

CITY OF WILLMAR

MISSION STATEMENT

The City of Willmar is committed to providing responsible municipal service in an open, effective and efficient manner to all citizens of the local and area community. The ultimate goal is to preserve and enhance the quality of life for future generations.

COMMUNITY VALUES

Fiscal Responsibility

Excellence in the Delivery of Service

Quality Service

Ethics and Integrity

Visionary Leadership and Planning

Open and Honest Communication

Professionalism

RESOLUTION NO. 17-90

A RESOLUTION BY THE MAYOR AND CITY COUNCIL OF THE CITY OF WILLMAR, MINNESOTA
SUPPORTING THE CONSENSUS OF THE JULY 22, 2017 STRATEGY WORK SESSION

Motion By: Plowman

Second By: Mueske

WHEREAS, the City Council of the City of Willmar on July 22, 2017 held a Council Strategical Retreat to prioritize and reach a consensus with respect to views on capital projects.

WHEREAS, multiple projects were discussed under three categories defined as Facilities, Stormwater Management and Parks to provide additional guidance regarding execution of those projects.

WHEREAS, the following summary of capital priorities was reached:

Facilities:

1. City Hall (high consideration given to consolidation of multiple facilities)
2. Civic Center (ice plant is urgent/consider consultant for master plan)
3. Community Center/Auditorium tied (both guided by community input, tuckpointing of Auditorium immediate concern)
4. Aquatic Center (pool bottom repair immediate concern)

Stormwater Management:


1. Western Interceptor (design 2017, construction 2018)
2. Menards (design and land purchase 2018, construction 2019)
3. Kennedy School Area (not likely in the next five years)
4. Analyze annually and adjust plans

Parks:

1. Robbins Island (\$250,000 match to receive \$606,000 Legacy Grant)
2. Neighborhood Parks and Playgrounds (replace play units)
3. Rice Park/Miller Park (complete Rice to plan, reconstruct tennis courts at Miller)
4. Swansson Park (improved lighting for Baker Field)

NOW, THEREFORE, BE IT RESOLVED by the City Council of Willmar that the priorities developed at the July 22, 2017 Council Work Session be supported and developed into next year and future City budgets.

Dated this 7th day of August, 2017



Mayor

Attest:



City Clerk

WILLMAR CITY COUNCIL PROCEEDINGS
BOARD ROOM
HEALTH AND HUMAN SERVICES BUILDING
WILLMAR, MINNESOTA

June 18, 2018
7:00 p.m.

The regular meeting of the Willmar City Council was called to order by the Honorable Mayor Marv Calvin. Members present on a roll call were Mayor Marv Calvin, Council Members Audrey Nelsen, Ron Christianson, Kathy Schwantes, Fernando Alvarado, Julie Asmus, Shawn Mueske, Andrew Plowman and Rick Fagerlie. Present 9, Absent 0.

Also present were City Administrator Ike Holland, Police Chief Jim Felt, Planning and Development Services Director Bruce Peterson, Public Works Director Sean Christensen, Fire Chief Frank Hanson, Human Resource Director Samantha Beckman, City Clerk Judy Thompson and City Attorney Robert Scott.

Proposed additions to the agenda included: Council Member Nelsen added Consideration of Renaming Swanson Complex "Orange Field" to "Elsie Klemmenson Memorial Field"; Terraplane Stormwater; Recreation Department Update; and Transfer of Airport Entitlement. These items were brought forward from the Work Session held earlier this evening.

Council Member Christianson moved to approve the agenda, as amended. Council Member Nelsen seconded the motion which carried.

City Clerk Judy Thompson reviewed the consent agenda.

- A. City Council Meeting Minutes of June 4, 2018
- B. Willmar Municipal Utilities Board Minutes of June 11, 2018
- C. ~~Planning Commission Minutes of June 6, 2018~~
- D. Adoption of 2019 Budget Calendar
- E. **Resolution No. 18-71 Awarding Contract to Pump and Meter Services for Public Works Fuel Tanks in the Amount of \$94,997.37**
- F. ~~Approval of Robbins Island Mayor's Task Force Master Plan~~
- G. A & A Investment LLC Off-Sale Intoxicating Liquor License
- H. Bhavi LLC Off-Sale Intoxicating Liquor License
- I. Willmar Community Center Board Minutes of March 14, 2018
- J. Willmar Community Center Board Minutes of May 9, 2018
- K. Police Department Statistics for the Month of May, 2018
- L. Fire Department Statistics for the Month of May, 2018
- M. Monthly Building Report for May, 2018
- N. Accounts Payable through June 13, 2018

Council Member Christianson offered a motion to approve the Consent Agenda. Council Member Alvarado asked that Item C. be removed for discussion. Council Member Nelsen asked that Item F. be removed for discussion. Council Member Nelsen seconded the motion to approve the consent agenda, with the removal of Item C. and Item F., which carried on a roll call vote of Ayes 8, Noes 0.

Council Member Alvarado wanted to make the public aware of the need for daycare, and stated the Planning Commission was approached for a daycare center for the African Development Center at a site that was in Industrial Park which is not a permitted use in that area. He reached out to the public if they have a space available that would fit this need, to please do so.

Council Member Alvarado also asked for clarification on the subdivision ordinance review on section addressing where the City requires an official plat for minor subdivisions instead of a survey certificate and what the advantages of that would be.

Planning and Development Director Bruce Peterson explained that it is a matter of speed and timing. It allows for simple splits and simple subdivisions to be done much quicker than going through the full public hearing process that is typically used. This would only be used for subdivisions that result in four or fewer lots with no new streets involved.

Following clarification, Council Member Alvarado offered a motion to approve Item C. as presented. Council Member Mueske seconded the motion which carried.

Council Member Nelsen asked the Item F. be tabled as requested by the Mayor. It was the intent that this item be presented to the Council in a formal presentation, similar to the one given at a previous work session. Council Member Nelsen offered a motion to request the presentation be placed on the July 2nd Council agenda. Council Member Fagerlie seconded the motion which carried.

Mayor Calvin recognized Willmar Fests Chairman James Miller who thanked the City Council and staff for their help and support and extended invitations to the events scheduled for the 73rd annual community celebration. Again this year, the flag raising ceremony to kick off Willmar Fests will be held at Selvig Park at 8:00 a.m. on Wednesday, June 20th. He acknowledged the many great sponsors who make this celebration happen. He touched on the many events of the festival to include the Jaycees Block Party on Thursday, June 21st at 4:00 p.m., the Grand Day Parade on Saturday, June 23rd at 10:30 a.m., coronation at 3:00 p.m. followed by the Beach Party, Little Crow Ski Show, concert with Brat Pack Radio, and the "Works Over Water" Fireworks Show at 10:00 p.m.

Mr. Miller then introduced the current 2018 Willmar Fests Royalty: Queen of Festivals Jenna Jagow, Aqua Princess Mary Carlson, and International Princess Ashley Olson. The royalty thanked the Mayor and Council for their past support and gave a presentation of some events they had attended as representatives of Willmar. Mayor Calvin thanked them for their commitment as Ambassadors for the City and for their attendance at numerous parades and city celebrations.

Marvin Packer, Willmar, addressed the Mayor and Council during the Open Forum. Mr. Packer advocated for keeping the Senior Center at its current location and make the necessary repairs/improvements to the building. Mr. Packer read and presented a petition signed by many members of the Senior Center to City Clerk Judy Thompson.

Kandiyohi County Economic Development Director Aaron Backman spoke in regard to the Highway 23 Coalition and Corridors of Commerce. Mr. Backman stated that our economy is very strong with many citizens commuting to Willmar. Willmar accounts for 47% of Kandiyohi County's population and 70% of jobs in the County. He stated with the proposed four-lane gaps in Highway 23 being constructed over the next few years, our area will continue to grow. He also urged the City to renew their membership in the Coalition.

Darrin Strand presented a request to rename the Swanson Complex "Orange Field" to "Elsie Klemmentson Memorial Field". He stated Mr. Klemmentson taught many youth how to play baseball over the years. It was noted this item was brought forward from the Work Session held earlier this evening. Following discussion, **Resolution No. 18-72 Renaming Orange Field to Elsie Klemmentson Memorial Field** was introduced by Council Member Alvarado. Council Member Schwantes seconded the motion, which carried on a roll call vote of Ayes 8, Noes 0.

Council Member Christianson presented pertinent information regarding the Terraplane drainage issues. It was noted this item was brought forward from the Work Session held earlier this evening. Following a lengthy discussion, Council agreed that the project needs to be done. Council Member Christianson offered a motion to proceed with the project, with the City paying 100% of the project. Council Member Schwantes seconded the motion, which carried on a roll call vote of Ayes 6, Noes 2. Council Members Nelsen and Mueske voted "no".

Human Resource Director Samantha Beckman presented pertinent information regarding the Recreation Department. Ms. Beckman requested Council review the timeline and organizational chart for implementing the new Recreation Department and also the job descriptions for Community Center Manager and Project Manager, and authorize advertising for filling these positions. Following a lengthy discussion, Council Member Schwantes offered a motion to approve staff's recommendation. Council Member Mueske seconded the motion, which carried on a roll call vote of Ayes 7, Noes 1. Council Member Fagerlie voted "no".

Planning and Development Services Director Bruce Peterson stated the City of Willmar received a request from the City of Paynesville for a temporary transfer of airport entitlement dollars to the Paynesville Municipal Airport. Paynesville is currently working on an airport project and does not have sufficient entitlement dollars to fund the federal portion. The City of Willmar has a balance of entitlement dollars that can be transferred to the City of Paynesville on a temporary basis to assist them with their project. Because the City of Willmar has no capital projects at the airport this fiscal year, there is no need for our current allocation of entitlements. Under the terms of the transfer agreement Paynesville will reimburse the City in 2019 for the entitlement funds proposed to be transferred. Mr. Peterson was recommending Council approve the agreement for the transfer of entitlements and to execute the federal airport funding repayment agreement between the City of Willmar and the City of Paynesville. Following discussion, Council Member Christianson introduced **Resolution No. 18-73 Authorizing the Federal Entitlement Transfer to the City of Paynesville.** Council Member Nelsen second the motion, which carried on a roll call vote of Ayes 8, Noes 0.

Engan and Associates representative Richard Engan provided pertinent information regarding the City Hall Site Project. Mr. Engan stated he and the building committee have identified numerous site locations for the new city hall, and was recommending the Council set a Town Hall meeting for the public to pick their recommended site for June 26th from 5:00 p.m. – 7:00 p.m. at the Fire Station. Following a lengthy discussion, Council Member Schwantes offered a motion to schedule a public meeting for June 26th from 5:00 p.m. – 7:00 p.m. at the Fire Station. Council Member Plowman seconded the motion which carried. Council Member Christianson voted "no".

Public Works Director Sean Christensen presented a proposal for lighting replacement at Baker Diamond Ball Field. He noted the current level of lighting at this field is insufficient for the level of play as well as the lack of adequate lighting creates a dangerous atmosphere for players. He was proposing a re-appropriation of funds to fund the project and suggested reallocating \$200,000 from the DOAC pool surfacing project and using the budgeted overage of \$95,000 from the fuel tank replacement project. The DOAC pool surfacing project would be moved to 2019. Following discussion, **Resolution No. 18-74 Awarding the Baker Diamond Lighting Project in the Amount of \$294,615.00 and Reappropriate Funds** was introduced by Council Member Alvarado. Council Member Asmus seconded the motion, which carried on a roll call vote of Ayes 8, Noes 0.

Public Works Director Sean Christensen presented a request to approve Project No. 1804 which includes the path overlay along North Business 71 from Robbins Island to the Kandiyohi Power Cooperative lot on 13th Avenue Northeast. Two bids were received and Duininck, Inc. submitted the low bid. Mr. Christensen was recommending Council award the bid for Project No. 1804 to Duininck, Inc. in the amount of \$82,270.00 and authorize signatures on the agreement. He also recommended adopting the project budget for Project No. 1804.

Following discussion, **Resolution No. 18-75 Awarding Project No. 1804 to Duininck Inc. in the Amount of \$82,270.00** was introduced by Council Member Christianson. Council Member Nelsen seconded the motion, which carried on a roll call vote of Ayes 8, Noes 0.

Resolution No. 18-76 Project 1804 As-Bid Budget Total Cost \$102,838.00 was introduced by Council Member Nelsen. Council Member Fagerlie seconded the motion, which carried on a roll call vote of Ayes 8, Noes 0.

Public Works Director Sean Christensen presented a request to approve 2018 As-Bid Street Improvement Budgets for Project No. 1801-A, Project No. 1803-A, and Project No. 1803-B. Mr. Christensen stated bids were opened for these projects on April 24th, and an Assessment Hearing was held on June 4th.

Resolution No. 18-77 Project No. 1801-A Preliminary Budget Total Cost of \$1,737,514.00 was introduced by Council Member Nelsen. Council Member Christianson seconded the motion, which carried on a roll call vote of Ayes 8, Noes 0.

Resolution No. 18-78 Project No. 1803-A As Bid Budget Total Cost of \$706,026.00 was introduced by Council Member Nelsen. Council Member Alvarado seconded the motion, which carried on a roll call vote of Ayes 8, Noes 0.

Resolution No. 18-79 Project No. 1803-B As-Bid Budget Total Cost of \$472,272.00 was introduced by Council Member Schwantes. Council Member Nelsen seconded the motion, which carried on a roll call vote of Ayes 8, Noes 0.

City Administrator Ike Holland offered the following comments: he appreciated the Council agreement to hold a public meeting for the City Hall Project next week, and stated he has received many favorable comments on this project; he will be out of town Wednesday through Friday this week so he will not be able to attend many of the Willmar Fests activities; the Splash Pad Grand Opening will be held Wednesday, June 20th at 5:30 p.m.

Mayor Calvin offered the following comments: Willmar Fests will be held this week and urged everyone to attend the many events planned; Willmar Lake and Foot Lake property owners will be holding a meeting on Tuesday, June 19th at 5:00 p.m. at the Community Center for the property owners, with a meeting at 6:30 p.m. to introduce the whole community to the Stormwater Plan; PetSmart will be holding a grand opening at 9:00 a.m. on Saturday, June 23rd; he has been invited to present to the McKnight Foundation Rural Economic Development Group this week; we have a lot to be proud of in Willmar and he is looking forward to the future.

Council Member Nelsen offered the following comments: MinnWest is holding an open house on Tuesday, June 19th from 4:30 p.m. to 7:30 p.m.; retirement party for Police Officer Tony LaPatka will be held Thursday, June 28th from 2:00 p.m. to 3:30 p.m. at the Kandiyohi County EOC; Magnum Trucking is holding a grand opening on Wednesday, June 27th from 11:30 a.m. to 2:00 p.m.; she is looking forward to Willmar Fests this week and hopes to see everyone attend the many activities.

Council Member Alvarado offered the following comments: re-emphasized the importance for day care centers for all citizens in Willmar; we live in a great community; he is looking forward to Willmar Fests this week.

Council Member Asmus offered the following comments: We live in a great community, she recently took her grandchildren to the Growmobile, Splash Pad, The Village, and Destination Playground and they had such a great time; she is looking forward to the Willmar Fests activities.

Council Member Mueske echoed the comments of Council Member Asmus; we have great construction projects going on in our community; he is impressed with the new sign at Robbins Island Park.

Council Member Plowman echoed the comments of fellow Council Members; he also noted Public Works is always busy doing projects throughout the City and he appreciates everything they do.

Council Member Fagerlie stated he heard on WCCO that the federal government is giving away a lighthouse from Duluth and they will move at their expense, and suggested we look into this for Robbins Island.

At this time, Mayor Calvin mentioned the Council will go into Executive Session.

Council Member Mueske stated the agenda item for the Executive Session is Labor Negotiation Strategies pursuant to Minnesota Statute § 13D.03. This portion of the meeting will be closed. Council Member Alvarado offered a motion to close the meeting at 8:51 p.m. Council Member Asmus seconded the motion which carried.

At 9:40 p.m. Council Member Mueske re-opened the meeting.

Resolution No. 18-80 Approving Labor Agreement Between the City of Willmar and AFSCME General Unit was introduced by Council Member Plowman. Council Member Alvarado seconded the motion, which carried on a roll call vote of Ayes 7, Noes 0. Council Member Christianson abstained.

Resolution No. 18-81 Approving Labor Agreement Between the City of Willmar and LELS was introduced by Council Member Plowman. Council Member Alvarado seconded the motion, which carried on a roll call vote of Ayes 7, Noes 0. Council Member Christianson abstained.

Resolution No. 18-82 Approving Labor Agreement Between the City of Willmar and AFSCME Public Works Unit was introduced by Council Member Alvarado. Council Member Plowman seconded the motion, which carried on a roll call vote of Ayes 7, Noes 0. Council Member Christianson abstained.

Resolution No. 18-83 Approving Labor Agreement Between the City of Willmar and Supervisors Unit was introduced by Council Member Plowman. Council Member Fagerlie seconded the motion, which carried on a roll call vote of Ayes 7, Noes 0. Council Member Christianson abstained.

Council Member Schwantes would like to have discussion regarding an employee engagement process on a future agenda. Mayor Calvin also spoke in favor of this topic. Following discussion, Council Member Plowman offered a motion to direct City Administrator Ike Holland and Human Resource Director Sam Beckman to investigate potential opportunities to bring in various consultants regarding workplace issues. Council Member Schwantes seconded the motion which carried.

Council Member Nelsen offered a motion to adjourn the meeting with Council Member Christianson seconding the motion, which carried. The meeting adjourned at 9:46 p.m.

MAYOR

Attest:

SECRETARY TO THE COUNCIL

RESOLUTION NO. 18-71

A RESOLUTION AWARDING THE PUBLIC WORKS FUEL TANKS PROJECT TO PUMP AND METER SERVICE, INC. IN THE AMOUNT OF \$94,997.37.

Motion By: Christianson

Second By: Nelsen

BE IT RESOLVED by the City Council of the City of Willmar, a Municipal Corporation of the State of Minnesota, that the bid of Pump and Meter Service, Inc. for the Public Works Fuel Storage Tank 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 \$94,997.37.

Dated this 18th day of June, 2018

s/s Marv Calvin
Mayor

Attest:

s/s Judy Thompson
City Clerk

RESOLUTION NO. 18-72

**RENAMING ORANGE FIELD TO ELSIE KLEMMENTSON
MEMORIAL FIELD**

Motion By: Alvarado Second By: Schwantes

WHEREAS, the current baseball diamond in question is called "Orange Field" located in the Swansson Field complex along Willmar Avenue SW in Willmar;

WHEREAS, Ellsworth "Elsie" Klemmentson coached youth baseball for most of his adult life as a pass time for several teams in Willmar;

WHEREAS, Elsie has been known as "Mister Baseball" by most everyone who had the privilege of playing youth baseball for him.

NOW, THEREFORE BE IT RESOLVED by the City Council of the City of Willmar, a municipal corporation of the State of Minnesota, that "Orange Field" be renamed to "Elsie Klemmentson Memorial Field" to commemorate the exemplary ethics and extensively long service Elsie displayed to the art of youth baseball throughout his tenure as coach.

Dated this 18th day of June, 2018.

s/s Marv Calvin
MAYOR

Attest:

s/s Judy Thompson
CITY CLERK

RESOLUTION NO. 18-73

**RESOLUTION AUTHORIZING THE FEDERAL ENTITLEMENT
TRANSFER TO THE CITY OF PAYNESVILLE**

Motion By: Christianson Second By: Nelsen

BE IT RESOLVED by the City Council of the City of Willmar, a Municipal Corporation of the State of Minnesota, that the City Attorney and City Administrator of the City of Willmar are hereby authorized to execute the entitlement transfer request and agreement for the transfer of federal entitlement dollars from the City of Willmar to the City of Paynesville.

Dated this 18th day of June, 2018

s/s Marv Calvin
MAYOR

Attest:

s/s Judy Thompson
CITY CLERK

RESOLUTION NO. 18-74

A RESOLUTION AWARDING THE BAKER DIAMOND LIGHTING PROJECT IN THE AMOUNT OF \$294,615 AND REAPPROPRIATE FUNDS.

Motion By: Alvarado Second By: Asmus

BE IT RESOLVED by the City Council of the City of Willmar, a Municipal Corporation of the State of Minnesota, the bid of Musco Lighting for the Baker Diamond Lighting project is accepted, and 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 \$294,615.00.

BE IT FURTHER RESOLVED by the City Council of the City of Willmar to authorize the Finance Director to amend the Capital Improvement Fund Budget as follows:

Decrease:	2018 CIP Budget DOAC Pool Bottom Project	\$200,000
	2018 CIP Budget Public Works Fuel Tanks Project	\$95,000
Increase:	2018 CIP Budget Baker Diamond Lighting Project	\$294,615

Dated this 18th day of June, 2018

s/s Marv Calvin
Mayor

Attest:

s/s Judy Thompson
City Clerk

RESOLUTION NO. 18-76
1804 AS-BID BUDGET
TOTAL COST \$102,838.00
 *Budget Amounts are Essential

Motion By: Nelsen

Second By: Fagerlie

Code

PERSONNEL SERVICES

10* Salaries Reg. Employees	
11* Overtime Reg. Employees	
12* Salaries Temp. Employees	
13* Employer Pension Contr.	
14* Employer Ins. Contr.	
TOTAL	\$0.00

SUPPLIES

20* Office Supplies	
21* Small Tools	
22* Motor Fuels & Lubricants	
23* Postage	
24 Mtce. of Equipment	
25 Mtce. of Structures	
26 Mtce. of Other Improvements	
27 Subsistence of Persons	
28 Cleaning & Waste Removal	
29* General Supplies	
TOTAL	\$0.00

OTHER SERVICES

33* Travel-Conf.-Schools	
34 Mtce. of Equipment	
35 Mtce. of Structures	
36* Mtce. of Other Impr.	\$82,270.00
37 Subsistence of Persons	
38 Cleaning & Waste Removal	
39* Other Services	\$8,227.00
TOTAL	\$90,497.00

OTHER CHARGES

46* Prof. Serv.	\$12,341.00
49 Other Charges	\$0.00
TOTAL	\$12,341.00
GRAND TOTAL	\$102,838.00

RECEIVABLES

Assessments Prop Owners	\$0.00
Community Investment	\$0.00
General	\$0.00
State Aid	\$102,838.00
WTP	\$0.00
MUC	\$0.00
Kandiyohi County	\$0.00
TOTAL	\$102,838.00

FINANCING

General	\$0.00
Bonds	\$0.00
State Aid	\$102,838.00
WTP	\$0.00
MUC	\$0.00
Kandiyohi County	\$0.00
TOTAL	\$102,838.00

GRAND TOTAL

\$102,838.00

Dated this 18th day of June, 2018

s/s Marv Calvin
 Mayor

Attest:

s/s Judy Thompson
 City Clerk

RESOLUTION NO. 18-77
1801-A PRELIMINARY BUDGET
TOTAL COST \$1,737,514.00

*Budget Amounts are Essential

Motion By: Nelsen

Second By: Christianson

Code

PERSONNEL SERVICES

10* Salaries Reg. Employees	
11* Overtime Reg. Employees	
12* Salaries Temp. Employees	
13* Employer Pension Contr.	
14* Employer Ins. Contr.	
TOTAL	\$0.00

SUPPLIES

20* Office Supplies	
21* Small Tools	
22* Motor Fuels & Lubricants	
23* Postage	
24 Mtce. of Equipment	
25 Mtce. of Structures	
26 Mtce. of Other Improvements	
27 Subsistence of Persons	
28 Cleaning & Waste Removal	
29* General Supplies	
TOTAL	\$0.00

OTHER SERVICES

33* Travel-Conf.-Schools	
34 Mtce. of Equipment	
35 Mtce. of Structures	
36* Mtce. of Other Impr.	\$1,397,831.70
37 Subsistence of Persons	
38 Cleaning & Waste Removal	
39* Other Services	\$139,783.00
TOTAL	\$1,537,614.70

OTHER CHARGES

46* Prof. Serv.	\$199,900.00
49 Other Charges	\$0.00
TOTAL	\$199,900.00
GRAND TOTAL	\$1,737,514.00

RECEIVABLES

Assessments Prop Owners	\$228,422.20
Community Investment	\$1,380,568.79
General	\$0.00
State Aid	\$0.00
WTP	\$50,000.00
MUC	\$78,523.00
Kandiyohi County	\$0.00
TOTAL	\$1,737,514.00

FINANCING

General	\$500,000.00
Bonds	\$1,108,990.99
State Aid	\$0.00
WTP	\$50,000.00
MUC	\$78,523.01
Kandiyohi County	\$0.00
TOTAL	\$1,737,514.00

GRAND TOTAL

\$1,737,514.00

Dated this 18th day of June, 2018

s/s Marv Calvin
Mayor

Attest:

s/s Judy Thompson
City Clerk

RESOLUTION NO. 18-78
1803-A AS-BID BUDGET
TOTAL COST \$706,026.00
 *Budget Amounts are Essential

Motion By: Nelsen Second By: Alvarado

Code

PERSONNEL SERVICES

10* Salaries Reg. Employees	
11* Overtime Reg. Employees	
12* Salaries Temp. Employees	
13* Employer Pension Contr.	
14* Employer Ins. Contr.	
TOTAL	\$0.00

SUPPLIES

20* Office Supplies	
21* Small Tools	
22* Motor Fuels & Lubricants	
23* Postage	
24 Mtce. of Equipment	
25 Mtce. of Structures	
26 Mtce. of Other Improvements	
27 Subsistence of Persons	
28 Cleaning & Waste Removal	
29* General Supplies	
TOTAL	\$0.00

OTHER SERVICES

33* Travel-Conf.-Schools	
34 Mtce. of Equipment	
35 Mtce. of Structures	
36* Mtce. of Other Impr.	\$639,558.25
37 Subsistence of Persons	
38 Cleaning & Waste Removal	
39* Other Services	
TOTAL	\$639,558.25

OTHER CHARGES

46* Prof. Serv.	\$66,468.00
49 Other Charges	\$0.00
TOTAL	\$66,468.00
GRAND TOTAL	\$706,026.00

RECEIVABLES

Assessments Prop Owners	\$129,103.95
Community Investment	\$10,535.53
General	\$0.00
State Aid	\$507,680.25
WTP	\$0.00
MUC	\$58,706.29
Kandiyohi County	\$0.00
TOTAL	\$706,026.02

FINANCING

General	\$0.00
Bonds	\$139,639.46
State Aid	\$507,680.25
WTP	\$0.00
MUC	\$58,706.29
Kandiyohi County	\$0.00
TOTAL	\$706,026.02

GRAND TOTAL

\$706,026.02

Dated this 18th day of June, 2018

s/s Marv Calvin
Mayor

Attest:

s/s Judy Thompson
City Clerk

RESOLUTION NO. 18-79
1803-B AS-BID BUDGET
TOTAL COST \$472,272.00
 *Budget Amounts are Essential

Motion By: Schwantes Second By: Nelsen

Code

PERSONNEL SERVICES

10* Salaries Reg. Employees	
11* Overtime Reg. Employees	
12* Salaries Temp. Employees	
13* Employer Pension Contr.	
14* Employer Ins. Contr.	
TOTAL	\$0.00

SUPPLIES

20* Office Supplies	
21* Small Tools	
22* Motor Fuels & Lubricants	
23* Postage	
24 Mtce. of Equipment	
25 Mtce. of Structures	
26 Mtce. of Other Improvements	
27 Subsistence of Persons	
28 Cleaning & Waste Removal	
29* General Supplies	
TOTAL	\$0.00

OTHER SERVICES

33* Travel-Conf.-Schools	
34 Mtce. of Equipment	
35 Mtce. of Structures	
36* Mtce. of Other Impr.	\$410,671.00
37 Subsistence of Persons	
38 Cleaning & Waste Removal	
39* Other Services	
TOTAL	\$410,671.00

OTHER CHARGES

46* Prof. Serv.	\$61,601.00
49 Other Charges	\$0.00
TOTAL	\$61,601.00
GRAND TOTAL	\$472,272.00

RECEIVABLES

Assessments Prop Owners	\$245,394.00
Community Investment	-\$245,394.00
General	\$0.00
State Aid	\$472,272.00
WTP	\$0.00
MUC	\$0.00
Kandiyohi County	\$0.00
TOTAL	\$472,272.00

FINANCING

General	\$0.00
Bonds	\$0.00
State Aid	\$472,272.00
WTP	\$0.00
MUC	\$0.00
Kandiyohi County	\$0.00
TOTAL	\$472,272.00

GRAND TOTAL

\$472,272.00

Dated this 18th day of June, 2018

s/s Marv Calvin
 Mayor

Attest:

s/s Judy Thompson
 City Clerk

RESOLUTION NO. 18-80

**APPROVING LABOR AGREEMENT BETWEEN THE CITY OF WILLMAR
AND AFSCME GENERAL UNIT**

Motion By: Plowman Second By: Alvarado

WHEREAS, AFSCME General Unit is the exclusive representative for certain City of Willmar employees;

WHEREAS, the current labor agreement between the City and AFSCME General Unit expired on December 31, 2017;

WHEREAS, the City of Willmar and AFSCME General Unit met and negotiated over the terms of the new labor agreement between the parties;

WHEREAS, the parties reached a tentative agreement of the terms of the new labor agreement; and

WHEREAS, the Public Employment Relations Act requires that the City of Willmar execute a labor agreement and implement it in the form of a resolution.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF CITY OF WILLMAR, MINNESOTA,
AS FOLLOWS:**

1. The Labor Agreement between City of Willmar and AFSCME General Unit for January 1, 2018 through December 31, 2020 is approved.
2. The Mayor and Administrator shall execute the agreement.
3. The City of Willmar shall implement the agreement.

