

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

September 6, 2016
7:00 p.m.

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

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

Proposed additions and deletions to the agenda include comments from City Administrator Larry Kruse at the end of the meeting.

Council Member Christianson offered a motion to adopt the Consent Agenda which included the following items: City Council Minutes of August 15, City Council Minutes of August 31, Rice Memorial Hospital Board Minutes of August 17, Willmar Municipal Utilities Board Minutes of August 22, Planning Commission Minutes of August 24, Application for Exempt – Knights of Columbus, Application to Conduct Excluded Bingo – Church of St. Mary, Application for Exempt Permit – Pheasants Forever of Kandiyohi County 32, Accounts Payable Report through August 31, Willmar Lakes Area CVB Minutes of June 21, Willmar Community & Activity Center Minutes of July 16, Police Commission Minutes of July 26, Board of Zoning Appeals Minutes of August 15, Willmar CER Joint Powers Board Minutes of August 26, and Willmar Park Board Minutes of August 31, 2016. Council Member Ahmann seconded the motion, which carried.

At 7:01 p.m. Mayor Calvin opened the Hearing for the consideration of a request from Rock Step Willmar LLC that the City abate taxes for the years 2017 through 2026. Planning and Development Services Director Bruce Peterson stated the company plans to renovate the existing former Kmart building and construct a new satellite facility with an estimated market value of over \$6 million. The request was brought to the City by the Economic Development Commission. The request by RockStep is to have taxes abated for the first two years to reflect the increased value that was placed on the property following their purchase. Estimated impacts of the abatement show a \$100,000 home would see an increase of \$3.66 per year in their taxes and a \$250,000 valued home an approximate increase of \$9.00 per year.

Aaron Backman, EDC Director, stated the EDC Board unanimously approved the abatement and County Board also met and approved the abatement for the Kandi Mall Rehabilitation Project. RockStep is seeking a ten-year abatement for the project. It would be 100% for the first eight years and 80% for the final two years.

Jon Grabow, Willmar, MN, stated this is a great opportunity for the Council to follow suit with what the County approved and send a message to the business community to say Willmar is open for business.

There being no one further to speak for or against the tax abatement, Mayor Calvin closed the hearing at 7:10 p.m.

During discussion, Council Member Christianson read an email from a small business owner in Willmar expressing concern of competing against the other businesses in the community that have received tax abatements.

Todd Hagen, Senior Municipal Advisor of Ehlers and Associates working on behalf of the EDC spoke noting the hearing is also called a 116J Business Subsidy hearing under Minnesota Statutes and responded to Council Member Mueske's question about claw back provisions and the benchmarks that have to be achieved. Some details include that after two years the company must create at least 60 new jobs at a minimum of \$12 per hour to satisfy the business goals. Failure to meet this goal means the City, School and County can require reimbursement.

Tommy Stewart, Property Management/Leasing with RockStep spoke in relation to the milestones of the 65,000 SF building slated to be completed by the end of 2017. Usually the larger, vacant anchor boxes are targeted with a history of completing them well ahead of schedule and predicted this project to be a staged-type of build out with retail tenants.

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

RESOLUTION NO. 1

RESOLUTION APPROVING PROPERTY TAX ABATEMENTS FOR THE KANDI MALL REHABILITATION PROJECT

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

1. Recitals.

(a) RockStep Willmar LLC (the "Company") has requested the City to abate the City's share of property taxes applicable to (i) the increase in the existing value of the property from taxes payable in 2016 and 2017; and (ii) the increase in property taxes caused by the new development of the property to be generated for 10 years (specifically, with respect to the payable 2017 through 2026 property taxes) on Parcel Nos. 95 923 8640, 95 923-8632 and 95-923-8631 (the "Property"). The Company has purchased the parcels and intends to renovate the existing structure and construct a new facility with an estimated completed market value of \$6,722,200 (the Project) located in the City. Abatement assistance may be used for costs related to demolition and site improvements.

(b) On the date hereof, the Council held a public hearing on the question of the Abatement, and said hearing was preceded by at least 10 days but not more than 30 days prior published notice hereof.

(c) The Abatement is authorized under Minnesota Statutes, Sections 469.1812 through 469.1815 (the "Abatement Law").

2. Findings for the Abatement. The Council hereby makes the following findings:

(a) The Council expects the benefits to the City of the Abatement to at least equal the costs thereof.

(b) Granting the Abatement is in the public interest because it will increase or preserve the tax base of the City, help retain and expand commercial and industrial enterprise in the City, and provide employment opportunities in the City.

(c) The Council expects the public benefits described in (b) above to be derived from the Abatement.

(d) The Property is not located in a tax increment financing district.

(e) In any year, the total amount of property taxes abated by the City by this and other resolutions does not exceed the greater of ten percent (10%) of the net tax capacity of the City or \$200,000.

3. Terms of Abatement. The Abatement is hereby approved. The terms of the abatement are as follows:

(a) The Abatement shall be for a maximum of 10 years and shall apply to the taxes payable in the years 2017 through 2026, inclusive.

(b) The City will abate the increased portion of the City's share of ad valorem property taxes on the Property resulting from the Project and paid by the Company, beginning with taxes payable in 2017 and continuing through taxes payable in 2026, as follows:

(1) For the years 2017 through 2024, 100 percent of the increased portion of the City's share of ad valorem property taxes on the Property resulting from the Project; and

(2) For the years 2025 and 2026, 80 percent of the increased portion of the City's share of ad valorem property taxes on the Property resulting from the Project.

(c) The increased portion of the City's share of ad valorem property taxes on the Property which will be subject to abatement under this paragraph shall be any property taxes collected in any given year in excess of the 2016 base tax capacity for the Property of \$185,806.

(d) The abatement (the "Abatement") for the 10-year period shall not exceed \$375,260.

(e) The abatement may not be modified or changed during its term.

(f) The Abatement shall be subject to all the terms and limitations of the Abatement Law.

(g) In order to be entitled to the Abatement, the Company shall not be in default within the City of any of its payment obligations respecting any taxes, assessments, utility charges or other governmental impositions.

(h) All terms will be subject to final approval of the Development Agreement between the taxing jurisdictions and the Company.

Dated this 6th day of September, 2016.

/s/ Marv Calvin
Mayor

/s/ Kevin Halliday
Attest: City Clerk

At 7:40 p.m. Mayor Calvin opened the Hearing for the consideration of an Ordinance to Rezone ACMC Parcels from R-2 and LB to GB. Planning and Development Services Director Bruce Peterson presented the request from ACMC to rezone some parcels they own adjacent to their clinic at the intersection of Willmar Avenue and First Street. The reason for the rezoning is to bring all of their property there under a similar zoning classification to allow for the construction of a new surgery center in partnership with Rice Hospital. The rezoning has been approved by the Planning Commission and it is staff's recommendation to adopt the ordinance.

Council Member Christianson offered a motion to adopt, assign a number and order final publication of the Ordinance Amending the Zoning Ordinance by rezoning the property from R-2 and LB to GB. Council Member Mueske seconded the motion, which carried on a roll call vote of 8 Ayes, 0 Noes.

At 7:42 p.m. Mayor Calvin opened the Hearing for Special Assessments for Unpaid Weed/Grass Mowing. There being no one to speak for or against the certification of special assessment fees for unpaid weed and grass mowing, Mayor Calvin closed the hearing at 7:42 p.m.

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

RESOLUTION NO. 2

WHEREAS, Chapter 9, Article III of the Willmar Municipal Code states that such unpaid weed or grass mowing costs represent a lien of the real property receiving mowing services; and

WHEREAS, THE City Council of the City of Willmar has offered the owner his right to request an appearance before the Council to make objections to payment;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Willmar that the amount of the unpaid weed / grass mowing charges totaling \$1,982.56 be certified to the County Auditor to be extended on the tax rolls of such real property in the same manner as other taxes for collecting in 2017 and collected by the County Treasurer, and paid to the City Clerk-Treasurer along with other taxes; and

BE IT FURTHER RESOLVED that the unpaid weed or grass charges be certified against the real property as follows:

- | | | |
|----|--|----------|
| 1. | Parcel No. 95-470-0070
Located at 718 4 th Street SE; and
Described as Section 14, Township 119, Range 35, Lot 7
LARSON'S ADDITION TO THE CITY OF WILLMAR | \$152.32 |
| 2. | Parcel No. 95-280-2060
Located at 922 2 nd Street SW; and
Described as Section 15, Township 119, Range 35, Lot 6, Block 12
HANSON'S ADDITION TO WILLMAR | \$163.01 |
| 3. | Parcel No. 95-320-0410
Located at 500 13 th Street SW; and
Described as Section 15, Township 119, Range 35, Lot 1, Block 4
HIGHLAND PLACE IN THE CITY OF WILLMAR | \$189.72 |
| 4. | Parcel No. 95-006-1610
Located at 602 2 nd Street SW; and
Described as Section 15, Township 119, Range 35, Block 68
FIRST ADDITION TO THE CITY OF WILLMAR
LOTS 1&2 EXC. W 15FT. | \$191.07 |
| 5. | Parcel No. 95-006-3420
Located at 707 8 th Street SW; and
Described as Section 15, Township 119, Range 35, Block 80
FIRST ADDITION TO THE CITY OF WILLMAR
LOT 12 & S1/2 OF LOT 13 | \$152.32 |
| 6. | Parcel No. 95-665-0260
Located at 1101 Olena Avenue SE; and
Described as Section 14, Township 119, Range 35, Lot 16, Block 2
PERKINS FIFTH ADDITION | \$163.01 |

- | | | |
|-----|---|----------|
| 7. | Parcel No. 95-820-0510
Located at 836 Olaf Avenue NW; and
Described as Section 10, Township 119, Range 35, Block 3
THORPE & LIEN'S ADDITION TO THE CITY OF WILLMAR
LOT 7 OF SUBDIV. OF LOT 4 | \$191.07 |
| 8. | Parcel No. 95-740-2130
Located at 605 2 nd Street SE; and
Described as Section 14, Township 119, Range 35, Lot 13, Block 13
SPICER'S ADDITION TO WILLMAR | \$163.01 |
| 9. | Parcel No. 95-006-0470
Located at 521 8 th Street SW; and
Described as Section 15, Township 119, Range 35, Lot 8, Block 60
FIRST ADDITION TO THE CITY OF WILLMAR | \$152.32 |
| 10. | Parcel No. 95-914-2080
Located at 802 Mary Avenue SE; and
Described as Section 14, Township 119, Range 35
PART OF M. JOHNSON'S OUTLOT NO. 1 COM AT A PT 575' E
FROM INTERSECTION OF E LINE OF 6TH ST E & S LINE OF
MARY AVE E 75' S 150', W 75', N 150' TO BEG | \$191.07 |
| 11. | Parcel No. 95-250-0900
Located at 936 3 rd Street SE; and
Described as Section 14, Township 119, Range 35, Lot 10, Block 5
GLARUM'S ADDITION TO WILLMAR | \$273.64 |

Dated this 6th day of September, 2016.

/s/ Marv Calvin

Mayor

/s/ Kevin Halliday

Attest: City Clerk

At 7:43 p.m. Mayor Calvin opened the Hearing for Special Assessments for Unpaid Nuisances in General. The charges were incurred in boarding up and securing of an inhabitable building at 836 Olaf Avenue NW. There being no one to speak for or against the certification of special assessment fees for the unpaid nuisance, Mayor Calvin closed the hearing at 7:43 p.m.

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

RESOLUTION NO. 3

WHEREAS, Chapter 9, Article I of the Willmar Municipal Code concerning the boarding up and securing of an inhabitable building by the City. The cost of such removal or remedial measures shall be assessed by action of the City Council against the property, under such terms and conditions as the City Council may require; and

WHEREAS, THE City Council of the City of Willmar has offered the owner his right to request an appearance before the Council to make objections to payment;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Willmar that the amount of the unpaid nuisance charges totaling \$157.61 be certified to the County Auditor to be extended on the tax rolls of

such real property in the same manner as other taxes for collecting in 2017 and collected by the County Treasurer, and paid to the City Clerk-Treasurer along with other taxes; and

BE IT FURTHER RESOLVED that the unpaid nuisance charges be certified against the real property as follows:

1. Parcel No. 95-820-0510 \$157.61
Located at 836 Olaf Avenue NW; and
Described as Section 10, Township 119, Range 35, Block 3
THORPE & LIEN'S ADDITION
LOT 7 OF SUBDIV. OF LOT 4

Dated this 6th day of September, 2016.

/s/ Marv Calvin
Mayor

/s/ Kevin Halliday
Attest: City Clerk

Mayor Calvin thanked the members of the Airport Commission for their hard work on the excellent event held on September 4th in celebration of the airport's 10-Year Anniversary.

Stephen Deleski, 101 5th Street SW, requested to address the Council during the Open Forum. Mr. Deleski stated he attended the Open House for the Wye Project where he met a representative from BNSF and questioned how many trains will be diverted a day. Mr. Deleski questioned why 19,000 residents care if there is a Wye? Spending \$50 million for the stated diversion of 7-10 trains a day is a lot of money.

Mayor Calvin read a Proclamation declaring September 11 – 17, 2016 to be "Honor the Badge Week" in honor of the sworn police officers and deputies that serve with distinction while putting themselves at risk for the sake of common good.

The Finance Committee Report of August 22, 2016 was presented to the Mayor and Council by Council Member Anderson. There were five items for consideration.

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

Item No. 2 Finance Director Okins explained to the Committee that the 2015 Comprehensive Annual Financial Report (CAFR), as submitted to the State Auditor's office, is presented annually to the Council for review. Over the last couple of meetings, the Finance Committee has reviewed and discussed the Management Letter, Footnotes, and General Fund Budget-To-Actual Comparison sections of this report, including discussion of cash and fund balances. It was noted that the 2015 CAFR was distributed to the Council Members and also can be found on the City's website.

David Euerle of Westberg & Eischens reviewed their Governance Communication Letter with the Committee in which GASB 68 was discussed as it relates to the City of Willmar's part of the PERA Pension Plan Liability. As of December 31, 2015, the City's share totaled \$5.9 million. Of that amount, \$5.3 million was recorded for prior years with \$600,000 recorded for the current year of 2015.

The Governance Communication Letter also made some recommendations for policy improvements. One area was in budget management where the legal level of budget control is at the department level. To date, the Council had been authorizing budget amendments when circumstances change during the year. However, there is no formal action taken when department expenditures exceed the budget. It is recommended the Council implement policies for formally authorizing a department to exceed the budget. It was noted that the Committee has already established a new process of receiving requested budgetary amendments quarterly. Mr. Euerle felt this would be an appropriate improvement to the City's process.

Another area of recommended policy improvements was in the fund balances. The City has already adopted a formal fund balance policy which states that fund balances can only be committed by formal action by the City Council. Many of the committed balances in the general fund are not supported by a council resolution. It was being recommended that the Council pass a resolution specifying the purpose of the committed amounts.

Mr. Euerle also provided a presentation on the General Fund Revenues, General Fund and Capital Improvement Funds Fund Balances, Fund Balances versus Expenditures, and the Waste Treatment Fund. Waste Treatment Rates have been set through 2017 incorporating the requirements of maintaining six months of operating funds and twelve months of debt service funds on hand. It was noted that the City is on pace with that requirement.

Additional discussion included information in the 2015 Financial Statements, the requirement for 2016 regarding the disclosure of the details of any tax abatements approved by the Council, and the need to develop a plan to address concerns of how internal controls will be impacted by the Treasurer's duties being transferred to the Finance Department. This matter was received by the Council for information only.

Item No. 4 Staff explained to the Committee that the National Automated Clearing House Association (NACHA) is implementing the "Same Day ACH" Rule which will be spread over three phases. The "Same Day ACH" Rule opens the door to same-day processing of virtually any domestic ACH Payment. Effective September 23, 2016, Phase I of the "Same Day ACH" Rule goes into effect and applies to credits only (i.e. payroll). Phase 2 is planned for September 15, 2017, and will allow for "Same Day ACH" debit transactions. Phase 3 is planned for March 16, 2018. This last phase will require financial institutions to credit "Same Day ACH" transactions by 5:00 PM local time. The Council received this matter for information only.

Item No. 5 Staff explained to the Committee that there are six lots in Oslo Meadows that were sold in late 2015 which require additional assessment for the 2005 Street & Other Improvements. These sales were too late to make the November 1, 2015, certification deadline for Kandiyohi County. The sale prices for two of the lots were remitted to the City of Willmar with the normal County Settlement. The four remaining lots were sold on a Contract for Deed with Kandiyohi County. For those four lots, the County Auditor will remit the total sale price to the City only when paid in full which is anticipated to be about three to four years from now. Given the known sale prices, staff has determined that the remaining two years of the 2005 Special Assessments for these six parcels will be unpaid. Staff is requesting that the Council hold a public hearing on September 19, 2016, to take testimony from the new buyers and then certify the remaining dollar amount against the said parcels for five years at the stated project interest rate of 5.5%. The six lots in question are as follows:

<u>Name</u>	<u>Parcel ID</u>	<u>Description</u>	<u>Sale Price</u>	<u>Pending Assessment</u>
Robin A. Javaherian	95-604-0060	Blk-1, Lot 6	\$7,686.00	\$2,325.76
Robin A. Javaherian	95-604-0080	Blk-1, Lot 8	\$7,864.00	\$2,325.76
David M. and Karen M. Cram	95-604-0430	Blk-3, Lot 24	\$7,760.00	\$2,325.76
David M. and Karen M. Cram	95-604-0440	Blk-3, Lot 25	\$7,682.00	\$2,325.76
John H. and Debra L. Schmitz	95-604-0450	Blk-3, Lot 27	\$7,682.00	\$2,325.76
John H. and Debra L. Schmitz	95-604-0460	Blk-3, Lot 27	\$7,674.00	\$2,325.76

It was the recommendation of the Committee that the Council set a public hearing for 7:01 p.m. on September 19, 2016, for the Oslo Meadows 2005 Street & Other Improvements Special Assessments remaining due on the six parcels as presented. Council Member Anderson moved the recommendation of the Committee to set the hearing. Council Member Fagerlie seconded the motion, which carried.

Item No. 6 Staff reported to the Committee on the condition of the Fire Station roof. Whenever there is a hard rain or melting snow, the roof leaks which has caused damage to the suspended ceiling as well to electrical fixtures, making it unsafe for employees to work. The roof is also pulling away from the sides of

the building. Over the years there have been several repairs done but it is now time for a total replacement. The existing roof over the garage area and office area of the fire station was last replaced in 1996 and the roof over the training room addition that was constructed in 1990 has never been replaced. Two quotes have been received for installing 60 mil roofing material with a 20-year warranty: ROOF 1 – RBR, Inc. of Freeport for \$60,177 and West Central Roofing of Willmar for \$77,303.90. This fire station roof replacement project was approved in the 2016 CIP Budget for \$48,500. It is recommended that the additional \$11,677 be taken from the Fire Department's 2016 Operating Budget for Building Maintenance.

The recommendation of the Committee to the Council was approve the low bid from ROOF 1 – RBR, Inc. of Freeport in the amount of \$60,177 to replace the fire station roof and that \$11,677 be transferred from the 2016 Fire Department Operating Building Maintenance Budget to cover the additional cost over the 2016 CIP Budget for this project.

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

RESOLUTION NO. 4

BE IT RESOLVED by the City Council of the City of Willmar, a Municipal Corporation of the State of Minnesota, the quote of Haats Masonry, LLC for removal and replacement of the concrete driveway at the Willmar Fire Station is accepted, and be it further resolved the Mayor and City Administrator of the City of Willmar are hereby authorized to enter into an agreement with the bidder for the terms and consideration of the contract in the amount of \$30,223.40.

Dated this 6th day of September, 2016.

/s/ Marv Calvin
Mayor

/s/ Kevin Halliday
Attest: City Clerk

The Finance Committee Report for August 22, 2016, was approved as presented and ordered placed on file in the City Clerk's Office upon motion by Council Member Anderson, seconded by Council Member Christianson.

The Public Works/Safety Committee Report of August 23, 2016 was presented to the Mayor and Council by Council Member Christianson. There were seven items for consideration.

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

Item No. 2 Chief Felt noted the jail census for August 23, 2016 was 113; 32 inmates from the Department of Corrections, 65 inmates from Kandiyohi County and 16 inmates from other counties. The calls for service since August 9, 2016 totaled 778 and are 6 days ahead of this date last year. The majority of calls for the last two weeks were for traffic stops, followed by public assists and abandoned vehicles.

Chief Hanson noted total Fire Department total calls for service in the previous weeks totaled 27. The total calls for service this year is 216, compared to 229 calls in 2015. The dispatch to en route time is currently 3 minutes 25 seconds.

Chief Felt also mentioned the Willmar Police Department will be holding a new event - Pop with a Cop on Thursday, September 1st from 1-3pm at Miller Park. This program is sponsored by Bernick's Pepsi with hopes to get law enforcement connected with the youth.

Council Member Ahmann expressed concern with the uncontrolled intersection of 9th Street Southwest/Becker Avenue Southwest. Staff explained they have looked at this intersection on numerous

occasions and at this time it doesn't warrant a stop sign. Council Member Ahmann made a motion to direct staff to install a stop sign, the motion died due to lack of second. The Council received the updates for information only.

Item No. 4 Chief Felt noted the Willmar Police Department has been active in the DARE program since 1990, teaching 5th grade students in Willmar Schools. The Wal-Mart Foundation has been a regular contributor for over 10 years to the DARE program. If approved, grant funds would be used for instructor training and development and curriculum materials for students.

The Committee's recommendation to the Council to approve the Willmar Police Department to apply and accept a \$1,000 grant from Wal-Mart Foundation for the DARE program.

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

RESOLUTION NO. 5

Be it resolved, by the City Council of the City of Willmar to support staff's submittal of a grant application to Wal-Mart Foundation for, and the acceptance of, a \$1,000 grant for the DARE Program.

Dated this 6th day of September, 2016.

/s/ Marv Calvin
Mayor

/s/ Kevin Halliday
Attest: City Clerk

Item No. 5 Chief Felt noted the Willmar Police Department has participated with the Willmar Wal-Mart for over 10 years in the Shop with a Cop program. For this program, officers volunteer their time to assist an underprivileged child in shopping for holiday gifts for the child's family. Gift cards for merchandise are provided through the grant.

The Committee was recommending the Council approve the Willmar Police Department to apply and accept a \$1,000 grant from Wal-Mart Foundation for the Shop with a Cop event. The motion carried.

Resolution No. 6 was introduced by Council Member Christianson, seconded by Council Member Nelsen, reviewed by Mayor Calvin, and approved on a roll call vote of Ayes 8, Noes 0.

RESOLUTION NO. 6

Be it resolved, by the City Council of the City of Willmar to support staff's submittal of a grant application to Wal-Mart Foundation for, and the acceptance of, a \$1,000 grant for Shop with a Cop event.

Dated this 6th day of September, 2016.

/s/ Marv Calvin
Mayor

/s/ Kevin Halliday
Attest: City Clerk

Item No. 6 Gary Hildebrand and John Offerman of Energy and Organic Systems, LLC (EOS) presented a proposal to build a waste conversion facility at or near the WWTP. The proposed facility would use bio-solids from the Wastewater Treatment Facility and convert into compressed natural gas, clean water, organic fertilizer, and waste mitigation. After a lengthy discussion, the Committee felt this presentation should be presented to the full Council as this would be a policy discussion. Staff was directed to put this item on a future Council agenda. This was received by the Council for information only.

Item No. 7 Staff opened discussion of possible marketing of the proposed regional projects. Council Member Nelsen said at the last CER Board Meeting this topic was discussed as well. The Committee inquired what the City can legally do to market/educate the public. Staff was directed to contact Attorney Robert Scott to clarify what options are available.

City Attorney Robert Scott was asked if this information was available at this time. Attorney Scott stated Minnesota Statute is very specific about how the City can spend money. The City cannot spend money to market or advocate one side or the other of the referendum. Money can be spent to prepare informational materials that contain information that is in the ballot and factual information of the impact of the tax. The Council received this update for information only.

Item No. 8 Council Member Ahmann brought before the Committee his concern with storm water issues. The Committee directed staff to compile a list of improvements that have been done to improve storm water issues and what further improvements can be made along with estimated costs.

Council Member Christianson mentioned that he spoke with Public Works Superintendent Scott Ledebor regarding four parks that have minimal use. The four parks that were listed were Welshire, Wellin, Canigo, and East Willmar Park. Council Member Nelsen suggested these parks shouldn't be closed but rather turned into green space. These items were received by the Council for information only.

The Public Works/Safety Committee Report for August 23, 2016, was approved as presented and ordered placed on file in the City Clerk's Office upon motion by Council Member Christianson, seconded by Council Member Fagerlie.

The Labor Relations Committee Report of August 24, 2016 was presented to the Mayor and Council by Council Member Ahmann. There were four items for consideration.

Item No. 1 There were no public comments.

Item No. 2 City Administrator Larry Kruse presented the recent information received from the SWWC Service Cooperative relating to the City's health insurance rates and the options available for the addition of a VEBA/HSA plan for employees. Administrator Kruse informed the Committee that the City fared well with an increase in health insurance premiums of 2.5% for 2017. He reviewed the current health insurance plans and how many family and single policies were in each.

City Administrator Kruse has been working with Gene Thul of the SWWC on a VEBA/HSA plans for the City implementation. It is proposed the City add a VEBA/HSA plan as fourth Health Insurance plan. The Committee discussed three funding variants of a plan with deductibles similar to the Willmar Municipal Utilities (\$2,600 single/\$5,200 family). The plan gaining most support has an employer paid VEBA/HSA contribution for single plans of \$2,600 and family of \$5,200, with a second option for the family to pay a single premium and obtain family coverage without the City making any VEBA or HSA contribution. With this plan, employees can also contribute additional funds towards their HSA account.

City of Willmar 2017 VEBA/HSA								
Opton #1	Family Unit	Premium	Annual Premium	Employee Paid	Employer Paid	VEBA/HSA Contribution	City Annual Costs	Monthly (2017)
	Single \$2,600	\$ 505.50	\$ 6,066.00	\$ -	\$ 6,066.00	\$ 2,600.00	\$ 8,666.00	\$ 722.17
	Family \$5,200	\$ 1,410.00	\$ 16,920.00	\$ 6,066.00	\$ 10,854.00	\$ 5,200.00	\$ 16,054.00	\$ 1,337.83
	Family \$5,200	\$ 1,410.00	\$ 16,920.00	\$ 70.50	\$ 16,849.50	\$ -	\$ 16,849.50	\$ 1,404.13

Discussion was held pertaining to how best to educate employees on the new plan and which option was the best fit for the family contribution. The Committee was recommending the City in 2017 offer a \$2,600/5,200 VEBA/HAS plan (Option 1). Council Member Mueske moved the recommendation of the Committee. Council Member Anderson seconded the motion, which carried.

Item No. 3 City Administrator Kruse informed the Committee that to date there are not a lot of applications for either position, but he expects more before the closing on August 31st. The Council received this for information.

Item No. 5 The Committee briefly discussed the Labor Committee establishing goals. It was the consensus of the Committee that goals be set at a retreat in the near future. This item was also received for information only.

The Labor Relations Committee Report for August 23, 2016, was approved as presented and ordered placed on file in the City Clerk's Office upon motion by Council Member Mueske, seconded by Council Member Anderson.

The Community Development Committee Report of September 1, 2016 was presented to the Mayor and Council by Council Member Fagerlie. There were seven items for consideration.

Item No. 1 There were no public comments.

Item No. 2 Staff presented two resolutions calling for the acceptance of airport grants for the airport master plan update and the design work for the rehabilitation of the east taxi lanes. The projects have a 90 percent Federal, 5 percent State, and 5 percent City split with the City's share being \$19,376.10.

It was the Committee's recommendation to the Council to adopt a resolution accepting and authorizing the execution of the Federal Aviation Administration grant.

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

RESOLUTION NO. 7

AUTHORIZATION TO EXECUTE FEDERAL AVIATION ADMINISTRATION GRANT AGREEMENT FOR AIRPORT MASTER PLAN UPDATE AND TAXILANE REHABILITATION (DESIGN)

IT IS RESOLVED by the City of Willmar as follows:

1. That the Federal Aviation Administration grant agreement 3-27-0115-010-2016 "Grant Agreement for Update Airport Master plan study, including airport layout plan; rehabilitate taxilanes (2,800' x 35')-(DESIGN)" for the Willmar Municipal Airport is accepted.
2. That the City Administrator and City Attorney are authorized to execute this agreement and any amendments on behalf of the City of Willmar.

Dated this 6th day of September, 2016.

/s/ Marv Calvin
Mayor

/s/ Kevin Halliday
Attest: City Clerk

The Committee was also recommending the Council adopt a resolution accepting and authorizing the execution of the Minnesota Department of Transportation grant.

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

RESOLUTION NO. 8

AUTHORIZATION TO EXECUTE MINNESOTA DEPARTMENT OF TRANSPORTATION GRANT AGREEMENT FOR AIRPORT MASTER PLAN UPDATE AND TAXILANE REHABILITATION (DESIGN)

IT IS RESOLVED by the City of Willmar as follows:

1. That the Minnesota Department of Transportation grant agreement MNDOT Agreement No. 1026455, State Project No. A3401-66 "Grant Agreement for Update Airport Master plan study; rehabilitate taxilanes - (design)" for the Willmar Municipal Airport is accepted.
2. That the Mayor and City Administrator are authorized to execute this agreement and any amendments on behalf of the City of Willmar.

Dated this 6th day of September, 2016.

/s/ Marv Calvin
Mayor

/s/ Kevin Halliday
Attest: City Clerk

Council Member Johnson requested that, over the course of the year, the capital improvement budget expenditures be tracked for a comparison to the amounts budgeted.

Item No. 3 Megan DeSchepper, Planner/Airport Manager, reviewed the history and the process for the selection of a new FBO. RFP's were solicited and the City received two proposals. An interview committee interviewed both and, following the review of their proposals and the interviews, had recommended to the Council that the City select Oasis Aero as the new FBO and to pursue negotiation of a contract with them. The Council discussed the recommendation and how to best integrate a new FBO into the airport. Council Member Plowman said he was impressed by the process. All the steps were timely, documented, and carefully taken. He said the City was fortunate to have two proposals. The Committee briefly discussed the need for a full-time airport manager. It was acknowledged that the right FBO could serve as the site manager as well.

The Committee was recommending the Council select Oasis Aero as the new FBO and to pursue negotiation of an FBO Agreement. Council Member Fagerlie moved the recommendation of the Committee. Council Member Plowman seconded the motion, which carried.

Item No. 4 Public Works Director Christensen provided background on the project. The roof has been bid twice; both times the bids far exceeded the estimates. The roof continues to deteriorate as it leaks in rain events and the wooden shakes are blowing off. The Committee discussed possible ways to re-bid the project, as well as reasons for the bids coming in so high. Mr. Christensen said there were really three options: (A) reject all bids, (B) find a way to fund the difference in 2016, or (C) push it to a future capital improvement plan.

It was the recommendation of the Committee to reject the bid received. Council Member Fagerlie moved the recommendation to reject the one bid for the Civic Center Roof. Council Member Anderson seconded the motion, which carried.

Item No. 5 Planning and Development Services Director Peterson presented a proposal generated by staff to assist the Curling Club with their proposed project. At a previous meeting, the Council

had agreed with the concept of providing a site and providing some site assistance, but had asked staff to quantify the cost. Staff has done that and offered a proposal to assist the Curling Club by providing a site, sewer and water to the building, and a minimal amount of site work in a not to exceed amount of \$15,500.

The Committee was recommending the Council make a formal proposal that subject to negotiating an acceptable lease with the Curling Club, the City of Willmar agrees to provide an accessible site at the Civic Center property, limited excavation and soil correction, and water and sanitary sewer connections to the building in a not to exceed amount of \$15,500. Council Member Fagerlie moved the recommendation of the Committee to make some site improvements in conjunction with the Curling Club. Council Member Nelsen seconded the motion.

Council Member Christianson expressed his concern for future costs for the facility and its maintenance on City property questioning proof of the Clubs ability to pay. Council Member Mueske inquired as to how the Committee arrived at the \$15,500 figure. Planning and Development Services Director Peterson stated staff considered maximum runs of sewer and water of 100 feet each for a total of \$10,000 for sewer and water. The soil borings were quite good and showed a minimum amount of corrections and based on 2016 bids prices \$5,500 was estimated for the dirt work.

Troy Gorans, 7891 – 105th Avenue SE, came before the Council to clarify questions pertaining to the budget. He stated the Curling Club does have operating budgets for the first and fifth years. He stated other 100/200 member curling clubs in the state do cash flow their facilities. The motion to participate in the site improvements for a not-to-exceed figure of \$15,500 carried with 7 Ayes and 1 No. Council Member Christianson cast the “no” vote.

Item No. 6 Staff presented a proposal to waive plan review fees for rehabilitation permits necessitated by the recent flooding. The Committee discussed the extent of the flooding and the speed at which repairs can be made to the damaged properties. City Attorney Scott had provided an email to the Council outlining his review of the law regarding waiving permit fees. Staff told the Committee that there had been very little push-back from property owners or contractors regarding permits and fees for the flood damage rehab work.

The Committee was recommending the Council adopt a resolution that allows the City to waive plan review fees for all permits issued due to flood damage, and that no permit fees be charged for replacement of furnaces, water heaters, and water softeners damaged by the flood. The forgiveness period is to be in effect through the end of October 2016.

Resolution No. 9 was introduced by Council Member Fagerlie, seconded by Council Member Nelsen. The Council discussed the recommendation of the Committee with the addition of the friendly amendment to extend this to remain in effect through the end of 2016. Resolution No. 9 was reviewed by Mayor Calvin, and approved on a roll call vote of Ayes 8, Noes 0.

RESOLUTION NO. 9

WHEREAS, the City Council of the City of Willmar has by resolution duly established fees for building permits and plan reviews pursuant to its authority under Minn. Stat. § 326B.153 and Minn. R. 1300.0160.

WHEREAS, the City of Willmar and its residents were impacted by a record rainfall event on August 10-11, 2016, which caused extensive flood damage to residences and businesses in the City, particularly to furnaces, water heaters and water softeners located in basements where water collected.

WHEREAS, the City Council finds and determines that it is in the public interest to offer limited assistance to its citizens who suffered flood damage to their properties during the record rainfall event by temporarily providing relief from building permit and plan review fees imposed by the City for qualifying

projects to repair flood damaged property and/or replace damaged equipment, pursuant to the specific terms set forth herein.

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

1. That the City shall temporarily waive plan review fees for all building permits for projects demonstrated to be necessary to repair damage caused by flooding from the August 10-11, 2016 rainfall event and applied for on or before December 31, 2016.
2. That the City shall temporarily waive building permit fees for the replacement of furnaces, water heaters and water softeners damaged by flooding from the August 10-11, 2016 rainfall event and applied for on or before December 31, 2016.
3. That the City will continue to collect the surcharge proscribed by Minn. Stat. § 326B.148 on the original building permit fee amounts as stated in resolution and transfer such amounts to the state as required by law.

Dated this 6th day of September, 2016.

/s/ Marv Calvin
Mayor

/s/ Kevin Halliday
Attest: City Clerk

Item No. 8 Public Works Director Christensen presented a request to remove and replace the concrete driveway at the Willmar Fire Station. The 2016 CIP included \$34,000 for the work. A low quote in the amount of \$30,223.40 was received. The work will be completed yet this season.

The Committee was recommending the Council adopt a resolution accepting the quote from Haats Masonry in the amount of \$30,223.40 and authorizing the Mayor and the Administrator to execute the contract

Resolution No. 10 was introduced by Council Member Fagerlie, seconded by Council Member Anderson, reviewed by Mayor Calvin, and approved on a roll call vote of Ayes 8, Noes 0.

RESOLUTION NO. 10

BE IT RESOLVED by the City Council of the City of Willmar, a Municipal Corporation of the State of Minnesota, the quote of Haats Masonry, LLC for removal and replacement of the concrete driveway at the Willmar Fire Station is accepted, and be it further resolved the Mayor and City Administrator of the City of Willmar are hereby authorized to enter into an agreement with the bidder for the terms and consideration of the contract in the amount of \$30,223.40.

Dated this 6th day of September, 2016.

/s/ Marv Calvin
Mayor

/s/ Kevin Halliday
Attest: City Clerk

The Community Development Committee Report for September 1, 2016, was approved as presented and ordered placed on file in the City Clerk's Office upon motion by Council Member Fagerlie, seconded by Council Member Nelsen.

City Clerk-Treasurer Kevin Halliday presented for consideration of certification unpaid utility charges as a lien. Section 16-127 of the Willmar City Code states that such unpaid utility bills represent a lien on the real property receiving utility services; and Willmar Municipal Utilities Commission has offered the owner the right to request an appearance before the Commission to make objections to payment. After holding such hearing, the Willmar Municipal Utilities Commission has adopted Resolution No. 39 on August 8, 2016, requesting that the Willmar City Clerk-Treasurer certify the unpaid utility charges as a lien on the real property for charges totaling \$72,358.49 and to certify to the County Auditor for collection along with other taxes.

Resolution No. 11 was introduced by Council Member Christianson, seconded by Council Member Fagerlie, reviewed by Mayor Calvin, and approved on a roll call vote of Ayes 8, Noes 0.

RESOLUTION NO. 11

WHEREAS, Section 16-127 of the Willmar City Code states that such unpaid utility bills represent a lien on the real property receiving utility services; and

WHEREAS, the Willmar Municipal Utilities Commission has offered the owner the right to request an appearance before the Commission to make objections to payment; and

WHEREAS, the Willmar Municipal Utilities Commission has adopted Resolution No. 39 on August 8, 2016, requesting the Willmar City Clerk-Treasurer to certify the unpaid utility charges as a lien on the real property.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Willmar that the amount of the unpaid utility charges totaling \$72,358.49 be certified to the County Auditor to be extended on the tax rolls of such real property in the same manner as other taxes for collecting in 2017 and collected by the County Treasurer, and paid to the City Clerk-Treasurer along with other taxes; and

BE IT FURTHER RESOLVED that the unpaid utility charges be certified against the real property as follows:

1. Parcel No. 95-006-1610
Located at 602 2nd Street SW \$1,403.88
Described as Section 15, Township 119, Range 35, Block 68
FIRST ADDITION TO THE CITY OF WILLMAR
LOTS 1&2 EXC. W 15FT.
2. Parcel No. 95-922-7890
Located at 2106 6th Street SW \$432.07
Described as Section 22, Township 119, Range 35
W.75' OF E.1430' OF THE S. 125' OF N.800' OF SE 1/4.
3. Parcel No. 95-040-0315
Located at 615 16TH Street SW \$347.24
Described as Section 16, Township 119, Range 35, Lot 12, Block 4
BARNSTAD'S ADDITION TO THE CITY OF WILLMAR
4. Parcel No. 95-250-0520
Located at 502 Mary Avenue SE \$407.16
Described as Section 14, Township 119, Range 35, Lot 12, Block 3
GLARUM'S ADDITION TO WILLMAR
5. Parcel No. 95-740-1630
Located at 609 4th Street SE \$1,309.63

Described as Section 14, Township 119, Range 35, Block 11
SPICER'S ADDITION TO WILLMAR
LOTS 3 & 12

6. Parcel No. 95-820-0030
Located at 902 Park Avenue NW \$640.42
Described as Section 10, Township 119, Range 35, Block 1
THORPE & LIEN'S ADDITION TO THE CITY OF WILLMAR
PART OF LOT 2, BLK. 1:COM. AT A PT.176' E.OF SW COR OF LOT 2 TH.N.PARA.TO E. LINE
LOT 2,80', N.64'30" E.65', TH. S. PARA TO E. LINE OF LOT 2 A DIST. OF 100.05' TO S.LINE
W.60' ALONG S.LINE TO BEG.
7. Parcel No. 95-916-3450
Located at 414 15th Street SW \$618.09
Described as Section 16, Township 119, Range 35
S'LY 75' OF THAT PART OF LOT 7 OF STATE SUBDIV. LYING S.& E'LY OF WILLMAR -SIOUX
FALLS RWY. R.O.W. EXC. PART N. OF BECKER AVE.
8. Parcel No. 95-630-0220
Located at 233 Benson Avenue \$297.14
Described as Section 14, Township 119, Range 35, Block 2
PAULSON & SUNDE'S SUBD OF LOT D EASTERN AD
LOT 1 EXC THE E 29.40' AND ALL OF LOTS 2, 3 & 4.
9. Parcel No. 95-670-0220
Located at 1205 9th Street SE \$233.84
Described as Section 23, Township 119, Range 35, Lot 2, Block 2
PLEASANT VIEW ADDITION TO THE CITY OF WILLMAR
10. Parcel No. 95-280-1210
Located at 1002 3rd Street SW \$333.16
Described as Section 15, Township 119, Range 35, Lot 1, Block 7
HANSON'S ADDITION TO WILLMAR
11. Parcel No. 95-570-0480
Located at 1105 13th Street SW \$175.93
Described as Section 15, Township 119, Range 35, Block 3
NURSERY ADDITION TO THE CITY OF WILLMAR
LOT 7 OF SUBDIV. OF LOTS 5, 6 & 7
12. Parcel No. 95-009-1030
Located at 1115 Campbell Avenue NW \$628.50
Described as Section 15, Township 119, Range 35, Lot 4, Block 132
SECOND ADDITION TO THE CITY OF WILLMAR
13. Parcel No. 95-715-0080
Located at 2408 Williams Parkway SW \$468.33
Described as Section 21, Township 119, Range 35, Lot 8, Block 1
SOUTHGATE ADDITION
14. Parcel No. 95-671-0700
Located at 817 Pleasant View Drive SE \$256.18
Described as Section 23, Township 119, Range 35, Lot 20, Block 4
PLEASANT VIEW SECOND ADDITION

- | | | |
|-----|---|-------------|
| 15. | Parcel No. 95-006-0470
Located at 521 8 th Street SW
Described as Section 15, Township 119, Range 35, Lot 8, Block 60
FIRST ADDITION TO THE CITY OF WILLMAR | \$1088.47 |
| 16. | Parcel No. 95-020-0120
Located at 815 2 nd Street SE
Described as Section 14, Township 119, Range 35, Block 2
FIFTH ADDITION TO THE CITY OF WILLMAR
N 62 1/2 FT. OF LOT 7 EXC. E. 50 FT. | \$247.63 |
| 17. | Parcel No. 95-480-0010
Located at 1200 5 th Street SW
Described as Section 22, Township 119, Range 35, Block 1
LEARY'S ADDITION TO WILLMAR
LOTS 1 & 2 | \$172.36 |
| 18. | Parcel No. 95-250-0900
Located at 936 3 rd Street SE
Described as Section 14, Township 119, Range 35, Lot 10, Block 5
GLARUM'S ADDITION TO WILLMAR | \$923.09 |
| 19. | Parcel No. 95-665-0240
Located at 1109 Olena Ave SE
Described as Section 14, Township 119, Range 35, Lot 14, Block 2
PERKINS FIFTH ADDITION | \$373.62 |
| 20. | Parcel No. 95-922-6050
Located at 400 15 th Avenue SW
Described as Section 22, Township 119, Range 35
W. 280.68' OF E.730.68' OF NE1/4 OF NE1/4 EXC. TH. N. 855.60' THEREOF. | \$62,001.75 |

Dated this 6th day of September, 2016.

