

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

June 20, 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, Ron Christianson and Tim Johnson. Present 9, Absent 0.

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

Proposed additions to the agenda included the Annual Storm Water meeting and consideration of the four Charter Commission Amendments was moved from #17 to #11.

Council Member Ahmann offered a motion to adopt the Consent Agenda which included the following items: City Council Minutes of June 6, Finance/Full Council Minutes of June 13, Willmar Municipal Utilities Board Minutes of June 13, Planning Commission Minutes of June 8, Accounts Payable Report through June 15, Police Commission Minutes of February 1, and Willmar Community and Activity Center Minutes of May 13, 2016. Council Member Anderson seconded the motion, which carried.

At 7:01 p.m. Mayor Calvin opened the Hearing for the consideration of an Ordinance Authorizing Issuance of \$1,600,000 General Obligation Improvements Bonds, Series 2016A for the 2016 Street Improvement Program. Doug Green, Springsted Incorporated, appeared before the Mayor and Council to explain that the ordinance authorizes borrowing of money to fund several projects in 2016. He reviewed the debt service dating out to 2027 with the interest rate estimated at 2.1. The City will again be using the local bank syndicate and once the bonds are received they will be presented to the Council for award. There being no one present to speak for or against the ordinance, Mayor Calvin closed the hearing at 7:09 p.m.

Council Member Anderson offered a motion to adopt, assign a number and order final publication of the Ordinance Authorizing Issuance of \$1,600,000 General Obligation Improvements Bonds, Series 2016A. Council Member Christianson seconded the motion, which carried on a roll call vote of Ayes 8, Noes 0.

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

**RESOLUTION NO. 1**

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

(For Resolution in its entirety, see City Council procedures file dated  
June 20, 2016, located in the City Clerk's Office)

Dated this 20th day of June, 2016.

/s/ Marv Calvin  
Mayor

/s/ Kevin Halliday  
Attest: City Clerk

At 7:12 p.m. Mayor Calvin opened the Hearing for the consideration of an Ordinance Authorizing Issuance of \$1,046,528 General Obligation Sewer Revenue Note, Series 2016B for the 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. Doug Green, Springsted Incorporated, appeared before the Mayor and Council to explain that the ordinance authorizes execution of a bond purchase and project loan agreement for the note in the amount of \$1,046,528 sold to the Minnesota Public Facilities Authority at an interest rate of 1.035% with a final maturity by 2/20/2036 to fund the project in 2016. There being no one present to speak for or against the ordinance, Mayor Calvin closed the hearing at 7:14 p.m.

Council Member Anderson offered a motion to adopt, assign a number and order final publication of the Ordinance Authorizing Issuance of a General Obligation Sewer Revenue Note, Series 2016B. Council Member Christianson seconded the motion, which carried on a roll call vote of Ayes 8, Noes 0.

Resolution No. 2 was introduced by Council Member Christianson, seconded by Council Member Anderson, reviewed by Mayor Calvin, and approved on a roll call vote of Ayes 8, Noes 0.

RESOLUTION NO. 2

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

(For Resolution in its entirety, see City Council procedures file dated June 20, 2016, located in the City Clerk's Office)

Dated this 20th day of June, 2016.

/s/ Marv Calvin  
Mayor

/s/ Kevin Halliday  
Attest: City Clerk

No one requested to speak during the Open Forum.

Mayor Calvin recognized Leslie Schmidt of CenterPoint Energy, who presented the City with a \$2,500 Community Partnership Grant. This program allows them to partner with communities they have served and supports their shared commitment for safety. This award will be used to purchase Automated External Defibrillators. A motion was made by Council Member Christianson to accept the donation. Council Member Nelsen seconded the motion, which carried.

Community Education and Recreation Director Steve Brisendine introduced Joy Baker as part of the Willmar Lakes Rotary Clubs Rockin Robbins Program. Ms. Baker explained the Rockin Robbins Program which will be taking place at Robbins Island this summer. The program was initiated about three years ago as part of Vision 2040. The key goals were to attract and keep newcomers to the Willmar area, strengthen the regions occupational options, improve and enable more things to do in the area and develop Nextgen leaders. The redevelopment of Robbins Island was a key to developing more things to do. The two Rotary Clubs are sponsoring two free concerts called Rockin Robbins; the first performance is by the Fabulous Armadillos on July 19 and the second is The Throwbacks on August 16. Any funds raised by the clubs from these events will go into a Friends of Robbins Island fund. There will also be local opening events to start the night off and free

shuttle service along with beer, wine and foods tents plus kid activities. Financially, the two clubs each contributed \$7,500 to cover the expenses and found corporate sponsors who have since contributed \$36,000. This matter was for information only.

Rachel Skretvedt came before the Council to introduce the concept of a destination playground at Robbins Island and turned the floor over to Representative Dave Baker to present the playground project. Mr. Baker touched on the Spicer Wildcat Cove playground project for which he was the materials chairperson ten years ago. This playground project was led by Leathers and Associates, which is a vendor they have also selected for the community project in Willmar. This is company that leads with high-quality materials to enable to community build. In Spicer there were 75-100 people who came together every day for 5-7 days. Ten years later, Mr. Bakers feels this is the right time to do a similar project at Robbins Island in conjunction with the Regional Parks Program the City is coordinating. The goal is to raise about \$800,000 to build a 15,000-20,000 square foot playground using a soft concrete pad, is handicapped accessible, has big family bench areas with wireless broadband. All the funding will be raised privately through grants and donations.

Representative Dave Baker introduced Sara Carlson, a member of the Willmar Area Community Foundation who has been asked to be the host for the charitable donations for the destination playground. The fund will be known as "Friends of Robbins Island" fund and will open in early July. Mr. Baker went over the timeline and named other individuals involved in the project making mention of Ken Warner, Chair of Vision 2040 Steering Committee. The group is seeking the Council's approval on a footprint of the project and the City's assistance for the long-range maintenance of the playground for years to come.

Council Member Nelsen made a motion to support the Destination Playground Project to include the City assuming future maintenance. Council Member Mueske seconded the motion, which carried.

City Clerk Kevin Halliday informed the Council that pursuant to a couple of hearings where Charter Amendments were continued and then closed; now before the Council for consideration are four Charter amending ordinances. City Clerk Kevin Halliday detailed the Charter Commission's recommendation in Section 2.03 to add a new subdivision whereby a structure is set up to compel future City Councils to develop a vision, mission statement and strategic plan.

Council Member Ahmann offered a motion to adopt, assign a number and order final publication of the Ordinance Amending the Charter – Section 2.03. Council Member Nelsen seconded the motion. Council Member Christianson opined there is nothing in Congress requiring the same. The Council directs improvements such as streets as infrastructure without having those things in place. Council Member Nelsen stated the City needs to commit to the community by doing this. Upon a roll call vote, the motion failed with 3 Ayes and 5 Noes. Council Members Christianson, Mueske, Plowman, Johnson and Fagerlie cast the "no" votes.

City Clerk Halliday presented the second amendment to City Charter Section 7.05 – Recall of the City Charter. City Clerk 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.

Council Member Mueske offered a motion to adopt, assign a number and order final publication of the Ordinance Amending the Charter – Section 7.05. Council Member Plowman seconded the motion, which carried upon a roll call vote of 8 Ayes, 0 Noes.

City Clerk Halliday brought forward the recommendation of the Charter Commission amending City Charter Section 2.11 – Procedure. He 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.

Council Member Anderson offered a motion to adopt, assign a number and order final publication of the Ordinance Amending the Charter – Section 2.11. Council Member Plowman seconded the motion, which carried upon a roll call vote of 8 Ayes, 0 Noes.

The proposed amendment to City Charter Section 9.04 – Oath of Office was presented by City Clerk Kevin Halliday. 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.

Council Member Mueske offered a motion to adopt, assign a number and order final publication of the Ordinance Amending the Charter – Section 9.04. Council Member Plowman seconded the motion, which carried upon a roll call vote of 8 Ayes, 0 Noes.

The Public Works/Safety Committee Report for June 14, 2016 was presented to the Mayor and Council by Council Member Nelsen. There were six items for consideration.

Item No. 1 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, this 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.

The Committee was recommending the Council reimburse Robbie Hjelle \$1,000 for the tree removal cost and complete the previously proposed restoration by Public Works Director Christensen. Council Member Nelsen moved the recommendation of the Committee. Council Member Christianson seconded the motion. Council Member Nelsen stated the Committee discussed the check be made payable to Mr. Hjelle and CMF Tree Removal. The motion carried.

Item No. 2 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. These updates were for information only.

Item No. 3 James Miller appeared before the Council as well to provide 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. They will maintain the libraries after the initial installation is completed by the Public Works Department.

The Committee discussed the positives and negatives of the program and asked Mr. Miller for a possible an update in the fall. The Committee's recommendation to the Council was to support the Little Libraries program from the United Way. Council Member Nelsen moved the recommendation of the Committee. Council Member Christianson seconded the motion, which carried.

Item No. 4 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.

It is the Committee's recommendation the Council 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.

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

RESOLUTION NO. 3

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.

/s/ Marv Calvin  
Mayor

/s/ Kevin Halliday  
Attest: City Clerk

Item No. 5 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.

The Committee was recommending the Council 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.

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

RESOLUTION NO. 4

BE IT RESOLVED by the City Council of the City of Willmar, 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.

/s/ Marv Calvin  
Mayor

/s/ Kevin Halliday  
Attest: City Clerk

Item No. 6 Staff brought forth, for information, bid results on the Civic Center roof replacement. Bid opening on the project took place on June 14<sup>th</sup>, with one bid received. Staff is recommending no action on the bid at this time.

Public Works Sean Christensen recommended rejecting the bids at this time. Council Member Nelsen moved staff's recommendation to reject the bids on the Civic Center Roof Replacement Project. Council Member Christianson seconded the motion, which carried.

The Public Works/Safety Committee Report for June 14, 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 Anderson.

The Labor Relations Committee Report for June 15, 2016 was presented to the Mayor and Council by Council Member Ahmann. There were three items for consideration.

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

Item No. 2 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 Anderson seconded the motion, which carried.

Item No. 3 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. It was the Committee's recommendation to the Council to approve the recommendation as stated in the minutes. Council Member Christianson made a motion to approve the Committee's recommendation of approval of the post-hiring vacation adjustment. Council Member Anderson seconded the motion. Council Member Mueske opined that the City should develop a policy for post-hiring vacation adjustment requests for future reference. The motion carried.

The Labor Relations Committee Report for June 15, 2016, was approved as presented and ordered placed on file in the City Clerk's Office upon motion by Council Member Ahmann, seconded by Council Member Anderson.

City Clerk Kevin Halliday informed the Council that pursuant to a private sector party desiring to sponsor a September concert at the Civic Center Arena and review of the options by the Community Education and Recreation Advisory Board, the City Attorney drafted an ordinance amending the Municipal Code Chapter 3, Alcoholic Beverages. The amendment before the Council for consideration allows 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. Council Member Anderson made a motion to call for a public hearing to take testimony on the proposed amendment on July 5, 2016. Council Member Nelsen seconded the motion, which carried.

Planning and Development Services Director Bruce Peterson presented a preliminary plat of the former Walmart site which is a two lot subdivision of two unplatted parcels. 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 easement, drainage and fire hydrants. It is the recommendation of staff and the Planning Commission that the plat be approved as presented. Council Member Christianson moved to approve the preliminary/final plat for Book Addition. Council Member Fagerlie seconded the motion, which carried.

Planning and Development Services Director Bruce Peterson presented a request from Erickson Land Company, owner of property in Trentwood Estates which has since been subdivided, which triggered the need for the reapportionment of special assessments. The owners remain the same; the costs are being shifted to align with the new lot widths. It is staff's recommendation to the Council to approve the reapportionment as presented.

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

RESOLUTION NO. 5

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 Nos. 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:

<u>Parcel No.</u>	<u>Legal Description</u>	<u>Amount</u>
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.



**WILLMAR MUNICIPAL UTILITIES MINUTES**  
**MUNICIPAL UTILITIES AUDITORIUM**  
**JUNE 27, 2016**

The Municipal Utilities Commission met in its regular scheduled meeting on Monday, June 27, 2016 at 11:45 a.m. in the Municipal Utilities Auditorium with the following Commissioners present: Dan Holtz, Carol Laumer, Jeff Nagel, Joe Gimse, Justin Mattern, Abdirizak Mahboub, and Nathan Weber.

Others present at the meeting were: General Manager Wesley Hompe, Director of Operations John Harren, Director of Finance Denise Runge, Power Supply Manager Chris Carlson, Customer Service Supervisor Stacy Stien, Power Production Supervisor Jon Folkedahl, Staff Electrical Engineer Jeron Smith, Administrative Secretary Beth Mattheisen, City Attorney Robert Scott, WC Tribune Journalist Shelby Lindrud, and Gary Weiers of David Drown Associates.

Commission President Holtz opened the meeting by requesting the Commission to offer a resolution to approve the Consent Agenda. Commissioner Laumer informed the Commission that a minor revision had been made to the June 1<sup>st</sup> WMU Labor Committee meeting minutes which had been presented to the Commission on June 13<sup>th</sup>. Following clarification and a review of the presented Consent Agenda, Commissioner Laumer offered a resolution to approve the Consent Agenda as presented. Commissioner Nagel seconded.

**RESOLUTION NO. 33**

“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 June 13, 2016 Commission meeting; and,
- ❖ Bills represented by vouchers No. 161097 to No. 161173 and associated wire transfers inclusive in the amount of \$2,130,270.04.

Dated this 27<sup>th</sup> day of June, 2016.

\_\_\_\_\_  
President

ATTEST:

\_\_\_\_\_  
Secretary

The foregoing resolution was adopted by a vote of six ayes, zero nays, and one abstention (Holtz).

At this time, Commissioner Holtz introduced Gary Weiers of David Drown Associates (DDA) who presented an outline of the process involved in conducting the search for the General Manager position. The main objective in overseeing the executive search is to find the individual that best fits the needs and requirements of WMU. Weiers reviewed with the Commission the various steps/issues related to the search process including: 1) timeline; 2) salary; 3) profile approval process; 4) possible advertising venues; 5) goals for inclusion in the profile; 6) attributes of new General Manager; 7) hiring process; and, 8) miscellaneous items of interest. In an effort to gather additional insight and direction, Mr. Weiers had met briefly with each Commissioner (individually) earlier in the day.

Commissioner Mattern (Chair) reviewed with the Commission minutes from the June 24<sup>th</sup> WMU Planning Committee meeting (see attached). Topics of discussion included status updates on the following: 1) Memorandum of Understanding (MOU) with Great River Energy (GRE); 2) Facilities/Building Project; and, 3) Meter Replacement Project. Following review, Commissioner Nagel offered a motion to approve the June 24<sup>th</sup> WMU Planning Committee meeting minutes as presented. Commissioner Mahboub seconded the motion which carried by a vote of seven ayes and zero nays.

In conjunction with the approval of the WMU Planning Committee meeting minutes, Commissioner Mattern was requesting approval of a service agreement with MCR Performance Solutions, LLC. MCR specializes in the MISO transmission market with the goal of optimizing the value of current and future investments in transmission. In the past, WMU has utilized MCR's expertise to assist with matters related to various transmission issues (i.e. Attachment O). The proposed service agreement with MCR would provide analytic and negotiating assistance for the development of an MOU with GRE, particularly addressing the proposed Priam Substation and subsequent ownership by WMU. The agreement would be composed of two parts: Phase 1 would provide analytical support (i.e. creation of spreadsheets & analytical data for negotiations); and, Phase 2 would be to directly assist WMU during the negotiations with the intent of developing an MOU that moves WMU forward toward achieving revenue neutrality. Estimated fees for Phase 1 would be \$36,000 to \$46,000. Phase 2 costs will be determined on a time (hourly rate) and materials basis with monthly invoicing for the incurred fees and expenses. MCR is highly aware of the strategic importance of this project and the revenue at stake for WMU. Following discussion, Commissioner Mattern offered a resolution to approve the service agreement with MCR to provide assistance with the negotiating efforts toward the creation of an MOU with GRE as presented. Commissioner Mahboub seconded.

#### **RESOLUTION NO. 34**

"BE IT RESOLVED, by the Municipal Utilities Commission of the City of Willmar, Minnesota, that the service agreement with MCR Performance Solutions, LLC, of Deerfield, Illinois, to provide analytic and negotiation assistance for the development of a Memorandum of Understanding with Great River Energy regarding the Priam Substation (transmission) for which Willmar Municipal Utilities would be the owner."

Dated this 27<sup>th</sup> day of June, 2016.

\_\_\_\_\_  
President

ATTEST:

\_\_\_\_\_  
Secretary

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

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

1. May 2016 Wind Turbine Report (Power Production Supervisor Folkedahl)
2. Overview of the WMU Transmission System (Staff Electrical Engineer Smith & Power Supply Manager Carlson). This report illustrated both the physical side of the transmission system (i.e. electric transmission lines & substations) along with the non-technical side of the transmission arena (i.e. WMU Transmission Ownership).

Director of Finance Runge presented the Commission with a tentative timeline to conduct the 2017 WMU Budget process. Runge noted in order to utilize the filing of the MISO Attachment O, which gives WMU the ability to collect transmission revenues based on projections for the coming year versus collecting revenues after the year has ended, the budget process will begin mid-July, with MUC approval scheduled for September 26<sup>th</sup>. The following is the WMU 2017 Budget Schedule (tentative) as presented:

- July 15 Distribution of budget worksheets
- July 29 Budget worksheets completed
- August 8-12 Budget review meetings w/Staff
- August 19 Consolidation of Operating and Capital Budgets by Director of Finance
- August 26 Management review of consolidated budgets
- September 5 WMU Planning Committee review
- September 20 Budgets finalized
- September 23 Budget presentation to City Finance Committee
- September 26 MUC approval
- TBD City approval

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

- WMU Labor Committee Meeting - June 27<sup>th</sup> (immediately following regular MUC meeting)
- Retirement social honoring General Manager Wes Hompe – Friday, July 15<sup>th</sup> from 2:00-4:00 p.m. in the WMU Auditorium
- MMUA Annual Summer Meeting – August 15-17 (Cragun's)
- WMU Annual Open House (Public Power Week) – Tues., October 4

There being no further business to come before the Commission, Commissioner Laumer offered a motion to adjourn the meeting. Commissioner Mattern seconded the motion which carried by a vote of seven ayes and zero nays, and the meeting was adjourned at 12:30 p.m.

Respectfully Submitted,

WILLMAR MUNICIPAL UTILITIES

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Beth Mattheisen  
Administrative Secretary

ATTEST:

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Jeff Nagel, Secretary



## WILLMAR MUNICIPAL UTILITIES

### WMU PLANNING COMMITTEE MEETING MINUTES Friday, June 24, 2016 – 12:00 p.m. WMU Conference Room

Present: Commissioners Justin Mattern (Chair) & Jeff Nagel, General Manager Wesley Hompe, Director of Operations John Harren, Staff Electrical Engineer Jeron Smith, and Power Supply Manager Chris Carlson. Commissioner Abdirizak Mahboub arrived at 12:08 p.m.

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

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#### **AGENDA ITEM(S):**

##### ➤ **Discuss Information Related to the MOU with GRE (MCR Consulting):**

General Manager Hompe presented a brief background recap regarding the creation of a Memorandum of Understanding (MOU) with GRE regarding transmission assets and the effect on attaining revenue neutrality for WMU (particularly the Priam Substation Project). In the past, WMU has engaged MCR Performance Solutions, LLC, to provide expertise in the transmission arena in matters related to transmission issues (i.e. Attachment O). Hompe reviewed with the Planning Committee a proposed agreement with MCR to provide WMU with both analytic and negotiating assistance for the development of an MOU with GRE regarding the proposed Priam Substation which WMU would be the owner of. Past substation/transmission discussions were reviewed. The agreement would consist of two phases: Phase 1: analytical support (i.e. creation of spreadsheets & analytical data for negotiations); and, Phase 2: assist WMU in conducting negotiations sessions with GRE. Estimated fee for Phase 1 is between \$36,000-\$46,000. Phase 2 costs will be conducted on a time and materials basis at the presented hourly rates with monthly invoicing based on incurred fees and expenses. Hompe stated that MCR understands the strategic importance of this project and the revenue at stake for WMU. The next meeting with GRE has been scheduled for July 13<sup>th</sup> at the GRE Offices (MCR will also be attending)

Following discussion, it was the consensus of the WMU Planning Committee to present the agreement to the full Commission requesting approval on Monday, June 27<sup>th</sup>.

*At this time, Power Supply Manager Carlson left the meeting.*

##### ➤ **Facilities/Building Project Update:**

Director of Operations Harren presented an update of the proposed facilities/building project to date. Harren stated that actual space needs/requirements have been updated to present a more accurate depiction of the needs of WMU. Existing vs. proposed facilities needs were presented along with the estimated value and the increase in efficiencies to WMU. City Administrator Larry Kruse has indicated that the City's building/facilities study is near completion with the findings to be presented to the City Council at their July 11<sup>th</sup> meeting. WMU's next meeting with GLTArchitects is scheduled for July 28<sup>th</sup> beginning at 1:00 p.m. Once the full report has been completed, it will be presented to the WMU Planning Committee for review.

➤ **Meter Replacement Project Update:**

General Manager Hompe presented the Committee with an update of the ongoing Meter Replacement Project:

**Electric Meters:**

- 1) 2015 - 4,409 meters replaced
- 2) 2016 (to date) - 1,675 meters replaced
- 3) Remaining meters to be replaced: 1,964

**Water Endpoints:**

- 1) 2015 & 2016 - 4,917 completed
- 2) Approx. 1,600 remain to be replaced

➤ **Miscellaneous:**

Director of Operations Harren presented a brief status update on the Power Supply Study previously conducted including generation options. Harren noted that a recommendation will be presented to the WMU Planning Committee regarding the future direction of WMU's generation system. This subject will be addressed at the next WMU Planning Committee meeting (to be scheduled).

**Adjournment:**

Following discussion, Commissioner Nagel offered a motion to adjourn the meeting of the WMU Planning Committee. Commissioner Mahboub seconded the motion which carried, and the meeting was adjourned by a vote of three ayes and zero noes at 1:11 p.m.



