

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

July 5, 2016
7:00 p.m.

The regular meeting of the Willmar City Council was called to order by the Honorable Mayor Pro Tempore Ron Christianson. Members present on a roll call were Mayor Pro Tempore Ron Christianson, Council Members Audrey Nelsen, Steve Ahmann, Denis Anderson, Rick Fagerlie, Shawn Mueske, Andrew Plowman, and Tim Johnson. Excused from the meeting was Mayor Marv Calvin. Present 8, Absent 1.

Also present were City Administrator Larry Kruse, City Clerk-Treasurer Kevin Halliday, Police Chief Jim Felt, Fire Chief Frank Hanson, Planning and Development Services Director Bruce Peterson, and City Attorney Robert Scott.

There were no additions or deletions to the agenda.

Council Member Anderson offered a motion to adopt the Consent Agenda which included the following items: City Council Minutes of June 20, Willmar Municipal Utilities Board Minutes of June 27, Accounts Payable Report through June 29, Willmar Area Lakes CVB Minutes of May 17, Community Education and Recreation Minutes of June 24 and the Building Inspection Report for June, 2016. Council Member Ahmann seconded the motion, which carried.

At 7:01 p.m. Mayor Pro Tempore Christianson opened the Hearing for the consideration of an Ordinance Amending the Zoning Ordinance Allowing Electronic Reader Boards in Residential Areas. Planning and Development Services Director Bruce Peterson informed the Council that pursuant to the requests of several places of worship, the Planning Commission acted on the request to consider electronic reader boards in residential districts. After significant review of their options, the Commission and staff are recommending approval of the zoning ordinance amendment allowing electronic signs but limiting their illumination to 6 a.m. to 10 p.m. There being no one present to speak for or against the ordinance, Mayor Pro Tempore Christianson closed the hearing at 7:03 p.m. The Council discussed the time limitations and intensity of the lighting which Planning and Development Services Director Peterson stated will be monitored by staff.

Council Member Fagerlie offered a motion to adopt, assign a number and order final publication of the Ordinance Amending the Zoning Ordinance Allowing Electronic Reader Boards in Residential Areas. Council Member Anderson seconded the motion, which carried on a roll call vote of Ayes 8, Noes 0.

At 7:07 p.m. Mayor Pro Tempore Christianson opened the Hearing for the consideration of an Ordinance Amending the Municipal Code Chapter 3, Alcoholic Beverage. City Clerk-Treasurer Kevin Halliday presented the Ordinance which amends Chapter 3, Section 3-5, Alcoholic beverages to expand the type of events at the Civic Center Arena at which intoxicating beverages can be sold. The amendment adds conference or social affairs to include concerts and athletic events at which the participants eligibility is not limited to persons 18 years of age or younger. The proposed amendments allow freedom to meet current needs for successful social events and will also remove the barrier to the junior hockey team from selling alcohol all season long. There being no one present to speak for or against the ordinance, Mayor Pro Tempore Christianson closed the hearing at 7:10 p.m.

Council Member Anderson offered a motion to adopt, assign a number and order final publication of the Ordinance Amending the Municipal Code Chapter 3, Alcoholic Beverage. Council Member Mueske seconded the motion, which carried on a roll call vote of Ayes 7, Noes 1, with Council Member Ahmann casting the "no" vote.

There were no requests to speak during the Open Forum.

Mayor Pro Tempore Christianson recognized Janene Felt, Project Coordinator for the West Central Dementia Awareness Network which is a Kandiyohi County-based organization which started in 2009 as a volunteer group of area service providers. Ms. Felt shared the outreach efforts and the West Central Dementia Awareness Network's upcoming educational events and noted dementia statistics for the United States and the State of Minnesota. The Council thanked Ms. Felt for her presentation and the WCDAN group for their community efforts.

Pat Curry, Chairman of the Airport Commission, came before the Council and gave a brief history of Willmar's Municipal Airport initiated by John and Mary Jane Rice in 1945 with a grass runway that eventually became paved in 1958. In 1979 they sold the Mooney dealership to Bruce Jaeger (their son-in-law) who continued the service and eventually on September 5, 2006 the first airplane legally landed in the new airport. The F-14 Tomcat was delivered and put on display in 2007, which is proposed to be painted in the near future. In 2008 Bruce Jaeger sold the business to Maximum Cruise. Mr. Curry praised City Planner/Airport Manager Megan DeSchepper and Airport Operations Supervisor Eric Rudningen. At this time he distributed hats to each member of the City Council and Department Directors promoting the 10th Anniversary, which will be held on Sunday, September 4th from 10 a.m. to 3 p.m. with a meal served by the Boy Scouts of smoked sausages donated by Jennie-O Turkey Store. There will be live music and drawings for free airplane rides along with drones on display/demonstration. Mr. Curry inquired as to this day being proclaimed as a special day in honor of Mary Jane Rice and the use of a shuttle service from City limits.

The Finance Committee Report for June 27, 2016 was presented to the Mayor and Council by Council Member Anderson. There were five items for consideration.

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

Item No. 2 Staff 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.

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

Item No. 3 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 \$3,481.69.

Staff challenged the unbuildable concept and asked the Engineering Department to lay out the buildable dimensions which were presented to the Committee. It was noted that a local developer builds housing units within the 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 Committee at a later date. The Council received this for information only.

Item No. 4 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 received by the Council for information only.

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

The Finance Committee Report for June 27, 2016, was approved as presented and ordered placed on file in the City Clerk's Office upon motion by Council Member Anderson, seconded by Council Member Fagerlie.

Council Member Plowman presented an inquiry as to the additional duties outside of the contract for Eric Rudningen; owner of Eric's Aviation Services during the time of transition and if there needs to be a plan

in place for compensation in case it is requested. This matter will be discussed at a future Community Development Committee meeting.

The Labor Relations Committee Report for June 29, 2016 was presented to the Mayor Pro Tempore and Council by Council Member Ahmann. There were three items for consideration.

Item No. 1 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. 2 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.

The Committee was recommending the Council 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 Ahmann moved the recommendation of the Committee. Council Member Anderson seconded the motion, which carried.

Item No. 3 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. This item was received by the Council for information only.

The Labor Relations Committee Report for June 29, 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. Discussion was held in relation to the overall staffing needs of the City and how the Council will address these areas. The motion carried to file the minutes.

The Community Development Committee Report for June 30, 2016 was presented to the Mayor Pro Tempore and Council by Council Member Ahmann. There were three items for consideration.

Item No. 1 There were no public comments.

Item No. 2 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. The Committee was recommending the Council 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. Council Member Fagerlie moved the recommendation of the Committee. Council Member Johnson seconded the motion, which carried. Council Member Fagerlie made a motion to set a public hearing for July 18, 2016 to consider the ordinance. Council Member Nelsen seconded the motion, which carried.

Item No. 3 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.

It was the recommendation of the Committee to the Council that the City adjust its residential plan review to 65% to be consistent with Kandiyohi County. Council Member Fagerlie moved the recommendation of the Committee. Council Member Nelsen seconded the motion. Council Member Christianson commented that raising a fee just to be consistent with Kandiyohi County has nothing to do with the cost for the services and makes no sense. Council Member Nelsen asked Planning and Development Services Director Bruce Peterson to speak in regard to costs and what the Building Code calls for. Following further discussion Council Member Nelsen made a motion to table this item and send it back to the Community Development Committee for additional information and fee reviews. Council Member Johnson seconded the motion to table, which carried.

Item No. 5 The Committee briefly discussed the status of: House demolitions as previously ordered, the Hobby Lobby project, the wye rail project and the transitions at the Willmar Municipal Airport. The Council received this for information only.

Item No. 6 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.

The Committee was recommending the Council authorize the City to proceed with a license agreement for the use of the property and to authorize the necessary signatures on the license agreement. Council Member Fagerlie moved the recommendation of the Committee approving the license agreement. Council Member Nelsen seconded the motion, which carried.

The Community Development Committee Report for June 30, 2016, was approved as presented and ordered placed on file in the City Clerk's Office upon motion by Council Member Fagerlie, seconded by Council Member Mueske.

City Administrator Larry Kruse stated the City would like to formally thank the people and organizations who have made donations to the City from January 1, 2016 through June 30, 2106 and announced each name, donation and designated use.

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

RESOLUTION NO. 1

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.

/s/ Ron Christianson
Mayor Pro Tempore

/s/ Kevin Halliday
Attest: City Clerk

City Clerk Treasurer Kevin Halliday presented a request from the 100 Yard Club, Inc. to move their pull tab, premise permit gambling operation from Pep's Sports Bar over to Ruff's Wings & Sports Bar, which currently allows the New London-Spicer Booster Club pull tabs on site. State law allows more than one premise permit per location. It is staff's recommendation to approve the second Premise Permit at Ruff's Wings & Sports Bar.

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

RESOLUTION NO. 2

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 5th day of July, 2016.

/s/ Ron Christianson
Mayor Pro Tempore

/s/ Kevin Halliday
Attest: City Clerk

City Clerk-Treasurer Kevin Halliday presented a resolution appointing election judges for the Primary Election on August 9, 2016. In accordance with Minnesota Statutes, it is necessary to officially appoint the judges, and that at least two in each precinct must be affiliated with different political parties.

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

RESOLUTION NO. 3

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
Marv Kray
Ardell Engwall

Absentee Judges:

Dated this 5th day of July, 2016.

/s/ Ron Christianson
Mayor Pro Tempore

/s/ Kevin Halliday
Attest: City Clerk

Announcements for Council Committee meeting dates were as follows: Finance/Full Council, 4:45 p.m. at the Council Chambers, July 11; Public Works/Safety, 4:45 p.m. at City Hall, July 12, and Labor Relations, 4:45 p.m. at City Hall, July 13, 2016.

Council Member Johnson asked that the Facilities Study be made available to all members of the Council as soon as possible considering its importance and impact on the Local Option Sales Tax.

Council Member Ahmann commented on the presentation on the WCDAN and endorsing the project.

Mayor Pro Tempore Christianson extended a "thank you" to Jon Lindstrand and Ron Mackendanz for helping to bring the Vietnam Traveling Memorial Wall to Willmar and also to Steve Peppin's Broncos football team who helped with set up and take down.

Council Member Ahmann offered a motion to adjourn the meeting with Council Member Anderson seconding the motion, with carried. The meeting adjourned at 8:45 p.m.

Attest:

MAYOR

SECRETARY TO THE COUNCIL

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

July 11, 2016
4:45 p.m.

The meeting of the Finance Committee/Willmar City Council was called to order at 4:45 p.m. in the Council Chambers by Chair Denis Anderson. Members present were Mayor Marv Calvin, Council Members Denis Anderson, Tim Johnson, Rick Fagerlie, Shawn Mueske, Ron Christianson, Steve Ahmann, Andrew Plowman and Audrey Nelsen. Present 9, Absent 0.

Also present were City Administrator Larry Kruse, Finance Director Steve Okins, Police Chief Jim Felt, Fire Chief Frank Hanson, Public Works Director Sean Christensen, CER Director Steve Brisendine, Randy Czarnetski, Bob Bonawitz, and CR-BPS Representatives Laura Malwitz and Chad Kraemer.

The gavel was turned over to Mayor Calvin at 4:46 p.m.

Public comments included a request presented by Randy Czarnetski to include funds in the City's local option sales tax proposal for a separate facility dedicated for curling.

Staff explained to the Council that a request had 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 an abutting neighbor to this property would like to buy the lot which the neighbor deems unbuildable with the recorded drainage easement on the south side because of what is believed to be an apparent platting error. The neighbor 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 \$3,481.69.

Staff challenged the unbuildable concept and asked the Engineering Department to lay out the buildable dimensions. It was noted that a local developer builds housing units within the Oslo Meadows lot dimensions currently. Subsequent to review by the Finance Committee on June 27, 2016, staff secured a copy of the covenants placed against the platted area. The building requirements (#7, page 4, *Building Area*) are generally 1300 square feet on the main floor. Staff believed this property to be a valid buildable lot and the staff recommendation is not to write off the additional special assessments. However, the citizen buyer respectfully requests the City Council write off the remaining special assessments which are above and beyond the property sale price.

Following discussion, Council Member Christianson made a motion to follow City policy and reassess the difference between the total special assessments and the County's established purchase price for this parcel which results in the net amount of \$3,481.69 to be paid over five years. Council Member Fagerlie seconded the motion which carried.

Further comments included a complaint that this particular lot in question has not been mowed for quite some time. Staff will look into this matter.

Staff explained to the Council that on June 1, 2015, the City had approved the Comprehensive Facilities Master Plan contract with CR-BPS. The plan includes consultant services for a needs analysis of City buildings, facilities, land and physical plant operations to prioritize needs for modernization, replacement, and growth. CR-BPS Representatives Laura Malwitz and Chad Kraemer provided the final facility and asset management program presentation to the Council. This matter was taken for information only.

Staff reviewed with the Council the Five-Year Capital Improvement and Vehicle Replacement Programs and discussed comments and concerns. It was noted that the City Charter requires the Capital Improvement Program be presented for review three months prior to the Mayor's Budget Presentation. The Council receives the report for review and analysis so formal action can be taken during the budget process. This matter was taken for information only.

Staff reported to the Council that following two rounds of paring down the List of Projects of Regional Significance for the proposed Local Option Sales Tax Program, it was identified that the Council supported an investment in the Civic Center, Robbins Island and Community Center. Swansson Field also ranked fairly high. Transportation was identified as the highest priority in the Community Survey, however, freeing up Capital Improvement Plan costs could enable the Council to advance street projects. The Council requested staff to update the City's Capital Improvement Plan to reflect the Facilities Study and then to identify expenditures in the Capital Improvement Plan which could be "saved," with some of that savings going to increased street and facility maintenance.

Staff identified the following draft ballot question for the Council to consider and amend as they deem necessary: Should the City of Willmar finance Civic Center Improvements; Robbins Island road, parking lot and shelter improvements; Swansson Field Improvements; and a new Community Center with a one-half percent (1/2%) sales tax on all taxable transactions occurring within the City of Willmar. The projects have an estimated cost of \$20 million. The sales tax will expire upon payment of all costs to finance the various projects anticipated to be ten (10) years from the date of implementation. Voters would need to check either () Yes, I am in favor of this sales tax proposal; or () No, I am opposed to this sales tax proposal.

Following considerable discussion, it was the consensus of the Council Members to direct staff to refine specific expenditures estimated for the Civic Center of \$3 million, for Robbins Island of \$3 million, and for Swansson Field of \$2 million. These items will continue to be discussed at the July 18, 2016, Council meeting as well as the Willmar Downtown Development proposal submitted as an option for use of local option sales tax funds.

There being no further business to come before the Council the meeting adjourned at 7:30 p.m.

Attest:

MAYOR

SECRETARY TO THE COUNCIL

WILLMAR MUNICIPAL UTILITIES MINUTES
MUNICIPAL UTILITIES AUDITORIUM
JULY 11, 2016

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

Others present at the meeting were: General Manager Wesley Hompe, Director of Operations John Harren, Director of Finance Denise Runge, Power Production Supervisor Jon Folkedahl, Administrative Secretary Beth Mattheisen, City Attorney Robert Scott, and WC Tribune Journalist Shelby Lindrud.

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

RESOLUTION NO. 35

“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 27, 2016 Commission meeting; and,
- ❖ Bills represented by vouchers No. 161174 to No. 161300 and associated wire transfers inclusive in the amount of \$215,901.70.

Dated this 11th day of July, 2016.

President

ATTEST:

Secretary

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

Commissioner Gimse (Vice Chair) reviewed with the Commission the minutes from the June 27th WMU Labor Committee meeting (see attached). The two main topics of discussion focused on: 1) the General Manager Search process update; and, 2) the WMU’s Early Retirement Program. Following review and discussion, Commissioner Gimse offered a motion to approve the minutes of the June 27th WMU Labor Committee meeting as presented. Commissioner Mattern seconded the motion which carried by a vote of five ayes and zero nays.

At this time, Commissioner Holtz recognized General Manager Wesley Hompe for his 27+ years of service and dedication to the Willmar Municipal Utilities. Holtz continued by extending the Commission’s sincere appreciation to Wes for the years of leadership and consistent insight he has continually provided throughout the years. (A plaque in recognition of Wesley’s impending retirement was presented at this time.) Commissioner Holtz further noted that a retirement

gathering in honor of General Manager Hompe will be held on Friday, July 15th from 2:00-4:00 p.m. in the WMU Auditorium. We would all like to extend our sincere appreciation for the years of service and leadership Wes has dedicated to the Willmar Municipal Utilities. Congratulations and best wishes, Wes!

Director of Operations Harren briefly recapped for the Commission WMU's participation in the recent Willmar Fest Parade held on June 25th. In recognition of WMU's 125 Anniversary this year, a float representing the Utilities was entered into the parade. It was noted that the float was the creation of WMU personnel with a number of Staff & family members walking the parade route while distributing water & trinkets to the captive audience. On behalf of the Commission, Commissioner Holtz extended his appreciation to Staff for their creativity and involvement in the community event.

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

- WMU Labor Committee Meeting – July 11th (immediately following regular MUC meeting)
- WMU Planning Committee Meeting – July 22 at 12:00 p.m.
- 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 Nagel offered a motion to adjourn the meeting. Commissioner Mattern seconded the motion which carried by a vote of five ayes and zero nays, and the meeting was adjourned at 12:00 p.m.

Respectfully Submitted,

WILLMAR MUNICIPAL UTILITIES

Beth Mattheisen
Administrative Secretary

ATTEST:

Jeff Nagel, Secretary



WILLMAR MUNICIPAL UTILITIES
WMU Labor Committee Meeting Minutes
WMU Conference Room
Monday, June 27, 2016 – 12:45 p.m.

Attendees: Commissioners Carol Laumer (Chair), Joe Gimse & Nathan Weber, General Manager Wesley Hompe, and Gary Weiers of David Drown Associates

Committee Chair Laumer called the meeting to order at 12:45 p.m.

AGENDA ITEMS:

➤ **General Manager Search Process Discussion:**

Gary Weiers from David Drown Associates was in attendance to discuss the executive search for the impending General Manager position. Gary presented the Committee with a general outline encompassing the scope of the process and steps required to conduct the executive search on behalf of WMU. Additional items reviewed included were a tentative timeline for completion of the project along with the details of the process involved. The main objective (or bottom line) is to perform the search in an effort to find the individual best suited to meet the needs & requirements of WMU and ultimately its customers.

Process Steps/Details:

- Step 1: Information Gathering/Recruitment Strategy
- Step 2: Development of Position Profile
- Step 3: Advertisement & Recruitment
- Step 4: Screening, Review & Initial Interviews
- Step 5: Selection
- Step 6: Offer
- Step 7: Follow Up

Weiers stated that in order to develop a position profile, he was requesting the Labor Committee to establish a wage/salary for the impending GM position. Following discussion, it was the consensus of the Committee to set the base salary (range) at \$135,000 for the impending vacancy. (Actual salary would be determined based on qualifications and experience.)