Dated the 18th day of June, 2018

Approved:

s/s Marv Calvin
Mayor

Attested:

s/s Judy Thompson
City Clerk

RESOLUTION NO. 18-81

**APPROVING LABOR AGREEMENT BETWEEN THE CITY OF WILLMAR
AND LELS UNIT**

Motion By: Plowman Second By: Alvarado

WHEREAS, LELS Unit is the exclusive representative for certain City of Willmar employees;

WHEREAS, the current labor agreement between the City and LELS Unit expired on December 31, 2017;

WHEREAS, the City of Willmar and LELS Unit met and negotiated over the terms of the new labor agreement between the parties;

WHEREAS, the parties reached a tentative agreement of the terms of the new labor agreement; and

WHEREAS, the Public Employment Relations Act requires that the City of Willmar execute a labor agreement and implement it in the form of a resolution.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF CITY OF WILLMAR, MINNESOTA, AS FOLLOWS:

1. The Labor Agreement between City of Willmar and LELS Unit for January 1, 2018 through December 31, 2020 is approved.
2. The Mayor and Administrator shall execute the agreement.
3. The City of Willmar shall implement the agreement.

Dated the 18th day of June, 2018

Approved:

s/s Marv Calvin
Mayor

Attested:

s/s Judy Thompson
City Clerk

RESOLUTION NO. 18-82

**APPROVING LABOR AGREEMENT BETWEEN THE CITY OF WILLMAR
AND AFSCME PUBLIC WORKS UNIT**

Motion By: Alvarado Second By: Plowman

WHEREAS, AFSCME Public Works Unit is the exclusive representative for certain City of Willmar employees;

WHEREAS, the current labor agreement between the City and AFSCME Public Works Unit expired on December 31, 2017;

WHEREAS, the City of Willmar and AFSCME Public Works Unit met and negotiated over the terms of the new labor agreement between the parties;

WHEREAS, the parties reached a tentative agreement of the terms of the new labor agreement; and

WHEREAS, the Public Employment Relations Act requires that the City of Willmar execute a labor agreement and implement it in the form of a resolution.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF CITY OF WILLMAR, MINNESOTA, AS FOLLOWS:

1. The Labor Agreement between City of Willmar and AFSCME Public Works Unit for January 1, 2018 through December 31, 2020 is approved.
2. The Mayor and Administrator shall execute the agreement.
3. The City of Willmar shall implement the agreement.

Dated the 18th day of June, 2018

Approved:

s/s Marv Calvin
Mayor

Attested:

s/s Judy Thompson
City Clerk

RESOLUTION NO. 18-83

**APPROVING LABOR AGREEMENT BETWEEN THE CITY OF WILLMAR
AND SUPERVISORS UNIT**

Motion By: Plowman Second By: Fagerlie

WHEREAS, SUPERVISORS Unit is the exclusive representative for certain City of Willmar employees;

WHEREAS, the current labor agreement between the City and SUPERVISORS Unit expired on December 31, 2017;

WHEREAS, the City of Willmar and SUPERVISORS Unit met and negotiated over the terms of the new labor agreement between the parties;

WHEREAS, the parties reached a tentative agreement of the terms of the new labor agreement; and

WHEREAS, the Public Employment Relations Act requires that the City of Willmar execute a labor agreement and implement it in the form of a resolution.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF CITY OF WILLMAR, MINNESOTA, AS FOLLOWS:

4. The Labor Agreement between City of Willmar and SUPERVISORS Unit for January 1, 2018 through December 31, 2020 is approved.
5. The Mayor and Administrator shall execute the agreement.
6. The City of Willmar shall implement the agreement.

Dated the 18th day of June, 2018

Approved:

s/s Marv Calvin
Mayor

Attested:

s/s Judy Thompson
City Clerk

WILLMAR MUNICIPAL UTILITIES MINUTES
MUNICIPAL UTILITIES AUDITORIUM
JUNE 25, 2018

The Municipal Utilities Commission met in its regular scheduled meeting on Monday, June 25, 2018 at 11:45 a.m. in the Municipal Utilities Auditorium with the following Commissioners present: Carol Laumer, Justin Mattern, Abdirizak Mahboub, Nathan Weber, Bruce DeBlieck and Brendan MacDonald. Absent was Commissioner Ross Magnuson.

Others present at the meeting were: General Manager John Harren, Director of Finance Denise Runge, Customer Service Supervisor Stacy Stien, Staff Electrical Engineer Jeron Smith, Water & Heating Supervisor Joel Braegelman, Compliance Officer/HR Administrator Janell Johnson, Energy Services/Marketing Rep Mary Kosbab, Administrative Secretary Beth Mattheisen, City Attorney Robert Scott (via teleconference), and WC Tribune Journalist Shelby Lindrud.

Commission President Laumer opened the meeting by asking if any revisions were needed to the presented agenda. There being none, Commissioner Laumer continued by requesting a resolution to approve the Consent Agenda. Commissioner Mahboub offered a resolution to approve the Consent Agenda as presented. Commissioner Mattern seconded.

RESOLUTION NO. 32

“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 11, 2018 Commission meeting; and,
- ❖ Bills represented by vouchers No. 180934 to No. 181013 and associated wire transfers inclusive in the amount of \$3,062,513.80.

Dated this 25th day of June, 2018.

President

Attest:

Secretary

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

Commissioner Weber (LC Chair) reviewed with the Commission the minutes from the June 18th WMU Labor Committee meeting (see attached). The main topics of discussion focused on: 1) MUC Self-Evaluation Survey; 2) Power Plant Staff update; 3) General Manager’s mid-year review/goals update; and, 5) Director of Operations position. Following review and discussion, Commissioner Weber offered a motion to approve the minutes of the June 18th WMU Labor Committee meeting as presented. Commissioner Mahboub seconded the motion which carried by a vote of six ayes and zero nays.

Staff Electrical Engineer Smith reviewed with the Commission the bid results and award recommendation for the furnishing of steel for the Priam Substation Project. Four bids were received for the project with the low, qualified bidder being Galvanizers, Inc., of West Fargo, ND. Galvanizers submitted bid was in the amount of \$250,110.60. Galvanizers also submitted a price adjustment disclosure along with their bid to cover potential changes in pricing from their steel suppliers due to recent tariffs imposed on steel imports. DGR Engineering (project consultant) contacted Galvanizers for additional clarification of the potential price adjustment. The total maximum contract price for the steel could be \$256,363.37 which remains well below the other bids submitted. Following review, it was the recommendation of DGR and staff to award the bid for the furnishing of steel for the Priam Sub to Galvanizers for their bid of \$250,110.60 including the potential price changes up to \$256,363.37. Following review and discussion, Commissioner Laumer offered a resolution to award the bid for the furnishing of steel for the Priam Substation to Galvanizers, Inc. for their bid of \$250,100.60 with an escalation clause for a maximum contract amount of \$256,363.37. Commissioner Weber seconded.

RESOLUTION NO. 33

“BE IT RESOLVED, by the Municipal Utilities Commission of the City of Willmar, Minnesota, that the contract bid for the furnishing of steel for the Priam Substation be awarded to Galvanizers, Inc., of West Fargo, ND, in the amount of \$250,110.60 pending pricing adjustments based on the steel index (due to recent tariffs imposed on imported steel) for a possible maximum contract price of \$256,363.37 be approved.”

Dated this 25th day of June, 2018.

President

Attest:

Secretary

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

Director of Finance Runge presented the Commission with the May 2018 Finance Report along with a recap of the May 31, 2018 Investment Portfolio. The data presented included analyses of the Electric, Water, Heating and Combined Divisions. Information contained in the reports reflected operating revenues & expenses, operating income, and retained earnings. The Investment Portfolio presented a summary of WMU’s securities and associated brokerage firms/agencies to date.

Staff Electrical Engineer Smith reviewed with the Commission the May 2018 Wind Turbine Report. Smith noted that turbine availability for the month of May were at 94.6% (Unit #3) and 96.9% (Unit #4) with a monthly total production of 427,219 KWH.

Power Supply Manager Carlson presented the Commission with an Energy Acquisition Adjustment (EAA) update. As a reminder, the EAA is designed to adjust retail rates to assist in the recovery of uncontrollable power supply expenses. Carlson stated that at this time, the Utility does not anticipate the need to utilize the EAA in 2018.

Commissioner DeBlieck provided the Commission with a recap of his recent attendance at the 2018 APPA National Conference held in New Orleans, LA. Among the informative topics addressed were: 1) import/trade policies; 2) customer service & support; 3) energy management (i.e. LED lighting, load control/efficiencies, renewable energy); 4) cybersecurity; and, 5) continuing decrease of coal plants.

General Manager Harren informed the Commission that bids are currently out for the construction of the Priam Substation. The submitted bids will be opened on June 27th at 2:00 p.m. with the recommendation and bid acceptance scheduled for July 9th.

General Manager Harren further stated that a meeting of the WMU Planning Committee will be forthcoming. Agenda items will include: new generation; consideration to reallocate funds (diesel generators to GIS); and, Customer Appreciation Open House (2019).

General Manager Harren reminded the Commission that the City of Willmar will be holding a public input meeting to discuss the City Hall site location on Tuesday, June 26th from 5:00-7:00 p.m. in the Fire Station Training Room. The public is invited to attend and provide input on the future site.

General Manager Harren reminded the Commission that a retirement gathering in honor of Bill Hawkinson, Construction Engineer, will be held on Friday, June 29th from 2:00-4:00 p.m. in the WMU Auditorium. Bill has been a valued employee of the Utility since September 9, 1985. Congratulations & best wishes, Bill!

For information: 2018 Upcoming meetings/events to note include:

- City Hall Site Location Mtg. – Tues., June 26th from 5:00-7:00 pm (Fire Station Training Room)
- Retirement gathering for Bill Hawkinson, Construction Engineer, June 29th from 2:00-4:00 pm (WMU Auditorium)
- APPA Policymakers Council – July 23-25 (Washington, DC)
- Customer Appreciation Open House – Thursday, August 2nd (Civic Center)
- MMUA Summer Conference – August 20-22 (Alexandria)
- Annual MUC Mtg./Facilities Tour – August 27 @ 3:00 p.m.

There being no further business to come before the Commission, Commissioner Laumer declared the meeting adjourned at 12:16 p.m.

Respectfully Submitted,

WILLMAR MUNICIPAL UTILITIES

Beth Mattheisen
Administrative Secretary

ATTEST:

Abdirizak Mahboub, Secretary



WILLMAR MUNICIPAL UTILITIES

MUC Labor Committee Meeting Minutes

Monday, June 18, 2018

12:00 p.m.

Attendees: Commissioners Nathan Weber, Ross Magnuson & Abdirizak Mahboub, General Manager John Harren, Director of Finance Denise Runge, Compliance Officer/HR Administrator Janell Johnson and Administrative Secretary Beth Mattheisen.

Commissioner Weber called the meeting to order at 12:00 p.m.

AGENDA ITEMS:

1) MUC Self-Evaluations Surveys discussion:

General Manager Harren and Compliance Officer/HR Administrator Johnson recapped for the Committee the results of the MUC Self-Evaluation Survey conducted in December 2017. The basis for the Commissioner's survey is to periodically assess and reflect on its performance in carrying out board responsibilities and governing duties. This allows board members to step back and assess how well they (and Staff) are meeting its responsibilities. The survey provides a way to stimulate discussion among the Commissioners and consider ways to strengthen the way it operates and its performance, and therefore contribute to the Utility's effectiveness and operating strength. The Committee used the survey results as a roadmap to provide direction to improve the Commission's leadership position and therefore Utility's performance.

Based on the Self-Evaluation Survey results, the Commission's strengths areas reflected in the board's involvement and participation were in the following categories:

- 1) Activity
- 2) Organization
- 3) Meetings
- 4) Membership

The survey indicated that the following categories would benefit from additional attention and awareness to improve performance:

- 1) Mission and Purpose
- 2) Governance & Partnership Alignment

Items of discussion and consideration included:

- 1) Possible safety policies to the MUC iPads
- 2) As a component of orientation, consider appointing a current Commissioner to serve as "mentor" for newly appointed Commissioner(s).
- 3) For ease of review, provide emphasis (i.e. highlight data) on monthly financial reporting.
- 4) Transition current Strategic Plan/SWOT Analysis to a more organizationally-focused planning mechanism rather than the current plan which is more operational in nature. Engage Planning Committee to assist in developing more of an overall strategic plan rather than identifying individual action items (operations side).
- 5) Consider new approach to MUC meeting agendas to relate to Strategic Plan.
- 6) Considered pros & cons of rotating Committee members (Labor & Planning).

It was noted that since the survey had been conducted, a number of issues have already been addressed and rectified. This is a periodic survey which will be used as an educational tool to

measure improvements as the Commission and Staff proceed with the recommendations as determined.

2) Power Plant Staff update:

General Manager Harren and Compliance Officer/HR Administrator Johnson informed the Committee of the latest developments regarding the recently conducted Veterans Preference Hearing of Jon Folkedahl. The Utility had received notice from their legal counsel (Madden, Galaner, Hansen, LLP) that the Arbitrator overseeing the process had upheld the termination of Mr. Folkedahl's employment with WMU. Folkedahl's last day of employment with WMU was June 11, 2018. A termination notice has been processed and mailed accordingly.

General Manager Harren noted that the process had been conducted in accordance with the Data Privacy Act, including the hiring of an independent investigator to conduct a thorough investigation, and hiring a mutually-agreed upon arbitrator to oversee and rule on the Veterans Preference Hearing. Harren further informed the Committee that the restructuring process of the position at the Power Plant has been completed (new Supervisor & Foreman positions filled).

It was further noted that a Breach of Contract dispute remains outstanding (regarding PDO pay). Updates will be provided as they develop.

At this time, Compliance Officer/HR Admin Johnson & Director of Finance Runge left the meeting.

3) General Manager's mid-year review/update:

General Manager Harren presented the Committee with a six-month progress report (June 2018) of the previously established General Manager Goals for 2018. The progress report provided status updates of various goals & projects, along with additional noteworthy tasks which have been completed. Harren reviewed the goals step-by-step with the Committee requesting any feedback they may have. The Committee briefly discussed potential future service opportunities.

4) Director of Operations position:

General Manager Harren introduced discussion with the Committee regarding the Director of Operations position. This position has remained vacant since Harren accepted the position of General Manager in October 2016. Per WMU's Strategic Plan/SWOT Listing Analysis, one area identified as a "weakness" was the need for backup positions for all positions. This strategy was complete with the acceptance of the General Manager. After a lengthy discussion, it was the consensus to leave the Director of Operations position temporarily vacant.

At this time, Commissioner Magnuson left the meeting.

5) Miscellaneous:

General Manager Harren informed the Committee that future discussions will be required to address additional staffing issues and restructuring.

6) Adjournment:

There being no further business to come before the WMU Labor Committee, Commissioner Weber offered a motion to adjourn. Commissioner Mahboub seconded the motion which carried, and the meeting was adjourned by a vote of two ayes and zero nays at 2:02 p.m.

**WILLMAR PLANNING COMMISSION
CITY OF WILLMAR, MN
WEDNESDAY, JUNE 20, 2018**

MINUTES

1. The Willmar Planning Commission met on Wednesday, June 20, 2018, at 7:00 p.m. at the Willmar City Offices Conference Room #1.

** Members Present: Rolf Standfuss, Jeff Kimpling, Dr. Jerry Kjergaard, Cletus Frank, Margaret Fleck, and Terry Sieck.

** Members Absent: Steve Gardner, Terry VanVeldhuizen, and Jonathan Marchand.

** Others Present: Sarah Anderson – Planner, Bruce Peterson – Planning & Development Director, Kayla Reiffenberger – Co-op Credit Union, Russ Schramm – HTG Architects, Carol Gores, Gloria Ferguson, Shirley Hulst, and Clinton Rierson – Willmar, MN.

2. MINUTES: Minutes of the June 6th, 2018 meeting were approved as presented.

3. MIDWEST STORAGE 2ND ADDITION PRELIMINARY AND FINAL PLAT – FILE NO. 18-02: The public hearing opened at 7:01 p.m. Staff presented the preliminary and final plat on behalf of Myron Krupa of Midwest Storage, Willmar, MN of the subdivision of property described as follows: Lots 2 & 3, Block 1, Midwest Storage Addition (1710 Hwy 12 E). This plat allows for a Midwest Storage kiosk to be placed on their property by a change in internal lot lines. According to the Zoning Ordinance, an accessory structure must be placed on the same property as the primary use. The sign currently on Lot 1, Block 1, Midwest Storage Addition will also be moved to this new portion of the Midwest Storage parcel.

Clinton Rierson asked about the location of the kiosk. Staff explained the kiosk is planned to be directly across the driveway from the current A1 Cleaners business, and the kiosk serves as both a way to pay for and rent a mini storage unit.

Shirley Hulst asked for clarification of the use of the parcels. No changes in use have been proposed for this site, this is simply a change in lot lines. The northern lot is still for sale. Ms. Hulst also inquired about weeds in the alleyway behind Midwest Storage.

No one else appeared to speak for or against the request, and the public hearing closed at 7:06 p.m.

The Planning Commission reviewed and discussed staff comments (see Attachment A). Staff brought to attention Engineering's comments about a waterline easement. There is an easement for that waterline, but it is not currently reflected on the plat. Due to recording delays the County, the plat and easement will be formally recorded soon.

Mr. Frank make a motion, seconded by Mr. Kimpling to approve the preliminary and final plat with the following conditions:

- A. A 6' utility easement shall be reflective of the lot line changes along the interior lot line between Lots 1 & 2, Block 1, Midwest Storage 2nd Addition.
- B. The private waterline utility easement across Lot 1 shall be reflected on the plat.

4. CO-OP CREDIT UNION PLAN REVIEW – FILE NO. 18-06: Staff presented a plan review request on behalf of HTG Architects to allow a Credit Union with a drive-through window on property described as follows: Lot 1, Block 2, Gesch Acres Second Addition. Russ Schramm of HTG Architects pointed out the exterior design sketches submitted to Staff after packets had been created.

The Planning Commission reviewed and discussed staff comments (see Attachment A). Sign permits will be reviewed by staff when submitted at a later time.

A drainage analysis has been completed and submitted to engineering. Mr. Schramm explained that the proposed location of the storm water retention pond was largely driven by the parcel shape and long-term planning for future expansion.

Kayla Reiffenberger of Co-op Credit Union explained the Credit Union's plans to vacate their current location in Cub Foods and move to this new location as they are outgrowing their current space. They hope to begin construction later this year and finish by spring of 2019. Co-op Credit Union is a full-service financial institution, and they will have four to five employees at this location.

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

Mr. Sieck made a motion, seconded by Mr. Frank, to approve the plan review with the following condition:

- A. All future site development (building and parking) shall meet Zoning Ordinance Standards or a variance shall be obtained.
- B. All Engineering Department comments shall be met, adhered to, and additional information supplied as requested.
- C. The use shall meet all applicable local, state, and federal rules and regulations at all times.

5. There being no further business to come before the Commission the meeting adjourned at 7:27 p.m.

Respectfully submitted,



Sarah J. Anderson
Planner

PLANNING COMMISSION – JUNE 20, 2018

STAFF COMMENTS

1. MIDWEST STORAGE 2ND ADDITION PRELIMINARY AND FINAL PLAT – FILE NO. 18-02:

- The applicant is Myron Krupa of Willmar, MN.
- The applicant is requesting to subdivide two parcels for a lot line change on property legally described as follows: Lots 2 & 3, Block 1, Midwest Storage Addition.
- The applicant is requesting this subdivision to alter lot lines, allowing an accessory kiosk to be added for Midwest Storage.
- Lot 2 fronts E Hwy 12 and Lot 3 is an internal parcel. Both are accessed via Outlot A from E Hwy 12. There are no proposed changes to ingress/egress from E Hwy 12.
- The parcels are zoned GB (General Business).
- Minimum lot area and width are well exceeded. All setbacks are met.
- Midwest Storage Addition has been submitted to the County Recorders. Due to timing of submittal, there have been some processing delays.
- An easement has been granted for the existing private water main that crosses Lot 1 and serves Lot 2. This easement will be recorded at the County with Midwest Storage Addition.

Fire Chief/Marshal Comments: It appears that this area meets all current fire service needs. This may change if building plans are submitted.

Engineering/Public Works Comments: Municipal sanitary sewer main ends in Lot 1. An easement for the extension of the sanitary sewer to Lot 2 should be added. Also, the elevation of Lot 2 should be investigated as it might require a lift station.

The existing private water main that crosses Lot 1 and serves Lot 2 should be protected by an easement.

MUC Comments: Single phase power is available. Three phase power would require considerable construction.

The existing private water main that crosses Lot 1 and serves Lot 2 may need an easement.

RECOMMENDATION: Reopen and complete the public hearing. Approve the preliminary and final plat with the following conditions:

1. A 6' utility easement shall be reflective of the lot line changes along the interior lot line between Lots 1 & 2.
2. The private water line utility easement across Lot 1 shall be reflected on the plat.

2. CO-OP CREDIT UNION PLAN REVIEW – FILE NO 18-06:

- The applicant is HTG Architects (Russ Schramm) of Eden Prairie, MN.
- The applicant is requesting a plan review to allow a credit union with a 3-lane drive-up on property described as follows: Lot 1, Block 2, Gesch Acres Second Addition.
- The property is zoned GB (General Business).
- Minimum lot width and area requirements are well exceeded. All current building and parking setbacks are met.
- Parking requirements are met (24 spaces required, 28 planned).

- There is one drive up window proposed with 3 lanes and stacking for 4 cars at each lane.
- The site can be accessed by 2 proposed locations via 5th St. SE and 19th Ave. SE. 25' curb cuts are proposed at both locations.
- The business will fit in with the surrounding uses and structures. Brick is the proposed building façade material.
- Construction is tentatively scheduled to begin later this summer and completion is anticipated for early 2019.

Engineering Comments: I have reviewed plans for Co-op Credit Union, prepared by HTG Architects, and have the following comments.

- A NPDES construction storm water permit will be required for this project.
- Post development runoff should be equal to or less than pre development runoff. Drainage calculations have been submitted and are in compliance with City Ordinance.
- Prior to any soil disturbing operations, perimeter silt fence shall be installed to prevent any sediment from leaving the site.
- The plan set does not include a utility plan sheet or a SWPPP sheet. These will need to be reviewed prior to project approval.
- All downstream storm sewer inlets or aprons shall have inlet protection in place prior to any soil disturbing operations.
- All offsite vehicle tracking sediment shall be swept at the end of each work day.
- The entrance from 5th Street SE will require pavement marking revisions to create a lengthen center turn lane.