/s/ Marv Calvin _____
Mayor

/s/ Kevin Halliday _____
Attest: City Clerk

Mayor Calvin noted that at the recommendation of Council Member Mueske, he will be forming a Mayor's Task force on Facility needs within the community and asked that each Council Member submit names to him for consideration. The three projects that will be looked at are the Willmar Municipal Utilities buildings and location, new City Hall and a Community Center.

City Administrator Larry Kruse who had requested to speak to the Council presented his 30-day notice of resignation. Mr. Kruse thanked Willmar residents, Department Director, his Administrative Assistant Janell Sommers and City Employees for their help and assistance. Mayor Calvin stated the Mayor and Council accept his resignation and noted that Mr. Kruse had worked hard and thanked him for his work since last December.

Council Member Ahmann made a motion to direct the Mayor to contact the League of Minnesota Cities to establish an interim to fill the City Administrator position until a full-time person can be hired. Council Member Anderson seconded the motion, which carried.

Mayor Calvin noted the next course of business would be to designate a signatory for City business. He has spoken to a staff person Planning and Development Services Director Bruce Peterson who is willing to accept this responsibility if the Council so chooses. Council Member Anderson moved the recommendation to designate Planning and Development Services Director Bruce Peterson as official signatory for the City up to the next 30 days. Council Member Mueske seconded the motion, which carried.

Council Member Christianson suggested there should be a small committee to vet the Interim City Administrator that might be obtained from the League of Minnesota Cities. Council Member Christianson made a motion to appoint the Mayor and Mayor Pro Tempore to vet potential candidates for an Interim City Administrator in conjunction with the LMC and consider others outside as well to bring back to the appropriate committee/full Council. Council Anderson seconded the motion, which carried.

Announcements for Council Committee meeting dates were as follows: Finance, 4:45 p.m., City Hall September 12th, Public Works/Safety, 4:45 p.m., City Hall, September 13th, Labor Relations/Full Council, 4:45 p.m., City Hall, September 14th, and Community Development, 4:45 p.m., City Hall, September 15, 2016.

Council Member Ahmann offered a motion to adjourn the meeting with Council Member Anderson seconding the motion, with carried. The meeting adjourned at 9:20 p.m.

Attest:

MAYOR

SECRETARY TO THE COUNCIL

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

September 14, 2016 at 4:45 p.m. and
September 15, 2016 at 5:14 p.m.

The special meeting of the Labor Relations Committee/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, and Ron Christianson. Council Members Tim Johnson and Andrew Plowman were excused from the meeting. Present 7, Absent 2.

Also present were City Clerk-Treasurer Kevin Halliday, Public Works Director Sean Christensen, Finance Director Steve Okins, and Fire Chief Frank Hanson.

Item No. 1: Carol Laumer, Willmar Municipal Utilities Labor e Member, was present to update the Council on the process of hiring a General Manager at Willmar Municipal Utilities. She stated interviews have been completed with the four finalists on September 12th. The next interview will be with the full Commission, the Mayor and Council Representative Mueske.

Item No. 2 Mayor Calvin updated the Council on the information he and Council Member Christianson have relating to the search for an Interim Administrator. The selected candidate information was submitted to each Council Member. Mayor Calvin noted there were a total of six who expressed interest and it was narrowed down to three of which he and Council Member Christianson held phone interviews with earlier this week. Mayor Calvin summarized the information compiled from each candidate, whose names remain confidential. All prospective candidates were told this is an interim position for approximately six months.

The Council discussed the qualifications and experience of the prospective candidates listed as "A," "B" and "C." It was suggested a recommendation could come before the Council at the September 19th Council meeting. It was noted the interim will become an employee of the City of Willmar because they will be under the direction of the Council. A boiler plate contract has been made available for consideration that can be reviewed and revised.

Mayor Calvin left the meeting to call City Attorney Robert Scott. After his return, Mayor Calvin reported that Attorney Scott stated if the name of the candidate and the compensation is not in the agreement that would be a substantial change and there needs to be another meeting to approve the employment agreement.

A draft timeline for filling the vacancy of City Administrator was presented to the Council by Council Member Christianson noting that the consulting firm of David Drown and Associates had a two-year guarantee in their contract with the City, and they are obligated to assist with locating another individual at no cost to the City. The timeline was distributed to the Council for information. Council Member Anderson made a motion to adopt the search timeline as presented by David Drown and Associates subject to revision. Council Member Mueske seconded the motion, which carried.

Mayor Calvin informed the Council they are able to keep the candidate information they have in front of them, but were reminded it is strictly confidential and that no contacts should be made with the candidates.

Item No. 3 City Clerk-Treasurer Halliday reported on the Human Resources Director interviewing team of Council appointee Anderson and two Department Directors who are prepared to interview Wednesday, September 21st at 8:15 a.m. to 2:00 p.m., but that Rice Hospital HR Director Joyce

Elkjer was not available to assist. Kandiyohi County HR Director, Connie Mort, would be contacted to assist. Springsted consultants have remitted a twelve-city salary summary and that a recommendation will be made to the Council at the October 3rd Council meeting. It was noted that the Interim City Administrator would be asked to join the interview team if the position was filled by that date.

Item No. 4 City Clerk-Treasurer Halliday reported on the City Clerk interviewing team of three Department Directors who are prepared to interview Thursday, September 22nd at 8:15 a.m. with one candidate coming in Friday morning. Springsted consultants had not remitted a salary survey for the City Clerk position nor has the Council determined the final pay range following a recommendation by the Salary Review Committee Chairman to increase the pay range above the tallied pay range of 7. City Clerk-Halliday was directed to contact Mr. Kruse to verify the process of the compensation study.

Council Member Nelsen offered a motion to recess the meeting at 6:10 p.m. to reconvene at 5:30 p.m. or post Community Development Committee on Thursday, September 15, 2016. Council Member Mueske seconded the motion, with carried.

The special meeting of the Labor Relations Committee/Willmar City Council was reconvened at 5:14 p.m., Thursday, September 15, 2016, and called to order by the Honorable Mayor Marv Calvin. All Council Members were present.

Mayor Calvin reported that he was in contact with Springsted and the City Clerk job description was included in the compensation study. The discussion of an Interim City Administrator continued. Council Member Anderson made a motion to offer the interim position to "Candidate C" and authorize the Mayor and Mayor Pro Tempore to work out the details for a contract to be presented at the September 19, 2016, City Council meeting. Council Member Nelsen seconded the motion, which carried.

Mayor Calvin informed the Council that the candidate information remains confidential. He also noted that the template of a draft employment agreement was remitted to each Council Member earlier today.

Council Member Nelsen made a motion that the City Clerk interviews include the Interim City Administrator. Council Member Johnson seconded the motion, which carried.

Council Member Mueske made a motion to adjourn. Council Member Ahmann seconded the motion. The meeting was adjourned at 5:26 p.m.

Attest:

MAYOR

SECRETARY TO THE COUNCIL

WILLMAR MUNICIPAL UTILITIES MINUTES
MUNICIPAL UTILITIES AUDITORIUM
SEPTEMBER 12, 2016

The Municipal Utilities Commission met in its regular scheduled meeting on Monday, September 12, 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, Power Supply Manager Chris Carlson, Customer Service Supervisor Stacy Stien, Energy Services/Marketing Rep Mary Kosbab, Power Resources Analyst Michelle Marotzke, Administrative Secretary Beth Mattheisen, City Attorney Robert Scott, and City Councilman Shawn Mueske.

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

RESOLUTION NO. 42

“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 August 22, 2016 Commission meeting;
- ❖ Minutes from the August 29, 2016 Commission Work Session; and,
- ❖ Bills represented by vouchers No. 161606 to No. 161733 and associated wire transfers inclusive in the amount of \$466,366.40.

Dated this 12th day of September, 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 September 9th WMU Planning Committee meeting (see attached). The main topics of discussion focused on: 1) Pacific Avenue Storm Water Improvement Project (bid award); 2) 2017 WMU Budget (preliminary) Review; 3) Emergency Contingency Plan; and, 4) Facilities/Building Project Update. Following review and discussion, Commissioner Mattern offered a motion to approve the minutes of the September 9th WMU Planning Committee meeting as presented. Commissioner Nagel seconded the motion which carried by a vote of seven ayes and zero nays.

In conjunction with the minutes of the September 9th WMU Planning Committee meeting, a recommendation had been presented to the Commission to approve the bid award for the Pacific Avenue Storm Water Improvement Project to Duinck, Inc., of Prinsburg, MN. Duinck's

submitted the sole bid for the project in the amount of \$112,735.00 (base bid) + \$36,222.50 (alternate items) for a maximum total of \$148,957.50. Following discussion, Commissioner Nagel offered a resolution to approve the bid award for the Pacific Avenue Storm Water Improvement Project to Duininck, Inc. for the maximum amount of \$148,957.50. Commissioner Mattern seconded.

RESOLUTION NO. 43

“BE IT RESOLVED, by the Municipal Utilities Commission of the City of Willmar, Minnesota, that the bid submitted by Duininck, Inc., of Prinsburg, Minnesota, for the Pacific Avenue Storm Water Improvement Project be approved in the amount of \$112,735.00 (base bid) + \$36,222.50 (alternate items) for a maximum total of \$148,957.50.”

Dated this 12th day of September, 2016.

President

ATTEST:

Secretary

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

Interim General Manager Harren informed the Commission that the Planning Committee had also recommended the approval of the updated WMU Emergency Contingency Plan. Harren noted that the proposed plan has been developed and updated to encompass the entire company in all three buildings (Office, Power Plant, Service Center) by giving basic direction to employees in the event of an emergency by identifying areas of responsibility and many resources. Following discussion, Commissioner Mattern offered a motion to approve the WMU Emergency Contingency Plan as presented. Commissioner Laumer seconded the motion which carried by a vote of seven ayes and zero nays.

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

1. July 2016 Power Supply Report (Power Resources Analyst Marotzke)
2. July 2016 Wind Turbine Report (Interim General Manager Harren)

Interim General Manager informed the Commission that the annual Public Power Week has been set for October 2-8. Public Power Week is an opportunity for public power utilities to remind customers about the advantages that public power offers. Following discussion, Commissioner Laumer offered a resolution designating October 2-8, 2016 as the 30th Annual Public Power Week with an Open House to be held on Tuesday, October 4th from 4:00-6:30 p.m. at the Willmar Civic Center. Commissioner Gimse seconded.

RESOLUTION NO. 44

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

Energy Services/Marketing Rep Kosbab shared with the Commission a PowerPoint presentation marking the celebration of WMU's 125th Anniversary. This presentation depicted WMU's historic

path from conception to present day. The enlightening presentation will be available for use by local community organizations.

(Commissioner Laumer departed the meeting at 12:13 p.m.)

Interim General Manager Harren informed the Commission that iPad training (along with the Call to Order meeting application) will be conducted at the next MUC meeting (Sept. 26th).

For information: Upcoming meetings/events to note include:

- WMU Planning Committee Meeting – Monday, Sept. 19th @ 12:00 p.m.
- WMU Annual Open House (Public Power Week) – Tues., October 4 @ 4:00-6:30 p.m. (Civic Center)
- APPA Public Utility Governance Webinar: [*Achieving Excellence in Public Power Governance*](#) – Wed., Oct. 5 @ 1:00-2:30 p.m. CST (WMU Conference Room)
- MMUA Legislative Rally - January 31-February 1, 2017
- APPA Legislative Rally - February 27-March 1, 2017 (Washington, DC)
- APPA National Conference - June 19-21, 2017 (Orlando, FL)

There being no further business to come before the Commission, Commissioner Nagel offered a motion to adjourn the meeting. Commissioner Mahboub seconded the motion which carried by a vote of six ayes and zero nays, and the meeting was adjourned at 12:22 p.m.

Respectfully Submitted,

WILLMAR MUNICIPAL UTILITIES

Beth Mattheisen
Administrative Secretary

ATTEST:

Jeff Nagel, Secretary



WILLMAR MUNICIPAL UTILITIES

WMU PLANNING COMMITTEE MEETING MINUTES Friday, September 9, 2016 – 12:00 p.m. WMU Conference Room

Present: Commissioners Justin Mattern (Chair), Jeff Nagel & Abdirizak Mahboub, Interim General Manager John Harren, Director of Finance Denise Runge, Power Plant Supervisor Jon Folkedahl, 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):

➤ **Pacific Avenue Storm Water Improvement Project :**

Power Plant Supervisor Folkedahl informed the Committee that one bid had been received for the Pacific Avenue Storm Water Improvement Project. To remain compliant with permit requirements as established by the National Pollutant Discharge Elimination System (NPDES), improvements to the quality of WMU's storm water discharge (runoff) are necessary. The required improvements would include paving selected areas to re-direct runoff, remove storm water inlet & concrete curbing, install fencing & wheel loader rumble strips, and construction of a sand filter bed. Duininck, Inc., submitted a bid in the amount of \$112,735.00 (base bid) + \$36,222.50 (alternate items) for a maximum total of \$148,957.50. Folkedahl noted that \$155,250 had been budgeted for the total project.

Committee Action:

Following discussion, Commissioner Nagel offered a motion to recommend approval of the bid submitted by Duininck, Inc., to conduct the Pacific Avenue Storm Water Improvement Project for the total maximum amount of \$148,957.50. Commissioner Mahboub seconded the motion which carried by a vote of three ayes and zero nays.

➤ **2017 WMU Budget Review:**

Director of Finance Runge reviewed with the Committee the preliminary 2017 WMU Budget. Departmental (Electric, Water, Heating) analyses and data were presented for review. This data reflected revenues, expenses, and income related to each of the divisions for a total projected 2017 budget. Also included in the presented data was the preliminary Capital Improvement Budget for 2017. Following a review and discussion, additional modifications were needed to the proposed budget (primarily amounts in Capital Improvement Budget).

Interim General Manager Harren along with Runge indicated that with the review of the necessary future projects needed to increase the reliability and efficiency of the Utility, electric & water rates will need to be readdressed in the near future. They noted that Dave Berg Consultants had conducted a Cost of Service & Rate Study in 2014. The projections from this study compared to today's actual numbers were very close and indicated a strong need to adjust the current rates. Further discussions will be held addressing a possible increase in both electric and water rates.

➤ **Emergency Contingency Plan:**

Interim General Manager Harren informed the Committee that Staff had prepared an updated WMU Emergency Contingency Plan. This proposed plan has been developed and updated to encompass the entire company in all three buildings (Office, Power Plant, Service Center) by giving basic direction to employees in the event of an emergency by identifying areas of

responsibility and many resources. This emergency plan is a living document and will be updated as necessary.

Committee Action:

Following discussion, it was the consensus of the Planning Committee to recommend that the Commission approve the WMU Emergency Contingency Plan as presented.

➤ **Facilities/Building Project Update:**

Purchasing/Facilities Manager Marti reviewed with the Committee a number of items related to the Facilities/Building Project. Marti and Harren presented a brief background of the proposed project along with the options for consideration related to the project (i.e. independent facility, joint facility with City, campus-type area, location sites, etc.). To assist in determining the most beneficial and cost effective direction to proceed with, it was the consensus of the Planning Committee to schedule their next meeting for Monday, Sept. 19th at 12:00 p.m. to further discuss the project. One of the items to be addressed will be to establish WMU "Facility Talking Points" to share with WMU employees and the Willmar community.

Mayor's Community Task Force Committee:

In conjunction with the proposed facilities project, Mayor Calvin has requested to form a Mayor's Community Task Force to review and assess the WMU/City facility needs. He has asked that each entity submit 15 names for possible appointments to the Committee. The Mayor will then condense the list into a task force consisting of 12-15 members that will discuss and make recommendations to WMU and the City (completed by 1st quarter of 2017). Following discussion regarding potential members, the Committee came to a consensus with 12 names to be submitted for consideration to serve on the Mayor's Community WMU/City Facility Taskforce. (See attached)

Phone System:

Marti informed the Planning Committee of the need to replace the current phone system at the Utility. The current system is antiquated and does not offer the technology to integrate with the operating system, voicemail ease of use/transfer abilities, cell phone connectivity for efficiency purposes and automated answering system. The current system is obsolete with parts becoming scarce and unserviceable. Marti added that the approximate cost to replace the telephone system and installing infrastructure in the current facilities is \$40,000-\$50,000. It was noted that this Capital Improvement item was approved in the 2016 Budget. Marti further stated that parts of the new system can be potentially moved to a new facility in the future. It was the consensus of the Planning Committee to move forward with the replacement of the current telephone system.

Cost of Continued Delays:

The next item presented for discussion was a listing illustrating potential costs associated with the continuation of delays related to the facilities project. The data included both short-term and long-term costs.

Map/Illustration of area size requirement for potential facilities:

Illustrations depicting two examples of the facility's size requirements in relation to two possible City sites were reviewed & discussed.

➤ **Miscellaneous:**

It was a consensus of the WMU Planning Committee to schedule the next Planning Committee meeting for Monday, September 19th @ 12:00 noon. Topics of discussion will include:

1. 2017 WMU Budget
2. WMU Talking Points (facilities/building project)

(Commissioner Mattern departed the meeting at 2:32 p.m.)

Adjournment:

Following discussion, Commissioner Mahboub offered a motion to adjourn the meeting of the WMU Planning Committee. Commissioner Nagel seconded the motion which carried, and the meeting was adjourned by a vote of two ayes and zero noes at 2:45 p.m.

WMU Suggestions to Mayor's Community WMU/City Facility Task Force

- Mike Schramm- Rice Hospital
- Bob Mathiasen- Heritage Bank
- Shane Johnson- Bremer Bank
- Nathan Streed- Harvey Anderson Funeral Home
- Robbert Stone- West Central Industries/Willmar Fire Dept.
- Mike Kubesh- Willmar Bus Service
- Scott Barney- Walt's
- David Little- Retired WC Tribune
- Jerry Gesch- Former WMU Commissioner
- Carol Laumer- WMU Commissioner
- Shawn Mueske- City Council Liaison
- Mitra Engan- Engan & Associates

Mayor Calvin has suggested a Mayors task force to discuss the WMU/City facility needs, he has asked us for names of potential committee members and will do the same from City staff.

Mayor Calvin will then condense the list into a task force consisting of 10-12 members that will be tasked with discussing and making recommendations to WMU and the City by 1st Quarter 2017. Recommendations will include joint (campus concept) or separate facilities, community needs and design input and potential locations for new facilities.

RESOLUTION NO. 44

**2016 PUBLIC POWER WEEK
IN APPRECIATION OF WILLMAR MUNICIPAL UTILITIES,
OUR HOMETOWN ELECTRIC UTILITY**

WHEREAS, we, the citizens of Willmar, place high value on local control over community services and therefore have chosen to operate a community-owned, locally controlled, not-for-profit electric utility and, as consumers and owners of our electric utility, have a direct say in utility operations and policies; and

WHEREAS, Willmar Municipal Utilities is committed to investing in the future energy needs of its customers with clean, affordable, and renewable energy sources; and

WHEREAS, Willmar Municipal Utilities provides our homes, businesses, farms, social service, and local government agencies with reliable, efficient, and cost-effective electricity employing sound business practices designed to ensure the best possible service at not-for-profit rates; and

WHEREAS, Willmar Municipal Utilities is a valuable community asset that contributes substantially to the well-being of local citizens through energy efficiency, customer service, environmental protection, economic development, and safety awareness; and

WHEREAS, problems with the deregulation of the electric utility industry have renewed public interest in and appreciation for the concept of locally controlled, community-owned public power systems; and

WHEREAS, Willmar Municipal Utilities is a dependable and trustworthy institution whose local operation provides many consumer protections and continues to make our community a better place in which to work and live;

NOW, THEREFORE BE IT RESOLVED, that Willmar Municipal Utilities will continue work to bring lower-cost, safe, reliable electricity to community homes and businesses just as it has since 1895, the year when the utility was created to serve all the citizens of Willmar; and

BE IT FURTHER RESOLVED, that the week of October 2-8, be designated the 30th annual Public Power Week in order to honor Willmar Municipal Utilities for its contributions to the community and to make its consumer-owners, policy makers, and employees more aware of its overall contributions to their well-being; and

BE IT FURTHER RESOLVED, that our community joins hands with more than 2,000 other public power systems in the United States that through local, community-ownership ensure cost-cutting service for electricity customers.

Dated this 12th day of September, 2016.

President

ATTEST:

Secretary

WILLMAR MUNICIPAL UTILITIES COMMISSION
WORK SESSION MINUTES
MUNICIPAL UTILITIES AUDITORIUM
AUGUST 29, 2016

The Municipal Utilities Commission met in a scheduled Work Session on Monday, August 29, 2016 at 4:00 p.m. in the Municipal Utilities Auditorium with the following Commissioners present: Dan Holtz, Carol Laumer, Joe Gimse, Jeff Nagel, Justin Mattern, and Nathan Weber. Absent was Commissioner Abdirizak (Zack) Mahboub

Others present at the meeting were: Interim General Manager John Harren, Director of Finance Denise Runge, Administrative Secretary Beth Mattheisen, Facilities & Purchasing Supervisor Kevin Marti, Steve Ahmann, Kathy Schwantes, Doug Reese, and Fernando Alverado.

Commissioner Holtz opened the meeting by expressing the Commission's appreciation to WMU personnel and Commissioner Nagel for their time and efforts spent serving as a member of the WMU Facility Building Committee. These members are: Jeff Nagel, Mary Walters-Kosbab, Zach Larson, Scott Schultz, Joe Baker, and Kevin Marti. The purpose of the work session was to review, discuss, and assist in establishing a directive regarding the WMU Facilities/Building Project.

The first order of business was to conduct a brief tour of the WMU Office Building. The facility tour was led by Facilities & Purchasing Supervisor Marti. Following the tour, Marti presenting a PowerPoint presentation of the updated 2016 GLT Architects Facilities Study (original Facilities Study was completed in 2010). Among the topics reviewed were: 1) Facilities Study timeline; 2) Architect's Summary; 3) Space Programming Study & Summary; 4) Travel Efficiency Study; 5) numerous facilities photos; 6) site plans; 7) estimated construction & site costs; 8) estimated impact to our customers; 9) Building Committee recommendation; and, 9) creation of a joint WMU/City Community Task Force.

Marti continued by stating that the WMU/City Community Task Force members will be appointed by the Mayor. The Committee will consist of approx. 10-14 members including WMU and City Staff, (1) WMU Commissioner; (3-4) community business leaders; and, (1-2) "at-large" community members. The goal of the Task Force would be to present a recommendation that would best meet the facility needs of both the WMU and the City. The recommendation would be completed in the first quarter of 2017.

There being no further business to come before the Commission, Commissioner Mattern offered a motion to adjourn the meeting. Commissioner Nagel seconded the motion which carried by a vote of six ayes and zero nays, and the meeting was adjourned at 5:40 p.m.

Respectfully Submitted,

WILLMAR MUNICIPAL UTILITIES

Beth Mattheisen
Administrative Secretary

ATTEST:

Jeff Nagel, Secretary

**WILLMAR PLANNING COMMISSION
CITY OF WILLMAR, MN
WEDNESDAY, SEPTEMBER 14, 2016**

MINUTES

1. The Willmar Planning Commission met on Wednesday, September 14, 2016, at 7:00 p.m. at the Willmar City Offices Conference Room #2.

** Members Present: Randy Czarnetzki, Gary Geiger, Aaron Larson, Margaret Fleck, Steve Gardner, Bob Poe, and Rebecca Trongaard.

** Members Absent: Rolf Standfuss.

** Others Present: Cory Backes, Megan DeSchepper- Planner.

2. MINUTES: The August 24, 2016 minutes were approved as submitted.

3. 4 EVER FAMILY PROPERTIES LLC. PLAN REVIEW- FILE NO. 16-06: Cory Backes Willmar, MN presented plans for a 4,800 sq. ft. contractor shop with office space on property legally described as follows: Lot 1, Block 4, Industrial Park 4th Addition (3113 3rd Ave. SW). The proposed tenant of the facility is Backes Technology Services Inc. The property is zoned I-1 (Limited Industry) and the use is permitted with plan review. The building and parking setbacks and the number of proposed parking spaces meet Zoning Ordinance requirements. There are two proposed accesses one via 3rd Ave. SW and the other off of 32nd St. SW. The building is a mix of steel construction with stone façade along the base on all four sides.

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

The Planning Commission talked about the use being a good fit in the new industrial park. Mr. Backes prepared updated site plans to take into account the comments from the Engineering Department regarding access distance from the intersection and onsite swales.

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

- A. All of the Engineering Department comment items shall be adhered to and depicted on plans prior to issuance of a building permit.
- B. The use shall meet all applicable local, state, and federal rules and regulations at all times.

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

The motion carried.

4. MISCELLANY: Staff asked Planning Commission to discuss and consider temporary signage in relation to occasional shops that are not open regular hours within a work week or month. A shop owner asked to get the Commissions opinion regarding this growing type of business. The Commission talked about temporary signage and wanted to be fair and equal to all businesses. At the same time they want the businesses that are trying to succeed to have some flexibility when they have limited hours of operation. The Commission directed staff to get examples from other communities or the League of MN Cities regarding temporary sandwich board signs for discussion at an upcoming meeting.
5. ACCESSORY DWELLING DISCUSSION: The Planning Commission continued their discussion regarding accessory dwelling units. They built on their discussion from last meetings definitions and started to outline the parameters of those stipulations. Staff will gather information regarding building separation code from the Building Official as well as utility connection requirements. This discussion will continue at a future meeting.
6. There being no further business to come before the Commission the meeting adjourned at 8:36 p.m.

Respectively submitted,



Megan M. DeSchepper, AICP
Planner/Airport Manager

PLANNING COMMISSION-SEPTEMBER 14, 2016

STAFF COMMENTS

1. 4 EVER FAMILY PROPERTIES LLC- FILE NO. 16-06:

- The applicant is 4 Ever Family Properties LLC, Willmar, MN.
- The applicant is requesting plan review for a 4800 sq. ft. contractor shop on property legally described as Lot 1, Block 4, Industrial Park 4th Addition (3113 3rd Ave. SW).
- The tenant of the facility will be Backes Technology Services, Inc. and will house an office area and shop.
- The property is accessed via 3rd Ave. SW or 32nd St. SW.
- The property is zoned I-1 (Limited Industry).
- The number of parking spaces provided meets the requirements of the zoning ordinance.
- Building and parking setbacks are met.
- There will be some garage bays and man doors and windows on the building, with a mix of steel and stone on the façade exterior.
- A landscape plan was submitted, and appears adequate.
- There is a proposed accesses off of both streets.
- Will the parking lot be paved and curbed?

ENGINEERING DEPARTMENT COMMENTS: The proposed driveway opening off of 3rd Ave. SW needs to be a minimum of 50' east of 32nd St. SW east curb line. Indicate the proposed drainage flow directions and the total land area that will be disturbed. Drainage cannot flow directly to 32nd Street or to 3rd Avenue or adjacent properties. Regrade lot to detain run off with swales and depressions. The existing curb and gutter is B624 and new driveway opening shall be constructed to match. The existing utility services that are stubbed into the property from 3rd Ave. SW are 6" sanitary sewer and 8" water main.

RECOMMENDATION: approve the plan review with the following conditions:

- A. All of the above mentioned Engineering Comment items shall be adhered to and depicted on plans prior to issuance of a building permit.
- B. The use shall meet all applicable local, state, and federal rules and regulations at all times.

WILLMAR COMMUNITY CENTER

8:30 a.m., August 12, 2016

"Not yet approved by the WCAC Board"

Attending:

Board members: Diane Shuck, Darlene Schroeder, Larry Nelson, Claudia Cederstrom, Mike Jahnke, and Heidi Burton.

City Council liaison: Tim Johnson

Staff: Ryan Harper, Pam Vruwink, Tammy Rudningen

Excused: Board members: Ben Larson, Terry Smith, Donna Evenson

Staff: Steve Brisendine,

Meeting was called to order by Chair, Claudia Cederstrom

Agenda was approved and adopted with Chair's addition unanimously.

Minutes approved as written.

Reports:

Fall Program Planning:

A project proposal to approach United Way for \$5,000 grant to serve Latino seniors was presented. This will be a joint project of Community Health Service, Central Community Transit, Lutheran Social Service Senior Companion Program and the Willmar Community Center. The Community Center will provide space for Latino seniors to gather, probably one afternoon a week. This project will support diversity outreach. Motion was made (Darlene Schroeder), seconded (Diane Shuck) and approved.

Woodshop Workgroup: No report

Senior Club:

Larry Nelson, a representative of the Willmar Senior Citizen Club indicated that the Senior Club Board has raised a number of concerns. The Senior Club was encouraged to call Ryan Harper any time there is a concern or a recurring problem and not wait until the monthly Community Center Board meetings. Other concerns may be brought to the attention of Tim Johnson, the city council liaison. It was noted that concerns about woodshop policy should be directed to Terry Smith, chair of the woodshop group.

Staff updates: Ryan reported the

Fob system: The fob system has been installed. There have been some difficulties with the hardware. Board members requested that the staff develop a plan for users to access keys for locked areas such as the AV equipment room and the office. Ryan Harper will follow up on this.

Fall WCER Programs Bulletin: The bulletin is currently being printed with anticipated distribution on August 29 or 30. 15,000 copies are run and distributed to each household in the Willmar Public School

district. Board members asked what the cost of the printing and postage run. Staff will inquire and report at the next meeting.

Priority utilization: Where do paying persons rank in the order of usage of the center vs. community events?

Finance- June 2016- budget in 'good shape' and waiting to see expenses of fob system.

1. Old Business

a. Communications:

- A. **Electronic Sign.** Staff reported that there were complications on moving the sign that Cederstroms are willing to donate as Print Masters does not have the ability to support the software used. Board members suggested that staff contact other businesses to find out who has the capacity needed to support the move and use of the sign and what the costs would be. It was suggested that Ben Larson may be able to assist with this process.
- B. **Name change.** Motion made (Darlene Schroeder) and seconded (Larry Nelson) and passed to change the name to Willmar Community Center. It was noted that the current sign will not be changed and that the name change will be implemented in new publications going forward.
- C. **Website.** No report.
- D. **Options for patrons to access printer:** Options for making the printer available and a copier were discussed. No decisions were made.
- E. **Sound system options:**—Darlene volunteered to check out what sound equipment might be helpful with musicians who perform at the Center.
- F. **Status of parking issues:** Contractors continue to park in spaces across from the Center entrance. Mike Jahnke volunteered to get signs put up to indicate parking spaces that are reserved for Community Center users.
- G. **Weather closure policy:** The Senior Club requested that the Center follow the City, rather than the school closure schedule. It was agreed that the Center should not follow the school or the city closure policy, but rather each group is responsible for notifying KWLM or other media regarding the cancellation of programs due to weather. It was also decided that the WCER staff should not be responsible for informing callers about program cancellations due to weather.

Meeting adjourned.

Next meeting, Friday, September 9, 2016, 8:30-10 AM

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
ALEX AIR APPARATUS INC 002061	47039	09/14/16	28" CONES	100.00		30645		D	N				SMALL TOOLS	101.42412.0221
AMERICAN WELDING & GAS I 000057	47040	09/14/16	WELDING GAS	132.34		04221440		D	N				GENERAL SUPPLIES	101.43425.0229
	47040	09/14/16	FIRE EXT. REFILL	18.50		04243547		D	N				MTCE. OF EQUIPME	101.42411.0334
	47040	09/14/16	WELDING GAS	43.45		04269121		D	N				GENERAL SUPPLIES	101.43425.0229
			VENDOR TOTAL	194.29		*CHECK TOTAL								
AMERIPRIDE LINEN & APPAR 000051	47041	09/14/16	TOWEL SERVICE	47.35		2200812418		D	N				CLEANING AND WAS	101.43425.0338
	47041	09/14/16	TOWEL SERVICE	38.43		2200817475		D	N				CLEANING AND WAS	101.43425.0338
			VENDOR TOTAL	85.78		*CHECK TOTAL								
ANDERSON LAW OFFICES 002954	47042	09/14/16	LEGAL SERVICES-AUG	9,923.36		STMT/8-16		D	M	07			PROFESSIONAL SER	101.41406.0446
ARNOLD/JAN .02574	47043	09/14/16	REFUND JERSEY DEPOSIT	60.00		090216		D	N				REFUNDS AND REIM	101.41428.0882
ATCO INTERNATIONAL 000072	47044	09/14/16	CAR WASH SOAP	1,102.50		I0467370		D	N				GENERAL SUPPLIES	101.43425.0229
B & W CONTROL SPECIALIST 003120	47045	09/14/16	BRUSH AND WEED CONTROL	137.75		54901		D	N				MTCE. OF OTHER I	101.43425.0226
	47045	09/14/16	BRUSH AND WEED CONTROL	400.00		54901		D	N				MTCE. OF OTHER I	101.43425.0336
	47045	09/14/16	BRUSH AND WEED CONTROL	65.25		54902		D	N				MTCE. OF OTHER I	101.43425.0226
	47045	09/14/16	BRUSH AND WEED CONTROL	200.00		54902		D	N				MTCE. OF OTHER I	101.43425.0336
	47045	09/14/16	BRUSH AND WEED CONTROL	130.50		54903		D	N				MTCE. OF OTHER I	101.43425.0226
	47045	09/14/16	BRUSH AND WEED CONTROL	450.00		54903		D	N				MTCE. OF OTHER I	101.43425.0336
	47045	09/14/16	BRUSH AND WEED CONTROL	116.00		54904		D	N				MTCE. OF OTHER I	101.43425.0226
	47045	09/14/16	BRUSH AND WEED CONTROL	450.00		54904		D	N				MTCE. OF OTHER I	101.43425.0336
			VENDOR TOTAL	1,949.50		*CHECK TOTAL								
BACKES TECHNOLOGY SERVIC 000087	47046	09/14/16	REPL. PHONE & MODULES	1,177.50		15174		D	N				INSURANCE DEDUCT	101.41428.0822
	47046	09/14/16	CHECK CAT 5E JACKS/CABLE	39.20		15195		D	N				MTCE. OF STRUCTU	101.41409.0225
	47046	09/14/16	CHECK CAT 5E JACKS/CABLE	127.50		15195		D	N				MTCE. OF STRUCTU	101.41409.0335
			VENDOR TOTAL	1,344.20		*CHECK TOTAL								
BAKER GRAPHICS 000917	47047	09/14/16	DECALS FOR HOSES	30.00		13880		D	N				MTCE. OF EQUIPME	101.42412.0224
BALDERAS/RUBY .02575	47048	09/14/16	REFUND SHELTER DEPOSIT	50.00		090116		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
BAUMGARN	*PETTY CASH/R		003205											
	47038	09/13/16	PETTY CASH	800.00		082916		D	N				PETTY CASH	101.102000
BERNICK'S PEPSI-COLA CO			000103											
	47049	09/14/16	CONCESSION SUPPLIES	220.80		10048		D	N				GENERAL SUPPLIES	101.45437.0229
	47049	09/14/16	CONCESSION SUPPLIES	322.92		12790		D	N				GENERAL SUPPLIES	101.45433.0229
	47049	09/14/16	CONCESSION SUPPLIES	190.00		159618		D	N				GENERAL SUPPLIES	101.45433.0229
	47049	09/14/16	CONCESSION SUPPLIES	330.12		21270		D	N				GENERAL SUPPLIES	101.45437.0229
	47049	09/14/16	CONCESSION SUPPLIES	433.32		7368		D	N				GENERAL SUPPLIES	101.45437.0229
	47049	09/14/16	CONCESSION SUPPLIES	97.68		9980		D	N				GENERAL SUPPLIES	101.45437.0229
				1,594.84										
			VENDOR TOTAL	1,594.84										
														*CHECK TOTAL
BOESCHEN/MARK			002260											
	47050	09/14/16	REFUND JERSEY DEPOSIT	30.00		090216		D	N				REFUNDS AND REIM	101.41428.0882
BSE			001980											
	47051	09/14/16	L.S. WIRING/ELEC PARTS	11.61		911740228		D	N				MTCE. OF STRUCTU	432.48507.0225
	47051	09/14/16	L.S. WIRING/ELEC PARTS	45.56		911741558		D	N				MTCE. OF STRUCTU	432.48507.0225
	47051	09/14/16	2017 SOFTWARE SUPPORT	1,417.50		911751629		D	N				PREPAID EXPENSES	651.128000
	47051	09/14/16	2016 SOFTWARE SUPPORT	472.50		911751629		D	N				MTCE. OF EQUIPME	651.48484.0334
	47051	09/14/16	BULBS FOR RUNWAY LTS	729.06		911758917		D	N				MTCE. OF OTHER I	230.43430.0226
	47051	09/14/16	L.S. WIRING/ELEC PARTS	2.11		911762735		D	N				MTCE. OF STRUCTU	432.48507.0225
	47051	09/14/16	L.S. WIRING/ELEC PARTS	769.69		911762737		D	N				MTCE. OF STRUCTU	432.48507.0225
	47051	09/14/16	L.S. WIRING/ELEC PARTS	1,386.89		911766590		D	N				MTCE. OF STRUCTU	432.48507.0225
	47051	09/14/16	L.S. WIRING/ELEC PARTS	18.86		911771251		D	N				MTCE. OF STRUCTU	432.48507.0225
	47051	09/14/16	L.S. WIRING/ELEC PARTS	98.91		911792859		D	N				MTCE. OF STRUCTU	432.48507.0225
	47051	09/14/16	GENERATOR ELEC PARTS	565.72		911796597		D	N				MTCE. OF EQUIPME	651.48485.0224
	47051	09/14/16	L.S. WIRING/ELEC PARTS	217.43		911796598		D	N				MTCE. OF STRUCTU	432.48507.0225
	47051	09/14/16	L.S. WIRING/ELEC PARTS	11.28		911801338		D	N				MTCE. OF STRUCTU	432.48507.0225
	47051	09/14/16	BULBS FOR RAMP LIGHTS	77.58		911806705		D	N				MTCE. OF OTHER I	230.43430.0226
				5,824.70										
			VENDOR TOTAL	5,824.70										
														*CHECK TOTAL
BURGESS/RIDGE			.02576											
	47052	09/14/16	REFUND JERSEY DEPOSIT	30.00		090216		D	N				REFUNDS AND REIM	101.41428.0882
BUSINESSWARE SOLUTIONS			002776											
	47053	09/14/16	PRINT/PAGE COUNT	11.00		259603		D	N				OFFICE SUPPLIES	101.41400.0220
	47053	09/14/16	PRINT/PAGE COUNT	39.74		259603		D	N				OFFICE SUPPLIES	101.41402.0220
	47053	09/14/16	PRINT/PAGE COUNT	10.18		259603		D	N				OFFICE SUPPLIES	101.41403.0220
	47053	09/14/16	PRINT/PAGE COUNT	13.00		259603		D	N				OFFICE SUPPLIES	101.41404.0220
	47053	09/14/16	PRINT/PAGE COUNT	180.33		259603		D	N				OFFICE SUPPLIES	101.41405.0220
	47053	09/14/16	PRINT/PAGE COUNT	47.57		259603		D	N				OFFICE SUPPLIES	101.41409.0220
	47053	09/14/16	PRINT/PAGE COUNT	96.36		259603		D	N				OFFICE SUPPLIES	101.42411.0220
	47053	09/14/16	PRINT/PAGE COUNT	24.39		259603		D	N				OFFICE SUPPLIES	101.43417.0220
	47053	09/14/16	PRINT/PAGE COUNT	79.03		259603		D	N				OFFICE SUPPLIES	101.43425.0220
	47053	09/14/16	PRINT/PAGE COUNT	8.05		259603		D	N				OFFICE SUPPLIES	101.45433.0220
	47053	09/14/16	PRINT/PAGE COUNT	2.18		259603		D	N				OFFICE SUPPLIES	101.45435.0220
	47053	09/14/16	PRINT/PAGE COUNT	79.89		259603		D	N				OFFICE SUPPLIES	651.48484.0220

Vendor Payments History Report
INCLUDES ONLY POSTED TRANS

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
EMERGENCY RESPONSE SOLUT			003048											
	47083	09/14/16	FIRE HOSE	169.91		7036		D	N				SMALL TOOLS	101.42412.0221
	47083	09/14/16	FIREFIGHTER HELMET	244.68		7047		D	N				SUBSISTENCE OF P	101.42412.0227
			VENDOR TOTAL	414.59										
				414.59		*CHECK TOTAL								
ERIC'S AVIATION SERVICES			002998											
	47084	09/14/16	ON SITE MGMT SERV-OCT	6,524.00		STMT/10-16		D	N				PROFESSIONAL SER	230.43430.0446
	47084	09/14/16	FUEL SYS MGMT 8/17-8/23	660.00		676		D	N				PROFESSIONAL SER	230.43430.0446
	47084	09/14/16	FUEL SYS MGMT 8/24-8/30	475.00		676		D	N				PROFESSIONAL SER	230.43430.0446
			VENDOR TOTAL	7,659.00										
				7,659.00		*CHECK TOTAL								
EVANS/STACY			.02579											
	47085	09/14/16	REFUND JERSEY DEPOSIT	30.00		090216		D	N				REFUNDS AND REIM	101.41428.0882
FAGERLIE/MINDI			.02580											
	47086	09/14/16	REFUND JERSEY DEPOSIT	30.00		090216		D	N				REFUNDS AND REIM	101.41428.0882
FASTENAL COMPANY			001188											
	47087	09/14/16	SCREWS FOR RAILING	35.91		MNWIL147561		D	N				MTCE. OF STRUCTU	101.45433.0225
	47087	09/14/16	REPL. KNOB	1.54		MNWIL147596		D	N				MTCE. OF EQUIPME	101.45433.0224
	47087	09/14/16	SAWZALL BLADES	46.64		MNWIL147895		D	N				SMALL TOOLS	101.43425.0221
			VENDOR TOTAL	84.09										
				84.09		*CHECK TOTAL								
FIGENSKAU/ROLF			.02118											
	47088	09/14/16	REFUND-CANCELLED HOCKEY	70.00		090916		D	N				REFUNDS AND REIM	101.41428.0882
FIREBYTES LLC			003090											
	47089	09/14/16	INTERNET SWITCH/ROUTER	1,022.73		INV-0508		D	M	07			INSURANCE DEDUCT	101.41428.0822
	47089	09/14/16	SOFTWARE MGMT MEETINGS	133.50		INV-0510		D	M	07			PROFESSIONAL SER	101.41409.0446
	47089	09/14/16	SERVER SWITCHES	50,422.90		INV-0531		D	M	07			FURNITURE AND EQ	450.41409.0552
			VENDOR TOTAL	51,579.13										
				51,579.13		*CHECK TOTAL								
FLAHERTY & HOOD P.A.			001449											
	47090	09/14/16	LEGAL SERVICES-AUG	8,917.13		9263		D	M	07			PROFESSIONAL SER	101.41406.0446
FLOOR TO CEILING STORE			000274											
	47091	09/14/16	INST. SHOWER FIXTURES	1,230.00		127018		D	N				MTCE. OF STRUCTU	101.45433.0225
	47091	09/14/16	INST. SHOWER FIXTURES	600.00		127018		D	N				MTCE. OF STRUCTU	101.45433.0335
			VENDOR TOTAL	1,830.00										
				1,830.00		*CHECK TOTAL								
FORUM COMMUNICATIONS COM			002269											
	47092	09/14/16	COUNCIL PROCEEDINGS PUB.	509.85		C-03001527		D	N				PRINTING AND PUB	101.41401.0331
	47092	09/14/16	COUNCIL PROCEEDINGS PUB.	472.77		C-03001528		D	N				PRINTING AND PUB	101.41401.0331

