

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

June 16, 2014
7:00 p.m.

The regular meeting of the Willmar City Council was called to order by the Honorable Mayor Frank Yanish. Members present on a roll call were Mayor Frank Yanish, Council Members Denis Anderson, Ron Christianson, Steve Ahmann, Audrey Nelsen, Tim Johnson, Jim Dokken, Rick Fagerlie and Bruce DeBlieck; Present 9, Absent 0.

Others present were City Administrator Charlene Stevens, Interim Police Chief Jim Felt, Public Works Director Sean Christensen, Planning and Development Director Bruce Peterson, Finance Director Steve Okins, City Clerk Kevin Halliday, Community Education and Recreation Director Steve Brisendine, and City Attorney Robert Scott.

Council Member Ahmann noted he would like to add the Police Chief Vacancy to the agenda. Mayor Yanish stated it would be addressed after the Willmar Fests Ambassadors Introduction.

Council Member Anderson offered a motion adopting the Consent Agenda which included the following: City Council Minutes of June 2, Willmar Municipal Utilities Minutes of June 9, Mayoral Appointments of both Jodi Wambeke and Susan Mattson to the Willmar Citizen's Cable Advisory Committee, Accounts Payable Report through June 11, and the Building Inspection Report for the Month of May, 2014. Council Member Dokken seconded the motion, which carried.

Council Member DeBlieck commented on the Willmar Municipal Utilities minutes and informed the Council that the repair parts for Wind Turbine No. 4 have been manufactured and are in route to the City with delivery expected this week.

Mayor Yanish recognized Willmar Fests Board Vice President James Miller who thanked the City Council and staff for their help and support and extended invitations to the events scheduled for the community celebration. He acknowledged Rudy Vigil's efforts for the broadcast of events on WRAC 8. He then introduced the 2014 Willmar Fests Royalty: Aqua Princess, Victoria Hagen, International Princess, Danica Seifert and Queen of Festivals, Laura Swartz. Ms. Swartz thanked the Mayor and Council for their past support and gave a PowerPoint presentation detailing the events they have attended as representatives of Willmar. Mayor Yanish thanked them for their commitment as Ambassadors for the City and for their attendance at numerous parades and city celebrations.

City Administrator Stevens informed the Council of the status of filling the vacancy for Police Chief. Two candidates were interviewed for the position. The interview panel recommends Captain James Felt, who has been a member of Willmar's Police Department his entire career at a salary of \$85,000. Council Member Ahmann moved to approve the recommendation of the hiring committee, with Council Member Johnson seconding the motion, which carried. James Felt thanked the Council for the opportunity to continue to serve the community in the capacity of Police Chief.

At 7:18 p.m. Mayor Yanish opened the hearing for the 2014 Street and Other Improvements. Public Works Director Sean Christensen reviewed the projects included with a PowerPoint Presentation. He described the payment process for assessments and detailed the proposed construction of each street segment. Some areas are proposed to be reconstructed, others consist of a mill and overlay, and a segment of 12th Street SE will be new construction. The total project cost is close to \$2 million with the assessed value of about \$802,000, with the remaining cost to be paid by the City.

Gary Nielsen of 406 NW 9th Street addressed the Council questioning the benefit to his property for the assessments. He stated to his knowledge there would be no utility connections onto his property and he felt the street is in remarkably good condition. His utility services come from Ella Avenue and his driveway is on Lake Avenue. He stated there are no problems with drainage and he requested the removal of that block from the proposed reconstruction project. It appears to him there is no benefit to his property. Public Works Director Sean Christensen addressed his comments informing the Council that the storm sewer in this area is being upsized from a 12-inch clay pipe to a 15-inch PVC and would provide a benefit to his property. Mr. Nielsen reiterated that his property drains north to Ella Avenue, with no benefit.

Bill Kallhoff of 317 NW 9th Street also addressed the Council questioning the improvement to 9th Street NW as to why it's being made "bigger and better" if it doesn't appear to be needed. Public Works Director Sean Christensen focused on the fact that this particular street only has 1 ½ inches of bituminous surface in place, which is below current standards and it is only a matter of time before the street fails. Original construction took place in 1951 with some water main being patched in 1982. Reconstruction of this street is in accordance with the 1995 Pavement Management Policy.

Don Cole of 521 SW 10th Street passed out a petition signed by every property owner on 10th Street SW relative to the proposed overlay project. These homeowners contest the road is not in need of repair at this time. Their concerns are there are other streets within the City in much worse condition. Public Works Director Sean Christensen explained the City's Pavement Management Plan to those present explaining that the streets scheduled for mill and overlay are considered "savable" at this point of time, before they go to the full-reconstruct state, which is four times the amount of money. Postponing the street affects the street schedule and may result in reconstruction years later.

Justin Sharp of 524 SW 10th Street requested the City do Minnesota Avenue first as it's in much worse condition and stated all his neighbors feel the same. He questioned the amount of gravel base and how this will affect the longevity of the street.

Terry Brunson of 520 SW 9th Street urged the Council to remove 9th Street SW as he felt the work is not needed and the road is in great shape. Fiscally restricted times and the money should be spent where it is needed. He spoke representing his neighbors requesting 9th Street SW be removed from the project.

After all were heard to speak for or against the improvements, Mayor Yanish closed the hearing at 7:59 p.m.

The Council requested clarification on how the projects were bid and the possibility of streets being removed from the project. Public Works Director Sean Christensen stated that 9th Street SW could be pulled, but if 10th Street SW was also pulled, the project would have to be rebid. The funding process was discussed and addressed by City Administrator Charlene Stevens. Consideration was given to rebidding the project and the schedule discussed.

After a lengthy discussion, Resolution No. 1 was introduced by Council Member Fagerlie calling for the adoption of the proposed assessment roll excluding the mill and overlay of 9th Street SW from the project and rejecting the objections of reconstruction of 9th Street NW and the mill and overlay of 10th Street SW. The resolution was seconded by Council Member Ahmann, reviewed by Mayor Yanish, and failed on a roll call vote of Ayes 3, Noes 5. Council Members Anderson, Christianson, Johnson, Dokken and DeBlieck voted no.

RESOLUTION NO. 1

ADOPTING ASSESSMENT ROLL

WHEREAS, pursuant to notice duly given as required by law, the City Council has met, heard, and passed upon all objections to the proposed assessment for 2014 Street and Other Improvements, and has amended such proposed assessment as it deems just;

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

1. Such proposed assessment, the sum of \$802,374.62, a copy of which is attached hereto and made a part hereof, is hereby accepted and shall constitute the special assessment against the lands named therein, and each tract of land therein is hereby found to be benefited by the proposed improvement listed as Project 1401.

2. Such assessments shall be as follows:

A. The assessments shall be payable in equal annual installments extending over a period of ten (10) years, the first of said installments to be payable with general taxes for the year 2014, collectible with such taxes during the year 2015.

B. To the first installment shall be added interest at the rate of four and seventy-five hundredths (4.75) percent per annum on the entire principal amount of the assessment from the date of funding, approximately July 1, 2014, until December 31, 2015. To each subsequent installment, when due there shall be added interest for one year at said rate on the unpaid principal amount of the assessment.

C. The owner of any property so assessed may at any time prior to the certification of the assessment or the first installment thereof to the County Auditor (Treasurer), pay the whole of the principal amount of the assessment on such property with interest accrued to the date of payment to the City Clerk-Treasurer, except that no interest shall be charged if the entire assessment is paid by October 31, 2014, and such property owner may at any time prior to November 15 of any year pay to the City Clerk-Treasurer the entire principal amount.

3. The City Clerk-Treasurer shall forthwith transmit a certified duplicate copy of this assessment to the County Auditor to be extended on the tax list of the County.

Dated this 16th day of June, 2014.

Council Member Anderson moved to introduce a resolution adopting the proposed Assessment Roll for the 2014 Improvement Projects rejecting all arguments from the public. The action failed due to lack of a second.

Resolution No. 2 adopting the assessment roll to include only the proposed reconstructed streets and the new construction of 12th Street SE was introduced by Council Member Fagerlie, seconded by Council Member Christianson. During discussion, a motion was made by Council Member Ahmann to amend the resolution noting the rejection of the objections of the residents representing 9th Street NW, seconded by Council Member Christianson, which carried. Resolution No. 2 was then reviewed by Mayor Yanish, and passed on a roll call vote of Ayes 5, Noes 3. Council Members Anderson, Nelsen and DeBlicke cast the no votes.

RESOLUTION NO. 2

ADOPTING ASSESSMENT ROLL

WHEREAS, pursuant to notice duly given as required by law, the City Council has met, heard, and passed upon all objections to the proposed assessment for 2014 Street and Other Improvements, and has amended such proposed assessment as it deems just;

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

1. Such proposed assessment, the sum of \$475,491.45, a copy of which is attached hereto and made a part hereof, is hereby accepted and shall constitute the special assessment against the lands named therein, and each tract of land therein is hereby found to be benefited by the proposed improvement listed as Project 1401.

2. Such assessments shall be as follows:

A. The assessments shall be payable in equal annual installments extending over a period of ten (10) years, the first of said installments to be payable with general taxes for the year 2014, collectible with such taxes during the year 2015.

B. To the first installment shall be added interest at the rate of four and seventy-five hundredths (4.75) percent per annum on the entire principal amount of the assessment from the date of funding, approximately July 1, 2014, until December 31, 2015. To each subsequent installment, when due there shall be added interest for one year at said rate on the unpaid principal amount of the assessment.

C. The owner of any property so assessed may at any time prior to the certification of the assessment or the first installment thereof to the County Auditor (Treasurer), pay the whole of the principal amount of the assessment on such property with interest accrued to the date of payment to the City Clerk-Treasurer, except that no interest shall be charged if the entire assessment is paid by October 31, 2014, and such property owner may at any time prior to November 15 of any year pay to the City Clerk-Treasurer the entire principal amount.

3. The City Clerk-Treasurer shall forthwith transmit a certified duplicate copy of this assessment to the County Auditor to be extended on the tax list of the County.

Dated this 16th day of June, 2014.

/s/ Frank Yanish
MAYOR

/s/ Kevin Halliday
Attest: CITY CLERK

Council Member Ahmann made a motion to accept the objections levied by property owners of 9th Street SW and 10th Street SW and not adopt the assessment roll of all overlay streets listed. Council Member Fagerlie seconded the motion, which passed on a roll call vote of Ayes 5, Noes 3. Council Members Anderson, Nelsen and DeBlieck cast the no votes.

At 9:00 p.m. Mayor Yanish opened the hearing for the Annual Storm Water Permit/Pollution Prevention Program. Jared Voge, consulting engineer with Bolton and Menk, brought forth the information relating to the City's 2013 Storm Water Report, which is part of an annual permitting requirement of the MPCA. The report provided an update on the City's status of compliance with the MS4 permit conditions and what the future storm water compliance plans are. The City inspected and inventoried ponds and wetlands, conducted erosion and sediment control site inspections, 4,665 CY of sediment was removed from City streets and 133 of the total 158 outfalls were inspected. The hearing closed at 9:05 p.m. Following discussion, Council Member Christianson moved to accept the 2013 Storm Water Permit/Pollution Prevention Program report with Council Member DeBlieck seconding the motion, which carried.

Mayor Yanish called a recess to the meeting at 9:07 p.m. At 9:18 p.m. the Council reconvened.

Mayor Yanish acknowledged that no one had signed up to address the City Council during its scheduled Open Forum.

The Finance Committee Report for June 9, 2014 was presented to the Mayor and Council by Council Member Anderson. There were seven items for consideration.

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

Item No. 2 Staff explained that 2014 is the last year of the first five-year agreement with the Northwoods League and Willmar Baseball LLC for use of the Bill Taunton Stadium at Baker Diamond. A new five-year lease is being proposed effective August 25, 2014 through August 25, 2019, and has been reviewed by the City Attorney. It was noted that rents were increased by \$18,540 over the previous agreement for the five-year period and that these rates are comparable with statewide cities of like-size. The new agreement details more specific rent payment guidelines and insurance requirements, has more City control on playability of the field, details concession stand rules, grants Community Ed & Recreation additional signage, prohibits political signage and candidate endorsement, and controls the Facility Close Down dates. Staff time for maintenance of the facility and recycling issues were discussed. It was suggested that an announcement could be made in the 7th inning asking patrons to take their garbage to the receptacles when leaving the game.

The Committee was recommending the Council accept the five-year agreement with the Northwoods League and Willmar Baseball LLC and authorize the Mayor and City Administrator execute it on behalf of the City. Resolution No. 3 was introduced by Council Member Johnson, seconded by Council Member Fagerlie, reviewed by Mayor Yanish, and approved on a roll call vote of Ayes 8, Noes 0.

RESOLUTION NO. 3

BE IT RESOLVED by the City Council of the City of Willmar, a municipal corporation of the State of Minnesota, that the Mayor and City Administrator be authorized to enter into a Facility Lease Agreement with the Northwoods League, Inc., and Willmar Baseball, LLC, for the five-year period August 25, 2014, through August 25, 2019.

Dated this 16th day of June, 2014.

/s/ Frank Yanish
MAYOR

/s/ Kevin Halliday
Attest: CITY CLERK

Item No. 3 Staff explained that Arvig Enterprises has contracted with State and County Officials to install redundancy connections and they need to install wires in the City Right-of-Way. Pursuant to Article VII, Section 8.01 of the City Code, it is required that Arvig obtain a license from the City to perform this task. Pursuant to Minnesota Statutes Sections 237.162 and 237.163, it is required that Arvig enter into a License Agreement with the City of Willmar to use the City Right-Of-Way. In order to cover administrative costs, it is staff's recommendation to establish a fee of \$2,000 to be charged per project for this and future agreements of this nature.

The Committee was recommending the Council authorize the Mayor and City Administrator to execute the License Agreement with Arvig Enterprises, Inc., as presented and to establish the \$2,000 fee per project agreement. Resolution No. 4 was introduced by Council Member Johnson, seconded by Council Member Fagerlie, reviewed by Mayor Yanish, and approved on a roll call vote of Ayes 8, Noes 0.

RESOLUTION NO. 4

BE IT RESOLVED by the City Council of the City of Willmar, a municipal corporation of the State of Minnesota, that the Mayor and City Administrator be authorized to enter into a License Agreement with Arvig Enterprises, Inc. to install redundancy connections in City Right-Of Way as specified in the Agreement.

Dated this 16th day of June, 2014.

/s/ Frank Yanish
MAYOR

/s/ Kevin Halliday
Attest: CITY CLERK

Item No. 4 The Committee reviewed invoices the City has received for ditch repairs within the City limits in the amount of \$156,270.29, however, the 2014 Budget includes only \$20,000 for these repairs. It is being proposed that the remaining \$136,271 be funded through the Surface Water Management Fund leaving approximately \$72,000 remaining in that fund. The invoiced costs being levied are based on the prior year's expenses which include both ditch maintenance and the cost of the viewers to perform the Redetermination of Benefits of County Ditches. It was the recommendation of the Committee to reallocate \$136,271 from the Surface Water Management Fund to fund the excess costs for County Ditch Repairs. Council Member Fagerlie seconded the motion which carried.

Resolution No. 5 was introduced by Council Member Johnson, seconded by Council Member Dokken, reviewed by Mayor Yanish, 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 authorize the Finance Director to reallocate the 2014 Budget Amount for the County Ditch Improvements Project as follows:

General Fund:

Increase:	Maintenance of Other Improvements Expenditures	\$ 136,271
Increase:	Transfer In - Surface Water Management	\$ 136,271

C.P. Surface Water Management Fund

Increase:	Transfer Out - General Fund	\$ 136,271
Decrease:	Fund Balance	\$ 136,271

Dated this 16th day of June, 2014.

/s/ Frank Yanish
MAYOR

/s/ Kevin Halliday
Attest: CITY CLERK

Item No. 5 The Committee was reminded that a CIP Work Session is scheduled for June 23, 2014, at the Municipal Utilities Auditorium.

Item No. 6 There was no old business to come before the Committee.

Item No. 7 Under New Business staff explained to the Committee that James Anfinson wishes to construct a concrete driveway on his residential property in southwest Willmar. This driveway would encroach on the City's public right-of-way which is on a road that has no improvements constructed to date. Pursuant to that, an Encroachment License Agreement, prepared by the City Attorney, was presented to the Committee for their review. In order to cover administrative costs, it is staff's recommendation to establish a fee of \$450 to be charged per project for this and future agreements of this nature. The Committee was recommending the Council authorize the Mayor and City Administrator to execute the Encroachment License Agreement with James Anfinson, as presented and to establish the \$450 fee per Encroachment License Agreement.

Resolution No. 6 was introduced by Council Member Johnson, seconded by Council Member DeBlieck, reviewed by Mayor Yanish, 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, a municipal corporation of the State of Minnesota, that the Mayor and City Administrator be authorized to enter into an Encroachment License Agreement with James Anfinson to construct a concrete driveway at 2309 Williams Parkway Southwest, Willmar, Minnesota, as specified in the Agreement.

Dated this 16th day of June, 2014.

/s/ Frank Yanish
MAYOR

/s/ Kevin Halliday
Attest: CITY CLERK

Council Member Fagerlie thanked Ryan Voz and Marc Jerzak representatives for the Willmar Stingers for their presence in Willmar. Mr. Voz spoke briefly about the recycling program and thanked the Council.

The Finance Committee Report for June 9, 2014, was approved as presented and ordered placed on file in the City Clerk's Office upon motion by Council Member Johnson, seconded by Council Member Dokken, and carried.

The Public Works/Safety Committee Report for June 10, 2014 was presented to the Mayor and Council by Council Member Christianson. There were eight items for consideration.

Item No. 1 Under Public Comment, Willmar citizen Don Cole brought forth questions regarding the process to determine street repairs. As a resident of 10th Street SW, he does not believe that 10th Street needs any repairs. Staff explained the Pavement Management Plan rates streets on a scale from 1 to 100, 100 being the best street condition and 1 being the worst condition. The options of maintaining a street starts with crack sealing, followed by seal coating, mill and overlay, and finally reconstruction. This was received for information only.

Item No. 2 Staff presented a recommendation to the Committee to approve Contract No. 1301-A Change Order #1. The project was awarded to Duinck Inc. on May 9, 2013, for the street improvements to Kandiyohi Avenue SW from 1st Street to 7th Street SW, and 11th Street to 15th Street. Staff noted minor extra work was required to correct grade and drainage problems. Change Order No. 1 in the amount of \$10,875.60 was negotiated with the contractor to address the added work. Project funding was discussed with the committee, noting the design engineer has agreed to pay these additional contract costs for completing the work.

Staff suggested the possibility of using an escrow account provided by the engineer to cover any modifications to the completed work. The Council also suggested an idea of having the engineer sign a

document stating any problems that arise with the engineer plans, they are held liable for resolving the issues.

The Committee discussed the change order and recommended Council approval. Resolution No. 7 was introduced by Council Member Christianson, seconded by Council Member Nelsen, reviewed by Mayor Yanish, and approved on a roll call vote of Ayes 8, Noes 0.

RESOLUTION NO. 7

WHEREAS, the City of Willmar entered into a contract on May 9, 2013 for Project No. 1301-A with Duininck, Inc. for the Kandiyohi Avenue Southwest Street Improvements; and

WHEREAS, Kandiyohi Avenue Southwest Street Improvements required minor extra work; and

WHEREAS, the minor extra work has been agreed to and completed by the contractor; and

WHEREAS, the design engineer, Bollig, Inc. has agreed to make payment for the required minor extra work; with a \$10,875.60 change to the contract price known as Change Order No. 1.

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

1. Additional work is herewith authorized to be added to the above contract in the amount of \$10,875.60 and identified as Change Order No. 1.
2. Funding for the additional work is from the design engineer.

BE IT FURTHER RESOLVED by the City Council of the City of Willmar, a municipal corporation of the State of Minnesota, that the contract total is revised to \$1,332,049.80 for Project 1301-A for the Kandiyohi Avenue Southwest Street Improvements.

Dated this 16th day of June, 2014.

/s/ Frank Yanish
MAYOR

/s/ Kevin Halliday
Attest: CITY CLERK

Item No. 3 Staff presented a policy to establish how the City will implement a method to meet the minimum sign retroreflectivity requirements in the manual on Uniform Traffic Control Devices. The goal of this policy is to improve public safety on the City's streets and maximize the City's limited resources to replace signs. It was noted there was no financial consideration at this time as it is only adopting the policy and creating a database of the signs retroreflectivity by Public Works staff.

The Committee considered the policy and recommended it be adopted formally by the Council. Resolution No. 8 was introduced by Council Member Christianson, seconded by Council Member Nelsen, reviewed by Mayor Yanish, and approved on a roll call vote of Ayes 8, Noes 0.

RESOLUTION NO. 8

WHEREAS the purpose of this policy is to establish how the City will implement an assessment or management method, or combination of methods, to meet the minimum sign retroreflectivity requirements in the Minnesota Manual on Uniform Traffic Control Devices (MN MUTCD).

WHEREAS substantial conformance with the MN MUTCD is achieved by having a method in place to maintain minimum retroreflectivity levels.

WHEREAS conformance does not require or guarantee that every individual sign in the City will meet or exceed the minimum retroreflectivity levels at every point in time.

WHEREAS the goal of this policy is to improve public safety on the City's streets and roads and prioritize the City's limited resources to replace signs.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Willmar, hereby adopts the policy of Sign Retroreflectivity.

Dated this 16th day of June, 2014.

/s/ Frank Yanish
MAYOR

/s/ Kevin Halliday
Attest: CITY CLERK

Item No. 4 Staff presented a recommendation to award the 2014 Street Lighting contract to Zenergy, LLC in the amount of \$63,489.00, authorize the Mayor and City Administrator to execute the agreement on behalf of the City, and amend the budget of the Local Option Sales Tax to fund the project. The project will install LED lights on Willmar Avenue SW from 22nd Street to 30th Street SW. The Committee concurred with staff and recommended award of the contract, as well as authorizing the Finance Director to amend the budget.

Resolution No. 9 was introduced by Council Member Christianson, seconded by Council Member Dokken, reviewed by Mayor Yanish, and approved on a roll call vote of Ayes 8, Noes 0.

RESOLUTION NO. 9

BE IT RESOLVED by the City Council of the City of Willmar, a Municipal Corporation of the State of Minnesota, that the bid of Zenergy, LLC of Sebeka, Minnesota for the 2014 Street Lighting Project is accepted, and be it further resolved that 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 \$63,489.00.

Dated this 16th day of June, 2014.

/s/ Frank Yanish
MAYOR

/s/ Kevin Halliday
Attest: CITY CLERK

Item No. 5 Staff recommended the approval for the Willmar Police Department to apply with the Wal-Mart Foundation for a \$1,000 grant for the Shop with a Cop event. The Police Department has participated with the Willmar Wal-Mart Foundation for over ten years in this program, and officers volunteer their time to assist underprivileged children in shopping for holiday gifts for their family. The Committee recommended the Council approve the grant application.

Resolution No. 10 was introduced by Council Member Christianson, seconded by Council Member Nelsen, reviewed by Mayor Yanish, 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 to approve an application by the Willmar Police Department for, and the acceptance of, a Wal-Mart Foundation's Grant for the Shop with a Cop program.

Dated this 16th day of June, 2014.

/s/ Frank Yanish
MAYOR

/s/ Kevin Halliday
Attest: CITY CLERK

Item No. 6 Staff recommended the approval for the Willmar Police Department to apply with the Wal-Mart Foundation for a \$1,000 grant to fund a portion of the DARE program. The Police Department has been active in the DARE program since 1990, and the Wal-Mart Foundation has been a regular contributor for over 10 years to the program. The Committee recommended the Council approve the grant application.

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

RESOLUTION NO. 11

BE IT RESOLVED by the City Council of the City of Willmar to approve an application by the Willmar Police Department for, and the acceptance of, a Wal-Mart Foundation's Grant for the DARE program.

Dated this 16th day of June, 2014.

/s/ Frank Yanish
MAYOR

/s/ Kevin Halliday
Attest: CITY CLERK

Item No. 7 Under Old Business Interim Police Chief Jim Felt noted the jail census for June 10, 2014, was 99, and that the calls for service for the previous two weeks totaled 798; with a total of 1,545 calls total since the Public Works/Safety Meeting of May 13th, 2014. This was received for information only.

Item No. 8 Under New Business staff recommended the approval of roof maintenance and repairs to the Public Works Garage. The repairs are to resolve leaking issues that have materialized in the last two years. Two quotes were received and West Central Roofing submitted the low quote of \$20,104.37 to replace the office area with a Duro-Last Roofing System, repairing other problem areas and adding in 18 downspout extensions. It was the Committee's recommendation to approve the quote for maintenance and repairs and enter into an agreement with West Central Roofing.

Resolution No. 12 was introduced by Council Member Christianson, seconded by Council Member Nelsen, reviewed by Mayor Yanish, and approved on a roll call vote of Ayes 8, Noes 0.

RESOLUTION NO. 12

BE IT RESOLVED by the City Council of the City of Willmar, a Municipal Corporation of the State of Minnesota, that the quote of West Central Roofing Contractors, Inc. of Willmar, Minnesota for roof repairs at the Public Works Garage is accepted, and be it further resolved that the Mayor and City Administrator of the

City of Willmar are hereby authorized to enter into an agreement with the contractor for the terms and consideration of the contract in the amount not to exceed \$20,104.37.

Dated this 16th day of June, 2014.

/s/ Frank Yanish
MAYOR

/s/ Kevin Halliday
Attest: CITY CLERK

Council Member Christianson brought forth the topic of burning permit discussions for Fire Chief Gary Hendrickson, regarding the need to formulate a policy to not allow any burning of brush within the City limits. City residents are encouraged to use the Brush Site for any piles of leaves, branches, and grass trimmings in need of disposal. Clarification is also needed to define what is appropriate for burning in a fire pit. This was received for information only.

The Public Works/Safety Committee Report for June 10, 2014, 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, and carried.

The Community Development Committee Report for June 12, 2014 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 The Committee continued discussion of a staff proposal to increase building permit fees from the 1994 fee schedule to the 1997 fee schedule. Included in the staff proposal was a request to increase plumbing permit fees from \$7.00 per fixture to \$20.00 per fixture. This would bring the plumbing permit fee schedule more in line with the State of Minnesota that charges \$25.00 per fixture. Staff presented a comparison of permit fees for projects of various valuations under both the 1994 and 1997 UBC fee schedules, as well as from the 2003 League of Minnesota Cities recommended fee schedule. Staff further explained their attempt to do a cost accounting of the permitting process. A handout was discussed that showed the percentage of the departmental budgets applied to the cost of providing the service on a cost accounting basis. The Committee asked if the increase in fees would require a public hearing. Staff informed the Committee it would require a public hearing for the adoption of an ordinance. It was noted that there is no rush to adopt an ordinance; staff was looking for direction for the 2015 budget. Any proposed fee increase would not take place until January 1, 2015.

It was the Committee's recommendation to pursue the adoption of the ordinance to change the building permit fee schedule from the 1994 UBC, and to increase plumbing permit fees from \$7.00 per fixture to \$20.00 per fixture. Council Member Fagerlie moved to approve the recommendation, with Council Member DeBlieck seconding the motion, which carried.

Item No. 3 Staff presented information related to a preliminary proposal to erect vertical access wind turbines on City-owned property near the Waste Water Treatment Facility. The purpose of the project would be to provide power to the Waste Water Treatment Facility and, in theory, save the City money. It was noted that the proposal had not been formally vetted by Willmar Municipal Utilities. There are certain cost impacts on the Utilities and City that would result from the project. The Committee was concerned that the Utilities have an opportunity to review the proposal internally prior to any type of action by the Council. The matter was received for information only and staff will refer the proposal to Willmar Municipal Utilities.

Item No. 4 Staff presented information on year-to-date construction levels and gave the Committee a look at projects that are expected to be permitted within the next month. The total of projects to-date and those that have been received for plan review exceed \$40,000,000 in commercial/industrial activity. This was received for information only.

Item No. 5 Under Old Business staff updated the Committee on the status of the Erickson building, Historic 313 - 4th Street building, and the vacant structure at 515 - 7th Street Northwest.

Item No. 6 Under New Business Jill Bengtson of the Kandiyohi County Housing and Redevelopment Authority was present to discuss the transfer of Section 8 and public housing programs from the Willmar HRA to the County HRA. The United States Department of Housing and Urban Development is looking to have a July 1, 2014 closing on the transfer of the two programs. Following the transfer of those programs, discussion will continue prior to any action to formally dissolve the City HRA and to transfer its authority and operation to the County. It was a consensus of the Committee that no action be taken at this time. The Committee requested City Attorney review of the matter prior to Committee or full Council action. Other concerns included possible opportunities for efficiency by consolidating administrative functions and costs, as well as representation on the County HRA Board once the City HRA is formally dissolved. The Committee asked staff to forward the HRA program transfer documents to the City Attorney, and received the matter for information only, pending attorney review.

City Attorney Robert Scott had the opportunity to review the agreement prior to the Council meeting and addressed the Council. He explained the transfer agreement in detail which allows the City's assets in HRA to be transferred to the County's HRA. There is also an amendment to the cooperation agreement that under Statute allows the PILOT (Payment in Lieu of Taxes) payments be made to the County, and they will be authorized to disperse the payments to all the taxing bodies that would have received property taxes, if it were not tax exempt. City Attorney Robert Scott approved the transfer agreement and amendment.

Resolution No. 13 was introduced by Council Member Fagerlie, seconded by Council Member DeBlicek, reviewed by Mayor Yanish, and approved on a roll call vote of Ayes 8, Noes 0.

RESOLUTION NO. 13

A RESOLUTION AUTHORIZING EXECUTION OF NOVATION AGREEMENT TRANSFERRING COOPERATION AGREEMENT, FIRST AMENDMENT TO COOPERATION AGREEMENT, AND ALL DOCUMENTS NECESSARY FOR TRANSFER OF THE HOUSING AND REDEVELOPMENT AUTHORITY IN AND FOR THE CITY OF WILLMAR PUBLIC HOUSING PROJECTS AND OTHER PROJECTS; APPROVING TRANSFER OF OWNERSHIP AND OPERATION OF THE HOUSING AND REDEVELOPMENT AUTHORITY IN AND FOR THE CITY OF WILLMAR PUBLIC HOUSING PROJECTS AND OTHER PROJECTS; AND AUTHORIZING THE HOUSING AND REDEVELOPMENT AUTHORITY IN AND FOR THE CITY OF WILLMAR TO PREPARE A PLAN OF DISSOLUTION

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

Section 1. Recitals.

1.01. The Housing and Redevelopment Authority in and for the City of Willmar (the "Willmar HRA") has requested that the Kandiyohi County Housing and Redevelopment Authority (the "Authority") own and operate: (a) the Willmar HRA federally assisted public housing projects identified and known as the Project Numbers and located at addresses set forth in Exhibit A of the Transfer Agreement in the City of Willmar, Minnesota (collectively, the "Public Housing Projects"); and (b) all other Willmar HRA housing projects identified and located at the addresses set forth in Exhibit A of the Transfer Agreement in the City of Willmar, Minnesota (collectively, the "Other Projects" and collectively with the Public Housing Projects, the "Projects").

1.02. The Public Housing Projects are subject to a Cooperation Agreement between the Willmar HRA and the City (the "Cooperation Agreement") regarding, among other things, the payment of PILOTS to the City.

1.03. The Department of Housing and Urban Development ("HUD") is requiring that the Cooperation Agreement be transferred from the Willmar HRA to the Authority.

1.04. By statute, the Authority is required to pay PILOTS to Kandiyohi County, and the City is willing to acknowledge such requirement in an amendment to the Cooperation Agreement.

1.05. The Public Housing Projects serve low income households.

1.06. The Authority owns and operates other income restricted housing developments aimed at providing affordable housing for low income households.

1.07. The Authority has drafted a Transfer Agreement outlining the transaction and the responsibilities of each party and has prepared and/or reviewed other documents necessary to transfer the Projects from the Willmar HRA to the Authority, and provisions requested by HUD have been included in the Transfer Agreement and other documents.

1.08. The Willmar HRA, at a meeting currently scheduled for June 26, 2014, plans to authorize execution of the Transfer Agreement, finalization and closing of the transaction contemplated by the Transfer Agreement, and execution, acceptance and/or delivery of such other documents as are necessary to transfer the Projects to the Authority and carry out the transaction.

1.09. The Willmar HRA and the Authority have recommended to the Council that the Council authorize the Willmar HRA to transfer the Projects to the Authority and authorize the Authority's ownership and operation of the Projects.

1.10. The Projects are the only properties and projects owned and operated by the Willmar HRA and, accordingly, upon transfer of the Projects to the Authority, the Willmar HRA desires to dissolve pursuant to an approved plan.

Section 2. Findings.

2.01. The Council hereby finds that the Cooperation Agreement should be transferred from the Willmar HRA to the Authority, and that the Cooperation Agreement should be amended to acknowledge the Authority's statutory obligation to pay PILOTS to Kandiyohi County.

2.02. The Council hereby finds that there is a need for the Willmar HRA to transfer the Projects to the Authority and that there is a need for the Authority to own and operate the Projects.

2.03. The Council hereby finds that the Projects are the only properties owned and operated by the Willmar HRA and, accordingly, upon transfer of the Projects to the Authority, the Willmar HRA desires to dissolve pursuant to an approved plan.

Section 3. Approval.

3.01. The Council hereby authorizes and approves the transfer of the Cooperation Agreement from the Willmar HRA to the Authority, and hereby authorizes and approves the amendment of the Cooperation Agreement to acknowledge the Authority's statutory obligation to pay PILOTS to Kandiyohi County.

3.02. The Council hereby approves, ratifies, confirms and directs the Mayor and the City Clerk to finalize, execute, accept and/or deliver the following documents and all other documents as may be required by HUD:

a. Novation Agreement Transferring Cooperation Agreement to be entered into among the Authority, the Willmar HRA and the City; and

b. First Amendment to Cooperation Agreement to be entered into between the Authority and the City.

3.03 The Council hereby authorizes and approves the transfer of the Projects from the Willmar HRA to the Authority and the Authority's ownership and operation of the Projects.

3.03 The Council hereby authorizes and approves the Willmar HRA's preparation of a plan of dissolution.

Dated this 16th day of June, 2014.

/s/ Frank Yanish
MAYOR

/s/ Kevin Halliday
Attest: CITY CLERK

Another item under Old Business was staff's presentation to the Committee of a summary of the Development Agreement between the City of Willmar and Jennie-O Turkey Store for the land transfer and tax increment financing programs recently approved by the Council. A question was asked regarding claw-back provisions within the agreement. Staff and the Committee discussed Section 3.5.2 of the agreement that deals with the company's requirement to pay back any or all of the business subsidies should they fail to meet the goals stated in the agreement. Staff explained that the closing was scheduled for July 1, 2014 and that there would not be another Council meeting prior to the closing. Therefore, staff recommended that the development agreement be approved. The Committee was recommending the Council adopt a resolution approving the Development Agreement and authorizing the Mayor and City Administrator to execute the agreement and real estate closing documents.

Council Member Dokken requested Planning and Development Services Director Bruce Peterson explain the clawback clause and developer and assistance agreements. It was noted the City has never had to exercise use of the clawback provision.

City Attorney Robert Scott then brought forth information relating to the motion to execute the agreement requesting to change the wording. He then explained the circumstances surrounding the required amendment. A motion was made by Council Member Fagerlie to amend the former motion to introduce a resolution to execute an agreement that is in substantial conformance to the agreement presented to the Council. Council Member Dokken seconded the motion, which carried.

Resolution No. 14 was introduced by Council Member Fagerlie, seconded by Council Member DeBlieck, reviewed by Mayor Yanish, and approved on a roll call vote of Ayes 8, Noes 0.

RESOLUTION NO. 14

BE IT RESOLVED by the City Council of the City of Willmar, a municipal corporation of the State of Minnesota, that the Mayor and City Administrator be authorized to enter into the Development Agreement by and between the City of Willmar, Minnesota and Jennie-O Turkey Store, Inc. for the 2014 Jennie-O Turkey Store Expansion. The Development Agreement shall be in substantial conformity with the draft Agreement dated May 30, 2014.

Dated this 16th day of June, 2014.

/s/ Frank Yanish
MAYOR

/s/ Kevin Halliday
Attest: CITY CLERK

The Community Development Committee Report for June 12, 2014, 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 Christianson, and carried.

Director of Community Education and Recreation Steve Brisendine presented the results of the Requests for Proposals for the Master Park Plan. Five proposals were received and it is staff recommendation to enter into an agreement with SRF Consulting Group, Inc. to create the Master Plan for the City parks that would be an addendum to the overall comprehensive plan that is currently being prepared.

Resolution No. 15 was introduced by Council Member Nelsen, seconded by Council Member Anderson, reviewed by Mayor Yanish, and approved on a roll call vote of Ayes 8, Noes 0.

RESOLUTION NO. 15

Whereas the City of Willmar desires to retain a firm to provide services for the Master Plan of Willmar Parks for the City of Willmar; and

Whereas a proposal has been made by, and an agreement prepared to retain the firm of SRF Consulting Group, Inc. of Minneapolis, Minnesota for an amount of \$47,950.00 for said services;

Now therefore be it resolved by the City Council of the City of Willmar that said agreement is approved and that the Mayor and City Administrator be authorized to execute the same.

Dated this 16th day of June, 2014.

/s/ Frank Yanish
MAYOR

/s/ Kevin Halliday
Attest: CITY CLERK

City Clerk Kevin Halliday gave a brief update on the City Auditorium. Samples were recently taken for asbestos with results pending. Duct work concerns and the possible removal of more ducting than anticipated was also made known.

The Council was then directed by staff to act pursuant to the Adoption of the Assessment Roll to take action to award the projects to the low bidder. City Clerk Kevin Halliday stated there are two projects that can be awarded at this time. Project No. 1401 to Duininck Inc. was considered first in the amount of \$966,788.83. Resolution No. 16 was introduced by Council Member Ahmann, seconded by Council Member Fagerlie, reviewed by Mayor Yanish, and approved on a roll call vote of Ayes 8, Noes 0.

RESOLUTION NO. 16

BE IT RESOLVED by the City Council of the City of Willmar, a Municipal Corporation of the State of Minnesota, that the bid of Duininck Inc. of Prinsburg, Minnesota for Project No. 1401 is accepted, and be it further resolved that 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 \$966,788.83.

Dated this 16th day of June, 2014.

/s/ Frank Yanish
MAYOR

/s/ Kevin Halliday
Attest: CITY CLERK

The second contract for consideration was for Project No. 1404 to Vreeman Construction for the new construction of 12th Street SE in the amount of \$301,140.47. Resolution No. 17 was introduced by Council Member Christianson, seconded by Council Member Fagerlie, reviewed by Mayor Yanish, and approved on a roll call vote of Ayes 8, Noes 0.

RESOLUTION NO. 17

BE IT RESOLVED by the City Council of the City of Willmar, a Municipal Corporation of the State of Minnesota, that the bid of Vreeman Construction of Willmar, Minnesota for Project No. 1404 is accepted, and be it further resolved that 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 \$301,140.47.

Dated this 16th day of June, 2014.

/s/ Frank Yanish
MAYOR

/s/ Kevin Halliday
Attest: CITY CLERK

There was no Old Business brought before the Council.

Under New Business it was suggested by Council Member Ahmann to have elected officials and staff meet to discuss plan options to better financially support a street reconstruction program and also how to reestablish the Industrial Park Redevelopment Fund.

Announcements for Council Committee meeting dates were as follows: Finance (CIP Work Session), June 23; Public Works/Safety, July 1; and Labor Relations, June 17, 2014

There being no further business to come before the Council, the meeting adjourned at 10:52 p.m. upon motion by Council Member Anderson, seconded by Council Member Ahmann, and carried.

Attest:

MAYOR

SECRETARY TO THE COUNCIL

WILLMAR CITY COUNCIL PROCEEDINGS
BOARD ROOM
WILLMAR MUNICIPAL UTILITIES BUILDING
WILLMAR, MINNESOTA

June 16, 2014
4:00 p.m.

The special meeting of the Willmar City Council was called to order by the Honorable Mayor Frank Yanish. Members present on a roll call were Mayor Yanish, Council Members Audrey Nelsen, Ron Christianson, Bruce DeBlicek, Denis Anderson, Steve Ahmann, Rick Fagerlie, Jim Dokken and Tim Johnson; Present 9, Absent 0.

Others present included City Attorney, Robert Scott.

The purpose of the special meeting was to evaluate the performance of the City Administrator, and a motion was made, seconded and passed to close the meeting to the public pursuant to Minnesota Statute §13D.05 at 4:05 p.m.

The meeting reopened at 6:50 p.m. and was continued and adjourned until 4:45 p.m. on June 17, 2014 in City Hall Conference Room 1.

The meeting was then reconvened on June 17, 2014 at 5:41 p.m. in City Hall Conference Room 1. Members present on a roll call were Mayor Yanish, Council Members Audrey Nelsen, Ron Christianson, Bruce DeBlicek, Denis Anderson, Steve Ahmann, Rick Fagerlie, Jim Dokken and Tim Johnson; Present 9, Absent 0.

Others present included City Administrator, Charlene Stevens and City Attorney, Robert Scott.

A motion was made, seconded and passed to close the meeting to the public pursuant to Minnesota Statute §13D.05 at 5:44 p.m.

The meeting reopened at 6:09 p.m. and was continued and adjourned until 4:45 p.m. on June 25, 2014 in City Hall Conference Room 1.

The meeting was then reconvened on June 25, 2014 at 4:45 p.m. in City Hall Conference Room 1. Members present on a roll call were Mayor Yanish, Council Members Audrey Nelsen, Ron Christianson, Bruce DeBlicek, Denis Anderson, Steve Ahmann, Rick Fagerlie, Jim Dokken and Tim Johnson; Present 9, Absent 0.

Others present included City Administrator, Charlene Stevens and City Attorney, Robert Scott.

A motion was made, seconded and passed to close the meeting to the public pursuant to Minnesota Statute §13D.05 at 4:48 p.m.

The meeting reopened at 7:18 p.m. and there being no further business, was adjourned.

MAYOR

Attest:

CITY ADMINISTRATOR

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

June 17, 2014
4:00 p.m.

The special meeting of the Willmar City Council was called to order by the Honorable Mayor Frank Yanish. Members present on a roll call were Mayor Yanish, Council Members Audrey Nelsen, Ron Christianson, Bruce DeBlieck, Denis Anderson, Steve Ahmann, Rick Fagerlie, Jim Dokken and Tim Johnson; Present 9, Absent 0.

Others present included City Administrator Charlene Stevens and Labor Attorney Frank Madden and City Attorney Robert Scott.

Council Member Anderson moved to close the meeting pursuant to Minnesota Statute §13D.03, for the purpose of discussion of labor negotiation strategies. Council Member Johnson seconded the motion, which carried. The meeting was closed at 4:03 p.m.