RECOMMENDATION: Approve the plan review with the following condition:

- A. All future site development (building and parking) shall meet Zoning Ordinance Standards or a variance shall be obtained.
- B. All Engineering Department comments shall be met, adhered to, and additional information supplied as requested.
- C. The use shall meet all applicable local, state, and federal rules and regulations at all times.



WILLMAR

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

CITY COUNCIL AGENDA REPORT

To: Mayor and City Council	Date: July 2, 2018
From: Judy R. Thompson, City Clerk	Subject: State Temporary Liquor Permit Kandiyohi County Fair Association

AGENDA ITEM: Consideration of a State Temporary Liquor Permit – Kandiyohi County Fair Association

INTRODUCTION/REQUEST: Motion to Approve the State Application and Permit for a 1 Day to 4 Day Temporary On-Sale Liquor License

HISTORY: City Council approved the August 10-13, 2016, event on May 16, 2016. Also, the August 9-12, 2017, event on June 5, 2017.

CURRENT CIRCUMSTANCE: The Kandiyohi County Fair Association; a 501 (c) (3) nonprofit corporation organized under the laws of the State of Minnesota, has plans to sell alcohol during the Kandiyohi County Fair from August 8-11, 2018. A State Application and Permit for a 1 Day to 4 Day Temporary On-Sale Liquor License is required to distribute or consume alcohol on their property. Municipal Code Section 3-173 states a temporary license shall only be issued to a club, charitable, religious, or other nonprofit organization that has been in existence for at least three (3) years.

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

ISSUES: N/A

FINANCIAL IMPACT: \$100 Application Fee

ALTERNATIVE: Deny the serving of alcohol during the Kandiyohi County Fair

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

REVIEWED BY: Ike Holland, City Administrator

WORK SESSION DATE:

COUNCIL MEETING DATE: July 2, 2018 x **CONSENT AGENDA** **AGENDA**



WILLMAR

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

CITY COUNCIL AGENDA REPORT

To: Mayor and City Council	Date: July 2, 2018
From: Judy R. Thompson City Clerk	Subject: Consideration of Appointing Election Judges

AGENDA ITEM: Consideration of Appointing Election Judges

INTRODUCTION/REQUEST: Adopt the Resolution Appointing Election Judges for the 2018 Primary Election

HISTORY: In accordance to Minnesota Statutes 204B.21, Subdivision 2, it is necessary at this time to pass a resolution appointing election judges.

CURRENT CIRCUMSTANCE: The Primary Election is scheduled for Tuesday, August 14, 2018. 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.

RECOMMENDATION: Adopt the Resolution Appointing Election Judges for the 2018 Primary Election

ISSUES: N/A

FINANCIAL IMPACT: Up to \$15,000 in Salaries -Temporary Employment

ALTERNATIVE: N/A

RECOMMENDED MOTION: Adopt the Resolution Appointing Election Judges for the 2018 Primary Election.

REVIEWED BY: Ike Holland, City Administrator

WORK SESSION DATE:

COUNCIL MEETING DATE: July 2, 2018 X **CONSENT AGENDA** **AGENDA**

RESOLUTION NO.

RESOLUTION APPOINTING JUDGES FOR 2018 PRIMARY ELECTION

Motion By: _____ Second By: _____

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 14, 2018:

WARD ONE	Precinct One:	Pat Morse, Co-Head Judge Cheryl Retrum, Co-Head Judge Shirley Rolffs Tina Harried Kent Skoglund Wallis Klause Denis Anderson
	Precinct Two:	Ardell Engwall, Co-Head Judge Carol Wegner, Co-Head Judge Rita Dragt, Co-Head Judge Samuela Heyer Darlene Estwick Bonnie Ogdahl
	Precinct Three:	Eugene Kerfeld, Co-Head Judge Lynn Shuldes, Co-Head Judge Harold Kloster, Assistant Head Judge George Christensen JoAnn Jagt Judith Hoffer Cynthia Chetrit
WARD TWO	Precinct One:	Mary Louise Wallin, Co-Head Judge Helen Behrends, Co-Head Judge Ken Nelson, Assistant Head Judge Karen Stern James Buisman Millicent Larsen Paul Borene Tonie Rende
	Precinct Two:	Dan Reigstad, Head Judge James Halverson, Assistant Head Judge Sharon Cruze, Assistant Head Judge Patrick Curry Linda Dilly Clara DeRonde Marlene Vossen Don Thompson
	Precinct Three:	Donna Hillenbrand, Co-Head Judge Duane Bock, Assistant Head Judge Candice Clemens, Assistant Head Judge A. Marilyn Hanson Mary Lorentzen

Mary Catherwood
Shirley Ringness
Karen Kraemer

WARD THREE

Precinct One:

Sally McAdams, Co-Head Judge
Nancy Chamberlain, Co-Head Judge
Kathryn Halldin, Co-Head Judge
Susan Schiro
G. Richard Huesing
Nancy Snyder
Dan Johnson
Michele Odens

Precinct Two:

Ramona Berg-Perry, Co-Head Judge
Carol Laumer, Co-Head Judge
Kerry Johnson, Assistant Head Judge
Barbara Borene
Don Plantinga
Gerald DeGeest
Carolyn Stevens

Precinct Three:

Sonja Duruji, Co-Head Judge
Janice Crackel, Co-Head Judge
Susan Smith, Assistant Head Judge
Joan Kuhn
Susan Thorson
Benjamin Maas
Charles Wattnem

WARD FOUR

Precinct One:

David Rogers, Co-Head Judge
Susan Brauchler, Co-Head Judge
Joan Gleasman
Sandra George
Janice Olson
Jim Olson

Precinct Two:

Dennis Krueger, Co-Head Judge
Marsha Butterfield, Co-Head Judge
Carl Shuldes, Assistant Head Judge
Mary Huesing
Mary Konieczny
David Baron

Precinct Three:

Suzanne Rogers, Head Judge
Marlin Breems, Assistant Head Judge
Judy Kloster, Assistant Head Judge
Robert Bliss
Janice Krueger
Mary Bock
Mannfred Paech

Absentee Judges:

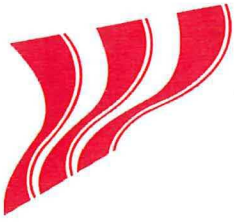
Marv Kray
Ardell Engwall

Dated this 2nd day of July 2018.

MAYOR

Attest:

CITY CLERK



WILLMAR

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

CITY COUNCIL AGENDA REPORT

To: Mayor and City Council	Date: July 2, 2018
From: Sean Christensen	Subject: Playground Equipment

AGENDA ITEM: Playground Equipment as budgeted in the 2018 CIP

INTRODUCTION/REQUEST: Staff have met and determined what equipment should be ordered for the parks based on budgeted resources from the 2018 CIP.

CURRENT CIRCUMSTANCE: With this purchase full units will be installed in Miller, Sunrise and Welshire Parks in July of 2018. In addition we have ordered a number of swing sets and a slide to be placed in other parks around town. These were determined based on the report public works staff created for the city council earlier this year.

RECOMMENDATION: To approve the order of playground equipment and installation from MN/WI playground totaling \$100,000.00 approved in the 2018 CIP.

ISSUES:

FINANCIAL IMPACT: \$100,000.00

ALTERNATIVES:

1. Do not purchase the equipment.

RECOMMENDED MOTION: Direct staff to purchase \$100,000.00 worth of equipment and installation from MN/WI Playground.

REVIEWED BY: Sean Christensen/Steve Brisendine

WORK SESSION DATE: June 11, 2018

COUNCIL MEETING DATE: July 2, 2018



Minnesota / Wisconsin Playground
 5101 Highway 55, Suite 6000
 Golden Valley, Minnesota 55422
 Ph. 800-622-5425 | 763-546-7787
 Fax 763-546-5050 | dan@mnwiplay.com

QUOTE
 #21808

06/05/2018

City of Willmar - Future Park

City of Willmar
 Attn: Steve Brisendine
 1234 Kandiyohi Ave SW
 Willmar, MN 56266
 Phone: 320-231-8494
 Fax: 320-231-5484
 brisendines@willmar.k12.mn.us

Ship To Zip: 56266

Quantity	Part #	Description	Unit Price	Amount
1	INSTALL	GameTime - Installation of PT17022 Adventure Structure ONLY. Includes mileage & hotel	\$14,720.00	\$14,720.00
			SubTotal:	\$14,720.00
			Total Amount:	\$14,720.00

This quotation is subject to current Minnesota/Wisconsin Playground policies as well as the following terms and conditions. Our quotation is based on shipment of all items at one time to a single destination, unless noted, and changes are subject to price adjustment. Purchases in excess of \$1,000.00 to be supported by your written purchase order made out to Minnesota/Wisconsin Playground.

Indemnification; Owner/Owner's Representative will indemnify and hold Minnesota Playground, Inc., dba, Minnesota Wisconsin Playground (MWP), harmless for all claims, damages and related costs, including reasonable legal fees and costs, arising out of Owner/Owner's Representative's negligence or noncompliance with any of its commitments under this document. MPW will indemnify and hold Owner/Owner's Representative harmless for all claims, damages and related costs, including reasonable legal fees and costs, arising out of MWP's negligence or noncompliance with any of its commitments under this document.

Pricing: f.o.b. factory, firm for 30 days from date of quotation. A tax-exempt certificate is needed at time of order entry for all orders whether from tax-supported government agencies or not. Sales tax, if applicable, will be added at time of invoice unless a tax exempt certificate is provided at time of order entry.

Payment terms: net 30 days for tax supported governmental agencies. A 1.5% per month finance charge will be imposed on all past due accounts. Equipment shall be invoiced separately from other services and shall be payable in advance of those services and project completion. Retainage not accepted.



City of Willmar - Future Park

Project Scope:

~ INCLUSIONS ~

- ~ One mobilization
- ~ Public utility locates only
- ~ Marking and digging of footings to accept direct embedment supports
- ~ Unpacking of play equipment
- ~ Assembly of play equipment
- ~ Concrete for footings of play equipment
- ~ Pouring of concrete for footings
- ~ Spreading of engineered wood fiber (EWF)
- ~ Standard insurance offerings
- ~ Standard warranty offerings
- ~ Standard industry accepted labor wages- EXCLUSIONS -

- Clear access path up to and into play area for installation equipment (minimum of 8-foot wide, includes but not limited to gates, walkways, driveways, etc.)
- Staging area for materials and installation equipment, trailers, etc.
- Unobstructed space for maneuvering installation equipment as well as performing work
- Private utility locates such as, but not limited to, irrigation, fiber optics, private lighting, etc.
- Accepting, unloading and storage of order(s)/shipment(s) prior to installation
- Sitework of any kind such as, but not limited to, grading (play area to have max slope of 1%), site restoration, drainage, etc.
- Removal of existing play equipment, border, safety surfacing, etc.
- Digging in rock, hard pan, tree roots, unstable soil conditions, etc.
- Digging/maneuvering in sand, pea gravel, mud, etc.
- Offsite removal of spoils from footing holes (can be stockpiled near play area for owner/owner's representative removal or spread within play area)
- Disposal of packing material (can be deposited in owner/owner's representative onsite dumpster or stockpiled for removal by others)
- Border to help contain safety surfacing
- Bonding of any type
- Permits of any kind
- Prevailing, Davis Bacon, Union, or similar, wages

Please note, installation is based on site conditions that have been conveyed to our organization by the owner/owner's representative and ideal conditions existing for a timely completion of your project as quoted. Unless addressed prior to the installation quote being issued or specifically mentioned herein, any issues that arise that impede the progress/completion of your project as quoted will result in additional charges.

Summer of 2018 Installations: Your request for installation has been noted but please keep in mind, typically installations of playground equipment, and any related work, with completion dates prior to August 31st cannot be guaranteed with an order date of June 1st or later. Install costs herein have been calculated on ideal installation conditions, standard industry practices and in accordance with the project scope herein, should you wish to have your project completed with special circumstances taken into consideration, please telephone your company contact to discuss alternate installation processes and costs. Should you choose to have the install done after September 1st, please make the necessary unloading and storage arrangements then as soon as the schedule allows your order will be installed. As always, weather plays a major role in scheduling installations and will affect completion of projects.

Acceptance of quotation:

Accepted By (printed): _____

P.O. No: _____

Signature: _____

Date: _____

Title: _____

Phone: _____

Facsimile: _____

Purchase Amount: **\$14,720.00**





Minnesota / Wisconsin Playground
 5101 Highway 55, Suite 6000
 Golden Valley, Minnesota 55422
 Ph. 800-622-5425 | 763-546-7787
 Fax 763-546-5050 | dan@mnwisplay.com

QUOTE
 #21845

06/06/2018

City of Willmar - Future Park

City of Willmar
 Attn: Steve Brisendine
 1234 Kandiyohi Ave SW
 Willmar, MN 56266
 Phone: 320-231-8494
 Fax: 320-231-5484
 brisendines@willmar.k12.mn.us

Ship To Zip: 56266

Quantity	Part #	Description	Unit Price	Amount
1	RDU	GameTime - PT17022 Adventure	\$57,806.00	\$57,806.00
10	RDU	GameTime - 2 Bay PrimeTime Swing w/ 2 belt & 2 tot seats	\$2,965.00	\$29,650.00
1	81738	GameTime - 8' Zip Slide F/S	\$7,068.00	\$7,068.00
1	5055	GameTime - Merry-Go-All	\$5,296.00	\$5,296.00
1	8662	GameTime - Walking The Plank	\$1,577.00	\$1,577.00
1	178749	GameTime - Owner's Kit	\$53.00	\$53.00
			SubTotal:	\$101,450.00
			Discount:	(\$23,534.49)
			Freight:	\$7,364.49
			Total Amount:	\$85,280.00

This quotation is subject to current Minnesota/Wisconsin Playground policies as well as the following terms and conditions. Our quotation is based on shipment of all items at one time to a single destination, unless noted, and changes are subject to price adjustment. Purchases in excess of \$1,000.00 to be supported by your written purchase order made out to Minnesota/Wisconsin Playground.

Indemnification; Owner/Owner's Representative will indemnify and hold Minnesota Playground, Inc., dba, Minnesota Wisconsin Playground (MWP), harmless for all claims, damages and related costs, including reasonable legal fees and costs, arising out of Owner/Owner's Representative's negligence or noncompliance with any of its commitments under this document. MPW will indemnify and hold Owner/Owner's Representative harmless for all claims, damages and related costs, including reasonable legal fees and costs, arising out of MWP's negligence or noncompliance with any of its commitments under this document.

Pricing: f.o.b. factory, firm for 30 days from date of quotation. A tax-exempt certificate is needed at time of order entry for all orders whether from tax-supported government agencies or not. Sales tax, if applicable, will be added at time of invoice unless a tax exempt certificate is provided at time of order entry.

Payment terms: net 30 days for tax supported governmental agencies. A 1.5% per month finance charge will be imposed on all past due accounts. Equipment shall be invoiced separately from other services and shall be payable in advance of those services and project completion. Retainage not accepted.

Freight charges: Prepaid & added





Minnesota / Wisconsin Playground
5101 Highway 55, Suite 6000
Golden Valley, Minnesota 55422
Ph. 800-622-5425 | 763-546-7787
Fax 763-546-5050 | dan@mnwiplay.com

QUOTE
#21845

06/06/2018

City of Willmar - Future Park

Order Information:

Bill To: _____
Company: _____
Attn: _____
Address: _____
City, State, Zip: _____
Contact: _____
Tel: _____
Fax: _____

Ship To: _____
Project Name: _____
Attn: _____
Address: _____
City, State, Zip: _____
Contact: _____
Tel: _____
Fax: _____

Acceptance of quotation:

Accepted By (printed): _____
Signature: _____
Title: _____
Facsimile: _____

P.O. No: _____
Date: _____
Phone: _____

Purchase Amount: **\$85,280.00**



City of Willmar

Playground Equipment Order 2018

Please review this document for accuracy but I believe I have captured our discussion around playground equipment order for this year.

Adventure Unit	Welshire Park	\$57,806.00	\$57,806.00
2 Bay Swing	10 Sets	\$2,965.00	\$29,650.00
Parks to be placed at;			
Cardinal, Colleeview, Gesch, Miller , Rainbow, Ramblewood, Rice (2), Sunrise and Welshire			
Zip Slide	Rainbow Park	\$7,068.00	\$7,068.00
Merry –Go-All	Welshire Park	\$5,296.00	\$5,296.00
Walking Plank	Welshire Park	\$1,577.00	\$1,577.00
Owners Manual		\$53.00	\$53.00
Sub Total			\$101,450.00
Discount			\$23,534.49
Freight			\$7,364.49
Total			\$85,280.00
Install Adventure Unit	Welshire Park		\$14,720.00
Total Purchase			\$100,000.00







**HUMAN RIGHTS COMMISSION
MINUTES**

Approved: June 19, 2018

The Human Rights Commission met on Tuesday, May 15, 2018 at 5:00 p.m. in the Multi-Purpose Room at the Kandiyohi County Historical Society.

Members present were: Richard Engan, Marlin Breems, Jill Benson, Shawn Mueske, Fernando Alvarado, Barbara Little, Dale Boxrud and John Salgado Maldonado.

Item No. 1 Call to Order

The meeting was called to order by Vice Chairperson Richard Engan at 5:00 p.m.

Item No. 2 Approve Minutes of Meeting

Vice Chair Engan presented the minutes of the April 17, 2018 meeting for discussion. Commission Member Mueske moved to approve the Human Rights Commission minutes of April 17, 2018 and Commission Member Breems seconded the motion, which carried.

Item No. 3 Public Comment

There were no other members of the public in attendance who wished to comment.

Item No. 4 Dog Park Follow-up Discussion

Vice Chair Engan entertained discussion in relation to the Dog Park. The park now features a dog statue donated by the Lions Club and benches. With a service focus in mind, it would seem to make sense that it be handicap accessible for people in wheelchairs who can commonly have service animals. Vice Chair Engan stated he will relay the Commission's discussion to the Lions Club so they are aware. Commission Member Boxrud informed the members he spoke with the President of the Eagles and any member can bring a request to their donation committee once a proposal and costs were determined. Specific gates handles, platforms and expenses were discussed. Administrative Assistant Sommers conveyed to the Commission a conversation with the Public Works Department whereby they are planning to resurface the parking lot and construct walkways up to the gates.

Item No. 5 Sheriff Candidate Forum Follow-up

The Commission reviewed the topic of a new sheriff forum. Commission Member Little reported she was not able to follow-up with Jan Dahl of the League of Women Voters, however Jan believed it was a good idea.

Item No. 6 Commission Membership

Vice Chair Engan read aloud from the bylaws of the Commission the section pertaining to attendance at meetings containing language whereby a member who is unable to attend seven or more consecutive meetings should so submit their resignation from the Commission. Following discussion it was the consensus of the Commission to send a letter to the members who have not attended for over seven consecutive meetings acknowledging they have been missed and thanking them for their service. Commission Member Little offered to compose the letters.

Item No. 7 Summer Meeting Schedule

Vice Chair Engan opened up discussion of the meeting schedule for the summer months. Following discussion it was the consensus to maintain the June meeting on the 19th and cancel the meeting for the month of July. A motion was made by Commission Member Little to follow the consensus of the Commission and cancel the July meeting. Commission Member Alvarado seconded the motion which passed.

Item No. 8 Other Business

Commission Member Alvarado shared a "hate message" he received on his voice mail something about "Somalians are going to kill us, I want you to talk about it at the next council meeting." They caller left no indication of who they were.

The message of increased traffic during the Ramadan particularly around the mosque was relayed to the neighbors and Commission Member Mueske particularly when they assemble in the evening.

The Commission held a discussion in general regarding the changes in the community and expressed Willmar is lucky it continues to grow. Communication can still be an issue and lamenting on the way the community use to be continues. Looking to the future to what Willmar has to offer from the increased diversity has made it a dynamic town.

The next meeting date of the Commission will be Tuesday, June 19, 2018 at 5:00 p.m. A motion was made by Commissioner Breems, seconded by Commissioner Little and passed to adjourn. The meeting was adjourned at 5:50 p.m.

Respectfully submitted,

Janell Sommers
Administrative Assistant

**Willmar Lakes Area CVB Board Meeting
EBO Room of the CVB/Chamber
Tuesday, April 17, 2018 @ 12:00 Noon**

Members Present: Sue Steinert, David Feist, Dave Henle, Jim Butterfield, Rob Baumgarn, Michelle Olson, Ken Warner, Judy Thompson, Steve Ahmann, Sabrina Lere, Doug Kuehnast, Craig Edwards and Audrey Nelsen

Members Excused: RJ Linder and Janet Demuth

Members Absent: Denny Baker and Art Benson

Staff Present: Beth Fischer and Tanya Rosenau

- I. **Call to Order:** Feist called the meeting to order at 12:14pm.
 - a. **Additions or corrections to the agenda:** There were no additions or corrections.

- II. **Approve Minutes from the March 20, 2018 Meeting:** It was MSC (m/Kuehnast; s/Ahmann) to approve the minutes from the March 20, 2018 meeting.

- III. **Financial Report:** Thompson presented the financial report and reviewed the lodging tax revenues report. It was MSC (m/Steinert, s/Butterfield) to approve the financial report as it was presented.

- IV. **Committee Reports & Updates:**
 - a. **Sports:** Baumgarn reported information on recent events at the Civic Center, including: Builders Show, Camper Show, Spring Show (great attendance), Gun Show (pretty good attendance even with the snow). This week Life Connections is Thursday and Friday, there's a Fashion Show Saturday from 2-10pm, the Garage Sale is April 28th, Ridgewater College graduation is May 11th, and the Tour of Minnesota bike ride starts and ends at the Civic Center in June. The refrigeration project started and hopefully by June of 2019 they can have summer ice in Willmar. Last night the Curling Club signed a letter of intent with the Willmar City Council and they will be moving on to fundraising.
 - b. **Leisure Committee:** Butterfield shared that they met at the Historical Society and got to view Mary Chalmers quilt exhibit there. There were 1944 leads in March compared to 1622 leads last year. It was decided to attend all four sport shows again next year. Tourism week is May 6-12 and Rally Day is May 8th. The Mayor's Bike Ride is May 18th. Little Crow Water Ski team has their first show June 1st. This Saturday is the Earth Day Celebration Event at Prairie Woods Environmental Learning Center.
 - c. **Special Events Committee:** No new business to report.
 - d. **Meetings & Conventions Committee:** Feist said they did not meet, but April is busy with conferences. MN Corrections' post survey came back and everything was great. MN Healthcare Educators are taking place this week and they are finalizing the details for the May conventions.
 - e. **Visitor Guide Committee:** Steinert shared that distribution continues for the visitor guides. Lakeside Press has sold their building and the visitor guides will now be stored at the CVB office and at the Willmar Municipal Airport. If you need guides, talk to Fischer.

- V. **Affiliated Partnership Updates/Reports:**
 - a. **Vision 2040 Update:** No new business to report.
 - b. **Spicer Commercial Club:** Olson shared that WinterFest went well with great attendance and the Spicer Street Dance is on June 30th with Lost Highway again this year. The Spicer Appreciation Awards Banquet is April 26th and they are collecting 50 bottles of wine.

- c. **New London:** Edwards shared that the hotel and golf course are on schedule, the bike path is coming along, and the Little Crow Ski Team got their permit last week. The Gallery St. Germain in St. Cloud has seven New London artists exhibiting through the end of the month.

VI. **Executive Director Report:** Fischer distributed the report and went over some of the larger events that are coming up. Such as MN Healthcare Educators Conference, BPW Convention, MN DFL Convention, Earth Day Celebration, Governor's Fishing Opener, JCI MN Spring Convention, NARFE Convention and many more. She has submitted ads to the MN Trails Summer Issue and contracted for winter, MN Getaways summer mailer, submitted a deal for the MN Getaways email blast and an ad for the Summer Fun Tab. We were awarded the 2019 and 2020 Community of Christ the Redeemer Women's Retreat. She submitted a bid to host the 2020 NARFE Convention. She has assisted conventions such as Kiwanis Key Club, MN DFL, MN Healthcare Educators Conference and many more. A complete copy of the Executive Director's Report is available upon request from the CVB office.