Vendor Payments History Report  
INCLUDES ONLY POSTED TRANS

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
BSE			001980							
	46380	06/29/16	OUTSIDE BLDG LTS-PARTS	57.18		911336184		D N	MTCE. OF STRUCTU	651.48484.0225
	46380	06/29/16	L.S. COLOR TOUCH PANEL	3,320.22		911420974		D N	MTCE. OF STRUCTU	432.48507.0225
	46380	06/29/16	L.S. PARTS	3,930.93		911420976		D N	MTCE. OF STRUCTU	432.48507.0225
			VENDOR TOTAL	7,308.33		*CHECK TOTAL				
CARRANZA/NOE			002547							
	46381	06/29/16	INTERPRETED 06/10/16	200.00		061016		D M 07	PROFESSIONAL SER	101.42411.0446
	46381	06/29/16	INTERPRETED 06/17/16	75.00		061716		D M 07	PROFESSIONAL SER	101.42411.0446
			VENDOR TOTAL	275.00		*CHECK TOTAL				
CENTERPOINT ENERGY			000467							
	46382	06/29/16	NATURAL GAS-JUN	16.94		1958964/6-16		D N	UTILITIES	101.41408.0332
	46382	06/29/16	NATURAL GAS-JUN	68.77		6102726/6-16		D N	UTILITIES	101.42412.0332
	46382	06/29/16	NATURAL GAS-JUN	42.66		8503501/6-16		D N	UTILITIES	651.48485.0332
	46382	06/29/16	NATURAL GAS-JUN	50.08		8512023/6-16		D N	UTILITIES	651.48485.0332
	46382	06/29/16	NATURAL GAS-JUN	1,325.19		8795475/6-16		D N	UTILITIES	651.48484.0332
			VENDOR TOTAL	1,503.64		*CHECK TOTAL				
CES IMAGING			002988							
	46383	06/29/16	TONER	310.60		INV040510		D N	OFFICE SUPPLIES	101.43417.0220
CHARTER COMMUNICATIONS			000736							
	46384	06/29/16	PHONE SERV 06/20-07/19	150.14		2191/7-16		D N	COMMUNICATIONS	101.41409.0330
	46384	06/29/16	PHONE SERV 06/26-07/25	87.97		5124/7-16		D N	COMMUNICATIONS	101.41409.0330
			VENDOR TOTAL	238.11		*CHECK TOTAL				
CODE 4 SERVICES LLC			002984							
	46385	06/29/16	ELECTRONIC GUN MOUNT	390.35		2693		D N	MACHINERY AND AU	450.42411.0553
COLEPAPERS INC			000170							
	46386	06/29/16	CLEANING SUPPLIES	47.42		9214621		D N	CLEANING AND WAS	101.45435.0228
	46386	06/29/16	DINNER NAPKINS	51.68		9214621		D N	GENERAL SUPPLIES	101.45435.0229
	46386	06/29/16	TOILET TISSUE/HAND TWLS	121.72		9214621		D N	GENERAL SUPPLIES	101.45435.0229
			VENDOR TOTAL	220.82		*CHECK TOTAL				
COLLISION CARE			003017							
	46387	06/29/16	#168300 REPAIR-PARTS	3,496.97		3759		D N	INSURANCE DEDUCT	101.41428.0822
	46387	06/29/16	#168300 REPAIR-LABOR	2,279.20		3759		D N	INSURANCE DEDUCT	101.41428.0822
			VENDOR TOTAL	5,776.17		*CHECK TOTAL				
CONNEY SAFETY PRODUCTS			000176							
	46388	06/29/16	FIRST AID SUPPLIES	240.20		05162642		D N	SUBSISTENCE OF P	101.45437.0227

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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
CROW CHEMICAL & LIGHTING	000186													
46389	06/29/16	TOILET TISSUE/HAND TWLS	158.99			7165		D	N				GENERAL SUPPLIES	651.48484.0229
DELTA DENTAL OF MINNESOT	002867													
46365	06/22/16	DENTAL INSURANCE-JUL	248.40			6533823		D	N				COBRA INS PREMIU	101.120001
DEPT OF HUMAN SERVICES	000009													
46390	06/29/16	CLEANING SERVICES-MAY	120.00			00000351097		D	N				CLEANING AND WAS	101.45435.0338
DOOLEY'S PETROLEUM INC	002163													
46391	06/29/16	8,525 GAL LOW LEAD FU	27,714.69			112144		D	N				AV GAS LOW LEAD	230.125002
46391	06/29/16	7,399 GAL JET A FUEL	14,879.39			863828		D	N				JET A FUEL	230.125001
		VENDOR TOTAL	42,594.08			*CHECK TOTAL								
DUININCK CONCRETE	000151													
46392	06/29/16	CONCRETE FOR DOG PARK	798.86			79300		D	N				MTCE. OF OTHER I	899.45432.0226
ECKHART/MELANIE	001468													
46393	06/29/16	BB CLINIC CANCELLED	50.00			062216		D	N				REFUNDS AND REIM	101.41428.0882
ENVIRONMENTAL TOXICITY C	002286													
46394	06/29/16	EFFLUENT TOXICITY TEST	800.00			16-093		D	N				PROFESSIONAL SER	651.48484.0446
ERICKSON/SCOTT	002176													
46395	06/29/16	HOMICIDE/CR. SCENE MGMT	21.98			112		D	N				TRAVEL-CONF.-SCH	101.42411.0333
FASTENAL COMPANY	001188													
46396	06/29/16	CHAIN LUBE	128.17			MNWIL145529		D	N				MOTOR FUELS AND	651.48484.0222
FELT/JAMES E	000993													
46397	06/29/16	FUEL REIMBURSEMENT	20.00			113		D	N				MOTOR FUELS AND	101.42411.0222
46397	06/29/16	COFFEE WITH THE COPS	9.00			113		D	N				SUBSISTENCE OF P	101.42411.0227
46397	06/29/16	ALEX TECH RECRUITMENT	16.28			113		D	N				SUBSISTENCE OF P	101.42411.0227
		VENDOR TOTAL	45.28			*CHECK TOTAL								
FERGUSON ENTERPRISES INC	000810													
46398	06/29/16	IRRIGATION PARTS	16.03			4045430		D	N				MTCE. OF OTHER I	101.43425.0226
FISCHER/BETH	002484													
46399	06/29/16	CELL PHONE-JUN	50.00			062716		D	M	07			COMMUNICATIONS	208.45005.0330
46399	06/29/16	HEARTLAND TOURISM MTG	15.00			062716		D	M	07			SUBSCRIPTIONS AN	208.45005.0443
		VENDOR TOTAL	65.00			*CHECK TOTAL								
FORUM COMMUNICATIONS COM	002269													
46400	06/29/16	COUNCIL PROCEEDINGS PU	1,483.20			D-03000013		D	N				PRINTING AND PUB	101.41401.0331

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VENDOR NAME AND NUMBER		DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
CHECK#	DATE												
GENERAL MAILING SERVICES		000293											
46401	06/29/16	POSTAGE 05/09-05/13/16	3.44		30519		D	N				POSTAGE	101.41400.0223
46401	06/29/16	POSTAGE 05/09-05/13/16	1.81		30519		D	N				POSTAGE	101.41401.0223
46401	06/29/16	POSTAGE 05/09-05/13/16	19.86		30519		D	N				POSTAGE	101.41402.0223
46401	06/29/16	POSTAGE 05/09-05/13/16	13.44		30519		D	N				POSTAGE	101.41403.0223
46401	06/29/16	POSTAGE 05/09-05/13/16	3.99		30519		D	N				POSTAGE	101.41404.0223
46401	06/29/16	POSTAGE 05/09-05/13/16	2.28		30519		D	N				POSTAGE	101.41405.0223
46401	06/29/16	POSTAGE 05/09-05/13/16	15.00		30519		D	N				POSTAGE	101.41408.0223
46401	06/29/16	POSTAGE 05/09-05/13/16	1.14		30519		D	N				POSTAGE	101.41409.0223
46401	06/29/16	POSTAGE 05/09-05/13/16	8.24		30519		D	N				POSTAGE	101.42412.0223
46401	06/29/16	POSTAGE 05/09-05/13/16	1.66		30519		D	N				POSTAGE	101.43417.0223
46401	06/29/16	POSTAGE 05/09-05/13/16	150.14		30519		D	N				POSTAGE	101.43425.0223
46401	06/29/16	POSTAGE 05/09-05/13/16	0.83		30519		D	N				POSTAGE	101.45432.0223
46401	06/29/16	POSTAGE 05/09-05/13/16	0.83		30519		D	N				POSTAGE	101.45433.0223
46401	06/29/16	POSTAGE 05/09-05/13/16	3.99		30519		D	N				POSTAGE	208.45005.0223
46401	06/29/16	POSTAGE 05/09-05/13/16	6.22		30519		D	N				POSTAGE	230.43430.0223
46401	06/29/16	POSTAGE 05/09-05/13/16	2.85		30519		D	N				POSTAGE	651.48484.0223
46401	06/29/16	POSTAGE 05/16-05/20/16	1.30		30554		D	N				POSTAGE	101.41400.0223
46401	06/29/16	POSTAGE 05/16-05/20/16	1.78		30554		D	N				POSTAGE	101.41401.0223
46401	06/29/16	POSTAGE 05/16-05/20/16	29.07		30554		D	N				POSTAGE	101.41402.0223
46401	06/29/16	POSTAGE 05/16-05/20/16	69.03		30554		D	N				POSTAGE	101.41403.0223
46401	06/29/16	POSTAGE 05/16-05/20/16	1.14		30554		D	N				POSTAGE	101.41404.0223
46401	06/29/16	POSTAGE 05/16-05/20/16	15.00		30554		D	N				POSTAGE	101.41408.0223
46401	06/29/16	POSTAGE 05/16-05/20/16	4.56		30554		D	N				POSTAGE	101.42412.0223
46401	06/29/16	POSTAGE 05/16-05/20/16	11.37		30554		D	N				POSTAGE	101.43417.0223
46401	06/29/16	POSTAGE 05/16-05/20/16	125.33		30554		D	N				POSTAGE	101.43425.0223
46401	06/29/16	POSTAGE 05/16-05/20/16	1.14		30554		D	N				POSTAGE	651.48484.0223
46401	06/29/16	POSTAGE 05/23-05/27/16	2.81		30586		D	N				POSTAGE	101.41401.0223
46401	06/29/16	POSTAGE 05/23-05/27/16	19.64		30586		D	N				POSTAGE	101.41402.0223
46401	06/29/16	POSTAGE 05/23-05/27/16	1.14		30586		D	N				POSTAGE	101.41403.0223
46401	06/29/16	POSTAGE 05/23-05/27/16	17.10		30586		D	N				POSTAGE	101.41404.0223
46401	06/29/16	POSTAGE 05/23-05/27/16	2.85		30586		D	N				POSTAGE	101.41405.0223
46401	06/29/16	POSTAGE 05/23-05/27/16	15.00		30586		D	N				POSTAGE	101.41408.0223
46401	06/29/16	POSTAGE 05/23-05/27/16	1.71		30586		D	N				POSTAGE	101.41409.0223
46401	06/29/16	POSTAGE 05/23-05/27/16	1.66		30586		D	N				POSTAGE	101.41424.0223
46401	06/29/16	POSTAGE 05/23-05/27/16	1.14		30586		D	N				POSTAGE	101.42412.0223
46401	06/29/16	POSTAGE 05/23-05/27/16	3.65		30586		D	N				POSTAGE	101.43417.0223
46401	06/29/16	POSTAGE 05/23-05/27/16	51.81		30586		D	N				POSTAGE	101.43425.0223
46401	06/29/16	POSTAGE 05/23-05/27/16	0.83		30586		D	N				POSTAGE	101.45433.0223
46401	06/29/16	POSTAGE 05/23-05/27/16	0.57		30586		D	N				POSTAGE	651.48484.0223
46401	06/29/16	POSTAGE	7.41		30624		D	N				POSTAGE	208.45005.0223
46401	06/29/16	POSTAGE	6,439.17		30625		D	N				POSTAGE	208.45006.0223
46401	06/29/16	POSTAGE	64.53		30722		D	N				POSTAGE	208.45006.0223
46401	06/29/16	POSTAGE 05/30-06/03/16	0.57		30749		D	N				POSTAGE	101.41400.0223
46401	06/29/16	POSTAGE 05/30-06/03/16	3.01		30749		D	N				POSTAGE	101.41401.0223
46401	06/29/16	POSTAGE 05/30-06/03/16	17.10		30749		D	N				POSTAGE	101.41402.0223
46401	06/29/16	POSTAGE 05/30-06/03/16	1.09		30749		D	N				POSTAGE	101.41403.0223
46401	06/29/16	POSTAGE 05/30-06/03/16	0.57		30749		D	N				POSTAGE	101.41404.0223
46401	06/29/16	POSTAGE 05/30-06/03/16	1.14		30749		D	N				POSTAGE	101.41405.0223
46401	06/29/16	POSTAGE 05/30-06/03/16	15.00		30749		D	N				POSTAGE	101.41408.0223

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VENDOR NAME AND NUMBER		CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
GENERAL MAILING SERVICES				000293											
46401	06/29/16			POSTAGE 05/30-06/03/16	39.90		30749		D	N				POSTAGE	101.41424.0223
46401	06/29/16			POSTAGE 05/30-06/03/16	1.71		30749		D	N				POSTAGE	101.42411.0223
46401	06/29/16			POSTAGE 05/30-06/03/16	1.71		30749		D	N				POSTAGE	101.42412.0223
46401	06/29/16			POSTAGE 05/30-06/03/16	6.43		30749		D	N				POSTAGE	101.43417.0223
46401	06/29/16			POSTAGE 05/30-06/03/16	41.58		30749		D	N				POSTAGE	101.43425.0223
46401	06/29/16			POSTAGE 05/30-06/03/16	1.40		30749		D	N				POSTAGE	101.45432.0223
46401	06/29/16			POSTAGE 05/30-06/03/16	1.14		30749		D	N				POSTAGE	101.45433.0223
46401	06/29/16			POSTAGE 05/30-06/03/16	4.56		30749		D	N				POSTAGE	208.45005.0223
46401	06/29/16			POSTAGE 05/30-06/03/16	19.90		30749		D	N				POSTAGE	230.43430.0223
46401	06/29/16			POSTAGE 05/30-06/03/16	7.10		30749		D	N				POSTAGE	651.48484.0223
46401	06/29/16			POSTAGE 06/06-06/10/16	3.44		30791		D	N				POSTAGE	101.41400.0223
46401	06/29/16			POSTAGE 06/06-06/10/16	18.71		30791		D	N				POSTAGE	101.41402.0223
46401	06/29/16			POSTAGE 06/06-06/10/16	95.47		30791		D	N				POSTAGE	101.41403.0223
46401	06/29/16			POSTAGE 06/06-06/10/16	0.57		30791		D	N				POSTAGE	101.41404.0223
46401	06/29/16			POSTAGE 06/06-06/10/16	1.71		30791		D	N				POSTAGE	101.41405.0223
46401	06/29/16			POSTAGE 06/06-06/10/16	15.00		30791		D	N				POSTAGE	101.41408.0223
46401	06/29/16			POSTAGE 06/06-06/10/16	0.57		30791		D	N				POSTAGE	101.41409.0223
46401	06/29/16			POSTAGE 06/06-06/10/16	1.14		30791		D	N				POSTAGE	101.41424.0223
46401	06/29/16			POSTAGE 06/06-06/10/16	1.71		30791		D	N				POSTAGE	101.42412.0223
46401	06/29/16			POSTAGE 06/06-06/10/16	1.14		30791		D	N				POSTAGE	101.43417.0223
46401	06/29/16			POSTAGE 06/06-06/10/16	86.74		30791		D	N				POSTAGE	101.43425.0223
46401	06/29/16			POSTAGE 06/06-06/10/16	0.57		30791		D	N				POSTAGE	101.45433.0223
46401	06/29/16			POSTAGE 06/06-06/10/16	3.42		30791		D	N				POSTAGE	230.43430.0223
46401	06/29/16			POSTAGE 06/06-06/10/16	0.57		30791		D	N				POSTAGE	651.48484.0223
				VENDOR TOTAL	7,521.13										
					7,521.13										
*CHECK TOTAL															
HACH COMPANY 000316															
46402	06/29/16			LAB SUPPLIES	1,027.16		9972292		D	N				GENERAL SUPPLIES	651.48484.0229
HALLIDAY *ASSESSING/KEV 000319															
46366	06/22/16			TO REIMBURSE PETTY CASH	53.34		062216		D	N				GENERAL SUPPLIES	101.41404.0229
HALLIDAY *PETTY CASH/KE 000318															
46403	06/29/16			TO REIMBURSE PETTY CASH	45.12		062816		D	N				TRAVEL-CONF.-SCH	101.41401.0333
46403	06/29/16			TO REIMBURSE PETTY CASH	15.00		062816		D	N				TRAVEL-CONF.-SCH	101.41403.0333
46403	06/29/16			TO REIMBURSE PETTY CASH	66.00		062816		D	N				LICENSES AND TAX	101.42411.0445
46403	06/29/16			TO REIMBURSE PETTY CASH	20.75		062816		D	N				LICENSES AND TAX	101.42412.0445
				VENDOR TOTAL	146.87										
					146.87										
*CHECK TOTAL															
HANSEN ADVERTISING SPECI 000321															
46404	06/29/16			EMBROIDERY LOGO SETUP	55.00		35629B		D	N				SUBSISTENCE OF P	101.45437.0227
HAUG-KUBOTA LLC 002609															
46405	06/29/16			OIL FILTERS FOR UTV'S	32.90		8139		D	N				MTCE. OF EQUIPME	651.48484.0224



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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
KANDI STEEL CO						000867								
	46416	06/29/16	WELDED FRONT DOOR-LABOR	75.00		12033		D	N				MTCE. OF STRUCTU	101.45433.0335
	46416	06/29/16	STEEL/METAL FOR BLDG	93.76		12053		D	N				MTCE. OF STRUCTU	101.45433.0225
			VENDOR TOTAL	168.76										
				168.76		*CHECK TOTAL								
KANDIYOHI CO PUBLIC WORK						000381								
	46417	06/29/16	EAGLE LAKE TRAIL SOUT 13,000.00			060716		D	N				MTCE. OF OTHER I	101.43425.0336
KENT'S AUTO BODY						002764								
	46418	06/29/16	#168302-REPL. DR MOLDING	64.52		4968		D	N				MTCE. OF EQUIPME	101.42411.0224
	46418	06/29/16	#168302-REPL. DR MOLDING	11.20		4968		D	N				MTCE. OF EQUIPME	101.42411.0334
			VENDOR TOTAL	75.72										
				75.72		*CHECK TOTAL								
KIM'S ELECTRIC LLC						002849								
	46419	06/29/16	INST. LED LIGHTING	7,274.98		6346		D	N				BUILDINGS AND ST	450.43425.0551
KRUSE/LARRY						003225								
	46420	06/29/16	WSHNGTON DC HWY 23 TRIP	435.19		356		D	N				TRAVEL-CONF.-SCH	101.41400.0333
	46420	06/29/16	WSHNGTON DC HWY 23 TRIP	57.00		44344		D	N				TRAVEL-CONF.-SCH	101.41400.0333
			VENDOR TOTAL	492.19										
				492.19		*CHECK TOTAL								
LAKESIDE PRESS						001646								
	46421	06/29/16	9X12 ENVELOPES	990.00		6208		D	N				PRINTING AND PUB	208.45005.0331
LANGNER/BRITTANY						.02421								
	46422	06/29/16	T-BALL REFUND	25.00		062216		D	N				REFUNDS AND REIM	101.41428.0882
LEAGUE OF MN CITIES INS						001189								
	46423	06/29/16	WORKER'S COMP PREMIUM	253.20		32368		D	N				EMPLOYER INSUR.	101.41400.0114
	46423	06/29/16	WORKER'S COMP PREMIUM	15.69		32368		D	N				EMPLOYER INSUR.	101.41401.0114
	46423	06/29/16	WORKER'S COMP PREMIUM	412.02		32368		D	N				EMPLOYER INSUR.	101.41402.0114
	46423	06/29/16	WORKER'S COMP PREMIUM	174.60		32368		D	N				EMPLOYER INSUR.	101.41403.0114
	46423	06/29/16	WORKER'S COMP PREMIUM	156.93		32368		D	N				EMPLOYER INSUR.	101.41404.0114
	46423	06/29/16	WORKER'S COMP PREMIUM	320.96		32368		D	N				EMPLOYER INSUR.	101.41405.0114
	46423	06/29/16	WORKER'S COMP PREMIUM	948.14		32368		D	N				EMPLOYER INSUR.	101.41408.0114
	46423	06/29/16	WORKER'S COMP PREMIUM	141.36		32368		D	N				EMPLOYER INSUR.	101.41409.0114
	46423	06/29/16	WORKER'S COMP PREMIUM	57.55		32368		D	N				EMPLOYER INSUR.	101.41409.0114
	46423	06/29/16	WORKER'S COMP PREMIUM	67.69		32368		D	N				EMPLOYER INSUR.	101.41424.0114
	46423	06/29/16	WORKER'S COMP PREMIUM	19,439.13		32368		D	N				EMPLOYER INSUR.	101.42411.0114
	46423	06/29/16	WORKER'S COMP PREMIUM	9,785.99		32368		D	N				EMPLOYER INSUR.	101.42412.0114
	46423	06/29/16	WORKER'S COMP PREMIUM	402.71		32368		D	N				EMPLOYER INSUR.	101.43417.0114
	46423	06/29/16	WORKER'S COMP PREMIUM	15,134.00		32368		D	N				EMPLOYER INSUR.	101.43425.0114
	46423	06/29/16	WORKER'S COMP PREMIUM	414.16		32368		D	N				EMPLOYER INSUR.	101.45427.0114
	46423	06/29/16	WORKER'S COMP PREMIUM	61.83		32368		D	N				EMPLOYER INSUR.	101.45432.0114
	46423	06/29/16	WORKER'S COMP PREMIUM	785.29		32368		D	N				EMPLOYER INSUR.	101.45433.0114
	46423	06/29/16	WORKER'S COMP PREMIUM	279.99		32368		D	N				EMPLOYER INSUR.	101.45437.0114
	46423	06/29/16	WORKER'S COMP PREMIUM	527.66		32368		D	N				EMPLOYER INSUR.	230.43430.0114

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VENDOR NAME AND NUMBER													
CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
LEAGUE OF MN CITIES INS		001189											
46423	06/29/16	WORKER'S COMP PREMIUM	6,007.84		32368		D	N				EMPLOYER INSUR.	651.48484.0114
46423	06/29/16	WORKER'S COMP PREMIUM	1,034.38		32368		D	N				EMPLOYER INSUR.	651.48485.0114
		VENDOR TOTAL	56,421.12	*CHECK	TOTAL								
			56,421.12										
LETG LLC		002844											
46424	06/29/16	2016 SOFTWARE MTCE AGRMT	721.41		78		D	N				MTCE. OF EQUIPME	101.42412.0334
LOCAL GOV'T INFORMATION		003226											
46425	06/29/16	MONTHLY SUBSCRIPTION	1,525.00		41975		D	N				SUBSCRIPTIONS AN	101.41409.0443
LOCATORS & SUPPLIES INC		002162											
46426	06/29/16	TRAFFIC CONES	1,590.72		0246556		D	N				SMALL TOOLS	101.43425.0221
M.D. GRAPHICS		.02424											
46427	06/29/16	#168300 REPAIR-PARTS	210.00		5991		D	N				INSURANCE DEDUCT	101.41428.0822
46427	06/29/16	#168300 REPAIR-LABOR	144.00		5991		D	N				INSURANCE DEDUCT	101.41428.0822
		VENDOR TOTAL	354.00	*CHECK	TOTAL								
			354.00										
MADISON NATIONAL LIFE		002249											
46367	06/22/16	LTD PREMIUM-JUN	43.38		239		D	N				EMPLOYER INSUR.	101.41400.0114
46367	06/22/16	LTD PREMIUM-JUN	73.48		239		D	N				EMPLOYER INSUR.	101.41402.0114
46367	06/22/16	LTD PREMIUM-JUN	27.18		239		D	N				EMPLOYER INSUR.	101.41403.0114
46367	06/22/16	LTD PREMIUM-JUN	20.82		239		D	N				EMPLOYER INSUR.	101.41404.0114
46367	06/22/16	LTD PREMIUM-JUN	50.34		239		D	N				EMPLOYER INSUR.	101.41405.0114
46367	06/22/16	LTD PREMIUM-JUN	8.10		239		D	N				EMPLOYER INSUR.	101.41408.0114
46367	06/22/16	LTD PREMIUM-JUN	39.11		239		D	N				EMPLOYER INSUR.	101.41409.0114
46367	06/22/16	LTD PREMIUM-JUN	2.39		239		D	N				EMPLOYER INSUR.	101.41424.0114
46367	06/22/16	LTD PREMIUM-JUN	472.18		239		D	N				EMPLOYER INSUR.	101.42411.0114
46367	06/22/16	LTD PREMIUM-JUN	41.08		239		D	N				EMPLOYER INSUR.	101.42412.0114
46367	06/22/16	LTD PREMIUM-JUN	63.62		239		D	N				EMPLOYER INSUR.	101.43417.0114
46367	06/22/16	LTD PREMIUM-JUN	211.93		239		D	N				EMPLOYER INSUR.	101.43425.0114
46367	06/22/16	LTD PREMIUM-JUN	8.73		239		D	N				EMPLOYER INSUR.	101.45432.0114
46367	06/22/16	LTD PREMIUM-JUN	31.39		239		D	N				EMPLOYER INSUR.	101.45433.0114
46367	06/22/16	LTD PREMIUM-JUN	3.71		239		D	N				EMPLOYER INSUR.	101.45435.0114
46367	06/22/16	LTD PREMIUM-JUN	5.47		239		D	N				EMPLOYER INSUR.	101.45437.0114
46367	06/22/16	LTD PREMIUM-JUN	92.34		239		D	N				EMPLOYER INSUR.	651.48484.0114
46367	06/22/16	LTD PREMIUM-JUN	10.95		239		D	N				EMPLOYER INSUR.	651.48485.0114
46367	06/22/16	LTD PREMIUM-JUN	11.45		239		D	N				EMPLOYER INSUR.	651.48486.0114
		VENDOR TOTAL	1,217.65	*CHECK	TOTAL								
			1,217.65										
MARES/BRANDA		.02422											
46428	06/29/16	REFUND SHELTER DEPOSIT	50.00		062216		D	N				DEPOSITS	101.230000
MENARDS		000449											
46429	06/29/16	WIRING FOR WATER HEATER	4.38		5701		D	N				MTCE. OF STRUCTU	651.48484.0225
46429	06/29/16	PAINT FOR FLAG POLE LTS	7.36		5701		D	N				MTCE. OF OTHER I	651.48484.0226

