airport, it is important for Airport officials to act as the final sounding board for information contained in any final work products associated with the study. The Airport Manager is responsible for the final review and approval of all changes recommended by the MPAG as they pertain to the documents developed by the Consultant. This process will streamline the overall project flow and provide for a more refined approach to the review of the various documents which will be developed and form the Airport Master Plan. If questions regarding comments need to be addressed, this can be accomplished by either telephone calls or email for review and clarification.

Project Meetings

Purpose: Project coordination meetings are held to address specific elements that do not require the direct involvement of the MPAG.

Description: Other meetings may be held during the project with project stakeholders, including the

Sponsor, as needed to review elements to provide direction. Anticipated meetings include the following:

1. Discuss aviation forecasts, facility requirements, & initial alternatives with FAA, MnDOT Aeronautics (1 meeting)
2. Review preliminary alternatives with Sponsor and/or FAA and MnDOT Aeronautics (1 meeting)

Sponsor staff will be invited to attend scheduled project meetings either by phone or in person. Additional meetings will be accommodated with the existing project management scope as much as possible; otherwise they may be considered Other Project Meetings. Updates with the Airport Commission are included in a separate sub-task.

Public Information Meetings

Purpose: To gather input and inform the broader public and other stakeholders of the progress of the Airport Master Plan.

Description: One (1) Public Information Meeting will be held to share information and receive meaningful input from property owners and other stakeholders on planning considerations that have yet to be identified. The specific format for each meeting will be determined by the MPAG and the Consultant. Examples of possible formats include:

- Open house format where interested persons can view various graphics and ask questions in a very casual environment
- Workshop format where a formal presentation can be given along with a working session to solicit information from interested citizens

The Consultant is responsible for preparing the meeting notice, presentation, necessary graphics and handouts and will have up to three (3) staff available for the public information meeting. The Airport is responsible for costs associated with advertising and placing appropriate notices to inform the public about the various meetings and workshops, as well as for securing an appropriate location in which to conduct the meetings.

Outreach Meetings

Purpose: To gather input and inform a specific area adjacent to the Airport regarding specific elements of the Airport Master Plan.
Description: The Consultant will not hold any outreach meetings in this project.

Meetings with Local Landowners, Residents & Businesses

Purpose: To provide opportunity for one-on-one and small group discussions to better understand and provide input into this process.

Description: The Sponsor has a strong commitment to get to know the potentially affected stakeholders, to listen and understand their issues, to generate alternative solutions, and to articulate and clarify the key issues. The Airport Manager will generally be meeting with local landowners and residents directly. If desired by the Airport Manager, Consultant staff will provide meeting materials and/or attend meetings at an hourly rate. Twenty-four (24) hours of Consultant staff time has been budgeted to assist with these anticipated tasks. The Airport Manager will provide a summary of the meeting.

Airport Commission Updates/Meetings

Purpose: To provide regular updates to the Airport Commission on key information and the status of the planning process and obtain input.

Description: The Consultant's role will be to provide staff support to the Airport Manager and Operation Specialist and assist with up to three (3) total presentations to the Airport Commission. The intent is to discuss progress and issues, build understanding for the factors influencing recommendations, obtain

consensus on the draft findings, and listen to and consider elected and appointed official comments and concerns. Meeting presentations, graphics, and handouts will be prepared. One meeting will be before the Council Committee to consider a recommendation to City Council on the Airport Master Plan.

6.0 Public Involvement Materials

The Public Involvement Plan for Willmar Municipal Airport Master Plan contains the following materials:

Project Website
Purpose: To provide user friendly, easy internet access to information about the project and provide a "submit comment" feature for the public to provide comments about the project through the web.

Description: A project website will be developed and updated at specific milestones (every other month) to help inform the public and solicit feedback about the project. Project information will be posted on this website and used for dissemination of information related to the project, including upcoming public meetings.

The project website will be hosted by the Consultant for the duration of the planning project. The City will include on its website a link taking the viewer to the project website. The Consultant will provide the Airport Manager draft content for approval prior to uploading onto the project website. An online comment page will be placed on the project website and any comments received will be read and then forwarded to the Airport Manager for action, if needed.

Newsletters
Purpose: To provide written information about the project to adjacent landowners, city officials, and other interested stakeholders.

Description: Project newsletters will not be developed by the Consultant in this project.

Meeting Minutes
Purpose: Meeting minutes document important information shared, subsequent discussions, and decisions made at each meeting. These documents serve to create a "paper trail" of decisions made during the life of the project. Meeting minutes will serve as a general summary of each meeting.

Description: Meeting minutes will be developed after each MPAG and project meeting, and distributed to the Sponsor and meeting attendees electronically in PDF format.

Public & Resource Agency Outreach

Purpose: The purpose of Public & Resource Agency Outreach efforts is as follows

1. Share identified Airport user needs;
2. Inform surrounding landowners about the proposed Airport development plans;
3. Obtain information about what planning or environmental factors should be considered by the Sponsor as alternatives are developed and evaluated, and;
4. Notify agencies of the draft Airport Master Plan and allow another opportunity to comment.

Description: In the outreach submittal, Airport development alternative maps will be mailed to environmental review agencies and surrounding landowners for their review. Comments will be solicited on Airport user needs and factors resource agencies desire to be considered in the Airport planning process. A summary of input received will be completed. Information received will be fed back into the planning process at key points in the study. The Consultant will not complete Public & Resource Agency Outreach as part of this project.

Early Environmental Review

Purpose: The purpose of Early Environmental Review Agency Outreach efforts is twofold

1. Share identified Airport user needs
2. Obtain information about what planning or environmental factors should be considered by Sponsor as alternatives are developed and evaluated

Description: Existing informational data and mapping will be used to evaluate environmental factors identified during the Airport Master Plan process. A summary of the existing conditions obtained will be developed. Information gathered will be used in the planning process at key points in the study.

DATA COLLECTION AND ANALYSIS

7.0 Data Collection

The initial step in the inventory process will be to review previous planning, environmental, and other issue-specific studies undertaken for the Airport to determine their continued validity. Federal and State aviation plans, as well as plans from Airport tenants will be investigated as appropriate.

Airport Planning Documents

The Consultant will identify and review existing Airport planning documents to assist in developing a comprehensive base of information to be used in the planning process. The Airport shall provide copies of any existing electronic files which may be of assistance in developing the ALP update, as well as reports or studies which contain information related to the planning topics identified within this scope. These may include documents such as, but not limited to the following documents:

- Current and previous master plans and airport layout plans
- Recent environmental NEPA documents
- Airport operational information (i.e. based aircraft, fuel sales, policies/procedures)
- Airport financial records (i.e. revenues/expenses, lease information)

Community Information

Consultant shall coordinate with and obtain existing GIS database information from City/County and shall use the collected data resource information for the various work tasks. An inventory of existing land use, City/County Comprehensive Plans, zoning, and related regulations will be completed.

Detailed Airport Information

An inventory review of financial and legal information related to the financial condition, Airport policies, administrative regulations, grant status, Airport use and lease agreements, and other Airport user agreements which affect the financial management of the Airport and which will affect the financial reasonableness of implementing the Airport Master Plan CIP will be completed.

Airport Property

The Consultant will perform an Ownership & Encumbrance (O & E) report with assistance from an abstract or title company for property that the airport owns in fee, has a lease interest, an easement interest, and/or the area the planned for potential future acquisition. A narrative will be provided in the Master Plan describing the parcel information and encumbrance status including FAA approval or steps necessary to achieve conformance with FAA Grant Assurances. This inventory effort will include the following to obtain available title/deed/easement information of Airport property interests:

- Coordination with MnDOT Aeronautics and FAA ADO to obtain any available property information
- Research at County Recorder's office for easements on adjoining lots and on platted Airport lots
- Obtain any existing Airport property information from City staff
- Obtain online account with Kandiyohi County
- Prepare Base Map with City property and adjoining Airport property
- Map all legal descriptions and other encumbrances on Airport property
- Tabulate Airport property information as part of Base Map

8.0 Existing Airport Review

Site Inspection

The Consultant will conduct an on-site visual inspection and review secondary sources, to prepare a description and inventory of existing airfield and landside facilities. This inspection will likely not be able to be held in conjunction with one of the team meetings, and a separate trip will be anticipated.

The current 5010 *Master Record,* 2012 ALP Update, site inspections, and as-built facility plans will serve as the basis for the majority of the inventory information. Items to be inventoried include:

- Runways and taxiway (including pavement condition taken from previous studies)
- Apron and ramp areas (including pavement conditions taken from previous studies)
- A/D building and offices
- General aviation facilities
- Airport access roads
- Maintenance facilities
- Hangars
- Ground access, circulation, and auto parking
- Fuel facilities
- Existing and proposed uses of Airport property
- Airfield lighting
- Landing aids and instrumentation
- Wind data (new data to be acquired from National Climatic Data Center)
- Runway Protection Zones and Obstructions
- Runway Safety Area

Built & Natural Environment Considerations

Environmental factors and constraints will be an important consideration during the development of improvement alternatives. Work effort includes research and review of existing NEPA documents, environmental reports, maps, and databases showing environmental or physical attributes that may represent constraints. Data will be compiled into composite planning consideration drawing(s) illustrating the constraints. This task will rely mostly on data available from existing sources, and **will not include new field investigations or delineation surveys**. Effort will include coordination with the City/County, resource agencies, and research into City/County Code to research environmental constraints, including but not limited to land use zones, wetlands, floodplains, protected wildlife, and other natural or man-made features.

Existing Facilities Summary

The data collection and inventory effort will summarize the historical and existing facilities and conditions at the Airport as well as information and direction necessary to develop the Airport Master Plan Update. Deliverables from this Data Collection and Inventory task will include a brief summary including text and graphics pertaining to the existing facilities at the Airport along with existing land use, zoning, City/County Comprehensive Plans, previous planning studies, etc. This summary will serve as the draft copy of the inventory chapter of the Airport Master Plan Update.

9.0 Aviation Demand Forecasts

Development of projections of aviation demand is a key element in the planning process and is important data to be used in determining current and future Airport's needs, in assessing the environmental effects of proposed actions, and determining the economic implications of future growth and development.

Projections of short-, mid-, and long-term demand levels (i.e., 5-, 10-, and 20-years) will be developed. As part of this element, appropriate regional, state, and national aviation trends and existing projections will be investigated.
The Sponsor will provide the Consultant with available Airport operational information, which would include but is not limited to fuel sales and based aircraft. Historical aviation activity will also be analyzed for the Airport by demand component. Existing projections from the FAA's Terminal Area Forecast (TAF) and State forecasts will also be utilized.

Airport User Survey

A comprehensive Airport user survey will be developed in coordination with Sponsor staff to obtain local Airport operational information. A separate Airport and business survey will be developed. The user surveys will be developed by the Consultant, administered online and the results will be tabulated and distributed to the Sponsor. Information on how to access the survey will be provided to the Sponsor. It will be the responsibility of the Sponsor to distribute information on how to complete the user survey to local pilots. Any specific follow-up interviews via phone or e-mail will be completed by the Consultant to obtain necessary information. Other follow-ups will be completed by the Sponsor at their choosing.

Aviation Forecasts

Through the Airport records, historical activity research, existing projections, user survey, and follow-up interviews; data will be obtained on activity levels showing local/itinerant operations and approach type/design group, in addition to critical design aircraft and based aircraft by approach type/design group. The following components of aviation demand will be projected for 5-, 10-, and 20-years:

- Aircraft operations
    - General aviation (local/itinerant)
    - Military
- Based aircraft
- Aircraft fleet mix (based/itinerant)
- Critical design aircraft
- Instrument approaches

Projections of aviation demand will be developed using standard FAA forecasting methodologies, such as share of the market, regression analysis, time series analysis, and trend line analysis. Peak hour aircraft operations will also be developed using best available data and consultant-developed factors.

Results of this element will be used to determine future needs for airside, landside, and support facility components at the Airport. Methodologies used in this task will be reviewed with the Sponsor and the FAA Airports District Office before the element is finalized. Close coordination will be maintained to ensure acceptance of the projection approach. The aviation forecasts will be reviewed and approved by the FAA before proceeding further with the Airport Master Plan study.

Deliverables

Deliverables associated with this task will include a report which summarizes, with appropriate graphs, charts, maps, and drawings, the methods and results of the projections of aviation demand. Once reviewed by the FAA, these findings will be used as part of a chapter in the final Airport Master Plan report.

10.0 Demand/Capacity Analysis

Within this task, current activity levels will be compared to the Airport's operational capacity. Using

established FAA criteria and the findings from previous work efforts (i.e. inventory, and projections). Consultant will review the existing runway configuration to determine its capacity and limitations. The capacity of the Airport's existing aviation facilities will be compared to demand projections for the short-, mid-, and long-range planning periods (5-, 10-, and 20-years). Surpluses and deficiencies will be identified. The existing Airport will be reviewed for any FAA safety deficiencies.

The Airport's ability to accommodate existing and projected activity will be determined using approved FAA capacity methodologies. The capacity, or that level of activity at which unacceptable delay occurs, will be compared with aviation projections to determine if and when additional capacity should be provided in the future.

Airside facilities at the Airport will be analyzed. Using the FAA's methodology for calculating annual service volume (ASV), the Airport's annual operational processing capacity will be estimated. Inputs for this analysis include aircraft fleet mix, navigation aids, physical orientation of runways and taxiways, spacing of taxiway exits, percentage of the Airport's training activity, and peaking characteristics.

Landside facilities at the Airport will also be analyzed in terms of their capacity and ability to accommodate current demand. Using FAA guidelines, as well as consultant-developed factors, capacities of landside facilities such as hangars and apron space will be determined. To determine their adequacy, these capacities will be compared to current and projected demand identified during the inventory and forecast elements.

Deliverables

Deliverables for this task will include a summary of the findings of this task which will be used as a portion of a chapter in the final master plan document. The summary will be provided to the Sponsor and MPAG as part of the MPAG meetings.

11.0 Facility Requirements

Required facilities will be identified through the inventory of existing facilities and the capacity analyses when compared to projections of aviation demand. Anticipated timing of required improvements will also be identified. FAA Advisory Circulars (AC) referenced as part of this task will include but not be limited to: AC 150/5300-13A, *Airport Design*; FAR Part 77, *Safe, Efficient Use, and Preservation of Navigable Airspace*; 150/5060-5 *Airport Capacity and Delay*, and 150/5070-6B *Airport Master Plans*.

Tabulated wind data will be obtained from the National Climatic Data Center for the most current 10-year data. Full All-Weather, VFR, and IFR wind roses will be prepared for use in this Airport Master Plan and the ALP update.

Utilizing current FAA planning criteria, the Consultant will review the facility needs based on projected future activity and the Airport's role in the local, regional and national aviation and economic system. Facilities to be analyzed using best available information include:

- Approaches
- Runways
- Runway Safety Areas
- Taxiways
- Aircraft apron areas
- FBO, corporate, and general aviation facilities
- Aircraft storage and hangar areas
- Support facilities such as maintenance and utilities
- Fuel farms
- Airport access and circulation

Future requirements will provide the basis for evaluating alternative development actions that might be adopted

to satisfy the need for improved facilities. The facility requirements analysis for the Airport will focus on a number of specific issues that are most important to the Airport's future growth and development. The alternatives analysis will identify, review, and evaluate options for accommodating these activities in their existing location over the planning period. The objective of the facility requirements analysis will be to ensure that each of the Airport's functional aviation areas has long-term flexibility and growth potential that will enable it to respond to changing demand scenarios. Facility requirements will generally be tied to the 5-, 10-, and 20-year demand projections developed as part of this study. The ADO has identified a need for Airport Master Plans to identify any Airport design deficiencies. A summary of the existing Airport's compliance with FAA existing Airport design standards will be completed in this section.