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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
HAYNES WINDOW CLEANING S			000327											
	47101	09/14/16	WINDOW CLEANING-AUG	32.00		27685		D	N				CLEANING AND WAS	101.41409.0338
HD SUPPLY WATERWORKS LTD			002130											
	47102	09/14/16	HYDRANT PARTS	49.68		G096759		D	N				MTCE. OF OTHER I	101.43425.0226
HEARTLAND SECURITY SERVI			002374											
	47103	09/14/16	INST. CARD ACCESS SYST	3,310.00		437054		D	N				MTCE. OF STRUCTU	101.45435.0335
HEGLUND CATERING			002036											
	47104	09/14/16	VELDKAMP-FAREWELL COFFEE	24.00		9499		D	N				SUBSISTENCE OF P	101.42411.0227
HEIMAN FIRE EQUIPMENT IN			000330											
	47105	09/14/16	6' HOOK	113.15		0850033		D	N				SMALL TOOLS	101.42412.0221
	47105	09/14/16	SMALL TOOLS	65.35		0850315		D	N				SMALL TOOLS	101.42412.0221
			VENDOR TOTAL	178.50										
													*CHECK TOTAL	
HERITAGE BANK			000001											
	257	09/01/16	WFI FM-3130HOBBD4	1,805,000.00		090116		M	N				INVESTMENTS	101.109000
	257	09/01/16	WFI FM-3130HOBBD4	195,000.00		090116		M	N				INVESTMENTS	205.109000
			VENDOR TOTAL	2,000,000.00										
													*CHECK TOTAL	
	258	09/09/16	MSSM CD	245,000.00		090916		M	N				INVESTMENTS	101.109000
	47106	09/14/16	2013 HOSP REV NOTE-I	55,415.21		090216		D	N				INTEREST	350.47402.0444
			VENDOR TOTAL	2,300,415.21										
HILLYARD FLOOR CARE SUPP			000333											
	47107	09/14/16	TOILET TISSUE/HAND TWLS	89.83		602208392		D	N				GENERAL SUPPLIES	101.42412.0229
	47107	09/14/16	CLEANING SUPPLIES	168.40		602212002		D	N				CLEANING AND WAS	230.43430.0228
	47107	09/14/16	CLEANING SUPPLIES	13.02		602212003		D	N				CLEANING AND WAS	101.41408.0228
	47107	09/14/16	HAND SOAP	51.20		602214022		D	N				GENERAL SUPPLIES	230.43430.0229
	47107	09/14/16	SCRUBBER REPAIR PARTS	30.88		602216280		D	N				MTCE. OF EQUIPME	101.45427.0224
			VENDOR TOTAL	353.33										
													*CHECK TOTAL	
HOLME/MICHAEL			002511											
	47108	09/14/16	FUEL REIMBURSEMENT	62.04		129		D	N				MOTOR FUELS AND	101.42411.0222
	47108	09/14/16	ADVANCED GANG TRAINING	98.26		129		D	N				TRAVEL-CONF. -SCH	101.42411.0333
			VENDOR TOTAL	160.30										
													*CHECK TOTAL	
HOME DEPOT CREDIT SERVIC			000058											
	47109	09/14/16	PORTABLE WET/DRY VAC	85.47		5011205		D	N				SMALL TOOLS	101.41408.0221
HOME STATE BANK			003067											
	47110	09/14/16	2013 HOSP REV BOND-I	5,789.81		090216		D	N				INTEREST	350.47402.0444

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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
HORIZON COMMERCIAL POOL			003075							
	47111	09/14/16	POOL CHEMICALS	2,008.10		160803004		D N	MTCE. OF OTHER I	101.45437.0226
HOUR MEDIA			002697							
	47112	09/14/16	AAA LIVING AD SEP/OCT	938.00		9-16-AAA1078		D N	OTHER CHARGES	208.45010.0449
IN CONTROL INC			002486							
	47113	09/14/16	L.S. ENGINEERING SERV	38,287.20		14136KC02		D N	MTCE. OF OTHER I	432.48507.0336
	47113	09/14/16	REPL THIN CLIENT DESKTOP	485.37		16062KB01		D N	MTCE. OF EQUIPME	651.48484.0224
	47113	09/14/16	REPL THIN CLIENT DESKTOP	405.00		16062KB01		D N	MTCE. OF EQUIPME	651.48484.0334
				39,177.57						
			VENDOR TOTAL	39,177.57						
JAGUSH/JEFFREY			003037							
	47114	09/14/16	MILEAGE 8/16-9/9/16	43.20		091216		D N	TRAVEL-CONF.-SCH	101.43425.0333
	47114	09/14/16	MILEAGE 8/16-9/9/16	43.20		091216		D N	TRAVEL-CONF.-SCH	651.48484.0333
				86.40						
			VENDOR TOTAL	86.40						
JOBSHQ			002923							
	47115	09/14/16	HUMAN RESOURCE DIR. AD	846.96		103559/8-16		D N	ADVERTISING	101.41400.0447
	47115	09/14/16	CITY CLERK AD	801.96		103559/8-16		D N	ADVERTISING	101.41403.0447
				1,648.92						
			VENDOR TOTAL	1,648.92						
JOHNSON/DAWN			.02583							
	47116	09/14/16	REFUND JERSEY DEPOSIT	30.00		090216		D N	REFUNDS AND REIM	101.41428.0882
KANDIYOHI CO AUDITOR			000376							
	47117	09/14/16	LANDFILL CHARGES-AUG	58.65		368779		D N	CLEANING AND WAS	230.43430.0338
KANDIYOHI CO RECORDER'S			000382							
	47118	09/14/16	PLAT COPIES FEE	10.00		SOP-069489		D N	PROFESSIONAL SER	101.41401.0446
	47118	09/14/16	RECORDING FEES	46.00		637350		D N	PROFESSIONAL SER	101.41401.0446
				56.00						
			VENDOR TOTAL	56.00						
KEEPRS INC			001905							
	47119	09/14/16	2 GLOCK HANDGUNS	853.99		319367		D N	SMALL TOOLS	101.42411.0221
KING'S ELECTRIC LLC			003138							
	47120	09/14/16	IND. CLARIFIER REPAIR	139.89		367		D M 07	MTCE. OF STRUCTU	651.48484.0225
	47120	09/14/16	IND. CLARIFIER REPAIR	464.00		367		D M 07	MTCE. OF STRUCTU	651.48484.0335
				603.89						
			VENDOR TOTAL	603.89						
KLEIN/TARYN			.02443							
	47121	09/14/16	REFUND JERSEY DEPOSIT	30.00		090216		D N	REFUNDS AND REIM	101.41428.0882

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KRUSE/LARRY			003225											
	47122	09/14/16	FLWR PLANTER/WTR PUMP	453.10		090116		D	N				GENERAL SUPPLIES	101.41401.0229
LAIB'S GUNSMITHING			000402											
	47123	09/14/16	INST. 10 RIFLE BARRELS	350.00		070116		D	N				MTCE. OF EQUIPME	101.42411.0334
	47123	09/14/16	INST. 14 RIFLE BARRELS	490.00		090116		D	N				MTCE. OF EQUIPME	101.42411.0334
			VENDOR TOTAL	840.00		*CHECK TOTAL								
LAKE REGION BANK			002886											
	47124	09/14/16	2013 HOSP REV BOND-I	3,307.81		092216		D	N				INTEREST	350.47402.0444
LAKESIDE PRESS			001646											
	47125	09/14/16	KARDELL-BUSINESS CARDS	28.50		6431		D	N				PRINTING AND PUB	101.41402.0331
LEAGUE OF MN CITIES			000412											
	47126	09/14/16	2017 MEMBERSHIP DUES	11,199.32		238739		D	N				PREPAID EXPENSES	101.128000
	47126	09/14/16	2016 MEMBERSHIP DUES	5,599.68		238739		D	N				SUBSCRIPTIONS AN	101.41401.0443
	47126	09/14/16	OKINS-REGIONAL MEETING	45.00		239374		D	N				TRAVEL-CONF.-SCH	101.41405.0333
			VENDOR TOTAL	16,844.00		*CHECK TOTAL								
LOCAL GOV'T INFORMATION			003226											
	47127	09/14/16	MONTHLY SUBSCRIPTION	1,525.00		42311		D	N				SUBSCRIPTIONS AN	101.41409.0443
MACQUEEN EQUIPMENT INC			000427											
	47128	09/14/16	#130012-SWEEPER BROOMS	1,049.62		P01266		D	N				MTCE. OF EQUIPME	101.43425.0224
MADDEN, GALANTER, HANSEN			000429											
	47129	09/14/16	LABOR RELATIONS-AUG	148.88		STMT/8-16		D	M	07			PROFESSIONAL SER	101.41406.0446
MADISON NATIONAL LIFE			003237											
	47130	09/14/16	LIFE INSURANCE-SEP	115.05		M302		D	N				COBRA INS PREMIU	101.120001
	47130	09/14/16	LIFE INSURANCE-SEP	20.70		M302		D	N				EMPLOYER INSUR.	101.41400.0114
	47130	09/14/16	LIFE INSURANCE-SEP	51.75		M302		D	N				EMPLOYER INSUR.	101.41402.0114
	47130	09/14/16	LIFE INSURANCE-SEP	18.11		M302		D	N				EMPLOYER INSUR.	101.41403.0114
	47130	09/14/16	LIFE INSURANCE-SEP	10.35CR		M302		D	N				EMPLOYER INSUR.	101.41404.0114
	47130	09/14/16	LIFE INSURANCE-SEP	41.40		M302		D	N				EMPLOYER INSUR.	101.41405.0114
	47130	09/14/16	LIFE INSURANCE-SEP	10.35		M302		D	N				EMPLOYER INSUR.	101.41408.0114
	47130	09/14/16	LIFE INSURANCE-SEP	41.40		M302		D	N				EMPLOYER INSUR.	101.41409.0114
	47130	09/14/16	LIFE INSURANCE-SEP	2.59		M302		D	N				EMPLOYER INSUR.	101.41424.0114
	47130	09/14/16	LIFE INSURANCE-SEP	1,351.35		M302		D	N				INS. PASS THROUG	101.41428.0819
	47130	09/14/16	LIFE INSURANCE-SEP	331.20		M302		D	N				EMPLOYER INSUR.	101.42411.0114
	47130	09/14/16	LIFE INSURANCE-SEP	31.05		M302		D	N				EMPLOYER INSUR.	101.42412.0114
	47130	09/14/16	LIFE INSURANCE-SEP	46.57		M302		D	N				EMPLOYER INSUR.	101.43417.0114
	47130	09/14/16	LIFE INSURANCE-SEP	209.07		M302		D	N				EMPLOYER INSUR.	101.43425.0114
	47130	09/14/16	LIFE INSURANCE-SEP	10.35		M302		D	N				EMPLOYER INSUR.	101.45432.0114
	47130	09/14/16	LIFE INSURANCE-SEP	31.05		M302		D	N				EMPLOYER INSUR.	101.45433.0114
	47130	09/14/16	LIFE INSURANCE-SEP	6.21		M302		D	N				EMPLOYER INSUR.	101.45435.0114
	47130	09/14/16	LIFE INSURANCE-SEP	5.18		M302		D	N				EMPLOYER INSUR.	101.45437.0114

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MADISON NATIONAL LIFE			003237											
	47130	09/14/16	LIFE INSURANCE-SEP	105.57		M302		D	N				EMPLOYER INSUR.	651.48484.0114
	47130	09/14/16	LIFE INSURANCE-SEP	10.35		M302		D	N				EMPLOYER INSUR.	651.48485.0114
	47130	09/14/16	LIFE INSURANCE-SEP	10.35		M302		D	N				EMPLOYER INSUR.	651.48486.0114
			VENDOR TOTAL	2,439.30		*CHECK TOTAL								
MAGNUSON SHEET METAL INC			001121											
	47131	09/14/16	REPL. A/C FAN MOTOR	265.10		129308		D	N				MTCE. OF STRUCTU	101.45433.0225
	47131	09/14/16	REPL. A/C FAN MOTOR	180.00		129308		D	N				MTCE. OF STRUCTU	101.45433.0335
			VENDOR TOTAL	445.10		*CHECK TOTAL								
MAHANAIM			.01119											
	47132	09/14/16	REFUND SHELTER DEPOSIT	50.00		090116		D	N				DEPOSITS	101.230000
	47132	09/14/16	REF. SHOWMOBILE DEPOSIT	200.00		090116		D	N				DEPOSITS	101.230000
			VENDOR TOTAL	250.00		*CHECK TOTAL								
MENARDS			000449											
	47133	09/14/16	SUPPLIES	20.21		11685		D	N				GENERAL SUPPLIES	651.48484.0229
	47133	09/14/16	POWERSTRIP/EXT. CORD	30.02		11949		D	N				SMALL TOOLS	101.45433.0221
	47133	09/14/16	CLOG BLASTER/SUPPLIES	11.38		12093		D	N				GENERAL SUPPLIES	101.41408.0229
	47133	09/14/16	EXTENSION CORDS	86.75		12126		D	N				SMALL TOOLS	651.48484.0221
	47133	09/14/16	PROPANE	24.38		12126		D	N				GENERAL SUPPLIES	651.48484.0229
	47133	09/14/16	21 GAL. TOTE W/LID	31.96		12134		D	N				SMALL TOOLS	101.45437.0221
	47133	09/14/16	50 GAL. TOTE W/LID	19.99		12204		D	N				SMALL TOOLS	101.45437.0221
	47133	09/14/16	POOL CHEMICALS	29.94		12204		D	N				MTCE. OF OTHER I	101.45437.0226
	47133	09/14/16	V-NOTCH TROWEL	7.26		12259		D	N				SMALL TOOLS	101.45433.0221
	47133	09/14/16	DISH SOAP	4.92		12641		D	N				CLEANING AND WAS	101.41408.0228
	47133	09/14/16	SMALL TOOLS	61.97		12728		D	N				SMALL TOOLS	101.45437.0221
	47133	09/14/16	POOL CHEMICALS	19.96		12728		D	N				MTCE. OF OTHER I	101.45437.0226
	47133	09/14/16	GARBAGE BAGS	23.95		12785		D	N				CLEANING AND WAS	101.43425.0228
	47133	09/14/16	BLDG MTCE-MATERIALS	121.55		12796		D	N				MTCE. OF STRUCTU	101.45433.0225
			VENDOR TOTAL	494.24		*CHECK TOTAL								
METRO SALES INC			003016											
	47134	09/14/16	RETURNED TONER FOR FAX	155.20	CR	CM-46862		D	N				OFFICE SUPPLIES	101.42411.0220
	47134	09/14/16	COPIER MTCE 04/02-07/01	824.57		INV567142		D	N				MTCE. OF EQUIPME	101.41410.0334
	47134	09/14/16	COPIER LEASE-3RD QTR	675.00		INV574889		D	N				RENTS	101.42411.0440
	47134	09/14/16	COPIER MTCE 07/24-10/23	460.58		INV577986		D	N				MTCE. OF EQUIPME	101.42411.0334
	47134	09/14/16	TONER CARTRIDGE	212.50		INV605296		D	N				OFFICE SUPPLIES	101.42411.0220
			VENDOR TOTAL	2,017.45		*CHECK TOTAL								
MICHELSON/RYAN			.02584											
	47135	09/14/16	REFUND JERSEY DEPOSIT	30.00		090216		D	N				REFUNDS AND REIM	101.41428.0882

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MIDWEST ASPHALT MTCE LLC			003196											
	47136	09/14/16	CRACK SEALING	34,750.00		1127		D	N				MTCE. OF OTHER I	101.43425.0336
MILLER SANITATION			002936											
	47137	09/14/16	GARBAGE SERVICE-SEP	154.50		1298/9-16		D	N				CLEANING AND WAS	101.45433.0338
	47137	09/14/16	GARBAGE SERVICE-SEP	83.25		1298/9-16		D	N				CLEANING AND WAS	101.45433.0338
	47137	09/14/16	GARBAGE SERVICE-SEP	52.70		1300/9-16		D	N				CLEANING AND WAS	101.42412.0338
	47137	09/14/16	GARBAGE SERVICE-SEP	64.74		1301/9-16		D	N				CLEANING AND WAS	101.41408.0338
	47137	09/14/16	GARBAGE SERVICE-SEP	64.74		1301/9-16		D	N				CLEANING AND WAS	101.45427.0338
	47137	09/14/16	GARBAGE SERVICE-SEP	251.31		1302/9-16		D	N				CLEANING AND WAS	101.43425.0338
	47137	09/14/16	GARBAGE SERVICE-SEP	46.81		1302/9-16		D	N				CLEANING AND WAS	101.43425.0338
	47137	09/14/16	GARBAGE SERVICE-SEP	24.34		1303/9-16		D	N				CLEANING AND WAS	651.48484.0338
	47137	09/14/16	GARBAGE SERVICE-SEP	48.67		1304/9-16		D	N				CLEANING AND WAS	651.48484.0338
	47137	09/14/16	GARBAGE SERVICE-SEP	161.04		1304/9-16		D	N				CLEANING AND WAS	651.48484.0338
	47137	09/14/16	GARBAGE SERVICE-SEP	49.67		1305/9-16		D	N				CLEANING AND WAS	101.45435.0338
	47137	09/14/16	GARBAGE SERVICE-SEP	58.64		1378/9-16		D	N				CLEANING AND WAS	101.43425.0338
	47137	09/14/16	GARBAGE SERVICE-SEP	616.55		1379/9-16		D	N				CLEANING AND WAS	101.43425.0338
	47137	09/14/16	GARBAGE SERVICE-SEP	61.60		1379/9-16		D	N				CLEANING AND WAS	101.43425.0338
	47137	09/14/16	GARBAGE SERVICE-SEP	29.57		1379/9-16		D	N				CLEANING AND WAS	101.43425.0338
	47137	09/14/16	GARBAGE SERVICE-SEP	251.60		1388/9-16		D	N				CLEANING AND WAS	101.43425.0338
	47137	09/14/16	GARBAGE SERVICE-SEP	68.99		1456/9-16		D	N				CLEANING AND WAS	101.45437.0338
			VENDOR TOTAL	2,088.72		*CHECK TOTAL								
				2,088.72										
MINI BIFF LLC			001805											
	47138	09/14/16	TOILET RENTALS-JUL	277.88		A-79855		D	N				RENTS	101.45432.0440
	47138	09/14/16	TOILET RENTALS-JUL	76.76		A-80634		D	N				RENTS	101.45432.0440
	47138	09/14/16	TOILET RENTALS-JUL	156.38		A-80750		D	N				RENTS	101.45432.0440
	47138	09/14/16	TOILET RENTALS-AUG	154.02		A-80851		D	N				RENTS	101.45432.0440
	47138	09/14/16	TOILET RENTALS-AUG	81.98		A-80889		D	N				RENTS	101.45432.0440
			VENDOR TOTAL	747.02		*CHECK TOTAL								
				747.02										
MN CHILD SUPPORT PYMT CE			003270											
	47139	09/14/16	REFUNDS & REIMBURSEMENTS	113.00		091416		D	N				REFUNDS AND REIM	101.41428.0882
MN MAYORS ASSN			000502											
	47140	09/14/16	2017 MEMBERSHIP DUES	30.00		091216		D	N				PREPAID EXPENSES	101.128000
MN TRANSPORTATION ALLIAN			001320											
	47141	09/14/16	ANNUAL MEMBERSHIP DUES	466.48		P16-1111		D	N				PREPAID EXPENSES	101.128000
	47141	09/14/16	ANNUAL MEMBERSHIP DUES	155.52		P16-1111		D	N				SUBSCRIPTIONS AN	101.43417.0443
			VENDOR TOTAL	622.00		*CHECK TOTAL								
				622.00										
MUNICIPAL UTILITIES			000541											
	47036	09/07/16	UTILITIES FOR AUG	2,574.58		8/16		D	N				UTILITIES	101.41408.0332
	47036	09/07/16	UTILITIES FOR AUG	415.56		8/16		D	N				UTILITIES	101.41409.0332
	47036	09/07/16	UTILITIES FOR AUG	965.20		8/16		D	N				UTILITIES	101.42412.0332
	47036	09/07/16	UTILITIES FOR AUG	6,238.29		8/16		D	N				UTILITIES	101.43425.0332

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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
MUNICIPAL UTILITIES			000541											
	47036	09/07/16	UTILITIES FOR AUG	1,535.59		8/16		D	N				UTILITIES	101.45427.0332
	47036	09/07/16	UTILITIES FOR AUG	7,340.39		8/16		D	N				UTILITIES	101.45433.0332
	47036	09/07/16	UTILITIES FOR AUG	1,484.00		8/16		D	N				UTILITIES	101.45435.0332
	47036	09/07/16	UTILITIES FOR AUG	2,889.46		8/16		D	N				UTILITIES	101.45437.0332
	47036	09/07/16	UTILITIES FOR AUG	2,448.90		8/16		D	N				UTILITIES	230.43430.0332
	47036	09/07/16	UTILITIES FOR AUG	53,577.97		8/16		D	N				UTILITIES	651.48484.0332
	47036	09/07/16	ADMIN FEE-JUN	1,500.00		8/16		D	N				PROFESSIONAL SER	651.48484.0446
	47036	09/07/16	ADMIN FEE-JUL	1,500.00		8/16		D	N				PROFESSIONAL SER	651.48484.0446
	47036	09/07/16	UTILITIES FOR AUG	5,029.39		8/16		D	N				UTILITIES	651.48485.0332
				87,499.33										
			VENDOR TOTAL	87,499.33										
														*CHECK TOTAL
MUZIK/JESSICA			.02585											
	47142	09/14/16	REFUND JERSEY DEPOSIT	30.00		090216		D	N				REFUNDS AND REIM	101.41428.0882
MVTL LABORATORIES INC			000544											
	47143	09/14/16	LAB TESTING	45.00		231009		D	N				PROFESSIONAL SER	651.48484.0446
	47143	09/14/16	LAB TESTING	45.00		824759		D	N				PROFESSIONAL SER	651.48484.0446
				90.00										
			VENDOR TOTAL	90.00										
														*CHECK TOTAL
NARTEC INC			002884											
	47144	09/14/16	METH TEST AMPULES	176.04		8762		D	N				GENERAL SUPPLIES	101.42411.0229
NELSON INTERNATIONAL			000568											
	47145	09/14/16	#052443 REPAIR-PARTS	627.71		R101004091:01		D	N				MTCE. OF EQUIPME	101.43425.0224
	47145	09/14/16	#052443 REPAIR-LABOR	1,567.13		R101004091:01		D	N				MTCE. OF EQUIPME	101.43425.0334
	47145	09/14/16	#088960 REPAIR-LABOR	831.68		R101004392:01		D	N				MTCE. OF EQUIPME	101.43425.0334
	47145	09/14/16	#088959 REPAIR-PARTS	3,304.39		R101004393:01		D	N				MTCE. OF EQUIPME	101.43425.0224
	47145	09/14/16	#088959 REPAIR-LABOR	1,343.25		R101004393:01		D	N				MTCE. OF EQUIPME	101.43425.0334
	47145	09/14/16	#154576-BRAKE CHAMBER	69.43		X101012750:01		D	N				MTCE. OF EQUIPME	101.43425.0224
				7,743.59										
			VENDOR TOTAL	7,743.59										
														*CHECK TOTAL
NORTH AMERICAN STATE BAN			003068											
	47146	09/14/16	2013 HOSP REV BOND-I	8,270.90		090216		D	N				INTEREST	350.47402.0444
NORTHERN BUSINESS PRODUC			002322											
	47147	09/14/16	OFFICE SUPPLIES	197.02		75907-0		D	N				OFFICE SUPPLIES	101.42411.0220
O'REILLY AUTOMOTIVE INC			000650											
	47148	09/14/16	WIPER BLADES	36.46		1528-440062		D	N				MTCE. OF EQUIPME	101.42411.0224
ONEBIRD LLC			002717											
	47149	09/14/16	TRAVEL GUIDE AD-AUG	72.27		1190		D	N				OTHER CHARGES	208.45010.0449
PEST PRO II			001968											
	47150	09/14/16	PEST CONTROL SERVICES	36.00		19958		D	N				PROFESSIONAL SER	101.45435.0446

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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
SEUBERT/JENNIFER .02446	47165	09/14/16	REFUND JERSEY DEPOSIT	30.00		090216		D	N				REFUNDS AND REIM	101.41428.0882
SHERWIN WILLIAMS CO 000690	47166	09/14/16	EXT. ROD FOR CLEANING	47.99		9859-3		D	N				SMALL TOOLS	101.43425.0221
	47166	09/14/16	PAINTING SUPPLIES	20.12		9863-5		D	N				GENERAL SUPPLIES	651.48485.0229
			VENDOR TOTAL	68.11		*CHECK TOTAL								
SHI CORP 000275	47167	09/14/16	SOFTWARE UPDATE	389.00		B05466501		D	N				SMALL TOOLS	651.48484.0221
SHRINE CIRCUS 001198	47168	09/14/16	AD FOR CIRCUS	140.00		2016190		D	N				ADVERTISING	101.45433.0447
SMEBY/ROSS 002570	47169	09/14/16	MILEAGE 8/1-8/31/16	61.02		090716		D	N				TRAVEL-CONF.-SCH	101.41409.0333
SMITH/HEIDEE .02591	47170	09/14/16	REFUND JERSEY DEPOSIT	30.00		090216		D	N				REFUNDS AND REIM	101.41428.0882
ST PAUL PIONEER PRESS .01924	47171	09/14/16	GO GUIDE BROCHURE AD	700.00		0816539779		D	N				OTHER CHARGES	208.45010.0449
STAR TRIBUNE 000710	47172	09/14/16	MN EXPLORER AD	290.00		I00121024-0814		D	N				OTHER CHARGES	208.45010.0449
STATEWIDE DISTRIBUTING I 000718	47173	09/14/16	TOILET TISSUE	59.80		201092		D	N				GENERAL SUPPLIES	230.43430.0229
	47173	09/14/16	CONCESSION SUPPLIES	68.55		201116		D	N				GENERAL SUPPLIES	101.45433.0229
			VENDOR TOTAL	128.35		*CHECK TOTAL								
STERLING WATER-MINNESOTA 000188	47174	09/14/16	LAB WATER	179.25		01465285/8-16		D	N				GENERAL SUPPLIES	651.48484.0229
SW - WEST CNTRL SERVICES 000892	47037	09/07/16	HEALTH INSURANCE-OCT	720.00		C302		D	N				COBRA INS PREMIU	101.120001
	47037	09/07/16	HEALTH INSURANCE-OCT	1,428.00		C302		D	N				EMPLOYER INSUR.	101.41400.0114
	47037	09/07/16	HEALTH INSURANCE-OCT	5,453.00		C302		D	N				EMPLOYER INSUR.	101.41402.0114
	47037	09/07/16	HEALTH INSURANCE-OCT	1,071.01		C302		D	N				EMPLOYER INSUR.	101.41403.0114
	47037	09/07/16	HEALTH INSURANCE-OCT	4,868.50		C302		D	N				EMPLOYER INSUR.	101.41405.0114
	47037	09/07/16	HEALTH INSURANCE-OCT	1,428.00		C302		D	N				EMPLOYER INSUR.	101.41408.0114
	47037	09/07/16	HEALTH INSURANCE-OCT	5,365.00		C302		D	N				EMPLOYER INSUR.	101.41409.0114
	47037	09/07/16	HEALTH INSURANCE-OCT	356.99		C302		D	N				EMPLOYER INSUR.	101.41424.0114
	47037	09/07/16	HEALTH INSURANCE-OCT	8,814.00		C302		D	N				RETIRED EMPLOYEE	101.41428.0818
	47037	09/07/16	HEALTH INSURANCE-OCT	21,255.00		C302		D	N				INS. PASS THROUG	101.41428.0819
	47037	09/07/16	HEALTH INSURANCE-OCT	41,390.50		C302		D	N				EMPLOYER INSUR.	101.42411.0114
	47037	09/07/16	HEALTH INSURANCE-OCT	2,856.00		C302		D	N				EMPLOYER INSUR.	101.42412.0114
	47037	09/07/16	HEALTH INSURANCE-OCT	6,922.50		C302		D	N				EMPLOYER INSUR.	101.43417.0114

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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
SW - WEST CNTRL SERVICES			000892											
	47037	09/07/16	HEALTH INSURANCE-OCT	22,893.40		C302		D	N				EMPLOYER INSUR.	101.43425.0114
	47037	09/07/16	HEALTH INSURANCE-OCT	584.50		C302		D	N				EMPLOYER INSUR.	101.45432.0114
	47037	09/07/16	HEALTH INSURANCE-OCT	3,937.00		C302		D	N				EMPLOYER INSUR.	101.45433.0114
	47037	09/07/16	HEALTH INSURANCE-OCT	350.70		C302		D	N				EMPLOYER INSUR.	101.45435.0114
	47037	09/07/16	HEALTH INSURANCE-OCT	714.00		C302		D	N				EMPLOYER INSUR.	101.45437.0114
	47037	09/07/16	HEALTH INSURANCE-OCT	9,853.90		C302		D	N				EMPLOYER INSUR.	651.48484.0114
	47037	09/07/16	HEALTH INSURANCE-OCT	1,428.00		C302		D	N				EMPLOYER INSUR.	651.48485.0114
	47037	09/07/16	HEALTH INSURANCE-OCT	1,428.00		C302		D	N				EMPLOYER INSUR.	651.48486.0114
			VENDOR TOTAL	143,118.00		*CHECK TOTAL								
SYN-TECH SYSTEMS			003050											
	47175	09/14/16	SOFTWARE LICENSE	41.00		131797		D	N				LICENSES AND TAX	101.41409.0445
SYSCO WESTERN MINNESOTA			000161											
	47176	09/14/16	CONCESSION SUPPLIES	1,559.94		609070323		D	N				GENERAL SUPPLIES	101.45433.0229
TACTICAL SOLUTIONS			003040											
	47177	09/14/16	RADAR CERTIFICATIONS	499.00		5788		D	N				PROFESSIONAL SER	101.42411.0446
THOLE/ASHLEY			.02385											
	47178	09/14/16	REFUND JERSEY DEPOSIT	30.00		090216		D	N				REFUNDS AND REIM	101.41428.0882
TIRES PLUS			000747											
	47179	09/14/16	DISMOUNT/REMOUNT TIRES	2.00		284229		D	N				MTCE. OF EQUIPME	101.42411.0224
	47179	09/14/16	DISMOUNT/REMOUNT TIRES	21.00		284229		D	N				MTCE. OF EQUIPME	101.42411.0334
	47179	09/14/16	DISMOUNT/REMOUNT TIRES	2.00		284523		D	N				MTCE. OF EQUIPME	101.42411.0224
	47179	09/14/16	DISMOUNT/REMOUNT TIRES	15.00		284523		D	N				MTCE. OF EQUIPME	101.42411.0334
			VENDOR TOTAL	40.00		*CHECK TOTAL								
TORDELSON'S LOCK SERVICE			002583											
	47180	09/14/16	REKEYED LOCKS-PARTS	81.50		718777-1		D	N				MTCE. OF STRUCTU	101.45433.0225
	47180	09/14/16	REKEYED LOCKS-LABOR	65.00		718777-1		D	N				MTCE. OF STRUCTU	101.45433.0335
	47180	09/14/16	INST. CARD ACCESS SYSTEM	65.00		7187820		D	N				MTCE. OF STRUCTU	101.45435.0225
	47180	09/14/16	INST. CARD ACCESS SYSTEM	640.00		7187820		D	N				MTCE. OF STRUCTU	101.45435.0335
			VENDOR TOTAL	851.50		*CHECK TOTAL								
TRAVEL GUIDES FREE			003223											
	47181	09/14/16	TRAVEL GUIDE AD-AUG	150.48		2759		D	N				OTHER CHARGES	208.45010.0449
US BANK			000264											
	47182	09/14/16	#157 GO IMP BOND-SC	450.00		4392455		D	N				OTHER CHARGES	310.47100.0449
US BANK EQUIPMENT FINANC			003143											
	47183	09/14/16	COPIER LEASE-SEP	131.75		311980924		D	N				RENTS	101.41405.0440

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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
US BANK EQUIPMENT FINANC 003143	47183	09/14/16	COPIER LEASE-SEP	140.26		312031131		D	N				RENTS	101.42412.0440
	47183	09/14/16	COPIER LEASE-SEP	340.00		312204936		D	N				RENTS	101.41410.0440
			VENDOR TOTAL	612.01		*CHECK TOTAL								
VERGARA/LAURA .02592	47184	09/14/16	REFUND SHELTER DEPOSIT	50.00		090116		D	N				DEPOSITS	101.230000
VRUWINK/PAM 003194	47185	09/14/16	WALL SIGN HOLDERS	23.59		083016		D	N				MTCE. OF STRUCTU	101.45437.0225
	47185	09/14/16	TOWEL LAUNDRY SERVICE	23.50		083016		D	N				CLEANING AND WAS	101.45437.0338
			VENDOR TOTAL	47.09		*CHECK TOTAL								
WEST CENTRAL INDUSTRIES 000801	47186	09/14/16	LAWN MTCE 08/03/16	60.00		090616		D	N				MTCE. OF OTHER I	101.45437.0336
	47186	09/14/16	LAWN MTCE 08/22/16	60.00		090616		D	N				MTCE. OF OTHER I	101.45437.0336
	47186	09/14/16	LAWN MTCE 08/31/16	60.00		090616		D	N				MTCE. OF OTHER I	101.45437.0336
	47186	09/14/16	CLEAN AND SECURE PARKS	1,254.96		232		D	N				OTHER SERVICES	101.43425.0339
	47186	09/14/16	CLEANED TAUNTON STADIU	2,632.00		237		D	N				CLEANING AND WAS	101.43425.0338
			VENDOR TOTAL	4,066.96		*CHECK TOTAL								
WEST CENTRAL PRINTING 000803	47187	09/14/16	PROPERTY INV. SHEETS	306.63		19356		D	N				OFFICE SUPPLIES	101.42411.0220
WEST CENTRAL ROOFING 000927	47188	09/14/16	CITY GARAGE ROOF REPA	86,642.86		13022		D	N				BUILDINGS AND ST	450.43425.0551
WEST CENTRAL SANITATION 000805	47189	09/14/16	GARBAGE SERVICE-SEP	26.43		6806100/9-16		D	N				CLEANING AND WAS	230.43430.0338
	47189	09/14/16	10" RAINFALL CLEANUP	72.80		8705700/8-16		D	N				INSURANCE DEDUCT	101.41428.0822
			VENDOR TOTAL	99.23		*CHECK TOTAL								
WESTMOR FLUID SOLUTIONS 003033	47190	09/14/16	FUEL PUMP REPAIR-PARTS	87.67		1230383 RI		D	N				MTCE. OF OTHER I	230.43430.0226
WIEBERDINK/JENNA .02593	47191	09/14/16	REFUND JERSEY DEPOSIT	30.00		090216		D	N				REFUNDS AND REIM	101.41428.0882
WILLMAR AUTO VALUE 002689	47192	09/14/16	#972764-OXYGEN SENSOR	54.99		22184819		D	N				MTCE. OF EQUIPME	101.42412.0224
	47192	09/14/16	AIR BRAKE COUPLERS	10.02		22185828		D	N				INVENTORIES-MDSE	101.125000
	47192	09/14/16	AIR COMPRESSOR PARTS	10.99		22186022		D	N				MTCE. OF EQUIPME	651.48484.0224
	47192	09/14/16	DIESEL EXHAUST FLUID	19.98		22186163		D	N				GENERAL SUPPLIES	101.42412.0229
	47192	09/14/16	IGNITION COIL	34.99		22186208		D	N				INVENTORIES-MDSE	101.125000

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WILLMAR AUTO VALUE														
	47192	09/14/16	WAX/TIRE CLEANER	29.97		22187117		D	N				GENERAL SUPPLIES	101.42412.0229
				160.94	*CHECK	TOTAL								
			VENDOR TOTAL	160.94										
WILLMAR CHAMBER OF COMME														
	47193	09/14/16	DIRECTOR SALARY	4,375.84		STMT/8-16		D	N				SALARIES-REG. EM	208.45005.0110
	47193	09/14/16	ASSISTANT SALARY	2,487.68		STMT/8-16		D	N				SALARIES-REG. EM	208.45005.0110
	47193	09/14/16	FICA & INSURANCE	1,432.84		STMT/8-16		D	N				EMPLOYER PENSION	208.45005.0113
	47193	09/14/16	IRA CONTRIBUTION	205.91		STMT/8-16		D	N				EMPLOYER PENSION	208.45005.0113
	47193	09/14/16	PHOTO COPIES-AUG	18.80		STMT/8-16		D	N				OFFICE SUPPLIES	208.45005.0220
	47193	09/14/16	PAYROLL/FLEX FEE	62.55		STMT/8-16		D	N				OTHER SERVICES	208.45005.0339
	47193	09/14/16	OFFICE RENT-AUG	626.61		STMT/8-16		D	N				RENTS	208.45005.0440
	47193	09/14/16	MAIL PICKUP FEE-JUL	50.00		44672		D	N				POSTAGE	208.45005.0223
	47193	09/14/16	INTERNET 07/18-08/17/16	41.70		44672		D	N				COMMUNICATIONS	208.45005.0330
	47193	09/14/16	MANAGED IT 5/12-8/11/16	200.16		44672		D	N				COMMUNICATIONS	208.45005.0330
				9,502.09	*CHECK	TOTAL								
			VENDOR TOTAL	9,502.09										
WILLMAR ELECTRIC SERVICE														
	47194	09/14/16	ANNUAL ALARM MONITORING	204.00		34028		D	N				PREPAID EXPENSES	230.128000
	47194	09/14/16	ANNUAL ALARM MONITORING	102.00		34028		D	N				MTCE. OF STRUCTU	230.43430.0335
	47194	09/14/16	REPL ALARM SYS BATTERIES	65.00		34197		D	N				MTCE. OF STRUCTU	101.43425.0225
	47194	09/14/16	REPL ALARM SYS BATTERIES	31.36		34197		D	N				MTCE. OF STRUCTU	101.43425.0335
				402.36	*CHECK	TOTAL								
			VENDOR TOTAL	402.36										
WINDSTREAM														
	47195	09/14/16	PHONE SERV-AUG	373.22		STMT/8-16		D	N				COMMUNICATIONS	101.41409.0330
	47195	09/14/16	PHONE SERV-AUG	298.51		STMT/8-16		D	N				COMMUNICATIONS	230.43430.0330
	47195	09/14/16	PHONE SERV-AUG	86.49		STMT/8-16		D	N				COMMUNICATIONS	651.48484.0330
				758.22	*CHECK	TOTAL								
			VENDOR TOTAL	758.22										
WINGS OF HOPE														
	47196	09/14/16	REFUND SHELTER DEPOSIT	50.00		091216		D	N				DEPOSITS	101.230000
WITMER PUBLIC SFTY GROUP														
	47197	09/14/16	HELMET FRONTS	181.35		E1502584		D	N				SUBSISTENCE OF P	101.42412.0227
WOLTJER/SHELLY														
	47198	09/14/16	REFUND JERSEY DEPOSIT	30.00		090216		D	N				REFUNDS AND REIM	101.41428.0882
WOODLAND CENTERS														
	47199	09/14/16	EMPL. ASSISTANCE PRGRM	75.00		118430/8-16		D	N				SAFETY PROGRAM	101.42428.0817
WOSMEK/JARED														
	47200	09/14/16	ADVANCED GANG TRAINING	102.85		130		D	N				TRAVEL-CONF.-SCH	101.42411.0333

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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
REPORT TOTALS:				3,817,468.02										

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CITY OF WILLMAR
GL060S-V08.03 RECAPPAGE
GL540R

FUND RECAP:

FUND	DESCRIPTION	DISBURSEMENTS
101	GENERAL FUND	2,448,954.77
205	INDUSTRIAL DEVELOPMENT	195,000.00
208	CONVENTION & VISITORS BUREAU	12,656.97
230	WILLMAR MUNICIPAL AIRPORT	28,791.14
310	D.S. - 2010 BOND	450.00
350	RICE HOSPITAL DEBT SERVICE	75,264.82
416	S.A.B.F. - #2016	629,277.97
432	C.P. - WASTE TREATMENT	160,319.11
450	CAPITAL IMPROVEMENT FUND	137,065.76
651	WASTE TREATMENT	89,903.73
812	FIRE INSURANCE ESCROW/TRUST	39,783.75
TOTAL ALL FUNDS		3,817,468.02

BANK RECAP:

BANK	NAME	DISBURSEMENTS
HERT	HERITAGE BANK	3,817,468.02
TOTAL ALL BANKS		3,817,468.02

City of Willmar Monthly External Permits Report

Permit #	Issued Date	Owner and Site Address	Permit Sub-Type and Work Type	Description	Valuation	Total Permit Fee
WI024221	8/22/2016	Schwitters/Clint J & Jennifer 721 5th St SW	95-006-3790 Block 83 First Addition To The Town Of Willmar	Single Family Replace Gas Furnace Replacement	\$0.00	\$31.00
WI024278	8/2/2016	Mccormack/James 620 Monongalia Ave SW	95-006-2210 Block 72 First Addition To The Town Of Willmar	Reroofing Residential Add/Alter	\$6,390.00	\$33.20
WI024331	8/17/2016	Ahlquist/Alana R 725 Oak Lane NW	95-710-0370 Block 3 Seminary Addition	Reroofing Residential Add/Alter	\$1,100.00	\$30.55
WI024339	8/5/2016	His Property Group Llc 610 Litchfield Ave SE	95-220-0440 Block 4 Ferring's Addition	Alteration Commercial Add/Alter	Replace existing flat roof with trussed roof \$20,000.00	\$483.96
WI025360	8/3/2016	Greischar & Torgerson Ptrsh 201 28th Ave SE	95-139-0010 Lot 1, Block 1 Country Inn Addition	Siding Commercial Add/Alter	Commercial Reside \$31,000.00	\$681.69
WI026381	8/2/2016	Estwick/Barbara 1301 Elizabeth Ave SE	95-150-0080 Lot 8 East Elm Addition	Reroofing Residential Add/Alter	Residential Reroof \$6,950.00	\$33.48
WI026383	8/8/2016	City Of Willmar 301 Becker Ave SW	95-003-5970 Willmar, Town Of (Original)	Alteration Commercial Add/Alter	Remodel space for new CT Scan area \$569,500.00	\$5,539.59
WI026384	8/2/2016	Nesburg/Thomas/& Nancy Pauls 614 Becker Ave SW	95-003-4740 Block 41 Willmar, Town Of (Original)	Reroofing Residential Add/Alter	Residential Reroof \$32,788.00	\$46.39
WI026392	8/3/2016	Acorn Ventures Scandia Woods 404 16th Ave SW	95-700-0010 Block 1 Scandia Terrace Addition	Multi Family Apts/Condos Replace	Replace plumbing in 10 units \$0.00	\$361.00
WI026398	8/2/2016	Anderson/Lloyd T & Mary E 301 Country Club Dr NE	95-798-0010 Lot 1, Block 1 Ted's Terrace	Reroofing Residential Add/Alter	Residential Reroof \$9,500.00	\$34.75