The meeting reopened and there being no further business, adjourned at 5:30 p.m. on a motion by Council Member Anderson seconded by Council Member Johnson, and carried.

MAYOR

Attest:

CITY ADMINISTRATOR

Rice Memorial Hospital

Board of Directors

June 18, 2014

FOR COUNCIL
INFORMATION

PRESENT: President, David Anfinson; Vice President, Dr. Douglas Allen; Treasurer, Dr. Michael Gardner; Secretary, Eric Weiberg and Director, Andrea Carruthers

EXCUSED: Director, Dr. Lachlan Smith

ABSENT: Director, Jon Saunders

ADMINISTRATIVE STAFF: Michael Schramm, CEO; Bill Fenske, Teri Beyer, Wendy Ulferts, Sandy Roelofs

GUESTS: Jim Dokken, Shirley Carter, Brad Hanson

Call to Order: President Anfinson called the meeting to order at 5:30 p.m.

Consent Agenda Items: **ACTION:** A motion was made by Director Gardner, seconded by Director Allen, and carried to approve the Rice Memorial Hospital Board minutes from May 21, 2014 as written; as well as the April 30, 2014 Financial Statements; the June 5, 2014 Finance Committee meeting minutes; the May 27, 2014 Medical Staff Executive Committee meeting minutes and the May 27, 2014 Credentials Committee meeting minutes.

Board Education: A. Online Library: Bill Fenske reviewed an online library developed as a resource for Hospital Board members as follows: 1) Process for accessing the Board education and resource information. 2) Educational information/materials are made available to the Board in the following categories: a) General Information. b) Financial. c) Care Delivery. d) Networks. E) Reimbursement & Compensation. The categories/information will be updated on an ongoing basis.

Quality Report – 2013 Annual Safety Report:

- A. Wendy Ulferts reviewed information for the Board in regard to Clinical Safety: 1) 2013 in review: Teamwork. b) Engagement. c) Failure Mode Effect Analysis: Focus for 2013 - Drug Diversion. d) Safety Reporting – new safety reporting system implemented in June, 2013. e) Barcode Medication Administration – the Cancer Center, Operating Room and Emergency Services went live in 2013. 2) 2014 Plan: a) Continue to focus on Teamwork and Engagement. b) Clinical Alarms. c) Employee Safety. d) FMEA: Drug Diversion in the Operating Room. e) Safety Calls to Action. 3) Infection Prevention and Control: a) 2013 Infection Control Risk Assessment prioritized results. b) 2013 CAUTI and CLABSI -- two important areas for our patients. c) Hand Hygiene – very important in protecting our patients from infections. 4) Employee Health: a) Influenza rates for Rice Hospital and Rice Care Center were reviewed. b) Employee Injuries/trends were reviewed for the years 2009-2013 for Rice Hospital, Rice Home Medical and Rice Care Center.
- B. Brad Hanson reported on safety work being done at Rice, as follows: 1) Rice Home Medical (RHM): a) RHM Safety Committee membership. b) RHM Annual Safety Calendar Planning: i) Tornado drills. ii) Fire drills. iii) Building inspections. b) Active Shooter Policy development. 2) Rice Care Center (RCC): a) Long Term Care building projects: i) Phase 1 began October, 2012 with a completion date of July, 2013. ii) Phase 2 began October, 2013 with a completion date of June 9, 2014. We continue to work closely with them on their building project safety inspections. 3) Rice Memorial Hospital Environmental Safety Committee (ESC): The ESC is responsible for seven areas identified by the Joint Commission, which include: a) Fire Safety. b) Safety. c) Security. d) Hazardous Materials. e) Emergency Preparedness. f) Medical Equipment. g) Utilities Management. 4) 2013/2014 Highlights: a) 2013/2014 Goals. b) ILSM/IC Tracking. c) Registration area safety barriers. d) RCC Safety Inspections. e) Active shooter education.

Medical Staff Report: A) Teri Beyer reviewed highlights from the May 27, 2014 Medical Staff Executive Committee meeting in regard to: 1) Obstetrics/Pediatrics: Teamwork and communication. 2) An FDA inspection of the Laboratory Department took place in April. Two minor issues were noted which were easily corrected. 3) Dr. Kidd is currently

working with the Surgery Department on a variation of practice. B) May 27, 2014 Credentials Committee meeting: 1) Initial Applications to the Hospital's Medical Staff were presented in the following categories: a) Affiliate Staff. b) Transfer from Affiliate Status to Active Staff. 2) Reappointment Applications were presented in the following categories: a) Active Staff. b) Affiliate Staff. c) Allied Health Staff.

CEO Report – Mike Schramm:

- A. Rice Care Center (RCC): 1) A new Administrator has been hired, Pamela Adam, who will be on staff effective July 7. Tony Ogdahl continues to serve as the Interim Administrator until July 11. 2) RCC had a State inspection for the remaining part of the west wing on June 9th. The inspection went well and all beds are now cleared and ready for occupancy.
- B. Physician Recruitment: Site visits have recently been held in the specialty areas of orthopedics, medical oncology, family medicine, as well as Hospitalist physicians.
- C. Willmar Regional Cancer Center (WRCC): Barb Hoeft recently retired as Manager of the WRCC. Kelli Prentice has been hired to serve as its Interim Manager. Willmar Medical Services is conducting a search for a permanent Cancer Center Manager.
- D. Facility Master Plan: Planning sessions continue with managers and staff in the three priority areas.
- E. Mental Health: Work continues around planning for the mental health services and the expansion of inpatient beds.
- F. Rice Health Foundation: 1) Work continues on the completion of the campaign for the Care Center. 2) They are also moving forward on an implementation plan for a planned giving program. 3) There are some Medical Staff events planned in the near future as well.
- G. Public Policy: The session ended and there are upcoming issues that will continue to be discussed in future legislative sessions. Nurse staffing and the future of State Public Program financing will likely be on the list for policy makers again this coming session. The Minnesota Hospital Association (MHA) continues to work on price transparency, patient safety and Hospital presumptive eligibility.
- H. MHA Trustee Conference: The MHA Summer Trustee conference will be held at the Arrowwood Resort in Alexandria on July 11-13.

New Business:

- A. Annual Review of Privacy & Security Activity – Teri Beyer: 1) The privacy rule under the Health Insurance Portability and Accountability Act of 1996 (HIPAA) became effective on April 14, 2003. The security rule became effective on April 20, 2005. As part of the American Recovery and Reinvestment Act (ARRA) of 2009, a number of changes were made to HIPAA which became effective on September 23, 2013. Key changes were made in the following areas: a) Notice of Privacy Practices. b) Immunization Requests. c) Restriction to Health Plan. 2) Rice Hospital activities related to the requirements of the privacy and security rules which occurred between January and December 2013 were reviewed in regard to: a) Staff education. b) Business Associate Agreements. c) Administrative safeguards. d) Accountings of disclosures. e) Physical safeguards. f) Amendments to records. g) Technical safeguards. h) Privacy issues. i) Audit Activity. j) Notice of privacy practices. K) Meaningful use. **ACTION: A motion was made by Director Carruthers, seconded by Director Allen and carried that the 2013 Privacy and Security Activity Report for Rice Memorial Hospital be approved as presented.**
- B. Rice Memorial Hospital Board of Directors Bylaw Revisions: Mike Schramm reviewed highlights of the proposed revisions made to the Hospital Board of Directors current Bylaws. These changes were primarily in the area of Board Committees. **ACTION: A motion was made by Director Gardner, seconded by Director Weiberg, and carried that the Bylaws of the Rice Memorial Hospital Board of Directors be approved as presented with noted revisions.**
- C. IAFF Contract Approval: Mike Schramm reviewed the proposed Executive Summary between Rice Memorial Hospital and the IAFF Local 3943 bargaining unit in regard to the following: 1) Duration of Agreement. 2) Wages. 3) Shift Differentials. 4) Insurance Benefits for 2014 and 2015. 5) Paid Time Off (PTO) Termination. 6) Clothing allowance. 7) Christmas hours. 8) Affordable Care Act. 9) Savings Clause. **ACTION: A motion was made by Director Allen, seconded by Director Carruthers and carried to approve the proposed Executive Summary Agreement between Rice Memorial Hospital and the International Association of Firefighters, Local 3943 (Paramedics and EMT's) as presented and recommended.**

Other:

- A. Hospital Committee Reports: Committee reports were received for the following Board Committees:
1) Finance Committee – June 5. 2) Care Improvement Team – June 4. 3) Cancer Committee – June 6.
4) Board Executive Committee – May 30 and June 18.
- B. City Council Report: Jim Dokken reported on the June 16 Willmar City Council meeting in regard to: 1) Street repair/improvement projects. There were a number of Willmar citizens who addressed the Council in regard to the proposed street repairs for 2014. The street projects are based on the rating and condition of the street.
2) The V.A. has again been in the news in regard to Veteran's ability to use local hospitals. If a veteran lives more than 40 miles from a V.A. facility they are allowed to use their local hospital.

Adjournment: There being no further business, the meeting was adjourned at 6:47 p.m.

Submitted by:

Eric E. Weiberg, Secretary

A handwritten signature in black ink, appearing to read "Eric E. Weiberg", written in a cursive style.

WILLMAR MUNICIPAL UTILITIES MINUTES
MUNICIPAL UTILITIES AUDITORIUM
JUNE 23, 2014

The Municipal Utilities Commission met in its regular meeting on Monday, June 23, 2014 at 11:45 a.m. in the Municipal Utilities Auditorium with the following Commissioners present: Matt Schrupp, Carol Laumer, Jeff Nagel, Joe Gimse, and Justin Mattern. Absent were Commissioners Steve Salzer and Dan Holtz.

Others present at the meeting were: General Manager Wesley Hompe, Director of Finance Tim Hunstad, Director of Operations John Harren, Power Supply Broker Chris Carlson, Customer Service Supervisor Stacy Stien, Power Production Supervisor Jon Folkedahl, Administrative Secretary Beth Mattheisen, Compliance Officer Janell Johnson, and City Attorney Robert Scott (via teleconference).

Due to the absence of President Salzer, Vice President Schrupp opened the meeting by requesting a resolution to approve the Consent Agenda. Following a review, Commissioner Laumer offered a resolution to approve the Consent Agenda as presented. Commissioner Nagel seconded.

RESOLUTION NO. 23

"BE IT RESOLVED, by the Municipal Utilities Commission of the City of Willmar, Minnesota, that the Consent Agenda be approved as presented which includes:

- ❖ Minutes from the June 9, 2014 Commission meeting; and,
- ❖ Bills represented by vouchers No. 141051 to No. 141194 inclusive in the amount of \$2,488,605.50 with a MISO credit in the amount of \$24,325.01 and a Westmoreland Resource coal payment in the amount of \$108,538.80.

Dated this 23rd day of June, 2014.

Vice President

ATTEST:

Secretary

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

Commissioner Mattern reviewed with the Commission the minutes from the June 12th WMU Planning Committee meeting (see attached). The agenda items included:

- 1) Power Supply Ten-Year Projections;
- 2) Energy Acquisition Adjustment (EAA);
- 3) iPad/Surface use for Commissioners;
- 4) Timelines for current projects:
 - a. Cost of Service Study
 - b. NISC Financial Information System (FIS) (conversion/upgrade)
- 5) Next steps required to become a MISO Transmission Owner (TO); and,
- 6) Miscellaneous items including the scheduling of the next WMU Planning Committee meeting (July 23rd @ 1:00 p.m.).

Following discussion, Commissioner Gimse offered a motion to approve the minutes of the June 12th WMU Planning Committee meeting as presented. Commissioner Nagel seconded the motion which carried by a vote of five ayes and zero nays.

At this time a number of utility-related reports and analysis were presented to the Commission for review and discussion. The informational reports were presented as follows:

- 1) May 2014 Year To Date Financial Report (Director of Finance Hunstad)
- 2) May 31, 2014 Investment Report (Director of Finance Hunstad)
- 3) May 2014 Sales & Revenue Report (Customer Service Supervisor Stien)
- 4) April 2014 Power Supply Report (Power Supply Broker Carlson)

Following the reporting presentations, the Commission expressed their appreciation to Staff for the informative data presented.

At this time, Commissioner Laumer and General Manager Hompe presented the Commission with a recap of their recent attendance to the APPA National Conference held in Denver, Colorado. Together they chronicled a number of topics discussed. Both attendees expressed their appreciation to the Commission for the opportunity to attend the conference including the gathering and exchange of valuable information and ideas to be used in addressing current and future issues facing WMU and its customers.

General Manager Hompe reminded the Commissioners of a number of upcoming utility-related events. Items of interest to note include:

- WMU Labor Committee Meeting: Thursday, June 26th @ 9:00 a.m. (WMU Office)
- WMU/IBEW Local Union #160 Mediation Session: Wednesday, July 2nd @ 9:00 a.m. (Willmar Conf. Center)
- APPA Utility Governance Webinar Series (nine-part series): #6: *"Rate Making for Utility Boards & City Councils"*, Monday, June 30th @ 1:00-2:30 p.m.
- MMUA Annual Summer Meeting – August 18-20 (Alexandria)

Anyone interested in attending or participating in any of the events is asked to contact Beth Mattheisen (WMU Office) to make the necessary arrangements.

General Manager Hompe shared with the Commission a brief report on the current status of the wind turbine generators. The nose cone for WTG #4 has been manufactured with installation and repairs to be conducted in the near future (no definite date has been provided by DeWind). A low oil indicator on WTG #3 has temporarily halted operation. Repairs to #3 are scheduled for tomorrow (June 24th).

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

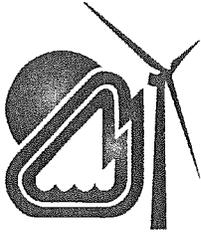
Respectfully Submitted,

WILLMAR MUNICIPAL UTILITIES

Beth Mattheisen
Administrative Secretary

ATTEST:

Carol Laumer, Secretary



**WILLMAR MUNICIPAL UTILITIES
WMU PLANNING COMMITTEE MEETING MINUTES**

June 12, 2014 - 1:00 P.M.

WMU Conference Room

Attendees: Commissioners Dan Holtz (Chair), Justin Mattern & Jeff Nagel, General Manager Wesley Hompe, Director of Finance Tim Hunstad, Director of Operations John Harren, and Customer Service Supervisor Stacy Stien. Chairman Holtz called the meeting to order at 1:00 p.m.

AGENDA ITEMS:

1. Power Supply Ten-Year Projections:

General Manager Hompe began discussion by presenting an explanation of the process required to forecast future power projections including loads, contracts to cover these loads, and the cost of the associated contracts. Staff had created a graph illustrating the WMU Load Forecast for the years 2014-2024. The ten-year projection depicted an annual increase in load growth between 1% and 1.5%. Also reviewed was the proposed GRE contract and its estimated effects on power supply costs. Discussion ensued focusing on generating resource options, energy market options, and associated power supply factors.

2. Energy Acquisition Adjustment (EAA):

General Manager Hompe introduced discussion with the Planning Committee on the Energy Acquisition Adjustment (EAA). WMU's rate schedule includes a provision for an EAA to adjust rates charged to customers for changes in pricings that are outside the control of WMU Staff. The EAA works to temporarily adjust rate changes to account for uncontrollable power supply related expenses. By using the EAA option, this reduces the need for frequent rate adjustments. A 2012 correspondence addressing EAA (submitted by Dave Berg of SAIC Energy, Environment & Infrastructure, LLC) was reviewed and discussed. This correspondence illustrated the factors involved in calculating and tracking of the cost associated with the overall energy rates. The EAA will be a factor to be addressed in the upcoming Cost of Service Study. Creation of a mechanism (policy) would be essential to satisfy the use of the EAA.

Following discussion, it was the consensus of the WMU Planning Committee to instruct WMU Staff to create a policy including mechanisms required to address the future use of the EAA.

3. iPads for Commissioners:

Discussion was held regarding the possible use of iPads for Commission use. General Manager Hompe informed the Committee that the purchase of iPads had been budgeted for 2014. Consideration of the new Surface by Microsoft vs. iPad would need to be investigated. Policy would need to be created concerning the device and its use. Labor and associated cost (i.e. paperless) comparisons are a determining factor to be considered, along with determining the costs associated with the purchase.

Following discussion, the Planning Committee requested Staff to contact the City concerning their policy & procedures relating to iPad use. Additional information will be gathered and addressed at a later date.

4. Cost of Service Study Timeline:

Director of Finance Hunstad presented the Committee with a projected timeline associated with conducting the Cost of Service Study. (Note: Dave Berg & Associates will be conducted the Study.)

The established timeline would include:

- June 6: Internal Staff (multi-functional) data gathering assignments
 - July 3: Kick off & data gathering review
 - August 11*: Interim report to Management
 - August 18*: Review w/Planning Committee
 - September 22*: Final report to Management
 - September 29*: Review w/Planning Committee
 - October 14: Presentation to MUC
- *week of

5. NISC Financial Information System (FIS) Timeline:

Director of Finance Hunstad continued by presenting the Planning Committee with the tentative timeline created for the NISC System Conversion (FIS portion). Key dates to note include:

- June 2: Sales to implementation transition
 - June 25-27: ABS: Analysis review (onsite)
 - July/August/September: Data conversion & training
 - October 6*: ABS: Administrator & process training (onsite)
 - November 3*: ABS: Process training (onsite)
 - November 7: CCB: Analysis review (onsite)
 - December 9: ABS: End-of-day: data cutover & transfer files
 - December 15: ABS: Go-Live
 - January 19*: ABS: Month-end follow up/consult (onsite)
 - February 2: CCB: Scenario training
 - March 31: ABS: Transition to support
 - April 9: CCB: Go-Live
- *week of ABS: Accounting & Business Solutions CCB: Customer Care & Billing Solutions

6. MISO Transmission Owner (TO) Next Steps:

Staff has been in contact with GRE to adhere to all the necessary requirements and procedures needed to achieve the goal of becoming a MISO TO. The information and data relating to WMU which GRE currently has will be transferred to MISO by way of GRE. WMU Staff will continue to meet with GRE and MISO as the process progresses.

7. Miscellaneous:

- Commissioner Mattern requested an update on the status of the OATI to MCG power supply scheduling software conversion. WMU is currently in possession of the Statement of Work (SOW) with MCG which is ready for signing. WMU Staff training is being conducted in Eagan on the software. SOW along with the MCG contract will be finalized in the near future, with full integration of the software to follow.
- Next WMU Planning Committee meeting: July 23rd @ 1:00 p.m. Items to include: 2014 Budget activities update including new services; insurance renewal update; etc.

Adjournment:

Following discussion, Commissioner Mattern offered a motion to adjourn the meeting of the WMU Planning Committee at 2:20 p.m. Commissioner Nagel seconded, and the motion was carried by a vote of three ayes and zero nays.

**WILLMAR PLANNING COMMISSION
CITY OF WILLMAR, MN
WEDNESDAY, JUNE 25, 2014**

MINUTES

1. The Willmar Planning Commission met on Wednesday, June 25, 2014, at 7:00 p.m. at the Willmar City Offices Conference Room #2.

** Members Present: Gary Geiger, Andrew Engan, Randy Czarnetzki, Sandy Bebler, Margaret Fleck, Bob Poe, and Aaron Larson.

**Members Absent: Mark Klema, and Scott Thaden.

** Others Present: Gary Laughlin, and Megan DeSchepper- Planner.

2. MINUTES: The minutes of the May 28, 2014 meeting were approved as submitted.

3. ZONING ORDINANCE UPDATE DISCUSSION CONTINUED-SECTION 5 SIGNS: The Planning Commission discussed and reviewed the working draft of the Zoning Ordinance Section 5 regarding signs. Gary Laughlin, owner of Quick Signs, added to the discussion from the view point of a sign maker/installer and from the business community.

The Commission talked about digital signs, animation, videos, intensity, and display times. They also discussed vehicles signs, vehicle wraps, and public/private buses. They also debated off-premise advertising.

Mr. Laughlin stated that there is a state statute that doesn't allow businesses to sell advertising space to each other, only billboard companies.

The Commission directed staff to make the following edits and bring the draft to an upcoming meeting: to require digital signs to have one second between displays, no camera based videos be permitted, and change electronic signs to digital.

4. BETHESDA NURSING HOME THIRD ADDITION FINAL PLAT- FILE NO. 14-01: Staff presented the final plat of a two lot subdivision on behalf of Bethesda, Willmar, MN. The property is legally described as: Lot 1, Block 1, Bethesda Nursing Home Addition, Lot 1 and Lot 2, Block 2, Bethesda Nursing Home Second Addition (901 Willmar Ave. SE, 1015 Willmar Ave. SE, 1105 9th St. SE, 1107 9th St. SE, 1113/1115 9th St. SE). Bethesda is working on submitting final civil plans as per the City Engineers and Fire Marshall request. Several access, parking, and drainage easements will be recorded concurrent with the plat. And the existing assessments will either be paid in full or reapportioned prior to recording of the final plat. There is a Municipal Utilities electrical easement that will be vacated and a new easement needed once the new line is installed.

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

Mr. Geiger made a motion, seconded by Ms. Bebler, to approve the final plat with the following conditions:

- A. All the City Engineers and Fire Marshalls comments and requirements shall be met on the civil plans prior to issuance of a building permit.
- B. The existing assessment shall either be paid in full or reapportioned concurrent with the final plat approval.
- C. The shared parking, access, and drainage easements shall be recorded concurrent with the final plat so they tract together in the future.

The motion carried.

5. HAR-MAR FOODS ADDITION FINAL PLAT-FILE NO. 14-02: Staff presented the final plat of a commercial two lot and one outlot plat on property legally described as follows: the north 158' of the south 502' of E ½ of SE ¼ of NE ¼ excluding the west 240' thereof, Section 22, Township 119', Range 35 (1704 1st St. S.). The outlot will be governed by an association with declarations and bylaws that will regulate the shared access, parking, green space, and private utilities.

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

Mr. Czarnetzki made a motion, seconded by Ms. Fleck, to approve the final plat with the following condition:

- A. The declarations and bylaws shall be recorded congruent with the final plat to ensure tracking in the future.

The motion carried.

6. BEE KEEPING DISUCSSION: The Planning Commission postponed the discussion to an upcoming meeting.
7. There being no further information to come before the Commission the meeting closed at 8:29 p.m.

Respectfully submitted,



Megan M. DeSchepper, AICP
Planner/Airport Manager

PLANNING COMMISSION-JUNE 25, 2014

STAFF COMMENTS

1. BETHESDA NURSING HOME THIRD ADDITION FINAL PLAT - FILE NO. 14-01:

- The applicant is Bethesda Willmar, MN.
- The applicant is requesting subdivision of three existing platted lots into two on property legally described as: Lot 1, Block 1 Bethesda Nursing Home Addition, Lot 1 and Lot 2, Block 1 Bethesda Nursing Home Second Addition (901 Willmar Ave. SE, 1015 Willmar Ave. SE, 1105 9th St. SE, 1107 9th St. SE, 1113/1115 9th St. SE).
- 12th St. SE is proposed to be improved in 2014 connecting Willmar Ave. SE to 11th Ave. SE. the 12th St. SE r-o-w plat has been recorded.
- There are existing assessments that shall either be paid in full or reapportioned prior to recording of the final plat.
- It appears that the access, parking, and drainage easements are laid out as requested, as-built for all the private utilities will be recorded after construction is completed.
- There is one meandering electrical easement that does need to be vacated, and then once the new line is installed an easement will need to be obtained by MUC.
- The civil drawings are still being reviewed and updated with the Engineering Department and will be resolved prior to issuance of a building permit.
- The Fire Chiefs access/drive width requirements shall be met prior to issuance of a building permit.

RECOMMENDATION: Approve the final plat with the following conditions:

- A. All the City Engineers and Fire Marshalls comments and requirements shall be met on the civil plans prior to issuance of a building permit.
- B. The existing assessment shall either be paid in full or reapportioned concurrent with the final plat approval.
- C. The shared parking, access, and drainage easement shall be recorded concurrent with the final plat so they tract together in the future.

2. HAR-MAR FOODS ADDITION FINAL PLAT- FILE NO. 14-02:

- The applicant is Har-Mar Foods, Marshall, MN.
- The applicant is requesting subdividing the existing lot with two structures on it into two parcels and one outlot on property legally described as follows: the north 158' of the south 502' of E ½ of SE ¼ of NE ¼ excluding the west 240' thereof, Section 22, Township 119' Range 35 (1704 1st St. S.).
- The property will be governed by an association with common area, access, parking etc. in the Outlot.
- The declarations and bylaws cover all aspect required and has been corrected as per the Assessor's suggestion on the preliminary plat approval.

- The private water main that serves both lots is covered by the bylaws.
RECOMMENDATION: Approve the final plat with the following conditions:
 - A. The declarations and bylaws shall be recorded congruent with the final plat to ensure tracking in the future.

**Application for Appointment to
City Board/Committee/Commission**

Please indicate the Board/Committee(s)/Commission(s) to which you are interested in being appointed: (If more than one, please number in order of choice - Applications are kept on file for two years)

- Airport Commission (meets monthly)
- Community Education & Advisory Board (meets monthly)
- City/County Economic Development Operations Board (meets monthly)
- Housing and Redevelopment Authority (meets monthly)
- Municipal Utilities Commission (meets bi-monthly)
- Pioneerland Library System Board (meets monthly)
- Planning Commission (meets bi-monthly)
- Police Civil Service Commission (meets monthly)
- Rice Memorial Hospital (meets bi-monthly)
- Zoning Appeals Board (meets monthly)
- Ad hoc Task Forces (will be posted and will meet on an as-needed basis)

Applicant Information

Name: Rachel L. Skretvedt Date of Application: June 16, 2014
Address: 1504 2nd St. NE, Willmar Phone No. (320) 262-3060 home
(must be a resident of the City of Willmar) (320) 441-9761 cell
Email: rskretvedt@yahoo.com
What prompted you to make application for a citizen committee? Friend recommendation

Briefly tell us why you want to serve on this Board/Committee/Commission:

I want to help the City of Willmar make park improvements and add additional facilities + events to serve our growing community.

List any special background or experience you have which would be helpful to this Board/Committee/Commission:

For over four years, I was the Communications Specialist for the Grand Forks Park District. My duties also included serving on →

List your educational background: Received BS Degree in Mass Communications with concentration in Public Relations from Minnesota State University Moorhead.

Various Community Clubs, events, etc.

List any social, fraternal, patriotic, governmental, or service organizations, which you have or currently are serving on:

While living/working in Grand Forks, I served on many service organizations.

Currently, I am serving on my church, Christian Ed Committee at Bethel Lutheran. I was also on the Rice Hospital Gala Committee with

If you are employed, please provide the name and address of your employer and your position:

I am currently a stay-at-home parent.

Please return completed application to:

Mayor's Office
333 SW 6th Street
Willmar, MN 56201

Or fax completed forms to:

(320) 235-4917

LG220 Application for Exempt Permit

An exempt permit may be issued to a nonprofit organization that: - conducts lawful gambling on five or fewer days, and - awards less than \$50,000 in prizes during a calendar year. If total prize value for the year will be \$1,500 or less, contact the licensing specialist assigned to your county.	Application fee (non refundable) If application is postmarked or received 30 days or more before the event \$50 ; otherwise \$100 .
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ORGANIZATION INFORMATION

Organization name Kandi Racing Association Previous gambling permit number _____

Minnesota tax ID number, if any 6284675 Federal employer ID number (FEIN), if any 41-1993665

Type of nonprofit organization. Check one.
 Fraternal Religious Veterans Other nonprofit organization

Mailing address PO Box 1723 City Willmar State MN Zip code 56201 County Kandiyohi

Name of chief executive officer [CEO] Justin Hedtke - president Daytime phone number 320-974-3661 E-mail address hp83@mvtvwireless.com

NONPROFIT STATUS

Attach a copy of ONE of the following for proof of nonprofit status.

Nonprofit Articles of Incorporation OR a current Certificate of Good Standing.
 Don't have a copy? This certificate must be obtained each year from:
 Secretary of State, Business Services Div., 60 Empire Drive, Suite 100, St. Paul, MN 55103
 Phone: 651-296-2803

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

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

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted. For raffles, list the site where the drawing will take place.
KRA Speedway

Address [do not use PO box] 801 7th St NW City or township Willmar Zip code 56201 County Kandiyohi

Date[s] of activity. For raffles, indicate the date of the drawing.
Sept 6, 2014

Check each type of gambling activity that your organization will conduct.
 Bingo* Raffle [total value of raffle prizes awarded for year \$8,800] Paddlewheels* Pull-tabs* Tipboards*

***Gambling equipment** for bingo paper, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo number selection devices may be borrowed from another organization authorized to conduct bingo.

To find a licensed distributor, go to www.gcb.state.mn.us and click on **Distributors** under the **WHO'S WHO? LIST OF LICENSEES**, or call 651-539-1900.

LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT

**CITY APPROVAL
for a gambling premises
located within city limits**

- The application is acknowledged with no waiting period.
- The application is acknowledged with a 30 day waiting period, and allows the Board to issue a permit after 30 days [60 days for a 1st class city].
- The application is denied.

Print city name City of Willmar

Signature of city personnel [Signature]

Title City Clerk Treasurer Date 6-25-2014

Local unit of government must sign

**COUNTY APPROVAL
for a gambling premises
located in a township**

- The application is acknowledged with no waiting period.
- The application is acknowledged with a 30 day waiting period, and allows the Board to issue a permit after 30 days.
- The application is denied.

Print county name _____

Signature of county personnel _____

Title _____ Date _____

TOWNSHIP. If required by the county.

On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits.

[A township has no statutory authority to approve or deny an application, per Minnesota Statutes 349.166.]

Print township name _____

Signature of township officer _____

Title _____ Date _____

CHIEF EXECUTIVE OFFICER'S SIGNATURE

The information provided in this application is complete and accurate to the best of my knowledge. I acknowledge that the financial report will be completed and returned to the Board within 30 days of the event date.

Chief executive officer's signature _____ Date _____

Print name _____

REQUIREMENTS

Complete a separate application for:

- all non-consecutive days, or
- all gambling conducted on one day (at multiple locations).

Send application with:

- ___ a copy of your proof of nonprofit status, and
- ___ application fee (non refundable). Make check payable to "State of Minnesota."

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

Financial report and recordkeeping required

A financial report form and instructions will be included with your permit, or use the online fill-in form available at www.gcb.state.mn.us.

Within 30 days of the event date, complete and return the financial report form to the Gambling Control Board.

Questions?

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

This form will be made available in alternative format (i.e. large print, Braille) upon request.

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the application. Your organization's name and address will be public information when received by the Board.

All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to: Board members, Board staff whose work requires access to the information; Minnesota's Department of Public Safety; Attorney

General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

LG220 Application for Exempt Permit

An exempt permit may be issued to a nonprofit organization that:
 - conducts lawful gambling on five or fewer days, and
 - awards less than \$50,000 in prizes during a calendar year.

Application fee (non refundable)

If application is postmarked or received 30 days or more before the event **\$50**; otherwise **\$100**.

ORGANIZATION INFORMATION

Organization name *Willmar Community Theatre - The Barn Theatre* Previous gambling permit number *X-92274-13-004*

Minnesota tax ID number, if any *9694468* Federal employer ID number (FEIN), if any *41-1357711*

Type of nonprofit organization. Check one.
 Fraternal Religious Veterans Other nonprofit organization *Community Theatre*

Mailing address *P.O. Box 342* City *Willmar* State *MN* Zip code *56201* County *Kandiyohi*
321 4th St. SW

Name of chief executive officer [CEO] *Pam Klein* Daytime phone number *320-894-9458* E-mail address *rpklein2@gmail.com*

NONPROFIT STATUS

Attach a copy of ONE of the following for proof of nonprofit status.

Nonprofit Articles of Incorporation OR a current Certificate of Good Standing.
 Don't have a copy? This certificate must be obtained each year from:
 Secretary of State, Business Services Div., 60 Empire Drive, Suite 100, St. Paul, MN 55103
 Phone: 651-296-2803

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

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

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted. For raffles, list the site where the drawing will take place.
The Barn Theatre - same

Address [do not use PO box] *321 4th St. SW* City or township *Willmar* Zip code *MN 56201* County *Kandiyohi*

Date[s] of activity. For raffles, indicate the date of the drawing.
October 11, 2014

Check each type of gambling activity that your organization will conduct.
 Bingo* Raffle [total value of raffle prizes awarded for year \$ *2013 \$3850.00* *None to date 2014*] Paddlewheels* Pull-tabs* Tipboards*

*Gambling equipment for bingo paper, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo number selection devices may be borrowed from another organization authorized to conduct bingo.

To find a licensed distributor, go to www.gcb.state.mn.us and click on **Distributors** under the **WHO'S WHO? LIST OF LICENSEES**, or call 651-539-1900.

LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT

**CITY APPROVAL
for a gambling premises
located within city limits**

- The application is acknowledged with no waiting period.
- The application is acknowledged with a 30 day waiting period, and allows the Board to issue a permit after 30 days [60 days for a 1st class city].
- The application is denied.

Print city name Willmar
 Signature of city personnel [Signature]
 Title City Clerk Treasurer Date 6-18-2014

Local unit of government must sign

**COUNTY APPROVAL
for a gambling premises
located in a township**

- The application is acknowledged with no waiting period.
- The application is acknowledged with a 30 day waiting period, and allows the Board to issue a permit after 30 days.
- The application is denied.

Print county name _____
 Signature of county personnel _____
 Title _____ Date _____

TOWNSHIP. If required by the county.

On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits.
 [A township has no statutory authority to approve or deny an application, per Minnesota Statutes 349.166.]
 Print township name _____
 Signature of township officer _____
 Title _____ Date _____

CHIEF EXECUTIVE OFFICER'S SIGNATURE

The information provided in this application is complete and accurate to the best of my knowledge. I acknowledge that the financial report will be completed and returned to the Board within 30 days of the event date.

Chief executive officer's signature [Signature] Date 6-18-14
 Print name Pam Klein

REQUIREMENTS

- Complete a separate application for:**
- all non-consecutive days, or
 - all gambling conducted on one day (at multiple locations).

Send application with:

- a copy of your proof of nonprofit status, and
- application fee (non refundable). Make check payable to "State of Minnesota."

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

Financial report and recordkeeping required
 A financial report form and instructions will be included with your permit, or use the online fill-in form available at www.gcb.state.mn.us.

Within 30 days of the event date, complete and return the financial report form to the Gambling Control Board.

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

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

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All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to: Board members, Board staff whose work requires access to the information; Minnesota's Department of Public Safety; Attorney

General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

Vendor Payments History Report
INCLUDES ONLY POSTED TRANS

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
ACS			000131							
	39850	07/02/14	AS400 MTCE AGREEMENT	1,350.32		1053848		D N	PREPAID EXPENSES	101.128000
	39850	07/02/14	AS400 MTCE AGREEMENT	1,890.49		1053848		D N	MTCE. OF EQUIPME	101.41409.0334
			VENDOR TOTAL	3,240.81		*CHECK TOTAL				
ADVANCE SERVICES			.02145							
	39851	07/02/14	SIGN DEPOSIT REF 2014-13	100.00		2014-13		D N	DEPOSITS-SIGN PE	101.230001
AFFORDABLE PUMPING SERVI			002404							
	39852	07/02/14	SEPTIC PUMPING	250.00		24932		D N	CLEANING AND WAS	230.43430.0338
AMERICAN SCIENTIFIC SERV			002512							
	39853	07/02/14	WETLAND MITIGATION REPR	600.00		1005		D M 07	PROFESSIONAL SER	651.48484.0446
APPERT'S FOOD SERVICE			002526							
	39854	07/02/14	CONCESSION SUPPLIES	1,550.99		406110202		D N	GENERAL SUPPLIES	101.45437.0229
	39854	07/02/14	CONCESSION SUPPLIES	673.12		406230421		D N	GENERAL SUPPLIES	101.45437.0229
			VENDOR TOTAL	2,224.11		*CHECK TOTAL				
AQUA LOGIC INC			002243							
	39855	07/02/14	POOL CHEMICALS	811.08		42191		D N	MTCE. OF OTHER I	101.45437.0226
	39855	07/02/14	POOL CHEMICALS	326.45		42274		D N	MTCE. OF OTHER I	101.45437.0226
	39855	07/02/14	POOL CHEMICALS	525.00CR		42280		D N	MTCE. OF OTHER I	101.45437.0226
			VENDOR TOTAL	612.53		*CHECK TOTAL				
ARC OF KANDIYOHI COUNTY			.00713							
	39856	07/02/14	REFUND SHELTER DEPOSIT	50.00		061714		D N	DEPOSITS	101.230000
ASCHEMAN/LANDON			.01854							
	39857	07/02/14	LIFEGUARD TRAINING	1,500.00		060214		D N	TRAVEL-CONF.-SCH	101.45437.0333
BATTERY WHOLESALE INC			002860							
	39858	07/02/14	BATTERY	254.13		21943		D N	INVENTORIES-MDSE	101.125000
BENNETT OFFICE TECHNOLOG			000099							
	39859	07/02/14	COMPUTER MTCE-LABOR	423.75		204527		D N	MTCE. OF EQUIPME	208.45005.0334
	39859	07/02/14	COMPUTER MTCE-LABOR	52.50		205324		D N	MTCE. OF EQUIPME	208.45005.0334
			VENDOR TOTAL	476.25		*CHECK TOTAL				
BERNICK'S PEPSI-COLA CO			000103							
	39860	07/02/14	CONCESSION SUPPLIES	17.49		9936		D N	GENERAL SUPPLIES	101.45433.0229
BONNEMA SURVEYS			001716							
	39861	07/02/14	IND. PARK FINAL PLAT	2,409.50		14-212		D N	PROFESSIONAL SER	205.43451.0446

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
CENTERPOINT ENERGY						000467								
	39874	07/02/14	NATURAL GAS CHARGES	126.23									UTILITIES	651.48485.0332
	39874	07/02/14	NATURAL GAS CHARGES	610.80									UTILITIES	651.48484.0332
			VENDOR TOTAL	1,460.21		*CHECK TOTAL								
CHAMBERLAIN OIL CO						000154								
	39875	07/02/14	OIL	3,067.41									INVENTORIES-MDSE	101.125000
	39875	07/02/14	DRUM RETURN	60.00	CR								INVENTORIES-MDSE	101.125000
			VENDOR TOTAL	3,007.41		*CHECK TOTAL								
CHAPPELL CENTRAL INC						000156								
	39876	07/02/14	FURNACE REPAIR-PARTS	150.66									MTCE. OF STRUCTU	101.43425.0225
	39876	07/02/14	FURNACE REPAIR-LABOR	245.00									MTCE. OF STRUCTU	101.43425.0335
			VENDOR TOTAL	395.66		*CHECK TOTAL								
CHARTER COMMUNICATIONS						000736								
	39877	07/02/14	MONTHLY PHONE SERVICE	46.85									COMMUNICATIONS	101.41409.0330
	39877	07/02/14	MONTHLY PHONE SERVICE	151.24									COMMUNICATIONS	101.41409.0330
	39877	07/02/14	MONTHLY PHONE SERVICE	173.23									COMMUNICATIONS	208.45005.0330
	39877	07/02/14	MONTHLY PHONE SERVICE	45.26									COMMUNICATIONS	101.41409.0330
			VENDOR TOTAL	416.58		*CHECK TOTAL								
CHRISTENSON/LYNETTE						002735								
	39878	07/02/14	OFFICE SUPPLIES	60.88									OFFICE SUPPLIES	101.45433.0220
CIERNIA/TROY						003082								
	39879	07/02/14	OFFICE SUPPLIES	30.97									OFFICE SUPPLIES	101.45433.0220
CITY OF WILLMAR-GENERAL						000292								
	39880	07/02/14	BLDG PERMIT #22340	297.25									LICENSES AND TAX	101.43425.0445
CLARKE MOSQUITO CONTROL						002157								
	39881	07/02/14	MOSQUITO CNTL CHEMICAL	7,431.81									GENERAL SUPPLIES	101.43425.0229
COLEPAPERS INC						000170								
	39882	07/02/14	CLEANING SUPPLIES	81.32									CLEANING AND WAS	101.45435.0228
	39882	07/02/14	TOILET TISSUE/HAND TWLS	136.25									GENERAL SUPPLIES	101.45435.0229
	39882	07/02/14	CLEANING SUPPLIES	178.65									CLEANING AND WAS	101.45435.0228
	39882	07/02/14	CLEANING SUPPLIES	211.09									CLEANING AND WAS	101.45435.0228
			VENDOR TOTAL	607.31		*CHECK TOTAL								
COMPUTER PROF. UNLIMITED						000065								
	39883	07/02/14	CAMA MONTHLY SUPPORT-JUL	150.00									MTCE. OF EQUIPME	101.41404.0334

Vendor Payments History Report
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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
COMPUTER RENAISSANCE			000196							
	39884	07/02/14	SIGN DEPOSIT REF 2014-12	100.00		2014-12		D N	DEPOSITS-SIGN PE	101.230001
CONTINENTAL RESEARCH COR			000178							
	39885	07/02/14	FINE SCREEN LUBRICANT	234.00		405870-CRC-1		D N	MOTOR FUELS AND	651.48484.0222
CROW CHEMICAL & LIGHTING			000186							
	39886	07/02/14	DUST PAN	26.80		4275		D N	SMALL TOOLS	101.43425.0221
	39886	07/02/14	CLEANING SUPPLIES	15.10		4275		D N	CLEANING AND WAS	101.43425.0228
	39886	07/02/14	NIFTY NABBER TOOL	45.00		4310		D N	SMALL TOOLS	101.43425.0221
	39886	07/02/14	EYE SALINE SOLUTION	43.80		4310		D N	SUBSISTENCE OF P	101.45437.0227
	39886	07/02/14	SUPPLIES/HAND TOWELS	245.75		4321		D N	GENERAL SUPPLIES	651.48484.0229
	39886	07/02/14	CLEANING SUPPLIES	175.96		4336		D N	CLEANING AND WAS	101.43425.0228
			VENDOR TOTAL	552.41		*CHECK TOTAL				
				552.41						
CUMMINS NPOWER LLC			000903							
	39887	07/02/14	GENERATOR HEATER-PARTS	925.00		100-29414		D N	MTCE. OF EQUIPME	651.48484.0224
	39887	07/02/14	GENERATOR HEATER-LABOR	910.00		100-29414		D N	MTCE. OF EQUIPME	651.48484.0334
	39887	07/02/14	GENERATOR HEATER-LABOR	138.00CR		100-48976		D N	MTCE. OF EQUIPME	651.48484.0334
			VENDOR TOTAL	1,697.00		*CHECK TOTAL				
				1,697.00						
DAN'S SHOP INC			002212							
	39888	07/02/14	FILTERS	216.27		64346		D N	INVENTORIES-MDSE	101.125000
DEPT OF HUMAN SERVICES			000009							
	39889	07/02/14	CLEANING SERVICES	777.00		00000206082		D N	CLEANING AND WAS	101.45433.0338
	39889	07/02/14	CLEANING SERVICES	84.00		00000211170		D N	CLEANING AND WAS	101.45435.0338
	39889	07/02/14	CLEANING SERVICES	777.00		00000211185		D N	CLEANING AND WAS	101.45433.0338
			VENDOR TOTAL	1,638.00		*CHECK TOTAL				
				1,638.00						
DIAMOND EDGE FIGURE SKTN			002469							
	39890	07/02/14	SHOW SPONSORSHIP	250.00		011514		D N	ADVERTISING	101.45433.0447
DIAMOND VOGEL PAINT CENT			000205							
	39891	07/02/14	FIELD MARKING PAINT	250.50		821055790		D N	GENERAL SUPPLIES	101.43425.0229
	39891	07/02/14	PAINT MACHINE FILTER	12.60		821055878		D N	MTCE. OF EQUIPME	101.43425.0224
	39891	07/02/14	PARTS FOR FIELD STRIPPER	516.02		821055889		D N	MTCE. OF EQUIPME	101.45432.0224
	39891	07/02/14	STREET MARKING PAINT	174.00		821055908		D N	GENERAL SUPPLIES	101.43425.0229
			VENDOR TOTAL	953.12		*CHECK TOTAL				
				953.12						
DIGITAL-ALLY INC			002509							
	39892	07/02/14	WIRELESS MIC-SQUAD CMRA	415.00		1066832		D N	MTCE. OF EQUIPME	101.42411.0224
DONOHUE & ASSOCIATES			002293							
	39893	07/02/14	COMPLIANCE SCHEDULE	515.80		12634-02		D N	PROFESSIONAL SER	651.48484.0446

