

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 MEETING

TUESDAY, FEBRUARY 18, 2020 7:00 PM

**BOARD ROOM, HEALTH AND HUMAN SERVICES BUILDING
2200 – 23RD STREET NE, WILLMAR, MINNESOTA**

AGENDA

1. Call Meeting to Order
2. Roll Call
3. Pledge of Allegiance
4. Proposed Additions or Deletions to Agenda
5. Consent Items
 - Approve:
 - A. City Council Minutes of February 3, 2020
 - B. Willmar Municipal Utilities Board Minutes of February 10, 2020
 - C. Planning Commission Minutes of February 5, 2020
 - D. Application for Appointment – Rebecca Chelene to Human Rights Commission
 - E. Application for Appointment – Chloe Quinn to Parks and Recreation Board
 - F. Application for Exempt Permit – Willmar Fests, Inc.
 - G. Accounts Payable Report for January 30 through February 12, 2020
 - Accept:
 - H. Building Report for the Month of January, 2020
 - I. Police Commission Minutes of September 24, 2019
 - J. Central Community Transit Minutes of September 24, 2019
6. Approve Consent Agenda Items
7. Items Removed from Consent Agenda
8. Open Forum
9. Finance Committee Report of February 6, 2020
 - Action Item:
 - A. Resolution to Approve Donations for 4th Quarter of 2019
 - B. Resolution to Amend City Fund Balance Policy
 - C. Resolutions (4)
 - Preliminary Budget – Recreation Fields
 - Preliminary Budget – Recreation/Event Center
 - Preliminary Budget – Robbins Island
 - Preliminary Budget – Swansson Field
10. Consideration of New Liquor License for Jake's Pizza
11. Consideration of Appointing Election Judges for the 2020 Presidential Nomination Primary
12. Council Member Announcements
13. Announcement of Council Committee Meeting Dates
14. Adjourn

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

February 3, 2020
7:00 p.m.

The regular meeting of the Willmar City Council was called to order by the Honorable Mayor Pro Tempore Rick Fagerlie. Members present on a roll call were Mayor Pro Tempore Rick Fagerlie, Council Members Shawn Mueske, Kathy Schwantes, Vicki Davis, Fernando Alvarado, Andrew Plowman, and Audrey Nelsen. Present 7, Absent 2. Mayor Marv Calvin and Council Member Julie Asmus were excused from the meeting.

Also present were Interim City Administrator Brian Gramentz, Police Chief Jim Felt, Finance Director Steve Okins, Public Works Director Sean Christensen, Human Resources Director Samantha Beckman, Fire Chief Frank Hanson, City Clerk Judy Thompson, City Planner Sarah Swedburg, and City Attorney Robert Scott.

Additions and/or deletions to the agenda included: Council Member Mueske asked that an update for the City Administrator search be added to the agenda.

Council Member Mueske 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 Minutes of January 21, 2020
- B. Willmar Municipal Utilities Board Minutes of January 27, 2020
- C. Carris Health – Rice Memorial Hospital Board Minutes of December 4, 2019
- D. Application for Exempt Permit – Rocky Mountain Elk Foundation Prairie Lakes Chapter
- E. Parks and Recreation Board Minutes of January 15, 2020
- F. Appointment to City Hall Task Force – Council Member Audrey Nelsen
- G. Reappointment of Tom Gilbertson – Parks and Recreation Board
- H. Accounts Payable Report for January 1 – 29, 2020
- I. Willmar Lakes Area CVB Board Minutes of November 19, 2019
- J. Application for Appointment to Human Rights Commission – Rebecca Chelene
- K. Application for Appointment to Parks and Recreation Board – Chloe Quinn
- L. City Hall Task Force Minutes of December 3, 2019

Council Member Mueske offered a motion to approve the Consent Agenda. Council Member Alvarado seconded the motion to approve the consent agenda which carried.

At 7:03 p.m. Mayor Pro Tempore Fagerlie opened the public hearing for an Ordinance Deleting and Replacing in its Entirety City Code Chapter 5, Article IV, Enacting a Sales and Use Tax and a Motor Vehicle Excise Tax. Finance Director Steve Okins stated since the City adopted Ordinance No. 1436 in June 2019, the Department of Revenue has requested the entire ordinance be replaced with the departments' new model local option sales tax ordinance, which unfortunately was made available after the City adopted our ordinance based on the former model last summer. The Department of Revenue created the new model ordinance to address the changing nature of retail sales (i.e. internet-dominated) and provide flexibility for the department to amend its rules accordingly and have local governments' sales taxes updated automatically when the rules are amended. An additional definition (Section 5-68(d)) to the administration of the motor vehicle excise tax piece of the City's ordinance was included. This process would make the collection more efficient and require less administrative time per City staff.

There being no one to speak for or against said ordinance, Mayor Pro Tempore Fagerlie closed the public hearing at 7:05 p.m. and opened it up for discussion by the Council. Council Member Nelsen offered a

motion to adopt, assign a number and order final publication of **Ordinance No. 1444 An Ordinance of the City of Willmar, Minnesota Deleting and Replacing in its entirety City Code Chapter 5, Article IV, Enacting a Sales and Use Tax and a Motor Vehicle Excise Tax.** Council Member Plowman seconded the motion, which carried on a roll call vote of Ayes 7, Noes 0.

Council Member Plowman offered a motion to approve publication of said Ordinance Deleting and Replacing in its Entirety City Code Chapter 5, Article IV, Enacting a Sales and Use Tax and a Motor Vehicle Excise Tax by summary due to the length and cost of publishing entire Ordinance. Council Member Nelsen seconded the motion, which carried on a roll call vote of Ayes 7, Noes 0.

At 7:08 p.m. Mayor Pro Tempore Fagerlie opened the public hearing for an Ordinance Granting Access to Multi-Unit Housing Structures and Certain Private Roads by United States Census Bureau Employees. City Clerk Judy Thompson stated according to the State Demographer's Office, renters are the most likely group to be missed in the 2020 Census. Renter households are more likely to contain historically undercounted individuals, and people in rental housing are more likely to live in multi-unit buildings which are difficult for census enumerators to access when they are trying to follow-up in person to non-responding households. Several cities and counties are adopting said ordinance to ensure a more accurate count for their communities.

There being no one to speak for or against said ordinance, Mayor Pro Tempore Fagerlie closed the public hearing at 7:09 p.m. and opened it up for discussion by the Council. Council Member Plowman offered a motion to adopt, assign a number and order final publication of **Ordinance No. 1445 An Ordinance Granting Access to Multi-Unit Housing Structures and Certain Private Roads by United States Census Bureau Employees.** Council Member Alvarado seconded the motion, which carried on a roll call vote of Ayes 7, Noes 0.

Council Member Plowman offered a motion to approve publication of said Ordinance Granting Access to Multi-Unit Housing Structures and Certain Private Roads by United States Census Bureau Employees by summary due to the length and cost of publishing entire Ordinance. Council Member Nelsen seconded the motion, which carried on a roll call vote of Ayes 7, Noes 0.

At 7:11 p.m. Mayor Pro Tempore Fagerlie opened the public hearing for an Ordinance to Rezone Certain Property from I-1 (Limited Industrial) to GB (General Business). City Planner Sarah Swedburg stated Wilson Tool & BRZ (Bargains & Blessings) are the applicants requesting the rezone of property with intention of commercial use at the property located at 601,701, and 705 Industrial Drive Southwest. This rezoning further allows for the provision of services in closer proximity to industrial park businesses, increasing usability of properties and supporting the retention and growth of industrial business. Ms. Swedburg stated the Planning Commission has approved said request.

Edith Ryder and Becky Zondervan of Bargains & Blessings were present to explain their mission and thanked Council for consideration of their request.

There being no others to speak for or against said ordinance, Mayor Pro Tempore Fagerlie closed the public hearing at 7:16 p.m. and opened it up for discussion by the Council. Council Member Mueske offered a motion to adopt, assign a number and order final publication of **Ordinance No. 1446 Ordinance Amending Municipal Ordinance No. 1060, The Willmar Zoning Ordinance.** Council Member Alvarado seconded the motion, which carried on a roll call vote of Ayes 7, Noes 0.

Senator Andrew Lang and Representative Dave Baker were present to give an update on the upcoming Session. They highlighted several items which included: healthcare, transportation, policy enhancements, infrastructure, clean energy, and farm machinery bill. They both stated their respective entities of the government will address some clean-up issues, as this is a non-bonding year.

There was no one present to speak during the Open Forum.

The Public Works/Safety Committee Report for January 22, 2020 was presented to the Mayor Pro Tempore and Council by Council Member Plowman. There were five items for consideration.

Item No. 1 Staff brought forth, for information, the Police and Fire statistics for the month of December. This item was for information only.

Item No. 2 It was the recommendation of the Committee to approve the professional services for the WIMS Data Management System to In-Control in the amount of \$46,500 and authorize signatures on the agreement. The Wastewater Department currently uses a spreadsheet based tool to gather data, which has become too complex to fix. Staff has requested to replace it with a Water Information and Management System (WIMS) software from In-Control. The agreement will include installation, training and one year of technical support.

Resolution No. 2020-016 Awarding the WIMS Data Management System Professional Services Agreement to In Control, Inc. in the Amount of \$46,500.00 was introduced by Council Member Plowman. Council Member Alvarado seconded the motion, which carried on a roll call vote of Ayes 7, Noes 0.

Item No. 3 It was the recommendation of the Committee to approve the purchase of one 2020 Elgin Road Wizard street sweeper in the amount of \$295,788.44. This unit is in addition to the department's current sweeper. Staff test drove four different units, with the Elgin meeting the most of the Department's needs. It features a truck chassis, 5.5 cubic yard hopper and a 10-foot sweeping path.

Resolution No. 2020-017 Approving the Purchase of an Elgin Road Wizard Street Sweeper in the Amount of \$295,788.44 was introduced by Council Member Plowman. Council Member Alvarado seconded the motion, which carried on a roll call vote of Ayes 7, Noes 0.

Item No. 4 It was the recommendation of the Committee to accept the Civic Center Ice System Replacement Project and authorize final payment in the amount of \$104,245 to Cornerstone of Willmar. The new system has been operational since September and the quality of the ice is exceptional.

Resolution No. 2020-018 Accepting the Civic Center Ice System Replacement Project and Authorizing Final Payment was introduced by Council Member Plowman. Council Member Alvarado seconded the motion, which carried on a roll call vote of Ayes 7, Noes 0.

Item No. 5 It was the recommendation of the Committee to adopt the resolution receiving the Improvement Report for the 2020 Street Improvements and order the Improvement Hearing for March 2, 2020 at 7:01 p.m. The report to be presented at Council will include a full list of the streets to be improved.

Resolution No. 2020-019 Receiving Preliminary Report and Calling for Public Hearing on Year 2020 Improvement Projects was introduced by Council Member Plowman. Council Member Alvarado seconded the motion, which carried on a roll call vote of Ayes 7, Noes 0.

The Public Works/Safety Committee Report of January 22, 2020, was approved as presented and ordered placed on file in the City Clerk's Office upon motion by Council Member Plowman. Council Member Alvarado seconded the motion, and carried.

The Finance Committee Report for January 23, 2020 was presented to the Mayor Pro Tempore and Council by Mayor Pro Tempore Fagerlie. There were four items for consideration.

Item No. 1 Staff presented the December 31, 2019 Report of Outstanding Indebtedness, which is required to be filed with the County annually, with a total of bonds outstanding of \$117,969,051. It was noted that the Airport Bond is scheduled to be paid off this year. Further, Baker Tilly has conducted a review of the City's debt showing a recommendation to also do an early payoff of the 2011 Improvement Bond if the Council chooses. Debt Service funds available for this bond exceed the amount of the current outstanding debt. This is the result of assessments being paid off early by homeowners as well as some excess construction funds left over that were transferred into the Debt Service Fund.

There is also the potential to refinance a few of the bonds to a reduced interest rate. Some of these are through the Minnesota Public Facilities Authority (PFA). Staff will be discussing the refinancing possibilities with Baker Tilly and PFA. This item was for information only.

Item No. 2 Baker Tilly's bonding review also included analysis information for use in planning for potential upcoming bond issues, including the City Hall Project, Local Option Sales Tax Projects, etc. Various funding options and timelines for these were considered in Baker Tilly's review, including sales tax revenues and staggering future bond issues. Since some of these may be larger bond issues, new bond ratings will be required which take into consideration the City's existing levels of debt, overlapping debt among the school, county and city, personnel stability, population growth, etc. It was noted that the best possible rating is AAA and the City's most recent rating was Aa3.

As projects and financing possibilities come together, staff will be compiling a calendar reflecting the financing processes to be reviewed with the Council. This item was for information only.

Item No. 3 The current Fund Balance Policy was provided to the Committee for their annual review. Finance Director Okins presented a brief overview of the various fund balance information. He noted that the Community Investment Fund hadn't previously been specifically addressed in this policy and is recommending that it be added. Copies of the Charter addressing the Community Investment Fund were distributed to the Committee members explaining that there are certain requirements established for this fund that need to be met. Proposed changes incorporating the Charter verbiage regarding the Community Investment Fund into the Fund Balance Policy will be brought back to the Committee for approval at the next Finance meeting. This item was for information only.

Item No. 4 The current Investment Policy was provided to the Committee for their annual review. Staff is working with Bremer Wealth Management on possible recommendations. This policy will be discussed at the next Finance Committee meeting. This item was for information only.

The Finance Committee Report of January 23, 2020, was approved and ordered placed on file in the City Clerk's Office upon motion by Mayor Pro Tempore Fagerlie. Council Member Plowman seconded the motion which carried.

The Labor Relations Committee Report for January 27, 2020 was presented to the Mayor Pro Tempore and Council by Council Member Mueske. There were five items for consideration.

Item No. 1 Staff presented Springsted's salary survey recommendation from 2016 and brought up the ways that the City deviated from that recommendation. The open pay scales were not implemented, the City Administrator was moved up one pay grade, and the Police Chief and Public Works Director were moved down one pay grade from Springsted's recommended schedule. The Public Works Director position was re-scored and moved up two pay grades in 2017 but the Police Chief position was never re-scored. Also with the 2020 wage increases the Chief position should be re-evaluated to remove pay compression issues. It was the recommendation of the Committee to approve re-scoring of the Police Chief job description.

Council Member Mueske offered a motion to approve the recommendation of the Committee. Council Member Davis seconded the motion which carried.

Item No. 2 Staff provided copies of the three individual policies that were adopted in 2016 to replace the Department Head/Supervisor/Confidential Employee contract. The Personnel Policy would need a few edits to encompass the information included from these three policies, and then they could be discontinued. These changes will be reviewed by the committee and brought back again at our next meeting. This item was for information only.

Item No. 3 Staff presented updated job descriptions for two Battalion Chiefs; a department Safety Officer with more defined duties and one responsible for Operations. Both of these positions carry a large responsibility within the department and are essential to maintaining a safe environment. With the elimination of the Paid-on-Call Assistant Chief and Paid-on-Call Deputy Chief and additional duties, an adjustment of an additional \$800 for each of the Battalion Chiefs' yearly stipend was also recommended. It was the recommendation of the Committee to approve the new job descriptions and stipends.

Council Member Mueske offered a motion to approve the new job descriptions as recommended by Committee. Council Member Schwantes seconded the motion which carried.

Resolution No. 2020-020 Authorizing Increase for Fire Department Battalions Chiefs' Yearly Stipend was introduced by Council Member Mueske. Council Member Schwantes seconded the motion, which carried on a roll call vote of Ayes 7, Noes 0.

Item No. 4 Chair Mueske announced that there is a proposed contract being considered by the Council and the City's attorney for Brian Gramentz as Willmar's City Administrator. After review, there will hopefully be a contract for consideration at Monday's Council meeting. This item was for information only.

Item No. 5 Staff announced that the official submission of our Pay Equity Report will be on the agenda for February 3, since is required that Council formally approve the submission.

Council Member Mueske offered a motion to approve the submission of our Pay Equity Report. Council Member Schwantes seconded the motion which carried.

At this time, Council Member Mueske presented an update on the City Administrator position as was added to the Council agenda earlier this evening. Council Attorney Robert Scott stated he had reviewed the proposed contract with Brian Gramentz and gave a brief explanation of some of the components.

Following discussion, **Resolution No. 2020-021 Authorization to Enter Employment Agreement – City Administrator** was introduced by Council Member Schwantes. Council Member Plowman seconded the motion, which carried on a roll call vote of Ayes 7, Noes 0.

The Labor Relations Committee Report of January 27, 2020, was approved and ordered placed on file in the City Clerk's Office upon motion by Council Member Mueske. Council Member Schwantes seconded the motion which carried.

Council Member Alvarado offered the following comments: urged the community to talk about the upcoming 2020 Census sooner than later and the importance of completing the Census to ensure we have an accurate count of our population.

The upcoming Committee meetings will be as follows: Finance Committee – Thursday, February 6th at 5:15 p.m.; Public Works/Safety Committee – none scheduled; Labor Relations Committee – Monday, February 24th at 6:15 p.m.; and Community Development Committee – none scheduled.

Council Member Mueske offered a motion to adjourn the meeting with Council Member Alvarado seconding the motion which carried. The meeting adjourned at 8:21 p.m.

MAYOR PRO TEMPORE

Attest:

SECRETARY TO THE COUNCIL

RESOLUTION NO. 2020-016

A RESOLUTION AWARDING THE WIMS DATA MANAGEMENT SYSTEM PROFESSIONAL SERVICES AGREEMENT TO IN CONTROL, INC. IN THE AMOUNT OF \$46,500.

Motion By: Plowman Second By: Alvarado

Whereas the City of Willmar desires to retain a firm to provide software and professional services for the Hatch WIMS Client Server license; and

Whereas a proposal has been made by the firm of In Control, Inc. at an estimated cost of \$46,500;

Now therefore be it resolved by the City Council of the City of Willmar that said proposal be accepted and that the Mayor and City Administrator be authorized to execute an agreement on behalf of the City for the same.

Dated this 3rd day of February, 2020

s/s Rick Fagerlie
Mayor Pro Tempore

ATTEST:

s/s Judy Thompson
City Clerk

RESOLUTION NO. 2020-017

A RESOLUTION APPROVING THE PURCHASE OF AN ELGIN ROAD WIZARD STREET SWEEPER IN THE AMOUNT OF \$295,788.44.

Motion By: Plowman Second By: Alvarado

BE IT RESOLVED by the City Council of the City of Willmar, a Municipal Corporation of the State of Minnesota, the purchase of a 2020 Elgin Road Wizard is accepted through State Contract No. S-843-153288, and be it further resolved the Mayor and City Administrator of the City of Willmar are hereby authorized to enter into an agreement with Macqueen Equipment, Inc. for the terms and consideration of the contract in the amount of \$295,788.44.

Dated this 3rd day of February, 2020

s/s Rick Fagerlie
Mayor Pro Tempore

Attest:

s/s Judy Thompson
City Clerk

RESOLUTION NO. 2020-018

**A RESOLUTION ACCEPTING THE CIVIC CENTER ICE SYSTEM REPLACEMENT PROJECT AND
AUTHORIZING FINAL PAYMENT.**

Motion By: Plowman

Second By: Alvarado

IMPROVEMENT: Civic Center Ice System Replacement Project

CONTRACTOR:	Cornerstone of Willmar, Inc.
DATE OF CONTRACT:	July 16, 2018
BEGIN WORK:	March 8, 2019
COMPLETE WORK:	September 26, 2019
APPROVE, ENGINEERING DEPT:	December 16, 2019

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

1. The said City of Willmar Civic Center Ice System Ice Replacement Project be herewith approved and accepted by the City of Willmar.
2. The following summary and final payment be approved:

ORIGINAL CONTRACT AMOUNT:	\$1,991,560.00
FINAL NET CONTRACT AMOUNT, PROPOSED:	\$1,991,560.00
CHANGE ORDERS:	\$93,340.00
ACTUAL FINAL CONTRACT AMOUNT AS CONSTRUCTED:	\$2,084,900.00
Less Previous Payments	\$1,980.655.00
FINAL PAYMENT DUE CONTRACTOR:	\$104,245.00

Dated this 3rd day of February, 2020

s/s Rick Fagerlie

Mayor Pro Tempore

Attest:

s/s Judy Thompson
City Clerk

RESOLUTION NO. 2020-019

**RECEIVING PRELIMINARY REPORT AND CALLING PUBLIC HEARING ON
YEAR 2020 IMPROVEMENT PROJECTS**

Motion By: Plowman

Second By: Alvarado

WHEREAS:

1. The City Council deems it necessary and expedient that the City of Willmar, Minnesota, construct certain improvements to-wit: grading, gravel base, bituminous paving, curb and gutter, sidewalk, sanitary sewer, and water main in the City as described in and in accordance with the preliminary plans and report prepared by the City Engineer.

2. The Council has been advised by the City Engineer that said Year 2020 Improvement Projects contained in the Preliminary Report are feasible and should best be made as proposed, and the City Engineer's report to this effect has heretofore been received by the Council, and filed with the Clerk; and

3. The statute provides that no such improvements shall be made until the Council shall have held a public hearing on such improvements following mailed notice and two publications thereof in the official newspaper stating time and place of the hearing, the general nature of the improvement, the estimated costs thereof and the area proposed to be assessed, in accordance with the law;

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

1. A public hearing will be held at the time and place set forth in the Notice of Hearing hereto attached to consider said proposed improvements.

2. The nature of the improvements, the estimated cost of each major portion thereof, and the areas proposed to be assessed therefore are described in the form of Notice of Hearing hereto attached.

3. The notice of said public hearing shall be in substantially the form contained in the notice hereto attached.

4. The Clerk is hereby authorized and directed to cause notice of said hearing to be given two publications in the official newspaper. Said publications shall be one week apart, and at least three days shall elapse between the last publication and the hearing. Not less than ten days before the hearing the Clerk shall mail notice of the hearing to the owner of each parcel of land within the area proposed to be assessed as described in the notice. For the purpose of giving such mailed notice, owners shall be those shown to be such on the records of the County Auditor or, if the tax statements in the County are mailed by the County Treasurer, on the records of the County Treasurer. As to properties not listed on the records of the County Auditor or the County Treasurer, the Clerk shall ascertain such ownership by any practicable means and give mailed notice to such owners.

Dated this 3rd day of February, 2020

s/s Rick Fagerlie

Mayor Pro Tempore

Attest:

s/s Judy Thompson

City Clerk

NOTICE OF PUBLIC HEARING ON IMPROVEMENT
CITY OF WILLMAR, MINNESOTA

Notice is hereby given that the City Council of Willmar will meet in the Board Room of the Health & Human Services Building, 2200 23rd Street NE, at 7:01 p.m. on Monday, March 2nd, 2020, to consider the construction of the following improvements, to wit:

The construction of one or more of the following items: grading, aggregate base, bituminous paving, concrete curb & gutter, sidewalk, edge drain, storm sewer, sanitary sewer, watermain, and service lines.

Reconstruction:

- 9th Street SE: Willmar Avenue to Pleasant View Drive
- 6th Street NE: 26th Avenue to 23rd Avenue
- 23rd Avenue NE: 6th Street to Country Club Drive

Overlay:

- 1st Street S: 19th Avenue to West Bound TH 23 Ramps
- Civic Center Drive NE: Hwy 71 to County Road 9

The total estimated cost of assessable improvements is \$4,524,480.00

Project costs will be assessed pursuant to Minnesota Statutes, sections 429.011 to 429.111. The area proposed to be assessed for such improvements is every lot, piece or parcel of land within the City of Willmar benefited by said improvements whether abutting thereon or not, based on benefits received and without regard to cash valuation.

A reasonable estimate of the impact of assessments will be available at the hearing. The Council proposes to proceed under the authority granted by Chapter 429 M.S.A.

Such persons desiring to be heard with reference to the proposed improvements will be heard at this meeting. Written or oral objections will be considered.

If you have any questions regarding these improvements, please contact the City Engineer's Office at (320) 235-4202.

Dated this 6th day of February, 2020

BY ORDER OF THE CITY COUNCIL

By: /s/ Judy Thompson
City Clerk

Below is a listing of this year's improvement project with a brief description of the proposed improvements. The improvements can be discussed in more detail at the Improvement Hearing which is scheduled for 7:01 p.m., March 2, 2020, at the Kandiyohi County Health & Human Services building.

**Reconstruction
Construction**

Original

9th Street SE- Willmar Avenue to Pleasant View Drive

1976/1978

Remove bituminous, remove & replace curb and gutter, replace watermain, replace sanitary sewer, storm sewer improvements, remove & replace sidewalk as needed, ADA improvements, grading, gravel base, bituminous paving and turf establishment.

6th Street NE-26th Avenue to 23rd Avenue

1989

Remove bituminous, remove & replace curb and gutter, replace watermain, replace sanitary sewer, storm sewer improvements, remove & replace sidewalk as needed, ADA improvements, grading, gravel base, bituminous paving and turf establishment.

23rd Avenue NE-6th Street to Country Club Drive

1989

Remove bituminous, remove & replace curb and gutter, replace watermain, replace sanitary sewer, storm sewer improvements, remove & replace sidewalk as needed, ADA improvements, grading, gravel base, bituminous paving and turf establishment.

**Overlay
Construction**

Original

1st Street S: 19th Avenue to West Bound TH 23

1997/1998

Mill bituminous, correct damaged areas, remove and replace curb and gutter as needed, ADA improvements, pave new bituminous.

Civic Center Drive NE- Hwy 71 to County Road 9

1978

Correct damaged areas as needed, pave new bituminous.

RESOLUTION NO. 2020-020

**RESOLUTION AUTHORIZING INCREASE
FOR FIRE DEPARTMENT BATTALIONS CHIEFS' YEARLY STIPEND**

Motion By: Mueske

Second By: Schwantes

BE IT RESOLVED by the City Council of the City of Willmar to approve an increase in the Fire Department Battalion Chiefs' annual stipend to \$3,000.00

Dated this 3rd day of February, 2020

s/s Rick Fagerlie

MAYOR PRO TEMPORE

Attest:

s/s Judy Thompson

CITY CLERK

RESOLUTION NO. 2020-021

AUTHORIZATION TO ENTER EMPLOYMENT AGREEMENT - CITY ADMINISTRATOR

Motion By: Schwantes

Second By: Plowman

BE IT RESOLVED by the City Council of the City of Willmar, a municipal corporation of the State of Minnesota, that the Mayor and City Clerk be authorized to enter into an employment agreement between the City of Willmar and Brian Gramentz for the position of City Administrator for the City of Willmar.

Dated this 3rd day of February, 2020.

s/s Rick Fagerlie

MAYOR PRO TEMPORE

Attest:

s/s Judy Thompson

CITY CLERK

WILLMAR MUNICIPAL UTILITIES COMMISSION
MEETING MINUTES OF FEBRUARY 10, 2020

The Municipal Utilities Commission (MUC) met in its regular scheduled meeting on Monday, February 10, 2020 at 11:45 a.m. in the Municipal Utilities Auditorium with the following Commissioners present: Justin Mattern, Carol Laumer, Nathan Weber, Abdirizak Mahboub, Bruce DeBlieck, and Ross Magnuson. Absent was Commissioner Cole Erickson.

Others present at the meeting were: General Manager John Harren, Director of Finance Denise Runge, Compliance & HR Manager Janell Johnson, Facilities & Maintenance Supervisor Kevin Marti, Staff Electrical Engineer Jeron Smith, Line Department Supervisor Todd Graves, Administrative Secretary Beth Mattheisen, Energy Services & Marketing Rep Michelle Marotzke, City Council Liaison Shawn Mueske, City Attorney Robert Scott (via teleconference), and WC Tribune Journalist Shelby Lindrud.

Commissioner Mattern (President) opened the meeting by asking if any revisions were required to the presented agenda. There being none, Commissioner Mattern continued by requesting a resolution to approve the Consent Agenda. Following review and discussion, Commissioner Mahboub offered a resolution to approve the Consent Agenda as presented. Commissioner Laumer seconded.

RESOLUTION NO. 3

"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 January 27, 2020 Commission meeting; and,
- ❖ Bills represented by vouchers No. 20200161 to No. 20200220 and associated wire transfers inclusive in the amount of \$306,345.82.

Dated this 10th day of February, 2020.

President

Attest:

Secretary

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

Commissioner DeBlieck (PC Chair) reviewed with the Commission the minutes from the January 27th WMU Planning Committee Meeting (see attached). The main topics of discussion focused on: 1) City Opportunity Zone (concept/incentives); 2) Power Plant environmental studies; 3) new WMU Building Project; 4) WMU/City Street Light Agreement; and, 5) Mission Statement wall display. Following review of the presented minutes, Commissioner DeBlieck offered a motion to approve the minutes as presented. Commissioner Weber seconded the motion which carried by a vote of six ayes and zero nays.

In conjunction with the above approved minutes, five separate items were presented for consideration and approval by the Commission. Relating to the Opportunity Zone discussion, General Manager Harren brought up a number of stipulations concerning this concept. Harren provided background information comparing the original area designated as the Opportunity Zone with the possible expansion of the original footprint (Renaissance Zone and Heritage Zone). City Council Liaison Mueske informed the Commission that the City is currently in the early stages of the development of the Opportunity Zone

concept including defining both the Renaissance Zone and Heritage Zone areas involved in the program. Following discussion, the following items were addressed and actions taken as listed below:

- 1) Commissioner Mahboub offered a motion to approve the following Opportunity Zone recommendations. Commissioner Laumer seconded the motion which carried by a vote of six ayes and zero nays.
 - a. Support the Opportunity Zone concept with the inclusion of WMU properties as presented. Timetables relating to the Utility's various properties were addressed. While some properties are currently available, the Power Plant area would not be included until the necessary environmental studies have been completed.
 - b. As an incentive, reduce new service fees for the designated area by 50% for the initial 5-yr. Opportunity Zone program with the option to renew/extend the program if desired.
 - c. Consider land-swap option with the City as a redevelopment opportunity through the Opportunity Zone redevelopment concept.
- 2) Commissioner Laumer offered a motion to approve issuing a Request for Proposals (RFP) to complete the Power Plant Phases I & II Environmental Studies as required. Commissioner Mahboub seconded the motion which carried by a votes of six ayes and zero nays.
- 3) Commissioner DeBlieck offered a motion to proceed with the new WMU Building Project with the following recommendations. Commissioner Mahboub seconded the motion which carried by a vote of six ayes and zero nays.
 - a. Staff is directed to develop criteria for site acquisition and develop a listing of potential sites that meet the criteria as determined.
 - b. Staff will develop an in-house marketing campaign to keep the public informed as the project proceeds.
- 4) Commissioner Mahboub offered a motion to approve the WMU/City Street Light Agreement as presented and to forward this Agreement to the City for final approval (City Council). There currently is a Street Light Agreement in place with the City, but the new agreement will address the street lighting downtown (decorative) and provide additional modifications to bring the agreement current. Commissioner DeBlieck seconded the motion which carried by a vote of six ayes and zero nays.
- 5) Commissioner Laumer offered a motion to approve the installation of a wall display both in the WMU Auditorium and Customer Service area. This display will be vinyl lettering of the WMU Mission Statement. Commissioner DeBlieck seconded the motion which carried by a vote of six ayes and zero nays.