Additional discussion was held regarding the actual interview process (i.e. number of candidates to be interviewed, determining finalists, reference checking of candidates, etc.).

Commissioner Laumer (Chair) was named as the Labor Committee's point-person (contact) with Admin, Secretary Mattheisen (confidential employee) to serve as the WMU contact. Weiers will provide Laumer with weekly updates to be shared with the Labor Committee with subsequent updates provided to the entire Commission as needed during their regular MUC meetings.

Following a review of the presented timeline, it was the consensus of the Labor Committee to update the timeline for submittal to the Committee.



It was the consensus of the WMU Labor Committee to schedule the next Committee meeting for Monday, July 11th following the regular MUC meeting (approx. 12:30 p.m. start time). At this meeting, approval of the position profile will be requested. The profile will include items such as the job description, salary range, and hiring process. (Gary will provide an updated draft position proposal to Labor Committee members the week of July 5th for consideration.)

Weiers further stated that in an effort to gather additional insight and direction, he had met briefly with each Commissioner (individually) earlier today (06.27.16).

If any Committee or Commission member has a question(s) related to the process, they are encouraged to contact Weiers directly. **Note:** Commissioner Laumer furthermore informed the Committee of her intent to attend the next City Labor Committee meeting to present a verbal update of WMU's search process.

Action: Gary Weiers will update both the timeline (minor change to the steps involved) and the position profile (draft) prior to attending the next WMU Labor Committee scheduled for Monday, July 11th (immediately following regular MUC meeting). Following approval of the timeline and position profile, the next step will be to begin the actual recruiting process (i.e. job postings, advertising, conduct direct outreach).

(Gary Weiers departed the meeting at 1:35 p.m.)

➤ **Early Retirement Program**

General Manager Hompe opened discussion with the Labor Committee the Early Retirement Program (ERP) currently in effect for WMU employees. ERP was originally created to assist employee(s) with retirement planning and subsequently WMU's succession planning. Qualifying employees must have 20+ years of employment with WMU and be eligible for PERA retirement benefits to participate in the program. In November of 2012, the Commission approved extending the ERP with a sunset date of December 31, 2017 for elimination of the program. Hompe presented data regarding the number of potential employees this "exit" in 2017 could possibly effect. Consideration was given to move forward with the option to sunset the program as of December 31, 2017 (as previously determined), and to grant those employees eligible to participate in the program as of that date (12.31.17), the ability to exercise participation in the program at a later date (i.e. 2018, 2019, etc.).

Action:

Following input from legal counsel, General Manager Hompe will present a final draft to the WMU Labor Committee at their next Labor Committee meeting scheduled for 07.11.16. The presentation will reflect the agreed upon goal of closing eligibility requirements to employees who would qualify under the existing plan, but will be able to exercise the option to retire after the actual sunset date of December 31, 2017.

➤ **Adjournment:**

There being no further business to come before the WMU Labor Committee, Commissioner Weber offered a motion to adjourn the meeting at 2:00 p.m. Commissioner Gimse seconded the motion which carried by a vote of three ayes and zero nays.



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

MINUTES

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

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

** Members Absent: Margaret Fleck, and Bob Poe.

** Others Present: Jeff Holm, Steve Savonen, Dave Rey, Bruce D. Peterson- Director Planning and Development Services, and Megan DeSchepper- Planner.

2. MINUTES: The June 8, 2016 minutes were approved as submitted.

3. LAKE NORTH FIFTH ADDITION PRELIMINARY/FINAL PLAT-FILE NO. 16-03: Staff presented the request for replat on behalf of Terry Quam, Willmar, MN for a four lot subdivision creating two lots from property legally described as follows: Lots 104, Block One, Lake North Fourth Addition (345, 337, 333, 15th Ave. NW). There is a private ingress/egress access easement across all the lots as access is limited/shared. The property is part of a private home owners association and any regulations are handled by private covenants/declarations not the City.

No one appeared to speak for the request, the public hearing opened and closed at 7:05 p.m.

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

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

A. 6' utility easements shall be added to all lot lines as requested by MUC.

The motion carried.

4. WILLMAR PUBLIC SCHOOLS ELEMENTARY SCHOOL PLAN REVIEW-FILE NO. 16-05: Steve Savonen, of Architects Rego & Youngquist, presented plans on behalf of Willmar Public Schools for an elementary school on property legally described as follows: SW ¼ of SW ¼ excluding the S 685' of W 468.8' of SW ¼ of SW ¼ and excluding part for plat of Pheasant Run, Section 13, Township 119, Range 35 (see file for full legal description). The facility of 40 classrooms is planned for students in kindergarten through 5th grade. Roughly 600 to 650 students will attend.

Mr. Savonen explained there are four bid packages for the project being done in stages: grading/utilities, exterior finishes, interior/m & e, and finally paving/landscaping. The property is accessed via two drives off of Lakeland Dr. SE; the southerly access intended for teachers/parents/visitor access, and the northerly drive for buses and deliveries. There are also two paths planned on the eastern half of the property to connect to 19th St SE and across the ditch to 23rd St. SE. Turn lanes are proposed for the accesses and that processed would be determined between the School and the Engineering Department. The landscape plan is not yet complete. There is a large stormwater pond planned at the southeast end of the property and the southwesterly portion (accessed via Willmar Ave. SE) of property could be sold and developed in the future if not used for school purposes.

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

The Commission talked about pedestrian and bike traffic with the site. Crossing will occur at Olena Ave. SE and Willmar Ave. SE. There was concern about crossing at the access drives. Drive speeds, crossing guards, and the age of the children will all play a factor. A tunnel under Lakeland Dr. SE to the YMCA property had been discussed but the reality of that occurring is low due to costs etc.

The Planning Commission discussed the options for adding on to the structure, Mr. Savonen added there is room for additions to the second level, cafeteria, and various ground level options as well.

Jeff Holm, Superintendent for Willmar Public Schools, stated that adding this elementary school to the community along with the other two existing elementary schools will reduce the traffic and lower numbers at each facility. This site will hold 30% less than the middle school currently does. By the 1st of December there will be a routing process study completed to determine which students will attend each school to make it equitable on income, diversity, and location.

Commissioners also talked about vehicle stacking on site, and that there will be one way traffic for drop off, as well as a long driveway to alleviate any issues on Lakeland Dr. SE. They noted that the YMCA and school accesses align with each other, which is good for traffic safety, flow etc.

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

- A. Landscape plan shall be submitted for review/approval prior to issuance of building permit.
- B. City Engineering Department shall review and approve all civil plans prior to issuance of a building permit.
- C. The use shall meet all applicable local, state, and federal rules and regulations at all times.

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

The motion carried.

5. There being no further business to come before the Commission the meeting adjourned at 7:57 p.m.

Respectfully submitted,



Megan M. DeSchepper, AICP
Planner/Airport Manager

PLANNING COMMISSION-JULY 13, 2016

STAFF COMMENTS

1. LAKE NORTH FIFTH ADDITION PRELIMINARY/FINAL PLAT- FILE NO. 16-03:

- The applicant is Terry Quam, Willmar, MN.
- The applicant is requesting a four lot replat creating two lots on property legally described as follows: Lots 1-4, Block One, Lake North Fourth Addition (345, 337, 333 15th Ave. NW).
- The property is zoned R-2 One and Two Family Residential.
- The property is accessed via 15th Ave. NW.
- Proposed lot areas exceed minimum square footage requirements.
- There is a private 36' ingress/egress easement and an access approach is already in place (per County Engineer?).
- Construction is already in progress for a single family home on future lot 1. It appears the detached garage is over existing lots 2 & 3 which would require lot combination, this will be accomplished with completion of the platting process.
- Any covenant/declarations regulations are private, and will have to be addressed with the homeowners association.

Fire Chief/Marshall Comments: No concerns/comments.

Willmar Municipal Utilities Comments: Please add 6' utility easement along all property lines. 1" water service is stubbed into both proposed lots.

Engineering/Public Works Comments: Street is a private drive via a 36' ingress/egress easement, layout/design ok. Access via existing approach.

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

- A. 6' utility easements shall be added to all lot lines as requested by MUC.

2. WILLMAR PUBLIC SCHOOLS ELEMENTARY SCHOOL PLAN REVIEW- FILE NO. 16-05:

- The applicant is Willmar Public Schools ISD 347, Willmar, MN.
- The applicant requests plan review for development of an elementary school on property legally described as follows: SW ¼ of SW ¼ excluding the S 685' of W 468.8' of SW ¼ of SW ¼ and excluding part for plat of Pheasant Run, Section 13, Township 119, Range 35 (see file for full legal)
- The property is zoned G/I (Government/Institutional). Public Schools are a permitted use with Plan Review.
- The property abuts Willmar Ave. SE, Lakeland Dr. SE, and 19th St. SE.
- There are two proposed accesses to the property on Lakeland Dr. SE. The northerly access is for bus and delivery vehicles, the southerly access is for staff/student/parent access. (Notation- future road improvements by public works? Turn lane? Will be at the Schools expense.)

- The exterior façade of the building is a mixture of brick, precast wall panels, and metal finishes. The architectural style will fit in to other institutional uses in the area and will be an attractive addition to the neighborhood.
- Capacity of the parent stacking lane? Capacity of bus parking area?
- Proposed parking lot has 162 stalls which exceeds Ordinance requirements. (40 classrooms x 3= 120 stalls).
- There are two proposed trails on the campus to connect the neighborhoods to the school via foot/bike traffic. There are pedestrian crossings at Willmar Ave. SE and Olena Ave. SE across Lakeland Dr. SE. Any future crossings/access/path connections to be determined. Cost of such improvements shall be the Schools responsibility. (Bridge over ditch? Shall be constructed in right-of-way.)
- There is a dedicated fire department access drive along the south end of the facility as required by Fire Code.
- There is a proposed pond on the southeast portion of the property, it shall meet the Stormwater Ordinance and City Engineers approval.
- All building and parking setbacks are met.
- Possible use of southern portion of property?

RECOMMENDATION: Approve the plan review with the following conditions:

- A. Landscape plan shall be submitted for review/approval prior to issuance of building permit.
- B. City Engineering Department shall review and approve all civil plans prior to issuance of a building permit.
- C. The use shall meet all applicable local, state, and federal rules and regulations at all times.

LG240B Application to Conduct Excluded Bingo

No Fee

ORGANIZATION INFORMATION

Organization Name: Pennock Lions Club Previous Gambling Permit Number: XB-36324-15-003

Minnesota Tax ID Number, if any: 41-1436178 Federal Employer ID Number (FEIN), if any:

Mailing Address: PO Box 281

City: Pennock State: MN Zip: 56279 County: Kandiyohi

Name of Chief Executive Officer (CEO): Joel Johnson

Daytime Phone: 320-599-4118 Email: drosenbrook@tds.net

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

- Fraternals Religious Veterans Other Nonprofit Organization

Attach a copy of at least one of the following showing proof of nonprofit status:

(DO NOT attach a sales tax exempt status or federal employer ID number, as they are not proof of nonprofit status.)

- Current calendar year Certificate of Good Standing
Internal Revenue Service-IRS income tax exemption 501(c) letter in your organization's name
Internal Revenue Service-Affiliate of national, statewide, or international parent nonprofit organization (charter)

EXCLUDED BINGO ACTIVITY

Has your organization held a bingo event in the current calendar year? Yes No

If yes, list the dates when bingo was conducted:

The proposed bingo event will be:

- one of four or fewer bingo events held this year.
conducted on up to 12 consecutive days in connection with a:
county fair
civic celebration
Minnesota State Fair

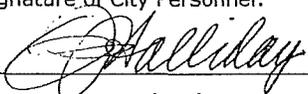
Person in charge of bingo event: Robert Rosenbrook Daytime Phone: 320-894-0538

Name of premises where bingo will be conducted: Kandiyohi County Fairgrounds

Premises street address: 801 Seventh St. N.W.

City: Willmar If township, township name: County: Kandiyohi

LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT (required before submitting application to the Minnesota Gambling Control Board)

<p style="text-align: center;">CITY APPROVAL for a gambling premises located within city limits</p> <p>On behalf of the city, I approve this application for excluded bingo activity at the premises located within the city's jurisdiction.</p> <p>Print City Name: <u>City of Willmar</u></p> <p>Signature of City Personnel: <u></u></p> <p>Title: <u>City Clerk Treasurer</u> Date: <u>7-5-2016</u></p> <div style="border: 1px solid black; padding: 5px; text-align: center; margin-top: 20px;"> <p>The city or county must sign before submitting application to the Gambling Control Board.</p> </div>	<p style="text-align: center;">COUNTY APPROVAL for a gambling premises located in a township</p> <p>On behalf of the county, I approve this application for excluded bingo activity at the premises located within the county's jurisdiction.</p> <p>Print County Name: _____</p> <p>Signature of County Personnel: _____</p> <p>Title: _____ Date: _____</p> <p>TOWNSHIP (if required by the county) On behalf of the township, I acknowledge that the organization is applying for excluded bingo activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minnesota Statutes, Section 349.213.)</p> <p>Print Township Name: _____</p> <p>Signature of Township Officer: _____</p> <p>Title: _____ Date: _____</p>
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CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

The information provided in this application is complete and accurate to the best of my knowledge.

Chief Executive Officer's Signature: _____ Date: _____
(Signature must be CEO's signature; designee may not sign)

Print Name: _____

MAIL OR FAX APPLICATION & ATTACHMENTS

<p>Mail or fax application and a copy of your proof of nonprofit status to:</p> <p style="padding-left: 40px;">Gambling Control Board 1711 West County Road B, Suite 300 South Roseville, MN 55113 Fax: 651-639-4032</p> <p>An excluded bingo permit will be mailed to your organization. Your organization must keep its bingo records for 3-1/2 years.</p> <p>Questions? Call a Licensing Specialist at 651-539-1900.</p>	<p>Bingo hard cards and bingo number selection devices may be borrowed from another organization authorized to conduct bingo. Otherwise, bingo hard cards, bingo paper, and bingo number selection devices must be obtained from a distributor licensed by the Minnesota Gambling Control Board. To find a licensed distributor, go to www.mn.gov/gcb and click on Distributors under the LIST OF LICENSEES, or call 651-539-1900.</p> <p style="text-align: center;">This form will be made available in alternative format (i.e. large print, braille) upon request.</p>
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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 the application. Your organization's name and address will be public 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; Minnesota's Department of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & 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.

Vendor Payments History Report
INCLUDES ONLY POSTED TRANS

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
CHARTER COMMUNICATIONS			000736											
	46501	07/13/16	PHONE SERV 06/27-07/26	107.27		2589/7-16		D	N				COMMUNICATIONS	101.41409.0330
	46501	07/13/16	PHONE SERV 07/12-08/11	62.15		3941/7-16		D	N				COMMUNICATIONS	101.41409.0330
	46501	07/13/16	PHONE SERV 07/16-08/15	643.66		4184/7-16		D	N				COMMUNICATIONS	101.41409.0330
	46501	07/13/16	PHONE SERV 07/10-08/09	168.42		4972/7-16		D	N				COMMUNICATIONS	101.41409.0330
			VENDOR TOTAL	1,243.89										
				1,243.89		*CHECK TOTAL								
COLEPAPERS INC			000170											
	46502	07/13/16	CLEANING SUPPLIES	203.43		9218782		D	N				CLEANING AND WAS	101.45435.0228
CONCORDE BANK			002887											
	46503	07/13/16	2015 GO IMP BOND-I	2,347.92		070616		D	N				INTEREST	315.47100.0444
CR-BUILDING PERFORMANCE			003215											
	46504	07/13/16	BLDG FACILITIES STUDY	4,219.00		WILMA001-10		D	N				PROFESSIONAL SER	101.41428.0446
CROW CHEMICAL & LIGHTING			000186											
	46505	07/13/16	CLEANING SUPPLIES	150.75		7172		D	N				CLEANING AND WAS	101.42412.0228
	46505	07/13/16	CLEANING SUPPLIES	7.50		7198		D	N				CLEANING AND WAS	651.48484.0228
	46505	07/13/16	DISPOSABLE GLOVES	89.00		7217		D	N				GENERAL SUPPLIES	101.42412.0229
	46505	07/13/16	POOL CHEMICALS	20.60		7250		D	N				MTCE. OF OTHER I	101.45437.0226
			VENDOR TOTAL	267.85										
				267.85		*CHECK TOTAL								
CROW RIVER CONSTRUCTION			003260											
	46506	07/13/16	WATER MAIN/STORM SEWE	59,802.98		1602/EST. #1		D	N				MTCE. OF OTHER I	416.48451.0336
CZECH-SCHWANDT/DENISE			003137											
	46507	07/13/16	MILEAGE 4/1-7/1/16	123.12		070516		D	N				TRAVEL-CONF.-SCH	101.41409.0333
D. ERVASTI SALES CO			002899											
	46508	07/13/16	CHALK FOR BALLFIELDS	318.00		13415		D	N				GENERAL SUPPLIES	101.43425.0229
DAN'S SHOP INC			002212											
	46509	07/13/16	FILTERS	209.93		73369		D	N				INVENTORIES-MDSE	101.125000
	46509	07/13/16	FILTERS	71.98		73537		D	N				INVENTORIES-MDSE	101.125000
	46509	07/13/16	FILTERS	56.72		73717		D	N				INVENTORIES-MDSE	101.125000
	46509	07/13/16	FILTERS	29.51		73772		D	N				INVENTORIES-MDSE	101.125000
			VENDOR TOTAL	368.14										
				368.14		*CHECK TOTAL								
DEPT OF HUMAN SERVICES			000009											
	46510	07/13/16	CLEANING SERVICES-MAY	1,554.00		00000351099		D	N				CLEANING AND WAS	101.45433.0338
DIAMOND VOGEL PAINT CENT			000205											
	46511	07/13/16	HYDRANT PAINT	99.78		821060480		D	N				MTCE. OF OTHER I	101.42412.0226
	46511	07/13/16	HYDRANT PAINT	16.16		821060495		D	N				MTCE. OF OTHER I	101.42412.0226

