

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 Strategic 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
MONDAY, JUNE 1, 2020 @ 7:00 PM
BY ELECTRONIC MEANS (GOTO MEETING)**

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 May 18, 2020
B. Willmar Municipal Utilities Board Minutes of May 26, 2020
C. Accounts Payable Report for May 14 – May 27, 2020
Accept: D. Willmar Lakes Area CVB Board Minutes of 4-21-20
Information: E. Invest in Willmar Board Minutes of April 8, 2020
6. Approve Consent Agenda Items
7. Items Removed from Consent Agenda
8. Hearing: (Public call in number is 320-335-7135 and the area code must be dialed)

7:01 p.m. – Hearing Authorizing Sale of General Obligation Improvement Bonds, Series 2020A
 - Approve Ordinance to Authorize Issuance of \$1,965,000 in General Obligation Improvement Bonds Series 2020A
 - Publish Ordinance by Summary
 - Resolution Authorizing the Sale of General Obligation Improvement Bonds, Series 2020A
9. Public Works/Safety Committee Report of May 20, 2020
Action Item: A. Resolution to Award Bid to Land Pride Construction for Project No. 2001-E
B. Authorize staff to Solicit Quotes for a Natural Gas Heating Source for WRAC 8
10. Finance Committee Report of May 21, 2020
11. Community Development Committee Report of May 26, 2020
(Emergency Ordinance to go before the Council on 5-29-20)
12. Labor Relations Committee Report of May 26, 2020
13. Consideration of Invest in Willmar Board Recommendation
14. Council Discussion of Elimination of Committee Structure
15. Council Members' Announcements
16. Announcement of Council Committee Meeting Dates
17. Adjourn

WILLMAR CITY COUNCIL PROCEEDINGS
BY ELECTRONIC MEANS (GOTO MEETING)

May 18, 2020
7:00 p.m.

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

Also present were City Administrator Brian Gramentz, Police Chief Jim Felt, Fire Chief Frank Hanson, Finance Director Steve Okins, Public Works Director Sean Christensen, Planning and Development Services Director Dave Ramstad, Park and Recreation Director Rob Baumgarn, City Clerk Judy Thompson, and City Attorney Robert Scott.

There were no additions or deletions to the agenda.

Council Member Mueske moved to approve the agenda, as presented. Council Member Asmus seconded the motion which carried, on a roll call vote of Ayes 8, Noes 0.

City Clerk Judy Thompson reviewed the consent agenda.

- A. City Council Minutes of May 4, 2020
- B. Willmar Municipal Utilities Board Minutes of May 11, 2020
- C. Planning Commission Minutes of May 6, 2020
- D. Accounts Payable Report for April 30 – May 13, 2020
- E. Building Report for the Month of April, 2020
- F. Central Community Transit Board Minutes of March 24, 2020

Council Member Mueske offered a motion to approve the Consent Agenda. Council Member Asmus seconded the motion, which carried on a roll call vote of Ayes 8, Noes 0.

At 7:03 p.m. Mayor Calvin opened the public hearing for the 2020 Street and Other Improvements. Public Works Director Christensen reviewed and explained the proposed assessments. Funding sources for the 2020 Improvement Projects include monies from municipal state aid and local funding. The property owner assessments proposed will contribute a portion of the financing required. The estimated cost for the 2020 Improvement Projects is \$2,933,850.72.

Ardel Stiles, 1410 9th Street Southeast, Willmar, and Anna Stiles, 1408 9th Street Southeast, Willmar addressed the Mayor and Council, stated they were in support of the street project, and inquired if the rate being charged on 9th Street was different than the rest of the less busy streets in their area. They felt the rate should be less due to the heavier traffic on 9th Street Southeast.

Carl Swenson, 1413 9th Street Southeast, Willmar, addressed the Mayor and Council with questions regarding the improvements proposed for 9th Street Southeast and concerns about payment of the project.

Public Works Director Sean Christensen read an email that was received from Sharon Bengtson, 1217 9th Street Southeast, Willmar, addressing the Mayor and Council with objections regarding the assessment amount proposed for her property and concerns about ability to pay for the assessment.

There being no others to speak for or against the proposed 2020 Street and Other Improvements, Mayor Calvin closed the hearing at 7:54 p.m. and opened it up for discussion by the Council.

Council Member Plowman offered a motion that the objection received from Ardelle Stiles, 1410 9th Street Southeast, and Anna Stiles, 1408 9th Street Southeast, residential properties, was not well-founded and

move forward with the proposed project. Council Member Schwantes seconded the motion which carried, on a roll call vote of Ayes 7, Noes 0. Council Member Nelsen abstained from voting.

It was determined that no formal action was needed for Mr. Swenson's appeal as he was simply asking for information only.

Council Member Plowman offered a motion that the objection received from Sharon Bengston, 1217 9th Street Southeast, residential property, was not well-founded and move forward with the proposed project. Council Member Schwantes seconded the motion which carried, on a roll call vote of Ayes 7, Noes 0. Council Member Nelsen abstained from voting.

Resolution No. 2020-074 Adopting the Assessment Roll for the 2020 Street and Other Improvements was introduced by Council Member Plowman. Council Member Schwantes seconded the motion, which carried on a roll call vote of Ayes 7, Noes 0. Council Member Nelsen abstained from voting.

Resolution No. 2020-075 Awarding Project No. 2001-A to Duinick Inc. in the Amount of \$1,319,801.25 was introduced by Council Member Mueske. Council Member Schwantes seconded the motion, which carried on a roll call vote of Ayes 7, Noes 0. Council Member Nelsen abstained from voting.

Resolution No. 2020-076 Awarding Project No. 2001-B to Riley Bros. Construction, Inc. in the Amount of \$431,281.25 was introduced by Council Member Asmus. Council Member Fagerlie seconded the motion, which carried on a roll call vote of Ayes 8, Noes 0.

Resolution No. 2020-077 Awarding Project No. 2003-A to Duinick Inc. in the Amount of \$693,793.10 was introduced by Council Member Alvarado. Council Member Asmus seconded the motion, which carried on a roll call vote of Ayes 8, Noes 0.

The Public Works/Safety Committee Report for May 6, 2020 was presented to the Mayor and Council by Council Member Plowman. There were four items for consideration.

Item No. 1 Staff brought forth, for information, the public safety statistics for the month of April. This item was for information only.

Police Chief Jim Felt presented the Mayor and Council an update on the recent incident that occurred involving the injury of a police officer.

Item No. 2 It was the recommendation of the Committee to approve sign design and aluminum material for the replacement of existing and future City of Willmar park identification signage. Staff is recommending the use of aluminum as it will not rust and should have a 10 to 15 year life expectancy.

Following discussion, Council Member Plowman offered a motion to approve the Committee's recommendation. Council Member Asmus seconded the motion, which carried on a roll call vote of Ayes 8, Noes 0.

Item No. 3 It was the recommendation of the Committee to approve Change Order No. 3 for the Robbins Island Four Season Shelter Project in the amount of \$11,409.56. This change order resulted from 294 cubic yards of engineered fill for soil corrections per the contractor and will be funded from budgeted contingencies.

Resolution No. 2020-078 Accepting Change Order No. 3 for the Robbins Island Four Season Shelter Project was introduced by Council Member Plowman. Council Member Alvarado seconded the motion, which carried on a roll call vote of Ayes 8, Noes 0.

Item No. 4 It was the recommendation of the Committee to adopt the resolution approving plans and specifications and authorize advertisement for bids for Project No. 2001-C West Highway 12 Watermain. A portion of waterline on west Trunk Highway 12, in conjunction with the Willmar Wye Project, needs to be

replaced. The project includes replacing existing 8-inch and 12-inch ductile iron watermain with 12-inch PVC. The plans and specifications for the project are completed and is ready for bidding and construction.

Resolution No. 2020-079 Approving Plans and Specifications and Authorize Advertisement for Bids for Project No. 2001-C West Highway 12 Watermain was introduced by Council Member Plowman. Council Member Alvarado seconded the motion, which carried on a roll call vote of Ayes 8, Noes 0.

The Public Works/Safety Committee Report of May 6, 2020, was approved and ordered placed on file in the City Clerk's Office upon motion by Council Member Plowman. Council Member Nelsen seconded the motion which carried, on a roll call vote of Ayes 8, Noes 0.

The Community Development Committee Report for May 11, 2020 was presented to the Mayor and Council by Council Member Fagerlie. There was one item for consideration.

Item No. 1 Staff presented for discussion the allowance of chickens in residential zones of Willmar. The current City Ordinance from December 2012 states chickens are prohibited in all zoning districts in the City except the Ag or Industrial Districts within which no more than 50 chickens can be kept. The request to revisit and redraft the chicken ordinance was initiated by Mr. Ben Larson and community members. Staff stated they have received a total of 20 correspondence - fourteen residents were in support; six letters were in opposition – the most notable objections from Dr. Wileman of Select Genetics, and Dr. Cardona of the Department of Veterinary and Biomedical Sciences at the University of Minnesota. Mr. Larson presented his reasoning for why he would like to have Willmar's Development Committee consider changing the current City ordinance so that chicken coops would be allowed within the Willmar city limits.

Mr. Larson stated he began looking into the topic about a year ago in hopes of increasing people's ability to source protein through eggs. He pointed to centralized food system shortages as a reason for why this is a good time to begin allowing chicken coops in Willmar neighborhoods. In addition, Mr. Larson pointed to research gathered by the Statewide Health Improvement Partnership & Public Health Law Center. To control odors from the chicken coops, Mr. Larson suggested the City Ordinance could require a compost plan, limit chicken coops to four hens, and require maintenance inspections. Council members discussed concerns of noise and smell nuisances, enforcement of standards, vaccinations, and disease. Significant concern was expressed by Council Member Schwantes and Council Member Fagerlie regarding the risk backyard chickens could pose to the region's poultry industry, particularly in light of the letters of opposition received from the University of Minnesota and Select Genetics. Council Member Mueske felt the ordinance was doable if the vaccination and industry safety issues could be clarified. Council Member Davis agreed.

A recommendation was not made. Instead, Council Member Mueske stated if additional information about proper vaccinations of the chickens was made available, the topic may then be revisited by Committee. Mr. Ben Larson stated he will do more research with the Public Health Law Center as well as the Statewide Health Initiative Program. Mr. Larson was asked to submit any additional information to the Planning and Development Director. This item was for information only.

The Community Development Committee Report of May 11, 2020, was approved and ordered placed on file in the City Clerk's Office upon motion by Council Member Fagerlie. Council Member Schwantes seconded the motion which carried, on a roll call vote of Ayes 8, Noes 0.

The Labor Relations Committee Report of May 11, 2020 was presented to the Mayor and Council by Council Member Mueske. There were two items for consideration.

Item No. 1 Staff presented a Recreation Department Evaluation that included staffing levels, programming, community relationships, and participant numbers over the last several years. The evaluation included the current levels and hours due to COVID-19, as well as the programs that need to be paused and/or cancelled this season. Staff also shared future plans for the Department, the retirement of one long-term employee, and how the Department will be affected with additional facilities and programming. This item was for information only.

Item No. 2 Staff shared the updated meeting date for the next Labor meeting (full Council) which is May 26th at 6:15 p.m. and also a very brief update on current staffing levels. This item was for information only.

The Labor Relations Committee Report of May 11, 2020, was approved and ordered placed on file in the City Clerk's Office upon motion by Council Member Mueske. Council Member Davis seconded the motion which carried, on a roll call vote of Ayes 8, Noes 0.

The Finance Committee Report for May 13, 2020 was presented to the Mayor and Council by Council Member Nelsen. There were six items for consideration.

Item No. 1 Staff explained that annually the City of Willmar has had a street improvement project that fits into a ten-year replacement program. In order to pay the costs of the construction project, the City has bonded for all costs that are not paid for from other current sources like Municipal State Aid, utility improvement funds, or funds from other governmental agencies. The bonds are normally for a length of ten years and paid from special assessments, the community investment fund or tax levies that are not decertified. The total Street Improvement Project for 2020 is estimated at \$3,443,188. Of this amount, \$1,965,000 needs to be financed with \$739,877 assessed.

Proceeding with this project would incur \$1,965,000 of additional debt to pay for the improvements. This would increase the annual debt service by approximately \$232,000 of which \$92,000 would be covered by assessments, leaving a City obligation of approximately \$140,000 to be funded with a tax levy or Community Investment Fund revenues if available.

The total City of Willmar outstanding indebtedness as of December 31, 2018, was \$124.7 million. During 2019, \$4.7 million of new debt was issued and \$11.5 million debt was retired, leaving a balance of outstanding debt as of December 31, 2019 of \$117.9 million. Of that amount, \$63.9 million is waste treatment debt being paid through sewer rate revenue; \$37.1 million is hospital debt being paid through a lease with Carris Health; and the remaining \$17 million of improvement bonds is being paid through assessments and the community investment fund which has a balance as of December 31, 2019 of \$9.9 million.

It was the recommendation of the Committee to adopt a resolution calling for a public hearing on June 1, 2020 on an ordinance authorizing the issuance of \$1,965,000 General Obligation Improvement Bonds Series 2020A.

Resolution No. 2020-080 Calling for Public Hearing on an Ordinance Authorizing the Issuance of \$1,965,000 General Obligation Improvement Bonds, Series 2020A and Levying Taxes for the Payment Thereof was introduced by Council Member Nelsen. Council Member Fagerlie seconded the motion, which carried on a roll call vote of Ayes 8, Noes 0.

Item No. 2 City Administrator Gramentz provided an overview of the activity to-date on the City Hall/Community Center Project that is budgeted for \$10.5 million. Minimal work has been done by the architect and the construction manager to-date due to Covid-19. It was anticipated that design work would occur during 2020 with plans and specifications done by January 2021 so bids could be obtained prior to the 2021 construction season. Moving into the new facility has been estimated for Spring 2022.

Financing the city hall portion of the project (\$8.5 million) has its funding source yet to be determined, but is expected to be funded either by reserve funds plus a bond, or else by just a bond. Bonding would be repaid by an annual property tax levy. If 100% is financed by a general obligation bond, the annual tax levy would increase by \$810,000, or by approximately 6 mills which equates to a 13.5% increase in the property tax levy for the additional debt service.

Financing the community center portion (\$2 million) would be funded by a general obligation revenue bond which would be repaid by the one-half percent local option sales tax revenue. It is anticipated that the

community center will cost more than \$2 million, and that the proposed city hall funding will be used to assist in financing the gap. It is not known how the respective costs will be split between the city hall portion versus the community center portion until the design and cost analysis has been completed. The ability to repay this debt will depend on the revenues received and the Invest in Willmar Projects that are authorized by the City Council to proceed.

The first concern is the City's ability to sell bonds. After discussion with our bond consultants, it is expected that the City will sell the 2020 street project bonds privately through local lending institutions. Private placement of large amounts of bonds is unlikely. The total of the \$10.5 million City Hall/Community Center Project, the \$28 million Invest in Willmar Projects, and the \$2.5 million street projects would be \$41 million, which would be considered a large amount.

The second concern, if we could sell \$41 million in bonds, is the ability to repay the bonds. The current sales tax revenue is unable to support \$30 million in projects. At best, \$10 million would be the maximum, with a conservative \$5 million to \$7 million, so there is no chance that property taxes would be needed to make up the difference when sales tax revenues are inadequate. The increase in taxes would be large if the City doesn't find ways to reduce the tax levy impact.

City Administrator Gramentz noted Mid-Minnesota has indicated they will not be moving to the new Community Center/City Hall but that WRAC-8 could move to the new location. Subsequently, the WRAC-8 current location could either be leased out or sold which could produce some revenue. Given that information, the question is do we want to continue with the design of the Community Center/City Hall.

This item was for information only.

Item No. 3 Staff reported that the Robbins Island \$3 million project has completed the plans and specifications phase and is currently ready to bid out. The Swansson Field \$2 million project could possibly be completed this fall. The Event Center is approximately fifty percent through the design phase. The other projects are at varying stages. Given the revenues are substantially down from projections, we will be unable to finance all of the \$30 million projects in 13 years. Since it appears there will not be enough revenue to cover the costs of all the projects, the Council needs to prioritize how to proceed with any or all of the projects. One option would be to request the legislature for an extension of the 13-year time period. Other options include delaying projects or re-addressing the design makeup of projects. The Council needs to discuss and come to a consensus on how to proceed.

Council Member Mueske felt we already had prioritization in place via the committees that put the local option sales tax plan together. Administrator Gramentz explained that since the revenues are down substantially and the City is incurring the debt, the Council needs to direct the Invest in Willmar Committees to revise their prioritizations. City Attorney Scott explained the statute established restrictions on how those local option sales taxes can be spent and they can only be spent on projects approved by the voters. The statute does not compel the City to construct every project that was voted on. Administrator Gramentz recommended the Council consider prioritizing projects based on how each impacts operating budgets. Those having the least impact would not subsequently cost the taxpayers additional ongoing operational costs, such as the Robbins Island and Swansson Field projects. Further, the stormwater project would probably remove some of the burden on the taxpayers as it would reduce capital costs funded by the general tax levy. Conversely, the Event Center would increase operational costs such as additional maintenance staff, utilities, etc. Another consideration the Council may use in prioritizing projects is determining what the citizens would deem important.

Current soft cost obligations were reviewed. Anticipated 2020 expenditures are expected to be \$1.7 million. The breakdown of this amount includes soft costs of \$1.8 million, less the city hall architectural fees of \$562,500, plus stormwater hard costs of \$302,500, plus \$160,000 in construction management first-stage fees. Discussion ensued about whether or not to proceed with these soft costs. Council Member Asmus feels we shouldn't proceed with soft costs of projects we may not do. Council Member Plowman is concerned about the uncertainty of the current economic condition, consequently, what they may decide now may be completely

different in the future. Council Member Mueske expressed concerns about whether to set a money limit first or a priority limit first.

City Attorney Scott stated there is a deviation factor of ten percent of each project. For any one project you can take ten percent of that and allocate it toward another project.

Council Member Asmus feels the Robbins Island Project should be done, but maybe hold off on some of the outbuildings. Further, we should move forward on preparing the design of each project so that we are ready to move when possible.

Council Member Alvarado also said we need to move forward with what we know now and we should proceed with Robbins Island.

Chair Nelsen asked when the Council needs to make a decision. Administrator Gramentz reported the Event Center is about fifty percent through the design phase, consequently he recommended decisions should be pursued sooner rather than later as each project is currently in a different stage. Council Member Davis reported the Event Center's progress may be put on hold to revise plans, but may end up at a higher cost.

Baker Tilly Consultant Doug Green presented various scenarios the Council would have to consider for financing for the Invest in Willmar Projects. They could address specific projects, adjust the scope of projects, consider moving the year of construction/borrowing, addressing the repayment period, and consider the sales tax revenue potential.

Council Member Schwantes asked if the Council could receive the spreadsheets presented by Mr. Green. Information will be provided to the Council.

In summary, the Council needs to come to a consensus of whether to delay projects, proceed at a lesser amount, etc., and to consider the implications on our tax levy, our overall debt amount, and the 2020 and 2021 operating budgets.

This item was for information only.

Item No. 4 Finance Director Steve Okins reported that due to the Covid-19 epidemic there are still many unknowns regarding funding from the federal and state levels. He reviewed the current council-approved budgeted revenues for 2020 and proceeded to present various scenarios projected, due to impacts of the Covid-19 epidemic emergency declarations. The best-case scenario would be to move forward with 2020 programs as budgeted, with some possible delays in capital projects. The moderate-case scenario would be to identify targeted programs for possible reduction and/or delay once more information and funding possibilities are available from the federal and state governments. The worst-case scenario would be possible reductions of revenues from \$882,000 to \$1.2 Million.

The City Council could reduce or appropriate any or all of the designated fund balances, except the \$3 million of labor liabilities, to address any three levels from the best to worst case scenarios. Any use of the remaining reserves could be used in the short term until more information becomes available from the federal or state in the upcoming months. Of the 2020 budget, capital projects detailed under the moderate case scenario totaled \$768,000.

Administrator Gramentz noted Willmar has been fiscally conservative throughout the years and has enough resources available to carry out 2020 as budgeted. However, questions remain unanswered as to whether or not we should begin making some adjustments already in 2020 in anticipation of sizeable decreases in 2021.

Council Member Mueske asked about the amount of actual savings realized so far due to the hiring freeze, as well as how much would be projected if continued. Administrator Gramentz reported that we have not hired part-time employees and, if we do not open the Aquatic Center, we would realize savings as well.

Also, there are only two to three full-time positions currently vacant. Total savings may be \$300,000 for unfilled positions that include the Finance Department position, a Police Department position, one Planning intern, and part-time employees.

This item was for information only.

Item No. 5 The 2021 budget calendar was provided to the Council members. Options for 2021 include reducing appropriations and using reserves. The Charter allows up to ten percent of the operating budget be designated as an emergency reserve. Further, as information is received regarding the status of the local government aid, tax levies, etc., it will be forwarded to the Council and used in preparation of the 2021 budget.

This item was for information only.

Item No. 6 Future Finance Committee meetings will include City Council information requests submitted, Carris Health/Rice Hospital communication requirements, and Willmar Municipal Utilities 2019 Audit. This item was for information only.

The Finance Committee Report of May 13, 2020, was approved and ordered placed on file in the City Clerk's Office upon motion by Council Member Nelsen. Council Member Asmus seconded the motion which carried, on a roll call vote of Ayes 8, Noes 0.

Council Member Schwantes offered a motion to approve the Robbins Island/Swansson Field Projects at ninety percent (90%) and allow Invest in Willmar use of remainder of 2020 to prioritize other projects. Council Member Davis seconded the motion.

Council Member Mueske offered a friendly amendment changing the percentage from ninety percent (90%) to sixty-seven percent (67%). Following a lengthy discussion, Council Member Mueske withdrew his friendly amendment.

Council Member Schwantes offered an amendment to the original motion to approve the Robbins Island/Swansson Field Projects at up to ninety percent (90%). Council Member Davis seconded the motion.

Following further discussion, Council Member Alvarado offered a friendly amendment to remove Swansson Field Project from the original motion.

Council Member Plowman offered a motion to call the question. Council Member Mueske seconded the motion, which carried on a roll call vote of Ayes 7, Noes 1. Council Member Alvarado voted "no."

The original amended motion then failed on a roll call vote of Ayes 3, Noes 5. Council Members Mueske, Alvarado, Asmus, Plowman, and Nelsen voted "no."

Following further discussion, Council Member Asmus offered a motion to move forward with the Robbins Island Pavement Project. Council Member Schwantes seconded the motion, which carried on a roll call vote of Ayes 8, Noes 0.

Council Member Mueske offered a motion to direct architectural firms to suspend all work until revised priorities and funding guidelines are established. Council Member Schwantes seconded the motion, which carried on a roll call vote of Ayes 8, Noes 0.

Council Member Schwantes offered a motion to suspend the architectural work for the City Hall/Community Center Project until priorities have been set. Council Member Mueske seconded the motion.

Council Member Mueske offered a friendly amendment to add “and until funding can be determined”.

The motion, as amended, then carried on a roll call vote of Ayes 8, Noes 0.

Council Member Asmus offered the following comments: appreciated the good conversations that occurred tonight.

Council Member Plowman offered the following comments: he is happy businesses are starting to re-open; encourages everyone to patronize local business.

Council Member Nelsen offered the following comments: be safe and careful.

Council Member Mueske offered the following comments: echoed Council Member Plowman's comments; buy local – they need us.

Council Member Schwantes offered the following comments: have a good night.

Council Member Davis offered the following comments: urged people to participate in the “100 miles in 100 days” challenge.

Council Member Alvarado offered the following comments: enjoys working the fellow council members; urged everyone to recognize the Ridgewater College graduates and the Willmar High School seniors and offered his congratulations to all; if anyone is in need of food assistance please contact Willmar Food Shelf 320-235-2641, Second Harvest 800-365-0270, or Hope for the City 320-295-3415; reminded everyone to “mow in – not out.”

The upcoming Committee meetings will be as follows: Public Works/Safety Committee - Wednesday, May 20th at 5:00 p.m.; Finance Committee – Thursday, May 21st at 5:00 p.m.; Community Development Committee – Tuesday, May 26th at 5:15 p.m.; and Labor Relations Committee – Tuesday, May 26th at 6:15 p.m. which will include the full Council to discuss labor contracts and negotiation strategy.

Mayor Calvin stated there are four council seats up for election this year; filing begins tomorrow, May 19th and continues until 5:00 p.m. on Tuesday, June 2nd.

Council Member Mueske offered a motion to adjourn the meeting with Council Member Schwantes seconding the motion which carried. The meeting adjourned at 10:12 p.m.

MAYOR

Attest:

SECRETARY TO THE COUNCIL

RESOLUTION NO. 2020-074

A RESOLUTION ADOPTING THE ASSESSMENT ROLL FOR THE 2020 STREET AND OTHER IMPROVEMENTS.

Motion By: Plowman

Second By: Schwantes

WHEREAS, pursuant to notice duly given as required by law, the City Council has met, heard, and passed upon all objections to the proposed assessment for 2020 Street and Other Improvements, and has amended such proposed assessment as it deems just;

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

1. Such proposed assessment, the sum of \$718,020.90, a copy of which is attached hereto and made a part hereof, is hereby accepted and shall constitute the special assessment against the lands named therein, and each tract of land therein is hereby found to be benefited by the proposed improvement listed as Project 2001.

2. Such assessments shall be as follows:

A. The assessments shall be payable in equal annual installments extending over a period of ten (10) years, the first of said installments to be payable with general taxes for the year 2020, collectible with such taxes during the year 2021.

B. To the first installment shall be added interest at the rate of three and seventy five hundredths (3.75) percent per annum on the entire principal amount of the assessment from the date of funding, approximately July 1, 2020, until December 31, 2021. To each subsequent installment, when due there shall be added interest for one year at said rate on the unpaid principal amount of the assessment.

C. The owner of any property so assessed may at any time prior to the certification of the assessment or the first installment thereof to the County Auditor (Treasurer), pay the whole of the principal amount of the assessment on such property with interest accrued to the date of payment to the City Clerk, except that no interest shall be charged if the entire assessment is paid by October 31, 2020, and such property owner may at any time prior to November 15 of any year pay to the City Clerk the entire principal amount.

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

Dated this 18th day of May, 2020

s/s Marv Calvin
MAYOR

ATTEST:

s/s Judy Thompson
CITY CLERK

RESOLUTION NO. 2020-075

A RESOLUTION AWARDING PROJECT NO. 2001-A TO DUININCK, INC. IN THE AMOUNT OF \$1,319,801.25.

Motion By: Mueske

Second By: Schwantes

BE IT RESOLVED by the City Council of the City of Willmar, a Municipal Corporation of the State of Minnesota, that the bid of Duininck, Inc. of Prinsburg, MN for Project No. 2001-A is accepted, and be it further resolved that the Mayor and City Administrator of the City of Willmar are hereby authorized to enter into an agreement with the bidder for the terms and consideration of the contract in the amount of \$1,319,801.25.