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VENDOR NAME AND NUMBER		CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
MENARDS															
				000449											
46429	06/29/16			BATTERIES	5.39		6011		D	N				GENERAL SUPPLIES	101.45433.0229
46429	06/29/16			PAINTING SUPPLIES	27.97		6011		D	N				GENERAL SUPPLIES	101.45433.0229
46429	06/29/16			FLOWER PLANTER PUMP	27.95		6059		D	N				GENERAL SUPPLIES	101.41401.0229
46429	06/29/16			FLOWER PLANTER PARTS	23.78		6082		D	N				GENERAL SUPPLIES	101.41401.0229
46429	06/29/16			SCREWS/PIPE	39.81		6314		D	N				GENERAL SUPPLIES	101.45433.0229
46429	06/29/16			PAINT FOR BLDG	63.90		6584		D	N				MTCE. OF STRUCTU	101.45433.0225
46429	06/29/16			PAINTING SUPPLIES	21.12		6584		D	N				GENERAL SUPPLIES	101.45433.0229
46429	06/29/16			FLOWER PLANTER PARTS	24.99		6652		D	N				GENERAL SUPPLIES	101.41401.0229
46429	06/29/16			SEAT CUSHION/CABLE TIES	40.56		6660		D	N				GENERAL SUPPLIES	651.48484.0229
46429	06/29/16			HYDRANT PAINT	31.95		6811		D	N				MTCE. OF OTHER I	101.42412.0226
46429	06/29/16			PAINTING SUPPLIES	28.13		6811		D	N				GENERAL SUPPLIES	101.42412.0229
46429	06/29/16			CASTER WHEELS FOR CARTS	101.94		6905		D	N				MTCE. OF EQUIPME	101.45433.0224
46429	06/29/16			LOCKER RM MTCE-PARTS	154.34		7142		D	M	07			MTCE. OF STRUCTU	101.45433.0225
46429	06/29/16			BLDG MTCE-PARTS	7.94		7251		D	N				MTCE. OF STRUCTU	101.45433.0225
46429	06/29/16			SUPPLIES	27.97		7251		D	N				GENERAL SUPPLIES	101.45433.0229
				VENDOR TOTAL	639.48		*CHECK TOTAL								
					639.48										
MIDWEST MEETINGS				002685											
46430	06/29/16			MIDWEST MTGS SUMMER AD	1,000.00		SU16048		D	N				OTHER CHARGES	208.45008.0449
MIDWEST OVERHEAD CRANE				002104											
46431	06/29/16			SHOP HOIST/CRANE INSP.	670.16		89262		D	N				MTCE. OF STRUCTU	101.43425.0335
MINNEAPOLIS FINANCE DEPA				000466											
46432	06/29/16			AUTO PAWN TRANS FEE-MAY	142.20		400451000225		D	N				PROFESSIONAL SER	101.42411.0446
MN DEPT OF REVENUE				000492											
245	06/17/16			SALES TAX-MAY	2,170.00		STMT/5-16		M	N				SALES TAX PAYABL	101.206000
245	06/17/16			USE TAX-MAY	79.00		STMT/5-16		M	N				SALES TAX PAYABL	101.206000
245	06/17/16			USE TAX-MAY	91.54		STMT/5-16		M	N				SALES TAX PAYABL	101.206000
245	06/17/16			USE TAX-MAY	179.43CR		STMT/5-16		M	N				SMALL TOOLS	101.41408.0221
245	06/17/16			USE TAX-MAY	2.06CR		STMT/5-16		M	N				SMALL TOOLS	101.41409.0221
245	06/17/16			USE TAX-MAY	0.68CR		STMT/5-16		M	N				SMALL TOOLS	101.41409.0221
245	06/17/16			USE TAX-MAY	2.06CR		STMT/5-16		M	N				GENERAL SUPPLIES	101.41409.0229
245	06/17/16			USE TAX-MAY	6.19CR		STMT/5-16		M	N				SMALL TOOLS	101.42411.0221
245	06/17/16			USE TAX-MAY	0.55CR		STMT/5-16		M	N				OFFICE SUPPLIES	101.42412.0220
245	06/17/16			USE TAX-MAY	0.30CR		STMT/5-16		M	N				GENERAL SUPPLIES	101.42412.0229
245	06/17/16			USE TAX-MAY	7.50CR		STMT/5-16		M	N				TRAVEL-CONF.-SCH	101.42412.0333
245	06/17/16			DIESEL FUEL TAX-MAY	171.66		STMT/5-16		M	N				MOTOR FUELS AND	101.43425.0222
245	06/17/16			USE TAX-MAY	34.67		STMT/5-16		M	N				MOTOR FUELS AND	101.43425.0222
245	06/17/16			USE TAX-MAY	80.98		STMT/5-16		M	N				MOTOR FUELS AND	101.43425.0222
245	06/17/16			USE TAX-MAY	1.81CR		STMT/5-16		M	N				SMALL TOOLS	101.45433.0221
245	06/17/16			USE TAX-MAY	5.33		STMT/5-16		M	N				MOTOR FUELS AND	101.45433.0222
245	06/17/16			USE TAX-MAY	0.60CR		STMT/5-16		M	N				GENERAL SUPPLIES	101.45433.0229
245	06/17/16			USE TAX-MAY	0.09CR		STMT/5-16		M	N				GENERAL SUPPLIES	101.45433.0229
245	06/17/16			USE TAX-MAY	21.18CR		STMT/5-16		M	N				GENERAL SUPPLIES	101.45433.0229
245	06/17/16			USE TAX-MAY	15.55CR		STMT/5-16		M	N				SMALL TOOLS	101.45435.0221
245	06/17/16			DIESEL FUEL TAX-MAY	31.26		STMT/5-16		M	N				MOTOR FUELS AND	651.48485.0222

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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
MN DEPT OF REVENUE														
			000492											
	245	06/17/16	USE TAX-MAY	10.67CR		STMT/5-16		M	N				MOTOR FUELS AND	651.48486.0222
	245	06/17/16	USE TAX-MAY	23.85CR		STMT/5-16		M	N				MOTOR FUELS AND	651.48486.0222
			VENDOR TOTAL	2,391.92		*CHECK TOTAL								
				2,391.92										
MN\WI PLAYGROUND			003213											
	46433	06/29/16	PLAYGROUND EQUIP INST	10,922.44		2016121		D	N				FURNITURE AND EQ	450.45431.0552
	46433	06/29/16	PLAYGROUND EQUIP INST.	6,553.46		2016121		D	N				FURNITURE AND EQ	450.45431.0552
	46433	06/29/16	PLAYGROUND EQUIP INST.	4,368.97		2016121		D	N				FURNITURE AND EQ	450.45431.0552
			VENDOR TOTAL	21,844.87		*CHECK TOTAL								
				21,844.87										
MODERN MARKETING			002952											
	46434	06/29/16	FIRE PREV. BOOKMARKS	161.99		MMI116389		D	N				GENERAL SUPPLIES	101.42412.0229
MOSS & BARNETT			001655											
	46435	06/29/16	CATV LEGAL SERV-MAY	1,157.00		648450		D	M	07			PROFESSIONAL SER	101.41409.0446
MUNICIPAL CODE CORPORATI			000540											
	46436	06/29/16	ONLINE CODE HOSTING	550.00		00271693		D	N				PROFESSIONAL SER	101.41403.0446
MUNICIPAL UTILITIES			000541											
	46437	06/29/16	UTILITIES FOR JUN	794.24		6/16		D	N				UTILITIES	101.42412.0332
	46437	06/29/16	UTILITIES FOR JUN	1,285.61		6/16		D	N				UTILITIES	101.43425.0332
	46437	06/29/16	UTILITIES FOR JUN	2,517.30		6/16		D	N				UTILITIES	230.43430.0332
	46437	06/29/16	UTILITIES FOR JUN	47,297.79		6/16		D	N				UTILITIES	651.48484.0332
	46437	06/29/16	UTILITIES FOR JUN	3,078.93		6/16		D	N				UTILITIES	651.48485.0332
			VENDOR TOTAL	54,973.87		*CHECK TOTAL								
				54,973.87										
MUNICIPAL UTILITIES			002393											
	46438	06/29/16	05/15/16 TAX STLMNT-CUR	343.18		062216		D	N				DUE TO COMPONENT	295.210001
	46438	06/29/16	05/15/16 TAX STLMNT-DE	2,158.63		062216		D	N				DUE TO COMPONENT	295.210001
			VENDOR TOTAL	2,501.81		*CHECK TOTAL								
				2,501.81										
MVTL LABORATORIES INC			000544											
	46439	06/29/16	LAB TESTING	45.00		813695		D	N				PROFESSIONAL SER	651.48484.0446
	46439	06/29/16	LAB TESTING	604.00		814056		D	N				PROFESSIONAL SER	651.48484.0446
			VENDOR TOTAL	649.00		*CHECK TOTAL								
				649.00										
NEXTEL COMMUNICATION			000578											
	46440	06/29/16	CELL PHONE USAGE-MAY	1,785.15		317498885-097		D	N				COMMUNICATIONS	101.41409.0330
ONEBIRD LLC			002717											
	46441	06/29/16	TRAVEL GUIDE AD-MAY	60.39		905		D	N				OTHER CHARGES	208.45010.0449

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OUREN/BRIDGETT			.02418											
	46442	06/29/16	REFUND SHELTER DEPOSIT	50.00		061616		D	N				DEPOSITS	101.230000
	46442	06/29/16	REFUND SHELTER FEE	32.00		061616		D	N				REFUNDS AND REIM	101.41428.0882
			VENDOR TOTAL	82.00										
				82.00									*CHECK TOTAL	
PRINT MASTERS			000624											
	46443	06/29/16	CONVENTION INSERT CARDS	89.00		81478		D	N				OTHER CHARGES	208.45008.0449
	46443	06/29/16	CONV. SERVICES FLYER	93.00		81577		D	N				OTHER CHARGES	208.45008.0449
			VENDOR TOTAL	182.00										
				182.00									*CHECK TOTAL	
QUICK SIGNS			001093											
	46444	06/29/16	CITY CNCL PARADE SIGNS	44.00		172553		D	N				GENERAL SUPPLIES	101.41401.0229
R & R SPECIALTIES INC			000636											
	46445	06/29/16	ZAMBONI PARTS	1,025.32		0059904		D	N				MTCE. OF EQUIPME	101.45433.0224
REYES/ROMEO			.02223											
	46446	06/29/16	REFUND-CANCELLED BB	75.00		062216		D	N				REFUNDS AND REIM	101.41428.0882
RIDGEWATER COLLEGE			001136											
	46447	06/29/16	MCCALL-EMS TESTING	65.00		00203657		D	N				TRAVEL-CONF.-SCH	101.42412.0333
SKALLA/NANCY			.02419											
	46448	06/29/16	HOCKEY EQUIP DEPOSIT	50.00		061616		D	N				REFUNDS AND REIM	101.41428.0882
STREICHER'S			000722											
	46449	06/29/16	AMMUNITION	2,448.90		11214636		D	N				GENERAL SUPPLIES	101.42411.0229
SUMMIT COMPANIES			002555											
	46450	06/29/16	FIRE ALARM INSPECTION	350.00		1128489		D	N				MTCE. OF STRUCTU	101.41408.0335
	46450	06/29/16	ALARM MONITORING-3RD QTR	105.00		1128910		D	N				MTCE. OF STRUCTU	101.41408.0335
			VENDOR TOTAL	455.00										
				455.00									*CHECK TOTAL	
SURPLUS WAREHOUSE INC			000728											
	46451	06/29/16	BRAKE ASSEMBLY/SEALS	267.88		793		D	N				INVENTORIES-MDSE	101.125000
SWANK MOTION PICTURES IN			003176											
	46452	06/29/16	MOVIES IN THE PARK	353.00		RG 2192011		D	N				RENTS	101.45432.0440
TANDUS CENTIVA US LLC			.02420											
	46368	06/22/16	CARPETING FOR LIBRARY	5,429.36		3184788		D	N				MTCE. OF STRUCTU	234.45426.0225
TORKELSON'S LOCK SERVICE			002583											
	46453	06/29/16	KEYS FOR LOCKS	15.00		820430-0		D	N				MTCE. OF STRUCTU	101.41408.0225
	46453	06/29/16	REKEYED LOCK CYLINDERS	55.00		820430-0		D	N				MTCE. OF STRUCTU	101.41408.0335
			VENDOR TOTAL	70.00										
				70.00									*CHECK TOTAL	



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WEST CENTRAL TRIBUNE				000807								
	46464	06/29/16	55 AND BEYOND AD		181.00		36787/5-16		D N		ADVERTISING	101.45435.0447
	46464	06/29/16	SUMMER FUN AD		370.00		36787/5-16		D N		ADVERTISING	101.45437.0447
			VENDOR TOTAL		2,253.51	*CHECK TOTAL						
					2,253.51							
WILLIAM E YOUNG CO INC				002082								
	46465	06/29/16	MAG METER CALIBRATION		390.00		17379		D N		MTCE. OF EQUIPME	651.48486.0334
WILLMAR AUTO PLAZA				002754								
	46466	06/29/16	PROPANE		4.22		062216		D N		GENERAL SUPPLIES	101.45433.0229
WILLMAR CHAMBER OF COMME				000812								
	46467	06/29/16	WEBSITE DOMAIN RENEWAL		151.70		CC STMT/5-16		D N		COMMUNICATIONS	208.45005.0330
	46467	06/29/16	NAME BADGE SUPPLIES		90.81		CC STMT/5-16		D N		OTHER CHARGES	208.45008.0449
	46467	06/29/16	MTG PLANNER GIFT BASKET		21.86		CC STMT/5-16		D N		OTHER CHARGES	208.45008.0449
	46467	06/29/16	FISCHER-MSAE EXPO		70.40		CC STMT/5-16		D N		OTHER CHARGES	208.45008.0449
	46467	06/29/16	CINCO DE MAYO MTG		5.20		CC STMT/5-16		D N		OTHER CHARGES	208.45010.0449
	46467	06/29/16	NO. KANDIYOHI CO MTG		11.77		CC STMT/5-16		D N		OTHER CHARGES	208.45010.0449
	46467	06/29/16	FACEBOOK ADVERTISING		185.99		CC STMT/5-16		D N		OTHER CHARGES	208.45010.0449
	46467	06/29/16	WLMR BIKE RODEO MTG		5.01		CC STMT/5-16		D N		OTHER CHARGES	208.45011.0449
	46467	06/29/16	DIRECTOR SALARY		4,375.84		STMT/5-16		D N		SALARIES-REG. EM	208.45005.0110
	46467	06/29/16	ASSISTANT SALARY		2,366.00		STMT/5-16		D N		SALARIES-REG. EM	208.45005.0110
	46467	06/29/16	FICA & INSURANCE		1,423.52		STMT/5-16		D N		EMPLOYER PENSION	208.45005.0113
	46467	06/29/16	IRA CONTRIBUTIONS		202.26		STMT/5-16		D N		EMPLOYER PENSION	208.45005.0113
	46467	06/29/16	PHOTO COPIES-MAY		14.40		STMT/5-16		D N		OFFICE SUPPLIES	208.45005.0220
	46467	06/29/16	PAYROLL/FLEX FEE		88.83		STMT/5-16		D N		OTHER SERVICES	208.45005.0339
	46467	06/29/16	OFFICE RENT-MAY		626.61		STMT/5-16		D N		RENTS	208.45005.0440
	46467	06/29/16	MAIL PICKUP FEE-APR		50.00		44265		D N		POSTAGE	208.45005.0223
	46467	06/29/16	INTERNET-2ND QUARTER		41.70		44265		D N		COMMUNICATIONS	208.45005.0330
	46467	06/29/16	IT SERVICES 2/12-3/11		66.72		44265		D N		COMMUNICATIONS	208.45005.0330
			VENDOR TOTAL		9,798.62	*CHECK TOTAL						
					9,798.62							
WINDSTREAM				002100								
	46468	06/29/16	PHONE SERV-MAY		44.18		STMT/5-16		D N		COMMUNICATIONS	101.45433.0330
ZEE MEDICAL SERVICE				000839								
	46469	06/29/16	FIRST AID SUPPLIES		84.65		54162719		D N		SUBSISTENCE OF P	101.41408.0227
	46469	06/29/16	FIRST AID SUPPLIES		16.85		54162719		D N		SUBSISTENCE OF P	101.43417.0227
			VENDOR TOTAL		101.50	*CHECK TOTAL						
					101.50							
71 AGGREGATE				002040								
	46470	06/29/16	MIX FOR STREET PATCHIN		1,200.61		2363CC		D N		MTCE. OF OTHER I	101.43425.0226
	46470	06/29/16	MIX FOR STREET PATCHIN		2,243.79		2461CC		D N		MTCE. OF OTHER I	101.43425.0226
	46470	06/29/16	MIX FOR STREET PATCHIN		1,197.31		2474CC		D N		MTCE. OF OTHER I	101.43425.0226
			VENDOR TOTAL		4,641.71	*CHECK TOTAL						
					4,641.71							

ACS FINANCIAL SYSTEM  
06/29/2016 15:04:40

Vendor Payments History Report  
INCLUDES ONLY POSTED TRANS

CITY OF WILLMAR  
GL540R-V08.00 PAGE 14

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
REPORT TOTALS:				329,721.13										

RECORDS PRINTED - 000339

ACS FINANCIAL SYSTEM  
06/29/2016 15:04:41

Vendor Payments History Report

CITY OF WILLMAR  
GL060S-V08.00 RECAPPAGE  
GL540R

FUND RECAP:

FUND	DESCRIPTION	DISBURSEMENTS
101	GENERAL FUND	128,101.37
208	CONVENTION & VISITORS BUREAU	22,822.03
230	WILLMAR MUNICIPAL AIRPORT	45,668.58
234	LIBRARY IMPROVEMENT RESERVE	5,429.36
295	COMMUNITY INVESTMENT	2,501.81
414	S.A.B.F. - #2014	5,447.63
432	C.P. - WASTE TREATMENT	7,368.57
450	CAPITAL IMPROVEMENT FUND	48,311.60
651	WASTE TREATMENT	63,271.32
899	DONATION FUND (AGENCY)	798.86
TOTAL ALL FUNDS		329,721.13

BANK RECAP:

BANK	NAME	DISBURSEMENTS
HERT	HERITAGE BANK	329,721.13
TOTAL ALL BANKS		329,721.13

**Willmar Lakes Area CVB Board Meeting  
EBO Room of the CVB/Chamber  
Tuesday, May 17, 2016 @ 12:00 Noon**

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

**Members Excused:** Michelle Olson, Roger Imdieke, Sue Steinert and Art Benson

**Members Absent:** Denny Baker

**Staff Present:** Beth Fischer and Tanya Rosenau

- I. **Call to Order:** Demuth called the meeting to order at 12:13pm.
  - a. **Additions or corrections to the agenda:** There were no additions or corrections.
  
- II. **Approve Minutes from the April 19, 2016 Meeting:** It was MSC (m/Kuehnast; s/Henle) to approve the minutes from the April 19, 2016 meeting.
  
- III. **Financial Report:** Halliday presented the financial report and reviewed the lodging tax revenues report. It was MSC (m/Butterfield, s/Nelsen) to approve the financial report as it was presented.
  
- IV. **Committee Reports & Requests:**
  - a. **Sports Committee:** Baumgarn shared that a Tier 3 Junior Hockey Team will be coming to Willmar in the fall. Tier 3 is for 18 year olds and younger. Games will start in Mid-October with practices starting on Labor Day. The West Central Tribune is doing a survey to come up with a name for the team. They are just doing a one year lease for now. If it goes well they will sign a longer lease. Upgrades will need to be made with the locker rooms, showers and patio deck to accommodate the team. The Civic Center will be getting a new roof this fall. The Mayor's Bike Ride is a free community event taking place on May 20<sup>th</sup>. Don't forget to pre-register. The Bike Friendly Community decision will be announced tomorrow. There will be a community meeting for the local option sales tax on May 24, which suggests upgrades to the community center and a field house.
  - b. **Special Events Committee:** No new business to report.
  - c. **Meetings & Conventions Committee:** Feist said April was a busy convention month. They have received great evaluations from the conventions including Catholic Order of Foresters and the Local History Museums group. The committee continues to prospect new business and send out bids. MSAE Expo is tomorrow and Fischer and Laurie Varpness are attending.
  - d. **Visitor Guide Committee:** Fischer shared that they continue to look for new options and layouts for the 2017 visitor guide. In the past two weeks, we have sent out over 5000 visitor guide requests and with that comes a big postage expense. Fischer explained the different type of inquiries and how we decide to send physical copies or links to the online version of the guide.
  - e. **Leisure Travel Committee:** Demuth said they met at WorkUp and went over the Inquiries Report. April had twice as many inquiries in 2016 compared to 2015. They discussed ways to promote Tourism Week, which included having the Tourism Impact t-shirts at the Historical Society and Fischer doing a press release on tourism in Kandiyohi County. Some community updates included: the Little Crow Ski Team has their calendar set, New London has a new flower shop and a candy shop, Atwater Days is June 14-19 and the Thompsons sold their building to the Atwater Historical Society. They also talked about the Bike Friendly Community designation and the plans that are in place to get Spicer and New London to apply as well. Warner asked if there has been a discussion

about the potential of a Spicer/New London CVB. Henle said it's just in the early discussion stages, nothing has been formed. There was a discussion on the necessity of another CVB versus working together.

f. **Executive Committee:** No new business to report.

V. **Affiliated Partnership Updates/Reports:**

- a. **Vision 2040 Update:** Warner said the funding requests and endorsements are due by June 1<sup>st</sup>. So far they have \$16,000 in requests and only \$8,000 to give out.
- b. **Spicer Commercial Club:** Fischer shared that the banquet happened a couple weeks ago and went well. The parade and street dance will be taking place in its normal location as the construction on Lake Avenue will start after July 4<sup>th</sup> now.
- c. **Other:**

VI. **Executive Director Report:** Fischer distributed the report and went over some of the larger events that are coming up. Such as the NARFE Convention, Combined Stevne, Lutheran Women's Missionary League, Gold Wing Rally, Cinco de Mayo Family Festival, Ninja Warriors, Smithsonian Water/Ways Exhibit, Buckingham Blitz, South Goes North Music Festival and many more events. She has submitted ads for the Summer Fun Tab and to the West Central Tribune and Lakes Area Review for the Mayors Bike Ride and Tourism Week press release. We were awarded the 2018 MN Taxidermy Convention. She has submitted bids to host the 2018 REAM Conference, 2020 District 1 Sons of Norway Convention, 2017 MN Kindergarten Association Conference, 2017 Women in Agriculture Conference and 2018 & 2019 Kiwanis Key Club Convention. She has assisted conventions and events such as Catholic Order of Foresters, MN Alliance of Local History Museums, Buckingham Blitz Terrier Trials, MN/ND Gold Wing Road Riders Rally, NARFE and more. A complete copy of the Executive Director's Report is available upon request from the CVB office.