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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
DOTSON/RUBY			.02146											
	39894	07/02/14	CANCELLED BB CLINIC	30.00		062414		D	N				REFUNDS AND REIM	101.41428.0882
DUININCK INC			000222											
	39895	07/02/14	KANDIYOHI AVE SW IMP	124,408.96		1301A/EST. 5		D	N				MTCE. OF OTHER I	413.48451.0336
	39895	07/02/14	WATER MAIN/STORM SEW	313,825.35		1301B/EST. 4		D	N				MTCE. OF OTHER I	413.48451.0336
			VENDOR TOTAL	438,234.31		*CHECK TOTAL								
ED DAVIS BUSINESS MACHIN			000229											
	39896	07/02/14	OFFICE SUPPLIES	34.55		132948		D	N				OFFICE SUPPLIES	741.48001.0220
	39896	07/02/14	OFFICE SUPPLIES	77.93		133105		D	N				OFFICE SUPPLIES	741.48001.0220
	39896	07/02/14	OFFICE SUPPLIES	2.36	CR	133146		D	N				OFFICE SUPPLIES	741.48001.0220
	39896	07/02/14	OFFICE SUPPLIES	11.13		133162		D	N				OFFICE SUPPLIES	741.48001.0220
			VENDOR TOTAL	121.25		*CHECK TOTAL								
EMERGENCY RESPONSE SOLUT			003048											
	39897	07/02/14	CHIN STRAPS FOR HELMETS	87.04		2334		D	N				SUBSISTENCE OF P	101.42412.0227
ENVIRONMENTAL TOXICITY C			002286											
	39898	07/02/14	EFFLUENT TOXICITY TEST	775.00		14-081		D	N				PROFESSIONAL SER	651.48484.0446
ERIC'S AVIATION SERVICES			002998											
	39899	07/02/14	ON SITE MGMT SERV-JUL	6,333.33		STMT/7-14		D	N				PROFESSIONAL SER	230.43430.0446
	39899	07/02/14	WEED SPRAY	1,107.15		71011099		D	N				GENERAL SUPPLIES	230.43430.0229
			VENDOR TOTAL	7,440.48		*CHECK TOTAL								
ERICKSON LAND CO OF WILL			003084											
	39836	06/18/14	ROW-TRAIL/UTILITY EASM	2,300.00		061814		D	N				OTHER CHARGES	205.48012.0449
	39837	06/18/14	ROW-TRAIL/UTILITY EASM	2,300.00		061814		D	N				OTHER CHARGES	205.48012.0449
			VENDOR TOTAL	4,600.00										
FAMILY PRACTICE MED CENT			000245											
	39900	07/02/14	DRUG TESTING	155.00		45/6-14		D	N				SUBSISTENCE OF P	101.43425.0337
FARM-RITE EQUIPMENT			003002											
	39901	07/02/14	#080492-AIR FILTERS	58.46		P02562		D	N				MTCE. OF EQUIPME	101.43425.0224
FELT			000723											
	39844	06/25/14	*PETTY CASH/JIM COMPLIANCE CHECKS	400.00		062314		D	N				PETTY CASH	800.102000
FERGUSON ENTERPRISES INC			000810											
	39902	07/02/14	PLUMBING PARTS	13.27		3174838		D	N				MTCE. OF STRUCTU	101.43425.0225
	39902	07/02/14	PLUMBING PARTS	22.90		3180098		D	N				MTCE. OF STRUCTU	101.43425.0225
	39902	07/02/14	PLUMBING PARTS	146.25		3183831		D	N				MTCE. OF STRUCTU	101.43425.0225

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FERGUSON ENTERPRISES INC			000810											
	39902	07/02/14	PLUMBING PARTS	29.56		3196076		D	N				MTCE. OF STRUCTU	101.43425.0225
				211.98	*CHECK	TOTAL								
			VENDOR TOTAL	211.98										
FIRE SAFETY USA INC			002660											
	39903	07/02/14	HOSE WASHER	415.00		69896		D	N				SMALL TOOLS	101.42412.0221
FIREBYTES LLC			003090											
	39904	07/02/14	PROFESSIONAL SERVICES	934.50		59		D	N				PROFESSIONAL SER	101.41409.0446
FIRST CHOICE FOOD & BEVE			000775											
	39905	07/02/14	CONCESSION SUPPLIES	467.64		2107		D	N				GENERAL SUPPLIES	101.45437.0229
FISCHER/BETH			002484											
	39906	07/02/14	CELL PHONE-JUNE	14.77		063014		D	M	07			COMMUNICATIONS	208.45005.0330
	39906	07/02/14	CELL PHONE-JULY	14.77		063014		D	M	07			COMMUNICATIONS	208.45005.0330
	39906	07/02/14	MILEAGE 3/27-6/30/14	540.68		063014		D	M	07			TRAVEL-CONF.-SCH	208.45005.0333
	39906	07/02/14	LEISURE COMMITTEE MTG	12.00		063014		D	M	07			OTHER CHARGES	208.45010.0449
			VENDOR TOTAL	582.22	*CHECK	TOTAL								
				582.22										
FLEETPRIDE			002973											
	39907	07/02/14	AIR DRYER PARTS	199.12		62193966		D	N				INVENTORIES-MDSE	101.125000
FOUR EAST OF WILLMAR LLC			003085											
	39838	06/18/14	ROW-TRAIL/UTILITY EASM	5,100.00		061814		D	N				OTHER CHARGES	205.48012.0449
FREEMAN PETTY CASH/LE AN			003083											
	39835	06/13/14	TILL/CONCESSION START UP	300.00		061314		D	N				PETTY CASH	101.102000
FREMONT INDUSTRIES INC			002879											
	39908	07/02/14	POLYMER	9,306.30		830324		D	N				GENERAL SUPPLIES	651.48486.0229
G & K SERVICES			002465											
	39909	07/02/14	CLEANING SERVICES	59.18		1043720739		D	N				CLEANING AND WAS	230.43430.0338
GALLS			000288											
	39910	07/02/14	REPL. 4 POWER INVERTERS	218.95		002087200		D	N				MTCE. OF EQUIPME	101.42411.0224
GENERAL MAILING SERVICES			000293											
	39911	07/02/14	POSTAGE	2,605.29		12161		D	N				POSTAGE	208.45006.0223
	39911	07/02/14	UPS/SPEEDEE DELIVERY	30.78		12279		D	N				POSTAGE	101.42411.0223
	39911	07/02/14	POSTAGE	108.68		12283		D	N				POSTAGE	208.45006.0223
	39911	07/02/14	POSTAGE 06/09 - 06/13/14	0.59		12316		D	N				POSTAGE	101.41400.0223
	39911	07/02/14	POSTAGE 06/09 - 06/13/14	7.74		12316		D	N				POSTAGE	101.41401.0223
	39911	07/02/14	POSTAGE 06/09 - 06/13/14	34.23		12316		D	N				POSTAGE	101.41402.0223
	39911	07/02/14	POSTAGE 06/09 - 06/13/14	18.38		12316		D	N				POSTAGE	101.41403.0223

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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
GENERAL MAILING SERVICES 000293														
	39911	07/02/14	POSTAGE 06/09 - 06/13/14	3.54		12316		D	N				POSTAGE	101.41404.0223
	39911	07/02/14	POSTAGE 06/09 - 06/13/14	1.77		12316		D	N				POSTAGE	101.41405.0223
	39911	07/02/14	POSTAGE 06/09 - 06/13/14	15.00		12316		D	N				POSTAGE	101.41408.0223
	39911	07/02/14	POSTAGE 06/09 - 06/13/14	1.18		12316		D	N				POSTAGE	101.41409.0223
	39911	07/02/14	POSTAGE 06/09 - 06/13/14	0.85		12316		D	N				POSTAGE	101.41424.0223
	39911	07/02/14	POSTAGE 06/09 - 06/13/14	34.08		12316		D	N				POSTAGE	101.43425.0223
	39911	07/02/14	POSTAGE 06/09 - 06/13/14	1.77		12316		D	N				POSTAGE	101.45433.0223
	39911	07/02/14	POSTAGE 06/09 - 06/13/14	0.59		12316		D	N				POSTAGE	101.45435.0223
	39911	07/02/14	POSTAGE 06/09 - 06/13/14	17.81		12316		D	N				POSTAGE	230.43430.0223
	39911	07/02/14	POSTAGE 06/09 - 06/13/14	2.73		12316		D	N				POSTAGE	651.48484.0223
	39911	07/02/14	POSTAGE 06/16 - 06/20/14	19.06		12343		D	N				POSTAGE	101.41401.0223
	39911	07/02/14	POSTAGE 06/16 - 06/20/14	13.57		12343		D	N				POSTAGE	101.41402.0223
	39911	07/02/14	POSTAGE 06/16 - 06/20/14	75.09		12343		D	N				POSTAGE	101.41403.0223
	39911	07/02/14	POSTAGE 06/16 - 06/20/14	4.13		12343		D	N				POSTAGE	101.41404.0223
	39911	07/02/14	POSTAGE 06/16 - 06/20/14	2.95		12343		D	N				POSTAGE	101.41405.0223
	39911	07/02/14	POSTAGE 06/16 - 06/20/14	15.00		12343		D	N				POSTAGE	101.41408.0223
	39911	07/02/14	POSTAGE 06/16 - 06/20/14	0.59		12343		D	N				POSTAGE	101.41424.0223
	39911	07/02/14	POSTAGE 06/16 - 06/20/14	28.03		12343		D	N				POSTAGE	101.43425.0223
	39911	07/02/14	POSTAGE 06/16 - 06/20/14	0.59		12343		D	N				POSTAGE	101.45432.0223
	39911	07/02/14	POSTAGE 06/16 - 06/20/14	2.36		12343		D	N				POSTAGE	101.45433.0223
	39911	07/02/14	POSTAGE 06/16 - 06/20/14	2.36		12343		D	N				POSTAGE	651.48484.0223
			VENDOR TOTAL	3,048.74										
				3,048.74									*CHECK TOTAL	
GESCH PROPERTIES LLC 003086														
	39839	06/18/14	ROW-TRAIL/UTILITY EAS	40,788.00		061814		D	N				OTHER CHARGES	205.48012.0449
GILBERTSON/CAROL J 003087														
	39840	06/18/14	ROW-TRAIL/UTILITY EASM	4,100.00		061814		D	N				OTHER CHARGES	205.48012.0449
GIS MIDWEST 002798														
	39912	07/02/14	SWR MAPPING/INVENTORY	2,163.00		14-041-GIS		D	N				PROFESSIONAL SER	101.43417.0446
GRAINGER INC 000786														
	39913	07/02/14	PVC FLEXIBLE TUBING	153.45		9470213274		D	N				GENERAL SUPPLIES	651.48484.0229
	39913	07/02/14	JOTS 2 AIR COMP.-BUBBLER	467.10		9475319746		D	N				SMALL TOOLS	651.48485.0221
			VENDOR TOTAL	620.55									*CHECK TOTAL	
				620.55										
HACH COMPANY 000316														
	39914	07/02/14	LAB SUPPLIES	194.07		8878972		D	N				GENERAL SUPPLIES	651.48484.0229
HALLIDAY/KEVIN 000931														
	39915	07/02/14	REFERENCE MATERIALS	37.86		062614		D	N				OFFICE SUPPLIES	101.41401.0220
HANSEN ADVERTISING SPECI 000321														
	39916	07/02/14	SUMMER STAFF T-SHIRTS	453.39		32720		D	N				SUBSISTENCE OF P	101.45437.0227

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HAUG-KUBOTA LLC										002609
	39919	07/02/14	FAN/FILTERS	291.87		4607		D N	MTCE. OF EQUIPME	101.43425.0224
	39919	07/02/14	#115645-FUEL PUMP	139.31		4632		D N	MTCE. OF EQUIPME	101.43425.0224
	39919	07/02/14	KUBOTA PARTS	76.00		4672		D N	MTCE. OF EQUIPME	101.45433.0224
	39919	07/02/14	#115645-GAS DOOR SHOCK	37.99		4710		D N	MTCE. OF EQUIPME	101.43425.0224
			VENDOR TOTAL	545.17						
				545.17						*CHECK TOTAL
HAWKINS INC										000325
	39920	07/02/14	FERRIC CHLORIDE	4,568.12		3611105 RI		D N	GENERAL SUPPLIES	651.48484.0229
	39920	07/02/14	FERRIC CHLORIDE	4,585.56		3611642 RI		D N	GENERAL SUPPLIES	651.48484.0229
			VENDOR TOTAL	9,153.68						
				9,153.68						*CHECK TOTAL
HAY/JASON										002690
	39921	07/02/14	REID INTERVIEWING SCHL	81.75		584		D N	TRAVEL-CONF.-SCH	101.42411.0333
HENDRICKSON *PETTY CASH/										002975
	39922	07/02/14	TO REIMBURSE PETTY CASH	9.80		062414		D N	POSTAGE	101.42412.0223
	39922	07/02/14	TO REIMBURSE PETTY CASH	21.37		062414		D N	MTCE. OF EQUIPME	101.42412.0224
	39922	07/02/14	TO REIMBURSE PETTY CASH	25.00		062414		D N	TRAVEL-CONF.-SCH	101.42412.0333
	39922	07/02/14	TO REIMBURSE PETTY CASH	19.28		062414		D N	SUBSISTENCE OF P	101.42412.0337
			VENDOR TOTAL	75.45						
				75.45						*CHECK TOTAL
HERITAGE BANK										000001
	39849	07/01/14	#147 2004 GO IMP BOND-	3,900.00		061614		D N	INTEREST	304.47100.0444
	39849	07/01/14	#149 2005 GO IMP BOND	12,328.75		061614		D N	INTEREST	305.47100.0444
	39849	07/01/14	#151 2006 GO IMP BOND	11,260.00		061614		D N	INTEREST	306.47100.0444
	39849	07/01/14	#148 2004 GO IMP BOND	18,796.25		061614		D N	INTEREST	330.43430.0444
			VENDOR TOTAL	46,285.00						
				46,285.00						*CHECK TOTAL
HERZOG/ZACHARY										002315
	39923	07/02/14	REID INTERVIEWING SCHL	314.17		602		D N	TRAVEL-CONF.-SCH	101.42411.0333
HIGH POINT NETWORKS INC										002299
	39924	07/02/14	23 OPTIPLEX COMPUTERS	18,124.00		66451		D N	SMALL TOOLS	101.41409.0221
	39924	07/02/14	2 LATITUDE LAPTOPS	3,144.00		66451		D N	SMALL TOOLS	101.41409.0221
	39924	07/02/14	1 DELL 19" MONITOR	162.00		66451		D N	SMALL TOOLS	101.41409.0221
			VENDOR TOTAL	21,430.00						
				21,430.00						*CHECK TOTAL
HILLYARD FLOOR CARE SUPP										000333
	39925	07/02/14	CLEANING SUPPLIES	148.60		601153554		D N	CLEANING AND WAS	101.45435.0228
	39925	07/02/14	CLEANING SUPPLIES	10.07		601186586		D N	CLEANING AND WAS	101.45435.0228
			VENDOR TOTAL	158.67						
				158.67						*CHECK TOTAL

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HOME STATE BANK	39841	06/18/14	ROW-TRAIL/UTILITY EASM	4,900.00		061814		D N	OTHER CHARGES	205.48012.0449
HORIZON COMMERCIAL POOL	39926	07/02/14	3/4" ROPE	253.28		14051416		D N	MTCE. OF OTHER I	101.45437.0226
	39926	07/02/14	POOL CHEMICALS	1,052.10		14051944		D N	MTCE. OF OTHER I	101.45437.0226
			VENDOR TOTAL	1,305.38						
				1,305.38						
HUSEBY/SHELLY	39927	07/02/14	CANCELLED BB CLINIC	30.00		062414		D N	REFUNDS AND REIM	101.41428.0882
IEDEMA/MARIA	39928	07/02/14	CANCELLED BB CLINIC	30.00		062414		D N	REFUNDS AND REIM	101.41428.0882
INNOVATIVE OFFICE SOLUTI	39929	07/02/14	GARBAGE BAGS	51.08		IN0556777		D N	GENERAL SUPPLIES	101.42412.0229
INTERSTATE POWER SYSTEMS	39930	07/02/14	HOSE CAM LOCKS/CPLNGS	877.72		598914 RI		D N	MTCE. OF EQUIPME	651.48485.0224
JAGUSH/JEFFREY	39931	07/02/14	MILEAGE 5/27-6/20/14	40.60		062414		D N	TRAVEL-CONF.-SCH	101.43425.0333
	39931	07/02/14	MILEAGE 5/27-6/20/14	40.60		062414		D N	TRAVEL-CONF.-SCH	651.48484.0333
			VENDOR TOTAL	81.20						
				81.20						
JOHNSON/COLLEEN	39932	07/02/14	REFUND SHELTER DEPOSIT	50.00		063014		D N	DEPOSITS	101.230000
JOHNSON/KELVIN	39848	06/27/14	REPLACED PAYROLL CHECK	248.90		062614		D N	SALARIES-TEMP. E	101.45437.0112
K M FIRE PUMP SPECIALIST	39933	07/02/14	#885700-REPL. SEAT BRKTS	222.86		6166		D M 07	MTCE. OF EQUIPME	101.42412.0224
	39933	07/02/14	INST. ELEC PORTS IN TRKS	244.73		6189		D M 07	MTCE. OF EQUIPME	101.42412.0224
	39933	07/02/14	INST. ELEC PORTS IN TRKS	480.00		6189		D M 07	MTCE. OF EQUIPME	101.42412.0334
			VENDOR TOTAL	947.59						
				947.59						
KANDIYOHI CO AUDITOR	39934	07/02/14	LONG DISTANCE APR-MAY	53.62		061314		D N	COMMUNICATIONS	101.42411.0330
KANDIYOHI CO SHERIFF'S D	39935	07/02/14	REPL. RADIO BATTERY	60.00		14-0625-1		D N	MTCE. OF EQUIPME	101.42411.0224
KANDIYOHI CO-OP ELECTRIC	39936	07/02/14	WELCOME TO WILLMAR SIGN	104.00		STMT/6-14		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
KANDIYOHI CO-OP ELECTRIC			000375											
	39936	07/02/14	WELCOME TO WILLMAR SIGN	60.73		STMT/6-14		D	N				UTILITIES	101.43425.0332
	39936	07/02/14	CO RD 23/HWY 71 BYPASS	126.00		STMT/6-14		D	N				UTILITIES	101.43425.0332
	39936	07/02/14	ELEC SERV-LIFT STATIONS	838.00		STMT/6-14		D	N				UTILITIES	651.48485.0332
	39936	07/02/14	ABBOTT DR LIFT STATION	73.00		STMT/6-14		D	N				UTILITIES	651.48485.0332
	39936	07/02/14	ELEC SERV-SECURITY LIGHT	37.00		STMT/6-14		D	N				UTILITIES	651.48486.0332
			VENDOR TOTAL	1,238.73		*CHECK TOTAL								
				1,238.73										
KEEPRS INC			001905											
	39937	07/02/14	FELT-COLLAR BRASS	18.78		248567		D	N				SUBSISTENCE OF P	101.42411.0227
LAKESIDE PRESS			001646											
	39938	07/02/14	GOLF BROCHURE	540.02		4282		D	N				OTHER SERVICES	208.45006.0339
	39938	07/02/14	GOLF BROCHURE	500.00		4282		D	N				OTHER CHARGES	208.45010.0449
	39938	07/02/14	MTGS/CONVENTION GUIDE	500.00		4283		D	N				OTHER CHARGES	208.45008.0449
	39938	07/02/14	MTGS/CONVENTION GUIDE	1,564.58		4283		D	N				ADVERTISING	208.45015.0447
			VENDOR TOTAL	3,104.60		*CHECK TOTAL								
				3,104.60										
LAW ENFORCEMENT TECHNOLO			002844											
	39939	07/02/14	36 ROLLS THERMAL PAPER	260.54		14572		D	N				OFFICE SUPPLIES	101.42411.0220
LAZU/ERNESTO			.02149											
	39940	07/02/14	REFUND SHELTER DEPOSIT	50.00		063014		D	N				DEPOSITS	101.230000
LITTLE CAESARS PIZZA			003089											
	39941	07/02/14	MUTUAL AID FIRE CALL	80.00		052014		D	N				TRAVEL-CONF.-SCH	101.42412.0333
LITTLE CROW SKI SHOW			000417											
	39942	07/02/14	SKI TEAM PROGRAM AD	500.00		6482		D	N				ADVERTISING	208.45006.0447
LOCATORS & SUPPLIES INC			002162											
	39943	07/02/14	SAFETY VESTS	77.94		0224513		D	N				SUBSISTENCE OF P	101.43425.0227
LYONS/PAUL			.02150											
	39944	07/02/14	CANCELLED BB CLINIC	30.00		062414		D	N				REFUNDS AND REIM	101.41428.0882
MACQUEEN EQUIPMENT INC			000427											
	39945	07/02/14	#073501-YOKE	169.30		2144296		D	N				MTCE. OF EQUIPME	101.43425.0224
MADDEN, GALANTER, HANSEN			000429											
	39946	07/02/14	LABOR RELATIONS SERVIC	3,488.63		060114		D	N				PROFESSIONAL SER	101.41406.0446
MADISON NATIONAL LIFE			002249											
	39846	06/25/14	LTD PREMIUM-JULY	44.93		215A		D	N				EMPLOYER INSUR.	101.41400.0114
	39846	06/25/14	LTD PREMIUM-JULY	87.58		215A		D	N				EMPLOYER INSUR.	101.41402.0114
	39846	06/25/14	LTD PREMIUM-JULY	33.45		215A		D	N				EMPLOYER INSUR.	101.41403.0114

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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
MADISON NATIONAL LIFE													002249	
	39846	06/25/14	LTD PREMIUM-JULY	43.53		215A		D	N				EMPLOYER INSUR.	101.41404.0114
	39846	06/25/14	LTD PREMIUM-JULY	58.75		215A		D	N				EMPLOYER INSUR.	101.41405.0114
	39846	06/25/14	LTD PREMIUM-JULY	9.21		215A		D	N				EMPLOYER INSUR.	101.41408.0114
	39846	06/25/14	LTD PREMIUM-JULY	36.67		215A		D	N				EMPLOYER INSUR.	101.41409.0114
	39846	06/25/14	LTD PREMIUM-JULY	2.85		215A		D	N				EMPLOYER INSUR.	101.41424.0114
	39846	06/25/14	LTD PREMIUM-JULY	594.45		215A		D	N				EMPLOYER INSUR.	101.42411.0114
	39846	06/25/14	LTD PREMIUM-JULY	42.23		215A		D	N				EMPLOYER INSUR.	101.42412.0114
	39846	06/25/14	LTD PREMIUM-JULY	74.39		215A		D	N				EMPLOYER INSUR.	101.43417.0114
	39846	06/25/14	LTD PREMIUM-JULY	276.44		215A		D	N				EMPLOYER INSUR.	101.43425.0114
	39846	06/25/14	LTD PREMIUM-JULY	13.68		215A		D	N				EMPLOYER INSUR.	101.45432.0114
	39846	06/25/14	LTD PREMIUM-JULY	40.53		215A		D	N				EMPLOYER INSUR.	101.45433.0114
	39846	06/25/14	LTD PREMIUM-JULY	13.87		215A		D	N				EMPLOYER INSUR.	101.45435.0114
	39846	06/25/14	LTD PREMIUM-JULY	9.80		215A		D	N				EMPLOYER INSUR.	101.45437.0114
	39846	06/25/14	LTD PREMIUM-JULY	123.09		215A		D	N				EMPLOYER INSUR.	651.48484.0114
	39846	06/25/14	LTD PREMIUM-JULY	13.09		215A		D	N				EMPLOYER INSUR.	651.48485.0114
	39846	06/25/14	LTD PREMIUM-JULY	13.68		215A		D	N				EMPLOYER INSUR.	651.48486.0114
				1,532.22										
				1,532.22										
			VENDOR TOTAL											
														*CHECK TOTAL
MAGNUSON SHEET METAL INC													001121	
	39947	07/02/14	A/C REPAIR-LABOR	75.00		124225		D	N				MTCE. OF STRUCTU	101.42412.0335
MENARDS													000449	
	39948	07/02/14	FILTER/PARTS	25.16		48673		D	N				MTCE. OF EQUIPME	101.43417.0224
	39948	07/02/14	LIGHT BULBS	47.88		49442		D	N				MTCE. OF STRUCTU	101.41408.0225
	39948	07/02/14	FLOWERING ANNUALS/MULCH	33.86		49615		D	N				GENERAL SUPPLIES	101.41408.0229
	39948	07/02/14	SUPPLIES	43.32		49690		D	N				GENERAL SUPPLIES	101.45433.0229
	39948	07/02/14	RUST REMOVER	36.00		49722		D	N				GENERAL SUPPLIES	651.48484.0229
	39948	07/02/14	CONCRETE REPAIR MAT'L	7.95		50570		D	N				MTCE. OF OTHER I	101.45437.0226
	39948	07/02/14	102 WHITE LOUNGE CHAIR 4	284.00		50668		D	N				SMALL TOOLS	101.45437.0221
	39948	07/02/14	BLDG MTCE-PARTS	10.98		50737		D	N				MTCE. OF STRUCTU	101.45437.0225
	39948	07/02/14	POOL LIGHTS	38.90		51028		D	N				MTCE. OF OTHER I	101.45437.0226
	39948	07/02/14	FLIP TOP CLEAR TOTES	33.84		51192		D	N				SMALL TOOLS	101.43425.0221
	39948	07/02/14	LIGHT BULBS	44.88		51247		D	N				MTCE. OF STRUCTU	101.43425.0225
	39948	07/02/14	PERFORMAX TOOL CHEST	168.00		51334		D	N				SMALL TOOLS	651.48484.0221
	39948	07/02/14	BATTERIES	88.39		51334		D	N				MTCE. OF EQUIPME	651.48484.0224
	39948	07/02/14	REPL. MAIL BOX POST	35.86		51343		D	N				GENERAL SUPPLIES	101.43425.0229
	39948	07/02/14	PLANT SUPPLIES	20.96		52091		D	N				GENERAL SUPPLIES	651.48484.0229
	39948	07/02/14	SMALL TOOLS	33.52		52134		D	N				SMALL TOOLS	101.43425.0221
	39948	07/02/14	MOSQUITO REPELLANT	9.00		52134		D	N				GENERAL SUPPLIES	101.43425.0229
	39948	07/02/14	BATTERIES	26.73		52134		D	N				GENERAL SUPPLIES	101.43425.0229
	39948	07/02/14	SHELF KIT	238.00		52149		D	N				SMALL TOOLS	101.42412.0221
				5,227.23										
				5,227.23										
			VENDOR TOTAL											
														*CHECK TOTAL
METRO SALES INC													003016	
	39949	07/02/14	STAPLE CARTRIDGES	102.68		INV12955		D	N				OFFICE SUPPLIES	741.48001.0220

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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
MN DEPT OF TRANSPORTATIO			000497							
	39957	07/02/14	1301A-MAT'L SAMPLE TESTS	947.72		P00002971		D N	OTHER SERVICES	413.48451.0339
	39957	07/02/14	1301B-MAT'L SAMPLE TESTS	253.77		P00002971		D N	OTHER SERVICES	413.48451.0339
			VENDOR TOTAL	1,201.49		*CHECK TOTAL				
				1,201.49						
MN DEPT OF TRANSPORTATIO			001403							
	39958	07/02/14	T.H. 12 COOP CONST AG	64,643.94		00000207629		D N	OTHER IMPROVEMEN	450.43425.0554
MN SPORTS FEDERATION			000517							
	39959	07/02/14	TEAM MEMBERSHIP FEES	92.00		070114		D N	OTHER CHARGES	101.45432.0449
MN UC FUND			000524							
	39960	07/02/14	UNEMPLOYMENT BENEFITS	1,487.19		07977283/6-14		D N	RE-EMPLOYMENT IN	101.41428.0815
MONSON EXCAVATING LLC/GA			002040							
	39961	07/02/14	MIX FOR STREET PATCHING	290.68		518CC		D N	MTCE. OF OTHER I	101.43425.0226
	39961	07/02/14	MIX FOR STREET PATCHIN	1,810.43		546CC		D N	MTCE. OF OTHER I	101.43425.0226
	39961	07/02/14	MIX FOR STREET PATCHIN	1,034.35		571CC		D N	MTCE. OF OTHER I	101.43425.0226
	39961	07/02/14	MIX FOR STREET PATCHING	576.34		612CC		D N	MTCE. OF OTHER I	101.43425.0226
			VENDOR TOTAL	3,711.80		*CHECK TOTAL				
				3,711.80						
MUNICIPAL UTILITIES			002393							
	39962	07/02/14	5/15/14 TAX STLMT-CUR	5,814.41		062414		D N	DUE TO COMPONENT	295.210001
MVTL LABORATORIES INC			000544							
	39963	07/02/14	GREASE/STREET SWEEP TEST	256.00		706508		D N	PROFESSIONAL SER	651.48484.0446
	39963	07/02/14	WASTEWATER ANALYSIS	439.75		707138		D N	PROFESSIONAL SER	651.48484.0446
	39963	07/02/14	WASTEWATER ANALYSIS	45.00		708756		D N	PROFESSIONAL SER	651.48484.0446
	39963	07/02/14	WASTEWATER ANALYSIS	510.00		708909		D N	PROFESSIONAL SER	651.48484.0446
			VENDOR TOTAL	1,250.75		*CHECK TOTAL				
				1,250.75						
MWOA			000545							
	39964	07/02/14	MARCUS-CONFERENCE REGIS.	225.00		062014		D N	TRAVEL-CONF.-SCH	651.48484.0333
NEXTEL COMMUNICATION			000578							
	39965	07/02/14	CELL PHONE	199.99		317498885-073		D N	SMALL TOOLS	101.41409.0221
	39965	07/02/14	CELLULAR PHONE USAGE	1,670.44		317498885-073		D N	COMMUNICATIONS	101.41409.0330
			VENDOR TOTAL	1,870.43		*CHECK TOTAL				
				1,870.43						
NORTHERN STATES SUPPLY			000585							
	39966	07/02/14	LOCATE PAINT	120.82		10-516850		D N	GENERAL SUPPLIES	101.43417.0229
	39966	07/02/14	BOLTS	7.73		10-517248		D N	MTCE. OF EQUIPME	101.45433.0224
	39966	07/02/14	PIN FOR TRACTOR	32.50		10-517294		D N	MTCE. OF EQUIPME	101.45433.0224
	39966	07/02/14	SIGN BOLTS	88.86		10-517302		D N	MTCE. OF OTHER I	101.43425.0226

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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
NORTHERN STATES SUPPLY 000585														
	39966	07/02/14	SAFETY SHELVING FOR SHOP	603.89		10-517540		D	N				MTCE. OF STRUCTU	101.45433.0225
	39966	07/02/14	SUPPLIES	49.73		10-517560		D	N				GENERAL SUPPLIES	101.45433.0229
	39966	07/02/14	SUPPLIES	153.00		10-517571		D	N				GENERAL SUPPLIES	101.45433.0229
	39966	07/02/14	CABLE TIES	12.04		10-517670		D	N				GENERAL SUPPLIES	101.43425.0229
	39966	07/02/14	14 DRAWER TOOL CABINET	1,216.18		220067		D	N				SMALL TOOLS	101.45433.0221
				2,284.75										
			VENDOR TOTAL	2,284.75										
													*CHECK TOTAL	
OFFICE SERVICES 000589														
	39967	07/02/14	PHOTO COPIES 5/13-6/17	103.31		062514		D	N				OFFICE SUPPLIES	101.41401.0220
	39967	07/02/14	PHOTO COPIES 5/13-6/17	207.83		062514		D	N				OFFICE SUPPLIES	101.41401.0220
	39967	07/02/14	PHOTO COPIES 5/13-6/17	48.32		062514		D	N				OFFICE SUPPLIES	101.41402.0220
	39967	07/02/14	PHOTO COPIES 5/13-6/17	157.05		062514		D	N				OFFICE SUPPLIES	101.41402.0220
	39967	07/02/14	PHOTO COPIES 5/13-6/17	16.17		062514		D	N				OFFICE SUPPLIES	101.41403.0220
	39967	07/02/14	PHOTO COPIES 5/13-6/17	43.58		062514		D	N				OFFICE SUPPLIES	101.41403.0220
	39967	07/02/14	PHOTO COPIES 5/13-6/17	81.81		062514		D	N				OFFICE SUPPLIES	101.41404.0220
	39967	07/02/14	PHOTO COPIES 5/13-6/17	45.90		062514		D	N				OFFICE SUPPLIES	101.41404.0220
	39967	07/02/14	PHOTO COPIES 5/13-6/17	118.06		062514		D	N				OFFICE SUPPLIES	101.41405.0220
	39967	07/02/14	PHOTO COPIES 5/13-6/17	0.60		062514		D	N				OFFICE SUPPLIES	101.41405.0220
	39967	07/02/14	PHOTO COPIES 5/13-6/17	4.98		062514		D	N				OFFICE SUPPLIES	101.41409.0220
	39967	07/02/14	PHOTO COPIES 5/13-6/17	2.78		062514		D	N				OFFICE SUPPLIES	101.41409.0220
	39967	07/02/14	PHOTO COPIES 5/13-6/17	28.49		062514		D	N				OFFICE SUPPLIES	101.41424.0220
	39967	07/02/14	PHOTO COPIES 5/13-6/17	39.60		062514		D	N				OFFICE SUPPLIES	101.41424.0220
	39967	07/02/14	PHOTO COPIES 5/13-6/17	50.22		062514		D	N				OFFICE SUPPLIES	101.43417.0220
	39967	07/02/14	PHOTO COPIES 5/13-6/17	40.05		062514		D	N				OFFICE SUPPLIES	101.43417.0220
	39967	07/02/14	PHOTO COPIES 5/13-6/17	1.72		062514		D	N				OFFICE SUPPLIES	101.43425.0220
	39967	07/02/14	PHOTO COPIES 5/13-6/17	63.75		062514		D	N				OFFICE SUPPLIES	101.43425.0220
	39967	07/02/14	PHOTO COPIES 5/13-6/17	93.47		062514		D	N				OFFICE SUPPLIES	101.45432.0220
	39967	07/02/14	PHOTO COPIES 5/13-6/17	321.60		062514		D	N				OFFICE SUPPLIES	101.45432.0220
	39967	07/02/14	PHOTO COPIES 5/13-6/17	0.75		062514		D	N				OFFICE SUPPLIES	101.45433.0220
	39967	07/02/14	PHOTO COPIES 5/13-6/17	0.42		062514		D	N				OFFICE SUPPLIES	651.48484.0220
				1,470.46										
			VENDOR TOTAL	1,470.46										
													*CHECK TOTAL	
PAPER PLACE/THE 000597														
	39968	07/02/14	SPECIAL EVENT SUPPLIES	39.00		16337		D	M	07			GENERAL SUPPLIES	101.45435.0229
	39968	07/02/14	300' TABLE COVER	18.00		16390		D	M	07			GENERAL SUPPLIES	101.45433.0229
				57.00										
			VENDOR TOTAL	57.00										
PETERSON SHOE STORE 000608														
	39969	07/02/14	MARCUS-SAFETY BOOTS	125.00		156497		D	N				SUBSISTENCE OF P	651.48484.0227
	39969	07/02/14	VANDENEINDE-SFTY BOOTS	125.00		157000		D	N				SUBSISTENCE OF P	101.43425.0227
	39969	07/02/14	MOTTINGER-SAFETY BOOTS	125.00		157124		D	N				SUBSISTENCE OF P	101.43425.0227
	39969	07/02/14	HAGEN-SAFETY BOOTS	125.00		157125		D	N				SUBSISTENCE OF P	101.43425.0227
	39969	07/02/14	BAKER-SAFETY BOOTS	125.00		157292		D	N				SUBSISTENCE OF P	101.43425.0227
	39969	07/02/14	KLUVER-SAFETY BOOTS	125.00		157397		D	N				SUBSISTENCE OF P	101.43425.0227

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SERVICE CENTER/CITY OF W										000685
	39986	07/02/14	EQUIPMENT REPAIR-OIL	105.60		STMT/5-14		D N	MOTOR FUELS AND	101.42412.0222
	39986	07/02/14	GAS-79.04 GALLONS	266.42		STMT/5-14		D N	MOTOR FUELS AND	101.43417.0222
	39986	07/02/14	EQUIPMENT REPAIR-OIL	18.70		STMT/5-14		D N	MOTOR FUELS AND	101.43417.0222
	39986	07/02/14	EQUIPMENT REPAIR-PARTS	104.10		STMT/5-14		D N	MTCE. OF EQUIPME	101.43417.0224
	39986	07/02/14	DIESEL-1503.30 GALLONS	4,871.87		STMT/5-14		D N	MOTOR FUELS AND	101.43425.0222
	39986	07/02/14	GAS-941.02 GALLONS	3,172.53		STMT/5-14		D N	MOTOR FUELS AND	101.43425.0222
	39986	07/02/14	EQUIPMENT REPAIR-OIL	456.35		STMT/5-14		D N	MOTOR FUELS AND	101.43425.0222
	39986	07/02/14	EQUIPMENT REPAIR-PARTS	724.73		STMT/5-14		D N	MTCE. OF EQUIPME	101.43425.0224
	39986	07/02/14	DIESEL-29.41 GALLONS	95.48		STMT/5-14		D N	MOTOR FUELS AND	101.45433.0222
	39986	07/02/14	GAS-43.16 GALLONS	145.29		STMT/5-14		D N	MOTOR FUELS AND	101.45433.0222
	39986	07/02/14	DIESEL-90.42 GALLONS	291.72		STMT/5-14		D N	MOTOR FUELS AND	230.43430.0222
	39986	07/02/14	DIESEL-112.32 GALLONS	364.88		STMT/5-14		D N	MOTOR FUELS AND	651.48485.0222
	39986	07/02/14	EQUIPMENT REPAIR-OIL	95.70		STMT/5-14		D N	MOTOR FUELS AND	651.48485.0222
	39986	07/02/14	EQUIPMENT REPAIR-PARTS	175.30		STMT/5-14		D N	MTCE. OF EQUIPME	651.48485.0224
				18,142.28					*CHECK TOTAL	
			VENDOR TOTAL	18,142.28						
SHERWIN WILLIAMS CO										000690
	39987	07/02/14	TRAFFIC PAINT	1,232.50		0248-8		D N	GENERAL SUPPLIES	101.43425.0229
	39987	07/02/14	PICNIC TABLE PAINT	142.40		0530-9		D N	MTCE. OF EQUIPME	101.43425.0224
	39987	07/02/14	ROAD STENCIL PAINT	16.97		0560-6		D N	GENERAL SUPPLIES	101.43425.0229
	39987	07/02/14	TRAFFIC PAINT	647.50		0607-5		D N	GENERAL SUPPLIES	101.43425.0229
	39987	07/02/14	PICNIC TABLE PAINT	104.50		0608-3		D N	MTCE. OF EQUIPME	101.43425.0224
				2,143.87					*CHECK TOTAL	
			VENDOR TOTAL	2,143.87						
SHI CORP										000275
	39988	07/02/14	2015 SFTWRE PROTECTION	1,873.34		B02080401		D N	PREPAID EXPENSES	101.128000
	39988	07/02/14	2016 SFTWRE PROTECTION	1,873.34		B02080401		D N	PREPAID EXPENSES	101.128000
	39988	07/02/14	2017 SFTWRE PROTECTION	780.55		B02080401		D N	PREPAID EXPENSES	101.128000
	39988	07/02/14	2014 SFTWRE PROTECTION	1,092.77		B02080401		D N	MTCE. OF EQUIPME	101.41409.0334
	39988	07/02/14	2015 VIRTUAL MACH. LCNSE	994.32		B02085411		D N	PREPAID EXPENSES	101.128000
	39988	07/02/14	2016 VIRTUAL MACH. LCNSE	911.32		B02085411		D N	PREPAID EXPENSES	101.128000
	39988	07/02/14	2014 VIRTUAL MACH. LCN	1,077.18		B02085411		D N	LICENSES AND TAX	101.41409.0445
				8,602.82					*CHECK TOTAL	
			VENDOR TOTAL	8,602.82						
SIM SUPPLY INC										003091
	39989	07/02/14	CABLE PROTECTORS	626.44		324251		D N	SMALL TOOLS	101.41409.0221
SMEBY/ROSS										002570
	39990	07/02/14	MILEAGE 6/1-6/30/14	138.88		070114		D N	TRAVEL-CONF.-SCH	101.41409.0333
	39990	07/02/14	CITY HALL PWR DWN-MEAL	11.76		632		D N	OTHER SERVICES	101.41409.0339
				150.64					*CHECK TOTAL	
			VENDOR TOTAL	150.64						
SPICER/CITY OF										.00156
	39991	07/02/14	MAYOR'S BIKE RIDE PICNIC	171.42		AD-061114		D N	SUBSISTENCE OF P	208.45006.0227

