

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

July 18, 2016
7:00 p.m.

The regular meeting of the Willmar City Council was called to order by the Honorable Mayor Marv Calvin. Members present on a roll call were Mayor Marv Calvin, Council Members Audrey Nelsen, Steve Ahmann, Denis Anderson, Rick Fagerlie, Shawn Mueske, Andrew Plowman, Ron Christianson and Tim Johnson. Present 9, Absent 0.

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

There were no additions or deletions to the agenda.

Council Member Ahmann offered a motion to adopt the Consent Agenda which included the following items: City Council Minutes of July 5, 2016, Finance/Full Council Minutes of July 11, Willmar Municipal Utilities Board Minutes of July 11, Planning Commission Minutes of July 13, Application to Conduct Excluded Bingo – Pennock Lions Club, Accounts Payable Report through July 13, Community and Activity Center Board Minutes of June 10, 2016. Council Member Anderson seconded the motion, which carried.

At 7:03 p.m. Mayor Calvin opened the Hearing for the consideration of an Ordinance Opting out of Temporary Family Health Care Dwellings. Planning and Development Services Director Bruce Peterson presented the ordinance which was written to allow the City to opt out of legislation that would direct municipalities to deal with temporary health care dwelling units. Mr. Peterson stated most of the communities he is familiar with have already opted out or are in the process of opting out of this legislation. The Council has until September 1st to either opt out or stay with the program. Staff and the Community Development Committee have recommended that the Council opt out as it is believed the type of housing units proposed in this legislation are not appropriate for Willmar.. There being no one present to speak for or against the ordinance, Mayor Calvin closed the hearing at 7:07 p.m.

Council Member Fagerlie offered a motion to adopt, assign a number and order final publication of the Ordinance to Opt out of the Requirements of Minnesota Statutes, Section 462.3593 which pertains to temporary family health care dwellings. Council Member Nelsen seconded the motion, which carried on a roll call vote of Ayes 8, Noes 0.

No one requested to speak during the Open Forum.

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

Item No. 1 No public comments were made.

Item No. 2 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. 3 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.

The Committee was recommending the Council 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.

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

RESOLUTION NO. 1

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.

Dated this 18th day of July, 2016.

/s/ Marv Calvin
Mayor

/s/ Kevin Halliday
Attest: City Clerk

Item No. 4 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. It was the Committee's recommendation to the Council to approve Amendment No. 1 for the Fairgrounds Lift Station Professional Services Agreement with Bolton & Menk in the amount of \$7,296.00.

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

RESOLUTION NO. 2

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.

/s/ Marv Calvin
Mayor

/s/ Kevin Halliday
Attest: City Clerk

Item No. 5 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.

The Public Works/Safety Committee Report for July 12, 2016, was approved as presented and ordered placed on file in the City Clerk's Office upon motion by Council Member Christianson, seconded by Council Member Nelsen. Council Member Ahmann commented on Quiet Zones not being as significantly important as in years past and the impact on train traffic noise from the proposed Wye Project. Staff was asked to keep the Council up-to-date with the status of the Wye Project. The motion to file the minutes carried.

The Labor Relations Committee Report for July 13, 2016 was presented to the Mayor and Council by Council Member Ahmann. There were three items for consideration.

Item No. 1 There were no public comments.

Item No. 2 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. 3 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.

The Committee recommended the Council approve the addition of the risk management duties to the City Clerk job description as stated by City Administrator Kruse. Council Member Ahmann moved the recommendation of the Committee. 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 supervised. 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 Job Class Grading 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.

The Labor Relations Committee Report for June 15, 2016, was approved as presented and ordered placed on file in the City Clerk's Office upon motion by Council Member Ahmann, seconded by Council Member Johnson. Council Member Mueske questioned the item in the minutes related to the Storm Water Compliance/Permit Assistant position asking if it was to be discussed at this meeting. City Attorney Scott stated any member of the Council can make a motion to consider the position, but only after finalizing the motion on the floor to file the minutes. City Attorney Scott stated if it is the City's past practice to act on tie votes from Committee at the time the minutes are read, he would recommend the motion to file the minutes be withdrawn. The motion to file the minutes carried with 6 Ayes and 2 Noes.

City Administrator Larry Kruse presented an application from the new owners of El Tapatio's for an On-Sale Intoxicating Liquor License and On-Sale Sunday Liquor License located at 1111 First Street South. The Willmar Police Department has completed the background, criminal history, property tax and current utilities check on all owners listed on the application. It is staff's recommendation to approve the application for an On-Sale Intoxicating Liquor License and On-Sale Sunday Liquor License for the new owners of El Tapatio's. Council Member Fagerlie moved the recommendation of the staff to approve the liquor licenses. Council Member Ahmann seconded the motion which carried on a roll call vote of 8 Ayes, 0 Noes.

Planning and Development Services Director Bruce Peterson presented a preliminary/final plat for Lake North Fifth Addition. The subdivision is a replat of four residential platted lots into two lots by Terry Quam. Two and one half of the existing lots will make one parcel, and one and one half the other parcel making the remaining lot. A single family home on the larger of the two proposed is planned by the owner. The Planning Commission approved the plats with the condition that utility easements be added per the

request of Willmar Municipal Utilities. Council Member Anderson moved to approve the preliminary/final plat for Lake North Fifth Addition. Council Member Nelsen seconded the motion, which carried.

Council Member Anderson mentioned that the Willmar Downtown Development did send information to be considered in the Local Option Sales Tax proposal which included the reconstruction of Block 50. There were no estimated costs associated with the project contained in the proposal. City Administrator Larry Kruse commented that the Becker Avenue/Block 50 Project was in the initial list that staff proposed for the Local Option Sales Tax and was attached to the agenda for consideration.

City Administrator Kruse presented the four main projects that staff and Council centered around as: Civic Center Improvements (\$3 million), Robbins Island Improvements (\$3 million), Swansson Field Improvements (\$2 million) and Community Center Improvements (\$10-12 million).

Administrator Kruse introduced Architect Richard Engan to speak to the Council about the planning process for significant capital projects. Staff had sought the guidance of Architect Richard Engan and asked that he attend a staff meeting and Monday's City Council meeting to provide the Council with some general guidance on the matter. 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.

Engan stated he has 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. Engan stated 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 via a local sales tax makes it more palatable.

Council Member Christianson expressed his concern for future maintenance of a new Community Center and the necessity for street improvements, the number one priority on the survey, and repair of the existing Community Center. Council Member Christianson made a motion that the improvements be as follows: Civic Center Improvements (\$3 million), Robbins Island Improvements (\$3 million), Community Center Improvements (\$1 million), and Roads and Infrastructure with the City (\$10 million) over a ten-year period. The motion died for lack of a second.

Council Member Plowman stated he felt it is the Council's position to come up with the best potential projects to come before the voters to make this investment in the community. He overviewed each of the four projects stating he was in favor of three of them and excluded Swansson Field. He favored Street Improvements as a replacement totaling up to the \$18 with anticipation of any auxiliary costs. Council Member Mueske expressed interest in placing the addition of any finance costs into the resolution.

Council Member Mueske made a motion the projects total \$18 million and include the financing costs on the ballot question. Council Member Anderson seconded the motion.

Council Member Plowman amended the motion to include the line items reading as follows: Civic Center Improvements (\$3 million), Robbins Island Improvements (\$3 million), Street Improvements (\$2 million) and Community Center Development (\$10 million). Council Member Mueske seconded the amended motion. The question was raised as to whether the motion pertains to the resolution or the ballot question. It was construed by City Attorney Robert Scott that the original motion was to add the information about the cost to be raised by the tax in the election ballot. Staff will take this direction and use it in the resolution to be brought back at the next meeting. The ballot language is quoted in the resolution and both motions pertain to the resolution itself by agreement of the mover. Council Member Mueske agreed.

Council Member Nelsen spoke against the amendment questioning the replacement of CIP dollars for the Civic Center Improvements, but not for Swansson Field and the implementation of \$2 million to Street Improvements causing disruption in our current assessment process. Public Works Director Sean Christensen explained under the current assessment policy it could be conceivable to use the tax dollars for “matching funds” on the streets.

Upon a roll call vote for the amended motion which removed Swansson Field from the list of improvements replacing it with Street Improvements the amendment failed on a 4 - 4 vote with Council Members Anderson, Nelsen, Mueske, and Fagerlie casting “no” votes.

The original motion to include the four projects as identified in the resolution plus the total cost to be raised by the tax into the ballot question to be \$18 million plus financing costs carried with a vote of 8-0.

Council Member Nelsen expressed concern with scheduling a meeting with the Curling Club to hear what their proposals are for a facility prior to the August 1st City Council meeting. It was the consensus of the Council the Curling Club attend a Community Development meeting to discuss their proposal.

Council Member Mueske questioned how the Council is going to proceed when there is a tie vote at the committee level and requested the item of Storm Water Compliance Officer/Permit Assistant be placed on the next City Council agenda.

Announcements for Council Committee meeting dates were as follows: Finance, 4:45 p.m., City Hall July 25, Public Works/Safety, 4:45 p.m., City Hall July 26, and Community Development Committee, 4:45 p.m., City Hall, July 28, 2016.

Mayor Calvin invited all to join in on the Rockin’ Robbins activities on July 26th at Robbins Island and recognized Council Member Nelsen who will be receiving an award from the Coalition of Greater MN Cities for her outstanding achievements.

Council Member Christianson offered a motion to adjourn the meeting with Council Member Anderson seconding the motion, with carried. The meeting adjourned at 9:25 p.m.

Attest:

MAYOR

SECRETARY TO THE COUNCIL

**Rice Memorial Hospital
Board of Directors Meeting
July 20, 2016**

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

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

ABSENT: None

ADMINISTRATIVE STAFF: Michael Schramm, CEO, Teri Beyer, CQO, Bill Fenske, CFO, Dr. Ken Flowe, CMO, Wendy Ulferts, CNO

GUESTS: Brad Hanson, Willmar Ambulance Service; Dr. Fred Hund, Chief of Staff; Kris Lingle Director, Perioperative Services

CALL TO ORDER/APPROVAL OF MINUTES: President Anfinson called the meeting to order at 5:26 p.m. A motion was made by Director Allen and seconded by Director Gardner to approve entering into closed session for strategic planning purposes at the conclusion of tonight's board meeting. A motion was made by Director Gardner and seconded by Director Weiberg to approve the consent agenda items as presented.

QUALITY REPORT: Brad Hanson and Wendy Ulferts presented the Annual Safety Report, focusing on improvements made throughout the organization over the last year. The Report is attached to the original of these minutes. The Report contains information on Environmental Safety, including Emergency Preparedness, Fire Safety, Hazardous Materials, Medical Equipment, Safety, Security and Utilities Management. It also covers Clinical Safety, including Prevention of Workplace Violence, Employee and Patient Safety, Infection Prevention and Control (including Hand Hygiene), Laboratory and Medical Equipment.

MEDICAL STAFF REPORT: Dr. Hund noted that the new Heartland orthopedic surgeon, Dr. Feierabend will begin on August 1st and Dr. Slinkard, orthopedic surgeon with WMS, will begin in early September. Dr. Wechter will continue his orthopedic schedule in its current format for the foreseeable future. Dr. Hund also noted that he is available as a resource at any time the Board may have questions regarding medical practice.

CEO REPORT: CEO Schramm noted that the Rehab project is complete and open houses are scheduled for donors tomorrow evening and for the public on Friday afternoon. WMS is moving forward with design and development of the Willmar Surgery Center. It is likely information on the bids will come to the October Board meeting for approval. The PET CT is also closer to reality as the Lab has begun vacating the space needed. Regarding recruitment, Dr. Eric Westberg began in the Emergency Department on July 1st. Dr. Maren Weber is scheduled to begin in September. Two

Psychiatrist candidates were interviewed and offers were made to both, but one has decided to pursue an opportunity in Washington state. The other will let us know by the end of July. Rice Health Foundation surpassed the fundraising goal for the Rehab project. They will host another cultivation event on August 1st. They are also continuing to work on development of planned giving initiatives.

NEW BUSINESS

- A. **Approval of Financing for Willmar Surgery Center:** B. Fenske reviewed the proposed financing for the Willmar Surgery Center which was approved by the WMS Board last week. He noted that the partners agreed to borrow \$8,000,000.00 at 3.59% (Bremer) and to fund the remainder at 50% each. Discussion ensued. Motion made by Director Carruthers and seconded by Director Allen to approve the proposed financing for the Willmar Surgery Center as described.

- B. **Approval of Bids for Phase IV Imaging Project:** B. Fenske reviewed the Phase IV Imaging remodel which would create space to accommodate the PET CT, making that service available 24/7 rather than only on Fridays. With the recent move of a portion of the Lab, construction can begin any time and delivery of the PET CT unit is expected in early October. Discussion ensued. Motion made by Director Cafferty and seconded by Director Saunders to approve the bid for the Phase IV remodel of the Imaging department at \$567,000.00

OLD BUSINESS No report

OTHER BUSINESS

- A. **Hospital Committee Reports:** Directors Allen & Carruthers reported on their attendance at the MN Hospital Association's Trustee Conference. Director Allen obtained his certification and Director Carruthers will obtain her certification in January. They both felt the conference was a very worthwhile experience, noting in particular the session on transitional leadership.

- B. **City Council Report:** No report due to the absence of Council Liason, Audrey Nelsen.

RECESS The Board recessed at 6:25 p.m.

CLOSED SESSION: The Closed Session for Strategic Planning was called to order at 6:29 p.m. by President Anfinson. Consultant, Jeff Hoffman, joined the group via web-ex.

The Closed Session concluded at 8:13 p.m. via motion by Director Saunders, seconded by Director Allen.

ADJOURNMENT: 8:14 p.m.

Submitted by:

Eric Weiberg, Secretary

WILLMAR MUNICIPAL UTILITIES MINUTES
MUNICIPAL UTILITIES AUDITORIUM
JULY 25, 2016

The Municipal Utilities Commission met in its regular scheduled meeting on Monday, July 25, 2016 at 11:45 a.m. in the Municipal Utilities Auditorium with the following Commissioners present: Dan Holtz, Carol Laumer, Jeff Nagel, Joe Gimse, Justin Mattern, Abdirizak Mahboub and Nathan Weber.

Others present at the meeting were: Interim General Manager John Harren, Director of Finance Denise Runge, Power Supply Manager Chris Carlson, Customer Service Supervisor Stacy Stien, Power Production Supervisor Jon Folkedahl, Administrative Secretary Beth Mattheisen, Compliance Officer Janell Johnson, Power Resources Analyst Michelle Marotzke, City Councilmember Andrew Plowman, 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 Laumer offered a resolution to approve the Consent Agenda as presented. Commissioner Nagel seconded.

RESOLUTION NO. 36

“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 July 11, 2016 Commission meeting; and,
- ❖ Bills represented by vouchers No. 161301 to No. 161393 and associated wire transfers inclusive in the amount of \$2,112,453.89.

Dated this 25th day of July, 2016.

President

ATTEST:

Secretary

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

Commissioner Gimse (Vice Chair) reviewed with the Commission the minutes from the July 11th WMU Labor Committee meeting (see attached). The two main topics of discussion focused on: 1) sunsetting of the Early Retirement Program; and, 2) an update of the General Manager search process. Following review and discussion, Commissioner Gimse offered a motion to approve the minutes of the July 11th WMU Labor Committee meeting as presented. Commissioner Mattern seconded the motion which carried by a vote of seven ayes and zero nays.

In conjunction with the minutes of the July 11th WMU Labor Committee meeting, a recommendation had been presented to the Commission to sunset the Early Retirement Program as of December 31, 2017. After this date, no additional WMU employees will be able to qualify for participation in the program. Staff had contacted Attorney Scott who provided verbiage for the proposed resolution regarding the sunsetting of the Early Retirement Program. Following discussion, Commissioner Holtz offered a resolution to approve the sunsetting of the Early Retirement Program as of December 31, 2017 with the inclusion of eligibility benefits for those employees who are eligible at that date. Commissioner Gimse seconded.

RESOLUTION NO. 37

"BE IT RESOLVED, by the Municipal Utilities Commission of the City of Willmar, Minnesota, that the Early Retirement Program offered to full-time employees with 20 or more years of continuous employment with Willmar Municipal Utilities and who are eligible to collect pension from PERA, be amended to sunset as follows:

1. No employees shall become eligible to participate in the Early Retirement Program after December 31, 2017.
2. Any employee who becomes eligible to participate in the Early Retirement Program by reaching both (a) 20 or more years of continuous employment with WMU; and (b) eligibility to collect pension from PERA; on or before December 31, 2017, shall remain eligible for the retirement benefit set forth in paragraph 3 until they decide to retire from employment with WMU.
3. Participating retirees will receive one year of paid individual health insurance for every three years of full-time employment with WMU until the earlier of (a) the exhaustion of the benefit based on the employee's accrued years of employment; or (b) the employee becomes eligible for Medicare. WMU will pay for the total cost of single coverage for the plan the retiring employee is on at the time of retirement, or if such plan is no longer available, a similar plan.
4. Employees who are eligible to participate in the Early Retirement Program must submit a signed application to participate in the program to the General Manager at least 90 days in advance of their proposed retirement date."

Dated this 25th day of July, 2016.

President

ATTEST:

Secretary

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

Commissioner Mattern (Chair) reviewed with the Commission the minutes from the July 22nd WMU Planning Committee meeting (see attached). Topics of discussion included: 1) new logo consideration; 2) WMU Network Penetration Test; 3) purchase of electronic tablet devices and meeting application for Commissioner/Staff use; 4) Facilities/Building Project update; 5) Willmar Substation status report; 6) Power Supply update; and 6) miscellaneous discussion. Following review and discussion, Commissioner Mattern offered a motion to approve the minutes of the July 22nd WMU Planning Committee meeting as presented. Commissioner Nagel seconded the motion which carried by a vote of seven ayes and zero nays.

Based on the recommendations of the WMU Planning Committee, Commissioner Holtz was requesting Commission approval of two items. The first issue at hand was to authorize the agreement to conduct the penetration test on behalf of WMU. With the risk of cyber vulnerabilities and the sensitive data that WMU retains on its servers for employees, customers, and daily business, a penetration test is warranted. Two vendors had submitted proposals to conduct the pen test. It was the recommendation of Staff to authorize NetSPI to conduct the independent pen test for the Utility. Following discussion, Commissioner Mattern offered a motion to approve the proposal submitted by NetSPI, Inc., of Minneapolis, MN, to perform the WMU Network Penetration Test in the amount of \$8,500 plus expenses. Commissioner Mahboub seconded the motion which carried by a vote of seven ayes and zero nays.

The second item for consideration presented was the purchase of electronic tablet devices and a meeting application for Commissioners and Staff use while conducting utility-related business. Staff had explored various options for each and was recommending to purchase the iPad Air 2 (tablet & cover/keyboard) along with the Call to Order meeting application. Call to Order is a NISC-based meeting application that provides simple but secure access to meeting agendas, documents, and reference materials. The cost of the iPad Air (tablet & cover/keyboard) is \$533.13 per device and the meeting application has a one-time fee of \$500. Following discussion, Commissioner Mattern offered a motion to approve the purchase of the iPad Air 2 and the Call to Order application. Commissioner Mahboub seconded. Following further discussion and a request for additional clarification related to the electronic tablets (i.e. cross-compatibility), the motion was denied by a vote of seven ayes and zero nays. The subject was tabled and would be addressed at the next MUC meeting (August 8th).

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

1. June 2016 Financial Report (Director of Finance Runge)
2. Wind Turbine Update (Power Production Supervisor Folkedahl)
3. May 2016 Power Supply Report (Power Resources Analyst Marotzke)

As a component of the annual topics to be presented to the Commission for educational purposes, Interim General Manager Harren touched on the Long-Term Planning (aka "strategic planning"). Harren stressed the importance of creating a road map to follow while continually monitoring and addressing the implementation of necessary steps required to attain the established goals.

Interim General Manager Harren requested input from the Commission regarding the need to schedule a tour of WMU facilities/areas. In the past, this annual tour has been beneficial for the participants by providing both visual and hands-on insight when addressing issues of concerns regarding current and future projects of the Utility. Following discussion, it was the consensus of the Commission to direct Staff to proceed with scheduling of a facilities tour.

Interim General Manager informed the Commission that Commissioner Laumer will present a recap of her recent attendance at the APPA Policy Makers Council Summer Meeting held in Washington, DC, at the August 8th MUC meeting.

For information: Upcoming meetings/events to note include:

- 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 Laumer seconded the motion which carried by a vote of seven ayes and zero nays, and the meeting was adjourned at 12:45 p.m.