Commissioner Weber (LC Chair) reviewed with the Commission the minutes from the February 6th WMU Labor Committee Meeting (see attached). The main topics of discussion focused on: 1) annual review of Personnel Policies; 2) MUC Self-Evaluation Survey; and, 3) District Heat Decommissioning Package (PTO value). Following review of the presented minutes, Commissioner Weber offered a motion to approve the minutes as presented. Commissioner Mahboub seconded the motion which carried by a vote of six ayes and zero nays.

Related to the approved WMU Labor Committee minutes, three items were presented to the Commission for consideration and approval. Below are the items addressed and actions taken for each.

- 1) Commissioner Mahboub offered a motion to approve the proposed modifications to the WMU Personnel Policies with the inclusion of two new policies (Social Media Policy and Internship Policy & Procedures Manual) as presented. Commissioner DeBlieck seconded the motion which carried by a vote of six ayes and zero nays.
- 2) Following Commission input, it was a consensus of the Commission to defer from conducting the MUC Self-Evaluation Survey at this time. Therefore, Commissioner Mahboub offered a motion to defer conducting the survey this year, and to request the Labor Committee to determine an acceptable timetable for conducting future MUC Self-Evaluation Surveys (i.e. every 3 years). Commissioner Magnuson seconded the motion which carried by a vote of six ayes and zero nays.

- 3) Commissioner Mahboub offered a motion to approve the District Heat Decommissioning PTO payout process as presented. Commissioner Weber noted that this payout process will involve three Utility employees. Commissioner DeBlieck seconded the motion which carried by a vote of six ayes and zero nays.

Staff Electrical Engineer Smith requested the Commission to approve the Reliability Compliance Services (RCS) Agreement with Missouri River Energy Services (MRES). The North American Electric Reliability Corporation (NERC) requires that a Transmission Planner (TP) ensures that the electrical system is planned according to NERC Standards. These standards include thermal loading, voltage, stability, short circuit, geo-magnetic disturbances, etc. MRES has contracted Great River Energy (GRE) to supply TP services on behalf of the MRES members in the past; however, GRE has informed MRES that they will no longer provide this service. MRES has established a plan to transition the TP services from GRE to MRES by April 2020. Therefore, MRES has developed a RCS Agreement to supply its members with compliance services including TP services. In addition to TP services, the RCS Agreement outlines other NERC standards which MRES will provide. Smith further stated that this agreement assists in defining role responsibilities and is available to MRES members (i.e. WMU) at no additional cost. Following review and discussion, Commissioner Mahboub offered a resolution to approve the RCS Agreement with MRES as presented. Commissioner DeBlieck seconded.

RESOLUTION NO. 4

"BE IT RESOLVED, by the Municipal Utilities Commission of the City of Willmar, Minnesota, that the Reliability Compliance Services Agreement with Missouri River Energy Services be approved as presented with an initial expiration date of December 31, 2023 noting the agreement will automatically renew for a one-year term unless prior written notice has been provided."

Dated this 10th day of February, 2020.

President

Attest:

Secretary

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

Facilities & Maintenance Supervisor Marti presented the Commission with the January 2020 Wind Turbine Report. Turbine availabilities for the month of January were at 99.7% (Unit #3) and 97.3% (Unit #4) with a monthly total production of 598,668 kWh. Marti informed the Commission that Utility personnel continue to effectively conduct additional maintenance on the turbines as needed.

Staff Electrical Engineer Smith and Line Department Supervisor Graves presented the Commission with 2019 Engineering and Line Department Updates. The annual data presented was comprised of the following components: 1) Engineering Summary; 2) Line Department Summary; and, 3) Electric Reliability Performance Report. The Engineering and Line Department summaries contained status updates of capital projects, purchases, and underground construction along with their expenditures. One project of significance to note was the completion of the Priam Substation which was operational as of June 26, 2019.

The 2019 Electric Reliability Performance Report reflects an overview of the Utility's electrical outages (duration of outage, frequency, and customers effected) for the past year. Also included in the report are various system average indicators for comparison. Per national IEEE data, WMU

received a 99.9991% ranking for the Average System Availability Index (ASAI) which indicates an extremely high percentage for availability of Willmar's electrical service. It was noted that due to the consistent reliability provided by our utility, WMU has been nationally recognized by the American Public Power Agency (APPA) as a recipient of the RP3 Diamond Level (highest honor) Reliability Award in 2017 (eligibility award is every 3 yrs.). This designation signifies leadership in reliability, safety, workforce development, and system improvement. Continuing with the annual review, various graphs were reviewed illustrating outage causes (i.e. electrical failure, animal/squirrels, construction, equipment damage, trees) and the duration of the identified causes.

Following the annual updates, Commissioner Mattern expressed his appreciation on behalf of the Commission for the thorough presentation and staffing efforts of both the Engineering and Line Departments for their projects and achievements throughout the year.

General Manager Harren reminded the Commission that due to a scheduling conflict with the annual APPA Legislative Rally, the next MUC meeting will be held on Friday, February 21st beginning at 11:45 a.m.

General Manager Harren informed the Commission that meetings of both the WMU Planning Committee and WMU Labor Committee would be forthcoming in the future (TBD). Agenda item(s) for the Planning Committee will include: Water Treatment Plant. Agenda item(s) for the Labor Committee will include: MUC Self-Evaluation Survey schedule.

For information: 2020 Upcoming meetings/events to note include:

- APPA Legislative Rally: February 24-26 (Washington, DC)
- MMUA Legislative Conference: March 31-April 1 (St. Paul)
- APPA National Conference – June 5-10 (Long Beach, CA)

There being no further business to come before the Commission, Commissioner Mahboub offered a motion to adjourn the meeting. Commissioner DeBlieck seconded the motion which carried by a vote of six ayes and zero nays, and the meeting was adjourned at 12:51 p.m.

Respectfully Submitted,

WILLMAR MUNICIPAL UTILITIES

Beth Mattheisen
Administrative Secretary

ATTEST:

Abdirizak Mahboub, Secretary



WILLMAR MUNICIPAL UTILITIES
WMU PLANNING COMMITTEE MEETING MINUTES
Monday, January 27, 2020 – 12:25 p.m.
WMU Conference Room

Present: Commissioners Bruce DeBlieck, Ross Magnuson & Justin Mattern, General Manager John Harren, Director of Finance Denise Runge, Facilities & Maintenance Supervisor Kevin Marti, and Administrative Secretary Beth Mattheisen.

Commissioner DeBlieck (PC Chair) called the meeting to order at 12:25 p.m. The first order of business addressed was to appoint a Vice Chair for the Planning Committee. Commissioner Mattern nominated Commissioner Magnuson to serve as Vice Chair for the WMU Planning Committee for 2020. Commissioner DeBlieck seconded the motion which carried by vote of three ayes and zero noes.

1. City Opportunity Zone Incentives:

General Manager Harren and Facilities & Maintenance Supv. Marti presented the Committee with an overview and background information regarding the newly created Downtown Opportunity Zone. The City partnered with the State of MN to define an area which encompasses the downtown area and parts of the east side of Willmar. For those eligible, this area provides the opportunity to take advantage of various incentives to develop or expand in the designated area (tax abatement, reduced/free permitting, greatly reduced city-land pricing, loan package, etc.). The City has requested the Utility to partner in this program by offering incentives relating to the Utility (i.e. discounted or waiver of service fees). The City would like to expand the original Opportunity Zone with a Renaissance Overlay Zone which includes all of WMU's properties from 7th to 10th Street SW. The Renaissance Zone would focus on commercial and multi-family housing projects (both new construction and repurposing of current buildings). Zones/district area logistics were discussed. Currently, only new or highly renovated services would be eligible for the incentives.

Staff members from both the Utility and City have met on numerous occasions to discuss the project. The meetings provided an avenue to educate and discuss with City personnel concepts (including ownership of Utility properties) and rules/regulations which are based on the City Charter. WMU Staff is requesting input and directive from the Planning Committee/Commission regarding this joint effort.

Facilities & Maint. Supv. Marti presented data and project maps (both Opportunity Zone and Renaissance Overlay District) for the proposed area noting that a number of properties included in the City's proposed area were Utility-owned rather than City-owned. Marti further presented specific incentives that the City was intending to offer (100% fee waivers, \$1 properties for developers, etc.), possible Utility incentives for consideration, timeframes related to various Utility properties/projects, and additional options for consideration such as land swapping. Committee input and discussion ensued with a number of questions being raised.

Recommendations:

Following review & discussion, it was the consensus of the WMU Planning Committee to concur with the staff's recommendations and to present the following recommendations to the Commission for consideration and approval at the February 10th MUC meeting:

1. MUC will support the Opportunity Zone concept and the inclusion of WMU properties as presented.

2. MUC will give consideration to waiving new service fees by 50% for the City's initial five-year Opportunity Zone Program (pilot program) with the option to renew/extend the program if desired.
3. MUC will be open to consideration of a property land swap option with the City as a redevelopment opportunity through the Opportunity Zone redevelopment concept.

2. Power Plant Environmental Studies:

(See Strategic Initiative: Generation: Gas/Diesel & Power Plant, Capital Improvement Budget in 2026 in the amount of \$5,000,000)

Facilities & Maintenance Supv. Marti provided background data regarding the need for environmental studies required for the Power Plant area. Staff had originally planned to perform the studies and Plant cleanup work after infrastructure and controls (i.e. SCADA, switchgears) were relocated to make the site available. However, the City has indicated that they have been approached about the possible repurposing or redevelopment of the Plant. This area would be included in the City's proposed Opportunity Zone. Staff has asked that the City designate the facility as "tentative" for a two-year period until the necessary environmental studies have been completed. This would allow WMU to identify specific cleanup requirements, and to develop a plan to relocate the infrastructure and controls sooner if needed. Marti noted that these studies would be required if the facility was repurposed or razed.

Staff has estimated that the cost to conduct the necessary studies would be near \$100,000. General Manager Harren stated that there is the possibility of grant money available to assist with financing of the project. City Development Director Dave Ramstad and Economic Development Director Aaron Backman could provide assistance in preparing the grant applications for the project. Harren noted that a Request for Proposals would be required to conduct the environmental studies.

Recommendation:

Following review & discussion, it was the consensus of the WMU Planning Committee to concur with the staff's recommendation and issue an RFP for completion of the Power Plant Phases I & II Environmental Studies in an amount not to exceed \$100,000. This recommendation would be presented to the Commission for consideration and approval at the February 10th MUC meeting.

3. WMU Building Project:

(See Strategic Initiative: Land Acquisition in 2020, Capital Improvement Plant budgeted \$650,000 in 2019)

Facilities & Maintenance Supv. Marti opened discussion with the Committee regarding the WMU Building Project. It was noted that funding to identify and/or purchase land for the future facility has been budgeted for 2020 with the goal of having a specific property identified by year-end which meet the needs of the Utility. Therefore, staff is requesting directive on the next steps to take to proceed with the new building project.

Facilities & Maintenance Supv. Marti continued by providing background information relating to the project and stating the need to identify criteria specifically required for the building project. Included in the criteria for consideration would be acreage requirements, proximity to existing utilities, customer/vendor accessibility, 9-ton roadways, etc. Criteria must be established prior to identifying any suitable properties for the project.

Community input regarding the project was discussed. Staff is recommending that a marketing campaign be developed to keep the public informed as the project develops. The marketing campaign would include attendance at various business functions, newspaper articles, and public

informational events/meetings. It was further noted that staff intends to remain in line with the WMU Mission Statement regarding building needs and design (a modern, efficient facility that fits our needs and goals yet is not visually elaborate). At this time, photos of building examples were presented for discussion.

General Manager Harren reminded the Committee of the potential to utilize a possible land swap with the City (Opportunity Zone). Due to this option, an earlier timeline for the project has been developed rather than previously anticipated. Marti concurred that while some city property may have the potential to meet the needs of the Utility, the established criteria must be met. Past studies conducted indicated the size of property needed to adequately meet the needs of the Utility was in the range between 8-10 acres (additional acreage for possible future projects such as solar gardens would also need to be addressed). The actual size required for the facility will be reviewed and updated as needed.

NOTE: WMU's financial ability to move forward with the proposed building project will be impacted by the pending transmission investment project and possibly suspended until later.

Recommendations:

Following review & discussion, it was the consensus of the WMU Planning Committee to concur with the staff recommendations and to present the recommendations to the Commission for consideration and approval at the February 10th MUC meeting:

1. MUC to direct staff to develop criteria for site acquisition and develop a listing of sites that meet the criteria as determined.
2. MUC to recommend development of an in-house marketing campaign to keep the general public informed as the new building project progresses. (No need for community involvement/committee at this time.) The Utility will provide public outreach via attendance and sharing at local area meetings/events.

4. WMU/City Street Light Agreement:

General Manager Harren and Facilities & Maintenance Supv. Marti provided the Committee with a status update regarding the WMU/City Street Light Agreement. The agreement outlines the responsibilities of both parties for the design, installation, maintenance, and other aspects of the street lighting system. The current agreement was last updated in 1989. With the pending City's Downtown Street Light Replacement Project, it was necessary to make the appropriate adjustments/updates to the agreement at this time. The updates will determine which party is financially responsible for the costs associated with current and future street lighting projects. Marti has been working with the City reps to update the agreement. Attorney Robert Scott has provided input, and both parties have concurred with his recommendations. The agreement with the proposed revisions was reviewed.

The Committee was informed that the average annual expenses incurred by the Utility to provide the City's street lighting is approximately \$700,000-\$800,000 (labor, energy/kilowatts, materials, etc.). These costs are recouped through the Franchise Fee line item on the monthly utility bills. Marti provided a brief overview of the proposed Downtown Street Lighting Project. Finalization of the updated agreement would establish each entity's duties and responsibilities for the City street lighting projects (costs, timeline, etc.).

Recommendation:

Following review & discussion, it was the consensus of the WMU Planning Committee to concur with the staff's recommendation to approve the WMU/City Street Lighting Agreement as presented and to forward the document to the City Council for final approval. This recommendation will be presented to the Commission for consideration and approval at the February 10th MUC meeting.

5. WMU Mission Statement- Wall Display:

Facilities & Maintenance Supv. Marti informed the Committee that in an effort to make the WMU's Mission Statement more visible on a daily basis, staff is recommending that the Mission Statement be displayed in both the Auditorium and Customer Service Area. Marti contacted a local vendor who provided options (proofs) for the visual wall display (vinyl lettering).

Recommendation:

Following input and discussion, it was the consensus of the WMU Planning Committee to concur with the staff's recommendation to approve Option #2 for the Mission Statement wall display. This recommendation will be presented to the Commission for consideration and approval at the February 10th MUC meeting.

6. Adjournment:

The Planning Committee extended their appreciation to General Manager Harren and Facilities & Maintenance Supv. Marti for the vast amount of information and discussion included in today's meeting. There being no further discussion to come before the WMU Planning Committee, Commissioner Mattern offered a motion adjourn. Commissioner DeBlieck seconded the motion which carried by a vote of three ayes and zero nays, and the meeting was adjourned at 1:40 p.m.



WILLMAR MUNICIPAL UTILITIES
MUC Labor Committee Meeting Minutes
Thursday, February 6, 2020
12:00 p.m.

Attendees: Commissioners Nathan Weber & Abdirizak Mahboub, General Manager John Harren, Compliance/HR Manager Janell Johnson, Director of Finance Denise Runge, and Administrative Secretary Beth Mattheisen. Absent was Commissioner Cole Erickson.

Commissioner Weber (LC Chair) called the meeting to order at 11:59 a.m.

1) Annual review of WMU Personnel Policies:

As part of the annual review of WMU Personnel Policies, Compliance/HR Manager Johnson presented the Committee with proposed revisions for a number of Personnel Policies and the inclusion of two newly created policies, WMU Social Media Policy and WMU Internship Policy & Procedure Manual. Johnson provided a step-by-step review of the proposed revisions and additions to the 2020 Personnel Policies as follow:

2020 WMU Personnel Policies (proposed revisions and additions):

- a. Personnel Policy Manual –
 1. “Nepotism” defined (Sec. 2.3);
 2. “Business Related Vehicle Operations” deleted (Sec. 2.15);
 3. “Volunteer Fire, Sheriff Reserve, Rescue Squad Duty, or Similar Volunteer Activities” updated (Sec. 3.5.3);
 4. “Payroll Deductions” updated (Sec. 5.2);
 5. “Compensatory Time” revised language for consistency with Union contract (Sec. 5.4.3);
 6. “PTO/Severance Payout at Retirement” updated language (Sec.6.1.18);
 7. “Extended Leave of Absence” updated for clarity (Secs. 6.5, 6.5.1, & 6.5.4); and,
 8. “Deferred Compensation – Union Employees” updated contract change (Sec. 6.8.3)
- b. Cell Phone Policy – no changes required
- c. Clothing Purchases Policy – position & title updates
- d. Dress Code Policy – no changes required
- e. FMLA Policy – no changes required
- f. Fraud Policy – no changes required
- g. PTO Donation Policy V2.0 – no changes required
- h. WC Policy V3.0 – no changes required
- i. DOT Drug & Alcohol (CDL) Testing Policy V2 – new language added regarding pre-employment testing
- j. Drug & Alcohol Free Workplace and Testing Policy – form name updated
- k. Data Practices Policies –Data Inventory Appendix K updated job titles
- l. Employee Performance Review Policy – no changes required
- m. Identity Theft Prevention Program – updated job title
- n. Tablet Policy V2 – no changes required
- o. IT Policy - removed “Social Media” section to create a new stand-alone policy
- p. **NEW** WMU Social Media Policy (01.01.2020)
- q. **NEW** WMU Internship Policy & Procedures Manual (01.01.2020)

Recommendation:

Following discussion, it was the consensus of the Labor Committee to recommend approval of the proposed revisions to the WMU Personnel Policies as listed with the inclusion of the two newly created policies ("Social Media Policy" and "Internship Policy & Procedures Manual") as presented. This recommendation will be presented to the Commission for consideration and approval at the February 10th MUC meeting.

2) MUC Self-Evaluation Survey:

Compliance/HR Manager Johnson presented the Committee with background information regarding the MUC Self-Evaluation Survey. In 2017, under Commission directive, Staff had created the survey to assist Commissioners in understanding roles & responsibilities, provide orientation for new members, address board conflicts, clarify member expectations, identify priorities, strengths & weaknesses, and determine areas for improvement in board performance. The second MUC Self-Evaluation Survey was conducted in 2018. Johnson provided the Committee with the compiled survey results along with 2017-2018 ranking comparisons. Overall, the results indicated positive improvements in nearly all areas addressed in the survey.

Recommendation:

Following discussion and review, it was the consensus of the Labor Committee to recommend that the Commission defer from conducting the survey at this time (possibly wait for a year). While this is the recommendation of the Labor Committee, Commission President Mattern will be asked to address the full Commission to see if this is acceptable or if they feel the need to conduct the survey in the near future.

Commissioner Weber further emphasized that the areas which were identified in 2017 as areas of concern, have all shown positive improvements in 2018.

3) District Heat (DH) Decommissioning Package (PTO value):

General Manager Harren and Compliance/HR Manager Johnson reviewed with the Committee background information regarding the designed DH Decommissioning Package which included severance, performance incentive and other incentives. It was agreed upon by both Union and employees, that those who successfully acquire other positions within the WMU at a lesser wage than they currently make, that their PTO would retain its value. Staff is proposing that the employees are paid the difference in value at the time of permanent transition rather than carrying the difference as a liability for WMU until they are no longer employed by the Utility (i.e. leave or retire). It was noted that currently three individuals are affected by this scenario.

Recommendation:

Following discussion, it was the consensus of the Labor Committee to recommend Commission approval and to proceed with the payout process for the difference in PTO value once the employee transitions to their permanent position status. This recommendation will be presented to the Commission for approval at the February 10th MUC meeting.

4) 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 12: 40 p.m.

**WILLMAR PLANNING COMMISSION
CITY OF WILLMAR, MN
WEDNESDAY, FEBRUARY 5, 2020**

MINUTES

1. The Willmar Planning Commission met on Wednesday, February 5, 2020, at 7:00 p.m. at the Willmar City Offices Conference Room #1.

**** Members Present:** Christina Nelson, Jeff Kimpling, Steve Gardner, Jonathan Marchand, Cletus Frank, and Khalif Ahmed Bashir.

**** Members Absent:** Rolf Standfuss, Terry Sieck, and Dr. Jerry Kjergaard.

**** Others Present:** Sarah Swedburg - Planner.

2. MINUTES: Minutes of the January 8, 2020 meeting were tabled, as they were not a part of the distributed packet.

3. INTRODUCTIONS: The Commissioners introduced themselves to the newly appointed Planning Commissioner, Khalif Ahmed Bashir, who is joining the Commission after his appointment on the Board of Zoning Appeals.

4. RENAISSANCE OVERLAY DISTRICT INCENTIVES PACKAGE REVIEW & DISCUSSION: Staff walked the Planning Commission through the proposed Renaissance Overlay District incentive package. This package is currently in the vetting phase, where we are looking for feedback & input regarding the content; it has been sent via email to a number of stakeholders throughout the City and is posted on our website for anyone to review. Nothing has formally been approved, and staff encourages all to review and submit any ideas that may be missing or details that may need to be altered to make this package most accessible and sensible for Willmar. Incentives proposed in this overlay include tax abatement, free City permits, zoning overlay, etc. All incentives require specific development/investment targets be met in order to qualify for the programs.

The Commissioners discussed a number of questions regarding the basis for targets within this package such as the dwelling unit goals (500 in 5 years), 3-story height minimum for incentives such as tax-abatement, 5% income restricted units for housing-only developments etc. Some concerns were resolved with the clarification that the dwelling unit goal is in the entire Renaissance Zone area, not just in the currently designated Central Business District zone. Commissioner Nelson expressed concern that 5% income restricted units for housing-only developments is not the correct ratio.

Commissioner Frank is a downtown property owner & questioned if the store facade loan program would be better allocated for assisting roof repairs, structural, or wall repairs rather than store facades (or perhaps all four of those repair items). He expressed the

financial burden that property owners face with roof repairs, due to the age and flat roofs that the majority of downtown buildings have.

The Planning Commission also discussed the anticipated sentiment that may be created in town among property owners outside of the Renaissance Zone - "If you can eliminate building permit fees there, why can't you do it here?" Discussion commenced about the purpose for targeting this area and the justification for our proposals. Additionally, staff reiterated that this would be a 5-year pilot program and could provide us with insight for moving the location in the future. Commissioner Kimpling expressed the desire to see this incentive program have some flexibility built in, in the event that small details need to change.

Lastly, the Planning Commission inquired about the timeline of approval. They expressed the desire to get it done right than get it done in a hurry.

Planner Swedburg will bring forward this discussion to Dr. David Ramstad, Planning & Development Director for documentation in our vetting process. She will also request Dr. Ramstad's attendance at the second meeting in February to continue discussion of this package. The next meeting in this vetting process will be with downtown property owners on Tuesday, February 11th at 5pm at Spurs Restaurant; these details will be sent via email as a reminder to the Commissioners if they wish to attend.

5. There being no further business to come before the Commission the meeting adjourned at 8:17 p.m.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read 'Sarah Swedburg', written in black ink.

Sarah Swedburg
Planner

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

Please indicate the Board/Committee(s)/Commission(s) to which you are interested in being appointed. (If more than one, please number in order of choice.)

- _____ Airport Commission (meets monthly)
- _____ Cable Advisory Board (meets as needed)
- _____ Charter Commission (meets as needed)
- _____ Park and Recreation Board
- _____ City/County Economic Development Operations Board (meets monthly)
- _____ City of Willmar HRA
- X _____ Human Rights Commission (meets as needed)
- _____ Municipal Utilities Commission (meets bi-monthly)
- _____ Pioneerland Library System Board (meets monthly)
- _____ Planning Commission (meets bi-monthly)
- _____ Police Civil Service Commission (meets first Monday in February each year and on as-needed basis thereafter)
- _____ Rice Memorial Hospital (meets bi-monthly)
- _____ Willmar Convention and Visitors Bureau
- _____ Zoning Appeals Board (meets monthly)
- _____ Ad hoc Task Forces (will be posted and will meet on an as-needed basis)

Applicant Information

Name: Rebecca Chelene Date of Application: 1.7.2020

Address: 2409 3rd Ave SE, Willmar Phone No. 507-215-4222
(Certain Boards and Commissions may require that you are a resident of the City of Willmar)

Email: spanier.rebecca@gmail.com

What prompted you to make application for a citizen committee? I'm interested in serving and learning more about my community.

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

Since moving to Willmar I've grown to enjoy and appreciate this community. I am interested in working to ensure all Willmar's residents can enjoy living here as I do.

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

My experience living and working overseas has broadened my worldview and helps me connect with many different people. (Peace Corps, Mozambique) I also have worked with low-income individuals and service agencies including people of diverse social, religious, age, ability, language and ethnic background. I am tri-lingual. (In Willmar)

List your educational background:

BA in Psychology & Spanish. Currently studying Maternal & Child Health MPH

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

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

University of MN 1802 18th St NE, Willmar MN
SNAP-Ed Educator

Please return completed application to:

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

Or fax completed forms to:

(320) 235-4917



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

Please indicate the Board/Committee(s)/Commission(s) to which you are interested in being appointed. (If more than one, please number in order of choice.)

- ☐ Airport Commission (meets monthly)
- ☐ Cable Advisory Board (meets as needed)
- ☐ Charter Commission (meets as needed)
- ☒ Park and Recreation Board
- ☐ City/County Economic Development Operations Board (meets monthly)
- ☐ City of Willmar HRA
- ☐ Human Rights Commission (meets as needed)
- ☐ Municipal Utilities Commission (meets bi-monthly)
- ☐ Pioneerland Library System Board (meets monthly)
- ☐ Planning Commission (meets bi-monthly)
- ☐ Police Civil Service Commission (meets first Monday in February each year and on as-needed basis thereafter)
- ☐ Rice Memorial Hospital (meets bi-monthly)
- ☐ Willmar Convention and Visitors Bureau
- ☐ Zoning Appeals Board (meets monthly)
- ☐ Ad hoc Task Forces (will be posted and will meet on an as-needed basis)

Applicant Information

Name: Chloe Quinn Date of Application: 1-13-2020
Address: 2311 Richland Dr SW, Willmar Phone No. 320-905-5915
(Certain Boards and Commissions may require that you are a resident of the City of Willmar)
Email: MickChloeQuinn@msn.com

What prompted you to make application for a citizen committee? Jim Anderson approached me and asked if I would be interested in serving.

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

I enjoy volunteering in a broad sense and I am interested in something civic-minded.

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

My family is very active in the community and utilizes a lot that the board oversees.

List your educational background: I graduated from St. Ben's with a degree in Industrial Psychology and minor in Spanish.

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

Rice Foundation Gala Board, St. Mary's VBS committee, singer with Common Threads, volunteer in school district and at St. Mary's Church. Winged Foot Running Club.

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

n/a

Please return completed application to:

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

Or fax completed forms to:

(320) 235-4917

LG220 Application for Exempt Permit

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

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

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

Application Fee (non-refundable)

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

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

ORGANIZATION INFORMATION

Organization Name: Willmar Fests, Inc.

Previous Gambling Permit Number: X-33503-19-010

Minnesota Tax ID Number, if any: _____

Federal Employer ID Number (FEIN), if any: 41-1653995

Mailing Address: P.O. Box 45

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

Name of Chief Executive Officer (CEO): Judy R. Thompson

CEO Daytime Phone: 320-214-5166 CEO Email: jthompson@willmarmn.gov

(permit will be emailed to this email address unless otherwise indicated below)

Email permit to (if other than the CEO): _____

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

☐ Fraternal

☐ Religious

☐ Veterans

☒ Other Nonprofit Organization

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

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

☐ **A current calendar year Certificate of Good Standing**

Don't have a copy? Obtain this certificate from:

MN Secretary of State, Business Services Division
60 Empire Drive, Suite 100
St. Paul, MN 55103

Secretary of State website, phone numbers:

www.sos.state.mn.us

651-296-2803, or toll free 1-877-551-6767

☒ **IRS income tax exemption (501(c)) letter in your organization's name**

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

☐ **IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)**

If your organization falls under a parent organization, attach copies of both of the following:

1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling; and
2. the charter or letter from your parent organization recognizing your organization as a subordinate.

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): Robbins Island Regional Park

Physical Address (do not use P.O. box): 601 Highway 71 NE

Check one:

☒ City: Willmar Zip: 56201 County: Kandiyohi

☐ Township: _____ Zip: _____ County: _____

Date(s) of activity (for raffles, indicate the date of the drawing): June 27, 2020

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

☐ Bingo

☐ Paddlewheels

☐ Pull-Tabs

☐ Tipboards

☒ Raffle

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

LG220 Application for Exempt Permit

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

CITY APPROVAL for a gambling premises located within city limits

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

Print City Name: City of Willmar

Signature of City Personnel:

Judy R. Thompson

Title: City Clerk Date: 02-05-2020

**The city or county must sign before
submitting application to the
Gambling Control Board.**

COUNTY APPROVAL for a gambling premises located in a township

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

Print County Name: _____

Signature of County Personnel: _____

Title: _____ Date: _____

TOWNSHIP (if required by the county)

On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.213.)

Print Township Name: _____

Signature of Township Officer: _____

Title: _____ Date: _____

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

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

Chief Executive Officer's Signature: *Judy R. Thompson* Date: 02-05-2020
(Signature must be CEO's signature; designee may not sign)

Print Name: Judy R. Thompson

REQUIREMENTS

Complete a separate application for:

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

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

Financial report to be completed within 30 days after the gambling activity is done:

A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.

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

MAIL APPLICATION AND ATTACHMENTS

Mail application with:

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

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

Questions?