P28

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
DIAMOND VOGEL PAINT CENT			000205											
	46511	07/13/16	PAINT SPRAYER PUMP KITS	139.00		821060541		D	N				MTCE. OF EQUIPME	101.43425.0224
	46511	07/13/16	HYDRANT PAINT	264.49		821060544		D	N				MTCE. OF OTHER I	101.42412.0226
			VENDOR TOTAL	519.43										
				519.43		*CHECK TOTAL								
DONOHUE & ASSOCIATES			002293											
	46512	07/13/16	NPDES PERMIT ASSISTANC	1,920.00		13023-06		D	N				PROFESSIONAL SER	651.48484.0446
DOOLEY'S PETROLEUM INC			000212											
	46513	07/13/16	157.2 GALLONS UNLEADED	375.86		270640		D	N				MOTOR FUELS AND	651.48484.0222
DOOLEY'S PETROLEUM INC			002163											
	46472	07/07/16	3,999 GALLONS UNLEADED	8,122.09		756323		D	N				INVENTORIES-MDSE	101.125000
	46472	07/07/16	4,000 GALLONS DIESEL	6,424.00		756323CW		D	N				INVENTORIES-MDSE	101.125000
			VENDOR TOTAL	14,546.09										
				14,546.09		*CHECK TOTAL								
DUININCK INC			000222											
	46514	07/13/16	MIX FOR STREET PATCHIN	1,257.40		522141		D	N				MTCE. OF OTHER I	101.43425.0226
	46514	07/13/16	MIX FOR STRBET PATCHIN	1,662.50		522145		D	N				MTCE. OF OTHER I	101.43425.0226
			VENDOR TOTAL	2,919.90										
				2,919.90		*CHECK TOTAL								
FARM-RITE EQUIPMENT			003002											
	46515	07/13/16	TOOLCAT PARTS	174.08		P08331		D	N				MTCE. OF EQUIPME	101.45433.0224
	46515	07/13/16	PULLEY FOR MOWER	337.37		P08486		D	N				MTCE. OF EQUIPME	101.45433.0224
	46515	07/13/16	MOWER TIRE	88.22		P08488		D	N				MTCE. OF EQUIPME	101.45433.0224
	46515	07/13/16	ANTIFREEZE	14.39		P08489		D	N				GENERAL SUPPLIES	101.45433.0229
			VENDOR TOTAL	614.06										
				614.06		*CHECK TOTAL								
FARNAM'S GENUINE PARTS			000249											
	46516	07/13/16	#073219-FLASHER	15.51		751242		D	N				MTCE. OF EQUIPME	101.43425.0224
	46516	07/13/16	#165719-TOGGLE SWITCH	10.99		752252		D	N				MTCE. OF EQUIPME	101.43425.0224
			VENDOR TOTAL	26.50										
				26.50		*CHECK TOTAL								
FASTENAL COMPANY			001188											
	46517	07/13/16	BOLTS FOR COMPRESSORS	11.37		MNWIL145655		D	N				MTCE. OF EQUIPME	101.45433.0224
FISCHER LASER EYE CENTER			000244											
	46518	07/13/16	STUECKRATH-SFTY GLASSES	250.00		10412		D	N				SUBSISTENCE OF P	101.43425.0227
FLAHERTY & HOOD P.A.			001449											
	46519	07/13/16	LEGAL SERVICES-JUN	6,886.08		9094		D	M	07			PROFESSIONAL SER	101.41406.0446
FORUM COMMUNICATIONS COM			002269											
	46520	07/13/16	ORD-AMEND MUNIC. CODE	135.96		C-03000252		D	N				PRINTING AND PUB	101.41401.0331

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Vendor Payments History Report
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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
FORUM COMMUNICATIONS COM			002269											
	46520	07/13/16	HRNG-AMEND ZONING ORD.	80.34		C-03000253		D	N				PRINTING AND PUB	101.41401.0331
	46520	07/13/16	ORD. AMENDING CITY CHRTR	86.52		C-03000263		D	N				PRINTING AND PUB	101.41401.0331
	46520	07/13/16	ORD. AMENDING CITY CHRTR	83.43		C-03000264		D	N				PRINTING AND PUB	101.41401.0331
	46520	07/13/16	ORD. AMENDING CITY CHRTR	77.25		C-03000265		D	N				PRINTING AND PUB	101.41401.0331
	46520	07/13/16	HRNG-SUBDIVIDE PROPERTY	67.98		C-03000362		D	N				PRINTING AND PUB	101.41402.0331
	46520	07/13/16	COUNCIL PROCEEDINGS PUB.	988.80		D-03000027		D	N				PRINTING AND PUB	101.41401.0331
	46520	07/13/16	FLAG EQUITETTE AD	95.00		36969/6-16		D	N				ADVERTISING	101.42411.0447
			VENDOR TOTAL	1,615.28										
				1,615.28		*CHECK TOTAL								
FOSTERVOLD/PETER			.02429											
	46521	07/13/16	REFUND SHELTER DEPOSIT	50.00		070616		D	N				DEPOSITS	101.230000
FRANCOTYP-POSTALIA INC			001791											
	46522	07/13/16	POSTAGE MTR RENT-3RD QTR	174.21		RI102890993		D	N				RENTS	101.42411.0440
GENERAL MAILING SERVICES			000293											
	46523	07/13/16	POSTAGE	1,184.08		30875		D	N				POSTAGE	208.45006.0223
	46523	07/13/16	POSTAGE	11.93		30950		D	N				POSTAGE	101.43425.0223
	46523	07/13/16	POSTAGE	28.69		30950		D	N				POSTAGE	101.45437.0223
	46523	07/13/16	POSTAGE	169.62		31018		D	N				POSTAGE	208.45006.0223
	46523	07/13/16	POSTAGE	23.60		31020		D	N				POSTAGE	101.42411.0223
			VENDOR TOTAL	1,417.92										
				1,417.92		*CHECK TOTAL								
GM CONTRACTING INC			003258											
	46524	07/13/16	WESTWOOD COURT L.S.	165,702.87		1511/EST. 2		D	N				MTCE. OF OTHER I	432.48504.0336
GRAINGER INC			000786											
	46525	07/13/16	EAR PLUGS	81.41		9149996739		D	N				SUBSISTENCE OF P	651.48484.0227
GRAND RENTAL STATION			001887											
	46526	07/13/16	SEWER CLEANER RENTAL	29.64		540810		D	N				RENTS	101.43425.0440
	46526	07/13/16	WWII VET FUNERAL-CHAIRS	60.59		540810		D	N				RENTS	101.45427.0440
			VENDOR TOTAL	90.23										
				90.23		*CHECK TOTAL								
GUPTILL PAINTING			000304											
	46527	07/13/16	PAINTED EXT. CITY GAR	42,574.00		062816		D	N				BUILDINGS AND ST	450.43425.0551
GWRRA MINNESOTA DISTRICT			.02432											
	46528	07/13/16	CVB BID FULFILLMENT	150.00		071116		D	N				OTHER CHARGES	208.45008.0449
HARDWARE HANK EXPRESS			000452											
	46529	07/13/16	KEYS FOR BLDG	6.54		040516		D	N				MTCE. OF STRUCTU	651.48484.0225
	46529	07/13/16	FLASHLIGHT	9.48		040616		D	N				SMALL TOOLS	101.45427.0221
	46529	07/13/16	ALUMINUM FOIL TAPE	8.99		041116		D	N				GENERAL SUPPLIES	101.41402.0229
	46529	07/13/16	LINE FOR RANGE TARGETS	39.99		041116		D	N				GENERAL SUPPLIES	101.45427.0229

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Vendor Payments History Report
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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
HARDWARE HANK EXPRESS			000452											
	46529	07/13/16	SEALANT FOR RESTROOM	7.58		041316		D	N				MTCE. OF STRUCTU	101.43425.0225
	46529	07/13/16	DRINKING FOUNTAIN PARTS	13.47		041516		D	N				MTCE. OF OTHER I	101.43425.0226
	46529	07/13/16	DREMEL ROTARY TOOL	78.48		041816		D	N				SMALL TOOLS	101.41408.0221
	46529	07/13/16	KEYS FOR BLDG	5.61		041916		D	N				MTCE. OF STRUCTU	101.43425.0225
	46529	07/13/16	KEY FOR SMART TRLR LOCK	1.87		042016		D	N				GENERAL SUPPLIES	101.42411.0229
	46529	07/13/16	KEYS FOR IMPOUND	3.74		042116		D	N				GENERAL SUPPLIES	101.42411.0229
	46529	07/13/16	AIR VALVE	1.69		042516		D	N				MTCE. OF EQUIPME	101.45433.0224
	46529	07/13/16	HOSES-COMMUNITY GARDEN	5.60		042516		D	N				SMALL TOOLS	101.45435.0221
	46529	07/13/16	HOSES-COMMUNITY GARDEN	6.99		042516		D	N				SMALL TOOLS	101.45435.0221
	46529	07/13/16	STUD SENSOR	19.99		042516		D	N				SMALL TOOLS	101.45435.0221
	46529	07/13/16	BATTERIES	4.99		042516		D	N				GENERAL SUPPLIES	101.45435.0229
	46529	07/13/16	DRINKING FOUNTAIN PARTS	10.34		042616		D	N				MTCE. OF OTHER I	101.43425.0226
	46529	07/13/16	FASTENERS FOR SHELIVING	1.20		042616		D	N				MTCE. OF EQUIPME	101.45435.0224
	46529	07/13/16	POOL CHEMICALS	26.97		042616		D	N				MTCE. OF OTHER I	101.45437.0226
	46529	07/13/16	PLUMBING PARTS	6.60		042716		D	N				MTCE. OF STRUCTU	101.43425.0225
	46529	07/13/16	WEED KILLER	32.99		042816		D	N				GENERAL SUPPLIES	101.43425.0229
	46529	07/13/16	PLUMBING PARTS	4.98		042916		D	N				MTCE. OF STRUCTU	101.43425.0225
	46529	07/13/16	KEYS FOR SOUND CABINET	3.74		050516		D	N				MTCE. OF EQUIPME	101.41409.0224
	46529	07/13/16	CLEANING SUPPLIES	5.98		050516		D	N				CLEANING AND WAS	101.43425.0228
	46529	07/13/16	BATTERIES	14.99		050516		D	N				GENERAL SUPPLIES	101.43425.0229
	46529	07/13/16	NUTS/BOLT	1.32		050516		D	N				MTCE. OF EQUIPME	101.45435.0224
	46529	07/13/16	ELEC PARTS FOR EQUIP	26.96		050516		D	N				MTCE. OF EQUIPME	101.45437.0224
	46529	07/13/16	SOFTENER SALT	19.95		050616		D	N				GENERAL SUPPLIES	101.42412.0229
	46529	07/13/16	WASP & HORNET KILLER	13.47		050616		D	N				GENERAL SUPPLIES	101.45433.0229
	46529	07/13/16	SELVIG FOUNTAIN PARTS	5.56		050916		D	N				MTCE. OF OTHER I	101.43425.0226
	46529	07/13/16	SUPPLIES	3.39		051016		D	N				GENERAL SUPPLIES	101.45427.0229
	46529	07/13/16	EQUIPMENT MTCE-PARTS	14.36		051216		D	N				MTCE. OF EQUIPME	101.45437.0224
	46529	07/13/16	CLEANING SUPPLIES	9.99		051916		D	N				CLEANING AND WAS	101.45432.0228
	46529	07/13/16	SUPPLIES	6.55		052316		D	N				GENERAL SUPPLIES	101.45437.0229
	46529	07/13/16	BROOMS	45.98		052616		D	N				SMALL TOOLS	101.43425.0221
	46529	07/13/16	RATCHET TIE-DOWN	11.99		052716		D	N				GENERAL SUPPLIES	101.45432.0229
	46529	07/13/16	CABLE TIES	13.88		052716		D	N				GENERAL SUPPLIES	101.45437.0229
	46529	07/13/16	KEYS FOR BLDG	18.72		053116		D	N				MTCE. OF STRUCTU	101.45437.0225
	46529	07/13/16	BUNGEE CORDS	23.11		053116		D	N				GENERAL SUPPLIES	101.45437.0229
	46529	07/13/16	KEYS FOR BLDG	11.22		061016		D	N				MTCE. OF STRUCTU	101.45432.0225
	46529	07/13/16	KEYS FOR BLDG	3.74		061016		D	N				MTCE. OF STRUCTU	101.45432.0225
	46529	07/13/16	PADLOCK/CHAIN/TAPE	44.25		061116		D	N				GENERAL SUPPLIES	101.45437.0229
			VENDOR TOTAL	597.24									*CHECK TOTAL	
				597.24										
HAUG-KUBOTA LLC			002609											
	46530	07/13/16	KUBOTA TIRE RIM	146.10		R8100		D	N				MTCE. OF EQUIPME	101.43425.0224
	46530	07/13/16	#151344-PARTS	23.44		17741R		D	N				MTCE. OF EQUIPME	101.43425.0224
	46530	07/13/16	#150302-FUEL PUMP	125.24		8132		D	N				MTCE. OF EQUIPME	101.43425.0224
			VENDOR TOTAL	294.78									*CHECK TOTAL	
				294.78										

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Vendor Payments History Report
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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
HAWKINS INC														
	46531	07/13/16	FERRIC CHLORIDE	4,659.21		3907529 RI		D	N				GENERAL SUPPLIES	651.48484.0229
HEGLUND CATERING														
	46532	07/13/16	CVB BOARD LUNCHESES	11.44		9320		D	N				TRAVEL-CONF.-SCH	101.41401.0333
	46532	07/13/16	CVB BOARD LUNCHESES	11.44		9320		D	N				TRAVEL-CONF.-SCH	101.41403.0333
	46532	07/13/16	CVB BOARD LUNCHESES	11.44		9320		D	N				TRAVEL-CONF.-SCH	101.45433.0333
	46532	07/13/16	CVB BOARD LUNCHESES	102.99		9320		D	N				TRAVEL-CONF.-SCH	208.45005.0333
	46532	07/13/16	LEISURE COMM. LUNCHESES	100.65		9320		D	N				TRAVEL-CONF.-SCH	208.45005.0333
			VENDOR TOTAL	237.96		*CHECK TOTAL								
HERITAGE BANK														
	246	06/30/16	#151 2006 GO IMP BOND-	3,850.00		060816		M	N				INTEREST	306.47100.0444
	246	06/30/16	#148 2004 GO IMP BOND	13,321.25		060816		M	N				INTEREST	330.43430.0444
			VENDOR TOTAL	17,171.25		*CHECK TOTAL								
	247	06/30/16	MBS FHLMA-3134G9ZK	2,000,000.00		063016		M	N				INVESTMENTS	101.109000
	248	07/12/16	WF FFCB-3133EGKX2	2,000,000.00		071216		M	N				INVESTMENTS	101.109000
	248	07/12/16	PREPAID INTEREST	97.22		071216		M	N				INTEREST REC. ON	101.137000
			VENDOR TOTAL	2,000,097.22		*CHECK TOTAL								
	46533	07/13/16	2014 GO IMP BOND-I	1,972.53		070616		D	N				INTEREST	314.47100.0444
			VENDOR TOTAL	4,019,241.00										
HILLYARD FLOOR CARE SUPP														
	46534	07/13/16	CLEANING SUPPLIES	5.74		602129419		D	N				CLEANING AND WAS	101.45435.0228
	46534	07/13/16	CLEANING SUPPLIES	76.90		602135184		D	N				CLEANING AND WAS	101.45437.0228
	46534	07/13/16	TOILET TISSUE	85.06		602135184		D	N				GENERAL SUPPLIES	101.45437.0229
			VENDOR TOTAL	167.70		*CHECK TOTAL								
HJELLE AND/ROBBIE														
	46535	07/13/16	TREE REMOVAL-MILLER PR	1,000.00		58223		D	N				MTCE. OF OTHER I	101.43425.0336
HOME STATE BANK														
	46536	07/13/16	2014 GO IMP BOND-I	1,972.53		070616		D	N				INTEREST	314.47100.0444
	46536	07/13/16	2015 GO IMP BOND-I	11,739.58		070616		D	N				INTEREST	315.47100.0444
			VENDOR TOTAL	13,712.11		*CHECK TOTAL								
HORIZON COMMERCIAL POOL														
	46537	07/13/16	POOL MTCE-PARTS	120.39		160606005		D	N				MTCE. OF OTHER I	101.45437.0226
HUMANE SOCIETY OF KANDIY														
	46538	07/13/16	ANIMAL CARE SERV JUL-D	9,700.00		7435		D	N				OTHER SERVICES	101.42411.0339

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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
JAGUSH/JEFFREY			003037											
	46539	07/13/16	MILEAGE 6/7-6/29/16	37.80		071216		D	N				TRAVEL-CONF.-SCH	101.43425.0333
	46539	07/13/16	MILEAGE 6/7-6/29/16	37.80		071216		D	N				TRAVEL-CONF.-SCH	651.48484.0333
			VENDOR TOTAL	75.60										
				75.60		*CHECK TOTAL								
JOBSHQ			002923											
	46540	07/13/16	POLICE OFFICER AD	161.88		34421/6-16		D	N				ADVERTISING	101.42411.0447
JOHNSON/TYLER			.02425											
	46541	07/13/16	REPL. PYRL CK #33321	153.07		062816		D	N				SALARIES-TEMP. E	101.45432.0112
JOHNSTONE SUPPLY			002855											
	46542	07/13/16	MOTOR FOR COOLING TOWER	840.86		1050288		D	N				MTCE. OF EQUIPME	101.45433.0224
K M FIRE PUMP SPECIALIST			000371											
	46543	07/13/16	#972764-REPL. GAUGE	180.00		6707		D	M	07			MTCE. OF EQUIPME	101.42412.0224
	46543	07/13/16	#972764-REPL. GAUGE	42.00		6707		D	M	07			MTCE. OF EQUIPME	101.42412.0334
			VENDOR TOTAL	222.00										
				222.00		*CHECK TOTAL								
KANDIYOHI CO AUDITOR			000376											
	46544	07/13/16	15 AIR CARDS APR-MAY	1,574.55		070116		D	N				COMMUNICATIONS	101.42411.0330
	46544	07/13/16	LEC ANNUAL PAYMENT	175,000.00		070616		D	N				BONDS	101.42411.0660
	46544	07/13/16	LANDFILL CHARGES	84.53		362521		D	N				CLEANING AND WAS	101.43425.0338
			VENDOR TOTAL	176,659.08										
				176,659.08		*CHECK TOTAL								
KANDIYOHI CO RECORDER'S			000382											
	46545	07/13/16	PLAT COPIES FEE	10.00		SOP-068590		D	N				PROFESSIONAL SER	101.41401.0446
	46545	07/13/16	RECORDING FEES	46.00		635511		D	N				PROFESSIONAL SER	101.41401.0446
			VENDOR TOTAL	56.00										
				56.00		*CHECK TOTAL								
KANDIYOHI CO SHERIFF'S D			001507											
	46546	07/13/16	FIREARM SUPPLIES	279.13		071216		D	N				GENERAL SUPPLIES	101.42411.0229
KANDIYOHI FIRE CHIEFS AS			002897											
	46547	07/13/16	ASSOCIATION DUES	55.00		071116		D	N				SUBSCRIPTIONS AN	101.42412.0443
KING'S ELECTRIC LLC			003138											
	46548	07/13/16	REPL. BALLAST	65.00		328		D	M	07			MTCE. OF STRUCTU	101.41408.0335
	46548	07/13/16	REPL. BALLAST	65.00		337		D	M	07			MTCE. OF STRUCTU	101.41408.0335
	46548	07/13/16	GAS MTR-GENERATOR PRO	17,707.21		338		D	M	07			BUILDINGS AND ST	450.41409.0551
			VENDOR TOTAL	17,837.21										
				17,837.21		*CHECK TOTAL								
LAKE REGION BANK			002886											
	46549	07/13/16	2014 GO IMP BOND-I	1,972.53		070616		D	N				INTEREST	314.47100.0444
	46549	07/13/16	2015 GO IMP BOND-I	9,391.67		070616		D	N				INTEREST	315.47100.0444