Deliverables

Deliverables for this task will include summaries of the facility requirements for review by Airport staff, MPAG and the FAA. This summary will be used to create a portion of a final chapter in the master plan report.

12.0 Alternatives Analysis

Consultant will develop and document feasible alternatives for the development of the Airport's facilities, based on the results of the previous tasks. Each of the alternatives will be graphically illustrated, as appropriate, and presented to the Airport and MPAG for review and consideration. These alternatives will take into consideration the long-term development of the Airport, while also planning for the near-term implementation of projects. The alternatives developed will also be foundational for use in future environmental review documents.

The next step in the alternatives analysis will be to identify potential alternatives for meeting future facility requirements. Alternatives will be identified, graphically depicted, and evaluated in light of demand projections, the capacity analysis, and facility requirements determination. Once reasonable development alternatives have been identified; their merits and deficiencies will be compared. Factors to be considered in the evaluation may include:

- FAA Design Criteria
- Safety Standards
- Capacity Recommendations
- Expansion Potential
- Compatibility Issues (including Land Use/Zoning and RPZs)
- Off-Airport Development Potential
- Operational Impacts
- Economic Impacts
- Environmental Impacts
- Overall Feasibility
- Clear Airspace

Other factors may include sustainability. Basic sustainability goals and objectives may be developed through discussions with Airport management, and may be used to evaluate each alternative and its ability to meet and/or comply with these standards. No additional special studies related to sustainability will be completed in this scope of services. Airfield and hangar/terminal area alternatives will be evaluated independently. It is assumed that up to five (5) airfield alternatives will be developed, and up to three (3) building area alternatives will be developed. Each alternative will include graphical depictions of each development "footprint". A preliminary screening process is not anticipated; however input from the MPAG will be solicited about desired airfield and hangar/terminal alternatives to be evaluated. An intensive planning session(s) will be held to present, review, and evaluate the alternatives.

The alternatives will be quantitatively and qualitatively ranked, according to their performance against safety, capacity, and compatibility criteria. A preferred development alternative for each of the functional components

will then be selected by the MPAG. Location options and development needs for support facilities will be reviewed and investigated as part of this phase of the alternatives analysis. Some facilities may have a single, logical development option associated with them. For those facilities, an analysis of alternatives may not be necessary.

The alternatives analysis will result in identification of a recommended course of action for the Airport to follow over the ensuing 20-year planning period. The logic and justification for following the recommended plan will be detailed. At this stage of the study, the plan will be conceptual in nature and will be subject to further refinement, particularly through the financial feasibility analysis, environmental overview, and as detailed layout plans are prepared in subsequent tasks.

Deliverables

Deliverables for this task will include graphics and text as appropriate to summarize and document the merits of each alternative developed. This information will be presented in a working paper format which will ultimately be included in the Airport Master Plan report document.

13.0 Environmental Overview

The objectives of this task are to prepare a summary of the inventory of environmentally sensitive features of the Airport and the potential impacts upon those as part of the recommended development plan. The inventory will include readily available information and review the following:

- Potential environmental impacts of the selected airspace/land use/airfield/landside plan to allow refinement of the plan.
- Potential significance of the impacts.
- Possible abatement and mitigation measures which may reduce or eliminate any potentially significant adverse impacts.
- Prior environmental and planning documents.
- Current site conditions at the Airport.

A preliminary overview of environmental resource categories known or easily visible upon site inspection will be done in conformance with the most current FAA Order 1050.1E, *Environmental Impacts: Policies and Procedures*, FAA Order 5050.4B, *National Environmental Policy Act (NEPA) Implementing Instructions for Airport Actions*, FAA Advisory Circulars and applicable federal, state and local regulations. Any of the other environmental resource categories where an impact may be anticipated will be identified as a potential impact.

The environmental overview is not intended to substitute for a National Environmental Policy Act (NEPA) document. It is to provide information on obvious environmental resources applicable to the Airport. For master planning it is not necessary to carry out substantial investigations such as cultural resource studies or wetland delineations or to define all environmental factors needed for a NEPA document. This scope of work does not include the depth of NEPA review to meet the requirements of an Environmental Assessment or Environmental Impact Statement. It is intended to be used as a basis for these documents.

The environmental overview will include the following environmental inventory items and contain appropriate discussion in the Airport Master Plan report.

Aircraft Noise

Aircraft noise is a component of Airport operations that, when evaluated, identifies the influence of Airport activity beyond Airport property. A detailed noise evaluation will not be performed as part of this master plan study. A short summary of the FAA noise impact thresholds will be discussed. But if recommended at a later date can be added back in under the "Additional/Optional Services" Task.

Compatible Land Use

Provide a short narrative of compatible land use per various FAA Advisory Circulars and State criteria.

- Location of Land Use Compatibility
    - Residential
    - Public Use (churches, schools, hospitals)
    - Commercial Use
    - Manufacturing and Production
    - Recreational
- Identify zoning and/or platting within the Airport vicinity for land use compatibility including guidance documented in existing comprehensive plans
    - Residential
    - Commercial
    - Industrial
    - Agricultural
    - Public
    - Other
- Location of landfills, sewage treatment lagoons, wetlands
- Location of known DOT 4(f) land within a one-mile radius (recreational and historic)
- Location of possible planned water features within 10,000 ft of ARP
- Location of floodplains and floodways
- Prime and unique farmlands on Airport or projected to be acquired by Airport

This task will include a discussion of compatible land use issues in the Airport Master Plan report. To the extent necessary, based on changes in the existing land use and other conditions identified in the inventory portion of the Airport Master Plan, a land use plan will be developed that depicts the existing and recommended land uses for all land within the Airport property boundaries and in the surrounding vicinity of the Airport (generally defined at one mile of the runway ends and one-half mile parallel to the sides of the runway).

The Airport Master Plan will specifically categorize and identify proposed facilities and land use compatibility recommendations in accordance with applicable local, State, and FAA standards. Recommendations for local comprehensive plans will be completed and documented in the Airport Master Plan report.

Historic and Archeological

It is known that the Airport may have historical significance. Assessment of the local area and/or Airport environs will be completed to identify existing resources that have been recorded. The assessment will include a literature search at the State Historic Preservation Office (SHPO) to identify known archaeological sites and recorded properties on the National Register of Historic Places (NRHP). No on-site evaluation of structures or field survey will be conducted.

Water Quality

Review existing site drainage conditions and concerns:

- Appraise and map existing Airport drainage facilities including streams, culverts, ditches, drains, drainage control structures, berms, secondary containment, piping, and direction of flows
- Map future Airport drainage facilities

Fish, Wildlife, and Plants

Short narrative describing wildlife habitat and potential wildlife hazard issues.

- Literature/other review for endangered species and habitats on/near Airport.
- Literature/other review for fish, wildlife, plants, habitats, and migration routes on/near Airport
- Conduct a one to three day Wildlife Hazard Site Visit and a Wildlife Hazard Management Plan
- Summarize current wildlife controls – fences, mitigation, permits

Hazardous Materials and Solid Waste

Review site records and conduct no more than three interviews to perform an evaluation for known hazardous and solid waste issues associated with the Airport.

- Determine location of potentially contaminated areas
- Locate and size fuel storage, dispensing, and containment
- Locate and size agriculture operations, storage, mixing, and containment
- Location and type of maintenance activities

A Recycling Management Plan will be completed by the Consultant to meet new FAA requirements as outlined in Program Guidance Letter 12-08 and FAA Advisory Circular 150/5070-6B, Change 2, *Airport Master Plans*. These components will be added to the environmental evaluation in this task. The work will include the following:

- A waste audit;
- The feasibility of solid waste recycling at the Airport;
- Minimizing the generation of solid waste at the Airport;
- Operation and maintenance requirements;
- The review of waste management contracts; and
- The potential for cost savings or the generation of revenue.

Technical guidance has been released from FAA on the requirements of a Recycling Management Plan. The scope of this work will meet the requirements available at the time of this agreement. Additional FAA guidance released during this project will be utilized as much as possible without increasing project cost.

Wetlands

Discuss presence of wetlands on Airport property. Wetlands data will be taken from National Wetland Inventory Maps available, visual observations, or other available records.

- Map NWI wetland determinations
- Map other "wet lands" noted but not formally delineated.
- Map FEMA floodplain and floodway.

Deliverables

Deliverables for this task will be incorporated into the appropriate chapters such as existing conditions and alternatives development and evaluation. Any refinements to the preferred alternative based on the environmental analysis will be discussed in a white paper, and incorporated into the Airport Master Plan report.

14.0 Implementation / Financial Feasibility Analysis

The Airport Master Plan will identify various projects that are necessary to implement the preferred alternative. The Consultant will formulate a list of projects according to applicable local, State, and Federal needs identified in this planning study. Cost estimates for the project will be developed to support this element of the Airport Master Plan. A preliminary Airport implementation plan will be developed to help determine the desired sequencing of projects identified for development. A 20-year Airport Capital Improvement Plan (ACIP) will be updated as part of this task. The ACIP will identify the triggering events to signify the start of the projects, sequencing of projects, and projects that logically should be linked together. This task will include an analysis that will demonstrate the Sponsor's ability to fund the projects developed in the facilities requirements phase and scheduled through the phasing plan.

a. Existing Airports Financial Structure

This task will review the Airport's existing financial structure including revenue and expenses. This will consist of all current Airport contracts and informal business relationships on the Airport involving revenue producing areas such as, fuel facilities, fixed based operators and leased areas

(hangar and land), both short and long term. This will formulate the base for capacity for the funding of future projects.

b. ACIP Financial Feasibility Plan
The ACIP will be assimilated with the development phasing plan for the Airport and future funding sources will be identified for the improvement projects of each phase. The potential funding sources will be clearly identified for each year of the financial plan following the anticipated schedule of the ACIP. The standard funding sources will include non-Primary Entitlement Funds, Federal Discretionary, State Apportionment, State, Airport Revenue and Local General Funds. Changes/increases in local revenue sources will be identified at each stage of recommended development based on the projected increase in users at the airport. This section will not identify changes to rates and charges at the airport. This section will include a summary of the projected future expenses to determine if projects represented on the ACIP will be feasible now and into the future.

Deliverables will be one of the final chapters in the Master Plan titled "Implementation & Financial Analysis". This chapter will be completed based on the data developed in Task 14.0 as well as input from MPAG members. It will include detailing the historical and existing revenue and expenses, historical cash flow, the funding plan for the ACIP, and an overall summary of the cash flow analysis over a 10-year planning period.

15.0 Documentation
An effective Airport plan places emphasis on developing concise, effective study documentation. Several types of materials will be produced to document the planning process as noted below. The report sections or chapters will be provided for FAA and local review, as will the draft and final documents.

Airport Master Plan Report
The Consultant shall prepare twenty (20) paper copies of the draft and final Airport Master Plan Reports which will summarize the planning process and document the findings of the elements outlined in this scope of services. This report will be written so that it can be easily understood by the general public. The format of the report will be determined through discussions with the Airport Management, but will be based on the individual sections or chapters developed in the individual technical elements of this project. The final product will include a locally adopted Airport Master Plan report.

Anticipated sections/chapters of the Airport Master Plan report include:
- Introduction
- Facility Inventory
- Aviation Demand Forecasts
- Demand/Capacity and Facility Requirements
- Alternative Analysis
- Environmental Overview
- Preferred Alternative (if necessary)
- Financial Analysis
- Appendices

Electronic files of the Airport Master Plan in Adobe PDF format will also be provided to the Sponsor, and be posted on the project website. It is recommended that the Sponsor post the Airport Master Plan report on the Sponsor's Airport website for on-going reference.

Hard copy drafts of the Airport Master Plan will be sent to FAA (one hard copy) and MnDOT Office of Aeronautics (two hard copies) to provide an opportunity for review and comment prior to proceeding with next chapters; forecast, alternatives analysis, and implementation. One (1) final paper copy and one (1) electronic copy of the Airport Master Plan will be sent to FAA and MnDOT Office.

TASK 2 – AERONAUTICAL SURVEY

As identified by staff at FAA ADO, the completion this Airport Master Plan and Airport Layout Plan requires aeronautical survey and mapping services that meet the standards outlined in FAA Advisory Circular AC 150/5300-16A, -17C, and 18B. The survey requirements and deliverables will be completed for an "Airport Layout Plan" as identified in Table 2-1 of AC 150/5300-18B.

The required FAA Advisory Circulars have been established to provide survey specifications to collect safety critical and other Airport data. The specifications outline geodetic control, aerial imagery, survey, data attribution, and delivery requirements. The applicable FAA requirements include:

- FAA Advisory Circular 150/5300-16A *General Guidance and Specifications for Aeronautical Surveys: Establishment of Geodetic Control and Submission to the National Geodetic Survey*,
- FAA Advisory Circular 150/5300-17C *Standards for Using Remote Sensing*
- FAA Advisory Circular 150/5300-18B *General Guidance and Specifications for Submission of Aeronautical Surveys to NGS: Field Data Collection and Geographic Information System (GIS) Standards.*

In general, the Aeronautical Survey will accomplish the following goals:

- Produce a planimetric and topographic base-map necessary to create an Airport Layout Plan.
- Produce a robust dataset, formatted to the standards of the FAA Airports-GIS program, to enable the Airport and Commission to incorporate the Airport's data into a GIS system.
- Complete an "existing conditions" airspace analysis in compliance with FAA Airports-GIS standards. This will fulfill FAA requirements for Airport Layout Plan projects by supplying the FAA with airspace/obstruction data based on existing conditions.
- Complete a Part 77 obstruction analysis in order to produce obstruction data necessary for developing the Airspace sheets of the Airport Layout Plan (in compliance with FAA requirements).
- Complete specialized/custom obstruction data collection necessary to complete a feasibility study on the relocation of runway ends.
- Assist the Commission and Airport in understanding, compliance with, and incorporating FAA Airports-GIS standards.

Data collection and submittal will be limited to the existing Airport configuration for submittal to the FAA. Although not approved yet, the data can eventually be used to develop, in part, an electronic Airport Layout Plan (eALP).

The Consultant will assist the Airport with setup of the project on the FAA Airports GIS website (https://airports-gis.faa.gov/airportsgis/) and designation of the Consultant's representatives. Required deliverables to the FAA ADO or National Geodetic Survey (NGS) to successfully complete an Aeronautical Survey project include the following:

- Statement of Work (FAA-ADO and FAA Airport GIS website)
- Survey Work and Qualify Control Plan (FAA Airport GIS website)
- Remote Sensing Plan (FAA GIS website)
- Aerial Photography Report (FAA GIS website)
- Airport Survey Digital Data File (FAA via hard drive)
- Final Surveyors Report (FAA GIS website)
- Digital Data Delivery (FAA GIS website)

Work will be completed by Consultant and through sub-contract with Consultant.

1.0 Geodetic Control

Geodetic Control is necessary to establish project control tied to the National Spatial Reference System (NSRS) to establish accurate vertical and horizontal benchmarks. The horizontal datum will be NAD83 and the vertical datum will be NAVD88.