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

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

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

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

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

An equal opportunity employer

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
ACCESSORIES 4 TRUCKS UNL 000329	58279	02/12/20	TRUCK BEACON LIGHT	169.99		051583		D	N				SMALL TOOLS	651.48484.0221
ALEX AIR APPARATUS INC 002061	58280	02/12/20	TURNOUT GEAR	6,690.00		INV-40909		D	N				SUBSISTENCE OF P	101.42412.0227
AMAZON CAPITAL SERVICES 003557	58281	02/12/20	TABLET KEYBOARD	122.79		1GVW-MJWD-GQJX		D	N				SMALL TOOLS	101.41409.0221
	58281	02/12/20	CARD READER	26.39		1GVW-MJWD-K1VL		D	N				SMALL TOOLS	101.41409.0221
	58281	02/12/20	PROJECTOR AND SCREEN	160.02		1HQW-D4TH-FMN1		D	N				SMALL TOOLS	101.41409.0221
	58281	02/12/20	MEMORY CARDS	103.78		1QLH-M4YG-3P9Y		D	N				SMALL TOOLS	101.41409.0221
	58281	02/12/20	SD CARD READER	8.99		1TGM-PV14-3N6N		D	N				SMALL TOOLS	101.41409.0221
	58281	02/12/20	TABLET KEYBOARD	55.98		1TJ6-DQK3-DQDX		D	N				SMALL TOOLS	101.41409.0221
	58281	02/12/20	HEAD PHONES	14.46		1WD3-VGND-4K9R		D	N				SMALL TOOLS	101.41409.0221
	58281	02/12/20	BATTERIES	26.99		14GN-4VYP-7FWJ		D	N				GENERAL SUPPLIES	101.45001.0229
			VENDOR TOTAL	519.40		*CHECK TOTAL								
				519.40										
AMERICAN DOOR WORKS 000825	58282	02/12/20	WEATHER STRIPPING	78.56		0222989-IN		D	N				MTCE. OF STRUCTU	101.43425.0225
AMERIPRIDE LINEN & APPAR 000051	58283	02/12/20	TOWEL SERVICE	53.75		2801115787		D	N				CLEANING AND WAS	101.43425.0338
	58283	02/12/20	UNIFORM RENTAL	12.76		2801115787		D	N				RENTS	101.43425.0440
	58283	02/12/20	TOWEL SERVICE	59.66		2801118325		D	N				CLEANING AND WAS	101.43425.0338
	58283	02/12/20	UNIFORM RENTAL	18.64		2801118325		D	N				RENTS	101.43425.0440
	58283	02/12/20	UNIFORM RENTAL	9.23		2801118327		D	N				RENTS	101.42412.0440
	58283	02/12/20	TOWEL SERVICE	50.99		2801120988		D	N				CLEANING AND WAS	101.43425.0338
	58283	02/12/20	UNIFORM RENTAL	18.64		2801120988		D	N				RENTS	101.43425.0440
	58283	02/12/20	TOWEL SERVICE	59.66		2801123574		D	N				CLEANING AND WAS	101.43425.0338
	58283	02/12/20	UNIFORM RENTAL	18.64		2801123574		D	N				RENTS	101.43425.0440
	58283	02/12/20	UNIFORM RENTAL	9.23		2801123578		D	N				RENTS	101.42412.0440
			VENDOR TOTAL	311.20		*CHECK TOTAL								
				311.20										
ASPEN MILLS 003008	58284	02/12/20	NAME TAGS	37.43		251447		D	N				SUBSISTENCE OF P	101.42412.0227
AT&T MOBILITY 000075	58285	02/12/20	PHONE SERV-JAN	287.39		X02032020		D	N				COMMUNICATIONS	101.41409.0330
ATWATER FORD INC 000073	58286	02/12/20	2020 FORD EXPLORER	33,598.00		013120		D	N				MACHINERY AND AU	450.42411.0553
BACKES TECHNOLOGY SERVIC 000087	58287	02/12/20	INST. TIME CLOCKS-PARTS	160.00		18336		D	N				MTCE. OF STRUCTU	101.43425.0225
	58287	02/12/20	INST. TIME CLOCKS-LABOR	210.00		18336		D	N				MTCE. OF STRUCTU	101.43425.0335
	58287	02/12/20	INST. TIME CLOCKS-PARTS	262.50		18336		D	N				MTCE. OF STRUCTU	101.45433.0225
	58287	02/12/20	INST. TIME CLOCKS-LABOR	299.84		18336		D	N				MTCE. OF STRUCTU	101.45433.0335
			VENDOR TOTAL	932.34		*CHECK TOTAL								

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Vendor Payment History Report
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CITY OF WILLMAR
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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
BACKES TECHNOLOGY SERVIC			000087							
			VENDOR TOTAL	932.34						
BARN THEATRE/THE			.02961							
58288	02/12/20	DAMAGE DEPOSIT		200.00		020420		D N	OTHER SERVICES	235.41402.0339
BARN THEATRE/THE			000090							
58289	02/12/20	FACILITY RENTAL FEE		280.00		020420		D N	RENTS	235.41402.0440
BENSON LAUNDRY			003377							
58290	02/12/20	CLEANING SUPPLIES		43.70		332834		D N	CLEANING AND WAS	101.45433.0228
BERNICK'S PEPSI-COLA CO			000103							
58291	02/12/20	CONCESSION SUPPLIES		709.65		78755		D N	GENERAL SUPPLIES	101.45433.0229
BOLTON & MENK INC			001010							
58292	02/12/20	EAST SIDE DRAINAGE PRO		1,275.00		0245155		D N	PROFESSIONAL SER	420.43418.0446
58292	02/12/20	EAGLE LAKE SWR REPAIR		6,745.00		0245160		D N	PROFESSIONAL SER	651.48487.0446
				8,020.00						
				8,020.00						
			VENDOR TOTAL	8,020.00						
BSE			001980							
58293	02/12/20	SHOP LIGHTS		47.76		919372248		D N	MTCE. OF STRUCTU	101.43425.0225
C D & T INC AUTO PARTS			000145							
58294	02/12/20	HOSES/COUPLINGS		40.71		30387-1		D N	MTCE. OF EQUIPME	651.48486.0224
CARRANZA/NOE			002547							
58295	02/12/20	INTERPRETED 01/12/20		90.00		208		D M 07	PROFESSIONAL SER	101.42411.0446
58295	02/12/20	INTERPRETED 01/12/20		150.00		210		D M 07	PROFESSIONAL SER	101.42411.0446
58295	02/12/20	INTERPRETED 01/12/20		60.00		211		D M 07	PROFESSIONAL SER	101.42411.0446
				300.00						
				300.00						
			VENDOR TOTAL	300.00						
CENTERPOINT ENERGY			000467							
58296	02/12/20	NATURAL GAS-JAN		962.74		6048932/1-20		D N	UTILITIES	651.48484.0332
58296	02/12/20	NATURAL GAS-JAN		2,412.46		6061271/1-20		D N	UTILITIES	101.45433.0332
58296	02/12/20	NATURAL GAS-JAN		54.01		6072309/1-20		D N	UTILITIES	101.45437.0332
58296	02/12/20	NATURAL GAS-JAN		888.44		6084836/1-20		D N	UTILITIES	101.45435.0332
58296	02/12/20	NATURAL GAS-JAN		3,502.63		6085332/1-20		D N	UTILITIES	101.45433.0332
				7,820.28						
				7,820.28						
			VENDOR TOTAL	7,820.28						
CENTRAL COMMUNITY TRANSI			003178							
58297	02/12/20	ADS ON KAT BUSES FEB-A		1,350.00		9242		D N	PRINTING AND PUB	101.41424.0331
CHAMBERLAIN OIL CO			000154							
58298	02/12/20	SCREW PUMP GREASE		380.59		310269-01		D N	MOTOR FUELS AND	651.48484.0222

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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
CHARTER COMMUNICATIONS			000736							
	58299	02/12/20	INTERNET SERV-FEB	187.74		0438138020220		D N	COMMUNICATIONS	101.41409.0330
COCHRAN/BRUCE D			003569							
	58300	02/12/20	CEAM CONF-LODGING EXP.	357.48		013120		D N	TRAVEL-CONF.-SCH	101.43417.0333
	58300	02/12/20	CEAM CONF-MILEAGE EXP.	133.40		013120		D N	TRAVEL-CONF.-SCH	101.43417.0333
				490.88	*CHECK	TOTAL				
			VENDOR TOTAL	490.88						
COMPASS MINERALS AMERICA			003116							
	58301	02/12/20	ROAD SALT	5,215.03		587575		D N	GENERAL SUPPLIES	101.43425.0229
	58301	02/12/20	ROAD SALT	2,640.11		590138		D N	GENERAL SUPPLIES	101.43425.0229
	58301	02/12/20	ROAD SALT	2,630.01		591247		D N	GENERAL SUPPLIES	101.43425.0229
				10,485.15	*CHECK	TOTAL				
			VENDOR TOTAL	10,485.15						
CORE & MAIN LP			002130							
	58302	02/12/20	HYDRANT PARTS	920.10		L839458		D N	MTCE. OF OTHER I	101.43425.0226
	58302	02/12/20	IMPACT SOCKET SET	291.92		L858651		D N	SMALL TOOLS	101.43425.0221
				1,212.02	*CHECK	TOTAL				
			VENDOR TOTAL	1,212.02						
CROW CHEMICAL & LIGHTING			000186							
	58303	02/12/20	PEROXIDE	60.60		16615		D N	GENERAL SUPPLIES	101.43425.0229
	58303	02/12/20	TRIGGER SPRAYERS	7.56		16673		D N	SMALL TOOLS	101.43425.0221
	58303	02/12/20	WET MOP	21.50		16675		D N	SMALL TOOLS	651.48484.0221
				89.66	*CHECK	TOTAL				
			VENDOR TOTAL	89.66						
DEPT OF HUMAN SERVICES			000009							
	58304	02/12/20	CLEANING SERVICES	1,425.00		00000587091		D N	CLEANING AND WAS	101.45433.0338
DEPT OF HUMAN SERVICES			002914							
	58305	02/12/20	ECPN PAYMENT-MAR	5,859.32		00000588190		D N	OTHER CHARGES	101.41428.0449
DOOLEY'S PETROLEUM INC			000212							
	58306	02/12/20	151.1 GALLONS UNLEADED	387.57		244820		D N	MOTOR FUELS AND	651.48485.0222
DRIVER & VEHICLE SERVICE			000217							
	58275	02/06/20	#208662-LICENSE	48.00		020520		D N	LICENSES AND TAX	101.42411.0445
	58275	02/06/20	#208662-TAX	2,183.87		020520		D N	MACHINERY AND AU	450.42411.0553
				2,231.87	*CHECK	TOTAL				
			VENDOR TOTAL	2,231.87						
DYNA SYSTEMS			000223							
	58307	02/12/20	GRINDER WHEELS	93.15		23511576		D N	SMALL TOOLS	651.48484.0221
EMERGENCY KITS.COM			.02743							
	58276	02/06/20	FLEXPACK BACKPACKS	506.10		51665		D N	GENERAL SUPPLIES	101.42411.0229

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Vendor Payment History Report
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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
EMERGENCY RESPONSE SOLUT			003048							
58308	02/12/20		SHIPPING CHARGES	12.48		14556		D N	POSTAGE	101.42412.0223
58308	02/12/20		42 GEARGRID STRGE BOXE	2,410.00		14605		D N	SMALL TOOLS	101.42412.0221
58308	02/12/20		SCBA QUICK FILL HOSE	692.36		14622		D N	MTCE. OF EQUIPME	101.42412.0224
				3,114.84	*CHECK	TOTAL				
			VENDOR TOTAL	3,114.84						
ERICKSON CHEVROLET			003572							
58309	02/12/20		2020 CHEVY SILVERADO	32,789.92		E915		D N	MACHINERY AND AU	651.48484.0553
FERGUSON ENTERPRISES INC			000810							
58310	02/12/20		PLUMBING PARTS	49.48		7227474		D N	MTCE. OF STRUCTU	101.45433.0225
FIESTA TIME RENTAL			003234							
58311	02/12/20		DUNK TANK WTR GAME RNTL	184.00		2012830		D N	RENTS	101.42411.0440
FILE TEC INC			003562							
58312	02/12/20		SCAN/DATA INDEXING	3,264.85		1043		D N	PROFESSIONAL SER	101.41403.0446
FIREBYTES LLC			003090							
58277	02/06/20		DELL DESKTOP COMPUTER	2,506.08		INV-1789		D M 07	SMALL TOOLS	101.41409.0221
58277	02/06/20		18 DELL COMPUTERS	15,248.70		INV-1789		D M 07	SMALL TOOLS	101.41409.0221
				17,754.78	*CHECK	TOTAL				
			VENDOR TOTAL	17,754.78						
FISCHER/BETH			002484							
58313	02/12/20		CELL PHONE-JAN	50.00		021020		D M 07	COMMUNICATIONS	208.45005.0330
58313	02/12/20		CELL PHONE-FEB	50.00		021020		D M 07	COMMUNICATIONS	208.45005.0330
				100.00	*CHECK	TOTAL				
			VENDOR TOTAL	100.00						
FLEETPRIDE			002973							
58314	02/12/20		#119287-PTO REBUILD KIT	400.83		42561908		D N	INVENTORIES-MDSE	101.125000
58314	02/12/20		#118382-DRIVE SHAFT/YOKE	42.39		44733310		D N	INVENTORIES-MDSE	101.125000
				443.22	*CHECK	TOTAL				
			VENDOR TOTAL	443.22						
FORCE AMERICA DISTRIBUTI			003544							
58315	02/12/20		#088960-SANDER JOY STICK	392.46		001-1407600		D N	INVENTORIES-MDSE	101.125000
58315	02/12/20		#132487-SANDER JOY STICK	392.46		001-1407600		D N	INVENTORIES-MDSE	101.125000
				784.92	*CHECK	TOTAL				
			VENDOR TOTAL	784.92						
FORUM COMMUNICATIONS COM			002269							
58316	02/12/20		HUMAN TRFKNG AWARENESS	175.00		34421/1-20		D N	ADVERTISING	101.42411.0447
FRAMEWORK INC			003459							
58317	02/12/20		WEBSITE HOSTING	199.00		001087		D N	PROFESSIONAL SER	208.45005.0446
58317	02/12/20		SSL CERTIF. FOR WEBSITE	99.00		001087		D N	PROFESSIONAL SER	208.45005.0446
58317	02/12/20		ONLINE VISITOR GUIDE	75.00		001087		D N	OTHER CHARGES	208.45010.0449

VENDOR NAME AND NUMBER		CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT	NAME	ACCOUNT
FRAMEWORK INC				003459												
VENDOR TOTAL					373.00	*CHECK TOTAL										
					373.00											
GENERAL MAILING SERVICES				000293												
58318	02/12/20	POSTAGE	01/20-01/24/20		3.90		52977		D	N				POSTAGE		101.41400.0223
58318	02/12/20	POSTAGE	01/20-01/24/20		17.55		52977		D	N				POSTAGE		101.41401.0223
58318	02/12/20	POSTAGE	01/20-01/24/20		23.35		52977		D	N				POSTAGE		101.41402.0223
58318	02/12/20	POSTAGE	01/20-01/24/20		4.45		52977		D	N				POSTAGE		101.41403.0223
58318	02/12/20	POSTAGE	01/20-01/24/20		7.45		52977		D	N				POSTAGE		101.41405.0223
58318	02/12/20	POSTAGE	01/20-01/24/20		15.00		52977		D	N				POSTAGE		101.41408.0223
58318	02/12/20	POSTAGE	01/20-01/24/20		1.95		52977		D	N				POSTAGE		101.41409.0223
58318	02/12/20	POSTAGE	01/20-01/24/20		1.60		52977		D	N				POSTAGE		101.41424.0223
58318	02/12/20	POSTAGE	01/20-01/24/20		6.50		52977		D	N				POSTAGE		101.42411.0223
58318	02/12/20	POSTAGE	01/20-01/24/20		28.60		52977		D	N				POSTAGE		101.42412.0223
58318	02/12/20	POSTAGE	01/20-01/24/20		14.85		52977		D	N				POSTAGE		101.43417.0223
58318	02/12/20	POSTAGE	01/20-01/24/20		13.00		52977		D	N				POSTAGE		101.43425.0223
58318	02/12/20	POSTAGE	01/20-01/24/20		1.30		52977		D	N				POSTAGE		101.45001.0223
58318	02/12/20	POSTAGE	01/20-01/24/20		27.95		52977		D	N				POSTAGE		101.45432.0223
58318	02/12/20	POSTAGE	01/20-01/24/20		15.60		52977		D	N				POSTAGE		101.45433.0223
58318	02/12/20	POSTAGE	01/20-01/24/20		26.65		52977		D	N				POSTAGE		101.45435.0223
58318	02/12/20	POSTAGE			8.20		53031		D	N				POSTAGE		208.45006.0223
58318	02/12/20	POSTAGE	01/27-01/31/20		1.75		53051		D	N				POSTAGE		101.41400.0223
58318	02/12/20	POSTAGE	01/27-01/31/20		1.30		53051		D	N				POSTAGE		101.41401.0223
58318	02/12/20	POSTAGE	01/27-01/31/20		83.25		53051		D	N				POSTAGE		101.41402.0223
58318	02/12/20	POSTAGE	01/27-01/31/20		2.60		53051		D	N				POSTAGE		101.41403.0223
58318	02/12/20	POSTAGE	01/27-01/31/20		125.70		53051		D	N				POSTAGE		101.41405.0223
58318	02/12/20	POSTAGE	01/27-01/31/20		15.00		53051		D	N				POSTAGE		101.41408.0223
58318	02/12/20	POSTAGE	01/27-01/31/20		2.60		53051		D	N				POSTAGE		101.42411.0223
58318	02/12/20	POSTAGE	01/27-01/31/20		2.60		53051		D	N				POSTAGE		101.42412.0223
58318	02/12/20	POSTAGE	01/27-01/31/20		0.65		53051		D	N				POSTAGE		101.43417.0223
58318	02/12/20	POSTAGE	01/27-01/31/20		9.75		53051		D	N				POSTAGE		101.43425.0223
58318	02/12/20	POSTAGE	01/27-01/31/20		1.30		53051		D	N				POSTAGE		101.45001.0223
58318	02/12/20	POSTAGE	01/27-01/31/20		1.30		53051		D	N				POSTAGE		101.45432.0223
58318	02/12/20	POSTAGE	01/27-01/31/20		3.90		53051		D	N				POSTAGE		101.45433.0223
58318	02/12/20	POSTAGE	01/27-01/31/20		11.05		53051		D	N				POSTAGE		208.45005.0223
58318	02/12/20	POSTAGE	01/27-01/31/20		9.75		53051		D	N				POSTAGE		230.43430.0223
58318	02/12/20	POSTAGE	01/27-01/31/20		5.85		53051		D	N				POSTAGE		651.48484.0223
58318	02/12/20	POSTAGE			335.90		53095		D	N				POSTAGE		208.45006.0223
					832.15	*CHECK TOTAL										
VENDOR TOTAL					832.15											
GIOVANNI'S PIZZA				000228												
58319	02/12/20	EXECUTIVE COMM.	LUNCHES		10.96		20-17-1489		D	N				TRAVEL-CONF.-SCH		101.41403.0333
58319	02/12/20	EXECUTIVE COMM.	LUNCHES		48.85		20-17-1489		D	N				TRAVEL-CONF.-SCH		208.45005.0333
					59.81	*CHECK TOTAL										
VENDOR TOTAL					59.81											

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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
GRAINGER INC			000786											
	58320	02/12/20	AEROSOL CAN PENETRANT	65.88		9410947312		D	N				GENERAL SUPPLIES	101.43425.0229
	58320	02/12/20	PLUMBING PARTS	84.26		9417453082		D	N				MTCE. OF STRUCTU	101.45433.0225
			VENDOR TOTAL	150.14		*CHECK TOTAL								
				150.14										
GRAMENTZ/BRIAN			003501											
	58321	02/12/20	MILEAGE 2/2-2/3/20	50.60		021020		D	N				TRAVEL-CONF.-SCH	101.41400.0333
	58321	02/12/20	LODGING 2/2-2/3/20	219.54		021020		D	N				TRAVEL-CONF.-SCH	101.41400.0333
			VENDOR TOTAL	270.14		*CHECK TOTAL								
				270.14										
HARTLAND OFFICIALS ASSOC			002608											
	58322	02/12/20	VOLLEYBALL OFFICIALS	2,086.00		021020		D	N				PROFESSIONAL SER	101.45433.0446
HAWKINS INC			000325											
	58323	02/12/20	FERRIC CHLORIDE	5,139.56		4656337		D	N				GENERAL SUPPLIES	651.48484.0229
HEGLUND CATERING			002036											
	58324	02/12/20	CVB BOARD LUNCHES	12.13		12447		D	N				TRAVEL-CONF.-SCH	101.41401.0333
	58324	02/12/20	CVB BOARD LUNCHES	12.13		12447		D	N				TRAVEL-CONF.-SCH	101.41403.0333
	58324	02/12/20	CVB BOARD LUNCHES	12.13		12447		D	N				TRAVEL-CONF.-SCH	101.45433.0333
	58324	02/12/20	CVB BOARD LUNCHES	130.60		12447		D	N				TRAVEL-CONF.-SCH	208.45005.0333
			VENDOR TOTAL	166.99		*CHECK TOTAL								
				166.99										
HENRY'S FOODS INC			000332											
	58325	02/12/20	CONCESSION SUPPLIES	520.28		5851034		D	N				GENERAL SUPPLIES	101.45433.0229
	58325	02/12/20	CONCESSION SUPPLIES	720.78		5853883		D	N				GENERAL SUPPLIES	101.45433.0229
			VENDOR TOTAL	1,241.06		*CHECK TOTAL								
				1,241.06										
HIGH POINT NETWORKS INC			002299											
	58326	02/12/20	DATTO CLOUD STORAGE-FEB	259.00		147962		D	N				SUBSCRIPTIONS AN	101.41409.0443
	58326	02/12/20	FIREWALL SUBSCRIP.-FEB	987.00		147976		D	N				SUBSCRIPTIONS AN	101.41409.0443
	58326	02/12/20	ANTIVIRUS SUBSCRIP.-FEB	491.40		148430		D	N				SUBSCRIPTIONS AN	101.41409.0443
	58326	02/12/20	MICROSOFT TABLET	1,488.00		148509		D	N				SMALL TOOLS	101.41409.0221
			VENDOR TOTAL	3,225.40		*CHECK TOTAL								
				3,225.40										
HILLYARD\HUTCHINSON			000333											
	58327	02/12/20	CLEANING SUPPLIES	220.56		603740144		D	N				CLEANING AND WAS	101.45435.0228
	58327	02/12/20	TOILET TISSUE/HAND TWLS	107.92		603740144		D	N				GENERAL SUPPLIES	101.45435.0229
	58327	02/12/20	CLEANING SUPPLIES	757.81		603741840		D	N				CLEANING AND WAS	101.45433.0228
	58327	02/12/20	CLEANING SUPPLIES	62.88		603741858		D	N				CLEANING AND WAS	101.45435.0228
	58327	02/12/20	TOILET TISSUE/HAND TWLS	95.90		603748913		D	N				GENERAL SUPPLIES	101.42412.0229
	58327	02/12/20	CLEANING SUPPLIES	77.98		603748914		D	N				CLEANING AND WAS	101.41408.0228
	58327	02/12/20	TOILET TISSUE/HAND TWLS	363.98		603748914		D	N				GENERAL SUPPLIES	101.41408.0229
	58327	02/12/20	TOILET TISSUE/HAND TWLS	39.60		603748914		D	N				GENERAL SUPPLIES	101.45001.0229
	58327	02/12/20	CLEANING SUPPLIES	67.90		603748914		D	N				CLEANING AND WAS	101.45427.0228

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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
HILLYARD\HUTCHINSON			000333							
	58327	02/12/20	TOILET TISSUE/HAND TWLS	77.93		603748914		D N	GENERAL SUPPLIES	101.45427.0229
				1,872.46	*CHECK	TOTAL				
			VENDOR TOTAL	1,872.46						
HMD PHOTOGRAPHY LLC			003410							
	58328	02/12/20	WEBSITE PHOTO	85.00		4020		D M 07	PROFESSIONAL SER	101.41409.0446
HOEKSTRA/DARRELL J			002586							
	58329	02/12/20	CONST. SITE MGMT TRNG	384.80		012820		D N	TRAVEL-CONF.-SCH	101.43417.0333
HOVLAND/BAILEY			003343							
	58330	02/12/20	BLOG POSTS	660.00		6		D M 07	OTHER CHARGES	208.45010.0449
HYDRITE CHEMICAL CO			002837							
	58331	02/12/20	ANTIFOAM	1,325.98		02328101		D N	GENERAL SUPPLIES	651.48484.0229
JOHANNECK WTR CONDITIONI			003355							
	58332	02/12/20	COOLER RENTAL	1.00		CR1711-3-066		D N	RENTS	651.48484.0440
	58332	02/12/20	COOLER RENTAL	2.00		CR1711-3-078		D N	RENTS	651.48484.0440
	58332	02/12/20	R.O. SYSTEM RENTAL	39.00		ER1801-3-025		D N	RENTS	101.41408.0440
	58332	02/12/20	COOLER RENTAL	2.00		ER1801-3-025		D N	RENTS	101.41408.0440
	58332	02/12/20	DRINKING WATER	24.00		62916		D N	GENERAL SUPPLIES	651.48484.0229
	58332	02/12/20	DRINKING WATER	10.00		63077		D N	GENERAL SUPPLIES	651.48484.0229
	58332	02/12/20	DRINKING WATER	12.00		63141		D N	GENERAL SUPPLIES	651.48484.0229
	58332	02/12/20	DRINKING WATER	34.00		63360		D N	GENERAL SUPPLIES	651.48484.0229
	58332	02/12/20	DRINKING WATER	12.00		63565		D N	GENERAL SUPPLIES	651.48484.0229
	58332	02/12/20	DRINKING WATER	60.00		63893		D N	GENERAL SUPPLIES	651.48484.0229
				196.00	*CHECK	TOTAL				
			VENDOR TOTAL	196.00						
K-TECH SPECIALTY COATING			003570							
	58333	02/12/20	ROAD SALT	751.77		202001-K0070		D N	GENERAL SUPPLIES	101.43425.0229
KANDIYOHI CO AUDITOR			000376							
	58334	02/12/20	COUNTY COLLECTION COSTS	60.00		020120		D N	PRINTING AND PUB	101.41401.0331
	58334	02/12/20	SPECIAL ASSMNT CARDS	9,120.00		020120		D N	OTHER SERVICES	419.48451.0339
	58334	02/12/20	LANDFILL CHARGES-JAN	47.08		428156		D N	CLEANING AND WAS	651.48484.0338
	58334	02/12/20	LANDFILL CHARGES-JAN	37.66		428176		D N	CLEANING AND WAS	651.48484.0338
	58334	02/12/20	LANDFILL CHARGES-JAN	28.10		428207		D N	CLEANING AND WAS	101.45427.0338
				9,292.84	*CHECK	TOTAL				
			VENDOR TOTAL	9,292.84						
KANDIYOHI CO RECYCLING A			002296							
	58335	02/12/20	LAMP RECYCLING	38.00		615		D N	CLEANING AND WAS	651.48484.0338
	58335	02/12/20	LAMP RECYCLING	54.50		618		D N	CLEANING AND WAS	651.48484.0338
				92.50	*CHECK	TOTAL				
			VENDOR TOTAL	92.50						

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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
KING'S ELECTRIC LLC			003138											
58336	02/12/20	REPL. BALLAST-PARTS	75.00			1224		D	N				MTCE. OF STRUCTU	101.41408.0225
58336	02/12/20	REPL. BALLAST-LABOR	18.45			1224		D	N				MTCE. OF STRUCTU	101.41408.0335
58336	02/12/20	REPL. SWITCH IN BSMNT	1.80			1226		D	N				MTCE. OF STRUCTU	101.41408.0225
58336	02/12/20	REPL. SWITCH IN BSMNT	75.00			1226		D	N				MTCE. OF STRUCTU	101.41408.0335
58336	02/12/20	SCOREBOARD WIRING-PARTS	57.33			1228		D	N				MTCE. OF STRUCTU	101.45427.0225
58336	02/12/20	SCOREBOARD WIRING-LABOR	240.00			1228		D	N				MTCE. OF STRUCTU	101.45427.0335
58336	02/12/20	GAS PUMP REPAIR-LABOR	75.00			1229		D	N				MTCE. OF OTHER I	101.43425.0336
58336	02/12/20	LED LT CONVERSION	4,750.56			1234		D	N				MTCE. OF STRUCTU	651.48484.0225
			5,293.14											
		VENDOR TOTAL	5,293.14			*CHECK TOTAL								
KRONOS			003457											
58337	02/12/20	WORKFORCE READY SFTWRE	2,338.88			11563592		D	N				SUBSCRIPTIONS AN	101.41420.0443
KVEENE/CHRIS			003399											
58338	02/12/20	MILEAGE 1/1-1/31/20	8.05			021220		D	N				TRAVEL-CONF.-SCH	101.41409.0333
LAKELAND BROADCASTING IN			002187											
58339	02/12/20	KQIC ADVERTISING	294.00			IN-Q1200110807		D	N				OTHER CHARGES	208.45010.0449
58339	02/12/20	KOLV ADVERTISING	266.00			INB-1200113169		D	N				OTHER CHARGES	208.45010.0449
			560.00											
		VENDOR TOTAL	560.00			*CHECK TOTAL								
LEAGUE OF MN CITIES			000412											
58340	02/12/20	GRAMENTZ-CONF REGIS.	109.00			315489		D	N				TRAVEL-CONF.-SCH	101.41400.0333
58340	02/12/20	OKINS-CONF REGIS.	109.00			316668		D	N				TRAVEL-CONF.-SCH	101.41405.0333
58340	02/12/20	OKINS-WORKSHOP REGIS.	20.00			316669		D	N				TRAVEL-CONF.-SCH	101.41405.0333
58340	02/12/20	BECKMAN-WORKSHOP REGIS.	20.00			317135		D	N				TRAVEL-CONF.-SCH	101.41420.0333
			258.00											
		VENDOR TOTAL	258.00			*CHECK TOTAL								
LEAGUE OF MN CITIES			INS			000983								
58341	02/12/20	CLM #100805-DAMAGED CA	6,301.04			100805		D	N				INSURANCE DEDUCT	101.41428.0822
LEAGUE OF MN CITIES			INS			001189								
58342	02/12/20	WORKER'S COMP PREMIUM	14,569.00			40000465/2-20		D	N				DUE FROM M.U.C.-	101.123006
58342	02/12/20	WORKER'S COMP PREMIUM	255.00			40000465/2-20		D	N				EMPLOYER INSUR.	101.41400.0114
58342	02/12/20	WORKER'S COMP PREMIUM	17.00			40000465/2-20		D	N				EMPLOYER INSUR.	101.41401.0114
58342	02/12/20	WORKER'S COMP PREMIUM	521.00			40000465/2-20		D	N				EMPLOYER INSUR.	101.41402.0114
58342	02/12/20	WORKER'S COMP PREMIUM	147.00			40000465/2-20		D	N				EMPLOYER INSUR.	101.41403.0114
58342	02/12/20	WORKER'S COMP PREMIUM	2.00	OCR		40000465/2-20		D	N				EMPLOYER INSUR.	101.41405.0114
58342	02/12/20	WORKER'S COMP PREMIUM	357.00			40000465/2-20		D	N				EMPLOYER INSUR.	101.41405.0114
58342	02/12/20	WORKER'S COMP PREMIUM	595.00			40000465/2-20		D	N				EMPLOYER INSUR.	101.41408.0114
58342	02/12/20	WORKER'S COMP PREMIUM	186.00			40000465/2-20		D	N				EMPLOYER INSUR.	101.41409.0114
58342	02/12/20	WORKER'S COMP PREMIUM	102.00			40000465/2-20		D	N				EMPLOYER INSUR.	101.41420.0114
58342	02/12/20	WORKER'S COMP PREMIUM	17.00			40000465/2-20		D	N				EMPLOYER INSUR.	101.41424.0114
58342	02/12/20	WORKER'S COMP PREMIUM	25,998.00			40000465/2-20		D	N				EMPLOYER INSUR.	101.42411.0114
58342	02/12/20	WORKER'S COMP PREMIUM	9,711.00			40000465/2-20		D	N				EMPLOYER INSUR.	101.42412.0114
58342	02/12/20	WORKER'S COMP PREMIUM	495.00			40000465/2-20		D	N				EMPLOYER INSUR.	101.43417.0114