VII. **Other Business:**

- a. **GFO Update:** Fischer reminded everyone the event takes place May 10-13th and went over the schedule. Rockin' Robbins Fishin' Edition will take place Friday, May 11th from 4:30-8pm at Robbins Island and it is the only event open to the public. The GFO is a private event for the media with exception of the community picnic. Fischer shared that we were on KARE 11 last night and we will be meeting with WCCO tomorrow at noon. She handed out a copy of the photo on the ice that is all over social media. The Activities Committee is planning back up plans for each activity if needed. If there is no ice out on Green Lake, we are working on back up options for fishing. Foot Lake will most likely be where the Governor will be fishing. Looking for decorating items: bobbers, colorful lures, wooden crates, nets, wooden panel, Adirondack chairs, metal lanterns or tackle boxes. Please bring to the CVB office as soon as you can if you have something we could use. T-Shirt order is going in tomorrow so if you'd like to volunteer please talk to Fischer today.
- b. **Word Around the Community:**
 - i. **Ahmann:** It was passed that there is only 1% interest on a 15 year loan if you'd like to improve your sewage system on your lawn.
 - ii. **Thompson:** Thank you to Fischer for the presentation at last night's City Council meeting.
 - iii. **Olson:** RSVP to Spicer Appreciation Banquet. O'Neil's has live music every weekend.
 - iv. **Nelsen:** Initial agreement with the Curlers was signed last night. Location is to the West of the Blue Line Arena with a connection to the other buildings. Watch for upcoming information on Robbins Island. The plan will be presented at the Willmar City Council meeting the second meeting of May.
 - v. **Warner:** We will find out tomorrow who the new president is at Ridgewater College. April 28th is the next Legislative Breakfast at Christianson from 8:30-10am with Baker and Lange.
- c. **Next Meeting Date:** May 15, 2018

VIII. **Adjournment:** Feist adjourned the meeting at 1:01pm.

Respectfully Submitted by,

Tanya Rosenau, Administrative Assistant, Willmar Lakes Area Convention & Visitors Bureau



City of Willmar
CONVENTION & VISITORS BUREAU
Balance Sheet as of May 31, 2018
(As of 06/01/18)

(2017 has not been officially closed so amounts are subject to change)

Assets

Cash	\$ (13,809.38)
Petty Cash	50.00
Investments	244,234.33
Taxes Receivable	-
Accounts Receivable	-
Prepaid Expenses	864.91
Interest Receivable	25.47
Total Assets	\$ 231,365.33

Liabilities

Accounts Payable	\$ -
Total Liabilities	-

Fund Balance

Restricted Fund Balance - Prepaid Expenses	8,729.86
Committed Fund Balance - CVB	30,544.27
Assigned Fund Balance - Petty Cash/CVB	50.00
Assigned Fund Balance - CVB	192,041.20
Total Fund Balance	231,365.33

Total Liabilities & Fund Balance **\$ 231,365.33**





City of Willmar
CONVENTION & VISITORS BUREAU
COMPARATIVE INCOME STATEMENT
For the Period Ended May 31, 2018
 (As of 06/01/18)

(2017 has not been officially closed so amounts are subject to change)

	<u>Budget</u>	<u>2018 Actual</u>	<u>2017 Actual</u>
<u>Revenues</u>			
Lodging Receipts	\$ 200,000.00	\$ 54,569.59	\$ 58,802.87
State Tourism Grant	6,000.00	5,509.00	5,828.00
Kandiyohi County	15,000.00	-	-
Kandiyohi Co. Tourism Phone Reim	1,000.00	-	-
Kandiyohi Co. Tourism Partnerhip	34,000.00	34,000.00	34,000.00
Advertising Sales	1,500.00	1,627.75 *	1,280.75
Miscellaneous	-	-	-
Interest Earnings	3,000.00	929.85	944.11
Market Value Increase (Decr)	-	-	791.94 *
Refunds & Reimbursements	3,000.00	1,557.95	485.12
Total Revenues	263,500.00	98,194.14	102,132.79
<u>Expenditures</u>			
Operating			
Full Time Exec Director Salary	99,000.00	29,083.76	27,497.97
Temporary Employee Salaries	-	-	-
Benefits and Taxes	24,000.00	8,195.17	7,656.21
Office Supplies/Copies	3,000.00	421.65	247.95
Small Tools	1,000.00	10.67	-
Postage	1,500.00	329.36	393.64
Mtce. of Equipment	1,000.00	-	326.50
Mtce. Of Structures	-	-	-
General Supplies	2,300.00	334.79	300.00
Telephone/Fax	7,500.00	2,065.06	1,903.92
Printing & Publishing	4,000.00	-	371.00
Travel/Lodging/Dues	7,500.00	2,465.36	2,869.75
Mtce. of Equipment	2,000.00	-	86.38
Other Services	-	545.61 *	319.72 *
Rents	8,300.00	2,756.24	2,506.44
Insurances & Bonds	500.00	500.00	482.00 *
Awards & Indemnities	250.00	55.01	-
Subscription/Membership	2,000.00	1,746.03	1,460.39
Professional Services	3,000.00	2,079.99	1,920.00
Advertising/Marketing	-	-	-
Other Charges	-	-	-
Contingency Fund	5,000.00	-	-
City Transfer (5%)	9,850.00	-	-
Transfer Out Capital Improvements	-	-	-
Refunds and Reimbursements	-	-	-
Market Value Adjustment	-	3,333.40 *	1.66 *
Tourism Expenses	40,000.00	18,660.13	21,775.07
Ad Development & Revisions	300.00	10.00	20.00
Conference & Convention	30,000.00	11,681.83	14,625.66
Group Tour Promotions	1,290.00	-	-
Leisure Travel	39,700.00	19,907.90	17,277.91
Sports Promotions	7,000.00	966.44	855.80
Spring/Summer Promotions	-	-	-
Special Projects	4,000.00	2,000.00	500.00
Strategic Marketing	14,000.00	-	-
Total Expenditures	317,990.00	107,148.40	103,397.97
Net Income (Loss)	(54,490.00)	(8,954.26)	(1,265.18)
Fund Balance January 1	240,319.59	240,319.59	211,618.94
Prior Period Adjustment	-	-	-
Fund Balance May 31	\$ 185,829.59	\$ 231,365.33	\$ 210,353.76

* Indicates Over Budget



Lodging Tax History

	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018
January	\$ 7,998.33	\$ 7,855.69	\$ 8,682.75	\$ 9,803.51	\$ 10,143.12	\$ 9,356.74	\$ 8,863.45	\$ 8,485.83	\$ 8,884.20	\$ 8,809.36	\$ 9,592.37	\$ 10,146.02	\$ 11,242.91	\$ 12,481.92	\$ 16,072.96	\$ 15,411.55	\$ 14,438.84
February	\$ 8,273.68	\$ 8,564.69	\$ 8,499.71	\$ 10,224.37	\$ 10,054.13	\$ 9,566.54	10,602.01	\$ 8,480.61	\$ 10,444.66	\$ 10,611.48	\$ 11,908.11	\$10,911.35	\$ 13,578.53	\$ 13,861.89	\$ 12,644.59	\$ 13,292.01	\$ 13,934.28
March	\$ 8,369.92	\$ 7,834.79	\$ 8,617.73	\$ 9,891.40	\$ 9,769.91	10,355.41	\$ 11,159.67	\$ 9,627.34	\$ 11,072.50	\$ 10,383.91	\$ 11,246.07	\$ 12,286.25	\$ 11,960.20	\$ 13,268.74	\$ 11,951.98	\$ 14,443.01	\$ 14,696.50
April	\$ 8,364.42	\$ 8,217.88	\$ 8,791.84	\$ 10,683.76	\$ 10,486.74	\$ 10,298.58	\$ 11,256.15	\$ 8,896.70	\$ 10,582.99	\$ 11,572.47	\$ 9,979.39	\$ 11,762.97	\$ 12,280.28	\$ 20,893.77	\$ 16,855.81	\$ 15,757.48	\$ 16,409.14
May	\$ 10,054.26	\$ 9,078.07	\$ 9,523.49	\$ 11,180.11	\$ 11,916.43	\$ 12,498.33	\$ 11,400.34	\$ 9,590.19	\$ 10,405.48	\$ 12,184.92	\$ 13,372.89	\$ 13,011.30	\$ 13,953.56	\$ 27,168.41	\$ 16,576.02	\$ 15,746.72	
June	\$ 12,103.69	\$ 11,693.46	\$ 13,263.93	\$ 13,222.78	\$ 14,656.50	\$ 14,272.52	\$ 13,587.59	\$ 14,138.00	\$ 14,192.88	\$ 16,310.94	\$ 17,056.44	\$ 17,723.80	\$ 21,493.18	\$ 31,353.36	\$ 23,587.69	\$ 26,686.49	
July	\$ 13,956.28	\$ 14,304.97	\$ 16,313.57	\$ 16,679.03	\$ 17,455.49	\$ 17,601.37	\$ 18,627.95	17,670.65	\$ 18,118.86	\$ 21,102.74	\$ 19,419.80	\$ 20,870.17	\$ 23,504.27	\$ 31,335.96	\$ 21,423.26	\$ 27,584.55	
August	\$ 12,484.49	\$ 12,430.55	\$ 13,557.57	\$ 15,367.67	\$ 15,814.31	\$ 16,146.49	\$ 15,076.77	\$ 14,583.82	\$ 16,871.90	\$ 17,099.31	\$18,441.81	\$ 19,836.73	\$ 19,602.33	\$ 26,012.06	\$ 24,542.87	\$ 26,921.27	
September	\$ 8,761.79	\$ 9,282.67	\$ 11,132.73	\$ 11,735.70	\$ 13,352.34	\$ 12,661.74	\$ 12,474.13	\$ 12,845.44	\$ 12,965.58	\$ 14,485.25	\$ 16,027.03	\$ 16,596.08	\$ 15,996.62	\$ 19,337.47	\$ 20,738.25	\$ 21,674.86	
October	\$ 10,165.02	\$ 10,461.69	\$ 10,748.60	\$ 12,588.44	\$ 12,889.49	\$ 11,976.87	\$ 12,486.39	\$ 10,180.03	\$ 12,657.71	\$ 13,417.43	\$ 13,824.00	\$ 15,507.78	\$ 16,011.42	\$ 17,588.17	\$ 19,325.13	\$ 21,137.60	
		\$ 12,994.55	\$ 12,147.50				\$14,931.70*	\$15,814.85*	\$14,889.20*								
November	\$ 6,602.76	\$ 8,430.63	\$ 8,898.66	\$ 10,188.40	\$ 10,176.16	\$ 9,264.87	\$ 9,444.09	\$ 8,785.56	\$ 9,312.75	\$ 11,366.74	\$ 11,414.80	\$ 12,603.31	\$ 12,749.26	\$ 13,727.63	\$15,342.87	\$14,726.67	
	\$ 10,746.10			\$ 12,061.86	12,886.81*	13,780.05*				\$ 14,625.30	\$ 14,728.80	\$ 14,885.55	\$14,858.75	\$14,785.45	\$15,497.95	\$15,862.70	
December	\$ 7,875.14	\$ 8,583.87	\$ 8,521.55	\$ 10,286.25	\$ 9,985.78	9,345.52	\$ 8,748.64	\$ 6,998.74	\$ 9,662.25	\$10,045.27	\$ 10,378.89	\$ 11,250.37	\$ 12,489.86	\$ 13,694.93	\$13,812.73	\$13,553.46	
Total Lodging tax	\$ 125,755.88	\$ 129,733.51	\$ 138,699.63	\$ 153,913.28	\$ 149,046.17	\$ 157,316.91	\$ 149,764.53	\$ 138,486.75	\$ 145,171.76	\$ 161,969.85	\$ 177,390.40	\$ 187,391.68	\$ 199,721.17	\$ 255,509.76	\$ 228,372.11	\$ 242,798.37	

CVB Executive Director's Report – June 2018

- June 17 – 21: Horseless Carriage Club of America
- June 20 – 23: Willmar Fests
- June 22: Tour of Minnesota Returns
- June 26 – 29: American Milking Shorthorn Society Convention
- June 28 – 8: 4th of July Activities in Spicer
- July 6 – 8: MN / ND District Gold Wing Road Riders Association District Rally
- July 8: Music at Pirrotta Park Begins (Sundays through 8/12)
- July 12 -15: 7 Lag Stevne
- July 17: Rockin Robbins - Matt Vee & The Killer Vees
- July 19 – 20: ICBM Ag Conference
- July 16 – 22: New London WaterDays
- July 20: Movies in the Park
- July 24: Rockin Robbins - Pamela McNeill
- July 31: Rockin Robbins - Big Toe and The Jam
- August 7: Rockin Robbins - The Fabulous Armadillos
- August 10 – 12: Kiwanis District Convention
- August 11: Green Lake Kids Triathlon
- August 12: Green Lake Triathlon
- August 18: New London Music Festival
- August 20: Movies in the Park

Advertising:

- Submitted an ad for the summer issue of Lake Time Magazine.
- Submitted an online ad for MN Meetings & Events.
- Submitted ads for the Mayor's Bike Ride in the West Central Tribune and the Lakes Area Review.
- Interview with Lakes Area Review regarding the GFO.
- Participated in an interview with JP Cola regarding the GFO.
- Coordinated Interviews with Bill Hudson from WCCO regarding the GFO.
- Participated in several interviews at the GFO PR Event.
- Participated in an interview with Bob Hughes from KSNI Radio in St. Cloud.
- Created itinerary and schedule for MN Monthly Travel Writer Todd Walker. He is doing a Travel Feature on the Willmar Lakes Area that will be in the September issue of MN Monthly.
- Continue to market the area via social media and online. Please follow us on Facebook, Twitter, Instagram and Pinterest and use the hashtag #WillmarLakesArea.

Proposals/Conference Assistance:

- We were awarded the 2019 MN Association of Assessment Personnel Summer Workshop. It will be held August 15 - 16, 2019.
- We were awarded the 2020 Gideons Convention. It will be held April 17 - 19, 2020.
- Submitted a bid to host the 2019 Gathering Partners of Natural Resources Conference. This was awarded to the Willmar Lakes Area and will take place at the Willmar Conference Center May 17 – 20, 2019.
- Submitted a proposal to host the MN National Farmers Association Conference in December 2018.
- Submitted a proposal to host the 2019 Women in Ag Network Conference.

- Submitted a bid to host the 2019 MN Deer Farmers Association Conference. This bid was lost to Shoreview.
- Submitted a bid to host the 2019 United Postmasters and Managers of America (UPMA) State Convention. This bid was lost.
- Submitted a proposal to host the 2020 REAM Conference.
- Submitted a bid to host the 2021 MN Beer Wholesalers Association Convention.
- Submitted a bid to host the 2021 – 2024 MN Ducks Unlimited Conventions.
- Lost the MN Elk Breeders Conference to the Twin Cities Area. Price and Location were deciding factors for their group.
- Provided welcome bags, registration assistance, the photo station and name badges to the MN Healthcare Educators Conference. Overall the conference went very well, and we received positive feedback from the event organizers on the services provided by the CVB.
- Provided name badges, welcome bags and arranged for bus transportation for the Business and Professional Women's State Conference. The event was held at O'Neil's and overnight stays at the Hampton Inn. Activities included stops to Goat Ridge Brewery and the Glacial Ridge Winery.
- Met with JCI MN organizers to finalize their detail for their April Convention. The CVB provided name badges, welcome bags and the photo station. Overall the convention went well.
- Met with 7th District DFL organizers to finalize the details for their April Convention. The CVB provided name badges, welcome bags and several other misc. items for their event. The event was very successful and they were extremely pleased with the services provided by the CVB.
- Assisted the NARFE Convention Planning team with several details for their May event. We provided name badges, welcome bags, arranged for several welcome greetings to their attendees and assisted with registration. The organizer was pleased with the services provided by the CVB.
- Met with American Milking Shorthorn Society organizers to finalize the details for their June convention. I have arranged their bus transportation during their convention and we will be providing name badges, welcome bags and the photo station.
- Participated in a conference call with the Tour of Minnesota Bike Ride organizer. The CVB assisted with facility and caterer selection. The ride started in Willmar on Friday, June 15 and will return to the Willmar Civic Center on June 22. I attended Friday's registration and evening event as well as Saturday's breakfast and send-off. Both days went very well.
- CVB provided name badges and welcome bags for Horseless Carriage of America.
- Met with Kiwanis District Convention organizer to finalize several details for their August Convention. I have booked their evening entertainment for both Friday and Saturday night. We are providing assistance with activities, name badges, the photo station and welcome bags for their attendees.
- Met with Gold Wing Road Riders to finalize details for their July Rally. The CVB will be providing welcome bags and the photo station.
- Met with 7 Lag Stevne organizer to finalize details for their July Stevne. The CVB is providing name badges, welcome bags, photo station, assistance with registration and assistance with their tours.
- Assisted the ICBM Ag Conference Meeting Planner with social activities for their attendees. They will have a golf event at Eagle Creek Golf Club and a Houseboat Cruise on Green Lake. I also arranged for the bus transportation to each activity with Willmar Bus. They will be here in July.
- Working with Beta Sigma Phi on social activities for their 2019 September Convention.
- Met with Association of MN Counties Workforce Symposium organizer to finalize details for their October 2018 event. The CVB will provide name badges and welcome bags for their attendees.
- Met with The Church of Christ Redeemer regarding their March 2019 retreat. We will host their event in 2019 and 2020. This will be the first time they are not in a camp setting.

- Participated in a conference call with the MN Kindergarten Association regarding their 2019 Conference. It will be held May 3-4, 2019. We will be providing welcome bags, photo station, registration assistance and name badges for their attendees.
- Participated in a conference call with the Kiwanis Key Club organizer to discuss their 2019 convention March 7th – 10th. These are updated dates, as the convention was moved to March from April.
- Attended a meeting for the 2019 Lakes Area Classic Figure Skating Competition. It will be held on January 12th at the Willmar Civic Center. The CVB will provide assistance with marketing and welcome bags for their participants.
- Participated in a MN Ducks Unlimited Convention conference call to discuss their February convention.
- Attended several meetings for the 2018 Governor's Fishing Opener including but not limited to Emergency Management, Kid's Fishing Event, Publicity, Photography, Transportation, Sponsorship, Shore Lunch, Golf Event, Community Picnic, Registration, Activities, Celebration Dinner, Budget, Executive Committee and several individual sponsorship meetings.
- Orchestrated a very successful 2018 Governor's Fishing Opener in the Willmar Lakes Area! We have received numerous compliments on a job well done from attendees, media, Governor's Office, MN DNR and Explore Minnesota.
- Continue to prospect new convention and tour group business for the area.

Misc:

- Organized the Mayor's Bike Ride, which took place on Friday, May 18th. We had 85 cyclists participating, led by the Mayors of Spicer, New London and Willmar. All rode to New London for a free picnic at Goat Ridge Brewery.
- Attended MPI's World Education Congress in Indianapolis.
- Attended Certified Meeting Professional (CMP) Master Class while at Indianapolis.
- Attended a CMP Boot Camp in St. Paul.
- Presented information on the GFO to Kiwanis.
- Attended the Spicer Appreciation Banquet and assisted with registration.
- Met with the General Manager and Sales Manager for the Little Crow Golf Resort. Participated in a tour of the new Little Crow Event Center.
- Attended a variety of meetings including, but not limited to, Water Trails, Kandiyohi County Park Plan, Bike Committee, Bike Share Meeting, Willmar Fests, 4th of July, Movies in the Park and Let's Go Fishing.

MINUTES
Central Community Transit
Operations Board

Tuesday, March 27, 2018
10:00 a.m.
Willmar Office

Members Present: Amanda Becker, Jill Bruns, Chad Christianson, Pam Meinert, Jill Pelzel, Michelle Prahl, Lori Rice.

Members via Phone: None

Members Absent: Alan Anderson, Catherine Birr, Paul Bukovich, Kristi Maahs, Laura Morales, Judy Thompson, Jan Wrase.

Staff Present: Tiffany Collins, Transit Director; Doug Sweeter, Operations Coordinator; Patti Flannigan, Dispatcher.

JP Members Present: Al Houdek, Joint Powers Board Chairman

Introductions

The meeting was called to order and introductions were made around the table

Approval of Agenda

No additions or changes to the agenda.

Approval of Minutes

No corrections or additions to the January 23, 2018 minutes.

Jill Bruns made a motion to approve the minutes from January 23rd, 2018.
Pam Meinert seconded the motion, which carried.

Director's Update

Financials – Tiffany reviewed January and February financials with 83.8% remaining. Currently working with CDS to finalize 2017. Prepaid Farebox billing for December transportation was sent out in January/February. Farebox Prepaid (2010.2) January payments are coming in, along

with Special Services (2024) Woodland Centers payment expected soon. The 1st quarter MNDOT Grant was received for \$413,900. Reviewed the balances of checking, savings, savings direct along with the MPT Reserve account. Expenditures for Personnel Workers Compensation (1065) \$63,445 represents payment for the entire year. Administration Advertising/Marketing (1130) \$3,147 has been spent with Lakeland Broadcasting and Headwaters swaps. Ads are currently on the back of the buses with Spring Show advertising. The Stingers Baseball will be doing an ad swap for advertising on the back of the buses in April and May and in exchange CCT advertising will be placed in their pocket schedule handout. Fuel charges are current with Renville County. Meeker County has two buses #5 & #7 that are the same year and mileage. It has been decided to retire #7 and keep #5 as they have recently placed money into that bus. The three new buses are on the road and have been paid for in March 2018 from the 2017 funds. The fourth bus arrived last Thursday, March 22nd. The lift inspection has been completed and once the logos are applied it will be ready to be put on the road. Jill Bruns expressed that Scott with the Renville County Sheriff's Department is looking for a bus. Unfortunately, the buses are higher mileage than what the county was looking for and are being placed on Craig's List, K-BID or taken to the salvage yard. Tiffany has discussed this with the Sheriff and will keep in contact when the next buses are ready to be sold. The new bus for the Service Expansion is expected around June/July. The first half of Liability Insurance (1410) has been paid.

General Transportation Title III Donation (2013) cost share payments are as expected. The January billing was sent out the 1st part of February therefore seeing activity now in March. Expenses are separated out of 1333 through 2024 with mileage dollars paid out. Chad Christianson inquired if mileage is being paid out to the volunteer drivers before payment is received. The Volunteer Drivers are reimbursed monthly for mileage. Collections for Blue Ride claims has improved, still continue to work on past collections with problem claims. Jill Bruns asked about the status of the PrimeWest contract. It is currently in Tiffany's hands as she needs to provide them with more information. Jill Bruns handed out a business card with Congressman Rick Nolan / Rick Olseen Field Constituent Service Rep regarding the Legislative proposal for the volunteer driver transportation. This is being federally worked on and letters are encouraged to be sent. Proposal of increasing the charitable rate from \$0.14 up to the business rate along with changing the \$600 threshold.

MNDOT New Service Expansion - Litchfield Routes Projects #1 & #2 working with CDS for coding on payments and review purchase req's to make sure to separate out. The 1 year grant runs July '17 – June '18 for a total of \$106,600.

Ridership - Graphs were reviewed by the board and Doug Sweeter gave an update on the current ridership numbers. In February 2018, CCT provided 21,512 rides between all three counties with an average daily ridership of 1,075.6 rides. This is up 969 rides over last year with an increased average of 48.4 rides per day. The Night Route within the City of Willmar and City of Litchfield provided 553 rides and has increased 254 rides over a year ago. Saturday Ridership for the City of Willmar and City of Litchfield was at 323 rides, down 48 rides from January. The Saturday route varies from week to week with ridership. Willmar runs 2 scheduled routes and Litchfield has one dial a ride type route. Sunday Ridership numbers for the City of Willmar and City of Litchfield was at 216 rides. The 5310 rides for February consisted of 62 rides which is slower but steady for this time of the year. Senior Transportation provided 684 rides between all

three counties of Kandiyohi, Meeker and Renville. Bethesda ADS riders have been lower due to illnesses along with providing some of their own transportation. JoyRide could possibly consist of 3 new stops this year in the New London including Goat Ridge Brewery, Alley on Ash Bowling and New London American Legion.

Kandi Works DAC transportation has been going well with transporting 22 of their 68 individuals in which 18 are wheelchair bound. Adjustments were made merging two morning routes therefore opening up a bus for 1 hour of DAC transportation. The afternoon DAC return has been extended onto the New London Route. Tiffany completed a DAC Transportation Agreement for March 19, 2018 - December 31, 2018 to be evaluated within 6 months including a 6 month option. It is not a contract, more of an agreement and will continue if things are going well. CCT was very fortunate to hire a driver that had previously been working with Palmer Bus Service and currently doing 8 of the 13 stops. Tiffany has met with John Groothuis and encouraged Kandi Works DAC to attend the 5310 Application Workshop for a future planning options with it being approximately 80% funded. Michelle Prah added that Kandi Works DAC is currently working on a contract to lease.

CCT medical leave staffing updates: In our Olivia office we currently have an individual that has been out on a long term medical leave since February 2018 and is expected to be out until May or possibly longer. Currently, part-time staff have been able to cover with the help of Doug Sweeter and Tiffany. In the Litchfield office the Assistant Director went out on medical leave last week and is expected to be out for 4-6 weeks. A dispatcher in the Litchfield office will also be out on medical leave for approximately 3 weeks and may be able to return for a few hours a day at that time. Tiffany posted and spoke with the union to have an individual on-call with a cell phone and to receive overtime if needed. The drivers in Litchfield can possibly assist with phone calls if needed.

Committee Updates

Systems Resource Committee update – Jill Pelzel updated the committee from the February 6th and March 6th 2018 meetings. Consulted with League of MN Cities Insurance Trust whether or not CCT would be required to have monitors on every bus when transporting students. LMCIT encouraged CCT to continue with efforts for monitors, however, it isn't mandatory. Community fundraising has been done in Litchfield in conjunction with a grant from United Way. The concern is there will not be any ongoing donations for the funds needed to keep monitors staffed in the future. Lori Rice added that we need to be looking at sustainability for funds and thanked the group that got the community involved as they did a great job. Statewide Health Improvement Program (SHIP) has determined that the community of Bird Island would be best suited and ready for this type of pilot project. The bus could pick up a staff person and the food while in Bird Island picking up passengers. More research and information to continue. PrimeWest contract is being worked on and Tiffany will be providing them with more information and then will review rate options. Michelle Prah also added to make note from the last meeting that WCI transportation was also discussed. Requesting to move the Olivia transportation pickup from 3:30 p.m. to 2:30 p.m. as WCI is required to provide 6 hours of service and are currently providing staffing for an additional 2 ½ hours per day for those clients. Tiffany expressed that the bus needs to wait for dialysis patients and we are working to see what

options we can provide. Michelle reminded that the clients have a 90 minute cap of being on the bus each way. West Central Industries has requested to have passengers picked up by 2:00 p.m. daily. The initial set up of the Kandiyohi Public Transit system routes were established with specific groups needs in mind. Staff will continue to look at options for meeting the needs of West Central Industries, but there are many groups that would be effected by a change in pick up times. A past suspended passenger is currently working with an agency that provides an aide on the bus while being transported. No behaviors have been reported and they currently have 2 staff on the bus. ACTS in Olivia is requesting transportation options from Redwood Falls Monday through Friday. Tiffany added that funding is available for 2 days per week and a driver has been hired.

Administration Committee update – Chad Christianson updated the committee from the February 21st and March 21st meetings and stated that the minutes have been reflected with today's director's report and discussion.