No Primary and/or Secondary Airport Control Stations (PACS/SACS) currently exist at BDH. The use of **Temporary Geodetic Control** will be utilized on this project. If this is not acceptable to FAA then a scope of services will be developed to establish PACS/SACS at BDH.

2.0 Aerial Photography

Aerial Photography is required by project specifications for development of an obstruction analysis. The photography will also be used to develop an overall Airport base map of planimetric features. The team will develop a flight plan, acquire the photography, process and analyze the imagery. This includes stereo photography and ortho photography as required by FAA AC 150/5300-17C.

Ground control points for aerial imagery will be determined and ground surveyed to provide accuracy for the aerial imagery acquisition. The control positions will be determined with direct ties to the Temporary Control developed for BDH. The capture of aerial photography will be completed once the ground control stations are set. For the obstruction analysis, tree canopies must be in full bloom providing full 'leaf-on' conditions. One imagery acquisition flight is planned to obtain the best imagery for base mapping and obstruction analysis at BDH. This imagery will occur during leaf-on conditions. Ortho photography will also be collected as required in AC 150/5300-17C.

The photography flight crew will collect the imagery as defined in the flight layout, encompassing the critical areas of the obstruction identification surfaces and planimetric base mapping. Exhibits of the proposed flight layout including the airspace analysis limits, planimetric mapping limits, and topographic mapping limits are included at the end of this scope of work. The imagery will be processed and geo-referenced. Models will then be produced for the planimetric base mapping and obstruction analysis. Orthophotos for the entire project area will be developed with a 1.0' pixel resolution and a 0.5' pixel resolution for the Airport Property. The photo scale will be 1" = 4,328' for the obstruction surface areas and 1" = 1,122' for the Airport property.

3.0 Aeronautical Survey

An aeronautical survey is required to obtain and document critical airside information. Ground surveying will be completed to FAA AC 150/5300-18B standards for "Airport Layout Plans" utilizing temporary geodetic survey control. Multiple survey methods will be used to capture critical runway, navigational aid (NAVAID), obstructions, and control points. This includes the following general surveying tasks for BDH:

- Survey Runway 13/31 ends and profile
- Survey Runway 3/21 ends and profile
- Monument Runway ends (if not already completed)
- Survey Navigational aids for all Runways

The horizontal and vertical points of each NAVAID and top obstruction point will be collected. Prior to survey, the project team will conduct field reconnaissance and Airport interviews to develop project understanding and ensure airfield operational safety is maintained. Airport officials and FAA will be utilized for assistance in identifying NAVAIDS on site or off Airport property.

4.0 FAA Obstruction Analysis

An aerial obstruction analysis will identify the top elevation of the tallest object within the Airport's airspace surfaces. This mapping identifies representative objects that penetrate the surface under analysis including buildings, vegetation, fences, poles, and other objects. The purpose of this analysis is to determine the Airport's existing and potential future compliance with FAR Part 77, TERPs approach/departure surfaces and other protected surfaces for Airport development alternatives explored in the Airport Master Plan. The data

will assist in determining which off-Airport properties may require remedial action, such as the acquisition of property easements for object removal. Only representative points will be identified, i.e. not individual trees.

The Sub-consultant will collect obstruction data within a defined special collection area so that an obstruction analysis can be performed by the Consultant. An airspace analysis will be performed for the existing airfield configuration. Natural and man-made objects within 10 feet of the critical airspace surfaces will also be identified. The airspace surfaces that may be evaluated include Threshold Siting Surfaces, FAR Part 77 surfaces, and TERPS Departure Surface.

A basic airspace analysis will also be completed for up to five (5) airfield layout alternatives. Specific design standards and dimensions will be developed as the Airport Master Plan project progresses. Man-made obstructions and natural obstructions within 10 feet below the defined airspace surfaces will be documented. Results will be incorporated to the alternatives analysis graphics in the Airport Master Plan. A detailed airspace analysis will be performed for the final preferred airfield alternative to include Threshold Siting Surfaces (if applicable), FAR Part 77, and TERPS approach/departure surfaces. This data will ultimately be graphically depicted in the ALP document.

An Obstacle Action Plan (OAP) will be developed for all unmitigated obstacles which details how and when each of the surfaces will be cleared and maintained. The OAP will include:

- All obstacles to the surfaces described in Table 3-2 of Advisory Circular 150/5300-13A, FAA Order 8260.3, and all obstacles penetrating the approach surface as defined in Federal Aviation Regulations Part 77.
- Identification of the obstacle reference number, type, latitude, longitude, elevation (AMSL), height, surface penetrated, penetration amount, runway, if the obstacle is on or off the Airport, if the obstacle is under Sponsor control, proposed maintenance action, when each of the obstacles will be cleared, and the triggering event. The OAP will match data that is presented on the Airport Layout Plan.
- Information incorporated into the ACIP to demonstrate and reflect the phases necessary to accomplish the mitigation of obstacles in an expedited manner to the maximum extent possible.
- The Sponsor's action plan to maintain clear surfaces.
- A description of all efforts made to clear required surfaces if any obstacles are not feasible to be mitigated.

The OAP will be submitted for FAA Line of Business review and concurrence through the method determined by the FAA Airports District Office. The OAP will be incorporated into the Master Plan and Airport Layout Plan including the ACIP.

5.0 FAA Planimetric Mapping & GIS Attributes

Aerial photography will be used to develop a planimetric map over the base mapping area which includes the Airport property and surrounding area. The on-Airport features group and class information populated will follow the required (not optional) critical elements as outlined in FAA AC 150/5300-18B. The data groups rendered into attributes will include data easily viewable via aerial photography and/or via site visit. All feature classes are excluded from this effort unless specifically described in this scope of services. Generally this Airport planimetric map will include:

- Runways
- Taxiways
- Buildings
- Navigational Aids
- Obstructions
- Landmarks

Items not included in the scope include wetlands, or other environmentally sensitive areas. The off-Airport base mapping area will include limited planimetric to include streets, buildings, and driveways. Two-foot ground contours will be developed within the identified base map boundary.

The data will be compiled into an AutoCAD format work product ready for delivery to FAA Airports GIS compliant with FAA AC 150/5300-18B. A digital file deliverable in the appropriate format will be completed to be uploaded to the Airports GIS website.

6.0 User-Defined Planimetric Mapping & GIS Attributes

FAA requires specific critical data to be collected to meet the minimum requirements of FAA AC 150/5300-18B. Additional data can be collected to better serve the Airport. In this GIS data collection effort, Airport Management has expressed an interest in including additional feature groups and classes. Data provided to the Consultant will be used to add additional GIS features and attributes. This will include the following:

- Airport Parcel: Available Airport property information (i.e. previous owner, parcel number, grant number, acreage) will be included to match Exhibit A. Fee and easement interests will be included.

7.0 Project Management, Reporting, Deliverables

The Consultant will manage the overall project, including administration and coordination of all efforts related to this work item including coordination with NGS and online portal, coordination with survey staff to produce an accurate product meeting industry standards, and monitoring work schedules to ensure deadlines are met.

The Consultant will be responsible for providing the Airport with regular progress reports to communicate the team's progress throughout the project. Each progress report will contain progress updates and significant schedule or work issues with the project. Data files and reports will be prepared and delivered as defined in AC 150/5300-16A, 17C, and 18B. The FAA requires a geodetic control report to the NGS (if applicable), an aerial imagery report to the NGS for use in validation, and a final project completion report. The final project completion report will include a complete synopsis of each of the survey tasks completed.

Final deliverables to the Airport will include two (2) CDs containing digital GIS shapefiles of the existing Airport, and two (2) poster-size prints of the aerial photography captures as part of the project.

8.0 Alternative Obstruction Analysis

An aerial obstruction analysis will identify the top elevation of the tallest object within the Airport's airspace surfaces utilizing aerial imagery acquired. This mapping identifies the tallest object that penetrates the surface under analysis including buildings, vegetation, fences, poles, and other objects. The purpose of this analysis is to determine the Airport's existing and potential future compliance with Part 77 and other protected surfaces for Airport development alternatives explored in the Airport Master Plan. The data will assist in determining which off-Airport properties may require remedial action, such as the acquisition of property easements for object removal. Only representative points will be identified, i.e. not individual trees.

An airspace analysis will be performed for the existing airfield configuration. Natural and man-made objects within 10 feet of the critical airspace surfaces will also be identified. The airspace surfaces that will be evaluated include Threshold Siting Surfaces (if applicable), FAR Part 77 surfaces, and TERPS Departure Surface.

An FAR Part 77 airspace analysis will be completed for the existing Airport configuration, and each of the up to five (5) airfield alternatives. Specific dimensions will be developed as the Airport Master Plan project progresses. Man-made obstructions, and natural obstructions within 10 feet of the defined airspace surfaces will be documented. Results will be incorporated to the alternatives analysis graphics in the Airport Master Plan.

A detailed airspace analysis will be performed for the final preferred airfield alternative to include Threshold

Siting Surfaces (if applicable), FAR Part 77, and TERPS Departure Surface. This data will ultimately be graphically depicted in the Airport Layout Plan document.

TASK 3 – AIRPORT LAYOUT PLAN UPDATE

The Airport Layout Plan (ALP) will be updated to show development recommended in the Airport Master Plan for the Airport over the 20-year planning period. Consultant will build upon the base mapping and obstruction data produced in Task 2 – Aeronautical Survey to create base files and ALP sheets in ESRI's GIS format. All relevant tables included on the ALP will be documented in the appropriate section of the Airport Master Plan. All ALP files will be provided to the Airport at the end of the study.

1.0 ALP Production

The Consultant will produce an ALP set in accordance with the FAA Standard Procedure for FAA Review and Approval of Airport Layout Plans (ALPs) 2.0, and applicable State of Minnesota standards. Preparation of the ALP will be based on the findings of the previous tasks and will include the following individual drawings:

- Title Sheet
- Airport Data Sheet(s)
- Airport Layout Plan Drawing(Existing & Future)
- Airport Layout Plan Drawing(Ultimate), if applicable
- Airport Airspace Drawing
- Runway 13 Inner Portion of the Approach Surface Drawing
- Runway 31 Inner Portion of the Approach Surface Drawing
- Runway 3 Inner Portion of the Approach Surface Drawing
- Runway 21 Inner Portion of the Approach Surface Drawing
- Building Area Drawing
- Long-Term Building Area Drawing, if applicable
- On-Airport Land Use Drawing
- Off-Airport Land Use Drawing
- Airport Property Map / Exhibit A
- Airport Departure Surfaces Map

This work includes an update to the Exhibit "A" Airport Property Map to comply with FAA Standard Operating Procedure for FAA Review of Exhibit 'A' Airport Property Inventory Maps 3.0. Data collection related to this effort is identified in Task 1.

The Airport Layout Plan will consist of 22" x 34"(ANSI D) sheets, containing sufficient data to obtain approval from MnDOT and FAA. The Consultant will prepare draft versions of the ALP for Airport review. Following Airport approval, copies of the ALP will be sent to MnDOT for review by their Airport development, planning, and operations staff. Comments will be incorporated into the ALP for submittal to FAA for review. A signed copy of the FAA ALP checklist and a list of changes from the previous ALP will also be submitted with the ALP submittal to the FAA ADO for review. If acceptable to the ADO, an electronic version of the ALP will be prepared and uploaded to the Obstruction Evaluation Airport Airspace Analysis (OEAAA) online portal for FAA Lines of Business review. The ALP will then be published as a final document for distribution upon receipt of FAA airspace review. The documentation will include the following:

- Four (4) Airport draft ALP sets (1 for Consultant and 3 for Sponsor review)
- Three (3) MnDOT draft ALP sets (1 for Sponsor, 1 for MnDOT, 1 for Consultant)
- Three (3) FAA ADO draft ALP sets (1 for Sponsor, 1 for FAA, 1 for Consultant)
- Five (5) final ALP sets for FAA and Sponsor signature (2 for Sponsor, 1 for the FAA, 1 for MnDOT, and 1 for Consultant)
- Two Disks (2) of Adobe PDF drawings of the final approved ALP
- GIS shapefiles of the ALP (future elements not to any FAA Airports GIS standard)

The Consultant will develop a transmittal package for each draft submittal which contains required supporting documentation for MnDOT and FAA review. This information will include the Executive Summary from the Airport Master Plan.

Preparation of these documents will be coordinated closely with MnDOT, FAA ADO, and Sponsor staff. Final documents will reflect appropriate responses to comments received on draft materials from all reviewing agencies. Deliverables will include and FAA approved ALP.

2.0 Project Management

This ALP effort includes communication among the project team for purposes of tracking the progress of the studies. Managing the various technical work tasks among the project team is necessary for a successful project. Project management duties will include:

- Developing and documenting the project plan
- Organizing the project team
- Launching the project activities
- Executing project activities
- Monitoring and controlling the project to achieve results
- Managing/mitigating risks and solving challenges
- Invoicing and monitoring project budget

Regular project status briefings will take place throughout the ALP process. These briefings will take place in person or via a telephone call or an email between the Airport Manager and Consultant's Project Manager or approved staff. These briefings will include status reports of current work, and discussion of any challenges in the study effort which may affect the schedule, process or budget.

TASK 4 – FUNDING ADMINISTRATION

Funding Administration is necessary to assist the Sponsor with obtaining funding for the proposed project. Work items are related to the tasks outlined as requirements to formulate, program, obtain, and close the grant for the project. This includes the preparation of necessary FAA environmental documentation and compliance with Disadvantaged Business Enterprise (DBE) requirements. The following tasks will be completed.

1.0 Grant Application and Administration

The Consultant shall update the Airport Capital Improvement Plan (ACIP) for the Airport as it relates to the Airport Master Plan and ALP project so that the project is identified for funding. The ACIP will also be updated at the end of the planning project to show new 5-year planned Airport improvements.

FAA project programming papers will be prepared as necessary to provide FAA necessary detail about the project for funding. Discuss project funding, eligibility, and process with FAA. Up to one (1) FAA grant application package for the project will be prepared and submitted to FAA. This will include a funding summary, project description, agreements for work to be performed, and a grant request letter

FAA Quarterly Performance Reports will be prepared while the grant is active as required by FAA to report project progress.

2.0 DBE Plan or Update

Because this project will use more than $250,000 in Federal funds in one fiscal year, an updated DBE program will need to be developed or updated to meet current 3-year program standards.

3.0 Quarterly Performance Reports

The Consultant shall prepare one (1) FAA Quarterly Performance Report for each quarter the Airport Master Plan grant is open.

4.0 Prepare Environmental Documentation

No Environmental Documentation is necessary to be prepared by the Sponsor for this project.

5.0 Project Closeout

The Consultant shall prepare one (1) FAA short-form grant closeout report for the grant to cover the projects identified in this scope of services. This work includes research to determine final project costs, preparation of the report, coordination with the Airport, State, and FAA-ADO for review, and preparation of final documents for Airport approval.

I.B. ADDITIONAL/OPTIONAL SERVICES

Consulting services performed other than those authorized under Section I.B. shall not be considered part of the Basic Services and may be authorized by the Sponsor as Additional Services. Additional Services consist of those services, which are not generally considered to be Basic Services; or exceed the requirements of the Basic Services; or are not definable prior to the commencement of the project; or vary depending on the technique, procedures or schedule of the project contractor. Additional services may consist of the following:

1. Completion of additional special studies or facilitating/attending meetings not identified in Section I.A.
2. Periodic completion of grant reimbursement requests (i.e. Credit Applications).
3. Attendance of additional meetings beyond those identified in the above scope. These meetings would be authorized as needed by the Sponsor at an hourly basis per meeting.
4. All other services not specifically identified in Section I.A.