VENDOR NAME AND NUMBER		CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
LEAGUE OF MN CITIES INS 001189															
58342	02/12/20	WORKER'S COMP PREMIUM	17,980.00		40000465/2-20			D	N					EMPLOYER INSUR.	101.43425.0114
58342	02/12/20	WORKER'S COMP PREMIUM	30.00		40000465/2-20			D	N					EMPLOYER INSUR.	101.45001.0114
58342	02/12/20	WORKER'S COMP PREMIUM	1,455.00		40000465/2-20			D	N					EMPLOYER INSUR.	101.45432.0114
58342	02/12/20	WORKER'S COMP PREMIUM	1,191.00		40000465/2-20			D	N					EMPLOYER INSUR.	101.45433.0114
58342	02/12/20	WORKER'S COMP PREMIUM	497.00		40000465/2-20			D	N					EMPLOYER INSUR.	101.45435.0114
58342	02/12/20	WORKER'S COMP PREMIUM	2,249.00		40000465/2-20			D	N					EMPLOYER INSUR.	101.45437.0114
58342	02/12/20	WORKER'S COMP PREMIUM	5,085.00		40000465/2-20			D	N					EMPLOYER INSUR.	651.48484.0114
58342	02/12/20	WORKER'S COMP PREMIUM	673.00		40000465/2-20			D	N					EMPLOYER INSUR.	651.48485.0114
58342	02/12/20	WORKER'S COMP PREMIUM	557.00		40000465/2-20			D	N					EMPLOYER INSUR.	651.48486.0114
VENDOR TOTAL					82,685.00	*CHECK TOTAL									
LINDAHL/JASON 001400															
58343	02/12/20	MILEAGE 1/1-1/31/20	145.47		020420			D	N					TRAVEL-CONF.-SCH	651.48484.0333
LOCAL GOV'T INFORMATION 003226															
58344	02/12/20	MONTHLY SUBSCRIP.-FEB	1,891.00		48355			D	N					SUBSCRIPTIONS AN	101.41409.0443
LOCATORS & SUPPLIES INC 002162															
58345	02/12/20	TRAFFIC CONES	1,672.00		0282080-IN			D	N					SMALL TOOLS	101.43425.0221
LOFFLER COMPANIES 002593															
58346	02/12/20	CONTRACT USAGE-JAN	124.25		3344033			D	N					MTCE. OF EQUIPME	101.41405.0334
M-R SIGN CO INC 000424															
58347	02/12/20	TRAFFIC SIGNS	288.14		207172			D	N					MTCE. OF OTHER I	101.43425.0226
MACQUEEN EQUIPMENT INC 000427															
58348	02/12/20	#130012 REPAIR-PARTS	6,355.42		P24526			D	N					INVENTORIES-MDSE	101.125000
58348	02/12/20	#130012-SERVICE MANUAL	59.80		P24594			D	N					INVENTORIES-MDSE	101.125000
58348	02/12/20	#130012 REPAIR-PARTS	767.78		P24613			D	N					INVENTORIES-MDSE	101.125000
VENDOR TOTAL					7,183.00	*CHECK TOTAL									
MARCO TECHNOLOGIES LLC 000437															
58349	02/12/20	PRINT/PAGE COUNT	26.60		INV7221099			D	N					OFFICE SUPPLIES	101.41400.0220
58349	02/12/20	PRINT/PAGE COUNT	59.10		INV7221099			D	N					OFFICE SUPPLIES	101.41402.0220
58349	02/12/20	PRINT/PAGE COUNT	37.50		INV7221099			D	N					OFFICE SUPPLIES	101.41403.0220

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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							
			VENDOR TOTAL	462.18						
MARCO TECHNOLOGIES LLC			001838							
	58350	02/12/20	CONTRACT OVERAGE	61.49		405250689		D N	MTCE. OF EQUIPME	101.45432.0334
	58350	02/12/20	COPIER LEASE-FEB	129.66		405250689		D N	RENTS	101.45432.0440
			VENDOR TOTAL	191.15		*CHECK TOTAL				
				191.15						
MENARDS			000449							
	58351	02/12/20	DOG FOOD	109.98		92034		D N	SUBSISTENCE OF P	101.42411.0227
	58351	02/12/20	BLDG PAINT	68.91		92035		D N	MTCE. OF STRUCTU	101.42412.0225
	58351	02/12/20	STEEL WOOL/TAPE/SUPPLIES	47.30		92302		D N	GENERAL SUPPLIES	101.43425.0229
	58351	02/12/20	PLUMBING PARTS	230.70		92366		D N	MTCE. OF STRUCTU	101.41408.0225
	58351	02/12/20	SHOVEL	14.97		92374		D N	SMALL TOOLS	101.42412.0221
	58351	02/12/20	PINE PANEL CAP	10.47		92374		D N	MTCE. OF STRUCTU	101.42412.0225
	58351	02/12/20	WOOD GLUE	3.29		92396		D N	GENERAL SUPPLIES	101.42412.0229
	58351	02/12/20	PLUMBING PARTS	10.98		92401		D N	MTCE. OF STRUCTU	101.41408.0225
	58351	02/12/20	WOOD PUTTY	4.67		92425		D N	MTCE. OF STRUCTU	101.42412.0225
	58351	02/12/20	BOTTLED WATER	35.10		92496		D N	SUBSISTENCE OF P	101.42412.0227
	58351	02/12/20	HOCKEY BOARDS	504.26		92591		D N	FURNITURE AND EQ	450.43425.0552
	58351	02/12/20	DUCT WORK	11.99		92614		D N	MTCE. OF STRUCTU	101.41408.0225
	58351	02/12/20	ELECTRICAL PARTS	74.83		92618		D N	MTCE. OF STRUCTU	101.45433.0225
	58351	02/12/20	SHOP SUPPLIES	16.93		92665		D N	GENERAL SUPPLIES	651.48484.0229
	58351	02/12/20	OIL PAN FUNNEL	13.46		92666		D N	SMALL TOOLS	651.48484.0221
	58351	02/12/20	HOCKEY BOARDS	145.97		92668		D N	FURNITURE AND EQ	450.43425.0552
	58351	02/12/20	PAINT FOR TRAILER	24.91		92685		D N	MTCE. OF EQUIPME	101.43425.0224
	58351	02/12/20	PLANT TOOLS	128.85		92716		D N	SMALL TOOLS	651.48484.0221
			VENDOR TOTAL	1,457.57		*CHECK TOTAL				
				1,457.57						
MIGHTY DOG MEDIA			002708							
	58352	02/12/20	MEETINGPAGES.COM AD	5,400.00		2382		D N	OTHER CHARGES	208.45008.0449
MILLER SANITATION			002936							
	58353	02/12/20	GARBAGE SERVICE-FEB	154.50		1298/2-20		D N	CLEANING AND WAS	101.45433.0338
	58353	02/12/20	GARBAGE SERVICE-FEB	56.40		1298/2-20		D N	CLEANING AND WAS	101.45433.0338
	58353	02/12/20	GARBAGE SERVICE-FEB	52.70		1300/2-20		D N	CLEANING AND WAS	101.42412.0338
	58353	02/12/20	GARBAGE SERVICE-FEB	64.74		1301/2-20		D N	CLEANING AND WAS	101.41408.0338
	58353	02/12/20	GARBAGE SERVICE-FEB	64.74		1301/2-20		D N	CLEANING AND WAS	101.45427.0338
	58353	02/12/20	GARBAGE SERVICE-FEB	251.31		1302/2-20		D N	CLEANING AND WAS	101.43425.0338
	58353	02/12/20	GARBAGE SERVICE-FEB	24.35		1303/2-20		D N	CLEANING AND WAS	651.48484.0338
	58353	02/12/20	GARBAGE SERVICE-FEB	46.48		1303/2-20		D N	CLEANING AND WAS	651.48484.0338
	58353	02/12/20	GARBAGE SERVICE-FEB	48.67		1304/2-20		D N	CLEANING AND WAS	651.48484.0338
	58353	02/12/20	GARBAGE SERVICE-FEB	161.04		1304/2-20		D N	CLEANING AND WAS	651.48484.0338
	58353	02/12/20	GARBAGE SERVICE-FEB	49.68		1305/2-20		D N	CLEANING AND WAS	101.45435.0338
	58353	02/12/20	GARBAGE SERVICE-FEB	46.15		1306/2-20		D N	CLEANING AND WAS	101.43425.0338
	58353	02/12/20	GARBAGE SERVICE-FEB	91.00		1378/2-20		D N	CLEANING AND WAS	101.43425.0338
			VENDOR TOTAL	1,111.76		*CHECK TOTAL				
				1,111.76						

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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
MINI BIFF LLC 001805														
58354 02/12/20			TOILET RENTALS	215.22		A-112987		D	N				RENTS	101.43425.0440
58354 02/12/20			TOILET RENTALS	4.73		A-112996		D	N				RENTS	101.43425.0440
			VENDOR TOTAL	219.95	*CHECK	TOTAL								
				219.95										
MINNEAPOLIS FINANCE DEPA 000466														
58355 02/12/20			AUTO PAWN TRANS FEE-DEC	54.90		400451003518		D	N				PROFESSIONAL SER	101.42411.0446
MN DNR WATERS 001341														
58356 02/12/20			WATER USE PERMIT FEE	140.00		1997-4063		D	N				LICENSES AND TAX	651.48486.0445
MN ELEVATOR INC 000499														
58357 02/12/20			ELEVATOR SERVICE	152.64		840530		D	N				MTCE. OF STRUCTU	101.41408.0335
MN PEIP 003450														
58358 02/12/20			HEALTH INSURANCE-MAR	2,609.74		939610		D	N				COBRA INS PREMIU	101.120001
58358 02/12/20			HEALTH INSURANCE-MAR	1,391.10		939610		D	N				EMPLOYER INSUR.	101.41400.0114
58358 02/12/20			HEALTH INSURANCE-MAR	6,092.98		939610		D	N				EMPLOYER INSUR.	101.41402.0114
58358 02/12/20			HEALTH INSURANCE-MAR	2,434.43		939610		D	N				EMPLOYER INSUR.	101.41403.0114
58358 02/12/20			HEALTH INSURANCE-MAR	5,564.40		939610		D	N				EMPLOYER INSUR.	101.41405.0114
58358 02/12/20			HEALTH INSURANCE-MAR	1,391.10		939610		D	N				EMPLOYER INSUR.	101.41408.0114
58358 02/12/20			HEALTH INSURANCE-MAR	3,310.78		939610		D	N				EMPLOYER INSUR.	101.41409.0114
58358 02/12/20			HEALTH INSURANCE-MAR	1,391.10		939610		D	N				EMPLOYER INSUR.	101.41420.0114
58358 02/12/20			HEALTH INSURANCE-MAR	347.77		939610		D	N				EMPLOYER INSUR.	101.41424.0114
58358 02/12/20			HEALTH INSURANCE-MAR	6,181.48		939610		D	N				RETIRED EMPLOYEE	101.41428.0818
58358 02/12/20			HEALTH INSURANCE-MAR	44,765.18		939610		D	N				EMPLOYER INSUR.	101.42411.0114
58358 02/12/20			HEALTH INSURANCE-MAR	6,955.50		939610		D	N				EMPLOYER INSUR.	101.42412.0114
58358 02/12/20			HEALTH INSURANCE-MAR	6,788.53		939610		D	N				EMPLOYER INSUR.	101.43417.0114
58358 02/12/20			HEALTH INSURANCE-MAR	29,416.14		939610		D	N				EMPLOYER INSUR.	101.43425.0114
58358 02/12/20			HEALTH INSURANCE-MAR	1,391.10		939610		D	N				EMPLOYER INSUR.	101.45001.0114
58358 02/12/20			HEALTH INSURANCE-MAR	2,448.26		939610		D	N				EMPLOYER INSUR.	101.45432.0114
58358 02/12/20			HEALTH INSURANCE-MAR	2,782.20		939610		D	N				EMPLOYER INSUR.	101.45433.0114
58358 02/12/20			HEALTH INSURANCE-MAR	845.72		939610		D	N				EMPLOYER INSUR.	101.45435.0114
58358 02/12/20			HEALTH INSURANCE-MAR	264.29		939610		D	N				EMPLOYER INSUR.	101.45437.0114
58358 02/12/20			HEALTH INSURANCE-MAR	15,407.82		939610		D	N				EMPLOYER INSUR.	651.48484.0114
58358 02/12/20			HEALTH INSURANCE-MAR	1,391.10		939610		D	N				EMPLOYER INSUR.	651.48485.0114
			VENDOR TOTAL	143,170.72	*CHECK	TOTAL								
				143,170.72										
MN PETROLEUM SERVICE 002167														
58359 02/12/20			FUEL SYSTEM REPAIR-PARTS	600.00		0000068884		D	N				MTCE. OF OTHER I	101.43425.0226
58359 02/12/20			FUEL SYSTEM REPAIR-LAB	1,118.75		0000068884		D	N				MTCE. OF OTHER I	101.43425.0336
			VENDOR TOTAL	1,718.75	*CHECK	TOTAL								
				1,718.75										
MN STATE COMMUNITY & .02889														
58360 02/12/20			SLAGTER-FIRE SCHL REGIS.	130.00		013120		D	N				TRAVEL-CONF.-SCH	101.42412.0333
58360 02/12/20			WESTLIE-FIRE SCHL REGIS.	130.00		013120		D	N				TRAVEL-CONF.-SCH	101.42412.0333
			VENDOR TOTAL	260.00	*CHECK	TOTAL								

VENDOR NAME AND NUMBER		CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
MN STATE COMMUNITY &				.02889											
VENDOR TOTAL					260.00										
MN STATE FIRE CHIEFS ASS				000520											
58361	02/12/20			GRAVE-TRAINING REGIS.	30.00		1271			D	N			TRAVEL-CONF.-SCH	101.42412.0333
MUNICIPAL UTILITIES				000541											
58362	02/12/20			UTILITIES FOR JAN	3,880.86		1/20			D	N			UTILITIES	101.41408.0332
58362	02/12/20			UTILITIES FOR JAN	5,490.31		1/20			D	N			UTILITIES	101.43425.0332
58362	02/12/20			UTILITIES FOR JAN	620.41		1/20			D	N			UTILITIES	101.45001.0332
58362	02/12/20			UTILITIES FOR JAN	3,667.81		1/20			D	N			UTILITIES	101.45427.0332
58362	02/12/20			UTILITIES FOR JAN	105.07		1/20			D	N			UTILITIES	101.45432.0332
58362	02/12/20			UTILITIES FOR JAN	18,886.57		1/20			D	N			UTILITIES	101.45433.0332
58362	02/12/20			UTILITIES FOR JAN	1,001.87		1/20			D	N			UTILITIES	101.45435.0332
58362	02/12/20			UTILITIES FOR JAN	94.19		1/20			D	N			UTILITIES	101.45437.0332
58362	02/12/20			UTILITIES FOR JAN	1,413.15		1/20			D	N			UTILITIES	651.48484.0332
58362	02/12/20			UTILITIES FOR JAN	6,773.09		1/20			D	N			UTILITIES	651.48485.0332
VENDOR TOTAL					41,933.33	*CHECK	TOTAL								
					41,933.33										
MVTL LABORATORIES INC				000544											
58363	02/12/20			LAB TESTING	45.00		1016560			D	N			PROFESSIONAL SER	651.48484.0446
58363	02/12/20			LAB TESTING	45.00		1017505			D	N			PROFESSIONAL SER	651.48484.0446
VENDOR TOTAL					90.00	*CHECK	TOTAL								
					90.00										
MVTV WIRELESS				003372											
58364	02/12/20			AIRPORT INTERNET-FEB	162.95		11699-20200201			D	N			COMMUNICATIONS	101.41409.0330
NAPA CENTRAL MN				000249											
58365	02/12/20			CIRCUIT PARTS	21.98		825121			D	N			MTCE. OF EQUIPME	101.45433.0224
58365	02/12/20			3.5 TON JACK	200.00		826147			D	N			SMALL TOOLS	101.45433.0221
VENDOR TOTAL					221.98	*CHECK	TOTAL								
					221.98										
NCI INC				000011											
58366	02/12/20			LEICA MICROSCOPE CAMER	3,065.36		IN-109383			D	N			SMALL TOOLS	651.48484.0221
NMMA				002529											
58367	02/12/20			NORTHWEST SPORT SHOW	995.00		212421			D	N			TRAVEL-CONF.-SCH	208.45006.0333
NORTHERN BUSINESS PRODUC				002322											
58368	02/12/20			DESK	153.30		475142-0			D	N			SMALL TOOLS	101.43425.0221
58368	02/12/20			OFFICE SUPPLIES	39.99		475192-0			D	N			OFFICE SUPPLIES	101.45432.0220
58368	02/12/20			OFFICE SUPPLIES	136.20		477514-0			D	N			OFFICE SUPPLIES	101.41410.0220
58368	02/12/20			NOTARY STAMP	32.40		477516-0			D	N			SMALL TOOLS	101.41402.0221
58368	02/12/20			OFFICE SUPPLIES	290.75		477920-0			D	N			OFFICE SUPPLIES	101.42411.0220
58368	02/12/20			3 FOLDING TABLES	766.50		478340-0			D	N			SMALL TOOLS	101.42412.0221

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NORTHERN BUSINESS PRODUC	002322									
58368 02/12/20			CHAIR MAT	59.99		479757-0		D N	GENERAL SUPPLIES	101.42412.0229
				1,479.13	*CHECK	TOTAL				
			VENDOR TOTAL	1,479.13						
O'REILLY AUTOMOTIVE INC	000650									
58369 02/12/20			CORE RETURN	18.00	CR	1528-242308		D N	INVENTORIES-MDSE	101.125000
58369 02/12/20			#168300-BATTERY	149.12		1528-245947		D N	INVENTORIES-MDSE	101.125000
58369 02/12/20			BATTERY	167.12		1528-246133		D N	INVENTORIES-MDSE	101.125000
58369 02/12/20			STRUTS FOR TOOL BOX	57.30		1528-246141		D N	MTCE. OF EQUIPME	651.48484.0224
58369 02/12/20			CORE RETURN	18.00	CR	1528-246502		D N	INVENTORIES-MDSE	101.125000
58369 02/12/20			#090639-WASHER PUMP	20.71		1528-247308		D N	INVENTORIES-MDSE	101.125000
58369 02/12/20			WIPER BLADES	27.35		1528-247643		D N	MTCE. OF EQUIPME	101.42411.0224
58369 02/12/20			WIPER BLADES	27.35		1528-248350		D N	MTCE. OF EQUIPME	101.42411.0224
				412.95	*CHECK	TOTAL				
			VENDOR TOTAL	412.95						
OASIS AERO INC	003286									
58370 02/12/20			AIRPORT MGMT CNTRCT-JA	4,000.00		2914		D N	PROFESSIONAL SER	230.43430.0446
OFFICE SERVICES	000589									
58371 02/12/20			OFFICE SUPPLIES-JAN	225.72		STMT/1-20		D N	OFFICE SUPPLIES	101.41410.0220
PAT'S SIGNS & GRAPHICS	002543									
58372 02/12/20			CENSUS 2020 BUS DECALS	308.28		11083		D N	PRINTING AND PUB	101.41424.0331
PENNWELL FDIC 2020	003458									
58373 02/12/20			HANSON-FDIC CONF REGIS.	627.00		1340033		D N	TRAVEL-CONF.-SCH	101.42412.0333
58373 02/12/20			GRAVE-FDIC CONF REGIS.	627.00		1340037		D N	TRAVEL-CONF.-SCH	101.42412.0333
58373 02/12/20			GILBERTSON-FDIC CONF REG	627.00		1340048		D N	TRAVEL-CONF.-SCH	101.42412.0333
58373 02/12/20			KROHN-FDIC CONF REGIS.	627.00		1340101		D N	TRAVEL-CONF.-SCH	101.42412.0333
				2,508.00	*CHECK	TOTAL				
			VENDOR TOTAL	2,508.00						
PERKINS LUMBER CO INC	000604									
58374 02/12/20			TOOL REPAIR-PARTS	27.95		2001-045338		D N	MTCE. OF EQUIPME	101.43425.0224
58374 02/12/20			EXTENSION CORD	24.99		2001-045534		D N	SMALL TOOLS	101.45435.0221
58374 02/12/20			LUMBER-TRLR BED REPAIR	177.07		2001-046832		D N	MTCE. OF EQUIPME	101.43425.0224
				230.01	*CHECK	TOTAL				
			VENDOR TOTAL	230.01						
PREMIUM WATERS INC	000374									
58375 02/12/20			DRINKING WATER	21.00		803211/1-20		D N	GENERAL SUPPLIES	101.45435.0229
QUICK SIGNS	001093									
58376 02/12/20			TRUCK LETTERING/INST.	141.00		176831		D N	PRINTING AND PUB	651.48484.0331
RAILROAD MANAGEMENT CO I	002582									
58377 02/12/20			WATER PIPELINE LICENSE	235.41		400701		D N	LICENSES AND TAX	101.43425.0445

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RAILROAD MANAGEMENT CO I 002582														
58377 02/12/20			WATER PIPELINE LICENSE	235.41		400702		D	N				LICENSES AND TAX	101.43425.0445
58377 02/12/20			WATER PIPELINE LICENSE	235.41		400703		D	N				LICENSES AND TAX	101.43425.0445
			VENDOR TOTAL	706.23		*CHECK TOTAL								
RAM GENERAL CONTRACTING 003543														
58378 02/12/20			4-SEASON SHLTR CONST	253,402.72		4360		D	N				BUILDINGS AND ST	450.45432.0551
RUNNING'S SUPPLY INC 001418														
58379 02/12/20			LIAMS-WINTER SFTY BOOTS	175.00		4962501		D	N				SUBSISTENCE OF P	101.43425.0227
58379 02/12/20			SCRAPER BLADES	160.35		4962516		D	N				SMALL TOOLS	101.45433.0221
58379 02/12/20			ICE MELT	44.97		4963292		D	N				GENERAL SUPPLIES	101.45435.0229
58379 02/12/20			ICE PICKS	15.98		4965619		D	N				SMALL TOOLS	101.43425.0221
58379 02/12/20			IMPOUND KEY BOX KEYS	3.98		4966376		D	N				GENERAL SUPPLIES	101.42411.0229
58379 02/12/20			TINKLENBERG-SAFETY BOOTS	175.00		4966888		D	N				SUBSISTENCE OF P	101.43425.0227
58379 02/12/20			TOW STRAP	85.97		4974138		D	N				SMALL TOOLS	651.48484.0221
			VENDOR TOTAL	661.25		*CHECK TOTAL								
SERVICE CENTER/CITY OF W 000685														
58380 02/12/20			GAS-71.93 GALLONS	159.36		STMT/1-20		D	N				MOTOR FUELS AND	101.41402.0222
58380 02/12/20			EQUIPMENT REPAIR-OIL	16.00		STMT/1-20		D	N				MOTOR FUELS AND	101.41402.0222
58380 02/12/20			EQUIPMENT REPAIR-PARTS	3.03		STMT/1-20		D	N				MTCE. OF EQUIPME	101.41402.0224
58380 02/12/20			GAS-12.63 GALLONS	28.42		STMT/1-20		D	N				MOTOR FUELS AND	101.41408.0222
58380 02/12/20			DIESEL-19.58 GALLONS	48.95		STMT/1-20		D	N				MOTOR FUELS AND	101.42411.0222
58380 02/12/20			GAS-94.46 GALLONS	209.33		STMT/1-20		D	N				MOTOR FUELS AND	101.42411.0222
58380 02/12/20			EQUIPMENT REPAIR-OIL	33.00		STMT/1-20		D	N				MOTOR FUELS AND	101.42411.0222
58380 02/12/20			EQUIPMENT REPAIR-PARTS	432.32		STMT/1-20		D	N				MTCE. OF EQUIPME	101.42411.0224
58380 02/12/20			DIESEL-126.94 GALLONS	299.40		STMT/1-20		D	N				MOTOR FUELS AND	101.42412.0222
58380 02/12/20			DIESEL-5,750 GALLONS	13,728.97		STMT/1-20		D	N				MOTOR FUELS AND	101.43425.0222
58380 02/12/20			GAS-315.49 GALLONS	692.97		STMT/1-20		D	N				MOTOR FUELS AND	101.43425.0222
58380 02/12/20			EQUIPMENT REPAIR-OIL	162.38		STMT/1-20		D	N				MOTOR FUELS AND	101.43425.0222
58380 02/12/20			EQUIPMENT REPAIR-PARTS	9,734.54		STMT/1-20		D	N				MTCE. OF EQUIPME	101.43425.0224
58380 02/12/20			DIESEL-92.59 GALLONS	231.48		STMT/1-20		D	N				MOTOR FUELS AND	101.45433.0222
58380 02/12/20			DIESEL-85.27 GALLONS	205.05		STMT/1-20		D	N				MOTOR FUELS AND	651.48484.0222
58380 02/12/20			EQUIPMENT REPAIR-PARTS	400.83		STMT/1-20		D	N				MTCE. OF EQUIPME	651.48485.0224
			VENDOR TOTAL	26,386.03		*CHECK TOTAL								
SHERWIN WILLIAMS CO 000690														
58381 02/12/20			PAINTING SUPPLIES	44.31		4842-4		D	N				GENERAL SUPPLIES	101.43425.0229
58381 02/12/20			BLDG PAINT	36.49		5244-2		D	N				MTCE. OF STRUCTU	101.45433.0225
			VENDOR TOTAL	80.80		*CHECK TOTAL								
SHULDES/LYNN 003571														
58382 02/12/20			REFERENCE MATERIALS	154.35		020720		D	N				OFFICE SUPPLIES	101.41402.0220
58382 02/12/20			ICC REGION III CONF.	914.10		020720		D	N				TRAVEL-CONF.-SCH	101.41402.0333
			VENDOR TOTAL	1,068.45		*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
SHULDES/LYNN			003571											
			VENDOR TOTAL	1,068.45										
SMEBY/ROSS			002570											
58383	02/12/20	MILEAGE 1/1-1/31/20		88.55		020420		D	N				TRAVEL-CONF.-SCH	101.41409.0333
STATEWIDE DISTRIBUTING I			000718											
58384	02/12/20	CONCESSION SUPPLIES		119.40		205513		D	N				GENERAL SUPPLIES	101.45433.0229
STERLING WATER-MINNESOTA			000188											
58385	02/12/20	SOFTENER RENTAL-FEB		18.50		01454495/1-20		D	N				RENTS	101.41408.0440
58385	02/12/20	SOFTENER SALT		46.60		01465145/1-20		D	N				GENERAL SUPPLIES	101.45435.0229
				65.10										
			VENDOR TOTAL	65.10		*CHECK TOTAL								
STREICHER'S			000722											
58386	02/12/20	AMMUNITION		3,399.34		I1409903		D	N				GENERAL SUPPLIES	101.42411.0229
58386	02/12/20	AMMUNITION		252.81		I1409904		D	N				GENERAL SUPPLIES	101.42411.0229
				3,652.15		*CHECK TOTAL								
			VENDOR TOTAL	3,652.15										
SUMMIT COMPANIES			002555											
58387	02/12/20	ALARM MONITORING-4TH QTR		105.00		1429809		D	N				MTCE. OF STRUCTU	101.41408.0335
58387	02/12/20	ALARM MONITORING-4TH QTR		105.00	CR	1459645		D	N				MTCE. OF STRUCTU	101.41408.0335
58387	02/12/20	ALARM MONITORING-1ST QTR		105.00		1459645		D	N				MTCE. OF STRUCTU	101.41408.0335
				105.00		*CHECK TOTAL								
			VENDOR TOTAL	105.00										
SUN LIFE FINANCIAL			003539											
58278	02/06/20	SUPPLEMENTAL LIFE-JAN		168.30		920813/1-20		D	N				COBRA INS PREMIU	101.120001
SURPLUS WAREHOUSE INC			000728											
58388	02/12/20	TRAILER FENDERS		109.98		3103		D	N				MTCE. OF EQUIPME	101.43425.0224
TITAN MACHINERY			003375											
58389	02/12/20	CUTTING EDGES		406.25		13521253 GP		D	N				INVENTORIES-MDSE	101.125000
TORKELSON'S LOCK SERVICE			002583											
58390	02/12/20	KEYS FOR BLDG		40.00		1155881		D	N				MTCE. OF STRUCTU	101.42412.0225
58390	02/12/20	SERVICE CALL-LABOR		40.00		1155881		D	N				MTCE. OF STRUCTU	101.42412.0335
58390	02/12/20	REKEYED LOCKS-PARTS		30.00		1155891		D	N				MTCE. OF STRUCTU	101.45433.0225
58390	02/12/20	REKEYED LOCKS-LABOR		40.00		1155891		D	N				MTCE. OF STRUCTU	101.45435.0335
				150.00		*CHECK TOTAL								
			VENDOR TOTAL	150.00										
TOWMASTER			002674											
58391	02/12/20	TRUCK PUMP PARTS		80.38		424164		D	N				MTCE. OF EQUIPME	101.43425.0224