2018 Bus Bid Review – Recommendation

The Operations Board reviewed the bus bids for a recommendation to the Joint Powers Board. The bids received were from North Central Bus & Equipment for \$81,938 and Hogle Bus Company for \$80,108. The main difference is the Kelderman rear air suspension that is available on the Elkhart Coach from North Central Bus & Equipment. That suspension on the Glaval from Hogle Bus isn't available as it then becomes overweight. The wheelchair securements are a slide and click on the Glaval Bus that makes it quicker and easier compared to the tracking option on the Elkhart Coach that gives more sizable options for different wheelchairs but unfortunately becomes full of sand. The repair, maintenance and servicing are equally comparable for both buses. The bids were reviewed by Galen Thompson and Tiffany Collins and it was reported that the drivers like the Kelderman rear air suspension. The fareboxes have been transferred from the old buses, however with the new buses being added new fareboxes will need to be added.

Michelle Prahl made a motion to recommend to the Joint Powers Board for the bus purchase from North Central Bus & Equipment for \$81,938. Lori Rice seconded the motion, which carried all in favor.

New Service Expansion Review – Recommendation

The New Service Expansion Project #1 and Project #2 are both a 2 year contract. An application is required to be submitted by April 20th with an explanation showing how the route is doing in order to receive funding for the second year. MNDOT would like to see an average of 2-3 passengers per hour. Project #1 Litchfield City Route began July 2017 with 143 passengers and has grown to 549 passengers as of February 2018 with an overall monthly high of 587 passengers in December 2017, therefore providing an average of 3 passengers per hour. The passengers are gaining the knowledge of the timed route in Litchfield as the City Route continues. Project #2 Litchfield Evening Route 4 p.m. - 8 p.m. is an extension of the daily route and began July 2017 with 45 passengers increasing to a high of 175 passengers in February

2018, just making an average of 2 passengers per hour. The dialysis hours have recently been extended to 7:00 p.m. therefore reflecting an increase of riders. Staffing has been going well for both routes with Project #1 Litchfield City being a full time position and Project #2 Litchfield Evening covered by part-time staff. Tiffany recommends continuing both routes into the 2nd year. The application for the two routes covers July 2017 – June 2019 as a separate grant, with a review after one year. Those routes being fully funded for 2 years and to be put into place as fully funded by CCT by July 2019. MNDOT would consider the numbers to be adequate with the growth to continue, not just with the average passengers per hour but the accessibility that is available to the public.

Lori Rice made a motion to recommend to the Joint Powers Board for second year continuation of the New Service Expansion Project #1 and Project #2. Jill Bruns seconded the motion, which carried all in favor.

Drug and Alcohol Policy Review – Recommendation

MNDOT received Federal Transit Association (FTA) language changes for CCT to implement. A template was given for the information to be entered. Changes were made to insure that language is consistent throughout the policy. Section 5 Prohibited Substances: B - Opioids have been included along with the term “prohibited” as a language change in place for illegal. The use of prescription and over-the-counter medication that carries a warning label that indicates that mental functioning, motor skills or judgement may be adversely affected requires the employee to provide a written release from their doctor or pharmacist indicating that the employee can perform their safety-sensitive functions. Drivers will not be penalized; however, their supervisor needs to be made aware. Section 6 Prohibited Conduct: B - On-call drivers and employees must acknowledge the use of alcohol at the time that they are called to report to duty. The covered employee will subsequently be relieved of their on-call responsibilities. Section 19 Disciplinary Action - Upon a positive drug test and/or confirmed alcohol test result with a BAC at or above 0.04 or test refusal the employee will be terminated from employment. No employee who violates this policy will be given a second chance. With the importance of safety sensitive positions all policy changes are under the FTA.

Lori Rice made a motion to recommend to the Joint Powers Board to pass the drug and alcohol policy FTA language changes. Pam Meinert seconded the motion, which carried all in favor.

Operations Policy Review – Recommendation

Operations and Service Policy changes have been made with new information added in bold and the old information shown with a strikethrough. All language supports the three counties. An area in question is 2.5 Fare Schedule – Volunteer Driver Fares. Volunteer drivers are used for transportation if a bus isn't available in Renville County only. The full business rate is paid by the individual and CCT staff feels it is very important and worthwhile to be able to transport those individuals in need. Approximately 4-5 rides per month are being provided with volunteer

transportation; an example of this is an individual residing at Gleseners in Bird Island traveling to see their elderly parents. Unfortunately, there are no other ride options in that area as taxi service is not available. The question remains if Renville County should be grandfathered in to provide private pay options or be removed from this service. Lori Rice suggested if the Regional Transportation Program is formed, this would be a good area to be looked at. Additional added areas to the policy include Section 7 Rider Policies: 7.9 Preschool Programing Policy and 7.10 Adult Day Client Procedures. Chad Christianson suggested in addition to the driver pre/post trip sign off that a driver checklist could be implemented along with a physical "flag" suggestion for section 7.9: 5. This would assure a visual on the bus where a "flag" is moved from the back of the bus up to the front of the bus, indicating that the driver has completed a walk-through of the bus to ensure that all children are off the bus. Lori Rice mentioned to change all verbiage in the policy to "Central Community Transit" or "CCT" to keep things uniform.

Lori Rice made a motion to recommend to the Joint Powers Board to review the Operations and Service Policies along with the decision of volunteer driver fares if it should be grandfathered into the policy, along with the recommendation to leave the policies until a fare structure rate is completed. Pam Meinert seconded the motion, which carried all in favor.

Talking is Teaching Campaign

PACT 4 Families has received a grant for advertising which could include advertising in and on the buses. In addition to purchasing monthly advertisement on the back of the buses for \$175 or \$75 per side, they are inquiring on the cost to place a banner on the inside of the bus. It was discussed to charge \$40 per month with the advertising party responsible for the banner and insulation charge. They would also like to place signs at the bus shelters downtown and at Ridgewater College. Those signs would need to be transparent in order to be placed in the bus shelters.

5 Year Plan Discussion

Moving forward a 5 year plan needs to be developed as it will be required by MNDOT with them asking us to participate. Tiffany will bring things forward with the process of funding, layout, along with all aspects of what the transit system does along with how things can be changed.

Other Updates/Open Discussion

The MNDOT Spring Application Workshop will be held April 16, 17 & 18 in St. Cloud for the 2019 Application and other topics. Donna Anderson and Tiffany Collins will be in attendance.

Meeting Set Up/Dates

Operations Board – April 24, 2018 - 10:00 a.m.

Committee Meetings:

System Resource Committee – April 3, 2018 - 1:00 p.m.

Administration Committee – April 11, 2018 - 8:00 a.m. Note different date

**Central Community Transit Joint Powers Board Meeting –
April 13, 2018 - 9:00 a.m. - Renville County Hospital**

Adjourn Meeting

The meeting adjourned at 11:55 a.m.

Submitted by,
Patti Flannigan
CCT Dispatcher

Vendor Payment 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
AFFORDABLE PUMPING SERVI			002404											
	52836	06/27/18	SEPTIC PUMPING	380.00		39891		D	N				CLEANING AND WAS	230.43430.0338
ALBERT LEA CVB			.02794											
	52837	06/27/18	GOV FISH PAY IT FORWAR	1,000.00		06262018		D	N				OTHER CHARGES	808.45016.0449
ALEX AIR APPARATUS INC			002061											
	52838	06/27/18	HOSE COUPLERS	312.20		INV-36896		D	N				SMALL TOOLS	101.42412.0221
ANDERSON/ALEXANDER			003265											
	52839	06/27/18	FIREARMS INSTRUCTOR SCHL	77.94		060818		D	N				TRAVEL-CONF.-SCH	101.42411.0333
ANDERSON/JON			.02252											
	52840	06/27/18	HAZ MAT CONFERENCE	50.80		06202018		D	N				TRAVEL-CONF.-SCH	101.42412.0333
ANDERSON/SARAH			003373											
	52841	06/27/18	LAND USE LAW CLASS	11.00		062518		D	N				TRAVEL-CONF.-SCH	101.41402.0333
APSA HEADQUARTERS			003400											
	52842	06/27/18	2019 MEMBERSHIP DUES	131.25		062618		D	N				PREPAID EXPENSES	101.128000
	52842	06/27/18	2018 MEMBERSHIP DUES	93.75		062618		D	N				SUBSCRIPTIONS AN	101.42411.0443
			VENDOR TOTAL	225.00										
				225.00									*CHECK TOTAL	
ARCHIVESOCIAL			003398											
	52843	06/27/18	2019 SOCIAL MEDIA ARCH	1,194.00		5094		D	N				PREPAID EXPENSES	101.128000
	52843	06/27/18	2018 SOCIAL MEDIA ARCH	1,194.00		5094		D	N				SUBSCRIPTIONS AN	101.41409.0443
			VENDOR TOTAL	2,388.00										
				2,388.00									*CHECK TOTAL	
ARROWHEAD SCIENTIFIC INC			002882											
	52844	06/27/18	EVIDENCE SUPPLIES	217.49		106656		D	N				GENERAL SUPPLIES	101.42411.0229
	52844	06/27/18	EVIDENCE SUPPLIES	231.00		107149		D	N				GENERAL SUPPLIES	101.42411.0229
			VENDOR TOTAL	448.49										
				448.49									*CHECK TOTAL	
AT&T MOBILITY			000075											
	52845	06/27/18	MOBILE HOTSPOT	53.55		X06232018		D	N				COMMUNICATIONS	101.41409.0330
BAKER GRAPHICS INC			000917											
	52846	06/27/18	REFLECTIVE DECALS	90.00		16017		D	N				GENERAL SUPPLIES	101.42411.0229
BANKS/ERIC			.00808											
	52847	06/27/18	CANDY-WLMR FEST PARADE	225.00		062718		D	N				GENERAL SUPPLIES	101.45432.0229
BEACON ATHLETICS			000096											
	52848	06/27/18	RETURNED 70' CAGE NET	1,350.00	CR	0490845-CM		D	N				MTCE. OF EQUIPME	101.45432.0224
	52848	06/27/18	ENVIROSCREEN FOR FENCE	1,125.80		0490884		D	N				MTCE. OF OTHER I	101.43425.0226
	52848	06/27/18	PORTABLE MOUND	1,200.00		0490884		D	N				SMALL TOOLS	899.45432.0221

Vendor Payment 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
BEACON ATHLETICS						000096								
	52848	06/27/18	DRAG MAT	213.00		0492579		D	N				SMALL TOOLS	101.43425.0221
				1,188.80	*CHECK	TOTAL								
			VENDOR TOTAL	1,188.80										
BECKMAN/SAMANTHA						003401								
	52849	06/27/18	LMC CONFERENCE	159.66		062118		D	N				TRAVEL-CONF.-SCH	101.41400.0333
BENNETT VENTURES INC						001323								
	52850	06/27/18	KEYS FOR BLDG	34.00		013613		D	N				MTCE. OF STRUCTU	101.45437.0225
	52850	06/27/18	BLEACHER KEYS	27.00		13579		D	N				MTCE. OF EQUIPME	101.43425.0224
				61.00	*CHECK	TOTAL								
			VENDOR TOTAL	61.00										
BERNICK'S PEPSI-COLA CO						000103								
	52851	06/27/18	CONCESSION SUPPLIES	2,464.06		80362		D	N				GENERAL SUPPLIES	101.45437.0229
BNSF RAILWAY COMPANY						000129								
	52832	06/19/18	PROJ. 1803A - SURFACING	664.00		061818		D	N				INSURANCES AND B	418.48451.0441
	52832	06/19/18	PROJ. 1803A - PIPELINE	2,677.25		061818		D	N				INSURANCES AND B	418.48451.0441
				3,341.25	*CHECK	TOTAL								
			VENDOR TOTAL	3,341.25										
BROKEN WINDOWS & PRO TEC						002892								
	52852	06/27/18	REPAIR OFFICE WNDW-PARTS	95.00		IBP-0607-14019		D	N				MTCE. OF STRUCTU	101.45433.0225
	52852	06/27/18	REPAIR OFFICE WNDW-LABOR	169.18		IBP-0607-14019		D	N				MTCE. OF STRUCTU	101.45433.0335
				264.18	*CHECK	TOTAL								
			VENDOR TOTAL	264.18										
BSE						001980								
	52853	06/27/18	RUNWAY LIGHTING	106.88		915386552		D	N				MTCE. OF OTHER I	230.43430.0226
CALVIN/MARVIN B						001998								
	52854	06/27/18	RURAL ECON DEVEL GRP MTG	7.00		06252018		D	N				TRAVEL-CONF.-SCH	101.41401.0333
CARD SERVICES						002552								
	52833	06/19/18	05/07 CNCL MTG-MEALS	78.07		050715		D	N				SUBSISTENCE OF P	101.41408.0227
	52833	06/19/18	CHRISTENSEN-BADGE PINNIN	44.29		051413		D	N				SUBSISTENCE OF P	101.42411.0227
	52833	06/19/18	05/21 CNCL MTG-MEALS	77.59		052114		D	N				SUBSISTENCE OF P	101.41401.0227
	52833	06/19/18	P.W. OPEN HOUSE SUPPLIES	133.85		052410		D	N				GENERAL SUPPLIES	101.43425.0229
				333.80	*CHECK	TOTAL								
			VENDOR TOTAL	333.80										
CARDMEMBER SERVICE						002365								
	52835	06/26/18	SMALL TOOLS	104.70		STMT/5-18		D	N				SMALL TOOLS	101.42412.0221
CARRANZA/NOE						002547								
	52855	06/27/18	INTERPRETED 06/11/18	90.00		061118		D	N				PROFESSIONAL SER	101.42411.0446

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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
CENTERPOINT ENERGY 000467										
	52856	06/27/18	NATURAL GAS-JUN	64.32		6007939/6-18		D N	UTILITIES	101.43425.0332
	52856	06/27/18	NATURAL GAS-JUN	68.85		6102726/6-18		D N	UTILITIES	101.42412.0332
	52856	06/27/18	NATURAL GAS-JUN	29.20		6236671/6-18		D N	UTILITIES	230.43430.0332
	52856	06/27/18	NATURAL GAS-JUN	18.89		6401277/6-18		D N	UTILITIES	101.41408.0332
	52856	06/27/18	NATURAL GAS-JUN	34.70		8503501/6-18		D N	UTILITIES	651.48485.0332
	52856	06/27/18	NATURAL GAS-JUN	52.27		8512023/6-18		D N	UTILITIES	651.48485.0332
	52856	06/27/18	NATURAL GAS-JUN	771.52		8795475/6-18		D N	UTILITIES	651.48484.0332
			VENDOR TOTAL	1,039.75		*CHECK TOTAL				
CHAMBERLAIN OIL CO 000154										
	52857	06/27/18	OIL	171.96		188435		D N	MOTOR FUELS AND	651.48484.0222
CHARTER COMMUNICATIONS 000736										
	52858	06/27/18	PHONE SERV-JUN	1,375.74		0009126061218		D N	COMMUNICATIONS	101.41409.0330
	52858	06/27/18	PHONE SERV-JUN	291.56		0309560060618		D N	COMMUNICATIONS	208.45005.0330
	52858	06/27/18	INTERNET SERV-JUN	164.97		0438138062218		D N	COMMUNICATIONS	101.41409.0330
			VENDOR TOTAL	1,832.27		*CHECK TOTAL				
CHESTER CONTRACTING INC 002506										
	52859	06/27/18	INST CONDUITS-SPLASH PAD	536.00		1662		D N	MTCE. OF OTHER I	450.45438.0336
	52859	06/27/18	ADD MOP SINK ENCLOSURE	318.00		1662		D N	MTCE. OF OTHER I	450.45438.0336
	52859	06/27/18	MOVE FANS/INST. LTS	980.00		1662		D N	MTCE. OF OTHER I	450.45438.0336
	52859	06/27/18	INSTALL CEILING	1,663.00		1667		D N	MTCE. OF OTHER I	450.45438.0336
			VENDOR TOTAL	3,497.00		*CHECK TOTAL				
CLARKE MOSQUITO CONTROL 002157										
	52860	06/27/18	MOSQUITO CNTL CHEMICAL	4,120.65		5082122		D N	GENERAL SUPPLIES	101.43425.0229
COALITION OF GREATER MN 001335										
	52861	06/27/18	HOLLAND-SEMINAR REGIS.	70.00		2018CGMC		D N	TRAVEL-CONF.-SCH	101.41400.0333
	52861	06/27/18	BECKMAN-SEMINAR REGIS.	70.00		2018CGMC		D N	TRAVEL-CONF.-SCH	101.41400.0333
			VENDOR TOTAL	140.00		*CHECK TOTAL				
CROW CHEMICAL & LIGHTING 000186										
	52862	06/27/18	DISPOSABLE GLOVES/SUPPL.	194.58		11646		D N	GENERAL SUPPLIES	651.48484.0229
	52862	06/27/18	KLEENEX/LENS CLNG TOWELS	70.54		11649		D N	GENERAL SUPPLIES	651.48484.0229
	52862	06/27/18	EYE WASH	14.59		11677		D N	SUBSISTENCE OF P	101.45437.0227
	52862	06/27/18	EYE WASH	58.36		11683		D N	SUBSISTENCE OF P	101.43425.0227
	52862	06/27/18	SPILIFIER WIPES	113.34		11717		D N	GENERAL SUPPLIES	101.43425.0229
	52862	06/27/18	TOILET TISSUE/HOLDER	108.70		11739		D N	GENERAL SUPPLIES	101.43425.0229
			VENDOR TOTAL	560.11		*CHECK TOTAL				

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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
DAN'S SHOP INC	52863	06/27/18	FILTERS	145.77		85781		D	N				INVENTORIES-MDSE	101.125000
DELTA DENTAL OF MINNESOTA	52864	06/27/18	DENTAL INSURANCE-JUL	389.90		06202018		D	N				COBRA INS PREMIU	101.120001
DEPT OF HUMAN SERVICES	52865	06/27/18	CLEANING SERVICES-MAY	1,650.00		00000483271		D	N				CLEANING AND WAS	101.45433.0338
	52865	06/27/18	CLEANING SERVICES-MAY	90.00		00000483272		D	N				CLEANING AND WAS	101.45435.0338
			VENDOR TOTAL	1,740.00		*CHECK TOTAL								
DIEMERT/HELEN	52866	06/27/18	REFUND OF SHELTER DEP	50.00		06222018		D	N				DEPOSITS	101.230000
DONNIE HANSON'S AUTO	52867	06/27/18	TOWING CHARGES	200.00		05122018		D	N				OTHER CHARGES	808.45016.0449
DOOLEY'S PETROLEUM INC	52868	06/27/18	198.6 GALLONS UNLEADED	581.90		24662		D	N				MOTOR FUELS AND	651.48484.0222
DUININCK CONCRETE	52869	06/27/18	CEMENT SIGN ROTARY PROJ	126.35		88363		D	N				OTHER IMPROVEMEN	450.45432.0554
	52869	06/27/18	CONCRETE FOR BAKER FIELD	126.35		88512		D	N				MTCE. OF OTHER I	101.43425.0226
	52869	06/27/18	CONCRETE FOR ROBBINS I	1,114.66		88512		D	N				OTHER IMPROVEMEN	899.45432.0554
	52869	06/27/18	CONCRETE-RICE PARK SIGN	766.56		88827		D	N				OTHER IMPROVEMEN	450.45438.0554
			VENDOR TOTAL	2,133.92		*CHECK TOTAL								
DUININCK CONCRETE CONST	52870	06/27/18	CONCRETE FORM	53.58		1806-618076		D	N				GENERAL SUPPLIES	101.43425.0229
	52870	06/27/18	RICE SIGN	22.79		1806-618229		D	N				MTCE. OF OTHER I	101.43425.0226
			VENDOR TOTAL	76.37		*CHECK TOTAL								
DUININCK INC	52871	06/27/18	TACK	1,045.00		531107		D	N				GENERAL SUPPLIES	101.43425.0229
	52871	06/27/18	MIX FOR STREET PATCHIN	1,168.00		531111		D	N				MTCE. OF OTHER I	101.43425.0226
			VENDOR TOTAL	2,213.00		*CHECK TOTAL								
DYNA SYSTEMS	52872	06/27/18	DRILL BITS/CABLE TIES	196.50		23295149		D	N				GENERAL SUPPLIES	101.43425.0229
	52872	06/27/18	GRINDER WHEEL SUPPLIES	542.35		23295150		D	N				SMALL TOOLS	651.48484.0221
			VENDOR TOTAL	738.85		*CHECK TOTAL								
ENGAN ASSOCIATES P.A.	52873	06/27/18	ARCHITECTURAL SERVICES	5,000.00		2018-051		D	N				BUILDINGS AND ST	450.41408.0551

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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
FRONTIER PRECISION INC			001696											
	52881	06/27/18	TRAINING TYLER & DARRE	1,500.00		175506		D	N				TRAVEL-CONF.-SCH	101.43417.0333
GAUER/JIM			000989											
	52882	06/27/18	REPL. UPS BATTERIES	69.98		052218		D	N				MTCE. OF EQUIPME	651.48484.0224
	52882	06/27/18	WONDER WARE USER CONF.	114.45		052418		D	N				TRAVEL-CONF.-SCH	651.48484.0333
			VENDOR TOTAL	184.43		*CHECK TOTAL								
GENERAL MAILING SERVICES			000293											
	52883	06/27/18	POSTAGE 05/14-05/18/18	1.20		46762		D	N				POSTAGE	101.41400.0223
	52883	06/27/18	POSTAGE 05/14-05/18/18	1.20		46762		D	N				POSTAGE	101.41401.0223
	52883	06/27/18	POSTAGE 05/14-05/18/18	28.18		46762		D	N				POSTAGE	101.41402.0223
	52883	06/27/18	POSTAGE 05/14-05/18/18	1.80		46762		D	N				POSTAGE	101.41403.0223
	52883	06/27/18	POSTAGE 05/14-05/18/18	6.26		46762		D	N				POSTAGE	101.41405.0223
	52883	06/27/18	POSTAGE 05/14-05/18/18	15.00		46762		D	N				POSTAGE	101.41408.0223
	52883	06/27/18	POSTAGE 05/14-05/18/18	101.58		46762		D	N				POSTAGE	101.41424.0223
	52883	06/27/18	POSTAGE 05/14-05/18/18	0.60		46762		D	N				POSTAGE	101.42411.0223
	52883	06/27/18	POSTAGE 05/14-05/18/18	1.15		46762		D	N				POSTAGE	101.43417.0223
	52883	06/27/18	POSTAGE 05/14-05/18/18	7.55		46762		D	N				POSTAGE	101.43425.0223
	52883	06/27/18	POSTAGE 05/14-05/18/18	54.00		46762		D	N				POSTAGE	418.48451.0223
	52883	06/27/18	POSTAGE 05/14-05/18/18	4.80		46762		D	N				POSTAGE	651.48484.0223
	52883	06/27/18	POSTAGE 05/21-05/25/18	1.57		46806		D	N				POSTAGE	101.41400.0223
	52883	06/27/18	POSTAGE 05/21-05/25/18	21.86		46806		D	N				POSTAGE	101.41402.0223
	52883	06/27/18	POSTAGE 05/21-05/25/18	11.31		46806		D	N				POSTAGE	101.41403.0223
	52883	06/27/18	POSTAGE 05/21-05/25/18	61.67		46806		D	N				POSTAGE	101.41405.0223
	52883	06/27/18	POSTAGE 05/21-05/25/18	15.00		46806		D	N				POSTAGE	101.41408.0223
	52883	06/27/18	POSTAGE 05/21-05/25/18	6.00		46806		D	N				POSTAGE	101.41424.0223
	52883	06/27/18	POSTAGE 05/21-05/25/18	1.46		46806		D	N				POSTAGE	101.42411.0223
	52883	06/27/18	POSTAGE 05/21-05/25/18	4.78		46806		D	N				POSTAGE	101.42412.0223
	52883	06/27/18	POSTAGE 05/21-05/25/18	1.57		46806		D	N				POSTAGE	101.43417.0223
	52883	06/27/18	POSTAGE 05/21-05/25/18	83.05		46806		D	N				POSTAGE	101.43425.0223
	52883	06/27/18	POSTAGE 05/21-05/25/18	1.80		46806		D	N				POSTAGE	101.45001.0223
	52883	06/27/18	POSTAGE 05/21-05/25/18	1.07		46806		D	N				POSTAGE	101.45432.0223
	52883	06/27/18	POSTAGE 05/21-05/25/18	1.57		46806		D	N				POSTAGE	230.43430.0223
	52883	06/27/18	POSTAGE/UPS	3.75		46871		D	N				POSTAGE	208.45005.0223
	52883	06/27/18	POSTAGE 05/05-05/31/18	1,957.96		46872		D	N				POSTAGE	208.45006.0223
	52883	06/27/18	POSTAGE 05/28-06/01/18	2.40		46882		D	N				POSTAGE	101.41400.0223
	52883	06/27/18	POSTAGE 05/28-06/01/18	6.36		46882		D	N				POSTAGE	101.41401.0223
	52883	06/27/18	POSTAGE 05/28-06/01/18	53.40		46882		D	N				POSTAGE	101.41402.0223
	52883	06/27/18	POSTAGE 05/28-06/01/18	10.22		46882		D	N				POSTAGE	101.41403.0223
	52883	06/27/18	POSTAGE 05/28-06/01/18	7.12		46882		D	N				POSTAGE	101.41405.0223
	52883	06/27/18	POSTAGE 05/28-06/01/18	15.00		46882		D	N				POSTAGE	101.41408.0223
	52883	06/27/18	POSTAGE 05/28-06/01/18	16.00		46882		D	N				POSTAGE	101.41424.0223
	52883	06/27/18	POSTAGE 05/28-06/01/18	1.20		46882		D	N				POSTAGE	101.42411.0223
	52883	06/27/18	POSTAGE 05/28-06/01/18	1.80		46882		D	N				POSTAGE	101.42412.0223
	52883	06/27/18	POSTAGE 05/28-06/01/18	1.07		46882		D	N				POSTAGE	101.43417.0223
	52883	06/27/18	POSTAGE 05/28-06/01/18	184.20		46882		D	N				POSTAGE	101.43425.0223
	52883	06/27/18	POSTAGE 05/28-06/01/18	2.06		46882		D	N				POSTAGE	101.45432.0223
	52883	06/27/18	POSTAGE 05/28-06/01/18	0.60		46882		D	N				POSTAGE	101.45433.0223