Respectfully Submitted,

WILLMAR MUNICIPAL UTILITIES

Beth Mattheisen
Administrative Secretary

ATTEST:

Jeff Nagel, Secretary



WILLMAR MUNICIPAL UTILITIES

WMU Labor Committee Meeting Minutes Monday, July 11, 2016 – 12:10 p.m. WMU Conference Room

Attendees: Commissioners Joe Gimse (Vice Chair), Nathan Weber & Dan Holtz, General Manager Wesley Hompe, Director of Operations John Harren, and Gary Weiers of David Drown Associates

Commissioner Gimse called the meeting to order at 12:10 p.m.

AGENDA ITEMS:

➤ Early Retirement Program Discussion:

General Manager Hompe recently contacted Attorney Robert Scott regarding the appropriate verbiage to be used referencing the sunseting of the Early Retirement Program (ERP) available to eligible WMU employees. This program was initially created to assist both the employees with retirement planning and management personnel in succession planning for the Utility. The Commission has elected to sunset the early retirement benefit program on December 31, 2017. After this date, no additional WMU employees will be able to qualify for participation in the program. Eligibility, plan benefits, and the initiation of benefit requirements were discussed. Hompe reviewed language recommended by Attorney Scott for the resolution regarding the sunseting of the Early Retirement Program:

“Be it resolved, by the Municipal Utilities Commission of the City of Willmar, that the Early Retirement Program offered to full-time employees with 20 or more years of continuous employment with Willmar Municipal Utilities and who are eligible to collect pension from PERA, be amended to sunset as follows:

5. *No employees shall become eligible to participate in the Early Retirement Program after December 31, 2017.*
6. *Any employee who becomes eligible to participate in the Early Retirement Program by reaching both (a) 20 or more years of continuous employment with WMU; and (b) eligibility to collect pension from PERA; on or before December 31, 2017, shall remain eligible for the retirement benefit set forth in paragraph 3 until they decide to retire from employment with WMU.*
7. *Participating retirees will receive one year of paid individual health insurance for every three years of full-time employment with WMU until the earlier of (a) the exhaustion of the benefit based on the employee’s accrued years of employment; or (b) the employee becomes eligible for Medicare. WMU will pay for the total cost of single coverage for the plan the retiring employee is on at the time of retirement, or if such plan is no longer available, a similar plan.*
8. *Employees who are eligible to participate in the Early Retirement Program must submit a signed application to participate in the program to the General Manager at least 90 days in advance of their proposed retirement date.”*

Action: Following review & discussion, Commissioner Gimse offered a motion to approve the presented language and furthermore recommend approval of the resolution at the July 25th WMU Commission meeting. Commissioner Holtz seconded the motion which carried by a vote of three ayes and zero nays.

(Director of Operations Harren departed the meeting at this time.)

➤ **General Manager Search Status Update:**

Gary Weiers from David Drown Associates was in attendance to present an update of the executive search for the impending General Manager position. Weiers presented the Committee with a tentative timeline to conduct the process along with a profile of the General Manager position (draft). Following discussion, it was the consensus of the Committee to make minor modifications to the position profile and timeline including:

Position Profile: Include additional budget report data (actual 2014 & 2015, and 2016 budget numbers), and update the Jennie-O Turkey Store photo (Commissioner Weber will provide the updated photo).

Timeline: Set Labor Committee interviews to September 12 to allow additional time for completion of background checks of finalists, and to adjust dates to conduct the final interviews on October 10-11.

Mr. Weiers reviewed with the Planning Committee a list of advertising venues that would be utilized for posting of the General Manager ad.

Action: Gary Weiers will forward the updated timeline & position profile with the agreed upon adjustments to Beth who will distribute them to the Commissioners. Weiers will begin the actual recruitment process by posting the position immediately upon approval of the position profile. Beth will post the position on MinnesotaWorks.net and a link will also be posted on the WMU website.

➤ **Adjournment:**

There being no further business to come before the WMU Labor Committee, Commissioner Weber offered a motion to adjourn the meeting at 12:50 p.m. Commissioner Holtz seconded the motion which carried by a vote of three ayes and zero nays.



WILLMAR MUNICIPAL UTILITIES

WMU Planning Committee Meeting Minutes Friday, July 22, 2016 – 12:00 p.m. WMU Conference Room

Present: Commissioners Justin Mattern (Chair), Jeff Nagel & Abdirizak Mahboub (arrived at 12:16 p.m.), Interim General Manager John Harren, Director of Finance Denise Runge, Staff Electrical Engineer Jeron Smith, Power Supply Manager Chris Carlson, Power Plant Supervisor Jon Folkedahl, Energy Services/Marketing Rep Mary Kosbab, Compliance Officer Janell Johnson, Purchasing & Facilities Manager Kevin Marti, and Administrative Secretary Beth Mattheisen.

Committee Chair Mattern called the meeting to order at 12:00 p.m.

AGENDA ITEM(S):

➤ **Introduce and Request Support for New Logo:**

Energy Services/Marketing Rep Kosbab presented the Committee with a request for the Committee to consider changing the current WMU logo to a newer, more visually appealing version. Reasoning for the request for consideration was presented along with a number of sample images. Currently working with Hansen Advertising on the project.

Committee Action:

Request cost estimate from Hansen Advertising for the actual design cost and present this to the Commission for consideration.

➤ **WMU Network Penetration Test Proposal:**

Compliance Officer Johnson reviewed with the Committee the need to conduct an independent penetration test of WMU's network system. With the risk of cyber vulnerabilities and the sensitive data that WMU retains on its servers for employees, customers, and daily business, a penetration test is warranted. It was noted that the 2016 Budget has allocated \$25,000 to conduct the assessment and potential remediation. The two vendors to submit proposals were NetSPI (recommended by League of MN Cities), and Ingram Micro (associated with BusinessWare).

Committee Action:

Following discussion, it was the consensus of the Planning Committee to recommend the Commission to approve the proposal submitted by NetSPI, Inc., to conduct the WMU Network Penetration Test in the amount of \$8,500.

➤ **iPad & "Call to Order" Discussion:**

Interim General Manager Harren informed the Committee that Staff had explored various options to be considered for the purchase of iPad or electronic tablets for Commissioners and necessary Staff to use while conducting utility-related business. Following an analysis of electronic devices for consideration, three iPad options seemed to prove the best fit to suit the needs of the Utility. At this time, Staff was recommending to purchase the iPad Air 2 at a cost of \$533.13 per device (tablet & cover/keyboard).

The application that seems to be the best fit to meet the needs of the Utility and Commissioners appears to be the "Call to Order" Board/meeting application. This is a NISC based cloud storage system which appears to be easy to manage and easy to maneuver as a user. The "Call to Order" application has a one-time fee of \$500.

Total cost for iPads + set up of NISC App = \$7,000 (approximately)

Committee Action:

Following discussion, it was the consensus of the Planning Committee to recommend that the Commission approve to proceed with the purchasing of the electronic tablets & meeting application once compatibility issues were determined.

➤ **Facilities/Building Project Update;**

Purchasing/Facilities Manager Marti reported that GLTArchitects has completed the updating of the 2010 Facilities Study. The next step in the process would be to schedule a working session to further discuss the results and review the updated study (i.e. greenfield vs downtown option). It was also noted that input from the City regarding their recent facilities study had not been received to date.

Committee Action:

Following discussion, it was the consensus of the Planning Committee to request the Commission to schedule a working session of the full Commission to review the updated Facilities Study and to determine the most beneficial and cost effective direction to proceed with in meeting the future goals and objectives of the WMU's Facilities Project.

➤ **Willmar Substation Update:**

Staff Electrical Engineer Smith reported to the Committee that significant operational repair work (bushing replacements) is required at the Willmar Substation. During a recent inspection of the Sub the underlying problem was identified. While the Sub remains operational, there is a heightened level of need to repair. Smith further stated that an outage of the Sub had previously been scheduled for November 14-December 14, and this would be the logical time to conduct the repairs. These repairs were not anticipated, and therefore, not budgeted. The estimated cost for the repairs would be \$200,000 (firmer price costs will be determined). Staff will conduct an analysis of the current budget to determine the most efficient method to finance the needed project.

➤ **Power Supply Update:**

Power Supply Manager Carlson presented the Committee with an overview of how WMU schedules energy to cover the electrical load of its customers within its Service Territory. The presentation also demonstrated why WMU is in need of an Annual Power Supply Strategy and Scope.

The Power Supply Report included an update reflecting the process involved in planning for future power supply and local generation. Staff presented the Planning Committee with their recommendation regarding future power supply and local generation related to the portfolio mix. The Planning Committee concurred with Staff's recommendation.

➤ **Miscellaneous:**

Interim General Manager Harren reported that Staff met with reps from GRE on July 13th to further discuss analysis from MCR, finalize responsibilities, and timelines. Meeting went well. Next step is to wait for GRE to verify MCR data.

(Commissioner Nagel departed the meeting at 1:50 p.m.)

Adjournment:

Following discussion, Commissioner Mahboub offered a motion to adjourn the meeting of the WMU Planning Committee. Commissioner Mattern seconded the motion which carried, and the meeting was adjourned by a vote of two ayes and zero noes at 1:59 p.m.

MINNESOTA LAWFUL GAMBLING
LG220 Application for Exempt Permit

An exempt permit may be issued to a nonprofit organization that:

- conducts lawful gambling on five or fewer days, and
- awards less than \$50,000 in prizes during a calendar year.

If total raffle prize value for the calendar year will be \$1,500 or less, contact the Licensing Specialist assigned to your county by calling 651-539-1900.

Application Fee (non-refundable)
 Applications are processed in the order received. If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**.
 Due to the high volume of exempt applications, payment of additional fees prior to 30 days before your event will not expedite service, nor are telephone requests for expedited service accepted.

ORGANIZATION INFORMATION

Organization Name: Willmar Community Theatre Inc Previous Gambling Permit Number: X-92274-14-005

Minnesota Tax ID Number, if any: 9694468 Federal Employer ID Number (FEIN), if any: 41-1357711

Mailing Address: P.O. Box 342

City: Willmar State: MN Zip: 56201 County: Kandiyohi

Name of Chief Executive Officer (CEO): Zachary Liebl

Daytime Phone: 320-235-9500 Email: Zack@thebarntheatre.com

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

Fraternal Religious Veterans Other Nonprofit Organization

Attach a copy of 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.)

A current calendar year Certificate of Good Standing
 Don't have a copy? Obtain this certificate from:
 MN Secretary of State, Business Services Division Secretary of State website, phone numbers:
 60 Empire Drive, Suite 100 www.sos.state.mn.us
 St. Paul, MN 55103 651-296-2803, or toll free 1-877-551-6767

IRS income tax exemption (501(c)) letter in your organization's name
 Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.

IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)
 If your organization falls under a parent organization, attach copies of both of the following:
 1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling, and
 2. the charter or letter from your parent organization recognizing your organization as a subordinate.

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): The Barn Theatre

Address (do not use P.O. box): 321 4th Street Southwest

City or Township: Willmar Zip: 56201 County: Kandiyohi

Date(s) of activity (for raffles, indicate the date of the drawing): October 22, 2016 and December 30, 2016

Check each type of gambling activity that your organization will conduct:

Bingo* Paddlewheels* Pull-Tabs* Tipboards*

Raffle (total value of raffle prizes awarded for the calendar year: \$ 4,238.00)

* **Gambling equipment** for bingo paper, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo number selection devices may be borrowed from another organization authorized to conduct bingo. To find a licensed distributor, go to www.mn.gov/gcb and click on **Distributors** under **List of Licensees**, or call 651-539-1900.

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><input checked="" type="checkbox"/> The application is acknowledged with no waiting period.</p> <p><input type="checkbox"/> The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).</p> <p><input type="checkbox"/> The application is denied.</p> <p>Print City Name: <u>City of Willmar</u></p> <p>Signature of City Personnel: <u><i>[Signature]</i></u></p> <p>Title: <u>City Clerk Treasurer</u> Date: <u>7-20-2016</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><input type="checkbox"/> The application is acknowledged with no waiting period.</p> <p><input type="checkbox"/> The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.</p> <p><input type="checkbox"/> The application is denied.</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 exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. 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. I acknowledge that the financial report will be completed and returned to the Board within 30 days of the event date.

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

Print Name: _____

REQUIREMENTS	MAIL APPLICATION AND ATTACHMENTS
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Complete a separate application for:

- all gambling conducted on two or more consecutive days, or
- all gambling conducted on one day.

Only one application is required if one or more raffle drawings are conducted on the same day.

Financial report to be completed within 30 days after the gambling activity is done:
A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.

Your organization must keep all exempt records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).

Mail application with:

- _____ a copy of your proof of nonprofit status, and
- _____ application fee (non-refundable). If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**. Make check payable to **State of Minnesota**.

To: Minnesota Gambling Control Board
1711 West County Road B, Suite 300 South
Roseville, MN 55113

Questions?
Call the Licensing Section of the Gambling Control Board at 651-539-1900.

<p>Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the</p>	<p>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 Depart-</p>	<p>ment 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.</p>
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This form will be made available in alternative format (i.e. large print, braille) upon request.

MINNESOTA LAWFUL GAMBLING
LG220 Application for Exempt Permit

An exempt permit may be issued to a nonprofit organization that:

- conducts lawful gambling on five or fewer days, and
- awards less than \$50,000 in prizes during a calendar year.

If total raffle prize value for the calendar year will be \$1,500 or less, contact the Licensing Specialist assigned to your county by calling 651-539-1900.

Application Fee (non-refundable)

Applications are processed in the order received. If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**.

Due to the high volume of exempt applications, payment of additional fees prior to 30 days before your event will not expedite service, nor are telephone requests for expedited service accepted.

ORGANIZATION INFORMATION

Organization Name: West Central Ducks Unlimited Previous Gambling Permit Number: 34044

Minnesota Tax ID Number, if any: 930904312 Federal Employer ID Number (FEIN), if any: _____

Mailing Address: P.O. Box 752

City: Willmar State: MN Zip: 56201 County: Kandiyohi

Name of Chief Executive Officer (CEO): Travis Michelson

Daytime Phone: 320-905-2959 Email: michelsont@willmar.k12.mn.us

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

Fraternal Religious Veterans Other Nonprofit Organization

Attach a copy of 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.)

- A current calendar year Certificate of Good Standing**
Don't have a copy? Obtain this certificate from:
MN Secretary of State, Business Services Division Secretary of State website, phone numbers:
60 Empire Drive, Suite 100 www.sos.state.mn.us
St. Paul, MN 55103 651-296-2803, or toll free 1-877-551-6767
- IRS income tax exemption (501(c)) letter in your organization's name**
Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.
- IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)**
If your organization falls under a parent organization, attach copies of both of the following:
1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling, and
2. the charter or letter from your parent organization recognizing your organization as a subordinate.

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): The Oaks Restaurant

Address (do not use P.O. box): 1000 26th Ave NE

City or Township: Willmar Zip: 56201 County: Kandiyohi

Date(s) of activity (for raffles, indicate the date of the drawing): 08/24/2016

Check each type of gambling activity that your organization will conduct:

Bingo* Paddlewheels* Pull-Tabs* Tipboards*
 Raffle (total value of raffle prizes awarded for the calendar year: \$ 5600)

* **Gambling equipment** for bingo paper, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo number selection devices may be borrowed from another organization authorized to conduct bingo. To find a licensed distributor, go to www.mn.gov/gcb and click on **Distributors** under **LIST OF LICENSEES**, or call 651-539-1900.

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><input checked="" type="checkbox"/> The application is acknowledged with no waiting period.</p> <p><input type="checkbox"/> The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).</p> <p><input type="checkbox"/> The application is denied.</p> <p>Print City Name: <u>City of Willmar</u></p> <p>Signature of City Personnel: <u><i>[Signature]</i></u></p> <p>Title: <u>City Clerk Treasurer</u> Date: <u>7-20-2016</u></p> <div style="border: 1px solid black; padding: 5px; text-align: center; margin-top: 10px;"> <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><input type="checkbox"/> The application is acknowledged with no waiting period.</p> <p><input type="checkbox"/> The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.</p> <p><input type="checkbox"/> The application is denied.</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 exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. 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. I acknowledge that the financial report will be completed and returned to the Board within 30 days of the event date..

Chief Executive Officer's Signature: _____ Date: 07/20/2016
(Signature must be CEO's signature; designee may not sign)

Print Name: Travis Michelson

<p>REQUIREMENTS</p> <p>Complete a separate application for:</p> <ul style="list-style-type: none"> • all gambling conducted on two or more consecutive days, or • all gambling conducted on one day. <p>Only one application is required if one or more raffle drawings are conducted on the same day.</p> <p>Financial report to be completed within 30 days after the gambling activity is done: A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.</p> <p>Your organization must keep all exempt records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).</p>	<p>MAIL APPLICATION AND ATTACHMENTS</p> <p>Mail application with:</p> <p><input type="checkbox"/> a copy of your proof of nonprofit status, and</p> <p><input type="checkbox"/> application fee (non-refundable). If the application is postmarked or received 30 days or more before the event, the application fee is \$100; otherwise the fee is \$150. Make check payable to State of Minnesota.</p> <p>To: Gambling Control Board 1711 West County Road B, Suite 300 South Roseville, MN 55113</p> <p>Questions? Call the Licensing Section of the Gambling Control Board at 651-539-1900.</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
ACE GROUP LLC														
	46626	07/27/16	STEEL SNIPER TARGETS	524.30		R-14779		D	N				GENERAL SUPPLIES	101.42411.0229
AFFORDABLE PUMPING SERVI														
	46627	07/27/16	SEPTIC PUMPING	280.00		33038		D	N				CLEANING AND WAS	230.43430.0338
AGUIRRE/SERGIO														
	46628	07/27/16	ON-SALE LIQUOR LICENSE	3,333.34		072016		D	N				REFUNDS AND REIM	101.41428.0882
	46628	07/27/16	ON-SALE SUNDAY LIQ. LICE	100.00		072016		D	N				REFUNDS AND REIM	101.41428.0882
			VENDOR TOTAL	3,433.34		*CHECK TOTAL								
AIM OF KANDIYOHI COUNTY														
	46629	07/27/16	REFUND SHELTER DEPOSIT	50.00		071216		D	N				DEPOSITS	101.230000
AMERICAN WELDING & GAS I														
	46630	07/27/16	FIRE EXT. INSPECTION	80.00		04110089		D	N				MTCE. OF EQUIPME	230.43430.0334
	46630	07/27/16	FIRE EXT. O-RING	8.85		04111903		D	N				MTCE. OF EQUIPME	101.45437.0224
	46630	07/27/16	FIRE EXT. INSPECTION	99.00		04111903		D	N				MTCE. OF EQUIPME	101.45437.0334
			VENDOR TOTAL	187.85		*CHECK TOTAL								
ANDERSON/ALEXANDER														
	46631	07/27/16	FORCE SCIENCE TRNG	30.50		148		D	N				TRAVEL-CONF.-SCH	101.42411.0333
ANDERSON/KELLI														
	46632	07/27/16	REFUND BASEBALL	60.00		072216		D	N				REFUNDS AND REIM	101.41428.0882
BASTIN/OLIVIA														
	46633	07/27/16	REFUND BASEBALL	30.00		072216		D	N				REFUNDS AND REIM	101.41428.0882
BECKER/SHANNON														
	46634	07/27/16	REFUND BASEBALL	45.00		072216		D	N				REFUNDS AND REIM	101.41428.0882
BERNICK'S PEPSI-COLA CO														
	46635	07/27/16	CONCESSION SUPPLIES	3.60		11342		D	N				GENERAL SUPPLIES	101.45433.0229
	46635	07/27/16	CONCESSION SUPPLIES	328.40		140919		D	N				GENERAL SUPPLIES	101.45437.0229
	46635	07/27/16	CONCESSION SUPPLIES	29.88CR		14399		D	N				GENERAL SUPPLIES	101.45433.0229
	46635	07/27/16	CONCESSION SUPPLIES	510.00		144158		D	N				GENERAL SUPPLIES	101.45437.0229
	46635	07/27/16	CONCESSION SUPPLIES	296.70		148050		D	N				GENERAL SUPPLIES	101.45437.0229
	46635	07/27/16	CONCESSION SUPPLIES	28.80		16398		D	N				GENERAL SUPPLIES	101.45433.0229
	46635	07/27/16	CONCESSION SUPPLIES	92.28CR		20711		D	N				GENERAL SUPPLIES	101.45433.0229
	46635	07/27/16	CONCESSION SUPPLIES	51.60CR		20735		D	N				GENERAL SUPPLIES	101.45433.0229
	46635	07/27/16	CONCESSION SUPPLIES	43.68CR		20880		D	N				GENERAL SUPPLIES	101.45433.0229
	46635	07/27/16	CONCESSION SUPPLIES	154.68CR		20924		D	N				GENERAL SUPPLIES	101.45433.0229
	46635	07/27/16	CONCESSION SUPPLIES	34.20CR		20963		D	N				GENERAL SUPPLIES	101.45433.0229
	46635	07/27/16	CONCESSION SUPPLIES	97.92CR		3416		D	N				GENERAL SUPPLIES	101.45433.0229
	46635	07/27/16	CONCESSION SUPPLIES	220.80		4464		D	N				GENERAL SUPPLIES	101.45437.0229