Dated this 18th day of May, 2020

s/s Marv Calvin
Mayor

Attest:

s/s Judy Thompson
City Clerk

RESOLUTION NO. 2020-076

**A RESOLUTION AWARDING PROJECT NO. 2001-B TO RILEY BROS. CONSTRUCTION, INC.
IN THE AMOUNT OF \$431,281.25.**

Motion By: Asmus Second By: Fagerlie

BE IT RESOLVED by the City Council of the City of Willmar, a Municipal Corporation of the State of Minnesota, that the bid of Riley Bros. Construction, Inc. of Morris, MN for Project No. 2001-B is accepted, and be it further resolved that the Mayor and City Administrator of the City of Willmar are hereby authorized to enter into an agreement with the bidder for the terms and consideration of the contract in the amount of \$431,281.25.

Dated this 18th day of May, 2020

s/s Marv Calvin
Mayor

Attest:

s/s Judy Thompson
City Clerk

RESOLUTION NO. 2020-077

A RESOLUTION AWARDING PROJECT NO. 2003-A TO DUININCK INC. IN THE AMOUNT OF \$693,793.10.

Motion By: Alvarado Second By: Asmus

BE IT RESOLVED by the City Council of the City of Willmar, a Municipal Corporation of the State of Minnesota, that the bid of Duininck, Inc. of Prinsburg, MN for Project No. 2003-A is accepted, and be it further resolved that the Mayor and City Administrator of the City of Willmar are hereby authorized to enter into an agreement with the bidder for the terms and consideration of the contract in the amount of \$693,793.10.

Dated this 18th day of May, 2020

s/s Marv Calvin
Mayor

Attest:

s/s Judy Thompson
City Clerk

RESOLUTION NO. 2020-078

A RESOLUTION ACCEPTING CHANGE ORDER NO. 3 FOR THE ROBBINS ISLAND FOUR SEASON SHELTER PROJECT.

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, that the Mayor and City Administrator of the City of Willmar are hereby authorized to modify the contract for the Robbins Island Four Season Shelter Project between the City of Willmar and RAM General Contracting of Winsted, Minnesota by Change Order No. 3 in the increased amount of \$11,409.56.

Dated this 18th day of May, 2020

s/s Marv Calvin
Mayor

Attest:

s/s Judy Thompson
City Clerk

RESOLUTION NO. 2020-079

A RESOLUTION APPROVING PLANS AND SPECIFICATIONS AND AUTHORIZE ADVERTISEMENT FOR BIDS FOR PROJECT NO. 2001-C WEST HWY 12 WATERMAIN.

Motion By: Plowman Second By: Alvarado

WHEREAS the City Engineer of the City of Willmar have presented to the City Council plans and specifications for Project No. 2001-C West Hwy 12 Watermain for the City of Willmar;

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

Final plans and specifications are hereby approved, and publication of the advertisement for bids is herewith authorized.

Dated this 18th day of May, 2020.

s/s Marv Calvin

Mayor

Attest:

s/s Judy Thompson

City Clerk

RESOLUTION NO. 2020-080

RESOLUTION CALLING FOR PUBLIC HEARING ON AN ORDINANCE AUTHORIZING THE ISSUANCE OF \$1,965,000 GENERAL OBLIGATION IMPROVEMENT BONDS, SERIES 2020A AND LEVYING TAXES FOR THE PAYMENT THEREOF

Motion By: Nelsen

Second By: Fagerlie

WHEREAS:

A. The City of Willmar (the "City") has heretofore undertaken to construct certain public improvements pursuant to Minnesota Statutes, Chapters 429, as more fully described in the proposed Ordinance set forth below.

B. Said improvements have heretofore been duly incorporated into the City's capital Program in accordance with the City Charter.

C. It is necessary and desirable that the City of Willmar issue its General Obligation Improvement Bonds, Series 2020A in the principal amount of \$1,965,000 to various improvement projects in the City.

D. Section 2.12 of the City Charter requires that acts of the City Council which authorize the borrowing of money and levying of taxes shall be by ordinance.

E. Councilmember Nelsen introduced an Ordinance entitled "An Ordinance Authorizing the Issuance of \$1,965,000 General Obligation Improvement Bonds, Series 2020A and the Levying of Taxes to Secure Payment Thereof".

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

1. The City Clerk is authorized and directed to distribute a copy of said Ordinance to each Council Member, to the Mayor, and to the City Attorney, and to file a reasonable number of copies of the Ordinance in the office of the City Clerk and the following other public places:

- A. _____
- B. _____
- C. _____

2. This Council shall meet at the time and place specified in the form of notice hereinafter contained for the purpose of conducting a public hearing on the Ordinance and considering the Ordinance for adoption.

3. The City Clerk is hereby authorized and directed to cause notice of the time, place and purpose of said public hearing to be published in the local official newspaper of the City not less than seven days in advance of the date of hearing as required by the City Charter, which notice shall be substantially the form attached as **Exhibit A** hereto.

4. Upon sale of said bonds, the City Clerk shall compute the levy made by said Ordinance No. ____ commencing in or about the year 2021 and ending in or about the year 2030 upon all taxable property in the City, which tax shall be spread upon the tax rolls and collected with and as part of other general property taxes in said City in such an amount as is necessary to comply with Minnesota Statutes, Section 475.61, subd. 1. Said tax levy shall be irrevocable so long as any of said bonds are outstanding and unpaid, provided that the City reserves the right and power to reduce the levies in the manner and to the extent permitted by Minnesota Statutes, Section 475.61, subd. 3.

5. No bonds shall be issued and no tax levy shall be effective in accordance with this resolution until (a) after the Ordinance has been duly adopted and published in accordance with the City Charter, and (b) the applicable 15 day period has elapsed with respect to said Ordinance and all appropriate bond resolutions during which period no Certificate of Intent is filed in accordance with Section 7.04(j) of the City Charter.

The motion for the adoption of the foregoing resolution was duly seconded by Member Fagerlie and upon a vote being taken thereon, the following voted in favor thereof: Council Members Rick Fagerlie, Shawn Mueske, Kathy Schwantes, Vicki Davis, Fernando Alvarado, Julie Asmus, Andrew Plowman, and Audrey Nelsen

and the following voted against the same: None

Whereupon said resolution was declared duly passed and adopted this 18th day of May, 2020.

s/s Marv Calvin

MAYOR

ATTEST:

s/s Judy Thompson

CITY CLERK

EXHIBIT A

NOTICE OF PUBLIC HEARING
ON THE ADOPTION OF AN ORDINANCE

NOTICE IS HEREBY GIVEN by the City Council of the City of Willmar, Minnesota, that the City Council will conduct a public hearing on and consider adoption of the Ordinance described below, at 7:00 o'clock p.m. on the 1st day of June, 2020 said proposed Ordinance is as follows:

AN ORDINANCE AUTHORIZING THE ISSUANCE OF \$1,965,000 GENERAL OBLIGATION IMPROVEMENT BONDS, SERIES 2020A AND THE LEVYING OF TAXES TO SECURE PAYMENT THEREFOR.

The City of Willmar hereby ordains:

1. In accordance with Minnesota Statutes, Chapter 429, the City of Willmar has heretofore determined to construct the following improvements:

<u>Project</u>	<u>Total Cost</u>	<u>Amount to be Financed</u>	<u>Amount to be Assessed</u>
2020 Improvements	\$3,443,188	\$1,965,000	\$739,877

2. In order to finance said improvements it is necessary to issue General Obligation Improvement Bonds of the City in the amount of \$1,965,000.

3. For the purposes of complying with Minnesota Statutes, Section 475.61, there will be levied a direct ad valorem tax upon all taxable property in the municipality in such amounts as are required by law to secure payment of said Bonds.

4. This Ordinance is adopted in order to authorize the borrowing of money and the issuance of General Obligation Improvement Bonds and the levying of taxes therefor as provided in Section 2.12 of the City Charter. Further details shall be set forth by resolution.

The Mayor of the City has determined, due to the emergency declared under Minn. Stat. Chapter 12 by the Governor of Minnesota and the Mayor regarding the COVID-19 health pandemic, that it is not practical nor prudent for the Council to meet in-person or pursuant to Minnesota Statutes, Section 13D.02. In light of the COVID-19 health pandemic, it is not feasible for any member of the Council to be present at the regular location, and all members of the Council will attend this meeting by telephone or other electronic means.

It is also not feasible for members of the public to attend the meeting at its regular location due to the health pandemic and emergency. Accordingly, no meeting will be held at the Kandiyohi County Health and Human Services Building Board Room, 2200 23rd St NE #1020, Willmar, MN 56201.

Members of the public may monitor this meeting via the City's website at www.willmarmn.gov.

Public comment can be submitted to the City Clerk via email at info@willmarmn.gov. Any comments and materials submitted by 4:00 p.m. on the meeting day will be provided to the Council for their review. Members of the public who wish to participate during the public hearing can call 320-335-7135 (and the area code must be dialed).

By Order of the City Council

/s/ Judy Thompson _____
City Clerk

WILLMAR MUNICIPAL UTILITIES COMMISSION
MEETING MINUTES OF MAY 26, 2020

The Municipal Utilities Commission (MUC) met in its regular scheduled meeting via Zoom (teleconference service) on Tuesday, May 26, 2020 at 11:45 a.m. with the following Commissioners present: Justin Mattern, Carol Laumer, Abdirizak Mahboub, Nathan Weber, Bruce DeBlieck, Ross Magnuson and Cole Erickson.

Others present at the meeting were: General Manager John Harren, Facilities & Maintenance Supervisor Kevin Marti, Compliance/HR Manager Janell Johnson, Energy Services & Marketing Rep Michelle Marotzke, Staff Electrical Engineer Jeron Smith, Line Department Supervisor Todd Graves, Water & Heating Supervisor Joel Braegelman, IS Coordinator Mike Sangren, Administrative Secretary Beth Mattheisen, City Councilmember Shawn Mueske, City Attorney Robert Scott, and WC Tribune Journalist Shelby Lindrud.

Commission President Mattern opened the meeting by presenting a statement prepared by City Attorney Scott regarding the current COVID-19 health pandemic, the peacetime emergency declared by Governor Walz pursuant to MN Statutes, Chapter 12, and the need to conduct our current meetings by telephone or other electronics pursuant to MN Statutes § 13D.021, until such time it is no longer impractical or imprudent for the Commission to resume in-person meetings. As a matter of procedure, let the minutes reflect that all resolutions and motions were conducted by verbal roll call.

Commissioner Mattern continued by asking if any revisions were needed to the agenda presented. There being none, Commissioner Mattern requested a resolution to approve the Consent Agenda. Following review and discussion, Commissioner DeBlieck offered a resolution to approve the Consent Agenda as presented. Commissioner Mahboub seconded.

RESOLUTION NO. 15

“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 May 11, 2020 Commission meeting; and,
- ❖ Bills represented by vouchers No. 20200673 to No. 20200737 and associated wire transfers inclusive in the amount of \$1,586,218.26.

Dated this 26th day of May, 2020.

President

Attest:

Secretary

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

General Manager Harren presented the Commission with the April 2020 Financial Reports along with a recap of the April 30, 2020 Investment Portfolio. The data presented included analyses of

the Electric, Water, Heating and Combined Divisions. Information contained in the reports reflect operating revenues & expenses, operating income, and retained earnings. The Investment Portfolio presented a summary of WMU's securities, associated brokerage firms/agencies, and market yields to date (benchmarks). Harren noted that also included with the financial data were graphs depicting the 2019/2020 monthly year-to-date revenues, expenses, and retained earnings.

General Manager Harren reviewed with the Commission the WMU Cost of Power Report for March 2020. This report is illustrated using a rolling year-to-date format and provides the overall cost of power for the year (0.07 per kWh year-to-date). Also reflected in the analysis is the month-to-date cost (.055 per kwh). Staff will continue to monitor the actual costs in relation to the WMU's Energy Acquisition Adjustment (EAA) to determine if any adjustment would be warranted due to the current situation (COVID-19). Fluctuations in the markets along with current energy contracts were also touched on (i.e. fixed quantities).

General Manager Harren along with Energy Services & Marketing Rep Marotzke presented the Commission with an update of the financial impact of COVID-19 pandemic on WMU. (An initial presentation had been given to the Commission on April 13th.) Among the data presented were: 1) late charges incurred from mid-February thru March; 2) past due history (both electric & water); 3) effect of COVID-19 on electric load (demand); 4) kWh sales (electric); 5) revenue data for both electric & water; 6) YTD water sales comparisons (Feb-April 2019 vs 2020); 7) potential financial losses to date; and, 8) budgeted amounts differed by postponing specific capital projects. Potential revenue losses are estimated at \$3 million (which consist of disconnect fees, late fees, bankruptcies, and reduced sales).

Relating to the financial impact, General Manager Harren stated that the Public Utilities Commission (PUC) has indicated the potential to substantially extend the date to restrict collection of late/delinquency fees during the outbreak. At their April 13th meeting, the Commission approved project delays to assist with the financial burden produced by the pandemic. Another update of the fiscal impact will be provided to the Commission in 4-6 weeks to establish a better understanding of the delinquencies and shortfalls due to the current situation. Losses are also being effected by weather-related decreases in revenues. Staff will continue to monitor the O&M expenses, while anticipating the month of May to be our most challenging month to date. Depending on the data compiled, there may be a need for additional adjustments to the current plan. The Utility has delayed \$2.2 million in capital improvement projects and nearly \$250,000 in O&M expenses. While additional capital improvements may require further delays, the Utility will not compromise its reliability factor. Catastrophic Fund dollars may be utilized to offset some of the financial losses. While staff attempts to minimize the financial impact, the longer the current peacetime emergency status is in place, the more likely additional adjustments will be required.

Due to the prevalence of COVID-19 in our community, General Manager Harren requested the Commission to consider extending the lobby closure date at the WMU Office. Currently, the reopening of the lobby is scheduled for June 1st. Following input from the Commission, it was the consensus to extend the lobby closure until June 15th. Staff will continue to monitor the situation and take appropriate precautions to maintain the safety of our staff and customers prior to the reopening (additional cleaning, hand sanitizers, social distancing floor markings, customer capacity limitations, etc.).

General Manager Harren reviewed with the Commission the annual requirement to determine the amount of liability limits they wish to set regarding the League of Minnesota Liability Insurance renewal. Staff was recommending that the Willmar Municipal Utilities does not waive the limits on municipal tort liability established by Minnesota Statutes 466.04. If WMU does not waive the statutory tort limits, an individual claimant would be able to recover no more than \$500,000 on any claim to which the statutory tort limits apply. The total which all claimants would be able to

recover in a single occurrence to which the statutory tort limits apply would be limited to \$1,500,000. If WMU waives the statutory tort limits and purchases excess liability coverage, a single claimant could potentially recover an amount up to the limit of the coverage purchased. The total which all claimants would be able to recover for a single occurrence to which the statutory tort limits apply would also be limited to the amount of coverage purchased, regardless of the number of claimants. Following discussion, Commissioner Laumer offered a resolution to not waive the limits on municipal tort liability established by Minnesota Statutes 466.04. Commission Mahboub seconded.

RESOLUTION NO. 16

“BE IT RESOLVED, by the Municipal Utilities Commission of the City of Willmar, Minnesota, that the Willmar Municipal Utilities does not waive the limits on municipal tort liability established by Minnesota Statutes 466.04.”

Dated this 26th day of May, 2020.

President

Attest:

Secretary

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

Commissioner Mattern requested the Commission to provide input for a safe and practical process to follow in conducting MUC meetings in the near future (i.e. Zoom teleconferencing vs in-person meetings). Following discussion, it was the consensus of the Commission to continue to conduct the MUC meetings via Zoom teleconferencing (coinciding with the Governor’s peacetime emergency declaration), and to readdress the subject at the June 22nd MUC meeting.

Facilities/Maintenance Supv. Marti presented the Commission with an update of the 2019 WMU Strategic Plan (Strategic Initiatives including task listings). Marti provided step-by-step updates for each of the six specific components that make up the Strategic Initiatives (Admin & Ops Buildings; Financial Position; Generation: Gas/Diesel & Power Plant; Generation: Renewable Energy; Substations/Transmission; and, Water Treatment Plant).

General Manager Harren provided the Commission with a monthly District Heating (DH) status report. To date, 75 customers remain active on the DH system (down from 87 last month). Of the active accounts, 21 are commercial accounts. Also to note, five accounts that utilize the system for heating their domestic hot water are scheduled to be disconnected from the system in June. All DH customers have been contacted and are aware of the termination deadline. United Community Action (UCAP) continues to have funding available for individuals needing financial assistance. Harren noted that a number of customers have expressed their understanding of the termination date, but intend to delay their conversion transition until the fall heating season.

General Manager Harren informed the Commission that meeting of the WMU Planning Committee would be forthcoming (TBD). Tentative item(s) for discussion will include: update of commodity sales/revenues; delayed CIP/O&M projects; possible donations to UCAP/Salvation Army/Willmar Food Shelf, Willmar/Priam Ownership & Construction Agreement; Water Treatment Plant; and, Power Plant Substation Control Building.

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

- Red Rock Hydroelectric Project Dedication Ceremony: Aug. 19 (near Pella, IA)
- MMUA Annual Summer Conference – August 24-26 (Cragun’s Resort, Brainerd)

There being no further business to come before the Commission, Commissioner Mattern offered a motion to adjourn the meeting. Commissioner DeBlieck seconded the motion which carried by a vote of seven ayes and zero nays, and the meeting was adjourned at 1:06 p.m.

Respectfully Submitted,

WILLMAR MUNICIPAL UTILITIES

Beth Mattheisen
Administrative Secretary

ATTEST:

Abdirizak Mahboub, Secretary

Report Selection:

Optional Report Title.....INCLUDES ONLY POSTED TRANS

INCLUSIONS:

Fund & Account. thru
Check.. Date..... 05/14/2020 thru 05/27/2020
Source Codes..... thru
Journal Entry Dates..... thru
Journal Entry Ids..... thru
Check.. Number..... thru
Project..... thru
Vendor..... thru
Invoice..... thru
Purchase Order..... thru
Bank..... thru
Totals Only?..... N
1099 Vendors Only?.....
Lower Dollars Limit.....
Create Excel file & Download N

Run Instructions:

Jobq	Banner	Copies	Form	Printer	Hold	Space	LPI	Lines	CPI	CP	SP	RT
J		01		MNWIPRT12	Y	S	6	066	10			

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
CANON FINANCIAL SERVICES 002336	59126	05/27/20	COPIER LEASE-MAY	98.56		21456569		D	N				RENTS	101.41405.0440
CARDMEMBER SERVICE 002365	59112	05/18/20	CHARGE REIMB. TO CITY	21.46		STMT/4-20		D	N				ACCOUNTS RECEIVA	101.120000
	59112	05/18/20	CHARGE REIMB. TO CITY	12.22		STMT/4-20		D	N				ACCOUNTS RECEIVA	101.120000
	59112	05/18/20	2021 REMOTE MTG SOFTWARE	67.69		STMT/4-20		D	N				PREPAID EXPENSES	101.128000
	59112	05/18/20	2021 REMOTE MTG SOFTWARE	59.42		STMT/4-20		D	N				PREPAID EXPENSES	101.128000
	59112	05/18/20	COCHRAN-2021 ENG. LICENS	61.25		STMT/4-20		D	N				PREPAID EXPENSES	101.128000
	59112	05/18/20	COCHRAN-2022 ENG. LICENS	30.63		STMT/4-20		D	N				PREPAID EXPENSES	101.128000
	59112	05/18/20	GRAMENTZ-LODGING REFUND	146.98CR		STMT/4-20		D	N				TRAVEL-CONF.-SCH	101.41400.0333
	59112	05/18/20	CODE BOOKS	403.00		STMT/4-20		D	N				OFFICE SUPPLIES	101.41402.0220
	59112	05/18/20	SWEDBURG-DIGITAL CONF.	125.00		STMT/4-20		D	N				TRAVEL-CONF.-SCH	101.41402.0333
	59112	05/18/20	SWEDBURG-2020 APA MBRSH	109.00		STMT/4-20		D	N				SUBSCRIPTIONS AN	101.41402.0443
	59112	05/18/20	DOC MONTHLY SOFTWARE	95.00		STMT/4-20		D	N				SUBSCRIPTIONS AN	101.41409.0443
	59112	05/18/20	FILE TRANSFER SERV-APR	100.00		STMT/4-20		D	N				SUBSCRIPTIONS AN	101.41409.0443
	59112	05/18/20	OFF SITE BACKUP-APR	34.99		STMT/4-20		D	N				SUBSCRIPTIONS AN	101.41409.0443
	59112	05/18/20	DICTATION SOFTWARE LIC.	49.51		STMT/4-20		D	N				LICENSES AND TAX	101.41409.0445
	59112	05/18/20	FOREIGN TRANSACTION FEE	3.38		STMT/4-20		D	N				OTHER CHARGES	101.41409.0449
	59112	05/18/20	REFERENCE MATERIALS	17.68		STMT/4-20		D	N				OFFICE SUPPLIES	101.42411.0220
	59112	05/18/20	CORD FOR SQUAD CAR	3.20		STMT/4-20		D	N				SMALL TOOLS	101.42411.0221
	59112	05/18/20	TRAFFIC CONTROL WANDS	86.24		STMT/4-20		D	N				SMALL TOOLS	101.42411.0221
	59112	05/18/20	ANIMAL CNTL CATCH POLES	185.40		STMT/4-20		D	N				SMALL TOOLS	101.42411.0221
	59112	05/18/20	21" BATON WITH SHEATH	36.61		STMT/4-20		D	N				SUBSISTENCE OF P	101.42411.0227
	59112	05/18/20	INTERVIEW PANEL-MEALS	39.76		STMT/4-20		D	N				SUBSISTENCE OF P	101.42411.0227
	59112	05/18/20	AMMUNITION	57.78		STMT/4-20		D	N				GENERAL SUPPLIES	101.42411.0229
	59112	05/18/20	INTERVIEW PANEL-MEALS	23.85		STMT/4-20		D	N				GENERAL SUPPLIES	101.42411.0229
	59112	05/18/20	TRAINING AMMUNITION	45.24		STMT/4-20		D	N				GENERAL SUPPLIES	101.42411.0229
	59112	05/18/20	TACTICAL OFFICER UNIFORM	825.00		STMT/4-20		D	N				TRAVEL-CONF.-SCH	101.42411.0333
	59112	05/18/20	BACKGROUND INVEST. INFO	35.00		STMT/4-20		D	N				PROFESSIONAL SER	101.42411.0446
	59112	05/18/20	OFFICE SUPPLIES	33.42		STMT/4-20		D	N				OFFICE SUPPLIES	101.42412.0220
	59112	05/18/20	OXYGEN REGULATORS	87.90		STMT/4-20		D	N				SMALL TOOLS	101.42412.0221
	59112	05/18/20	OXYGEN MASKS	14.44		STMT/4-20		D	N				GENERAL SUPPLIES	101.42412.0229
	59112	05/18/20	FIRST AID SUPPLIES	280.94		STMT/4-20		D	N				GENERAL SUPPLIES	101.42412.0229
	59112	05/18/20	OXYGEN MASKS	89.15		STMT/4-20		D	N				GENERAL SUPPLIES	101.42412.0229
	59112	05/18/20	FIRST AID SUPPLIES	214.75		STMT/4-20		D	N				GENERAL SUPPLIES	101.42412.0229
	59112	05/18/20	FOOD FOR FIRE CALL	72.80		STMT/4-20		D	N				TRAVEL-CONF.-SCH	101.42412.0333
	59112	05/18/20	PUBLIC CALL-IN PROGRAM	250.00		STMT/4-20		D	N				REFUNDS AND REIM	101.42428.0882
	59112	05/18/20	SETUP ZOOM REMOTE MTGS 2,	587.93		STMT/4-20		D	N				REFUNDS AND REIM	101.42428.0882
	59112	05/18/20	PRNTR/INK-REMOTE WRKNG	232.98		STMT/4-20		D	N				REFUNDS AND REIM	101.42428.0882
	59112	05/18/20	2020 REMOTE MTG SOFTWARE	203.05		STMT/4-20		D	N				REFUNDS AND REIM	101.42428.0882
	59112	05/18/20	2020 REMOTE MTG SOFTWARE	178.27		STMT/4-20		D	N				REFUNDS AND REIM	101.42428.0882
	59112	05/18/20	DISP. SPLASH FACESHIELDS	49.95		STMT/4-20		D	N				REFUNDS AND REIM	101.42428.0882
	59112	05/18/20	AIR SPRAYER	131.25		STMT/4-20		D	N				REFUNDS AND REIM	101.42428.0882
	59112	05/18/20	SPRAYER AIR LINE PLUG	3.21		STMT/4-20		D	N				REFUNDS AND REIM	101.42428.0882
	59112	05/18/20	SPRAYER AIR LINE PLUG	3.22CR		STMT/4-20		D	N				REFUNDS AND REIM	101.42428.0882
	59112	05/18/20	COCHRAN-2020 ENG. LICENS	30.62		STMT/4-20		D	N				LICENSES AND TAX	101.43417.0445
	59112	05/18/20	AMAZON MEMBERSHIP-APR	14.01		STMT/4-20		D	N				SUBSCRIPTIONS AN	101.45432.0443
	59112	05/18/20	COMMUNITY GARDEN SUPPL.	24.98		STMT/4-20		D	N				GENERAL SUPPLIES	101.45435.0229
	59112	05/18/20	CHEMICAL SPRAY BOTTLES	71.84		STMT/4-20		D	N				GENERAL SUPPLIES	101.45435.0229

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
CARDMEMBER SERVICE							002365								
	59112	05/18/20		MAY DAY SUPPLIES	12.93		STMT/4-20		D	N				GENERAL SUPPLIES	101.45435.0229
	59112	05/18/20		FACE MASKS FOR STAFF	38.85		STMT/4-20		D	N				GENERAL SUPPLIES	101.45435.0229
	59112	05/18/20		MARKERS-MAIN ST WORKSH	1,250.00		STMT/4-20		D	N				PROFESSIONAL SER	235.41402.0446
	59112	05/18/20		SCADA PHONE LINE	33.01		STMT/4-20		D	N				COMMUNICATIONS	651.48484.0330
					8,284.39										
				VENDOR TOTAL	8,284.39										
															*CHECK TOTAL
CARRANZA/NORMA I							002542								
	59127	05/27/20		INTERPRETED 05/13/20	90.00		234		D	M	07			PROFESSIONAL SER	101.42411.0446
	59127	05/27/20		INTERPRETED 05/21/20	120.00		237		D	M	07			PROFESSIONAL SER	101.42411.0446
					210.00										
				VENDOR TOTAL	210.00										
															*CHECK TOTAL
CENTERPOINT ENERGY							000467								
	59128	05/27/20		NATURAL GAS-MAY	471.31		6007939/5-20		D	N				UTILITIES	101.43425.0332
	59128	05/27/20		NATURAL GAS-APR	54.01		6072309/4-20		D	N				UTILITIES	101.45437.0332
	59128	05/27/20		NATURAL GAS-MAY	180.22		6102726/5-20		D	N				UTILITIES	101.42412.0332
	59128	05/27/20		NATURAL GAS-MAY	69.74		6236671/5-20		D	N				UTILITIES	230.43430.0332
	59128	05/27/20		NATURAL GAS-MAY	17.60		6401277/5-20		D	N				UTILITIES	101.41408.0332
	59128	05/27/20		NATURAL GAS-MAY	114.38		8503501/5-20		D	N				UTILITIES	651.48485.0332
	59128	05/27/20		NATURAL GAS-MAY	123.47		8512023/5-20		D	N				UTILITIES	651.48485.0332
	59128	05/27/20		NATURAL GAS-MAY	2,581.96		8795475/5-20		D	N				UTILITIES	651.48484.0332
					3,612.69										
				VENDOR TOTAL	3,612.69										
															*CHECK TOTAL
CODE 4 SERVICES INC							002984								
	59129	05/27/20		UPFIT #204889-PARTS	1,872.77		5506		D	N				MTCE. OF EQUIPME	101.42411.0224
	59129	05/27/20		UPFIT #204889-LABOR	255.00		5506		D	N				MTCE. OF EQUIPME	101.42411.0334
	59129	05/27/20		SETINA STEEL WINDOW BA	1,795.90		5511		D	N				MTCE. OF EQUIPME	101.42411.0224
					3,923.67										
				VENDOR TOTAL	3,923.67										
															*CHECK TOTAL
COLLISION CARE							003017								
	59130	05/27/20		#168301 REPAIR-PARTS	205.42		6676		D	N				MTCE. OF EQUIPME	101.42411.0224
	59130	05/27/20		#168301 REPAIR-LABOR	121.60		6676		D	N				MTCE. OF EQUIPME	101.42411.0334
					327.02										
				VENDOR TOTAL	327.02										
															*CHECK TOTAL
CROW CHEMICAL & LIGHTING							000186								
	59131	05/27/20		HAND SOAP/HAND TOWELS	124.15		17488		D	N				GENERAL SUPPLIES	651.48484.0229
DAN'S SHOP INC							002212								
	59132	05/27/20		FILTERS	8.73		100012		D	N				INVENTORIES-MDSE	101.125000
	59132	05/27/20		FILTERS	52.73		100220		D	N				INVENTORIES-MDSE	101.125000
	59132	05/27/20		FILTERS	123.82		100459		D	N				INVENTORIES-MDSE	101.125000
	59132	05/27/20		FILTERS	166.12		99432		D	N				INVENTORIES-MDSE	101.125000
	59132	05/27/20		FILTERS	38.39		99641		D	N				INVENTORIES-MDSE	101.125000