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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														
	52883	06/27/18	POSTAGE 05/28-06/01/18	1.80		46882		D	N				POSTAGE	208.45005.0223
	52883	06/27/18	POSTAGE 05/28-06/01/18	19.08		46882		D	N				POSTAGE	230.43430.0223
	52883	06/27/18	POSTAGE 05/28-06/01/18	7.46		46882		D	N				POSTAGE	651.48484.0223
	52883	06/27/18	POSTAGE UPS CASES	146.85		47012		D	N				POSTAGE	208.45006.0223
	52883	06/27/18	POSTAGE 06/04-06/08/18	0.52		47026		D	N				POSTAGE	101.41401.0223
	52883	06/27/18	POSTAGE 06/04-06/08/18	42.00		47026		D	N				POSTAGE	101.41402.0223
	52883	06/27/18	POSTAGE 06/04-06/08/18	2.40		47026		D	N				POSTAGE	101.41403.0223
	52883	06/27/18	POSTAGE 06/04-06/08/18	78.79		47026		D	N				POSTAGE	101.41405.0223
	52883	06/27/18	POSTAGE 06/04-06/08/18	15.00		47026		D	N				POSTAGE	101.41408.0223
	52883	06/27/18	POSTAGE 06/04-06/08/18	0.60		47026		D	N				POSTAGE	101.41409.0223
	52883	06/27/18	POSTAGE 06/04-06/08/18	0.86		47026		D	N				POSTAGE	101.41424.0223
	52883	06/27/18	POSTAGE 06/04-06/08/18	1.20		47026		D	N				POSTAGE	101.42411.0223
	52883	06/27/18	POSTAGE 06/04-06/08/18	9.61		47026		D	N				POSTAGE	101.43417.0223
	52883	06/27/18	POSTAGE 06/04-06/08/18	89.66		47026		D	N				POSTAGE	101.43425.0223
	52883	06/27/18	POSTAGE 06/04-06/08/18	1.80		47026		D	N				POSTAGE	101.45001.0223
	52883	06/27/18	POSTAGE 06/04-06/08/18	0.60		47026		D	N				POSTAGE	101.45432.0223
	52883	06/27/18	POSTAGE 06/04-06/08/18	1.20		47026		D	N				POSTAGE	101.45433.0223
	52883	06/27/18	POSTAGE 06/04-06/08/18	1.20		47026		D	N				POSTAGE	230.43430.0223
			VENDOR TOTAL	3,119.80										
				3,119.80		*CHECK TOTAL								
GENERAL REPAIR SERVICE 000294														
	52884	06/27/18	L.S. PUMP SEAL	1,258.18		66607		D	N				MTCE. OF EQUIPME	651.48485.0224
	52884	06/27/18	VALVE CHECK ON LIFT STAT	939.00		66663		D	N				MTCE. OF EQUIPME	651.48484.0224
			VENDOR TOTAL	2,197.18										
				2,197.18		*CHECK TOTAL								
GENESIS LAMP CORPORATION 002485														
	52885	06/27/18	TERMINAL LIGHTING	976.06		67113		D	N				MTCE. OF STRUCTU	230.43430.0225
GIS MIDWEST 002798														
	52886	06/27/18	GIS ZONING WORK	1,181.25		18-033-GIS		D	N				PROFESSIONAL SER	101.41409.0446
	52886	06/27/18	GIS SEWER UPDATES	3,468.75		18-034-GIS		D	N				PROFESSIONAL SER	651.48485.0446
			VENDOR TOTAL	4,650.00										
				4,650.00		*CHECK TOTAL								
GREEN MILL 001985														
	52887	06/27/18	LEISURE COMMITTEE MTG	82.82		WLACVB		D	N				OTHER CHARGES	208.45010.0449
GREENSPRING MEDIA GROUP 001504														
	52888	06/27/18	ULTIMATE TRAVEL GUIDE	1,325.00		2018-33372		D	N				ADVERTISING	208.45006.0447
	52888	06/27/18	ULTIMATE TRAVEL GUIDE	1,325.00		2018-33372		D	N				OTHER CHARGES	208.45010.0449
			VENDOR TOTAL	2,650.00										
				2,650.00		*CHECK TOTAL								
HACH COMPANY 000316														
	52889	06/27/18	D.O. PROBE CAP	285.27		10994289		D	N				MTCE. OF EQUIPME	651.48484.0224

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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
LOONAN/BOB			.02802											
	52916	06/27/18	GFO REG OVRPYMT	10.00		05132018		D	N				SUBSISTENCE OF P	808.45016.0227
M.A. APPAREL & PROMOTION			.02803											
	52917	06/27/18	GFO-COMMEMORATIVE ITEM 2,336.25			56939		D	N				SUBSISTENCE OF P	808.45016.0227
M-R SIGN CO INC			000424											
	52918	06/27/18	STREET SIGNS	71.43		200192		D	N				MTCE. OF OTHER I	101.43425.0226
MAAC INC			001765											
	52919	06/27/18	REPLACED HYDRANT	6,850.00		061818		D	N				MTCE. OF OTHER I	101.43425.0336
MADISON NATIONAL LIFE			002249											
	52920	06/27/18	LTD PREMIUM-JUN	41.53		06202018		D	N				EMPLOYER INSUR.	101.41400.0114
	52920	06/27/18	LTD PREMIUM-JUN	71.10		06202018		D	N				EMPLOYER INSUR.	101.41402.0114
	52920	06/27/18	LTD PREMIUM-JUN	20.03		06202018		D	N				EMPLOYER INSUR.	101.41403.0114
	52920	06/27/18	LTD PREMIUM-JUN	54.36		06202018		D	N				EMPLOYER INSUR.	101.41405.0114
	52920	06/27/18	LTD PREMIUM-JUN	9.22		06202018		D	N				EMPLOYER INSUR.	101.41408.0114
	52920	06/27/18	LTD PREMIUM-JUN	33.05		06202018		D	N				EMPLOYER INSUR.	101.41409.0114
	52920	06/27/18	LTD PREMIUM-JUN	2.45		06202018		D	N				EMPLOYER INSUR.	101.41424.0114
	52920	06/27/18	LTD PREMIUM-JUN	526.87		06202018		D	N				EMPLOYER INSUR.	101.42411.0114
	52920	06/27/18	LTD PREMIUM-JUN	34.66		06202018		D	N				EMPLOYER INSUR.	101.42412.0114
	52920	06/27/18	LTD PREMIUM-JUN	44.13		06202018		D	N				EMPLOYER INSUR.	101.43417.0114
	52920	06/27/18	LTD PREMIUM-JUN	213.53		06202018		D	N				EMPLOYER INSUR.	101.43425.0114
	52920	06/27/18	LTD PREMIUM-JUN	11.74		06202018		D	N				EMPLOYER INSUR.	101.45001.0114
	52920	06/27/18	LTD PREMIUM-JUN	8.94		06202018		D	N				EMPLOYER INSUR.	101.45432.0114
	52920	06/27/18	LTD PREMIUM-JUN	34.43		06202018		D	N				EMPLOYER INSUR.	101.45433.0114
	52920	06/27/18	LTD PREMIUM-JUN	4.38		06202018		D	N				EMPLOYER INSUR.	101.45435.0114
	52920	06/27/18	LTD PREMIUM-JUN	8.48		06202018		D	N				EMPLOYER INSUR.	101.45437.0114
	52920	06/27/18	LTD PREMIUM-JUN	105.25		06202018		D	N				EMPLOYER INSUR.	651.48484.0114
	52920	06/27/18	LTD PREMIUM-JUN	7.78		06202018		D	N				EMPLOYER INSUR.	651.48485.0114
	52920	06/27/18	LTD PREMIUM-JUN	12.77		06202018		D	N				EMPLOYER INSUR.	651.48486.0114
			VENDOR TOTAL	1,244.70		*CHECK TOTAL								
				1,244.70										
MAGNUSON SHEET METAL INC			001121											
	52921	06/27/18	BATTERIES	10.00		133540		D	N				MTCE. OF STRUCTU	101.43425.0225
	52921	06/27/18	A/C MTCE-LABOR	140.00		133540		D	N				MTCE. OF STRUCTU	101.43425.0335
			VENDOR TOTAL	150.00		*CHECK TOTAL								
				150.00										
MARCO TECHNOLOGIES LLC			000437											
	52922	06/27/18	PRINT/PAGE COUNT	28.80		INV5323125		D	N				OFFICE SUPPLIES	101.41400.0220
	52922	06/27/18	PRINT/PAGE COUNT	82.53		INV5323125		D	N				OFFICE SUPPLIES	101.41402.0220
	52922	06/27/18	PRINT/PAGE COUNT	31.23		INV5323125		D	N				OFFICE SUPPLIES	101.41403.0220
	52922	06/27/18	PRINT/PAGE COUNT	74.67		INV5323125		D	N				OFFICE SUPPLIES	101.41405.0220
	52922	06/27/18	PRINT/PAGE COUNT	33.45		INV5323125		D	N				OFFICE SUPPLIES	101.41409.0220
	52922	06/27/18	PRINT/PAGE COUNT	310.18		INV5323125		D	N				OFFICE SUPPLIES	101.42411.0220
	52922	06/27/18	PRINT/PAGE COUNT	43.00		INV5323125		D	N				OFFICE SUPPLIES	101.43417.0220
	52922	06/27/18	PRINT/PAGE COUNT	42.13		INV5323125		D	N				OFFICE SUPPLIES	101.43425.0220

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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
MARCO TECHNOLOGIES LLC			000437											
	52922	06/27/18	PRINT/PAGE COUNT	25.00		INV5323125		D	N				OFFICE SUPPLIES	101.45001.0220
	52922	06/27/18	PRINT/PAGE COUNT	35.99		INV5323125		D	N				OFFICE SUPPLIES	101.45433.0220
	52922	06/27/18	PRINT/PAGE COUNT	25.00		INV5323125		D	N				OFFICE SUPPLIES	101.45435.0220
	52922	06/27/18	PRINT/PAGE COUNT	25.00		INV5323125		D	N				OFFICE SUPPLIES	651.48484.0220
				756.98										
			VENDOR TOTAL	756.98		*CHECK TOTAL								
MARINE RESCUE PRODUCTS I			001496											
	52923	06/27/18	LIFE GUARD SUITS	799.45		45580		D	N				SUBSISTENCE OF P	101.45437.0227
	52923	06/27/18	LIFE GUARD VISORS	60.75		45580		D	N				SUBSISTENCE OF P	101.45437.0227
	52923	06/27/18	WHISTLES/LANYARDS	97.20		45580		D	N				GENERAL SUPPLIES	101.45437.0229
	52923	06/27/18	SUNSCREEN	28.00		45580		D	N				GENERAL SUPPLIES	101.45437.0229
				985.40										
			VENDOR TOTAL	985.40		*CHECK TOTAL								
MCGILLIVRAY/JOSH			003009											
	52924	06/27/18	HAZ MAT CONFERENCE	276.76		06252018		D	N				TRAVEL-CONF.-SCH	101.42412.0333
MCKALE'S CATERING			002208											
	52925	06/27/18	GFO-KIDS FISHING EVENT	211.62		8277		D	N				MTCE. OF OTHER I	808.45016.0336
MENARDS			000449											
	52926	06/27/18	WOOD/SCREWS	43.90		55779		D	N				GENERAL SUPPLIES	101.41408.0229
	52926	06/27/18	METAL SHELVING	227.80		55857		D	N				MTCE. OF STRUCTU	101.45437.0225
	52926	06/27/18	HOOKS, SCREWS, CLAMP	74.83		55932		D	N				GENERAL SUPPLIES	101.41408.0229
	52926	06/27/18	WOOD FOR WORK BENCH	205.37		55950		D	N				MTCE. OF STRUCTU	101.45433.0225
	52926	06/27/18	FACE SHIELDS	25.94		56457		D	N				SMALL TOOLS	101.45433.0221
	52926	06/27/18	PAINT/PEG BOARD	271.98		56457		D	N				MTCE. OF STRUCTU	101.45433.0225
	52926	06/27/18	PAINTING SUPPLIES	40.05		56457		D	N				GENERAL SUPPLIES	101.45433.0229
	52926	06/27/18	BLDG MTCE-MATERIALS	11.85		56719		D	N				MTCE. OF STRUCTU	101.45435.0225
	52926	06/27/18	POLYWEB	34.60		56789		D	N				GENERAL SUPPLIES	651.48484.0229
	52926	06/27/18	PAINT FOR BLDG	43.90		56791		D	N				MTCE. OF STRUCTU	101.45435.0225
	52926	06/27/18	PAINTING SUPPLIES	3.99		56791		D	N				GENERAL SUPPLIES	101.45435.0229
	52926	06/27/18	COMPRESSOR PARTS	4.63		56794		D	N				MTCE. OF EQUIPME	101.45433.0224
	52926	06/27/18	STOOL FOR PLANS TABLE	79.99		56798		D	N				GENERAL SUPPLIES	101.41402.0229
	52926	06/27/18	PAINT FOR THE BLDG	7.74		56850		D	N				MTCE. OF STRUCTU	101.45437.0225
	52926	06/27/18	PAINTING SUPPLIES	9.47		56850		D	N				GENERAL SUPPLIES	101.45437.0229
	52926	06/27/18	SHOWER HEADS	35.10		56888		D	N				MTCE. OF STRUCTU	101.45433.0225
	52926	06/27/18	COFFEE FILTERS/ADHESIVE	11.52		56934		D	N				GENERAL SUPPLIES	101.41408.0229
	52926	06/27/18	FIELD MARKING PAINT	34.58		56969		D	N				GENERAL SUPPLIES	101.45432.0229
	52926	06/27/18	WATER	10.08		57001		D	N				GENERAL SUPPLIES	651.48484.0229
	52926	06/27/18	OIL FOR GENERATOR	13.94		57007		D	N				MOTOR FUELS AND	101.41408.0222
	52926	06/27/18	ANCHOR/MOUNT/DRYWALL	17.52		57019		D	N				MTCE. OF EQUIPME	101.45437.0224
	52926	06/27/18	STAPLES-NO PRKNG SIGNS	5.96		57087		D	N				GENERAL SUPPLIES	101.42411.0229
	52926	06/27/18	HOSE	25.99		57163		D	N				SMALL TOOLS	651.48484.0221
	52926	06/27/18	WATER BOTTLES	13.65		57320		D	N				GENERAL SUPPLIES	101.41401.0229
	52926	06/27/18	CLEANING SUPPLIES	38.84		57320		D	N				CLEANING AND WAS	101.41408.0228
	52926	06/27/18	COFFEE	41.94		57320		D	N				GENERAL SUPPLIES	101.41408.0229

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MENARDS													000449	
	52926	06/27/18	SUPPL. TO BUILD SHELVING	378.74	CR	57358							GENERAL SUPPLIES	101.42411.0229
	52926	06/27/18	CLEANING SUPPLIES	3.58		57409							CLEANING AND WAS	101.42412.0228
	52926	06/27/18	PAPERTOWELS/BUG SPRAY	59.88		57409							GENERAL SUPPLIES	101.42412.0229
			VENDOR TOTAL	1,019.88										
				1,019.88									*CHECK TOTAL	
MIDWEST MEETINGS													002685	
	52927	06/27/18	MIDWEST MTGS SUMMER AD	1,000.00		SU18072							OTHER CHARGES	208.45008.0449
MIKE'S LAWN CARE													003192	
	52928	06/27/18	BROADLEAF CONTROL	125.00		2667							OTHER SERVICES	101.42412.0339
MIMECAST NORTH AMERICA I													003311	
	52929	06/27/18	EMAIL MGMT SERV-JUL	993.50		INVUS504646							SUBSCRIPTIONS AN	101.41409.0443
MINI BIFF LLC													001805	
	52930	06/27/18	TOILET RENTALS-MAY	76.00		A-95836							RENTS	101.43425.0440
	52930	06/27/18	GFO-COMMUNITY PICNIC	896.63		A-95893							ADMIN. OVERHEAD	808.45016.0448
	52930	06/27/18	TOILET RENTALS-JUN	77.52		A-96108							RENTS	101.43425.0440
	52930	06/27/18	TOILET RENTALS-MAY	77.52		A-96109							RENTS	101.43425.0440
	52930	06/27/18	TOILET RENTALS-JUN	77.52		A-96110							RENTS	101.43425.0440
	52930	06/27/18	TOILET RENTALS-JUN	77.52		A-96112							RENTS	101.43425.0440
	52930	06/27/18	TOILET RENTALS-MAY	77.52		A-96115							RENTS	101.43425.0440
	52930	06/27/18	TOILET RENTALS-MAY	77.52		A-96119							RENTS	101.43425.0440
	52930	06/27/18	TOILET RENTALS-MAY	77.52		A-96141							RENTS	101.43425.0440
	52930	06/27/18	TOILET RENTALS-JUNE	189.72		A-96153							RENTS	101.43425.0440
			VENDOR TOTAL	1,704.99										
				1,704.99									*CHECK TOTAL	
MINN WEST TECHNOLOGY CAM													002565	
	52931	06/27/18	1ST 1/2 TAX ABATEMENT	20,800.00		FT001513							REFUNDS AND REIM	101.41428.0882
MINNEAPOLIS FINANCE DEPA													000466	
	52932	06/27/18	AUTO PAWN TRANS FEE-APR	77.40		400451002044							PROFESSIONAL SER	101.42411.0446
MN DEPT OF PUBLIC SAFETY													002085	
	52933	06/27/18	#186835-TITLE	21.75		061318							LICENSES AND TAX	101.42411.0445
	52984	06/27/18	#162878-LICENSE/TAXES	827.29		061318							LICENSES AND TAX	101.42411.0445
			VENDOR TOTAL	849.04										
MN DEPT OF REVENUE													000492	
	307	06/18/18	USE TAX-MAY	81.52									SALES TAX PAYABL	101.206000
	307	06/18/18	USE TAX-MAY	56.83	CR								MOTOR FUELS AND	651.48486.0222
	307	06/18/18	SALES TAX-MAY	2,066.00		STMT/5-18							SALES TAX PAYABL	101.206000
	307	06/18/18	USE TAX-MAY	0.47	CR	STMT/5-18							SUBSISTENCE OF P	101.41401.0227
	307	06/18/18	USE TAX-MAY	3.61	CR	STMT/5-18							SUBSCRIPTIONS AN	101.41409.0443
	307	06/18/18	USE TAX-MAY	0.63	CR	STMT/5-18							GENERAL SUPPLIES	101.42411.0229
	307	06/18/18	USE TAX-MAY	16.04	CR	STMT/5-18							SMALL TOOLS	101.42412.0221

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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
MN DEPT OF REVENUE			000492											
	307	06/18/18	USE TAX-MAY	9.48CR		STMT/5-18		M	N				SUBSISTENCE OF P	101.42412.0227
	307	06/18/18	DIESEL FUEL TAX-MAY	103.89		STMT/5-18		M	N				MOTOR FUELS AND	101.43425.0222
	307	06/18/18	USE TAX-MAY	100.02		STMT/5-18		M	N				MOTOR FUELS AND	101.43425.0222
	307	06/18/18	USE TAX-MAY	8.29		STMT/5-18		M	N				MOTOR FUELS AND	101.45433.0222
	307	06/18/18	USE TAX-MAY	0.77CR		STMT/5-18		M	N				GENERAL SUPPLIES	651.48484.0229
	307	06/18/18	DIESEL FUEL TAX-MAY	34.91		STMT/5-18		M	N				MOTOR FUELS AND	651.48485.0222
			VENDOR TOTAL	2,306.80		*CHECK TOTAL								
MN LODGING ASSOCIATION			002391											
	52934	06/27/18	MBRSHP DUES 01/01- 05/31	167.50		59516		D	N				PREPAID EXPENSES	208.128000
	52934	06/27/18	MBRSHP DUES 06/01-12/31	167.50		59516		D	N				SUBSCRIPTIONS AN	208.45005.0443
			VENDOR TOTAL	335.00		*CHECK TOTAL								
MN UNITED SNOWMOBILE ASS			001970											
	52935	06/27/18	ANNUAL MEMBERSHIP DUES	50.00		70867		D	N				PREPAID EXPENSES	208.128000
	52935	06/27/18	ANNUAL MEMBERSHIP DUES	50.00		70867		D	N				SUBSCRIPTIONS AN	208.45005.0443
			VENDOR TOTAL	100.00		*CHECK TOTAL								
MUNICIPAL CODE CORPORATI			000540											
	52936	06/27/18	ANNUAL CODE ON INTERNET	229.17		00309967		D	N				PREPAID EXPENSES	101.128000
	52936	06/27/18	ANNUAL CODE ON INTERNET	320.83		00309967		D	N				PROFESSIONAL SER	101.41403.0446
			VENDOR TOTAL	550.00		*CHECK TOTAL								
MVTL LABORATORIES INC			000544											
	52937	06/27/18	LAB TESTING	45.00		924107		D	N				PROFESSIONAL SER	651.48484.0446
	52937	06/27/18	LAB TESTING	294.00		924345		D	N				PROFESSIONAL SER	651.48484.0446
			VENDOR TOTAL	339.00		*CHECK TOTAL								
NAVARRO/VICTORIA			.01487											
	52938	06/27/18	REFUND SHELTER DEPOSIT	50.00		062518		D	N				DEPOSITS	101.230000
NORLING/VALERIE			.02793											
	52939	06/27/18	SHELTER FEE REFUND	90.00		06222018		D	N				REFUNDS AND REIM	101.41428.0882
NORTHERN BUSINESS PRODUC			002322											
	52940	06/27/18	OFFICE SUPPLIES	23.88		293049-0		D	N				OFFICE SUPPLIES	208.45005.0220
	52940	06/27/18	NAME BADGE SUPPLIES	118.45		293080-0		D	N				OTHER CHARGES	208.45008.0449
			VENDOR TOTAL	142.33		*CHECK TOTAL								
OAKS AT EAGLE CREEK			000113											
	52941	06/27/18	GFO-GOLF EVENT	875.00		5797		D	N				SUBSISTENCE OF P	808.45016.0337

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OAKS AT EAGLE CREEK			000113											
	52941	06/27/18	GFO LUNCHES FOR SHORE	900.00		5798			D	N			OTHER SERVICES	808.45016.0339
			VENDOR TOTAL	1,775.00	*CHECK	TOTAL								
OFFICE SERVICES			000589											
	52942	06/27/18	OFFICE SUPPLIES-JUN	290.15		STMT/6-18			D	N			OFFICE SUPPLIES	101.41410.0220
	52942	06/27/18	PHOTO COPIES	272.42		STMT/6-18			D	N			OFFICE SUPPLIES	101.41410.0220
	52942	06/27/18	PHOTO COPIES	886.77		STMT/6-18			D	N			OFFICE SUPPLIES	101.41410.0220
			VENDOR TOTAL	1,449.34	*CHECK	TOTAL								
PAPER & THREADS LLC			002895											
	52943	06/27/18	LOGOS ON SAFETY VESTS	405.00		061818			D	N			SUBSISTENCE OF P	101.42411.0227
	52943	06/27/18	EMBROIDERY ON BLANKETS	20.00		061818			D	N			SUBSISTENCE OF P	101.42411.0227
	52943	06/27/18	LOGOS ON BACKPACK BAGS	216.00		061818			D	N			SUBSISTENCE OF P	101.42411.0227
			VENDOR TOTAL	641.00	*CHECK	TOTAL								
PAPER PLACE/THE			000597											
	52944	06/27/18	SPECIAL EVEN SUPPLIES	8.75		18832			D	M	07		GENERAL SUPPLIES	101.45435.0229
PERKINS LUMBER CO INC			000604											
	52945	06/27/18	6" SAFETY HASP	4.49		43651072			D	N			MTCE. OF STRUCTU	101.43425.0225
	52945	06/27/18	DOG PARK CONCRETE FORMS	25.80		43651186			D	N			GENERAL SUPPLIES	101.43425.0229
	52945	06/27/18	CONCRETE FRAMING MAT'L	162.44		43652143			D	N			GENERAL SUPPLIES	101.43425.0229
	52945	06/27/18	CONCRETE FRAMING MAT'L	9.32		43652287			D	N			GENERAL SUPPLIES	101.43425.0229
	52945	06/27/18	WOOD-BLA LOBBY WALLS	1,323.52		43652959			D	N			MTCE. OF STRUCTU	101.45433.0225
	52945	06/27/18	CONCRETE FRAMING MAT'L	34.27		43653523			D	N			GENERAL SUPPLIES	101.43425.0229
	52945	06/27/18	MATERIALS FOR R.I. SIGN	183.78		43653652			D	N			OTHER IMPROVEMEN	899.45432.0554
	52945	06/27/18	MATERIALS FOR R.I. SIGN	14.79		43653691			D	N			OTHER IMPROVEMEN	899.45432.0554
	52945	06/27/18	POOL DECK CAULK	20.97		43653739			D	N			MTCE. OF OTHER I	101.45437.0226
	52945	06/27/18	WOOD FOR FRAMING	73.92		43654225			D	N			GENERAL SUPPLIES	101.45437.0229
			VENDOR TOTAL	1,853.30	*CHECK	TOTAL								
PETERSON SHOE STORE			000608											
	52946	06/27/18	GEHRKING-SAFETY BOOTS	175.00		189571			D	N			SUBSISTENCE OF P	101.45433.0227
PLUMBING & HEATING OF WI			000618											
	52947	06/27/18	PLUMBING REPAIR-PARTS	251.35		24440			D	N			MTCE. OF STRUCTU	230.43430.0225
	52947	06/27/18	PLUMBING REPAIR-LABOR	180.00		24440			D	N			MTCE. OF STRUCTU	230.43430.0335
	52947	06/27/18	BOXING REPAIR	215.90		24445			D	N			MTCE. OF STRUCTU	101.45427.0225
	52947	06/27/18	LABOR BOXING	340.00		24445			D	N			MTCE. OF STRUCTU	101.45427.0335
			VENDOR TOTAL	987.25	*CHECK	TOTAL								
PLUNKETT'S PEST CONTROL			000620											
	52948	06/27/18	PEST CONTROL SERVICES	98.32		06012018			D	N			PREPAID EXPENSES	101.128000
	52948	06/27/18	PEST CONTROL SERVICES	294.98		06012018			D	N			PROFESSIONAL SER	101.41408.0446