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
VIGIL/RUDY														
	40001	07/02/14	MACTA CONFERENCE	232.52		062414		D	N				TRAVEL-CONF.-SCH	101.41409.0333
WAL-MART COMMUNITY														
	40002	07/02/14	POOL CLEANING SUPPLIES	62.71		052114		D	N				CLEANING AND WAS	101.45437.0228
	40002	07/02/14	COFFEE	29.08		052114		D	N				GENERAL SUPPLIES	101.45437.0229
	40002	07/02/14	ASMUS/WYFFELS-FAREWELL	24.37		052714		D	N				GENERAL SUPPLIES	101.42411.0229
	40002	07/02/14	INTERGENERATIONAL PRGRM	13.71		052914		D	N				GENERAL SUPPLIES	101.45435.0229
	40002	07/02/14	SUPPLIES	105.83		060614		D	N				GENERAL SUPPLIES	101.45435.0229
	40002	07/02/14	PADLOCK KEY	1.37		060814		D	N				GENERAL SUPPLIES	101.42411.0229
				237.07										
			VENDOR TOTAL	237.07		*CHECK TOTAL								
WERDER/JAMES M														
	40003	07/02/14	MWOA LAB TRNG WORKSHOP	133.39		459		D	N				TRAVEL-CONF.-SCH	651.48484.0333
WEST CENTRAL INDUSTRIES														
	40004	07/02/14	STAKES FOR COMM. GARDEN	114.87		00042297		D	N				GENERAL SUPPLIES	101.45435.0229
	40004	07/02/14	CLEANED TAUNTON STADIUM	90.00		00042323		D	N				CLEANING AND WAS	101.43425.0338
				204.87										
			VENDOR TOTAL	204.87		*CHECK TOTAL								
WEST CENTRAL SANITATION														
	40005	07/02/14	GARBAGE SERVICE-JUNE	27.58		6806100/6-14		D	N				CLEANING AND WAS	230.43430.0338
WEST CENTRAL TRIBUNE														
	40006	07/02/14	AD FOR BIDS-PROJ. 1401	84.00		CL03062634		D	N				ADVERTISING	414.48451.0447
	40006	07/02/14	AD FOR BIDS-PROJ. 1403	84.00		CL03062634		D	N				ADVERTISING	414.48453.0447
	40006	07/02/14	AD FOR BIDS-PROJ. 1404	84.00		CL03062634		D	N				ADVERTISING	414.48454.0447
	40006	07/02/14	ANNUAL SUBSCRIPTION	89.49		177822549/14		D	N				PREPAID EXPENSES	101.128000
	40006	07/02/14	ANNUAL SUBSCRIPTION	89.49		177822549/14		D	N				SUBSCRIPTIONS AN	101.41408.0443
	40006	07/02/14	SPORTS PAGES	940.00		36787/5-14		D	N				ADVERTISING	101.45432.0447
	40006	07/02/14	SUMMER FUN AD	79.00		36787/5-14		D	N				ADVERTISING	101.45432.0447
	40006	07/02/14	SPORTS PAGES	45.00		36787/5-14		D	N				ADVERTISING	101.45433.0447
				1,494.98										
			VENDOR TOTAL	1,494.98		*CHECK TOTAL								
WILLMAR AUTO VALUE														
	40007	07/02/14	DIST. CAP/ROTOR	39.98		22091013		D	N				INVENTORIES-MDSE	101.125000
	40007	07/02/14	OIL FILTER	2.49		22092279		D	N				MTCE. OF EQUIPME	651.48484.0224
	40007	07/02/14	WEED WHIP SPARK PLUG	3.78		22094038		D	N				MTCE. OF EQUIPME	651.48484.0224
				46.25										
			VENDOR TOTAL	46.25		*CHECK TOTAL								
WILLMAR CHAMBER OF COMME														
	40008	07/02/14	OFFICE SUPPLIES	9.62		CC STMT		D	N				OFFICE SUPPLIES	208.45005.0220
	40008	07/02/14	4TH OF JULY PLNG MTG	8.96		CC STMT		D	N				TRAVEL-CONF.-SCH	208.45005.0333
	40008	07/02/14	MUFFINS-VOLUNTEER MTG	16.60		CC STMT		D	N				TRAVEL-CONF.-SCH	208.45005.0333

Vendor Payments History Report
INCLUDES ONLY POSTED TRANS

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
WILLMAR CHAMBER OF COMME 000812														
	40008	07/02/14	FISCHER-MACVB MTG REGIS.	20.00		CC STMT		D	N				TRAVEL-CONF.-SCH	208.45005.0333
	40008	07/02/14	TOURISM THANK YOU ITEMS	50.39		CC STMT		D	N				OTHER CHARGES	208.45010.0449
	40008	07/02/14	TOURISM THANK YOU VISITS	17.92		CC STMT		D	N				OTHER CHARGES	208.45010.0449
	40008	07/02/14	TOURISM COMMITTEE MTG	17.89		CC STMT		D	N				OTHER CHARGES	208.45010.0449
	40008	07/02/14	BIKING FOR BABIES MTG	27.42		CC STMT		D	N				OTHER CHARGES	208.45011.0449
	40008	07/02/14	DIRECTOR SALARY	4,075.16		STMT/6-14		D	N				SALARIES-REG. EM	208.45005.0110
	40008	07/02/14	ASSISTANT SALARY	2,100.00		STMT/6-14		D	N				SALARIES-REG. EM	208.45005.0110
	40008	07/02/14	FICA & INSURANCE	1,025.78		STMT/6-14		D	N				EMPLOYER PENSION	208.45005.0113
	40008	07/02/14	IRA CONTRIBUTION	185.26		STMT/6-14		D	N				EMPLOYER PENSION	208.45005.0113
	40008	07/02/14	STATE UNEMPLOYMENT TAX	18.73		STMT/6-14		D	N				EMPLOYER PENSION	208.45005.0113
	40008	07/02/14	FEDERAL UNEMPLOYMENT TAX	3.60		STMT/6-14		D	N				EMPLOYER PENSION	208.45005.0113
	40008	07/02/14	MN WORKFORCE FEE	18.73		STMT/6-14		D	N				EMPLOYER PENSION	208.45005.0113
	40008	07/02/14	PHOTO COPIES-JUNE	29.32		STMT/6-14		D	N				OFFICE SUPPLIES	208.45005.0220
	40008	07/02/14	PAYROLL/FLEX FEE	39.87		STMT/6-14		D	N				OTHER SERVICES	208.45005.0339
	40008	07/02/14	OFFICE RENT-JUNE	626.61		STMT/6-14		D	N				RENTS	208.45005.0440
	40008	07/02/14	MAIL PICKUP FEE-MAY	50.00		40296		D	N				POSTAGE	208.45005.0223
	40008	07/02/14	LEADERSHIP PERSP. COURSE	175.00		40314		D	N				TRAVEL-CONF.-SCH	101.41409.0333
	40008	07/02/14	LEADERSHIP PERSP. COURSE	175.00		40314		D	N				TRAVEL-CONF.-SCH	101.42411.0333
			VENDOR TOTAL	8,691.86		*CHECK TOTAL								
				8,691.86										
WILLMAR ELECTRIC SERVICE 000816														
	40009	07/02/14	TERMINATE EVP POLE	112.50			25473		D	N			MTCE. OF OTHER I	101.43417.0336
WILLMAR H.R.A. 000341														
	39847	06/25/14	CDAP REQ #4 OWNER REH	61,127.00			062314		D	N			OTHER SERVICES	212.46441.0339
	39847	06/25/14	CDAP REQ #4 RENTAL RE	27,282.00			062314		D	N			OTHER SERVICES	212.46441.0339
	39847	06/25/14	CDAP REQ #4 COMM ADMIN	1,187.00			062314		D	N			OTHER SERVICES	212.46441.0339
	39847	06/25/14	CDAP REQ #4 GEN ADMIN	47,059.00			062314		D	N			OTHER SERVICES	212.46441.0339
			VENDOR TOTAL	136,655.00		*CHECK TOTAL								
				136,655.00										
3D SPECIALITIES INC 002726														
	40010	07/02/14	SIGN POSTS	1,915.47			445529		D	N			MTCE. OF OTHER I	101.43425.0226

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Vendor Payments History Report
INCLUDES ONLY POSTED TRANS

CITY OF WILLMAR
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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:				969,938.17										

RECORDS PRINTED - 000545

Vendor Payments History Report

FUND RECAP:

FUND	DESCRIPTION	DISBURSEMENTS
101	GENERAL FUND	153,504.06
205	INDUSTRIAL DEVELOPMENT	65,527.50
208	CONVENTION & VISITORS BUREAU	18,485.56
212	COMMUNITY DEVELOPMENT	136,655.00
230	WILLMAR MUNICIPAL AIRPORT	8,231.41
295	COMMUNITY INVESTMENT	5,814.41
304	D.S. - 2004 BOND	3,900.00
305	D.S. - 2005 BOND	12,328.75
306	D.S. - 2006 BOND	11,260.00
330	D.S. - 2004C BOND AIRPORT	18,796.25
413	S.A.B.F. - #2013	439,435.80
414	S.A.B.F. - #2014	252.00
450	CAPITAL IMPROVEMENT FUND	64,643.94
651	WASTE TREATMENT	29,560.81
741	OFFICE SERVICES	1,162.55
800	LAW ENFORCEMENT FORFEITURE	380.13
TOTAL ALL FUNDS		969,938.17

BANK RECAP:

BANK	NAME	DISBURSEMENTS
HERT	HERITAGE BANK	969,938.17
TOTAL ALL BANKS		969,938.17

City of Willmar, Minnesota Building Inspection Report

From 06/01/2014 To 06/30/2014

No.	Date	Owner and Address	Legal Description	Use	Permit For	Value	Total Fee
22217	6/17/2014	RICE CARE CENTER RICE MEMORIAL HOSPITAL 1801 WILLMAR Avenue SW	95-921-5710 L ; B S 21; T 119N; R 35W	Commercial Add/Alter Commercial/Alteration	REMODEL SECTION E	\$1,171,242.00	\$9,636.33
22239	6/4/2014	GERALD TABBUT 1404 17TH Street SW	95-510-0335 L 12; B 3 MOLENAAR'S ADDITION	Residential Add/Alter Deck	REPLACE RAILING AND DECKING ON DECK	\$1,500.00	\$68.65
22250	6/4/2014	JOE CARPENTER 913 OLENA Avenue SE	95-665-0310 L 21; B 2 PERKIN'S 5TH ADDITION	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$8,400.00	\$34.20
22254	6/4/2014	MERLIN KLEINHUIZEN 1510 10TH Street SW	95-802-0040 L PT OF 4; B 1 TERWISSCHA'S 2ND ADDITIO	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$11,500.00	\$35.75
22255	6/4/2014	DON RINKE 1500 10TH Street SW	95-802-0010 L PT OF 1-2; B 1 TERWISSCHA'S 2ND ADDITIO	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$17,500.00	\$38.75
22257	6/9/2014	RICK & SHANNON ORRED 1506 10TH Street SW	95-802-0030 L 3; B 1 TERWISSCHA'S 2ND ADDITIO	Residential Add/Alter Kitchen Remodel	KITCHEN REMODEL	\$25,235.00	\$514.87

No.	Date	Owner and Address	Legal Description	Use	Permit For	Value	Total Fee
22260	6/5/2014	MATT & SHARLA EVANS 1917 23RD Avenue SW	95-885-3050 L 4; B 4 YORKTOWN ESTATES 2ND	Residential Add/Alter Residential/Alteration	INSTALL RADON MIDIGATION SYSTEM	\$1,625.00	\$72.56
22261	6/5/2014	ISD #347 WILLMAR SENIOR HIGH SCHOOL 2701 30TH Street NE	95-901-0100 L ; B S 1; T 119N; R 35W	Churches/Schools Reroofing	REROOF POOL AND MECHANICAL ROOM	\$195,533.00	\$2,353.73
22263	6/4/2014	STEVE MC CHESNEY 920 5TH Street SE	95-250-1450 L 5; B 7 GLARUM'S ADDITION	Garage/Shed Garage	CONSTRUCT 17' X 36' DET. GARAGE	\$23,139.72	\$483.72
22264	6/4/2014	MICK QUINN 2311 RICHLAND Drive SW	95-696-0270 L 7; B 3 RICHLAND ACRES	Residential Add/Alter Deck	REPAIRS TO EXISTING DECK	\$1,500.00	\$68.65
22265	6/5/2014	JAMES PARKER 1601 6TH Street SW	95-700-0410 L 11; B 3 SCANDIA TERRACE ADDITIO	Residential Add/Alter Install Egress Window	INSTALL 3 EGRESS WINDOWS IN BASEMENT	\$5,000.00	\$142.15
22267	6/5/2014	DAN PEDERSON 351 13TH Street SE	95-150-0070 L 7; B 0 EAST ELM ADDITION	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$4,600.00	\$32.30
22269	6/5/2014	IMMANUEL LUTHERAN CHURCH 1816 5TH Street SW	95-700-0560 L PT OF 26-33; B 3 SCANDIA TERRACE ADDITIO	Commercial Add/Alter Commercial/Alteration	REPLACEMENT OF MAIN FLOOR WINDOWS	\$11,742.84	\$193.12

No.	Date	Owner and Address	Legal Description	Use	Permit For	Value	Total Fee
22270	6/4/2014	BARBARA LOSING 631 CHARLOTTE Street SE	95-222-1290 L 9; B 7 FERRING'S 2ND ADDITION	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$2,900.00	\$31.45
22271	6/4/2014	DENNIS JORDAHL 1513 7TH Street SW	95-140-0030 L PT OF 3; B 1 CURTIS ADDITION	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$1,250.00	\$30.63
22272	6/5/2014	ADRIAN & JOANNE JIMENEZ 805 4TH Street SW	95-280-0930 L 13; B 5 HANSON'S ADDITION	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$1,200.00	\$30.60
22274	6/16/2014	T & T INVESTORS HEIDELBERG APTS. 1600 5TH Street SW	95-700-0520 L 22-24; B 3 SCANDIA TERRACE ADDITIO	Commercial Add/Alter Commercial/Alteration	REPAIR GARAGE	\$1,980.00	\$103.70
22278	6/17/2014	HEATHER RUSSELL 1010 MONONGALIA Avenue SW	95-006-2800 L PT OF 6-7; B 76 FIRST ADDITION	Residential Add/Alter Residential/Alteration	RESIDENTIAL RESIDE & REROOF	\$11,207.00	\$85.60
22279	6/16/2014	ACMC SURGERY CENTER 1320 1ST Street S	95-922-6070 L ; B S 22; T 119; R 35	Commercial Add/Alter Commercial/Alteration	REROOF SURGERY CENTER	\$102,575.87	\$948.54
22281	6/16/2014	NELSON LEASING 2700 HIGHWAY 12 E	95-913-1180 L ; B S 13; T 119N; R 35W	Commercial Add/Alter Commercial/Alteration	REPLACE WINDOWS/INSU LATE/RESIDE	\$93,355.00	\$1,448.77

No.	Date	Owner and Address	Legal Description	Use	Permit For	Value	Total Fee
22282	6/16/2014	LYLE NYBERG 1601 5TH Street SW	95-700-0110 L 1-2 & 3; B 2 SCANDIA TERRACE ADDITIO	Commercial Add/Alter Reroofing	COMMERCIAL REROOFING	\$20,300.00	\$309.90
22283	6/16/2014	MG INSURANCE 333 5TH Street SW	95-003-5040 L PT OF 8-9; B 43 ORIGINAL CITY	Commercial Add/Alter Reroofing	COMMERCIAL REROOF	\$19,272.00	\$296.89
22286	6/16/2014	ETTERMAN ENTERPRISES 1913 HIGHWAY 12 E	95-916-4850 L ; B S 16; T 119; R 35	Commercial Add/Alter Commercial/Alteration	COMMERCIAL REROOF	\$33,160.00	\$447.33
22287	6/16/2014	GARY NIELSON 406 9TH Street NW	95-009-1720 L PT OF 3; B 138 SECOND ADDITION	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$7,600.00	\$33.80
22288	6/16/2014	DON RINKE 1500 10TH Street SW	95-802-0010 L 1-2; B 1 TERWISSCHA'S 2ND ADDITIO	Residential Add/Alter Siding	RESIDENTIAL RESIDE	\$2,850.00	\$51.43
22289	6/17/2014	EAGLE LAKE PROPERTIES 521 TROTT Avenue SW	95-006-0820 L PG OF 13-14; B 62 FIRST ADDITION	Residential Add/Alter Siding	RESIDENTIAL RESIDE	\$2,500.00	\$51.25
22290	6/17/2014	JUSTIN PLATT 520 13TH Street SE	95-184-0860 L 6 & PT OF 5; B 6 ERICKSON'S 3RD ADDITION	Residential Add/Alter Residential/Alteration	REPAIRS DUE TO FIRE DAMAGE	\$126,802.94	\$1,494.55

No.	Date	Owner and Address	Legal Description	Use	Permit For	Value	Total Fee
22291	6/20/2014	MIKE KOMPელიEN 1423 FAIRACRE Lane SW	95-209-0080 L 8; B 1 FAIRACRE ADDT.	New Single-Family Dwelling New Residence	NEW HOME AND GARAGE	\$697,222.69	\$5,568.86
22294	6/17/2014	MAXINE SWEETER 801 15TH Avenue SW	95-750-0560 L PT OF 24; B 0 SUBDIVISION N1/2 NE 1/4	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$3,900.00	\$31.95
22298	6/23/2014	PAM HANSON 424 12TH Street SW	95-006-7050 L 7 & PT OF 6; B 110 FIRST ADDITION	Residential Add/Alter Install Egress Window	INSTALL EGRESS WINDOW	\$2,500.00	\$105.90
22299	6/20/2014	MARCUS CONSTRUCTION CO. 2580 HIGHWAY 12 E	95-912-1050 L ; B S 12; T 119N; R 35W	Commercial Add/Alter Commercial/Alteration	REMODEL STORAGE SPACE FOR NEW OFFICES	\$165,000.00	\$2,082.71
22301	6/23/2014	EAGLE CREEK GOLF COURSE 1000 26TH Avenue NE	95-902-0040 L ; B S 2; T 119N; R 35W	Commercial New Commercial	CONSTRUCT 40' X 75' POST FRAME BLDG.	\$151,410.00	\$1,968.67
22302	6/17/2014	ERIK & JENNIFER RANNETSBERGER 1100 13TH Street SW	95-650-0060 L 6; B 1 PEDERSON'S SUBDIVISION	Residential Add/Alter Siding	RESIDENTIAL RESIDE	\$5,000.00	\$52.50
22307	6/18/2014	MATTHEW HOOVER 314 TROTT Avenue SE	95-740-1120 L PT OF 1-2; B 8 SPICER'S ADDITION	Residential Add/Alter Residential/Alteration	RESIDENTIAL REROOF	\$1,143.11	\$30.57

No.	Date	Owner and Address	Legal Description	Use	Permit For	Value	Total Fee
22310	6/30/2014	ALMA GARZA 901 6TH Street SW	95-090-1140 L 14; B H BOOTH'S ADDITION	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$4,543.00	\$32.27
22312	6/19/2014	DEAN WALLACE 2901 12TH Avenue NW	95-135-0820 L 2; B 5 COLLEGE VIEW ADDITION	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$3,000.00	\$31.50
22313	6/23/2014	DARYL MARCUS 1304 10TH Street SE	95-670-0340 L 14; B 2 PLEASANT VIEW ADDITION	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$5,200.00	\$32.60
22314	6/30/2014	RONALD C STADTHERR 641 9TH Street SE	95-056-0010 L 1; B 1 BERGQUIST'S ESTATES	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$11,000.00	\$35.50
22316	6/23/2014	KYLE REICH 3201 1ST Avenue NW	95-616-0410 L 41-46; B 1 PARK VIEW ESTATES	Residential Add/Alter Deck	CONSTRUCT 14' X 18' DECK	\$1,881.25	\$84.24
22317	6/30/2014	NATHANIEL NEAL 2506 6TH Street NE	95-137-0200 L 1 & PT OF 2; B 3 COUNTRY CLUB TERRACE	Garage/Shed Garage	RESIDENTIAL DETACHED GARAGE	\$23,593.44	\$483.95
22318	6/23/2014	EAGLE CREEK GOLF COURSE 1000 26TH Avenue NE	95-902-0040 L ; B S 2; T 119N; R 35W	Move/Raze Removal/Building	REMOVE QUANSET BUILDING	\$0.00	\$150.00

No.	Date	Owner and Address	Legal Description	Use	Permit For	Value	Total Fee
22321	6/26/2014	STEVE AHMANN 626 2ND Street SW	95-006-1670 L 7; B 68 FIRST ADDITION	Residential Add/Alter Drainage system	INTERIOR DRAIN TILE	\$600.00	\$32.45
22322	6/26/2014	SUSAN LANGMO 2204 23RD Street SW	95-715-1010 L 1; B 2 SOUTHGATE 2ND ADDITION	Residential Add/Alter Deck	RESIDENTIAL DECK	\$1,152.00	\$56.93
22323	6/26/2014	MICHAEL A & CAROL D BERSCHIED 300 23RD Street SE	95-668-0130 L 3; B 2 PHEASANT RUN	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$16,865.00	\$38.43
22332	6/25/2014	RICE HOSPITAL 525 3RD Street SW	95-006-1240 L PT OF 8-9; B 65 FIRST ADDITION	Move/Raze Demolition	DEMOLISH COMMERCIAL BUILDING	\$0.00	\$150.00
22335	6/30/2014	BARN THEATER 321 4TH Street SW	95-124-0100 L ; B CARDINAL SQUARE, CIC#51	Commercial Add/Alter Commercial/Alteration	MISC. TENANT DEMO/REPAIRS	\$8,000.00	\$230.46
Current Year Current Month Totals				46		\$3,007,480.86	\$30,238.71
Previous Year Current Month Valuation						\$12,969,561.44	
Current YTD Valuation From 01/01/2014 To 06/30/2014						\$9,918,793.90	
Previous YTD Valuation						\$32,120,912.65	

**Willmar Lakes Area CVB Board Meeting
EBO Room of the CVB/Chamber
Tuesday, May 20, 2014 @ 12:00 Noon**

Members Present: Kevin Halliday, Janet Demuth, David Feist, Ron Fake, Dave Pederson, Denny Baker, Roger Imdieke, Sue Steinert, Ken Warner and Rick Schueller

Members Excused: Don Asche, Ron Erpelding, Audrey Nelsen and Jim Butterfield

Members Absent: Kevin Madsen

Staff Present: Beth Fischer and Tanya Rosenau

- I. **Call to Order:** Feist called the meeting to order at 12:15pm.
 - a. **Additions or corrections to the agenda:** There were no additions or corrections.
- II. **Approve Minutes from the April 15, 2014 Meeting:** It was MSC (m/Baker; s/Steinert) to approve the minutes from the April 15, 2014 meeting.
- III. **Financial Report:** Halliday presented the financial report and reviewed the lodging tax revenues report. It was MSC (m/Imdieke, s/Fake) to approve the financial report as it was presented.
- IV. **Committee Reports & Requests:**
 - a. **Sports Committee:** Fischer said they talked about the new arena manager; Troy Ciernia will start the second week in June. He has some new ideas for marketing the property with social media and updating the website. They went over hockey tournaments and curling and how well they went. They were given an update on the curling facility at the County Fairgrounds. Community Ed & Rec leagues are started now. Fischer said they briefly talked about bringing in a Yellow Bike Program into the area, Movies in the Park group of Vision 2040 and the Field House group of Vision 2040. They also went over the upcoming tournaments.
 - b. **Special Events Committee:** No new business to report.
 - c. **Meetings & Conventions Committee:** Schueller said they discussed the sales call promotion with a Keurig giveaway and the details on that promotion. They also talked about the MSAE Expo and the theme and giveaways for the show. Schueller stated they are working on updating the facility guide and are waiting for new pictures to update the booth.
 - d. **Visitor Guide Committee:** Steinert said approximately 130 letters have been sent out for ad sales. They discussed a new timeline for Lakeside Press. Lakeside Press said they will have ideas for articles done by the end of May, the layout will be done in August, the first proof will be available the week of September 22nd and it will go to print by November 10th. They are still looking for potential committee members to serve on the committee.
 - e. **Leisure Travel Committee:** Imdieke said the meeting took place at County Park #7. The Glacial Lakes State Trail extension was included in the bonding bill. He said they talked about calendar of events, a tourism sign at the BP station in Spicer similar to the one in New London and about tourism week.

- f. **Executive Committee:** Feist said they looked at the budget for 2015 and they are looking to have a slight reduction in spending in years to come. They approved proposed signage, table and chairs to complete the renovation in the CVB office.

V. Affiliated Partnership Updates/Reports:

- a. **Vision 2040 Update:** Halliday said the sub-committees are all working hard and the Steering Committee is reevaluating their role. Soon they will need to look at fundraising for the different projects and may be sponsoring them. Warner shared about a program on rural communities and how they start to grow put on by Winchester, with the University of MN Morris. The program will be in Willmar on June 17th. Halliday shared that the Vision 2040 website is up and running and you can now see the agendas, minutes and meetings times for the different sub-groups. The Steering Committee continues to do presentations at different businesses to educate them on Vision 2040.
- b. **Community Marketing Coalition Update:** No new business to report.

- VI. Executive Director Report:** Fischer distributed the Executive Director report and reviewed some of the larger events that are coming up. WCCO will be here May 28-30th throughout the county, WCCO Radio will be live from The Oaks on Friday interviewing different groups in the community. Some of the upcoming events include the Willmar Youth Baseball Tournament, Willmar Fests, Iron Warriors Motorcycle Rally and Rib Fest at Glacial Ridge Winery. She has submitted ads for MN Trails, Little Crow Ski Team program, Summer Fun Guide, MN Meetings & Events, Lakes Area Review and West Central Tribune for the Mayor's Bike Ride and Travel Guides Free. We have been awarded the 2016 Kiwanis Key Club Conference, the 2016 Gideon's Convention, and the 2016 MN DAV Fall Conference. Fischer has submitted a bid for the 2016 NARFE Convention and has assisted several groups such as the Iron Warriors, Willmar Hockey Association, Catholic Order of Foresters, Cat Scratch Fever 5K, i3@MTC, and the Willmar Car Club. A complete copy of the Executive Director's Report is available upon request from the CVB office.

VII. Other Business:

- a. **Word Around the Community:**
 - i. **Demuth:** Demuth stated that they are replacing the carpet, new furniture will be coming in a month and they will have new neighbors coming soon.
 - ii. **Steinert:** Steinert shared that Hardee's has their sign up and Super 8 is in the process of purchasing all new flat screen TVs for the hotel.
 - iii. **Pederson:** Pederson shared that they are super busy at PWELC. YES is funded for 2014-2016 and they continue to grow.
 - iv. **Warner:** Filings are open for elected office. Heritage Bank and West Central Interpretive Services are hosting a class on Cultural Competency tomorrow in the Conference Center.
 - v. **Feist:** On May 29th they are having a Grand Opening for the facility as well as Business After Hours.
 - vi. **Fake:** Urban Escape opened recently. Bello Cucina, an Italian restaurant, is open in Spicer. They have a Business Retention and Expansion study going on and they are hoping to have it done by October.
 - vii. **Baker:** Baker shared that the Curling Club had preliminary drawing plans made and they are meeting tomorrow night with the Fair Board to look at the plans and the site. They are looking to have a joint board to run the curling facility

with members from both groups. The City of Spicer will have a decontamination unit at the Saulsbury boat landing. They will have training tomorrow on how to run it and they are hoping to sign the lease tonight. They will be working with the Watershed District to operate and inspect the unit. Saulsbury, Brown and the County Park 5 boat landings will stay open. The property owners would like to close the other landings, but not sure if that will happen.

viii. Imdieke: Kandiyohi County will be receiving \$256,000 over the next two years for AIS prevention. Carquest in New London is moving to a new location and there will be two new shops in downtown New London. He heard that someone next to County Park 7 is willing to sell their land. The County has a five year plan to straighten out Country Road 5 and to add trails. The hope would be to secure the land and connect the Glacial Lakes State Trail, County Park 7 and Sibley State Park.

b. Other:

c. Next Meeting Date: The next meeting of the CVB Board of Directors will be held on June 17, 2014.

VIII. Adjournment: Feist adjourned the meeting at 1:00pm.

Respectfully Submitted by,

Tanya Rosenau, Administrative Assistant

Willmar Lakes Area Convention & Visitors Bureau

CVB Executive Director's Report – June 2014

- June 27: 1st Movies in the Park - Frozen
- July 3: Street Dance - Johnny Holm Band
- July 3 - 6: Spicer 4th of July Activities
- July 6: Green Lake Road Race
- July 12: Catholic Order of Foresters Meeting
- July 12 – 13: Buckingham Blitz
- July 16 – 19: Sonshine Music Festival
- July 19: Wood Bat Baseball Tournament
- July 18 – 20: New London Water Days
- July 23: Movies in the Park – The Amazing Spiderman
- August 1-3: Cardinal Classic Tennis Tournament
- August 6-9: New London to New Brighton Antique Car Run
- August 6-9: Kandiyohi County Fair
- August 9: Green Lakes Kids Triathlon
- August 9 – 10: West Central Bow Hunter 60
- August 10: Green Lake Triathlon
- August 15 - 16: New London Fine Art Festival
- August 16: New London Music Festival
- August 17: Willmar Lakes Area Biking for Babies Bike Ride
- August 22: Movies in the Park – The Lego Movie

Advertising:

- Coordinated a successful WCCO TV & WCCO Radio campaign for the Willmar Lakes Area.
- Submitted Hockey Tournament Listing to Let's Play Hockey.
- Contracted ad space with Explore Minnesota on the EMT website.
- Submitted ad to AAA Living for the Sept/Oct MN Bike issue.

Proposals/Conference Assistance:

- We were awarded the 2016 NARFE Convention. It will be held May 23 -25, 2016.
- Met with the Iron Warriors event organizers to finalize details for their conference. The Conference was held in June. The CVB provided welcome bags for their attendees and specialized trails maps for their rides. The event was a huge success.
- Met with VFW to discuss details for their September 12-14, 2014 conference. The CVB has secured room blocks and will be providing welcome bags, name badges, dinner tickets and assisting with transportation.
- Provided welcome bags for R & J Tours.
- Assisted the Willmar Hockey Association with a variety of items for their 2014-2015 tournaments / events. We have prepared their tournament ads, registration form, tournament listings and assisted them with room blocks. We are also working with them on promotion of an exhibition event.
- Provided welcome bags for the Willmar Youth Baseball Tournament. The tournament was near capacity for the area, with over 500 youth scheduled to participate. The weather did not cooperate and games were held on Friday, but cancelled on Saturday and Sunday.

- Contacted Tennis Coaches and Athletic Directors in Minnesota and shared information on Tennis Tournaments in the area and asked them to share the information with their tennis players.
- Assisting Buckingham Blitz with welcome bags and name badges for their Jack Russell Terrier event in July. We also secured room blocks for this group.
- Visited with Catholic Order of Foresters regarding their upcoming meeting in July. Provided meeting organizer with additional information on the area, and confirmation numbers for their hotel rooms.
- Completed several prospect calls looking to bring new groups to the Willmar Lakes Area and sales calls encouraging old business to bring their meeting or conference back to the area.

Misc:

- Attended the MSAE (Midwest Society of Association Executives) Annual Meeting & Expo. This is a great event for showcasing our area as a meetings and conventions destination. Created a fun marketing tool to help promote the area for the expo.
- Created a new display booth for use at Meetings & Conventions events and expos.
- Updated the Meetings & Conventions Facility Guide. The new facility guide will be a great tool to help bring new meetings & conventions business to the area.
- The CVB continues to provide support for Willmar Fests. The CVB's phone number is the main number for the organization and I continue to serve as the CVB Liaison to the Willmar Fests Board.
- Working with the Vision 2040 Steering Committee to create a banner and t-shirts for the organization. The banner will be used at events and t-shirts will be available for purchase.
- Continue to work with the Spicer EDA on a promotional piece for Spicer. We have met on multiple occasions and hope to have the brochure ready in the next month.
- Attended the Minnesota Association of Convention & Visitors Bureaus Annual Meeting & Summit in St. Louis Park.
- Secured contract for the 2015 Northwest Sport Show that will be held in Minneapolis.
- Attended Vision 2040 meetings for the Fieldhouse, Movies in the Park & Robbins Island redevelopment. The first Movies in the Park will be held at Robbins Island on Friday, June 27th. The movie will start at dusk.
- Continue to market the area via Facebook, Twitter and Pinterest.

**WILLMAR MUNICIPAL AIRPORT COMMISSION
CITY OF WILLMAR, MN
WEDNESDAY, JUNE 18, 2014**

MINUTES

1. The Willmar Municipal Airport Commission met on Wednesday, June 18, 2014, at 4:30 p.m. at the Willmar Municipal Airport Conference Room.

** Members Present: Pat Curry, Terry Albers, Don Cole, Richard Kacher, Sandy Gardner, and Dan O'Meara.

** Members Absent: Dan Reigstad.

** Others Present: Steve Renquist- EDC, Eric Rudningen- Eric's Aviation Services, and Megan DeSchepper- Planner/Airport Manager.

2. MINUTES: The minutes of the March 19, 2014 meeting were approved as presented.

3. AIRPORT MINIMUM STANDARDS-DISCUSSION CONTINUED: Staff reviewed the Airport Minimum Standards draft changes as per the direction of the Airport Commission at the previous meeting. Text regarding ultra lights was added, some land use policies, and t-hangar and land lease information. The Commission discussed the repair and maintenance wording under the Fix Base Operator Section and removed wording to make the repairs and maintenance more generalized.

The Airport Commission also discussed private fueling and the fire code that limits indoor fuel storage to no more than 120 gallons in an approved and properly labeled storage container. The Commission talked about storage capacities, fire code, fuel prices, supporting local business, the costs of running a business, hobby flying costs, businesses that fly a great deal, the right to choose where they buy fuel and from whom, and safety/storage concerns and procedures. Staff will further research the fire code and safety requirements and FAA/MNDOT Aeronautics standards. The Commission will continue the private fuel discussion at an upcoming meeting.

4. GATES: Staff updated the Airport Commission regarding quotes to repair both gates. The western gate was damaged by a snow plow and repair costs would be able to be covered by City insurance. The other gate would be an airport cost, but if one gate were to be repaired the Commission felt both should be. Eric Rudningen stated that the gates could be left open during regular business hours and closed during evenings and weekends.

5. FREESTANDING SIGNAGE: Staff informed the Airport Commission that monies had been budgeted for a freestanding sign by the highway as well as highway signage for wayfinding to get to the airport for motorists. The Commission discussed that both of these types of signs are needed.

Mr. Kacher made a motion, seconded by Mr. O'Meara, for staff to obtain various sign designs, quotes etc. for the next meeting. And to work with the County and State Highway Departments for wayfinding signs.

The motion carried.

6. AIRPORT OPERATIONS SUPERVISOR CONTRACT: Staff informed the Commission that the contract for the Airport Operations Supervisor Contract will expire at the end of the year and inquired if they wished the city to negotiate a new contract with Eric's Aviation Services. The Commission discussed that if they open it up for qualifications anyone could submit, whereas if the City negotiates the contract it would be with Eric's Aviation only. Staff added that the agreement has been working well overall with a few job duties added that weren't foreseen during the initial contract creation.

Mr. Kacher made a motion, seconded by Mr. Albers, for the City to initiate negotiations for a new contract with Eric's Aviation Services for the Airport Operations Supervisor.

The motion carried.

7. FLAGS: Staff updated the Commission that the flags and poles that the Eagle Scout installed last year are working well, but that the flags got tattered over the winter and they need to be replaced regularly. The Commission talked about possible flag replacement options including piggy backing with other City entities that order signs every year. They directed staff to budget as needed for future flag replacements.
8. PROJECT UPDATES: Staff informed the Airport Commission that the sod runway is much improved and the turf is plush and weed-free. The runway will be reopened once the contract is up with the project.

The weed spraying of Airport Property will commence as soon as weather and accessibility permits. Eric's Aviation Services will start with 100 acres worth of chemical to hit the worst areas of the airport.

Lighting during one of the past storms hit the taxiway in several spots and blew bits of bituminous out of the taxiway as well as shattering several taxiway light bulbs. Mr. Rudningen will work with Public Works to get the holes patched.

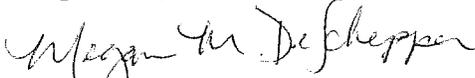
Mr. Rudningen attended a wildlife mitigation class that he found very beneficial which reinforced the work that has been doing as well as gaining some new information regarding record keeping.

Life Link III is still considering various options for a more permanent location for their helicopter storage and office space. One option that is also being considered is retrofitting some t-hangar units for their use.

There will be a seasonal Ag sprayer, Jeff Lux, operating out of the Willmar Airport for a few months. He will be leasing two t-hangar spaces for temporary use.

9. EDC MARKETING: Steve Renquist from the Economic Development Commission asked the Airport Commission to help guide him with how to market the Airport. Pat Curry, Dan O'Meara, and Eric Rudningen volunteered to assist Mr. Renquist with airport marketing.
10. MISCELLANY: The Airport Commission asked that the Council appoint a Council liaison that could more regularly attend the Airport Commission meetings.
11. There being no further business to come before the Airport Commission the meeting adjourned at 5:55 p.m.

Respectfully submitted,



Megan M. DeSchepper, AICP
Planner/Airport Manager

**COMMUNITY EDUCATION & RECREATION
JOINT POWERS BOARD MEETING
JUNE 27, 2014**

Present: Eric Banks, Andy Boersma, Bill Borth, Matt Dawson, Tim Johnson, Audrey Nelsen, Bonnie Pehrson

Staff Present: Steve Brisendine, Rob Baumgarn, Brad Bonk, Troy Ciernia, Jeff Newberg, Becky Sorenson, Jena Tollefson

Chairman Eric Banks called the meeting to order.

Steve Brisendine handed out the Strategic Planning report from David Unmacht of Springsted Incorporated which he had compiled from the May 30th Strategic Planning held at the Fire Station for Joint Powers Board Members and CER staff. He stated this report was for information only as there were not enough Board Members in attendance at today's meeting to make any decisions on the report. Steve mentioned that David would be willing to come back again if we need further assistance or had questions/concerns about the report.

Audrey Nelsen asked if we should consider adding an hour or so to our next Board Meeting. Steve responded that he would like to spend the July meeting discussing the Park Plan. Matt Dawson asked if it would be possible to set up an information blog for staff and board members on the Strategic Plan as a refresher for everyone. Brad Bonk said he would look into the possibility. Andy Boersma said we should forego discussing the Strategic Plan until more members are present.

The next item on the agenda was the Archery Range. The Archery Club hosted a tournament, using the proposed location of the new Archery Range. There were over 154 in attendance and everything went smoothly. Signage (including a list of rules) and fencing will be installed in the near future. Audrey Nelsen asked about parking. Steve responded that the plan is for the Archery Club to create a parking area on the south side (it was too wet this past weekend to use).

The third agenda item was the Park Plan. Steve stated there is a Park Planning Meeting scheduled for July 9. Steve would like staff, Audrey Nelsen, Tim Johnson, Eric Banks, Darin Strand, Scott Ledebauer and Gary Manzer to attend this meeting. SRF will be present to discuss their proposed ideas.

The budget was the next agenda item discussed. Steve announced that LeAnne Freeman has submitted her retirement notice, effective September 17. According to the original Joint Powers agreement, when a City employee leaves or retires, the new position is hired by the School District and reimbursed by the City. Staff will begin discussions about how to fill this position prior to submitting a plan to administration for approval.

CER JOINT POWERS BOARD MEETING

JUNE 27, 2014, PAGE 2

Steve stated that more funds have been requested in the budget for part-time employees to cover the extra staffing required by Sunday Soccer and other programs. He has also requested an increase in the supply budget by \$5,000 to allow for a replacement of equipment that has aged and needs to be replaced and due to an increase in program participants.

The main budget concerns for the Aquatic Center, Community Center and Civic Center Arena are maintenance issues as all three buildings are aging. Also, we are requesting additional resources in the budget for part-time staff to cover proposed added classes/activities.

Stevens Engineering will be working on a study of the HVAC system and replacement of the refrigeration systems. Currently one HVAC system is down and cannot be fixed, due to age and replacement parts no longer being made. The remaining HVAC could go down at any time which would mean no heat in the building. Due to federal mandates, the refrigerant we use in our cooling systems is being outlawed by 2020 so we need to replace our system.

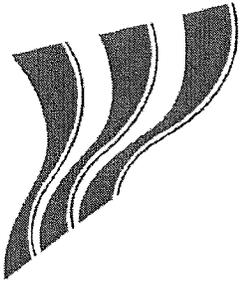
Bill Borth asked about the City Auditorium. Steve said he is meeting with Engan and Associates on Monday at 8:30 to discuss both the lead contamination and the possibility of asbestos abatement that might need to take place. Unfortunately the duct work cannot be totally cleaned. Some of the duct work is in the walls and running up two or three stories and there is no way to assure that the lead is out. The walls would have to be opened up to get at the ductwork or the ductwork would have to be sealed to keep the lead inside. Either way, the expense is going to be more than was originally hoped for.

Audrey Nelsen asked if Public Works has put a request in their budget for more part-time staff to handle field maintenance so CER staff is not expected to fill in the void. Steve said he would check into that. Audrey also asked if there were changes in the contract with the Stingers regarding cleaning of Taunton Stadium. Steve responded that he thought Scott Ledebor was contacting West Central Industries about that job.

Matt Dawson asked about the liquor variances, ie Willmar Fest beer garden at Robbins Island and the Curling Club for their Curling tournaments. Steve responded that he was okay with the granting of temporary liquor licenses for adult events but that youth events should stay alcohol free.

Audrey Nelsen asked if the City lost or made money during Sonshine. Steve said that the City has never lost money during Sonshine but that revenues have declined the last few years.

As there was no further business, the meeting adjourned. The next meeting is July 25.



**CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION**

Agenda Item Number: 8

Meeting Date:

Attachments: Yes No

CITY COUNCIL ACTION

Date: July 7, 2014

- | | |
|-----------------------------------|---------------------------------|
| <input type="checkbox"/> Approved | <input type="checkbox"/> Denied |
| <input type="checkbox"/> Amended | <input type="checkbox"/> Tabled |
| <input type="checkbox"/> Other | |

Originating Department: Planning and Development Services

Agenda Item: Consideration of License Agreement for Jennie-O Turkey Store (JOTS)

Recommended Action: Adopt the resolution approving the license agreement.

Background/Summary: Due to delays in the opening of the new Willmar Avenue due to the railroad crossing, Jennie-O Turkey Store has requested a license agreement that would allow the company to begin construction in the former Highway 40 and Willmar Avenue areas once they are closed to public access, which is consistent with Jennie-O Turkey Store's obligation to begin construction of the project on or before August 1, 2014 pursuant to the purchase agreement and development agreement previously approved by the City Council. Provision has been made in this Agreement for public access to maintain and repair utility facilities in these rights-of-way until such time as the rights-of-way are vacated.

- Alternatives:**
1. Approve the agreement.
 2. Not approve the agreement

Financial Considerations: NA

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

Signature:

Comments:

TEMPORARY LICENSE TO ACCESS AND CONSTRUCT IMPROVEMENTS
IN PUBLIC EASEMENT AREA

This license agreement is made as of the ____ day of July, 2014, by and between the City of Willmar, a municipal corporation under the laws of the State of Minnesota (City), and Jennie-O Turkey Store, a Minnesota corporation (JOTS).