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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
FARM-RITE EQUIPMENT						003002								
	59140	05/27/20	BEARING FOR TOOLKAT	423.44		P26707		D	N				MTCE. OF EQUIPME	101.45433.0224
FASTENAL COMPANY						001188								
	59141	05/27/20	CONNECTORS	99.00		MNWIL187529		D	N				INVENTORIES-MDSE	101.125000
FERGUSON ENTERPRISES INC						000810								
	59142	05/27/20	BAKER IRRIGATION PARTS	34.89		7501769		D	N				MTCE. OF OTHER I	101.43425.0226
	59142	05/27/20	DRAINS FOR GUTTER	31.89		7501806		D	N				MTCE. OF OTHER I	101.43425.0226
	59142	05/27/20	PLUMBING PARTS	128.77		7506809		D	N				MTCE. OF STRUCTU	101.43425.0225
	59142	05/27/20	AERATOR TUBES FOR SINKS	81.60		7506809-1		D	N				GENERAL SUPPLIES	101.43425.0229
	59142	05/27/20	BAKER IRRIGATION PARTS	69.93		7507473		D	N				MTCE. OF OTHER I	101.43425.0226
	59142	05/27/20	BAKER IRRIGATION PARTS	14.84		7507652		D	N				MTCE. OF OTHER I	101.43425.0226
				361.92										
			VENDOR TOTAL	361.92										
														*CHECK TOTAL
FIESTA TIME RENTAL						003234								
	59143	05/27/20	MOVIE SCR/PLAYER/BLOW	2,750.00		2018003		D	N				SMALL TOOLS	101.45432.0221
FILE TEC INC						003562								
	59144	05/27/20	SCAN/DATA INDEXING	3,777.74		1056		D	N				PROFESSIONAL SER	101.41403.0446
FLEETPRIDE						002973								
	59145	05/27/20	FUEL FILTERS	107.16		51384778		D	N				INVENTORIES-MDSE	101.125000
	59145	05/27/20	FUEL/AIR FILTERS	262.81		51386272		D	N				INVENTORIES-MDSE	101.125000
				369.97										
			VENDOR TOTAL	369.97										
														*CHECK TOTAL
FORUM COMMUNICATIONS COM						002269								
	59146	05/27/20	AMMENDED MUNICIPAL CODE	126.75		CL01761550		D	N				PRINTING AND PUB	101.41401.0331
	59146	05/27/20	AMENDED ZONING ORDINANCE	81.25		CL01761551		D	N				PRINTING AND PUB	101.41402.0331
				208.00										
			VENDOR TOTAL	208.00										
														*CHECK TOTAL
GENERAL MAILING SERVICES						000293								
	59147	05/27/20	POSTAGE 04/20-04/24/20	1.50		53928		D	N				POSTAGE	101.41400.0223
	59147	05/27/20	POSTAGE 04/20-04/24/20	8.50		53928		D	N				POSTAGE	101.41401.0223
	59147	05/27/20	POSTAGE 04/20-04/24/20	24.45		53928		D	N				POSTAGE	101.41402.0223
	59147	05/27/20	POSTAGE 04/20-04/24/20	1.95		53928		D	N				POSTAGE	101.41403.0223
	59147	05/27/20	POSTAGE 04/20-04/24/20	63.05		53928		D	N				POSTAGE	101.41405.0223
	59147	05/27/20	POSTAGE 04/20-04/24/20	0.65		53928		D	N				POSTAGE	101.41408.0223
	59147	05/27/20	POSTAGE 04/20-04/24/20	1.95		53928		D	N				POSTAGE	101.41409.0223
	59147	05/27/20	POSTAGE 04/20-04/24/20	0.65		53928		D	N				POSTAGE	101.41420.0223
	59147	05/27/20	POSTAGE 04/20-04/24/20	1.95		53928		D	N				POSTAGE	101.41424.0223
	59147	05/27/20	POSTAGE 04/20-04/24/20	29.25		53928		D	N				POSTAGE	101.42411.0223
	59147	05/27/20	POSTAGE 04/20-04/24/20	24.05		53928		D	N				POSTAGE	101.42412.0223
	59147	05/27/20	POSTAGE 04/20-04/24/20	3.90		53928		D	N				POSTAGE	101.43417.0223
	59147	05/27/20	POSTAGE 04/20-04/24/20	14.95		53928		D	N				POSTAGE	101.43425.0223
	59147	05/27/20	POSTAGE 04/20-04/24/20	1.30		53928		D	N				POSTAGE	101.45001.0223
	59147	05/27/20	POSTAGE 04/20-04/24/20	2.60		53928		D	N				POSTAGE	101.45432.0223

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MIMECAST NORTH AMERICA I 003311	59170	05/27/20	EMAIL MGMT SERV-JUN	1,332.42		INVUS817699		D	N				SUBSCRIPTIONS AN	101.41409.0443
MINI BIFF LLC 001805	59171	05/27/20	TOILET RENTALS	204.26		A-114507		D	N				RENTS	101.43425.0440
MN CHEMICAL CO/THE 002218	59172	05/27/20	GEAR WASHER PWR SUPPLY	178.74		480828		D	N				MTCE. OF EQUIPME	101.42412.0224
MN DEPT OF REVENUE 000492	357	05/19/20	SALES TAX-APR	3,063.00		STMT/4-20		M	N				SALES TAX PAYABL	101.206000
	357	05/19/20	USE TAX-APR	101.43		STMT/4-20		M	N				SALES TAX PAYABL	101.206000
	357	05/19/20	SALES TAX-APR	5.50CR		STMT/4-20		M	N				SMALL TOOLS	101.42411.0221
	357	05/19/20	SALES TAX-APR	7.44CR		STMT/4-20		M	N				MTCE. OF EQUIPME	101.42411.0224
	357	05/19/20	SALES TAX-APR	0.34CR		STMT/4-20		M	N				SUBSISTENCE OF P	101.42411.0227
	357	05/19/20	SALES TAX-APR	35.18CR		STMT/4-20		M	N				GENERAL SUPPLIES	101.42411.0229
	357	05/19/20	SALES TAX-APR	14.96CR		STMT/4-20		M	N				SMALL TOOLS	101.42412.0221
	357	05/19/20	SALES TAX-APR	0.42CR		STMT/4-20		M	N				GENERAL SUPPLIES	101.42412.0229
	357	05/19/20	SALES TAX-APR	232.58CR		STMT/4-20		M	N				REFUNDS AND REIM	101.42428.0882
	357	05/19/20	SALES TAX-APR	1.69CR		STMT/4-20		M	N				GENERAL SUPPLIES	101.43417.0229
	357	05/19/20	DIESEL FUES TAX-APR	188.11		STMT/4-20		M	N				MOTOR FUELS AND	101.43425.0222
	357	05/19/20	USE TAX-APR	28.55		STMT/4-20		M	N				MOTOR FUELS AND	101.43425.0222
	357	05/19/20	SALES TAX-APR	1.40CR		STMT/4-20		M	N				MTCE. OF EQUIPME	101.43425.0224
	357	05/19/20	SALES TAX-APR	25.20CR		STMT/4-20		M	N				SMALL TOOLS	101.45432.0221
	357	05/19/20	SALES TAX-APR	1.02CR		STMT/4-20		M	N				SUBSCRIPTIONS AN	101.45432.0443
	357	05/19/20	SALES TAX-APR	1.33CR		STMT/4-20		M	N				GENERAL SUPPLIES	101.45433.0229
	357	05/19/20	SALES TAX-APR	3.36CR		STMT/4-20		M	N				OFFICE SUPPLIES	101.45435.0220
	357	05/19/20	SALES TAX-APR	4.09CR		STMT/4-20		M	N				SMALL TOOLS	101.45435.0221
	357	05/19/20	SALES TAX-APR	42.57CR		STMT/4-20		M	N				GENERAL SUPPLIES	101.45435.0229
	357	05/19/20	SALES TAX-APR	0.79CR		STMT/4-20		M	N				GENERAL SUPPLIES	235.41402.0229
	357	05/19/20	SALES TAX-APR	1.28CR		STMT/4-20		M	N				GENERAL SUPPLIES	236.45436.0229
	357	05/19/20	SALES TAX-APR	17.69CR		STMT/4-20		M	N				GENERAL SUPPLIES	651.48484.0229
	357	05/19/20	DIESEL FUES TAX-APR	23.36		STMT/4-20		M	N				MOTOR FUELS AND	651.48485.0222
	357	05/19/20	SALES TAX-APR	5.16CR		STMT/4-20		M	N				MTCE. OF EQUIPME	651.48485.0224
	357	05/19/20	USE TAX-APR	22.98CR		STMT/4-20		M	N				MOTOR FUELS AND	651.48486.0222
				2,979.47		*CHECK TOTAL								
			VENDOR TOTAL	2,979.47										
MOTOR SPORTS OF WILLMAR 000873	59173	05/27/20	OIL FILTER	6.95		2007703		D	N				MTCE. OF EQUIPME	651.48484.0224
MULTI-BANK SECURITIES 003319	358	05/20/20	CD-48128L8R3	245,000.00		052020		M	N				INVESTMENTS	101.109000
	358	05/20/20	PREPAID INTEREST	67.12		052020		M	N				INTEREST	101.41428.0444
				245,067.12		*CHECK TOTAL								
			VENDOR TOTAL	245,067.12										
MUNICIPAL UTILITIES 000541	59174	05/27/20	UTILITIES FOR MAY	794.52		5/20		D	N				UTILITIES	101.42412.0332
	59174	05/27/20	UTILITIES FOR MAY	977.01		5/20		D	N				UTILITIES	101.43425.0332

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ROLYAN BUOYS			.02756							
	59184	05/27/20	3 BUOYS	466.85		3677869		D N	GENERAL SUPPLIES	101.43425.0229
SERVICE CENTER/CITY OF W			000685							
	59185	05/27/20	GAS-52.59 GALLONS	64.29		STMT/4-20		D N	MOTOR FUELS AND	101.41402.0222
	59185	05/27/20	GAS-22.08 GALLONS	19.21		STMT/4-20		D N	MOTOR FUELS AND	101.41408.0222
	59185	05/27/20	GAS-3,040.97 GALLONS	4,181.62		STMT/4-20		D N	MOTOR FUELS AND	101.42411.0222
	59185	05/27/20	DIESEL-110.50 GALLONS	164.19		STMT/4-20		D N	MOTOR FUELS AND	101.42412.0222
	59185	05/27/20	GAS-79.42 GALLONS	111.41		STMT/4-20		D N	MOTOR FUELS AND	101.42412.0222
	59185	05/27/20	DIESEL-1,189.17 GALLON	1,836.33		STMT/4-20		D N	MOTOR FUELS AND	101.43425.0222
	59185	05/27/20	GAS-594.85 GALLONS	883.35		STMT/4-20		D N	MOTOR FUELS AND	101.43425.0222
	59185	05/27/20	DIESEL-82.76 GALLONS	130.69		STMT/4-20		D N	MOTOR FUELS AND	651.48484.0222
	59185	05/27/20	EQUIPMENT REPAIR-PARTS	867.17		STMT/5-20		D N	MTCE. OF EQUIPME	101.42411.0224
	59185	05/27/20	EQUIPMENT REPAIR-PARTS	364.92		STMT/5-20		D N	MTCE. OF EQUIPME	101.42412.0224
	59185	05/27/20	EQUIPMENT REPAIR-PARTS	3,397.59		STMT/5-20		D N	MTCE. OF EQUIPME	101.43425.0224
				12,020.77		*CHECK TOTAL				
			VENDOR TOTAL	12,020.77						
SPRINT			000578							
	59186	05/27/20	CELL PHONE USAGE-APR	69.98		317498885-144		D N	COMMUNICATIONS	101.41409.0330
STACY'S NURSERY INC			000706							
	59187	05/27/20	GRASS SEED	62.50		051320		D N	MTCE. OF OTHER I	101.43425.0226
	59187	05/27/20	SHADE TREES	13,650.00		15533		D N	MTCE. OF OTHER I	101.43425.0226
				13,712.50		*CHECK TOTAL				
			VENDOR TOTAL	13,712.50						
STEINBEISSER AUTO REPAIR			003256							
	59188	05/27/20	PROPANE-STREET PATCHING	142.10		10041		D N	MTCE. OF OTHER I	101.43425.0226
SUN LIFE FINANCIAL			003539							
	59189	05/27/20	SUPPLEMENTAL LIFE-MAY	168.30		920813/5-20		D N	COBRA INS PREMIU	101.120001
TINNER'S FRAME REPAIR IN			002773							
	59190	05/27/20	MOWER DECK REPAIR-LABOR	200.00		5431		D N	MTCE. OF EQUIPME	101.43425.0334
TORKELSON'S LOCK SERVICE			002583							
	59191	05/27/20	REKEYED LOCKS-PARTS	21.00		0154510		D N	MTCE. OF STRUCTU	230.43430.0225
	59191	05/27/20	REKEYED LOCKS-LABOR	40.00		0154510		D N	MTCE. OF STRUCTU	230.43430.0335
				61.00		*CHECK TOTAL				
			VENDOR TOTAL	61.00						
UNCOMMON USA INC			001286							
	59192	05/27/20	US/MN/POW FLAGS	154.40		972573		D N	GENERAL SUPPLIES	230.43430.0229
	59192	05/27/20	US/MN FLAGS	312.00		972648		D N	GENERAL SUPPLIES	101.43425.0229
	59192	05/27/20	US FLAGS	48.00		972759		D N	GENERAL SUPPLIES	101.45433.0229
				514.40		*CHECK TOTAL				
			VENDOR TOTAL	514.40						

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US BANK EQUIPMENT FINANC	003143													
	59193	05/27/20	COPIER LEASE-MAY	172.70		413768672		D	N				RENTS	101.42411.0440
VERIZON WIRELESS	002915													
	59194	05/27/20	CELL PHONE USAGE-APR	2,080.89		6854206351		D	N				COMMUNICATIONS	101.41409.0330
WAL-MART COMMUNITY	000789													
	59195	05/27/20	BUNN COFFEE MAKER	106.80		041620		D	N				SMALL TOOLS	101.42411.0221
	59195	05/27/20	CRITICAL INCIDENT-FOOD	15.74		050120		D	N				SUBSISTENCE OF P	101.42411.0227
	59195	05/27/20	BREAK ROOM SUPPLIES	49.31		050520		D	N				GENERAL SUPPLIES	651.48484.0229
	59195	05/27/20	PLANT SUPPLIES	48.26		051220		D	N				GENERAL SUPPLIES	651.48484.0229
				220.11										
			VENDOR TOTAL	220.11		*CHECK TOTAL								
WATCHGUARD VIDEO	003279													
	59196	05/27/20	2021 BODY CAM WARRANTY	150.00		BCMINV0009605		D	N				PREPAID EXPENSES	101.128000
	59196	05/27/20	2022 BODY CAM WARRANTY	150.00		BCMINV0009605		D	N				PREPAID EXPENSES	101.128000
	59196	05/27/20	2023 BODY CAM WARRANTY	50.00		BCMINV0009605		D	N				PREPAID EXPENSES	101.128000
	59196	05/27/20	REPL. BODY CAM	995.00		BCMINV0009605		D	N				SMALL TOOLS	101.42411.0221
	59196	05/27/20	2020 BODY CAM WARRANTY	100.00		BCMINV0009605		D	N				MTCE. OF EQUIPME	101.42411.0334
	59196	05/27/20	ONE TIME LICENSE FEE	75.00		BCMINV0009605		D	N				LICENSES AND TAX	101.42411.0445
	59196	05/27/20	2021 BODY CAM WARRANTY	150.00		BCMINV0009630		D	N				PREPAID EXPENSES	101.128000
	59196	05/27/20	2022 BODY CAM WARRANTY	150.00		BCMINV0009630		D	N				PREPAID EXPENSES	101.128000
	59196	05/27/20	2023 BODY CAM WARRANTY	62.50		BCMINV0009630		D	N				PREPAID EXPENSES	101.128000
	59196	05/27/20	REPL. BODY CAM	960.00		BCMINV0009630		D	N				SMALL TOOLS	101.42411.0221
	59196	05/27/20	2020 BODY CAM WARRANTY	87.50		BCMINV0009630		D	N				MTCE. OF EQUIPME	101.42411.0334
	59196	05/27/20	ONE TIME LICENSE FEE	150.00		BCMINV0009630		D	N				LICENSES AND TAX	101.42411.0445
				3,080.00										
			VENDOR TOTAL	3,080.00		*CHECK TOTAL								
WEST CENTRAL COMMUNICATI	000796													
	59197	05/27/20	RADIO ADAPTER	75.60		089706S		D	N				MTCE. OF EQUIPME	101.42411.0224
	59197	05/27/20	PAGER REPAIR-PARTS	9.28		089709S		D	N				MTCE. OF EQUIPME	101.42412.0224
	59197	05/27/20	RADIO REPAIR-LABOR	15.00		089709S		D	N				MTCE. OF EQUIPME	101.42412.0334
				99.88										
			VENDOR TOTAL	99.88		*CHECK TOTAL								
WEST CENTRAL SHREDDING	003252													
	59198	05/27/20	SHREDDING SERVICE	25.00		14671		D	N				PROFESSIONAL SER	101.41403.0446
WEST CENTRAL STEEL INC	000806													
	59199	05/27/20	STEEL	99.20		1415347		D	N				GENERAL SUPPLIES	101.43425.0229
WEST CENTRAL TROPHIES	000808													
	59200	05/27/20	ENGRAVE GRAVE MARKER	20.00		6098		D	N				SUBSISTENCE OF P	101.42412.0337
WILLMAR AUTO VALUE	002689													
	59201	05/27/20	FLOOR DRY	113.88		22349341		D	N				GENERAL SUPPLIES	101.42412.0229

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WILLMAR AUTO VALUE		002689											
59201	05/27/20	#068220-FUEL INJECTOR	56.41		22349497		D	N				INVENTORIES-MDSE	101.125000
59201	05/27/20	#134049-REFLEX MONOTUBE	115.98		22349498		D	N				INVENTORIES-MDSE	101.125000
59201	05/27/20	#134049-BATTERY	130.70		22349498		D	N				INVENTORIES-MDSE	101.125000
59201	05/27/20	#075799-STARTER CABLE	49.80		22349548		D	N				INVENTORIES-MDSE	101.125000
59201	05/27/20	CORE RETURN	30.22CR		22349548		D	N				INVENTORIES-MDSE	101.125000
59201	05/27/20	#134049-OIL FILTER	2.59		22349606		D	N				INVENTORIES-MDSE	101.125000
59201	05/27/20	SHOP SUPPLIES	70.42		22350017		D	N				GENERAL SUPPLIES	101.43425.0229
59201	05/27/20	SHOP SUPPLIES	7.99		22350045		D	N				GENERAL SUPPLIES	101.43425.0229
59201	05/27/20	SHOP SUPPLIES	7.99		22350046		D	N				GENERAL SUPPLIES	101.43425.0229
59201	05/27/20	#132141-WHEEL BEARING	171.98		22350318		D	N				INVENTORIES-MDSE	101.125000
			697.52										
		VENDOR TOTAL	697.52										
WILLMAR CHAMBER OF COMME		000812											
59202	05/27/20	PHONE SERV-MAR	299.05		CC STMT/4-20		D	N				COMMUNICATIONS	208.45005.0330
59202	05/27/20	OFFICE 365 SUBSCRIP.	7.54		CC STMT/4-20		D	N				SUBSCRIPTIONS AN	208.45005.0443
59202	05/27/20	GOOGLE MKTG CAMPAIGN	233.12		CC STMT/4-20		D	N				OTHER CHARGES	208.45010.0449
59202	05/27/20	GIFT CARDS-AD CAMPAIGN	425.00		CC STMT/4-20		D	N				OTHER CHARGES	208.45010.0449
59202	05/27/20	GIFT CARDS-AD CAMPAIGN	227.50		CC STMT/4-20		D	N				OTHER CHARGES	208.45010.0449
59202	05/27/20	GOOGLE MKTG CAMPAIGN	230.59		CC STMT/4-20		D	N				OTHER CHARGES	208.45010.0449
			1,422.80										
		VENDOR TOTAL	1,422.80										
WILLMAR TOWNSHIP		001983											
59203	05/27/20	BLADING-45TH AVE SW	427.00		030620		D	N				MTCE. OF OTHER I	101.43425.0336
59203	05/27/20	CHLORIDE-45TH AVE SW	1,279.46		030620		D	N				MTCE. OF OTHER I	101.43425.0336
			1,706.46										
		VENDOR TOTAL	1,706.46										
WINDSTREAM		002100											
59204	05/27/20	PHONE SERV-MAY	66.75		STMT/5-20		D	N				COMMUNICATIONS	101.45433.0330
WM CORPORATE SERVICES IN		003587											
59205	05/27/20	GARBAGE SERVICE-MAY	251.31		13001/5-20		D	N				CLEANING AND WAS	101.43425.0338
59205	05/27/20	GARBAGE SERVICE-MAY	24.35		33004/5-20		D	N				CLEANING AND WAS	651.48484.0338
59205	05/27/20	GARBAGE SERVICE-MAY	48.67		43002/5-20		D	N				CLEANING AND WAS	651.48484.0338
59205	05/27/20	GARBAGE SERVICE-MAY	161.04		43002/5-20		D	N				CLEANING AND WAS	651.48484.0338
59205	05/27/20	GARBAGE SERVICE-MAY	49.68		63000/5-20		D	N				CLEANING AND WAS	101.45435.0338
59205	05/27/20	GARBAGE SERVICE-MAY	52.70		63005/5-20		D	N				CLEANING AND WAS	101.42412.0338
59205	05/27/20	GARBAGE SERVICE-MAY	64.74		73000/5-20		D	N				CLEANING AND WAS	101.41408.0338
59205	05/27/20	GARBAGE SERVICE-MAY	64.74		73000/5-20		D	N				CLEANING AND WAS	101.45427.0338
59205	05/27/20	GARBAGE SERVICE-MAY	132.05		83008/5-20		D	N				CLEANING AND WAS	101.45433.0338
59205	05/27/20	GARBAGE SERVICE-MAY	92.31		93009/5-20		D	N				CLEANING AND WAS	101.43425.0338
			941.59										
		VENDOR TOTAL	941.59										
YANKEE HILL MACHINE CO		.02983											
59206	05/27/20	RIFLE PARTS	369.00		96142		D	N				MTCE. OF EQUIPME	101.42411.0224

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
REPORT TOTALS:				553,978.07										

RECORDS PRINTED - 000346

Vendor Payment History Report

FUND RECAP:

FUND	DESCRIPTION	DISBURSEMENTS
101	GENERAL FUND	365,660.50
208	CONVENTION & VISITORS BUREAU	1,547.80
230	WILLMAR MUNICIPAL AIRPORT	3,419.76
235	WILLMAR MAIN STREET	1,449.21
236	BIKE SHARE PROGRAM	1.28 CR
420	LOCAL OPT SALES TAX PROJECTS	53,018.70
430	C.P. - AIRPORT DEVELOPMENT	3,899.70
450	CAPITAL IMPROVEMENT FUND	56,025.00
490	S.A.B.F. - #2020	51.35
651	WASTE TREATMENT	68,907.33
TOTAL ALL FUNDS		553,978.07

BANK RECAP:

BANK	NAME	DISBURSEMENTS
HERT	HERITAGE BANK	553,978.07
TOTAL ALL BANKS		553,978.07

**Willmar Lakes Area CVB Board Meeting
GoToMeeting
Tuesday, April 21, 2020 @ 12:00 Noon**

Members Present: John Dahl, Sabrina Lere, Sue Steinert, Ken Warner, Audrey Nelsen, Doug Kuehnast, Judy Thompson, Dave Baker, Corky Berg, Michelle Olson, Janet Demuth and David Feist

Members Excused: RJ Linder

Members Absent: Denny Baker, Dave Henle and Art Benson

Staff Present: Beth Fischer and Tanya Rosenau

- I. **Call to Order:** Steinert called the meeting to order at 12:08pm.
 - a. **Additions or corrections to the agenda:** There were no additions or corrections to the agenda.
- II. **Approve Minutes from the February 18, 2020 Meeting:** It was MSC (m/Nelsen; s/Thompson) to approve the minutes from the February 18, 2020 meeting.
- III. **Financial Report:** Fischer presented the financial report and reviewed the lodging tax revenues report year to date. She explained a little bit about the decrease expected from lodging tax for March and April. It was MSC (m/Baker, s/Warner) to approve the financial report as it was presented. It was MSC (m/Baker; s/Nelsen) to approve moving GFO restricted funds to GFO/Marketing to cover the \$12,308 expenses.
- IV. **Tourism Industry Update:** Fischer shared that she has had many calls and webinars with different facets of the industry. The expected recovery time is anticipated to be fall. On the national level, hotel performance week ending 3/28 was down 83%.

[Berg joined the meeting]

Quarter 4 looks promising for travel. We should anticipate a 50% reduction in revenue in 2020, with a rebound in 2021. Rates are expected to continue to soften in 2020 and then rebound in 2021. Staycations will be popular. Most Minnesota CVB's paused all paid marketing through May, and plans to resume vary from late June to July. Most events have cancelled through June and some into July. In Minneapolis they have been cancelled through July 7th. Explore Minnesota Tourism also paused all marketing into May. They plan to start mid-May for real soft messaging saying that we're here when you're ready to travel. They expect that people will go back to normal gatherings in the winter hopefully.