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UNCOMMON USA INC			001286											
	52969	06/27/18	FLAGS	284.00		881783		D	N				GENERAL SUPPLIES	101.43425.0229
US BANK			002302											
	308	06/26/18	#148 2004 GO IMP BOND-	7,145.00		062518		M	N				INTEREST	330.43430.0444
VERIZON WIRELESS			002915											
	52970	06/27/18	CELL PHONE USAGE-MAY	2,998.37		9808714369		D	N				COMMUNICATIONS	101.41409.0330
VIGIL/RUDY			000951											
	52971	06/27/18	MILEAGE-MSTR GRDNR SHOOT	17.44		051718		D	N				TRAVEL-CONF.-SCH	101.45001.0333
	52971	06/27/18	MILEAGE-MSTR GRDNR SHOOT	18.53		053118		D	N				TRAVEL-CONF.-SCH	101.45001.0333
	52971	06/27/18	MACTA CONFERENCE	280.02		053118		D	N				TRAVEL-CONF.-SCH	101.45001.0333
	52971	06/27/18	MILEAGE-MSTR GRDNR SHOOT	15.26		061418		D	N				TRAVEL-CONF.-SCH	101.45001.0333
	52971	06/27/18	MILEAGE-BORROWED CAMERA	32.70		062218		D	N				TRAVEL-CONF.-SCH	101.45001.0333
	52971	06/27/18	MILEAGE-RETURNED CAMERA	32.70		062218		D	N				TRAVEL-CONF.-SCH	101.45001.0333
				396.65										
			VENDOR TOTAL	396.65										
													*CHECK TOTAL	
WAL-MART COMMUNITY			000789											
	52972	06/27/18	REC SUPPLIES	3.96		051718		D	N				GENERAL SUPPLIES	101.45432.0229
	52972	06/27/18	STORAGE CONTAINERS	25.41		052318		D	N				GENERAL SUPPLIES	101.45437.0229
	52972	06/27/18	SOAP/CLEANING SUPPLIES	33.88		052518		D	N				CLEANING AND WAS	101.45437.0228
	52972	06/27/18	STORAGE CONTAINER	5.48		052518		D	N				GENERAL SUPPLIES	101.45437.0229
	52972	06/27/18	COFFEE MAKER	19.77		052518		D	N				SMALL TOOLS	651.48484.0221
	52972	06/27/18	ANTIFREEZE	31.92		052518		D	N				MTCE. OF EQUIPME	651.48484.0224
	52972	06/27/18	WAX FOR SLIDE	15.68		052918		D	N				GENERAL SUPPLIES	101.45437.0229
	52972	06/27/18	COFFEE/FILTERS	31.29		053018		D	N				GENERAL SUPPLIES	101.42411.0229
	52972	06/27/18	CONCESSION SUPPLIES	798.13		060518		D	N				GENERAL SUPPLIES	101.45437.0229
	52972	06/27/18	CONCESSION SUPPLIES	101.00		060518		D	N				GENERAL SUPPLIES	101.45437.0229
	52972	06/27/18	STAFF TRAINING-TREATS	37.21		060618		D	N				GENERAL SUPPLIES	101.45432.0229
	52972	06/27/18	VOLLEY BALLS	19.92		060718		D	N				GENERAL SUPPLIES	101.45432.0229
	52972	06/27/18	PARADE DECORATION	44.46		060918		D	N				GENERAL SUPPLIES	101.45437.0229
	52972	06/27/18	TICKETS/SUPPLIES	3.88		061618		D	N				GENERAL SUPPLIES	101.45437.0229
				1,171.99										
			VENDOR TOTAL	1,171.99										
													*CHECK TOTAL	
WASIK/CRAIG			003229											
	52973	06/27/18	FIRE SCHOOL	127.51		06252018		D	N				TRAVEL-CONF.-SCH	101.42412.0333
WEST CENTRAL COMMUNICATI			000796											
	52974	06/27/18	SIREN MTCE PARTS	90.00		086113S		D	N				CIVIL DEFENSE	101.42428.0809
	52974	06/27/18	SIREN MTCE-LABOR	270.00		086113S		D	N				CIVIL DEFENSE	101.42428.0809
				360.00										
			VENDOR TOTAL	360.00										
													*CHECK TOTAL	
WEST CENTRAL INDUSTRIES			000801											
	52975	06/27/18	LATH BUNDLES/STAKES	95.03		2891		D	N				GENERAL SUPPLIES	101.43417.0229

ACS FINANCIAL SYSTEM
06/27/2018 13:31:56

Vendor Payment History Report
INCLUDES ONLY POSTED TRANS

CITY OF WILLMAR
GL540R-V08.08 PAGE 20

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
ZHANG/WEI LIN			.02747											
			VENDOR TOTAL	116.67										
ZWAGERMAN/JACEN			003402											
	52983	06/27/18	B.O.L. COURSE-ST PAUL	837.34		060818		D	N				TRAVEL-CONF.-SCH	101.41402.0333

ACS FINANCIAL SYSTEM
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Vendor Payment History Report
INCLUDES ONLY POSTED TRANS

CITY OF WILLMAR
GL540R-V08.08 PAGE 21

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
REPORT TOTALS:				324,679.56										

RECORDS PRINTED - 000486

Vendor Payment History Report

FUND RECAP:

FUND	DESCRIPTION	DISBURSEMENTS
101	GENERAL FUND	171,232.54
208	CONVENTION & VISITORS BUREAU	21,993.06
230	WILLMAR MUNICIPAL AIRPORT	1,945.34
330	D.S. - 2004C BOND AIRPORT	7,145.00
418	S.A.B.F. - #2018	4,168.25
450	CAPITAL IMPROVEMENT FUND	65,787.57
651	WASTE TREATMENT	30,699.96
808	GOVERNOR'S FISHING OPENER	12,052.79
899	DONATION FUND (AGENCY)	9,655.05
TOTAL ALL FUNDS		324,679.56

BANK RECAP:

BANK	NAME	DISBURSEMENTS
HERT	HERITAGE BANK	324,679.56
TOTAL ALL BANKS		324,679.56



CITY COUNCIL AGENDA REPORT

To: Mayor and City Council	Date: July 2, 2018
From: Ike Holland, City Administrator	Subject: Approving Robbins Island Mayor’s Task Force Master Plan

AGENDA ITEM: Consideration of Approval of Robbins Island Mayor’s Task Force Master Plan

INTRODUCTION/REQUEST: To approve the Mayor’s Task Force Master Plan for the Robbins Island Park Complex.

HISTORY: Several improvements have taken place on the Robbins Island Complex to enhance its use by the public due to the efforts of both the City and various volunteer organizations. In September of 2017 the Council approved the Mayor’s recommendation to appoint a Robbins Island Task Force. Over the course of several months this Task Force has met regularly with the Consultant for the Robbins Island Master Plan, SRF Consulting Inc.

CURRENT CIRCUMSTANCE: The City would like to continue the development of the Robbins Island Park Complex and include the ideas and concepts developed in the overall Master Plan.

RECOMMENDATION: The Council approve the Robbins Island Master Plan as presented at the Council Work Session on May 21, 2018.

ISSUES: None

FINANCIAL IMPACT: None

ALTERNATIVES:

1. Delay Council action if additional information is required.

RECOMMENDED MOTION: Approve the Mayor’s Robbins Island Task Force Master Plan as presented.

REVIEWED BY: Ike Holland, City Administrator

WORK SESSION DATE: May 21, 2018

COUNCIL MEETING DATE: July 2, 2018 Regular Agenda Consent Agenda



Robbins Island Regional Park Master Plan Update

June 2018



Robbins Island Regional Park Master Plan Update

Willmar, Minnesota

June 2018

Prepared for:
City of Willmar

Prepared by:



Acknowledgments

The City of Willmar gratefully acknowledges the community contributions to the content of the Robbins Island Regional Park Master Plan update.

Mayor's Task Force

- » Marv Calvin Mayor
- » Audrey Nelson City Council
- » Rick Fagerlie City Council
- » Ike Holland City Administrator
- » Gary Manzer Public Works Superintendent
- » Joy Baker Rotary, Marketing, Rockin' Robbins
- » Sara Carlson Willmar Area Community Foundation
- » Tom Gilbertson Willmar Rotary
- » Shane Johnson Bremer Bank
- » Winton Johnson Disc golf/Culvers
- » Steve Linder Lakeland Broadcasting
- » Bob Mathiasen Heritage Bank
- » James Miller United Way, Willmar Fest, Rotary
- » Julie Morris North American Insurance Agency
- » Rachel Skretvedt Education & Recreation Joint Powers Board/Playground Committee

Consultants

- » Stewart Crosby, SRF Consulting Group, Inc.
- » Jonathan Fillmore, SRF Consulting Group, Inc.

Project Background

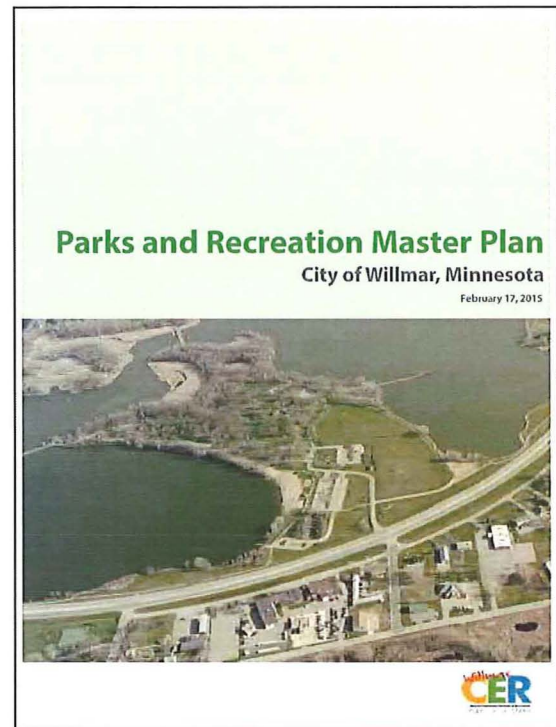
The City of Willmar initiated a planning process in 2015 to develop master plans for five local parks and two regionally significant parks. The Parks and Recreation master Plan included Swanson Field and Robbins Island. This was the first comprehensive park planning completed for several parks in the City of Willmar for several years.

One outcome of the master plan was recognition that Robbins Island could be recognized as a regional park and with regional status, would be eligible for Legacy Grant funds for future development. In 2016, Community Education and Recreation staff submitted an application to the Greater Minnesota Parks and Recreation Commission to consider Robbins Island and regional park. Regional status was granted later that year.

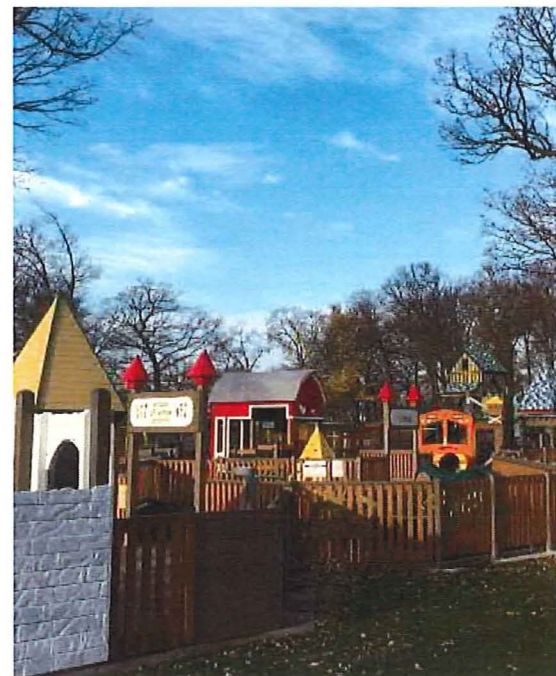
In 2016-2017 a dedicated group of community volunteers initiated a process to raise funds, design and construct the Destination Playground, which has become a major attraction for the community. That same year, the City of Willmar received a Legacy Grant for improvements at Robbins Island Regional Park.

Mayor Calvin created the Robbins Island Mayor's Task Force in 2017 to review previous planning efforts and to update the master plan to prepare for new developments at the park that have funding including a new four-season park building, and to create a vision for all future park development projects.

The Mayor's Task Force met five times between October 2017 and May 2018. Early meetings discussed previous planning efforts and focused on developing a vision and guiding principles for the park. The committee developed two concepts for Robbins Island Park and presented these ideas to the general public at an open house on April 3, 2018. Over forty people attended the open house and provided input on their interests for the park.



2015 Master Plan



Destination Playground

Vision Concepts

After reviewing previous planning efforts for Robbins Island Regional Park, the Committee developed several visions for the park, recognizing that this master plan update will take several years to accomplish and that the plan needs to be community-focused. The following vision concepts were developed for the park planning process:

- **Safety** for pedestrians and bicyclists in and around the park
- **Improve access** and road circulation in the park
- Protect and **enhance the natural features** of the park
- The park is **inclusive** for the entire community
- Provide **year-round** access for the community
- Make the park and its facilities **accessible** and mobile **for all users**
- Maintain the **natural beauty** of the park
- **Improve the water quality** of Foot and Willmar Lakes
- Make it a **destination** park
- Develop the park as the **City's Central Park**
- The park and its amenities should **attract people** from around the region to Willmar
- Not "the everything" park. Recognize that certain amenities may better serve the **community** at another city park

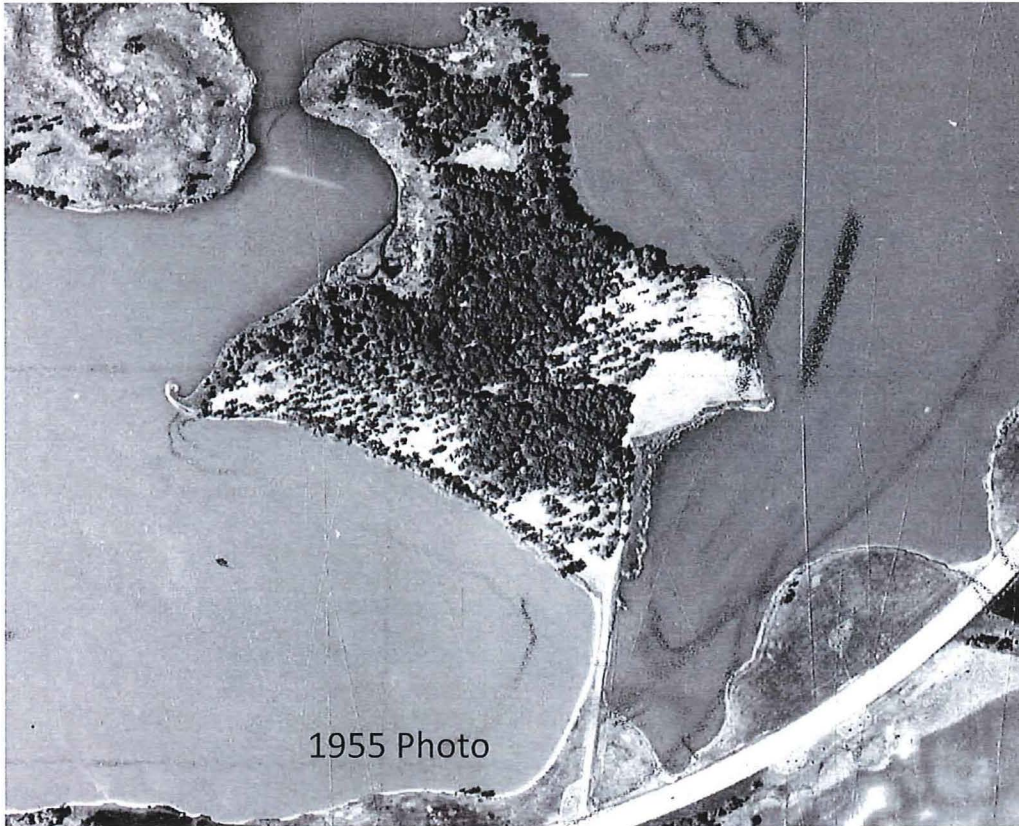
Planning Principles

The following planning principles were developed to guide the master planning process:

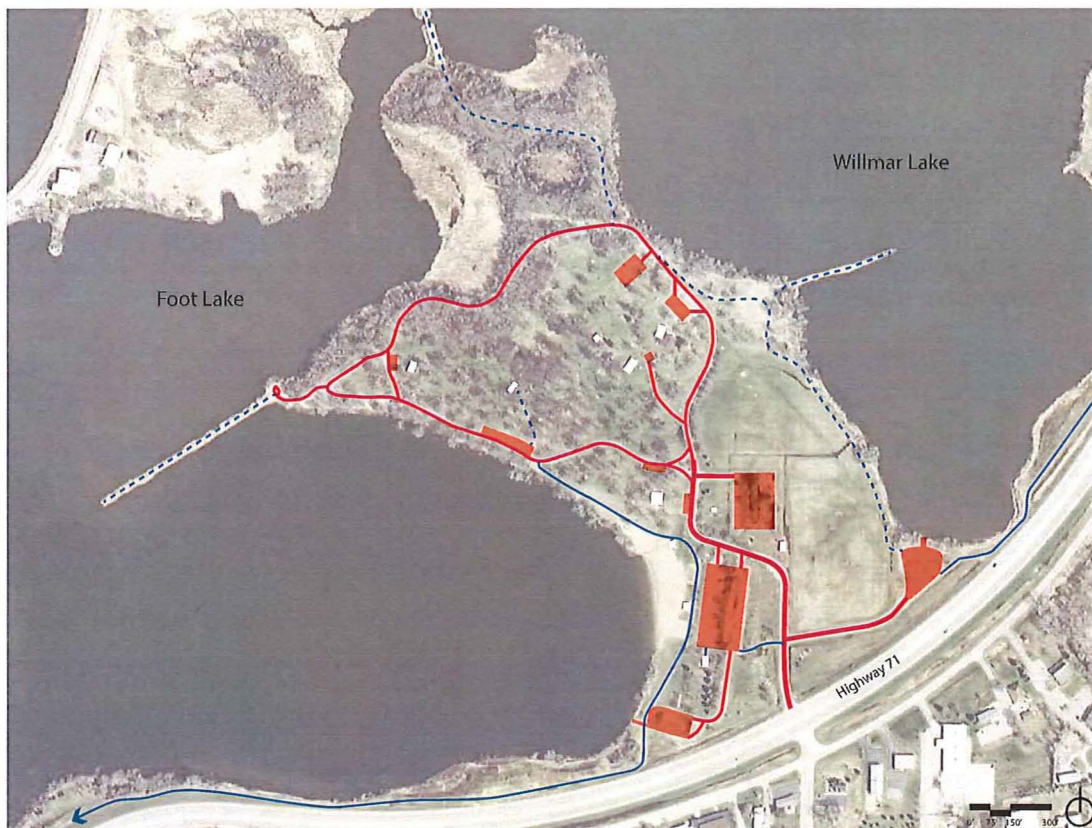
- Develop and maintain a safe and inviting park
- Establish zones of use in the park
- Preserve existing natural resources in the park
- Create a welcoming entrance
- Create logical circulation patterns for vehicles and pedestrians on separate alignments
- Incorporate sustainable systems in all park buildings and facilities



Site Analysis

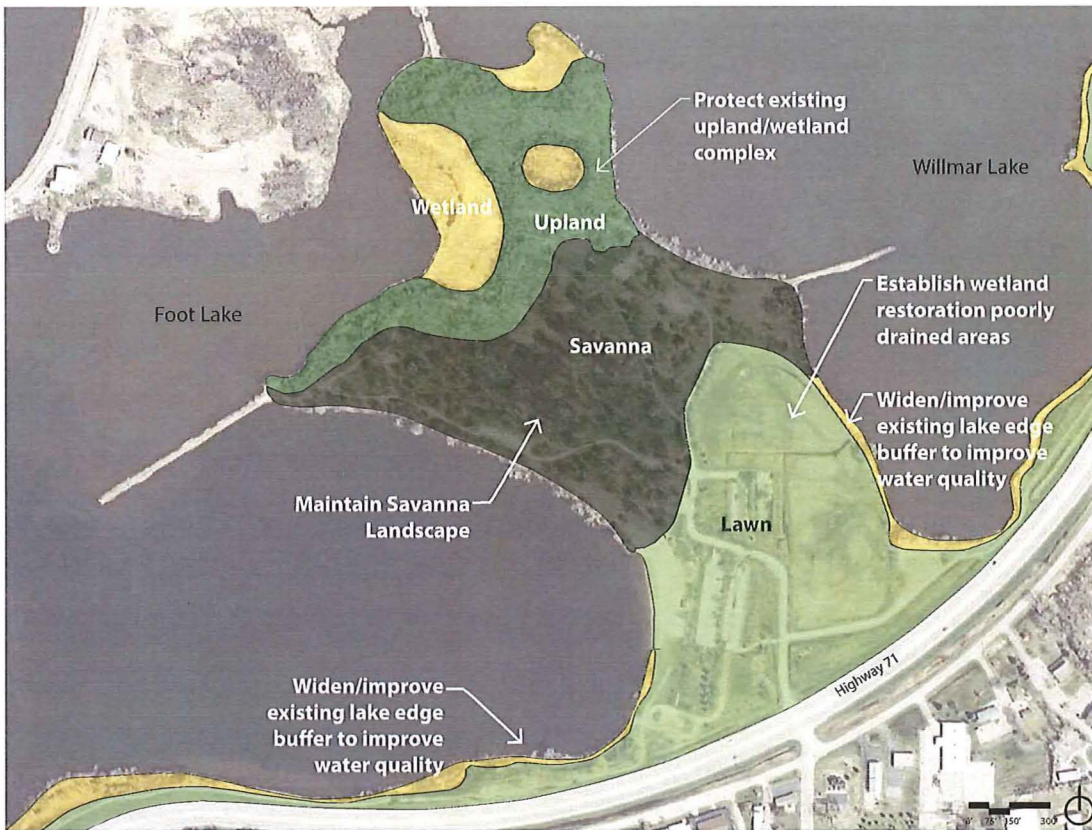


Historic Aerial Image from 1955

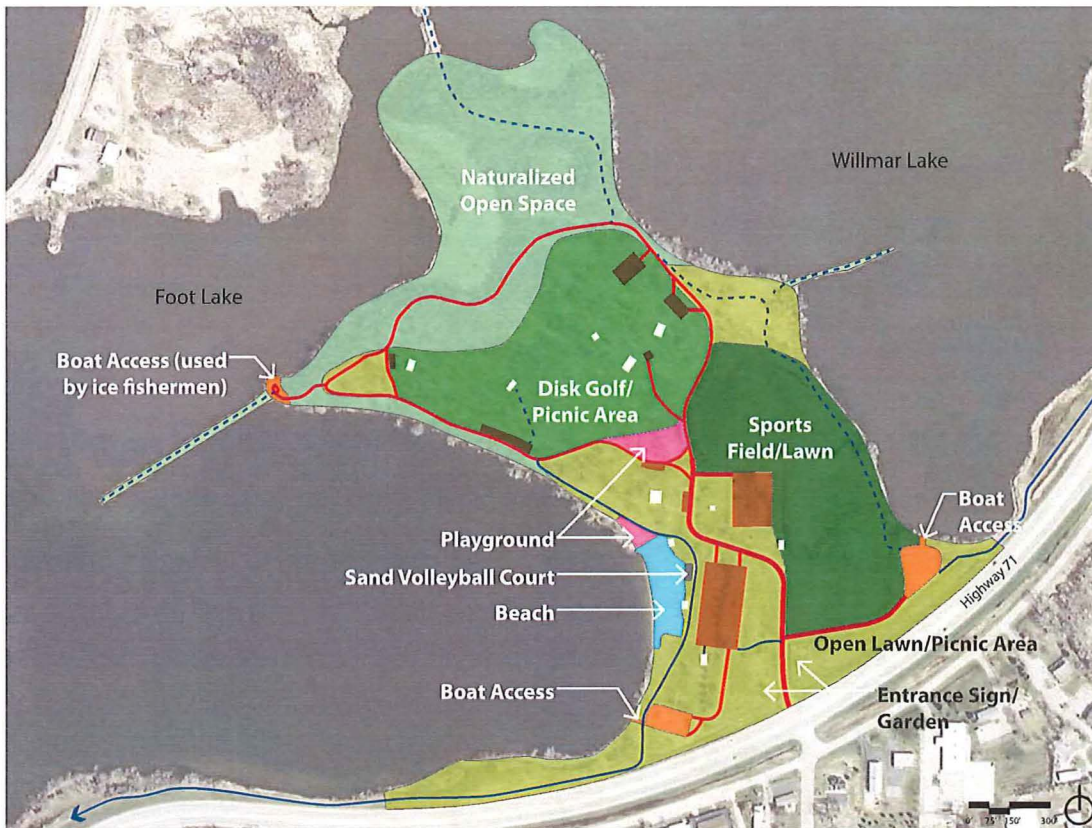


- Vehicular Circulation
- Parking Lots
- Paved Pedestrian Circulation
- Soft Surface Pedestrian Circulation

Existing Circulation



Natural Resources



Existing Park Facilities

Desired Elements & Features

- 18-hole disc golf course
- Pedestrian and bike trail system
- Concert venue/band shell
- Small amphitheater on hillside
- Four-season shelter with restrooms
- Multi-use building
- Three-season picnic shelter
- Food truck staging area
- Motor and non-motorized boat launches
- Entrance gateway monument
- Open lawn
- Improved road circulation
- Ice rink (not on lake)
- Swim features
- Ski trails
- Sledding hill



Amphitheater: Silverwood Park | St Anthony, MN



Outdoor Bandshell: Lake George Regional Park, St. Cloud MN



Four Season Building: Elm Creek Regional Park | Maple Grove, MN

Updated Master Plan Concept- Summer



Updated Master Plan Concept- Winter



Appendix A- Preliminary Construction Estimate

6/11/2018

UNIT LEGEND: <u>LS</u> =Lump Sum, <u>SF</u> =Square Feet, <u>SY</u> =Square Yard, <u>EA</u> =Each, <u>LF</u> =Lineal Foot, <u>CY</u> =Cubic Yards, <u>AC</u> =Acre					
Robbins Island Regional Park Preliminary Construction Estimate (2018 Dollars)					
Notes	Removals	Unit	Unit Price (in Dollars)	Estimated Quantity	Total (In Dollars)
	Remove Bituminous Parking Lot	SY	\$4	10950	\$45,990
	Remove Bituminous Roadway	SY	\$4	3800	\$15,960
	Remove Bituminous Trail	SY	\$4	3400	\$14,280
	Remove Large Shelter	LS	\$15,750	1	\$15,750
	Remove Small Shelter	LS	\$8,400	9	\$75,600
	Clear and Grub Tree	EA	\$315	50	\$15,750
Subtotal					\$183,330
Notes	Asphalt & Concrete		Unit Price (in Dollars)		Total (In Dollars)
4	Bituminous Roadway	SY	\$42	13000	\$546,000
4	Bituminous Parking Lot	SY	\$63	9000	\$567,000
5	Bituminous Trail (8' width)	LF	\$53	11000	\$577,500
6	Concrete Plaza	SF	\$5	16000	\$84,000
Subtotal					\$1,774,500
Notes	Architectural Elements		Unit Price (in Dollars)		Total (In Dollars)
	Medium 3-Season Picnic Shelter (650 sf)	LS	\$100,000	2	\$200,000
	Large 3-Season Picnic Shelter (1500 sf)	LS	\$225,000	1	\$225,000
	Large 4-Season Park Building (3320 sf)	LS	\$640,000	1	\$640,000
7	Amphitheater	LS	\$75,000	1	\$75,000
	Outdoor Band Shell	LS	\$125,000	1	\$125,000
Subtotal					\$1,265,000
Notes	Park Elements		Unit Price (in Dollars)		Total (In Dollars)
8	Skating Rink & Skate Trail	LS	\$69,300	1	\$69,300
9	Boardwalk	LF	\$650	350	\$227,500
Subtotal					\$296,800
Notes	Site Furnishings		Unit Price (in Dollars)		Total (In Dollars)
	Picnic Table	EA	\$2,000	30	\$60,000
	Bench	EA	\$1,600	10	\$16,000
	Bike Rack	EA	\$600	4	\$2,400
	Trash Receptacle	EA	\$750	10	\$7,500
	Bike Fixit Station	EA	\$1,600	1	\$1,600
	Park Sign	EA	\$2,700	1	\$2,700
	Interpretive Kiosk	EA	\$2,100	1	\$2,100
	Pedestrian Light Fixture	EA	\$7,000	25	\$175,000
Subtotal					\$267,300
Notes	Landscaping		Unit Price (in Dollars)		Total (In Dollars)
	Deciduous Tree	EA	\$525	60	\$31,500
	Coniferous Tree	EA	\$525	20	\$10,500
10	Native Landscape Restoration	AC	\$9,500	2	\$19,000
11	Turf Establishment	AC	\$6,300	9	\$56,700
Subtotal					\$117,700
Notes	SUBTOTAL IMPROVEMENTS*				\$3,900,000
	Erosion Control, 3%*				\$117,000
	Construction Surveying, 8%*				\$312,000
	Mobilization, 5%*				\$195,000
	SUBTOTAL 2				\$4,524,000
	Construction Contingency, 20%*				\$905,000
	SUBTOTAL 3				\$5,429,000
	Design & Engineering Contingency, 20%*				\$1,086,000
	GRAND TOTAL				\$6,515,000

* Figure has been rounded.