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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
LAKE REGION BANK			002886											
			VENDOR TOTAL	11,364.20										
				11,364.20										
LAND PRIDE CONSTRUCTION			003149											
46550	07/13/16	INST. HYDRANT/GATE VAL	2,844.00			1614		D	N				MTCE. OF OTHER I	101.43425.0336
LIFELINE INC			003191											
46551	07/13/16	4 DEFIBRILLATORS	2,979.00			LL-7530		D	N				SMALL TOOLS	101.42411.0221
46551	07/13/16	4 DEFIBRILLATORS	2,500.00			LL-7530		D	N				SMALL TOOLS	899.42411.0221
			VENDOR TOTAL	5,479.00										
				5,479.00										
M & M COIN LAUNDRY			.01152											
46552	07/13/16	SIGN DEPOSIT REF 2016-15	100.00			2016-15		D	N				DEPOSITS-SIGN PE	101.230001
M-R SIGN CO INC			000424											
46553	07/13/16	SIGN FOR JOHNNY SUNDIN	54.58			191263		D	N				GENERAL SUPPLIES	899.45432.0229
MADEN, GALANTER, HANSEN			000429											
46554	07/13/16	LABOR RELATIONS-JUN	54.31			STMT/6-16		D	M	07			PROFESSIONAL SER	101.41406.0446
MADISON NATIONAL LIFE			003237											
46473	07/07/16	LIFE INSURANCE-JUL	8.85			M300		D	N				COBRA INS PREMIU	101.120001
46473	07/07/16	LIFE INSURANCE-JUL	20.70			M300		D	N				EMPLOYER INSUR.	101.41400.0114
46473	07/07/16	LIFE INSURANCE-JUL	51.75			M300		D	N				EMPLOYER INSUR.	101.41402.0114
46473	07/07/16	LIFE INSURANCE-JUL	18.11			M300		D	N				EMPLOYER INSUR.	101.41403.0114
46473	07/07/16	LIFE INSURANCE-JUL	20.70			M300		D	N				EMPLOYER INSUR.	101.41404.0114
46473	07/07/16	LIFE INSURANCE-JUL	41.40			M300		D	N				EMPLOYER INSUR.	101.41405.0114
46473	07/07/16	LIFE INSURANCE-JUL	10.35			M300		D	N				EMPLOYER INSUR.	101.41408.0114
46473	07/07/16	LIFE INSURANCE-JUL	41.40			M300		D	N				EMPLOYER INSUR.	101.41409.0114
46473	07/07/16	LIFE INSURANCE-JUL	2.59			M300		D	N				EMPLOYER INSUR.	101.41424.0114
46473	07/07/16	LIFE INSURANCE-JUL	1,350.05			M300		D	N				INS. PASS THROUG	101.41428.0819
46473	07/07/16	LIFE INSURANCE-JUL	362.25			M300		D	N				EMPLOYER INSUR.	101.42411.0114
46473	07/07/16	LIFE INSURANCE-JUL	31.05			M300		D	N				EMPLOYER INSUR.	101.42412.0114
46473	07/07/16	LIFE INSURANCE-JUL	46.57			M300		D	N				EMPLOYER INSUR.	101.43417.0114
46473	07/07/16	LIFE INSURANCE-JUL	209.07			M300		D	N				EMPLOYER INSUR.	101.43425.0114
46473	07/07/16	LIFE INSURANCE-JUL	10.35			M300		D	N				EMPLOYER INSUR.	101.45432.0114
46473	07/07/16	LIFE INSURANCE-JUL	31.05			M300		D	N				EMPLOYER INSUR.	101.45433.0114
46473	07/07/16	LIFE INSURANCE-JUL	6.21			M300		D	N				EMPLOYER INSUR.	101.45435.0114
46473	07/07/16	LIFE INSURANCE-JUL	5.18			M300		D	N				EMPLOYER INSUR.	101.45437.0114
46473	07/07/16	LIFE INSURANCE-JUL	64.17			M300		D	N				EMPLOYER INSUR.	651.48484.0114
46473	07/07/16	LIFE INSURANCE-JUL	10.35			M300		D	N				EMPLOYER INSUR.	651.48485.0114
46473	07/07/16	LIFE INSURANCE-JUL	10.35			M300		D	N				EMPLOYER INSUR.	651.48486.0114
			VENDOR TOTAL	2,352.50										
				2,352.50										
MARINE RESCUE PRODUCTS I			001496											
46555	07/13/16	LIFE GUARD SUITS	308.95			38767A		D	N				SUBSISTENCE OF P	101.45437.0227

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Vendor Payments History Report
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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											
	46556	07/13/16	POOL CHEMICALS	33.98		6907		D	N				MTCE. OF OTHER I	101.45437.0226
	46556	07/13/16	SUN BLOCK/FIRST AID SUPP	25.42		7036		D	N				SUBSISTENCE OF P	651.48484.0227
	46556	07/13/16	SMALL TOOLS	15.92		7073		D	N				SMALL TOOLS	651.48484.0221
	46556	07/13/16	OIL/LUBRICANT	19.48		7268		D	N				MOTOR FUELS AND	101.42412.0222
	46556	07/13/16	PADLOCKS/CABLE TIES	51.15		7268		D	N				GENERAL SUPPLIES	101.42412.0229
	46556	07/13/16	SPECIAL EVENT SUPPLIES	45.97		7649		D	N				GENERAL SUPPLIES	101.45437.0229
	46556	07/13/16	CLEANING SUPPLIES	4.39		7851		D	N				CLEANING AND WAS	651.48484.0228
	46556	07/13/16	LIGHT BULBS FOR BLDG	16.19		8275		D	N				MTCE. OF STRUCTU	101.42412.0225
			VENDOR TOTAL	212.50		*CHECK TOTAL								
				212.50										
MIDSTATE TOOLS & EQUIP			.02426											
	46557	07/13/16	GREASE/OIL	41.16		062916		D	N				MOTOR FUELS AND	101.42412.0222
	46557	07/13/16	CLEANING SUPPLIES	142.08		062916		D	N				CLEANING AND WAS	101.42412.0228
			VENDOR TOTAL	183.24		*CHECK TOTAL								
				183.24										
MIKE'S LAWN CARE			003192											
	46558	07/13/16	BROADLEAF CONTROL	125.00		2236		D	N				MTCE. OF OTHER I	101.42412.0336
MIKE'S SMALL ENGINE CENT			002699											
	46559	07/13/16	CHAIN SAW REPAIR-LABOR	17.00		RO-2979		D	N				MTCE. OF EQUIPME	101.43425.0334
	46559	07/13/16	CHAIN SAW	296.95		109477		D	N				SMALL TOOLS	101.43425.0221
	46559	07/13/16	CHAIN SAW PARTS	11.95		4575		D	N				MTCE. OF EQUIPME	101.43425.0224
			VENDOR TOTAL	325.90		*CHECK TOTAL								
				325.90										
MILLER SANITATION			002936											
	46560	07/13/16	GARBAGE SERVICE-JUL	154.50		1298/7-16		D	N				CLEANING AND WAS	101.45433.0338
	46560	07/13/16	GARBAGE SERVICE-JUL	52.70		1300/7-16		D	N				CLEANING AND WAS	101.42412.0338
	46560	07/13/16	GARBAGE SERVICE-JUL	64.74		1301/7-16		D	N				CLEANING AND WAS	101.41408.0338
	46560	07/13/16	GARBAGE SERVICE-JUL	64.74		1301/7-16		D	N				CLEANING AND WAS	101.45427.0338
	46560	07/13/16	GARBAGE SERVICE-JUL	251.31		1302/7-16		D	N				CLEANING AND WAS	101.43425.0338
	46560	07/13/16	GARBAGE SERVICE-JUL	24.34		1303/7-16		D	N				CLEANING AND WAS	651.48484.0338
	46560	07/13/16	GARBAGE SERVICE-JUL	48.67		1304/7-16		D	N				CLEANING AND WAS	651.48484.0338
	46560	07/13/16	GARBAGE SERVICE-JUL	161.04		1304/7-16		D	N				CLEANING AND WAS	651.48484.0338
	46560	07/13/16	GARBAGE SERVICE-JUL	49.67		1305/7-16		D	N				CLEANING AND WAS	101.45435.0338
	46560	07/13/16	GARBAGE SERVICE-JUL	58.64		1378/7-16		D	N				CLEANING AND WAS	101.43425.0338
	46560	07/13/16	GARBAGE SERVICE-JUL	616.55		1379/7-16		D	N				CLEANING AND WAS	101.43425.0338
	46560	07/13/16	GARBAGE SERVICE-JUL	61.60		1379/7-16		D	N				CLEANING AND WAS	101.43425.0338
	46560	07/13/16	GARBAGE SERVICE-JUL	29.57		1379/7-16		D	N				CLEANING AND WAS	101.43425.0338
	46560	07/13/16	GARBAGE SERVICE-JUL	251.60		1388/7-16		D	N				CLEANING AND WAS	101.43425.0338
	46560	07/13/16	GARBAGE SERVICE-JUL	78.84		1456/7-16		D	N				CLEANING AND WAS	101.45437.0338
			VENDOR TOTAL	1,968.51		*CHECK TOTAL								
				1,968.51										
MILLER/JAMES			.02229											
	46561	07/13/16	PARADE ANNOUNCER	75.00		062516		D	N				PROFESSIONAL SER	101.41409.0446

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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
MILLS AUTOMOTIVE GROUP													000432	
	46562	07/13/16	FUEL PUMP	249.38		3633819		D	N				INVENTORIES-MDSE	101.125000
	46562	07/13/16	EXHAUST GASKET	6.90		3635572		D	N				INVENTORIES-MDSE	101.125000
	46562	07/13/16	FUEL PIPE	22.30		3636386		D	N				INVENTORIES-MDSE	101.125000
	46562	07/13/16	IGNITION SWITCH	20.16		3636571		D	N				INVENTORIES-MDSE	101.125000
	46562	07/13/16	BRAKES/ROTOR	105.91		3636577		D	N				INVENTORIES-MDSE	101.125000
	46562	07/13/16	CAR TIRE RIM	171.50		3649706		D	N				INVENTORIES-MDSE	101.125000
	46562	07/13/16	WHEEL BEARING	140.00		3656069		D	N				INVENTORIES-MDSE	101.125000
	46562	07/13/16	MOTOR MOUNTS	60.36		3656459		D	N				INVENTORIES-MDSE	101.125000
				776.51									*CHECK TOTAL	
			VENDOR TOTAL	776.51										
MINI BIFF LLC													001805	
	46563	07/13/16	TOILET RENTALS-JUN	77.01		A-79646		D	N				RENTS	101.43425.0440
	46563	07/13/16	TOILET RENTALS-JUN	154.02		A-79647		D	N				RENTS	101.43425.0440
	46563	07/13/16	TOILET RENTALS-JUN	77.01		A-79648		D	N				RENTS	101.43425.0440
	46563	07/13/16	TOILET RENTALS-JUN	77.01		A-79650		D	N				RENTS	101.43425.0440
	46563	07/13/16	TOILET RENTALS-JUN	77.01		A-79653		D	N				RENTS	101.43425.0440
	46563	07/13/16	TOILET RENTALS-JUN	77.01		A-79654		D	N				RENTS	101.43425.0440
	46563	07/13/16	TOILET RENTALS-JUN	77.01		A-79657		D	N				RENTS	101.43425.0440
	46563	07/13/16	TOILET RENTALS-JUN	77.01		A-79661		D	N				RENTS	101.43425.0440
				693.09									*CHECK TOTAL	
			VENDOR TOTAL	693.09										
MN DEPT OF LABOR & INDUS													000522	
	46564	07/13/16	2ND QTR SURCHARGE PYMT	7,320.12		071216		D	N				OTHER CHARGES	101.41402.0449
MN ELEVATOR INC													000499	
	46565	07/13/16	ELEVATOR REPAIR-PARTS	490.46		666121		D	N				MTCE. OF STRUCTU	101.41408.0225
	46565	07/13/16	ELEVATOR REPAIR-LABOR	1,026.00		666121		D	N				MTCE. OF STRUCTU	101.41408.0335
				1,516.46									*CHECK TOTAL	
			VENDOR TOTAL	1,516.46										
MN GFOA													001324	
	46566	07/13/16	OKINS-SEMINAR REGIS.	50.00		06538		D	N				TRAVEL-CONF.-SCH	101.41405.0333
MN LODGING ASSOCIATION													002391	
	46567	07/13/16	MEMBERSHIP DUES	125.00		53267		D	N				PREPAID EXPENSES	208.128000
	46567	07/13/16	MEMBERSHIP DUES	175.00		53267		D	N				SUBSCRIPTIONS AN	208.45005.0443
				300.00									*CHECK TOTAL	
			VENDOR TOTAL	300.00										
MODERN MARKETING													002952	
	46568	07/13/16	FIRE PREV. STICKERS	275.50		MMI116524		D	N				GENERAL SUPPLIES	101.42412.0229
MUNICIPAL UTILITIES													000541	
	46569	07/13/16	UTILITIES FOR JUN	2,508.09		6/16		D	N				UTILITIES	101.41408.0332
	46569	07/13/16	UTILITIES FOR JUN	414.50		6/16		D	N				UTILITIES	101.41409.0332
	46569	07/13/16	UTILITIES FOR JUN	4,923.62		6/16		D	N				UTILITIES	101.43425.0332
	46569	07/13/16	UTILITIES FOR JUN	1,656.17		6/16		D	N				UTILITIES	101.45427.0332

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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
MUNICIPAL UTILITIES													000541	
	46569	07/13/16	UTILITIES FOR JUN	6,148.94		6/16		D	N				UTILITIES	101.45433.0332
	46569	07/13/16	UTILITIES FOR JUN	1,289.31		6/16		D	N				UTILITIES	101.45435.0332
	46569	07/13/16	UTILITIES FOR JUN	2,520.13		6/16		D	N				UTILITIES	101.45437.0332
	46569	07/13/16	UTILITIES FOR JUN	109.25		6/16		D	N				UTILITIES	230.43430.0332
	46569	07/13/16	UTILITIES FOR JUN	768.79		6/16		D	N				UTILITIES	651.48484.0332
	46569	07/13/16	UTILITIES FOR JUN	1,609.31		6/16		D	N				UTILITIES	651.48485.0332
				21,948.11									*CHECK TOTAL	
			VENDOR TOTAL	21,948.11										
MVTL LABORATORIES INC													000544	
	46570	07/13/16	LAB TESTING	45.00		814937		D	N				PROFESSIONAL SER	651.48484.0446
	46570	07/13/16	LAB TESTING	45.00		815788		D	N				PROFESSIONAL SER	651.48484.0446
				90.00									*CHECK TOTAL	
			VENDOR TOTAL	90.00										
MWOA													000545	
	46474	07/07/16	SCHUELER-CONF REGIS.	275.00		070716		D	N				TRAVEL-CONF.-SCH	651.48484.0333
	46474	07/07/16	JACOBSON-CONF REGIS.	275.00		070716		D	N				TRAVEL-CONF.-SCH	651.48484.0333
				550.00									*CHECK TOTAL	
			VENDOR TOTAL	550.00										
WELSON INTERNATIONAL													000568	
	46571	07/13/16	#154576 A/C REPAIR-PARTS	36.31		R101003522:01		D	N				MTCE. OF EQUIPME	101.43425.0224
	46571	07/13/16	#154576 A/C REPAIR-LABOR	159.20		R101003522:01		D	N				MTCE. OF EQUIPME	101.43425.0334
				195.51									*CHECK TOTAL	
			VENDOR TOTAL	195.51										
NORTH AMERICAN STATE BAN													003068	
	46572	07/13/16	2014 GO IMP BOND-I	1,970.53		070616		D	N				INTEREST	314.47100.0444
	46572	07/13/16	2015 GO IMP BOND-I	9,391.67		070616		D	N				INTEREST	315.47100.0444
				11,362.20									*CHECK TOTAL	
			VENDOR TOTAL	11,362.20										
NORTHERN BUSINESS PRODUC													002322	
	46573	07/13/16	OFFICE SUPPLIES	98.45		55348-0		D	N				OFFICE SUPPLIES	101.42411.0220
	46573	07/13/16	OFFICE SUPPLIES	23.88		56533-0		D	N				OFFICE SUPPLIES	208.45005.0220
	46573	07/13/16	NAME BADGE SUPPLIES	99.95		56533-0		D	N				OTHER CHARGES	208.45008.0449
	46573	07/13/16	OFFICE SUPPLIES	42.99		65480-0		D	N				OFFICE SUPPLIES	208.45005.0220
				265.27									*CHECK TOTAL	
			VENDOR TOTAL	265.27										
NORTHERN STATES SUPPLY													000585	
	46574	07/13/16	MARKING PAINT	94.80		10-540020		D	N				GENERAL SUPPLIES	101.43417.0229
	46574	07/13/16	GLOVES FOR TAX TRAILER	9.41		10-540125		D	N				SUBSISTENCE OF P	101.43425.0227
	46574	07/13/16	MARKING PAINT	47.40		10-540201		D	N				GENERAL SUPPLIES	101.43417.0229
	46574	07/13/16	SAFETY GLASSES	28.20		10-540249		D	N				SUBSISTENCE OF P	101.43425.0227
	46574	07/13/16	WASHERS	2.87		10-540479		D	N				MTCE. OF EQUIPME	101.43425.0224