[Olson joined the meeting]

Fischer participated in the Global Meetings Industry Day. She learned that businesses and communities need to convey they are clean and safe to come visit. Restaurants and conventions will need different seating configurations to accommodate safe distances. CVB's should be focusing on their local assets and continue to stay in contact with planners.

- V. **Local Update:** Fischer shared that three area hotels are closed. There were four closed, but one has since opened up. Fischer checks in with them regularly. Hotels are busier Monday through Thursday and slower on the weekends. Fischer has helped them by sending letters to banks and connecting them to a variety of different resources. Baker suggested asking County Health about opening pools in hotels, which could help with weekend attendance. Baker and Feist will pursue the idea of getting County Health to open up pools. We have been in contact with meeting planners for conventions and are helping them reschedule

their events. Locally, all events or meetings have been cancelled or postponed from Mid-March through June. Fischer reviewed which conventions rescheduled. She did a bid to host the MN Elk Breeders Conference. It was awarded to another location. She also did a bid for the National Wild Turkey Federation, but has not heard a decision on that one. Spicer will make a decision in the beginning of June in regards to the 4th of July Celebration. At first, Fischer was planning for a virtual Mayor's Bike Ride, but when talking to the Mayors they would like to have an actual ride in the fall.

VI. CVB Updates/Executive Director Report: Fischer shared that her and Rosenau are working remotely from home and have a daily go to meeting, chat often and email throughout the day. They have been focusing a lot on the website and social media and are trying to get locals engaged and sharing photos. Fischer shared the updates on the website for COVID-19 information, virtual tours, virtual happy hours, eat local, and shop local. They have been doing a daily post on social media about a local restaurant. Baker suggested adding aerial footage of a local golf course. He said he might have some and will send it to Fischer. Fischer also went over the local photos used for the Willmar Lakes Area puzzles.

VII. Marketing Discussion: Fischer paused all marketing as much as she could. Two ads were not able to be stopped. Google search is still being paid. She will be looking at social and digital ads when they start to look at paid marketing again. She shared about the Wacky Week in the Willmar Lakes Area taking place this week. The CVB will be doing a 12 Days of Giving contest from April 27-May 8. Each day there will be a new post asking people to share a photo of a certain thing with us for a chance to win a gift card. After 12 Days of Giving they will start Bike Ride Bingo to keep people riding in the month of May, again sharing photos throughout the county.

[Baker exited the meeting]

VIII. Committee & Affiliated Partnerships Reports/Updates (if applicable): All CVB committees are scheduled to meet in May to figure out what's beyond May related to marketing and where do we want to take our first steps. This will be discussed May 4th at the open Marketing Meeting. Committees did not meet in April. Olson shared that the Spicer Commercial Club will be deciding on June 4th about the July 4th Celebration.

[Warner exited the meeting]

IX. Other Business:

a. Word Around the Community:

- i. Nelsen:** City Council meeting was last night. The challenge is financing and what they should do about funding street projects and whether to continue with the local option sales tax projects. They are looking for community input.
- ii. Berg:** The County Board approved abating late penalties on property tax through July 15th. Property owners who pay their property taxes through an escrow account or by automatic bank payments will still have to pay their taxes on May 15. At the County Board Meeting they discussed that there is no set time for the recycling center to be opened back up. It could be quite some time. They are trying to come up with a different plan.
- iii. Thompson:** Legislature has passed a law about the take-out liquor and the City will be reviewing it.
- iv. Olson:** O'Neil's is starting take-out food this Thursday. She is looking at delivery options for the future as well.
- v. Feist:** Other than opening up pools, we should focus on Staycations or promoting our area assets. They will open remaining hotels by summer.

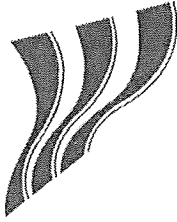
- vi. **Dahl:** The City of New London is trying to make a decision on building a new library and city hall and how they could fundraise for that. They are still planning New London Water Days.
 - vii. **Rosenau:** She shared that like everything else right now, charities and non-profits are also struggling financially. As many of the Relay for Life events and fundraisers have had to cancel due to the virus, there has not been much raised this year. Relay for Life is hosting a 72-hour national fundraising challenge from April 22-24 with a goal of raising \$500,000. Please remember to donate to your normal charities during this pandemic.
 - viii. **Steinert:** She commended individuals in Kandiyohi County for staying home. The hotel is still busy with railroad workers and truck drivers and a few walk-ins.
- b. **Other:**
 - c. **Upcoming Meeting Dates:** All May meetings will be held via GoToMeeting.
 - i. **Leisure:** May 4 at 11:30am
 - ii. **Marketing:** May 4 at 12:15pm (open to all)
 - iii. **Meetings & Conventions:** May 19 at 10am
 - iv. **CVB Board:** May 19 at 12:00pm

X. **Adjournment:** Steinert adjourned the meeting at 1:27pm.

Respectfully Submitted by,

Tanya Rosenau, Administrative Assistant

Willmar Lakes Area Convention & Visitors Bureau



City of Willmar
CONVENTION & VISITORS BUREAU
Balance Sheet as of April 30, 2020
(As of 05/04/20)

(This information not final as 2019 has not yet been closed out)

Assets

Cash	\$ 34,710.95
Bremer Wealth Money Market	425.70
Petty Cash	50.00
Investments	252,219.42
Taxes Receivable	(18,652.07)
Accounts Receivable	(184.80)
Due From Governor's Fishing Opener	-
Prepaid Expenses	325.40
Prepaid Expenses - GFO Marketing	991.68
Interest Receivable	38.05
Total Assets	\$ 269,924.33

Liabilities

Accounts Payable	\$ -
Total Liabilities	-

Fund Balance

Restricted Fund Balance - Prepaid Expenses	10,240.73
Restricted Fund Balance - Governor's Fishing Opener	40,436.81
Committed Fund Balance - CVB	30,544.27
Assigned Fund Balance - Petty Cash/CVB	50.00
Assigned Fund Balance - CVB	188,652.52
Total Fund Balance	269,924.33

Total Liabilities & Fund Balance **\$ 269,924.33**



Lodging Tax History

	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
January	\$ 7,998.33	\$ 7,855.69	\$ 8,682.75	\$ 9,803.51	\$ 10,143.12	\$ 9,356.74	\$ 8,863.45	\$ 8,485.83	\$ 8,884.20	\$ 8,809.36	\$ 9,592.37	\$ 10,146.02	\$ 11,242.91	\$ 12,481.92	\$ 16,072.96	\$ 15,411.55	\$ 14,438.84	\$ 14,232.85	\$ 14,148.02
February	\$ 8,273.68	\$ 8,564.69	\$ 8,499.71	\$ 10,224.37	\$ 10,054.13	\$ 9,566.54	10,602.01	\$ 8,480.61	\$ 10,444.66	\$ 10,611.48	\$ 11,908.11	\$10,911.35	\$ 13,578.53	\$ 13,861.89	\$ 12,644.59	\$ 13,292.01	\$ 13,934.28	\$ 14,552.98	\$ 15,048.46
March	\$ 8,369.92	\$ 7,834.79	\$ 8,617.73	\$ 9,891.40	\$ 9,769.91	10,355.41	\$ 11,159.67	\$ 9,627.34	\$ 11,072.50	\$ 10,383.91	\$ 11,246.07	\$ 12,286.25	\$ 11,960.20	\$ 13,268.74	\$ 11,951.98	\$ 14,443.01	\$ 14,696.50	\$ 15,673.47	\$ 9,303.62
April	\$ 8,364.42	\$ 8,217.88	\$ 8,791.84	\$ 10,683.76	\$ 10,486.74	\$ 10,298.58	\$ 11,256.15	\$ 8,896.70	\$ 10,582.99	\$ 11,572.47	\$ 9,979.39	\$ 11,762.97	\$ 12,280.28	\$ 20,893.77	\$ 16,855.81	\$ 15,757.48	\$ 16,409.14	\$ 17,819.29	
May	\$ 10,054.26	\$ 9,078.07	\$ 9,523.49	\$ 11,180.11	\$ 11,916.43	\$ 12,498.33	\$ 11,400.34	\$ 9,590.19	\$ 10,405.48	\$ 12,184.92	\$ 13,372.89	\$ 13,011.30	\$ 13,953.56	\$ 27,168.41	\$ 16,576.02	\$ 15,746.72	\$ 20,539.88	\$ 20,001.25	
June	\$ 12,103.69	\$ 11,693.46	\$ 13,263.93	\$ 13,222.78	\$ 14,656.50	\$ 14,272.52	\$ 13,587.59	\$ 14,138.00	\$ 14,192.88	\$ 16,310.94	\$ 17,056.44	\$ 17,723.80	\$ 21,493.18	\$ 31,353.36	\$ 23,587.69	\$ 26,686.49	\$ 28,342.49	\$ 24,163.13	
July	\$ 13,956.28	\$ 14,304.97	\$ 16,313.57	\$ 16,679.03	\$ 17,455.49	\$ 17,601.37	\$ 18,627.95	17,670.65	\$ 18,118.86	\$ 21,102.74	\$ 19,419.80	\$ 20,870.17	\$ 23,504.27	\$ 31,335.96	\$ 21,423.26	\$ 27,584.55	\$ 28,880.96	\$ 26,044.25	
August	\$ 12,484.49	\$ 12,430.55	\$ 13,557.57	\$ 15,367.67	\$ 15,814.31	\$ 16,146.49	\$ 15,076.77	\$ 14,583.82	\$ 16,871.90	\$ 17,099.31	\$18,441.81	\$ 19,836.73	\$ 19,602.33	\$ 26,012.06	\$ 24,542.87	\$ 26,921.27	\$ 26,212.67	\$ 25,113.28	
September	\$ 8,761.79	\$ 9,282.67	\$ 11,132.73	\$ 11,735.70	\$ 13,352.34	\$ 12,661.74	\$ 12,474.13	\$ 12,845.44	\$ 12,965.58	\$ 14,485.25	\$ 16,027.03	\$ 16,596.08	\$ 15,996.62	\$ 19,337.47	\$ 20,738.25	\$ 21,674.86	\$ 24,656.95	\$ 23,058.37	
October	\$ 10,165.02	\$ 10,461.69 \$ 12,994.55	\$ 10,748.60 \$ 12,147.50	\$ 12,588.44	\$ 12,889.49	\$ 11,976.87	\$ 12,486.39 \$14,931.70*	\$ 10,180.03 \$15,814.85*	\$ 12,657.71 \$14,889.20*	\$ 13,417.43	\$ 13,824.00	\$ 15,507.78	\$ 16,011.42	\$ 17,588.17	\$ 19,325.13	\$ 21,137.60	\$ 23,002.47	\$ 22,999.10	
November	\$ 6,602.76 \$ 10,746.10	\$ 8,430.63	\$ 8,898.66	\$ 10,188.40 \$ 12,061.86	\$ 10,176.16 12,886.81*	\$ 9,264.87 13,780.05*	\$ 9,444.09	\$ 8,785.56	\$ 9,312.75	\$ 11,366.74 \$ 14,625.30	\$ 11,414.80 \$ 14,728.80	\$ 12,603.31 \$ 14,885.55	\$ 12,749.26 \$14,858.75	\$ 13,727.63 \$14,785.45	\$15,342.87 \$15,497.95	\$14,726.67 \$15,862.70	\$17,698.50 \$16,275.30	\$17,729.37 \$15,594.25	
December	\$ 7,875.14	\$ 8,583.87	\$ 8,521.55	\$ 10,286.25	\$ 9,985.78	9,345.52	\$ 8,748.64	\$ 6,998.74	\$ 9,662.25	\$10,045.27	\$ 10,378.89	\$ 11,250.37	\$ 12,489.86	\$ 13,694.93	\$13,812.73	\$13,553.46	\$14,020.88	\$14,276.98	
Total Lodging tax	\$ 125,755.88	\$ 129,733.51	\$ 138,699.63	\$ 153,913.28	\$ 149,046.17	\$ 157,316.91	\$ 149,764.53	\$ 138,486.75	\$ 145,171.76	\$ 161,969.85	\$ 177,390.40	\$ 187,391.68	\$ 199,721.17	\$ 255,509.76	\$ 228,372.11	\$ 242,798.37	\$ 259,108.46	\$ 251,258.57	\$ 38,500.10

**INVEST IN WILLMAR BOARD
MEETING SUMMARY**

Approved: 5-20-20

The Invest in Willmar Board met at 4:00 p.m. Wednesday, April 8, 2020 via Microsoft Teams teleconference.

Members present were: Matt Dawson, Mary Sawatzky, Bob Poe, Audrey Nelsen, Tony Amon Denis Anderson, Jon Konold, Shawn Mueske, Mayor Marv Calvin and City Administrator Brian Gramentz.

Also present were: Recreation Director Baumgarn, Finance Director Okins, Jared Voge and Kelsey Waltz of Bolton and Menk, Rachel Skretvedt, Journalist Shelby Lindrud and Janell Sommers, Administrative Assistant.

The meeting was called to order at 4:00 p.m. A motion was made by Mary Sawatzky, seconded by Denis Anderson and passed to approve the minutes of the March 4, 2020 meeting.

Chair Dawson invited Rachel Skretvedt, Chair of the Robbins Island Subcommittee and Jared Voge of Bolton and Menk to present. Ms. Skretvedt stated the subcommittee has been working on the Robbins Island Project and used the Robbins Island Master Plan adopted by the City Council as the basis of their improvements refining the details of the parking lots, roads and watermain. The subcommittee would also like to include two shelter alternates as part of the overall project. Bolton and Menk has been hired to oversee the design of the total project.

Jared Voge of Bolton and Menk presented the proposed project in detail and answered questions of the Board. The voters of Willmar approved a \$3 million budget for the project. The estimated costs including two shelters is just under the budgeted amount. It was noted that both the Engineering and Public Works staff members have been involved in the design. Discussion was held on bidding the project with a base bid of parking lots, roadways and water main with the two shelters each as an alternate which would allow flexibility in the case of higher costs.

Denis Anderson made a motion to approve the plans and specifications and advertise for bids for the project as presented subject to being able to pay for the project with cash. Mary Sawatzky seconded the motion. Chair Dawson conferred with moving forward. Tony Amon asked that the motion be amended to accept the design and move forward to the Park and Recreation Board, Public Works/Safety Committee and to City Council to determine financing. Denis Anderson was unwilling to accept the amendment. The motion was voted on failed.

Tony Amon made a motion to approve the design of the Robbins Island Improvements with a base bid and alternates for shelters be moved forward to the various boards/committees with the financing to be determined by the City Council. Bob Poe seconded the motion. It was the consensus of the board their role is to approve the design with the financing being the Council's responsibility. The motion passed.

City Administrator Gramentz stated the Council will have many financial considerations to work through with all the projects, including street improvements, which will be driven by what the

City can afford to do under the current situation we are in due to COVID-19. The market is unstable and some of these projects may get to a certain point and that may be as far as they will be able to go.

Brief subcommittee reports were given. The Recreation Center is working through the design process. The Recreation Fields Subcommittee has met with the Architect and Marcus Construction to put together a design document and will work through the details and preliminary costs. Swansson Field Complex Subcommittee report was given by Mary Sawatzky. They have met several times to review the architect designs with "Plan A" being \$1.7 million and "Plan B" \$1.5 million and are now looking at determining project phases.

There being no further business to come before the board, the meeting adjourned at 5:42 p.m.

Respectfully submitted,

Janell Sommers
Administrative Assistant



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: June 1, 2020
From: Brian Gramentz, City Administrator Steven B. Okins, Finance Director Doug Green, Baker Tilley	Agenda Item: 2020 General Obligation Street Improvement Financing Series 2020A

RECOMMENDED ACTION: 3 Actions

Motion By: _____ **Second By:** _____, to Approve an Ordinance to authorize the issuance of \$ 1,965,000 in GO Improvement Bonds Series 2020 A, levying of taxes to secure payment, give it a number and Publish it..

Motion By: _____ **Second By:** _____, to Publish Ordinance by Summary Due to the Length and Cost of Publishing Entire Ordinance.

Motion By: _____ **Second By:** _____, to introduce a resolution authorizing the Sale of General Obligation Improvement Bonds, Series 2020A, subject to certain parameters, fixing their form and specifications; directing their execution and delivery; and providing for their payment.

HISTORY: Previous City Council action has approved the 2020 Street Improvement Program. Council Action is needed to issue \$1,965,000 in GO Debt to pay a portion of the Improvements. Establish a Pricing Committee comprised of the Mayor, City Administrator and Finance Director, authorized and directed, to review proposals for the sale of the bonds; not to exceed \$1,965,000, with a true interest cost not to exceed 3% and final maturity not later than February 1. 2031.

FINANCIAL IMPACT: Incur an additional \$1,965,000 in General Obligation Debt to be aid from Special Assessments and Tax levies or funds from Other Sources.

ALTERNATIVES:

1. Don't negotiate the issuing of bonds and seek public bidding or other financing.
2. N/A

REVIEWED BY: Brian Gramentz, City Administrator

COMMITTEE MEETING DATE: Finance Committee Meeting, May 14th, 2020

COUNCIL MEETING DATE: June 1, 2020

ORDINANCE NO. _____

AN ORDINANCE AUTHORIZING THE ISSUANCE OF \$1,965,000
GENERAL OBLIGATION IMPROVEMENT BONDS, SERIES 2020A
AND THE LEVYING OF TAXES TO SECURE PAYMENT
THEREFOR.

The City of Willmar hereby ordains:

1. In accordance with Minnesota Statutes, Chapter 429, the City of Willmar has heretofore determined to construct the following improvements:

<u>Project</u>	<u>Total Cost</u>	<u>Amount to be Financed</u>	<u>Amount to be Assessed</u>
2020 Improvements	\$3,443,188	\$1,965,000	\$739,877

2. In order to finance said improvements it is necessary to issue General Obligation Improvement Bonds of the City in the amount of \$1,965,000.

3. For the purposes of complying with Minnesota Statutes, Section 475.61, there will be levied a direct ad valorem tax upon all taxable property in the municipality in such amounts as are required by law to secure payment of said Bonds.

4. This Ordinance is adopted in order to authorize the borrowing of money and the issuance of General Obligation Improvement Bonds and the levying of taxes therefor as provided in Section 2.12 of the City Charter. Further details shall be set forth by resolution.

This Ordinance introduced by Councilmember Nelsen
This Ordinance introduced on May 18, 2020
Hearing notice published on May 22, 2020
This Ordinance given a hearing on June 1, 2020
This Ordinance adopted on June 1, 2020
This Ordinance published on _____

EXTRACT OF MINUTES OF A MEETING OF THE
CITY COUNCIL OF THE
CITY OF WILLMAR, MINNESOTA

HELD: June 1, 2020

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Willmar, Minnesota, was duly held at the Kandiyohi County Health and Human Services Building Board Room in said City on the 1st day of June, 2020, at 7:00 o'clock P.M.

The following members were present:

and the following were absent:

The meeting was held pursuant to a resolution adopted May 18, 2020, calling a public hearing on the proposed ordinance entitled "Ordinance No. _____ An Ordinance Authorizing the Issuance of General Obligation Improvement Bonds, Series 2020A and Levying Taxes to Secure Payment Therefor," a copy of which is attached hereto. The City Clerk presented affidavits showing the due publication of the Notice of Hearing. All persons present were afforded an opportunity to present their views and objections to the Ordinance, and no objections were presented, except as follows:

Name of Objector	Property	Objection
-------------------------	-----------------	------------------

Member _____ moved that Ordinance No. ____ be adopted.

The motion for the adoption of said Ordinance No. ____ was duly seconded by member _____ and upon a vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

Whereupon, there being at least five affirmative votes in favor of said motion, said ordinance was declared duly passed and adopted.

STATE OF MINNESOTA)
COUNTY OF KANDIYOHI) ss.
CITY OF WILLMAR)

I, the undersigned, being the duly qualified and acting Clerk of the City of Willmar, Minnesota, DO HEREBY CERTIFY that I have carefully compared the attached and foregoing extract of minutes of the City Council of the City of Willmar held on the date therein indicated, with the original thereof on file in my office, and the same is a full, true and complete transcript therefrom insofar as the same relates to a hearing on and the adoption of an Ordinance authorizing the issuance of General Obligation Improvement Bonds, Series 2020A and Levying Taxes to Secure Payment Therefor.

WITNESS my hand as such Clerk this ____ day of June, 2020.

City Clerk

RESOLUTION NO. ____

A RESOLUTION AUTHORIZING THE SALE OF GENERAL
OBLIGATION IMPROVEMENT BONDS, SERIES 2020A,
SUBJECT TO CERTAIN PARAMETERS;
FIXING THEIR FORM AND SPECIFICATIONS;
DIRECTING THEIR EXECUTION AND DELIVERY;
AND PROVIDING FOR THEIR PAYMENT

BE IT RESOLVED By the City Council of the City of Willmar, Kandiyohi County, Minnesota (the “City”) as follows:

Section 1. Sale of Bonds.

1.01. It is determined that:

(a) the assessable public improvements including the costs of various street and utility improvement projects (the “Improvements”) have been duly ordered by the City;

(b) the City is authorized by Minnesota Statutes, Chapter 429 (the “Improvement Act”) to finance all or a portion of the cost of the Improvements by the issuance of general obligation bonds of the City payable from special assessments levied against benefited property and ad valorem taxes;

(c) on May 18, 2020, the City Council adopted a resolution calling a public hearing on an Ordinance entitled “An Ordinance Authorizing the Issuance of \$1,965,000 General Obligation Improvement Bonds, Series 2020A, and Levying of Taxes to Secure the Payment Thereof” (the “Ordinance”);

(d) a public hearing on the adoption of the Ordinance was held this same date, and, following the public hearing the City Council adopted the Ordinance;

(e) it is necessary and expedient to the sound financial management of the affairs of the City to issue its General Obligation Improvement Bonds, Series 2020A (the “Bonds”) in the approximate aggregate principal amount of \$1,965,000, subject to certain parameters provided herein, to provide financing for the Improvements pursuant to the Improvement Act to provide financing for the Improvements;

(f) the City hereby retains Baker Tilly Municipal Advisors, LLC (“Baker Tilly MA”) to act as an independent municipal advisor for the purpose of reviewing the pricing fairness associated with the purchase and subsequent reoffering of the Bonds. It being thus determined that the City has retained an independent municipal advisor in connection with such sale, the City is authorized by Minnesota Statutes, Section 475.60, Subdivision 2(9) to negotiate the sale of the Bonds.

1.02 Pricing Committee. The City hereby establishes a pricing committee with respect to the Bonds comprised of the Mayor (or a City Council member designated by the Mayor), the City Administrator and the City Finance Director (the "Pricing Committee"). The Pricing Committee is authorized and directed, upon satisfaction of the conditions for the issuance of the Bonds under the City Charter and with the advice of Baker Tilly MA, to (i) review proposals for the sale of the Bonds; (ii) award the sale of the Bonds to the prospective purchaser (the "Purchaser") in an aggregate principal amount not to exceed \$1,965,000, with a true interest cost not to exceed 3.00% and a final maturity not later than February 1, 2031; (iii) approve the dates for optional redemption or any mandatory sinking fund redemption schedule; and (iv) approve the tax levy for the repayment of the Bonds. Subject to a determination by the Pricing Committee that no Certificate of Intent was filed in accordance with Section 7.04(j) of the City Charter within 15 days after adoption of this resolution, the City hereby approves the sale of the Bonds to the Purchaser, at the price, par bond principal amount, maturity schedule, and rates to be determined by the Pricing Committee based on the lowest true interest cost.

1.03. Terms and Principal Amounts of the Bonds. Subject to a determination by the Pricing Committee that no Certificate of Intent was filed in accordance with Section 7.04(j) of the City Charter within 15 days after adoption of this resolution, the City will forthwith issue and sell the Bonds pursuant to Minnesota Statutes, Section Chapters 429 and 475 (collectively, the "Act"), in an aggregate principal amount not to exceed \$1,965,000 plus any premium, originally dated their date of issuance, in the denomination of \$1,000 each or any integral multiple thereof, numbered No. R-1 upward, bearing interest as determined by the Pricing Committee, and maturing on February 1 in the years and amounts as determined by the Pricing Committee.

1.04. Optional Redemption. The City may elect to prepay Bonds on the dates to be determined by the Pricing Committee. Redemption may be in whole or in part and if in part, at the option of the City and in such manner as the City will determine. Prepayments will be at a price of par plus accrued interest.

Section 2. Registration and Payment.

2.01. Registered Form. Each Bond will be issued as a single typewritten bond, only in fully registered form. The interest thereon and, upon surrender of each of the Bonds, the principal amount thereof, is payable by check or draft issued by the Registrar described herein.

2.02. Dates; Interest Payment Dates. The Bonds will be dated as of the date of delivery. The interest on the Bonds will be payable on the dates to be determined by the Pricing Committee and set forth in the Bonds to the registered owners of record thereof as of the close of business on the 15th day of the immediately preceding month, whether or not that day is a business day.

2.03. Registration. The City appoints the City Finance Director as bond registrar, transfer agent, authenticating agent and paying agent (the "Registrar"). The effect of registration and the rights and duties of the City and the Registrar with respect thereto are as follows:

- (a) Register. The Registrar must keep at its principal corporate trust office a bond register in which the Registrar provides for the registration of ownership of the Bonds and the

registration of transfers and exchanges of the Bonds entitled to be registered, transferred or exchanged.

(b) Transfer of Bonds. Upon surrender for transfer of a Bond duly endorsed by the registered owner thereof or accompanied by a written instrument of transfer, in form satisfactory to the Registrar, duly executed by the registered owner thereof or by an attorney duly authorized by the registered owner in writing, the Registrar will authenticate and deliver, in the name of the designated transferee or transferees, one or more new Bonds of a like aggregate principal amount and maturity, as requested by the transferor. The Registrar may, however, close the books for registration of any transfer after the 15th day of the month preceding each interest payment date and until that interest payment date.

(c) Exchange of Bonds. When a Bond is surrendered by the registered owner for exchange the Registrar will authenticate and deliver one or more new Bonds of a like aggregate principal amount and maturity as requested by the registered owner or the owner's attorney in writing.

(d) Cancellation. Bonds surrendered upon transfer or exchange will be promptly cancelled by the Registrar and thereafter disposed of as directed by the City.

(e) Improper or Unauthorized Transfer. When a Bond is presented to the Registrar for transfer, the Registrar may refuse to transfer the Bond until the Registrar is satisfied that the endorsement on the Bond or separate instrument of transfer is valid and genuine and that the requested transfer is legally authorized. The Registrar will incur no liability for the refusal, in good faith, to make transfers which it, in its judgment, deems improper or unauthorized.

(f) Persons Deemed Owners. The City and the Registrar may treat the person in whose name a Bond is registered in the bond register as the absolute owner of the Bond, whether the Bond is overdue or not, for the purpose of receiving payment of, or on account of, the principal of and interest on the Bond and for all other purposes, and payments so made to a registered owner or upon the owner's order will be valid and effectual to satisfy and discharge the liability upon the Bond to the extent of the sum or sums so paid.

(g) Taxes, Fees and Charges. The Registrar may impose a charge upon the owner thereof for a transfer or exchange of Bonds sufficient to reimburse the Registrar for any tax, fee or other governmental charge required to be paid with respect to the transfer or exchange.