Vendor Payments History Report
INCLUDES ONLY POSTED TRANS

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
BERNICK'S PEPSI-COLA CO			000103							
	46635	07/27/16	CONCESSION SUPPLIES	197.64		5151		D N	GENERAL SUPPLIES	101.45437.0229
	46635	07/27/16	CONCESSION SUPPLIES	132.48		5330		D N	GENERAL SUPPLIES	101.45437.0229
	46635	07/27/16	CONCESSION SUPPLIES	6.00		6555		D N	GENERAL SUPPLIES	101.45433.0229
	46635	07/27/16	OFFICE COFFEE	118.44		6976		D N	GENERAL SUPPLIES	101.43425.0229
			VENDOR TOTAL	1,338.62		*CHECK TOTAL				
BLEESS AUTOMOTIVE INC			.01447							
	46636	07/27/16	SIGN DEPOSIT REF 2016-16	100.00		2016-16		D N	DEPOSITS-SIGN PE	101.230001
BRANDT, CPR CLASSES/DEBI			002820							
	46637	07/27/16	1ST AID CLASS	455.00		060716		D M 07	PROFESSIONAL SER	101.45432.0446
	46637	07/27/16	CPR/AED CLASS	525.00		060716		D M 07	PROFESSIONAL SER	101.45432.0446
			VENDOR TOTAL	980.00		*CHECK TOTAL				
BSE			001980							
	46638	07/27/16	ELEC PARTS FOR BLDG	20.74CR		911339266		D N	MTCE. OF STRUCTU	101.45437.0225
	46638	07/27/16	L.S. CONDUIT/CLAMPS	493.02		911478674		D N	MTCE. OF STRUCTU	432.48507.0225
	46638	07/27/16	L.S. EXTERIOR LIGHTING	937.72		911495445		D N	MTCE. OF STRUCTU	432.48507.0225
	46638	07/27/16	LT BULBS FOR BLDG	52.40		911520372		D N	MTCE. OF STRUCTU	101.43425.0225
			VENDOR TOTAL	1,462.40		*CHECK TOTAL				
BUDDY/MELISSA			.02441							
	46639	07/27/16	REFUND BASEBALL	45.00		072216		D N	REFUNDS AND REIM	101.41428.0882
BUSINESSWARE SOLUTIONS			002776							
	46640	07/27/16	HP ELITE TABLET	1,209.00		257639		D N	SMALL TOOLS	101.41409.0221
	46640	07/27/16	HP ELITE TABLET	1,099.00		257640		D N	INSURANCE DEDUCT	101.41428.0822
			VENDOR TOTAL	2,308.00		*CHECK TOTAL				
CARDMEMBER SERVICE			002365							
	46619	07/19/16	APWA MEMBERSHIP DUES	19.17		STMT/6-16		D N	PREPAID EXPENSES	101.128000
	46619	07/19/16	NELSEN-LODGING EXPENSE	712.44		STMT/6-16		D N	TRAVEL-CONF.-SCH	101.41401.0333
	46619	07/19/16	HARD DRIVE	64.11		STMT/6-16		D N	SMALL TOOLS	101.41403.0221
	46619	07/19/16	ROUTER	43.81		STMT/6-16		D N	SMALL TOOLS	101.41409.0221
	46619	07/19/16	EXCHANGED ROUTER	52.37		STMT/6-16		D N	SMALL TOOLS	101.41409.0221
	46619	07/19/16	ERGONOMIC VERTICAL MOUSE	83.30		STMT/6-16		D N	SMALL TOOLS	101.41409.0221
	46619	07/19/16	PHONE CHARGERS	20.94		STMT/6-16		D N	SMALL TOOLS	101.41409.0221
	46619	07/19/16	PHONE CABLES	18.44		STMT/6-16		D N	SMALL TOOLS	101.41409.0221
	46619	07/19/16	DELL INSPIRON 3050 COMP.	427.49		STMT/6-16		D N	SMALL TOOLS	101.41409.0221
	46619	07/19/16	PHONE HOLSTER	15.98		STMT/6-16		D N	MTCE. OF EQUIPME	101.41409.0224
	46619	07/19/16	BROADCASTER SUBSCRIP.	49.00		STMT/6-16		D N	SUBSCRIPTIONS AN	101.41409.0443
	46619	07/19/16	WEBSITE HOSTING FEE	149.73		STMT/6-16		D N	SUBSCRIPTIONS AN	101.41409.0443
	46619	07/19/16	OFF SITE BACKUP	17.49		STMT/6-16		D N	SUBSCRIPTIONS AN	101.41409.0443
	46619	07/19/16	DEMO TRAINING GUNS	152.74		STMT/6-16		D N	SMALL TOOLS	101.42411.0221
	46619	07/19/16	NO PARKING SIGNS	380.00		STMT/6-16		D N	GENERAL SUPPLIES	101.42411.0229

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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
CARDMEMBER SERVICE			002365							
	46619	07/19/16	BANNER-COFFEE/COPS PRGRM	46.53		STMT/6-16		D N	GENERAL SUPPLIES	101.42411.0229
	46619	07/19/16	REFERENCE MATERIALS	284.12		STMT/6-16		D N	OFFICE SUPPLIES	101.42412.0220
	46619	07/19/16	OFFICE SUPPLIES	13.93		STMT/6-16		D N	OFFICE SUPPLIES	101.42412.0220
	46619	07/19/16	TOOLS FOR HAZMAT TRLR	94.99		STMT/6-16		D N	SMALL TOOLS	101.42412.0221
	46619	07/19/16	TOOLS FOR HAZMAT TRLR	12.24CR		STMT/6-16		D N	SMALL TOOLS	101.42412.0221
	46619	07/19/16	HAZMAT HELMET LABELS	48.91		STMT/6-16		D N	SUBSISTENCE OF P	101.42412.0227
	46619	07/19/16	DEPT TRAINING-MEALS	69.47		STMT/6-16		D N	TRAVEL-CONF.-SCH	101.42412.0333
	46619	07/19/16	DEPT TRAINING-MEALS	22.44		STMT/6-16		D N	TRAVEL-CONF.-SCH	101.42412.0333
	46619	07/19/16	BLASCHKO-SEMINAR REGIS.	150.00		STMT/6-16		D N	TRAVEL-CONF.-SCH	101.42412.0333
	46619	07/19/16	TAYLOR-SEMINAR REGIS.	150.00		STMT/6-16		D N	TRAVEL-CONF.-SCH	101.42412.0333
	46619	07/19/16	MCGILLIVRAY-SEMINAR REG.	150.00		STMT/6-16		D N	TRAVEL-CONF.-SCH	101.42412.0333
	46619	07/19/16	LAMINATED POUCHES	22.84		STMT/6-16		D N	CIVIL DEFENSE	101.42428.0809
	46619	07/19/16	OFFICE CHAIR	213.74		STMT/6-16		D N	SMALL TOOLS	101.43417.0221
	46619	07/19/16	#119487-FUEL	33.00		STMT/6-16		D N	MOTOR FUELS AND	101.43417.0222
	46619	07/19/16	SEAN-SW ATP MEETING	16.15		STMT/6-16		D N	TRAVEL-CONF.-SCH	101.43417.0333
	46619	07/19/16	SEAN-PRE SCREEN BD MTG	15.41		STMT/6-16		D N	TRAVEL-CONF.-SCH	101.43417.0333
	46619	07/19/16	SEAN-LODGING EXPENSE	151.93		STMT/6-16		D N	TRAVEL-CONF.-SCH	101.43417.0333
	46619	07/19/16	BLDG FACIL. STUDY MTG	46.62		STMT/6-16		D N	TRAVEL-CONF.-SCH	101.43417.0333
	46619	07/19/16	SEAN-BNSF MEETING	16.90		STMT/6-16		D N	TRAVEL-CONF.-SCH	101.43417.0333
	46619	07/19/16	APWA MEMBERSHIP DUES	210.83		STMT/6-16		D N	SUBSCRIPTIONS AN	101.43417.0443
	46619	07/19/16	BANDSHELL DECKING/PLYWD	440.00		STMT/6-16		D N	MTCE. OF EQUIPME	101.43425.0224
	46619	07/19/16	PARTS FOR GRINDER	35.65		STMT/6-16		D N	MTCE. OF EQUIPME	101.45433.0224
	46619	07/19/16	COOLING TOWER PARTS	235.77		STMT/6-16		D N	MTCE. OF EQUIPME	101.45433.0224
	46619	07/19/16	RETURNED HOCKEY EQUIP	1,080.00CR		STMT/6-16		D N	GENERAL SUPPLIES	101.45433.0229
	46619	07/19/16	VIEWSONIC PROJECTOR	344.34		STMT/6-16		D N	SMALL TOOLS	101.45435.0221
	46619	07/19/16	WATCHGUARD PWR SUPPLY	53.97		STMT/6-16		D N	MTCE. OF EQUIPME	651.48484.0224
	46619	07/19/16	GENERATOR COOLANT HTR	513.02		STMT/6-16		D N	MTCE. OF EQUIPME	651.48484.0224
	46619	07/19/16	GENERATOR COOLANT HTR	146.76		STMT/6-16		D N	MTCE. OF EQUIPME	651.48484.0224
	46619	07/19/16	CODING CORRECTION	64.11CR		STMT/6-16		M N	SMALL TOOLS	101.41403.0221
	46619	07/19/16	HARD DRIVE	64.11		STMT/6-16		M N	SMALL TOOLS	101.41404.0221
			VENDOR TOTAL	4,642.09		*CHECK TOTAL				
CENTERPOINT ENERGY			000467							
	46641	07/27/16	NATURAL GAS-JUL	17.48		1958964/7-16		D N	UTILITIES	101.41408.0332
	46641	07/27/16	NATURAL GAS-JUL	53.80		6102726/7-16		D N	UTILITIES	101.42412.0332
	46641	07/27/16	NATURAL GAS-JUL	26.32		6236671/7-16		D N	UTILITIES	230.43430.0332
			VENDOR TOTAL	97.60		*CHECK TOTAL				
CHAPPELL CENTRAL INC			000156							
	46642	07/27/16	CHECKED CONTROL SYSTEM	206.00		00068813		D N	MTCE. OF STRUCTU	101.41408.0335
	46642	07/27/16	REPL. PUMP W/CHECK VALVE	502.00		00068837		D N	MTCE. OF STRUCTU	101.41408.0225
	46642	07/27/16	A/C MTCE-LABOR	386.25		00068838		D N	MTCE. OF STRUCTU	101.41408.0335
	46642	07/27/16	REPL. EXHAUST FAN MOTOR	244.36		00068839		D N	MTCE. OF STRUCTU	101.41408.0225
	46642	07/27/16	REPL. EXHAUST FAN MOTOR	206.00		00068839		D N	MTCE. OF STRUCTU	101.41408.0335
	46642	07/27/16	CHNG PRGRM IN CONTROLLER	195.84		00068876		D N	MTCE. OF STRUCTU	101.41408.0225
	46642	07/27/16	CHNG PRGRM IN CONTROLLER	360.50		00068876		D N	MTCE. OF STRUCTU	101.41408.0335

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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
DUININCK CONCRETE			000151							
	46651	07/27/16	CONCRETE-CATCH BASINS	591.75		80040		D N	MTCE. OF OTHER I	101.43425.0226
	46651	07/27/16	CONCRETE-SIDEWALKS/CURBS	362.55		80184		D N	MTCE. OF OTHER I	101.43425.0226
			VENDOR TOTAL	954.30						
				954.30						
ED'S SERVICE CENTER & SA			000231							
	46652	07/27/16	TOWING CHARGES-JUN	425.00		STMT/6-16		D N	OTHER SERVICES	101.42411.0339
	46652	07/27/16	UNLOCKED PICKUP	50.00		123514		D N	PROFESSIONAL SER	101.45433.0446
	46652	07/27/16	TOWING CHARGES	320.00		123683		D N	OTHER SERVICES	101.42411.0339
	46652	07/27/16	MOVE CARS FOR PARADE	160.00		123690		D N	OTHER SERVICES	101.42411.0339
			VENDOR TOTAL	955.00						
				955.00						
ERIC'S AVIATION SERVICES			002998							
	46653	07/27/16	ON SITE MGMT SERV-AUG	6,524.00		STMT/8-16		D N	PROFESSIONAL SER	230.43430.0446
	46653	07/27/16	OIL SALE REIMBURSEMENT	10.81		070116		D N	REFUNDS AND REIM	230.43430.0882
	46653	07/27/16	INTERIM FUEL SYS. MGMT	1,620.00		658		D N	PROFESSIONAL SER	230.43430.0446
			VENDOR TOTAL	8,154.81						
				8,154.81						
ETTERMAN ENTERPRISES			001567							
	46654	07/27/16	CLAMPS FOR HOSES	20.54		243419		D M 07	MTCE. OF EQUIPME	651.48484.0224
EVANS/JASON			002177							
	46655	07/27/16	FORCE SCIENCE TRNG	28.75		147		D N	TRAVEL-CONF.-SCH	101.42411.0333
EZ FACILITY INC			002631							
	46656	07/27/16	EZ LEAGUES SUBSCRIPTION	802.06		115011		D N	PREPAID EXPENSES	101.128000
	46656	07/27/16	SCHDULING WIZARD SUBSCR.	336.87		115011		D N	PREPAID EXPENSES	101.128000
	46656	07/27/16	EZ LEAGUES SUBSCRIPTION	802.07		115011		D N	SUBSCRIPTIONS AN	101.45432.0443
	46656	07/27/16	SCHDULING WIZARD SUBSCR.	336.87		115011		D N	SUBSCRIPTIONS AN	101.45432.0443
			VENDOR TOTAL	2,277.87						
				2,277.87						
FARM-RITE EQUIPMENT			003002							
	46657	07/27/16	PULLEY FOR MOWER	61.54		P08570		D N	MTCE. OF EQUIPME	101.45433.0224
	46657	07/27/16	#080492-HYD. HOSE/PARTS	117.90		P08573		D N	MTCE. OF EQUIPME	101.43425.0224
	46657	07/27/16	#080492-HYD. PLUG	33.07		P08574		D N	MTCE. OF EQUIPME	101.43425.0224
	46657	07/27/16	OIL FILTERS	55.96		P08595		D N	MTCE. OF EQUIPME	101.43425.0224
	46657	07/27/16	#080492-INST. HT EXCHNGR	554.14		W02638		D N	MTCE. OF EQUIPME	101.43425.0224
	46657	07/27/16	#080492-INST. HT EXCHNGR	84.64		W02638		D N	MTCE. OF EQUIPME	101.43425.0334
			VENDOR TOTAL	907.25						
				907.25						
FASTENAL COMPANY			001188							
	46658	07/27/16	SMALL TOOLS	84.67		MNWIL146034		D N	SMALL TOOLS	651.48484.0221

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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
FELT/JAMES E			000993											
	46659	07/27/16	NSA CONFERENCE	6.62		116		D	N				TRAVEL-CONF.-SCH	101.42411.0333
FIRE CATT LLC			003029											
	46660	07/27/16	FIRE HOSE TESTING	3,321.25		MN-5297		D	N				PROFESSIONAL SER	101.42412.0446
FIREFIGHTERS BOOKSTORE			.02438											
	46661	07/27/16	ROPE RESCUE MANUALS	1,303.40		INV33324		D	N				OFFICE SUPPLIES	101.42412.0220
FIRST CLASS COLLISION &			001872											
	46662	07/27/16	SPEED TRLR RUST REPAIR	308.50		063016		D	N				MTCE. OF EQUIPME	101.42411.0224
	46662	07/27/16	SPEED TRLR RUST REPAIR	448.00		063016		D	N				MTCE. OF EQUIPME	101.42411.0334
			VENDOR TOTAL	756.50										
						*CHECK TOTAL								
FLATTEN/CHRISTOPHER			002647											
	46663	07/27/16	FUEL REIMBURSEMENT	24.60		115		D	N				MOTOR FUELS AND	101.42411.0222
	46663	07/27/16	K-9 TRIAL	60.03		115		D	N				TRAVEL-CONF.-SCH	101.42411.0333
			VENDOR TOTAL	84.63										
						*CHECK TOTAL								
FLORES/BRENDA			.01154											
	46664	07/27/16	REFUND BASEBALL	30.00		072216		D	N				REFUNDS AND REIM	101.41428.0882
FORUM COMMUNICATIONS COM			002269											
	46665	07/27/16	ORD. AUTH BOND ISSUE	120.51		C-03000257		D	N				ADVERTISING	416.48451.0447
	46665	07/27/16	ORD. AUTH G.O. REV NOTE	129.78		C-03000258		D	N				ADVERTISING	432.48508.0447
	46665	07/27/16	FBO RFP PUBLICATION	55.62		C-03000442		D	N				PRINTING AND PUB	230.43430.0331
	46665	07/27/16	ORD.-OPT OUT OF REQMENTS	86.52		C-03000553		D	N				PRINTING AND PUB	101.41401.0331
	46665	07/27/16	AMENDED ZONING ORD.	71.07		C-03000555		D	N				PRINTING AND PUB	101.41402.0331
	46665	07/27/16	ORD AMENDING MUNIC. CODE	222.48		C-03000556		D	N				PRINTING AND PUB	101.41401.0331
			VENDOR TOTAL	685.98										
						*CHECK TOTAL								
GENERAL MAILING SERVICES			000293											
	46666	07/27/16	POSTAGE 06/13-06/17/16	1.51		30823		D	N				POSTAGE	101.41400.0223
	46666	07/27/16	POSTAGE 06/13-06/17/16	45.03		30823		D	N				POSTAGE	101.41402.0223
	46666	07/27/16	POSTAGE 06/13-06/17/16	5.65		30823		D	N				POSTAGE	101.41403.0223
	46666	07/27/16	POSTAGE 06/13-06/17/16	9.69		30823		D	N				POSTAGE	101.41404.0223
	46666	07/27/16	POSTAGE 06/13-06/17/16	1.71		30823		D	N				POSTAGE	101.41405.0223
	46666	07/27/16	POSTAGE 06/13-06/17/16	15.00		30823		D	N				POSTAGE	101.41408.0223
	46666	07/27/16	POSTAGE 06/13-06/17/16	5.08		30823		D	N				POSTAGE	101.42412.0223
	46666	07/27/16	POSTAGE 06/13-06/17/16	0.57		30823		D	N				POSTAGE	101.43417.0223
	46666	07/27/16	POSTAGE 06/13-06/17/16	22.44		30823		D	N				POSTAGE	101.43425.0223
	46666	07/27/16	POSTAGE 06/13-06/17/16	1.51		30823		D	N				POSTAGE	101.45432.0223
	46666	07/27/16	POSTAGE 06/20-06/24/16	2.35		30859		D	N				POSTAGE	101.41400.0223
	46666	07/27/16	POSTAGE 06/20-06/24/16	14.70		30859		D	N				POSTAGE	101.41402.0223
	46666	07/27/16	POSTAGE 06/20-06/24/16	80.15		30859		D	N				POSTAGE	101.41403.0223
	46666	07/27/16	POSTAGE 06/20-06/24/16	2.28		30859		D	N				POSTAGE	101.41405.0223
	46666	07/27/16	POSTAGE 06/20-06/24/16	15.00		30859		D	N				POSTAGE	101.41408.0223