Whereas, JOTS acquired 7.6 acres of real property from the City adjacent to and immediately north of JOTS's existing corporate and industrial food processing facilities located at 2505 Willmar Avenue Southwest in Willmar, Minnesota (the "JOTS Property"), legally described as follows:

Outlot B and Lot 1, Block 5, Willmar Industrial Park Third Addition, City of Willmar, Kandiyohi County, Minnesota

(the Property); and

Whereas, the City has a public right-of-way easement over the Property, which will be vacated pursuant to the terms of Willmar City Council Resolution 2014-01, passed February 3, 2014 effective upon the opening of Willmar Avenue Southwest said easement described as follows:

Outlot B of WILLMAR INDUSTRIAL PARK THIRD ADDITION, and that part of the North Half of the Northwest Quarter of Section 21, Township 119 North, Range 35 West of the Fifth Principal Meridian, Willmar Township, Kandiyohi County, Minnesota, described as follows:

- commencing at the northwest corner of said Section 21;
- thence on a geodetic bearing of South 89 degrees 36 minutes 20 seconds East, along the north line of said Section 21, a distance of 241.00 feet to the east line of the west 241.00 feet of said Section 21, which is the point of beginning of the land to be described;
- thence continuing on a bearing of South 89 degrees 36 minutes 20 seconds East, along the north line of said Section 21, a distance of 1487.71 feet to the southwest corner of Lot 1, Block 5, of the record plat entitled WILLMAR INDUSTRIAL PARK THIRD ADDITION, on file in the office of the Kandiyohi County Recorder;
- thence on a bearing of South 00 degrees 23 minutes 40 seconds West a distance of 33.00 feet to the south Right of Way boundary line of Willmar Avenue SW;
- thence on a bearing of North 89 degrees 36 minutes 20 seconds West, along the south Right of Way boundary line of Willmar Avenue SW, a distance of 406.01 feet to the south Right of Way boundary line of Industrial Drive SW;
- thence southwesterly, along the south Right of Way boundary line of Industrial Drive SW, a distance of 370.43 feet, on a curve concave to

the north, having a radius of 1507.39 feet, a central angle of 14 degrees 04 minutes 47 seconds, and a chord bearing of South 83 degrees 29 minutes 48 seconds West,;

- thence on a bearing of North 89 degrees 27 minutes 48 seconds West, along the south Right of Way boundary line of Industrial Drive SW, a distance of 681.07 feet;
- thence westerly, along the south Right of Way boundary line of Industrial Drive SW, on a curve concave to the south, having a radius of 17113.73 feet, a chord bearing of North 89 degrees 31 minutes 14 seconds West, a central angle of 00 degrees 06 minutes 51 seconds, a curve distance of 34.11 feet to the east line of the west 241.00 feet of said Section 21;
- thence on a bearing of North 00 degrees 37 minutes 21 seconds East, along the east line of the west 241.00 feet of said Section 21, a distance of 75.63 feet to the point of beginning.

(the State Highway Right-of-Way);

Whereas, the City has a public right-of-way easement over the Property, for Willmar Avenue SW, as shown on the plat for Willmar Industrial Park Third Addition, which will be vacated by the City (the Willmar Ave. Right-of-Way, and together with the State Highway Right-of-Way, the “Right-of-Way”), but which was not included in the public right-of-way to be vacated pursuant to Willmar City Council Resolution 2014-01.

Whereas, JOTS intends to construct parking and stormwater facilities (Improvements) on the Property within the Right-of-Way in connection with its project to expand its existing corporate office facilities in Willmar, Minnesota (Project), and pursuant to the terms of a Development Agreement with the City dated on or about the date hereof, has agreed to commence construction of the improvements on or before August 1, 2014;

Whereas, Due to unforeseen construction delays, the construction of the new Willmar Avenue Southwest is not expected to open to the public until mid-August, 2014;

Whereas, Effective July 1, 2014, the City will close the Right-of-Way to the public, and will not reopen the Right-of-Way before it is vacated; and

Whereas, Pursuant to the terms and conditions herein, City desires to allow JOTS to begin construction of the Improvements within the Right-of-Way before such time as the new Willmar Avenue Southwest opens to the public and the City’s vacations of the Right-of-Way take effect.

Now, therefore, in consideration of the mutual promises contained in this agreement, the

parties agree as follows:

1. LICENSE. The City grants to JOTS an irrevocable license to access the Right-of-Way and the right to (a) demolish existing improvements, including right-of-way, signage, and facilities servicing either, and (b) construct, install, repair, replace and maintain the Improvements therein in connection with its construction of the Project pursuant to plans and specifications that have been provided to and approved by the City. The license granted to JOTS herein shall be exclusive, except that the City shall have the right to access the Right-of-Way or permit agents of third-party owners of utility facilities in the Right-of-Way to access the Right-of-Way for the purpose of maintaining, repairing or relocating existing utility facilities therein as necessary. Any such access by the City or any third party shall be coordinated with JOTS to the fullest extent possible under the circumstances. JOTS may enter into agreements and contracts for relocation or removal of utilities in the Right-of-Way. On or before July __, 2014, the City will erect pedestrian and vehicle barriers and signage sufficient to indicate the closure of the Right-of-Way to the public. The City will maintain the barriers during the term of this agreement. The City agrees to promptly remove any signage indicating that the Right-of-Way is open to the public.
2. TERM. This license shall commence on the date the Property is deeded to JOTS, and shall terminate at such time as the later of the State Highway Right-of-Way and the Willmar Ave. Right-of-Way are vacated.
3. CONDITION OF PREMISES NOT WARRANTED. The City does not warrant that the Right-of-Way is suitable for the purposes for which it is permitted to be used under this agreement but JOTS assumes all risk with respect to its activities within and use of the Right-of-Way, except as explicitly set forth in this Agreement or in the Development Agreement. The City shall have no responsibility with regard to any failure of or damage to JOTS's improvements within the Right-of-Way.
4. GOVERNING LAW. This agreement shall be governed by and construed and enforced in accordance with the laws of the State of Minnesota.
5. ENTIRE AGREEMENT. This agreement shall constitute the entire agreement of the parties and any prior understanding or representation of any kind preceding the date of this agreement shall not be binding upon either party except to the extent incorporated in this agreement.
6. MODIFICATION OF AGREEMENT. Any modification of this agreement shall be binding only if evidenced in writing signed by both parties.
7. RECORDING. This agreement may be recorded by either party at the expense of that party.

RESOLUTION NO. _____

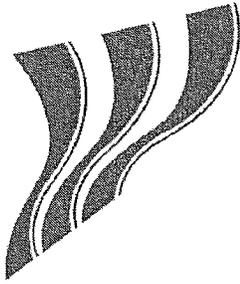
BE IT RESOLVED by the City Council of the City of Willmar, a municipal corporation of the State of Minnesota, that the Mayor and City Administrator be authorized to enter into a Temporary License Agreement to Construct and Maintain Improvements in Public Easement Area between Jennie-O Turkey Store, a Minnesota corporation, and the City of Willmar.

Dated this 7th day of July, 2014.

MAYOR

Attest:

CITY ADMINISTRATOR



CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 9

Meeting Date:

Attachments: Yes No

CITY COUNCIL ACTION

Date: July 7, 2014

- | | |
|-----------------------------------|---------------------------------|
| <input type="checkbox"/> Approved | <input type="checkbox"/> Denied |
| <input type="checkbox"/> Amended | <input type="checkbox"/> Tabled |
| <input type="checkbox"/> Other | |

Originating Department: Planning and Development Services

Agenda Item: Consideration of a Resolution to Amend Resolution 2014.01

Recommended Action: Adopt the Resolution as presented.

Background/Summary: The Resolution vacating the right of way for the JOTS project retained a large easement in favor of the City. The area actually needed has been reduced, and described in the amending resolution. This action will preserve the City's rights to access all public utilities.

Alternatives: 1. Amend Resolution 2014.01
2. Not amend Resolution 2014.01

Financial Considerations: N/A

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

Signature:

Comments:

RESOLUTION NO. _____
AMENDING RESOLUTION NO. 2014.01
VACATING A PORTION OF A PUBLIC STREET

WHEREAS, the City Council by duly adopted Resolution 2014.01, enacted February 3, 2014, which authorized the vacation of a portion of a public street, namely portions of the former Highway 40 as identified in that Resolution;

WHEREAS, Resolution 2014.01 provides that such vacation shall become effective “conditioned on the completion and opening of the realigned Willmar Avenue SW between 22nd Street SW and County State Aid Highway 5”;

WHEREAS, Resolution 2014.01 provides that “a utility easement be kept by the owners of the above-described properties over the entire street right of way vacated by this resolution”;

WHEREAS, subsequent to adoption of Resolution 2014.01 but prior to the effective date of the vacation of public right-of-way authorized in such Resolution, and following City staff review of the construction plans and specifications for the project to be constructed in the area, the City has determined that it is in the best interests of the City of Willmar to more clearly define the utility easement area.

NOW, THEREFORE, BE IT RESOLVED, that the City Council hereby amends Resolution 2014.01 to more particularly define the utility easement identified and reserved to the City therein as follows and as depicted on Exhibit A attached hereto:

A permanent utility easement and right of way, over, under and across the following described property located in Section 21, Township 119 North, Range 35W in the County of Kandiyohi, State of Minnesota, which shall run with the lands of the party/parties hereto, including the perpetual right to enter upon such described property at any time that it may see fit to construct, maintain and repair an underground utility line or lines under and through such described property, together with the right to excavate and refill ditch and trenches for the location of said utility lines and the further right to remove such trees, bushes, undergrowths and other obstructions interfering with the location, construction and maintenance of said utility lines as may be reasonable necessary with the right of access, for ingress and egress across said easement:

Beginning at the Southeast Corner of Lot 1, Block 5, WILLMAR INDUSTRIAL PARK THIRD ADDITION, according to the recorded plat thereof, Kandiyohi County, Minnesota, thence on an assumed bearing S 46° 26' 48" W, a distance of 47.55 feet, thence on a bearing N 89° 36' 20" W, a distance of 43.23 feet, thence on a bearing N 46° 26' 48" E, a distance of 47.55 feet, thence on a bearing S 89° 36' 20" E, a distance of 43.23 feet to the point of beginning.

BE IT FURTHER RESOLVED that a certified copy of the Resolution be filed with the Kandiyohi County Recorder on or after _____, 2014.

Dated this ____ day of July, 2014.

Frank Yanish, Mayor

ATTEST:

Kevin Halliday, City Clerk

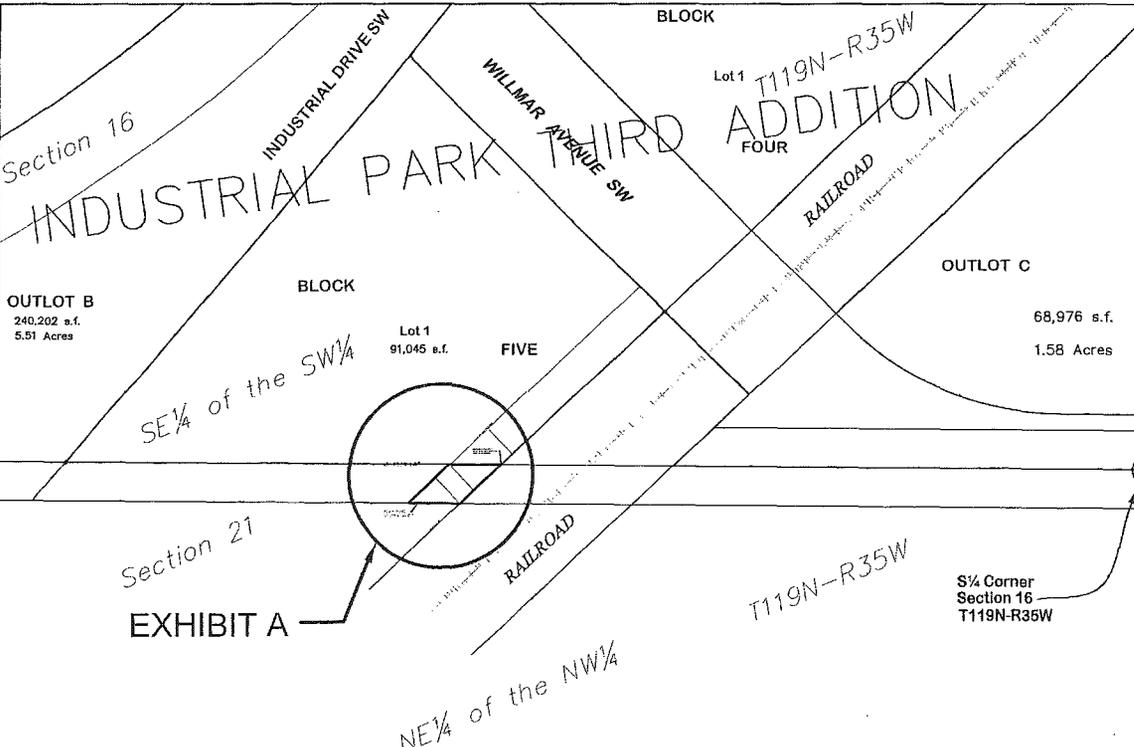
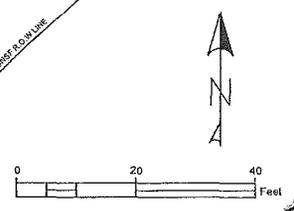
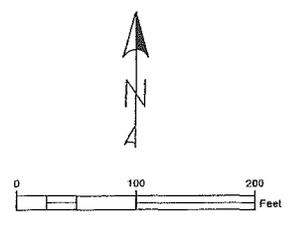
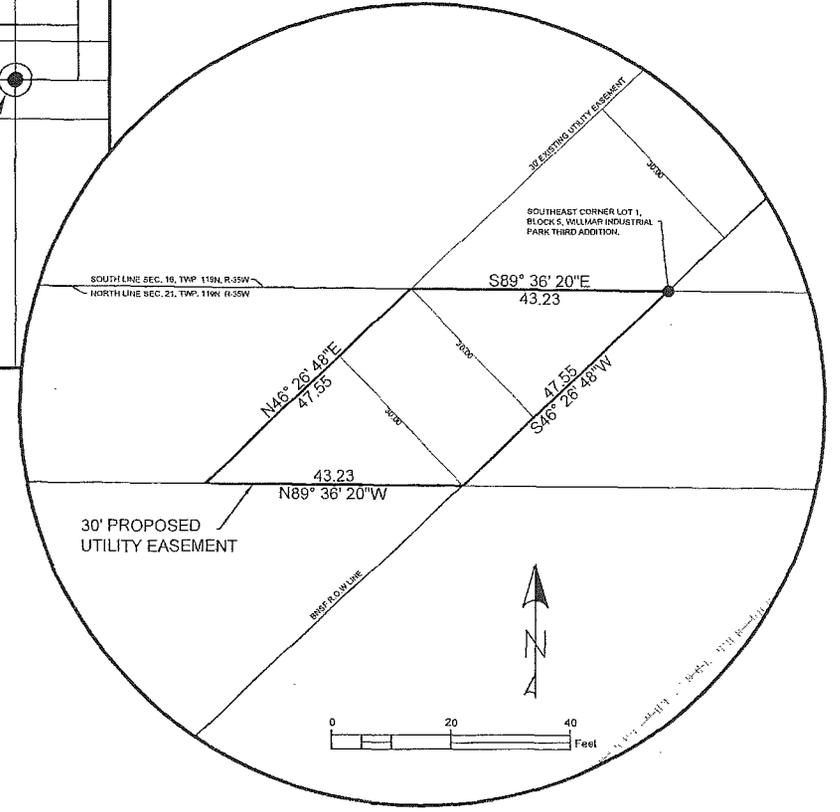
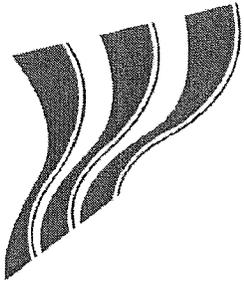


EXHIBIT A





**CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION**

Agenda Item Number: 10

Meeting Date:

Attachments: Yes No

CITY COUNCIL ACTION

Date: July 7, 2014

- | | |
|-----------------------------------|---------------------------------|
| <input type="checkbox"/> Approved | <input type="checkbox"/> Denied |
| <input type="checkbox"/> Amended | <input type="checkbox"/> Tabled |
| <input type="checkbox"/> Other | |

Originating Department: Planning and Development Services

Agenda Item: Consideration of a Resolution to Commence Quiet-Title Action

Recommended Action: Adopt the resolution as presented.

Background/Summary: Title work on the JOTS land transfer uncovered a minor title question dating back to 1936. When the City platted the property in 2009, the Title Insurance Commitment clearly indicated the City as the fee owner of the property. In addition to the title commitment, the County has listed the City as owner and taxes have been paid by the City. However, recent title work indicates a concern regarding the transfer of right-of-way from MnDOT to the City. The City needs to commence a quiet title action to fully resolve the matter.

- Alternatives:**
1. Pursue the quiet title.
 2. Find another way to verify ownership.

Financial Considerations: The legal process expenses will be borne by the City.

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

Signature:

Comments:

RESOLUTION NO. _____
AUTHORIZING QUIET TITLE ACTION

WHEREAS, the City entered into a purchase agreement with Jennie-O Turkey Store, Inc. (JOTS) pursuant to which it agreed to convey to JOTS the following City-owned real property:

Outlot B and Lot 1, Block 5, Willmar Industrial Park Third Addition, City of Willmar, Kandiyohi County, Minnesota

(the "Real Property"); and

WHEREAS, JOTS has asserted a title objection arising from a potential defect in the City's title to a portion of Outlot B within the former Highway 40 right-of-way, which possible defect was not disclosed in a commitment for title insurance obtained by the City when it platted this property in 2009; and

WHEREAS, JOTS has agreed to close on the purchase of the Real Property conditioned on the City bringing and/or participating in an action to quiet title to the portion of the Real Property that is subject to JOTS's title objection.

NOW, THEREFORE, BE IT RESOLVED, that the City Council hereby authorizes the City Attorney to commence and/or participate in an action to quiet title to that portion of Outlot B, Willmar Industrial Park Third Addition that is subject to JOTS's title objection on the City's behalf, as necessary.

BE IT FURTHER RESOLVED that a certified copy of the Resolution be filed with the Kandiyohi County Recorder on or after _____, 2014.

Dated this ____ day of July, 2014.

Frank Yanish, Mayor

ATTEST:

Kevin Halliday, City Clerk

FINANCE COMMITTEE

MINUTES

The Finance Committee of the Willmar City Council met on Monday, June 23, 2014, in the Council Chambers at the Willmar Municipal Utilities.

Present: Denis Anderson Chair
Tim Johnson Vice-Chair
Rick Fagerlie Member
Audrey Nelsen Member

Others present: City Administrator Charlene Stevens, Finance Director Steve Okins, Public Works Director Sean Christensen, Mayor Frank Yanish, Council Member Jim Dokken, Council Member Ron Christianson, and Accounting Supervisor Carol Cunningham.

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 Capital Improvement Program (CIP) Council Work Session

Staff presented information on the Capital Improvement Program. The various funding sources were reviewed which include Bonding/Debt, Cash from prior years' excess revenues as well as unspent previous years' capital allocations, and special revenues from the wastewater treatment fund and Local Option Sales Tax. The CIP Committee is currently working on the new five-year Capital Improvement Plan. The areas of focus for 2015 include Transportation/Pavement Management, Facilities Review and Maintenance, Vehicle Replacement Program, Storm/Surface Water Management, and the Community Park Plan. It was noted that the Public Improvement Revolving (PIR) Fund has \$1,000,000 which can be used temporarily and is to be repaid to the PIR fund within five years. Chair Anderson asked council members for their input.

Chair Anderson suggested place markers for Vision 2040 Projects of \$250,000/year for four years. He also said facilities maintenance is needed as well as park improvements. He also raised the issue of economic development and the downtown redevelopment.

Council Member Christianson felt the funds allocated for Becker Avenue Improvements and Downtown Gateways should be removed and applied instead toward the Auditorium improvements. He felt the City should not be involved with Downtown Redevelopment. He also said that 2nd Street Southwest is in poor shape and strongly urged that it be redone using the geofoam base and concrete street. Storm water improvements should also be considered, possibly purchasing another house in the 10th Street and Kandiyohi Avenue area.

Council Member Nelsen supported allocating funds for storm water improvements needed throughout the City, Vision 2040 improvements and park improvements. She suggested researching other communities that have installed the geofoam base/concrete street to see how it wears. She also requested new chairs for the Council Chambers as well as the Conference Rooms at City Hall.

Council Member Fagerlie said funds could be allocated to only purchase property that is for sale in problem areas in an effort to avoid relocation costs.

Council Member Dokken supported the storm water improvements and pothole repairs. He also felt that the Olena Avenue street improvement was done too early before school was done for the year which disrupted traffic.

Council Member Johnson felt we should set aside funds to either raze or improve vacant buildings in the downtown area.

Item No. 4 Wheel Chair Lift Blue Line Center (Resolution)

Staff explained that the 2013 Capital Improvement Plan budgeted \$30,000 for the installation of a Vertical Wheel Chair Lift in the Blue Line Center Viewing Area. Civic Center staff has been working with vendors to create a plan to install this equipment to provide access for all users and spectators to the viewing area of the Blue Line Arena. It is being recommended the project be awarded to the lower of the two bids received in the amount of \$28,850 from Access Lifts. Council members inquired if there were any existing equipment of this type at the Civic Center/Blue Line Center. Staff will research this question.

Following discussion, Council Member Nelsen moved to introduce a resolution to approve the purchase of the vertical wheel chair lift from Access Lifts in the amount of \$28,850 and to authorize the Mayor and City Administrator to execute the agreement. Council Member Fagerlie seconded the motion which carried.

Item No. 5 NU-Telecom License Agreement (Resolution)

Staff explained that NU-Telecom has contracted with State and County Officials to install underground fiber connections which needs to be done in the City Right-of-Way. Pursuant to Article VII, Section 8.01 of the City Code, it is required that NU-Telecom obtain a license from the City to perform this task. Pursuant to Minnesota Statutes Sections 237.162 and 237.163, it is required that Nu-Telecom enter into a License Agreement with the City of Willmar to use the City Right-Of-Way. The fee to be charged to NU-Telecom for this License Agreement is \$2,000.

Following discussion, Council Member Fagerlie moved to introduce a resolution to authorize the Mayor and City Administrator to execute the License Agreement with NU-Telecom as presented. Council Member Nelsen seconded the motion which carried.

Item No. 6 2014 Street Improvement 1401, 1404, 1405 & 1407 Final Budgets (Resolutions)

Staff presented the proposed final budgets for the 2014 Street Improvement Projects No. 1401, 1404, 1405, and 1407. It was noted that Project 1403, which was for the street overlay projects previously denied by the Council, has been eliminated.

Following discussion, Council Member Fagerlie moved to introduce a resolution approving the final budget for the 2014 Street Improvement Project 1401, Street Reconstruction, in the amount of \$1,160,160 as presented. Council Member Nelsen seconded the motion which carried.

Council Member Nelsen moved to introduce a resolution approving the final budget for the 2014 Street Improvement Project 1404, Street New Construction, in the amount of \$361,383 as presented. Council Member Fagerlie seconded the motion which carried.

Council Member Johnson moved to introduce a resolution approving the final budget for the 2014 Street Improvement Project 1405, Industrial Park Streets, in the amount of \$3,500,000 as presented. Council Member Nelsen seconded the motion which carried.

Council Member Nelsen moved to introduce a resolution approving the final budget for the 2014 Street Improvement Project 1407, Willmar Avenue Street Lighting Realignment, in the amount of \$76,200 as presented. Council Member Johnson seconded the motion which carried.

Item No. 7 Old Business (Information)

There was no old business.

Item No. 8 New Business (Information)

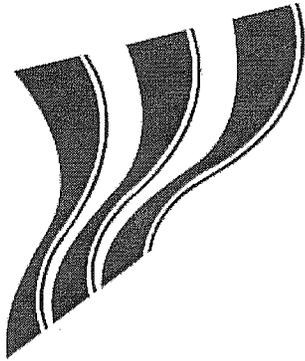
There was no new business.

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

Respectfully submitted,



Carol Cunningham
Accounting Supervisor



City of Willmar
Proposed
Capital Improvement Planning
2015-2019

Presented June 23, 2014

Charlene Stevens, City Administrator
Steven B. Okins, Finance Director

Capital Planning Process

- Process used since 2013 Budget
- 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 horizon

Review Committee

- Bruce Peterson, Chair, Planning & Development Services Director
- Steve Okins, Finance Director
- Sean Christensen, Public Works
- Jim Felt, Police Chief
- Gary Hendrickson, Fire Chief

Capital Improvement Funding

- Bonding (Debt)
- Cash
 - Excess Prior Year Revenues
 - Unspent Previous Capital Allocations
- Special Revenues
 - WWTF
 - LOST

Bonding (Debt)

- Bonding/Debt is paid from several sources
 - Assessments
 - Community Investment Fund
 - Public Works Res. (Infr. Utility Fee \$4 @ mth)
 - Waste Treatment Revenues
 - Future dedicated Levy or Revenues

Debt Service

(Special Assm't Fund)

- Principal and interest payments on special assessment bonds are paid from this fund. Bonds are issued periodically in amounts necessary to meet expenditure requirements for special assessment projects.
- Revenue consists of payments from property owners whose properties have been assessed for the improvements, interest earnings, interfund transfers and ad valorem taxes.

Community Investment

- The Community Investment Fund was established in 1990 for the sole purpose of payment of capital costs for the general benefit to the City of Willmar.
- Expenditures shall be made solely from accumulated investment earnings until 1995. After 1995 and beyond, only from accumulated investment earnings whenever possible.
 - **First Priority**
 - Projects which can be funded within the amount of available investment earnings.
 - **Second Priority**
 - Projects using principal funds which have the capacity to repay the principal.
 - **Third Priority**
 - Projects with no other reasonable funding source.

Public Works Reserve

- The Fund was established to accelerate and maintain/sustain Public Improvements.
- Initiating a Financing Mechanism with a five-year street improvement/Reconstruction Program

Key Points

- Establish supplemental public (street) improvement financing vehicle utilization annual utility fund revenues.
- Program commits utility fund or portions thereof for a period of up to fifteen years.
- Program allows time for the Community Investment Fund to rebound by paying off debt and building up reserves.

Future Consideration

- City should consider permanent financing for public work improvements through local option sales tax which is due to expire in 2012.
- No deferred assessments. All projects must be financed 100% with public funds, assessments developer financing, or combinations thereof.

	<u>Interest Rates</u>	<u>Date Issued</u>	<u>Date Matures</u>	<u>Original Issue</u>	<u>Outstanding at 12/31/2013</u>
Primary Government					
Governmental Activities					
<u>G.O. Special Assessments</u>					
2003 Improvement Bond	2.00-4.10	2003	2014	\$ 600,000.00	\$ 55,000.00
2004 Improvement Bond	2.10-4.00	2004	2015	\$ 2,125,000.00	\$ 395,000.00
2005 Improvement Bond	3.25-3.65	2005	2016	\$ 3,675,000.00	\$ 1,035,000.00
2006 Improvement Bond	3.60-3.85	2006	2017	\$ 1,950,000.00	\$ 785,000.00
2007A Improvement Bond	3.75-4.00	2007	2018	\$ 3,285,000.00	\$ 1,635,000.00
2007B Improvement Bond	4	2007	2018	\$ 1,725,000.00	\$ 890,000.00
2008 Improvement Bond	3.00-4.00	2008	2019	\$ 1,530,000.00	\$ 915,000.00
2010 Improvement Bond	2.00-3.00	2010	2021	\$ 1,785,000.00	\$ 1,415,000.00
2011 Improvement Bond	.60-2.85	2011	2022	\$ 1,825,000.00	\$ 1,645,000.00
2012 Improvement Bond	2.00-2.25	2012	2023	\$ 1,460,000.00	\$ 1,400,000.00
2013 Improvement Bond	2.00-3.00	2013	2024	\$ 1,910,000.00	\$ 1,910,000.00
Total Special Assessment Bonds				\$ 21,870,000.00	\$ 12,080,000.00
<u>G.O. Revenue Bonds</u>					
2004 Airport Bond	2.00-4.05	2004	2020	\$ 2,100,000.00	\$ 1,120,000.00
Total G.O. Revenue Bonds				\$ 2,100,000.00	\$ 1,120,000.00
Total Governmental Activities				\$ 23,970,000	\$ 13,200,000.00
Business-Type Activities					
<u>G.O. Revenue Notes and Bonds</u>					
1997 Waste Treatment Note	3.13	1997	2017	\$ 4,300,000.00	\$ 1,084,298.00
2008 Waste Treatment Note	3.275	2008	2028	\$ 42,001,362.00	\$ 37,848,000.00
2008 Waste Treatment Note	0	2008	2030	\$ 7,000,000.00	\$ 7,000,000.00
2009 Waste Treatment Note	2.457	2009	2029	\$ 1,711,867.00	\$ 1,431,151.00
2009 Waste Treatment Note	3.44	2009	2038	\$ 27,663,530.00	\$ 25,739,000.00
2013 Waste Treatment Note	1.124	2013	2042	\$ 1,886,812.00	\$ 1,451,040.00
Total G.O. Revenue Notes				\$ 84,563,571.00	\$ 74,553,489.00
2004 Waste Treatment Bond	1.45-4.15	2004	2019	\$ 1,410,000.00	\$ 650,000.00
Total G.O. Revenue Notes and Bonds				\$ 85,973,571.00	\$ 75,203,489.00
Total Business-Type Activities				\$ 85,973,571.00	\$ 75,203,489.00
Total Primary Government				\$ 109,943,571.00	\$ 88,403,489.00

Cash

- Excess Revenues – funds are allocated from the 2013 Budget year.
- Unspent previous capital allocations
 - City Charter allows funding to be held over.
 - Projects that come in under budget may allow for reallocation to new or other projects.

Special Revenue Funds

- WWTF – limited to projects related to wastewater treatment system, factored into rate structure.
- LOST – Local option sales tax expired in December of 2012

Current Plan

	2014	2015	2016	2017	2018
Cash	1,050,450	1,677,500	1,475,500	1,368,000	1,443,500
Debt Service	9,183,000	3,570,000	3,354,000	2,883,000	2,710,000
WWTP	120,000	953,500	140,000	258,500	300,000
LOST	4,605,00	170,000	0	0	0
Stormwater	200,000	100,000	300,000	0	0
State Aid	647,625	714,000	238,000	224,000	1,190,000
Totals	\$15,735,300	\$3,615,000	\$5,507,500	\$4,733,500	\$5,643,500

Areas of Focus for 2015

- Transportation/Pavement Management
- Facilities Review and Maintenance
- Vehicle Replacement Program
- Storm/Surface Water Management
- Community Park Plan

Questions?

CITY OF WILLMAR CAPITAL IMPROVEMENTS PLANNING REVIEW AND RATING CRITERIA

1. **Legal Mandates:** Will the proposed project bring the City into compliance with an existing or new legal mandate?
 - ✓ Is the mandate local, state or federal?
 - ✓ What is the risk of non-compliance?
 - ✓ Is there a mandated timeframe and/or deadline for compliance?

2. **Maintenance of Existing Assets:** Does the project enhance or maintain a current asset of the City?
 - ✓ Does it extend the useful life cycle of an existing asset?
 - ✓ Is it a replacement for a deteriorated asset?
 - ✓ Is it an investment that is part of a larger City asset?
 - ✓ Will the project result in a change to operating costs, either positive or negative?

3. **Sustainability:** Is the project based not only on what makes the most sense now, but what makes the most sense for the future?
 - ✓ Does it enhance organizational efforts to indefinitely maintain a healthy and habitable environment?
 - ✓ Does it promote, initiate, support, and/or facilitate the creation of wealth and employment opportunities?
 - ✓ Does it do what is fair to all, not just a few?
 - ✓ Does the project represent a fiscally responsible decision considering the present and future impact to our organization?

4. **Reduce or Offset Costs:** Does the project provide for reduced cost (current or future) to the City, offset costs through additional revenue or partnerships, improve services at the same cost, or deliver service at less cost per unit of service as is being provided currently?
 - ✓ Does it offer the prospect of reduced or beneficial operations and maintenance cost (cost/sq ft) for new or renovated facilities?
 - ✓ Does it provide a favorable return on investment for revenue generating facilities (what is payback period)?
 - ✓ Does the project allow a % reduction in cost to the City through partnerships and or "other fund sources"?
 - ✓ Does it provide economic efficiency – reduced cost per unit of service delivered?

5. **Critical Public Safety Needs or Concerns:** Does the proposal address an existing or potential threat to lives or property?
 - ✓ Would the project reduce the risk of death and injuries due to transportation incidents?
 - ✓ Would it reduce the risk of damage to or loss of public or private property?
 - ✓ Would it facilitate response of emergency services?
 - ✓ Would the project improve the safety of people using public facilities?

6. **Meet Council Priorities:** Does the proposed project address an issue or concern that has been identified as a Council priority?
 - ✓ Is the project part of a comprehensive or strategic plan?
 - ✓ Has the project been deemed important by multiple member of the Council?

	<u>Interest Rates</u>	<u>Date Issued</u>	<u>Date Matures</u>	<u>Original Issue</u>	<u>Outstanding at 12/31/2013</u>
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Governmental Activities					
<u>G.O. Special Assessments</u>					
2003 Improvement Bond	2.00-4.10	2003	2014	\$ 600,000	\$ 55,000
2004 Improvement Bond	2.10-4.00	2004	2015	2,125,000	395,000
2005 Improvement Bond	3.25-3.65	2005	2016	3,675,000	1,035,000
2006 Improvement Bond	3.60-3.85	2006	2017	1,950,000	785,000
2007A Improvement Bond	3.75-4.00	2007	2018	3,285,000	1,635,000
2007B Improvement Bond	4	2007	2018	1,725,000	890,000
2008 Improvement Bond	3.00-4.00	2008	2019	1,530,000	915,000
2010 Improvement Bond	2.00-3.00	2010	2021	1,785,000	1,415,000
2011 Improvement Bond	.60-2.85	2011	2022	1,825,000	1,645,000
2012 Improvement Bond	2.00-2.25	2012	2023	1,460,000	1,400,000
2013 Improvement Bond	2.00-3.00	2013	2024	1,910,000	1,910,000
Total Special Assessment Bonds				<u>21,870,000</u>	<u>12,080,000</u>
<u>G.O. Revenue Bonds</u>					
2004 Airport Bond	2.00-4.05	2004	2020	2,100,000	1,120,000
Total G.O. Revenue Bonds				<u>2,100,000</u>	<u>1,120,000</u>
Total Governmental Activities				\$ 23,970,000	\$ 13,200,000
Business-Type Activities					
<u>G.O. Revenue Notes and Bonds</u>					
1997 Waste Treatment Note	3.13	1997	2017	\$ 4,300,000	\$ 1,084,298
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Total Business-Type Activities				\$ 85,973,571	\$ 75,203,489
Total Primary Government				\$ 109,943,571	\$ 88,403,489

City of Willmar 2014
Proposed Capital Improvement Program - Revised 11/14

Project	Department	Cash	Bond	WWTP Fund	LOST	Stormwater	State Aid
Overlay Taxi Lanes - East Hangar Area	Airport	\$ 30,000.00					\$ 70,000.00
Master Plan Update - Airport	Airport	\$ 25,000.00					\$ 225,000.00
Crack Repair/Seal taxlanes & parking lot	Airport	\$ 13,125.00					\$ 30,625.00
Airfield Electrical Back-Up Generator	Airport	\$ 21,000.00					\$ 49,000.00
Tiling & Drainage Design/Implementation	Airport	\$ 13,500.00					\$ 31,500.00
Fencing (Planning & Survey) Airport	Airport	\$ 36,000.00					\$ 84,000.00
Apron Expansion - Design	Airport	\$ 24,000.00					\$ 56,000.00
Terminal Irrigation System	Airport	\$ 18,000.00					\$ 42,000.00
Freestanding Sign & MnDOT Sign	Airport	\$ 30,000.00					
Environmental Assessment 13/31 Ext	Airport	\$ 25,500.00					\$ 59,500.00
HVAC/Refrigeration Plants - Civic Center	Civic Center				\$ 1,000,000.00		
Door Replacement - Civic Center	Civic Center				\$ 30,000.00		
North Driveway Repair - Civic Center	Civic Center				\$ 40,000.00		
Reconstruction - Various locations	Engineering		\$ 2,500,000.00				
Old WWTP Retrofit	Engineering					\$ 100,000.00	
Sidewalk/Bike Path Reconstruction/Maintenance	Engineering	\$ 5,000.00			\$ 10,000.00		
Color Plotter Replacement	Engineering	\$ 10,000.00					
Area West of Menards (Phase 1)	Engineering					\$ 100,000.00	
Signal Loop Detector Replacement	Engineering	\$ 10,000.00					
Signal Cabinet Replacement	Engineering	\$ 30,000.00					
Sidewalk/Bike Path New Construction	Engineering	\$ 10,000.00			\$ 25,000.00		
Aerial Photography	Engineering	\$ 15,000.00					
Emergency Outdoor Sirens	Fire	\$ 5,000.00					
West Bay Garage Door Adjustment	Fire	\$ 10,000.00					
Copy Machine/Printer	Fire	\$ 9,600.00					
Ind. Park Expansion - Infrastructure Improve.	Industrial Park				\$ 3,500,000.00		
Server Replacement	IT	\$ 25,000.00					
Video Camera	IT	\$ 17,000.00					
Agenda Software	IT	\$ 27,000.00					
Indoor Gun Range	LS	\$ 250,000.00					
Lighting Repair Swanson Field (red, green, yellow)	LS	\$ 10,225.00					
Fence Repair - North Swanson	LS	\$ 20,000.00					
Canine (1 unit)	Police	\$ 6,000.00					
Sign Reflectivity	Public Works	\$ 25,000.00					
PW Facility Siding & Painting	Public Works	\$ 100,000.00					

City of Willmar 2014
Proposed Capital Improvement Program - Revised 11/14

Project	Department	Cash	Bond	WWTP Fund	LOST	Stormwater	State Aid
Play Equipment	Public Works	\$ 30,000.00					
Replace Garage Door - PW Garage	Public Works	\$ 10,000.00					
Path Lighting 15th Ave to 19th Ave	Public Works	\$ 15,000.00					
Path Lighting Willmar Ave & 15th Ave	Public Works	\$ 5,000.00					
Parking Lot Green Field	Public Works		\$ 72,000.00				
Lakeland Drive Interceptor/Minn West LS	Waste Water		\$ 6,611,000.00				
Sanitary Sewer Line under BNSF by Sperryville	Waste Water			\$ 60,000.00			
Sewer Replacement on streets being constructed	Waste Water						
Diesel Particulate Filters stby generators	Waste Water			\$ 60,000.00			
WCAC Signage	WCAC	\$ 12,000.00					
Mechanical work/kitchen Area (Community Center)	WCAC	\$ 7,500.00					
Exterior Building - Community Center	WCAC	\$ 50,000.00					
Cooridor Study Highway 12	Engineering	\$ 50,000.00					
Facilities Study	Facilities	\$ 50,000.00					
Total		\$ 1,050,450.00	\$ 9,183,000.00	\$ 120,000.00	\$ 4,605,000.00		\$ 647,625.00

*City of Willmar 2015
Proposed Capital Improvement Program*

Project	Department	Cash	Bond	WWTP Fund	LOST	Stormwater Fee	State Aid
Overlay Taxi Lanes in East Hangar Area	Airport	\$ 75,000.00					\$ 175,000.00
T & Drainage Design/Implementation	Airport	\$ 13,500.00					\$ 31,500.00
Perimeter Fencing - Phase 1-2 (10ft)	Airport	\$ 97,500.00					\$ 227,500.00
Apron Expansion (phase 1)	Airport	\$ 120,000.00					\$ 280,000.00
NavAid Roads	Airport	\$ 55,000.00					
Facilities Improvements	Facilities	\$ 30,000.00					
Advance Floor Scrubber	Civic Center	\$ 13,500.00					
Ice Resurfacing Machine	Civic Center	\$ 130,000.00					
Scoreboard	Civic Center	\$ 50,000.00					
Becker Avenue Improvements - Design	Downtown	\$ 150,000.00					
Develop Downtown Gateways	Downtown	\$ 200,000.00					
Reconstruction - Various locations	Engineering		\$ 2,500,000.00				
Transportation Plan (City)	Engineering	\$ 50,000.00					
Railroad Crossing 10th ST Repairs	Engineering		\$ 300,000.00				
Sidewalk/Bike Path Reconstruction/Maintenance	Engineering	\$ 25,000.00			\$ 170,000.00		
Downtown Parking Lots	Engineering		\$ 250,000.00				
Ramblewood Slough Stormwater	Engineering					\$ 100,000.00	
Signal Loop Detector Replacement	Engineering	\$ 10,000.00					
Signal Cabinet Replacement	Engineering	\$ 30,000.00					
Aerial Photography Phase II	Engineering	\$ 15,000.00					
Signals - Interconnect 1st Street	Engineering		\$ 150,000.00				
Signals - 45th Avenue/Hwy 71 S	Engineering		\$ 250,000.00				
Emergency Outdoor Sirens	Fire	\$ 15,000.00					
Exercitation Equipment	Fire	\$ 35,000.00					
Video Mixer	IT	\$ 20,000.00					
Records Management	IT	\$ 20,000.00					
Rice Park Tennis Court Repair	LS	\$ 45,000.00					
Rebuild Infield (Orange)	LS	\$ 13,000.00					
DOAC Reconstruction Area - Bball Courts	LS	\$ 45,000.00					
Taunton Stadium - Storage	LS	\$ 350,000.00					
Sign Reflectivity	Public Works	\$ 10,000.00					
Roof Repair PW Garage	Public Works	\$ 30,000.00					
Play Equipment	Public Works	\$ 30,000.00					

*City of Willmar 2015
Proposed Capital Improvement Program*

Project	Department	Cash	Bond	WWTP Fund	LOST	Stormwater Fee	State Aid
Parking Lot PW Garage	Public Works		\$ 70,000.00				
Plantation Construction & CRS	Waste Water			\$ 600,000.00			
Sewer Replacement on Streets being constructed	Waste Water		\$ 50,000.00				
PCN HMI Computer Software Upgrades	Waste Water			\$ 128,000.00			
PCM HMI Computer Hardware Costs	Waste Water			\$ 87,000.00			
Reroof Admin Building - old WWTP	Waste Water			\$ 130,000.00			
MgOH Recirculation Pump	Waste Water			\$ 8,500.00			
Total		\$ 1,677,500.00	\$ 3,570,000.00	\$ 953,500.00	\$ 170,000.00	\$ 100,000.00	\$ 714,000.00