BASIC SERVICES SCHEDULE

Work will be completed for all of the above services in accordance with the detailed schedule below:

TASK	SERVICE DESCRIPTION	DATE
1	Airport Master Plan	July 2016 – July 2017
2	Aeronautical Survey	July 2016 – September 2016
3	Airport Layout Plan	December 2016 – April 2017
4	Funding Administration	July 2016 – July 2017

Schedule is subject to MnDOT Aeronautics and FAA review timelines which are outside of the Consultant's control.

DETAILED WORK PLAN
ESTIMATED PERSON-HOURS AND FEES

SPONSOR: WILLMAR MUNICIPAL AIRPORT (BDH)
PROJECT: EAST TAXILANES RECONSTRUCTION PROJECT
BMI PROJECT No.:
CONSULTANT: BOLTON & MENK, INC.

WORK ORDER NO.5
DESIGN AND BID ADMINISTRATION SERVICES

BOLTON & MENK, INC.	Engineering Fee
TOTAL TASK 1 -DESIGN & BID ADMINISTRATION	$75,000.00
TOTAL WORK ORDER NO.5	$75,000.00

Item No.		Principal/Senior Project Manager $170.00	Project Manager $140.00	Project Engineer $110.00	Engineering Technician $90.00	Licensed Land Surveyor $120.00	Airport Planner $140.00	Clerical $75.00	Total Hours		Cost Summary
	TASK 1 - DESIGN & BID ADMINISTRATION										
1.1	Project Scoping	2	8	4	0	0	0	0	14		$1,900.00
1.2	Topographical Survey	2	2	16	0	24	0	0	44		$5,260.00
1.3	Geotechnical Investigation	1	4	2	0	0	0	0	7		$950.00
1.4	Prepare FAA Design Report	0	8	12	0	0	0	4	24		$2,740.00
1.5	Construction Safety and Phasing Plan (CSPP)	0	4	8	8	0	0	0	20		$2,160.00
1.6	Prepare Modification of Airport Design Standards	0	16	4	0	0	0	0	20		$2,680.00
1.7	Prepare Preliminary Plans, Specifications, and Cost Estimate	2	24	120	80	0	0	24	250		$25,900.00
1.8	Final Plans, Specifications, and Cost Estimate	2	16	40	20	0	0	8	86		$9,380.00
1.9	Prepare Construction Management Plan	0	4	8	8	0	0	0	20		$2,160.00
1.10	Prepare Disadvantaged Business Plan (DBE)	1	4	0	0	0	0	24	29		$2,530.00
1.11	Prepare Advertisement for Bids	1	1	0	0	0	0	4	6		$610.00
1.12	Project Meetings	4	12	8	0	0	0	0	24		$3,240.00
1.13	Furnish Bid Documents	0	1	2	0	0	0	8	11		$960.00
1.14	Respond to Bidders Questions	0	4	2	0	0	0	0	6		$780.00
1.15	Prepare and Distribute Addendums	0	2	0	0	0	0	4	6		$580.00
1.16	Pre-Bid and Bid Opening	2	8	2	2	0	0	0	14		$1,860.00
1.17	Bid Review and Bid Tabulation	2	4	0	0	0	0	4	10		$1,200.00
1.18	Prepare Recommendation for Award	2	2	0	0	0	0	4	8		$920.00
1.19	Prepare Grant Application	2	8	0	0	0	0	4	14		$1,760.00
	Estimated Total Man-hours	23	132	228	118	24	0	88	613		
	Summary Costs	$3,910.00	$18,480.00	$25,080.00	$10,620.00	$2,880.00	$0.00	$6,600.00			
	Expenses									Rate	
	Geotechnical Subconsultant	0	0	0	0	0	0	0	1	$7,430.00	$7,430.00
	Electrical Engineering Subconsultant	0	0	0	0	0	0	0	1	$0.00	$0.00
										Total Expenses	$7,430.00
										TOTAL TASK 1 - DESIGN & BID ADMINISTRATION	$75,000.00

ESTIMATED PERSON-HOURS AND FEES
SPONSOR: CITY OF WILLMAR, MINNESOTA
PROJECT: 2016 AIRPORT MASTER PLAN
PROJECT No: T51.111122
CONSULTANT: BOLTON & MENK, INC.
AIRPORT MASTER PLANNING SERVICES

BOLTON & MENK		Fee
TASK 1 - AIRPORT MASTER PLAN		
PHASE I - PROJECT DEVELOPMENT AND CONTROL		
1.0	Project Formulation	$2,128.00
2.0	Project Scoping	$1,010.00
3.0	Project Management	$5,884.00
	SUBTOTAL PHASE I	$9,022.00
PHASE II - PUBLIC INVOLVEMENT		
4.0	Public Inolvement Plan	$5,740.00
5.0	Public Involvement Meetings	$27,070.00
6.0	Public Involvement Meeting Materials	$6,470.00
	SUBTOTAL PHASE II	$39,280.00
PHASE III - DATA COLLECTION AND ANALYSIS		
7.0	Data Collection	$6,460.00
8.0	Existing Airport Review	$8,520.00
9.0	Aviation Demand Forecasts	$9,270.00
10.0	Demand/Capacity Analysis	$1,080.00
11.0	Facility Requirements	$5,160.00
12.0	Alternatives Analysis	$14,880.00
13.0	Environmental Overview	$11,860.00
14.0	Implementation / Financial Feasibility Analysis	$3,360.00
15.0	Documentation	$7,620.00
	SUBTOTAL PHASE III	$68,210.00
	TOTAL TASK 1 - AIRPORT MASTER PLAN	$116,512.00
TASK 2 - AERONAUTICAL SURVEY		
1.0	Geodetic Control	$6,568.00
2.0	Aerial Photography	$5,312.00
3.0	Aeronautical Survey	$8,240.00
4.0	FAA Obstruction Analysis	$1,880.00
5.0	FAA Planimetric Mapping & GIS Attributes	$940.00
6.0	User-Defined Planimetric Mapping & GIS Attributes	$2,664.00
7.0	Project Management, Reporting, Deliverables	$1,880.00
8.0	Alternative Obstruction Analysis	$3,040.00
	TOTAL TASK 2 - AERONAUTICAL SURVEY	$30,524.00
TASK 3 - AIRPORT LAYOUT PLAN		
1.0	ALP Production	$66,674.00
2.0	Project Management	$3,280.00
	TOTAL TASK 3 - AIRPORT LAYOUT PLAN	$69,954.00
TASK 4 - FUNDING ADMINISTRATION		
1.0	Grant Application and Administration	$2,440.00
2.0	DBE Plan or Update	$2,630.00
3.0	Quarterly Performance Report	$1,460.00
4.0	Prepare Environmental Documentation	$0.00
5.0	Project Closeout	$2,660.00
	TOTAL TASK 4 - FUNDING ADMINISTRATION	$9,190.00
TOTAL FEES		**$226,180.00**

SUB-CONSULTANTS	Fee
Photogrammetrist for Imagery Obstruction Analysis (QUANTUM)	$39,982.00
Financial Feasibility Analysis (MARR/ARNOLD)	$38,856.00
TOTAL SUB-CONSULTANTS	$78,838.00

TASK BREAKDOWN	Fee
TASK 1 - AIRPORT MASTER PLAN	$116,512.00
TASK 2 - AERONAUTICAL SURVEY	$30,524.00
TASK 3 - AIRPORT LAYOUT PLAN UPDATE	$69,954.00
TASK 4 - FUNDING ADMINISTRATION	$9,190.00
TOTAL FEES	$226,180.00

TOTAL BOLTON & MENK FEES	**$226,180.00**
TOTAL SUB-CONSULTANTS	$78,838.00
TOTAL	$305,018.00
TOTAL ROUNDED FOR LUMP SUM	$305,000.00

Item No.	2014 Billing Rates	Principal $170.00	Airport Engineer $140.00	Sr. Environmental Planner $130.00	Lead Aviation Planner $140.00	Staff/Aviation Planner $95.00	Senior CAD/GIS Technician $100.00	CAD/GIS Technician, Design Engineer $95.00	Principal Surveyor $112.00	Licensed Land Surveyor (2 person crew) $150.00	Clerical $65.00	Total Hours		Cost Summary
TASK 1 - AIRPORT MASTER PLAN														
PHASE I - PROJECT DEVELOPMENT AND CONTROL														
1.0	**Project Formulation**													
1.1	Project Scoping Meetings	0	2	0	4	0	0	0	0	0	0	6		$840.00
1.2	Develop Project Scope of Work	0	2	0	4	0	0	0	4	0	0	10		$1,288.00
	Estimated Total Man-hours	0	4	0	8	0	0	0	4	0	0	16		
	Summary Costs	$0.00	$560.00	$0.00	$1,120.00	$0.00	$0.00	$0.00	$448.00	$0.00	$0.00			$2,128.00
2.0	**Project Scoping**													
	Estimated Total Man-hours	1	2	0	4	0	0	0	0	0	0	7		$1,010.00
	Summary Costs	$170.00	$280.00	$0.00	$560.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00			$1,010.00
3.0	**Project Management**													
3.1	Project Management	2	8	0	8	0	0	0	2	0	0	20		$2,804.00
3.2	Sponsor Coordination	0	8	0	8	0	0	0	0	0	0	16		$2,240.00
3.3	Consultant Coordination	0	2	0	4	0	0	0	0	0	0	6		$840.00
	Estimated Total Man-hours	2	18	0	20	0	0	0	2	0	0	42		
	Summary Costs	$340.00	$2,520.00	$0.00	$2,800.00	$0.00	$0.00	$0.00	$224.00	$0.00	$0.00			$5,884.00
													PHASE I - PROJECT DEVELOPMENT AND CONTROL TOTAL	$9,022.00
PHASE II - PUBLIC INVOLVEMENT														
4.0	**Public Inolvement Plan**													
4.1	Develop Public Involvement Plan	0	2	2	16	8	0	0	0	0	0	28		$3,540.00
4.2	Public Involvement Management	0	4	4	8	0	0	0	0	0	0	16		$2,200.00
	Estimated Total Man-hours	0	6	6	24	8	0	0	0	0	0	44		
	Summary Costs	$0.00	$840.00	$780.00	$3,360.00	$760.00	$0.00	$0.00	$0.00	$0.00	$0.00			$5,740.00
5.0	**Public Involvement Meetings**													
5.1	Advisory Group Meetings (6)	0	10	0	40	40	8	8	0	0	8	114		$12,880.00
5.2	Project Meetings (2)	1	8	0	24	0	0	8	0	0	4	45		$5,670.00
5.3	Public Information Meeting (1)	0	0	0	10	10	0	0	0	0	0	20		$2,350.00
5.4	Local Business Representative Meetings	0	0	0	10	10	0	0	0	0	0	20		$2,350.00
5.5	City Council / Commission / Board Meetings (3)	0	4	0	16	0	0	8	0	0	4	32		$3,820.00
	Estimated Total Man-hours	1	22	0	100	60	8	24	0	0	16	231		
	Summary Costs	$170.00	$3,080.00	$0.00	$14,000.00	$5,700.00	$800.00	$2,280.00	$0.00	$0.00	$1,040.00			$27,070.00
6.0	**Public Involvement Meeting Materials**													
6.1	Develop/Maintain/Update Project Website	0	1	4	4	0	4	0	0	0	0	13		$1,620.00
6.2	~~Develop Newsletters~~	0	0	0	0	0	0	0	0	0	0	0		$0.00
6.3	Prepare Meeting Minutes	0	2	0	10	10	0	7	0	0	7	36		$3,750.00
6.4	Early Environmental Review	0	2	0	4	0	0	0	0	0	4	10		$1,100.00
	Estimated Total Man-hours	0	5	4	18	10	4	7	0	0	11	59		
	Summary Costs	$0.00	$700.00	$520.00	$2,520.00	$950.00	$400.00	$665.00	$0.00	$0.00	$715.00			$6,470.00
													PHASE II - PUBLIC INVOLVEMENT TOTAL	$39,280.00