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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
UNCOMMON USA INC			001286							
	58392	02/12/20	US FLAGS	164.00		939619		D N	GENERAL SUPPLIES	101.43425.0229
US BANK			000264							
	58393	02/12/20	#148 GO IMP BOND-SC	500.00		5629624		D N	OTHER CHARGES	330.43430.0449
US BANK			002302							
	348	01/30/20	#157 2010 GO IMP BOND-	5,250.00		010220		M N	INTEREST	310.47100.0444
	348	01/30/20	#157 2010 GO IMP BON	175,000.00		010220		M N	BONDS	310.47100.0660
	348	01/30/20	#159 2011 GO IMP BOND-	7,245.00		010220		M N	INTEREST	311.47100.0444
	348	01/30/20	#159 2011 GO IMP BON	180,000.00		010220		M N	BONDS	311.47100.0660
	348	01/30/20	#161 2012 GO IMP BOND-	5,296.88		010220		M N	INTEREST	312.47100.0444
	348	01/30/20	#161 2012 GO IMP BON	140,000.00		010220		M N	BONDS	312.47100.0660
	348	01/30/20	#162 2013 GO IMP BOND	14,250.00		010220		M N	INTEREST	313.47100.0444
	348	01/30/20	#162 2013 GO IMP BON	185,000.00		010220		M N	BONDS	313.47100.0660
	348	01/30/20	#169 2018 GO IMP BOND	43,312.50		010220		M N	INTEREST	318.47100.0444
	348	01/30/20	#169 2018 GO IMP BON	255,000.00		010220		M N	BONDS	318.47100.0660
	348	01/30/20	#168 2018 GO IMP BOND	44,096.25		010220		M N	INTEREST	338.47200.0444
	348	01/30/20	#168 2018 GO IMP BON	110,000.00		010220		M N	BONDS	338.47200.0660
	348	01/30/20	#160 2012 HOSP REV B	638,437.50		010220		M N	INTEREST	350.47400.0444
	348	01/30/20	#160 2012 HOSP REV	1,765,000.00		010220		M N	BONDS	350.47400.0660
				3,567,888.13						
			VENDOR TOTAL	3,567,888.13						
						*CHECK TOTAL				
US BANK EQUIPMENT FINANC			003143							
	58394	02/12/20	COPIER LEASE-FEB	146.40		405485921		D N	RENTS	101.42412.0440
	58394	02/12/20	COPIER LEASE-FEB	158.70		405595331		D N	RENTS	651.48484.0440
	58394	02/12/20	COPIER LEASE-FEB	374.00		405911462		D N	RENTS	101.41410.0440
	58394	02/12/20	COPIER SCANNING SOFTWARE	105.00		406470112		D N	SUBSCRIPTIONS AN	101.41410.0443
				784.10						
			VENDOR TOTAL	784.10						
						*CHECK TOTAL				
USA BLUE BOOK			001258							
	58395	02/12/20	CHERNE SMOKE BLOWER	2,573.29		129518		D N	SMALL TOOLS	651.48485.0221
WEST CENTRAL COMMUNICATI			000796							
	58396	02/12/20	SIREN MTCE-PARTS	108.09		089077S		D N	CIVIL DEFENSE	101.42428.0809
	58396	02/12/20	SIREN MTCE-LABOR	687.50		089077S		D N	CIVIL DEFENSE	101.42428.0809
				795.59						
			VENDOR TOTAL	795.59						
						*CHECK TOTAL				
WEST CENTRAL PRINTING			000803							
	58397	02/12/20	MAIN ST THANK YOU CARDS	73.92		21641		D N	PRINTING AND PUB	235.41402.0331
	58397	02/12/20	PRINTED POST CARDS	51.54		21643		D N	PRINTING AND PUB	235.41402.0331
	58397	02/12/20	CENSUS 2020 POSTCARDS	112.28		21656		D N	PRINTING AND PUB	101.41424.0331
				237.74						
			VENDOR TOTAL	237.74						
						*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
WILLMAR AUTO VALUE 002689														
	58398	02/12/20	#130012-HYD. FITTING	18.89		22334645		D	N				INVENTORIES-MDSE	101.125000
	58398	02/12/20	SHOP SUPPLIES	17.99		22335004		D	N				GENERAL SUPPLIES	101.43425.0229
	58398	02/12/20	MOTOR OIL	24.47		22335177		D	N				MOTOR FUELS AND	651.48484.0222
	58398	02/12/20	AIR FILTER	9.49		22335526		D	N				MTCE. OF EQUIPME	651.48484.0224
	58398	02/12/20	#103762-HEAD LAMPS	401.98		22336190		D	N				INVENTORIES-MDSE	101.125000
	58398	02/12/20	#151914-PLUG/SWITCH/PIPE	94.27		22336802		D	N				INVENTORIES-MDSE	101.125000
	58398	02/12/20	HYDRAULIC FITTINGS	284.87		22336804		D	N				INVENTORIES-MDSE	101.125000
	58398	02/12/20	#101303-OIL SWITCH	27.98		22336961		D	N				INVENTORIES-MDSE	101.125000
				879.94		*CHECK TOTAL								
			VENDOR TOTAL	879.94										
WILLMAR CHAMBER OF COMME 000812														
	58399	02/12/20	DIRECTOR SALARY	5,903.92		STMT/1-20		D	N				SALARIES-REG. EM	208.45005.0110
	58399	02/12/20	ASSISTANT SALARY	3,116.96		STMT/1-20		D	N				SALARIES-REG. EM	208.45005.0110
	58399	02/12/20	FICA & INSURANCE	2,033.64		STMT/1-20		D	N				EMPLOYER PENSION	208.45005.0113
	58399	02/12/20	IRA CONTRIBUTION	270.63		STMT/1-20		D	N				EMPLOYER PENSION	208.45005.0113
	58399	02/12/20	PHOTO COPIES-JAN	107.96		STMT/1-20		D	N				OFFICE SUPPLIES	208.45005.0220
	58399	02/12/20	PAYROLL/FLEX FEE	137.44		STMT/1-20		D	N				OTHER SERVICES	208.45005.0339
	58399	02/12/20	OFFICE RENT-JAN	689.06		STMT/1-20		D	N				RENTS	208.45005.0440
	58399	02/12/20	MAIL PICKUP-DEC	30.00		51138		D	N				POSTAGE	208.45005.0223
	58399	02/12/20	MAIL PICKUP-JAN	30.00		51138		D	N				POSTAGE	208.45005.0223
	58399	02/12/20	2020 MTG ROOM SUPPLIES	250.00		51138		D	N				GENERAL SUPPLIES	208.45005.0229
	58399	02/12/20	INTERNET 11/18-12/17	41.70		51138		D	N				COMMUNICATIONS	208.45005.0330
	58399	02/12/20	INTERNET 12/18-1/17	41.70		51138		D	N				COMMUNICATIONS	208.45005.0330
	58399	02/12/20	MANAGED IT 12/12-1/11	66.72		51138		D	N				PROFESSIONAL SER	208.45005.0446
	58399	02/12/20	2020 WILLMAR.COM HOSTING	60.00		51138		D	N				PROFESSIONAL SER	208.45005.0446
				12,779.73		*CHECK TOTAL								
			VENDOR TOTAL	12,779.73										
WILLMAR ROTARY CLUB 003454														
	58400	02/12/20	ROCKIN ROBBINS SPONSOR	2,000.00		020420		D	N				OTHER CHARGES	208.45010.0449
WINDSTREAM 002100														
	58401	02/12/20	PHONE SERV-JAN	226.05		STMT/1-20		D	N				COMMUNICATIONS	101.41409.0330
	58401	02/12/20	PHONE SERV-JAN	155.12		STMT/1-20		D	N				COMMUNICATIONS	230.43430.0330
	58401	02/12/20	PHONE SERV-JAN	86.49		STMT/1-20		D	N				COMMUNICATIONS	651.48484.0330
				467.66		*CHECK TOTAL								
			VENDOR TOTAL	467.66										
5 STAR WALT'S LLC 000790														
	58402	02/12/20	PREPAID CAR WASHES	270.00		752363		D	N				MTCE. OF EQUIPME	101.42411.0334
8 X 8 INC 003556														
	58403	02/12/20	SIP LINE-JAN	233.90		2578963		D	N				COMMUNICATIONS	101.41409.0330

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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
REPORT TOTALS:				4,367,389.04						

RECORDS PRINTED - 000439

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CITY OF WILLMAR
GL060S-V08.14 RECAPPAGE
GL540R

FUND RECAP:

FUND	DESCRIPTION	DISBURSEMENTS
101	GENERAL FUND	378,503.10
208	CONVENTION & VISITORS BUREAU	23,402.33
230	WILLMAR MUNICIPAL AIRPORT	4,164.87
235	WILLMAR MAIN STREET	605.46
310	D.S. - 2010 BOND	180,250.00
311	D.S. - 2011 BOND	187,245.00
312	D.S. - 2012 BOND	145,296.88
313	D.S. - 2013 BOND	199,250.00
318	D.S. - 2018B BOND	298,312.50
330	D.S. - 2004C BOND AIRPORT	500.00
338	D.S.-R22 REFRIGERATION 2018A	154,096.25
350	RICE HOSPITAL DEBT SERVICE	2,403,437.50
419	S.A.B.F. - #2019	9,120.00
420	LOCAL OPT SALES TAX PROJECTS	1,275.00
450	CAPITAL IMPROVEMENT FUND	289,834.82
651	WASTE TREATMENT	92,095.33
TOTAL ALL FUNDS		4,367,389.04

BANK RECAP:

BANK	NAME	DISBURSEMENTS
HERT	HERITAGE BANK	4,367,389.04
TOTAL ALL BANKS		4,367,389.04

Issued Dates: 1/1/2020 to 1/31/2020
 Report Name: Monthly External Permits Report
 Permit Type(s): Plumbing, Mechanical, Building

City of Willmar

Monthly External Permits Report

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Permit #	Issued Date	Owner and Site Address		Permit Sub-Type and Work Type	Description	Valuation	Total Permit Fee
WI029337	1/2/2020	Islamic Society Of Willmar, 1112 Lake Ave NW	95-009-1400 Block 135 Second Addition To Willmar	Alteration Churches/Schools	Interior Remodel - Bathroom Renovation	\$150,000.00	\$1,951.46
WI029339	1/21/2020	Pals, Inc 3841 1st Ave W	95-917-5650	Addition Commercial Add/Alter	Office & Bathroom Addition	\$46,732.00	\$927.16
WI029364	1/2/2020	Bus Barn Llc 1308 7th St SE	95-923-8635	Alteration Commercial Add/Alter	Reinforce existing roof with new rafters	\$50,000.00	\$973.34
WI029368	1/2/2020	Islamic Society Of Willmar, 1112 Lake Ave NW	95-009-1400 Block 135 Second Addition To Willmar	Commercial/Ind Alt/Remodel	Bathroom Renovation - Islamic Society	\$0.00	\$478.00
WI029369	1/2/2020	Evans/Cary, Tom, Neil/& Jean Urba 1000 Irene Ave SE	95-665-0150 Lot 5, Block 2 Perkins 5th Addition	Single Family Replace	Gas Furnace Replacement	\$3,777.00	\$31.00
WI029370	1/3/2020	Wal-Mart Stores, Inc 700 19th Ave SE	95-841-1000 Lot 1, Block 1 Water View Business Park(The)	Commercial/Ind Alt/Remodel	Add New RTU @ Walmart	\$15,500.00	\$162.75
WI029374	1/2/2020	Peeterse/Jessica J 606 7th St NW	95-300-0040 Lot 4 Harris Subd. Of Seminary	Single Family Replace	Gas Furnace Replacement	\$4,036.00	\$31.00
WI029375	1/2/2020	Roberg/Lynne K/& J O Skaalerud 1908 5th St SW	95-360-0150 Holmgren Acres	Single Family Replace	Gas Furnace Replacement	\$6,083.00	\$31.00
WI029376	1/9/2020	Halvorson/Daniel 712 11th St SW	95-006-5430 Block 98 First Addition To The Town Of Willmar	Alteration Residential Add/Alter	Install 7 Carbon Fiber Straps	\$4,000.00	\$145.96
WI029380	1/10/2020	Cronen/Allan M & Diane 1109 Quincy Ave SW	95-690-1110 Block 6 Ramblewood Addition	Alteration Residential Add/Alter	Interior Remodel, Re-Roof, Basement bedroom	\$5,000.00	\$167.09
WI029381	1/10/2020	Cronen/Allan M & Diane 1109 Quincy Ave SW	95-690-1110 Block 6 Ramblewood Addition	Single Family Alt/Remodel	Add 3/4 Bath in Basement, Remodel first floor bath	\$7,000.00	\$96.00

Issued Dates: 1/1/2020 to 1/31/2020
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 Permit Type(s): Plumbing, Mechanical, Building

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Permit #	Issued Date	Owner and Site Address		Permit Sub-Type and Work Type	Description	Valuation	Total Permit Fee
WI029382	1/9/2020	Brown/Amy & John 2403 10th St SW	95-688-0280 Lot 8, Block 2 Prairie View North	Single Family Replace	Gas Furnace Replacement	\$3,898.00	\$31.00
WI029383	1/9/2020	Arnold/Jan L 1816 Richland Ave SW	95-885-0460 Lot 6, Block 3 Yorktown Estates	Single Family Replace	Gas Furnace Replacement	\$3,884.00	\$31.00
WI029384	1/9/2020	Konieczny/Adrienne L 1253 13th St SW	95-690-0530 Lot 3, Block 4 Ramblewood Addition	Single Family Replace	Gas Furnace Replacement	\$3,711.00	\$31.00
WI029385	1/9/2020	Habitat For Humanity -Wc Mn 604 29th St NW	95-248-0260 Lot 6, Block 2 Glacial Valley Estates	Single Family New	New construction	\$183,472.00	\$101.00
WI029386	1/10/2020	Habitat For Humanity -Wc Mn 604 29th St NW	95-248-0260 Lot 6, Block 2 Glacial Valley Estates	Single Family New	New Dwelling and Garage	\$0.00	\$156.00
WI029388	1/15/2020	Ousley/Sheney 1125 Grace Ave SW	95-850-0010 Block 1 West Orchard Addition	Single Family Replace	Gas Furnace Replacement	\$3,500.00	\$31.00
WI029389	1/21/2020	Halverson/Arnold 408 Lakeland Dr SE	95-184-0030 Block 1 Erickson's Third Addition	Single Family Replace	Gas Furnace Replacement	\$3,992.00	\$31.00
WI029390	1/15/2020	Halliday/Kevin J & Jay M 620 Ann St SE	95-222-0770 Lot 6, Block 5 Ferrings 2nd Addition	Drainage system Residential Add/Alter	perimeter drainage	\$2,940.00	\$124.81
WI029392	1/17/2020	Garcia/Rosa M 421 Mary Ave SE	95-250-0070 Lot 7, Block 1 Glarum's Addition To Willmar	Single Family Replace	Gas Furnace Replacement	\$3,500.00	\$31.00
WI029393	1/21/2020	Schlosser/Sandra 608 19th St SE	95-094-0400 Lot 1, Block 1 Boulder Point	Single Family Replace	Gas Furnace Replacement	\$3,992.00	\$31.00
WI029394	1/21/2020	Hanneman/Benjamin J & Cara L 905 16th St SW	95-042-0210 Block 1 Barnstad's Second Addition	Single Family Replace	Gas Furnace Replacement	\$4,142.00	\$31.00

Issued Dates: 1/1/2020 to 1/31/2020
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City of Willmar

Monthly External Permits Report

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Permit #	Issued Date	Owner and Site Address		Permit Sub-Type and Work Type	Description	Valuation	Total Permit Fee
WI029395	1/21/2020	Schow/Elizabeth M 1255 17th St SW	95-860-0270 Block 2 West Park 1st Addition	Single Family Replace	Gas Furnace Replacement	\$3,749.00	\$31.00
WI029396	1/21/2020	Knapper/Curtis L 2308 21st Ave SW	95-601-0122 Lot 18, Block 2 Ortenblad's Homesites	Single Family Replace	Gas Furnace Replacement	\$2,897.00	\$31.00
WI029397	1/21/2020	Johnson/Joshua A & Jennifer M 620 5th St SW	95-006-2040 Lot 6, Block 71 First Addition To The Town Of Willmar	Single Family Replace	Gas Furnace Replacement	\$2,911.00	\$31.00
WI029398	1/29/2020	Shaddock/Dena J 533 9th St NW	95-820-0900 Block 5 Thorpe & Lien's Addition	Single Family Replace	Gas Furnace Replacement	\$4,039.00	\$31.00
WI029399	1/29/2020	Espinoza/Rudy 500 Johanna Ave SE	95-250-0340 Lot 14, Block 2 Glarum's Addition To Willmar	Single Family Replace	Gas Furnace Replacement	\$4,220.00	\$31.00
WI029404	1/29/2020	Willmar Community Theater Inc 321 4th St SW	95-124-0100 Cardinal Square, Cic #51	Commercial/Ind Replace	Installing new Boiler	\$21,000.00	\$220.50
WI029405	1/29/2020	Coborns, Inc, Leasee 1300 5th St SE	95-231-0100 Lot 1, Block 1 Gesch Acres	Commercial/Ind Replace	Replace RTU	\$8,535.00	\$89.62
WI029407	1/29/2020	Leafline Labs 1413 1st St S	95-923-8615	Alteration Commercial Add/Alter	Remodel - New Owner Build Out	\$197,754.00	\$2,371.34
WI029408	1/31/2020	Leafline Labs 1413 1st St S	95-923-8615	Commercial/Ind Alt/Remodel	Commercial Plumbing - Leafline Labs	\$0.00	\$91.00
WI029410	1/31/2020	Minnwest Technology Campus Man 1707 Technology Dr NE	95-508-0230 Minnwest Technology Campus, Cic #40	Alteration Commercial Add/Alter	Complete Basement Finish	\$315,000.00	\$3,395.21
WI029411	1/31/2020	Minnwest Technology Campus Man 1707 Technology Dr NE	95-508-0230 Minnwest Technology Campus, Cic #40	Commercial/Ind Alt/Remodel	Commercial Remodel - Relocating breakroom sink	\$0.00	\$91.00

Issued Dates: 1/1/2020 to 1/31/2020
 Report Name: Monthly External Permits Report
 Permit Type(s): Plumbing, Mechanical, Building

City of Willmar

Monthly External Permits Report

Printed: 2/10/2020
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Permit #	Issued Date	Owner and Site Address		Permit Sub-Type and Work Type	Description	Valuation	Total Permit Fee
WI029412	1/31/2020	Minnwest Technology Campus Man 1707 Technology Dr NE	95-508-0230 Minnwest Technology Campus, Cic #40	Commercial/Ind Alt/Remodel	Commercial HVAC - Basement Finish	\$70,000.00	\$735.00
WI029414	1/30/2020	Keil/ Phyllis 1301 Pleasant View Dr SE	Lot 12, Block 5 Pleasant View Addition	New New Single-Family Dwelling	Moved in Modular Home	\$65,017.00	\$1,145.85
Count: 35						Totals:	\$1,204,281.00
Year-to-Date Summary (1/1/2020 through 1/31/2020)							
Count: 35						YTD Totals:	\$1,204,281.00

MINUTES
WILLMAR POLICE COMMISSION
Tuesday, September 24, 2019

A meeting of the Willmar Police Civil Service Commission was held on Tuesday, September 24, 2019, at the Law Enforcement Center in Willmar.

Present were Police Civil Service Commission members: President Mike Kubesh, Vice President Earline Schulstad, and Secretary Dennis Anfinson. Police Chief Jim Felt, Captain Mike Anderson and Administrative Assistant Sue Edwards were also present.

The meeting was called to order by President Kubesh at 9:29 a.m.

A motion was made by Commissioner Anfinson, seconded by Commissioner Schulstad, to approve the May 21, 2019 minutes as submitted. **Motion carried.**

Chief Felt explained that three new officers are currently going through the field training program; the first began in June, the second in July, and the third in August. He informed the Commission that two candidates have been integrating well.

Chief Felt informed the Commission that one candidate has been with three different field training officers, and gave a synopsis of some of the concerns that have been brought up with this employee. There have been communication issues, command presence, with the main concern being character issues. Chief Felt said it would be his recommendation, and the recommendation of the Field Training Officers, that the candidate not be authorized to continue FTO training and to end employment within the probationary period. After further discussion, Commissioner Anfinson made a motion that the probationary employee be separated from the Willmar Police Department, seconded by Commissioner Schulstad. **Motion carried.**

Chief Felt explained there are still two police officer openings that need to be filled. After discussing the backgrounds on the candidates whose names were previously certified to the appointing authority, Commissioner Schulstad made a motion, seconded by Commissioner Anfinson, to make the recommendation that conditional offers be made to Zachary Lueders and Noah Maschino, upon successful completion of psychological and physical testing. **Motion carried.**

Chief Felt informed the Commission that with the removal of the probationary officer, there would be a third position that would need to be filled. Commissioner Anfinson made a motion, seconded by Commissioner Schulstad, to send out a background packet to the next person on the eligibility list. **Motion carried.**

Chief Felt then updated the Commission on the following:

- Officers Kelsey Lloyd and Joe Schaeffbauer have completed their one-year probationary period. Final evaluations were completed and it is the Chief's recommendation that they be retained as full-time police officers.
- CSO Ethan Schwinghammer resigned at the end of August to accept a position as a police officer in Appleton, MN. Rachel Mork was hired at the beginning of September as a CSO to fill that position. The Chief explained that being short police officers, it has been very beneficial to keep six CSOs with the department.
- With the shortage of officers, the Gang unit is down to one member, and the department is looking at some changes within the unit; one being renaming it to the "Street Crimes Unit". Once the department is back up to full staff, the other position on that unit will be replaced.
- Officer Ben Hanneman will be going to the Detective Unit once all of the new officers have been through field training, as Officer Hanneman is one of the Field Training Officers. This will probably be sometime in the spring.

There being no further business, a motion to adjourn was made by Commissioner Kubesh, seconded by Commissioner Schulstad. The meeting was adjourned at 10:00 a.m.

Secretary Dennis Anfinson
by Sue Edwards

MINUTES
Central Community Transit
Operations Board

Tuesday, September 24, 2019
10:00 a.m.
Willmar Office

Members Present: Jill Bruns, Pam Meinert, Michelle Prah, Judy Thompson, Jan Wrase

Members via Phone: Amanda Becker

Members Absent: Catherine Birr, Paul Bukovich, Chad Christianson, Laura Morales, Jill Pelzel

Staff Present: Tiffany Collins, Transit Director; Donna Anderson, Assistant Transit Director; Patti Flannigan, Office Coordinator

Staff Absent: Doug Sweeter, Operations Coordinator

Guest(s): None Present

Introductions

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

Approval of Agenda

No additions or changes to the agenda.

Judy Thompson made a motion to approve the agenda. Jan Wrase seconded the motion, which carried.

Approval of Minutes

Pam Meinert made a motion to approve the minutes from June 25, 2019. Michelle Prah seconded the motion, which carried.

Director's Update

Financials – Tiffany updated the committee that the bank reconciliation for August were included for review as they were not available from CDS for the Administration Committee Meeting. Tiffany reviewed August Financials with a remaining revenue target of 33%, currently reflecting 28.4%. MnDOT and Federal Grant payments are being received in addition to some local shares from Counties and Cities. Buses have been ordered but not received. Reviewed Checking, Savings, Savings Direct and MPT Reserve. The 2017 desk audit reflected overpayment of \$199,774 and will be paid back to MnDOT this week. Expenditures were reviewed at a target of 33%. Beginning to see some PTO pay out with the expectation of more towards the end of the year. The PTO pay out was offered as of 1-1-19 to help with the spend down consisting of the 40/40/40; having utilized 40 hours of PTO, 40 hours of accumulated PTO remaining, then 40 hours of PTO can be cashed out. Advertising is planned out through the end of the year with additional advertising and marketing of the Redwood Falls and Hutchinson Routes to take place. Tiffany is planning to visit those local areas to educate about CCT and those service routes with the coupon flyer for a “Free Ride” to help individuals become familiar with available service options. Training is currently being explored for the possibility of the utilization of bus #171 that was involved in an accident and totaled out by insurance to be used by Emergency Services for an evacuation and bus burn. The ideal situation would be for the Fire Department to purchase the vehicle and facilitate this training. Computer Expenses have been utilized for the year with 13k & 40k paid to RouteMatch and the expectancy of a credit to be received as funds were paid ahead with the merger. Fuel bills from Renville County are currently 2-3 months behind. CCT was informed that Renville County will no longer be able to keep their fuel tank therefore, Cenex in Olivia will be utilized for CCT fueling needs. The drivers will utilize their code with an assigned card kept in each bus, this is the same fueling/billing system that occurs in Litchfield. Insurance reimbursements from accidents are reflected under (1596) as a credit. General Transportation Title III program has a new contract with all 3 counties for Volunteer Services. Expenses and revenues are as expected with the additional cost of adding in the tablets and the monthly cost of \$735. The need for services continues to fluctuate as the requested rides are unknown. Elderly/Disabled 5310 transportation program has full cost recovery at \$57.00 hour, ridership has been steady but noticeably lower than it has been. Bus #81 has been used as a backup for this service while #5310 has been out for repair.

August bank reconciliation was reviewed by the Operations Board as it was unavailable from CDS last week for the Administration Meeting. Reconciliation detail of the Heritage Bank checking account reflecting detailed description of paid expenses and uncleared checks were reviewed. Tiffany explained on page 3, the uncleared checks from 2017 have been reissued and remain in the process of working with Mary at CDS to clear up. Review was also completed for Heritage Bank - Regular Savings, Heritage Bank - Original Savings (prior to merger), Center National Bank - Litchfield Depositary, Center National Bank – Litchfield Meeker Public Transit Reserves and Farmers & Merchants – Olivia Depositary.

Jill Bruns made a motion to approve the depositary audit. Michelle Prah seconded the motion, which carried.

Ridership graphs were reviewed, in comparison to last year, July’s ridership increased and June and August ridership was lower. Volunteer Driver transportation is comparable and stays fairly steady throughout the year. Evening route ridership has been down with Litchfield experiencing

lower numbers. Saturday ridership was higher in August consisting of 5 Saturdays. 5310 Elderly/Disabled provided transportation of 119 in June, 137 in July and 141 in August. The continuous impact throughout service on the bus, group rides and volunteer senior transportation is seen with Bethesda providing some of their own transportation. JoyRide 2019 provided service for 302 safe rides home. Jill Bruns inquired if a graph could be included at the next meeting reflecting the usage of the Redwood Falls & Hutchinson routes. Tiffany will be introducing the "Free Ride" Coupon and an additional advertising push for those areas. Woodland Centers Youth Day Treatment Program has contracted for transportation during the '19 -'20 school year consisting of a 3:00 p.m. pick-up and 5:30 p.m. return, 5 days/week @ 24 passengers per day with an additional Tuesday program. Students are picked up from school for treatment and then returned to their homes. Regular school transportation is consisting of 20 students in Willmar, 10-15 students in Litchfield and 12-17 students Monday - Thursday in Olivia. Meeker County is also providing 473 preschool rides per week. There have been no issues with students utilizing transportation to public school. The "No Show" is generally the largest concern. The monitors are assisting with the preschool transportation in Litchfield.

Committee Updates

Systems Resource Committee Update – Michelle Prahm gave a recap from the meetings on August 6th and September 3rd, 2019. Ridership from Oliva to Dream Academy was expected at 10-15 students. Tiffany informed it turned out to be only 4 students and they are meeting at the Chatter Box or the Olivia CCT Office to utilize the standard route service to Willmar. 5310 Needs Survey was being worked on, Tiffany updated that the survey has been sent out and will provide an update at the next meeting based on the compiled information. Applications had been worked on and submitted Friday, August 30th. Upcoming CCT Appreciation Event is scheduled for Tuesday, October 29th to be held at the Kandiyohi County Health and Human Services as a recognition event for staff, volunteers and board members. The punch pass complaint that was discussed at the September 3rd meeting was felt to be addressed with Tiffany's response. PrimeWest update was given from Jill Bruns indicating that DHS has stopped procurement. The anticipated 2020 add-ons for the additional 11 counties will not be allowed, as the State has stopped that. Jill suggested that we should continue with services as we have been. Services with Kandiyohi County will continue with Blue Ride, UCare, etc. CCT will still try to become a vendor and proceed with PrimeWest negotiation contracts for Meeker and Renville Counties, with the possibility of Kandiyohi County to join in at a later date. CCT Facility Committee will hold a meeting on Thursday, September 26th for discussion of leasing the WCI shed for storage of 3 buses. Additional discussion to take place regarding the Future Facility Expansion Needs - Willmar Location list that was developed by the Operations Board.

Administration Committee Update – Tiffany reviewed August 21st and September 18th, 2019 committee minutes. No financial information was available from CDS at the last meeting therefore included for today's review. Board member replacements are needed; suggestion to inquire with Renville County Hospital & Clinics regarding Sara Maher. A Special Joint Powers Board Meeting was held for the approval of fixing the current 5310 bus. Committee discussion took place for Personnel regarding the Transit Driver and Driver Scheduler position and Support Vehicle Purchase for discussion later today in the agenda.

Drug & Alcohol Policy - Updates

A templet was received from MnDOT regarding suggested changes to the FTA Drug and Alcohol Testing Policy for Central Community Transit Joint Powers Board. The revised changes appear in the policy as underlined.

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5. Prohibited Substances

B. Prescription and Over-the-Counter Medications (Rx/OTC): The appropriate use of legally prescribed drugs and non-prescription medications is not prohibited. However, the use of any substance which carries a warning label that indicates that mental functioning, motor skills, or judgement may be adversely affected must be reported to a supervisor and the covered employee is required to provide a written release from their doctor or pharmacist indicating that the employee can perform their safety-sensitive functions.

6. Prohibited Conduct

B. Each covered employee is prohibited from consuming alcohol while performing safety-sensitive job functions or while on-call to perform safety-sensitive job functions. If an on-call employee has consumed alcohol, they 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.

Page 8

7. Drug Testing Procedures

PAYMENT OF SPLIT SPECIMENT TESTING COSTS

The employer will guarantee that the cost for the split specimen test is covered in order for a timely analysis of the sample. If the result of the split specimen is negative, the employer will bear the cost for the split specimen testing. If the split specimen tests positive, the employer will seek reimbursement for the cost of the split test from the employee.

Page 16

18. Disciplinary Action

Per company policy, any covered employee who tests positive for drugs or alcohol (BAC at 0.04 or above) or refused to test for drugs or alcohol will be referred to a SAP and terminated from employment. No employee who violates this policy will be given a second chance.

Michelle Prahl made a motion to recommend the MnDOT revised changes to the FTA Drug and Alcohol Testing Policy for Central Community Transit to the Joint Powers Board. Judy Thompson seconded the motion, which carried all in favor.