City of Willmar Monthly External Permits Report

Permit #	Issued Date	Owner and Site Address	Permit Sub-Type and Work Type	Description	Valuation	Total Permit Fee
WI026399	8/3/2016	Woodman/John T & Cindy J 908 6th St SW	95-090-0830 Booth's Addition To Willmar	Reroofing Residential Add/Alter	Residential Reroof	\$2,500.00 \$31.25
WI026401	8/4/2016	Bpo Elks Lodge #952 426 Litchfield Ave SW	95-003-3290 Block 30 Willmar, Town Of (Original)	Drainage system Commercial Add/Alter	Replace 65' of storm water system & 26' of sanitary	\$2,785.00 \$124.73
WI026404	8/2/2016	Minces/Lucio R/& Dayling Munoz 2312 Richland Dr SW	95-696-0260 Lot 6, Block 3 Richland Acres	Addition Residential Add/Alter	Construct 10' x 16' addn	\$16,041.00 \$357.67
WI026406	8/3/2016	Reyes/Juan/& Donaciana Saenz 2105 24th St SW	95-715-0300 Lot 20, Block 2 Southgate Addition	Alteration Residential Add/Alter	Add Basement Bedroom	\$1,900.00 \$84.25
WI026407	8/1/2016	Gislason/Brian & Judy 309 Trott Ave SE	95-740-0390 Block 3 Spicer's Addition	Siding Residential Add/Alter	Residential Resideng	\$600.00 \$50.30
WI026410	8/2/2016	Roehl/Steven R & Pamela M 816 Olena Ave SE	95-230-0020 Block 1 Gesch Addition	Single Family Replace	A/C Replacement	\$0.00 \$26.00
WI026411	8/2/2016	Tello/Mauricio F 1312 Kandiyohi Ave SW	95-006-7840 Block 116 First Addition To The Town Of Willmar	Reroofing Residential Add/Alter	Residential Reroof	\$1,400.00 \$30.70
WI026412	8/3/2016	Divine House Properties Llp 301 5th St SW	95-003-5120 Block 43 Willmar, Town Of (Original)	Commercial/Ind Replace	Install commercial A.C.	\$8,900.00 \$93.45
WI026413	8/3/2016	Meyer/Carol J & Wesley 1518 7 1/2 St SW	95-664-0440 Lot 14, Block 3 Perkins 4th Addition	Single Family Replace	A/C Replacement	\$0.00 \$26.00
WI026414	8/3/2016	Fox/Sharon Kay 421 Litchfield Ave SE	95-630-0810 Lot 21, Block 4 Paulson & Sunde's Subd Of Lot D Eastern Ad	Single Family New	Water Heater Replacement	\$0.00 \$26.00

City of Willmar Monthly External Permits Report

Permit #	Issued Date	Owner and Site Address	Permit Sub-Type and Work Type	Description	Valuation	Total Permit Fee	
WI026415	8/3/2016	Josh & Heather Sampton 721 Augusta Ave SE	95-660-0060 Lot 6, Block 1 Perkins 1st Addition	Drainage system Residential Add/Alter	Install 4 wall anchors	\$2,300.00	\$75.90
WI026416	8/3/2016	Gordon/Mary Kaye 3202 Eagle Ridge Dr W	95-149-0510 Lot 2, Block 1 Eagles Landing Twin Addition	Single Family Replace	Water Heater Replacement	\$0.00	\$26.00
WI026417	8/3/2016	Phillips/Thomas & Rita 609 Mary Ave SE	95-810-0110 Lot 9, Block 1 Third Eastern Addition	Reroofing Residential Add/Alter	Residential Reroof - Garage	\$500.00	\$30.25
WI026418	8/3/2016	Minnwest Technology Campus Man 1707 Technology Dr NE	95-508-0230 Minnwest Technology Campus, Cic #40	Reroofing Commercial Add/Alter	Commercial Reroof	\$74,500.00	\$768.25
WI026419	8/4/2016	Nesburg/Thomas R 921 1st St S	95-250-2050 Block 9 Glarum's Addition To Willmar	Alteration Residential Add/Alter	Correct bsmt. wall install 3 anchors	\$4,507.00	\$141.90
WI026420	8/4/2016	Willmar Regency of Minnesota 401 30th St NW D-6	95-980-0650	Mobil Home Transport Mobile Home In/Out	Move in 1977, 14' x 70', Moduline MH, #63227	\$0.00	\$75.00
WI026421	8/5/2016	Post/Patricia Ann 2309 Country Club Dr NE	95-137-0100 Block 1 Country Club Terrace	Addition Residential Add/Alter	10 X 53 Residential Addition	\$53,138.00	\$866.22
WI026422	8/9/2016	Langland/Wayne G & Barbara A 2507 10th St SW	95-687-2140 Lot 4, Block 2 Prairie View West	Single Family Replace	A/C Replacement	\$0.00	\$26.00
WI026423	8/12/2016	Jenkins Ii/Daniel/&T Baumann 1128 4th St SW	95-915-2770	Single Family Replace	A/C Replacement	\$0.00	\$26.00
WI026424	8/12/2016	Mulder/Rachelle 369 14th St SE	95-400-0030 Lot 3, Block 1 Jacobson Addition	Reroofing Residential Add/Alter	Residential Reroof	\$2,300.00	\$31.15
WI026425	8/12/2016	City Of Willmar 1801 Willmar Ave SW	95-921-5710	Reroofing Commercial Add/Alter	Commercial Reroof	\$120,078.00	\$1,052.29
WI026426	8/12/2016	City of Willmar 801 Industrial Dr SW	95-872-1140 Lot PT, Block 2	Reroofing Commercial Add/Alter	Commercial Reroof	\$86,642.00	\$849.32

City of Willmar Monthly External Permits Report

Permit #	Issued Date	Owner and Site Address	Permit Sub-Type and Work Type	Description	Valuation	Total Permit Fee
WI026427	8/12/2016	Bethel Lutheran Church 411 Becker Ave SW	95-003-6110 Block 50 Willmar, Town Of (Original)	Drainage system Residential Add/Alter	30' Interior DRAINTILE	\$1,800.00 \$79.45
WI026428	8/12/2016	Andrew Everson 328 Ferring St SE	95-220-0940 Lot 4, Block 8 Ferring's Addition	Window Replacement Residential Add/Alter	Replace windows - making windows smaller	\$1,500.00 \$48.50
WI026429	8/16/2016	Torgerson/Nicole/& P Peterson 341 Ferring St SE	95-220-1220 Block 9 Ferring's Addition	Single Family Replace	Gas Furnace Replacement	\$0.00 \$31.00
WI026430	8/16/2016	A & B Properties, Llc 416 Benson Ave SE	95-630-0690 Lot 9, Block 4 Paulson & Sunde's Subd Of Lot D Eastern Ad	Single Family Replace	Gas Furnace & A/C Replacement	\$0.00 \$56.00
WI026431	8/16/2016	Thorson/Jesse P & Ashley J 1009 6th St SE	95-230-0110 Block 1 Gesch Addition	Single Family Replace	A/C Replacement	\$0.00 \$26.00
WI026432	8/16/2016	Radzak/Lee & Jane 2214 10th Ave SE	95-615-0150 Lot 5, Block 1 Park Avenue	Single Family Replace	A/C Replacement	\$0.00 \$26.00
WI026433	8/16/2016	Lara/Pedro/&Morgan Olson 2805 6th Ave NW	95-248-0330 Lot 3, Block 3 Glacial Valley Estates	Drainage system Residential Add/Alter	Install 132' dRAINTILE	\$9,914.00 \$167.21
WI026434	8/16/2016	Hanson/Howard G 701 9th St SE	95-056-0110 Lot 1, Block 2 Bergquist's Estates	Reroofing Residential Add/Alter	Residential Reroof	\$2,300.00 \$31.15
WI026435	8/16/2016	Cambridge Apartments, Inc 1425 19th Ave SW	95-922-7605	Reroofing Commercial Add/Alter	Commercial Reroof	\$2,500.00 \$76.00
WI026436	8/16/2016	Nilssen/Maria 701 10th St SW	95-006-3160 Lot 14, Block 78 First Addition To The Town Of Willmar	Single Family Replace	Gas Furnace Replacement	\$0.00 \$31.00
WI026437	8/16/2016	Taylor/Richard K & Alissa K 712 10th St SW	95-006-2910 Lot 4, Block 77 First Addition To The Town Of Willmar	Single Family Replace	Gas Furnace Replacement	\$0.00 \$31.00

City of Willmar Monthly External Permits Report

Permit #	Issued Date	Owner and Site Address	Permit Sub-Type and Work Type	Description	Valuation	Total Permit Fee
WI026438	8/16/2016	Dooley Bros, Llp 3101 3rd Ave SW	95-872-2340 Lot 5, Block 4 Willmar Industrial Park	New Commercial New	Construct new office and repair facility	\$2,247,415.00 \$15,181.72
WI026439	8/16/2016	Willmar Redevelopment Co. LLC 1400 Lakeland Dr NE 22	95-980-5220	Mobil Home Transport Mobile Home In/Out	Move in 2016, redman MH,26-9 x 48, #11267075	\$0.00 \$75.00
WI026440	8/16/2016	Hustad/John R & Wendy D 817 Richland Ave SW	95-867-0020 Lot 2, Block 1 West Portland Acres	Single Family Replace	Gas Furnace & A/C Replacement	\$0.00 \$56.00
WI026441	8/17/2016	Hopkins/Mary J 605 Julii St SE	95-222-1520 Lot 2, Block 8 Ferrings 2nd Addition	Single Family Replace	A/C Replacement	\$0.00 \$26.00
WI026445	8/19/2016	Gregerson/Alfred L & Lila M 520 5th St #114 SW	95-667-0130 Phoenix On Fifth - Condo #8	Reroofing Apartment	Commercial Reroof	\$5,000.00 \$102.25
WI026446	8/19/2016	Dooley Bros, Llp 3101 3rd Ave SW	95-872-2340 Lot 5, Block 4 Willmar Industrial Park	Commercial/Ind New	HVAC install for new office and shop	\$300,000.00 \$3,150.00
WI026447	8/19/2016	Molenaar/David & Emily 702 10th St SW	95-006-2880 Lot 1, Block 77 First Addition To The Town Of Willmar	Single Family Replace	Gas Furnace Replacement	\$0.00 \$31.00
WI026448	8/19/2016	Lankey Family Trust 1005 Kandiyohi Ave SW	95-590-0240 Lot 4, Block 2 Nyquist's North Orchard Addition	Single Family Replace	Gas Furnace Replacement	\$0.00 \$31.00
WI026449	8/19/2016	Marcus/Gerald & Kathleen A 1904 22nd St SW	95-921-5600	Reroofing Residential Add/Alter	Residential Reroof	\$4,000.00 \$32.00
WI026450	8/19/2016	Jimenez-Garcia/Adrian/&Joanne 1223 5th St SW	95-750-0130 Sub-Div. N1/2 Of Ne1/4	Reroofing Residential Add/Alter	Residential Reroof	\$220.00 \$30.11
WI026451	8/19/2016	Jimenez/Joanne L & Adrian 305 Trott Ave SE	95-740-0400 Block 3 Spicer's Addition	Reroofing Residential Add/Alter	Residential Reroof	\$600.00 \$30.30

City of Willmar Monthly External Permits Report

Permit #	Issued Date	Owner and Site Address	Permit Sub-Type and Work Type	Description	Valuation	Total Permit Fee	
WI026452	8/19/2016	Wiener/Joel J & Mary L 1107 Pleasant View Dr SE	95-672-0150 Block 2 Pleasant View	Reroofing Residential Add/Alter	Residential Reroof	\$3,000.00	\$31.50
WI026453	8/22/2016	Koosman/Dustin 2413 Oxford Dr SE	95-121-2010 Lot 2, Block 1 Cambridge Addition	Alteration Residential Add/Alter	Repair flood damage	\$1,776.00	\$57.64
WI026454	8/22/2016	Cak Properties, Llc 2409 Oxford Dr SE	95-121-2000 Lot 1, Block 1 Cambridge Addition	Alteration Residential Add/Alter	Repair flood damage	\$1,776.00	\$57.64
WI026455	8/22/2016	Magowan/William & Heather 2407 Oxford Dr SE	95-121-0020 Lot 2, Block 1 Cambridge Addition	Alteration Residential Add/Alter	Repair flood damage	\$1,776.00	\$57.64
WI026456	8/22/2016	Parker/Paul W & Rebecca L 2401 Oxford Dr SE	95-121-0010 Lot 1, Block 1 Cambridge Addition	Alteration Residential Add/Alter	Repair flood damage	\$1,776.00	\$57.64
WI026457	8/22/2016	Koosman/Daniel J & Jeanne A 2404 3rd Ave SE	95-121-2120 Lot 13, Block 1 Cambridge Addition	Alteration Residential Add/Alter	Repair flood damage	\$1,776.00	\$57.64
WI026458	8/22/2016	Koosman/Daniel J & Jeanne A 2400 3rd Ave SE	95-121-2130 Lot 14, Block 1 Cambridge Addition	Alteration Residential Add/Alter	Repair flood damage	\$1,776.00	\$57.64
WI026459	8/22/2016	Koosman/Daniel J & Jeanne A 255 Cambridge Lane SE	95-613-0080 Block 1 P A R - 3	Alteration Residential Add/Alter	Repair flood damage	\$3,552.00	\$89.03
WI026460	8/22/2016	Rsb Investments Ltd Ptrnrshp 263 Cambridge Lane SE	95-613-0070 Lot 7, Block 1 P A R - 3	Alteration Residential Add/Alter	Repair flood damage	\$3,552.00	\$89.03
WI026461	8/22/2016	D P R, Llc 271 Cambridge Lane SE	95-613-0060 Lot 6, Block 1 P A R - 3	Alteration Residential Add/Alter	Interior Remodel	\$3,552.00	\$89.03
WI026462	8/22/2016	Koosman/Daniel J & Jeanne A 247 Cambridge Lane SE	95-613-0090 Block 1 P A R - 3	Alteration Residential Add/Alter	Repair flood damage	\$3,552.00	\$89.03
WI026463	8/22/2016	Magowan/William & Heather 200 Terraplane Dr SE	95-121-2020 Lot 3, Block 1 Cambridge Addition	Alteration Residential Add/Alter	Repair flood damage	\$10,904.00	\$180.20

City of Willmar Monthly External Permits Report

Permit #	Issued Date	Owner and Site Address	Permit Sub-Type and Work Type	Description	Valuation	Total Permit Fee
WI026464	8/22/2016	Broman Properties Llc 216 Terraplane Dr SE	95-121-2040 Lot 5, Block 1 Cambridge Addition	Alteration Residential Add/Alter	Repair flood damage	\$10,904.00 \$180.20
WI026465	8/22/2016	Carity/Lee/& Konnie 232 Terraplane Dr SE	95-121-2060 Lot 7, Block 1 Cambridge Addition	Alteration Residential Add/Alter	Repair flood damage	\$10,904.00 \$180.20
WI026466	8/22/2016	Bob & Marly Ims 1813 Olena Ave SE	95-176-0420 Lot 3, Block 4 Emerald Pond	New New Single-Family Dwelling	New Residential House and Garage	\$199,332.00 \$2,041.82
WI026467	8/22/2016	Bob & Marly Ims 1813 Olena Ave SE	95-176-0420 Lot 3, Block 4 Emerald Pond	Single Family New	New Residential House and Garage	\$0.00 \$156.00
WI026468	8/22/2016	Fischer/Brian 1720 Pleasant View Ci SE	95-423-0060 Lot 6, Block 1 Koonsman Signature Addition	Deck Residential Add/Alter	construct 14' x 18' deck	\$2,500.00 \$105.90
WI026469	8/22/2016	Bob & Marly Ims 1813 Olena Ave SE	95-176-0420 Lot 3, Block 4 Emerald Pond	Single Family New	Residential HVAC - New Home and Garage	\$199,332.00 \$101.00
WI026471	8/22/2016	Schlichting/Gregory & Diane 1428 Grace Ave SW	95-080-0410 Lot 11, Block 3 Bon-Van Acres	Drainage system Residential Add/Alter	Install 78' of interior drainage system	\$4,200.00 \$166.69
WI026477	8/23/2016	Reed/Thomas E 804 15th Ave SW	95-750-0610 Sub-Div. N1/2 Of Ne1/4	Alteration Residential Add/Alter	Residential Reroofing & Residing	\$7,000.00 \$83.50
WI026478	8/23/2016	Rapalo/Jose E/&Karla Fernandez 303 8th St NW	95-003-0170 Block 2 Willmar, Town Of (Original)	Reroofing Residential Add/Alter	Residential Reroof	\$15,106.00 \$37.55
WI026479	8/23/2016	Brown/James & Jacqueline M 1613 Hansen Drive SW	95-864-0090 Lot 9, Block 1 West Park 5th Addition	Drainage system Residential Add/Alter	Install drain tile	\$8,600.00 \$213.95
WI026480	8/24/2016	Kleist/Lane R 711 17th St SW	95-042-0410 Block 1 Barnstad's Second Addition	Alteration Residential Add/Alter	Interior Remodel	\$1,000.00 \$49.15

City of Willmar Monthly External Permits Report

Permit #	Issued Date	Owner and Site Address	Permit Sub-Type and Work Type	Description	Valuation	Total Permit Fee	
WI026482	8/25/2016	Ranney/Diedre S 500 11th St SW	95-006-5640 Block 100 First Addition To The Town Of Willmar	Demolition Garage/Shed	Remove old Garage	\$0.00	\$30.00
WI026483	8/25/2016	Ranney/Diedre S 500 11th St SW	95-006-5640 Block 100 First Addition To The Town Of Willmar	Garage Garage/Shed	New Residential Garage	\$26,851.00	\$528.28
WI026485	8/25/2016	Roszell Family Trust/Byron & B 405 21st St SE	95-668-0460 Lot 6, Block 3 Pheasant Run	Siding Residential Add/Alter	Residential Reside	\$2,500.00	\$51.25
WI026487	8/25/2016	Reyes/Gilbert/Jr/& Victoria 3005 3rd Ave NW	95-835-0440 Lot 21, Block 2 Vos Park	Single Family Replace	Gas Furnace Replacement	\$0.00	\$26.00
WI026488	8/25/2016	Mitteness/James S & Angela L 1221 27th St NW	95-135-0590 Lot 9, Block 3 College View	Single Family Replace	Gas Furnace Replacement	\$0.00	\$26.00
WI026491	8/26/2016	Dooley Bros, Llp 3101 3rd Ave SW	95-872-2340 Lot 5, Block 4 Willmar Industrial Park	Commercial/Ind New	Plumbing for office and shop buildings	\$0.00	\$659.00
WI026492	8/26/2016	Stewart/Douglas S 1024 4th St SW	95-280-0470 Block 3 Hanson`s Addition To Willmar	Single Family Replace	Gas Furnace Replacement	\$0.00	\$26.00
WI026493	8/26/2016	Russell/Dale & Benita/&Heather 1010 Monongalia Ave SW	95-006-2800 Block 76 First Addition To The Town Of Willmar	Single Family Replace	Gas Furnace Replacement	\$0.00	\$26.00
WI026494	8/26/2016	Setrum/Eric E & Lisa M 915 7th St SW	95-090-0910 Booth`s Addition To Willmar	Single Family Replace	Gas Furnace Replacement	\$0.00	\$26.00
WI026497	8/29/2016	Rivera/Jorge Isaac Tabora 814 Campbell Ave NW	95-003-0770 Block 7 Willmar, Town Of (Original)	Reroofing Residential Add/Alter	Residential Reroof	\$1,000.00	\$30.50

Issued Dates: 8/1/2016 to 8/31/2016
 Report Name: Monthly External Permits Report
 Permit Type(s): Building, Mechanical, Plumbing

City of Willmar Monthly External Permits Report

Printed: 9/7/2016
 Page: 9

Permit #	Issued Date	Owner and Site Address	Permit Sub-Type and Work Type	Description	Valuation	Total Permit Fee
WI026499	8/29/2016	Simmons/Robert & Geraldine 1901 8th St SW	95-680-0010 Lot 1, Block 1 Portland Acres	Reroofing Residential Add/Alter	Residential Reroof	\$6,500.00 \$33.25

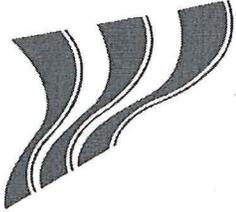
Count: 88

Totals: \$4,165,065.00 \$37,134.83

Year-to-Date Summary (1/1/2016 through 8/31/2016)

Count: 558

YTD Totals: \$31,665,592.00 \$279,853.94



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: September 19, 2016

SUBJECT: Special Assessment Hearing for Oslo Meadows

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

Adopt three Resolutions Certifying the amount of Oslo Meadows special assessment charges to the County Auditor for collection in 2017 through 2021.

BACKGROUND:

Oslo Meadows lot sales requiring additional assessments for the 2005 Street & Other Improvements. A hearing is required to place additional assessments against any parcel pursuant to MS Chapter 429.

Six (6) lots sold in late 2015 (too late to make the November 1, 2015, certification deadline for Kandiyohi County). The sales price for two of the lots sold was remitted to the City of Willmar in the normal County settlement. The four (4) remaining lots were sold on a Contract for Deed with Kandiyohi County. For those four lots the County Auditor will remit the total sale price to the City only when paid in full, some 3 or 4 years from now. With the known sales price we can determine that the remaining two years of the 2005 Special Assessments will be unpaid. Notice of tonight's hearing has been sent to the below listed property owners. The Council should consider their objections and take appropriate action.

<u>Name</u>	<u>PID</u>	<u>Description</u>	<u>Sale Price</u>	<u>Pending Assessment</u>
Robin A. Javaherian	95-604-0060	Blk-1 Lot 6	\$7686.00	\$2325.76
Robin A. Javaherian	95-604-0080	Blk-1 Lot 8	\$7864.00	\$2325.76
David M & Karen M. Cram	95-604-0430	Blk-3 Lot 24	\$7760.00	\$2325.76
David M & Karen M. Cram	95-604-0440	Blk-3 Lot 25	\$7682.00	\$2325.76
John H. & Debra L. Schmitz	95-604-0450	Blk-3 Lot 26	\$7682.00	\$2325.76
John H. & Debra L. Schmitz	95-604-0460	Blk-3 Lot 27	\$7674.00	\$2325.76

FINANCIAL CONSIDERATION: \$13,954.56

LEGAL:

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

RESOLUTION NO. _____

WHEREAS, the following properties located within the City of Willmar were offered for sale by the County Auditor at tax forfeiture sale:

Parcel 95-604-0060; Lot 6, Block 1, Oslo Meadows

WHEREAS, the above property was subject to reassessment of \$2,325.76 special assessments if sold; and

Parcel 95-604-0080; Lot 8, Block 1, Oslo Meadows

WHEREAS, the above property was subject to reassessment of \$2,325.76 special assessments if sold; and

WHEREAS, the above properties were sold to Robin A. Javaherian on October 7, 2015;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Willmar, Minnesota, that the \$4,651.52 special assessments against the above properties be placed on the tax rolls for collection over a five (5) year period with an interest rate of five and one-half (5.50) percent, and that the County Auditor be notified to extend this assessment on the tax rolls payable in 2017 and thereafter.

Dated this 19th day of September, 2016.

Mayor

Attest:

Planning and Development Services Director

RESOLUTION NO. _____

WHEREAS, the following properties located within the City of Willmar were offered for sale by the County Auditor at tax forfeiture sale:

Parcel 95-604-0430; Lot 24, Block 3, Oslo Meadows

WHEREAS, the above property was subject to reassessment of \$2,325.76 special assessments if sold; and

Parcel 95-604-0440; Lot 25, Block 3, Oslo Meadows

WHEREAS, the above property was subject to reassessment of \$2,325.76 special assessments if sold; and

WHEREAS, the above properties were sold to David M. & Karen M. Cram on October 7, 2015;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Willmar, Minnesota, that the \$4,651.52 special assessments against the above properties be placed on the tax rolls for collection over a five (5) year period with an interest rate of five and one-half (5.50) percent, and that the County Auditor be notified to extend this assessment on the tax rolls payable in 2017 and thereafter.

Dated this 19th day of September, 2016.

Mayor

Attest:

Planning and Development Services Director

RESOLUTION NO. _____

WHEREAS, the following properties located within the City of Willmar were offered for sale by the County Auditor at tax forfeiture sale:

Parcel 95-604-0450; Lot 26, Block 3, Oslo Meadows

WHEREAS, the above property was subject to reassessment of \$2,325.76 special assessments if sold; and

Parcel 95-604-0460; Lot 27, Block 3, Oslo Meadows

WHEREAS, the above property was subject to reassessment of \$2,325.76 special assessments if sold; and

WHEREAS, the above properties were sold to John H. & Debra L. Schmitz on October 7, 2015;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Willmar, Minnesota, that the \$4,651.52 special assessments against the above properties be placed on the tax rolls for collection over a five (5) year period with an interest rate of five and one-half (5.50) percent, and that the County Auditor be notified to extend this assessment on the tax rolls payable in 2017 and thereafter.

Dated this 19th day of September, 2016.

Mayor

Attest:

Planning and Development Services Director



★ 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: September 19, 2016

SUBJECT: Willmar Local Option Sales Tax (LOST)

RECOMMENDATION: The City Council should review the Willmar Park Board recommendation for Capital Improvements and approve their recommendations or amend accordingly. A presentation brochure will be compiled from this recommendation to begin public education of the proposals.

BACKGROUND:

On August 31st the Willmar Park Board met to develop a recommendation for the City Council for additional details for capital improvements to the approved LOST projects. 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	\$4,000,000
Swansson Field Improvements	\$3,000,000

Staff will review the proposals and seek consensus on the projects.

FINANCIAL CONSIDERATION:

The City could expect to generate approximately \$2,200,000 per year

LEGAL: Minnesota State Statute 297A.99 Local Sales Taxes

Department/Responsible Party

WILLMAR PARK BOARD MEETING

11:00 am, Wednesday August 31, 2016

JEFFERSON LEARNING CENTER-Room 116

Members in Attendance: Darin Strand-Chair, Rachel Skretvedt-Vice Chair, Allen Huselid, Tim Johnson and Audrey Nelsen

Staff in Attendance: Larry Kruse, Ryan Harper, Casey Hagert, Rob Baumgarn, Scott Ledebouer and Steve Brisendine

Call Meeting to Order-Darin Strand called meeting to order at 11:01am.

Local Option Sales Tax Projects-Darin explained the reason for holding this meeting was to narrow the focus of the items to be promoted/funded with Local Option Sales Tax and to offer advice to the City Council at the City Council work session on Tuesday September 6 at 5:00pm.

Swansson Field-\$3million available

Darin explained that the last time we met the items that came to the forefront for Swansson Field were; Lighting, Infrastructure and the Plaza concept on North Swansson. Steve explained his priorities were that the lighting at all 5 fields currently lit and are subpar and need to be dealt with. The new road and parking lot serving the yellow and red ballfields should be developed. The plaza concept with a 2 season shelter, sitting area and playground would be a great addition to this complex and would meet the needs of the users of this park.

Rachel commented that we should try and complete components of the park plan vs start a bunch of little projects and not complete any one aspect in the plan.

Audrey agreed and thought that we should concentrate on North Swansson and leave the lighting of Baker Field to be funded in the CIP.

Allen said completing the plaza and reorientation of the blue field would be a great addition to the complex that the city could rally behind.

Darin/Larry shared the numbers that might make sense for us to consider;

Approximately \$2 million for the road way entrance from 18th Street, parking and plaza area including shelter and playground.

\$650,000 for the lighting of the 4 fields at the Swansson Complex (Orange, Green, Yellow and Red. The lighting on these 4 fields is subpar and need to be addressed sooner rather than later.

\$400,000 reorientation of the blue multi-purpose field along with the addition of lights. It was commented that by moving this field and adding the lights will create a wheel effect at this complex served by the plaza area along with the concession stand/bathroom slated to be completed in 2017. The addition of lights to this field will increase the usage for both baseball and softball and probably will be utilized most nights of the week instead of the current 3 or 4 nights it is used.

Civic Center-\$3million available

Allen commented that the refrigeration needs to be completed both from a standard of reducing R22 usage but also due to the age of the current system. Even though a big expense and not something the users will necessarily see as a new asset it does need to be done.

Much discussion took place regarding what else should be done that will provide some additional use/amenities that are not currently available. Matt Dawson had sent an email stating he thought the shell of the blue line center should be completed to allow for more summer usage at that site. Audrey stated that this project is currently in the 5 year CIP and hopefully it could be funded through those resources. Rob brought up that the facility could use more locker rooms and multi-purpose areas and that those amenities might be helpful for future use and users. It was brought up that we could extend the shell (most likely on the northside) of the new refrigeration system and that if enough funds are available that additions such as locker rooms, meeting spaces, indoor play and viewing could be accomplished. After further discussion it was determined that \$2.3 million be allocated for refrigeration (\$100,000 Mighty Duck Grant possible) and \$700,000 for additional shell and any amenities that could be added with available funds.

Robbins Island-\$4million available

The park plan calls for close to \$8 million in improvements at this site. The comment was made that with these resources we should create as many finished projects vs going throughout the park and adding pieces here and there. Thus we concentrated on the entrance to the park through the destination playground location.

Pricing is somewhat unknown until we get good estimates of the sewer/water and electrical upgrades needed. The engineering department has been contacted to give us those estimates. We made the assumption the destination playground would be completed in 2017 and thus what is necessary to meet the needs of the users of that area.

Bathroom upgrades would be necessary to meet the volume of users of the amenity thus we decided that the addition of shelters with bathroom facilities that could be 4 season usage would be a great amenity to consider with these funds. Given safety of the users of the playground is important it was also decided that the roadways and parking improvements would be necessary as well.

\$2.5 million for road, trails, parking lots, sewer/water and electrical improvements.

\$1 million for 4 season shelters and restroom facilities (2 or 3).

\$500,000 for park elements/furnishings including ice/hockey rink, boardwalk, picnic tables, signage and landscaping.

Upon recapping this information the park board discussed how to communicate these projects in a positive manner that will lead to the Local Option Sales Tax question being met favorably by the public.

Meeting was adjourned at 12:30pm.

Steve and Scott,

We discussed several options regarding new lighting for Baker Baseball, Orange Baseball, Yellow Softball, Green Softball, Red Softball, and Blue Softball/Multi-Use fields. I recommend lighting the fields with the Musco Light-Structure Green system which consists of a pre-stressed concrete base, galvanized steel pole, remote electrical component enclosure, pole top luminaire assembly, Control-Link wireless control system, contactor cabinet, and 25 year warranty (parts, labor, and lamps). The cost estimates include the Light Structure Green lighting system, structural installation, and underground electrical system. The one exception is Baker Baseball which will include the Light Structure Green option but will also include the Musco Sportscluster Green option reusing the existing steel poles. The warranty for the Sportscluster lighting mounted on existing poles is reduced to a 10 year parts, 2 years lamps, and 2 years labor as the Control-Link wireless control system and monitoring is not included.

I am also including options for a Lease/Purchase which would allow payments to be extended out from 3 years to 10 years. The first payment is not due until one year after the lighting has been installed. After the last payment is made, the City/School District would own the lighting system with no buyout or additional costs. The Lease/Purchase can be paid off early any time during the lease period with no penalty. I am providing an estimated cost showing an example of the annual payment on a 5 year Lease/Purchase. If you need to see payments related to more or less years, please let me know.

Also, note that the old pricing for Orange Baseball was based on a field with the fence 310' down the foul lines. The actual size of the field has fences at 340' down the foul lines which significantly increases the area being lit.

Option #1) Baker Baseball using Sportscluster Green lighting system (reduced warranty) on existing poles with field lit to 50 footcandles infield and 30 footcandles outfield \$164,000.

Option #2) Baker Baseball using Sportscluster Green lighting (option #1) 5 year Lease/Purchase with an annual payment of \$37,800.

Option #3) Baker Baseball using Light-Structure Green system (new poles and bases) with field lit to 50 fc infield and 30 fc outfield \$235,000.

Option #4) Baker Baseball (option #3) using 5 year Lease/Purchase with an annual payment of \$54,200.

Option #5) Baker Baseball using Light-Structure Green system with field lit to 70 fc infield and 50 fc outfield \$318,000.

Option #6) Baker Baseball (option #5) using 5 year Lease/Purchase with an annual payment of \$73,400.

Option #7) Orange Baseball using Light-Structure Green system with field lit to 50 fc infield and 30 fc outfield \$244,000.

Option #8) Orange Baseball (option #7)) using 5 year Lease/Purchase with an annual payment of \$56,300.

Option #9) Orange Baseball using Light-Structure Green system with field lit to 70 fc infield and 50 fc outfield \$327,000.

Option #10) Orange Baseball (option #9) using 5 year Lease/Purchase with an annual payment of \$75,500.

Option #11) Yellow, Green, or Red Softball using Light-Structure Green system with field lit to 30 fc infield and 20 fc outfield \$108,000 per field.

Option #12) Yellow, Green, or Red Softball (option #11) using 5 year Lease/Purchase with an annual payment of \$24,900 per field.

Option #13) Yellow, Green, or Red Softball using Light-Structure Green system with field lit to 50 fc infield and 30 fc outfield \$158,000 per field.

Option #14) Yellow, Green, or Red Softball (option #13) using a 5 year Lease/Purchase with an annual payment of \$36,500 per field.

Option #15) Blue Softball/Multi-Use using Light-Structure Green system with field lit to 30 fc infield and 20 fc outfield \$144,000.

Option #16) Blue Softball/Multi-Use (option #15) using a 5 year Lease/Purchase with an annual payment of \$33,200.

Option #17) Blue Softball/Multi-Use using Light-Structure Green system with field lit to 50 fc infield and 30 fc outfield \$187,000.

Option #18) Blue Softball/Multi-Use (option #17) using a 5 year Lease/Purchase with an annual payment of \$43,200.

Please let me know if there are any questions on the cost estimates or if additional information would be helpful.

Thanks,
Craig Gallop
Musco Sports-Lighting
(763)533-2030



Local Option Sales Tax Discussion CER Joint Powers Board

The City Council approved putting on the November 8 ballot potential investments in the following properties of the City of Willmar. They have asked the CER/City Park Board to discuss priorities and potential informational pamphlets to be developed.

Civic Center \$3,000,000.00

Estimated \$2.4 million for a new refrigeration system. If indeed that is the cost of a new system that leaves upwards of \$600,000.00 to be used toward further improvements. What would staff and the users prioritize these resources to be spent on.

Robbins Island \$4,000,000.00

The Park Plan calls for over \$7,000,000 in expenses and due to the destination playground project moving forward we can take that item off the list. What would we prioritize the remaining amenities that could take place at Robbins Island with \$4 million available?

The Park Plan has the following estimates for proposed items in the park plan;

Removals	\$274,200.00	Shelters, parking lots, roadways, trails, shelters and trees
Asphalt/Concrete	\$2,047,000.00	Roadway, Parking lots, trails & plaza
Architectural Elements	\$1,745,000.00	Large 3-Season Shelters (3), Medium 3-Season Shelters (2) Large 4-Season Park Buildings (2) & Amphitheater minus the 5-12 Playground Cost \$125,000.00
Park Elements	\$193,840.00	Skating/Hockey Rink with boards, Boardwalk
Site Furnishings	\$243,100.00	Picnic Tables, benches, bike racks, trash receptacles, bike fixit Station, park sign, interpretive kiosk and lighting
Landscaping	\$112,000.00	Trees, native landscape restoration, turf establishment

Project Costs

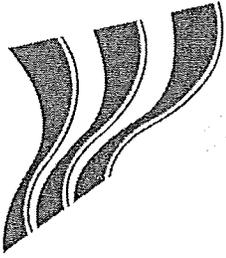
\$142,000.00	Erosion Control
\$379,000.00	Construction Surveying
\$237,000.00	Mobilization
\$1,100,000.00	Construction Contingency
\$1,320,000.00	Design & Engineering Contingency

Total Cost Estimates \$7,793,000.00 Elements in Park Plan

Swansson Field \$3,000,000.00

The Park Plan has the following estimates in the plan; again right around \$7million in proposed projects for Swansson Field what would we prioritize given \$3,000,000.00 would be available in LOST resources?

Removals	\$45,200.00	Parking lot, roadway, building, playground equipment, ballfield And skateboard park
Asphalt/Concrete	\$2,062,000.00	Roadway, Parking lot, trail and sidewalk
Architectural Elements	\$885,000.00	Small 3-season shelters (2), medium 3-season shelter, Concession/restroom facility (2) & maintenance building
Park Elements	\$889,000.00	Playground (2), basketball court (2), new baseball field, baseball Field reconstruction, soccer field, Skateboard Park Minus lighting, turf infield, batting cages \$230,000.00
Site Furnishings	\$139,000.00	Picnic tables, benches, bike racks, trash receptacles, park signs Pedestrian lights, fencing Minus bike fixit station \$1,500.00
Landscaping	\$49,500.00	Trees and turf establishment
Project Costs		
	\$129,000.00	Erosion Control
	\$344,000.00	Construction Surveying
	\$215,000.00	Mobilization
	\$998,000.00	Construction Contingency
	\$1,197,000.00	Design & Engineering Contingency
Total Cost Estimates	\$6,951,500.00	Elements in Park Plan
	\$803,000.00-1,119,000.00	Replace lights at all 5 fields currently lit
	\$144,000.00-187,000.00	Light Blue Baseball Field
	Baseball Field	50/30 or 70/50 foot candles
	Softball Field	30/20 or 50/30 foot candles



CITY OF WILLMAR

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

COUNCIL ACTION REQUEST

DATE: September 19, 2016

SUBJECT: Presentation by Energy and Organic Systems

RECOMMENDATION: N/A

BACKGROUND: Representatives of Energy and Organic Systems (EOS) will give a brief presentation about their organic waste conversion system proposed for the City-owned property near the WWTP. This matter was referred to the full Council by the Public Works/Safety Committee.

FINANCIAL CONSIDERATION: To be determined.

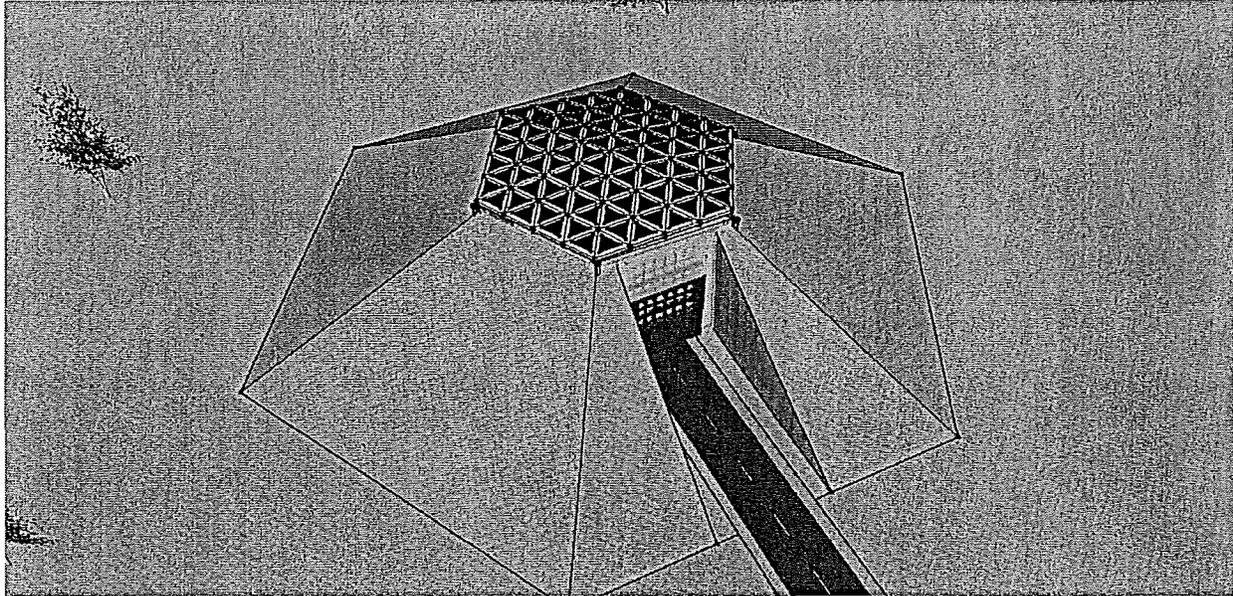
LEGAL: To be determined.

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

Facility Development Proposal

(Preliminary)

July 26, 2016



EOS 1stLight18sv Organic Waste Bioconversion Facility

To: City of Willmar, Kandiyohi County, MN

From: Energy & Organic Systems, LLC (EOS)

Proposed: Energy & Organic Systems, LLC (EOS, Minneapolis, MN) proposes to the City of Willmar (Kandiyohi County, MN) to build and operate, in perpetuity, a 1stLight 18 cell waste bioconversion facility (1stLight 18lv) on the Brush Creek Site, adjacent the wastewater treatment facility currently in operation on the site.

The Specifications of the 1stLight 18lv facility proposed herein are:

Containment Cells: 18 ea. Large volume HDPE plastic, interconnected digestion cells

Facility Maximum Volume: 160,974 gallons

Facility Operating Volume: 156,949 gallons

Anticipated Daily Feedstock Input: 16,239 gallons

Proof of Concept

1stLight Technology * 1stLight Facilities

1. EOS' 1stLight and the anaerobic digestion process: 1stLight is, at its core, anaerobic digestion or 'AD'. It is an advanced type but, none the less, it is anaerobic digestion - a biological process that, in its simplest form, consists of 3 stages: 1 – Hydrolysis, 2- Acetogenesis, 3-Methanogenesis.

(1) Hydrolysis: Organic material, of virtually any kind, is fed into sealed, tanks where complex molecules in the "feedstock" are 'hydrolyzed' – broken down in warm water by many species of bacteria. At this first stage, when oxygen is present, most of the bacteria are 'aerobic' using oxygen to digest the feedstock. with the 'aerobes' metabolizing and 'exhaling it as CO₂ – carbon dioxide, gradually liquefying the feedstock, depleting the oxygen and converting it to many metabolites, including organic acids.

(2) Acetogenesis: The process of producing acetic acid (vinegar) from the hydrolysis metabolites by specialized bacteria.