**City of Willmar 2016
Proposed Capital Improvement Program**

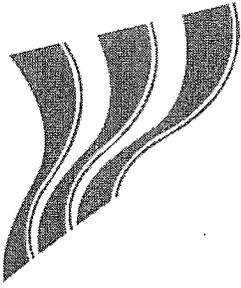
Project	Department	Cash	Bond	WWTP Fund	LOST	Stormwater	State Aid
Extend Sewer Line to new WWTP (from airport)	Airport		\$ 385,000.00				
Perimeter Fencing (Phase 2)	Airport	\$ 97,500.00					\$ 227,500.00
Credit Card Fuel Machine - Jet Fuel	Airport	\$ 4,500.00					\$ 10,500.00
Main Parking Lot Overlay	Civic Center		\$ 185,000.00				
Tuck-pointing	Civic Center	\$ 100,000.00					
Becker Avenue Improvement (Construction)	Downtown	\$ 350,000.00					
Develop Gateway	Downtown	\$ 200,000.00					
Reconstruction - Various locations	Engineering		\$ 2,500,000.00				
Sidewalk/Bike Path Reconstruction/Maintenance	Engineering	\$ 15,000.00					
Area west of Menards (Phase 2)	Engineering					\$ 300,000.00	
Signal Loop Detector Replacement	Engineering	\$ 10,000.00					
Signal Cabinet Replacement	Engineering	\$ 30,000.00					
Signals - 24th Ave & 1st Street	Engineering		\$ 200,000.00				
50 SCBA Packs	Fire	\$ 275,000.00					
50 SCBA Bottles	Fire	\$ 65,000.00					
Extraction Equipment	Fire	\$ 35,000.00					
Roof Replacement	Fire	\$ 48,500.00					
Emergency Outdoor Sirens	Fire	\$ 5,000.00					
Driveway Resurfacing	Fire		\$ 34,000.00				
DOAC Water Heater	LS	\$ 20,000.00					
DOAC Concession Stand	LS	\$ 40,000.00					
Sign Reflectivity	Public Works	\$ 10,000.00					
Roof Repair - Public Works Garage	Public Works	\$ 30,000.00					
Play Equipment	Public Works	\$ 30,000.00					
Shelter Replacement Robbins Island	Public Works	\$ 70,000.00					
Lift Station Construction & CRS	Waste Water			\$ 100,000.00			
Sewer Replacement on Streets being constructed	Waste Water		\$ 50,000.00				
Overlay old Bio Solids Driveway	Waste Water			\$ 40,000.00			
Kitchen Appliances	WCAC	\$ 40,000.00					
Total		\$ 1,475,500.00	\$ 3,354,000.00	\$ 140,000.00	\$ -	\$ 300,000.00	\$ 238,000.00

**City of Willmar 2017
Proposed Capital Improvement Program**

Project	Department	Cash	Bond	WWTP Fund	LOST	Stormwater	State Aid
Extend Runway & Taxiway (Design)	Airport	\$ 96,000.00					\$ 224,000.00
Boiler	Civic Center	\$ 12,000.00					
Becker Avenue Improvements (Construction)	Downtown	\$ 350,000.00					
Reconstruction - Various locations	Engineering		\$ 2,500,000.00				
Sidewalk/Bike Path Reconstruction/Maintenance	Engineering	\$ 15,000.00					
Downtown Parking Lots	Engineering		\$ 250,000.00				
Signals - Loop Detector Replacement	Engineering	\$ 10,000.00					
Signal Cabinet Replacement	Engineering	\$ 30,000.00					
Facilities	Facilities	\$ 250,000.00					
Emergency Outdoor Sirens	Fire	\$ 5,000.00					
Lighting Replacement Swanson Field (orange)	LS	\$ 165,000.00					
Sign Reflectivity & Replacement	Public Works	\$ 10,000.00					
Fuel System	Public Works	\$ 250,000.00					
Play Equipment	Public Works	\$ 30,000.00					
Robbins Island Parking Lots	Public Works		\$ 83,000.00				
Shelter Replacement Robbins Island	Public Works	\$ 70,000.00					
Tennis Court Resurface/Hard surface	Public Works	\$ 50,000.00					
Lift Station Construction & CRS	Waste Water			\$ 250,000.00			
Sewer Replacement on streets being constructed	Waste Water		\$ 50,000.00				
MgOH Recirculation Pump	Waste Water			\$ 8,500.00			
Woodshop Exhaust System	WCAC	\$ 25,000.00					
Total		\$ 1,368,000.00	\$ 2,883,000.00	\$ 258,500.00	\$ -	\$ -	\$ 224,000.00

**City of Willmar 2018
Proposed Capital Improvement Program**

Project	Department	Cash	Bond	WWTP Fund	LOST	Stormwater	State Aid
Maintenance Equipment Storage Building	Airport	\$ 180,000.00					\$ 420,000.00
CR 16 Relocation for Runway Extension	Airport	\$ 120,000.00					\$ 280,000.00
Runway Extension - Grading	Airport	\$ 210,000.00					\$ 490,000.00
Reconstruction - Various Locations	Engineering		\$ 2,500,000.00				
Sidewalk/Bike Path Reconstruction/Maintenance	Engineering	\$ 15,000.00					
Signals - Loop Detector Replacement	Engineering	\$ 10,000.00					
Signal Cabinet Replacement	Engineering	\$ 30,000.00					
Facilities	Facilities	\$ 300,000.00					
Emergency Outdoor Sirens	Fire	\$ 5,000.00					
Fire Station re-carpeting	Fire	\$ 18,500.00					
Lighting Swanson Field (Blue)	LS	\$ 165,000.00					
Westwinds Park Development	LS	\$ 100,000.00					
Sign Reflectivity	Public Works	\$ 10,000.00					
Play Equipment	Public Works	\$ 40,000.00					
Robbins Island Parking Lots	Public Works		\$ 120,000.00				
Tennis Court Resurface/Hard surface	Public Works	\$ 50,000.00					
Public Works Storage & Expansion	Public Works	\$ 150,000.00					
Lift Station Construction & CRS	Waste Water			\$ 300,000.00			
Sewer Replacement on streets being constructed	Waste Water		\$ 50,000.00				
Overlay driveway at old WWTP site	Waste Water		\$ 40,000.00				
Woodshop equipment & tools	WCAC	\$ 40,000.00					
Total		\$ 1,443,500.00	\$ 2,710,000.00	\$ 300,000.00	\$ -	\$ -	\$ 1,190,000.00



**CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION**

Agenda Item Number: 4

Meeting Date: June 23, 2014

Attachments: Yes No

CITY COUNCIL ACTION

Date:

- | | |
|-----------------------------------|---------------------------------|
| <input type="checkbox"/> Approved | <input type="checkbox"/> Denied |
| <input type="checkbox"/> Amended | <input type="checkbox"/> Tabled |
| <input type="checkbox"/> Other | |

Originating Department:

Community Education/Recreation-Civic Center

Agenda Item: Wheel Chair Lift-Blue Line Center Viewing Area

Recommended Action: Approve signing into an agreement with Access Lifts to install a Vertical Wheelchair Lift at a cost not to exceed \$28,850.00.

Background/Summary: This item was approved in the 2013 Capital Improvement Plan with a budget of \$30,000.00. Staff has been working with vendors to create a plan to install this equipment to provide access for all users/spectators to the viewing area of the Blue Line Arena. Ultimately 2 quotes were received and it is our recommendation to approve the plan created by Access Lifts. The other quote came from West Central Lift & Elevator, Inc and came in at \$29,975.00.

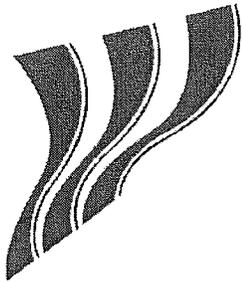
Alternatives: To not approve this improvement or to go with the higher quote.

Financial Considerations: \$28,850.00 is the cost of this project and \$30,000.00 was approved in the 2013 CIP.

Preparer: Steve Brisendine

Signature:

Comments:



**CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE
ACTION**

Agenda Item Number: 5

Meeting Date: June 23, 2014

Attachments: Yes No

CITY COUNCIL ACTION

Date: July 7, 2014

- | | |
|-----------------------------------|---------------------------------|
| <input type="checkbox"/> Approved | <input type="checkbox"/> Denied |
| <input type="checkbox"/> Amended | <input type="checkbox"/> Tabled |
| <input type="checkbox"/> Other | |

Originating Department: City Clerk-Treasurer

Agenda Item: Consideration of NU-Telecom License Agreement

Recommended Action:

Approve the NU-Telecom License Agreement and Authorize the Mayor and City Administrator to Execute the Agreement.

Background/Summary:

Article VIII, Section 8.01 of the City Code of the City of Willmar prohibits the placement "in, on or over any public street, alley or public property of any kind any utility service, communication line or tube, transportation facility or other service, of permanent or semi-permanent nature, without first having obtained a franchise from the City"; and

Minnesota Statutes Sections 237.162 and 237.163 prohibit cities from requiring franchises of "telecommunications right-of-way users" as defined within said statutes; thereby in discussion with the City Attorney a "license" needs to be developed for any company wanting to use City Right-of Way.

NU-Telecom wants to install underground fiber in the locations shown in the attached map. City staff has described the City Right-of-Way indicated on the map and the City Attorney has prepared the license agreement.

Alternatives:

Financial Considerations: \$2,000

Preparer: City Clerk-Treasurer

Signature:

Comments:

(top three inches reserved for recording data)

LICENSE AGREEMENT

This License Agreement is made as of the ____ day of _____, 2014, by and between the City of Willmar, a municipal corporation under the laws of the State of Minnesota (herein the "City"), and NU-Telecom a corporation under the laws of the State of Minnesota (herein "NU-Telecom").

Whereas, the City has public utility easement(s), said easement(s) described as follows:

The South 15' of the 70' R.O.W. adjacent to the T & M SECOND ADDITION;

The South 15' of the 70' R.O.W. adjacent to the following described tract: Section 27, Township 119, Range 35 THAT PART OF THE NE1/4 DESC AS FLWS: BEG AT THE NE COR OF SD SEC 27, TH W 280.52' TO NE COR OF LOT 1, BLK 1, T&M SECOND ADDITION, TH S 177.01', TH W 54.09', TH S 153.00' TO S LINE OF N 20 RODS(330') OF SD SEC 27, TH E 333.00' TO E LINE OF SD SEC 27, TH N 330.02' TO PT OF BEG; Parcel No. 95-927-0020

The South 15' of the 70' R.O.W. platted in THE HOME DEPOT ADDITION;

The South 15' of the 70' R.O.W. adjacent to the following described tract: Section 23, Township 119, Range 35 ALL THAT PART OF THE S1/2 OF SW1/4 & OF GOVT LOT 1 LYING S'LY OF BRANCH NO. 2 OF CO DITCH #23 & OF CO DITCH #23 MAIN DITCH EXC THAT PART OF THE SW1/4 OF SW1/4 DESC AS FLWS: COMM AT THE SW COR OF COUNTRY INN ADDITION, TH E 262.14' TO PT OF BEG OF TRACT HEREIN DESC, TH NE'LY ALONG SE'LY LINE OF SD PLAT, 98.39', TH S 7.07', TH NE'LY 16.77' TO A PT IN THE DITCH, TH NE'LY 96.60 FT TO A PT IN THE DITCH, TH S 99.10' TO S LINE OF SD SEC 23, TH W 184.86' TO PT OF BEG; Parcel No. 33-023-0080

The East 15' of the 100' R.O.W. of 5th Street SE platted in WATER VIEW BUSINESS PARK (THE);

The South 15' of the 45' R.O.W. of 19th Avenue SE platted in WATER VIEW BUSINESS PARK (THE);

The South 15' of the 70' R.O.W. platted in the PLEASANT VIEW SECOND ADDITION;

The South 15' of the 70' R.O.W. platted in the COUNTRYSIDE ADDITION;

The South 15' of the 70' R.O.W. adjacent to the following described tract: Section 23, Township 119, Range 35 A STRIP OF LAND 5' IN WIDTH LOCATED IN NE1/4 OF 23-119-35, TH N'LY LINE OF SAID STRIPE DESC AS FOL: COMM AT INTERSECTION OF E LINE OF COUNTRYSIDE ADDITION & S LINE OF NE1/4; TH BEARING S 89*07' E ALONG SAID S LINE 43.09' TO PT OF BEG OF LINE HEREIN DESC; TH BEARING N 32*15'20" E 100.84'; TH BEARING N 61*55'06" E 156.14'; TH BEARING S 87*37'39" E 317.43' & THERE TERMINATING; Parcel No. 95-923-8885

The South 15' of the 70' R.O.W. adjacent to the following described tract: Section 23, Township 119, Range 35 ALL THAT PART OF THE S1/2 OF NE1/4 DESC AS FLWS: BEG AT THE SW COR OF LOT 1, BLK 1, DANA HEIGHTS THIRD ADD, TH NW'LY 190.34', TH W'LY 317.43', TH SW'LY 156.14', TH SW'LY 100.84' TO TH S LINE OF SD S1/2 OF NE1/4, TH E ALONG SD S LINE TO PT OF BEG EXC A 5' STRIP RUNNING ALONG THE N'LY SIDE OF SD PARCEL AS DESC IN PARCEL #95-923-8885; Parcel No. 95-923-8880

The South 15' of the 70' R.O.W. platted in the DANA HEIGHTS; THIRD ADDITION TO THE CITY OF WILLMAR;

The South 15' of the 70' R.O.W. platted in the LEE-DON ADDITION;

The East 15' of the 35' R.O.W. platted in the PIERSKALLA ADDITION;

The East 15' of the 70' R.O.W. platted in the KANDIYOHI COUNTY STATE AID HIGHWAY NO. 23 RIGHT OF WAY PLAT NO. 1;

The East 15' of the 70' R.O.W. adjacent to the following described tract: Section 24, Township 119, Range 35 THAT PART OF NW1/4 OF NW1/4 LYING NW'LY OF HWY ROW, EXC THE S 125' OF N 175' OF W 133' & EXC PART PLATTED INTO KANDIYOHI COUNTY STATE AID HIGHWAY NO. 23 RIGHT OF WAY PLAT NO. 1; Parcel No. 95-924-0020

The East 15' of the 70' R.O.W. adjacent to the following described tract: Section 24, Township 119, Range 35 PART OF NW1/4 OF NW1/4 BEG 50' S FROM NW COR, TH E 133', TH S 125', TH W 133', TH N 125' TO PT OF BEG, EXC W 33' FOR ROAD; Parcel No. 95-924-0030

The East 15' of the 70' R.O.W. adjacent to the following described tract: Section 13, Township 119, Range 35 N 300' OF S 345' OF E 435.6' OF W 468.6' OF SW1/4 OF SW1/4; Parcel No. 95-913-0050

The East 15' of the 70' R.O.W. adjacent to the following described tract: Section 13, Township 119, Range 35 SW1/4 OF SW1/4 EXC THE S 685' OF W 468.8' OF SW1/4 OF SW1/4 & EXC PART FOR PLAT OF PHEASANT RUN; Parcel No. 95-913-0040

The East 15' of the 70' R.O.W. adjacent to the following described tract: Section 13, Township 119, Range 35 N 340' OF S 685' OF W 468.8' OF SW1/4 OF SW1/4, EXC THE N 170' OF THE S 685' OF THE W 193' OF THE SW1/4 OF SW1/4; Parcel No. 95-913-0045

The East 15' of the 70' R.O.W. adjacent to the following described tract: Section 13, Township 119, Range 35 THE N 170' OF THE S 685' OF THE W 193' OF SW1/4 OF SW1/4; Parcel No.

95-913-0046

The East 15' of the 35' R.O.W. of Lakeland Drive platted in EMERALD POND;

The East 13' of the 33' R.O.W. platted in the VALLEY VIEW ADDITION;

The East 13' of the 33' R.O.W. platted in the WELSHIRE ADDITION;

The East 13' of the 33' R.O.W. of Lakeland Drive platted in GENESIS ADDITION;

The East 15' of the 35' R.O.W. of Lakeland Drive platted in the BOULDER POINT; THIRD ADDITION TO THE CITY OF WILLMAR;

The East 15' of the 70' R.O.W. adjacent to the following described tract: Section 13, Township 119, Range 35 A PART OF THE N 25 AC OF THE NW1/4SW1/4 DESC AS FLWS: BEG AT THE NW COR OF SD NW 1/4 OF SW1/4, TH S 824.16', TH E 33' TO PT OF BEG OF TRACT HEREIN DESC, TH CONT E 175 FT, TH N 76.48', TH W 175', TH S 76.48' TO PT OF BEG; Parcel No. 95-913-0020

The East 15' of the 70' R.O.W. adjacent to the following described tract: Section 13, Township 119, Range 35 A PART OF THE N 25 AC OF NW1/4SW1/4 DESC AS FLWS: BEG AT THE NW COR OF SD NW1/4 OF SW1/4 TH S 747.69' TO PT 76.48' N FROM S LINE OF N 25 AC, TH E 33' TO PT OF BEG OF TRACT HEREIN DESC, TH CONT E 175', TH N 75', TH W 175', TH S 75' TO PT OF BEG; Parcel No. 95-913-0025

The East 15' of the 70' R.O.W. adjacent to the following described tract: Section 13, Township 119, Range 35 PART OF NW1/4 OF SW1/4 BEG AT NW COR OF SD NW1/4 OF SW1/4, TH S 672.68', TH E 33' FOR PT OF BEG OF PARCEL HEREIN DESC, TH CONT E 175', TH N 100', TH N 175', TH S 100' TO PT OF BEG; Parcel No. 95-913-0030

The East 15' of the 70' R.O.W. adjacent to the following described tract: Section 13, Township 119, Range 35 PART OF N 25 AC OF NW1/4 OF SW1/4: COMM AT NW COR OF NW1/4 OF SW1/4; TH S ALONG W LINE TO A PT 251.48 FT N OF S LINE OF SAID N 25 AC; TH S 89*57' E 33 FT TO PT OF BEG; TH S 89*57' E 175 FT; TH N 76 FT; TH N 89*57' W 175 FT; TH S 76 FT TO PT OF BEG; Parcel No. 95-913-1100

The East 15' of the 70' R.O.W. adjacent to the following described tract: Section 13, Township 119, Range 35 PART OF N1/2 OF NW1/4 OF SW1/4; COMM AT NW COR OF NW1/4 OF SW1/4, TH S 416.68', TH S 89*57' E 33' TO PT OF BEG, TH S 89 57'E 175', TH S 80', TH N 89*57'W 175', TH N 80' TO PT OF BEG; Parcel No. 95-913-1095

The East 15' of the 70' R.O.W. adjacent to the following described tract: Section 13, Township 119, Range 35 PART OF NW1/4 OF SW1/4, BEG AT PT 416.68 FT S & 33 FT E OF NW COR, TH E 175 FT, N 80 FT, W 175 FT, S 80 FT TO PT OF BEG; Parcel No. 95-913-1080

The East 15' of the 70' R.O.W. adjacent to the following described tract: Section 13, Township 119, Range 35 PART OF NW1/4 OF SW1/4, BEG AT A PT 336.68 FT S & 33 FT E OF NW COR, TH E 175 FT, N 80 FT, W 175 FT, S 80 FT TO BEG; Parcel No. 95-913-1070

The East 15' of the 70' R.O.W. adjacent to the following described tract: Section 13, Township 119, Range 35 N 110' OF S 220' OF W 163' OF SW1/4 OF NW1/4; Parcel No. 95-913-1170

The East 15' of the 70' R.O.W. adjacent to the following described tract: Section 13, Township 119, Range 35 THAT PART OF THE SW1/4 OF NW1/4 DESC AS FLWS: COMM AT THE NW COR OF SW1/4NW1/4 OF SD SEC 13, TH S 555' TO PT OF BEG OF TRACT HEREIN DESC, TH CONT S 325', TH E 435', TH N 440', TH W 135', TH S 115', TH W 300' TO PT OF BEG; Parcel No. 95-913-1220

The East 15' of the 70' R.O.W. adjacent to the following described tract: Section 13, Township 119, Range 35 THAT PART OF THE S 440' OF N 880' OF W 990' OF SW1/4 OF NW1/4 DESC AS FOL: BEG AT NW COR OF THE ABOVE TRACT, TH E 300', TH S 115', TH W 300', TH N 115' TO BEG; Parcel No. 95-913-1210

The East 15' of the 70' R.O.W. adjacent to the following described tract: Section 13, Township 119, Range 35 W 360' OF N 440' OF SW1/4 OF NW1/4; Parcel No. 95-913-1040

The East 15' of the 70' R.O.W. adjacent to ERICKSON'S THIRD ADDITION TO THE CITY OF WILLMAR;

The East 15' of the 70' R.O.W. adjacent to MARLOW'S ADDITION;

The South 15' of the 70' R.O.W. adjacent to the following described tract: Section 14, Township 119, Range 35 THE S 200' OF THE N 350' OF THE E 75' OF THE W 783' OF SW1/4 OF NE1/4; Parcel No. 95-914-1360

The South 15' of the 70' R.O.W. adjacent to the following described tract: Section 14, Township 119, Range 35 PART OF THE SW1/4 OF NE1/4 DESC AS FLWS: COMM AT A PT 633' E & 150' S OF NW COR OF SD SW1/4NE1/4, TH E 75', TH S 200', TH W 75', TH N 200' TO PT OF BEG; Parcel No. 95-914-1350

The South 15' of the 70' R.O.W. adjacent to the following described tract: Section 14, Township 119, Range 35 PART SW1/4 OF NE1/4, COM 633'E.& 150'S. OF NW COR TH. S.192' TO TROTT AVE. E.TH.W.50', N.192',E.50'; Parcel No. 95-914-1410

The South 15' of the 70' R.O.W. adjacent to the following described tract: Section 14, Township 119, Range 35 THE E 50' OF W 583' OF S 192' OF N 342' OF SW1/4 OF NE1/4; Parcel No. 95-914-1400

The South 15' of the 70' R.O.W. adjacent to the following described tract: Section 14, Township 119, Range 35 PART SW1/4 OF NE1/4, COM 533'E.& 150'S. OF NW COR TH. S.192' TO TROTT AVE. W.50', N.192', E.50'; Parcel No. 95-914-1390

The South 15' of the 70' R.O.W. adjacent to the following described tract: Section 14, Township 119, Range 35 PART SW1/4 OF NE1/4, COM 483'E.& 150'S. OF NW COR TH.S.192', TO TROTT AVE. E.TH.W.63', N.192', E. 63' TO PT. OF BEG; Parcel No. 95-914-1420

The South 15' of the 70' R.O.W. adjacent to the following described tract: Section 14, Township 119, Range 35 E.87' OF W.420' OF S. 192', OF N.350' OF SW1/4 OF NE1/4; Parcel No. 95-914-1380

The South 15' of the 70' R.O.W. platted in LINCOLN ADDITION TO WILLMAR;

The South 13' of the 66' R.O.W. of Trott Avenue platted in NABER'S ADDITION TO THE CITY OF WILLMAR;

The South 13' of the 66' R.O.W. of Trott Avenue platted in FERRING'S ADDITION TO THE CITY OF WILLMAR;

The South 15' of the 70' R.O.W. of Trott Avenue platted in SPICER'S ADDITION TO WILLMAR;

The South 15' of the 70' R.O.W. platted in the THIRD ADDITION TO THE CITY OF WILLMAR;

The South 15' of the 70' R.O.W. platted in the WILLMAR, TOWN OF (ORIGINAL)

(the Property); and

Whereas, the City has a public utility easement, said easement described as follows:

(the Public Easement Area); and

Whereas, Article VIII, Section 8.01 of the City Code of the City of Willmar prohibits the placement "in, on or over any public street, alley or public property of any kind any utility service, communication line or tube, transportation facility or other service, of permanent or semi-permanent nature, without first having obtained a franchise from the City"; and

Whereas, Minnesota Statutes Sections 237.162 and 237.163 prohibit cities from requiring franchises of "telecommunications right-of-way users" as defined within said statutes; and

Whereas, said statutes give authority to local governments to manage the utilization of public rights-of-way by telecommunications right-of-way users as defined therein; and

Whereas, NU-Telecom wishes to install and maintain telecommunications facilities within the Public Easement Area to serve the buildings on the Property, and the City is willing for NU-Telecom to do so on the terms and conditions provided herein.

Now, therefore, in consideration of the mutual promises contained in this Agreement, the parties agree as follows:

1. LICENSE. The City grants to NU-Telecom a non-exclusive, terminable, license for the limited purpose to install, maintain, repair, replace and reconstruct

telecommunications facilities within the Public Easement Area to serve the buildings on the Property, all as described above.

2. **TERM.** This license shall be for an indefinite term commencing on the date first written above and continuing until terminated by the City by written notice to NU-Telecom. Such notice shall be given at least ninety (90) days in advance of the effective date of such termination. Such notice shall be delivered to NU-Telecom or its successor in interest (as their interests and addresses may appear on the tax rolls of the County in which the Property is located), either personally or by certified mail. If such service cannot be made, service may be posted on the Public Easement Area. Before the effective date of such termination, NU-Telecom shall remove any or all of NU-Telecom's improvements from the Public Easement Area, as directed by the City, at NU-Telecom's sole cost and expense, and shall return the Public Easement Area to its preexisting condition or better, unless otherwise directed by the City.

This license may also be terminated at any time by NU-Telecom by written notice to the City. Such notice shall be given at least ninety (90) days in advance of the effective date of such termination and shall be delivered either personally or by certified mail to the City Administrator at the City's main offices (currently 333 6th Street Southwest, Willmar, MN 56201). Before the effective date of such termination, NU-Telecom shall remove all of NU-Telecom's improvements from the Public Easement Area, at NU-Telecom's sole cost and expense, and shall return the Public Easement Area to its preexisting condition or better.

3. **CONDITION OF PREMISES NOT WARRANTED.** The City does not warrant that the Public Easement Area is suitable for the purposes for which it is permitted to be used under this Agreement but NU-Telecom assumes all risk with respect to its activities within and use of the Public Easement Area. The City shall have no responsibility with regard to any failure of or damage to NU-Telecom's improvements within the Public Easement Area.
4. **REGISTRATION REQUIRED.** Upon execution of this Agreement, NU-Telecom shall provide in writing to the City, and update annually, the following information:
 - a. NU-Telecom's name, Gopher State One-Call registration number under Minnesota Statutes Section 216D.03, address, and telephone and facsimile numbers;
 - b. the name, address, and telephone and facsimile numbers of NU-Telecom's local representative;
 - c. proof of adequate insurance as identified in Paragraph Eight (8) below; and
 - d. such other information deemed reasonably necessary by the City for the efficient administration of the Public Easement Area.
5. **CONSTRUCTION AND MAJOR MAINTENANCE PLANS; RIGHT-OF-WAY PERMIT REQUIRED.**

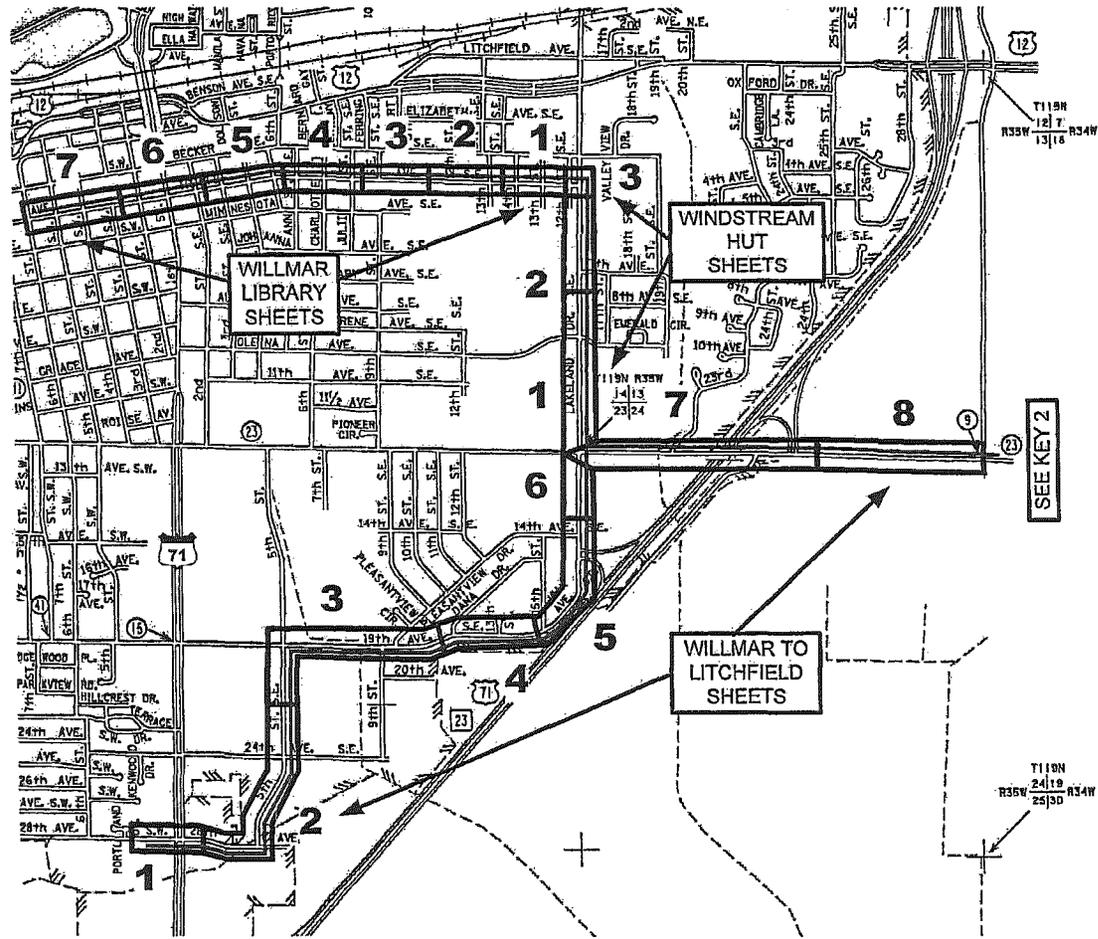
- a. At least twenty (20) days prior to the commencement of construction of telecommunications facilities in the Public Easement Area, NU-Telecom shall submit to the City plans and specifications for construction and major maintenance that may require excavation and obstruction of the Public Easement Area. NU-Telecom shall commence no work with regard to the same without prior written approval from the City. NU-Telecom's plans shall conform to the standard requirements and any special requirements of the City, in all respects.
- b. Based on the data submitted by NU-Telecom in the plans and specifications, City may require NU-Telecom to apply for and obtain a right-of-way permit addressing:
 - i. installation and construction standards;
 - ii. location and relocation requirements for equipment and facilities;
 - iii. coordination and timing requirements;
 - iv. provision by NU-Telecom of project data reasonably necessary to allow the City to develop or maintain a right-of-way mapping system, such as a geographical information mapping system;
 - v. removal requirements for abandoned equipment or facilities, if required in conjunction with the proposed activity; and
 - vi. imposing reasonable penalties for unreasonable delays in construction.
- c. If a right-of-way permit is required, City agrees to charge and NU-Telecom agrees to pay a fee established at a level necessary for the City to recover actual right-of-way management costs, including those associated with NU-Telecom's registration; permit processing, issuance, and verification; inspecting job sites and restoration projects; maintaining, supporting, protecting, or moving user equipment during public right-of-way work; determining the adequacy of right-of-way restoration; restoring work inadequately performed after providing notice and the opportunity to correct the work; and revoking right-of-way permits.
- d. A right-of-way permit may be revoked or denied under the following circumstances:
 - i. if NU-Telecom does not comply with a provision of this Agreement;
 - ii. if the City determines that the denial is necessary to protect the health, safety, and welfare, or is necessary to protect the Public Easement Area and its current use;
 - iii. in the event of a substantial breach of the terms and conditions of statute, ordinance, rule, or regulation or any material condition of the permit. A substantial breach includes, but is not limited to, the following:
 - a) a material violation of a provision of the right-of-way permit;
 - b) an evasion or attempt to evade any material provision of the right-of-way permit, or the perpetration or attempt to perpetrate any fraud or deceit upon the City or its citizens;
 - c) a material misrepresentation of fact in the right-of-way permit application;

- d) failure to complete work in a timely manner, unless a permit extension is obtained or unless the failure to complete work is due to reasons beyond NU-Telecom's control; and
 - e) a failure to correct, in a timely manner, work that does not conform to applicable standards, conditions, or codes, upon inspection and notification by the City of the faulty condition.
 - e. In no event will the City unreasonably withhold approval of NU-Telecom's application for a right-of-way permit, or unreasonably revoke a permit.
 - f. During construction or major maintenance, NU-Telecom shall take all necessary precautions to protect and preserve the City's improvements within the Public Easement Area during any activities within or use of the Public Easement Area.
- 6. RESTORATION OF PUBLIC EASEMENT AREA.
 - a. After completion of construction or major maintenance requiring excavation or obstruction of the Public Easement Area, NU-Telecom shall provide for restoration of the Public Easement Area, including the pavement and its foundation, in the same condition that existed before the excavation or obstruction. Such restoration must be completed within six (6) months after the completion of construction or major maintenance.
 - b. NU-Telecom may elect to restore the Public Easement area at NU-Telecom's own cost, or allow the City to restore the Public Easement Area and charge the costs of restoration back to NU-Telecom. NU-Telecom shall inform the City in writing of its election as part of the plans submitted to the City prior to the commencement of construction as provided in Paragraph Five (5) above.
 - c. In the event such construction or major maintenance in the Public Easement Area disturbs uncultivated sod, and NU-Telecom has elected to restore the Public Easement Area, NU-Telecom shall, as part of such restoration, plant grasses that are native to Minnesota and, wherever practicable, that are of the local eco-type, unless the City objects in writing to the planting of such grasses. In restoring the Public Easement Area, NU-Telecom shall consult with the Department of Natural Resources regarding the species of native grasses that conform to the requirements of this paragraph.
- 7. INDEMNIFICATION. NU-Telecom shall defend, indemnify and hold harmless the City and its officers, employees and agents from and against any and all claims, demands, actions, and causes of action, including expenses, reasonable attorneys' fees, and costs of alternative dispute resolution, arising out of or related to NU-Telecom's activities within and use of the Public Easement Area.
- 8. INSURANCE. NU-Telecom shall purchase and maintain commercial general liability insurance to protect itself from claims for damages because of bodily injury, death, and injury to or destruction of tangible property, including loss of use resulting therefrom. The base limits of this policy shall be at least \$1,000,000 combined single limit. NU-Telecom shall provide the City with evidence of such insurance in the form of a certificate of insurance, no later than ten (10) days after

execution of this Agreement. The City shall be an additional named insured and the certificate shall contain a provision that the insurance shall not be cancelled unless prior written notice thereof is given to the City not less than fifteen (15) days prior to the effective date of such cancellation. If NU-Telecom fails to give such certificate of insurance to the City within ten (10) days after execution of this Agreement, this Agreement shall be null and void. NU-Telecom shall provide additional certificates of insurance to the City from time to time upon the reasonable request of the City.

9. GOVERNING LAW. This Agreement shall be governed by and construed and enforced in accordance with the laws of the State of Minnesota.
10. ENTIRE AGREEMENT. This Agreement shall constitute the entire Agreement of the parties and any prior understanding or representation of any kind preceding the date of this Agreement shall not be binding upon either party except to the extent incorporated in this Agreement.
11. MODIFICATION OF AGREEMENT. Any modification of this Agreement shall be binding only if evidenced in writing signed by both parties.
12. ATTORNEYS' FEES AND EXPENSES. In the event that any action is filed in relation to this Agreement, the unsuccessful party in the action shall pay to the successful party, in addition to any other sums ordered to be paid, a reasonable sum for the successful party's attorneys' fees and expenses.
13. RECORDING. This Agreement may be recorded by either party at the expense of that party.
14. LICENSE FEE. As consideration for this Agreement, and to reimburse the City for right-of-way management costs as provided in Minnesota Statutes, NU-Telecom agrees to pay the City a license fee of Two Thousand and no/00 Dollars (\$2,000), due and payable at the time this Agreement is executed.

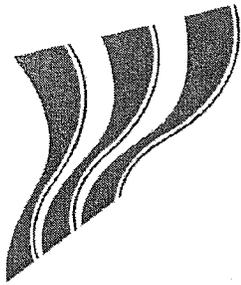
(continued on next page)



REVISIONS	DATE	DRAWN BY:	FEC/S	STATE: MINNESOTA
				COUNTY: KANDIYOHI



SITE: WILLMAR TO LITCHFIELD. SHEET 1 of 6



CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 6

Meeting Date: June 23, 2014

Attachments: Yes No

CITY COUNCIL ACTION

Date: July 7, 2014

- Approved Denied
 Amended Tabled
 Other

Originating Department: Finance

Agenda Item: 2014 Street Improvement Final Budgets

Recommended Action: Review and approve the proposed final budgets for 2014 Street Improvement Projects No. 1401, 1404, 1405, and 1407.

Background/Summary: Council action is required to approve the final street improvement budgets.

Alternatives: Not approve the budgets and not authorize the projects.

Financial Considerations: Bonding costs versus local lending institution financing costs.

Preparer: Steve Okins, Finance Director

Signature: *Carol Cyburn for Steve Okins*

Comments:

RESOLUTION NO. _____
 PRELIMINARY 1401 RECONSTRUCTION BUDGET

ESTIMATED TOTAL COST \$1,160,160
 *Budget Amounts are Essential

Dated: July 7, 2014

Code

PERSONNEL SERVICES

0110*	Salaries Reg. Employees	_____
0111*	Overtime Reg. Employees	_____
0112*	Salaries Temp. Employees	_____
0113*	Employer Pension Contr.	_____
0114*	Employer Ins. Contr.	_____
	TOTAL	\$0.00

SUPPLIES

0220*	Office Supplies	_____
0221*	Small Tools	_____
0222*	Motor Fuels & Lubricants	_____
0223*	Postage	_____
0224	Mtce. of Equipment	_____
0225	Mtce. of Structures	_____
0226	Mtce. of Other Improvements	_____
0227	Subsistence of Persons	_____
0228	Cleaning & Waste Removal	_____
0229*	General Supplies	_____
	TOTAL	\$0.00

OTHER SERVICES

0330	Communications	_____
0331*	Printing & Publishing	_____
0332	Utilities	_____
0333*	Travel-Conf.-Schools	_____
0334	Mtce. of Equipment	_____
0335	Mtce. of Structures	_____
0336*	Mtce. of Other Impr.	\$966,800.00
0337	Subsistence of Persons	_____
0338	Cleaning & Waste Removal	_____
0339*	Other Services	\$48,340.00
	TOTAL	\$1,015,140.00

OTHER CHARGES

0440	Rents	_____
0441*	Insurance & Bonds	_____
0442	Awards & Indemnities	_____
0443	Subscription/Memberships	_____
0444	Interest	_____
0445	Licenses & Taxes	_____
0446*	Prof. Serv.	\$145,020.00
0447*	Advertising	_____
0448*	Adm. OH (Transfer)	_____
0449	Other Charges	_____
	TOTAL	\$145,020.00

GRAND TOTAL **\$1,160,160.00**

RECEIVABLES

Property Owners	\$114,123.00
County	_____
State	\$467,920.00
City-LOST	\$30,400.00
City	\$25,200.00
Other	\$522,517.00
TOTAL	\$1,160,160.00

FINANCING

Bonds	\$636,640.00
State	\$467,920.00
City- LOST	\$30,400.00
City	\$25,200.00
Other	_____
TOTAL	\$1,160,160.00

GRAND TOTAL **\$1,160,160.00**

Dated: July 7, 2014

Mayor

Attest:

City Clerk/Treasurer

RESOLUTION NO. _____
 PRELIMINARY 1404 NEW CONSTRUCTION BUDGET

ESTIMATED TOTAL COST \$361,383
 *Budget Amounts are Essential

Dated: July 7, 2014

Code			
	PERSONNEL SERVICES		RECEIVABLES
0110*	Salaries Reg. Employees	_____	Property Owners
0111*	Overtime Reg. Employees	_____	County
0112*	Salaries Temp. Employees	_____	State
0113*	Employer Pension Contr.	_____	City-LOST
0114*	Employer Ins. Contr.	_____	City
	TOTAL	\$0.00	Other
			TOTAL
			\$361,383.00
	SUPPLIES		FINANCING
0220*	Office Supplies	_____	Bonds
0221*	Small Tools	_____	State
0222*	Motor Fuels & Lubricants	_____	City- LOST
0223*	Postage	_____	City
0224	Mtce. of Equipment	_____	Other
0225	Mtce. of Structures	_____	TOTAL
0226	Mtce. of Other Improvements	_____	\$361,383.00
0227	Subsistence of Persons	_____	
0228	Cleaning & Waste Removal	_____	GRAND TOTAL
0229*	General Supplies	_____	\$361,383.00
	TOTAL	\$0.00	
	OTHER SERVICES		
0330	Communications	_____	
0331*	Printing & Publishing	_____	
0332	Utilities	_____	
0333*	Travel-Conf.-Schools	_____	
0334	Mtce. of Equipment	_____	
0335	Mtce. of Structures	_____	
0336*	Mtce. of Other Impr.	\$301,150.00	
0337	Subsistence of Persons	_____	
0338	Cleaning & Waste Removal	_____	
0339*	Other Services	\$15,058.00	
	TOTAL	\$316,208.00	
	OTHER CHARGES		
0440	Rents	_____	
0441*	Insurance & Bonds	_____	
0442	Awards & Indemnities	_____	
0443	Subscription/Memberships	_____	
0444	Interest	_____	
0445	Licenses & Taxes	_____	
0446*	Prof. Serv.	\$45,175.00	
0447*	Advertising	_____	
0448*	Adm. OH (Transfer)	_____	
0449	Other Charges	_____	
	TOTAL	\$45,175.00	
	GRAND TOTAL	\$361,383.00	

Dated: July 7, 2014

 Mayor

Attest:

 City Clerk/Treasurer

RESOLUTION NO. _____
 PRELIMINARY 1405 INDUSTRIAL PARK BUDGET

ESTIMATED TOTAL COST \$3,500,000

*Budget Amounts are Essential

Dated: July 7, 2014

Code			
	PERSONNEL SERVICES		RECEIVABLES
0110*	Salaries Reg. Employees	_____	Property Owners
0111*	Overtime Reg. Employees	_____	County
0112*	Salaries Temp. Employees	_____	State
0113*	Employer Pension Contr.	_____	City-LOST
0114*	Employer Ins. Contr.	_____	City
	TOTAL	\$0.00	Other
			TOTAL
			\$3,500,000.00
	SUPPLIES		FINANCING
0220*	Office Supplies	_____	Bonds
0221*	Small Tools	_____	State
0222*	Motor Fuels & Lubricants	_____	City- LOST
0223*	Postage	_____	City
0224	Mtce. of Equipment	_____	Other
0225	Mtce. of Structures	_____	TOTAL
0226	Mtce. of Other Improvements	_____	\$3,500,000.00
0227	Subsistence of Persons	_____	
0228	Cleaning & Waste Removal	_____	
0229*	General Supplies	_____	
	TOTAL	\$0.00	GRAND TOTAL
			\$3,500,000.00
	OTHER SERVICES		
0330	Communications	_____	
0331*	Printing & Publishing	_____	
0332	Utilities	_____	
0333*	Travel-Conf.-Schools	_____	
0334	Mtce. of Equipment	_____	
0335	Mtce. of Structures	_____	
0336*	Mtce. of Other Impr.	\$2,898,445.00	
0337	Subsistence of Persons	_____	
0338	Cleaning & Waste Removal	_____	
0339*	Other Services	\$145,033.00	
	TOTAL	\$3,043,478.00	
	OTHER CHARGES		
0440	Rents	_____	
0441*	Insurance & Bonds	_____	
0442	Awards & Indemnities	_____	
0443	Subscription/Memberships	_____	
0444	Interest	_____	
0445	Licenses & Taxes	_____	
0446*	Prof. Serv.	\$456,522.00	
0447*	Advertising	_____	
0448*	Adm. OH (Transfer)	_____	
0449	Other Charges	_____	
	TOTAL	\$456,522.00	
	GRAND TOTAL	\$3,500,000.00	

Dated: July 7, 2014

Mayor

Attest:

City Clerk/Treasurer

RESOLUTION NO. _____
 PRELIMINARY 1407 STREET LIGHTING BUDGET

ESTIMATED TOTAL COST \$76,200.00
 *Budget Amounts are Essential

Dated: July 7, 2014

Code			
	PERSONNEL SERVICES		RECEIVABLES
0110*	Salaries Reg. Employees	_____	Property Owners
0111*	Overtime Reg. Employees	_____	County
0112*	Salaries Temp. Employees	_____	State
0113*	Employer Pension Contr.	_____	City-LOST
0114*	Employer Ins. Contr.	_____	City
	TOTAL	\$0.00	Other
			TOTAL
			\$76,200.00
	SUPPLIES		FINANCING
0220*	Office Supplies	_____	Bonds
0221*	Small Tools	_____	State
0222*	Motor Fuels & Lubricants	_____	City- LOST
0223*	Postage	_____	City
0224	Mtce. of Equipment	_____	Other
0225	Mtce. of Structures	_____	TOTAL
0226	Mtce. of Other Improvements	_____	\$76,200.00
0227	Subsistence of Persons	_____	
0228	Cleaning & Waste Removal	_____	
0229*	General Supplies	_____	
	TOTAL	\$0.00	GRAND TOTAL
			\$76,200.00
	OTHER SERVICES		
0330	Communications	_____	
0331*	Printing & Publishing	_____	
0332	Utilities	_____	
0333*	Travel-Conf.-Schools	_____	
0334	Mtce. of Equipment	_____	
0335	Mtce. of Structures	_____	
0336*	Mtce. of Other Impr.	\$63,500.00	
0337	Subsistence of Persons	_____	
0338	Cleaning & Waste Removal	_____	
0339*	Other Services	\$3,175.00	
	TOTAL	\$66,675.00	
	OTHER CHARGES		
0440	Rents	_____	
0441*	Insurance & Bonds	_____	
0442	Awards & Indemnities	_____	
0443	Subscription/Memberships	_____	
0444	Interest	_____	
0445	Licenses & Taxes	_____	
0446*	Prof. Serv.	_____	
0447*	Advertising	_____	
0448*	Adm. OH (Transfer)	\$9,525.00	
0449	Other Charges	_____	
	TOTAL	\$9,525.00	
	GRAND TOTAL	\$76,200.00	

Dated: July 7, 2014

 Mayor

Attest:

 City Clerk/Treasurer

PUBLIC WORKS/SAFETY COMMITTEE

MINUTES

The Public Works/Safety Committee of the Willmar City Council met on Tuesday, July 1, 2014, in Conference Room No. 1 at the City Office Building.