(h) Mutilated, Lost, Stolen or Destroyed Bonds. If a Bond becomes mutilated or is destroyed, stolen or lost, the Registrar will deliver a new Bond of like amount, number, maturity date and tenor in exchange and substitution for and upon cancellation of the mutilated Bond or in lieu of and in substitution for a Bond destroyed, stolen or lost, upon the payment of the reasonable expenses and charges of the Registrar in connection therewith; and, in the case of a Bond destroyed, stolen or lost, upon filing with the Registrar of evidence satisfactory to it that the Bond was destroyed, stolen or lost, and of the ownership thereof, and upon furnishing to the Registrar of an appropriate bond or indemnity in form, substance and amount satisfactory to it and as provided by law, in which both the City and the Registrar must be named as obligees. Bonds so surrendered to the Registrar will be cancelled by the Registrar

and evidence of such cancellation must be given to the City. If the mutilated, destroyed, stolen or lost Bond has already matured or been called for redemption in accordance with its terms it is not necessary to issue a new Bond prior to payment.

(i) Redemption. In the event any of the Bonds are called for redemption, notice thereof identifying the Bonds to be redeemed will be given by the Registrar by mailing a copy of the redemption notice by first class mail (postage prepaid) to the registered owner of each Bond to be redeemed at the address shown on the registration books kept by the Registrar and by publishing the notice if required by law. Failure to give notice by publication or by mail to any registered owner, or any defect therein, will not affect the validity of the proceedings for the redemption of Bonds. The Bonds so called for redemption will cease to bear interest after the specified redemption date, provided that the funds for the redemption are on deposit with the place of payment at that time.

2.04. Execution and Delivery. The Bonds will be prepared under the direction of the City Finance Director and executed on behalf of the City by the signatures of the Mayor and the City Clerk, provided that all signatures may be printed, engraved or lithographed facsimiles of the originals. If an officer whose signature or a facsimile of whose signature appears on the Bonds ceases to be such officer before the delivery of the Bonds, that signature or facsimile will nevertheless be valid and sufficient for all purposes, the same as if the officer had remained in office until delivery. When the Bonds have been so prepared and executed, the City Finance Director will deliver the same to the Purchaser upon payment of the purchase price in accordance with the contract of sale heretofore made and executed, and the Purchaser is not obligated to see to the application of the purchase price.

Section 3. Form of Bonds.

3.01. Execution of the Bonds. The Bonds will be printed or typewritten in substantially the form as shown in **EXHIBIT A**.

3.02. Approving Legal Opinion. The City Finance Director will obtain a copy of the proposed approving legal opinion of Kennedy & Graven, Chartered, Minneapolis, Minnesota, which will be complete except as to dating thereof and will cause the opinion to be printed on or accompany the Bonds.

Section 4. Payment; Security; Pledges and Covenants.

4.01. (a) Debt Service Fund. The Bonds are payable from the General Obligation Improvement Bonds, Series 2020A Debt Service Fund (the "Debt Service Fund") hereby created. The Debt Service Fund shall be administered and maintained by the Finance Director as a bookkeeping account separate and apart from all other funds maintained in the official financial records of the City. Amounts in the Debt Service Fund are irrevocably pledged to the Bonds. To the Debt Service Fund hereby created, there is hereby pledged and irrevocably appropriated and there will be credited: (A) the proceeds of ad valorem taxes herein or hereafter levied (the "Taxes"), and, subject to 4.01(b), the special assessments levied against the property specially benefited by the Improvements (the "Assessments"); (B) capitalized interest financed from Bond proceeds, if any; (C) all investment earnings on funds in the Debt Service Fund; (E) any premium or rounding amount,

unless deposited in Construction Fund under clause (b) hereof, as determined by the City Finance Director after consultation with the City's municipal advisor; and (F) any and all other moneys which are properly available and are appropriated by the City Council to the Debt Service Fund. If a payment of principal or interest on the Bonds becomes due when there is not sufficient money in the Debt Service Fund to pay the same, the City Finance Director is directed to pay such principal or interest from other funds of the City, and such fund will be reimbursed for those advances out of the proceeds of Assessments and Taxes when collected.

(b) Construction Fund. The proceeds of the Bonds, less the appropriations made in Section 4.01(a), together with the Assessments collected during the construction of the Improvements and any other funds appropriated for the Improvements will be deposited in a separate construction fund (the "Construction Fund") to be used solely to defray expenses of the Improvements and the payment of principal and interest on the Bonds prior to the completion and payment of all costs of the Improvements. Any balance remaining in the Construction Fund after completion of the Improvements and the costs thereof paid, may be used as provided in Minnesota Statutes, section 475.65. Thereafter, the Construction Fund is to be closed and any remaining balances therein and subsequent collections of Assessments for the Improvements and any Taxes are to be deposited in the Debt Service Fund.

4.02. Covenants. It is hereby determined that the Improvements will directly and indirectly benefit abutting property and other identified property, and the City hereby covenants with the holders from time to time of the Bonds as follows:

(a) The City has caused or will cause the Assessments for the Improvements to be promptly levied so that the first installment will be collectible not later than 2021 and will take all steps necessary to assure prompt collection, and the levy of the Assessments is hereby authorized. The City Council will cause to be taken with due diligence all further actions that are required for the construction of each Improvement financed wholly or partly from the proceeds of the Bonds, and will take all further actions necessary for the final and valid levy of the Assessments and the appropriation of any other funds needed to pay the Bonds and interest thereon when due.

(b) In the event of any current or anticipated deficiency in Assessments and Taxes, the City Council will levy additional ad valorem taxes in the amount of the current or anticipated deficiency.

(c) The City will keep complete and accurate books and records showing: receipts and disbursements in connection with the Improvements, Assessments and Taxes levied therefor and other funds appropriated for their payment, collections thereof and disbursements therefrom, monies on hand and, the balance of unpaid Assessments and Taxes.

(d) The City will cause its books and records to be audited at least annually and will furnish copies of such audit reports to any interested person upon request.

4.03. Pledge of Taxes. It is determined that at least 20% of the cost of the Improvements will be specially assessed against benefited properties. For the purpose of paying the principal of and interest on the Bonds, there is levied a direct annual irrevocable ad valorem tax (the "Taxes")

upon all of the taxable property in the City, which will be spread upon the tax rolls and collected with and as part of other general taxes of the City. The Taxes will be credited to the Debt Service Fund above provided and will be in the years and amounts as to be set for in the certificate of the Pricing Committee.

4.04. Certification as to Debt Service Fund Amount. It is hereby determined that the estimated collections of Assessments and the foregoing Taxes will produce at least 5% in excess of the amount needed to meet when due the principal and interest payments on the Bonds. The tax levy herein provided is irrevocable until the Bonds are paid, provided that at the time the City makes its annual tax levies the Finance Director may certify to the County Auditor of Kandiyohi County the amount available in the Debt Service Fund to pay principal and interest due during the ensuing year, and the County Auditor will thereupon reduce the levy collectible during such year by the amount so certified.

4.05. County Auditor Certificate as to Registration. If no Certificate of Intent is filed in accordance with Section 7.04(j) of the City Charter within 15 days after adoption of this resolution, the Clerk is hereby directed to file a certified copy of this resolution and a copy of the certificate of the Pricing Committee with the County Auditor of Kandiyohi County, Minnesota, together with such other information as he or she shall require, and to obtain the County Auditor's certificate that the Bonds have been entered in the County Auditor's Bond Register, and the tax levy required by law has been made.

Section 5. Authentication of Transcript.

5.01. City Proceedings and Records. The officers of the City are authorized and directed to prepare and furnish to the Purchaser and to the attorneys approving the Bonds, certified copies of proceedings and records of the City relating to the Bonds and to the financial condition and affairs of the City, and such other certificates, affidavits and transcripts as may be required to show the facts within their knowledge or as shown by the books and records in their custody and under their control, relating to the validity and marketability of the Bonds, and such instruments, including any heretofore furnished, will be deemed representations of the City as to the facts stated therein.

5.02. No Official Statement or Prospectus. It is determined that no official statement or prospectus has been prepared or circulated by the City in connection with the sale of the Bonds and the Purchaser shall represent to the City that it has made its own investigations concerning the City as set forth in an investment letter of even date with the issuance of the Bonds.

5.03. Other Certificates. The Mayor, City Administrator and Finance Director, or any of them, are hereby authorized and directed to furnish at the closing such certificates as are required as a condition of sale. Unless litigation shall have been commenced and be pending questioning the Bonds or the organization of the City or incumbency of its officers, at the closing the Mayor, City Administrator and Finance Director, or any of them, shall also execute and deliver to the Purchaser a suitable certificate as to absence of material litigation, and the Finance Director shall also execute and deliver a certificate as to payment for and delivery of the Bonds.

Section 6. Tax Covenant.

6.01. Tax-Exempt Bonds. The City covenants and agrees with the holders from time to time of the Bonds that it will not take or permit to be taken by any of its officers, employees or agents any action which would cause the interest on the Bonds to become subject to taxation under the Internal Revenue Code of 1986, as amended (the "Code"), and the Treasury Regulations promulgated thereunder, in effect at the time of such actions, and that it will take or cause its officers, employees or agents to take, all affirmative action within its power that may be necessary to ensure that such interest will not become subject to taxation under the Code and applicable Treasury Regulations, as presently existing or as hereafter amended and made applicable to the Bonds.

6.02. Rebate. The City will comply with requirements necessary under the Code to establish and maintain the exclusion from gross income of the interest on the Bonds under Section 103 of the Code, including without limitation requirements relating to temporary periods for investments, limitations on amounts invested at a yield greater than the yield on the Bonds, and the rebate of excess investment earnings to the United States if the Bonds (together with other obligations reasonably expected to be issued in calendar year 2020) exceed the small-issuer exception amount of \$5,000,000.

6.03. Not Private Activity Bonds. The City further covenants not to use the proceeds of the Bonds or to cause or permit them or any of them, or the Improvements, to be used, in such a manner as to cause the Bonds to be "private activity bonds" within the meaning of Sections 103 and 141 through 150 of the Code.

6.04. Qualified Tax-Exempt Obligations. In order to qualify the Bonds as "qualified tax-exempt obligations" within the meaning of Section 265(b)(3) of the Code, the City makes the following factual statements and representations:

(a) the Bonds are not "private activity bonds" as defined in Section 141 of the Code;

(b) the City designates the Bonds as "qualified tax-exempt obligations" for purposes of Section 265(b)(3) of the Code;

(c) the reasonably anticipated amount of tax-exempt obligations (other than private activity bonds that are not qualified 501(c)(3) bonds which will be issued by the City (and all subordinate entities of the City) during calendar year 2020 will not exceed \$10,000,000; and

(d) not more than \$10,000,000 of obligations issued by the City during calendar year 2020 have been designated for purposes of Section 265(b)(3) of the Code.

6.05. Procedural Requirements. The City will use its best efforts to comply with any federal procedural requirements which may apply in order to effectuate the designations made by this section.

Section 7. No Requirement of Continuing Disclosure. The Purchaser need not comply with the continuing disclosure requirements of Rule 15c2-12 promulgated by the Securities and Exchange Commission under the Securities Exchange Act of 1934 (the "Rule"). Consequently, the City will not enter into any undertaking to provide continuing disclosure of any kind with respect to the Bonds.

Section 8. Defeasance. When all of the Bonds and all interest thereon have been discharged as provided in this section, all pledges, covenants and other rights granted by this resolution to the holders of the Bonds will cease, except that the pledge of the full faith and credit of the City for the prompt and full payment of the principal of and interest on the Bonds will remain in full force and effect. The City may discharge the Bonds which are due on any date by depositing with the Registrar on or before that date a sum sufficient for the payment thereof in full or by depositing irrevocably in escrow, with a suitable institution qualified by law as an escrow agent for this purpose, cash or securities which are backed by the full faith and credit of the United States of America, or any other security authorized under Minnesota law for such purpose, bearing interest payable at such times and at such rates and maturing on such dates and in such amounts as shall be required and sufficient, subject to sale and/or reinvestment in like securities, to pay said obligation(s), which may include any interest payment on such Bond and/or principal amount due thereon at a stated maturity (or if irrevocable provision shall have been made for permitted prior redemption of such principal amount, at such earlier redemption date). If any Bond should not be paid when due, it may nevertheless be discharged by depositing with the Registrar a sum sufficient for the payment thereof in full with interest accrued to the date of such deposit.

The motion for the adoption of the foregoing resolution was duly seconded by Member _____, and upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

whereupon said resolution was declared duly passed and adopted.

STATE OF MINNESOTA)
)
COUNTY OF KANDIYOHI) SS.
)
CITY OF WILLMAR)

I, the undersigned, being the duly qualified and acting City Clerk of the City of Willmar, Kandiyohi County, Minnesota, do hereby certify that I have carefully compared the attached and foregoing extract of minutes of a regular meeting of the City Council of the City held on June 1, 2020 with the original minutes on file in my office and the extract is a full, true and correct copy of the minutes insofar as they relate to the issuance and sale, subject to certain parameters, of the \$1,965,000 General Obligation Improvement Bonds, Series 2020A of the City.

WITNESS My hand officially as such Clerk and the corporate seal of the City this ___ day of June, 2020.

(SEAL)

City Clerk
Willmar, Minnesota

EXHIBIT A
FORM OF BOND

No. R- _____ UNITED STATES OF AMERICA \$ _____
STATE OF MINNESOTA
COUNTY OF KANDIYOHI
CITY OF WILLMAR

GENERAL OBLIGATION IMPROVEMENT BOND, SERIES 2020A

<u>Rate</u>	<u>Maturity</u>	<u>Date of Original Issue</u>
_____ %	February 1, 20__	_____ 1, 2020

REGISTERED OWNER:

The City of Willmar, Minnesota, a duly organized and existing municipal corporation in Kandiyohi County, Minnesota (the "City"), acknowledges itself to be indebted and for value received hereby promises to pay to the person in whose name this Bond is registered at the close of business on the 15th day (whether or not a business day) of the immediately preceding month, in the manner hereinafter set forth, the principal sum of \$_____, on the February 1 in the years and in installment amounts, unless called for earlier redemption, as follows:

<u>Date</u>	<u>Installment</u>	<u>Date</u>	<u>Installment</u>
_____	_____	_____	_____

with interest thereon from the date hereof at the annual rate specified above (calculated on the basis of a 360 day year of twelve 30 day months), payable February 1 and August 1 in each year, commencing February 1, 20___. For the prompt and full payment of such principal and interest as the same respectively become due, the full faith and credit and taxing powers of the City have been and are hereby irrevocably pledged.

The City may elect on February 1, 20___, and on any day thereafter to prepay Bonds due on or after February 1, 20___. Redemption may be in whole or in part and if in part, at the option of the City and in such manner as the City will determine. Prepayments will be at a price of par plus accrued interest.

This Bond is one of an issue in the aggregate principal amount of \$1,965,000 all of like original issue date and tenor, except as to number, maturity date, interest rate, denomination and redemption privilege, all issued pursuant to a resolution adopted by the City Council on June 1, 2020 (the "Resolution"), for the purpose of providing money to finance certain local improvements, pursuant to and in full conformity with, the City's Charter, the Constitution and the laws of the State of Minnesota, including Minnesota Statutes, Chapters 429 and 475 and the principal hereof and interest hereon are payable in part from special assessments levied against property specially benefited by local improvements, and in part from ad valorem taxes for the City's share of the cost of the improvements, as set forth in the Resolution to which reference is made for a full statement of rights and powers thereby conferred. The full faith and credit of the City are irrevocably pledged for payment of this Bond and the City Council has obligated itself to levy additional ad valorem taxes on all taxable property in the City in the event of any deficiency in special assessments and taxes pledged, which taxes may be levied without limitation as to rate or amount. The Bonds of this series are issued only as fully registered Bonds in denominations of \$1,000 or any integral multiple of \$1,000 in excess thereof.

The City Council has designated the issue of Bonds of which this Bond forms a part as "qualified tax-exempt obligations" within the meaning of Section 265(b)(3) of the Internal Revenue Code of 1986, as amended (the "Code") relating to disallowance of interest expense for financial institutions and within the \$10,000,000 limit allowed by the Code for the calendar year of issue.

As provided in the Resolution and subject to certain limitations set forth therein, this Bond is transferable upon the books of the City at the principal office of the Finance Director of the City of Willmar, Minnesota (the "Registrar"), by the registered owner hereof in person or by the owner's attorney duly authorized in writing upon surrender hereof together with a written instrument of transfer satisfactory to the Registrar, duly executed by the registered owner or the owner's attorney; and may also be surrendered in exchange for Bonds of other authorized denominations. Upon such transfer or exchange the City will cause a new Bond or Bonds to be issued in the name of the transferee or registered owner, of the same aggregate principal amount, bearing interest at the same rate and maturing on the same date, subject to reimbursement for any tax, fee or governmental charge required to be paid with respect to such transfer or exchange.

The City and the Registrar may deem and treat the person in whose name this Bond is registered as the absolute owner hereof, whether this Bond is overdue or not, for the purpose of receiving payment and for all other purposes, and neither the City nor the Registrar will be affected by any notice to the contrary.

IT IS HEREBY CERTIFIED, RECITED, COVENANTED AND AGREED that all acts, conditions and things required by the City's Charter, the Constitution and laws of the State of Minnesota to be done, to exist, to happen and to be performed preliminary to and in the issuance of this Bond in order to make it a valid and binding general obligation of the City in accordance with its terms, have been done, do exist, have happened and have been performed as so required, and that the issuance of this Bond does not cause the indebtedness of the City to exceed any constitutional, statutory, or charter limitation of indebtedness.

This Bond is not valid or obligatory for any purpose or entitled to any security or benefit under the Resolution until the Certificate of Authentication hereon has been executed by the Registrar by manual signature of one of its authorized representatives.

IN WITNESS WHEREOF, the City of Willmar, Kandiyohi County, Minnesota, by its City Council, has caused this Bond to be executed on its behalf by the facsimile or manual signatures of the Mayor and City Clerk and has caused this Bond to be dated as of the date set forth below.

Dated: _____, 2020

CITY OF WILLMAR,
MINNESOTA

City Clerk

Mayor

PROVISIONS AS TO REGISTRATION

The ownership of the principal of and interest on the within Bond has been registered on the books of the Registrar in the name of the person last noted below.

Date of Registration

Registered Owner

Signature of
City Finance Director

_____, 2020

Federal ID #

STATE OF MINNESOTA
COUNTY OF KANDIYOHI

COUNTY AUDITOR'S
CERTIFICATE AS TO
TAX LEVY AND
REGISTRATION

I, the undersigned County Auditor of Kandiyohi County, Minnesota, hereby certify that a resolution adopted by the City Council of the City of Willmar, Minnesota, on June 1, 2020, and the accompanying Certificate of Pricing Committee levying taxes for the payment of its \$1,965,000 General Obligation Improvement Bonds, Series 2020A, dated as of date of delivery, has been filed in my office and said obligations have been registered on the register of obligations in my office and that such tax has been levied as required by law.

WITNESS My hand and official seal this _____ day of _____, 2020.

(SEAL)

County Auditor
Kandiyohi County, Minnesota

Deputy

Extract of Minutes of Meeting
of the City Council of the City of
Willmar, Kandiyohi County, Minnesota

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Willmar, Minnesota, was duly held in the City Hall in said City on Monday, June 1, 2020, commencing at 7:00 P.M.

The following members were present:

and the following were absent:

* * *

* * *

* * *

Member _____ introduced the following written resolution, the reading of which was dispensed with by unanimous consent, and moved its adoption:

**PUBLIC WORKS/SAFETY COMMITTEE
MINUTES**

The Public Works/Safety Committee of the Willmar City Council met on Wednesday, May 20, 2020 by electronic means on GoTo Meeting teleconference.

Present:	Andrew Plowman	Chair
	Julie Asmus	Vice Chair
	Fernando Alvarado	Member
	Audrey Nelsen	Member

Others present: City Administrator Brian Gramentz; Public Works Director Sean Christensen; Police Chief Jim Felt; Community Education and Recreation Director Rob Baumgarn; Engineering Administrative Assistant Kelsi Delbosque; Catherine Holwerda.

Item No. 1 Call to Order

The meeting was called to order at 5:06 p.m.

Item No. 2 Public Safety Update (Information)

Staff brought forth, for information, a dangerous dog concern by citizen Catherine Holwerda on Hillcrest Drive. Further information to be presented at the June 3rd Committee Meeting.

Item No. 3 Project No. 2001-E 7th Ave Sanitary Sewer Project Award (Resolution)

A motion was made by Council Member Asmus, seconded by Council Member Alvarado to award Project No. 2001-E 7th Avenue NW Sanitary Sewer Construction to Land Pride Construction in the amount of \$244,577 and authorize signatures on the agreement. This project will bring a sanitary sewer connection to the 288 unit apartment complex for Unique Construction on 30th Street and is paid 100% by the developer. The motion carried.

Item No. 4 WRAC 8 Heating Source (Motion)

A motion was made by Council Member Asmus, seconded by Council Member Alvarado to authorize staff to solicit quotes for a natural gas heating source of the WRAC 8 building. At the May 4th Council Meeting, it was discussed the payback for natural gas heat (estimated at \$23,000) versus the electric heating system (estimated at \$10,000). The estimated payback was found to be 4 years with several assumptions of operating costs and also the \$13,000 difference in installation quotes between gas and electric. Currently there is \$12,000 budgeted for the conversion, with unspent funds from the City Hall heating project available to make up the difference of \$11,000 needed. The motion carried.

Item No. 5 Relocation of Magellan Pipeline (Information)

The Committee received, for information, the request from Magellan to relocate pipeline along the Willmar Wye project. The City has been given the opportunity to relocate a section while construction crews are mobilized and would gain approximately 1 acre of buildable property in the SW corner of the parcel. The estimated total City share of the relocation is \$1.5 million and is not budgeted. The Committee felt this was not a significant benefit to the City of Willmar.

Item No. 6 Robbins Island Flag System (Information)

The Committee received, for information, the discussion of a flag system at Robbins Island for the beach similar to the system used at the Dorothy Olson Aquatic Center. This system would be used in the event the beach is closed for swimming due to elevated fecal coliform. The flag system would use green and red flags to indicate if the beach was open for swimming or if swimming was not recommended. A sign could potentially be placed explaining the red flag means swimming is not recommended at this time.

There being no further business to come before the Committee, the meeting was adjourned at 6:28 p.m. by Chair Plowman.

Respectfully submitted,



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



CITY COUNCIL AGENDA REPORT

To: Mayor and City Council	Date: May 20, 2020
From: Sean E. Christensen, P.E. Public Works Director	Subject: Bid Award- Project No. 2001-E 7th Ave NW Sanitary Sewer

RECOMMENDED ACTION:

Motion By: _____ Second By: _____, to award Project No. 2001-E 7th Ave NW Sanitary Sewer Construction to Land Pride Construction in the amount of \$244,577 and authorize signatures on the agreement.

DETAILS:

Unique Construction is in the process of building a 288 unit apartment complex on 30th Street NW. A sanitary sewer connection on the 7th Avenue side is required to serve the complex. The City is bidding the project as it is required to be built to our standards and will be a public sewer when it is constructed. Bids were opened on May 12th with 8 bids received.

FINANCIAL IMPACT:

The project will be cost share- Unique Construction will be paying for 100% of the project.

REVIEWED BY: Brian Gramentz, City Administrator

COMMITTEE MEETING DATE: May 20, 2020

COUNCIL MEETING DATE: June 1, 2020

Resolution No._____

A RESOLUTION AWARDDING PROJECT NO. 2001-E TO LAND PRIDE CONSTRUCTION IN THE AMOUNT OF \$244,577.

Motion By:_____ Second By:_____

BE IT RESOLVED by the City Council of the City of Willmar, a Municipal Corporation of the State of Minnesota, that the bid of Land Pride Construction of Paynesville, MN for Project No. 2001-E is accepted, and be it further resolved that the Mayor and City Administrator of the City of Willmar are hereby authorized to enter into an agreement with the bidder for the terms and consideration of the contract in the amount of \$244,577.