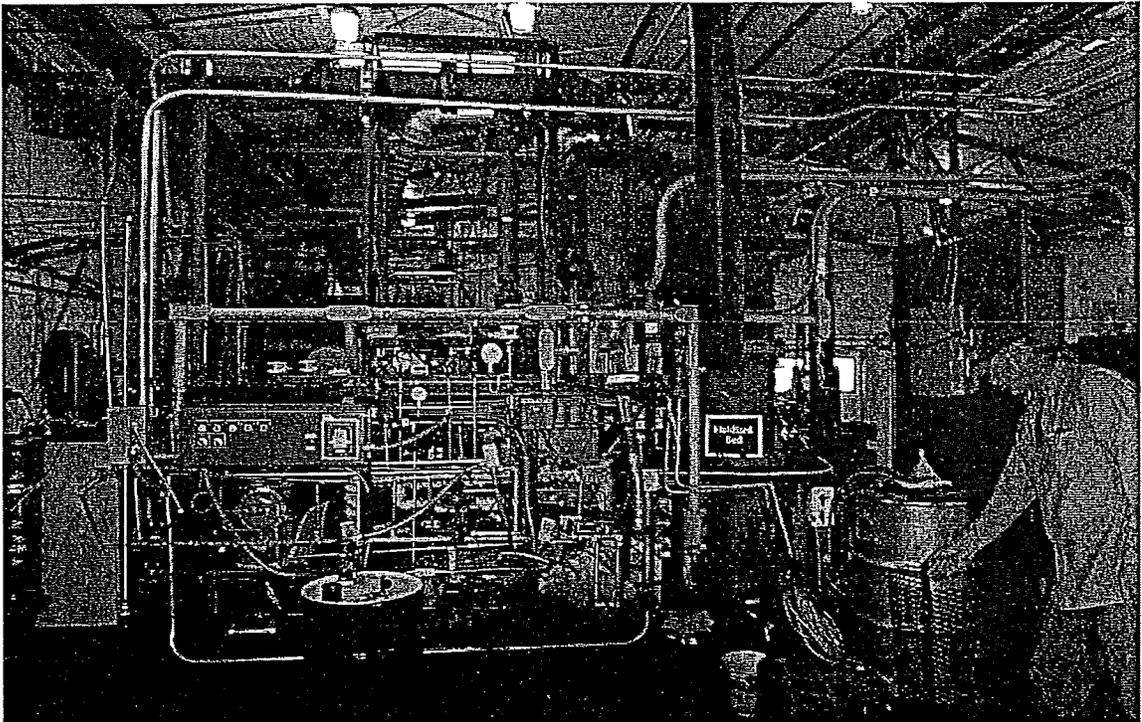
(3) Methanogenesis : As oxygen is reduced to very low levels, conditions in the 'digestate' become 'anaerobic,' so that methane-making microbes can survive. A single species of 'methanogen' - Methanosarcina Acetivorans - consumes the acetic acid, using an oxygen-free process - 'fermentation' – and 'exhales' methane, carbon dioxide and water. The methane and CO₂ migrate to the liquid surface of the digestion tank and collect in the 'headspace' above as 'biogas.'

With methanogenesis complete, most of the acetic acid has been removed as biogas, leaving digestate now consisting of feedstock nutrients dissolved in water. The nutrient salts are separated from the water by various methods and extracted from the AD system as organic fertilizer. A volume of the remaining irrigation-grade water, equaling the water volume in the daily feedstock addition, is discharged from the system, each day. The biogas collecting in the tank headspace, flows continuously to dome storage systems outside the AD, or compressed and stored in CNG (compressed natural gas) canisters.

2. **Anaerobic Digestion has a 2,000 year history:** AD was first used more than 2,000 years ago in India, as a means to get rid of unwanted waste, and to produce methane-rich biogas for use as a cooking and heating fuel. Victorian England adopted the process for treating sewage. Outbreaks of cholera had plagued London until then. AD, of course, killed the cholera bacteria and other pathogens. The biogas in streetlights was used to illuminate the city.
3. **AD in wastewater treatment facilities is common throughout the world:** Today, there are more than 100,000 AD systems operating around the world, virtually all of them part of municipal sewage treatment systems (including the Willmar WWT facility), or used to process industrial organic waste from industry (i.e. Jennie-O turkey process biosolids). These 'traditional' ADs, all using the same basic design, are built for a singular purpose – 'waste mitigation' - by engineering company specialists. Because they mitigate potentially hazardous waste very well, traditional ADs are designed using conservative principles, that are essentially unchanged for the past century, except for the modernization of facility components and process control systems.
4. **EOS CEO founded and operated Novus Energy, LLC 2004-2011, developing advanced AD:** One of Energy & Organic Systems, LLC (EOS)' co-founders (Offerman), was also co-founder of tech start-up,

Novus Energy, LLC (NE) in 2004 with a business model focused on converting biogas from existing AD systems into ethanol. <http://www.novus-energy.com>

Biogas methane and CO₂ were to be chemically converted to ethanol using 'Fischer-Tropsche' an early 20th century German process. NE is believed to be unique among the thousands of traditional AD designers and users world-wide, in that *very efficient feedstock carbon-to-biogas conversion* was critical to the success of their RGL ["renewable gas-to-liquid"] process



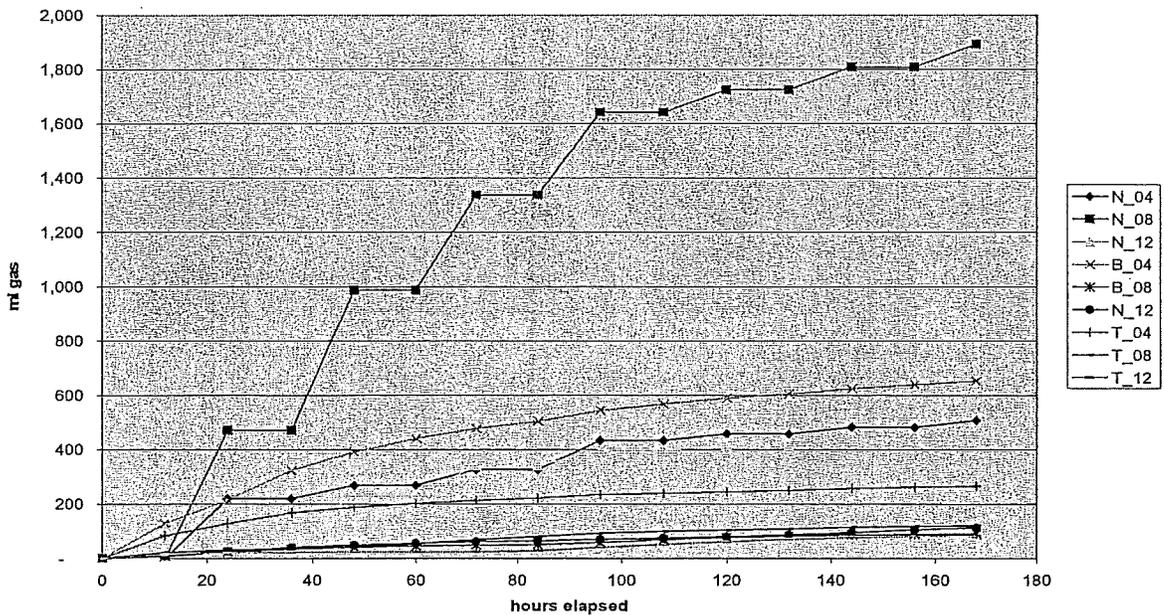
The \$3M Novus Energy/DOE -funded Fischer-Tropsche biogas reactor under construction in 2008 (WRI, Laramie, WY)

5. **AD Goal: 90%+ carbon conversion:** As NE CEO, I set a goal of 90%+ feedstock carbon conversion for AD systems, by improving existing or building new. Traditional ADs convert between 60% and 70% of carbon, leaving behind significant quantities of unreacted carbon-rich solids after digestion. The best - perhaps the only - example of a traditional AD product is "Millorganite," the dried biosolids fertilizer of the City of Milwaukee WWT system, sold commercially for the past 50 years. Like most biosolids, it has modest nutrient value and is priced (wholesale) at about \$4.00/ton. In 2005-2007,

Novus Energy invested more than \$300,00 in research to boost carbon conversion and biogas production by 50%+ over traditional AD systems, so that biogas yields were above 90+. The effort was successful, providing the means to increase revenues by the same margin.

6. **Clearwater Technologies developed novel AD conversion methods:** Clearwater Technologies (CTI, Fridley, MN), the only known U.S. company in 2005 researching anaerobic process technology, was commissioned to perform the research, centered on a proprietary (patented) bacteria that accelerates conversion of digestion-resistant feedstock – cellulose & lignin – using Fe^{+++} [powdered taconite]. NE licensed the rights to the bacteria and process. Many feedstock types were run by CTI, in ‘methanation tests’ to determine their practicality for use in process-enhanced AD systems, including corn stover, sewage biosolids, dairy manure, hog manure, sugar beet tops & pulp, cheese process waste, and crop residue of potato, onion & soybean.

Figure 2: Methane Production



Methanation tests of potato waste in 2010, commissioned by NE. The superior gas production curve (pink, N_08) outperforming the other methods (including 'thermophilic' (135°F), used a ferric iron catalyst, 'mesophilic' (95°F) temperatures, and other carbon conversion enhancements).

(c) greatly reduced capital costs. The revenue sources: energy (biogas) sales, organic fertilizer sales, recovered water sales (water shortage areas), and waste remediation / waste mitigation fees.

1stLight™ Products & Fees



3

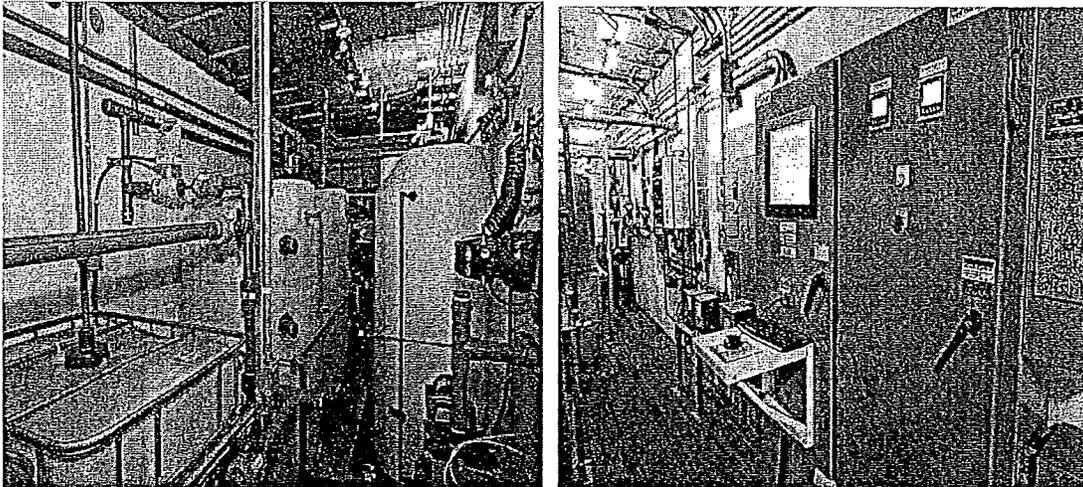
Potential revenue Sources for NBC and 1stLight AD

- 1stLight's Zero Waste & Negative Carbon Footprint – a case for 'most sustainable' among renewable energy platforms: Another advantage vs other AD and renewable energy systems: NBC was - and 1stLight is – a “zero waste” process. The small (5%-10%) volume of undigested carbohydrate (lignin & cellulose) is recovered after hydrolysis and then added to the organic fertilizer, serving as a soil amendment. It is essentially the same as adding lignin-rich peat moss to soil.

Also, 1stLight is, by definition, *more sustainable* than other renewable energy platforms – even solar – because it has a “negative” carbon footprint; its waste remediation capability actually improves the environment by enabling the mining of landfills, superfund sites, and otherwise removing contaminants. Note that all the carbon in biomass and/or organic waste left to degrade in the

environment, eventually is converted by bacteria to (CO₂) and is added to greenhouse gas totals in the atmosphere. If that biomass / organic waste was converted to biogas methane, instead, in an anaerobic system (i.e. 1stLight), it would add to atmospheric CO₂ when burned, but it is green energy, that displaces fossil energy (coal/oil/natural gas).

9. **NE Built a Pilot Plant in 2010 to Prove 90+ Carbon Conversion:** In 2010, I commissioned NE engineers to design and build a small AD pilot unit to demonstrate the feasibility of 90% carbon conversion. It was installed in the trailer of in the trailer of a semi. The pilot, initially converted onion waste and other crop left overs available on the Columbia River in northeast Oregon, where a client operated a crop residue extraction and sales business. Using technology developed through the CTI methanation research to boost carbon conversion, the unit was able to consistently achieve 90%+ results.

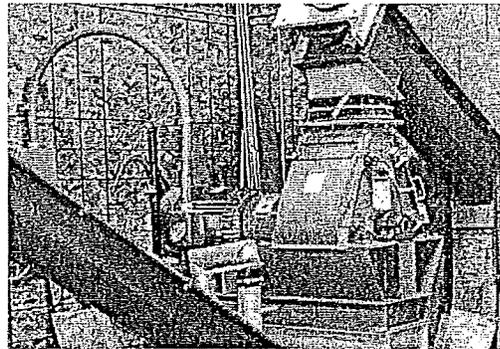
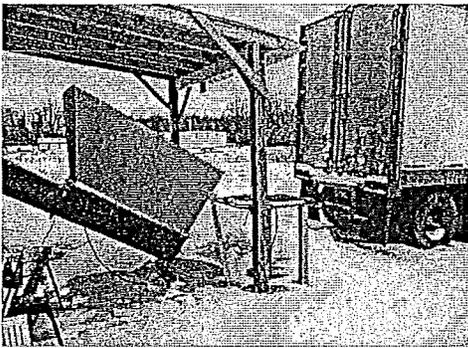


The NBC Pilot Digestion System built in 2010 inside a 50' truck trailer. It ran a variety of feedstock and successfully demonstrate a 90%+ conversion of feedstock carbon in each digestion operation.

10. **Hedge Fund Acquires NE:** In early 2011, a Wall Street hedge fund took control of Novus Energy and brought in a new management team. These investors were unwilling to continue investing in advanced

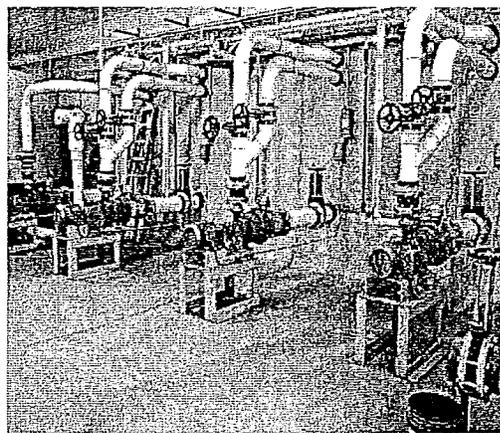
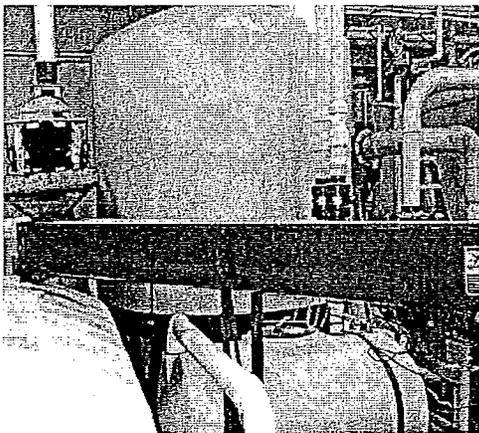
NBC technology, so I (Offerman) resigned and formed Energy & Organic Systems shortly thereafter. My network of AD associates in other enterprises, however, were reluctant, at first, to work with EOS, due to potential NE legal action, so I served as an AD consultant in 2011-2012. After a 5 year unsuccessful effort to fund a \$25M NBC facility to be built at the Columbia River site, NE ceased operations in July of this year.

11. High Carbon Conversion Demonstration Plant is Built and Operated in Mercer, WI: As a consultant, I provided biological and chemical process design assistance to a CFI-affiliated group, Evergreen Technologies, who built a 5,000-gallon AD system in Mercer, WI. Like the NE pilot AD, the Evergreen unit was developed to prove 90%+ carbon conversion. After shakedown testing, pulverized (hammer-milled) aspen wood and sewage biosolids were run for several months, proving 90%+ efficiency.



12.

The 5,000 Gallon Evergreen AD Demonstration Facility. Left: Truck delivering Feedstock, Right: Hammer-mill for pulverizing aspen wood feedstock



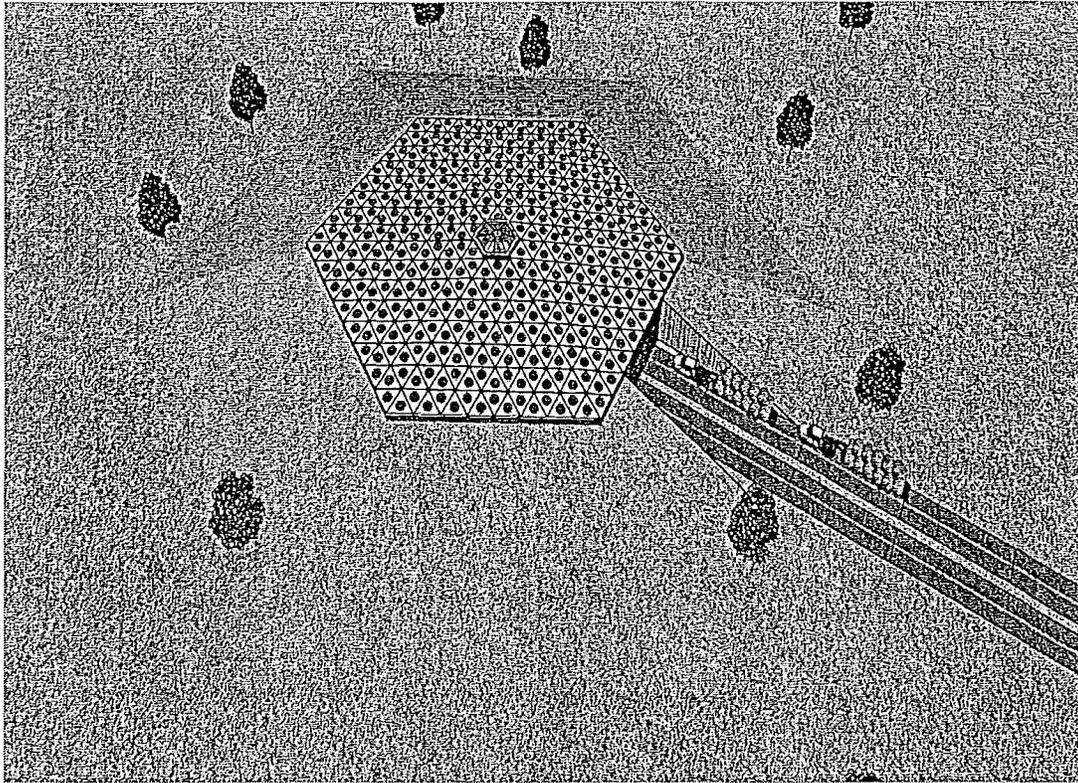
Left: Plastic Hydrolysis Tank at the Evergreen Facility; Right: High Circulation Agitation Pumps boost methanogenesis

The organic fertilizer recovered from this process was shiny, black and odor-free, unlike traditional AD fertilizer, which is, typically, odorous sludge. More recently, the Evergreen AD processed Minneapolis food waste and municipal solid waste (MSW), again, proving 90%+ carbon conversion.

13. **The 1stLight Facility Design:** The flexible lightweight 1stLight Systems facility was developed with many thousands of design hours since the effort was started in 2010. The idea for a soft, plastic containment system, supported by lightweight posts and cable, was originally proposed to me by a PhD structural engineer and U of M lecturer, who is now the CEO of a Minneapolis engineering company.

It is no secret within the wastewater engineering community that current WWT facilities use too much concrete & steel, making for an unnecessarily expensive design. But since no engineering company manager wants to be blamed for killing the golden goose, the existing AD design is unlikely to change any time soon, particularly since it continues to fulfill its purpose – not to be a money maker- but to mitigate and remediate waste.

For EOS, however, the business model has always been to maximize the profitability of 1stLight, which, as earlier stated, is the most sustainable and environmentally friendly renewable process – aka, “Green.²” To go with the high carbon conversion efficiency, and a thorough separation of biogas, fertilizer and water, EOS’s objective continues to be: Minimize facility capital cost and facility operating expense. There are many features of the 1stLight facility design that reduce cost and improve reliability – too many to list here, but available upon request. Many are described in the EOS Strategic Overview. Also in the S/O, is a thorough discussion of facility component off-site and on-site assembly (Facility Development, pp 52-77.



3D Representation of a 1stLight 90 small volume cell Waste Conversion Facility, earthen berm & insulated solar roof.

Average Estimated Feedstock Digestion Time (SRT): 4.04 days

If it receives preliminary approval from the City of Willmar, EOS will immediately begin work on:

(a.) Lease Agreement: A lease agreement with the City of Willmar that will provide access to a land parcel (plus easement) at the Brush Creek Site on which to build and operate a 1stLight 18lv facility. The parcel required will be between 1 and 1.5 acres to accommodate the 188' diameter hexagonal facility and a 275 ft. diameter earthen berm to surround the facility. The site must also be suitable for an on-site 200' diameter x 20' deep excavation remaining above the water table. The specific location, lease cost and term will be suitable to both parties.

(b.) Engineering Drawings: Prepare a complete set of engineering drawings covering all details of facility construction and operation.

(c.) Feedstock Contracts: Prepare contracts to define the acquisition and processing of specific feedstock varieties and volumes suitable for the successful operation of the facility in perpetuity, estimated to be 95%+.

Below is an estimate of the feedstock types and volumes suitable for the successful operation of a 1stLight 18lv facility, including the industrial biosolids, municipal biosolids, presumed MSW materials from the Brush Site plus one other possible feedstock from the area:

Brush Creek Facility Feedstock Volumes			Feed Dry Weight	
Stated Feedstock	Daily	Annual	Daily	Annual
Municipal Biosolids	226 tons 54161 gallons	8,290 tons 1,976,872 gallons	16 tons	559 tons
Industrial Biosolids	282 tons 67485 gallons	10,284 tons 2,463,218 gallons	14 tons	521 tons
Jennie O Turkey Fat	130 tons 31155 gallons	4,745 tons 1,137,133 gallons	98 tons	3,588 tons
Grass & Tree Clippings	40 tons 9586 gallons	1,400 tons 349,880 gallons	24 tons	870 tons
Volume Totals	67.8 tons 16,238.7 gallons	24,732.4 tons 5,927,119.7 gallons	151 tons	5,520.7 tons

(d.) Facility Product Sales Contracts: Identify and begin negotiations with potential buyers of the green products generated by the 1stLight 18lv facility. It is anticipated that the potential products of value will include many – or all – of the following:

- 1) Methane-rich biogas
- 2) Green CNG (Compressed Natural Gas)
- 3) Liquid Organic Fertilizer

- 4) Granular Dry Organic Fertilizer
- 5) Distilled Water
- 6) Irrigation Water
- 7) Compressed (Bottled) Carbon Dioxide
- 8) Solar Panel Electricity (Facility Rooftop)
- 9) Remediation (Tipping) Fees:

Below is the estimated daily and annual production output from the proposed 1stLight 18lv facility:

Bush Creek Facility Production		
1stLight Production	Daily	Annual
Green CNG:	3033 mmbtu	110,714.5 mmbtu
Liquid Organic Fertilizer:	7,525 gallons	2,736,663.7 gallons
Distilled Water:	6,000.0 gallons	2,190,000.0 gallons
Discharge (Irrigation) Water:	0.0 gallons	0.0 gallons
Solar Panel Power:	1,200.0 KWH	439,900.0 KWH

The following statements will further define the terms of this proposal:

1. All of capital required to build the 1stLight 18lv facility shall be the obligation of EOS and its investors.
2. All revenues earned by the 1stLight 18lv facility shall be the property of EOS and its investors.
3. All costs associated with operating the 1stLight 18lv facility shall be the obligation of EOS and its investors.

4. EOS anticipates the hiring of one or two employees from the Willmar area to assist in plant supply & operation.
5. EOS anticipates that the components for the construction of this first facility will, in large part, be assembled in the Willmar area, and that the EDC or other affiliates of the City, will assist EOS with this task.
6. EOS anticipates that Willmar and/or Kandiyohi County will provide EOS and/or the 1stLight 18lv facility, with tax advantages and/or other inducements for locating the company's 1st facility and initial component manufacturing in the Willmar Area.
7. EOS is obligated to successfully build and operate the 1stLight 18lv facility for a period of time to be negotiated with the City. If, for any reason, EOS fails to successfully build and/or operate the facility, the company and its investors will remove the facility and restore the building site to its original state.
8. EOS expects that the bioconversion (digestion) of some or all of the feedstock passing through the plant will result in reducing one or more operating costs for the City and/or its industrial affiliates. If so, EOS expects to receive a significant share of these savings, which may include one or more of the following:
 - a. Remediation Costs associated with biosolids processing.
 - b. Remediation Costs associated with MSW processing. *grass & brush & leaves*
 - c. Remediation Costs associated with Kandiyohi County industries.
 - d. Biogas supplied by the 1stLight 18lv facility to Willmar municipal entities (i.e. WWT Facility) and/or Kandiyohi County industries.
 - e. CNG (transportation fuel) supplied to Willmar municipal entities (i.e. WWT Facility) and/or Kandiyohi County industries.
 - f. Water resources supplied to Willmar municipal entities (i.e. WWT Facility) and/or Kandiyohi County industries.
 - g. Excess electric power supplied to Willmar municipal entities (i.e. WWT Facility) and/or Kandiyohi County industries.



Energy & Organic Systems

August 30, 2016

To: Willmar Public Works Committee
From: Energy and Organic Systems, LLC (EOS)
Re: 1stLight Facility Proposal

We appreciate having the opportunity, Tuesday to present and discuss with you, the proposed construction and operation of the 1stLight 18sv waste conversion facility at the Willmar brush site. With the approval of this project and the installation and operation of this facility, Willmar would realize several advantages:

1. A significant cost reduction associated with biosolids processing, including the elimination of land spreading. As you know, there is a substantial cost to the city in the storage of residential and industrial biosolids and the subsequent disposal of them on agricultural land. With a 1stLight facility in operation, these costs to the City are reduced to zero. We propose that Willmar eliminate their storage & land-spreading obligations by paying the future 1stLight facility (LLC) membership 50% of total current costs, so the City would save ½ of 2016 expenditures next year and many years going forward.
2. Elimination of a considerable and growing risk to the environment. Both the residential and industrial biosolids are classified as 'Class B,' meaning that there is no assurance that all pathogenic microbes present will have been killed, even after the required waiting period before planting certain food crops. The EPA and/or state agencies charged with environmental protection, likely will prohibit the land spreading of all but 'Class A' biosolids [heat treated or anaerobically digested] in the next several years, at which time Willmar would be required to take measures, such as a 1stLight plant installation, in order to comply. In addition, about 90% of land-applied biosolids dry weight is carbon-based material, eventually to be released into the atmosphere as greenhouse gas, [CO₂] from soil bacterial action. About 80% of this dry weight in a 1stLight plant would be converted to and usable as clean, green compressed natural gas (CNG), thereby keeping more than 170,000 million btu of fossil fuel in the ground, every year.



Energy & Organic Systems

3. With EOS financing the project entirely with private funds, there will be no financial obligation to Willmar. Further, EOS and facility insurance will indemnify the City against any and all risks.
4. Finally, for public / private collaborations such as this facility proposal to be successful, it is essential that the public (The City of Willmar) participate in the upside. Accordingly, we propose that the City be paid 10% of EOS' earnings from the next three 1stLight projects following the project under consideration. These payments would continue for as long as the facilities remain operational.
5. With this 1stLight facility in operation, Willmar will be on the cutting edge of Waste-to Green Energy production. Because of the critical environmental challenges facing our nation – climate change, in particular - a continuing growth in energy usage from renewable sources, is essential. In the not-to-distant future, we expect every U.S. municipality of 10,000 or more, will be proudly operating waste conversion facilities such as the one in this proposal and improving the lives of their citizens. Lead the way, Willmar!

John D. Offerman

Energy & Organic Systems, LLC

Gary T. Hildebrand

Energy & Organic Systems, LLC

FINANCE COMMITTEE

MINUTES

The Finance Committee of the City of Willmar met on Monday, September 12, 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: Finance Director Steve Okins, City Clerk Kevin Halliday, Police Chief Jim Felt, Community Ed & Rec Director Steve Brisendine, Kandi Entertainment Center General Manager Joseph Hart, Applebee's Area Director Josh Dostal, and Foxhole Brewhouse Co-Owner Ryan Fuchs.

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 Liquor License Violations (Information)

Staff reported to the Committee that the Willmar Police Department conducted alcohol compliance checks on on-sale and off-sale liquor establishments in the City of Willmar. As a result, all of these businesses passed the compliance check with the exception of Kandi Entertainment Center, Applebee's Neighborhood Grill & Bar, and Foxhole Brewhouse. This is the first failed compliance check for all three establishments. A first violation requires the license holder to appear at a City Council Committee Meeting to explain measures being taken to eliminate future violations. General Manager Joseph Hart of the Kandi Entertainment Center, Area Director Josh Dostal of Applebees, and Co-Owner Ryan Fuchs of Foxhole Brewhouse were present to explain to the Committee what measures they are undertaking to eliminate future violations. This matter was for information only.

Item No. 4 Kandiyohi County and City of Willmar Economic Development 2017 Proposed Budget (Resolution)

Aaron Backman, EDC Executive Director, reviewed the EDC 2017 Budget with the Committee. Anticipated revenue for 2017 totals \$548,000 and includes the County Tax Levy of \$498,750. The levy was increased 4.4% or \$21,000 from 2016. The overall budgeted expenditures for 2017 total \$548,000 which results in an increase of \$25,019 from the 2016 budget. Mr. Backman stated this budget includes a reduction of \$8,000 in marketing expenditures and \$20,000 in salaries because of the elimination of the Assistant Director position. It was also noted that the 2017 budget includes a proposed 2% increase in each of the salaries for the Director and the Business Development Specialist.

Following discussion, Council Member Mueske made a motion to introduce a resolution to approve the proposed 2017 EDC Budget as presented which includes the tax levy as presented. Council Member Fagerlie seconded the motion which carried.

Item No. 5 Legacy Grant Application (Resolution)

Community Education and Recreation Director Steve Brisendine presented a request to the Committee for authorization to submit an application for a Legacy Grant in an effort to obtain some funding for the proposed Robbins Island development as per the park plan. Staff also requested that the City submit a resolution of support of this grant application. Staff has completed an application for Robbins Island to be designated a Regional Park through the Greater Minnesota Regional Parks and Trails Commission. At this time, we have heard that our application has scored high but they will not notify us until September 28, 2016, if we have been designated or not as they had a glitch in the scoring of our application. If we are approved, that does put us in a position to request funding through the Legacy Grant process. Staff would like to submit a funding request for \$750,000 of Legacy Funds to move elements in the Park Plan for Robbins Island into the implementation phase. Improvements that would be included in this grant would be a boathouse/dock facility, four-season shelter/restroom facility, and an Interpretive Wetland Boardwalk. If this application is approved, funding would be received from the State's next biennium funds 2017-2019.

Following discussion, Council Member Mueske made a motion to introduce a resolution authorizing staff to submit an application for a Legacy Grant for \$750,000 for improvements at Robbins Island per the Park Plan, including a boathouse/dock facility, four-season shelter/restroom facility, and an Interpretive Wetland Boardwalk. Council Member Fagerlie seconded the motion which carried.

Item No. 6 2017 Projected General Fund Revenues/Set Preliminary Tax Levy (Resolution)

Staff explained to the Committee that historically, the City Council has received the Mayor's Proposed Budget Documents and then reviewed and analyzed his proposals over the next three months in order to make a final budgetary recommendation for the first meeting in December. As part of the Truth in Taxation process, the Council is required to certify to the County Auditor a Preliminary Property Tax Levy by September 30th that can be reduced, but not increased, after the September 30th date.

Following discussion, Council Member Mueske made a motion to introduce a resolution setting the Preliminary Property Tax Levy at the Mayor's Proposed Level of \$4,829,365. Council Member Fagerlie seconded the motion which carried.

Item No. 7 Council Additional Budgetary Information Request (Information)

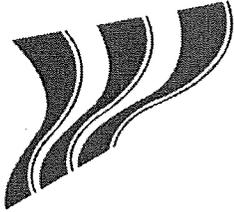
Staff provided, per a City Council Member's request, additional budgetary information including: the 2017 Administration breakdown of budget items and copies of past Powerpoint Budget Presentations for 2016, 2015, and 2014. This matter was for information only.

There being no further business to come before the Committee the meeting was adjourned at 6:00 PM by Chair Anderson.

Respectfully submitted,



Carol Cunningham
Accounting Supervisor



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: September 19, 2016

SUBJECT: Liquor License Violations

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

Receive testimony to make recommendation to full City Council.

BACKGROUND:

Pursuant to the Municipal Code Sec. 3-10 [Minimum penalties for violations of state or city ordinances resulting from the sale of alcoholic beverages] the last alcohol compliance check resulted in two (2) violations of On-Sale Liquor License establishments and one (1) violation of a Brewer Off-Sale Malt Liquor License establishment.

- 1) A first violation for license holder **Kandi Entertainment Center Inc. dba Kandi Entertainment Center** and as such an appearance at a City Council Committee Meeting is required to explain measures being taken to eliminate future violations.
- 2) A first violation for license holder **Apple Minnesota LLC dba Applebee's Neighborhood Grill & Bar** and as such an appearance at a City Council Committee Meeting is required to explain measures being taken to eliminate future violations.
- 3) A first violation for license holder **Foxhole Brewhouse Incorporated dba Foxhole Brewhouse** and as such an appearance at a City Council Committee Meeting is required to explain measures being taken to eliminate future violations.

FINANCIAL CONSIDERATION:

LEGAL:

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



WILLMAR



CITY CLERK - TREASURER

August 23, 2016

City Office Building
Box 755
Willmar, Minnesota 56201

320-235-4913
FAX: 320-235-4917
www.willmarmn.gov

Keith Pattison
Kandi Entertainment Center
500 SE 19th Avenue
Willmar, MN 56201

RE: Alcohol Compliance Checks

My office recently received a notification from the Willmar Police Department of a failed compliance check conducted on August 4, 2016, whereby an employee of your liquor establishment sold alcohol to an underage person. In accordance with City Ordinance 1320, which sets the minimum penalty for violations of Minnesota State law or city ordinances, you are hereby notified via this written notice of your first violation and that you are required to appear before a City Council Committee to explain measures to be taken by you and your employees to eliminate future violations of city ordinances and state statutes regulating the sale of alcoholic beverages. This matter will be heard before the Finance Committee on Monday, September 12, 2016, starting at 4:45 p.m. The meeting will be held in conference room #1, main floor of the City Office Building, 333 SW 6th Street, Willmar, MN.

This letter also serves as a reminder notice that City Ordinance 1320 sets monetary fines for further violations.

If you have any questions regarding this matter, please contact my office at 235-4913.

Respectfully,

CITY OF WILLMAR

Kevin J. Halliday
City Clerk-Treasurer

ds

cc: James Felt, Police Chief
Steven Okins, Finance Director
Flaherty & Hood



WILLMAR



CITY CLERK - TREASURER

City Office Building
Box 755
Willmar, Minnesota 56201

320-235-4913
FAX: 320-235-4917
www.willmarmn.gov

August 23, 2016

Cheryl Mills
Apple Minnesota LLC
PO Box 507
West Linn, OR 97068

RE: Alcohol Compliance Checks

My office recently received a notification from the Willmar Police Department of a failed compliance check conducted on August 4, 2016, whereby an employee of your liquor establishment sold alcohol to an underage person. In accordance with City Ordinance 1320, which sets the minimum penalty for violations of Minnesota State law or city ordinances, you are hereby notified via this written notice of your first violation and that you are required to appear before a City Council Committee to explain measures to be taken by you and your employees to eliminate future violations of city ordinances and state statutes regulating the sale of alcoholic beverages. This matter will be heard before the Finance Committee on Monday, September 12, 2016, starting at 4:45 p.m. The meeting will be held in conference room #1, main floor of the City Office Building, 333 SW 6th Street, Willmar, MN.

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Respectfully;

CITY OF WILLMAR

Kevin J. Halliday
City Clerk-Treasurer

ds

cc: James Felt, Police Chief
Steven Okins, Finance Director
Flaherty & Hood



WILLMAR



CITY CLERK - TREASURER

City Office Building
Box 755
Willmar, Minnesota 56201

320-235-4913
FAX: 320-235-4917
www.willmarmn.gov

August 23, 2016

Ryan Fuchs
Foxhole Brewhouse
PO Box 1406
Willmar, MN 56201

RE: Alcohol Compliance Checks

My office recently received a notification from the Willmar Police Department of a failed compliance check conducted on August 11, 2016, whereby an employee of your liquor establishment sold alcohol to an underage person. In accordance with City Ordinance 1320, which sets the minimum penalty for violations of Minnesota State law or city ordinances, you are hereby notified via this written notice of your first violation and that you are required to appear before a City Council Committee to explain measures to be taken by you and your employees to eliminate future violations of city ordinances and state statutes regulating the sale of alcoholic beverages. This matter will be heard before the Finance Committee on Monday, September 12, 2016, starting at 4:45 p.m. The meeting will be held in conference room #1, main floor of the City Office Building, 333 SW 6th Street, Willmar, MN.

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Respectfully,

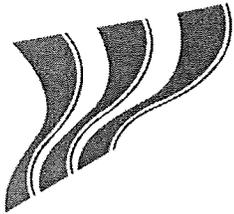
CITY OF WILLMAR



Kevin J. Halliday
City Clerk-Treasurer

ds

cc: James Felt, Police Chief
Steven Okins, Finance Director
Flaherty & Hood



WILLMAR

City Finance Department

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

COUNCIL ACTION REQUEST

DATE: September 12, 2016

SUBJECT: Kandiyohi County & City of Willmar Economic Development 2017 Proposed Budget

RECOMMENDATION: Introduce a resolution approving the EDC Budget as presented.

BACKGROUND: The City of Willmar and Kandiyohi County have been in a joint powers agreement since 2003 for the purposes of economic development. Section 7 of the agreement requires the Economic Development Commission to prepare an annual budget and present it to each member unit of government for approval no later than October 15th of each year.

FINANCIAL CONSIDERATION: Approve a \$548,000 Operating Budget for 2017 and a County Tax Levy of \$498,750.

LEGAL: July 1, 2003, Joint Powers Agreement

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

Kandiyohi County City of Willmar Economic Development Commission

2017 BUDGET	
REVENUES	
County Tax Levy	\$ 498,750
Ag Producers' Survey Planning Subcommittee fund raising	\$ 4,200
Creating Entrepreneurial Opportunities student loan program	\$ 30,000
Insurance dividends	\$ 1,250
Interest on investments	
Concorde Bank (Revolving Loan Fund savings account)	\$ -
Concorde Bank CD matures 4/2017	\$ 1,000
Heritage Bank savings account	\$ -
US Bank CD (Tourism Development Account) at .690% matures 2/20/2018	\$ -
Loans	
ELGP loan application fees	\$ 300
Revolving Loan Fund application fees	\$ 800
Revolving Loan Fund filing fee reimbursements	\$ 80
Revolving Loan Fund repayments interest	\$ 8,120
Other Income	
Refunds, reimbursements and in-kind contributions	\$ 3,500
Total Revenues	\$ 548,000
EXPENSES	
Economic Development Community Contributions	\$ 1,000
Sponsor Fees	
Animal Science Conference	\$ 2,000
U of M Technology Showcase	\$ 500
Vision 2040	\$ 2,000
Other	\$ 1,500
Total Revolving Loan Fund and Economic Dev. Community Contributions	\$ 7,000
Other Expenses:	
Joint Operations Board (includes meals/administrative time)	\$ 2,800
Joint Powers Board (includes meals/administrative time)	\$ 1,000
SCORE (cell phone and email account)	\$ 350
Total Other Expenses	\$ 4,150
Countywide Business Development	
TIGER II Grant - Willmar Industrial Park	\$ 35,000
Miscellaneous countywide business development	\$ 6,000
Total Countywide Business Development	\$ 41,000
COMMITTEE EXPENSES	
Agriculture and Renewable Energy Development	
Ag BRE Survey banquet, marketing and printing	\$ 4,200
Conferences/Seminars/Trainings	\$ 1,100
Marketing	\$ 500
Meals/Meeting Refreshments	\$ 1,000
Mileage/Travel	\$ 400
Professional Services	
General Administrative Services	\$ 1,550
Professional Services - Other	\$ 3,500
Supplies (office or program)	\$ 250
Other	
Total Ag Committee Expenses	\$ 12,500

Kandiyohi County City of Willmar Economic Development Commission

2017 BUDGET

Broadband and Advanced Technology	
Conferences/Seminars/Trainings	\$ 500
Feasibility study administration	\$ 500
Marketing	\$ 750
Meals/Meeting Refreshments	\$ 1,200
Mileage/Travel	\$ 800
Professional Services	
General Administrative Services	\$ 880
Professional Services - Other	\$ 500
Website development grants	
Total Broadband and Advanced Technology Committee Expenses	\$ 5,130
Business Retention and Expansion/Recruitment	
Conferences/Seminars/Trainings	\$ 1,000
Marketing	\$ 200
Meals/Meeting Refreshments	\$ 200
Mileage/Travel	\$ 700
Professional services	
General administrative services	\$ 1,100
Professional services - Other	\$ 500
Supplies (office or program)	\$ 200
Total BRE/R Committee Expenses	\$ 3,900
Finance	
Marketing	\$ 100
Meals/Meeting Refreshments	\$ 500
Mileage/Travel	\$ 100
Professional services	
General administrative services	\$ 600
Legal services	\$ 350
Total Finance Committee Expenses	\$ 1,650
Marketing and Public Relations	
Meals/Meeting refreshments	\$ 800
Media	\$ 1,300
Mileage/Travel	\$ 100
Printing, copying and publishing	
Advertisements	\$ 2,625
Chamber ADvantage	\$ 1,000
Newsletters	\$ 5,500
Professional services	
General administrative services	\$ 1,600
REDstar Creative	\$ 12,000
Special projects	\$ 2,000
Total Marketing and Public Relations Committee Expenses	26,925
Tourism/Leisure Travel	
CVB Tourism Partnership Agreement	\$ 34,000
Mileage/Travel	\$ 200
Total Tourism/Leisure Travel Committee	\$ 34,200
Total Committee Expense	\$ 84,305

Kandiyohi County City of Willmar Economic Development Commission

2017 BUDGET	
EMPLOYEE COMPENSATION	
Executive Director	
Director's salary	\$ 100,000
Director's health insurance (\$850 p/mo.)	\$ 8,500
Director's payroll taxes (FICA = 6.20%; Medicare = 1.45%)	\$ 7,650
Director's pension (PERA) employer rate is 7.5%	\$ 7,500
Total Executive Director's Compensation	\$ 123,650
Business Development Specialist's position	
Business Development Specialist's salary	\$ 62,815
Business Development Specialist's health insurance	\$ 10,200
Business Development Specialist's payroll taxes	\$ 4,803
Business Development Specialist's PERA	\$ 4,711
Total Business Development Specialist's Compensation	\$ 82,529
Accrued vacation and sick expense	
Executive Director	\$ 11,000
Business Development Specialist	\$ 5,000
Employee workers' compensation insurance	\$ 900
Total other employee compensation	\$ 16,900
Total Employee Compensation	\$ 223,079
ADMINISTRATIVE EXPENSES	
MCIT property/casualty insurance	\$ 3,000
Meals not for a committee	\$ 1,500
Memberships, dues, subscriptions	
Subscriptions	\$ 400
Community Venture Network (CVN)	\$ 2,200
EDAM membership	\$ 395
Local organizations	\$ 525
MAPCED membership	\$ 310
MN DEED Marketing Partnership dues	\$ 650
WORK UP membership 5/2016-5/2017	\$ 5,400
Professional services:	
Accountant fees	\$ 1,000
Auditor	\$ 7,000
Bookkeeping fees	\$ 6,000
Legal fees	\$ 2,000
Seminars and promotions	\$ 2,000
Travel, conference, school	\$ 12,000
Total Administrative Expenses	\$ 44,380

Kandiyohi County City of Willmar Economic Development Commission

2017 BUDGET	
OFFICE EXPENSES	
Cleaning person	\$ 2,700
Depreciation - furniture and equipment	
Equipment maintenance and rental	
Software (Synchronist annual fee \$1,200)	\$ 1,500
Toshiba service contract	\$ 2,000
Equipment maintenance and rental - other	\$ 750
Furniture and equipment	\$ 1,250
Toshiba digital color copier lease	\$ 1,800
Office equipment and miscellaneous	\$ 2,000
Postage, mailing service	\$ 500
Printing, copying and publishing	\$ 2,000
Professional services:	
Engineering and other professional services	\$ 6,000
General administrative	\$ 58,956
Planning session facilitator	\$ 2,400
Website hosting and maintenance	\$ 450
Rent and storage unit	\$ 22,200
Rent (water cooler, post office box)	\$ 200
Supplies	\$ 3,500
Telephone/Telecommunications	\$ 5,880
Other expenses	
Total Office Expenses	\$ 114,086
CREATING ENTREPRENEURIAL OPPORTUNITIES STUDENT LOAN EXPENSES	\$ 30,000
Advertising/Promotions	
Dinner Event and Silent Auction	
Advertising	
Decorations	
Entertainment	
Event Food and Beverages	
Meals/Meeting refreshments	
Postage	
Supplies	
Tradeshow	
Other	
Total CEO Loan Expenses	\$ 30,000
TOTAL PROGRAM EXPENSES	\$ 548,000

**JOINT POWERS AGREEMENT
KANDIYOHI COUNTY AND CITY OF WILLMAR
ECONOMIC DEVELOPMENT COMMISSION**

This Agreement made and entered into this 1st day of July, 2003, by and between the County of Kandiyohi, hereinafter referred to as the "County," and the City of Willmar, hereinafter referred to as the "City."