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VENDOR NAME AND NUMBER		DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
CHECK#	DATE								
GENERAL MAILING SERVICES		000293							
46666	07/27/16	POSTAGE 06/20-06/24/16	1.71		30859		D N	POSTAGE	101.41409.0223
46666	07/27/16	POSTAGE 06/20-06/24/16	39.90		30859		D N	POSTAGE	101.41424.0223
46666	07/27/16	POSTAGE 06/20-06/24/16	0.57		30859		D N	POSTAGE	101.42411.0223
46666	07/27/16	POSTAGE 06/20-06/24/16	1.71		30859		D N	POSTAGE	101.42412.0223
46666	07/27/16	POSTAGE 06/20-06/24/16	1.93		30859		D N	POSTAGE	101.43417.0223
46666	07/27/16	POSTAGE 06/20-06/24/16	10.71		30859		D N	POSTAGE	101.43425.0223
46666	07/27/16	POSTAGE 06/20-06/24/16	3.42		30859		D N	POSTAGE	651.48484.0223
46666	07/27/16	POSTAGE 06/27-07/01/16	1.14		30922		D N	POSTAGE	101.41400.0223
46666	07/27/16	POSTAGE 06/27-07/01/16	4.56		30922		D N	POSTAGE	101.41401.0223
46666	07/27/16	POSTAGE 06/27-07/01/16	24.77		30922		D N	POSTAGE	101.41402.0223
46666	07/27/16	POSTAGE 06/27-07/01/16	3.94		30922		D N	POSTAGE	101.41403.0223
46666	07/27/16	POSTAGE 06/27-07/01/16	0.57		30922		D N	POSTAGE	101.41405.0223
46666	07/27/16	POSTAGE 06/27-07/01/16	15.00		30922		D N	POSTAGE	101.41408.0223
46666	07/27/16	POSTAGE 06/27-07/01/16	2.35		30922		D N	POSTAGE	101.41409.0223
46666	07/27/16	POSTAGE 06/27-07/01/16	4.36		30922		D N	POSTAGE	101.41424.0223
46666	07/27/16	POSTAGE 06/27-07/01/16	1.14		30922		D N	POSTAGE	101.42412.0223
46666	07/27/16	POSTAGE 06/27-07/01/16	2.54		30922		D N	POSTAGE	101.43417.0223
46666	07/27/16	POSTAGE 06/27-07/01/16	29.28		30922		D N	POSTAGE	101.43425.0223
46666	07/27/16	POSTAGE 06/27-07/01/16	1.14		30922		D N	POSTAGE	101.45433.0223
46666	07/27/16	POSTAGE 06/27-07/01/16	0.57		30922		D N	POSTAGE	208.45005.0223
46666	07/27/16	POSTAGE 06/27-07/01/16	2.85		30922		D N	POSTAGE	230.43430.0223
46666	07/27/16	POSTAGE 06/27-07/01/16	2.85		30922		D N	POSTAGE	651.48484.0223
46666	07/27/16	POSTAGE 07/04-07/08/16	0.57		31044		D N	POSTAGE	101.41400.0223
46666	07/27/16	POSTAGE 07/04-07/08/16	2.70		31044		D N	POSTAGE	101.41401.0223
46666	07/27/16	POSTAGE 07/04-07/08/16	27.89		31044		D N	POSTAGE	101.41402.0223
46666	07/27/16	POSTAGE 07/04-07/08/16	59.77		31044		D N	POSTAGE	101.41403.0223
46666	07/27/16	POSTAGE 07/04-07/08/16	0.57		31044		D N	POSTAGE	101.41404.0223
46666	07/27/16	POSTAGE 07/04-07/08/16	1.71		31044		D N	POSTAGE	101.41405.0223
46666	07/27/16	POSTAGE 07/04-07/08/16	15.00		31044		D N	POSTAGE	101.41408.0223
46666	07/27/16	POSTAGE 07/04-07/08/16	2.28		31044		D N	POSTAGE	101.41409.0223
46666	07/27/16	POSTAGE 07/04-07/08/16	0.57		31044		D N	POSTAGE	101.42411.0223
46666	07/27/16	POSTAGE 07/04-07/08/16	0.83		31044		D N	POSTAGE	101.43417.0223
46666	07/27/16	POSTAGE 07/04-07/08/16	32.01		31044		D N	POSTAGE	101.43425.0223
46666	07/27/16	POSTAGE 07/04-07/08/16	4.01		31044		D N	POSTAGE	101.45432.0223
46666	07/27/16	POSTAGE 07/04-07/08/16	19.38		31044		D N	POSTAGE	230.43430.0223
46666	07/27/16	POSTAGE 07/04-07/08/16	1.04		31044		D N	POSTAGE	651.48484.0223
VENDOR TOTAL			548.01		*CHECK TOTAL				
HALLIDAY *PETTY CASH/KE					000318				
46667	07/27/16	TO REIMBURSE PETTY CASH	2.00		071416		D N	OFFICE SUPPLIES	101.41401.0220
46667	07/27/16	TO REIMBURSE PETTY CASH	22.00		071416		D N	GENERAL SUPPLIES	101.41403.0229
46667	07/27/16	TO REIMBURSE PETTY CASH	56.95		071416		D N	GENERAL SUPPLIES	101.41404.0229
46667	07/27/16	TO REIMBURSE PETTY CASH	33.00		071416		D N	LICENSES AND TAX	101.42411.0445
VENDOR TOTAL			113.95		*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
HANNEMAN/BENJAMIN J			003042											
	46668	07/27/16	ARRESTING COMMUNIC. TRNG	11.00		118		D	N				TRAVEL-CONF.-SCH	101.42411.0333
HANSEN ADVERTISING SPECI			000321											
	46669	07/27/16	ADULT VB LEAGUE T-SHIRTS	180.00		35371		D	N				GENERAL SUPPLIES	101.45432.0229
HARDWARE HANK EXPRESS			000452											
	46670	07/27/16	CYCLE TIE-DOWN	13.99		060216		D	N				GENERAL SUPPLIES	101.45432.0229
	46670	07/27/16	MASKING TAPE	17.77		060616		D	N				GENERAL SUPPLIES	101.43425.0229
	46670	07/27/16	KEYS FOR BLDG	19.17		060716		D	N				MTCE. OF STRUCTU	101.43425.0225
	46670	07/27/16	CABLE TIES	12.98		060916		D	N				GENERAL SUPPLIES	101.45432.0229
	46670	07/27/16	FLOWER PLANTER PARTS	11.57		061016		D	N				GENERAL SUPPLIES	101.41401.0229
	46670	07/27/16	FLOWER PLANTER PARTS	1.50		061016		D	N				GENERAL SUPPLIES	101.41401.0229
	46670	07/27/16	CLEANING SUPPLIES	9.98		061016		D	N				CLEANING AND WAS	101.42412.0228
	46670	07/27/16	IRRIGATION PARTS	92.72		061016		D	N				MTCE. OF OTHER I	101.43425.0226
	46670	07/27/16	ROPE	36.58		061016		D	N				GENERAL SUPPLIES	101.45437.0229
	46670	07/27/16	PAINTING SUPPLIES	21.46		061416		D	N				GENERAL SUPPLIES	101.45433.0229
	46670	07/27/16	KEYS FOR BLDG	9.36		061416		D	N				MTCE. OF STRUCTU	101.45437.0225
	46670	07/27/16	INSECT KILLER	17.99		061516		D	N				GENERAL SUPPLIES	101.41408.0229
	46670	07/27/16	BATTERIES	14.99		061516		D	N				GENERAL SUPPLIES	101.41408.0229
	46670	07/27/16	BROOM/DUST PAN	17.48		061516		D	N				SMALL TOOLS	101.43425.0221
	46670	07/27/16	BATTERIES	13.99		061516		D	N				GENERAL SUPPLIES	101.43425.0229
	46670	07/27/16	BALLFIELD PAINTING SUPPL	30.95		061516		D	N				GENERAL SUPPLIES	101.45432.0229
	46670	07/27/16	PAINT FOR TRAFFIC CONES	15.95		061716		D	N				GENERAL SUPPLIES	101.43425.0229
	46670	07/27/16	CABLE TIES	7.19		062016		D	N				GENERAL SUPPLIES	101.45432.0229
	46670	07/27/16	TWINE	21.98		062116		D	N				GENERAL SUPPLIES	101.45432.0229
	46670	07/27/16	PICTURE HANGING STRIPS	7.19		062216		D	N				OFFICE SUPPLIES	101.41409.0220
	46670	07/27/16	KEYS FOR STORAGE BLDG	7.48		062216		D	N				MTCE. OF STRUCTU	101.45432.0225
	46670	07/27/16	BOLTS FOR GAME CAMERA	2.60		062316		D	N				GENERAL SUPPLIES	101.42411.0229
	46670	07/27/16	SPRAY PAINT	9.18		062316		D	N				MTCE. OF OTHER I	101.43425.0226
	46670	07/27/16	MISCELLANEOUS SUPPLIES	1.87		062416		D	N				GENERAL SUPPLIES	101.42411.0229
	46670	07/27/16	PAINTING SUPPLIES	54.33		062416		D	N				GENERAL SUPPLIES	101.45432.0229
	46670	07/27/16	PAINTING SUPPLIES	17.17		062416		D	N				GENERAL SUPPLIES	101.45432.0229
	46670	07/27/16	FIELD PAINT/SUPPLIES	5.20		062916		D	N				GENERAL SUPPLIES	101.45432.0229
	46670	07/27/16	ANT POISON	9.58		062916		D	N				GENERAL SUPPLIES	101.45437.0229
	46670	07/27/16	SIGN MOUNTING TAPE	1.95		063016		D	N				GENERAL SUPPLIES	101.41409.0229
	46670	07/27/16	PLUMBING PARTS	8.34		063016		D	N				MTCE. OF STRUCTU	101.43425.0225
	46670	07/27/16	COFFEE FILTERS	4.38		070116		D	N				GENERAL SUPPLIES	101.41408.0229
			VENDOR TOTAL	516.87										
				516.87										
													*CHECK TOTAL	
HARMON AUTOGLASS			000323											
	46671	07/27/16	#158301-WNDSHLD REPAIR	61.25		202-131087		D	N				MTCE. OF EQUIPME	101.42411.0334
HARVEY ANDERSON FUNERAL			.02442											
	46672	07/27/16	HOGLUND-MEMORIAL PLAQUE	750.00		19-68010		D	N				OTHER SERVICES	811.45432.0339
HAUG IMPLEMENT CO - JOHN			000324											
	46673	07/27/16	GREASE	40.30		232319		D	N				MOTOR FUELS AND	101.45433.0222

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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
HAWK PUBLISHING INC			002439											
	46674	07/27/16	ANNUAL SUBSCRIPTION	22.17		072616		D	N				PREPAID EXPENSES	208.128000
	46674	07/27/16	ANNUAL SUBSCRIPTION	15.83		072616		D	N				SUBSCRIPTIONS AN	208.45005.0443
			VENDOR TOTAL	38.00										
				38.00									*CHECK TOTAL	
HAWKINS INC			000325											
	46675	07/27/16	FERRIC CHLORIDE	4,641.77		3912656 RI		D	N				GENERAL SUPPLIES	651.48484.0229
HENNES/HELEN			.02159											
	46676	07/27/16	REFUND SHELTER DEPOSIT	50.00		072016		D	N				DEPOSITS	101.230000
HERITAGE BANK			000001											
	250	07/27/16	WFA FHLMC-3134G9T64	265,000.00		072716		M	N				INVESTMENTS	205.109000
	250	07/27/16	WFA FHLMC-3134G9T64	29,000.00		072716		M	N				INVESTMENTS	296.109000
	250	07/27/16	WFA FHLMC-3134G9T64	260,000.00		072716		M	N				INVESTMENTS	307.109000
	250	07/27/16	WFA FHLMC-3134G9T64	10,000.00		072716		M	N				INVESTMENTS	309.109000
	250	07/27/16	WFA FHLMC-3134G9T64	154,000.00		072716		M	N				INVESTMENTS	312.109000
	250	07/27/16	WFA FHLMC-3134G9T64	87,000.00		072716		M	N				INVESTMENTS	314.109000
	250	07/27/16	WFA FHLMC-3134G9T64	275,000.00		072716		M	N				INVESTMENTS	327.109000
	250	07/27/16	WFA FHLMC-3134G9T64	373,545.00		072716		M	N				INVESTMENTS	350.109000
			VENDOR TOTAL	1,453,545.00										
				1,453,545.00									*CHECK TOTAL	
HERZOG/ZACHARY			002315											
	46677	07/27/16	FORCE SCIENCE TRNG	34.05		149		D	N				TRAVEL-CONF.-SCH	101.42411.0333
HIGH POINT NETWORKS INC			002299											
	46678	07/27/16	PHONE UPGRADE/SERVICE	82.50		85695		D	N				PROFESSIONAL SER	101.41409.0446
	46678	07/27/16	2 UPS BATTERY BACKUPS	3,596.00		85734		D	N				SMALL TOOLS	101.41409.0221
	46678	07/27/16	EXTRA BATTERIES	2,818.00		85734		D	N				MTCE. OF EQUIPME	101.41409.0224
			VENDOR TOTAL	6,496.50										
				6,496.50									*CHECK TOTAL	
HILLYARD FLOOR CARE SUPP			000333											
	46679	07/27/16	CLEANING SUPPLIES	84.73		602151502		D	N				CLEANING AND WAS	101.45437.0228
	46679	07/27/16	SQUEEGEES	90.10		602151503		D	N				SMALL TOOLS	101.45437.0221
	46679	07/27/16	TOILET TISSUE/HAND TWLS	258.09		602154986		D	N				GENERAL SUPPLIES	101.41408.0229
	46679	07/27/16	TOILET TISSUE/HAND TWLS	93.80		602154986		D	N				GENERAL SUPPLIES	101.45427.0229
			VENDOR TOTAL	526.72										
				526.72									*CHECK TOTAL	
HOLME/MICHAEL			002511											
	46680	07/27/16	ARRESTING COMMUNIC. TRNG	11.00		126		D	N				TRAVEL-CONF.-SCH	101.42411.0333
HORIZON COMMERCIAL POOL			003075											
	46681	07/27/16	POOL CHEMICALS	95.75		160628004		D	N				MTCE. OF OTHER I	101.45437.0226

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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
IMS/MONICA			.02363											
	46682	07/27/16	REFUND BASEBALL	45.00		072216		D	N				REFUNDS AND REIM	101.41428.0882
IN CONTROL INC			002486											
	46683	07/27/16	L.S. ENGINEERING SERV	10,475.10		14136KC01		D	N				PROFESSIONAL SER	432.48507.0446
JOBSHQ			002923											
	46684	07/27/16	WT FACILITY OPERATOR AD	744.00		103559/6-16		D	N				ADVERTISING	651.48484.0447
KANDIYOHI CO-OP ELECTRIC			000375											
	46685	07/27/16	WELCOME TO WILLMAR SIGN	64.42		STMT/7-16		D	N				UTILITIES	101.43425.0332
	46685	07/27/16	CO RD 23/HWY 71 BYPASS	131.00		STMT/7-16		D	N				UTILITIES	101.43425.0332
	46685	07/27/16	ELEC SERV-LIFT STATION	1,039.00		STMT/7-16		D	N				UTILITIES	651.48485.0332
	46685	07/27/16	ELEC SERV-SECURITY LIGHT	36.00		STMT/7-16		D	N				UTILITIES	651.48486.0332
			VENDOR TOTAL	1,270.42										
				1,270.42									*CHECK TOTAL	
KLEIN/TARYN			.02443											
	46686	07/27/16	REFUND BASEBALL	45.00		072216		D	N				REFUNDS AND REIM	101.41428.0882
LAKESIDE PRESS			001646											
	46687	07/27/16	GOLF BROCHURES	1,067.39		6309		D	N				OTHER CHARGES	208.45010.0449
LARSEN/DORIE			.02621											
	46688	07/27/16	REFUND BASEBALL	30.00		072216		D	N				REFUNDS AND REIM	101.41428.0882
LILLEMO ENTERPRISES INC			.01113											
	46689	07/27/16	SIGN DEPOSIT REF 2016-19	100.00		2016-19		D	N				DEPOSITS-SIGN PE	101.230001
LINCOLN FINANCIAL GROUP			002789											
	46623	07/22/16	LIFE INS 6/2015-3/2016	105.00		M300		D	N				COBRA INS PREMIU	101.120001
LOCAL GOV'T INFORMATION			003226											
	46690	07/27/16	MONTHLY SUBSCRIPTION	1,525.00		42074		D	N				SUBSCRIPTIONS AN	101.41409.0443
LOCATORS & SUPPLIES INC			002162											
	46691	07/27/16	CONSTRUCTION SIGNAGE	291.52		0247376		D	N				SMALL TOOLS	101.43425.0221
M.D. GRAPHICS			003263											
	46692	07/27/16	DECALS FOR RADAR TRLR	126.00		6012		D	N				MTCE. OF EQUIPME	101.42411.0224
	46692	07/27/16	INST. DECALS-LABOR	72.00		6012		D	N				MTCE. OF EQUIPME	101.42411.0334
			VENDOR TOTAL	198.00										
				198.00									*CHECK TOTAL	
M-R SIGN CO INC			000424											
	46693	07/27/16	STREET SIGNS	105.35		191602		D	N				MTCE. OF OTHER I	101.43425.0226
MADISON NATIONAL LIFE			002249											
	46624	07/22/16	LTD CORRECTION-JUN	9.55CR		239		D	N				EMPLOYER INSUR.	101.42412.0114

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MADISON NATIONAL LIFE														002249
	46624	07/22/16	LTD PREMIUM-JUL	43.38		240		D	N				EMPLOYER INSUR.	101.41400.0114
	46624	07/22/16	LTD PREMIUM-JUL	73.64		240		D	N				EMPLOYER INSUR.	101.41402.0114
	46624	07/22/16	LTD PREMIUM-JUL	27.18		240		D	N				EMPLOYER INSUR.	101.41403.0114
	46624	07/22/16	LTD PREMIUM-JUL	137.71		240		D	N				EMPLOYER INSUR.	101.41404.0114
	46624	07/22/16	LTD PREMIUM-JUL	50.34		240		D	N				EMPLOYER INSUR.	101.41405.0114
	46624	07/22/16	LTD PREMIUM-JUL	8.10		240		D	N				EMPLOYER INSUR.	101.41408.0114
	46624	07/22/16	LTD PREMIUM-JUL	39.11		240		D	N				EMPLOYER INSUR.	101.41409.0114
	46624	07/22/16	LTD PREMIUM-JUL	2.39		240		D	N				EMPLOYER INSUR.	101.41424.0114
	46624	07/22/16	LTD PREMIUM-JUL	458.35		240		D	N				EMPLOYER INSUR.	101.42411.0114
	46624	07/22/16	LTD PREMIUM-JUL	31.88		240		D	N				EMPLOYER INSUR.	101.42412.0114
	46624	07/22/16	LTD PREMIUM-JUL	63.62		240		D	N				EMPLOYER INSUR.	101.43417.0114
	46624	07/22/16	LTD PREMIUM-JUL	211.93		240		D	N				EMPLOYER INSUR.	101.43425.0114
	46624	07/22/16	LTD PREMIUM-JUL	8.73		240		D	N				EMPLOYER INSUR.	101.45432.0114
	46624	07/22/16	LTD PREMIUM-JUL	31.39		240		D	N				EMPLOYER INSUR.	101.45433.0114
	46624	07/22/16	LTD PREMIUM-JUL	3.71		240		D	N				EMPLOYER INSUR.	101.45435.0114
	46624	07/22/16	LTD PREMIUM-JUL	5.47		240		D	N				EMPLOYER INSUR.	101.45437.0114
	46624	07/22/16	LTD PREMIUM-JUL	92.34		240		D	N				EMPLOYER INSUR.	651.48484.0114
	46624	07/22/16	LTD PREMIUM-JUL	10.95		240		D	N				EMPLOYER INSUR.	651.48485.0114
	46624	07/22/16	LTD PREMIUM-JUL	11.45		240		D	N				EMPLOYER INSUR.	651.48486.0114
			VENDOR TOTAL	1,302.12										
				1,302.12										*CHECK TOTAL
MATHESON TRI-GAS INC														002898
	46694	07/27/16	WELDING GAS	70.87		13466214		D	N				GENERAL SUPPLIES	101.45433.0229
	46694	07/27/16	WELDING GAS	68.80		13637502		D	N				GENERAL SUPPLIES	101.45433.0229
			VENDOR TOTAL	139.67										
				139.67										*CHECK TOTAL
MAXIMUM CRUISE AVIATION														002675
	46621	07/19/16	FUEL SETTLEMENT	4,230.71		071816		D	N				JET A FUEL	230.125001
MENARDS														000449
	46695	07/27/16	FLOOR SQUEEGEE/BROOM	44.95		8383		D	N				SMALL TOOLS	101.45437.0221
	46695	07/27/16	LT BULBS FOR BLDG	9.96		8561		D	N				MTCE. OF STRUCTU	101.45435.0225
	46695	07/27/16	SHOWER HEAD	49.88		8564		D	N				MTCE. OF STRUCTU	101.45437.0225
	46695	07/27/16	TREAD TAPE	19.98		8632		D	N				GENERAL SUPPLIES	101.45437.0229
	46695	07/27/16	L.S. PARTS	10.48		8642		D	N				MTCE. OF STRUCTU	432.48507.0225
	46695	07/27/16	LOCKER RM MTCE-PARTS	748.69		8644		D	N				MTCE. OF STRUCTU	101.45433.0225
	46695	07/27/16	TUBE FOR DEHUMIDIFIER	4.43		8648		D	N				MTCE. OF EQUIPME	101.41408.0224
	46695	07/27/16	FOLDING METAL SAWHORSE	35.90		8728		D	N				SMALL TOOLS	101.45433.0221
	46695	07/27/16	BRACKETS FOR RAILING	67.92		8728		D	N				MTCE. OF STRUCTU	101.45433.0225
	46695	07/27/16	ANTIFREEZE-WNTR SHUTDOWN	309.98		8742		D	N				GENERAL SUPPLIES	101.43425.0229
	46695	07/27/16	MOUSE TRAPS/BAIT	10.06		8866		D	N				GENERAL SUPPLIES	651.48484.0229
	46695	07/27/16	COFFEE	31.76		8866		D	N				GENERAL SUPPLIES	651.48484.0229
	46695	07/27/16	HYDRANT PAINT	98.29		8868		D	N				MTCE. OF OTHER I	101.42412.0226
	46695	07/27/16	CORN OIL	3.34		8868		D	N				SUBSISTENCE OF P	101.42412.0227
	46695	07/27/16	UTILITY TUB	54.98		8868		D	N				GENERAL SUPPLIES	101.42412.0229