Present:	Ron Christianson Chair
	Audrey Nelsen Vice Chair
	Bruce DeBlieck Member
	Tim Johnson Member

Others present: Mayor Frank Yanish; Council Member Jim Dokken; Director of Public Works Sean Christensen; Chief of Police Jim Felt; Fire Chief Gary Hendrickson.

Item No. 1 Call to Order

The meeting was called to order by Chair Christianson at 4:49 p.m.

Item No. 2 Public Comments

There were no public comments.

Item No. 3 Issuance of Burn Permits within City Limits (Information)

Fire Chief Gary Hendrickson presented for information purposes the issuance of burn permits within City limits. The authority to issue burning permits on behalf of the Department of Natural Resources is designated to the Fire Marshal. As of May 15th the Fire Marshal has determined it was in the best interest of the City to stop issuing burn permits within city limits due to the numerous complaints from citizens. This will encourage members of the community to bring their brush to the City's brush site with the expectation it will also minimize burning complaints. An alternative would be that burn permits could be issued during the winter months when there is a three foot snow pack which is sufficient to keep the fire from spreading.

Item No. 4 Old Business

Public Works Director Sean Christensen presented project updates on the 2014 Street Improvements. Project No. 1401 Gorton/9th Street NW- The contracts are currently being processed. A preconstruction meeting will be scheduled during the next couple of weeks. At the preconstruction meeting, the contractor will provide their project schedule.

Project No. 1404 12th Street SE - The contracts for the project are currently being processed. A preconstruction meeting will be held during the next couple of weeks. At the preconstruction meeting, the contractor will provide their project schedule.

Willmar Avenue Railroad Crossing - A meeting was held on-site on June 23rd with representatives from BNSF, Duinick, Bolton and Menk, Inc., and the City in attendance. BNSF stated that work on the crossing would begin the week of July 14th and the signal work would follow. Although a specific date has not been set, it is expected that Duinick Inc. will resume construction after the track surface has been installed by BNSF and as early as the week of the 14th. Construction will require that the traffic on Willmar Avenue be detoured. It is estimated that the detour will be in-place beginning sometime the week of the 14th and will remain in place until the new roadway alignment construction is complete.

Project No. 1301-B 2nd St SE – The non-wear paving is complete and the contractor will be seeding and adjusting valves/manholes soon. As soon as the contractor is in town paving other wear courses, they will pave the intersections at Olena and Willmar Avenue.

The MinnWest Lift Station project was awarded to Duininck and they will be clearing trees around the site. They are anticipating the Notice to Proceed on July 7th with the News Release on July 14th.

The City anticipates closing with Jennie-O next week on the land for their corporate office addition, with site work, paving, and storm water drainage work starting in July.

The Auditorium lead abatement is expected to start in August, and the lead dust has been found to be worse than anticipated. The committee requested Engan present an update on their report and findings on the project at the next Council Meeting on July 7th.

Chief of Police Jim Felt noted the jail census for July 1, 2014, was 113, and the calls for service for the previous two weeks totaled 1,106. Fire Chief Gary Hendrickson noted there have been 142 calls for the year so far compared to 121 at this time last year, with far less property loss in the 2014 year. It was highlighted that on July 12th the Willmar Fire Department was given permission by Rice Hospital to burn a structure at 525 SW 3rd Street. They will send out notices to all residents in the area notifying that the burn will be taking place unless there are high winds.

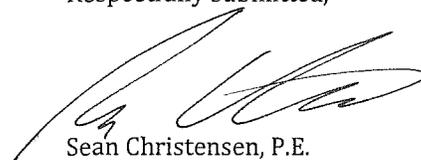
Item No. 5 New Business (Resolution)

Fire Chief Hendrickson presented a recommendation to approve the Kandiyohi County Mitigation Plan developed by City and County Emergency Management staff. The plan identifies policies and actions implemented to reduce risk and future loss. Mitigation Plans form the foundation for a community's long-term strategy to reduce disaster losses and break the cycle of disaster damage, reconstruction, and repeated damage. FEMA will not obligate funds unless the local or State government meets the requirements and there is a FEMA approved Mitigation Plan in place. The County adopted the Plan on June 3rd, 2014 and sent it to the cities in the community to be adopted as well.

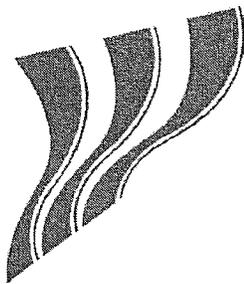
A motion was made by Council Member Nelsen and seconded by Council Member DeBliek, to approve the Kandiyohi County Mitigation Plan. The motion carried.

There being no further business to come before the Committee, the meeting was adjourned at 5:25 p.m. by Chair Christianson.

Respectfully submitted,



Sean Christensen, P.E.
Public Works Director



CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 3

Meeting Date: July 1, 2014

Attachments: X Yes No

CITY COUNCIL ACTION

Date: July 8, 2014

- Approved Denied
 Amended Tabled
 Other

Originating Department: Fire

Agenda Item: Issuance of burn permits within city limits

Recommended Action: Receive for information

Background/Summary: The authority to issue burning permits on behalf of the Department of Natural Resources (DNR) is designated to the Fire Marshal. As of May 15th the Fire Marshal has determined it was in the best interest of the city to stop issuing burn permits within the city limits due to the numerous complaints from citizens. The most common complaint was adjacent property owners were unable to have their windows open due to the excessive smoke.

This will also encourage members of the community to bring their brush to the cities brush site with the expectation it will also minimize burning complaints in the fall when homeowners tend to burn leaves during the fall.

Alternatives: Burning permits could be issued during the winter months when there is 3" of snow or more surrounding the immediate area of the fire, sufficient to keep the fire from spreading.

Financial Considerations: N/A

Preparer: Fire Chief Gary Hendrickson

Signature: 

Comments:

RECREATIONAL FIRES:

This fire safety information sheet is based on the 2007 Minnesota State Fire Code (MSFC). The requirements outlined in this information sheet apply only to recreational fires that are no larger than 3 feet in diameter and 2 feet in height used for pleasure, religious, ceremonial, cooking, warmth, or similar purposes. Any fire larger than these dimensions is considered "open burning" and regulated by the Minnesota Department of Natural Resources (DNR). For further information on the requirements for open burning or for permits please contact the DNR at 651-296-6157 or info@dnr.state.mn.us.

SECTION 1 – RECREATIONAL FIRES

1.1 Minimum requirements for recreational fires

The 2007 MSFC establishes the minimum requirements for recreational fires that are applicable throughout the state of Minnesota. The following information is applicable even if a local jurisdiction does not have an ordinance regulating recreational fires.

- (1) Recreational fires must be at least 25 feet from all buildings or combustible materials. Combustible materials are things such as wood, paper, and plastics [MSFC (07) Section 307.4.2].
- (2) Conditions which could cause a fire to spread within 25 feet of a structure shall be eliminated prior to ignition [MSFC (07) Section 307.4.2].
- (3) Recreational fires must be constantly attended until the fire burns out completely or is extinguished [MSFC (07) Section 307.5].
- (4) A minimum of one portable fire extinguisher complying with MSFC (07) Section 906 with a minimum 4-A rating or other approved on-site fire extinguishing equipment, such as dirt, sand, or garden hose shall be readily available at all times until the fire is extinguished. Examples of other approved fire extinguishing equipment would be a charged garden hose, dirt, or sand (and a means of applying it) [MSFC (07) Section 307.5].
- (5) The only materials permitted in a recreational fire are wood from trees and small branches (no freshly-cut branches containing green vegetation). Treated lumber materials, construction debris, garbage, plastic materials, or waste materials are not allowed to be burned in recreational fires [MN Statute 88.171].
- (6) Recreational fires must be immediately extinguished if they pose a fire safety risk, if they are not in compliance with the above, or when directed to do so by a police officer, firefighter, fire warden, or DNR officer [MSFC (07) Section 307.3].

The MSFC (07) does not contain any regulations for immediate extinguishment if the smoke from a recreational fire is a nuisance to an adjoining property. However, many cities have language within their ordinance that requires the fire to be extinguished if someone complains about the smoke. Furthermore, some local ordinances have limitations on recreational fires when wind speeds exceed a specified amount (15 mph, 20 mph, etc.). For more information please consult with your local city or fire official.

1.2 Local ordinances

Many cities choose to adopt ordinances that are more stringent than the information listed in section 1.1. For this reason, it is important to check with your city before you have a recreational fire since they may have an ordinance that goes above and beyond the requirements of the MSFC. Compliance with the above information may not mean you are in compliance with all local regulations.

If you have additional questions not answered in this document please contact the State Fire Marshal Division at (651) 201-7200. Questions can also be e-mailed to firecode@state.mn.us or view our web page at www.fire.state.mn.us for the latest information on fire in Minnesota.

OPEN BURNING

When do I need an open burning permit?

You need an open burning permit when:

- you want to start an outdoor fire other than those listed in the exceptions below.
- you have a fire in an approved burner between 8:00 a.m. and 6:00 p.m.

When is a permit not needed?

A permit is not needed:

- for a "campfire" — a fire set for cooking, warming, or ceremonial purposes, which is not more than 3 feet in diameter by 3 feet high, and has had the ground 5 feet from the base of the fire cleared of all combustible material.
- when the ground is snow-covered — by definition, when there is a continuous unbroken cover of snow 3 inches deep or more surrounding the immediate area of the fire, sufficient to keep the fire from spreading.
- for a fire contained in a charcoal grill, camp stove, or other device designed for cooking or heating.
- for a fire in an approved burner **[PDE]**, and there is no combustible material within 5 feet of the base of the burner, and it is in use between the hours of 6:00 p.m. and 8:00 a.m.

What can I burn with a permit or in an approved burner?

- You may burn vegetative material, such as grass, leaves, brush, and untreated lumber.

What materials cannot be burned?

You may not burn:

- hazardous wastes
- industrial solid waste
- demolition debris of commercial or institutional structures (farm buildings are not considered commercial structures)
- salvage operations
- motor vehicles
- oils
- rubber
- plastics
- chemically treated materials
- other materials which produce excessive or noxious smoke, such as tires, railroad ties, chemically treated lumber, composite board, drywall, wiring, paint, or paint filters
- garbage, defined as discarded material resulting from the handling, processing, storage, preparation, serving, or consumption of food.

What if I want to burn a structure?

If you'd like to burn a structure, contact a forest officer.

Where do I get a permit?

You may obtain a permit in three ways:

1. Contact your local DNR Forestry Office.
2. Contact a Fire Warden. Fire wardens are volunteers commissioned by a DNR forest officer to issue open burning permits.
3. Purchase a burning permit online. There is a \$5 charge per calendar year for this service.

What are burning permit restrictions?

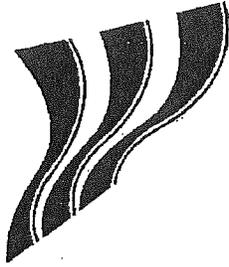
- Burning permits are not issued in fire-prone portions of the state in the spring when fire danger is traditionally high. A variance to permit open burning, however, may be obtained for special circumstances such as prescribed fire projects, approved agricultural practices, construction projects, or economic hardship. **Variances may only be issued by DNR Forestry personnel.** Dates of the restrictions are posted on this website each spring.
- These spring restrictions only regulate fires that require a permit. Recreational campfires are still allowed under annual spring restrictions.

How are the dates for spring restrictions determined?

- Restrictions are determined based on the availability and condition of fine fuels such as standing dead vegetation in fields, swamps, and other open areas that can be totally wet but when conditions change can dry and burn in a matter of hours. These fine fuels play a role in most fires responded to each year because when dry they ignite easily and can spread fire quickly. Once restrictions are established in an area, they remain in place until green-up occurs and fire danger is drastically reduced.

What is a burning ban?

- A burning ban is a restriction issued for a specified part of the state under extremely dry conditions in which existing burning permits are canceled and new permits not issued. Burning in approved burners, recreational fires, and even smoking outdoors may be prohibited, depending on the fire danger. This action is generally taken when fire risk becomes extreme across a broad area of the state. A burning ban is used only in the most severe conditions and is more restrictive.



CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 4

Meeting Date:

Attachments: Yes X No

CITY COUNCIL ACTION

Date:

- Approved
- Amended
- Other
- Denied
- Tabled

Originating Department: Fire Department

Agenda Item: Kandiyohi County's Mitigation Plan

Recommended Action: Adopt a resolution of the Kandiyohi County's Mitigation Plan.

Background/Summary: The purpose of mitigation planning is to identify policies and actions that can be implemented over the long term to reduce risk and future losses. Mitigation Plans form the foundation for a community's long-term strategy to reduce disaster losses and break the cycle of disaster damage, reconstruction, and repeated damage. This plan was developed by city and county Emergency Management staff with the assistance of a consultant during the hazard mitigation planning process.

Alternatives: Do not adopt Kandiyohi County's Hazard Mitigation Plan

Financial Considerations: FEMA will not obligate funds unless a State, Tribal, or Local government meets the requirements set forth in accordance with Title 44 Code of Federal Regulations (CFR) Part 201 of having a FEMA-approved Mitigation Plan relative to the following FEMA programs (see details in Section IX Policy Details):
A. Public Assistance- Categories C-G
B. Fire Management Assistance Grants
C. Hazard Mitigation Grant Program
D. Pre-Disaster Mitigation
E. Flood Mitigation Assistance

Preparer: Fire Chief Gary Hendrickson

Signature:

Comments:

INTRODUCTION

Every day, unforeseen circumstances threaten Kandiyohi County. Possibilities ranging from loss of life to loss of property or jobs can be seen from natural, technological, and human-made hazards.

Hazard mitigation in Kandiyohi County is taking an increased role due to an emphasis placed in preventing disasters and reducing damage prior to an actual event occurring. The primary driver of this emphasis is the Disaster Mitigation Act of 2000. The Disaster Mitigation Act of 2000 requires that units of local government (cities, townships, and counties) need to have a mitigation plan approved in order to receive mitigation grant money from disasters occurring after November 1, 2004. The purposes behind the Disaster Mitigation Act were fourfold:

1. Revise sections of the Robert T. Stafford Disaster Relief and Emergency Assistance Act
2. Govern costs of federal disaster assistance
3. Organize a national program for pre-disaster mitigation
4. Streamline dispensation of disaster relief

Hazard mitigation takes place because of mitigation funding from FEMA through Homeland Security and Emergency Management and the Department of Public Safety. FEMA requires that this planning process occur in all counties in Minnesota. Failure to comply means that said county or other local government unit will not be eligible for mitigation funding from FEMA and has the possibility of reduced recovery funding during the next declared disaster.

Hazard mitigation began because the constructed environment humans live in today is not as resilient as the natural environment when it comes to dealing with hazards. In fact, the two environments deal with a hazardous situation in completely different ways. Regeneration, dependence and recuperation are just a few examples. In addition, more people are choosing to live and work in areas that have an increased chance of seeing a hazardous situation develop, such as in a floodplain. Mitigation done now will reduce recovery dollars needed later after a hazard occurs and will break the recurring damage/loss cycle. Mitigation is currently accomplished in three ways: construction, planning and education. It is through these methods that the differences between the constructed and natural environments are minimized and a balance is achieved.

HAZARD MITIGATION

"Hazard mitigation refers to any sustained action taken to reduce or eliminate the long-term risk to human life and property from hazardous conditions. Making the best long-term decisions requires analytical steps that are best summarized as planning" (FEMA, 2002).

Hazard mitigation is being done in Kandiyohi County because often, the price of mitigating a hazard beforehand is more cost effective than paying for the recovery and response after one occurs and losing priceless lives. This definition outlined above is executed through hazard mitigation strategies found in this report. Much time and effort on many individuals' parts was invested to make sure that the strategies found in this document are practical, cost-effective, and acceptable to Kandiyohi County. Major precedence for hazard mitigation is given to anything that the public uses regularly or requires. Examples are homes, utilities, transportation routes and employment facilities. Preference is also given to places that would harm the public if damaged, such as chemical plants, pipelines, or certain warehouses.

The overall goals of the hazard mitigation plan for Kandiyohi County are to get people, property, jobs, and natural resources, out of harm's way. The plan was completed using multiple steps and included the input from multiple perspectives (Townships, cities, private business etc.):

- **Step One: County Profile** – This Chapter contains information on the County's history, demographics, physical features, infrastructure, and emergency response.
- **Step Two: Hazards Profile** – This Chapter identifies and profiles the various hazards addressed in the Plan.
- **Step Three: Risk Assessment** – This Chapter provides a community profile and risk assessment for each local governmental unit covered in the Plan, including all cities and townships.
- **Step Four: Goals, Objectives, and Mitigation Strategies** – This Chapter identifies the specific mitigation steps the County has committed to achieve the goals of the Plan.
- **Step Five: Plan Administration** – This Chapter outlines how the Plan will be administered, including implementation tables for Chapter Four.

The finished plan depicts a unified and continuous effort and commitment by many dedicated people in Kandiyohi County, as well as MN Homeland Security and Emergency Management, FEMA, and county/city/township officials. The plan is meant to be a guide for dealing with present and future hazards. More specific steps are outlined in the county emergency response plans, watershed plans, county water plans and zoning ordinances. The written plan does not replace existing operational mitigation plans currently in use, but rather supplements them, helping to reinforce and/or improve present and future mitigation. This will be updated when new information and hazards become available.

Plan Goals and Authority

The goals of the Kandiyohi County Multi-Jurisdictional Hazard Mitigation Plan are to:

- **Increase community understanding of emergency management and build support for hazard mitigation.**
- **Develop, promote, integrate and track mitigation strategies.**
- **Continue to improve and enhance the County's emergency management program.**
- **Increase the economic stability, core values, and quality of services of the County.**
- **Increase mitigation resources to eliminate or minimize harm done to people, property, jobs, and natural resources in Kandiyohi County by natural and manmade hazards.**

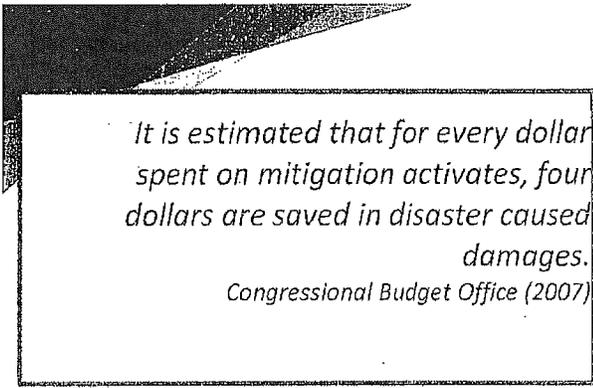
The Kandiyohi County Hazard Mitigation Plan has been developed in accordance with requirements set forth in the Disaster Mitigation Act of 2000.

The Disaster Mitigation Act of 2000 set the groundwork for pre-disaster hazard mitigation planning and provides the legal basis for state, local and tribal mitigation planning requirements. The newly introduced Section 322 highlights the importance of coordinating hazard mitigation efforts among State, Tribal and local jurisdictions. Under 44 CFR §201.6 local governments must have a FEMA approved Hazard Mitigation Plan in order to apply for and/or receive mitigation funding through any of the five Hazard Mitigation assistance programs:

Hazard Mitigation Grant Program (HMGP)

The Hazard Mitigation Grant Program (HMGP) provides grants to States and local governments to implement long-term hazard mitigation measures after a major disaster declaration. Authorized under Section 404 of the Stafford Act and administered by FEMA, HMGP was created to reduce the loss of life and property due to natural disasters. The program enables mitigation measures to be implemented during the immediate recovery from a disaster, these measures include:

- Acquisition of real property for willing sellers and demolition or relocation of buildings to convert the property to open space use.
- Retrofitting structures and facilities to minimize damages from high winds, flood, or other natural hazards.
- Elevation of flood prone structures.
- Development and initial implementation of vegetative management or invasive species programs.
- Minor flood control projects that do not duplicate the flood prevention activities of other Federal agencies.
- Localized flood control projects, such as certain ring levees and floodwall systems, designed specifically to protect critical facilities.
- Post-disaster evaluations of potential building codes modifications.
- Hazard Mitigation Planning.



It is estimated that for every dollar spent on mitigation activates, four dollars are saved in disaster caused damages.
Congressional Budget Office (2007)

To offset the cost of mitigation activities, jurisdictions can collaborate with several federal organizations and programs. The following are just a few of these programs.

Pre-Disaster Mitigation (PDM)

The Pre-Disaster Mitigation (PDM) program provides funds to states, territories, Indian tribal governments, communities, and universities for hazard mitigation planning and the implementation of mitigation projects prior to a disaster event, these activities include:

- Voluntary acquisition of real property

- Elevation of existing public or private structures
- Retrofitting existing structures to meet building codes
- Construction of safe rooms for public or private structures that meet FEMA requirements
- Hydrologic and hydraulic studies/analyses, engineering and drainage studies for project design and feasibility
- Vegetation management
- Protective measures for utilities, water, sewer, roads and bridges, storm water management to reduce/eliminate long-term flood risk

Flood Mitigation Assistance (FMA)

- FMA implements cost-effective measures to reduce or eliminate long-term risk of flood damage to National Flood Insurance Program (NFIP) structures. State-level agencies, tribes, and local governments are eligible sub-applicants through HSEM. Eligible projects include:
 - Acquisition, structure demolition, or structure relocation with the property deed restricted for open space uses in perpetuity
 - Elevation of structures
 - Dry flood-proofing of non-residential structures
 - Minor structural flood control activities

Jurisdictional Representation

Effective mitigation planning does not occur in a vacuum, it takes the entire community. Thus, the planning process and its ability to identify, engage, and include the entire community is just as important as the plan itself. The following documents the organized entities of Kandiyohi County that participated in the Mitigation Plan update.

The following jurisdictions and organizations were represented in the Kandiyohi County All-Hazard Mitigation Plan Update. The jurisdictions and organizations listed within this document represent Kandiyohi County and are considered key stakeholders and partners. It was the wealth of knowledge an input provided by these agencies that provided the foundation of the County's 5-year mitigation plan update.

Cities: Atwater, Blomkest, Kandiyohi, Lake Lillian, New London, Pennock, Prinsburg, Raymond, Regal, Spicer, Sunburg, Willmar

Key Organizations: Sonshine Festival Planning Committee

Townships: Arctander, Burbank, Colfax, Dovre, East Lake Lillian, Edwards, Fahlun, Genessee, Green Lake, Harrison, Holland, Irving, Kandiyohi, Lake Andrew, Lake Elizabeth, Lake Lillian, Mamre, New London, Norway Lake, Roseland, Roseville, St Johns, Whitefield, Willmar

Commitment

The Kandiyohi County All Hazard Mitigation Plan is meant to be utilized as a guiding document for the mitigation of hazards. A tiered process went into the construction of this plan including conducting research, providing education and engaging in communication with a wide selection of the County's jurisdictions, agencies and community. Programs and policies important to county officials, staff and citizens are noted, as well as ideas, concepts and directions that are possible in the future. The Mitigation plan will be used in conjunction with several other plans already approved and employed. If mitigation ideas are integrated with county business, a safer, more resilient community will form.

As this plan will affect the cycle of disaster, it was designed to be used in conjunction with the NFIP and to be used or referred to by any government entity, business and the public. Emergency management officials are very knowledgeable about county affairs and are responsible for bringing forward the County Hazard Mitigation Plan and outlining goals and strategies to all related planning efforts. The elected and appointed officials that are in the position to make decisions capable of reducing or eliminating hazards are also a huge part of executing the goals put forth in this plan, as well as various agencies capable of helping the effort.

PLANNING PROCESS

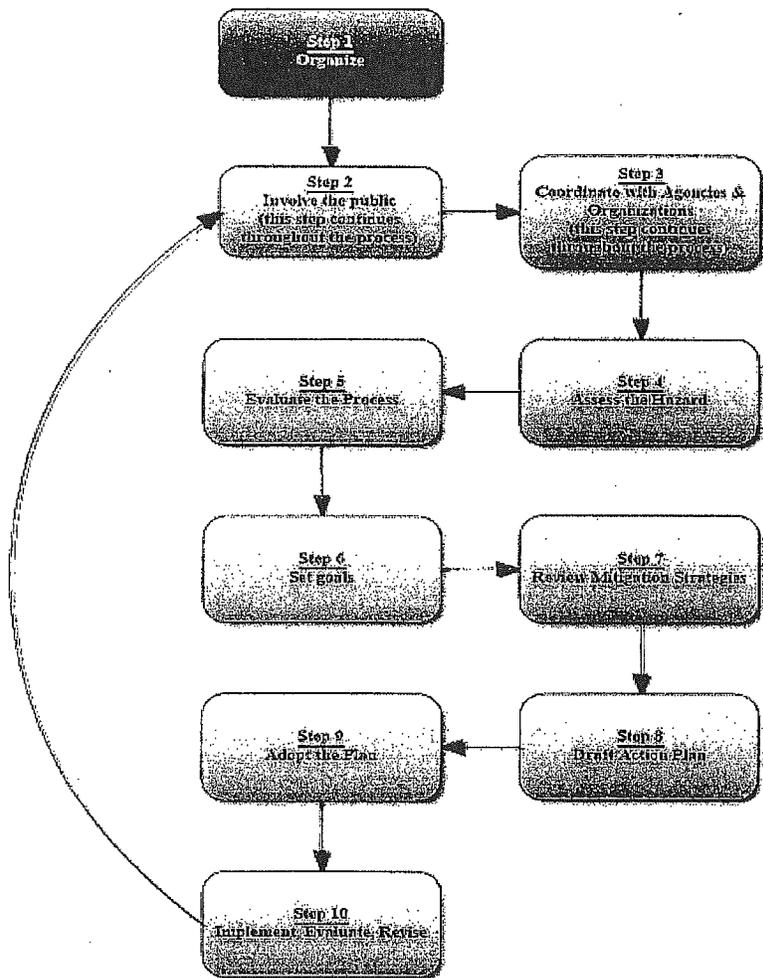
The Kandiyohi County Steering Committee and by extension the Planning Team followed a 10-step process that was based on FEMA guidance and requirements. Several key stakeholders reviewed the hazards and their effects on people and property, considered a variety of ways to reduce and prevent damage, and recommended the most appropriate and feasible measures for implementation. During the plan update process, the current plan and update procedures were organized, existing plans and programs were reviewed, stakeholders and the public were invited to provide insight and discussion and the Steering Committee coordinated with key agencies and other organizations throughout the planning process. Furthermore, the Steering Committee created future processes to ensure the plan remains viable and pertinent.

Effective planning efforts result in high quality and useful plans, but written plans are only one element in the process. The planning process is as important as the plan itself. A successful planning process forges partnerships and brings together a cross-section of government agencies, the public, and other stakeholders to reach consensus on how to achieve a desired outcome or resolve a community issue.

Applying an inclusive and transparent process adds validity to the plan. The result is a common set of community values and widespread support for directing financial, technical, and human resources to an agreed upon action. The planning process was an integral part of the Kandiyohi County's Hazard Mitigation Plan. This section describes Kandiyohi County's planning process and how the Hazard Mitigation Plan evolved.

Planning Process Approach

The following graph is a visual representation of the aforementioned planning process used throughout the plan update cycle.



FEMA Requirements Addressed in this Section:

Requirement

§201.6(b) An open public involvement process is essential to the development of an effective plan. In

order to develop a more comprehensive approach to reducing the effects of natural disasters, the planning process shall include:

§201.6(b)(1) (1) An opportunity for the public to comment on the plan during the drafting stage and prior to plan approval;

§201.6(b)(2) (2) An opportunity for neighboring communities, local and regional agencies involved in hazard mitigation activities, and agencies that have the authority to regulate development, as well as businesses, academia and other private and non-profit interests to be involved in the planning process; and

§201.6(b)(3) (3) Review and incorporation, if appropriate, of existing plans, studies, reports, and technical information.

§201.6(c)(1) [The plan shall document] the planning process used to develop the plan, including how it was prepared, who was involved in the process, and how the public was involved.

§201.6(c)(4)(i) [The plan maintenance process shall include a] section describing the method and schedule of monitoring, evaluating, and updating the mitigation plan within a five-year cycle.

§201.6(c)(4)(iii) [The plan maintenance process shall include a] discussion on how the community will continue public participation in the plan maintenance process

Organizational Structure

Because mitigation planning is an all-inclusive process, three key parties (Kandiyohi County Emergency Manger, Steering Committee and Participating Jurisdictions) were identified to be responsible for the updating efforts. Throughout the planning process, these key groups were assigned varying duties and responsibilities. These responsibilities were created to ensure that mitigation plan was comprehensive, reflected the goals of Kandiyohi County and that the planning process would be dynamic. The aforementioned group worked closely with several key stakeholders who in turn helped to shape the plan. The following section outlines the primary activities taking prior to forming a mitigation committee, participant involvement and a preview of the planning process.

Pre Planning Preparation

Prior to the planning process, contacts were made with local, regional, and state agencies as well as key organizations to determine how their programs or missions affect or could support the County's mitigation efforts. Application was made for grant funding through the Hazard Mitigation program and with support from the Kandiyohi County Board a resolution was approved authorizing participation in planning process and execution of sub-grant agreement. This was in conjunction with letters of commitment from all cities within the county.

Upon consulting with several entities, the emergency manger selected a highly qualified and representative team to serve as the mitigation Steering Committee. It was the desire of the emergency manager to assemble a team that would be knowledgeable about the county, representative of those

agencies most often involved in disaster or impacted by disasters issues and able to serve on the committee throughout future planning cycles.

Participant Involvement & Planning Process

The Kandiyohi County Emergency Manager was responsible for the mitigation plan and ensuring that mitigation activities were incorporated into comprehensive strategies that protect the County and its participating jurisdictions. The County Emergency Manager orchestrated the update process, led the Steering Committee and the Planning Team as well as consolidated and solidified stakeholders across the county. What follows, includes a summary of the duties and responsibilities of the emergency manager. (NOTE: These duties are to carryover through the 2013-2018 planning cycle and beyond).

The emergency manager:

- Overseen the entire planning process and ensured the plan met the needs of the county, its citizens and complied with all local state and federal polices and law.
- Chaired the mitigation Steering Committee and selected the Steering Committee members.
- Lead the planning team.
- Was the point of contact for the plan and planning process.
- Ensured the plan was up to date and maintained; i.e., as outlined in the "*Maintain and Maintenance*" section of this plan.
- Worked within and between the participating jurisdictions and other key stakeholders to ensure the plan represented the entire County.
- Ensured that participating jurisdictions were included in the planning update and will continue to participate when plan updates will affect the participating jurisdictions and when or if changes are made to the mitigation plan; e.g. to include assisting participating jurisdictions and agencies fully incorporating the plan into existing and other pertinent plans.

The Mitigation Steering Committee

The vital component of the Kandiyohi County 5-year Mitigation update effort was to identify the Mitigation Steering Committee. The Steering Committee consisted of representatives from Kandiyohi County Communications, Kandiyohi County Sheriff, Kandiyohi County Jail, Kandiyohi County Attorney, Kandiyohi County Public Health, Willmar Ambulance/Rice Hospital, Willmar Police, Kandiyohi County Environmental Services, Willmar Fire, and Kandiyohi County Emergency Management Offices. Through their various contacts across the county and insights concerning the interworking of the County, the Mitigation update Steering Committee acted as a point of contact for the various interested groups and provided support of the mitigation planning process. Identification of this core group was important in ensuring implementation and support of the mitigation plan. Kandiyohi County considered the following when soliciting participation:

- Ability to speak for the County;
- Provide visionary characteristics;
- Have desire and time to commit, and;
- Understanding of local politics and issues.

Table A. Steering committee

Kandiyohi County Steering Committee 5-year Update		
Name	Organization	Title
Ace Bonnema	Communications Kandiyohi County	Communications Coordinator
Ann Stehn	Public Health Family Health Kandiyohi County	Health & Human Services Director
Brad Hanson	Willmar Ambulance/Rice Hospital	Director/Emergency Manager
Cheryl Johnson	Public Health Kandiyohi County	Assistant Nursing Director
Dan Hartog	Kandiyohi County	Sheriff
Dave Wyffels	Willmar Police Department	Chief
Don Ericson	Kandiyohi County	Emergency Management Director
Greg Stehn	Kandiyohi County	Captain / Jail Administrator
Jenna Fischer	Kandiyohi County	County Attorney
Jeff Bredberg	Environmental Services Kandiyohi County	Director
Jim Felt	Willmar Police	Captain
Jody Norstegard	Kandiyohi County	Communications Supervisor
Kim Lindahl	Kandiyohi County	Emergency Management Associate Director
Larry Kleindl	Kandiyohi County	Administrator
Gary Hendrickson	Willmar Fire	Fire Chief
Randy Kveene	Kandiyohi County	Chief Deputy

The Steering Committee's (in Table A.) purpose was to develop, manage, and implement the Counties Hazard Mitigation Plan. With regard to the mitigation planning cycle of 2013, and future planning iterations, the mitigation Steering Committee was responsible to ensure the following:

- Oversee the mitigation plan and ensure its relevance to the changing situation of the county.
- Monitor and evaluate the mitigation strategies; ensure that the document reflects current hazard/risk analysis, development trends, code changes and risk perceptions of the County.
- The Mitigation Steering Committee ensures the plan is up to date and maintained as outlined within this plan.

(NOTE: These duties carryover though the 2013-2018 planning cycle and beyond).

To facilitate the mitigation update process, the Steering Committee members participated in a series of meetings (Table B.) throughout the planning process. During these meetings, the Steering Committee focused on the community involvement process, providing leadership and oversight for the update and assisted in identifying resources to complete the community profile, risk assessment mitigation strategies and maintenance sections of the mitigation plan.

In addition, each of the Steering Committee members acted as an official conduit for participation

between their unique organizations as well as the public in general. The insight offered by and provided to the Committee was invaluable in ensuring the plan represents the entire community.

Prior to physically meeting with the full Committee a series of conference calls were conducted. These meetings were held to organize the planning process. At this meeting, goals of the planning update were created, priorities were set, key stakeholders, public participants were identified, and responsibilities delegated.

The first Steering Committee was held March 13, 2013. The focus of the meeting was to ensure the plan accurately represented the makeup of the County and participating jurisdictions. Via electronic means; i.e., existing County and City list serves, an invitation of attendee was provided to all of the participating jurisdictions and city and county organizations. Input from those in attendee proved invaluable. Working with the participating jurisdictions and several agencies, the planning team provided a countywide update concerning the community's demographic, Infrastructure, economic and social status. As topics ranged from an ageing population, seasonal residents, and updated infrastructure etcetera, a variety of issues were discussed. The outcome of the meeting resulted in the completion of the Community Profile.

A second Steering Committee meeting was held May 14, 2013. The purpose of the second meeting was to discuss the relationship of hazards and disasters with the stakeholders and the community. As with the previous meeting, an invitation for all city and public officials was offered. In addition to the various invited agencies, the Sonshine planning committee was invited/attended and an open invitation for the public was placed in the paper of record. The meeting was well attended and several noted insights were provided. Immediately following the open meeting the Steering Committee met privately and moved to accept the offered recommendations of the planning committee.

The third Steering Committee was held July 9, 2013. While the full steering committee was invited to attend, the planning committee were the only required participants. The third meeting served as a planning meeting concerning risk and mitigation actions.

The fourth Steering Committee meeting was held September 10, 2013. As with the previous meetings, an invitation to attend was open to the participating jurisdictions, various agencies and various stakeholders etcetera. Beyond those required to attend, the public health fields was well represented. The meeting served and included an update to the planning progress, review of past mitigation actions and discussion cornering new mitigation actions. Due to the degree of information it was decided that the bulk of improving upon, adding to and or modifying mitigation actions would be done via electronic means.

The final official Steering Committee meeting was held October 8, 2013. This meeting was open to the public via two posted invitations in the County paper of record. Representatives of each of the Participating jurisdictions were also invited as well as city and county employees via the various jurisdictional list serves. Attendees included the Planning Team Members and Steering Committee members. This meeting kicked off the process for final comment and approval of the Mitigation Plan. The plan was accepted upon a few basic additions and updates to the mitigation actions.

**Table B.
Hazard Mitigation Steering Committee Meetings:**

Committee Meetings				
13-Mar-13	14-May-13	9-Jul-13	10-Sep-13	8-Oct-13
Willmar MN	Willmar MN	Willmar MN	Willmar MN	Willmar MN
Kickoff Meeting	Community Profile	Risk Assessment	Mitigation Actions	Plan Approval

NOTE:

To define the expectations of the County's mitigation plan the Mitigation Steering Committee created aspirations and objectives. These aspirations proved to be invaluable in the planning process.

Aspiration #1: Increase community understanding of emergency management and build support for hazard mitigation.

Objectives:

- Increase public awareness of all hazards and identify hazard-specific, as well as multi-hazard, issues and needs.
- Encourage the support and implementation of effective approaches to protect Life and property.
- Increase the awareness of the systems and protocols to protect County buildings, essential functions, and critical infrastructure from all-hazards.
- Publicize and encourage the adoption of appropriate hazard mitigation strategies with the County

Aspiration #2: Develop, promote, integrate and track mitigation strategies.

Objectives:

- Assist the County and its various jurisdictions in the development of mitigation proposals and in identifying potential funding.
- Incorporate and integrate hazard mitigation practices into the activities of all units and organizations of the County.
- Integrate and ensure mitigation strategies are considered for future opportunities, projects, and developments.
- Identify opportunities to work and collaborate with the participating jurisdictions and neighboring communities in identifying, developing, facilitating and implementing mutually beneficial mitigation strategies with internal, neighboring, and regional partners.
- Integrate other State (OJA, Disaster Relief, etc.) and Federal funding sources (FEMA, DHS, US EPA, etc.) for mitigation projects in order to maximize efficiency and program eligibility.

Aspiration #3: Continue to improve and enhance the County's emergency management program.

Objectives:

- Assist the County and its various jurisdictions in the development of mitigation activities and in identifying potential funding.
- Integrate and ensure emergency management plans are considered for future opportunities, projects, and developments.
- Identify opportunities to work and collaborate with the participating jurisdictions and neighboring communities in identifying, developing, facilitating and implementing mutually beneficial planning.

Aspiration #4: Increase the economic stability, core values, and quality of services of the County.

Objectives:

- Develop programs, systems and operations that provide leadership for the participating jurisdictions.
- Promote, develop, and maintain local, regional, and national, partnerships that transcend public and private sectors.
- Preserve the history and culture, and success of the County.

Aspiration #5: Increase mitigation resources to eliminate or minimize harm done to people, property, jobs, and natural resources in Kandiyohi County by natural and manmade hazards.

Objectives:

- Assist partnering jurisdictions in the development of mitigation proposals and in identifying potential funding.
- Collaborate with agencies that share a mitigation mandate.
- Assist the County and its various jurisdictions and in identifying nontraditional funding pathways.

These *aspirations* guided the planning process and were the foundation used by the hazard mitigation planning team to conduct the plan update.