WITNESSETH:

WHEREAS, the Kandiyohi County Board of Commissioners and Willmar City Council have determined that it is in the best interests of the County and City to establish a Joint Powers Agreement under M.S. 471.59 to encourage, attract, promote, and develop economically sound industry and commerce within the County and City; and

WHEREAS, 2003 Minnesota Laws, Chapter 121, Article 12, Section 28 provide for a joint powers entity created by Kandiyohi County and the City of Willmar for purposes of forming an Economic Development Authority with the powers set forth in Minnesota Statutes 469.090 to 469.107;

NOW, THEREFORE, the parties jointly agree as follows:

1. The undersigned local units of government hereby join together for the purposes of coordinating service delivery and providing a funding source for economic development in and among the County and City through the KANDIYOHI COUNTY AND CITY OF WILLMAR ECONOMIC DEVELOPMENT COMMISSION.
2. It is intended and anticipated that funding for activities and programs administered under this Joint Powers Agreement shall come primarily from tax levies approved by the County Board of Commissioners and City Council and from grant monies.
3. The Economic Development Commission shall consist of six members. Each member shall be appointed to serve for three years or until a successor is appointed and qualified. Each governing body shall appoint three elected representatives to serve on the Commission.
4. Any vacancy must be filled for the unexpired term in the manner in which the original appointment was made. A vacancy shall occur when a member is no longer an elected member of the County Board of Commissioners or the City Council.
5. Each Economic Development Commission member shall have one vote. A quorum shall consist of four Commission members. Motions shall require an affirmative vote of four Commission members to pass.
6. Officers of the Economic Development Commission shall be a Chair and Vice-Chair, to be selected at its first meeting, whose terms shall run through December 31 of the year following their initial election. Terms thereafter shall be for one year. At the last meeting prior to completion of an officer's term, his or her successor shall be elected. This provision shall not prohibit an officer's reelection.

7. The Economic Development Commission shall prepare an annual budget drawn up by and presented to each member unit of government for approval no later than October 15th of each year.
8. The Economic Development Commission is authorized and empowered to expend funds for the purpose of establishing, funding, coordinating, administering, and operating an economic development program.
9. The Economic Development Commission may enter into contracts or otherwise provide for the establishment, funding, coordination, administration, and operation of economic development programs. The Commission has no authority to bind any individual unit of government to the expenditure of funds.
10. The Economic Development Commission may acquire and hold, lease, and convey personal property necessary for the administration, operation, and coordination of an economic development program. At such time as the Economic Development Commission is dissolved, any assets remaining after all debts are paid shall be divided equally between the City and County.
11. The Economic Development Commission may adopt such operating procedures as are necessary for its effective operation, and shall have bylaws to govern the operation of the Commission, which shall initially be adopted by a majority vote of all voting members. Thereafter, the bylaws and operating procedures may be amended at a regular meeting or a special meeting called on at least five days notice.
12. The Economic Development Commission shall hereby establish an Economic Development Operations Board consisting of seven members appointed by and serving at the pleasure of the Commission. Membership of the Operations Board shall include representation from communities throughout the County, education providers, business, and consumer groups. The terms of Operations Board members shall be for three (3) years, it being provided, however, that in the first year of appointment a sufficient number of members shall be appointed to one- and two-year terms to assure that not more than five (5) members' terms would expire in any given year. The members of the Operations Board shall be limited to three full three-year terms.
13. The Economic Development Commission shall secure the services of an Executive Director who shall administer the affairs of the Commission. The Commission may employ other such staff, technicians, and experts as may be deemed proper, and may incur such other expenses as may be necessary and proper for the conduct of its business.
14. The Economic Development Commission may perform such other duties as may be lawfully assigned to it by the County or City.
15. This Agreement shall become effective upon execution by both parties hereto, and shall continue in force until either party terminates upon ninety day written notice.

16. The joint powers entity created hereby is a political subdivision of the State and a special taxing district as defined by Minnesota Statutes, section 275.066, clause (24), with the power to adopt and certify a property tax levy to the county auditor. The maximum allowable levy limit for this special taxing district is the same levy limit as provided under Minnesota Statutes, section 469.107, subdivision 1, and, to the extent levied, shall replace the levy authorized under subdivision 1 for Kandiyohi County and the City of Willmar. It is therefore not subject to levy limitations as set forth in M.S. 275.50 to 275.56.
17. The Commission may employ such staff, technicians, and experts as may be deemed proper, and may incur such other expenses as may be necessary and proper for the conduct of its affairs. Members of the Commission may receive reimbursement for necessary travel, per diem, and other expenses while on official business of the Commission if funds are available for this purpose.
18. The Commission shall have all the powers relating to an Economic Development Commission granted under Minnesota Statutes, Sections 469.090 to 469.107, including, but not limited to, the following:
 - A. The Commission may create and define the boundaries of economic development districts at any place or places within the County or City. Minnesota Statutes Section 469.174, Subdivision 10, and the contiguity requirement specified under Minnesota Statutes Section 469.101, Subdivision 1, do not apply to limit the areas that may be designated as county or city economic development districts.
 - B. The Commission may contract for services of consultants, agents, public accountants, and other persons needed to perform its duties and exercise its powers.
 - C. The Commission may issue revenue bonds or tax increment bonds and pledge as security such revenues as may be generated by projects undertaken by the Commission.
 - D. The Commission may purchase the supplies and materials it needs to carry out its duties.
 - E. The Commission may be a limited partner in a partnership whose purpose is consistent with the Commission's purpose.
 - F. The Commission may cooperate with or act as agent for the Federal or State government or a State public body, or an agency or instrumentality of a government or other public body to carry out the powers granted it by Minnesota Laws 2003 or any other related Federal, State or local law pertaining to economic development district improvements.
 - G. The Commission may study and analyze economic development needs in the County and City and ways to meet those needs.
 - H. The Commission may join an official, industrial, commercial or trade association, or other organization concerned with such purposes, hold receptions of officials who may contribute to advancing the County and City and their economic development, and carry out other appropriate public relations activities to promote the County and City and their economic development.

- I. The Commission may, as provided by law on economic development districts, develop and improve the lands in an economic development district to make them suitable and available for economic development uses and purposes. With respect to an economic development district, the Commission may use all of the powers given an economic development commission by law.
 - J. The Commission may perform such other duties which may be lawfully assigned to it by the City and County.
19. If any section, subdivision, or provision of this Agreement shall be held invalid or unenforceable for any reason, the invalidity or unenforceability of such section, subdivision, or provision shall not invalidate or render unenforceable any of the remaining provisions.

IN WITNESS WHEREOF, this Agreement is signed by the respective units of government on the day and year first above written.

KANDIYOHKI COUNTY BOARD OF COMMISSIONERS

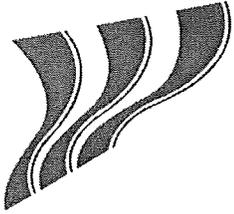
By: Richard B. Larson
Richard Larson, Chairman

Attest: Sam Modderman
Sam Modderman, Auditor

CITY OF WILLMAR

By: Lester J. Heitke
Lester Heitke, Mayor

Attest: Michael Schmit
Michael Schmit, Administrator



WILLMAR

CER Director

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

COUNCIL ACTION REQUEST

DATE: September 8, 2016

SUBJECT: DNR Parks & Trails Legacy Grant Application

RECOMMENDATION: Approve staff writing a grant application to the State of Minnesota Department of Natural Resources for a grant funding Robbins Island development as per the park plan. Also staff would be requesting that the city submit a resolution of support of this grant application (sample provided).

BACKGROUND: Staff has completed an application for Robbins Island to be designated a Regional Park through the Greater Minnesota Regional Parks and Trails Commission. At this time we have heard that our application has scored high but they will not notify us until September 28, 2016 if we have been designated or not as they had a glitch in the scoring of our application. If we are approved that does put us in a position to request funding through the DNR Legacy Grant process.

Staff would like to submit a funding request for \$750,000.00 of Legacy Funds to move elements in the Park Plan for Robbins Island into the implementation phase. We would also ask the city to commit to \$250,000.00 of matching dollars to strengthen this grant application. Improvements that would be included in this grant would be a boathouse/dock facility, 4 season shelter/restroom facility and an Interpretive Wetland Boardwalk. This money if approved would be from the state's next biennium funds 2017-2019.

FINANCIAL CONSIDERATION: \$250,000.00

LEGAL:

Department/Responsible Party: WCER/Steve Brisendine

RESOLUTION NO. _____

BE IT RESOLVED that the **City of Willmar** has the legal public authority to sponsor a grant funding request associated with the **Robbins Island Project** (PROJECT), which has been previously designated by the Greater Minnesota Regional Park and Trail Commission (COMMISSION) as a regional park or trail.

BE IT FURTHER RESOLVED that as we are fully aware of the information provided in the funding request, including any non-state match and other long-term commitments (as defined in the funding request), related master plan and any supporting information as submitted.

BE IT RESOLVED that, if selected for funding by the COMMISSION, the **City of Willmar** shall act as legal sponsor for the PROJECT contained in the Department of Natural Resources (DNR) Parks & Trails Legacy Grant Application (STATE'S GRANT APPLICATION) and that the **City Administrator and City Clerk** are hereby authorized to apply to the Department of Natural Resources for funding of this project on behalf of the applicant.

BE IT FURTHER RESOLVED that the APPLICANT has not incurred any development costs and has not entered into a written purchase agreement to acquire the property described in the funding request and therefore, also in the STATE'S GRANT APPLICATION.

BE IT FURTHER RESOLVED that the APPLICANT has or will acquire fee title or permanent easement over the land described in the funding request and therefore, also in the STATE'S GRANT APPLICATION for regional parks and has or will acquire fee title, perpetual easement or a minimum of a 20 year lease over the land described in the funding request and therefore, also in the STATE'S GRANT APPLICATION for regional trails.

BE IT FURTHER RESOLVED that, upon approval of its application by the state, the applicant may enter into an agreement with the State of Minnesota for the above-referenced project, and that the applicant certifies that it will comply with all applicable laws and regulations as stated in the grant contract including

- for parks add: <dedicating the park property for uses consistent with the grant program into perpetuity>
- for trails add: < committing to maintain the trail for a period of no less than 20 years and providing a perpetual easement for recreational trail purposes on all lands acquired for trail use>.

NOW, THEREFORE BE IT RESOLVED that **the City Administrator and City Clerk** are hereby authorized to execute such agreements as are necessary to implement the project on behalf of the applicant.

I CERTIFY THAT the above resolution was adopted by the **City Council** of **City of Willmar** on **19th day of September, 2016**.

SIGNED:

WITNESSED:

(Signature)

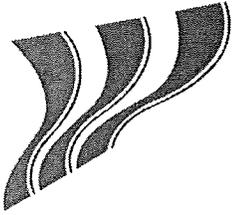
(Signature)

(Title)

(Date)

(Title)

(Date)



WILLMAR

City Finance Department

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

COUNCIL ACTION REQUEST

DATE: September 12, 2016

SUBJECT: 2017 Projected General Fund Revenues

RECOMMENDATION: Introduce a resolution setting the 2017 Preliminary Tax Levy.

BACKGROUND: The Finance Committee of the City Council has historically received the Mayor's Proposed Budget Documents and over the next three months reviewed and analyzed his proposals in order to make a final budgetary recommendation for the first meeting in December. As part of the Truth In Taxation process, the Council is required to certify to the County Auditor a Preliminary Property Tax Levy by September 30th that can be reduced, but not increased, after the September 30th date.

FINANCIAL CONSIDERATION: Setting the Preliminary Property Tax Levy at the Mayor's Proposed Level of \$4,829,365.

LEGAL: City Charter and Truth In Taxation Statutes.

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

General Fund Revenues

Major Category	Amount	Percentage
Current Taxes	\$ 5,175,365	30.31%
Licenses & Permits	\$ 396,300	2.32%
Intergovernmental Aid (includes LGA)	\$5,490,989	32.16%
Service Charges	\$763,840	4.47%
Fines & Forfeitures	\$ 168,000	.98%
Interest Earnings and Reimbursements	\$951,100	5.57%
Other Financing Sources	\$2,724,079	15.95%
Fund Balance	\$1,406,577	8.24%
Total	\$17,076,250	100%

SUMMARY OF REVENUE ACCOUNTS

GENERAL FUND

	<u>2012</u> <u>Actual</u>	<u>2013</u> <u>Actual</u>	<u>2014</u> <u>Actual</u>	<u>2015</u> <u>Actual</u>	<u>2016</u> <u>Adopted</u>	<u>2017</u> <u>Proposed</u>	<u>Difference</u>
TAXES							
CURRENT AD VALOREM	3,899,155	4,089,457	4,046,221	4,373,956	4,451,028	\$4,829,365	378,337
DELINQUENT AD VALOREM	66,276	38,138	84,538	98,147	80,000	\$90,000	10,000
FRANCHISE FEE	----	251,481	267,227	285,792	250,000	\$256,000	6,000
LICENSES AND PERMITS	293,104	542,405	544,182	474,907	335,930	\$396,300	60,370
INTERGOVERNMENTAL							
OTHER AIDS	805,068	794,264	839,549	923,622	799,441	\$861,441	62,000
LOCAL GOVERNMENT AID	4,052,790	4,052,790	4,439,722	4,489,313	4,505,367	\$4,629,548	124,181
SERVICE CHARGES	896,567	733,932	773,389	775,779	745,695	\$763,840	18,145
FINES AND FORFEITS	153,648	153,774	167,157	189,682	160,500	\$168,000	7,500
SPECIAL ASSESSMENTS	1,767	12,745	1,858	2,384	2,000	\$1,100	(900)
MISCELLANEOUS REVENUE	917,185	975,021	1,484,426	920,109	975,100	\$950,000	(25,100)
OTHER FINANCING SOURCES	3,638,105	2,872,270	2,991,539	2,852,971	3,090,489	\$2,724,079	(366,410)
EXTRAORDINARY ITEMS	----	----	----	----	----	----	
TOTAL	<u>14,723,665</u>	<u>14,516,277</u>	<u>15,639,808</u>	<u>15,386,662</u>	<u>15,395,550</u>	15,669,673	274,123

8/31/2016

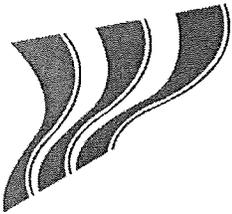
Operating Levy

Year 2017-Gen Oper.	\$ 4,229,365	
<u>Street Prog.</u>	<u>\$ 600,000</u>	
Total 2017		\$4,829,365
Year 2016-Gen Oper.	\$ 4,054,028	
<u>Street Prog.</u>	<u>\$ 397,000</u>	
Total 2016		<u>\$4,451,028</u>
Proposed Levy Increase		\$ 378,337

2015 Comparative Property Tax Data League of Minnesota Cities 19 Regional Centers

Name of City	2014 Population	Taxable Tax Capacity	City	Total
Hibbing	16,340	\$ 7,426,145	82.365	149.699
New Ulm *	13,519	\$ 8,245,558	78.683	132.487
Hutchinson *	14,124	\$ 9,111,340	74.416	143.808
Brainerd *	13,659	\$ 7,189,711	71.31	132.322
Red Wing	16,505	\$ 26,206,162	65.852	123.815
Albert Lea *	17,945	\$ 9,484,003	63.216	139.163
Owatonna	25,660	\$ 17,628,393	58.774	134.297
Northfield	20,313	\$ 12,896,491	56.675	132.252
Fairbault	23,631	\$ 12,991,219	53.168	144.615
Fergus Falls *	13,280	\$ 9,415,994	52.956	118.15
Worthington *	12,986	\$ 6,337,572	52.954	100.3
Marshall *	13,719	\$ 11,153,868	50.849	106.842
Bemidji *	14,376	\$ 9,578,945	48.983	128.45
Fairmont	10,464	\$ 7,573,094	44.792	99.504
Mankato *	41,202	\$ 35,032,573	44.065	103.978
Austin *	25,010	\$ 11,140,522	40.886	111.688
Moorhead	41,181	\$ 25,908,715	38.568	113.37
Willmar	19,731	\$ 12,658,051	35.168	99.851
Cloquet *	12,258	\$ 8,130,879	33.872	164.707

* Denotes Community Local Option Sales Tax in addition



WILLMAR

City Finance Department

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

COUNCIL ACTION REQUEST

DATE: September 12, 2016

SUBJECT: Council Additional Budgetary Information Request

RECOMMENDATION: Receive for review and information only.

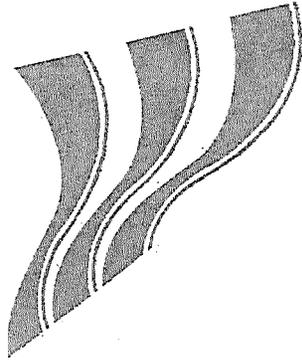
BACKGROUND: Additional information is being provided per a request from a City Council Member:

- A. 2017 Administration breakdown of items.
- B. Copies of past Powerpoint Presentations.

FINANCIAL CONSIDERATION: None.

LEGAL: N/A

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



City of Willmar

Proposed 2017 Budget

Presented August 31, 2016

Mayor Marvin Calvin

General Fund Expenditures

Major Category	Amount	Percentage of Total Budget
Administration	\$ 1,324,750	7.76%
Mayor and Council	\$ 213,500	1.25%
Planning and Development	\$ 540,531	3.17%
City Clerk/Elections/Assessing	\$ 422,339	2.47%
Finance	\$ 387,921	2.27%
Non-Departmental	\$823,475	4.82%
Public Safety	\$5,098,572	29.86%
Public Works	\$3,315,931	19.42%
Library	\$512,227	3.00%
Community Partners	\$119,692	0.70%
Community Education/Recreation	\$1,579,555	9.25%
Transfers	\$2,737,351	16.03%
Totals	\$17,075,844	100%

SUMMARY OF EXPENDITURES BY FUNCTION

GENERAL FUND

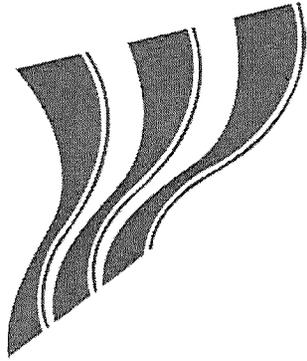
	<u>2012</u> <u>Actual</u>	<u>2013</u> <u>Actual</u>	<u>2014</u> <u>Actual</u>	<u>2015</u> <u>Actual</u>	<u>2016</u> <u>Adopted</u>	<u>2017</u> <u>Proposed</u>	<u>Difference</u>
GENERAL GOVERNMENT							
* CITY ADMINISTRATOR	236,273	270,496	264,766	297,852	258,058	* \$416,550	\$158,492
MAYOR & COUNCIL	187,322	214,797	179,004	194,554	202,100	* \$213,500	\$11,400
PLANNING & DEVELOPMENT	458,200	488,582	493,307	525,642	578,356	\$540,531	-\$37,825
CITY CLERK-TREASURER	207,603	205,837	195,545	220,829	195,842	* \$156,264	-\$39,578
ASSESSING	234,101	225,833	257,681	230,455	328,335	* \$241,870	-\$86,465
FINANCE	362,821	337,360	354,908	368,796	466,354	* \$387,921	-\$78,433
* LEGAL	197,952	263,434	297,500	284,692	250,000	* \$250,000	\$0
* CITY HALL	172,426	121,200	99,421	133,747	125,355	* \$158,264	\$32,909
* INFORMATION TECHNOLOGY	234,925	383,763	424,266	481,467	631,827	* \$489,236	-\$142,591
* OFFICE SERVICES	----	----	----	----	----	* 10,700	\$10,700
ELECTIONS	49,878	21,139	45,506	30,292	55,269	* \$24,205	-\$31,064
NON-DEPARTMENTAL	1,237,140	1,768,241	1,542,620	1,125,363	1,553,976	* \$823,475	-\$730,501
TOTAL GENERAL GOV'T	<u>3,578,641</u>	<u>4,300,682</u>	<u>4,154,524</u>	<u>3,893,689</u>	<u>4,645,472</u>	<u>3,712,516</u>	<u>-\$932,956</u>
PUBLIC SAFETY							
POLICE DEPARTMENT	3,828,289	3,868,615	3,847,593	4,013,125	4,216,972	\$4,425,672	\$208,700
FIRE PROTECTION	541,000	584,143	596,457	632,267	766,241	\$655,400	-\$110,841
NON-DEPARTMENTAL	33,868	44,990	12,059	36,213	15,000	\$17,500	\$2,500
TOTAL PUBLIC SAFETY	<u>4,403,157</u>	<u>4,497,748</u>	<u>4,456,109</u>	<u>4,681,605</u>	<u>4,998,213</u>	<u>5,098,572</u>	<u>\$100,359</u>
PUBLIC WORKS							
TRANSIT SYSTEM	9,000	13,000	15,000	20,000	25,000	\$20,000	-\$5,000
ENGINEERING	426,674	281,148	558,442	477,351	564,602	\$654,357	\$89,755
PUBLIC WORKS	2,989,356	2,233,126	2,301,579	2,416,878	2,490,185	\$2,639,574	\$149,389
NON-DEPARTMENTAL	242,486	873	54,837	837	2,000	\$2,000	\$0
AIRPORT	229,720	----	----	----	----	----	\$0
TOTAL PUBLIC WORKS	<u>3,897,236</u>	<u>2,528,147</u>	<u>2,929,858</u>	<u>2,915,066</u>	<u>3,081,787</u>	<u>3,315,931</u>	<u>\$234,144</u>

Included
* Administration

8/31/2016

	<u>2012</u> <u>Actual</u>	<u>2013</u> <u>Actual</u>	<u>2014</u> <u>Actual</u>	<u>2015</u> <u>Actual</u>	<u>2016</u> <u>Adopted</u>	<u>2017</u> <u>Proposed</u>	<u>Difference</u>
HEALTH & SOCIAL SERVICES							
NON-DEPARTMENTAL	15,000	----	----	----	----	----	\$0
TOTAL HEALTH/SOC SER	<u>15,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>\$0</u>
CULTURE & RECREATION							
LIBRARY	413,512	500,988	436,938	490,357	503,144	\$512,227	\$9,083
WRAC	0	0	0	0	0	\$143,840	\$143,840
AUDITORIUM	48,063	44,346	32,641	86,875	51,401	\$71,051	\$19,650
NON-DEPARTMENTAL	64,500	98,718	96,203	113,269	97,575	\$119,692	\$22,117
PARK DEVELOPMENT	45,000	----	----	2,151	----	----	\$0
LEISURE SERVICES	411,004	329,457	407,796	391,699	487,433	\$429,411	-\$58,022
CIVIC CENTER	625,698	574,454	570,484	550,945	607,077	\$601,359	-\$5,718
COMMUNITY CENTER	64,822	121,061	108,644	73,934	119,735	\$125,429	\$5,694
AQUATIC CENTER	174,730	183,080	202,352	185,670	191,275	\$208,465	\$17,190
TOTAL CULTURE/RECR	<u>1,847,329</u>	<u>1,852,104</u>	<u>1,855,058</u>	<u>1,894,900</u>	<u>2,057,640</u>	<u>2,211,474</u>	<u>\$153,834</u>
OTHER FINANCING USES							
TRANSFERS OUT	180,078	2,595,900	1,860,021	1,938,297	1,543,734	\$2,737,351	\$1,193,617
TOTAL OTHER FINANC	<u>180,078</u>	<u>2,595,900</u>	<u>1,860,021</u>	<u>1,938,297</u>	<u>1,543,734</u>	<u>2,737,351</u>	<u>\$1,193,617</u>
GRAND TOTAL	<u>13,921,441</u>	<u>15,774,581</u>	<u>15,255,570</u>	<u>15,323,557</u>	<u>16,326,846</u>	<u>17,075,844</u>	<u>\$748,998</u>

8/31/2016



City of Willmar

Proposed 2016 Budget

Presented August 31, 2015

Mayor Marvin Calvin

Financial Picture

- Revenues Flat
 - Minimal increase in LGA.
 - Small increase in valuation.
- Increasing costs for Infrastructure Maintenance
 - Aging infrastructure.
 - Deferred costs.

2016 Proposed Budget

Fund Type	Amount
General Operating	\$ 14,433,983
Capital Improvements	\$ 7,688,007
Special Revenue/Internal	\$ 1,054,260
Debt Service	\$ 2,404,267
Enterprise (Wastewater)	\$ 9,165,051
Total All Funds	\$ 34,745,568

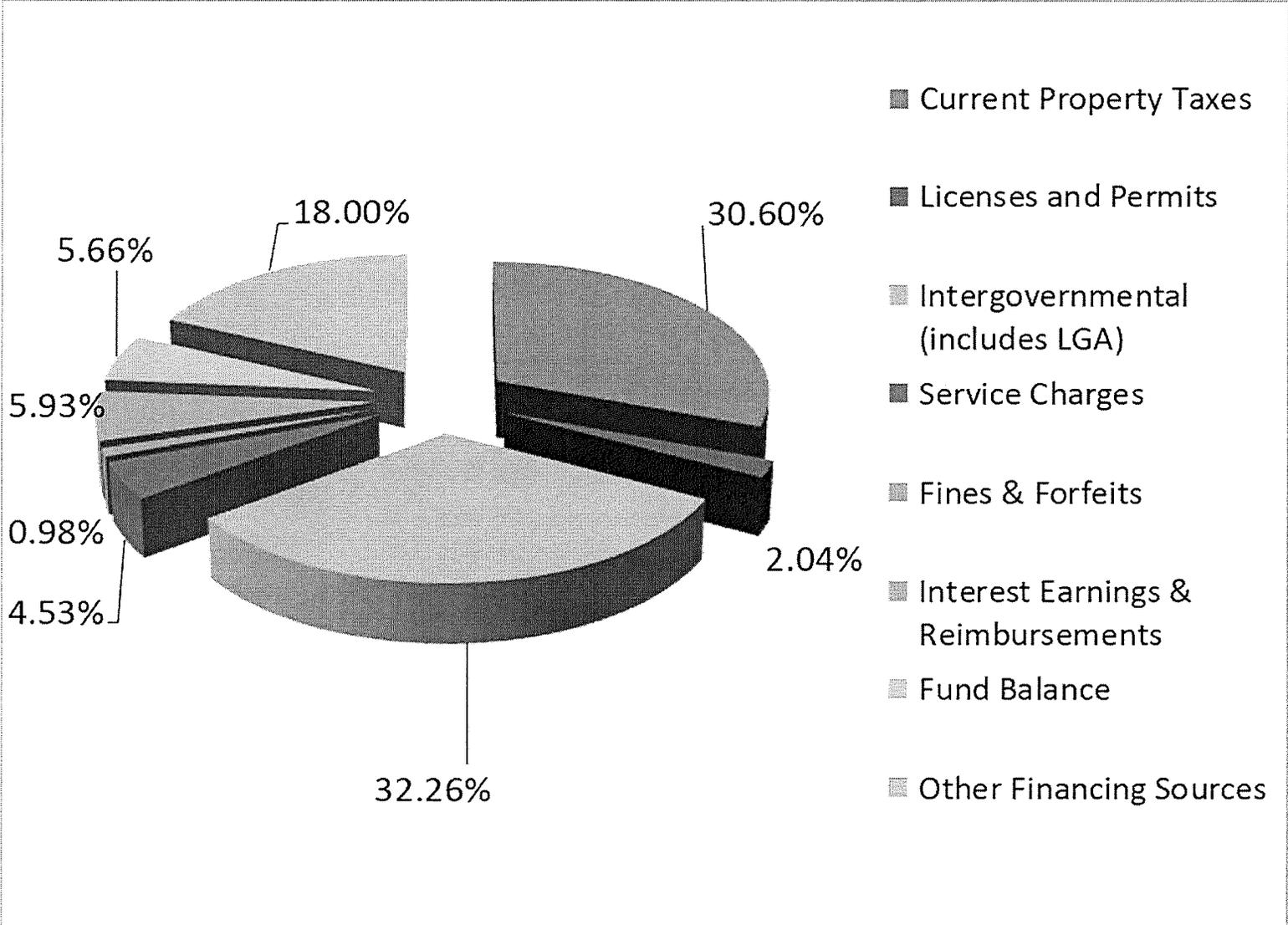
Operating Levy

Year 2016-Gen Oper.	\$ 4,054,028
Street Prog.	\$ 397,000
Year 2015	\$ 4,054,028
P.I.R. Loan	\$ 250,000
Street Prog.	\$ 147,000
<hr/>	
Proposed Increase	\$ -0-

General Fund Revenues

Major Category	Amount	Percentage
Current Taxes	\$ 5,031,028	30.60%
Licenses & Permits	\$ 335,930	2.04%
Intergovernmental Aid (includes LGA)	\$5,304,808	32.26%
Service Charges	\$745,695	4.53%
Fines & Forfeitures	\$ 160,500	.98%
Interest Earnings and Reimbursements	\$975,100	5.93%
Other Financing Sources	\$2,959,413	18.00%
Fund Balance	\$931,296	5.66%
Total	\$16,443,770	100%

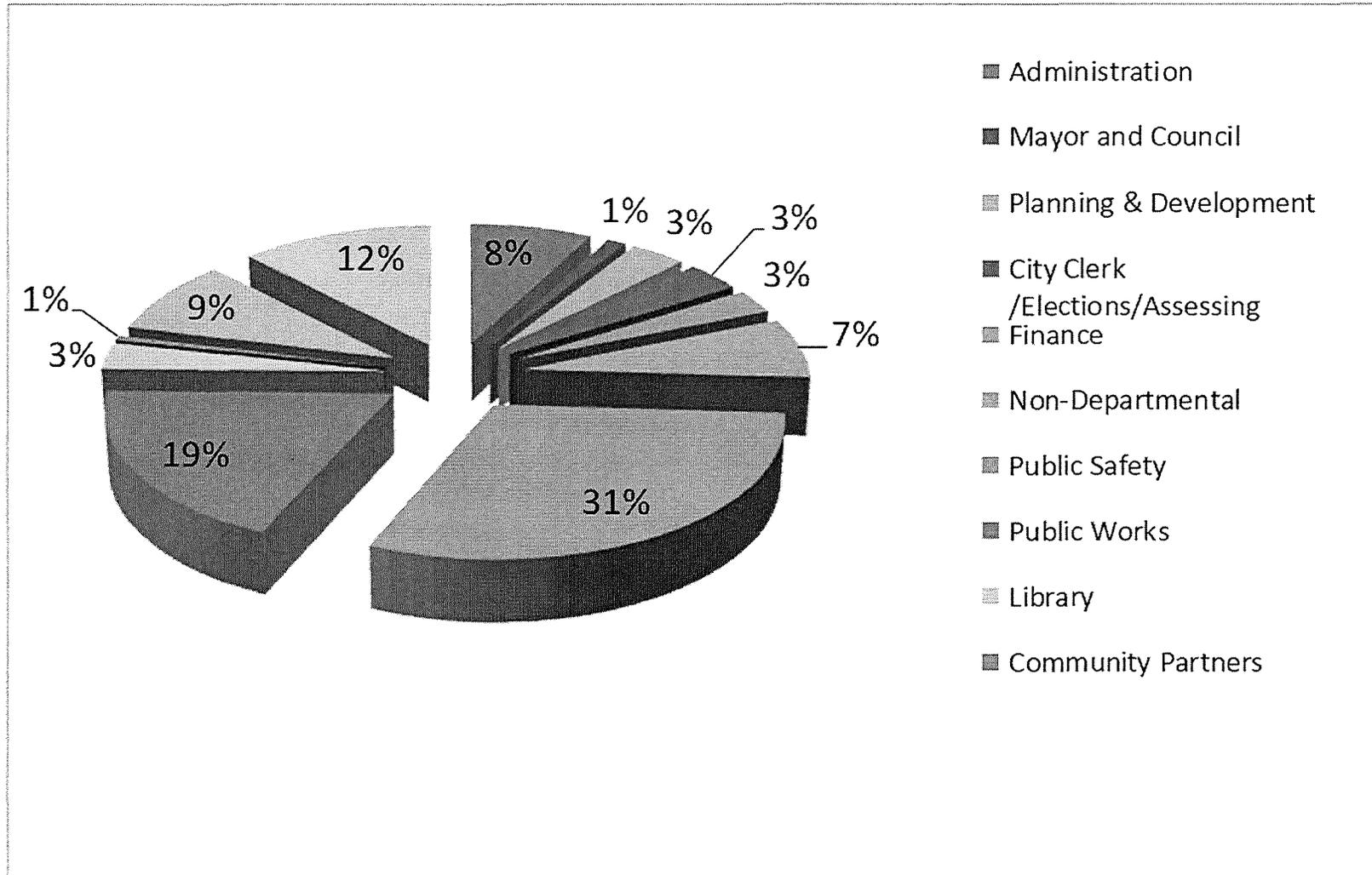
General Fund Revenues by Source



General Fund Expenditures

Major Category	Amount	Percentage
Administration	\$ 1,265,240	8.17%
Mayor and Council	\$ 202,100	1.23%
Planning and Development	\$ 578,356	3.52%
City Clerk/Elections/Assessing	\$ 579,446	3.52%
Finance	\$ 466,354	2.36%
Non-Departmental	\$1,170,000	7.12%
Public Safety	\$5,040,560	30.65%
Public Works	\$3,081,787	18.74%
Library	\$503,144	3.06%
Community Partners	\$92,575	0.56%
Community Education/Recreation	\$1,454,421	8.84%
Transfers	\$2,009,787	12.23%
Totals	\$16,443,770	100%

General Fund Expenditures by Major Category



Changes in 2016

- Addition of Human Resources & Downtown/Neighborhood Coordinator positions
- Revisit Center Point Energy Franchise Ord.
- Central Stores Fund reclassified to General Fund Department.
- Additional \$250,000 Dedicated for Pavement Management

Capital Planning 2016-2020

- Criteria for consideration
 - Legal Mandates
 - Maintenance of Existing Assets
 - Sustainability
 - Reduce or Offset Costs
 - Critical Public Safety Needs or Concern
 - Meeting City Council Priorities
- Goal of establishing a five (5) year planning process

Capital Improvement Funding

- Bonding (Debt)
- Cash
 - Unspent Reserves
 - Unspent Previous Capital Allocations
- Special Revenues
 - WWTF
 - LOST

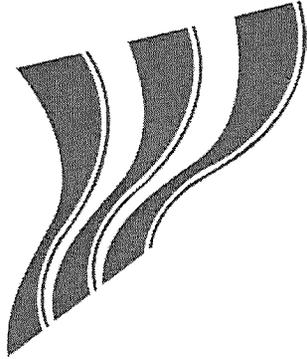
Capital Projects

	2016	2017	2018	2019	2020
Equipment	\$725,007 *	\$1,003,693	\$1,256,790	\$1,116,052	\$1,028,225
Projects	\$3,618,000 *	\$4,376,000	\$5,326,950	\$2,664,250	\$962,255
Pavement Management/ Bonds	\$3,345,000	\$3,400,000	\$3,115,000	\$3,195,00	\$3,075,000
Totals	\$7,688,007 *	\$8,779,693	\$9,698,740	\$6,975,302	\$5,065,480
* \$1,255,000 additional assigned for Capital					

Budget Calendar

August 31st	Presentation of Mayor's Proposed Budget and CIP
August 31st	Finance Committee recommends action on Proposed Tax Levy
Sept. 8th	Adopt and Certify Proposed Levy to County Auditor/Truth in Taxation
Sept- Oct.	Council Workshops, Public Review
November 23rd	Review of MUC, Rice Hospital Budgets and Civic Requests
December 7th	Budget Adoption
December 31st	Certification of the Tax Levy to the County

Questions?



City of Willmar

Proposed 2015 Budget

Presented August 14, 2014

Mayor Frank Yanish

Financial Picture

- Revenues Flat
 - Minimal increase in LGA.
 - Small increase in valuation.
- Increasing costs for Infrastructure Maintenance
 - Aging infrastructure.
 - Deferred costs.