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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
NORTHERN STATES SUPPLY 000585														
	46574	07/13/16	WASHERS, NUTS & BOLTS	30.79		10-540605		D	N				MTCE. OF EQUIPME	101.45433.0224
	46574	07/13/16	CABLE TIES	12.39		10-540629		D	N				GENERAL SUPPLIES	101.43425.0229
	46574	07/13/16	#165719-BOLTS	7.86		10-540761		D	N				MTCE. OF EQUIPME	101.43425.0224
	46574	07/13/16	HEARING PROTECTION	5.00		10-540778		D	N				SUBSISTENCE OF P	101.43425.0227
	46574	07/13/16	CABLE TIES	12.39		10-540811		D	N				GENERAL SUPPLIES	101.45437.0229
	46574	07/13/16	HOLE SAWS	42.10		10-540829		D	N				SMALL TOOLS	101.43425.0221
	46574	07/13/16	NUTS & BOLTS	34.03		1051139		D	N				MTCE. OF EQUIPME	101.43425.0224
	46574	07/13/16	NUTS & BOLTS	17.06		1051140		D	N				MTCE. OF EQUIPME	101.43425.0224
	46574	07/13/16	TORCH KIT	154.62		1051470		D	N				SMALL TOOLS	101.43425.0221
			VENDOR TOTAL	498.92		*CHECK TOTAL								
ONEBIRD LLC 002717														
	46575	07/13/16	TRAVEL GUIDE AD-JUN	79.20		1024		D	N				OTHER CHARGES	208.45010.0449
PAPER & THREADS LLC 002895														
	46576	07/13/16	EXPLORER ADVISOR SHIRT	25.98		070616		D	N				SUBSISTENCE OF P	101.42411.0227
PERKINS LUMBER CO INC 000604														
	46577	07/13/16	CONCRETE RE-ROD	55.86		43581028-00		D	N				MTCE. OF OTHER I	101.43425.0226
	46577	07/13/16	BAKER DIAMOND BLDG MTCE	23.19		43581738-00		D	N				MTCE. OF STRUCTU	101.43425.0225
	46577	07/13/16	BAKER DIAMOND BLDG MTCE	57.50		43581869-00		D	N				MTCE. OF STRUCTU	101.43425.0225
	46577	07/13/16	WOOD FOR BACKSTOPS	22.57		43582069-00		D	N				MTCE. OF OTHER I	101.43425.0226
	46577	07/13/16	CONCRETE FOR SIGN	11.97		43582173-00		D	N				MTCE. OF OTHER I	101.43425.0226
	46577	07/13/16	PLYWOOD-LOCKER RM BNCHS	563.60		43582212-00		D	N				MTCE. OF EQUIPME	101.45433.0224
	46577	07/13/16	PLAY EQUIP REPAIR-PARTS	26.40		43583670-00		D	N				MTCE. OF OTHER I	101.43425.0226
	46577	07/13/16	SCREWS	134.82		43583800-00		D	N				MTCE. OF EQUIPME	101.43425.0224
	46577	07/13/16	CONCRETE	39.92		43583974-00		D	N				MTCE. OF OTHER I	101.43425.0226
			VENDOR TOTAL	935.83		*CHECK TOTAL								
PLUMBING & HEATING OF WI 000618														
	46578	07/13/16	REPL. RESTROOM FIXTURE	85.00		21486		D	N				MTCE. OF STRUCTU	101.45427.0225
	46578	07/13/16	REPL. RESTROOM FIXTURE	28.40		21486		D	N				MTCE. OF STRUCTU	101.45427.0335
			VENDOR TOTAL	113.40		*CHECK TOTAL								
POST/LYNDSEY .02427														
	46579	07/13/16	REFUND BB CAMP	50.00		062816		D	N				REFUNDS AND REIM	101.41428.0882
PREMIUM WATERS INC 000374														
	46580	07/13/16	DRINKING WATER	30.00		329949/6-16		D	N				SUBSISTENCE OF P	101.42412.0227
	46580	07/13/16	DRINKING WATER	72.20		527119/6-16		D	N				SUBSISTENCE OF P	101.45437.0227
			VENDOR TOTAL	102.20		*CHECK TOTAL								
PRO ACTION 001782														
	46581	07/13/16	CSO UNIFORMS	381.96		13756		D	N				SUBSISTENCE OF P	101.42411.0227

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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
QUAM CONSTRUCTION CO INC			000634											
	46582	07/13/16	TELEVISED SEWER	700.00		2054		D	N				PROFESSIONAL SER	101.43417.0446
QUICK SIGNS			001093											
	46583	07/13/16	#165719-DECALS	15.00		172467		D	N				MTCE. OF EQUIPME	101.43425.0224
RAMBOW INC			000639											
	46584	07/13/16	YOUTH PROGRAM SHIRTS	810.00		527448		D	N				GENERAL SUPPLIES	101.45432.0229
ROTARY CLUB OF WILLMAR			000829											
	46585	07/13/16	ROCKIN ROBBINS SPONSOR	3,500.00		071116		D	N				ADVERTISING	101.45432.0447
RULE TIRE SHOP			000665											
	46586	07/13/16	#130012-TIRES	1,417.24		1-13897		D	N				MTCE. OF EQUIPME	101.43425.0224
	46586	07/13/16	#130012-INST. TIRES	100.00		1-13897		D	N				MTCE. OF EQUIPME	101.43425.0334
	46586	07/13/16	#98TCCW-TIRES	319.96		1-14482		D	N				MTCE. OF EQUIPME	101.43425.0224
			VENDOR TOTAL	1,837.20										
				1,837.20									*CHECK TOTAL	
RUNNING'S SUPPLY INC			001418											
	46587	07/13/16	FLY SPRAY	15.98		3950716		D	N				GENERAL SUPPLIES	651.48484.0229
	46587	07/13/16	WEED KILLER	99.99		3950716		D	N				GENERAL SUPPLIES	651.48484.0229
	46587	07/13/16	ROPE FOR FLAG POLE	9.99		3950716		D	N				GENERAL SUPPLIES	651.48484.0229
	46587	07/13/16	PARTS FOR WEED TRIMMER	31.98		3958984		D	N				MTCE. OF EQUIPME	651.48484.0224
	46587	07/13/16	#98TCCW-BALL VALVES	17.98		3962390		D	N				MTCE. OF EQUIPME	101.43425.0224
	46587	07/13/16	PETERSON-SAFETY BOOTS	144.99		3962507		D	N				SUBSISTENCE OF P	101.42412.0227
	46587	07/13/16	RUBBER BOOTS	20.99		3962507		D	N				SUBSISTENCE OF P	101.42412.0227
	46587	07/13/16	PARTS FOR WEED TRIMMER	21.99		3964274		D	N				MTCE. OF EQUIPME	651.48484.0224
	46587	07/13/16	DOG FOOD	47.95		3969101		D	N				GENERAL SUPPLIES	101.42411.0229
	46587	07/13/16	WTR HOSE QUICK CONNECTS	82.90		3969788		D	N				MTCE. OF EQUIPME	101.43425.0224
			VENDOR TOTAL	494.74										
				494.74									*CHECK TOTAL	
SAND ELECTRIC			000678											
	46588	07/13/16	INST BREAKERS-R.O.SYSTEM	311.11		4643		D	N				BUILDINGS AND ST	450.45433.0551
SANIBEL INC			001492											
	46589	07/13/16	LEISURE COMM. LUNCHES	70.54		1283		D	N				TRAVEL-CONF.-SCH	208.45005.0333
SCHWANKE TRACTOR & TRUCK			000681											
	46590	07/13/16	#092117-RUBBER LATCH	4.95		3536		D	N				MTCE. OF EQUIPME	101.43425.0224
SCHWEISS BI-FOLD DOORS			002458											
	46591	07/13/16	HANGAR DOOR REPAIR-PARTS	338.00		40275		D	N				MTCE. OF STRUCTU	230.43430.0225
	46591	07/13/16	HANGAR DOOR REPAIR-LABOR	472.40		40275		D	N				MTCE. OF STRUCTU	230.43430.0335
			VENDOR TOTAL	810.40										
				810.40									*CHECK TOTAL	

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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
SERVICE CENTER/CITY OF W			000685											
	46592	07/13/16	EQUIPMENT REPAIR-OIL	16.64		STMT/6-16		D	N				MOTOR FUELS AND	101.41402.0222
	46592	07/13/16	GAS-90.42 GALLONS	193.50		STMT/6-16		D	N				MOTOR FUELS AND	101.41402.0222
	46592	07/13/16	EQUIPMENT REPAIR-PARTS	11.90		STMT/6-16		D	N				MTCE. OF EQUIPME	101.41402.0224
	46592	07/13/16	GAS-8.08 GALLONS	17.29		STMT/6-16		D	N				MOTOR FUELS AND	101.41408.0222
	46592	07/13/16	EQUIPMENT REPAIR-OIL	89.44		STMT/6-16		D	N				MOTOR FUELS AND	101.42411.0222
	46592	07/13/16	GAS-2,112.15 GALLONS	4,514.62		STMT/6-16		D	N				MOTOR FUELS AND	101.42411.0222
	46592	07/13/16	EQUIPMENT REPAIR-PARTS	1,062.14		STMT/6-16		D	N				MTCE. OF EQUIPME	101.42411.0224
	46592	07/13/16	DIESEL-185.01 GALLONS	301.28		STMT/6-16		D	N				MOTOR FUELS AND	101.42412.0222
	46592	07/13/16	GAS-142.51 GALLONS	303.69		STMT/6-16		D	N				MOTOR FUELS AND	101.42412.0222
	46592	07/13/16	EQUIPMENT REPAIR-PARTS	285.08		STMT/6-16		D	N				MTCE. OF EQUIPME	101.42412.0224
	46592	07/13/16	GAS-80.11 GALLONS	171.44		STMT/6-16		D	N				MOTOR FUELS AND	101.43417.0222
	46592	07/13/16	EQUIPMENT REPAIR-OIL	128.81		STMT/6-16		D	N				MOTOR FUELS AND	101.43425.0222
	46592	07/13/16	DIESEL-2,382.21 GALLON	3,869.37		STMT/6-16		D	N				MOTOR FUELS AND	101.43425.0222
	46592	07/13/16	GAS-1,248.14 GALLONS	2,665.38		STMT/6-16		D	N				MOTOR FUELS AND	101.43425.0222
	46592	07/13/16	EQUIPMENT REPAIR-PARTS	794.75		STMT/6-16		D	N				MTCE. OF EQUIPME	101.43425.0224
	46592	07/13/16	DIESEL-100.62 GALLONS	163.00		STMT/6-16		D	N				MOTOR FUELS AND	101.45433.0222
	46592	07/13/16	GAS-24.1 GALLONS	51.57		STMT/6-16		D	N				MOTOR FUELS AND	101.45433.0222
	46592	07/13/16	GAS-47.6 GALLONS	101.86		STMT/6-16		D	N				MOTOR FUELS AND	651.48484.0222
	46592	07/13/16	DIESEL-96.29 GALLONS	157.76		STMT/6-16		D	N				MOTOR FUELS AND	651.48485.0222
			VENDOR TOTAL	14,899.52		*CHECK TOTAL								
SHI CORP			000275											
	46593	07/13/16	PHONE SERVER LICENSE	576.00			B05181140		D	N			LICENSES AND TAX	101.41409.0445
SMEBY/ROSS			002570											
	46594	07/13/16	MILEAGE 6/1-6/30/16	135.54			070116		D	N			TRAVEL-CONF.-SCH	101.41409.0333
SRF CONSULTING GROUP INC			003049											
	46595	07/13/16	RICE PARK IMPROVEMENTS	959.92			09240.00-2		D	N			PROFESSIONAL SER	101.45432.0446
	46595	07/13/16	REIMBURSABLE EXPENSE	91.80			09240.00-2		D	N			PROFESSIONAL SER	101.45432.0446
			VENDOR TOTAL	1,051.72		*CHECK TOTAL								
STACY'S NURSERY INC			000706											
	46596	07/13/16	FLWRS-CITY HALL PLANTER	198.72			9612		D	N			GENERAL SUPPLIES	101.41401.0229
STERLING WATER-MINNESOTA			000188											
	46597	07/13/16	WTR PURIFIER RENTAL-JUL	36.50			01454495/6-16		D	N			RENTS	101.41408.0440
SUBWAY OF WILLMAR			002317											
	46598	07/13/16	SIGN DEPOSIT REF 2016-21	100.00			2016-21		D	N			DEPOSITS-SIGN PE	101.230001
SW - WEST CNTRL SERVICES			000892											
	46475	07/07/16	HEALTH INSURANCE-AUG	5,072.50			C300		D	N			COBRA INS PREMIU	101.120001
	46475	07/07/16	HEALTH INSURANCE-AUG	1,428.00			C300		D	N			EMPLOYER INSUR.	101.41400.0114
	46475	07/07/16	HEALTH INSURANCE-AUG	5,453.00			C300		D	N			EMPLOYER INSUR.	101.41402.0114
	46475	07/07/16	HEALTH INSURANCE-AUG	2,499.01			C300		D	N			EMPLOYER INSUR.	101.41403.0114
	46475	07/07/16	HEALTH INSURANCE-AUG	1,428.00			C300		D	N			EMPLOYER INSUR.	101.41404.0114

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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
SW - WEST CNTRL SERVICES				000892											
		46475	07/07/16	HEALTH INSURANCE-AUG	4,868.50		C300		D	N				EMPLOYER INSUR.	101.41405.0114
		46475	07/07/16	HEALTH INSURANCE-AUG	1,428.00		C300		D	N				EMPLOYER INSUR.	101.41408.0114
		46475	07/07/16	HEALTH INSURANCE-AUG	5,365.00		C300		D	N				EMPLOYER INSUR.	101.41409.0114
		46475	07/07/16	HEALTH INSURANCE-AUG	356.99		C300		D	N				EMPLOYER INSUR.	101.41424.0114
		46475	07/07/16	HEALTH INSURANCE-AUG	9,669.50		C300		D	N				RETIRED EMPLOYEE	101.41428.0818
		46475	07/07/16	HEALTH INSURANCE-AUG	21,677.00		C300		D	N				INS. PASS THROUG	101.41428.0819
		46475	07/07/16	HEALTH INSURANCE-AUG	42,559.50		C300		D	N				EMPLOYER INSUR.	101.42411.0114
		46475	07/07/16	HEALTH INSURANCE-AUG	2,856.00		C300		D	N				EMPLOYER INSUR.	101.42412.0114
		46475	07/07/16	HEALTH INSURANCE-AUG	6,922.50		C300		D	N				EMPLOYER INSUR.	101.43417.0114
		46475	07/07/16	HEALTH INSURANCE-AUG	22,893.40		C300		D	N				EMPLOYER INSUR.	101.43425.0114
		46475	07/07/16	HEALTH INSURANCE-AUG	584.50		C300		D	N				EMPLOYER INSUR.	101.45432.0114
		46475	07/07/16	HEALTH INSURANCE-AUG	3,937.00		C300		D	N				EMPLOYER INSUR.	101.45433.0114
		46475	07/07/16	HEALTH INSURANCE-AUG	350.70		C300		D	N				EMPLOYER INSUR.	101.45435.0114
		46475	07/07/16	HEALTH INSURANCE-AUG	714.00		C300		D	N				EMPLOYER INSUR.	101.45437.0114
		46475	07/07/16	HEALTH INSURANCE-AUG	9,853.90		C300		D	N				EMPLOYER INSUR.	651.48484.0114
		46475	07/07/16	HEALTH INSURANCE-AUG	1,428.00		C300		D	N				EMPLOYER INSUR.	651.48485.0114
		46475	07/07/16	HEALTH INSURANCE-AUG	1,428.00		C300		D	N				EMPLOYER INSUR.	651.48486.0114
					152,773.00									*CHECK TOTAL	
				VENDOR TOTAL	152,773.00										
P41				SWANK MOTION PICTURES IN			003176								
		46599	07/13/16	MOVIES IN PARK	353.00			RG 2202722		D	N			RENTS	101.45432.0440
				SYN-TECH SYSTEMS			003050								
		46600	07/13/16	SOFTWARE FOR 100LL TANK	350.00			129024		D	N			MTCE. OF OTHER I	230.43430.0226
		46600	07/13/16	ENCODER/CARDS FOR 100LL	778.00			129083		D	N			MTCE. OF OTHER I	230.43430.0226
					1,128.00									*CHECK TOTAL	
				VENDOR TOTAL	1,128.00										
				SYSO WESTERN MINNESOTA			000161								
		46601	07/13/16	CONCESSION SUPPLIES	933.88			606240262		D	N			GENERAL SUPPLIES	101.45437.0229
		46601	07/13/16	CONCESSION SUPPLIES	621.52			607010306		D	N			GENERAL SUPPLIES	101.45437.0229
		46601	07/13/16	CONCESSION SUPPLIES	880.23			607080157		D	N			GENERAL SUPPLIES	101.45437.0229
					2,435.63									*CHECK TOTAL	
				VENDOR TOTAL	2,435.63										
				TERMINAL SUPPLY CO			001974								
		46602	07/13/16	WIRE TERMINALS/RELAYS	216.15			31794-00		D	N			INVENTORIES-MDSE	101.125000
				TIRES PLUS			000747								
		46603	07/13/16	DISMOUNT/REMOUNT TIRES	12.00			282343		D	N			MTCE. OF EQUIPME	101.42411.0334
				TORGERSON PROPERTIES INC			000749								
		46604	07/13/16	1ST 1/2 2016 TAX ABTM	11,500.00			063016		D	N			REFUNDS AND REIM	101.41428.0882
				TORKELSON'S LOCK SERVICE			002583								
		46605	07/13/16	REKEYED OFFICE LOCKS	42.00			820441-1		D	N			MTCE. OF STRUCTU	230.43430.0225
		46605	07/13/16	REKEYED OFFICE LOCKS	40.00			820441-1		D	N			MTCE. OF STRUCTU	230.43430.0335
					82.00									*CHECK TOTAL	

Vendor Payments History Report
INCLUDES ONLY POSTED TRANS

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
TORKELSON'S LOCK SERVICE			002583											
			VENDOR TOTAL	82.00										
TOWMASTER			002674											
46606	07/13/16	TAILGATE LEVER LOCKS		3,527.88		382208		D	N				MTCE. OF EQUIPME	101.43425.0224
TRA\MANHEIM MINNEAPOLIS			.02231											
46476	07/07/16	OVERCHARGE ON TOWING FEE		10.00		062016		D	N				REFUNDS AND REIM	101.41428.0882
TRAVEL GUIDES FREE			003223											
46607	07/13/16	TRAVEL GUIDE AD-JUN		148.50		2493		D	N				OTHER CHARGES	208.45010.0449
TURBOFLARE INTERNATIONAL			.02431											
46608	07/13/16	4 HANDHELD TRAFFIC SGNLS		183.00		2212		D	N				SMALL TOOLS	101.42411.0221
46608	07/13/16	2 ELECTRONIC FLARES		993.99		2212		D	N				SMALL TOOLS	101.42411.0221
				1,176.99										
			VENDOR TOTAL	1,176.99										
US BANK EQUIPMENT FINANC			003143											
46609	07/13/16	COPIER LEASE-JUL		131.75		307581579		D	N				RENTS	101.41405.0440
46609	07/13/16	COPIER LEASE-JUL		139.54		307760124		D	N				RENTS	101.42412.0440
46609	07/13/16	COPIER LEASE-JUL		340.00		307903989		D	N				RENTS	101.41410.0440
				611.29										
			VENDOR TOTAL	611.29										
VAZQUEZ/ENRIQUE			003187											
46610	07/13/16	INTERPRETED 05/30/16		100.00		1600799		D	M	07			PROFESSIONAL SER	101.42411.0446
VIGIL/RUDY			000951											
46611	07/13/16	DO YOU KNOW SHOW-MILEAGE		36.72		060316		D	N				TRAVEL-CONF.-SCH	101.41409.0333
46611	07/13/16	DO YOU KNOW SHOW-MILEAGE		12.96		060716		D	N				TRAVEL-CONF.-SCH	101.41409.0333
				49.68										
			VENDOR TOTAL	49.68										
WEST CENTRAL COMMUNICATI			000796											
46612	07/13/16	#160774-INST. ANTENNA		45.13		082016S		D	N				MTCE. OF EQUIPME	101.43425.0224
46612	07/13/16	#160774-INST. ANTENNA		65.00		082016S		D	N				MTCE. OF EQUIPME	101.43425.0334
				110.13										
			VENDOR TOTAL	110.13										
WEST CENTRAL INDUSTRIES			000801											
46613	07/13/16	LAWN MAINTENANCE		180.00		00050103		D	N				MTCE. OF OTHER I	101.45437.0336
WILLMAR AUTO VALUE			002689											
46614	07/13/16	#130012-BEARINGS		61.46		22176504		D	N				MTCE. OF EQUIPME	101.43425.0224
46614	07/13/16	SANDPAPER		33.36		22176938		D	N				GENERAL SUPPLIES	651.48484.0229
46614	07/13/16	PAINT THINNER		43.99		22177110		D	N				GENERAL SUPPLIES	101.45433.0229
46614	07/13/16	PAINT THINNER/SCRUB PADS		46.70		22177403		D	N				GENERAL SUPPLIES	101.45433.0229