Driver Scheduler - Discussion

Transit Driver and Driver Scheduler position remains open in the Willmar Office. This position serves as an important support person and involves a variety of job duties; on-call, scheduling, backup driver, new driver training, safety training, dispatching and 3rd contact for accidents. The suggestion was to move this position from a grade level 2 and \$0.50 to a dispatch grade level 3 and \$0.50 in hopes for more qualified applicants based on the level of job duties. This will be brought to the Joint Powers Board on October 11th including a necessary memorandum of understanding. Discussion took place as a general rule guideline for a pay scale adjustment; there needs to reflect more than 30% change in a job description to benefit the pay scale level.

Support Vehicle Bids - Recommendation

As part of the special solicitation a \$35,000 80/20 contract has been received for a support vehicle to replace the current 2003 Dodge Caravan.

Discussion was had regarding the vehicle needs, the benefit of the larger seating area with the Edge or Traverse and Four-Wheel Drive. Other features can be worked out and adjusted.

Jill Bruns made a motion to recommend the purchase of a Ford Edge or Chevrolet Traverse to the Joint Powers Board. Judy Thompson seconded the motion, which carried all in favor.

RTCC - Update

RTCC will be meeting with the Renville County Board today, 9/24/19. Resolutions of support have been received from the meetings with Kandiyohi County and Meeker County Boards. County Commissioners need further explanation of RTCC and its goals. Matt Johnson with the Mid-MN Regional Development Commission is working with Heather King towards the RTCC Group of developing or finding agencies to assist with all of the transit needs from volunteer drivers to transit systems, private companies, delicate transportation situations and on-going trips for dialysis for later appointments and cross county services. Donna Anderson spoke of the Kimble area where public transit is greatly lacking. RTCC is moving forward into phase II with a resource guide being developed and the gaps analysis survey will be coming out. This project is funded through the Department of Transportation with numerous committee involvement through MCOTA, OTAT, MPTA. The noticeable area at this time is that there as been a lot of talk regarding the RTCC and now action is needed.

Other Updates

Tiffany and Donna will be attending the Transit Conference October 9th - 10th.

Meeting Set Up/Dates

Operations Board: October 22, 2019 - 10:00 a.m.

Committee Meetings:

System Resource Committee: October 1, 2019 - 1:00 p.m.

Administration Committee: October 16, 2019 - 8:00 a.m.

Central Community Transit Joint Powers Board Meeting:

October 11, 2019 - 9:00 a.m. – Olivia

Adjourn Meeting

Michelle Prahl made a motion to adjourn the meeting. Pam Meinert seconded the motion, which carried.

The meeting adjourned at 11:30 a.m.

Submitted by,
Patti Flannigan
Office Coordinator

FINANCE COMMITTEE

MINUTES

The Finance Committee Meeting of the City of Willmar met at 5:15 p.m. on Thursday, February 6, 2020, in Conference Room No. 1 at the City Office Building.

Present:	Audrey Nelsen	Chairman
	Rick Fagerlie	Vice Chair
	Andrew Plowman	Member
	Vicki Davis	Member

Others present: Finance Director Steve Okins.

Item No. 1 **Call to Order**

The meeting was called to order at 5:15 p.m.

Item No. 2 **Public Comments**

There were no public comments.

Item No. 3 **Action Items for the Council**

Acknowledgement of Donations - (Resolution)

Staff provided a list of fourth quarter donations received by the City to the committee. Pursuant to former Council action on March 7, 2016, a donation protocol allows staff to promptly send a thank you letter and formally approve the donations on a quarterly basis. At this time it was moved by Councilmember Plowman, seconded by Councilmember Davis and passed to introduce a resolution to accept the list of 4th quarter 2019 donations totaling \$12,932.56 as presented.

Fund Balance Policy Update - (Resolution)

The committee has reviewed and discussed recommendations to the Fund Balance Policy that would include reference to the City Charter Article III – Community Investment Fund, under Section IV Other Policy Considerations of the Fund Balance Policy. The reasons discussed were, due to the restrictive nature and number of findings required. It was included by reference only due to the length of the Article and then any Charter changes would automatically apply. It was then moved by Councilmember Fagerlie, seconded by Councilmember Plowman and passed to introduce a resolution to amend the City Fund Balance Policy to address the Community Investment Fund.

Invest in Willmar Preliminary Budgets (Resolutions - 4)

The City of Willmar passed a half cent Local Option Sales Tax in the fall of 2018 and received approval of the tax from the State Legislature in the spring of 2019 that took effect on October 1, 2019. Architects, Construction Managers and Engineers have been selected for the four projects of: Recreation Fields, Recreation/Event Center, Robbins Island and Swansson Field. Staff presented Preliminary Budgets for the projects based on the authorizing legislation.

It was then moved by Councilmember Plowman, seconded by Councilmember Davis and passed to introduce the first resolution setting the Preliminary Budget for the Recreation Fields at \$6,000,000.

Second action was moved by Councilmember Plowman, seconded by Councilmember Davis and passed to introduce a resolution to set the Preliminary Budget for the Recreation/Event Center at \$ 10,000,000.

Third action was moved by Councilmember Fagerlie, seconded by Councilmember Plowman and passed to introduce a resolution to set the Preliminary Budget for the Robbins Island project at \$3,000,000.

Fourth Action was moved by Councilmember Fagerlie, seconded by Councilmember Plowman and passed to introduce a resolution to set the Preliminary Budget for the Swansson Field project at \$2,000,000.

Item No. 4 Discussion Items for the Council

2019 Investment Report

Staff presented the 2019 Investment Report which included separate sections such as the Interest/Dividends by Institution, Fourth Quarter Activity, Cash Investment Portfolio listing, Historical Interest/Dividend by Quarter, Investment Balance by Quarter, 2019 Investment Activity, and Market Value History by Quarter since 2009.

There were two items highlighted in the report. The first was the amount of activity in the Fourth Quarter due to the Market Rate decline and a number of Agency Investments being called. The second was the Historical Market value fluctuations and need to have accurate cash flows to prevent the need to cash in any investments early.

2019 MUC Preliminary Financial Report

The committee received the Preliminary 2019 Municipal Utilities Financial Report for review. The staff of the MUC will be attending a future meeting to discuss and explain any questions the committee may have.

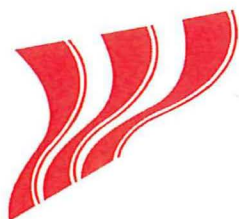
Investment Policy Review

Staff continues working with Bremer Wealth Management on possible recommendations. This policy will be discussed at future Finance Committee meeting.

There being no further business to come before the Committee, the meeting was adjourned at 5:50 p.m. by Chair Nelsen.

Respectfully submitted,

Steven B. Okins
Finance Director



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: February 6, 2020
From: Steve Okins, Finance Director	Agenda Item: Acknowledgement of Donations

RECOMMENDED ACTION:

Motion By: _____ Second By: _____, to adopt a resolution to formally approve the donations for October 1 – December 31, 2019.

HISTORY: The City regularly receives donations and pursuant to former Council action on March 7, 2016, a donation protocol which allows staff to promptly send a thank you letter and formally approve the donations was passed. It is at this time the Council shall receive the resolution accepting the following donations:

\$159.50 – 8th Street Photography – Recreation Scholarship
\$2,000.00 – Walt’s – Fire Department AED Unit and Police Explorer and CERT Funds
\$592.08 – 8th Street Photography – Recreation Scholarship
\$630.98 – Beverly Engleson – Park Bench Donation
\$1,000.00 – Mills Automotive – Fire Department Equipment/Supplies
\$500.00 – Beverly Falk – Fire Department AED Unit
\$5,000.00 – Willmar Area Community Foundation – Artists on Main Street Projects
\$500.00 – Duininck Inc. – Fire Department
\$400.00 – Central Counties Cooperative – Fire Department
\$100.00 – Print Masters of Willmar – Summer Movies in the Park 2020
\$100.00 – Family Eye Center/Fischer Laser Center – Summer Movies in the Park 2020
\$100.00 – Dooley’s Petroleum – Summer Movies in the Park 2020
\$250.00 – Fraternal Order of Eagles – Summer Movies in the Park 2020
\$500.00 – Jennie-O Turkey Store – Summer Movies in the Park 2020
\$500.00 – Kandi Dental – Summer Movies in the Park 2020
\$100.00 – Hansen Advertising – Summer Movies in the Park 2020
\$500.00 – Northern Radiator – Summer Movies in the Park 2020

FINANCIAL IMPACT: None

ALTERNATIVES:

1. Delay Council action if additional information is required.

REVIEWED BY: Brian Gramentz, City Administrator

COMMITTEE MEETING DATE: Finance Committee – February 6, 2020

COUNCIL MEETING DATE: February 18, 2020

RESOLUTION NO.

ACKNOWLEDGEMENT OF DONATIONS

Motion By: _____

Second By: _____

WHEREAS, the City of Willmar has received donations which have been acknowledged by the City Administrator expressing the community's appreciation for the time period of October 1, 2019 – December 31, 2019.

NOW, THEREFORE, BE IT RESOLVED by the City Council of Willmar, Minnesota that the City formally accept the donations as listed below:

\$159.50 – 8th Street Photography – Recreation Scholarship
\$2,000.00 – Walt's – Fire Department AED Unit and Police Explorer and CERT Funds
\$592.08 – 8th Street Photography – Recreation Scholarship
\$630.98 – Beverly Engleson – Park Bench Donation
\$1,000.00 – Mills Automotive – Fire Department Equipment/Supplies
\$500.00 – Beverly Falk – Fire Department AED Unit
\$5,000.00 – Willmar Area Community Foundation – Artists on Main Street Projects
\$500.00 – Duininck Inc. – Fire Department
\$400.00 – Central Counties Cooperative – Fire Department
\$100.00 – Print Masters of Willmar – Summer Movies in the Park 2020
\$100.00 – Family Eye Center/Fischer Laser Center – Summer Movies in the Park 2020
\$100.00 – Dooley's Petroleum – Summer Movies in the Park 2020
\$250.00 – Fraternal Order of Eagles – Summer Movies in the Park 2020
\$500.00 – Jennie-O Turkey Store – Summer Movies in the Park 2020
\$500.00 – Kandi Dental – Summer Movies in the Park 2020
\$100.00 – Hansen Advertising – Summer Movies in the Park 2020
\$500.00 – Northern Radiator – Summer Movies in the Park 2020

Dated this 18th day of February, 2020

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: February 18, 2020
From: Steven B. Okins Finance Director	Agenda Item: Fund Balance Revision

RECOMMENDED ACTION: 1 Resolution

Motion By: _____ **Second By:** _____, to Introduce a Resolution revising the City of Willmar Fund Balance Policy to include reference to City Charter section III in regards to the Community Investment Fund.

HISTORY: The committee has reviewed staff's recommendation to include reference to the City Charter Article III Community Investment Fund under section IV Other Policy Considerations of the Fund Balance Policy. The reasons given were due to the restrictive nature and number of findings required. It was included by reference only due to the length of the Charter Article.

FINANCIAL IMPACT: No Immediate effect due to past practice and requirements presently being followed.

ALTERNATIVES:

1. Do not amend as recommended
2. N/A

REVIEWED BY: Brian Gramentz, City Administrator

COMMITTEE MEETING DATE: Finance Committee Meeting, Thursday, February 6, 2020

COUNCIL MEETING DATE: February 18, 2020

CITY OF WILLMAR

FUND BALANCE POLICY

Adopted: February 4, 2013

Revised: May 4, 2015

Revised: July 5, 2016

Revised November 5, 2018

Revised February 18, 2020

I. PURPOSE

The purpose of this policy is to establish the specific guidelines for the level of fund balances available for current and future spending in the governmental funds. The fund balance policy addresses a minimum level of unrestricted fund balance to be maintained, how the unrestricted fund balance can be used or spent down and how that fund balance will be replenished if it falls below the minimum level. In addition, the City sets a stabilization amount for use in emergency situations or when revenue shortages or budgetary imbalances arise. The policy also addresses when fund balances will be restricted to specific purposes. For the purpose of this policy any reference to the City Administrator shall mean the City Administrator or his or her designee.

II. BACKGROUND

Government Accounting Standards Board (GASB) Statement No. 54 was enacted to enhance the usefulness of fund balance information by providing clearer fund balance classifications that can be more consistently applied and by clarifying the existing governmental fund type definitions. In governmental funds, a City should identify fund balance separately between non-spendable, restricted, committed, assigned or unassigned based on the relative strength of the constraints that control how specific amounts can be spent.

Proprietary funds' equity will be managed as a separate business-like enterprise as allowed by U.S. Generally Accepted Accounting Principles (GAAP). The funds will be monitored through operations and their rate structures. Examples of Proprietary funds include Hospital, Municipal Utilities, and Sewer. Proprietary fund balances will be classified as either invested in capital assets net of related debt, restricted or unrestricted.

III. CLASSIFICATION OF FUND BALANCE/PROCEDURES

1. Non-Spendable

- This category includes fund balance that cannot be spent because it is either (i) not in spendable form or (ii) is legally or contractually required to be maintained intact. Examples include inventory, prepaid items, endowments and land held for resale.

2. Restricted

- Fund balance should be reported as restricted when constraints placed on those resources are either (i) externally imposed by creditors, grantors, contributors, or laws

or regulations of other governments or (ii) imposed by law through constitutional provisions or enabling legislation. Examples include bond or grant proceeds, tax increments and park dedication fees.

3. Committed

- Fund balance that can only be used for specific purposes pursuant to constraints imposed by formal action of the government's highest level of decision-making authority. The committed amounts cannot be used for any other purpose unless the government removes or changes the specified use by taking the same type of action it employed to commit those amounts.
- The City's highest level of decision making authority (City Council) will annually or as deemed necessary commit specific revenue sources for specified purposes by formal action. This formal action must occur prior to the end of the reporting period, however, the amount to be subject to the constraint, may be determined in the subsequent period. A committed fund balance cannot be a negative number.

4. Assigned

- Amounts that are constrained by the government's intent to use for specified purposes, but are neither restricted nor committed. Assigned fund balance in the General fund includes amounts that are intended to be used for specific purposes.

5. Unassigned

- Unassigned fund balance represents the residual classification for the General fund. Includes amounts that have not been assigned to other funds and that have not been restricted, committed, or assigned to specific purposes within the General fund. The General fund should be the only fund that reports a positive unassigned fund balance amount.
 - a. The City will maintain an unrestricted fund balance in the General fund of an amount not less than \$4,000,000 Working Capital, \$1,000,000 Self Insurance, and \$2,000,000 Stabilization of the General fund. This will assist in maintaining an adequate level of fund balance to provide for cash flow requirements and contingency needs because major revenues, including property taxes and other government aids are received in the second half of the City's fiscal year.
 - b. If spending unrestricted fund balance in designated circumstances has reduced unrestricted fund balance to a point below the minimum targeted level, as noted above, the replenishment will be funded by property taxes (funding source) within five years (period over which replenishment will occur).

IV. STABILIZATION ARRANGEMENTS

Stabilization arrangements are defined as formally setting aside amounts for use in emergency situations or when revenue shortages or budgetary imbalances arise.

The City will set aside amounts by resolution as deemed necessary that can only be expended when certain specific circumstances exist. The resolution will identify and describe the specific circumstances under which a need for stabilization arises. The need for stabilization will only be utilized for situations that are not expected to occur routinely.

V. MONITORING AND REPORTING

The City Council shall annually review fund balances in relation to this policy in conjunction with the development of the annual budget.

When both restricted and unrestricted resources are available for use, it is the City's policy to first use restricted resources, and then use unrestricted resources as they are needed.

When unassigned, assigned or committed resources are available for use, it is the City's policy to use resources in the following order; 1) Unassigned, 2) Assigned, and 3) Committed.

A negative residual amount may not be reported for restricted, committed, or assigned fund balances in the General fund.

VI. GOVERNMENTAL FUND DEFINITIONS

GASB Statement 54 provides clarification of the governmental funds definitions. The definitions are added to the fund balance policy to clearly define their reporting requirements. It is also important to understand the fund classification when determining the classification of their fund balances.

General Fund – Used to account for all financial resources not accounted for in another fund.

Special Revenue Funds – Used to account for reporting the proceeds of specific revenue sources that are restricted or committed to expenditures for specific purposes (other than debt service or capital projects).

- One or more specified restricted or committed revenues are the foundation for the fund (comprise a substantial portion of fund's inflows).
- Other inflows (i.e. interest and transfers) may be reported in fund, if restricted, committed or assigned to the specified purpose of the fund.
- Restricted or committed proceeds of specific revenue sources should be expected to continue to comprise a substantial portion of inflows of the fund.
- Exception for specific revenue rules – General fund of Blended Component Unit (EDA).

Debt Service Funds – Used to account for and report financial resources that are restricted, committed, or assigned to expenditure for principal and interest payments.

Capital Projects Funds – Used to account for and report financial resources that are restricted, committed, or assigned to expenditures for capital outlays, including the acquisition or construction of capital facilities and other capital assets. Capital project funds exclude those types of capital related outflows financed by proprietary funds or for assets that will be held in trust for individuals, private organizations, or other governments.

VII. ENTERPRISE FUND EQUITY

Enterprise funds are used to account for operations financed and operated in a manner similar to private business enterprises, where the City intends the cost of providing goods or services to the public be financed or recovered primarily through user charges. The City's enterprise funds include the Willmar Municipal Utilities and Sewer funds.

It is the City's intent to cover all operating and non-operating expenses through user charges to eliminate the impact on taxpayers. User charges will be reviewed annually to ensure adequate rates are charged for the services provided.

Enterprise funds' equity will be classified in one of the following categories:

- *Investment in Capital Assets, Net of Related Debt.* The component of net assets which is the difference between assets and liabilities of proprietary funds that consists of capital assets less both accumulated depreciation and the outstanding balance of debt that is directly attributable to the acquisition, construction or improvement of the capital assets.
- *Restricted.* The component of net assets which is the difference in assets and liabilities of proprietary funds that consist of assets with constraints placed on their use by either external parties (i.e. creditors or grantors) or through constitutional provisions or enabling legislation.
- *Unrestricted.* The difference between the assets and liabilities of proprietary funds that is not reported as Investment in Capital Assets, Net of Related Debt or Restricted Net Assets.

The City Council will not establish a minimum required level for equity in proprietary funds other than the funds should cover their own operating and non-operating costs.

IV. OTHER POLICY CONSIDERATIONS

The City will use all *budgetary and financial accounting options* available to maintain the minimum level of fund balance available for appropriation in the General and Special Revenue Funds. Some options available include the following items:

- A specific budgeted revenue increase (i.e. ad valorem property tax increase).
- Increase fees for services.

- Reduction of expenditures in the budget.
- Transfers from other available funds.
- Sale of capital assets.
- **Comply with City Charter Article III, Community Investment Fund sec. 5.51-5.57**

The City Council requires positive fund balances for all governmental, proprietary and fiduciary funds, with a few exceptions. The Council will allow a negative fund balance in the following instances:

- A project may be in a developmental phase in which all anticipated revenues have not yet been received. It is anticipated the revenues will be received within the fiscal year or early the following fiscal year. The City Administrator will present anticipated revenue sources to the Council when a deficit occurs for this reason.
- An emergency occurred and all anticipated revenues to pay for the emergency have not been received yet. The City Administrator will keep a current listing of anticipated revenue sources to pay for the emergency.
- Pledges for a project are expected to be received over a period of time. In this case, a long-term receivable may be recorded if the pledges are assured to be received. If the receipt of the pledges is not guaranteed, the receivable cannot be recorded. The project (fund in some cases) will carry a negative balance until all pledges are received.
- An inter-fund loan is not appropriate or not available to cover the fund deficit.

The City Administrator will report shortfalls or surpluses in the projected fund balance levels to the City Council as soon as found to be a significant impact.

If a *fund deficit* occurs, a written plan by the City Administrator to move the fund out of the deficit is required. The City Council is responsible for reviewing and approving the financial plan. The City Administrator will monitor the plan's effectiveness on a monthly basis. The City Administrator will report the plan's effectiveness to the City Council on a quarterly basis.

A *fund surplus*, above all internal and external constraints, may also occur. In this case, the Administrator will notify the City Council to discuss the circumstances of the surplus and determine whether or not the established threshold is effective. Some appropriate plans for using fund surpluses include the following items (but are not limited to):

- Move budgeted expenditure into a future year due to unforeseen circumstances.
- Fund a one-time project or project planning that would not normally be budgeted in the ongoing operations of the City.
- Return unused dollars to donors.

- Transfer excess funds to another City fund to finance a project or cover a shortfall.

The City's *credit rating* for debt financing and investing will also be considered in the level of required General fund balance. The City Council may further restrict the required fund balance level to meet a higher credit rating need if possible. The City's credit rating is reviewed annually by the City Administrator, Finance Director, and bond counsel when necessary. The City Administrator shall be responsible for conducting rating reviews.

IV. REPORTING REQUIREMENTS

The City's audit firm shall provide a City presentation of the previous year's financial condition in the modified and full accrual basis of accounting after the audit is completed. Any deficiencies presented by the auditor will be followed up by the City Administrator with a written plan to comply with this policy. The audit presentation will occur before June 30th following the previous year's end.

ARTICLE III. - COMMUNITY INVESTMENT FUND**Sec. 5-51. - Fund created.**

There is hereby created a separate fund to be designated as the community investment fund. This fund shall be maintained in the official city records and administered by the ^{Finance Department} treasurer in accordance with the provisions of this article. All surplus moneys in each separate improvement fund in the improvement bond redemption fund which remain after the costs of each improvement have been fully funded shall be transferred to the community investment fund. In addition, the following shall be deposited in this fund:

- (1) All collections of special assessments and taxes levied for the payment of the costs of an improvement which are received after the improvement costs have been fully funded;
- (2) Investment earnings generated by the moneys in the community investment fund;
- (3) Any other moneys appropriated by the council or donated for the purposes of the fund.

(Ord No. 992, § 1, 12-5-90)

Sec. 5-52. - Purpose of fund.

The community investment fund shall be used solely to pay the capital costs of the projects of general benefit to the city. ^{Debt Service}

(Ord No. 992, § 2, 12-5-90)

Sec. 5-53. - Expenditure limitations.

Expenditures from the community investment fund for competing projects shall be limited as follows:

- (1) Expenditures from the fund shall be made solely from accumulated investment earnings until 1995. In 1995 and beyond, expenditures shall be made only from accumulated investment earnings whenever possible.
- (2) Expenditures may be made from principal, but may not exceed an amount greater than the equivalent of the fund's investment earnings for the prior two (2) consecutive years. If expenditures from principal are made, either they must be structured as a loan to repay the principal, or no further expenditures of any kind may be made from the fund until investment earnings have reestablished the principal at an amount equal to that existing before the expenditures plus ten (10) percent of the investment earnings that would have been earned per year if the principal had not been reduced.
- (3) Expenditures may be made from principal in an amount greater than the equivalent of

the fund's investment earnings for the prior two (2) consecutive years upon the affirmative vote of seven (7) members of the council.

(Ord No. 992, § 3, 12-5-90)

Sec. 5-54. - Funding preference.

Expenditures from the fund for competing projects shall be granted in the following order of preference:

- (1) *First priority:* Projects which can be funded within the amount of available investment earnings.
- (2) *Second priority:* Projects using expenditures from principal funds which have the capacity to repay the principal amount borrowed.
- (3) *Third priority:* Projects using expenditures from principal funds which have no other reasonable funding source, are nonrevenue producing, require significant funding, and will provide otherwise unattainable community benefit.

(Ord No. 992, § 4, 12-5-90)

Sec. 5-55. - Funding procedure.

Expenditures from the fund may be made only after compliance with the following procedure:

- (1) The project to be funded must have been included in the city's formally-adopted capital improvement program.
- (2) The city council must hold a public hearing on whether the proposed project should be funded. Notice specifying the date, time, and place of the hearing, the project(s) to be funded, and the amount of funding must be published at least ten (10) days before the hearing in the city's official newspaper. In addition, efforts shall be made to give notice to the community through other reasonable means, such as newspaper articles, cable television, and other sources.
- (3) The city council must make the following findings which shall be incorporated into an adopted resolution:
 - a. The project has sufficient community-wide benefit as determined by a review of its intended users; the degree to which it addresses a community-wide need or problem, and its consistency with other city goals, programs or policies.
 - b. The project to be funded could not occur but for the use of the community investment fund.
 - c. The community investment fund is not replacing funding from another previously

programmed or available source.

- d. The project has been included in a formally-approved capital improvement program.
- e. If principal is used, the project has the ability to reasonably repay the funds, and use of the principal years' investment earnings from the community investment fund.
- f. An estimate of the ongoing annual operating and maintenance costs has been made and the source(s) for paying such costs identified.

(4) If any of the findings in subsection (3) of this section cannot be made, the project shall not be funded.

(Ord No. 992, § 5, 12-5-90)

Sec. 5-56. - Administrative expenditures.

The limitations imposed in the sections above shall not apply to reasonable expenses necessary for the administration of the community investment fund.

(Ord No. 992, § 6, 12-5-90)

Sec. 5-57. - Separate improvement funds.

A separate improvement fund shall also be created in accordance with M.S.A. 1957 § 429.091, as heretofore or hereafter amended or supplemented, for each improvement or consolidated group of improvements to be financed by such improvement bonds, such funds to be designated as "Fund for _____ Improvement No. ____", the name and number of each of the improvements to be inserted in the name of each respective fund. The proceeds of sale of such bonds issued to finance improvements shall be paid into the funds for the improvements for which they are issued respectively, together with all collections of special assessments and taxes levied for paying the costs of each such improvement and any other moneys appropriated thereto by the council, and such moneys shall be held therein and used solely to defray expenses of such improvement, including principal and interest, if any, becoming due on said bonds, until construction of the improvement is completed and the cost of the improvement is paid in full. Thereupon such fund shall be discontinued, and any balance of the bond proceeds remaining therein transferred to the community investment fund. All subsequent collections of special assessments and taxes levied for the payment of the costs of said improvements shall be paid into the community investment fund.

(Ord No. 992, § 7, 12-5-90)



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: Feb 18th, 2020
From: Rob Baumgarn Parks and Recreation Director	Agenda Item: Preliminary Budgets for Invest in Willmar Projects

RECOMMENDED ACTION:

Motion By: _____ Second By: _____, adopt a resolution to enter preliminary budget for the Invest in Willmar projects-Recreation Fields.

Motion By: _____ Second By: _____, adopt a resolution to enter preliminary budget for the Invest in Willmar projects- Recreation Event Center (Civic Center location).

Motion By: _____ Second By: _____, adopt a resolution to enter preliminary budget for the Invest in Willmar projects-Robbins Island.

Motion By: _____ Second By: _____, adopt a resolution to enter preliminary budget for the Invest in Willmar projects- Swansson Fields.

HISTORY: The City of Willmar passed a half cent local option sales tax in the fall of 2018. Architects, Construction Managers and Engineers have been selected for the projects listed above. Staff has created preliminary budgets for each project.

FINANCIAL IMPACT: Recreation Fields \$6 million, Event Center \$10 million (Civic Center location) Robbins Island \$3 Million and Swansson Fields 2 million.