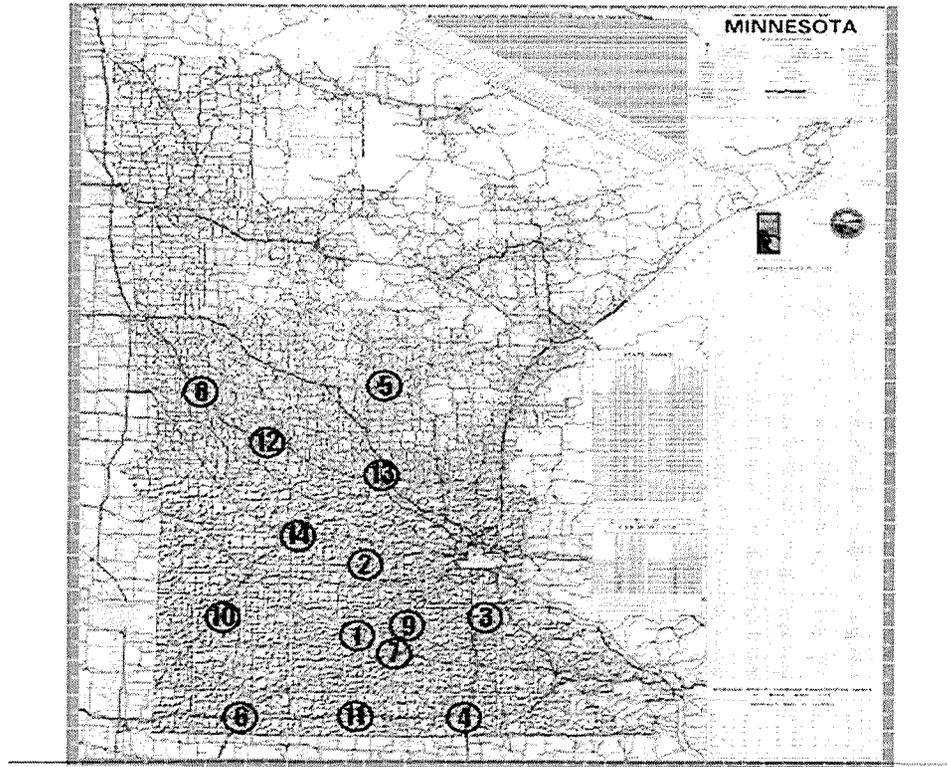
2015 Proposed Budget

Fund Type	Amount
General Operating	*\$ 15,530,066
Capital Improvements	\$ 2,080,306
Special Revenue/Internal	\$ 1,788,913
Debt Service	\$ 2,581,227
Enterprise (Wastewater)	\$ 11,291,884
Total All Funds	\$ 33,272,396

* Includes a \$ transfer for Capital Improvements

Operating Levy

Year 2015-Gen Oper.	\$ 4,054,028
Street Prog.	\$ 147,000
Year 2014	\$ 3,992,734
Street Prog.	\$ 147,000
<hr/>	
Proposed Increase	\$ 61,294

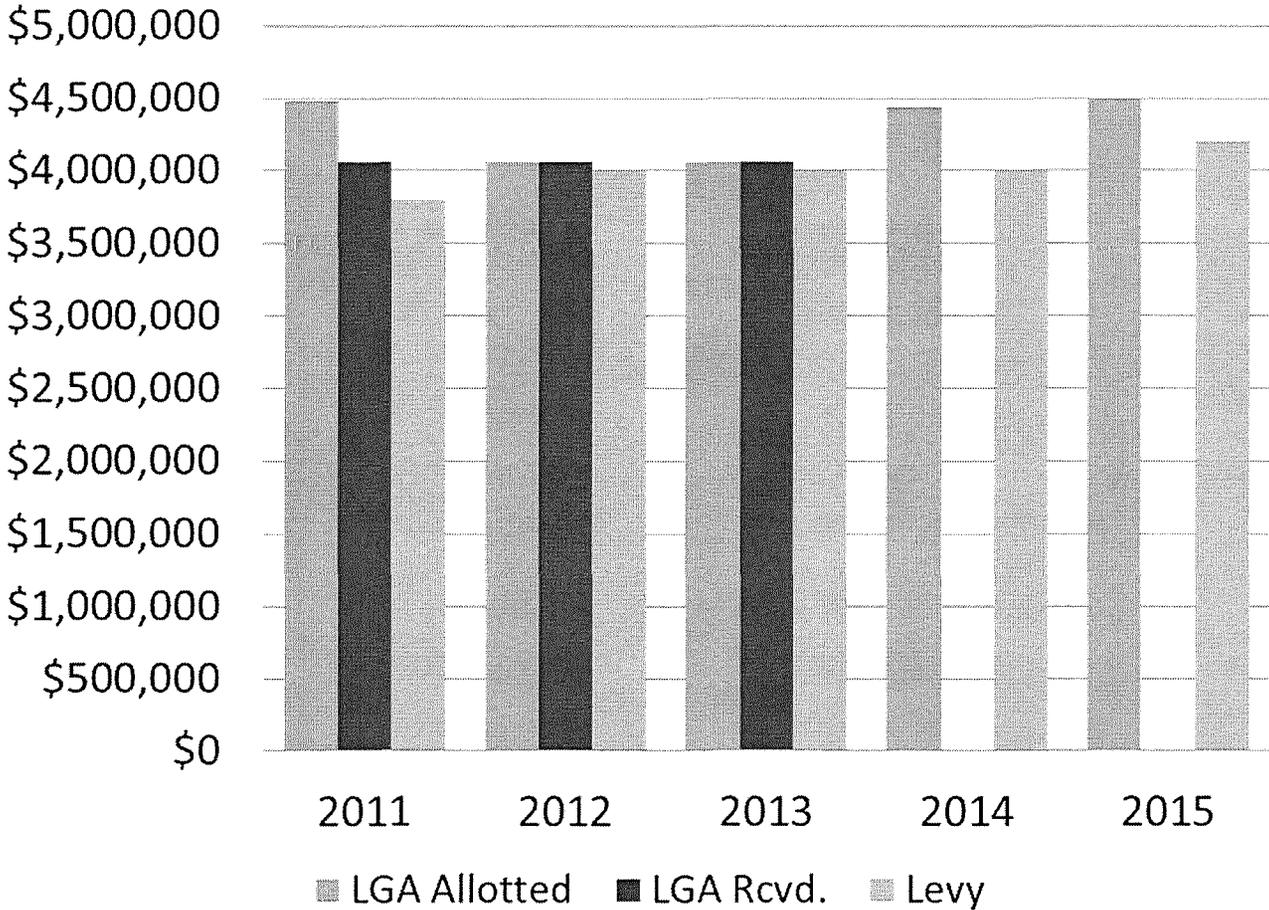


2013 Comparative Property Tax Data Similar Size Communities

City	2012	Taxable	County	City	School	Special	Total
	Census	Tax Capacity		Tax Rates	Tax Rates	Tax Rates	
1. New Ulm	13,418	\$ 7,779,275	41.49	74.14	15.43	1.68	132.74
2. Hutchinson	14,034	\$ 8,778,532	59.66	73.23	16.81	3.65	153.35
3. Northfield	20,373	\$11,470,782	37.58	61.82	38.29	4.34	142.03
4. Albert Lea	17,957	\$ 8,978,213	59.51	60.63	28.73	2.00	150.87
5. Brainerd	13,621	\$ 6,651,101	33.51	58.62	24.22	1.75	118.11
6. Worthington	12,900	\$ 5,632,938	35.36	55.77	20.89	3.95	115.96
7. N. Mankato	13,462	\$ 9,866,600	52.03	54.57	18.92	0.54	126.06
8. Fergus Falls	13,228	\$ 9,163,252	40.84	51.19	25.40	1.45	118.88
9. Saint Peter	11,503	\$ 4,098,430	52.00	50.67	15.75	0.54	119.97
10. Marshall	13,619	\$ 9,913,387	36.43	50.06	29.40	0.17	116.06
11. Fairmount	10,521	\$ 6,640,423	34.62	47.41	30.10	0.42	112.62
12. Alexandria	13,008	\$13,638,586	52.63	41.73	22.50	2.34	119.19
13. Sartell	16,100	\$12,614,818	58.29	37.68	38.43	2.24	136.64
14. Willmar	19,694	\$12,183,850	59.06	33.98	19.72	2.57	115.32

• 2014 Rates Available in September 2014

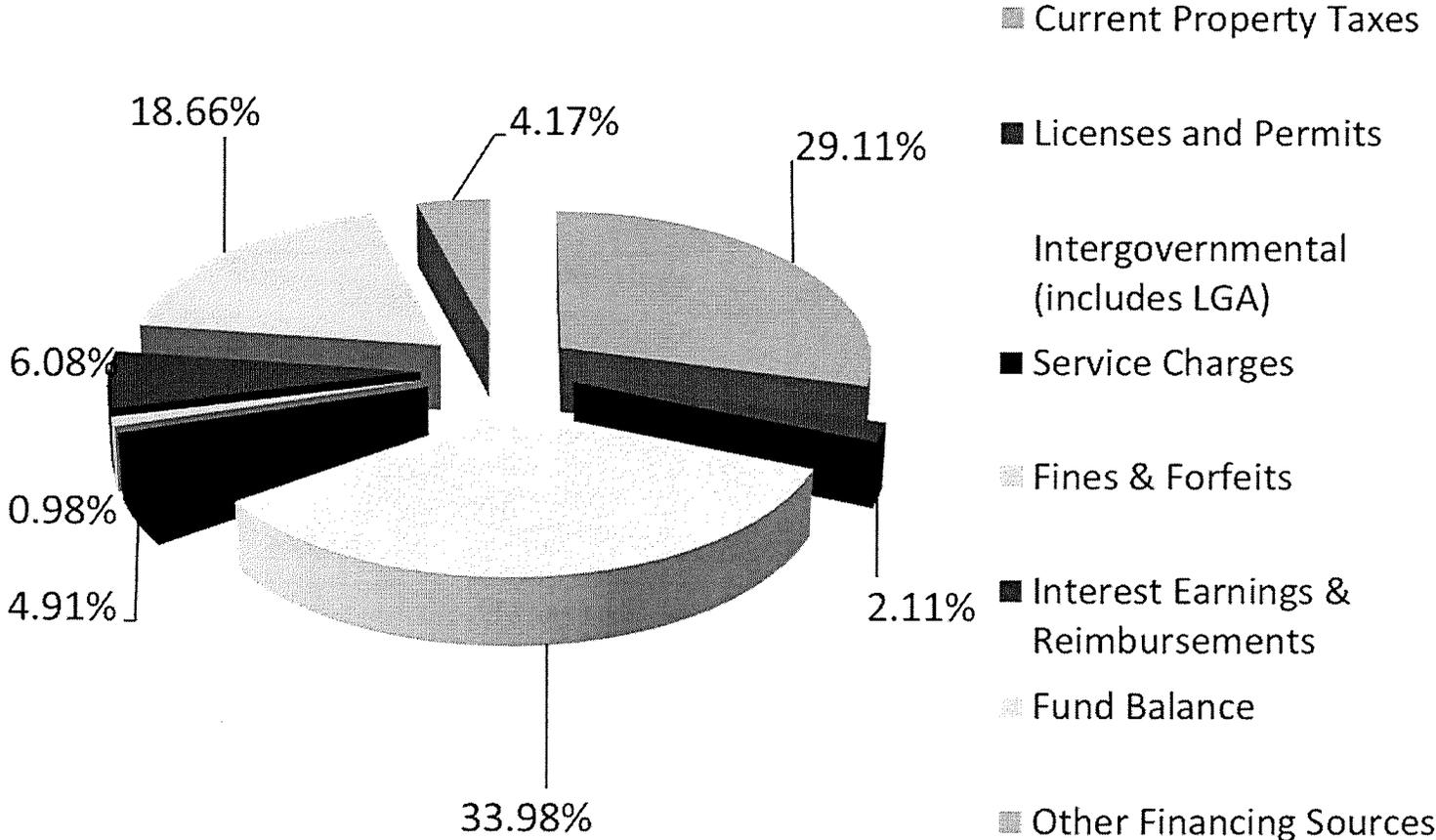
Total LGA Allotted, LGA Received and Levy



General Fund Revenues

Major Category	Amount	Percentage
Current Taxes	\$ 4,521,028	29.11%
Licenses & Permits	\$ 328,375	2.11%
Intergovernmental Aid (includes LGA)	\$5,277,754	33.98%
Service Charges	\$762,350	4.91%
Fines & Forfeitures	\$ 152,000	.98%
Interest Earnings and Reimbursements	\$945,000	6.08%
Other Financing Sources	\$2,898,042	18.66%
Fund Balance	\$645,517	4.17%
Total	\$15,530,066	100%

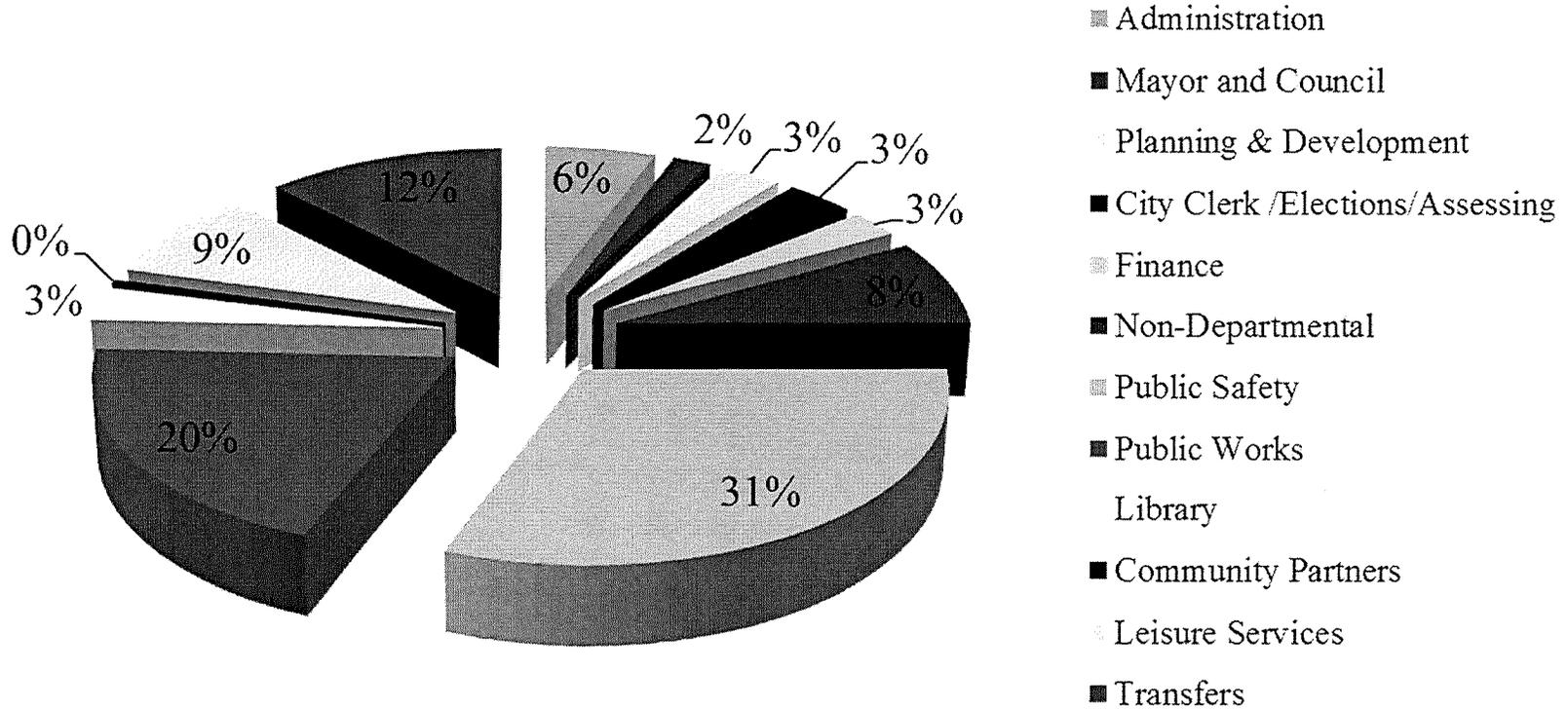
General Fund Revenues by Source



General Fund Expenditures

Major Category	Amount	Percentage
Administration	\$ 878,789	5.66%
Mayor and Council	\$ 448,858	2.89%
Planning and Development	\$ 496,675	3.20%
City Clerk/Elections/Assessing	\$ 481,220	3.10%
Finance	\$ 379,696	2.44%
Non-Departmental	\$1,127,000	7.26%
Public Safety	\$4,877,521	31.41%
Public Works	\$3,106,336	20.00%
Library	\$497,643	3.20%
Community Partners	\$114,000	0.73%
Community Education/Recreation	\$1,298,942	8.36%
Transfers	\$1,823,386	11.75%
Totals	\$15,530,066	100%

General Fund Expenditures by Major Category



Changes in 2015

- Elimination of HR position (was unfilled in 2014).
- Smaller Transfer to Capital Reserve.
- Reduction in capital purchases and projects.

Capital Planning 2015-2019

- Criteria for consideration
 - Legal Mandates
 - Maintenance of Existing Assets
 - Sustainability
 - Reduce or Offset Costs
 - Critical Public Safety Needs or Concern
 - Meeting City Council Priorities
- Goal of establishing a five (5) year planning process

Capital Improvement Funding

- Bonding (Debt)
- Cash
 - Unspent Reserves
 - Unspent Previous Capital Allocations
- Special Revenues
 - WWTF
 - LOST

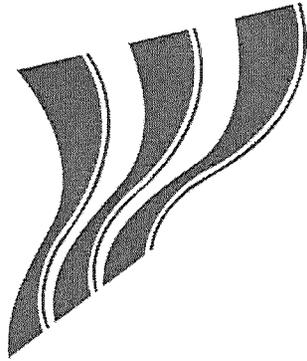
Capital Projects

	2015	2016	2017	2018	2019
Equipment	\$1,268,715	\$1,326,048	\$927,152	\$1,150,000	\$787,325
Projects	\$3,241,500	\$2,206,500	\$2,278,500	\$2,862,500	\$1,457,700
Pavement Management/ Bonds	\$3,535,000	\$4,259,000	\$3,348,000	\$3,635,000	\$3,750,000
Totals	\$8,045,215	\$7,791,548	\$6,553,652	\$7,647,500	\$5,995,025

Budget Calendar

August 14th	Presentation of Mayor's Proposed Budget and CIP
August 25th	Finance Committee recommends action on Proposed Tax Levy
Sept. 30th	Adopt and Certify Proposed Levy to County Auditor/Truth in Taxation
Sept- Oct.	Council Workshops, Public Review
November	Review of MUC, Rice Hospital and Willmar HRA Budgets
December 2rd	Budget Adoption
December 31st	Certification of the Tax Levy to the County

Questions?



City of Willmar

Proposed 2014 Budget

Presented August 12, 2013

Mayor Frank Yanish

Charlene Stevens, City Administrator

Strong Financial Picture

- Increase in LGA (Local Government Aid)
- Reduction in sales tax expenditures
- Growth in new construction
- Maintaining basic services
- Continuation of Capital Improvements Program.

2014 Proposed Budget

Fund Type	Amount
General Operating	\$ 15,528,583*
Capital Improvements	\$
Special Revenue/Internal	\$1,682,816
Debt Service	\$ 2,499,201
Enterprise (Wastewater)	\$ 8,201,578
Total All Funds	\$ 34,974,785

* Includes a \$1,703,036 transfer for Capital Improvements

Levy Limits in place for 2014

Year 2014-Gen Oper. \$ 3,992,734

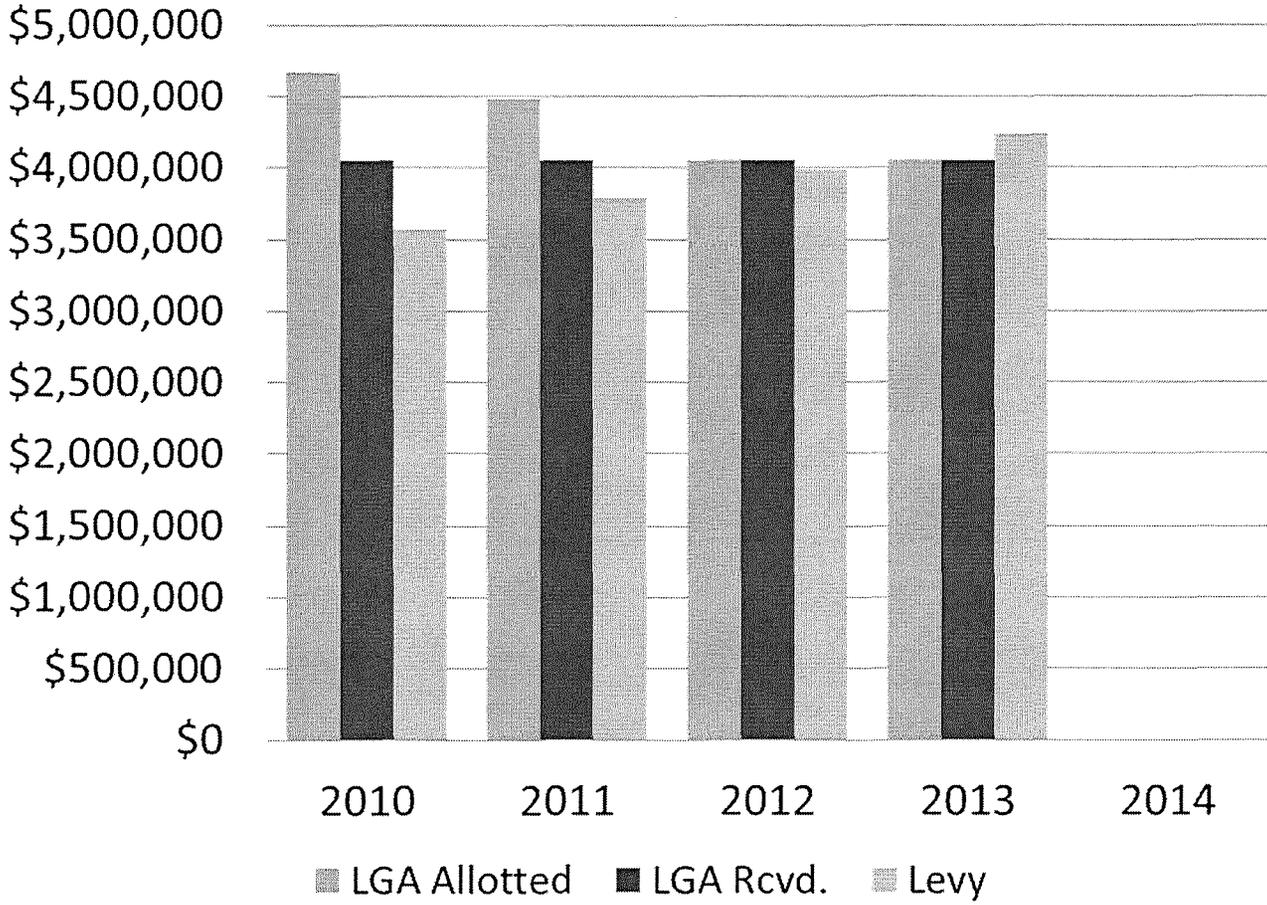
Street Prog. \$ 147,000

Year 2013 \$ 3,992,734

Street Prog. \$ 147,000

Proposed Increase \$ 0

Total LGA Allotted, LGA Received and Levy



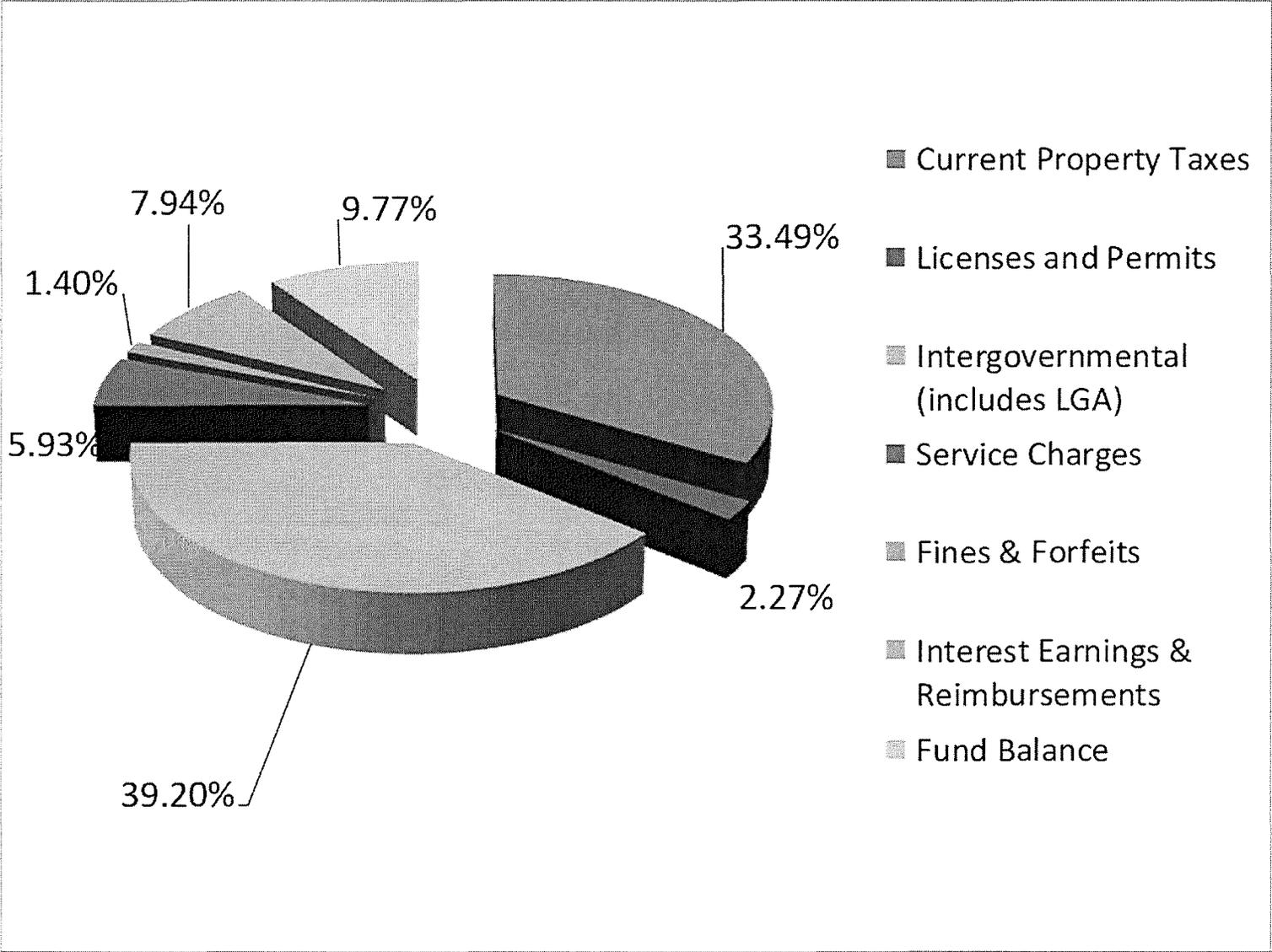
2011 Comparative Property Tax Data

City	Pop.	Tax Cap	County	City	School	Special	Total
Albert Lea	18,016	10,604,626	57.51	49.16	25.85	1.37	133.89
Alexandria	11,070	13,684,472	45.40	37.63	13.36	2.22	98.61
Brainerd	13,590	8,415,097	29.04	47.72	21.66	1.78	100.20
Fairmont	10,666	7,033,439	36.80	41.65	31.66	0.45	110.56
Fergus Falls	13,138	9,764,740	36.29	41.93	25.93	1.53	105.68
Hutchinson	14,178	10,337,838	53.63	61.33	15.65	3.02	133.63
Marshall	13,680	9,669,247	41.57	49.62	28.84	0.32	120.34
New Ulm	13,522	8,585,403	45.15	64.02	16.77	1.27	127.20
Northfield	20,007	14,139,112	30.03	43.85	33.64	3.89	111.41
North Mankato	13,394	10,598,032	52.79	45.43	19.12	0.55	117.88
Owatonna	25,599	19,201,676	55.33	49.57	17.12	0.63	122.65
Sartell	15,876	13,854,393	53.43	33.59	33.16	2.05	122.23
Willmar	19,610	13,057,627	55.94	29.08	19.93	2.46	107.40
Worthington	12,764	5,405,942	41.49	50.92	17.53	4.06	114.00

General Fund Revenues

Major Category	Amount	Percentage
Current Taxes	\$ 3,992,734	25.34%
Licenses & Permits	\$ 303,300	1.92%
Intergovernmental Aid (includes LGA)	\$5,190,227	32.94%
Service Charges	\$750,348	4.76%
Fines & Forfeitures	\$ 153,000	.97%
Interest Earnings and Reimbursements	\$923,000	5.86%
Other Financing Sources	\$3,328,460	21.12%
Fund Balance	\$1,116,167	7.09%
Total	\$15,757,236	100%

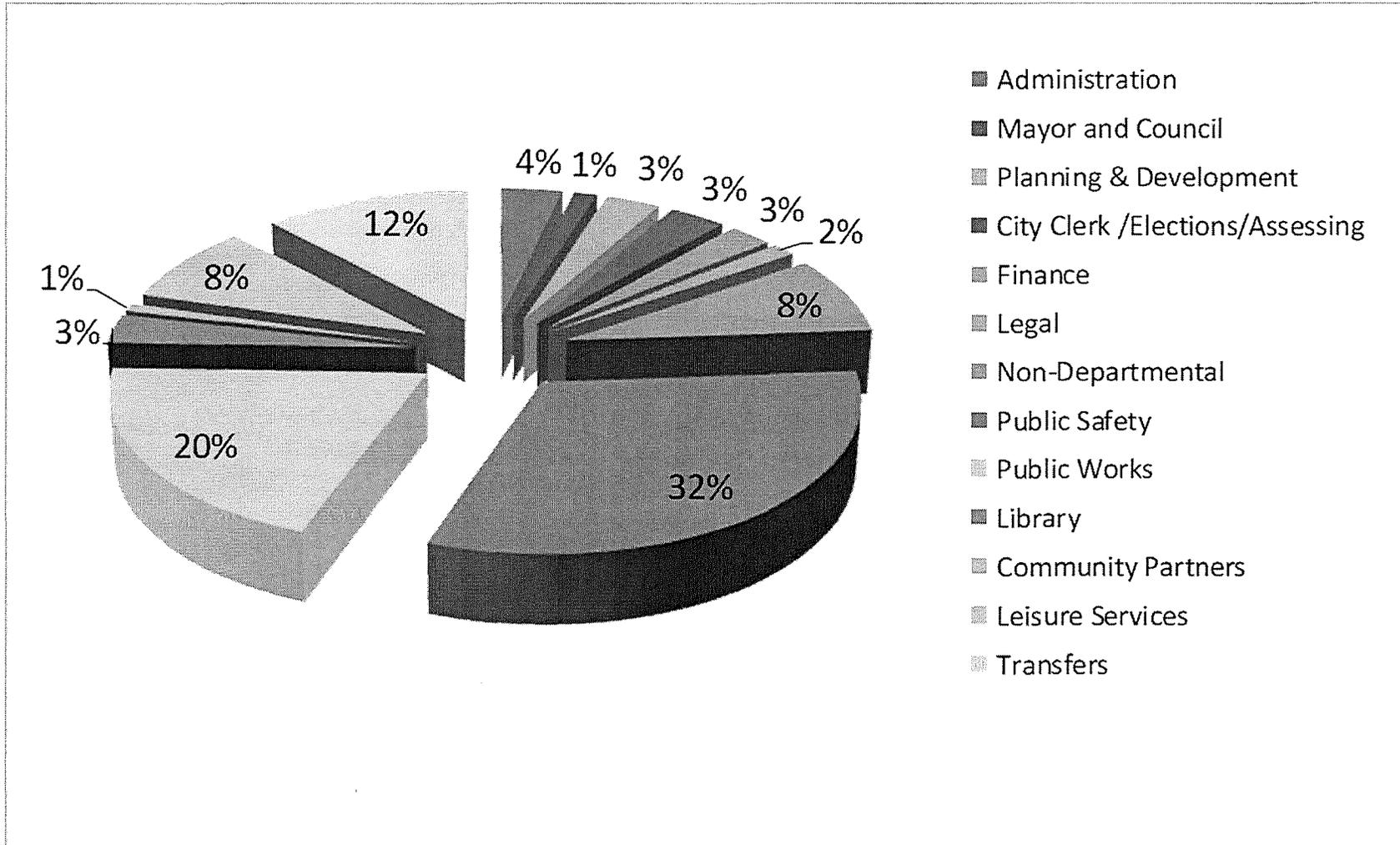
General Fund Revenues by Source



General Fund Expenditures

Major Category	Amount	Percentage
Administration	\$ 873,876	5.63%
Mayor and Council	\$ 162,667	1.05%
Planning and Development	\$ 492,324	3.17%
City Clerk/Elections/Assessing	\$ 542,955	3.50%
Finance	\$ 392,521	2.53%
Non-Departmental	\$1,409,006	9.07%
Public Safety	\$4,792,639	30.86%
Public Works	\$3,096,886	19.94%
Library	\$483,488	3.11%
Community Partners	\$68,000	0.44%
Leisure Services	\$1,321,883	8.51%
Transfers	\$1,892,338	12.19%
Totals	\$15,528,583	100%

General Fund Expenditures by Major Category



Changes in 2014

- Elimination of dues for Coalition of Greater Minnesota Cities, National League of Cities.
- Elimination of funding for Willmar Design Center
- Elimination of funding for West Central Integration Collaborative.
- Elimination of funding for Community Marketing Coalition.

Changes in 2014

- Reductions in Travel (50%)
- Reductions in Membership and Dues (35%)
- Reductions in Training (35%)
- Reduction in Professional Services (50%)
- New position proposed for human resources.

Capital Planning 2014-2018

- Criteria for consideration
 - Legal Mandates
 - Maintenance of Existing Assets
 - Sustainability
 - Reduce or Offset Costs
 - Critical Public Safety Needs or Concern
 - Meeting City Council Priorities
- Goal of establishing a five (5) year planning process

Capital Improvement Funding

- Bonding (Debt)
- Cash
 - Unspent Reserves
 - Unspent Previous Capital Allocations
- Special Revenues
 - WWTF
 - LOST

Capital Projects

	2009	2010	2011	2012 (Budget)	2013 (est.)
Equipment	698,057	528,485	416,662	1,240,441	1,481,760
Projects	544,643	288,214	1,442,076	3,504,835	5,051,245
Streets	1,750,233	2,444,332	3,012,600	2,089,200	2,612,000
Totals	\$2,992,933	\$3,261,021	\$3,778,414	\$6,834,476	\$9,145,005

Budget Calendar

August 12th	Presentation of Mayor's Proposed Budget and CIP
August 26th	Finance Committee recommends action on Proposed Tax Levy
Sept. 3th	Adopt and Certify Proposed Levy to County Auditor/Truth in Taxation
Sept- Oct.	Council Workshops, Public Review
November	Review of MUC, Rice Hospital and Willmar HRA Budgets
December 2rd	Budget Adoption
December 31st	Certification of the Tax Levy to the County

Questions?

RESOLUTION NO. _____

WHEREAS, the Kandiyohi County and City of Willmar Economic Development Commission (EDC) has presented its 2017 Proposed Budget to the City Council of Willmar, Minnesota; and

WHEREAS, the EDC is proposing a County Tax Levy for 2017 of \$498,750 which is part of its 2017 Proposed Budget;

NOW, THEREFORE, BE IT RESOLVED by the City Council of Willmar, Minnesota, that the EDC's 2017 Proposed Budget totaling \$548,000 be approved; and

BE IT FURTHER RESOLVED by the City Council of Willmar, Minnesota, that the EDC's 2017 County Tax Levy of \$498,750 be approved.

Dated this 19th day of September, 2016.

MAYOR

Attest:

CITY CLERK

RESOLUTION NO. ____

BE IT RESOLVED that the Mayor of the City of Willmar submitted a preliminary levy request of \$4,829,365;

BE IT RESOLVED by the City Council of the City of Willmar, Kandiyohi County, Minnesota, that the following sums of money be preliminary levied for the current year collectable in 2017, upon the taxable property in said City of Willmar for the following purposes:

General Fund	\$4,229,365
Pavement Management	<u>600,000</u>
	\$4,829,365

BE IT RESOLVED, that there is a sufficient sum of money in the Debt Service Funds of the City to pay principal and interest in 2016 on all outstanding bond issues, and the deferred annual tax levies previously certified to the County Auditor are hereby canceled;

BE IT FURTHER RESOLVED that a public hearing shall be scheduled for the 2017 proposed budget on December 5, 2016.

The City Clerk is hereby instructed to transmit a certified copy of this Resolution to the County Auditor of Kandiyohi County, Minnesota.

Dated this 19th day of September, 2016.

MAYOR

Attest:

CITY CLERK

PUBLIC WORKS/SAFETY COMMITTEE
MINUTES

The Public Works/Safety Committee of the Willmar City Council met on Tuesday, September 13, 2016, in Conference Room No. 1 at the City Office Building.

Present:	Audrey Nelsen	Vice Chair
	Steve Ahmann	Member
	Andrew Plowman	Member
	Tim Johnson	Alternate Member

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

Item No. 1 Call to Order

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

Item No. 2 Public Comment

There were no public comments.

Item No. 3 Police and Fire Updates (For Information Only)

Chief Felt noted the jail census for September 13, 2016 was 121; 29 inmates from the Department of Corrections, 72 inmates from Kandiyohi County and 21 inmates from other counties. The calls for service since August 30, 2016 totaled 830 and are 5 days ahead of this date last year. The majority of calls for the last two weeks were for traffic stops, followed by public assists and crashes.

Council Member Ahmann asked Chief Felt if there is anything that could be done to decrease police calls. Chief Felt said the department is focusing on traffic stops and prevention portal to hopefully reduce crashes. The department is also short three police officers at this time.

Chief Hanson noted total Fire Department total calls for service in the previous weeks totaled 9. The total calls for service this year is 232. The dispatch to en route time is currently 6 minutes 50 seconds.

Council Member Ahmann requested an update on the flood relief. Chief Hanson said they received 41 calls requesting assistance due to flood damage. Majority of the calls were turned over to non-profit groups to assist with purchasing of new water heaters, furnaces, etc. Other calls requested assistance with removing furniture, appliances, and garbage from the homes. Chief Hanson also noted the Emergency Management Team is meeting weekly to set action plans/checklists for possible future natural disasters.

Council Member Ahmann also requested that Chief Felt and Sean Christensen look at the one way street on Benson Avenue near Frieda's Café to see if they should lower the one way signs to avoid traffic from going in the wrong direction.

Item No. 4 Minnesota Fire Code (Motion)

Chief Hanson informed the Committee on May 2, 2016 the 2012 International Fire Code, titled as the 2015 Minnesota State Fire Code was adopted by the State of Minnesota and went into effect May 30, 2016. Staff is requesting that the City adopt the 2015 Minnesota State Fire Code. Since the effective date of May 30th staff has been referring to the 2015 MN State Fire Code when reviewing commercial projects, there should be no issues with adopting.

A motion was made by Council Member Plowman, seconded by Council Member Ahmann to set a public hearing to adopt the 2015 Minnesota State Fire Code and revise the Willmar City Ordinance Chapter 6, Article III, and Division 2. The motion carried.

Item No. 5 6th Street East Pedestrian Bridge (For Information Only)

Staff has received some concerns over the 6th Street pedestrian bridge crossing over the railroad. Presented to the Committee was the summary page of the 2015 MnDOT bridge inspection report which indicates the superstructure and substructure are in fair condition while the deck is in poor condition and unsound paint is at 90%. The Public Works Department has painted and performed minimal maintenance as needed over the years. The Committee discussed the need for the 6th Street pedestrian bridge with the upcoming Robbin Island Improvements. The Committee directed staff to get a quote from a structural engineer to evaluate and make the necessary repairs to the bridge. Staff was also asked to gather an accurate count for pedestrian use of the bridge.

Item No. 6 Sex Offender Housing (For Information Only)

Vice Chair Nelsen received a call from Chair Christianson indicating Attorney Tom Anderson, who was to speak on this matter, was not able to attend the meeting. The Committee directed staff to contact Attorney Tom Anderson to find out the details of this agenda item.

Item No. 7 Accept Project and Authorize Final Payment 1501-A (Resolution)

Staff brought forth, for approval, project 1501-A which was the reconstruction of Carolina Avenue SW, Swansson Green Field parking lot, 21st Street SW, Public Works lots, and City Hall alley. The final pay request is hereby submitted for consideration and staff is recommending final payment be made.

A motion was made by Council Member Ahmann, seconded by Council Member Johnson to accept project and authorize final payment to 1501-A. The motion carried.

Non-Agenda Items

Council Member Ahmann brought before the Committee his concern with the need for mosquito spraying. Staff informed the Committee the City plans to spray for mosquitos September 19th and 20th. The Public Works staff will also be spraying for Movies in the Park which is to be held on Friday, September 16th. This will be the sixth time the City has sprayed the entire City for mosquitos. Cost for chemical and labor is estimated to be \$5,000 for each full city spray.

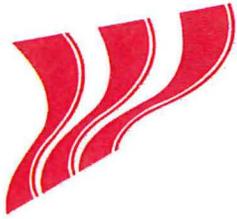
Council Member Ahmann expressed his concerns with the need for storm water retention ponds. Staff informed the Committee there are projects in the 2017 proposed CIP that may provide relief for the Baker field pond area. Limited ditch cleanout is also proposed in the 2017 budget. Council Member Nelsen questioned how the Grass Lake project will affect the City. Staff suggested inviting Loren Engelby to a future meeting for an update on the Grass Lake project. Council Member Ahmann also brought up the Koosman Addition and how to prioritize storm water projects in that area. Staff informed the Committee that Koosman's Addition includes a private pond and staff has worked with Koosman to minimize his private development exposure.

There being no further business to come before the Committee, the meeting was adjourned at 6:02p.m. by Vice Chair Nelsen.

Respectfully submitted,



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



WILLMAR



**FIRE DEPARTMENT
FIRE CHIEF / MARSHAL**

**515 2ND ST. SW
WILLMAR, MN 56201
320-235-1354
FAX 320-235-1607**

COUNCIL ACTION REQUEST

DATE: September 13, 2016

SUBJECT: Minnesota Fire Code

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

Set a hearing and adopt the 2015 Minnesota State Fire Code and revise Willmar City Ordinance Chapter 6, Article III, Division 2

DESCRIPTION: On May 2, 2016 the new Fire Code, 2012 International Fire Code, titled as the 2015 Minnesota State Fire Code was adopted by the state of Minnesota and went into effect. With this changing the City Ordinance must be revised as well. Attached you will find the Ordinance with the proposed changes.

FINANCIAL CONSIDERATIONS: None

LEGAL: Reviewed by City Attorney Robert Scott

DEPARTMENT/RESPONSIBLE PARTY: Frank Hanson, Fire Chief

REVIEWED BY: Bruce Peterson, Planning & Development Director

ORDINANCE NO. _____

AN ORDINANCE AMENDING WILLMAR MUNICIPAL CODE, CHAPTER 6, FIRE PREVENTION AND PROTECTION, ARTICLE III, CODES AND STANDARDS, DIVISION 2, MINNESOTA UNIFORM FIRE CODE

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

Section 1. AMENDMENT OF MUNICIPAL CODE, CHAPTER 6, FIRE PREVENTION AND PROTECTION, ARTICLE III, CODES AND STANDARDS, DIVISION 2, MINNESOTA UNIFORM FIRE CODE. Chapter 6, Article III, Division 2 of the Willmar Municipal Code is hereby amended as follows (deleted material is crossed out; new material is underlined; sections and subsections not being amended are omitted):

DIVISION 2. - MINNESOTA UNIFORM STATE FIRE CODE

Sec. 6-91. - Adoption.

The Minnesota ~~Uniform~~ State Fire Code is hereby adopted as the fire code for the city for the purpose of prescribing regulations governing conditions hazardous to life and property from fire or explosion, except such portions as are modified or amended by this division. Every provision contained in such code, except as modified or amended by this division, is hereby adopted and made a part of this division as if fully set forth. One (1) copy of the code, marked as the official copy, is on file in the office of the city clerk-treasurer.

Sec. 6-92. - Definitions.

- (a) Wherever the term "jurisdiction" is used in the state ~~uniform~~ fire code, it shall be held to mean the City of Willmar.
- (b) Wherever the term "corporation counsel" is used in the state ~~uniform~~ fire code, it shall be held to mean the attorney for the city.
- (c) Wherever the term "chief" is used in the state ~~uniform~~ fire code, it shall be held to mean the city fire chief.

Sec. 6-93. - Limits of districts.

- (a) The limits referred to in section ~~11-106(b)~~ 5604 of the state ~~uniform~~ fire code, in which storage of explosives and blasting agents is prohibited, are hereby established as follows: storage shall be permitted only where permitted by the city zoning ordinance.
- (b) The limits referred to in section ~~15-201~~ 5704 of the state ~~uniform~~ fire code, in which storage of flammable or combustible liquids in outside aboveground tanks is

prohibited, are hereby established as follows: storage shall be permitted only where allowed by the city zoning ordinance.

(c) The limits referred to in section ~~15.601~~ 5706 of the state ~~uniform~~ fire code, in which new bulk plants for flammable or combustible liquids are prohibited, are hereby established as follows: storage shall be permitted only where allowed by the city zoning ordinance.

(d) The limits referred to in section ~~20.105(a)~~ 5706 of the state ~~uniform~~ fire code, in which bulk storage of liquefied petroleum gas is restricted, are hereby established as follows: the tanks are permitted only where allowed by the city zoning ordinance.

* * * *

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

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

ATTEST:

Kevin Halliday, City Clerk

Marvin Calvin, Mayor

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

This Ordinance introduced by Council Member: _____

This Ordinance introduced on: _____

This Ordinance published on: _____

This Ordinance given a hearing on: _____

This Ordinance adopted on: _____

This Ordinance published on: _____



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: September 13, 2016

SUBJECT: Accept Project and Authorize Final Payment 1501-A

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

Authorizing final payment to Duininck Inc. in the amount of \$154,607.62.

BACKGROUND: The City Council entered into an agreement on May 18, 2015 with Duininck Inc. for the reconstruction of Carolina Avenue SW, Swansson Green Field Parking lot, 21st Street SW, Public Works lot, and City Hall alley. The final pay request is hereby submitted for consideration and staff is recommending final payment be made.

FINANCIAL CONSIDERATION: The total cost of the project is \$637,404.41, and is within the project budget.