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Vendor Payments History Report
INCLUDES ONLY POSTED TRANS

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
WILLMAR AUTO VALUE						002689								
	46614	07/13/16	#98TCCW-FUEL PUMP	53.99		22177624		D	N				MTCE. OF EQUIPME	101.43425.0224
	46614	07/13/16	GREASE GUN	25.48		22178206		D	N				SMALL TOOLS	101.43425.0221
	46614	07/13/16	WNSHLD WASHER FLUID	14.94		22178890		D	N				GENERAL SUPPLIES	101.42412.0229
	46614	07/13/16	SMALL TOOLS	31.49		22179607		D	N				SMALL TOOLS	651.48484.0221
	46614	07/13/16	OIL FOR ZAMBONI	32.99		22179843		D	N				MOTOR FUELS AND	101.45433.0222
	46614	07/13/16	CAR WAX	17.98		22179843		D	N				GENERAL SUPPLIES	101.45433.0229
				362.38										
			VENDOR TOTAL	362.38										
													*CHECK TOTAL	
WILLMAR CHAMBER OF COMME						000812								
	46615	07/13/16	DIRECTOR SALARY	4,375.84		STMT/6-16		D	N				SALARIES-REG. EM	208.45005.0110
	46615	07/13/16	ASSISTANT SALARY	2,379.52		STMT/6-16		D	N				SALARIES-REG. EM	208.45005.0110
	46615	07/13/16	FICA & INSURANCE	1,424.55		STMT/6-16		D	N				EMPLOYER PENSION	208.45005.0113
	46615	07/13/16	IRA CONTRIBUTION	202.66		STMT/6-16		D	N				EMPLOYER PENSION	208.45005.0113
	46615	07/13/16	STATE UNEMPLOYMENT TAX	20.15		STMT/6-16		D	N				EMPLOYER PENSION	208.45005.0113
	46615	07/13/16	FEDERAL UNEMPLOYMENT TAX	0.22		STMT/6-16		D	N				EMPLOYER PENSION	208.45005.0113
	46615	07/13/16	MN WORKFORCE FEE	20.15		STMT/6-16		D	N				EMPLOYER PENSION	208.45005.0113
	46615	07/13/16	PHOTO COPIES-JUN	45.52		STMT/6-16		D	N				OFFICE SUPPLIES	208.45005.0220
	46615	07/13/16	PAYROLL/FLEX FEE	41.20		STMT/6-16		D	N				OTHER SERVICES	208.45005.0339
	46615	07/13/16	OFFICE RENT-JUN	626.61		STMT/6-16		D	N				RENTS	208.45005.0440
	46615	07/13/16	MAIL PICKUP FEE-MAY	50.00		44403		D	N				POSTAGE	208.45005.0223
	46615	07/13/16	INTERNET 5/18-6/17/16	41.70		44403		D	N				COMMUNICATIONS	208.45005.0330
	46615	07/13/16	MANAGED IT 4/12-5/11/16	66.72		44403		D	N				COMMUNICATIONS	208.45005.0330
				9,294.84										
			VENDOR TOTAL	9,294.84										
													*CHECK TOTAL	
WILLMAR DOWNTOWN DEVELOP						002348								
	46616	07/13/16	3RD QTR OPERATIONAL BD	9,250.00		1100		D	N				CIVIC PROMOTION	101.45428.0812
WINDSTREAM						002100								
	46617	07/13/16	PHONE SERV-JUN	372.50		STMT/6-16		D	N				COMMUNICATIONS	101.41409.0330
	46617	07/13/16	PHONE SERV-JUN	298.51		STMT/6-16		D	N				COMMUNICATIONS	230.43430.0330
	46617	07/13/16	PHONE SERV-JUN	86.49		STMT/6-16		D	N				COMMUNICATIONS	651.48484.0330
				757.50										
			VENDOR TOTAL	757.50										
													*CHECK TOTAL	
5 STAR WALT'S LLC						000790								
	46618	07/13/16	FUEL FOR GENERAL PURPOSE	14.70		062416		D	N				MOTOR FUELS AND	101.42412.0222

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ACS FINANCIAL SYSTEM
07/13/2016 14:03:21

Vendor Payments History Report
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CITY OF WILLMAR
GL540R-V08.00 PAGE 20

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
REPORT TOTALS:				4,952,258.44										

RECORDS PRINTED - 000471

ACS FINANCIAL SYSTEM
07/13/2016 14:03:22

Vendor Payments History Report

CITY OF WILLMAR
GL060S-V08.00 RECAPPAGE
GL540R

FUND RECAP:

FUND	DESCRIPTION	DISBURSEMENTS
101	GENERAL FUND	4,518,971.94
208	CONVENTION & VISITORS BUREAU	12,112.24
230	WILLMAR MUNICIPAL AIRPORT	3,521.30
306	D.S. - 2006 BOND	3,850.00
314	D.S. - 2014 BOND	9,860.65
315	D.S. - 2015 BOND	32,870.84
330	D.S. - 2004C BOND AIRPORT	13,321.25
414	S.A.B.F. - #2014	16,011.00
416	S.A.B.F. - #2016	59,802.98
432	C.P. - WASTE TREATMENT	189,639.85
450	CAPITAL IMPROVEMENT FUND	60,592.32
651	WASTE TREATMENT	29,149.49
899	DONATION FUND (AGENCY)	2,554.58
TOTAL ALL FUNDS		4,952,258.44

PA5 BANK RECAP:

BANK	NAME	DISBURSEMENTS
HERT	HERITAGE BANK	4,952,258.44
TOTAL ALL BANKS		4,952,258.44

WILLMAR COMMUNITY & ACTIVITY CENTER COUNCIL MINUTES

9:00 am Friday, June 10, 2016- WCAC Sunshine Room

"Not yet approved by the WCAC Board."

Attending:

Board members: Claudia Cederstrom, Diane Shuck, Darlene Schroeder, Ben Larson, Larry Nelson, and Donna Evenson

City Council liaison: Tim Johnson

Staff: Ryan Harper; Steve Brisendine

Visitors: None

Absent: Heidi Burton, Terry Smith

Meeting was called to order: by Claudia

Agenda was reviewed and adopted unanimously.

Minutes were approved as written.

Mike Jahnke was introduced as a new board member

Old Business: The Memorial Day event had over 500 participants.

Wood Shop Work group-----no report

Senior Club: Senior club representatives indicated that their members prefer rectangular tables in the Burlington Northern Room, instead of round tables. Staff stated that no new tables were planned for the Burlington Northern Room at this time.

Staff reports:

- a. **Fob System:** Staff reported that the fob system has been order and will be installed by early June.
- b. **Capital Improvements:** New carpet has been installed in the Sunshine room, repainting of the Center has been completed and new chairs have been purchased.
- c. **Program plans:** June 20th 7:30 pm free concert with the West Central Connection Chorus.
- d. **Garden plots:** All plots have been rented, with exception of two and they will be offered to a service group

Financials May 2016 and final 2015:

- a. The 2015 final financial report is not yet available.
- b. May 2016 financial report:
 1. Steve Brisendine indicated that the budget for 2016 is in good shape and that there are financial resources available.
 2. Board members requested information on the \$4000+ spent on tools.

2017 Budget and Process:

- a. The City Council just approved the timeframe for the 2017 budgeting process. It was noted that the budget process is a couple of weeks behind previous years. Staff will submit budgets to the city offices in early July.

Technology:

- a. **Projector:** The projector does not appear to work using the USB port. Staff indicated that they would have technology staff check out the projector.
- b. **Loan and use policy:** The projector was not at the Center on Friday or Saturday before Memorial Day, but that it was back on Sunday. It was noted that equipment should not be removed from the Center and all equipment should have a designated place.
- c. **Laptop:** It was suggested that there be a laptop at the center that works with the projector, along with instructions to assure that workable equipment is available for use.
- d. **DVD/TV in Reynolds Room:** TV/DVD is installed in the Reynold's Room. Ross is working on cable with Charter.
- e. **Ceiling projector and computer for Sunshine Room:** Board members indicated that installation of a ceiling projector and computer for the Sunshine room is a lower priority than having a portable projector and laptop computer that could be used in any room in the Center.

Marketing:

- a. **Website:** It was noted that the city has secured a vendor to develop a framework for all city websites. Basic criteria for the site will need to be developed, e.g. a calendar with links to program information, senior dining menu, information and pictures of rooms and a description of resources such as the woodshop. Staff will work with Larry Nelson and other board members regarding the needs of the Senior Citizen Club and the Center as a whole. The importance of having a process for easy and continuous updates of the website was stressed. It was noted that there needs to be staff time allocated for this process.
- b. **Facebook and other social media:** Staff also looking to update a Facebook page, Instagram, uploading photos of Willmar-Community-Center.
- c. **Improved WI fi connections:** It was noted that Wi-fi is inconsistent in various areas of the building. Staff will follow up to address this concern.

Strategic Planning and Community Engagement updates:

- a. **Guiding Principles and Values:**
 - 1. **Discussion:** Draft guiding principles and values to serve as a template for decision-making were discussed at the May meeting. The statement will be fine-tuned on an on-going basis.
 - 2. **Action:** Motion (Darlene Schroeder) was made, seconded (Larry Nelson) and passed to adopt the Guiding Principles and Values as presented at the May 2016 meeting. (See Attachment A.)
- b. **Short Term Goals for 2017:**
 - 1. **Discussion:** The short-term goals distributed at the May 2016 meeting were discussed. Staff and board members discussed whether the entire Center should be reserved for the public on weekend afternoons, or, whether dates and/or certain rooms should be held in reserve for private parties. The need for

coordination between Ryan Harper and board members when reserving space for community events was stressed.

2. **Action:** Motion (Darlene Schroeder) was made, seconded (Larry Nelson) and passed to adopt the Short Term Goals for 2017 as a working document. (See Attachment B.)

2017 Budget:

a. **Staffing needs:**

1 **Discussion:**

- a. Issues with the current staffing model were discussed. It was noted that
 - i. There is currently fragmentation with three different staff with separate duties.
 - ii. Programs require on-going management, e.g. intergenerational programs put in place by the former director were dropped when there was a change in key partners.
 - iii. There is a need for on-site management, including, supervision of volunteers, development of guidelines/procedures, resolving operational issues on a timely basis, dealing with storage issues and conflict management.
- b. The need for a full-time director was discussed. Steve Brisendine asked, "Should we assume that if we build it, they will come, or adjust to usages as they occur." Board members indicated that "It's already built, we need a reason for them to come." The need for a full-time director that would make things happen and move the center forward in achieving its goals, principles and values was discussed. The role and skills of a director presented at the May 2016 meeting were reviewed, including the need for the development of programs and community partnerships.

2. **Action:**

Motion made (Larry Nelson) and seconded (Darlene Schroeder) to hire a full-time person by January 1, 2017 based on the outline presented at the May 2016 meeting. (Attachment C.) This is in addition to the current budgeted staff time that would allow for limited part-time program staff.

Next meeting: Due to vacation conflicts, the next meeting will be July 15, 8:30 - 10:00 am.

Adjournment: The meeting was adjourned.

Respectfully submitted,

Diane Shuck, Secretary

Willmar Community and Activity Center

Guiding Principles and Values

Community Building

Engaging: Facilitating interaction among people

Empowering: Easy for individuals and groups to make things happen

Inclusive: All ages, cultures and interests; Respecting differences; Finding common goals

Meeting the needs of today; Shaping the community of tomorrow

Community Ownership and Investment

Community organizations, government and individuals partner:

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

Accountability and responsibility: Built into organizational design through

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

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

Welcoming/Hospitality

Ambiance: “the look and feel” reflects the richness and diversity of our community

Everyone feels welcome.

- 1) Hosts greet, provide information, help access resources.
- 2) Activities appeal to diverse interests
- 3) Knowing where to find things/how things work

Convenience: – has basic resources available

A good, safe place to go.

Accessible

Visible; Good communication/marketing

Open to the community: When people want to be here; Days, evenings and weekends

Physically accessible: Facility, parking, lighting, sound

Public transportation available

Affordable

Attachment B

Short-term (Summer 2016) Goals

1. Increase hours WCAC is open to the public, e.g. weekends and evenings.
 - Short-term goal: Plan to have WCAC open Saturday and Sunday afternoons, summer 2016.
 - Strategy: Partner with community groups to host weekend afternoons summer of 2016.
 - Strategy: Implement fob key system to make access easier.
 - Strategy: Coordinate use with staff to have the Center open for community use on Saturday and Sunday afternoons

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

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

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

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

Attachment C

2017 Budget Considerations

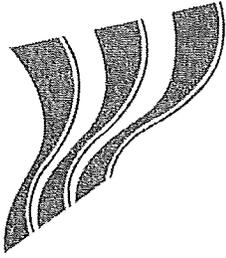
Human Resources:

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

Accountability: to WCAC board and WCER Director.

Skills:

Demonstrated experience in
community development
program development.
change management.
conflict management.
staff and/or volunteer management.
general management.
basic computer skills.



CITY OF WILLMAR

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

COUNCIL ACTION REQUEST

DATE: July 13, 2016

SUBJECT: Public Hearing on an Ordinance to Opt Out of Legislation for Temporary Family Health Care Dwellings

RECOMMENDATION: To adopt the ordinance, assign a number, and publish.

BACKGROUND: On May 12, 2016, Governor Dayton signed into law a bill creating a new process for local governments to permit certain types of recreational vehicles as temporary family health care dwellings. The main motivation behind the law was to create transitional housing for seniors. If a family needs to keep a close eye on an elderly family member while they are recuperating from medical issues, the new law allows that person to stay in a temporary family health care dwelling in the yard or driveway. 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 is eligible to be housed in one of these structures. The League of Minnesota Cities was very instrumental in working with the Legislature in crafting this bill. Under the law, the City of Willmar has two options: the City is either required to issue the permits to qualified applicants starting on September 1, 2016, or the City must pass an Ordinance to opt out. The law allows for permits to be denied for appropriate cause and the law is very specific as to how these structures can exist in municipalities.

FINANCIAL CONSIDERATION: If the City chooses to go with the State program, permit fees would be established and collected for these types of uses.

LEGAL: The City has to comply with the new law either by choosing to accept it or by formally opting out.

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

ORDINANCE NO. _____
AN ORDINANCE OPTING OUT OF THE REQUIREMENTS OF
MINNESOTA STATUTES, SECTION 462.3593

WHEREAS, on May 12, 2016, Governor Dayton signed into law the creation and regulation of temporary family health care dwellings, codified at Minn. Stat. 462.3593, which permit and regulate temporary family health care dwellings;

WHEREAS, subdivision 9 of Minn. Stat. 462.3593 allows cities to "opt out" of those regulations;

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

OPT-OUT OF MINNESOTA STATUTES, SECTION 462.3593:

Section 1. Pursuant to authority granted by Minnesota Statutes, Section 462.3593, subdivision 9, the City of Willmar opts-out of the requirements of Minn. Stat. 462.3593, which defines and regulates Temporary Family Health Care Dwellings.

Section 2. This Ordinance shall be effective immediately upon its adoption and second publication.

This Ordinance introduced by Council Member: Fagerlie

This Ordinance introduced on: July 5 2016

This Ordinance published on: July 8, 2016

This Ordinance given a hearing on: July 18, 2016

This Ordinance adopted on: _____

This Ordinance published on: _____

PUBLIC WORKS/SAFETY COMMITTEE

MINUTES

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

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

Others present: Public Works Director Sean Christensen; Chief of Police Jim Felt; Fire Chief Frank Hanson; Shelby Lindrud "West Central Tribune".

Item No. 1 Call to Order

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

Item No. 2 Public Comment

No public comments were made.

Item No. 3 Police and Fire Updates (Information)

Chief Felt noted the jail census for July 12, 2016 was 126; 43 inmates from the Department of Corrections, 73 inmates from Kandiyohi County and 10 inmates from other counties. The calls for service the previous two weeks totaled 853 and are 8 days ahead of this date last year. The majority of the calls for the previous two weeks were for traffic stops, followed by public assists and suspicious people/vehicles. The Committee discussed the suspicious people/vehicle calls and citizen's gut instincts of noticing something out of place. The Department will be hosting its next Coffee with a Cop event on July 22nd at Dunn Brothers Coffee and officers will be available for any of the National Night Out events on August 2nd. The Committee discussed the status of the Appleton Prison with Chief Felt noting opening the prison did not pass the House and Senate and further information could be obtained from Sherriff Hartog.

Chief Hanson noted total Fire Department total calls for service in the previous two weeks totaled 17. The calls included 4 for weather watch, 5 alarm activations, 1 medical assist, 3 car crashes, 1 fire, 2 cooking fires and one smoke in a hallway. The total calls for service this year is 167, compared to 176 calls in 2015. The dispatch to en route time for June was 7 minutes 14 seconds. The Department finished the sprinkler inspection for Rice Rehab, and they anticipate taking patients in the coming week.

Item No. 4 Joint Powers Agreement (Resolution)

Staff brought forth, for approval, a Joint Powers Agreement between the State of Minnesota, Department of Public Safety, Bureau of Criminal Apprehension and the City of Willmar Police Department to utilize the Criminal Justice Data Communications Network.

A motion was made by Council Member Nelsen, seconded by Council Member Ahmann to approve the Joint Powers Agreement between the State of Minnesota, Department of Public Safety, Bureau of Criminal Apprehension and the City of Willmar Police Department to utilize the Criminal Justice Data Communications Network. The motion carried.

Item No. 5 Fairgrounds Lift Station Amendment No. 1 (Resolution)

Staff brought forth, for approval, Amendment No. 1 for the Fairgrounds Lift Station Professional Services Agreement with Bolton & Menk in the amount of \$7,296.00. Additional services were needed to conclude the Environmental Impact Worksheet submittal to the MPCA by completing a Section 106 review,

including historical and cultural forms as required by the Minnesota Historic Preservation Office (SHPO). Funding for the additional professional services will come from the contingency fund within the project. The Committee discussed the specifics of the review and its requirement in regards to the PFA funding of the project. The review has not been previously needed with PFA facility plan requirements, but the funding and plans cannot be approved until the requested review is completed.

A motion was made by Council Member Nelsen, seconded by Council Member Plowman to approve Amendment No. 1 for the Fairgrounds Lift Station Professional Services Agreement with Bolton & Menk in the amount of \$7,296.00. The motion carried.