VII. **Other Business:**

a. **Word Around the Community:**

- i. **Warner:** 350 fifth graders were given tours at dairy farms this week. There is an open house on June 30<sup>th</sup> from 4-7pm at Meadow Star Dairy near Pennock.
- ii. **Nelsen:** Encouraged people to come to a local option sales tax meeting on May 24<sup>th</sup> at 1pm and 7pm.
- iii. **Butterfield:** Hawk Creek Animal Shelter will be having an adoption clinic at Menards from 10am-2pm Saturday. JOYRIDE will be doing rides from Spicer to Willmar again this year and it will be kicking off Memorial weekend. It is \$10 a ride.
- iv. **Feist:** Sertoma will be hosting their Special Olympics on Saturday at Kennedy.
- v. **Baumgarn:** They are looking at having a music concert in early September (at the Civic Center) with Travis Tritt and John Michael Montgomery.

b. **Other:**

c. **Next Meeting Date:** June 21, 2016

VIII. **Adjournment:** Demuth adjourned the meeting at 1:03pm.

Respectfully Submitted by,

Tanya Rosenau, Administrative Assistant

Willmar Lakes Area Convention & Visitors Bureau

## Meetings & Convention Committee Update:

- We attended the MSAE (Midwest Society of Association Executives) Expo in Minneapolis. This event is a great event for getting new conventions & meetings business. The event was well attended and we have been busy prospecting our leads from the event.
- We have had a very busy week with conventions. We had the Combined Stevne last week and currently we are hosting the Lutheran Women's Missionary League Convention. The Stevne went very well, and we have received positive comments from the organizers. The Lutheran Women's Missionary League Convention seems to be going great as well.

### Feedback from the Combined Stevne –

Hi Beth!

Thank you everything you did for us. You are fantastic. I also want you to know; and please share this with the appropriate parties: every single person I encountered at your facility; from front desk, maintenance, cleaning, catering to banquet staff, was completely fantastic. All were helpful, pleasant and performed their jobs well. Your facility has a great group of employees and that is not easy to come by. I cannot tell you how many people remarked on the food quality. That banquet meal was, by far, the best food we have had in years. Please thank the kitchen staff for me.

Some of us have been at this game for a loooooong time and have spent many years at miserable venues dealing with miserable people. This years' event will be remembered as a highlight for the fantastic service we received by a really great group of people. Congratulations to you and the employees of this facility. Management ought to be grateful for the folks who work for this organization. I hope our paths cross again in the near future.

Tusen takk og helsing til alle,  
Tom Standal, Genealogist, Treasurer  
Valdres Samband Board of Directors

- We have been busy prospecting and have competed a handful of bids that Beth can share more about in her report.



City of Willmar  
**CONVENTION & VISITORS BUREAU**  
**Balance Sheet as of May 31, 2016**  
(As of 06/02/16)

(2015 Not Yet Closed So Information Subject to Change)

**Assets**

Cash	\$ (10,239.85)
Petty Cash	50.00
Investments	233,471.44
Taxes Receivable	-
Accounts Receivable	-
Prepaid Expenses	13,684.74
Interest Receivable	58.62
<b>Total Assets</b>	<b>\$ 237,024.95</b>

**Liabilities**

Accounts Payable	\$ -
Due to General Fund	-
Due to Capital Improvements	-
<b>Total Liabilities</b>	<b>-</b>

**Fund Balance**

Restricted Fund Balance - Prepaid Expenses	12,766.43
Committed Fund Balance - CVB	31,193.62
Assigned Fund Balance - Petty Cash/CVB	50.00
Assigned Fund Balance - CVB	193,014.90
<b>Total Fund Balance</b>	<b>237,024.95</b>

**Total Liabilities & Fund Balance**      **\$ 237,024.95**





City of Willmar  
**CONVENTION & VISITORS BUREAU**  
**COMPARATIVE INCOME STATEMENT**  
**For the Period Ended May 31, 2016**  
**(As of 06/02/16)**

(2015 Not Yet Closed So Information Subject to Change)

	<u>Budget</u>	<u>2016 Actual</u>	<u>2015 Actual</u>
<b><u>Revenues</u></b>			
Lodging Receipts	\$ 184,000.00	\$ 56,831.51	\$ 60,506.32
State Tourism Grant	7,000.00	4,235.00	4,056.98
Kandiyohi County	14,500.00	-	-
Kandiyohi Co. Tourism Phone Reim	1,000.00	-	-
Kandiyohi Co. Tourism Partnerhip	34,000.00	34,000.00	34,000.00
Advertising Sales	2,000.00	-	2,039.63 *
Miscellaneous	-	-	-
Interest Earnings	-	1,048.58 *	590.96 *
Market Value Increase (Decr)	-	3,179.77 *	3,535.90 *
Refunds & Reimbursements	-	3,078.49 *	2,502.13 *
<b>Total Revenues</b>	<b>242,500.00</b>	<b>102,373.35</b>	<b>107,231.92</b>
<b><u>Expenditures</u></b>			
<b>Operating</b>			
Full Time Exec Director Salary	91,000.00	26,737.52	26,774.00
Temporary Employee Salaries	-	-	-
Benefits and Taxes	19,000.00	6,910.71	6,988.84
Office Supplies/Copies	3,000.00	186.32	431.33
Small Tools	2,000.00	79.15	-
Postage	1,500.00	188.61	343.11
Mtce. of Equipment	1,000.00	-	-
Mtce. Of Structures	-	-	-
General Supplies	2,200.00	335.81	292.94
Telephone/Fax	5,000.00	3,185.19	5,593.79
Printing & Publishing	5,000.00	-	644.75
Travel/Lodging/Dues	6,000.00	2,550.84	1,729.24
Mtce. of Equipment	5,000.00	-	-
Other Services	-	310.22 *	279.38 *
Rents	8,000.00	2,506.44	2,506.44
Insurances & Bonds	460.00	460.00	460.00 *
Awards & Indemnities	250.00	53.52	-
Subscription/Membership	2,000.00	354.06	295.70
Professional Services	3,000.00	282.06	60.00
Advertising/Marketing	-	-	-
Other Charges	-	-	-
Contingency Fund	500.00	40.00	-
City Transfer (5%)	-	-	-
Transfer Out Capital Improvements	9,000.00	-	-
Refunds and Reimbursements	-	-	-
Market Value Adjustment	-	22.63 *	5.54 *
Tourism Expenses	40,000.00	17,135.91	17,784.15
Ad Development & Revisions	300.00	60.00	40.00
Conference & Convention	22,000.00	18,531.04	4,234.82
Group Tour Promotions	1,290.00	25.50	1,500.00
Leisure Travel	28,000.00	15,939.07	15,499.39
Fall/Winter Promotions	7,000.00	223.23	1,411.96
Spring/Summer Promotions	-	-	-
Special Projects	4,000.00	2,500.00	-
Strategic Marketing	4,000.00	-	-
<b>Total Expenditures</b>	<b>270,500.00</b>	<b>98,617.83</b>	<b>86,875.38</b>
Net Income (Loss)	(28,000.00)	3,755.52	20,356.54
Fund Balance January 1	233,269.43	233,269.43	187,847.83
Prior Period Adjustment	-	-	-
<b>Fund Balance May 31</b>	<b>\$ 205,269.43</b>	<b>\$ 237,024.95</b>	<b>\$ 208,204.37</b>

\* Indicates Over Budget



### Lodging Tax History

	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	
January	\$ 7,257.21	\$ 7,998.33	\$ 7,855.69	\$ 8,682.75	\$ 9,803.51	\$ 10,143.12	\$ 9,356.74	\$ 8,863.45	\$ 8,485.83	\$ 8,884.20	\$ 8,809.36	\$ 9,592.37	\$ 10,146.02	\$ 11,242.91	\$ 12,481.92	\$ 16,072.96	
February	\$ 8,301.68	\$ 8,273.68	\$ 8,564.69	\$ 8,499.71	\$ 10,224.37	\$ 10,054.13	\$ 9,566.54	10,602.01	\$ 8,480.61	\$ 10,444.66	\$ 10,611.48	\$ 11,908.11	\$ 10,911.35	\$ 13,578.53	\$ 13,861.89	\$ 12,644.59	
March	\$ 9,310.62	\$ 8,369.92	\$ 7,834.79	\$ 8,617.73	\$ 9,891.40	\$ 9,769.91	10,355.41	\$ 11,159.67	\$ 9,627.34	\$ 11,072.50	\$ 10,383.91	\$ 11,246.07	\$ 12,286.25	\$ 11,960.20	\$ 13,268.74	\$ 11,951.98	
April	\$ 7,911.69	\$ 8,364.42	\$ 8,217.88	\$ 8,791.84	\$ 10,683.76	\$ 10,486.74	\$ 10,298.58	\$ 11,256.15	\$ 8,896.70	\$ 10,582.99	\$ 11,572.47	\$ 9,979.39	\$ 11,762.97	\$ 12,280.28	\$ 20,893.77	\$ 16,855.81	
May	\$ 9,234.55	\$ 10,054.26	\$ 9,078.07	\$ 9,523.49	\$ 11,180.11	\$ 11,916.43	\$ 12,498.33	\$ 11,400.34	\$ 9,590.19	\$ 10,405.48	\$ 12,184.92	\$ 13,372.89	\$ 13,011.30	\$ 13,953.56	\$ 27,168.41		
June	\$ 12,152.89	\$ 12,103.69	\$ 11,693.46	\$ 13,263.93	\$ 13,222.78	\$ 14,656.50	\$ 14,272.52	\$ 13,587.59	\$ 14,138.00	\$ 14,192.88	\$ 16,310.94	\$ 17,056.44	\$ 17,723.80	\$ 21,493.18	\$ 31,353.36		
July	\$ 13,656.84	\$ 13,956.28	\$ 14,304.97	\$ 16,313.57	\$ 16,679.03	\$ 17,455.49	\$ 17,601.37	\$ 18,627.95	17,670.65	\$ 16,118.86	\$ 21,102.74	\$ 19,419.80	\$ 20,870.17	\$ 23,504.27	\$ 31,335.96		
August	\$ 12,932.30	\$ 12,484.49	\$ 12,430.55	\$ 13,557.57	\$ 15,367.67	\$ 15,814.31	\$ 16,146.49	\$ 15,076.77	\$ 14,583.82	\$ 16,871.90	\$ 17,099.31	\$18,441.81	\$ 19,836.73	\$ 19,602.33	\$ 26,012.06		
September	\$ 8,815.63	\$ 8,761.79	\$ 9,282.67	\$ 11,132.73	\$ 11,735.70	\$ 13,352.34	\$ 12,661.74	\$ 12,474.13	\$ 12,845.44	\$ 12,965.58	\$ 14,485.25	\$ 16,027.03	\$ 16,596.08	\$ 15,996.62	\$ 19,337.47		
October	\$ 10,148.01	\$ 10,165.02	\$ 10,461.69 \$ 12,994.55	\$ 10,748.60 \$ 12,147.50	\$ 12,586.44	\$ 12,889.49	\$ 11,976.87	\$ 12,486.39 \$14,931.70*	\$ 10,180.03 \$15,814.85*	\$ 12,657.71 \$14,889.20*	\$ 13,417.43	\$ 13,824.00	\$ 15,507.78	\$ 16,011.42	\$ 17,586.17		
November	\$ 7,893.51	\$ 6,602.76 \$ 10,746.10	\$ 8,430.63	\$ 8,898.66	\$ 10,188.40 \$ 12,061.86	\$ 10,176.16 12,886.81*	\$ 9,264.87 13,780.05*	\$ 9,444.09	\$ 8,785.56	\$ 9,312.75	\$ 11,366.74 \$ 14,625.30	\$ 11,414.80 \$ 14,728.80	\$ 12,603.31 \$ 14,885.55	\$ 12,749.26 \$14,858.75	\$ 13,727.63 \$14,785.45		
December	\$ 8,725.40	\$ 7,875.14	\$ 8,583.87	\$ 8,521.55	\$ 10,286.25	\$ 9,985.78	9,345.52	\$ 8,748.64	\$ 6,998.74	\$ 9,662.25	\$10,045.27	\$ 10,378.89	\$ 11,250.37	\$ 12,489.86	\$ 13,694.93		
<b>Total Lodging tax</b>	<b>\$ 116,340.33</b>	<b>\$ 125,755.88</b>	<b>\$ 129,733.51</b>	<b>\$ 138,699.63</b>	<b>\$ 153,913.28</b>	<b>\$ 149,046.17</b>	<b>\$ 157,316.91</b>	<b>\$ 149,764.53</b>	<b>\$ 138,486.75</b>	<b>\$ 145,171.76</b>	<b>\$ 161,969.85</b>	<b>\$ 177,390.40</b>	<b>\$ 187,391.68</b>	<b>\$ 199,721.17</b>	<b>\$ 255,509.76</b>	<b>\$ 57,525.34</b>	

\*Kandiyohi County Camping Receipts

**COMMUNITY EDUCATION & RECREATION  
JOINT POWERS BOARD  
JUNE 24, 2016**

**Members Present:** Dave Baumgart, Bill Borth, Sally Calvin, Matt Dawson, Tim Johnson, Carol Laumer, Audrey Nelsen, Pablo Obregon, Rachel Skretvedt, Darin Strand

**Staff Present:** Steve Brisendine, Rob Baumgarn, Casey Hagert, Ryan Harper, City Administrator Larry Kruse, Public Works Superintendent Scott Ledeboer, Becky Sorenson, Pam Vruwink

**Others Present:** Richard Engan, Ben Atchison, Dawn Engstrom – Engan Associates  
Ben Hooper – Eagle Creek

Chairman Darin Strand called the meeting to order. He called on Ben Hooper from Eagle Creek who presented their request for a liquor permit for Willmar Fests at Robbins Island. A motion was made by Carol Laumer to approve the request. Dave Baumgart seconded the motion. Motion passed.

The next item on the agenda was Rice Park. Richard Engan handed out a set of drawings for the proposed Rice Park plan. The work will be done on the west section of the park, not the east, leaving the existing playground as is.

Richard introduced Dawn Engstrom who talked about adding additional space so restrooms and change rooms are not in the same room. Rachel Skretvedt agreed, saying that, as a parent with small children, sometimes they need the restroom immediately and can't wait until someone finishes changing. Sally Calvin also agreed that the addition of a separate change area would be a good idea. It was also stated that hooks and some shelves need to be added so people don't have to put their things on the floor. It was also mentioned adding a toilet to the change room. Richard stated that he would look into State Code to see what the requirements are with regards to restrooms.

Darin Strand asked about the proposed shading of the plaza. Richard stated two plans have been discussed – a permanent structure and a sails structure. Richard reported that the material used in the sails are extremely durable and should not need to be frequently replaced. The cost would be less expensive if smaller sails were purchased. Richard Engan said he has not priced them out yet. Sally Calvin asked if they would be permanent or taken down during the winter. Richard said he assumed they would be taken down for the winter.

A discussion followed regarding the open shelter with an enclosed section. There were three drawings for the proposed shelter – two traditional shelters – one with regular windows and one with two glass garage doors and one contemporary shelter. The size of the storage room was talked about, how much space is needed. If the change rooms are added, the needed space for those will have to come from somewhere such as decreasing the size of the storage room or making restrooms smaller.

**CER JOINT POWERS BOARD  
JUNE 24, 2016, PAGE 2**

Having one restroom and adding toilets to two change rooms was mentioned. Rachel Skretvedt asked about non-slip floors. Richard responded that is a consideration.

Samples of the possible brick outside for the shelter were passed around.

Darin Strand summarized the discussion so far.

Three restrooms or two restrooms and one change room

Doors facing the splash pad and a possible garage door to open enclosure up

Shade

The possible garage doors for the shelter are more expensive than windows. Rachel Skretvedt asked about replacing glass in the door if any of the sections are broken. Richard Engan responded that the glass is a tempered and more difficult to break but since the garage door is made of glass sections, not one section, replacement glass sections are available.

After much discussion, the Board directed Richard Engan and Engan Associates to proceed with developing a plan for the traditional shelter with two restrooms and one change room, doors facing the splash pad and to come back with prices for a shelter with windows and what the extra cost for the garage doors would be.

The next item on the agenda was the local option sales tax. The City Council has approved that the question could be put on the ballot.

Matt Dawson talked about the survey. Pablo Obregon asked how we convince people to support the local option sales tax. He wants to make sure the proposed Community Center is accessible to everyone. Matt said location doesn't matter. It will be out of the way for some people no matter where it is located. Possibly the bike trail could be connected to the Civic Center Arena, MN West and Robbins Island.

There have been numerous requests for an indoor playground (which was removed from the City Auditorium during the maintenance and cleaning work done a couple of years ago). Another request is for indoor soccer space. What is a community center and what amenities should be in a facility like this is the question that needs to become clearer.

Carol Laumer talked about the need to have space for the senior population as that is the fastest growing segment of the community. Their needs will need to become known so this structure has proper input from the users.

Rachel Skretvedt asked Steve what he thought about offices being at the new Community Center. Steve responded that as things may possibly be changing with the construction of the new elementary school and early childhood classes being placed in each of the elementary schools, he is not sure how that will affect Jefferson Learning Center and the possible relocation of CER staff.

**CER JOINT POWERS BOARD  
JUNE 24, 2016, PAGE 3**

A question was asked how the City Council feels about the items included on the proposed local option sales tax. Tim Johnson responded that he wants to see some cost figures. If the sales tax option passed, it will presumably free up money. He is interested in knowing how much money. The amount of money that could be raised by the sales tax option is \$2.2 million per year.

City Administrator Larry Kruse talked about the CIP (Capital Improvement Projects) for the next 5 years. One and half million is projected for Robbins Island this year with a total of 4 million for 5 years. For the Civic Center Arena, \$3,600,000 for updates, including new refrigeration. For Swansson Field updates another \$2,250,000 is needed. This totals close to \$10 million, leaving a little over \$1 million left from the money raised by the local option sales tax. Does the City Council plan on spending \$20 million to do some extra things or \$10 million to get caught up?

Tim Johnson stated that he is concerned with the tax base. Darin Strand said he thinks that if things are not done, people will not stay in Willmar. Rachel Skretvedt said that we keep saying that Willmar is a regional center but we are not or Willmar does not have many of the amenities of other regional centers around the state. We need to do things to become a regional center and not only keep people in Willmar but entice people to move to Willmar. A plan needs to be defined; we can't come up with a cost estimate without having a plan.

As there was no further discussion, the meeting was adjourned. The next meeting will be July 22.

## City of Willmar Monthly External Permits Report

Permit #	Issued Date	Owner and Site Address	Permit Sub-Type and Work Type	Description	Valuation	Total Permit Fee	
WI023604	6/7/2016	David & Emily Molenaar 702 10th St SW	95-006-2880 Lot 1, Block 77 First Addition	Reroofing Residential Add/Alter	Residential Reroofing	\$2,000.00	\$31.00
WI024059	6/6/2016	Ind. School Dist. #347 209 Willmar Ave SE	95-914-1600	New Churches/Schools	Construction New Classrooms/Fire Sprinklers/Interior Remodel	\$5,449,017.00	\$42,983.52
WI024090	6/7/2016	County Of Kandiyohi 400 Benson Ave SW	95-003-2350 Block 23 Willmar, Town Of (Original)	Alteration Commercial Add/Alter	Replace concrete steps and handrails	\$9,872.00	\$272.65
WI024119	6/30/2016	KLC of Willmar Inc. 2443 2nd Ave SE	95-121-4020 Lot 3, Block 1 Cambridge Addition	New New Single-Family Dwelling	New Home and Garage	\$160,230.00	\$1,570.43
WI024121	6/30/2016	KLC of Willmar Inc. 2443 2nd Ave SE	95-121-4020 Lot 3, Block 1 Cambridge Addition	Single Family New	Residential Plumbing - New Home and Garage	\$0.00	\$149.00
WI024122	6/30/2016	KLC of Willmar Inc. 2443 2nd Ave SE	95-121-4020 Lot 3, Block 1 Cambridge Addition	Single Family New	Residential HVAC - New Home and Garage	\$160,230.00	\$101.00
WI024138	6/30/2016	KLC of Willmar Inc. 2427 2nd Ave SE	95-121-4060 Lot 7, Block 1 Cambridge Addition	New New Single-Family Dwelling	New Home and Garage	\$144,713.00	\$1,462.67
WI024139	6/30/2016	KLC of Willmar Inc. 2427 2nd Ave SE	95-121-4060 Lot 7, Block 1 Cambridge Addition	Single Family New	Residential Plumbing - New Home and Garage	\$0.00	\$149.00
WI024140	6/30/2016	KLC of Willmar Inc. 2427 2nd Ave SE	95-121-4060 Lot 7, Block 1 Cambridge Addition	Single Family New	Residential HVAC - New Home and Garage	\$144,713.00	\$101.00
WI024141	6/30/2016	KLC of Willmar Inc. 2431 2nd Ave SE	95-121-4050 Lot 6, Block 1 Cambridge Addition	New New Single-Family Dwelling	New Home and Garage	\$144,713.00	\$1,462.67
WI024142	6/30/2016	KLC of Willmar Inc. 2431 2nd Ave SE	95-121-4050 Lot 6, Block 1 Cambridge Addition	Single Family New	Residential Plumbing - New Home and Garage	\$144,713.00	\$149.00
WI024143	6/30/2016	KLC of Willmar Inc. 2431 2nd Ave SE	95-121-4050 Lot 6, Block 1 Cambridge Addition	Single Family New	Residential HVAC - New Home and Garage	\$144,713.00	\$101.00

## City of Willmar Monthly External Permits Report

Permit #	Issued Date	Owner and Site Address	Permit Sub-Type and Work Type	Description	Valuation	Total Permit Fee	
WI024173	6/6/2016	KLC of Willmar Inc. 205 Terraplane Dr SE	95-121-4080 Lot 9, Block 1 Cambridge Addition	New New Single-Family Dwelling	New Home and Garage	\$144,713.00	\$1,462.67
WI024174	6/6/2016	KLC of Willmar Inc. 205 Terraplane Dr SE	95-121-4080 Lot 9, Block 1 Cambridge Addition	Single Family New	Residential Plumbing - New Home and Garage	\$0.00	\$149.00
WI024175	6/6/2016	KLC of Willmar Inc. 205 Terraplane Dr SE	95-121-4080 Lot 9, Block 1 Cambridge Addition	Single Family New	Residential HVAC - New Home and Garage	\$144,713.00	\$101.00
WI024176	6/6/2016	KLC of Willmar Inc. 209 Terraplane Dr SE	95-121-4090 Lot 10, Block 1 Cambridge Addition	New New Single-Family Dwelling	New Home and Garage	\$144,713.00	\$1,462.67
WI024177	6/6/2016	KLC of willmar Inc. 209 Terraplane Dr SE	95-121-4090 Lot 10, Block 1 Cambridge Addition	Single Family New	Residential Plumbing - New Home and Garage	\$0.00	\$149.00
WI024178	6/6/2016	KLC of Willmar Inc. 209 Terraplane Dr SE	95-121-4090 Lot 10, Block 1 Cambridge Addition	Single Family New	Residential HVAC - New Home and Garage	\$144,713.00	\$101.00
WI024179	6/6/2016	KLC of Willmar Inc. 213 Terraplane Dr SE	95-121-4100 Lot 11, Block 1 Cambridge Addition	New New Single-Family Dwelling	New Home and Garage	\$144,713.00	\$1,462.67
WI024180	6/6/2016	KLC of Willmar Inc. 213 Terraplane Dr SE	95-121-4100 Lot 11, Block 1 Cambridge Addition	Single Family New	Residential Plumbing - New Home and Garage	\$0.00	\$149.00
WI024181	6/6/2016	KLC of Willmar Inc. 213 Terraplane Dr SE	95-121-4100 Lot 11, Block 1 Cambridge Addition	Single Family New	Residential HVAC - New Home and Garage	\$144,713.00	\$101.00
WI024182	6/6/2016	KLC of Willmar Inc. 217 Terraplane Dr SE	95-121-4110 Lot 12, Block 1 Cambridge Addition	New New Single-Family Dwelling	New Home and Garage	\$144,713.00	\$1,462.67
WI024183	6/6/2016	KLC of Willmar Inc. 217 Terraplane Dr SE	95-121-4110 Lot 12, Block 1 Cambridge Addition	Single Family New	Residential Plumbing - New Home and Garage	\$0.00	\$149.00
WI024184	6/6/2016	KLC of Willmar Inc. 217 Terraplane Dr SE	95-121-4110 Lot 12, Block 1 Cambridge Addition	Single Family New	Residential HVAC - New Home and Garage	\$144,713.00	\$101.00