Item No.	2014 Billing Rates	Principal $170.00	Airport Engineer $140.00	Sr. Environmental Planner $130.00	Lead Aviation Planner $140.00	Staff/Aviation Planner $95.00	Senior CAD/GIS Technician $100.00	CAD/GIS Technician, Design Engineer $95.00	Principal Surveyor $112.00	Licensed Land Surveyor (2 person crew) $150.00	Clerical $65.00	Total Hours		Cost Summary
PHASE III - DATA COLLECTION AND ANALYSIS														
7.0	**Data Collection**													
7.1	Obtain / Review Previous Reports / Data	0	1	0	4	8	8	0	0	0	0	21		$2,260.00
7.2	Perform Property Records Search	0	0	0	2	0	0	0	35	0	0	37		$4,200.00
	Estimated Total Man-hours	**0**	**1**	**0**	**6**	**8**	**8**	**0**	**35**	**0**	**0**	**58**		
	Summary Costs	$0.00	$140.00	$0.00	$840.00	$760.00	$800.00	$0.00	$3,920.00	$0.00	$0.00			**$6,460.00**
8.0	**Existing Airport Review**													
8.1	Conduct Site Inspection / Research	0	2	0	8	16	2	0	0	0	0	28		$3,120.00
8.2	Built & Natural Environment Considerations	0	0	4	4	4	0	4	0	0	0	16		$1,840.00
8.3	Prepare Existing Facilities Summary	0	1	0	8	12	4	8	0	0	0	33		$3,560.00
	Estimated Total Man-hours	**0**	**3**	**4**	**20**	**32**	**6**	**12**	**0**	**0**	**0**	**77**		
	Summary Costs	$0.00	$420.00	$520.00	$2,800.00	$3,040.00	$600.00	$1,140.00	$0.00	$0.00	$0.00			**$8,520.00**
9.0	**Aviation Demand Forecasts**													
9.1	Conduct Airport / Business User Survey	0	1	0	16	16	0	0	0	0	8	41		$4,420.00
9.2	Perform Aviation Forecasting	0	0	0	8	16	0	0	0	0	0	24		$2,640.00
9.3	Prepare Aviation Forecast Summary	0	0.5	0	8	8	0	0	0	0	4	20.5		$2,210.00
	Estimated Total Man-hours	**0**	**1.5**	**0**	**32**	**40**	**0**	**0**	**0**	**0**	**12**	**85.5**		
	Summary Costs	$0.00	$210.00	$0.00	$4,480.00	$3,800.00	$0.00	$0.00	$0.00	$0.00	$780.00			**$9,270.00**
10.0	**Demand/Capacity Analysis**													
10.1	Perform Demand/Capacity Analysis	0	0	0	2	2	0	0	0	0	0	4		$470.00
10.2	Prepare Aviation Capacity/Demand Summary	0	1	0	2	2	0	0	0	0	0	5		$610.00
	Estimated Total Man-hours	**0**	**1**	**0**	**4**	**4**	**0**	**0**	**0**	**0**	**0**	**9**		
	Summary Costs	$0.00	$140.00	$0.00	$560.00	$380.00	$0.00	$0.00	$0.00	$0.00	$0.00			**$1,080.00**
11.0	**Facility Requirements**													
11.1	Determine Facility Requirements	0	0	0	16	8	0	0	0	0	0	24		$3,000.00
11.2	Prepare Facility Requirements Summary	0	2	0	8	8	0	0	0	0	0	18		$2,160.00
	Estimated Total Man-hours	**0**	**2**	**0**	**24**	**16**	**0**	**0**	**0**	**0**	**0**	**42**		
	Summary Costs	$0.00	$280.00	$0.00	$3,360.00	$1,520.00	$0.00	$0.00	$0.00	$0.00	$0.00			**$5,160.00**
12.0	**Alternatives Analysis**													
12.1	Formulate Alternatives	0	2	0	8	16	0	6	0	0	0	32		$3,490.00
12.2	Develop Alternatives Analysis	0	2	0	12	16	0	0	0	0	0	30		$3,480.00
12.3	Prepare Alternatives Exhibits	0	0	0	4	16	18	16	0	0	0	54		$5,400.00
12.4	Prepare Alternatives Summary	0	0.5	0	12	8	0	0	0	0	0	20.5		$2,510.00
	Estimated Total Man-hours	**0**	**4.5**	**0**	**36**	**56**	**18**	**22**	**0**	**0**	**0**	**136.5**		
	Summary Costs	$0.00	$630.00	$0.00	$5,040.00	$5,320.00	$1,800.00	$2,090.00	$0.00	$0.00	$0.00			**$14,880.00**
13.0	**Environmental Overview**													
13.1	Airport Noise	0	0	2	0	0	0	0	0	0	0	2		$260.00
13.2	Compatible Land Use	0	2	4	4	8	4	0	0	0	0	22		$2,520.00
13.3	Historic and Archaeological	0	0	2	4	8	1	0	0	0	0	15		$1,680.00
13.4	Water Quality	0	0	1	1	0	1	0	0	0	0	3		$370.00
13.5	Fish, Wildlife, Plants	0	0	1	1	0	1	0	0	0	0	3		$370.00
13.6	Hazardous Materials and Solid Waste	0	0	8	4	4	1	0	0	0	0	17		$2,080.00
13.7	Wetlands / Floodplain	0	1	4	1	0	2	0	0	0	0	8		$1,000.00
13.8	Perform Environmental Impact Analysis	0	0	4	2	8	4	0	0	0	0	18		$1,960.00
13.9	Prepare Environmental Impact Summary	0	0	2	2	0	4	0	0	0	0	8		$940.00
13.10	Prepare Preferred Alternative Summary	0	1	2	2	0	0	0	0	0	0	5		$680.00
	Estimated Total Man-hours	**0**	**4**	**30**	**21**	**28**	**18**	**0**	**0**	**0**	**0**	**101**		
	Summary Costs	$0.00	$560.00	$3,900.00	$2,940.00	$2,660.00	$1,800.00	$0.00	$0.00	$0.00	$0.00			**$11,860.00**
14.0	**Implementation / Financial Feasibility Analysis**													
14.1	Existing Airport Financial Structure	0	0	0	2	2	0	8	0	0	0	12		$1,230.00
14.2	ACIP Financial Feasibility Plan	0	0	4	2	0	0	0	0	0	0	6		$800.00
14.3	Meetings	0	2	0	2	0	0	0	0	0	0	4		$560.00
14.4	Prepare Implementation Summary	1	1	0	1	2	0	0	0	0	2	7		$770.00
	Estimated Total Man-hours	**1**	**3**	**4**	**7**	**4**	**0**	**8**	**0**	**0**	**2**	**29**		
	Summary Costs	$170.00	$420.00	$520.00	$980.00	$380.00	$0.00	$760.00	$0.00	$0.00	$130.00			**$3,360.00**
15.0	**Documentation**													
15.1	Compile Master Plan Report	0	1	0	16	24	0	0	0	0	12	53		$5,440.00
15.2	Prepare Executive Summary	0	2	0	8	4	4	0	0	0	0	18		$2,180.00
	Estimated Total Man-hours	**0**	**3**	**0**	**24**	**28**	**4**	**0**	**0**	**0**	**12**	**71**		
	Summary Costs	$0.00	$420.00	$0.00	$3,360.00	$2,660.00	$400.00	$0.00	$0.00	$0.00	$780.00			**$7,620.00**
												PHASE III - DATA COLLECTION AND ANALYSIS	TOTAL	$66,210.00

Item No.	2014 Billing Rates	Principal $170.00	Airport Engineer $140.00	Sr. Environmental Planner $130.00	Lead Aviation Planner $140.00	Staff/Aviation Planner $95.00	Senior CAD/GIS Technician $100.00	CAD/GIS Technician, Design Engineer $95.00	Principal Surveyor $112.00	Licensed Land Surveyor (2 person crew) $150.00	Clerical $65.00	Total Hours		Cost Summary
	TASK 2 - AERONAUTICAL SURVEY													
1.0	**Geodetic Control**													
1.1	Set temporary geodetic control	0	0	0	2	0	0	0	24	24	0	50		$6,568.00
	Estimated Total Man-hours	0	0	0	2	0	0	0	24	24	0	50		
	Summary Costs	$0.00	$0.00	$0.00	$280.00	$0.00	$0.00	$0.00	$2,688.00	$3,600.00	$0.00			$6,568.00
2.0	**Aerial Photography**													
2.1	Develop Airspace Models	0	0	0	4	0	0	0	8	8	0	20		$2,656.00
2.2	Develop Obstruction Exhibits	0	0	0	4	0	0	0	8	8	0	20		$2,656.00
	Estimated Total Man-hours	0	0	0	8	0	0	0	16	16	0	40		
	Summary Costs	$0.00	$0.00	$0.00	$1,120.00	$0.00	$0.00	$0.00	$1,792.00	$2,400.00	$0.00			$5,312.00
3.0	**Aeronautical Survey**													
3.1	Ground Survey ~~(PACs & SACs)~~	0	0	0	0	0	0	0	20	40	0	60		$8,240.00
	Estimated Total Man-hours	0	0	0	0	0	0	0	20	40	0	60		
	Summary Costs	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$2,240.00	$6,000.00	$0.00			$8,240.00
4.0	**FAA Obstruction Analysis**													
4.1	Obstacle Action Plan	0	0	0	8	0	0	8	0	0	0	16		$1,880.00
	Estimated Total Man-hours	0	0	0	8	0	0	8	0	0	0	16		
	Summary Costs	$0.00	$0.00	$0.00	$1,120.00	$0.00	$0.00	$760.00	$0.00	$0.00	$0.00			$1,880.00
5.0	**FAA Planimetric Mapping & GIS Attributes**													
5.1	Assist with AGIS submittal	0	0	0	4	0	0	4	0	0	0	8		$940.00
	Estimated Total Man-hours	0	0	0	4	0	0	4	0	0	0	8		
	Summary Costs	$0.00	$0.00	$0.00	$560.00	$0.00	$0.00	$380.00	$0.00	$0.00	$0.00			$940.00
6.0	**User-Defined Planimetric Mapping & GIS Attributes**													
6.1	Airport property information	0	0	0	4	0	0	8	12	0	0	24		$2,664.00
	Estimated Total Man-hours	0	0	0	4	0	0	8	12	0	0	24		
	Summary Costs	$0.00	$0.00	$0.00	$560.00	$0.00	$0.00	$760.00	$1,344.00	$0.00	$0.00			$2,664.00
7.0	**Project Management, Reporting, Deliverables**													
7.1	Project management, reporting, deliverables	0	0	0	8	8	0	0	0	0	0	16		$1,880.00
	Estimated Total Man-hours	0	0	0	8	8	0	0	0	0	0	16		
	Summary Costs	$0.00	$0.00	$0.00	$1,120.00	$760.00	$0.00	$0.00	$0.00	$0.00	$0.00			$1,880.00
8.0	**Alternative Obstruction Analysis**													
8.1	Alternative airspace analysis	0	0	0	8	8	4	8	0	0	0	28		$3,040.00
	Estimated Total Man-hours	0	0	0	8	8	4	8	0	0	0	28		
	Summary Costs	$0.00	$0.00	$0.00	$1,120.00	$760.00	$400.00	$760.00	$0.00	$0.00	$0.00			$3,040.00
								TASK 2 - AERONAUTICAL SURVEY				TOTAL		$30,524.00

Item No.	2014 Billing Rates	Principal $170.00	Airport Engineer $140.00	Sr. Environmental Planner $130.00	Lead Aviation Planner $140.00	Staff/Aviation Planner $95.00	Senior CAD/GIS Technician $100.00	CAD/GIS Technician, Design Engineer $95.00	Principal Surveyor $112.00	Licensed Land Surveyor (2 person crew) $150.00	Clerical $65.00	Total Hours		Cost Summary
	TASK 3 - AIRPORT LAYOUT PLAN UPDATE													
1.0	**ALP Production**													
1.1	Title Sheet	0	0	0	1	6	0	4	0	0	0	11		$1,090.00
1.2	Airport Data Sheets	0	0	0	4	12	0	4	0	0	0	20		$2,080.00
1.3	Airport Layout Plan Drawing (Existing)	0	1	0	8	20	0	4	0	0	0	33		$3,540.00
1.4	Airport Layout Plan Drawing (Ultimate)	0	1	0	4	44	4	4	0	0	0	57		$5,660.00
1.5	Airport Airspace Drawing	0	0	0	2	20	8	4	0	0	0	34		$3,360.00
1.6	Runway 3 Inner Approach Surface Drawing	0	0	0	8	26	0	4	0	0	0	38		$3,970.00
1.7	Runway 21 Inner Approach Surface Drawing	0	0	0	8	26	0	4	0	0	0	38		$3,970.00
1.8	Runway 13 Inner Approach Surface Drawing	0	0	0	8	26	0	4	0	0	0	38		$3,970.00
1.9	Runway 31 Inner Approach Surface Drawing	0	0	0	8	26	0	4	0	0	0	38		$3,970.00
1.10	Building Area Drawing	0	0	0	4	30	0	4	0	0	0	38		$3,790.00
1.11	Long-Term Building Area Drawing	0	1	0	4	20	0	4	0	0	0	29		$2,980.00
1.12	Off-Airport Land Use Drawing	0	0	0	2	12	0	4	0	0	0	18		$1,800.00
1.13	On-Airport Land Use Drawing	0	0	0	2	14	0	4	0	0	0	20		$1,990.00
1.14	Airport Property Map - Exhibit "A"	0	1	0	1	14	0	32	12	0	0	60		$5,994.00
1.15	Airport Departure Surfaces Map	0	0	0	4	14	0	4	0	0	0	22		$2,270.00
1.16	Address MnDOT Review Comments	0	1	0	20	20	0	4	0	0	0	45		$5,220.00
1.17	Address FAA Review Comments	0	1	0	20	20	0	4	0	0	0	45		$5,220.00
1.18	Prepare ALP Checklist	0	1	0	8	8	0	4	0	0	0	21		$2,400.00
1.19	Prepare Airport Layout Plan Sets, Submittals	0	2	0	10	10	0	4	0	0	6	32		$3,400.00
	Estimated Total Man-hours	**0**	**9**	**0**	**126**	**368**	**12**	**104**	**12**	**0**	**6**	**637**		
	Summary Costs	$0.00	$1,260.00	$0.00	$17,640.00	$34,960.00	$1,200.00	$9,880.00	$1,344.00	$0.00	$390.00			**$66,674.00**
2.0	**Project Management**													
2.1	Project Management	0	1	0	8	0	0	0	0	0	0	9		$1,260.00
2.2	Sponsor Review	0	1	0	8	8	0	0	0	0	0	17		$2,020.00
	Estimated Total Man-hours	**0**	**2**	**0**	**16**	**8**	**0**	**0**	**0**	**0**	**0**	**26**		
	Summary Costs	$0.00	$280.00	$0.00	$2,240.00	$760.00	$0.00	$0.00	$0.00	$0.00	$0.00			**$3,280.00**
								TASK 3 - AIRPORT LAYOUT PLAN UPDATE				**TOTAL**		**$69,954.00**
	TASK 4 - FUNDING ADMINISTRATION													
1.0	**Grant Application and Administration**													
	Estimated Total Man-hours	**0**	**1**	**0**	**6**	**10**	**0**	**4**	**0**	**0**	**2**	**23**		
	Summary Costs	$0.00	$140.00	$0.00	$840.00	$950.00	$0.00	$380.00	$0.00	$0.00	$130.00			**$2,440.00**
2.0	**DBE Plan or Update**													
	Estimated Total Man-hours	**0**	**1**	**0**	**4**	**8**	**0**	**0**	**0**	**0**	**18**	**31**		
	Summary Costs	$0.00	$140.00	$0.00	$560.00	$760.00	$0.00	$0.00	$0.00	$0.00	$1,170.00			**$2,630.00**
3.0	**Quarterly Performance Report**													
	Estimated Total Man-hours	**0**	**1**	**0**	**4**	**8**	**0**	**0**	**0**	**0**	**0**	**13**		
	Summary Costs	$0.00	$140.00	$0.00	$560.00	$760.00	$0.00	$0.00	$0.00	$0.00	$0.00			**$1,460.00**
~~4.0~~	~~**Prepare Environmental Documentation**~~													
	~~**Estimated Total Man-hours**~~	~~**0**~~	~~**0**~~	~~**0**~~	~~**0**~~	~~**0**~~	~~**0**~~	~~**0**~~	~~**0**~~	~~**0**~~	~~**0**~~	~~**0**~~		
	~~Summary Costs~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~			~~**$0.00**~~
5.0	**Project Closeout**													
	Estimated Total Man-hours	**0**	**2**	**0**	**6**	**8**	**0**	**0**	**0**	**0**	**12**	**28**		
	Summary Costs	$0.00	$280.00	$0.00	$840.00	$760.00	$0.00	$0.00	$0.00	$0.00	$780.00			**$2,660.00**
								TASK 4 - FUNDING ADMINISTRATION				**TOTAL**		**$9,190.00**

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: June 14, 2016

SUBJECT: Civic Center Roof Replacement Consideration of Bids

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

No action requested at this time.

BACKGROUND: Bids were opened for the Civic Center roof replacement on June 14th. The project includes removal of the existing membrane, ballast, existing cedar shingles related roofing material and furnishing and installing a membrane roofing system with new insulation and a 24 gauge prefinished roof panel system for the sloped roof. Bids came in higher than anticipated; therefore staff is re-evaluating the scope of the project at this time.