Cost Estimate Notes

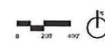
1. Construction cost estimates include contingencies for erosion control, construction surveying and mobilization, as well as a general construction contingency of 20% and a design and engineering contingency of 20%.
2. Estimates are based on 2018 construction costs.
3. Estimates assume no additional cost for private utility relocation.
4. Roadway and parking lot construction costs includes grading, base material, pavement and striping.
5. Trail construction cost includes grading, base material, pavement and pedestrian ramps, where applicable.
6. Concrete sidewalk and plaza construction costs include grading, base material and concrete.
7. Estimate for amphitheater is from Phase One report, P. 28.
8. Skating rink estimate includes open skating area and skate trail.
9. Boardwalk estimate includes helical pile footings and all-wood decking, assumes no rail will be required.
10. Native landscape restoration cost includes soil preparation, seed, installation, and erosion control, as needed.
11. Turf establishment cost includes soil preparation, seed, installation, and erosion control.

Appendix B- Open House Boards

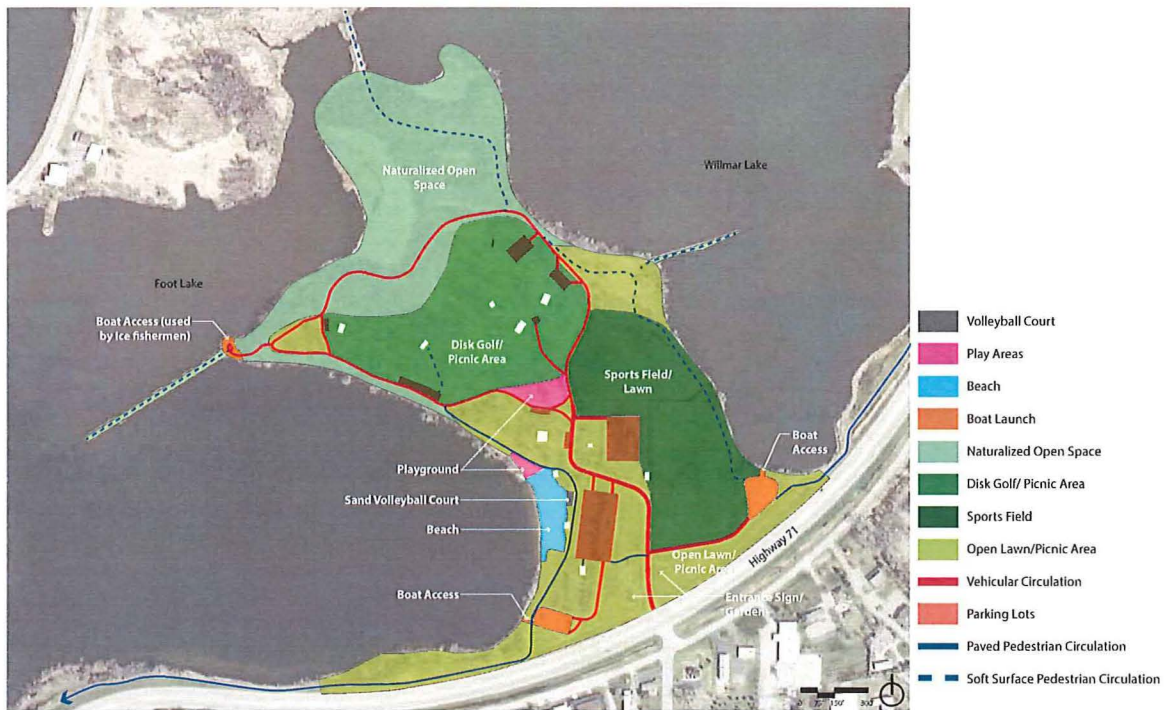


Robbins Island Regional Park Master Plan Update

Open House #1 - April 3, 2018



Park Context Map
Robbins Island Master Plan Update





- Vehicular Circulation
- Parking Lots
- Paved Pedestrian Circulation
- - - Soft Surface Pedestrian Circulation



Existing Circulation
Robbins Island Master Plan Update



- - - Pedestrian Connection Opportunity
- ~ ~ ~ Pedestrian Barriers
- Park Destination Hot Spots
- Vehicular Circulation
- Parking Lots
- Paved Pedestrian Circulation
- - - Soft Surface Pedestrian Circulation



Circulation Issues Opportunities
Robbins Island Master Plan Update



Concept A: Summer
Robbins Island Master Plan Update



Concept A: Winter
Robbins Island Master Plan Update



Destination Playground Parking Lot



Destination Playground Entrance Plaza



Existing Boat Launch



Picnic Shelter



Park Entrance Sign



Field and Shelter



Existing Changing Room and Beach



Beach Parking Lot



Sand Volleyball Court



Guri Building



Existing Park Road



Disk Golf / Picnic Area



Existing Site Photos

Robbins Island Master Plan Update



Amphitheater: Silverwood Park | St Anthony, MN



Amphitheater: Minnesota Zoo Lakeside Terrace | Apple Valley, MN



Amphitheater: Tettegouche State Park | MN



Outdoor Bandshell: Bayfront Festival Park, Duluth MN



Outdoor Bandshell: Lake George Regional Park, St. Cloud MN



Outdoor Bandshell: Lake Harriet Bandshell, Minneapolis, MN



Four Season Building: Harmon Park | West St. Paul, MN



Four Season Building: Elm Creek Regional Park | Maple Grove, MN



Four Season Building: Bush Lake Beach | Bloomington, MN



Precedents

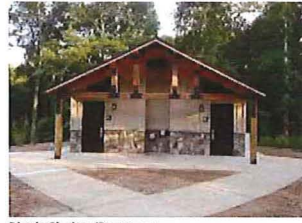
Robbins Island Master Plan Update



Picnic Shelter/Restroom



Picnic Shelter/Restroom



Picnic Shelter/Restroom



Floating Dock: Shady Oak Park | Minnetonka, MN



Picnic Shelter: Town Square Park | Blaine, MN



Picnic Shelter



Ice Skating Loop: Central Park | Maple Grove, MN



Winter Light Show: Bentleyville | Duluth MN



Cross Country Ski Trails: Baker Park Reserve | Maple Plain, MN



Precedents

Robbins Island Master Plan Update

Appendix C- Open House Summary



Record of Meeting

SRF No. 11043

Location: Willmar Fire Station
Client: City of Willmar
Date: Tuesday, April 3, 2018
Subject: Robbins Island Regional Park Master Plan Open House

Purpose of Meeting:

The purpose of the meeting was to gain input from the public on the two concepts prepared for Robbins Island Regional Park.

Input Received During Presentation

- Is it possible to add fishing structure off land piers? Many people fish here.
- The fishing pier is far away from the playground. Could it be moved closer to playground? Moving it would create a “triangle affect” where users could quickly transition from the playground, to the fishing pier, to the beach.
- The elderly in the community like the long park road because it offers access to amenities without the need to walk.
- Concept B seems safer for pedestrians because they do not need to cross the road to get from the playground to the beach. However, Concept A opens the park to non-car uses and illuminates secluded road segments where illegal activity often occurs.
- The current beach is very dirty with lots of goose poop.

Input Received on Comment Cards

1. In what neighborhood do you live?

- 15th St SW
- Willmar
- College View
- Kandiyohi
- SW Willmar
- New London
- North of Willmar Ave.
- Garfield
- Lakewood Estates

2. What aspects of the Robbins Island Regional Park concepts presented this evening do you like or dislike?

- More fishing docks. Create “triangle” with playground and concessions/beach.
- I love the trails, skating loop, potential for kayaking on the lakes, four season rentals are very important to bring people to the park year-round.
- Disc golf is #1 priority to me. The back 9 holes could be moved to Hedin Park with a few baskets by the hiking trails in the woods behind 5.
- I love the band shell and the skate rink loop.
- I like seeing more use and time put into the park. It’s a large attraction and asset for our community.
- I like that the four-season buildings are being used all year long.
- I like that disc golf is included in plans.
- I dislike roadway on concept A. It allows too many safety concerns with children moving between lake and playground and other facilities.
- I love the winter options. Very well thought through and good variety. I dislike concept B’s focus on the road. Inside and outside bike path seems unnecessary.
- Concept A needs more parking.
- I like the stone amphitheater.
- I like the floating dock

3. Are there any elements you feel are missing from the Robbins Island Regional Park concepts?

- Fountains in lake
- Adequate parking for boat trailers and trucks.
- I think there should be a fishing pier/dock by the long neck fishing area on the west side going into Foot Lake. I think having a nice swim area there would be great too.
- Add a dock to land pier or between beach and land pier.
- I would like to see the disk golf course on the plans.
- Include a canopy space at lake front like Lake Rebecca.
- Incorporate art piece(s).
- Consider adding photo blinds for wildlife viewing.
- Designated hammock areas.

4. Do you prefer Concept A with the park road on the east side or Concept B with the park road on the west side? Why?

- Concept B but add the skating loop.
- I like concept A much more because it is a shorter road that prevents people from just driving through. It also preserves more of the natural beauty of the park.
- Concept A. I do like the aspect of not crossing the road in Concept B though.

- Concept A. I like the focus on the users of the park vs. the focus on a road/scenic drive. With more activity, I am a bit concerned about parking capacity, but not enough to steer me away.
- Concept A or B have good parts.
- Concept A – Because it does not affect most of disc golf park.
- Concept B. Road on the east side. When we worked, spoke, and engaged community on the destination ark we preached safety and children not crossing the road. I would hope safety and security would be the greatest priorities. Also with B, I think there is more means of access for those with mobility issues and more ability to take advantage of trails, bridges, and wildlife.
- I like concept A because it focuses on park activities. It encourages people getting out and being active (Vision 2040 goal).

5. Additional Comments?

- Maintain loop road design
- Who will operate the concessions?
- Has there been discussion on the geese issue at beach?
- I was set on concept A, until I realized that there was a road between the park and beach. I feel like parents would be very worried about safety while at the park. However, I changed my vote to concept B because the road is already there today and hasn't been an issue. Maybe add a stop sign or raised road.
- How are you factoring the aging population? It is one of the largest growing populations.
- It is going to take a lot of work to clean the lake up.

Input Received on Boards and from Discussion

- Would like to have more bike racks in park.
- Fat bike trails would be a nice winter activity to include in park.
- Could we stop traffic at beach house to eliminate car – pedestrian conflict between playground and beach?
- Concept B would require a lot of impact on the landscape to construct. Concept A will allow for more space for park use.

Votes for Concept A = 16

Votes for Concept B = 18

Number of people on sign in sheet = 41



CITY COUNCIL AGENDA REPORT

To: Mayor and City Council	Date: July 2, 2018
From: Sarah J. Anderson, Planner	Subject: Midwest Storage Second Addition Preliminary/Final Plat

AGENDA ITEM: Midwest Storage Addition Preliminary/Final Plat

INTRODUCTION/REQUEST: Myron Krupa proposes a subdivision to replat two existing parcels for a lot line change on property described as follows: Lots 2 & 3, Block 1, Midwest Storage Addition (1710 Hwy 12 E).

HISTORY: The Planning Commission and City Council approved Midwest Storage Addition at the end of 2017. The first plat consisted of three parcels and an outlot: one has been sold to a cleaning business, one is currently for sale, one is for the mini storage facilities, and the outlot is a private drive serving all the parcels in the plat.

CURRENT CIRCUMSTANCE: The purpose of changing these lot lines is to allow a kiosk for Midwest Storage to be placed on the property. It is currently in the cleaner’s building, but the owner would like to make it a stand-alone kiosk. The Zoning Ordinance only allows accessory structures to be placed on the same parcel as the primary use, Midwest Storage in this case. The sign currently on the cleaner’s parcel will also be moved to this new portion of the parcel.

RECOMMENDATION: Staff recommends approval of the preliminary and final plat with the following conditions:

- A. A 6’ utility easement shall be reflective of the lot line changes along the interior lot line between Lots 1 & 2.
- B. The private water line utility easement across Lot 1 shall be reflected on the plat.

ISSUES: N/A

FINANCIAL IMPACT: N/A

ALTERNATIVES:

- 1. Hold the matter for further information.
- 2. Deny the preliminary/final plat.

RECOMMENDED MOTION: Motion to approve the preliminary/final plat with the following conditions:

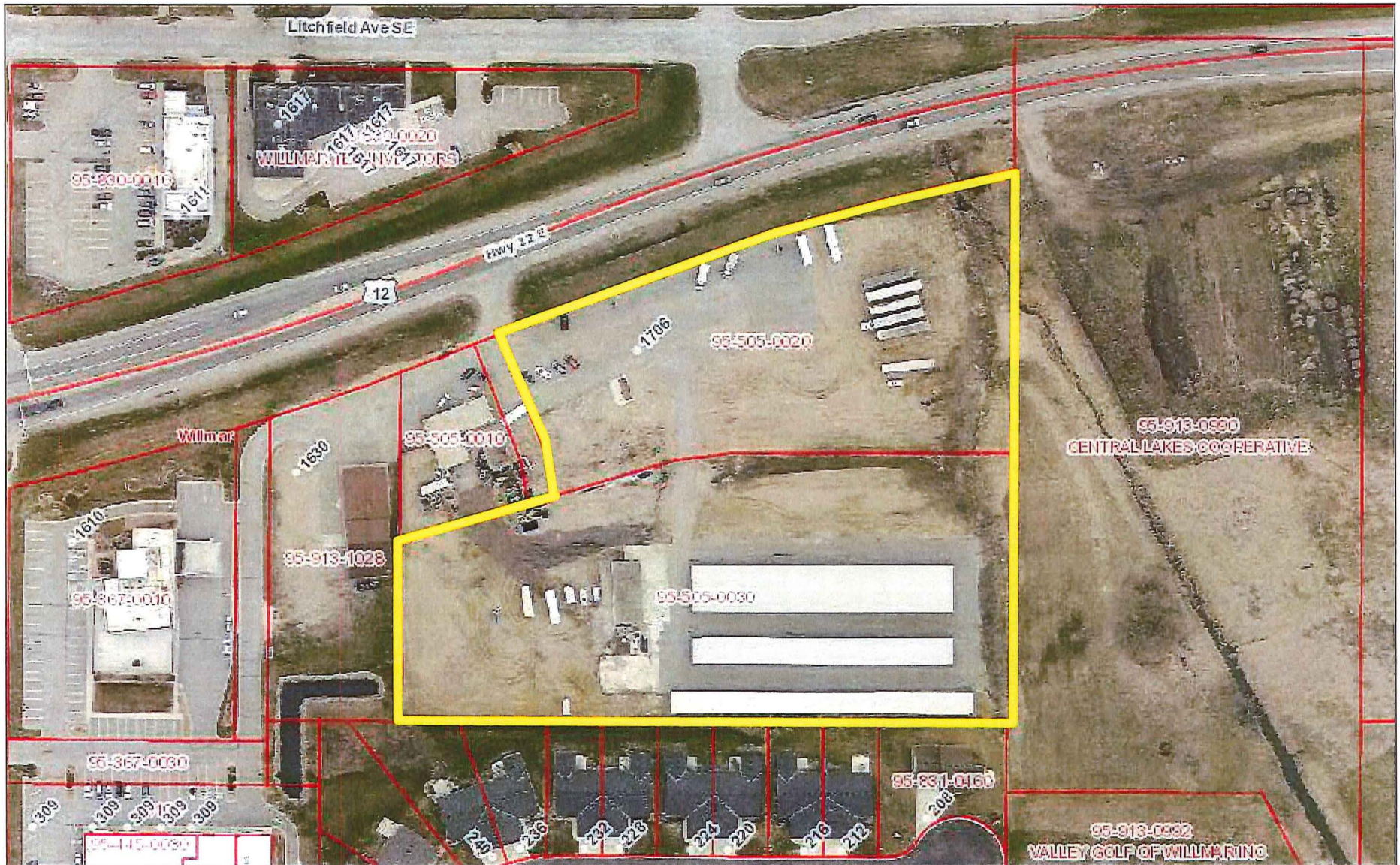
- A. A 6' utility easement shall be reflective of the lot line changes along the interior lot line between Lots 1& 2.
- B. The private water line utility easement across Lot 1 shall be reflected on the plat.

REVIEWED BY: Bruce D. Peterson, Director of Planning and Development Services

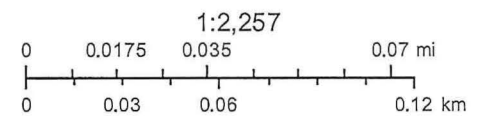
WORK SESSION DATE: N/A

COUNCIL MEETING DATE: July 2, 2018

Midwest Storage 2nd Addition Location



May 29, 2018



PRELIMINARY PLAT OF:
MIDWEST STORAGE SECOND ADDITION

NW COR. SEC. 13
 T-119, R-35

LINE	MEASURED BEARING	DISTANCE
L1	N 21° 22' 02" W	154.39
L2	N 60° 36' 34" W	48.89
L3	N 68° 36' 34" W	48.29
L4	N 21° 22' 02" W	86.14
L5	S 68° 37' 54" W	29.60

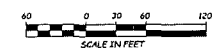
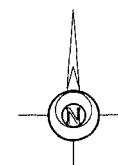
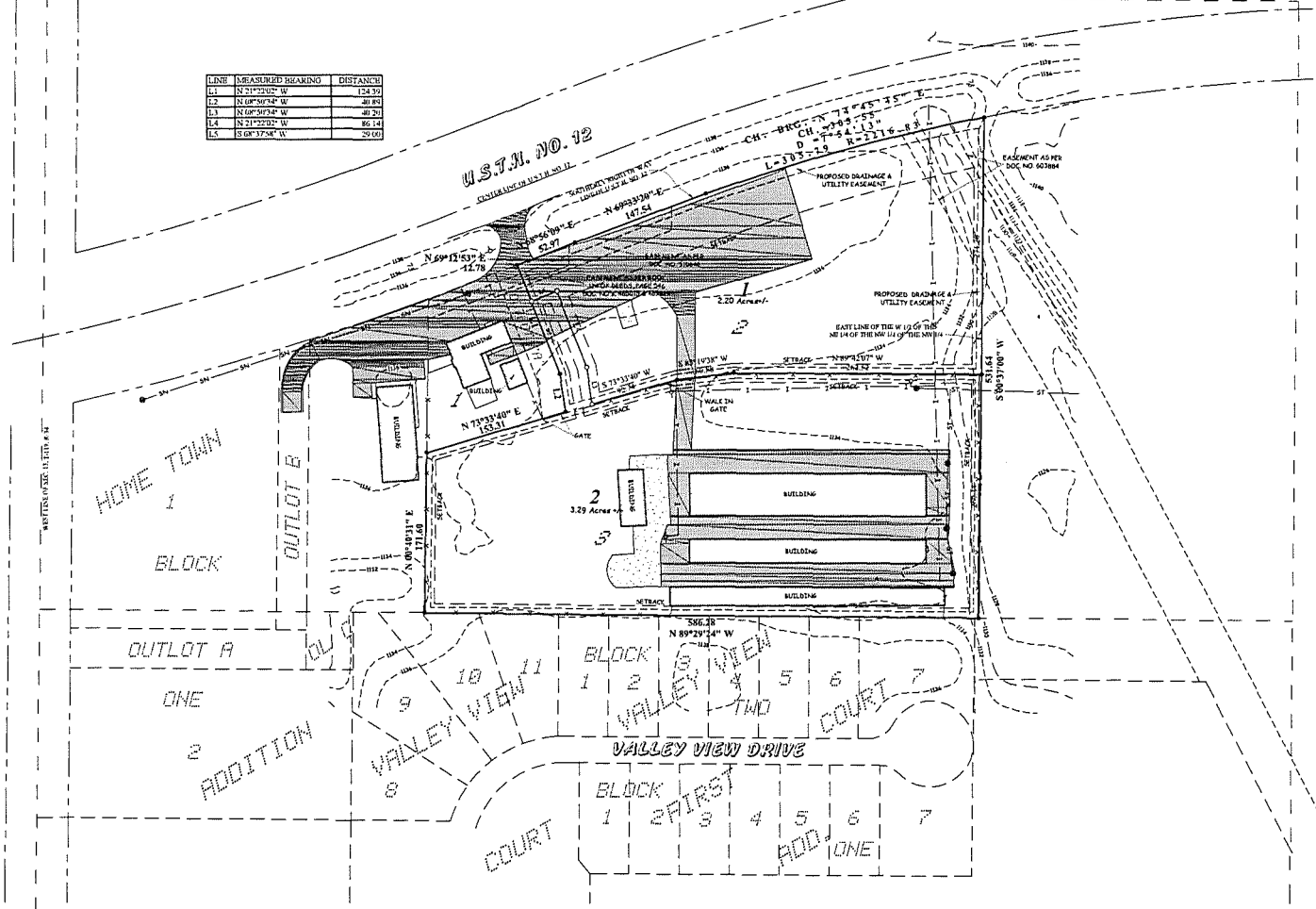
LEGAL DESCRIPTION

Lots 2 & 3, Block 1, MIDWEST STORAGE ADDITION as of public record, Kandiyohi County, Minnesota.

Subject to easements of record.

SETBACKS:
 FRONT- 50' FROM U.S.T.H. NO. 12 RIGHT OF WAY
 SIDES 10'
 REARS 10'

PROPOSED EASEMENTS:
 The drainage & utilities as shown on this preliminary plat were dedicated on the plat of MIDWEST STORAGE ADDITION. No additional easements are proposed at this time.



- Legend**
- INDICATES IRON MONUMENT PLACED
 - INDICATES IRON MONUMENT FOUND
 - ⊙ INDICATES KANDIYOHI COUNTY CAST IRON MONUMENT
 - ✕ INDICATES FENCE
 - S— INDICATES SANITARY SEWER
 - W— INDICATES WATER LINE
 - H— INDICATES HYDRANT
 - INDICATES MANHOLE
 - INDICATES CATCH BASIN
 - ▭ INDICATES CONCRETE
 - ▨ INDICATES BITUMINOUS

PRELIMINARY PLAT PREPARED FOR:
MYRON KRUPA

JOB NO: 2017-451
 FILE NAME: 2017-451APP.dwg
 LOCATION: 13-119-35

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

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PRELIMINARY PLAT PREPARED BY:
O'MALLEY & KRON
 LAND SURVEYORS, INC.

1004 2nd ST. SE
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I HEREBY CERTIFY THAT THIS SURVEY, PLAN OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY REGISTERED LAND SURVEYOR UNDER THE LAWS OF THE STATE OF MINNESOTA.
 BENJAMIN C. O'MALLEY DATE: 5-23-2017
 A MINNESOTA REGISTRATION NO. 42190

SHEET 1 OF 1

NW COR. SEC. 13
 T-119, R-35