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Permit #	Issued Date	Owner and Site Address	Permit Sub-Type and Work Type	Description	Valuation	Total Permit Fee	
WI024189	6/20/2016	Curry Swanson 345 Robert St SE	95-914-2450	Reroofing Residential Add/Alter	Residential Reroof	\$1,800.00	\$30.90
WI024216	6/1/2016	Martinez/Patricia 420 Trott Ave SE	95-740-1310 Block 9 Spicer`s Addition	Reroofing Residential Add/Alter	Residential Reroof	\$1,459.00	\$30.73
WI024217	6/6/2016	Pederson Properties Llc 812 13 1/2 Ave SW	95-750-0720  Sub-Div. N1/2 Of Ne1/4	Reroofing Residential Add/Alter	Residential Reroof	\$5,000.00	\$32.50
WI024219	6/7/2016	Willmar Redevelopment Co. LLC 1400 Lakeland Dr NE	95-980-7530 Lot 213	Mobil Home Transport Mobile Home In/Out	Move in 1994, Liberty , 16' x 76' #06L26014	\$0.00	\$75.00
WI024222	6/6/2016	Mcdonald'S (064-22) 717 1st St S	95-020-0070 Block 1 Fifth Addition To The Town Of Willmar	Commercial/Ind New	install new ventless oven	\$20,000.00	\$210.00
WI024226	6/6/2016	Lowery/Donald E & Jeri L 817 24th Ave SW	95-867-0090 Lot 9, Block 1 West Portland Acres	Reroofing Residential Add/Alter	Residential Reroof	\$7,000.00	\$33.50
WI024227	6/6/2016	Helgeson Properties Llc 1312 10th St SE	95-670-0320 Lot 12, Block 2 Pleasant View Addition	Drainage system Residential Add/Alter	Install 128' of interior drainage system	\$9,905.00	\$232.10
WI024228	6/6/2016	Terry & Shelly Qvam 345 15th Ave NW	95-443-0400 Lot 1&2, Block 1 Lake North	New New Single-Family Dwelling	New Home and Garage	\$277,920.00	\$2,627.11
WI024230	6/6/2016	Vinje Lutheran Church 1218 13th Ave SW	95-690-0210 Lot 1, Block 2 Ramblewood Addition	Alteration Garage/Shed	Reside/Reroof Garage	\$2,500.00	\$81.25
WI024232	6/6/2016	Divine House Properties Llp 2217 22nd St SW	95-715-2030 Lot 3, Block 8 Southgate Addition	Reroofing Residential Add/Alter	Residential Reroof	\$9,000.00	\$34.50
WI024233	6/7/2016	Elliott/Kara J 716 Olena Ave SE	95-230-0060 Block 1 Gesch Addition	Reroofing Residential Add/Alter	Residential Reroof	\$4,985.00	\$32.49
WI024234	6/7/2016	Johnson/Shane L& Linnae M 3204 Eagle Ridge Dr E	95-148-0570 Lot 15, Block 3 Eagles Landing	Single Family Replace	A/C Replacement	\$0.00	\$26.00

## City of Willmar Monthly External Permits Report

Permit #	Issued Date	Owner and Site Address	Permit Sub-Type and Work Type	Description	Valuation	Total Permit Fee
WI024235	6/7/2016	Dekam/Wayne & Faith 905 5th St SW	95-280-0330 Lot 13, Block 2 Hanson's Addition To Willmar	Reroofing Residential Add/Alter	Residential Reroof	\$7,000.00 \$33.50
WI024236	6/6/2016	Terry & Shelly Qvam 345 15th Ave NW	95-443-0400 Lot 1, Block 1 Lake North	Single Family New	Residential Plumbing - New Home and Garage	\$0.00 \$177.00
WI024238	6/6/2016	Terry & Shelly Qvam 345 15th Ave NW	95-443-0400 Lot 1, Block 1 Lake North	Single Family New	Residential HVAC - New Home and Garage	\$277,919.00 \$139.96
WI024240	6/6/2016	Sharkey/Lance L 703 5th St SW	95-006-3820 Lot 13, Block 83 First Addition To The Town Of Willmar	Siding Residential Add/Alter	Residential Reside	\$9,700.00 \$54.85
WI024241	6/1/2016	Aehb, Llc 1308 6th St SW	95-750-0270  Sub-Div. N1/2 Of Ne1/4	Single Family Alt/Remodel	Kitchen/Bathroom Remodel	\$2,000.00 \$71.00
WI024242	6/6/2016	Lorena Perez 401 30th St NW E-6	95-980-0710 Lot E-6	Mobil Home Transport Mobile Home In/Out	move in 1982 Ardmore MH, 14' x 54' #64624	\$0.00 \$75.00
WI024244	6/7/2016	Menard Inc 3330 1st St S	95-504-0010 Lot 1, Block 1 Menards Addition	New Commercial New	Construct 25,363 sf, Lumber Warehouse	\$1,041,506.00 \$9,106.54
WI024245	6/1/2016	Larry & Janice Miller 1613 Lower Trentwood Cir NE	95-828-0560 Lot 7, Block 4 Trentwood Estates	New New Single-Family Dwelling	New Home and Garage	\$207,938.00 \$2,102.12
WI024246	6/6/2016	Madsen/Heidi M & Robert J 734 Park Ave NW	95-710-0010 Block 1 Seminary Addition	Reroofing Residential Add/Alter	Residential Reroof	\$7,985.00 \$33.99
WI024247	6/1/2016	Larry & Janice Miller 1613 Lower Trentwood Cir NE	95-828-0560 Lot 7, Block 4 Trentwood Estates	Single Family New	Residential Plumbing - New Home and Garage	\$0.00 \$170.00
WI024248	6/1/2016	Larry & Janice Miller 1613 Lower Trentwood Cir NE	95-828-0560 Lot 7, Block 4 Trentwood Estates	Single Family New	Residential HVAC - New Home and Garage	\$207,938.00 \$104.97
WI024249	6/7/2016	Helgeson/Melanie E & Jacob A 1244 17th St SW	95-860-0490 Lot 9, Block 3 West Park 1st Addition	Install Egress Window Residential Add/Alter	Install egress window	\$2,000.00 \$88.15

## City of Willmar Monthly External Permits Report

Permit #	Issued Date	Owner and Site Address	Permit Sub-Type and Work Type	Description	Valuation	Total Permit Fee	
WI024250	6/6/2016	Deosoy/Inocenta A 311 11th St NW	95-009-1230 Lot 4, Block 134 Second Addition To Willmar	Alteration Residential Add/Alter	Repairs to cmu foundation wall	\$2,200.00	\$105.75
WI024251	6/7/2016	Hamann Trust/Darold 2301 Hwy 12 W	95-916-2895	Alteration Commercial Add/Alter	Install 3 new panel antennas and 3 RRUs	\$25,000.00	\$589.59
WI024252	6/2/2016	Vandeneinde/Robert B& Judith A 2507 9th St SW	95-867-0440 Lot 4, Block 2	Reroofing Residential Add/Alter	Residential Reroof	\$9,800.00	\$34.90
WI024255	6/6/2016	Ind. School Dist. #347 209 Willmar Ave SE	95-914-1600	Commercial/Ind New	HVAC installation for school addition	\$1,259,800.00	\$13,227.90
WI024256	6/7/2016	First Baptist Church 1000 6th St SE	95-914-1440	Alteration Churches/Schools	Replace windows and frames	\$17,545.00	\$441.48
WI024259	6/8/2016	Madsen/Heidi M & Robert J 734 Park Ave NW	95-710-0010 Block 1 Seminary Addition	Single Family Replace	Gas Furnace Replacement	\$0.00	\$31.00
WI024260	6/8/2016	Kopacek/Jarrett & Kylie 816 8th St SW	95-090-0050  Booth's Addition To Willmar	Single Family Replace	A/C Replacement	\$0.00	\$26.00
WI024261	6/8/2016	Peterson/Kimberly K 705 Olena Ave SE	95-662-0160 Lot 16, Block 1 Perkins 2nd Addition	Reroofing Residential Add/Alter	Residential Reroof	\$2,500.00	\$31.25
WI024262	6/8/2016	Olander/Nathan C & Jessica L 1113 7th St SW	95-090-2130 Lot 13 Booth's Addition To Willmar	Reroofing Residential Add/Alter	Residential Reroof	\$5,000.00	\$32.50
WI024263	6/8/2016	Baumann/Robert & Sandra 601 Mary Ave SE	95-810-0080 Block 1 Third Eastern Addition	Reroofing Residential Add/Alter	Residential Reroof	\$4,485.00	\$32.24
WI024264	6/8/2016	Yu/Jianbin 901 24th St SE	95-668-4560 Lot 6, Block 1 Pheasant Run	Reroofing Residential Add/Alter	Residential Reroof	\$8,800.00	\$34.40
WI024265	6/8/2016	Bustos/Nestor 608 25th Ave SW	95-682-0290 Lot 9, Block 3 Portland Acres 2nd Addition	Reroofing Residential Add/Alter	Residential Reroof	\$2,000.00	\$31.00

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Permit #	Issued Date	Owner and Site Address	Permit Sub-Type and Work Type	Description	Valuation	Total Permit Fee	
WI024266	6/8/2016	Wersinger/Ralph & Lori L 1520 Minnesota Ave SW	95-040-0160 Block 3 Barnstad's Addition To The City Of Willmar	Reroofing Apartment	Commercial Reroof	\$7,000.00	\$128.25
WI024267	6/8/2016	Knapper/Curtis L 2308 21st Ave SW	95-601-0122 Lot 18, Block 2 Ortenblad's Homesites	Addition Residential Add/Alter	construct 20 x 22' attached garage addn/ reside/reroof	\$49,000.00	\$816.55
WI024269	6/9/2016	Mclouth/Mark R & Johanna A 316 24th Ave SW	95-680-0750 Lot 5, Block 4 Portland Acres	Reroofing Residential Add/Alter	Residential Reroof	\$1,000.00	\$30.50
WI024270	6/9/2016	Berskow/Amy J 1808 Hansen Drive SW	95-864-0020 Block 1 West Park 5th Addition	Siding Residential Add/Alter	Residential Reside	\$6,500.00	\$53.25
WI024271	6/9/2016	Josh & Felicia Swenson 1805 2nd St NE	95-467-1010 Lot 2, Block 1 Lakewood	New New Single-Family Dwelling	New Home and Garage	\$436,026.00	\$3,819.16
WI024272	6/10/2016	Jorschumb/Douglos V & Renee 2104 4th Ave SE	95-668-0190 Lot 9, Block 2 Pheasant Run	Alteration Residential Add/Alter	provide new footings/secure addn/rebuild deck	\$4,000.00	\$124.15
WI024273	6/10/2016	Nielsen/Todd A & Kate 207 7th St NW	95-003-0830 Block 8 Willmar, Town Of (Original)	Deck Residential Add/Alter	Residential Deck repair/surface replacement	\$400.00	\$29.60
WI024274	6/10/2016	Josh & Felicia Swenson 1805 2nd St NE	95-467-1010 Lot 2, Block 1 Lakewood	Single Family New	Residential Plumbing - New Home and Garage	\$0.00	\$212.00
WI024275	6/10/2016	Josh & Flicia Swenson 1805 2nd St NE	95-467-1010 Lot 2, Block 1 Lakewood	Single Family New	Residential HVAC - New Home and Garage	\$436,026.00	\$219.01
WI024276	6/10/2016	Kandiyohi County H&R Auth 300 7th St NW	95-440-0050  Lake Front Addition	Alteration Commercial Add/Alter	Interior bathroom remodel	\$1,103,443.00	\$7,137.25
WI024279	6/13/2016	Watkins/Theresa M 1312 9th St SE	95-670-0090 Lot 9, Block 1 Pleasant View Addition	Single Family Replace	Water Heater Replacement	\$0.00	\$26.00

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Permit #	Issued Date	Owner and Site Address		Permit Sub-Type and Work Type	Description	Valuation	Total Permit Fee
WI024280	6/13/2016	Johnson/Daniel R & Faith L 2113 6th Ave SE	95-668-0320 Lot 22, Block 2 Pheasant Run	Reroofing Residential Add/Alter	Residential Reroof	\$10,000.00	\$35.00
WI024281	6/13/2016	Mitchell/Olan W & Gretchen H 2001 Country Club Dr NE	95-465-0030 Lot 3, Block 1 First Addition To Lakewood On Willmar Lake	Single Family Replace	Gas Furnace & A/C Replacement	\$0.00	\$56.00
WI024282	6/13/2016	Demgen/Marcella 1209 Grace Ave SW	95-570-0420 Block 3 Nursery Addition	Single Family Replace	A/C Replacement	\$0.00	\$26.00
WI024283	6/13/2016	Freiberg/Walter J 411 10th St NW	95-009-1460 Lot 3, Block 136 Second Addition To Willmar	Alteration Residential Add/Alter	Residential Reroof & Reside	\$7,587.00	\$83.79
WI024284	6/13/2016	Ashley Ciprian 322 Ferring St SE	95-220-0920 Lot 2, Block 8 Ferring's Addition	Alteration Residential Add/Alter	Residential Reside & Reroof	\$5,000.00	\$82.50
WI024285	6/14/2016	Reyes/Juan/& Donaciana Saenz 2105 24th St SW	95-715-0300 Lot 20, Block 2 Southgate Addition	Reroofing Residential Add/Alter	Residential Reroof	\$2,463.00	\$31.23
WI024286	6/14/2016	Diaz/Maria E 2309 5th Ave SE	95-668-1020 Lot 12, Block 5 Pheasant Run	Alteration Residential Add/Alter	Install patio door & 2 egress windows	\$2,095.00	\$105.70
WI024287	6/14/2016	Tollefsrud/Lee N 1504 Richland Ave SW	95-868-0430 Lot 1, Block 2 Westwind Estates	New New Single-Family Dwelling	New Home and Garage	\$324,041.00	\$2,979.17
WI024288	6/14/2016	Tollefsrud/Lee N 1504 Richland Ave SW	95-868-0430 Lot 1, Block 2 Westwind Estates	Single Family New	Residential Plumbing - New Home and Garage	\$0.00	\$170.00
WI024289	6/14/2016	Tollefsrud/Lee N 1504 Richland Ave SW	95-868-0430 Lot 1, Block 2 Westwind Estates	Single Family New	Residential HVAC - New Home	\$324,041.00	\$163.02
WI024290	6/16/2016	Schlueter/Eugene F & Carol J 1740 Pleasant View Ci SE	95-423-0070 Lot 7, Block 1 Koosman Signature Addition	Reroofing Residential Add/Alter	Residential Reroof	\$2,850.00	\$31.43

## City of Willmar Monthly External Permits Report

Permit #	Issued Date	Owner and Site Address	Permit Sub-Type and Work Type	Description	Valuation	Total Permit Fee
WI024291	6/16/2016	Gerhardson/Linda/&A G Swift 504 13th St SW	95-320-0420 Lot 2, Block 4 Highland Place In The City Of Willmar	Reroofing Residential Add/Alter	Residential Reroof	\$2,000.00 \$31.00
WI024292	6/16/2016	Erickson Land Company Of Wil 1506 Upper Trentwood Cir NE	95-828-0020 Lot 2, Block 1 Trentwood Estates	New Commercial New	Construct 6324 sf assisted living/ 636 sf garage	\$829,928.00 \$16,085.25
WI024293	6/16/2016	Erickson Land Company Of Wil 1506 Upper Trentwood Cir NE	95-828-0020 Lot 2, Block 1 Trentwood Estates	Institution New	HVAC installation for new assisted living facility	\$65,000.00 \$682.50
WI024295	6/20/2016	Johnson/Steven B & Deborah 919 Trott Ave SW	95-006-0260 Block 58 First Addition To The Town Of Willmar	Reroofing Residential Add/Alter	Residential Reroof	\$2,700.00 \$31.35
WI024296	6/20/2016	Cronen/Justin R 1010 Litchfield Ave SW	95-003-4060 Block 36 Willmar, Town Of (Original)	Siding Residential Add/Alter	Residential Reside	\$1,000.00 \$50.50
WI024297	6/20/2016	Quist/Russel & Susan 1451 Hansen Drive SW	95-863-0530 Lot 3, Block 3 West Park 4th Addition	Siding Residential Add/Alter	Residential Reroofing/ partial residing	\$6,000.00 \$83.00
WI024298	6/20/2016	Orson/Bryan M & Jessica R S 725 6th St SW	95-006-3650 Lot 8, Block 82 First Addition To The Town Of Willmar	Reroofing Residential Add/Alter	Residential Reroof	\$8,000.00 \$34.00
WI024299	6/20/2016	Cambridge Apartments, Inc 1425 19th Ave SW	95-922-7605	Reroofing Commercial Add/Alter	Commercial Reroof	\$51,000.00 \$606.50
WI024300	6/20/2016	Nelson/Melany D 2407 6th St NE	95-137-0224 Block 4 Country Club Terrace	Reroofing Residential Add/Alter	Residential Reroof	\$1,680.00 \$30.84
WI024301	6/20/2016	Schmiesing/Carol M 411 4th St SE	95-740-0210 Block 2 Spicer's Addition	Alteration Residential Add/Alter	Foundation repairs	\$12,000.00 \$393.15

## City of Willmar Monthly External Permits Report

Permit #	Issued Date	Owner and Site Address	Permit Sub-Type and Work Type	Description	Valuation	Total Permit Fee	
WI024302	6/20/2016	Erickson Land Company Of Wil 1506 Upper Trentwood Cir NE	95-828-0020 Lot 2, Block 1 Trentwood Estates	Commercial/Ind New	Plumbing for new assisted living facility	\$0.00	\$631.50
WI024305	6/21/2016	Ind. School Dist. #347 1234 Kandiyohi Ave SW	95-006-7460 Block 113 First Addition To The Town Of Willmar	Commercial/Ind Maintenance/Repair	Install vent for new boiler	\$42,025.00	\$441.26
WI024307	6/21/2016	Ind. School Dist. #347 1234 Kandiyohi Ave SW	95-006-7460 Block 113 First Addition To The Town Of Willmar	Commercial/Ind Replace	Install new boiler	\$272,422.00	\$2,860.43
WI024308	6/21/2016	Ind. School Dist. #347 1234 Kandiyohi Ave SW	95-006-7460 Block 113 First Addition To The Town Of Willmar	Alteration Churches/Schools	Install new boilerroom door assembly	\$5,450.00	\$187.94
WI024309	6/21/2016	Zimmerman/Virginia A 2416 6th St SW	95-680-0670 Block 3 Portland Acres	Siding Residential Add/Alter	Residential Reside	\$5,000.00	\$52.50
WI024310	6/21/2016	Wise/Amber 2110 20th Ave SW	95-335-0010 Lot 1, Block 1 Hillstrom Addition	Reroofing Residential Add/Alter	Residential Reroof	\$3,500.00	\$31.75
WI024312	6/21/2016	Centellas/Jheyson C 915 3rd St SE	95-250-1240 Block 6 Glarum`s Addition To Willmar	Single Family Replace	Gas Furnace Replacement	\$0.00	\$31.00
WI024313	6/21/2016	Ahlquist/Bernice 715 Mary Ave SE	95-914-1870	Single Family Replace	A/C Replacement	\$0.00	\$26.00
WI024314	6/21/2016	New Minnesotan Realty, Llc 313 Litchfield Ave SW	95-003-5160 Block 44 Willmar, Town Of (Original)	Alteration Commercial Add/Alter	Remove mezzanine	\$600.00	\$39.49
WI024316	6/21/2016	Federal Home Loan Mtge Corp 724 8th St SW	95-006-3230 Block 79 First Addition To The Town Of Willmar	Alteration Residential Add/Alter	Residential Remodel	\$500.00	\$29.65

## City of Willmar Monthly External Permits Report

Permit #	Issued Date	Owner and Site Address	Permit Sub-Type and Work Type	Description	Valuation	Total Permit Fee	
WI024317	6/22/2016	Habitat For Humanity -Wc Mn 1300 Pleasant View Dr SE	95-672-1030 Lot 1, Block 2 Pleasant View	New New Single-Family Dwelling	New Home and Garage	\$166,616.00	\$1,794.46
WI024318	6/22/2016	Tabora/Oscar & Sandra 927 5th St SE	95-250-1830 Block 8 Glarum's Addition To Willmar	Reroofing Residential Add/Alter	Residential Reroof	\$400.00	\$30.20
WI024319	6/22/2016	Habitat For Humanity -Wc Mn 1300 Pleasant View Dr SE	95-672-1030 Lot 1, Block 2 Pleasant View	Single Family New	Residential Plumbing - New Home and Garage	\$0.00	\$149.00
WI024320	6/22/2016	Habitat For Humanity -Wc Mn 1300 Pleasant View Dr SE	95-672-1030 Lot 1, Block 2 Pleasant View	Single Family New	Residential HVAC - New Home and Garage	\$166,616.00	\$101.00
WI024322	6/23/2016	Foot Lake Apartments, Llc 400 30th St NW	95-909-0162	Window Replacement Commercial Add/Alter	Replace 76 commercial windows	\$55,500.00	\$1,037.96
WI024323	6/23/2016	Foot Lake Apartments, Llc 410 30th St NW	95-909-0164	Window Replacement Commercial Add/Alter	Replace 76 commercial windows	\$55,500.00	\$1,037.96
WI024324	6/24/2016	Immanuel Lutheran Church 1704 5th St SW		Deck Residential Add/Alter	construct 14' x 16' deck w/stairs	\$6,000.00	\$160.15
WI024326	6/24/2016	Hemish/Kevin L & Penny Ann 105 3 Ist St NW	95-835-0310 Block 2 Vos Park	Single Family Replace	A/C Replacement	\$0.00	\$26.00
WI024327	6/24/2016	Ahlstrand/Loren E & Adeline L 3305 Eagle Ridge Dr E	95-148-0210 Lot 21, Block 1 Eagles Landing	Single Family Replace	A/C Replacement	\$0.00	\$26.00
WI024328	6/24/2016	Dahl/Daniel W 1215 Gorton Ave NW	95-009-0830 Block 130 Second Addition To Willmar	Single Family Replace	A/C Replacement	\$0.00	\$26.00
WI024329	6/27/2016	Sammons/Elsie L 520 Johanna Ave SE	95-250-0230 Block 2 Glarum's Addition To Willmar	Single Family Replace	Gas Furnace & A/C Replacement	\$0.00	\$56.00
WI024337	6/29/2016	Bulthuis Living Trust/Jerry 918 Litchfield Ave SE	95-520-0130  Murray's Addition	Reroofing Commercial Add/Alter	Commercial Reroof 1/2 of building	\$4,000.00	\$89.25

Issued Dates: 6/1/2016 to 6/30/2016  
Report Name: Monthly External Permits Report  
Permit Type(s): Building, Mechanical, Plumbing

# City of Willmar

## Monthly External Permits Report

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Permit #	Issued Date	Owner and Site Address	Permit Sub-Type and Work Type	Description	Valuation	Total Permit Fee	
WI024338	6/29/2016	Schultz/Andrew 500 Lakeland Dr SE	95-184-1510 Block 10 Erickson's Third Addition	Reroofing Residential Add/Alter	Residential Reroof	\$1,029.00	\$30.51

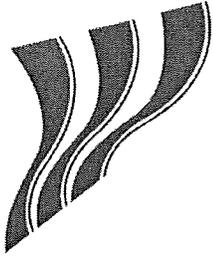
Count: 115

Totals: \$15,589,241.00 \$128,888.45

Year-to-Date Summary (1/1/2016 through 6/30/2016)

Count: 392

YTD Totals: \$25,007,543.00 \$213,756.15



**CITY OF WILLMAR**

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

**COUNCIL ACTION REQUEST**

**DATE:** July 5, 2016

**SUBJECT:** Public Hearing on an Ordinance to amend the zoning ordinance allowing electronic reader boards in residential areas.