ALTERNATIVES:

1. Adjust the budgetary amounts

REVIEWED BY: Brian Gramentz, City Administrator

COMMITTEE MEETING DATE: Finance Committee, Feb 5th, 2020

COUNCIL MEETING DATE: Feb 18th, 2020

RESOLUTION NO. _____
PRELIMINARY Recreation Fields- INVEST IN WILLMAR
Fund/Dept _____
ESTIMATED TOTAL COST \$ 6,000,000
*Budget Amounts are Essential

Dated: 2/5/2020

Code

PERSONNEL SERVICES

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

SUPPLIES

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

OTHER SERVICES

0330	Communications	_____
0331*	Printing & Publishing	_____
0332	Utilities	_____
0333*	Travel-Conf.-Schools	_____
0334	Mtce. of Equipment	_____
0335	Mtce. of Structures	_____
0336*	Mtce. of Other Impr.	\$4,500,000.00
0337	Subsistence of Persons	_____
0338	Cleaning & Waste Removal	_____
0339*	Other Services	_____
TOTAL		\$4,500,000.00

OTHER CHARGES

0440	Rents	_____
0441*	Insurance & Bonds	_____
0442	Awards & Indemnities	_____
0443	Subscription/Memberships	_____
0444	Interest	_____
0445	Licenses & Taxes	_____
0446*	Prof. Serv.	\$900,000.00
0447*	Advertising	_____
0448*	Adm. OH (Transfer)	_____
0449	Other Charges	\$600,000.00
TOTAL		\$1,500,000.00

GRAND TOTAL **\$6,000,000.00**

RECEIVABLES

Property Owners	_____
County	_____
State	_____
City	_____
City	_____
Other	_____
TOTAL	\$0.00

FINANCING

Bonds	\$6,000,000.00
State	_____
City	_____
City	_____
Other	_____
TOTAL	\$6,000,000.00

GRAND TOTAL **\$6,000,000.00**

Dated: _____

Mayor

Attest:

City Clerk/Treasurer

RESOLUTION NO. _____
PRELIMINARY Event Rec Center- INVEST IN WILLMAR
Fund/Dept _____
ESTIMATED TOTAL COST \$ 10,000,000
*Budget Amounts are Essential

Dated: 2/5/2020

Code

PERSONNEL SERVICES

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

SUPPLIES

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

OTHER SERVICES

0330	Communications	_____
0331*	Printing & Publishing	_____
0332	Utilities	_____
0333*	Travel-Conf.-Schools	_____
0334	Mtce. of Equipment	_____
0335	Mtce. of Structures	_____
0336*	Mtce. of Other Impr.	\$7,500,000.00
0337	Subsistence of Persons	_____
0338	Cleaning & Waste Removal	_____
0339*	Other Services	_____
TOTAL		\$7,500,000.00

OTHER CHARGES

0440	Rents	_____
0441*	Insurance & Bonds	_____
0442	Awards & Indemnities	_____
0443	Subscription/Memberships	_____
0444	Interest	_____
0445	Licenses & Taxes	_____
0446*	Prof. Serv.	\$1,500,000.00
0447*	Advertising	_____
0448*	Adm. OH (Transfer)	_____
0449	Other Charges	\$1,000,000.00
TOTAL		\$2,500,000.00

GRAND TOTAL **\$10,000,000.00**

RECEIVABLES

Property Owners	_____
County	_____
State	_____
City	_____
City	_____
Other	_____
TOTAL	\$0.00

FINANCING

Bonds	\$10,000,000.00
State	_____
City	_____
City	_____
Other	_____
TOTAL	\$10,000,000.00

GRAND TOTAL **\$10,000,000.00**

Dated: _____

Mayor

Attest:

City Clerk/Treasurer

RESOLUTION NO. _____
PRELIMINARY Robbins Island- INVEST IN WILLMAR
Fund/Dept _____
ESTIMATED TOTAL COST \$ 3,000,000

*Budget Amounts are Essential

Dated: 2/5/2020

Code

PERSONNEL SERVICES

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

SUPPLIES

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

OTHER SERVICES

0330	Communications	_____
0331*	Printing & Publishing	_____
0332	Utilities	_____
0333*	Travel-Conf.-Schools	_____
0334	Mtce. of Equipment	_____
0335	Mtce. of Structures	_____
0336*	Mtce. of Other Impr.	<u>\$2,250,000.00</u>
0337	Subsistence of Persons	_____
0338	Cleaning & Waste Removal	_____
0339*	Other Services	_____
TOTAL		\$2,250,000.00

OTHER CHARGES

0440	Rents	_____
0441*	Insurance & Bonds	_____
0442	Awards & Indemnities	_____
0443	Subscription/Memberships	_____
0444	Interest	_____
0445	Licenses & Taxes	_____
0446*	Prof. Serv.	<u>\$450,000.00</u>
0447*	Advertising	_____
0448*	Adm. OH (Transfer)	_____
0449	Other Charges	<u>\$300,000.00</u>
TOTAL		\$750,000.00

GRAND TOTAL **\$3,000,000.00**

RECEIVABLES

Property Owners	_____
County	_____
State	_____
City	_____
City	_____
Other	_____
TOTAL	\$0.00

FINANCING

Bonds	<u>\$3,000,000.00</u>
State	_____
City	_____
City	_____
Other	_____
TOTAL	\$3,000,000.00

GRAND TOTAL **\$3,000,000.00**

Dated: _____

Mayor

Attest:

City Clerk/Treasurer

RESOLUTION NO. _____
PRELIMINARY Swansson Fields- INVEST IN WILLMAR
Fund/Dept _____
ESTIMATED TOTAL COST \$ 2,000,000
*Budget Amounts are Essential

Dated: 2/5/2020

Code

PERSONNEL SERVICES

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

SUPPLIES

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

OTHER SERVICES

0330	Communications	_____
0331*	Printing & Publishing	_____
0332	Utilities	_____
0333*	Travel-Conf.-Schools	_____
0334	Mtce. of Equipment	_____
0335	Mtce. of Structures	_____
0336*	Mtce. of Other Impr.	\$1,500,000.00
0337	Subsistence of Persons	_____
0338	Cleaning & Waste Removal	_____
0339*	Other Services	_____
TOTAL		\$1,500,000.00

OTHER CHARGES

0440	Rents	_____
0441*	Insurance & Bonds	_____
0442	Awards & Indemnities	_____
0443	Subscription/Memberships	_____
0444	Interest	_____
0445	Licenses & Taxes	_____
0446*	Prof. Serv.	\$300,000.00
0447*	Advertising	_____
0448*	Adm. OH (Transfer)	_____
0449	Other Charges	\$200,000.00
TOTAL		\$500,000.00

GRAND TOTAL **\$2,000,000.00**

RECEIVABLES

Property Owners	_____
County	_____
State	_____
City	_____
City	_____
Other	_____
TOTAL	\$0.00

FINANCING

Bonds	\$2,000,000.00
State	_____
City	_____
City	_____
Other	_____
TOTAL	\$2,000,000.00

GRAND TOTAL **\$2,000,000.00**

Dated: _____

Mayor

Attest:

City Clerk/Treasurer



FINANCE

City Office Building
333 SW 6th Street
Box 755
Willmar, Minnesota 56201

320-235-4984
Fax 320-235-4917
www.willmarmn.gov

2019 Interest/Dividends Received By Institution

<u>Institution</u>	<u>October</u>	<u>November</u>	<u>December</u>	<u>2019 Year-To-Date</u>	<u>2018 Year-To-Date</u>
Bremer Bank	\$ 7,850.74	\$ 7,482.70	\$ 14,131.61	\$ 99,095.32	\$ 23,723.42
Bremer Wealth Management	\$ 34,243.00	\$ 28,069.07	\$ 8,245.05	\$ 155,604.66	\$ -
Heritage Bank	\$ 1,269.89	\$ 1,445.55	\$ 1,601.07	\$ 13,300.03	\$ 21,609.01
Morgan Stanley Smith Barney	\$ -	\$ -	\$ -	\$ 13,392.20	\$ 145,211.00
Multi-Bank Securities	\$ 1,537.97	\$ 33,114.55	\$ 41,016.92	\$ 184,353.40	\$ 199,510.67
UBS	\$ 56,200.00	\$ 4,333.40	\$ 7,364.68	\$ 215,767.85	\$ 208,402.69
Wells Fargo	\$ -	\$ -	\$ 23,328.33	\$ 162,778.33	\$ 162,900.00
Wells Fargo Advisors	\$ 20,000.01	\$ -	\$ 5,000.00	\$ 156,307.60	\$ 156,821.50
Totals	\$ 121,101.61	\$ 74,445.27	\$ 100,687.66	\$ 1,000,599.39	\$ 918,178.29



FINANCE

City Office Building
333 SW 6th Street
Box 755
Willmar, Minnesota 56201

320-235-4984
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INVESTMENT ACTIVITY REPORT FOR QUARTER ENDED DECEMBER 31, 2019

BALANCE AT PRIOR QUARTER END SEPTEMBER 30, 2019

\$ 45,495,646.78

SUMMARY OF OCTOBER THROUGH DECEMBER, 2019, TRANSACTIONS:

(10/08/2019) MATURED: Bremer Wealth Mgmt, CD-140420PS3, 2.100%	(245,000.00)
(10/08/2019) Market Value Adjustment: Bremer Wealth Mgmt, CD-140420PS3	(9.80)
(10/21/2019) CALLED: Bremer Wealth Mgmt, FNMA-3136G3GT6, 1.500-4.500%	(3,000,000.00)
(10/21/2019) Market Value Adjustment: Bremer Wealth Mgmt, FNMA-3136G3GT6	(899.40)
(10/28/2019) PURCHASED: Bremer Wealth Mgmt, FFCB-3133EK3V6, 12/28/2021, 1.600%	498,995.00
(10/29/2019) PURCHASED: Bremer Wealth Mgmt, USTN-912828W22, 02/15/2020, 1.375%	499,589.84
(10/30/2019) PURCHASED: Bremer Wealth Mgmt, FHLMC-3134GUMU1, 10/28/2022, 1.900%	499,875.00
(10/31/2019) October Interest Earned: Bremer Bank Money Market 437680198	7,482.70
(11/01/2019) CALLED: Bremer Wealth Mgmt, FFCB-3133EHPM9, 06/26/2023, 2.280%	(2,000,000.00)
(11/01/2019) Market Value Adjustment: Bremer Wealth Mgmt, FFCB-3133EHPM9	(101.60)
(11/01/2019) PURCHASED: Bremer Wealth Mgmt, TB-689900VT2, 12/01/2022, 2.100%	100,745.00
(11/01/2019) PURCHASED: Bremer Wealth Mgmt, TB-4423312X1, 03/01/2022, 2.768%	408,156.00
(11/04/2019) PURCHASED: Bremer Wealth Mgmt, FFCB-3133EK4N3, 11/04/2022, 1.800%	499,687.50
(11/06/2019) PURCHASED: Bremer Wealth Mgmt, TB-8827233K3, 08/01/2021, 1.505%	174,359.50
(11/06/2019) PURCHASED: Bremer Wealth Mgmt, TB-199492SD2, 08/15/2021, 2.000%	200,864.00
(11/06/2019) PURCHASED: Bremer Wealth Mgmt, TB-68609BYE1, 04/01/2021, 2.132%	150,847.50
(11/08/2019) PURCHASED: Bremer Wealth Mgmt, TB-967338J70, 10/01/2022, 3.000%	515,060.00
(11/08/2019) PURCHASED: Bremer Wealth Mgmt, FFCB-3133EK5V4, 11/14/2022, 1.840%	499,250.00
(11/08/2019) PURCHASED: Bremer Wealth Mgmt, FFCB-3133EK6Y7, 05/13/2021, 1.670%	499,625.00
(11/12/2019) PURCHASED: Bremer Wealth Mgmt, FHLB-3130ACF66, 09/26/2022, 2.150%	500,175.00
(11/13/2019) PURCHASED: Bremer Wealth Mgmt, TB-102475HS2, 07/01/2022, 4.000%	110,718.30
(11/14/2019) PURCHASED: Bremer Wealth Mgmt, USTN-912828W22, 02/15/2020, 1.375%	499,726.56
(11/15/2019) PURCHASED: Multi-Bank Securities, 828373HMH5, 2.05%	245,000.00
(11/18/2019) CALLED: Multi-Bank Securities, FHLMC-3134GAUF9, 1.000-6.000%, 11/17/21	(1,000,000.00)
(11/18/2019) Market Value Adjustment: Multi-Bank Securities, FHLMC-3134GAUF9	(540.00)
(11/21/2019) PURCHASED: Multi-Bank Securities, FHLB-3130AHL3, 11/21/2022, 1.800%	1,000,000.00
(11/25/2019) CALLED: Bremer Wealth Mgmt, FNMA-3136G2TB3, 11/25/2020, 1.800%	(1,000,000.00)
(11/25/2019) Market Value Adjustment: Bremer Wealth Mgmt, FNMA-3136G2TB3	3,700.51
(11/30/2108) Interest Earned Bremer Bank Money Market 437680198	6,497.13
(12/04/2019) CALLED: Wells Fargo, FHLB-313381DA0, 12/05/2022, 2.190%	(1,000,000.00)
(12/04/2019) Market Value Adjustment: Wells Fargo, FHLB-313381DA0	1,032.39
(12/04/2019) PURCHASED: Bremer Wealth Mgmt, TB-341271AC8, 07/01/2021, 2.638%	501,276.60
(12/05/2019) PURCHASED: Bremer Wealth Mgmt, FFCB-3133ELDH4, 12/16/2022, 1.710%	1,000,000.00
(12/23/2019) PURCHASED: Bremer Bank, Money Market-437680198, 1.450%	3,000,000.00
(12/26/2019) PURCHASED: Multi-Bank Securities, FFCB-3133ELFE9, 12/26/2023, 1.950%	4,000,000.00
(12/30/2019) CALLED: Multi-Bank Securities, FHLMC-3134GBWMO, 12/29/2025, 2.0-8.0%	(2,000,000.00)
(12/30/2019) Market Value Adjustment: Multi-Bank Securities, FHLMC-3134GBWMO	5,980.00
(12/30/2019) CALLED: Wells Fargo Advisors, FHLMC-3134GUED8, 09/27/21, 2.000%	(1,000,000.00)
(12/30/2019) Market Value Adjustment: Wells Fargo Advisors, FHLMC-3134GUED8	9.99
(12/30/2019) CALLED: Bremer Wealth Mgmt, FHLB-3130ACF66, 09/26/2022, 2.15%	(500,000.00)
(12/30/2019) Market Value Adjustment: Bremer Wealth Mgmt, FHLB-3130ACF66	(175.00)
(12/30/2019) PURCHASED: Bremer Bank, Money Market-437680198, 1.45%	5,000,000.00
(12/30/2019) CALLED: UBS, FHLB-3130A7ZP3, 05/18/2026, 2.600%	(333,333.33)
(12/30/2019) Market Value Adjustment: UBS, FHLB-3130A7ZP3	(16.33)
(12/30/2019) CALLED: UBS, FHLB-3130A7UX1, 04/28/2026, 2.620% Partial Call	(1,785,714.29)
(12/31/2019) Interest Earned Bremer Bank Money Market 437680198	7,634.48
(12/31/2019) Quarter-End Market Value Adjustment	(140,557.59)

DECEMBER 31, 2019 BALANCE

\$ 51,925,587.44

CASH/INVESTMENT PORTFOLIO AS OF DECEMBER 31, 2019

	<u>BANK</u>	<u>SECURITY TYPE</u>	<u>ACQUIRED DATE</u>	<u>MATURITY DATE</u>	<u>INTEREST RATE</u>	<u>PAR VALUE</u>	<u>MARKET VALUE</u>
1	Bremer Bank	MM	09/28/2018	N/A	1.450%	13,122,818.74	13,122,818.74
2	Bremer Wealth	USTN	10/29/2019	02/15/2020	1.375%	500,000.00	499,765.62
3	Bremer Wealth	USTN	11/14/2019	02/15/2020	1.375%	500,000.00	499,765.63
4	Bremer Wealth	CD	07/18/2014	07/20/2020	2.200%	97,000.00	97,311.37
5	Bremer Wealth	CD	08/05/2015	08/05/2020	2.300%	245,000.00	245,225.40
6	Bremer Wealth	TB	11/06/2019	04/01/2021	2.132%	150,000.00	150,901.50
7	Bremer Wealth	FFCB	11/08/2019	05/13/2021	1.670%	500,000.00	499,840.46
8	Bremer Wealth	TB	12/04/2019	07/01/2021	2.638%	495,000.00	501,702.30
9	Bremer Wealth	TB	11/06/2019	08/01/2021	1.505%	175,000.00	174,399.75
10	Bremer Wealth	TB	11/06/2019	08/15/2021	2.000%	200,000.00	200,804.00
11	Bremer Wealth	FFCB	10/28/2019	12/28/2021	1.600%	500,000.00	500,001.25
12	Bremer Wealth	TB	11/01/2019	03/01/2022	2.768%	400,000.00	408,980.00
13	Bremer Wealth	TB	11/13/2019	07/01/2022	4.000%	105,000.00	110,386.50
14	Wells Fargo	FFCB	07/12/2016	07/11/2022	1.750%	2,000,000.00	1,998,525.04
15	Bremer Wealth	TB	11/08/2019	10/01/2022	3.000%	500,000.00	515,400.00
16	Bremer Wealth	FHLMC	10/30/2019	10/28/2022	1.900%	500,000.00	499,991.93
17	Bremer Wealth	FFCB	11/04/2019	11/04/2022	1.800%	500,000.00	499,481.62
18	Bremer Wealth	FFCB	11/08/2019	11/14/2022	1.840%	500,000.00	499,762.06
19	Multi-Bank Sec	FHLB	11/21/2019	11/21/2022	1.800%	1,000,000.00	999,310.00
20	Bremer Wealth	TB	11/01/2019	12/01/2022	2.100%	100,000.00	100,593.00
21	Bremer Wealth	FFCB	12/05/2019	12/16/2022	1.710%	1,000,000.00	1,000,011.10
22	Multi-Bank Sec	CD	10/14/2016	10/13/2023	1.500-3.000%	247,000.00 *	247,135.85
23	Multi-Bank Sec	CD	11/15/2019	11/15/2023	2.050%	245,000.00	245,137.20
24	Multi-Bank Sec	CD	11/22/2016	11/22/2023	2.000%	247,000.00	247,155.61
25	Multi-Bank Sec	FFCB	12/26/2019	12/26/2023	1.950%	4,000,000.00	3,998,840.00
26	Wells Fargo	FHLB	08/23/2016	08/23/2024	2.000%	2,000,000.00	1,996,530.80
27	Bremer Wealth	CD	09/09/2016	09/09/2024	2.000%	245,000.00	244,404.65
28	Wells Fargo Adv	FHLB	08/18/2016	08/18/2025	2.100%	1,000,000.00	1,000,000.00
29	Wells Fargo Adv	FHLMC	04/28/2016	04/28/2026	2.000-8.500%	2,000,000.00	1,995,760.00
30	UBS	FHLB	04/28/2016	04/28/2026	2.620%	214,285.71 *	213,062.42
31	UBS	FHLB	04/28/2016	04/28/2026	2.000-8.500%	3,000,000.00 *	2,971,680.00
32	Wells Fargo	FHLB	06/15/2016	06/15/2026	2.500%	1,000,000.00	989,847.85
33	Multi-Bank Sec	FHLMC	06/30/2016	06/30/2026	2.000-6.000%	2,000,000.00	1,994,080.00
34	Wells Fargo Adv	FHLMC	07/27/2016	07/27/2026	1.500-5.000%	1,455,000.00	1,447,026.60
35	UBS	FFCB	08/10/2016	08/10/2026	2.140%	1,000,000.00	980,390.00
36	Wells Fargo Adv	FHLB	08/24/2016	08/24/2026	1.750-6.000%	1,000,000.00 *	993,110.00
37	Wells Fargo	FM	09/01/2016	09/01/2026	2.050%	2,000,000.00	1,973,504.94
38	UBS	FHLB	09/22/2016	09/02/2026	2.125%	2,000,000.00	1,987,700.00
39	UBS	FHLB	09/22/2016	09/22/2026	2.170%	1,080,000.00	1,075,636.80
40	Wells Fargo Adv	FHLB	09/30/2016	09/30/2026	1.750-5.500%	2,000,000.00	1,975,240.00
41	Multi-Bank Sec	FHLB	11/10/2016	11/10/2026	2.000-4.000%	2,000,000.00	1,978,860.00
42	Multi-Bank Sec	CD	12/29/2017	12/29/2027	3.000%	245,000.00	245,247.45
TOTAL INVESTMENT						\$ 52,068,104.45	\$ 51,925,587.44
43	Heritage Bank	Flex Gold Ckg		None	0.300%	2,278,086.33	2,278,086.33
44	Heritage Bank	Commercial Ckg		None	0.150%	4,180,748.32	4,180,748.32
45	Heritage Bank	Employee FSA Ckg		None	0.000%	2,893.00	2,893.00
46	Heritage Bank	Police Forfeiture Ckg		None	0.150%	47,029.80	47,029.80
47	Heritage Bank	Police Explorer Ckg		None	0.000%	12,012.89	12,012.89
48	Heritage Bank	Fire Dpt Explorer Ckg		None	0.000%	6,390.28	6,390.28
49	Bremer Wealth	Money Market		None	2.000%	652,856.31	652,856.31
TOTAL PORTFOLIO FOR DECEMBER 31, 2019						\$ 59,248,121.38	\$ 59,105,604.37

* Par Value is not equal to Purchase Amount

^ After Partial Call 12/30/19 of \$1,785,714.29

Total Net Market Value Increase During Month Ended December 31, 2019 \$ (131,576.83)

Historical Interest/Dividends Received Per Quarter 2009 through 12/31/2019

<u>Year</u>	<u>1st Quarter</u>	<u>2nd Quarter</u>	<u>3rd Quarter</u>	<u>4th Quarter</u>	<u>Annual Totals</u>
2019	\$ 169,343.56	\$ 253,437.22	\$ 281,584.07	\$ 296,234.54	\$ 1,000,599.39
2018	\$ 174,572.53	\$ 258,322.75	\$ 180,554.87	\$ 304,728.14	\$ 918,178.29
2017	\$ 209,941.65	\$ 207,001.33	\$ 159,519.58	\$ 254,797.06	\$ 831,259.62
2016	\$ 203,419.67	\$ 243,624.43	\$ 128,705.25	\$ 203,709.56	\$ 779,458.91
2015	\$ 187,662.01	\$ 241,077.82	\$ 183,436.47	\$ 238,629.12	\$ 850,805.42
2014	\$ 196,385.66	\$ 258,307.26	\$ 182,514.61	\$ 259,763.87	\$ 896,971.40
2013	\$ 221,647.55	\$ 231,204.91	\$ 171,397.74	\$ 264,878.39	\$ 889,128.59
2012	\$ 143,871.89	\$ 345,677.26	\$ 175,728.62	\$ 159,483.59	\$ 824,761.36
2011	\$ 281,807.02	\$ 275,608.48	\$ 290,307.92	\$ 211,444.35	\$ 1,059,167.77
2010	\$ 234,241.45	\$ 446,351.92	\$ 233,012.97	\$ 365,903.94	\$ 1,279,510.28
2009	\$ 509,706.62	\$ 484,844.91	\$ 342,331.25	\$ 343,882.12	\$ 1,680,764.90

Historical Balances At the End of Each Quarter 2009 through 12/31/2019

<u>Year</u>	<u>Investments</u>				<u>Operating Cash (Flex Gold and Checking)</u>			
	<u>1st Quarter</u>	<u>2nd Quarter</u>	<u>3rd Quarter</u>	<u>4th Quarter</u>	<u>1st Quarter</u>	<u>2nd Quarter</u>	<u>3rd Quarter</u>	<u>4th Quarter</u>
2019	\$47,068,012.96	\$47,478,061.14	\$45,495,646.78	\$51,925,587.44	\$ 3,448,001.32	\$ 8,201,928.13	\$ 6,722,953.68	\$ 7,180,016.93
2018	\$41,100,509.82	\$40,742,377.40	\$45,614,786.85	\$46,406,219.57	\$ 5,244,401.43	\$15,048,611.65	\$ 6,171,085.22	\$ 8,975,302.94
2017	\$39,943,489.59	\$43,559,677.54	\$41,562,162.56	\$41,665,490.60 #	\$ 6,657,270.15	\$ 6,567,762.11	\$ 6,838,888.14	\$10,492,227.55
2016	\$35,756,051.24	\$37,535,496.68	\$38,236,920.67	\$40,059,470.53 #	\$ 9,469,606.22	\$11,215,298.77	\$ 8,877,284.91	\$11,098,844.31
2015	\$42,089,898.87 #	\$41,645,493.62 #	\$37,279,279.96 #	\$42,426,578.11 #	\$ 6,052,923.58	\$ 7,746,033.30	\$ 9,955,964.40	\$ 8,044,197.86
2014	\$44,669,958.48 #	\$44,497,454.10 #	\$44,393,573.89 #	\$44,192,171.67 #	\$ 2,692,337.80	\$ 7,288,512.71	\$ 5,397,016.71	\$ 7,929,545.18
2013	\$45,036,646.37 #	\$43,145,874.09 #	\$45,544,516.83 #	\$43,871,669.60 #	\$ 4,864,300.48	\$ 7,115,084.74	\$ 2,428,725.91	\$ 6,945,509.90
2012	\$41,122,817.67 #	\$37,855,613.32 #	\$44,310,158.10 #	\$47,119,283.92 #	\$ 8,136,948.46	\$11,647,103.27	\$ 6,473,162.53	\$ 7,735,728.32
2011	\$41,498,738.04 #	\$42,926,445.51 #	\$33,053,338.89 #	\$46,841,372.72 #	\$ 6,566,351.65	\$ 9,181,801.11	\$18,167,922.89	\$ 7,404,105.73
2010	\$41,358,462.50	\$40,144,176.24 #	\$44,577,231.24 #	\$48,797,293.88 #	\$ 5,700,619.84	\$ 8,771,348.62	\$ 3,304,736.92	\$ 4,417,038.74
2009	\$40,055,806.99	\$41,062,156.99	\$38,897,050.00	\$45,863,584.72	\$ (2,077,111.26)	\$ 7,201,418.64	\$ 8,850,416.77	\$ 5,516,985.71

Investment Balance after adjusting for market values
2010 market values were only adjusted 1/1/10 and 12/31/10

Investment Activity 01/01/19 through 12/31/19

Date	Company	Investment ID	Amount Called	Amount Matured	Amount Purchased	Current Interest Rate	Redeemed Market Value Incr/(Decr)	Quarterly Market Value Incr/(Decr)
01/31/19	Bremer Bank	Money Mrkt Int	\$ -	\$ -	\$ 8,452.24		\$ -	\$ -
02/28/19	Bremer Bank	Money Mrkt Int	\$ -	\$ -	\$ 7,759.20		\$ -	\$ -
03/31/19	Bremer Bank	Money Mrkt Int	\$ -	\$ -	\$ 8,835.77		\$ -	\$ -
03/31/19	Quarterly Market Value Adjustment						\$ -	\$ 636,746.18
04/30/19	Bremer Bank	Money Mrkt Int	\$ -	\$ -	\$ 8,838.81		\$ -	\$ -
05/13/19	Multi-Bank Securities	CD-71270QQW9	\$ -	\$ 245,000.00	\$ -	1.600%	\$ 196.00	\$ -
05/31/19	Bremer Bank	Money Mrkt Int	\$ -	\$ -	\$ 9,149.43		\$ -	\$ -
06/30/19	Bremer Bank	Money Mrkt Int	\$ -	\$ -	\$ 8,870.30		\$ -	\$ -
06/30/19	Quarterly Market Value Adjustment							\$ 627,993.64
07/18/19	Multi-Bank Securities	CD-33715LBY5	\$ 245,000.00	\$ -	\$ -	3.550%	\$ (151.90)	\$ -
07/22/19	Bremer Wealth Mgmt	CD-87164YBX1	\$ -	\$ 97,000.00	\$ -	2.050%	\$ 15.52	\$ -
07/22/19	Bremer Wealth Mgmt	CD-856284X58	\$ -	\$ 247,000.00	\$ -	2.000%	\$ 46.93	\$ -
07/22/19	Bremer Wealth Mgmt	CD-74267GUQ8	\$ -	\$ 247,000.00	\$ -	2.000%	\$ 46.93	\$ -
07/23/19	Bremer Wealth Mgmt	CD-38147JU59	\$ -	\$ 97,000.00	\$ -	2.050%	\$ 22.31	\$ -
07/24/19	Bremer Wealth Mgmt	CD-02587CAJ9	\$ -	\$ 247,000.00	\$ -	2.000%	\$ 49.40	\$ -
07/31/19	Bremer Bank	Money Mrkt Int	\$ -	\$ -	\$ 9,072.17	2.080%	\$ -	\$ -
08/31/19	Bremer Bank	Money Mrkt Int	\$ -	\$ -	\$ 8,652.35	1.930%	\$ -	\$ -
09/16/19	Wells Fargo Advisors	FHLB-3130A8B69	\$ 1,000,000.00	\$ -	\$ -	2.000%	\$ (970.00)	\$ -
09/27/19	Wells Fargo Advisors	FHLMC-3134GUED8	\$ -	\$ -	\$ 1,000,000.00	2.000%	\$ -	\$ -
09/30/19	Multi-Bank Securities	FNMA-3136G3DZ5	\$ 1,110,000.00	\$ -	\$ -	2.000%	\$ 1,165.50	\$ -
09/30/19	Bremer Bank	Money Mrkt Int	\$ -	\$ -	\$ 7,850.74	1.930%	\$ -	\$ -
09/30/19	Quarterly Market Value Adjustment							\$ 281,785.69
10/08/19	Bremer Wealth Mgmt	CD-140420PS3	\$ -	\$ 245,000.00	\$ -	2.100%	\$ (9.80)	\$ -
10/21/19	Bremer Wealth Mgmt	FNMA-3136G3GT6	\$ 3,000,000.00	\$ -	\$ -	1.500%	\$ (899.40)	\$ -
10/28/19	Bremer Wealth Mgmt	FFCB-3133EK3V6	\$ -	\$ -	\$ 498,995.00	1.600%	\$ -	\$ -
10/29/19	Bremer Wealth Mgmt	USTN-912828W22	\$ -	\$ -	\$ 499,589.84	1.375%	\$ -	\$ -
10/30/19	Bremer Wealth Mgmt	FHLMC-3134GUMU1	\$ -	\$ -	\$ 499,875.00	1.900%	\$ -	\$ -
10/31/19	Bremer Bank	Money Mrkt Int	\$ -	\$ -	\$ 7,482.70	1.490%	\$ -	\$ -
11/01/19	Bremer Wealth Mgmt	FFCB-3133EHPM9	\$ 2,000,000.00	\$ -	\$ -	2.280%	\$ (101.60)	\$ -
11/01/19	Bremer Wealth Mgmt	TB-689900VT2	\$ -	\$ -	\$ 100,745.00	2.100%	\$ -	\$ -
11/01/19	Bremer Wealth Mgmt	TB-4423312X1	\$ -	\$ -	\$ 408,156.00	2.768%	\$ -	\$ -
11/04/19	Bremer Wealth Mgmt	FFCB-3133EK4N3	\$ -	\$ -	\$ 499,687.50	1.800%	\$ -	\$ -
11/06/19	Bremer Wealth Mgmt	TB-8827233K3	\$ -	\$ -	\$ 174,359.50	1.505%	\$ -	\$ -
11/06/19	Bremer Wealth Mgmt	TB-199492SD2	\$ -	\$ -	\$ 200,864.00	2.000%	\$ -	\$ -
11/06/19	Bremer Wealth Mgmt	TB-68609BYE1	\$ -	\$ -	\$ 150,847.50	2.132%	\$ -	\$ -
11/08/19	Bremer Wealth Mgmt	TB-967338J70	\$ -	\$ -	\$ 515,060.00	3.000%	\$ -	\$ -
11/08/19	Bremer Wealth Mgmt	FFCB-3133EK5V4	\$ -	\$ -	\$ 499,250.00	1.840%	\$ -	\$ -
11/08/19	Bremer Wealth Mgmt	FFCB-3133EK6Y7	\$ -	\$ -	\$ 499,625.00	1.670%	\$ -	\$ -
11/12/19	Bremer Wealth Mgmt	FHLB-3130ACF66	\$ -	\$ -	\$ 500,175.00	2.150%	\$ -	\$ -
11/13/19	Bremer Wealth Mgmt	TB-102475HS2	\$ -	\$ -	\$ 110,718.30	4.000%	\$ -	\$ -
11/14/19	Bremer Wealth Mgmt	USTN-912828W22	\$ -	\$ -	\$ 499,726.56	1.375%	\$ -	\$ -
11/15/19	Multi-Bank Securities	CD-828373HM5	\$ -	\$ -	\$ 245,000.00	2.050%	\$ -	\$ -
11/15/19	Multi-Bank Securities	FHLMC-3134GAUF9	\$ 1,000,000.00	\$ -	\$ -	2.000%	\$ (540.00)	\$ -
11/21/19	Multi-Bank Securities	FHLB-3130AHL3	\$ -	\$ -	\$ 1,000,000.00	1.800%	\$ -	\$ -
11/25/19	Bremer Wealth Mgmt	FNMA-3136G2TB3	\$ 1,000,000.00	\$ -	\$ -	1.800%	\$ 3,700.51	\$ -
11/30/18	Bremer Bank	Money Mrkt Int	\$ -	\$ -	\$ 6,497.13	1.450%	\$ -	\$ -
12/04/19	Wells Fargo	FHLB-313381DA0	\$ 1,000,000.00	\$ -	\$ -	2.190%	\$ 1,032.39	\$ -
12/04/19	Bremer Wealth Mgmt	TB-341271AC8	\$ -	\$ -	\$ 501,276.60	2.638%	\$ -	\$ -
12/05/19	Bremer Wealth Mgmt	FFCB-3133ELDH4	\$ -	\$ -	\$ 1,000,000.00	1.710%	\$ -	\$ -
12/23/19	Bremer Bank	Money Mrkt	\$ -	\$ -	\$ 3,000,000.00	1.450%	\$ -	\$ -
12/26/19	Multi-Bank Securities	FFCB-3133ELFE9	\$ -	\$ -	\$ 4,000,000.00	1.950%	\$ -	\$ -
12/30/19	Multi-Bank Securities	FHLMC-3134GBWM0	\$ 2,000,000.00	\$ -	\$ -	2.000%	\$ 5,980.00	\$ -
12/30/19	Wells Fargo Advisors	FHLMC-3134GUED8	\$ 1,000,000.00	\$ -	\$ -	2.000%	\$ 9.99	\$ -
12/30/19	Bremer Wealth Mgmt	FHLB-3130ACF66	\$ 500,000.00	\$ -	\$ -	2.150%	\$ (175.00)	\$ -
12/30/19	Bremer Bank	Money Mrkt	\$ -	\$ -	\$ 5,000,000.00	1.450%	\$ -	\$ -
12/30/19	UBS	FHLB-3130A7ZP3	\$ 333,333.33	\$ -	\$ -	2.600%	\$ (16.33)	\$ -
12/30/19	UBS	FHLB-3130A7UX1	\$ 1,785,714.29	\$ -	\$ -	2.620%	\$ -	\$ -
12/31/19	Bremer Bank	Money Mrkt Int	\$ -	\$ -	\$ 7,634.48	1.400%	\$ -	\$ -
12/31/19	Quarterly Market Value Adjustment		\$ -	\$ -	\$ -		\$ -	\$ (140,557.59)
			\$ 15,974,047.62	\$ 1,425,000.00	\$ 21,503,046.12		\$ 9,401.45	\$ 1,405,967.92