Hazard Mitigation Planning Team

The Hazard Mitigation Planning Team (Table C.) provided technical guidance, documented the planning process, and developed the mitigation update plan. The Steering Committee collaborated with several key personnel with varying degrees of expertise to complete the overall planning efforts. The Kandiyohi County Emergency Manager served as the coordinating entity of the Hazard Mitigation Plan and led the Hazard Mitigation Planning Team. Other Members included a Certified Emergency Manager, a mitigation-planning specialist and one Hazard Impact Modeler.

The Mitigation Planning Team facilitated the overall plan development to ensure the Hazard Mitigation Plan met the requirements of DMA 2000. The Hazard Impact Modeler worked with GIS specialists to customize and execute hazard models, and create maps and data tables in support of the plan. Beyond administration, content organization, and text development, the following duties summarize the

Planning Team's responsibilities.

- Organize and guide all meetings.
- Develop and implement the community involvement process.
- Guide the plan development to adhere to DMA 2000 requirements.

Table C. Planning Team

Kandiyohi County Planning Team		
Member	Organization	Title
Don Ericson	Kandiyohi County Emergency Management	Director
Kim Lindahl	Kandiyohi County Emergency Management	Deputy Director
Micheal Kemp	Integrated Solutions Consulting	Project Manager
Timothy Dutcher	Integrated Solutions Consulting	Planner
David Kirkpatrick	Houston Engineering	Hazard Impact Modeler

The Mitigation Planning Team participated in all the aforementioned Steering Committee meetings as well communicated informally throughout the duration of the planning process. A key role of the Planning Team was to serve as a conduit between the Steering Committee and Participating jurisdictions. The Planning Team was also responsible for validating information communicating with pertinent agencies/stakeholders and organizing data etcetera.

While there are several examples of the Planning Team including the community in the planning process a few examples are worthy of noting. For example, the planning team represented the Mitigation steering committee by attending a countywide "Risk Map" meeting. This meeting proved to be a great opportunity to solicit ideas about flood mitigation strategies from participants in the "Risk Map" meeting. In addition, the Planning Team communicated with representatives from each of the participating jurisdictions concerning the risk associated with each hazard and every mitigation action. This collaboration provided the bulk of data associated with the plan update. A third example involved the planning team's collaborating with Law enforcement to understand the risk associated with terrorism and political hazards. One final example are the meetings with volunteer groups such as the Kandiyohi County Fair Board in which discussion on the event hazards indicated that the threat of severe weather and lack of adequate sheltering. Further discussion focused on working as a group to look at construction of storm shelters on site to meet this need

In all, the aforementioned are just a few examples demonstrating the community support and input used to create the update. Community participation was an essential factor that ensured the planning process was comprehensive and inclusive.

Participating Jurisdictions

Another import aspect of the planning process was the inclusion and insight of the participating jurisdictions. With regard to the 2013 planning cycle the following participating jurisdictions participated in the planning efforts of the Kandiyohi County Multi-jurisdictional Hazard Mitigation Plan.

The participating jurisdictions (Table D.) participated on every aspect of the plan by provided information, attending meetings and gave substantive feedback regarding their jurisdiction and the overall mitigation plan update process. As such, the participating jurisdictions were key participants in the general planning process, hazard identification and risk assessments and the mitigation strategy update process.

Table D.

Participating Jurisdictions
Atwater, Blomkest, Kandiyohi, Lake Lillian, New London, Pennock, Prinsburg, Raymond, Regal, Spicer, Sunburg, Willmar, Kandiyohi County

The following table (Table E & F.) provides an overview of the active participation of the jurisdictions in crating the mitigation plan to include their agency/organization represented and position/title within the agency. As each, phase of the plan consisted of gathering, analyzing, and organizing data, Tables E and D outline the participating jurisdictions and community groups that participated in the planning process and the efforts undertaken to update the plan—creating a comprehensive community profile, conducting a hazard assessment, creating mitigation strategies, and finalizing the plan.

As explained, the participating jurisdictions were involved in every aspect of the plan creation, as they worked in concert with both the planning team and steering committee to ensure that both the best possible plan was created and the plan remain germane to each individual jurisdiction. During the community profile phase, each participating jurisdiction was responsible for providing and or verifying the data was accurate and representative of their jurisdiction. During the Risk assessment phase, each jurisdiction, provided hazard data, ranked hazards, completed surveys and assisted in the overall determination of risk as it pertained to their jurisdiction. And each jurisdiction, also created individualized mitigation strategies, rated said strategies, provided cost estimations and affirmed the overall hazard priorities for their communities.

NOTE: For plan continuity, purposes the Steering Committee decided and the individual jurisdictions agreed that the provided data integrated into the County plan.

With regard to the mitigation planning cycle of 2013, and future planning iterations, the Participating Jurisdictions are responsible to ensure the following:

- Engage in the mitigation process throughout the life of the mitigation plan to ensure the plan is up-to-date relevant and incorporated within their jurisdictions.
- Provide updates of appropriate activates occurring within in their jurisdictions on a regular basis and/or at the direction of the Kandiyohi County Emergency Manager.
- Ensure that within their own jurisdictions the mitigation plan is integrated into other planning mechanisms, such as comprehensive or capital improvement plans, when appropriate.
- Provide an annual progress report of the integration of the mitigation plan into existing and or new plans, needs and updates.
- Work with the county emergency manager and mitigation planning committee when requested and or when needed.
- Provide feedback regarding the mitigation plan and its contents; i.e., Plan Review, Evaluation & Implementation jurisdictional inclusion, update and maintenance procedures etcetera.

Note: Participating jurisdictions may be active mitigation planning committee members, but are not

required to be members. Furthermore, Participating jurisdiction is welcome and encouraged to attend all mitigation-planning meetings as well as review the minutes of said meetings.

Table E.

	Information Request						Information Validation				
	March 12, 2013 (Community)	May 14, 2013 (Risk Assessment)	July 9, 2013 (Mitigation)	Aug 9, 2013 (Mitigation)	Sept 10, 2013 (Mitigation)	Sept 10, 2013 (Mitigation)	May 14, 2013 (Community)	July 9, 2013 (Risk Assessment)	Aug 9, 2013 (Mitigation)	Sept 10, 2013 (Mitigation)	Oct 15, 2013 (Plan Approval)
This spreadsheet is a documentation of the involvement of participating Jurisdictions											
Atwater City Clerk Goldie Smith	X	X	X	X	X	X	X	X	X	X	X
Blomkest City Clerk Amanda Erickson	X	X	X	X	X	X	X	X	X	X	X
Kandiyohi City Clerk Sue Kidrowski	X	X	X	X	X	X	X	X	X	X	X
Lake Lillian City Clerk Sue Jungclaus	X	X	X	X	X	X	X	X	X	X	X
New London City Clerk Trudy Guptill	X	X	X	X	X	X	X	X	X	X	X
Pennock City Clerk Dawn Johnson	X	X	X	X	X	X	X	X	X	X	X
Prinsburg City Clerk Sarah Van Dyken	X	X	X	X	X	X	X	X	X	X	X
Raymond City Clerk Janice Piechowski	X	X	X	X	X	X	X	X	X	X	X
Regal Mayor Jack Kotten	X	X	X	X	X	X	X	X	X	X	X
Spicer Administrator Leslie Valiant	X	X	X	X	X	X	X	X	X	X	X
Sunburg Administrator James Feldman	X	X	X	X	X	X	X	X	X	X	X
Willmar City Administrator Charlene Stevens	X	X	X	X	X	X	X	X	X	X	X
Kandiyohi County Director Don Ericson	X	X	X	X	X	X	X	X	X	X	X

(Note: Communications consisted of Traditional Meetings, Informal Meetings, Phone Meetings, and Email etc.).

Whole Community Approach

To accomplish the goal of conducting a Multi-Jurisdictional Mitigation update using the whole community approach, several planning sessions were planned and conducted with groups beyond the aforementioned stakeholders. In general, these meetings were designed to elicit involvement approve

completed work and generate new ideas and concepts. The meetings were open to the public with invitations being placed in the County paper of record the West Central Tribune (see Table F for exact dates); all of the participating jurisdictions were invited a countywide email went to all the employees inviting them to the meetings. What follows (Table F) is a description of the meeting, dates and a general synopsis of what occurred at the meeting.

Table F.

Kandiyohi County Mitigation Planning Meetings				
13-Mar-2013 (Mitigation Planning Workshop)	14-May-2013 (Township & Public)	9-Jul-2013 (Hazard & Risk Workshop)	10-Sep-2013 (Mitigation Actions Workshop)	8-Oct-2013 (Public Approval)
The meeting was conducted as a general planning meeting and Planning team. The meeting was closed to the public. However, the Planning team, Steering Committee, Participating jurisdiction and Key Stakeholders were invited.	The meeting provided information concerning the community profile, Hazards and overall Mitigation Process. The Planning team, Steering Committee, Participating jurisdiction and Key Stakeholders were invited. The Sonshine planning committee attended the meeting.	The meeting provided information concerning the community profile and Hazard Risk assessment. This meeting was open to the public via an invitation in the County paper of record. The Planning team, Steering Committee, Participating jurisdiction and Key Stakeholders were invited.	In this meeting issues of mitigation were discussed (Past actions, current actions and future actions) Input from the meeting served as the guidelines for the mitigation section. The meeting was closed to the public. However, the Planning team, Steering Committee, Participating jurisdiction and Key Stakeholders were invited.	This meeting allowed for final comment and approval of the Mitigation Plan. The plan was accepted upon a few basic additions and updates to the mitigation actions. This meeting was open to the public via an invitation in the County paper of record. The Planning team, Steering Committee, Participating jurisdiction and Key Stakeholders were invited.
16-April-2013 (State) (Project Guide Review)	16-April-2013 (FEMA Resilience Meeting Flood Mitigation)	15-July-2013 (Special Event Planning - Fair Board)	23-Sept-2013 (Health & Medical Mtg.)	3-Oct-2013 (After Action Review County Fair Board)
This was a kickoff meeting with HSEM staff to review new guidance requirement of Mitigation Planning	This was a meeting with Kandiyohi County Officials and Public to review flood mapping and look at Mitigation action steps.	This was a meeting with County Fair Board to Pre-plan event. Included in this meeting was Hazard Assessment and Mitigation discussion.	This meeting was with our Health & Medical Group. (P.H., Clinics, Hospitals & E.M.) We review infectious disease strategies and discussed Mitigation activity.	This meeting was a review of pre-plans and mitigation steps used. Also to discuss potential Mitigation Project to reduce hazards based on threat assessments.
NOTE: Each of these meetings were proceeded by extensive follow up via electronic and other means				

Partners and Stakeholders

To obtain a thorough understanding of programs, facilities and operations; vulnerabilities and risks; existing and planned developments and projects; and opportunities to implement mitigation strategies,

the Mitigation Update Steering Committee and Project Team met with and or used resources provided by a variety of local, regional, state, and federal authorities. Where appropriate contacts were also made with regional, state, and federal agencies and other external organizations to determine how their programs could support the mitigation efforts. What follows is a list of those organizations that were used as resources and or are actively supporting Kandiyohi's Mitigation efforts.

- U.S. Geological Survey
- U.S. Army Corps of Engineers
- National Weather Service
- Federal Emergency Management Agency
- Minnesota HSEM
- HSEM Region 4 Members (Benton, Big Stone, Douglas, Grant, Kandiyohi, Meeker, Mille Lacs, Morrison, Otter Tail, Pope, Stearns, Stevens, Swift, Todd, Traverse, Wadena, Wilkin, Wright)
- Kandiyohi County Rural Public School
- Public Health
- Kandiyohi County Fire Department Association
- Kandiyohi County Highway Department
- Kandiyohi County Emergency Medical Services
- Representatives from all Kandiyohi County Townships
- Representatives from all Incorporated Cities located within Kandiyohi County
- Citizens

Review and Incorporation of Existing Plans and Studies

The Planning Team members reviewed and presented various plans, studies, and guides to assist participants in developing the hazard mitigation plan update. These plans included hazard mitigation plans from surrounding jurisdictions, FEMA guidance documents, emergency-services documents, contingency plans, community plans, federal, local, and state regulations and ordinances, and other similar documents. The following table lists the plans and other documents the Planning Team used to guide the hazard mitigation plan update. Table G provides an overview of the aforementioned data used in the creation of the plan update.

Table G.

Existing Plans and Studies Utilized in the Update	Year	Author	Plan Utilization
City of Willmar, Minnesota Comprehensive Plan	2009	City of Willmar	Risk assessment, Mitigation strategy
Kandiyohi County Comprehensive Planning	2001	The Kandiyohi County (Comprehensive Planning Task Force)	Risk assessment, Hazard profile, Mitigation strategy
Kandiyohi County Comprehensive Land Use Plan	2001	Kandiyohi County	Community profile, Hazard profile, Risk assessment, Mitigation strategy
Kandiyohi County Hazard Mitigation Plan	2008	Kandiyohi County	Community profile, Hazard profile, Risk assessment, Mitigation strategy
Kandiyohi County Family Services: Annual Report	2011	Kandiyohi County Family Services	Community profile
Kandiyohi County Zoning Ordinance	2012	Kandiyohi County	Community profile, Hazard profile, Risk assessment, Mitigation strategy

Existing Plans and Studies Utilized in the Update	Year	Author	Plan Utilization
Kandiyohi County Comprehensive Local Water Plan	2013	Kandiyohi County (Water Plan Task Force)	Community profile, Hazard profile, Risk assessment, Mitigation strategy
Kandiyohi County Emergency Operations Plan	2013	Kandiyohi County	Community profile, Hazard profile, Risk assessment, Mitigation strategy
Kandiyohi County Public Health Emergency Preparedness Plan	2013	Kandiyohi County	Community profile, Hazard profile, Risk assessment, Mitigation strategy
Kandiyohi County Invasive Comprehensive Aquatic Invasive Species Plan	2013	Kandiyohi County (Aquatic Invasive Species Task Force)	Hazard profile, Risk assessment, Mitigation strategy
Kandiyohi County National Flood Insurance Program			Hazard profile, Risk assessment, Mitigation strategy
Minnesota State Multi-Hazard Mitigation Plan	2014	State of Minnesota	Community profile, Hazard profile, Risk assessment, Mitigation strategy
Minnesota State Building Code	2014	State of Minnesota	Risk assessment, Mitigation strategy
Kandiyohi Disaster Modeling	2013	Integrated Solutions Consulting & Houston Engineering Inc.	Hazard profile, Risk assessment, Mitigation strategy
Kandiyohi County and Incorporated Cities Flood Insurance Study (27067CV000A)	2013	FEMA	Community profile, Hazard profile, Risk assessment, Mitigation strategy
Census Data	2010	US Census Bureau	Community profile
Potential Cost Savings from the Pre-Disaster Mitigation Program	2007	Congressional Budget Office	Hazard profile, Risk assessment,
How-to-Guide (Series 386-1, 2, 3, 4, & 5)	2002	FEMA	General Planning
NFIP Community Rating System	2013	FEMA	Risk assessment, Mitigation strategy
National Flood Insurance Program	2012	FEMA	Risk assessment, Mitigation strategy
National Severe Storms Laboratory	2013	Nature's Most Violent Storms	Hazard profile, Mitigation strategy
Texas Tech University	2012	Wind Science & Engineering Research Center	Hazard profile, Mitigation strategy
Strategic Alliance for Risk Reduction	2014	Atkins North America	Risk assessment, Mitigation strategy
Climate Monitoring	2011	National Weather Service	Community profile
MN Climate Averages	2013	Minnesota Climatology Working Group	Community profile
Soil Survey of Kandiyohi County	2013	United States Department of Agriculture	Community profile
Minnesota 2000 Level 1 Landsat Landcover Classification	2000	University of Minnesota, Remote Sensing and Geospatial Analysis Laboratory	Community profile, Hazard profile, Risk assessment,
US Religion Census	2010	Association of Statisticians of American Religious Bodies	Community profile
National Pipeline Mapping System	2013	Pipeline and Hazardous Materials Safety Administration	Community profile, Risk assessment, Mitigation strategy
Water/Wastewater Treatment	2013	Green Lake Sanitary Sewer and Water District	Community profile, Risk assessment, Mitigation strategy

Existing Plans and Studies Utilized in the Update	Year	Author	Plan Utilization
Division of Trails and Waterways	2013	Minnesota Department of Natural Resources	Community profile
City of New London, Minnesota Comprehensive Plan	2001	City of New London	Risk assessment, Mitigation strategy
City of Spicer, Minnesota Comprehensive Plan	2001	City of Spicer	Risk assessment, Mitigation strategy
Flood Insurance Study	2013	FEMA	Risk assessment, Mitigation strategy
Kandiyohi Resilience Report	2013	FEMA	Risk assessment, Mitigation strategy

Summary of the Planning Process & Significant Plan Updates

The following section provides a bulleted overview of the previously described planning process and the major changes that occurred to this plan during the update.

The planning update as conducted in the following phases:

- Community profile creation
- Risk assessment
 - Hazard profile
 - Hazard ranking
 - Disaster modeling
- Mitigation strategy creation
 - Update of existing strategies
 - Creation of new strategies
 - Prioritizing strategies
- Final plan approval
 - Plan overview created
 - Plan Monitoring created
 - Plan Maintenance created

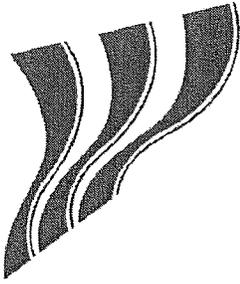
Each plan phase and jurisdictional participation are chronicled in Table E and Table F. Whereas the roles of the planning team and steering committee are highlighted Table G highlights many of the resources used.

To ensure the mitigation plan is pertinent to the County and participating jurisdictions it is necessary to continuously update and modify the plan. The following section provides an overview of the significant updates reflected within this plan.

- The Overview of Community Profile Sections changed to reflect the recent census data (2010) and changes within the County.
- 12 new variables were included in the community profile (County: Geology, Hydrology, Ecology Soil, Topography, Land cover, Race and ethnicity, level of education, Income, Economic Conditions, Historic Superfund, Faith based organizations).
- The Mitigation aspirations were created.

- The Hazard Risk Assessment Section was completed and updated to account for the disasters and changes within the community that occurred in the past five years.
- The Overview of Mitigation Goals, Objectives & Strategies Sections were updated to account for changes occurring within the past five years.
- Processes were created to ensure governance and accountability of the plan
- A Monitor and Maintain section was created to ensure the plan remains updated.
- The Overview of County Building Stock section was updated using HAZAUS-MH software.
- 3 Hazard Sceneries were completed (Flood, Tornado & Hazard Material Release)
- Mitigation Strategies for each participating jurisdiction were completed, with each jurisdiction identifying at least one new action.

The preceding sections constitute the actual mitigation update and is a columniation of all the participants' effort. The information in each section plays an integral role in the mitigation planning process and interdependent upon the entirety of the planning process. For assistance in using this document and or becoming involved in the mitigating planning process, please contact Kandiyohi Emergency management.



**CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION**

Agenda Item Number: 13

Meeting Date:

Attachments: Yes No

CITY COUNCIL ACTION

Date: July 7, 2014

- | | |
|-----------------------------------|---------------------------------|
| <input type="checkbox"/> Approved | <input type="checkbox"/> Denied |
| <input type="checkbox"/> Amended | <input type="checkbox"/> Tabled |
| <input type="checkbox"/> Other | |

Originating Department: City Clerk-Treasurer

Agenda Item: Consideration of Adoption of Resolution Appointing Election Judges for the Primary Election

Recommended Action: Motion to Adopt Resolution

Background/Summary:

The Primary Election is scheduled for Tuesday, August 12, 2014. In accordance to Minnesota Statutes 204B.21, Subdivision 2, it is necessary at this time to pass a resolution appointing election judges. At least two election judges in each precinct must be affiliated with different political parties.

Alternatives: Ignore State law and make no effort to balance political parties

Financial Considerations: \$10,600 in salaries-temporary employment

Preparer: City Clerk-Treasurer

Signature:

Comments:

RESOLUTION NO. ____

BE IT RESOLVED, that the individuals listed below be appointed as Judges to work at the Primary Election in the City of Willmar on Tuesday, August 12, 2014:

WARD ONE	Precinct One:	Pat Morse, Head Judge Cheryl Retrum, Assistant Head Judge Verle Watson Tina Harried Kent Skoglund
	Precinct Two:	Ramona Berg-Perry, Head Judge Ardell Engwall, Assistant Head Judge Carol Wegner Sally McAdams Samuela Heyer Rita Dagt
	Precinct Three:	Eugene Kerfeld, Head Judge Lynn Shuldes, Assistant Head Judge George Christensen Owen Heuring JoAnn Jagt Evelyn Paulson
WARD TWO	Precinct One:	Mary Louise Wallin, Co-Head Judge Helen Behrends, Co-Head Judge James Buisman Karen Stern Marvin Kinzler Millicent Larsen
	Precinct Two:	Dan Reigstad, Head Judge Susan Thorson, Assistant Head Judge Linda Dilly Patrick Curry Clara De Ronde Joan Kuhn
	Precinct Three:	Marsha Butterfield, Co-Head Judge Carolyn Gripentrog, Co-Head Judge Doris Doerhoefer Mary Lorentzen Donna Hillenbrand George Berg

WARD THREE

Precinct One:

Nancy Snyder, Co-Head Judge
Corey Pavelko, Co-Head Judge
G. Richard Huesing
Susan Schiro
Marilyn Hanson
Suzanne Wilson

Precinct Two:

Ardel Stiles, Co-Head Judge
Julie Rote, Assistant Head Judge
J. Marie Engwall
Donna Krogsrud
Diane Plowman

Precinct Three:

Stephen Enockson, Head Judge
LeAnn Griepentrog, Assistant Head Judge
Shirley Jensen
Mary Ellen deCathelineau
Arend Jagt
Don Thompson

WARD FOUR

Precinct One:

David Rogers, Head Judge
Bonnie Kleman, Assistant Head Judge
Sandra George
Judith Hillenbrand
Joan Gleasman

Precinct Two:

Dennis Krueger, Co-Head Judge
George Brecheisen, Co-Head Judge
Carol Laumer
Mary Konieczny
Wendy Kidd

Precinct Three:

Suzanne Rogers, Co-Head Judge
Connie Heath, Co-Head Judge
Janice Krueger
Jan Swanson
Janice Crackel

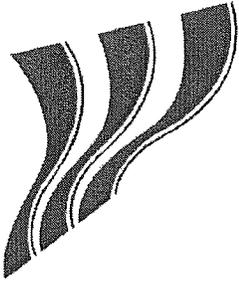
Absentee Judges:

Marv Kray
Ardell Engwall

Dated this 7th day of July, 2014.

MAYOR

Attest: CITY CLERK-TREASURER



**CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE
ACTION**

Agenda Item Number: 14

Meeting Date:

Attachments: ___ Yes X No

CITY COUNCIL ACTION

Date: July 7, 2014

- | | |
|-----------------------------------|---------------------------------|
| <input type="checkbox"/> Approved | <input type="checkbox"/> Denied |
| <input type="checkbox"/> Amended | <input type="checkbox"/> Tabled |
| <input type="checkbox"/> Other | |

Originating Department: City Clerk-Treasurer

Agenda Item: Consideration of On-Sale Sunday Liquor License

Recommended Action: Approve the On-Sale Sunday Liquor License through December 31, 2014

Background/Summary:

On June 18, 2014, Police Chief Jim Felt recommended application approval to TPI Core Inc. request to hold an On-Sale Sunday Liquor License located at 2100 E Hwy 12 under the name TPI Core Inc. dba Ruff's Wings & Sports Bar. The Willmar Police Department has completed a background check, criminal history check, driving record check. Mr. Timothy Mattern will be listed as the Resident Manager for this establishment.

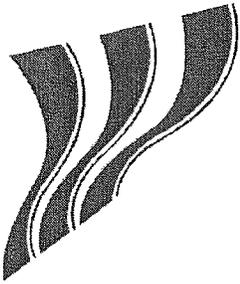
Alternatives:

Financial Considerations: \$150.00

Preparer: City Clerk-Treasurer

Signature:

Comments:



**CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE
ACTION**

Agenda Item Number: 15

Meeting Date:

Attachments: ___ Yes X No

CITY COUNCIL ACTION

Date: July 7, 2014

Approved Denied
 Amended Tabled
 Other

Originating Department: City Clerk-Treasurer

Agenda Item: Consideration of On-Sale Intoxicating Liquor License

Recommended Action: Approve the On-Sale Intoxicating Liquor License through the year ending April 25, 2015

Background/Summary:

On June 18, 2014, Police Chief Jim Felt recommended application approval to TPI Core Inc. request to hold an On-Sale Intoxicating Liquor License located at 2100 E Hwy 12 under the name TPI Core Inc. dba Ruff's Wings & Sports Bar. The Willmar Police Department has completed a background check, criminal history check, driving record check. Mr. Timothy Mattern will be listed as the Resident Manager for this establishment.

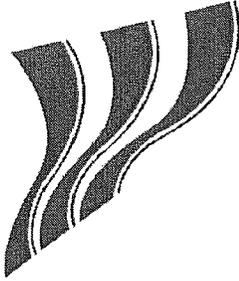
Alternatives:

Financial Considerations: \$3,000.00

Preparer: City Clerk-Treasurer

Signature:

Comments:



**CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE
ACTION**

Agenda Item Number: 16

Meeting Date:

Attachments: ___ Yes X No

CITY COUNCIL ACTION

Date: July 7, 2014

- | | |
|-----------------------------------|---------------------------------|
| <input type="checkbox"/> Approved | <input type="checkbox"/> Denied |
| <input type="checkbox"/> Amended | <input type="checkbox"/> Tabled |
| <input type="checkbox"/> Other | |

Originating Department: City Clerk-Treasurer

Agenda Item: Consideration of a 1 Day to 4 Day Temporary On-Sale Liquor License

Recommended Action: Motion to approve the applications on a roll call vote

Background/Summary:

FOE Aerie 2334 dba Willmar Fraternal Order of Eagles, a current Club On-Sale Liquor License holder, is requesting authorization to host outdoor liquor sales / consumption on their rear parking lot which will be fenced in. This event is a picnic for members, family, and guests only. A State approved 1 Day to 4 Day Temporary On-Sale Liquor License is required to hold this event scheduled for July 20, 2014.

Prior permit approved with no concerns from the Willmar Police Department

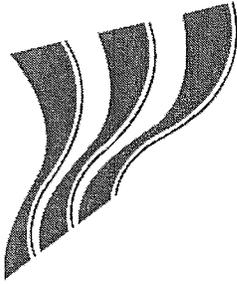
Alternatives: Deny the outdoor special event and contain alcohol sales inside the building

Financial Considerations: \$100 Application Fee

Preparer: City Clerk-Treasurer

Signature:

Comments:



**CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE
ACTION**

Agenda Item Number: 17

Meeting Date: July 7, 2014

Attachments: Yes No

CITY COUNCIL ACTION

Date:

- | | |
|-----------------------------------|---------------------------------|
| <input type="checkbox"/> Approved | <input type="checkbox"/> Denied |
| <input type="checkbox"/> Amended | <input type="checkbox"/> Tabled |
| <input type="checkbox"/> Other | |

Originating Department: Planning and
Development
Services

Agenda Item: Har-Mar Foods Addition- Final Plat

Recommended Action: Approve the final plat.

Background/Summary: Har-Mar Foods Addition is a two parcel and one outlot subdivision of the Hardee's property at 1704 1st St. S. The final plat was approved by the Planning Commission with the following condition that the declarations and bylaws of the outlot be recorded congruent with the final plat.

Alternatives: N/A

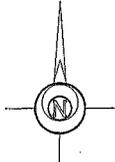
Financial Considerations: N/A

Preparer: Megan M. DeSchepper, AICP
Planner/Airport Manager

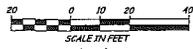
Signature: *Megan M DeSchepper*

Comments:

O'MALLEY & KRON LAND SURVEYORS, INC.
 1904 2ND ST. SE
 WILLMAR, MN 56301
 PH. 320-235-5492



ORIENTATION OF THIS BEARING SYSTEM
 IS BASED ON THE EAST LINE OF SEC. 22, T-119, R-35,
 HAVING AN ASSUMED BEARING OF N 00°00'05" E.

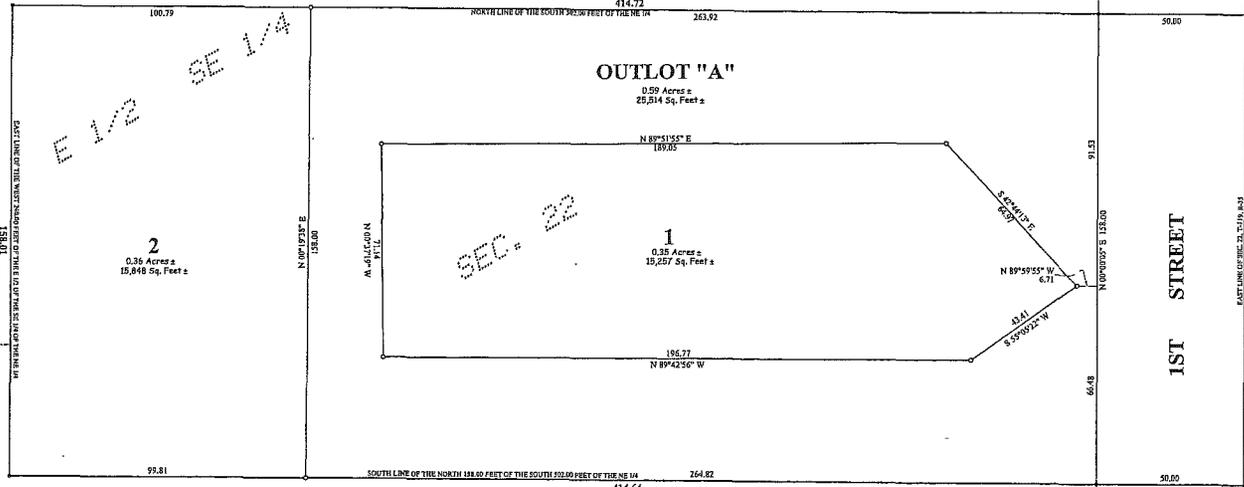


Legend

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

COMMON INTEREST COMMUNITY NUMBER 53 A PLANNED UNIT DEVELOPMENT HAR-MAR FOODS ADDITION

WEST LINE OF THE NORTH 300 FEET OF THE NE 1/4



NE COR. SEC. 22, T-119, R-35

STREET

1ST STREET

1st

EAST LINE OF THE SOUTH 300 FEET OF THE NE 1/4
 S 89°00'00" W 100.00'

EAST LINE OF THE SOUTH 300 FEET OF THE NE 1/4
 S 89°00'00" W 100.00'

T-119

R-35

SOUTH LINE OF THE NE 1/4 OF SEC. 22, T-119, R-35

SE COR. OF THE NE 1/4
 SEC. 22, T-119, R-35
 (A.K.A. E IN CORNER)

KNOW ALL PERSONS BY THESE PRESENTS: that Har-Mar Foods, Inc., a Minnesota corporation, owner and proprietor of the following described property, situated in the County of Kandiyohi, State of Minnesota, described as follows to-wit:

The North 158.00 feet of the South 300.00 feet of the E 1/2 of the SE 1/4 of the NE 1/4 of Section 22, Township 119, Range 35, Kandiyohi County, Minnesota. EXCEPT the West 240.00 feet thereof.

Has caused the same to be surveyed and platted as COMMON INTEREST COMMUNITY NO. 53, A PLANNED UNIT DEVELOPMENT, HAR-MAR FOODS ADDITION, and does hereby dedicate to the public for public use the public way shown on this plat.

In witness whereof said Har-Mar Foods, Inc., a Minnesota corporation, has caused these presents to be signed by its proper officers this ____ day of _____, 20__.

Signed: Har-Mar Foods, Inc.

By: _____
 Its: _____

STATE OF MINNESOTA)
 COUNTY OF _____) SS
 The foregoing instrument was acknowledged before me this ____ day of _____, 20__, A.D. by _____, the _____, of Har-Mar Foods, Inc., a Minnesota corporation on behalf of the corporation.

(Notary Signature) _____ (Notary Printed Name) _____
 NOTARY PUBLIC, _____ COUNTY, STATE OF MINNESOTA
 MY COMMISSION EXPIRES: _____

I, Benjamin C. O'Malley do hereby certify that this plat was prepared by me or under my direct supervision; that I am a duly licensed Land Surveyor in the State of Minnesota; that this plat is a correct representation of the boundary survey; that all mathematical data and labels are correctly designated on this plat; that all monuments depicted on this plat have been, or will be correctly set within one year; that all water boundaries and wet lands, as defined in Minnesota Statutes, Section 255.81, Subd. 3, as of the date of this certificate are shown and labeled on this plat; and all public ways are shown and labeled on this plat.

Dated this ____ day of _____, 20__.

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

STATE OF _____)
 COUNTY OF _____)
 The foregoing instrument was acknowledged before me this ____ day of _____, 20__, by Benjamin C. O'Malley, Licensed Land Surveyor, Minnesota License No. 42300, on his behalf.

(Notary Signature) _____ (Notary Printed Name) _____
 NOTARY PUBLIC, _____ COUNTY, STATE OF MINNESOTA
 MY COMMISSION EXPIRES: _____

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

ATTEST
 Approved by the Planning Commission of the City of Willmar, Kandiyohi County, Minnesota, this ____ day of _____, 20__, A.D.

CHAIRMAN _____ CLERK _____

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

MAYOR _____ CLERK _____
 Approved this ____ day of _____, 20__, A.D.

ENGINEER, CITY OF WILLMAR
 I, hereby certify that all taxes are paid for the year ____ for the land herein described.

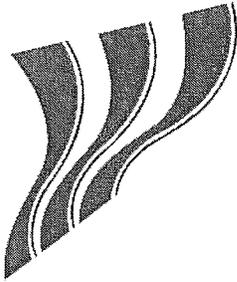
KANDIYOHI COUNTY TREASURER _____

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

KANDIYOHI COUNTY AUDITOR _____

I, hereby certify that the within instrument was filed in this office for record on the ____ day of _____, 2014, at _____ o'clock _____ M., and was duly recorded as Folder No. _____ and as Document No. _____.

KANDIYOHI COUNTY RECORDER _____



**CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE
ACTION**

Agenda Item Number: 18

Meeting Date: July 7, 2014

Attachments: Yes No

CITY COUNCIL ACTION

Date:

- | | |
|-----------------------------------|---------------------------------|
| <input type="checkbox"/> Approved | <input type="checkbox"/> Denied |
| <input type="checkbox"/> Amended | <input type="checkbox"/> Tabled |
| <input type="checkbox"/> Other | |

Originating Department: Planning and
Development
Services

Agenda Item: Bethesda Nursing Home Third Addition- Final Plat

Recommended Action: Approve the final plat.

Background/Summary: Bethesda Nursing Home Third Addition is a two parcel subdivision of the Bethesda Campus at the corner of Willmar Ave. SE and 9th St. SE to accommodate future building expansion of property owned by Bethesda, Willmar, MN. The final plat was approved by the Planning Commission with the following conditions: civil drawings to be submitted for review and approval by the City, assessments be paid off or reapportioned, and the requirement that access/parking/stormwater easements be recorded congruent with the final plat.

Alternatives: N/A

Financial Considerations: N/A

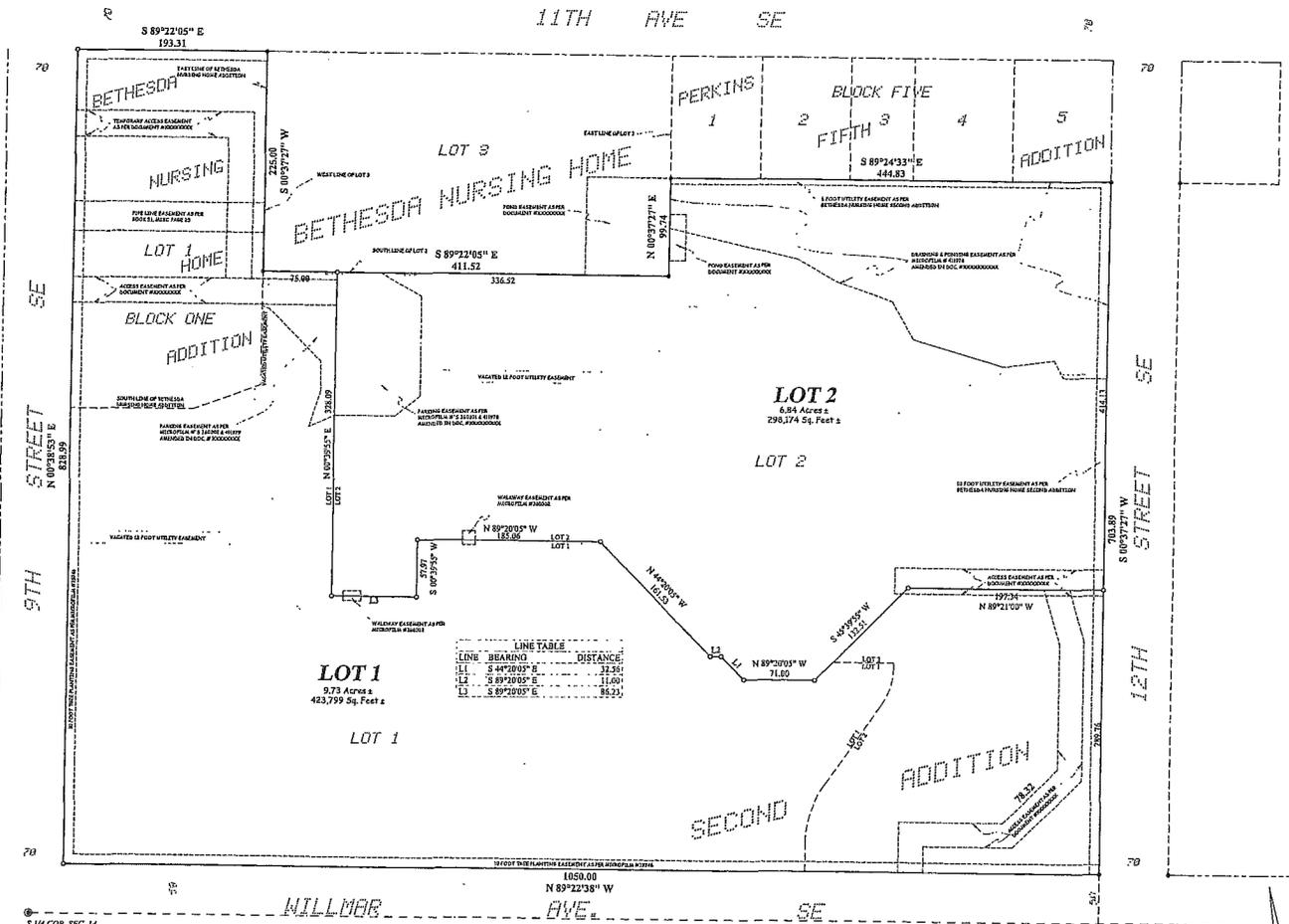
Preparer: Megan M. DeSchepper, AICP
Planner/Airport Manager

Signature: *Megan M DeSchepper*

Comments:

O'MALLEY & KRON LAND SURVEYORS, INC.
 1004 2ND ST. SE
 WILLMAR, MN 56201
 PH. 322-255-9492

BETHESDA NURSING HOME 3RD ADDITION



KNOW ALL MEN BY THESE PRESENTS: that Bethesda, a Minnesota non-profit corporation, owner and proprietor of Summit Village, a Minnesota non-profit corporation, owner and proprietor of the following described property, situated in the County of Kandiyohi, State of Minnesota, described as follows to-wit:

Lot 1, Block 1, BETHESDA NURSING HOME ADDITION as of public record Kandiyohi County, Minnesota, AND Lot 1 & 2 of Block 1, BETHESDA NURSING HOME SECOND ADDITION as of public record, Kandiyohi County, Minnesota.

Has caused the same to be surveyed and plotted as BETHESDA NURSING HOME 3rd ADDITION. In agreement herewith, said Bethesda, a Minnesota non-profit corporation has caused these presents to be signed by its proper officers this ___ day of ___, 20__.

Michelle Heister
 Chief Operating Officer

STATE OF MINNESOTA)
 COUNTY OF KANDIYOHKI) SS
 The foregoing instrument was acknowledged before me on this ___ day of ___, 20__ A.D. by Michelle Heister, Chief Operating Officer of Bethesda, a Minnesota non-profit corporation on behalf of said Corporation.

(Notary Signature) _____ (Notary Printed Name) _____
 Notary Public
 Commission Expires: Jan. 31, 20__

In agreement herewith, said Summit Village, a Minnesota non-profit corporation has caused these presents to be signed by its proper officers this ___ day of ___, 20__.

Michelle Heister
 Chief Operating Officer

STATE OF MINNESOTA)
 COUNTY OF KANDIYOHKI) SS
 The foregoing instrument was acknowledged before me on this ___ day of ___, 20__ A.D. by Michelle Heister, Chief Operating Officer of Summit Village, a Minnesota non-profit corporation on behalf of said Corporation.

(Notary Signature) _____ (Notary Printed Name) _____
 Notary Public
 Commission Expires: Jan. 31, 20__

I, Benjamin C. O'Malley do hereby certify that this plat was prepared by me or under my direct supervision; that I am a duly licensed Land Surveyor in the State of Minnesota; that this plat is a correct representation of the boundary survey; that all mathematical data and labels are correctly designated on this plat; that all monuments depicted on this plat have been, or will be correctly set within one year; that all water boundaries and wet lands, as defined in Minnesota Statutes, Section 360.01, Subd. 3, as of the date of this certificate are shown and located on this plat; and all public ways are shown and labeled on this plat.

Dated this ___ day of ___, 20__.

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

STATE OF _____
 COUNTY OF _____
 The foregoing instrument was acknowledged before me on this ___ day of ___, 20__ by Benjamin C. O'Malley, Licensed Land Surveyor, Minnesota License No. 42300, on his behalf.

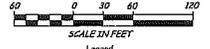
(Notary Signature) _____ (Notary Printed Name) _____
 NOTARY PUBLIC, _____ COUNTY, STATE OF MINNESOTA
 MY COMMISSION EXPIRES: _____

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

ATTORNEY



ORIENTATION OF THIS BEARING SYSTEM IS BASED ON THE SOUTH LINE OF BLOCK 1, BETHESDA NURSING HOME SECOND ADDITION HAVING AN ASSUMED BEARING OF N 89°22' 38" W



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

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

CHAIRMAN _____ CLERK _____

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

MAYOR _____ CLERK _____

Approved this ___ day of ___, 20__ A.D.

ENGINEER, CITY OF WILLMAR

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

KANDIYOHKI COUNTY TREASURER

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

KANDIYOHKI COUNTY AUDITOR

I, hereby certify that the within instrument was filed in this office for record on the ___ day of ___, 20__ at ___ o'clock ___ M. and was duly recorded as Folio No. ___; not as Document No. ___.

KANDIYOHKI COUNTY RECORDER