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

**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: Anderson

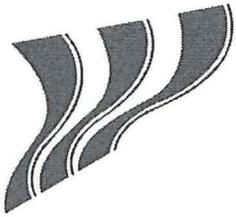
This Ordinance introduced on: June 20, 2016

This Ordinance published on: June 24, 2016

This Ordinance given a hearing on: July 5, 2016

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

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



WILLMAR

City Clerk-Treasurer

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

**COUNCIL ACTION REQUEST**

**DATE:** July 5, 2016

**SUBJECT:** Ordinance Hearing—Amending Municipal Code Chapter 3, Alcoholic Beverages

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

Pursuant to public testimony approve the Ordinance Amending Municipal Code Chapter 3, Alcoholic Beverages to allow additional sales of alcohol at the Civic Center.

**BACKGROUND:**

With a private sector party 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”. This will allow freedom to meet current needs for successful social events like concerts and it will also remove and barrier to the junior hockey team from selling alcohol all season long.

**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.**

(c) *Conditions for granting of license.* A license for the 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.

\* \* \* \*

(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.

\* \* \* \*

Section 2. EFFECTIVE DATE. This ordinance shall be effective from and after its adoption and second publication.

This Ordinance introduced by Council Member: Anderson

This Ordinance introduced on: June 20, 2016

This Ordinance published on: June 24, 2016

This Ordinance given a hearing on: July 5, 2016

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

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

**FINANCE COMMITTEE**

**MINUTES**

The Finance Committee of the City of Willmar met on Monday, June 27, 2017, in Conference Room No. 1 at the City Office Building.

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

Others present: City Administrator Larry Kruse, Finance Director Steve Okins, City Clerk-Treasurer Kevin Halliday, Resident Bob Bonawitz.

Item No. 1      Call to Order

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

Item No. 2      Public Comments

There were no comments from the public.

Item No. 3      Purchase of Four Police Interceptor Cars (Motion)

Staff presented to the Committee, per the recent Purchasing Policy adopted by the Council, a request to purchase four 2017 Ford Police Interceptor Squad Cars as scheduled in the 2016 Budget which includes the purchase of four new police squads in the amount of \$160,007 per the Vehicle Replacement Program. The estimated cost to purchase these four vehicles is \$110,070. It was noted that additional expenditures for these new squads will need to be incurred for outfitting, marketing and upgrading vehicle equipment which is expected to be about \$35,000. Some transferrable equipment has already been purchased for them as well as three out of the four needed thermal imaging cameras.

Following discussion, Council Member Mueske made a motion to approve the purchase request of four 2017 Ford Police Interceptor Squad Cars to include complete outfitting for an estimated cost of \$145,070. Council Member Johnson seconded the motion which carried.

Item No. 4      Write Off the Remaining Special Assessments Above and Beyond the Property Sale Price (Information Only)

Staff reported to the Committee that a request has been received to write off a portion of special assessments against the property at Lot 2, Block 1 of Oslo Meadows (parcel 95-604-0020) because it is believed that it is an unbuildable lot. After the assessments were incurred, this property underwent forfeiture to the State of Minnesota. Normally when a property goes through forfeiture, the County Board sets a price on the property equal to the special assessments outstanding. For this particular property, the special assessments total \$11,628.96 however the County established the purchase price at \$8,147.27 leaving a gap of \$3,481.69 in unpaid special assessments.

Bob Bonawitz explained that the abutting neighbors on each side of Lot 2, Block 1 of Oslo Meadows (parcel 95-604-0020) would like to buy the lot which they deem unbuildable with the recorded drainage easement on the south side because of what they believe is an apparent platting error. The neighbors would like to limit their investment to the County set price of \$8,147.27. They are petitioning the Council to forego the balance of special assessments between the original \$11,628.96 and the County sale price of \$3,481.69.

Staff challenged the unbuildable concept and asked City Engineer Technician to lay out the buildable dimensions where was presented to the Committee. It was noted that a local developer builds housing units within the Oslo Meadows lot dimensions currently. Staff believed this property to be a valid buildable lot and the staff recommendation is not to write off the additional special assessments.

Following discussion, Council Member Mueske requested to view the covenants in Oslo Meadows to find out if this lot would be buildable under their covenants previous to writing off the remaining special assessments of \$3,481.69, and will be brought back to the Community Development Committee at a later date.

Item No. 5      FBO Transition out Update(Information Only)

Staff updated the Committee regarding the 'transition out' of the current Airport Fixed Base Operator (FBO). The City had met and was working with the FBO on a plan for transitioning out since the Council voted to terminate the agreement on June 6, 2016. This transition plan would allow time for the City to take on the fuel system, compile and go through the FBO Request For Proposals (RFP) process, and to cover other services and needs at the airport. On June 22, 2016, the FBO contacted the City that they were no longer able to supply fuel during this transition phase and that the City would need to take over fueling. Staff met with the FBO and hand delivered the termination letter listing July 15, 2016, as the date to fully vacate the City-owned FBO Hangar. The City will need to buy out the fuel inventory that the former FBO, Brian Negen, had remaining. Staff contacted Dooley's Petroleum and had fuel delivered June 24, 2016. Staff has been working on establishing credit card services, etc., for airport users. It was noted that during this time of transition there may be intermittent delays or issues as users' PINS for the fueling facilities will have to be redone and some point of sale transactions may need to occur until the new system is installed and fully functional. The City will do its utmost to provide fuel service to the users and will rely greatly on the Airport Operations Supervisor (Eric's Aviation Service). Some services will simply not be available during this transition. City staff plans on sending out the FBO RFP the week of June 27, 2016. Signage will be posted at the airport for users to be aware of the transition, new contact numbers, and request for patience and understanding as this process evolves.

This matter was for information only.

Item No. 6      Consideration of Fund Balance Policy (Information Only)

Staff presented to the Committee the Fund Balance Policy for their review. Cash and Investment Balances were provided, noting some of the usage restrictions. When Rice Hospital went through their expansion several years ago, the City became the trustee for their debt service account requirements which is roughly \$5,000,000 of the City's portfolio. The Hospital has approximately \$43,000,000 in outstanding debt. Additionally, the Hospital remits a monthly payment to the City that is earmarked for payment of this debt. By establishing itself as the trustee

of the Hospital's debt service, it reassured Moody's rating agency that the City would know on a monthly basis if the Hospital could not maintain their debt reserve requirements.

Another fund with a cash usage restriction, is the Waste Water Treatment Facility (WWTF) which accounts for approximately \$12,000,000 of the City's portfolio. Of that amount, \$2,000,000 is earmarked for current construction projects. The current outstanding debt obligation for the WWTF is approximately \$73,000,000 for which there are debt service requirements that include maintenance of funding levels for payment management.

Staff also mentioned that the City Charter allows for an emergency fund balance to be established in the General Fund. The Council has taken the position to require 10% of the current operating budget for two years. At this time, there is a total of \$2.6 million dollars in the emergency fund balance. It was noted that the Fund Balance Policy that was provided to the Committee discusses this information as well as cash flow and established insurance reserves.

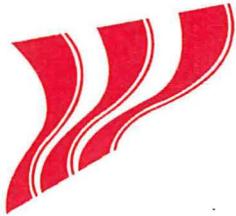
This matter was for information only.

There being no further business to come before the Committee the meeting was adjourned at 5:38 p.m. by Chair Anderson.

Respectfully submitted,

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

Carol Cunningham  
Accounting Supervisor



★ WILLMAR

**Police Chief**

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

### **COUNCIL ACTION REQUEST**

**DATE:** June 27, 2016

**SUBJECT:** Purchase of four Police Interceptor Cars

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

Motion to purchase four 2017 Ford Police Interceptor squad units pursuant to the City of Willmar Capital Purchasing Plan.

**BACKGROUND:** Four Police patrol vehicles have been identified for replacement in 2016 in conformance with the City of Willmar Vehicle Replacement Plan and needed due to mileage and maintenance issues. The vehicle of choice is the Ford Police Interceptor Utility Vehicle as per the attached.

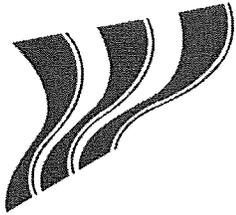
WPD would like to continue with the Ford Police Interceptor Utility Vehicles – as were the last three we ordered. City garage notes no issues with them. Brakes have been lasting longer than the Impalas. Gas mileage is equal to or better than the Impalas. Officers report less back fatigue from entering / exiting a higher vehicle. Better visibility in traffic and for violators (like people texting in traffic). Better visibility to the public with emergency lights higher than other traffic (increased safety). Our plan is to move these types of vehicles to a rotation plan of four years instead of the three years that we typically did with the Impalas. We're also switching one unmarked car to a marked car this year to allow for better rotation to make the cars last longer.

**FINANCIAL CONSIDERATION:** The Vehicle Replacement Plan had \$160,007 budgeted for police vehicles, which includes decommissioning of patrol vehicles taken out of service, purchase of vehicle, outfitting, marking and upgrading vehicle equipment. The estimate cost the Ford Interceptor Utility Units is \$110,069.80.

**LEGAL: Minnesota State Statute 471.345** Cooperative purchasing. Municipalities may contract for the purchase of supplies, materials, or equipment by utilizing contracts that are available through the state's cooperative purchasing venture authorized by section 16C.11. For a contract estimated to exceed \$25,000, a municipality must consider the availability, price and quality of supplies, materials, or equipment available through the state's cooperative purchasing venture before purchasing through another source.

**Department/Responsible Party:** Jim Felt, Police Chief

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



WILLMAR

City Clerk-Treasurer

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

**COUNCIL ACTION REQUEST**

**DATE:** June 27, 2016

**SUBJECT:** Write off the remaining special assessments above and beyond the property sale price.

**RECOMMENDATION:** Citizen buyers respectfully request the City Council approve the following:

Move to write off the remaining special assessments above and beyond the property sale price.

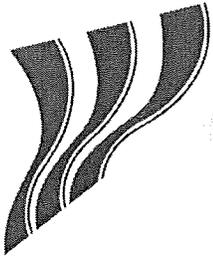
**BACKGROUND:**

Abutting neighbors on each side of Lot 2, Block 1 of Oslo Meadows (parcel 95-604-0020) would like to buy the lot which they deem unbuildable with the recorded drainage easement on the south side (an apparent platting error). The neighbors would like to limit their investment to the County set price of \$8,147.27. They are petitioning the Council to forego the balance of special assessments between the original \$11,628.96 and the County sale price. Staff challenged the unbuildable concept and asked our City Engineer Technician to lay out the buildable dimensions (see trapezoidal diagram). A local developer builds housing units within the Oslo Meadows lot dimensions and the staff recommendation is NOT to write off the additional special assessments.

**FINANCIAL CONSIDERATION:**

**LEGAL:**

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



## CITY OF WILLMAR

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

### COUNCIL ACTION REQUEST

**DATE:** June 25, 2016

**SUBJECT:** FBO transition out update.

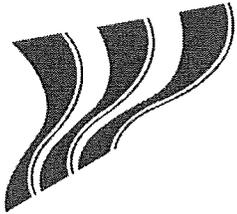
**RECOMMENDATION:** For information only.

**BACKGROUND:** The City had met and was working with the FBO on a plan for transitioning out since the Council voted to terminate the agreement on June 6, 2016. This transition plan would allow time for the City to take on the fuel system, compile and go through and FBO RFP process, and to cover other services and needs at the Airport. On June 22, 2016 the FBO contacted the City that they were no longer able to supply fuel during this transition phase and that the City would need to take over fueling. Staff met with the FBO and hand delivered the termination letter listing July 15, 2016 as the date to fully vacate the City owned FBO Hangar. Staff contacted Dooley's Petroleum and had fuel delivered Friday (June 24, 2016). Staff has been working on lining up credit card services etc. for Airport users. During this time of transition there may be intermittent delays or issues as user's pins for the fueling facilities will have to be redone and some point of sale transactions may need to occur until the new system is installed and fully functional. The City will do it's upmost to provide fuel service to the users and will rely greatly on the Airport Operations Supervisor (Eric's Aviation Service). Some services will simply not be available during this transition. City Staff plans on sending out the FBO RFP the week of June 27, 2016. Signage will be posted at the Airport for users to be aware of the transition, new contact numbers, and for patience and understanding as this process evolves.

**FINANCIAL CONSIDERATION:** One truck load of 100LL fuel and one load of Jet-A fuel.

**LEGAL:**

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



WILLMAR

**Finance Director**

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

**COUNCIL ACTION REQUEST**

**DATE:** June 27, 2016

**SUBJECT:** Consideration of Fund Balance Policy

**RECOMMENDATION:** Review Fund Balance Policy

**BACKGROUND:** Due to terminology changes for recording City Fund Balances. The City Council Finance Committee established a formal written Fund Balance Policy in January of 2013. The Committee again reviewed the policy in May of 2015. Annual review and discussion of Policy and Cash & Investment Balances.

**FINANCIAL CONSIDERATION:** Pending

**LEGAL:** Pending / N/A

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

**LABOR RELATIONS COMMITTEE**

**MINUTES**

The Labor Relations Committee met on Wednesday, June 29, 2016 at 4:45 p.m. in Conference Room No. 1 at the Willmar City Office Building.

Present: Steve Ahmann ..... Chair  
Tim Johnson ..... Alternate Member  
Denis Anderson ..... Member

Others present: Council Members Ron Christianson and Audrey Nelsen. City Administrator Larry Kruse, Planning and Development Services Director Bruce Peterson, Public Works Director Sean Christensen, Finance Director Steve Okins, WMU Labor Chair Carol Laumer, Shelby Lindrud "West Central Tribune" journalist and Janell Sommers, Administrative Assistant.

Item No. 1 Call to Order

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

Item No. 2 Public Comment (Information)

Carol Laumer, Chair of the Labor Relations Committee of the Willmar Municipal Utilities, updated the Committee on the status of the process to replace General Manager Wes Hompe who is retiring in July. The WMU has contracted with David Drown and Associates to assist with the search. The question was raised by the Committee if there were any changes to the job description and Ms. Laumer indicated there were not and if the Council has any questions to contact her.

Item No. 3 Human Resource Director Position (Motion)

City Administrator Larry Kruse presented the information related to the Committee's request to receive various job descriptions within the City that perform human resource functions. Kruse overviewed the three options and asked the Committee for a recommendation to come before the Council for approval of both the Human Resource Director and City Clerk job descriptions to enable them to be scored for compensation and advertised.

The Committee compared the two Human Resource Director job descriptions submitted by Springsted and Administrator Kruse. It was noted the City Clerk position is required by State Statute and City Charter. Administrator Kruse stated that once the Human Resources Director position is established, the HR duties will be transferred over and the treasurer duties will transfer to the Finance Department with the City Clerk being more of a "traditional" Clerk. City Administrator Kruse recommended the Committee approve the Human Resource job description prepared by staff and the more "traditional" City Clerk and proceed with scoring for compensation and advertising.

Council Member Anderson made a motion to approve the Human Resource Director, City Clerk and Finance Director job description and further to proceed with scoring for compensation, advertising and filling the Human Resource Director and City Clerk positions. Council Member Mueske seconded the motion, which carried.

Item No. 4 Assessing Update-Permit Technician/Stormwater Compliance Officer (Information)

City Administrator Kruse requested the Committee consider establishing the position and job description of Permit Technician/Stormwater Compliance Officer. Kruse stated that with the elimination of the Assessing Department, it was the City's goal to assist assessing staff in transitioning to the County Assessing Department, yet none of the three appraisers ended up accepting the County's employment offers.

Effective July 5, 2016, Judy Thompson, who has chosen to bump the current Permit Technician position, will begin job training for this position.

City Administrator Kruse informed the Committee City staff has been exploring the possibility of creating a stormwater compliance position and currently the MS4 Stormwater responsibilities for municipal construction projects falls under the Environmental Specialist, yet there is a gap in our system related to private development and insuring compliance with stormwater regulations. It was reported the City has been written up two times in the past week for violations. Staff is proposing the stormwater compliance portion of the position for the remainder of the year would be two-thirds with the remainder of the time assisting the Planning and Development Department and also filling in for a maternity leave from January through April, along with scanning of documents into the new document imaging system. Funding for the position is from the unfilled Engineering Technician for 2016 and from the maternity leave.

Both Planning and Development Services Director Bruce Peterson and Public Works Director Sean Christensen addressed the Committee and answered questions. Public Works Director Christensen spoke of this preventing the domino effect in the bumping process and the prevention of inefficiencies in job expertise due to loss of years of training.

Members of the Committee raised questions of staff and it was their consensus that this item be placed on the next Labor Relations agenda with staff providing additional information such as the cost benefit of the position, more rationale, training costs and a more detailed job description.

A motion was made, seconded and passed to adjourn. The meeting was adjourned at 6:07 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Janell Sommers".

Janell Sommers  
Administrative Assistant

**City of WILLMAR**

**HUMAN RESOURCE DIRECTOR**

**Position Title:** Human Resource Director

**Department:** Administration

**Department Head:** City Administrator

**Immediate Supervisor:** Same

**Pay Range:** \_\_\_\_ **FLSA Status:** Exempt

APPROVED: _____ REVISED: _____ REVISED: _____
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**Purpose**

This is a director level position, responsible for directing the Human Resources functions within the Administration Department. The successful applicant will be able to proactively and cohesively lead the department's many facets in alignment with the City's core values, strategic plan, and best practices. Administers and coordinates a wide variety of human resources functions, including recruitment, employee and/or labor relations, compensation management, benefits administration, training, performance evaluation, workers compensation, personnel policies and maintenance of personnel records. It is a fundamental expectation that this position will work collaboratively with staff among all departments to human resource functions across the organization and develop effective and communicative working relationships.

**Organizational Relationships**

Communicates with: *Internally* - City Administrator, other department directors, City Council, Administrative Assistant; *Externally* - other Human Resource Professionals, League of MN City attorneys.

**Supervises:** As Assigned

**Essential Functions**

1. Ability to identify unmet needs and proactively develop recommendations to maintain compliance with best practices, internal controls, and core values
2. Assist with overseeing the formulation of City personnel policies, goals and objectives in alignment with City Council goals.
3. Provide a leadership style which promotes collaboration, innovation, and a spirit of teamwork that fosters individual and organizational growth.
4. Coordinates new employee on-boarding and orientation; prepares new employee orientation packets.
5. Encourage and promote individual staff development to ensure the highest quality of service and knowledge.
6. Develop and maintain an effective, well trained staff. Work with employees to plan staffing needs and participate in the selection of personnel. Promote proper training and supervision of all employees to provide flexibility, broaden expertise and provide overall growth and career development.
7. Actively participate as an integral, engaged, contributing member of the senior management team and serve as a team resource in areas of human resources.
8. Performs other duties and assumes other responsibilities as apparent or as delegated.

## HUMAN RESOURCE DIRECTOR

### **Human Resources functions**

- Manages the day-to-day human resource programs to include employee relations, recruitment, selection, orientation, compensation, records management, position descriptions and evaluation systems.
- Research and make recommendations for personnel policies and procedures in compliance with state and federal laws.
- Plan and direct administration of benefits programs; analyze existing benefits policies; recommend benefit plan changes.
- Responsible Authority for the Data Practices Act as it relates to personnel.
- Acts as member of City's Safety Committee, responsible for assisting departmental safety practices, programs and policies are in compliance, including safety training.
- Manages the recruitment and selection process for City positions in conjunction with department heads including: advertising, screening, interviewing, testing, applicant correspondence and background checks.
- Develops and revises job descriptions, establishes minimum qualifications, evaluates classification and compensation issues and oversees or performs job evaluation work.
- Prepares and submits Pay Equity compliance reports and ensures the City meets all requirements.
- Serves as internal contact for questions concerning employment issues. Provides advice and coaching to employees and management on a variety of issues and approves personnel actions regarding promotion, performance management, discipline, grievances, etc.
- Conducts research, identifies concerns and develops proposals and responses for union negotiations; assists the City Administrator in negotiating the labor agreements and interprets and administers the contracts.
- Reviews and analyzes state and federal laws, rules and regulations related to employment and labor relations to determine actions necessary for compliance and to reduce liability.
- Oversees the development, updating and enforcement of personnel policies; ensures any changes are disseminated to all affected employees and provides training on policies as needed.
- Oversees employee leaves of absences, including FMLA, Parenting Leave, Military Leave, etc; advises employees on eligibility for continued benefits during the leaves and administers COBRA.
- Oversees the Workers' Compensation program, including investigating and processing claims, and reviewing claims for trends; identifies actions to reduce the number and severity of injuries and manages return to work issues.
- Oversees and manages the grievance and discipline process in conjunction with the City Administrator and advises management staff on these and other performance issues and concerns.
- Serves as the ADA Coordinator for Employment, Data Compliance Officer for Personnel and Labor Relations Data and HIPPA Privacy Officer for employee health plans.
- Administers the City's drug and alcohol testing programs; works with outside providers for referrals to substance abuse professionals and compliance with relevant laws and rules.

## HUMAN RESOURCE DIRECTOR

- Obtains market information periodically; analyzes various salary surveys and may recommend adjustments to the salary schedule. Oversees the City's data entry for the LMC salary survey.
- Determines and recommends employee relations practices and personnel policies necessary to establish a positive employer-employee relationship and promote a high level of employee morale.
- Administers the City's employee benefit program including employee insurance, time off, holidays, etc.; works with outside insurance agents and plan administrators to ensure contractual requirements are met and employee concerns are resolved.
- Manages the employee insurance renewal process and open enrollment meetings and conducts new employee orientation; oversees benefit enrollment and changes.
- Maintains employee records including personnel, medical/legal, training, safety, and other confidential materials; prepares correspondence including letters, spreadsheets, notices, postings, forms, etc.
- Determines FLSA status for all positions and assists in ensuring compliance with federal and state laws.
- Establishes and maintains all permanent personnel files; approves all items entered and removed from the files.

### **Other functions**

- Conduct research and makes recommendation on city-wide personnel initiatives.
- Assume additional responsibilities as apparent or assigned.

### **Required Knowledge, Skills, and Abilities**

- Thorough knowledge of personnel, labor/employee relations, policies, and practices including applicable federal and state laws and regulations.
- Working knowledge of the principles and practices of public administration and a working knowledge of these techniques as applied to governmental activities.
- Working knowledge of state, federal, and organization requirements.
- Ability to develop, mentor, and coach assigned personnel.

### **Competencies Common to All City Positions:**

- Develop and maintain a thorough working knowledge, and comply with all departmental and applicable City policies.
- Demonstration, by personal example, of the service, excellence, and integrity expected from all staff in alignment with City's core values.
- Develop respectful and cooperative working relationships with co-workers.
- Confer regularly with and keep immediate supervisor informed of all important matters
- Represent the City of Willmar in a professional manner to the general public, fellow co-workers, and outside contacts and constituencies.
- Ability to take initiative and develop ideas in solving problems presented.
- Experience working independently with strong self-motivation and time management skills.
- Possess unquestioned honesty and integrity and a high sense of personal and professional ethics.

## HUMAN RESOURCE DIRECTOR

- Ability to effectively communicate tactfully, professionally, and courteously, both orally and in writing.
- Able to speak professionally and effectively in public.

### **Minimum Qualifications**

- Bachelor's degree in human resources, public administration, business administration or related field
- A minimum of five years progressively responsible experience.
- Three years professional experience in Human Resources/Labor Relations
- Considerable knowledge of computer applications to include word processing, spreadsheet, and presentation software.
- Valid driver's license with Minnesota driving privileges
- Successful completion of pre-employment physical and drug screen.
- Successful completion of comprehensive pre-employment background investigation.

### **Desired Qualifications**

- Master's degree in public administration, business administration or related field.
- Previous experience with public sector/municipal personnel administration.

### **Working Conditions**

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential duties of this job.

While performing the duties of this job, the employee is frequently required to sit, use hands to finger, handle, feel, operate objects, tools or keyboards, speak intelligibly, hear and read. The employee is frequently required to stand, walk, and reach hands and arms. The employee must frequently move, turn, lift and carry objects weighing up to 50 pounds. Examples of lifting and carrying include, but are not limited to, paper, electronic equipment, books, and exhibit displays. Specific vision abilities required for this job include close vision and the ability to adjust focus. and other visual activities. Uses fine motor skills.