Dated this 1st day of June, 2020

Mayor

Attest:

City Clerk

Line Item	MnDOT Item Number	Description	Units	Quantity	Engineer Estimate		Land Pride Construction		Duinlock, Inc.		Crow River Construction		R & R Excavating, Inc.		Rachel Contracting, LLC		Geislinger & Sons		C&L Excavating, Inc		Ferguson Bros Excavating, Inc		
					Unit Price	Estimate Extension	Unit Price	Estimate Extension	Unit Price	Estimate Extension	Unit Price	Estimate Extension	Unit Price	Estimate Extension	Unit Price	Estimate Extension	Unit Price	Estimate Extension	Unit Price	Estimate Extension	Unit Price	Estimate Extension	Unit Price
SANITARY SEWER																							
1	N/A	Remove Asphalt Pavement	SY	280	\$15.00	\$4,200.00	\$4.00	\$1,120.00	\$10.00	\$2,800.00	\$6.00	\$1,680.00	\$9.19	\$2,573.20	\$10.00	\$2,800.00	\$5.00	\$1,400.00	\$5.00	\$1,400.00	\$15.00	\$4,200.00	
2	N/A	Remove Concrete Sidewalk	SY	21	\$15.00	\$315.00	\$5.00	\$105.00	\$10.00	\$210.00	\$6.00	\$126.00	\$42.75	\$897.75	\$8.75	\$183.75	\$8.00	\$168.00	\$15.00	\$315.00	\$20.00	\$420.00	
3	N/A	Remove Concrete Curb & Gutter	LF	104	\$10.00	\$1,040.00	\$3.00	\$312.00	\$6.00	\$624.00	\$6.00	\$624.00	\$8.63	\$897.52	\$4.50	\$468.00	\$7.00	\$728.00	\$3.00	\$312.00	\$10.00	\$1,040.00	
4	N/A	Remove Trees	LS	1	\$20,000.00	\$20,000.00	\$6,000.00	\$6,000.00	\$7,000.00	\$7,000.00	\$2,500.00	\$2,500.00	\$5,480.00	\$5,480.00	\$13,000.00	\$13,000.00	\$6,700.00	\$6,700.00	\$7,500.00	\$7,500.00	\$5,000.00	\$5,000.00	
5	N/A	Inlet Protection - Existing Inlet	EA	6	\$500.00	\$3,000.00	\$100.00	\$600.00	\$150.00	\$900.00	\$100.00	\$600.00	\$75.00	\$450.00	\$225.00	\$1,350.00	\$150.00	\$900.00	\$200.00	\$1,200.00	\$125.00	\$750.00	
6	N/A	Hydromulch	SY	8800	\$0.50	\$4,400.00	\$0.60	\$5,280.00	\$1.05	\$9,240.00	\$1.00	\$8,800.00	\$0.75	\$6,600.00	\$1.11	\$9,768.00	\$1.10	\$9,680.00	\$1.25	\$11,000.00	\$1.05	\$9,240.00	
7	N/A	Seeding	SY	8800	\$0.50	\$4,400.00	\$0.30	\$2,640.00	\$0.30	\$2,640.00	\$0.35	\$3,080.00	\$0.55	\$4,840.00	\$0.50	\$4,400.00	\$0.50	\$4,400.00	\$0.40	\$3,520.00	\$0.30	\$2,640.00	
8	N/A	Silt Fence	LF	3400	\$2.00	\$6,800.00	\$2.00	\$6,800.00	\$1.85	\$6,290.00	\$2.00	\$6,800.00	\$2.00	\$6,800.00	\$2.44	\$8,296.00	\$2.00	\$6,800.00	\$2.25	\$7,650.00	\$1.85	\$6,290.00	
9	N/A	Construction Entrance	EA	1	\$5,000.00	\$5,000.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$1,441.22	\$1,441.22	\$1,915.00	\$1,915.00	\$2,500.00	\$2,500.00	\$1,000.00	\$1,000.00	\$4,000.00	\$4,000.00	
10	N/A	Concrete Washout	EA	1	\$2,500.00	\$2,500.00	\$1.00	\$1.00	\$250.00	\$250.00	\$500.00	\$500.00	\$82.34	\$82.34	\$1,525.00	\$1,525.00	\$750.00	\$750.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	
11	N/A	Topsoil - Strip & Spread	LS	1	\$10,000.00	\$10,000.00	\$7,500.00	\$7,500.00	\$4,500.00	\$4,500.00	\$5,000.00	\$5,000.00	\$3,835.56	\$3,835.56	\$6,500.00	\$6,500.00	\$20,000.00	\$20,000.00	\$15,000.00	\$15,000.00	\$35,000.00	\$35,000.00	
12	N/A	F&I Manhole 4' Dia Rein Conc (8'-12' Depth)	EA	2	\$5,000.00	\$10,000.00	\$4,075.00	\$8,150.00	\$4,850.00	\$9,700.00	\$6,000.00	\$12,000.00	\$8,012.92	\$16,025.84	\$5,705.00	\$11,410.00	\$7,500.00	\$15,000.00	\$5,800.00	\$11,600.00	\$9,000.00	\$18,000.00	
13	N/A	F&I Manhole 4' Dia Rein Conc (12+ Depth)	EA	5	\$7,000.00	\$35,000.00	\$6,274.00	\$31,370.00	\$6,800.00	\$34,000.00	\$7,750.00	\$38,750.00	\$8,012.92	\$40,064.60	\$7,425.00	\$37,125.00	\$7,600.00	\$38,000.00	\$14,500.00	\$72,500.00	\$12,000.00	\$60,000.00	
14	N/A	F&I Manhole 4' Dia Rein Conc w/ External Drop (12+ Depth)	EA	3	\$9,000.00	\$27,000.00	\$9,337.00	\$28,011.00	\$11,300.00	\$33,900.00	\$11,750.00	\$35,250.00	\$10,771.11	\$32,313.33	\$10,975.00	\$32,925.00	\$8,100.00	\$24,300.00	\$20,000.00	\$60,000.00	\$17,000.00	\$51,000.00	
15	N/A	F&I Pipe SDR 35 - 8" Dia PVC (8'-12' Depth)	LF	850	\$50.00	\$42,500.00	\$40.00	\$34,000.00	\$42.00	\$35,700.00	\$45.00	\$38,250.00	\$56.50	\$48,025.00	\$48.00	\$40,800.00	\$70.00	\$59,500.00	\$60.00	\$51,000.00	\$72.50	\$61,625.00	
16	N/A	F&I Pipe SDR 35 - 8" Dia PVC (12+ Depth)	LF	1348	\$70.00	\$94,360.00	\$47.00	\$63,356.00	\$51.00	\$68,748.00	\$50.00	\$67,400.00	\$63.21	\$85,207.08	\$50.00	\$67,400.00	\$80.00	\$107,840.00	\$70.00	\$94,360.00	\$98.00	\$132,104.00	
17	N/A	Sanitary Sewer Fittings	EA	5	\$500.00	\$2,500.00	\$25.00	\$125.00	\$70.00	\$350.00	\$300.00	\$1,500.00	\$154.76	\$773.80	\$125.00	\$625.00	\$525.00	\$2,625.00	\$200.00	\$1,000.00	\$200.00	\$1,000.00	
18	N/A	Directional Bore 8" Dia C900 PVC W/Restrained Joints	LF	116	\$200.00	\$23,200.00	\$74.00	\$8,584.00	\$95.00	\$11,020.00	\$150.00	\$17,400.00	\$97.89	\$11,355.24	\$250.00	\$29,000.00	\$215.00	\$24,940.00	\$275.00	\$31,900.00	\$160.00	\$18,560.00	
19	N/A	Connect to Existing Sanitary Manhole	EA	1	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,200.00	\$1,200.00	\$950.00	\$950.00	\$1,332.37	\$1,332.37	\$5,200.00	\$5,200.00	\$2,820.00	\$2,820.00	\$1,500.00	\$1,500.00	\$2,000.00	\$2,000.00	
20	N/A	Watermain Relocation at Crossings	EA	2	\$5,000.00	\$10,000.00	\$2,724.00	\$5,448.00	\$4,000.00	\$8,000.00	\$3,000.00	\$6,000.00	\$5,377.25	\$10,754.50	\$3,725.00	\$7,450.00	\$5,050.00	\$10,100.00	\$3,500.00	\$7,000.00	\$7,500.00	\$15,000.00	
21	N/A	F&I Asphalt Pavement (Verify Thickness)	SY	280	\$60.00	\$16,800.00	\$60.00	\$16,800.00	\$72.00	\$20,160.00	\$65.00	\$18,200.00	\$55.82	\$15,629.60	\$78.00	\$21,840.00	\$68.00	\$19,040.00	\$85.00	\$23,800.00	\$50.00	\$14,000.00	
22	N/A	F&I 4" Reinforced Concrete Sidewalk	SY	21	\$75.00	\$1,575.00	\$90.00	\$1,890.00	\$130.00	\$2,730.00	\$120.00	\$2,520.00	\$51.34	\$1,078.14	\$100.00	\$2,100.00	\$163.00	\$3,423.00	\$85.00	\$1,765.00	\$50.00	\$1,050.00	
23	N/A	F&I Concrete Curb & Gutter	LF	104	\$40.00	\$4,160.00	\$85.00	\$8,760.00	\$40.00	\$4,160.00	\$60.00	\$6,240.00	\$26.00	\$2,704.00	\$68.00	\$7,072.00	\$45.00	\$4,680.00	\$25.00	\$2,600.00	\$60.00	\$6,240.00	
24	N/A	Mobilization	LS	1	\$10,000.00	\$10,000.00	\$13,000.00	\$13,000.00	\$10,000.00	\$10,000.00	\$15,000.00	\$15,000.00	\$8,734.15	\$8,734.15	\$43,200.00	\$43,200.00	\$18,650.00	\$18,650.00	\$40,000.00	\$40,000.00	\$50,000.00	\$50,000.00	
25	N/A	Traffic Control	LS	1	\$10,000.00	\$10,000.00	\$2,900.00	\$2,900.00	\$4,000.00	\$4,000.00	\$2,000.00	\$2,000.00	\$1,900.00	\$1,900.00	\$7,860.00	\$7,860.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,500.00	\$2,500.00	
Base Bid Total:						\$339,750.00		\$244,577.00		\$270,222.00		\$282,670.00		\$298,505.24		\$354,712.75		\$372,944.00		\$442,822.00		\$492,659.00	

Engineer's Estimate \$339,750.00
 Low Bid \$244,577.00
 Difference \$95,173.00
 72%



CITY COUNCIL AGENDA REPORT

To: Mayor and City Council	Date: May 20, 2020
From: Sean E. Christensen, P.E. Public Works Director	Subject: WRAC 8 District Heating Upgrade Revisted

RECOMMENDED ACTION:

Motion By: _____ Second By: _____, to authorize staff to solicit quotes for a natural gas heating source of the WRAC 8 building.

DETAILS:

The City Council approved the obtaining of quotes for the electric baseboard heating system for the WRAC-8 building on May 4, 2020. At the meeting, a question was asked about the payback for natural gas heat vs the electric heat systems. After checking on the answer to the question, we found it to be a four (4) year payback. The rule of thumb is that a payback of under seven (7) years is usually a good decision if you are going to stay at that location for a longer time or it can be a selling point if the city sells the property in the future.

Electric baseboard heat \$10,000
Gas furnace (two of them) \$23,000

It would take approximately 4 years to “break even” if we purchase a gas heating system versus an electric system. In the first 4 years it is cheaper with electric, after that point in time, it will be cheaper to have the gas system. This is based on several assumptions including:

- Gas and electric rates stay the same for the next four years.
- \$5,000 per year heating cost using a 3 year average IF we had been using electric heat 2018-2020.
- \$2,000 per year heating cost using a 3 year average IF we assume gas consumption similar to our current system.
- \$3,000 average additional utility cost per year for electric heat using the above numbers.
- \$13,000 difference in installation quotes between gas and electric heat.

We are prepared to solicit quotes for the electric system, but felt the four year payback information may change the City Council’s decision to use natural gas instead of electric heat.

FINANCIAL IMPACT:

WRAC 8 has \$12,000 in the operating budget for the conversion. If a gas system is recommended we could use the \$23,000- in unspent funds from the City Hall heating project to make up the difference of \$11,000.

REVIEWED BY: Brian Gramentz, City Administrator

COMMITTEE MEETING DATE: May 20, 2020

COUNCIL MEETING DATE: June 1, 2020



CITY COUNCIL AGENDA REPORT

To: Mayor and City Council	Date: May 20, 2020
From: Sean E. Christensen, P.E. Public Works Director	Subject: Relocation of Magellan Pipeline

RECOMMENDED ACTION:

Motion By: _____ Second By: _____, to approve or reject relocation of Magellan pipeline.

DETAILS:

Magellan is required to lower their pipeline for the Willmar Wye project. The City has been given the opportunity to relocate a section of the pipeline while construction crews are mobilized. If relocation is approved, the alignment will be adjacent to existing ROW. Relocating this pipeline will gain approximately 1 acre of buildable property in the SW corner of the parcel. (See map)

If the relocation proposal is rejected, the pipeline will be lowered along the existing alignment across the SW corner of the parcel. (See map)

FINANCIAL IMPACT:

If relocation is approved, BNSF will share in a portion of mobilization and other items.

If the relocation is rejected and the City chooses to relocate at a later date, a new cost estimate will be generated. The City would be responsible for 100% of mobilization efforts and items shared with BNSF if this relocation is approved.

See attached for detailed cost estimate for City share of proposed relocation. The estimated total City share of relocation is \$1.5 million. This is not budgeted.

STAFF RECOMMENDATION:

Reject relocation of Magellan pipeline.

REVIEWED BY: Brian Gramentz, City Administrator

COMMITTEE MEETING DATE: May 20, 2020

COUNCIL MEETING DATE: June 1, 2020

AFE: Willmar, MN
Location: Willmar - Alexandria #1-8" (Line ID: 6250) and Willmar - Alexandria #6-12" (Line ID: 6255)
Pipeline: Willmar - Alexandria #1-8" (Line ID: 6250) and Willmar - Alexandria #6-12" (Line ID: 6255)
Description: The purpose of this project is to relocate 2300 feet of the Willmar - Alexandria #6-12" and Willmar - Alexandria #1-8" pipelines via open trenching on the City of Willmar property. This cost estimate was completed assuming construction synergy with the BNSF relocation.

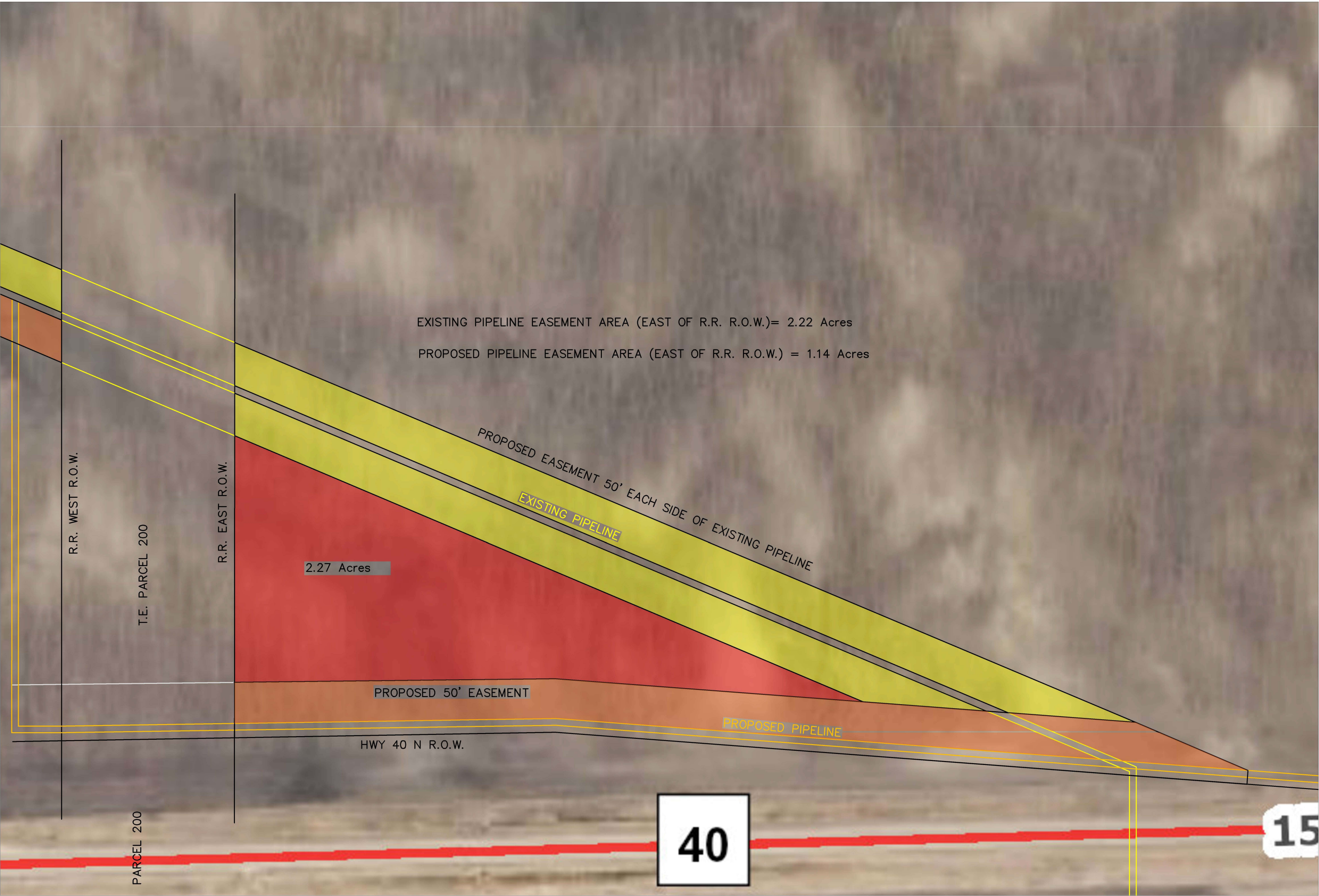
Date: 12-May-20
Revised: 0

Code	Item	QTY	Unit	Unit Cost \$	Subtotal	Contingency 7.5%	Project Sub Total \$
ACA	Right of Way: Cost of Easement				\$ -	\$ -	\$ -
1	ROW	0	ls	\$ -	\$ -		
ACB	Right Of Way: Acquisition Expense				\$ -	\$ -	\$ -
1	ROW	0	ls	\$ -	\$ -		
ACC	Right Of Way: Legal Expense				\$ -	\$ -	\$ -
GAA	Mainline Pipe				\$ 176,150	\$ 13,211	\$ 189,361
1	Pipe - 12.75" OD, 0.375" WT, 14-16 mils FBE	1600	ft	\$ 45	\$ 72,000		
2	Pipe - 8.625" OD, 0.322" WT, 14-16 mils FBE	1640	ft	\$ 35	\$ 57,400		
3	Segmentables, 90, 3R, 12.75" OD, 0.375" WT, WPHY-52, Bare	4	ea	\$ 880	\$ 3,520		
4	Segmentables, 90, 3R, 8.625" OD, 0.322" WT, WPHY-52, Bare	4	ea	\$ 750	\$ 3,000		
5	Miscellaneous Fittings	1	ls	\$ 5,000	\$ 5,000		
6	Freight and Taxes	25%	%	\$ 140,920	\$ 35,230		
GBA	Mainline Mechanical Materials				\$ -	\$ -	\$ -
GCA	Mainline Labor				\$ 906,600	\$ 67,995	\$ 974,595
1	Mobilization and Demobilization	1	ls	\$ 50,000	\$ 50,000		
2	Site Preparation (Clearing and Grading)	1	ls	\$ 15,000	\$ 15,000		
3	Access / Temporary (Mats)	1	ls	\$ 100,000	\$ 100,000		
4	BMPs	2000	lf	\$ 15	\$ 30,000		
5	Pipe Fabrication (String, Weld, and Coat)	1	lf	\$ 250,000	\$ 250,000		
6	Open Trenching	3160	ls	\$ 35	\$ 110,600		
7	8" and 12" Tie-Ins	1	ls	\$ 50,000	\$ 50,000		
8	8-Hour Hydrostatic Testing	1	ls	\$ 100,000	\$ 100,000		
9	Drain-up of Refined Product	1	ls	\$ 40,000	\$ 40,000		
10	Transportation of Refined Product	1	ls	\$ 15,000	\$ 15,000		
11	Reclaim Pipe	2300	ls	\$ 40	\$ 92,000		
12	Wedding Band	4	lf	\$ 3,500	\$ 14,000		
13	Pipe Transport to Landfill	1	ls	\$ 40,000	\$ 40,000		
GCB	Mainline Inspection & Testing				\$ 127,000	\$ 9,525	\$ 136,525
1	Pipe Inspection - Coating	1	ls	\$ 10,000	\$ 10,000		
2	Chief Inspector	7	wk	\$ 5,000	\$ 35,000		
3	Inspector - Coating	7	wk	\$ 5,000	\$ 35,000		
4	Assistant Inspector	7	wk	\$ 5,000	\$ 35,000		
5	Existing Coating Testing	1	ls	\$ 2,000	\$ 2,000		
6	BMP Inspections	20	wk	\$ 500	\$ 10,000		
GCC	Mainline Instruments & Electrical Material				\$ -	\$ -	\$ -
GCF	Mainline Eng/Draft/Permit/Survey				\$ 65,000	\$ 4,875	\$ 69,875
1	Survey and Engineering	1	ls	\$ 40,000	\$ 40,000		
2	Environmental Permitting and SWPPP	1	ls	\$ 25,000	\$ 25,000		
GCG	Mainline Cathodic Protection				\$ 800	\$ 60	\$ 860
1	Test Stations	2	ls	\$ 400	\$ 800		
GCH	Construction Damage				\$ -	\$ -	\$ -
GCU	Environmental Control				\$ 25,000	\$ 1,875	\$ 26,875
1	Coal Tar Pipe Disposal	1	ls	\$ 25,000	\$ 25,000		
	Subtotal				\$ 1,300,550	\$ 97,541	\$ 1,398,091
ZGA	Trip Expenses				\$ 8,000	\$ 600	\$ 8,600
1	Trips	4	ls	\$ 2,000	\$ 8,000		
ZAV	Capitalized Interest				\$ 30,000	\$ 2,250	\$ 32,250
ZBV	Capitalized Internal Labor				\$ 46,400	\$ 3,480	\$ 49,880
1	Project Management (Pipeline Integrity + Asset Integrity)	160	hrs	\$ 80	\$ 12,800		
2	Real Estate	160	hrs	\$ 80	\$ 12,800		
3	Legal	40	hrs	\$ 200	\$ 8,000		
3	DPMO/COM/Technician	160	hrs	\$ 80	\$ 12,800		
ZCV	Capitalized Overhead	80%			\$ 37,120	\$ 2,784	\$ 39,904
	Subtotal				\$ 121,520	\$ 9,114	\$ 130,634

TOTAL Project w/o Contingency=	\$1,422,070
Contingency =	\$106,655
TOTAL ESTIMATED PROJECT COST =	\$1,528,700

Assumptions:

- 1) Cost estimate based on projects of similar scope.
- 2) Project will be bid out to at least 3 contractors.
- 3) Prices subject to change based on contractor availability, inflation, steel prices, geotechnical studies and weather/season.
- 4) Cost estimate is based on synergy in conjunction with the BNSF Willmar Connection Relocation Project.



EXISTING PIPELINE EASEMENT AREA (EAST OF R.R. R.O.W.)= 2.22 Acres

PROPOSED PIPELINE EASEMENT AREA (EAST OF R.R. R.O.W.) = 1.14 Acres

2.27 Acres

PROPOSED 50' EASEMENT

HWY 40 N R.O.W.

PROPOSED EASEMENT 50' EACH SIDE OF EXISTING PIPELINE

EXISTING PIPELINE

PROPOSED PIPELINE

R.R. WEST R.O.W.

R.R. EAST R.O.W.

T.E. PARCEL 200

PARCEL 200



FINANCE COMMITTEE

MINUTES

The Finance Committee Meeting of the City of Willmar met at 5:00 p.m. on Thursday, May 21, 2020, via TeleConference.

Present:	Audrey Nelsen	Chairman
	Andrew Plowman	Member
	Julie Asmus	Member

Councilmember Rick Fagerlie requested to be excused from this meeting. Others on the teleconference: City Administrator Brian Gramentz and Finance Director Steve Okins.

Item No. 1 Call to Order

The meeting was called to order at 5:00 p.m.

Item No. 2 Discussion Items for the Council

Financial Report April 30, 2020

Finance Director Okins reviewed the financial report for April 30, 2020. Capital Improvements expended to date include vehicles budgeted in the current year as well as those budgeted but not spent in 2019 that were carried over. Other Capital Improvements were reviewed and it was noted that the Robot System for the Police Department budgeted for \$18,000 and the Turnout Gear Dryer for the Fire Department budgeted for \$11,000 were both purchased in 2019, leaving \$29,000 available for other appropriations in 2020. Other Capital allocations budgeted but not entirely spent in 2019 have final expenditures in process in 2020 which include Robbins Island Four-Season Building, Sperry Pickleball Court, Baker Dugout, Civic Center Bleacher Replacement, Aquatic Center Pool Bottom Resurfacing, and some Lift Station and Eagle Lake Sewer System Improvements. Questions were asked regarding the process for reviewing the excess funds remaining after projects are completed. It was reported that as projects become finalized, a summary report will be provided reflecting available dollars for the Council to consider using for potential reallocation as needs arise. In response to questions on City Hall Improvements, staff explained that \$50,000 was allocated each for City Hall and the Auditorium for the District Heat Shutdown Remodel plus an additional \$90,000 had been budgeted for other City Hall Improvements. Details will be provided through the Public Works Committee as information becomes available. There was a question on the status of grant applications for the ADA required improvements at the Auditorium. Given the current pandemic issues, the grant process has not yet been pursued but it is hoped to be addressed in the near future.

General Fund Revenues were discussed including Property Taxes which may be delayed this year due to the Covid-19 Pandemic. Licenses and Permits are on track with the amount budgeted. Uncertainties with Intergovernmental Revenue include Local Government Aid and Shared Highway Aid. Service Charges are areas where there may be a substantial reduction due to the shut-down. A reduction in interest earnings is anticipated since interest rates have dropped. General Fund Expenditures, Waste Treatment Revenues and Expenditures, and Investment and Cash Balances were also reviewed.

Investment Activity (1st Quarter and Current)

Staff updated the Committee with the status of the City's Investments, noting that there has been a drastic increase in called investments because of interest rates dropping dramatically. Reinvestment in One- to Two-Year Certificates of Deposit have ramped up because of the recent economic turn of events. Yields to Maturity were also discussed.

State Financial Information Update

Discussion of the status of the Local Government Aid and Local Option Sales Tax revolved around the uncertainties due to the economic ramifications of the Covid-19 Pandemic. It was noted that the City may also potentially be receiving an allocation of the federal CARES funds that were provided to the State for distribution to local governments. Amounts and dates anticipated to be received for all of these funds continue to be a moving target. The Council will be notified as updates are received.

Item No. 3 Future Agendas

It was reported that Councilmember Nelsen and staff attended the telemeeting with Carris Health today. Representatives from Carris Health are scheduled to present information to the Finance Committee at the second scheduled meeting in June.

Other future agenda items include the Willmar Municipal Utilities 2019 audit which has been scheduled to be presented at the Finance Committee's first meeting in June. Additionally, it was noted that no new Council Information Requests have been received.

The Local Option Sales Tax program was discussed at length, specifically project prioritization issues and the anticipated reduction in revenues.

There being no further business to come before the Committee, the meeting was adjourned at 6:50 p.m. by Chair Nelsen.