Grand Total

Total Purchases	\$	21,503,046.12
Total Maturities	\$	(1,425,000.00)
Total Calls	\$	(15,974,047.62)
Net Incr/(Decr)	\$	4,103,998.50
Less Net Mkt Valu Adj	\$	1,415,369.37
Overall Net Incr/(Decr)	\$	5,519,367.87

12/31/19 Investment Balance	\$	51,925,587.44
12/31/18 Investment Balance	\$	46,406,219.57
	\$	5,519,367.87
Invstmnts purchased less than par ^	\$	-
	\$	5,519,367.87

History of Market Value Adjustments 12/31/2009 through 12/31/2019

As of 01/27/20

	1st Quarter			2nd Quarter			3rd Quarter			4th Quarter			Grand Totals
	Called/Matured	Quarter-End	Quarter Totals	Called/Matured	Quarter-End	Quarter Totals	Called/Matured	Quarter-End	Quarter Totals	Called/Matured	Quarter-End	Quarter Totals	
2009	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (369,545.26)	\$ (369,545.26)	\$ (369,545.26)
2010	\$ 59,761.50	\$ -	\$ 59,761.50	\$ 45,610.00	\$ -	\$ 45,610.00	\$ 190,105.00	\$ -	\$ 190,105.00	\$ 80,160.00	\$ (650,172.36)	\$ (570,012.36)	\$ (274,535.86)
2011	\$ (4,210.76)	\$ (376,645.08)	\$ (380,855.84)	\$ 22,197.00	\$ 658,322.97	\$ 680,519.97	\$ 257,880.00	\$ 119,013.38	\$ 376,893.38	\$ (13,662.00)	\$ 115,413.61	\$ 101,751.61	\$ 778,309.12
2012	\$ (6,694.78)	\$ (76,108.82)	\$ (82,803.60)	\$ 38,529.13	\$ 62,122.29	\$ 100,651.42	\$ (14,585.00)	\$ 18,154.78	\$ 3,569.78	\$ (13,354.81)	\$ (87,216.71)	\$ (100,571.52)	\$ (79,153.92)
2013	\$ (2,860.00)	\$ (79,527.55)	\$ (82,387.55)	\$ 6,002.00	\$ (2,089,774.28)	\$ (2,083,772.28)	\$ -	\$ (597,607.26)	\$ (597,607.26)	\$ (3,583.96)	\$ (795,263.27)	\$ (798,847.23)	\$ (3,562,614.32)
2014	\$ (435.84)	\$ 1,086,724.72	\$ 1,086,288.88	\$ (3,822.50)	\$ 828,505.62	\$ 824,683.12	\$ (660.00)	\$ (135,220.21)	\$ (135,880.21)	\$ 2,520.00	\$ 701,077.78	\$ 703,597.78	\$ 2,478,689.57
2015	\$ 46,423.45	\$ 596,303.75	\$ 642,727.20	\$ -	\$ (444,405.25)	\$ (444,405.25)	\$ 41,631.06	\$ 593,155.28	\$ 634,786.34	\$ (717.51)	\$ (194,112.00)	\$ (194,829.51)	\$ 638,278.78
2016	\$ 16,410.00	\$ 453,063.13	\$ 469,473.13	\$ 19,175.00	\$ 68,383.44	\$ 87,558.44	\$ (3,072.00)	\$ (73,399.01)	\$ (76,471.01)	\$ (2,227.44)	\$ (1,319,098.73)	\$ (1,321,326.17)	\$ (840,765.61)
2017	\$ (296.45)	\$ 129,315.51	\$ 129,019.06	\$ 13,020.00	\$ 113,292.95	\$ 126,312.95	\$ -	\$ (334.98)	\$ (334.98)	\$ -	\$ (141,671.96)	\$ (141,671.96)	\$ 113,325.07
2018	\$ -	\$ (564,980.78)	\$ (564,980.78)	\$ (127.50)	\$ (208,004.92)	\$ (208,132.42)	\$ -	\$ (373,288.84)	\$ (373,288.84)	\$ -	\$ 768,407.59	\$ 768,407.59	\$ (377,994.45)
2019	\$ -	\$ 636,746.18	\$ 636,746.18	\$ 196.00	\$ 627,993.64	\$ 628,189.64	\$ 224.69	\$ 281,785.69	\$ 282,010.38	\$ 8,980.76	\$ (140,557.59)	\$ (131,576.83)	\$ 1,415,369.37
			\$ 1,912,988.18			\$ (242,784.41)			\$ 303,782.58			\$ (2,054,623.86)	\$ (80,637.51)
													\$ (80,637.51)
* Total net Market Value Adjustments on investments sold 1/1/10 thru 5/10/10													
Average	\$ 9,827.01	\$ 164,081.01	\$ 173,908.02	\$ 12,798.10	\$ (34,869.41)	\$ (22,071.31)	\$ 42,865.80	\$ (15,249.20)	\$ 27,616.60	\$ 5,283.19	\$ (192,067.17)	\$ (186,783.99)	\$ (7,330.68)

WILLMAR MUNICIPAL UTILITIES
ALL DIVISION
Preliminary Dec 19

	Month Amount	Month Budget*	YTD Amount	YTD Budget*	Prior YTD Amount
Operating revenues					
Residential	\$746,942	\$808,569	\$9,056,305	\$9,702,827	\$9,054,968
Commercial/industrial	\$1,661,820	\$1,788,893	\$22,034,504	\$21,466,717	\$22,468,265
Energy acquisition/fuel adj	\$0	\$0	\$0	\$0	\$102,767
City Franchise Fee	\$209,753	\$216,883	\$2,565,714	\$2,602,600	\$2,458,230
Transmission	\$136,487	\$141,667	\$1,659,469	\$1,700,000	\$1,683,088
Miscellaneous	\$180,635	\$69,311	\$1,196,354	\$831,729	\$535,506
Total operating revenues	\$2,935,637	\$3,025,323	\$36,512,345	\$36,303,873	\$36,302,825
Operating expenses					
Production operation	\$88,727	\$102,682	\$1,170,844	\$1,232,179	\$2,410,026
Production maintenance	\$91,454	\$82,388	\$676,148	\$988,656	\$788,440
Purchased power	\$1,075,390	\$1,161,817	\$13,428,695	\$13,941,810	\$12,429,181
Transmission operation	\$279,545	\$297,694	\$4,013,002	\$3,572,332	\$3,546,962
Transmission maintenance	\$7,347	\$10,949	\$164,083	\$131,391	\$50,072
Distribution operation	\$98,030	\$84,296	\$1,145,400	\$1,011,557	\$1,138,633
Distribution maintenance	\$23,214	\$96,028	\$692,777	\$1,152,331	\$719,172
Customer service	\$21,313	\$61,984	\$365,773	\$743,813	\$728,333
Energy Services	\$15,416	\$31,173	\$194,577	\$374,072	\$222,613
General & administrative	\$220,656	\$321,963	\$2,950,679	\$3,863,560	\$2,821,044
Depreciation	\$210,931	\$196,583	\$2,396,291	\$2,359,000	\$2,329,164
Total operating expenses	\$2,132,023	\$2,447,558	\$27,198,267	\$29,370,701	\$27,183,641
Operating income					
Other income	\$59,937	\$19,086	\$784,486	\$229,036	\$569,246
Other expense	\$40,011	\$18,433	\$249,148	\$221,200	\$333,669
Net earnings	-\$19,926	-\$653	-\$535,338	-\$7,836	-\$235,577
Cash Payment to City	\$163,625	\$179,383	\$2,136,842	\$2,152,600	\$2,136,842
Retained earnings	\$659,915	\$399,034	\$7,712,573	\$4,788,408	\$7,217,920

29% 139%

* The Monthly & YTD Budget Amounts are Annual Budget divided by 12.
Seasonal energy rates will cause actual to be different than budget
during the early part of the year, but will catch up over the higher
summer months.

WILLMAR MUNICIPAL UTILITIES
ELECTRIC DIVISION
Preliminary Dec 19

	Month Amount	Month Budget*	YTD Amount	YTD Budget*	Prior YTD Amount
Operating revenues					
Residential	\$641,076	\$695,402	\$7,649,960	\$8,344,827	\$7,722,089
Commercial/industrial	\$1,532,178	\$1,656,956	\$20,165,550	\$19,883,467	\$20,412,613
Energy acquisition/fuel adj	\$0	\$0	\$0	\$0	\$102,767
City Franchise Fee	\$209,753	\$216,883	\$2,565,714	\$2,602,600	\$2,458,230
Transmission	\$136,487	\$141,667	\$1,659,469	\$1,700,000	\$1,683,088
Miscellaneous	\$178,559	\$60,917	\$1,088,020	\$731,000	\$433,901
Total operating revenues	\$2,698,054	\$2,771,825	\$33,128,712	\$33,261,894	\$32,812,690
Operating expenses					
Production operation	\$68,028	\$76,240	\$892,275	\$914,885	\$2,121,151
Production maintenance	\$83,180	\$69,666	\$586,964	\$835,997	\$691,661
Purchased power	\$1,043,655	\$1,128,881	\$13,101,643	\$13,546,570	\$12,016,311
Transmission operation	\$279,545	\$297,694	\$4,013,002	\$3,572,332	\$3,546,962
Transmission maintenance	\$7,347	\$10,949	\$164,083	\$131,391	\$50,072
Distribution operation	\$63,665	\$56,344	\$791,551	\$676,130	\$684,536
Distribution maintenance	\$20,054	\$71,639	\$479,003	\$859,667	\$531,951
Customer service	\$13,380	\$50,207	\$250,208	\$602,489	\$596,240
Energy Services	\$15,416	\$30,569	\$194,577	\$366,822	\$222,613
General & administrative	\$197,680	\$293,620	\$2,632,070	\$3,523,444	\$2,514,738
Depreciation	\$177,612	\$160,000	\$1,999,561	\$1,920,000	\$1,918,632
Total operating expenses	\$1,969,562	\$2,245,811	\$25,104,936	\$26,949,727	\$24,894,867
Operating income					
Other income	\$50,930	\$16,022	\$678,709	\$192,264	\$491,780
Other expense	\$35,803	\$18,433	\$244,940	\$221,200	\$245,078
Net earnings	-\$15,127	\$2,411	-\$433,769	\$28,936	-\$246,702
Cash Payment to City	\$163,625	\$179,383	\$2,136,842	\$2,152,600	\$2,136,842
Retained earnings	\$579,993	\$344,219	\$6,320,703	\$4,130,632	\$6,027,682

19%

12%

* The Monthly & YTD Budget Amounts are Annual Budget divided by 12.
Seasonal energy rates will cause actual to be different than budget
during the early part of the year, but will catch up over the higher
summer months.

WILLMAR MUNICIPAL UTILITIES
WATER DIVISION
Preliminary Dec 19

	Month Amount	Month Budget*	YTD Amount	YTD Budget*	Prior YTD Amount
Operating revenues					
Residential	\$98,576	\$110,250	\$1,333,571	\$1,323,000	\$1,246,948
Commercial/industrial	\$100,868	\$119,438	\$1,462,520	\$1,433,250	\$1,334,176
Miscellaneous	\$1,841	\$8,394	\$105,778	\$100,729	\$99,563
Total operating revenues	\$201,284	\$238,082	\$2,901,870	\$2,856,979	\$2,680,686
Operating expenses					
Production operation	\$20,699	\$26,441	\$278,569	\$317,294	\$288,875
Production maintenance	\$8,275	\$11,824	\$89,183	\$141,890	\$96,780
Purchased power	\$15,247	\$15,256	\$168,638	\$183,071	\$154,277
Distribution operation	\$23,850	\$21,841	\$273,221	\$262,097	\$375,838
Distribution maintenance	\$3,803	\$20,547	\$189,703	\$246,558	\$148,117
Customer service	\$6,985	\$10,482	\$105,829	\$125,778	\$119,997
Energy Services		\$604		\$7,250	
General & administrative	\$20,857	\$25,225	\$291,055	\$302,703	\$258,139
Depreciation	\$30,439	\$33,500	\$360,961	\$402,000	\$373,602
Total operating expenses	\$130,154	\$165,720	\$1,757,158	\$1,988,642	\$1,815,623
Operating income					
Other income	\$5,298	\$1,751	\$62,222	\$21,013	\$45,568
Other expense	\$4,208	\$0	\$4,208	\$0	\$88,591
Net earnings	-\$1,090	-\$1,751	-\$58,013	-\$21,013	\$43,023
Cash Payment to City	\$0	\$0	\$0	\$0	\$0
Retained earnings	\$72,221	\$74,112	\$1,202,725	\$889,350	\$822,041

41% 31%

* The Monthly & YTD Budget Amounts are Annual Budget divided by 12.
Seasonal energy rates will cause actual to be different than budget during the early part of the year, but will catch up over the higher summer months.

WILLMAR MUNICIPAL UTILITIES
HEATING DIVISION
Preliminary Dec 19

	Month Amount	Month Budget*	YTD Amount	YTD Budget*	Prior YTD Amount
Operating revenues					
Residential	\$7,290	\$2,917	\$72,774	\$35,000	\$85,931
Commercial/industrial	\$28,774	\$12,500	\$406,434	\$150,000	\$721,476
Miscellaneous	\$235	\$0	\$2,556	\$0	\$2,042
Total operating revenues	\$36,299	\$15,417	\$481,764	\$185,000	\$809,449
Operating expenses					
Production operation	\$0	\$0	\$0	\$0	\$0
Production maintenance	\$0	\$897	\$0	\$10,769	\$0
Purchased power	\$16,488	\$17,681	\$158,413	\$212,169	\$258,593
Distribution operation	\$10,515	\$6,111	\$80,629	\$73,330	\$78,260
Distribution maintenance	-\$643	\$3,842	\$24,071	\$46,107	\$39,104
Customer service	\$949	\$1,295	\$9,737	\$15,546	\$12,096
Energy Services	\$0	\$0	\$0	\$0	\$0
General & administrative	\$2,118	\$3,118	\$27,554	\$37,413	\$48,168
Depreciation	\$2,880	\$3,083	\$35,769	\$37,000	\$36,931
Total operating expenses	\$32,307	\$36,028	\$336,173	\$432,333	\$473,151
Operating income					
Other income	\$3,709	\$1,313	\$43,555	\$15,759	\$31,898
Other expense	\$0	\$0	\$0	\$0	\$0
Net earnings	-\$3,709	-\$1,313	-\$43,555	-\$15,759	-\$31,898
Cash Payment to City	\$0	\$0	\$0	\$0	\$0
Retained earnings	\$7,701	-\$19,298	\$189,146	-\$231,573	\$368,196

19% 125%

* The Monthly & YTD Budget Amounts are Annual Budget divided by 12.
Seasonal energy rates will cause actual to be different than budget during the early part of the year, but will catch up over the higher summer months.

CITY OF WILLMAR INVESTMENT POLICY

Dated: December 20, 1995
Revised: January 13, 1997
Revised: January 21, 1998
Revised: February 3, 1999
Revised: January 24, 2000
Revised: January 6, 2002
Revised: December 15, 2003
Revised: March 16, 2009
Revised: September 20, 2010
Revised: March 7, 2011
Revised: September 4, 2012
Revised: July 25, 2016
Revised: November 5, 2018

1.0 Policy:

It is the policy of the City of Willmar to invest public funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow demands of the entity and conforming to all state and local statutes governing the investment of public funds.

2.0 Scope:

This investment policy applies to all financial assets of the City of Willmar. These funds are accounted for the City's **Annual Financial Report** and include:

2.1 Funds:

2.1.1 General Fund

2.1.2 Special Revenue Funds

2.1.3 General Debt Service Funds:

2.1.4 Capital Projects Funds:

2.1.5 Enterprise Funds:

2.1.6 Internal Service Funds:

2.1.7 Trust and Agency Funds

3.0 Prudence:

Investments shall be made with judgment and care - under circumstances then prevailing - which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

3.1 The standard of prudence to be used by investment officials shall be the "prudent person" standard and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures and the investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectation are reported in a timely fashion and appropriate action is taken to control adverse developments.

4.0 Objective:

The primary objectives, in priority order, of the City of Willmar investment activities shall be:

4.1 **Safety:** Safety of principal is the foremost objective of the investment program. Investments of the City of Willmar be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. To attain

this objective, **diversification** is required in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio.

4.2 Liquidity: The City of Willmar investment portfolio will remain sufficiently liquid to enable the City to meet all operating requirements which might be reasonably anticipated.

4.3 Return on Investments: The City of Willmar investment portfolio shall be designed with the objective of attaining a rate of return throughout budgetary and economic cycles, commensurate with the City's investment risk constraints and the cash flow characteristics of the portfolio.

5.0 Delegation of Authority:

Authority to manage the City of Willmar's investment program is derived from trading resolutions and Minnesota statutes. Management responsibility for the investment program is hereby delegated to the City Finance Director, who shall establish written procedures for the operation of the investment program consistent with this investment policy. Procedures should include reference to: safekeeping, repurchase agreements, wire transfer agreements, banking service contracts and collateral/depository agreements. Such procedures shall include explicit delegation of authority to person responsible for investment transactions. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the City Finance Director. The City Finance Director shall be responsible for all transactions undertaken and shall

establish a system of controls to regulate the activities of subordinate officials.

6.0 Ethics and Conflicts of Interest:

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decision. Employees and investment officials shall disclose to the City Administrator any material financial interests in financial institutions that conduct business within this jurisdiction, and they shall further disclose any large personal financial/investment positions that could be related to the performance of the City of Willmar, particularly with regard to the time of purchases and sales.

7.0 Authorized Financial Dealers and Institutions:

The City Finance Director will maintain a list of financial institutions authorized to provide investment services. In addition, a list will also be maintained of approved security **broker/dealers** selected by credit worthiness who are authorized to provide investment services in the State of Minnesota. These may include "**primary**" dealers or regional dealers that qualify under **Securities & Exchange Commission Rule 15C3-1 (uniform net capital rule)**. No public deposit shall be made except in a **qualified public depository** as established by state laws.

All financial institutions and broker/dealers who desire to become

qualified bidders for investment transactions must supply the City Finance Director with a **Notification to Broker and Certification by Broker** pursuant to Minnesota Statute 118A.04.

8.0 Authorized and Suitable Investments

Minnesota Statutes, Section 118A.04, Subdivision 1 through Subdivision 7, lists all permissible investments for municipalities. This list established the maximum investments risk permitted for a Minnesota municipality. The City of Willmar will not authorize its employees to invest in all of these investments, staying consistent with its number one priority of safety of capital. The following are investments the City will be authorized to invest in:

8.1 Government Securities: Instruments such as bonds, notes, bills, mortgages and other securities which are direct obligations of the federal government or its agencies and instrumentalities, with the principal fully guaranteed by the U.S. government or its agencies. The City will not invest in any mortgage or mortgage related security unless a return of principal is completely guaranteed by a federal entity.

8.2 Certificate of Deposit: A negotiable or nonnegotiable instrument issued by commercial banks and insured up to \$400,000 \$250,000 by the Federal Deposit Insurance Corporation (FDIC). (See 9.0 "Collateralization")

8.3 Repurchase Agreement: An investment which consists of two simultaneous transactions, where the City purchases securities from a bank or

dealer. At the same time, the selling bank or dealer agrees to repurchase the securities at the same price plus interest at some agreed-upon future date. The security purchased is the collateral protecting the investment.

8.4 Prime Commercial Paper: An investment used by corporations to finance receivables. A short-term (matures in 270 days or less) unsecured promissory note is issued for maturity specified by the purchaser. The City will only invest in commercial paper that has the highest rating of two (2) of the three (3) rating agencies.

8.5 Any security which is a general obligation of the State of Minnesota or any of its municipalities.

8.6 Bankers Acceptances of United States banks eligible for purchase by the Federal Reserve System.

8.7 Investment Pools: Governmental sponsored pools and money market mutual funds are allowable short-term cash management facilities. These pools/funds can provide safety, liquidity and yield in a single investment instrument. However, the City will follow due diligence standard which applies to the use of pools/funds. A thorough investigation of the pool/fund is required prior to investing. Currently the City uses the Minnesota Money Market Mutual Fund (4M) sponsored by the League of Minnesota Cities.

8.8 Mutual Funds: Shares of an investment company registered under the Federal Investment Company Act of 1940, whose shares are registered under the Federal Securities Act of 1933 whose portfolio consists of direct obligations or

are guaranteed issued of the United States, its agencies or instrumentalities.

Effective January 1, 1997, mutual funds will be limited to funds held as of December 31, 1996, or a funds whose portfolio consists of the aforementioned obligations with a maturity of thirteen (13) months or shorter. Reinvestment of dividends paid from a fund holding obligation maturing beyond thirteen months will be prohibited.

Generally speaking, participation in this investment type shall maintain a target balance of 15-20% of the portfolio and staff shall exercise discretion in setting mutual fund investment levels given market conditions and cash flow projections.

Investing in mutual funds is deemed long term and local restrictions therefore, prohibit the purchase of shares from any **general debt service fund** or any other city funds anticipating investment proceeds within a 36 month period and forcing the liquidation of shares in an unfavorable market.

9.0 Collateralization:

Collateralization will be required on two types of investments: certificates of deposit where the par value exceeds the Federal Deposit Insurance Corporation (FDIC) coverage limit, and repurchase agreements. In order to anticipate market changes and provide a level of security for all funds, the collateralization level shall be at least 10 percent more than the amount on deposit at the close of the financial institution's banking day, except when the collateral is irrevocable standby letters of credit issued by Federal Reserve Banks. In that case, the amount of collateral must be at least equal the

amount of deposit.

Collateral will always be held by an independent third party with whom the entity has a current custodial agreement or physically remitted to the City. A clearly marked evidence of ownership (safekeeping receipt) must be supplied to the entity and retained.

10.0 Safekeeping and Custody:

All security transactions entered into by the City of Willmar shall be held in safekeeping by the respective investment dealer on behalf of the City of Willmar and evidenced by safekeeping receipts. Each investment dealer must provide evidence to the City of possessing customer account insurance protection of \$500,000 from Securities Investor Protection Corporation (SIPC) plus other insurance totaling at a minimum \$10,000,000 per account.

11.0 Diversification:

The City will diversify its investments by security type and institution. No more than **40%** of the City's total deposits will be invested with a single financial institution or broker/dealer on the day of purchase.

12.0 Maximum Maturities:

To the extent possible, the City will attempt to match its investments with anticipated cash flow requirements. Unless matched to a specific cash flow, the City will not directly invest in securities maturing more than 10 years from date of purchase. Funds dedicated to capital projects anticipated to be completed within one year shall not be invested in instruments maturing beyond one year. Reserve funds may be invested in securities exceeding 10 years if the maturity of such investments are made to coincide as nearly as practicable with the expected use of the funds.

13.0 Internal Control:

The development of a system of internal controls shall be established by the City Finance Director.

The City Finance Director shall assist in an annual process of independent review by an external auditor. This review will provide internal control by assuring compliance with policies and procedures.

14.0 Performance Standards:

The investment portfolio shall be designed with the objective of obtaining a rate of return throughout budgetary and economic cycles, commensurate with the investment risk constraints and the cash flow needs.

14.1 Market Yield (Benchmark): The City's investment strategy is active and mildly aggressive, yet it always yields to the objective of safety of principal. Given this strategy, the basis used by the City

Finance Director to determine whether market yields are being achieved shall be the annual goal of one and one-half (1 ½) percent above the annualized earnings at the Fed Funds rate during the year.

15.0 Reporting:

The Finance Director shall provide to the City Council quarterly investment reports which provide a clear picture of the status of the current investment portfolio. The report should include comments on the markets and economic conditions, discussions regarding restrictions on percentage of investment by categories, possible changes in the portfolio structure going forward and thoughts on investment strategies.

Schedules in the quarterly report should include the following:

- A listing of individual securities held at the end of the reporting period by authorized investment category
- Average life and final maturity of all investments listed
- Coupon, discount or earnings rate
- Par value and Market Value

16.0 Investment Policy Adoption:

The City of Willmar investment policy shall be adopted by resolution of the Willmar City Council. The policy shall be reviewed annually by the Finance Committee and any modifications made thereto must be approved by the City Council.

RESOLUTION NO. 18-140

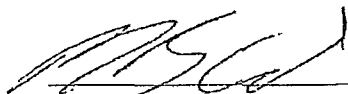
ADOPT REVISED INVESTMENT POLICY

Motion By: Mueske Second By: Plowman

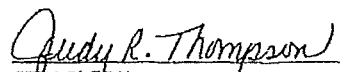
BE IT RESOLVED by the City Council of the City of Willmar, Minnesota, that the Investment Policy be amended as follows:

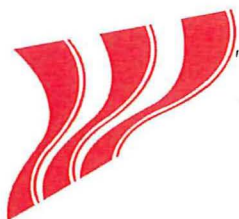
In Section 8.2 Certificate of Deposit, the Federal Deposit Insurance Corporation (FDIC) insured amount is hereby increased to the current standard of \$250,000.

Dated this 5th day of November, 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: February 18, 2020
From: Judy R. Thompson City Clerk	Agenda Item: Consideration of New Liquor Licenses

RECOMMENDED ACTION:

Motion By: _____ **Second By:** _____, to Approve the On-Sale Intoxicating 3.2% Liquor License and On-Sale Wine Liquor License through the year ending April 25, 2020, on a Roll Call Vote.

HISTORY:

On January 24, 2020, Jake's Pizza, located 316 Litchfield Avenue SW, owned by Benjamin & Tayna Jo Olson, requested to hold an On-Sale Intoxicating 3.2% Liquor License and an On-Sale Wine Liquor License under the name Tanya Jo Olson dba Jake's Pizza. The Willmar Police Department has completed a background, criminal history, and driving record check. Tanya Jo Olson is the Resident Manager for this establishment.

FINANCIAL IMPACT: \$125 Investigation Fee and \$350 Licensing Fees

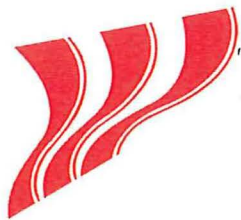
ALTERNATIVES: Deny the serving of alcohol at this establishment

- 1.
- 2.

REVIEWED BY: Brian Gramentz, City Administrator

COMMITTEE MEETING DATE: N/A

COUNCIL MEETING DATE: February 18, 2020



 **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: February 18, 2020
From: Judy R. Thompson City Clerk	Agenda Item: Consideration of Appointing Election Judges

RECOMMENDED ACTION:

Motion By: _____ **Second By:** _____, to Adopt the Resolution Appointing Election Judges for the 2020 Presidential Nomination Primary Election

HISTORY:

The Presidential Nomination Primary Election is scheduled for Tuesday, March 3, 2020. In accordance to Minnesota Statutes 204B.21, Subdivision 2, it is necessary at this time to pass a resolution appointing election judges. At least two election judges in each precinct must be affiliated with different political parties.

ALTERNATIVES: N/A

- 1.
- 2.

REVIEWED BY: Brian Gramentz, City Administrator

COMMITTEE MEETING DATE: N/A

COUNCIL MEETING DATE: February 18, 2020

RESOLUTION NO.

A RESOLUTION APPOINTING ELECTION JUDGES

Motion By: _____ Second By: _____

BE IT RESOLVED, that the individuals listed below be appointed as Judges to work at the Presidential Nomination Primary Election in the City of Willmar on Tuesday, March 3, 2020:

WARD ONE	Precinct One:	Carl Shuldes, Co-Head Judge Harold Kloster, Co-Head Judge Tina Harried Wallis Klause Myla Lindstrand
	Precinct Two:	Ardell Engwall, Co-Head Judge Ramona Berg-Perry, Co-Head Judge Samuela Heyer Darlene Estwick Robert Bliss
	Precinct Three:	Lynn Shuldes, Co-Head Judge Sharon Cruze, Co-Head Judge Judith Hoffer Cynthia Chetrit
WARD TWO	Precinct One:	Mary Louise Wallin, Co-Head Judge Helen Behrends, Co-Head Judge Karen Stern, Co-Head Judge James Buisman Millicent Larsen Wes Stevens
	Precinct Two:	Dan Reigstad, Head Judge Patrick Curry Paul Borene Linda Dilley Marlene Vossen
	Precinct Three:	Donna Hillenbrand, Co-Head Judge Duane Bock, Co-Head Judge Karen Kraemer Jim Olson Benjamin Maas Marlin Breems
WARD THREE	Precinct One:	Nancy Chamberlain, Co-Head Judge Kathryn Halldin, Co-Head Judge Susan Schiro G. Richard Huesing Melissa Maas John Dahl

Precinct Two:

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

Precinct Three:

Sally McAdams, Co-Head Judge
Ken Nelson, Co-Head Judge
Joan Kuhn
Charles Wattnem
Denis Anderson

WARD FOUR

Precinct One:

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

Precinct Two:

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

Precinct Three:

Suzanne Rogers, Co-Head Judge
Carol Wegner, Co-Head Judge
Rita Dragt, Co-Head Judge
Judy Kloster
Janice Krueger
Mary Bock

Absentee Judges:

Marv Kray
Ardell Engwall
Anne Polta

Dated this 18th day of February, 2020.

Attest:

MAYOR

CITY CLERK