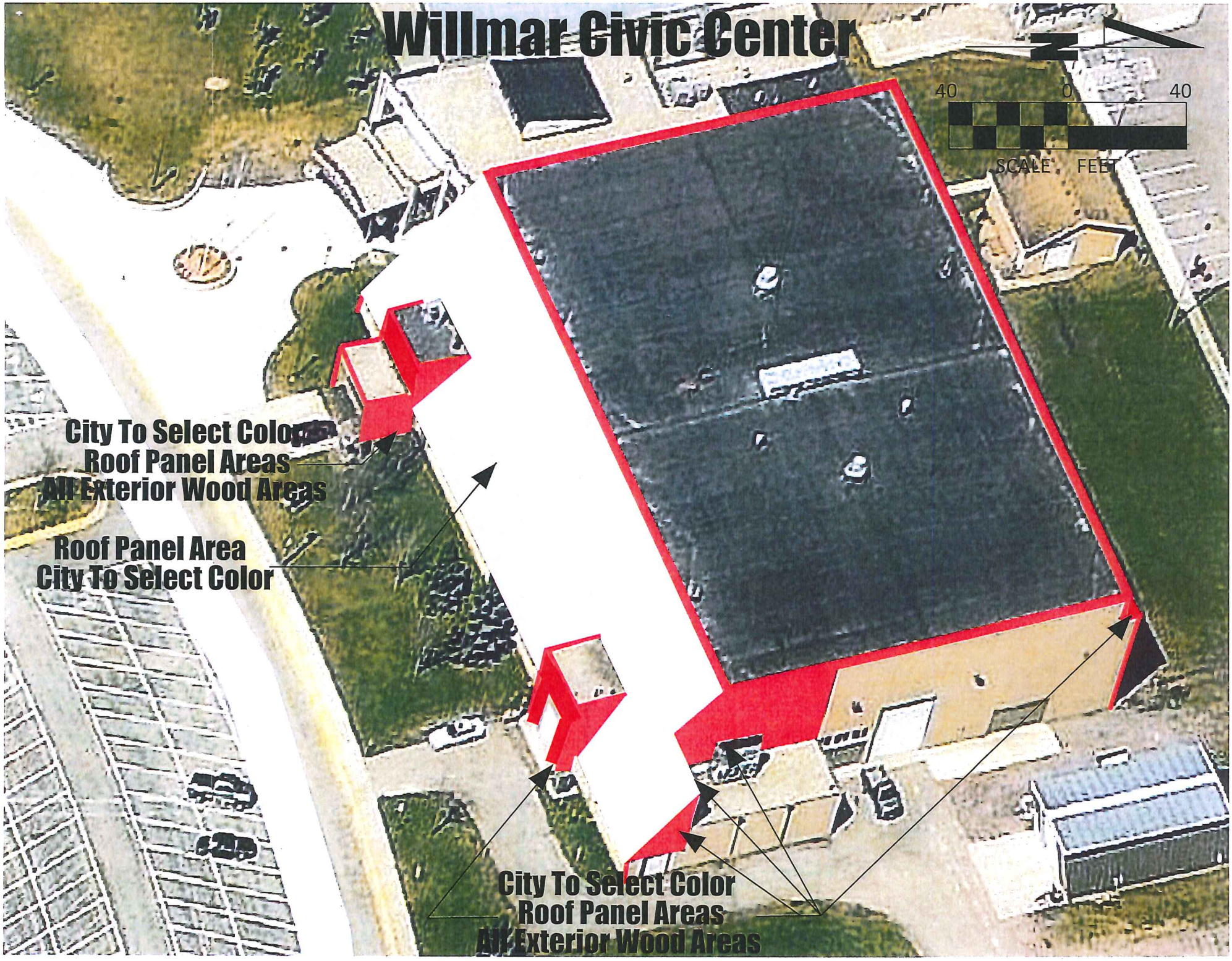
FINANCIAL CONSIDERATION: The 2016 CIP includes $95,000 for the replacement of the roof. The project was estimated at $134,900.

LEGAL: N/A

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

Reviewed By: Larry Kruse, City Administrator

Willmar Civic Center



LABOR RELATIONS COMMITTEE

MINUTES

The Labor Relations Committee met on Wednesday, June 15, 2016 at 4:45 p.m. in Conference Room No. 1 at the Willmar City Office Building.

Present:	Steve Ahmann	..... Chair
	Ron Christianson	..... Member
	Denis Anderson	..... Member

Others present: Public Works Director Sean Christensen, Finance Director Steve Okins, and Janell Sommers, Administrative Assistant.

Item No. 1 Call to Order

The meeting was called to order by Council Member Ahmann at 4:47 p.m.

Item No. 2 Public Comment

There were no comments from the public.

Item No. 3 Identify Review Process – City Administrator (Motion)

Council Member Ahmann presented a tentative timeline developed by City Attorney Robert Scott for the City Administrator's six-month performance review for consideration by the Committee. The Committee discussed the schedule and process suggesting changes. Council Member Ahmann recommended that the next (one-year) evaluation include a review by the Department Heads.

The recommended format for the evaluation was reviewed with a request by Council Member Christianson that a numbering system be coordinated into the format using numbers 1 through 4 with the ability to do one half. It was suggested that the Council consider setting goals for the City Administrator as a result of the review process. It was the recommendation of the Committee to revise the timeline as noted during discussion and approve the evaluation form as presented with the inclusion of a number system for compilation. Council Member Anderson moved the recommendation of the Committee. Council Member Christianson seconded the motion, which carried.

Item No. 4 Public Works Director Vacation Adjustment (Motion)

The Committee reviewed correspondence from City Administrator Larry Kruse in response to the previous meeting where he was asked to research what other cities have for policies regarding post-hiring adjustments to vacation accruals. City Administrator Kruse reported that he was not able to specifically identify a policy related to this matter as it is a somewhat rare occurrence. He stated that since presenting his original recommendation to the Committee he and Public Works Director Sean Christensen have revisited the request and make the following revised recommendation: *Effective on Mr. Christensen's two-year anniversary recognize his prior 13-years' experience for purposes of vacation accruals setting his annual accrual rate at 15 days and on each of the next two anniversary dates grant an additional accrual rate of five days of vacation subject to a positive review.*

The Committee discussed the recommendation and the uniqueness of the situation. Public Works Director Christensen stated it was his intention to present his request during negotiations, but in lieu of the contract events, that did not take place. Council Member Anderson moved to approve the recommendation of staff. Council Member Christianson seconded the motion, which carried.

A motion was made, seconded and passed to adjourn. The meeting was adjourned at 5:45 p.m.

Respectfully submitted,

Janell Sommers

Janell Sommers
Administrative Assistant

Amendments as prepared by City Attorney Scott. Complies with MS 13D.05, subd.3(a)

Timeline for City Administrator Review Process

As revised by Labor Relations Committee 6-15-16

June 15: At Labor Relations Committee meeting: Present the evaluation form(s) proposed to be used by the Mayor and City Council. Outline for evaluation process key dates for committee approval and recommendation to full council.

June 20: At City Council meeting: present the Labor committee's recommended forms and process for formal approval.

June 21: Approved evaluation forms distributed to Mayor and City Council.

June 28: All evaluation forms due to be turned into Janell.

July 5: Forms to City Attorney Scott for summary/compilation information for future full City Council consideration.

July 18: Council Closed Session 6:00 p.m. [but must be open to public if so requested by administrator] ~~Final evaluation summary completed and distributed to Mayor and City Council and provided to Administrator.~~Continue closed special meeting for evaluation until sometime after July 18 regular 7:00 city council meeting (could be immediately after meeting) for purposes of finalizing conclusions of evaluation and selecting two council members to meet with Administrator. Final evaluation summary completed and distributed to Mayor and City Council and provided to Administrator.

Between July 18 and August 1: Two designated Council Members meet with City Administrator regarding final evaluation summary.

August 1: At the regular council meeting, assuming the evaluation is completed, the city council must give a summary of its conclusions regarding the evaluation.

Dated: June 16, 2015

CITY OF WILLMAR

Employee Performance Evaluation

Employee: _____ Department: _____

Supervisor: _____

Evaluation period from _____ to _____

Type: ☐ 3 months ☐ 6 months ☐ Prom. ☐ Step ☐ Annual ☐ Other *(explain briefly)* _____

QUALITY OF WORK			
REQUIRES IMPROVEMENT	**ACHIEVES EXPECTATIONS**	**EXCEEDS EXPECTATIONS**	**OUTSTANDING**
Does not routinely perform essential functions of job completely and properly. Does not meet accepted quality standards. Work frequently needs checking.	Performs the essential functions of the job accurately and completely and efficiently. Meets accepted quality standards. Needs very little checking.	Performs most essential job functions expertly and others well; maintains highest quality standards. Turns out excellent work.	Excellence is the standard; the individual offers usable suggestions to improve work processes, service and results.

Comments:

QUANTITY OF WORK			
REQUIRES IMPROVEMENT	**ACHIEVES EXPECTATIONS**	**EXCEEDS EXPECTATIONS**	**OUTSTANDING**
Does not routinely complete tasks on time. Requires close supervision. Consistently needs help to complete tasks or meet deadlines.	Completes daily tasks without close supervision. Meets deadlines. Informs supervisor of task problems related to meeting deadlines.	Completes tasks ahead of deadlines and finds additional work without direction.	Unusually high output of work. Works to increase productivity.

Comments:

ATTITUDE			
REQUIRES IMPROVEMENT	**ACHIEVES EXPECTATIONS**	**EXCEEDS EXPECTATIONS**	**OUTSTANDING**
Shows minimal interest in helping others. Does not accept responsibility for actions. Does not represent the City in a positive manner.	Accepts and supports decisions and assignments regardless of personal position. Represents the City in a positive manner.	Builds morale of others - consistently encourages others to see issues from a positive view.	Promotes support of the city. Regularly participates in City activities, e.g. Wellness events, all employee meetings, etc.

Comments:

KNOWLEDGE			
REQUIRES IMPROVEMENT	**ACHIEVES EXPECTATIONS**	**EXCEEDS EXPECTATIONS**	**OUTSTANDING**
Knowledge of job needs to improve based on current requirements of position.	Has expected level of job knowledge and demonstrates it based on the current requirements of the position.	Employee works to increase knowledge on his or her own. Seeks out opportunities for training.	Demonstrated knowledge of work is outstanding based on current requirements of the position. Also has sufficient knowledge to assist other employees. Participates in the training of other employees.

Comments:

DEPENDABILITY			
REQUIRES IMPROVEMENT Not prepared to work at scheduled time or slow to start. Abuses breaks. Unavailable for emergency calls and/or special duty. Requires additional supervision. Frequent unscheduled absences.	**ACHIEVES EXPECTATIONS** Prepared to work at scheduled time. Mindful of others when scheduling shifts and time off.	**EXCEEDS EXPECTATIONS** Extremely reliable worker who requires minimal supervision.	**OUTSTANDING** Available for special duty and emergency call ins.

Comments:

INITIATIVE			
REQUIRES IMPROVEMENT Often unable or unwilling to begin and complete tasks without direct supervision.	**ACHIEVES EXPECTATIONS** Begins tasks without direct supervision. Occasionally has new ideas.	**EXCEEDS EXPECTATIONS** Acts to produce more efficient productive or economical methods and procedures. A "Self Starter" who generates work and takes on additional responsibilities.	**OUTSTANDING** Anticipates and prevents potential problems. Independently seeks out opportunities to learn and grow. Pro-actively thinks ahead of and outside of defined responsibilities.

Comments:

JUDGMENT			
REQUIRES IMPROVEMENT Makes errors in judgment that result in waste and/or aborted projects or fails to make decisions within a reasonable amount of time. Unable to foresee implications of an action or a decision.	**ACHIEVES EXPECTATIONS** Makes good judgments in the course of working. Routine decisions made are in accordance with established policies and practices. Recognizes and learns from mistakes.	**EXCEEDS EXPECTATIONS** Uses sound judgment. Demonstrates ability in making non-routine decisions that positively impact the work of others.	**OUTSTANDING** Considers impacts of decisions on other divisions and departments and the City as a whole.

Comments:

PUBLIC CONTACT - EXTERNAL CUSTOMER SERVICE			
REQUIRES IMPROVEMENT Creates problems in outside contacts. Has difficulty in dealing with public.	**ACHIEVES EXPECTATIONS** Usually maintains courteous, effective relations.	**EXCEEDS EXPECTATIONS** Exceptionally courteous and well mannered. Projects positive image of City in public contacts.	**OUTSTANDING** Goes out-of-the-way to resolve service issues. Consistently resolves problems without assistance from supervisors.

Comments:

RELATIONSHIPS - INTERNAL CUSTOMER SERVICE			
REQUIRES IMPROVEMENT	**ACHIEVES EXPECTATIONS**	**EXCEEDS EXPECTATIONS**	**OUTSTANDING**
Does not get along with others - too frequently is argumentative, uncooperative or has conflicts. Unwilling to accept decisions that are in City's best interest.	Gets along well with others - Able to work positively with others on projects with minimal difficulty. Supports goals of department and City.	Builds strong working relationships. Uses strong people skills when dealing with difficult situations. Very cooperative	Works actively to improve relationships/morale. Volunteers for and participates in employee committees.

Comments:

COMMUNICATIONS			
REQUIRES IMPROVEMENT	**ACHIEVES EXPECTATIONS**	**EXCEEDS EXPECTATIONS**	**OUTSTANDING**
Often unclear Frequent misunderstanding. Does not listen well. Behavior discourages communication	Clear and concise-rare misunderstandings. Listens well and comprehends meaning of the conversation. Seeks clarifications	Uses communications as a tool to get results. Skilled at listening to others.	Uses strong communications skills to resolve conflicts and misunderstandings.

Comments:

GOALS AND GROWTH AREAS FOR THIS APPRAISAL PERIOD

List goals established at the employee's last appraisal meeting. Rate the accomplishment of those goals. A - Achieved/NA - Not Achieved. If goals were not met, indicate why.

Goals for This Appraisal Period	Comments	A/NA
1.		
2.		
3.		
4.		

GOALS AND GROWTH AREAS FOR NEXT APPRAISAL PERIOD

Together, the employee and supervisor establish and list goals for next appraisal period, along with timelines for achievement.

Goals for Next Appraisal Period	Timeline
1.	
2.	
3.	
4.	

OVERVIEW

Accomplishments/strengths:

Areas for further development:

SUMMARY EVALUATION

The overall rating is not an averaging of the individual ratings, but is rather the one which best describes the employee's overall performance. The overall performance rating should reflect adherence to the organization's goals and values, performance in the specific job responsibilities, and accomplishment of employee goals. Check the rating that best describes the employee's overall performance.

- ❑ **Requires Improvement**
- ❑ **Exceeds Expectations**
- ❑ **Achieves Expectations**
- ❑ **Outstanding**

Supervisor's explanation:
Supervisors are required to comment below on the employee's overall rating. If a REQUIRES IMPROVEMENT rating is given, a work plan for improvement must be included as well.

Employee comments:

Follow-up session? ☐ **Yes** ☐ **No** **Date and Time:** _____

I have discussed this evaluation with the employee:

Supervisor/Division Head Signature: _____ Date: _____

I have read this evaluation and discussed it with my supervisor:

Employee's Signature: _____ Date: _____

Reviewed by:

Department Head: _____ Date: _____

WILLMAR

City Administrator

City Office Building
333 SW 6th Street
PO Box 755
Willmar, MN 56201
320-214-5160
Fax: 320-235-4917
www.willmarmn.gov

Date: June 9, 2016
To: Labor Committee
From: Larry Kruse, City Administrator LRK
Re: Post Hiring Vacation Adjustment

The Council asked me to research what other cities have for policies regarding post hiring adjustments to vacation accruals. I talked to a number of people, most notably the Human Resource Department at the League of Minnesota Cities and we were not able to specifically identify a policy related to this matter. This is a somewhat rare occurrence, whereby a job candidate negotiated the minimum vacation accrual mid-career and realized his mistake. As you recall my recommendation was as follows:

Effective at Public Works Director Sean Christensen's two year anniversary recognize his prior 13 years of experience for the purposes of vacation accruals setting his annual accrual rate at 15 years (25 days of vacation).