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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							
	46695	07/27/16	RETURNED UTILITY TUB	54.98CR		9047		D N	MTCE. OF OTHER I	101.42412.0226
	46695	07/27/16	MISCELLANEOUS PARTS	3.36		9049		D N	MTCE. OF EQUIPME	101.42412.0224
	46695	07/27/16	UTILITY TUB	25.98		9049		D N	GENERAL SUPPLIES	101.42412.0229
	46695	07/27/16	SMALL TOOLS	53.97		9082		D N	SMALL TOOLS	101.43425.0221
	46695	07/27/16	BANDSHELL MTCE-PARTS	64.05		9082		D N	MTCE. OF EQUIPME	101.43425.0224
	46695	07/27/16	ROPE	15.88		9176		D N	GENERAL SUPPLIES	101.45432.0229
	46695	07/27/16	UTILITY CART	99.95		9178		D N	SMALL TOOLS	101.43425.0221
	46695	07/27/16	BATTERIES	23.90		9309		D N	GENERAL SUPPLIES	101.43425.0229
			VENDOR TOTAL	1,732.71		*CHECK TOTAL				
MENDOZA/JENNIFER			.02444							
	46696	07/27/16	REFUND BASEBALL	30.00		072216		D N	REFUNDS AND REIM	101.41428.0882
MESERB			002201							
	46697	07/27/16	2017 MEMBERSHIP DUES	2,816.19		072016		D N	PREPAID EXPENSES	651.128000
	46697	07/27/16	2016 MEMBERSHIP DUES	2,816.19		072016		D N	SUBSCRIPTIONS AN	651.48484.0443
			VENDOR TOTAL	5,632.38		*CHECK TOTAL				
METRO SALES INC			003016							
	46698	07/27/16	COPIER MTCE 04/02-07/01	824.57		INV567142		D N	MTCE. OF EQUIPME	101.41410.0334
	46698	07/27/16	COPIER LEASE-3RD QTR	675.00		INV574889		D N	RENTS	101.42411.0440
	46698	07/27/16	COPIER MTCE 07/24-10/23	460.58		INV577986		D N	MTCE. OF EQUIPME	101.42411.0334
			VENDOR TOTAL	1,960.15		*CHECK TOTAL				
MID CENTRAL DOOR CO			000859							
	46699	07/27/16	BLA SERVICE DOOR	1,288.00		0031564		D N	MTCE. OF STRUCTU	101.45433.0225
MIDWEST TRAINING ASSOC.			003262							
	46700	07/27/16	ROPE RESCUE OPER. TRNG	8,250.00		16-31-0512		D N	TRAVEL-CONF.-SCH	101.42412.0333
	46700	07/27/16	CONF. SPACE RESCUE TRN	3,750.00		16-31-0512		D N	TRAVEL-CONF.-SCH	101.42412.0333
	46700	07/27/16	CONF. SPACE RESCUE EMERG	900.00		16-31-0512		D N	TRAVEL-CONF.-SCH	101.42412.0333
			VENDOR TOTAL	12,900.00		*CHECK TOTAL				
MILLS AUTOMOTIVE GROUP			001384							
	46701	07/27/16	SIGN DEPOSIT REF 2016-17	50.00		2016-17		D N	DEPOSITS-SIGN PE	101.230001
	46701	07/27/16	SIGN DEPOSIT REF 2016-18	50.00		2016-18		D N	DEPOSITS-SIGN PE	101.230001
			VENDOR TOTAL	100.00		*CHECK TOTAL				
MINNEAPOLIS FINANCE DEPA			000466							
	46702	07/27/16	AUTO PAWN TRANS FEE-JUN	135.90		400451000299		D N	PROFESSIONAL SER	101.42411.0446
MJELDE/LUANNE			.02436							
	46703	07/27/16	REFUND SHELTER DEPOSIT	50.00		072016		D N	DEPOSITS	101.230000

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
MN CORN GROWERS ASSN .02434	46704	07/27/16	REFUND SHELTER DEPOSIT	50.00		071216		D	N				DEPOSITS	101.230000
MN DEPT OF REVENUE 000492	249	07/15/16	SALES TAX-JUN	1,319.00		STMT/6-16		M	N				SALES TAX PAYABL	101.206000
	249	07/15/16	USE TAX-JUN	78.61		STMT/6-16		M	N				SALES TAX PAYABL	101.206000
	249	07/15/16	USE TAX-JUN	8.18CR		STMT/6-16		M	N				SMALL TOOLS	101.41409.0221
	249	07/15/16	USE TAX-JUN	9.89CR		STMT/6-16		M	N				GENERAL SUPPLIES	101.42411.0229
	249	07/15/16	USE TAX-JUN	10.17CR		STMT/6-16		M	N				TRAVEL-CONF.-SCH	101.42412.0333
	249	07/15/16	DIESEL FUEL TAX-JUN	157.48		STMT/6-16		M	N				MOTOR FUELS AND	101.43425.0222
	249	07/15/16	USE TAX-JUN	96.57		STMT/6-16		M	N				MOTOR FUELS AND	101.43425.0222
	249	07/15/16	USE TAX-JUN	9.76CR		STMT/6-16		M	N				SMALL TOOLS	101.45433.0221
	249	07/15/16	USE TAX-JUN	5.82		STMT/6-16		M	N				MOTOR FUELS AND	101.45433.0222
	249	07/15/16	DIESEL FUEL TAX-JUN	33.76		STMT/6-16		M	N				MOTOR FUELS AND	651.48485.0222
			VENDOR TOTAL	1,653.24		*CHECK TOTAL								
				1,653.24										
MOSS & BARNETT 001655	46705	07/27/16	CATV LEGAL SERV-JUN	3,186.00		650281		D	M	07			PROFESSIONAL SER	101.41406.0446
MOTION INDUSTRIES INC 000853	46706	07/27/16	PRESSURE SWITCH	305.80		MN28-441226		D	N				MTCE. OF EQUIPME	651.48484.0224
MOTOR SPORTS OF WILLMAR 000873	46707	07/27/16	#112949-OIL	21.99		1614404		D	N				MOTOR FUELS AND	101.42412.0222
	46707	07/27/16	#112949-SPRING KIT	144.99		1614404		D	N				MTCE. OF EQUIPME	101.42412.0224
	46707	07/27/16	#112949-OIL FILTER	13.99		1614404		D	N				MTCE. OF EQUIPME	101.42412.0224
			VENDOR TOTAL	180.97		*CHECK TOTAL								
				180.97										
MUNICIPAL UTILITIES 002393	46708	07/27/16	2016 PERA STATE AID	7,604.00		072016		D	N				REFUNDS AND REIM	101.41428.0882
MVTL LABORATORIES INC 000544	46709	07/27/16	LAB TESTING	45.00		817024		D	N				PROFESSIONAL SER	651.48484.0446
NELSON/JULIE .02445	46710	07/27/16	REFUND BASEBALL	45.00		072216		D	N				REFUNDS AND REIM	101.41428.0882
NEXTEL COMMUNICATION 000578	46711	07/27/16	CELL PHONE USAGE-JUN	1,758.75		317498885-098		D	N				COMMUNICATIONS	101.41409.0330
NORTHERN BUSINESS PRODUC 002322	46712	07/27/16	OFFICE SUPPLIES	24.59		59258-0		D	N				OFFICE SUPPLIES	101.45433.0220
NORUM/CAROL .02435	46713	07/27/16	REFUND SHELTER DEPOSIT	50.00		071216		D	N				DEPOSITS	101.230000

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INCLUDES ONLY POSTED TRANS

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
PETERSON/MICHAEL														
	46718	07/27/16	SIGN DEPOSIT REF 2016-20	100.00		2016-20		D	N				DEPOSITS-SIGN PE	101.230001
PRICE CHOPPER INC														
	46719	07/27/16	WRIST BANDS	280.89		196929		D	N				GENERAL SUPPLIES	101.45437.0229
PRO ACTION														
	46720	07/27/16	STATION BOOTS	89.99		13766		D	N				SUBSISTENCE OF P	101.42412.0227
PRO COLOR GRAPHICS														
	46721	07/27/16	BIKE BANNER	69.95		4439		D	M	07			OTHER CHARGES	208.45011.0449
QUAM CONSTRUCTION CO INC														
	46722	07/27/16	COUNTRY CLUB DR L.S.	107,841.15		1510/EST. 1		D	N				MTCE. OF OTHER I	432.48507.0336
R & R EXCAVATING INC														
	46723	07/27/16	IND. PARK 4TH ADDITI	322,315.46		1405/EST. 8		D	N				MTCE. OF OTHER I	414.48455.0336
RAMBOW INC														
	46724	07/27/16	YOUTH PROGRAM SHIRTS	328.00		527447		D	N				GENERAL SUPPLIES	101.45432.0229
	46724	07/27/16	YOUTH PROGRAM SHIRTS	539.50		527449		D	N				GENERAL SUPPLIES	101.45432.0229
	46724	07/27/16	YOUTH PROGRAM SHIRTS	297.00		527450		D	N				GENERAL SUPPLIES	101.45432.0229
	46724	07/27/16	YOUTH PROGRAM SHIRTS	171.00		527451		D	N				GENERAL SUPPLIES	101.45432.0229
	46724	07/27/16	YOUTH PROGRAM SHIRTS	153.00		527452		D	N				GENERAL SUPPLIES	101.45432.0229
	46724	07/27/16	YOUTH PROGRAM SHIRTS	288.00		527453		D	N				GENERAL SUPPLIES	101.45432.0229
	46724	07/27/16	YOUTH PROGRAM SHIRTS	360.00		528374		D	N				GENERAL SUPPLIES	101.45432.0229
			VENDOR TOTAL	2,136.50		*CHECK TOTAL								
				2,136.50										
RECREATION SUPPLY COMPAN														
	46725	07/27/16	DURAMAX DUO POOL VACUU	4,785.75		301111		D	N				SMALL TOOLS	101.45437.0221
RICE HOSPITAL														
	46726	07/27/16	WLMR AMBULANCE STIPEND	5,500.00		071816		D	N				REFUNDS AND REIM	101.42428.0882
	46726	07/27/16	2016 PERA STATE AID	70,326.00		072016		D	N				REFUNDS AND REIM	101.41428.0882
			VENDOR TOTAL	75,826.00		*CHECK TOTAL								
				75,826.00										
RULE TIRE SHOP														
	46727	07/27/16	#088959-TIRES	2,036.96		1-14896		D	N				MTCE. OF EQUIPME	101.43425.0224
	46727	07/27/16	#088959-INST. TIRES	120.00		1-14896		D	N				MTCE. OF EQUIPME	101.43425.0334
			VENDOR TOTAL	2,156.96		*CHECK TOTAL								
				2,156.96										
SERVICE CENTER/CITY OF W														
	46728	07/27/16	EQUIPMENT REPAIR-PARTS	66.55		STMT/6-16		D	N				MTCE. OF EQUIPME	101.42411.0224
	46728	07/27/16	EQUIPMENT REPAIR-OIL	19.98		STMT/6-16		D	N				MOTOR FUELS AND	101.43425.0222
	46728	07/27/16	EQUIPMENT REPAIR-PARTS	1,412.22		STMT/6-16		D	N				MTCE. OF EQUIPME	101.43425.0224

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
SERVICE CENTER/CITY OF W			000685											
	46728	07/27/16	EQUIPMENT REPAIR-OIL	12.48		STMT/7-16		D	N				MOTOR FUELS AND	101.41402.0222
	46728	07/27/16	EQUIPMENT REPAIR-PARTS	18.15		STMT/7-16		D	N				MTCE. OF EQUIPME	101.41402.0224
	46728	07/27/16	EQUIPMENT REPAIR-OIL	49.92		STMT/7-16		D	N				MOTOR FUELS AND	101.42411.0222
	46728	07/27/16	EQUIPMENT REPAIR-PARTS	139.14		STMT/7-16		D	N				MTCE. OF EQUIPME	101.42411.0224
	46728	07/27/16	EQUIPMENT REPAIR-OIL	12.48		STMT/7-16		D	N				MOTOR FUELS AND	101.43417.0222
	46728	07/27/16	EQUIPMENT REPAIR-PARTS	25.90		STMT/7-16		D	N				MTCE. OF EQUIPME	101.43417.0224
	46728	07/27/16	EQUIPMENT REPAIR-OIL	48.09		STMT/7-16		D	N				MOTOR FUELS AND	101.43425.0222
	46728	07/27/16	EQUIPMENT REPAIR-PARTS	278.14		STMT/7-16		D	N				MTCE. OF EQUIPME	101.43425.0224
			VENDOR TOTAL	2,083.05		*CHECK TOTAL								
SEUBERT/JENNIFER			.02446											
	46729	07/27/16	REFUND BASEBALL	90.00		072216		D	N				REFUNDS AND REIM	101.41428.0882
SHERWIN WILLIAMS CO			000690											
	46730	07/27/16	PAINT FOR GRAFFITTI	83.39		6706-9		D	N				GENERAL SUPPLIES	101.43425.0229
	46730	07/27/16	PAINT FOR PARK BLDG	36.29		6743-2		D	N				MTCE. OF STRUCTU	101.43425.0225
	46730	07/27/16	TRAFFIC PAINT	117.50		6841-4		D	N				GENERAL SUPPLIES	101.43425.0229
			VENDOR TOTAL	237.18		*CHECK TOTAL								
SHI CORP			000275											
	46731	07/27/16	MICROSOFT LICENSES	1,143.00		B05228088		D	N				LICENSES AND TAX	101.41409.0445
SRF CONSULTING GROUP INC			003049											
	46732	07/27/16	RICE PARK IMPROVEMENTS	2,880.53		09240.00-3		D	N				PROFESSIONAL SER	101.45432.0446
STATE OF MN			000715											
	46733	07/27/16	2017 AIRPORT LICENSE	13.34		072016		D	N				PREPAID EXPENSES	230.128000
	46733	07/27/16	2018 AIRPORT LICENSE	13.34		072016		D	N				PREPAID EXPENSES	230.128000
	46733	07/27/16	2019 AIRPORT LICENSE	8.88		072016		D	N				PREPAID EXPENSES	230.128000
	46733	07/27/16	2016 AIRPORT LICENSE	4.44		072016		D	N				LICENSES AND TAX	230.43430.0445
			VENDOR TOTAL	40.00		*CHECK TOTAL								
STEIN'S INC			000720											
	46734	07/27/16	CLEANING SUPPLIES	363.54		759482		D	N				CLEANING AND WAS	101.43425.0228
	46734	07/27/16	TOILET TISSUE/HAND TWLS	789.94		759482		D	N				GENERAL SUPPLIES	101.43425.0229
			VENDOR TOTAL	1,153.48		*CHECK TOTAL								
STERLING WATER-MINNESOTA			000188											
	46735	07/27/16	DRINKING WATER	93.25		00077131/6-16		D	N				SUBSISTENCE OF P	651.48484.0227
	46735	07/27/16	SOFTENER SALT	46.75		00077131/6-16		D	N				GENERAL SUPPLIES	651.48484.0229
	46735	07/27/16	SOFTENER SALT	8.95		01465137/6-16		D	N				GENERAL SUPPLIES	230.43430.0229
	46735	07/27/16	SOFTENER SALT	121.00		01465160/6-16		D	N				GENERAL SUPPLIES	101.45433.0229
	46735	07/27/16	LAB WATER	94.00		01465285/5-16		D	N				GENERAL SUPPLIES	651.48484.0229

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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
STERLING WATER-MINNESOTA 000188	46735	07/27/16	LAB WATER	50.00		01465285/6-16		D	N				GENERAL SUPPLIES	651.48484.0229
				413.95										
			VENDOR TOTAL	413.95		*CHECK TOTAL								
SWANSON/MARLYCE .02448	46736	07/27/16	REFUND SHELTER DEPOSIT	50.00		072516		D	N				DEPOSITS	101.230000
SYN-TECH SYSTEMS 003050	46737	07/27/16	FUEL SYS. PHONE SUPPORT	250.00		130111		D	N				MTCE. OF OTHER I	230.43430.0336
SYSO WESTERN MINNESOTA 000161	46738	07/27/16	CONCESSION SUPPLIES	792.53		607180215		D	N				GENERAL SUPPLIES	101.45437.0229
	46738	07/27/16	CONCESSION SUPPLIES	981.80		607220430		D	N				GENERAL SUPPLIES	101.45437.0229
			VENDOR TOTAL	1,774.33		*CHECK TOTAL								
				1,774.33										
TASER INTERNATIONAL 002266	46739	07/27/16	TASER BATTERIES	181.31		SI1445367		D	N				MTCE. OF EQUIPME	101.42411.0224
TORKELSON'S LOCK SERVICE 002583	46740	07/27/16	REKEYED OFFICE LOCKS	57.00		718746-0		D	N				MTCE. OF STRUCTU	230.43430.0225
	46740	07/27/16	REKEYED OFFICE LOCKS	40.00		718746-0		D	N				MTCE. OF STRUCTU	230.43430.0335
			VENDOR TOTAL	97.00		*CHECK TOTAL								
				97.00										
TRA\MANHEIM MINNEAPOLIS .02231	46741	07/27/16	OVERCHARGE ON TOWING FEE	10.00		072016		D	N				REFUNDS AND REIM	101.41428.0882
UNCOMMON USA INC 001286	46742	07/27/16	US FLAGS	176.16		808212		D	N				GENERAL SUPPLIES	101.43425.0229
UNITED STATES TREASURY 001661	46625	07/25/16	PCORI FEE	664.02		072116		D	N				EMPLOYER INSUR.	101.41428.0114
UNIVERSITY OF MINNESOTA 001658	46743	07/27/16	LEDEBOER-RECERTIF. WRKSH	85.00		072716		D	N				LICENSES AND TAX	101.43425.0445
	46743	07/27/16	MANZER-RECERTIF. WRKSH	85.00		072716		D	N				LICENSES AND TAX	101.43425.0445
			VENDOR TOTAL	170.00		*CHECK TOTAL								
				170.00										
VAZQUEZ/ENRIQUE 003187	46744	07/27/16	INTERPRETED 07/25/16	50.00		16010688		D	M	07			PROFESSIONAL SER	101.42411.0446
VERIZON WIRELESS 002915	46745	07/27/16	CELL PHONE USAGE-JUN	487.88		9768378795		D	N				COMMUNICATIONS	101.41409.0330
WACHSMUTH/STACY .02447	46746	07/27/16	REFUND BASEBALL	25.00		072216		D	N				REFUNDS AND REIM	101.41428.0882

ACS FINANCIAL SYSTEM
07/27/2016 13:45:45

Vendor Payments History Report
INCLUDES ONLY POSTED TRANS

CITY OF WILLMAR
GL540R-V08.00 PAGE 19

VENDOR NAME AND NUMBER		DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
CHECK#	DATE								
REPORT TOTALS:			2,210,409.60						

RECORDS PRINTED - 000476

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07/27/2016 13:45:46

Vendor Payments History Report

CITY OF WILLMAR
GL060S-V08.00 RECAPPAGE
GL540R

FUND RECAP:

FUND	DESCRIPTION	DISBURSEMENTS
101	GENERAL FUND	196,518.05
205	INDUSTRIAL DEVELOPMENT	265,000.00
208	CONVENTION & VISITORS BUREAU	1,175.91
230	WILLMAR MUNICIPAL AIRPORT	29,631.92
296	PUBLIC WORKS RESERVE	29,000.00
307	D.S. - 2007A BOND	260,000.00
309	D.S. - 2009 BOND	10,000.00
312	D.S. - 2012 BOND	154,000.00
314	D.S. - 2014 BOND	87,000.00
327	D.S. - 2007B BOND	275,000.00
350	RICE HOSPITAL DEBT SERVICE	373,545.00
414	S.A.B.F. - #2014	322,315.46
416	S.A.B.F. - #2016	72,726.12
432	C.P. - WASTE TREATMENT	119,887.25
651	WASTE TREATMENT	13,859.89
811	TRUST & AGENCY	750.00
TOTAL ALL FUNDS		2,210,409.60

BANK RECAP:

BANK	NAME	DISBURSEMENTS
HERT	HERITAGE BANK	2,210,409.60
TOTAL ALL BANKS		2,210,409.60

HUMAN RIGHTS COMMISSION

Approved 7-19-16

MINUTES

The Human Rights Commission met on Tuesday, May 17, 2016 at 5:00 p.m. in the Multi-Purpose Room at the Kandiyohi County Historical Society.