Respectfully submitted,



Carol Cunningham
Accounting Coordinator

City of Willmar

Financial Report
As of April 30, 2020

Capital Improvement Expenditures As Of April 30, 2020

<u>GENERAL FUND - VEHICLE REPLACEMENT</u>	<u>BUDGET</u>	<u>EXPENDED</u>	<u>BALANCE</u>
POLICE DEPARTMENT			
Squad Car Replacement (3)	\$ 150,000	\$ 33,977.99	\$ 116,022.01
PUBLIC WORKS			
International Truck	220,000	-	
Sand Pro	30,000	29,333.99	666.01
GMC Sierra 3500 (2)	100,000	35,870.50	64,129.50
Street Sweeper	300,000	-	300,000.00
	<hr/>	<hr/>	<hr/>
	\$ 800,000	\$ 99,182.48	\$ 480,817.52
<u>WASTE TREATMENT - VEHICLE REPLACEMENT</u>			
WASTE TREATMENT			
Kubota Utility Tractor #	\$ 60,229	\$ -	\$ 60,229.00
Kubota RTV	16,513	18,228.00	(1,715.00)
WASTE TREATMENT - COLLECTIONS			
Dodge Ram Truck #	78,000	-	78,000.00
WASTE TREATMENT - BIOSOLIDS			
5500 Gallon Tanker (2)	197,000	-	197,000.00
	<hr/>	<hr/>	<hr/>
	\$ 351,742	\$ 18,228.00	\$ 333,514.00
TOTAL CURRENT VEHICLE REPLACEMENT	\$ 1,151,742	\$ 117,410.48	\$ 1,034,331.52
<u>THE FOLLOWING SHOWS VEHICLE CAPITAL PURCHASES MADE FROM USING PRIOR YEAR'S CIP</u>			
POLICE DEPARTMENT			
Squad Car Replacement (3)	\$ 144,000	\$ 141,314.85	\$ 2,685.15
WASTE TREATMENT			
Under 1-Ton Pickup	56,227	32,789.92	23,437.08
2006 Int'l Tractor (069956)	175,049	86,729.79	88,319.21
	<hr/>	<hr/>	<hr/>
TOTAL PRIOR YEAR'S VEHICLE REPLACEMENT	\$ 375,276	\$ 260,834.56	\$ 114,441.44

Capital Improvement Expenditures

As Of April 30, 2020

<u>GENERAL CAPITAL</u>	<u>BUDGET</u>	<u>EXPENDED</u>	<u>BALANCE</u>
CITY HALL			
District Heat Shutdown Remodel	\$ 50,000	\$ -	\$ 50,000.00
POLICE DEPARTMENT			
Robot System	18,000	-	18,000.00
FIRE DEPARTMENT			
Turnout Gear Dryer	11,000	-	11,000.00
Garage Floor Refinish	38,000	-	38,000.00
PUBLIC WORKS			
Signal Pole Painting	70,000	-	70,000.00
Heaters for Shop	50,000	-	50,000.00
Mechanic A/C	10,000	-	10,000.00
Outdoor Hockey Boards	15,000	9,921.63	5,078.37
AUDITORIUM			
District Heat Shutdown Remodel	50,000	-	50,000.00
Ext. Door Replacement/ADA Door Req.	15,000	-	15,000.00
Auditorium Improvements	485,000	-	485,000.00
PARK & RECREATION			
Swansson Field - Orange/Elise	315,000	-	315,000.00
Park Equipment	150,000	-	150,000.00
CIVIC CENTER			
BLA Sound System	20,000	-	20,000.00
AQUATIC CENTER			
Resurface Pool Bottom - Add'l Funds	150,000	-	150,000.00
Tuck Pointing	30,000	-	30,000.00
TOTAL CURRENT GENERAL CAPITAL IMPROVEMENTS	\$ 1,477,000	\$ 9,921.63	\$ 1,467,078.37
<u>WASTE WATER FUNDED CAPITAL IMPROVEMENTS</u>			
WASTE TREATMENT			
Hwy 12 Basin Sump Pump Inspections	\$ 20,000	\$ -	\$ 20,000.00
Hwy 12 Lift Station Elimination Design	100,000	-	100,000.00
Eagle Lake L.S. 7 Design	150,000	-	150,000.00
Eagle Lake L.S. 8 Design	105,000	-	105,000.00
Eagle Lake L.S. 5 Repl. Pipes/Valves	14,380	-	14,380.00
Eagle Lake L.S. 2 / 9 - New Pumps	38,000	-	38,000.00
Eagle Lake Sump Pump Inspections	24,600	-	24,600.00
Lab Equipment & Dishwasher	50,000	23,344.46	26,655.54
TOTAL CURRENT WASTE TREATMENT IMPROVEMENTS	\$ 501,980	\$ 23,344.46	\$ 478,635.54

Capital Improvements As Of April 30, 2020

THE FOLLOWING SHOWS GENERAL FUND CAPITAL PURCHASES MADE FROM USING PRIOR YEAR'S CIP

<u>CAPITAL ALLOCATIONS</u>	<u>BUDGET</u>	<u>EXPENDED</u>	<u>BALANCE</u>
CITY HALL			
Short Term Improvements	\$ 90,000	\$ -	\$ 90,000.00
AUDITORIUM			
ADA Requirements-Elevator/Restroom (\$250,000 Required by Grant)	500,000	-	500,000.00
PARK & RECREATION			
Robbins Island	1,102,347	1,010,260.52	92,086.48
Sperry Pickleball Court	108,000	81,607.10	26,392.90
Baker Dugout	49,600	43,906.52	5,693.48
CIVIC CENTER			
Bleacher Replacement	300,000	238,692.00	61,308.00
AQUATIC CENTER			
Resurface Pool Bottom	200,000	60,000.00	140,000.00
TOTAL PRIOR YEAR'S GENERAL IMPROVEMENTS	\$ 2,349,947	\$ 1,434,466.14	\$ 915,480.86
WASTE TREATMENT			
Gorton Ave/Armory L.S.	\$ 1,615,000	1,746,282.81	(131,282.81)
Eagle Lake System Improvements	200,000	73,699.15	126,300.85
TOTAL PRIOR YEAR'S WASTE TREATMENT IMPROV.	\$ 1,815,000	\$ 1,819,981.96	\$ (4,981.96)

General Fund Revenue As Of April 30, 2020

	<u>2019 Actual</u>	<u>2020 Annual Budget</u>	<u>2020 Actual Year-To-Date</u>	<u>% of 2020 Budget</u>
<u>Revenues</u>				
General Property Taxes	\$ 5,439,053.24	\$ 6,126,821.00	\$ 67,349.07	1.10%
Licenses and Permits	574,438.36 *	566,527.00	155,875.62	27.51%
Intergovernmental	5,545,075.33 *	5,758,759.00	169,814.15	2.95%
Service Charges	786,318.07	765,625.00	194,361.66	25.39%
Fines and Forfeits	142,980.21	155,000.00	33,574.00	21.66%
Special Assessments	1,721.12	2,000.00	-	0.00%
Miscellaneous Revenue	1,286,973.25 *	1,453,058.00	334,686.16	23.03%
Other Financing Sources	2,448,824.79	2,500,579.00	534,210.50	21.36%
Total Revenues	\$ 16,225,384.37	\$ 17,328,369.00	\$ 1,489,871.16	8.60%

General Fund Expenditures –General Government– As Of April 30, 2020

<u>Expenditures</u>	<u>2019 Actual</u>	<u>2020 Annual Budget</u>	<u>2020 Actual Year-To-Date</u>	<u>% of 2020 Budget</u>
City Administrator	\$ 313,592.91	\$ 324,709.00	\$ 111,400.15	34.31%
Mayor and Council	166,750.25	190,700.00	85,153.90	44.65%
Planning/Development Services	646,275.98 *	647,978.00	207,519.31	32.03%
City Clerk	209,421.86 *	228,941.00	84,323.45	36.83%
Assessing	112,325.00	115,750.00	-	0.00%
Finance Department	452,608.19	575,198.00	167,410.04	29.10%
Legal	323,606.06 *	250,000.00	81,753.11	32.70%
City Hall	153,377.33	158,503.00	47,188.19	29.77%
Information Technology	561,189.42	612,131.00	256,453.75	41.90%
Office Services	32,283.18	30,540.00	9,339.95	30.58%
Human Resources	136,735.19	179,075.00	50,349.83	28.12%
Elections	30,763.02	140,745.00	64,392.23	45.75%
Non-Departmental/Gen.Gov't.	524,194.98 *	788,152.00	121,802.27	15.45%
Sub-Total General Gov't.	3,663,123.37 *	4,242,422.00	1,287,086.18	30.34%

General Fund Expenditures (Con't)

-Public Safety and Streets/Highways-

As Of April 30, 2020

<u>Expenditures</u>	<u>2019 Actual</u>	<u>2020 Annual Budget</u>	<u>2020 Actual Year-To-Date</u>	<u>% of 2020 Budget</u>
Police Department	4,802,883.56 *	5,101,889.00	1,730,730.44	33.92%
Fire Protection	683,898.97	905,420.00	264,454.53	29.21%
Non-Departmental/Pub.Safety	15,064.07	15,500.00	19,958.75 *	128.77%
Sub-Total Public Safety	<u>5,501,846.60</u>	<u>6,022,809.00</u>	<u>2,015,143.72</u>	33.46%
Transit System	20,500.00	20,500.00	-	0.00%
Engineering	484,518.06	715,758.00	230,461.80	32.20%
Storm Water	32,765.71	76,850.00	1,904.26	2.48%
Public Works	3,068,357.85	2,974,716.00	935,671.16	31.45%
Non-Departmental/Pub.Works	-	1,000.00	-	0.00%
Sub-Total Streets/Highways	<u>3,606,141.62</u>	<u>3,788,824.00</u>	<u>1,168,037.22</u>	30.83%

General Fund Expenditures (Con't)

–Culture/Recreation and Transfers–

As Of April 30, 2020

<u>Expenditures</u>	<u>2019 Actual</u>	*	<u>2020 Annual Budget</u>	<u>2020 Actual Year-To-Date</u>	<u>% of 2020 Budget</u>
WRAC	120,077.34	*	137,205.00	41,629.19	30.34%
Library	489,922.00		543,332.00	109,333.00	20.12%
Auditorium	93,929.91		81,751.00	16,747.22	20.49%
Non-Departmental/Culture-Recr.	96,000.00	*	98,000.00	17,607.00	17.97%
Parks & Recreation	579,488.21	*	575,762.00	158,746.81	27.57%
Civic Center	626,740.74		649,863.00	213,727.36	32.89%
Community Center	157,932.76		190,202.00	55,779.89	29.33%
Aquatic Center	208,563.34	*	241,831.00	15,343.80	6.34%
Sub-Total Culture/Recreation	2,372,654.30		2,517,946.00	628,914.27	24.98%
Transfers	66,560.00		2,492,032.00	-	0.00%
Total Expenditures	\$ 15,210,325.89		\$ 19,064,033.00	\$ 5,099,181.39	26.75%

* Indicates Over Budget

Waste Treatment Plant Revenues and Expenditures As Of April 30, 2020

	<u>2019 Actual</u>	<u>2020 Annual Budget</u>	<u>2020 Actual Year-To-Date</u>	<u>% of 2020 Budget</u>
<u>Revenues</u>				
Intergovernmental	\$ 121,828.54 *	\$ 72,000.00	\$ 11,306.96	15.70%
Service Charges	9,497,907.38	10,226,000.00	2,381,157.89	23.29%
Miscellaneous Revenue	682,510.92 *	258,000.00	98,733.80	38.27%
Other Financing Sources	-	-	-	N/A
Total Revenues	\$ 10,302,246.84	\$ 10,556,000.00	\$ 2,491,198.65	23.60%
<u>Expenditures</u>				
Waste Treatment - Treatment	\$ 8,027,445.18	\$ 10,494,884.00	\$ 1,730,503.03	16.49%
Waste Treatment - Collections	490,115.90	610,518.00	61,774.29	10.12%
Waste Treatment - Biosolids	574,622.42	375,320.00	32,482.64	8.65%
Waste Treatment - Eagle Lake	165,692.12 *	64,650.00	10,958.00	16.95%
Total Expenditures	\$ 9,257,875.62	\$ 11,545,372.00	\$ 1,835,717.96	15.90%

* Indicates Over Budget

Investment and Cash Balances As Of April 30, 2020

	As of 12/31/2019		As of 04/30/2020	
	Percentage of Booked Market Value	Booked Market Value	Percentage of Booked Market Value	Booked Market Value
4M	0.0000%	\$ -	22.2574%	\$11,006,675.57
Bremer Bank	25.2724%	\$13,122,818.74	18.5052%	\$ 9,151,123.29
Bremer Wealth Mgmt	13.9603%	\$ 7,248,988.14	15.6896%	\$ 7,758,767.09
Multi-Bank Securities	19.1731%	\$ 9,955,766.11	10.5656%	\$ 5,224,847.01
UBS Financial Services	13.9208%	\$ 7,228,469.22	6.0688%	\$ 3,001,110.00
Wells Fargo	13.4007%	\$ 6,958,408.63	0.0000%	\$ -
Wells Fargo Advisors	14.2726%	\$ 7,411,136.60	26.9135%	\$13,309,160.00
Total Investments	100.0000%	\$51,925,587.44	100.0000%	\$49,451,682.96
Heritage Bank	Cash	\$ 6,527,160.62	Cash	\$ 4,599,714.15
Bremer Wealth Mgmt	Cash	\$ 652,856.31	Cash	\$ 477,115.45
Total Investments & Cash		\$59,105,604.37		\$54,528,512.56

Questions?

SUMMARY OF TRANSACTIONS:

PRIOR INVESTMENT BALANCE

\$ 49,451,682.96

NEW INVESTMENT BALANCE

\$ 49,451,682.96

	SECURITY TYPE	DATE ACQUIRED	MATURITY DATE	CALL DATE	COUPON RATE RANGE	2020		As of 04/30/2020		BOOKED
						Coupon Rates	PAR VALUE	COST	MARKET VALUE	
1	Bremer Bank	Money Mrkt-437680198	09/28/2018	N/A	N/A	0.670%	0.670%	\$ 9,151,123.29	\$ 9,000,000.00	\$ 9,151,123.29 "
2	4M	Money Mrkt-35205-101	01/31/2020	N/A	N/A	1.270%	1.270%	\$ 11,006,675.57	\$ 11,006,675.57	\$ 11,006,675.57 "
3	Bremer Wealth Mgmt	CD-36161TS30	07/18/2014	07/20/2020	N/A	2.200%	2.200%	\$ 97,000.00	\$ 97,000.00	\$ 97,365.69 "
	Wells Fargo Advisors	CD-23204HJE9	04/29/2020	07/30/2020	N/A	0.450%	0.450%	\$ 245,000.00	\$ 245,000.00	\$ 245,000.00 "
5	Bremer Wealth Mgmt	CD-14042E5F3	08/05/2015	08/05/2020	N/A	2.300%	2.300%	\$ 245,000.00	\$ 245,000.00	\$ 245,673.75 "
6	Wells Fargo Advisors	CD-67523TAD5	* 04/17/2020	01/19/2021	N/A	1.050%	1.050%	\$ 245,000.00	\$ 245,000.00	\$ 245,000.00 "
7	Bremer Wealth Mgmt	TB-819190TG4	03/27/2020	02/01/2021		5.000%	5.000%	\$ 400,000.00	\$ 412,220.00	\$ 412,144.00 "
8	Bremer Wealth Mgmt	TB-68609BYE1	+ 11/06/2019	04/01/2021		2.132%	2.132%	\$ 150,000.00	\$ 150,847.50	\$ 151,654.50 "
9	Wells Fargo Advisors	CD-316777XG1	* 04/16/2020	04/16/2021	N/A	1.150%	1.150%	\$ 245,000.00	\$ 245,000.00	\$ 245,000.00 "
10	Wells Fargo Advisors	CD-919853GB1	* 04/16/2020	04/16/2021	N/A	1.150%	1.150%	\$ 245,000.00	\$ 245,000.00	\$ 245,000.00 "
11	Wells Fargo Advisors	CD-940637MH1	* 04/17/2020	04/16/2021	N/A	1.150%	1.150%	\$ 245,000.00	\$ 245,000.00	\$ 245,000.00 "
12	Wells Fargo Advisors	CD-149159QC2	* 04/17/2020	04/16/2021	N/A	1.100%	1.100%	\$ 245,000.00	\$ 245,000.00	\$ 245,000.00 "
13	Wells Fargo Advisors	CD-99000QPK4	^ 04/20/2020	04/20/2021	N/A	1.150%	1.150%	\$ 200,000.00	\$ 200,000.00	\$ 200,000.00 "
14	Wells Fargo Advisors	CD-89788HAU7	* 04/21/2020	04/20/2021	N/A	1.150%	1.150%	\$ 245,000.00	\$ 245,000.00	\$ 245,000.00 "
15	Wells Fargo Advisors	CD-72345SKM2	^ 04/21/2020	04/21/2021	N/A	1.150%	1.150%	\$ 245,000.00	\$ 245,000.00	\$ 245,000.00 "
16	Wells Fargo Advisors	CD-856285TD3	^ 04/21/2020	04/21/2021	N/A	1.200%	1.200%	\$ 245,000.00	\$ 245,000.00	\$ 245,000.00 "
17	Bremer Wealth Mgmt	TB-341271AC8	+ 12/04/2019	07/01/2021		2.638%	2.638%	\$ 495,000.00	\$ 501,276.60	\$ 496,113.75 "
18	Bremer Wealth Mgmt	TB-8827233K3	+ 11/06/2019	08/01/2021		1.505%	1.505%	\$ 175,000.00	\$ 174,359.50	\$ 175,777.00 "
19	Bremer Wealth Mgmt	TB-199492SD2	+ 11/06/2019	08/15/2021		2.000%	2.000%	\$ 200,000.00	\$ 200,864.00	\$ 202,274.00 "
20	Multi-Bank Securities	FFCB-3133ELTM6	03/31/2020	12/16/2021		0.830%	0.830%	\$ 2,000,000.00	\$ 2,000,000.00	\$ 1,999,460.00 "
21	Bremer Wealth Mgmt	FFCB-3133EK3V6	+ 10/28/2019	12/28/2021		1.600%	1.600%	\$ 500,000.00	\$ 498,995.00	\$ 510,015.30 "
22	Bremer Wealth Mgmt	FFCB-3133ELFY5	+ 01/03/2020	12/30/2021		1.680%	1.680%	\$ 500,000.00	\$ 500,000.00	\$ 501,039.50 "
23	Bremer Wealth Mgmt	TB-4423312X1	+ 11/01/2019	03/01/2022		2.768%	2.768%	\$ 400,000.00	\$ 408,156.00	\$ 409,484.00 "
24	Multi-Bank Securities	CD-084601WX7	03/27/2020	03/31/2022	N/A	1.200%	1.200%	\$ 245,000.00	\$ 245,000.00	\$ 244,272.35 "
25	Wells Fargo Advisors	CD-947547LZ6	04/17/2020	04/18/2022	07/17/2020	1.350%	1.350%	\$ 245,000.00	\$ 245,000.00	\$ 245,000.00 "
26	Wells Fargo Advisors	CD-33742CBC0	^ 04/22/2020	04/21/2022	10/22/2020	1.200%	1.200%	\$ 245,000.00	\$ 245,000.00	\$ 245,000.00 "
27	Wells Fargo Advisors	CD-38149MTB9	04/22/2020	04/22/2022	10/22/2020	1.400%	1.400%	\$ 148,000.00	\$ 148,000.00	\$ 148,000.00 "
28	Bremer Wealth Mgmt	FFCB-3133ELUS1	03/20/2020	06/30/2022		1.000%	1.000%	\$ 500,000.00	\$ 500,000.00	\$ 500,332.80 "
29	Bremer Wealth Mgmt	TB-102475HS2	11/13/2019	07/01/2022		4.000%	4.000%	\$ 105,000.00	\$ 110,718.30	\$ 111,266.40 "
30	Bremer Wealth Mgmt	TB-967338J70	+ 11/08/2019	10/01/2022		3.000%	3.000%	\$ 500,000.00	\$ 515,060.00	\$ 521,590.00 "
31	Bremer Wealth Mgmt	FHLMC-3134GUMU1	+ 10/30/2019	10/28/2022		1.900%	1.900%	\$ 500,000.00	\$ 499,875.00	\$ 500,495.80 "
32	Bremer Wealth Mgmt	FFCB-3133EK4N3	+ 11/04/2019	11/04/2022		1.800%	1.800%	\$ 500,000.00	\$ 499,687.50	\$ 503,718.45 "
33	Bremer Wealth Mgmt	TB-689900VT2	+ 11/01/2019	12/01/2022		2.100%	2.100%	\$ 100,000.00	\$ 100,745.00	\$ 100,812.00 "
34	Bremer Wealth Mgmt	TB-735456GF6	04/01/2020	12/01/2022		3.000%	3.000%	\$ 550,000.00	\$ 567,468.00	\$ 567,468.00 "
35	Bremer Wealth Mgmt	FFCB-3133ELDH4	12/05/2019	12/16/2022		1.710%	1.710%	\$ 1,000,000.00	\$ 1,000,000.00	\$ 1,005,345.60 "
36	Multi-Bank Securities	CD-02007GMY6	03/19/2020	03/13/2023	N/A	0.900%	0.900%	\$ 245,000.00	\$ 241,018.75	\$ 241,141.25 "
37	Bremer Wealth Mgmt	FFCB-3133ELUU6	03/20/2020	03/30/2023		1.100%	1.100%	\$ 500,000.00	\$ 500,000.00	\$ 500,336.60 "
38	Multi-Bank Securities	CD-828373HM5	^ 11/15/2019	11/15/2023	02/15/2020	2.050%	2.050%	\$ 245,000.00	\$ 245,000.00	\$ 245,105.35 "
39	Multi-Bank Securities	CD-89235MHL8	11/22/2016	11/22/2023	N/A	2.000%	2.000%	\$ 247,000.00	\$ 247,000.00	\$ 247,353.21 "
40	Wells Fargo Advisors	FHLMC-3134GU5Y2	01/30/2020	07/30/2024	07/30/2020	1.800%	1.800%	\$ 2,000,000.00	\$ 2,000,000.00	\$ 2,006,940.00 "
41	Bremer Wealth Mgmt	CD-40434YBM8	09/09/2016	09/09/2024	09/09/2017	2.000%	2.000%	\$ 245,000.00	\$ 245,000.00	\$ 245,859.95 "
42	Wells Fargo Advisors	CD-05581W7A7	05/01/2020	05/01/2025	08/01/2020	1.25-2.000%	1.250%	\$ 245,000.00	\$ 245,000.00	\$ 245,000.00 "
43	Wells Fargo Advisors	FHLMC-3134GVDU9	02/24/2020	02/28/2025	05/28/2020	1.700-5.000%	1.700%	\$ 2,000,000.00	\$ 2,000,000.00	\$ 2,002,600.00 "
44	Wells Fargo Advisors	FHLB-3130AJ6X2	02/24/2020	05/27/2025	05/27/2020	1.875%	1.875%	\$ 1,000,000.00	\$ 1,000,000.00	\$ 1,000,210.00 "
45	Multi-Bank Securities	FFCB-3133ELMQ4	02/11/2020	02/11/2026	05/11/2020	2.040%	2.040%	\$ 2,000,000.00	\$ 2,000,000.00	\$ 2,002,140.00 "
46	Wells Fargo Advisors	FHLB-3130A8VS9	08/24/2016	08/24/2026	02/24/2017	1.750-6.000%	1.750-2.000%	\$ 1,000,000.00	\$ 999,350.00	\$ 1,001,330.00 "
47	Wells Fargo Advisors	FM-3130H0BD4	09/01/2016	09/01/2026	09/01/2017	2.050%	2.050%	\$ 2,000,000.00	\$ 2,000,000.00	\$ 2,009,280.00 "
48	Wells Fargo Advisors	FHLB-3130A9EG2	09/30/2016	09/30/2026	03/30/2017	1.750-5.500%	1.750-2.000%	\$ 2,000,000.00	\$ 2,000,000.00	\$ 2,000,800.00 "
49	UBS	FFCB-3133ELLA0	02/04/2020	11/04/2026	05/04/2020	2.130%	2.130%	\$ 3,000,000.00	\$ 3,000,000.00	\$ 3,001,110.00 "
50	Multi-Bank Securities	CD-09710LCL7	^ 12/29/2017	12/29/2027	01/29/2018	3.000%	3.000%	\$ 245,000.00	\$ 245,000.00	\$ 245,374.85 "
CURRENT INVESTMENT BALANCE								\$ 49,334,798.86	\$ 49,244,316.72	\$ 49,451,682.96

" Market Values As Of 03/31/20

^ Monthly Interest Payments
Quarterly Interest Payments
* Annual Interest Payments
+ Prepaid Interest

USTN: US Treasury Note
TB: Taxable Bond

Finance Director

Date

Accounting Coordinator

Date

Summary of Investments By Institution

	Percentage of Booked Market Value	Par Value	As of 04/30/2020 Cost	Booked Market Value
4M	22.2574%	\$ 11,006,675.57	\$ 11,006,675.57	\$ 11,006,675.57
Bremer Bank	18.5052%	\$ 9,151,123.29	\$ 9,000,000.00	\$ 9,151,123.29
Bremer Wealth Mgmt	15.6896%	\$ 7,662,000.00	\$ 7,727,272.40	\$ 7,758,767.09
Multi-Bank Securities	10.5656%	\$ 5,227,000.00	\$ 5,223,018.75	\$ 5,224,847.01
UBS Financial Services	6.0688%	\$ 3,000,000.00	\$ 3,000,000.00	\$ 3,001,110.00
Wells Fargo	0.0000%	\$ -	\$ -	\$ -
Wells Fargo Advisors	26.9135%	\$ 13,288,000.00	\$ 13,287,350.00	\$ 13,309,160.00
Grand Totals	77.7426%	\$ 49,334,798.86	\$ 49,244,316.72	\$ 49,451,682.96
	59.2374%			
Money Market	40.7626%	\$ 20,157,798.86	\$ 20,006,675.57	\$ 20,157,798.86
CD	Certificate of Deposit 10.3134%	\$ 5,102,000.00	\$ 5,098,018.75	\$ 5,100,146.40
FFCB	Federal Farm Credit Bank 21.2804%	\$ 10,500,000.00	\$ 10,498,682.50	\$ 10,523,498.25
FHLB	Federal Home Loan Bank 8.0934%	\$ 4,000,000.00	\$ 3,999,350.00	\$ 4,002,340.00
FHLMC	Federal Home Loan Mortgage Corp 9.1201%	\$ 4,500,000.00	\$ 4,499,875.00	\$ 4,510,035.80
FM	Farmer Mac 4.0631%	\$ 2,000,000.00	\$ 2,000,000.00	\$ 2,009,280.00
FNMA	Federal National Mortgage Association 0.0000%	\$ -	\$ -	\$ -
TB	Taxable Bond 6.3670%	\$ 3,075,000.00	\$ 3,141,714.90	\$ 3,148,583.65
USTN	US Treasury Note/Bond 0.0000%	\$ -	\$ -	\$ -
Grand Totals	100.0000%	\$ 49,334,798.86	\$ 49,244,316.72	\$ 49,451,682.96



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City Office Building
 333 SW 6th Street
 Box 755
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2020 Interest/Dividends Received By Institution

<u>Institution</u>	<u>January</u>	<u>February</u>	<u>March</u>	<u>2020 Year-To-Date</u>	<u>2019 Year-To-Date</u>
Bremer Bank	\$ -	\$ -	\$ 22,860.13	\$ 22,860.13	\$ 16,211.44
Bremer Wealth Management	\$ 8,164.82	\$ 1,080.53	\$ -	\$ 9,245.35	\$ -
Heritage Bank	\$ 1,041.33	\$ 523.88	\$ 438.85	\$ 2,004.06	\$ 3,017.56
Morgan Stanley Smith Barney	\$ -	\$ -	\$ -	\$ -	\$ 13,392.20
Multi-Bank Securities	\$ 2,295.97	\$ 10,426.57	\$ 17,107.27	\$ 29,829.81	\$ 4,890.78
UBS	\$ 16,903.23	\$ 11,151.06	\$ 36,131.56	\$ 64,185.85	\$ 43,668.20
Wells Fargo	\$ 17,500.00	\$ -	\$ -	\$ 17,500.00	\$ 58,000.00
Wells Fargo Advisors	\$ 24,550.00	\$ 43,114.04	\$ 38,114.19	\$ 105,778.23	\$ 30,163.38
Totals	\$ 70,455.35	\$ 66,296.08	\$ 114,652.00	\$ 251,403.43	\$ 169,343.56