## CITY CLERK

**Position Title:** City Clerk  
**Department:** Administration  
**Department Head:** City Administrator  
**Immediate Supervisor:** Same  
**Pay Range:** ? **FLSA Status:** Non-Exempt

<i>APPROVED:</i> April 5, 2000
<i>REVISED:</i>
<i>REVISED:</i>
<i>REVISED:</i>

### Purpose

The City Clerk is responsible for developing programs and procedures for management of the City's vital records, serves as secretary to numerous committees, coordinates City elections, manages City licensing and provides administrative support.

### Organizational Relationships

Communicates with: *Internally* - City Administrator, other department directors, City Council, Administrative Assistant; *Externally* other City Clerks, League of MN.  
Supervises: Clerk/Secretary/Receptionist.

### ESSENTIAL FUNCTIONS

- Serving as official record keeper for the City; overseeing the maintenance of official City records including ordinances, resolutions, City Council Action reports, agendas and minutes; overseeing the posting and advertising of public notices and meetings; and maintaining the City Code.
- Oversees the data practices requirements under Minnesota Statute for all departments. Serve as Compliance Official pursuant to Minnesota Data Practices Act to administer the requirements for collection, storage, use and dissemination of data maintained by the City.
- Implements the records management system and ensures the proper storage of all records to assure compliance with state and federal statutes. Responsible for training, implementation, operation and maintenance of the City's document imaging system.
- Receives and verifies petitions on public improvement projects, arranges for public hearings, and drafts legal notices.
- Monitor daily receipt of revenues for code compliance, deposit receipts in local banking institution.
- Responsible for local and general elections, including training of judges, preparation of ballots and facilities, and coordination with the County Auditor and Secretary of State.
- Record and certify ordinances and resolutions; keep the City Seal; attest all legal documents, including ordinances, resolutions, contracts, agreements, etc.
- Conduct City auction of surplus goods.
- Conduct bid letting in accordance with applicable laws and City requirements.
- Manages issuance of City licenses/permits and authorize the issuance of the license/permit if compliant with laws and ordinances.
- Approve forms for licenses and permits and enforce/rectify violations with license ordinance.

# CITY CLERK

- Assist the public and City staff by providing specific and/or general information requiring interpretation of policies, procedures, precedents, rules and regulations, including federal, state, and local laws as applicable to the operation of the City and/or the Office of the City Clerk.
- Accepts and verifies petitions; administers assessment records process; certify approved assessment rolls with the County; prepare searches; process payments; calculate and recertify assessment redistributions; respond to inquiries; maintain records of active, pending and deferred-reduced assessments; prepare documents for council approval and abatements.
- Ensures proper publishing and posting of all notices required by law.
- Performs the City Clerk duties identified in the City Charter.
- Performs other related duties as assigned by Supervisor or as apparent.

## **Required Knowledge, Skills, and Abilities**

- Knowledge of overall City structure and operations, policies and procedures, and ability to understand/use the municipal code and ordinances, the city charter, and applicable federal/state laws/rules/regulations.
- Knowledge of, and ability to apply, state election laws.
- Knowledge of Parliamentary procedure and rules of the Council.
- Knowledge of relevant state, federal and local regulations affecting local governments.
- Knowledge of bid laws and assessment policy and practices needed.
- Knowledge City code, charter and personnel and administrative policies.
- Skill in complying with the requirements of the state's data practices act, open meeting law and following applicable federal and state records retention schedules.
- Knowledge of City Council procedures, practices, and responsibilities.
- Knowledge of business English, spelling, punctuation, and office practices/procedures.
- Ability to compile/assemble data and prepare accurate records/reports.
- Skill in communicating verbally and in writing.
- Skill in operating computer programs and office equipment.
- Ability to understand and follow orders and written instructions
- Ability to plan and organize projects, schedules, and work activities.
- Ability to work independently and with other departments.
- Skill in operating computers and information technology equipment.
- Ability to handle confidential information with appropriate level of discretion.

*Machines, Tools and Equipment Used:* Computer and printer, calculator, dicta-phone, voting scanner, copier and telephone.

## **Minimum qualifications**

Bachelor's degree in Public Administration, Business or closely related field **and** five years of related experience. An equivalent amount of training and experience may be considered.

# CITY CLERK

## **Desirable Qualifications**

- Minnesota Certified Municipal Clerk (MCMC).
- IIMC Certified Municipal Clerk (CMC).
- Experience serving as a City Clerk or Deputy City Clerk.
- Experience with computer technology as it relates to records management, elections and licensing.

## **Special requirement:**

- Must be a Certified Municipal Clerk or be willing to attend training to obtain certification within three (3) years.
- Must be bondable.
- Must be able to acquire a notary public certification.

## **Working Conditions**

Work is performed in typical office setting. Sits for extended periods of time using computer and other visual activities. Uses fine motor skills.

## FINANCE DIRECTOR

**Position Title:** Finance Director  
**Department:** Finance  
**Department Head:** Administrative Service Director  
**Immediate Supervisor:** Same  
**Pay Range:** 12 **FLSA Status:** Non-exempt

<i>APPROVED:</i> April 5, 2000
<i>REVISED:</i>
<i>REVISED:</i>
<i>REVISED:</i>

### Purpose

Serves as Department Director with primary responsibility for directing all of the City's financial activities. Performs supervisory, professional and executive work to manage City finances and investments; assist Administrator in budgeting process; prepare financial reports and statements; develop administrative policies and procedures; prepare capital improvement, equipment replacement and other planning documents; participate in labor negotiations; oversee accounts payable, accounts receivable and payroll activities and related reporting/record keeping; and performs various other support activities. This position is responsible for making recommendations to the Administrator and the City Council for matters affecting the finance department, including issues that might have a city-wide impact.

### Organizational Relationships

Communicates with: *Internally* - City Administrator, other department directors, all City employees, MUC staff, Rice Hospital staff, Mayor, City Council, and various board and commission members; *Externally* - County officials, numerous state agencies, League of Minnesota Cities, School District personnel, Regional Development Commission, Convention and Visitors Bureau, Chamber of Commerce, numerous vendors and contractors and the general public.

Supervises with full authority: Accounting Clerk II-B, Accounting Clerk III, Accounting Supervisor and Information Systems Technician.

### ESSENTIAL FUNCTIONS

- Manage the City's financial operations by developing administrative policies/procedures and operational plans; monitor each department's compliance; communicate with City Council;
- Compile, prepare and recommend capital improvement, equipment replacement, spending and budget plans.
- Monitor daily receipt of revenues for code compliance and selects prudent investment options for all available funds. Place bids with selected brokers/dealers to maximize interest earnings while complying with all investment statutes and local policies.
- Maintain inventory of investment assets.
- Plan, direct and administer grants; and administer and supervise grant compliance.

## FINANCE DIRECTOR

**Position Title:** Finance Director  
**Department:** Finance  
**Department Head:** Administrative Service Director  
**Immediate Supervisor:** Same  
**Pay Range:** 12 **FLSA Status:** Non-exempt

<i>APPROVED:</i> April 5, 2000 <i>REVISED:</i> <i>REVISED:</i> <i>REVISED:</i>
---

### ESSENTIAL FUNCTIONS (continued)

- Assist with compensation information; participate with Administrator in collective bargaining; review and administer collective bargaining agreements and personnel policy to make appropriate payments to employees; and provide input on necessary changes.
- Provide jurisdiction support services such as assessment activities and contract compliance and monitoring.
- Plan, organize and oversee department daily operations to ensure workload is met.
- Supervise and provide technical direction and oversight to department staff including training, assigning and reviewing work, and conducting performance evaluations.
- Review departmental operations and develop short and long-term goals.
- Develop, prepare and maintains City financial records in conformance with generally accepted accounting principles and standards.
- Establish procedures and formats used for various monthly reports showing the financial condition of the City and year-to-date budget figures.
- Prepare monthly and other interim financial reports and statements as necessary or as directed by the City Council or Administrator.
- Assist the Administrator in the preparation of the annual city budget including preparing draft, presenting to City Council and adjusting as directed by the Council.
- Prepare and file required certifications on budget with the State Auditor's office and ensure records are published in accordance with legal requirements.
- Establish internal control procedures to ensure transactions are authorized and accurately recorded.
- Establish and maintain procedures for processing payroll, accounts payable, accounts receivable, cash management and personnel records as necessary to meet department requirements and state and federal standards and laws.
- Prepares financial statements and the annual CAFR report.
- Oversees accounting work to ensure compliance with legal requirements, policies, and procedures.
- Monitor the budget and confer as necessary with other department directors to ensure adequate balances and recommend adjustments to the Administrator.
- Ensure that legal requirements are met to maximize the ability of the City to levy and collect takes.

# FINANCE DIRECTOR

## ESSENTIAL FUNCTIONS (continued)

- Assist the public by answering questions regarding special assessments and affected property taxes.
- Monitor cash flow to ensure sufficient cash is available to make necessary payments.
- Oversee and participate in accounts receivable and payable functions, code expenses and prepare vouchers for data entry.
- Work with auditors at year-end and communicate with throughout the year as necessary.

## Other Duties and Responsibilities

Performs other job-related duties as assigned or apparent.

## Required Knowledge, Skills, and Abilities

- Knowledge of accounting practices and procedures.
- Knowledge of applicable state and federal laws, rules and regulations particularly those relating to municipal finance and accounting, labor and employee relations.
- Knowledge of bonding, financing and administrating projects.
- Skill in governmental accounting and financial reporting.

## Required Knowledge, Skills, and Abilities (continued)

Ability to operate various office machines including computers, printers, telephones and calculators.

## MINIMUM QUALIFICATIONS

Bachelor's degree in finance, accounting, or business administration **and** five years financial management experience in positions of similar complexity.

## Working Conditions

Work is performed in typical office environment with travel to attend meetings. Sits for extended periods of time. Uses near vision, ability to focus, sense of touch, and hearing. Uses fine and large motor movements at times.

**COMMUNITY DEVELOPMENT COMMITTEE  
MINUTES**

The Community Development Committee of the Willmar City Council met on Thursday, June 30, 2016, in Conference Room No. 1 at the City Office Building.

Present:	Rick Fagerlie	.....	Chair
	Andrew Plowman	.....	Vice Chair
	Audrey Nelsen	.....	Member
	Tim Johnson	.....	Member

Others present: Bruce Peterson - Director of Planning and Development Services, Shelby Lindrud – “West Central Tribune”

Item No. 1      Call to Order

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

Item No. 2      Public Comments (For Information Only)

There were no public comments.

Item No. 3      Temporary Family Health Care Dwellings (Motion)

Staff presented information about recent Legislation that would allow local governments to permit certain types of recreational vehicles as temporary family health care dwellings. The law was created to allow transitional housing for seniors. The law allows for broader use in that anyone who needs assistance with two or more instrumental activities of daily life for mental or physical reasons would be eligible to be housed in one of the structures. The League of Minnesota Cities has created a document that spells out the options for cities. A city is either required to adopt an ordinance to opt out of the legislation (this must be done by September 1, 2016) or option number two applies, which is the automatic approval of the legislation at the local level.

The Committee discussed potential land use issues and issues with the types and quality of the dwelling units allowed. Staff recommended that the matter be referred to the Planning Commission for review.

Following discussion, a motion was made by Council Member Nelsen, seconded by Council Member Johnson, and passed that the City initiate the process to adopt an Ordinance to opt out of the legislation, and to refer the matter to the Planning Commission to consider alternatives for accessory dwelling units.

Item No. 4      LOGIS Fee Schedule Adjustment (Motion)

Staff presented a request to adjust the residential plan review fee from 40% to 65%. When fees were last adjusted in 1998, it was decided that all plan review fees would be set at 65% to be consistent with the Building Code. Sometime after that, in response to residential construction conditions, the fee was reduced to 40% of the permit cost. That was done with the understanding that it would be increased to 50% the following year and 65% the year after that. The Council never took any action to make those adjustments even though it was discussed on several occasions.

Kandiyohi County currently charges 65% for all plan reviews, whether residential, commercial, or industrial. Staff was requesting that the plan review fee be adjusted to 65% to be consistent with the County and with the Building Code. The LOGIS software the City is currently using was written to reflect a 65% plan review fee, and to use the City's 40% fee requires special software changes or manual entries. The Committee was of the consensus that the City should be consistent with the County.

Following discussion, a motion was made by Council Member Nelsen, seconded by Council Member Plowman, and passed that the City adjust its residential plan review to 65% to be consistent with Kandiyohi County.

Item No. 5      Old Business (For Information Only)

The Committee briefly discussed the status of:

- House demolitions as previously ordered
- The Hobby Lobby project
- The wye rail project
- The transitions at the Willmar Municipal Airport

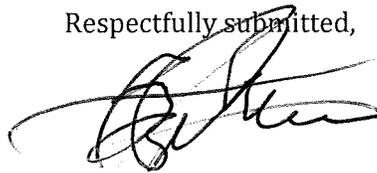
Item No. 6                      New Business (Motion)

University of Minnesota and Minnesota Board of Animal Health - Staff presented a request from the University of Minnesota and Minnesota Board of Animal Health to use a portion of the Community Center property for parking to serve the adjacent expanded poultry lab. Under the proposal, all work would be performed at the expense of the University of Minnesota/Minnesota Board of Animal Health. All design and construction would have to meet City standards and the work would be inspected by City staff. City staff met the parties at the site and determined several areas that could function for the required parking. It was a recommendation of staff that the City proceed with a use agreement to create the additional parking.

A motion was made by Council Member Nelsen, seconded by Council Member Johnson, and passed that the City proceed with a license agreement for the use of the property and to authorize the necessary signatures on the license agreement.

There being no further business to come before the Committee, the meeting was adjourned at 5:45 p.m. by Chair Fagerlie.

Respectfully submitted,



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

# UNIVERSITY of MINNESOTA

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*Twin Cities Campus*

*Capital Planning Project Management  
Project Delivery*

*400 Donhowe Building  
319 15<sup>th</sup> Avenue S.E.  
Minneapolis, MN 55455*

June 30, 2016

To: Bruce Peterson / Sean Christensen, City of Willmar  
From: Scott Everson, University of Minnesota  
Re: Community Center Parking

As a follow up to our meeting of June 22, 2016, The University of Minnesota and Minnesota Board of Animal Health have prepared a parking diagram for the City's review and approval; please refer to the attachment.

The diagram indicates southern expansion of the existing Community Center parking lot for the use of Lab visitors and employees. A connecting sidewalk on the southern end of the Lab building is also requested to provide access from the Community Center parking lot to the Lab facility. We understand the City will prepare a letter agreement if this concept is approved.

If you have any questions, please let us know.

ARCHITECT  
 Alliance  
 405 Orion Avenue  
 Minneapolis, MN 55403  
 612.874.1100

STRUCTURAL ENGINEER  
 MEYER, BORGMAN, JOHNSON  
 510 Marquette Ave #900  
 Minneapolis, MN 55402  
 612.338.0713

ELECTRICAL ENGINEER  
 MICHAEL COOLEY ERICKSON  
 333 South 7th Street #1200  
 Minneapolis, MN 55402  
 612.339.4541

LANDSCAPE ARCHITECT  
 DAMON FARBER  
 401 North 2nd Ave Suite 410  
 Minneapolis, MN 55401  
 612.332.7252

CIVIL ENGINEER  
 EVS ENGINEERING, INC.  
 10225 Valley View Road #140  
 Eden Prairie, MN 55344  
 952.946.0256

TECHNOLOGY CONSULTANT  
 ELERT & ASSOCIATES  
 142 2nd Street South  
 Stillwater, MN 55082  
 651.430.2772

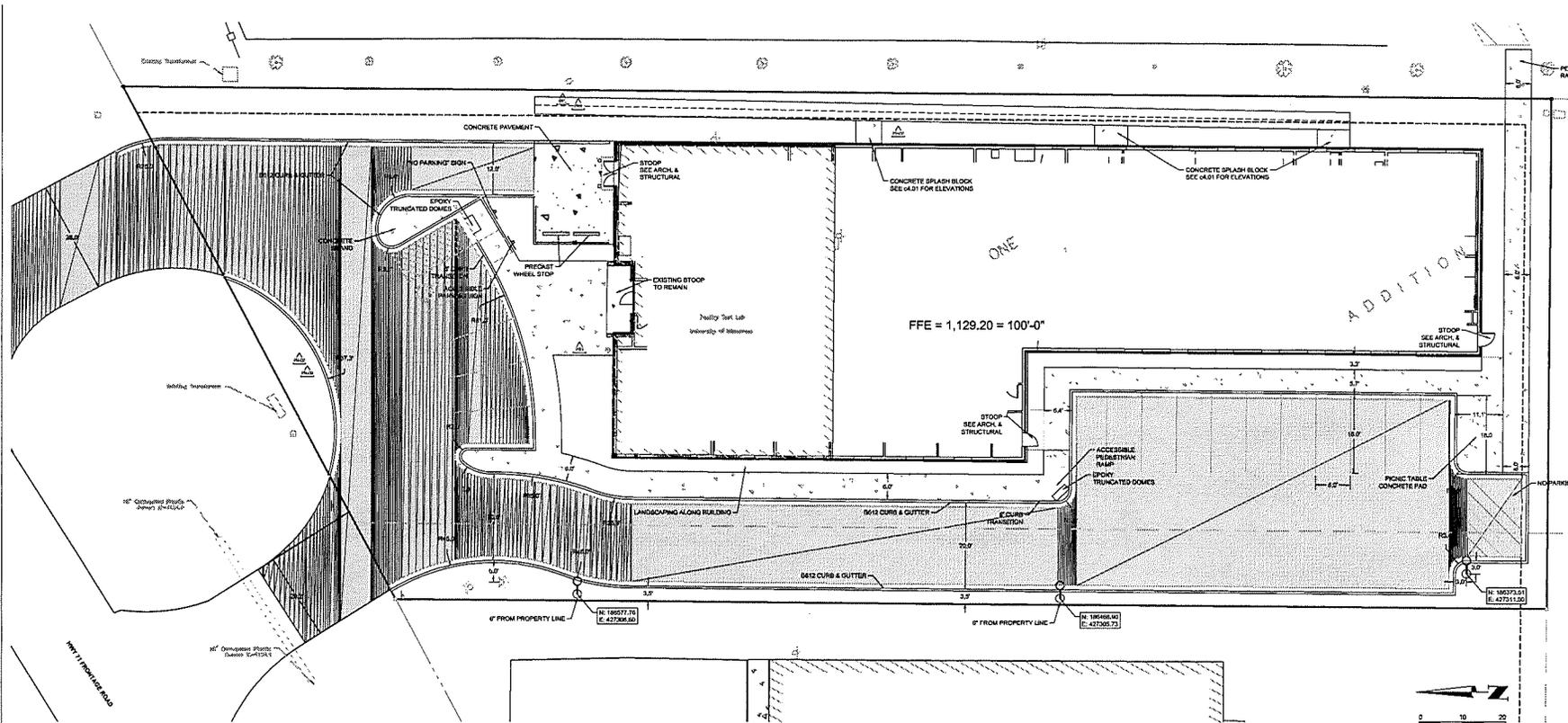
LIGHTING DESIGNER  
 TOTAL LIGHTING DESIGNS, INC.  
 2407 Mayfair Ave  
 Winoona, MN 55110  
 651.305.1418

1. I hereby certify that the title or description was submitted by me or under my direct supervision and that I am a duly licensed professional engineer under the laws of the State of Minnesota.

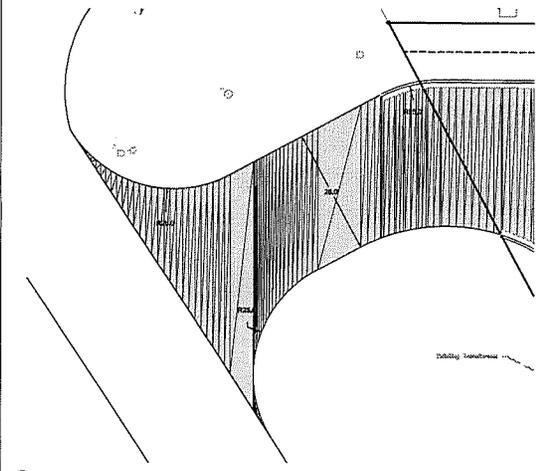
FOR: EVS, INC.  
 BY: DAMON FARBER  
 DATE: 12.26.2016  
 REG. NO. 06807

REVISED FOR	DATE
REV. PACKAGE ONLY	11.24.2015
REV. PACKAGE ONLY	12.23.2015
REV. PACKAGE ONLY (REV.)	12.23.2015
PROVIDE ALL REVISED LISTS	01.28.2016
PROVIDE ALL REVISED LISTS	01.27.2016
PROVIDE ALL REVISED LISTS	01.11.2016

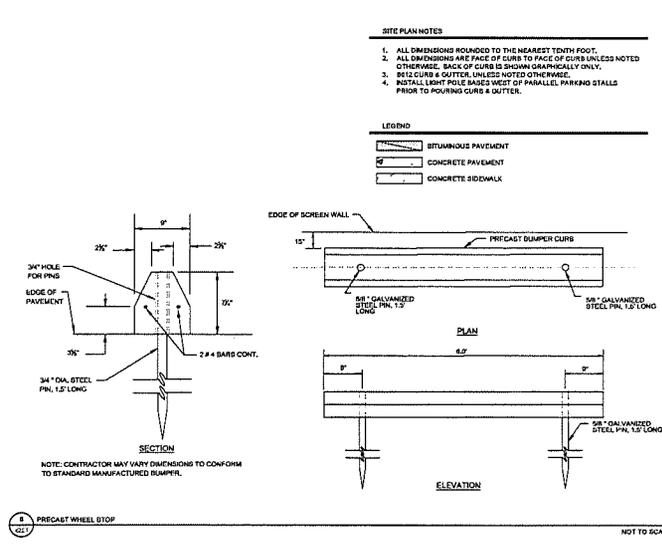
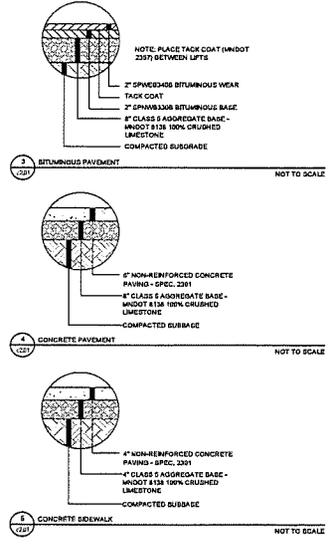
CONSTRUCTION NO. 2016018  
 DRAWN: KEB  
 CHECKED: BML  
 DATE: 12.30.2016



1 SITE & PAVING PLAN  
 1" = 10'

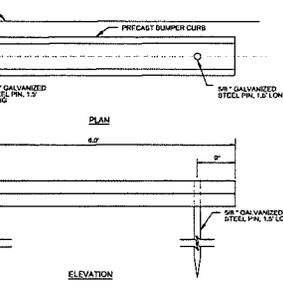


2 SECONDARY ENTRANCE  
 1" = 10'

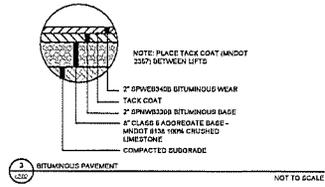
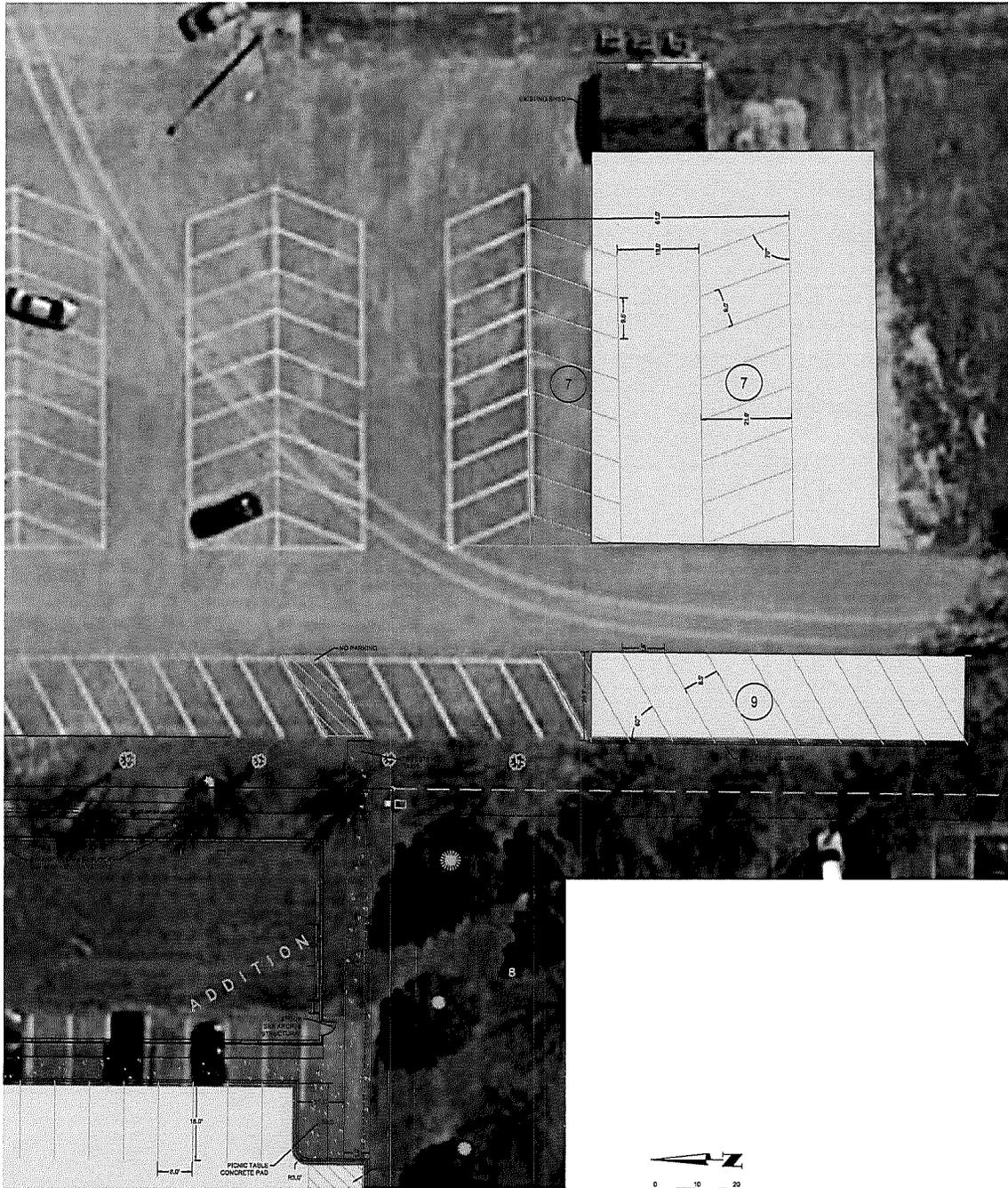


- SITE PLAN NOTES**
1. ALL DIMENSIONS ROUNDED TO THE NEAREST TENTH FOOT.
  2. ALL DIMENSIONS ARE FACE OF CURB TO FACE OF CURB UNLESS NOTED OTHERWISE. BACKS OF CURBS IS SHOWN GRAPHICALLY ONLY.
  3. 8x12 CURB & GUTTER, UNLESS NOTED OTHERWISE.
  4. INSTALL LIGHT POLE BASES WEST OF PARALLEL PARKING STALLS PRIOR TO POURING CURB & GUTTER.