Members present were: Richard Engan, Jill Benson, Shelly Huseby, Bashir Abdi, Barbara Little, Marlin Breems, Columba Ferdinand, and Lynn Travaglio. Also present were Shelby Lindrud, "West Central Tribune" Journalist and Janell Sommers, Recording Secretary. Absent were Denis Anderson, Shawn Mueske, Abdirahman Abdi Hussein, Abdala Abdulahi Mohamed and Kristal Dahlager who were excused from the meeting.

Item No. 1 Call to Order

The meeting was called to order by Vice Chair Richard Engan at 5:00 p.m. A motion was made by Marlin Breems to approve the minutes of the April 19, 2016 meeting. Lynn Travaglio seconded the motion, which carried.

Item No. 2 Public Comment

There were no comments from the public.

Item No. 3 Review of Proposed Changes to Bylaws

The Committee reviewed and discussed the proposed changes to the current bylaws. It was noted that the Committee would be run by the same parliamentary rules the City follows and noted them to be "The Standard Code of Parliamentary Procedure" by Alice Sturgis. This change will be made to the proposed bylaws and the vote will be delayed until the next meeting.

Item No 4 Discussion of Ms. Wexelbaum's Input

Commission Member Barbara Little informed the Commission that she spoke with Ms. Wexelbaum after the meeting and was given contact information with some people who work with the LGBT flag group in St. Cloud as a resource.

Commission Member Marlin Breems commented that the one thing Ms. Wexelbaum felt was a success for the St. Cloud Human Rights group were the Educational Forums on topics. These were programs they sponsored for the public. One example was the one held on Homelessness where they had 90 people in attendance.

Discussion was held as to the how to enlighten people on the different heritages and ethnic foods. The use of the Community Center was discussed as a place to have something fun and interesting, possibly something similar to what was called the Festival of Nations at Kennedy School in the past. Comments were made on what events have been held by the Vision 2040 groups.

Item No. 5 Interpreter Concern

Commission Member Bashir Abdi brought forward an interpreter concern he is aware of at the Kandiyohi County Family Services. He stated the hours they have a Somali interpreter available are on Tuesdays from 1-4 p.m., Wednesdays from 8-11 a.m. and Thursdays from 1 - 4 p.m. and many individuals are not able to get their concerns addressed as the lines are long. It was the consensus of the Commission to bring this concern up when Commission/Council Members Denis Anderson and/or Shawn Mueske are present to seek direction.

Item No. 6 Term Length

The term length for Abdala Abdulahi Mohamed was not established at the prior meeting where the others were set. The Commission was informed of the resignation of Columba Ferdinand from the Commission whose term was through the end of the year. A motion was made by Commission Member Lynn Travaglio to assign the available one-year term to Abdala Abdulahi Mohamed. Commission Member Marlin Breems seconded the motion, which carried.

Item No. 7 Miscellaneous

Commission Member Marlin Breems suggested keeping a list of possible educational forums as ideas come up. Commission Member Jill Benson brought forward for consideration the topic of identification for undocumented people. The Immigration Law of 1996 was discussed and how it is almost impossible to become a citizen under this Federal law.

Gaining some visibility of the Human Rights Commission was talked about. Willmar Fests was tossed around for future as there is not enough time to put something together for this year's celebration. Including churches or places of worships were considered for gaining visibility of the Commission.

Discussion was held pertaining to the relationship of the Church and the Mosque. Commission Member Bashir Adbi offered to ask the Representative of the Mosque to attend the Commission's next meeting for a general understanding.

The Commission discussed the next meeting date and it was noted it would conflict with the week of Willmar Fests. Commission Member Barbara Little made a motion to cancel the June meeting and set the next meeting date for July 19, 2016 at 5:00 p.m. with a representative of the Mosque present. Commission Member Lynn Travaglio seconded the motion, which carried.

A motion was made and seconded to adjourn. The motion carried and the meeting was adjourned at 6:05 p.m.

Respectfully submitted,



Janell Sommers
Recording Secretary

MINUTES
WILLMAR POLICE COMMISSION
Friday, June 3, 2016

A meeting of the Willmar Police Civil Service Commission was held on Friday, June 3, 2016. Members present were: President Kathy Schwantes, Vice President Dennis Anfinson, and Secretary Cassie Akerson. Police Chief Jim Felt and Administrative Assistant Sue Edwards were also present.

The meeting was called to order by President Schwantes at 3:56 p.m.

A motion was made by Commissioner Akerson, seconded by Commissioner Anfinson, to approve the February 1, 2016 minutes as submitted. **Motion carried.**

Chief Felt informed the Commission that Det. Dustin Van der Hagen had submitted his letter of resignation, as he has accepted a position with the Minnesota Bureau of Criminal Apprehension. His last day with the City will be July 1, 2016. The Chief also informed the Commission that one of our officers is being back-grounded by Richfield PD, and another one plans on retiring in the spring of next year. Therefore, Chief Felt had received approval from City Administrator Kruse to begin the hiring process for a police officer to maintain the sworn staff at 32, as had previously been approved by Council. Chief Felt explained that with the number of calls for service increasing, he would like to attempt to get back up to 34 sworn officers in the next couple of years, as this is where staffing had been in the past.

Discussion followed on the present police officer hiring eligibility list. A motion was made by Commissioner Anfinson, seconded by Commissioner Akerson, to void the existing/exhausted eligibility list and to begin the process to establish a new eligibility register. **Motion carried.**

Discussion followed on the tentative timeline for hiring police officers and the various steps involved. Chief Felt informed the Commission that he would be going to Alexandria Technical College to visit with the students currently attending the Skills Program and inform them of the job opening in Willmar. He would also contact both the St. Cloud State and Ridgewater College Criminal Justice Programs.

After further discussion, and reviewing the Police Officer Opening notice, a motion was made by Commissioner Akerson, seconded by Commissioner Anfinson, to approve the police officer hiring process as follows:

- Application deadline is 4:00 p.m. on June 30, 2016.
- Advertise on the MN POST website, the City of Willmar website, and in the West Central Tribune.
- Provide two written testing dates; Wednesday, July 13, 2016 & Saturday, July 16, 2016, with the testing vendor being I/O Solutions.

- The testing process will consist of a written and oral examination, successful completion of a background investigation, along with a physical and psychological test.
- Weighted scores for the testing process will be a 40% value for the written portion and a 60% value for the oral portion.
- Preference points will be given for Veterans, as required under MN Statute, with an application form available for such preference.
- Résumés and cover letters will be required. If an application is not signed or legible, the candidate will be considered ineligible for the written test.

Motion carried.

The Commission will meet Tuesday, July 26, 2016, at 3:00 p.m., after the written test results have been returned, to establish cut-off scores for invitation of applicants to the oral examination.

Chief Felt informed the Commission of the following:

- Officer Jeff Liebl, who is a member of the National Guards, will be deployed in June until possibly May of next year.
- Discussed the City's incentive program the Council had considered changing; however, the issue is currently tabled. Chief Felt explained that if the changes had taken place, Willmar PD could have possibly lost up to nine employees.
- Calls for service are ahead of last year, with traffic stops up by 800-900 calls, as the department's goal is to reduce traffic crashes. The Chief explained that calls for service include any police services performed.
- The Department began a new outreach program, "Coffee with Cops" and have held two events so far. They will be meeting at one of the six coffee shops in Willmar each month. The next event is set for June 21, 2016, from 7:30-9:30 a.m., at Deidra's Espresso Café.
- Officer Joshua Helgeson, Officer Jeff Liebl and Sergeant Mike Jahnke received the First Responder Heroes award at the American Red Cross "Heroes Breakfast" on May 6th. Chief Felt explained that the Red Cross had also done a video with the officers where they talked about what they did to get the award.

Commissioner Schwantes commended the officers on receiving this award and thanked Chief Felt for nominating them, as it's a nice way to recognize good work.

There being no further business, a motion to adjourn was made by Commissioner Anfinson, seconded by Commissioner Akerson. The meeting was adjourned at 4:32 p.m.

Secretary Cassie Akerson
by Sue Edwards

**WILLMAR COMMUNITY EDUCATION & RECREATION
JOINT POWERS BOARD
JULY 22, 2016**

- Present:** Allen Huselid, Carol Laumer, Pablo Obregon, Ross Magnuson, Rachel Skretvedt, Darin Strand, Liz VanDerBill
- Staff:** Steve Brisendine, Rob Baumgarn, Casey Hagert, Ryan Harper, Scott Ledeboer, Becky Sorenson, Pam Vruwink
- Guests:** Stewart Crosby from SRF Consulting, Richard and Andy Engan and Ben Atchison from Engan Associates

Chairman Darin Strand called the meeting to order. He asked Rob Baumgarn to speak on the Mighty Ducks grant. Rob and Steve will submit a request to City Council to complete the grant application for Civic Center refrigeration upgrades. If City Council agrees, the application will be completed and sent in. There is \$10 million allocated for the state for these types of projects. The largest amount we could qualify for is \$400,000. About 60% of the 160+ facilities in the state need to make changes to their systems to the new refrigerant.

Destination Playground at Robbins Island – staff will be requesting permission from the council to write a grant to the Willmar Area Community Foundation in the amount of \$30,000 to support the cost of building this great park amenity and the community committee working on this project.

Willmar War Hawks Billet program– Steve talked to the Board about the need for families to host the players. Susan Martin is the person to contact if you are interested in being a host family for the Warhawks.

Budgets for each department have been sent to the Finance Committee and Mayor. Steve stated that our budgets stayed consistent with last year’s budget with the exception of some increases in the Arena budget and the Aquatic Center budget for facility improvements.

Pam Vruwink talked about the \$10,000 gift WCER received from Blue Cross for water safety education. The only stipulation is that the money cannot be used for capital items, only for swim lessons, training additional lifeguards, classes teaching water safety, etc.

Pam also talked about the Safe Routes to School Granting process – Community Ed and Rec was one of three organizations in the state who will be receiving money for a bike fleet in the coming year.

Park Projects – Stewart Crosby talked about the splash pad at Rice Park. He handed out a revised drawing to everyone, showing some fine tuning of the plan. He said that working on site and building plans will put together a better idea of cost and that work is beginning.

**CER JOINT POWERS BOARD
JULY 22, 2016, PAGE 2**

Stewart said that the orientation of the splash pad has been changed so the west side will be for the younger children and south side for the older children. A raised planter with sitting walls has been added to the plaza holding a smaller type tree which will create shade later as it grows. A sidewalk will encircle the splash pad with benches and seat wall and some trees planted nearby for shade. One or two raised planter beds have been added. Scott Ledebauer asked if the beds would have a sprinkler system. Steve said he is looking into the possibility of adding a holding tank to collect water to use for irrigating not only the plantings but also the grass areas of Rice Park.

Stewart talked about the possibility of adding some shade structure above the younger youth area of the splash pad. Rachel Skretvedt asked if these need to be taken down over the winter months. Stewart stated they didn't need to be taken down but could be and that might increase the useful life.

Richard Engan discussed the building design with the board. There will be a counter in the enclosed section of the shelter. He asked if there was a need for a sink. After some discussion, it was decided that a sink would be a nice addition if the enclosed part of the shelter was going to be locked which would solve any problems of possible vandalism.

Richard asked the board about lighting. There will be some security lighting but the amount needs to be determined. Discussed was the need to have adequate lighting to discourage vandalism but not so much lighting that would upset the neighborhood. Richard also mentioned the possibility of adding some ceiling fans, the moving air seems to cut down on mosquitos in these types of structures.

To eliminate some garbage, he is looking into electric hand dryers for the bathrooms.

The utility room will have all the plumbing thus a small heater will be installed to assist with the shoulder seasons and ensuring the plumbing does not freeze. He asked if a water softener should be installed. While some felt that would be a good idea, Scott Ledebauer stated it would add maintenance time to remove or empty for the winter. Richard said that the plumbing will include a space for a water softener that could be added if decided upon later. Richard stated that the restrooms and utility room will have electric heat which will only be used in early and late season to prevent pipes from freezing.

Rachel Skretvedt talked about the Robbins Island Destination Playground. An info booth was staffed at the Rockin Robbins event. The group has been communicating with Leathers for ideas. There is no contract with them so it could be decided to go with another group for actual playground equipment. Rachel stated that they have been working with Red Star on marketing. The website is willmarplayground.com. Steve, Stewart and Scott are meeting at the Island to decide on a location for the playground. While the open area on the south end by the highway looks ideal, the fact that the area was created by dredging material from the lake may make it not as stable as needed to install equipment. Plus that area is a long way from the other current and future amenities at the park.

**CER JOINT POWERS BOARD
JULY 22, 2016, PAGE 2**

Darin Strand talked about the local option sales tax. At the next City Council meeting, if the Council decides to go ahead with the sales tax, they will have to write the question that will be placed on the ballot. Darin encouraged everyone to talk to City Council members with their thoughts and recommendations

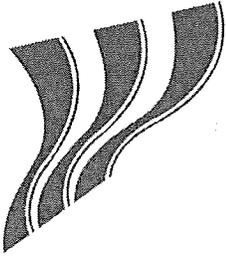
Other: Pablo Obregon asked if we have enough staff to cover all the additional jobs/duties being created. He is concerned about staff burnout. He also would like to see a finance report. Liz VanDerBill suggested that it should be mailed so everyone has time to look it over before the meeting.

Ross Magnuson asked where the yellow bikes are. Unfortunately, many have been taken and not returned or returned broken. Staff will provide a report to the board at the August meeting.

Ross also asked about lifeguards. According to an article in the newspaper, the County is having difficulty finding lifeguards. He asked if the City is paying wages similar to the County so the City is able to keep their lifeguards. Pam Vruwink stated that we did increase wages for this summer which helped in hiring new lifeguards and brought back some lifeguards who weren't sure if they were coming back.

Allen Huselid thanked the Community Ed & Rec and Public Works staff for all their work on Rockin Robbins and Relay for Life.

As there was no further business, the meeting was adjourned. The next meeting is Friday August 26.



CITY OF WILLMAR

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

COUNCIL ACTION REQUEST

DATE: August 1, 2016

SUBJECT: Wye Project Update

RECOMMENDATION: For information only

BACKGROUND: For several years, the City has been partnering with Kandiyohi County and MnDOT in efforts to facilitate a railroad by-pass west of Willmar. BNSF is an obvious player in this effort. In 2015 a \$10 million dollar TIGER grant was approved for the project. Since then, the public partners have been working on a master agreement between the public partners and BNSF. Planning, engineering, and environmental review efforts continue. Representatives from MnDOT will provide an update to the Council on the status of the project.

FINANCIAL CONSIDERATION: The City's investment in the nearly \$50 million dollar project consists of staff time and the future conveyance of public owned land for right-of-way purposes.

LEGAL: There are no legal issues requiring City attention at this time. MnDOT legal counsel is involved in preparing the master agreement. Staff will make it available to the City Attorney for review at the appropriate time.

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

FINANCE COMMITTEE

MINUTES

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

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

Others present: City Administrator Larry Kruse, Finance Director Steve Okins, and Community Education and Recreation Director Steve Brisendine.

Item No. 1 Call to Order

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

Item No. 2 Public Comments

There were no comments from the public.

Item No. 3 City of Willmar Investment Policy (Resolution)

Staff explained to the Committee that due to current job description changes, which include transferring Treasurer duties from the previous City Clerk-Treasurer position to the Finance Department and the Finance Director job description, the City of Willmar Investment Policy needs to be revised to reflect the change in responsibilities. The proposed revised Investment Policy was presented which changes any City Clerk-Treasurer reference to the Finance Director. It was noted there were no other revisions to the Investment Policy needed at this time.

Following discussion, Council Member Mueske made a motion to introduce a resolution amending the Investment Policy by changing all references of "City Clerk-Treasurer" to "Finance Director" as presented. Council Member Fagerlie seconded the motion which carried.

Item No. 4 James Metzen Mighty Duck Grant (Motion)

Community Education and Recreation Director Steve Brisendine presented a request to the Committee for authorization to submit an application for a James Metzen Mighty Duck Grant to help fund the replacement cost of the R-22 refrigerant system at the Civic Center. If approved, up to \$400,000 could be received through this grant. The deadline to apply is October 3, 2016, with a completion of the project deadline of December 31, 2017.

Following discussion, Council Member Mueske made a motion to authorize staff to submit an application for the James Metzen Mighty Duck Grant to obtain funds to assist in the replacement cost of the R-22 refrigerant system at the Civic Center. Council Member Fagerlie seconded the motion which carried.

Item No. 5 Willmar Area Community Foundation Grant (Motion)

Community Education and Recreation Director Steve Brisendine presented a request to the Committee for authorization to submit an application for a Willmar Area Community Foundation Grant in an effort to obtain some funding for the proposed destination playground at Robbins Island. The committee spearheading this community initiative is hoping to build support and secure funding in the neighborhood of

\$800,000 to build a 20,000 square foot inclusive destination playground at Robbins Island and have it ready for use by June, 2017. Staff recommended this application for funds be submitted in the amount of \$30,000. The deadline to apply is August 15, 2016, with funding notification within 90 days.

Following discussion, Council Member Mueske made a motion to authorize staff to submit an application for a Willmar Area Community Foundation Grant for \$30,000 to obtain funds to be used toward the proposed destination playground at Robbins Island. Council Member Fagerlie seconded the motion which carried.

Item No. 6 2015 Comprehensive Annual Financial Report (Motion)

Staff explained to the Committee that the year-end financial report is presented to the Committee annually for review. In preparation of receiving the Independent Auditor's Annual Report, scheduled for the August 22nd Finance Committee meeting, staff reviewed the Management Letter, Footnotes and General Budget to Actual Comparison sections of the 2015 Comprehensive Annual Financial Report.

Following discussion, Council Member Mueske made a motion that beginning in 2017, financial reports and material budget amendments be presented quarterly to the Council. Council Member Johnson seconded the motion which carried.

Item No. 7 Consideration of Submitted Reports (Information Only)

The Committee received the following reports: Quarter End 06/3/16 Investment Activity, Quarter End 06/30/16 Cash/Investment Portfolio, Quarter End 06/30/16 Interest Activity, Quarter End 06/30/16 Ten-Year Historical Investment Balances Per Quarter, Quarter End 06/30/16 Ten-Year Historical Interest Received Per Quarter, 06/30/16 Rice Hospital Financial Report, and Quarter End 06/30/16 Rice Trust Fund. This matter was taken for information only.

Item No. 8 Update on the status of the Airport Fixed Base Operator

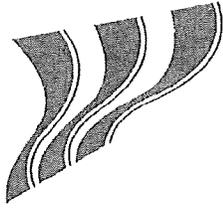
Staff updated the Committee on the status of the Airport Fixed Base Operator (FBO). As of last week they were officially moved out and a settlement check was issued for residual fuel less the amount of July rent due. It was also noted that the request for proposals seeking a new FBO are due toward the end of July.

There being no further business to come before the Committee the meeting was adjourned at 6:15 p.m. by Chair Anderson.

Respectfully submitted,



Carol Cunningham
Accounting Supervisor



WILLMAR

Finance Director

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

COUNCIL ACTION REQUEST

DATE: July 25, 2016

SUBJECT: City of Willmar Investment Policy

RECOMMENDATION: Change the current City Investment Policy

BACKGROUND: Due to current Job Description changes and transferring Treasurer Duties from the previous City Clerk Treasurer position to the Finance Department and the Finance Director job description. The City of Willmar Investment Policy needed to changes to reflect the change in responsibilities. Changes were to replace any City Clerk/ Treasurer reference in the policy to Finance Director.