CASH/INVESTMENT PORTFOLIO AS OF MARCH 31, 2020

	<u>BANK</u>	<u>SECURITY ACQUIRED TYPE</u>	<u>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	0.670%	7,151,123.29	7,151,123.29
2	4M	MM	01/31/2020	N/A	1.440%	3,000,000.00	3,000,000.00
3	UBS	MM	03/11/2020	N/A	0.930%	4,080,000.00	4,080,000.00
4	Bremer Wealth	CD	07/18/2014	07/20/2020	2.200%	97,000.00	97,365.69
5	Bremer Wealth	CD	08/05/2015	08/05/2020	2.300%	245,000.00	245,673.75
6	Bremer Wealth	TB	03/27/2020	02/01/2021	5.000%	400,000.00 *	412,144.00
7	Bremer Wealth	TB	11/06/2019	04/01/2021	2.132%	150,000.00 *	151,654.50
8	Bremer Wealth	TB	12/04/2019	07/01/2021	2.638%	495,000.00 *	496,113.75
9	Bremer Wealth	TB	11/06/2019	08/01/2021	1.505%	175,000.00 *	175,777.00
10	Bremer Wealth	TB	11/06/2019	08/15/2021	2.000%	200,000.00 *	202,274.00
11	Multi-Bank Sec	FFCB	03/31/2020	12/16/2021	0.830%	2,000,000.00	1,999,460.00
12	Bremer Wealth	FFCB	10/28/2019	12/28/2021	1.600%	500,000.00 *	510,015.30
13	Bremer Wealth	FFCB	01/03/2020	12/30/2021	1.680%	500,000.00	501,039.50
14	Bremer Wealth	TB	11/01/2019	03/01/2022	2.768%	400,000.00 *	409,484.00
15	Multi-Bank Sec	CD	03/27/2020	03/31/2022	1.200%	245,000.00	244,272.35
16	Bremer Wealth	FFCB	03/20/2020	06/30/2022	1.000%	500,000.00	500,332.80
17	Bremer Wealth	TB	11/13/2019	07/01/2022	4.000%	105,000.00 *	111,266.40
18	Wells Fargo Adv	FFCB	07/12/2016	07/11/2022	1.750%	2,000,000.00	2,000,180.00
19	Bremer Wealth	TB	11/08/2019	10/01/2022	3.000%	500,000.00 *	521,590.00
20	Bremer Wealth	FHLMC	10/30/2019	10/28/2022	1.900%	500,000.00 *	500,495.80
21	Bremer Wealth	FFCB	11/04/2019	11/04/2022	1.800%	500,000.00 *	503,718.45
22	Bremer Wealth	TB	11/01/2019	12/01/2022	2.100%	100,000.00 *	100,812.00
23	Bremer Wealth	FFCB	12/05/2019	12/16/2022	1.710%	1,000,000.00	1,005,345.60
24	Multi-Bank Sec	CD	03/19/2020	03/13/2023	0.900%	245,000.00 *	241,141.25
25	Bremer Wealth	FFCB	03/20/2020	03/30/2023	1.100%	500,000.00	500,336.60
26	Multi-Bank Sec	CD	10/14/2016	10/13/2023	1.500-3.000%	247,000.00 *	247,079.04
27	Multi-Bank Sec	CD	11/15/2019	11/15/2023	2.050%	245,000.00	245,105.35
28	Multi-Bank Sec	CD	11/22/2016	11/22/2023	2.000%	247,000.00	247,353.21
29	Multi-Bank Sec	FFCB	12/26/2019	12/26/2023	1.950%	4,000,000.00	4,000,600.00
30	Multi-Bank Sec	FFCB	01/24/2020	04/23/2024	1.940%	2,000,000.00	2,001,060.00
31	Wells Fargo Adv	FHLMC	01/30/2020	07/30/2024	1.800%	2,000,000.00	2,006,940.00
32	Bremer Wealth	CD	09/09/2016	09/09/2024	2.000%	245,000.00	245,859.95
33	Wells Fargo Adv	FHLMC	02/28/2020	02/28/2025	1.700-5.000%	2,000,000.00	2,002,600.00
34	Wells Fargo Adv	FHLB	02/27/2020	05/27/2025	1.875%	1,000,000.00	1,000,210.00
35	Wells Fargo Adv	FHLB	08/18/2016	08/18/2025	2.100%	1,000,000.00	1,000,150.00
36	Multi-Bank Sec	FFCB	02/11/2020	02/11/2026	2.040%	2,000,000.00	2,002,140.00
37	Wells Fargo Adv	FHLMC	07/27/2016	07/27/2026	1.500-5.000%	1,455,000.00 *	1,456,294.95
38	Wells Fargo Adv	FHLB	08/24/2016	08/24/2026	1.750-6.000%	1,000,000.00 *	1,001,330.00
39	Wells Fargo Adv	FM	09/01/2016	09/01/2026	2.050%	2,000,000.00	2,009,280.00
40	Wells Fargo Adv	FHLB	09/30/2016	09/30/2026	1.750-5.500%	2,000,000.00	2,000,800.00
41	UBS	FFCB	02/04/2020	11/04/2026	2.130%	3,000,000.00	3,001,110.00
42	Multi-Bank Sec	CD	12/29/2017	12/29/2027	3.000%	245,000.00	245,374.85
TOTAL INVESTMENT						\$ 50,272,123.29	\$ 50,374,903.38
43	Heritage Bank	Flex Gold Ckg		None	0.300%	1,279,395.96	1,279,395.96
44	Heritage Bank	Commercial Ckg		None	0.150%	2,287,006.85	2,287,006.85
45	Heritage Bank	Employee FSA Ckg		None	0.000%	4,963.17	4,963.17
46	Heritage Bank	Police Forfeiture Ckg		None	0.150%	42,592.15	42,592.15
47	Heritage Bank	Police Explorer Ckg		None	0.000%	10,298.49	10,298.49
48	Heritage Bank	Fire Dpt Explorer Ckg		None	0.000%	6,665.28	6,665.28
49	Bremer Wealth	Money Market		None	2.000%	769,241.12	769,241.12
TOTAL PORTFOLIO FOR MARCH 31, 2020						\$ 54,672,286.31	\$ 54,775,066.40

* Par Value is not equal to Purchase Amount

USTN: US Treasury Note
TB: Taxable Bond

Total Net Market Value Decrease During Quarter Ended March 31, 2020	\$	237,058.35
Total Net Capital Gain During Quarter Ended March 31, 2020	\$	175.66



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INVESTMENT ACTIVITY REPORT FOR QUARTER ENDED MARCH 31, 2020

BALANCE AT PRIOR MONTH END DECEMBER 31, 2019 \$ 51,925,587.44

SUMMARY OF JANUARY THROUGH MARCH, 2020, TRANSACTIONS:

(01/24/2020) Purchased: Multi-Bank Securities, FFCB-3133ELJT2, 04/23/2024, 1.940%	2,000,000.00
(01/28/2020) Called: UBS, FHLB-3130A7UE3, 04/28/2026, Step-Up 2.000-8.500%	(3,000,000.00)
(01/28/2020) Called: Wells Fargo Advisors, FHLMC-3134G9CK1, 04/28/2026, Step-Up 2.-8.5%	(2,000,000.00)
(01/28/2020) Market Value Adjustment: UBS, FHLB-3130A7UE3	28,320.00
(01/28/2020) Market Value Adjustment: Wells Fargo Advisors, FHLMC-3134G9CK1	4,240.00
(01/29/2020) Called: UBS, FHLB-3130A7UX1, 04/28/2026, 2.620%	(214,285.71)
(01/29/2020) Market Value Adjustment: UBS-FHLB-3130A7UX1	1,223.29
(01/30/2020) Purchased: Wells Fargo Advisors, FHLMC-3134GU5Y2, 7/30/24, 1.800%	2,000,000.00
(01/30/2020) Purchased: UBS, Temporary Money Market	3,000,000.00
(01/31/2020) Transferred out of Bremer Bank Money Market-437680198	(6,000,000.00)
(01/31/2020) Transferred to 4M	3,000,000.00
(02/04/2020) Purchased: UBS, FFCB-3133ELLA0, 11/04/2026, 2.130%	3,000,000.00
(02/04/2020) Transferred out of UBS Money Market	(3,000,000.00)
(02/10/2020) Called: Multi-Bank Securities, FHLB-3130A9SE2, 11/10/2026, 2.00-4.00%	(2,000,000.00)
(02/10/2020) Market Value Adjustment: Multi-Bank Securities, FHLB-3130A9SE2	21,140.00
(02/11/2020) Purchased: Multi-Bank Securities, FFCB-3133ELMQ4, 02/11/2026, 2.040%	2,000,000.00
(02/14/2020) Called: Wells Fargo Advisors, FHLB-3130A8GU1, 06/15/2026, 2.500%	(1,000,000.00)
(02/14/2020) Market Value Adjustment: Wells Fargo Advisors, FHLB-3130A8GU1	10,152.15
(02/14/2020) Transferred to Wells Fargo Advisors Money Market	1,000,000.00
(02/20/2020) Called: Wells Fargo Advisors, FHLB-3130A8VP5, 08/23/2024, 2.000%	(2,000,000.00)
(02/20/2020) Market Value Adjustment: Wells Fargo Advisors, FHLB-3130A8VP5	3,469.20
(02/27/2020) Transferred from Wells Fargo Advisors Money Market	(1,000,000.00)
(02/27/2020) Purchased: Wells Fargo Advisors, FHLB-3130AJ6X2, 05/27/2025, 1.875%	1,000,000.00
(02/27/2020) Purchased: Wells Fargo Advisors, FHLMC-3134GVDU9, 02/28/2025, 1.70-5.0%	2,000,000.00
(03/06/2020) Bremer Bank Money Market Interest for January	15,143.31
(03/06/2020) Bremer Bank Money Market Interest for February	7,716.82
(03/11/2020) Called: UBS, FFCB-3133EGQH1, 08/10/2026, 2.140%	(1,000,000.00)
(03/11/2020) Market Value Adjustment: UBS, FFCB-3133EGQH1	19,610.00
(03/11/2020) Transferred to UBS Money Market Account	1,000,000.00
(03/13/2020) Called: Multi-Bank Securities, FHLB-3130AHLDD3, 11/21/2022, 1.800%	(1,000,000.00)
(03/13/2020) Market Value Adjustment, Multi-Bank Securities, FHLB-3130AHLDD3	690.00
(03/17/2020) Called: UBS, FHLB-3130A9HL8, 09/22/2026, 2.170%	(1,080,000.00)
(03/17/2020) Market Value Adjustment, UBS, FHLB-3130A9HL8	4,363.20
(03/17/2020) Transferred to UBS Money Market Account	1,080,000.00
(03/13/2020) Called: UBS, FHLB-3130A94L2, 09/02/2026, 2.125%	(2,000,000.00)
(03/13/2020) Market Value Adjustment, UBS, FHLB-3130A94L2	12,300.00
(03/18/2020) Transferred to UBS Money Market Account	2,000,000.00
(03/19/2020) Purchased: Multi-Bank Securities, CD-02007GMY6, 03/13/2023, 0.900%	241,018.75
(03/27/2020) Purchased: Multi-Bank Securities, CD-084601WX7, 03/31/2022, 1.200%	245,000.00
(03/30/2020) Called: Multi-Bank Securities, FHLMC-3134G9ZK6, 06/30/2026, 2.000-6.000%	(2,000,000.00)
(03/30/2020) Market Value Adjustment: Multi-Bank Securities, FHLMC-3134G9ZK6	5,920.00
(03/31/2020) Purchased: Multi-Bank Securities, FFCB-3133ELTM6, 12/16/2021, 0.830%	2,000,000.00
(03/31/2020) Bremer Bank Money Market Interest for March	5,444.42
Bremer Wealth Management Activity:	
(01/03/2020) Purchased: Bremer Wealth Management, FFCB-3133ELFY5, 12/30/21, 1.680%	500,000.00
(02/18/2020) Matured: USTN-912828W22, 02/15/20, 1.375%	(500,000.00)
(02/18/2020) Matured: USTN-912828W22, 02/15/20, 1.375%	(500,000.00)
(02/18/2020) Market Value Adjustment: USTN-912828W22	468.75
(02/25/2020) Purchased: USTN-912796XC8, 03/24/20, 0.00%	149,824.34
(03/03/2020) Called: FFCB-3133EK5V4, 11/14/2022, 1.840%	(500,000.00)
(03/03/2020) Market Value Adjustment: FFCB-3133EK5V4	237.94
(03/16/2020) Called: FFCB-3133EK6Y7, 05/13/2021, 1.670%	(500,000.00)
(03/16/2020) Market Value Adjustment: FFCB-3133EK6Y7	159.54
(03/20/2020) Purchased: FFCB-3133ELUS1, 06/30/2022, 1.000%	500,000.00
(03/20/2020) Purchased: FFCB-3133ELUU6, 03/30/2023, 1.100%	500,000.00
(03/24/2020) Matured: USTN-912796XC8, 03/24/2020, 0.000%	(150,000.00)
(03/24/2020) Capital Gain: USTN-912796XC8	175.66
(03/27/2020) Purchased: TB-819190TG4, 02/01/2021, 5.000%	412,220.00
(03/31/2020) Quarter-End Market Value Adjustment	124,764.28

MARCH 31, 2020 BALANCE

\$ 50,374,903.38

**COMMUNITY DEVELOPMENT COMMITTEE
MINUTES**

The Community Development Committee of the Willmar City Council met on Tuesday, May 26, 2020, by means of GoToMeeting.

Present: Rick Fagerlie Chair
 Vicki Davis Councilmember
 Shawn Mueske Councilmember
 Kathy Schwantes Councilmember

Others Present: Dave Ramstad – Director, Planning and Development
 Sarah Swedburg – City Planner
 Brian Gramentz – City Administrator
 Shelby Lindrud – West Central Tribune

Item No. 1 Call to Order

The meeting was called to order at 5:20 p.m.

Item No. 2 Commercial Use of Parking Property Emergency Ordinance (Motion)

Staff introduced an emergency ordinance allowing for the commercial use of public property. This Ordinance has been drafted by staff & the City Attorney in response to Governor Walz’s executive order providing guidelines on the first phase of restaurants reopening on June 1. The ordinance would allow for commercial businesses to use public property directly abutting their brick & mortar location such as sidewalks & on-street parking spaces. The use of public spaces must be barricaded, and proof of insurance (City additional insured) must be provided to the City Clerk. If a business is selling alcohol, an additional agreement with the City must be signed. This Ordinance also allows for the administrative approval of street closure requests.

The committee discussed the requirements for the sale of liquor on a private parking lot, and inquired if the County Health inspector is a part of the coordination effort. Staff is drafting a 1-page handout for restaurant owners that will address these questions and provide applicants with all necessary guidelines. Administrator Gramentz informed the committee that Public Works will be able to provide picnic tables & barriers on a first-come, first-serve basis. A list of businesses that utilize City tables will be kept to ensure they are returned.

Councilmember Davis expressed concern about food trucks setting up downtown & competing with restaurants that will be opening up for outdoor seating. Staff will follow up on Food Truck Ordinance standards currently in place.

The committee also discussed the administrative allowance of street closures for up to 2 days. They have asked staff to explore this provision, allowing for more flexibility given to staff to address unique concerns, such as Freida’s Cafe. Dr. Ramstad suggested the ordinance allow for up to a 7 day street closure, renewable. Staff will review and alter the ordinance accordingly before final City Council review.

Motion by Councilmember Mueske, Seconded by Councilmember Davis to approve the emergency ordinance allowing for the commercial use of public property with the administrative approval of street closures and request an emergency council meeting be held to approve this emergency ordinance prior to June 1.

There being no further business to come before the Committee, the meeting was adjourned at 5:40 p.m. by Committee Chair Fagerlie.

Respectfully submitted,



David P. Ramstad, PhD
Director of Planning and Development Services



CITY COUNCIL AGENDA REPORT

To: Mayor and City Council	Date: 05/26/2020
From: David Ramstad, Planning & Development Director	Agenda Item: Introduction of Commercial Use of Parking Spaces Ordinance

RECOMMENDED ACTION:

Motion By: _____ Second By: _____, to introduce the Ordinance to allow for the temporary commercial use of parking spaces in the Central Business District.

HISTORY:

Current Municipal Code allows for commercial businesses to utilize public sidewalk space in front of their building when certain criteria is met. There are no fees to apply for this permit, and businesses must provide proof of insurance. As Willmar Main Street has watched Main Street Communities in other states begin to open, the allowance of temporary use of parking spaces/parklettes has been a popular, creative, and achievable means of assisting our downtown businesses reopen and more feasibly following social distancing guidelines & customer safety protocols.

Businesses would be required to demarcate the use of the parking space with bright, visible barricades (ie. not just traffic cones). This would be a temporary allowance for businesses in the Central Business District (bound by 1st St S, Minnesota Ave SW, 7th St SW, and Pacific Ave SW/Hwy 12), expiring on expiration of State Emergency Order regulating restaurant capacity restrictions or December 31, 2020, whichever comes first.

FINANCIAL IMPACT:

This amendment will assist downtown restaurants in anticipation of continued social distancing guidelines to accommodate for upon restaurant reopening, allowing them to seat more customers when in operation.

ALTERNATIVES:

1. Hold the item until further information can be provided
2. Not introduce the ordinance

REVIEWED BY: Brian Gramentz, City Administrator

COMMITTEE MEETING DATE: Community Development Committee, May 26, 2020

COUNCIL MEETING DATE: June 1, 2020 (Introduction), June 15, 2020 (Public Hearing)

Sec. 8-3. - Use of public sidewalks and parking spaces in the central business district for commercial purposes.

(a) *Issuance of permits.* Any business located in the central business district may apply to the city clerk for a permit to conduct business on the public sidewalk immediately adjoining the building where the business is located. The permit shall expire on December 31 of the year in which it was issued. Use of the permit shall be subject to all the terms of this section.

(b) *Conditions on use of sidewalks.* Each permit that is issued shall be subject to the following conditions:

(1) Sidewalk remaining for use by pedestrians shall be a minimum of five (5) feet in width in addition to the area presently occupied by trees, transformer boxes or other permanent installations.

(2) The sidewalk shall be used for the permitted purpose only.

(3) Each permittee shall fully indemnify the city against claims for injury to persons or damage to property.

(4) Each permittee shall maintain general liability insurance that includes premises and operations insurance and products and completed operations insurance with minimum coverage amounts of fifty thousand dollars (\$50,000.00) per occurrence, ten thousand dollars (\$10,000.00) per occurrence for property damage, and three hundred thousand dollars (\$300,000.00) aggregate for personal injury or death, and which names the City of Willmar as an additional insured.

(5) Property placed on the sidewalk by a permit holder shall not obstruct or interfere with building exits, fire hydrants, standpipes, or other public safety equipment.

(6) No food or beverage shall be sold on the public sidewalk for immediate consumption except by a licensed restaurant and only in compliance with all state and local regulations for restaurants. No alcoholic beverages shall be sold or served on the public sidewalk for immediate consumption or otherwise except by an establishment holding a valid license encompassing such public sidewalk pursuant to section 3-111, and only in compliance with all state and local regulations for the sale of alcoholic beverages. All waste liquids and foods; disposable cups, glasses, plates and utensils; and waste paper shall be placed in covered garbage receptacles.

(7) All furniture placed on the sidewalk by a permit holder shall be suitable for and manufactured for outdoor use and shall be maintained in good condition.

(8) No tables, chairs or other furniture intended to enable or promote public seating shall be placed or allowed to remain on the sidewalk during the months of December, January and February.

(c) *Permit not required.* A permit shall not be required for use of the sidewalk by a business during a downtown promotion such as Crazy Days, block parties and special sales events. A permit shall also not be required to place a flower pot on the sidewalk provided it abuts the wall of the building that it is placed in front of.

(d) To assist downtown businesses during the peacetime emergency caused by the COVID-19 pandemic, commercial businesses may additionally apply to the city clerk for a permit to conduct business on public parking spacing immediately adjoining the building where the business is located. The permit shall expire on expiration of State Emergency Order regulating restaurant capacity restrictions or December 31, 2020, whichever comes first. The use of the permit shall be subject to all of the terms found in (b) above. Additionally, property placed on parking space(s) shall be demarcated by bright, highly visible partitions placed within the parking space(s).

NO PARKING
THIS SIDE
TUES. THURS. SAT.
2 AM TO 5 AM

2 HR
PARKING
9:00 AM
TO 5:00 PM
MON-SAT



LABOR RELATIONS COMMITTEE

MINUTES

The Special Labor/Full Council met on Tuesday, May 26, 2020 at 6:15 p.m. over GoToMeeting.

Present: Shawn Mueske Chair
 Fernando Alvarado Vice Chair
 Julie Asmus Council Member
 Marv Calvin Mayor
 Vicki Davis Council Member
 Audrey Nelson Council Member
 Kathy Schwantes Council Member

Others present: Human Resource Director Samantha Beckman, City Administrator Brian Gramentz, Recreation Director Rob Baumgarn, Public Works Director Sean Christensen, City Labor Attorney Brandon Fitzsimmons, and Shelby Lindrud from the West Central Tribune

Item No. 1 Call to Order

The meeting was called to order by Council Member Mueske at 6:15 p.m.

Item No. 2 City Operations Update (Information)

Staff presented an update on staffing levels and a potential need to hire part-time staff in the Recreation and Public Works Departments. Recreation staff will be able to offer limited programming that stays in compliance with COVID-19 safety guidelines, which would require part-time staff to assist them. All participants/guardians will review, comply, and sign-off on the safety guidelines. With Recreation Department employees able to provide programming, Public Works will need part-time staff to cover the hours Recreation staff had been filling. The question of when the pool, community center, and arena will re-open is still up for discussion.

Item No. 3 Union Negotiations Strategy


A motion was made by Council Member Alvarado, seconded by Council Member Asmus and passed to go into closed session under Minn. Stat. § 130.03, subd. 1 (b) at 6:40 p.m. The meeting was opened at 7:50 p.m.

Item No. 4 Miscellaneous

No additional items.

There being no further business to come before the Committee, the meeting was adjourned at 7:50 p.m. by Council Member Mueske.

Respectfully submitted,



Samantha Beckman
Human Resources Director



CITY COUNCIL AGENDA REPORT

To: Mayor and City Council	Date: June 1, 2020
From: Brian Gramentz City Administrator	Subject: Invest in Willmar Project Recommendation

RECOMMENDED ACTION:

Motion By: _____ Second By: _____, to authorize the Swansson Field Project Architect and Construction Manager to finalize design and complete plans and specifications at the \$2 million project cost for anticipated construction in 2020.

DETAILS:

The Invest in Willmar committee has met and deliberated on the available options for the Swansson Field, Event Center, and the Recreation Fields projects. A vote was taken to recommend that the City Council authorize the Swansson Field project be funded at \$2 million and to continue through design, plans and specifications, and approval process (ending with the City Council) so that construction can be completed in 2020.

FINANCIAL IMPACT:

The project is limited to \$2 million or less at this time. Bonding will be required.

REVIEWED BY: Brian Gramentz, City Administrator

COMMITTEE MEETING DATE: May 20, 2020

COUNCIL MEETING DATE: June 1, 2020

**INVEST IN WILLMAR BOARD
MEETING SUMMARY**

SUBJECT TO APPROVAL

The Invest in Willmar Board met at 3:30 p.m. Wednesday, May 20, 2020 via GoTo teleconference.

Members present were: Matt Dawson, Mary Sawatzky, Bob Poe, Audrey Nelsen, Tony Amon Denis Anderson, Jon Konold, Shawn Mueske, Mayor Marv Calvin and City Administrator Brian Gramentz.

Also present were: Recreation Director Baumgarn, Finance Director Okins, Journalist Shelby Lindrud, David Leschak from LSE Architects and Janell Sommers, Administrative Assistant.

The meeting was called to order at 3:30 p.m. by Chair Dawson. A motion was made by Denis Anderson, seconded by Shawn Mueske and passed to approve the minutes of the April 8, 2020 meeting.

There were no additions or deletions to the agenda.

City Administrator Gramentz opened discussion of review of the City Council's decisions relating to local option sales tax projects at their May 18th council meeting. He understood there to be two decisions made by the Council. First being the Robbins Island Project, which has prior approval of its plans and specifications and authorized to proceed to the bidding process. This project was reduced in scope to remove the alternate options which are the two park shelters. The roadways, paved trails and parking lot aspects of the project would remain. That amounts to just under \$2 million with additional soft costs spending approximately 82% of the \$3 million for flat surfaces.

The second Council decision made was to direct architects and construction managers to suspend all work until revised priorities and funding guidelines are established. The Invest in Willmar Board and its subcommittees should prioritize the remaining projects. They discussed utilizing up to 67% or two thirds of the allocation that was applied to each particular project. This figure is based on the projected sales tax revenues due to COVID-19.

City Administrator Gramentz stated in his conversation with the architects he felt they would need to assist us through this prioritization process and the new calculations to provide options to the City to save money. Council Member Mueske agreed with his comments.

Chair Dawson stressed he felt the Council wants this group in conjunction with the subcommittees to provide prioritization of the projects. He questioned if the consensus of the board is to fund each project 67% or if they may want to fund priority projects at 100%?

City Administrator Gramentz clarified what he believed the Council wants stating each subcommittee was to identify its priorities and come to a conclusion of what their 67% is and the Council will not dictate each committee's priorities. The Council is seeking feedback from the subcommittees doing the work and advice from the Invest in Willmar Board.

Board member Anderson questioned going ahead without knowing what the funding will be. City Administrator Gramentz recognized that no matter what happens in the next 13 years, the retail sales are not going to be zero. The City is making a conservative expectation of what the sale tax will be. The members of the Board discussed the financing at length and bonding options in stages. There is consideration for proposing a small bond issue in 2020 to include Robbins Island and Swansson Field Improvements, and in time as the other projects develop, they would be bonded for as the money is needed.

The Board discussed a timeline and prioritizing the projects. Chair Dawson brought forth his opinion for consideration to not cut everything down to 33% and to complete the projects with the following prioritization: 1. Robbins Island, 2. Swansson Fields, 3. Recreation Fields, 4. Outdoor Rink, 5. Stormwater, 6. Community Center and 7. Event Center. He requested feedback on prioritizing and the discussion included the subcommittee listing their items and associated costs. Bob Poe also was not in favor to reducing all the projects down and to do them individually and fully as the funding allows. The inclusion of completion of Swansson Field in 2020 was discussed and favored.

City Administrator Gramentz touched on the Stormwater Projects noting they were to be completed in stages as needed. The City Hall/Community Center the Council decision was to place the architect on hold until a funding source can be determined.

Council Member Nelsen stressed considering what needs to be recommended to the Council to reconsider doing Swansson Fields this year.

City Administrator Gramentz commented on the outdoor rink being associated with the event center questioning not to select specific items within a project as to avoid confusion for the other subcommittees wanting to do the same with pieces of their project. The board discussed how the Event Center Project needs to fit together for layout purposes and the rink is part of this bigger relationship. It was the consensus of the board to allow the subcommittees to make these decisions.

Jon Konold gave an update on the Recreation Center to include preliminary discussions of how it fits with the Event Center facility and putting it into one combined facility. Tony Amon stated they took this step to obtain all the amenities the voters approved and be able to stay within budget and simplify staffing. This concept may entertain some cost savings and both committees are interested in pursuing it. There was mention of it becoming complicated as each project has its own architect and it may require further clarification from the City Attorney before the projects can be combined.

Mary Sawatzky provided an update on Swansson Fields stating they are very close to having final design and costs. She overviewed the proposed improvements and noted they are close to presenting to the public.

Audrey Nelsen questioned if Swansson Field is clear to proceed or does it require going back to the Council for approval. City Administrator Gramentz stated if Swansson Field is supported as the next priority item and there is enough funding available this discussion should lead to Swansson Field being the next project to be allowed to finalize plans and specifications to go forward for public input. This would require Council action to release it from the hold.

Denis Anderson made a motion to recommend to release the Swansson Field Project at the \$2 million allocation set by the voters to continue to work with the architect to complete the plans and specifications and advertise for bids in 2020. Jon Konold seconded the motion.

Bob Poe offered discussion that the total of the six projects will be set in the 67% budget and intend to start the first two at 100% and adjust accordingly later. Following discussion the motion passed.

There was discussion on 100% funding for Robbins Island which the Council acted on at their last meeting. No action was taken by the board. The next meeting is scheduled for June 10th at 4:00 p.m. The meeting schedule and process was discussed along with prioritization of the projects for the Council. City Administrator Gramentz stated the board's recommendation to move forward with Swansson Fields would be brought before the City Council at their June 1st meeting. The project priority list could be submitted at a later date.

There being no further business to come before the board, the meeting adjourned at 5:14 p.m.

Respectfully submitted,

Janell Sommers
Administrative Assistant