Item No. 6 Non-Agenda Items (Information)

The Committee discussed if any additional quiet zones will be placed at railroad crossings in the City. Staff noted there are none planned at this time in the CIP and discussed the high expense of this type of project with no true guarantee. Train traffic is projected to change after the Wye project is completed, with less trains coming through Willmar.

There being no further business to come before the Committee, the meeting was adjourned at 5:10 p.m. by Chair Christianson.

Respectfully submitted,



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



WILLMAR

Police Chief

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

COUNCIL ACTION REQUEST

DATE: June 23, 2016

SUBJECT: JOINT POWERS AGREEMENT

RECOMMENDATION: Request approval for entering into a Joint Powers Agreement between the State of Minnesota, Department of Public Safety, Bureau of Criminal Apprehension, and the City of Willmar Police Department to utilize the Criminal Justice Data Communications Network (CJDN).

BACKGROUND: The current Joint Powers Agreement and Court Data Services Subscriber Amendment are expiring soon.

FINANCIAL CONSIDERATION: N/A

LEGAL: N/A

Department/Responsible Party: Jim Felt, Police Chief

Reviewed By: Larry Kruse, City Administrator

RESOLUTION NO. _____

RESOLUTION APPROVING STATE OF MINNESOTA JOINT POWERS AGREEMENTS WITH THE CITY OF WILLMAR ON BEHALF OF ITS CITY ATTORNEY AND POLICE DEPARTMENT

WHEREAS, the City of Willmar on behalf of its Prosecuting Attorney and Police Department desires to enter into Joint Powers Agreements with the State of Minnesota, Department of Public Safety, Bureau of Criminal Apprehension to use systems and tools available over the State's criminal justice data communications network for which the City is eligible. The Joint Powers Agreements further provide the City with the ability to add, modify and delete connectivity, systems and tools over the five year life of the agreement and obligates the City to pay the costs for the network connection.

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

1. That the State of Minnesota Joint Powers Agreements by and between the State of Minnesota acting through its Department of Public Safety, Bureau of Criminal Apprehension and the City of Willmar on behalf of its Prosecuting Attorney and Police Department, are hereby approved. Copies of the two Joint Powers Agreements are attached to this Resolution and made a part of it.

2. That the Chief of Police, Jim Felt, or his successor, is designated the Authorized Representative for the Police Department. The Authorized Representative is also authorized to sign any subsequent amendment or agreement that may be required by the State of Minnesota to maintain the City's connection to the systems and tools offered by the State.

To assist the Authorized Representative with the administration of the agreement, Michael Anderson, Police Captain, is appointed as the Authorized Representative's designee.

3. That the City Attorney, Tom Anderson, or his or her successor, is designated the Authorized Representative for the Prosecuting Attorney. The Authorized Representative is also authorized to sign any subsequent amendment or agreement that may be required by the State of Minnesota to maintain the City's connection to the systems and tools offered by the State.

To assist the Authorized Representative with the administration of the agreement, Jeanna Swanson is appointed as the Authorized Representative's designee.

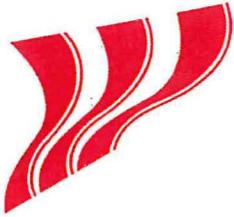
4. That Marv Calvin, the Mayor for the City of Willmar, and Kevin Halliday, the City Clerk, are authorized to sign the State of Minnesota Joint Powers Agreements.

Passed and Adopted by the Council on this 18th day of July, 2016

CITY OF WILLMAR

By: Marv Calvin
Its Mayor

ATTEST: _____
By: Kevin Halliday
Its City Clerk



WILLMAR

Public Works Director

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

COUNCIL ACTION REQUEST

DATE: July 12, 2016

SUBJECT: Fairgrounds Lift Station Amendment No. 1

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

Approve Amendment No. 1 for the Fairgrounds Lift Station Professional Services Agreement with Bolton & Menk in the amount of \$7,296.00.

BACKGROUND: The City of Willmar entered into an agreement with Bolton & Menk for the engineering and construction related services for the Fairgrounds Lift Station project on March 14, 2016. Additional services were needed to obtain clearance and conclude the previous Lift Station Facility Plan's EIW submittal to the MPCA by completing a Section 106 review. The review is strictly historical and cultural as required by the Minnesota Historic Preservation Office (SHPO) and may include archaeological site forms and historic burial records.

FINANCIAL CONSIDERATION: The approved preliminary budget for the project is \$640,000.00, with \$90,000 designated for professional engineering services. Funding for the \$7,296.00 in additional professional services will come from the contingency fund within the project.

LEGAL: N/A

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

Reviewed By: Larry Kruse, City Administrator

RESOLUTION NO. _____

BE IT RESOLVED by the City Council of the City of Willmar, a Municipal Corporation of the State of Minnesota, that the City Administrator of the City of Willmar are hereby authorized to enter into an amendment to the professional services contract between the City of Willmar and Bolton and Menk, Inc. for the Fairgrounds Lift Station. The amendment increases the contract amount by \$7,296.00.

Dated this 18th day of July 2016

Mayor

Attest:

City Clerk-Treasurer

AMENDMENT NO. 1
CONSULTANT SERVICES CONTRACT
FAIRGROUNDS LIFT STATION AND CONSTRUCTION
RELATED SERVICES
EXECUTED APRIL 4, 2016

This Contract amendment is made this _____ day of _____, _____, by and between the CITY and CONSULTANT.

WHEREAS, CITY requires additional professional services in conjunction with the Project; and

WHEREAS, CONSULTANT agrees to furnish the additional professional services required by CITY.

NOW, THEREFORE, in consideration of the mutual covenants and promises contained herein, the Parties agree to amend the contract as follows:

SECTION I – CONSULTANT'S SERVICES AND RESPONSIBILITIES

- A. **Scope of Services.** CONSULTANT agrees to perform the following additional professional services:

ARCHAEOLOGICAL SERVICES

- a. CONSULTANT staff will conduct Research and Literature Review at the Office of the State Archaeologist and the State Historic Preservation Office (SHPO) for four (4) lift station sites identified in the City's facility plan titled Four (4) Lift Station Replacements. Relevant records may include archaeological site forms and historic burial records. Any archaeological / historical sites within one mile of the area of potential effects (APE) will be plotted on a map.
- b. CONSULTANT will perform a Phase I Archaeological Survey including a pedestrian walkover and shovel testing at the four (4) lift station sites identified in the City's facility plan titled Four (4) Lift Station Replacements. This fieldwork will be in accordance with the *SHPO Manual for Archaeological Projects in Minnesota* and *OSA Manual for Archaeological Projects in Minnesota*. The level of effort will be dependent upon the findings of Sub-Task a.
- c. CONSULTANT will prepare a Phase I Report that meets the SHPO guidelines. This report will include the results of the efforts toward identifying cultural resources with recommendations as to whether any additional work is necessary. These recommendations will be made based on evaluation standards provided by the Department of the Interior and SHPO. The Phase I report will be provided to

the City for review on or before July 30, 2016. The level of effort will be dependent upon the findings of Sub-Task a and Sub-Task b.

- d. CONSULTANT will prepare an amendment to the EIW for the Facility Plan titled "Four (4) Lift Station Replacements" per Section 106 review as described in 36 CFR Part 800 by MPCA to gain project certification.

SECTION III – CONSIDERATION

- A. **Fees.** CITY will compensate CONSULTANT \$7,296.00 for the services set forth in this amendment resulting in a total amended contract amount of \$96,861.00.

SECTION VII – SIGNATURES

IN WITNESS WHEREOF, the PARTIES have hereunto executed this amendment the day and year first above written.

CONSULTANT

By: 
(Signature)
Title: Principle
Print Name: Jared Voge

Date: 6/28/16

CITY

By: _____
(Signature)
Title: City Administrator
Print Name: Larry Kruse

Date: _____

LABOR RELATIONS COMMITTEE

MINUTES

The Labor Relations Committee met on Wednesday, July 13, 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
	Shawn Mueske	Member

Others present: Council Member Audrey Nelsen, City Administrator Larry Kruse, Planning and Development Services Director Bruce Peterson, Public Works Director Sean Christensen, Finance Director Steve Okins, 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

There were no public comments.

Item No. 3 Storm Water Compliance/Permit Assistant Position (Motion)

City Administrator Larry Kruse presented the revised job description proposed by staff for a Storm Water Compliance/Permit Assistant position. The position was referred back to Committee requesting additional information pertaining to cost benefit of the position, rationale, training costs and a more detailed job description. Staff provided this information and included the compensation scoring for the position placing it as a Range 5 of the AFSCME General Unit. Staff stated the MPCA has stepped up its enforcement because MS-4 Communities are now being held to higher standards, primarily in stormwater and right-of-way permitting. Staff presented information related to the value of the position to include the financial implications and the potential to keep the City in compliance with MS-4 legislation.

The Committee discussed the pros and cons of creating the position at length before Council Member Anderson made a motion to approve the Storm Water Compliance/Permit Assistant job description and authorize staff to fill the position. Council Member Mueske seconded the motion. Council Member Mueske offered a friendly amendment to the motion to include the position being reevaluated in twelve months. The Storm Water Compliance/Permit Assistant position will come before the Council with no recommendation as the motion did not pass on a vote of 2 Ayes and 2 Noes, with Council Members Ahmann and Johnson casting the "no" votes.

Item No. 4 City Clerk Risk Management Duties (Motion)

City Administrator Kruse requested the Committee consider the addition of the Risk Management duties to the City Clerk job description to include: file, monitor and maintain property, liability and automotive insurance and oversee and administer all non-personnel insurance related issues for the City including maintenance of all certificates of insurance.

Council Member Mueske made a motion to approve the addition of the risk management duties to the City Clerk job description as stated by City Administrator Kruse. Council Member Anderson seconded the motion, which carried.

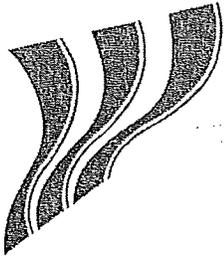
City Administrator Kruse informed the Committee the Finance Director job description was changed to reflect updated titles. The job descriptions of Human Resource Director, City Clerk and Finance Director will be scored by the employee committee in the near future after which time advertising can be initiated for the City Clerk and Human Resource Director. All three scores will be brought to the Committee for information only. It was noted that Council Member Anderson will be assigned to the interview committee for Human Resource Director.

A motion was made, seconded and passed to adjourn. The meeting was adjourned at 5:52 p.m.

Respectfully submitted,

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

Jahell Sommers
Administrative Assistant



CITY OF WILLMAR

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

COUNCIL ACTION REQUEST

DATE: July 13, 2016

SUBJECT: Storm Water Compliance Officer/Permit Assistant Position

RECOMMENDATION: To authorize the filling of a Storm Water Compliance Officer/Permit Assistant position. (see position description)

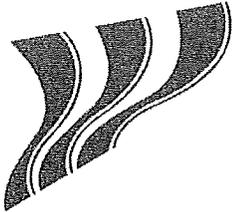
BACKGROUND: Storm water management has become an increasingly important municipal function. The City of Willmar is very much engaged in dealing with storm water issues due to our classification as an MS4 community. As an MS4 community, we have responsibilities and legal obligations to manage not just our local storm water Ordinance but to enforce compliance with State driven MS4 requirements. To allow the City to more effectively deal with storm water compliance issues. It is recommended that the position of Storm Water Compliance Officer/Permit Assistant be created. The position is proposed to oversee all facets of storm water compliance at the residential/commercial/industrial construction levels. Sites will need to be reviewed and approved for compliance using an internally developed storm water checklist. This position will also be required to document and file site inspection findings, issue non-compliance orders, and reinspect for corrective action. The position will monitor for compliance with all aspects of the City's MS4 permit minimum control measures. It is also expected that this position would issue excavation permits, and assist in pond and wetland inspections. The position will also be cross trained with some of the building permitting procedures regarding permit issuance, field inspections and document management.

FINANCIAL CONSIDERATION: The attachment provides an overview of the financial implications of the new position, including the cost of the position with salary and benefits. The financial discussion must also include the cost of bumping under the AFSCME contract if the position is not created. The costs of the bumping are manifested in additional training at each position in the bumping process. The number that is not calculated is that of loss of productivity and reduced customer service. Unemployment benefits also need to be taken into consideration and, depending upon where the bumping process would stop, unemployment liability for the City would range from \$9,900 to over \$13,300.

Compliance with storm water regulations prevents cost for municipalities. Recent citations and fines for storm water violation in Minnesota range from \$1,600 to \$20,000 per incident. Because Willmar is an MS4 City, the process will be held to a higher standard and fines could be higher if it is determined the City didn't properly administer its storm water process.

LEGAL: There is no legal requirement for the City of Willmar to fill a specific Stormwater Compliance Officer position. It is in the best interest of the City to do so in that we have obligations under the State law and Municipal Ordinance to prevent storm water violations and to work aggressively in those instances where violations have occurred to secure timely and proper mitigation.

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



WILLMAR

City Clerk-Treasurer

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

COUNCIL ACTION REQUEST

DATE: July 18, 2016

SUBJECT: El Tapatio On-Sale Intoxicating Liquor License and On-Sale Sunday Liquor License

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

Approve the On-Sale Intoxicating Liquor License and On-Sale Sunday Liquor License (ending December 31, 2016) through the fiscal year ending April 25, 2016.

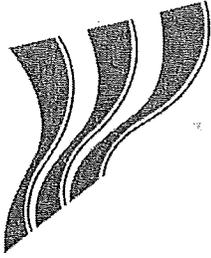
BACKGROUND:

On July 6, 2016, Police Chief Jim Felt recommended application approval to the new owners of El Tapatio's request to hold an On-Sale Intoxicating Liquor License and On-Sale Sunday Liquor License, located at 1111 1st Street S, under the name El Tapatio LLC dba El Tapatio. The Willmar Police Department has completed a background check, criminal history check, property taxes and current utilities check on all owners listed on the application. Jose Rosario Gomez Gallardo will be listed as the Resident Manager for this establishment.

FINANCIAL CONSIDERATION: \$4200

LEGAL:

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



CITY OF WILLMAR

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

COUNCIL ACTION REQUEST

DATE: July18, 2016

SUBJECT: Preliminary/Final Lake North Fifth Addition

RECOMMENDATION: Staff recommends the City Council approve the preliminary/final plat.

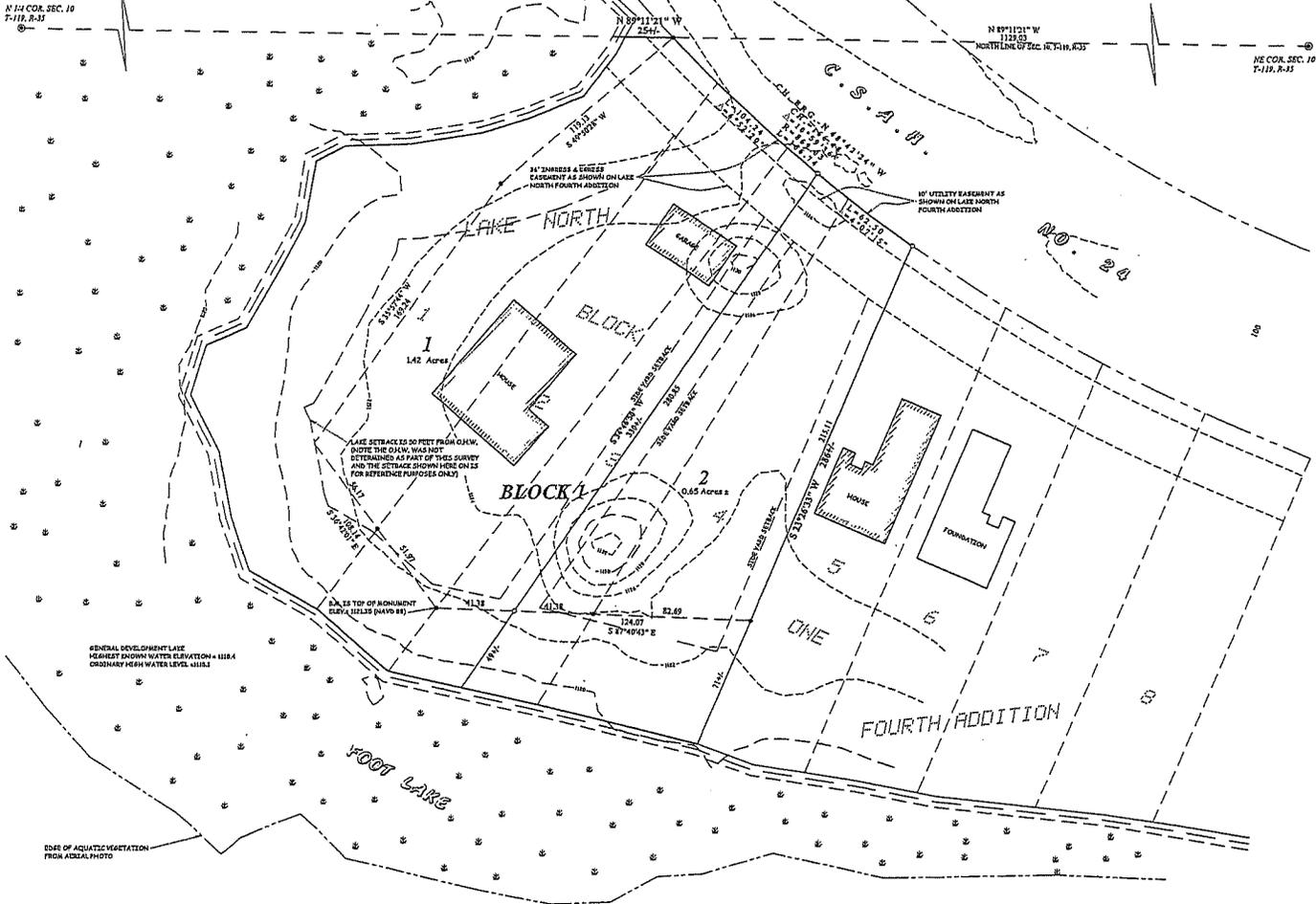
BACKGROUND: The subdivision is a replat of four existing residential platted lots into two lots by Terry Quam, Willmar, MN. Two and a half of the existing lots will make one parcel, and one and half the other parcel. Mr. Quam is building a single family home on the larger of the two proposed lots. The Planning Commission approved the plat with the condition that utility easements be added per Municipal Utilities request.

FINANCIAL CONSIDERATION: N/A

LEGAL: Lots 1-4, Block One, Lake North Fourth Addition (345, 337, 333 15th Ave. NW).

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

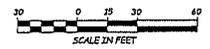
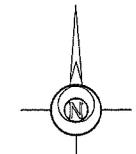
PRELIMINARY PLAT OF:
**LAKE NORTH
 FIFTH ADDITION**



P67

LEGAL DESCRIPTION

Lots 1, 2, 3, and 4 of Block One, LAKE NORTH FOURTH ADDITION as of public record, Kandiyohi County, Minnesota.
 Subject to easements of record.
 Containing 2.07 acres more or less.