FINANCIAL CONSIDERATION: N/A

LEGAL: Pending / N/A

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

RESOLUTION No. _____

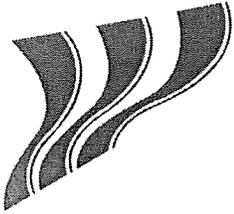
BE IT RESOLVED by the City Council of the City of Willmar, Minnesota, that the Investment Policy be amended by changing all references of "City Clerk-Treasurer" to "Finance Director".

Dated this 1st day of August, 2016.

MAYOR

ATTEST:

CITY CLERK



WILLMAR

CER Director

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

COUNCIL ACTION REQUEST

DATE: July 22, 2016

SUBJECT: James Metzen Mighty Ducks Grant

RECOMMENDATION: Approve staff applying for a James Metzen Mighty Ducks grant to assist with the refrigeration replacement at the Civic Center.

BACKGROUND: Grants are available to apply for assistance with eliminating R-22 refrigerant direct systems. \$10,000,000 has been appropriated for statewide assistance for these projects. The maximum award will be \$400,000 and that is what staff plans to apply for. Application deadline is October 3, 2016. Projects approved need to be completed by December 31, 2017. With this requirement the council and staff will need to decide if this project can be funded and completed in that timeline.

FINANCIAL CONSIDERATION: \$400,000 grant for a \$2,500,000 project.

LEGAL:

Department/Responsible Party: Community Education & Recreation and Public Works/Steve Brisendine-Sean Christensen-Rob Baumgarn

News release

For immediate release, June 28, 2016

For more information:

Mark Erickson, Minnesota Amateur Sports Commission
763-785-5662, merickson@mnsports.org

Minnesota Amateur Sports Commission announces 2016 James Metzen Mighty Ducks Ice Arena Grant Program

Blaine, Minn. (June 28, 2016) -- The State of Minnesota, acting through its agency, the Minnesota Amateur Sports Commission (MASC), is seeking proposals from interested communities to improve and update ice arenas.

This year, the grant program was renamed the James Metzen Mighty Ducks Ice Arena Grant Program in honor of retiring State Senator James Metzen. Sen. Metzen was instrumental in creating the original Mighty Ducks program in 1995. Sen Metzen, who represented South St. Paul for over 40 years in the legislature, was a tireless supporter of youth hockey and ice sports all around the state.

The 2016 grant program 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.

Purpose and grant amounts

The purpose of this grant program is to assist Minnesota communities in:

1. Direct R-22 Refrigerant Elimination. Communities may apply for up to \$400,000 per arena to convert an existing direct R-22 refrigeration system.
2. Indirect R-22 Refrigerant Elimination. Communities may apply for up to \$50,000 per rink to convert an existing indirect R-22 refrigeration system
3. Indoor Air Quality Improvement. Communities may apply for up to \$200,000 per arena for new electric ice resurfacing equipment or for the replacement or renovation of HVAC systems to improve indoor air quality.

The result of a successful grant shall be to improve ice arenas capable of hosting all ice sports competitions and training as well as maximize the community's ability to generate economic benefits by promoting ice sports programming for females and males.

Officials from the MASC will conduct a series of meetings throughout the state later this summer and fall to facilitate applications.

How to apply

A grant application is located at http://www.mnsports.org/mighty_ducks.stm

All proposals must be received no later than Monday, October 3, 2016.

Agency Contacts

Communities interested in submitting grant proposals, or responders who have questions regarding this application may contact:

Mark Erickson, 763.785.5662, merickson@mnsports.org

Mighty Ducks Grant Program history

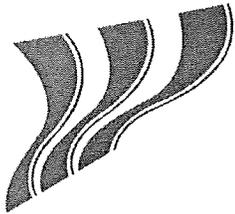
Between 1995 and 2000, the Minnesota Amateur Sports Commission administered the original Mighty Ducks Grant Program. At the time, the program was initiated because of a serious shortage of ice time around the state. All young athletes were affected by this shortage, but the shortage was felt more severely by female hockey players. Girls' and women's hockey was growing, and the female side of the sport often lacked seniority in buying ice time. Instead of battling head-to-head with male hockey teams, the MASC pioneered an innovative solution: help construct additional ice facilities so all users could be accommodated.

When the original grant program was suspended in 2000, a total of \$18 million was distributed, with 79 grants for new facilities producing 61 new sheets of ice, and 74 arenas receiving renovation grants. A total of \$122 million of local and public non-state funding was generated to match the state grants.

In 2014, the Mighty Ducks Grant Program was revived. The grant program now focuses on funding the elimination of R-22 refrigeration systems and improving indoor air quality in ice arenas. In the past two years, two rounds of the new Mighty Ducks grant program totaled \$3.5 million in grants.

Ten grants were awarded in 2014. Grants were awarded to the cities of Austin, Champlin, East Grand Forks, International Falls, New Hope, Sartell, West St. Paul, Winona and the Dassel-Cokato and Kittson Central School Districts.

Fifteen grants were awarded in 2015. Grants were awarded to the cities of Farmington, Grand Rapids, Kasson, La Crescent, Litchfield, New Prague, St. Louis Park, Shakopee, Silver Bay, and Stillwater; the counties of Hennepin, Lake of the Woods, and Steele; and the Pine City School District and St. Michael-Albertville Ice Arena Board.



WILLMAR

CER Director

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

COUNCIL ACTION REQUEST

DATE: July 22, 2016

SUBJECT: Willmar Area Community Foundation Grant

RECOMMENDATION: Requesting approval to submit a grant to the WACF for funding for the proposed destination playground.

BACKGROUND: There is a community initiative to build a 20,000 square foot inclusive destination playground at Robbins Island. Staff is requesting to apply for a WACF grant to assist with funding this amenity. The timeline is to build support and secure funding in the neighborhood of \$800,000 and build this playground that would be ready for use in June of 2017. The grant application is due by August 15, 2016 with notification within 90 days.

FINANCIAL CONSIDERATION: Staff will be requesting \$30,000.00.

LEGAL:

Department/Responsible Party: Community Education & Recreation/Steve Brisendine



WACF General Grants - Fall

Online Application Open: June 15th, 2016

Deadline: Midnight August 15 - Decisions Made Within 90 Days of Deadline

BRIEF DESCRIPTION

The Willmar Area Community Foundation (WACF) seeks to leverage program dollars from other funders by providing local nonprofits with grants for capital, program, and project expenses. The WACF hopes to strengthen area organizations in their ability to provide services for their target audience. As such, applications must make the case that the grant will help the organization serve its constituents more cost effectively and have a positive impact on Kandiyohi County and its residents.

WHAT WE FUND:

- Capital projects
- Operations (up to 50% of request)
- New or expanded programs/projects
- Other strategic investments that will have a lasting impact

Eligible organizations: 501(c) 3 nonprofit Organizations, schools or government entities.

Geographic Area: Grants must serve the residents within Kandiyohi County.

Funding Amount Range: \$10,000 - \$30,000

FOCUS AREAS:

- Youth- Grants will be made to support organizations that are specially targeted to children and youth.
- Elderly- Grants will be made to support organizations that improve the quality of life for area seniors and encourage their continued participation in community activities.
- Diversity- Grants will be made that encourage efforts that identify and build on the strengths and assets of a diverse community. WACF is committed to creating community and a foundation that is diverse, tolerant, inclusive and welcoming to all. Diversity includes but is not limited to: age, differences in ethnicity, race, gender, sexual orientation, economic circumstances or ability.
- Vision 2040- Implementation Projects - Grants will be made to groups that are working on Vision 2040 goals. Projects seeking funding as a Vision 2040 effort must be endorsed projects via the Vision 2040 Steering Committee and have a letter of endorsement included as an attachment to their application.

Considerations:

- WACF seeks to make investments into organizations and programs that innovatively and collaboratively address one of the Key Findings in the WACF Community report. Preference is given to projects that align with the Key Findings of the Community Report in their application. ([Learn more about the Community Report](#))
- WACF- encourages application that meet the requirements outlined in the "Guidance for Faith Based Organizations" ([View Guidance Link](#))

- WACF grant awards are unlikely to be made to the same organization for more than 2 consecutive years for the same project and or operations.
- Grant applications seeking both operating support and programming support may not include more than 50% of the requested funding to operations. General operating support requests must clearly define a transformational or catalytic impact.

WHAT WE DON'T FUND:

- Individuals
- Religious organizations for religious purposes
- Political organizations or political campaigns.
- Annual fundraising drives
- Endowments
- Debt retirement or deficit financing
- Projects that have already been completed
- Scholarships or medical research
- Grants for travel or Conferences
- Multi-year requests for Capital projects

PROCESS:

Submit application online using the CommunityGiving Grant Management System.

The Grant Advisory Committee will recommend applications for funding to the Board of Directors.

The Board of Directors will make final funding decisions.

Organizations may only submit one grant application per year.

All notification about this grant will be through emails.

Payout of Grants: upon recipient of electronically signed Grant Agreement.

Grantee Required Documents: Grant Agreement, Progress Report, Final Report. Required follow up documents will be submitted through the CommunityGiving Grant Management System.

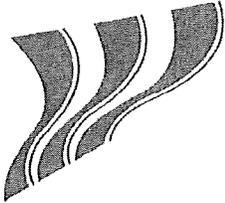
For question about this grant or the online Grant Management System please call Jeanne at (320) 257-9715.

CLICK HERE TO BEGIN APPLICATION PROCESS

FOUNDATIONS

- > [Alexandria Area Community Foundation](#)
- > [Brainerd Lakes Area Community Foundation](#)
- > [Central Minnesota Community Foundation](#)
- > [Willmar Area Community Foundation](#)
- > [Minnesota Real Estate Foundation](#)

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WILLMAR

Finance Director

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

COUNCIL ACTION REQUEST

DATE: July 25, 2016

SUBJECT: 2015 Comprehensive Annual Financial Report

RECOMMENDATION: Review and accept reports as submitted

BACKGROUND: Staffs annual submission of the yearend Financial Report. In preparation of receiving the Independent Annual Audit report, scheduled for the August 22nd Finance committee, staff will review the Management letter, Footnotes and General Fund Budget to Actual comparison sections of the 2015 Comprehensive Annual Financial Report.

FINANCIAL CONSIDERATION: N/A

LEGAL: Pending / N/A

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

PUBLIC WORKS/SAFETY COMMITTEE

MINUTES

The Public Works/Safety Committee of the Willmar City Council met on Tuesday, July 26, 2016, in Conference Room No. 1 at the City Office Building.

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

Others present: Council Member Rick Fagerlie; City Administrator Larry Kruse; Public Works Director Sean Christensen; Director of Planning and Development Services Bruce Peterson; Chief of Police Jim Felt; Fire Chief Frank Hanson; Shelby Lindrud "West Central Tribune"; Terry Frazee; Richard Falk; Jon Winge; Kelly Welch; Suzanne Wilson.

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

Citizens brought forth concerns of the proposed sidewalk pathway to be constructed to connect 23rd Street SE crossing Branch 3 of Ditch 23A to the new elementary school. Public Works Director Christensen noted the 30 foot utility easement containing dry utilities and a storm drain to be utilized for pedestrian access. The required 10 foot path will be maintained by the City and there will be no expenses to the homeowners surrounding it.

Item No. 3 Police and Fire Updates (Information)

Chief Felt noted the jail census for July 26, 2016 was 123; 41 inmates from the Department of Corrections, 65 inmates from Kandiyohi County and 17 inmates from other counties. The calls for service the previous two weeks totaled 895 and are 9 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 suspicious activity in the Garfield neighborhood. The Committee noted National Night Out is scheduled to take place on Tuesday, August 2nd. Administrator Kruse noted the outstanding efforts of the Police Department and Public Works Department on making the Rockin' Robbins and Jennie O' Turkey Store events a success.

Chief Hanson noted total Fire Department total calls for service in the previous two weeks totaled 11. The calls included 4 alarm activations, 2 car fires, 1 weather watch, 1 medical assist, 1 car crash, 1 cooking fire, and 1 public assist. The total calls for service this year is 177, compared to 200 calls in 2015. The dispatch to on scene time currently is 6 minutes 58 seconds.

Item No. 4 Boat Ramp Monitoring (Motion)

Mr. Terry Frazee and Mr. Richard Falk brought forth, for information, boat ramp monitoring devices for aquatic invasive species at Willmar and Foot Lake. The lake associations have funds to contribute to the \$7,500 cost of the device, as well as the AIS Committee and Kandiyohi County. The I-LIDS monitors are unmanned systems placed at boat landings to monitor boat landing activities, capture video events. Videos encourage compliance with aquatic invasive species clean-off laws.

A motion was made by Council Member Nelsen, seconded by Council Member Ahmann for staff to proceed with research on the monitors and bring a final recommendation to Council. The motion carried.

Item No. 5 Director Update (Information)

Public Works Director Christensen brought forth, for information, an update on activities within the Public Works, Engineering and Wastewater departments.

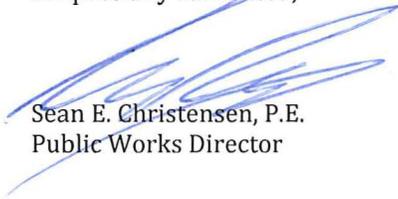
- 2nd Street SW- Phase 1 concrete is complete, with the project scheduled to be complete by August 5th.
- Technology Drive NE parking lot repair- valley gutter and final wearing course is complete and the parking lot is now being utilized.
- Lion's Dog Park- waterline construction has begun.
- Robbins Island entrance- has been excavated and culverts installed. The new entrance could be complete by the next Rockin' Robbins event on August 16th.
- MPCA audit- The City is currently under an MPCA audit as the result of a settling pond bank breach at the site of the new elementary school. Follow up correspondence was received from the MPCA regarding corrections from their inspection of the Westwood Court Lift Station.
- Lift Station Updates- The Country Club Drive lift station building is currently being constructed. The Westwood Court lift station has the patch work and seeding done, the building is under construction and the roads are now open. The Fairgrounds lift station is at the 80% design stage, with research going into possible easements and right of way needs.
- Willmar Wye Update- Staff is currently attending project management updates via phone conferences and in-person meetings. Discussions are currently taking place to decide if the project merits the necessity of a 1st Ave crossing.
- 2016 Street Projects- Notices to property owners have been dispersed for construction starting on 15th Avenue SW and 7 ½ Street SW. A Press Release has been issued for construction scheduled to start on Minnesota Avenue SW on July 28th. A Press Release has also been issued for Lakeland Drive NE, as it will be temporarily closed between Litchfield Avenue and the railroad crossing on August 1st for water main improvements.

Item No. 6 Non-Agenda Items (Information)

The Committee discussed the possibility of a traffic and speed study along Willmar Avenue SE by the Middle School and on Lakeland Drive SE in front of the new elementary school site. Administrator Kruse noted the Eagle Lake Sanitary Sewer agreement is set to expire and staff has met with the County to discuss the terms of the agreement. A letter is planned to be written to extend the agreement so a facility study can be completed to determine their needs. The Civic Center Arena roof is scheduled to be advertised for bids this week with bids to be opened in August and a scheduled completion date of December.

There being no further business to come before the Committee, the meeting was adjourned at 6:19 p.m. by Chair Christianson.

Respectfully submitted,



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

Public Works/Public Safety Committee Meeting
Tuesday, July 26, 2016

Sunrise Estates Association
23 rd Street SE
Willmar, Minnesota

Our concerns regarding the City Sidewalk that will be constructed to connect 23rd Street SE to the Sidewalk on the East side of the new school by crossing Ditch 23A:

Of all the issues involved, the safety and security of the students and adults who will use this sidewalk is our primary concern.

No sidewalks exist in the Pheasant Run, Sunrise Estates, Par lane or other developments between Highway 12 and Willmar Avenue on the East side of Ditch 23A. The Trails that exist are located south of 10th Avenue and East of 23rd Street.

23rd Street is the only thru street that leads from Highway 12 to the location of this sidewalk. This is a heavily traveled thru street. *(What are the latest Traffic Counts on this street during school hours?)*

Any K-5 student who wishes to access the new school by walking to school must do so by walking on streets, whether the streets are the East/West Avenues or 23rd Street. *(How many students K – 5 reside in this area? How many rode the Palmer Bus during 2015-2016 school year? How many would walk East to use the trail in order to access the new sidewalk in the West?)*

We are also concerned that our students will be faced with additional risk to their security and safety when parents choose to pick up and drop off their students at the 23rd Street Sidewalk rather than fight the traffic on Lakeland drive and on the school's driveway. Car's being parked in that area would further impede the sight lines of students who are walking to school down the East Side of 23rd Street (pedestrians walk against traffic) and then crossing on the new crosswalk when the parents are pulling in to drop off their students or pulling out after they have dropped off their students. The risk is further compounded in the morning hours by people who are using 23rd Street to get to work. Residents along 19th Street East share these same concerns. *(Crossing Guards? "No Parking" During School Hours or specific designated hours on both sides of the street to insure sight lines?)*

We have a concern regarding expenditures for the new "easement sidewalk". As we understand it, the City is going to connect a sidewalk to the end of the trail on 23rd Street and run the sidewalk northerly along the East side of 23rd Street on the property of Susanne Wilson. A crosswalk will be painted at that curve in 23rd Street and students will cross 23rd Street to a 10' wide sidewalk that runs through a 30 foot easement - *(What type of easement is this? Is this a Street easement for 13th Avenue? A Utility easement?)* – crossing ditch 23A and connecting to the sidewalk on the school property. The sidewalk is able to cross the ditch since the ditch will be cleaned and 130 feet of 66" pipe/culvert and apron will be installed prior to the ditch being filled so the sidewalk can be installed. The new "easement sidewalk" will run next to the property of Loren and Linda Gorres. *(What is the cost of installing the pipes/culverts in the ditch? Who is paying for this expense? City? County? School?)*

We have irrigation pipes and heads that are located in the properties of Suzanne Wilson and Loren Gorres . The estimated cost to move the lines and heads of the irrigation is about \$ 85.00 per head plus the costs of new lines and labor.

Depending on sight lines involved at the new crosswalk, trees may have to be removed at the Suzanne Wilson property and Municipal Utilities may have to move electrical equipment in order to facilitate the construction of the sidewalk through the Wilson property.

Who will pay for the relocation of Irrigation materials, the removal of trees and the electrical equipment?

Our third concern is the fact that many students do not wish to ride the bus that the citizens of the district provide for them. We have about 1900 students currently enrolled in grades K-5. Those 1900 students will be split into three groups for the New School, Roosevelt and Kennedy. This split will mean that about 620 students will be attending each school. How many of these will be driven to school by their parents in the 2017 – 2018 school year? How many will walk to school? How many will ride the bus?

While we do not know the answer to these questions we can be fairly certain that if we do not build a sidewalk to cross ditch 23A, we then eliminate the risk and danger of K – 5 students having to use 23rd street to walk to and from school; and we eliminate the extra expenses associated with building such a sidewalk.

We would like to see this easement vacated.

The residents of 19th Street East would like to see any extension of 19thth Street East vacated.

Our thanks for listening to our concerns.

Kelly Welch
Vice President
Sunrise Estates Association
Willmar, Minnesota



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 26, 2016

SUBJECT: Boat Ramp Monitoring

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

For information only

BACKGROUND: Richard Falk will appear before the Committee to discuss monitoring boat ramps at Willmar and Foot Lake for aquatic invasive species. He is proposing the City work with the lake associations to implement monitoring systems.

FINANCIAL CONSIDERATION: The lake associations have some money to contribute. Exact costs are unknown.

LEGAL: Minnesota statutes address the issues of spreading aquatic invasive species.

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

Reviewed By: Larry Kruse, City Administrator



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 26, 2016

SUBJECT: Director Update

RECOMMENDATION: No action required on this item.

BACKGROUND: Public Works Director Update on the following topics:

- 2nd Street SW- Phase 1 concrete compete
- Technology Drive NE- valley gutter and base bituminous complete
- Dog Park- water line Tuesday
- Robbins Island entrance- August 1st Public Works to start
- MPCA audit
- Lift Station Updates
 - Country Club Drive
 - Westwood Court
 - Fairgrounds
- Willmar Wye Update

FINANCIAL CONSIDERATION: N/A

LEGAL: N/A

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

Reviewed By: Larry Kruse, City Administrator

**COMMUNITY DEVELOPMENT COMMITTEE
MINUTES**

The Community Development Committee of the Willmar City Council met on Thursday, July 28, 2016, in Conference Room No. 1 at the City Office Building.

Present:	Rick Fagerlie	Chair
	Andrew Plowman	Vice Chair
	Audrey Nelsen	Member
	Denis Anderson	Member

Others present: Bruce Peterson - Director of Planning and Development Services, Larry Kruse – City Administrator, Cory Backes, Aaron Backman – EDC, John Vornholt – Kandi Mall, and Jodi Vest – RockStep Capital

Item No. 1 Call to Order

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

Item No. 2 Public Comments (For Information Only)

There were no public comments.