My recommendation is primarily based on my belief this accommodation is a positive retention investment. Since presenting this recommendation, both Mr. Christensen and I have revisited his request and I would ask the Council to consider the following revised accommodation:

Effective at Public Works Director Sean Christensen's two-year anniversary recognize his prior 13 years of experience for the purposes of vacation accruals setting his annual accrual rate at (15 days of vacation) and on each of the next two anniversary dates grant an additional five days of vacation subject to a positive review.

In visiting with our legal counsel he concurred the City Council has the authority to grant this request cautioning that this action should be gender neutral, for which we agreed it would be.

Mr. Christensen is not in any way considering leaving as he loves his job with the City of Willmar. Again, this is a proactive way to retain a highly-qualified professional doing a good job at a reasonable cost. Having this position vacant in recent history gives us a better perspective on the value retaining good employees. Your consideration of this matter is appreciated.

A. From the beginning of continuous employment through the fourth (4th) year of continuous employment, each Department Head shall accrue and be granted vacation at the rate of ten (10) working days per year.

B. From the beginning of the fifth (5th) year and on through the ninth (9th) year of continuous employment, each Department Head shall accrue and be granted vacation at the rate of fifteen (15) working days per year.

C. From the beginning of the tenth (10th) year and on through the fourteenth (14th) year of continuous employment, each Department Head shall be granted vacation at the rate of twenty (20) working days per year.

D. From the beginning of the fifteenth (15th) year and thereafter, each Department Head shall accrue and be granted vacation at the rate of twenty-five (25) working days per year.

6.2 If a Department Head retires, resigns or is terminated without receiving the vacation due him or her that year, he/she shall be paid for such vacation, not to exceed twice their annual allotment of accumulated vacation, provided that if discharged such termination is not due to misconduct or dishonesty on the part of the Department Head.

6.3 Each Department Head shall annually receive two (2) personal leave days. These days are to be taken when the Department Head's workload permits and are not cumulative from year to year.

6.4 A Department Head shall be allowed to accumulate vacation and to have credited to them twice their annual vacation. Vacation may be taken in increments of one hour (minimum) to 25 working days (maximum). If 25 working days of vacation are used at one time, a Department Head must work a minimum of two weeks before further vacation can be taken.

ARTICLE 7. SICK LEAVE

7.1 A Department Head who has completed the probationary period referred to in Section 4.1 shall be granted eight (8) hours of sick leave, with pay, for each month of service; unused sick leave to a Department Head's credit shall be cumulative from one year to the next.

7.2 Sick leave of up to three (3) days per incident may be used in the case of acute sickness, emergency or accident in the Department Head's immediate family, as such term is defined in Section 8.1.

7.3 A Department Head entitled to receive weekly workers' compensation wage loss benefits who has accumulated sick leave benefits at the time of a compensable injury, shall be allowed to utilize accumulated sick leave benefits to supplement the difference between the workers' compensation wage loss payment and their average weekly wage at the time

WILLMAR

City Clerk-Treasurer

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

COUNCIL ACTION REQUEST

DATE: June 20, 2016

SUBJECT: Call for a Public Hearing July 5, 2016, on an Ordinance Amending Municipal Code Chapter 3, Alcohol Beverages.

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

Motion to call for a Public Hearing on July 5, 2016, on an Ordinance Amending Municipal Code Chapter 3, Alcohol Beverages.

BACKGROUND:

With a private sector partly desiring to sponsor a September concert with the sale of alcohol, the Community Education and Recreation Advisory Board has reviewed options to amend the current municipal code that currently prohibits alcohol sales for this type of event. Pursuant to their advice and Council direction to have the City Attorney draft an Amending Ordinance, you have before you the language to allow alcohol sales at a conference or social affair, including concerts and athletic events at which the participants' eligibility is not limited to persons 18 years of age or younger.

FINANCIAL CONSIDERATION:

LEGAL:

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

ORDINANCE NO. _____

AN ORDINANCE AMENDING MUNICIPAL CODE CHAPTER 3, ALCOHOLIC BEVERAGES, ARTICLE I, IN GENERAL, SECTION 3-5, SALE, DISTRIBUTION OR CONSUMPTION OF INTOXICATING LIQUORS AT CIVIC CENTER ARENA, TO EXPAND THE TYPES OF EVENTS AT CIVIC CENTER ARENA AT WHICH INTOXICATING LIQUOR MAY BE SOLD

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

Section 1. AMENDMENT OF MUNICIPAL CODE SECTION 3-5. Chapter 3, Article I, Section 3-5 of the Willmar Municipal Code is hereby amended as follows (deleted material is crossed out; new material is underlined; sections and subsections not being amended are omitted):

Sec. 3-5. - Sale, distribution or consumption of intoxicating liquors at civic center arena.

(a) *License required.* No intoxicating liquor shall be sold, distributed or consumed at the Willmar Civic Center Arena, referred to in this section as the arena, except at a function for which a license has been granted for the service or sale of alcohol pursuant to this section.

* * * *

(c) *Conditions for granting of license.* A license for the service or sale of intoxicating liquors at the arena shall be granted only when the following conditions are met:

(1) The arena has been rented by a person, corporation, partnership, limited liability company or other lawfully organized entity, for a convention, group meeting, ~~or~~ banquet, conference or social affair, including concerts and athletic events at which the participants' eligibility is not limited to persons 18 years of age or younger.

(2) The park and recreation board has approved the ~~corporation~~ individual or entity renting the arena and the vendor that is proposed to serve or sell the intoxicating liquor.

* * * *

(5) The ~~corporation renting the arena and the~~ vendor of the intoxicating liquor shall have ~~each~~ furnished proof of ~~general liability and liquor liability~~ insurance coverage compliant with the following minimum requirements: ~~conforming to state law for liquor liability and five hundred thousand dollars ($500,000.00) combined single limit for general liability.~~

a. Worker's Compensation coverage in statutorily required amounts.

b. Employees Liability coverage in limits of One Hundred Thousand Dollars ($100,000.00) per employee.

c. Comprehensive General Liability coverage in limits of not less than One Million Dollars ($1,000,000.00) per occurrence for personal bodily injury and death, and limits of One Million Dollars ($1,000,000.00) for leased premises damages liability, including coverage for public liability, premises and operations liability, independent contractors—protective contingent liability, personal injury, owned, non-owned and hired vehicles.

d. Liquor liability (dram shop) coverage of not less than five hundred thousand dollars ($500,000.00).

e. With the exception of the Worker's Compensation policies, all policies listed above shall name the city as an additional insured under the policy.

(6) Licenses granted under this section for concerts or athletic events shall authorize the sale of intoxicating malt liquor only.

(e) *Duration of license.* ~~No license shall be granted for a period of more than three (3) days.~~ Any license granted under this section shall be limited in time to the duration of the event(s) for which the arena has been rented.

* * * *

(g) No individual may bring alcohol to or distribute alcohol at the arena except an individual acting on behalf of the licensed vendor specified in subparagraph (c)(3) of this section.

[*Existing paragraphs (g) and (h) shall be renumbered accordingly.*]

Section 2. EFFECTIVE DATE. This ordinance shall be effective from and after its adoption and second publication.

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

ATTEST:

_____ _____

Kevin Halliday, City Clerk Marvin Calvin, Mayor

VOTE: ____ AHMANN ____ ANDERSON ____ CHRISTIANSON
____ FAGERLIE ____ JOHNSON ____ 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: _____

CITY OF WILLMAR

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

COUNCIL ACTION REQUEST

DATE: June 20, 2016

SUBJECT: Preliminary/Final Plat Book Addition

RECOMMENDATION: Staff recommends the City Council approve the preliminary/final plat.

BACKGROUND: The plat is a two lot subdivision of two unplatted parcels owned by MIA III LLC, Chilicothe, MO AND JR & R II LLC, Marshall, MN. They are currently two unplatted parcels and the subdivision is swapping portions of the parcels to square off the northerly lot for development. The Planning Commission approved the plats with conditions regarding easements, drainage, and fire hydrants.

FINANCIAL CONSIDERATION: N/A

LEGAL: Part of Section 26, Township 119, Range 35 (3031 1st St. S).

DEPARTMENT/RESPONSIBLE PARTY: Megan M. DeSchepper, AICP, Planner/Airport Manager.

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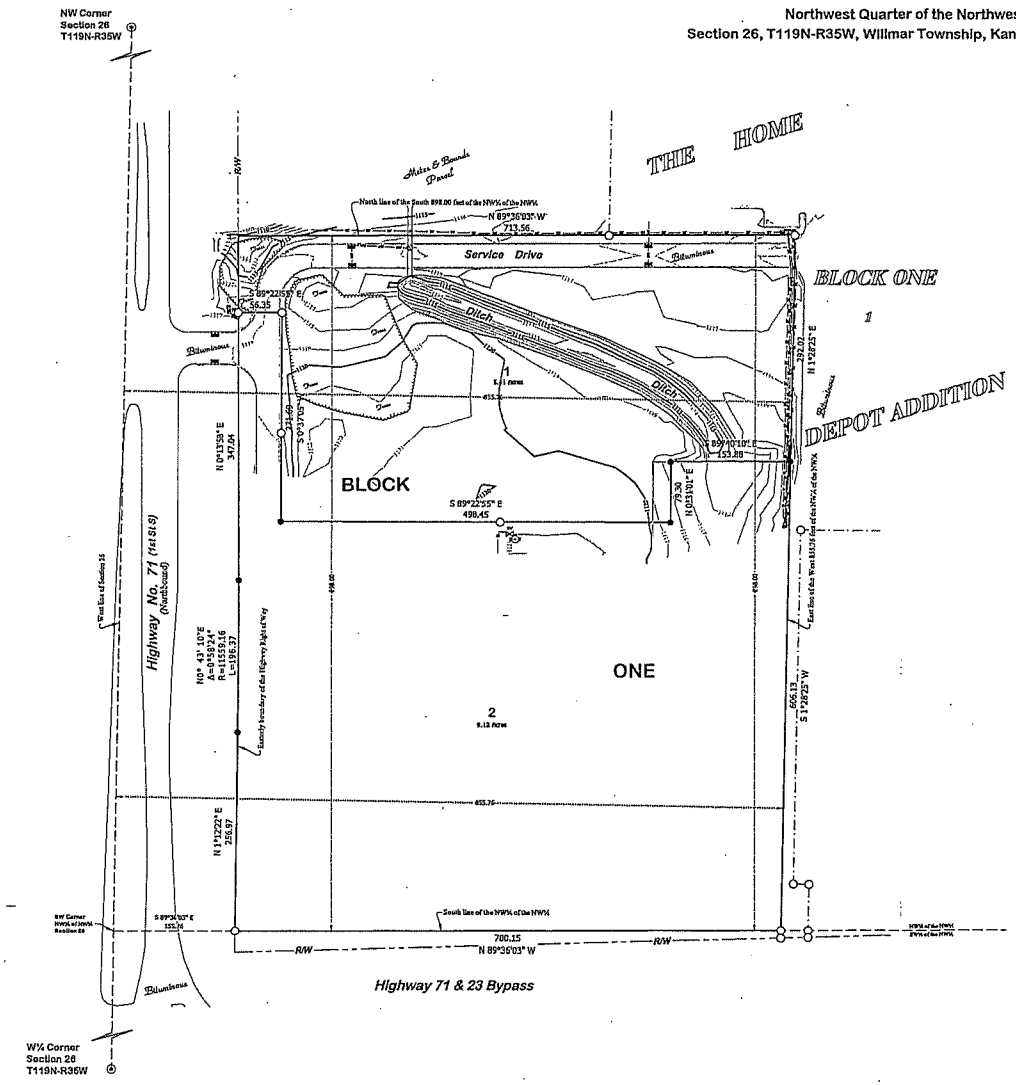
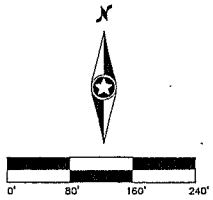
Call 48 Hours before digging:
GOPHER STATE ONE CALL
Mn. Toll Free 1-800-252-1166

Preliminary Plat of:

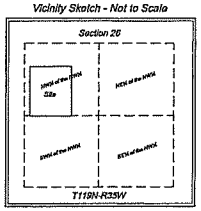
BOOK ADDITION

Located in:
Northwest Quarter of the Northwest Quarter,
Section 26, T119N-R35W, Willmar Township, Kandiyohi County, Minnesota





Vicinity Sketch - Not to Scale



LEGEND

- Found Iron Monument from former survey
- Benvenue Surveys Placed Capped Iron Monument
- Curb & Gutter
- Telephone Pedestal
- Electrical Box
- Utility Box
- Manhole
- Storm Sewer
- Buried Telephone
- Buried Cable TV
- Buried Electric
- Hydrant
- Catch Basin

BOLLIG inc
engineering & environmental
Willmar, Minnesota
PH: 320.235.2555 Email: contact@bollig-engineering.com
www.bollig-engineering.com

Surveyed:	JMS
Designed:	XXX
Drawn:	RAH
Checked:	MDR

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL SURVEYOR UNDER THE LAWS OF THE STATE OF MINNESOTA.

Joshua M. Stern
LIC. NO.: 46169 DATE: 05-16-2016

Revisions:

No.	Date	Revision	Sheets
X	X/X/11	X	X

Prepared for:
Copeland Development
101 Vine St.
Chillicothe, Mo 64601
Phone: 600-707-1412
Contact: Dave Copeland

BOOK ADDITION
Willmar, MN

Preliminary Plat

Date: 5-16-2016 Sheet: 1 of 1

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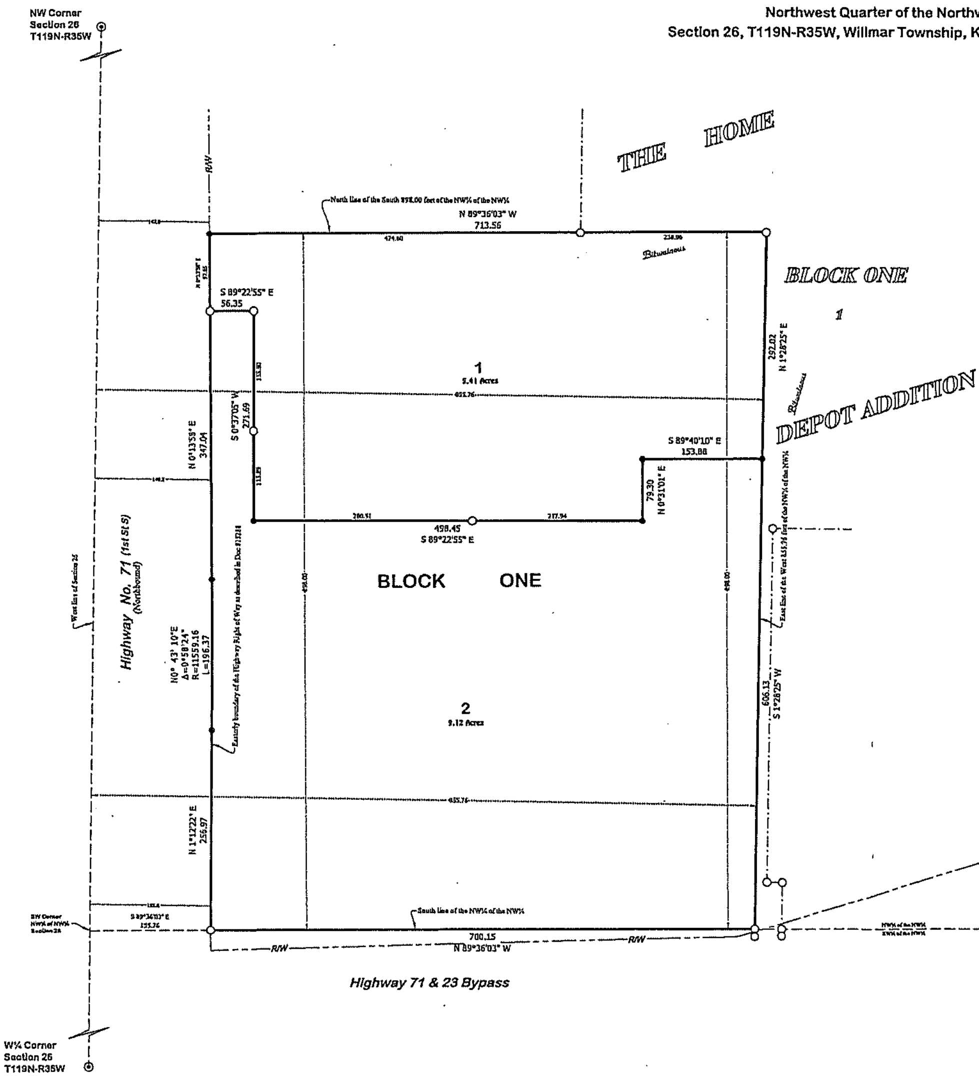
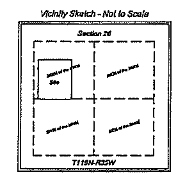
Final Plat of:

BOOK ADDITION

Located in:
Northwest Quarter of the Northwest Quarter,
Section 26, T119N-R35W, Willmar Township, Kandiyohi County, Minnesota





BOLLIGinc
engineering & environmental
Willmar, Minnesota
PH: 320.235.2555
Email: contact@bollig-engineering.com
www.bollig-engineering.com

Prepared For: Copeland Development Inc.
101 Vine Street
Chillicothe, MO 64601
PH: 660-707-1412

0' 80' 160' 240'
Scale In Feet

The orientation of this bearing system is based on the south line of the NW¼ of the NW¼ of Section 26 having an assumed bearing of S 89°36'03" W

LEGEND

○ Found Iron Monument from former survey
● Bornema Surveys Placed Capped Iron Monument

DEDICATION

KNOW ALL MEN BY THESE PRESENTS that Runnings Supply Inc. and Copeland Development Inc. owners of the following described property, situated in the County of Kandiyohi, State of Minnesota, to wit:

That part of the Northwest Quarter of the Northwest Quarter of Section 26, Township 119 North, Range 36 West of the Fifth Principal Meridian, Willmar Township, Kandiyohi County, Minnesota described as follows:

- Commencing at the southwest corner of the said Northwest Quarter of the Northwest Quarter;
- thence on an assumed bearing of South 89 degrees 36 minutes 03 seconds East, along the south line of said Northwest Quarter of the Northwest Quarter, a distance of 155.76 feet to the easterly boundary of the Highway Right of Way, which is the point of beginning of the land to be described;
- thence on a bearing of North 1 degree 12 minutes 22 seconds East, along the easterly boundary of the Highway Right of Way, a distance of 256.97 feet;
- thence northerly, a distance of 196.37 feet, along the easterly boundary of the Highway Right of Way, along a curve concave to the west, having a radius of 11559.16 feet, a central angle of 0 degrees 58 minutes 24 seconds, and a chord bearing of North 0 degrees 43 minutes 10 seconds East;
- thence on a bearing of North 0 degrees 13 minutes 58 seconds East, along the easterly boundary of the Highway Right of Way, a distance of 347.04 feet;
- thence on a bearing of South 89 degrees 22 minutes 55 seconds East a distance of 56.35 feet;
- thence on a bearing of South 0 degrees 37 minutes 05 seconds West a distance of 271.69 feet;
- thence on a bearing of South 89 degrees 22 minutes 55 seconds East a distance of 498.45 feet;
- thence on a bearing of North 0 degrees 31 minutes 01 seconds East a distance of 79.30 feet;
- thence on a bearing of South 89 degrees 40 minutes 10 seconds East a distance of 153.88 feet to the east line of the west 855.76 feet of said Northwest Quarter of the Northwest Quarter;
- thence on a bearing of South 1 degree 28 minutes 25 seconds West, along the east line of the west 855.76 feet of said Northwest Quarter of the Northwest Quarter, a distance of 606.13 feet to the south line of said Northwest Quarter of the Northwest Quarter;
- thence on a bearing of North 89 degrees 36 minutes 03 seconds West, along the south line of said Northwest Quarter of the Northwest Quarter, a distance of 700.15 feet to the point of beginning.

AND ALSO

The West 855.76 feet of the South 898.00 feet of the Northwest Quarter of the Northwest Quarter of Section 26, Township 119 North, Range 35 West of the Fifth Principal Meridian, Willmar Township, Kandiyohi County, Minnesota, EXCEPT:

- Commencing at the southwest corner of the said Northwest Quarter of the Northwest Quarter;
- thence on an assumed bearing of South 89 degrees 36 minutes 03 seconds East, along the south line of said Northwest Quarter of the Northwest Quarter, a distance of 155.76 feet to the easterly boundary of the Highway Right of Way, which is the point of beginning of the land to be described;
- thence on a bearing of North 1 degree 12 minutes 22 seconds East, along the easterly boundary of the Highway Right of Way, a distance of 256.97 feet;
- thence northerly, a distance of 196.37 feet, along the easterly boundary of the Highway Right of Way, along a curve concave to the west, having a radius of 11559.16 feet, a central angle of 0 degrees 58 minutes 24 seconds, and a chord bearing of North 0 degrees 43 minutes 10 seconds East;
- thence on a bearing of North 0 degrees 13 minutes 58 seconds East, along the easterly boundary of the Highway Right of Way, a distance of 347.04 feet;
- thence on a bearing of South 89 degrees 22 minutes 55 seconds East a distance of 56.35 feet;
- thence on a bearing of South 0 degrees 37 minutes 05 seconds West a distance of 271.69 feet;
- thence on a bearing of South 89 degrees 22 minutes 55 seconds East a distance of 498.45 feet;
- thence on a bearing of North 0 degrees 31 minutes 01 seconds East a distance of 79.30 feet;
- thence on a bearing of South 89 degrees 40 minutes 10 seconds East a distance of 153.88 feet to the east line of the west 855.76 feet of said Northwest Quarter of the Northwest Quarter;
- thence on a bearing of South 1 degree 28 minutes 25 seconds West, along the east line of the west 855.76 feet of said Northwest Quarter of the Northwest Quarter, a distance of 606.13 feet to the south line of said Northwest Quarter of the Northwest Quarter;
- thence on a bearing of North 89 degrees 36 minutes 03 seconds West, along the south line of said Northwest Quarter of the Northwest Quarter, a distance of 700.15 feet to the point of beginning.

AND ALSO EXCEPT

The Highway Right of Way as described in Document No. 15288, on file in the office of the Kandiyohi County Recorder.

Have caused the same to be surveyed and platted as BOOK ADDITION, as shown on this plat and hereby dedicates to the public use forever, all roads and easements as shown on this plat.

In witness whereof said JR & R II LLC has caused these presents to be signed by its proper officers this ____ day of __________ 20____ A.D.

SIGNED:
JR & R II LLC

By:__________________ Its:__________________

STATE OF MINNESOTA)
COUNTY OF KANDIYOHI) SS The foregoing instrument was acknowledged by me this ____ day of __________ 20___, by Runnings Supply Inc.

Notary Signature
My Commission Expires__________
Notary Public, Kandiyohi County, Minnesota

Notary Printed Name

In witness whereof said MIA III LLC has caused these presents to be signed by its proper officers this ____ day of __________ 20____ A.D.

SIGNED:
MIA III LLC.

By:__________________ Its:__________________

STATE OF MINNESOTA)
COUNTY OF KANDIYOHI) SS The foregoing instrument was acknowledged by me this ____ day of __________ 20___, by Copeland Development Inc.

Notary Signature
My Commission Expires__________
Notary Public, Kandiyohi County, Minnesota

Notary Printed Name

Land Surveyor

I hereby certify that this plat of BOOK ADDITION, was prepared by me or under my direct supervision; that I am a duly Licensed Land Surveyor in the State of Minnesota; that this plat is a correct representation of the boundary survey; that all mathematical data and labels are correctly designated on this plat; that all monuments indicated on this plat have been, or will be set within one year; that all water boundaries and wetlands, as defined Minnesota Statutes, Section 505.01, Subd. 3, as of the date of this certificate are shown and labeled on this plat; and all public ways are shown and labeled on this plat.
Dated this ____ day of __________ 20 ____ A.D

Joshua M. Stern, Licensed Land Surveyor
Minnesota License No. 48169

STATE OF MINNESOTA)
COUNTY OF KANDIYOHI) SS This Surveyors Certificate was acknowledged by me this ____ day of __________ 20___, by Joshua M. Stern, Licensed Land Surveyor.

Notary Signature
My Commission Expires__________
Notary Public, Kandiyohi County, Minnesota

Notary Printed Name

City Engineer

Approved by the City Engineer of the City of Willmar
Dated this ____ day of __________ 20___.

Willmar City Engineer

Attorney

I hereby certify that the proper evidence of title has been presented to me and that all parties with an interest in said property have been included in the execution of the above instrument. Dated this ____ day of __________, 20___ A.D.

Attorney

City Planning Commission

Approved by the Planning Commission of the City of Willmar, this ____ day of __________ 20___.

Signed:__________________
Chair
ATTEST:__________________
Secretary

County Auditor/Treasurer

TAX STATEMENT
I hereby certify that all taxes for 20 ___ on the land described herein are paid; and no delinquent taxes are due and transfer entered this ____ day of __________ 20___.

Kandiyohi County Auditor / Treasurer

City Council

Passed and adopted this ____ day of ________ 20___.

Signed:__________________
Mayor

ATTEST:__________________
City Clerk

County Recorder

I hereby certify that this instrument was filed for record in the office of the County Recorder in and for Kandiyohi County, Minnesota on this ___ day of __________, 20___, at ______ o'clock ___M., as Folder ______, and as Document No. __________.

Kandiyohi County Recorder

CITY OF WILLMAR

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

www.willmarmn.gov

COUNCIL ACTION REQUEST

DATE: June 20, 2016

SUBJECT: Request for reapportionment of special assessments

RECOMMENDATION: Staff recommends the City Council approve the resolution to reapportion the special assessments as requested.

BACKGROUND: Erickson Land Co. of Willmar subdivided land they own in Trentwood Estates and an adjacent Ag parcel, shifting 24' of land to the platted parcel. This subdivision triggered a reapportion as there are new special assessments on the parcels for the Lakeland Dr. NE project.

FINANCIAL CONSIDERATION: Same owners just shifting the cost to align with new lot widths.

LEGAL: see attached legal on resolution/request for reapportionment forms.

DEPARTMENT/RESPONSIBLE PARTY: Megan M. DeSchepper, AICP, Planner/Airport Manager

RESOLUTION NO. _____

WHEREAS, a request for reapportionment of special assessments has been filed with the City of Willmar, said request being signed by all the parties having an interest in the following-described property:

Lot 1, Block One, Trentwood Estates Third Addition; AND part of the NW ¼ Section 12, Township 119, Range 35.

Parcel No. 95-828-2000 AND 95-912-0950

to wit: Erickson Land Co. of Willmar

WHEREAS, the above have waived notice of hearing on said reapportionment; and

WHEREAS, The City Council of the City of Willmar is in agreement that the special assessments totaling $35,116.80 placed against the above-described parcel be hereby reapportioned as herein described:

Parcel No.	**Legal Description**	**Amount**
95-828-2000	Lot 1, Block One, Trentwood Estates Third Addition	$8,960.00
95-912-0950	Part of NW ¼ Section 12, Township 119, Range 35	$26,156.80

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Willmar, pursuant to the request of the above that the special assessments on the above-described property be and they hereby are reapportioned as provided in the request of the above named, and BE IT FURTHER RESOLVED that the reapportionment be recorded in the records of the City of Willmar and the Kandiyohi County Auditor effective for taxes and assessments due and payable on tax statements issued in the year 2017 and thereafter.

Dated this 20th day of June, 2016.

_____
MAYOR

ATTEST:

_____
CITY CLERK-TREASURER

REQUEST FOR REAPPORTIONMENT OF SPECIAL ASSESSMENTS

WHEREAS, Erickson Land Co. of Willmar are the owners of the following described property:

Lot 1, Block One, Trentwood Estates Third Addition; AND

Part of NW ¼ Section 12, Township 119, Range 35

Parcel No. 95-828-2000 AND 95-912-0950, and

WHEREAS, Erickson Land Co. of Willmar are in the process of subdividing the above-described property; and

WHEREAS, there remains to be paid Thirty-five thousand one hundred sixteen dollars and eighty cents ($35,116.80) in special assessments that are pending and levied against the above-described property; and

WHEREAS, Erickson Land Co. of Willmar are desirous of having the special assessments now pending and levied against the above-described property reapportioned;

NOW, THEREFORE, IT IS HEREBY REQUESTED by the undersigned Erickson Land Co. of Willmar that all special assessments now pending or levied against the above-described property be reapportioned as follows:

Lot 1, Block One, Trentwood Estates Third Addition- $8,960 (95-8 28-2000)

Part of NW ¼ Section 12, Township 119, Range 35-$26,156.80 (95-912-0950)

The undersigned Erickson Land Co. of Willmar do hereby waive notice of hearing and hearing on said reapportionment, and do hereby request that the City Council of the City of Willmar make said reapportionment without notice of hearing or hearing. The undersigned parties do hereby waive their right to appeal said reapportionment.

IN WITNESS WHEREOF, the parties have hereunto set their hands this 6th day of June, 2016.

Warren Erickson
Name

Patty Erickson
Name

CITY OF WILLMAR

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

COUNCIL ACTION REQUEST

DATE: June 20, 2016

SUBJECT: Introduction of an Ordinance to amend the zoning ordinance allowing electronic reader boards in residential areas.

RECOMMENDATION: Staff recommends the Council introduce the Ordinance for public hearing at the July 5, 2016 Council meeting.

BACKGROUND: The Planning Commission was asked to consider electronic signs in residential districts for uses that are permitted in the district and require signage such as places of worship, nursing homes, etc. The Commission held a public hearing and recommend approving the Ordinance allowing electronic signs but limiting there illumination to 6 am to 10 pm.

FINANCIAL CONSIDERATION: N/A

LEGAL: Zoning Ordinance Section 5.H.2.g.

DEPARTMENT/RESPONSIBLE PARTY: Megan M. DeSchepper, AICP, Planner/Airport Manager

ORDINANCE NO. _____

AN ORDINANCE AMENDING NO. 1060
KNOWN AS THE WILLMAR ZONING ORDINANCE
BY AMENDING SECTION 5.H.2.g. RELATING TO
SIGNS PERMITTED IN RESIDENTIAL DISTRICTS

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

SECTION 5. Ordinance 1060 is hereby amended by adding SECTION 5.H.2.g. so as to read as follows:

h. *Electronic reader boards are permitted and shall follow the sign area requirement for wall or freestanding signs. Electronic reader boards can be animated or scroll, but they shall not flash or display rapid animation so as not to distract, or mimic any emergency vehicles. Signs that face residential homes shall not illuminate their signs from 10 p.m. to 6 a.m.*

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: _____