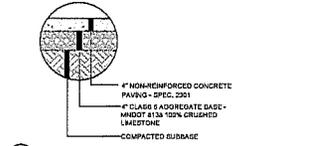
- LEGEND**
- BITUMINOUS PAVEMENT
  - CONCRETE PAVEMENT
  - CONCRETE SIDEWALK



ELEVATION



7 BITUMINOUS PAVEMENT NOT TO SCALE



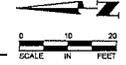
9 CONCRETE SIDEWALK NOT TO SCALE

- SITE PLAN NOTES**
1. ALL DIMENSIONS ROUNDED TO THE NEAREST TENTH FOOT.
  2. ALL DIMENSIONS ARE FACE OF CURB TO FACE OF CURB UNLESS NOTED OTHERWISE. BACK OF CURB IS SHOWN GRAPHICALLY ONLY.
  3. SET CURB & GUTTER UNLESS NOTED OTHERWISE.
  4. INSTALL LIGHT POLE BASES WEST OF PARALLEL PARKING STALLS PRIOR TO POURING CURB & GUTTER.

**LEGEND**

[Pattern]	BITUMINOUS PAVEMENT
[Pattern]	CONCRETE PAVEMENT
[Pattern]	CONCRETE SIDEWALK

1 FUTURE COMMUNITY CENTER PARKING EXPANSION 17-18



**MINNESOTA POULTRY TESTING LABORATORY**  
 CLIENT: University of Minnesota  
 #76-02-15-2402

**ARCHITECT**  
 Alliance  
 405 Clark Avenue  
 Minneapolis, MN 55403  
 612.874.4100

**STRUCTURAL ENGINEER**  
 MEYER, BORGSMAN, JOHNSON  
 510 Marquette Ave #909  
 Minneapolis, MN 55402  
 612.338.8713

**MECHANICAL/ELECTRICAL/PLUMBING ENGINEER**  
 MICHAEL COOLEY ENGINEERING  
 333 South 7th Street #1200  
 Minneapolis, MN 55402  
 612.335.4541

**LANDSCAPE ARCHITECT**  
 DAMON FARDER  
 401 North 2nd Ave Suite 410  
 Minneapolis, MN 55401  
 612.332.7922

**CIVIL ENGINEER**  
 EVO ENGINEERING, INC.  
 10225 Valley View Road #140  
 Eden Prairie, MN 55344  
 952.846.9239

**TECHNOLOGY CONSULTANT**  
 ELERT & ASSOCIATES  
 145 3rd Street South  
 Stillwater, MN 55082  
 651.430.2772

**LIGHTING DESIGNER**  
 TOTAL LIGHTING DESIGNS, INC.  
 2457 Mayfield Ave  
 White Bear Lake, MN 55110  
 651.302.1416

History of the design of this project is the property of the client. The design is not to be used for any other project without the written consent of the client. The design is not to be used for any other project without the written consent of the client.

FOR	EVO, INC.
BY	MICHAEL JOHNSON
DATE	12.20.2016
REQ NO	49027

ISSUED FOR	DATE
NO PLACE NO 1	11.31.2015
NO PLACE NO 2	12.10.2015
NO PLACE NO 3	12.10.2015
NO PLACE NO 4	12.10.2015
NO PLACE NO 5	12.10.2015
NO PLACE NO 6	12.10.2015
NO PLACE NO 7	12.10.2015
NO PLACE NO 8	12.10.2015
NO PLACE NO 9	12.10.2015
NO PLACE NO 10	12.10.2015

DESIGN NO	2016018
DRAWN	KCB
CHECKED	BMJ
DATE	12.20.2016

**ALLIANCE**

SITE & PAVING PLAN

17-18



★ WILLMAR

**Finance Director**

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

**COUNCIL ACTION REQUEST**

**DATE:** July 5, 2016

**SUBJECT:** Acknowledgement of Donations

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

Introduce a resolution to formally approve the donations received by the City from January 1, 2016 through June 30, 2016 for audit purposes and State compliance. The donations have been acknowledged by letter.

**DESCRIPTION:** The City regularly receives donations and pursuant to Council action on March 7th, a donation protocol which allows staff to promptly send a thank you letter and formally approve the donations quarterly was passed. It is at this time the Council shall receive the resolution accepting the donations for the time period as shown.

**FINANCIAL CONSIDERATIONS:** There are no financial implications to this action.

**LEGAL:** State law requires all donations to be accepted by resolution.

**DEPARTMENT/RESPONSIBLE PARTY:** Steve Okins, Finance Director

**REVIEWED BY:** Larry Kruse, City Administrator

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

WHEREAS, the City of Willmar has received numerous donations which have been acknowledged by the City Administrator expressing the community's appreciation for the time period of January 1, 2016 – June 30, 2016

NOW, THEREFORE, BE IT RESOLVED by the City Council of Willmar, Minnesota that the City formally accept the donations as listed below:

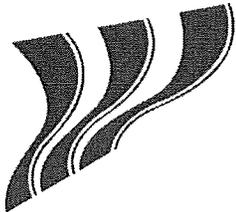
Robert Haines	\$ 100.00	Selvig Park
Willmar Baseball Boosters	\$ 745.00	Pitching Mounds
WBFBA Tournament Account	\$ 745.00	Pitching Mounds
Marvin Calvin	\$ 100.00	Selvig Park
Willmar Hockey Association	\$1,000.00	Hockey Equipment
Matt Dawson	\$ 52.00	Hockey Equipment
Willmar Baseball Boosters	\$1,283.50	Concrete – Batting Cage
Willmar Fests Inc.	\$ 500.00	Selvig Park
KC Dog	\$ 798.86	Concrete – Dog Park

Dated this 5th day of July, 2016.

\_\_\_\_\_  
MAYOR PRO TEMPORE

Attest:

\_\_\_\_\_  
CITY CLERK



WILLMAR

City Clerk-Treasurer

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

**COUNCIL ACTION REQUEST**

**DATE:** July 5, 2016

**SUBJECT:** Premise Permit for 100 Yard Club, Inc. at the Ruff's Wings & Sports Bar

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

Adopt a Resolution to approve the Premise Permit and direct the City Clerk-Treasurer to forward same to the Gambling Control Board.

**BACKGROUND:**

The 100 Yard Club, Inc. is making application to the Gambling Control Board to obtain a Premise Permit for a Gambling License at Ruff's Wings & Sports Bar located at 2100 Hwy 12 SE, Suite 2.

The 100 Yard Club, Inc. has received prior Council authorization to have pull tabs in Peps Sports Bar. With Peps Sports Bar closing for the summer months or longer, the 100 Yard Club, Inc. Gambling Manager asked Ruff's Wings and Sports Bar to allow their pull tab system to be included in proximity to the New London-Spicer Booster Club pull tabs which was approved in March of 2016. This is allowed by State law to have more than one premise permit per location.

Staff is recommending the Council adopt a Resolution approving the second Premise Permit at Ruffs Wings and Sports Bar and direct the City Clerk-Treasurer to forward same to the Gambling Control Board.

The local unit of government must sign the premise's permit application and the City Council must vote on the application. If the premise permit is approved, the resolution of approval is submitted with the application to the Gambling Control Board.

**FINANCIAL CONSIDERATION:** N/A

**LEGAL:** N/A

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

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

REQUESTING THAT THE MINNESOTA GAMBLING  
CONTROL BOARD APPROVE THE APPLICATION FOR A  
PREMISE PERMIT FOR THE NEW LONDON-SPICER BOOSTER CLUB

WHEREAS, the 100 Yard Club, Inc. has applied to the Minnesota Gambling Control Board to obtain a Premise Permit for a Gambling License at the Ruff's Wings & Sports Bar, 2100 Hwy 12 SE, Suite 2, Willmar, Minnesota;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Willmar that the City approves of the Premise Permit for the 100 Yard Club, Inc. and respectfully requests that the State of Minnesota Gambling Control Board approve the Premise Permit to the 100 Yard Club, Inc.

Dated this 5<sup>th</sup> day of July, 2016.

\_\_\_\_\_  
MAYOR PRO TEMPORE

Attest:

\_\_\_\_\_  
CITY CLERK-TREASURER

**LG214 Premises Permit Application**

**Annual Fee \$150 (NON-REFUNDABLE)**

**REQUIRED ATTACHMENTS TO LG214**

- 1. If the premises is leased, attach a copy of your lease. Use **LG215 Lease for Lawful Gambling Activity**.
- 2. \$150 annual premises permit fee, for each permit (non-refundable). Make check payable to "State of Minnesota."

**Mail the application and required attachments to:**  
 Minnesota Gambling Control Board  
 1711 West County Road B, Suite 300 South  
 Roseville, MN 55113

**Questions?** Call 651-539-1900 and ask for Licensing.

**ORGANIZATION INFORMATION**

Organization Name: 100 YARD CLUB INC License Number: 93006  
 Chief Executive Officer (CEO) CHRIS DUINICK Daytime Phone: 320-978-6011  
 Gambling Manager: DION WARNE Daytime Phone: 320-231-1118

**GAMBLING PREMISES INFORMATION**

Current name of site where gambling will be conducted: Ruffs Wings & Sports BAR

List any previous names for this location:

Street address where premises is located: 2100 Highway 12 E Willmar MN 56201  
(Do not use a P.O. box number or mailing address.)

City: <u>WILLMAR</u>	OR Township:	County: <u>KANDIYOBE</u>	Zip Code: <u>56201</u>
----------------------	--------------	--------------------------	------------------------

Does your organization own the building where the gambling will be conducted?  
 Yes  No **If no, attach LG215 Lease for Lawful Gambling Activity.**

A lease is not required if only a raffle will be conducted.

Is any other organization conducting gambling at this site?  Yes  No  Don't know

Note: Bar bingo can only be conducted at a site where another form of lawful gambling is being conducted by the applying organization or another permitted organization. Electronic games can only be conducted at a site where paper pull-tabs are played.

Has your organization previously conducted gambling at this site?  Yes  No  Don't know

**GAMBLING BANK ACCOUNT INFORMATION; MUST BE IN MINNESOTA**

Bank Name: Home State Bank Bank Account Number: 600 207 4  
 Bank Street Address: 1610 Highway 12 E City: Willmar State: **MN** Zip Code: 56201

**ALL TEMPORARY AND PERMANENT OFF-SITE STORAGE SPACES**

Address (Do not use a P.O. box number): <u>309 Lakeland Drive SE</u>	City: <u>Willmar</u>	State: <b>MN</b>	Zip Code: <u>56201</u>
		<b>MN</b>	
		<b>MN</b>	

**ACKNOWLEDGMENT BY LOCAL UNIT OF GOVERNMENT: APPROVAL BY RESOLUTION**

CITY APPROVAL for a gambling premises located within city limits	COUNTY APPROVAL for a gambling premises located in a township
City Name: _____	County Name: _____
Date Approved by City Council: _____	Date Approved by County Board: _____
Resolution Number: _____ (If none, attach meeting minutes.)	Resolution Number: _____ (If none, attach meeting minutes.)
Signature of City Personnel:  _____	Signature of County Personnel:  _____
Title: _____ Date Signed: _____	Title: _____ Date Signed: _____
<p><b>Local unit of government must sign.</b></p>	<p><b>Complete below only if required by the county.</b> On behalf of the township, I acknowledge that the organization is applying to conduct gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minnesota Statutes 349.213, Subd. 2.)</p>
	TOWNSHIP NAME: _____
	Print Township Name: _____
	Signature of Township Officer: _____
	Title: _____ Date Signed: _____

**ACKNOWLEDGMENT AND OATH**

- |  |   |
|--|---|
| <ol style="list-style-type: none"> <li>1. I hereby consent that local law enforcement officers, the Board or its agents, and the commissioners of revenue or public safety and their agents may enter and inspect the premises.</li> <li>2. The Board and its agents, and the commissioners of revenue and public safety and their agents, are authorized to inspect the bank records of the gambling account whenever necessary to fulfill requirements of current gambling rules and law.</li> <li>3. I have read this application and all information submitted to the Board is true, accurate, and complete.</li> <li>4. All required information has been fully disclosed.</li> <li>5. I am the chief executive officer of the organization.</li> </ol> | <ol style="list-style-type: none"> <li>6. I assume full responsibility for the fair and lawful operation of all activities to be conducted.</li> <li>7. I will familiarize myself with the laws of Minnesota governing lawful gambling and rules of the Board and agree, if licensed, to abide by those laws and rules, including amendments to them.</li> <li>8. Any changes in application information will be submitted to the Board no later than ten days after the change has taken effect.</li> <li>9. I understand that failure to provide required information or providing false or misleading information may result in the denial or revocation of the license.</li> <li>10. I understand the fee is non-refundable regardless of license approval/denial.</li> </ol> |
|--|---|



6/30/16

Signature of Chief Executive Officer (designee may not sign) \_\_\_\_\_ Date \_\_\_\_\_

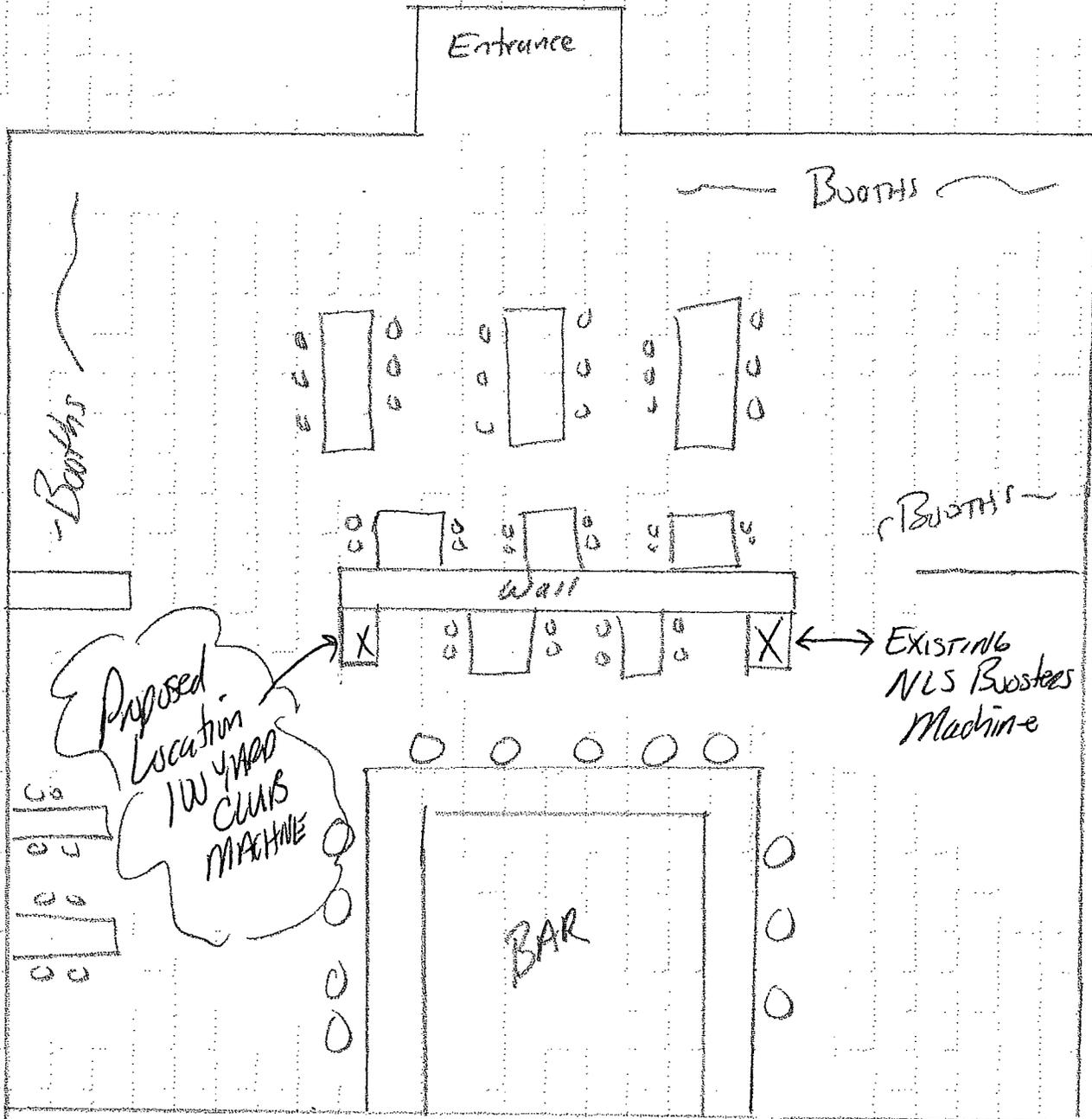
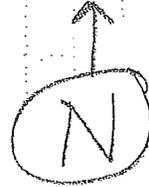
<p>Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process your organization's application. Your organization's name and address will be public</p>	<p>information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to: Board members, Board staff whose work requires access to the information;</p>	<p>Minnesota's Department of Public Safety, Attorney General, Commissioners of Administration, Minnesota Management &amp; Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.</p>
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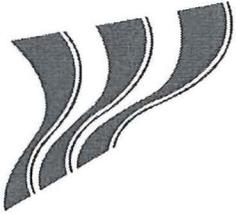
6/30/16

# RUFFS WINGS & Sports Bar

WILLMAR, MN

## 100 YARD CLUB Proposal





WILLMAR

City Clerk-Treasurer

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

**COUNCIL ACTION REQUEST**

**DATE:** July 5, 2016

**SUBJECT:** Appointing Election Judges for the 2016 Primary Election

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

Introduce the Resolution to Approve the Appointment of Election Judges for the 2016 Primary Election

**BACKGROUND:**

The Primary Election is scheduled for Tuesday, August 9, 2016. In accordance to Minnesota Statutes 204B.21, Subdivision 2, it is necessary at this time to pass a resolution appointing election judges. At least two election judges in each precinct must be affiliated with different political parties.

**FINANCIAL CONSIDERATION:** \$11,000 in salaries-temporary employment

**LEGAL:** N/A

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

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

BE IT RESOLVED, that the individuals listed below be appointed as Judges to work at the Primary Election in the City of Willmar on Tuesday, August 9, 2016:

WARD ONE	Precinct One:	Pat Morse, Co-Head Judge Cheryl Retrum, Co-Head Judge Shirley Rolffs Tina Harried Kent Skoglund Wallis Klause
	Precinct Two:	Ramona Berg-Perry, Co-Head Judge Ardell Engwall, Co-Head Judge Carol Wegner, Assistant Head Judge Samuela Heyer Darlene Estwick
	Precinct Three:	Eugene Kerfeld, Co-Head Judge Lynn Shuldes, Co-Head Judge George Christensen Evelyn Paulson JoAnn Jagt Shelley Hedlund
WARD TWO	Precinct One:	Mary Louise Wallin, Co-Head Judge Helen Behrends, Co-Head Judge Karen Stern, Assistant Head Judge James Buisman Millicent Larsen George Berg
	Precinct Two:	Dan Reigstad, Head Judge James Halverson, Assistant Head Judge Sharon Cruze, Assistant Head Judge Patrick Curry Linda Dilly Clara DeRonde
	Precinct Three:	Donna Hillenbrand, Co-Head Judge Duane Bock, Co-Head Judge A. Marilyn Hanson Mary Lorentzen Mary Catherwood Shirley Ringness
WARD THREE	Precinct One:	Nancy Snyder, Co-Head Judge Sally McAdams, Co-Head Judge Susan Schiro G. Richard Huesing Nancy Chamberlain Kathryn Halldin

Precinct Two: Julie Rote, Co-Head Judge  
Carol Laumer, Co-Head Judge  
Diane Plowman  
Marlene Vossen  
Barbara Borene

Precinct Three: LeAnn Griepentrog, Head Judge  
Sonja Duruji, Assistant Head Judge  
Janice Crackel, Assistant Head Judge  
Joan Kuhn  
Arend Jagt  
Susan Thorson  
Don Thompson

WARD FOUR

Precinct One: David Rogers, Co-Head Judge  
Susan Brauchler, Co-Head Judge  
Joan Gleasman  
Sandra George  
Janice Olson  
Sally Packer

Precinct Two: Dennis Krueger, Co-Head Judge  
Marsha Butterfield, Co-Head Judge  
Mary Huesing  
Carl Shuldes  
Mary Konieczny

Precinct Three: Suzanne Rogers, Co-Head Judge  
Connie Heath, Co-Head Judge  
Janice Krueger  
Mary Bock  
Connie Peters  
Myla Lindstrand

Absentee Judges: Marv Kray  
Ardell Engwall

Dated this 5<sup>th</sup> day of July, 2016.

\_\_\_\_\_  
MAYOR PRO TEMPORE

\_\_\_\_\_  
Attest: CITY CLERK-TREASURER