Item No. 3 Industrial Park Land Sale (Motion)

Staff presented a proposal by a local technology service company to purchase Lot 1 of Block 4, Willmar Industrial Park Fourth Addition. The property is approximately 1.4 acres and the asking price for the real estate is \$78,110. The company plans to construct a 4800 square foot office/shop and will employ six full time and one part time employee. All employees will be paid salaries in excess of the City’s \$12.00 per hour wage threshold. The company has offered to pay \$28,000 for the property utilizing the City’s land write-down policy.

The Committee discussed the offer and suggested it was consistent with the goal of the City, that being providing assistance to companies to fill the Industrial Park.

Following discussion, a motion was made by Council Member Nelsen, seconded by Council Member Plowman, and passed to approve the land sale as proposed, subject to the adoption of the required ordinance.

Item No. 4 Mall Tax Abatement Request (Motion)

Staff presented a summary of the tax abatement request by RockStep Capital for the Kandi Mall. RockStep was requesting a 10 year abatement for taxes resulting from the K-Mart remodel, the construction of an additional satellite building, exterior/site improvements, and the market rate increase resulting from the purchase of the mall in 2015. Aaron Backman – EDC Director introduced RockStep representatives, John Vornholt, Kandi Mall manager, provided background information on the mall acquisition and redevelopment plans. Jodi Vest of RockStep Capital explained their investment and redevelopment strategies relative to large tenants, and talked about past results at other malls. Ms. Vest provided examples of success at their other locations as evidence that their strategy to refresh malls in small to medium sized markets does work.

The total new investment in the mall is estimated to exceed \$5 million, not including future tenant build-out. Staff explained how the abatement works relative to the tax levy. The City operates under a statutory limit of tax abatement but the proposed tax abatement still keeps the City well under that limit. It was noted that there are local investors involved with mall ownership. There are advantages to having local individuals involved in such a large real estate operation. The Committee discussed the City's requirements for tax abatement as stated in the City of Willmar tax abatement policy. In summary, the Committee considered the 10 year abatement with years 1-8 at 100% (approx. \$47,000/year) and year 9-10 at 80% (approx. \$37,500/year) to be a positive move for the City. It was hoped that the abatement would stimulate additional development by mall tenants and by businesses near the mall.

Following discussion, a motion was made by Council Member Anderson, seconded by Council Member Nelsen, and passed that the City approve the RockStep Capital tax abatement request subject to the required public hearing and approval of the business subsidy agreement.

Item No. 5 Curling Club Facility (Motion)

Staff presented a report on a recent meeting with representatives of the Midwest Curling Association, aka Willmar Curling Club, to discuss their proposed facility. The club was looking to construct a facility of approximately 20,000 square feet and had requested City consideration in siting the facility and assisting the club with site preparation and utility costs. The facility is planned to have four lanes for curling and a fairly large club area, consisting of dining area, restrooms, and locker rooms.

Following discussion, staff had agreed to bring a recommendation to the Committee regarding the provision of a site and preparing the site for construction. The proposal was to enter into a long-term lease, and provide the land, soil corrections for the building footprint, and installation of water and sewer. The MCA would agree to secure private financing in advance of construction and to build an aesthetically pleasing building, constructed to code, with the final design subject to approval by the City. The MCA would agree to operate and maintain the building throughout the term of the lease. The MCA is to own and operate the Curling venue independent of the City for the duration of the lease.

Following discussion, a motion was made by Council Member Nelsen, seconded by Council Member Plowman, and passed that the City enter into a long-term lease, and provide the land, soil corrections for the building footprint, and install water and sewer to the building.

Item No. 6 Plan Review Fees (Motion)

The Committee again discussed a proposal by staff to increase plan review fees from 40% of permit cost to 65% of permit cost. The Committee had previously recommended the increase, but the matter had been referred back to Committee. Staff presented documents showing that the City's cost to provide building permit and inspection services in 2015 was approximately \$13,000 higher than the revenue received. The City received \$98,730 in plan review fees in 2015. Of this amount roughly \$24,000 were residential plan review fees. These fees were collected from new single family and multi-family housing, and from all permits for additions/alterations. Going from 40% to 65% with the plan review fee would have generated an additional \$12,000. It would have been nearly sufficient to balance out the revenue and expenses for building permit and inspection services.

Following discussion, a motion was made by Council Member Plowman, seconded by Council Member Nelsen, and passed to increase residential plan review fees from 40% to 65% of permit cost.

Item No. 7 Railroad Wye Update (For Information Only)

Staff provided a brief update on the status of the wye project. There are still two options being considered for Highway 12 and, within the larger frame work of the project, there are a variety of smaller issues being considered. At a meeting earlier in the week, a major topic of discussion was the proposed crossing on 1st Avenue Northwest and whether that should be left in the project or an alternative sought. The various options will be vetted and information will become available very soon for the project partners to review and make a determination.

It was noted that MnDOT representatives would be available on August 1st to provide a detailed status report at the Council meeting. It was further noted that a public meeting is scheduled for August 2nd from 5-7pm at the library to give the public an opportunity to be updated on project progress and to provide input.

Item No. 8 Old Business (For Information Only)

Staff informed the Committee that the final land release has been obtained for the remaining 480 acres of the former airport property. The City is now free to do what it wishes with that property.

Item No. 9 New Business (For Information Only)

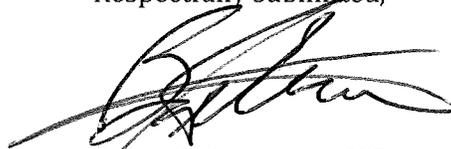
Staff informed the Committee that another land sale is in the works for industrial park property. Staff had met with representatives of the company early in the week and the company expressed significant interest in obtaining the property. Staff has worked with the company for over one year to try and make the sale happen.

Council Member Nelsen requested that staff follow up with a house at 9th Street NW/Olaf Avenue regarding some maintenance issues.

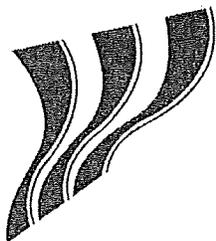
Chair Fagerlie, reported that a letter of appreciation had been received regarding the City painting hydrants.

There being no further business to come before the Committee, the meeting was adjourned at 6:10 p.m. by Chair Fagerlie.

Respectfully submitted,



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



CITY OF WILLMAR

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

COUNCIL ACTION REQUEST

DATE: July 28, 2016

SUBJECT: Industrial Park Land Sale

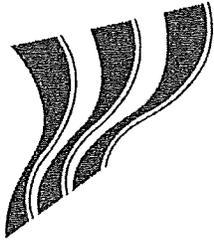
RECOMMENDATION: To approve the sale of the property as proposed.

BACKGROUND: The City has received a proposal by a local technology service company to purchase Lot 1 of Block 4, Willmar Industrial Park Fourth Addition. It is currently located outside of the City of Willmar, and the business employee's six fulltime employees, and one part-time employee that are all paid salaries in excess of the City's stated \$12.00 per hour requirement. The company has requested that the City utilize the Industrial Land Write-Down Policy. They estimate their building cost for a 4,800 square foot office/shop to be \$250,000-\$300,000. The company is offering to pay \$28,000 for the property. Including the land write-down, the offered price would exceed the City's asking price. The company would like to begin construction as soon as possible and welcomes the opportunity to relocate the business to Willmar.

FINANCIAL CONSIDERATION: The City would be paid \$28,000 for the lot. The list price for the property without any write-down deductions would be \$78,110. Under the proposal the City would be writing down approximately \$50,000, which is less than the maximum that could be written down under the policy.

LEGAL: There are no particular legal issues with this transaction proposal. Due to the small size of the write-down, it doesn't qualify as a business subsidy so no business subsidy agreement is required by the State.

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



CITY OF WILLMAR

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

COUNCIL ACTION REQUEST

DATE: July 28, 2016

SUBJECT: Mall Tax Abatement Proposal

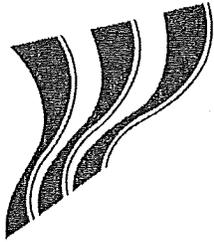
RECOMMENDATION: To provide an abatement in a format negotiated by, and acceptable to, the Council.

BACKGROUND: Rock Step Capital Inc. recently purchased the Kandi Mall property. They are proposing improvements to the former K-Mart portion of the mall, as well as constructing another satellite building. They are estimating that there will be over \$5 million invested into the two projects. They are requesting tax abatement for a 10-year period to offset the increase in taxes resulting from the upgrades, as well as from the market rate increase that resulted from the sale of the property. Representatives of Rock Step Capital will be available at the Committee meeting to discuss the proposal.

FINANCIAL CONSIDERATION: It is being proposed that the City abate approximately \$375,000 in real estate taxes over a 10 year period, with a 100% abatement on the upgrades and market rate adjustment for years 1-8, and an 80% abatement for years 9-10.

LEGAL: The City has the legal authority to enter into such an abatement agreement. Because of the size and scope of the tax abatement, a business subsidy agreement will need to be drafted and entered into detailing the responsibilities of all parties.

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



CITY OF WILLMAR

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

COUNCIL ACTION REQUEST

DATE: July 28, 2016

SUBJECT: Curling Club Facility

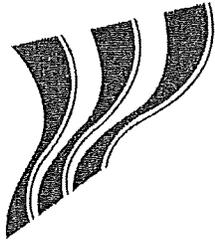
RECOMMENDATION: N/A

BACKGROUND: The Midwest Curling Association, also known as the Willmar Curling Club, has requested that the City participate in the development of new facilities for the club. A variety of options have been discussed with curling club members and among staff. Staff plans to meet July 25th to discuss this issue in detail and to generate some options for the Council to consider.

FINANCIAL CONSIDERATION: Each option carries with it a different proposed cost. It appears that the participation being sought from the City ranges from \$1million to \$2 million for the facility.

LEGAL: There are no apparent legal issues with the City participating in the development of a curling facility.

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



CITY OF WILLMAR

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

COUNCIL ACTION REQUEST

DATE: July 28, 2016

SUBJECT: Plan Review Fees

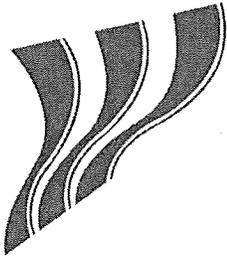
RECOMMENDATION: To approve the increase in plan review fees from 40% of permit cost to 65% of permit cost.

BACKGROUND: At a previous meeting, the Council discussed a proposed increase in plan review fees for residential construction. The reason offered by staff for the increase was to follow through on previous action by the Council to increase the fee. This action was never followed through with. The 2015 construction and development fee report to the State of Minnesota shows that \$98,730 in plan review fees were collected by the City. Of this amount, there was roughly \$24,000 in residential plan review fees, this included new single family, new multi family, and all the permits for additions/alterations. The plan review fee was calculated against a construction value of approximately \$27.5 million dollars. Going from 40% to 65% with the plan review fee would have meant an additional \$12,000 in plan review fees collected by the City for 2015. This is not a significant amount, although it would have been approximately enough to balance out the revenues and expenses for building permit and inspection services.

FINANCIAL CONSIDERATION: The increased fee would have generate approximately \$12,000 additional in 2015.

LEGAL: There are no legal issues associated with this request. The building code provides for a 65% plan review fee and staff is requesting that the local fee schedule be consistent with the building code.

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



CITY OF WILLMAR

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

COUNCIL ACTION REQUEST

DATE: August 1, 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

Storm Water Compliance Officer/Permit Assistant

Position Title: Storm Water Compliance Officer/Permit Assistant

Department: Public Works/Engineering

Department Head: Public Works Director

Immediate Supervisor: Assistant City Engineer

Pay Range: 5 **FLSA Status:** Non-exempt

APPROVED: _____
REVISED: _____
REVISED: _____
REVISED: _____

Purpose

Performs limited construction plan review and permitting. Performs a variety of field and office work necessary to implement and ensure compliance with the City's storm water management plan and state requirements. Assists with rental and zoning ordinance enforcement.

Organizational Relationships

Reports to: Assistant City Engineer

Communicates with: *Internally* – City Administrator, other Department Directors, Administrative Assistant, City Attorney, Mayor and City Council, Department staff, other City personnel;

Externally – MPCA, Municipal Utilities staff, MN Departments of Public Safety and Health, MN State Building Code Division, architectural firms, County offices/personnel, contractors, property owners and general public.

Supervises: None

Essential Functions:

1. Storm Water Code Enforcement
 - a. Perform regular site visits to all construction within the City for verification of compliance with the City's storm water code enforcement program.
 - b. Issue warnings and citations for storm water violations, and complete follow-up as needed for investigative reports outlining violations and recommendations for prosecution.
 - c. Implement and maintain construction project tracking and storm water violation tracking with multiple department staff.
 - d. Monitor construction sites for compliance with storm water ordinances and other City regulations.
 - e. Maintain records relative to inspections, enforcement activities, and field data collection.
 - f. Remain current with regulatory requirements and training.
2. Permitting Assistance
 - a. Issue and track right-of-way permits.
 - b. Assist with rental housing ordinance permitting, inspections, and record keeping.

Other Duties and Responsibilities:

Performs other related duties as assigned by supervisor or as apparent. May include a variety of inter-departmental tasks related to position skill set (zoning inspections, right-of-way permitting, pond/wetland inspection).

Machines, Tools and Equipment Used:

City vehicles and office equipment such as telephone, computer, calculator, fax and copier.

Storm Water Compliance Officer/Permit Assistant

Position Title: Storm Water Compliance Officer/Permit Assistant

Department: Public Works/Engineering

Department Head: Public Works Director

Immediate Supervisor: Assistant City Engineer

Pay Range: 5 **FLSA Status:** Non-exempt

APPROVED	_____
REVISED:	_____
REVISED:	_____
REVISED:	_____

Required Knowledge, Skills and Abilities:

Working knowledge of applicable federal and state statutes, City ordinances, departmental policies and procedures, and relevant reference materials.

Knowledge of the Department's structure and operation and City's overall structure.

Attention to accuracy and detail.

Effective written and oral communication skills.

Skilled in a variety of computer software applications such as Outlook, Excel, Word, etc.

Ability to work effectively with the public, contractors, regulatory agencies and staff.

Skilled in assembling data and preparing accurate records and reports.

Skilled in organizing and managing work flow.

Minimum Qualifications

High school degree and post-secondary clerical/technical training. Minimum of two years of experience in real estate, construction, planning, regulatory environment, or related office environment. Relevant field experience.

Working Conditions

Work is performed indoors in a typical office setting and outdoors. Operates a City vehicle for regular transportation needs. Sits for extended periods of time. Stands, walks, and performs a variety of physical movements while conducting field inspections. Noise in work place is usually quiet but may be exposed to louder noises at work sites. Uses large and fine motor skills. Uses different types of vision and hearing to perform field and office work.

July 7, 2016

1. COST OF NEW POSITION

New position - Grade 5
Salary plus benefits - \$61,692

2. COST OF BUMPING

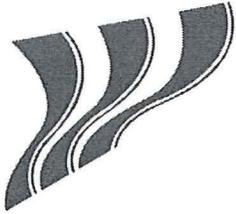
Multi-departmental training for changing positions estimated at \$77,500 based on industry standards of 50% of salary.

Unemployment benefits ranging from \$9,932 to \$13,307 depending on where the bumping stops.

The unknown number is the cost of lost productivity and reduced customer service.

3. COST OF STORM WATER NON-COMPLIANCE

Recent citations and fines by MPCA for storm water violations range from \$1,600 to \$20,000, based on the severity of the violation. Both private businesses and public entities are subject to enforcement and fines.



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: August 1, 2016

SUBJECT: City Park Special Event by On-Sale Liquor License Holder

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

Approve the City Park Special Event by On-Sale Liquor License Holder—Bakers Creek Eatery, LLC dba The Oaks at Eagle Creek

BACKGROUND:

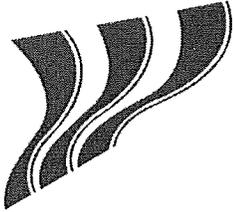
The Willmar Stingers will be holding a “Margaritaville” on August 5, 2016, with plans to serve a full array of liquor. A City Park Special Event by On-Sale Liquor Holder permit is required to allow a State Liquor Caterer License holder to distribute alcohol on the City Park grounds. The Bakers Creek Eatery, LLC dba The Oaks at Eagle Creek has applied for this permit with on-site employee listed as David Baker.

Due to the late filing of the City application, this application has not been approved by the Community Ed & Recreation Board and City Council approval should be contingent upon the approval of the Police Department.

FINANCIAL CONSIDERATION: \$100

LEGAL:

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



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: August 1, 2016

SUBJECT: Diamante Night Club 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, 2017.

BACKGROUND:

On July 19, 2016, Police Chief Jim Felt recommended application approval to the new owners of Diamante Night Club request to hold an On-Sale Intoxicating Liquor License and On-Sale Sunday Liquor License, located at 1108 Hwy 71 NE, under the name Diamante Night Club Inc. dba Diamante Night Club formerly New Fireside. 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. Carrie Coffman will be listed as the Resident Manager for this establishment.

FINANCIAL CONSIDERATION: \$4200

LEGAL:

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



WILLMAR

City Administrator

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

COUNCIL ACTION REQUEST

DATE: July 29, 2016

SUBJECT: Projects of Regional Significance (Sales Tax)

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

Motion to adopt a Resolution by the Mayor and City Council of the City of Willmar, Minnesota approving the Proposed Local Option Lases, Use and Excise Tax and Authorizing an Election thereon during the 2016 General Election.

BACKGROUND: At the July 18, 2016 City Council meeting the Council reviewed a proposed resolution regarding the local option sales tax directing City Attorney Scott to clarify the resolution and ballot question regarding "capital costs" and related financing costs. Further, staff added to both the resolution and the ballot is "excise tax" which relates to a \$20 fee for vehicle purchases as follows:

Shall the City of Willmar, Minnesota (the "City"), be authorized to impose a sales and use tax of one-half of one percent and an excise tax of \$20 per retail sale of a motor vehicle to pay for \$18 million in principal capital expenditures plus associated debt financing costs for the development of a City Community Center and the betterment of the Robbins Island Park and Recreational Area, the Willmar Civic Center, and the Swansson Field complex in the City?

FINANCIAL CONSIDERATION:

Depending on the timing of the spending on the capital projects, it is anticipated that the \$18,000,000 and ten year term will be sufficient to complete the proposed projects.

LEGAL: The local Option Sales Tax process is outline in State Statute.

DEPARTMENT/RESPONSIBLE PARTY: Larry Kruse, City Administrator *JK*

CITY OF WILLMAR
RESOLUTION NO. _____

A RESOLUTION BY THE MAYOR AND CITY COUNCIL OF THE CITY OF WILLMAR,
MINNESOTA APPROVING THE PROPOSED LOCAL SALES, USE AND EXCISE 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, use and excise 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 Development	\$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 use and excise tax will raise enough revenue over an estimated ten year period to fund \$18 million dollars (\$18,000,000) in new capital improvements and betterments plus associated costs for debt service on any bonds issued to finance or refinance such capital improvements, 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, use and excise 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 Development	\$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 purchase of a motor vehicle will be exempt from this sales tax, except that an excise tax of \$20 will be collected per each retail sale of a motor vehicle in the City. The City anticipates that the total amount generated by the local sales tax will fund 18 million dollars (\$18,000,000) in new capital improvements and betterments plus associated costs for debt service on any bonds issued to finance or refinance such capital improvements, and that the tax will last for a period of ten years; however, the tax may be retired earlier if the costs of the capital improvements and associated debt service have been paid from revenues collected over a shorter period.
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 and an excise tax of \$20 per retail sale of a motor vehicle to pay for \$18 million in principal capital expenditures plus associated debt financing costs for the development of a City Community Center and the betterment of the Robbins Island Park and Recreational Area, the Willmar Civic Center, and the Swansson Field complex in the City?

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

OFFICIAL
ELECTION BALLOT

CITY OF WILLMAR
KANDIYOHI COUNTY
MINNESOTA

<input type="radio"/> YES	Shall the City of Willmar, Minnesota (the "City"), be authorized to impose a sales and use tax of one-half of one percent and an excise tax of \$20 per retail sale of a motor vehicle to pay for \$18 million in principal capital expenditures plus associated debt financing costs for the development of a City Community Center and the betterment of the Robbins Island Park and Recreational Area, the Willmar Civic Center, and the Swansson Field complex in the City?
<input type="radio"/> NO	

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.)