LEGAL: N/A

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

CONTRACTOR'S ESTIMATE NO. 3 (FINAL)

PROJECT NO. 1501-A

CONTRACTOR: DUININCK INC.
 P.O. BOX 208
 PRINSBURG, MN 56281

CONSTRUCTION OF: WATER MAIN, SANITARY SEWER, STORM SEWER, CURB AND GUTTER, AGGREGATE BASE
 AND BITUMINOUS PAVING

LOCATION: CAROLINA AVENUE SW, SWANSSON GREEN FIELD PARKING LOT, 21ST STREET SW, PUBLIC WORKS LOT,
 CITY HALL ALLEY

DATE: SEPTEMBER 8, 2016

HONORABLE MAYOR AND CITY COUNCIL
 CITY OF WILLMAR, MINNESOTA

IN ACCORDANCE WITH THE CONTRACT WITH DUNINCK INC.
 I HEREWITH PRESENT THE FOLLOWING ESTIMATE

1501-A					
STREET ITEMS					
	ITEM	UNIT	QUANTITY	PRICE	TOTAL
2104.501	Remove Pipe Sewer (Storm)	LF	120.0	\$10.00	\$1,200.00
2104.505	Remove Concrete Curb/Curb and Gutter	LF	2,357.5	\$2.48	\$5,846.60
2104.503	Remove 4" Concrete Sidewalk	SF	640.0	\$0.48	\$307.20
2104.503	Remove Concrete Driveway Pavement	SY	113.1	\$6.48	\$732.89
2105.523	Common Borrow (LV) (From Project Street)	CY	0.0	\$4.24	\$0.00
2104.509	Remove Manhole or Catchbasin	EA	3	\$250.00	\$750.00
2104.503	Remove Bituminous Pavement	SY	13,475	\$2.40	\$32,340.00
2104.501	Remove Concrete Cross Gutter	SY	28.5	\$6.48	\$184.68
2105.501	Common Excavation	CY	2,610	\$12.00	\$31,320.00
2105.533	Salvaged Aggregate (CV)	CY	230	\$11.57	\$2,661.10
2574.525	Topsoil Borrow	CY	105.4	\$34.69	\$3,656.33
2105.604	F&I Geotextile Fabric(Type V)	SY	3,240	\$1.50	\$4,860.00
2211.501	F&I Aggregate Base (Class 5)	TON	5,089.96	\$14.75	\$75,076.91
2573.502	Silt Fence, Type MS (Machine Sliced)	LF	0.0	\$3.00	\$0.00
2360.501	F&I Type SP12.5 Wearing Course Mixture	TON	1,436.55	\$81.00	\$116,360.55
2360.502	F&I Type SP12.5 Non Wearing Course Mixture	TON	2,138.95	\$70.00	\$149,726.50
2503.603	F&I 12" Pipe Sewer	LF	136	\$25.00	\$3,400.00
2504.602	Adjust Valve Casting	EA	7	\$194.29	\$1,360.03
2506.522	Adjust Frame & Ring Casting	EA	11	\$388.59	\$4,274.49
2506.501	Construct Drainage Structure Design 4020-72	LF	6.0	\$635.00	\$3,810.00
2506.501	Construct Drainage Structure Design F	LF	4.2	\$270.00	\$1,134.00
2506.501	Construct Drainage Structure Design H	LF	6.0	\$220.00	\$1,320.00
2506.516	Casting Assembly Manhole	EA	2	\$400.00	\$800.00
2506.516	Casting Assembly (Catch Basin) B624 Curb	EA	2	\$750.00	\$1,500.00
2531.501	Concrete Curb and Gutter B624	LF	1,950.5	\$16.00	\$31,208.00
2531.501	Concrete Curb and Gutter D412	LF	917.3	\$11.00	\$10,090.30
2502.521	5" PE Corr. Perf. Pipe Drain	LF	1,558	\$8.00	\$12,464.00
2502.521	5" PE Corr. Perf. Pipe Drain Service	EA	14	\$200.00	\$2,800.00
2531.507	6" Concrete Driveway Pavement	SY	134.3	\$45.00	\$6,043.50
2521.501	4" Concrete Sidewalk	SF	1,439	\$4.00	\$5,756.00
2521.501	4" Concrete Walk Special	SF	1,603.2	\$4.83	\$7,743.46
2531.603	Concrete Cross Gutter	SY	26.0	\$65.00	\$1,690.00
2531.618	Truncated Domes	SF	48.0	\$43.00	\$2,064.00

2575.501	Seeding	AC	0.51	\$5,500.00	\$2,805.00
2575.502	Seed Mixture 25-151(spec. 2014)	LB	62.4	\$3.00	\$187.20
2575.532	Hydraulic Matrix Type Bonded Fiber	LB	1,804.0	\$1.50	\$2,706.00
2575.560	Fertilizer Type 3	LB	180.4	\$1.50	\$270.60
2575.601	Erosion and Sediment Control	LS	1	\$1,165.77	\$1,165.77
2582.501	Pavement Message (Handicapped Symbol)-Epoxy	EA	3	\$200.00	\$600.00
2582.502	4" Solid Line White-Epoxy	LF	1,403	\$2.34	\$3,283.02
NON-PARTICIPATING					
	SANITARY SEWER				
2451.609	Granular Bedding	TON		\$20.00	\$0.00
2451.609	Rock Stabilization	TON		\$40.00	\$0.00
2503.601	8" Neoprene Sleeve	EA	1.0	\$50.00	\$50.00
2503.603	F&I 8" PVC	LF	32.0	\$60.00	\$1,920.00
	WATER MAIN				
2504.602	1" Curb Stop & Box	EA	1	\$250.00	\$250.00
2504.603	1" Copper Type K	LF	14.0	\$25.00	\$350.00
2504.602	1"x3/4" Coupling	EA	7	\$60.00	\$420.00
2504.602	Reconnect Water Service	EA	7	\$350.00	\$2,450.00
2504.602	F&I 5" Hyd.	EA	1	\$3,450.00	\$3,450.00
2504.602	8" Gate Valve And Box	EA	1	\$1,800.00	\$1,800.00
2504.603	F&I 8" Water Main	LF	695.0	\$29.90	\$20,780.50
2504.603	F&I 6" Water Main	LF	12.0	\$25.00	\$300.00
2504.608	Water Main Fittings	LB	660.0	\$6.00	\$3,960.00
TOTAL PROJECT 1501-A					\$569,228.62
(Price includes all applicable sales and use taxes)					
SUBTOTAL:					\$569,228.62
LESS CREDIT FOR BITUMINOUS SALVAGE:					
LESS PREVIOUS ESTIMATE #1					\$115,498.25
LESS PREVIOUS ESTIMATE #2					\$299,122.75
LESS PREVIOUS ESTIMATE #3					
LESS PREVIOUS ESTIMATE #4					
AMOUNT DUE CONTRACTOR THIS ESTIMATE:					\$154,607.62

APPROVED: 

CITY ENGINEER

APPROVED: 

CONTRACTOR

CONTRACT AMOUNT: \$637,404.41

BUDGET NO.: 415.48451.0336

RESOLUTION NO. _____

ACCEPTING PROJECT AND AUTHORIZING FINAL PAYMENT

IMPROVEMENT: Project No. 1501-A – Reconstruction of Carolina Avenue, Swansson Green Field Parking Lot, 21st Street SW, Public Works lot, and City Hall alley.

CONTRACTOR: Duininck Inc.
DATE OF CONTRACT: May 18, 2015
BEGIN WORK: July 24, 2015
COMPLETE WORK: June 8, 2016
APPROVE, ENGINEERING DEPT: September 9, 2016

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

1. The said City of Willmar Project No. 1501-A be herewith approved and accepted by the City of Willmar.
2. The following summary and final payment be approved:

ORIGINAL CONTRACT AMOUNT:	\$637,404.41
FINAL NET CONTRACT AMOUNT, PROPOSED:	\$637,404.41
ACTUAL FINAL CONTRACT AMOUNT AS CONSTRUCTED:	\$569,228.62
Less Previous Payments	\$414,620.97
FINAL PAYMENT DUE CONTRACTOR:	\$154,607.62

Dated this 19th day of September, 2016

Mayor

Attest:

Planning and Development Services Director

**COMMUNITY DEVELOPMENT COMMITTEE
MINUTES**

The Community Development Committee of the Willmar City Council met on Thursday, September 15, 2016, in Conference Room No. 1 at the City Office Building.

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

Others present: Bruce Peterson - Director of Planning and Development Services, Steve Okins, - Finance Director, Frank Hansen – Fire Chief, Aaron Backman – EDC Director, Kathy Schwantes, and Shelby Lindrud – West Central Tribune.

Item No. 1 Call to Order

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

Item No. 2 Public Comments (For Information Only)

There were no public comments.

Item No. 3 ERC Holdings, LLC Job Creation Fund Application (Resolution)

Aaron Backman, EDC Director, presented a request that the Council provide a resolution of support for a Job Creation Fund application by ERC Holdings, LLC of Florida. Ginovus, a national site selection firm, contacted the EDC regarding a client interested in Willmar. That client was ERC Holdings. The company intends to lease the former Kandiyohi Power Cooperative building on North Business 71. They anticipate spending approximately \$2.9 million on various lease-hold improvements. ERC Holdings intends to establish an accounts receivable management operation and to create 238 new jobs over the next three years. The Job Creation Fund program provides financial assistance to companies expanding employment and making significant capital investments.

A motion was made by Council Member Plowman, seconded by Council Member Nelson and passed that the Council adopt the resolution of support for the ERC Holdings, LLC job creation fund application.

Item No. 4 RockStep Capital Tax Abatement Agreement (Motion)

The Committee discussed the tax abatement and business subsidy agreement by and between the City of Willmar, Minnesota and RockStep Willmar, LLC. The agreement provides the details for the tax abatement program recently approved by the Council. The tax abatement will be provided for a period not to exceed 10 years, in a total amount not to exceed \$375,260. The agreement, as drafted by City Attorney Robert Scott, includes a section on events of default and specifies the remedies to the City should the developer default on the project. The developer is being held to goals for job creation and capital investment.

Following discussion a motion was made by Council Member Nelsen, seconded by Council Member Plowman and passed that the tax abatement agreement be approved and that the Mayor and Interim Administrator be authorized to sign the agreement.

Item No. 5 John's Supper Club Building Update (For information only)

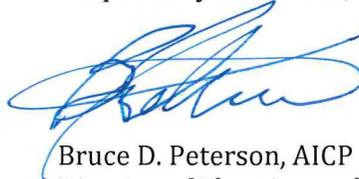
Staff presented an update on the construction work at the former John's Supper Club building. The building was under reconstruction for a number of years. It appears that most of the work on the building is completed and final inspections have been conducted for the building construction and plumbing systems. The property is ready for occupancy and occupancy is subject to the owner, at this point.

Item No. 6 New Business

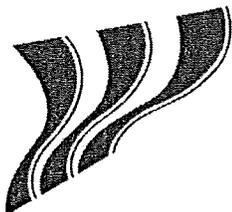
Staff provided information regarding contacts with potential Industrial Park tenants as well as several expressions of interest to develop additional housing in the community.

There being no further business to come before the Committee, the meeting was adjourned at 5:15 p.m. by Chair Fagerlie.

Respectfully submitted,



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



WILLMAR

City Administrator

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

COUNCIL ACTION REQUEST

DATE: September 12, 2016

SUBJECT: Resolution in Support of EDC's Submission of a Job Creation Fund Program Application on behalf of ERC Holdings, LLC

RECOMMENDATION: It is respectfully requested that the Community Development Committee consider and recommend to the City Council supporting the Kandiyohi County & City of Willmar Economic Development Commission (EDC) submitting an application on behalf of ERC Holdings, LLC to the Minnesota Department of Employment and Economic Development (DEED) Job Creation Fund Program.

BACKGROUND: In August 2016 Ginovus, a national site selection company based in Indiana, contacted the EDC regarding a client interested in expanding to Willmar, MN. ERC Holdings, a Florida business, is interested in expanding its Midwest presence. They intend to lease the former Kandiyohi Power Cooperative headquarters (also known as the Northland Group building) on Business Hwy 71 and to spend approximately \$2.9 million on various interior and exterior improvements to the property. ERC Holdings intends to establish an accounts receivable management operation and create 238 new jobs within three years.

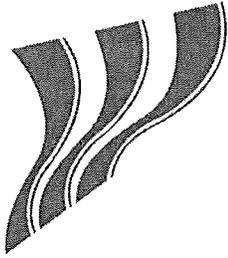
On September 8th the EDC's Joint Operations Board unanimously recommended supporting the Job Creation Fund (JCF) application on behalf of ERC Holdings. As part of the application process, a local government resolution in support of the project must be included. A draft of the application has been prepared.

FINANCIAL CONSIDERATION: N/A. There is no application fee associated with the JCF Program.

LEGAL: N/A

Department/Responsible Party: Aaron Backman, EDC Executive Director

Reviewed by: Bruce Peterson, 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: September 15, 2016

SUBJECT: Tax Abatement Agreement Between the City of Willmar, Minnesota and RockStep Willmar, LLC

RECOMMENDATION: To approve the tax abatement agreement and authorize the necessary signatures.

BACKGROUND: With the recent adoption of a tax abatement resolution agreeing to provide a tax abatement for the Kandi Mall improvements and value increases, the next step in the process is to adopt an agreement that details the roles and responsibilities of both parties relative to the abatement. The proposed abatement is for a period not to exceed 10 years (taxes payable 2017 – 2026) in a total amount not to exceed \$375,260. The abatement agreement also serves as the required business subsidy agreement under State law. City Attorney Robert Scott prepared the agreement and it is very similar to past agreements with respect to its contents, which are primarily dictated by statute. The agreement includes a section on events of default and specifies the remedies to the City should the developer default on the project. A possible remedy may be the repayment of all or a portion of the abated taxes based on the developer's ability to meet the development and job creation goals and timelines. The exact timelines have not been determined, but it is anticipated that the goals will need to be met within two years of approval of the agreement.

FINANCIAL CONSIDERATION: The City has maximum exposure in the amount of \$375,260 payable over 10 years. These payment obligations are contingent upon the property owner paying all their taxes, and it is required that the property owner not contest valuations or taxes during the life of the abatement.

LEGAL: The agreement has been drafted to meet all statutory requirements and to protect the interests of the City of Willmar.

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

TAX ABATEMENT AND BUSINESS SUBSIDY AGREEMENT

BY AND BETWEEN

CITY OF WILLMAR, MINNESOTA

AND

ROCKSTEP WILLMAR LLC

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TAX ABATEMENT AGREEMENT

THIS AGREEMENT, made as of the ____ day of _____, 20__, by and among the City of Willmar, Minnesota, a Minnesota municipal corporation (the “City”), and RockStep Willmar LLC, a Texas limited liability company (the “Developer”),

WITNESSETH:

WHEREAS, the Developer purchased the Kandi Mall property located at 1605 1st Street South in the City, comprised of Kandiyohi County Parcel Identification Nos. 95-923-8640, 95-923-8632, and 95-923-8631, as legally described on the attached Exhibit A (collectively, the “Development Property”), in 2015, and plans to renovate, expand and otherwise further develop the Development Property by constructing capital improvements totaling more than \$5.5 million. The renovation, expansion and further development of the Development Property generally consists of renovating the portion of the mall formerly occupied by K-Mart, constructing a new satellite retail structure to support additional retail uses, and constructing parking lot and signage improvements (the “Project”); and

WHEREAS, pursuant to Minnesota Statutes, Sections 469.1812 through 469.1815, the City has established a Tax Abatement Program pursuant to which the City is authorized to grant an abatement of ad valorem property taxes imposed by the City under certain conditions; and

WHEREAS, the Developer has requested that the City provide financial assistance in the form of property tax abatement on the Development Property in the City to abate the City’s share of ad valorem property taxes on the Development Property for a period not to exceed ten (10) years, specifically with respect to the payable 2017 through 2026 property taxes, in a total amount not to exceed \$375,260.00; and

WHEREAS, the City believes that the development and construction of the Project and fulfillment of this Agreement are vital and are in the best interests of the City, will result in the creation of new employment opportunities for its citizens, increase and modernize the commercial building facilities available in the City, and increase the tax base in the City, and are in accordance with the public purpose and provisions of the applicable state and local laws and requirements under which the Project has been undertaken and is being assisted; and

WHEREAS, following notice and a public hearing the City adopted Resolution _____, dated September 6, 2016 (the “Abatement Resolution”), agreeing to provide, in accordance with the referenced Abatement Resolution, State law and this Agreement, abatement of City property taxes on the Development Property subject to the terms and conditions contained in the above-referenced Abatement Resolution and this Agreement (the “Tax Abatement” or “Abatement”); and

WHEREAS, the requirements of the Business Subsidy Law, Minnesota Statutes, Section 116J.993 through 116J.995, apply to this Agreement; and

WHEREAS, the City believes that the Project will meet the conditions of the Tax Abatement Act and Tax Abatement Program in that: (a) the City expects the benefits to the City from this Agreement to equal or exceed the costs to the City of this Agreement; and (b) the City finds that granting the Tax Abatement is in the public interest because it will increase or preserve the tax base of the City, help retain and expand commercial and industrial enterprise in the City, and provide employment opportunities in the City; and

WHEREAS, the City has determined that the Project: (a) will promote and carry out the objectives for which development in the City has been undertaken; (b) will be in the vital best interests of the City and the health, safety, morals and welfare of its residents; and (c) is in accord with the public purposes and provisions of the applicable state and local laws, including requirements of the City's Code, under which the Project will be undertaken and is being assisted; and

WHEREAS, the Developer and the City desire to enter into this Agreement in satisfaction of applicable requirements of the City, and to set out the undertakings and obligations of each party from this point forward with respect to the Project.

NOW, THEREFORE, in consideration of the premises and the mutual obligations of the parties hereto, each of them does hereby covenant and agree with the other as follows:

ARTICLE I

DEFINITIONS

Section 1.1 Definitions. All capitalized terms used and not otherwise defined herein shall have the following meanings unless a different meaning clearly appears from the context:

Agreement means this Agreement, as the same may be from time to time modified, amended or supplemented;

Benefit Date means every date on which the City makes a payment of Tax Abatements to the Developer according the specific provisions of Section 3.9 payment, consistent with the statutory definition of the term contained in Minnesota Statutes, Section 116J.993, Subdivision 2.

Business Day means any day except a Saturday, Sunday or a legal holiday or a day on which banking institutions in the City are authorized by law or executive order to close;

City means the City of Willmar, Minnesota;

Code means the City's Code of Ordinances;

Developer means RockStep Willmar LLC, its parent corporation, RockStep Capital LLC, and their successors and assigns;

Development Property means the real property described on Exhibit A, attached hereto;

Event of Default means any of the events described in Section 4.1;

Project means the Developer's construction of capital improvements on the Development Property totaling more than \$5.5 million, including the renovation and improvement of the portion of the mall formerly occupied by K-Mart, the construction of a new satellite retail structure to support additional retail uses, and the construction of parking lot and signage improvements;

Project Improvements means each and all of the improvements to be constructed on the Development Property as part of the Project, pursuant to the Project Plans and this Agreement. The timing of Developer's construction of the Project is described in more detail in remaining portions of this Agreement. All Project Improvements shall be completed to City specifications as provided in the Project Plans, this Agreement, and the Code.

Project Plans means all submissions required by the City Ordinances, or this Agreement with respect to the Project and all plans, drawings, plats and related documents for the construction of the Project, approved by the City and Developer, irrespective of whether the Developer's and/or the City's final approval of any such documents occurs before or after the execution and delivery of this Agreement.

State means the State of Minnesota;

Tax Abatement Act means Minnesota Statutes, Sections 469.1812 through 469.1815;

Tax Abatement Program means the action by the City pursuant to Minnesota Statutes, Section 469.1812 through 469.1815, as amended, and undertaken in support of the Project;

Tax Abatements means the City's reimbursement to the Developer of the City's share of ad valorem property taxes imposed on the Development Property and paid by the Developer for a period not to exceed ten (10) years, specifically with respect to the payable 2017 through 2026 property taxes, in a total amount not to exceed \$375,260.00, pursuant to the specific provisions of Section 3.9.

ARTICLE II

REPRESENTATIONS AND WARRANTIES

Section 2.1 Representations and Warranties of the City. The City makes the following representations and warranties:

(1) The City is a municipal corporation organized under the laws of the State and has the power to enter into this Agreement and carry out its obligations hereunder.

(2) The Tax Abatement Program was created, adopted and approved in accordance with the terms of the Tax Abatement Act.

(3) To finance the costs of the Project to be undertaken by the Developer, the City proposes, subject to the further provisions of this Agreement, to reimburse the Developer for Project costs as further provided in this Agreement.

(4) The City has made the findings required by the Tax Abatement Act for the Tax Abatement Program.

(5) This Agreement has been duly approved by the City Council of the City and the execution and delivery of this Agreement has been authorized by such City Council.

Section 2.2 Representations and Warranties of the Developer. The Developer makes the following representations and warranties:

(1) The Developer is a limited liability company duly organized, in good standing, and validly existing under the laws of the State of Texas and is registered and in good standing with the Office of the Secretary of State of Minnesota, with full authority to transact business in this State, has the power to enter into the Agreement and to perform its obligations hereunder, and is not in violation of its charter, articles of incorporation, operating agreement or any local, state or federal laws.

(2) The Developer's parent corporation is RockStep Capital LLC, a Texas limited liability company, with its principal place of business located at 1445 North Loop West, Suite 625, Houston, Texas, 77008.

(3) The Developer will cause the Project to be constructed in accordance with the terms of the Agreement, the Project Plans, and all local, state, and federal laws and regulations (including, but not limited to, environmental, zoning, energy conservation, building code and public health laws and regulations, City Policy and Code).

(4) The Developer will obtain or cause to be obtained, in a timely manner, all required permits, licenses and approvals, and will meet, in a timely manner, all requirements of all applicable local, state, and federal laws and regulations which must be obtained or met before the Project may be lawfully constructed. Without in any way limiting the foregoing, the Developer will request and seek to obtain from the City, if necessary, such approvals, variances, conditional use permits, zoning changes and other required City approvals as may be applicable.

(5) The Project will, as of the date it is completed and subject to the issuance of City approvals as herein contemplated, contain only uses permitted under the Code.

(6) The construction of the Project would not be undertaken by the Developer, and in the opinion of the Developer would not be economically feasible within the reasonably foreseeable future, without the assistance and benefit to the Developer provided for in this Agreement.

(7) Neither the execution and delivery of this Agreement, the consummation of the transactions contemplated hereby, nor the fulfillment of or compliance with the terms and conditions of this Agreement is prevented, limited by or conflicts with or results in a breach of, the terms, conditions or provision of any contractual restriction, evidence of indebtedness, agreement or instrument of whatever nature to which the Developer is now a party or by which it is bound, or constitutes a default under any of the foregoing.

(8) The Developer will cooperate fully with the City with respect to any litigation commenced with respect to the Project, but only to the extent that the City and the Developer are not adverse parties to the litigation.

(9) The Developer will cooperate fully with the City in resolution of any traffic, drainage, utility, parking, trash removal or public safety problems which may arise in connection with the construction and operation of the Project.

ARTICLE III

UNDERTAKINGS BY DEVELOPER AND CITY

Section 3.1 Construction of Project and Reimbursement of Cost.

(1) The costs of the construction of the Project shall be paid by the Developer. The Developer will construct the Project in a good and workmanlike manner in accordance with the Project Plans and at all times prior to the termination of this Agreement will operate and maintain, preserve and keep the Project or cause the Project to be maintained, preserved and kept with the appurtenances and every part and parcel thereof, in good repair and condition.

(2) The City shall partially reimburse the Developer for the costs of the Project pursuant to the Abatement Program as provided in Section 3.9, and shall have no other financial obligation to the Developer with respect to the Project.

Section 3.2 Limitations on Undertaking of the City. Notwithstanding the provisions of Section 3.1, the City shall have no obligation to reimburse the Developer for the costs of the Project, if the City, at the time or times such payment is to be made, is entitled under Section 4.2 to exercise any of the remedies set forth therein as a result of an Event of Default which has not cured.

Section 3.3 Commencement and Completion of Construction.

The Developer shall complete the Project by [REDACTED]. All work with respect to the Project to be constructed or provided by the Developer shall be in conformity with the Project Plans as submitted by the Developer and approved by the City.

Nothing in this Agreement shall be deemed to impair or limit any of the City's rights or responsibilities under its zoning laws or construction permit processes.

Section 3.4 Damage and Destruction. In the event of damage or destruction of the Project the Developer shall repair or rebuild the Project.

Section 3.5 No Change in Use of Project. The City's obligations pursuant to this Agreement shall be subject to the continued operation of the Project by the Developer.

Section 3.6 Prohibition Against Transfer of Project and Development Property and Assignment of Agreement. The Developer represents and agrees that prior to the termination date of this Agreement the Developer shall not transfer the Project or the Development Property or any part thereof or any interest therein, without the prior written approval of the City. The City shall be entitled to require as conditions to any such approval that;

(1) Any proposed transferee shall have the qualifications and financial responsibility, in the reasonable judgment of the City, necessary and adequate to fulfill the obligations undertaken in this Agreement by the Developer.

(2) Any proposed transferee, by instrument in writing satisfactory to the City shall, for itself and its successors and assigns, and expressly for the benefit of the City, have expressly assumed all of the obligations of the Developer under this Agreement and agreed to be subject to all the conditions and restrictions to which the Developer is subject.

(3) There shall be submitted to the City for review and prior written approval all instruments and other legal documents involved in effecting the transfer of any interest in this Agreement or the Project.

Section 3.7 Real Property Taxes. The Developer acknowledges that it is obligated under law to pay all real property taxes and special assessments payable with respect to all parts of the Development Property acquired and owned by it which are payable pursuant to this Agreement, State law and any other statutory or contractual duty that shall accrue subsequent to the date of its acquisition of title to the Development Property (or part thereof) and until title to the property is vested in another person. The Developer agrees that for tax assessments so long as this Agreement remains in effect:

(1) It will not seek administrative review or judicial review of the applicability of any tax statute relating to the ad valorem property taxation of real property contained on the Development Property determined by any tax official to be applicable to the Project or the Developer or raise the inapplicability of any such tax statute as a defense in any proceedings with respect to the Development Property, including delinquent tax proceedings; provided, however, "tax statute" does not include any local ordinance or resolution levying a tax;

(2) It will not seek administrative review or judicial review of the constitutionality of any tax statute relating to the taxation of real property contained on the Development Property determined by any tax official to be applicable to the Project or the Developer or raise the unconstitutionality of any such tax statute as a defense in any proceeding, including delinquent tax proceeding with respect to the Development Property; provided, however, "tax statute" does not include any local ordinance or resolution levying a tax;

(3) It will not seek any tax deferral or abatement not expressly provided for in this Agreement, either presently or prospectively authorized under Minnesota Statutes, Section 469.181, or any other State or federal law, of the ad valorem property taxation of the Development Property so long as this Agreement remains in effect.

Section 3.8 Business Subsidies Act.

(1) In order to satisfy the provisions of Minnesota Statutes, Sections 116J.993 to 116J.995 (the "Business Subsidies Act"), the Developer acknowledges and agrees that the amount of the "Business Subsidy" granted to the Developer under this Agreement is needed because the Project is not sufficiently feasible for the Developer to undertake without the Business Subsidy. The public purpose of the Business Subsidy is to create new employment opportunities for the City's citizens, increase and modernize the commercial building facilities available in the City, and increase the tax base in the City. The Developer agrees that it will meet the following goals (the "Goals"):

- (a) To create a minimum of 60 full-time equivalent jobs on the Development Property by _____.
- (b) For each full-time equivalent job added pursuant to subparagraph (a) above, to pay a wage that with benefits, exceeds the minimum hourly wage required for qualification for job creation or retention goals in the City's Business Subsidy Policy, as the same may be amended.
- (c) To spend a minimum of \$5.5 million on capital projects on and improvements to the Development Property by _____.

(2) If the Goals are not met, the Developer agrees to repay all or a part of the Business Subsidy to the City, plus interest (“Interest”) set at the implicit price deflator defined in Minnesota Statutes, Section 275.70, subdivision 2, accruing from and after the Benefit Date, as that term is defined in Minnesota Statute Section 116J.993, compounded semiannually. If the Goals are met in part, the Developer will repay a portion of the Business Subsidy (plus Interest) determined by multiplying the Business Subsidy by a fraction in proportion to the level of the Developer’s partial satisfaction of the Goals.

(3) The Developer agrees to (i) report its progress on achieving the Goals to the City until the later of the date the Goals are met or two years from the latest Benefit Date, or, if the Goals are not met, until the date the Business Subsidy is repaid, (ii) include in the report the information required in Subdivision 7 of the Jobs Act (Minnesota Statutes, Section 116J.994) on forms developed by the Minnesota Department of Employment and Economic Development, and (iii) send completed reports to the City. The Developer agrees to file these reports no later than March 1 of each year commencing March 1, 2017, and within 30 days after each deadline for meeting the Goals. The Taxing Jurisdictions agree that if they do not receive the reports, they will mail the Developer a warning within one week of the required filing date. If within 14 days of the post marked date of the warning the reports are not made, the Developer agrees to pay to the City a penalty of \$100 for each subsequent day until the report is filed up to a maximum of \$1,000.

(4) The Developer agrees to continue operations of the Project on the Development Property for at least five (5) years after the latest Benefit Date.

Section 3.9 Tax Abatement Program.

(1) The Tax Abatement paid to the Developer shall be in accordance with and subject to the terms and conditions contained in the Abatement Resolution and the Tax Abatement Act.

(2) The Tax Abatement shall be for a duration of not to exceed ten years and shall apply to the increased portion of the City’s share of ad valorem property taxes imposed on the Development Property derived from the value of the Project and paid by the Developer, in a total amount not to exceed \$375,260.00, beginning with taxes payable in 2017 and continuing through taxes payable in 2026, as follows:

(a) For the years 2017 through 2024, 100 percent of the increased portion of the City’s share of ad valorem property taxes on the Development Property resulting from the Project; and

(b) For the years 2025 and 2026, 80 percent of the increased portion of the City’s share of ad valorem property taxes on the Development Property resulting from the Project.

The increased portion of the City’s share of ad valorem property taxes on the Property which will be subject to abatement under this paragraph shall be any property taxes collected in any given year in excess of the 2016 base tax capacity for the Development Property of \$185,806.

(3) On or before January 1 and July 1 each year commencing July 1, 2017 and including January 1, 2027, the Developer shall invoice the City in the amount of the City’s

portion of ad valorem property taxes on the Development Property paid by Developer in the previous six month period to which the Developer is entitled to reimbursement under this Section. On or before February 1 and August 1 each year commencing August 1, 2017 to and including February 1, 2027 the City shall pay the Developer the amount of the Tax Abatements received by the City in the previous six month period.

(4) In order to be entitled to the Tax Abatement provided for in this Agreement, the Developer shall not be in default within the City of any of its payment obligations respecting any taxes, assessments, utility charges or other governmental impositions. Notwithstanding the other provisions of this Article, the City shall not have any obligation to the Developer with respect to the Abatement of taxes hereunder if the City, at the time or times such obligation is required, is entitled to exercise any of the remedies set forth in this Agreement as a result of an Event of Default, which has not been cured.

ARTICLE IV

EVENTS OF DEFAULT

Section 4.1 Events of Default Defined. The following shall be “Events of Default” under this Agreement and the term “Event of Default” shall mean whenever it is used in this Agreement any one or more of the following events:

(1) Failure by the Developer to timely pay when due the payments required to be paid or secured under any provision of this Agreement or which are otherwise required, including the payment of any ad valorem real property taxes, special assessments, utility charges or other governmental impositions with respect to the Development Property, the Project or any portion thereof.

(2) Failure by the Developer to cause the construction of the Project to be completed pursuant to the terms, conditions and limitations of this Agreement.

(3) Failure by the Developer to observe or perform any other covenant, condition, obligation or agreement on its part to be observed or performed under the Agreement.

(4) If Developer admits in writing of its inability to pay its debts generally as they become due, or shall file or be involuntarily named as a debtor in a petition in bankruptcy, or shall make an assignment for the benefit of creditors, or shall consent to the appointment of a receiver of itself or of the whole or any substantial part of the Development Property.

(5) If the Developer, on a petition in bankruptcy filed against it, be adjudicated bankrupt, or a court of competent jurisdiction shall enter an order or decree appointing, without the consent of the Developer, a receiver of the Developer or of the whole or substantially all of its property, or approve a petition filed against the Developer seeking reorganization or rearrangement of the Developer under the federal bankruptcy laws, and such adjudication, order or decree shall not be vacated or set aside or stayed within sixty (60) days from the date of entry thereof.

(6) If the Developer is in default under any mortgage and has not entered into a workout agreement with the Mortgagee within sixty (60) days after such default.

Section 4.2 Remedies on Default. Whenever any Event of Default referred to in Section 4.1 occurs and is continuing, the City, as specified below, in addition to any other remedies or rights given the City under this Agreement, after the giving of thirty (30) days' written notice to the Developer citing with specificity the item or items of default and notifying the Developer that it has thirty (30) days within which to cure said Event of Default, may take any one or more of the following actions:

(1) The City may suspend its performance under this Agreement, including the payment of any Tax Abatement, until it receives assurances from the Developer, deemed adequate by the City, that the Developer will cure its default and continue its performance under this Agreement.

(2) The City may cancel and rescind the Agreement.

(3) The City may take any action, including legal or administrative action, in law or equity, which may appear necessary or desirable to collect any payments due under this Agreement, or to enforce performance and observance of any obligation, agreement, or covenant of the Developer under this Agreement; provided that any exercise by the City of its rights or remedies hereunder shall always be subject to and limited by, and shall not defeat, render invalid or limit in any way the lien of any mortgage authorized by this Agreement; and provided further that should any Mortgagee succeed by foreclosure of the mortgage or deed in lieu thereof in respect to the Developer's interest in the Development Property, the Mortgagee shall, notwithstanding the foregoing, be obligated to perform the obligations of the Developer to complete construction of the Project described and in the manner required hereunder, but only to the extent that the same have not theretofore been performed by the Developer.

(4) The City may withhold any certificate or permit required hereunder.

The notice of an Event of Default required in this Section shall be effective on the date mailed or hand delivered to the Developer.

Section 4.3 No Remedy Exclusive. No remedy herein conferred upon or reserved to the City is intended to be exclusive of any other available remedy or remedies, but each and every such remedy shall be cumulative and shall be in addition to every other remedy given under this Agreement or now or hereafter existing at law or in equity or by statute. No delay or omission to exercise any right or power accruing upon any default shall impair any such right or power or shall be construed to be a waiver thereof, but any such right and power may be exercised from time to time and as often as may be deemed expedient. Except as expressly set forth herein, it shall not be necessary to give notice to exercise a remedy, other than such notice as may be required in this Article.

Section 4.4 No Implied Waiver. In the event any obligation contained in this Agreement should be breached by either party hereto and thereafter waived by the other party, such waiver shall be limited to the particular breach so waived and shall not be deemed to waive any other concurrent, previous or subsequent breach hereunder.

Section 4.5 Agreement to Pay Attorneys' Fees and Expenses. Whenever any Event of Default occurs and the City shall employ attorneys or incur other expenses for the collection of payments due or to become due or for the enforcement or performance or observance of any obligation or agreement on the part of the Developer herein contained, the Developer agrees that

it shall, on demand therefore, pay to the City the reasonable fees of such attorneys and such other expenses so incurred by the City.

Section 4.6 Release and Indemnification Covenants.

(1) The Developer expressly releases from and covenants and agrees to indemnify and hold the City and its officers, agents, servants, employees and all members of the City Council, planning commission and other board or commission harmless from and against all claims, costs and liability of every kind and nature, for injury or damage received or sustained by any person or entity in connection with, or an account of the Project, the Development Property, or the performance of work at the development site and elsewhere pursuant to this Agreement, and further releases such officers employees, agents and members from any personal liability in connection with handling funds pursuant to the terms of this Agreement. The indemnification provided hereunder shall not apply to intentional acts or gross misconduct of the individual or entity so indemnified.

(2) Except for any willful misrepresentation or any willful or wanton misconduct of the following named parties, the Developer agrees to protect and defend the City and its officers, agents, servants and employees and all members of the City Council, planning commission and other board or commission, now or forever, and further agrees to hold the aforesaid harmless from any claim, demand, action or other proceeding whatsoever by any person or entity whatsoever arising or purportedly arising from a breach of the obligations of the Developer under this Agreement, or the transactions contemplated hereby or the acquisition, construction, installation, ownership, maintenance and operation of the Project.

(3) The City and its officers, agents, employees and all members of the City Council, planning commission and other board or commission shall not be liable for any damages or injury to the persons or property of the Developer or its officers, agents, servants or employees or any other person who may be about the Project due to any act of negligence of any person.

(4) All covenants, stipulations, promises, agreements and obligations of the City contained herein shall be deemed to be the covenants, stipulations, promises, agreements and obligations of the City and not of any officer, agent, servant, employee or any members of the City Council, planning commission and other board or commission of the City in the individual capacity thereof.

(5) The Developer is not an agent of the City and this Agreement shall not be construed as creating a joint venture, partnership or other joint arrangement between the Developer and the City relating to the Project.

ARTICLE V

ADDITIONAL PROVISIONS

Section 5.1 Conflicts of Interest/No Personal Liability. No member of the governing body or other official or employee of the City shall have any personal interest, direct or indirect, in this Agreement, nor shall any such member, official or employee participate in any decision relating to the Agreement which affects his or her personal interests or the interests of any corporation, partnership or association in which he or she is directly or indirectly interested. No member, official or employee of the City shall be personally liable to the Developer in the event

of any default or breach by the City or for any amount that may become due to the Developer for any obligations under the terms of this Agreement.

Section 5.2. Non-Discrimination. Developer shall not violate any law applicable to it with respect to civil rights and non-discrimination including, without limitation, Minnesota Statutes, Section 181.59.

Section 5.3. No Merger. None of the provisions of this Agreement are intended to be or shall be merged by reason of any deed transferring any interest in any part of the Development Property and any such deed shall not be deemed to affect or impair the provisions of this Agreement.

Section 5.4. Cleanup. The Developer shall promptly clear or cause to be cleared from the Development Property and any public streets or property, any soil, earth or debris or unnecessary personal property or equipment resulting from construction work by the Developer or its agents or assigns. If Developer fails to do so within two (2) business days of receipt of telephone or personally delivered personal notice from the City, the City shall be entitled to undertake such corrective action as it deems necessary and to charge the Developer for the cost of such corrective action. This remedy is in addition to any other remedy available to the City hereunder. Developer's failure to pay such charges when billed by the City shall be an additional Event of Default under this Agreement.

Section 5.5. Responsibility for Costs. Developer shall be responsible for the following costs incurred with respect to this Agreement, which costs shall be paid as set forth below:

(1) The Developer shall reimburse the City for reasonable, administrative and out-of-pocket costs, expenses and disbursements incurred in the enforcement of this Agreement, including engineering and attorney's fees.

(2) The Developer shall pay in full all bills submitted to it by the City within thirty (30) days after receipt. If the bills are not paid on time, the City may without further notice to Developer exercise any one or more of the remedies provided to the City by Article 5 hereunder.

Section 5.6 Notices and Demands. Except as otherwise expressly provided in this Agreement, a notice, demand or other communication under this Agreement by any party to any other shall be sufficiently given or delivered if it is dispatched by registered or certified mail, postage prepaid, return receipt requested, or delivered personally, and

(1) in the case of the Developer is addressed to or delivered personally to:

_____, President
RockStep Willmar LLC
1445 N Loop West #625
Houston, TX 77008

(2) in the case of the City is addressed to or delivered personally to:

City Administrator
City of Willmar
333 SW 6th St.
Willmar, MN 56201

or at such other address with respect to any such party as that party may, from time to time, designate in writing and forward to the other, as provided in this Section.

Section 5.7 Counterparts. This Agreement may be executed in any number of counterparts, each of which shall constitute one and the same instrument.

Section 5.8 Duration. This Agreement shall remain in effect through February 1, 2031, unless earlier terminated or rescinded in accordance with its terms.

Section 5.9 Provisions Surviving Rescission or Expiration. Sections 4.5 and 4.6 shall survive any rescission, termination or expiration of this Agreement with respect to or arising out of any event, occurrence or circumstance existing prior to the date thereof.

Section 5.10 Records—Availability and Retention. Pursuant to Minn. Stat. § 16C.05, subd. 5, the Developer agrees that the City, the State Auditor, or any of their duly authorized representatives at any time during normal business hours and as often as they may reasonably deem necessary, shall have access to and the right to examine, audit, excerpt, and transcribe any books, documents, papers, records, etc., which are pertinent to the accounting practices and procedures of the Developer and involve transactions relating to this Agreement. The Developer agrees to maintain these records for a period of six years from the date of termination of this Agreement.

Section 5.11 Data Practices. The parties acknowledge that this Agreement is subject to the requirements of Minnesota's Government Data Practices Act, Minnesota Statutes, Section 13.01 *et seq.*

Section 5.12. Rules of Interpretation.

- (1) Governing Law. This Agreement shall be interpreted in accordance with and governed by the laws of the State of Minnesota,
- (2) Includes Entire Agreement. The words "herein" and "hereof" and words of similar import, without reference to any particular section or subdivision refer to this Agreement as a whole rather than any particular section or subdivision hereof.
- (3) Original Sections. References herein to any particular article, section or paragraph hereof are to the section or subdivision of this Agreement as originally executed.
- (4) Headings. Any headings, captions, or titles of the several parts, articles, sections, and paragraphs of this Agreement are inserted for convenience and reference only and shall be disregarded in construing or interpreting any of its provision.
- (5) Conflict Between Agreements. In the event of any conflict between the terms, conditions and provisions of this Agreement and the terms, conditions and provisions of any other instrument, the terms, conditions and provisions of this Agreement shall control and take precedence.
- (6) Entire Agreement. This Agreement including any Schedules and Exhibits hereto contain the entire agreement of the parties relating to the subject matter herein, and no other prior or contemporary agreements, oral or written, shall be binding upon the parties hereto.

(7) Binding Effect. This Agreement shall be binding upon and shall inure to the benefit of the parties hereto and their respective successors and assigns as provided and as conditioned in this Agreement.

[THE REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK]

IN WITNESS WHEREOF, the City has caused this Agreement to be duly executed in its name and on its behalf, and the Developer has caused this Agreement to be duly executed in its name and on its behalf, on or as of the date first above written.

ROCKSTEP WILLMAR LLC

By _____
Its _____

By _____
Its _____

CITY OF WILLMAR, MINNESOTA

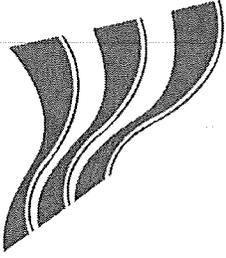
By _____
Its Mayor

By _____
Its Administrator

Exhibit A
Legal Description of Development Property

[insert legal description

]



CITY OF WILLMAR

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

COUNCIL ACTION REQUEST

DATE: September 15, 2016

SUBJECT: John's Supper Club Building

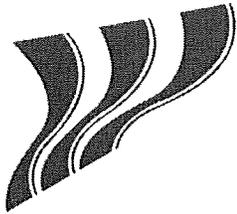
RECOMMENDATION: N/A

BACKGROUND: The former John's Supper Club building has been under reconstruction for a number of years. The Council previously granted the property owner an open-ended building permit to complete improvements. Most of the work on the building is completed. Final inspections have been made for the building construction and plumbing systems. The property is ready for occupancy and occupancy is subject to the owner at this point.

FINANCIAL CONSIDERATION: None.

LEGAL: None.

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



WILLMAR

City Clerk-Treasurer

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

COUNCIL ACTION REQUEST

DATE: September 19, 2016

SUBJECT: State Application and Permit for a 1 Day to 4 Day Temporary On-Sale Liquor License

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

Motion to Approve the State Application and Permit for a 1 Day to 4 Day Temporary On-Sale Liquor License on a Roll Call Vote

BACKGROUND:

The Kandiyohi county Fair Association; a 501 (c) (3) nonprofit corporation organized under the laws of the State of Minnesota, has plans to sell alcohol during a Demo Derby event from October 1 through October 2, 2016. State Application and Permit for a 1 Day to 4 Day Temporary On-Sale Liquor License is required to distribute or consume alcohol on their property. Municipal Code Section 3-173 states a temporary license shall only be issued to a club, charitable, religious, or other nonprofit organization that has been in existence for at least three (3) years.

FINANCIAL CONSIDERATION: \$100 per application

LEGAL: N/A

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