- Legend
- INDICATES IRON MONUMENT PLACED
 - INDICATES IRON MONUMENT FOUND
 - INDICATES KANDIYOHI COUNTY CAST IRON MONUMENT

PRELIMINARY PLAT PREPARED FOR:
TERRY QUAM

JOB NO: 2016-249
 FILE NAME: 2016-249.DWG
 LOCATION: 10-119-35

NOTE: THIS SURVEY IS INTENDED ONLY FOR THE BENEFIT OF THE PARTY TO WHOM IT WAS PREPARED FOR AND SHOULD NOT BE RELIED UPON BY ANY OTHER PARTY OR FOR ANY OTHER PURPOSE WITHOUT FIRST CONTACTING THE SURVEYOR WHO DEVELOPED AND MADE THIS DRAWING. UNAUTHORIZED REPRODUCTION OF THIS DOCUMENT IS PROHIBITED.

PRELIMINARY PLAT PREPARED BY:
 370 CHAPEL HILL RD., SUITE 105
 COLD SPRING, MN 56920
 PH. 320-685-3005
 FAX 320-685-3056

**O'MALLEY & KRON
 LAND SURVEYORS, INC.**

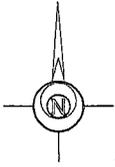
1004 2ND ST. SE
 WILLMAR, MN 56201
 PH. 320-235-4012
 FAX 320-685-3056

I HEREBY CERTIFY THAT THIS SURVEY, PLAN OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY REGISTERED LAND SURVEYOR UNDER THE LAWS OF THE STATE OF MINNESOTA.
 DATE: 6-31-2016
 BENJAMIN C. O'MALLEY
 MINNESOTA REGISTRATION NO. 42389

SHEET 1 OF 1

O'MALLEY & IRON LAND SURVEYORS, INC.
 1987 2ND ST. SE
 WILLMAR, MN 56281
 763.338-335-8492

LAKE NORTH FIFTH ADDITION



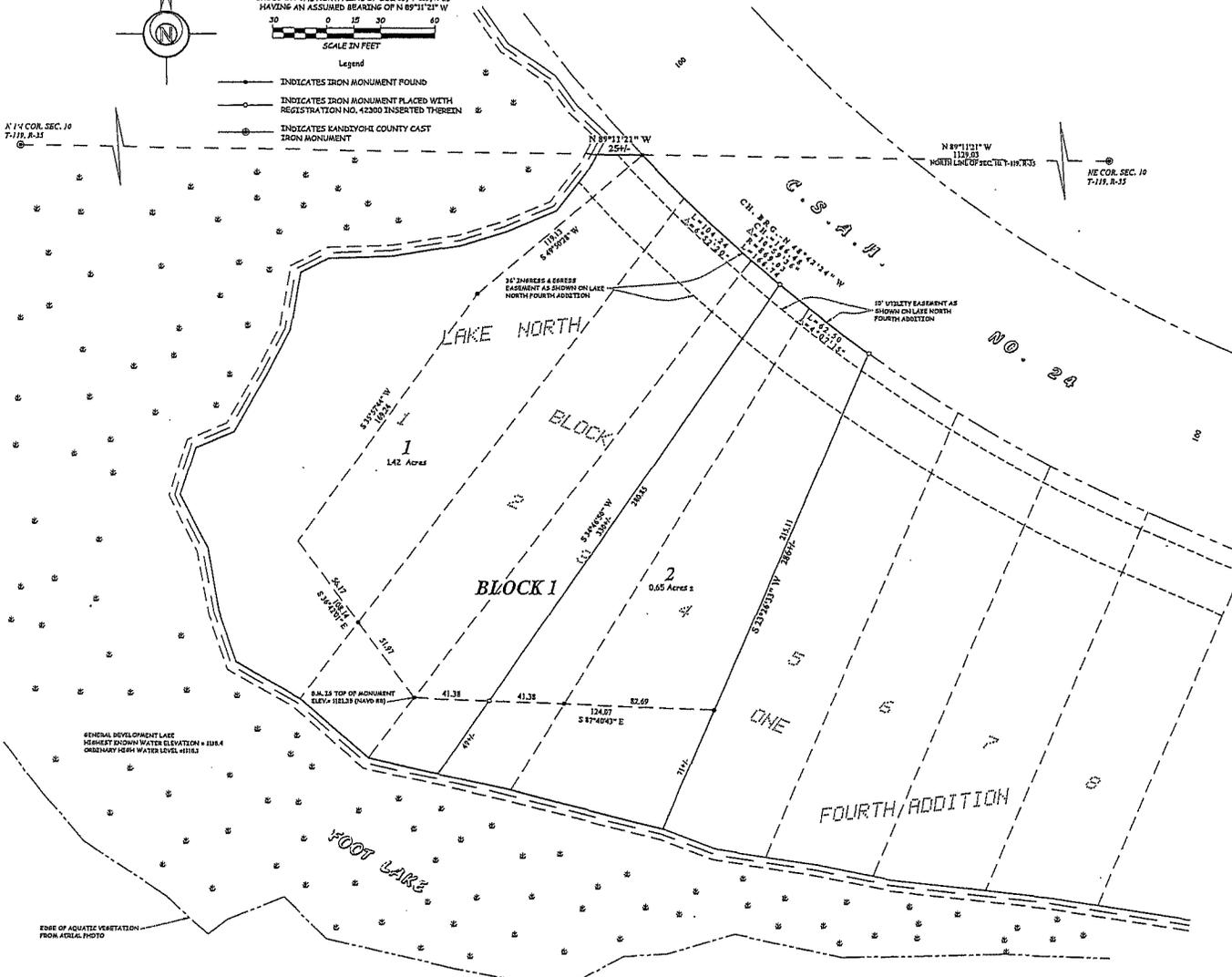
ORIENTATION OF THIS BEARING SYSTEM IS BASED ON THE NORTH LINE OF SEC. 10, T-119, R-35 HAVING AN ASSUMED BEARING OF N 89°11'21" W

- Legend
- INDICATES IRON MONUMENT FOUND
 - INDICATES IRON MONUMENT PLACED WITH REGISTRATION NO. 42300 INSERTED THEREIN
 - INDICATES KANDIYOHI COUNTY CAST IRON MONUMENT

N 1/4 COR. SEC. 10
 T-119, R-35

NE COR. SEC. 10
 T-119, R-35

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KNOW ALL MEN BY THESE PRESENTS: that Terry Quam and Shelley J. Quam, husband and wife, owners and proprietors of the following described property, situated in the County of Kandiyohi, State of Minnesota, described as follows, to-wit:

Lots 1, 2, 3, and 4 of Block One, LAKE NORTH FIFTH ADDITION as of public record, Kandiyohi County, Minnesota.

have caused the same to be surveyed and platted and hereafter known as LAKE NORTH FIFTH ADDITION.

In witness whereof said Terry Quam and Shelley J. Quam, husband and wife, have hereunto set their hands this ___ day of _____, 20__.

Terry Quam _____ Shelley J. Quam _____

STATE OF _____)
 COUNTY OF _____) SS
 This instrument was acknowledged before me on the ___ day of _____, 20__, by Terry Quam and Shelley J. Quam, husband and wife.

(Notary Signature) _____ (Notary Printed Name) _____

Notary Public Kandiyohi County, State of Minnesota
 My Commission Expires: _____

I, Benjamin C. O'Malley, do hereby certify that this plat was prepared by me or under my direct supervision; that I am a duly Licensed Land Surveyor in the State of Minnesota; that this plat is a correct representation of the boundary survey; that all mathematical data and labels are correctly designated on this plat; that all monuments depicted on this plat have been, or will be correctly set within one year; that all water boundaries and wet lands, as defined in Minnesota Statutes, Section 593.01 Subd. 1, as of the date of this certificate are shown and labeled on this plat; and all public ways are shown and labeled on this plat.

Dated this ___ day of _____, 20__.

Benjamin C. O'Malley, Licensed Land Surveyor
 Minnesota Registration No. 42300

STATE OF MINNESOTA)
 COUNTY OF _____) SS
 This instrument was acknowledged before me on the ___ day of _____, 20__, by Benjamin C. O'Malley.

(Notary Signature) _____ (Notary Printed Name) _____

Notary Public Kandiyohi County, State of Minnesota
 My Commission Expires: _____

I, hereby certify that the proper evidence of title has been presented to me and that all parties with an interest in said property have been included in the execution of the above instrument. Dated this ___ day of _____, 20__.

ATTORNEY _____

Approved by the Planning Commission of the City of Willmar, Kandiyohi County, Minnesota, this ___ day of _____, 20__.

CHAIRMAN _____ CLERK _____

Approved by the City Council of the City of Willmar, Kandiyohi County, Minnesota, this ___ day of _____, 20__.

MAYOR _____ CLERK _____

Approved this ___ day of _____, 20__.

ENGINEER, CITY OF WILLMAR _____

I, hereby certify that all taxes are paid for the year _____ for the land herein described.

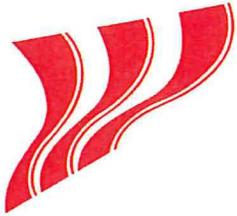
KANDIYOHI COUNTY TREASURER _____

No delinquent taxes and transfer entered this ___ day of _____, 20__.

KANDIYOHI COUNTY AUDITOR _____

I, hereby certify that the within instrument was filed in this office for record on the ___ day of _____, 20__, at _____ o'clock _____ M., and was duly recorded as Folder No. _____ and as Document No. _____.

KANDIYOHI COUNTY RECORDER _____



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

Date: July 15, 2016
To: City Council
From: Larry Kruse City Administrator *LJK*
Re: Projects of Regional Significance (PRS) Local Option Sales Tax

Staff met and discussed how the City Council might accomplish construction of improvements presented at the last meeting estimated at \$19.062M. Staff sought the guidance of Architect Richard Engan and asked that he attend Monday's meeting and provide the Council with some guidance on the matter. At a staff meeting, Engan stated that at this stage in the decision process it is common for government entities to have a targeted amount they plan on investing in needed improvements. Once that funding source is in place, then to engage the community to define specifically what those needs and wants are. This can be accomplished by bringing together representatives of the various interest groups and other interested parties. For some of these capital projects, the targeted amounts may be adequate and others this may be just one of several phases. If it is a phased project, a Master Plan is a good planning tool to have. Engan cautioned not to get too deep into the details at this point and to let the community process guide the projects.

To supplement the projects the City can apply for the State of Minnesota Mighty Ducks Grant, Regional Parks Grants, and Legacy funding and other grants to supplement these projects. When matching funds are available it is easier to obtain grants. Currently the Minnesota Amateur Sports Commission has \$10 million to help Minnesota communities eliminate R-22 refrigerant or improve air quality in ice arenas. Grant recipients must have at least one local partner who is a political subdivision of the state, and all grant applications require a minimum 1-to-1 dollar match from non-state sources. For other projects, the Council may want to appropriate additional local levy dollars.

Engan reviewed the Facility Study and stated it appears deferred maintenance is significant and many of those costs will not go away, not to mention the efficiency savings for new modern products. Staff also discussed that all of the projects listed will need to be addressed in the near future in one way or another. The costs for Willmar residents paying for these improvements via the local property taxes may be cost prohibitive. However putting them on a broader population makes it more palatable. Over twenty regional centers in Minnesota have a local sales tax and they all have significantly higher city property taxes.

Civic Center Improvements	\$ 3,000,000
Robbins Island Improvements	\$ 3,000,000
Swansson Field Improvements	\$ 2,000,000
Community Center Improvements	\$10,000,000

Staff worked with City Attorney Robert Scott to develop a draft Resolution and ballot question which are enclosed as examples to build on regardless of the amount the City Council selects.

CITY OF WILLMAR
RESOLUTION NO. _____

A RESOLUTION BY THE MAYOR AND CITY COUNCIL OF THE CITY OF WILLMAR,
MINNESOTA APPROVING THE PROPOSED LOCAL SALES AND USE TAX AND
AUTHORIZING AN ELECTION THEREON DURING THE 2016 GENERAL ELECTION

WHEREAS, Minnesota Statutes, Section 297A.99, provides the City of Willmar with authority to impose a local sales tax if that tax is approved by the voters at a general election and the State Legislature approves the local sales tax by passing a special law; and

WHEREAS, that statute also requires that in order to seek legislative approval for the local sales tax, the City Council must adopt a resolution indicating its approval of the tax and outlining the details of the proposed local sales tax; and

WHEREAS, the City of Willmar serves as a regional center of economic, employment, cultural and recreational opportunities for Kandiyohi County and a broad and substantial portion of West Central Minnesota, and attracts visitors from this broader region to its parks, trails, recreational and cultural facilities and abundant natural amenities; and

WHEREAS, there exist significant opportunities and needs to enhance the region's current recreational and cultural facilities and opportunities, and thereby promote the public health and welfare of the broader Willmar community; and

WHEREAS, the City Council hosted and participated in two community forums to discuss potential projects of regional significance that could be funded through the proposed local sales tax and solicit input from the public on May 24, 2016, at the Willmar Area Community Center, in which the public in attendance expressed their desires and preferences for prioritization of projects to the City Council; and

WHEREAS, the City conducted an online survey of community members in which the public was asked what project or type of project they would support funding through a City-wide sales tax, and the survey respondents most frequently identified transportation projects as the highest priority, which projects will be able to be funded by the City at greater levels through its Capital Improvement Plan in the event a local sales tax is used to finance improvements to the City's regional recreational and cultural facilities; and

WHEREAS, after careful thought, consideration and deliberation, the City Council wishes to enact a local sales and use tax on items that are taxable by the State in order to raise revenues to fund the following public capital improvements, acquisitions and betterments as a means of substantially improving the region's current recreational and cultural facilities and opportunities:

Civic Center Improvements	\$ 3,000,000
Robbins Island Improvements	\$ 3,000,000
Swansson Field Improvements	\$ 2,000,000
Community Center Improvements	\$10,000,000

WHEREAS, the proposed local sales and use tax will expire upon payment of all costs to finance the capital projects estimated to cost \$18 million over a ten year period, and will improve the public health and welfare by advancing the community's recreational and cultural facilities and opportunities through the investment in the acquisition and betterment of the aforementioned regional assets and amenities; and

WHEREAS, the City Council wishes to approve the proposed local sales and use tax and place the proposed tax on the ballot for the 2016 General Election.

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

1. The local sales, use and excise tax described herein is approved, subject to voter consent and authority from the Minnesota state legislature. The local sales and use tax will be used exclusively to fund the following capital improvements:

Civic Center Improvements	\$ 3,000,000
Robbins Island Improvements	\$ 3,000,000
Swansson Field Improvements	\$ 2,000,000
Community Center Improvements	\$10,000,000

2. The local sales and use tax will amount to one-half of one percent (0.5%) on the purchase of items and services in the City that are taxable by the State. The tax will be collected until the costs of the capital improvements and debt service on any bonds issued to finance or refinance such capital improvements have been paid from the revenues collected. The City anticipates that the total project costs is estimated to be 18 million dollars (\$18,000,000), and that the tax will last for an estimated period of ten years; however, the tax may be retired earlier or collected for a longer period depending on when the improvements and debt service are satisfied.
3. The City Clerk is hereby directed by the City Council to follow the notification and election procedures applicable to placing the local sales tax on the ballot for the 2016 General Election in order to seek the approval of the proposed sales and use tax by the voters of the City.
4. The City Clerk is hereby directed to notify the County Auditor of the ballot question by the deadline outlined in Minnesota Statutes, Section 205.16, Subdivision 4, and submit the title and question for inclusion on the 2016 General Election Ballot in substantially the following form:

SALES TAX REFERENDUM QUESTION

Shall the City of Willmar, Minnesota (the "City"), be authorized to impose a sales and use tax of one-half of one percent to finance the construction of a Community Center Improvements and the betterment of the Robbins Island Park and Recreational Area, the Willmar Civic Center, and the Swansson Field complex.

5. The City Clerk is hereby directed to follow all other requirements for submitting a ballot question and conducting an election, including the general notice and publication deadlines for the election and the ballot.
6. If the voters approve the local sales tax in the 2016 General Election, the City Council hereby authorizes City officials to seek the support of the State Legislature to approve the local sales tax and enact a special law allowing the City to impose the tax.

Adopted by the City Council of the City of Willmar on July 18, 2016.

Approved:

Mayor

Attested:

City Clerk

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OFFICIAL
ELECTION BALLOT

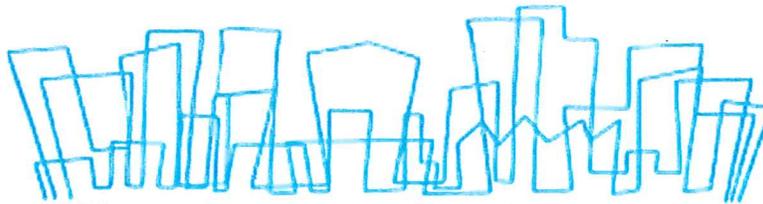
CITY OF WILLMAR
KANDIYOHI COUNTY
MINNESOTA

<input type="radio"/> YES <input type="radio"/> NO	Shall the City of Willmar, Minnesota (the "City"), be authorized to impose a sales and use tax of one-half of one percent to finance the construction of Community Center Improvements and the betterment of the Robbins Island Park and Recreational Area, the Willmar Civic Center, and the Swansson Field complex.
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INSTRUCTION TO VOTERS:

If you wish to vote in favor of the above proposition, fill in the oval next to the word "YES". If you wish to vote against the above proposition, fill in the oval next to the word "NO".

(NOTE: On the back of each ballot shall be printed the words "Official Ballot", the date of the election and lines for the initials of the judges.)



Willmar Downtown Development, Inc.
a designated Minnesota Main Street community

6-27-16

A Proposal for Local Option Sales Tax from Willmar Downtown Development
DRAFT

The Willmar Downtown Development Board of Directors would like to suggest the following project which fits the required regional benefit of a sales tax.

1. Develop further the Downtown Plan, adopted in 2013 but never funded, by doing the following:
 - a. Reconstruct Block 50 to include:
 1. Underground parking with designated space for Glacial Ridge Trail users and overnight parking for people who live downtown.
 2. Three stories to include new City offices on street level, as well as additional retail space (do you know there is no retail space available in the Central Business District?), plus 2 floors of workforce housing.
 3. Include the beautiful promenade between the Library and Rice Hospital.
2. Advantages:
 - a. Free up corner space at First Street and Becker Avenue for short-term stay (Rice Hospital and downtown hotel accommodations with underground parking.
 - b. Increase traffic to downtown and provide parking.
 - c. Help create a food and theatre venue downtown.
 - d. Bring more people from all over the state via the Glacial Ridge Trail at Selvig Park
 - e. Create an invitation to come and stay and spend money in Willmar.
 - f. Enhance the Rice Hospital experience, especially for families of patients.
 - g. Increase the local tax base while the expanded Central Business District grows.
 - h. Attract developers.
 - i. Grow a regional city.

info@willmardowntowndevelopment.com
414 Becker Avenue SW
Willmar, MN 56201
320-222-2020

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